

## AGENDA

### CAMPBELL COUNTY BOARD OF COMMISSIONERS

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

JANUARY 7, 2020

#### 09:00 MEETING CALLED TO ORDER PLEDGE OF ALLEGIANCE

#### CONSENT AGENDA

- A. [Consent Agenda](#)

#### VOUCHERS

- B. Vouchers

#### PUBLIC COMMENT

- C. 9:05 For the Good of the County\*

#### OPEN GOVERNMENT

- D. 9:15 County Information Military Care Package Update & FlashVote

#### REGULAR BUSINESS

- E. 9:20 Selection of Board Chairman for 2020

- F. [9:25 Resolution #2026 Authorizing an Acting Chairman for 2020](#)

- G. 9:30 Approval of Public Servant Disclosure Statements

- H. [9:35 Approval of Designation of Depositories](#)

Rachael Knust

- I. [9:40 Board Appointments, Southside Well ISD](#)

Charity Stewart

- J. 9:45 Funding Request, Traveling Vietnam Wall

Paul Woessner

- K. [9:50 Funding Request, Personal Frontiers](#)

Donna Morgan

- L. [9:55 WYSAC Agreement, Amendment One](#)

Jane Glaser/Ashley McRae

- M. [10:00 Letter of Engagement, PMCH](#)

Carol Seeger

- N. [10:05 County Non-Discrimination Policy](#)

Jenny Staeben

- O. [10:10 Resolution for Special Prosecution](#)

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. Comments related to the Board agenda will be heard first.

## Consent Agenda

### **MINUTES**

Board of Commissioners Morning Workshop, December 12, 2019  
Board of Commissioners Directors Workshop, December 16, 2019  
Board of Commissioners Regular Meeting, December 17, 2019

### **MONTHLY REPORTS**

Sheriff's Department – November 2019

### **PAYROLL PAYMENTS**

December 4, 2019

### **CANCELLATION/REBATE OF TAXES**

#4060 - 4063

### **CREDIT CARD REQUESTS**

Information Technology Systems – Kim Riley, Credit Limit \$3,000

### **LETTER OF SUPPORT/COMMENT**

Submission of Letter of Commitment in Support of University of Wyoming Center for Economic Geology Research's Application for Dry Fork Station carbon storage project under Phase III of the U.S. Department of Energy's CarbonSAFE Program.

Submission of Comment Letter regarding the Thunder Basin National Grasslands 2020 Plan Amendment Draft Environmental Impact Statement (DEIS) Comments dated October 2019.

### **LINE ITEM TRANSFERS**

Commissioner's Office

Transfer \$2,250 from 011.6336 Recognition, Apprec. Awards to 161.6336 Recognition, Apprec. Awards

Extension Office

Transfer \$460.60 from 104.6282 Airplane, Train, Bus to 104.6281 Automobile

Library

Transfer \$150 from 711.6234 Main. Agreements/Office Equipment to 711.6751 Vehicle Parts

Museum

Transfer \$2,000 from 721.6712 Exhibits to 721.7362 Special Events

Public Works

Transfer \$3,099 from 020.7085 District Support Grant to 020.7085.61 Brunsen Road I&S District

Transfer \$34,098 from 020.7085 District Support Grant to 020.7085.20 Central Campbell County I&S District

Transfer \$250 from 081.6532 Computer Supplies to 081.6851.7 Code Books

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Transfer \$250 from 081.6851.6 Other Books to 081.6851.7 Code Books  
Transfer \$300 from 081.6321 Misc. Services to 081.6233.05 Software Maintenance

**MILEAGE RATES**

Adoption of Internal Revenue Service 2020 Mileage Rates to \$.575 (57.5¢ per mile) for Business Mileage and \$.17 (17¢ per mile) for Medical Mileage.

**OATH OF OFFICE**

Amber Beaverson, Christopher Goetz, Gregory Steward – Full Time Assistant Public Defenders for Sixth Judicial District Appointment by Governor Mark Gordon

Michael Stulken – Part Time Contract Assistant Public Defender for Sixth Judicial District Appointment by Governor Mark Gordon

**OFFICIAL BOND AND OATH**

Green Valley Improvement & Service District – Elaine Backer

**POSITION VACANCY JUSTIFICATIONS**

CAM-PLEX – Event Custodian  
CAM-PLEX – Event Technician  
Children’s Developmental Services – Administrative Assistant II  
Public Works Facilities Maintenance – Custodial Supervisor  
Public Works Landfill – Administrative Assistant I or II

**RESOLUTION AMENDMENT**

Amended Resolution #2023 Approving the Official Holidays for County Employees for the Year 2020

**HAND WARRANTS**

Campbell County Clerk Tax Account	\$336,492.80
Campbell County Park & Recreation Activity Fund	33.00
Campbell County Treasurer – HSA	31,514.60
Campco Federal Credit Union	276.01
Circuit Court of Campbell County	293.44
Great West Trust Company	3,5791.59
Wyoming Child Support	1,813.45
Wyoming Department of Revenue & Taxation	52.49
CCCBT	209,522.65
CCEHBTA – Health	638,465.34
CCEHBTA – Dental	42,156.70
Delta Dental Plan of WY	2,068.30
State of WY – WAG Criminal Investigation	39.00
Campbell County Clerk Tax Account	24,464.82
Campbell County Treasurer – HSA	1,566.66
Campco Federal Credit Union	950.00

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Great West Trust Company

2,696.67

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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. Comments related to the Board agenda will be heard first.

Office of County Commissioners  
December 12, 2019  
Gillette, WY

Commissioners Workshop

The Campbell County Board of Commissioners met for a Commissioners Workshop, Thursday, December 12, 2019 at 8:15 AM.

Present were Rusty Bell, Del Shelstad, DG Reardon, Commissioners; Susan F. Saunders, County Clerk; Jenny Staeben, Deputy County Attorney and Carol Seeger, Commissioners Administrative Director. Ivy McGowan-Castleberry, was present via telephone. Commissioners Mark Christensen and Bob Maul were absent from the meeting.

Chairman Bell and Carol Seeger provided an update on the Commissioners agenda and calendar of events.

Chairman Bell provided a legislative agenda update.

Jay Lundell, Airport Director, and Shelly Besel, Airport Senior Administrative Assistant, presented the proposed Airport Rebranding.

Discussion was held with Robert Henning, Museum Director, and the Museum Board on the need for museum storage space.

Jenny Staeben left the meeting at 9:25 AM.

It was the consensus of the Board for Public Works to proceed with the construction of storage space on the site of the museum.

There being no further business to come before the Board, the meeting was adjourned at 9:30 AM.

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Susan F. Saunders, Clerk  
Board of County Commissioners

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Rusty Bell, Chairman  
Board of County Commissioners

Office of County Commissioners  
December 16, 2019  
Gillette, WY

Directors Workshop

The Campbell County Board of Commissioners met for a Directors Workshop, Monday, December 16, 2019 at 1:30 PM.

