

## MINUTES OF THE BIG HORN COUNTY COMMISSION MEETING

NAME: Big Horn County Commission                      TYPE: Regular Session

PLACE: Big Horn County Courthouse Commissioner's Chambers

DATE: **December 18, 2018**                                      TIME: 9:00 AM

**Chairman: Felix Carrizales, Members John Hyde, Deb Craft**

**Other County Representatives: Lori Smallwood, County Clerk;**

List of attendees on file.

The meeting was called to order at 9:00 AM by Chairman Carrizales; followed by the Pledge of Allegiance led by Hyde. The agenda was presented, a **motion** was made by Hyde to accept the agenda as amended, the motion was seconded and carried.

Willie Bridges-B.H.C. Engineer and Road & Bridge: Bridges presented a summary of the Court Security project bids received at the opening December 17<sup>th</sup>. Bridges reported that three bids were received and the low bid was from O'Dell Construction. All bids were substantially more than current funding on hand. Bridges summarized the transformation of the building and how the project has grown to fill the needs of all involved expanding the scope. K. Blackburn gave an overview of the projects evolution and the importance of the work planned and suggested seeking additional grant funding to offset the overage. Blackburn requested holding off on making any final project changes or approvals to try to identify additional funding by the second meeting in January. Bridges and M. Duff ( Plan One Architects) will talk to the bidder to see about holding the bid a bit longer than the normal 30 days. Blackburn requested a letter of support from the Commission for grant submission. Discussion determined the Commission was in favor of trying to fund the project as designed. Hyde moved to write and sign a letter of support for proposal submission as needed, the **motion** was seconded and carried. Bridges reported on progress of the Coroner's building. Carrizales inquired about the previous concerns from the observation report and planned corrections. Bridges reported that solutions have been designed and all will be to specification and correct. Bridges presented an access permit for Lane 43 and three utility permits for Sidon Irrigation District to bury a lateral that crosses County Road 8 ½, Lane 9, and Lane 8. Bridges disclosed that he is the design engineer and recused himself from review because of potential conflict of interest. Wambeke reviewed the permits and recommended approval. There was discussion of the roads the lateral will cross and paved vs gravel surfaces. Bridges noted that due to the size of the 30 inch pipe boring would not be possible due to cost and gave an overview of the patch work that will be done. Craft asked if there was a need for the variances to be detailed in the road policy when dealing with boring vs cutting roads. There was also discussion regarding the age and condition of roads when crossing is needed. Carrizales suggested the situation should be further reviewed and some determination of consistency be set. By consensus the Commission agreed that more review is needed with costs detailed for boring vs cutting. Bridges requested that they approve the Road 8 permit since that is a gravel road and will not hold up the project. Bridges gave an overview of the boring process for the larger pipe and gave a rough estimate of approximately \$200,000 more to the project noting that the project would serve 2,500 acres of irrigated land. The discussion also highlighted upcoming issues with the Leavitt Reservoir project and cuts vs boring for that project in two areas with possible solutions and tradeoffs for the project. Craft pointed out that the bond process for these projects is to ensure the roads are repaired properly. Bridges also reminded the Commission that a District is a permanent entity in the county which would give the County recourse if there were issues. Craft asked how other counties deal with this type of issue. Carrizales asked Bridges to research similar work in nearby counties and noted that he will ask counterparts at the meeting he would attend the following day. Craft moved to approve the access permit as presented and a utility permit on Lane 8 noting that permits for Road 8 ½ and Lane 9 will remain pending for further review. The **motion** was seconded and carried.

Bridges asked if there was any additional information regarding the process for approving the draft County Road Policy. Bean reported she had not reviewed the statues to determine the process. Bridges thanked Hyde for the opportunity to work with him and expressed appreciation for Hyde's work on behalf of the County.

Fred Werner – Facilities Management: Werner reported that C. Peterman from Probation and Parole has requested office space in the courthouse and discussed possible relocation of offices that might eventually accommodate her request. There was additional discussion of possible changes and the options will be reviewed further in the new year. Werner reported on finalized mezzanine work at the library and how well it turned out. Werner reminded the Commission of the WAM funding for energy efficiency project and shared his discussion with the N. Sr. Center regarding their matching funds to replace the HVAC system as was done at the South Sr. Center. Werner noted that it could be a project for 2020 but the ground work needs to move forward. By consensus the Commission agreed for the ground work to begin on that project.

