

STATE OF WYOMING)
)
COUNTY OF HOT SPRINGS)

OFFICE OF THE BOARD OF
COUNTY COMMISSIONERS
THERMOPOLIS WYOMING
March 1, 2016

The Hot Springs County Board of Commissioners met in regular session on Tuesday, March 1, 2016 at 9:00 a.m. in the Commissioners Room at the Courthouse.

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

Approval of Agenda

Tom Ryan made a motion to approve the agenda with the following additions:

ADD: Other Business 3. Election Computer – ES&S

Brad Basse seconded the motion. Motion carried.

Approval of Minutes

Brad Basse made a motion to approve the minutes of the regular meeting on February 16, 2016 as submitted. Tom Ryan seconded the motion. Motion carried.

Maintenance Monthly Report

Maintenance foreman Chuck Carver reported that the ad for final payment on the Museum roof contract is currently running in the newspaper. Mr. Carver presented three bids received in response to the RFP for repairs to the condenser unit at the Museum. Bids were received from Randolph Refrigeration - \$3,500.00; Long Building Controls - \$4,066.92; and Master Mechanical, Inc. - \$7,200.00. After the Commissioners reviewed the bids, Tom Ryan moved to hire Randolph Refrigeration to replace the compressor and A-coil in the condensing unit at the museum for the sum of \$3,500.00, with funds to come out of Emergency Expenditures. Brad Basse seconded the motion. Discussion: a notation on Randolph's bid indicated that his price was dependent on compressor availability at the time of repairs. If the price changes, Mr. Carver was asked to bring the change before the Commissioners for approval prior to proceeding with the repair. Motion carried. Mr. Carver reported that two responses have been received in response to the RFP for new blinds for the courthouse. Bids for this project will be opened at the April 5, 2016 Commissioners meeting.

Museum Roof Warranty – Brad Basse moved to approve the chairman's signature on the warranty from Seaman Corporation through Redd Roofing Company for the newly installed roof at the Museum. Tom Ryan seconded the motion. Discussion: Mr. Carver will mail a copy of the signed warranty form to Seaman Corporation. Motion carried.

Emergency Management Monthly Report

Emergency Management Coordinator Bill Gordon reminded the Commissioners that the Red Cross is looking for four volunteers to serve as Red Cross representatives in Hot Springs County. Interested parties can get information on the volunteer positions from the Public Health Office or from Mr. Gordon with the Emergency Management Office. Mr. Gordon noted that the annual training for Severe Weather Spotters will be held March 17th at 6:00 p.m. This training is open to anyone in the county who wishes to participate.

Road and Bridge Monthly Report

Road and Bridge Supervisor Dave Schlager reported that the contractor plans to start the guardrail project this week. The contractor for the crushing project is moving the crusher into the Wagonhound pit this week. Mr. Schlager noted that the County Planner has submitted amendments to the air quality permits to the DEQ to allow an increase in the amount of gravel to be crushed. Tom Ryan moved to increase the amount of crushed gravel at the Wagonhound Pit by 25% as allowed by the current contract with Big Horn Redi-Mix. Brad Basse seconded the motion. Discussion: funding for the additional 25% will come from the County Road Funds account. Mr. Schlager will work with the engineer to revise the contracted amount and submit the revised contract for signature. Motion carried. Tom Ryan moved to purchase an additional 10,000 tons of crushed gravel from Big Horn Redi Mix at the price of \$4.89 + 0.75

royalty fee/ton. This gravel will be stored at the DeVries pit until it is needed. Mr. Schlager will complete the paperwork for this purchase and submit it for signature. Funding will come from the amount budgeted for the gravel crushing project in the 2015-2016 budget. Brad Basse seconded the motion. Motion carried.

Wyo-Link Membership Agreement – Brad Basse moved to approve the chairman's signature on the Wyo-Link Membership Agreement between the State of Wyoming PSCC and Hot Springs County Road & Bridge, and to designate Dave Schlager as the Relationship Manager for the agreement. Tom Ryan seconded the motion. Motion carried.

