AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

RUSTRY BELL, Chairman  
MARK A. CHRISTENSEN  
BOB MAUL  
DG REARDON  
DEL SHELSTAD

FEBRUARY 28, 2019

09:00 MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE

CONSENT AGENDA
A.  Consent Agenda

VOUCHERS
B.  Vouchers

PUBLIC COMMENT
C.  9:05 For the Good of the County*

OPEN GOVERNMENT
D.  9:15 County Information

REGULAR BUSINESS
E.  9:25 Sober Truth Grant Application  
    Ashley Whisler/Jane Glaser
F.  9:30 FY 2020 Highway Safety Grant Application  
    Captain Eric Seeman
G.  9:35 Ratification of CARE Board Member  
    Bethany Raab
H.  9:40 District Support Grant, Buckskin I&S  
    Kevin King
I.  9:45 District Support Grant, Rozet Ranchettes I&S  
    Kevin King
J.  9:50 Offer to Acquire Real Estate & Acceptance Addendum  
    Kevin King
K.  9:55 Job Title Retirements  
    Charlotte Terry
L.  10:00 Classification Specifications  
    Charlotte Terry
M.  10:05 Resolution for Special Prosecution  
    Carol Seeger/Robert Palmer

WORKSHOP
N.  10:15 Campbell County Conservation District: Little Powder River Watershed Plan  
    Jennifer Hinkhouse

ADJOURN

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed. Comments related to the Board agenda will be heard first.
Consent Agenda

MINUTES
Board of Commissioners Morning Workshop, February 14, 2019
Board of Commissioners Regular Meeting, February 19, 2019
Board of Commissioners Senator Barrasso’s Office Staff Meeting, February 21, 2019

MONTHLY REPORTS
Sheriff’s Department – January 2019

PAYROLL PAYMENTS
February 9, 2019
February 23, 2019

APPLICATIONS
Campbell County Community Public Recreation District – Requesting $250,000 for the Synthetic Pitch at Gillette College.

CAPITAL REQUESTS
Attorney’s Office – Requesting to use left over capital funds from account 825.7202 to purchase a five-drawer legal file cabinet in the amount of $418.20.

Public Works, Facilities Maintenance – Budgeted $1,300 to purchase a dumping hopper and requests the transfer of $139 from 875.7191 unused funds to 875.7238 to cover the increase in cost.

CREDIT CARD REQUESTS
Assessor’s Office – Cindy Langley, Credit Limit $5,000

FINAL ACCEPTANCE CERTIFICATES
Campbell County requests approval of final posting 80% match in the amount of $130.51 for the Campbell County Dust Suppression Project, Project Number CM17405, from the Wyoming Department of Transportation Congestion Mitigation Air Quality (CMAQ).

LINE ITEM TRANSFERS
Juvenile Probation
Transfer $5,000 from 451.6131 Medical Services to 451.7198 Surveillance Equipment
Parks & Recreation
Transfer $32 from 7701.6532 Computer Supplies to 7701.6233 Computer Maintenance
Transfer $218 from 7701.6517.5 Meals & Lodging to 7701.6517.4 Travel & Transportation
Public Works
Transfer $9,094 from 081.6233.05 Software Maintenance to 081.6146.08 GIS Consulting

OFFICIAL BOND AND OATHS
Pinnacle Heights I&S District – Anita Czapeczka

POSITION VACANCY JUSTIFICATIONS
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SICK LEAVE TRANSFERS
Request transfer of (40) hours from Employee #578064 to #613368
Request transfer of (40) hours from Employee #578064 to #613368
Request transfer of (10) hours from Employee #224418 to #624147

HAND WARRANTS
Campbell County Clerk Tax Account $293,318.45
Campbell County Park & Recreation Activity Fund 28.00
Campbell County Treasurer – HSA 34,986.35
Campco Federal Credit Union 276.01
Circuit Court of Campbell County 408.46
Great West Trust Company LLC 37,527.29
Wyoming Child Support 1,418.89

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed. Comments related to the Board agenda will be heard first.
The following page(s) contain the backup material for Agenda Item: [Consent Agenda]

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed. Comments related to the Board agenda will be heard first.*
Office of County Commissioners  
February 14, 2019  
Gillette, WY

Commissioners Workshop

The Campbell County Board of Commissioners met for a Commissioners Workshop, Thursday, February 14, 2019 at 8:00 AM.

Present were, Mark Christensen, Rusty Bell, DG Reardon, Bob Maul, Commissioners; Susan F. Saunders, County Clerk and Robert Palmer, Commissioners Administrative Director. Del Shelstad, Commissioner and Carol Seeger, Deputy Count Attorney were absent from the meeting.

The safety topic for the meeting was slips, trips and falls in the workplace.

The Commissioners gave their Board Liaison reports.

Commissioner Christensen arrived at the meeting at 8:20 AM.

Discussion was held on a University of Wyoming Engineering Degree program coming to Gillette College.

Discussion was held on the College of Agriculture, Extension Office, positions in Campbell County.

Sherry Bertoncelj, Personal Frontiers (PFI) Director, introduced the new PFI Director, Donna Morgan and Case Manager, Kim Krogman.

Charlotte Terry, HR Director, discussed the Fire Chief Class Specification.

Commissioner Reardon moved to approve the following hand warrant for the Coroner’s Office: First National Bank - $240.60. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the Classification Specifications of Fire Chief for the Campbell County Fire Department, as presented. Commissioner Christensen seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the Cam-Plex position vacancy justifications for the Marketing Manager, Marketing Coordinator and Ticket Office Personnel and the job vacancy notices for posting. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Discussion was held on prescription usage and costs.

Megan Nelms, County Planning/Zoning Administrator, provided an update on the Coal Reliant
Communities Workshop and who could be attending.

Megan Nelms provided an update on working with the Town of Wright on planning for the possibility of Wright having a Construction Comp and provided an update on the creation of Little Thunder Improvement and Service District in Wright.

Robert Palmer, Commissioners Administrative Director, reviewed upcoming conferences and discussed the agenda items for the February 19, 2019 regular meeting.

Discussion was held on a Sheriff’s Office vehicle being donated to the Town of Lusk.

Discussion was held on the NACO High Performance Leadership Training.

The Commissioners held a phone conference with Dru Bower for a regulatory update.

There being no further action to come before the Board, the meeting was adjourned at 10:40 AM.

______________________________
Susan F. Saunders, Clerk
Board of County Commissioners

______________________________
Rusty Bell, Chairman
Board of County Commissioners
Office of County Commissioners  
February 19, 2019  
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, February 19, 2019. Chairman Bell called the meeting to order at 9:00 AM. Clark Melinkovich led in prayer and Chairman Bell led the Pledge of Allegiance.

Present were Rusty Bell, Bob Maul, DG Reardon, Del Shelstad, Mark Christensen, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Deputy County Attorney, and Robert Palmer, Commissioners Administrative Director.

The following consent agenda was presented:

MINUTES:
- Board of Commissioners Fire Board Meeting, January 30, 2019
- Board of Commissioners Morning Workshop, January 31, 2019
- Board of Commissioners Worker’s Compensation Workshop, January 31, 2019
- Board of Commissioners Directors Workshop, February 4, 2019
- Board of Commissioners Regular Meeting, February 5, 2019

MONTHLY REPORTS:
- Clerk of District Court – January 2019
- County Clerk – January 2019
- Sheriff’s Department – January 2019
- Treasurer’s Office – January 2019

PAYROLL PAYMENTS:
- January 12, 2019
- January 26, 2019
- January 31, 2019

CANCELLATION/REBATE OF TAXES:
- #3934 – 3943

AGREEMENTS:
- AVI Systems, Inc. Chambers AV Upgrade Agreement

LINE ITEM TRANSFERS:
- Transfer $3,567.50 from 504.6554.2 Program Supplies to 504.6022 Full-Time Salary

MOBILE COMPUTING DEVICE REQUESTS:
- Public Works – Administrative Assistant III
- Public Works – Landfill Supervisor

POSITION VACANCY JUSTIFICATION:
- Assessor’s Office – Appraiser II/III

SICK LEAVE TRANSFERS:
- Transfer of 40 hours from Employee #368665 to #559111
- Transfer of 40 hours from Employee #193383 to #624606
- Transfer of 40 hours from Employee #309981 to #624606

HAND WARRANTS:
- Campbell County Clerk Tax Account $332,003.95
Campbell County Treasurer – HSA 9,391.66
Campbell County Park & Recreation Activity Fund 28.00
Campco Federal Credit Union 1,226.01
Circuit Court of Campbell County 235.16
Great West Trust Company LLC 40,018.83
Wyoming Child Support 1,417.83
Gillette Title Service 2,900,318.00
Blue Cross Blue Shield of Wyoming 25,956.00
CCCBT 196,131.45
CCEHBTA – Health 629,420.88
CCEHBTA – Dental 42,701.80
Delta Dental Plan of Wyoming 2,023.20
State of WY – WAG Criminal Investigation 78.00
State of WY – WAG Criminal Investigation 78.00
State of WY – WAG Criminal Investigation 39.00
State of WY – Department of Revenue & Taxation 83.55

Commissioner Christensen moved to approve all items of the Consent Agenda as presented. Commissioner Maul seconded the motion. All voted-Aye. Carried.

No Public Comment was given.

Bob Trans and Bel Christiansen, with Children’s Developmental Services, presented information regarding the Children’s Developmental Services Fiftieth Anniversary of service to Campbell County.

Commissioner Christensen moved to approve the Proclamation to recognize the Children’s Developmental Services of Campbell County Fiftieth Anniversary, Resolution 1997, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Christensen moved to approve the Contract between the Wyoming Department of Health, Public Health Division and Campbell County for employment of an individual to provide communicable disease services to healthcare providers, community-based organizations and Wyoming residents, with a total payment not to exceed $291,000, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to appoint Jonnie Teets and Zachary Poitra to each serve on the McKenney Improvement and Service District until the next general election in November 2020, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the Cooperative Agreement for Responsibilities between the Wyoming Department of Family Services Child Support Enforcement and the Campbell County Clerk of the District Court to delineate the mutual responsibilities between the Department of Family Services and the Clerk of the District Court according to federal law, rules and policies regarding Title IV-D of the Social Security Act as amended and as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.
Commissioner Christensen moved to approve Resolution Number 1998 for the appointment of Jill Kucera, Senior Assistant Attorney General, Human Services Division, in and for the State of Wyoming Attorney General’s Office, or other designee of the Wyoming Attorney General’s Office, to represent Campbell County and to make, in their sole discretion, a proper disposition of all potential matters involving the termination of parental rights in the interest of R.W. (05-05-2016), Juvenile Case #5355 to which the Campbell County Attorney’s Office has a conflict, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve Resolution Number 1999 for the appointment of Daniel Itzen, Assistant District Attorney, in and for Natrona County, Wyoming, or other designee of the Natrona County District Attorney’s Office, to investigate and otherwise proceed to make, in their sole discretion, a proper disposition of all potential criminal matters involving the Campbell County Detention Center pertaining to actions involving the death of an inmate to which the Campbell County Attorney’s Office has a conflict, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the County Wide Consensus Block Grant Joint Resolution, for the Campbell County Landfill remediation project for the allocation of the balance of remaining funds, $24,299, as presented. Commissioner Christensen seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to convene into Executive Session to discuss Property Acquisition. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

The Board reconvened into their regular meeting at 9:45 AM.

A Workshop was held with PFM Asset Management LLC.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 11:45 AM. The next regular meeting of the Commissioners will be held Thursday, February 28, 2019, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Susan F. Saunders, Clerk
Board of County Commissioners

Rusty Bell, Chairman
Board of County Commissioners
The Campbell County Board of Commissioners met with Senator Barrasso's Office Staff, Thursday, February 21, 2019.

Present were Rusty Bell, Bob Maul, DG Reardon, Del Shelstad, Commissioners; Susan F. Saunders, County Clerk and Robert Palmer, Commissioners Administrative Director.

Discussion was held with Kate Juelis, Energy Counsel, on Campbell County and Wyoming issues.

No action was taken, and the meeting was adjourned at 12:00 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Rusty Bell, Chairman
Board of County Commissioners
A.D. 20.
Commissioners this day of
Approved by the Board of County

Deputy
County Clerk
County of Campbell
The State of Wyoming

January 2019
Monthly Statement
Sheriff's Dept.
MONTHLY SHERIFF'S STATEMENT

Statement of the collections of **Scott Matheny** as Sheriff within and for the County of Campbell, State of Wyoming, for the month ending **January 2019** and filed with the County Clerk for presentation of the Board of County Commissioners of said County as required by Wyoming State Statute 18-3-814.

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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Service Fees</td>
<td>7,970.00</td>
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<tr>
<td>Fingerprint Fees</td>
<td>360.00</td>
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<tr>
<td>Background Fees</td>
<td>62.00</td>
</tr>
<tr>
<td>Copy Fees</td>
<td>31.98</td>
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<tr>
<td>Notary Fees</td>
<td>4.00</td>
</tr>
<tr>
<td>Sheriff's Sale &amp; Sheriff's Certificate Fees</td>
<td>195.00</td>
</tr>
<tr>
<td>Executions</td>
<td>0.00</td>
</tr>
<tr>
<td>Concealed Firearm Permit Fees</td>
<td>490.00</td>
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<tr>
<td>Sex Offender Registration Fees</td>
<td>437.50</td>
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<tr>
<td>Salvage Vehicle Sales</td>
<td>0.00</td>
</tr>
<tr>
<td>Towing Fees</td>
<td>242.50</td>
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<tr>
<td>Foreclosure Sales</td>
<td>0.00</td>
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<tr>
<td>General Fund</td>
<td>960.00</td>
</tr>
<tr>
<td>E911</td>
<td>0.00</td>
</tr>
<tr>
<td>Town of Wright 911</td>
<td>74,000.00</td>
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<tr>
<td>Campbell County Fire Department 911</td>
<td>15,000.00</td>
</tr>
<tr>
<td>Campbell County Health 911</td>
<td>12,500.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$112,252.98</strong></td>
</tr>
</tbody>
</table>

STATE OF WYOMING

§

COUNTY OF CAMPBELL

I hereby certify that the above is a true and correct statement of the monies collected by me as such officer during the month above mentioned and that the same has been paid into the County Treasury, the appropriate court or entity.

WITNESS my hand and seal this 1st day of February, 2019.

Sheriff of Campbell County
We do hereby approve the County Payroll as presented this day of  

February 9, 2019

FOR THE PAY PERIOD (S) ENDING

PAYROLL PAYMENT
CAMPBELL COUNTY COMMUNITY PUBLIC RECREATION DISTRICT
1000 West 8th Street, P.O. Box 3033
Gillette, WY 82717
(307) 682-5171 Ext. 4543

APPLICATION FOR RECREATION PROJECT

Due April 1 for 12-month funding period (July 1-June 30); funds become available July 1.
Due November 1 for 18-month funding period (January 1-June 30); funds become available January 1.

- Please read the Policies and Procedures attached to this form.
- All applications must be submitted to 1000 West 8th Street, P.O. Box 3033, Gillette, WY 82717, in triplicate (3 copies) by 5:00 p.m. on the due date.
- Applications will not be accepted electronically or by fax.
- Applications must be signed by a building supervisor or principal, if being submitted by a CCSD employee.
- An incomplete application will not be considered. Although incomplete applications will be returned to applicants by U.S. Mail, CCCPRD is not obligated to notify applicants of incomplete applications prior to the application due date.

GRANT POLICIES AND PROCEDURES CAN BE FOUND ON THE CCCPRD WEBSITE (www.cccprd.org) AND AT THE END OF THIS APPLICATION. IT IS THE APPLICANTS RESPONSIBILITY TO REVIEW THESE PRIOR TO COMPLETING THIS APPLICATION.

Please complete the following. Attach additional sheets as needed.

Name of Club/Organization: Campbell County Board of Commissioners
Address of Club/Organization: 500 South Gillette Ave., Suite 1100
City/State/Zip: Gillette, WY 82716
Phone number: 307-682-7283  E-mail address: rrb01@ccgov.net

All non-district organizations must supply a tax ID number. 83-6000103 Please see attached notice.

Name of primary contact or sponsor: Rusty Bell
Phone number & e-mail address if different from above: 307-682-7283, rrb01@ccgov.net

Please check all that apply:

- [X] Public Agency  
- Private non-profit agency  
- School club; Name of School ____________________________

NAME OF PROJECT: Synthetic Turf Soccer Pitch at Gillette College

Has this project been funded by CCCPRD in the past?  Yes  X  No  

The $500,000 approved in June 2018 and $250,000 in January 2019.

What is the total dollar amount requested from CCCPRD for this project? $ 250,000 this budget cycle.

