

STATE OF WYOMING)
)
COUNTY OF HOT SPRINGS)

OFFICE OF THE BOARD OF
COUNTY COMMISSIONERS
THERMOPOLIS WYOMING
April 10, 2015

The Hot Springs County Board of Commissioners met in regular session on Tuesday, April 10, 2015 at 9:00 a.m. in the Commissioners Room at the Courthouse.

Present were Commissioners Brad Basse and John Lumley. Commissioner Tom Ryan was absent as he was out of town. Also present were County Clerk Nina Webber, County Attorney Jerry D. Williams and Administrative Assistant to the Commissioners Penny Herdt. Brad Basse led those present in the Pledge of Allegiance. Chairman Basse noted that the Board of Commissioners would suspend their regular Parliamentary Procedure in order to conduct business in the absence of Commissioner Ryan

Approval of Agenda

John Lumley made a motion to approve the agenda as presented. Brad Basse seconded the motion. Motion carried.

Approval of Minutes

John Lumley made a motion to approve the minutes of regular meetings on March 3 and 17, 2015 as submitted. Brad Basse seconded the motion. Motion carried.

Youth Alternatives Monthly Report

Youth Alternatives Director Barbara Rice reported that there are currently seven participants in the program. Her office hours are as follows: Monday morning, Tuesday morning (attends municipal court), Wednesday all day, and Friday mornings. Ms. Rice met this week with Clerk Webber and VOA representative Craig Fiskus for grant training. The Youth Alternatives office has been painted and obsolete equipment is being replaced as needed.

Road and Bridge Monthly Report

Road & Bridge Supervisor Dave Schlager reported that blading has begun on the county roads. There has been some dirt work done at Weed & Pest in preparation for their new storage building. L-TAP has finished the paved roads survey work in the County. They will compile the results and provide the County with a CD containing video of all the roads surveyed on the surface, as well as online access to the underground radar survey results. This information will allow comparison with the other counties in the state and how those roads are holding up. Completion of the project and full access to the data will be delayed until the fall WACERS meeting.

Utility License Agreement – Baird – Jack and Ellen Baird filed an application for a Utility License Agreement for a water line bore under County Road 5 approximately two miles from the intersection of Highway 173 and County Road 5. Mr. Schlager reported that the bore has already been done, although the application fee has not yet been received. John Lumley moved to approve the ULA between Hot Springs County and Jack and Ellen Baird for a water line bore on County Road 5, contingent upon receipt of the fee from the Bairds. Brad Basse seconded the motion. Motion carried. Note: the Commissioners were notified later in the meeting that the fee had been received by the Clerk’s office today. Upon receiving this notification, Chairman Basse signed the ULA.

Utility License Agreement – Roberts – Colt and Amanda Roberts filed an application for a Utility License Agreement for a water line bore located at 652 West Sunnyside Road. Mr. Schlager reported that he has inspected the site and has no objection to the agreement. The fee has been received. John Lumley moved to approve the ULA between Hot Springs County and Colt and Amanda Roberts for a water line bore at 652 West Sunnyside Road. Brad Basse seconded the motion. Motion carried.

Maintenance Monthly Report

Maintenance Foreman Chuck Carver reported he has conducted a walkthrough with two contractors interested in the museum roof project, which resulted in some alternate suggestions for the roof drainage system. Mr. Carver is still waiting on costs for these alternatives.

Mr. Carver presented a draft of the Joint Law Enforcement Center Sidewalk Removal & Replacement Project Request for Proposals for the Commissioners’ review. Chairman Basse requested an addition to

the RFP addressing potential issues with the sub-base in the project area. Mr. Carver will put this into the RFP and submit it for final review at the meeting on April 21st.

Tree trimming is underway. Landscape preparations for spring are continuing.

WYECIP Project – Trane, Inc. has provided an extensive response to the County's request for information sent last December. The Commissioners, the County Attorney and Mr. Carver have all been provided with an electronic copy of the documents. After they have had the opportunity to review the information, a discussion will be scheduled for a later date.

