

STATE OF WYOMING )  
 )  
COUNTY OF HOT SPRINGS )

OFFICE OF THE BOARD OF  
COUNTY COMMISSIONERS  
THERMOPOLIS WYOMING  
December 2, 2014

The Hot Springs County Board of Commissioners met in regular session on Tuesday, December 2, 2014 at 9:00 a.m. in the Commissioners Room at the Government Annex.

Present were Commissioners Mike Baker, Brad Basse and John Lumley. Also present were County Clerk Nina Webber, County Attorney Jerry Williams and Administrative Assistant to the Commissioners Penny Herdt. Chairman Baker led those present in the Pledge of Allegiance.

#### **Approval of Agenda**

John Lumley made a motion to approve the agenda with the following addition:

**ADD: 1:10 p.m. Commissioners.** 7. WIR Conference – Jackson – WCCA Board of Directors  
Application Approval Request

Brad Basse seconded the motion. Motion carried.

#### **Approval of Minutes**

John Lumley made a motion to approve the minutes of the regular meetings on November 4 & 18, 2014 and the special meeting on November 13, 2014 as presented. Brad Basse seconded the motion. Motion carried.

#### **Maintenance Monthly Report**

Maintenance Foreman Chuck Carver reported that the Christmas decorations are all up. After further investigation, Rocky Mountain Power has lowered the demand charge at the library and issued a credit for the September bill. Long Associates (formerly Big Horn Energy) has notified Mr. Carver that they will be issuing new maintenance contracts effective January 1, 2015. The number of contracts has been reduced to two – one for the Courthouse/Joint Law Enforcement Center and one for the rest of the County-owned buildings. Those contracts will be reviewed by the County Attorney and presented for approval at the December 18<sup>th</sup> meeting. Mr. Carver reported that he has recently replaced the starter in the generator for the Annex Building.

Museum Roof Project Update – The roof audit has been completed. The DEQ now requires a complete asbestos test whenever a roof is replaced. Mr. Carver has been seeking bids for the asbestos testing and expects to have those for consideration at the December 18<sup>th</sup> meeting.

#### **Road & Bridge Monthly Report**

Road & Bridge Supervisor Dave Schlager reported that graveling of the lower end of County Road 19 where it ties into East River Road is complete. A culvert was replaced and the crossing was widened over the canal on Cowboy Mine road to improve sightlines and overall safety. Gravel placement on the east end of East Sand Draw road will continue while the weather holds out. Piling of pit run at the Wagonhound pit is complete, so the dozer will be moved to the County pit to begin piling pit run there for use next year. The new blade is scheduled for delivery on December 10<sup>th</sup>. Mr. Schlager brought up the need to establish right of ways by survey on South Kirby Creek road and Hamilton Dome road. He would like to move forward with this as quickly as possible so that relocation and construction on the road can proceed in the spring.

#### **Planner Monthly Report**

Planner Bo Bowman reported the NRPC will meet on the 10<sup>th</sup> and the LUPB on the 17<sup>th</sup>. The site plan for Weed & Pest's storage building has been completed and submitted to Kevin Skates for consideration. A letter has been sent to BNSF Railroad regarding clarification of the County's easement for the property on the east side of the County pit. The New Resident Information handout is at the printer's and should be available shortly. Planner Bowman distributed complete packets for the Hughes Home-Based Business Permit request for the Commissioners' review prior to the Public Hearing on December 16<sup>th</sup>. He noted that Mr. Seidel has notified him that the road access issue has been worked out and it appears that the business plan has been somewhat scaled back.

### **Airport Update**

**FAA AIP-04 Request For Reimbursement #6** – Jeremy Gilb presented FAA Request for Reimbursement #6 for the Commissioners' approval. John Lumley moved approval of FAA Project 3-56-0043-04 RFR #6 in the amount of \$177,976.03. Brad Basse seconded the motion. Motion carried.

**WYDOT-Aeronautics Division THP-11E-3030 Request for Reimbursement #6** – Mr. Gilb presented WYDOT-Aeronautics Division Request for Reimbursement #6 for the Commissioners' approval. Brad Basse moved approval of WYDOT-Aeronautics Division Project THP-11E-3030 RFR #6 in the amount of \$15,820.00. John Lumley seconded the motion. Motion carried.

