

STATE OF WYOMING)
)
COUNTY OF HOT SPRINGS)

OFFICE OF THE BOARD OF
COUNTY COMMISSIONERS
THERMOPOLIS WYOMING
January 2, 2018

The Hot Springs County Board of Commissioners met in regular session on Tuesday, January 2, 2018 at 9:00 a.m. in the Public Meeting Room at the Government Annex. Present were Commissioners John Lumley and Phillip Scheel. Also present were County Attorney Jerry Williams, County Clerk Nina Webber and Administrative Assistant to the Commissioners Penny Herdt. Chairman Lumley led those present in the Pledge of Allegiance. Chairman Lumley suspended Roberts Rules of Order so that business might be conducted in the absence of Commissioner Tom Ryan.

Approval of Agenda

Phillip Scheel made a motion to approve the agenda as presented. John Lumley seconded the motion. Motion carried. At the request of Sheriff Falgoust, John Lumley moved to add an Executive Session for Personnel reasons at 1:00 p.m. Phillip Scheel seconded the motion. Motion carried.

Approval of Minutes

Phillip Scheel moved to approve the minutes of December 5 and 19, 2017 as presented. John Lumley seconded the motion. Motion carried.

Reorganization 2018

1. **Select Chairman and Vice Chairman** – John Lumley moved to appoint Tom Ryan as Chairman and Phillip Scheel as Vice Chairman. Phillip Scheel seconded the motion. Motion carried. The meeting continued under the direction of Vice-Chairman Scheel.
2. **Set Meeting Dates** – John Lumley moved to set the meeting dates for the Board of Commissioners as the first and third Tuesday of every month, with the first meeting of the month starting at 9:00 a.m. and the second meeting of the month starting at 4:00 p.m. Phillip Scheel seconded the motion. Motion carried.
3. **Appoint County’s Official Paper** – John Lumley moved to designate the Independent Record as the County’s official newspaper. Phillip Scheel seconded the motion. Motion carried.
4. **Set Commissioners’ Special Areas of Responsibility** – After discussion, John Lumley made a motion designating the following as areas of special responsibility for each Commissioner:
Phillip Scheel: Town Properties, Town of Thermopolis, Search & Rescue, Thermopolis Hot Springs Economic Development Company, Basin Authority Child Support Enforcement, Land Use/Planning Board, Hot Springs County Museum, Hot Springs County Fairboard, Human Resource Council, Chamber of Commerce, Big Horn Basin Nature & Discovery Center, and Natural Resource Planning Committee.
John Lumley: Town Properties, Town of Thermopolis, Senior Citizens Center, BLM Bighorn Basin Resource Management Plan Implementation, Tribal Liaison with the Wind River Indian Reservation, Human Resource Council, Shoshone Forest Travel Management Planning Committee and Natural Resource Planning Committee.
Tom Ryan: Wyoming County Commissioners Association Board of Directors, Town Properties, Town of Thermopolis, Hot Springs County Library, Road & Bridge, Airport Commissioner, Human Resource Council and Natural Resource Planning Committee.
Phillip Scheel seconded the motion. Motion carried.
5. **Set County Holidays** – John Lumley made a motion to approve Resolution 2018-01 setting the County Holidays for 2018 as presented. Phillip Scheel seconded the motion. Motion carried. Resolution 2018-01 establishes the 2018 County Holiday schedule as follows:

RESOLUTION NO. 2018-01

APPROVING THE OFFICIAL HOLIDAYS FOR HOT SPRINGS COUNTY EMPLOYEES FOR THE YEAR 2018

WHEREAS, Policy Section 16 of the Hot Springs County Personnel Policy Manual provides for the observance of holidays each year as set by the Hot Springs County Board of Commissioners; and
WHEREAS, per Wyoming Statute § 18-3-103 as amended, county officers shall keep their offices open during the usual business hours of each day excluding Saturdays, Sundays, legal holidays and other days

as established by the County commissioners through resolution; and **WHEREAS**, it is understood that this resolution shall not apply to all county departments as some are required to be in operation continuously.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Hot Springs County, Wyoming that the list of holidays and other days as set forth below shall be observed during calendar year 2018 as days off for Hot Springs County employees:

Presidents' Day	Third Monday in February (02-19-18)
Memorial Day	Last Monday in May (05-28-18)
Independence Day	July 4 – Wednesday
Labor Day	First Monday in September (09-03-18)
Columbus Day	Second Monday in October (10-08-18)
Veterans' Day	November 12 – Monday
Thanksgiving	Fourth Thursday in November (11-22 & 23-18)
Christmas Eve/Christmas Day	December 24 & 25 – Monday & Tuesday
New Year's Day	January 1, 2019 – Tuesday

APPROVED, PASSED AND ADOPTED THIS 2nd day of January, 2018.