Wes Huber – Airport Manager & Paul Thur –Town of Greybull: Thur presented a debt service agreement amendment to the Greybull Water Project agreement. Hyde moved to resign the Infrastructure Agreement and approve the debt service amendment that has been added, the **motion** was seconded and carried. Carrizales shared his appreciation for the win-win situation this project has accomplished. Thur presented information on the water gauge on the Big Horn River in Basin and the importance of that gauge to Basin, Greybull and the County. Thur requested the Commission consider splitting the cost of the annual maintenance 1/3 between all three entities. Hyde shared his concern that the gauge is more important to the Towns than the County and that 1/3 is maybe overstated for the County. Craft stated that flooding has been a common occurrence and she sees the value to the county to support this. The Commission agreed to consider this further and make a determination before the next contract renewal in September.

Huber presented department activities. Carrizales asked about Huber's findings on the insulation in the SRE building to prevent condensation. Huber reported on the contractor inspection and minor corrections made to ensure no issues arise. Huber reported that changing the airport gate codes can be done in house with no cost noting that notifying all proper users will be problematic. Hyde shared he belief that this type of clean up needs to be done periodically. Carrizales shared that the open access and the code being shared is not something that can be changed so it might be work for no good reason. There was discussion about access by those who do not have aviation needs. The Commission took this under advisement and will consider further action. Huber reported that as part of her review Bean asked for sample airport lease documents from other counties in the area. Carrizales requested Bean draft a lease the way she believes it should be and present it to the Commission. Huber shared he is in the process of developing the FAA drag racing event application for the next season. WYDOT agreements were presented for crack sealing at both the north and south airports. Smallwood noted that as in previous years, work will begin in the Spring and WYDOT will not bill for matching on the project until after July so the funds can be committed during the 2019-2020 budget cycle. Craft moved to approve the Cooperative Agreements for the Crack Sealing, the **motion** was seconded and carried. Huber reported that maintenance of infrastructure items like windsocks, snow removal vehicle maintenance and other items are being addressed at both airports. Carrizales requested that Huber get a room and airline reservations for himself and a Commissioner to attend the FAA conference in Seattle noting that either Carrizales or Neves will attend.

Stephanie Muckley for Angela Parker – Land Planning: Muckley reported on department activities. Muckley reported that the mylar for the George Simple subdivision (SS 18-003) is being delivered and requested that the Commission approve this subdivision with the mylar to be presented when it arrives. D. Neves informed the Commission that the P & Z Commission approved the subdivision with the stipulation that the required changes are made. Craft moved to approve the final plat for SS 18-003 with Muckley reviewing for the stipulated changes, the **motion** was seconded and carried. Muckley reported on other pending subdivisions that have had no action and presented P & Z minutes.

Karen Sylvester – County Prevention Project: Sylvester shared information regarding vaping and the concern in teens for our area and for the schools. Sylvester shared a WYSAC youth alcohol prevention review and a mental health program overview from the ACEResponse program. Sylvester noted that this is something that the State is asking Schools to take more action in and this program will help schools with that work. Sylvester shared a possible training plan and overview of potential cost for this school trainings next year on the both ends of the county. Craft asked about school districts attendance at coalition meetings. Sylvester shared the

limited responses and issues hampering attendance. Carrizales shared his concern with bringing on a person/entity who will be able to keep the stakeholders together and cooperating without isolating others. Sylvester shared that this person is needed to pull them all together and facilitate the programs and do all the required reporting. Carrizales asked how we will find the special person to fill this need. There was discussion of contract deadlines and the possibility of extending the current contract through June 30<sup>th</sup> which would allow for 2-3 months of transition time with Sylvester .

Marquerite VanDyke & Carol Willard Deputy County Clerks: VanDyke and Willard presented accounts payable and payroll items. Hyde moved to approve the bills and payroll as presented. the **motion** was seconded and carried.

