

STATE OF WYOMING)
)
COUNTY OF HOT SPRINGS)

OFFICE OF THE BOARD OF
COUNTY COMMISSIONERS
THERMOPOLIS WYOMING
December 1, 2015

The Hot Springs County Board of Commissioners met in regular session on Tuesday, December 1, 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: Dave Schlager** 4.b. RT Communications – ULA – Harvey Property
Other Business 5. SLIB DDR #3 – SRE Terminal Building
DELETE: Bill Gordon 10. Emergency Management Monthly Report

Tom Ryan seconded the motion. Discussion: Clerk Webber noted that the SLIB Drawdown Request has not been confirmed yet, so this item may need to be withdrawn. Motion carried.

Approval of Minutes

Tom Ryan made a motion to approve the minutes of the regular meetings on November 3 and 19, 2015 as presented. John Lumley seconded the motion. Motion carried.

Airport Update

FAA AIP-04-HSC-04-RFR-20/WYDOT-Aeronautics Division THP-11E RFR #20 – Dustin Spomer presented FAA AIP-04 and WYDOT-Aeronautics Division THP-11E RFR #20 for the Commissioners' approval. John Lumley moved approval of FAA Project 3-56-0043-04 RFR #20-HSC-04-RFR-20 in the amount of \$35,829.77. Tom Ryan seconded the motion. Motion carried. Tom Ryan moved approval of WYDOT-Aeronautics Division Project THP-11E RFR #20 in the amount of \$3,184.87. John Lumley seconded the motion. Motion carried.

FAA AIP-05-RFR-#7 / WYDOT-Aeronautics Division ATHP-11F RFR #7 – Mr. Spomer presented FAA AIP-05 and WYDOT-Aeronautics Division ATHP 11F RFR #7 for the Commissioners' approval. John Lumley moved approval of FAA Project 3-56-0043-05-2015 RFR #7 in the amount of \$53,051.58. Tom Ryan seconded the motion. Motion carried. Tom Ryan moved approval of WYDOT-Aeronautics Division Project ATHP-11F RFR #7 in the amount of \$4,715.69. John Lumley seconded the motion. Motion carried.

WYDOT-Aeronautics Division THP-12A Request for Reimbursement #11 – Mr. Spomer presented WYDOT-Aeronautics Division THP-12A RFR #11 for the Commissioners' approval. John Lumley moved approval of WYDOT-Aeronautics Division THP-12A RFR #11 in the amount of \$2,137.25. 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 #5 - Mr. Spomer presented WYDOT-Aeronautics Division ATHP-17A RFR #5 for the Commissioners' approval. Tom Ryan moved approval of WYDOT-Aeronautics Division Project ATHP-17A RFR #5 in the amount of \$3,726.50. John Lumley seconded the motion. Motion carried.

WYDOT-Aeronautics Division ATHP18X Request for Reimbursement #2 – Mr. Spomer presented WYDOT-Aeronautics Division ATHP18X RFR #2 for the Commissioners' approval. Tom Ryan moved to approve WYDOT-Aeronautics Division ATHP18X RFR #2 in the amount of \$1,035.02. John Lumley seconded the motion. Motion carried.

Phase III Update – The malfunctioning hydraulic gate repair has not yet been completed. A local contractor has been contacted by the primary contractor to complete the repair, and GDA has agreed to provide equipment manuals to the contractor to facilitate the repair process. This is a warranty item, so the repairs will be made at no cost to the county.

Phase V Update

a. Certificate of Substantial Completion – Mr. Spomer presented the Certificate of Substantial Completion for the Phase V project for the Commissioners' approval. The CSC was accompanied by a

punch list of items remaining to be addressed, and Mr. Spomer noted that the warranty period will not commence until the Certificate of Final Completion is issued. John Lumley moved to authorize the Chairman's signature on the Phase V Certificate of Substantial Completion. Tom Ryan seconded the motion. Motion carried.

b. State Fire Marshal Letter – Mr. Spomer reviewed recent airport projects that have not been required to pay inspection fees to the State Fire Marshall's office, including the town of Dubois, the city of Riverton and the town of Newcastle. Chairman Basse will discuss this matter further with the State Fire Marshall later this month.