1) Describe your club/organization by answering the following:

a) What is the purpose of your club/organization? The Campbell County Board of Commissioners supports Gillette College with funding for capital projects, programs, scholarships and equipment.

b) When are the club's/organization's regularly scheduled meeting dates and times (e.g. weekly on Thursdays at 4 p.m., or the third Thursday of every month? The Campbell County Board of Commissioners meets the first and third Tuesday of the month at 9:00 am.

c) If you do not meet regularly, how often and when do you plan to meet to implement your project?

d) How many members are involved with your club/organization? 5 member Board of Commissioners.

e) What age group does your club/organization involve? Primarily youth, public school, and college students. The fields will also be available for use by CCSD, CCCPRD and local soccer clubs contingent upon availability of the field.

-1-
f) How many officials/sponsors are involved with your club/organization? Gillette College Athletic Director will supervise the soccer program. CCPR and Gillette College will be involved with the maintenance of the soccer pitch. In addition, VP/CEO, coaches and booster club will be involved.

g) What is the sponsor-to-member ratio? ______________________________

h) What is the name and title of the adult primarily responsible for the club/organization? Bubba Hall/NWCCD Athletic Director 307-763-3683.

2) What is the primary purpose of your project and how does it support the purpose of the CCCPRD, which is to "support programs to increase community participation in a variety of recreational endeavors which are available to the public"? The soccer pitch is needed for increased access by youth recreation, Campbell County School District, and the soccer program at Gillette College. The need for field space for all soccer related recreation and competition is at a premium. Local soccer clubs will also have access to these fields. The fields will allow Campbell County to promote soccer to youth and college students in the county and attract others in by way of tournaments and regular season competition.

a) Specify what recreational opportunities will be provided to the public through your project. Soccer pitch will be used for practice, games, and tournaments for Gillette College, CCSD, CCCPRD and local soccer programs depending upon availability of the fields.

3) Why should this project be funded? This project should be funded to increase access to field space for soccer to continue to grow and meet demand as a program and recreational opportunity here in Campbell County for CCSD students, CCCPRD programs, area youth, and Gillette College athletes.

4) Describe in detail what activities will be involved in your project and how those activities relate to the purpose of your project. Activities will include soccer practices, games and tournaments. The fields can also be used to host games and tournaments. This will bring in additional guests to Campbell County who will patronize many of our local businesses.

5) Please list any websites that pertain to this club, organization or project. www.gcpronghorns.com

6) What are the beginning and ending dates of your project? (Please refer to the funding availability dates to make sure your project does not incur expenses before funding would be available.) Work will begin as soon as funds are available with an anticipated completion in August of 2019.

7) Please list in detail any equipment or supplies that will be needed to implement/run the project, and the estimated costs. Please be specific (e.g. “6 basketballs at $20 each for a total of $120” is acceptable, whereas “balls - $120” is not acceptable). You may attach a separate list if necessary. Listed below are the site improvement costs for the synthetic turf soccer pitch. The total project cost of $2,061,888.00 includes these site improvements.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earthwork</td>
<td>$57,712.00</td>
</tr>
<tr>
<td>Field Construction</td>
<td>$1,395,601.00</td>
</tr>
<tr>
<td>Signage, traffic, drainage</td>
<td>$17,250.00</td>
</tr>
<tr>
<td>Fencing (1700 6' Chain Link)*</td>
<td>$75,100.00</td>
</tr>
<tr>
<td>Tax, Testing, prof fees</td>
<td>$418,321.00</td>
</tr>
<tr>
<td>Irrigation</td>
<td>$38,704.00</td>
</tr>
<tr>
<td>Misc.Goals, Backstops, Scoreboard, etc.</td>
<td>$59,200.00</td>
</tr>
</tbody>
</table>

Total $2,061,888.00
8) If your application could potentially impact structures or grounds of the Campbell County School District, including electrical, plumbing and HVAC, you must attach a copy of the CCSD Maintenance Department's **completed and signed** work order request for an impact evaluation of the project. Applications will not be considered without this documentation, and will be returned. N/A

9) Please list **in detail** any travel expenses the project will require. Please include departure and return dates, destination(s), mode of transportation, number of participants (adults and minors) traveling, and any other pertinent information. N/A

10) Describe how you will advertise, promote and/or notify the public about your program to insure the public is aware of the recreational opportunity. The field use will be communicated through partner agencies and coordinated with CCSD and CCPRD through the college facilities and athletic departments.

11) What kind of training, if any, will be required to implement/run the project? Training for care and maintenance of the synthetic turf fields will be done by CCPR and Gillette College personnel. Utilities and watering costs of the field will be the responsibility of the Gillette College. The field will be synthetic turf.

12) What is the name, title and relationship to the club/organization of the person responsible for implementing and maintaining the project? Kevin King, Public Works Director will oversee the construction of the soccer pitch. Mark Andersen, Director of Facilities-Gillette College will oversee the soccer pitch once complete.

13) Describe other financial contributions, in-kind, case or matching funds, which have been or will be made toward this project, if any? We are securing another $1,061,888.00 to commit toward the completion of the soccer pitch.

14) Is this a one-time request or will future funding be needed to continue this project? No, This is the third and final request for $250,000.00.

15) If the project will extend past the grant period, what are the club’s/organization’s plan for sustaining the project? NA

Attach a detailed projected budget for your project or organization, itemizing all expenses. You may use the attached form, or develop any format that you think explains the project’s budget. Additionally, if you are reapplying, you must attach a final report or status report. A form can be found on the CCCPRD website (www.cccprd.org). By **signing this application**, I **acknowledge that I have read and will comply with all policies and procedures of the Campbell County Community Public Recreation District**.

Dated: _____________________________

Signature of Grant Applicant

______________________________

Signature of Building Principal/Supervisor

(Only if application is being submitted by CCSD employee.)

Note: CCCPRD funds are available because of a recreation mill levy in the county. This is made possible by an act of the legislature and action taken by the CCSD Board of Trustees. These funds can be used only for community public recreation purposes. For additional information call 307-682-5171, Ext. 283.

CCCPRD does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion or belief.
# Campbell County Community Public Recreation District (CCCPRD)
## Budget Form

### Agency
Campbell County Commissioners

### Program:
Synthetic Turf Soccer Pitch at Gillette College

### REVENUE

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Funds requested from CCCPRD 3rd Request July 2019</td>
<td>$250,000.00</td>
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<tr>
<td>Fees being charged participants</td>
<td>$0</td>
</tr>
<tr>
<td>In-Kind Contributions</td>
<td>$0</td>
</tr>
<tr>
<td>Donations</td>
<td>$0</td>
</tr>
<tr>
<td>Other Grants</td>
<td>$0</td>
</tr>
<tr>
<td>Other Cash/Funds</td>
<td>$1,061,888.00</td>
</tr>
<tr>
<td>- Campbell County</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>- College Foundation</td>
<td>$61,888.00</td>
</tr>
<tr>
<td>Other Revenue: (Please describe)</td>
<td>$500,000.00</td>
</tr>
<tr>
<td>July 2018 CCCPRD Grant</td>
<td>$250,000.00</td>
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<tr>
<td>January 2019 CCCPRD Grant</td>
<td>$500,000.00</td>
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### EXPENSES

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<th>Expense Description</th>
<th>Amount</th>
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<td>Staff Salaries (employees of agency) hrs. x $ /hour x employees</td>
<td>$0</td>
</tr>
<tr>
<td>Staff Benefits (27.1%)</td>
<td>$0</td>
</tr>
<tr>
<td>Contracted Services (Student helpers, professional services, bookkeeping, etc)</td>
<td>$0</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>$0</td>
</tr>
<tr>
<td>Rental</td>
<td>$0</td>
</tr>
<tr>
<td>Postage</td>
<td>$0</td>
</tr>
<tr>
<td>Telephone</td>
<td>$0</td>
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<tr>
<td>Advertising</td>
<td>$0</td>
</tr>
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<td>Printing</td>
<td>$0</td>
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<tr>
<td>Supplies</td>
<td>$0</td>
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<tr>
<td>Equipment &amp; Machinery (provide detailed list)</td>
<td>$0</td>
</tr>
<tr>
<td>Dues &amp; Fees</td>
<td>$0</td>
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<tr>
<td>Other Expenses (Please describe) Synthetic Turf Field, 135,300 sq. ft</td>
<td>$2,061,888.00</td>
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<tr>
<td>- Earthwork</td>
<td>$57,712.00</td>
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<td>- Field Construction</td>
<td>$1,395,601.00</td>
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<tr>
<td>- Signage, traffic, drainage</td>
<td>$17,250.00</td>
</tr>
<tr>
<td>- Fencing (1700 6' Chain Link)*</td>
<td>$75,100.00</td>
</tr>
<tr>
<td>- Tax, Testing, prof fees</td>
<td>$418,321.00</td>
</tr>
<tr>
<td>- Irrigation</td>
<td>$38,704.00</td>
</tr>
<tr>
<td>- Goals, Backstops, Scoreboard, etc.</td>
<td>$59,200.00</td>
</tr>
<tr>
<td>Total Expense</td>
<td>$2,061,888.00</td>
</tr>
</tbody>
</table>

### TOTAL REVENUE/FUNDS
$2,061,888.00

### TOTAL EXPENSES
$2,061,888.00

Reminder: When completing budget, the revenues and expenses must balance

Date:  
Completed by:
Note: This is a sample budget page. You may develop any format that you think explains your program.

END OF APPLICATION
Campbell County Budget Request Change Form
Budget Year 2018-2019

<table>
<thead>
<tr>
<th>Department/Board/Office: CAO</th>
<th>New Request or Change to Existing: (please indicate)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Operating</td>
</tr>
<tr>
<td></td>
<td>Vehicle Request</td>
</tr>
<tr>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Capital Request</td>
</tr>
<tr>
<td></td>
<td>Computer Item</td>
</tr>
<tr>
<td></td>
<td>Construction</td>
</tr>
<tr>
<td></td>
<td>Staffing</td>
</tr>
</tbody>
</table>

| Original Request:        | $1,650.00 | Increase/Decrease: Decrease | New Dollar Amount:  $439.25 |

Description of Change

Would like to use the left over capital request funds to purchase a filing cabinet.

Justification of Change

I have purchased the requested desk risers and chairs wisely leaving an amount to return. However, I have filled our vacate attorney positions and one of the offices does not have a filing cabinet for holding the assigned files. I would like to use this left over capital moneys for purchasing a filing cabinet. I have a quote from Source Office for a 5 drawer legal file cabinet for $418.20

Requested By: [Signature]

Date Submitted: 19-Feb-19

Clerk’s Office Use Only

<table>
<thead>
<tr>
<th>Date of change</th>
<th>Time Change Made</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved Yes No

*one form per change

825.7202
CAMPBELL COUNTY
Request for Change of Capital Purchase

Agency Requesting Change: Public Works - Facilities Maintenance

Description of Original Purchase Item: Dumping Hopper

Description of New Purchase Item: Dumping Hopper

Account Number: 875.7238

Reason for Change: Item came in over approved budget amount of $135.00

Do you intend to purchase the original capital item later this fiscal year? X yes ___ no

If yes, how do you plan to fund the purchase? Please transfer $139.00 to 875.7238 from 875.7191 unused funds

[Signature] 2.20.2019

Signature of Department Head Date

Approved _______ Disapproved _______

__________________________________________
County Commissioner Date

Reason for Disapproval ______________________________________

ROUTING:
Originating Department: Complete and submit to Commissioners
Commissioners Office: Review and return to original to requesting Department; Copy to Budget Officer; Copy to File
# Original Invoice

**Order Number:** 60210503-01  
**Order Date:** 01/24/19  
**Customer Order Number:** SEE BELOW  

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty / Unit</th>
<th>Description</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
</table>
| **Location:** **502**  
JMS239418GY | 1 |  | EA | 1488.52 | 1488.52 |

**Freight Included**

**Terms:** Net 30  
**Net:** 0.00  
**Amortization:**  

**Subtotal:** 1488.52  
**Cash/Dep Received:** 0.00

---

**TAXABLE AMOUNT:** 0.00  
**TERMS:** Net 10th. 1/34% per month representing a 21% per annum charge on unpaid balances will be added. There will be a minimum service charge of $.50 on past due accounts.  
**AMOUNT THIS INVOICE INCLUDING TAX:** 1488.52

---

**NORCO, INC**  
P.O. BOX 413124  
SALT LAKE CITY UT 84141-3124  
(307) 682-8250

---

**Campbell County Public Works**  
Custodial  
500 S Gillette Ave #1400  
Gillette WY 82716

---

**Project Name:** Hooper Outley  
**Received OPDW:**  
**Work Order #:** Approved By:  
**Acc #:** [Signature]

---

**FEB 1 4 2019**
CREDIT CARD REQUEST

Please complete the credit card request form and submit it to the Office of Commissioners.

First Name: Cindy
Last Name: Langley

Department: Assessor’s Office

Mailing Address: PO Box 877

City: Gillette State: WY Zip Code: 82717

Business Phone: (307) 682-7266 Cell Phone: [REDACTED]

* If the bank detects suspicious charges on the card, the bank’s fraudulent department will call the cell phone number on file to verify the charges.

As an authorized cardholder, I understand that the card may be used for authorized Campbell County business and that no personal expenses are to be charged to the card. I am responsible for all charges made against the card and I am expected to submit itemized receipts/documentation for every transaction, resolve any discrepancies, and follow proper card security measures.

Employee Signature

Date

Authorizing Department Signature

Date

FOR INTERNAL USE ONLY

Credit Card Request: □ Approve □ Deny

Date: __________________________ Chairman Signature: __________________________

1st Line on Card: [REDACTED]

2nd Line on Card: [REDACTED]

Credit Limit: $5,000

Date Submitted to First National Bank: __________________________
**Final Acceptance Certificate**

<table>
<thead>
<tr>
<th>Project Number:</th>
<th>CM17405</th>
</tr>
</thead>
<tbody>
<tr>
<td>WYDOT Program:</td>
<td>CMAQ</td>
</tr>
<tr>
<td>Project Amount:</td>
<td>$475,000.00</td>
</tr>
<tr>
<td>Match Requirement:</td>
<td>20%</td>
</tr>
<tr>
<td>CFDA #:</td>
<td>20.205</td>
</tr>
<tr>
<td>Funding Type:</td>
<td>Federal</td>
</tr>
</tbody>
</table>

**Local Public Agencies (LPAs) are required to submit a certification of project completion to WYDOT prior to reimbursement of the final 10% of project funds. To do so, the LPA must provide the following information (highlighted in gray):**

**Project Sponsor:** Campbell County

**Address:** 500 South Gillette Avenue

**City:** Gillette  
**State:** WY  
**Zip Code:** 82716

**Contact Name:** Kevin Geis  
**Title:** Executive Director, Road & Bridge

**Telephone Number:** 307-682-4411  
**Email Address:** kfg14@ccgov.net

**Project Name:** Campbell County Dust Suppression Project

Campbell County hereby accepts and certifies that the aforementioned project has been completed in accordance with the plans and specifications dated: [ ] day of [ ] .

[ ] Chairman of governing body, Signature  
[ ] Attest Signature

The aforementioned project has been designed and constructed according to accepted engineering and architectural standards.

[ ] Name of Architectural or Engineering Firm  
[ ] Printed Name

The aforementioned project is accepted as complete as certified above by the sponsoring entity and its professional consulting engineer and is hereby approved for final payment.

---

**WYDOT**

Once completed, email a copy of this signed document along with the supporting documentation to your WYDOT LGC Contact.

**Attach a copy of the following information to this document:**

* Proof of forty day advertisement for final settlement and project completion per Wyoming Statute 16-6-116

**Failure to attach the required information may result in project delays.**
Wyoming Department of Transportation  
Congestion Mitigation Air Quality (CMAQ)  
Project Cost Reimbursement Statement

Project Sponsor: Campbell County  
Project Name: Campbell County Dust Suppression Project  
Project Number: CM17405  
Account: 5662601 - TAP - CMAQ - HRRR  
Department: 4006 - Gillette (CMAQ HRRR IR)  
Program: 1214 District 4  
Source Type: PROF  
Activity: OTH0  

Email a signed copy of this form, all invoices and proof of payment to your LGC Contact.  

