AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

DG REARDON, Chairman
RUSTY BELL
BOB MAUL
DEL SHELSTAD
COLLEEN FABER

MAY 19, 2020

Due to the COVID-19 Pandemic crisis, there will be limited seating available in the Commissioners' Chambers to allow for proper social distancing. Citizens are encouraged to submit public comment via email to boc@ccgov.net by Noon on May 18th and view the meeting on GPA Channel 192 or through the County website at www.ccgov.net.

09:00 MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE

CONSENT AGENDA

A. Consent Agenda

PUBLIC COMMENT

B. 9:05 For the Good of the County*

OPEN GOVERNMENT

C. 9:15 County Information

REGULAR BUSINESS

D.	9:20 Employee Recognition Committee Appointment	Sara Kuhbacher
E.	9:25 CARES Act Airport Grant Agreement	Jay Lundell
F.	9:30 Classification & Change of Allocation, Airport Operations Supervisor	Jane Glaser
G.	9:35 Bid Award, Airport Terminal Building Reroof Project	Clark Melinkovich
H.	9:40 Certification of Extraordinary Costs - Ad Valorem Tax	Carol Seeger
I.	9:45 Consulting Services Agreement, PMCH	Carol Seeger
J.	9:50 Gillette Reproductive Health	Julie Price Carroll
K.	10:10 Community Services Block Grant Application FY2021	Beth Raab

PUBLIC HEARING

L.	10:15 FY2019-2020 Budget Amendments	Susan Saunders

WORKSHOP

M.	10:30 PFM Investments Quarterly Report	Brian Quinn

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ADJOURN

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Consent Agenda

MINUTES
Board of Commissioners Special Meeting, May 1, 2020
Board of Commissioners Directors Workshop, May 4, 2020
Board of Commissioners Regular Meeting, May 5, 2020

MONTHLY REPORTS
Clerk of District Court – April 2020
County Clerk – April 2020
Sheriff's Office – April 2020
Sheriff's Office, Detention Center – April 2020
Treasurer's Office – April 2020

PAYROLL PAYMENTS
May 2, 2020

EMERGENCY SICK LEAVE BANK REQUESTS
Request transfer of 2.05 hours from ESLB to Employee #615283

LINE ITEM TRANSFERS
Airport
Transfer $600 from 751.6091 Public Rel & Prom to 751.6102 Assoc, Comm, Dues & Fees
Transfer $1,500 from 751.6118 Satellite TV/Music to 751.6145 Consulting-General
Transfer $23.00 from 751.6517.1 Tuition and Fees to 751.6517.2 Staff Development
Transfer $800 from 751.6767 General Eq to 751.6517.3 Conference/Seminar/Wkshp
Transfer $270 from 751.6131 Medicals to 751.6517.3 Conference/Seminar/Wkshp
Transfer $470 from 751.6756 Painting Supplies to 751.6517.3 Conference/Seminar/Wkshp
Transfer $1,000 from 751.6675 Motor Oil to 751.6673 Gasoline
Transfer $1,000 from 751.6676 Hydraulic Fluid to 751.6772 ILS Maintenance
Transfer $1,000 from 751.6677 Grease to 751.6772 ILS Maintenance
Transfer $500 from 751.6752 Tires and Chains to 751.6772 ILS Maintenance
Transfer $500 from 751.6752 Gen Vehicle Mnt. to 751.6772 ILS Maintenance
Transfer $500 from 751.6777.4 Shop Maintenance to 751.6777.1 Terminal Maintenance
Transfer $500 from 751.6777.6 GA Bldg. Mnt. to 751.6777.1 Terminal Maintenance
Transfer $318 from 751.6719 Property Taxes to 751.6748 Other Op Supplies
Transfer $1,000 from 751.6323 Water Sewer Sewer Eng. to 751.6789 Fuel Farm Maintenance
Transfer $405.79 from 751.6282 Airplane/Train/Bus to 751.6789 Fuel Farm Maintenance

Parks & Recreation
Transfer $611 from 7702.6517.2 Staff Development to 7704.6517.2 Staff Development
Transfer $2,500 from 7704.6687 Landscape Supplies to 7704.6774 Irrigation Maintenance

Public Works
Transfer $5,262 from 020.7085 District Support Grants to 020.7085.15 Rustic Hills I&S District

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MALT BEVERAGE PERMITS
Carol Bohl, Gillette Stock Car Racing Association, for races at Thunder Speedway in the spectator area on May 23, 2020; May 30, 2020; June 6, 2020; June 13, 2020; June 20; 2020; June 27, 2020; July 4, 2020; July 11, 2020; July 18, 2020; July 25, 2020; August 1, 2020; August 8, 2020.

POSITION VACANCY JUSTIFICATIONS
Library Board – Youth Services Specialist
Public Health – Public Health Nurse

SICK LEAVE TRANSFERS
Request transfer of 40 hours from Employee #102349 to Employee #615283
Request transfer of 40 hours from Employee #101901 to Employee #615283

STATE ELECTRICAL CONTRACTOR'S LICENSE RENEWAL
Curtis Wendling – Master Electrician

HAND WARRANTS

CCCBT	212,581.28
	AMOUNT
CCEHBTA – Health	780,633.82
CCEHBTA – Dental	43,105.10
Delta Dental Plan of Wyoming	2,134.90
Campbell County Clerk Tax Account	20,800.74
Campbell County Treasurer – FLX/HSA	2,437.49
Campco Federal Credit Union	950.00
Great West Trust Company	4,525.00
Jeffrey M. Mooney	587.50
Wyoming Retirement System	2,161.86
Campbell County Clerk Tax Account	310,124.26
Campbell County Parks & Recreation Activity Fund	31.00
Campbell County Treasurer – FLX/HSA	44,801.42
Campco Federal Credit Union	276.01
Great West Trust Company	36,751.66
Wyoming Child Support	1,688.38

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The following page(s) contain the backup material for Agenda Item: Consent Agenda

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Office of County Commissioners
May 1, 2020
Gillette, Wyoming

Special Meeting

The Campbell County Board of Commissioners met in a Special Meeting, Friday, May 1, 2020 at 5:00 PM.

The purpose of the Special Meeting was for discussion of COVID-19 impact management, Governor's orders of closure and countywide variance request.

Present were DG Reardon, Rusty Bell, Del Shelstad, Bob Maul, Colleen Faber, Commissioners; Susan F. Saunders, County Clerk; Ivy McGowan-Castleberry, Public Information Coordinator; Jenny Staeben, Deputy County Attorney and Carol Seeger, Commissioners Administrative Director.

Also present were Mayor Carter-King; Patrick Davidson, City Administrator; Anthony Reyes, City Attorney and Dr. Patel, County Health Officer.

Discussion was held on applying for a county wide variance for the opening of restaurants and liquor establishments.

Discussion was held with Dr. Patel on the impact of COVID-19.

There being no further business to come before the Board, the meeting was adjourned at 6:30 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

DG Reardon, Chairman
Board of County Commissioners

Office of County Commissioners
May 4, 2020
Gillette, WY

Directors Workshop

The Campbell County Board of Commissioners met for a Directors Workshop, Monday, May 4, 2020 at 1:30 PM.

Present were Rusty Bell, Del Shelstad, DG Reardon, Bob Maul, Colleen Faber, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Commissioners Administrative Director; Kevin Geis, Road and Bridge Director; Belinda Roos, Accounting Manager; Brandy Elder, HR Director and Jenny Staeben, Deputy County Attorney. Kevin King, Public Works Director, was present telephonically.

Discussion was held with Rick Mansur, Parks and Recreation Director and Dwayne Dillinger, Golf Superintendent about Campbell County entering into a lease agreement with Sun Mountain Motor Sports for use of single rider Finn Scooters at Bell Nob.

Discussion was held with Rick Mansur on the safety guidelines to re-open the Recreation Center.

Brandy Elder provided an update on the grade and title changes from Segal Waters recommendations.

Kevin Geis provided an update on roads, dust control, CMAQ, and on the North Garner Lake Road project.

Carol Seeger discussed future Commissioners meetings and correspondence.

Kevin King provided project updates and items being ordered for safety due to Covid-19.

Commissioner Shelstad moved to submit an application to Dr Patel, County Health Officer, for a county wide variance to open bars and restaurants. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

Commissioner Faber is working with Dr. Patel on a county wide variance for religious organizations and funeral homes.

There being no further business to come before the Commissioners, the meeting was adjourned at 2:35 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

DG Reardon, Chairman
Board of County Commissioners

Office of County Commissioners
May 5, 2020
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, May 5, 2020. Chairman Reardon called the meeting to order at 9:00 AM. Pastor Marty Crump led in prayer and Chairman Reardon led the Pledge of Allegiance.

Present were DG Reardon, Rusty Bell, Bob Maul, Del Shelstad, Collen Faber, Commissioners; Kendra Anderson, Deputy County Clerk; Jenny Staeben, Deputy County Attorney and Carol Seeger, Commissioners Administrative Director.

Commissioner Bell moved to adopt Resolution Number 2035 proclaiming May 7, 2020 as "National Day of Prayer," as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

The following consent agenda was presented:

MINUTES:

Board of Commissioners Regular Meeting, April 21, 2020

MONTHLY REPORTS:

941 Tax Report – 1st Qtr 2020

Worker's Comp Report – 1st Qtr 2020

PAYROLL PAYMENTS:

April 18, 2020

April 30, 2020

CAPITAL REQUEST:

Road & Bridge – Budgeted to purchase a fuel/lube truck body to place on an existing truck in the amount not to exceed $100,000 from account 020.7192

Road & Bridge – Budgeted to purchase three motor graders in the amount not to exceed $223,496 from account 020.7195

COMPENSATION:

Implementation of the step pay program at rates which place the Fire Department at 98% of the minimum industry placement effective June 21, 2020

EMERGENCY SICK LEAVE BANK (ESLB) DONATIONS:

Transfer 16 hours from ESLB to Employee #677054

Transfer 16 hours from ESLB to Employee #549394

EQUIPMENT TRANSFER:

Transferring a 2001 John Deere 1200A Bunker Rake from Campbell County to Newcastle Babe Ruth

LINE ITEM TRANSFERS:

Public Works - Transfer $9,227 from 020.7085 District Support Grants to 020.7085.33 Graceland I&S; transfer $9,871 from 020.7085 District Support Grants to 020.7085.45 Rozet Ranchettes I&S; transfer $5,448 from 020.7085 District Support Grants to 020.7085.24 Stonegate I&S

POSITION VACANCY JUSTIFICATIONS:

Fire Department – Fire Engineer (2 Positions)

Fire Department – Firefighter (2 Positions)
Library Board – Library Manager
Road & Bridge – Equipment Operator II (2 Positions)
Sheriff's Office – Detention Officer – Senior Detention Officer

HAND WARRANTS:

Campbell County Clerk Tax Account	$304,600.87
Campbell County Parks & Recreation Activity Fund	31.00
Campbell County Treasurer – HSA/FLX	44,551.42
Campco Federal Credit	276.01
Circuit Court of Campbell County	587.50
Great West Trust Company	36,651.66
Wyoming Child Support	1,688.38
Wyoming Department of Workforce Services – W.C.	101,250.41
Circuit Court of Campbell County	55.00
Johnson County Sheriff	50.00

Commissioner Bell moved to approve all items on the Consent Agenda as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the vouchers as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

A. P. Mobley	Library-General Administration	$300.00
Absolute Science	Library-General Administration	2,000.00
Accushape	Capital Outlay-Sheriff	3,010.00
Action Lock and Key	Various Departments	53.06
Advanced Labeling	County Clerk	706.70
Air Tech Heating	Sheriff-Jail Facility	1,135.00
Albertson	County Health Officer	36.25
Albin, Elizabeth A	Library-General Administration	313.95
Alsco	Landfill	1,413.71
Alternative Propane	Landfill	535.50
Amazon Courthouse	Various Departments	844.54
Amazon Library	Various Departments	465.82
AMBI Mail	County Assessor	3,502.13
Ameri Tech Equipment	P & R-Parks	416.00
American Family Life	Campbell County General Fund	103.02
American Millennium	Commissioner's-Gen Cnty Costs	51.40
American Planning	Public Works	413.00
American Welding	P & R-Parks	129.03
Anderson, Jason	Fair-General Admin	275.00
Animal Medical Center	County Sheriff	179.97
Anixter	Maintenance/Custodial	5.80
Applied Concepts	Fleet Sales Tax Funds	3,097.50
Architectural Specialties	Maintenance/Custodial	7,907.43
Arete Design Group	Various Departments	3,950.23
Ark Land Company	Commissioner's-Gen Cnty Costs	500.00

Arrow Printing & Graphics	Various Departments	3,063.70
Associated Glass	Various Departments	1,384.63
ATT Airport	Northeast Wyoming Regional	208.89
ATT Assessor	County Assessor	101.15
ATT Children's Dev. Svc.	Children's Dev Svc-Spec Ed	189.13
ATT Emergency Mgmt	Emergency Management	84.85
ATT Library	CCPL-Main Branch	73.79
ATT Park Recreation	Various Departments	97.92
AV Tech	Fleet Sales Tax Funds	254.80
AVA Community Arts	1% Optional Sales Tax Fund	144.50
Axis Forensic Toxicology	County Coroner	2,536.00
Baker, Lacey G.	Children's Dev Svc-Spec Ed	258.00
Barney Graham	Commissioner's-Gen Cnty Costs	450.00
Basin Radio Network	Various Departments	13,529.75
Bear Communications	Fleet Sales Tax Funds	851.00
Berger Law	State & Fed Mandated Costs	310.00
Best Books	CCPL-Main Branch	134.75
Big D Oil Company	Various Departments	47.56
Big Horn Tire	Various Departments	22,041.43
Big Sky Communications	E911 Enhanced Fees	560.00
Bighorn Hydraulics	Road & Bridge	407.58
Bighorn Mtn Radio	Various Departments	95.00
Black Hills Energy	Various Departments	38,058.37
Black Hills Pioneer	Various Departments	716.50
Blackstone Audio	CCPL-Main Branch	901.63
Bloedorn Lumber	1% Optional Sales Tax Fund	4.98
Bob Barker Company	Various Departments	6,214.33
Bobcat of Gillette	Various Departments	57,893.00
Bomgaars	Various Departments	900.05
Border States Electric	Maintenance/Custodial	844.36
Boys Girls Club	1% Optional Sales Tax Fund	5,960.44
Brown, Shannon N.	County Sheriff	54.00
Buffalo Bulletin	Various Departments	192.00
Buffalo Porta Potty	Road & Bridge	125.00
Burns McDonnell Engineering	Various Departments	47,909.72
Burst Communications	Information Technology Service	525.00
Caplin Drysdale	Commissioner's-Gen Cnty Costs	8,530.42
Carr, Joli A.	Various Departments	53.48
Casper Star Tribune	CCPL-Main Branch	475.00
CBH Co Op	Various Departments	18,309.23
CC Chamber of Commerce	Various Departments	1,815.25
CC Coor. Benefit Trust	Human Resources	6,083.33
CC Dist. Court	State & Fed Mandated Costs	1,778.66

CC Health Misc	County Coroner	15.00
CC Predatory Animal	1% Optional Sales Tax Fund	8,333.32
CC Public Land Brd	Various Departments	564,521.83
CC Senior Center	1% Optional Sales Tax Fund	38,340.00
CC Sheriff's Office	E911 Enhanced Fees	50,000.00
CC Weed Pest	Various Departments	173.96
CCMH	County Attorney	11,730.07
CDW Government	Various Departments	2,009.12
CenturyLink	Information Technology Service	824.44
CenturyLink Phone	Various Departments	15,938.91
Charter Comm. Cable	Various Departments	1,468.19
Choice Advertising	Various Departments	401.46
Chris Supply Co	Various Departments	237.24
City Gillette Misc	Various Departments	55,451.00
City Gillette Utilities	Various Departments	76,718.07
Clear Creek Counsel	City of Gillette Adult Drug Court	170.00
Climb Wyoming	TANF/CPI	8,800.00
Clutter, Kevin	Rockpile Museum - Gen Admin	91.60
CWAM	Rockpile Museum - Gen Admin	60.00
Collection Professionals	Children's Dev Svc-Gen Admin	156.94
Collins Communications	Various Departments	6,532.37
Colorado Golf & Turf	P & R-Bell Nob Golf Course	611.33
Comprise Technologies	Library-General Administration	4,082.00
Concordance Health	Women, Infant and Child (WIC)	132.97
Contractors Supply	Various Departments	5,511.93
Council Community Svc	Various Departments	10,759.51
Counseling Connect	Various Departments	6,175.00
Cranston, Janet M.	Commissioner's-Gen Cnty Costs	300.00
Creative Information	Landfill	8,700.00
Crescent Electric	Various Departments	1,764.01
Crum Electric Supply	Various Departments	3,505.15
CSS	Sheriff-24/7	104.00
Cummins Sales Svc	Road & Bridge	19,033.72
Cunningham, Michelle L.	State & Fed Mandated Costs	168.75
Curtis, Carol L.	Children's Dev Svc-Gen Admin	49.34
Custom Cage Missouri	Fleet Sales Tax Funds	2,625.00
Custom Graphix Signs	Various Departments	2,640.00
CXTEC	Information Technology Service	1,915.66
Dads Truck and Auto	County Sheriff	154.50
Daktronics	P & R-Parks	167.50
Damian, Nicole L.	County Health Nurse	61.53
Davis, Charles A.	Various Departments	3,871.00
DBT Transportation	Airport NAVAID	6,312.08

Demco	Library-General Administration	2,193.39
Derksen Floors	Maintenance/Custodial	8,450.00
Dermatec Direct	Sheriff-Jail Facility	1,074.98
Design Construction	Publ Work Capital Construction	290.00
Douglas Budget	Various Departments	520.00
DRM	Publ Work Capital Construction	130,566.03
Dru Consulting	Commissioner's-Gen Cnty Costs	4,140.00
Duluth Trading Co	County Sheriff	223.50
Dynamic Brands	P & R-Bell Nob Golf Course	871.29
Employment Testing	Sheriff-Jail Facility	204.00
Energy Wash Systems	Library-General Administration	10.00
Entenmann Rovin Co	Various Departments	60.00
Equitable Life	Campbell County General Fund	37.25
Expresso Lube	Various Departments	815.88
Farmer Bros Co	Commissioner's-Gen Cnty Costs	183.76
Fastenal Company	Various Departments	334.22
Federal Express Corp	Women, Infant and Child (WIC)	45.19
Federal Supply USA	Various Departments	92.51
FIB MasterCard Airport	Northeast Wyoming Regional	1,919.06
FIB MasterCard Library	Various Departments	1,232.46
FIB MasterCard Park Rec	Various Departments	709.35
Firemaster	Various Departments	1,837.00
First Natl Bank	Publ Work Capital Construction	7,740.74
First Natl Bank Visa	Various Departments	12,450.61
Fleetpride	Landfill	307.66
Flogistix Wyoming	Publ Work Capital Construction	1,061.90
Flowtech PCS	P & R-Bell Nob Golf Course	2,971.06
Floyds Truck Center	Various Departments	2,273.60
Forensic Medicine	County Coroner	20,000.00
Four Seasons Events	P & R-Ice Skating	150.00
Fry, Kimberly D.	Extension Dept-4-H Program	301.71
Fun Express	P & R-Wright Center	67.14
Gale Cengage Learn	CCPL-Main Branch	1,322.38
Galls	County Sheriff	611.94
GARF	Various Departments	8,699.98
Gillette College	Various Departments	221,000.00
Gillette Little League	1% Optional Sales Tax Fund	5,000.00
Gillette Printing	P & R-Gen Adm	539.90
Gillette Reproductive Health	Various Departments	7,470.00
Gillette Steel	Various Departments	307.20
Gillette Winsupply	Various Departments	17,534.95
Git R Done Site Svc	P & R-Bell Nob Golf Course	1,112.00
Gladstone	Fair-General Admin	550.00

Glaser, Jane C.	County Health Nurse	21.28
Glaxosmithkline	Various Departments	2,358.15
Golden West Tech	Information Technology Service	981.21
Goold, Benjamin R.	County Sheriff	10.00
Govens Farm Ranch	P & R-Bell Nob Golf Course	21.50
Grainger	P & R-Bell Nob Golf Course	130.18
Graves, Jeanette M.	County Sheriff	50.00
Greasewood Water	Road & Bridge	956.70
Gregs Welding	P & R-Bell Nob Golf Course	765.00
Grey House Publish	CCPL-Main Branch	3,095.00
Grimms Pump Industrial	Landfill	206.07
Haggertys Music	Library-General Administration	260.00
Hakert, Richard J.	Road & Bridge	2,810.40
Handcuff Warehouse	Sheriff-Jail Facility	348.48
Hansen, Connie K.	Women, Infant And Child (WIC)	795.80
Harris Public Health	County Health Nurse	295.00
Havis	County Sheriff	99.00
Hawkins	Various Departments	2,532.40
Health Education & Training	Juvenile Probation	79.00
Heartland Kubota	Various Departments	518.74
Heartland Paper	Sheriff-Jail Facility	1,659.95
Henning, Robert A.	Rockpile Museum - Gen Admin	31.63
Hitt, Bruce L.	Commissioner's-Gen Cnty Costs	300.00
Hitt, Joe A.	Commissioner's-Gen Cnty Costs	300.00
Hobby Lobby	Library-General Administration	13.78
Homax Oil Sales	Various Departments	35,568.90
Home Depot Children's	Children's Dev Svc-Preschool	39.46
Home Depot Extension	Extension Dept-Horticulture	266.78
Home Depot Landfill	Landfill	56.69
Home Depot Library	Various Departments	162.22
Home Depot Museum	Rockpile Museum - Gen Admin	59.94
Home Depot Parks Rec	Various Departments	870.86
Home Depot Sheriff	Various Departments	243.72
Home Fire Foods	Landfill	104.00
Honnen Equipment	P & R-Parks	26.44
Horning Horning McGrath	State & Fed Mandated Costs	175.00
Hub International	Various Departments	411.00
InfoUSA	Various Departments	375.00
Inland Truck Parts	Various Departments	3,208.95
IAED	E911 Enhanced Fees	400.00
Interstate Batteries	Maintenance/Custodial	620.55
Interstate PowerSystems	Road & Bridge	1,211.94
James Tire Service	P & R-Parks	261.16

JLC Sign Graphic	P & R-Parks	145.53
Johnson, Richard L.	County Sheriff	54.00
Junior Library Guild	CCPL-Main Branch	449.30
Kanopy	CCPL-Main Branch	153.00
Kapco	Library-General Administration	2,545.73
Karls TV	Maintenance/Custodial	74.43
Keyhole Broadcasting	Various Departments	440.00
Kimball Midwest	Road & Bridge	954.28
Knecht Home Center	Maintenance/Custodial	11.51
Knife River	P & R-Bell Nob Golf Course	3,634.76
Koltiska Distillery	Sheriff-Jail Facility	450.00
Kronos	Capital Outlay-ITS	8,085.75
Kruse Survey Supply	Public Works	357.60
KSLT KLMP KTPT	Various Departments	300.00
KYDT Radio	Various Departments	310.00
Lauries Flower Hut	District Court	157.90
Lesley, Douglas	State & Fed Mandated Costs	262.50
Lestz Wholesale	Rockpile Museum - Gen Admin	537.22
Levi Strohschein	Various Departments	1,755.00
Liberty Mutual	Human Resources	426.48
Library Foundation	Library-General Administration	113.90
Lightning Lube	County Sheriff	378.00
Lincoln, Ann	CCPL-Main Branch	750.00
Lindahl, Nicole	Commissioner's-Gen Cnty Costs	9.66
Lindblom, Reba L.	Various Departments	18.98
Line Finders	Road & Bridge	7,312.50
Lowe Roofing	Publ Work Capital Construction	117,401.40
Lubnau Law Office PC	State & Fed Mandated Costs	638.50
Lynns Auto Repair	County Sheriff	4,008.00
M B Companies	Northeast Wyoming Regional	2,687.00
M R Machining	Road & Bridge	126.00
MAD Transportation	County Sheriff	90.00
Mainline Inform. Systems	Information Technology Service	7,602.50
Manning Wrecker Svc	County Sheriff	615.00
McKesson Medical	Various Departments	1,076.35
Means First Ext. W&S	Road & Bridge	110.00
Med-Eng. LLC	Homeland Security Sheriff's	62,885.00
Medical Arts Lab	Sheriff-Jail Facility	2,908.00
Menards Extension	Extension Dept-Horticulture	155.84
Menards Landfill	Landfill	106.57
Menards Maintenance	Maintenance/Custodial	1,890.89
Menards Parks & Rec	Various Departments	1,409.57
Menards Public Works	Maintenance/Custodial	59.00

Menards Road Bridge	Road & Bridge	159.98
Menards Sheriff	Various Departments	124.95
Merck Sharp Dohme	Various Departments	2,020.56
Michaels Construction	Maintenance/Custodial	4,194.00
MidAmerica Books	CCPL-Main Branch	587.45
Midland Implement Co	P & R-Parks	36.66
Midrange Dynamics	Information Technology Service	4,575.00
MidWest Pest Management	Maintenance/Custodial	535.00
Midwest Tapes	Various Departments	1,748.41
Morgan, Tobey J.	County Sheriff	200.00
Motor Power Casper	Road & Bridge	243.63
Motorola Solutions	Commissioner's-Gen Cnty Costs	3,582.11
Mountain Mud Serv	P & R-Bell Nob Golf Course	185.00
NAFA Fleet Management	Fleet Department	499.00
Naramore, James J MD	Sheriff-Jail Facility	1,000.00
National Sheriffs	County Sheriff	129.00
National Software	Clerk-General County Costs	299.00
Nelson Auto Glass	Road & Bridge	265.00
New Horizons	City of Gillette Adult Drug Court	170.00
News Letter Journal	CCPL-Main Branch	57.00
News Record	Various Departments	3,676.39
Nichols, Dawn M.	District Court	6.76
Norchem Drug Test	Various Departments	3,305.20
Norco	Various Departments	5,861.65
North Star Lighting	Fleet Sales Tax Funds	2,700.00
Northwest Specialty	County Coroner	221.35
OA Promotions	Fair-General Admin	6,250.00
OAG Flightview	Various Departments	884.00
Office Depot	Various Departments	3,646.54
Ohman, Diana L.	Children's Dev-Early Head Start	172.50
Omni Digital Productions	Rockpile Museum - Gen Admin	1,725.00
ONeil Robert J	State & Fed Mandated Costs	1,593.75
Optum Bank	Human Resources	1,684.25
OReilly Auto Parts	County Sheriff	167.30
Oriental Trading Co	Library-General Administration	443.48
Original Watermen	P & R-City Pool	658.30
Outliers Creative	Fair-General Admin	375.45
Overdrive	Various Departments	6,809.27
Overhead Door Co	Maintenance/Custodial	330.00
Paintbrush Services	Various Departments	743.39
Papa Johns Pizza	P & R-Gen Adm	54.63
Pitney Bowes Clerk	County Clerk	171.00
Pitney Bowes Global CDS	Children's Dev Svc-Gen Admin	191.34

Pitney Bowes Sheriff	County Sheriff	161.48
PCA Engineering	1% Optional Sales Tax Fund	264.70
Penny Newman Grain Co	Publ Work Capital Construction	52,201.80
Pepsi of Gillette	Fair-General Admin	9.00
Personal Frontiers	Various Departments	15,443.28
Pete Lien & Sons	Road & Bridge	6,604.15
Peterbilt of Wyoming	Road & Bridge	620.95
PFM Asset Management	Commissioner's-Gen Cnty Costs	9,494.16
PharmChem	Sheriff-24/7	2,347.00
Pizza Hut	Fair-General Admin	81.54
Plains Tire Battery	County Sheriff	263.02
Plainsman Printing	District Court	3,074.70
PMCH	Payments In Lieu of Taxes Fund	21,385.00
Poole, Amy J.	Various Departments	186.88
Postage Phone CDS	Children's Dev Svc-Gen Admin	400.00
Powder River Energy Corp	Various Departments	23,635.03
Powder River Exam	Various Departments	120.00
Powder River Heating	Maintenance/Custodial	1,006.14
Powder River Worksafe	Human Resources	50.00
Power Equipment Co	Road & Bridge	380.80
Priority Dispatch	E911 Enhanced Fees	199.00
ProElectric	Road & Bridge	271.20
ProForce Law Enforcement	Various Departments	14,612.88
PSI Digital Imaging	County Assessor	110.93
Purvis Industries	Various Departments	2,120.61
Push Pedal Pull	P & R-Recreational Division	614.62
Quadient	County Health Nurse	288.00
R B Tire	County Sheriff	51.11
Rain Locker Car Wash	Various Departments	204.51
Ram Computer Supply	Children's Dev Svc-Gen Admin	539.32
Ramada Plaza Gillette	Payments In Lieu Of Taxes Fund	184.00
Rapid Fire Protection	Maintenance/Custodial	1,240.00
Razor City Locksmith	Children's Dev Svc-Gen Admin	4.50
Razor City Rental	P & R-Recreational Division	60.00
Record Supply	Various Departments	3,199.68
Recreation Supply	P & R-Recreational Division	658.32
Ringer Law PC	State & Fed Mandated Costs	16,131.00
Robinson, Celeste Renee	Extension Dept-Home Economist	165.40
Rocky Mtn Business	Various Departments	9,558.34
Rocky Mtn Discount	County Sheriff	11,008.56
Rocky Mtn Fire Systems	Maintenance/Custodial	1,584.00
S & S Builders	Publ Work Capital Construction	69,666.67
Sanofi Pasteur	1% Optional Sales Tax Fund	1,794.87

Saunders, Susan F.	County Clerk	319.80
Second Chance Ministries	1% Optional Sales Tax Fund	1,303.59
SecurityMetrics	Information Technology Service	3,375.00
Sentinel Offender	Various Departments	518.29
Servall Uniform	Road & Bridge	808.38
ServiceWear Apparel	County Sheriff	191.96
SGI	Sheriff-Jail Facility	5,915.38
Sherwin Williams	Various Departments	219.36
Shure Manufacturing	Various Departments	1,446.61
Sign Boss	P & R-Ice Skating	170.00
Simplot Partners	P & R-Bell Nob Golf Course	37,255.00
Simpsons Printing	Various Departments	2,166.00
Sir Speedy	1% Optional Sales Tax Fund	682.60
Sitech Wyoming	Landfill	532.14
Skaggs Companies	County Sheriff	152.85
Smart Start	Adult Drug Court	232.00
Snap on Tools	Road & Bridge	107.50
Source Office	Various Departments	13,691.73
Southland Medical	County Coroner	292.03
Spears, Gary D.	Human Resources	68.25
Spencer, Kathleen D.	County Sheriff	50.00
Stotz Equipment	P & R-Bell Nob Golf Course	307.15
Structural Dynamics	Publ Work Capital Construction	7,047.82
Stulken Law	State & Fed Mandated Costs	975.00
Summit Food Services	Sheriff-Jail Facility	49,588.78
Sundance Times	Various Departments	325.00
Surf N Suds	County Health Nurse	41.85
Taste of Home	Various Departments	69.96
Technical Explications	Information Technology Service	5,375.00
Temperature Tech	Publ Work Capital Construction	28,247.00
That Embroidery Place	P & R-Ice Skating	335.00
The Grease Barrel	County Sheriff	228.00
Thomson Reuters West	County Attorney	711.01
ThyssenKrupp	Maintenance/Custodial	265.87
Tire Rama Gillette	County Sheriff	17.50
ToolPushers Supply	P & R-Bell Nob Golf Course	34.51
Tower Communication	Road & Bridge	1,222.33
Tru Tech Products	Various Departments	1,578.55
Two Guys Deco	P & R-Recreational Division	143.00
Tyler Tech	Various Departments	182,561.57
Uline	Commissioner's Administration	1,617.29
Unique Management	Library-General Administration	44.75
United Central Industrial	P & R-Parks	72.47

United Parcel Serv	County Sheriff	10.89
Universal Athletic	Various Departments	1,376.20
Urbin Law Office	State & Fed Mandated Costs	8,646.95
UW Business Office	Extension Dept-4-H Program	19,662.50
Varidesk	Library-General Administration	355.50
Verizon ADC	Adult Drug Court	104.04
Verizon Attorney	County Attorney	31.95
Verizon Emergcy Mgmt	Emergency Management	38.52
Verizon Juv Prob	Various Departments	208.08
Verizon Public Health	County Health Nurse	271.68
Verizon Public Works	Various Departments	676.86
Verizon Sheriff	Various Departments	4,859.49
Vernon Library	Library-General Administration	1,097.83
Veto Enterprises	Fleet Sales Tax Funds	22,465.02
Visionary Broadband	Various Departments	5,962.89
Vista Leasing Co	Various Departments	7,696.96
Vital Records Control	Various Departments	105.55
Walker Funeral Home	County Health Officer	1,700.00
Walmart Children Dev Svc	Various Departments	70.33
Walmart Extension	Various Departments	350.50
Walmart ITS	Information Technology Service	236.87
Walmart Juvenile Prob	Juvenile Probation	10.58
Walmart Juvenile Fam	Juvenile Drug Court Grants	188.18
Walmart Library	Various Departments	506.36
Walmart Park & Rec	Various Departments	3,092.07
Walmart Public Health	Various Departments	132.04
Walmart Public Works	Maintenance/Custodial	39.76
Walmart Sheriff	Sheriff-Jail Facility	195.47
Warne Chemical & Equip	P & R-Parks	547.50
Waste Connections	Various Departments	2,769.91
Water Guy	Northeast Wyoming Regional	460.00
Waypoints Wyoming	Commissioner's-Gen Cnty Costs	6,380.00
Western Services	P & R-Parks	105.44
Western Stationers	Extension Department	757.94
Western Waste Solutions	Various Departments	920.92
Weston County Gazette	Various Departments	60.00
Westwood Pharmacy	Sheriff-Jail Facility	1,940.60
Whites Frontier Motors	Various Departments	5,315.84
Winland Car Wash	Maintenance/Custodial	20.00
Winter Equipment Co	Northeast Wyoming Regional	1,793.40
Work Warehouse	Human Resources	150.00
Wright Water Sewer	Various Departments	1,629.25
WY Dept Agriculture	Various Departments	300.00

WY Dept Health Aging Div	County Health Nurse	100.00
WY Dept Health Preventive Div	Various Departments	658.10
WY Enterprise Tech	County Treasurer	29.66
WY Family Services	Human Resources	10.00
WY Retirement Life	Campbell County General Fund	576.00
WY Retirement System	Campbell County General Fund	435,711.52
WY State Library	CCPL-Main Branch	1,394.01
WY Workforce Unemployment	Clerk-General County Costs	6,079.22
WACO	Commissioner's Executive	325.00
Wyo Coroners Assn	County Coroner	175.00
WCCA	Commissioner's Executive	500.00
Wyoming Cowgirl Soap	Rockpile Museum - Gen Admin	121.00
Wyoming Machinery	Various Departments	103,345.94
Wyoming Marine	Various Departments	220.22
Wyoming Peace Office	Various Departments	1,080.00
Wyoming Rents	Sheriff-Jail Facility	176.00
Wyoming Rural Water	Northeast Wyoming Regional	395.00
Wyoming State Historical Society	CCPL-Main Branch	60.00
Wyoming Water Solutions	Various Departments	1,272.58
Y Tex Corp	Fair-General Admin	260.00
Youth Emergency Serv	Various Departments	52,934.76
Zoho Corporation	Information Technology Service	2,395.00

The following are the claims for Part-Time Employees summarized by department for April 2020: Commissioners, $475.00; Clerk, 2,511.99; Sheriff, 8,246.99; Coroner, 4,120.00; Extension, 1,144.00; District Clerk of Court, 898.51; Public Works-Landfill, 420.00; Museum, 231.00; Public Health, 6,255.82; Public Works-Custodians, 3,435.34; Children's Center, 4,998.59; Library, 47,279.15; Fair, 585.00; Parks & Recreation, 51,590.08

Chairman Reardon stated the Commissioners are reviewing the comments provided regarding Gillette Reproductive Health.

Commissioner Faber stated May is Mental Health Awareness Month.

Chairman Reardon stated the Commissioners have submitted variances on opening various establishments.

Commissioner Shelstad moved to approve the submission of the Early Head Start Program Continuation grant application from the Children's Developmental Services of Campbell County, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the submission of the Supplement Cost-of-Living Adjustment (COLA) and Quality Improvement Funds grant application from the Children's Developmental Services of Campbell County, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the submission of the Wyoming Secretary of State (WYSOS) Physical and Cyber Security Funding Request and the Wyoming Office of Homeland Security (WOHS) Elections/Cybersecurity Funding Request, as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to adopt Resolution Number 2036 providing for polling places located outside precinct boundaries for public convenience in Campbell County, for the 2020 election year, in accordance with Wyoming Statute 22-12-101, as presented. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to adopt Resolution Number 2037 establishing the Election Precinct Boundaries in Campbell County for the 2020 election year, in accordance with Wyoming Statute 22-7-101, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to adopt Resolution Number 2038 establishing the number of Committeemen and Committeewomen for Precincts in Campbell County for the 2020 election year, in accordance with Wyoming Statute 22-4-101(b), as presented. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to adopt Resolution Number 2039 establishing an Absentee Polling Place in the Campbell County Courthouse due to the COVID-19 pandemic for the 2020 election year, in accordance with Wyoming Statute 22-9-125(a), as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved approve the District Support Grant Application for the Rustic Hills Improvement and Service District in an amount not to exceed $5,262 from the Optional One Percent Sales Tax fund for installation of two new culverts, on the intersection of Barefoot Drive and Rustic Hills Road West and Rustic Hills Road, placing 414 tons of Limestone W base, and installing limestone riprap, Gravel Road Priority 6, as recommended by the Campbell County Department of Public Works. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the zoning request of Tom Civin, TLC Developments, Case Number 20.01 COZ, to zone approximately 364 acres from Un-zoned to R-S (Residential Suburban), as recommended and presented by the Campbell County Department of Public Works. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the preliminary plat for the Piper Acres Subdivision, Case Number 19.02 COSP, and proceed to the final plat upon all planning considerations being met, as recommended and presented by the Campbell County Department of Public Works. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Dr. Patel provided an update on COVID-19.

Commissioner Faber moved to adopt Resolution 2032.4 with an opening date of May 11, 2020 for the Courthouse. Commissioner Bell seconded the motion. All Voted-Nay. Not Carried.

Commissioner Bell moved to accept the action of the Campbell County Children's Developmental Services adopted by its Board of Directors on April 29, 2020, resuming services as set forth in its Plan for re-opening dated April 27, 2020, is ratified. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved that effective May 6, 2020, beginning at 5 a.m., the Campbell County Recreation Center shall be open to the general public subject to the safety guidelines established in consultation with the Department of Public Health and the Campbell County Health Officer. Effective May 6, 2020, beginning at 6 a.m., the Wright Recreation Center shall be open to the general public subject to the safety guidelines established in consultation with the Department of Public Health and the Public Health Officer. Commissioner Faber seconded the motion. Commissioner Bell - Aye, Chairman Reardon - Aye, Commissioner Maul - Nay, Commissioner Shelstad – Nay, Commissioner Faber – Aye. Carried.

Commissioner Shelstad moved that effective May 11, 2020, beginning at 8:00 a.m., the Campbell County Courthouse will be open to the general public. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to incorporate the changes into Resolution 2032.4. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 11:40 AM. The next regular meeting of the Commissioners will be held Tuesday, May 19, 2020, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Kendra Anderson, Deputy Clerk Board of County Commissioners	DG Reardon, Chairman Board of County Commissioners

In accordance with W.S. 18-3-516(f) the required County Notices of Publication are available on the County's Website at: www.ccgov.net

CLERK OF DISTRICT COURT
MONTHLY REPORT
APRIL 2020

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

The State of Wyoming }ss.
County of Campbell

This instrument was filed on the____day of_____ 20_____.