ALSCO 36.08, AMERICAN WELDING & GAS INC. 3,075.06, AUTO PLUS COLLISION CENTER 7,640.05, BOB BARKER COMPANY, INC. 827.56, MARY BAIR 52.32, BASIN REPUBLICAN RUSTLER 58.00, BASIN REPUBLICAN RUSTLER 80.00, TOWN OF BASIN 5,851.34, THOMAS L BENNETT, MD 3,950.00, BIG HORN CLINIC 160.00, BIG HORN CO-OP MARKETING ASSN 442.65, BIG HORN CO-OP MARKETING ASSN 6,583.04, BIG HORN CO-OP MARKETING ASSN 172.00, BIG HORN CO-OP MARKETING ASSN 23.00, BIG HORN CO-OP MARKETING ASSN 416.48, BIG HORN CO-OP MARKETING ASSN 42.43, BIG HORN RURAL ELECTRIC CO. 579.56, BLAIR'S MARKET 13.00, BURLINGTON SERVICE STATION 12.54, CANON FINANCIAL SERVICES 134.86, CARQUEST AUTO PARTS 676.21, JANE CHAVIRA 23.98, CHARM-TEX, INC 990.70, CMI-TECO 233.34, CENTURY LINK 530.45, CODY OVERHEAD DOOR CO. 967.10, COPENHAVER, KATH, KITCHEN 150.00, COUNTY CLERK 1,900.00, BIG HORN COUNTY TREASURER 508.59, COVENANT INSURANCE GROUP INC. 2,530.00, CHARTER COMMUNICATIONS 109.98, CRUM ELECTRIC SUPPLY CO. 11.70, CREATIVE CULTURE INSIGNIS, LLC 1,308.70, CUDA ENTERPRISES 750.00, CUSTOM DELIVERY SERVICES, INC. 22.77, DOUBLE R SERVICE, LLC 60.00, LARAE DOBBS 150.00, EDJE TECHNOLOGIES. INC 1,000.00, ENGINEERING ASSOCIATES 5,349.40, FFF ENTERPRISES, INC 593.97, FIRE PROTECTION DISTRICT #4 291.72, FREMONT MOTOR CO. POWELL 996.05, FIRE PROTECTION & SAFETY 120.00, FOOD SERVICES OF AMERICA 22,409.55, CENGAGE LEARNING - GALE 99.41, GRETCHEN GASVODA KELSO 384.25, BRENT GODFREY 637.61, GORRELL & HOPKINSON P.C. 4,083.70, HEART MOUNTAIN FARM SUPPLY 6.16, WESLEY HUBER 134.99, HONNEN EQUIPMENT CO. 156.67, iPRINT TECHNOLOGIES 102.79, J.D. POWER 215.00, J&E, INC. 542.13, JEFFRIES DENTAL, PC 949.00, JOHN ANDREW, LLC dba KEELE SANITATI 155.00, LOCAL GOVERNMENT LIABILITY POOL 366.77, LOVELL CHRONICLE 263.50, TOWN OF LOVELL 3,150.00, MESSENGER LAW FIRM, PC 81.85, SARAH N. MILES 150.00, KRISTY MICHAELS 20.00, MILLER'S FABRICATION & CONST. 36.68, HOPE MENDEZ 5.27, MCKESSON MEDICAL SURGICAL 257.74, MINCHOW'S SERVICE 159.44, MOUNTAIN ELECTRIC OF WYOMING 1,213.14, BRUCE MORRISON 50.00, MOTOR POWER EQUIPMENT CO. 1,133.25, MOUNTAIN MOTOR SUPPLY 50.87, MURDOCH OIL, INC. 6,487.43, NORTHWEST SPECIALTY SALES CO. 1,686.65, O'REILLY AUTO PARTS 1,728.47, THE OFFICE SHOP, INC. 74.95, OFFICE ALLY 35.00, HOMAX OIL SALES INC. 109.89, PARTS4HEATING 237.24, PARK COUNTY CLERK 45.66, PITNEY BOWES GLOBAL 611.36, POWELL TRIBUNE LLC 50.00, DOWNSTREAM AVIATION LP 2,755.50, QUILL CORPORATION 3,009.10, RAMS HEAD FINANCIAL SERVICES 2,579.38, RED APPLE SUPERMARKET 142.95, KENT A. RICHINS 750.00, ROCKY MOUNTAIN POWER 2,761.76, RANDY L. ROYAL 80.00, RURAL FIRE PROTECTION DIST. #1 376.98, SECURITY STATE BANK 63,933.72, SECURITY STATE BANK - PETTY CASH 21.93, SELBY'S 175.00, SOUTH BIG HORN COUNTY HOSPITAL DIST 3,833.33, SOUTH BIG HORN COUNTY HOSPITAL 23.27, KATHLEEN SMITH 1,400.00, SOUTH BIG HORN SENIOR CITIZENS 279.21, STROUPE PEST CONTROL CO 290.00, KAREN SYLVESTER 5,247.07, TCT WEST, INC. 6,482.89, TCT WEST, INC. 974.30, TANK MANAGEMENT SERVICES 2,339.60, THOMSON REUTERS - WEST 170.05, TRACTOR & EQUIPMENT CO. 97.75, TRANSUNION RISK & ALTERNATIVE 55.20, TRAVELING COMPUTERS, INC. 267.89, TRI COUNTY TELEPHONE ASSOC. 66.62, TYLER TECHNOLOGIES, INC 165.38, SECURITY STATE BANK 9,570.64, U.S. POSTMASTER 78.00, U.S. POSTMASTER 72.00, VALLEY HARDWARE 561.62, VIRIL ELECTRIC, INC 79.00, VERIZON WIRELESS 931.91, WAVES WEB DESIGN 350.00, FRED A. WERNER 258.28, WILD EDGE