Approved By:  

Date: ___ / ___ / ___  

Maximum WYDOT Participation:  
A. Congestion Mitigation Air Quality Program Funding (Reimbursable funds only) $ 380,000.00  
B. Total amount of previous reimbursement requests (actual less 20.00%) $ 80,304.31

Project Budget:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Engineering</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Right-of-Way</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Utility Adjustments</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Administrative/Legal</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Construction Engineering</td>
<td>$ 475,000.00</td>
<td>$ 100,380.39</td>
<td>$ 163.14</td>
<td>$ 374,456.47</td>
</tr>
<tr>
<td>Contingency</td>
<td>$ -</td>
<td>#VALUE!</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Other</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$ 475,000.00</strong></td>
<td><strong>#VALUE!</strong></td>
<td><strong>$ 163.14</strong></td>
<td><strong>$ 374,456.47</strong></td>
</tr>
</tbody>
</table>

C. Total amount approved this request (Total x Reimbursable percentage): 80.00% $ 130.51

RECAP

D. Maximum project funds available [Reimbursable amount only]: (A) $ 380,000.00
E. Previous amount approved for reimbursement: (B) $ 80,304.31
F. Funds approved for this current request: (C) $ 130.51
G. Total funds approved to date: (D + F) $ 80,434.82

BALANCE OF PROJECT FUNDS REMAINING [Reimbursable funds only]

(D - G) $ 299,565.18

By:  
Date:  

Attest:  
Date:  

Local Government Coordinator Approval:  
Date:  

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the subaward agreement, I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).
**PURCHASE ORDER**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UM</th>
<th>UNIT PRICE</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMAQ 17405</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Posting 80% Match</td>
<td>EA</td>
<td>.0000</td>
<td>130.51</td>
<td></td>
</tr>
<tr>
<td>10430.7539</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Posting 20% Match</td>
<td>EA</td>
<td>.0000</td>
<td>32.63</td>
<td></td>
</tr>
<tr>
<td>013.7072</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REQUESTED BY (Dept. User):** [Signature]

**AUTHORIZED SIGNATURE (Dept. Manager):** [Signature]

**ESTIMATED TOTAL:** 163.14

**NOTICE TO VENDOR CONDITIONS FOR PAYMENT**
1. All claims against Campbell County must be fully itemized, dated and sworn to.

**ATTACHED INVOICE OR PROOF OF SALE, COMPLETE CERTIFICATION (box to the right)**

**VENDOR CERTIFICATION**
I certify under penalty of false swearing that the foregoing is true and this account is correct and has not been paid, nor any part thereof by the County of Campbell or any individual.

**DATE:** 2/7/19

**STATE OF WYOMING**
County of Campbell [Signature]

**SS.** [Social Security Number]

**SIGNATURE OF CLAIMANT**
Advertising Invoice

Campbell Co. Road and Bridge
1704 South 4J Rd
GILLETTE, WY 82718

Acct. #: 00011767
Phone #: (307)682-4411
Date: 01/22/2019
Due Date: 02/27/2019
Invoice #: 303900266
PO #: 407
Salesperson: 407
Ad Taker: 103

<table>
<thead>
<tr>
<th>Ad #</th>
<th>Publication</th>
<th>Start</th>
<th>Stop</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>00348899</td>
<td>01 Gillette News Record</td>
<td>01/08/2019</td>
<td>01/22/2019</td>
<td>2017 CMAQ Completion</td>
<td>163.14</td>
</tr>
</tbody>
</table>

10430.7539 80% $130.51
013.7072 20% $32.03

1800 7640

Please return a copy with payment

Total Due 163.14
Affidavit of Publication

STATE OF WYOMING }    SS
COUNTY OF CAMPBELL }

Ann Kennedy Turner, being duly sworn, says:

That she is Publisher of the The Gillette News Record, a
daily newspaper of general circulation, printed and
published in Gillette, Campbell County, Wyoming; that the
publication, a copy of which is attached hereto, was
published in the said newspaper on the following dates:

January 08, 2019, January 15, 2019, January 22, 2019

NOTICE OF COMPLETION AND FINAL
ACCEPTANCE

In accordance with the provisions of paragraph 16-6-116 Wyoming State Statutes,
1977 Republished Edition, Campbell County Road and Bridge Department hereby
gives notice that the work of Dustbusters, Inc, whose address is 168 Meadow Drive,
Evanston, WY 82930, as Supplier, has completed the CMAQ FY17 – CM17405
Campbell County Roads Dust Suppression Project - Phase IV in accordance with
the specifications.

Final acceptance having been made, final payment is now due the Supplier in
accordance with the terms of the contract. Any disputed claims for material and labor
performed under the contract should be made known to Kevin Gels, Director of Road
and Bridge, 1704 4J Road, Gillette, WY 82718, Telephone (307) 682-4411, prior to
the date of the final payment.

Said final payment will be made on February 22, 2019, said date being the 45th
day after the first publication of notice.

CAMPBELL COUNTY
ROAD & BRIDGE
Kevin Gels
Director of Road & Bridge
January 8, 15, 22, 2019

That said newspaper was regularly issued and circulated
those dates.

\[Signature\]
Publisher

Subscribed to and sworn to me this 22nd day of January
2019.

\[Signature\]
Robin R. Cash, Notary Public, Campbell County, Wyoming

My commission expires: February 04, 2020

Publication Fees: $163.14

00011756 00348899

Campbell Co. Road and Bridge
1704 South 4J Rd
GILLETTE, WY 82718
The Gillette News Record  
P.O. Box 3006  
Gillette, WY 82717  
(307) 682-9306

ADVERTISING INVOICE/STATEMENT

Campbell Co. Road and Bridge  
1704 South 4J Rd  
GILLETTE, WY 82718

Acct #: 00011767  
Date: 01/31/2019  
Phone: (307) 682-4411

TERMS: DUE ON RECEIPT

<table>
<thead>
<tr>
<th>Date</th>
<th>Trans #</th>
<th>Type</th>
<th>Description</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/08/2019</td>
<td>303900266</td>
<td>i</td>
<td>Balance Forward</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2017 CMAQ Completion - 00348899</td>
<td>163.14</td>
<td>163.14</td>
</tr>
</tbody>
</table>

Please return the portion below with your payment

If you desire to charge this amount to your credit card, please complete the following information:

[ ] VISA    [ ] Mastercard    [ ] Discover    [ ] American Express

Card # ________________________________ Exp. ________________
Signature ________________________________________________

Acct #: 00011767  
Total Due: 163.14

0 - 0 163.14 0 - 30 0.00 31 - 60 0.00 61 - 90 0.00 91 - 120 0.00

A service fee of 1.5% will be added for all past due invoices.
TO: Board of Commissioners  
FROM: Juvenile Probation Office/ Susan Cahill  
DATE: February 25, 2019  
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

<table>
<thead>
<tr>
<th>Transfer From: Medical Services</th>
<th>Transfer To: Surveillance Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Account #</td>
</tr>
<tr>
<td>$5,000.00</td>
<td>451.6131</td>
</tr>
</tbody>
</table>

Explanation: expenses for electronic monitoring more than anticipated, excess in medical services.

Susan Cahill/ Director
TO: Board of Commissioners  
FROM: C.C. Parks & Recreation  
DATE: February 22, 2019  
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

<table>
<thead>
<tr>
<th>Transfer From:</th>
<th>Transfer To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account #</td>
<td>Account Name</td>
</tr>
<tr>
<td>32.00</td>
<td>7701.6532</td>
</tr>
<tr>
<td>218.00</td>
<td>7701.6517.5</td>
</tr>
</tbody>
</table>

Justification:

[Stamp: RECEIVED  FEB 22 2019]

[Stamp: Campbell Co. Commissioners]
TO: Board of Commissioners
FROM: Melissa Kershner
DATE: March 19, 2019
SUBJECT: Line Item Transfer Request

Please make the following line item transfer:

<table>
<thead>
<tr>
<th>Transfer From:</th>
<th>Transfer To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Account #</td>
</tr>
<tr>
<td>$9,094.00</td>
<td>081.6233.05</td>
</tr>
</tbody>
</table>

[Signature]

[Stamp: FEB 20 2019]
Western Surety Company

OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS: Bond No. 71421492

That we Anita Czapczek, of Gillette, Wyoming, as Principal, and WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of Wyoming, as Surety, are held and firmly bound unto Pinnacle Heights I&S Distric, the State of Wyoming, in the penal sum of Ten Thousand and 00/100 DOLLARS ($ 10,000.00), to which payment well and truly to be made, we bind ourselves and our legal representatives, jointly and severally, firmly by these presents.

Dated this 31st day of January, 2019.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden
Appointed X
Principal was duly Elected [ ] to the office of [ ] Treasurer
in the [ ] Pinnacle Heights I&S District,
and State aforesaid for the term beginning February 14, 2019, and ending

NOW THEREFORE, If the above bounden Principal and his deputies shall faithfully, honestly and impartially perform all the duties of his said office of [ ] Treasurer as is or may be prescribed by law, and shall with all reasonable skill, diligence, good faith and honesty safely keep and be responsible for all funds coming into the hands of such officer by virtue of his office; and pay over without delay to the person or persons authorized by law to receive the same, all moneys which may come into his hands by virtue of his said office; and shall well and truly deliver to his successor in office, or such other person or persons as are authorized by law to receive the same, all moneys, books, papers and things of every kind and nature held by him as such officer, the above obligation shall be void, otherwise to remain in full force and effect.

Approved by the Board of County Commissioners this day of A.D. 20...

By [ ] [ ]

Principal

[Signature]

Paul T. Bruniat, Vice President
ACKNOWLEDGMENT OF SURETY

STATE OF SOUTH DAKOTA } ss
County of Minnehaha } ss

On this 31st day of January, 2019, before me, appeared

Paul T. Bruflat, to me personally known, being by me sworn, and did say that he is
the aforesaid officer of WESTERN SURETY COMPANY, and that the seal affixed to said instrument is the
corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said
corporation by authority of its Board of Directors, and said officer acknowledged said instrument to be the
free act and deed of said corporation.

M. Bent
Notary Public

My Commission Expires March 2, 2020

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United States,
and the constitution of the state of Wyoming; that I have not knowingly violated any law related to my
election or appointment, or caused it to be done by others; and that I will discharge the duties of my office
with fidelity.

Anita Czapeczka

State of Wyoming
County of Campbell } ss

This Oath of Office was subscribed and sworn to before me by Anita Czapeczka
on this 11th day of February, 2019

My commission expires:

TERESA KIRKPATRICK - NOTARY PUBLIC
COUNTY OF CAMPBELL STATE OF WYOMING
My Commission Expires: 12/15/2023

ACKNOWLEDGMENT OF PRINCIPAL

THE STATE OF WYOMING } ss
County of Campbell } ss

On this 11th day of February, 2019, before me, personally appeared

Anita Czapeczka, to me known to be the person described in and
who executed the foregoing instrument as Principal, and acknowledged that the same was executed as
her free act and deed.

My commission expires

TERESA KIRKPATRICK - NOTARY PUBLIC
COUNTY OF CAMPBELL STATE OF WYOMING
My Commission Expires: 12/15/2023

Notary Public, Wyoming
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:


Paul T. Bruflat of Sioux Falls

State of South Dakota, its regularly elected Vice President, as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Treasurer Pinnacle Heights I & S District

bond with bond number 71421492

for Anita Czapczak

as Principal in the penalty amount not to exceed: $10,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 31st day of January, 2019.

ATTEST

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

By

Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA ss

COUNTY OF MINNEHAHA

On this 31st day of January, 2019, before me, a Notary Public, personally appeared

Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.

J. Mohr

Notary Public

My Commission Expires June 23, 2021
### POSITION VACANCY JUSTIFICATION

<table>
<thead>
<tr>
<th>Department:</th>
<th>Children's Developmental Services</th>
<th>Date:</th>
<th>February 15, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Early Childhood Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification Band:</td>
<td>65/29</td>
<td>Current Salary:</td>
<td>$74,859.14</td>
</tr>
</tbody>
</table>

**Salary Range:**

| Minimum:            | $55,972.80                        | Mid-Point:  | $67184.00          | Maximum:   | $78395.20 |

**Position Justification:** To coordinate, implement and supervise an early childhood program in an inclusive preschool environment; collaborate with the Early intervention and Early Head Start Coordinators; ensure compliance with both Federal and State regulations under the Individuals with Disabilities Education act, NAEYC and Wyoming DFS Regulations. Exercise direct supervision over Early Childhood instructors.

**Termed incumbent:** [Redacted]

**Position Originated:** NA

**Funding Source for Position:**

| County | X | State | Federal | Other | (Please explain) |

**Classification:**

<table>
<thead>
<tr>
<th>Full Time</th>
<th>X</th>
<th>Part Time</th>
<th>Number of Hours</th>
<th>40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt</td>
<td>X</td>
<td>Non-Exempt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reason for Vacancy:**

<table>
<thead>
<tr>
<th>Resigned</th>
<th>X</th>
<th>Terminated</th>
<th>New Hire</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Position</td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Existing Budgeted Position:**

| Yes | X | No | If No, Please explain: |

**Benefit Eligible:**

| Yes | X | No | Please explain: |

**Department Head Signature:** [Signature]

**Commissioner Approval:**

Routing: Original: HR for review, HR forward to Commissioners' for approval & signature; return to HR; HR file and make a copy to send to requesting department.
## Position Vacancy Justification

**Department:** Commissioners' Office  
**Date:** 02/22/2019

**Position Title:** Commissioners' Administrative Director

**Classification Band / Range:** 82/35  
**Current Salary of Incumbent:** $125,216.00

**Salary Range:**  
- Min: $89,440  
- Mid: $107,328  
- Max: $125,216

**Justification for Hiring Position:** To replace incumbent who is retiring

**Termed Incumbent:** [Redacted]

**Position Originated:**

**Funding Source for Position:**  
- County: Yes  
- State:  
- Federal:  
- Other:  
- Explain Other:

**Status Code:**  
- Full-Time: Yes  
- Part-Time:  
- Number of Annual Hours: 2080

**FLSA Status:**  
- Non-Exempt:  
- Exempt: X

**Reason for Vacancy:**  
- Replacement due to Resignation:  
- Replacement due to Retirement: X  
- New Position:

**Existing Budgeted Position:** Yes

**Benefit Eligible:** Yes

**Department Head Signature & Date:** [Signature]

**Commissioner Approval & Date:** [Signature]
## Position Vacancy Justification

<table>
<thead>
<tr>
<th>Department</th>
<th>Fire Department</th>
<th>Date:</th>
<th>02/22/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Fire Chief</td>
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</tr>
<tr>
<td>Classification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Band / Range:</td>
<td>82/35</td>
<td></td>
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<tr>
<td>Current Salary of</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Incumbent:</td>
<td>$125,216.00</td>
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<td></td>
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<tr>
<td>Salary Range:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Min</td>
<td>$89,440</td>
<td></td>
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<tr>
<td>Mid</td>
<td>$107,328</td>
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</tr>
<tr>
<td>Max</td>
<td>$125,216</td>
<td></td>
<td></td>
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<tr>
<td>Justification for</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hiring Position:</td>
<td>To fill position currently filled on a temporary basis</td>
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<td>Termed Incumbent:</td>
<td></td>
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<td>Position Originated:</td>
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<tr>
<td>Funding Source</td>
<td>County:</td>
<td>State:</td>
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<td>for Position:</td>
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<tr>
<td>Status Code:</td>
<td>Full-Time: Yes</td>
<td>Part-Time</td>
<td>Number of Annual Hours:</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
<td>Exempt X</td>
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<tr>
<td>Reason for Vacancy:</td>
<td>Replacement due to Termination: X</td>
<td>Replacement due to Retirement:</td>
<td>New Position:</td>
</tr>
<tr>
<td>Existing Budgeted Position:</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Benefit Eligible:</td>
<td>Yes</td>
<td></td>
<td></td>
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<tr>
<td>Department Head Signature &amp; Date</td>
<td></td>
<td>2-22-19</td>
<td></td>
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<tr>
<td>Commissioner Approval &amp; Date:</td>
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</table>

**ORIGINAL**
# Position Vacancy Justification

<table>
<thead>
<tr>
<th>Department:</th>
<th>Human Resources/Risk Management</th>
<th>Date:</th>
<th>02/22/2019</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Human Resources/Risk Management Director</td>
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<td></td>
</tr>
<tr>
<td>Classification Band / Range:</td>
<td>80/34</td>
<td>Current Salary of Incumbent:</td>
<td>$125,216.00</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Min: $85,113.60</td>
<td>Mid: $102,148.80</td>
<td>Max: $119,184.00</td>
</tr>
<tr>
<td>Justification for Hiring Position:</td>
<td>To fill position that will be vacant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Termed Incumbent:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Originated:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding Source for Position:</td>
<td>County: Yes</td>
<td>State:</td>
<td>Federal:</td>
</tr>
<tr>
<td>Status Code:</td>
<td>Full-Time Yes</td>
<td>Part-Time</td>
<td>Number of Annual Hours:</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
<td>Exempt</td>
<td>X</td>
</tr>
<tr>
<td>Reason for Vacancy:</td>
<td>Replacement due to Termination:</td>
<td>Replacement due to Retirement: X</td>
<td>New Position:</td>
</tr>
<tr>
<td>Existing Budgeted Position:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefit Eligible:</td>
<td>Yes</td>
<td></td>
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</tr>
<tr>
<td>Department Head Signature &amp; Date:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Commissioner Approval &amp; Date:</td>
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<td></td>
<td></td>
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</table>

ORIGINAL

S:\Hiring\Processes\2019 HRRisk Management Director\Position Vacancy Justification 02.22.2019.docx
**POSITION VACANCY JUSTIFICATION**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Parks &amp; Recreation</th>
<th>Date:</th>
<th>February 18, 2019</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Parks Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification Band:</td>
<td>Range 63 Band 28</td>
<td>Current Salary:</td>
<td>$70,835</td>
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<tr>
<td>Salary Range:</td>
<td>$53,289 to $63,939</td>
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</tr>
<tr>
<td>Minimum:</td>
<td>$53,289</td>
<td>Mid-Point:</td>
<td>$63,939</td>
</tr>
</tbody>
</table>

Position Justification: To perform administrative, supervisory and manual tasks to assure the maintenance, development and operation of Campbell County park facilities; ensure safe and high-quality park lands and facilities at all times; establish and promote a positive working atmosphere among the Parks Division staff; answer emergency and courtesy calls as required. Plan, organize and direct parks and facilities activities; available for emergency activities. Exercise direct supervision over Carpenter, Mechanic, Parks Maintenance Technicians, and seasonal workers.