**Phase III & IV Update** – The contractor has submitted a request for approval for a winter shutdown. Mr. Gilb reviewed the status of the construction for Phases III & IV and discussed the provisions for on-site security and maintenance during the winter shutdown. Mr. Gilb will present a change order regarding additional contract days and setting a substantial completion date for Phases III & IV at the December 16<sup>th</sup> meeting. The contractor has also asked for a reduction in the amount of retainage for the project as permitted in the contract documents. Commissioner Basse reminded the Commission of the accommodations made by the contractor at the beginning of Phases III & IV and suggested a reduction in retainage should be considered. Mr. Gilb reported that FAA and WYDOT representatives have indicated that a reduction in retainage at this point would be acceptable to their respective agencies. Mr. Gilb will present a recommendation for a reduction in the amount of retainage at the December 16<sup>th</sup> meeting. Brad Basse moved to authorize a winter shutdown for Phases III & IV of the airport relocation project beginning November 21, 2014 and ending on March 30, 2015 or as soon as the weather permits resumption of the project. John Lumley seconded the motion. Discussion: the contractor (Paul Reed Construction) will be responsible for site security and maintenance during the shutdown. Motion carried.

**Phase V Update** – Mr. Gilb presented the Phase V Scope of Work document for the Commissioners' consideration. Brad Basse moved approval of the Project Scope of Work for HSC Airport Relocation Project Phase V – Airfield Lighting and NavAids – AIP #03-56-0043-05, State Project #THP-11F, contingent upon approval by the FAA and WYDOT-Aeronautics Division. John Lumley seconded the motion. Motion carried. Brad Basse moved to authorize Clerk Webber to work with Mr. Gilb to initiate the Independent Fee Review process once FAA/WYDOT approval of the Scope of Work has been received. John Lumley seconded the motion. Motion carried.

**FAA SF-425 Forms** – The FAA has started requiring an annual Form SF-425 to track the federal grant expenditures. John Lumley moved approval of the chairman's signature on SF-425-AIP-03 and SF-425-AIP-04. Brad Basse seconded the motion. Motion carried.

**SRE Terminal Building** – The Scoping document for the SRE Terminal building is currently being revised slightly and will be presented for approval on December 16<sup>th</sup>.

**Minimum Standards / Grounds Lease Rates Discussion** – Mr. Gilb presented a DRAFT set of Minimum Standards for the new airport for the Commissioners' consideration. The Commissioners agreed they would like to have the Minimum Standards/Ground Lease Rates established prior to the end of the year for use by potential future users of the airport. A work session including GDA representatives and the Commissioners was scheduled for Tuesday, December 16<sup>th</sup> from noon to 2:00 p.m. in the Annex meeting room.

### **Arca Search Proposal**

Arca Search representative Peter Fox appeared before the Commissioners to review his company's proposal for a project to digitize historical public records in the Clerk's office. The money is in the budget for this project, but the County Attorney had objected to the payment terms in the original proposal. Mr. Fox provided an addendum to the contract changing the terms to ones acceptable to the County Attorney. Brad Basse moved to authorize the chairman's signature on the proposal dated July 15, 2014, between Arca Search and Hot Springs County for digital archiving services as outlined in the proposal in the amount of \$74,260.00, authorization to include Addendum to Terms 10.20.14 as presented by Mr. Fox. John Lumley seconded the motion. Motion carried.

### **WIR Conference Application**

Commissioner Basse presented a request from the WCCA Board of Directors to approve submission of their application to host the annual WIR Conference for 2016 in Jackson. The approval of submission would indicate a commitment on the County's part for shared financial support if fundraising efforts for the conference expenses fall short. Brad Basse moved to approve submission of an application by the

Wyoming County Commissioners Association to host the 2016 WIR Conference in Jackson, Wyoming. John Lumley seconded the motion. Motion carried.

**Other Business**

Owl Creek Water District CDBG DDR #32 – Clerk Webber presented CDBG Grant Draft Request #32 for the Owl Creek Water District’s expansion project for the Commissioners’ consideration. John Lumley moved to approve the Wyoming Business Council Investment Ready Communities CDBG Grant Draft Request #32 for the Owl Creek Water District Water Supply project in the amount of \$10,200.00. Brad Basse seconded the motion. Discussion: The district noted that this will be the final draw down request for this grant. Motion carried.

