

STATE OF WYOMING )  
 )  
COUNTY OF HOT SPRINGS )

OFFICE OF THE BOARD OF  
COUNTY COMMISSIONERS  
THERMOPOLIS WYOMING  
November 3, 2015

The Hot Springs County Board of Commissioners met in regular session on Tuesday, November 3, 2015 at 9:00 a.m. in the Commissioners Room at the Government Annex.

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

**Approval of Agenda**

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

- |      |                       |   |
|------|-----------------------|---|
| ADD: | <b>Commissioners</b>  | 4. Discuss Change of Date for 2 <sup>nd</sup> November Meeting      |
|      | <b>Other Business</b> | 2. WYDOT #HPR2215 Black Mountain Road Study<br>Draw Down Request #5 |

Tom Ryan seconded the motion. Motion carried.

**Approval of Minutes**

Tom Ryan made a motion to approve the minutes of the regular meetings on October 6 and 20, 2015 and the Special meetings on October 13 and 23, 2015 as presented. John Lumley seconded the motion. Motion carried.

**Tax Rebate and Supplementals**

Assessor Shelley Deromedi presented the following tax rebate for the Commissioners' approval:

1. BAILY, Richard – Parcel #3787 – Personal Property located at Grass Creek Field. This account should have been deleted for 2015 as Baily had notified our office prior to 12/31/2015 that they no longer had equipment in this county, but it was not deleted, resulting in overassessment of \$41,386, and necessitates a rebate of taxes in the amount of \$2,648.87. John Lumley moved to approve the tax rebate to Richard Baily for parcel #3787 for 2015 in the amount of \$2,648.87. Tom Ryan seconded the motion. Motion carried.

The following supplemental tax notices have been processed through the Treasurer's office:

1. Coronado Oil Company - DOR NOVC 2015-0712 - Parcel #973 for tax year 2013 (District #100) – Oil Production at Hand Creek, Group #000554 during 2012. Coronado filed amended return to correct volume allocation discrepancies discovered between WOGCC Form 2 Reporting and Annual Gross Products Reporting for the 2012 production year at Hand Creek, Group #000554, resulting in underassessment of 12,642, taxes in the amount of \$793.07.
2. Owl Creek Gravel Products LLC - DOR NOVC 2015-0818 - Parcel #4820 for tax year 2015 (District #109) – Gravel Production at Owl Creek Pit #1, Group #098557 during 2014. Owl Creek Gravel Products filed original return, late, in response to non-filer notification, resulting in underassessment of 20,678, taxes in the amount of \$1,323.47.

**Maintenance Monthly Report**

Maintenance Foreman Check Carver reported that the 2015 Library sidewalk replacement project has been completed. The Museum Roof / Façade Repair project is nearly finished. Repairs to the War Memorial in front of the Museum have been completed. After inspection, it was noted that the roof on the Senior Center will have to be completely replaced. Mr. Carver stated that he would like to institute a program of annual inspections of all the County buildings to reduce the likelihood of major repairs like the Senior Center roof coming as an unexpected event.

**Planner Monthly Report**

Planner Bo Bowman reported the NRPC will meet on the 10<sup>th</sup>. The LUPB will meet on the 18<sup>th</sup>. The monthly meetings will include regular workshops to work on the Land Use Plan revision. Mr. Bowman expressed his concerns regarding the number of septic systems in the bottom land area of Red Lane. He

is also concerned about the number of septic installations that seem to be occurring without proper permitting, testing and inspection. He will discuss remedial action with the County Attorney.

### **Youth Alternatives Monthly Report**

Director Barb Rice reported there are currently nine participants in her diversion program, with one successful completion and two 48-hour holds last month. There were also three referrals from Municipal Court. The first multi-organizational at-risk team meeting was held in October. One of the primary areas of focus for this group will be the establishment of a Teen AA/NA group, as well as revitalizing the GED program. The next session of Alive at 25 will be held on November 13<sup>th</sup> in the Annex meeting room. The first highway cleanup project will be held on November 28<sup>th</sup>. The Commissioners encouraged Ms. Rice to move forward with a monitoring system for her offices, citing safety concerns.

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

Road & Bridge Supervisor Dave Schlager reported that the gravelling of Sand Draw is complete and all the crushed material from the Wagonhound Pit has been used. A citizen claim for reimbursement for a broken windshield was denied. Dan Arima continues to work on the EPA Air Quality permits. Mr. Schlager has determined that CRF funds can be used for crushing gravel for road maintenance and would like to add \$170,000.00 of CRF funds to the \$80,000.00 already budgeted for crushing this year for a total crushing project of \$250,000.00. The Commissioners had no objection to this plan.