SRE Building Update – Mr. Spomer reported that there are a few punch list and warranty items remaining to be addressed. He noted that the new FBO is working very hard to assist GDA and the contractors with completion of these items.

Black Mountain Road Study Report

GDA representative Dustin Spomer presented the final report on the Black Mountain Road Study performed by his firm. Electronic copies will be provided later this month. After reviewing the final changes to the study, Mr. Spomer and the Commissioners discussed the final conclusions of the report and the options for repair/replacement of the road going forward. Commissioner Ryan will work with Planner Bo Bowman and WyoBen representatives to determine their level of commitment to a Business Committed Project, as a first step toward moving forward with this matter.

FBO Monthly Report

Owl Creek Aviation owner Nate Messenger reported there was 72 operations at the new airport since it opened November 7th. Two hundred seventy-three gallons of av-gas were sold, and there were no jet fuel sales. Only one T-hangar has been moved to the new airport, but site prep work has begun for at least three others. Mr. Messenger reviewed his on-going efforts to promote the availability of jet fuel at the Thermopolis airport. Citizen Dick Hall suggested that FedEx be contacted to remind them that there is now a federally-approved airport open again in Thermopolis.

Road & Bridge Monthly Report

Road & Bridge Supervisor Dave Schlager reported that fall blading has been completed. In connection with the STWSD water line project, fences are being replaced on Lanes 3 and 12. These fences are located on the County right-of-way. Some residents on Coyote Run have requested that the fences not be re-installed on their property. Mr. Schlager was authorized to move the pickup/plow from the old airport to the Road & Bridge shop in order to switch the plow to the pickup for the Maintenance department. The Commissioners also gave Mr. Schlager the go-ahead to develop an RFP for engineering services for the spring gravel crushing project.

Guardrail Project Award – There was no action on this item as there has been no response from WYDOT's review of the bids at this time.

Utility License Agreement – RT Communications – RT Communications submitted a Utility License Agreement application for work on East Sunnyside Lane, CR 15-27. Mr. Schlager has reviewed the application and has no objections to it. John Lumley moved to approve the ULA between RT Communications and Hot Springs County for work on CR 15-27, approximately 0.86 miles from the intersection with U.S. Highway 20. Tom Ryan seconded the motion. Discussion: all required fees have been paid. Motion carried.

Fuel System Repairs – During the recent power outage, the backup battery for the County fuel system failed. Eaton Sales & Service was called in to replace the battery. The resulting bill was sent to the County, but Mr. Schlager feels that it should be split between all users of the fuel system including the School District and the Town of Thermopolis. Mr. Schlager will check with the School Transportation Supervisor regarding apportionment of the bill, but for now the bill will be paid from the Repair and Maintenance line item.

Maintenance Monthly Report

Maintenance Foreman Check Carver reported that he trying to work with Ernie Slagle at the Town regarding a problem at the Museum. Overlay work by the Town in the alley has resulted in the alley now being higher than the sidewalk and the back door of the Museum, resulting in flooding issues for the Museum. The Museum roof project is nearly finished and ready for final inspection. The snowplow is getting to the point that annual repairs are quite costly, so Mr. Carver wanted to make the Commissioners

aware that a new one will likely be needed soon. The coil in the Law Enforcement boiler has been replaced. The reheat coil replacement project affecting the women's bathroom and the north side of the jail is still in the planning stage. Roof repairs are underway at the Senior Center. Mr. Carver expressed concern over his repair and maintenance budget, as he is already over budget for the Museum repairs. The Commissioners stated that the Senior Center should be paying for things like heat tapes, but the County is responsible for maintaining the integrity of the building.

Museum Consignment Sales

Several members of the Museum Board appeared before the Commissioners to discuss a proposal to offer items from area artisans for sale through the Museum Gift Shop on a consignment basis as a means of raising funds for the Museum. Clerk Webber has discussed the liability issues connected to this proposal with the Wyoming Association of Risk Management (the County's property insurance carrier), and outlined the options regarding coverage for the consigned items. The County Attorney recommended the Board develop a waiver of liability for damage, accidents and theft for the consignors to sign. The Board will submit the waiver form to the County Attorney for review and approval before proceeding with this proposal.

