

AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

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

SEPTEMBER 15, 2020

09:00 MEETING CALLED TO ORDER PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- A. [Consent Agenda](#)
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PUBLIC COMMENT

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

REGULAR BUSINESS

- | | |
|--|-------------------|
| C. 9:15 Wreaths Across America | Toni Brown |
| D. 9:20 Most Valuable Personnel (MVP) Award | Charity Knopp |
| E. 9:25 Petition to Vacate a Portion of Jenkins Road | Carol Seeger |
| F. 9:30 Horse Racing & Pari-Mutuel Wagering Resolution | Jill Jarrard |
| G. 9:35 County Fleet, Vehicle Bids | Tony Langone |
| H. 9:40 Delegation Agreement, Wyoming DEQ | Clark Melinkovich |
| I. 9:45 Service Missionary Volunteer Memorandum of Understanding | Jenny Staeben |
| J. 9:50 Board Appointment, Rockpile Museum | Carol Seeger |
| K. 9:55 SLIB Reimbursement Agreement, CARES Act | Carol Seeger |
| L. 10:00 Gillette College Technical Education Center | Janell Oberlander |
| M. 10:05 Visionary Tower Lease Agreement, Dump Hill Tower | Jenny Staeben |

ADJOURN

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Consent Agenda

MINUTES

Board of Commissioners Parks and Recreation Board Meeting, August 24, 2020
Board of Commissioners Senior Center Board Meeting, August 26, 2020
Board of Commissioners Children’s Developmental Services Board Meeting, August 26, 2020
Board of Commissioners Directors Workshop, August 31, 2020
Board of Commissioners Regular Meeting, September 1, 2020

MONTHLY REPORTS

Clerk of District Court – August 2020
Sheriff’s Department – August 2020
Treasurer’s Office – July 2020
Treasurer’s Office – August 2020

PAYROLL PAYMENTS

August 22, 2020
August 31, 2020

CANCELLATION/REBATE OF TAXES

#4157

CAPITAL REQUESTS

Parks & Recreation To repair an eight-inch (8) steel pipe located underground for the cool floor system at Spirit Hall Ice Area in the total amount of \$53,500; transfer \$37,000 from 083.7272.09 to 083.7271.02 and \$16,500 from 020.7173.5 to 020.7271.02.

Public Works – To purchase a replacement traffic analyzer, MHCORBIN NC_350, for conducting in- house traffic studies; transfer \$2,590 from Capital Contingency 800.7268 to 830.7191.

POSITION VACANCY JUSTIFICATIONS

CAM-PLEX – Event Technician
Public Health – WIC Specialist

HAND WARRANTS

Campco Federal Credit Union	\$276.01
	AMOUNT
Campbell County Clerk Tax Account	301,917.12
Campbell County Parks & Recreation Activity Fund	31.00
Campbell County Treasurer – HSA/FLX	43,999.65
Great West Trust Company	35,741.66
Wyoming Child Support	1,722.99
Circuit Court of Campbell County	70.00
Campbell County Sheriff Civil Account	50.00
HM Life Insurance Company	179,529.48

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Campco Federal Credit Union	950.00
Campbell County Clerk Tax Account	20,822.98
Great West Trust Company	4,525.00
Campbell County Treasurer – HSA/FLX	2,437.49
WAG – Division of Criminal Investigation	78.00
CCEHBTA – Health	771,251.52
CCEHBTA – Dental	42,993.50
Delta Dental Plan of Wyoming	1,831.50
VSP of Wyoming	8,210.24
Gallagher Benefit Service (Reliance)	20,216.60

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

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Office of County Commissioners
August 24, 2020
Gillette, WY

The Campbell County Board of Commissioners met with the Parks and Recreation Board Monday, August 24, 2020 at 4:00 PM.

Present were DG Reardon, Bob Maul, Colleen Faber, Del Shelstad, Commissioners; Susan F. Saunders, County Clerk and Ivy McGowan Castleberry, Public Information Coordinator. Carol Seeger, Commissioners Administrative Director and Commissioner Rusty Bell were absent from the meeting.

Discussion was held on the Bivens property.

Discussion was held on applying for a CARES grant to complete the Courthouse basement conference room. It was the consensus of the Commissioners to proceed with the design of the conference room.

Commissioner Shelstad moved to approve the annual Equitable Sharing Agreement and Certification between Campbell County Sheriff's Office and Department of Justice and Department of Treasury Equitable Sharing Programs. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the following hand warrants: City of Gillette - \$750; K2 Audio, LLC - \$6,162.98. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Updates were provided on the golf course, recreation center and parks.

There being no further business to come before the Board, the Commissioners left the meeting at 4:50 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

DG Reardon, Chairman
Board of County Commissioners

Office of County Commissioners
August 26, 2020
Gillette, WY

The Campbell County Board of Commissioners met with the Senior Citizens Board, Wednesday, August 26, 2020 at 12:00 PM.

Present were DG Reardon, Colleen Faber, Del Shelstad, Bob Maul, Commissioners; Susan F. Saunders, County Clerk and Jenny Staeben, Deputy County Attorney. Carol Seeger, Commissioners Administrative Director and Commissioner Rusty Bell were absent from the meeting.

Commissioner Shelstad moved to approve the Capital Contingency Request for the Sheriff's Department to purchase a food steamer replacement for the Detention Center in the amount of \$2,380.68; transfer from Capital Contingency 800.7268 to Jail Kitchen Equipment 821.7199. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the following hand warrants: Accutemp Products - \$2,380.68; Tyler Technologies – 8,400. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Ann Rossi, Executive Director, provided updates on annual funding, COVID-19, the board retreat and the Westwood property project.

Discussion was held on hosting another candidate forum, radio advertisements, senior housing and fundraisers.

There being no further business to come before the Board, the Commissioners left the meeting at 1:00 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

DG Reardon, Chairman
Board of County Commissioners

Office of County Commissioners
August 26, 2020
Gillette, WY

The Campbell County Board of Commissioners met with the Children's Developmental Services Board, Wednesday, August 26, 2020 at 7:00 PM.

Present were Bob Maul, DG Reardon, Del Shelstad, Commissioners and Susan F. Saunders, County Clerk. Carol Seeger, Commissioners Administrative Director and Commissioners Rusty Bell and Colleen Faber were absent from the meeting.

Bob Tranas, Children's Developmental Services Director, provided updates on grants, strategic planning and COVID plans and training.

Discussion was held on the management plan and enrollment numbers.

Bob Tranas provided information on the possible internship of an Occupational Therapist from Eastern Washington University.

No action was taken, and the Commissioners left the meeting at 7:20 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

DG, Chairman
Board of County Commissioners

Office of County Commissioners
August 31, 2020
Gillette, WY

Directors Workshop

The Campbell County Board of Commissioners met for a Directors Workshop, Monday, August 31, 2020 at 1:30 PM.

Present were Del Shelstad, DG Reardon, Bob Maul, Colleen Faber, Commissioners; Susan F. Saunders, County Clerk; Kendra Anderson, Deputy County Clerk; Brandy Elder, HR Director; Carol Seeger, Commissioners Administrative Director; Ivy McGowan Castleberry, Public Information Coordinator; Jeff Esposito, Cam-Plex Director; Jeff Bender, Fire Chief; Kim Fry, Extension Director; Kevin Geis, Road and Bridge Director; Kevin King, Public Works Director and Jenny Staeben, Deputy County Attorney. Commissioner Rusty Bell was present telephonically.

Discussion was held on a position vacancy justification for the Extension Office.

Stacie McDonald and Greg Worthen with Visionary Broadband provided an update on their broadband expansion.

Discussion was held on providing a facility for the VFW.

The Commissioners provided their liaison reports.

Susan left the meeting and Kendra arrived at the meeting at 2:15 PM.

Kevin Geer, Park Superintendent, discussed the pipe repairs needed at Spirit Hall. It was the consensus of the Commissioners for Kevin to complete the appropriate forms to move forward with the repair.

Kevin King provided an update on Landfill 1 Remediation.

Carol Seeger provided an update on the Community College Taskforce.

Brandy Elder provided updates on dates for open enrollment, the emergency protocol handbook and performance evaluations.

Kevin Geis provided updates on mowing right of ways, road improvements, the North Garner Lake Road ribbon cutting, CMAQ, construction on the new shop, a property acquisition request and road signs by WYODAK.

Jeff Esposito discussed a customer wanting sparklers at their wedding.

Chief Bender discussed additional aircraft being provided and the SLIB Cares grant application.

Commissioner Rusty Bell announced Street Outlaws will not be filming here this year.

Commissioner Colleen Faber left the meeting at 3:00 PM.

Commissioner Shelstad moved to approve the letter to Duane Spencer, Acting State Director of the Wyoming State Office for the Bureau of Land Management, containing comments of the Campbell County Commission to the Converse County Oil and Gas Final Environmental Impact Statement. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

A workshop was held on a Social Media Policy.

Commissioner Colleen Faber arrived at the meeting at 3:50 PM.

There being no further business to come before the Commissioners, the meeting was adjourned at 5:20 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

DG Reardon, Chairman
Board of County Commissioners

Office of County Commissioners
September 1, 2020
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, September 1, 2020. Chairman Reardon called the meeting to order at 9:00 AM. Pastor Phil Jones led in prayer and Chairman Reardon led the Pledge of Allegiance.

Present were DG Reardon, Bob Maul, Del Shelstad, Collen Faber, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Commissioners Administrative Director and Jenny Staeben, Deputy County Attorney. Commissioner Rusty Bell was present telephonically.

The following consent agenda was presented:

MINUTES:

- Board of Commissioners Special Meeting, August 14, 2020
- Board of Commissioners Directors Workshop, August 17, 2020
- Board of Commissioners Regular Meeting, August 18, 2020
- Board of Commissioners Executive Session, August 18, 2020
- Board of Commissioners Fair Board Meeting, August 20, 2020

PAYROLL PAYMENTS:

- July 25, 2020
- July 31, 2020
- August 8, 2020

CANCELLATION/REBATE OF TAXES:

- #4128 - 4156

CAPITAL REQUESTS:

CAM-PLEX – To reallocate funds initially budgeted for new chairs in Energy Hall be used to complete the ceiling in the Fair Office \$4,759.56, paint administrative office \$8,134.63, and audiovisual package for Energy Hall conference rooms \$15,000 in account 025.6347.

Road & Bridge/HR Risk – To purchase a Zoll Defibrillator in the amount of \$1,399.00 from account 020.7531.

CONTRACTS:

Updated insurance language in the contract between Wyoming Secretary of State's office and Campbell County Clerk's Office for physical improvements to secure the storage of election information and equipment in the amount \$19,228.34.

POSITION VACANCY JUSTIFICATIONS:

- Extension Office – Administrative Assistant or Senior Administrative Assistant

SOCIAL MEDIA REQUESTS:

- Extension Office – Mandy Reynolds, Horticulture Program Coordinator

HAND WARRANTS:

Campbell County Treasurer – Landfill Credit Card Account	\$12,000.00
Campbell County Clerk Tax Account	322,146.95
WAG – Division of Criminal Investigation	45.00
Campco Federal Credit Union	276.01
Wyoming Child Support	1,688.38

Campbell County Parks & Recreation Activity Fund	31.00
Campbell County Treasurer – HSA/FLX	43,891.65
Great West Trust Company	36,091.66
Circuit Court of Campbell County	70.00
Campbell County Sheriff Civil Account	50.00
WAG – Division of Criminal Investigation	39.00

Commissioner Shelstad moved to approve all items of the Consent Agenda as presented.
Commissioner Faber 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 I Distributors	Various Departments	\$1,544.55
AAA Solution	Maintenance/Custodial	94.05
Abrahamson, Terri	County Elections	185.00
Accushape	Capital Outlay-Sheriff	809.00
Action Lock and Key	Maintenance/Custodial	27.99
AdBay Com	Various Departments	17,975.00
Air Tech Heating	Various Departments	4,603.00
Airside Solutions	Northeast Wyoming Regional	1,379.55
Albertsons Emer Mgmt	Emergency Management	96.92
Alignment Pros	County Sheriff	80.00
AlSCO	Various Departments	1,617.56
Altimus Distributing	Various Departments	595.34
Amazon Courthouse	Various Departments	1,402.43
Amazon Library	Various Departments	729.24
American Eng. Testing	Publ Work Capital Construction	842.75
American Family Life	Campbell County General Fund	103.02
American Millennium	Commissioner's-Gen Cnty Costs	52.14
American Shooters	County Sheriff	2,820.00
American Welding	P & R-Parks	92.06
Arete Design Group	Various Departments	30,601.20
Arrow Printing	Various Departments	1,404.20
Associated Glass	Various Departments	1,324.11
ATT Airport	Northeast Wyoming Regional	299.62
ATT Assessor	County Assessor	102.06
ATT Children's Devel	Children's Dev Svc-Spec Ed	101.78
ATT Emergency Mgmt	Emergency Management	220.71
ATT Park Recreation	Various Departments	128.14
Audiomatrix	P & R-Ice Skating	175.00
AVP Consulting	Publ Work Capital Construction	247.05
Axis Forensic Tox	County Coroner	717.00
Baham, Caroline J.	County Elections	190.00
Baham, Garlington J.	County Elections	190.00
Bailey, Robin	County Elections	25.00
Baker Taylor Continuation	Various Departments	41.53
Baker, Vicky	Fair-General Admin	75.00

Bane, Martha	County Elections	190.00
Bargreen Ellingson	Various Departments	345.99
Barlow, Jerry	CCPL-Main Branch	325.00
Barney Graham	Commissioner's-Gen Cnty Costs	450.00
Basin Radio Network	Various Departments	1,234.75
Baughman, Donna	County Elections	196.13
Baughman, Ruth	County Elections	189.98
Bears Naturally	Various Departments	61.95
Benedict, Cheryl	County Elections	190.76
Bennor Estates I&S	1% Optional Sales Tax Fund	1,700.00
Big D Oil Company	P & R-Wright Center	25.77
Big Horn Tire	Various Departments	1,656.26
Bighorn Hydraulics	Various Departments	156.40
Bighorn Mtn Radio	Various Departments	80.00
Billingsley, Debby	County Elections	185.00
Black Diamond Investigation	Fair-General Admin	5,508.00
Black Hawk Signs	P & R-Ice Skating	195.00
Black Hills Energy Gas	Various Departments	14,507.80
Black Hills Pioneer	Various Departments	716.50
Blackstone Audio	Various Departments	396.88
Bloedorn Lumber	Maintenance/Custodial	16.98
BLR	Various Departments	1,022.00
Blue Knight Security	Sheriff-Jail Facility	1,425.00
Blue Three Sixty	Various Departments	5,403.80
Bob Barker Company	Various Departments	1,945.09
Bobcat of Gillette	Various Departments	1,228.18
Bohlender, Shirra L.	Fair-General Admin	75.00
Bomgaars	Various Departments	392.28
Border States Elec	Various Departments	1,458.93
Bowman, Jennifer L.	County Health Nurse	24.15
Boys Girls Club CC	1% Optional Sales Tax Fund	8,281.04
Brazee, Kathleen	County Elections	185.00
Breannas Bakery	Various Departments	89.23
Brodart Company	Library-General Administration	245.80
Brown, Kathy Kay	County Elections	223.13
Brunner, Tyler	County Elections	185.00
Buffalo Bulletin	Various Departments	360.00
Buffalo Porta Potty	Road & Bridge	125.00
Buggy Bath Car Wash	County Sheriff	448.00
Burns McDonnell Eng	Various Departments	48,267.54
Busk, Charlene	County Elections	185.00
Busk, Jeffrey	County Elections	185.00
Caffee, Anna	County Elections	25.00
Camelot Pet Castle	County Sheriff	120.00
Card Connect	P & R-Gen Adm	3,900.00
Cash WA Distributing	Sheriff-Jail Facility	775.10

Casper College	Maintenance/Custodial	1,199.00
Cate Wyoming Equip	Road & Bridge	1,046.60
CBH Co Op	Various Departments	21,602.30
CC Chamber of Commer	Various Departments	11,375.00
CC Dist Ct Revolving Wit	State & Fed Mandated Costs	1,297.09
CC Health Misc	Various Departments	48,666.20
CC Health Patient Acct	Various Departments	9,873.87
CC Public Health	Human Resources	168.00
CC Weed Pest	P & R-Parks	602.96
CDW Government	Various Departments	7,312.48
Cem Sales & Service	Maintenance/Custodial	63.06
Center Point Large	Library-General Administration	247.47
CenturyLink Long Dis	Information Technology Service	735.45
CenturyLink Phone	Various Departments	16,043.61
Certified Lab	Road & Bridge	220.80
Charter Comm Cable	Various Departments	1,409.47
Cheser, Jodelle	County Elections	208.18
Children's Home Soc	County Sheriff	359.22
Chitwood, Cheryl E.	Various Departments	132.30
City Gillette Misc	Various Departments	3,570.00
City Gillette Util	Various Departments	135,126.28
Clausen, Kari L.	County Elections	15.00
Clear Creek Counsel	City of Gillette ADC	460.00
Clements, Cheryl	County Elections	175.00
CMI Teco	Road & Bridge	501.04
Coates, Rori	County Elections	220.83
Coca Cola Bottling	Rockpile Museum - Gen Admin	30.00
Collection Prof	Children's Dev Svc-Gen Admin	183.74
Collins Comm	Various Departments	2,545.56
Colorado Golf & Turf	P & R-Bell Nob Golf Course	1,002.14
Contractors Supply	Various Departments	3,106.34
Council Community Svc	CSBG	7,269.03
Counseling Connect	Various Departments	1,909.00
Cowley, Raelene	County Elections	263.38
Craig Distributing	Library-General Administration	253.75
Crum Electric Supply	Various Departments	1,680.87
CSS	Sheriff-24/7	416.00
Cummins Sales Svc	Road & Bridge	14,676.19
Cunningham, Michelle L.	State & Fed Mandated Costs	110.50
Damian, Nicole L.	County Health Nurse	78.78
Deboer, Dustin M.	Rockpile Museum - Gen Admin	15.12
Denver Industrial	Road & Bridge	250.37
DePoorter, Julianne	County Elections	198.98
Desert Mountain	CMAQ	41,225.92
Dickeys BBQ	Fair-General Admin	363.75
Dixon, Kloey	County Elections	190.00

DLT Solutions	Public Works	5,045.96
DMC Wear Parts	Road & Bridge	1,540.79
Douglas Budget	Various Departments	580.00
Driver, Robert B.	County Elections	185.00
DRM	Publ Work Capital Construction	270,581.40
Dru Consulting	Commissioner's-Gen Cnty Costs	5,175.00
Duluth Trading Co	Various Departments	804.60
Dustbusters Enterprises	Publ Work Capital Construction	18,758.96
Eaton Sales Service	1% Optional Sales Tax Fund	13,903.50
Eckard, Cheryl	County Elections	185.00
Ecolab Pest Elimination	Maintenance/Custodial	137.30
Edible Prairie	1% Optional Sales Tax Fund	378.00
Edwards, Darci	County Elections	215.25
Eight Mile I S	1% Optional Sales Tax Fund	2,309.72
Ekberg, Suzanne	County Elections	182.50
Ekstrom, Brooke L.	County Health Nurse	81.08
Election Systems	County Elections	6,623.86
Ellis, Antoniette J.	County Elections	155.00
Elm USA	Capital Outlay-Library	11,345.00
Employment Testing	Sheriff-Jail Facility	434.00
Energy Addicts	1% Optional Sales Tax Fund	500.00
Energy Laboratories	Northeast Wyoming Regional	1,874.00
Equitable Life	Campbell County General Fund	37.25
Ewing, Dianna H.	State & Fed Mandated Costs	26.00
Espresso Lube	County Sheriff	695.98
Farmer Bros Co	Various Departments	1,948.32
Farmer, Patricia I.	County Elections	185.00
Fastenal Company	Various Departments	323.26
FD Construction	Fair-General Admin	800.00
Federal Express	Various Departments	162.08
Federal Supply USA	Various Departments	56.07
FIB Mstrcrd Airport	Various Departments	675.53
FIB Mstrcrd Library	CCPL-Main Branch	37.50
FIB Mstrcrd Park Rec	Various Departments	2,743.35
Finch, Betty L.	County Elections	185.00
First Assembly God	Fair-General Admin	310.00
First Natl Bnk Gillette	Various Departments	19,647.86
First Natl Bnk Visa	Various Departments	13,703.22
Fitzner, Jerry D.	County Sheriff	10.00
Fleetpride	Landfill	1,715.80
Floyds Truck Center	Various Departments	2,105.62
Flying Colors	P & R-Parks	1,707.53
Forensic Medicine	County Coroner	8,000.00
Fralick, Lucas	County Elections	180.00
Franz, Maria	County Elections	70.00
Franz, Maya	County Elections	75.00

Fry, Kimberly D.	Various Departments	690.58
Fry, Phillip N.	Fair-General Admin	75.00
Furman, Craig M.	County Sheriff	50.00
G G Landscape	Publ Work Capital Construction	895.00
Gale Cengage Learn	CCPL-Main Branch	676.60
Galls	Various Departments	220.94
Garth, Tamara	County Elections	182.50
Geer, Amanda	County Elections	212.38
Gemar, Keith E.	County Elections	105.00
Gemar, Shelley	County Elections	100.00
GARF	Various Departments	9,527.00
Gillette College	1% Optional Sales Tax Fund	2,880.00
Gillette Printing	P & R-Recreational Division	726.83
Gillette Steel	Various Departments	631.50
Gillette Winsupply	Various Departments	16,954.58
Git R Done Site Svc	P & R-Bell Nob Golf Course	735.00
Glaser, Jane C.	County Health Nurse	9.78
Glaser, Kelvin	P & R-Recreational Division	450.00
Glaxosmithkline	County Health Nurse	1,333.91
Golf Course Super Am	P & R-Bell Nob Golf Course	205.00
GoodHire	Human Resources	139.48
Gormly, James P.	County Elections	190.00
Gormly, Janice	County Elections	184.60
GoSecure	Information Technology Service	8,995.95
Govens Farm Ranch	Various Departments	6,224.50
Grabrick, Loretta	County Elections	185.00
Grabrick, Phillip W.	County Elections	190.00
Granquist, Helen	County Elections	25.00
Granquist, Jerry	County Elections	25.00
Gray, Helen Carol	County Elections	182.88
Greasewood Water	Road & Bridge	2,430.40
Grey House Publish	CCPL-Main Branch	265.50
Grimms Pump Indus	Road & Bridge	844.00
Grinnell, Francis Hugh	Various Departments	25.99
Grossenburg Implement	Road & Bridge	1,145.89
Groves, Jeanene	County Elections	180.00
H G Maybeck Co	Various Departments	381.60
Hahn, Edith A.	County Elections	182.50
Hakert, Richard J.	Road & Bridge	2,510.40
Hance, Darlene	County Elections	185.75
Hardy, Matthew	County Elections	185.00
Harris Public Health	County Health Nurse	295.00
Hauber, Richard	County Elections	217.38
Hawkins	Various Departments	5,247.64
Hayden, Helen	County Elections	182.50
Hays, Daniel F.	Fair-General Admin	390.00

Hays, Talayna M.	County Elections	182.50
Hazelet, Janice	County Elections	182.88
Heartland Kubota	P & R-Parks	53.10
Heartland Paper	Sheriff-Jail Facility	367.72
Heartland Tanning	P & R-Recreational Division	396.01
Henning, Robert A.	Rockpile Museum - Gen Admin	21.91
High Glass Window	Maintenance/Custodial	1,314.00
Hixon, Priscilla	County Elections	180.00
Hodny, Betty J.	County Elections	190.00
Homax Oil Sales	Various Departments	41,588.26
Home Depot Children's	Various Departments	192.52
Home Depot Maint	Maintenance/Custodial	168.92
Home Depot Parks Rec	Various Departments	227.33
Home Depot Sheriff	Sheriff-Jail Facility	141.28
Home Fire Foods	Various Departments	3,471.00
Honnen Equipment	Road & Bridge	3,798.04
Horning, Mary D.	County Elections	180.00
Howard, John	County Elections	182.50
Howard, Susan	County Elections	25.00
HUB International	Various Departments	357.00
Huddleston, Kimberly	County Elections	160.00
Humphreys Bar Grill	State & Fed Mandated Costs	181.09
IBM	Information Technology Service	17,800.45
Inland Truck Parts	Road & Bridge	1,665.44
Insight Public Sect	Capital Outlay-ITS	1,074.45
Interstate Batt	Road & Bridge	353.85
Intoximeters	County Sheriff	149.75
J H	Human Resources	1,872.60
Jackson, Shawn	County Elections	196.13
James Tire Service	P & R-Parks	170.72
Jenniges, Duffy	County Elections	100.00
Jimenez, Rebecca R.	County Health Nurse	18.98
Jims Heating AC Ref	Maintenance/Custodial	135.00
JLC Sign Graphic	Various Departments	323.56
Johnson, Sandra G.	County Elections	212.38
Joslyn, Mary Jo	County Elections	192.08
Junek, Mark	County Elections	185.00
Junek, Patricia K.	County Elections	185.00
Kadow, Rachelle	County Elections	187.50
Kanopy	CCPL-Main Branch	105.00
Karren, Kimberly	County Elections	188.63
Kauffman, Kevin E.	Library-General Administration	21.50
Keyhole Broadcasting	Various Departments	735.00
Kimball Midwest	Road & Bridge	589.32
Kirkman, Angela	Children's Dev Svc-Preschool	125.00
Kirsch, Beth A.	Commissioner's-Gen Cnty Costs	140.30

Kissack Oilfield Svc	Publ Work Capital Construction	4,437.78
Kleiner, Heather	County Elections	180.00
Knickerbocker, Carrie L.	County Sheriff	51.00
Knife River	P & R-Bell Nob Golf Course	3,656.12
Knutson, Debra Lyn	County Elections	211.83
Kronos	Payments In Lieu of Taxes Fund	630.00
KSLT KLMP KTPT	Various Departments	600.00
Kuntz, Christinn J.	Library-General Administration	21.00
KYDT Radio	Various Departments	504.00
La Quinta Inn	County Attorney	300.00
Lamar Companies	Rockpile Museum - Gen Admin	500.00
Land, June	County Elections	185.00
Law Office Curt Todd	County Attorney	175.00
Leichtnam, Cindy	County Elections	180.00
Lesley, Douglas	State & Fed Mandated Costs	2,000.00
Leslie, Arthur Bryan	County Elections	180.00
Leslie, Carol	County Elections	180.00
Liberty Mutual	Human Resources	578.00
Library Foundation	Library-General Administration	20.62
Lieber, Maxine	County Elections	90.00
Lightning Lube	County Sheriff	195.00
Lind Adsit, Debra	County Elections	175.00
Lindblom, Reba L.	County Health Nurse	21.85
Loetscher Catherine	County Elections	197.83
Loetscher, Amber	County Elections	197.83
Longwell, Cindy	County Elections	15.00
Love, Brooke D.	Library-General Administration	44.85
Lownds, Mary L.	County Elections	182.50
Lubnau Law Office	State & Fed Mandated Costs	1,313.00
Luhr, Michelle	County Elections	200.13
Luthy, Barbara A.	County Elections	175.00
Lynde, Judy	County Elections	231.76
Lynns Auto Repair	County Sheriff	2,601.84
M G Oil	Commissioner's-Gen Cnty Costs	11,411.75
Macias, Belinda	Children's Dev Svc-Spec Ed	231.25
Mad Transportation	County Sheriff	250.00
Mader, Janet	County Elections	182.88
Maher, Patricia A.	County Elections	190.00
Mainline Inform Sys	Capital Outlay-ITS	30,270.00
Maki, Alberta J.	County Elections	185.00
Maki, Rodney	County Elections	185.00
Marler Harold D	County Elections	185.00
Marler, Judith	County Elections	185.00
Marrington, Scott	County Elections	157.50
Martin, Mark J.	Northeast Wyoming Regional	42.25
Martinez, Tatumn	County Elections	185.00

Matheson, Alicia	County Elections	186.73
Maul, Teresa	County Elections	204.95
McMahon, Pamela K.	State & Fed Mandated Costs	288.75
MDE	County Sheriff	1,444.00
Meadow Gold Dairy	Children's Dev Svc-Preschool	442.63
Means First Ext W&S	Road & Bridge	110.00
Medical Arts Lab	Sheriff-Jail Facility	3,638.00
Melvin, Robert J.	County Elections	115.00
Melvin, Sheila E.	County Elections	182.50
Menards Airport	Northeast Wyoming Regional	273.21
Menards Landfill	Landfill	114.57
Menards Maintenance	Maintenance/Custodial	172.20
Menards Museum	Rockpile Museum - Gen Admin	22.84
Menards Park Rec	Various Departments	31.10
Merchen, Tony A.	County Elections	185.00
Merck Sharp Dohme	County Health Nurse	5,830.61
MFAC LLC	P & R-Recreational Division	329.90
Michaels Construct	Publ Work Capital Construction	32,187.11
Midland Implement Co	Various Departments	113,224.64
Midwest Connect	Library-General Administration	249.00
Midwest Pest	Maintenance/Custodial	240.00
Midwest Tapes	Various Departments	146.91
Mills, Kahla	County Elections	246.88
Mills, Nancy	County Elections	182.50
Mobley, Jimmy	County Elections	190.00
Moghu USA	P & R-Bell Nob Golf Course	5,000.00
Monk, Regina	County Elections	175.00
Moore, Irene	Library-General Administration	36.80
Moore, Wendy M.	County Elections	223.88
Morgan Jr., Joel H.	County Sheriff	40.00
Morgan, Tobey J.	County Sheriff	200.00
Moser, Essy	County Elections	220.00
Motorola Solutions	Commissioner's-Gen Cnty Costs	3,689.58
Mountain Plains	Rockpile Museum - Gen Admin	300.00
MSR West	Children's Dev Svc-Spec Ed	1,725.50
Murphree, Sharon C.	P & R-Recreational Division	75.00
Naramore, James J MD	Sheriff-Jail Facility	1,000.00
National Rec Park	P & R-Gen Adm	450.00
Nelson Auto Glass	Various Departments	893.98
News Record	Various Departments	5,752.97
Norchem Drug Test	Various Departments	3,323.16
Norco	Various Departments	6,078.64
Northern Trophy	Fair-General Admin	170.00
Nunez, Kenyon Alexander	County Elections	162.50
OAG Flightview	Various Departments	476.92
Octane Garage	Maintenance/Custodial	301.70

Office Depot	Various Departments	6,126.73
Office Shop	Various Departments	1,101.76
Optum Bank	Human Resources	2,175.00
OReilly Auto Parts	County Sheriff	5.89
Oriental Trading Co	Various Departments	86.28
Ostrem, Laura	County Elections	200.13
Overbrook I&S Dist	1% Optional Sales Tax Fund	1,640.50
Overdrive	Various Departments	5,729.90
Overhead Door Co	Various Departments	422.90
Paddock, Vicki	County Elections	187.50
Paintbrush Services	Various Departments	2,510.00
Palmer Robert P.	County Elections	193.83
Palmer, Caroline	County Elections	228.83
Palo, Michelle A.	County Sheriff	51.00
Palone, Dorcas	County Elections	185.00
Papa Johns Pizza	P & R-Parks	21.14
PastPerfect Software	Rockpile Museum - Gen Admin	380.00
PCA Engineering	Publ Work Capital Construction	262.50
Penny Newman Grain	Publ Work Capital Construction	59,310.90
Penworthy Company	CCPL-Main Branch	642.95
Pepsi of Gillette	Human Resources	44.00
Personal Frontiers	Various Departments	16,047.32
Pete Lien Sons	Road & Bridge	1,792.38
PFM Asset Management	Commissioner's-Gen Cnty Costs	9,587.08
PharmChem	Various Departments	2,484.75
Phillips, Sandra R.	County Elections	185.00
Pineview I&S District	1% Optional Sales Tax Fund	13,946.52
Pittman, Kathi	County Elections	155.00
Pizza Carrello	State & Fed Mandated Costs	163.00
Pizza Hut	Fair-General Admin	60.95
Plains Tire Battery	County Sheriff	101.14
Plainsman Printing	County Clerk	2,508.29
Playaway Library	Various Departments	1,448.98
PMCH	Payments In Lieu of Taxes Fund	3,609.95
Polar Refrigeration	Maintenance/Custodial	295.00
Poole, Amy J.	County Health Nurse	25.88
Post and Associates	Sheriff-Jail Facility	400.00
Postage Phone CDS	Children's Dev Svc-Gen Admin	200.00
Powder River Const	Publ Work Capital Construction	2,950.00
Powder River Energy	Various Departments	23,074.80
Powder River Exam	Various Departments	320.00
Powder River Heating	Various Departments	2,618.14
Powder River Worksafe	Human Resources	942.50
Power Equipment Co	Road & Bridge	13,754.58
Praska, Kay	County Elections	160.00
Prima	Human Resources	385.00

Primetime Paintball	P & R-Intramural Progrms-CCCRD	362.00
Prodata Computer Svc	Information Technology Service	790.00
Purvis Industries	Various Departments	4,052.05
Push Pedal Pull	P & R-Recreational Division	3,316.43
Pyromate	P & R-Recreational Division	2,101.00
Quick Lube One	County Sheriff	100.99
Rain Locker Car Wash	Various Departments	165.26
Raine, Peggy	County Elections	185.00
Razor City Locksmith	Various Departments	10.44
Razor City Rental	Various Departments	497.69
Re New Co Supply	Road & Bridge	825.00
Record Supply	Various Departments	5,235.71
Red Hills Vet	Sheriff-Animal Control	240.57
Reed, Jennifer	County Elections	185.00
Reinert, Patricia A.	County Elections	182.50
Reno, Audrey K.	County Elections	180.00
Reno, William E.	County Elections	319.16
Reynolds, John	Fair-General Admin	875.00
Ringer Law PC	State & Fed Mandated Costs	1,600.50
Roberts, Jean M.	County Elections	185.00
Robinson, Celeste Renee	Extension Dept-Home Economist	511.83
Rockmount Research	Various Departments	682.20
Rocky Mtn Business	Various Departments	5,740.56
Rocky Mtn Discount	County Sheriff	179.70
S S Builders	Various Departments	200,239.39
Sanofi Pasteur	Various Departments	2,516.66
Saunders, Susan F.	County Elections	53.05
Schurtz, Jessica R.	County Health Nurse	17.83
Scott Brothers	Northeast Wyoming Regional	137.84
Second Chance Min	1% Optional Sales Tax Fund	3,002.83
Seders, Jessica	County Elections	176.73
Sentinel Industries	County Sheriff	90.00
Sentinel Offender	Various Departments	277.62
Servall Uniform	Road & Bridge	820.07
Shafer, Donna	County Elections	185.00
Shafer, Lee	County Elections	185.00
Sharp Saenz, Patricia K.	County Elections	15.00
Sherwin Williams	Various Departments	482.90
Shoshone Dist	Rockpile Museum - Gen Admin	118.00
Sign Boss	Publ Work Capital Construction	1,150.58
Simon Contractors	Publ Work Capital Construction	33,565.50
Simpsons Printing	Various Departments	1,291.00
Sir Speedy	County Health Nurse	588.07
Sitech Wyoming	Landfill	532.14
Skaggs Companies	County Sheriff	619.70
Slattery, Dorothy J.	County Elections	207.63

Smart Start	Adult Drug Court	624.00
Snow Crest Chemicals	Maintenance/Custodial	2,922.61
Source Office Tech	Various Departments	3,351.85
Southern Computer	E911 Enhanced Fees	1,955.72
Southland Medical	County Coroner	450.12
Spearfish Chamber of Com	Various Departments	430.00
Sprint Aquatics	P & R-Recreational Division	707.68
Staeben, Jenny C.	County Attorney	32.85
Stahl, Debra	County Elections	185.00
Starr, Mark J.	Maintenance/Custodial	5.54
Staskiewicz, Cindy	County Elections	175.00
Stotz Equipment	P & R-Bell Nob Golf Course	74.74
Strohschein, Kaycee	Fair-General Admin	75.00
Strutz, Curt S.	CCPL-Main Branch	395.00
Stulken Law	State & Fed Mandated Costs	1,025.00
Summit Food Services	Sheriff-Jail Facility	43,548.74
Summit Psychology Svc	County Attorney	2,500.00
Sundance Times	Various Departments	842.50
Surf N Suds	County Health Nurse	17.55
Swartz, Maria	County Elections	185.00
Sysco Food Services	Children's Dev Svc-Preschool	4,981.89
T W Enterprises	Maintenance/Custodial	386.56
Target Sign Company	Fair-General Admin	600.00
Taylor, Calvin	Fair-General Admin	150.00
Temperature Tech	Publ Work Capital Construction	1,490.00
Test Gauge	Maintenance/Custodial	111.57
That Embroidery Plc	Various Departments	61.50
The Grease Barrel	Various Departments	212.00
The Local	Wellness Program	1,925.00
The Range	P & R-Gen Adm	100.69
Thomas Y Pickett	County Assessor	13,500.00
Thomson Reuters West	County Attorney	711.01
Thraillkill, Elizabeth D	County Attorney	30.00
Thunder Basin Ford	Road & Bridge	127.11
Thyssenkrupp Elevator	Maintenance/Custodial	475.86
Titan Machinery	Landfill	3,277.80
Tower Communication	Road & Bridge	180.00
Tru Tech Products	Various Departments	30.46
Tucker, Dennis	County Elections	185.00
Turbiville, Heath E.	Fair-General Admin	660.00
Twomey, Penny L.	County Elections	155.00
Tyler Tech	Payments In Lieu of Taxes Fund	33,680.00
Uline	Library-General Administration	881.14
United Central Indus	Various Departments	179.01
United Parcel Serv	County Sheriff	68.36
Universal Athletic	Various Departments	2,267.58

Urbin Law Office	State & Fed Mandated Costs	7,279.90
Vader, Leah	County Elections	155.00
Value Line	CCPL-Main Branch	3,375.00
Vavra, Vikkie	County Elections	25.00
Verizon ADC	Adult Drug Court	105.36
Verizon Attorney	County Attorney	32.55
Verizon Emergcy Mgmt	Emergency Management	38.52
Verizon Juv Prob	Various Departments	210.72
Verizon Public Hlth	County Health Nurse	251.73
Verizon Public Works	Various Departments	656.84
Verizon Sheriff	Various Departments	4,916.69
Vermont Systems	P & R-Gen Adm	12,059.20
Vertex	Information Technology Service	10,932.00
Visionary Broadband	Information Technology Service	5,596.03
Vista Leasing Co	Various Departments	7,893.80
Vital Records	Various Departments	149.67
Wageman, Cynthia S.	County Elections	175.00
Walmart Children Dev	Various Departments	321.68
Walmart Clerk	County Elections	29.80
Walmart Dist Ct	State & Fed Mandated Costs	134.51
Walmart Extension	Various Departments	235.51
Walmart Human Res	Human Resources	101.26
Walmart Landfill	Landfill	60.38
Walmart Park Rec	Various Departments	1,146.72
Walmart Public Hlth	Various Departments	46.30
Walmart Public Works	Public Works	94.00
Walmart Sheriff	Sheriff-Jail Facility	486.35
Wandler, Patsy	County Elections	182.50
Warlow, Jodie	County Elections	15.00
Waste Connections	Various Departments	3,052.16
Water Guy	Various Departments	1,210.00
Western Stationers	Various Departments	724.06
Western Waste Sol	Various Departments	920.92
Weston Co Gazette	Various Departments	39.00
Westwood Pharmacy	Sheriff-Jail Facility	2,009.28
WEX	Fleet Department	137.63
Whites Energy Motors	County Sheriff	787.84
Whites Frontier Mtrs	Various Departments	174.04
Wilbur Ellis Company	P & R-Bell Nob Golf Course	6,960.00
Williams, Connie	County Elections	198.98
Work Warehouse	Human Resources	1,849.74
World Book	CCPL-Main Branch	1,599.83
Wright Auto Parts	County Sheriff	6.29
Wright Child Care	Children's Dev Svc-Spec Ed	150.00
Wright Community	1% Optional Sales Tax Fund	1,500.00
Wright Water Sewer	Various Departments	3,351.75

Wrigley, Melissa	County Elections	223.13
WY County Assr Assoc	County Assessor	135.00
WY Dept Health Prev	Various Departments	1,129.00
WY Family Services	Library-General Administration	100.00
WY Retirement Life	Campbell County General Fund	576.00
WY Retirement System	Campbell County General Fund	438,336.83
WY State Vet Lab	County Health Officer	6.51
Wyoming Behavioral	County Attorney	5,386.00
Wyoming Business	CCPL-Main Branch	39.99
Wyoming Earthmoving	Publ Work Capital Construction	36,426.60
Wyoming Machinery	Various Departments	14,801.90
Wyoming Marine	P & R-Parks	97.38
Wyoming Peace Office	Sheriff-Jail Facility	10.00
Wyoming Rents	County Elections	190.00
Wyoming Water Sol	Various Departments	1,376.05
Y Environmental	Publ Work Capital Construction	7,000.00
Young, Bailey	Fair-General Admin	150.00
Youth Emergency Serv	Various Departments	28,813.19
Zehner, Kim	County Elections	25.00
Zimmerschied, Whitney D.	Fair-General Admin	75.00
Zip Printing	County Sheriff	765.70
Ziplocal	Various Departments	680.00
Zipperian, Bree	County Elections	157.50
Zweber, Pat	County Elections	190.00

The following are the claims for Part-Time Employees summarized by department for August 2020: Commissioners, \$132.50; Clerk, 3,899.17; Treasurer, 5,823.13; Sheriff, 8,500.64; Public Works, 2,790.00; Coroner, 2,150.00; Extension, 4,680.50; District Clerk of Court, 3,070.40; Public Works-Landfill, 1,140.00; Museum, 1,041.00; Public Health, 6,617.36; Public Works-Custodians, 2,893.32; Children's Center, 6,158.90; Library, 52,799.69; Fair, 15,772.27; Parks & Recreation, 120,760.14

No public comment or open government topics were provided.

Commissioner Faber moved to approve the Contract between the Wyoming Department of Health, Public Health Division, the Campbell County Health Officer and Campbell County to ensure additional support for public health emergency preparedness and response by the County Health Officer, in the amount of \$9,600, with ten-percent county match for the period of July 1, 2020 to June 30, 2021, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the Service Order and Agreement between Visionary Broadband and Campbell County for the Microwave Replacement Project, as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the Contract between the Wyoming Department of Family Services and the Campbell County Board of Commissioners to operate the Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI), a community plan which provides a continuum of services to Campbell County Families, in the amount of \$91,000, for the period of October 1, 2020 to September 30, 2021, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried

Commissioner Faber moved approve the contract between CLIMB Wyoming and Campbell County for funding from the Wyoming Department of Family Services under the Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) to provide comprehensive career training and job placement services in the amount of \$21,492, for the period of October 1, 2020 to September 30, 2021, CFDA# 93.558, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried

Commissioner Shelstad moved to approve the contract between Council of Community Services and Campbell County for funding from the Wyoming Department of Family Services under the Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) for its Permanent Supporting Housing for Chronically Homeless Families in the amount of \$26,491, for the period of October 1, 2020 to September 30, 2021, CFDA #93.558, as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the contract between Youth Emergency Services, Inc. and Campbell County for funding from the Wyoming Department of Family Services under the Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) for its Day Treatment Program in the amount of \$43,017, for the period of October 1, 2020 to September 30, 2021, CFDA #93.558, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the submission of the Wyoming Court Supervised Treatment Program State Fiscal Year 2021 Surcharge Funding Application for Juvenile & Family Drug Court to the Wyoming Department of Health in the amount of \$5,000, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the submission of the Wyoming Court Supervised Treatment Program State Fiscal Year 2021 Surcharge Funding Application for Adult Treatment Courts to the Wyoming Department of Health in the amount of \$10,000, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the letter of support for the Wright Water & Sewer District's Mineral Royalty Grant Application for the 2020 Wastewater Lagoon Improvements Project. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Lee Isenburger and his attorney, Tad Daly. provided a statement against the EOG Land Trade. Other interested parties also stated their concerns with the EOG Land Trade.

Commissioner Rusty Bell left the meeting at 10:45 AM.