Present were Rusty Bell, DG Reardon, Del Shelstad, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Commissioners Administrative Director; Jenny Staeben, Deputy County Attorney; Brandy Elder, HR Director; Kevin King, Public Works Director; Bob Tranas, Children's Developmental Services Director; Jay Lundell, Airport Director; Jeff Bender, Fire Chief; Robert Henning, Museum Director; Rick Mansur, Parks and Recreation Director; Kevin Geis, Road and Bridge Director; Quade Schmelzle, Weed and Pest Director; Jane Glaser, Public Health Director; Bill Beastron, Facilities Manager; Matt Olsen, Environmental Services Manager and Jeff Esposito, CAM-PLEX Manager. Commissioners Mark Christensen and Bob Maul were absent from the meeting.

Matt Olsen provided an update on Landfill Permitting, public dumping and business dumping.

Brandy Elder provided information on the compensation study for the Sheriff's Office and Fire Department.

Discussion was held on the County Facility Closure policy in inclement weather.

Kevin King provided an update on the ACPIC project and the Council of Community Services Weatherization space.

Megan Nelms provided an update on a complaint from Peoples I&S District.

Discussion was held with Buddy Langone on the need for updated computers for the American Legion.

Commissioner Shelstad moved to approve donating three desktop computer towers to the American Legion, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Chairman Bell discussed the NACO Conference schedule and Legislative Session schedule.

A workshop was held with Jim Ford on Carbon Valley.

There being no further business to come before the Commissioners, the meeting was adjourned at 3:45 PM.

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Susan F. Saunders, Clerk  
Board of County Commissioners

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Rusty Bell, Chairman  
Board of County Commissioners

Office of County Commissioners  
December 17, 2019  
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, December 17, 2019. Chairman Bell called the meeting to order at 9:00 AM. Pastor Dal Grubbs led in prayer and Chairman Bell led the Pledge of Allegiance.

Present were Rusty Bell, DG Reardon, Del Shelstad, Bob Maul, Commissioners; Kendra Anderson, Deputy County Clerk; Jenny Staeben, Deputy County Attorney and Carol Seeger, Commissioners Administrative Director. Commissioner Mark Christensen was absent from the meeting.

The following consent agenda was presented:

MINUTES:

Board of Commissioners Directors Meeting, December 2, 2019  
Board of Commissioners Regular Meeting, December 3, 2019

MONTHLY REPORTS:

Clerk of District Court – November 2019  
County Clerk – November 2019  
Sheriff's Office, Detention – November 2019  
Treasurer's Office – November 2019

PAYROLL PAYMENTS:

November 30, 2019

CANCELLATION/REBATE OF TAXES:

#4059

AGREEMENTS:

Agreement between Campbell County and WYODAK Resources Development Corporation to remove and relocate overhead lighting and entry signs

COMMENT LETTER:

Submission of Comment Letter regarding the Notice of Intent to Prepare Resource Management Plan Amendments for 9 Plans and Associated Environmental Impact Statements for the Proposed Wyoming Pipeline Corridor Initiative

CREDIT CARD REQUESTS:

Human Resources – Brandy Elder, Credit Limit \$5,000

LINE ITEM TRANSFERS:

Clerk of District Court - Transfer \$500 from 111.6517.1 Tuition & Fees to 111.6281 Automobile

POSITION VACANCY JUSTIFICATIONS:

CAM-PLEX – Event Custodian  
Public Works – Administrative Assistant, Senior

SICK LEAVE TRANSFER REQUESTS:

Transfer of 40 hours from Employee #439283 to Employee #501850; transfer of 40 hours from Employee #439283 to Employee #501850

HAND WARRANTS:

Campbell County Clerk Tax Account \$304,78.66

Campbell County Park & Recreation Activity Fund	33.00
Campbell County Treasurer – Flex Benefit	10,000.00
Campbell County Treasurer – HSA	31,713.60
Campco Federal Credit Union	276.01
Circuit Court Campbell County	293.44
Great West Trust Company	35,951.63
Wyoming Child Support	1,793.62
Flash Forward LLC	500.00
First National Bank Visa	849.17

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

Public Comment was provided by Bill Fortner and Edie Reno.

No Transcparency was provided.

Commissioner Reardon moved to approve up to \$5,000 to assist with expenses to complete a community review through the Wyoming Business Council, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the Sole Source Purchase Request for the Campbell County Sheriff's Office to purchase two EOD 10 E Suites and Helmet Ensembles in the amount of \$62,885 from MED-ENG LLC, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Jenny Staeben, Deputy County Attorney, arrived at the meeting at 9:20 AM.

Commissioner Reardon moved to approve Amendment One to the Contract between the Wyoming Department of Public Health, Behavioral Health Division and the Board of Campbell County Commissioners as governing body for the Campbell County Juvenile and Family Drug Court, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to award the Sheriff's Office Reroof Project to Lowe Roofing of Wyoming, LLC in an amount not to exceed \$572,740 and approve the Form of Agreement contingent upon receiving bonds, insurance, and other required documents from the contractor, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the Joint Emergency Operations Plan between Campbell County, the City of Gillette and the Town of Wright in accordance with Homeland Security Directives on the National Incident Management System (NIMS) and National Response Plan (NRP), including the Emergency Support Functions (ESF's), as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the District Support Grant Application for the Central Campbell County Improvement and Service District in an amount not to exceed \$34,098 from the Optional One Percent Sales Tax fund for an emergency replacement of the pump, motor,

panel and pipe for well #6, Water and Sewer Priority 4, as recommended by the Campbell County Department of Public Works. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the District Support Grant Application for the Brunsen Road Improvement and Service District in an amount not to exceed \$3,099 from the Optional One Percent Sales Tax fund for 670 tons of J-Base limestone to be applied to Brunsen Road, from the railroad tracks to the first cattle guard, Gravel Road Priority 6, as recommended by the Campbell County Department of Public Works. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the simple subdivision for US Chemical Solutions, LLC, Case Number 19.03 CRSD, to divide 42.40 acres into two parcels, 10 acres and 32.40 acres in size, respectively, pending completion of all planning considerations, as recommended and presented by the Campbell County Planning Commission and Department of Public Works. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the Request for Change in Position Allocation changing the Treatment Courts Technician, 30 hours/week, Band 49 Range 22 to an Adult Treatment Courts Case Manager, 40 hours/week, Band 61 Range 27 in the Adult Treatment Courts Department, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve Amendment One to the Contract between the Wyoming Department of Public Health, Behavioral Health Division and the Board of Campbell County Commissioners as governing body for the Campbell County Adult Treatment Courts, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to appoint Luke Malyurek to the Airport Board to serve a five-year term, ending June 30, 2024. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to appoint James Gray to the Fair Board to serve a five-year term, ending June 30, 2024. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to accept the resignation of Steve Crichton from the Joint Powers Fire Board and appoint Christopher Beltz to fulfill the unexpired three-year term ending December 31, 2020. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to accept the resignation of Jade Butler from the Predator Management District and appoint Steve Schrater to fulfill the unexpired three-year term ending December 31, 2021. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to appoint Wayne Pollat to the Predator Management District to serve a three-year term, ending December 31, 2022. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

A public hearing was held at 10:30 AM for the purpose of hearing approval requests for the applications to transfer and renew Retail and Limited Liquor Licenses.