District Court Restricted Access Project – Chairman Basse notified Mr. Carver that he has contacted the local lumberyard and authorized the contractor to obtain materials for this project up to \$500.00.

Courthouse Blinds – Mr. Carver is working up an RFP to replace blinds as needed in the Courthouse. He anticipates presenting the draft RFP for review on April 21st.

Annex Drains – Mr. Carver reported that the repair/replacement of the drains at the Annex is being completed today.

County Planner Monthly Report

Planner Bo Bowman reported that the Natural Resources Planning Committee met on Wednesday. Representative Nathan Winters reported on the current status of the State Park issues. The Land Use Planning Committee will meet next Wednesday. The draft Land Use Plan revision is being reviewed by the County Attorney at this time. Local surveyors and engineers have also been provided with a copy of the draft for possible input. Mr. Bowman reported that he has begun reviewing an update to the Small Wastewater Systems Delegation Agreement between Hot Springs County and the DEQ, at the DEQ's request. He will present it to the Commissioners for review at a future meeting. Mr. Bowman noted that he has begun his annual spring advertising giving the public notice of the County requirements for small wastewater disposal systems. When asked by the Commissioners, Mr. Bowman indicated that the responsibility for the Septic system at the new airport belonged to the DEQ, but that he is more than willing to assist with this area if requested to do so by the DEQ. There are two meetings coming up that Mr. Bowman encouraged the Commissioners to attend if they are able – the Greater Yellowstone Coordinating Commission on April 29th in Cody and the Water Development Office-Wind River/Bighorn Advisory Group here in Thermopolis on April 22nd.

Emergency Management Monthly Report

Emergency Management Coordinator Bill Gordon reported on the apparently intentional poisoning of dogs and wildlife in neighboring counties. Snowpack is approximately 80% of normal. Mr. Gordon asked permission to put the WyoLink update contract out for bid, as there are now several companies capable of doing this work besides Motorola. The Commissioners agreed this would be a good idea.

TANF/CPI Grant Application

Public Health Nurse Marie McDougal presented the annual application for the TANF/CPI Grant for the Commissioners' consideration. John Lumley moved to authorize the chairman's signature on the TANF/CPI Grant application in the amount of \$30,000.00 covering the time period of October 1, 2015 – September 30, 2016. Brad Basse seconded the motion. Motion carried.

Local Network Access – Mrs. McDougal asked for assistance in obtaining access to the County's local network. There appears to be some conflict between the State and the County's IT director due to Mrs. McDougal being State employee. Chairman Basse will talk to Mr. Peranteaux and attempt to resolve the situation.

Budget Discussion

The Commissioners set Commission-only budget work sessions for May 5th (after their regular meeting) and May 12th at 5:00 p.m. County department budgets are due by April 17th. Other funding requests are due April 27th. Clerk Webber will contact those outside entities who requested funds last year informing them of this date. Work sessions with department heads and outside entities will be scheduled at a later date. The Commissioners indicated that they would like to continue with the alphabetical format for the budget books. Clerk Webber reported that The County has been awarded \$5,247.40 in grant funding for election site accessibility projects.

Fireworks Fund Request

Obadiah Bishop and John Fish appeared before the Commissioners to discuss funding for the annual fireworks show put on by the Fire Department. The Commissioners asked Clerk Webber to add the Fire Department to the list of outside entities who will receive a funding request form to be submitted by April 27th.

Sheriff's Office – Rolling Stock Discussion

Sheriff Lou Falgoust and Lieutenant Dan Pebbles appeared before the Commissioners to discuss their 2015-2016 Rolling Stock budget request. The Sheriff's Office has received two bids for the new vehicle they plan to purchase to replace the Jeep Rubicon currently in use by the department. The low bid from Vedo Enterprises, Inc. includes a significantly larger allowance for trade-in of the Jeep than the other bid. Lt. Pebbles asked that the Commissioners agree to commit the necessary amount of money now for the 2015-2016 budget so that the vehicle could be ordered before the quote expired. A delay in ordering until after July 1st would require a new bid be obtained and the 2015 model would no longer be available. The vehicle would not be delivered until after July 1st. Regarding the Jeep, Lt. Pebbles asked that he be allowed to use it as a trade-in instead of passing it on to Search & Rescue due to its high trade-in value. John Lumley moved to authorize the Sheriff's Office to enter into an agreement to purchase a new vehicle with Vedo Enterprises, Inc. per Vedo's bid and use the Jeep as a trade-in, with delivery to occur after July 1, 2015. Brad Basse seconded the motion. Motion carried.