_____
County Clerk

By_____
Deputy

MONTHLY STATEMENT

Statement of the Earnings or Collections of Cheryl Chitwood as Clerk of District Court within and for the County of Campbell, State of Wyoming, for the month ending April, 2020, and reported to the Board of District Court within and for the County of Campbell, State of Wyoming, Cheyenne, WY.

CLERK, DISTRICT COURT,

Civil Fees	4-040-0000	$	3,400.00	
Probate Fees	4-041-0000	$	-	
Fines	5-001-0000	$	8,175.29	
Jury Fees	4-044-0000	$	550.00	
Miscellaneous Fees	4-043-0000	$	2,022.13	
	Total Earnings			$ 14,147.42

STATE OF WYOMING)
) ss
County of Campbell)

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

WITNESS my hand and seal this 6th day of May, 2020.

Cheryl Chitwood

Cheryl Chitwood, Clerk

COUNTY CLERK
MONTHLY REPORT
APRIL 2020

Approved by the Board of County Commissioners this..... day of .....A.D. 20.....
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The State of Wyoming }ss.
County of Campbell

This instrument was filed on the____day of_____ 20_____.

_____
County Clerk

By_____
Deputy

COUNTY CLERK'S MONTHLY STATEMENT

Statement of the collections of Susan F. Saunders as Campbell County Clerk within and for the County of Campbell, State of Wyoming, for the month ending April and filed with the County Clerk for presentation to the Board of County Commissioners of said County as required by Wyoming Statute 18-3-814.

Recording Fees	$23,155.00
Marriage Licenses.....	$330.00
Chattel Mortgages.....	$10,969.00
Certificates of Titles.....	$15,270.00
Miscellaneous Receipts.....	$2,658.50
Interest.....	$0.00
Refunds.....	$1,362.50
TOTAL	$53,745.00

Info for Treasurer's Office

WY Titles	1,018	@ $15.00	= $15270.00
SO Vins	71	@ $10.00	= $710.00
PD Vins	138	@ $10.00	= $1,380.00
GF Vins	14	@ $10.00	= $140.00
HP Vins		@ $10.00	=
WC Vins		@ $10.00	=

STATE OF WYOMING)
)ss.
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.

WITNESS my hand and seal the 1st day of May, 2020

Susan F. Saunders, Campbell County Clerk

BY: PK Daem ,Deputy

SHERIFF'S OFFICE
MONTHLY REPORT
APRIL 2020

Approved by the Board of County Commissioners this..... day of .....A.D. 20.....
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The State of Wyoming }
County of Campbell } ss.

This instrument was filed on the____day of_____ 20_____.

_____
County Clerk

By_____
Deputy

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 **April 2020** 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.

	Service Fees	3900.00
	Fingerprint Fees	0.00
	Background Fees	12.00
	Copy Fees	48.00
	Notary Fees	20.00
	Sheriff's Sale & Sheriff's Certificate Fees	95.00
	Executions	0.00
COUNTY SHERIFF	Concealed Firearm Permit Fees	145.00
	Sex Offender Registration Fees	511.00
	Salvage Vehicle Sales	1375.00
	Towing Fees	0.00
	Foreclosure Sales	0.00
	Misc. Refund	0.00
	General Fund	0.00
	E911	0.00
	Town of Wright Reimbursement	0.00
	Town of Wright 911	74,000.00
	Campbell County Fire Department 911	15,000.00
	Campbell County Health 911	12,500.00
	WASCOP Grant	3,036.35
		$110,642.35

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 May, 2020.

Sheriff of Campbell County

SHERIFF'S OFFICE DETENTION CENTER
MONTHLY REPORT
APRIL 2020

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

The State of Wyoming }
County of Campbell } ss.

This instrument was filed on the____day of_____ 20_____.

_____
County Clerk

By_____
Deputy

CAMPBELL COUNTY
SHERIFF'S OFFICE

MONTHLY SHERIFF'S STATEMENT-*DETENTION CENTER*

Statement of the collection of ***Scott D. Matheny*** as Sheriff within and for the County of Campbell, State of Wyoming, for the month ending ***April 2020*** 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.

COUNTY SHERIFF

Blood/UA Test Reimbursement	$504.00
Split Sentence	$10,440.00
10 Day Housing	$1,105.00
Parolee	$390.00
Juvenile Housing	$1,650.00
City of Gillette Housing	$5,500.00
CCCF Housing	$360.00
Probation Sanction	$300.00
Medical Reimbursement	$1,477.77
Restitution	$30.00
******U.S. Marshal Housing******	$2015.00
******Juvenile Housing******	$4,875.00
******24/7 Program******	$6,956.25
******Bureau of Prisons Housing******	$2,795.00
TOTAL	**$38,398.02**

******Direct Deposit******

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.

Date: 5/6/20

Scott D. Matheny
Campbell County Sheriff

FISCAL YEAR 2019-2020

April 30, 2020

FIB	353153976	30,615.84	
FNB	007-8	14,147,217.30	
ACH	308-5	69.50	
FNB CCSD	086-8	903,709.74	
FNB Flex	568-1	11,818.11	
FNB Flex Interest	568-1	4.94	
FNB Health Benefits	315-8	895,000.15	
FNB Special Escrow	74-4	9,608,743.68	
FNB Airport PFC Account	133-3	226,755.21	
FNB Library Credit Card Fees	862-1	1,086.70	
FNB Museum Credit Card Fees	11092301	321.29	
FNB North Landfill Credit Card Fees	864-8	6,905.73	
FNB Narcotics Federal Forfeitures	107-4	0.00	
FNB Recreation Credit Card Fees	139-2	12,608.77	
FNB State Drug Forfeiture Funds	132-5	13,394.19	
FNB Taxes Paid in Protest	2075305	841,318.83	
FNB-CDSCC-Region 13 Preschool Service	24-8	233,924.42	
FNB-CDSCC-Early Head Start	91-4	83.92	
NSF Checks		1,991.40	
Long & Short-Treasurer		2,100.00	
Clerk-Dist Crt-Sheriff-Engineer-Landfill-Public Health-Parks & Rec		8,639.50	
Cash & Currency		6,150.00	
TOTAL CASH ACCOUNTS	26,952,459.22		
TOTAL TDOA'S	241,239,271.76		
Premium & Discounts		22,538.91	
WGIF-Building Maintenance		38,898,343.57	173,203,436.40
WGIF-Campus Maintenance		4,084,094.87	
Premium & Discounts		2,535,955.77	
WGIF-Capital Replacement Reserve		93,540,283.68	
WGIF-Fleet Management		6,452,680.89	
WGIF-Fleet Mgmt-PLB -City		702,811.89	
WGIF-Gillette College Activity & Education Center		18,623.37	
WGIF-Gillette College Rodeo		21,581.09	
WGIF-Jt Powers Rec Maint Fund		8,719,986.59	
WGIF-Road Equipment		2,889,028.46	
WGIF-Short Term Future Cap Const		15,340,046.22	
WYOSTAR-1% Municipalities		1,851,187.31	66,357,381.25
WYOSTAR-1% Optional		8,139,830.61	
WYOSTAR-Cap Fac Excess		69,959.83	
WYOSTAR-CCSD Dist Fund		8,080,000.00	
WYOSTAR-Enhanced 911		321,169.63	
WYOSTAR-Fleet Management		0.00	
WYOSTAR-General		29,404,687.00	
WYOSTAR-General Held Revenues		3,694,670.16	
WYOSTAR-Health Benefits		4,077,239.93	
WYOSTAR-PILT		3,560,062.35	
WYOSTAR-Pronghorn Center Main Reserve		1,320,599.30	
WYOSTAR-SCFM		4,178,981.86	
WYOSTAR-Town of Wright Rec Maintenance		1,658,993.27	
WYOSTAR-Wyoming Lottery/Off Track Betting		1,678,454.11	
TOTAL		268,214,269.89	

Approved by the Board of County Commissioners this 7th day of May, 2020.

THE STATE OF WYOMING

ss.

County of Campbell

I, Rachael Knust, being first duly sworn according to law, on my oath do depose and say that I am County Treasurer within and for the County of Campbell in the State aforesaid; that the within and foregoing represents a true and correct Trial Balance of my records at the close of business May 7th, 2020; that my statement of Cash is just, true and correct, so help me God.

Yvonne Wagner, Deputy
County Treasurer

Subscribed and sworn to be before this 7 day of May, 2020.

Susan Saunders
County Clerk

4/30/2020	
Airport	0.13
American Road	0.00
Antelope Valley	0.00
Bennor Estates	3,900.00
BOCHES	139,289.25
Bond Disclosure	4,500.00
Box N Ranch Rd	780.00
Brunsen	600.00
Buckskin	960.00
Car Company Tax	0.00
Cash Reserve	15,000,000.00
Cemetery	259,328.99
Central Campbell County	8,225.46
Certificates of Purchase	(267.88)
City of Gillette	111,281.45
Collins Heights	0.00
Cottonwood I&S	300.00
County Sales Tax	0.00
Country Living Acres	200.00
Countryside I&S	980.75
Crestview I & S	0.00
Donkey Creek	0.00
Eight Mile I&S	2,160.00
Fair	0.06
Fire	0.00
Foundation	3,342,943.75
Fox Park	340.00
Fox Ridge	750.00
Freedom Hills	4,836.45
General County	22,646,012.62
Graceland	1,590.00
Green Valley Estates	0.00
Health Benefits Trust	4,818,061.79
Heritage Village	2,124.11
High Country Estates	345.60
Highway VIN Fees	0.00
Hospital	835,735.86
Hospital Bond	40.43
Hospital Bond Interest	5.02
Interstate Industrial	0.00
Investments-1% Muni Jt Powers	1,851,187.31
Investments-1% Optional	8,119,830.61
Investments-Building Maintenance	38,898,343.57
Investments-Campus Maintenance	4,084,094.87
Investments-Campus Tech Center- Fund 004/027	2,535,955.77
Investments-Cap Fac Excess	69,959.83
Investments-Capital Replace Reserve	93,540,283.68
Investments-Enhanced 911 Fees	395,391.88
Investments-Fleet Management	10,138,632.87
Investments-Gillette College	13,328.58
Investments-Jt Powers Rec Maintenance - Fund 028	8,727,743.69
Investments-PILT	3,335,834.44
Investments-Pronghorn Center Main Reserve	1,320,599.30
Investments-SCFM County Road Funds	4,238,692.59
Investments-Short Term Future Capital Construction-Fund 696	15,358,461.95
Investments-Town of Wright Rec Maintenance-Fund 695	1,658,993.27
Investments-Wyoming Lottery/Off Track Betting	1,678,454.11
Library	0.51
Lodging Tax	(0.00)
Los Caballos	1,620.00
McKenny	400.00
Meadow Springs I&S	1,300.00
Means	1,103.10
Means,Carter,N Hannum	1,600.00
Moon Ridge	764.70
Motor Vehicle County Fees	4,627,651.38
Motor Vehicle State Fees	71,222.48
Motor Vehicle Non Apportioned Fees	0.00
Motor Vehilce Temp Sticker/paper Fee	0.00
Mobile Machinery County Fees	19,649.94
Mobile Machinery Pro-Rate	1,510.22
Motor Vehicle Pro-Rate	39,076.65
Motor Vehicle In Transit Permit	120.00
Motor Vehicle Temp Worker Decals	0.00
Museum	0.06
North Rangeland	1,346.37
Organ Donor Donations	10.00
Oriva Hills	6,230.58
Overbrook I&S	600.00
Peoples	1,672.50
Pineview	1,617.00
Pinnacle Heights	0.00
Prairieview	67,459.03
Predatory	15,989.45
Premium & Discounts	22,538.91
Rafter D	300.00
Recreation	0.47
Rock Road I&S	0.00
Rocky Point	835.80
Rustic Hills	2,490.53
Sales & Use Tax	440,060.14

School--1 Mill Optional	0.00
School--6 Mill County Wide	1,671,471.83
School--25 Mill Special School	6,964,465.92
School--BOCES	0.00
School--Cap Main	0.00
School--General School	165,607.52
School--Rec Mill	278,578.68
School Bond Redemption	0.00
School Bond Redemption Interest	0.00
Small Buttes	1,200.00
South Douglas Hwy	27,437.55
Southern Industrial	0.00
Southfork Estates	1,816.76
Southside	0.00
Special Escrow	9,604,243.68
Stonegate Estates	5,751.00
Sundog	300.00
Taxes-Transportable Homes	2,327.04
Taxes-2019	0.00
Taxes-Interest 2019	0.00
Taxes-2018	(0.00)
Taxes-Interest 2018	(0.00)
Taxes-2017	0.00
Taxes-Interest 2017	0.00
Taxes-2016	0.00
Taxes-Interest 2016	0.00
Taxes-2015	0.00
Taxes-Interest 2015	0.00
Taxes-2014	0.00
Taxes-Interest 2014	0.00
Taxes-2013	0.00
Taxes-Interest 2013	0.00
Taxes-2012	0.00
Taxes-Interest 2012	0.00
Taxes-2011	0.00
Taxes-Interest 2011	0.00
Taxes-2010	0.00
Taxes-Interest 2010	0.00
Taxes-2009	0.00
Taxes-Interest 2009	0.00
Taxes-2008	0.00
Taxes-Interest 2008	0.00
Taxes-2007	0.00
Taxes-Interest 2007	0.00
Taxes-2006	0.00
Taxes-Interest 2006	0.00
Taxes-2005	0.00
Taxes-Interest 2005	0.00
Taxes-2004	0.00
Taxes-Interest 2004	0.00
Taxes-2003	0.00
Taxes-Interest 2003	0.00
Taxes-2002	0.00
Taxes-Interest 2002	0.00
Taxes-2001	0.00
Taxes-Interest 2001	0.00
Taxes-2000	0.00
Taxes-Interest 2000	0.00
Taxes-1999	0.00
Taxes-Interest 1999	0.00
Taxes-1998	0.00
Taxes-Interest 1998	0.00
Taxes-1997	0.00
Taxes-Interest 1997	0.00
Taxes-1996	0.00
Taxes-Interest 1996	0.00
Taxes-1995	0.00
Taxes-Interest 1995	0.00
Taxes-1994	0.00
Taxes-Interest 1994	0.00
Taxes-1993	0.00
Taxes-Interest 1993	0.00
Taxes-1992	0.00
Taxes-Interest 1992	0.00
Taxes-1991	0.00
Taxes-Interest 1991	0.00
Taxes-1990	0.00
Taxes-Interest 1990	0.00
Taxes Paid in Protest	935,662.72
Town of Wright	5,490.60
Veterans Exemptions	0.00
Watercraft VIN Fees	0.00
Weed & Pest	63,509.98
Wessex Impr & Service	375.00
Wild Horse Creek I&S	600.00
Wright Water & Sewer	7,449.63
	268,214,269.89
	268,214,269.89
	268,214,269.89
	0.00

SUMMARY

COUNTY TREASURER
of
Campbell County

4/30/2020

THE STATE OF WYOMING

ss.

County of Campbell

I, Rachael Knust, being first duly sworn according to law, on my oath do depose and say that I am County Treasurer within and for the County of Campbell in the State aforesaid; that the within and foregoing represents a true and correct Summary of all my Receipts and Disbursements by me as such Treasurer, during the time herein designated, so help me God.

Yvonne Liegner, Deputy
County Treasurer

Subscribed and sworn to before me this_7th day of _May ,A.D. 2020.

Susan Saunders
County Clerk

Filed in the office of the County Clerk

_____, A.D. 2020

County Clerk.

Approved by the Board of County
Commissioners this _7th day of_May, 2020

_____

_____

_____

_____

_____

PAYROLL PAYMENT

FOR THE PAY PERIOD (s) ENDING

May 2, 2020

_____, _____

_____, _____

We do hereby approve the County Payroll as presented this 19th day of May, 2020

Member

Member

Member

Member

Chairman

19

Emergency Sick Leave Bank Request

TO: Campbell County Board of Commissioners

Requesting Department: Sheriff's Office

DATE: May 7, 2020

Please consider this request to transfer up to 2.05 hours of accrued sick leave. No single donation should exceed 100 hrs.

To: 615283 From: ESLB

Employee Number

Department Head Approval

Director of Human Resources

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

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

---

For Payroll/HR Only:

Date Used: _____

Employee Number (Requesting employee): _____

Hours Utilized: _____

5/11/2020

Campbell County
wyoming

OFFICE
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

TO: Board of Commissioners
FROM: Shelly Besel, Senior Administrative Assistant, NE Wyoming Regional Airport
DATE: May 13, 2020
SUBJECT: Line Item Transfer Request Page 1 of 2

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
$600.00	751.6091	Public Rel & Prom	751.6102	Assoc, Comm, Dues & Fees
$1,500.00	751.6118	Satellite TV/Music	751.6145	Consulting-General
$23.00	751.6517.1	Tuition and Fees	751.6517.2	Staff Development
$800.00	751.6767	General Eq	751.6517.3	Conference/Seminar/Wrkshp
$270.00	751.6131	Medicals	751.6517.3	Conference/Seminar/Wrkshp
$470.00	751.6756	Painting Supplies	751.6517.3	Conference/Seminar/Wrkshp
$1,000.00	751.6675	Motor Oil	751.6673	Gasoline
$1,000.00	751.6676	Hydraulic Fluid	751.6772	ILS Maintenance
$1,000.00	751.6677	Grease	751.6772	ILS Maintenance
$500.00	751.6752	Tires and Chains	751.6772	ILS Maintenance
$500.00	751.6752	Gen Vehicle Mnt.	751.6772	ILS Maintenance
$500.00	751.6777.4	Shop Maintenance	751.6777.1	Terminal Maintenance

Campbell County
wyoming

OFFICE
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

TO: Board of Commissioners
FROM: Parks and Recreation
DATE: 5-6-2020
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From: P & R Ice			Transfer To: P & R Parks	
Amount	Account #	Account Name	Account #	Account Name
$611.00	7702.6517.2	Staff Development	7704.6517.2	Staff Development
$2500.00	7704.6687	Landscape Supplies	7704.6774	Irrigation Maintenance

Explanation: Transfer needed to cover mandatory training to maintain certificates for Parks Staff, because of travel ban, Ice Arena Staff will not be attending trainings.

Campbell County
wyoming

OFFICE
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo
DATE: 5/5/2020
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
$5,262	020.7085	District Support Grants	020.7085.15	Rustic Hills I&S District

Explanation: Installation of two culverts (intersection of Barefoot Dr & Rustic Hills Rd W and on Rustic Hills Rd), placing 414 tons of Limestone W-base and installing limestone rip rap, as well as crowning and ditching Rustic Hills Rd

MALT BEVERAGE PERMIT APPLICATION

Applicant
Contact Person Carol Bohl

Mailing Address: 15 Mallard Rd.
Gillette, WY 82716

Telephone Number: 307-689-3160

Event Car Racing
Date May 23 2020
Time 12 p - 12 A
Place Thunder Speedway
Number of People Expected to Attend? 300
Please briefly describe premises to which alcoholic beverages will be consumed.
Spectator Area

Security Provision (Check Applicable Box)
☐ Private Security Firm
☑ Self Provided
Please Describe ID required at purchase.

Will persons under the age of 21 be admitted? ☑ Yes ☐ No
Age group expected: 0-100
If yes, what steps will be taken to insure they are not served alcoholic beverages?
ID required at purchase

Applicants that are receiving anything of value (i.e. money, goods and/or services) from any industry representative must answer the following: (per W.S. 12-5-402)

As an applicant for a 24 hour malt beverage, are you :

A non-profit corporation organized under the laws of this state:	YES ☑	NO ☐
Qualified as a tax exempt organization under the Internal Revenue Code;	YES ☑	NO ☐
And have been in continuous operation for not less than two (2) years.	YES ☑	NO ☐

I hereby certify that I have read and am familiar with Wyoming Statue 12-4-502 and Wyoming Statue 12-6-101 (1988 as amended) and further certify that no one under the age of 21 years shall serve or be served malt beverages pursuant to this permit.

Carol Bohl
Applicant Signature

(Capacity or Position if necessary)

W.S. 12-4-502. Twenty-four hour malt beverage permit and catering permit; restrictions; application procedure; fees.
(a) A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverage on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit. W.S. 12-5-201 does not apply to this subsection.

(c) The permits authorized by this section shall be issued for one (1) twenty-four (24) hour period, subject to the schedule of operating hours provided by W.S. 12-5-101. No person or organization shall receive more than a total of twelve (12) malt beverage permits for sale at the same premises in any one (1) year.

W.S. 12-6-101. Sale, etc., prohibited; when possession unlawful; public drunkenness; falsification of identification; penalty; prima facie identification as defense.
(a) Any person who sells/furnishes, gives or causes to be sold, furnished or given away any alcoholic liquor or malt beverage to any person under the age of twenty-one (21), who is not his legal ward, medical patient or member of his own immediate family, is guilty of a misdemeanor. This subsection does not apply to sales by the commission or a wholesaler to a licensee under this title.

FOR OFFICE USE ONLY

Amount of Fee: $10.00 Date Paid: 05/11/20 Date Authorized:

Paid By: Carol Bohl

Permit Authorized By: Board of Campbell County Commissioners

White: County Clerk Green: Sheriff Canary: City Police Dept. Pink: County Attorney Gold: Applicant

MALT BEVERAGE PERMIT APPLICATION

Applicant
Contact Person Carol Bohl

Mailing Address: 15 Mallard Rd
Gillette, WY 82716

Telephone Number: 307-689-3160

Event Car Racing
Date May 30, 2020
Time 12p - 12A
Place Thunder Speedway
Number of People Expected to Attend? 300
Please briefly describe premises to which alcoholic beverages will be consumed.
Spectator Area

Security Provision (Check Applicable Box)
☐ Private Security Firm
☑ Self Provided
Please Describe ID required at purchase

Will persons under the age of 21 be admitted? ☑ Yes ☐ No
Age group expected: 0 - 100
If yes, what steps will be taken to insure they are not served alcoholic beverages?
ID required at purchase

Applicants that are receiving anything of value (i.e. money, goods and/or services) from any industry representative must answer the following: (per W.S. 12-5-402)

As an applicant for a 24 hour malt beverage, are you :

A non-profit corporation organized under the laws of this state:	YES ☑	NO ☐
Qualified as a tax exempt organization under the Internal Revenue Code;	YES ☑	NO ☐
And have been in continuous operation for not less than two (2) years.	YES ☑	NO ☐

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Carol Bohl
Applicant Signature

(Capacity or Position if necessary)

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FOR OFFICE USE ONLY

Amount of Fee: $10.00 Date Paid: 05/11/20 Date Authorized:

Paid By: Carol Bohl

Permit Authorized By: Board of Campbell County Commissioners

White: County Clerk Green: Sheriff Canary: City Police Dept. Pink: County Attorney Gold: Applicant

MALT BEVERAGE PERMIT APPLICATION

Applicant
Contact Person Carol Bohl

Mailing Address: 15 Mallard Rd
Gillette, WY 82716

Telephone Number: 307-689-3160

Event Car Racing
Date June 6, 2020
Time 12p - 12A
Place Thunder Speedway
Number of People Expected to Attend? 300
Please briefly describe premises to which alcoholic beverages will be consumed.
ID required at purchase, Spectator Area

Security Provision (Check Applicable Box)
☐ Private Security Firm
☑ Self Provided
Please Describe ID required at purchase

Will persons under the age of 21 be admitted? ☑ Yes ☐ No
Age group expected: 0-100
If yes, what steps will be taken to insure they are not served alcoholic beverages?
ID required at purchase

Applicants that are receiving anything of value (i.e. money, goods and/or services) from any industry representative must answer the following: (per W.S. 12-5-402)

As an applicant for a 24 hour malt beverage, are you :

A non-profit corporation organized under the laws of this state:	YES ☑	NO ☐
Qualified as a tax exempt organization under the Internal Revenue Code;	YES ☑	NO ☐
And have been in continuous operation for not less than two (2) years.	YES ☑	NO ☐

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Carol Bohl
Applicant Signature

(Capacity or Position if necessary)

W.S. 12-4-502. Twenty-four hour malt beverage permit and catering permit; restrictions; application procedure; fees.
(a) A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverage on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit. W.S. 12-5-201 does not apply to this subsection.

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FOR OFFICE USE ONLY

Amount of Fee: $10.00 Date Paid: 05/11/20 Date Authorized:

Paid By: Carol Bohl

Permit Authorized By: Board of Campbell County Commissioners

White: County Clerk Green: Sheriff Canary: City Police Dept. Pink: County Attorney Gold: Applicant

MALT BEVERAGE PERMIT APPLICATION

Applicant
Contact Person Carol Bohl

Mailing Address: 15 Mallard Rd
Gillette, WY 82716

Telephone Number: 307-689-3160

Event Car Racing
Date June 13, 2020
Time 12p - 12A
Place Thunder Speedway
Number of People Expected to Attend? 300
Please briefly describe premises to which alcoholic beverages will be consumed.
Spectator Area

Security Provision (Check Applicable Box)
☐ Private Security Firm
☑ Self Provided
Please Describe ID required at purchase

Will persons under the age of 21 be admitted? ☑ Yes ☐ No
Age group expected: 0-100
If yes, what steps will be taken to insure they are not served alcoholic beverages?
ID required at purchase

Applicants that are receiving anything of value (i.e. money, goods and/or services) from any industry representative must answer the following: (per W.S. 12-5-402)

As an applicant for a 24 hour malt beverage, are you :

A non-profit corporation organized under the laws of this state:	YES ☑	NO ☐
Qualified as a tax exempt organization under the Internal Revenue Code;	YES ☑	NO ☐
And have been in continuous operation for not less than two (2) years.	YES ☑	NO ☐

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Applicant Signature

(Capacity or Position if necessary)

W.S. 12-4-502. Twenty-four hour malt beverage permit and catering permit; restrictions; application procedure; fees.
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FOR OFFICE USE ONLY

Amount of Fee: $10.00 Date Paid: 05/11/20 Date Authorized:

Paid By: Carol Bohl

Permit Authorized By: Board of Campbell County Commissioners

White: County Clerk Green: Sheriff Canary: City Police Dept. Pink: County Attorney Gold: Applicant

MALT BEVERAGE PERMIT APPLICATION

Applicant Contact Person Carol Bohl

Mailing Address: 15 Mallard Rd
Gillette, WY 82716

Telephone Number: 307-689-3160

Event Car Racing
Date June 20, 2020
Time 12p - 12A
Place Thunder Speed way
Number of People Expected to Attend? 300
Please briefly describe premises to which alcoholic beverages will be consumed.
Spectator Area

Security Provision (Check Applicable Box)
☐ Private Security Firm
☑ Self Provided
Please Describe ID required at purchase

Will persons under the age of 21 be admitted? ☑ Yes ☐ No
Age group expected: 0-100
If yes, what steps will be taken to insure they are not served alcoholic beverages?
ID required at purchase

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As an applicant for a 24 hour malt beverage, are you :

A non-profit corporation organized under the laws of this state:	YES ☑	NO ☐
Qualified as a tax exempt organization under the Internal Revenue Code;	YES ☑	NO ☐
And have been in continuous operation for not less than two (2) years.	YES ☑	NO ☐

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Carol Bohl
Applicant Signature

(Capacity or Position if necessary)

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FOR OFFICE USE ONLY

Amount of Fee: $10.00 Date Paid: 05/11/20 Date Authorized:

Paid By: Board of Campbell County Commissioners

Permit Authorized By:

White: County Clerk Green: Sheriff Canary: City Police Dept. Pink: County Attorney Gold: Applicant

MALT BEVERAGE PERMIT APPLICATION

Applicant
Contact Person Carol Bohl

Mailing Address: 15 Mallard Rd
Gillette, WY 82716

Telephone Number: 307-689-3160

Event Car Racing
Date June 27, 2020
Time 12p - 12A
Place Thunder Speedway
Number of People Expected to Attend? 300
Please briefly describe premises to which alcoholic beverages will be consumed.
Spectator Area

Security Provision (Check Applicable Box)
☐ Private Security Firm
☑ Self Provided
Please Describe ID required at purchase

Will persons under the age of 21 be admitted? ☑ Yes ☐ No
Age group expected: 0 - 100
If yes, what steps will be taken to insure they are not served alcoholic beverages?
ID required at purchase

Applicants that are receiving anything of value (i.e. money, goods and/or services) from any industry representative must answer the following: (per W.S. 12-5-402)

As an applicant for a 24 hour malt beverage, are you :

A non-profit corporation organized under the laws of this state:	YES ☑	NO ☐
Qualified as a tax exempt organization under the Internal Revenue Code;	YES ☑	NO ☐
And have been in continuous operation for not less than two (2) years.	YES ☑	NO ☐

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Carol Bohl
Applicant Signature

(Capacity or Position if necessary)

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FOR OFFICE USE ONLY

Amount of Fee: $10.00 Date Paid: 05/11/20 Date Authorized:

Paid By: Carol Bohl

Permit Authorized By: Board of Campbell County Commissioners

White: County Clerk Green: Sheriff Canary: City Police Dept. Pink: County Attorney Gold: Applicant

MALT BEVERAGE PERMIT APPLICATION

Applicant
Contact Person Carol Bohl

Mailing Address: 15 Mallard Rd
Gillette, WY 82716

Telephone Number: 307-689-3160

Event Car Racing
Date July 4, 2020
Time 12p - 12A
Place Thunder Speedway
Number of People Expected to Attend? 300
Please briefly describe premises to which alcoholic beverages will be consumed.
Spectator Area

Security Provision (Check Applicable Box)
☐ Private Security Firm
☑ Self Provided
Please Describe ID required at purchase

Will persons under the age of 21 be admitted? ☑ Yes ☐ No
Age group expected: 0 - 100
If yes, what steps will be taken to insure they are not served alcoholic beverages?
ID required at purchase

Applicants that are receiving anything of value (i.e. money, goods and/or services) from any industry representative must answer the following: (per W.S. 12-5-402)

As an applicant for a 24 hour malt beverage, are you :

A non-profit corporation organized under the laws of this state:	YES ☑	NO ☐
Qualified as a tax exempt organization under the Internal Revenue Code;	YES ☑	NO ☐
And have been in continuous operation for not less than two (2) years.	YES ☑	NO ☐

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FOR OFFICE USE ONLY

Amount of Fee: $10.00 Date Paid: 05/11/20 Date Authorized:

Paid By: Carol Bohl

Permit Authorized By: Board of Campbell County Commissioners

White: County Clerk Green: Sheriff Canary: City Police Dept. Pink: County Attorney Gold: Applicant

MALT BEVERAGE PERMIT APPLICATION

Applicant
Contact Person Carol Bohl

Mailing Address: 15 Mallard Rd
Gillette, WY 82716

Telephone Number: 307-689-3160

Event Car Racing
Date July 11, 2020
Time 12 P - 12 A
Place Thunder Speedway
Number of People Expected to Attend? 300
Please briefly describe premises to which alcoholic beverages will be consumed.
Spectator Area

Security Provision (Check Applicable Box)
☐ Private Security Firm
☑ Self Provided
Please Describe ID required at purchase

Will persons under the age of 21 be admitted? ☑ Yes ☐ No
Age group expected: 0-100
If yes, what steps will be taken to insure they are not served alcoholic beverages?
ID required at purchase

Applicants that are receiving anything of value (i.e. money, goods and/or services) from any industry representative must answer the following: (per W.S. 12-5-402)

As an applicant for a 24 hour malt beverage, are you :

A non-profit corporation organized under the laws of this state:	YES ☑	NO ☐
Qualified as a tax exempt organization under the Internal Revenue Code;	YES ☑	NO ☐
And have been in continuous operation for not less than two (2) years.	YES ☑	NO ☐

I hereby certify that I have read and am familiar with Wyoming Statue 12-4-502 and Wyoming Statue 12-6-101 (1988 as amended) and further certify that no one under the age of 21 years shall serve or be served malt beverages pursuant to this permit.

Carol Bohl
Applicant Signature

(Capacity or Position if necessary)

W.S. 12-4-502. Twenty-four hour malt beverage permit and catering permit; restrictions; application procedure; fees.
(a) A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverage on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit. W.S. 12-5-201 does not apply to this subsection.

(c) The permits authorized by this section shall be issued for one (1) twenty-four (24) hour period, subject to the schedule of operating hours provided by W.S. 12-5-101. No person or organization shall receive more than a total of twelve (12) malt beverage permits for sale at the same premises in any one (1) year.

W.S. 12-6-101. Sale, etc., prohibited; when possession unlawful; public drunkenness; falsification of identification; penalty; prima facie identification as defense.
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Permit Authorized By: Board of Campbell County Commissioners

White: County Clerk Green: Sheriff Canary: City Police Dept. Pink: County Attorney Gold: Applicant

MALT BEVERAGE PERMIT APPLICATION

Applicant
Contact Person Carol Bohl

Mailing Address: 15 Mallard Rd
Gillette, WY 82716

Telephone Number: 307-689-3160

Event Car Racing
Date July 18, 2020
Time 12 A - 12 P
Place Thunder Speedway
Number of People Expected to Attend? 300
Please briefly describe premises to which alcoholic beverages will be consumed.
Spectator Area

Security Provision (Check Applicable Box)
☐ Private Security Firm
☑ Self Provided
Please Describe ID shown at purchase

Will persons under the age of 21 be admitted? ☑ Yes ☐ No
Age group expected: 0 - 100
If yes, what steps will be taken to insure they are not served alcoholic beverages?
ID shown at purchase

Applicants that are receiving anything of value (i.e. money, goods and/or services) from any industry representative must answer the following: (per W.S. 12-5-402)

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Qualified as a tax exempt organization under the Internal Revenue Code;	YES ☑	NO ☐
And have been in continuous operation for not less than two (2) years.	YES ☑	NO ☐

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White: County Clerk Green: Sheriff Canary: City Police Dept. Pink: County Attorney Gold: Applicant

MALT BEVERAGE PERMIT APPLICATION

Applicant
Contact Person Carol Bohl

Mailing Address: 15 Mallard Rd
Gillette, WY 82716

Telephone Number: 307-689-3160

Event Car Races
Date July 25, 2020
Time 12p - 12A
Place Thunder Speedway
Number of People Expected to Attend? 300
Please briefly describe premises to which alcoholic beverages will be consumed.
Spectator Area

Security Provision (Check Applicable Box)
☐ Private Security Firm
☑ Self Provided
Please Describe ID shown at purchase

Will persons under the age of 21 be admitted? ☑ Yes ☐ No
Age group expected: 0 - 100
If yes, what steps will be taken to insure they are not served alcoholic beverages?
ID shown at purchase

Applicants that are receiving anything of value (i.e. money, goods and/or services) from any industry representative must answer the following: (per W.S. 12-5-402)

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Qualified as a tax exempt organization under the Internal Revenue Code;	YES ☑	NO ☐
And have been in continuous operation for not less than two (2) years.	YES ☑	NO ☐

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(Capacity or Position if necessary)

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White: County Clerk Green: Sheriff Canary: City Police Dept. Pink: County Attorney Gold: Applicant

MALT BEVERAGE PERMIT APPLICATION

Applicant
Contact Person Carol Bohl

Mailing Address: 15 Mallard Rd
Gillette, WY 82716

Telephone Number: 307-689-3160

Event Car Racing
Date Aug 1, 2020
Time 12 pm - 10pm
Place Thunder Speed Way
Number of People Expected to Attend? 300
Please briefly describe premises to which alcoholic beverages will be consumed.
Spectator Area

Security Provision (Check Applicable Box)
☐ Private Security Firm
☑ Self Provided
Please Describe ID shown at purchase

Will persons under the age of 21 be admitted? ☑ Yes ☐ No
Age group expected: 0 - 100
If yes, what steps will be taken to insure they are not served alcoholic beverages?
ID shown at purchase

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As an applicant for a 24 hour malt beverage, are you :

A non-profit corporation organized under the laws of this state:	YES ☑	NO ☐
Qualified as a tax exempt organization under the Internal Revenue Code;	YES ☑	NO ☐
And have been in continuous operation for not less than two (2) years.	YES ☑	NO ☐

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MALT BEVERAGE PERMIT APPLICATION

Applicant
Contact Person Carol Bohl

Mailing Address: 15 Mallard Rd
Gillette, WY 82716

Telephone Number: 307-689-3160

Event Car Racing
Date Aug 8, 2020
Time 12 A-12 p
Place Thunder Speedway
Number of People Expected to Attend? 300
Please briefly describe premises to which alcoholic beverages will be consumed.
Spectator Area

Security Provision (Check Applicable Box)
☐ Private Security Firm
☑ Self Provided
Please Describe ID required at purchase

Will persons under the age of 21 be admitted? ☑ Yes ☐ No
Age group expected: 0-100
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A non-profit corporation organized under the laws of this state:	YES ☑	NO ☐
Qualified as a tax exempt organization under the Internal Revenue Code;	YES ☑	NO ☐
And have been in continuous operation for not less than two (2) years.	YES ☑	NO ☐

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Paid By: Carol Bohl

Permit Authorized By: Board of Campbell County Commissioners

White: County Clerk Green: Sheriff Canary: City Police Dept. Pink: County Attorney Gold: Applicant

2020-036

POSITION VACANCY JUSTIFICATION

Department:	Library Board	Date:	5/5/20
Position Title: Youth Services Specialist			
Classification Band:	23	Current Salary:	$27.34
Salary Range: 52			

Minimum:	$19.52	Mid-Point:	$23.43	Maximum:	$27.34

Position Justification: This position is essential for meeting community demand for youth services. It includes developing and presenting literature-based programs, summer reading, and reader's advisory. Supervision of youth, reference help, and guidance in the use of on-line databases are critically needed.

Termed incumbent: [redacted]

Position Originated:

Funding Source for Position:	County	X		State		
	Federal			Other		(Please explain)

Classification:	Full Time		Part Time	X	Number of Hours	28
	Exempt		Non-Exempt	X		

Reason for Vacancy:	Resigned	X	Terminated		New Hire		
Retired	Exempt		Non-Exempt		Promotion		

Existing Budgeted Position:	Yes	X	No		If No, Please explain:

Benefit Eligible:	Yes	X	No		Please explain:

Department Head Signature:	Terri Lesley 5/5/20
Commissioner Approval:	

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.

5/13/2020

2020-037

POSITION VACANCY JUSTIFICATION

Department:	Public Health	Date:	5/11/20
Position Title: Public Health Nurse			
Grade	109	Current Salary:	$51,636.37
Salary Range:			

Minimum:	$51,636.37	Mid-Point:	$64,545.47	Maximum:	$77,454.56

Position Justification:

Termed incumbent: [redacted]

Position Originated: Long-term public health nurse position. This position is in the public health operating budget. With the development of the COVID19 pandemic and the extra workload, public health is not currently able to provide the level of services previously available to the community, especially with open nurse positions. It is becoming increasingly apparent we will be required to reduce services for the population of Campbell County without filling this open position.

Funding Source for Position:	County	X		State		WIC Program
	Federal			Other		(Please explain)

Classification:	Full Time	X	Part Time		Number of Hours	
	Exempt	X	Non-Exempt			

Reason for Vacancy:	Resigned		New Position		Retired	Terminated X

Existing Budgeted Position:	Yes	X	No		If No, Please explain:

Benefit Eligible:	Yes	X	No		Please explain:

POSITION VACANCY JUSTIFICATION

Department Head Signature:	Jane Glaser, MSN, RN, APHN-BC
Commissioner Approval:	

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.