Commissioner Reardon moved to approve the applications to transfer and renew the Retail and Limited Liquor Licenses, pursuant to W.S. 12-4-104, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the Sub Award Grant Agreement between Campbell County, Wyoming, and Youth Emergency Services, Inc., 2018-JX-FX-K056 and CFDA #16-540, in the amount of \$22,669, to fund a 48-hour hold program at the YES House, for the period of July 1, 2019, to June 30, 2020, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the amendments to the Campbell County Purchasing Policies and Procedures, as proposed and presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the review committee move forward with additional interviews with the top two scoring entities, Agenda and Violet PR, for the Carbon Valley Communication, Marketing, Branding, and Public Relations Project, as recommended. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

A workshop was held with Kyle Gillette, architect from Schutz Foss, on the Courthouse Annex.

The Board recessed at 12:30 PM and reconvened at 1:30 PM.

Commissioner Maul moved to convene into executive session to discuss pending litigation. Commissioner Reardon seconded the motion. All Voted-Aye. Carried

The Board reconvened into their regular meeting at 2:30 PM.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 2:30 PM. The next regular meeting of the Commissioners will be held Tuesday, January 7, 2020, at 9:00 AM in the Commissioners Chambers in the Courthouse.

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Kendra Anderson, Deputy Clerk  
Board of County Commissioners

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Rusty Bell, Chairman  
Board of County Commissioners

Sheriff's Dept  
Monthly Statement  
November 2019

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

This instrument was filed  
on the \_\_\_ day of \_\_\_  
20\_\_.

\_\_\_\_\_  
County Clerk

By \_\_\_\_\_  
Deputy

## MONTHLY SHERIFF'S STATEMENT

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

Service Fees .....	6,780.00
Fingerprint Fees .....	325.00
Background Fees .....	57.00
Copy Fees .....	42.05
Notary Fees .....	0.00
Sheriff's Sale & Sheriff's Certificate Fees.....	132.50
Executions .....	0.00
<b>COUNTY SHERIFF</b> Concealed Firearm Permit Fees .....	390.00
Sex Offender Registration Fees .....	725.00
Salvage Vehicle Sales .....	0.00
Towing Fees .....	0.00
Foreclosure Sales .....	228,139.50
General Fund .....	1,640.00
Miscellaneous Refunds .....	0.00
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 .....	0.00
	<b>\$288,231.05</b>

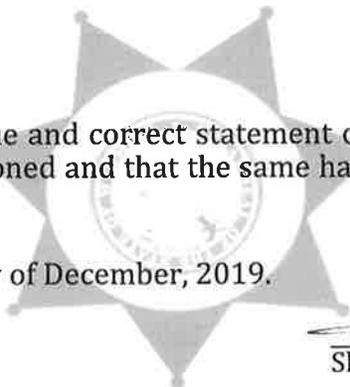
STATE OF WYOMING

§

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 1<sup>st</sup> day of December, 2019.



  
 \_\_\_\_\_  
 Sheriff of Campbell County

# PAYROLL PAYMENT

**FOR THE PAY PERIOD (S) ENDING**

December 14, 2019

\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

We do hereby approve the County Payroll as presented this 7<sup>th</sup> day of January, 2020

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Chairman

**PETITION FOR REBATE/CANCELLATION OF TAXES**

12-6-19  
date processed

**STATE OF WYOMING**

**COUNTY OF CAMPBELL**

**No: 4060**

**NAME:** M & K OIL COMPANY

**NOTICE ISSUED FOR:**

**NOVC#** 2019-0539

**OTHER:**

**PARTIAL**  
 **REBATE**  
 **CANCELLATION**

**YEAR** 2019

**TAX NOTICE NO.** 3126

**DISTRICT NO.** 100

**ASSESSED VALUATION:** 158,972

**AMOUNT:\$** 9,524.33

*Troy A. Clements* **COUNTY ASSESSOR**

**APPROVED:** \_\_\_\_\_ **DENIED:** \_\_\_\_\_

**THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_, **20** \_\_\_\_\_

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\_\_\_\_\_

**BOARD OF COUNTY COMMISSIONERS**

**FILED** \_\_\_\_\_, **20** \_\_\_\_\_

\_\_\_\_\_ **COUNTY CLERK**

**PETITION FOR REBATE/CANCELLATION OF TAXES**

12-20-19  
date processed

**STATE OF WYOMING**

**COUNTY OF CAMPBELL**

**No: 4061**

**NAME:** PEAK POWDER RIVER RESOURCES LLC

**NOTICE ISSUED FOR:**

**NOVC#** 2019-0587

**OTHER:**

**PARTIAL**  
 **REBATE**  
 **CANCELLATION**

**YEAR** 2017

**TAX NOTICE NO.** 4084

**DISTRICT NO.** 100

**ASSESSED VALUATION:** 2,218,753

**AMOUNT:\$** 131,940.38

*Joy A. Clements* **COUNTY ASSESSOR**

**APPROVED:** \_\_\_\_\_ **DENIED:** \_\_\_\_\_

**THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_, **20** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BOARD OF COUNTY COMMISSIONERS**

**FILED** \_\_\_\_\_, **20** \_\_\_\_\_

\_\_\_\_\_ **COUNTY CLERK**



**PETITION FOR REBATE/CANCELLATION OF TAXES**

12-20-19  
date processed

**STATE OF WYOMING**

**COUNTY OF CAMPBELL**

**No: 4063**

**NAME:** RC MOBILE REPAIR LLC

**NOTICE ISSUED FOR:**

**NOVC#**

**OTHER:** OUT OF BUSINESS

**PARTIAL**  
 **REBATE**  
 **CANCELLATION**

**YEAR** 2019

**TAX NOTICE NO.** 7313

**DISTRICT NO.** 115

**ASSESSED VALUATION:** 122

**AMOUNT:\$** 7.32

*Jay A. Clements* **COUNTY ASSESSOR**

**APPROVED:** \_\_\_\_\_ **DENIED:** \_\_\_\_\_

**THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_, **20** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BOARD OF COUNTY COMMISSIONERS**

**FILED** \_\_\_\_\_, **20** \_\_\_\_\_

\_\_\_\_\_ **COUNTY CLERK**



# CREDIT CARD REQUEST

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

First Name: Kim Last Name: Riley

Department: ITS

Mailing Address: 500 South Gillette Ave Suite B700

City: Gillette State: WY Zip Code: 82716

Business Phone: (307) 682-7860 \*Cell Phone: [REDACTED]

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

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

*Kim Riley*  
Employee Signature

12/23/19  
Date

[Signature]  
Authorizing Department Signature

\_\_\_\_\_  
Date

### FOR INTERNAL USE ONLY

Credit Card Request:  Approve  Deny

Date: \_\_\_\_\_ Chairman Signature: \_\_\_\_\_

1<sup>st</sup> Line on Card: [REDACTED]

2<sup>nd</sup> Line on Card: [REDACTED]

Credit Limit: \$3,000

Date Submitted to First National Bank: \_\_\_\_\_

**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**

Rusty Bell, Chairman  
Mark A. Christensen  
Bob Maul  
DG Reardon  
Del Shelstad

January 7, 2020

Mr. Scott Quillinan  
Director of Research, School of Energy Resources  
Acting Director, Center of Economic Geology Research  
University of Wyoming  
Energy Innovation Center, Room 347  
Department 4902  
1000 E. University Ave.  
Laramie, WY 82071-2000

Re: Letter of Commitment in Support of University of Wyoming Center for Economic Geology Research's Application for Dry Fork Station carbon storage project under Phase III (Site Characterization and CO<sub>2</sub> Capture Assessment) of the U.S. Department of Energy's CarbonSAFE Program (DE-FOA-0001999)

Dear Mr. Quillinan:

The purpose of this letter is to extend our support for your project application at Dry Fork Station being submitted to the U.S. Department of Energy for Phase III (Site Characterization and CO<sub>2</sub> Capture Assessment; DE-FOA-0001999) of the Carbon Storage Assurance Facility Enterprise program (CarbonSAFE).