SCREENPRINTING 45.00, WEX BANK 5,812.91, WYOMING ASSOC OF COUNTY OFFICERS 225.00, WYO DEPT. OF HEALTH 47,977.51, WYOMING DEPT OF HEALTH 34.00, WYOMING GAS 2,944.58, WYOMING SHERIFFS' ASSOCIATION 587.00, ZUMAR INDUSTRIES, INC 145.76, WAYNE E HUDSPETH 247.50, CASSIDY S EDELER 510.00, SURGICAL ASSOCIATES , PC 2,073.00, A & C MOTORS 821.62

Appointed Board Applications: Smallwood presented applications for two planning and zoning commission seats. M. Sherman, S. Naso and J. Fuller. Also presented were petitions for the four Weed and Pest board seats up for renewal. Area 1-K. Blackburn; Area 3-H. Morris, Area 4 - J. Wildman; M. Asay - At Large North. An additional application was submitted by D. Banks but no petition was submitted to qualify. There was also a letter of interest submitted by K. Mercer for the Paintrock FFA Fair Advisory Committee seat with no Lovell FFA Representative interest expressed.

Carrizales shared concerns with the signatures on the Weed and Pest petitions being board members, weed and pest employees noting the lack of other land owners. Cliff Winters shared how difficult it is to get folks to serve on the board. Craft mentioned that she thinks if there was discontent with the representatives others would have petitioned to serve on the board. Hyde shared that boards are hard to fill so he would approve the applications as presented. Craft agreed with Hyde based on her experience with how hard it is to fill board opening. Carrizales requested the Commission hold off on appointments to all three boards/committees in order to generate some possible other interested applicants and new perspectives on boards. The applications and appointments will be considered at the January 22<sup>nd</sup> meeting.

Jim Reilly – Annual Audit Review: Reilly presented the 2018 annual audit and gave an explanation of the major components of the report. Reilly reported that his unqualified opinion is the highest opinion he can issue as an auditor and recognized the county for the excellent work done to properly manage county funds. Smallwood presented the representation letter for the above reviewed report. Hyde moved to sign the representation letter as presented, the **motion** was seconded and carried.

Ken Blackburn & Ron Salyer – Sheriff's Department: Blackburn and Salyer attended to discuss the services of the VOS Program. Blackburn gave an overview of the VOS program and the methodology used in this successful program. Sylvester shared that she endorses the program 100% and the shining example it gives the rest of the state. Sylvester shared an email from WDH regarding services such as VOS, possibility for prevention support and reported that training is covered by prevention funding. There was discussion that a budget line will be created to track unusual situations and reimbursements that don't qualify for county title 25 funding.

Old and New Business: Smallwood presented minutes from the December 4<sup>th</sup> meeting. Hyde moved to approve the minutes, the **motion** was seconded and carried. Hyde moved to approve the two Emergency Management renewal funding grants as presented, the **motion** was seconded and carried. Carrizales gave an overview of his attempt to reach Julie K. at the Wyo. Business Council (WBC) to discuss the County's concerns and their process at the Council for this project. Bean reported she emailed the group of key folks sharing the concern over Antelope Butte Foundation/County agreements not being part of the WBC contract and her request that the document be sent to her so she could add language to the agreement to protect the county. Bean also shared the concern with the installation and test of the lift before the agreement has been signed and inquired about payment for the project if the agreement falls through. Bean expressed concern about alternate funding sources, kickbacks and other items that make a contract difficult to defend if things aren't worked out. Bean will draft the necessary protections and send to WBC. If accepted by WBC Bean will present the revised package to the Commission for consideration.

Keith Grant attended and shared additional information with the Commission on proposed bills they should discuss with legislators when they meet with them in Cody and with other Commissioners at their WCCA meetings in January.

Good of the County: Financial Statements: Serena Lipp-Dist. Court Clerk (Nov. 2018); Lori Smallwood-County Clerk ( Nov. 2018); Monthly Report(s) Bonds: B. Lindsey-BHC (\$50,000); L. Smallwood- BHC (\$20,000);S. Lipp – BHC (\$10,000); R Savage- Lovell Rec. Dist. (\$25,000); M. Meier – Byron Cemetery Dist. (\$5,000); J. Nicholls – Lovell Cemetery Dist. (\$1,000)

Hyde moved to adjourn, the **motion** was seconded and carried.

**STATE OF WYOMING     )**  
**COUNTY OF BIG HORN   )**

I, Lori Smallwood, County Clerk and Ex-Officio of the Board of the County Commissioners, do hereby certify December 18, 2018.

**These minutes can be viewed electronically at [www.bighorncountyyw.gov](http://www.bighorncountyyw.gov)**