

STATE OF WYOMING                    )  
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COUNTY OF HOT SPRINGS         )  
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OFFICE OF THE BOARD OF  
COUNTY COMMISSIONERS  
THERMOPOLIS, WYOMING  
February 17, 2015

The Hot Springs Board of County Commissioners met in regular session on Tuesday, February 17, 2015 at 4:00 p.m. in the Public Meeting Room at the Government Annex. Present were Commissioners Brad Basse and Tom Ryan. Also present were County Attorney Jerry Williams, County Clerk Nina Webber and Administrative Assistant to the Commissioners Penny Herdt. Commissioner John Lumley was absent on Commissioner business in Cody. Chairman Basse led those present in the Pledge of Allegiance.

**Approval of Agenda**

Tom Ryan moved to approve the agenda as presented. Brad Basse seconded the motion. Motion carried.

**Airport Update**

**WYDOT Group Sealcoat & Mark Update** – GDA representative Dave Johnson presented Amendment No. 10 and the associated Engineering Fee Schedule for the WYDOT Group Sealcoat & Marking project. The County Attorney has reviewed and approved these documents. Tom Ryan moved to approve the Chairman’s signature on Amendment 10 and the associated Engineering Fee Schedule in the amount of \$36,202.00. Brad Basse seconded the motion. Motion carried.

**Phase V Update** – The plans for the electrical and fuel systems have been prepared for review by the DEQ and State Fire Marshall’s office. The DEQ plan review is performed free of charge. Tom Ryan moved to approve the Fuel System Upgrade plan review application to the Department of Fire Prevention & Electrical Safety to include a fee payment of \$527.26. Brad Basse seconded the motion. Motion carried. Tom Ryan moved to approve the Phase V Electrical plan review application to the Department of Fire Prevention & Electrical Safety to include a fee payment of \$5,688.70. Brad Basse seconded the motion. Discussion: special checks will be issued today for payment of the application fees to facilitate the application process. The voucher will be signed at the March 3<sup>rd</sup> meeting. Motion carried.

Mr. Johnson reported GDA is working with High Plains Power on plans for electrical service in the apron area. Regarding the fuel system, the only relocation expense that appears to be reimbursable at this time is moving the Phillips 66 sign. Still under investigation is a means of transporting leftover fuel from the old airport site to the new one. Mr. Johnson asked that the Commissioners begin thinking about a final location and use for the job site trailer.

**Approve Minimum Standards/Lease Agreements** – These items were tabled as the County Attorney has not yet completed his review of the documents. The Commissioners would also like to have at least one more user group meeting to review the drafts and gather input before approving these documents in a final form. Mr. Johnson will discuss the next steps in scheduling these user meetings with Mr. Spomer.

**UW Extension Educators Report**

The following UW Extension Educators appeared before the Commissioners to give their annual report on activities in the Northwest area: Rangeland Resources Team – Bart Stam, Hot Springs County and Mae Smith, Big Horn County; Community Development – Tara Kuipers, Park County; Nutrition & Food Safety – Phyllis Lewis, Washakie County; Ag & Horticulture – Ron Cunningham, Fremont County, Jeremiah Vardiman, Park County, Caitlin Youngquist, Washakie County; 4-H & Youth – Joey Johnson, Hot Springs County; and Administrative Liaison Dr. Kelly Crane. One item of particular interest was an upcoming Board Training being planned for five weeks, beginning in the middle of April. This training will be open to all interested parties and information will be distributed publicly as it becomes available.

**Kirby Ditch Irrigation District Expansion**

Planner Bo Bowman presented a Revised Boundary Enlargement Map for the Kirby Ditch Irrigation District for the Commissioners’ approval. Tom Ryan moved to approve the Boundary Enlargement Map for the Kirby Ditch Irrigation District as presented. Brad Basse seconded the motion. Discussion: the map is certified by the surveyor and the KDID board and only requires approval by, not signatures of the Commissioners. Motion carried.

**Treasurer – On-Line Payment Discussion**

Treasurer Julie Mortimore presented information regarding an on-line payment program for property taxes and vehicle tag renewals that she would like implement as soon as possible for use by county residents.

The initial cost for implementation of the program is \$2,000.00, which includes integration of the payment system with the MapServer program used by the Assessor's Office. There are no ongoing fees to the County for the service. There will be a 2.5% Convenience Fee charged for on-line credit card transactions, which is slightly less than the 2.9% fee charged by the current credit card processor. The system also includes the ability to pay by e-Check for a flat \$1.50 per check. The County Attorney will review the proposed service agreement and the Commissioners will make a decision on this at the March 3<sup>rd</sup> meeting.