RAMP Manual Discussion – Staff will provide the County Attorney with an updated draft of the RAMP Manual for his review.

Vehicle Bid Opening – Clerk Webber opened the three bids received in response to the advertising for bids on a new vehicle for Road & Bridge. After reviewing the bids, Mr. Schlager recommended accepting the bid from Fremont Motor for a 2016 Ford F-250 4WD pickup in the amount of \$25,445.22. Tom Ryan moved to approve the purchase of a pickup from Fremont Motors for the Road & Bridge department in the amount of \$25,445.22. John Lumley seconded the motion. Motion carried.

Anchor Dam Road Chevrons – A request has been received from WYDOT regarding placement of chevron signs around the 90 degree turns on the Anchor Dam road. Mr. Schlager stated that he has arranged to meet with Tribal Transportation Director John Smith after the first of the year to discuss this.

WYDOT Cattle Guard Installation – John Lumley moved to approve the chairman's signature on the construction permit to allow WYDOT to install new cattle guards at mileposts 34.5 and 36.9 on Highway 120 as part of their paving project. Tom Ryan seconded the motion. Motion carried.

General Update – The guardrail project is out for bid, with bids due November 17<sup>th</sup>. The pre-bid meeting will be November 9<sup>th</sup>. Fairbuilding floor project is also out for bid. Bids are due December 1<sup>st</sup>, with a completion date of July 1, 2016.

### **Change of Meeting Date**

Tom Ryan moved to change the next meeting date from November 17<sup>th</sup> to November 19<sup>th</sup>, beginning at 1:00 p.m., as all three Commissioners will be out of town on Commissioner business on the 17<sup>th</sup>. John Lumley seconded the motion. Motion carried.

### **Rec Board Items**

Rec Board representatives Tobi Johansen and Mark Whitt outlined the work that has been done toward splitting the Armory and Ball Fields from the Fairgrounds lease into a separate lease. The Rec Board has paid the Fairboard \$10,480 for five years of previous use, and has obtained the signatures of the Town of Thermopolis and the Rec Board on a resolution to terminate the Armory Joint Powers Agreement and dissolve the Armory Joint Powers Board. Tom Ryan moved to authorize the chairman's signature on the Termination and Dissolution Resolution. John Lumley seconded the motion. Discussion: passage of this resolution would eliminate the County's annual \$5,000.00 commitment to funding of the Armory. Motion carried. Action on the State Lease for the Armory/Ball fields will be taken at the November 19<sup>th</sup> meeting.

### **Other Business**

#### **SLIB Consensus Grant Draft Requests**

a. Museum Roof Replacement/Historical Façade Repair Grant Draft Request #2 – Tom Ryan moved to approve the SLIB Grant Draft Request #2 for the Museum Roof Replacement/Historical Façade Repair project in the amount of \$64,545.74. John Lumley seconded the motion. Discussion: Chairman Basse recused himself from the vote due to his status as a subcontractor on the project. Motion carried.

b. SRE/Terminal Building Grant Draft Request #2 – Tom Ryan moved to approve SLIB GDR #2 for the SRE/Terminal Building project in the amount of \$1,348.57. John Lumley seconded the motion. Motion carried.

**WYDOT Project #HPR2215 Black Mountain Road Study Grant Draft Request #5** – Tom Ryan moved to approve the WYDOT BMR Study GDR #5 in the amount of \$204.96. John Lumley seconded the motion. Motion carried.

### **FBO Monthly Report**

Owl Creek Aviation owner Nate Messenger reported that the meters have been certified on the loaner fuel truck for use until the fuel tank project is complete. Clerk Webber and Mr. Messenger will investigate the requirements for a fuel tax license. Mr. Messenger stated that he has ordered a polyurethane blade for the plow – funds will come out of airport equipment. Mr. Messenger will work with Road & Bridge to move the equipment from the old airport to the new site. Waste Management will be the vendor for waste disposal at the airport.

### **Airport Update**

FAA AIP-04-HSC-04-RFR-19/WYDOT-Aeronautics Division THP-11E RFR #19 – Jeremy Gilb presented FAA AIP 04 and WYDOT-Aeronautics Division THP-11E RFR #19 for the Commissioners' approval. John Lumley moved approval of FAA Project 3-56-0043-04 RFR #19-HSC-04-RFR-19 in the amount of \$30,033.50. Tom Ryan seconded the motion. Motion carried. Tom Ryan moved approval of WYDOT-Aeronautics Division Project THP-11E RFR #19 in the amount of \$2,669.65. John Lumley seconded the motion. Motion carried.