Utility License Agreement – WBI – WBI Energy Transmission, Inc. submitted a utility license agreement application for a replacement bore for their Lake Creek transmission line. The work will be approximately 0.92 miles east of Hwy 172 marker post 11.27 on CR 15-6 (Black Mountain Road). The fee of \$100.00 was submitted with the application. Mr. Schlager noted that he has reviewed the plans and site and has no objections to the application. Brad Basse moved to approve the utility license agreement between Hot Springs County and WBI Energy Transmission, Inc. for work on CR 15-6 as presented, with the term of the agreement to be 25 years. Tom Ryan seconded the motion. Motion carried.

Utility License Agreement – TCT West – TCT West submitted a utility license agreement application to place a fiber optic cable within the road right of ways of CR 15-25 (Missouri Flat Road), CR 15-28 (Jones Road), and CR 15-9 (Mud Creek Road). Mr. Schlager suggested that a flat fee of \$100.00 be charged for the agreement and stated that he had reviewed the plan drawings and had no objection to the application. Tom Ryan moved to approve the utility license agreement between Hot Springs County and TCT West for work on CR 15-25, 28 and 9 as presented contingent upon receipt of the \$100.00 license fee, with the term of the agreement to be 25 years. Brad Basse seconded the motion. Motion carried.

Youth Alternatives Monthly Report

Youth Alternatives Director Barb Rice reported there are currently twelve participants in the program. There are three additional participants who are under supervision for completion of community service requirements. Ms. Rice anticipates there will be three new participants referred from Municipal Court later this month. Major Community Service projects include helping with the Backpack program through People for People and the Highway Cleanup project. Ms. Rice noted that the contract for electronic monitoring is still being drafted and she hopes to have it finalized sometime this month.

Fireworks Fund Request

Obadiah Bishop presented a request for a donation to the Fire District's Annual Community Fireworks Display. The Commissioners thanked Mr. Bishop for his appearance and asked that he coordinate with the Clerk to submit a formal budget request for the 2016-2017 budget cycle.

Airport Fuel Supply Agreement / Credit Card Setup

Commissioner Basse presented a credit application form from CityServiceValcon for fuel purchases for the new airport. CityServiceValcon would provide fuel and credit card servicing at the new airport under the terms of the proposed agreement. Under CVS's terms fuel purchasers would be able to use branded cards as well as MC, VISA, and American Express. Commissioner suggested a separate bank account be set up to handle the credit card servicing. Brad Basse moved to authorize the chairman's signature on the credit application, and to ask the Treasurer to complete the ACH form for the credit card servicing agreement. Tom Ryan seconded the motion. Motion carried.

FBO Monthly Report

Nate Messenger reported fifty total operations at the airport last month – an increase of a little over 20% from the previous month. AvGas sales increased again last month. No jet fuel sales as of today. Mr. Messenger reported that he has taken and passed the test for certification as a Class A Storage Tank Operator. This certification will apply to the fuel tank at the old airport until it is decommissioned and to the fuel system at the new airport when it is operational.

T-Hangar Fire Marshall Requirements – Commissioner Basse reported that he has in hand the plot plan and the hangar detail plans and is currently researching what the rating is on the T-hangars. When his information is complete, he will submit it to the Fire Marshall's office for review. Discussion arose regarding the owner's ability to sell the T-hangars rather than move them to the new airport. The original sales/ground lease agreement states that whoever buys the T-hangar must agree to move it to

the new airport. The T-hangars cannot be sold and taken elsewhere under the terms of the agreement in place.

Old Airport Update – Mr. Messenger noted that Lippincotts have moved their airplane to the new airport. Some T-hangars are in the process of being relocated at this time. Mr. Messenger stated that he is willing to help out as needed, but did not intend to manage both airports in the long term. The primary issue remaining at the old airport is the old, empty fuel tank. Commissioner Basse agreed to investigate what is necessary to decommission / dispose of the old fuel tank.