Termed incumbent: [Blank]

Position Originated: Campbell County

<table>
<thead>
<tr>
<th>Funding Source for Position:</th>
<th>County</th>
<th>X</th>
<th>State</th>
<th>WIC Program</th>
<th>Federal</th>
<th>Other</th>
<th>(Please explain)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Full Time</th>
<th>X</th>
<th>Part Time</th>
<th>Number of Hours</th>
<th>Exempt</th>
<th>X</th>
<th>Non-Exempt</th>
</tr>
</thead>
</table>

Reason for Vacancy: Replacing Resignation | X | New Position |
Existing Budgeted Position: Yes | X | No | If No, Please explain: |
Benefit Eligible: Yes | X | No | Please explain: |
Commissioner Head Signature: [Signature]

Routing: Original: HR for review; HR forward to Commissioners' for approval & signature; return to HR; HR file and make copy to send to requesting department.

https://campbellcountywy-my.sharepoint.com/personal/rwm77_ccgov_net/Documents/Rick's Files/Job Vacancy/Position Vacancy Justification Parks Supervisor.docx
# POSITION VACANCY JUSTIFICATION

<table>
<thead>
<tr>
<th>Department:</th>
<th>Public Health</th>
<th>Date:</th>
<th>2-20-2019</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Public Health Nurse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification Band:</td>
<td>27/61</td>
<td>Current Salary:</td>
<td>$50,731.20</td>
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<tr>
<td>Salary Range:</td>
<td></td>
<td>Minimum:</td>
<td>$50,731.20</td>
</tr>
</tbody>
</table>

Position Justification: This position is funded through the Wyoming Department of Health, by rebate money from the federally funded Ryan White Program. The position is funded for three years. The money for salary and benefits is provided through the Wyoming Department of Health for a total of $291,000 to be spent over the next three years. When the money is no longer available the position will no longer exist.

Termed incumbent: NA

Position Originated: February 2019

<table>
<thead>
<tr>
<th>Funding Source for Position:</th>
<th>County</th>
<th>X</th>
<th>State</th>
<th>Federal</th>
<th>Other</th>
<th>(Please explain)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Full Time</th>
<th>X</th>
<th>Part Time</th>
<th>Number of Hours</th>
<th>40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt</td>
<td>X</td>
<td></td>
<td>Non-Exempt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Vacancy:</th>
<th>Resigned</th>
<th>replacement</th>
<th>New Position</th>
<th>X</th>
<th>Retired</th>
</tr>
</thead>
</table>

Existing Budgeted Position: No

Benefit Eligible: Yes | X | No | Please explain: |

Department Head Signature: [Signature]

<table>
<thead>
<tr>
<th>Commissioner Approval:</th>
</tr>
</thead>
</table>

Routing: Original: HR for review; HR forward to Commissioners’ for approval & signature; return to HR; HR file and make copy to send to requesting department.
SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: ___CAO_______  Receiving Department: ___CAO_______

DATE:  __2/20/19__________

Please consider this request to transfer up to __40___ hours of accrued sick leave. Note: No single donation should exceed 40 hrs.)

This request is #___1___ of #__2_____. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Beginning: 1/10/19 Through: 3/8/19

Anticipated return: ___3__._._11_____._.2019_____.

From: ___578064_____________  To: ___613368___________
Employee Number  Employee Number

Department Head Approval  Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

☑ Currently an FMLA Qualifying Leave

☐ Was an FMLA Qualifying Leave

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

For Commission Office Use Only:

Date - Board of Commissioner Action: __________________________

Approved _________  Disapproved ___________  Pending __________

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes. Revised: 11-12-2014\County HR-Risk\ATT\Sick Leave Transfers\Dawn Livesay\Sick Leave Transfer Request 1 of 2.docx
SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: CAO Receiving Department: CAO

DATE: 2/20/19

Please consider this request to transfer up to 40 hours of accrued sick leave. Note: No single donation should exceed 40 hrs.

This request is #2 of #2. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Beginning: 1/10/19 Through: 3/8/19

Anticipated return: 3-11-2019

From: 578064 To: 613368
Employee Number Employee Number

Department Head Approval Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

☐ Currently an FMLA Qualifying Leave
☐ Was an FMLA Qualifying Leave

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

For Commission Office Use Only:

Date - Board of Commissioner Action:

Approved Disapproved Pending

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes.

Revised: 11-12-2014\County HR-Risk\ATT\Sick Leave Transfers\Dawn Livesay\Sick Leave Transfer Request 2 of 2.docx
SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: Library Receiving Department: Library

DATE: 2/19/19

Please consider this request to transfer up to 10 hours of accrued sick leave. Note: No single donation should exceed 40 hrs.)

This request is #3 of #3. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Beginning: 10/31/17 Through: 11/10/17

Anticipated return: 11/13/17

From: 224418 To: 624147
Employee Number Employee Number

Department Head Approval

Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

x Currently an FMLA Qualifying Leave

□ Was an FMLA Qualifying Leave

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

For Commission Office Use Only:

Date - Board of Commissioner Action: ____________________________

Approved __________ Disapproved __________ Pending __________

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes.
Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed. Comments related to the Board agenda will be heard first.

The following page(s) contain the backup material for Agenda Item: 9:30 FY 2020 Highway Safety Grant Application

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed. Comments related to the Board agenda will be heard first.*
# FY-2020 Grant Application (HS-1)

**Selective Traffic Enforcement Grant Program/Department Allocation**

**Agency Requesting Funds:** Campbell County Sheriff's Office

<table>
<thead>
<tr>
<th>Date</th>
<th>National/Local Activities</th>
<th>SOURCE</th>
<th>For J&amp;A Use Only</th>
<th>DUI Overtime</th>
<th>OP Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1 October 20-26, 2019</td>
<td>National Teen Driver Week - Teen Driving Issues</td>
<td>OP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N2 Oct 30 - November 5, 2019</td>
<td>Buzzed Driving - Impaired Driving</td>
<td>DUI</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>N9 Nov 22 - December 1, 2019</td>
<td>Thanksgiving - Occupant Protection</td>
<td>OP</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>N4 Nov 29 - Dec 10, 2019</td>
<td>Pre-Holiday - Impaired Driving</td>
<td>DUI</td>
<td>$ 3,500.00</td>
<td></td>
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<tr>
<td>N5 Dec 11 - January 1, 2020</td>
<td>Holiday Season - Impaired Driving</td>
<td>DUI</td>
<td>$ 1,000.00</td>
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<td></td>
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<tr>
<td>N6 January 11 - February 2, 2020</td>
<td>Superbowl - Impaired Driving</td>
<td>DUI</td>
<td>$ 1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N7 March 19-17, 2020</td>
<td>St. Patrick's Day - Impaired Driving</td>
<td>DUI</td>
<td>$ 1,000.00</td>
<td></td>
<td></td>
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<tr>
<td>N8 May 1-13, 2020</td>
<td>Occupant Protection</td>
<td>OP</td>
<td>$ 2,250.00</td>
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<td></td>
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<tr>
<td>N9 May 14 - June 1, 2020</td>
<td>May Mobilization - Occupant Protection</td>
<td>OP</td>
<td>$ 2,880.72</td>
<td></td>
<td></td>
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<tr>
<td>N10 July 1 - 5, 2020</td>
<td>Fourth of July - Impaired Driving</td>
<td>DUI</td>
<td>$ 1,000.00</td>
<td></td>
<td></td>
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<tr>
<td>N11 August 14-31, 2020</td>
<td>National Crackdown - Impaired Driving</td>
<td>DUI</td>
<td>$ 2,686.82</td>
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</tbody>
</table>

**Total:** $ 9,186.82

**Load Your Application to Your Agency Project Site**

Phone: 307-687-6160
Email: sdm05@ccgov.net

Phone: 307-687-6174
Email: ems05@ccgov.net
### FY-2020 SELECTIVE TRAFFIC ENFORCEMENT GRANT PROGRAM

## GRANT TIMELINES

<table>
<thead>
<tr>
<th>ACTIVITY DEADLINES</th>
<th>DATE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY-2020 Grant Application Filing Deadline</td>
<td>5:00PM March 15, 2019</td>
<td>Agency must complete Grant Application (HS-1), sign and submit to WASCOP before deadline</td>
</tr>
<tr>
<td>Agency Receives Preliminary Grant Award Notice</td>
<td></td>
<td>Agencies can use their grant application request for budgeting purposes</td>
</tr>
<tr>
<td>Grant Contracts Processed</td>
<td>September 15-30, 2019</td>
<td>Staff will process/post Grant Contracts/Agreements for all participating agencies.</td>
</tr>
<tr>
<td>FY-2019 Grant Activities End</td>
<td>August 31, 2019</td>
<td>Agencies that were awarded FY-2019 grants must cease all grant funded enforcement activities.</td>
</tr>
<tr>
<td>FY-2019 Grant Close-out Deadline</td>
<td>September 10, 2019</td>
<td>Agencies that were awarded FY-2019 grants must submit final reimbursement vouchers and reports.</td>
</tr>
<tr>
<td>FY-2020 Grant Funds Become Available for Use by Eligible Agencies</td>
<td>October 1, 2019 or upon a signed Contract with WASCOP and notification to proceed</td>
<td>Agencies that have finalized their FY-2019 grant agreement and have received a FY-2020 Selective Traffic Enforcement Grant Agreement can begin grant funded activities (enforcement, purchasing new equipment, etc.)</td>
</tr>
<tr>
<td>FY-2020 Grant Activity Time Period</td>
<td>October 1, 2019 through August 31, 2020</td>
<td>NOTE: Agencies will not be eligible to receive any FY-2020 grant funds until they have closed-out/finalized their FY-2019 grants.</td>
</tr>
</tbody>
</table>
STEP-BY-STEP INSTRUCTIONS

GRANT APPLICATION/REQUIREMENTS

The Selective Traffic Enforcement Grant Application Form (HS-1) has been uploaded to the Law Enforcement Highway Safety Grants Network Project Site. Agencies can download the application form directly from the site.

Agencies applying for Highway Safety grant funds must agree to abide by the grant requirements which are enumerated in the Selective Traffic Enforcement Grant Program Requirements (HS-2). Agencies can also download the Requirements Form directly from the Law Enforcement Highway Safety Grants Network project site.

The Grant Application form (EXCEL file) should be completed in its entirety, saved and then uploaded to the agency project management site.

GRANT AWARD NOTIFICATION LETTER

The Wyoming Association of Sheriffs and Chiefs of Police – Highway Safety Grants Program staff will review the submitted Grant Application form, check for completeness and conformity with grant requirements. WASCOP’s Traffic Safety Committee will meet to review all grant applications and will award grant funds in accordance with funds available within the Wyoming Department of Transportation’s Highway Safety Plan.

GRANT AGREEMENT

Grant Agreements (HS-3) will be prepared and agency administrators will be required to verify that they have read and are aware of the grant requirements - and that the agency agrees to abide by the terms specified. The Grant Agreement also requires the administrator to verify the budget information/details submitted.

The agency will then load their signed Grant Agreement (HS-3) to their project site. This completes the Grant Application and Authorization Process.

EQUIPMENT/TRAINING

Grant funds are available for purchasing radar units and in-car video cameras for agencies that meet the criteria for eligibility set by the Highway Safety Office. The purchase of equipment related/associated accessories are also allowed. Each year, project staff will notify agencies that are eligible to apply for equipment grant funds.

Agencies that apply for equipment funding must agree to participate in the Selective Traffic Enforcement Grant Program for two additional fiscal years. Agencies that fail to meet this participation requirement will be required to refund the cost of the purchased equipment.

Non-Major Equipment Purchasing Forms (HS-5) for radar units and in-car video equipment can be downloaded from the Grant Network site. Agencies requesting grant funding for purchasing of equipment must complete the appropriate form(s) and submit them along with the agency’s Grant Application Form.
Grant funded equipment **must** be purchased by December 31, 2019 or grant funding approved for the purchasing of equipment will be forfeited. Should more expensive equipment be desired than what is provided for in the grant budget, the agency will be responsible for - and must pay the additional cost. *(HSO has decided that if the equipment is purchased with grant funds and goes over the $4999 threshold - even if the excess amount over the grant is paid by the agency – that equipment has to be tracked as Major Equipment)* Ownership of the grant-funded equipment will be transferred to the agency upon the successful participation/reporting/conclusion of this grant.

Training associated/related to the use of the equipment will be provided at the agency’s expense. Training provided should meet professional, agency and legal standards.

Please refer to *(HS-2)* Grant Requirements for complete detail about limits of grant funding and equipment purchasing requirements.

**GRANT ACTIVITIES/OPERATION**

Grant funded activities can begin on October 1, 2019 after receiving a completed and signed agreement for FY-2020 – provided the agency has closed-out all FY-2019 grants and has submitted the required final vouchers and reports.

All grant funded activities must cease by August 31, 2020.

**OFFICER DAILY/EVENT SUMMARY REPORTS**

An Officer Daily Activity Report (HS-6) has to be filled out for EVERY officer that was involved in the event. Copies of all officers Daily Activity reports have to be submitted - along with the reimbursement Voucher/and attachment and the Event Activity Summary report. These forms must be retained by the department for three years. This form can be downloaded and/or printed directly from the Grants Network site.

An Event Activity Summary Report (HS-7) has to be filled out and submitted before reimbursement can be authorized. This fillable PDF form can be downloaded directly from the Grants Network or the department project site. The completed report will be the basis for reimbursement.

The totals reported in the summary report must be consistent with all the daily activity reports that are kept on file by the departments. A review of these reports is conducted as they are submitted to ensure that all daily forms were submitted and received properly – a NHTSA requirement.

A Master File containing the results of ALL event activities (the numbers reported by all grantee departments) will be compiled, uploaded and available on the LE Highway Safety Grants Network project management site after all reports have been submitted.

**VOUCHERS/PAYMENTS**

The agency must fill out the Voucher Reimbursement Form (HS-8) and the Voucher Attachment Form (HS-8a), sign and either 1) scan and email to wydotforms@janda1.com, or 2) upload to the agency project management site. This form can be downloaded and/or printed directly from the Grants Network site. Agencies are encouraged to submit the Event Activity Summary
Reports and all Officer Daily Activity Reports TOGETHER with the Event Voucher Reimbursement Form so reimbursement can be processed faster. (Please refer to the Instructions for filling out the Voucher Attachment Form which provides additional information about the purpose and the process for filling out this form)

Program staff will review, approve and forward the submitted Vouchers to the Wyoming Association of Sheriffs and Chiefs of Police fiscal officer for payment. Program staff will also scan and upload the approved voucher forms on the department site.

Agencies have **45 days** after a grant-funded event has concluded to submit the Event Summary Report along with the Reimbursement Voucher to Program staff for processing.

**NOTE:** Any agency that fails to submit the event summary report and voucher within 45 days will receive an immediate reminder/request for the required paperwork. Any agency that fails to respond to the reminder/request and submit the voucher and event summary form within 60 days after the closing of the event MAY NOT BE REIMBURSED FOR THAT EVENT and may jeopardize the agency’s current and future grant eligibility status.

**NOTE:** Grant funding not used by any agency for an approved event will not “carry over” to future events. These unexpended funds will automatically revert to a HS account for use in next fiscal year’s Highway Safety Plan.

**GRANT CLOSE-OUT**

Agencies are encouraged to submit all required event reports and vouchers **as soon as possible** after the last approved/scheduled event has concluded for the grant fiscal year and **no later than September 10, 2020**. Program staff will review final reports/vouchers and process payment.