The Commissioners held a workshop with PFM Management.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 11:35 AM. The next regular meeting of the Commissioners will be held Tuesday, September 15, 2020, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Susan F. Saunders, County 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

Sheriff's Dept
Monthly Statement
August 2020

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

FILED BY KAT

The State of Wyoming } ss.
County of Campbell }

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 **August 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	\$7,150.25
	Fingerprint Fees	\$380.00
	Background Fees	\$117.00
	Copy Fees	\$113.50
	Notary Fees	\$8.00
	Sheriff's Sale & Sheriff's Certificate Fees.....	\$280.00
	Executions	\$0.00
COUNTY SHERIFF	Concealed Firearm Permit Fees	\$745.00
	Sex Offender Registration Fees	\$375.00
	Salvage Vehicle Sales	\$0.00
	Towing Fees	230.00
	Foreclosure Sales	\$0.00
	Misc. Refund	\$0.75
	General Fund	\$115.00
	E911	\$50,000.00
	Town of Wright Reimbursement	\$0.00
	Town of Wright 911	\$0.00
	Campbell County Fire Department 911.....	\$0.00
	Campbell County Health 911	\$0.00
	WASCOP Grant	\$7,525.12
	CC School District SRO Salary/Benefits	\$174,323.00
	Sheriff Account Interest	\$0.00
		\$241,362.62

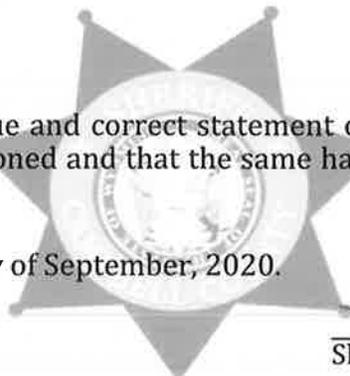
STATE OF WYOMING

§

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 September, 2020.



Scott Matheny

 Sheriff of Campbell County

CLERK OF DISTRICT COURT
MONTHLY REPORT
AUGUST 2020

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

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 August, 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	\$	6,610.00
Probate Fees	4-041-0000	\$	4,030.00
Fines	5-001-0000	\$	10,953.99
Jury Fees	4-044-0000	\$	200.00
Miscellaneous Fees	4-043-0000	\$	3,056.35

Total Earnings

\$ 24,850.34

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 2nd day of September, 2020.



Cheryl Chitwood, Clerk

FISCAL YEAR 2020-2021
August 31, 2020

FIB	353153976	52,272.09
FNB	007-8	10,618,405.18
ACH	308-5	0.00
FNB CCSD	086-8	1,234,690.04
FNB Flex	568-1	23,577.36
FNB Health Benefits	315-8	2,008,384.45
FNB Special Escrow	74-4	11,290,044.52
FNB Airport PFC Account	133-3	175,493.35
FNB Library Credit Card Fees	862-1	946.14
FNB Museum Credit Card Fees	11092301	251.98
FNB North Landfill Credit Card Fees	864-8	14,036.84
FNB Narcotics Federal Forfeitures	107-4	0.00
FNB Recreation Credit Card Fees	139-2	45,705.66
FNB State Drug Forfeiture Funds	132-5	15,125.41
FNB Taxes Paid in Protest	2075305	35,180.53
FNB-CDSCC-Region 13 Preschool Service	24-8	240,346.63
FNB-CDSCC-Early Head Start	91-4	84.45
NSF Checks		2,003.98
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	25,773,438.11	
TOTAL TDOA'S	236,891,075.33	
Premium & Discounts		22,538.91
WGIF-Building Maintenance		39,276,811.29
WGIF-Campus Maintenance		4,120,916.59
WGIF-Campus Maintenance Tec		2,556,513.87
WGIF-Capital Replacement Reserve		94,416,437.22
WGIF-Fleet Management		6,387,034.66
WGIF-Fleet Mgmt-PLB -City		704,606.99
WGIF-Gillette College Activity & Education Center		2.02
WGIF-Gillette College Rodeo		0.63
WGIF-Jt Powers Rec Maint Fund		8,798,108.37
WGIF-Road Equipment		2,393,406.22
WGIF-1% Road Machinery Repl		500,111.88
WGIF-Short Term Future Cap Const		15,382,302.47
WYOSTAR-1% Municipalities		634,878.09
WYOSTAR-1% Optional		7,699,143.80
WYOSTAR-Cap Fac Excess		70,939.02
WYOSTAR-CCSD Dist Fund		0.00
WYOSTAR-Enhanced 911		188,263.57
WYOSTAR-Fleet Management		0.00
WYOSTAR-General		27,516,620.19
WYOSTAR-General Held Revenues		8,959,393.86
WYOSTAR-Health Benefits		4,086,303.08
WYOSTAR-PILT		3,946,047.07
WYOSTAR-Pronghorn Center Main Reserve		1,323,534.81
WYOSTAR-SCFM		4,415,360.64
WYOSTAR-Town of Wright Rec Maintenance		1,662,680.99
WYOSTAR-Wyoming Lottery/Off Track Betting		1,851,658.00
TOTAL		262,687,052.35

174,536,252.21

60,503,165.12

Approved by the Board of County Commissioners this _____ day of _____, 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 September 4, 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 Sept, 2020.

Lusant Saunders
County Clerk

8/31/2020		
Airport	0.00	0.00
American Road	0.00	0.00
Antelope Valley	0.00	0.00
Bennor Estates	0.00	0.00
BOCHES	18,346.97	18,346.97
Bond Disclosure	4,500.00	4,500.00
Box N Ranch Rd	850.79	850.79
Brunsen	16.21	16.21
Buckskin	0.00	0.00
Car Company Tax	0.00	0.00
Cash Reserve	15,000,000.00	15,000,000.00
Cemetery	26,497.53	26,497.53
Central Campbell County	568.68	568.68
Certificates of Purchase	(0.00)	0.00
City of Gillette	34,837.63	34,837.63
Collins Heights	0.00	0.00
Cottonwood I&S	0.00	0.00
County Sales Tax	325.95	325.95
Country Living Acres	0.00	0.00
Countryside I&S	313.10	313.10
Crestview I & S	0.00	0.00
Donkey Creek	0.00	0.00
Eight Mile I&S	0.00	0.00
Fair	0.00	0.00
Fire	0.00	0.00
Foundation	440,325.78	440,325.78
Fox Park	0.00	0.00
Fox Ridge	0.00	0.00
Freedom Hills	3,135.91	3,135.91
General County	20,348,727.51	20,348,727.51
Graceland	524.27	524.27
Green Valley Estates	0.00	0.00
Health Benefits Trust	6,094,687.53	6,094,687.53
Heritage Village	276.47	276.47
High Country Estates	78.17	78.17
Highway VIN Fees	10.00	10.00
Hospital	110,081.46	110,081.46
Hospital Bond	40.43	40.43
Hospital Bond Interest	5.02	5.02
Interstate Industrial	0.00	0.00
Investments-1% Muni Jt Powers	634,878.09	634,878.09
Investments-1% Optional	7,699,143.80	7,699,143.80
Investments-Building Maintenance	39,276,811.29	39,276,811.29
Investments-Campus Maintenance	4,120,916.59	4,120,916.59
Investments-Campus Tech Center- Fund 004/027	2,556,513.87	2,556,513.87
Investments-Cap Fac Excess	70,939.02	70,939.02
Investments-Capital Replace Reserve	94,416,437.22	94,416,437.22
Investments-Enhanced 911 Fees	487,064.83	487,064.83
Investments-Fleet Management	9,879,517.92	9,879,517.92
Investments-Gillette College	2.65	2.65
Investments-Jt Powers Rec Maintenance - Fund 028	8,798,108.37	8,798,108.37
Investments-PILT	3,946,047.07	3,946,047.07
Investments-Pronghorn Center Main Reserve	1,323,534.81	1,323,534.81
Investments-SCFM County Road Funds	4,415,360.64	4,415,360.64
Investments-Short Term Future Capital Construction-Fund 696	15,382,302.47	15,382,302.47
Investments-Town of Wright Rec Maintenance-Fund 695	1,662,680.99	1,662,680.99
Investments-Wyoming Lottery/Off Track Betting	1,851,658.00	1,851,658.00
Library	0.00	0.00
Lodging Tax	0.00	0.00
Los Caballos	0.00	0.00
McKenny	0.00	0.00
Meadow Springs I&S	0.00	0.00
Means	944.96	944.96
Means,Carter,N Hannum	209.27	209.27
Moon Ridge	2,037.00	2,037.00
Motor Vehicle County Fees	10,107,534.14	10,107,534.14
Motor Vehicle State Fees	125,534.73	125,534.73
Motor Vehicle Non Apportioned Fees	0.00	0.00
Motor Vehilce Temp Sticker/paper Fee	0.00	0.00
Mobile Machinery County Fees	39,998.00	39,998.00
Mobile Machinery Pro-Rate	5,541.01	5,541.01
Motor Vehicle Pro-Rate	203,567.81	203,567.81
Motor Vehicle In Transit Permit	80.00	80.00
Motor Vehicle Temp Worker Decals	0.00	0.00
Museum	0.00	0.00
North Rangeland	0.00	0.00
Organ Donor Donations	34.25	34.25
Oriva Hills	1,725.46	1,725.46
Overbrook I&S	0.00	0.00
Peoples	792.66	792.66
Pineview	0.00	0.00
Pinnacle Heights	0.00	0.00
Prairieview	78,707.03	78,707.03
Predatory	0.00	0.00
Premium & Discounts	22,538.91	22,538.91
Rafter D	0.00	0.00
Recreation	0.00	0.00
Rock Road I&S	0.00	0.00
Rocky Point	286.70	286.70
Rustic Hills	428.60	428.60
Sales & Use Tax	816,714.21	816,714.21

School-1 Mill Optional	0.00	0.00
School-6 Mill County Wide	220,162.89	220,162.89
School-25 Mill Special School	917,346.45	917,346.45
School-BOCES	0.00	0.00
School-Cap Main	0.00	0.00
School-General School	62,104.69	62,104.69
School-Rec Mill	36,693.78	36,693.78
School Bond Redemption	0.00	0.00
School Bond Redemption Interest	0.00	0.00
Small Buttes	313.17	313.17
South Douglas Hwy	6,948.30	6,948.30
Southern Industrial	0.00	0.00
Southfork Estates	654.15	654.15
Southside	0.00	0.00
Special Escrow	11,285,544.52	11,285,544.52
Stonegate Estates	0.00	0.00
Sundog	0.00	0.00
Taxes-Transportable Homes	6,690.22	6,690.22
Taxes-2019	0.00	0.00
Taxes-Interest 2019	0.00	0.00
Taxes-2018	0.00	0.00
Taxes-Interest 2018	0.00	0.00
Taxes-2017	0.00	0.00
Taxes-Interest 2017	0.00	0.00
Taxes-2016	0.00	0.00
Taxes-Interest 2016	0.00	0.00
Taxes-2015	0.00	0.00
Taxes-Interest 2015	0.00	0.00
Taxes-2014	0.00	0.00
Taxes-Interest 2014	0.00	0.00
Taxes-2013	0.00	0.00
Taxes-Interest 2013	0.00	0.00
Taxes-2012	0.00	0.00
Taxes-Interest 2012	0.00	0.00
Taxes-2011	0.00	0.00
Taxes-Interest 2011	0.00	0.00
Taxes-2010	0.00	0.00
Taxes-Interest 2010	0.00	0.00
Taxes-2009	0.00	0.00
Taxes-Interest 2009	0.00	0.00
Taxes-2008	0.00	0.00
Taxes-Interest 2008	0.00	0.00
Taxes-2007	0.00	0.00
Taxes-Interest 2007	0.00	0.00
Taxes-2006	0.00	0.00
Taxes-Interest 2006	0.00	0.00
Taxes-2005	0.00	0.00
Taxes-Interest 2005	0.00	0.00
Taxes-2004	0.00	0.00
Taxes-Interest 2004	0.00	0.00
Taxes-2003	0.00	0.00
Taxes-Interest 2003	0.00	0.00
Taxes-2002	0.00	0.00
Taxes-Interest 2002	0.00	0.00
Taxes-2001	0.00	0.00
Taxes-Interest 2001	0.00	0.00
Taxes-2000	0.00	0.00
Taxes-Interest 2000	0.00	0.00
Taxes-1999	0.00	0.00
Taxes-Interest 1999	0.00	0.00
Taxes-1998	0.00	0.00
Taxes-Interest 1998	0.00	0.00
Taxes-1997	0.00	0.00
Taxes-Interest 1997	0.00	0.00
Taxes-1996	0.00	0.00
Taxes-Interest 1996	0.00	0.00
Taxes-1995	0.00	0.00
Taxes-Interest 1995	0.00	0.00
Taxes-1994	0.00	0.00
Taxes-Interest 1994	0.00	0.00
Taxes-1993	0.00	0.00
Taxes-Interest 1993	0.00	0.00
Taxes-1992	0.00	0.00
Taxes-Interest 1992	0.00	0.00
Taxes-1991	0.00	0.00
Taxes-Interest 1991	0.00	0.00
Taxes-1990	0.00	0.00
Taxes-Interest 1990	0.00	0.00
Taxes Paid in Protest	129,524.42	129,524.42
Town of Wright	657.16	657.16
Veterans Exemptions	0.00	0.00
Watercraft VIN Fees	0.00	0.00
Weed & Pest	6,558.36	6,558.36
Wessex Impr & Service	0.00	0.00
Wild Horse Creek I&S	314.80	314.80
Wildlife Conservation Donation	24.98	24.98
Wright Water & Sewer	772.68	772.68
	262,687,052.35	262,687,052.35
	262,687,052.35	Balance on Daily
	262,687,052.35	Balance on Trial E
	0.00	

SUMMARY

COUNTY TREASURER
of
Campbell County

8/31/2020

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 Wagner, Deputy
County Treasurer

Subscribed and sworn to before me this 4th day of September, A.D. 2020.

Dusan Jandrus

County Clerk

Filed in the office of the County Clerk

, A.D. 2020

County Clerk.

Approved by the Board of County
Commissioners this 4th day of September, A.D. 2020

FISCAL YEAR 2020-2021

July 31, 2020

FIB	353153976	69,552.90
FNB	007-8	14,793,202.17
ACH	308-5	0.00
FNB CCSD	086-8	553,062.76
FNB Flex	568-1	20,363.83
FNB Health Benefits	315-8	2,024,801.61
FNB Special Escrow	74-4	10,451,128.62
FNB Airport PFC Account	133-3	172,277.16
FNB Library Credit Card Fees	862-1	1,033.04
FNB Museum Credit Card Fees	11092301	278.15
FNB North Landfill Credit Card Fees	864-8	3,041.29
FNB Narcotics Federal Forfeitures	107-4	0.00
FNB Recreation Credit Card Fees	139-2	8,418.97
FNB State Drug Forfeiture Funds	132-5	14,572.25
FNB Taxes Paid in Protest	2075305	841,737.29
FNB-CDSCC-Region 13 Preschool Service	24-8	245,326.73
FNB-CDSCC-Early Head Start	91-4	84.37
NSF Checks		2,979.40
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	29,218,750.04	
TOTAL TDOA'S	236,551,728.48	
Premium & Discounts		22,538.91
WGIF-Building Maintenance		39,184,793.06
WGIF-Campus Maintenance		4,110,265.64
WGIG-Campus Maintenance Tec		2,552,874.20
WGIF-Capital Replacement Reserve		94,189,385.30
WGIF-Fleet Management		6,422,812.31
WGIF-Fleet Mgmt-PLB -City		704,456.52
WGIF-Gillette College Activity & Education Center		0.00
WGIF-Gillette College Rodeo		0.00
WGIF-Jt Powers Rec Maint Fund		8,783,302.22
WGIF-Road Equipment		2,392,895.11
WGIF-1% Road Machinery Repl		500,005.08
WGIF-Short Term Future Cap Const		15,379,017.61
WYOSTAR-1% Municipalities		1,145,792.63
WYOSTAR-1% Optional		7,983,878.31
WYOSTAR-Cap Fac Excess		70,753.82
WYOSTAR-CCSD Dist Fund		0.00
WYOSTAR-Enhanced 911		293,797.17
WYOSTAR-Fleet Management		0.00
WYOSTAR-General		27,985,128.45
WYOSTAR-General Held Revenues		7,542,625.91
WYOSTAR-Health Benefits		4,084,854.71
WYOSTAR-PILT		4,015,045.78
WYOSTAR-Pronghorn Center Main Reserve		1,323,065.69
WYOSTAR-SCFM		4,373,853.14
WYOSTAR-Town of Wright Rec Maintenance		1,662,091.66
WYOSTAR-Wyoming Lottery/Off Track Betting		1,851,034.16
TOTAL		265,793,017.43

174,219,807.05

60,480,887.27

Approved by the Board of County Commissioners this _____ day of _____, 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 July, 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 31 day of Aug, 2020.

Debra J. Saunders
County Clerk

7/31/2020		
Airport	0.00	0.00
American Road	0.00	0.00
Antelope Valley	0.00	0.00
Bennor Estates	0.00	0.00
BOCHES	6,777.41	6,777.41
Bond Disclosure	4,500.00	4,500.00
Box N Ranch Rd	401.54	401.54
Brunsen	16.21	16.21
Buckskin	0.00	0.00
Car Company Tax	0.00	0.00
Cash Reserve	15,000,000.00	15,000,000.00
Cemetery	12,421.36	12,421.36
Central Campbell County	1,611.50	1,611.50
Certificates of Purchase	(267.88)	(267.88)
City of Gillette	75,589.15	75,589.15
Collins Heights	0.00	0.00
Cottonwood I&S	479.15	479.15
County Sales Tax	0.95	0.95
Country Living Acres	209.67	209.67
Countryside I&S	429.01	429.01
Crestview I & S	0.00	0.00
Donkey Creek	0.00	0.00
Eight Mile I&S	2,296.66	2,296.66
Fair	0.00	0.00
Fire	0.00	0.00
Foundation	162,659.47	162,659.47
Fox Park	0.00	0.00
Fox Ridge	0.00	0.00
Freedom Hills	6,074.50	6,074.50
General County	25,201,610.49	25,201,610.49
Graceland	0.00	0.00
Green Valley Estates	0.00	0.00
Health Benefits Trust	6,109,656.32	6,109,656.32
Heritage Village	962.63	962.63
High Country Estates	0.00	0.00
Highway VIN Fees	0.00	0.00
Hospital	40,664.87	40,664.87
Hospital Bond	40.43	40.43
Hospital Bond Interest	5.02	5.02
Interstate Industrial	0.00	0.00
Investments-1% Muni Jt Powers	1,145,792.63	1,145,792.63
Investments-1% Optional	7,983,878.31	7,983,878.31
Investments-Building Maintenance	39,184,793.06	39,184,793.06
Investments-Campus Maintenance	4,110,265.64	4,110,265.64
Investments-Campus Tech Center- Fund 004/027	2,552,874.20	2,552,874.20
Investments-Cap Fac Excess	70,753.82	70,753.82
Investments-Capital Replace Reserve	94,189,385.30	94,189,385.30
Investments-Enhanced 911 Fees	379,500.44	379,500.44
Investments-Fleet Management	10,020,169.02	10,020,169.02
Investments-Gillette College	0.00	0.00
Investments-Jt Powers Rec Maintenance - Fund 028	8,783,302.22	8,783,302.22
Investments-PILT	4,015,045.78	4,015,045.78
Investments-Pronghorn Center Main Reserve	1,323,065.69	1,323,065.69
Investments-SCFM County Road Funds	4,373,853.14	4,373,853.14
Investments-Short Term Future Capital Construction-Fund 696	15,379,017.61	15,379,017.61
Investments-Town of Wright Rec Maintenance-Fund 695	1,662,091.66	1,662,091.66
Investments-Wyoming Lottery/Off Track Betting	1,851,034.16	1,851,034.16
Library	0.00	0.00
Lodging Tax	0.00	0.00
Los Caballos	0.00	0.00
McKenny	426.43	426.43
Meadow Springs I&S	0.00	0.00
Means	1,846.50	1,846.50
Means,Carter,N Hannum	1,698.15	1,698.15
Moon Ridge	2,574.39	2,574.39
Motor Vehicle County Fees	8,762,099.49	8,762,099.49
Motor Vehicle State Fees	165,158.71	165,158.71
Motor Vehicle Non Apportioned Fees	0.00	0.00
Motor Vehilce Temp Sticker/paper Fee	0.00	0.00
Mobile Machinery County Fees	32,410.32	32,410.32
Mobile Machinery Pro-Rate	5,003.49	5,003.49
Motor Vehicle Pro-Rate	88,999.98	88,999.98
Motor Vehicle In Transit Permit	60.00	60.00
Motor Vehicle Temp Worker Decals	0.00	0.00
Museum	0.00	0.00
North Rangeland	0.00	0.00
Organ Donor Donations	13.00	13.00
Oriva Hills	3,804.58	3,804.58
Overbrook I&S	0.00	0.00
Peoples	4,661.23	4,661.23
Pineview	97.58	97.58
Pinnacle Heights	0.00	0.00
Prairieview	74,528.67	74,528.67
Predatory	0.00	0.00
Premium & Discounts	22,538.91	22,538.91
Rafter D	0.00	0.00
Recreation	0.00	0.00
Rock Road I&S	0.00	0.00
Rocky Point	0.00	0.00
Rustic Hills	842.44	842.44
Sales & Use Tax	943,905.25	943,905.25

School--1 Mill Optional	0.00	0.00
School--6 Mill County Wide	82,126.90	82,126.90
School--25 Mill Special School	342,195.72	342,195.72
School--BOCES	0.00	0.00
School--Cap Main	0.00	0.00
School--General School	175,367.74	175,367.74
School--Rec Mill	13,687.86	13,687.86
School Bond Redemption	0.00	0.00
School Bond Redemption Interest	0.00	0.00
Small Buttes	648.82	648.82
South Douglas Hwy	13,519.53	13,519.53
Southern Industrial	0.00	0.00
Southfork Estates	1,278.72	1,278.72
Southside	0.00	0.00
Special Escrow	10,446,628.62	10,446,628.62
Stonegate Estates	3,404.66	3,404.66
Sundog	0.00	0.00
Taxes-Transportable Homes	5,849.58	5,849.58
Taxes-2019	0.00	0.00
Taxes-Interest 2019	0.00	0.00
Taxes-2018	0.00	0.00
Taxes-Interest 2018	0.00	0.00
Taxes-2017	0.00	0.00
Taxes-Interest 2017	0.00	0.00
Taxes-2016	0.00	0.00
Taxes-Interest 2016	0.00	0.00
Taxes-2015	0.00	0.00
Taxes-Interest 2015	0.00	0.00
Taxes-2014	0.00	0.00
Taxes-Interest 2014	0.00	0.00
Taxes-2013	0.00	0.00
Taxes-Interest 2013	0.00	0.00
Taxes-2012	0.00	0.00
Taxes-Interest 2012	0.00	0.00
Taxes-2011	0.00	0.00
Taxes-Interest 2011	0.00	0.00
Taxes-2010	0.00	0.00
Taxes-Interest 2010	0.00	0.00
Taxes-2009	0.00	0.00
Taxes-Interest 2009	0.00	0.00
Taxes-2008	0.00	0.00
Taxes-Interest 2008	0.00	0.00
Taxes-2007	0.00	0.00
Taxes-Interest 2007	0.00	0.00
Taxes-2006	0.00	0.00
Taxes-Interest 2006	0.00	0.00
Taxes-2005	0.00	0.00
Taxes-Interest 2005	0.00	0.00
Taxes-2004	0.00	0.00
Taxes-Interest 2004	0.00	0.00
Taxes-2003	0.00	0.00
Taxes-Interest 2003	0.00	0.00
Taxes-2002	0.00	0.00
Taxes-Interest 2002	0.00	0.00
Taxes-2001	0.00	0.00
Taxes-Interest 2001	0.00	0.00
Taxes-2000	0.00	0.00
Taxes-Interest 2000	0.00	0.00
Taxes-1999	0.00	0.00
Taxes-Interest 1999	0.00	0.00
Taxes-1998	0.00	0.00
Taxes-Interest 1998	0.00	0.00
Taxes-1997	0.00	0.00
Taxes-Interest 1997	0.00	0.00
Taxes-1996	0.00	0.00
Taxes-Interest 1996	0.00	0.00
Taxes-1995	0.00	0.00
Taxes-Interest 1995	0.00	0.00
Taxes-1994	0.00	0.00
Taxes-Interest 1994	0.00	0.00
Taxes-1993	0.00	0.00
Taxes-Interest 1993	0.00	0.00
Taxes-1992	0.00	0.00
Taxes-Interest 1992	0.00	0.00
Taxes-1991	0.00	0.00
Taxes-Interest 1991	0.00	0.00
Taxes-1990	0.00	0.00
Taxes-Interest 1990	0.00	0.00
Taxes Paid in Protest	936,081.18	936,081.18
Town of Wright	2,492.22	2,492.22
Veterans Exemptions	0.00	0.00
Watercraft VIN Fees	0.00	0.00
Weed & Pest	3,047.44	3,047.44
Wessex Impr & Service	0.00	0.00
Wild Horse Creek I&S	1,918.81	1,918.81
Wildlife Conservation Donation	1.00	1.00
Wright Water & Sewer	3,138.37	3,138.37
	265,793,017.43	265,793,017.43
	265,793,017.43	Balance on Daily
	265,793,017.43	Balance on Trial B
	0.00	

SUMMARY

COUNTY TREASURER
of
Campbell County

7/31/2020

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 Wehner Deputy
County Treasurer

Subscribed and sworn to before me this 31th day of August 2020.

Jessie Saunders

County Clerk

Filed in the office of the County Clerk

_____, A.D. 2020

County Clerk.

Approved by the Board of County
Commissioners this 31th day of August, 2020

PAYROLL PAYMENT

FOR THE PAY PERIOD (s) ENDING

August 22, 2020

August 31, 2020

_____, _____

We do hereby approve the County Payroll as presented this _____ day of _____, _____

Member

Member

Member

Member

Chairman

PETITION FOR REBATE/CANCELLATION OF TAXES

8-3-20
date processed

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4157

NAME: NORTH FINN LLC

NOTICE ISSUED FOR:

NOVC# 2020-0293

OTHER:

PARTIAL
 REBATE
 CANCELLATION

YEAR 2017

TAX NOTICE NO. 3812

DISTRICT NO. 100

ASSESSED VALUATION: 2

AMOUNT:\$.12

Joy A. Clements COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20 _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 _____

COUNTY CLERK

CAMPBELL COUNTY
Request for Change of Capital Purchase

Agency Requesting Change: Campbell County Dept. of Parks & Recreation

Description of Original Purchase Item: Campbell County Ice Arena Compressor Replacement

Account No. 083.7272.09 (\$37,000) and In-Field Mix-Sampson Field Acct. 020.7173.5 (\$16,500)

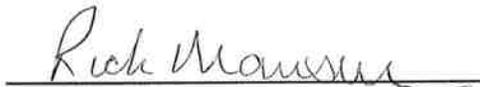
Description of New Purchase Item: Remove concrete and repair 8" steel pipe on cool floor system at Spirit Hall Ice Arena and replace insulation

Account Number: 083.7271.02 (\$37,000) and 020.7271.02 (\$16,500)

Reason for Change: A leak was discovered during start-up of the Spirit Hall Ice Arena. Without this repair, the ice arena will not be able to operate. The compressor repair funds will cover part of the expense of the repair and the in-field mix funds will also be needed to cover the cost of insulation repair costs.

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

If yes, how do you plan to fund the purchase? _____


Signature of Department Head

9-14-2020
Date

Approved _____ Disapproved _____

County Commissioner

Date

Reason for Disapproval _____

ROUTING:

Originating Department: Complete and submit to Commissioners

Commissioners Office: Review and return to original to requesting Department; Copy to Budget Officer; Copy to File

CAMPBELL COUNTY
Request for Change of Capital Purchase

Agency Requesting Change: Public Works – Surveying/GIS

Description of Original Purchase Item NA

Description of New Purchase Item: MHCorbin NC 350 Traffic Analyzer

Account Number: 830.7191

Reason for Change: Original traffic analyzer was destroyed on side of road during a traffic study. Replacement needed to continue to perform in-house traffic studies

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

If yes, how do you plan to fund the purchase? Capital Contingency Funds transfer
800,7268 to 830,7191

Signature of Department Head

Date

Approved _____ Disapproved _____

County Commissioner

Date

Reason for Disapproval _____

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



Quotation 15060

Utah Branch
744 E. Lakeview Pkwy
Provo, UT 84606
801-375-6321

Colorado Branch
195 S. Navajo
Denver, CO 80223
303-733-8447

New Mexico Branch
5821 Coronado NE
Albuquerque, NM 87109
505-797-2300

Arizona Branch
5302 W. Buckeye Rd. Ste 400
Phoenix, AZ 85043
602-253-0683

Nevada Branch
4475 Delancey Dr.
Las Vegas, NV 89103
702-641-0447

QUOTATION TO:
Shipping Address:
Anthony Knievel
Campbell County
500 S. Gillette Ave Suite 1400
Gillette, WY 82716
Email: alk08@ccgov.net
Phone: 3076858061

QUOTE DATE: 9/8/2020	BID DATE: 9/8/2020	SALES REP: Roger Egan regan@iwsafety.com
FOB: DENVER	DELIVERY: 1-2 WEEKS ARO	TERMS: DUE ON DELIVERY
PROJECT NAME: TRAFFIC COUNTERS	PROJECT #:	CLASS: COLORADO

BID #	ITEM #	QTY	SIZE	DESCRIPTION	EACH	EXT
	NC350	2		TRAFFIC COUNTER (NC350)	\$1,295.00	\$2,590.00

NOTES:

Sub Total \$2,590.00
Tax \$0.00
Quotation Total 2,590.00

TERMS:

PRICES QUOTED ARE FOR FURNISHED MATERIALS ONLY. SALES TAX NOT INCLUDED UNLESS SPECIFIED ABOVE. PRICES ARE VALID FOR 30 DAYS. ANY CHANGE IN QUANTITIES ORDERED MAY RESULT IN A CHANGE IN PRICE. PRICING DOES NOT INCLUDE MOUNTING HARDWARE UNLESS NOTED. ALL SIGNS ARE WARRANTED IN ACCORDANCE WITH SHEETING MANUFACTURER PRODUCT BULLETINS. NEVER STORE SIGNS OUTSIDE OR EXPOSE THEM TO MOISTURE BEFORE INSTALLATION.

2020-060

POSITION VACANCY JUSTIFICATION

Department:	Public Health			Date:	9/3/2020		
Position Title: WIC Specialist							
Classification Band:	104			Current Salary:	36,566.40		
Salary Range:							
Minimum:	33,255.01	Mid-Point:	41,568.76	Maximum:	49,882.51		
Position Justification: This position screens program applicants, prepares monthly reports along with fiscal documents, maintains participant files, provides data entry of participants, and manages insurance of WYO WEST cards. Position also aids WIC Supervisor with other tasks as needed.							
Termed incumbent: [REDACTED]							
Position Originated: Long term WIC position.							
Funding Source for Position:	County			State	X	WIC Program	
	Federal			Other		(Please explain)	
Classification:	Full Time	X	Part Time		Number of Hours		
	Exempt		Non-Exempt	X			
Reason for Vacancy:	Resigned		X	New Position			
Existing Budgeted Position:	Yes	X	No		If No, Please explain:		
Benefit Eligible:	Yes	X	No		Please explain:		
Department Head Signature:							
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.

C:\Users\bme16\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\1N0DODPC\Position Justification Form WIC Specialist.docx

[Handwritten Signature] 9/3/2020

2020-061

Position Vacancy Justification

Department:	CAM-PLEX			Date:	9/2/2020
Position Title:	Event Technician				
Classification Band / Range:	107	Current Salary of Incumbent:	\$40,601.60		
Salary Range:	Min \$19.52	Mid \$23.43	Max \$27.34		
Justification for Hiring Position:	Filling existing budgeted position due to voluntary termination.				
Incumbent:	[REDACTED]				
Position Originated:	1985				
Funding Source for Position:	County: Yes	State: No	Federal: No	Other: Yes	Explain Other: City – 20%
Status Code:	Full-Time Yes	Part-Time	Number of Annual Hours:		2080
Reason for Vacancy:	Replacement due to Voluntary Termination: X		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	Yes				
Benefit Eligible:	Yes				
Department Head Signature & Date	 9/2/20				
Commissioner Approval & Date:					



 9/4/2020

The following page(s) contain the backup material for Agenda Item: [9:20 Most Valuable Personnel \(MVP\) Award](#)

*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.



MEMO . . .

Employee Recognition Committee

TO: Board of Commissioners
FROM: Employee Recognition Committee
DATE: September 8, 2020

SUBJECT: MVP Award (Most Valuable Personnel)

The Employee Recognition Committee is pleased to announce Ashley McRae with Campbell County Public Health, has been awarded the MVP award. The Committee will like to recognize Ms. McRae with this honor at the September 15th Board Meeting.

Attached is a copy of the nomination letter the committee received for consideration.

Thank you for your ongoing support of the recognition program.

CAMPBELL COUNTY PUBLIC HEALTH

2301 S. 4-J Road
Gillette, Wyoming 82718
Phone: (307) 682-7275
Fax: (307) 682-0374

February 25, 2020

Dear Employee Recognition Committee,

It is with great pleasure I nominate Ashley McRae for the MVP award. Ashley is the Campbell County Prevention Specialist. She became an employee of public health in July 2018. Since that time, Ashley has had numerous successes in moving prevention forward in our community.

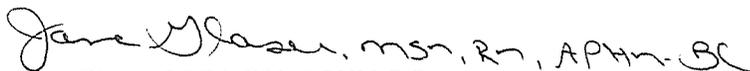
The areas Ashley's prevention work plan focuses on includes; Underage Drinking, Adult Binge Drinking, Tobacco prevention, Opioid prevention, and Suicide prevention. Ashley has arranged many community events relating to all five areas of prevention. She is working closely with the community of Wright to increase their prevention services. She also works closely with Campbell County School District, Campbell County Health, the City of Gillette, Campbell County Government, private industry, and private citizens to the meet the prevention needs of the community.

Ashley's commitment and dedication to her position is shown daily by the many hours she puts into her work. Ashley not only works a normal work week; she receives numerous calls after hours and even in the middle of the night. She answers these calls with compassion and professionalism. She is willing to participate in events regardless if they are daytime, evening, or weekend events. Ashley developed a Community Prevention Summit hosted in Gillette. The summit began in the fall of 2018 and has become an annual event.

Ashley's latest accomplishment is the development and launching of Campbell County Resources.com. This is a resource website that is free of charge for anyone to utilize. Ashley, along with her prevention IT support, developed the website. They also contacted agencies to submit information to be part of the website, and then Ashley and Travis downloaded the information. The website will officially be live March 1, 2020. Since the creating of the website, the website has met criteria that allows it to also become an app for mobile devices. The app too will be live March 1, 2020.

Because of Ashley's vision and global thinking, prevention in Campbell County has advanced tremendously.

Thank you for your time and consideration,


Jane Glaser, MSN, RN, APHN-BC

Executive Director

Campbell County Public Health

The following page(s) contain the backup material for Agenda Item: [9:25 Petition to Vacate a Portion of Jenkins Road](#)

*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.



OFFICE
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(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: September 15, 2020

DATE: Petition to Vacate a Portion of Jenkins Road

Accompanying this memo please find a petition to vacate a portion of Jenkins Road in accordance with W.S. 24-3-101 et. al. which was filed with your office on August 17, 2020 and a summary of the steps for the establishment, alteration and vacation of county roads.

The petition has been reviewed by Charity Stewart, Election Clerk with the Campbell County Clerk's Office, to determine whether the petition has been signed by 5 electors of the county residing within 25 miles of the proposed road action and confirmation has been received that this criteria has been met.

The next step requires the appointment of a viewer to consider the matter and submit a report containing his or her findings. This matter is before you today to make the appointment.

Should you have questions, please let me know.



Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 • P.O. Box 3010 • Gillette, Wyoming 82717-3010
Phone: 307.682.7285 • Fax: 307.687.6455

MEMORANDUM

TO: Board of Campbell County Commissioners

FROM: Charity D. Stewart
Campbell County Elections Coordinator

DATE: September 4, 2020

RE: Petition to Vacate Jenkins Road

I have reviewed the above referenced petition and find that the petition contains the signatures of at least five persons who are registered voters residing within 25 miles of the proposed road to be vacated and in compliance with W.S. 24-3-101.

The original petition is attached to go before you for appointment of a viewer per W.S. 24-3-104.

cc:
Carol Seeger
Megan Nelms
Natalie Buchwald

**PETITION TO CLOSE SECONDARY PORTION OF JENKINS
ROAD FROM MAIN JENKINS ROAD SOUTH TO THE
CROOK/CAMPBELL Co. LINE**

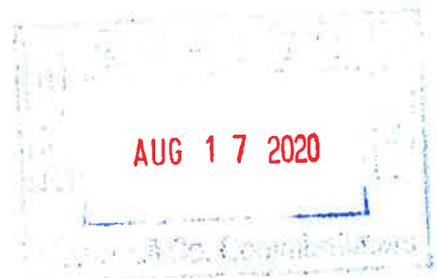
NORTHEAST CAMPBELL Co. WYOMING

T56N-R69W Sec. 25, 36 and T55N-R69W Sec. 1

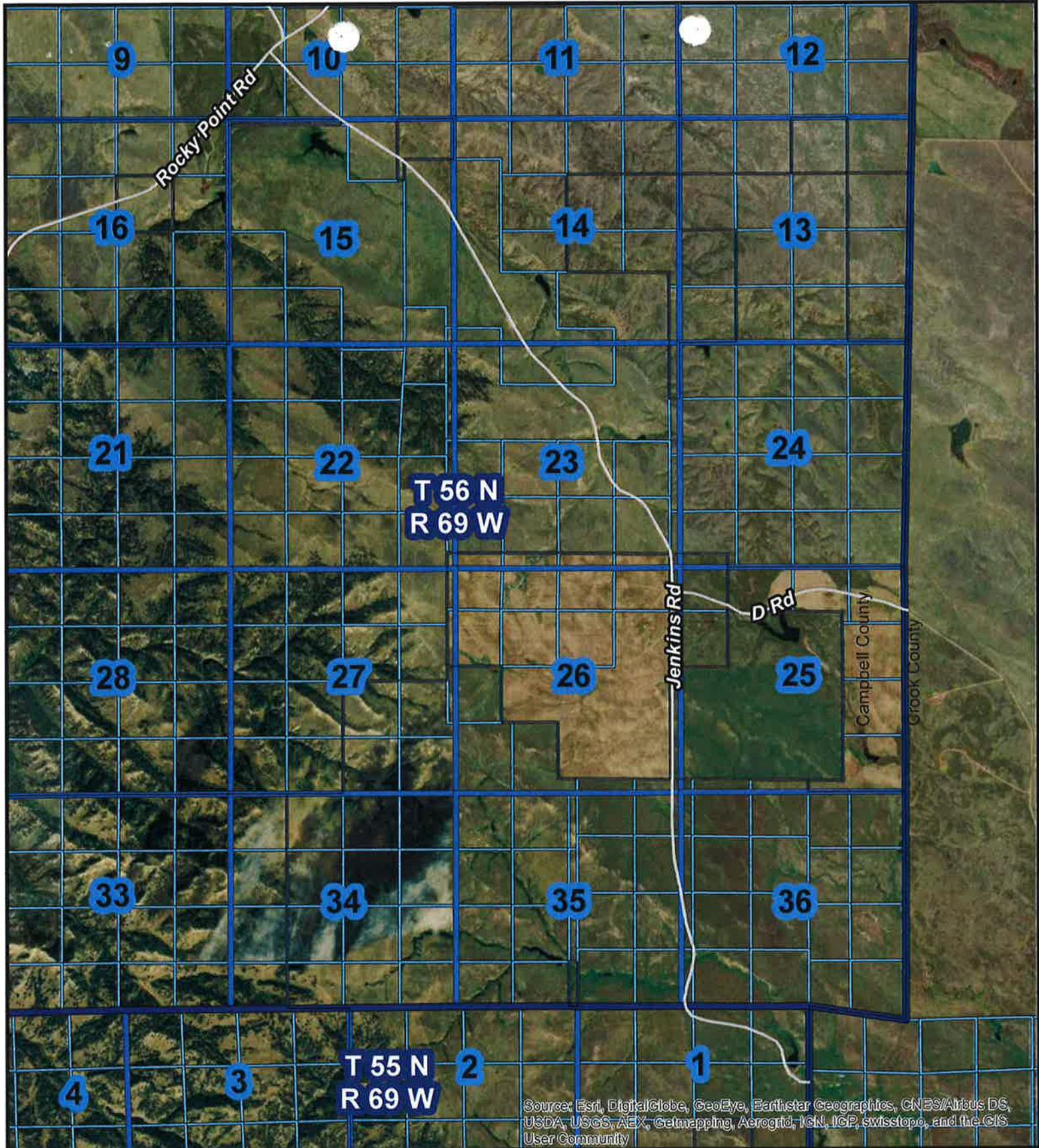
1. *Shawn E. Fricke*
Shawn Fricke 1311 Heald Rd
Weston, WY 82731
1-307-682-1546
2. *Travis Busenitz*
Travis Busenitz 520 Parks Rd
Weston, WY 82731
3. *Shawn Acord*
Shawn Acord 15634 Hwy 59 N.
Weston WY
4. *Jake Boller*
Jake Boller 452 B Heald Rd
Weston WY 82731
5. *Steve Bossman*
Steve Bossman 919 DEADMAN RR
MORCROFT, WY 82724

The spur of the Jenkins Road referenced traverses through or beside the following land owners (each of the Private Land owners are in agreement to close or privatize the road):

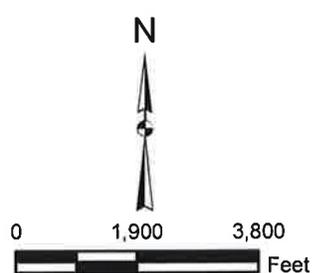
1. Busenitz Land & Cattle, Inc., Mark and Joan Busenitz
1075 Little Missouri Road
Hulett, WY 82720
2. Wenande Land & Livestock
1 Ridge Road
Pine Haven, WY 82721
3. State of Wyoming
Office of State Lands and Investments
Herschler Building-3rd West
122 West 25th Street
Cheyenne, Wyoming 82002-0600



Road is currently unmaintained by Campbell Co.



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



CAMPBELL COUNTY
 DEPARTMENT OF PUBLIC WORKS
 500 S. Gillette Ave. Gillette, Wyoming 82716
 Phone # 307 685-8061
 Fax # 307 687-6349

Jenkins Road
 Sections 10,14,15,23,26,35,36
 T56N, R69W
 Section 1 T55N, R69W
 DATE: 8/19/2020 DRAWN BY: alk08

PROCEDURE FOR ESTABLISHMENT, VACATION OR ALTERATION OF COUNTY HIGHWAYS

A. INITIATION OF ACTION - Process may be initiated either by:

1. Motion and Resolution of County Commissioners
 - a. Resolution must set forth with particularity proposed location of road.
2. Petition signed by five (5) or more electors of county residing within Twenty five (25) miles of the proposed road.
 - a. Petition must identify the road with particularity and must contain a list of names and addresses of persons owning or having an interest in the land over which the road traverses.

B. APPOINTMENT OF VIEWER

1. Must take a sworn oath.
2. Must submit a written report on expediency of the proposed action.
 - a. public and private convenience
 - b. is the action practicable
 - c. probable expense, including damages
 - d. benefits
3. Paid "reasonable compensation".

C. NOTICE and CLAIMS FOR DAMAGES

1. Published once per week for three successive weeks in official newspaper.
2. Mailed by registered mail to all persons owning lands or claiming any interest in lands over which the proposed road is to be located or altered.
3. Notice shall set forth a period of time which shall be at least a period of Thirty (30) days to file objections or claims for damages.

D. HEARING

1. If objections or claims are filed, three "suitable and disinterested" appraisers shall be appointed to file a written report within thirty (30) days of appointment

fixing an amount of damages.

2. Following receipt of report of appraiser, a hearing is held before Board to take testimony/evidence.

3. Board shall also hear objections to intended action.

E. DECISION

1. Board determines what action, if any, to take.

2. Board establishes amount, if any, of damages (which are to be paid as soon "as practicable").

3. If action is to establish road, Board shall cause the county surveyor to make a survey of the road and to plat and record the same in the office of the county

clerk.

F. APPEAL

1. Decision of Board may be appealed to District Court within thirty (30) days of rendering of decision.

2. Filed in office of county clerk who shall within ten (10) days, submit to clerk of district court.

transcript

The following page(s) contain the backup material for Agenda Item: [9:30 Horse Racing & Pari-Mutuel Wagering Resolution](#)

*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.



8/27/2020

Campbell County Commissioners
500 S. Gillette Ave. Suite 1600
Gillette, WY 82716

RE: Approval to Operate Within Existing Establishments Within Campbell County

Dear Sir and/or Madam:

Wyoming Downs LLC currently operates pari-mutuel simulcast wagering within Campbell County and is seeking approval to expand to new locations. We respectfully submit the enclosed resolution for your review and approval to add authorized historic horse racing terminals in existing bars and other legally authorized establishments within Campbell County.

Wyoming Downs Racetrack located in Evanston is the only privately-owned racetrack in Wyoming. In 2020, Wyoming Downs raced fourteen (14) days and anticipates to run live racing for eighteen (18) days in 2021. Wyoming Downs is authorized by the State of Wyoming to conduct horse racing events including live racing, simulcasting, and rodeo events. We have a long history in Wyoming operating our pari-mutuel business in accordance with the Wyoming Gaming Commission's (formerly the Wyoming Pari-Mutuel Commission) rules and regulations.