Board Appointments

The Commissioners reviewed the applications received in response to the advertising for the openings on the Museum Board and the Land Use Planning Board. Ballots were completed and tabulated. Clerk Webber announced a unanimous vote for Kathy Wallingford for the Museum Board position and Diane Winter and Jerry Langbehn for the two LUPB positions. John Lumley moved to appoint Kathy Wallingford to the Museum Board and Jerry Langbehn and Diane Winter to the Land Use Planning Board. Brad Basse seconded the motion. Discussion: there will be two additional positions coming open on the Museum Board shortly, so Staff will contact the two unsuccessful applicants to confirm their desire to keep their applications for consideration when those openings are filled. Motion carried.

Advertising for Upcoming Board Openings – Clerk Webber was authorized to advertise for the following board openings: Hospital, Library, Museum and Travel & Tourism.

Airport Update

FAA AIP-04 Request For Reimbursement #9-Revised – Jeremy Gilb presented FAA RFR #9-Revised for the Commissioners' approval. The incorrect mileage rate was used on the original RFR. John Lumley moved approval of FAA Project 3-56-0043-04 RFR #9-Revised in the amount of \$75,143.89. Brad Basse seconded the motion. Motion carried.

WYDOT-Aeronautics Division THP-11E-3030 Request for Reimbursement #9-Revised – Mr. Gilb presented WYDOT-Aeronautics Division RFR #9-Revised for the Commissioners' approval. As with the Federal RFR, the change in mileage rates has resulted in a reduction in the amount of the RFR. John Lumley moved approval of WYDOT-Aeronautics Division Project THP-11E-3030 RFR #9-Revised in the amount of \$6,679.46. Brad Basse seconded the motion. Motion carried.

FAA AIP-04 Request For Reimbursement #10 – Jeremy Gilb presented FAA RFR #10 for the Commissioners' approval. John Lumley moved approval of FAA Project 3-56-0043-04 RFR #10 in the amount of \$28,120.59. Brad Basse seconded the motion. Motion carried.

WYDOT-Aeronautics Division THP-11E-3030 Request for Reimbursement #10 – Mr. Gilb presented WYDOT-Aeronautics Division RFR #10 for the Commissioners' approval. John Lumley moved approval of WYDOT-Aeronautics Division Project THP-11E-3030 RFR #10 in the amount of \$2,499.61. Brad Basse seconded the motion. Motion carried.

WYDOT-Aeronautics Division THP-12A Request for Reimbursement #3 – Mr. Gilb presented WYDOT-Aeronautics Division THP-12A RFR #3 for the Commissioners' approval. John Lumley moved approval of WYDOT-Aeronautics Division THP-12A RFR #3 in the amount of \$9,888.82. Brad Basse seconded the motion. Motion carried.

Phase III – Phase III is progressing well. All topsoil has been placed and most of the survey grades have been passed. The contractor is on schedule. Change Order No. 6 was reviewed by Mr. Gilb. He is still waiting on some figures, so it will be presented for approval at the meeting on April 13th. Mr. Gilb discussed the final location of the job trailer. The Commissioners selected two sites and left the final

decision to Mr. Gilb's discretion. Mr. Gilb reviewed the final layout of the handicapped accessible parking area near the SRE/Terminal building. The seep is present again this year, but is not significant enough to cause concern. GDA will continue to monitor the situation.

Phase IV Update – This phase is essentially finished. The seeding is underway as of today. Mr. Gilb presented Change Order No. 2 for Phase IV. This zero dollar change order changes the number of working days for the contractor and the Substantial & Final Completion dates. John Lumley moved to approve Phase IV Change Order No. 2, subject to approval by the FAA and WYDOT. Brad Basse seconded the motion. Motion carried.