BY THE BOARD OF COMMISSIONERS OF HOT SPRINGS COUNTY, WYOMING

Tom Ryan, Chairman Phillip Scheel, Vice Chairman John Lumley, Commissioner

ATTEST: Nina Webber, Hot Springs County Clerk

- 6. Public Office Disclosure Statements** – Clerk Webber presented each Commissioner with a Public Office Disclosure Statement which State Statute requires any public servant who invests funds or who has authority to decide how public funds are invested to fill out annually. The Commissioners filled out the statements and returned them to Clerk Webber.

Hot Springs County Boards & Committee Appointments

Clerk Webber presented the county board openings to the Commissioners as follows:

<u>Fair Board</u>	1 opening / 1 applicant
<u>Natural Resources Planning Committee</u>	2 openings / 1 applicant
<u>Predatory Animal Control Board</u>	1 opening / 0 applicants
<u>County Health Officer</u>	1 opening / 1 applicant

The Commissioners reviewed the applications received in response to the advertisements placed in the Independent Record. John Lumley moved to appoint the following positions:

<u>Fair Board</u>	Dawn Peil
<u>Natural Resources Planning Board</u>	Randy Wahler
<u>County Health Officer</u>	Dr. Vernon Miller

Phillip Scheel seconded the motions. Motions carried. Clerk Webber was asked to continue advertising for the Predatory Animal Control Board, with applications due to the Clerk's office by 5:00 p.m. on Friday, February 2, 2018, with appointment to be made at the February 6th Commission meeting.

Maintenance Monthly Report

Maintenance Anthony Fruciano reported repairs to the south section of the Senior Center roof are 90% complete. The contractor is waiting for the weather to improve so he can finish the roof project. The Library HVAC system upgrade was completed last week. Mr. Fruciano noted that he no longer needs the older pickup with the acquisition of the Gator and the lease of the new tractor and asked what the Commissioners would like him to do with it. The Tommy Lift will be switched to the newer pickup and the older pickup will be transferred to Road & Bridge if they have need of it. Mr. Fruciano was authorized to order new vacuum cleaners for the courthouse from his budget.

Road and Bridge Monthly Report

Road and Bridge Supervisor Dave Schlager reported his crew has been removing topsoil and stockpiling gravel at the Brown and County pits. The maps and surveys have been received for Hamilton Dome and Lower Cottonwood roads. The resurvey was done as the actual location of the roads did not match the old survey. Both roads are on BLM property, so the Planner is working with the BLM to get permanent Rights of Way permits in place for those areas. When the permits are complete, the official maps will be presented for signature by the Commissioners and placed in the Map Files at the Courthouse. Mr. Schlager noted he has received the Notice to Proceed on Phase II of the HRRR Guardrail project on East River Road. L-TAP will do the engineering. When the plans are received, the project will be put out to bid. Signage has been ordered for a section of Missouri Flat Road warning of potentially icy conditions. Mr. Schlager notified the Commissioners that Delbert Daniels is retiring at the end of January.

County Planner Monthly Report

Planner Bo Bowman reported that the Natural Resources Planning Committee will meet on January 16th. Mr. Bowman noted that Ray Shaffer has decided not to reapply to be on the NRPC. The Land Use Planning Board will meet on January 17th for a work session on the Policies section of the Land Use Plan. A letter will be sent to local septic system installers notifying them of the current regulations for installation of septic systems in the County. One significant change involves the “Depth to Groundwater” section of the application. The Planner will now be requiring visual confirmation/documentation of this measurement prior to approval of the permit and installation of the system. Work continues on the Brownfields remediation grant application. If the application is not approved, the application fee will be refunded. Mr. Bowman stated that he is currently working on his annual septic system report for the DEQ, as well as the annual DEQ permit renewals for the County gravel pits. The Triennial Gravel Pit Report is due in February of this year.