BE
5/11/2020

SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: Sheriff's Office **Receiving Department:** Sheriff's Office

DATE: May 7, 2020

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: May 2, 2020

Anticipated return: May 25, 2020

From: 102349
Employee Number

Department Head Approval

To: 615283
Employee Number

Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

5/11/2020

- [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.

SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: Sheriff's Office **Receiving Department:** Sheriff's Office

DATE: May 7, 2020

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: May 2, 2020

Anticipated return: May 25, 2020

From: 101901
Employee Number

Department Head Approval

To: 615283
Employee Number

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.

Revised: 11-12-2014 H:\Payroll\Sick Leave Transfer\Sick Leave Transfer Request.docx

BC 5/11/2020

MASTER ACKNOWLEDGEMENT OF RESPONSIBILITY FORM

TO BE COMPLETED BY THE MASTER ELECTRICIAN OF RECORD

I, Curtis (Printed First Name) M (MI) Wendling (Printed Last Name), Wyoming Master Electrician

License Number: M-1909, Expiration Date 7/1/2021 DO HEREBY DECLARE That I am an employee of:

Contractor Name: Campbell County Public Works Contractor License Number: C-24396

Contractor Address: 500 South Gillette Ave St. 1400 Gillette (City) WY (State) 82716 (Zip)

DO NOT SIGN THIS FORM WITHOUT READING THE STATEMENT BELOW

I Curtis M Wendling (PRINT FULL LEGAL NAME) FURTHER DECLARE that I am actively engaged in a full time capacity for the above named Wyoming licensed electrical contracting company, and that I am not the Master of Record for, nor am I employed by, any other electrical contractor. I hereby assume ALL responsibility for the planning, laying out, and supervision of all electrical work performed by the above named company in the State of Wyoming from this day forth until I shall have notified the Wyoming State Electrical Board or its legally appointed representative in writing of the cancellation of this agreement. I acknowledge that I have received the Wyoming Electrical Board Code Rule and Regulations and further agree to assume responsibility to ensure that National Electrical Code, Wyoming Statutes and applicable Rules and Regulations of the Department of Fire Prevention and Electrical Safety are adhered to on all electrical work undertaken by the above named company in the State of Wyoming. I UNDERSTAND that any violation of the provisions could result in criminal penalties as stated in Wyoming Statute 35-9-130.

_____ Signature _____ Date

~ This Form Must Be Signed and Verified ~

ACKNOWLEDGEMENT

State of _____

County of _____

This instrument entitled _____ (Title of document being acknowledged) was acknowledged before me on

_____ (Date) by _____ (Name of Person).

(Seal)

_____ Signature of Notarial Officer

_____ Title (e.g. Notary Public)

My commission expires: _____

~PERSONNEL OF APPLICANT~

The personnel of an applicant are, for example:

- If you are an individual, the applicant will be listed below.
- If you are a partnership, the members of the partnership including limited partners will be listed below.
- If you are a corporation, the president, vice-president and secretary will be listed below.
- The "personnel" shall also include the Master Electrician of Record when such person is to qualify for applicant.
- Do not list any other employees other employees other than the person(s) stated above. Do not list directors of a corporation.

PERSONNEL OF APPLICANT PRINTED FULL LEGAL NAME	TITLE OR POSITION (OWNER, PARTNER, OFFICER)	RESIDENCE ADDRESS (PHYSICAL ADDRESS)

IMPORTANT: The following certification must be completed by each person named in "Personnel of Applicant"

I am aware of the provision of the Wyoming Statutes, which require every employer to be insured against liability of workmen's compensation and that all electrical work be supervised by a Wyoming licensed master electrician. I acknowledge receipt of Wyoming Electrical Board Rules and Regulations.

On this _____day of _____, 20_____, I certify under penalty of perjury to the truth and accuracy of all statements, answers and representations made in the application, including all supplementary statements attached hereto and hereby apply for a license under the provisions of W.S. 35-9-125.

INSTRUCTIONS FOR SIGNING

- An application by an individual must be signed by that individual.
- An application by a partnership must be signed by each partner, including limited partners.
- An application must be signed by a qualified officer of the Corporation.

(Owner, Partner, Officer of Corporation)

_____Title_____

_____Title_____

_____Title_____

_____Title_____

State of _____

County of _____

This _____ signed and sworn to (or affirmed) before me on _____
Title of document being signed & sworn to — Date

by _____.
Name(s) or Person(s) Making Statement

(Seal)

_____
Signature of Notarial Officer

My Commision Expires: _____

_____
Title (e.g. Notary Public)

The following page(s) contain the backup material for Agenda Item: 9:20 Employee Recognition Committee Appointment

*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.

May 5, 2020

Mrs. Brandy Elder,

The Employee Recognition Committee would like to make a recommendation of appointment to select Liz Slattery-Edwards from the Fair Board to fill the remaining term previously held by Matthew Blakesley of the Rec Center. The term is set to expire June 2021.

Included in this letter is the recommendation written by Marilyn Christensen, Chairman of the Fair Board. The ERC is comprised of eight Campbell County employees from different departments and we feel Liz would be a great addition to the committee.

Thank you for your time and consideration,

Sara Kuhbacher-Rosier

Sara K. Rosier

Employee Recognition Committee, Chair

Campbell County
wyoming

Committee Nomination Form

Committee Name: Employee Recognition Committee

Nomination Submitted by: Marilyn K. Christensen, Chairman of Fair Board
Name Department

Employee Nominated: Liz Slattery-Edwards Fair Coordinator
Name Job Title

Reason for Nomination:

Liz would be an excellent addition to your employee recognition committee. She is a very social/friendly person, who likes to have a good time. She is a hard worker and is very detail oriented. She is a well-rounded individual, very versatile, and not afraid to try something new. She likes to plan events and has done a great job planning our 100th year fair. I thoroughly enjoy working with her and feel she would be great on your committee!

Marilyn K. Christensen
Signature

4/30/2020
Date

The following page(s) contain the backup material for Agenda Item: 9:25 CARES Act Airport Grant Agreement

*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.

NORTHEAST WYOMING
REGIONAL AIRPORT

2000 Airport Road, Suite 108
Gillette, WY 82716

www.iflygillette.com

Office (307) 686-1042
Fax (307) 686-1471

MEMORANDUM

TO: Carol Seeger, Commissioner's Executive Director
Jenny Staeben, Deputy County Attorney
DG Reardon, County Commissioner Chairman
Greg Schreurs, President Airport Board
Bethany Raab, County Grant Specialist

FROM: Jay Lundell, Airport Executive Director

DATE: May 6, 2020

SUBJECT: Federal Aviation Administration (FAA) Grant Offer-REVISED

Please find attached a revised grant offer for grant number 3-56-0012-046-2020. The revision corrected the airport's name to the Northeast Wyoming Regional Airport. This grant offer is 100% of allowable costs of One Million, One Hundred Eleven Thousand, Six Hundred Fifty-Three dollars ($1,111,653) of CARES Act funding to the airport.

I request this grant offer be placed before the County Commissioners for their review and consideration at their May 19, 2020 board meeting.

WYDOT went to electronic signatures two years ago and recently so has the FAA. Any emails requesting electronic signature sent to Commissioner Chairman DG Reardon, Deputy County Attorney Jenny Staeben and Airport Board President Greg Schreurs ***should not*** be electronically signed until Ms. Seeger or I have notified you the grant has been approved by both the County Commissioners and Airport Board.

Thank you and I apologize for any confusion.

CAMPBELL COUNTY BOARD OF COMMISSIONERS
CONTRACT/AGREEMENT APPROVAL CHECKLIST

Parties: Campbell County Commissioners/Federal Aviation Administration (FAA)

Purpose: Request for the Commissioner's consideration to sign the grant offer for grant number 3-56-0012-046-2020. This grant is funded through the CARES Act of 2020. The first Grant Offer didn't have the airport's correct name of Northeast Wyoming Regional airport and the FAA has since corrected this error within the this latest revision.

Negotiated by: Jay Lundell, Airport Executive Director

Drafted by: Federal Aviation Administration

Director Review: _____ 05/06/2020
(Director Signature) (Date)

Grant Admin Review: _____
(Grants Signature) (Date)

Risk Mgt. Review: _____
(HR Reviewer Signature) (Date)

County Attorney Review: _____
(Attorney) (Date)

Board Approval Scheduled (Meeting date): May 19, 2020

Board Approved: _____
(Date)

Executed: _____
(Date)

Filed: _____
(File name)

U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
Colorado · Idaho · Montana · Oregon ·
Utah Washington · Wyoming

Denver Airports District Office
26805 E. 68th Ave., Suite 224
Denver, CO 80249

Mr. Daniel L. Reardon, Chairman
Campbell County Board of Commissioners
500 South Gillette Avenue, Suite 1100
Gillette, WY 82716

Mr. Greg Schreurs, President
Northeast Wyoming Regional Airport Board
2000 Airport Road
Gillette, WY 82716

Dear Commissioner Reardon and Mr.Schreurs:

Please find the following electronic CARES Act Grant Offer, Grant No. 3-56-0012-046-2020 for Northeast Wyoming Regional Airport. This letter outlines expectations for success. Please read and follow the instructions carefully.

To properly enter into this agreement, you must do the following:

a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
b. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, **no later than May 29, 2020,** in order for the grant to be valid.
c. You may not make any modification to the text, terms or conditions of the grant offer.
d. The grant offer must be digitally signed by the sponsor's legal signatory authority and then the grant offer will be routed via email to the sponsor's attorney. Once the attorney has digitally attested to the grant, an email with the executed grant will be sent to all parties.

Subject to the requirements in 2 CFR §200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System. The terms and conditions of this agreement require you drawdown and expend these funds within four years.

An airport sponsor may use these funds for any purpose for which airport revenues may be lawfully used. CARES grant recipients should follow the FAA's Policy and Procedures Concerning the Use of Airport Revenues ("Revenue Use Policy"), 64 Federal Register 7696 (64

FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330). The Revenue Use Policy defines permitted uses of airport revenue. In addition to the detailed guidance in the Revenue Use Policy, the CARES Act states the funds may not be used for any purpose not related to the airport.

With each payment request you are required to upload directly to Delphi:

- An invoice summary, even if you only paid a single invoice and
- The documentation in support of each invoice covered in the payment request.

For the final payment request, in addition to the requirement listed above for all payment requests, you are required to upload directly to Delphi:

- A final financial report summarizing all of the costs incurred and reimbursed, and
- An SF-425, and
- A narrative report.

The narrative report will summarize the expenses covered by the CARES Act funds and state that all expenses were in accordance with the FAA's Policy and Procedures Concerning the Use of Airport Revenues and incurred after January 20, 2020.

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend $750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

Once you have drawn down all funds and uploaded the required documents to Delphi, notify Paulette Lugo by email (paulette.lugo@faa.gov) that the grant is administratively and financially closed. We are readily available to assist you and your designated representative with the requirements stated herein. If you have additional questions, please contact Paulette at (303) 342-1256. We sincerely value your cooperation in these efforts.

U.S. Department
of Transportation
Federal Aviation
Administration

CARES ACT AIRPORT GRANT AGREEMENT

PART I – OFFER

Federal Award Offer Date	
Airport/Planning Area	Northeast Wyoming Regional Airport
CARES Grant Number	3-56-0012-046-2020 (Contract No. DOT-FA20NM-K1047)
Unique Entity Identifier	07-141-3140

TO: County of Campbell, Wyoming and the Northeast Wyoming Regional Airport Board
(herein called the "Sponsor") (For Co-Sponsors, list all Co-Sponsor names. The word "Sponsor" in this Grant Agreement also applies to a Co-Sponsor.)

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Coronavirus Aid, Relief, and Economic Security Act (CARES Act or "the Act") Airports Grants Application (herein called the "Grant") dated April 24, 2020, for a grant of Federal funds at or associated with the Northeast Wyoming Regional Airport, which is included as part of this Grant Agreement; and

WHEREAS, the Sponsor has accepted the terms of FAA's Grant offer;

WHEREAS, in consideration of the promises, representations and assurances provided by the Sponsor, the FAA has approved the Grant Application for the Northeast Wyoming Regional Airport (herein called the "Grant") consisting of the following:

This Grant is provided in accordance with the CARES Act, as described below, to provide eligible Sponsors with funding to help offset a decline in revenues arising from diminished airport operations and activities as a result of the COVID-19 Public Health Emergency. CARES Act Airport Grants amounts to specific airports are derived by legislative formula.

The purpose of this Grant is to maintain safe and efficient airport operations. Funds provided under this Grant Agreement must only be used for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational and maintenance expenses or debt service payments. CARES Act Airport Grants may be used to reimburse airport operational and maintenance expenses directly related to Northeast Wyoming Regional Airport incurred no earlier than January 20, 2020. CARES Act Airport Grants also may be used to reimburse a Sponsor's payment of debt service where such payments occur on or after April 14, 2020. Funds provided under the Grant will be governed by the same principles that govern "airport revenue." New airport development projects may not be funded

with this Grant, unless and until the Grant Agreement is amended or superseded by a subsequent agreement that addresses and authorizes the use of funds for the airport development project.

NOW THEREFORE, in accordance with the applicable provisions of the CARES Act, Public Law Number 116-136, the representations contained in the Grant Application, and in consideration of, (a) the Sponsor's acceptance of this Offer; and, (b) the benefits to accrue to the United States and the public from the accomplishment of the Grant and in compliance with the conditions as herein provided,

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay 100% percent of the allowable costs incurred as a result of and in accordance with this Grant Agreement.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is $1,111,653.

2. **Period of Performance.** The period of performance shall commence on the date the Sponsor formally accepts this agreement. The end date of the period of performance is 4 years (1,460 calendar days) from the date of acceptance.

   The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR § 200.309). Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR § 200.343).

   The period of performance end date shall not affect, relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.

3. **Unallowable Costs.** The Sponsor shall not seek reimbursement for any costs that the FAA has determined to be unallowable under the CARES Act.

4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the Grant Application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages only.

5. **Final Federal Share of Costs.** The United States' share of allowable Grant costs is 100%.

6. **Completing the Grant without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the Grant without undue delays and in accordance with this Grant Agreement, the CARES Act, and the regulations, policies, standards and procedures of the Secretary of Transportation ("Secretary"). Pursuant to 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from funding eligible expenses under the Grant that exceeds three months and request prior approval from FAA. The report must include a reason for the stoppage. The Sponsor agrees to comply with the attached assurances, which are part of this agreement and any addendum that may be attached hereto at a later date by mutual consent.

7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.

8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs unless this offer has been accepted by the Sponsor on or before May 29, 2020, or such subsequent date as may be prescribed in writing by the FAA.

9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner, including uses that violate this Grant Agreement, the CARES Act or other provision of applicable law. For the purposes of this Grant Agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement(s). The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.

10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or relate to this Grant Agreement, including, but not limited to, any action taken by a Sponsor related to or arising from, directly or indirectly, this Grant Agreement.

11. **System for Award Management (SAM) Registration And Universal Identifier** Unless the Sponsor is exempted from this requirement under 2 CFR § 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this Grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at http://www.sam.gov).

12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.

13. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all Federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.

14. **Buy American.** Unless otherwise approved in advance by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any expense which funds are provided under this Grant. The Sponsor will include a provision implementing applicable Buy American statutory and regulatory requirements in all contracts related to this Grant Agreement.

15. **Audits for Public Sponsors.** The Sponsor must provide for a Single Audit or program-specific audit in accordance with 2 CFR Part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at http://harvester.census.gov/facweb/. Upon request of the FAA, the Sponsor shall provide one copy of the completed audit to the FAA.

16. **Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:

    A. Verify the non-federal entity is eligible to participate in this Federal program by:

        1. Checking the excluded parties list system (EPLS) as maintained within the System for Award

Management (SAM) to determine if the non-federal entity is excluded or disqualified; or

2. Collecting a certification statement from the non-federal entity attesting the entity is not excluded or disqualified from participating; or
3. Adding a clause or condition to covered transactions attesting the individual or firm is not excluded or disqualified from participating.

B. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. sub-contracts).

C. Immediately disclose to the FAA whenever the Sponsor (1) learns the Sponsor has entered into a covered transaction with an ineligible entity, or (2) suspends or debars a contractor, person, or entity.

17. <u>Ban on Texting While Driving</u>.

A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:

1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to this Grant or subgrant.
2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
   a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
   b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

B. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts and subcontracts.

18. <u>Employee Protection from Reprisal</u>.

A. Prohibition of Reprisals –

1. In accordance with 41 U.S.C. § 4712, an employee of a grantee or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (A)(2), information that the employee reasonably believes is evidence of:
   a. Gross mismanagement of a Federal grant;
   b. Gross waste of Federal funds;
   c. An abuse of authority relating to implementation or use of Federal funds;
   d. A substantial and specific danger to public health or safety; or
   e. A violation of law, rule, or regulation related to a Federal grant.
2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:
   a. A member of Congress or a representative of a committee of Congress;

b. An Inspector General;

c. The Government Accountability Office;

d. A Federal office or employee responsible for oversight of a grant program;

e. A court or grand jury;

f. A management office of the grantee or subgrantee; or

g. A Federal or State regulatory enforcement agency.

3. Submission of Complaint – A person who believes that they have been subjected to a reprisal prohibited by paragraph A of this grant term may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.

4. Time Limitation for Submittal of a Complaint - A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.

5. Required Actions of the Inspector General – Actions, limitations, and exceptions of the Inspector General's office are established under 41 U.S.C. § 4712(b).

6. Assumption of Rights to Civil Remedy - Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c).

19. **Co-Sponsor.** Co-Sponsors understand and agree that they jointly and severally adopt and ratify the representations and assurances contained herein and that the word "Sponsor" as used in the application and other assurances is deemed to include all co-sponsors.

20. **Limitations.** Nothing provided herein shall be construed to limit, cancel, annul, or modify the terms of any Federal grant agreement(s), including all terms and assurances related thereto, that have been entered into by the Sponsor and the FAA prior to the date of this Grant Agreement.

SPECIAL CONDITIONS

1. **ARFF and SRE Equipment and Vehicles.** The Sponsor agrees that it will:

A. House and maintain the equipment in a state of operational readiness on and for the airport;

B. Provide the necessary staffing and training to maintain and operate the vehicle and equipment;

C. Restrict the vehicle to on-airport use only;

D. Restrict the vehicle to the use for which it was intended; and

E. Amend the Airport Emergency Plan and/or Snow and Ice Control Plan to reflect the acquisition of a vehicle and equipment.

2. **Equipment or Vehicle Replacement.** The Sponsor agrees that it will treat the proceeds from the trade-in or sale of equipment being replaced with these funds as airport revenue.

3. **Off-Airport Storage of ARFF Vehicle.** The Sponsor agrees that it will:

A. House and maintain the vehicle in a state of operational readiness for the airport;

B. Provide the necessary staffing and training to maintain and operate the vehicle;

C. Restrict the vehicle to airport use only;

D. Amend the Airport Emergency Plan to reflect the acquisition of the vehicle;

E. Within 60 days, execute an agreement with local government including the above provisions and a provision that violation of said agreement could require repayment of Grant funding; and

F. Submit a copy of the executed agreement to the FAA.

4. **Equipment Acquisition.** The Sponsor agrees that it will maintain Sponsor-owned and -operated equipment and use for purposes directly related to the airport.

5. **Utilities Proration.** For purposes of computing the United States' share of the allowable airport operations and maintenance costs, the allowable cost of utilities incurred by the Sponsor to operate and maintain airport(s) included in the Grant must not exceed the percent attributable to the capital or operating costs of the airport.

6. **Utility Relocation in Grant.** The Sponsor understands and agrees that:

   A. The United States will not participate in the cost of any utility relocation unless and until the Sponsor has submitted evidence satisfactory to the FAA that the Sponsor is legally responsible for payment of such costs;

   B. FAA participation is limited to those utilities located on-airport or off-airport only where the Sponsor has an easement for the utility; and

   C. The utilities must serve a purpose directly related to the Airport.

The Sponsor's acceptance of this Offer and ratification and adoption of the Grant Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the CARES Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Grant and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION

_____
(Signature)

John P. Bauer
(Typed Name)

Manager, Denver Airports District Office
(Title of FAA Official)

PART II - ACCEPTANCE

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Grant Application and incorporated materials referred to in the foregoing Offer under Part II of this Agreement, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Grant Application.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.

Dated _____

COUNTY OF CAMPBELL, WYOMING

(Name of Sponsor)

_____

(Signature of Sponsor's Authorized Official)

By: _____

(Typed Name of Sponsor's Authorized Official)

Title: _____

(Title of Sponsor's Authorized Official)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, , acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Wyoming. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the CARES Act. The Sponsor understands funding made available under this Grant Agreement may only be used to reimburse for airport operational and maintenance expenses, and debt service payments. The Sponsor further understands it may submit a separate request to use funds for new airport/project development purposes, subject to additional terms, conditions, and assurances. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

Dated _____

By: _____
(Signature of Sponsor's Attorney)

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Grant Application and incorporated materials referred to in the foregoing Offer under Part II of this Agreement, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Grant Application.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.

Dated _____

NORTHEAST WYOMING REGIONAL AIRPORT BOARD

(Name of Sponsor)

_____

(Signature of Sponsor's Authorized Official)

By: _____

(Typed Name of Sponsor's Authorized Official)

Title: _____

(Title of Sponsor's Authorized Official)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, , acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Wyoming. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the CARES Act. The Sponsor understands funding made available under this Grant Agreement may only be used to reimburse for airport operational and maintenance expenses, and debt service payments. The Sponsor further understands it may submit a separate request to use funds for new airport/project development purposes, subject to additional terms, conditions, and assurances. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

Dated _____

By: _____
(Signature of Sponsor's Attorney)

CARES ACT ASSURANCES

AIRPORT SPONSORS

A. General.

1. These assurances are required to be submitted as part of the application by sponsors requesting funds under the provisions of the Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act or "the Act"), Public Law Number, Public Law 116-136. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.

2. Upon acceptance of this Grant offer by the sponsor, these assurances are incorporated into and become part of this Grant Agreement.

B. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this Grant that:

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this Grant including but not limited to the following:

FEDERAL LEGISLATION

a. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.

b. Hatch Act – 5 U.S.C. 1501, et seq.

c. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.

d. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).

e. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.

f. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.

g. Clean Air Act, P.L. 90-148, as amended.

h. Coastal Zone Management Act, P.L. 93-205, as amended.

i. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.

j. Title 49, U.S.C., Section 303, (formerly known as Section 4(f)).

k. Rehabilitation Act of 1973 - 29 U.S.C. 794.

l. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin).

m. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).

n. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.

o. American Indian Religious Freedom Act, P.L. 95-341, as amended.

p. Architectural Barriers Act of 1968 -42 U.S.C. 4151, et seq.

q. Power plant and Industrial Fuel Use Act of 1978 - Section 403- 2 U.S.C. 8373.

r. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.

s. Copeland Anti-kickback Act - 18 U.S.C. 874.1.

t. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.

u. Wild and Scenic Rivers Act, P.L. 90-542, as amended.

v. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.

w. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.

x. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

EXECUTIVE ORDERS

a. Executive Order 11246 - Equal Employment Opportunity

b. Executive Order 11990 - Protection of Wetlands

c. Executive Order 11998 – Flood Plain Management

d. Executive Order 12372 - Intergovernmental Review of Federal Programs

e. Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction

f. Executive Order 12898 - Environmental Justice

g. Executive Order 13788 - Buy American and Hire American

h. Executive Order 13858 - Strengthening Buy-American Preferences for Infrastructure Projects

FEDERAL REGULATIONS

a. 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).

b. 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

c. 2 CFR Part 1200 - Nonprocurement Suspension and Debarment.

d. 28 CFR Part 35 - Discrimination on the Basis of Disability in State and Local Government Services.

e. 28 CFR § 50.3 - U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.

f. 29 CFR Part 1 - Procedures for predetermination of wage rates.

g. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.

h. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering Federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).

i. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and Federally assisted contracting requirements).

j. 49 CFR Part 20 - New restrictions on lobbying.

k. 49 CFR Part 21 - Nondiscrimination in Federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.

l. 49 CFR Part 26 - Participation by Disadvantaged Business Enterprises in Department of Transportation Program .49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.

m. 49 CFR Part 28 - Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.

n. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.

o. 49 CFR Part 32 - Government-wide Requirements for Drug-Free Workplace (Financial Assistance).

p. 49 CFR Part 37 - Transportation Services for Individuals with Disabilities (ADA).

q. 49 CFR Part 41 - Seismic safety of Federal and Federally assisted or regulated new building construction.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations, or circulars are incorporated by reference in this Grant Agreement.

1. **Purpose Directly Related to the Airport**

   It certifies that the reimbursement sought is for a purpose directly related to the airport.

2. **Responsibility and Authority of the Sponsor.**

   a. Public Agency Sponsor:

      It has legal authority to apply for this Grant, and to finance and carry out the proposed grant; that an official decision has been made by the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

   b. Private Sponsor:

      It has legal authority to apply for this Grant and to finance and carry out the proposed Grant and comply with all terms, conditions, and assurances of this Grant Agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in

connection with this application; and to provide such additional information as may be required.

3. **Good Title.**

   It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.

4. **Preserving Rights and Powers.**

   a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this Grant Agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish, or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.

   b. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with this Grant Agreement.

   c. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations, and the terms and conditions of this Grant Agreement.

5. **Accounting System, Audit, and Record Keeping Requirements.**

   a. It shall keep all Grant accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this Grant, the total cost of the Grant in connection with which this Grant is given or used, and the amount or nature of that portion of the cost of the Grant supplied by other sources, and such other financial records pertinent to the Grant. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.

   b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this Grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a Grant or relating to the Grant in connection with which this Grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

6. **Exclusive Rights.**

   The sponsor shall not grant an exclusive right to use an air navigation facility on which this Grant has been expended. However, providing services at an airport by only one fixed-based operator is not an exclusive right if—

a. it is unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide the services; and

b. allowing more than one fixed-based operator to provide the services requires a reduction in space leased under an agreement existing on September 3, 1982, between the operator and the airport.

7. **Airport Revenues.**

This Grant shall be available for any purpose for which airport revenues may lawfully be used. CARES Act Grant funds provided under this Grant Agreement will only be expended for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport(s) subject to this agreement and all applicable addendums.

8. **Reports and Inspections.**

It will:

a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;

b. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
    1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
    2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

9. **Civil Rights.**

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this Grant.

a. Using the definitions of activity, facility, and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR Part 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by or pursuant to these assurances.

b. Applicability

    1. Programs and Activities. If the sponsor has received a grant (or other Federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.

    2. Facilities. Where it receives a grant or other Federal financial assistance to construct, expand, renovate, remodel, alter, or acquire a facility, or part of a

facility, the assurance extends to the entire facility and facilities operated in connection therewith.

3. Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

1. So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
2. So long as the sponsor retains ownership or possession of the property.

Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests for Proposals for work, or material under this Grant and in all proposals for agreements, including airport concessions, regardless of funding source:

"The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

d. Required Contract Provisions.

1. It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.

2. It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.

3. It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.

4. It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a

covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:

a. For the subsequent transfer of real property acquired or improved under the applicable activity, grant, or program; and

b. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, grant, or program.

e. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.

f. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

10. **Foreign Market Restrictions.**

It will not allow funds provided under this Grant to be used to fund any activity that uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

11. **Acquisition Thresholds.**

The FAA deems equipment to mean tangible personal property having a useful life greater than one year and a per-unit acquisition cost equal to or greater than $5,000. Procurements by micro-purchase means the acquisition of goods or services for which the aggregate dollar amount does not exceed $10,000. Procurement by small purchase procedures means those relatively simple and informal procurement methods for securing goods or services that do not exceed the $250,000 threshold for simplified acquisitions.

The following page(s) contain the backup material for Agenda Item: 9:30 Classification & Change of Allocation, Airport Operations Supervisor

*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.

CAMPBELL COUNTY PERSONNEL COMMITTEE

500 SOUTH GILLETTE AVENUE
GILLETTE, WY 82716

2019/2020 Members
Jane Glaser, Chairperson
ReNae Keuck, Vice-Chairperson
Belinda Christenson, Michalene Seeman,
Dwayne Dillinger, Pam Merchen
Ivy McGowan-Castleberry - Members

Personnel Committee Liaison
Brandy Elder, Executive Director of
HR/Risk Management

May 12, 2020

DG Reardon, Chairman
Campbell County Commissioners
500 S. Gillette Avenue
Gillette, WY 82716

RE: Re-activation of Airport Operations Supervisor position.

Dear Chairman Reardon:

On May 4, 2020, the Personnel Committee met to review the Job Analysis Questionnaire (JAQ) for the position of Airport Operations Supervisor position submitted by the Airport. With the closure of the airport tower, the three positions will be moved to Airport Operations. The need for a front-line supervisor to be promoted internally was established through the JAQ. The committee classified and scored the position based on the compensation study guidelines.

Based on the Committee's review, the following revised pointing and title is being recommended.

Position: Airport Operations Supervisor

Category	Pointing	Factor Amount
Education	4	80
Experience	4	69
Management/Supervision	4A	76
Human Collaboration Skills	3B	90
Freedom to Act and Impact of Action	4	105
Technical Skill	2B	78
Fiscal Responsibility	2	40
Working Conditions	3C	80
		618
	Pay Grade	**111**

Thank you for your consideration. Should you have any questions, please contact me.

Respectfully submitted,

Jane Glaser, MSN, RN, APHN-BC

Jane Glaser, Chairperson
Campbell County Personnel Committee

Enclosure: Request for Re-activation

Request for Re-activation of Classification and Change of Allocation

Classification Title of position to be re-activated: Airport Operations Supervisor Band/Range: 61/27

Department Requesting Re-activation: Airport

Changes (if any) to classification specification: Updated experience and license, certification or registrations.

Explain Request for request and effect on the budget: This position will be budgeted within the airport's FY 2020-21 operational budget

Department Head Signature: Jay D. Lundell Date: 03/31/2020

Submit this document to Human Resources/Risk Management Director for review. Please attach a copy of the job classification and indicate any changes. If those changes are determined to be material, the HR Director will request a new JAQ and organizational chart and route request through Personnel Committee for re-pointing. Estimate the effect on the budget by Fiscal Year include source of funding. HR Director will forward to Budget Officer for review. Budget Officer will forward to the Commissioners' for approval.

Human Resources Review Date: 4 -20 -2020

Request is: ✓ Forwarded to Personnel Committee ____ Forwarded to Budget Officer _____ Returned

Reason for action: Additional personnel Human Resources Signature: [signature]

Personnel Committee Review Date: 5/4/2020 Classification Title Assigned: Airport Operations Supervisor

Expertise: _____ **Decision Making:** _____ **Working Relationships:** _____ **Working Environment:** _____

Total Points: 618 ~~Band~~ Grade: 111 Range: _____ Comments: See attached Grading

Personnel Committee Chairperson Signature: [signature] Date: 5.4.20

Budget Officer Review Date: 5 -12 -2020

Request is: X Forwarded _____ Returned

Reason for action: _____ Budget Officer 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

POSITION: **Airport Operations Supervisor**

Category	Pointing	Factor Amount
Education	4	80
Experience	4	69
Management/Supervision	4A	76
Human Collaboration Skills	3B	90
Freedom to Act and Impact of Action	4	105
Technical Skill	2B	78
Fiscal Responsibility	2	40
Working Conditions	3C	80
		618
	RATING	**111**

The following page(s) contain the backup material for Agenda Item: 9:35 Bid Award, Airport Terminal Building Reroof Project

*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.

Campbell County
wyoming

Department of Public Works *Kevin C. King, P.E., Director*

500 S. Gillette Avenue, Suite 1400, Gillette, WY 82716 ● 307-685-8061 ● Building 307-682-1970 ● Solid Waste/Recycle 307-682-9499

MEMORANDUM

TO: Board of Commissioners

FROM: Clark Melinkovich, Public Works

DATE: May 19, 2020

SUBJECT: Campbell County Airport Terminal Building Reroof

The roof of the terminal building at the Airport sustained damage from two hailstorms that occurred on July 17 and August 25 of 2019. The roofing systems consist of metal standing seam panels, skylights, and membrane material. Insurance claims have been submitted and the adjustors have agreed to pay for the re-roof.

A project was put together and bid out for this replacement of the entire roof system. Bids were received from Lowe Roofing of Gillette, Dave Loden Construction of Buffalo, and Centimark, a large nationwide company with a Denver, CO office. The skylights were bid as an alternate only to quantify the cost and will be included in the project. Skylight installation will be by local contractor Associated Glass. Bids were analyzed by Public Works staff as well as the design consultant on the project. The recommendation is to award the project to the low bidder, Lowe Roofing. Lowe Roofing is a quality local contractor with extensive experience in the area including many County projects. This price is within budget and within what we believe the insurance company will pay. Construction will take place during the upcoming fiscal year.

Public Works recommends the Board award the Campbell County Airport Terminal Building Reroof Project to Lowe Roofing of Gillette in the amount of $685,700.

ARETE
DESIGN GROUP

45 E. LOUCKS STREET, SUITE 301
SHERIDAN, WY 82801
(307) 672-8270
info@aretedesign.group
www.aretedesign.group

May 11, 2020

Clark Melinkovich
Campbell County
500 South Gillette Ave.
Suite 1400
Gillette, WY 82716

RE: CC Airport Roof Bid
Project No. 2020-13

Clark,

Bids were opened on the above project at the Public Works Office on May 7, 2020 at 11:00 a.m. There was a total of three bids for all the scheduled bid items. I have had the opportunity to review the bids with the respective low bidder. Lowe Roofing of Wyoming, LLC had the opportunity to review their bid and will honor their bid for the Base Bid and alternate 1 as submitted.

With the bid pricing bidders also submitted their completion date for the project. Low Roofing of Wyoming, LLC submitted a completion date of March 31, 2021. This was also the earliest date of the three bidders. It is their intention to begin the project this fall.

It is our recommendation that Lowe Roofing of Wyoming, LLC be awarded the Base Bid ($578,100.00) and Alternate 1 ($107,600.00) for a total award amount of $685,700.00 with a substantial completion date of March 31, 2021. Also accepting Unit Price #1 for replacing roof drains if needed at a cost of $1,150.00/drain.

Enclosed is the complete bid tabulation for the project. Feel free to contact us if you have any additional questions.

Sincerely,

Timothy H. Jager – Production Manager
ARETE DESIGN GROUP

BID TABULATION

Owner: Campbell County
Project Name: Campbell County Airport Terminal Building Reroof
Project No. 2020-13
Bid Date: Thursday, May 07, 2020

BID ITEM #	ITEM DESCRIPTION	Lowe Roofing	Dave Loden Construction	Centimark		
	RESIDENCY	yes	yes	no		
	BID SECURITY	yes	yes	yes		
	LIST OF SUBCONTRACTORS AND SUPPLIERS	yes	yes	yes		
	Acknowledge ADDENDUMS 1, 2, 3, 4	yes	yes	yes		
	Substantial Completion Date	3/31/2021	6/1/2021	5/31/2021		
1	BASE BID	$ 578,100.00	$ 704,885.00	$ 1,102,494.00		
2	ALTERNATE #1 - SKYLIGHTS	$ 107,600.00	$ 100,000.00	$ 567,162.00		
3	UNIT PRICE #1 - ROOF DRAINS	$ 1,150.00	$ 800.00	$ 800.00		
	TOTAL	$ 685,700.00	$ 804,885.00	$ 1,669,656.00	$ -	

AGREEMENT BETWEEN OWNER AND CONTRACTOR

This Agreement made this 19th day of May, 2020 by and between Campbell County Board of Commissioners, hereinafter referenced as "Owner"; whose address is 500 S. Gillette Avenue Suite 1100, Gillette, Wyoming 82716, and Lowe Roofing of Wyoming (Company Name) hereinafter referenced as "Contractor" whose address is 1550 Business Circle, Gillette, WY 82718. Owner and Contractor, in consideration of mutual covenants set forth herein agree as follows:

1. Description.

A. Project. The Project is generally described as:

Removal and replacement of the existing low slope roof membrane and barrel-vaulted standing seam roofing systems. Replacement of existing skylight exterior glazing components and frame refurbishing.
Campbell County Airport

B. Work. The Contractor shall furnish all of the labor, tools, materials, equipment, and services necessary for the construction and completion of the Project as described in the Contract Documents.

C. Contract Documents. The Contract Documents consist of the following items:

1.C.1. Drawings title Campbell County Airport Terminal Bldg. – Roof Replacement dated 9th day of April, 2020.

1.C.2. Addenda numbered as 1, 2, 3 & 4
Project Manual Campbell County Airport Terminal Bldg. – Roof Replacement dated 9th day of April, 2020.

1.C.3. List all other required documents here:

_____

_____

_____

_____

_____

D. Contract Time. Time is of the essence in this agreement. The construction shall begin on the day that the Owner issues the Notice-to-Proceed. The Project shall exhibit Substantial Completion, as defined in Section 2N+ of this Agreement, by 31st day of March, 2021.

E. Contract Price. For full and complete performance of the Work, the Owner agrees to pay the Contractor a sum of $ 685,700.00; payable in accordance with the terms of this Agreement.

1.E.1. Base Bid: $578,100.00
1.E.2. Alternate 1: $107,600.00
1.E.3. Unit Price 1; $1,150.00/Drain

2. Definitions. The following terms shall have these definitions:

A. Agreement – This written instrument which is evidence of the contractual agreement between Owner and Contractor pertaining to the Work.

B. Contract Documents – Those items pertaining to this Agreement, which are enumerated in Section 1C of this document.

C. Contract Price – The moneys payable by Owner to Contractor for completion of the Work according the Contract Documents, which is enumerated in Section 1E.

D. Contract Time – The number of days or the date to reach Substantial Completion for the Project, which is enumerated in Section 1D of this document.

E. Contractor – The individual or entity the Owner has hired to construct the Project, which is enumerated in the heading of this Agreement.

F. Change Order - A written modification to this Agreement adjusting the scope of the Work, the Contract Price, or the Contract Time.

G. Final Completion – After Substantial Completion, when any items identified on punch lists are complete, the Project is in all ways complete, the Owner has made final inspection and is ready to accept the Project.

H. Owner – The Campbell County Board of Commissioners.

I. Owner's Consultant – A third party professional hired by the Owner to assist the Owner's Representative during the Project.

J. Owner's Representative – A County staff member assigned to the Project to carry out roles and responsibilities of the Owner.

K. Project – The finished product of an organized process of constructing or installing the Work per the Contract Documents; which is enumerated in Section 1A of this document.

L. Project Manual – A collection of project forms and technical specifications to be used for the Project. The Project Manual is a part of the Contract Documents. Underlined names in this Agreement refer to the specific titles of documents that are included in the Project Manual.

M. Punch List – A document prepared near the end of a construction project listing work not conforming to contract specifications that the general contractor must complete prior to final payment.

N. Substantial Completion – When a Project has progressed to a point where it can be used for its intended purpose. For example, if the Project is a building Substantial Completion occurs when a Certificate of Occupancy is issued; if the Project is a road Substantial Completion occurs when the road is open to traffic.

O. Work – The entire construction required to be provided under the Contract documents, including, but not limited to, furnishing all necessary labor, tools, materials, equipment, and services.

P. Work Directive – A written statement by the Owner to the Contractor ordering an addition, deletion or revision to the Work. The parties will expect that changes to the Work will be incorporated by a subsequent Change Order executed in writing after an appropriate change in Contract Price or Contract Time has been negotiated.