Agencies will not be eligible to receive the next fiscal year’s grant funds from Highway Safety until the previous year’s grant has been officially closed-out and notice to proceed has been given.
INSTRUCTIONS - HIGHWAY SAFETY GRANT APPLICATION FORMS

This instruction sheet will guide you through the process of locating, completing and submitting the application forms for Highway Safety Selective Traffic Enforcement Program Grants. This instruction sheet should answer most of the questions you may have; however, please don’t hesitate to contact a Johnson and Associates staff person to help you if you have questions or experience problems in the process.

Application Forms – Availability

1. Grant Application forms are available and can be downloaded from the LE Highway Safety Grants Network project site (https://wvomingassociationofsheriffsandchiefsofpolice.basecamphq.com). All Instruction forms are in PDF format. The application forms are available in Excel format.

2. The grant application forms are located in the FILE section of the site in the FY-2020 Grant Documents category. The forms in the packet include:
   a. Department Allocations – for Alcohol overtime enforcement grant funding
   b. Department Allocations – for OP/HVE overtime enforcement grant funding
   c. (HS-1) - form for applying for grant funds which have been allocated for each agency
   d. (HS-2) Grant Requirements/Objectives

Funding Formula – Department Allocations

1. As noted above, each agency has a set amount of grant funds available for OP/High Visibility Enforcement, as well as for Alcohol. The grant funding formula that is used to establish the specific amount of funds available for each agency was developed by the Traffic Safety Committee of the Wyoming Association of Sheriffs and Chiefs of Police in accordance with NHTSA and WYDOT Highway Safety Program guidelines.

2. This funding formula utilizes a problem-based approach and comprehensive data-sets for alcohol-related arrests and traffic crashes in each county and local jurisdiction.

3. Most agencies in the state (regardless of size or percentage of problem) are allocated a MINIMUM of $2,000 for OP/HVE AND $2,000 for DUI enforcement.

4. No agency in the state (regardless of size or percentage of problem) is allocated MORE than $25,000 for OP/HVE and $25,000 for DUI. This cap on the maximum amount was self-imposed by the agencies affected.

5. The amount of grant funds available to each agency and county is listed in the DEPARTMENT ALLOCATION SHEETS.

6. Be sure to refer to this listing before you begin completing either of your grant application forms. This form lists the set amount of FY-2020 grant funding which is available for your agency and other agencies in your county.

Completing the Application Forms

1. All the application forms are in EXCEL format. Please fill the required forms out in their entirety in order to avoid delays in processing your application.

2. The first step in the process is to review the Grant Requirements and Objectives (HS-2) to decide whether your agency is willing and able to abide by the requirements for all grant recipients. This document provides detailed information about the grant requirements and the agency commitments and objectives.

3. (HS-1) is similar to the application form used last fiscal year and is used to apply for the grant funds that have been specifically allocated for your agency.
   a. Select the National Events that your agency is requesting grant funding for and fill in the dollar amounts needed for each event to be worked.

Effective 3/20
b. Note that agencies are required to work the Holidays, May Mobilization and National Crackdown in order to be eligible for any grant funding.

c. Select the Local Events that your agency is requesting grant funding for and fill in the dollar amount that your agency will need to work each local event. Be sure to provide the name of the local event, the dates involved and the Safety Focus (OP or Alcohol) as this will affect your funding source totals.

d. Total the dollar amount that you are requesting for all DUI events (local and national) and enter that total.

4. If your agency is ELIGIBLE and you are requesting funding to purchase IN-CAR video cameras and radar units (speed measuring equipment), you are required to submit a separate narrative form that provides additional information justifying your request (number of patrol units without cameras, number of unserviceable or outdated cameras, etc.) Also, please note that body cameras are not allowable for purchase with Highway Safety grant funds. Please refer to HS-2 Grant Requirements for specifics on equipment reimbursement limits.

a. There is a section in the application form to tabulate the number and cost for the equipment involved.

5. Compute your agency’s total funding request to work your selected DUI and OP/HVE events – the total amount should also include the cost to purchase all related equipment.

Submitting the Application Forms
1. Make sure you provide the names of the authorizing official or agency administrator, as well as the assigned project director.
2. Upload your EXCEL application form to your agency project management site.

Grants Administration
Lori Emmert, Johnson and Associates
(307) 351-6994, lemmert@janda1.com

Project Management
Ernie Johnson, Johnson and Associates
(307) 351-8614, ejohnson@janda1.com

Effective 3/20
## FY-2020 Highway Safety Grants

### Selective Traffic Enforcement Program/Alcohol Department Allocations

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Total: $258,475.81

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Total: $129,078.16

- Total Alcohol Allocation: $258,475.81
- Total Occupant Protection Allocation: $181,592.93
- Total: $71,518.45
The following page(s) contain the backup material for Agenda Item: **9:35 Ratification of CARE Board Member**

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed. Comments related to the Board agenda will be heard first.*
MEMORANDUM

TO: Robert Palmer, Commissioners Administrative Director

FROM: Bethany Raab, CARE Board Liaison

RE: Ratification of Appointment

DATE: February 22, 2019

Good afternoon Mr. Palmer,

I am requesting the Commissioners ratify the appointment of Sarah Starks as the representative of the Town of Wright for the Campbell County CARE Board. Her term will expire on 01/31/2023.

Thank you.

Bethany Raab
Bethany L. Raab

From: Barbara Craig <Barbara@wrightwyoming.com>
Sent: Friday, February 15, 2019 12:51 PM
To: Bethany L. Raab
Subject: RE: CARE Board Member

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Warning: This Email originated from outside the Campbell County mail system. Please use caution when clicking on links, or following any instructions in this message.

Beth
Sarah Starks is going to be on the CARE Board for Wright, The Town Council will appoint her on February 25, 2019 at the Town Council meeting so she will be starting on the Board after that date. Her number is 406-239-4662. Thank you

Barb Craig
Clerk/Treasurer
Town of Wright
PO Box 70
Wright, WY 82732
Phone: 307-464-1666
Fax: 307-464-0813
barbara@wrightwyoming.com

---

From: Bethany L. Raab <blr01@ccgov.net>
Sent: Monday, February 11, 2019 4:06 PM
To: Barbara Craig <Barbara@wrightwyoming.com>
Subject: RE: CARE Board Member

We just ask that they have ties to Wright and that they would enjoy helping Campbell County plan its resources in helping assisting those who live in poverty. The board meets once a month (second Wednesday of the month at the commissioners conference room.

The CARE Board is in charge of the CSBG grant (Community Services Block Grant) which is in charge of awarding funds to Human Service Agencies in Campbell County to be used for services needed by the low income population. Right now the funds pay for substance abuse counseling (adult and youth), emergency housing, rent, utilities, food, etc. They also are tasked by the Commissioners with the 1% funding the Human Service agencies get, keeping watch over what they bill monthly for those funds.

Hope this helps!

Beth

---

From: Barbara Craig <Barbara@wrightwyoming.com>
Sent: Monday, February 11, 2019 3:47 PM
To: Bethany L. Raab <blr01@ccgov.net>
Subject: RE: CARE Board Member
The following page(s) contain the backup material for Agenda Item: 9:40 District Support Grant, Buckskin I&S

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed. Comments related to the Board agenda will be heard first.
DISTRICT SUPPORT GRANT MEMORANDUM

FROM: Kevin King, Director
TO: Board of County Commissioners
SUBJECT: District Support Grant Application From: Buckskin I&S
DATE: 2/21/2019

Buckskin I&S has submitted a District Support Grant application in the amount of $24,727 for installation of 20 meter pits, meters and radio-read equip in their District. They have recently connected to the Regional Water System.

Grant Type and Priority
Regional Water, Priority 3

Costs and Eligibility
Total Estimated Project Cost: $74,930 Note: This is not the lowest total quote price
Total Number of District Lots: 16
Total allowable grant over a 5-yr period: $1,500 16 $24,000
Total amount of Grants approved over current 5-yr period: $7,032
Total amount not subject to $1500/lot limitation $7,032
Remaining Grant eligibility this current 5-yr period: $24,000

Compliance
The Buckskin I&S District is in compliance with the elections office per a 2/14/2019 memo from the Elections Coordinator

Analysis
Priority 3
33% of project cost not funded by other grants, up to $75,000

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Totals $71,940 $23,740 Does not match grant request due to lower project value

Quotes Received

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1 Total amount grant recommendation is based on
2 Total amount grant request is based on

Funding History

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Recommendation
I recommend the Board approve the District Support Grant request from the Buckskin I&S Improvement and Service District in an amount not to exceed $23,740 for installation of 20 meter pits, meters and radio-read equip.

Note: Current bank balance is $17,970, so each District landowner will need to fund $1661 to $2560
District Name: Buckskin ISD
Requested Amount: $24,727.03 (33%)

Mailing Address: PO Box 2074, Gillette, WY 82717

Contact Person: Bob Hellickson

Day Time Phone: 307-299-5170 or 307-686-0043

Application is requesting financial assistance to form a District? Yes___ No X___

Applicant is requesting financial assistance for connection to regional water? Yes___ No X___

Is the project anticipated to be complete in the next 18 months? Yes X___ No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
Install water meters, meter pits and reading equipment for every lot in the District. As this is necessary for the regional system, the District is requesting 33% reimbursement. At the current time, we do not know where every curb stop is located, so the Board will work to develop a map for the Contractor. There is a good chance that the Contractor will need to locate some of the curb stops, which will require additional fees.

Total project cost (estimated) itemize on separate sheet: $74,930.40

Projected start date: March 1, 2019 Projected completion date: May 31, 2018

Briefly describe why the project is needed:
The District needs to be able to bill landowners for water usage to be connected to the regional water system, and we currently do not have any water meters or meter pits. This project will install meter pits, meters and the equipment for reading meters.

Governing Board members: Bob Hellickson, President / Kevin Becker, Vice President / Lillian Wollman, Secretary / Treasurer

Acreage (approximate) of district or proposed district: 21.63 +/- acres

Date of district formation (if applicable) November 16, 1999

Number of lots: 16

Population of District: 48 (approximately)

Ratio of Developed and undeveloped land: 16 lots developed

Is area legally platted? Yes

Revised November 2013
District boundary map included? Yes

Is District Zoned? Yes If so, what is it zoned? R-S

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

**FINANCIAL INFORMATION**

Current Mill Levy for the Subdivision $ 0

Current Assessed Valuation (County Assessor's Office) $ 333,946

Current Indebtedness $ 0.00

Current Income statement and balance sheet $ 17,969.51 (bank balance)

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe) $75 per month per lot / $480 per year assessment

Landowners are being sent a statement for the cost for their share of the water meter project.

Will project generate user fees, charges, other revenues or income revenue? Yes X No

List and describe other potential funding sources: None

Other pending applications for funding: None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources: None

Respectfully submitted,

(SEAL)

Title: President

Attest: 

Secretary

Revised November 2013
## Buckskin Improvement and Service District
### Water Meters Project Bids
#### February 13, 2019, 7:00 p.m. Bid Opening

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Total Lump sum bid assuming all curb stops are located and all are 1&quot;</th>
<th>Hourly rate for locating curb stops</th>
<th>Estimated Hours for Locating and Sizing</th>
<th>Total Additional Estimated Based on Hourly Rate</th>
<th>Total With Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Cat Construction</td>
<td>$77,150.00</td>
<td>$95.00</td>
<td>80</td>
<td>$7,600.00</td>
<td>$84,750.00</td>
</tr>
<tr>
<td>DRM, Inc</td>
<td>$66,740.00</td>
<td>$65.00</td>
<td>80</td>
<td>$5,200.00</td>
<td>$71,940.00</td>
</tr>
<tr>
<td>Eldridge LLC</td>
<td>$86,957.00</td>
<td>$145.00</td>
<td>80</td>
<td>$11,600.00</td>
<td>$98,557.00</td>
</tr>
<tr>
<td>GW Construction</td>
<td>$59,340.00</td>
<td>$220.00</td>
<td>80</td>
<td>$17,600.00</td>
<td>$76,940.00</td>
</tr>
<tr>
<td>Hot Iron, Inc.</td>
<td>$48,930.40</td>
<td>$325.00</td>
<td>80</td>
<td>$26,000.00</td>
<td>$74,930.40</td>
</tr>
</tbody>
</table>

### Low Bid:
- **0 hrs locating**: $48,930.40
- **80 hrs locating**: $74,930.40

<table>
<thead>
<tr>
<th></th>
<th>0 hrs locating</th>
<th>80 hrs locating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Iron</td>
<td>$48,930.40</td>
<td>$74,930.40</td>
</tr>
<tr>
<td>County Grant Amount (33%)</td>
<td>$16,147.03</td>
<td>$24,727.03</td>
</tr>
<tr>
<td>District Cost</td>
<td>$32,783.37</td>
<td>$50,203.37</td>
</tr>
<tr>
<td>Landowner Cost Per tap (24)</td>
<td>$1,639.17</td>
<td>$2,510.17</td>
</tr>
</tbody>
</table>
2/13/19

RE: Meters and Meter pits Buckskin I&S District

Thank you for the opportunity to quote the following for your project.

Install meter pits 20 EA  $2,446.52 EA  Total $48,930.40

Exploratory Excavation  $325.00 HR

This bid does not include the following;

Seeding, sodding, free removal, landscaping removal or replacement, concrete, asphalt, staking, testing, bonding or anything not included in the bid items.

Sincerely
Todd Kroger
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payments will be made as outlined above.

We hereby submit specifications and estimates for:

<table>
<thead>
<tr>
<th>Specification</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation of 20 meter pits with 1&quot; meters &amp; readouts</td>
<td>$77,150</td>
</tr>
<tr>
<td>Locate Curb Signs</td>
<td></td>
</tr>
<tr>
<td>Plumber $85.00 per hr</td>
<td></td>
</tr>
<tr>
<td>Labor $55.00 per hr</td>
<td></td>
</tr>
<tr>
<td>Mini Excavator $95.00 per hr</td>
<td></td>
</tr>
</tbody>
</table>

We hereby propose to furnish material and labor – complete in accordance with the above specifications for the sum of: $__________ Dollars

with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted __________________________

Note — this proposal may be withdrawn by us if not accepted within ________ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date of Acceptance __________________________

Signature __________________________
February 13, 2019

Buckskin Improvement and Service District
P.O. Box 2074
Gillette, WY 82717

RE: Installation of Water Meter Pits and Meters

DRM, Inc. is pleased to submit the following pricing for your consideration for the purchase of materials and installation of 20 EA meter pits with meters per the following prices.

1. Purchase and installation of 20 EA meter pits                     Lump Sum: $66,740.00
2. Hourly rate for locating curb stops                             Hour Rate: $ 65.00

The above prices are based upon the specifications for this project which are attached to this proposal.

The above lump sum price for the meter pit installation is based on the assumption that the Owner is able to locate the existing curb stop, there are no fences, trees, utilities or other obstructions restricting access or require moving to allow access to existing curb stop. We also assume that the existing curb stops are not located in concrete or asphalt that will require removal and replacement.

We are assuming the Owner will obtain permits that may be required by the City of Gillette or Campbell County and we do NOT include any costs for permits.

Please contact me with questions or if you require additional information.

Respectfully,

Don McKillop, Jr.
DRM, Inc.

DRM, Inc. P.O. Box 1002 Gillette, WY 82717 Phone: 307-682-0328 Fax: 307-682-3130
www.drmincwyo.com
February 13, 2019

TO: Buckskin I & S District
    P. O. Box 2074
    Gillette, Wyoming 82717-2074

FROM: Eldridge LLC
      80 Edison
      Gillette, Wyoming 82716

SUBJECT: Bid for installation of 20 Water Meter Pits, 20 Meters and Radio Read Equipment in the Buckskin Improvement and Water and Service District.

Line 1
The supply and installation of 20 Water Meter Pits, 20 Meters and Radio Read Equipment and all other hardware and materials associated with installation-as clarified in said bid.

The excavating, backfill and compaction assuming all curb stops are located.

Total $ 86,957.00

Line 2
Hourly rate for location of any curb stops not identified by the water district.

Total $ 145.00

Project completion time set at 2 weeks start to finish weather permitting or unforeseen circumstances.

Price is subject to change due to any additions to scope of work.

Thank you for opportunity to submit bid.

David A Eldridge Jr.