Youth Alternatives Monthly Report

Director Barb Rice reported there are currently 14 participants in her program (7 males, 7 females). Mrs. Rice presented the quarterly drawdown Grant submittal to Volunteers of America in the amount of \$23,795.00. Tom Ryan made motion for Chairman’s signature and Phillip Scheel seconded. Motion passed. Ms. Rice presented her quarterly drawdown request for the VOA-OJJDP grant. John Lumley moved to approve the quarterly VOA-OJJDP 2017-2018 Nonparticipating State Award Subgrant CFDA #16.540 Reimbursement Request in the amount of \$2,063.75. Phillip Scheel seconded the motion. Motion carried.

Emergency Management Monthly Report

Emergency Management Coordinator Bill Gordon reported he is finishing up his “After-Action Reports” regarding the eclipse. His next project is to develop a River Awareness Level system for use by members of the public. He is investigating costs for signage to use in connection with this River Awareness Level system. Mr. Gordon is still working with Jadeco to produce a cost estimate for an Emergency Generator connection for the JLEC/Courthouse.

FBO Monthly Report

FBO Nate Messenger presented the December operations report, indicating there were 96 total operations in December. There were 535 gallons of AvGas sales and 150 gallons of jet fuel sales last month. A new polyurethane cutting edge will be ordered for the snowplow to replace the worn one. High Plains Power has set the transformer and meters for four of the T-hangars. Brad Basse at Jadeco is working with the Fire Marshall to get plans approved and electrical permits issued for the T-hangars. Clerk Webber presented the AWOS Maintenance Contract with DBT Transportation Services for the Commissioners’ review. The term of the contract has been adjusted to 22.5 months to bring it into line with WYDOT’s fiscal year for grant purposes. John Lumley moved to approve the AWOS Maintenance Contract with DBT Transportation Services in the amount of \$12,505.76 for the time period of November 15, 2017 – September 30, 2019. Phillip Scheel seconded the motion. Motion carried.

Owl Creek Water District Petition for Inclusion – Rice

Rose Basko, Owl Creek Water District representative, presented a petition for an order by the Commissioners to include property located at 833 Highway 120 West owned by Todd and Barbara Rice into the Owl Creek Water District. John Lumley moved to approve Resolution & Order 2018-02 of the Hot Springs County Board of County Commissioners including the petitioning landowner into the Owl Creek Water District without election of additional board members as follows:

**RESOLUTION & ORDER 2018-02
OF THE HOT SPRINGS COUNTY BOARD OF COUNTY COMMISSIONERS
INCLUDING THE PETITIONING LANDOWNER INTO
OWL CREEK WATER DISTRICT WITHOUT ELECTION
OF ADDITIONAL BOARD MEMBERS**

THIS MATTER of the Inclusion of an additional landowner in the Owl Creek Water District has come before the Hot Springs County Board of County Commissioners (herein call “the Board”), pursuant to OCWD Petition dated December 22, 2017, entitled PETITION FOR INCLUSION IN OWL CREEK WATER DISTRICT WITHOUT ELECTION / EXHIBIT A TO

PETITION FOR INCLUSION AND CERTIFICATE OF APPROVAL BY DISTRICT SECRETARY & DISTRICT BOARD - RICE. The Board finds that the Petition is properly signed by the all the voters within the area to be included and filed with the County Clerk and that an order should be entered approving the Petition; therefore;

IT IS HEREBY ORDERED by the duly elected, qualified and acting Hot Springs Board of County Commissioners, by and through its Chairman, that the Resolution for Inclusion of Petitioning Landowners within Owl Creek Water District is hereby APPROVED and Todd and Barbara Rice and their associated real property as described in their application are included within the Owl Creek Water District.

IT IS FURTHER HEREBY ORDERED AND HELD that an election need not be held for an additional director as none is required in accordance with Wyoming Statutes.

IT IS FURTHER HEREBY ORDERED AND HELD to amend the district map to include the real property of Todd and Barbara Rice as described in their Petition for Inclusion.

DATED this 2nd day of January, 2018.

BOARD OF COUNTY COMMISSIONERS OF HOT SPRINGS COUNTY, WYOMING

ATTEST:

Phillip Scheel, Vice-Chairman

Nina Webber, County Clerk

Phillip Scheel seconded the motion. Motion carried.

BLM RMP Sage Grouse Cooperating Agency Status

In response to a letter from the Bureau of Land Management, John Lumley moved to become a cooperating agency with the BLM to participate in the development of the further environmental analysis regarding Greater Sage Grouse for the BLM Wyoming RMP's. Phillip Scheel seconded the motion. Motion carried.