Consider STWSD Expansion Project Extension Request – Due to unanticipated delays relating to property acquisition, the South Thermopolis Water & Sewer District submitted a request for a letter from the County (as the sponsoring entity) to the Wyoming Business Council requesting a one-year extension to the CDBG grant agreement for the STWSD expansion project. Brad Basse moved to approve the chairman’s signature on the letter as drafted to Sandy Quinlan with the Wyoming Business Council requesting a one-year extension for the grant agreement for the STWSD Expansion Project. John Lumley seconded the motion. Discussion: The request extends the grant expiration date to December 31, 2015. Motion carried.

Trane Final Payment Request – The Commissioners reviewed a letter from Derek McPherran with Trane, Inc. requesting release of final payment for their services in connection the County’s WYECIP project. Chairman Baker will work with staff to draft a response clarifying the County’s position that there are still several issues with the work done by Trane that preclude the release of the final payment at this time.

Consider LGLP Ballot – After reviewing the nominees, John Lumley moved to cast a unanimous ballot for Donna Geho for the Special District position and Brad Basse for the County Commissioner position on the Local Government Liability Pool Board. Brad Basse seconded the motion. Motion carried.

Employee Performance Review Process Discussion – The Commissioners will finish their employee evaluations and review the evaluation forms with the affected employees prior to December 31<sup>st</sup>.

**Correspondence**

**Chamber of Commerce** – December, 2014 Newsletter

**Approve Bills**

The following bills were submitted for approval: (see attached). Payroll for November, 2014 – \$170,471.94

**Adjournment**

There being no further business to come before the Board at this time, John Lumley moved to adjourn. Chairman Baker declared the meeting adjourned at 3:30 p.m.

Attest:

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Mike Baker, Chairman

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Nina Webber, Clerk to the Board

**BILLS – NOVEMBER, 2014**

MATTHEW BENDER & CO.,INC. 162.16 / KONE INC. 429.39 / LOLA B. CORDINGLY 164.00  
VIOLA N. RYAN 164.00 / CAROL J. DOCKERY 199.17 / NATIONAL SHERIFF'S ASSOCIATION 54.00  
HOT SPRINGS VETERINARY CLINIC 44.00 / WYOMING LAW ENFORCEMENT ACADEMY 150.00