Since 2013, Wyoming Downs has legally operated historic horse racing terminals in the State of Wyoming. These historic horse racing terminals currently legally operate out of OTB locations within Campbell County. In 2020, the Wyoming legislature, temporarily authorized skill based amusement terminals within Wyoming. Wyoming Downs seeks approval to add terminals in the same locations that currently offer skill based amusement games, such as bars. Unlike skill based amusement games, historic horse racing terminals do not have a sunset provision to operate legally in Wyoming. Wyoming Downs remains committed to operating legally and with the permission of each county it operates within.

Additional historic horse racing terminals will substantially financially benefit Campbell County and the city. Per Wyoming statute, **one percent of the total amount wagered within the city and county is split 50/50 between the city and Campbell County.** In the event that there is no city, the full one percent would be paid to the County. Enclosed is the 2019 Wyoming Gaming Commission Historic Racing Summary showing the revenue distributed to Wyoming counties and cities.

Enclosed is a draft resolution for your consideration and approval. By signing the enclosed resolution this will allow Wyoming Downs, LLC to seek approval to add additional historic horse racing terminals at

existing bars and legally authorized establishments within Campbell County. The Wyoming Gaming Commission will then have to review and vote to approve each new location within Campbell County.

Please let me know what questions you have. I can be reached by email at eric@wydowns.com or my cell phone at 702-682-8918. You can also contact Wyoming Downs, LLC's attorney Traci Lacock, at Hirst Applegate, LLP, by either calling 307-632-0541 or by emailing her at tlacock@hirstapplegate.com.

Respectfully,



Eric Nelson, Manager
Wyoming Downs LLC

CC Ms. Carol Seeger, Campbell County Commissioner Administrative Director
Dr. Jenny Staben, Campbell County Deputy Attorney
Mr. Ronald E. Wirthwein Jr., Campbell County Attorney
Mr. Eric Lee Nelson, Wyoming Downs, LLC, Managing Partner
Ms. Traci Lacock, Hirst Applegate, LLP, Wyoming Downs, LLC Attorney
Mr. Frank Lamb, Wyoming Downs, LLC Director of Government Affairs
Ms. Jill Jarrard, Mini-Sites Manager
Ms. Carlene Gutierrez, Wyoming Downs, LLC, Executive Asst.

Attachments:

Resolution Draft
Historic Racing Summary

HISTORIC RACING

HISTORIC RACING SUMMARY - PER CITY/COUNTY

One percent (1%) of the total amount wagered attributable to historic pari-mutuel wagering events, shown by the report to the commission, to be transferred by the commission to the county and the city or town in which the permittee is located, in equal shares, or to the county alone, if the permittee is not located within the boundaries of a city or town.

Total Paid To Cities & Counties: \$7,934,771.37

Wyoming Downs, LLC (WD)	\$ 4,276,788.41
Wyoming Horse Racing, LLC (WHR)	\$ 3,657,982.96

Revenue - By City	
Casper	\$ 544,672.50 (WD 310,315.5 / 234,356.75)
Cheyenne	\$ 745,152.75 (WD 402,684.86 / WHR 342,467.89)
Evanston	\$ 187,664.04 (WD 96,509.00 / WHR 91,155.04)
Evansville	\$ 158,109.10 (WD 158,109.10)
Gillette	\$ 699,413.76 (WD 405,726.11 / WHR 293,687.65)
Green River	\$ 33,328.45 (WHR 33,328.45)
Mills	\$ 349,928.06 (WHR 349,928.06)
Rock Springs	\$ 583,241.13 (WD 271,727.67 / WHR 311,513.46)
Sheridan	\$ 341,178.45 (WD 168,624.26 / WHR 172,554.19)

Revenue - By County	
Albany	\$ 131,592.46 (WD 131,592.46)
Campbell	\$ 699,413.76 (WD 405,726.11 / WHR 293,687.65)
Laramie	\$ 1,131,362.75 (WD 788,894.86 / WHR 342,467.89)
Natrona	\$ 1,052,709.66 (WD 468,424.85 / WHR 584,284.81)
Sheridan	\$ 341,178.45 (WD 168,624.26 / WHR 172,554.19)
Sweetwater	\$ 616,569.58 (WD 271,727.67 / WHR 344,841.91)
Uinta	\$ 187,664.04 (WD 96,509.00 / WHR 91,155.04)

Please Note: 6.03¢ Difference For City/County Payouts - Due to Rounding - Paid \$7,934,771.40
GreenRiver: New Location July 18, 2019

HISTORIC RACING

ADJUSTED GROSS REVENUE - PER PERMITTEE

Wyoming Downs LLC - HHR 2019			
Takeout	\$ 30,533,777.60	% of Handle	7.14%
Breakage	\$ 781,095.04		0.18%
AGR <small>(Adjusted Gross Revenue)</small>	\$ 31,314,872.64		7.32%
		% of Handle	% of AGR
Breeders Award Fund	\$ 1,710,715.36	0.40%	5.46%
State	\$ 1,558,149.15	0.36%	4.98%
LSRA <small>(Legislative Stabilization Reserve Account)</small>	\$ 580,245.05	0.14%	1.85%
City/County	\$ 4,276,788.41	1.00%	13.66%
Total	\$ 8,125,897.97	1.90%	25.95%
Settlement	\$ 997,751.60		
Handle	\$ 427,678,841.05	Payback %	
Return To Public	\$ 395,366,216.81	92.44%	
Wyoming Horse Racing LLC - HHR 2019			
Takeout	\$ 28,542,535.23	% of Handle	7.80%
Breakage	\$ 41,040.86		0.01%
AGR <small>(Adjusted Gross Revenue)</small>	\$ 28,583,576.09		7.81%
		% of Handle	% of AGR
Breeders Award Fund	\$ 1,463,193.18	0.40%	5.12%
State	\$ 1,357,588.60	0.37%	4.75%
LSRA <small>(Legislative Stabilization Reserve Account)</small>	\$ 471,402.88	0.13%	1.65%
City/County	\$ 3,657,982.96	1.00%	12.80%
Total	\$ 6,950,167.62	1.90%	24.32%
Settlement	\$ 90,303.26		
Handle	\$ 365,798,296.05	Payback %	
Return To Public	\$ 337,124,416.70	92.16%	
Wyoming Totals - HHR 2019			
Takeout	\$ 59,076,312.83	% of Handle	7.45%
Breakage	\$ 822,135.90		0.10%
AGR <small>(Adjusted Gross Revenue)</small>	\$ 59,898,448.73		7.55%
		% of Handle	% of AGR
Breeders Award Fund	\$ 3,173,908.54	0.40%	5.30%
State	\$ 2,915,737.75	0.37%	4.87%
LSRA <small>(Legislative Stabilization Reserve Account)</small>	\$ 1,051,647.93	0.13%	1.76%
City/County	\$ 7,934,771.37	1.00%	13.25%
Total	\$ 15,076,065.59	1.90%	25.17%
Settlement	\$ 1,088,054.86		
Handle	\$ 793,477,137.10	Payback %	
Return To Public	\$ 732,490,633.51	92.31%	

**BOARD OF COUNTY COMMISSIONERS
IN AND FOR CAMPBELL COUNTY**

RESOLUTION NO. _____

A RESOLUTION APPROVING WYOMING DOWNS, LLC TO CONDUCT PARI-MUTUEL WAGERING ON LIVE HORSE RACING, HISTORIC HORSE RACING, AND SIMULCAST EVENTS WITHIN CAMPBELL COUNTY, WYOMING

WHEREAS, the Wyoming Legislature passed, and the Governor of the State of Wyoming signed into law changes to Wyoming Statutes, Title 11, Chapter 25, to allow for the addition of pari-mutuel wagering on historic races; and,

WHEREAS, the Wyoming Gaming Commission (formerly known as the Pari-mutuel Commission) has adopted rules that were filed with the Secretary of State on December 18, 2013 regulating pari-mutuel wagering on simulcast events, including historic races; and

WHEREAS, Wyoming Downs, LLC currently holds the necessary and appropriate permits issued by the Wyoming Gaming Commission to operate simulcasting facilities in the State of Wyoming; and,

WHEREAS, the Board has approved in past resolutions authority for Wyoming Downs, LLC, to operate two facilities in Campbell County located at 2212 Westover Road and 2209 South Douglas Highway, Gillette, Wyoming, but desires to expand its operations in Campbell County at all bars and legally authorized establishments within Campbell County;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE COUNTY OF CAMPBELL, WYOMING, that pursuant to W.S. §11-25-102(a)(vii)(B), the Campbell County Board of Commissioners approves Wyoming Downs, LLC to conduct pari-mutuel wagering on live horse racing, historic horse racing and simulcast events within Campbell County at all bars and legally authorized establishments within Campbell County subject to the approval of the Wyoming Gaming Commission and any other laws, rules, regulations or ordinances.

RESOLVED THIS _____ day of September, 2020.

ATTEST:

**BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING**

Susan Saunders, Campbell County Clerk

D.G. Reardon, Chairman

The following page(s) contain the backup material for Agenda Item: [9:35 County Fleet, Vehicle Bids](#)

*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.



OFFICE

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

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

D.G. Reardon, Chairman
Rusty Bell
Robert Maul
Del Shelstad
Colleen Faber

MEMORANDUM

TO: Campbell County Board of Commissioners

FROM: Anthony Langone, Fleet Manager

RE: FY 2020/21 Vehicle Recommendations

Date: September 11, 2020

This year Campbell County sent out for bid, requests for 18 vehicles and 2 work utility side by sides. This includes 13 Sheriff's office vehicles, 5 county vehicles and 2 work utility side by sides for Public Land Board. On August 20th, 2020 bids were posted online and advertised over the following 3 weeks in the Gillette News Record. I also hand delivered bids to our 3 local vendors. I received 23 sealed bids on September 9th from 5 vendors. I also received 3 Sourcewell quotes for the Public Land Board utility side by side. Below are all the bids returned with a * next to my recommendations. Prices listed below are per vehicle, the utility side by side is total price for two units with one plow.

Road and Bridge

¾ Ton Ext Cab Pick Ups x2

Bob Ruwart (Wheatland)	\$ 34,384.00
Fremont Motors (Riverton)	\$ 33,312.00
Thunder Basin Ford (Gillette)	\$ 31,482.00 *
Fremont Motors (Casper)	\$ 37,435.00
Fremont Motors (Sheridan)	\$ 36,241.00

The mission of Campbell County is to provide quality, efficient, and cost-effective services for all Campbell County residents through sound decision making and fiscal responsibility.

Public Works Maintenance

Full Size Cargo Van x1

Thunder Basin Ford (Gillette)	\$ 29,607.00 *
Fremont Motors (Sheridan)	\$ 30,691.00

Public Health

Mid-Size AWD SUV x2

White's Energy Motors (Gillette)	\$ 29,000.00 *
Bob Ruwart Motors (Wheatland)	\$ 29,018.00
Fremont Motors (Riverton)	\$ 29,018.00
Thunder Basin Ford (Gillette)	\$ 30,235.00
Fremont Motors (Casper)	\$ 31,658.00

Sheriff's Office

Police Pursuit AWD Sedan x8

White's Energy Motors (Gillette)	\$ 30,416.00 *	
Bob Ruwart Motors (Wheatland)	\$ 30,500.00	
Thunder Basin Ford (Gillette)	\$ 35,349.00	(SUV not Sedan)
Fremont Motors (Casper)	\$ 30,677.00	

½ Ton Crew Cab SSV Pick Up x4

White's Energy Motors (Gillette)	\$ 29,775.00 *
Bob Ruwart Motors (Wheatland)	\$ 29,874.00
Fremont Motors (Casper)	\$ 31,749.00

Police Pursuit SUV x1

White's Energy Motors (Gillette)	\$ 34,480.00 *
Bob Ruwart Motors (Wheatland)	\$ 35,775.00
Thunder Basin Ford (Gillette)	\$ 38,471.00
Fremont Motors (Casper)	\$ 35,548.00

Cam-Plex

Utility Side by Side x2

Grossenburg Implement (Sundance)	\$ 43,474.00 *
Bobcat of Gillette (Gillette)	\$ 49,051.71
Heartland Kubota (Sheridan)	\$ 48,569.24

2020 Campbell County Vehicle Bid Results

prices are per 1 vehicle

Sourcewell Bids

<i>ex cab 3/4</i>	<i>Cargo Van</i>	<i>mid size suv</i>	<i>police sedan</i>	<i>police pick-up</i>	<i>police suv</i>	<i>Utility Side by Side</i>
x2	x1	x2	x8	x4	x1	x2
		\$29,000.00	\$30,416.00	\$29,775.00	\$34,480.00	\$43,474.00
		<i>21' Durango SXT AWD White's Energy Motors (Gillette)</i>	<i>21' Dodge Police Charger White's Energy Motors (Gillette)</i>	<i>21' Ram SSV White's Energy Motors (Gillette)</i>	<i>21' Dodge Durango Pursuit AWD White's Energy Motors (Gillette)</i>	<i>21' John Deere Gator Price for 2 Grossenburg Implement (Sundance)</i>
\$34,384.00		\$29,250.00	\$30,500.00	\$29,874.00	\$35,775.00	
<i>21' Chevrolet 2500 Bob Ruwart Motors (Wheatland)</i>		<i>21' Durango SXT AWD Bob Ruwart Motors (Wheatland)</i>	<i>21' Dodge Police Charger Bob Ruwart Motors (Wheatland)</i>	<i>21' Ram SSV Bob Ruwart Motors (Wheatland)</i>	<i>21' Dodge Durango Pursuit AWD Bob Ruwart Motors (Wheatland)</i>	
\$33,312.00		\$29,018.00				\$49,051.71
<i>21' Chevrolet 2500 Fremont motors (Riverton)</i>		<i>20' Chevrolet Traverse AWD Fremont motors (Riverton)</i>				<i>21' Bobcat UV34 price for 2 Bobcat of Gillette (Gillette)</i>
\$31,482.00	\$29,607.00	\$30,235.00	\$35,349.00		\$38,471.00	
<i>21' Ford F-250 Thunder Basin Ford (Gillette)</i>	<i>20' Ford Transit Thunder Basin Ford (Gillette)</i>	<i>21' Ford Explorer Thunder Basin Ford (Gillette)</i>	<i>21' Police Explorer Thunder Basin Ford (Gillette) Not a Sedan</i>		<i>21' Police Explorer AWD Thunder Basin Ford (Gillette)</i>	
\$37,435.00	\$30,691.00	\$31,658.00	\$30,677.00	\$31,749.00	\$35,548.00	\$48,569.24
<i>21' Ford F-250 SD Fremont Motors (Casper)</i>	<i>20' Ford Transit Fremont Motors (Sheridan)</i>	<i>21' Durango GT AWD Fremont Motors (Casper)</i>	<i>21' Dodge Police Charger Fremont Motors (Casper)</i>	<i>21' Ram SSV Fremont Motors (Casper)</i>	<i>21' Dodge Durango Pursuit AWD Fremont Motors (Casper)</i>	<i>21' Kubota RTV-X1100 price for 2 Heartland Kubota (Sheridan)</i>
\$36,241.00						
<i>21' Ram 2500 Fremont Motors (Casper)</i>						

Recommended Vehicle

The following page(s) contain the backup material for Agenda Item: [9:40 Delegation Agreement, Wyoming DEQ](#)

*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.



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: September 15, 2020

SUBJECT: Delegation Agreement with Wyoming DEQ

Public Works has recently requested permission of DEQ to begin permitting the commercial small wastewater (septic) systems that are currently being permitted by the Casper DEQ office. This will allow better local coordination, oversight, and documentation, as well as more timely service to the public.

Public Works staff has coordinated with DEQ administration on a new delegated authority agreement to formalize the addition of the commercial small wastewater systems to Campbell County's permitting responsibility. It references the recently adopted chapter 4 Rules Regulating Construction with the new small wastewater system application and workbook.

The agreement is ready for approval by the Board along with a resolution clarifying that the Public Works director will be the delegated local official.

DELEGATION AGREEMENT

WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY

AND

CAMPBELL COUNTY, WYOMING

Article I. Authority

1. Pursuant to the authority of W.S. 35-11-304(a), the State of Wyoming, acting through the Administrator of the Water Quality Division, hereafter “WQD”, and the Director of the Department of Environmental Quality, hereafter “DEQ”, and Campbell County, a local governmental entity, hereafter "Entity", enter into the following Delegation Agreement, hereafter “Agreement”.

Article II. Introduction and Purpose

2. This Agreement is authorized by W.S. 35-11-304, which provides that, to the extent requested by a municipality, the water and sewer district or county, the Administrator of the Water Quality Division, with the approval of the Director of the Department of Environmental Quality, shall delegate the authority to enforce and administer the provisions of W.S. 35-11-301(a)(iii) to local governmental entities, subject to certain conditions.

This Agreement provides for local assumption of such authority and for promulgation of local regulations consistent with the standards and provisions of the Wyoming Environmental Quality Act (Act) and applicable standards and regulations promulgated pursuant to the Act.

3. The purpose of this Agreement is to foster state-local cooperation and conformity in the regulation of small wastewater facilities and to provide uniform and effective application of the provisions of the Wyoming Environmental Quality Act relating to the construction and operation of these facilities.
4. Under this Agreement, the enforcement and administration of permitting and inspection of small wastewater facilities are delegated to qualifying local governmental entities that have complied with the requirements of W.S. 35-11-304, applicable Wyoming Water Quality Rules and Regulations, and the terms of the Wyoming Administrative Procedure Act, W.S. 16-3-101, et.seq.

Article III. Requirements for the Agreement

5. The State, by the WQD Administrator, and the Entity, by the Campbell County Board of Commissioners, affirm that they will comply with all of the provisions of this Agreement, all applicable standards and Wyoming Water Quality Rules and Regulations, regulations

promulgated by the entity, and that they will continue to meet all the conditions and requirements specified in this Agreement.

- (a) The WQD Administrator shall be responsible for administering this Agreement on behalf of the State of Wyoming. The Delegated Local Official shall administer this Agreement on behalf of the Entity, in accordance with W.S. 35-11-304(a)(ii).
- (b) WQD has and shall continue to have authority to carry out this Agreement, and shall expend sufficient funds to effectively implement the delegation and oversight activities contemplated in W.S. 35-11-304(a).

Article IV. Terms of the Agreement

- 6. By execution of this Agreement, WQD delegates and the Entity accepts the authority and responsibility to enforce and administer the provisions of W.S. 35-11-301(a)(iii) for small wastewater facilities, as defined in W.S. 35-11-103(c)(ix). This delegation includes the authority to develop necessary rules, regulations, standards, and permit systems, to review and approve construction plans, conduct inspections, issue permits, to enforce against violations, and to develop rules governing the review and appeal of any decision made by the Entity.

This Agreement does not include authority or responsibility to enforce and administer any other provisions of W.S. 35-11-302(a)(iii), including wastewater systems with design flows greater than two thousand (2,000) gallons of domestic sewage per day or any system that discharges non-domestic wastewater.

To determine if a proposed small wastewater system exceeds the authority delegated to the Entity, refer to Attachment G.

- (a) The Entity agrees to enforce and administer the permit program for the facilities identified above, for the areas within its boundaries. The boundaries are identified on the map included in Attachment A, incorporated into this Agreement by this reference.
- (b) The Entity hereby designates the Public Works Executive Director as the "Delegated Local Official" who is authorized to enforce and administer the permitting program delegated herein. The Certificate of Adoption of Rules from the Entity is included in Attachment B, incorporated into this Agreement by this reference.
- (c) The names of the individual(s) authorized to issue permits and their qualifications are included in Attachment C, incorporated into this Agreement by this reference.
- (d) The Entity has established rules, regulations, and standards for the issuance of permits required under W.S. 35-11-301(a)(iii), that are at least as stringent as those promulgated by the State under W.S. 35-11-302(a)(iii). The local rules include the process by which as aggrieved party may seek a review of the Entity's

action. Such standards and rules, as promulgated, are found in Attachment D, incorporated into this Agreement by this reference.

- (e) The local Entity has developed and adopted permitting procedures consistent with those established in current rules and regulations of the State. The procedures, as adopted by the Entity are also included in Attachment D incorporated into this Agreement by this reference.
- (f) The Delegated Local Official shall establish and maintain an adequate system of records and information for each project permit, inspection, and enforcement action. The records and information system to be used by the local agency is described in Attachment E, incorporated into this Agreement by this reference.
- (g) The Entity agrees to submit status reports to the Administrator annually, no later than the last business day of the calendar year. The Administrator will review the status report and may conduct an on-site program evaluation of the local program to assess the Entity's compliance with the terms of this agreement. Upon request and reasonable notice, the Administrator may during business hours inspect the records and procedures of the Entity with regard to the review, issuance, inspection and enforcement of the permit program.
- (h) When an applicant's septic system falls under the regulatory authority of the WQD Underground Injection Control (UIC) Class V Well Program, the entity shall instruct the applicant to submit a completed WQD UIC application to the WQD UIC Program for review and approval.

If the Entity wishes to do so, the Entity may request a concurrent review of the application from the WQD UIC program. Any comments on the application or material generated from the application may be submitted to the WQD UIC program for review and consideration up until the end of the state required public comment period (for Class V Individual permits only).

Article V. Other Conditions of the Delegation

- 7. No permit shall be issued for any facility that would result in non-compliance with an approved Water Quality Management Plan prepared under Sections 208 or 201 of the Federal Clean Water Act.
- 8. Upon approval of this Agreement, the Entity will promptly proceed to assume the responsibility to implement this Agreement and to hire, train and organize personnel as necessary. WQD will provide technical and other assistance as requested in order to ensure a smooth transition period.
- 9. The Entity will commence performing the functions delegated by this Agreement upon the date of execution and continue until such time as the delegation is suspended or revoked or until the Entity provides ninety (90) days' notice of intent to terminate the Agreement.

10. This Agreement may be amended at any time by the written agreement of both parties.

Article VI. Changes in State or Entity Standards

11. The State may from time to time revise and promulgate new or revised construction and/or operation standards and administrative procedures. If necessary, in order to meet the requirements of W.S. 35-11-304(a), the Entity shall make such changes as may be accomplished by rule-making within six (6) months of notice by the State. Such changes shall be made in conformity with the requirements of W.S. 16-3-101, et.seq.
12. The State and Entity shall provide such other with copies of any changes to their respective laws, rules, and regulations and standards that pertain to the administration and enforcement of this agreement.

Article VII. Inspection

13. The Delegated Local Official shall provide for the inspection of all facilities during construction to ensure the facilities have been constructed according to approved plans and specifications. The Delegated Local Official may also conduct periodic operation inspections of facilities permitted under the authority of this Agreement and may implement procedures for inspection and the reporting of inspection in conformity with W.S. 35-11-109(a)(vi). The Delegated Local Official will be the point of contact and inspection authority in dealing with permittees concerning operations and compliance with the permitting and operation standards covered by this Agreement.
14. For oversight purposes, the WQD may designate authorized representatives to enter and inspect the construction and/or operation of the facilities described in this Agreement. Said inspections shall be conducted in conformity with W.S. 35-11-109 (a)(vi). The Entity shall receive reasonable notice of such inspection and may participate in this inspection.

Article VIII. Enforcement

15. The Entity shall be the primary enforcement authority concerning local compliance with the requirements of the construction and permitting management activities delegated by this Agreement. A legal opinion or a copy of local regulations demonstrating that the Entity has necessary authority to enforce compliance at the local level is attached, Attachment F.
 - (a) Should the local governmental entity and the State fail to agree regarding the propriety of any enforcement action or inaction, the WQD may take any action necessary to comply with the terms of the Wyoming Environmental Quality Act and applicable standards and regulations. The Agreement does not limit the State's authority to enforcement against other violations of State law.

- (b) Through periodic reports, the local governmental entity shall notify the WQD of all violations of applicable laws, regulations or orders and all actions taken with respect to such violations.

Article IX. Revocation, Suspension or Termination

- 16. This Agreement may be voluntarily terminated by the Entity upon ninety (90) days written notice. Additionally, the administrator, with the approval of the director, may revoke or temporarily suspend this Delegation Agreement if the Entity fails to perform its delegated duties or has otherwise violated the terms of this Agreement. The administrator shall immediately notify the Delegated Local Official in writing of any revocation or suspension of the permitting authority. Such administrative action is subject to review by the Environmental Quality Council if the Entity so requests within twenty (20) days or notice of the State's action. Unless a revocation or suspension is appealed to the Council, it becomes effective twenty (20) days after the receipt of such notice.
- 17. The Entity may not assign any of its functions or authority delegated by this Agreement without prior written consent of the administrator.
- 18. The parties to this Agreement have read and understand all of its provision. This Agreement is effective upon execution this _____ day of _____, 2020 and shall remain in effect until terminated as provided above.

Department of Environmental Quality

Todd Parfitt
Director, Department of Environmental Quality

Date

Kevin Frederick
Administrator, Water Quality Division

Date

Local Governmental Entity

D.G. Reardon, Chairman, Board of Commissioners

Date

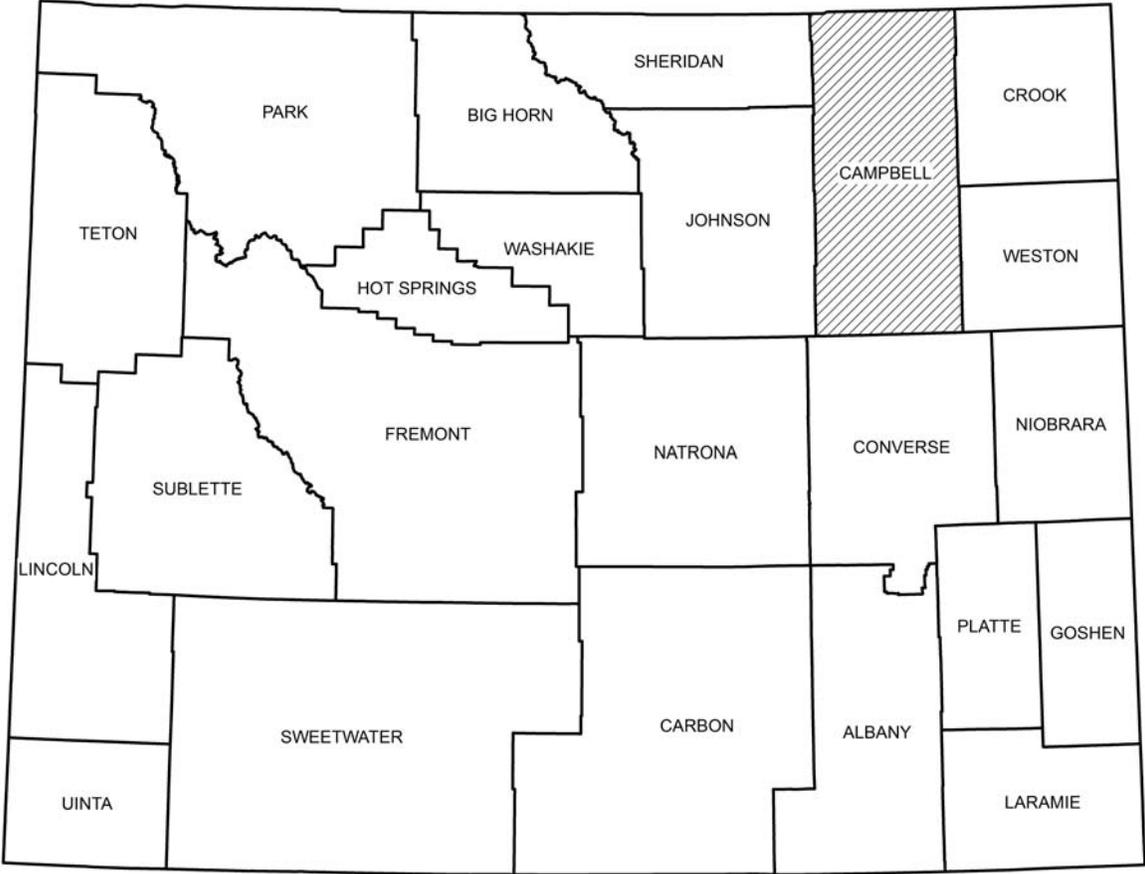
Attested: Susan Saunders, County Clerk

Date

ATTACHMENT A

AREA TO BE COVERED BY
DELEGATION AGREEMENT

CAMPBELL COUNTY
(shaded area)



WYOMING

CERTIFICATE OF ADOPTION OF RULES

Adopting Entity: Campbell County Board of County Commissioners

Rules Adopted: Chapter 4, Rules Regulating Construction (These are amended rules)

Summary of Amendments: Clarification of current language for Roof Snow Load design standards and small wastewater systems (no change to current requirements), update the National Electric Code to the 2020 edition as required by state statute, and amend the International Plumbing Code to ease requirements of when drinking fountains are deemed necessary.

Statutory Authority: W.S. 18-5-201
W.S. 35-9-121

Date Rules Proposed & Available for Inspection: June 16, 2020

Copies mailed to all on the mailing list: Yes

Date of Public Hearing: August 4, 2020

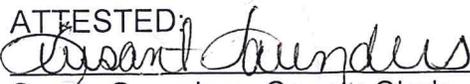
Date of Final Adoption: August 18, 2020

Effective Date: Immediately upon filing with the County Clerk

I hereby certify the attached rules are a true and correct copy of rules adopted by the Campbell County Board of County Commissioners in accordance with the Wyoming Administrative Procedure Act.



D.G. Reardon, Chairman
Board of Commissioners

ATTESTED:


Susan Saunders, County Clerk

ATTACHMENT C
QUALIFICATIONS

Delegated Local Official:

Public Works Executive Director

Job Requirements

- Graduate Degree in a technical, administration, business or related field
- Nine (9) + years of experience in building design and maintenance
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities
- Required Licenses or Certifications: Class C driver's license, Licensed Professional Engineer, Surveyor or Geologist, Certified Public Accountant

Current Employee:

- Kevin C. King, P.E.; Wyoming License # PE 5995

Additional Authorized Individuals:

Building Code Official

Job Requirements

- At least two years of relevant college-level course work or an Associate's degree from an accredited college or university in a related field
- Five (5) to seven (7) years of experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities
- Required Licenses or Certifications: Class C driver's license, Certified Building Official

Current Employee:

- Jeffrey L. (Jed) Holder; ICC certified Residential and Commercial Plumbing Inspector

Senior Building Inspector

Job Requirements

- 6 months + training beyond High School
- Three (3) to five (5) years of experience in construction trade
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities
- Required Licenses or Certifications: Class C driver's license, ICC Certified Commercial and Residential building, Plumbing and Mechanical inspector certifications, Wyoming Journeyman Electrical license

Current Employee:

- Jerril G. (Sam) Proffer, CBO, CFM; ICC certified Residential and Commercial Plumbing Inspector

Senior Engineer

Job Requirements

- Graduate Degree in Civil Engineering or related field
- Three (3) to five (5) years of experience with civil engineering projects
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities
- Required Licenses or Certifications: Class C driver's license, Professional engineer licensed with Wyoming Board

Current Employee:

- Clark M. Melinkovich, P.E.; Wyoming License # PE 11070

ATTACHMENT D

Regulations

Campbell County has adopted standards and rules that govern the permitting of small wastewater systems. These are contained in Chapter 4 Rules Regulating Construction and are included in this attachment. Per Chapter 4 Rules Regulating Construction, Section 12.A.11, Campbell County has adopted the Wyoming DEQ, Water Quality Rules and Regulations, Chapter 25 dated July 27, 2016 as amended. Appendix 1 to Chapter 4 shows the entire amended chapter 25 and is included in this attachment. A summary of the amendments is listed below:

- Section 5 (a) Table 1: Residential Design Flow rates per Bedroom has been modified to be more conservative in leach field sizing to account for the prominence of water softeners, clay soils, and a history of failures.

	DEQ chapter 25	Campbell County
1 bedroom	150	180
2 bedroom	280	320
3 bedroom	390	460
4 bedroom	470	550
5 bedroom	550	630
6 bedroom	630	720

Appeals

Per Chapter 4 Rules Regulating Construction Section 4.C.6, appeals from the decision or actions of the Building Code Official shall be to the Building Code Appeals Board in accordance with its established rules and procedures. After an appeal to the Building Code Appeals Board, if an aggrieved party is still not satisfied with the result, they may then issue a request in writing to the Wyoming DEQ for review and recommendation.

Design Standards and Definitions

Campbell County's regulations regarding the permitting of Small wastewater systems are an amended version of DEQ Chapter 25 dated July 27, 2016 and contained in Chapter 4 Rules Regulating Construction and were adopted by the Board of Commissioners on August 18, 2020. These regulations are available for review by the public in the Public Works office in the County Courthouse at 500 South Gillette Ave, Suite 1500, phone 307-685-8061, and are also available on the County website at:

<https://www.ccgov.net/DocumentCenter/View/211/Chapter-Four-Rules---Regulating-Construction->

Permitting Procedures

Campbell County's regulations regarding the permitting of Small wastewater systems are an amended version of DEQ Chapter 25 dated July 27, 2016 and contained in Chapter 4 Rules Regulating Construction and were adopted by the Board of Commissioners on August 18, 2020. Appendix 2 to the Rules Regulating Construction is the Small Wastewater System Permit Workbook and Application. This is the document that is to be used for receiving a permit to install a small wastewater system. It is available in paper form at the Public Works office in the County Courthouse at 500 South Gillette Ave, suite 1500, phone 307-685-8061, and is also available on the County website at:

<https://www.ccgov.net/DocumentCenter/View/9677/Residential-Septic-Packet> The steps are explained in the workbook and are summarized below.

- The owner or installer is to determine the location and elevation of the septic system based on physical constraints of the site.
- They are to dig a test pit and perform the percolation tests as described in the document and then size the system using the permit workbook and the results from the percolation tests.
- The owner or installer is to bring the application, completed permit workbook, and site plan to the Public Works office to obtain a permit for the installation of the system
- After installation and prior to backfill an onsite inspection is to be made by Campbell County staff.



Chapter 4

Rules Regulating

Construction

Amended August 2020

CERTIFICATE OF ADOPTION OF RULES

Adopting Entity: Campbell County Board of County Commissioners

Rules Adopted: Chapter 4, Rules Regulating Construction (These are amended rules)

Summary of Amendments: Clarification of current language for Roof Snow Load design standards and small wastewater systems (no change to current requirements), update the National Electric Code to the 2020 edition as required by state statute, and amend the International Plumbing Code to ease requirements of when drinking fountains are deemed necessary.

Statutory Authority: W.S. 18-5-201
W.S. 35-9-121

Date Rules Proposed & Available for Inspection: June 16, 2020

Copies mailed to all on the mailing list: Yes

Date of Public Hearing: August 4, 2020

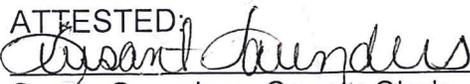
Date of Final Adoption: August 18, 2020

Effective Date: Immediately upon filing with the County Clerk

I hereby certify the attached rules are a true and correct copy of rules adopted by the Campbell County Board of County Commissioners in accordance with the Wyoming Administrative Procedure Act.



D.G. Reardon, Chairman
Board of Commissioners

ATTESTED:


Susan Saunders, County Clerk

CHAPTER 4
RULES REGULATING CONSTRUCTION
Amended August 2020

Section 1. Authority.

This Chapter is adopted pursuant to the authority granted by W.S. 18-5-105, W.S. 35-9-121 and W.S. 35-11-304 and supersedes all previous Rules Regulating Construction.

Section 2. Definitions.

As used in this Chapter, the following definitions apply:

- A. "Applicant" means the owner or authorized agent making application for a permit.
- B. "Automatic Sprinkler System" is an integrated system of a water source, piping, and heat activated fire suppression devices designed in accordance with fire protection engineering standards as fully defined in 2015 IFC Chapter 2.
- C. "Average Daily Demand" means the total annual water use divided by the number of days the system was in operation. A minimum average daily demand of four hundred (400) gallons per day per Water Service Connection shall be used, unless the annual water use is available. Comparable records may be used if approved by the Building Code Official.
- D. "Building Division" means the division of the Campbell County Department of Public Works responsible for issuing Building, Electrical, Mechanical and Plumbing Permits and performing inspections on that work.
- E. "Building Code Appeals Board" means a Board created by the Campbell County Commissioners (Resolution 1449) to hear and decide appeals of orders, decisions or determinations made by the Building Code Official or Fire Code Official relative to the application and interpretation of this code.
- F. "Building Code Official" means the officer or other designated authority or a duly authorized representative charged with the administration and enforcement of this code. The position of Building Code Official is also referred to as the "Administrative Authority", "Authority Having Jurisdiction", "Code Official", and "Fire Code Official" as those titles are used to refer to the individual responsible for administration and enforcement of the codes adopted in this Chapter.
- G. "Building Permit" means an official certificate of authorization by the Building Division for construction, enlargement or alteration of a building in accordance with Section 6.
- H. "Central Stations" means a system or a group of systems in which the operations of circuits and devices are transmitted automatically to, recorded in, maintained by, and supervised from a listed central station that has competent and experienced servers and operators who, upon receipt of a signal, take such action as calling the local dispatch (fire or law enforcement).

- I. “Commercial Building” means all buildings not included in the definition of Residential buildings.
- J. “Community Water System” means a water supply system that has no more than nine (9) Water Service Connections and serves fewer than twenty-five (25) individuals with water for human consumption, which is permitted through the Campbell County Public Works Department and Chapter 4, Rules Regulation Construction.
- K. “Cross Connection” means any actual or potential connection between a potable water supply and any other source or system through which it is possible to introduce contamination into the system.
- L. “Delegation Agreement” means the current agreement between the Wyoming Department of Environmental Quality and Campbell County in accordance with W.S. 35-11-304 by which Campbell County has assumed authority for the enforcement and administration of the permitting of Small Wastewater Systems, publicly owned and controlled sewage collection facilities, and publicly owned and controlled water distribution facilities.
- M. “Electrical Wiring Permit” means an official certificate of authorization issued by the Building Division in accordance with W.S. 35-9-120(e) and 35-9-121 and Section 7.
- N. “Engineer” means a professional engineer licensed with the State of Wyoming Board of Professional Engineers and Professional Land Surveyors. In Section 13, any item required to be completed by an Engineer may also be completed by a professional geologist licensed with the Wyoming State Board of Professional Geologists.
- O. “Farm or Ranch Operation” means that the primary use of the property where the structures are located, along with any leased or owned property adjacent to or in close proximity to the subject parcel, is to produce agricultural products or to graze livestock for monetary profit as a primary source of income.
- P. “Flood Damage Prevention Resolution” is a resolution adopted by the Campbell County Commissioners on January 2, 2008 for the purpose of minimizing losses due to flooding in specific areas of the county.
- Q. “Looped Water System” means a water distribution system whereby any Water Service Connection can receive water from two (2) directions.
- R. “Mechanical Permit” means an official certificate of authorization by the Building Division for heating, ventilation, air conditioning and gas line work in accordance with Section 8.
- S. “Meter Pits” must be Mueller single- or double-meter pits or an approved equal and shall contain backflow prevention and shut-off valves. Approval shall be made by the Building Code Official.
- T. “Owner” means the person holding title to real property.
- U. “Platted Subdivision” means any parcel or lot created through the subdivision plat process and where a map, drawn to scale by a licensed surveyor, showing how a portion of land is

divided into blocks and lots, and showing streets, alleys and easements, common areas, dedications and other attributes, pursuant to the requirements of Campbell County Chapter 6, Subdivision Regulations and W.S. 18-5-306, is recorded in the land vault of the County Clerk's Office. Parcels created through a Record of Survey or subdivision exemption process shall not be considered part of a platted subdivision.

- V. "Plumbing Permit" means an official certificate of authorization issued by the Building Division in accordance with Sections 9 and 10 for domestic or commercial water supplies, sewage disposal, and all piping and materials necessary to complete these activities.
- W. "Potable Water" means water meeting EPA Primary Drinking Water Standards.
- X. "Remodeling" includes repairing, altering, or expanding a building or its plumbing, mechanical or electrical systems.
- Y. "Residential" means a building where more than half of the floor area is used for dwelling purposes.
- Z. "Rules Regulating Construction" means this document as adopted by the Board of Commissioners.
- AA. "Small Wastewater System" means any sewage system, disposal system, or treatment works having simple hydrologic and engineering needs which is intended for wastes originating from a single Residential unit serving no more than four (4) families or which distributes two thousand (2,000) gallons or less of domestic sewage per day.
- BB. "Water Service Connection" means any water line or pipe connected to a distribution supply main or pipe for the purpose of conveying water to a water user's system.

Section 3. Applicability of Rules Regulating Construction.

- A. The provisions of this Chapter shall apply to any construction or installation for which an application for a Building Permit, Electrical Wiring Permit, Mechanical Permit or Plumbing Permit is required by the Building Division.
- B. The provisions of this Chapter shall not apply to any construction or installation that Campbell County is preempted by state or federal law from regulating or permitting.
- C. This Chapter shall supersede all previous rules and regulations, resolution, or building codes adopted by Campbell County.

Section 4. Enforcement of Rules Regulating Construction.

- A. The Building Division shall enforce the Rules Regulating Construction prescribed in Chapter 4 for that portion of Campbell County lying outside of the corporate limits of the City of Gillette and the Town of Wright.
- B. The Building Code Official shall have the authority to render interpretations and enforce the Rules Regulating Construction.

C. Violation penalties, re-inspection fees, and appeals.

1. Persons who violate a provision of any of the Rules Regulating Construction or fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the Building Code Official, or of a permit or certificate issued under provisions of any of the Rules Regulating Construction, shall be subject to a fine of \$250 per day. Each day that a violation continues after due notice has been served shall be deemed a separate offense.
2. Upon issuance of a stop work notice from the Building Code Official, work that is being done contrary to the provisions of any of the Rules Regulating Construction or in a dangerous or unsafe manner shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person performing the work. The notice shall state the condition under which work is authorized to resume. Where an emergency exists, the Building Code Official shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as the person is directed to perform to remove a violation or unsafe condition, shall be subject to the penalties set forth in Section 4.C.1.
3. The first two (2) inspections for each portion of construction or type of work are performed free of charge. Each additional re-inspection that is needed due to incorrect work will be assessed a fee of \$60. The fee must be paid in person at the Building Division office prior to scheduling the reinspection.
4. The first two (2) commercial plan reviews will be completed free of charge. A \$250 fee will be assessed and added to the cost of the Building Permit for each subsequent review which is needed due to incorrect material.
5. A \$60 fee will be assessed when any work commences prior to obtaining a required permit.
6. Appeals from the decision or actions of the Building Code Official shall be to the Building Code Appeals Board in accordance with its established rules and procedures.
7. The Building Code Official reserves all other rights and remedies available under the law to enforce the Rules Regulating Construction.

Section 5. General Permit Requirements.

A. All applications for permits under this Chapter require the following:

1. Zoning Certificate. For zoned parcels, an approved Zoning Certificate from the Planning and Zoning Division shall be required prior to issuance of any permit. Refer to Chapter 7, Zoning Regulations for requirements.
2. An approved site plan. The site plan shall be a drawing, to scale or clearly dimensioned, showing the uses and structures (existing or proposed) for a parcel of land. The plan

shall include a north arrow, property lines, streets, location of all buildings, wells (water and methane), septic tank and leach field, as well as the location for a future replacement leach field, easements/rights-of-way, and the location of utilities including electrical service lines, water lines, sewer/septic lines, natural gas and propane & LPG lines, etc. (existing and proposed). The Building Code Official, per IBC 107.2.5, may also require a grading plan and/or spot elevation to address topographical and drainage issues on a site by site basis.

a) Culverts are required for new driveway approaches that cross drainage ditches. Culvert installation shall be as specified in the subdivision disclosure statement, or as approved by the Building Code Official. Minimum size is twelve (12) inches in diameter. Driveway and culvert installation may be subject to approval by the subdivision Improvement and Service District or Homeowners Association.

3. Plans to verify compliance with the Rules Regulating Construction. Plans shall be drawings that show the shape, size, and location of important details relating to the construction of all buildings. The plans shall clearly indicate the nature and extent of the work proposed and show, by details or other means, that the work will conform to the Rules Regulating Construction.

B. The Building Code Official shall issue permits under this Chapter after determining that the proposed project will comply with the Rules Regulating Construction.

C. The applicant shall maintain a copy of all permits, approved plans, job sign off sheet, and plan review documents available on the job site.

D. Per the current Campbell County Chapter 8, Addressing Standards, all properties must display the assigned address with address numbers which are clearly visible from the roadway. Inspection by the Building Division will not be performed upon the property until those assigned address numbers are posted.