Airport Update

FAA AIP-04-HSC-04-RFR-23/WYDOT-Aeronautics Division THP-11E RFR #23 – Jeremy Gilb presented FAA AIP-04 and WYDOT-Aeronautics Division THP-11E RFR #23 for the Commissioners' approval. Brad Basse moved approval of FAA Project 3-56-0043-04 RFR #23-HSC-04-RFR-23 in the amount of \$2,968.59. Tom Ryan seconded the motion. Motion carried. Tom Ryan moved approval of WYDOT-Aeronautics Division Project THP-11E RFR #23 in the amount of \$263.88. Brad Basse seconded the motion. Motion carried.

FAA AIP-05-RFR-#9-Revised / WYDOT-Aeronautics Division ATHP-11F RFR #9-Revised – Mr. Spomer presented FAA AIP-05 and WYDOT-Aeronautics Division ATHP 11F RFR #9 – Revised for the Commissioners' approval. This RFR includes the credit issued for the prepaid flight check. Brad Basse moved approval of FAA Project 3-56-0043-05-2015 RFR #9-Revised in the amount of \$3,003.58. Tom Ryan seconded the motion. Motion carried. Tom Ryan moved approval of WYDOT-Aeronautics Division Project ATHP-11F RFR #9-Revised in the amount of \$266.99. Brad Basse seconded the motion. Motion carried.

Phase III/IV Sponsor Certifications for Testing Laboratories – Brad Basse moved to authorize the chairman's signature on the Consultant's Certification for Project Testing for AIP 03 for HSC Airport Relocation Project Phase III. Tom Ryan seconded the motion. Motion carried. Brad Basse moved to authorize the chairman's signature on the Consultant's Certification for Project Testing for AIP 03 for HSC Airport Relocation Project Phase IV. Tom Ryan seconded the motion. Motion carried.

SRE/Terminal Building Update – The shop emission detection system in the SRE building is still not working properly. Diamond Point Construction is working with the subcontractors to fix this. Commissioner Basse will follow up on this item. Mr. Gilb will check with Plan One regarding the lack of operation and maintenance manuals for the SRE building. Final payment has not been released at this time.

Fuel Tank Update – The tanks are scheduled to arrive Monday, March 7th. Mr. Gilb reported that he is working on drafts of the Industrial Storm Water Pollution Prevention Plan and the Spill Prevention Control & Countermeasure Plan and will email copies to the Commissioners and the FBO for review. These plans will be finalized when the tank installation is finished.

Hangars – As previously discussed with the FBO, hangar ownership may be transferred, but all T-hangars must be relocated to the new airport.

General – Mr. Gilb committed to doing a weekly update on the progress toward wrapping up the airport project, including an accounting of the spending of the SLIB Consensus Grant funds.

Black Mountain Road Study DDR #4

Clerk Webber presented Draw Down Request #6 for the Black Mountain Road Study project. GDA representative Jeremy Gilb noted that there was some advertising expense submitted under the grant that was not anticipated by GDA. Consequently, there was an overrun on the project of \$206.20, which will be paid from the County Road Fund. Brad Basse moved to approve DDR #6 to WYDOT for the Black Mountain Road Study Project #HPR2215 in the amount of \$3451.24. Tom Ryan seconded the motion. Motion carried.

County Planner Monthly Report

Planner Bo Bowman reported that the Natural Resources Planning Committee will meet next week. Mr. Bowman stated that the NRPC would like to encourage any county resident interested in serving on the board to apply for openings as they arise. The Land Use Planning Board meets on the 16th. They are about two-thirds of the way through the Land Use Plan review. Mr. Bowman noted that the paperwork is complete for all of last year's septic systems and his report will be submitted to the DEQ by the end of the week.