### **Public Health Mutual Aid Agreement**

Public Health Manager Marie McDougall presented a Mutual Aid Protocol for the Commissioners' review. This protocol will be part of Public Health's emergency response plan and will allow Hot Springs County to provide nursing or clerical staff to other counties in case of an emergency and allow Hot Springs County to receive those same services from other counties if an emergency situation occurs here. State personnel will be called first, and then County personnel (subject to approval by the Commissioners). The County Attorney has reviewed the protocol and finds it acceptable. Tom Ryan moved approval of and the Chairman's signature on the Hot Springs County Public Health Office Mutual Aid Protocol During a Disaster or Public Health Emergency Response. Brad Basse seconded the motion. Motion carried.

### **ArcaSearch**

ArcaSearch representative Peter Fox appeared before the Commissioners to request an extension on the ArcaSearch project for the Clerk's Office. The project was to have been complete prior to the end of the fiscal year, but has been unavoidably delayed until early fall. The Commissioners agreed to extend the completion date for the project into the 2015-2016 fiscal year.

### **Title 25 Discussion**

County Attorney Williams discussed the history of charges covered from the Title 25 line item in the County budget. Sheriff Lou Falgoust and Town Police Chief Steve Shay appeared to discuss the possibility of using this budget line item to cover overtime costs for law enforcement officers involved in Title 25 cases. At this time, county costs are taken out of this budget, but, historically, town costs are not considered reimbursable by the County for this kind of thing. The Commissioners asked for more research into costs from the Clerk and the Town. This item was tabled to the March 3<sup>rd</sup> meeting.

### **Appoint County Fire Warden**

Upon recommendation by the Fire Department, Tom Ryan moved to appoint Dion Robbins as the new Fire Warden for Hot Springs County. Brad Basse seconded the motion. Discussion: a letter will be drafted to Bill Crapser with the State Forestry Division confirming Mr. Robbins' appointment by the Commissioners. Motion carried.

### **Appoint Youth Alternatives Director**

Six applications were received for the position of Youth Alternatives Director. Interviews were conducted earlier in the day by the selection committee and a recommendation was provided to the Commissioners. Tom Ryan moved to hire Barbara Rice as the new Youth Alternatives Director, subject to the successful completion of a background check. Brad Basse seconded the motion. Discussion: the County Attorney's office will contact Ms. Rice to get the paperwork started for the background check. Motion carried.

### **Other Business**

#### **Black Mountain Road Planning Study (BMRPS)**

WYDOT Cooperative Agreement – Clerk Webber presented the Cooperative Agreement with WYDOT for the Black Mountain Road Planning Study for the Commissioners' consideration. The County Attorney has reviewed the agreement and his requested changes have been incorporated into the agreement. Tom Ryan moved to authorize the Chairman's signature on the Cooperative Agreement between WYDOT and the Hot Springs County Commission for the Federal Project HPR2215 – Black Mountain Road Study. Brad Basse seconded the motion. Discussion: this is an 80/20 grant in the total amount of up to \$31,250.00 (up to \$25,000 in Federal-aid funds, up to \$6,250 County match). Motion carried.

Scope of Work – The Scope of Work for the BMRPS has been reviewed and revised by the steering committee for the project. Tom Ryan moved to approve the Scope of Work for the BMRPS as presented. Brad Basse seconded the motion. Motion carried.

Request for Engineering Proposals – The County has elected to follow WYDOT’s selection procedures for secure a consultant for the BMRPS. This is a qualifications-based procurement process and, therefore, cannot include costs into consideration. Tom Ryan moved to send a request for proposal to the following firms: DOWL-HKM, Sheridan, GDA Engineers, Cody, James Gores & Associates, Riverton, Engineering Associates, Thermopolis, and Inberg-Miller Engineers, Riverton. Brad Basse seconded the motion. Motion carried.

**OpenGov Discussion** – The Commissioners reviewed the tiered pricing information received from Brendan Carry with OpenGov and agreed that the middle tier seemed to be the most appropriate for the County. This program will be taken under consideration for implementation in the 2015-2016 budget year.

**Joint Law Enforcement Agreement / Joint Landfill Agreement** – These agreements need to be reviewed, renewed and signed by the current office holders. The Commissioners asked that the Clerk work with the Town Clerk to set up a work session to update the agreements for consideration and signature at a future meeting.

**Correspondence**

**Library Board Minutes** – January, 2015

**Fair Board Minutes** – January, 2015

**Fair Board Budget** – 2014-2015

**NRPC Minutes** – January, 2015

**Bureau of Reclamation** – Boysen Runoff Forecast Update

**Town of Thermopolis** – Outside Catering Permit for Shorty’s Liquor

**Adjourn**

There being no further business to come before the board, Tom Ryan moved to adjourn. Brad Basse declared the meeting adjourned at 6:45 p.m.

ATTEST:

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Brad Basse, Chairman

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Nina Webber, Clerk to the Board