Public Hearing – John Jeffs Land Use Change Request

John and Jane Jeffs have requested a land use change from Industrial to Agricultural for their property located at 1287 Jeffs Road. Planner Bowman reviewed the process leading up to the hearing. The Land Use Planning Board has reviewed the request and forwarded it to the Commissioners with a do-pass recommendation. Chairman Basse declared the public hearing for the land use change request open at 11:02 a.m. It was noted that this request is to return the parcel in question to its original use as the Industrial designation was for a gravel pit that was never developed. After three calls for public comment, receiving none, Chairman Basse declared the hearing closed at 11:04 a.m. The Commissioners completed the Absolute and Relative Policies checklists, resulting in scores of +4, +13 and +8 on the Relative Policies checklist, and all Absolute Policies shown as complied with. John Lumley moved to approve John Jeffs' Land Use Change Request for the property located at 1287 Jeffs Road from Industrial to Agricultural use. Tom Ryan seconded the motion. Motion carried.

Planner Monthly Report

Planner Bo Bowman reported the NRPC will meet on the 9th this month. The Land Use Planning Board will meet on the 16th. Review of the draft Land Use Plan continues. The annual septic system report will be submitted in January. Mr. Bowman has drafted a letter to all septic system installers in the county reinforcing the requirements for septic system permitting and installation, which he will submit to the Commissioners and County Attorney for review prior to sending out.

Youth Alternatives Monthly Report

Director Barb Rice reported there are currently thirteen participants in her program. Last month's Alive At 25 class had 19 participants. In the last three sessions, nearly 60 kids have completed this class. The next session will be held on January 15, 2016. Director Rice reported that the 2014 VOA-OJJDP Non-Participating State Grant has been received. The funding was slightly less than requested, so Director Rice provided the Commissioners with a copy of her revised budget to align with the awarded amount of \$25,242.00. One of the areas receiving less funding than requested was the security camera line item. After discussion, John Lumley moved to authorize Director Rice to purchase a security camera system for the Youth Alternatives office area immediately with funds to come from Emergency Expenditures in an amount not to exceed \$1,000.00. Tom Ryan seconded the motion. Discussion: Chairman Basse emphasized that the camera needed to be part of a system that includes recording capability and possibly off-site monitoring to ensure the safety of the staff and the program participants. Motion carried. Tom Ryan moved to approve the Chairman's signature on the 2014/2015 Subaward Agreement between Volunteers of America-Northern Rockies and Hot Springs County in the amount of \$25,242.00, contingent upon review of Attachments 1-3 (Quarterly Report form, Reimbursement Request form, and Guidelines for Financial Management of JJDJ Funded Activities) by the County Attorney. Motion carried.

Old Airport Closure Discussion

JT Aviation representatives appeared before the Commissioners to turn in the keys to the old airport buildings and discuss final closing of the old airport. The utilities have been transferred into the County's

name. All the T-hangars have been sold. T-Hangar owners will continue to pay electricity for the T-hangars at the old airport until the hangar is moved to the new airport. Aircraft owners storing their planes in the larger hangars at the old airport will continue to pay rent for the space, but the rent will now be owed and paid to the County. Clerk Webber will draft a letter to those users storing their planes in the larger hangars regarding rental charges for that space. Jerry Fields reported that there is 264 gallons of fuel remaining in the av-gas tank at the airport, which the County has agreed to purchase. Discussion ensued regarding disposition of the remaining fuel. The State requires that the fuel be removed from the tank. It was agreed that the remaining fuel should not be used for aviation fuel, but other uses would be acceptable, including moving it to the County's fuel system tank. Phillips has agreed to move their sign to the new airport at their cost. The ground communication system and the Unicom radio still need to be moved to the new airport.

Other Business

STWSD Expansion Project Drawdown Request #3 – Engineering Associates representative Heath Overfield presented DDR #3 for the STWSD Expansion Project. Tom Ryan moved to approve DDR #3 to the Wyoming Business Council for the STWSD Expansion Project in the amount of \$136,342.00. John Lumley seconded the motion. Discussion: this will be the final drawdown request for this grant. Motion carried.