State Engineer’s Office – Owl Creek Water Issues

Dave Deutz with the SEO was present to talk to the Commissioners regarding the two letters recently sent by his office regarding petitions for changes in points of diversion and means of conveyance. As holders of water rights connected with the land under the new airport, the County is still connected to these matters. On Mr. Deutz’s recommendation, Tom Ryan moved to table any action on these notifications from the State Engineer’s Office until contacted by other landowners within the Owl Creek Water District with a cost estimate for participating in actions regarding the changes in points of diversion and/or means of conveyance..

Other Business

Big Horn Federal Depository Resolution – Tom Ryan moved to accept Big Horn Federal Savings Bank’s resolution to act as a depository for County funds as passed at the BHFSB Board of Directors meeting held on December 11, 2015. John Lumley seconded the motion. Discussion: Brad Basse recused himself from discussion and voting due to his position as a Big Horn Federal board member. Motion carried.

Nomination Form – The County Commissioners have been nominated for Non-Profit Business of the Year through the Thermopolis-Hot Springs Chamber of Commerce. Chairman Lumley will work with staff to complete the nomination form.

Election Computer – Clerk Webber presented a request for a new computer to be used for elections. The State Elections division has requested all counties still running on the XP operating system to update their computers. Brad Basse moved to authorize the County Clerk to purchase a new computer from ES&S to use for elections for an amount not to exceed \$3,500.00, with funds to come from Courthouse Equipment. Tom Ryan seconded the motion. Motion carried.

Correspondence

Department of Revenue – Reporting Compliance Report

Relay For Life – Drift & Drive Fundraiser

Museum Board – Minutes – November, 2015 and January, 2016

DEQ – Letter of Violation re: 2/8/16 Compliance Inspection – Above Ground Storage Tank

State Board of Equalization – County Commissioner / County Board of Equalization / Assessor

Role in the Abstract Process – County Assessor Shelley Deromedi was present to discuss this communication. The Commissioners agreed to provide a written acknowledgement upon receipt and review of the assessment roll each year.

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 January, 2016 - \$163,249.41.

Adjournment

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

Attest:

John P. Lumley, Chairman

Nina Webber, Clerk to the Board

BILLS – FEBUARY, 2016

KONE INC. 443.34 / HASCO INDUSTRIAL SUPPLY 121.40 / WASHAKIE COUNTY 696.00 / JAMES C LASH 65.64
ABBY ELLIOTT 30.00 / ADALBERTO BENITEZ 30.00 / AFLAC (ACCOUNT #HW652) 727.20 /
ENTERPRISES TECHNOLOGY SERVICES 20.82 / AIRCRAFT BLUEBOOK 149.95 /
ALLEGIANCE BENEFIT PLAN MANGT, INC. 121,401.67 / AL'S METAL WORK, INC. 76.74 /
AMBER BROUGH 30.00 / AMIE ESCHRICH 57.00 / ANITA WEISBECK 48.05 / ANNA CARVER 120.00 /
ANNE GABEL 30.00 / CHARTER COMMUNICATIONS 160.18 / BARTON STAM 423.36 / BIG HORN WATER 85.20