DAE/dke
GW Construction, LLC  
PO Box 1327  
Gillette, WY 82718

<table>
<thead>
<tr>
<th>Date</th>
<th>Estimate #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/13/2019</td>
<td>49</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name / Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buckskin Improvement and Service District</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation of 20 water meter pits, 20 meters and radio read equipment in the Buckskin Improvement and Service District. Install 20 each Muller Meter Pits, with 1&quot; meters, install new curb box and rod. Hourly rate for any curb stops that the District cannot locate $220/hour.</td>
<td>20</td>
<td>2,967.00</td>
<td>59,340.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone #</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>3076206047</td>
<td><a href="mailto:kayla@gwconstructionwy.com">kayla@gwconstructionwy.com</a></td>
</tr>
</tbody>
</table>
February 14, 2019

To: Helenanne Cathey
RE: Buckskin Improvement and Service District

The below compliance requirements have been met by Buckskin Improvement and Service District. Having met the requirements, Buckskin Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 03/27/2018
Final Budget – 07/05/2018
Public Records – 07/25/2018
Map - YES
Department of Audit - YES
Department of Revenue - YES

Sincerely,

Kendra R. Anderson
Elections Coordinator
## Buckskin Improvement & Service District

**020.7085.60**

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Awards</th>
<th>Priority 1</th>
<th>Priority 2</th>
<th>Priority 3</th>
<th>Priority 4</th>
<th>Priority 5</th>
<th>25%</th>
<th>33%</th>
<th>50%</th>
<th>Priority 7</th>
<th>Priority 8</th>
<th>Disbursements</th>
<th>Balance</th>
</tr>
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<tbody>
<tr>
<td>03/07/00</td>
<td>District Formation</td>
<td>1855.71</td>
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<td></td>
<td></td>
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<td>1,855.71</td>
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<tr>
<td>03/07/00</td>
<td>Pay Req 1</td>
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<td></td>
<td></td>
<td>0.00</td>
<td></td>
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<tr>
<td>11/1/2016</td>
<td>DSG 2016.01 Road Maintenance</td>
<td>$7,032.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5502</td>
<td>1530</td>
<td></td>
<td></td>
<td></td>
<td>$7,032.00</td>
<td></td>
</tr>
<tr>
<td>1/6/2018</td>
<td>Pay Req 1 (final)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7032</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

| 16          | Eligible                             |        |            |            |            |            |            |     |     |     |            |            | $24,000       |           |
|             | Awards                               | $7,032 |            |            |            |            |            |     |     |     |            |            | $7,032        |           |
|             | Disbursements                        | $7,032 |            |            |            |            |            |     |     |     |            |            | $0            |           |
|             | Subject to 1500.                     | $0     |            |            |            |            |            |     |     |     |            |            |               |           |
|             | Not subject to 1500.                 | $7,032 |            |            |            |            |            |     |     |     |            |            |               |           |
|             | Remaining current 5-yr period         | $24,000|            |            |            |            |            |     |     |     |            |            |               |           |

- **Lots**
  - 16

- **Eligible** $24,000
- **Awards** $7,032
- **Disbursements** $7,032
- **Subject to 1500.** $0
- **Not subject to 1500.** $7,032
- **Remaining current 5-yr period** $24,000

- **not subject to $1500/not limitation**
### FY 18-19 District Support Grant Master List

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>District Name</th>
<th>Remaining Budget</th>
<th>Remaining Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/02/18</td>
<td>Southfork</td>
<td>$273,591.00</td>
<td>Road Maintenance</td>
</tr>
<tr>
<td>07/02/18</td>
<td>Wild Horse Creek</td>
<td>$272,650.00</td>
<td>Road Maintenance</td>
</tr>
<tr>
<td>08/07/18</td>
<td>Grace Land</td>
<td>$256,287.00</td>
<td>Road Maintenance</td>
</tr>
<tr>
<td>08/07/18</td>
<td>Stone Gate</td>
<td>$224,615.00</td>
<td>Road Maintenance</td>
</tr>
<tr>
<td>08/21/18</td>
<td>Rock Road</td>
<td>$220,615.00</td>
<td>Water</td>
</tr>
<tr>
<td>08/21/18</td>
<td>Oriva Hills</td>
<td>$175,518.00</td>
<td>Road Maintenance</td>
</tr>
<tr>
<td>11/06/18</td>
<td>Stone Gate</td>
<td>$169,546.00</td>
<td>Road Maintenance-Emergency</td>
</tr>
<tr>
<td>11/06/18</td>
<td>Rocky Point</td>
<td>$164,913.00</td>
<td>Water Emergency-Pump</td>
</tr>
<tr>
<td>12/18/18</td>
<td>Central Campbell County</td>
<td>$161,033.00</td>
<td>GIS Curb Stops</td>
</tr>
<tr>
<td></td>
<td>Rozet Ranchettes</td>
<td>$164,913.00</td>
<td>Water Emergency-Pump</td>
</tr>
</tbody>
</table>

**Total Awards to Date**

<table>
<thead>
<tr>
<th>Remaining Budget</th>
<th>Remaining Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$357,232.49</td>
<td>$116,090.00</td>
</tr>
</tbody>
</table>

**Budget Remaining**

| $158,910.00 |

### Breakdown of FY18-19 District Support Grant Awards

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Total</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meters/water</td>
<td>$12,513.00</td>
<td>11.0%</td>
</tr>
<tr>
<td>Road Maintenance</td>
<td>$101,454.00</td>
<td>89.0%</td>
</tr>
<tr>
<td>Engineering/grant requests</td>
<td>$-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Street Sweeping</td>
<td>$-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Sewer Jetting</td>
<td>$-</td>
<td>0.0%</td>
</tr>
<tr>
<td>District Formation</td>
<td>$-</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

**Total**

| $113,967.00 | 100.0% |
The following page(s) contain the backup material for Agenda Item: 9:45 District Support Grant, Rozet Ranchettes I&S.

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed. Comments related to the Board agenda will be heard first.*
DISTRICT SUPPORT GRANT MEMORANDUM

FROM: Kevin King, Director
TO: Board of County Commissioners
SUBJECT: District Support Grant Application From: Rozet Ranchettes I&S
DATE: 2/20/2019

Rozet Ranchettes I&S has submitted a District Support Grant application in the amount of $2,124 for emergency replacement of the water well pump.

Grant Type and Priority
Water and Sewer, Priority 4

Costs and Eligibility
Total Estimated Project Cost: $8,494
Total Number of District Lots: 48

| Total allowable grant over a 5-yr period: | 48 | $1,500 | $72,000 |
| Total amount of Grants approved over current 5-yr period: | $ | 11,386 |
| Total amount not subject to $1500/lot limitation | $ | - |
| Remaining Grant eligibility this current 5-yr period: | $ | 60,614 |

Current Fiscal Year Awards

<table>
<thead>
<tr>
<th>District Water&lt;$75k</th>
<th>Other Grants&lt;$50k</th>
<th>Total Awards&lt;$100k</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Compliance
The Rozet Ranchettes I&S District is in compliance with the elections office per a 2/7/2019 memo from the Elections Coordinator.

Analysis
Priority 4
25% not funded by other grants, up to $50,000

<table>
<thead>
<tr>
<th>%</th>
<th>Total</th>
<th>Grant</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>50</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>33</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>25</td>
<td>$</td>
<td>8,494</td>
<td>$2,124</td>
</tr>
<tr>
<td>Totals</td>
<td>$8,494</td>
<td>$2,124</td>
<td>Matches grant request</td>
</tr>
</tbody>
</table>

Actual Costs

<table>
<thead>
<tr>
<th>Company</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Red Tiger Well Service</td>
<td>$7,936</td>
</tr>
<tr>
<td>2 Water Guy</td>
<td>$558</td>
</tr>
<tr>
<td>Total Services</td>
<td>$8,494</td>
</tr>
</tbody>
</table>

Recommendation
I recommend the Board approve the District Support Grant Application in the amount of $2,124 for emergency replacement of the water well pump. Mr. Zebrowski called me shortly after the pump failed to let me know he was proceeding with having the pump replaced so he met the emergency requirements of Chapter 5.
DISTRICT SUPPORT GRANT APPLICATION

District Name: Rozet Ranchettes ISD  Requested Amount: $2,123.38

Mailing Address: PO Box 3290, Gillette, WY 82717

Contact Person: Zeke Zebroski, President

Day Time Phone: 307-660-8733

Application is requesting financial assistance to form a District? Yes  No X

Applicant is requesting financial assistance for connection to regional water? Yes  No X

Is the project anticipated to be complete in the next 18 months? Yes X  No

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
The District's pump failed. It was an emergency situation that required immediate action. Snow had to be removed from the area so that Red Tiger Well Service could get in and pull the well to replace the pump.

Total project cost (estimated) (itemize on separate sheet): $8,493.50
(Red Tiger Well Service $7,936 / Water Guy $557.50)

Projected start date: January 23, 2019  Projected completion date: January 25, 2019

Briefly describe why the project is needed:
Emergency pump repair.

Governing Board members: Zeke Zebroski, President / Tom Dietz, Vice President / Troy Hipsag, Secretary/Treasurer

Acreage (approximate) of district or proposed district: 382.79 +/- acres

Date of district formation (if applicable) August 7, 2007

Number of lots: 48

Population of District: 80 (approximately)

Ratio of Developed and undeveloped land: 33 lots developed (on water). Remainder are undeveloped.

Is area legally platted? Yes

Revised November 2013
District boundary map included? Yes

Is District Zoned? Yes If so, what is it zoned? Rural Residential

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

**FINANCIAL INFORMATION**

Current Mill Levy for the Subdivision $0.00

Current Assessed Valuation (County Assessor’s Office) $1,021,670

Current Indebtedness $0.00

Current Income statement and balance sheet $43,461.37

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe) $1,500 plant investment fee.

Water overages: 15,000 gallons included in the base fee of $80 per month. $2.00 per 1,000 gallons used over 15,000 gallons per month up to 30,000 gallons and $3.00 per 1,000 gallons used over 30,000 gallons per month.

Other pending applications for funding: None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources: None

Respectfully submitted,

(SEAL)

Title: [Signature]

Attest: [Signature]

Secretary

Revised November 2013
Campbell County
District Support Grant Program
COMPLETION REPORT

Date: February 7, 2019
DSG #

Date Grant Was Approved:

District Name: Rozet Ranchettes Imp. & Service District
Contact Name: Helenanne Cathey
Address: PO Box 3290, Gillette, WY 82717
Daytime Phone #: 307-685-8235

Grant Purpose: Replace pump in well - emergency repair

Grant Amount: $2,123.38

Number of Pay Requests Submitted: 1

<table>
<thead>
<tr>
<th>Costs</th>
<th>Invoice Total</th>
<th>DSG Amount (25% of Invoice Total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Tiger Well Service - Invoice 2076</td>
<td>$7,936.00</td>
<td>$1,984.00</td>
</tr>
<tr>
<td>Water Guy Invoice 2019-82</td>
<td>$557.50</td>
<td>$139.38</td>
</tr>
</tbody>
</table>

C. Total Invoices for Payment: $8,493.50 $2,123.38

D. Total Funds Approved to Date (B + C): $2,123.38

E. Balance of Grant Funds Undisbursed (A - D): $0.00

Date of Project Completion: January, 2019

Copies of checks used to pay contractors are attached to this form.

The board acknowledges project completion and thanks the County for the ongoing support of the District Support Grant Program.

Signature: [Signature] President
Signature: [Signature] Secretary/Treasurer
Red Tiger Well Service, Inc.
P.O. Box 217
Gillette, WY 82717
307-682-0353

Bill To
Roza Ranchette ISD
PO Box 3290
Gillette Wy. 82718
Tax ID# 26-1256730

<table>
<thead>
<tr>
<th>P.O. No.</th>
<th>Terms</th>
<th>Project</th>
<th>Ordered By</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Water Guy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Pulling Unit #18 With Crew</td>
<td>225.00</td>
<td>2,025.00</td>
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<tr>
<td>1</td>
<td>Power Tongs</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>1</td>
<td>7 1/2 HP FPS 45FA7S-PE Stainless Pump End S/N# 17G22</td>
<td>3,168.00</td>
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<td>7 1/2 HP Franklin Motor 460 Volt Three Phase</td>
<td>1,998.00</td>
<td>1,998.00</td>
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<td>1</td>
<td>Same Day Freight on Pump End</td>
<td>125.00</td>
<td>125.00</td>
</tr>
<tr>
<td>1</td>
<td>Tape &amp; Splice</td>
<td>128.00</td>
<td>128.00</td>
</tr>
<tr>
<td>1</td>
<td>2&quot; x 2 3/8&quot; Swedge w Coupling</td>
<td>78.00</td>
<td>78.00</td>
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<tr>
<td>1</td>
<td>2&quot; Brass Check Valve</td>
<td>92.00</td>
<td>92.00</td>
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<tr>
<td>2</td>
<td>Pitless O-Ring</td>
<td>24.00</td>
<td>48.00</td>
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<tr>
<td>1</td>
<td>Chlorine Pellets</td>
<td>24.00</td>
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</table>

Pump Set On 401' 2 3/8" Tubing
Pitless Lift Out Is a 2 3/8" Tubing Coupling

Subtotal $7,936.00
Sales Tax $0.00
Total $7,936.00
Payments/Credits $0.00
Balance Due $7,936.00
Bill To
Rozet Ranchettes Impr. & Service District
P.O. Box 3290
Gillette, WY 82717

<table>
<thead>
<tr>
<th>P.O. Number</th>
<th>P.O. Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Code</th>
<th>Description</th>
<th>Price Each</th>
<th>Amount</th>
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<tbody>
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<td>3</td>
<td>After Hours Call</td>
<td>After Hours Call Out on 1/22/19 for a no water complaint.</td>
<td>97.50</td>
<td>292.50</td>
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<td>1</td>
<td>Labor</td>
<td>General Labor on 1/23/19 Snow removal for well to be serviced</td>
<td>65.00</td>
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<tr>
<td>2</td>
<td>Skid Steer</td>
<td>Used Skid Steer to remove Snow for Red Tiger</td>
<td>100.00</td>
<td>200.00</td>
</tr>
</tbody>
</table>

Certification: I hereby certify under penalty of perjury, that this invoice and the items included herein for payment are correct and just in all respects.

Holly Jozwiak
2/6/19

Any Questions Or Concerns Please Contact Us

Phone 307-299-3544
holly@waterguywyoming.com
www.facebook.com/waterguywyoming

Total $557.50
ROZET RANCHETTES
SERVICE & IMPROVEMENT DISTRICT
P O BOX 3290
GILLETTE, WY 827173290

PAY TO THE ORDER OF Red Tiger Well Service
Seventy thousand eight hundred thirty six dollars 7936

DATE 2-7-19

ROZET RANCHETTES
SERVICE & IMPROVEMENT DISTRICT
P O BOX 3290
GILLETTE, WY 827173290

PAY TO THE ORDER OF Water Guy
One thousand one hundred twenty one dollars 1121

DATE 2-7-19
February 7, 2019

To: Helenanne Cathey  
RE: Rozet Ranchettes Improvement and Service District

The below compliance requirements have been met by Rozet Ranchettes Improvement and Service District. Having met the requirements, Rozet Ranchettes Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 03/27/2018
Final Budget – 07/19/2018
Public Records – 07/25/2018
Map - YES
Department of Audit - YES
Department of Revenue - YES

Sincerely,

Kendra R. Anderson  
Elections Coordinator
<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Award</th>
<th>Priority 1</th>
<th>Priority 2</th>
<th>Priority 3</th>
<th>Priority 4</th>
<th>Priority 5</th>
<th>Priority 6</th>
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<th>Balance</th>
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<td>7/20/2010</td>
<td>DSG 42-1 Existing Goldbuckel Rd</td>
<td>1,471.25</td>
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<td>DSG 42-1 Req 1 -Final</td>
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<td>1,457.50</td>
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<td>8/20/2013</td>
<td>DSG 2013.13 Culvert replacement</td>
<td>350.00</td>
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<td>12/16/2014</td>
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<td>3,750.00</td>
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<td>966.00</td>
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<tr>
<td>9/7/2016</td>
<td>DSG 2016.04 Surface E. Gold Buckl</td>
<td>3,335.00</td>
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<td></td>
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<td></td>
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<td></td>
<td>3,335.00</td>
<td>0.00</td>
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<td>9/26/2016</td>
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<td>3,335.00</td>
<td>0.00</td>
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<tr>
<td>10/18/2016</td>
<td>DSG 2016.07 75 Gold Buckle to 25</td>
<td>3,335.00</td>
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<td></td>
<td></td>
<td></td>
<td>3,335.00</td>
<td>0.00</td>
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</tbody>
</table>

| 48 lots    | Eligible       | 72,000.00 |
| Awards     | 11,386.00     |
| Disbursements | 11,386.00   |
| Subject to 1500. | 11,386.00 |
| Not subject to 1500. | 0.00       |
| Remaining current 5-yr period | 60,614 |

**not subject to $1500/lot limitation**
## FY 18-19 District Support Grant Master List

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>District Name</th>
<th>Budget Remaining</th>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/02/18</td>
<td>Southfork</td>
<td>$273,591.00</td>
<td>Road Maintenance</td>
</tr>
<tr>
<td>07/02/18</td>
<td>Wild Horse Creek</td>
<td>$272,650.00</td>
<td>Road Maintenance</td>
</tr>
<tr>
<td>08/07/18</td>
<td>Grace Land</td>
<td>$256,287.00</td>
<td>Road Maintenance</td>
</tr>
<tr>
<td>08/07/18</td>
<td>Stone Gate</td>
<td>$224,615.00</td>
<td>Road Maintenance</td>
</tr>
<tr>
<td>08/21/18</td>
<td>Rock Road</td>
<td>$220,615.00</td>
<td>Water</td>
</tr>
<tr>
<td>08/21/18</td>
<td>Oriva Hills</td>
<td>$175,518.00</td>
<td>Road Maintenance</td>
</tr>
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<td>11/06/18</td>
<td>Stone Gate</td>
<td>$169,546.00</td>
<td>Emergency Road Maintenance</td>
</tr>
<tr>
<td>11/06/18</td>
<td>Rocky Point</td>
<td>$164,913.00</td>
<td>Emergency Water Pump</td>
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<td>12/18/18</td>
<td>Central Campbell County</td>
<td>$161,033.00</td>
<td>GIS Curb Stops</td>
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<td>Total Awards to Date</td>
<td>$348,738.49</td>
<td>$113,967.00</td>
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<tr>
<td></td>
<td>Budget Remaining</td>
<td>$161,033.00</td>
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</table>

### Breakdown of FY18-19 District Support Grant Awards

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Total</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meters/water</td>
<td>$12,513.00</td>
<td>11.0%</td>
</tr>
<tr>
<td>Road Maintenance</td>
<td>$101,454.00</td>
<td>89.0%</td>
</tr>
<tr>
<td>Engineering/grant requests</td>
<td>$-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Street Sweeping</td>
<td>$-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Sewer Jetting</td>
<td>$-</td>
<td>0.0%</td>
</tr>
<tr>
<td>District Formation</td>
<td>$-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total</td>
<td>$113,967.00</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed. Comments related to the Board agenda will be heard first.