3. Contractor's Representations. To induce the Owner to enter into this Agreement, Contractor represents and warrants to the Owner the following:

A. Contractor is professionally and fully qualified to perform the Work in a professional manner and complete the Project;

B. Contractor is authorized to engage in business in the State of Wyoming and will maintain all necessary licenses, permits, or other authorizations as required by law or agreement with the Owner;

C. Contractor has the expertise, experience, knowledge, and necessary plant, personnel, and financial capability to successfully complete the Project;

D. The person signing this Agreement has the authority to bind the Contractor;

E. Contractor is familiar with the work site in its present condition; and

F. Contractor is aware of the terms of this Agreement, the nature and extent of the Contract Documents, and any local conditions, laws, or regulations which could affect the cost or progress of the Project.

4. Insurance. Without limiting any obligations or liabilities of Contractor, the Contractor shall secure and maintain policies of insurance as set forth below from an insurance company or companies authorized by the State of Wyoming with a minimum "A. M. Best" rating of at least A-. Such insurance will protect Contractor, its subcontractors, or anyone directly or indirectly employed by the Contractor or its subcontractors or for whose acts the Contractor or subcontractors may be liable. The insurance will also protect Owner and its representatives, consultants, agents and employees from claims for bodily injury, death, or property damage which may arise out of, or result from, the Contractor's or its subcontractors' operations during the Project.

Insurance policies shall contain a provision that coverage will not be cancelled or materially changed thirty (30) days written notice has been received by the Owner.

Owner shall be named as an additional insured with a waiver of subrogation.

Contractor shall not commence any work until all required insurance has been obtained and certificates of insurance have been delivered to the Owner.

A. Commercial General Liability. Must include broad form property damage (i.e. underground, explosion and collapse coverage) and blanket contractual liability coverage.

Each occurrence	$1,000,000
Personal and advertising injury	$1,000,000
General aggregate	$2,000,000
Products and completed operations	$2,000,000
(to be enforced for two (2) years after final payment)	

B. Automobile Liability. Must include owned, not owned, and hired vehicles and must cover bodily injury and property damage.

Combined single limit (each accident)	$1,000,000

C. Umbrella or excess liability.

Each occurrence	$2,000,000
Aggregate	$2,000,000

D. Workers Compensation and Unemployment – per Wyoming Department of Workforce Services.

E. Builders Risk Insurance. This section applies when Owner does not carry Builders' Risk Insurance.

Contractor shall obtain an all risk insurance against physical loss or damage for the full cost of replacement at the time of the loss.

5. Payment and Performance Bonds. This section is not applicable to small projects that do not require bonds.

Contractor shall furnish bonds as security for the faithful performance of the Work and payment of all Contractor's obligations arising thereunder; in accordance with Wyoming Statute §16-6-112. Each bond shall be in the amount of the Contract Price and shall remain in effect one (1) year from the date of final payment.

Language in the bond documents shall match the language of the AIA Document A312-2010 and may be issued using the surety company's own forms.

Surety Companies executing bonds must be authorized to transact business in Wyoming and must appear on the Department Circular 570 from the Bureau of Fiscal Service of the United States Department of the Treasury.

The Contractor shall provide notification to subcontractors and materialmen of their rights of protection under the bonds per Wyoming Statute §16-6-121. Contractor shall deliver the required bonds to Owner prior to the commencement of construction.

6. Owner's Responsibilities.

A. The Owner shall assign a County staff member as the Owner's Representative for the Project; to carry out roles and responsibilities of the Owner and provide contact information to the Owner.

B. The Owner may, at their discretion, hire third party Owner's Consultant(s) to assist Owner during the Project. The Owner will notify the Contractor in writing of the person or company who will be fulfilling this role and their contact information.

C. With respect to matters of importance to the progress of the Work, the Owner shall respond to questions, and provide information regarding the Project in a timely manner.

D. The Owner shall fulfill construction administration actions identified in Section 10.

E. The Owner shall provide up to three (3) copies of the Contract Documents to the Contractor.

F. The Owner shall make payments to the Contractor for the Work in accordance with Section 14 and Section 17.

7. Contractor's Responsibilities.

A. Contractor shall supervise, inspect, and direct the Work competently and efficiently using the Contractor's best skill and attention to fulfill the expectations associated with and completion of the Project.

B. Contractor shall perform the Work necessary to construct the Project in accordance with the Contract Documents; providing sufficiently skilled workers and suitable materials and equipment.
Contractor shall see that the finished work complies with Contract Documents.

C. Contractor shall provide competent, suitably qualified personnel to perform the Work. Contractor shall be responsible to the Owner for acts and omissions of the employees and agents of the Contractor, the Contractor's subcontractors, and other entities performing the Work through the Contractor.

D. Contractor shall be solely responsible for, and have control over, the means, methods, techniques, sequences, and procedures of construction.

E. Contractor shall be responsible for coordinating all portions of Work under this Agreement and for the schedule and timeline of the Work on the Project.

F. Contractor shall maintain order and good discipline at the construction site at all times. Contractor shall keep the premises clean and free of accumulations of waste materials and debris resulting from the Work.

G. Contractor shall comply with laws, ordinances, rules, and regulations applicable to the Work.

H. Contractor shall conduct its operations in a safe manner and comply with all applicable laws and regulations relating to safety and work site conditions.

Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with construction of the Project to prevent and avoid injury, and loss or damage to persons or property.

I. Contractor shall assign a competent Superintendent as an authorized representative on the project site to fulfill the Contractor's responsibilities and obligations under this contract. The Superintendent must be in attendance on the site during construction.

Qualifications of the proposed superintendent shall be submitted to the Owner for review prior to beginning work on the Project. The Contractor shall not assign a superintendent to the Project if the Owner has made a reasonable objection to that person.

J. A pre-construction meeting will take place prior to beginning work on the Project. Items to be covered at the meeting will include names and contact information for all involved parties, schedules and timelines, Project protocols, coordination, responsibilities of the parties, traffic and site control plan, and other similar actions. The Contractor is to assist with the content of this meeting.

K. Contractor shall keep one (1) record copy of Contract Documents, specifications, drawings, addenda, modifications and shop drawings at the Project site. Such documents will be kept in good order and annotated to show any and all changes made during the construction process. These documents shall be submitted to the Owner as record drawings at the end of the Project.

L. Contractor must provide the order the Contractor proposes to complete key components to the Project. The Contractor shall also update the Owner on the status of the Project; though progress meetings and by providing updated schedules that show the critical path of key components to the Project.,

M. Materials testing for quality control during construction will be administered and paid for by the Owner. Contractor shall assist the Owner in coordinating these tests with the testing company. Any retests for failures will be charged to the Contractor. Contractor shall be responsible for and shall pay all costs for inspections or testing required of the Contractor in the Contract Documents.

N. Contractor shall secure and pay for building permits and other permits, licenses, and fees required by government agencies or by the Contract Documents. Contractor shall comply with any requirements of the permits and bear all costs related to the permits including any tests, inspections, or approvals.

O. Contractor shall pay all license fees and royalties, and assume all costs incident to the use, in the performance of the Work, of any invention, process, or device which is the subject of patent rights or copyrights held by others. Contractor shall pay all sales, consumer, use, and other taxes required by law. Contractor is responsible for all State and Federal taxes on payments earned under this Agreement, and for the earnings paid to any workers hired by Contractor.

P. Contractor shall contact utility companies to locate the utilities on and around the Project per One Call of Wyoming policy. Notifications to utilities and related civil penalties will be governed by Wyoming Statutes §37-12-301 through §37-12-307.

Contractor shall work with the Owner to locate service lines and utilities that are within the site and not marked by utility companies. Contractor shall strive diligently to avoid damaging any utilities during construction.

Q. If any hazardous environmental conditions are encountered during construction, the Contractor shall isolate and secure the location, stop all work in and around the hazardous condition, and notify the Owner immediately. Contractor shall not be responsible for any hazardous environmental conditions encountered at the site that were not identified in the Contract Documents.

R. Contractor to provide Owner, Owner's Consultant(s) and/or Owner's identified Representative(s) access to the Project site.

S. Contractor shall provide any shop drawings and submittals required by the Contract Documents to the Owner for review. When the Contractor provides shop drawings and any required submittals, the Contractor is representing that the Contractor has reviewed and approved such documents and verifies the materials, field measurements, and field construction criteria are correct.

T. Contractor warrants and guarantees that all materials and equipment are new and that the Work is of good quality, free from faults or defects, and conforms to the Contract Documents. All materials and equipment exclude defects or damage caused by modifications or improper use by the Owner, or normal wear and tear.

U. Contractor will provide a one (1) year warranty for Project improvements including materials, equipment, and workmanship; beginning on the date of Substantial Completion. If any work is found to be defective during the warranty period, Contractor shall immediately repair or replace the defective portion(s) without cost to the Owner and in accordance with the Owner's instructions. If Contractor fails to do so, the Owner may have the defective work repaired; with all costs associated with the repair to be paid by the Contractor.

V. Contractor shall promptly correct or repair any work determined by the Owner to be defective, or that fails to conform to the Contract Documents.

W. Contractor shall at all times be an independent Contractor in performing the work under this Agreement.

X. Contractor shall follow all local, state, and federal laws and regulations related to the Contractor's employees, the Contractor's equipment, and/or any other item related to completion of the Work.

8. Assignment and Subcontracts. The Contractor shall not assign Contractor's interest in this Agreement nor subcontract more than fifty percent (50%) of the value of the Work. Subcontractors working on the Project are subject to the approval of the Owner. Contractor is responsible for the acts and omissions of the subcontractors as well as the quality and the timeliness of the work performed by them. Contractor agrees to bind every subcontractor to the terms and conditions of this Agreement.

9. Construction by Others. Owner reserves the right to award separate contracts or to use Owner's own forces to complete portions of the Project or other construction or operations on the site. If this occurs, Contractor shall cooperate with Owner in coordinating schedules and any work phasing required. In doing this, Owner shall not substantially interrupt the Contractor's critical path schedule nor significantly encumber Contractor's ability to complete Work at the site.

10. Construction Administration. The Owner will fulfill the construction administration actions through Owner's Representative and/or Owner's Consultant(s). During construction administration, the Owner's Representative and/or Owner's Consultant(s) shall have the Owner's authority to:

A. Determine if the Work is proceeding in accordance with the Contract Documents and ascertain whether the acceptability of all Work and whether it is progressing satisfactorily.

B. Provide onsite observation(s) and inspection(s) to the extent desired by the Owner. This may include extensive observation and inspection on the Project site.

C. Notify Contractor of repairs or alterations that are needed on the Project site and will provide the Contractor copies of observation and inspection reports.

D. Have authority to reject any work which does not conform to the design.

E. Review and approve shop drawings, product data, and samples for conformance to the Contract Documents.

F. Review and approve submittals of proposed materials and equipment for the Project (including substitution requests) for quality, compatibility with the Project, and adherence to the Contract Documents.

G. Review proposed Change Orders to determine if costs are appropriate.

H. Review and approve pay requests. Owner's Representative and/or Consultant(s) may make a recommendation to Owner regarding payment based on a review of the progression of the Work, the point indicated on the pay request, and observation that quality of the Work is in accordance with Contract Documents.

I. Make determinations on unit price work items.

J. Order minor changes to the Work that are consistent with the Contract Documents.

K. Interpret the intent of the Contract Documents and make decisions concerning performance under, and requirements of, the Contract Documents.

L. Answer the Contractor's questions regarding the Contract Documents and respond to requests for information, issue supplemental drawings and/or specifications (if necessary) and make necessary amendments to the Contract Documents. If any such clarifications constitute a change in the scope of work and require more time or resources to be used than was planned for in the bid, the Contractor may pursue a contract adjustment per Section 12B of this document.

M. Participate in progress meetings and Project walkthroughs.

N. Process Change Orders and/or Work Directives. Prepare such documents with backup information from the Contractor.

O. Make determinations on weather days.

P. Verify that tests performed by Owner's third-party testing company meet the intent of the Contract Documents.

Q. Determine the date of Substantial Completion.

R. Complete Substantial Completion and Final Completion walkthroughs of the Project, create punch lists for required actions, and verifying when such punch lists are complete.

11. Owner Initiated Changes. Without invalidating this Agreement, Owner may, at any time and from time to time, order additions, deletions, or revisions to the Work. Such changes may be completed through a Change Order or by a Work Directive. The value of the work covered by the Change Order shall be determined by unit price (when applicable) or by a mutually agreed upon lump sum price.

12. Contractor Initiated Changes (Claims)

A. Weather Days. If Contractor is not able to work on a critical path or controlling item on the Project for at least half of a regular scheduled work day because of inclement weather, then the Contractor shall be entitled to adjustments in the Contract Time. Adjustments to the Contract Time are calculated for each weather day that is greater than the anticipated number of weather days for the given month as shown below:

January	8
February	8
March	7
April	6
May	4
June	3
July	2
August	2
September	2
October	4
November	5
December	7

B. Contract Adjustment. If Contractor claims that it is entitled to damages, an extension of the Contract Time, or an adjustment of the Contract Price, for any reason, then Contractor must deliver a written claim to Owner. Such claims may include, but are not limited to, any act or neglect of Owner or Owner's Representative or employee, unknown physical conditions encountered at the site, hazardous environmental conditions encountered at the site, conditions which differ materially from those indicated in the Contract Documents, or any inaccurate or improper material representations by the Contract Documents.

C. Failure of Contractor to file a claim as provided herein shall constitute a waiver of the claim by Contractor. Pending resolution of a claim, Contractor shall proceed diligently with the performance of the Work.

D. Delays. The Contractor shall be entitled to an equitable adjustment in Contract Time so long as the Contractor has been diligent in working on the Project and someone for whom the Owner is responsible for delays, disrupts, or interferes with the progression of the work; or the Contractor is delayed in the performance or progress of the Work by fire, flood, epidemic, acts of God, or failures to act of utility owners; or there are other delays beyond the control of the Contractor. In such or comparable cases, the extension of the Contract Time will be an amount equal to the time lost due to such delays. This shall be Contractor's sole and exclusive remedy for such delay.

E. Any claims for weather days, contract adjustment, or delays shall be delivered to Owner in writing with supporting data and documentation within ten (10) days after the

occurrence of the event giving rise to the claim or within ten (10) days after the Contractor first recognized the condition. The Owner's Representative shall provide a decision, in writing, upon review of submitted materials and consultation with the Owner's Consultant (if applicable) within thirty (30) days of receipt of the request and all applicable materials.

Should the decision of the Owner's Representative be found unsatisfactory by the Contractor, the Contractor may submit an appeal to the Campbell County Board of Commissioners within fourteen (14) calendar days of the date of the decision by the Owner's Representative. Upon receipt of the appeal, the Campbell County Board of Commissioners shall provide a decision within sixty (60) calendar days. Should the decision of the Campbell County Board of Commissioners be found unsatisfactory by the Contractor, only then, may the Contractor submit for a decision by the District Court, in Campbell County, Wyoming.

13. Change Orders. Subsequent to issues arising under Sections 11 and/or 12 of this document, all changes to the Contract Price or Contract Time will be formalized by the parties executing a Change Order to this Agreement. Upon receipt of a Change Order, Contractor shall proceed with the Work involved. All such Work shall be executed under the same applicable conditions and include any adaptations provided in the Change Order. If a notice of contract changes to the surety is a requirement of a bond, it will be the Contractor's responsibility to make the notification.

14. Progress Payments. When requested by the Contractor, progress payments may be made as follows:

A. Contractor shall submit to Owner monthly pay applications for the work completed through the date of the pay application. Contractor shall use the Contractor's Application for Payment document included in the Project Manual.

B. The application will be supported by information that is reasonably requested by Owner to verify the work is done and the amount is due.

C. Payment for materials purchased specifically for the Project may be included in the application; so long as the materials are stored on site or at another secure location that can be observed by the Owner.

D. Lien waivers must be included from major subcontractors and suppliers through the date of the most recent previous pay application; to verify that payment has been received from the Contractor per Wyoming Statute §16-6-1001(a)(iv). Contractor shall use the Release and Waiver of Lien document included in the Project Manual.

E. Retainage shall be deducted from each pay application as described in Section 15 of this document.

F. Progress payments shall be made in accordance with the current Campbell County Public Works Accounts Payable schedule, which is attached and labeled/identified as Exhibit A to this agreement.

G. Each application shall be promptly reviewed by the Owner's Representative and/or the Owner's Consultant. A reasonable amount of time is permitted for this review.

H. No progress payment shall be construed to be a final acceptance or approval of that part of the services or Work to which the payment relates. A progress payment will not release a Contractor from any of the Contractor's obligations under this Agreement or liabilities with respect to such services or Work.

I. Owner may withhold payments to the extend necessary to protect Owner against any loss or damage due to, but not limited by, the following: (1) Contractor's repeated failure to carry out the Work in accordance with the Contract Documents, (2) defective work not remedied, (3) failure of the Contractor to promptly pay their subcontractors, materialmen, suppliers or laborers, (4) receipt of a third party claim, lien, or demand, or reasonable evidence of a pending claim, lien, or demand, or (5) if Owner, in its good faith judgment, determines that the portion of the compensation then remaining unpaid will not be sufficient to complete the Work under this Agreement.

J. Contractor warrants and guarantees that title to all Work, materials and/or equipment covered by any pay application will pass to Owner at the time of payment, free and clear of all and any liens, claims, security interests and/or encumbrances.

15. Retainage. Retainage shall be administered in accordance with Wyoming Statute §16-6-701 through 706.

A. The Contractor shall set up an account in Contractor's name with an acceptable depository to serve as custodian of retained monies during the Project. An agreement shall be executed between the Owner, Contractor, and depository identifying the following: (1) the Contractor shall be responsible for all fees associated with the account as well as any tax liabilities from interest accrued, (2) the terms of the account are such that no funds will be released to the Contractor until the depository has received written authorization from the Owner to release the funds, (3) should the Contractor fail to satisfactorily complete the work, the Owner will have access to these funds, and (4) the Owner bears no responsibility for the safety of the funds in the account. The form of such an agreement is to be titled Joint Account Agreement for Retainage. This form is included in the Project Manual.

B. Retainage will be deducted from each progress payment in the amount of ten percent (10%). When fifty percent (50%) of the value of the Work is completed the Owner may cease to deduct retainage on progress payments for the remainder of the Project if (1) in the Owner's judgement there has been satisfactory progress made on the Project, (2) there is no evidence of pending claims on the Project, and (3) written consent has been given from the Contractor's surety company issuing the payment and performance bonds (if applicable).

C. Contractor may provide for retainage in all of its contracts with subcontractors consistent with the requirements set out in this agreement.

16. Project Closeout. To closeout a project, the following items will take place in the order provided:

A. Substantial Completion. When the Project has progressed to a point where it can be used for its intended purpose, it will be considered Substantially Complete. The Owner will continue to hold retainage. Owner will also finalize inspections and verify that Work was completed in accordance to the Contract Documents. A punch list will be created of minor items to be completed prior to Final Completion and will be issued to the Contractor along with the Certificate of Substantial Completion. The last pay application for 100% of the Contract Price may be submitted and processed.

B. Warranty. Contractor is to issue a warranty for materials, equipment, and workmanship as described in Section 7T of this document. The Warranty will be for one (1) year from the date of Substantial Completion. The document to be used to draft the Warranty is titled Warranty and is included in the Project Manual.

C. Final Completion. When all punch lists are completed, and the Owner is satisfied that the Project is in all ways complete and acceptable, the Certificate of Final Completion will be issued, and the Project will be advertised for forty (40) days as required and under the direction of Wyoming Statute §16-6-116.

D. Lien Waivers. During the advertisement period, final lien waivers should be obtained from the subcontractors and major suppliers; as indicated on the form named Lien Waivers included in the Project Manual. If the Contractor is still holding retainage from the subcontractors or suppliers, the lien waivers shall indicate as such.

E. Affidavit. The Contractor shall provide a final lien waiver and sworn statement of payment, stating call claims of all subcontractors and suppliers per Wyoming Statute §16-6-117. The form to be used is titled Affidavit on Behalf of Contractor and is provided in the Project Manual.

F. Retainage release. If any payment issues arise during the advertisement period, Owner will have the right to hold the retainage until such issues are resolved.

17. Final payment. The final payment will be the release of the Contractor's retainage. Owner shall make final payment to Contractor when (1) items 16 B-E are complete to the Owner's satisfaction, (2) there have been no claims or payment issues brought to the Owner's attention, and (3) the Owner is in all ways satisfied with the Project.

Owner's failure to identify defective or incomplete work shall not impair Owner's right to recover for any defective work or breach of this Agreement by Contractor. The making of final payment by Owner will not constitute a waiver by Owner of any claims against Contractor arising from a breach of this Agreement or from defective work or failing to comply with the terms of this Agreement.

18. Acceptance of Final Payment. The acceptance of final payment will constitute a waiver of all claims by Contractor against Owner.

19. Liquidated Damages. The Owner will suffer financial loss if the Work is not completed within the Contract Time. Owner and Contractor agree that, as liquidated damages for delay (but not as a penalty), Contractor shall pay $500 for each calendar day between the date when Substantial Completion is required and the date when Substantial Completion occurs.

20. Termination or Suspension. Work may be terminated or suspended per the following:

A. Owner suspension for convenience. Owner may without cause order the Contractor in writing to suspend the work. If the suspension is without cause, Contractor may seek an adjustment of the Contract Price or Contract Time or both if its work has been adversely impacted by any suspension; unless the actions or inactions of the Contractor, its subcontractors, or suppliers are the reason for the suspension.

B. Owner termination for convenience. Owner may, at any time, terminate this Agreement, for Owner's convenience and without cause, by giving written notification to the Contractor. Upon receipt of this notification, Contractor shall cease operations, take actions necessary for the protection of the existing Work, and terminate existing subcontracts.

20.B.1. In such case the contactor shall be paid for (1) work properly executed through the termination date including reasonable overhead and profit, (2) expenses sustained through the termination date in performing services and furnishing labor, materials, or equipment for the Project, (3) costs incurred in settlement of terminated contracts with subcontractors and suppliers, and (4) reasonable expenses directly attributable to termination.

20.B.2. Contractor shall not be paid on account of lost anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

C. Owner termination for cause. If the Contractor is (1) guilty of a substantial breach in this Agreement, (2) repeatedly disregards laws, regulations, ordinances, codes, or orders of a public authority, (3) fails to make payment to subcontractors or suppliers for which Owner has made payment to Contractor, (4) repeatedly refuses to properly complete the Work and supply necessary materials or workers, or (5) fails to deliver the insurance certificate, payment, and performance bonds within fourteen (14) days of the Owner executing this Agreement, if required; the Owner may terminate this Agreement.

During such a termination and after providing written notification to the Contractor, the Owner may take control of the Project site and materials or equipment that have been paid for and finish the Work. If the unpaid balance of the Contract Price is not enough to finish the Project, the Contactor shall remain liable to the Owner for the difference in price. If there is an excess balance of funds after the Owner completes the Project, allowing for construction costs and any other legal or other costs attributable to the Owner taking over the Project, that amount will be paid to the Contractor. Any applicable bonds in place for the Project may be executed in behalf of the Owner and used in conjunction with or separate from the process described here.

D. Contractor termination. As long as the following does not occur due to acts or faults of the Contractor its subcontractors, suppliers, or anyone it has control over; the Contractor may terminate this Agreement if without reason or justification, Owner has not made payment to the Contractor as described in this Agreement or if work is stopped for sixty (60) consecutive days due to: (1) a court order or act of government official requiring the Work to be stopped, (2) delays by anyone the Owner is responsible for, (3) suspensions by the Owner as described in Section 20A, or (4) the Owner repeatedly failing to fulfill contractual obligations with respect to matters important to progress of the Work. The Owner shall pay the Contractor for work properly executed and materials stored on site through the termination date, restocking fees on materials that have been ordered for the project but not yet delivered, and reasonable demobilization costs.

21. Indemnification. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless Owner and Owner's representatives, agents and employees, from and against all claims, demands, damages, causes of action, liabilities, losses and expenses, including, without limitation, attorneys' and consultants' fees and expenses arising out of, or resulting from, performance of the Work by Contractor, its subcontractors or anyone employed by them or for whose acts they may be liable.

22. Limitation on Liability. Notwithstanding any other provisions of this Agreement, the Owner's liability to Contractor for any claimed breach of this Agreement or breach of

any alleged representations or warranties, whether expressed or implied, shall never exceed the Contract Price less any payments made by Owner to Contractor.

Further, the Owner shall not be liable to Contractor for consequential damages, loss of bonding capacity, loss of profits from other transactions or contracts, impairment of capital, loss of financing, loss of business, or loss of reputation.

23. **Disputes.** Claims, disputes or other matters in question between the parties to this Agreement shall, initially, attempt to be resolved through good faith efforts. If not resolved through good faith efforts by the parties, the aggrieved party may pursue any and all legal remedies available.

24. **Jurisdiction.** This Agreement shall be governed by the laws of the State of Wyoming. The Sixth Judicial District, Campbell County, Wyoming shall have exclusive jurisdiction of all disputes arising out of this Agreement.

25. **Governmental Immunity**. By entering into this Agreement, Owner does not waive any governmental immunity to which Owner is entitled under Chapter 39, Governmental Claims, of the Wyoming Code of Civil Procedure. Further, Owner expressly reserves the right to assert governmental immunity to any claims arising under this Agreement.

26. **Entire Agreement**. This document represents the entire and integrated agreement between Owner and Contractor and may be amended only by a written instrument; signed by both parties.

Campbell County Board of Commissioners (Owner)	Lowe Roofing of Wyoming (Contractor)
Signature _____	Signature _____
Name _____	Name _____
Title _____	Title _____
Date _____	Date _____

The following page(s) contain the backup material for Agenda Item: 9:40 Certification of Extraordinary Costs - Ad Valorem Tax

*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.

Campbell County
wyoming

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(307) 687-6325 FAX
www.ccgov.net

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Board of Commissioners

FROM: Carol Seeger
Commissioners Administrative Director

RE: Certification of Costs

DATE: May 19, 2020

Accompanying this memo is a Certification of Costs pursuant to W.S. 39-13-111(a) which allows counties to deduct and credit to the county general fund court costs and attorney fees incurred in the collection of ad valorem tax. The costs and fees are required to be certified by a board of county commissioners.

Accordingly, the Certification is presented to you for approval following which a copy can be provided to Rachael Knust, Campbell County Treasurer and the costs certified in the attached can be taken from monies currently being held awaiting distribution and deposited into the general fund.

Should you have questions regarding this matter, please feel free to contact me.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR CAMPBELL COUNTY, WYOMING

CERTIFICATION OF EXTRAORDINARY COSTS INCURRED IN THE COLLECTION OF AD VALOREM TAX

Pursuant to W.S. 39-13-111(a), the Board of Campbell County Commissioners hereby certifies that Campbell County, Wyoming, has incurred the attached costs which represent legal fees Campbell County has incurred in order to collect ad valorem tax:

Vanguard Natural Resources, LLC
United States Bankruptcy Court, Southern District of Texas
Case No. 17-30560

Vanguard Operating, LLC vs. Campbell County
United States Bankruptcy Court – Southern District of Texas
Case No. 18-03246

Cloud Peak Energy, Inc.
United States Bankruptcy Court – District of Delaware
Case No. 19-11047

Black Jewel, LLC
United States Bankruptcy Court – Southern District of West Virginia
Case No. 19-30289

These legal costs were incurred from the period October 21, 2019 through April 29, 2020 and are for tax years ranging from 2015 through 2019. Further details regarding the costs are set out in the attached Exhibit A which identifies the extraordinary costs incurred by law firm, company from whom the tax is sought, date of invoice and amount of invoice.

The amount totaling $63,138.51 shall be deducted and credited to the treasury of Campbell County prior to distribution of any tax collected as provided for in the above referenced statute.

ADOPTED AND APPROVED this _____ day of May, 2020.

BOARD OF COMMISSIONERS
CAMPBELL COUNTY, WYOMING

_____
D.G. Reardon, Chairman

_____
Rusty Bell, Member

_____
Robert Maul, Member

_____
Del Shelstad, Member

_____
Colleen Faber, Member

Total Legal Expenses
Exhibit A

Law Firm	Vanguard	Cloudpeak	Blackjewel	Tax Lein Issues	Law Firm Totals
Caplin & Drysdale	24,156.81	10,947.10	7,043.10	18,024.50	60,171.51
Campbell & Levine		2,248.50			2,248.50
Crain, Caton & James	293.50				293.50
Kay Casto & Chaney			425.00		425.00
Totals	**$24,450.31**	**$13,195.60**	**$7,468.10**	**$18,024.50**	**$63,138.51**

Caplin & Drysdale
One Thomas Circle NW, Suite 1100
Washington, DC 20005
(202) 862-5000

Campbell & Levine, LLC
310 Grant Street
1700 Grant Building
Pittsburg, PA 15219
(412) 261-0310

Crain, Craton & James
17th Floor, Five Houston Center
1401 McKinney Street
Houston, Texas 77010
(713) 658-2323

Kay Casto & Chaney, PLLC
1500 Chase Tower
PO Box 2031
Charleston, West Virginia 25327
(304) 345-8900

Caplin & Drysdale

Bankruptcy Cases

Invoice Date	Vanguard	Cloud Peak	Blackjewel	Tax Lein Issues	Invoice Total
October 21, 2019				14,630.00	14,630.00
November 22, 2019	345.10	2,031.55	1,100.05		3,476.70
December 12, 2019	303.70				$303.70
January 8, 2020	187.42	8,232.00	3,757.50	3,394.50	15,571.42
February 27, 2020	22,306.97	683.55	2,185.55		25,176.07
March 18, 2020	1,013.62				1,013.62
April 29, 2020	8,226.72				$8,226.72
Total	**$24,156.81**	**$10,947.10**	**$7,043.10**	**$18,024.50**	**$60,171.51**

Campbell & Levine

Bankruptcy Cases

Invoice Date	Cloud Peak	Invoice Total
October 31, 2019	2,248.50	2,248.50
Total	**$2,248.50**	**$2,248.50**

Crain, Craton & James

Bankruptcy Cases

Invoice Date	Vanguard	Invoice Total
March 11, 2020	293.50	293.50
Total	**$293.50**	**$293.50**

Kay Casto & Chaney

Bankruptcy Cases

Invoice Date	Blackjewel	Invoice Total
November 12, 2019	127.50	127.50
December 10, 2019	297.50	297.50
Total	**$425.00**	$425.00

The following page(s) contain the backup material for Agenda Item: 9:45 Consulting Services Agreement, PMCH

*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.

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wyoming

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BOARD OF COMMISSIONERS
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Colleen Faber

MEMORANDUM

TO: Board of Commissioners

FROM: Carol Seeger
Commissioners Administrative Director

RE: Consulting Agreement

DATE: May 19, 2020

Accompanying this memo is an agreement providing for continued consulting services of Vikki Nunn. Ms. Nunn has been assisting the county in our transition to Tyler and we are needing to extend the earlier agreement which has expired.

Her continued assistance is of great importance in ensuring a successful, effective and efficient transition, therefore, I would request your approval of the accompanying agreement/arrangement for her continued assistance. The funds for paying for Ms. Nunn's services are contained within the Tyler budget.

Should you have questions regarding this matter, please feel free to contact me.

PMCH
PORTER | MUIRHEAD | CORNIA | HOWARD
A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

PLAN. EMPOWER. ACHIEVE.

April 18, 2020

County Commissioners of Campbell County, Wyoming
Attn: Carol Seeger
500 S Gillette Avenue
Gillette, WY 82716

To the Members of the County Commission:

Porter, Muirhead, Cornia & Howard (PMCH) is pleased that Campbell County, Wyoming (the County) has expressed its confidence in our firm and our state and local government expertise. We look forward to a successful relationship as an integral financial management resource to Campbell County, Wyoming management and governing body.

We are prepared to provide a full range of accounting and consulting services to the Campbell County, Wyoming contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from PMCH, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the Campbell County, Wyoming are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from PMCH, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from PMCH beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

Preparation of Annual Financial Statements
General Accounting and Advisory Assistance
Budget Preparation and Amendment Assistance
Capital Asset Records and Accounting Assistance
Information Technology System Assistance
Internal Control Policies and Procedures Assistance
Laws and Regulations Compliance Assistance

MAIL: PO Box 2750
Casper, WY 82602-2750

PHONE: (307) 265-4311
FAX: (307) 265-5180

LOCATION: 600 East 1st Street
Casper, WY 82601

PMCH.COM

Investigation of Allegations or Concerns
Tax and Other Regulatory Report Assistance

Initial Services Requested
Consultation on Design of new Chart of Accounts
Consultation on Implementation of new Chart of Accounts
Assistance in Proving Completeness and Accuracy in Data Migration
General Accounting and Advisory Assistance

Services Related to the Consultation on Chart of Accounts (Including Assistance in Data Migration)

You have requested that we consult on the Chart of Accounts and the Data Migration for Campbell County, Wyoming, as it relates to software implementation scheduled for the year ended June 30, 2020.
With the onset of COVID 19 and needing to have all meetings off-site, delays have been inevitable. The following items have taken place:

- Initial phone/video "get up to speed" meeting with implementation team to discuss role and implementation process to date and timelines expectations for the remainder of the process.
- Initial phone/video meeting with Joint Powers Board users to discuss project to date, concerns and considerations used to create current model.
- Initial in-person meeting with users to clarify accountability and purchasing, payroll, grant oversight and budgetary processes as well as formal reporting and closing process.
- Initial draft of Chart of Accounts construct with guidelines developed.
- In-person meeting with users to go over the Chart of Accounts construct and receive feedback. Discussions on maintaining consistency and size and whether there is an absolute need for a change.
- Significant training on the Muis and Taxwise platforms to consult on process and provide guidance.
- Make changes and redistribute proposed chart construct guideline.
- Make the mapping bridge. Still need Cam-plex and Weed and Pest
- Final change meetings. In process

These items still remain:

- Finalize integration template of TaxWise with Munis.
- Set implementation dates and process to allow for data integrity checks. Discuss any double processing timeframes. Timing to be determined.
- Make the mapped handouts for departments. Timing to be determined.
- Perform data integrity check. Timing to be determined.
- Be available for issues related to implementation and chart of accounts. Timing to be determined.
- Expected item markers within the consultation process have been as follows:

PMCH' Responsibilities

The objective of our engagement is to provide options on an efficient chart of accounts that increases efficiency for the County, while aligning budgetary accountability and responsibility. A good chart of accounts should communicate these facts to users. We will provide a tailored coding guide so that the structure will continue to function as designed. In addition, we will conduct tests on data during the actual software implementation as data is moved to the new system, to determine data was accurately mapped and completely moved.

We will also identify team members to be available to answer questions in this process and to build understanding of process changes that may be needed as you implement the new software.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on e any reports we may provide to you.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is as identified above. Management has the following overall responsibilities that are fundamental to our undertaking the engagement:

a. The selection of accounting software compatible with its activities

b. The prevention and detection of fraud

c. Timely communication of concerns or issues that may impact the success of our work

d. To provide us with:

i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,

ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and

iii. Unrestricted access to persons within Campbell County, Wyoming, of whom we determine necessary to communicate.

Other Requested and Available Services

In conjunction with any other requested and available services (other than the consultations on the chart of accounts and the data migration) as identified in the Scope of Services section of this letter, PMCH will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

PMCH, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.
The following items have been discussed, however this proposal does not include the costs associated with these services:

1. Processes and policies
2. Identify and streamline flows
3. Fixed asset process
4. Current live data that is useful (cash flow statement)
5. Auditor's list of issues (resolve)
6. Grants
7. Assistance with the Treasurer's implementation of TaxWise

Some of these items may be handled incidentally to the chart of accounts work at no additional cost to the County. However, we will communicate on any work that would be outside of the current agreed fees structure in this letter.

Access to Working Papers and Reports

Any working papers prepared by PMCH in connection with performing the financial statement preparation and other professional services are the property of PMCH. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from PMCH.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable 45 days from the receipt of our invoices. Our fees for attending training will be billed at 70% of normal rates in consideration that we will not be performing those trained duties for the County's future benefit. The County will pay full fees for additional consulting work as needed for policy and procedural design and PMCH will cap billings at 80% of total fees incurred.

The term of this engagement is a period from December 26, 2019 through November 30, 2020. PMCH may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with Campbell County, Wyoming.

Respectfully submitted and agreed to by,

Vikki G. Nunn, Shareholder
Porter, Muirhead, Cornia & Howard

Accepted and agreed to for Campbell County, Wyoming:

By: _____

Title: _____

Date: _____

The following page(s) contain the backup material for Agenda Item: 9:50 Gillette Reproductive Health

*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.

Gillette Reproductive Health
1304 W. 4th Street
P.O. Box 2915
Gillette, WY 82717
(307) 682-8110 fax (307) 685-1193

E-MAIL info@gillettereproductivehealth.com

May 12, 2020

Board of County Commissioners
500South Gillette Avenue, Suite 1100

Dear Commissioners,

I would like to request time on your May 19, 2020 Campbell County Commissioners Agenda.

The reason for the request, is to clarify how Gillette Reproductive Health's mission of providing quality, affordable reproductive health care can assist with the County's mission to provide quality, efficient, and cost effective services for all Campbell County residents through sound decision making and fiscal responsibility.

We know Gillette Reproductive Health can help our county have strong families by planning for pregnancies which can improve the health of women, their children and their families.

For the past seven years, Gillette Reproductive Health has received County 1% funds to assist our working poor women (women without insurance or high deductibles) receive preventative lifesaving cancer screens through well women visits. These medical visits include screenings for hypertension, weight, height, blood pressure, cervical cancer, clinical breast exams, depression, alcohol, tobacco, drugs, urinalysis, lab analysis etc.

In the past four years, these lifesaving preventative well women exams have helped detect breast cancer in 5 women. Four of breast cancer patients were utilizing either CSBG or County 1% funds. Early detection has helped save the lives of these women.

Moreover, Gillette Reproductive Health has performed Colposcopies on 59 women since having the County 1% funding. These advanced diagnostic tests help guide treatment for disease of the cervix including cancer.

The County 1% funds do not go to our operational budget, instead these funds are direct patient fees. The staff and board at Gillette Reproductive Health would like the Campbell County Commissioners to reconsider funding these lifesaving preventative exams for our hard working women within our county.

Respectfully,

Julie A. Price Carroll

The following page(s) contain the backup material for Agenda Item: 10:10 Community Services Block Grant Application FY2021

*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.

WYCSP | Wyoming Community Services Program

Community Services Block Grant (CSBG)
FY2021 Grantee Application for Funds

Due: COB May 11, 2020

Program Information			
Grantee:	**Campbell County Government**	**Projected Allocation Amount:**	**$211,997.00**
Eligible Entity Type:	**Public Agency**	**Federal Tax ID #:**	**83-6000103**
Service Area *(by county)*:	**Campbell County**	**DUNS #:**	**071413140**
Sub-Grantees:	☒ Yes ☐ No	**If yes, how many Sub-Grantees will receive funds?**	**5**

The CSP will not consider incomplete applications, including missing attachments or other requested documentation, for award of funds. Applications turned in for final submission must include all needed information by close of business May 11, 2020. All required attachments can be found on the CSP website, at:
https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/

Checklist of Required Attachments		
☑	Budget *(for Grantee and each Sub-Grantee(s))*	Section 3.B
☒	Mapping Worksheet *(for each program and Sub-Grantee(s))*	Section 4.C
☑	Community Action Plan (CAP)	Section 5.A
☑	STAR Risk Assessment	Section 6.A
☑	System for Award Management (SAM) Registration Proof	WDH Contract
☑	Secretary of State (SOS) Filing Information (private agencies only)	WDH Contract
☑	Proof of Insurance	WDH Contract
☑	Assurances *(for Grantee and Sub-Grantee(s))*	CSBG Act
☑	Federal Funding Accountability and Transparency Act (FFATA)	WDH Contract

****The Community Initiative Status Form (CISF), while it will not be included as an attachment to this application, should be started. CISFs will be submitted to CSP at the end of each fiscal year, by October 10th each year, completed to the extent of the completion of a phase. Each Program/Sub-Grantee completing community-level work should have their own CISF.****

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Grantee Application for Funds

1. GENERAL INFORMATION

A. Contract Signatory

Name:	DG Reardon	**Title:**	Chairman of the Board of Commissioners
Mailing Address:	500 South Gillette Avenue, Suite 1100	**Phone:**	307-682-7283
City/Zip:	Gillette, 82716	**Email:**	DGR01@ccgov.net

B. Point of Contact

Name:	Bethany Raab	**Title:**	Grants Specialist
Mailing Address:	500 South Gillette Avenue, Suite 1100	**Phone:**	307-687-6324
City/Zip:	Gillette, 82716	**Email:**	BLR01@ccgov.net

c. Public Hearing *(required prior to submission of application)*

Date of Public Hearing:	5/19/2020	**Location:**	Commissioners Chambers Gillette, Wyoming

2. TRIPARTITE BOARD

A. Seats

Total Seats Prescribed by Bylaws:	9	**Total Current Vacant Seats:**	1

	Public	*Private*	*Low-Income*
Total Number of Seats Reserved from Each Sector:	3	3	3

B. Vacancies

If you have any current vacancies, please provide a narrative explaining how the Tripartite Board plans to fill those vacancies, including recruitment efforts for those members of the low-income sector (if a low-income vacancy exists).