BIG HORN FEDERAL SAVINGS BANK 9.71 / BLAIR'S SUPER MARKET 169.92 / BOB MC LEARN 30.00 /
 BONNIE HELMS 30.00 / BRAD AVERETT 30.00 / BRAD W. BASSE 410.08 / BRANDON BLAKESLEY 65.64 /
 BRANDI BOLTZ 30.00 / BRENNA HUCKFELDT 34.36 / BRIAN BOWER 120.00 / BRITTANY UMI 271.86
 AMERITAS LIFE INSURANCE CORP, 552.00 / CAROL KIENLEN 30.00 / CAROL THRONTVEIT 141.60 /
 CECILIA GENTILINI 30.00 / CHRISTOPHER J. KING, P.C. 775.00 / CHRISTY HANKINSON 30.00
 CHRISTINE RASMUSSEN 145.92 / CLAYTON CHEENEY 62.40 / THERMOPOLIS HARDWARE 193.34
 COLONIAL SUPPLEMENTAL INS. 34.70 / VERIZON WIRELESS 56.51 / VERIZON WIRELESS 49.53 /
 VERIZON WIRELESS 158.50 / VERIZON WIRELESS 48.45 / CONTROL SOLUTIONS, INC. 135.00 /
 TERESA K. CORNELLA 156.06 / DANNA BEASON 30.00 / DAVID ANDERSON 120.00 / DAVID RUFFING 35.40 /
 DAYLEN CARRELL 30.00 / DEBRA A. GERHARTER 104.61 / DOUGLAS FORSYTHE 30.00
 DRIVERS LICENSE GUIDE COMPANY 29.95 / DYLAN BALSTAD 65.64 / EMMA GREEN 73.20
 FASTENERS 59.52 / SHELL 29.94 / PINNACLE BANK OF THERMOPOLIS 40,793.33 / PINNACLE BANK 45.06 /
 GARY LANE 30.00 / GDA ENGINEERS 4,520.25 / GDA ENGINEERS 18,927.40 /
 GOTTSCHKE THERAPY REHAB WELLNESS 230.00 / GRAINGER 109.53 / GWENDALE DUPREE 30.00 /
 HEATHER J. JONES 30.00 / HIGH PLAINS POWER 546.18 / HEARTLAND CONSTRUCTION GROUP 130.00
 HONNEN EQUIPMENT CO. WYO., INC. 174.36 / HOT SPRINGS COUNTY HEALTH INS ACCT 62,410.86
 HOT SPRINGS CO. SCHOOL DIST #1 1,843.93 / THERMOPOLIS INDEPENDENT RECORD 2,356.53 /
 JACK'S TRUCK & EQUIPMENT 56.49 / JAMES BECK 120.00 / JAMIE CALLAWAY 65.64 / JAMES GATES 120.00
 JAMES HOMAN 30.00 / JAMES MULL 30.00 / JANA E HARMAN 30.00 / JANICE MC DONOUGH 120.00 /
 JANET THOMPSON 120.00 / JEREMIAH LYMAN 62.40 / JERRY D. WILLIAMS 278.40 / JILL LOGAN 2,125.00 /
 JOEY L JOHNSON 115.56 / JOHN GERSTNER 84.00 / JORDAN TOLMAN 30.00 / JOSHUA TILLEY 30.00
 JULIE MORTIMORE 367.17 / KAMIRA RUSSELL 30.00 / KAREN EARL 30.00 / KRISTY BERTSCH 30.00 /
 KRYSTAL SPATOL 65.64 / LAUREL DEWITT 40.80 / LAWRENCE MARLOW 30.00 / LEONA SMITH 120.00 /
 LINDA AXTELL 154.56 / LINDA BUHLER 30.00 / LISA HARTLEY 30.00 / HOLDING'S LITTLE AMERICA 261.70
 LORINDA ROESSING 30.00 / MANDY HORATH 30.00 / MARY A. GORDON 376.38 / MARCELLA PIERCE 30.00 /
 MARIE MCDUGALL 235.44 / HOT SPRINGS CO. MEM. HOSPITAL 14,000.00 /
 MERCK SHARP & DOHME CORP. 217.23 / MESSENGER & OVERFIELD 1,233.30 /
 NATIONAL BUSINESS SYSTEMS, INC. 1,200.00 / NATHAN SCHMELTZER 120.00 / NINA WEBBER 426.22 /