1. Campbell County Public Works shall issue a new address for all properties not currently assigned a valid address, and shall re-assign property addresses as applicable, upon review. No properties shall obtain a building permit without a valid County issued address.

Section 6. Building Permits.

A. Except as provided in subsection C of this section, before performing any work, any person constructing or remodeling a residential dwelling, public, commercial, or industrial building shall apply to the Building Division to obtain a Building Permit.

B. For all public, commercial or industrial buildings, a Commercial Site Plan Review application and meeting shall be required prior to applying for a Building Permit. The application and submittal schedule for Commercial Site Plan Review meetings can be found in the Public Works Office or on the county website.

C. A Building Permit shall not be required for:

1. A public, commercial, or industrial building associated with the extraction of oil, gas, coal or other minerals.
2. Structures located on parcels used exclusively for Farm and Ranch Operations as defined within Section 2. Definitions of this document.
3. One- and two-family residential dwelling located outside a Platted Subdivision.
4. Any Manufactured home designed and constructed per HUD Standards.

D. A \$250 fee will be charged for all new Commercial Building Permits. Reinspection fees may apply per Section 4(C)(3).

E. For homes built off site to IRC standards, onsite inspections are required per Section 11. In addition, a third-party inspection report is required from the manufacturer.

Section 7. Electrical Wiring Permits.

A. Except as provided in subsection B. of this section, before performing any work, any person installing electrical equipment in new construction or remodeling of a building, mobile home, or premises shall apply to the Building Division to obtain an Electrical Wiring Permit.

B. An Electrical Wiring Permit shall not be required for:

1. Structures located on parcels used exclusively for Farm and Ranch Operations as defined within Section 2, Definitions of this document. Electrical contractors performing work on parcels of deeded land forty (40) acres or greater shall comply with W.S. 35-9-123(b).
2. Any installation associated with the extraction of oil, gas, coal or other minerals.

Section 8. Mechanical Permits.

A. Except as provided in subsection B. of this section, before performing any work, any person installing a heating or air conditioning system or gas lines in a building or structure shall apply to the Building Division to obtain a Mechanical Permit.

B. A Mechanical Permit shall not be required for:

1. Structures located on parcels used exclusively for Farm and Ranch Operations as defined within Section 2. Definitions of this document.
2. Buildings and structures associated with the extraction of oil, gas, coal, or other minerals.

Section 9. Plumbing Permits.

- A. Except as provided in subsection B. of this section, before performing any work, any person installing plumbing in a building or structure, or modifying or installing a Community Water System, or Small Wastewater System, shall apply to the Building Division to obtain a Plumbing Permit.
- B. A Plumbing Permit shall not be required for:
 - 1. Structures located on parcels used exclusively for Farm and Ranch Operations as defined within Section 2, Definitions of this document.
 - 2. Buildings or structures associated with the extraction of oil, gas, coal, or other minerals.
- C. No Plumbing Permits for new Residential or any Commercial construction will be issued until the applicant provides proper verification that a potable water source will be provided to the project.
 - 1. For on-lot wells a copy of the valid State Engineer's Office well permit for the proposed use shall be required.
 - 2. For shared wells, a valid Shared Well Agreement shall be submitted along with a copy of the State Engineer's Office well permit for the proposed use.
 - 3. For connections to Community or Public Water Systems, written verification shall be submitted from the owner of the system indicating the system has adequate capacity and that permission is granted to make the connection.

Section 10. Plumbing Permit for Small Wastewater System.

- A. Any person installing a Small Wastewater System shall apply to the Building Division to obtain a Plumbing Permit prior to starting work. All wastewater systems shall comply with Appendix 2 to Chapter 4 Regulations.
 - 1. Any system for which Campbell County does not have current delegated authority from DEQ to permit shall be permitted through DEQ.
 - 2. Prior to re-energizing any home or business on a parcel where no information on the Small Wastewater System is on file, the septic tank shall be pumped to verify minimum capacity, as required by Appendix 2 to Chapter 4 Regulations.

Section 11. Inspections.

- A. The Building Division shall perform required inspections during the normal course of construction and notify the Owner and builder of any violations found during any inspection.
- B. If an inspection reveals that a life-threatening code violation exists, or that a project has commenced before the required permits have been obtained, the Building Division or Building Code Official shall issue a violation notice and a stop work order to the Owner.

- C. Upon completion of a project requiring a permit under this Chapter, and prior to occupancy, the Building Division shall perform a final inspection to determine conformance with the approved plans and codes. When there are no violations, a certificate of occupancy shall be issued.

Section 12. Adoption of Rules Regulating Construction.

- A. The following documents are adopted by reference into Chapter 4, Rules Regulating Construction for Campbell County, Wyoming:

- 1. International Fire Code, 2018 Edition, including Appendices A, D, E, F, G and B (B only applies in certain circumstances as outlined below).

Appendix B only applies in areas with access to a water supply capable of supplying the required fire flows.

- a) The following amendments to the International Fire Code, as adopted by Section 12(A)(1) above, are hereby made a part of this rule.

- (1) Section 101.1 of the International Fire Code is amended to read as follows:

101.1 Title. These regulations shall be known as the Fire Code of Campbell County hereinafter referred to as “this code”.

- (2) Section 108, Board of Appeals, is repealed in its entirety.

- (3) Section 401.3.2 Alarm Activations, the following is added:

401.3.2.1 Central Stations. Central stations shall immediately notify the Campbell County Sheriff’s Office Dispatch for dispatch of the fire department of alarm signals initiated by any fire alarm, fire extinguishing system or equipment. Supervisory signals shall be relayed to the Campbell County Sheriff’s Office Dispatch for dispatch of the fire department. The fire department must be notified by faxed or electronic report of all trouble signals which exist for greater than a single 6-hour time period. Campbell County Sheriff’s Office Dispatch, for the fire department, shall be contacted prior to notification of the subscriber.

- (4) Section 505.1, Address Numbers, amended to read as follows:

505.1 New and existing building shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. If the structure is not visible from the roadway because of terrain, trees or other obstruction, the address numbers shall be posted on both sides of a post which shall be a minimum of four (4’) feet and maximum of seven (7’) feet in height above the ground in a visible location within twenty (20’) feet of a public road at the Access Drive to the structure. These numbers shall contrast with their background. Address

numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch.

Exceptions: Structures within twenty-five (25') feet of a public road may place the addresses on the structure.

- (5) Section 506.1, Where Required. Delete the first sentence and amend the section as follows:

Key boxes (Knox Box) shall be provided for Fire Department entry for all Commercial occupancies. The key boxes shall be installed on all new businesses before occupancy is granted. Any existing business that obtains a permit to do any work or change of use or occupancy shall be required to install a key box before the work can be completed and approved and occupancy resumed. The key box shall be located within 10 feet of the front doors, a minimum of 6 feet above the ground level and not to exceed 7 feet in height unless approved in writing by the Building Code Official. The Building Division has the ordering forms for key boxes. The key box shall be of an approved type and shall contain items necessary to gain access as required by the Fire Department.

- (6) Section 507.1, Required water supply. Amended to read as follows:

For areas with access to a water supply capable of supplying the required fire flows, fire protection shall be provided. For areas that do not have a water supply capable of providing fire flows, the Campbell County Fire Department tanker-shuttle system will be utilized as the fire protection method.

- (7) Section 507.1.1, Building, or portions of buildings which are hereafter constructed or moved into the jurisdiction which are required to be equipped with an Automatic Sprinkler System shall have access to an approved water system capable of providing the required Automatic Sprinkler System fire flows or shall provide an approved on-site water storage and delivery system capable of providing such flows.

- (8) Section 507.5.1, Where Required. Amended to read as follows:

For areas with access to a water supply system capable of supplying required fire flows, fire hydrants providing the required fire flows shall be located within 500 feet of the building as measured by an approved route around the exterior of the facility or building.

- (9) Section 901.4.6.1, Clearances of the International Fire Code, a new section is added to read as follows:

901.4.6.1 Clearances. Fire Protection Equipment shall not be obstructed or concealed. Fire Protection Equipment includes, but is not limited to, the following: fire sprinkler control valves, risers, hose stations, standpipes, and fire alarm panels. A minimum of eight (8") inches on each side and a clear access

width of three (3') feet shall be maintained in front of the fire protection equipment.

- (10) Section 903.2.8 is amended to include an exception to read as follows: Group R-3 (one- and two-family dwellings) shall not be required to install an automatic sprinkler system.

2. International Building Code; 2018 Edition, including Appendixes C and J;

- a) The following amendments to the International Building Code, as adopted by Section 12(A)(2) above, are hereby made a part of this rule:

- (1) Section 101.4.1 Gas. The provisions of the International Fuel Gas Code shall apply to gas piping systems extending from the point of delivery to the inlet connections of appliance and installation and operation of residential and commercial gas appliances and related accessories.

- (2) Section 101.42 Mechanical. The provisions of the International Mechanical Code shall apply to the installation, alterations, repair and replacement of mechanical systems including equipment, appliances, fixtures, fittings and/or appurtenances, ventilation, heating, cooling, air-conditioning and refrigeration systems, incinerators and other energy-related systems.

- (3) Section 101.4.3 Plumbing. Amended to read as follows:

The provisions of the International Plumbing Code shall apply to the installation, alteration, repair and replacement of plumbing systems including equipment, appliances, fixtures, fittings and appurtenances where connected to a water or sewage system, and all aspects of a medical gas system. The provisions of the Delegation Agreement shall apply to private sewage disposal systems.

- (4) Section 101.4.4 Property Maintenance. Amended to read as follows:

The provisions of the International Property Code are adopted; only to the extent as it applies to fire and life-safety issues for Commercial and Residential Structures.

- (5) Section 101.4.5 Fire Protection. The provisions of the International Fire Code shall apply to matters affecting or relating to structures, processes and premises from the hazard of fire and explosions arising from storage, handling or use of structures, materials or devices; from conditions hazardous to life, property or public welfare in the occupancy of structures or premises; and from the construction, extension, repair, alteration or removal of fire suppression, automatic sprinkler systems and alarm systems or fire hazards in the structure or on the premises from occupancy or operation.

- (6) Section 101.4.6 of the International Building Code is repealed.

- (7) Section 102.6 Existing Structures. Amended to read as follows:

The legal occupancy of any structure existing on the date of adoption of this code shall be permitted to continue without change, except as is specifically covered in this code, the International Fire Code, or as is deemed necessary by the Building Code Official for the general safety and welfare of the occupants and the public.

(8) Section 103.3 Deputies. Amended to read as follows:

In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the Building Code Official shall have the authority to appoint a deputy-building official, related technical officers, inspectors, plan examiners, and other employees. Such employees shall have powers as delegated by the Building Code Official.

(9) Section 109 Fees is repealed.

(10) Section 113 Board of Appeals is repealed in its entirety.

(11) Section 114.3 Prosecution of Violation is repealed in its entirety.

(12) Chapter 13 Energy Efficiency is repealed in its entirety.

(13) Section 1608.2 Ground Snow Load. Repeal in its entirety and replace with:

Minimum roof snow loads: 1:12 pitch and flatter roofs (4.76 degrees) shall be designed for a minimum balanced roof snow load of 35 pounds per square foot with no reductions. The effects of unbalanced snow, drifting, sliding snow, and ponding shall be considered in addition to the balanced snow load where applicable.

Greater than 1:12 pitch roofs (4.76 degrees) shall be designed for a minimum balanced roof snow load of 30 pounds per square foot with no reductions. The effects of unbalanced snow, drifting, sliding snow, and ponding shall be considered in addition to the balanced snow load where applicable.

- (14) Section 1609.3 Basic Design Wind Speed. Amended to read as follows:

Basic Design Wind Speed 115, Nominal Wind Speed 90 Exposure C

Climatic and Geographical Design Criteria

Minimum Roof Snow Load (psf)	Basic Design Wind Speed Per IBC 1609.3 Wind Speed 115 Nom. 90 mph	Seismic Design Category	Subject to Damage From			Winter Design Temp (°f)	Ice Barrier Underlayment Requirements	Flood Hazards	Air Freezing Index	Mean Annual Temp (°f)
			Weathering	Frost Line Depth (in.)	Termite					
30-35*	Exp.C	B	Severe	42	Slight / moderate	-5	Yes	Jan. 02 2008	2000	45

*1:12 pitch and flatter, 35 psf. 1:12 pitch and greater, 30 psf.

- (15) Section 1612 Flood Loads is repealed in its entirety and replaced with the following:

The Flood Damage Prevention Resolution. All new construction of buildings, structures, and portions of buildings and structures, including substantial improvements and restoration of substantial damage to buildings and structures shall comply with the above document.

- (16) 1803.5.3 Expansive Soils.

The Building Code Official shall require soil tests to be performed for all commercial and industrial buildings.

- (17) Section 1809.4 Depth of Footings. Amended to read as follows:

The minimum depth of footings below the undisturbed ground surface shall be 42” inches; or protected from frost with an approved method.

- (18) 1904.3 Sulfate exposures is added and reads as follows:

Concrete that will be exposed to sulfate-containing solutions or soils shall comply with the maximum water-cementitious materials ratios, minimum specified compressive strength and be made with the appropriate type of cement in accordance with the provisions of ACI 318, Section 4.3.

Exception: Unless the owner or applicant supplies results from a soils investigation containing data on sulfates, the owner or applicant must use a concrete mix design meeting the following specifications:

Use Type V cement or increase the amount of Type II Modified cement in concrete to obtain a maximum water-to-cement ratio of 0.45 (by weight,

normal weight concrete) and a minimum compressive strength f_c of 4000 pounds per square inch (psi).

- (19) Section 2901.1 Scope. Amended to read as follows:

The provisions of this Chapter and the International Plumbing Code shall govern the erection, installation, alteration, repairs, relocation, replacement, addition to, use or maintenance of plumbing equipment and systems. Toilet and bathing rooms shall be constructed in accordance with Section 1209 of the IBC 2018. Plumbing systems and equipment shall be constructed, installed, and maintained in accordance with the International Plumbing Code. Small Wastewater Systems shall conform to the Delegation Agreement.

3. International Residential Code, 2018 Edition, including Appendixes A, B, C and E.

The International Residential Code (IRC) is adopted for the purpose of providing standards for residential construction, including plumbing and mechanical codes on Platted Subdivision Lots. Electrical provisions are obtained from the currently adopted NEC. To obtain a Certificate of Occupancy all applicable portions of the IRC shall apply.

- (a) The following amendments to the International Residential Code, as adopted by Section 12(A)(3) above, are hereby made a part of this rule:

- (1) Section R104.10.1 Areas Prone to Flooding is repealed and replaced with the following:

All residential construction in areas prone to flooding shall comply with Flood Damage Prevention Resolution.

- (2) Section R105.2 Work Exempt from Permit is amended to read as follows:

Work Exempt from Permit.

Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

Permits shall not be required for the following:

Building: Numbers 1 through 10 remain unchanged, add number 11 as follows:

- (11) Non-habitable accessory structures including, but not limited to, pole barns and similar structures that meet the following requirements:
1. There shall be clear separation distance of seven (7') feet between the structure and any dwelling;

2. The structure shall not be attached to a dwelling with a breezeway or other form of connecting structure; and
 3. The clear roof span is less than 61 feet.
- (3) Section R108 Fees is repealed.
 - (4) Section R109.1.3 Flood Plain Inspections. Amended to read as follows:

For construction in areas prone to flooding, as established in Flood Damage Prevention Resolution.
 - (5) Section R112 Board of Appeals is repealed.
 - (6) Section 112.2 is added to read as follows:

Criteria for issuance of a variance for areas prone to flooding shall be in accordance with Article IV, Section C of the Flood Damage Prevention Resolution.
 - (7) Section R114.2 Unlawful Continuance is repealed.
 - (8) Table R301.2(1) replaced with the following:

Climatic and Geographical Design Criteria

Minimum Roof Snow Load (psf)	Basic Design Wind Speed Per IBC 1609.3 Wind Speed 115 Nom. 90 mph	Seismic Design Category	Subject to Damage From			Winter Design Temp (°f)	Ice Barrier Underlayment Requirements	Flood Hazards	Air Freezing Index	Mean Annual Temp (°f)
			Weathering	Frost Line Depth (in.)	Termite					
30-35*	Exp.C	B	Severe	42	Slight / moderate	-5	Yes	Jan. 02 2008	2000	45

*1:12 pitch and flatter, 35 psf. 1:12 pitch and greater, 30 psf.

- (9) Table R302.1(2) of the International Residential Code is repealed.
- (10) Section R302.13 of the International Code is repealed.
- (11) Section R309.5 of the International Residential Code is repealed.
- (12) Sections R310.2.3.2 & R310.3.2.1 Drainage of the International Residential Code is amended to read as follows:

R310.2.3.2 & R310.3.2.1 Drainage. Window wells and Bulkhead enclosures shall be designed for proper drainage by connecting to the building's

foundation drainage system required by Section 405.1 or by an approved alternative method.

- (13) Section R313.1 & R313.2 of the International Residential Code is repealed.

- (14) Sections R313.1.1 & R313.2.1 of the International Residential Code is amended to read as follows:

Sections R313.1.1 & R313.2.1 When provided, automatic residential fire sprinkler systems for buildings covered under the International Residential Code shall be designed and installed in accordance with IRC Section P2904 or NFPA 13D.

- (15) R401.4 Soil tests.

In areas likely to have expansive, compressible, shifting or other unknown soil characteristics, the Building Code Official shall require a soil investigation to determine the soil's characteristics at a particular location.

Exception: In lieu of a soil investigation, the owner shall submit to the Building Code Official a signed and sealed letter from an Engineer stating that the soils are adequate for the proposed application. The letter shall reference Table R401.4.1 from the International Residential Code and specify the appropriate Class of Material to be used for the foundation design.

- (16) Chapter 11 Energy Efficiency is repealed in its entirety.

- (17) M1411.8 Locking access port caps is repealed in its entirety.

- (18) M1502.4.2 Duct Installation repealed in its entirety and replaced with:

Duct Installation. Dryer exhaust ducts shall be supported at intervals not to exceed 4 feet and shall be secured in place. The insert end of the duct shall extend into the adjoining duct or fitting in the direction of airflow. Exhaust duct joints shall be sealed in accordance with Section M1601.4.1. Ducts shall not be joined with screws or similar fasteners.

- (19) M1701.2.1 Exhaust and ventilation system, add a new section to the IRC. All dwellings shall have make-up air for the exhaust systems provided in the following manner:

Piping for the make-up air shall come from the exterior of the dwelling to the return-air duct of the HVAC system, or to an opening in a laundry room or other acceptable location. A four (4") inch minimum diameter pipe shall be used.

- (20) Section G2406.2 Prohibited Locations. Exceptions 3 & 4 are repealed and replaced with the following:

Unvented fuel burning equipment shall not be installed, used, or maintained within a dwelling unit.

(21) Section G2444.1 Unit Heaters. This section is repealed.

(22) Section G2445.2 Prohibited Use. Amended to read as follows:

Unvented room heaters shall not be used in attached or detached garages unless protected by a carbon monoxide detection system and equipped with an oxygen-depletion safety system.

(23) Section G2445.4 Unvented Room Heaters, Prohibited Locations. Amended to read as follows:

The location of unvented room heaters shall comply with Section G2406.2 as amended in this document.

(24) Section P2503.5.1 Rough Plumbing. Drain, waste and venting systems shall be tested on completion of the rough piping installation by water or by air with no evidence of leakage. Either test shall be applied to the drainage system in its entirety or in sections after rough piping has been installed, as follows:

1. Water test. Each section shall be filled with water to a point not less than 10 feet above the highest fitting connection in that section, or to the highest point in the complete system. Water shall be held in the section under test for a period of 15 minutes. The system shall prove leak free by visual inspection.
2. Air Test. The portion under test shall be maintained at a gauge of 5 pounds per square inch (psi). This pressure shall be held without introduction of additional air for a period of 15 minutes.

(25) Section P2601.3 Flood Hazard Area. Amended to read as follows:

In areas prone to flooding as established by Flood Damage Prevention Resolution, plumbing fixtures, drains, and appliances shall be located or installed in accordance with Article V Section A of the above document.

(26) Section P2602.2 Flood Resistant Installation. Amended to read as follows:

In areas prone to flooding as established by the Flood Damage Prevention Resolution: Remainder of the section unchanged.

(27) Section P2603.5.1 Sewer Depth. Amended to read as follows:

Building sewers that connect to private sewage disposal systems shall be a minimum of thirty-six (36") inches below finished grade at the point of septic tank connection. All building sewer piping shall be a minimum of thirty-six (36") inches below grade.

- (28) Section P2603.5 Freezing. Amend the last sentence to read:

All water service lines and exterior water pipes shall be installed not less than five-foot six (5'6") inches below grade.

Exception: Lawn watering systems need not be installed at the above depth.

Add the following language to the end of this section:

Water services for mobile/manufactured homes shall use a Woodford Thermaline, or equivalent water connector, or shall be placed in a 12" diameter by 5 ft. deep pipe located up under the home.

- (29) Section P2705.1 Installation, item #3 is repealed.

- (30) Section P3001.3 Flood-resistant Installation. Amended to read as follows:

In areas prone to flooding as established by the Flood Damage Prevention Resolution, drainage, waste, and vent systems shall be located and installed to prevent infiltration of floodwaters into the systems and discharges from the systems into floodwaters.

- (31) Delete Chapters 34 through 42 (Electrical Provisions) of the International Residential Code and replace with the 2020 NEC.

- (32) Add Appendix E, Section AE101 General. Amended to read as follows:

Section AE101.1 General. These provisions shall be applicable to all manufactured homes used as a single dwelling unit and shall apply to the following: Remainder of this section unchanged.

- (33) Section AE304 Fees is repealed. There are no fees for plan review or inspections. Re-inspection fees may apply per Section 4. C. 3.

4. International Mechanical Code, 2018 Edition, including Appendix A.

- a) The following amendments to the International Mechanical Code, as adopted by Section 12(A)(4) above are hereby made a part of this rule.

- (1) Section 106.5 Fees is repealed. There are no fees for plan review or inspections. Re-inspection fees may apply per Section 4. C. 3.

- (2) Section 108.4 Violation Penalties is repealed.

- (3) Section 108.5 Stop Work Order is repealed.

- (4) Section 109 Means of Appeal is repealed in its entirety.

(5) Section 301.2 Energy Utilization is repealed.

(6) Section 303.3 Prohibited Locations. Amended to read as follows:

Except in attached or detached garages protected with a carbon monoxide detection system and equipped with an oxygen-depletion safety system, unvented fuel burning equipment shall not be installed, used, maintained, or permitted to exist in any building.

(7) Table 403.3.1.1 shall be amended to include footnote i. Footnote i shall read as follows: For repair garages, the required 0.75 cfm per square ft. of exhaust airflow may be achieved by providing 0.25 cfm of continuous airflow per sq. ft. with an additional 0.50 cfm of intermittent airflow per sq. ft. when installed in accordance with Section 404.

(8) Section 501.3 Outdoor Discharge. The air removed by every mechanical exhaust system shall be discharged at a point where it will not cause a nuisance and from which it cannot again be readily drawn in by a ventilating system. An attic not used for make-up air may have exhaust ducts terminate in the attic. The exhaust duct shall extend to a minimum of six (6") inches above the insulation.

(9) Section 604.1 General. Delete the reference to the International Energy Conservation Code. The rest of the section to remain as is.

5. The International Plumbing Code, 2018 Edition, including Appendix A and B:

a) The following amendments to the International Plumbing Code, as adopted by Section 12.A.5 above, are hereby made a part of this rule.

(1) Section 106.6 Fees is repealed. There are no fees for plan review or inspections. Re-inspection fees may apply per Section 4.C.3.

(2) Section 108.4 Violation Penalties is repealed.

(3) Section 108.5 Stop Work Orders is repealed.

(4) Section 109 Means of Appeal is repealed in its entirety.

(5) Section 305.4 Freezing. The last sentence is amended to read as follows:

Exterior water supply system piping shall be installed below the frost line and not less than five-foot six (5'6") inches below grade.

Exception: Lawn watering systems need not be installed at the above depth.

Add the following language to the end of this section:

Water services for mobile/manufactured homes shall use a Woodford Thermaline, or equivalent water connector, or shall be placed in a 12" diameter by 5 ft. deep pipe located up under the home.

- (6) Section 305.4.1 Sewer Depth is amended to read as follows:

Building sewers that connect to private sewage disposal systems shall be a minimum of 36" inches below finished grade at the point of septic tank connection. Building sewers shall be a minimum of 36" inches below grade. All sewer lines will be required to have a full-size end of line cleanout.

- (7) Section 312.3 Drainage and Vent air test. Drain, waste, venting systems shall be tested on completion of the rough piping installation by water or by air with no evidence of leakage. Either test shall be applied to the drainage system in its entirety, or in sections after the rough piping has been installed, as follows:

Water test. Each section of piping shall be filled with water to a point not less than 10 feet above the highest fitting connection in that section, or to the highest point in the completed system. Water shall be held in the test section (under test) for a period of 15 minutes. The system shall prove leak free by visual inspection.

Air Test. The portion under test shall be maintained at a gauge of 5 pounds per square inch (psi). This pressure shall be held without introduction of additional air for a period of 15 minutes. A contractor using air to test plastic pipe shall be aware of the risk.

- (8) 602.1 General. WATER REQUIRED is amended to read as follows:

602.1 General.

Every structure equipped with plumbing fixtures and utilized for human occupancy or habitation shall be provided with a potable supply of water in the amounts and at the pressures specified in this Chapter. All shared wells shall be required to install a dual check valve on each water service line. If all Community Water System regulations are met, the system requirements in Section 13 of this document may be used in place of those prescribed in the 2018 International Plumbing Code.

- (9) Section 701.2 Sewer Required is amended to read as follows:

Every building having plumbing fixtures installed and all premises having drainage piping shall be connected to a public sewer, where available, or an approved private sewage disposal system in accordance with the Delegation Agreement.

- (10) Section 708.1.1.2 Base of stack is added to read as follows:

A full-size cleanout shall be provided at each end of the line base waste or soil stack.

(11) Section 903.2 Frost Closure shall be amended to the following:

Vent extensions through a roof or wall shall not be less than 3 inches in diameter. Any increase in size of the vent shall be made not less than 1 foot below the roof line.

(12) Section 410.2 Small Occupancies shall be amended as follows:

Drinking fountains shall not be required for an occupant load of 30 or fewer.

6. The National Electrical Code, 2020 Edition; as copyrighted by the National Fire Protection Association, including Article 80, also known as Annex H.

a) The following amendments to the National Electrical Code, as adopted by Section 12(A)(6) above, are hereby made a part of this rule.

(1) Section 80.1(2) of the National Electric Code is repealed.

(2) Section 80.15 Electric Board of the National Electric Code is renamed Building Code Appeals Board.

(3) Section 80.15(A) of the National Electric Code is repealed.

(4) Sections (B) through (H) of Section 80.15 of the National Electric Code are repealed.

(5) Sections 80.23(B)(3) of the National Electric Code is repealed.

(6) Section 80.27 Inspectors Qualifications:

(a) Inspectors qualifications as required by W.S. Statute 35-9-121(a)(iv) for Home Rule requirements only. For Local enforcement, all Inspectors employed by Campbell County can/will do Electrical Inspections.

(b) Sections 80.27(B), (C) and (D) are repealed.

(7) Sections 80.33 and 80.35 are repealed.

(8) Section 230.70(A)(1) Readily Accessible Location is amended to read as follows:

The service disconnecting means shall be installed at a readily accessible location outside of a building or structure. (Note: Mobile Homes and Manufactured Homes shall comply with Article 550 of the National Electrical Code.)

(9) Section 230.79(C) of the National Electrical Code is amended to read as follows:

- (a) One- and Two-Family Dwellings and Townhouses. For a one-family, two-family or townhouse dwelling, the service disconnecting means shall have a rating of not less than 200 amperes, 3-wire.
- (10) Section 250.53(A)(2) Exception shall be repealed in its entirety.
7. The International Existing Building Code 2018;
- a) The following amendments to the International Existing Building Code, as adopted by Section 12.A.7 above, are hereby made a part of this rule.
 - (1) Section 101.4.2 Building previously occupied, reference to the International Property Maintenance Code is removed.
 - (2) Section 1401.2 Conformance, reference to the International Property Maintenance Code is removed.
8. The International Fuel Gas Code 2018 Edition, including all Appendices;
- a) The following amendments to the International Fuel Gas Code, as adopted by Section 12(A)(8) above, are hereby made a part of this rule.
 - (1) Section 106.6, Fee Schedule, is repealed. There are no fees for plan review or inspections. Re-inspection fees may apply per Section 4.C.3.
 - (2) Section 108.4, Violation Penalties is repealed.
 - (3) Section 108.5, Stop Work Orders is repealed.
 - (4) Section 109, Means of Appeal is repealed in its entirety.
 - (5) Section 303.3, Exceptions #3 and #4 are deleted.
 - (6) Section 621.4 Prohibited Locations is amended to read as follows:

Except in attached or detached garages protected with a carbon monoxide detection system and equipped with an oxygen-depletion safety system, unvented room heaters shall not be installed with occupancies in Groups A, B, E, F, H, I, M or R.
9. The Liquefied Petroleum Gas Code (NFPA 58), 2014 Edition, including all Appendices.
10. The Flood Damage Prevention Resolution.
11. Wyoming DEQ, Water Quality Rules and Regulations, Chapter 25 as amended in Appendix 1 to Chapter 4, and supplemented as follows:
- a) There shall be a maximum of one (1) septic system per any un-zoned parcel 10 acres or less in size and no more than one (1) septic system per each un-zoned ten (10)

acres area on larger parcels. Multiple septic systems shall be spaced a minimum of 600 feet apart.

Section 13. Community Water Systems.

- A. Scope. The provisions of this section shall apply to the minimum design and installation requirements for a Community Water System.
- B. Purpose. The purpose of these standards is to:
 - 1. Protect the health, safety, and welfare of the users of the water system.
 - 2. Provide an alternative method for providing water in lieu of using Chapter 6 of the 2018 International Plumbing Code.
- C. Applicability.
 - 1. The system must have no more than nine (9) Water Service Connections and must serve fewer than twenty-five (25) individuals with water for human consumption.
 - 2. A Community Water System shall not be used when serving an average of at least 25 people with water for human consumption for at least 60 days a year. These systems qualify as Public Water Systems per EPA (Environmental Protection Agency) and requirements related to them are found in Wyoming DEQ Water Quality Rules and Regulations Chapter 12.
 - 3. For all new systems with four (4) or more Water Service Connections, a Community Water System is required.
 - 4. For multi-unit apartment complexes on single parcels, the requirements in Section 13 based on numbers of Water Service Connections regarding flow, pressure, pipe sizing, etc. do not apply as written and must be modified accordingly.
- D. Design Parameters and System Requirements.
 - 1. Community Water Systems shall comply with Wyoming DEQ Water Quality Rules and Regulations, Chapter 12, except as amended below:
 - (a) Level of Treatment. Treatment shall be provided to produce a potable water supply that is bacteriological, chemically, radiologically, and physically safe as determined by an Engineer.
 - (b) Surface Water Supplies. Surface water shall not be used for potable water sources.
 - (c) Ground Water Supplies. Disinfection equipment shall not be required unless the above level of treatment cannot be obtained. When disinfection equipment is necessary it shall be designed by an Engineer.

- (d) Treatment. When treatment is required, one treatment unit capable of the maximum demand shall be required and shall be designed by an Engineer.
 - (e) Equipment Providing Required Flows. Multiple pumping and/or treatment equipment shall not be required. However, equipment needs shall be determined by an Engineer.
 - (f) Alternative Power. Alternative power shall not be required unless fire protection is provided.
 - (g) Flow and Pressure Requirements.
 - (1) Pressure shall be reviewed by an Engineer and included in the design report.
 - (2) The design flow for the system shall be 7 gallons per minute (gpm) for each Water Service Connection plus an additional 10 gpm.
 - (3) When the design flow from (2) is proportioned to the 1/3 of the locations with the highest head loss, a minimum of forty (40) psi shall be met at those locations.
 - (4) When the design flow rate from (2) is proportioned to the 1/2 of the locations with the highest head loss, a minimum of twenty-five (25) psi shall be met at those locations.
 - (h) Finished Water Storage.
 - (1) Storage shall not be required if a twenty-four (24) hour pump test of the yield and drawdown of the well taken as described in DEQ Chapter 12 demonstrates the well can produce a minimum of ten (10) gpm per Water Service Connection and that a submersible pump has been installed which can provide pressures as called for in g(3) and g(4).
 - (2) When the above criteria cannot be met, finished water storage shall be provided in the amount of two (2) times the average daily demand for the system.
 - (i) Pumping Units. Single pumping units as necessary shall be provided. Alarms are not required at attended pump stations.
2. A design report, plans, and hydraulic analysis shall be provided by an Engineer.
 3. The Community Water System shall be subject to all applicable codes, permits, and inspections required by the Building Division.
 4. Backflow prevention in accordance with the 2018 International Plumbing Code shall be installed.

5. Piping material shall be any material allowed for potable water piping in Table 605.4 of the 2018 International Plumbing Code.
6. When providing potable water to four (4) to six (6) Water Service Connections, a looped supply line of no smaller than two (2) inches in diameter shall be provided. A water service line shall be extended to the property line for each parcel.
7. When providing potable water to seven (7) to nine (9) connections a looped supply line no smaller than three (3") inches in diameter shall be provided. A water service line shall be extended to the property line for each parcel.
8. Pressure tanks shall be provided in accordance with pump manufacturers recommendations. Minimum volumes shall be three (3) gallons per Water Service Connection for variable speed drive pumps and fifteen (15) gallons per Water Service Connection for conventional pumps.
9. In addition to the above requirements, forty (40') feet of surface casing shall be installed and the annular space between the borehole and the surface casing shall be filled with cement, grout, or bentonite slurred material. The well bore shall not continue until the surface casing is installed.
10. Flushing hydrants shall be provided as determined by an Engineer.
11. Water wells shall be placed at a maximum density of two (2) per forty (40) acres and shall provide a minimum of two (2) gpm per Water Service Connection.

E. Construction Requirements.

1. Permitting is required. Contract Public Works Engineering Division for permit forms and general requirements prior to construction.
2. During construction, inspections are required by an Engineer to verify that the project is being built according to the approved and permitted design, and that all requirements are being met.
3. During construction, inspection is required by Campbell County Public Works Engineering Division. Forty-eight (48) hour notice must be given prior to any work being done.
4. The entire Community Water System shall be disinfected and flushed in accordance with the Wyoming Public Works Standard Specifications prior to water samples being taken.
5. Water samples shall be taken at the curb stop for each Water Service Connection and shall be tested.

F. Closeout and Documentation Requirements.

1. The Engineer shall provide 'as constructed plans' for the Community Water System within thirty (30) days of completion.
2. Maintenance of a Community Water System shall be provided for by a water well agreement or home/landowner association documents filed at the Campbell County Clerk's Office.
3. Access and utility easements shall be provided for the water well and storage tanks. Easements shall be filed at the Campbell County Clerk's Office.
4. A copy of the U.W.5 Water Well Permit from the State Engineer's Office shall be provided.
5. Water well 'as-constructed' data shall be provided by an Engineer demonstrating the water well was constructed in accordance with the current Wyoming State Engineer's Office Water Well Minimum Construction Standards.
6. At a minimum, water quality testing shall be conducted and reviewed by an Engineer for the following: Total Dissolved Solids (TDS), Nitrate & Nitrite as N, Total Coliform, Sulfates, Calcium, Magnesium, Sodium, Chloride, Iron, Zinc, Lead, Fluoride, Manganese, Copper, Arsenic, pH, and E-Coli. SAR (Sodium Absorption Rate) and/or other constituents to be reviewed as considered as necessary.
7. The test results from the water samples taken at each Water Service Connection shall be submitted with the record documents.
8. A written report from an Engineer analyzing EPA Primary Drinking Water Standards is required.
9. A map from an Engineer or professional land surveyor shall be provided for all Community Water Systems that identifies bearings & distances from property corners to the distribution lines.

List of Appendices

Appendix 1: DEQ Chapter 25 Amended

Appendix 2: Campbell County Small Wastewater System Permit Workbook and Application

SEPTIC TANKS, SOIL ABSORPTION SYSTEMS, AND OTHER SMALL WASTEWATER SYSTEMS

Section 1. Authority.

This rule is promulgated pursuant to Wyoming Statutes (W.S.) 35-11-101 through 35-11-1904, specifically 35-11-302(a)(iii).

Section 2. Objective.

This Chapter contains the minimum standards for the design and construction of small wastewater systems that are defined by W.S. 35-11-103(c)(ix). In addition, this Chapter contains the minimum standards for the design and construction of Underground Injection Control (UIC) Class V facilities 5C1-5C3, 5C6, 5D1, 5E1, 5E3-5E5 as defined in Chapter 27, Appendices C and D.

The following situations will require the application package to be sealed, signed, and dated by a professional engineer (PE): non-domestic wastewater from commercial and industrial facilities, high strength wastewater, individual permits to construct, or standard soil absorption systems with a soil percolation rate that is either less than 5 minutes per inch (mpi) or more than 60 minutes per inch (mpi).

These standards pertain to permits required pursuant to Chapters 3 and 25, Wyoming Water Quality Rules and Regulations. The installation of all components of a small wastewater system require a permit to construct. Permits to construct are specified throughout this chapter as general permits, described in Chapter 3, Section 7; permit by rule, described in Chapter 3, Section 8; or as individual permits to construct, described in Chapter 3, Section 6.

Section 3. Timing of Compliance with These Regulations.

Any Chapter 3 permit-to-construct issued for facilities subject to this chapter prior to the effective date of these regulations, and any facility authorized under the Division's "General Permit to Construct, Install, Modify or Operate a Small Wastewater Facility" shall remain covered under those permits. New construction or modification of existing facilities following the effective date of this regulation must obtain authorization under a new permit.

Section 4. Definitions

(a) "100 year floodplain" means a tract of land throughout a watershed that has a one-in-one hundred chance or occurrence of flooding in any given year or a return period of once every 100 years, as determined by the United States Geological Survey (USGS), Federal Emergency Management Agency (FEMA) or a local planning and development authority.

(b) "Absorption surface" means the interface where treated effluent infiltrates into

native or fill soil.

(c) “Bed” means a soil treatment and dispersal system where the width is greater than three (3) feet.

(d) “Bedrock” means geological layers, of which greater than fifty percent (50%) by volume consist of unweathered in-place consolidated rock or rock fragments. Bedrock also means weathered in-place rock that cannot be hand augered or penetrated with a knife blade.

(e) “Bedroom” means any room that is or may be used for sleeping.

(f) “Blackwater” means water containing fecal matter and/or urine.

(g) “Five day biochemical oxygen demand (BOD5)” means a measurement of the dissolved oxygen used by microorganisms in the biochemical oxidation of organic matter during a five (5) day period.

(h) “Building sewer” means the pipe that carries wastewater from the building.

(i) “Chamber” means a domed open bottom structure that is used in lieu of perforated distribution pipe and gravel media.

(j) “Delegated small wastewater program” means a local governmental entity, delegated by the Administrator, with the authority to administer the provisions of W.S. 35-11-301(a) (iii) for small wastewater systems pursuant to the provisions of W.S. 35-11-304.

(k) “Direct human consumption food crops” are crops consumed directly by humans. These include but are not limited to fruits, vegetables, and grains grown for human consumption.

(l) “Domestic wastewater” means a combination of the liquid or water-carried wastes from residences, business buildings, institutions, and other establishments arising from normal living activities.

(m) “Domestic septage” means liquid or solid material removed from a waste treatment vessel that has received only wastes from residences, business buildings, institutions, and other establishments arising from normal living activities.

(n) “Dosing tank” means a tank equipped with an automatic siphon or pump designed to discharge effluent on an intermittent basis.

(o) “Effluent” means liquid flowing out of a septic tank, other treatment vessel, or system.

(p) “Effluent filter” means a removable, cleanable device inserted into the outlet piping of a septic tank or other treatment vessel designed to trap solids that would otherwise be transported to the soil absorption system or other downstream treatment components.

(q) “Evapotranspiration” means the combined loss of water from soil by evaporation from the soil or water surface and by transpiration from plants.

(r) “Greywater” means untreated wastewater that has not been contaminated by any toilet discharge; that is unaffected by infectious, contaminated, or unhealthy bodily wastes; and does not present a threat from contamination by unhealthful processing, manufacturing, or operating wastes. “Greywater” includes but is not limited to wastewater from bathtubs, showers, washbasins, clothes washing machines (unless soiled diapers are serviced), laundry tubs, and kitchen sinks.

(s) “Grease interceptor” means a device designed to separate fats, oils, and grease from wastewater.

(t) “Groundwater” means subsurface water that fills available openings in rock or soil materials such that they may be considered water saturated under hydrostatic pressure.

(u) “High groundwater” means seasonally or periodically elevated levels of groundwater.

(v) “High strength wastewater” means a wastewater stream with a BOD5 higher than 200 mg/L.

(w) “Holding tank” means a watertight receptacle designed to receive and store wastewater.

(x) “Manifold” means a non-perforated pipe that distributes effluent to individual distribution pipes.

(y) “Mound system” means an onsite wastewater system where any part of the absorption surface is above the elevation of the existing site grade and the absorption surface is contained in a mounded fill body above the grade.

(z) “Mulch basin” means an excavated area that has been refilled with a highly permeable media, organic and inorganic materials intended to distribute greywater to irrigate vegetation.

(aa) “Pathogens” are disease-causing organisms. These include, but are not limited to certain bacteria, protozoa, viruses, and viable helminth ova.

(bb) “Percolation rate” means the time expressed in minutes per inch required for water to seep into saturated soil at a constant rate.

(cc) “Pipe invert” means the bottom of the internal surface of the pipe.

(dd) “Percolation test” means the method used to measure the percolation rate of water

into soil as described in Appendix A.

(ee) “Permit by rule” means an authorization included in these rules that does not require either an individual permit or a general permit. A facility that is permitted by rule must meet the requirements found in this chapter, but is not required to apply for and obtain a permit to construct and operate the facility.

(ff) “Pressure distribution” means a network of pipes in which effluent is forced through orifices under pressure.

(gg) “Restrictive layer” means a nearly continuous layer that has one or more physical or chemical properties that significantly impede the movement of water and air through the soil or that restrict roots or otherwise provide unfavorable root conditions. Examples are bedrock, cemented layers, and dense layers.

(hh) “Septage” means liquid or solid material removed from a waste treatment vessel that has received wastes from residences, business buildings, institutions, and other establishments.

(ii) “Septic tank” means a watertight tank designed and constructed to receive and treat raw wastewater

(jj) “Serial distribution” means a group of trenches arranged so that the total effective absorption area of one trench is used before liquid flows into the next trench.

(kk) “Service provider” means a person authorized and trained by a system manufacturer or their vendor to operate and maintain any proprietary system.

(ll) “Soil absorption system” means a shallow, covered, excavation surface, or mound made in unsaturated soil into which wastewater effluent from the septic tank is discharged through distribution piping for application onto absorption surfaces through porous media or manufactured components.

(mm) “Trench” means an absorption surface with a width of three (3) feet or less.

Section 5. Design Flows.

The volume of wastewater shall be determined by one of the following:

- (a) Tables 1 and 2 provided in this section.
- (b) Metered water supply data from the facility.
- (c) Metered water supply data from another facility where similar water demands have been demonstrated.

Table 1. Residential Design Flow Rates per Bedroom (gallons per day, gpd)¹

1 bedroom	180
2 bedrooms	320
3 bedrooms	460
4 bedrooms	550
5 bedrooms	630
6 bedrooms	720

¹An unfinished basement is considered two (2) additional bedrooms.

²The design flow shall be increased by eighty (80) gpd for each additional bedroom over six (6).

Table 2. Non-Residential Wastewater Design Flow Rates¹

Facility	Unit	Flow (gallons/unit/day)
Airports	person	4
Apartment	bedroom	120
Automobile Service Station	vehicle served	10
Bars	seat	20
Bathhouses and swimming pools	person	10
Campgrounds (w/ toilets only)	person	25
Campgrounds (w/shower facility)	person	45
Church	person	4
Country Club	member	25
Day School, Office Building, Retail Store, Warehouse (no showers)	person	15
Hospital	bed	250
Industrial Building (sanitary waste only)	employee	20
Laundry (self-service)	machine	450
Mobile Home	bedroom	see table 1
Motel, Hotel, Resort	bedroom	140
Recreational Vehicle	each	100
Rest Home, Care Facility, Boarding School	bed	100
Restaurant	meal	10
Restaurant (kitchen waste only)	meal	6
Theater	seat	3

¹Values shown in the above table are the typical flow rates from *Wastewater Engineering*

Treatment and Reuse, Metcalf and Eddy, 2003.

Section 6. Systems Not Specifically Covered by This Rule.