FAA AIP-05-RFR-#6 / WYDOT-Aeronautics Division ATHP-11F RFR #6 – Mr. Gilb presented FAA AIP-05 and WYDOT-Aeronautics Division ATHP 11F RFR #6 for the Commissioners' approval. John Lumley moved approval of FAA Project 3-56-0043-05-2015 RFR #6 in the amount of \$53,291.85. Tom Ryan seconded the motion. Motion carried. Tom Ryan moved approval of WYDOT-Aeronautics Division Project ATHP-11F RFR #6 in the amount of \$4,737.06. John Lumley seconded the motion. Motion carried.

WYDOT-Aeronautics Division THP-12A Request for Reimbursement #10 – Mr. Gilb presented WYDOT-Aeronautics Division THP-12A RFR #10 for the Commissioners' approval. John Lumley moved approval of WYDOT-Aeronautics Division THP-12A RFR #10 in the amount of \$30,711.77. Tom Ryan seconded the motion. Discussion: Chairman Basse abstained from the vote due to his status as a subcontractor on the project. Vice-Chairman Lumley will sign the RFR. Motion carried.

WYDOT-Aeronautics Division ATHP-17A Request for Reimbursement #4 - Mr. Gilb presented WYDOT-Aeronautics Division ATHP-17A RFR #4 for the Commissioners' approval. John Lumley moved approval of WYDOT-Aeronautics Division Project ATHP-17A RFR #4 in the amount of \$12,802.65. Tom Ryan seconded the motion. Motion carried.

WYDOT-Aeronautics Division ATHP18X Request for Reimbursement #1 – Mr. Gilb presented WYDOT-Aeronautics Division ATHP18X RFR #1 for the Commissioners' approval. This is the grant for the Grand Opening expenses. Tom Ryan moved to approve WYDOT-Aeronautics Division ATHP18X RFR #1 in the amount of \$3,964.98. John Lumley seconded the motion. Motion carried.

Phase III Update – The malfunctioning hydraulic gate is being adjusted by the contractor

Phase V Update.

a. The final FAA and WYDOT inspections have been completed.

b. State Fire Marshal Letter – Mr. Gilb presented a draft letter to the State Fire Marshal requesting a refund of Plan Review fees for the Airfield lighting portion of the project. After discussion, John Lumley moved to approve the Chairman's signature on the letter as corrected. Tom Ryan seconded the motion. Motion carried.

Fuel Tank Installation: Plan drawings have been received from the contractor and construction continues on schedule. Tom Ryan moved to set the construction loan amount at \$375,000.00, with Clerk Webber authorized to request funds on the loan and Vice-Chairman Lumley to sign the loan documents. John Lumley seconded the motion. Discussion: Hot Springs County will pay the vendors directly and will have lien release language stamped on the warrant (check) prior to delivering it to the vendor. Chairman Basse abstained from voting due to his previously declared conflict as a board member of the bank making the loan. Motion carried.

Underdrain Project – The contractor has returned the completed contract. Tom Ryan moved approval of the Notice to Proceed to Mountain View Builders and the Chairman’s signature on the contract for the Underdrain Project. John Lumley seconded the motion. Motion carried.

Seal Coat & Marking Project – The final pay estimate has been approved for the project. The final closeout report is nearly finished. Mr. Gilb reported that the project came in under budget.

SRE Building Update – Security Cameras – Mr. Gilb reported that the security camera system will be grant-eligible. John Lumley moved to authorize GDA to procure a security camera system for the SRE Terminal Building in an amount not to exceed \$7,500.00. Tom Ryan seconded the motion. Chairman Basse abstained from voting due to his status as a subcontractor on the project. Motion carried.

Grand Opening Update – Mr. Gilb reviewed plans for the Grand Opening of the new airport to be held on Saturday, November 7, 2015, beginning at 9:00 a.m.

Weed & Pest Weed Control Proposal – The Commissioners discussed the Weed Control Proposal presented by Nate Messenger at the last meeting. Mr. Gilb expressed concern that any action on this could possibly void the warranty regarding reseeding to eliminate the barley problem. No action was taken at this time.