 NEWMAN TRAFFIC SIGNS 2,292.36 / O'REILLY AUTO PARTS 2.25 / O'REILLY AUTO PARTS 537.24
 THE OFFICE SHOP, INC 239.64 / OWL CREEK AVIATION, LLC 8,293.59 / OWL CREEK ENGINEERING 3,499.00 /
 OWL LUMBER INC. 49.92 / ROCKY MOUNTAIN POWER 3,993.85 / PARKE PRICE 80.10 /
 PAULA K CLIFFORD 65.64 / PERFORMANCE AUTO & GLASS 263.85 / PENNY T. HERDT 55.55
 PINNACLE BANK OF THERMOPOLIS 2,374.00 / PINNACLE BANK OF THERMOPOLIS 3,059.00 /
 POSTMASTER 49.00 / PREVENTIVE HEALTH & SAFETY DIVISION 14.00 / PYROTECHS 150.00
 CENTURY LINK 656.82 / RANAE BALDES 178.20 / RANGE MAGAZINE 19.95 / RAYMOND AMAYA 30.00 /
 RONALD HILL 30.00 / RICK BRILL 65.64 / GORRELL & HOPKINSON, P.C. 1,239.23 / RICHARD PICARE 36.48
 RIVERTON TIRE & OIL CO., INC. 1,636.07 / ROBIN GRIFFIN 65.64 / ROBIN MC INTOSH 30.00 /
 ROBERT O'BRIEN 30.00 / RT COMMUNICATIONS, INC. 2,421.79 / RUTH DYE 40.80 / SANDRA ELLER 30.00 /
 SHANNON BUTZ 30.00 / SCOTT FRITZLER 30.00 / SHEENA KINGHORN 120.00 /
 SHOSHONE OFFICE SUPPLY 459.84 / HOT SPRINGS CO SENIOR CITIZENS INC 60.00 /
 THE STANDARD INS. CO. 1,427.81 / STAR PLUNGE 114.00 / SYSCO MONTANA, INC. 2,730.24 /
 TUMBLEWEED PROPANE 364.50 / TEPEE POOLS 120.00 / THOMAS J. RYAN 333.72 /
 TIMOTHY WERNER 30.00 / TOWN OF THERMOPOLIS 1,024.50 / TRAVELING COMPUTERS, INC. 2,056.51
 TRI COUNTY TELEPHONE ASSOC, INC 613.54 / NORCO, INC. 354.57 / VALERIE SANCHEZ 30.00 /
 VERIZON WIRELESS 42.99 / VERIZON WIRELESS 32.89 / VICKLUND PHARMACY 543.45 /
 VIRGINIA WILLIAMS 30.00 / PINNACLE BANK (VISA-CARD TWO) 292.06 /
 PINNACLE BANK (VISA CARD THREE) 315.98 / PINNACLE BANK (VISA CARD FOUR) 291.04 /
 PINNACLE BANK (VISA CARD FIVE) 57.94 / PINNACLE BANK (VISA CARD SIX) 494.34 /
 PINNACLE BANK (VISA CARD SEVEN) 121.20 / PINNACLE BANK (VISA CARD EIGHT) 698.40
 PINNACLE BANK (VISA CARD 2-SHERIFF) 257.32 / PINNACLE BANK (VISA CARD 4-SHERIFF) 331.94 /
 VALERIE MERCADO 120.00 / WYOMING COUNTY & PROSECUTING 200.00 /
 WEDGWOOD & COMPANY LLC 170.00 / WESTON JONES 65.64 / THOMSON REUTERS - WEST 200.78 /
 WILLIAM GLOVER 30.00 / WYOMING DEPT. OF WORKFORCE SERVICES 4,281.93 / WYOMING.COM 20.00
 WYOMING CHILD SUPPORT ENFORCEMENT 250.00 / WYOMING DIVISION OF 173.00
 GREAT-WEST TRUST COMPANY, LLC 6,645.00 / WYOMING GAS 3,041.55 / WYONET INC. 113.95 /
 WYO RETIREMENT SYSTEM 25,693.21 / 036-NCPERS GROUP LIFE INS. 320.00 /

WYOMING TECHNOLOGY TRANSFER CENTER 60.00 / WYOMING DIVISION OF VICTIM SERVICES 125.00