This section is provided to encourage new technology and equipment and provide a process for evaluating and permitting designs that deviate from this rule. The proposed construction of facilities and processes not in compliance with this rule may be permitted provided that the facility, when constructed and operated, meets the objective of these rules.

(a) Each application for a permit to construct shall include an engineering design report, detailed construction plans, and technical specifications for all piping, tanks, and equipment. All of the documents shall have a suitable title showing the owner's name and the Wyoming registration number, seal, and signature of the engineer.

(b) Each application for a permit to construct will be evaluated on a case-by-case basis using the best available technology. The application shall include at least one of the following:

(i) Data obtained from a full scale, comparable installation that demonstrates the acceptability of the design.

(ii) Data obtained from a pilot plant operated under the design condition for a sufficient length of time to demonstrate the acceptability of the design.

(iii) Data obtained from the theoretical evaluation of the design that demonstrates a reasonable probability the facility will meet the design objectives.

(iv) An evaluation of the flexibility of making corrective changes to the constructed facility in the event it does not function as planned.

(c) If an applicant wishes to construct a pilot plant to provide data necessary to show the design will meet the purpose of the act, a permit to construct must be obtained.

Section 7. Site Suitability.

(a) Small wastewater systems must be located where the surface drainage is sufficient to allow proper operation of the small wastewater system. Avoid depressions and bases of slopes and areas in the path of runoff from roofs, patios, driveways, or other paved areas unless surface drainage is provided. Small wastewater systems shall not be located beneath buildings, parking lots, roadways, driveways, irrigated landscaping, or compacted areas.

(b) The site must include area for both the proposed soil absorption system and a future replacement soil absorption system. Both the proposed and replacement soil absorption systems shall be sized to receive one-hundred (100%) percent of the wastewater flow. If a trench system is used, the replacement soil absorption system may be located between the trenches of

the proposed soil absorption system if there is at least nine (9) feet of spacing between trench sidewalls.

(c) For standard soil absorption systems, effective suitable soil depth shall extend at least four (4) feet below the bottom of the soil absorption system to any restrictive layer, fractured rock, or highly permeable material.

(d) The depth to high groundwater shall be at least four (4) feet below the bottom of the absorption surface for all treatment systems except pressure distribution. For pressure distribution systems, the depth to high groundwater shall be at least three (3) feet below the bottom of the absorption surface if the percolation rate of the soil is five (5) minutes per inch or greater (5-60 mpi).

(e) Slope

(i) Table 3 shows the maximum permissible slopes of the site on which an absorption system may be constructed

Table 3. Slope and Percolation Rates for Absorption Systems

Percolation Rate (minutes/inch)	Maximum Slope ¹
5	25%
6-45	20%
46-60	15%

¹ Flatter slopes may be required where the effluent surfaces downslope.

(ii) Serial distribution, with the use of drop boxes or approved fittings, is the preferred installation method for sloping terrain. The bottom of individual trenches shall be level and the trenches shall be constructed to follow the contours of the land.

(iii) The placement of multiple trenches, with each subsequent trench down slope of the previous trench shall be avoided when the addition of effluent to the soil absorption system trenches may lead to either an unstable slope or seepage down slope.

(iv) All absorption surfaces must be located at least 15 horizontal feet from the top of any break in slope that exceeds the maximum slope allowed.

(f) Soil Exploration Pit and Percolation Tests

(i) Delegated small wastewater programs shall require a percolation test in addition to the soil exploration pit.

(ii) A minimum of one soil exploration pit within the proposed soil absorption system location shall be excavated to a minimum depth of four (4) feet below the bottom of the proposed soil absorption system to evaluate the subsurface conditions.

(iii) The percolation test shall be performed in accordance with Appendix A of this chapter. An evaluation of the soil texture, in the proposed soil absorption system location, by a person experienced in soils classification, may be used as an additional tool to confirm the percolation rate.

(g) Minimum horizontal setback distances (in feet) are as follows:

Table 4. Minimum Horizontal Setbacks for Domestic Wastewater in Feet^{1, 2}

From	To Septic Tank Or Equivalent	To Absorption System
Wells (includes neighboring wells)	50	100
Public Water Supply Well	100	200 ²
Property Lines	10	10
Foundation Wall (w/o drains)	5	10
Foundation Wall (with drains)	5	25
Potable Water Pipes	25	25
Septic Tank	N/A	10
Surface Water, Spring (including seasonal and intermittent)	50	50
Cisterns	25	25

¹ For disposal of non-domestic wastewater, the setback distance shall be determined by a hydrogeological study in accordance with Section 17(b) of Chapter 3, but shall not be less than the distances shown in Table 4.

² Small wastewater systems that discharge to the same aquifer that supplies a public water supply well and are located within Zone 1 or 2 (Attenuation) of the public water supply well, as determined by *Wyoming Department of Environmental Quality Source Water Assessment Project (2004)* or as established in Section 2 of the *Wyoming Wellhead Protection Guidance Document (1997)*, shall provide additional treatment. These systems will be required to obtain an individual permit to construct and will require that a PE sign, stamp, and date the application, as stated in Section 2 of this chapter. The additional treatment shall be in accordance with Chapter 3 Section 2(b)(ii). The treatment system shall be designed to reduce the nitrates to less than 10 mg/L of NO₃- as N and provide 4-log removal of pathogens before the discharge leaves the property boundary of each small wastewater system.

Section 8. Soil Absorption System Sizing.

(a) The total infiltration surface area of a soil absorption system shall be calculated by dividing the design flow rates (gpd) from Table 1 or Table 2 by the loading rate (gpd/ft²) found in Table 5.

Table 5. Rates of Wastewater Application for Soil Absorption System Areas

Percolation Rate (mpi)	Loading Rate (gpd/ft ²)	Percolation Rate (mpi)	Loading Rate (gpd/ft ²)
5	0.80	21	0.45
6	0.75	22	0.44
7	0.71	23-24	0.43
8	0.68	25	0.42
9	0.65	26-27	0.41
10	0.62	28-29	0.40
11	0.60	30-31	0.39
12	0.58	32-33	0.38
13	0.56	34-35	0.37
14	0.54	36-37	0.36
15	0.52	38-40	0.35
16	0.50	41-43	0.34
17	0.49	44-46	0.33
18	0.48	47-50	0.32
19	0.47	51-55	0.31
20	0.46	56-60	0.30

(b) The total infiltration area shall be defined as follows:

(i) For standard trenches the total infiltration area shall be calculated based on the following formula:

$$A = L(W + 2S)$$

A = Total infiltration area

L = Total length of trench

W = Bottom width

S = Sidewall height of 12 inches or less

(A) The sidewall height is the depth below the flowline of the pipe to the bottom of the trench.

(B) The maximum credit for sidewall height shall not exceed twelve (12) inches even if the actual sidewall height exceeds twelve inches.

(ii) For chamber trenches, the total infiltration area shall be calculated based on the following formula:

$$A = L(E + 2S)$$

A = Total infiltration area

$L =$ Total length of trench

$E =$ Effective bottom width (Multiply width of the chamber by factor of 1.43 to get effective bottom width)

$S =$ Sidewall height of 12 inches or less

(A) The factor of 1.43 incorporates a thirty percent (30%) reduction of the bottom area.

(B) The maximum credit for sidewall height shall not exceed twelve (12) inches even if the actual sidewall height exceeds twelve (12) inches.

(C) The sidewall height is the height of the slotted sidewall of the chamber or depth below the flow line of the inlet pipe, whichever is less.

(D) The total length of the trench is the number of chambers in a row multiplied by the length of one piece of chamber.

(iii) For standard bed systems, the total infiltration area shall be calculated based on the following formula:

$$A = LW$$

$A =$ Total infiltration area

$L =$ Total length of bed

$W =$ Width of the bed

(A) The sidewall credit shall not be used in calculating the total infiltration area for a bed system.

(iv) For chamber bed systems, the total infiltration area shall be calculated based on the following formula:

$$A = L(ExR)$$

$A =$ Total infiltration area

$L =$ Total length of bed

$E =$ Effective bottom width of the chamber (Multiply width of the chamber by factor of 1.43 to get effective bottom width)

$R =$ Number of chamber rows (Multiply effective bottom width of

chamber by number of chamber rows to get effective bottom width of bed.)

(A) The factor of 1.43 incorporates a thirty percent (30%) reduction of the bottom area.

(B) The total length is the number of chambers in a row multiplied by the length of one piece of chamber.

(c) Coarse sand or soils having a percolation rate less than one (1) minute per inch (mpi) are unsuitable for subsurface effluent disposal. These soils may be used if a one (1) foot layer of fine sand or loamy sand is placed below the constructed soil absorption system. The soil absorption system shall be sized based on the percolation rate of the fill material.

Section 9. Building Sewer Pipes.

All building sewers shall be installed in accordance with the 2018 International Plumbing Code (IPC). In the absence of a locally approved plumbing code, and in addition to the IPC, the building sewer shall comply with the following:

(a) Suitable building sewer pipe materials are polyvinyl chloride (PVC) or acrylonitrile-butadiene-styrene (ABS). The septic tank inlet and outlet pipes shall be schedule 40 PVC or ABS pipe and shall span the excavations for the septic tank and/or dosing chamber. American Society for Testing and Materials (ASTM) D-3034 Standard Dimension Ratio (SDR) 35 plastic pipe may be used if the void at the tank's side is filled with material that is granular, clean, and compacted.

(b) Building sewer pipes shall be sized to handle the peak hourly flow from the building and shall not be smaller than four (4) inches in diameter. When two different sizes or types of sewer pipes are to be connected, a proper type of fitting or conversion adapter shall be used.

(c) Sewer pipe shall not decrease in size flowing downstream.

(d) Building sewer pipes shall be laid at a standard slope of 1/4 inch per foot, and shall not be flatter than 1/8 inch per foot.

(e) Cleanouts shall be provided between the structure and the tank, at branch connections, every change in alignment, and at least every 100 feet in straight runs.

(f) All sewer piping shall be laid on a firm bed throughout its entire length. It shall be protected from damage due to rocks, hard lumps of soil, debris, and the like.

(g) Special care shall be used to prevent lateral movement or deformation during backfill. The backfill material shall be compacted to a density at least equivalent to the trench walls. Backfill over the pipe shall be of sufficient depth to protect the pipe from expected traffic loads and the wastewater from freezing.

Section 10. Septic Tanks and Other Treatment Tanks.

(a) Septic Tanks

(i) Septic tanks shall be fabricated or constructed of concrete, fiberglass, thermoplastic or an approved material. Tanks shall be watertight and fabricated to constitute an individual structure, and shall be designed and constructed to withstand anticipated loads. As part of the application review process, Department of Environmental Quality, Water Quality Division (DEQ/WQD) or the delegated small wastewater program shall review the design of prefabricated septic tanks for compliance with applicable construction standards.

(ii) The septic tank shall be placed on a level grade and a firm bedding to prevent settling. Where rock or other undesirable protruding obstructions are encountered, the opening for the septic tank shall be over excavated, as needed, and backfilled with sand, crushed stone, or gravel to the proper grade.

(A) Septic tanks shall not be buried deeper than the tank manufacturer's maximum designed depth for the tank. The minimum depth of soil cover over the top of the tank is six (6) inches.

(B) Backfill around and over the septic tank shall be placed in such a manner as to prevent undue strain or damage to the tank or connected pipes.

(C) Septic tanks shall not be placed in areas subject to vehicular traffic unless engineered for the anticipated load.

(iii) Size

(A) The minimum liquid volume of a septic tank shall be 1000 gallons for residences up to a four (4) bedroom capacity. Additional capacity of 150 gallons per bedroom shall be provided for each bedroom over four (4).

(B) Septic tanks for high strength wastewater or non-residential units shall have a minimum effective liquid capacity sufficient to provide at least 48 hour retention at design flow or 1,000 gallons, whichever is greater.

(iv) Configuration

(A) Single compartment septic tanks shall have a length to width ratio of no less than two (2) to one (1), or be partitioned to protect against short circuiting flow.

(B) For septic tanks with two (2) compartments or more, the inlet compartment shall not be less than one-half (1/2) of the total capacity of the tank.

(C) The liquid depth shall be between three (3) feet and six (6) feet.

(D) The tank partition shall allow the venting of gases between compartments and out through the vent stack on the plumbing system of the house.

(E) The inlet and outlet on all tanks or tank compartments shall be provided with open-ended sanitary tees or baffles made of approved materials constructed to distribute flow and retain scum in the tank or compartments.

(I) The tees or baffles shall extend above the liquid level a minimum distance of five (5) inches.

(II) The inlet tees or baffles shall extend below the liquid level at least eight (8) inches but no more than 40% of the liquid level. The outlet tees or baffles shall extend below the liquid level at least ten (10) inches but no more than 45% of the liquid level.

(III) A minimum of one (1) inch of clear space shall be provided over the top of the baffles or tees for venting.

(IV) The inlet pipe shall be at least two (2) inches higher than the outlet pipe. The outlet elevation shall be designed to provide a minimum distance of nine (9) inches or twenty (20) percent of the liquid depth between the top of the liquid and the bottom of the septic tank cover for scum storage and the venting of gases.

(v) If additional septic tank capacity over 1,000 gallons is needed, it may be obtained by joining tanks in series provided the following requirements are met:

(A) The inlet of each successive tank shall be at least two (2) inches lower than the outlet of the preceding tank, and shall have no tee or baffle except for the inlet to the first tank and the outlet for the last tank.

(B) The first tank or the first compartment of the first tank shall be equal to fifty percent (50%) or larger of the total septic tank system volume.

(vi) An access opening shall be provided to each compartment of the septic tank for inspection and cleaning.

(A) The access opening(s) in the cover/lid of the tank shall have a minimum diameter of twenty (20) inches. Both inlet and outlet devices shall be accessible.

(B) The riser from the access opening shall terminate at a maximum of six (6) inches below the ground surface. Riser covers terminating above grade shall have an approved locking device.

(vii) Land application of domestic septage in remote areas that meet the conditions found in Appendix B will be permitted as a permit by rule. Delegated small wastewater programs may issue individual permits.

(viii) An effluent filter with an opening of 1/8-inch or smaller shall be provided on the outlet of a septic tank or other tank that precedes a small diameter pressure distribution system.

(b) Dosing Tanks

(i) Dosing tanks shall meet the same material and installation requirements as septic tanks. Dosing tanks shall have a minimum 20-inch diameter access opening and it shall have a riser from the access opening to the ground surface. The following table shall be used to calculate the size of the dosing tank:

Table 6. Dosing Tank Volume (gallons)

Average Design Flows (gpd)	0-499	500-999	1000-1499	1500-2000
Between Pump “off” and Tank Inlet	350	700	1000	1300
Between Tank Inlet and Alarm Switch	200	400	600	800
Between Alarm switch and Pump “on”	50	100	100	100
Between Pump “on” and Pump “off”	100	200	300	400
Recommended Pump Capacity (gpm)	10	20	30	40

(ii) High water alarms shall be provided for all tanks that use pumps or siphons. The alarm device shall be an audible alarm or an indoor illuminated alarm or both.

(iii) The minimum effluent level shall achieve complete submergence of the pump.

(iv) Dosed systems using a siphon shall have a dose counter installed to check for continued function of the siphon.

(c) Holding Tanks

(i) Holding tanks shall meet the same material requirements as septic tanks. Holding tanks shall have a twenty (20)-inch minimum diameter access opening. A riser shall be brought to ground surface from the access opening.

(ii) Holding tanks shall not be used for residential systems when other alternative systems are available, except on a temporary, seasonal or intermittent basis, or when used to correct a failed soil absorption system when other alternatives are unavailable.

(iii) Holding tanks must be located in an area readily accessible to the pump truck and where the tank itself will not float due to high groundwater. If seasonal high groundwater may be present, the tank shall be properly anchored.

(iv) The minimum liquid volume shall be the greater of 1,000 gallons or seven (7) days storage based upon flow rate determined from Section 5.

(v) All holding tanks shall be equipped with a high-water level alarm. The device shall be an audible alarm or an indoor illuminated alarm or both. The device shall be installed so that the alarm is triggered when the water level reaches 3/4 of the tank capacity.

(vi) A design package for holding tanks is provided online at the Division's website to assist the applicant in submitting a completed application for coverage under the general permit for small wastewater systems. The worksheet and calculations were prepared by a registered professional engineer employed by the Wyoming Department of Environmental Quality, Water Quality Division. The general design requirements stated in this section are incorporated into the worksheets such that by properly completing the forms and installing the components, the system will comply with these requirements.

(d) Grease Interceptors

(i) A commercial or institutional food preparation facility with a waste stream containing fat, oil, and grease (FOG) in excess of 25 mg/L shall install an exterior grease interceptor or a device approved by the delegated health department or county. Facilities that typically have waste streams high in FOG are, but not limited to, restaurants, cafeterias, slaughterhouses, and institutional kitchens.

(ii) Waste streams high in FOG shall be plumbed separately and directly to a grease interceptor prior to the waste treatment process.

(iii) Waste streams from sanitary facilities such as bathrooms, toilets, urinals, or other similar fixtures shall not be discharged into the grease interceptor. These sources must be connected at least four to six (4-6) feet downstream of the grease interceptor's discharge. The design shall prevent any backflow from the sanitary sources into the grease interceptor.

(iv) Only one source facility per grease interceptor shall be allowed.

(v) Grease interceptors shall be located so that they are easily accessible for inspection, cleaning, and removal of the collected wastes. The interceptor shall not be closer than fifteen (15) feet from the last discharging fixture and no further away than thirty-five (35) feet.

(vi) Grease interceptors shall have at least two (2) compartments with a 20-inch minimum diameter access opening for each compartment for cleanout. Each access opening shall have a riser brought to the surface and have a sealed lid that is rated for any anticipated load. There shall be a means provided to sample the effluent.

(vii) There shall be no internal cleanout tees or bypasses.

(viii) The inlet and outlet of the grease interceptor shall be vented. The vent pipe shall be at least two (2) inches in diameter. The inlet and outlet vents shall not be interconnected.

(ix) The outlet pipe invert shall be no more than two (2) inches lower than the inlet invert.

(x) The dividing wall between compartments shall be the same height as the other walls and the cover should contact the top of the dividing wall. If the partition/dividing wall does not contact the cover, the outlet tee or baffle shall extend below the liquid level, 40-50% of the total liquid depth.

(xi) The effluent from each compartment shall be drawn from the bottom of a riser pipe that terminates at least eighteen (18) inches below the inlet pipe invert of that same compartment.

(xii) Grease interceptors shall be accessible during normal business hours without interrupting normal business operations.

(xiii) Grease interceptors shall be installed in accordance with the manufacturer's instructions and applicable requirements of this section. A copy of the manufacturer's instructions shall be submitted with every permit to construct application submitted to DEQ/WQD.

(xiv) Grease interceptors shall be sized according to the following:

Kitchens (grease, garbage)

Number of meals per peak hour	X	Waste Flow rate*	X	Retention time**	X	Storage factor***	=	Interceptor size (liquid capacity)
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*Waste flow rate – see Table 2.

**Retention times

Kitchen waste:	
Dishwasher and/or disposal	2.5 hours
Single service kitchen:	
Single serving with disposal	1.5 hours

***Storage factors

Fully equipped commercial kitchen	8 hr. operation: 1 16 hr. operation: 2 24 hr. operation: 3
Single service kitchen:	1.5

(A) The minimum interceptor size (liquid capacity) shall be 750 gallons.

(e) Other Interceptors

(i) Interceptors are required for oil, grease, sand, and other substances harmful or hazardous to the building drainage system, or the small wastewater treatment system.

(A) Laundries

(I) Commercial laundries, laundromats, and dry-cleaners shall be equipped with an interceptor in order to reduce the quantity of lint and silt that enter the collection system.

(II) The system must be of adequate size and design to allow for cool-down of wastewater so that separation can be more readily achieved.

(III) The interceptor shall be installed with a wire basket or similar device. The wire basket or similar device shall be removable for cleaning and shall prevent passage into the drainage system of solids 1/2 inch (12.7 mm) or larger in size, such as string, rags, buttons, or other materials that are detrimental to the waste treatment system.

(IV) Sizing must be in accordance with the following formula:

Laundries (grease, lint, silt)

Total gallons per cycle	X	Cycles per hour	X	Retention time*	X	Storage factor**	=	Interceptor
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*Retention times

Institutional laundries	2.5 hours
Standard commercial laundry	2.0 hours
Light commercial laundry	1.5 hours

**Storage factors

8 hours of operation	1.0
12 or more hours of operation	1.5

(B) Car Washes

(I) Where automobiles are washed (including detail shops using hand-wash practices), separators shall have a minimum capacity of 1000 gallons for the first bay, with an additional 500 gallons of capacity for every other bay.

(II) Additionally, wash racks must be constructed to eliminate or minimize the impact of run-off from rain/storm events. Minimum requirements are roofed structures with at least two walls and appropriate grading to prevent stormwater infiltration into the sanitary sewer.

(III) An effluent sampling point is required.

(f) Abandonment of Septic and Holding Tanks

The following is the procedure to abandon septic tanks and holding tanks when the system is upgraded, equipment replacement is necessary, or central sewer lines are made available:

(i) The abandoned tank should be pumped and the septage hauled to a licensed facility approved to receive the waste or the septage pumped into the newly constructed septic or holding tank. Discharging to a central sewer requires coordination with, and the approval of, the owner/operator of the sewer system.

(ii) Once the abandoned tank is empty, it should be removed and the excavation backfilled. As an alternative to removing the tank, the access covers can be removed; the bottom drilled or broken up sufficient to drain; and the tank filled with native soil, pit run, or sand.

(iii) If the abandoned tank is part of a Class V UIC facility, the abandonment must also be in compliance with Chapter 27, Section 17.

Section 11. Effluent Distribution Devices.

Distribution boxes and flow divider tees are suitable for level or nearly level ground and are installed before the soil absorption system with the goal of splitting flows equally between soil absorption system laterals. Drop boxes are suitable for sloping ground and are installed to achieve serial loading.

(a) Distribution Boxes

(i) The distribution box shall be installed on a level, stable base to prevent tilting or settling, and to minimize movement from frost heave.

(ii) Boxes shall be watertight and constructed of concrete or other durable material.

(iii) Boxes shall be designed to accommodate the inlet pipe and the necessary distribution lines. The inlet piping to the distribution box shall be at least one (1) inch above the outlet pipes and all pipes shall have a watertight connection to the distribution box.

(iv) The box shall be protected against freezing and made accessible for observation and maintenance.

(v) Boxes shall have flow equalizers installed on each outflow.

(b) Flow divider tees may be used in place of distribution boxes.

(c) Drop boxes are suitable for sloping ground and are installed to achieve serial loading. The drop boxes shall meet the requirements in paragraphs (a)(i through v) of this section.

Section 12. Standard Soil Absorption Systems.

(a) General Design Requirements:

(i) All soil absorption systems shall be designed in such a manner that the effluent is effectively filtered and retained below the ground surface. The absorption surface accepts, treats, and disperses wastewater as it percolates through the soil.

(ii) Soil absorption systems shall not be excavated when the soil is wet enough to smear or compact easily. Open soil absorption system excavations shall be protected from surface runoff to prevent the entrance of silt and debris. All smeared or compacted surfaces shall be raked to a depth of one (1) inch, and loose material removed before filter or filler material is placed in the soil absorption system excavation.

(iii) Soil absorption systems shall be designed to approximately follow the ground surface contours so that variation in excavation depths will be minimized. The trenches may be installed at different elevations, but the bottom of each individual trench shall be level throughout its length.

(iv) Shallow soil absorption system depths are encouraged to promote treatment and evapotranspiration. The minimum soil cover depth over the soil absorption system is one (1) foot. The maximum depth to the bottom absorption surface of a soil absorption system is five (5) feet. Finished grading shall prevent ponding and promote surface water runoff.

(v) Pipes, chambers or other products shall be bedded on firm, stable material. Heavy equipment shall not be driven in or over soil absorption systems during construction or backfilling.

(vi) Standard trenches refer to perforated pipe embedded in aggregate-filled trenches that shall conform to the following:

(A) The perforated pipe shall have a minimum diameter of 4 inches. Suitable pipe materials include: ASTM D-2729-11 PVC, ASTM D-3034-08 PVC, Schedule 40 PVC ASTM d1784-11, and ASTM F810-07 PE.

(B) The aggregate shall be crushed rock, gravel or other acceptable, durable and inert material that is free of fines, and has an effective diameter between ½ inch and 2- ½ inches.

(C) Prior to backfilling, the aggregate shall be covered throughout with a woven/non-woven geotextile material or a three (3) inch layer of straw.

(D) Aggregate shall extend the full width and length of the soil absorption system to a depth of at least twelve (12) inches with at least six (6) inches of drain gravel under the distribution pipe and at least two (2) inches over the distribution pipe.

(E) Maximum width of trench excavation is three (3) feet.

(F) Minimum spacing of trenches (wall to wall) is three (3) feet. Trench spacing shall be increased to nine (9) feet when the area between each trench is considered as reserve area. For clay loam soils that have percolation rates greater than 60 min/in., the nine (9) foot spacing shall also be required but it is not considered as reserve area.

(vii) Standard beds shall conform to the same pipe and aggregate requirements for trenches as found in subparagraphs (vi)(A through D) of this section. Standard beds shall also conform to the following:

(A) The soils shall have percolation rates less than 60 minutes per inch (5-60 mpi). The bottom of the bed must be level, therefore the site shall be relatively flat, sloping no more than one (1) foot from the highest to the lowest point in the installation area.

(B) Distribution laterals within a bed must be spaced on not greater than six (6) feet centers. Sidewalls shall not be more than three (3) feet from a distribution lateral.

(C) Beds must not be wider than twenty-five (25) feet if gravity distribution is used. Multiple beds must be spaced at one-half the bed width.

(D) Rubber tired vehicles must not be driven on the bottom surface of any bed excavation.

(viii) Chambered trenches, when used in lieu of perforated pipe and aggregate, shall be installed in conformance with the manufacturer recommendations. No cracked, weakened, modified, or otherwise damaged chamber units shall be used in any installation.

(A) All chambers shall be an open, arch-shaped structure of durable, non-degradable design, suitable for distribution of effluent without filter material.

(B) All chamber endplates shall be designed so that the bottom elevation of the inlet pipe is at least six (6) inches from the bottom of the chamber.

(C) Inlet and outlet effluent sewer pipes shall enter and exit the chamber endplates. Inspection ports shall be installed at all outlet effluent sewer pipes.

(D) All chambers shall have a splash plate under the inlet pipe or another design feature to avoid unnecessary channeling into the trench bottom.

(E) The maximum width of the bottom absorption surface for a chambered trench is three (3) feet. The excavation to install a chambered trench may exceed three (3) feet.

(F) Minimum spacing of trenches (wall to wall) is three (3) feet. Trench spacing shall be increased to nine (9) feet when the area between each trench is considered as reserve area. For clay loam soils that have percolation rates greater than 60 min/in., the nine (9) foot spacing shall also be required but it is not considered as reserve area.

(ix) Chambered beds shall conform to the same requirements for chambered trenches as found in subparagraphs (viii)(A through D) of this section. Aggregate, as specified in subparagraph (vi)(B) of this section, or native soil shall be used to fill the space between the chambers.

(x) Serial Sidehill Trench:

(A) A minimum of six (6) feet of undisturbed soil shall be maintained between adjacent trench or bed side walls.

(B) The bottom of each serial trench or bed system shall be level.

(C) The overflow pipe between serial soil absorption systems shall be set no higher than the mid-point of the upstream distribution pipe. The overflow pipe shall not be perforated.

(b) A design package for standard soil absorption systems is provided online at the Division's website to assist the applicant in submitting a completed application for coverage under the general permit for small wastewater systems. The worksheet and calculations were prepared by a registered professional engineer employed by the Wyoming Department of Environmental Quality, Water Quality Division. The general design requirements stated in this section are incorporated into the worksheets such that by properly completing the forms and installing the components, the system will comply with these requirements.

Section 13. Pressure Distribution Systems.

(a) General Design Requirements:

(i) The basic elements of a pressure distribution system include a dosing tank, filter, and a means to deliver specified doses to a small diameter pipe network within a soil absorption system. Pressure distribution is required for mound systems or for bed systems with a width greater than twenty-five (25) feet.

(ii) Pumps must be sized to match the distribution system curve or demand. Pumps shall be designed for sewage pumping applications and be accessible from the ground surface.

(iii) The control system for the pump and dosing tank shall, at a minimum, consist of a “pump off” switch, a “pump on” switch, and a “high liquid alarm”.

(A) All electrical connections must be made outside of the chamber in either an approved weatherproof box or an explosion-proof junction box.

(B) The wiring from the junction box to the control box must pass through a sealing fitting to prevent corrosive gases from entering the control panel.

(C) All wires must be contained in solid conduit from the dosing chamber to the control box.

(iv) The pressure transport piping between the tank and the soil absorption system shall be designed to prevent freezing.

(A) The ends of lateral piping shall be constructed with long sweep elbows or an equivalent method to bring the end of the pipe to finished grade. The ends of the pipe shall be provided with threaded plugs, caps, or other devices to allow for access and flushing of the lateral.

(B) All joints in the manifold, lateral piping, and fittings shall be solvent-welded using the appropriate joint compound for the pipe material. Pressure transport piping may be solvent-welded or flexible gasket jointed.

(C) Where automatic siphons or other devices are used, they shall be designed to empty the dosing tank in less than ten (10) minutes.

(v) The pressure distribution system shall have a combination of at least three (3) vertical feet of filter sand and/or unsaturated native soil above the high groundwater level. The filter sand shall conform to ASTM C-33, with less than 2% passing the #200 sieve.

(b) A design package for pressure distribution systems is provided online at the Division’s website to assist the applicant in submitting a completed application for coverage under the general permit for small wastewater systems. The worksheet and calculations were prepared by a registered professional engineer employed by the Wyoming Department of Environmental Quality, Water Quality Division. The general design requirements stated in this section are incorporated into the worksheets such that by properly completing the forms and installing the components, the system will comply with these requirements.

Section 14. Sand Mound Systems.

The sand mound consists of a sand fill, an aggregate bed and a soil cap.

(a) Selection Criteria:

The high groundwater level, bedrock, or impervious clay layer is less than four (4) feet

below the bottom of the soil absorption system excavation.

(b) Site Requirements:

(i) A minimum of one (1) foot of vertical separation of the native soil is required between the bottom of the sand fill and the top of the high groundwater level, any restrictive layer, or any highly permeable material.

(ii) The percolation rate of the native soil at the interface of the sand fill shall be greater than five (5) and less than sixty (60) minutes per inch (5-60 mpi). The percolation shall be measured in the top twelve (12) inches of native soil.

(c) General Design Requirements:

(i) Sand Layer

(A) Filter sand shall conform to ASTM C-33, with less than two percent (2%) passing through the #200 sieve.

(B) The minimum depth of sand below the aggregate bed surface shall be one (1) foot.

(C) The sand mound shall have a combination of at least four (4) vertical feet of filter sand and unsaturated native soil above the high groundwater level.

(I) For sand mounds using pressure distribution systems, the depth to high groundwater shall be three (3) feet below the bottom of the absorption surface if the percolation rate of the soil is five (5) minutes per inch or greater (5-60 mpi).

(D) The top of the sand layer under the aggregate bed shall be level in all directions.

(E) The sand layer shall fill around the perimeter of and to the top of the aggregate bed.

(F) The slope of all sides shall be three (3) horizontal to one (1) vertical or flatter. The side slopes shall be graded to prevent seepage and/or ponding at the bottom of the slope.

(G) The infiltration area, which is the bottom of the sand fill, shall be calculated by dividing the design flowrates (gpd) from Table 1 or Table 2 by the loading rate (gpd/ft²) found in Table 5.

(ii) Aggregate Bed

(A) The aggregate shall be crushed rock, gravel or other acceptable,

durable and inert material that is free from fines, and has an effective diameter between one-half (1/2) inch and two and one half (2 ½) inch.

(B) The aggregate bed depth shall not be less than nine (9) inches with a minimum of six (6) inches of clean aggregate placed below the distribution pipe and two (2) inches above the distribution pipe. The aggregate shall be covered with an approved geotextile material after installation and testing of the pressure distribution system.

(C) The design shall be a long, narrow bed design with a maximum width of twenty-five (25) feet.

(D) The infiltration area, which is the bottom of the aggregate bed, shall be calculated by dividing the design flowrates (gpd) from Table 1 and Table 2 by the loading rate of 0.8 gpd/ft².

(iii) Soil Cover

(A) The soil cap shall be constructed of a sandy loam, loamy sand, or silt loam. The depth of the soil cap shall be at least six (6) inches at the edges to twelve (12) inches at the center. The slope of all sides shall be three (3) horizontal to one (1) vertical or flatter.

(B) A layer of top soil at least six (6) inches thick shall be placed over the entire sand mound area. The sand mound should be planted with vegetation that does not require watering and will not establish deep roots. Native grasses are commonly used.

(d) A design package for sand mound systems is provided online at the Division's website to assist the applicant in submitting a completed application for coverage under the general permit for small wastewater systems. The worksheet and calculations were prepared by a registered professional engineer employed by the Wyoming Department of Environmental Quality, Water Quality Division. The general design requirements stated in this section are incorporated into the worksheets such that by properly completing the forms and installing the components, the system will comply with these requirements.

Section 15. Small Wastewater Lagoons.

(a) Selection Criteria:

(i) Lagoons shall only be considered in areas of Wyoming where the annual evaporation exceeds the annual precipitation during the active use of the lagoon.

(ii) Lagoons shall only be allowed when the percolation rate exceeds sixty (60) minutes per inch and the soil extends vertically down at least two (2) feet from the bottom of the lagoon to the seasonal high groundwater table or bedrock formations.

(iii) A lagoon shall not be constructed within the 100 year floodplain.

(b) General Design Requirements:

(i) Beyond the horizontal setback distances requirements specified in Section 7(g) of this rule, the lagoon shall not be placed within one hundred (100) feet of the owner's property line.

(ii) The use of a septic tank that meets the specifications in Section 9 of this rule shall be required before the small wastewater lagoon.

(iii) The lagoon shall be located and constructed so it will not receive surface runoff water.

(iv) The slope of the lagoon site shall not exceed five percent (5%).

(v) The lagoon site must be located in an area of maximum exposure to sun and wind.

(vi) The lagoon shall be designed for complete retention.

(vii) The area of the lagoon shall be calculated based on the following formula.

$$A = \frac{584 \times Q}{(365 \times S) + (E - P)}$$

A = Area of the lagoon (in square feet) at the maximum operating depth of five (5) feet.

Q = Average daily sewage flow, gallons per day. (Multiply values from Table 1 or 2 by 0.6 to get average daily flow.)

E = Average annual lake evaporation in inches per year. (Note: lake evaporation is less than pan evaporation; lake evaporation equals pan evaporation times a pan coefficient of 0.7)

P = Average annual precipitation rate in inches per year.

S = Seepage rate in decimal form, in inches per day.

(viii) The slopes of the dikes shall not be steeper than three (3) horizontal to one (1) vertical. The minimum width of the top of the dike shall be four (4) feet.

(ix) All fill shall consist of impervious material that is well compacted and free of rocks, frozen soil, or other large material.

(x) The minimum operating depth shall be two (2) feet. The dikes shall provide a minimum freeboard of two (2) feet.

(xi) The floor of the lagoon shall be level and maintained free of all vegetation.

(xii) The influent line into the lagoon must discharge near the center.

(xiii) A cleanout, with a tightly fitting cap, or manhole shall be provided in the influent line near the dike.

(xiv) The area around the small wastewater lagoon shall be fenced to preclude the entrance of livestock, pets, and humans. The fence shall be equipped with a locking gate. The gate shall have a sign indicating "NO TRESPASSING – WASTEWATER LAGOON".

(c) A design package for a small wastewater lagoons is provided online at the Division's website to assist the applicant in submitting a completed application for coverage under the general permit for small wastewater systems. The worksheet and calculations were prepared by a registered professional engineer employed by the Wyoming Department of Environmental Quality, Water Quality Division. The general design requirements stated in this section are incorporated into the worksheets such that by properly completing the forms and installing the components, the system will comply with these requirements.

Section 16. Privies or Outhouses.

Privies or outhouses that meet the requirements of this section are permitted by rule. A permit by rule requires the owner to submit the information contained in paragraph (g) of this section to the Wyoming Department of Environmental Quality, Water Quality Division prior to constructing or installing the facility. By submission of the required information, the owner acknowledges and certifies they will comply with the requirements contained in this section.

Pre-fabricated privies or outhouses shall be sealed, water-tight vaults and shall meet the following conditions:

(a) The horizontal setback distance requirements for sealed privies or outhouses shall comply with Section 7(g) for septic tanks.

(b) The depth to seasonally high groundwater from the bottom of a water tight vault shall be sufficient to prevent floatation of the empty vault.

(c) The vault must have sufficient capacity for the dwelling served, and must have at least 27 cubic feet or 200 gallons of capacity.

(d) Privies or outhouses must be insect tight; must have a self-closing door; the privy or outhouse seat must include a cover; and all exterior openings, including vent openings, shall be screened.

(e) Privies or outhouses must be adequately vented.

(f) Privies or outhouses shall not be constructed within the 100 year floodplain.

(g) Owner's name, address, phone number, legal description of privy or outhouse (address, latitude/longitude, or ¼ ¼ section), and the date construction or installation will begin.

Section 17. Greywater Systems.

Greywater systems that meet the requirements of this section are permitted by rule. A permit by rule requires the owner to submit the information contained in paragraph (e) of this section to the Wyoming Department of Environmental Quality, Water Quality Division prior to constructing, modifying, or installing the system. By submission of the required information, the owner acknowledges and certifies they will comply with the requirements contained in this section.

(a) Greywater Operation and Requirements

(i) Restrictions

(A) Greywater shall not leave the property on which it is generated. Ponding or runoff is prohibited.

(B) Greywater systems shall not be installed in a delineated floodplain.

(C) The volume of greywater shall not exceed an average of 2000 gallons per day.

(D) Greywater shall not come in direct contact with or adversely impact surface or groundwater.

(E) Food crops for direct human consumption should not be harvested for 30 days after application of greywater.

(ii) Odor control of the greywater system shall meet the requirement of Wyoming DEQ Air Quality Regulations Chapter 2, Section 11.

(iii) If the greywater system is to be used during the winter, the greywater system shall be designed to prevent freezing.

(b) Estimating Greywater Discharge

(i) The greywater discharge for single family and multi-family dwellings shall be calculated by estimates of greywater use based on water use records, or the following procedure:

(A) The number of occupants of each dwelling unit shall be calculated as 2 occupants per bedroom.

(B) The estimated greywater flows of each occupant shall be calculated in gallons per day (gpd) as follows:

Showers, bathtubs and wash basins – 25 gpd/occupant

Laundry – 15 gpd/occupant

(ii) The total number of occupants shall be multiplied by the applicable estimated greywater discharge as provided above and the type of fixtures connected to the greywater system.

(c) Greywater System Configurations

(i) All greywater systems shall have means to direct greywater to either the blackwater system or the greywater system.

(ii) Diverter valves shall not have the potential to allow backflow from the blackwater system into the greywater system.

(iii) Greywater used for surface irrigation should be disinfected. The disinfection should achieve a fecal coliform level of 200 cfu/100 mL or less.

(d) Setbacks

(i) A 30 foot buffer zone is required between the greywater application site and adjacent property lines and any public right-of-way.

(ii) A 30 foot separation distance is required between greywater application sites and all surface waters.

(iii) A 100 foot separation distance is required between greywater application sites and all potable water supply wells.

(e) Owner's name, address, phone number, legal description of greywater system (address, latitude/longitude, or ¼ ¼ section), and the date construction or installation will begin.

Section 18. Operation and Maintenance.

(a) For any system that disposes of wastewater through land application or subsurface filtration, the owner shall not add any chemical or biochemical additive to the system that would adversely affect the quality of the groundwater as stated in the WDEQ Water Quality Rules & Regulations, Chapter 8.

(b) Septic tanks shall be pumped as needed to prevent solids carryover into the soil absorption system.

(c) Holding tanks and sealed vaults shall be pumped prior to reaching their maximum capacity.

(d) Any service provider that pumps septic tanks, holding tanks, or sealed vaults, shall dispose of the wastewater contents at a permitted wastewater treatment facility or in a manner approved by the Division or delegated authority.

(e) Damaged fittings and broken, crushed or plugged piping associated with any small wastewater system shall be replaced in a timely manner.

(f) Composting or non-discharging toilets, where permitted, shall have their waste disposed of at a permitted wastewater treatment facility or landfill, or in a manner approved by the Division or delegated authority.

Section 19. Commercial and Industrial Wastes and/or Domestic Wastes Greater Than 2000 Gallons per Day.

(a) Commercial/industrial wastewater systems or combination commercial/industrial and domestic wastewater systems are subject to applicable requirements listed in sections 1 through 15 of this chapter, in addition to requirements in this section.

(b) If the wastewater is classified as, or determined to be hazardous, toxic, and/or contain petroleum products, the applicant shall demonstrate to the Administrator that any discharge or seepage from the wastewater facility will not cause a violation of the surface and/or groundwaters of the state in accordance with Chapter 1, “Quality Standards for Wyoming Surface Waters” and Chapter 8, “Quality Standards for Wyoming Groundwaters.”

(c) If the impact of the hazardous, toxic, and/or petroleum products cannot be determined and mitigated, disposal of the wastewater using a soil absorption system shall be prohibited.

(d) Pre-treatment of the wastewater to remove the hazardous, toxic, and/or petroleum products shall be required prior to disposal if deemed necessary to protect the Groundwater(s) and Surface Water(s) of the State.

(e) The minimum horizontal setback distances (in feet) shown in Table 7 shall be maintained for commercial and industrial wastes and/or wastes greater than 2000 gallons per day but less than 10,000 gallons per day.

Table 7. Minimum Horizontal Setbacks for Commercial and Industrial Wastes in Feet¹

From	To Septic Tank Or Equivalent	To Absorption System
Wells (includes neighboring wells)	50	200
Public Water Supply Well	100	500 ²

From	To Septic Tank Or Equivalent	To Absorption System
Property Lines	10	10
Foundation Wall (w/o drains)	5	10
Foundation Wall (with drains)	5	50
Potable Water Pipes	25	50
Septic Tank	N/A	10
Surface Water, Spring (including seasonal and intermittent)	50	100
Cisterns	50	50

¹ For systems larger than 10,000 gallons per day, the isolation distance shall be determined by a hydrogeological study in accordance with Section 17(b) of Chapter 3, but shall not be less than those shown in Table 7.

² Wastewater systems that discharge to the same aquifer that supplies a public water supply well and are located within Zone 1 or 2 (Attenuation) of the public water supply well, as determined by *Wyoming Department of Environmental Quality Source Water Assessment Project (2004)* or as established in Section 2 of the *Wyoming Wellhead Protection Guidance Document (1997)*, shall provide additional treatment. These systems will be required to obtain an individual permit to construct and will require that a PE sign, stamp, and date the application, as stated in Section 2 of this chapter. The additional treatment shall be in accordance with Chapter 3, Section 2(b)(ii). The treatment shall reduce the nitrates to less than 10 mg/L of NO₃- as N and provide 4-log removal of pathogens before the discharge leaves the property boundary of each small wastewater system.

APPENDIX A Percolation Test Procedure

Section 1. Purpose

(a) Percolation tests are used to determine absorption system site suitability and to size the absorption system.

Section 2. Procedure

(a) General Requirements:

(i) Percolation tests shall not be conducted in test holes that extend into groundwater, bedrock, or frozen ground.

(ii) The percolation test shall be conducted only after the soil exploration pit has been dug and examined.

(iii) A minimum of three (3) percolation test holes are required.

(iv) The percolation test holes shall be spaced uniformly over the proposed soil absorption system site.

(b) Preparation

(i) A twelve (12) inch diameter hole shall be dug or bored to the proposed depth of the soil absorption system.

(ii) The walls shall be vertical, with the natural soil surface exposed without smearing.

(iii) The sides and bottom shall be scarified with a sharp pointed instrument and the loose material shall be removed from the hole.

(iv) Two (2) inches of gravel or coarse sand shall be placed in the bottom of the hole to prevent it from scouring and sealing during water addition.

(c) Presoaking

(i) The purpose of presoaking is to have the water conditions in the soil reach a stable condition similar to that which exists during continual wastewater application. The minimum time of presoaking varies with soil conditions but must be sufficiently long so that the water seeps away at a constant rate. The following presoaking instructions are usually sufficient to obtain a constant rate.

(A) Fill each hole with clear water to a level at least eighteen (18) inches above the gravel or coarse sand. If the eighteen (18) inches of water seeps away in

eighteen (18) minutes or less, add eighteen (18) inches of water a second time. If the second filling of eighteen (18) inches of water seeps away in eighteen (18) minutes or less, this indicates the soil is sandy and is excessively permeable. The soil absorption system shall meet the requirements of Section 8 (c).