Old Airport Closing – Mr. Gilb presented a list from the FAA of items that are needed to close the existing airport (THP) as follows:

- a. Closure X’s every 1,000 feet
- b. Obscure Runway Numbers
- c. Take Down Windcone
- d. Turn off all Airfield Lighting – make sure no pilot can click on.
- e. Decommission Beacon
- f. Update Master Record, due 12/23/15 for 02/04/2016 publication

The THP FBO contract will end and airport maintenance will cease December 1, 2015. Discussion arose regarding responsibility for utilities at the old airport site after December 1, 2015. Clerk Webber was instructed to have the utilities put into the County’s name as of that date.

### Correspondence

**WYDOT** – STIP Manual

**Dept. of Agriculture** – Conservation District Board Resignation/Appointment

**Office of Homeland Security** – Lifesaver Program Grant Information

**The Standard Life Insurance Company** – New Ownership

**County Attorney** – Koerwitz Legal Information Request Response

**Ryan Hayes** – Congratulations on New Airport

**The Honorable Jillian Balow** – Congratulations on New Airport

**FAA** – AIA – T Hangars

**Library Board Minutes** – August, 2015

The Commissioners reviewed the correspondence items. No further action on the items was required at this time.

### Approve Bills

The following bills were submitted for approval: (see attached). Payroll for October, 2015 - \$173,290.26

### Adjournment

There being no further business to come before the Board at this time, Tom Ryan moved to adjourn. John Lumley seconded the motion. Chairman Basse declared the meeting adjourned at 5:12 p.m.

Attest:

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Brad Basse, Chairman

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Nina Webber, Clerk to the Board