Campbell County produces approximately seven quadrillion BTUs of energy annually, providing nearly ten percent of the country's energy demand from coal, oil and natural gas. To further illustrate the importance of energy in our county, the assessed valuation for coal, oil, and gas in fiscal year 2018 was \$2.4 billion, \$755 million, and \$171 million, respectively. Campbell County's economic viability is highly dependent on the ability to produce, market, and deliver mineral and energy products to consumers not only in the county but within the state and across the country. As the Energy Capital of the Nation, we are eager to support research and development in the field of advanced carbon utilization technologies.

The State of Wyoming is a leader in CCUS policy and projects. Nearly a decade ago, Wyoming was one of the first states to enact a comprehensive suite of laws governing CCUS projects, including pore space rights. The University of Wyoming's Carbon Management Institute (now CEGR) led the development of the Wyoming Carbon Underground Storage Project at the Rock Springs Uplift (RSU). The RSU remains one of the better characterized deep saline CO<sub>2</sub> storage sites in the United States. Additionally, Wyoming is home to the Integrated Test Center (ITC), which has been constructed at Basin Electric Power

Cooperative's coal-based Dry Fork Station near Gillette. The ITC provides space for researchers to develop economically viable uses for CO<sub>2</sub> emissions. The State of Wyoming has supported applied research in a wide variety of clean coal and related carbon management technologies at the University of Wyoming. Importantly, Wyoming is one of the only states with CO<sub>2</sub> pipeline infrastructure and the state's numerous enhanced oil recovery operations (CO<sub>2</sub>-EOR) are amendable to incidental CO<sub>2</sub> storage while oil production occurs.

Campbell County recognizes the CarbonSAFE program as an important next phase in advancing CCUS science and policy and we are pleased to support the University of Wyoming Center for Economic Geology Research in your application for Phase III funding.

Sincerely,

Rusty Bell, Chairman  
Campbell County Board of Commissioners

*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.*



**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**

Rusty Bell, Chairman  
Mark A. Christensen  
Bob Maul  
D.G. Reardon  
Del Shelstad

January 7, 2020

Mr. Russ Bacon  
Forest Service Supervisor  
Medicine Bow-Routt National Forest  
Thunder Basin National Grasslands  
2468 West Jackson Street  
Laramie, Wyoming 82070  
<http://cara.ecosystem-management.org/Public//CommentInput?Project=55479>

RE: Thunder Basin National Grasslands 2020 Plan Amendment Draft Environmental Impact Statement (DEIS)  
Comments dated October of 2019

Dear Supervisor Bacon:

On behalf of the Board of Commissioners of the Tri County Coalition, which includes Campbell, Converse, and Weston Counties (Counties), we would like to thank you for allowing us the opportunity to provide comments on the above-referenced document. Management of the Thunder Basin National Grasslands (TBNG) has been a historically contentious issue and this plan amendment has a significant impact on the socio-economic viability of our counties and its residents. Management of the TBNG needs to be refocused to achieve a more balanced playing field and minimize conflict between stakeholders and this DEIS moves in that direction.

The Counties have been engaged in the entire planning process with the Forest Service (FS) and will remain committed to continuing to work within the process as a cooperating agency and a participant in the TBNG Stakeholder Collaborative Group to find solutions and implement on-the-ground treatment and restoration projects that will control prairie dog densities, focus on short grass prairie stature for vegetation, allow livestock permittees to fully utilize grazing allotments, while prioritizing the protection of private property.

The Counties are providing the following comments to be considered by the FS as we move toward development of the preferred alternative and the Final Environmental Impact Statement (FEIS) in the plan amendment process. It is insinuated that any comments submitted herein specific to the DEIS document would also apply to the appropriate sections in Appendix A – Proposed Plan Components in Table and Text Format and Appendix B – Proposed Approaches to Prairie Dog Management.

GENERAL COMMENTS

- County Land Use Plans – As a part of our county’s custom and culture, the protection of private property rights is the cornerstone of our local natural resource plans. We must promote being a good neighbor with our

landowners and prevent undue degradation from occurring. As consistent with our county plans, federal land management agencies must provide for sufficient livestock forage where grazing allotments exist and a balance must be achieved with competing wildlife habitat. The FS must demonstrate that they considered local county natural resource plans and are consistent with local plans to the greatest extent allowed by law and that analysis must be included in the FEIS.

Furthermore, pursuant to the National Environmental Policy Act (NEPA) and the National Forest Management Act (NFMA), the Forest Service must coordinate with local governments when preparing land use plans—a requirement which includes addressing inconsistencies between Forest Service plans and local government plans.

NEPA's implementing regulations require that a federal agency "cooperate with State and local agencies to the fullest extent possible to reduce duplication between NEPA and State and local requirements." 40 C.F.R. § 1506.2. Federal agencies must also discuss any inconsistencies between a proposed action and State and local plans and include in an EIS a description of the extent to which the agency would harmonize its proposed action with the local law or plan. *Id.* NEPA implementing regulations provide the following language:

"To better integrate environmental impact statements into State or local planning processes, statements *shall discuss any inconsistency of a proposed action with any approved State or local plan and laws* (whether or not federally sanctioned). Where an inconsistency exists, the statement should describe the extent to which the agency would reconcile its proposed action with the plan or law." *Id.* § 1506.2(d); *see also* 40 C.F.R. § 1505.16(c).

The National Forest Management Act (NFMA) requires the Forest Service to "develop, maintain, and, as appropriate, revise land and resource management plans for units of the National Forest System, *coordinated with the land and resource management planning processes of State and local governments* and other Federal agencies." 16 U.S.C. § 1604(a) (emphasis added). The 2012 Planning Rule emphasizes this requirement:

"The responsible official shall coordinate land management planning with the equivalent and related planning efforts of federally recognized Indian Tribes, Alaska Native Corporations, other Federal agencies, and State and local governments." 36 C.F.R. § 219.4(b)(1).

The 2012 Planning Rule also provides that the responsible official shall review the planning and land use policies of federally recognized Indian Tribes, Alaska Native corporations, other Federal agencies, and State and local governments, were relevant to the plan area." 36 C.F.R. § 219.4(b)(2). While the Forest Service is not required to comply with these plans, a final EIS must contain results of this review, including consideration of objectives, the compatibility and interrelated impacts of Forest Service plan and local government policies, opportunities to contribute to common objectives and ways to reduce conflicts between a Forest Service plan and local policies. 36 C.F.R. § 2019.4(b)(2).