BOELENS' SHOP 620.00 / ROY G. READY 90.00 / JACK'S UNIFORM & EQUIPMENT 14.25  
 ST. VINCENT HEALTHCARE 177.63 / SPAN PUBLISHING, INC. 144.00 / AFLAC (ACCOUNT #HW652) 599.01  
 ENTERPRISES TECHNOLOGY SERVICES 19.67 / AIT LABORATORIES 421.00 / ALEXA A. HANSON 164.00  
 ALICE J. BUNCH 185.84 / ALLEGIANCE BENEFIT PLAN MANGT, INC. 43,960.97 / ANITA WEISBECK 69.77  
 ASHLEY G MULLER 38.40 / ATLAS OFFICE PRODUCTS, INC. 47.75 / CHARTER COMMUNICATIONS 55.20  
 / BARBARA J. BENT 178.34 / BARBARA A. MOELLER 164.00 / BARTON STAM 357.03 / BART A BADER 41.76  
 BOB BARKER COMPANY, INC. 237.90 / BIG HORN WATER 155.20 / BETTY JEAN MARTINEZ 243.01  
 BLACK BEAR CAFE 50.15 / BLAIR'S SUPER MARKET 432.74 / BRENNA HUCKFELDT 24.64  
 BRETT W. JONES 59.12 / BRENDA L BARNES 30.00 / AMERITAS LIFE INSURANCE CORP, 629.20  
 BROWN'S WESTERN APP 24.00 / CARDINAL HEALTH 110, INC. 2,684.22 / CAROL M. SLAGLE 186.74  
 CAROLYN L. SOLOMON 19.00 / CAROL A. WIDMAN 164.00 / CHARLENE L WELBORN-ANDERSON 90.00  
 CHRISTOPHER J. KING, P.C. 800.00 / CINDY L DENTON 90.00 / CLAYTON A FERRELL 30.00  
 RED ROCK FAMILY PRACTICE 109.00 / CLOUD PEAK COUNSELING CENTER 157.50  
 CNA SURETY DIRECT BILL 4,020.00 / THERMOPOLIS HARDWARE 198.33 /  
 COLONIAL SUPPLEMENTAL INS. 34.70 / VERIZON WIRELESS 55.83 / VERIZON WIRELESS 48.85  
 VERIZON WIRELESS 56.62 / VERIZON WIRELESS 157.68 / VERIZON WIRELESS 48.04  
 COMPUTER PROJECTS OF IL, INC 171.60 / CORY M GILBERT 90.00 / CORT B MCCUMBER 44.56  
 CINDY MAGELKY 61.60 / KOERWITZ, MICHEL, 12,300.00 / CYNTHIA S DEVRIES 30.00  
 DANIEL L HERDT 30.00 / DAVID SCHLAGER 57.89 / DEBBIE K CARTWRIGHT 30.00  
 DEBRA A. GERHARTER 150.15 / DEFENSIVE EDGE TRAINING 395.00 / DELORES FUGIER 30.00  
 DEPARTMENT OF FINANCE 42.50 / DONNA S. DANIELS 43.44 / DORIS ANN READY 164.00  
 DURWARD D JONES 45.12 / ECONOHEAT 76.01 / ELEANOR G. YETTER 30.00 / ELLEN M. GALYAN 164.00  
 ELIZABETH A OLIVER 30.00 / EMERGENCY COMMUNICATIONS 5,000.00  
 ROCKY MOUNTAIN FIRE SYSTEMS, INC. 712.00 / PINNACLE BANK OF THERMOPOLIS 42,085.03  
 PINNACLE BANK 42.89 / MORTIMORE FUNERAL HOME 840.00 / GARY W BOOTHE 28.50  
 GDA ENGINEERS 99,698.93 / GENEVA J. BAIRD 145.00 / GOTTSCHKE THERAPY REHAB WELLNESS 240.00  
 GREGORY W. MEIER 30.00 / MOUNTAIN WEST BUSINESS SOLUTIONS 159.95  
 MOUNTAIN WEST BUSINESS SOLUTIONS 90.00 / HELENE A FILLMAN 30.00 / HIGH PLAINS POWER 80.24  
 HONNEN EQUIPMENT CO. WYO 185.69 / HOT SPRINGS COUNTY HEALTH INS ACCT 61,492.86  
 HOT SPRINGS CO. SCHOOL DIST #1 6,834.77 / INDEPENDENT RECORD 3,514.38 / INDOFF INC. 207.60  
 INLAND TRUCK PARTS & SERVICE 264.51 / JAMES A. RAYMOND 19.00 / JANET L. BLAKESLEY 22.61  
 JANELLE J SLATER MESKY 90.00 / JENNIFER L MILLER 36.72 / JILL LOGAN 550.00 / JILL I. TONN 44.56  
 JIM F. HAYS 30.00 / JOHN P. LUMLEY 300.66 / JOANN M. MYERS 164.00 / JOEY L JOHNSON 515.74  
 JOSEPH W DENNY 30.00 / JOYCE A. KELLEY 28.50 / JT AVIATION LLC 5,192.54 / JUDY M. CRAMER 175.76  
 JUDITH L. SIEBRECHT 30.00 / JUNE WEDOR 30.00 / KAREN P. ROBBINS 61.36 / KEVIN MCGINTY 60.00  
 KIMBERLY D JONES 30.00 / MARY KING 164.00 / KIRSTEN H BASTY 30.00 / KRIS BROCK 98.08  
 KYLE A ARMAJO 102.88 / LAURA L HANSON 38.40 / LEA A. SCHOENEWALD 164.00  
 LEE R ANDERSON 30.00 / LUCAS MEAD 96.16 / LYNN S. ALLEN 220.65 / MARGIE C MARCOTT 90.00  
 MARY A. GORDON 48.94 / MARGIE L JACKSON 90.00 / MARY M. NATION 176.25 / MARY K. RYAN 164.00  
 MAXINE K TOEPKE-REESE 173.99 / MARK R BRAWLEY 30.00 / MESSENGER & OVERFIELD 1,398.46  
 MICHELLE L. PERRY 40.08 / MOORE MEDICAL, LLC 57.15 / MORTIMORE AMBULANCE SERVICE 1,158.36  
 CHARLES R. MORRIS 30.00 / MURDOCH OIL, INC. 203.18 / NANCY J SMITH 90.00  
 NEOFUNDS BY NEOPOST 500.00 / NICHOLE M. WEYER 90.00  
 NORTHWEST K-9 SEARCH & RECOVERY 98.08 / ONE STOP REPAIR & 148.22 / O'REILLY AUTO PARTS 43.83  
 O'REILLY AUTO PARTS 322.48 / O'REILLY AUTO PARTS 5.99 / THE OFFICE SHOP, INC 83.74  
 OWL CREEK WATER DISTRICT 10,200.00 / ROCKY MOUNTAIN POWER 3,684.55  
 PAINTBRUSH DENTAL 984.00 / PAULA K CLIFFORD 90.00  
 PAUL REED CONSTRUCTION & SUPPLY INC 97,971.49 / PERFORMANCE AUTO & GLASS 5.50  
 PERFORMANCE AUTO & GLASS 4.08 / PENNY T. HERDT 18.56 / PIZZA HUT 154.42  
 PINNACLE BANK OF THERMOPOLIS 2,709.00 / PINNACLE BANK OF THERMOPOLIS 3,559.00  
 PLAINSMAN PRINTING & SUPPLY 611.29 / PSS WORLD MEDICAL, INC. 28.17  
 PUBLIC AGENCY TRAINING COUNCIL 525.00 / RACHEL S TURNER 30.00 / RANDALL WAHLER 90.00  
 GORRELL & HOPKINSON, P.C. 120.00 / ROXANNE M BAIRD 37.28 / ROBIN R KRUSE 30.00  
 ROBIN LAKE 49.60 / RON BUHR 30.00 / ROY LOUDAN 363.00 / RT COMMUNICATIONS, INC. 2,227.02  
 SANDRA L SCOTT 30.00 / SEALS UNLIMITED, INC. 358.31 / SHARON L. LEA 30.00