Currently, the CARE Board has one vacancy due to resignation. The CARE Board will begin to advertise the call for applications within the next month. Due to the closures related to COVID-19, the CARE Board has been unable to hold an election, and currently does not have anything scheduled. As soon as things begin to open back up, the CARE Board will hold an election upon its earliest available opportunity. The CARE Board holds its elections at our local soup kitchen (Council of Community Services), ensuring that the low-income population is the ones casting their votes for their choice. They each sign an affidavit stating they meet the 125% FPL income and cast their vote, placing them in a ballot box after voting. The time, date and place of the election is advertised

in the local newspaper and sent out to other nonprofit agencies to post the election information at their agencies.

C. Roster

Name (if vacant, please list as 'Vacant Seat')	Address	Phone Number	Sector	Date Seated	Term Expiration	County Representing
Sarah Starks	PO Box 1028 Wright, WY 82732	406-239-4662	Public	**1/31/2019**	01/31/2023	Campbell
Del Shelstad	500 South Gillette Avenue, Suite 1100 Gillette, WY 82716	307-660-4414	Public	**1/31/2019**	01/31/2020	Campbell
Sandy Lenz	201 East 5th Street Gillette, WY 82716	307-686-5205	Public	**1/31/2017**	01/31/2021	Campbell
Alex Berger	410 Richards Avenue Gillette, WY 82716	307-363-3441	Low-Income	**1/31/2024**	01/31/2024	Campbell
Felicia Messimer	Gillette, WY 82718	862-596-2922	Low-Income	**1/31/2019**	01/31/2023	Campbell
Vacant	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	Click here to enter text.
Michelle Geffre	4802 Blue Tick Drive Gillette, WY 82718	307-680-8594	Private	**1/31/2020**	01/31/2024	Campbell
Cara Mittleider	1125 Vanscoy Drive Gillette, WY 82718	307-689-2343	Private	**1/31/2020**	01/31/2024	Campbell
Tami Maher	2001 West Lakeway Road Suite A Gillette, WY 82718	307-680-5367	Private	**1/31/2018**	01/31/2022	Campbell

D. Meetings

How often is the Tripartite Board required to meet?	Monthly	Date of the next Tripartite Board meeting?	6/8/2020

3. BUDGET

A. Budget Summary Table

Revenue Provide the projected annual allocation given to you by the Wyoming CSP	
TOTAL	$211,997.00
Expenses List budget category subtotals from your detailed budget. Total must match projected allocation	
Sub-Grantees (grants)	$209,720.00
Direct Costs (administrative/board)	$2,277.00
Indirect Costs (if applicable)	$Click here to enter text.
TOTAL	$211,997.00

B. Budget

Please complete a budget for the Grantee and all Sub-grantees (if applicable) as an attachment for this section.

C. Discretionary Funds

Discretionary funds are a separate allocation awarded by CSP to help offset the cost of completing a Community Needs Assessment and/or to assist in training and technical assistance, or agency capacity building activities. Based upon need and availability of funds, Grantees may request up to $5,000 to aid in the completion of the Community Needs Assessment, and no limit on assistance for the other aforementioned activities. Discretionary awards will prioritize Community Needs Assessment funding before other activities are considered for funding.

1. Discretionary – Community Needs Assessment

Does your county/service area need to complete a Community Needs Assessment for this fiscal year?

☐Yes ☒No

If yes, what amount are you requesting (up to $5,000)?

Discretionary – CNA
$Click here to enter text.

2. Discretionary – T/TA, Agency Capacity Building

Are you requesting discretionary funding to support training and technical assistance activities, or agency capacity building?

☐Yes ☒No

If yes, please describe in detail what activities will take place, and how discretionary funds will be used.

Click here to enter text.

If yes, what amount are you requesting?

Discretionary – T/TA, Agency Capacity Building
$Click here to enter text.

D. Salaries and Wages Detail

Only complete if you are using CSBG funds to pay a portion or all of employees' salaries and wages.

Title/Position	Annual Salary	# of Months	Time Spent on CSBG (%)	CSBG Portion of Salary
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	$ Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	$ Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	$ Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	$ Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	$ Click here to enter text.

E. Funded Projects

If you will not be funding Sub-Grantees this year, please just list your agency's information and leave the remainder of the cells blank.

Sub-Grantee/Program Name	Allocation Amount	DUNS #	Service/Project Description	Need(s) Met by Service Provision
Council of Community Services	$96,300.00	940382443	Adult Dental Services; Food Distribution; Doctor Visit Payments; Vision Screening; Prescription Payments	Food Assistance; Health Care Assistance
Gillette Abuse Regufe Foundation	$23,540.00	803611433	Rent payments; rent deposits; utility payments; utility deposits; mortgage payments	Utility Bills/Deposits Assistance and Rent/Mortgage Assistance
Gillette Reproductive Health	$29,960.00	078717275	Doctor Visit payments; prescription payments; case management	Health Care Assistance
Personal Frontiers, Inc.	$33,170	835137266	Substance Abuse Screenings; Substance Abuse Counseling; Coaching	Health Care Assistance
Youth Emergency Services	$26,750.00	106582992	Substance Abuse Counseling and Mental Health Counseling	Health Care Assistance

4. DATA REPORTING

A. Federal Objectives

Select one or more federal objectives, as listed in Information Memorandum #152, to be addressed through the service provision of the Grantee and/or Sub-Grantee(s).

☒	**Employment**
☐	**Education and Cognitive Development**
☐	**Income, Infrastructure, and Asset Building**
☐	**Housing**
☒	**Health and Social/Behavioral Development (include Nutrition)**
☐	**Civic Engagement and Community Involvement**
☒	**Services Supporting Multiple Domains**
☐	**Linkages (e.g. partnerships that support these domains)**
☐	**Agency Capacity Building**
☐	**Other (e.g. emergency management/disaster relief)**

B. National Goals

Select one or more National Goals to be addressed through the service provision of the Grantee and/or Sub-Grantee(s).

☒	**Goal 1: Individuals and families with low-incomes are stable and achieve economic security.**

☐	**Goal 2: Communities where people with low-incomes live are healthy and offer economic opportunity.**
☐	**Goal 3: People with low-incomes are engaged and active in building opportunities in communities.**

C. National Performance Indicators

Please complete a Mapping Worksheet for all programs, including Sub-Grantees (if applicable) as an attachment(s) for this section.

5. PLANNING

A. Community Action Plan

Please complete a Community Action Plan as an attachment for this section.

B. Community-Level Initiatives

If completing one or more community-level initiatives, please begin the Community Initiative Status Form (CISF). CISFs will be submitted to CSP at the end of each fiscal year, by October 10th each year, completed to the extent of the completion of a phase.

6. RISK

A. STAR Risk Assessment

Please complete the STAR Risk Assessment as an attachment for this section.

STAR Risk Assessment Score: Click here to enter text.

7. TRAINING AND TECHNICAL ASSISTANCE

A. Needs

Select one or more areas of needed training and technical assistance. For those items not listed, please select "other" and provide a detailed description of the needed service.

☐	**Organizational Standards**
☒	**ROMA**
☐	**Reporting (targets, NPIs, service mapping)**
☐	**Sub-grantee Monitoring**
☐	**Quarterly Performance Reports**
☐	**Expenditure Reports**
☐	**Contract Requirements**
☒	**CAP60**
☒	**Self-Sufficiency/Case-Management**
☐	**Effective Board Management**
☐	**Linkages**
☐	**Community-level Initiatives**
☐	**Office of Management and Budget Guidance**

☐	**Other (please specify):** Click here to enter text.

8. SUB-GRANTEES

Only complete this section if you will be granting funds to Sub-Grantees for direct service.

A. Monitoring

Please describe the Tripartite Board's plan for monitoring each Sub-Grantee within the fiscal year, to maintain compliance with CSP Policy #3: Monitoring Policy and Procedure.

The CARE Board is in regular contact with the subgrantees throughout the fiscal year. CARE Board members are assigned as liaisons and report back to the CARE Board throughout the year on what their agencies are doing or what their needs are. The CARE Board is working on developing a form, and each liaison and the grant specialist go on-site before the end of the grant and perform an on-site visit with each agency, making sure they are complying with the grant requirements. If the form is not approved before the end of the year by the CARE Board, the CARE Board will use CSP's form.

B. Monitoring Tools

Will you be using CSP's Sub-Grantee Monitoring Tool? *(Use of CSP's Sub-Grantee Monitoring Tool is not required, but available to use)*	☒ Yes ☐ No
If no, please describe the elements or attach a copy of the Tripartite Board's Sub-Grantee Monitoring Tool.	Click here to enter text.

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Grantee Application for Funds

Official Tripartite Board Action

Submission of this form indicates official action taken by the applicant's governing Tripartite Board authorizing application for these funds.

☒I certify that CSBG funds will not be used for construction-related expenses.
☒I certify that CSBG funds will not be used for any type of political activity.
☒I certify that CSBG funds will be used in accordance to the OMB Uniform Guidance.

To the best of my knowledge and belief, statements and data in this application, including the attachments and other documentation, are true and correct and the submission of such has been duly authorized by the governing Tripartite Board of the applicant/lead jurisdiction and other participating jurisdictions, if any.

_____
Signature, Board Chair/President/Contract Signatory

_____
Printed Name, Board Chair/President/Contract Signatory

_____
Title

_____
Date

Agency Name:	Campbell County CARE Board

Service	# Unduplicated Clients Receiving the Service	NPIs (Outcome)	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement

Agency Name:	Council of Community Services

Service	# Unduplicated Clients Receiving the Service	NPIs	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
SRV 5cc- Adult Dental Services (Including Emergency Dental Procedures)	20	FNP: 5b The number of individuals who demonstrated improved physical health and well-being	Family		Need Info	October 1, 2020 - September 30, 2021
SRV 5jj- Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	2000	FNP: 5b The number of individuals who demonstrated improved physical health and well-being	Family		Need Info	October 1, 2020 - September 30, 2021
SRV 5f- Doctor Visit Payments	2	FNP: 5b The number of individuals who demonstrated improved physical health and well-being	Family		Need Info	October 1, 2020 - September 30, 2021
SRV5d- Vision Screening	10	FNP: 5b The number of individuals who demonstrated improved physical health and well-being	Family		Need Info	October 1, 2020 - September 30, 2021
SRV- Prescription Payments	12	FNP: 5b The number of individuals who demonstrated improved physical health and well-being	Family		Need Info	October 1, 2020 - September 30, 2021

Agency Name:	Gillette Abuse Refuge Foundation

Service	# Unduplicated Clients Receiving the Service	NPIs	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
SRV 4c: Rent Payments (includes Emergency Rent Payments)	20	**FNPI 4b** The number of households who obtained safe and affordable housing	Family		Telephone call to landlord: proof of payment and documentation re: telephone call. Copy of lease/rental agreement.	180 days
SRV 4d: Deposit Payments	10	**FNPI 4b** The number of households who obtained safe and affordable housing	Family		Telephone call to landlord: proof of payment and documentation re: telephone call. Copy of lease/rental agreement.	180 days
SRV 4i: Utility Payments (LIHEAP-inclues Emergency Utility Payments)	15	**FNPI 4b** The number of households who obtained safe and affordable housing	Family		Telephone call to landlord: proof of payment and documentation re: telephone call. Copy of utility agreement.	180 days
SRV4j: Utility Deposits	10	**FNPI 4b** The number of households who obtained safe and affordable housing	Family		Telephone call to landlord: proof of payment and documentation re: telephone call. Copy of utility agreement.	180 days
SRV4e: Mortgage Payments (includes Emergency Mortgage Payments).	3	**FNPI 4b** The number of households who obtained safe and affordable housing	Family		File to include notice of payment due from Mortgage/Bank. Check issued.	180 days

Agency Name:	Gillette Reproductive Health Requesting

Service	# Unduplicated Clients Receiving the Service	NPIs	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
SRV5f: Doctor Visit Payments	100	FNP: 5b The number of individuals who demonstrated improved physical health and well-being	Family		Patient charts, super bills, Ahlers Medical Record data system and monthly reports to the CARE Board	2020-2021 Grant Year
SRV 5e: Prescription Payments	40	FNP: 5b The number of individuals who demonstrated improved physical health and well-being	Family		Patient charts, super bills, Ahlers Medical Record data system and monthly reports to the CARE Board	grant year
SRV 7a: Case Management	30	FNP: 5b The number of individuals who demonstrated improved physical health and well-being	Family		Patient charts, super bills, Ahlers Data base systems.	grant year

Agency Name:	Personal Frontiers, Inc.

Service	# Unduplicated Clients Receiving the Service	NPIs	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
SRV 5s: Substance Abuse Screenings	50	FNPI 5b The number of individuals who demonstrated Improved physical health and well-being		Completed ASI's	09/01/21
SRV 5t: Substance Abuse Counseling	43	FNPI 5b The number of individuals who demonstrated Improved physical health and well-being		Group sign in sheets, Client surveys, case management completed	09/01/21
SRV 1i: Coaching	10	FNPI 1z.1 The number of individuals or households who obtained a better paying job.		Client Survey and case management, follow-up 60, 90 and 1 year surveys to be completed	09/01/21

Agency Name:	Youth Emergency Services, Inc.

Service	# Unduplicated Clients Receiving the Service	NPIs	Family, Agency, or Community Level Goal	# Unduplicated Clients Achiveing Outcome (Target)	Indicator (Measurement Tool, Evidence of Achievement)	Timeframe for NPI Achievement
SRV 5t Substance Abuse Counseling	10	NPI 5c (the number of individuals who demonstrated improved mental and behavioral health and well-being)	Family		case records, discharge status recorded in BestNotes electronic database	9/30/2021
SRV 5v Mental Health Counseling	17	NPI 5c (the number of individuals who demonstrated improved mental and behavioral health and well-being)	Family		case records, discharge status recorded in BestNotes electronic database	9/30/2021

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Public Health Division
Community Services Program

Community Action Plan

Grantee: Campbell County Gov. **Fiscal Year:** 2020-2021

1. **Mission Statement**
   a. What is your Tripartite Board's mission statement?
   Reduce poverty by allocating resources to support human service agencies

2. **Community Needs Assessment**
   a. What is the date of your most recent Community Needs Assessment?
   2019
   b. Briefly describe the process of completing your most recent Community Needs Assessment.
   The CARE Board put out an RFP, and based on responses, DataCorp from Cheyenne, Wyoming, completed and prepared the needs assessment. Input from Human Service Agencies, as well as the low-income population, was taken into consideration by DataCorp.
   c. What are the top three needs identified by your Community Needs Assessment and indicate whether it is an individual/family-level need or community-level need?
      1. Individual/Family Food and Commodity Assistance
      2. Individual/Family Utility Bills and Deposits/ Rent and Mortgage Assistance
      3. Individual/Family Health Care Assistance

3. **Service Delivery System**
   a. Please complete the table below with each of your funded programs as listed on the corresponding fiscal year's contract Statement of Work. Add more lines if needed.

Program or Sub-Grantee Name	Services/Activities	What identified needs are met through their services?
Council of Community Services	Adult Dental Services; Food Distribution; Doctor Visit Payments; Vision Screening; Prescription Payments	Food Assistance; Health Care Assistance
Gillette Abuse Regufe Foundation	Rent payments; rent deposits; utility payments; utility deposits; mortgage payments	Utility Bills/Deposits Assistance and Rent/Mortgage Assistance
Gillette Reproductive Health	Doctor Visit payments; prescription payments; case management	Health Care Assistance
Personal Frontiers, Inc.	Substance Abuse Screenings; Substance Abuse Counseling; Coaching	Health Care Assistance
Youth Emergency Services	Substance Abuse Counseling and Mental Health Counseling	Health Care Assistance
Click here to enter text.	Click here to enter text.	Click here to enter text.

b. For those identified needs that are not currently being met by a program or sub-grantee, does the agency/Tripartite Board plan to meet those needs? If yes, how?
N/A

c. Are you funding a Community Initiative?
☐Yes ☒No

If yes, please begin the Community Initiative Status Form and only the questions that correspond to the phase the initiative is in (found on the CSP website: https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/)

4. Existing Community Resources/Linkages

Describe how your agency/Tripartite Board coordinates funding with other service providers in the community that have a similar stake in the mission of CSBG.

The Human Services Agencies in our Communities all work together nicely. The CARE Board also has involvement in our County 1% funding, and the CARE Board regularly has contact with these non-CSBG agencies and knows what services they provide and also they are needing. The CARE Board relays information to other agencies as needed or requested. When one agency might not offer a service, the CARE Board or the agencies themselves know who might offer that service and make sure to send the referral to the proper agency.

5. Community Initiatives

Describe how your agency/Tripartite Board will address identified community-level needs, if at all.

N/A

6. Data Analysis and Evaluation

Describe how your agency/Tripartite Board determines whether its programs are effective at alleviating the causes and conditions of poverty within your community.

The CARE Board regularly reviews the CAP60 data and pays attention to whether or not metrics are being met by the agencies. If there are questions or explanations needed, the CARE Board reaches out to the agencies to determine if any changes need to be made. The CARE Board also made sure when approving applications that the needs the agencies are trying to utilize CSBG funds for, fall into the categories of needs as identified in the Needs Assessment.

_____ _____

Board Chair, signature *Date*

COMMUNITY SERVICES BLOCK GRANT GRANTEE AND SUB-GRANTEE ASSURANCES

The Community Services Block Grant grantee and service provider agrees to the following Community Services Block Grant (CSBG) Act assurances and other CSBG program requirements:

1. To use funds made available through the CSBG Act to support activities as described in section 676(b)(1) of the Act (Instructions, Section IV. Community Services Block Grant Act Assurance of Funds);

2. To provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the low-income individuals;

3. To coordinate, and establish the linkages, between governmental and other social services programs to assure the effective delivery of services to low-income individuals and to avoid duplication of such services, and will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;

4. To the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations;

5. To establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation;

6. To participate in the Results Oriented Management and Accountability System, or another performance measure system for which the Secretary facilitated development pursuant to section 678E(b) of the CSBG Act;

7. To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in section 678F(a) of the CSBG Act;

8. To ensure that programs assisted by community services block grant funds shall not be carried on in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity;

9. To ensure that no person shall, on the basis of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against

discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 et seq.), or title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131 et seq.) shall also apply to any such program or activity;

10. To inform custodial parents in single-parent families that participate in agency programs, activities, or services, about the availability of child support services, and refer eligible parents to the child support offices of State and local governments;

11. To comply with section 679 of the CSBG Act (Operational Rule)—concerning religious organizations;

12. To comply with section 676B of the CSBG Act (Tripartite Boards)—concerning governing board structure and governing board participation;

13. To comply with the requirements of the cost and accounting standards of the Office of Management and Budget (Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (2 CFR 200.500);

14. To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan, or loan guarantee; and

15. To comply with the requirements of CSBG, Information Memorandum Transmittal No. 138, State Establishment of Organizational Standards for CSBG Eligible Entities under 678B of the CSBG Act.

CERTIFICATION STATEMENT

By signing and submitting this CSBG Community Action Plan and Application, the undersigned agrees to the CSBG Act assurances and other CSBG requirements, certifies that the information in this application is accurate, and understands that this application, once approved by the Wyoming Department of Health, Public Health Division, Community Services Program, shall serve as the agency's CSBG Community Action Plan and Application for FY 2021.

Executive Director _____ Date _____

Typed or Printed Name_____

Board President/Chair_____ Date _____

Typed or Printed Name _____

Pursuant to the Community Services Block Grant Act, Title VI, Subtitle B of the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35); Human Services Amendments of 1994, P.O. 103-252; the FFY 1996 CSBG Appropriation Legislation (P.L. 104-134); C.F.R. Title 45, Part 96; Coats Human Services Reauthorization Act of 1998 (P.L. 105-285), and the U.S. Department of Health and Human Services Block Grant Regulations; and as part of the annual application required by Section 676 of the Community Services Block Grant Act, as amended (42 U.S.C. 9901 et. Seq.) (The Act); the governing board hereby agrees, to the extent applicable, to:

(1) Use the funds available through this grant or allotment:

(a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:

(i) Remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a Board program carried out under part A of title IV of the Social Security Act);

(ii) Secure and retain meaningful employment;

(iii) Attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) Make better use of available income;

(v) Obtain and maintain adequate housing and a suitable living environment;

(vi) Obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

(vii) Achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

(b) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success

in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth medication, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

(c) To make more effective use of, and to coordinate with, other programs (including state welfare reform efforts). ['676(b)(1)]

(2) To describe how the Board intends to use discretionary funds made available in accordance with the Community Services Block Grant Program, including a description of how the Board will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant Program; ['676(b)(2)].

(3) To provide information provided by service providers in the Community, including:

(a) A description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families within the community.

(b) A description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;

(c) A description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,

(d) A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. ['676(b)(3)]

(4) To ensure that service providers in the Community will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals. ['676(b)(4)]

(5) That the Board and the service providers in the Community will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and the Board and it's Community Services Block Grant service providers will coordinate the provision of employment and training activities in the communities with entities providing activities through state-wide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]

(6) To ensure coordination between antipoverty programs in the community, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities. ['676(b)(6)]

(7) To permit and cooperate with federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]

(8) That the Board and service providers in the Community will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the Board, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]

(9) That the Board will establish procedures under which a low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. ['676(b)(10)]

(10) That the Board will prepare, as a condition to receipt of funding a Community Action Plan (which shall be submitted to the Wyoming Community Services Programs) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]

(11) That the Board and all of its Community Services Block Grant service providers in the Community will, for FFY 2021, participate in the Results Oriented Management and Accountability System pursuant to Section 678E(b) of the Act ['676(b)(12)]

(12) That the Board will meet at least seventy-percent (70%) of the Community Services Block Grant Organizational Standards in FFY2020.

(13) That the Board and all of its Community Service Block Grant service providers will utilize the Community Services Program provided data system, CAP60, and submit a CAP60 demographic and Goal 4A and B report with the monthly expenditure report..

(14) To provide information describing how the Board will carry out these assurances. ['676(b)(13)] (How each assurance will be carried out or implemented).

I hereby certify that the (Tripartite Board or Agency name) _____ will comply with all the provisions listed above as items one (1) through fourteen (14).

_____

Printed Name & Title

_____ _____

Signature Date

COMMUNITY SERVICES BLOCK GRANT SERVICE PROVIDER CERTIFICATIONS

Public Law 103-227, Part C, Environmental Tobacco Smoke Certification

P.L. 103-227, also known as the Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by the federal programs either directly or through states, or local government by federal grant, contract, loan or loan guarantee.

By signing and submitting this assurance the grantee certifies that it will comply with the requirement of the Act. The grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all sub-grantees shall certify accordingly.

_____ _____

Typed or Printed Name Title

_____ _____

Signature Date

Certification Regarding Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central pint is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under

paragraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(1) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

_____

Check if there are workplaces on file that are not identified here.

Signature_____ Date_____

Title_____

Organization _____

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in

connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, of an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by 1352, title 31 U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

Signature	Organization
Title	Date

Certifications Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

   (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

   (b) have not, within a 3-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local)transaction or contract under public transaction; violation of federal or state antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) have not, within a 3-year period preceding this application/proposal, had one or more public transactions (federal, state or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Grant No. FFY 2021 Community Services Block Grant

_____	_____
Typed or Printed Name	Title
_____	_____
Signature	Date

WYCSP | Wyoming Community Services Program

Community Services Block Grant (CSBG)
FY2021 Sub-Grantee Application for Funds

Due: COB May 11, 2020

Program Information			
Sub-Grantee:	Council of Community Services	**Projected Allocation Amount:**	**$ 90,000**
Federal Tax ID:	830239827	**DUNS #:**	940382443

The CSP will not consider incomplete applications, including missing attachments or other requested documentation, for award of funds. Applications turned in for final submission must include all needed information by close of business May 11, 2020. All required attachments can be found on the CSP website, at: https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/

Checklist of Required Attachments		
☐	Budget	Section 3.B
☐	Mapping Worksheet	Section 4.C
☐	Assurances	CSBG Act

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

1. GENERAL INFORMATION

A. Point of Contact

Name:	Mikel Scott	**Title:**	Executive Director
Mailing Address:	114 S. 4J Road	**Phone:**	307-686-2730
City/Zip:	Gillette, WY 82716	**Email:**	mikel@ccswy.org

2. PROGRAMMATIC INFORMATION

A. Mission Statement

Please list your agency's Mission Statement below.
The human service objectives of CCS include, but are not limited to the following: a. To coordinate and provide human services which benefit the disadvantaged, those in need and poverty-stricken. b. To provide help to those in need who do not receive adequate assistance from governmental agencies. c. To coordinate with governmental agencies, other human service organizations, community service clubs and churches to provide efficient delivery of services in order to avoid duplication of effort. d. To provide, administer, and coordinate a broad range of local, state and federal human service programs designed to help eliminate poverty where possible, assist the chronic working poor and provide self-sufficiency to the disadvantaged. e. To develop, promote, build and operate affordable housing. f. Any activity which promotes or assists, and is not specifically stated in these bylaws, but which meets the human service needs of the population served by the organization.

B. Services Provided

Please provide a narrative of the services being provided through the use of CSBG funds and other partners, and the expected outcomes of such.
A. The Council of Community Services (CCS) offers a Food Pantry Program which served 2,500 low-income individuals in 2018 using the support of CSBG funding. We are applying for funding for the Food Pantry Program once again and expect to serve 2,000 individuals in the coming year. Once approved for the program, our clients receive grocery assistance once a month. Our clients are given a point system budget according to the size of their household. Each Pantry is estimated to provide our families with at least seven (7) meals according to their family size. They can use the points to shop for their food in our Pantry, which allows them autonomy over their own food choices, just as you would in a grocery store. This also decreases food waste since our clients are not receiving food they cannot eat. We receive mostly donated food to stock our shelves and have begun to request healthier donations such as milk, fresh produce, and lean meats rather than high sodium or pre-packaged goods. CCS also receives a daily pick-up of fresh and packaged food goods from our local grocery stores through the Feed America Program and Food Bank of the Rockies. This reduces our cost, saves waste, and

provides our clients with fresh fruits and vegetables. We have received overwhelmingly positive feedback from our clients, especially those who have health concerns such as diabetes, high blood pressure or children with special dietary needs. We ensure that each family or individual applying meets CSBG requirements for low-income eligibility. We have also begun to include a Matrix questionnaire using the Cap60 software system. These questions ask our Food Pantry clients to identify the root cause of their poverty such as, cost of childcare, low wages or underemployment, or cost of medical care. The questions also help us identify clients who may need our other programs that include housing, nutrition, weatherization, clothing and home goods vouchers, emergency medical or dental assistance, or Section 8 assistance. The evidence for providing families and individuals with healthy food is overwhelmingly positive. The CDC provides evidence that healthy children, and those who do not have to live in hunger, are better able to focus on school and achieve better academic performance. Students receive better grades, have better test scores, reduced absenteeism, and improved cognitive performance. There is evidence that this is also true for adults and job performance. Hunger and poor nutrition can lead to low work performance, mistakes, and health problems that increase missed days of work. All of this adds up to the fact that access to healthy food choices for low-income individuals and families will increase their chance at success in both school and employment, leading to stability.

CCS has adopted a strategy like "Closing the Hunger Gap" initiative, which focuses on the long-term end of hunger rather than short term. Hunger is not always a lack of food but rather a lack of resources and opportunities to fulfill their mission of self-sufficiency. We know that we will never be able to end hunger through our Food Pantry alone. CCS is always looking for ways to enrich our community by investing in sustainable solutions and programs that help our clients and community members grow their own food or purchase fresh, locally grown goods. We have partnered with Master Gardener's and our Downtown Farmer's Market to ensure our clients not only have the opportunity to receive the produce that was not sold at the market, but to also use their SNAP benefits to be able to purchase their own food at the market. CCS receives unsold local produce each Saturday in the Summer and passes it on to our Food Pantry clients. We have also partnered with SNAP and the Farmer's Market to educate the low-income community on the power of their SNAP benefit at the Market. CCS is working hard to connect people to nutritious and affordable food in a State in which over 40,000 of us live in areas with limited or no access to fresh healthy food. CCS also partners with the Edible Prairie Project and Cent$ible Nutrition for the past four (4) years to host a vegetable garden planting day and healthy food demonstration. We have begun a partnership with the Edible Prairie Project this year, helping to empower both farmers and low-income community members. Our Intake Specialist works with each client and their allotted point budget to make the best choices for their family to use their Pantry to be able to prepare nutritious meals at home, when possible. Our point system purposely keeps points extremely low for fresh fruits and vegetables. Each year, our Wyoming Extension Office brings us low-cost recipe cards to hand out to our clients to help them make healthy choices. Our goal is to empower our clients to lead healthier lives, reduce their healthcare costs, and feel better. Our hope is that our clients will us this knowledge to pass down to their children and neighbors, empowering a community of people.

The expected family level outcome for our clients utilizing the Food Pantry Program, is that they will have access to healthy local food and will not live in hunger. They will also have access to our various educational opportunities and programs and time spent with our Intake Specialist to discuss their needs. In 2019 our Food Pantry provided 3,044 food pantries to clients. We plan to serve at least 3,000 food pantries in 2020, possibly quite a bit higher due to the COVID19 unemployment. We have seen at least 80 new families sign up for food pantries in the last two months. We have been able to meet 100% of our clients Food Pantry needs and believe we can continue this success rate with the support of CSBG.
B.CCS is also applying for funding once again to support our Medical and Dental Voucher Program. Last year, we were able to provide 104 individuals with emergency medical or dental care. Campbell County's last needs assessment indicated that medical and dental care is the highest need in our community. While CCS has been providing medical or dental funding for many years, we are placing a higher emphasis on this program in the coming years. We have begun fundraising, accepting donations, and using our fundraising event as a platform to educate our community in this increasingly high need area. The State of Wyoming did not choose to expand Medicaid, which does affect our low-income communities' access to healthcare. Also, Medicare does not pay for dental health, affecting our seniors. As we know, evidence linking our dental health to everything from our heart health to our mental health has been increasing in the last few years. Yet, even those with medical insurance may not have access to dental care. The Henry J. Kaiser Family Foundation reports that the main reason for lacking healthcare was the high cost of insurance. Many people do not have access to insurance through a job and many people in states who did not expand Medicaid, such as Wyoming, are not eligible to receive assistance. Most of the uninsured are low-income families who have at least one worker in the family. Minorities and adults are most likely to be uninsured. The financial implications of lacking healthcare keep those people in poverty. Bills are unaffordable and can quickly turn into medical debt and wages may become garnished by debt collectors. Currently, Campbell County does not have a low-income community health clinic and many of our private doctors do not accept Medicaid or Medicare. This means that the nearest doctors who will accept Medicaid are located hours away. With our vouchers, we get our clients access to healthcare quickly and efficiently. We work with doctors and dentist locally and have developed a trusting relationship. Working together in the community has a greater impact on health and economic vitality than working alone. That is why we stretch our CSBG funding by working with doctors for lower rates and combining our funding with donations, as well as partnerships with religious organizations. This allows us to improve access to healthcare for more people in Campbell County. We are also working on collaborations with our local hospital, police department, city and county officials, and other non-profit organizations in our community in order to form a better understanding of what our community needs and what role we will each play to make better health happen for our clients and community members.
The expected family level outcome for our Medical and Dental Program clients is that they will be able to obtain medical or dental assistance at least once per year. In turn, this will help many of them stay in their homes, maintain employment, and stay healthy. Our clients will also have access to all our programs and time spent with the Program Manager to discuss their needs. In 2019 we provided 99

individuals with access to medical or dental care. We plan on serving at least 60 individuals in 2020 with a 100% success rate of obtaining access to healthcare once a year through CCS.

3. BUDGET

A. Budget Summary Table

Revenue Provide the projected annual allocation given to you by the Wyoming CSP/Grantee	
TOTAL	$90,000
Expenses List budget category subtotals from your detailed budget. Total must match projected allocation	
Sub-Grantees (grants)	$Click here to enter text.
Direct Costs (administrative)	$84,300
Indirect Costs (if applicable)	$5,700
TOTAL	$90,000

B. Budget

Please complete a budget for your agency, and attach as a part of your Grantee's application.

C. Salaries and Wages Detail

Only complete if you are using CSBG funds to pay a portion or all of employees' salaries and wages.

Title/Position	Annual Salary	# of Months	Time Spent on CSBG (%)	CSBG Share (FTE)
Intake Specialist	$ 25,708	12	100%	100%
Emergency Assistance Clerk	$ 36,067	12	50%	50%
Food Truck Driver	$ 25,708	12	50%	50%
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

4. DATA REPORTING

A. Federal Objectives

Select one or more federal objectives, as listed in Information Memorandum #152, to be addressed through service provision.

☐	**Employment**
☐	**Education and Cognitive Development**
☐	**Income, Infrastructure, and Asset Building**

☐	**Housing**
☒	**Health and Social/Behavioral Development (include Nutrition)**
☐	**Civic Engagement and Community Involvement**
☐	**Services Supporting Multiple Domains**
☐	**Linkages (e.g. partnerships that support these domains)**
☐	**Agency Capacity Building**
☐	**Other (e.g. emergency management/disaster relief)**

B. National Goals

Select one or more National Goals to be addressed through service provision.

☒	**Goal 1: Individuals and families with low-incomes are stable and achieve economic security.**
☐	**Goal 2: Communities where people with low-incomes live are healthy and offer economic opportunity.**
☐	**Goal 3: People with low-incomes are engaged and active in building opportunities in communities.**

C. National Performance Indicators

Please complete a Mapping Worksheet for all services and outcomes, and attach as a part of your Grantee's application.

D. Community-Level Initiatives

If completing one or more community-level initiatives, please begin the Community Initiative Status Form (CISF). CISFs will be submitted to CSP at the end of each fiscal year, by October 10th each year, completed to the extent of the completion of a phase.

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

Official Board Action

Submission of this form indicates official action taken by the applicant's governing Board of Directors authorizing application for these funds.

☒I certify that CSBG funds will not be used for construction-related expenses.
☒I certify that CSBG funds will not be used for any type of political activity.
☒I certify that CSBG funds will be used in accordance to the OMB Uniform Guidance.

To the best of my knowledge and belief, statements and data in this application, including the attachments and other documentation, are true and correct and the submission of such has been duly authorized by the governing Board of Directors of the applicant/lead jurisdiction and other participating jurisdictions, if any.

Signature, Board Chair/President/Contract Signatory

Mikel Scott
Printed Name, Board Chair/President/Contract Signatory

Executive Director
Title

April 24, 2020
Date

WYCSP | Wyoming Community Services Program

Community Services Block Grant (CSBG)
FY2021 Sub-Grantee Application for Funds

Due: COB May 11, 2020

Program Information			
Sub-Grantee:	Gillette Abuse Refuge Foundation	**Projected Allocation Amount:**	**$ 22,000**
Federal Tax ID:	83-0255062	**DUNS #:**	803611433

The CSP will not consider incomplete applications, including missing attachments or other requested documentation, for award of funds. Applications turned in for final submission must include all needed information by close of business May 11, 2020. All required attachments can be found on the CSP website, at: https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/

Checklist of Required Attachments		
☐	Budget	Section 3.B
☐	Mapping Worksheet	Section 4.C
☐	Assurances	CSBG Act

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

1. GENERAL INFORMATION

A. Point of Contact

Name:	Margie McWilliams	**Title:**	Executive Director
Mailing Address:	P.O. Box 3110	**Phone:**	307-686-8071
City/Zip:	Gillette, Wyoming	**Email:**	garfdirector@garfwy.com

2. PROGRAMMATIC INFORMATION

A. Mission Statement

Please list your agency's Mission Statement below.

The Gillette Abuse Refuge Foundation is a non-profit organization dedicated to providing a comprehensive range of quality services to meet the needs of those affected by domestic violence and or sexual assault, and to reduce the elements that foster violence through community collaboration, education and to empower victims in Campbell Count, Wyoming

B. Services Provided

Please provide a narrative of the services being provided through the use of CSBG funds and other partners, and the expected outcomes of such.

Research continues to estimate approximately half of all homeless women are believed to be domestic violence victims, this figure is based solely on the number of women who report the abuse, so this figure could potentially be much higher. At least 92% of GARF clients fall within the Federal poverty guidelines. CSBG funds are used primarily for clients residing in the GARF shelter as they work through the life skills program. The Life Skills Program Coordinator assists clients in finding housing that is affordable to them. The goal is to establish a home they can maintain long term. In addition to shelter clients some of the funds are used for office clients needing emergency rent, mortgage or past due utility balances. In each case the clients fill out the required application and submits all required accompanying paperwork. Once all the paperwork has been completed the Office Manager and Life Skills program Coordinator meet to review application. It is during the review process whether a client is approved or denied the funding based on criteria set forth by the funding parameters as well as whether the property is god fit for the client. It is vital that they be able to meet the financial obligation of maintaining the home long term. By taking extra care in the application process to find appropriate housing affordable to a client

based on their resources available greatly increases their chances of achieving self-sufficiency. Taking a homeless person, whether individual or family that results from domestic violence in the home and helping them find suitable housing they can maintain is a measurable goal which positively impacts the community as a whole.

3. BUDGET

A. Budget Summary Table

Revenue Provide the projected annual allocation given to you by the Wyoming CSP/Grantee	
TOTAL	$22000.00
Expenses List budget category subtotals from your detailed budget. Total must match projected allocation	
Sub-Grantees (grants)	$22000.00
Direct Costs (administrative)	$Click here to enter text.
Indirect Costs (if applicable)	$Click here to enter text.
TOTAL	$Click here to enter text.

√B. Budget

Please complete a budget for your agency, and attach as a part of your Grantee's application.

C. Salaries and Wages Detail

Only complete if you are using CSBG funds to pay a portion or all of employees' salaries and wages.

Title/Position	Annual Salary	# of Months	Time Spent on CSBG (%)	CSBG Share (FTE)
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

4. DATA REPORTING

A. Federal Objectives

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

Select one or more federal objectives, as listed in Information Memorandum #152, to be addressed through service provision.

☐	**Employment**
☐	**Education and Cognitive Development**
☐	**Income, Infrastructure, and Asset Building**
☒	**Housing**
☐	**Health and Social/Behavioral Development (include Nutrition)**
☐	**Civic Engagement and Community Involvement**
☐	**Services Supporting Multiple Domains**
☐	**Linkages (e.g. partnerships that support these domains)**
☐	**Agency Capacity Building**
☐	**Other (e.g. emergency management/disaster relief)**

B. National Goals

Select one or more National Goals to be addressed through service provision.