Additionally, the FS must recognize and honor valid existing rights and pre-existing rights in the TBNG Plan Amendment including, but not limited to, private property rights, grazing rights and mineral rights. These are the foundation of the economic engines that support our counties and protecting their historic interest ensures our long-term viability.

Finally, federal law requires the FS to administer the national grasslands for the purposes for which they were acquired. When the federal government acquires land for a particular public purpose, only Congress has the power to change that purpose or dispose of the acquired land. Thus, federal agencies must manage and administer acquired lands according to the purpose for which the federal government acquired them, unless

Congress has authorized otherwise. Due to the fact that grazing was a primary purpose for acquiring the Thunder Basin National Grassland, grazing must be preserved in the Land Use Plan.

- Funding – The success of this plan amendment is dependent on funding sufficient enough to apply timely controls and treatments in prioritization areas. There is grave concern that the Forest Service will be unable to commit to the funding necessary to control prairie dogs both now and into the future. We must exercise all of our options to secure funding to control prairie dog densities, implement treatments and initiate restoration projects. The Counties will continue to provide funding support where feasible but funding opportunities must be pursued by all stakeholders.

Furthermore, the FS must utilize the Good Neighbor Authority Agreements that have been put into place through the Wyoming Game and Fish Department and the Wyoming Department of Agriculture and make use of them to the maximum extent possible. As you are aware, the Weed and Pest Districts can only use funds for treatments applied to private property. To apply controls and treatments to FS lands, the FS can either apply themselves or utilize an approved contractor but FS funds may or may not be available when needed for timely implementation. The Good Neighbor Authority allows funds from the FS and other sources to be used to assist in treatment and restoration application and must be utilized to a greater extent in order to fully meet the objectives of this plan amendment.

- Greater Sage-grouse -- The FS should include a more robust analysis in the preferred alternative FEIS regarding the impacts to Greater Sage-grouse and provide management guidance as to how they will manage for competing resources between Sage-grouse Priority Habitat and prairie dog encroachment.

#### MODIFIED PROPOSED ALTERNATIVE COMMENTS

- Overall Comment – The Counties appreciate the work that has gone into this DEIS. To be clear, the Counties will continue to promote a preferred alternative that is pragmatic, effective and can be realistically implemented by the FS. Management concepts that cannot be practically administered will put the agency and the stakeholders in a position that fails to meet management goals. Therefore, the Counties generally support the Modified Proposed Alternative (Alternative 2) in the DEIS with modification as outlined below, along with the inclusion of some concepts from the Grassland Wide Alternative (Alternative 3). Specifically, we would encourage the FS to consider the following amendments:

- Chapter 2, Page 29-31, Management Area 3.63 and the Cheyenne River Zoological Special Interest Area

The boundary identified in the Modified Proposed Action as MA 3.67 should be reassessed and possibly expanded. While we do not have specific recommendations at this time, the Counties believe that with a boundary adjustment beyond the proposed 35,000 acres, it could create more flexibility for grazing allottees within MA 3.67 and allow for a more practical management approach in meeting objectives. Any boundary adjustments must be thoughtful and account for prairie dog habitat areas that can realistically be managed and prioritized for treatment by the FS.

- Chapter 2, Page 32, Prairie Dog Colony Acre Targets and Distribution

The prairie dog habitat targets identified within MA 3.67 in the Modified Proposed Alternative should remain at a 7,500 acre minimum and a 10,000 acre maximum. This sufficiently allows for adequate management of prairie dogs while meeting requirements for persistence and viability of the mountain plover and associated species.

- Chapter 2, Page 32, Boundary Management Zones

The Counties continue to fully support the 1-mile buffer around residences and structures for the health and safety of residents. In addition, we support the establishment of the ¼ mile boundary management zone around private and state lands within MA 3.67 as a priority for the FS to apply treatment and control measures to prevent prairie dog encroachment. The Counties also support the temporary ¾ mile extension when encroachment is warranted to further protect private property and for the safety of our residents.

The Counties also support the condition that states “For control on National Forest System lands to proceed within a boundary management zone, the landowner or lessee will need to engage in concurrent control on adjacent private or state lands.” However, in unique situations where multiple landowners or absentee landowners exist in adjacent private lands and a landowner refuses to apply controls or treatment on private lands, the FS should find it sufficient to prioritize treatment if the majority of landowners or lessees in the area are engaging in concurrent control on adjacent private lands.

- Chapter 2, Page 33, Density Control

Density control continues to be a critical component for managing the unwanted expansion of prairie dog populations within MA 3.67 and maintaining target objectives. Density control must continue to be utilized to achieve management objectives below 7,500 acres and lethal control must be allowed to realistically manage targets between 7,500 acres to 10,000 acres.

- Chapter 2, Page 33, Density Control – “...then satellite colonies could be identified outside management area 3.67...”

While the intent of establishing satellite colonies to offset population targets outside of MA 3.67 seemed logical, it is now clear that management of satellite colonies is wrought with challenges that make its application cumbersome, uncertain and controversial as it could eventually put restrictions on grazing permittees and landowners outside of MA 3.67 that are currently unforeseen. Therefore, the Counties support removing satellite colonies from consideration as a management strategy and recommend that the FS incorporate some components in the Grassland Wide Alternative that is outlined below in these comments. If the satellite colony strategy is eliminated in the preferred alternative as a management tool, Appendix B should be modified to reflect this change.

- Chapter 2, Page 33, Approved Rodenticides – “The use of anticoagulants rodenticides and fumigants would be prohibited.”

There may be situations where anticoagulants are the only necessary treatment available to effectively manage the problem. For example, “feeder” colonies may exist outside of boundary management zones that continue to persist after consistent treatment is applied and it is determined that the appropriate management action is to eliminate the colony. In some cases, isolated use of anticoagulants may be the best and most cost-effective approach to controlling the unwanted expansion of prairie dogs.

The FS must not obligate future FS supervisors from utilizing control treatments such as Rozol and Kaput. As conditions change over time and new policies and directives are issued by new administrations, each FS supervisor should have the decision-making space to issue their own

guidance regarding the use and implementation of effective control methods such as anticoagulants, fumigants, or any other lethal control methods available.

The option to allow for limited use of anticoagulant rodenticides and fumigants must be included in the FS FEIS preferred alternative and any use of these control methods must conform to the label restrictions. Additionally, language from the Grassland Wide Alternative allows “fumigants and anticoagulant rodenticides could be used only in boundary management zones and only after three consecutive applications of zinc phosphide.” The Counties would contend that three consecutive applications of zinc phosphide is unnecessary, ineffective and should be reconsidered as fewer applications may demonstrate that other more effective methods for treatments may be the most practical and cost-effective. The FS must allow for flexibility in management to adequately and effectively govern the situation.

- Chapter 2, Page 33, Recreational Shooting – “Recreational prairie dog shooting would be prohibited from February 1 to August 15 in management area 3.67, including in the boundary management zone.”