**BILLS – OCTOBER, 2015**

NORTHERN WYOMING DAILY NEWS 121.44 / UNIVERSITY OF WYOMING 6,106.50  
DEPARTMENT OF HEALTH 22,836.04 / BRUCO, INC. 23.28 / WYOMING DEPT OF AGRICULTURE 25.00 /  
AFLAC (ACCOUNT #HW652) 571.51 / ENTERPRISES TECHNOLOGY SERVICES 21.81  
AIT LABORATORIES 250.00 / ALLEGIANCE BENEFIT PLAN MANGT, INC. 40,410.55 / ANITA WEISBECK 418.82  
CHARTER COMMUNICATIONS 160.18 / BIG HORN WATER 163.20 /  
LONG BUILDING TECHNOLOGIES, INC. 852.94 / BLAIR'S SUPER MARKET 337.01 / BRAD W. BASSE 112.70 /  
BRENNA HUCKFELDT 25.37 / AMERITAS LIFE INSURANCE CORP, 587.40 / BRUCE N. "BO" BOWMAN 19.55  
ZUERCHER TECHNOLOGIES LLC 975.00 / CARDINAL HEALTH 411, INC. 5,872.96 / CHRISTOPHER J. KING,  
P.C. 775.00 / THERMOPOLIS HARDWARE 277.45 / COLONIAL SUPPLEMENTAL INS. 34.70  
VERIZON WIRELESS 49.36 / VERIZON WIRELESS 56.35 / VERIZON WIRELESS 158.16  
VERIZON WIRELESS 48.29 / KOERWITZ, MICHEL, 12,600.00 / DARK BAY ARTS 100.00  
DEBRA A. GERHARTER 4.82 / DIAMOND POINT CONSTRUCTION 32,458.19  
ENGINEERING ASSOCIATES 3,500.00 / ROCKY MOUNTAIN FIRE SYSTEMS, INC. 733.00  
SHELL FLEET PLUS PROCESSING CENTER 151.18 / PINNACLE BANK OF THERMOPOLIS 43,243.94  
GDA ENGINEERS 92,987.77 / GOTTSCHKE THERAPY REHAB WELLNESS 260.00 / HIGH PLAINS POWER 153.50  
HONNEN EQUIPMENT CO. WYO., INC. 143.07 / HOT SPRINGS MUSEUM 18,750.00  
HOT SPRINGS COUNTY HEALTH INS ACCT 62,006.69 / HOT SPRINGS CO. SCHOOL DIST #1 7,525.99 /  
HUMAN RESOURCE COUNCIL 10.00 / INCREDIBLE EDIBLES 1,912.50  
THERMOPOLIS INDEPENDENT RECORD 3,149.63 / INDOFF INC. 982.01  
INTERMOUNTAIN RECORD CENTER, INC. 283.68 / JADECO, INC. 211.48 / JILL LOGAN 1,450.00  
JOHN P. LUMLEY 342.87 / JT AVIATION LLC 5,225.83 / JUDY M. CARSWELL 29.37  
KENNETH JEUNEHOMME 380.76 / KENT A. RICHINS 250.00 / LAIRD SANITATION, LLC 300.00  
LYLE SIGNS, INC. 100.49 / MARY A. GORDON 158.59 / HOT SPRINGS COUNTY COUNSELING SERV. 900.00  
MESSENGER & OVERFIELD 182.85 / MOTOROLA SOLUTIONS, INC. 1,898.99 /  
MOUNTAIN DRIVETRAIN LLC 488.70 / NACCTFO TREASURER 75.00 /  
NATRONA COUNTY LEGAL DEPARTMENT 757.50 / NEVE'S UNIFORMS, INC. 218.79  
ONE STOP REPAIR & 734.24 / O'REILLY AUTO PARTS 449.70 / O'REILLY AUTO PARTS 75.24  
THE OFFICE SHOP, INC 491.33 / OWL CREEK AVIATION, LLC 3,326.05 / OWL LUMBER INC. 165.58  
ROCKY MOUNTAIN POWER 3,827.96 / PAINTBRUSH DENTAL 714.00 / PENNY T. HERDT 16.98  
PINNACLE BANK OF THERMOPOLIS 3,164.00 / PINNACLE BANK OF THERMOPOLIS 3,164.00  
POSTMASTER 481.00 / PREVENTIVE HEALTH & SAFETY DIVISION 102.00 / CENTURY LINK 656.48  
REDD ROOFING OF WYOMING 72,920.70 / WYOMING DEPT OF TRANSPORTATION 2.00  
GORRELL & HOPKINSON, P.C. 120.00 / RIVERTON TIRE & OIL CO., INC. 298.00  
RT COMMUNICATIONS, INC. 2,226.19 / SECRETARY OF STATE 30.00 / SERLKAY PRINTING 98.00 /  
SUPPLYWORKS 639.72 / SHOSHONE OFFICE SUPPLY 746.07  
SHOPKO STORES OPERATING CO., LLC 89.96 / SIGNS OF SUTHERLAND AUTO 1,666.00  
THE STANDARD INS. CO. 1,496.31 / STAR PLUNGE 114.00 / STEPHANIE CONRAD 325.00  
STOTZ EQUIPMENT 134.96 / STRAIGHT STRIPE PAINTING 13,225.17 / SYSCO MONTANA, INC. 2,720.10  
TEAM LABORATORY CHEMICAL CORP. 161.00 / TEPEE POOLS 120.00 / TOWN OF THERMOPOLIS 1,573.44 /  
TRAVELING COMPUTERS, INC. 5,689.61 / WYOMING DEPT OF TRANSPORTATION 28.00  
TRI COUNTY TELEPHONE ASSOC, INC 799.49 / NORCO, INC. 393.91 / VERIZON WIRELESS 42.83  
VERIZON WIRELESS 32.91 / VETO ENTERPRISES, INC. 18,876.95 / VICKLUND PHARMACY 275.99  
VICKI M. NICHOLS 337.24 / PINNACLE BANK (VISA CARD ONE) 1,219.20 /  
PINNACLE BANK (VISA-CARD TWO) 1,444.69 / PINNACLE BANK (VISA CARD THREE) 1,678.28  
PINNACLE BANK (VISA CARD FIVE) 180.72 / PINNACLE BANK (VISA CARD SIX) 1,465.84  
PINNACLE BANK (VISA CARD SEVEN) 476.43 / PINNACLE BANK (VISA CARD EIGHT) 123.66  
PINNACLE BANK (VISA CARD 1-SHERIFF) 388.01 / PINNACLE BANK (VISA CARD 3-SHERIFF) 439.23  
PINNACLE BANK (VISA CARD 4-SHERIFF) 251.79 / WALT SMITH MASONRY, INC. 8,530.00  
WEDGWOOD & COMPANY LLC 316.00 / THOMSON REUTERS - WEST 230.03  
WIND RIVER RADIO NETWORK 300.00 / WORLAND FORD-CHRYSLER, INC. 2,203.82  
WYOMING DEPT. OF WORKFORCE SERVICES 4,496.69 / WYOMING STATE BAR 710.00  
WYOMING.COM 20.00 / WYOMING CHILD SUPPORT ENFORCEMENT 250.00 / WYOMING DIVISION OF 289.00  
ORCHARD TRUST COMPANY 6,695.00 / WYOMING GAS 723.15 / WYONET INC. 4,113.95  
WYO RETIREMENT SYSTEM 27,009.90 / 036-NCPERS GROUP LIFE INS. 352.00