☒	**Goal 1: Individuals and families with low-incomes are stable and achieve economic security.**
☐	**Goal 2: Communities where people with low-incomes live are healthy and offer economic opportunity.**
☐	**Goal 3: People with low-incomes are engaged and active in building opportunities in communities.**

✓C. National Performance Indicators

Please complete a Mapping Worksheet for all services and outcomes, and attach as a part of your Grantee's application.

D. Community-Level Initiatives

If completing one or more community-level initiatives, please begin the Community Initiative Status Form (CISF). CISFs will be submitted to CSP at the end of each fiscal year, by October 10th each year, completed to the extent of the completion of a phase.

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

Official Board Action

Submission of this form indicates official action taken by the applicant's governing Board of Directors authorizing application for these funds.

☒I certify that CSBG funds will not be used for construction-related expenses.
☒I certify that CSBG funds will not be used for any type of political activity.
☒I certify that CSBG funds will be used in accordance to the OMB Uniform Guidance.

To the best of my knowledge and belief, statements and data in this application, including the attachments and other documentation, are true and correct and the submission of such has been duly authorized by the governing Board of Directors of the applicant/lead jurisdiction and other participating jurisdictions, if any.

Edward L. McDonald
Signature, Board Chair/President/Contract Signatory

Edward L. McDonald
Printed Name, Board Chair/President/Contract Signatory

Board President
Title

4-27-20
Date

WYCSP | Wyoming Community Services Program

Community Services Block Grant (CSBG)
FY2021 Sub-Grantee Application for Funds

Due: COB May 11, 2020

Program Information			
Sub-Grantee:	Gillette Reproductive Health	**Projected Allocation Amount:**	**$ 40,000**
Federal Tax ID:	83-0319938	**DUNS #:**	078717275

The CSP will not consider incomplete applications, including missing attachments or other requested documentation, for award of funds. Applications turned in for final submission must include all needed information by close of business May 11, 2020. All required attachments can be found on the CSP website, at: https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/

Checklist of Required Attachments		
☒	Budget	Section 3.B
☒	Mapping Worksheet	Section 4.C
☒	Assurances	CSBG Act

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

1. GENERAL INFORMATION

A. Point of Contact

Name:	Gillette Reproductive Health	**Title:**	Director
Mailing Address:	PO Box 2915	**Phone:**	307/682/8110
City/Zip:	Gillette, WY 82717	**Email:**	Julie@4grh.com

2. PROGRAMMATIC INFORMATION

A. Mission Statement

Please list your agency's Mission Statement below.
To provide affordable, quality, confidential reproductive health care.

B. Services Provided

Please provide a narrative of the services being provided through the use of CSBG funds and other partners, and the expected outcomes of such.
Gillette Reproductive Health will use CSBG funds to provide preventative well women's exams, prescriptions, case management and colposcopies to qualifying women. 100 women will receive well women preventative visits, case management, birth control, colposcopies, and screens for alcohol, STI's, and tobacco. The expected outcomes are healthier individuals, children, and families with improved economic circumstances.

3. BUDGET

A. Budget Summary Table

Revenue Provide the projected annual allocation given to you by the Wyoming CSP/Grantee	
TOTAL	$Click here to enter text.
Expenses List budget category subtotals from your detailed budget. Total must match projected allocation	
Sub-Grantees (grants)	$40,000
Direct Costs (administrative)	$Click here to enter text.
Indirect Costs (if applicable)	$Click here to enter text.
TOTAL	$Click here to enter text.

B. Budget

Please complete a budget for your agency, and attach as a part of your Grantee's application.

C. Salaries and Wages Detail

Only complete if you are using CSBG funds to pay a portion or all of employees' salaries and wages.

Title/Position	Annual Salary	# of Months	Time Spent on CSBG (%)	CSBG Share (FTE)
NA				
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

4. DATA REPORTING

A. Federal Objectives

Select one or more federal objectives, as listed in Information Memorandum #152, to be addressed through service provision.

☐	**Employment**
☐	**Education and Cognitive Development**
☐	**Income, Infrastructure, and Asset Building**
☐	**Housing**
☒	**Health and Social/Behavioral Development (include Nutrition)**
☐	**Civic Engagement and Community Involvement**
☐	**Services Supporting Multiple Domains**
☐	**Linkages (e.g. partnerships that support these domains)**
☐	**Agency Capacity Building**
☐	**Other (e.g. emergency management/disaster relief)**

B. National Goals

Select one or more National Goals to be addressed through service provision.

☒	**Goal 1: Individuals and families with low-incomes are stable and achieve economic security.**
☐	**Goal 2: Communities where people with low-incomes live are healthy and offer economic opportunity.**
☐	**Goal 3: People with low-incomes are engaged and active in building opportunities in communities.**

C. National Performance Indicators

Please complete a Mapping Worksheet for all services and outcomes, and attach as a part of your Grantee's application.

D. Community-Level Initiatives

If completing one or more community-level initiatives, please begin the Community Initiative Status Form (CISF). CISFs will be submitted to CSP at the end of each fiscal year, by October 10th each year, completed to the extent of the completion of a phase.

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

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To the best of my knowledge and belief, statements and data in this application, including the attachments and other documentation, are true and correct and the submission of such has been duly authorized by the governing Board of Directors of the applicant/lead jurisdiction and other participating jurisdictions, if any.

_____
Signature, Board Chair/President/Contract Signatory

Wendy Gauntner
Printed Name, Board Chair/President/Contract Signatory

Board Chair
Title

_____
Date

WYCSP | Wyoming Community Services Program

Community Services Block Grant (CSBG)
FY2021 Sub-Grantee Application for Funds

Due: COB May 11, 2020

Program Information			
Sub-Grantee:	Personal Frontiers Inc.	**Projected Allocation Amount:**	**$ 31,000**
Federal Tax ID:	830230127	**DUNS #:**	835137266

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Checklist of Required Attachments		
☒	Budget	Section 3.B
☒	Mapping Worksheet	Section 4.C
☒	Assurances	CSBG Act

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

1. GENERAL INFORMATION

A. Point of Contact

Name:	Donna Morgan	**Title:**	Executive Director
Mailing Address:	PO Box 754	**Phone:**	307-686-1189
City/Zip:	Gillette, 82717	**Email:**	Director.pfi@vcn.com

2. PROGRAMMATIC INFORMATION

A. Mission Statement

Please list your agency's Mission Statement below.
Empowering individuals and families in sustaining lifelong recovery, while striving to meet their highest potential.

B. Services Provided

Please provide a narrative of the services being provided through the use of CSBG funds and other partners, and the expected outcomes of such.
To provide treatment to low income/poverty citizens for little or no fee. Help clients with resources in the community to reclaim their lives. Be a resource to clients that need a hand up out of poverty.

3. BUDGET

A. Budget Summary Table

Revenue Provide the projected annual allocation given to you by the Wyoming CSP/Grantee	
TOTAL	**$**31,000
Expenses List budget category subtotals from your detailed budget. Total must match projected allocation	
Sub-Grantees (grants)	**$**31,000
Direct Costs (administrative)	**$**0
Indirect Costs (if applicable)	**$**0
TOTAL	**$**3

B. Budget

Please complete a budget for your agency, and attach as a part of your Grantee's application.

C. Salaries and Wages Detail

Only complete if you are using CSBG funds to pay a portion or all of employees' salaries and wages.

Title/Position	Annual Salary	# of Months	Time Spent on CSBG (%)	CSBG Share (FTE)
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

4. DATA REPORTING

A. Federal Objectives

Select one or more federal objectives, as listed in Information Memorandum #152, to be addressed through service provision.

☐	**Employment**
☐	**Education and Cognitive Development**
☐	**Income, Infrastructure, and Asset Building**
☐	**Housing**
☒	**Health and Social/Behavioral Development (include Nutrition)**
☐	**Civic Engagement and Community Involvement**
☐	**Services Supporting Multiple Domains**
☐	**Linkages (e.g. partnerships that support these domains)**
☐	**Agency Capacity Building**
☐	**Other (e.g. emergency management/disaster relief)**

B. National Goals

Select one or more National Goals to be addressed through service provision.

☒	**Goal 1: Individuals and families with low-incomes are stable and achieve economic security.**
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☐	**Goal 3: People with low-incomes are engaged and active in building opportunities in communities.**

C. National Performance Indicators

Please complete a Mapping Worksheet for all services and outcomes, and attach as a part of your Grantee's application.

D. Community-Level Initiatives

If completing one or more community-level initiatives, please begin the Community Initiative Status Form (CISF). CISFs will be submitted to CSP at the end of each fiscal year, by October 10th each year, completed to the extent of the completion of a phase.

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

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_____
Signature, Board Chair/President/Contract Signatory

_____
Printed Name, Board Chair/President/Contract Signatory

_____
Title

_____
Date

WYCSP | Wyoming Community Services Program

Community Services Block Grant (CSBG)
FY2021 Sub-Grantee Application for Funds

Due: COB May 11, 2020

Program Information			
Sub-Grantee:	Youth Emergency Services, Inc.	**Projected Allocation Amount:**	**$ 30,000**
Federal Tax ID:	83-0230126	**DUNS #:**	106582992

The CSP will not consider incomplete applications, including missing attachments or other requested documentation, for award of funds. Applications turned in for final submission must include all needed information by close of business May 11, 2020. All required attachments can be found on the CSP website, at: https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/

Checklist of Required Attachments		
☒	Budget	Section 3.B
☒	Mapping Worksheet	Section 4.C
☒	Assurances	CSBG Act

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

1. GENERAL INFORMATION

A. Point of Contact

Name:	Tatyana Walker	Title:	Development Director
Mailing Address:	905 North Gurley Avenue	Phone:	(307) 686-0669
City/Zip:	Gillette, WY 82716	Email:	twalker@yeshouse.org

2. PROGRAMMATIC INFORMATION

A. Mission Statement

Please list your agency's Mission Statement below.
Empowering youth and families to achieve lifelong success

B. Services Provided

Please provide a narrative of the services being provided through the use of CSBG funds and other partners, and the expected outcomes of such.

Youth Emergency Services, Inc. staff work closely with partners such as Department of Family Services, Juvenile Probation, Campbell County Extension Office, Public Library in providing a range of CSBG services and support to low-income youth and their families to complement their own efforts to achieve their potential. Partners assist with referrals, provide opportunities for service-learning projects, educational presentations and more.

The Day Treatment program operates from 8am to 7pm Monday through Friday year-round. Youth receive individual and group counseling, participate in substance abuse/mental health groups and in social skills building sessions. Education is provided on anger management, addictions, parent/child relations, peer relations, criminal thinking errors, character development, educational skills and building self-esteem. The family, as a whole, receives family counseling.

A broad range of services are offered to youth and their families in addition to the Core Treatment Services: 1). parent education through the Y.E.S House's Nurturing Parent classes (a 12-week evidence-based program for parents and youth); 2). Healthy eating and nutrition education through the Y.E.S. House resources and the Campbell County Extension Office; 3). Social skills such as setting goals, pursuing hobbies without the use of drugs and alcohol, dealing with adversity, conflict -resolution, self-respect, and values. 5). Mentoring services – matching at-risk youth with positive adult role-models. 6). Wyoming Personal Responsibility Education Program – an evidence-based 8-10 session pregnancy prevention program. 7). Linkage of parents to various community resources based on the needs of the families. 8). Artistic and cultural enrichment opportunities are offered through the 5-month Dance Outreach residency that introduces youth to various dance styles: jazz, ballet, tap, ethnic and modern dance. 9). Aftercare is provided for an additional 12 months after the youth's graduation from the program. This programming

ensures that the youth and their family continue to maintain a positive and constructive lifestyle and receive services that help youth with addressing their mental health and/or substance abuse issues.

Day Treatment will make an impact on poverty and transition families out of poverty by engaging youth ages 7-17 with mental health and/or substance abuse issues in intensive outpatient services. On any given year, seventy percent (70%) of families that the program works with are low-income. Parents struggle to keep well-paid jobs due to high stress and crisis in their homes. When families have a child with serious mental health and/or substance abuse issues it puts the whole household in the turmoil. Therefore, Day Treatment is sat up for youth to receive intensive outpatient services 5 days a week in order for families to start gaining stability, well-being and pursue higher paying jobs.

Outcomes:
1). 23 youth out of 27 (or 85%) enrolled will improve their mental and behavioral health and well-being.

3. BUDGET

A. Budget Summary Table

Revenue Provide the projected annual allocation given to you by the Wyoming CSP/Grantee	
TOTAL	$30,000
Expenses List budget category subtotals from your detailed budget. Total must match projected allocation	
Sub-Grantees (grants)	$30,000
Direct Costs (administrative)	$0
Indirect Costs (if applicable)	$0
TOTAL	$30,000

B. Budget

Please complete a budget for your agency, and attach as a part of your Grantee's application.

C. Salaries and Wages Detail

Only complete if you are using CSBG funds to pay a portion or all of employees' salaries and wages.

Title/Position	Annual Salary	# of Months	Time Spent on CSBG (%)	CSBG Share (FTE)

Day Treatment Case Manager	**$29,120**	12	36%	10,500
Therapist	**$41,000**	12	32%	13,000
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	$Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

4. DATA REPORTING

A. Federal Objectives

Select one or more federal objectives, as listed in Information Memorandum #152, to be addressed through service provision.

☐	**Employment**
☐	**Education and Cognitive Development**
☐	**Income, Infrastructure, and Asset Building**
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B. National Goals

Select one or more National Goals to be addressed through service provision.

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☐	**Goal 2: Communities where people with low-incomes live are healthy and offer economic opportunity.**
☐	**Goal 3: People with low-incomes are engaged and active in building opportunities in communities.**

C. National Performance Indicators

Please complete a Mapping Worksheet for all services and outcomes, and attach as a part of your Grantee's application.

D. Community-Level Initiatives

If completing one or more community-level initiatives, please begin the Community Initiative Status Form (CISF). CISFs will be submitted to CSP at the end of each fiscal year, by October 10th each year, completed to the extent of the completion of a phase.

WYCSP | Wyoming Community Services Program

Wyoming Department of Health
Community Services Program
Community Services Block Grant
2021 Sub-Grantee Application for Funds

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☒I certify that CSBG funds will be used in accordance to the OMB Uniform Guidance.

To the best of my knowledge and belief, statements and data in this application, including the attachments and other documentation, are true and correct and the submission of such has been duly authorized by the governing Board of Directors of the applicant/lead jurisdiction and other participating jurisdictions, if any.

_____
Signature, Board Chair/President/Contract Signatory

Tom Roberts
Printed Name, Board Chair/President/Contract Signatory

President
Title

4/28/2020
Date

The following page(s) contain the backup material for Agenda Item: 10:15 FY2019-2020 Budget Amendments

*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.

NOTICE OF PUBLIC HEARING

The Board of Campbell County Commissioners will hold a Public Hearing on May 19, 2020 at 10:15 AM in the Commissioner's Chambers in the Courthouse. The purpose of the public hearing is to:

GENERAL COUNTY

1. Increase General County Expense Community Juvenile Service 20601.7539 Miscellaneous by $71,686
2. Increase General County Expense Care Board Special Account 40213.6531 General Supplies by $2,654
3. Increase General County Expense Adult Drug Court 40210.7539 Miscellaneous by $352,905
4. Increase General County Expense Public Health 506.7488.3 Community Prevention by $96,503
5. Increase General County Cash Carryover 1.5999 by -$523,748
6. Increase General County Expense Sheriff 24/7 056.6131.02 Testing Supplies by $28,000
7. Increase General County Revenue Sheriff 24/7 1.4570.1 Auto & Trucks by -$28,000
8. Increase Sheriff Fleet Expense 026.7192 by $40,000
9. Increase Sheriff Fleet Cash Carryover 026.5999 by -$40,000

WEED & PEST

1. Increase Weed & Pest Expense Grasshopper 761.6359.3 by $910,000
2. Increase Weed & Pest Revenue- Grasshopper (Landowners)760.4852.3 by-$910,000
3. Increase Weed & Pest Expense Other Contractual Services Other Expense 761.6359.4 by $100,000
4. Increase Weed & Pest Revenue BLM 760.4501.1 by $-100,000
5. Increase Weed & Pest Expense Grasshopper Expense 761.6359. by $250,000
6. Increase Weed & Pest Revenue (Emergency Reserves)760.4852.3 by -$250,000
7. Increase Weed & Pest Expense Grasshopper Expense 761.6359. by $140,000
8. Increase Weed & Pest Revenue (County)760.4852.3 by -$140,000

All persons interested may appear and offer written and/or oral comments regarding such budgets.

Dated this 5th day of May 2020

Susan F. Saunders

Campbell County Clerk

The following page(s) contain the backup material for Agenda Item: 10:30 PFM Investments Quarterly Report

*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.

Campbell County

Market and Portfolio Review

First Quarter 2020

Campbell County
wyoming

pfm

Presented By:

Brian Quinn
Managing Director &
Relationship Manager
555 Briarwood Circle,
Suite 333
Ann Arbor, MI 48108
Phone: 734-794-2520
quinnb@pfm.com

Joan Evans
Senior Marketing
Representative
1720 Carey Avenue
Suite 520
Cheyenne, WY 82001
(307) 287-1514
evansj@pfm.com

Ken Schiebel, CFA
Managing Director & Co-Head of Portfolio
Strategies
213 Market Street
Harrisburg, PA 17101
Phone: 717-231-6202
schiebelk@pfm.com

Table of Contents

I. Market Update

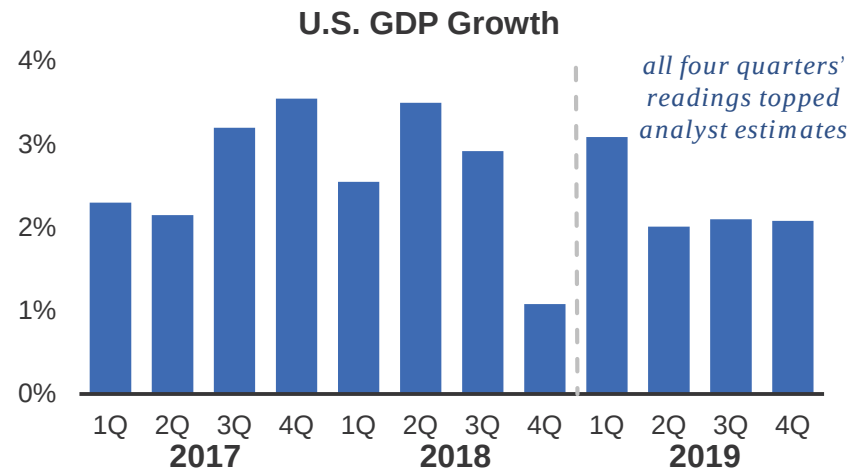
II. Economic Outlook and Strategy Review

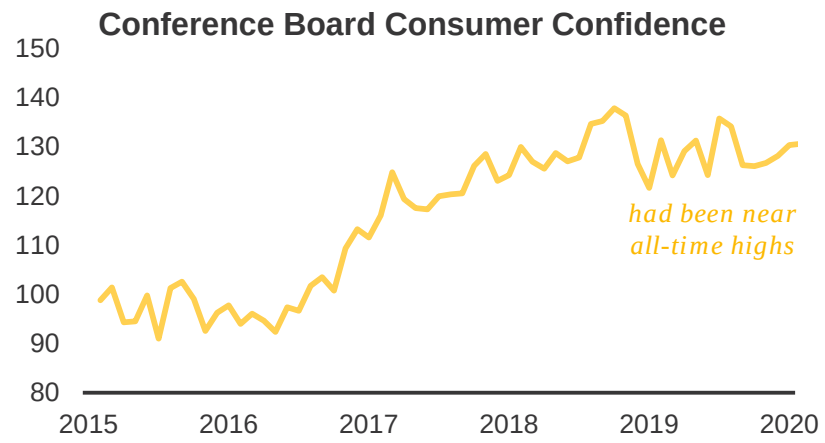
III. Portfolio Review

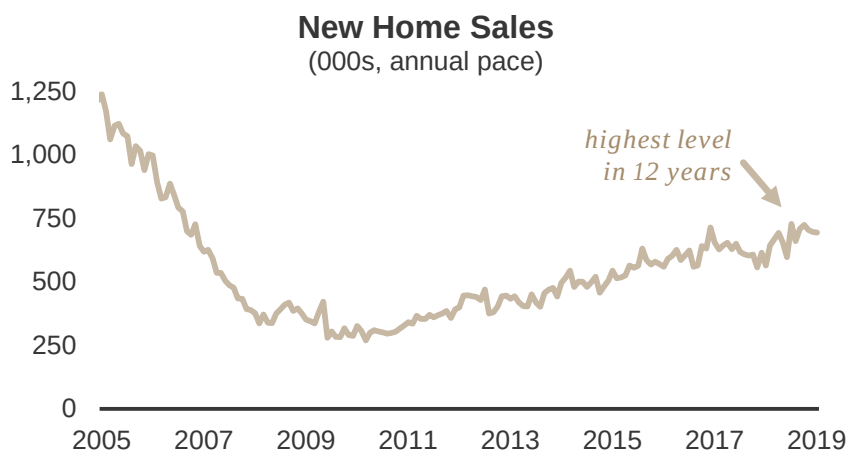
IV. Portfolio Holdings

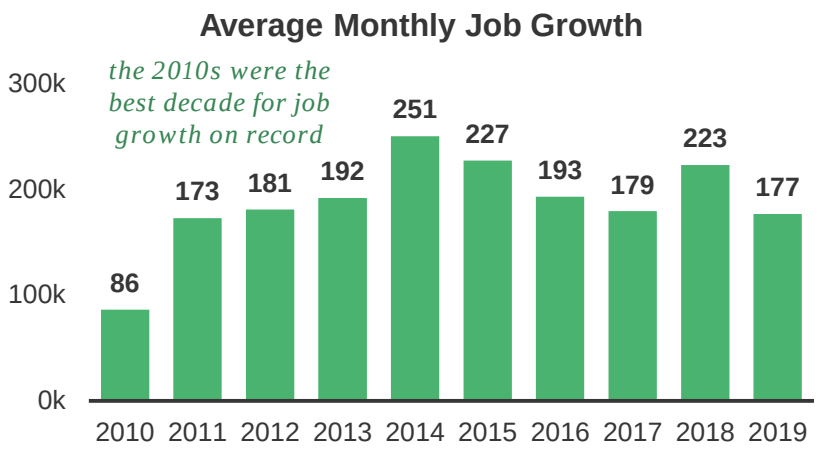
Market Update

Domestic Data Was Strong Prior to Coronavirus Outbreak









Source: Bloomberg, latest data available as of 2/29/2020.

© PFM

COVID-19: A Three-Fold Crisis

Health Crisis/Pandemic

The rapidly spreading coronavirus is overwhelming healthcare facilities around the world as the number of cases and deaths related to the virus continue to grow.

Closed Until Further Notice

Effects on the Economy

With businesses forced to close their doors and consumers stuck at home "social distancing," the economy has come to a near standstill over a very short period of time.

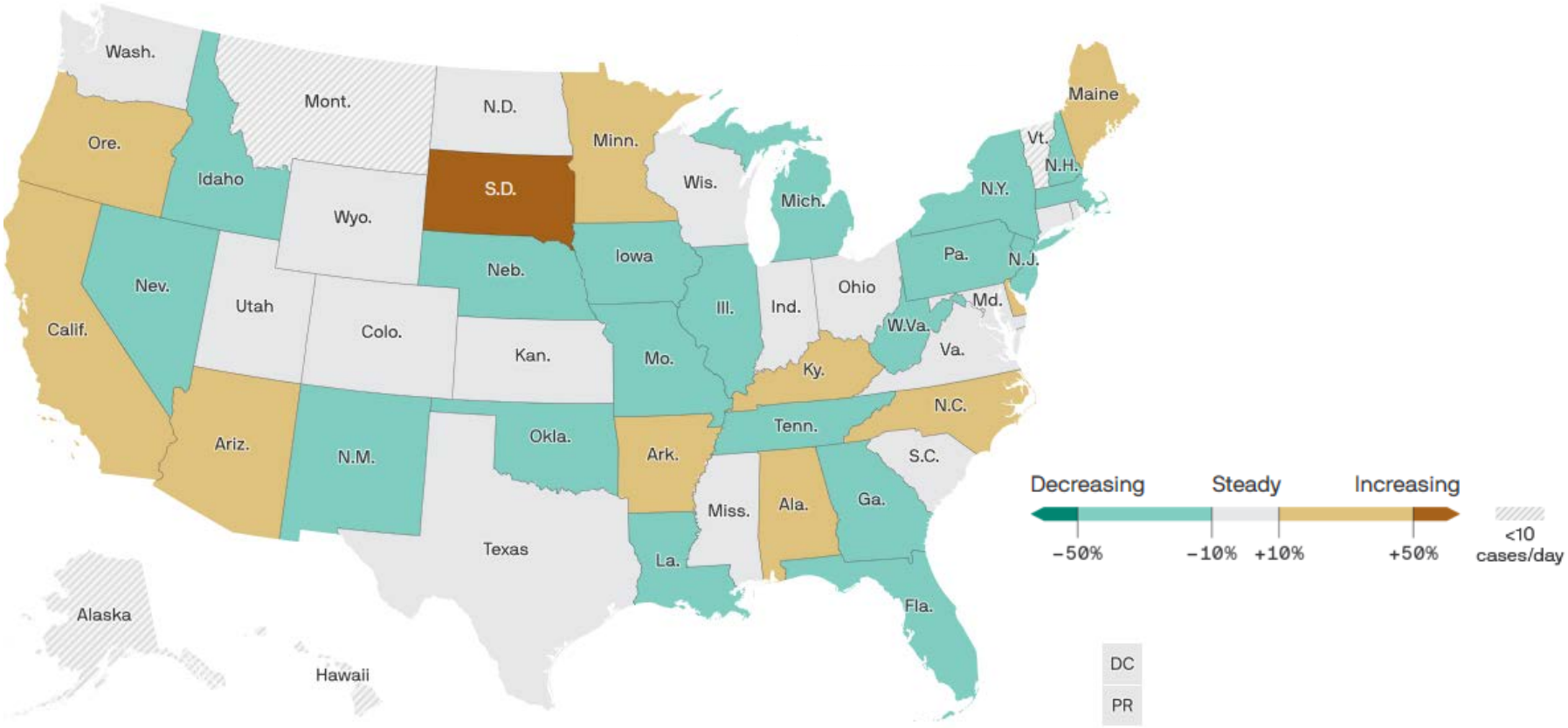
Effects on Financial Markets

Treasury yields and stock prices have plummeted while credit spreads and volatility have soared in reaction to the uncertainty created by the pandemic.

© PFM

New Cases Still Increasing in 11 States

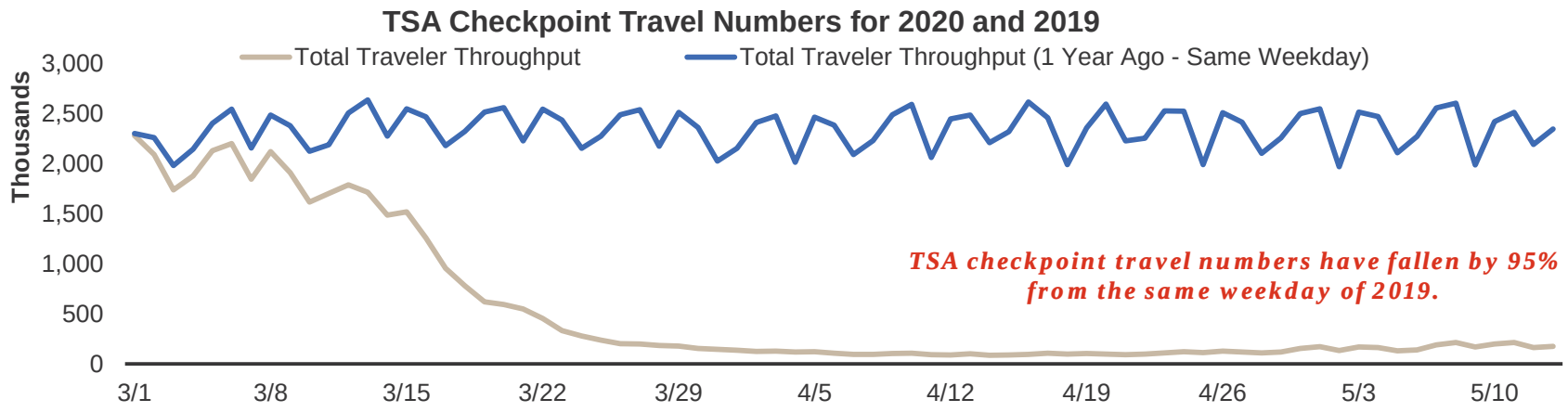
Change in New COVID-19 Cases
From May 4 – May 11

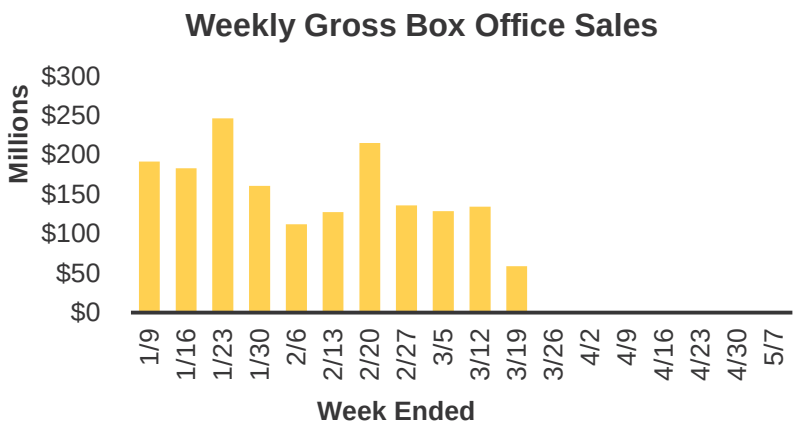


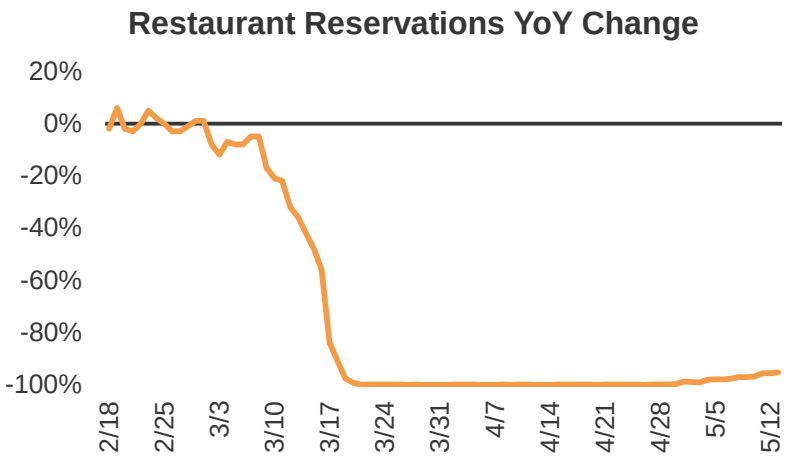
Source: Axios & the Center for Systems Science and Engineering at Johns Hopkins, as of 5/11/2020.

© PFM

Coronavirus Weighs Significantly on Service Industry



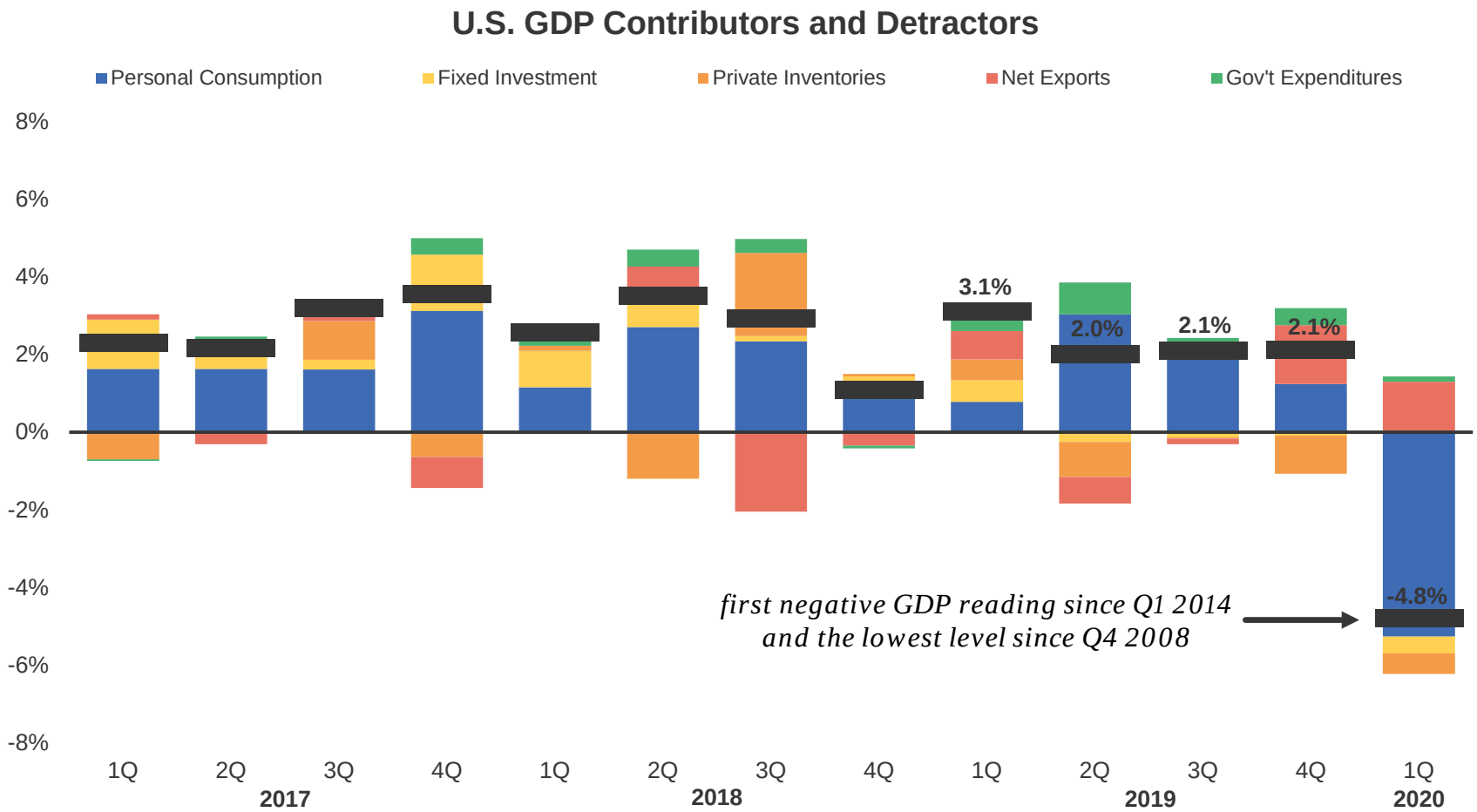




Sources: Transportation Security Administration (top); IMDbPro (bottom left); Open Table (bottom right). Most current data as of 5/14/2020.
https://www.tsa.gov/coronavirus/passenger-throughput

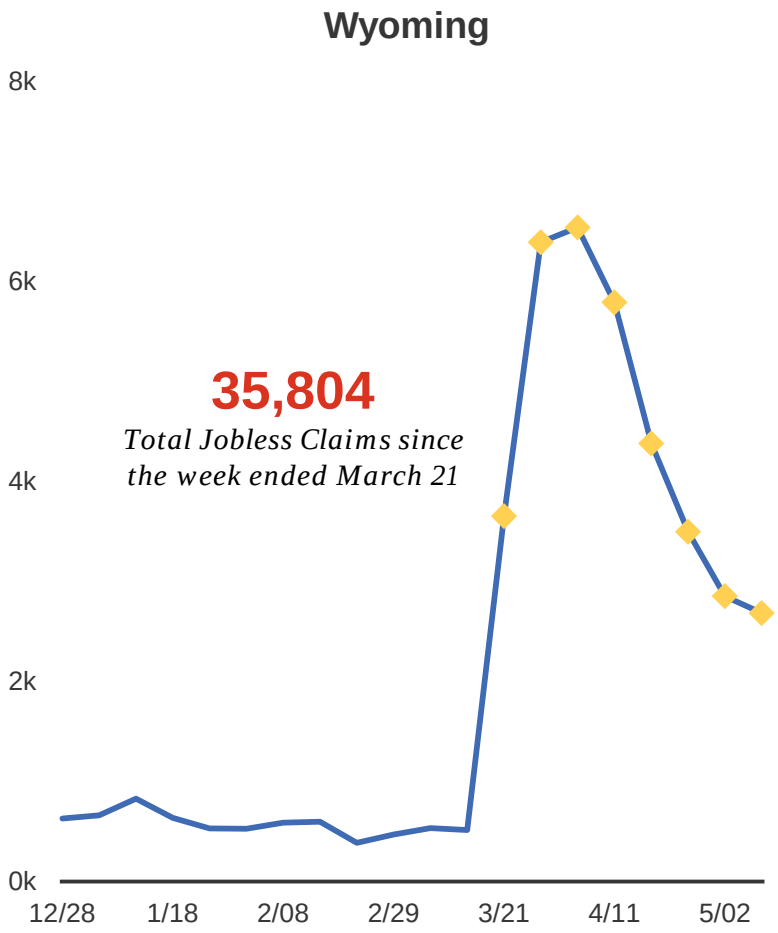
© PFM

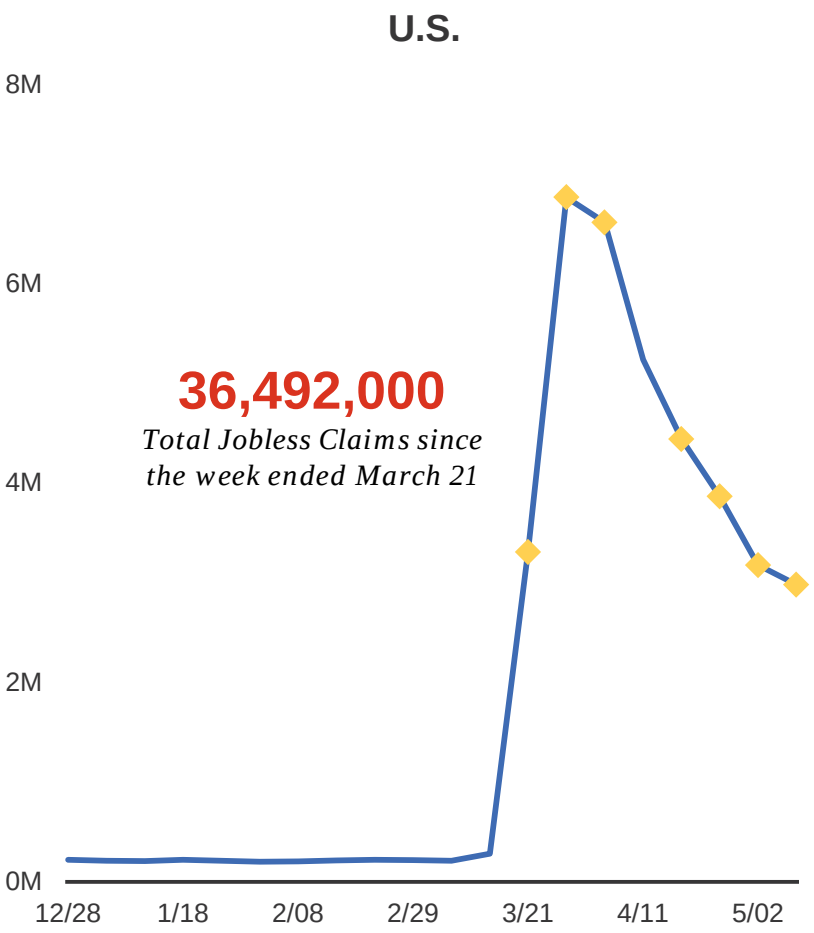
Q1 U.S. GDP Falls 4.8% as COVID-19 Lockdown Weighs on Growth



Source: Bureau of Economic Analysis.