The Counties contend that the recreational prairie dog shooting timing prohibition is an arbitrary restriction, unsupported by scientific data and should be removed. Recreational shooting has a greater economic value than as a control tool to manage prairie dog densities. Placing a 6.5 month ban on shooting activity during a time of prairie dog reproduction is not logical. The implementation of a recreational shooting timing restriction does not significantly impact population swings but may in fact exacerbate the prairie dog population problem by protecting them during reproductive timeframes. This requirement is contrary to the treatment and control objectives of this plan without any clear data to support its implementation and should be deleted from this document.

- Chapter 2, Page 33, Drought Plan – “During drought, to mitigate colony expansion, the total acreage of colonies in management area 3.67 and satellite colonies could be managed toward a temporary alternative target of 7,500 acres.”

The Counties continue to support more aggressive management and control treatments during drought situations to control the excessive expansion of prairie dog populations. However, as explained above, satellite colonies should be eliminated as a management strategy in the preferred alternative.

- Chapter 2, Page 34, Management Strategy and Collaborative Stakeholder Group

The Counties continue to support the elimination of the 2015 Black-tailed Prairie Dog Conservation Assessment and Management Strategy referred to in this document.

The Counties also fully support the continuation of a stakeholder collaborative group both in the interim while the plan amendment is being conducted and beyond the Record of Decision being issued. It is critical that all stakeholders have a forum to participate and remain engaged with the agency in the current and future decision-making process. Continued coordination will be a measure of overall, long-term success. In addition, the Counties believe it is critical to have a third-party convener as this allows the process to have more flexibility and to move forward in a timely manner. A third-party convener can also assist with ensuring an organizational structure that will continue beyond the Record of Decision.

It is appropriate for the FS to include plan components relevant to working with a collaborative stakeholder group in Appendix B. While the FS must make every effort to include the stakeholder collaborative group for input regarding recommendations for monitoring, mapping, treatment and restoration priorities; it is recognized that the FS has the ultimate decision-making authority on federal lands to manage and comply with the planning components in the Record of Decision.

- COMMENTS REGARDING GRASSLAND WIDE ALTERNATIVE

The Counties would recommend that the FS consider combining the following grassland wide components with the proposed alternative as modified in the comments above to form a FS preferred alternative in the FEIS. The Counties would request that the FS consider and adopt in the preferred alternative the following planning components outside MA 3.67:

- Chapter 3, Page 35, Boundary Management Zones

Control of prairie dogs within 1 mile of residences would continue to be the highest priority for treatment, and all lethal and nonlethal control tools would be available. Boundary Management Zones would not be designated around private or state lands outside of MA 3.67; however, lethal control would be allowed at any time to control unwanted expansion and encroachment of prairie dogs.

- Chapter 3, Page 38, Prairie Dog Colony Acre Targets and Distribution

The target objective grassland wide should be changed to a desired condition and the prairie dog habitat target range should be 10,000 acres *to no more than 15,000 acres* with the 7,500 to 10,000 acre target within the MA 3.67 boundary counting toward the grassland wide desired condition habitat target. Colonies within the MA 3.67 boundary management zone will not count toward the 10,000 acre colony acreage target.

- Chapter 3, Page 38, Approved Rodenticides

As stated above, there may be situations where “feeder” colonies exist that continue to persist after consistent treatment is applied and the proper management action would be to eliminate the colony. In some cases, isolated use of anticoagulants may be the best and most cost-effective approach to controlling the unwanted expansion of prairie dogs.

The option to allow for limited use of anticoagulant rodenticides and fumigants must be included in the FS FEIS preferred alternative and any use of these control methods must conform to the label restrictions.

- Chapter 3, Page 38, Recreational Shooting

There would be no restrictions on recreational shooting of prairie dogs.

- Chapter 3, Page 38, Drought Plan

The Counties continue to support the more aggressive management and control treatments during drought situations to control the excessive expansion of prairie dog populations and mitigate toward the lower end of the target range (10,000 acres) across the Thunder Basin National Grasslands.

- Chapter 3, Page 39, Density control

Density control including lethal control would be allowed anywhere and at any time outside of MA 3.67 to manage unwanted expansion beyond allowable limits. The Counties support the requirement that pretreatment data would be collected where density control occurs and monitoring data would be collected for a minimum of two years after treatment.

- ADDITIONAL COMMENTS

- Chapter 1, Page 9, Black-Footed Ferret Reintroduction on the Thunder Basin Nation Grassland

The Counties strongly support the recommendation to remove references regarding the Black-footed Ferret as a priority species under the current 2001 TBNG Land Use Plan and its amendments. It is also appropriate that any future consideration of a reintroduction of the Black-footed Ferret must follow the Wyoming Game and Fish Department management plan, which requires stakeholder support and guides conservation and management of the species in the state.

- Chapter 2, Page 33, Thresholds for Rodenticide Use – “When the acreage of colonies within management area 3.67 is less than 7,500 acres, lethal control tools would not be used except in the following situations: Use in boundary management zones.”

The FS should also include density control as a bullet point in this section.

- Chapter 3, Page 63, Second Paragraph – “Prairie dog colonies area mapped and monitored on an annual basis by Thunder Basin National Grassland staff and with agreements with partner agencies and organizations.”

It is imperative that consistent and annual monitoring and mapping of prairie dog colonies continues as it enables the FS to identify priorities and apply the most appropriate treatments. It is expected that all information would continue to be shared with the Thunder Basin Working Group and that the stakeholders have a forum to participate and remain engaged with the agency in the current and future decision-making process. All parties will need to be committed to contributing the funding necessary to achieve the goal of conducting annual monitoring and mapping efforts but the FS needs to provide assurances that funding will be allocated on an annual basis specifically for mapping and monitoring efforts.

The FS has made great strides in developing a proposed action to allow for controls to be available for use in all situations, to eliminate single species management approaches, to eliminate unrealistic management objectives through previously approved NEPA documents, to refocus desired conditions to short stature vegetation that provides for multiple use, to recognize and defer to state Wyoming Game and Fish Department policies, and to prioritize the protection of private and state lands; however, there are still areas to improve in creating a preferred alternative for the FEIS.

We now have an opportunity to amend the Land Use Plan to allow for an array of tools to balance the management of this historically tenuous situation. If the Counties can play a greater role in mobilizing on-the-ground treatments or resolving issues and finding solutions, we stand ready to do so and will work with the FS and all stakeholders to achieve that goal.

Again, we thank you for your leadership and the opportunity to continue to work with you and your staff throughout this process. We are committed to remaining engaged in the process as cooperating agencies and as working group

members. Please do not hesitate to contact us to discuss any of these issues in further detail or if the Counties can assist in any other way.

This Document may be executed in several counterparts and all so executed shall constitute one complete document, even though all the parties are not signatories to the original or the same counterpart.

IN WITNESS WHEREOF, the parties have executed and approved this Document (Thunder Basin National Grassland 2020 Plan Amendment Draft Environmental Impact Statement Comments dated January 9, 2020) to be duly executed by each of their respective authorized representatives effective as of the date first above written.