Other Business

1. Senior Center Roof eMRG Award – John Lumley moved to approve the Chairman's signature on SLIB Grant MRG-17049 HS to replace the Senior Center roof in the amount of \$196,500.00. Phillip Scheel seconded the motion. Motion carried.

2. Hangar Lease Transfers

a. Higgins – John Lumley moved to approve the transfer of the Block B-Lot 2 Lease at HSG airport from Owl Creek Aviation to Ty Higgins. Phillip Scheel seconded the motion. Motion carried.

b. Wychgram – John Lumley moved to approve the transfer of the Block B-Lot 4 Lease at HSG airport from Janice A. McCasland to Daniel C. Wychgram. Phillip Scheel seconded the motion. Motion carried.

3. Fairgrounds Multi-Purpose Building Roof – Commissioner Scheel reported that the bill for the removal of the insulation was approximately \$12,500.00. The Commissioners agreed to consider the voucher from S&B Excavation along with the other December vouchers. Commissioner Scheel will move forward with contacting various entities regarding project design, management and bidding.

Correspondence

Conservation District – 2017 Annual Summary

Museum Board Minutes – October & November, 2017

Kinder-Morgan – Pipeline Safety Information – Staff was asked to contact Kinder-Morgan regarding identification of any potential safety issues that may exist in Hot Springs County.

Chamber of Commerce Newsletter – January, 2018

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

Executive Session

John Lumley moved to enter Executive Session for Personnel reasons at 1:00 p.m. Phillip Scheel seconded the motion. Motion carried. Those present for the Executive Session included Commissioners Scheel and Lumley, Clerk Webber, County Attorney Williams, Administrative Assistant Herdt, Sheriff Lou Falgoust and Sergeants Jerimie Kraushaar and Beth Helm. John Lumley moved to leave Executive Session at 1:40 p.m. Phillip Scheel seconded the motion. Motion carried. No action was taken during or as the result of the Executive Session.

Approve Bills

The following bills were submitted for approval: (see attached). Payroll for December, 2017 – \$167,466.03.

Adjournment

There being no further business to come before the Board at this time, Vice-Chairman Scheel declared the meeting adjourned at 2:35 p.m.

Attest:

Phillip Scheel, Vice-Chairman

Nina Webber, Clerk to the Board

BILLS – DECEMBER, 2017

HANSON'S FIRE EQUIPMENT 629.44 / HOT SPRINGS VETERINARY CLINIC 24.00
RANEE L. GONSALEZ 366.50 / WYOMING LIVESTOCK ROUNDUP 50.00
HOT SPRINGS COUNTY LIBRARY 16,000.00 / GALLS LLC 45.94
WESTERN OFFICE EQUIPMENT, INC. 402.55 / ACCO BRANDS DIRECT 44.00
AFLAC (ACCOUNT #HW652) 696.30 / ENTERPRISES TECHNOLOGY SERVICES 20.86
ALLEGIANCE BENEFIT PLAN MANGT, INC. 30,802.59 / ANITA WEISBECK 16.59
CHARTER COMMUNICATIONS 99.98 / BARTON STAM 216.97 / BIG HORN WATER 63.90
LONG BUILDING TECHNOLOGIES, INC. 5,034.00 / BILL ALLDREDGE 70.62
BLAIR'S SUPER MARKET 265.15 / BLUE LUBE 119.65
AMERITAS LIFE INSURANCE CORP, 391.80 / CASSANDRA KIGHT 160.00
CHIP AXTELL 70.62 / CHRISTOPHER J. KING, P.C. 225.00 / CITY SERVICE VALCON 46.00
RED ROCK FAMILY PRACTICE, PC 94.00 / U.S. POSTAL SERVICE 500.00
COLONIAL SUPPLEMENTAL INS. 34.70 / VERIZON WIRELESS 56.61
VERIZON WIRELESS 49.63 / VERIZON WIRELESS 70.23 / VERIZON WIRELESS 79.34
KOERWITZ, MICHEL, 11,300.00 / CRCI, LLC 500.00 / WYOMING CHILD SUPPORT 700.00
DBT TRANSPORTATION SERVICES LLC 5,836.01 / FASTENAL COMPANY 30.14 / SHELL 179.29
FLEETPRIDE 546.74 / PINNACLE BANK OF THERMOPOLIS 41,850.33
GDA ENGINEERS 7,300.00 / GOTTSCHHE THERAPY REHAB WELLNESS 280.00
HIGH PLAINS POWER 575.42 / HOT SPRINGS COUNTY HEALTH INS ACCT 51,146.46
HOT SPRINGS CO. SCHOOL DIST #1 2,758.54 / R.L. HUDSON, LAND SURVEYOR 4,087.00
THERMOPOLIS INDEPENDENT RECORD 1,521.41 / JACK T. BAIRD 35.31
JILL LOGAN 400.00 / JOEY L JOHNSON 467.56 / KRISTINA D. MCNEFF 32.71
MARCIA E. BEAN 299.60 / MARY A. GORDON 43.59 / MCGEE COMPANY 125.10
HOT SPRINGS CO. MEM. HOSPITAL 2,572.00
HOT SPRINGS COUNTY COUNSELING SERV. 5,000.01 / MOORE MEDICAL, LLC 105.94
NEW YORK LIFE 167.60 / O'REILLY AUTO PARTS 42.10
OWL CREEK AVIATION, LLC 9,532.00 / OWL CREEK EXCAVATION 6,877.56
OWL CREEK AVIATION, LLC 171.18 / ROCKY MOUNTAIN POWER 3,884.64
PERFORMANCE AUTO & GLASS 11.98 / PHILLIP E SCHEEL 330.63
PINNACLE BANK OF THERMOPOLIS 1,915.00 / PINNACLE BANK OF THERMOPOLIS 2,425.00
POSTMASTER 294.00 / PREVENTIVE HEALTH & SAFETY DIVISION 150.00
QT PETROLEUM ON DEMAND LLC 995.00 / CENTURY LINK 659.73 / THE RADAR SHOP 378.00
REDD ROOFING OF WYOMING 7,886.70 / GORRELL & HOPKINSON, P.C. 120.00
RIVERTON TIRE AND OIL TIRE FACTORY 803.88 / RT COMMUNICATIONS, INC. 2,971.06
S&B'S OILFIELD & EXCAVATION, INC. 12,400.00 / SENTINEL INDUSTRIES, LLC 500.00
SHOSHONE OFFICE SUPPLY 436.47 / SHOPKO STORES OPERATING CO., LLC 29.77