The following page(s) contain the backup material for Agenda Item: 9:50 Offer to Acquire Real Estate & Acceptance Addendum

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed. Comments related to the Board agenda will be heard first.*
null
COURT OF CAMPBELL
STATE OF WYOMING

LANDOWNER:

Kerr, Frelch & Noyes

Lessee, Frelch Property

Lease Date:

March 8, 2018

Lease Period:

30 years

TITLE TO PROPERTY:

By the Wyoming Ranch

This instrument constitutes an agreement between the Lessee and the Landowner for the lease of a certain described property for the purpose of grazing livestock and raising crops. The Lessee agrees to pay the Landowner the sum of $500.00 per year for the duration of the lease. The Lessee shall have the right to use the property for these purposes during the lease period. The Landowner agrees to maintain the property in a condition suitable for the purposes of the lease. The Lessee agrees to use the property in a manner consistent with the tenancy and to comply with all applicable laws and regulations. The Lessee shall indemnify the Landowner for any damage or loss caused by the Lessee's use of the property. The agreement shall be governed by the laws of the State of Wyoming.

TEMPORARY CONSTRUCTION EASEMENT
*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed. Comments related to the Board agenda will be heard first.*
MEMORANDUM
...from H.R./Risk Management

TO:    Campbell County Board of Commissioners
       Rusty Bell, Chairman
       Mark Christensen
       Bob Maul
       Dell Shelstad
       DG Reardon

FROM:  Alexis LeBar
       Benefit Specialist

DATE:  1/23/2019

SUBJECT: Retire Job Titles

Due to the County’s philosophy of moving to less specific titles in order to allow more flexibility in management, the following titles came to light in our recent Compensation study and are attached for your review and approval to begin the process of retirement:

- **Theatre Manager**: Due to the reorganization of the CAM-PLEX, the Marketing Manager assumed most of the Theatre Manager’s essential duties.

- **Recreation Program Sr.**: All duties are assigned to other Recreation Program Supervisors and there is no need for this position.

- **Carpenter**: This position has become Park’s Maintenance Technician which covers a broader range of work.

- **Electrical Inspector, Electrical Inspector Sr.**: This position has been replaced, and the Electrical Inspector duties have been assigned to Building Inspector (Sr).

- **Welder II, III**: The current Mechanic position has welding requirements, and the title Welder is no longer needed.

- **Public Health Aid**: The services offered by this position are offered by other agencies this position is no longer needed.

Thank you for your time and consideration, let me know if you have any questions. Thank you!
Request to Retire a Title

Classification Title to be retired:  Theater Manager  
Band/Range 31/70

Date of Retirement:  05/15/2018

Department(s) where the title was used: CAM-PLEX

Title Replace by:  Marketing manager & a new position yet to be created

Explain Reason for Retirement:  Re-organization of job duties at CAM-PLEX. Marketing Manager assuming many of the tasks.

Department Head Signature: ___________________________ Date:  5/19/18

Submit this document to Human Resources/Risk Management Director for review. HR will forward to the Commissioners’ for approval. Personnel committee will be notified of the status of the position. All records should be updated to reflect the change.

Human Resources Review Date:  1-29-17

Request is:  □ Forwaraed  □ Returned

Reason for action:  Discontinued  WA - Resigned Department

Human Resources Signature: ___________________________

County Commissioners Review Date:  ________-_______-______

Request is:  ________ Approved  ________ Denied

Chairperson Signature: ___________________________ Date: 

Distribution of Finalized Form:  Original-HR; Copy-Classification File; Copy-Department Head
Request to Retire a Title

Classification Title to be retired: Recreation Program Supervisor Sr. Band/Range 63/28

Date of Retirement: 1/15/2019

Department(s) where the title was used: Parks & Recreation

Title Replace by: Recreation Program Supervisor

Explain Reason for Retirement: All duties are assigned to other Recreation Program Supervisors.

Department Head Signature: [Signature] Date: 1-15-19

Submit this document to Human Resources/Risk Management Director for review. HR will forward to the Commissioners’ for approval. Personnel committee will be notified of the status of the position. All records should be updated to reflect the change.

Human Resources Review Date: 1-22-19

Request is: Forwarded Returned

Reason for action: Changed department structure

Human Resources Signature: [Signature]

County Commissioners Review Date: _______ _______ _______

Request is: Approved Denied

Chairperson Signature: Date:

Distribution of Finalized Form: Original-HR; Copy-Classification File; Copy-Department Head

FORM: Request Change in Position Allocation
Request to Retire a Title

Classification Title to be retired: Carpenter  Band/Range 52/23

Date of Retirement: 05/15/2018

Department(s) where the title was used: Parks & Recreation

Title Replace by: Parks Maintenance Technician

Explain Reason for Retirement: Duty assignment have changed at Parks & Recreation so a Technician may be asked to do task other than just Carpentry. This will allow more flexibility in supervision. _____

Supervisor Signature: __________________________ Date: __________

Department Head Signature: __________________ Date: 1-15-19

Submit this document to Human Resources/Risk Management Director for review. HR will forward to the Commissioners' for approval. Personnel committee will be notified of the status of the position. All records should be updated to reflect the change.

Human Resources Review Date: ____________

Request is: ____ Forwarded _______ Returned

Reason for action: moving away from specialized title

Human Resources Signature: __________________________

County Commissioners Review Date: ____________

Request is: _______ Approved _______ Denied

Chairperson Signature: __________________________ Date: ____________

Distribution of Finalized Form: Original-HR; Copy-Classification File; Copy-Department Head

FORM: Request Change in Position Allocation

Created 1/2012; rev
Request to Retire a Title

Classification Title to be retired: Electrical Inspector & Sr. Electrical Inspector  Band/Range 26/58 & 63/28
Date of Retirement: 1-15-2019

Department(s) where the title was used: Public Works – Building & Planning Division

Title Replace by: Building Inspector & Senior Building Inspector

Explain Reason for Retirement: Building inspectors inspect more than electrical systems; although it is still necessary to do electrical inspections that may not be all that is done by the electrical inspector. This will document the greater flexibility that is being used to assign inspections.

Supervisor Signature: ____________________________ Date: ____________________________

Department Head Signature:  Kc Kj Date: 1-15-2019

Submit this document to Human Resources/Risk Management Director for review. HR will forward to the Commissioners’ for approval. Personnel committee will be notified of the status of the position. All records should be updated to reflect the change.

Human Resources Review Date: 1-22-19
Request is: X Forwarded  Returned
Reason for action: Moving toward more general titles
Human Resources Signature: ____________________________

County Commissioners Review Date: _______ - _______ - _______
Request is: _______ Approved  _______ Denied
Chairperson Signature: ____________________________ Date: ____________________________

Distribution of Finalized Form: Original-HR; Copy-Classification File; Copy-Department Head

FORM: Request Change in Position Allocation Created 1/2012; rev
Request to Retire a Title

Classification Title to be retired: _____Welder II_____ Band/Range _____52/23_____  

Date of Retirement: __1/15/2019__________________________

Department(s) where the title was used: _____Public Works__________

Title Replace by: _____NONE_____

Explain Reason for Retirement: The current Mechanic position has welding requirements and it was decided to retire the Welding Classification

Department Head Signature: ____________________________ Date: __________

Department Head Signature: [Signature] Date: 1/15/2019

Submit this document to Human Resources/Risk Management Director for review. HR will forward to the Commissioners’ for approval. Personnel committee will be notified of the status of the position. All records should be updated to reflect the change.

Human Resources Review Date: 1-22-19

Request is: _____Forwarded _____Returned

Reason for action: move to more general tasks

Human Resources Signature: [Signature]

County Commissioners Review Date: _____________

Request is: ________Approved ________Denied

Chairperson Signature: ____________________________ Date: __________

Distribution of Finalized Form: Original-HR; Copy-Classification File; Copy-Department Head
Request to Retire a Title

Classification Title to be retired: ___Welder III___ Band/Range 56/25___

Date of Retirement: ___1/15/2019______________________________

Department(s) where the title was used: ___Public Works_________

Title Replace by: __NONE______________________________

Explain Reason for Retirement: ___THE CURRENT MECHANIC POSITION HAS WELDING REQUIREMENTS AND IT WAS DECIDED TO RETIRE THE WELDING CLASSIFICATION___

Department Head Signature: __________________________ Date: __________________

Department Head Signature: ________________ Date: ___1.15.2019___

Submit this document to Human Resources/Risk Management Director for review. HR will forward to the Commissioners’ for approval. Personnel committee will be notified of the status of the position. All records should be updated to reflect the change.

Human Resources Review Date: __1.24.19___
Request is: ___Forwarded___ Returned
Reason for action: ___moving toward more skilled titles___
Human Resources Signature: __________________________

County Commissioners Review Date: _______ Date: _______
Request is: _______ Approved _______ Denied
Chairperson Signature: __________________________ Date: __________________

Distribution of Finalized Form: Original-HR; Copy-Classification File; Copy-Department Head
Request to Retire a Title

Classification Title to be retired: Public Health Aide
Band/Range: 40/18

Date of Retirement: 1/15/2019

Department(s) where the title was used: Public Health

Title Replace by: 

Explain Reason for Retirement: Because the services provided by the Public Health Aide are offered by other agencies in turn, Public Health felt it was a duplication of services. Public Health does not plan on offering these services again.

Department Head Signature: [Signature] Date: 1/15/19

Submit this document to Human Resources/Risk Management Director for review. HR will forward to the Commissioners’ for approval. Personnel committee will be notified of the status of the position. All records should be updated to reflect the change.

Human Resources Review Date: 1/22/19
Request is: [ ] Forwarded [ ] Returned
Reason for action:

Human Resources Signature: [Signature]

County Commissioners Review Date: [Date]
Request is: [ ] Approved [ ] Denied

Chairperson Signature: [Signature] Date: 

Distribution of Finalized Form: Original-HR; Copy-Classification File; Copy-Department Head

FORM: Request Change in Position Allocation
Created 1/2012; rev
The following page(s) contain the backup material for Agenda Item: 10:00 Classification Specifications

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed. Comments related to the Board agenda will be heard first.*
MEMORANDUM
...from H.R./Risk Management

TO: Campbell County Board of Commissioners
   Rusty Bell, Chairman
   Mark Christensen
   Robert Maul
   DG Reardon
   Del Shelstad

FROM: Charlotte Terry
       Director of Human Resources & Risk Management

DATE: February 25, 2019

SUBJECT: Approval of Class Specification for Building Code Official & Building Inspector/Senior Building Inspector (career ladder position) & HR/Risk Management Director

The Campbell County Public Works Executive Director has reviewed the class specifications for the positions of Building Code Official & Building Inspector/Senior Building Inspector. The recommended changes, which bring the qualification up to date, have been made to the attached and are being submitted for your review and approval.

The class specification for the position of HR/Risk Management Director has been updated to reflect the addition of certification of SPHR-CP and SPHR-SCP as acceptable certifications. The education has been updated to require a bachelor’s degree and not “equivalent to” a bachelor’s degree.

None of the recommended changes were significant enough to have any effect on the pointing of the positions.

Thank you for your consideration. Please let me know if you have any questions.

Attachment
## Human Resources/Risk Management Director

<table>
<thead>
<tr>
<th>FLSA Status:</th>
<th>Exempt</th>
<th>Job Type:</th>
<th>1019</th>
<th>Pay Range/Band:</th>
<th>80/34</th>
</tr>
</thead>
</table>

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job and/or department.

### DEFINITION

To develop, implement, monitor, revise, and communicate human resources and risk management strategy to support overall County's strategies and goals; plan, organize, direct, review, administer and communicate the activities and operations of the County's human resources and risk management department; administer the budget and staff of the department; ensure compliance with all applicable local, state and federal regulations; work with highly sensitive, complex, confidential and sometimes controversial issues with employees, departments, boards, and outside agencies and organizations.

### SUPERVISION RECEIVED AND EXERCISED

Exercise direct supervision over Human Resources/Risk Management departmental staff and functional supervision over personnel assigned to special projects/committees.

Receive general administrative direction from Board of Commissioners.

### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

*Important and essential duties may include, but are not limited to the following:

1. Develop, direct, oversee and maintain human resources/risk management strategies, programs, practices and systems to achieve County goals and objectives.
2. Plan, organize, manage and direct employee training and development programs; ensure equal employment opportunity, diversity, and affirmative action within the workforce.
3. Coordinate and advise on a County-wide basis recruitment and selection processes, classification and compensation programs, performance appraisal systems, FMLA leave procedures and practices, employee disciplinary actions.
4. Research, negotiate and administer the County benefits and risk management programs, including self-insured medical and dental plans; fully insured life, vision, LTD, EAP, property, and liability plans; County representative to the Coordinated Benefits Trust.
5. Interpret, develop, communicate, review and update Human Resources and Risk Management policies, procedures and guidelines; recommend changes and additions to the County's personnel guidelines and employee policies. Review, document and take appropriate follow-up actions when exceptions to established plans, policies and practices are requested.
6. Interpret, review, apply, direct, counsel and advise on complex Federal, State and County policies and procedures; ensure legal compliance.
7. Manage workers' compensation, liability, subrogation, and unemployment claims; oversee and facilitate the handling and processing of incidents/accidents; ensure routine inspections and compliance with federal and state safety regulations; monitor claims and suits against the County working with insurance representative and legal counsel.
8. Develop and oversee the implementation of a County-wide safety program to promote the health and welfare of County employees.
9. Develop and administer the department's budget including annual program goals and objectives; analyze and track expenditures; monitor fiscal transactions for human resources/risk management activities.
10. Organize, develop, present and coordinate comprehensive employee training programs including management training in performance reviews, safety and sexual harassment.
11. Monitor current, newly adopted and proposed legislation, rules and regulations, and disseminate information to Department officials and employees.
12. Select, train, motivate and evaluate assigned staff; work with staff to correct deficiencies; implement discipline and termination procedures; assign tasks, projects and monitor assigned staff.
13. Serve as a member and liaison to various committees/teams; collaborate, persuade and negotiate with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.
14. Coordinate the preparation, administration and audit of the County's classification and pay policies, employee compensation, and performance evaluations.
15. ADA and EEOC Compliance Officer; receive and investigate complaints and grievances regarding highly complex, sensitive and confidential human resource/risk management related matters; advise and assist Department Heads and employees in the solution of problems.
16. Maintain data for the design and preparation of complex, routine and non-routine reports as needed or requested utilizing a variety of statistical methods and software; research and summarize material for report preparation; disseminate and interpret reports to be used as basis for management and strategy decisions on a County-wide basis.
17. Interact and negotiate with a variety of high-level individuals, both internally and externally to provide information and resolve administrative issues.
18. Manage consultants retained to provide Human Resource advice and guidance.
19. Adhere to safe work practices and procedures.
20. Direct, attend and participate in staff meetings and related activities; attend workshops, conferences and classes to maintain professional and technical knowledge; serve on committees as assigned; stay abreast of new trends and innovations in the fields of human resources and risk management.