Dated and executed by Campbell County this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

***Campbell County Board of Commissioners***

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Chairman \_\_\_\_\_

- CC: The Honorable Mark Gordon, Governor of Wyoming  
The Honorable Mike Enzi, United States Senator  
The Honorable John Barrasso, United States Senator  
The Honorable Liz Cheney, United States Congresswoman  
Jerimiah Rieman, Wyoming County Commissioners Association



**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**  
 Rusty Bell, Chairman  
 Mark Christensen  
 Bob Maul  
 D.G. Reardon  
 Del Shelstad

## MEMORANDUM

**TO:** CAMPBELL COUNTY BOARD OF COMMISSIONERS  
**FROM:** Sandra Beeman  
**RE:** Line Item Transfer  
**DATE:** 31 December 2019

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$2,250	011.6336	Recognition, Apprec. Awards	161.6336	Recognition, Apprec. Awards

**Explanation:**  
 Commissioners pay half of entertainment costs for the Board/Employee Appreciation Dinner.



**OFFICE**

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

**TO:** Board of Commissioners  
**FROM:** Extension Office  
**DATE:** 12/17/2019  
**SUBJECT:** Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
460.40	104.6282	Airplane, Train, Bus	104.6281	Automobile

**Explanation:**  
 Transfer needed for travel. Meredith Hoggatt



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 Gillette, Wyoming 82716  
 (307) 682-7283  
 (307) 687-6325 FAX  
 www.ccgov.net

**TO:** Board of Commissioners  
**FROM:** Campbell County Rockpile Museum Board of Directors  
**DATE:** 12/31/2019  
**SUBJECT:** Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$2,000.00	721.6712	Exhibits	721.7362	Special Events

**Explanation:**

We would like to move \$2,000 from our exhibits account to our special events account for use in programming during the second half of this fiscal year. Our museum collections management work (inventory, assessment, deaccessioning, new storage, etc.) will occupy our staff's time and prevent us from doing many more exhibits this fiscal year and therefore we would like to invest these funds in our public programming. Thank you for your consideration.



# MEMORANDUM

**TO:** Campbell County Commissioners  
Rusty Bell, Chair

**FROM:** Library Board of Trustees  
Ivy McGowan-Castleberry, Chair

**DATE:** December 16, 2019

**SUBJECT:** Line Item Transfer Request

Please make the following line item transfer:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$150	711.6234/ MAINTOS	Maint. Agreements/ Office Equipment	711.6751	Vehicle Parts

**EXPLANATION:**

**Maint. Agreements Office Equip to Vehicle Parts:** The transfer will cover the cost to replace the side mirror of the Outreach vehicle.



**OFFICE**

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Gillette, Wyoming 82716  
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(307) 687-6325 FAX  
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**TO:** Board of Commissioners  
**FROM:** Melissia Kershner  
**DATE:** January 7, 2020  
**SUBJECT:** Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$34,098	020.7085	District Support Grant	020.7085.20	Central Campbell County I&S District

Approved 12/17/2019 for the emergency replacement of the pump, motor, panel and pipe for well #6 in their District.



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

**TO:** Board of Commissioners  
**FROM:** Melissia Kershner  
**DATE:** January 7, 2020  
**SUBJECT:** Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$3,099	020.7085	District Support Grant	020.7085.61	Brunsen Road I&S District

Approved 12/17/2019 for the application of 670 tons of J-Base limestone to Brunsen Road from the railroad tracks to the first cattle guard in their District.



**OFFICE**

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(307) 682-7283  
(307) 687-6325 FAX  
www.ccgov.net

**TO:** Board of Commissioners  
**FROM:** Melissia Kershner  
**DATE:** January 7, 2020  
**SUBJECT:** Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$250.00	081.6532	Computer Supplies	081.6851.7	Code Books
\$250.00	081.6851.6	Other Books	081.6851.7	Code Books
\$300.00	081.6321	Misc. Services	081.6233.05	Software Maintenance



## MEMORANDUM

... from H.R./Risk Management

---

**TO:** Board of Campbell County Commissioners  
Rusty Bell, Chairman  
Mark Christenson  
Bob Maul  
DG Reardon  
Del Shelstad

**FROM:** Brandy Elder  
Director of Human Resources & Risk Management

**DATE:** January 7, 2020

**SUBJECT:** 2020 Mileage Rates

On January 1, 2020 the Internal Revenue Service released their mileage rates for 2020. In the past three years Campbell County has mirrored these rates. For 2020 the changes are as follows:

Business Mileage	\$.575 (57.5¢ per mile)
Medical Mileage	\$.17 (17¢ per mile)

The business mileage reimbursement rate will decrease .5¢ from the rate of 58¢ for 2019.  
The rate for medical mileage will decrease 3¢ from the 20¢ per mile for 2019.

If adopted the rate for business mileage would be used when submitting travel expense statements for reimbursable business miles driven in personal vehicles during 2020. If the miles were driven in 2019, the 2019 rate would still apply.

If adopted, the medical rate would be used when submitting mileage driven in 2020 that is eligible for reimbursement through medical FSA or HSA accounts.

I recommend that we continue to mirror the mileage rates from the Internal Revenue Service for 2020.

*RB*  
*1/3/2020*



DEC 20 2019

Ms. Amber Beaverson  
707 Express Dr. #431  
Gillette, WY 82718

Dear Amber,

I am pleased to appoint you, effective the 17<sup>th</sup> day of September, 2019, as a full-time Assistant Public Defender for Campbell County, 6<sup>th</sup> Judicial District. You will serve an indefinite term at the pleasure of the State Public Defender. I hope you will find your tenure in the position both challenging and rewarding.

In order for you to be officially qualified to assume the duties of this position, you are required by law to execute the enclosed Oath of Office before a notary public and return it to the Office of the State Public Defender.

Sincerely,

Mark Gordon  
Governor

MG:gl

Encl.

cc: Governor's Office/Appointments  
Secretary of State  
State Public Defender  
Honorable Michael Deegan  
Honorable John R. Perry  
Honorable Thomas W. Rumpke  
Commissioner Rusty Bell, Chairman ✓

FILE COPY

# OATH OF OFFICE

STATE OF WYOMING

COUNTY OF CAMPBELL

I, Amber Beaverson, having been duly appointed as an Assistant Public Defender for the Sixth Judicial District, do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, and the Constitution of this State, and that I will discharge the duties of my office with fidelity; that I have not paid or contributed, or promised to pay or contribute, either directly or indirectly, any money or other valuable thing to procure my appointment, except for necessary and proper expenses expressly authorized by law; that I have not knowingly violated any election law of the State, or procured it to be done by others on my behalf; and that I will not knowingly receive, directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law.



AMBER BEAVERSON

Subscribed in my presence and sworn to before me this 16<sup>th</sup> day of December, 2019.



Notary Public

My commission expires: 3-1-2021

**FILE COPY**



Mr. Gregory R. Steward  
818 Sutherland Cove Lane  
Gillette, WY 82718

Dear Gregory,

I am pleased to appoint you, effective the 20<sup>th</sup> day of July, 2019, as a full-time Assistant Public Defender for Campbell County, 6<sup>th</sup> Judicial District. You will serve an indefinite term at the pleasure of the State Public Defender. I hope you will find your tenure in the position both challenging and rewarding.