Phase V Update – Mr. Gilb reviewed the bid tabulation for the four bids received for Phase V- Airfield Lighting and NavAids. The bid from Yellowstone Electric was disqualified due the use of Montana DBE's instead of Wyoming DBE's. The other three bids appear to be in order. GDA expects to have an award recommendation by the April 21st meeting. Regarding the relocation of the fuel tank, Mr. Gilb reported that this item has been removed from the Phase V project as it appears the tank will have to be replaced rather than moved due to liability issues. The bids received for the SRE/Terminal Building came in substantially higher than the engineer's estimate, so GDA is currently working with the architect to see how the project might be adjusted to more closely align with the budget. GDA will have an award recommendation at the April 13th meeting.

Lease Lots & Minimum Standards – All the changes discussed to date have been incorporated into the documents and they have been submitted to the FAA and WYDOT for review. Jeremy provided electronic copies and a hard copy to Clerk Webber.

Black Mountain Road Planning Study Contract

The County Attorney has reviewed the proposed contract with GDA Engineers for the Black Mountain Road Planning Study and has requested several changes. GDA representative Joe DesJardin agreed to make the changes as requested by the County Attorney. The final contract will be submitted for approval by the Commissioners at the April 21st meeting.

Other Business

Business Associate Agreement – Covenant Insurance – This agreement brings Hot Springs County into compliance with HIPPA requirements and Affordable Care Act regulations including language regarding electronic exchanges of data. The County Attorney has reviewed and approved the agreement. John Lumley moved to approve the Business Associate Agreement with Covenant Insurance Group, Inc. Brad Basse seconded the motion. Motion carried.

Bank Depository Resolutions – Clerk Webber presented resolutions to act as a depository for County funds from Bank of Thermopolis and Pinnacle Bank. John Lumley moved to approve the resolution from Bank of Thermopolis to act as a depository for County funds. Brad Basse seconded the motion. Motion carried. John Lumley moved to approve the resolution from Pinnacle Bank to act as a depository for County funds. Brad Basse seconded the motion. Motion carried.

Contractor Mileage Rate Discussion – Clerk Webber asked for a clarification on the allowable mileage rate charged to the County by outside entities. The mileage rate allowance is specific to the individual project – federally funded projects are limited to the federally-approved rate, projects not involving federal funding may not be.

Koerwitz, Michel, Wright & Associates Letter of Engagement – Clerk Webber presented the Annual Services Agreement with Koerwitz, Michel, Wright & Associates for the Commissioners' approval. This is the annual contract for yearly audit services setting out duties for both parties and fees. Fees for the general audit are not to exceed \$21,200.00 and fee for the separate single audits are not to exceed \$4,000.00. The separate single audit is required whenever the county receives more than \$500,000.00 in federal grant funding annually, which will happen again in the 2015 fiscal year. John Lumley moved to approve the chairman's signature on the Annual Services Agreement between Koerwitz, Michel, Wright & Associates and Hot Springs County for general audit services for the fiscal year ending June 30, 2015 with total fees not to exceed \$21,200.00. Brad Basse seconded the motion. Motion carried. John Lumley moved to approve the separate single audit for a fee not to exceed \$4,000.00. Brad Basse seconded the motion. Discussion: Chairman Basse noted that he recently became aware that the single audit fees are grant reimbursable expenses and will check with GDA regarding whether those fees have been submitted for reimbursement for the last three years.

Correspondence

Chamber of Commerce Newsletter – April, 2015

Bureau of Reclamation – News Releases

- a. Boysen/Bighorn River Flushing Flow Schedule
- b. Boysen Reservoir Water Information Meeting
- c. Buffalo Bill Reservoir Water Information Meeting

Library Board Minutes – February, 2015

NRPC Minutes – February, 2015

HSC Assessor – 2015 Preliminary Abstract

Fair Board Minutes – March, 2015

Lucerne Pumping Plant Canal Company – 2015 Annual Meeting Minutes

The Commissioners reviewed the foregoing correspondence. No further action was required or taken.