Cloud Peak Counseling Center Memorandum of Understanding – Cloud Peak Counseling Center submitted a proposal to provide acute psychiatric adult services at their Crisis Stabilization Facility in Worland at a rate of \$325.00/day. John Lumley moved to approve the Chairman's signature on a Memorandum of Understanding between Cloud Peak Counseling Center and Hot Springs County for provision of acute psychiatric adult services at their Crisis Stabilization Facility in Worland at a rate of \$325.00/day. County Attorney Jerry Williams will be the only person permitted to authorize services under this MOU. A letter will be sent with the signed MOU to Cloud Peak Counseling Center outlining this stipulation. Motion carried.

Burrows Land Purchase Request – The Commissioners reviewed an email received from Derrick Burrows requesting to purchase a tract of land near the old airport. Chairman Basse agreed to contact Mr. Burrows to let him know that the County is not prepared to make any final decisions about selling the property in question at this time.

LGLP Board Ballot – The Commissioners reviewed the ballot for board positions open effective January 1, 2016 for the Local Government Liability Pool board. John Lumley moved to submit the ballot with votes for Greg James and Kelly Krakow for the two Municipal Elected Positions and Don Richards for the Special District Position. Tom Ryan seconded the motion. Motion carried.

Correspondence

Land Use Planning Board Minutes – July, 2015

Museum Board Minutes – September, 2015

Chamber of Commerce Newsletter – December, 2015

WYDOT – District 5 Organization Chart

Local Government Liability Pool – Hot Topics – 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 November, 2015 - \$172,632.95

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 2:15 p.m.

Attest:

Brad Basse, Chairman

Nina Webber, Clerk to the Board

BILLS – NOVEMBER, 2015

MATTHEW BENDER & CO.,INC. 176.86 / KONE INC. 443.34 / NORTHERN WYOMING DAILY NEWS 112.00 / HANSON'S FIRE EQUIPMENT 159.60 / SIRCHIE FINGERPRINT LABORATORIES 83.03 / HOT SPRINGS COUNTY WEED & PEST 44.10 / UNIVERSITY OF WYOMING 119.80 / RAMS HEAD FINANCIAL SERVICES 300.00 / JACK'S UNIFORM & EQUIPMENT 14.75 / AFLAC (ACCOUNT #HW652) 571.51 / ENTERPRISES TECHNOLOGY SERVICES 23.48 / ALLY BOHLEEN 30.00 / ALLEGIANCE BENEFIT PLAN MANGT, INC. 48,631.47 / ANITA WEISBECK 31.63 / ATLAS OFFICE PRODUCTS, INC. 34.98 / CHARTER COMMUNICATIONS 160.18 / BARTON STAM 106.95 / BIG HORN WATER 81.60 / BLAIR'S SUPER MARKET 154.83 / BRENNA HUCKFELDT 128.09 / AMERITAS LIFE INSURANCE CORP, 587.40 / CARDINAL HEALTH 411, INC. 3,062.22 / CHRISTOPHER J. KING, P.C. 325.00 / RED ROCK FAMILY PRACTICE 217.00 / CNA SURETY DIRECT BILL 100.00 / THERMOPOLIS HARDWARE 203.68 / COLONIAL SUPPLEMENTAL INS. 34.70 / VERIZON WIRELESS 112.68 / VERIZON WIRELESS 49.36 / VERIZON WIRELESS 56.35 / VERIZON WIRELESS 158.16 / VERIZON WIRELESS 48.29 / DAVID SCHLAGER 3.62 / DEBRA A. GERHARTER 23.70 / EATON SALES & SERVICE LLC 467.00 / EMERGENCY COMMUNICATIONS 5,000.00 / ERIC KAY 100.00 / FLEETPRIDE 751.54 / PINNACLE BANK OF THERMOPOLIS 43,058.41 / FORENSICS LIMITED, LLC 160.00 / MORTIMORE FUNERAL HOME 270.00 / GDA ENGINEERS 96,094.39 / GOTTSCHKE THERAPY REHAB WELLNESS 260.00 / HIGH PLAINS POWER 376.43 / HOT SPRINGS COUNTY SCHOOL DIST. #1 550.00 / HOT SPRINGS COUNTY HEALTH INS ACCT 65,105.59 / HOT SPRINGS CO. SCHOOL DIST #1 5,246.97 / THERMOPOLIS INDEPENDENT RECORD 4,825.76 / INDOFF INC. 899.12 / INTERNATIONAL ASSOCIATION OF 215.00 / INTERNAL REVENUE SERVICE 3,842.52 / JACK'S TRUCK & EQUIPMENT 180.18 / JILL LOGAN 1,475.00 / JOHN P. LUMLEY 93.50 / JOEY L JOHNSON 380.51 / JT AVIATION LLC 6,007.06 / JULIE MORTIMORE 19.60 / MARY A. GORDON 250.70 / MELDAN ENVIRONMENTAL SVCS 1,514.44 / MESSENGER & OVERFIELD 161.80 / MORPHOTRUST USA 2,173.98 / Mountain View Building Inc. 9,000.00 / NEOPOST NORTHWEST 243.95 / ONE STOP REPAIR & 100.13 / O'REILLY AUTO PARTS 484.04 / THE OFFICE SHOP, INC 291.16 / OWL CREEK AVIATION, LLC 9,157.97 / ROCKY MOUNTAIN POWER 3,558.69 / PAINTBRUSH DENTAL 230.71 / PARK COUNTY 25,000.00 / PERFORMANCE AUTO & GLASS 35.88 / PERFORMANCE AUTO & GLASS 7.34 / PENNY T. HERDT 44.95 / PINNACLE BANK OF THERMOPOLIS 2,789.00 / PINNACLE BANK OF THERMOPOLIS 2,964.00 / PREVENTIVE HEALTH & SAFETY DIVISION 48.00 / PUBLIC SAFETY CENTER,INC. 229.56 / ROCKY MOUNTAIN RECOVERY SYSTEMS 629.09 / RECOVERY SYSTEMS, INC. 1,571.03 / REESE & RAY'S IGA 64.80 / GORRELL & HOPKINSON, P.C. 120.00 / RIVERTON TIRE & OIL CO., INC. 476.84 / RT COMMUNICATIONS, INC. 2,116.68 / SCHNEIDER CONSTRUCTION, INC. 7,672.50 / SHOSHONE OFFICE SUPPLY 726.46 / SKY AVIATION 2,426.90 / SOCIETY FOR RANGE MANAGEMENT 390.00 / THE STANDARD INS. CO. 1,505.86 / STAR PLUNGE 114.00 / SOUTH THERMOPOLIS WATER&SEWER DIST. 292,470.00 / SOUTH THERMOPOLIS WATER&SEWER DIST. 136,342.00 / SYSCO MONTANA, INC. 3,097.84 / TEPEE POOLS 120.00 / THOMAS L. BENNETT, M.D. 3,350.00 / TOWN OF THERMOPOLIS 1,300.10 / TRAVELING COMPUTERS, INC. 4,327.07 / WYOMING DEPT OF TRANSPORTATION 50.00 / TRIPLE R WELDING,INC 673.91 / THOS. Y. PICKETT & COMPANY, INC. 2,000.00 / VERIZON WIRELESS 42.83 / VERIZON WIRELESS 34.33 / VICKLUND PHARMACY 183.11 / PINNACLE BANK (VISA CARD ONE) 289.02 / PINNACLE BANK (VISA-CARD TWO) 720.03 / PINNACLE BANK (VISA CARD FIVE) 3,493.80 / PINNACLE BANK (VISA CARD EIGHT) 60.87 / PINNACLE BANK (VISA CARD 1-SHERIFF) 772.44 / PINNACLE BANK (VISA CARD 2-SHERIFF) 187.70 / PINNACLE BANK (VISA CARD 3-SHERIFF) 995.20 / PINNACLE BANK (VISA CARD 4-SHERIFF) 336.03 / WEDGWOOD & COMPANY LLC 158.00 / THOMSON REUTERS - WEST 137.53 / WIRELESS ADVANCED COMMUNICATIONS 500.00 / WYOMING DEPT. OF WORKFORCE SERVICES 4,490.70 / WYOMING ASSOCIATION OF COUNTY 100.00 / WYOMING.COM 20.00 / WYOMING CHILD SUPPORT ENFORCEMENT 250.00 / WYOMING DIVISION OF 245.00 / GREAT-WEST TRUST COMPANY, LLC 6,755.00 / WYOMING GAS 1,012.44 / WYONET INC. 113.95 / WYO RETIREMENT SYSTEM 27,273.80 / 036-NCPERS GROUP LIFE INS. 352.00