(B) If either the first or second fillings of eighteen (18) inches of water does not seep away in ninety (90) minutes, eighteen (18) inches of water must be maintained in the hole for at least four (4) hours to presoak the test hole. After the four (4) hours of water contact time, wait at least twelve (12) hours before starting the percolation rate measurement.

(d) Percolation Rate Measurement

(i) Fill each test hole with twelve (12) inches of water and allow the soil to rehydrate for fifteen (15) minutes prior to any measurements.

(ii) Establish a fixed reference point to measure the incremental water level drop at constant time intervals. The water level drop should be measured to the nearest $\frac{1}{8}$ of an inch and the minimum time interval is ten (10) minutes.

(iii) Refill the test hole to twelve (12) inches above the gravel before starting the measurements. Continue to measure the incremental water level drop at a constant time interval until a consistent incremental water level drop is achieved. A consistent water level drop is achieved when three (3) consecutive water level drops are within $\frac{1}{8}$ inches of each other.

(iv) Before the water level drops below one (1) inch above the gravel, refill the test hole to twelve (12) inches and continue to measure the incremental water level drop.

(v) The percolation rate is calculated for each hole using the following formula:

$$\frac{\text{Time Interval (Minutes)}}{\text{Final Water Level Drop (inches)}} = \text{Percolation Rate (minutes/inch)}$$

(vi) If only three to five percolation tests are performed, the design percolation rate for the absorption system is the largest rate from all the holes tested. If six or more percolation tests are performed, the design percolation rate for the absorption system is the average of all the holes tested as determined by the above formula.

(e) The following information shall be recorded:

(i) Date(s) of test(s);

(ii) Location, diameter, and depth of each test hole;

(iii) Duration of presoak;

(iv) Time of day for beginning and end of each water-level drop interval;

- (v) Each water-level drop measurement;
- (vi) Calculated percolation rate;
- (vii) Name and signature of person performing test;
- (viii) Name of owner or project name; and
- (ix) Certification that the percolation test was done in accordance with Wyoming Water Quality Rules and Regulations Chapter 25 Appendix A.

APPENDIX B Land Application of Domestic Septage in Remote Areas

Section 1. Restrictions and Requirements

To qualify for the land application of domestic septage in remote areas, the following conditions must be met:

(a) Location restrictions:

(i) Domestic septage generated on a specific property may be land applied on said property, and shall not be transported to another location for land application.

(ii) No land application of domestic septage shall occur within 1,000 feet of all adjacent properties.

(iii) No land application of domestic septage shall occur within 300 feet of a public road, permanent surface water body, or intermittent stream.

(b) Site restrictions:

(i) The land application of domestic septage shall only occur on those sites with established vegetation such as rangeland, pasture or hay meadows.

(ii) No more than 5,000 gallons of domestic septage per acre per year shall be land applied.

(iii) No land application of domestic septage shall occur where the site's slope exceeds five percent (5%) or where the depth to groundwater is less than four (4) feet.

(iv) The land application of domestic septage shall not occur between November 1 and May 1, or any other time when frozen or saturated ground conditions exists.

(v) No public access shall be allowed to any site where domestic septage has been applied for at least one (1) year following application.

(vi) No grazing animals shall be allowed access to any site where domestic septage has been land applied for at least thirty (30) days following application.

(c) Crop restrictions:

(i) No root crops shall be harvested from soils where domestic septage has been land applied for at least thirty-eight (38) months following application

(ii) No truck crops (harvested parts touch land surface) shall be harvested from soils where domestic septage has been land applied for at least fourteen (14) months following application.

(iii) No commodity crops (other food, feed, and fiber crops whose harvested parts do not touch land surface) from soils where domestic septage has been land applied shall be harvested for at least thirty (30) days following application.

(iv) No turf shall be harvested from soils where domestic septage has been land applied for at least one (1) year following application.

(d) Reporting Requirements:

(i) The property owner shall notify the appropriate Department of Environmental Quality, Water Quality Division (DEQ/WQD) District Engineer prior to the land application of domestic septage to confirm the requirements and to arrange a possible DEQ/WQD inspection of the land application.

(ii) All records related to each septage application will be maintained for at least five (5) years.

(iii) There is a worksheet provided online at the Division's website that must be completed, signed, and returned to the DEQ/WQD, or the appropriate delegated local permitting authority, within 15 days of the land application.

Campbell County Public Works

SMALL WASTEWATER SYSTEM PERMIT WORKBOOK AND APPLICATION

Steps

- A. Perform the 8-step design process identified below.
- B. Bring the completed packet into Public Works Building Division to obtain permit.
- C. Install tank and field per approved permit, leaving tank, pipe, infiltrators, and rock exposed for inspection.
- D. Contact Building Division at 682-1970 to schedule inspection.
- E. After passing the on-site inspection, backfill the system.

(The Building Division is happy to help, please contact the staff for explanation or assistance, if needed)



Design Process

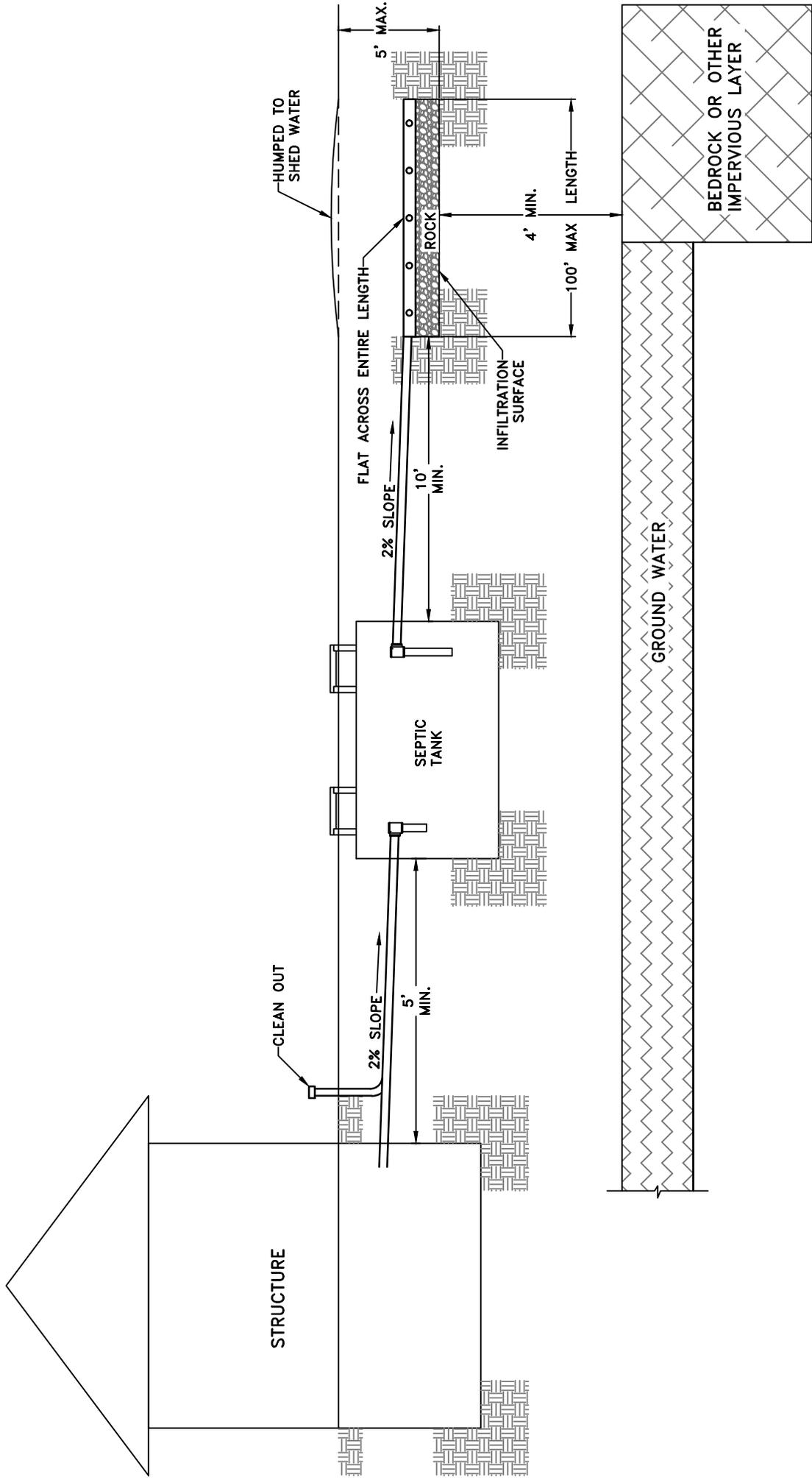
1. Determine correct location for the septic tank and leach field based on the layout and setback requirements on page 5. Leave room for a replacement leach field. The leach field should not have structures, pavement, or decks placed above it. It should be located where vehicles will not be parked or driven over it.
2. Determine the correct elevation of the bottom of the leach field or infiltration surface. (This is the native ground where the wastewater will sit as it soaks into the ground). This is the elevation where the percolation tests will be taken (the bottom of the percolation test hole

needs to be at this elevation). Refer to page 4 for layout, slope, and depth requirements. Due to the constraints of the elevation of the leach field, lift stations are likely necessary for structures with basements if there is not a significant grade drop on the property. A lift station can be installed to pump the sewage from the basement up to the septic tank or to pump the septic tank outflow up to the leach field. There are several controlling geographic factors in selecting this elevation:

- a. This elevation must be even for the entire length of the leach field.
 - b. This elevation must be set low enough so that the drain lines coming from the structure to the tank and from the tank to the leach field can slope at 2% ($\frac{1}{4}$ inch per foot), as well as accommodate the drop from the inlet of the tank to the outlet. See page 4 for spacing requirements.
 - c. This elevation must be no more than 5 feet below the finished dirt grade above the leach field after installation. [Cover needs to be kept to a minimum of 5 feet to adequately reerate the soil and satisfy the daily oxygen demand of the applied wastewater. Delivery of oxygen to the infiltration zone is most likely when soil components are shallow. If sufficient oxygen is not present, the metabolic processes of the microorganisms can be reduced or halted and both treatment and infiltration of the wastewater will be adversely affected (EPA Onsite Wastewater Treatment Systems Manual Feb 2002 p 4-4, p 4-6.)].
3. Draw a site plan, using page 5 as a guide. Show setbacks from related items and indicate depth from finished grade to the infiltration surface.
 4. Dig a pit adjacent to the proposed leach field at least 4 feet below the infiltration surface to check for groundwater or adverse solid components. Answer all the questions on page 6 related to the test pit.
 5. Select a septic tank, using page 7 as a guide.
 6. Perform the percolation tests, per page 9. Enter the information in the spreadsheet on page 10.
 7. Size the leach field, per page 11.
 8. Determine which type of system to install. Refer to page 12. Fill out the worksheet that matches the type of system being used.

This permit workbook and application has been prepared under the direction of Kevin C. King, P.E. # 5995, a licensed professional engineer employed by Campbell County. This document reflects the requirements in Wyoming DEQ Water Quality Rules and Regulations Chapter 25 (effective date 06/29/2018) with modifications to Section 5 Design Flows.





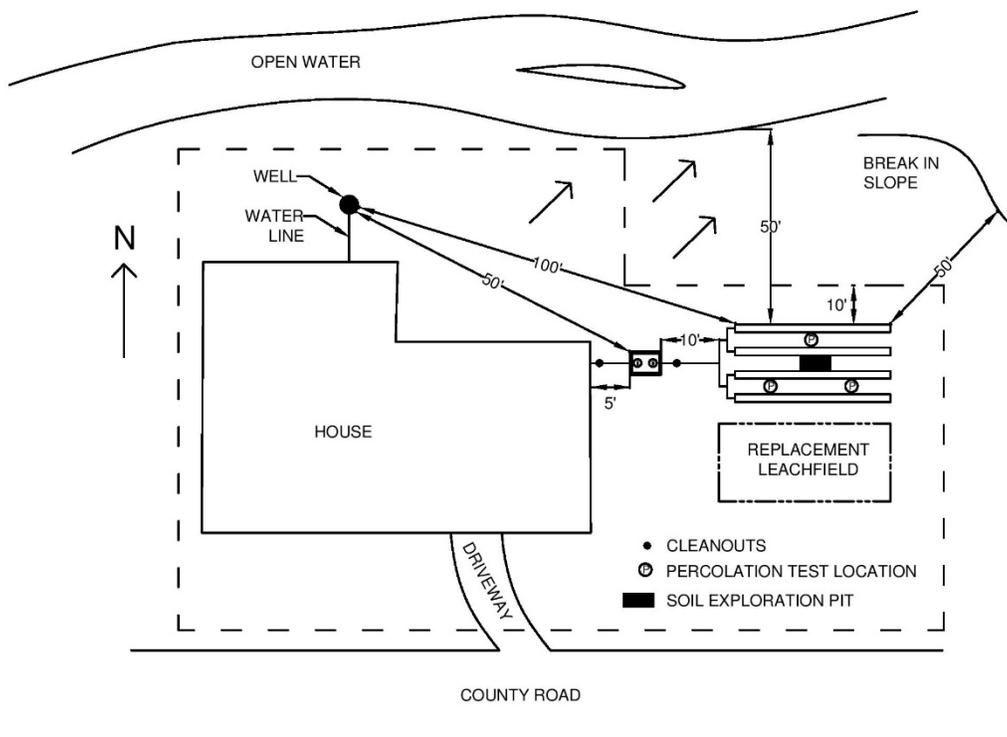
NOT TO SCALE

Site Plan Drawing

Attach a sketch of your site as a separate sheet, showing each of the items in the table below if applicable.

Check Box If Shown On Site Plan	Element	Required Setback Distance To Septic Tank (feet)	Required Setback Distance To Leachfield (feet)	Is the Setback Distance Satisfied?
<input type="checkbox"/>	Property lines	10	10	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	All buildings, roads, and driveways	—	—	—
<input type="checkbox"/>	Setback to buildings w/out a foundation drain	5	10	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Setback to buildings with a foundation drain	5	25	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Private wells (including neighbors)	50	100	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Public water supply wells	100	200	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Potable water supply lines	25	25	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Surface water (ditch, pond, Intermittent waterways, etc.)	50	50	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Septic tank	—	10	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Break in slope (where slope gets abruptly steeper)	15	15	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Cisterns	25	25	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Leachfield & Replacement Leachfield	10	—	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	North arrow	—	—	—
<input type="checkbox"/>	Slope (arrow pointing downslope)	—	—	—
<input type="checkbox"/>	Location of numbered percolation test holes (numbered)	—	—	—
<input type="checkbox"/>	Location of soil exploration pit	—	—	—
<input type="checkbox"/>	Location of cleanout port(s)	—	—	—

Example site plan:



Site Suitability



The owner must be aware of the depth of any impermeable soil layers, high groundwater levels, and slope when considering the septic system location. The questions below will ensure you have gathered the information necessary to determine if a conventional septic system is appropriate.

Excavation	Does the soil exploration pit lie within the area of the proposed leachfield?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Was the bottom of the required soil exploration pit at least 4 feet below the bottom of the proposed leachfield, usually a minimum of 7-8 feet total depth? This is required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Depth of the excavation?	
	Who conducted the excavation?	
	Date:	
Impermeable Layers	Did the excavator observe a rock layer below the surface?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, at what depth below the ground surface?	
	Did the excavator observe a clay layer below the surface?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, at what depth below the ground surface?	
High Groundwater	Was groundwater present in the excavation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, at what depth below the ground surface?	
	Does the soil have an alkali crust at the surface, a rotten egg smell, or a blue-gray or greenish-gray (gley) color that may indicate frequent/continuous saturation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, at what depth below the ground surface?	
	Does the soil have a mottled appearance with areas around roots or cracks that look like rust, or is the soil stained a dark red-black or red-brown color, which may indicate periods of saturation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, at what depth below the ground surface?	
Slope	What is the estimated slope of the proposed leachfield area?	
	How far away is the nearest break in slope (the side of a hill or where the slope becomes abruptly steeper) from the proposed leachfield area?	
Other	How far away is the nearest surface water body, such as a lake, river, pond, creek, ditch, or wetland from the proposed leachfield area?	
	How far away are areas where the soil may be compacted by vehicles, such as roads or parking spaces, from the proposed leachfield area?	
	How far away are water supply wells (drinking or irrigation wells), cisterns, or water supply lines from the proposed leachfield area?	
	Do surface drainage features (ditches, depressions, or swales) direct runoff from paved areas such as roofs, patios, or driveways, away from the leachfield?	<input type="checkbox"/> Yes <input type="checkbox"/> No

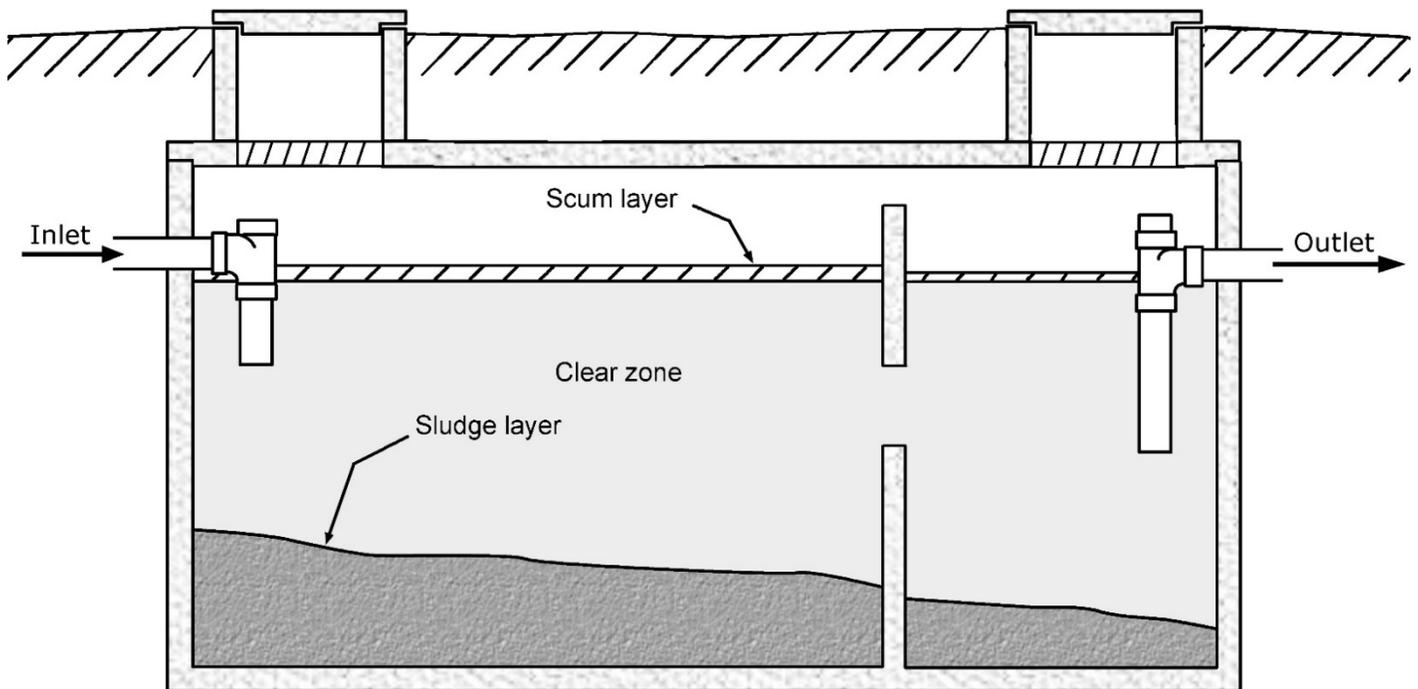
Septic Tank and Piping Worksheet

Septic Tank	Manufacturer:				
	Model No./Number of Chambers:				
	Size (gallons):				
	Tank Material:		<input type="checkbox"/> Concrete <input type="checkbox"/> Fiberglass <input type="checkbox"/> Thermoplastic <input type="checkbox"/> Other (please describe): _____		
	Is this septic tank on the approved list?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
	If no, provide a tank diagram from the manufacturer. If you cannot locate a diagram from the manufacturer, complete the following 3 rows. See Page for septic tank design requirements and a diagram of a septic tank.				
	Please complete for tanks <u>NOT</u> on approved list.	Internal Dimensions: Length (in): _____ Width (in): _____ Height (in): _____			
		Liquid Depth (in):		Amount of Air Space Between Top of Liquid and Chamber Ceiling (in)	
		Operating Capacity	$(\text{_____} * \text{_____} * \text{_____}) \div 231 = \text{_____} \text{ gallons}$		
	Depth of backfill over tank (minimum of 6" required)		Number of bedrooms, if a residence:		
7		bedroom			
7					
Does the tank have a 20-inch access opening in <u>EACH</u> compartment of the tank and a riser from the access opening that terminates a max of 6 inches below the ground?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is septic tank installed on a level grade, with firm bedding to prevent settling, and without rock or other obstructions touching the tank?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
If installing two tanks in a series, install the downstream tank a minimum of 2 inches lower than the first to insure proper flow. Will the installer use a series of tanks as described?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Piping	What will the piping material between the house and the septic tank be?		What is the proposed pipe size (diameter)?		
	Will the installer lay the pipe from the house to the septic tank in a straight line?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If no, will the installer include the <u>required</u> cleanout ports at any alignment change greater than 22.5 degrees?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Will the pipe from the house to the septic tank be more than 100 feet long?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, will the <u>required</u> cleanout ports be spaced along the line every 100 feet or less?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	DEQ recommends a cleanout port facing each direction between the building and the tank. If only one is used, which direction does the <u>required</u> cleanout port face?			<input type="checkbox"/> Toward Building <input type="checkbox"/> Toward Tank	
	Will the piping have a minimum slope of ¼ inch per foot (2%)?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If the installer uses more than one trench, they must use a distribution box or flow divider tee to equalize flow. Will the system include a distribution box or flow divider tee?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Will the leachfield trenches be less than 100 feet long? This is <u>required</u>.			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Basic Design Requirements for Septic Tanks

1. Tanks must have a minimum of a 1,000-gallon capacity for residences with up to four bedrooms; add 150 gallons of capacity for each additional bedroom.
2. The tank must be watertight, including all joints and connections, and constructed of a durable, non-corrodible material such as concrete, fiberglass, thermoplastic or other approved material. DEQ regulations do not allow steel tanks.
3. The liquid depth shall be between three (3) and six (6) feet deep.
4. A single chamber tank shall have at least a 2:1 length to width ratio or be partitioned to prevent short-circuiting.
5. The first chamber in any two-chambered tank must accommodate at least 50 percent of the capacity.
6. Each chamber must have an access opening with a minimum dimension of 20 inches, from which both inlet and outlet tees shall be accessible.
7. Each chamber must have a cleanout riser that extends to a maximum of six (6) inches below the ground surface.
8. The inlet and outlet tees should be 4-inch diameter, schedule 40 PVC or equivalent, and should extend into undisturbed soil.
9. Install tanks used in a series such that the inlet to each successive tank shall be at least two (2) inches below the outlet of the preceding tank.

Diagram of a Typical Two-Chambered Septic Tank



Drawing modified from CIDWT. 2009. *Installation of Wastewater Treatment Systems*. Consortium of Institutes for Decentralized Wastewater Treatment (CIDWT). Iowa State University, Midwest Plan Service. Ames, IA.

Percolation Test Instructions

In order for a septic system to perform properly, the wastewater must move through the soil at an ideal rate, neither too fast nor too slow. A percolation test estimates the rate at which the water will percolate, or move, through the soil. The information provided by percolation tests is necessary to design leachfields correctly. Follow the steps below to complete a percolation test.

1. Location of Percolation Test Holes. The percolation (perc) test holes must be spaced uniformly over the proposed leachfield site. A minimum of three (3) test holes are required, although you can use more if desired.

2. Test Hole Preparation. Dig or bore each hole 12 inches wide and as deep as the proposed depth of the leachfield (usually between 30 and 40 inches). Make sure the sides are vertical and scrape the sides and bottom of the hole with a sharp pointed instrument to restore a natural soil surface. Remove loose soil from the hole and place 2 inches of coarse sand, washed gravel, or crushed stone in the bottom in order to prevent scouring or sealing.

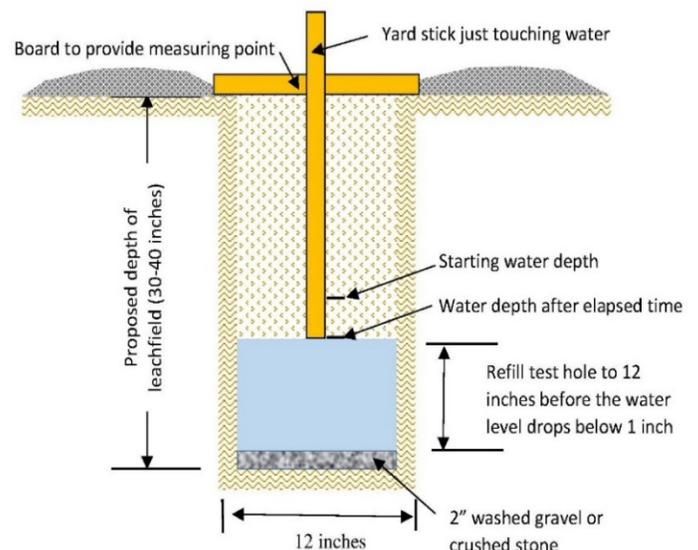
3. Presoaking. Presoaking is ***absolutely*** required to get valid percolation test results. Presoaking allows the water conditions in the test hole to reach a stable condition that is similar to a leachfield. Presoaking time varies with soil conditions, but presoak holes for at least 4 hours. Maintain at least 18 inches of water in the test holes for at least 4 hours, then allow the soil to swell for 12 hours (overnight is good) before starting the perc test.

For sandy or loose soils, add 18 inches of water above the gravel or coarse sand. If the 18 inches of water seeps away in 18 minutes or less, add 18 inches of water a second time. If the second filling of 18 inches of water seeps away in 18 minutes or less, the soil is excessively permeable and the site is unsuitable for a conventional disposal system. If this is the case, contact the Building Division.

4. Perc Rate Measurements. Fill each hole with 12 inches of water and let the soil re-hydrate for 15 minutes prior to taking any measurements. Establish a fixed reference point such as a flat board placed across the top of the hole to measure the incremental water level drop at the constant time intervals. Measure the water level drop to the nearest 1/8 of an inch with a minimum time interval of 10 minutes. Normal time intervals are usually 10 or 15 minutes.

Refill the test hole to 12 inches above the gravel before starting the measurements. Measure down to the water from the fixed reference point. Record this value on the first line in the perc test data sheet (Page 9). Take another measurement after the time interval has elapsed and record on the second line of the table. Calculate the water level drop and record in the table.

Continue the test until the water level drop rate has stabilized, i.e. three consecutive measurements within 1/8 inch of each other. Before the water level drops below 1 inch above the gravel, refill the test hole to 12 inches. Some test holes may take longer to stabilize than others. If the drop rate continues to fluctuate, use the smallest drop rate out of the last six intervals for your calculations.



Percolation Test Data Sheet

Owner/Project Name: _____

Date: _____

Test holes were pre-soaked for: _____ (hours/minutes)

Time Interval: _____ min

Do not perform percolation test if ground is frozen or if groundwater is present in holes. Holes must be 12 inches in diameter and evenly spaced over the leachfield area. Roughen sides and bottoms of holes and place 2 inches of gravel in each hole.													
		Hole #1 (Required)		Hole #2 (Required)		Hole #3 (Required)		Hole #4 (Optional)		Hole #5 (Optional)		Hole #6 (Optional)	
Depth of Hole:													
Time of Day	Time (Min)	Measure to nearest 1/8 inch		Measure to nearest 1/8 inch		Measure to nearest 1/8 inch							
		Water Level	Drop	Water Level	Drop	Water Level	Drop	Water Level	Drop	Water Level	Drop	Water Level	Drop
			—		—		—		—		—		—
Time Interval (minutes)													
Final Interval Drop (inches)													
Perc Rate (min/inch)													
										Design Perc Rate (min/inch)			

To calculate drop: Subtract the water level measurement at the start of your time interval from the water level measurement at the end. The “Drop” is how far the water level went down during the stated time interval. Time intervals must be consistent for each hole throughout the test.

Leachfield percolation (Perc) rate: If 3 to 5 holes were tested, use the slowest (highest number) rate of the holes tested. If six or more holes were tested, use the average rate.

Helpful Conversions: 1/8 = 0.125 1/4 = 0.25 3/8 = 0.375 1/2 = 0.50 5/8 = 0.625 3/4 = 0.75 7/8 = 0.875

To calculate perc rate (minutes per inch): Time Interval (min) ÷ Final Interval Drop (in)

$$Example\ Perc\ Rate = \frac{Time\ Interval\ (min)}{Final\ Interval\ Drop\ (in)} = \frac{10\ min}{1\ \frac{1}{8}\ in} = 8.9\ \frac{min}{in}$$

I certify that this perc test was done in accordance with the instructions on the previous page.

Test Performed by: _____

Signature: _____

Leachfield Sizing Worksheet

Design Flow (gpd)	Please Select Building Type:	<input type="checkbox"/>	Residential Building (Including Mobile Homes)	How many bedrooms does the residence have? _____ bedrooms Does the residence have an unfinished basement? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, add 2 more bedrooms to the number above. _____ Total bedrooms	Enter the number of gallons per day (gpd) of wastewater generated that corresponds with the number of bedrooms in Box 1 below. 1 bedroom 180 gpd 2 bedrooms 320 gpd 3 bedrooms 460 gpd 4 bedrooms 550 gpd 5 bedrooms 630 gpd 6 bedrooms 720 gpd
		<input type="checkbox"/>	Non-residential Building	Refer to Page 22	
Design Flow (gpd): Enter value from cells above:				Box 1	

Loading Rate (gpd/ft²)	Check Perc Rate Obtained from Perc Test Data Sheet (page 10)	Perc. Rate min/inch	Loading Rate gpd/ft²	Perc. Rate min/inch	Loading Rate gpd/ft²	Perc. Rate min/inch	Loading Rate gpd/ft²
		<input type="radio"/> 5	0.80	<input type="radio"/> 16	0.50	<input type="radio"/> 30-31	0.39
		<input type="radio"/> 6	0.75	<input type="radio"/> 17	0.49	<input type="radio"/> 32-33	0.38
		<input type="radio"/> 7	0.71	<input type="radio"/> 18	0.48	<input type="radio"/> 34-35	0.37
		<input type="radio"/> 8	0.68	<input type="radio"/> 19	0.47	<input type="radio"/> 36-37	0.36
		<input type="radio"/> 9	0.65	<input type="radio"/> 20	0.46	<input type="radio"/> 38-40	0.35
		<input type="radio"/> 10	0.62	<input type="radio"/> 21	0.45	<input type="radio"/> 41-43	0.34
		<input type="radio"/> 11	0.60	<input type="radio"/> 22	0.44	<input type="radio"/> 44-46	0.33
		<input type="radio"/> 12	0.58	<input type="radio"/> 23-24	0.43	<input type="radio"/> 47-50	0.32
		<input type="radio"/> 13	0.56	<input type="radio"/> 25	0.42	<input type="radio"/> 51-55	0.31
		<input type="radio"/> 14	0.54	<input type="radio"/> 26 - 27	0.41	<input type="radio"/> 56-60	0.30
		<input type="radio"/> 15	0.52	<input type="radio"/> 28 - 29	0.40		
Loading Rate (gpd/ft²): Enter loading rate for your percolation rate from above table.				Box 2			

Leachfield Sizing (ft²)	Required Leachfield Area (ft²) Divide design flow (Box 1) by loading rate (Box 2). Round <u>up</u> to the nearest whole number.	<div style="text-align: right; margin-bottom: 10px;">Box 3</div> $\underline{\hspace{2cm}} \div \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ Design Flow (Box 1) ÷ Loading Rate (Box 2) = Leachfield Area (Box 3) Example: 300 gpd ÷ 0.62 gpd/ft ² = 483.87 or 484 ft ²
---	--	---

Leachfield Design Instructions

Arrange conventional septic system leachfields using either a trench or a bed layout. Construct either trench or bed layouts using either perforated pipe or open-bottom chamber systems. DEQ prefers trench layouts because they provide more surface area for absorption of wastewater into the soil. Trenches also treat wastewater more efficiently because the undisturbed soil between the trenches allows more oxygen to reach the microbes that break down and treat the wastewater. For this reason, trenches are also more effective when soils have lower or “slower” percolation rates. Use bed layouts where space for a leachfield is limited and only where soils have higher or “faster” percolation rates. DEQ considers trenches spaced less than three (3) feet apart as bed layouts.

To design your leachfield, follow these steps:

- 1) Choose either a trench or a bed layout.
- 2) Choose either perforated pipe or open-bottomed chambers for your leachfield.
- 3) Fill out the layout worksheet and diagram that correspond to your selection. This worksheet will determine how many trenches you need or how large to make your bed.
- 4) Submit **only** the worksheet and diagram that you completed.

Trench Leachfield System:

Perforated Pipe Trench Layout Worksheet, Page 1
 Chambered Trench Layout Worksheet, Page 1

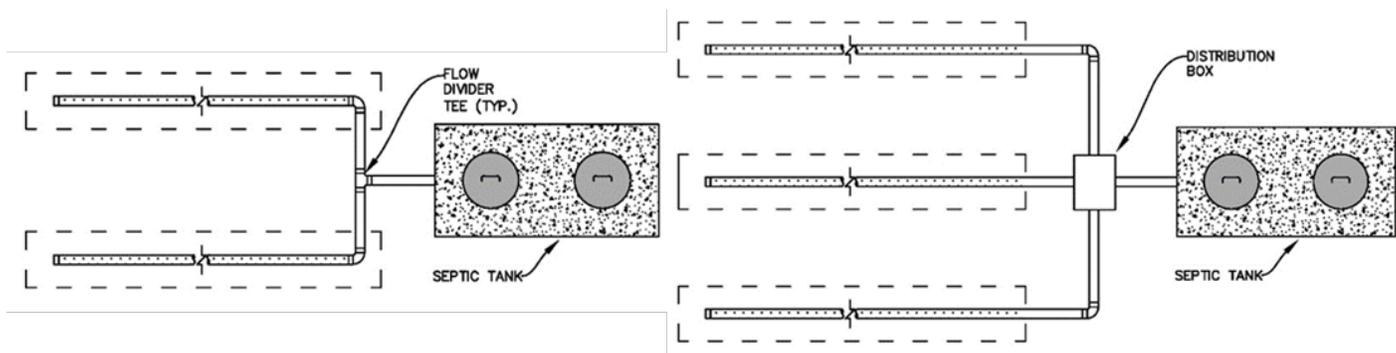
Bed Leachfield System:

Perforated Pipe Bed Layout Worksheet, Page 1
 Chamber Bed Layout Worksheet, Page 1

Install leachfields to ensure equal distribution of wastewater effluent among all the trenches. Equal distribution allows the use of the entire infiltrative surface of the leachfield and prevents overloading part of the leachfield.

Use either a piping header or distribution box (D-box) to distribute wastewater effluent equally among the trenches of a leachfield. A piping header system conveys wastewater effluent to each disposal trench using a network of solid piping. Split the discharge line from the septic tank using a T-pipe fitting (see example below). If there is an odd number of trenches in the leachfield, use a distribution box to divide wastewater effluent evenly among the trenches (see example below). Distribution boxes are typically made of concrete or wastewater-grade plastics and are watertight with a single inlet set at a higher elevation than the outlets. Construct outlets so that their elevations are equal relative to one another.

Examples of Septic Systems Where the Effluent is Distributed Equally.



DEQ does not require installation of leachfield trenches in a straight line. In fact, it is always preferable to follow the contour of the land. Additionally, never install the leachfield in floodways, at the base of slopes, or in depressions where runoff water could flood the leachfield. Construct leachfields in areas with good surface drainage, where the water cannot pond over the leachfield.

Table 1. Chamber System Equivalent Areas

Chamber Class	Chamber Name	Nominal Dimensions			Effective Dimensions			Equivalent Area	
		Length (ft)	Width (in)	Height (in)	Length (ft)	Width ¹ (in)	Height ² (in)	Trench Layout (sf/unit)	Bed Layout (sf/unit)
High Capacity	Quick4 High Capacity	4.4	34	16	4.0	34	11.5	23.9	16.2
	Quick4 Plus High Capacity	4.4	34	14	4.0	34	8.0	21.5	16.2
	Arc 36 High Capacity	5.3	34	16	5.0	34	10.5	29.0	20.3
	BioDiffuser 16" High Capacity	6.3	34	16	6.2	34	11.2	36.7	25.1
Standard	Quick4 Standard	4.4	34	12	4.0	34	8.0	21.5	16.2
	Quick4 Plus Standard	4.4	34	12	4.0	34	8.0	21.5	16.2
	Arc 36	5.3	34	13	5.0	34	7.0	26.1	20.3
	BioDiffuser 11" Standard	6.3	34	11	6.2	34	5.8	31.1	25.1
Standard Low Profile	Quick4 Plus Standard LP	4.4	34	8	4.0	34	3.3	18.4	16.2
	Arc 36 LP	5.3	34	8	5.0	34	3.8	23.4	20.3
Narrow	Quick4 Equalizer 36	4.4	22	12	4.0	22	6.0	14.5	10.5
	Arc 24	5.6	22	12	5.0	22	6.3	18.3	13.1
	BioDiffuser Bio 3	7.3	22	12	7.2	22	6.4	26.5	18.9
Narrow LP	Quick4 Plus Equalizer 36 LP	4.4	22	8	4.0	22	3.3	12.7	10.5
Ultra-Narrow	Quick4 Equalizer 24	4.4	16	12	4.0	16	6.0	11.6	7.6
	Arc 18	5.6	16	12	5.0	16	6.3	14.7	9.5
	BioDiffuser Bio 2	7.3	16	12	7.2	16	6.4	21.3	13.7
Ultra-Narrow LP	Quick4 Equalizer 24 LP	4.4	16	8	4.0	16	2.0	9.0	7.6

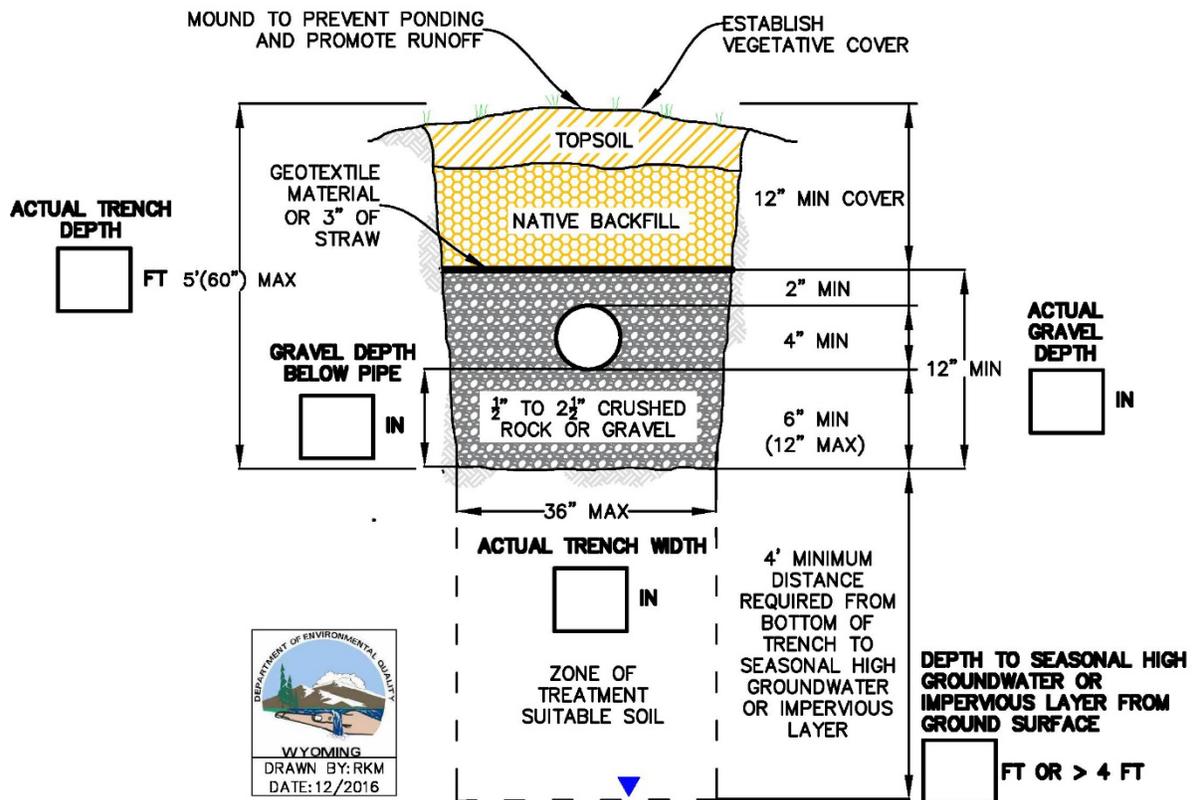
¹The equivalent areas calculation used the outside width of the chamber.

²The effective height is the height of the slotted sidewall of the chamber or depth below the flow line of the inlet pipe, whichever is less.

Perforated Pipe Trench Layout Worksheet

Design	Required Leachfield Area (Page 1 , Box 3)			Box 1
	Depth of Trench Below Pipe (ft)			Box 2
	Width of Trench (ft)			Box 3
	Absorptive Area Per Linear Foot of Trench (ft ² /ft)	$\underline{\hspace{2cm}} + \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ <small>Trench Depth (Box 2) Trench Depth (Box 2) Trench Width (Box 3) Absorptive Area</small>		Box 4
	Total Trench Length (ft)	$\underline{\hspace{2cm}} \div \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$ <small>Required Leachfield Area (Box 1) Absorptive Area (Box 4)</small>		Box 5
Trench Layout	Number of Trenches to Use	Total Trench Length (ft) (from Box 5)	Minimum Number of Trenches to Use	Box 6
		<101 101-200 201-300 301-400 401-500 501-600	1 2 3* 4 5* 6	Number of Trenches to Use = _____ Length of Trenches = _____ *A distribution box, or D-box, is required when an odd number of trenches is used.

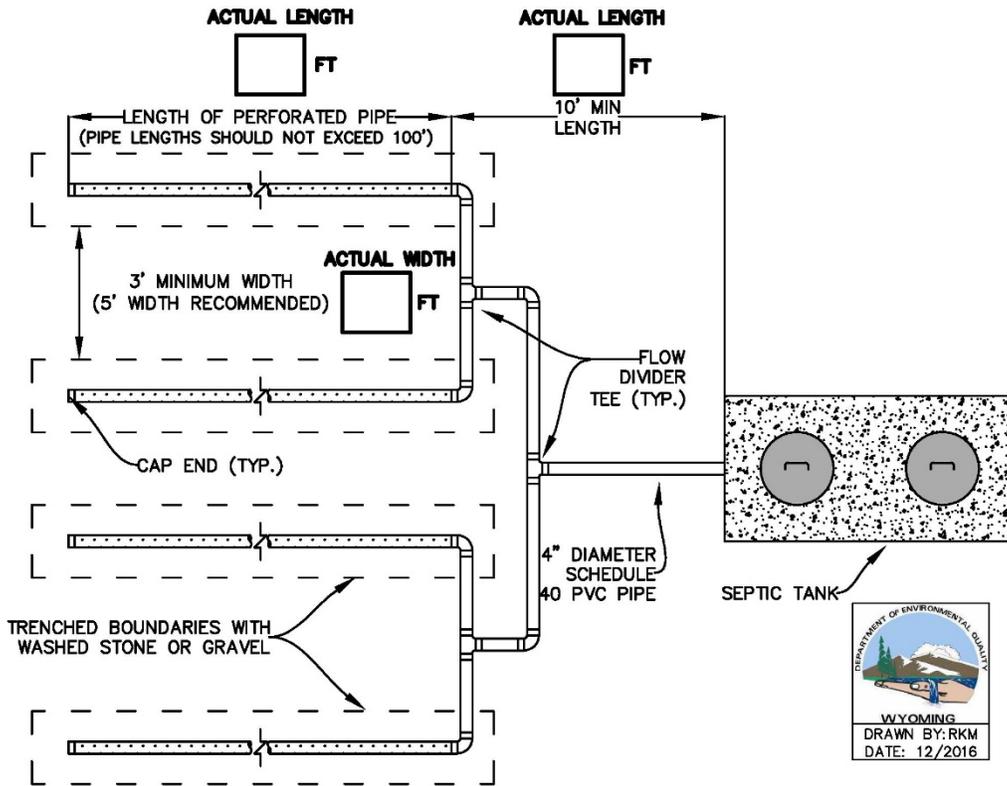
Please fill in the boxes on the diagram below.