Approve Bills

The following bills were submitted for approval: (see attached). Payroll for March, 2015 - \$162,905.79

Adjournment

There being no further business to come before the Board at this time, John Lumley moved to adjourn. Chairman Basse declared the meeting adjourned at 2:40 p.m.

Attest:

Brad Basse, Chairman

Nina Webber, Clerk to the Board

BILLS – MARCH, 2015

WACO WY ASSOC OF CO OFFICERS 300.00 / HANSON'S FIRE EQUIPMENT 742.66
CASPER STAR TRIBUNE 249.72 / HASCO INDUSTRIAL SUPPLY 365.92
NORTHERN TOOL & EQUIPMENT CO. 287.44 / WYOMING PLANNING ASSOCIATION 55.00
UNIVERSITY OF WYOMING 5,914.50 / BOELENS' SHOP 140.00
RAMS HEAD FINANCIAL SERVICES 100.00 / JACK'S UNIFORM & EQUIPMENT 14.25
ULTRAMAX 1,407.00 / GALLS LLC 237.53 / LECC CONFERENCE 25.00
ABSAROKA BICYCLES 21.99 / AFLAC (ACCOUNT #HW652) 571.51
ENTERPRISES TECHNOLOGY SERVICES 27.61 / ALAN ROSSLER 15.00
ALLEGIANCE BENEFIT PLAN MANGT, INC. 51,314.64 / ANITA WEISBECK 146.46
ARCASEARCH CORPORATION 27,308.00 / ATLAS OFFICE PRODUCTS, INC. 248.95
CHARTER COMMUNICATIONS 55.20 / BARTON STAM 220.07 / BECKY HERRING 15.00
BIG HORN WATER 92.40 / BLAIR'S SUPER MARKET 222.97 / BRAD W. BASSE 9.92
BRENNA HUCKFELDT 52.44 / AMERITAS LIFE INSURANCE CORP, 557.50
BRUCE N. "BO" BOWMAN 13.80 / CHRISTOPHER J. KING, P.C. 500.00
RED ROCK FAMILY PRACTICE 449.00 / THERMOPOLIS HARDWARE 228.31
COLONIAL SUPPLEMENTAL INS. 34.70 / VERIZON WIRELESS 111.80
VERIZON WIRELESS 48.92 / VERIZON WIRELESS 55.91 / VERIZON WIRELESS 157.86
VERIZON WIRELESS 48.12 / CINDY MAGELKY 63.25 / KOERWITZ, MICHEL, 12,360.00
CR LOCKSMITH 243.00 / EL RANCHO MOTEL 90.00 / ENGINEERING ASSOCIATES 4,535.30
ESRI, INC. 3,400.00 / FINISHING TOUCHES 4,266.03
SHELL FLEET PLUS PROCESSING CENTER 18.26 / FLEETPRIDE 79.11
PINNACLE BANK OF THERMOPOLIS 40,870.45 / FORENSICS LIMITED, LLC 160.00
MORTIMORE FUNERAL HOME 420.00 / GDA ENGINEERS 173,377.34
GOTTSCHKE THERAPY REHAB WELLNESS 210.00 / GREENWOOD MAPPING, INC. 2,000.00
MOUNTAIN WEST BUSINESS SOLUTIONS 137.88 / HIGH PLAINS POWER 84.15
HOLIDAY INN OF CODY 86.00 / HONNEN EQUIPMENT CO. WYO., INC. 1,497.32
HOT SPRINGS COUNTY HEALTH INS ACCT 59,743.74