SMILEMAKERS 61.20 / HOT SPRINGS CO SENIOR CITIZENS INC 20,793.52
STAPLES ADVANTAGE 27.33 / THE STANDARD INS. CO. 1,394.54 / STAR PLUNGE 192.00
STEHLIN PLUMBING & CONTRACTING 140.00 / STORYTELLER 31.60
SYSCO MONTANA, INC. 3,046.71 / TUMBLEWEED PROPANE 384.00 / TEPEE POOLS 144.00
TODEEN DARLINGTON 70.62 / TOWN OF THERMOPOLIS 17,919.35
TRAVELING COMPUTERS, INC. 8,995.44 / TRACTOR & EQUIPMENT 403.90
TRI COUNTY TELEPHONE ASSOC, INC 618.02 / TRICIA MCPHIE 41.26 / NORCO, INC. 249.95
VERIZON WIRELESS 33.07 / VERIZON WIRELESS 32.99 / VICKLUND PHARMACY 275.81
PINNACLE BANK (VISA CARD ONE) 219.80 / PINNACLE BANK (VISA-CARD TWO) 221.06
PINNACLE BANK (VISA CARD FOUR) 115.49 / PINNACLE BANK (VISA CARD SIX) 59.40
PINNACLE BANK (VISA CARD 2-SHERIFF) 102.76
PINNACLE BANK (VISA CARD 3-SHERIFF) 905.92 / WAYNE L. REYNOLDS 75.00
WEDGWOOD & COMPANY LLC 170.00 / THOMSON REUTERS - WEST 171.71
WYOMING DEPT. OF WORKFORCE SERVICES 5,990.37 / WYOMING STATE ENGINEER 50.00
WYOMING STATE ENGINEER 50.00 / WYOMING STATE ENGINEER 50.00 / WYOMING.COM 20.00
WYOMING CHILD SUPPORT ENFORCEMENT 500.00 / GREAT-WEST TRUST COMPANY, LLC 7,540.00 /
WY DEPT. OF ENVIRONMENTAL 550.00 / WYOMING GAS 1,415.00 / WYONET INC. 54.00 /
WYO RETIREMENT SYSTEM 26,315.67 / 036-NCPERS GROUP LIFE INS. 336.00 /
WYOMING WASTE SERVICES - RIVER 50.00