Unprecedented Job Losses, Worst Seems Behind Us





Source: Department of Labor, latest available data as of 5/14/2020. *Most recent WY data is advance claims, which is not directly comparable to claims reported in prior weeks. Advance claims are reported by the state liable for paying the unemployment compensation, whereas previous weeks reported claims reflect claimants by state of residence.

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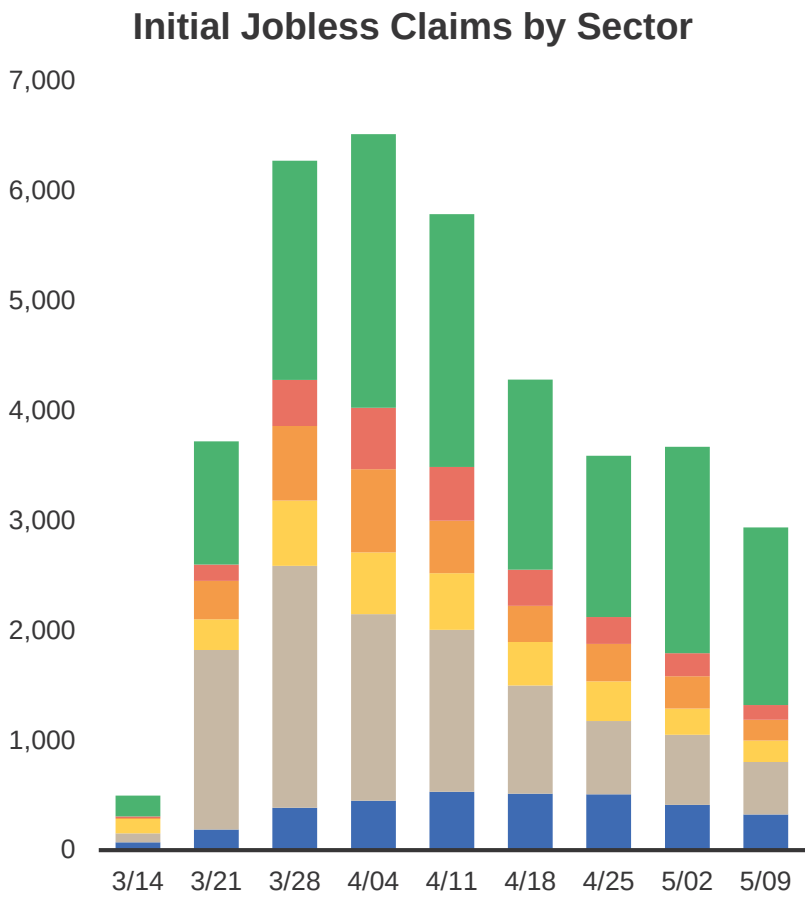
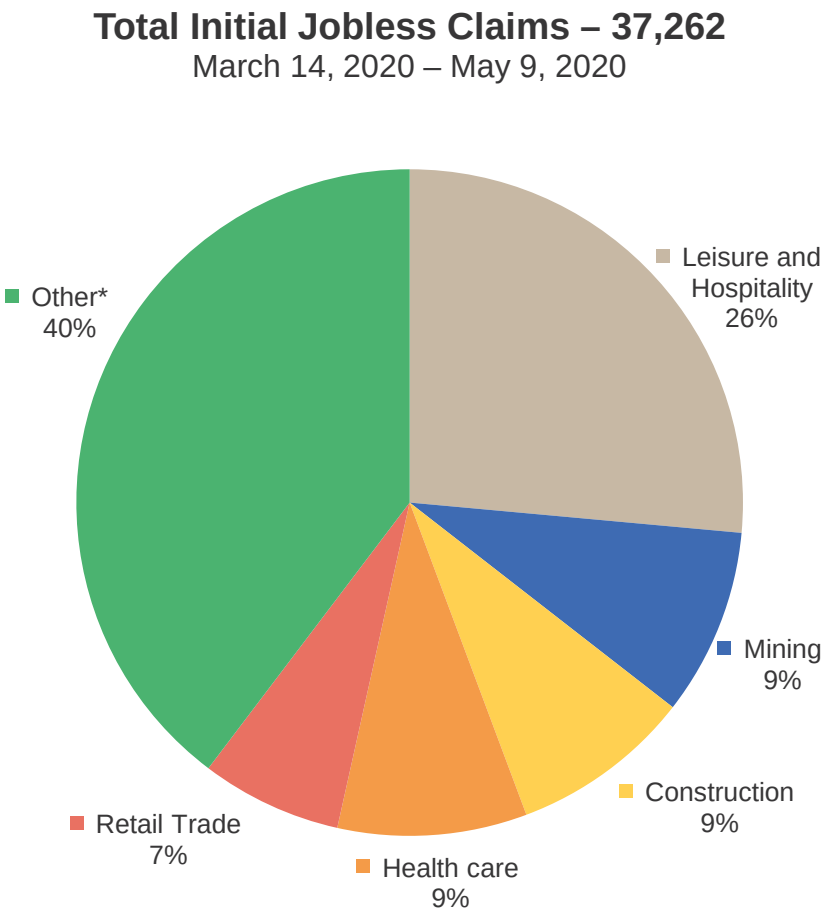
Wyoming Initial Jobless Claims by Sector





Source: Wyoming Department of Workforce Services, as of 5/15/2020. *Other includes: agriculture; transportation, warehousing, and utilities; manufacturing; wholesale trade; information; financial activities; professional and business services; educational services; other services; public administration; unknown.

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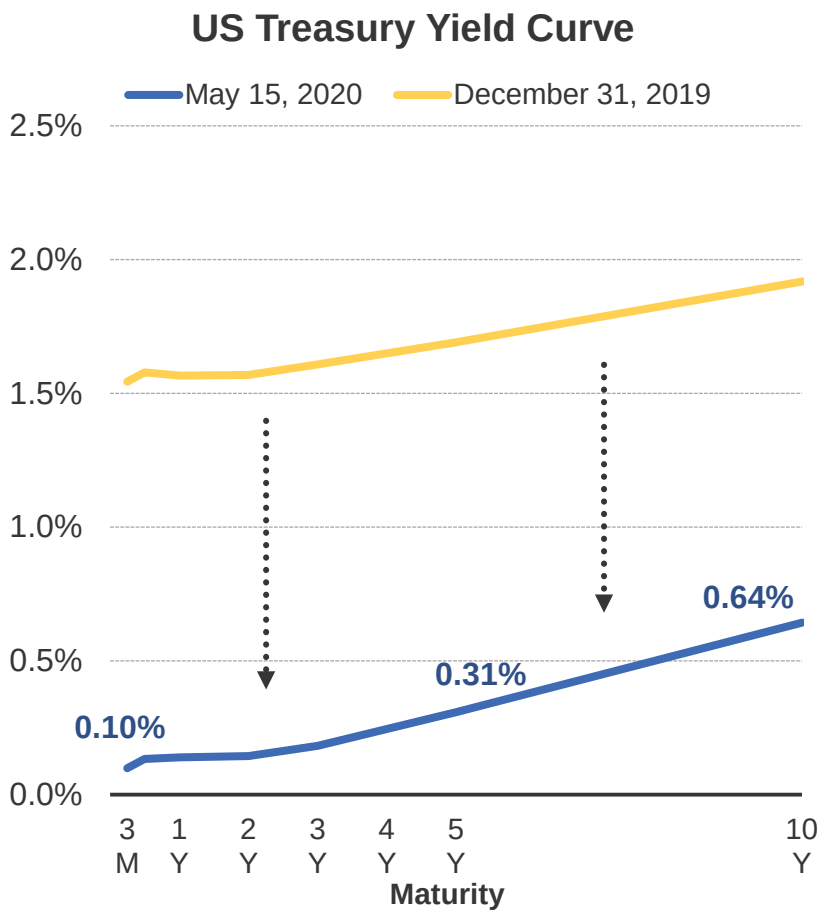
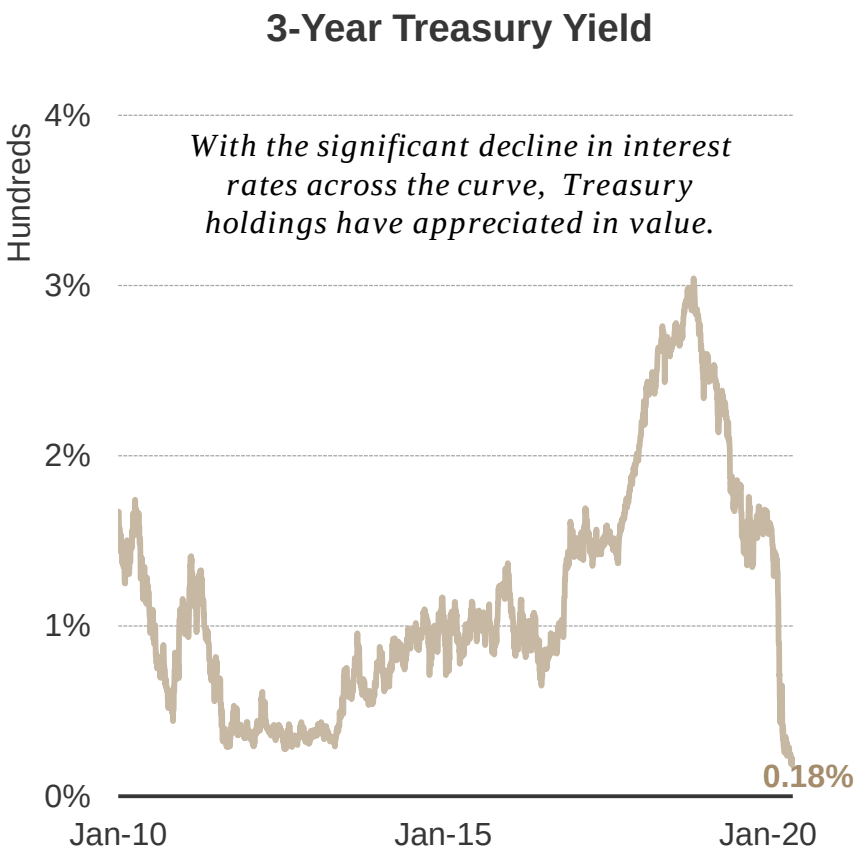
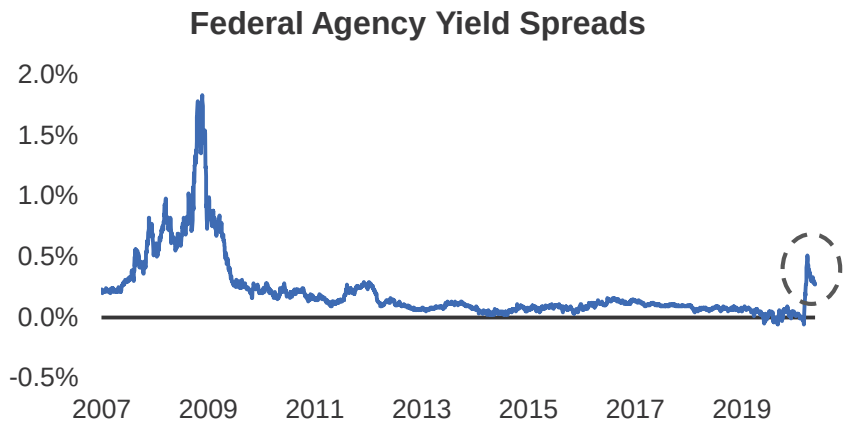
Interest Rates Plunge; Likely to Stay Ultra-Low Through the Crisis

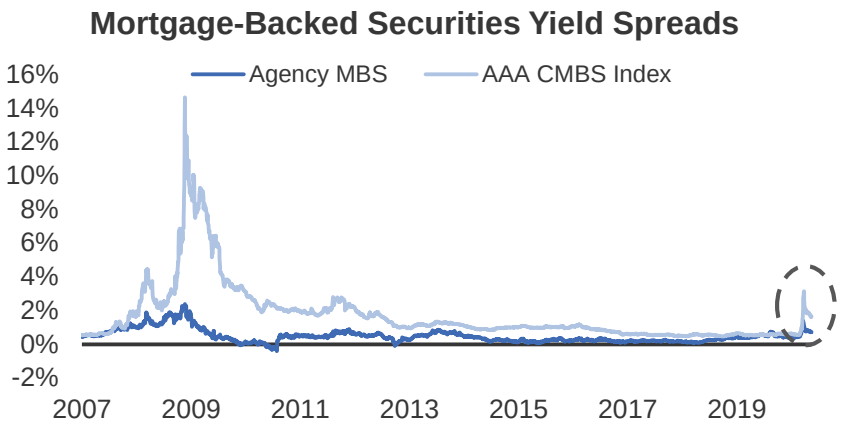


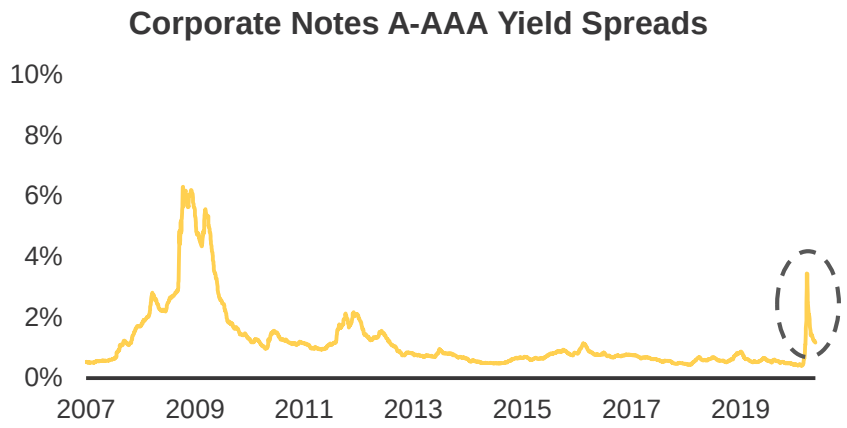


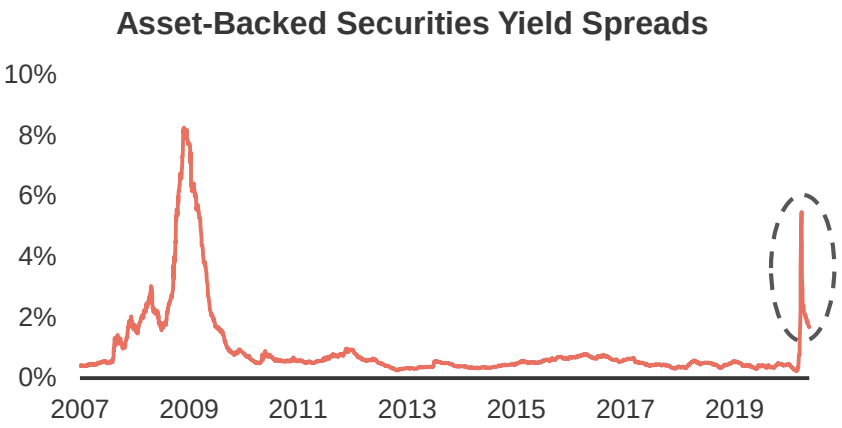
Source: Bloomberg as of 5/15/2020.

Yield Spreads Spike, But Not to Levels in the Great Recession









Source: ICE BofAML 1-5 year Indices via Bloomberg, MarketAxess and PFM as of 5/15/20. Spreads on ABS and MBS are option-adjusted spreads of 0-5 year indices based on weighted average life; spreads on agencies are relative to comparable-maturity Treasuries. CMBS is Commercial Mortgage-Backed Securities.

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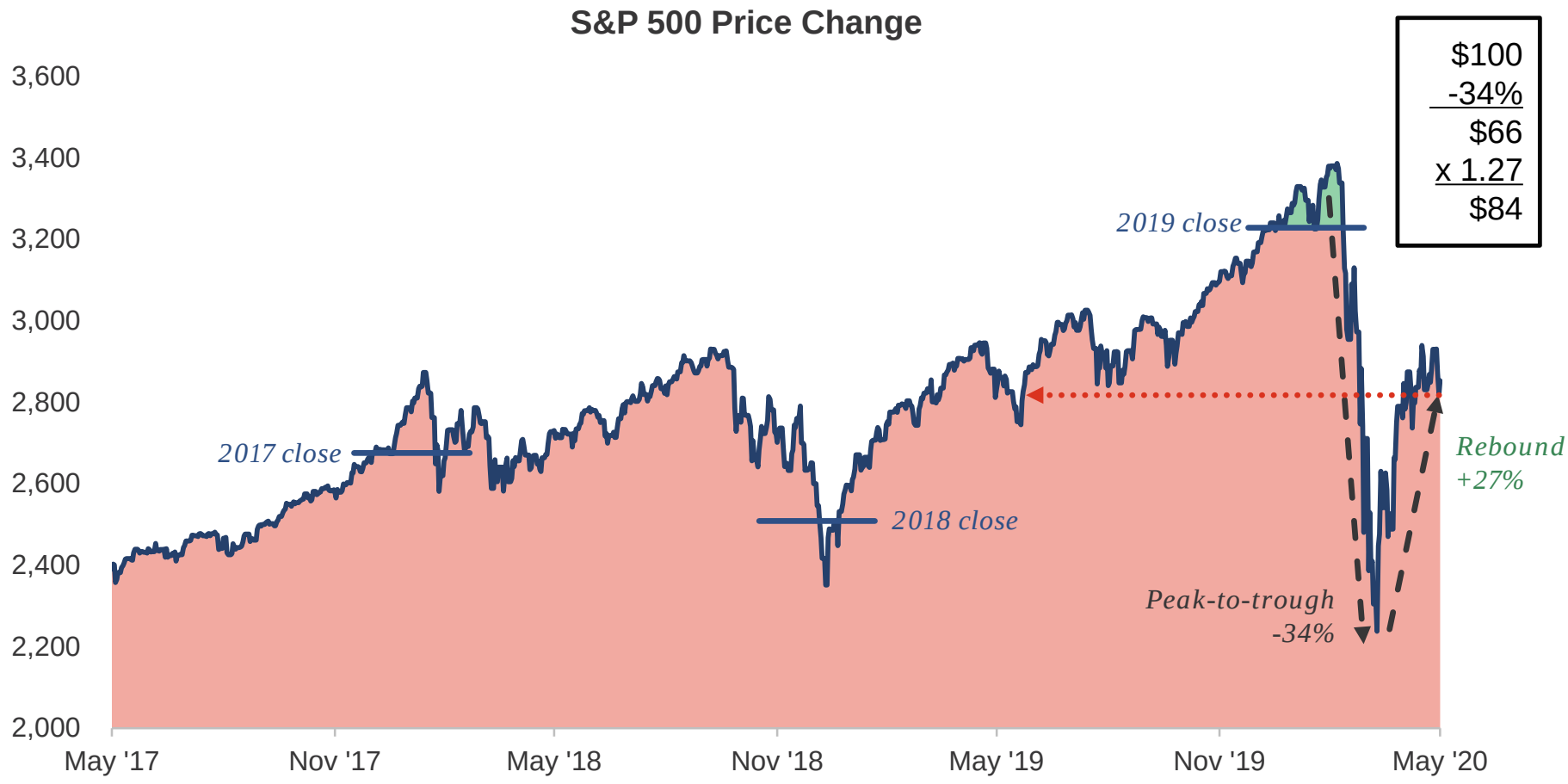
Stocks Rally Strongly, But Remain Down from February Highs



Source: Bloomberg, as of 5/14/2020.

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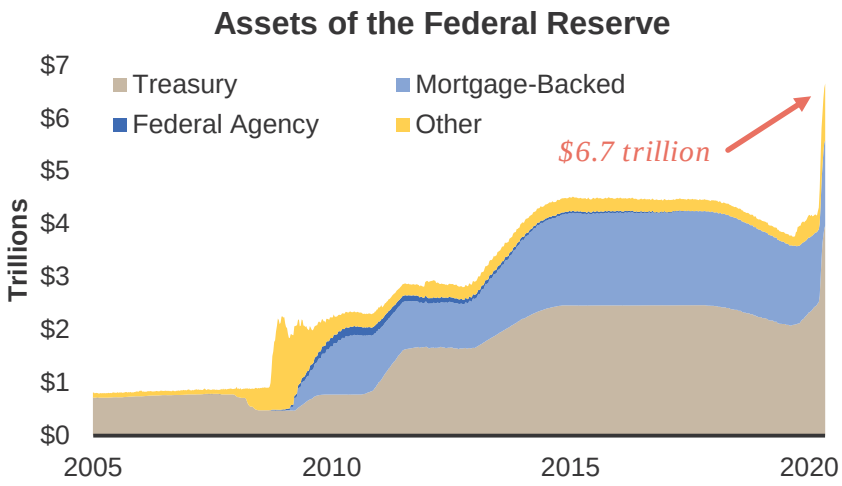
Federal Reserve Broadens Tool Kit to Support Markets

- **Zero Interest Rates**
  - *Cut rates by 150 bps at two emergency meetings in March*
- **Asset Purchase Programs**
  - *Unlimited Treasury and agency MBS purchases*
- **Repurchase Agreements**
  - *Increased amount and term options to primary dealers*
- **Discount Window**
  - *Decreased rate and extended term of loans*
- **Bank Regulatory Relief**
  - *Lowered reserve requirement to 0; capital & liquidity flexibility*
- **Liquidity Support**
  - *Funding for CP, ABS, MMFs, corporate bonds and more*
- **U.S. Dollar Swap Lines**
  - *Increased access to U.S. dollars to foreign central banks*
- **Paycheck Protection Program**
  - *Support for financial institutions issuing PPP loans*
- **Main Street Lending Program**
  - *Purchasing loans to small- and mid-size businesses*



Amount Allocated to Fed's Liquidity Programs	
Facility	**Holdings (billions)**
Discount Window	$31.8
PDCF	$33.4
MMLF	$46.3
CPFF	$3.4
PPPLF	$19.5
Swap Lines	$439.0
Repurchase Agreements	$158.2

Source: Federal Reserve, as of 5/04/2020.

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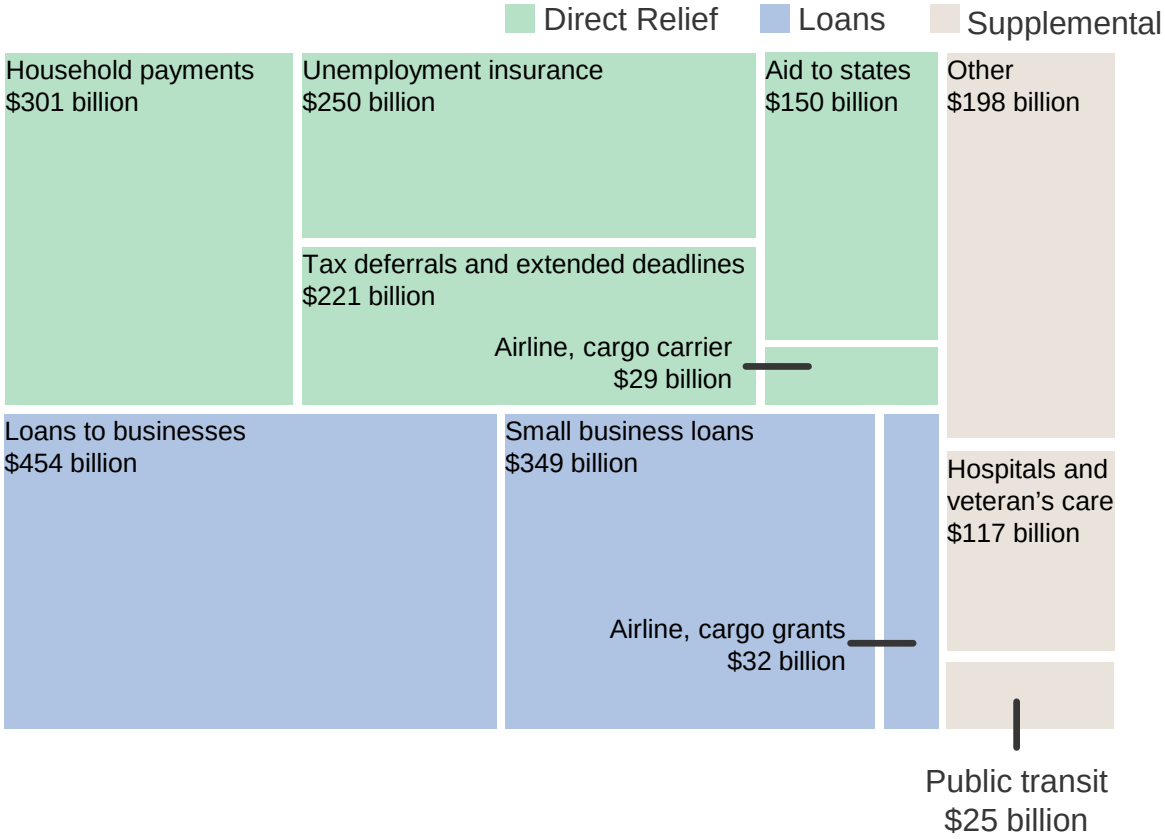
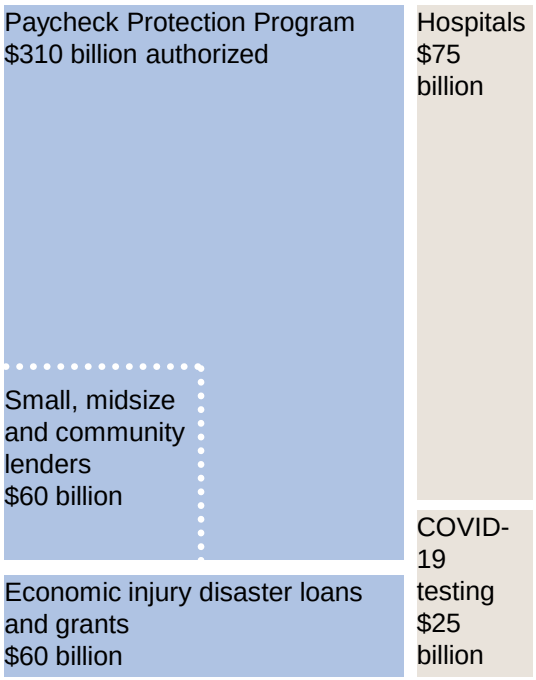
Congress Providing Fiscal Stimulus to the Economy

Coronavirus Aid, Relief, and Economic Security (CARES) Act

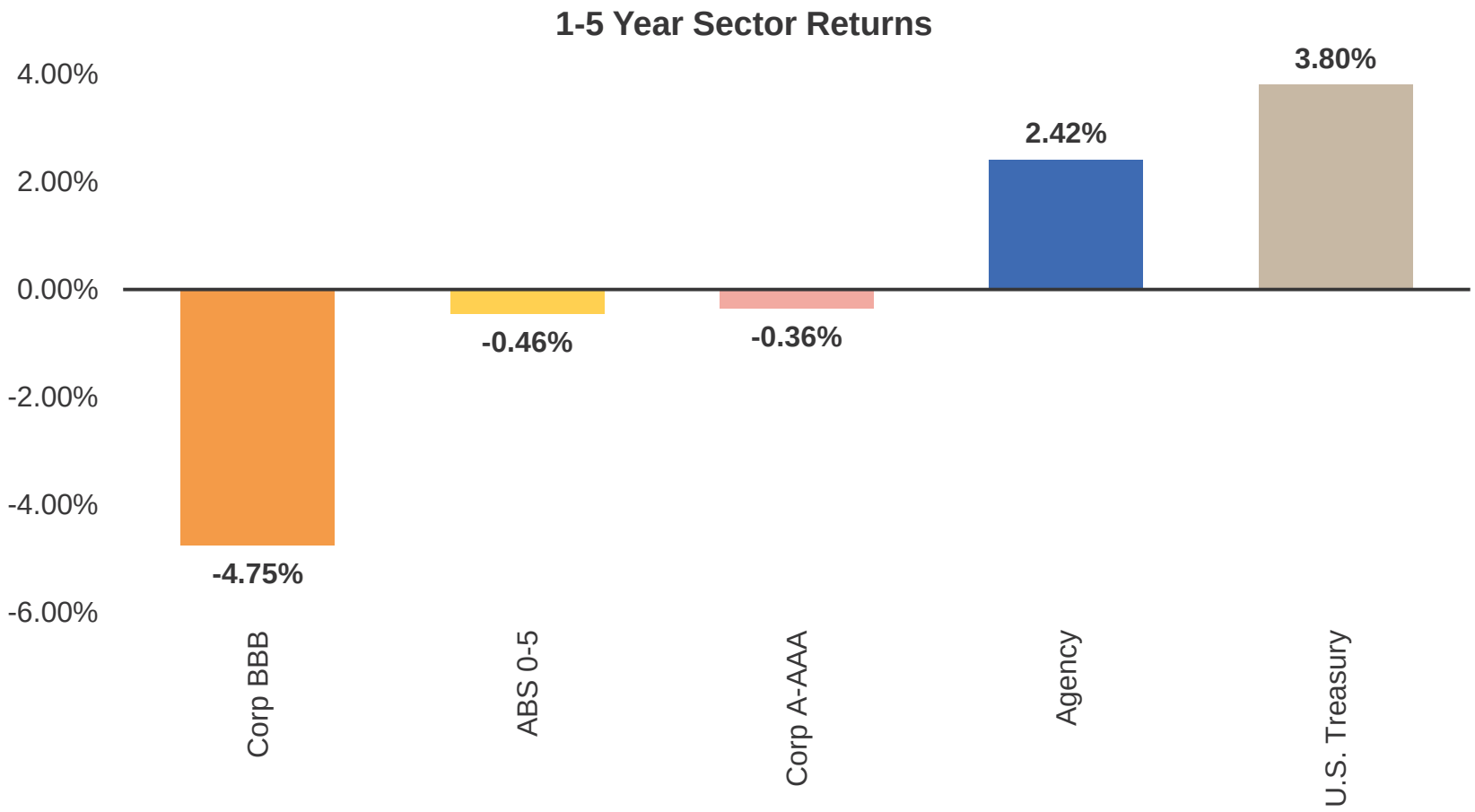


Paycheck Protection Program & Health Care Enhancement Act



Source: Wall Street Journal format. Bills signed March 27 and April 24, 2020.

Government Sectors Outperform in the First Quarter



Source: ICE BofAML 1-5 year Indices.;ABS indices are 0-5 year, based on weighted average life, as of 3/31/2020.

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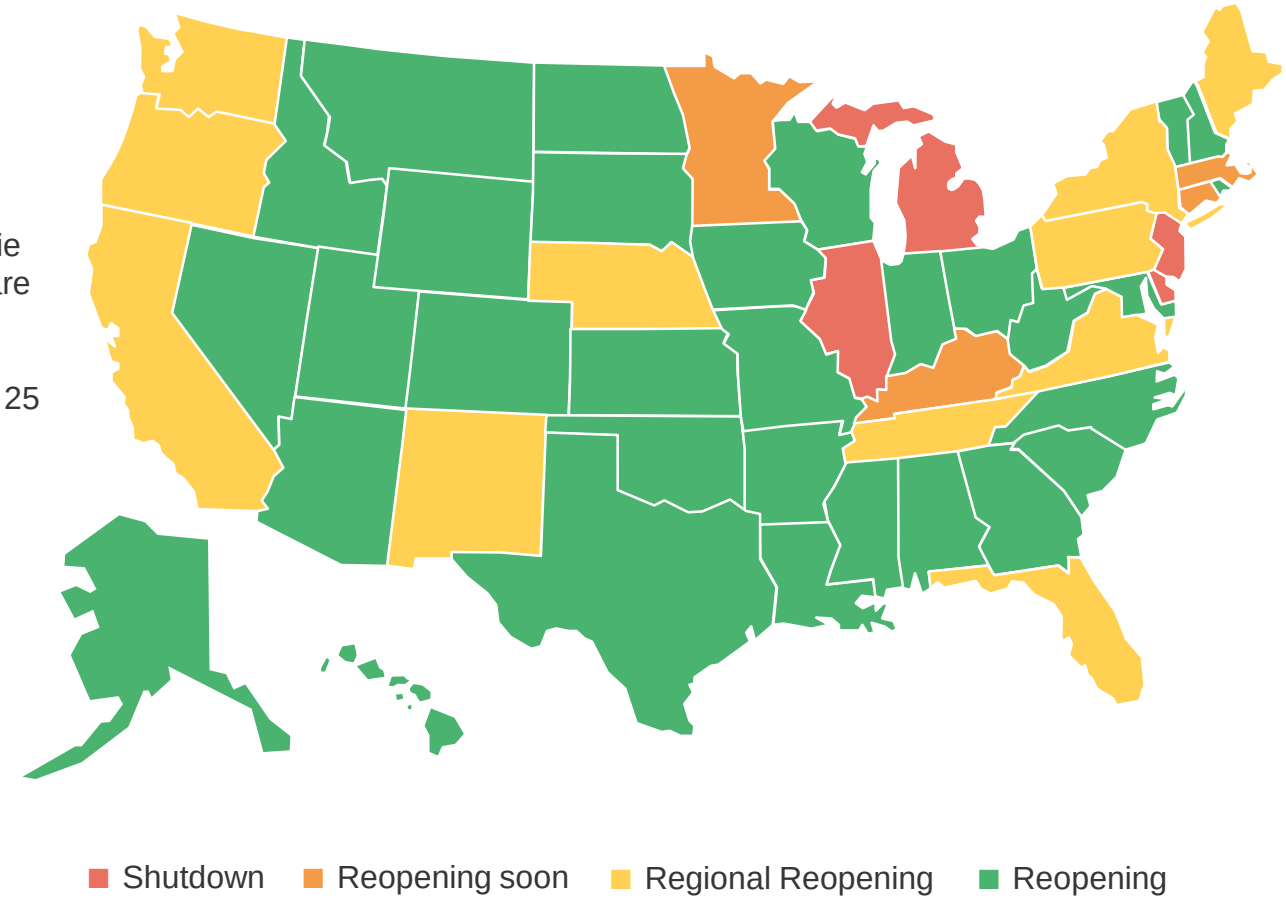
Second Quarter Outlook

Wyoming Economy Reopened with Modifications

Wyoming

- Restaurants, gyms, movie theaters and personal care services can open with social distancing
- Gatherings of more than 25 people are prohibited



Source: New York Times, as of 5/16/2020.

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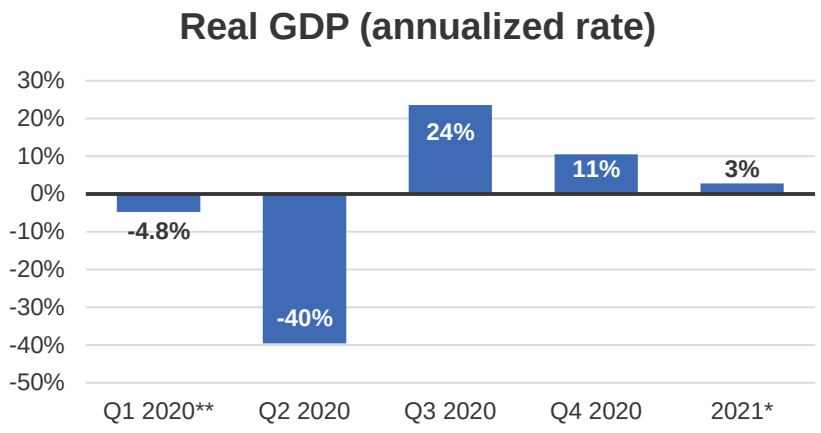
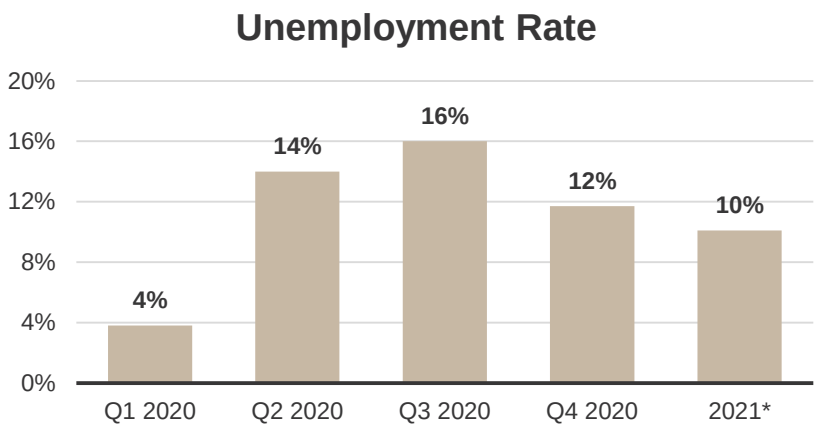
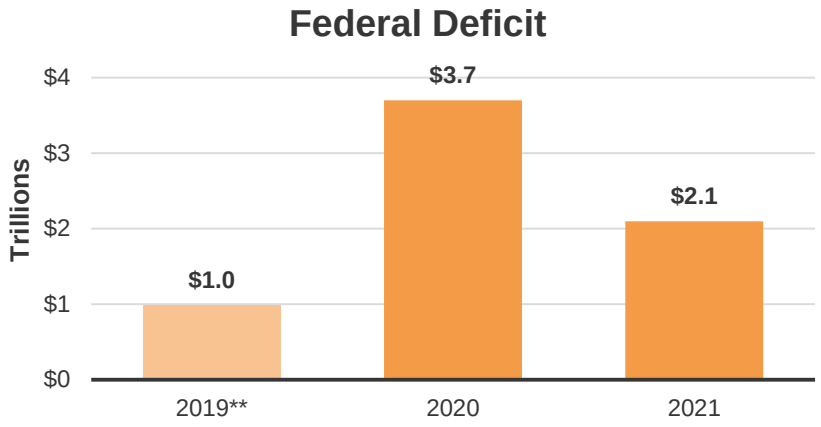
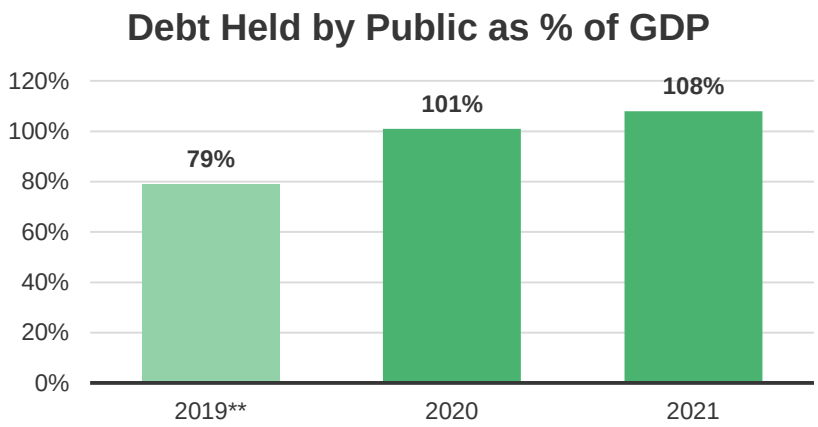
CBO Projections of Key Economic Variables









Source: Congressional Budget Office: "CBO's Current Projections of Output, Employment, and Interest Rates and a Preliminary Look at Federal Deficits for 2020 and 2021" released April 24, 2020. *Average for year. **Actual results.