HOT SPRINGS CO. SCHOOL DIST #1 3,704.21 / INDEPENDENT RECORD 4,727.55
INDOFF INC. 1,496.48 / JACK'S TRUCK & EQUIPMENT 210.19 / JILL LOGAN 725.00
JOEY L JOHNSON 305.91 / JT AVIATION LLC 5,383.52
HOLDING'S LITTLE AMERICA 807.00 / HOLDING'S LITTLE AMERICA 244.65
LUCERNE PUMPING PLANT CANAL CO 392.41 / MARY A. GORDON 306.05
MARIE MCDUGALL 14.53 / MCGEE COMPANY 562.93
HOT SPRINGS CO. MEM. HOSPITAL 20.70 / HOT SPRINGS COUNSELING SERV. 12,500.00
MESSENGER & OVERFIELD 933.95 / MHL SYSTEMS 1,688.00 / MICHAEL MCCLELLAND 15.00
NADA USED CAR GUIDE 96.36 / NIELSEN OIL CO., INC. 201.60
NORTHWEST SHUTTLE 500.00 / ONE STOP REPAIR & 39.70 / O'REILLY AUTO PARTS 75.67
O'REILLY AUTO PARTS 488.88 / O'REILLY AUTO PARTS 78.65 / OWL LUMBER INC. 357.61
ROCKY MOUNTAIN POWER 3,712.02 / PERFORMANCE AUTO & GLASS 50.00 / PIZZA HUT 37.47
PINNACLE BANK OF THERMOPOLIS 2,384.00 / PINNACLE BANK OF THERMOPOLIS 3,069.00
PLAINSMAN PRINTING & SUPPLY 354.49 / POSTMASTER 352.40
PREVENTIVE HEALTH & SAFETY DIVISION 74.00 / CENTURY LINK 1,310.60
ROCKY MOUNTAIN RECOVERY SYSTEMS 1,452.71 / REESE & RAY'S IGA 90.29
GORRELL & HOPKINSON, P.C. 120.00 / RIVERTON TIRE & OIL CO., INC. 3,095.00
TRUE NORTH STEEL 15,046.71 / RT COMMUNICATIONS, INC. 2,144.49
SECRETARY OF STATE 30.00 / SERLKAY PRINTING 517.00
SHOSHONE OFFICE SUPPLY 182.29 / SHOPKO STORES OPERATING CO., LLC 63.98
SNOW CREST CHEMICALS 90.71 / HOT SPRINGS CO SENIOR CITIZENS INC 15,801.21
THE STANDARD INS. CO. 1,400.95 / STAR PLUNGE 66.00
STEHLIN PLUMBING & CONTRACTING 115.00 / STEVE HAMANN 15.00
SYSCO MONTANA, INC. 3,518.08 / TEPEE POOLS 120.00 / TIFFANY HAMANN 15.00
TOWN OF THERMOPOLIS 17,299.60 / TRAVELING COMPUTERS, INC. 3,181.58
TRI COUNTY TELEPHONE ASSOC, INC 648.06 / TWEED'S WHOLESALE CO. 138.00
THOS. Y. PICKETT & COMPANY, INC. 2,000.00 / VERIZON WIRELESS 85.40
VERIZON WIRELESS 32.64 / VERIZON WIRELESS - LERT B 100.00
VICKLUND PHARMACY 394.79 / PINNACLE BANK (VISA CARD ONE) 3,941.20
PINNACLE BANK (VISA-CARD TWO) 593.98 / PINNACLE BANK (VISA CARD THREE) 15.36
PINNACLE BANK (VISA CARD SIX) 199.74 / PINNACLE BANK (VISA CARD SEVEN) 97.00
PINNACLE BANK (VISA CARD 1-SHERIFF) 191.77
PINNACLE BANK (VISA CARD 2-SHERIFF) 108.08
PINNACLE BANK (VISA CARD 3-SHERIFF) 129.08
PINNACLE BANK (VISA CARD 4-SHERIFF) 48.00 / WCADVSA 150.00
WYOMING COUNTY & PROSECUTING 200.00 / THOMSON REUTERS - WEST 137.53
WILLIAM F. GORDON 81.01 / WINTER EQUIPMENT CO. INC. 937.17
WYOMING DEPT. OF WORKFORCE SERVICES 2,881.62 / WYOMING.COM 40.00
WYOMING CO. TREAS. ASSOC. 100.00 / WYOMING DIVISION OF 308.00
ORCHARD TRUST COMPANY 6,295.00 / WYOMING GAS 5,727.34 / WYONET INC. 113.95
WYO RETIREMENT SYSTEM 24,851.86 / 036-NCPERS GROUP LIFE INS. 336.00