SHAWN I MCWILLIAMS 58.00 / SHANNON V. SHAFFER 30.00 / SHERIDAN COUNTY PUBLIC HEALTH 5,355.00  
SHOSHONE OFFICE SUPPLY 295.39 / HOT SPRINGS CO SENIOR CITIZENS INC 40.00  
SUSAN D. SMITH 30.00 / THE STANDARD INS. CO. 1,465.05 / STAR PLUNGE 90.00  
STEFANIE A GILBERT 30.00 / SYBIL M. HANNAH 164.00 / SYSCO MONTANA, INC. 3,096.67  
TEAM LABORATORY CHEMICAL CORP. 1,082.20 / TEPEE POOLS 138.00  
THOMAS L. BENNETT, M.D. 1,400.00 / THOMAS C MCMARTIN 30.00 / TIMOTHY J ARTHUR 30.00  
TOWN OF THERMOPOLIS 1,150.50 / TRAVELING COMPUTERS, INC. 3,477.46  
THOS. Y. PICKETT & COMPANY, INC. 2,000.00 / CHEYENNE REGIONAL MEDICAL CENTER 160.00  
VERIZON WIRELESS 42.61 / VERIZON WIRELESS 32.80 / VETO ENTERPRISES, INC. 37,254.00  
PINNACLE BANK (VISA CARD ONE) 155.69 / PINNACLE BANK (VISA-CARD TWO) 94.70  
PINNACLE BANK (VISA CARD FOUR) 2.50 / PINNACLE BANK (VISA CARD 1-SHERIFF) 674.24  
PINNACLE BANK (VISA CARD 2-SHERIFF) 14.15 / PINNACLE BANK (VISA CARD 3-SHERIFF) 2,133.40  
PINNACLE BANK (VISA CARD 4-SHERIFF) 1,159.90 / THOMSON REUTERS - WEST 133.52  
WEST-TECH SUPPLY & SERVICES 765.00 / WILLIAM F. GORDON 91.27  
WYOMING DEPT. OF WORKFORCE SERVICES 3,047.16 / WYOMING TAXPAYERS ASSOCIATION 195.00  
WYOMING.COM 20.00 / WYOMING DIVISION OF 45.00 / ORCHARD TRUST COMPANY 6,304.26  
WY DEPT. OF ENVIRONMENTAL 200.00 / WYOMING GAS 1,315.83  
WYO RETIREMENT SYSTEM 26,218.66 / 036-NCPERS GROUP LIFE INS. 336.00