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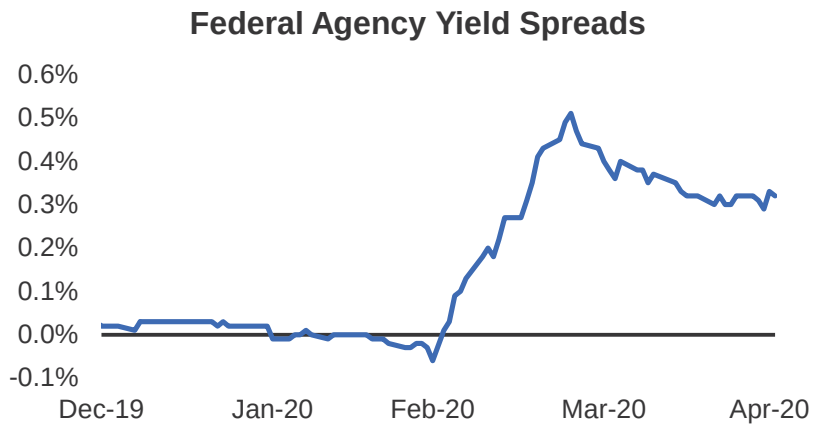
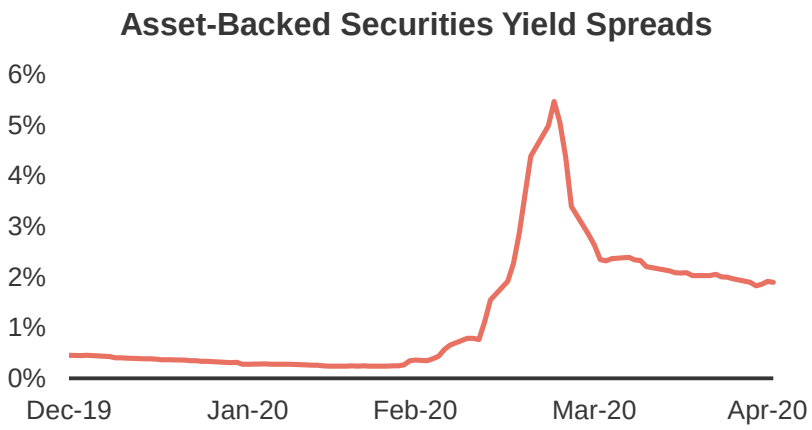
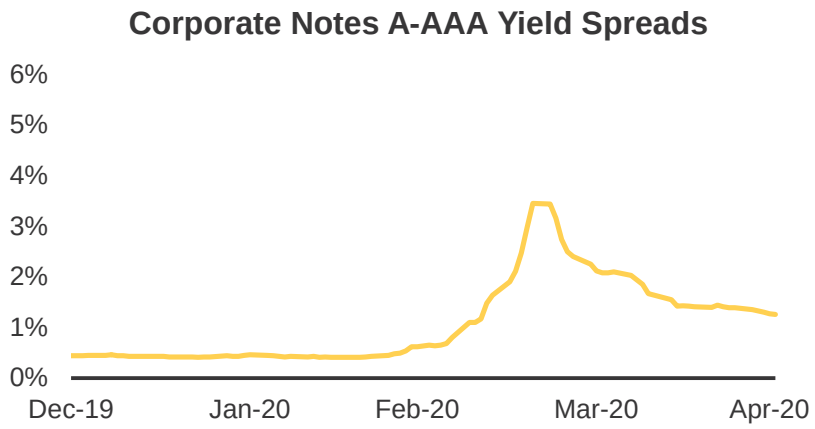
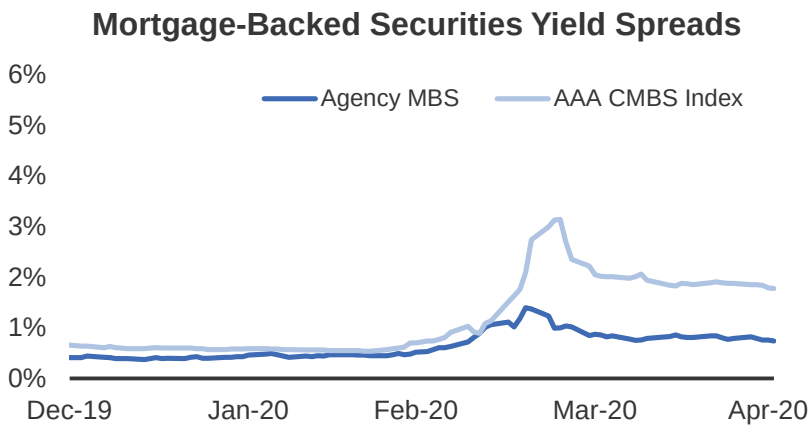
Yield Spread Recovery Has Slowed









Source: ICE BofAML 1-5 year Indices via Bloomberg, MarketAxess and PFM as of 5/01/20. Spreads on ABS and MBS are option-adjusted spreads of 0-5 year indices based on weighted average life; spreads on agencies are relative to comparable maturity Treasuries. CMBS is Commercial Mortgage-Backed Securities.

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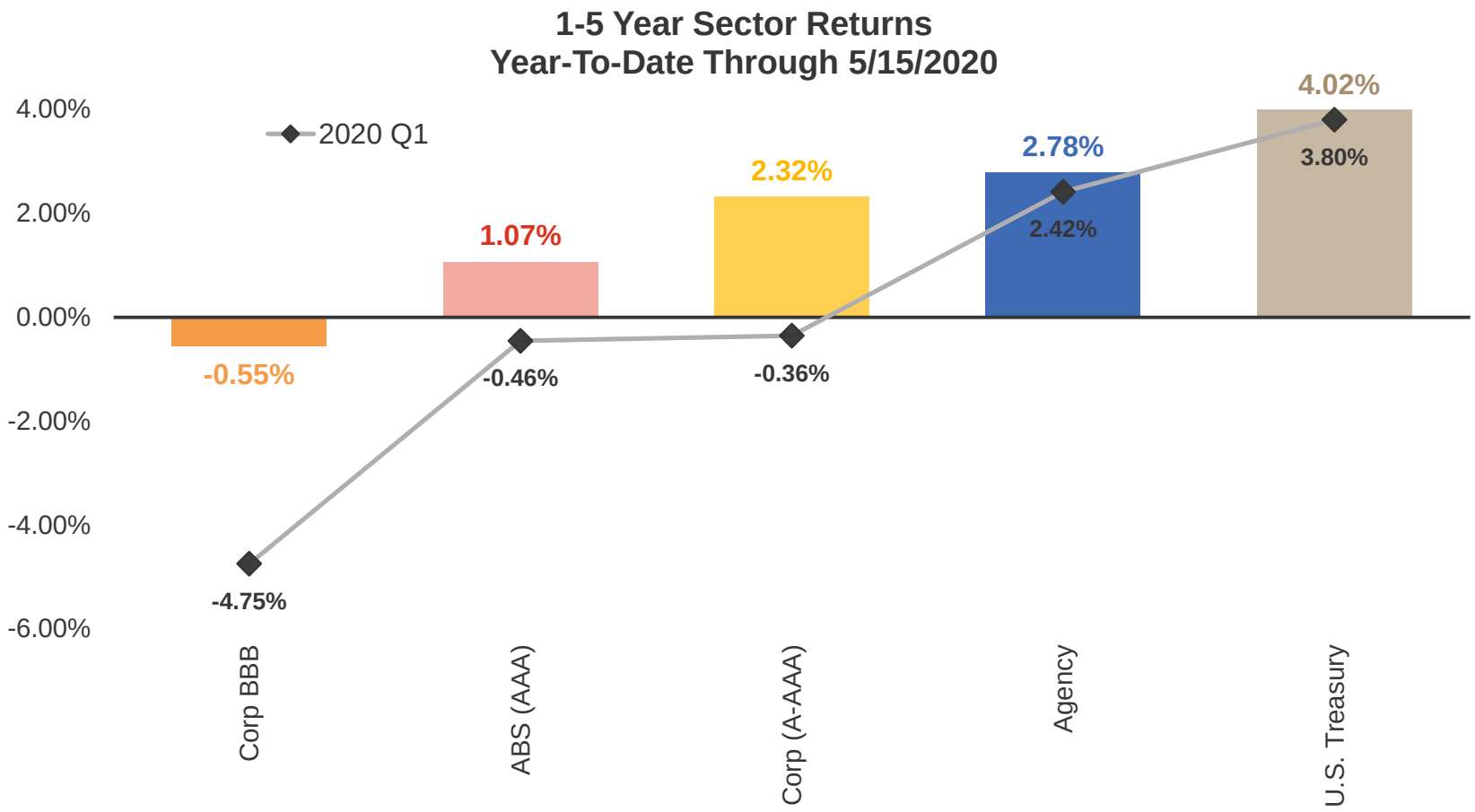
Government Sectors Perform Best YTD, But Credit Is Recovering



Source: ICE BofAML 1-5 year Indices; ABS indices are 0-5 year, based on weighted average life, as of 5/15/2020.

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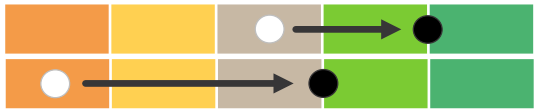
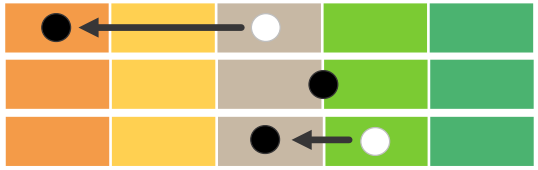
Fixed Income Sector Outlook – April 2020

Sector	Our Investment Preferences	Comments
COMMERCIAL PAPER / CD		• Money market credit spreads have narrowed but are still wide from a historic perspective. Fed action has gradually improved liquidity but varies by issuer.
TREASURIES T-Bill T-Note		• T-Bills are attractive in the near term with overnight repo trading near zero and scarce agency discount note supply. Issuance is expected to increase. • During times of extreme volatility, Treasuries typically have value as a safe haven. Recent market turmoil has strained the sector's liquidity as seen in wider bid/ask spreads; Fed facilities have improved the sector's functioning, and liquidity is expected to further improve.
FEDERAL AGENCIES Bullets Callables		• Federal Agency bullet spreads have gapped tighter by 3-15 bps across the curve from the move wider two weeks ago. Bullets still offer relative value vs Treasuries and should be considered for reinvestment of cash or UST. • Callable spreads to like maturity Treasuries have widened over the week. Value is available on a structure by structure basis.
SUPRANATIONALS		• Supranational spreads are at their widest levels since 2016. Despite the move wider, secondary offerings are still in line with similar maturity GSEs. Accounts should favor GSEs over secondary SSA's to enhance liquidity. • New issues may benefit from their concession to existing supply.
CORPORATES Financials Industrials		• Fed actions helped calm credit markets, allowing companies to bring a record month of bond issuance to shore up liquidity. The fiscal stimulus package should also help blunt the negative impact of the pandemic on the economy. • We still remain cautious given an uncertain timeline to contain the virus, making it difficult to assess the potential damage to corporate balance sheets.
SECURITIZED Asset-Backed Agency Mortgage-Backed Agency CMBS		• ABS yield spreads widened significantly. There is a high level of uncertainty regarding the consumer's ability and/or willingness to make payments. • Lower volatility and the Fed's ability to buy an unlimited amount of MBS has reduced the sector's spreads. Recent Fed action has also supported liquidity. Prepayment risk should be reduced in the near term. • Agency CMBS spreads widened. The sector was added in the MBS purchase program which should provide support but renters' ability to pay is a question.
MUNICIPALS		• Taxable, tax-exempt, and pre-refunded bonds offer relative value. We remain cautious on certain sub-sectors given potential risks from Covid-19.

● *Current outlook* ○ *Outlook one month ago*

Negative	Slightly Negative	Neutral	Slightly Positive	Positive

Portfolio Review

Key Pillars of Our Investment Strategy

- Financial markets initially rallied but suffered significantly during the first quarter of 2020:
  - The Fed cut the target fed funds rate by 150 basis points to 0-0.25%
  - U.S. Treasury yields plunged during March while yield spreads on all non-government securities widened significantly
  - U.S. jobless claims soared to record levels with more than 16 million new unemployment claims in the last two weeks of March and first week of April
  - Equity markets suffered a historic decline as the abrupt stop in economic activity over the coronavirus led to massive selloffs
- Our strategy included:
  - Taking a proactive response to the emerging crisis by further emphasizing safety and liquidity in the portfolio's strategy, as well as holding frequent ad-hoc Credit and Investment Committee meetings to assess emerging news and market trends.
  - Broad diversification, including the full range of permitted investments
  - Maintaining a target duration in line with the benchmark
  - Increasing federal agency allocations as yield spreads widening to levels not seen since 2009 – this was seen as an opportunity to capture relative value on a safe haven asset
- Positive contributors to performance included:
  - Maintaining portfolio duration in line with benchmarks, which has been an important element in sustaining performance over the past several years

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Portfolio Summary

Balance Summary as of March 31, 2020			
Account	**Individual Portfolio**	**WGIF**	**Total**
Capital Replacement Reserve	$96,497,192	$416,995	$96,914,187
Fleet Management	$6,392,012	$411,418	$6,803,431
JT Powers Rec Maintenance	$8,987,731	$75,410	$9,063,141
Campus Maintenance	$4,055,019	$184,377	$4,239,396
Campus Maintenance Tech	$2,601,733	$31,336	$2,633,069
Building Maintenance	$40,055,519	$209,822	$40,265,341
ST Future Capital Const.	$0	$15,358,462	$15,358,462
Gillette College A&E Center	$0	$10,163	$10,163
PLB - Fleet Management - City	$0	$703,515	$703,515
Gillette College-Rodeo	$0	$3,165	$3,165
Road Machinery/Equipment	$0	$2,889,028	$2,889,028
Totals	**$158,589,207**	**$20,293,693**	**$178,882,900**

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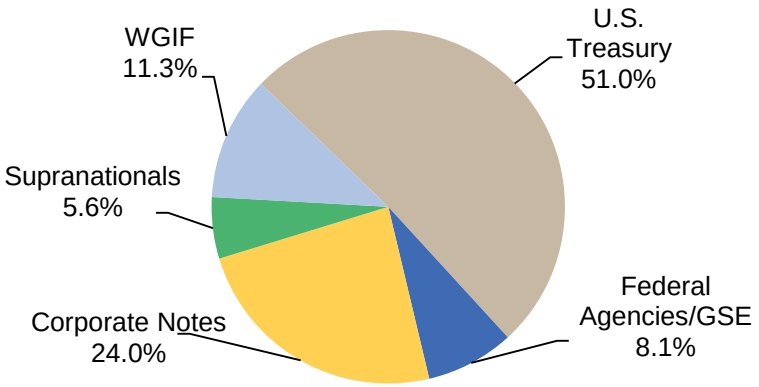
Aggregate Portfolio Composition as of March 31, 2020

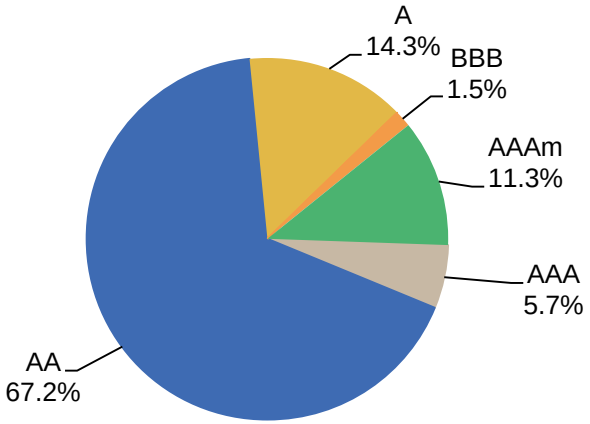
Portfolio Statistics

Market Value	$178,882,900
Average Duration[1]	2.51 years
Average Yield at Cost[1]	2.07%
Average Yield at Market[1]	0.81%

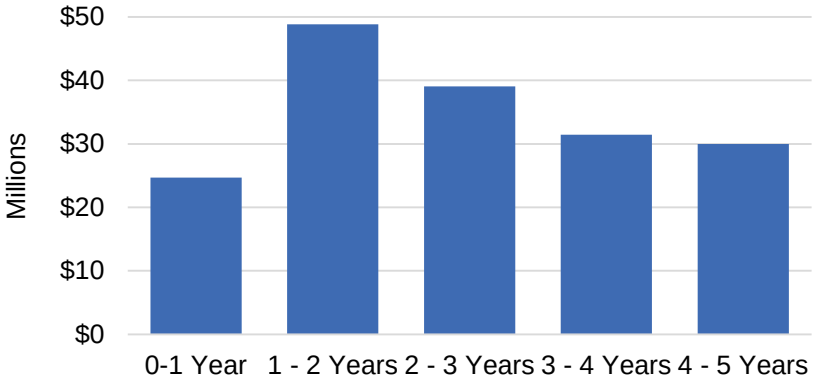
Sector Allocation



Credit Quality (S&P Rating)



Maturity Distribution



1. Excludes balances invested in WGIF.

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Aggregate Corporate Holdings as of 3/31/2020

Corporate Holding	Market Value and Accrued Interest	S&P/ Moody's Rating	% of Total Portfolio
3M Company	$645,734	A+/A1	0.36%
Adobe	$1,466,263	A/A2	0.82%
Apple Inc	$1,374,642	AA+/Aa1	0.77%
Bank Of America Co	$731,294	A-/A2	0.41%
Berkshire Hathaway Inc	$666,795	AA/Aa2	0.37%
Blackrock Inc.	$1,512,525	AA-/Aa3	0.85%
Caterpillar Inc	$1,457,891	A/A3	0.81%
Coca-Cola Company	$1,609,233	A+/A1	0.90%
Colgate-Palmolive Company	$1,608,805	AA-/Aa3	0.90%
Deere & Company	$1,859,708	A/A2	1.04%
Exxon Mobil Corp	$1,779,666	AA/Aa1	0.99%
General Electric Co	$2,659,002	BBB+/Baa1	1.49%
Hershey Company	$1,400,746	A/A1	0.78%
IBM Corp	$2,476,242	A/A2	1.38%
Intel Corporation	$1,424,382	A+/A1	0.80%
Mastercard Inc	$738,223	A+/A1	0.41%
Merck & Co Inc	$760,938	AA-/A1	0.43%
Microsoft Corp	$101,184	AAA/Aaa	0.06%
Novartis AG	$732,467	AA-/A1	0.41%
Oracle Corp	$1,385,167	A+/A3	0.77%
Paccar Financial Corp	$1,821,611	A+/A1	1.02%
Pfizer Inc	$1,434,537	AA-/A1	0.80%
PNC Financial Services Group	$741,273	A-/A3	0.41%
Procter & Gamble Co	$921,531	AA-/Aa3	0.52%
Texas Instruments Inc	$425,453	A+/A1	0.24%
The Bank Of New York Mellon Corporation	$1,848,122	A/A1	1.03%
The Walt Disney Corporation	$1,437,596	A/A2	0.80%
Toyota Motor Corp	$2,118,095	AA-/A1	1.18%
United Parcel Service Inc	$1,160,207	A/A2	0.65%
US Bancorp	$1,768,879	A+/A1	0.99%
Visa Inc	$963,312	AA-/Aa3	0.54%
Wal-Mart Stores Inc	$721,069	AA/Aa2	0.40%
Wells Fargo & Company	$1,159,984	A-/A2	0.65%
Total	**$42,912,577**		**23.99%**

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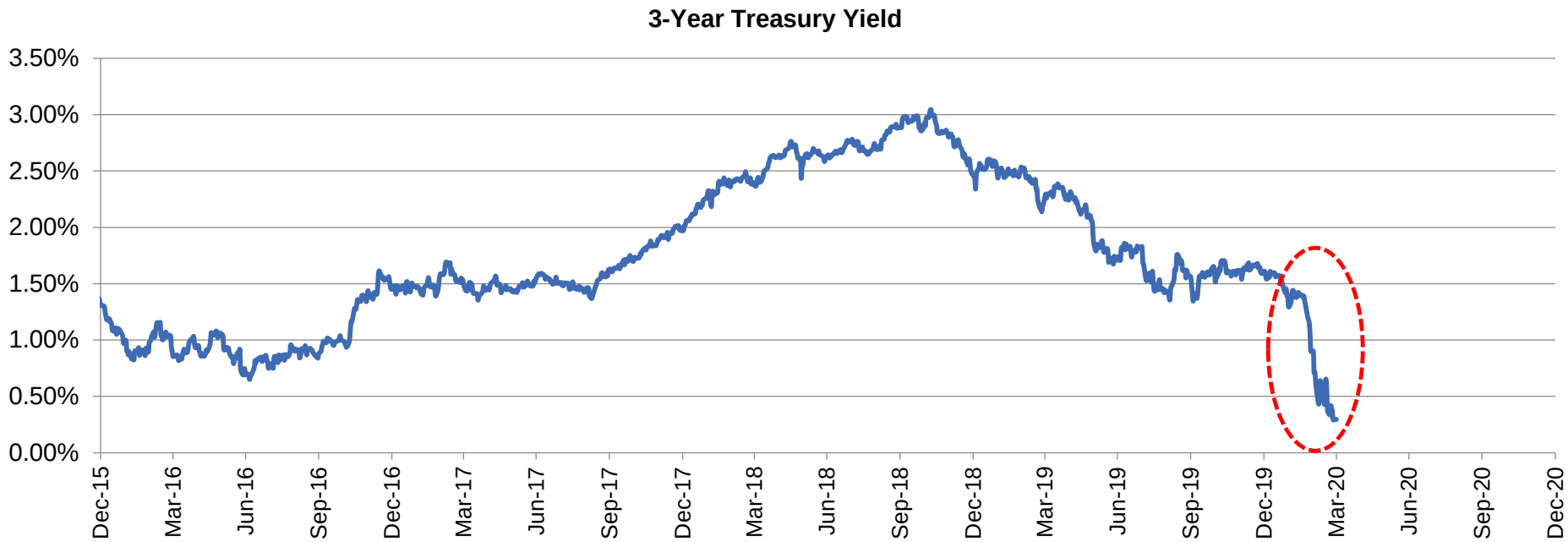
Yield Movements Drive Returns



Total Return on 1 – 5 Year Treasury Index																				
	2016				2017				2018				2019				2020			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Quarterly	1.6%	0.8%	-0.2%	-1.1%	0.4%	0.4%	0.3%	-0.4%	-0.4%	0.1%	0.1%	1.7%	1.2%	1.8%	0.8%	0.4%	3.8%			
YTD	1.1%				0.7%				1.5%				4.2%							

Source: Bloomberg, ICE BofAML Index

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Portfolio Performance (Total Return)

Portfolio	Quarter Ended March 31, 2020	12 Months Ended March 31, 2020	5 Years Ended March 31, 2020	Since Inception September 30, 2012	Duration	Yield at Cost
Building Maintenance	2.48%	5.65%	2.15%	1.69%	2.49	2.06%
Campus Maintenance Tech	2.49%	5.70%	2.19%	1.73%	2.52	2.13%
Campus Maintenance	2.57%	5.73%	2.18%	1.72%	2.51	2.11%
Capital Replacement Reserve	2.53%	5.70%	2.16%	1.71%	2.51	2.07%
Jt Powers Rec Maintenance	2.63%	5.78%	2.16%	1.71%	2.54	2.06%
Fleet Management	2.52%	5.64%	2.04%	1.61%	2.53	2.07%
Weighted Average	**2.52%**	**5.69%**	**2.15%**	**1.70%**	**2.51**	**2.07%**
Market Benchmark						
ML 1-5 Year Treasury Index	3.80%	6.84%	2.25%	1.77%	2.58	

Non-benchmarked Funds						
Short-Term Future Capital Construction	0.36%	1.92%	1.07%	0.90%	0.01	0.97%
PLB - Fleet Management - City						0.97%
Gillette College-Rodeo						0.97%
Gillette College A&E Center						0.97%
Road Machinery/Equipment						0.97%

1. Performance on trade date basis, gross-of-fees in accordance with the CFA Institute's Global Investment Performance Standards.
2. Index data from BofA Merrill Lynch via Bloomberg
3. Returns for periods longer than one year are annualized.
4. Short-Term Future Capital Construction account has a since inception date of 3/31/14.

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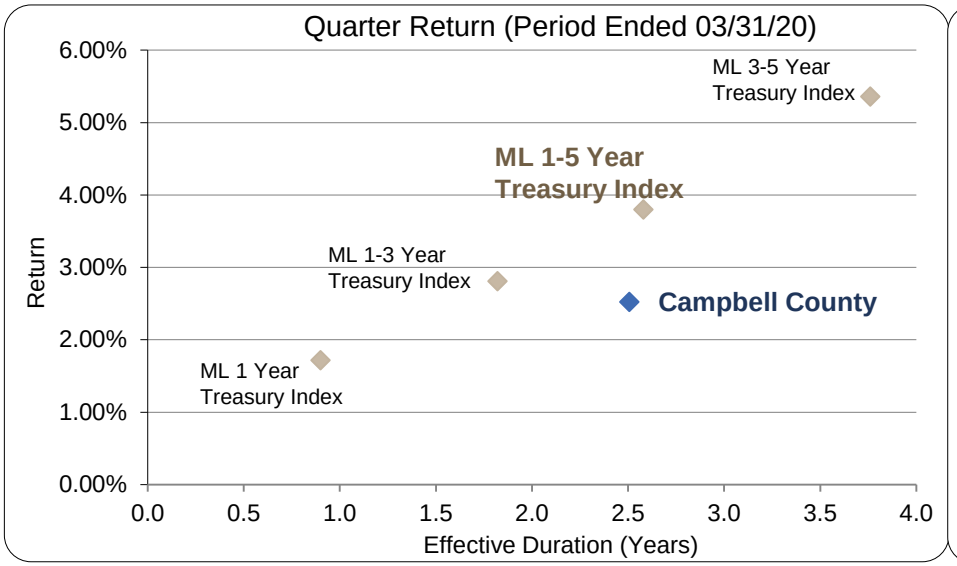
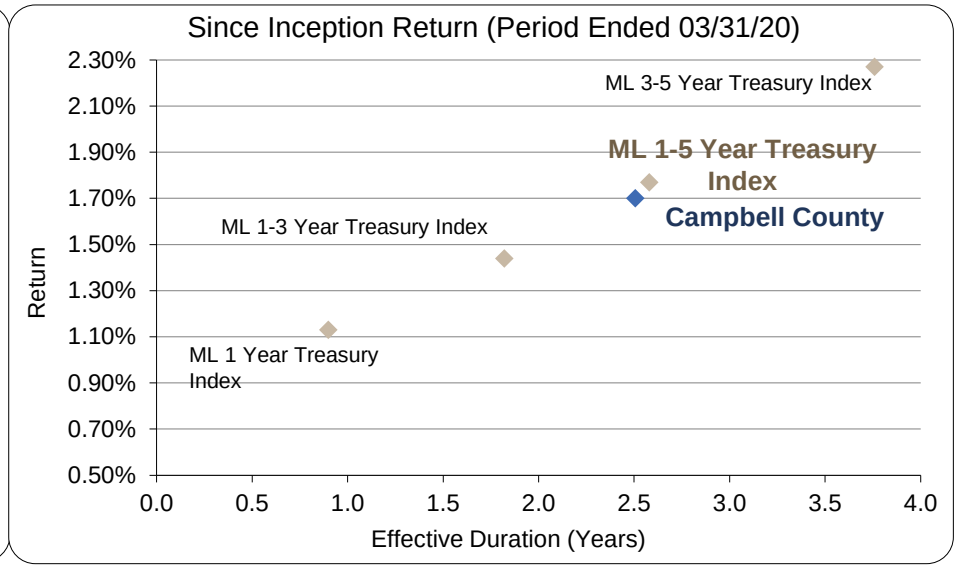
Total Returns for the First Quarter 2020

- The County's portfolio underperformed the benchmark in the first quarter of 2020, due largely to the COVID-19 pandemic, widening of non-government sector yields, and a severe lack of liquidity. The County shows strong performance and returns over the longer-term.





1. "Campbell County" represents weighted average of all 1 – 5 year accounts.
2. Since inception return is from September 30, 2012.

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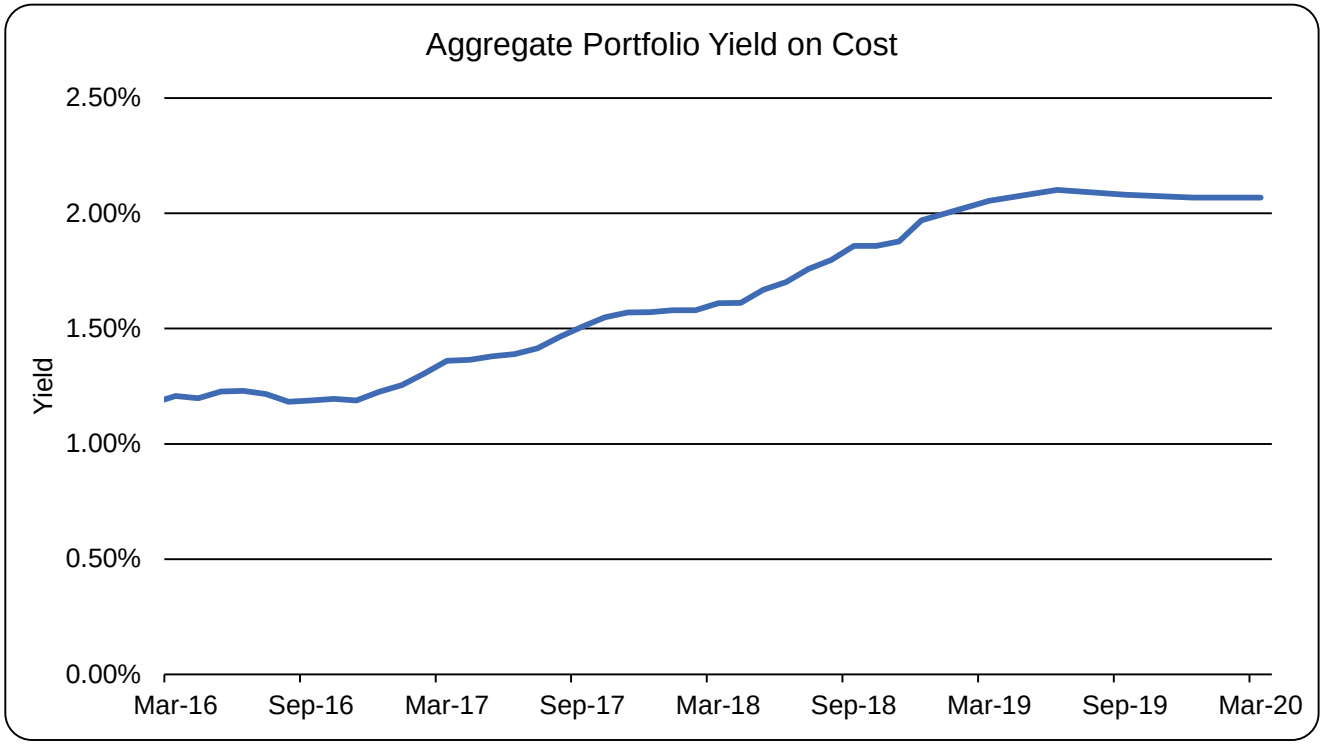
Portfolio Performance – Yield

- The yield on the County's portfolio has remained stable over the past 12 months
- The average portfolio yield was 2.07% at the end of the first quarter of 2020



1. Aggregate portfolio yield on cost calculated as the weighted average yield on cost of Campbell County portfolios managed to a benchmark.

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Portfolio Performance – Accrued Earnings

Combined Portfolios Fiscal Year 2018 - 2019 ($)							
	Monthly			Cumulative			
Month	Earnings	Management Fees	Net Earnings	Earnings	Management Fees	Net Earnings	YOY Change
07/31/18	191,552	8,811	182,740	191,552	8,811	182,740	457
08/31/18	255,163	9,085	246,078	446,715	17,896	428,818	85,525
09/30/18	221,300	9,002	212,298	668,015	26,899	641,116	45,543
10/31/18	274,828	8,900	265,928	942,843	35,798	907,044	161,677
11/30/18	260,318	9,210	251,108	1,203,161	45,008	1,158,152	224,457
12/31/18	233,838	8,841	224,997	1,436,999	53,849	1,383,149	245,962
01/31/19	227,943	9,234	218,709	1,664,942	63,083	1,601,858	259,661
02/28/19	293,784	9,283	284,501	1,958,725	72,367	1,886,359	345,860
03/31/19	305,101	8,362	296,738	2,263,826	80,729	2,183,097	447,834
04/30/19	255,394	9,338	246,056	2,519,221	90,067	2,429,154	481,387
05/31/19	302,845	9,385	293,461	2,822,066	99,451	2,722,615	562,206
06/30/19	267,926	9,111	258,815	3,089,992	108,563	2,981,430	590,462

Combined Portfolios Fiscal Year 2019 - 2020 ($)							
	Monthly			Cumulative			
Month	Earnings	Management Fees	Net Earnings	Earnings	Management Fees	Net Earnings	YOY Change
07/31/19	324,221	9,430	314,792	324,221	9,430	314,792	132,051
08/31/19	364,728	9,445	355,283	688,950	18,875	670,075	241,256
09/30/19	240,815	9,115	231,700	929,764	27,990	901,774	260,658
10/31/19	341,787	9,454	332,333	1,271,551	37,444	1,234,107	327,063
11/30/19	321,390	9,173	312,217	1,592,941	46,617	1,546,324	388,172
12/31/19	293,811	9,499	284,312	1,886,752	56,116	1,830,636	447,487
01/31/20	257,616	9,474	248,142	2,144,368	65,590	2,078,778	476,920
02/29/20	304,062	8,869	295,193	2,448,430	74,459	2,373,971	487,612
03/31/20	291,906	9,494	282,412	2,740,336	83,953	2,656,383	473,286
04/30/20							
05/31/20							
06/30/20							

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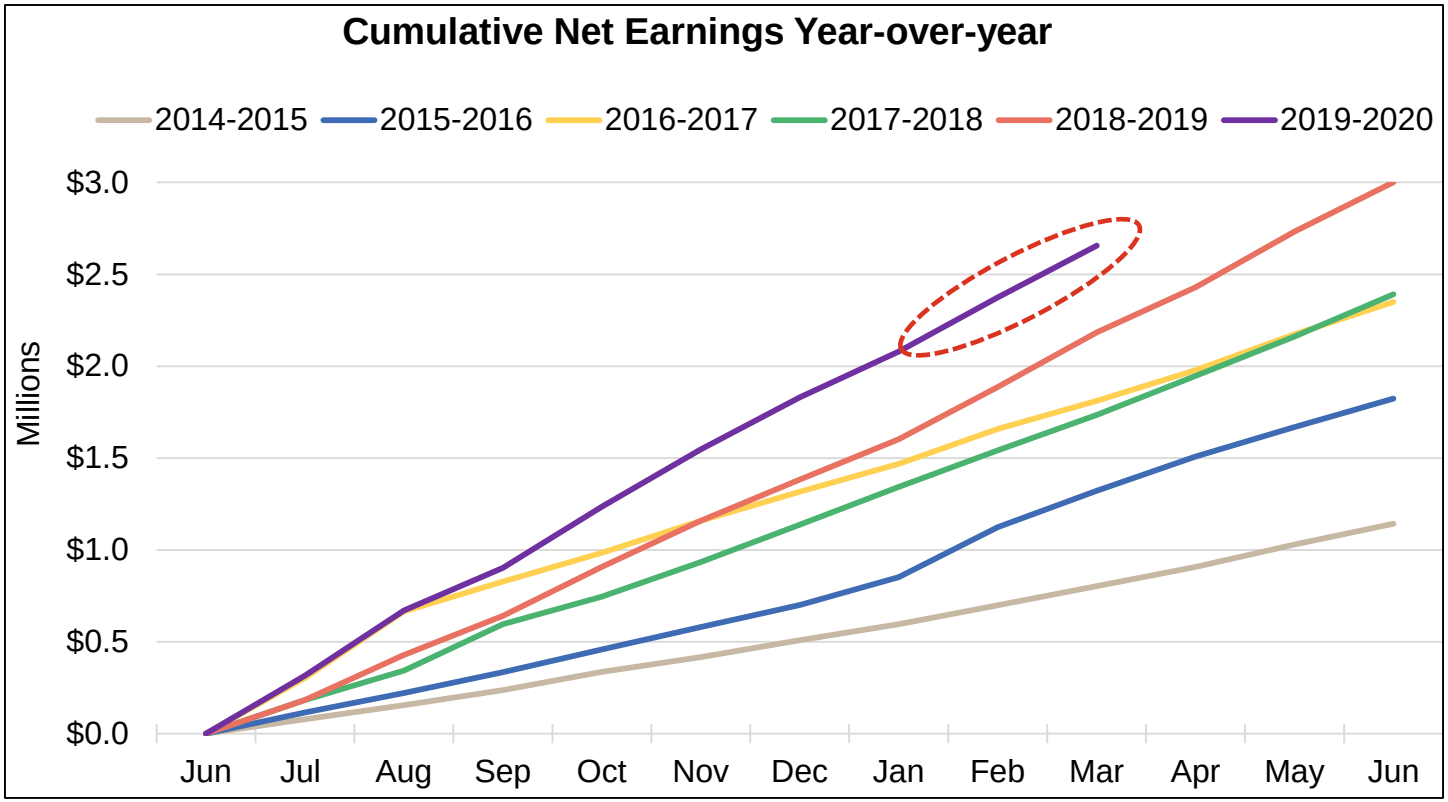
County's Cumulative Net Earnings

- The County's investment portfolio has continued its strong earnings trajectory



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Second Quarter 2020 Outlook and Strategy

Outlook

- The Covid-19 pandemic has upended the U.S. economy. In three months it went from stable growth to a historic plunge. Even as plans evolve to ease lockdown restrictions, the pandemic is exacting an unprecedented toll on business activity, employment, and consumer spending,
- After cutting rates to near zero in March, the Fed is now focused on mobilizing its arsenal of emergency lending programs to stabilize financial markets. At its April meeting, the Federal Open Market Committee acknowledged the hardships the pandemic has caused, noted considerable risks for the U.S. economy over the medium term, and signaled it will maintain current policy until "the economy has weathered recent events and is on track to achieve its maximum employment and price stability goals." All signs point to another extended period of low rates.
- The market is settling into the new reality of a severe economic downturn offset by historic support from the Fed and trillions in federal stimulus. But, the long-term prognosis remains challenging as states gradually reopen for business.

Strategy

- With markets moving on a tentative path created by the coronavirus and the course of the economy highly uncertain, we believe a duration position that is neutral to benchmarks is the appropriate strategy to mitigate risk.
- Federal agencies currently offer value, less credit risk, and better liquidity than most other sectors. We plan to target increased allocations to agencies at currently wider yield spreads. Given low yields, we also find value in callable agencies, but will evaluate them on an issue-specific basis. Swapping from Treasuries to Agencies will be a focus.
- Yield spreads narrowing on supranationals has lagged that of federal agencies and spreads are wider than during the previous quarter. We anticipate increasing allocations to suprantionals as opportunities become available.
- We remain cautious in corporates. While liquidity worries have faded, the fundamental outlook is challenged for many firms. We expect a protracted economic recovery and that companies will take longer to repair bloated balance sheets. Nevertheless, we see selective opportunities to add credits that are more resilient and still at attractive levels. The primary market has been attractive given current yield concessions that have come with record issuance.

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Portfolio Holdings