Perforated Pipe Trench Layout Diagram



Example Layout Diagram

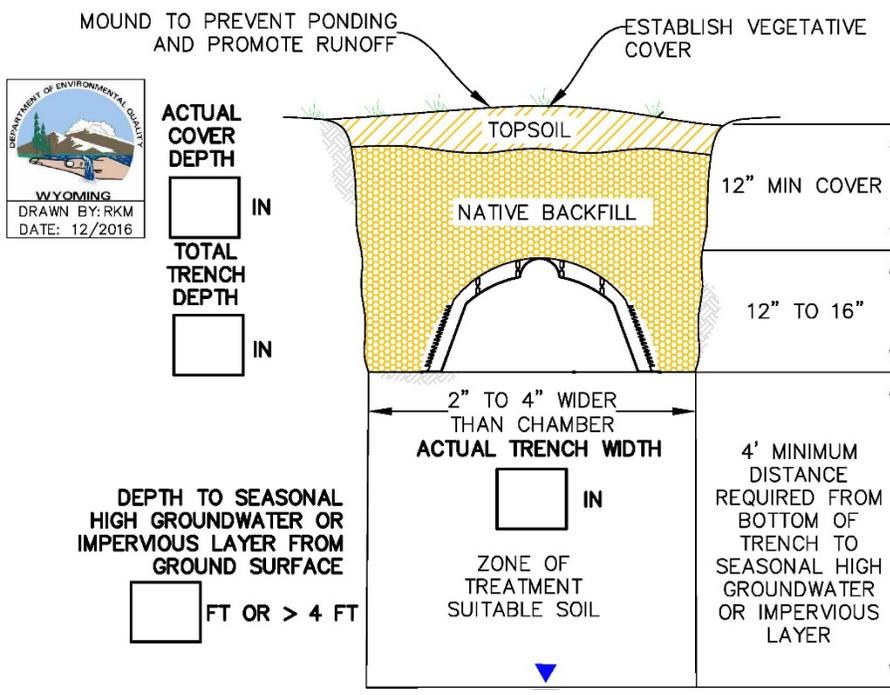


Draw your perforate pipe trench layout below or attach a separate sheet.

Chambered Trench Layout Worksheet

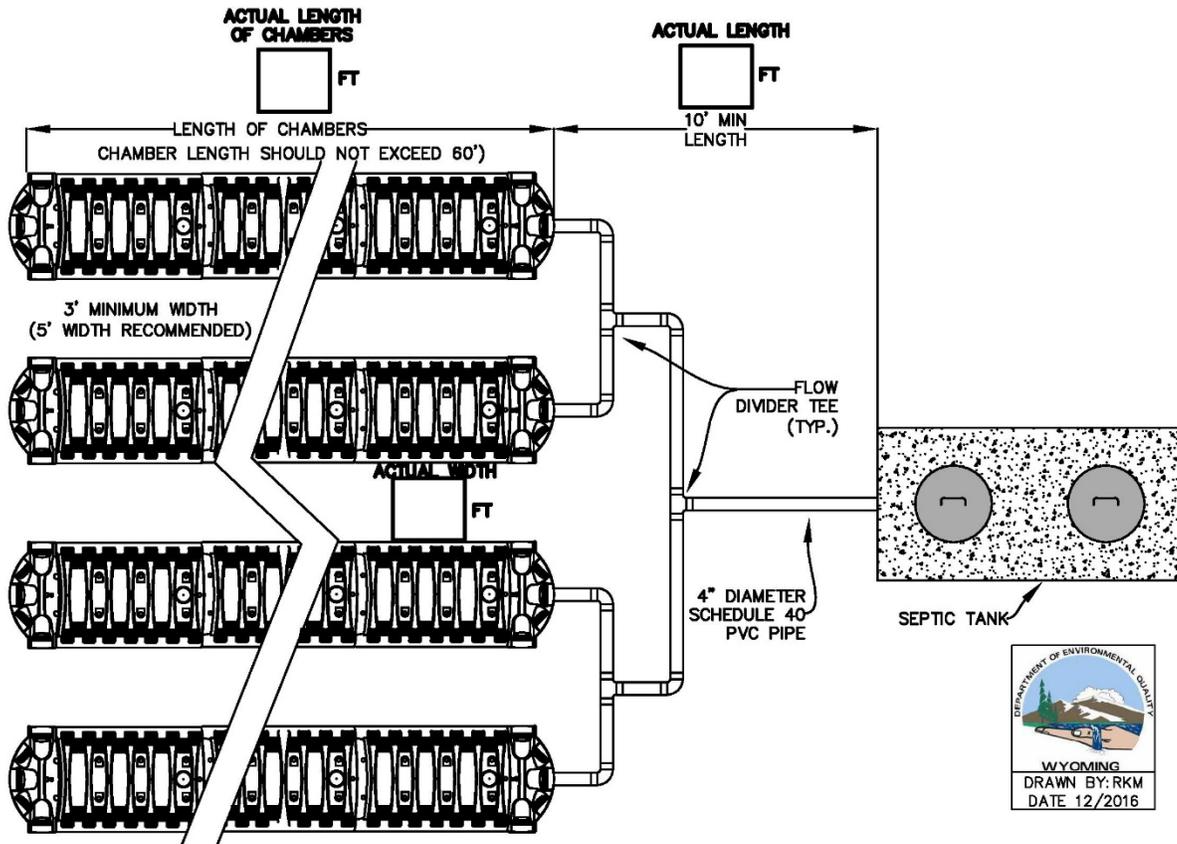
Chamber <small>(See Table 1, Page 13)</small>	Manufacturer													
	Model													
	Nominal Length (ft)													
	Nominal Width (in)													
	Nominal Height (in)													
	Effective Length (ft)			Box 1										
Design	Required Leachfield Area (Page 1 , Box 3)			Box 2										
	Equivalent Area Per Unit (See Table 1, Page 1)			Box 3										
	Number of Chambers	$\frac{\text{Required Leachfield Area (Box 2)}}{\text{Equivalent Area Per Unit (Box 3)}} = \text{Number of Chambers (Round Up)}$		Box 4										
Trench Layout	Total Trench Length (ft)	$\text{Number of Chambers (Box 4)} * \text{Effective Length (Box 1)} = \text{Total Trench Length}$		Box 5										
	Number of Trenches to Use	Total Trench Length (ft) (from Box 5)	Minimum Number Of Trenches to Use	Box 6										
		<table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td style="text-align: center;"><60</td><td style="text-align: center;">1</td></tr> <tr><td style="text-align: center;">61-120</td><td style="text-align: center;">2</td></tr> <tr><td style="text-align: center;">121-180</td><td style="text-align: center;">3*</td></tr> <tr><td style="text-align: center;">181-240</td><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">241-300</td><td style="text-align: center;">5*</td></tr> <tr><td style="text-align: center;">301-360</td><td style="text-align: center;">6</td></tr> </table>	<60	1	61-120	2	121-180	3*	181-240	4	241-300	5*	301-360	6
<60	1													
61-120	2													
121-180	3*													
181-240	4													
241-300	5*													
301-360	6													

Please fill in the boxes on the diagram below.



Chambered Trench Layout Diagram

Example Layout Diagram

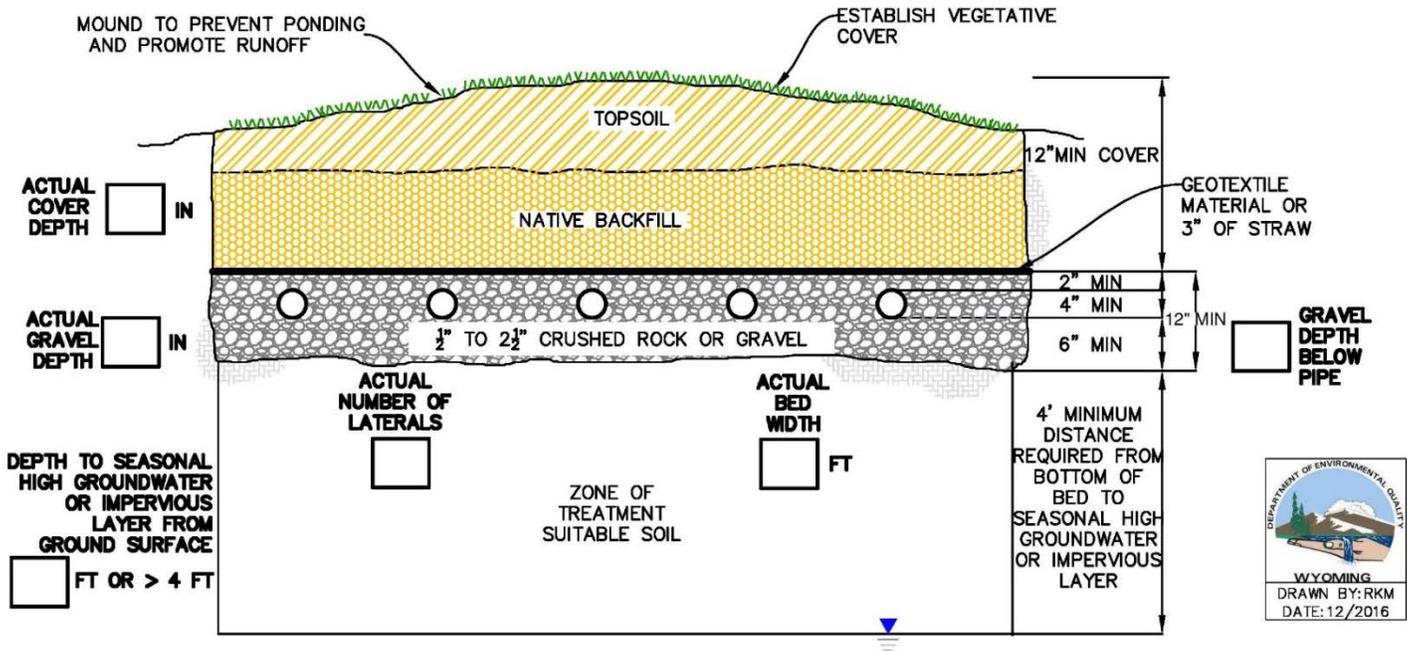


Draw your chambered trench layout below or attach a separate sheet.

Perforated Pipe Bed Layout Worksheet

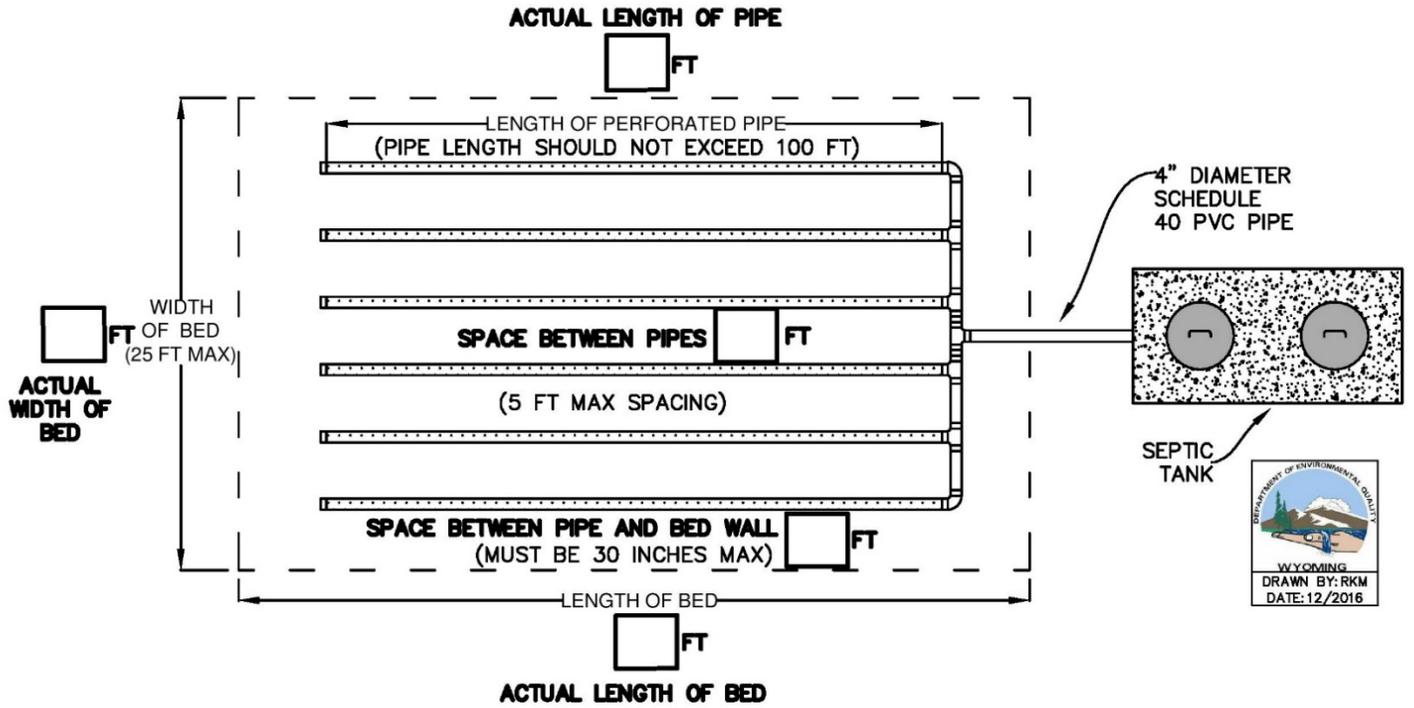
Design	Required Leachfield Area (Page 1 , Box 3)			Box 1	
	Total Excavated Depth (ft)				
	Depth below pipe (ft)				
Bed Layout	Bed Width (ft)			Box 2	
	Bed Length (ft)			Box 3	
	Bed Total Square feet	$\frac{\text{Bed Width (Box 2)}}{\quad} * \frac{\text{Bed Length (Box 3)}}{\quad} = \frac{\text{Total Bed Area}}{\quad}$			Box 4
	Is Box 4 greater than or equal to Box 1	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/>	If No, adjust Bed Width (Box 2) and Bed Length (Box 3) until Box 4 is greater than Box 1			
<input type="checkbox"/>	If Yes, Complete bottom of				

Please fill in the boxes on the diagram below.



Perforated Pipe Bed Layout Diagram

Example Layout Diagram

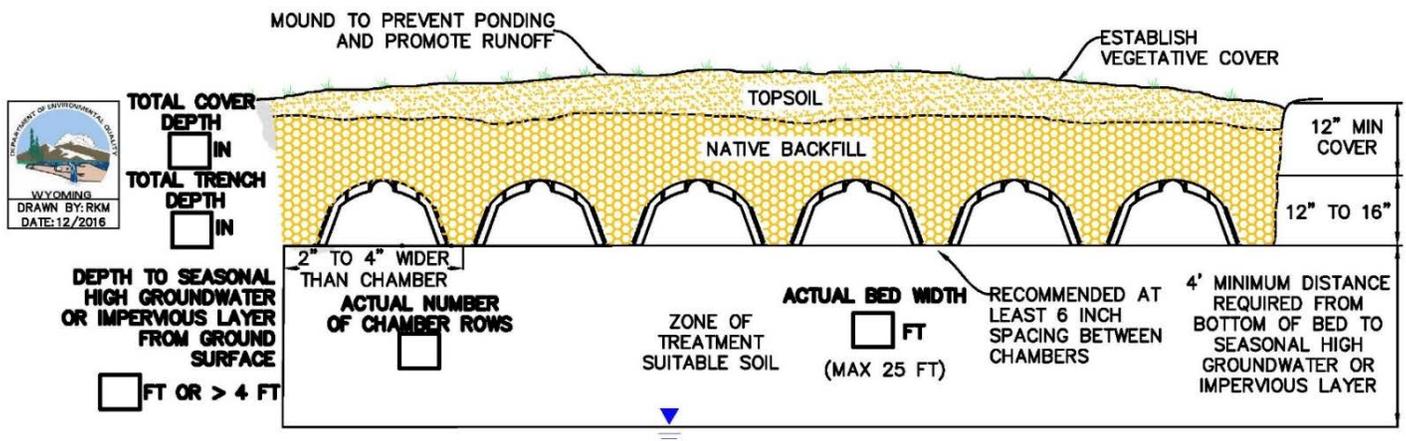


Draw your layout below or attach a separate sheet.

Chambered Bed Layout Worksheet

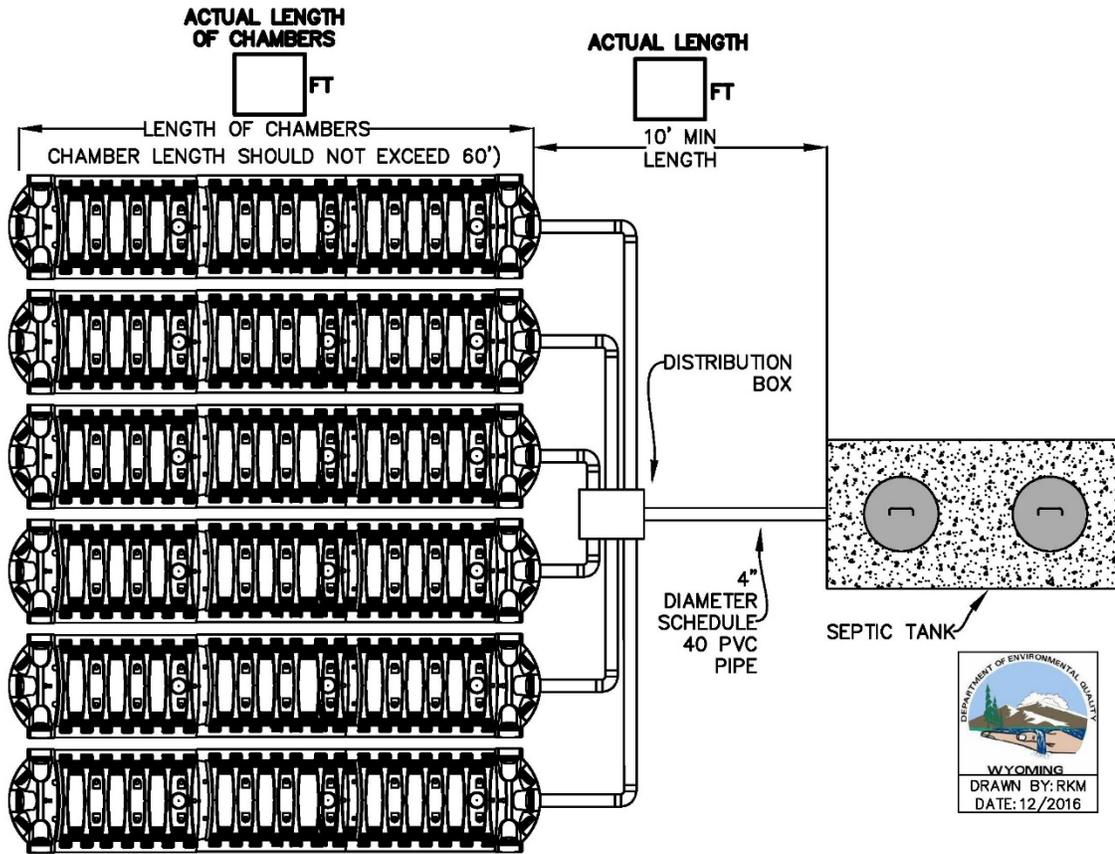
Chamber <small>(See Table 1, Page 13)</small>	Manufacturer				
	Model				
	Nominal Length (ft)				
	Nominal Width (in)				
	Nominal Height (in)				
	Effective Length (ft)				Box 1
Design	Required Leachfield Area (Page 1 , Box 3)				Box 2
	Equivalent Area Per Unit (See Table 1, Page 1)				Box 3
	Number of Chambers	$\frac{\text{Required Leachfield Area (Box 2)}}{\text{Equivalent Area Per Unit (Box 3)}} = \text{Number of Chambers (Round Up)}$			Box 4
Bed Layout	Total Chamber Length (ft)	$\text{Number of Chambers (Box 4)} * \text{Effective Length (Box 1)} = \text{Total Chamber Length}$			Box 5
	Number of Chamber Rows to Use	Total Chamber Length (ft) (from Box 5)	Minimum Number of Chamber Rows to Use	Box 6	
		<60	1	Number of Chamber Rows to Use = _____ Length of Rows = _____ *A distribution box, or D-box, is required when an odd number of trenches is used.	
61-120		2			
121-180		3*			
181-240		4			
241-300		5*			
301-360	6				

Please fill in the boxes on the diagram below.



Chambered Bed Layout Diagram

Example Layout Diagram



Draw your chambered bed layout below or attach a separate sheet.

Design flows for Non-residential buildings

If the building has multiple areas with distinct uses shown in table 1, fill out a separate sheet for each different use and add the results in Box 5 together

Expected # of users
(usually employee number)
Box 1

Building size
(gross square feet)
Box 2

building use	33% IBC table 1004.5
Business/office areas	450
Retail	180
Industrial areas	300
Warehouses	1500

Minimum Calculated users $\frac{\text{Building size (Box 2)}}{\text{Occupant load factor from Table 1}} =$
Box 3
roundup to nearest whole number

Design user number larger of Expected users (Box 1) vs. Minimum calculated users (Box 3)
Box 4

Building use	flow (gal/person/day)
Business/Office	15
Industrial building	20
Warehouses	15
Retail store	15
Church	4
School	15
Campground toilets only	25
Campground with showers	45

.....(For uses not shown here, refer to Table 2 of DEQ
.....chapter 25' located in appendix to
' k 'Regulating Construction)

Design flow $\frac{\text{Flowrate from Table 2}}{\text{Design user # (Box 4)}} =$
Box 5
enter this result into Box 1 on pg 11

ATTACHMENT E

Campbell County Public Works has an established process for documenting and tracking permitted activities including small wastewater systems.

The County utilizes a GIS based integrated local government software named LAMA created by Davenport Group. With this software all permit applications, site plans, percolation test results, and issued permits are stored as PDF files. Inspection results, correction notices, violations, photos, etc. are also saved in the system and this information is all tied to an address for easy access. Public Works has been using this software since January of 2015 and historic paper files have been scanned and included in LAMA, tied to each address. Therefore, the County can quickly and efficiently access all information regarding building and septic permits for a given address back to the 1980s. The data is stored on a dedicated server on site at the courthouse with scheduled backups. Status reports will be submitted to the Administrator annually no later than the last business day of the calendar year. A sample report showing small wastewater system permits is included for reference.



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

12/31/2019

Wyoming DEQ – Water Quality Division
200 West 17th Street
Cheyenne, WY 82002
ATTN: Kevin Frederick, Administrator

Dear Mr Frederick,

The Delegation Agreement between Wyoming DEQ and Campbell County states in Article IV (6) (g) that “the Entity agrees to submit status reports to the Administrator annually.” It is intended that this letter serve as the status report for 2019.

Small Wastewater Permits

Date	Address	New (N) Replacement (R) Abandon (A)	Tank Size (gallon)	Number of Bedrooms	Perc Rate Min/Inch	Leachfield Required Sq. Ft.	Leachfield Installed Sq. Ft.
7-1-19	11 Emerald Ave	R	1000 existing	3	20/1	1,305	1,388
7/11/19	7100 Red Rock Dr.	R	1,250	3	30/1	1,531	1,600
7/17/19	1159 Ramond St.	N	1,250	3	7/1	840	960

These are the permits issued in 2019. If you have any questions or need additional information regarding this, please let me know. Thank you.

Sincerely,

Jed Holder, CBO
Campbell County Building Official



Campbell County and Prosecuting Attorney's Office

500 South Gillette Avenue, Suite B200

Gillette, Wyoming 82716

Phone: (307) 682-4310

Fax: (307) 687-6441

County Attorney

Ronald E. Wirthwein, Jr.

Deputy Attorneys

Jonah E. Buckley

Charlene R. Edwards

Kyle A. Ferris

Nathan J. Henkes

Steven K. McManamen

Daniel E. Reade

Emily J. Simper

Jenny C. Staeben

Sara F. Tappen

ATTACHMENT F

August 20, 2020

To Whom It May Concern;

Pursuant to the authority granted by W.S. §§18-5-201 through 18-5-207, 35-9-121, and 35-11-304, Campbell County has adopted Chapter 4: Rules Regulating Construction on August 18, 2020. The rules are included in Attachment D.

The adoption of these rules gives Campbell County the legal authority to enforce and administer the small wastewater program to include the authority to review and approve septic applications, issue permits, conduct inspections, issue stop work notices, and levy fines of \$250 per day for violations to the requirements.

Please contact me if you have questions or if I can be of further assistance.

Best regards,

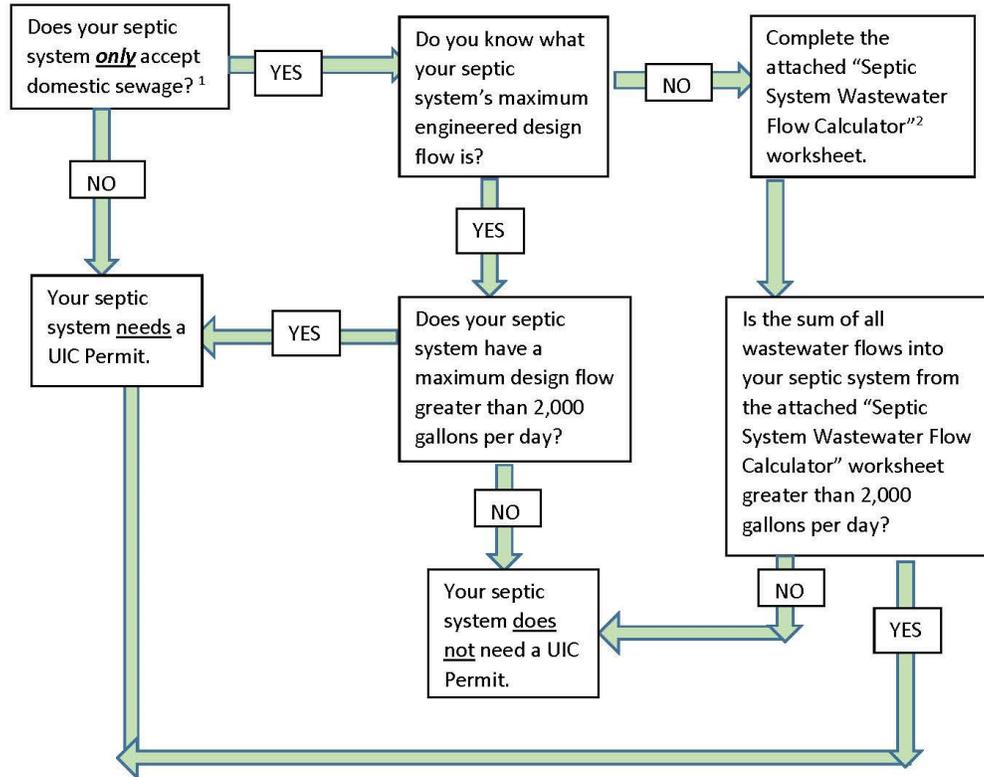
Jenny C. Staeben, J.D., Ph.D.

Deputy County and Prosecuting Attorney

ATTACHMENT G

Version 7/17/17

How to Determine if Your Septic System(s) Need UIC Permits³



¹ Water Quality Rules and Regulations (WQRR) Chapter 27, Section 2(o) defines domestic sewage as “liquids or solid wastes obtained from humans and domestic activities including wastewater from activities such as showers, toilets, human wash basins, food preparation, clothes washing, and dishwashers.” For example, if a septic system receives wastes from car washing, taxidermy, metal plating, printing, silk screening, refining, slaughter houses, or chemical manufacturing companies, the septic system receiving those wastes needs a UIC permit.

² A septic system’s flow is calculated as the sum of all septic system wastewater flows under the same ownership located within any five (5) acre parcel. For example, if a trailer park is located on five (5) acres of land and has six (6) separate leachfields serving different portions of the trailer park, total wastewater flows are calculated as the sum of all wastewater flows for all six (6) leachfields.

³ If you have a situation that you feel cannot be described using the flowchart above, or if you need assistance calculating wastewater flows, please contact the UIC Program at 307-777-7781 and ask for a UIC Program staff member.

Septic System Wastewater Flow Calculator Worksheet

Residential Design Flow Rates per Bedroom (gallons per day, gpd) ^{1,2}	
1 bedroom	150
2 bedrooms	280
3 bedrooms	390
4 bedrooms	470
5 bedrooms	550
6 bedrooms	630

¹ An unfinished basement is considered as two (2) additional bedrooms.

² The design flow shall be increased by eighty (80) gpd for each additional bedroom over six (6).

Type of facility generating septic system waste? ³	Type of Unit	Number of units contributing waste to your septic system	Wastewater flow per Unit (gallons per day per unit)	Total wastewater flow (gpd/facility type) = (number of units x wastewater flow per unit)
Houses	bedrooms ^{1,2}		see Residential Design Flow Rate Table	
Airports	passengers		4	
Apartments	bedrooms		120	
Automotive Service Stations	vehicles served per day		10	
Bars	seat		20	
Bathhouses and Swimming Pools	person		10	
Campgrounds (toilets only)	person		25	
Campgrounds (with showers)	person		45	
Churches	person		4	
Country Clubs	members		25	

Type of facility generating septic system waste? ³	Type of Unit	Number of units contributing waste to your septic system	Wastewater flow per Unit (gallons per day per unit)	Total wastewater flow (gpd/facility type) = (number of units x wastewater flow per unit)
Day Schools, Office Building, Retail Store, Warehouse (no showers)	person		15	
Hospitals	beds		250	
Industrial Building (sanitary waste only)	employee		20	
Laundries (Self-Service)	washing machines		450	
Mobile Homes	bedrooms		see Residential Design Flow Rate Table	
Motels, Hotels, Resorts	bedrooms		140	
Recreational Vehicles	vehicles		100	
Rest Homes, Care Facilities, Boarding Schools	patients		100	
Restaurants	meals		10	
Restaurants (kitchen wastes only)	meals		6	
Theaters	seats		3	
		Total of all wastewater inputs		

³For non-residential facilities, total wastewater flows must be calculated based on all activities taking place at the facility. For example, for a hotel with a bar, restaurant, and laundry, the hotel wastewater flow of 140 gallons per day per bedroom DOES NOT include wastewater flows generated in the the bar, restaurant, laundry, or by hotel employees. In this instance, wastewater flows for the bar, restaurant, laundry, and hotel employees must be calculated separately and added to the hotel guest wastewater flows.

ATTACHMENT B

RESOLUTION

COUNTY COMMISSIONERS REGULAR MEETING SCHEDULE

RESOLUTION No. _____

BE IT RESOLVED by the Board of County Commissioners, Campbell County, Wyoming, that the Campbell County Public Works Executive Director is hereby designated as the "Delegated Local Official" whom we hereby authorize to enforce and administer the review and permitting delegated in the Delegation Agreement By and Between the Wyoming Department of Environmental Quality and Campbell County, Wyoming dated September, 2020.

IT IS FURTHER RESOLVED that the Public Works Executive Director may employ the following staff members in the County to assist in the review and permitting duties of this delegated authority: Building Code Official; Senior Building Inspector; Senior Engineer

RESOLVED this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS

CAMPBELL COUNTY, WYOMING

Attest:
(Seal)

D.G. Reardon, Chairman

Susan F. Saunders, County Clerk

Rusty Bell, Member

Colleen Faber, Member

Bob Maul, Member

Del Shelstad, Member

The following page(s) contain the backup material for Agenda Item: [9:45 Service Missionary Volunteer Memorandum of Understanding](#)

*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.

Service Missionary Volunteer Memorandum of Understanding—United States of America

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

We value your contribution to our community and want to assist in your charitable mission by making available missionaries of The Church of Jesus Christ of Latter-day Saints willing to volunteer their time without compensation or benefit. In return, we ask that you provide these missionaries with meaningful service opportunities in an environment that respects their standards.

We will refer service missionaries willing to volunteer, provide them with a missionary name badge or community service identification, and provide a Church contact to facilitate ongoing communication.

You agree to:

- Provide meaningful service opportunities for each missionary.
- Train and supervise missionaries to enable them to safely perform the duties you assign.
- Provide a workplace environment that is civil, free from harassment or abuse of any kind, and respectful of the missionaries' values.
- Safeguard the confidentiality of any sensitive personal information about missionaries (for example, medical conditions) that the Church may disclose to you.
- Promptly notify the Church contact and the missionaries family in the event of any accident, injury, or medical issue.
- Maintain your status as a tax-exempt nonprofit organization described in IRC 501(c)(3) unless you are a government agency.
- Maintain general liability insurance with limits not less than \$1,000,000 each occurrence to be primary and noncontributory to other insurance.

Both parties recognize that some assignments require additional training or supervision. As a result, except to the extent the parties specifically agree in a Training Plan, missionaries may not engage in any of the following restricted activities:

- Interact with children or vulnerable adults
- Operate machinery, equipment, or vehicles without proper training or certification
- Handle any cash or valuables
- Render a professional opinion

This Memorandum of Understanding will continue from year to year unless terminated by either party. It does not make the parties partners, agents, joint ventures, or alter egos and can be modified only by another writing signed by the authorized representatives. You consent to allow us and our affiliated legal entities to collect and process personal and contact information from you as necessary to facilitate the service of missionaries. If you have any questions concerning our protection of personal information, you may contact our global privacy officer at dataprivacyofficer@ChurchofJesusChrist.org.

The Church of Jesus Christ of Latter-day Saints

Organization to provide service labor ("we")

Signature of authorized agent

Bradley L. Baker

Printed name

50 E. North Temple St., Salt Lake City, UT 84150

Address (City, State, ZIP)

801-240-4914

Phone number

SM-CoinmunityOrgs#ChurchofJesusChrist.org

Email

Date

Campbell County, Wyoming

Insert service organization name here ("YOU")

Signature of authorized agent

D.G. Reardon

Printed name

500 S. Gillette Ave, Suite 1400, Gillette, WY 82716

Address (City, State, ZIP)

(307) 682-7283

Phone number

Email

Date

The following page(s) contain the backup material for Agenda Item: [9:50 Board Appointment, Rockpile Museum](#)

*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.

September 1, 2020

Campbell County Commissioners

DG Reardon

Rusty Bell

Bob Maul

Del Shelstad

Colleen Faber

Administrative Director

Carol J Seeger

Please accept my resignation from the Rockpile Museum Board, effective immediately. I am sorry to say that due to a recent diagnosis for my husband and ongoing personnel conflict, I feel it is in the best interest for all concerned that I resign. I have immensely enjoyed my short time on the board and appreciate the recent re-appointment. I know I can still be a benefit to the museum by volunteering just not as a board member.

Thank you for your consideration in this matter.

Lalia J Jagers

Print

Board Application - Submission #7148

Date Submitted: 4/13/2020



First Name

Lucas

Last Name

Fralick

Date

April 13, 2020

Place of Employment

Campbell County School District

Email Address

[Redacted]

Length of Residency

26 years

Address1

[Redacted]

City

Gillette

State

WY

Zip

82716

Best Number to Contact You

[Redacted]

I am interested in serving on one or more of the following Boards of Campbell County:

- Airport (5 Year Term)
- Building Code Appeals (3 Year Term)
- Children's Developmental Services (3 Year Term)
- Corrections (4 Year Term)
- Fair (5 Year Term)
- Lodging Tax Joint Powers (3 Year Term)
- Joint Powers Fire (3 Year Term)
- Joint Powers Public Land (3 Year Term)
- Natural Resource and Land Use Plan (3 Year Term)
- Energy Capital Economic Development (3 Year Term)
- Parks and Recreation (5 Year Term)
- Planning Commission (3 Year Term)
- Predator Management District (3 Year Term)
- Public Health (5 Year Term)
- Public Library (3 Year Term)
- Rockpile Museum (3 Year Term)
- Senior Center (3 Year Term)
- Joint Powers Regional Water Panel (3 Year Term)

Please describe why you wish to serve on a Board, areas you would like to improve upon and specific objectives you would like to accomplish as a Board Member?

Joint Powers Public Land Board: I live a few miles from the complex, I can see it from my kitchen window every day. I often see any and all upcoming events on the electronic bill board on my way into town, and I have enjoyed seeing all of the work and improvements that have gone into the building complex the past few years. There is always room for improvement, I feel that the phrase, "why fix what isn't broken?" a little short sighted. I fee strongly that if we work hard enough, we can find areas to make the complex more accessible to everyone, despite income and range of interest. That could mean fixing prices to better fit the situation and/or offering unique events to bring to Campbell County. No doubt, these things are discussed, but a younger voice will contribute to that discussion and offer a fresh perspective.

Public Library: Public libraries are the beating heart of any community. They offer community programs, public computer use, classes, lectures, plus books, among so many others. The Library has done a lot to make it increasingly more relevant in every day lives, with more people having access to forms of education and entertainment today that libraries previously did not have to contend with. Libraries are more than just books and computers, they offer places for groups to meet and we are fortunate enough to not have to charge our patrons for the use of those rooms. I would like to have the opportunity to help contribute to the positive record of the public library. There is always a new direction that can improve on existing formulas, and I am willing to take chances to help expand the libraries size and purpose to cater to more people in Campbell County, that includes the Wright Branch.

Rockpile Museum: My trade is in history, I am currently working on a MA degree in History from the University of Wyoming. History informs a community's culture and past and present. The Rockpile Museum is the only government funded museum in Campbell County gives us the opportunity to expand its holdings and tap into a spectator market that is still left in the dark over what their local history can teach us. There is no perfect solution when it comes to rising attendance numbers, but we need to be willing to fail in order for us to find something that works. Taking a chance on resources to bring in more people is worth it, when we succeed. Besides the monthly events and activities, we can always branch out and try to involve the museum in public life in ways that have not been tried before. Our community is rich with stories to tell, we only need to find unique ways to present them to the public, beyond what has been done before.

Please list all Boards you have previously served on and the length of your term?

The Gillette Historical Preservation Commission, I served as the Secretary for about half a year, before I left for school.

Please list any formal Board training on programs, such as the Gillette Area Leadership Institute, in which you have participated?

N/A

If appointed to a Board, would you have any personal or professional conflicts of interest? If so, please describe.

I do work part time with the non-profit Rockpile Museum Association as a business administrator responsible for membership newsletters, fundraisers and other related activities. Although, I do not believe it is a conflict of interest, I share this for the sake of full disclosure.

Please describe any current or past association you have had with the organization to which you are applying to become a Board Member?

Besides the work I do with the Rockplie Museum Association, I have no interactions with any of the boards.

Please list your current and past areas of community and county involvement?

I once served as the Secretary of the Gillette Historical Preservation Commission.
I have given tours to elementary students on the history of Gillette's main street
I can often be seen helping with Campbell County School District Events, such as judging for highschool speech and debate.
I have given public lectures on the Teapot Dome Scandal and the Truman Administration

If you have any questions please call the Office of the Commissioners at 307-682-7283. Thank you for your interest in applying to serve on a Campbell County Board. You will be contacted regarding interview dates and times. It is possible there may be more candidates that Board openings available, we encourage you to re-apply for consideration on future Board appointments.

Print

Board Application - Submission #7309

Date Submitted: 5/20/2020



First Name Cliff	Last Name Knesel	Date 5/20/2020
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Place of Employment Wyoming Veterans Commission	Email Address [REDACTED]	Length of Residency 30 years
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Address1 [REDACTED]	City Gillette	State WY	Zip 82717
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Best Number to Contact You
[REDACTED]

I am interested in serving on one or more of the following Boards of Campbell County:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Airport (5 Year Term) | <input type="checkbox"/> Lodging Tax Joint Powers (3 Year Term) | <input type="checkbox"/> Parks and Recreation (5 Year Term) | <input type="checkbox"/> Public Library (3 Year Term) |
| <input type="checkbox"/> Building Code Appeals (3 Year Term) | <input type="checkbox"/> Joint Powers Fire (3 Year Term) | <input type="checkbox"/> Planning Commission (3 Year Term) | <input checked="" type="checkbox"/> Rockpile Museum (3 Year Term) |
| <input type="checkbox"/> Children's Developmental Services (3 Year Term) | <input type="checkbox"/> Joint Powers Public Land (3 Year Term) | <input type="checkbox"/> Predator Management District (3 Year Term) | <input type="checkbox"/> Senior Center (3 Year Term) |
| <input type="checkbox"/> Corrections (4 Year Term) | <input type="checkbox"/> Natural Resource and Land Use Plan (3 Year Term) | <input type="checkbox"/> Public Health (5 Year Term) | <input type="checkbox"/> Joint Powers Regional Water Panel (3 Year Term) |
| <input type="checkbox"/> Fair (5 Year Term) | <input type="checkbox"/> Energy Capital Economic Development (3 Year Term) | | |

Please describe why you wish to serve on a Board, areas you would like to improve upon and specific objectives you would like to accomplish as a Board Member?

This was an opportunity to give back to the City and still get to be involved in a field that I love. I have worked as an archaeologist in Wyoming and Montana. Also as the cultural resource manager and archaeologist for Edwards Air Force Base.

Please list all Boards you have previously served on and the length of your term?

I was on the board for Native American Heritage Month and Salute to Youth at Edwards AFB from 2017-2019.

Please list any formal Board training on programs, such as the Gillette Area Leadership Institute, in which you have participated?

I have had training on military boards, but not any civilian training.

If appointed to a Board, would you have any personal or professional conflicts of interest? If so, please describe.

No.

Please describe any current or past association you have had with the organization to which you are applying to become a Board Member?

Worked to set up the Inaugural Northeast Wyoming Archaeology Fair at the Rockpile Museum.

Please list your current and past areas of community and county involvement?

Boy Scouts and Girl Scout and have facilitated numerous veterans events.

If you have any questions please call the Office of the Commissioners at 307-682-7283. Thank you for your interest in applying to serve on a Campbell County Board. You will be contacted regarding interview dates and times. It is possible there may be more candidates that Board openings available, we encourage you to re-apply for consideration on future Board appointments.

The following page(s) contain the backup material for Agenda Item: [9:55 SLIB Reimbursement Agreement, CARES Act](#)

*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.

STATE OF WYOMING
STATE LOAN AND INVESTMENT BOARD

Reimbursement Agreement

1. **Parties.** The parties to this Reimbursement Agreement (Agreement) are the State of Wyoming, Office of State Lands and Investments (OSLI), whose address is: 122 West 25th Street, Cheyenne, Wyoming, 82001, and the grant recipient, Campbell County (Grantee), whose address is: 500 S. Gillette Avenue, Ste 1100, Gillette, WY 82716.
2. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions by which OSLI shall disburse federal funds (Relief Funds) pursuant to section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) and 2020 Spec. Session 1, SEA No. 001, Section 2(b)(ii), (iii) and (x). OSLI is disbursing Relief Funds to reimburse expenditures approved by the State Loan and Investment Board (SLIB) and the Attorney General’s Office pursuant to Chapter 39 of the SLIB’s rules.
3. **Term of Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The term of the Agreement is from the Effective Date through the end of the period during which the Inspector General for the U.S. Department of the Treasury may audit the State for the distribution of Cares Funds.
4. **Payment.**
 - A. OSLI shall disburse Relief Funds to the Grantee to reimburse expenditures approved by the SLIB and the Attorney General’s Office. Total reimbursements under this Agreement shall not exceed Six Million Four Hundred Four Thousand Four Hundred Fifty Three and 00/100 USD (\$6,404,453). Disbursements from OSLI shall be made in within thirty (30) days after submission of an invoice.
 - B. Should the reimbursement requested by the Grantee fail to comply with all federal and State laws, State rules, and the terms and conditions set forth in this Agreement, OSLI shall not disburse Relief Funds.
5. **Responsibilities of Grantee.** The Grantee agrees:
 - A. The Grantee shall request reimbursement only for expenses described in the application attached to and incorporated into this Agreement as Attachment A, and approved by the SLIB and the Attorney General’s Office.
 - B. The Grantee shall submit a request for reimbursement accompanied by invoices and supported by adequate proof that such obligations are due and owing and have

been incurred for expenses that are eligible pursuant to this Agreement, SLIB rules, and all relevant federal and State laws. Relief Funds shall not be spent for any other purpose or project.

- C. The Grantee shall establish and maintain sufficient internal controls to ensure that Relief Funds are spent in accordance with this Agreement, SLIB rules, and all State and federal laws.
- D. If OSLI or the Inspector General for the U.S. Department of the Treasury determines that any of the Relief Funds were not utilized for an eligible expense under the CARES Act, the Grantee shall repay such funds immediately to the SLIB. In the event the Grantee does not repay the grant funds, the obligation shall be booked as a debt of the Grantee owed to the State of Wyoming. The Grantee further agrees to provide OSLI, upon request, a full and complete accounting as to the use of the Relief Funds; said accounting to be done in accordance with generally accepted accounting principles and shall be provided to the OSLI within a reasonable time.
- E. OSLI, or another approved designee of the SLIB, may perform an audit or examination of the books and records of the Grantee at any time and without notice, and that the SLIB or its designee may at any time without notice perform on-site visits and inspections of the project being funded.
- F. The Grantee shall comply with all applicable state and federal laws, rules, and regulations, including compliance with the provisions of Wyo. Stat. § 16-6-1001 and all applicable state procurement laws.
- G. The Grantee understands that the Legislature approved the distribution of Relief Funds for the purpose of “combating COVID-19 in Wyoming[.]” 2020 Spec. Session 1, SEA No. 001, Section 1(b)(i). The Grantee agrees that it will not remove any equipment or other items purchased pursuant to this Agreement from the State of Wyoming. This provision shall survive the expiration of the term of this agreement identified in Section 3.