OTHER JOB-RELATED DUTIES
Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- All facets of human resources/risk management functions within a government organization
- Applicable state and federal statutes, codes, laws, rules and regulations, and legislative issues
- Classification, compensation, evaluation, recruitment and selection methodologies
- Risk management theory, principles, practices and application to property and liability insurance, safety, worker's compensation and health insurance.
- Administrative principles and practices, including budgeting, goal and strategy establishment and implementation
- Advanced principles and practices of supervision, training and performance evaluation
- Advanced principles and practices of budget preparation and administration
- Principles of contract administration
- Principles of team building
- Methods and techniques of research, mathematical and statistical analysis and report presentation
- County government organization and operations
- Recent developments, current literature and sources of information regarding human resources/risk management
- Principles and methods of training, organizational behavior and education
- All computer applications, modern office procedures, methods, and equipment
- Principles and practices of working safely
Skill to:
- Analyze situations and formulate effective response
- Operate modern office equipment
- Operate a motor vehicle safely

Ability to:
- Plan organize and direct personnel and risk management programs.
- Select, train, supervise and evaluate assigned staff and take appropriate, corrective actions
- Provide guidance and direction to County officials and employees regarding personnel and risk management issues in accordance with applicable state and federal statutes, codes, laws, rules and regulations, and legislation
- Research, compile, summarize, design, prepare and maintain a variety of informational and statistical data, records and materials
- Recognize, analyze and resolve personnel, risk and administrative issues, problems, challenges and opportunities; determine appropriate level of response, identify alternative solutions, predict and communicate consequences of proposed solutions; implement or assist with the implementation of recommendation that best supports the mission of the department
- Maximize the effective utilization of assigned staff and resources. Make recommendations regarding organizational structure and design to maximize effective utilization of assigned staff and resources
- Prepare clear and concise management and budgetary written and oral reports
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and need
- Exercise appropriate empathy and discretion
- Respond to stressful and sensitive situations in a professional and confidential manner
- Communicate effectively and concisely, both orally and in writing
- Make effective presentations to Board of Commissioners, Department Heads, employees and organizations
- Organize departmental work, set priorities, meet critical deadlines and complete assignments
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Attend continuing education classes to maintain current certifications

EXPERIENCE AND TRAINING GUIDELINES:
Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:
- Six years of progressively responsible experience in personnel/labor relations administration/risk management or related experience including two years of supervisory experience

Education/Training:
- Bachelor's or master's degree from an accredited college or university in personnel management, public business administration, human resources and/or risk management or closely related field

LICENSE, CERTIFICATES OR REGISTRATION:
Must be current or obtained within a specified time frame as defined upon employment.
- Valid driver's license
- Professional in Human Resources (PHR)/Senior Professional in Human Resources (SPHR) or SHRM-CP or SHRM-SCP certification
WORKING CONDITIONS:
Essential duties require the following:

Working Environment:
 o Minimal exposure to undesirable working conditions or exposure

Physical Activities:
 o Essential functions require maintaining physical condition necessary for minimal physical activity such as sitting, standing, walking, running, kneeling, crouching/stooping/squatting, and lifting an average of 25 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Campbell County is an Equal Opportunity Employer

| Original Effective Date: 05/19/2003 |
| Last Revision Date: 01/16/2006 |

Approval: 

Signature 02/28/2019 Date
Campbell County
Gillette, Wyoming

Job Classification Title:
Building Inspector
Senior Building Inspector

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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job and/or department.

DEFINITION
To perform technical and administrative building permitting and review inspections to ensure compliance with Wyoming State Statutes, Campbell County Chapter 4 Rules Regulating Construction, International Code Council (ICC), and the Department of Public Works internal directives.

Building Inspector
This is the entry/journey level in the class series and serves as the training class for Building Inspectors. Positions at this level usually perform most of the duties required of the Senior level, but usually exercise less independent discretion and judgment in matters related to work procedures and methods. Exceptions or changes in procedures are explained in detail as they arise.

Senior Building Inspector
This is the advanced journey level in the class series. Positions at this level are distinguished from the Building Inspector level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level require specialized knowledge, abilities, skills, and experience, and often exercise independent judgment in the performance of their duties. Positions at this level are fully aware of the operating procedures and policies of the department. Positions at the Senior level are normally filled by advancement, completion of ICC Certifications, and successful performance at the Building Inspector level.

SUPERVISION EXERCISED AND RECEIVED

Building Inspector
Exercise no supervision.
Receive general supervision from the Building Code Official.

Senior Building Inspector
Exercise technical or functional supervision over Building Inspector
Receive direction from the Building Code Official.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Important and essential duties may include, but are not limited to, the following:

Building Inspector

1. Conduct inspections of buildings being constructed, repaired, or remodeled to determine compliance with ICC, state statutes, County adoptions, and internal directives.
2. Counsel builders, contractors, engineers, and other interested parties on building code; make recommendations relating to appropriate building code.
3. Respond to, investigate, and resolve complaints concerning failed small wastewater systems, building codes, and other building code violations. Work with Planner/Zoning Administrator on zoning violations.
4. Examine and review building construction plans, coordinate meetings, and insure compliance with building code.
5. Approve the issuance of building permits and occupancy certificates.
6. Consult with state and local fire prevention personnel and make recommendations on regulatory matters.
7. Document and maintain inspection records using LAMA software.
8. Communicate effectively to enforce building code requirements. Confer as necessary with other inspectors on the most difficult inspections or when code interpretation may be needed.
9. Provide building code interpretation for staff, architects, and engineers during preliminary design, pre-application, plan check, and construction phases of development.
10. Represent the County at various meetings regarding building code issues. Remain current on building code state statutes and County resolutions. Research building code interpretations to formulate policy.
11. Attend required continuing education classes.
12. Adhere to safe work practices and procedures.
13. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned.

**Senior Building Inspector**

*In addition to the qualifications of Building Inspector:*

14. Represent the County during Building Code Appeals.
15. Work with Planner/Zoning Administrator on resolution of zoning violations.

**OTHER JOB-RELATED DUTIES**

Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Building Inspector**

**Knowledge of:**
- Pertinent County adoptions and State statutes pertaining to building codes
- Commercial and Residential construction
- ICC codes used in building construction
- Practices and methods used in all phases of building construction
- Modern office procedures, methods and equipment
- Principles and practices of working safely
- Safe driving principles and practices

**Skill to:**
- Operate modern office equipment
- Operate a motor vehicle safely
- Operate GIS mobile equipment
- Operate test equipment

**Ability to:**
- Perform technical inspection work involving the use of independent judgment and personal initiative
- Prepare and maintain inspection records
- Interpret, apply, and enforce the requirements of the ICC, state statutes, and County resolutions including the Department of Public Works internal directives
- Read and interpret building and small wastewater plans and drawings
- Work and remain calm under stressful conditions
- Work with people of different personality types
- Use considerable tact, diplomacy, and interpersonal/human relation skills to maintain positive working relations
- Read, analyze, and interpret common technical journals
- Communicate clearly and concisely, both orally and in writing
- Exercise good judgment, flexibility, creativity, and sensitivity in interacting with the public and contractors
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

**Senior Building Inspector**

*In addition to the qualifications of Building Inspector:*

**Knowledge of:**
- County zoning requirements
- County subdivision regulations
- Building construction plans

**Ability to:**
- Assist with the design and implementation of County building projects
- Interpret, explain, and enforce the building code required by County and State
- Independently prepare and perform the full range of the plan review process
- Examine and review building construction plans for accuracy and compliance
- Write and/or review building specifications for County building projects
- Respond to, investigate, and resolve inquiries from the general public
- Prepare appeal information for board packets
- Act as Building Code Official in their absence

**Experience and Training Guidelines:**
*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Building Inspector**

**Education/Training:**
- Equivalent to two years of college or trade apprenticeship and/or specialized training. Higher level skills requiring more training time.

**Experience:**
- Three years minimum experience in building, electrical, plumbing, and/or small wastewater permitting, inspection or construction

**Senior Building Inspector**

**Education/Training:**
- Equivalent to two years of college or trade apprenticeship and/or specialized training. Higher level skills requiring more training time.

**Experience:**
- Five years minimum experience in building, electrical, plumbing, and/or small wastewater permitting, inspection or construction.
LICENSES, CERTIFICATIONS, OR REGISTRATIONS:
Must be current or obtained within a specified time frame as defined upon employment.

Building Inspector

- Valid driver's license.

Must be current or obtain the following certifications within a specified time frame as defined upon employment:

- ICC Residential Plumbing Inspector
- ICC Residential Mechanical Inspector
- ICC Residential Building Inspector
- ICC Commercial Plumbing Inspector
- ICC Commercial Mechanical Inspector
- ICC Commercial Building Inspector

Senior Building Inspector
In addition to the qualifications of Building Inspector:

Must hold the following certifications or any combination or equivalent experience at the time of hire:

- Valid driver's license
- Wyoming Journeyman Electrician License
- ICC Electrical Plans Examiner
- ICC Residential Plans Examiner
- ICC Residential Electrical Inspector

Must be current or obtain the following certifications within a specified time frame as defined upon employment:

- ICC Commercial Plans Examiner
- ICC Commercial Building Inspector
- ICC Commercial Plumbing Inspector
- ICC Commercial Mechanical Inspector
- ICC Commercial Electrical Inspector

WORKING CONDITIONS:
Essential duties require the following:

Working Environment:
- Considerable exposure to undesirable working conditions such as extreme cold, heat, noise, and working outdoors. Work near moving equipment.

Physical Activities:
- Essential functions require maintaining physical condition necessary for considerable physical activity such as sitting, standing, walking crouching/stooping/squatting, climbing, and lifting an average of 25 lbs.; drive to different sites and locations.
These requirements are representative but not all-inclusive of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Campbell County is an Equal Opportunity Employer.

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CAMPBELL COUNTY
GILLETTE, WYOMING

Job Classification Title:
Building Code Official

| FLSA Status: Exempt | Job Type: 380 | Pay Range/Band: 76/32 |

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job and/or department.

DEFINITION
To plan, direct, manage, and oversee the activities and operations of the Building Division of Public Works; to supervise assigned staff; and to perform technical and administrative building permitting, and review inspections to ensure compliance with Wyoming State Statutes, Campbell County Chapter 4 Rules Regulating Construction, International Code Council (ICC), and the Department of Public Works internal directives.

SUPERVISION RECEIVED AND EXERCISED
Exercise direct supervision over assigned staff.
Receive administrative direction from the Public Works Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Important and essential duties may include, but are not limited to, the following:

1. Assume full management and leadership responsibility for all Division services, assigned staff, and activities including building permits and building inspections.
2. Implementation of division goals, objectives, policies, and priorities; recommend appropriate service and staffing levels.
3. Provide the Public Works Director with regular status reports; attend Board meetings as required.
4. Continuously monitor efficiency and effectiveness of division service; monitor work load; identify opportunities for improvement; and make recommendations for improvement.
5. Work cooperatively with other agencies, staff, and public to effectively achieve goals.
6. Assist with the selection and evaluation of department personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend discipline and termination procedures; assign tasks, projects, and monitor personnel.
7. Coordinate division activities with those of other departments and divisions, outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
8. Assist with preparation of Division budget.
9. Perform administration of Division budget.
10. Recommend scheduling of division equipment purchase and replacement.
11. Respond to and resolve difficult and sensitive inquiries and complaints.
12. Meet with management staff to identify and resolve problems; assign projects and areas of responsibility; review and evaluate work methods and procedures.
13. Recommend and implement applicable County regulations.
14. Adhere to safe work practices and procedures.
15. Attend and participate in staff meetings, professional group meetings, and related activities; attend workshops, conferences and classes to increase professional knowledge; serve on committees as assigned; stay abreast of new trends and innovations in the fields of building codes, building inspections, and plan review.
OTHER JOB-RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of County building inspection programs
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Principles and practices of supervision, training, and performance evaluation
- Pertinent Federal, State, and local laws, codes and regulations
- Modern office procedures, methods, and equipment
- Principles and procedures of record keeping and reporting
- Principles and practices of working safely

Skill to:

- Operate modern office equipment
- Operate a motor vehicle safely

Ability to:

- Provide administrative and professional leadership and direction for staff
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient building inspections
- Plan, organize, direct, and coordinate the work of personnel; delegate authority as required.
- Select, supervise, train and evaluate staff
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Oversee and prepare clear and concise administrative and financial reports
- Interpret and apply Federal, State, and local building inspection policies, procedures, laws and regulations.
- Ensure the maximum utilization of staff, equipment and supplies
- Interpret and explain Division and County policies and procedures
- Communicate clearly and concisely, both orally and in writing
- Deal effectively with sensitive and difficult situations
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs
- Establish, maintain, and foster positive and harmonious working relationships with internal and external customers

EXPERIENCE AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- Seven years minimum experience in building, electrical, plumbing, and/or small wastewater permitting, inspection or construction with responsible management and supervisory experience

Education/Training:

- Equivalent to associate degree in Business/Public Administration or related field

LICENSE, CERTIFICATES OR REGISTRATION:
Must hold the following certifications, or any combination or equivalent experience, at the time of hire:

- ICC Commercial Plans Examiner
- ICC Commercial Building Inspector
- ICC Commercial Plumbing Inspector
- ICC Commercial Mechanical Inspector
- Valid driver's license

Must be current or obtain the following certifications within a specified time frame as defined upon employment:

- ICC Certified Building Official (CBO)

**WORKING CONDITIONS:**
*Essential duties require the following:*

**Working Environment:**

- Moderate exposure to undesirable working conditions such as extreme cold, heat, noise and weather

**Physical Activities:**

- Essential functions require maintaining physical condition necessary for minimal physical activity such as sitting, standing, walking, kneeling, twisting upper body, and lifting an average of 25 lbs.; travel to different sites and locations

*These requirements are representative but not all-inclusive of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Campbell County is an Equal Opportunity Employer.*

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The following page(s) contain the backup material for Agenda Item: **10:05 Resolution for Special Prosecution**

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed. Comments related to the Board agenda will be heard first.*
Resolution #
RESOLUTION FOR SPECIAL PROSECUTION

WHEREAS, the Campbell County and Prosecuting Attorney has entered into an agreement with Joseph M. Baron, Crook County Attorney, in and for Crook County, Wyoming, or other designee of the Crook County Attorney’s Office, to investigate and otherwise proceed to make, in their sole discretion, a determination and proper disposition of all potential criminal and juvenile matters the State of Wyoming vs. Ryan Larsen, CR-2019-0297, which the Campbell County Attorney’s Office has a conflict of interest;

WHEREAS, Joseph Baron or other designee of the Crook County Attorney’s Office will provide their services free of charge to Campbell County, however the Campbell County Attorney’s Office shall reimburse for all costs and expenses.

WHEREAS, Wyoming Statute §18-3-302 authorizes said action and it benefits Campbell County.

THEREFORE, be it resolved that Joseph M. Baron or other designee of the Crook County Attorney’s Office be authorized to act as a Special Deputy Prosecutor to investigate and make proper disposition of all potential criminal and juvenile matters the State of Wyoming vs. Ryan Larsen, CR-2019-0297, as set forth above on behalf of Campbell County, Wyoming.

DATED this ______ day of February, 2019.

THE BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING

Rusty Bell, Chairman

Mark A. Christensen, Commissioner

DG Reardon, Commissioner

Bob Maul, Commissioner

Del Shelstad, Commissioner

ATTEST:
Susan Saunders, Campbell County Clerk
STATE OF WYOMING

COUNTY OF CAMPBELL

APPOINTMENT OF SPECIAL DEPUTY
CAMPBELL COUNTY AND PROSECUTING ATTORNEY

KNOW ALL PERSONS BY THESE PRESENTS:

That I, Ronald E. Wirthwein, Jr., County and Prosecuting Attorney in and for Campbell County, State of Wyoming, pursuant to the authority granted me by the Board of Commissioners of Campbell County by Resolution No.____, dated the ____ day of February, 2019, does hereby appoint Joseph M. Baron or other designee of the Crook County Attorney’s Office as Special Deputy Prosecuting Attorney, in and for Campbell County, Wyoming, to investigate and otherwise proceed to make, in their sole discretion, a proper disposition all potential criminal and juvenile matters the State of Wyoming vs. Ryan Larsen, CR-2019-0297, which occurred in Campbell County, Wyoming.

It is understood that said Special Deputy Prosecutor shall not receive any fee for the services performed pursuant to this appointment; however, said Special Deputy Prosecutor shall be reimbursed for all costs and expenses such Special Deputy Prosecutor may incur in the course of performing such services.

DATED this 22nd day of February, 2019.

RONALD E. WIRTHWEIN, JR. – WSB No. 6-4084
County and Prosecuting Attorney
in and for Campbell County, Wyoming
500 South Gillette Avenue, Suite B200
Gillette, Wyoming 82716
Phone: (307) 682-4310 Fax: (307) 687-6441