6. **Responsibilities of the Office.** OSLI agrees:

- A. To disburse Relief Funds only as needed to discharge expenses incurred by the Grantee before December 15, 2020 and approved by the SLIB and Attorney General’s Office.

7. **Special Provisions.**

- A. **Payroll Expenditures.** For all expenditures for payroll, the following terms shall apply:

- i. The Grantee shall designate either the presumption method or the pro rata method of calculating payroll expenditures. The Grantee shall use the same method for all employees and all requests for reimbursement.
- ii. If the Grantee opts for the presumption method of calculating payroll, the Grantee shall provide to OSLI with its request for reimbursement:
 - a. A description of how the Grantee determined these employees spent more than 51% of their time “substantially dedicated to mitigating or responding to the COVID-19 public health emergency,” including a brief explanation of what duties/services the employees performed that were substantially dedicated to mitigating or responding to the public health emergency;
 - b. A certification that all requested payroll is for employees who spent 51% or more of their time substantially dedicated to responding to or mitigating the public health emergency; and
 - c. The supporting documentation for all payroll expenditures.
- iii. If the Grantee opts for the pro rata method of calculating payroll, the Grantee shall provide to OSLI with its request for reimbursement:
 - a. A description of how the Grantee determined the amount of time the employee spent “substantially dedicated to mitigating or responding to the COVID-19 public health emergency”;
 - b. For broad categories of employees, an explanation of what duties/services the employees performed that were substantially dedicated to mitigating or responding to the public health emergency;
 - c. For pre-existing employees, a description of how those duties are substantially different than previous duties; and
 - d. The supporting documentation for all payroll expenditures.
- iv. OSLI shall only disburse funds in compliance with the SLIB’s requirements on payroll expenditures.

B. Construction Expenditures. For all expenditures related to construction projects detailed in Attachment A, the following terms shall apply:

- i. Per the contingent approval by the SLIB, the Grantee shall require the

general contractor or each subcontractor for this Project to sign a bid containing a Completion Date Guarantee, attached to and incorporated into this Agreement as Attachment B. If the Grantee is unable to secure a bid with the Completion Date Guarantee, OSLI shall not disburse any funds related to construction projects.

- ii.** The Grantee shall include in the general contractor's contract either (1) the language of the Completion Date Guarantee, or (2) a provision requiring the general contractor to include the language of the Completion Date Guarantee in every subcontractor's contract. If the Grantee is unable to secure a contract satisfying this provision, OSLI shall not disburse any funds related to construction projects.
- iii.** As conditions for disbursing funds to the Grantee, the Grantee agrees:

 - a.** To make arrangements for appropriate professional supervision and management of the Project.
 - b.** To provide to the OSLI all project plans and specifications.
 - c.** To establish payment schedules providing that all work shall be completed prior to December 15, 2020.
 - d.** That OSLI is not responsible or liable for compliance with construction schedules or completion dates.
 - e.** That the Grantee shall be solely responsible for its compliance with all applicable state statutes, including but not limited to, state statutes regarding local preferences, procurement, accounting, and contractor retainage accounts.
 - f.** That OSLI is not responsible for construction supervision or management.
 - g.** To provide the OSLI with access to all information on all aspects of the project and make available for inspection such documents and reports on the progress of the work and on the results of tests of materials and workmanship or other information as may be requested by the OSLI.
 - h.** That in no event shall OSLI, SLIB, or the State of Wyoming be responsible for any project costs incurred after December 15, 2020.
- iv.** Prior to ordering a change to the project, the Grantee shall submit proposed changes to OSLI for review. OSLI shall have a minimum of five (5) business days to review the proposed change. Upon written approval of the OSLI, the Grantee shall execute an amendment or change order to affected

agreements. If the Grantee executes an amendment or change order without OS LI approval, OS LI reserves the right to withhold reimbursement for such a request until it is able to confirm the change complied with SLIB rules and all relevant federal and State laws. If the change does not comply with SLIB rules and all relevant federal and State laws, OS LI shall not disburse any funds for expenses related to the change.

8. General Provisions.

- A. Administration of Federal Funds.** The Grantee agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; the CARES Act; any additional requirements set forth by the federal funding agency; and all applicable regulations published in the Code of Federal Regulations.
- B. Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties shall be incorporated by written instrument, executed by all parties to this Agreement.
- C. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms “hereof,” “hereunder,” “herein,” and words of similar import, are intended to refer to this Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- D. Assignment Prohibited and Agreement Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Agreement without the prior written consent of the other party. The Grantee shall not use this Agreement, or any portion thereof for collateral for any financial obligation without the prior written permission of OS LI.
- E. Audit and Access to Records.** The Inspector General for the U.S. Department of the Treasury, OS LI, and their representatives shall have access to any books, documents, papers, electronic data and records of the Grantee which are pertinent to this Agreement.
- F. Availability of Funds.** Each disbursement obligation under this Agreement is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Agreement, this Agreement may be terminated at the end of the period for which funds are available. OS LI shall notify the Grantee at the earliest possible time if this Agreement will or may be affected by a funding shortage. No penalty shall accrue to OS LI in the event this provision is exercised, and OS LI shall

not be obligated or liable for any future payments as a result of termination under this section.

- G. Compliance with Laws.** The Grantee understands that it may be subject to other audits or federal requirements in addition to those identified in this Agreement. The Grantee shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Agreement.
- H. Entirety of Agreement.** This Agreement, consisting of nine (9) pages, Attachment A, consisting of seventeen (17) pages, and Attachment B, consisting of one (1) page, represent the entire and integrated Agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Agreement and the language of any attachment or document incorporated by reference, the language of this Agreement shall control.
- I. Federal Audit Requirements.** The Grantee agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. The Grantee agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Agreement, the Grantee shall provide one (1) copy of the audit report to OS LI and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to OS LI's records.
- J. Force Majeure.** Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes completely beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- K. Indemnification.**
- (i) If the Grantee is a private entity, the following provision applies: The Grantee shall release, indemnify, and hold harmless the State, the OS LI, and their officers, agents, and employees from any and all claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of the Grantee's failure to perform any of their duties and obligations hereunder or in connection with the negligent performance of the Grantee's duties or obligations, including, but not limited to, any claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of the Grantee's negligence or other tortious conduct.

- (ii) If the Grantee is a governmental or tribal entity, the following provision applies: Each party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.

L. Independent Contractor. The Grantee shall function as an independent contractor for the purposes of this Agreement and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Agreement, the Grantee shall be free from control or direction over the details of the performance of services under this Agreement. The Grantee shall assume sole responsibility for any debts or liabilities that may be incurred by the Grantee in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing the Grantee or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or OSLI or to incur any obligation of any kind on behalf of the State of Wyoming or OSLI. The Grantee agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance or similar benefits available to State of Wyoming employees will inure to the benefit of the Grantee or the Grantee's agents or employees as a result of this Agreement.

M. Nondiscrimination. The Grantee shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Agreement.

N. Notices. All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail or delivery in person at the addresses provided under this Agreement.

O. Severability. Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.

P. Sovereign Immunity and Limitations.

- (i) If the Grantee is a private entity, the following provision applies: Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming, OSLI, and SLIB expressly reserve sovereign immunity by entering into this Agreement specifically retain all immunities and defenses available to them as sovereigns. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law,

enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

- (ii) If the Grantee is a tribal or governmental entity, the following provision applies: The State of Wyoming, OSLI, and SLIB do not waive sovereign immunity by entering into this Agreement and the Grantee does not waive governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to W.S. §1-39-101, *et seq.*, and all other applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of sovereign or governmental immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

- Q. Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.
- R. Time is of the Essence.** Time is of the essence in all provisions of this Agreement.
- S. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.
- T. Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- U. Counterparts.** This Agreement may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Agreement. Delivery by the Grantee of an originally signed counterpart of this Agreement by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to OSLI.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

9. **Signatures.** The parties to this Agreement, either personally or through their duly authorized representatives, have executed this Agreement on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

The Effective Date of this Agreement is the date of the signature last affixed to this page.

STATE OF WYOMING, OFFICE OF STATE LANDS AND INVESTMENTS:

Jenifer Scoggin, Director

Date

GRANTEE:
Campbell County

(Name and Title)

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Patrick Miller, Assistant Attorney General

Date

Attachment B – Completion Date Guarantee

As a condition of approval for Relief Funds, the Grantee must provide a signed bid or proposal with a copy of this Attachment executed by either the general contractor or all subcontractors for the Project:

I (the Contractor) understand that the CARES Act requires all Relief Funds be expended by December 30, 2020 on eligible expenditures incurred by that date and SLIB rules require all requests for reimbursement be submitted by December 15, 2020. I hereby certify that by submitting this bid or proposal for consideration, I can complete the Project in its entirety by December 15, 2020 and, if selected for this Project, shall do so. In the event the Project is not complete by December 15, 2020, I understand and agree that [Grantee] will only pay for the portion of the work completed by that date. I further agree that I shall complete the project as soon as reasonably possible and shall be solely responsible for any and all costs to complete the project incurred after December 15, 2020, including but not limited to costs of materials, labor, and equipment.

Data Universal Numbering System (DUNS) Numbers

Per Federal requirements: The Office of State Lands and Investments require a DUNS number for all entity's requesting funding from our agency. DUNS number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. If you already have a DUNS number please make sure that your number is in "active" status.

<http://fedgov.dnb.com/webform>

DUNS No. _____

Printed Name and Title: _____

Signature: _____

Date: _____

Attest: Printed Name and Title: _____

Attest: Signature: _____

Date: _____

The following page(s) contain the backup material for Agenda Item: [10:00 Gillette College Technical Education Center](#)

*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.

**OWNERSHIP, MAINTENANCE AND OPERATION AGREEMENT
GILLETTE TECHNICAL EDUCATION CENTER**

THIS AGREEMENT is made between the Board of County Commissioners for Campbell County, Wyoming, 500 S. Gillette Ave., Gillette, Wyoming, herein referred to as "COUNTY", Northern Wyoming Community College District, Wyoming, P.O. Box 1500, City of Sheridan, Sheridan County, Wyoming herein referred to as "DISTRICT" and the City of Gillette, P.O. Box 3003, Gillette, Wyoming 82717, herein referred to as "CITY".

RECITALS

WHEREAS, the Wyoming Legislature has appropriated funding in the amount of eighteen million three hundred ninety-four thousand dollars (\$18,394,000) from the general fund to DISTRICT for the purpose of constructing a technical education center with said funding to be equally matched with non-general fund sources; either public or private; and

WHEREAS, COUNTY agrees to provide the additional funding of eighteen million three hundred ninety-four thousand dollars (\$18,394,000) in order to fund the technical education center project hereinafter FACILITY; and

WHEREAS, CITY owns real property and agrees to the construction of the FACILITY on the property owned by it; and

WHEREAS, the parties desire to enter an agreement defining their respective rights, duties, obligations and liabilities, relating to the FACILITY;

THEREFORE, IN CONSIDERATION of the mutual covenants contained herein, the parties agree as follows:

I. OWNERSHIP AND CONSTRUCTION

**SECTION ONE
DESCRIPTION OF PREMISES**

CITY hereby agrees to convey to COUNTY for the purpose of construction the FACILITY the following described premises, located in Gillette, Campbell County, Wyoming, more particularly described as follows:

See attached Exhibit "A"

The CITY further agrees to pay for the extension of offsite utilities (electric, sewer, water, fiber optics) to the premises and agrees to provide/construct access to the premises.

It is specifically agreed and understood that the conveyance shall be subject to an access easement in favor of Bob Barlow along the northern boundary of the premises of approximately seventy (70) feet.

SECTION TWO
CONSTRUCTION OF FACILITY
AND PROJECT FINANCING

DISTRICT and COUNTY each agree to provide funding at a minimum of eighteen million three hundred ninety-four thousand dollars (\$18,394,000) to be used for the planning, design, construction and equipping the FACILITY to be located on the above described premises. The parties agree that COUNTY shall be responsible for the design and construction management of the FACILITY and shall serve as the conduit for the CITY and DISTRICT to have input into those facets of the FACILITY. The parties further understand and agree that the COUNTY shall utilize the services of a construction manager at risk as defined by W.S. §16-6-701(a)(vii) in the design and construction of the PROJECT.

DISTRICT agrees to provide funding to COUNTY in the amount of eighteen million three hundred ninety-four thousand dollars (\$18,394,000) as follows:

Nine million four hundred sixty seven thousand dollars (\$9,467,000) in Fiscal Year 2007-2008 and nine million four hundred sixty seven thousand dollars (\$9,467,000) in Fiscal Year 2008-2009. DISTRICT shall reimburse COUNTY costs of the FACILITY from these funds upon being invoiced by COUNTY. DISTRICT shall pay all invoiced costs within forty-five (45) days of receipt.

COUNTY agrees to contribute its eighteen million three hundred ninety-four thousand dollars (\$18,934,000) with said funding to come from unencumbered general revenues of the COUNTY. COUNTY agrees to advance the agreed upon costs set forth above subject to reimbursement by DISTRICT as set forth above.

Upon completion of the construction of the FACILITY which is estimated to be in July of 2009, DISTRICT and COUNTY shall maintain ownership of the FACILITY as follows:

COUNTY: 78%
DISTRICT: 22%

COUNTY agrees to lease its interest in the FACILITY and the premises under which the FACILITY is constructed to the DISTRICT subject to the lease terms set forth below.

OPERATION AND MAINTENANCE

SECTION ONE
TERM OF LEASE

In exchange for the DISTRICT contributing to the funding and location of the FACILITY in the City of Gillette for the operation of a technical center at the Gillette College, COUNTY agrees to lease to DISTRICT its interest for a term of NINETY-NINE (99) YEARS commencing on the date of the issuance of a certificate of occupancy subject only to the termination provisions elsewhere

delineated in this agreement.

SECTION TWO DELIVERY OF POSSESSION

If, for any reason, COUNTY cannot deliver possession of the FACILITY at the commencement of the term, this Lease shall not be void or voidable, nor shall COUNTY be liable to DISTRICT for any loss or damage resulting therefrom.

SECTION THREE RENTAL

DISTRICT shall pay a total of One Dollar (\$1.00) per year for the term of this Lease, or a total of Ninety-nine Dollars (\$99.00) payable in advance, without deduction or offset.

SECTION FOUR RESTRICTIONS ON USE

DISTRICT shall use the FACILITY for the purpose of operating an education center at the Gillette College and for no other purpose. DISTRICT shall not permit the FACILITY, or any part thereof, to be used for any purposes other than those set forth herein. DISTRICT shall not permit on the FACILITY any, sale or storage that may be prohibited under standard forms of property or liability insurance policies, nor use the premises for any such purpose.

In addition, no use shall be made or permitted to be made that shall result in: (1) waste on the premises; (2) a public or private nuisance; (3) improper, unlawful, or objectionable use; (4) invalidating or increasing the insurance coverage on the premises; (5) overload, obstruct or damage utility services; (6) overload floors; (7) installing, moving, removing any furniture, fixtures or equipment without prior written permission of COUNTY.

DISTRICT shall comply with all governmental regulations and statutes affecting the FACILITY either now or in the future.

SECTION FIVE ABANDONING PREMISES OR PERSONAL PROPERTY

DISTRICT shall not vacate or abandon the FACILITY at any time during the term, but if DISTRICT does vacate or abandon the FACILITY or is dispossessed by process of law, any personal property belonging to DISTRICT and left on the premises shall be deemed abandoned at the option of COUNTY and shall become the property of COUNTY.

SECTION SIX UTILITIES

DISTRICT shall be responsible for all utilities and payment of the same.

SECTION SEVEN
ALTERATIONS AND MODIFICATION; REPAIRS

DISTRICT shall have inspected the FACILITY at the time of commencement of the lease term and shall acknowledge that the premises are in a tenable and in good condition at the time of occupancy. DISTRICT shall take good care of the premises and shall not alter, repair, or change the premises without the written consent of COUNTY. All alterations, improvements, and changes that DISTRICT may desire shall be by mutual agreement of DISTRICT and COUNTY which shall include mutual agreement regarding payment of said improvements. All such alterations, improvements and changes shall become fixtures of the property and remain on the premises, except as provided in Section Nineteen. All damage or injury done to the premises by DISTRICT shall be paid for by DISTRICT. DISTRICT shall, at the termination of this Lease, surrender the premises in as good condition and repair as reasonable and proper use thereof will permit.

The responsibility for repairs and maintenance of the FACILITY shall be affected and accomplished in consideration of the sinking fund established by the parties for such purpose. Generally, the DISTRICT shall be responsible for making all general, routine repairs and for performing all general, routine maintenance and costs of general operation of the FACILITY. DISTRICT shall permit COUNTY to enter the premises at any time to inspect the premises.

All repairs and maintenance of the structural portions of the premises, including, but not necessarily limited to, roofs, foundations, exterior load-bearing walls, and the basic HVAC systems, mechanical, electrical and plumbing systems initially installed in the initial construction of the FACILITY shall be borne equally by DISTRICT and COUNTY unless repair or maintenance is caused in whole or in part by the act, negligence, fault or omission of DISTRICT. Such structural repairs shall first be considered for payment from the sinking fund established at the time of the initial construction. The sinking fund shall be administered and invested by the COUNTY, with an annual accounting provided to the DISTRICT.

Any requirements or the Americans with Disabilities Act or other Federal, State or local law, rule or regulation shall be the responsibility of DISTRICT which covenants that any such requirements shall be promptly complied with.

SECTION EIGHT
LIABILITY OF COUNTY

DISTRICT waives all claims against COUNTY for damages to goods or for injuries to persons on or about the premises. DISTRICT will indemnify COUNTY on account of any damage or injury to any person or to the goods of any person, arising from the use of the premises by DISTRICT, or arising from the failure of DISTRICT to keep the premises in good condition as provided herein. COUNTY shall not be liable to DISTRICT for any damage by or from any act of negligence of any other occupant of the same, building, or by an owner or occupant of adjoining or contiguous property. DISTRICT agrees to pay for all damage to the building, as well as all damage or injury suffered by tenants or occupants thereof caused by misuse or neglect of the premises by DISTRICT.

Nothing herein shall be construed as modifying any coverages of any policies of insurance owned by any of the parties.

COUNTY shall be named as an additional named insured on all DISTRICT'S property

liability policies.

SECTION NINE DESTRUCTION OF PREMISES

In the event of a partial destruction of the FACILITY during the term from any cause, DISTRICT and COUNTY shall forthwith repair the same, provided the repairs can be made within ninety (90) days under the laws and regulations of applicable governmental authorities. Any partial destruction shall neither annul nor void this Lease.

In the event that COUNTY does not elect to make repairs that cannot be made in the specified time, or those repairs cannot be made under the laws and regulations of the applicable governmental authorities, this Lease may be terminated at the option of either party.

Should the FACILITY be destroyed to the extent of not less than thirty percent (30%) of the replacement cost thereof, COUNTY may elect to terminate this Lease, whether the demised premises are damaged or not. A total destruction of the building in which the premises are situated shall terminate this Lease.

SECTION TEN CONDEMNATION

A condemnation of the entire building or a condemnation of the portion of the premises occupied by DISTRICT shall result in a termination of this Lease Agreement. DISTRICT and COUNTY shall receive the total of any damages awarded as a result of condemnation proceedings in relation to their interests in the premises as set forth in this agreement.

SECTION ELEVEN ASSIGNMENT AND SUBLEASE

DISTRICT shall not assign any rights or duties under this Lease nor sublet the premises or any part thereof, nor allow any other person to occupy or use the premises without the prior written consent of COUNTY. A consent to one assignment, sublease, occupation, or use by any other person shall not be a consent to any subsequent assignment, sublease, occupation, or use by another person. Any assignment or subletting without consent shall be void. This Lease shall not be assignable, as to the interest of DISTRICT, by operation of law, without the written consent of COUNTY.

SECTION TWELVE INDEMNITY

DISTRICT shall hold harmless, indemnify and defend COUNTY against all expenses, liabilities and claims of every kind, including reasonable counsel fees, by or on behalf of any person or entity arising out of either: (1) a failure by DISTRICT to perform any of the terms or conditions of this Lease (2) any injury or damage happening on or about the demised premises arising from use by DISTRICT; (3) failure to comply with any law or any governmental authority; or (4) any mechanic's lien or alterations of buildings or improvements thereon.

SECTION THIRTEEN BREACH OR DEFAULT

DISTRICT shall have breached this Lease and shall be considered in default hereunder if DISTRICT fails to perform or comply with any of the covenants or conditions of this Lease and such failure continues for a period of ten (10) days after receipt of notice thereof from COUNTY.

SECTION FOURTEEN EFFECT OF BREACH

In the event of a breach of this Lease as set forth in Section Thirteen:

1. COUNTY shall have the right to cancel and terminate this Lease, as well as all of the right, title, and interest of DISTRICT hereunder, by giving to DISTRICT not less than three (3) days notice of the cancellation and termination. On expiration of the time fixed in the notice, this Lease and the right, title, and interest of DISTRICT hereunder shall terminate in the same manner and with the same force and effect, except as to DISTRICT'S liability, as if the date fixed in the notice of cancellation and termination were the end of the term herein originally determined.
2. COUNTY may elect, but shall not be obligated, to make any payment required of DISTRICT herein or comply with any agreement, term, or condition required hereby to be performed by DISTRICT, and COUNTY shall have the right to enter the demised premises for the purpose of correction or remedying any such default and to remain until the default has been corrected or remedied, by any expenditure for default of COUNTY'S right to take any action as may be otherwise permissible hereunder in the case of any default.
3. COUNTY may re-enter the premises immediately and remove the property and personnel of DISTRICT, and store the property in a public warehouse or at a place selected by COUNTY, at the expense of DISTRICT. After re-entry, COUNTY may terminate the Lease on giving 3 days written notice of termination to DISTRICT. Without the notice, re-entry will not terminate the Lease. On termination, COUNTY may recover from DISTRICT all damages proximately resulting from the breach, including the cost of recovering the premises and the worth of the balance of this Lease term, which sum shall be immediately due COUNTY from DISTRICT.

SECTION FIFTEEN UNLAWFUL DETAINER AND ATTORNEY'S FEES

In case services of an attorney are required for an unlawful detainer of the premises, for the recovery of any rent due under the provisions of this Lease, or for DISTRICT'S breach of any other condition contained herein, DISTRICT shall pay to COUNTY a reasonable attorney's fee.

SECTION SIXTEEN REMEDIES OF LESSOR CUMULATIVE

The remedies herein given to COUNTY shall be cumulative, and the exercise of any one remedy by COUNTY shall not be to the exclusion of any other remedy.

SECTION SEVENTEEN INSURANCE

COUNTY and DISTRICT shall procure and maintain all insurance each deems necessary for the protection against loss or damage to any of its property situated on the premises or to protect its interest in the premises.

In addition, to the above, DISTRICT, at its expense, shall procure a comprehensive policy of general liability insurance (including property damage) naming COUNTY as an additional named insured against any loss due to the negligence of DISTRICT. Policy limits of the policy shall be not less than One Million (\$1,000,000.00) Dollars.

COUNTY and DISTRICT each hereby waive all claims for recovery from the other for any loss or damage to any of the property of each to the extent of any recovery collectible under insurance policies.

SECTION EIGHTEEN RULES OF THE BUILDING

DISTRICT shall make such reasonable rules and regulations as, in the judgment of DISTRICT cleanliness of the building and the preservation of good order therein require.

SECTION NINETEEN TERMINATION OF LEASE IN THE EVENT OF THE FORMATION OF A NEW COLLEGE DISTRICT

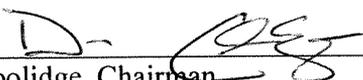
In the event the State of Wyoming forms a new college district (either standing alone or in conjunction with another area other than Sheridan County), this Lease may be terminated by giving one year notice to DISTRICT. The premises including FACILITY and all local assets shall become the sole property of COUNTY to be transferred to or for the use by the new college district.

In the event COUNTY forms or becomes part of a new college district (either standing alone or in conjunction with another area other than Sheridan County), this Lease may be terminated at the option of COUNTY by giving one year notice to DISTRICT. The premises including FACILITY and all local assets shall become the sole property of COUNTY to be transferred to or for the use by the new college district, and the DISTRICT shall be entitled to a pro rata reimbursement of its share of the fair market value in the FACILITY for a period not to exceed ten (10) years from the date this AGREEMENT is approved.

Upon termination of this lease at the end of its term or early termination for any reason other than set forth in the above paragraphs or breach of this agreement, COUNTY and DISTRICT shall be entitled to reimbursement of its share of the fair market value in the FACILITY at the time of termination of the lease hereunder.

IN WITNESS WHEREOF, the parties have executed this Lease as set forth below evidencing their assent to the terms contained herein.

CAMPBELL COUNTY BOARD OF COMMISSIONERS



Dan Coolidge, Chairman

11-18-08

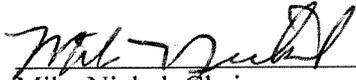
Date

ATTEST:



Susan Saunders, County Clerk

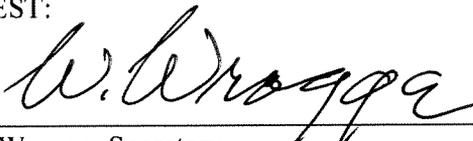
**NORTHERN WYOMING COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES**



Mike Nickel, Chairman

Date

ATTEST:



Walt Wragge, Secretary

CITY OF GILLETTE



Duane Evenson, Mayor

11/25/08

Date

ATTEST:



~~Karla~~ Karlene Abelseth, City Clerk
Karlene

EXHIBIT "A"

A tract of land located in the SW 1/4 SW 1/4 Section 34, T 50 N, R 72 W of the Sixth Principal Meridian, Gillette, Campbell County, Wyoming, and is more particularly described as follows:

Commencing at the Southwest corner of Section 34, T 50 N, R 72 W, said corner being monumented with a 1925 G.L.O. Brass Cap, thence along the north line of said Section 34 N89°27'26"E a distance of 150.02' feet to a point on the east line of the existing right-of-way of Enzi Drive and the west subdivision line of the Gillette Tech Center, Phase I, said point being monumented with a 2" Aluminum Cap PLS 5655; thence along said easterly right-of-way and said west subdivision line N00°28'37"E a distance of 276.00 feet to a 2-1/2" Aluminum Cap PLS 5655; said point being the northwest corner of the Gillette Tech Center, Phase I and also being the TRUE POINT OF BEGINNING:

Thence along the north subdivision line of the Gillette Tech Center, Phase I, S89°31'23"E a distance of 231.21 feet to a 2-1/2" Aluminum Cap PLS 5655; thence continuing along said north subdivision line N45°28'37"E a distance of 111.42 feet to a 2-1/2" Aluminum Cap PLS 5655; thence continuing along said north subdivision line N00°28'37"E a distance of 261.57 feet to a 2-1/2" Aluminum Cap PLS 5655, said point being the beginning of a non-tangent curve concave to the northwest having a central angle of 19°46'28", a radius of 340.00 feet, a chord bearing of N14°50'22"E, a chord distance of 116.76 feet, and to which beginning a radial line bears S65°16'24"E; thence 117.34 feet along said curve to a 2-1/2" Aluminum Cap PLS 5655; thence continuing along said north subdivision line along a non-tangent line S89°31'23"E a distance of 163.64 feet to a 2-1/2" Aluminum Cap PLS 5655; thence continuing along said north subdivision line S60°14'27"E a distance of 267.01 feet to a 2-1/2" Aluminum Cap PLS 5655; thence continuing along said north subdivision line S49°03'27"E a distance of 385.52 feet to a 2-1/2" Aluminum Cap PLS 5655; thence continuing along said north subdivision line S88°32'44"E a distance of 159.76 feet to a point of intersection with the west line of Tract D of the Hitt Estate as described in Book 155 of Photos, Page 524 of the records in the office of the Campbell County Clerk and the northeast corner of the Gillette Tech Center, Phase I, said point being monumented by a 2-1/2" Aluminum Cap PLS 5655; thence N01°27'16"E along the west line of said Tract D a distance of 1,019.40 feet to a 2" Iron Pipe, said point being the northwest corner of said Tract D and the southeast corner of Lot 3, Tract A of the said Hitt Estate; thence S89°34'09"W along the south line of said Lot 3, Tract A a distance of 1,206.42 feet to a point on the east right-of-way line of 4-J Road, said point being monumented with a 2" Iron Pipe, said point being the southwest corner of Lot 3, Tract A of the Hitt Estate; thence along said east right-of-way line S00°39'17"E a distance of 17.50 feet to a Wyoming Highway Department right-of-way marker; thence continuing along said east right-of-way line S00°28'37"W a distance of 1,052.60 feet to the TRUE POINT OF BEGINNING.

Said described tract of land contains 23.96 acres, more or less.

The following page(s) contain the backup material for Agenda Item: [10:05 Visionary Tower Lease Agreement, Dump Hill Tower](#)

*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.



OFFICE
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(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: Visionary Tower Lease Agreement

DATE: September 15, 2020

Accompanying this memo please find a lease agreement between Campbell County and Visionary Communications for a tower presently located on the landfill property located on Westover Road.

This tower has been located on the property for some time but not in use. Records that have been located indicate it may have first been placed by Union Wireless and subsequently came into the possession of Donald Cross. No agreements have been able to be located. Visionary purchased the tower from Mr. Cross and reached out to the county about leasing space from the county for its continued placement where it is presently located.

As you know, the county recently finished a remediation project at this location, and it will continue to be monitored and is under DEQ oversight during the period of remediation. DEQ has been contacted and did not object to the presence of the tower but said access would need to be limited.

Accordingly, Ms. Staeben in consult with Matt Olsen, has prepared a lease granting a lease to Visionary for an initial three-year term subject to the installation of fencing and a gate. In addition, lease payments of \$1,500 per year are required with is reportedly the standard rate for this use.

This lease is presented for your consideration.

Visionary Communications, Inc. & Campbell County
“Dump Hill Tower”
Lease Agreement

(For the Monopole Tower Located at The South Landfill, Campbell County, Wyoming)

This LEASE AGREEMENT is made between the Board of County Commissioners for Campbell County, Wyoming, of 500 South Gillette Avenue, Gillette, Wyoming, by and through its duly elected Board of County Commissioners, hereinafter referred to as “Lessor”, and Visionary Communications, Inc. P.O. Box 2799, Gillette, Wyoming 82716, hereinafter referred to as Lessee.

WHEREAS, Lessor is the sole owner of the premises, as described in Exhibit A, and incorporated into this Lease Agreement by reference herein.

WHEREAS, Lessee is a private company, whose ninety-five (95) foot monopole tower, identified by parties as “Dump Hill Tower”, herein referred to as “Tower”. The Tower is located on the Lessor’s premises of the South Landfill in Campbell County, Wyoming, and as described below and provided in Exhibit A.

A parcel of land, lying entirely within the SW1/4NE1/4 of Sec 28, T50N, R72W of the 6th P.M., Campbell County, Wyoming, more particularly described as follows:

Commencing at the Center-East One-Sixteenth of said Sec. 28, where found a cap in a vault on the edge of a walking path;
thence N77°54’17”W, basis of bearings for this survey, a distance of 864.04 feet to the Southeast corner of said easement, said point being the TRUE POINT OF BEGINNING;
thence N36°18’18”W, a distance of 40 feet to a point;
thence S54°09’07”W, a distance of 24 feet to a point;
thence S36°18’18”E, a distance of 40 feet to a point;
thence N54°09’07”E, a distance of 24 feet to the Point of Beginning.

Encompassing 960 square feet, more or less.

WHEREAS, the parties desire to enter this Lease Agreement, herein after referred to as “Agreement”, providing for the use of Lessor’s premises by Lessee and to define each party’s respective rights, duties, and liabilities, relating thereto.

THEREFORE, IN CONSIDERATION of the mutual covenants contained herein, the parties agree as follows:

Term

This Agreement shall be for a term of three (3) years, beginning September 15, 2020. This Agreement may be renewed or modified by agreement by all parties, in writing and subject to the required approvals. Throughout the entire term of this Agreement, Lessor reserves the right to enter onto the leased premises; taking care to not damage the Tower or equipment belonging to Lessee.

Consideration & Payment

In consideration for a leasehold interest to operate and maintain the Tower, Lessee shall submit a total payment of \$1,500 to Lessor annually. The first payment shall not be prorated. Said rental payment is due the first day of October of each year this Agreement is effective. The first payment of rent of \$1,500 is due October 1, 2020. Lessee shall also install a fence along the access route to the Tower, described in Exhibit B no later than December 30, 2020. Failure to install fence and gate within that time period is a breach of this Agreement and grounds to terminate this Agreement. Placement of said fence shall be directed by Lessor and shall occur in the location as described in Exhibit B; and incorporated into this Agreement by reference herein. The fence and gate shall also meet the following specifications:

- Made of chain-link material
- Span approximately 570 feet or as determined in the field at a height of six (6) feet
- Include a sixteen (16) foot wide gate as designated on Exhibit B.

Termination

This Agreement will expire at the end of the leased term or either party may terminate this Agreement by providing a ninety (90) days written notice to the other party at the addresses provided herein. Under either circumstance, Lessee agrees that upon vacating the property, Lessee shall remove any and all improvements made to the leased premises, excluding the fence and gate, and to leave the premises in the same condition as it was prior to commencement of this Agreement.

Access to Tower

Lessor is to provide to the Lessee access to the leased premises for the purpose of the installation, operation, and maintenance of the Tower. It is expressly agreed that Lessee have access to the Tower, so as not to impede or interfere with Lessor's use of the leased property. Lessee is to access the Tower strictly by way of the access route designated by Lessor. The designated access route to the Tower is provided in Exhibit B. In the event that Lessor, in its sole judgment, subsequently determines said access route interferes with Lessor's use or operations on or in the vicinity of the leased property, then Lessor has the sole discretion to change the location of the access route and will, at that time, designate an alternate access route for use by Lessee.

Utilities.

Lessee is responsible for obtaining all required permits and/or hook-ups, use, and payment of all utilities needed to support the use of the property, including by way of illustration and without limitation, water, electricity, and any needed garbage pick-up. Lessor will not incur costs related to Lessee use, connection of or disconnection of utilities.

FCC Permit

Lessee is responsible for obtaining and maintaining all permits required by the Federal Communications Commission to operate and use the Tower.

Maintenance

Lessee shall maintain the leased premises in a tidy manner, including by way of illustration but not limited to, removal of debris, place equipment in an organized manner, as well as other maintenance as needed to keep the property in good condition. Lessee, also agrees that as soon as practicable after the

performance of any construction, repair, maintenance or reconstruction, Lessee shall restore at its own cost all property within the leased premises, granted herein, and any adjoining property disturbed during any construction or repair activities, to a neat, presentable, safe and usable condition. The condition of the land after use by the Lessee shall be at least as good as it was before any activities were performed by the Lessee. After installation of the fence and gate, should Lessee cause damage to either improvement, Lessee shall be responsible for the cost and repair of such damage. Lessor shall otherwise maintain and repair the fence and gate to ensure said improvements are kept in good working condition.

Insurance

Lessee agrees to procure and maintain liability and property damage insurance policy or policies with a combined single limit bodily injury and property damage per occurrence of not less than one million dollars (\$1,000,000.00) and combined aggregate of not less than One Million Dollars (\$1,000,000.00). All policies shall provide they are primary coverage without any right of contribution from any other insurance policy or other sources of the Lessor, and that they will not be cancelled without thirty (30) days prior written notice to Lessor. Lessor shall be named as an additional insured on said policy or policies. Lessee shall provide Lessor with copies of said insurance policies within thirty (30) days after execution of this agreement.

Tower Removal Bond

Lessee further agrees to procure and maintain a Tower Removal Bond in the amount of \$30,000. Said bond shall be paid promptly unto Campbell County, Wyoming, for all and any all damages due by Lessee to Lessor in connection with the removal of the Tower. The bond may be canceled by giving sixty (60) days written notice to Campbell County, Wyoming, at the address provided herein. The bond shall be deemed canceled at the expiration of sixty (60) days from the date of receipt of such notice, the Lessee shall remain liable for all damages and charges that would otherwise have been covered by said bond, which may have accrued up to date of such cancellation.

Governmental Indemnification

Lessee shall indemnify, defend, and hold harmless the Lessor and their agents and/or employees from any and all claims, lawsuits, losses, and liability arising out of Lessee's failure to perform any of Lessee duties or obligations hereunder or in connection with the negligent performance of Lessee duties or obligations, including but not limited to any claims, lawsuits, losses, or liability arising out of Lessee actions.

Governmental Immunity

The Lessor does not waive governmental immunity by entering into this Agreement and specifically retains all immunities and defenses available pursuant to Wyoming Statutes §§ 1-39-101 through 1-39-121 and all other applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of governmental immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to governmental immunity shall be construed in favor of governmental immunity.

Legal Compliance

Lessee shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this agreement.

Breach or Default.

Lessee shall be considered in default if Lessee fails to pay rent, perform, or fulfill any of the covenants, conditions, or consideration obligations of this Agreement within thirty (30) days after notice of a breach of failure by the Lessor. In the event of breach or default, Lessor shall have the right to cancel or terminate this Agreement, without cause, upon ninety (90) days written notice to Lessee as well as any other right or remedy under law, by giving Lessee written notice at Lessee's address provided herein. Through the term and any extension of this lease, Lessee agrees to the obligation to maintain updated contact and physical address information with the Lessor.

Interpretation/Jurisdiction

The parties agree that the laws of the State of Wyoming shall govern this agreement, and any questions arising hereunder shall be construed according to such laws. The parties further agree that the construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties, and the venue shall be the Sixth Judicial District, Campbell County, Wyoming. The parties intend and agree that Lessor does not waive governmental immunity by entering into this Agreement and specifically retain governmental immunity and all defenses available pursuant to Wyoming Statute §§ 1-39-101 through 1-39-121 and all other applicable law.

Assignment

Lessee shall not convey, assign, or otherwise transfer its interest in this Agreement without the prior written consent of Lessor. Lessor may immediately terminate this Agreement upon any conveyance, assignment, transfer, or sale of any substantial or partial interest in the Tower or this Agreement made by Lessee.

Third Party Beneficiary

The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.

Waiver

The waiver of any breach of any term or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

Authorities

This agreement represents the entire agreement between the parties, and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written, of the parties pertaining to the

subject matter of this agreement. Any modification to this agreement must be in writing and signed by the duly authorized representatives.

Signatures

The parties to this Agreement, either personally or through their duly authorized representatives, certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

The effective date of this Agreement is September 15, 2020.

**BOARD OF COMMISSIONERS
CAMPBELL COUNTY, WYOMING**

D.G. Reardon
Chairman, Campbell County Board of Commissioners

Date

ATTEST:

Susan Saunders
County Clerk, Campbell County Board of Commissioners

Date

VISIONARY COMMUNICATIONS, INC.

Preston Schilling
Vice President, Visionary Communications, Inc.

Date

State of Wyoming)
) §
County of Campbell)

The foregoing easement was acknowledged before me by Preston Schilling, as Vice President, Visionary Communications, Inc. on this ____ day of September, 2020.

Witness my hand and official seal.

Notarial Officer
My commission expires:

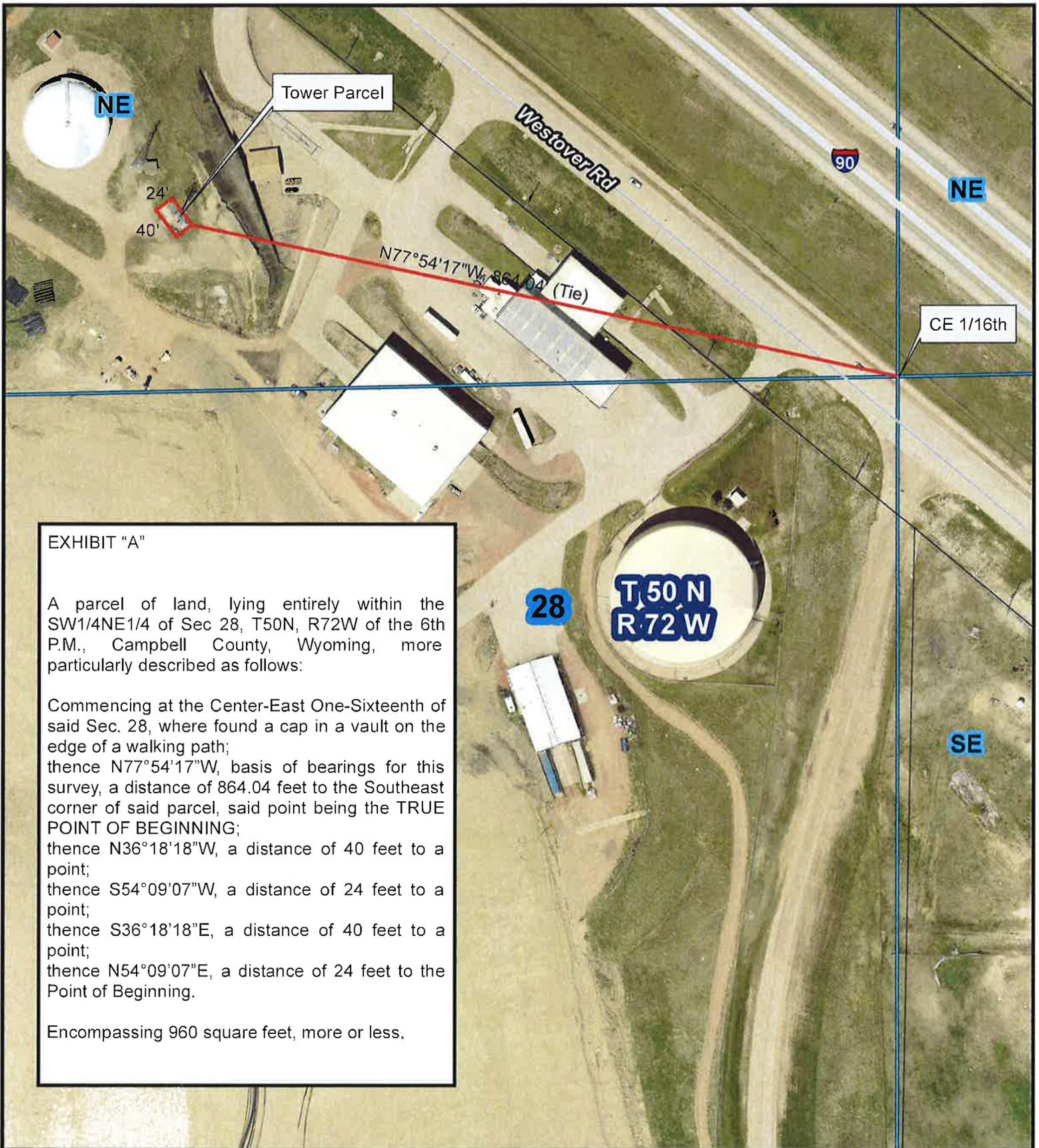


EXHIBIT "A"

A parcel of land, lying entirely within the SW1/4NE1/4 of Sec 28, T50N, R72W of the 6th P.M., Campbell County, Wyoming, more particularly described as follows:

Commencing at the Center-East One-Sixteenth of said Sec. 28, where found a cap in a vault on the edge of a walking path;
 thence N77°54'17"W, basis of bearings for this survey, a distance of 864.04 feet to the Southeast corner of said parcel, said point being the TRUE POINT OF BEGINNING;
 thence N36°18'18"W, a distance of 40 feet to a point;
 thence S54°09'07"W, a distance of 24 feet to a point;
 thence S36°18'18"E, a distance of 40 feet to a point;
 thence N54°09'07"E, a distance of 24 feet to the Point of Beginning.

Encompassing 960 square feet, more or less.

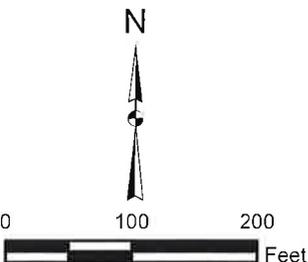
		<p>CAMPBELL COUNTY DEPARTMENT OF PUBLIC WORKS 500 S. Gillette Ave. Gillette, Wyoming 82716 Phone # 307 685-8061 Fax # 307 687-6349</p> <p>Tower Description Exhibit A</p> <p>DATE: 9/9/2020 DRAWN BY: alk08</p>
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Exhibit B