In order for you to be officially qualified to assume the duties of this position, you are required by law to execute the enclosed Oath of Office before a notary public and return it to the Office of the State Public Defender.

Sincerely,

Mark Gordon  
Governor

DEC 18 2019

MG:gl

Encl.

cc: Governor's Office/Appointments  
Secretary of State  
State Public Defender  
Honorable Thomas W. Rumpke  
Honorable John R. Perry  
Honorable Michael N. Deegan  
Commissioner Rusty Bell, Chairman – Campbell County ✓  
Commissioner Kelly B. Dennis, Chairman – Crook County  
Commissioner Nathan Todd, Chairman – Weston, County

**FILE COPY**

# OATH OF OFFICE

STATE OF WYOMING

COUNTY OF CAMPBELL

I, Gregory Steward having been duly appointed as an Assistant Public Defender for the Sixth Judicial District, do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, and the Constitution of this State, and that I will discharge the duties of my office with fidelity; that I have not paid or contributed, or promised to pay or contribute, either directly or indirectly, any money or other valuable thing to procure my appointment, except for necessary and proper expenses expressly authorized by law; that I have not knowingly violated any election law of the State, or procured it to be done by others on my behalf; and that I will not knowingly receive, directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law.

  
GREGORY STEWARD

Subscribed in my presence and sworn to before me this 13<sup>th</sup> day of December, 2019.

  
Notary Public

My commission expires: August 16, 2022

MARLENE F. LUJAN  
Notary Public - Wyoming  
Campbell County  
My Commission Expires Aug 16, 2022

**FILE COPY**



Mr. Christopher Goetz  
500 S. Osborne  
Gillette, WY 82716

Dear Chris,

I am pleased to appoint you, effective the 1<sup>st</sup> day of October, 2019, as a full-time Assistant Public Defender for Campbell County, 6<sup>th</sup> Judicial District. You will serve an indefinite term at the pleasure of the State Public Defender. I hope you will find your tenure in the position both challenging and rewarding.

In order for you to be officially qualified to assume the duties of this position, you are required by law to execute the enclosed Oath of Office before a notary public and return it to the Office of the State Public Defender.

Sincerely,

Mark Gordon  
Governor



MG:gl

Encl.

cc: Governor's Office/Appointments  
Secretary of State  
State Public Defender  
Honorable Michael Deegan  
Honorable John R. Perry  
Honorable Thomas W. Rumpke  
Commissioner Rusty Bell, Chairman ✓

**FILE COPY**

# OATH OF OFFICE

STATE OF WYOMING

COUNTY OF CAMPBELL



I, Christopher Goetz, having been duly appointed as an Assistant Public Defender for the Sixth Judicial District, do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, and the Constitution of this State, and that I will discharge the duties of my office with fidelity; that I have not paid or contributed, or promised to pay or contribute, either directly or indirectly, any money or other valuable thing to procure my appointment, except for necessary and proper expenses expressly authorized by law; that I have not knowingly violated any election law of the State, or procured it to be done by others on my behalf; and that I will not knowingly receive, directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law.

CHRISTOPHER GOETZ

Subscribed in my presence and sworn to before me this 13<sup>th</sup> day of December, 2019.

Notary Public

My commission expires: August 16, 2022

MARLENE F. LUJAN  
Notary Public - Wyoming  
Campbell County  
My Commission Expires Aug 16, 2022

**FILE COPY**



Mr. Michael Stulken  
325 Juniper Street  
Green River, WY 82935

Dear Michael,

I am pleased to appoint you, effective the 7<sup>th</sup> day of January, 2019, as a part-time contract Assistant Public Defender for Campbell County, Sixth Judicial District. You will serve an indefinite term at the pleasure of the State Public Defender. I hope you will find your tenure in the position both challenging and rewarding.

In order for you to be officially qualified to assume the duties of this position you are required by law to execute the enclosed Oath of Office before a notary public and return it to the Office of the State Public Defender.

Sincerely,

Mark Gordon  
Governor

MG:gl

Encl.

cc: Governor's Office/Appointments  
Secretary of State  
State Public Defender  
Honorable John Perry  
Honorable Michael Deegan  
Honorable Thomas Rumpke  
Chairman Rusty Bell – Campbell County Commissioner



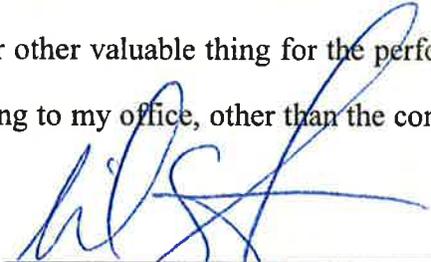
**FILE COPY**

# OATH OF OFFICE

STATE OF WYOMING

COUNTY OF CAMPBELL

I, Michael Stulken, having been duly appointed as a Part-Time Assistant Public Defender for the 6<sup>th</sup> Judicial District, do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, and the Constitution of this State, and that I will discharge the duties of my office with fidelity; that I have not paid or contributed, or promised to pay or contribute, either directly or indirectly, any money or other valuable thing to procure my appointment, except for necessary and proper expenses expressly authorized by law; that I have not knowingly violated any election law of the State, or procured it to be done by others on my behalf; and that I will not knowingly receive, directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law.

  
MICHAEL STULKEN

Subscribed in my presence and sworn to before me this 9<sup>th</sup> day of December, 2019.



  
Notary Public

My commission expires: 02/13/2020

**FILE COPY**

Wyoming



# Western Surety Company

## OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 72089881

That we Elaine Backer

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

Dated this 1st day of November, 2019.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden

Appointed

Principal was duly Elected  to the office of Treasurer

in the City of Green Valley Improvement & Service District,

and State aforesaid for the term beginning December 6, 2019, and ending

December 6, 2020.

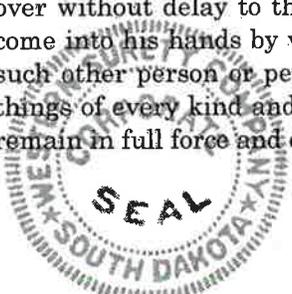
NOW THEREFORE, If the above bounden Principal and his deputies shall faithfully, honestly and impartially perform all the duties of his said office of Treasurer as is or may be prescribed by law, and shall with all reasonable skill, diligence, good faith and honesty safely keep and be responsible for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

Elaine Backer

Principal

WESTERN SURETY COMPANY

By Paul T. Bruhat  
Paul T. Bruhat, Vice President



Principal did not sign  
Rejected by DCCA

12-6-19

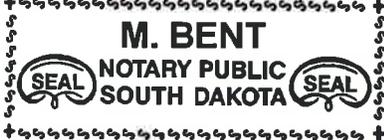
↳ corrected & approved  
12-20-19

ACKNOWLEDGMENT OF SURETY  
(Corporate Officer)

STATE OF SOUTH DAKOTA }  
County of Minnehaha } ss

On this 1st day of November, 2019, before me, appeared

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



M. Bent  
Notary Public

My Commission Expires March 2, 2020

OATH OF OFFICE

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

Elaine Backer

State of Wyoming }  
County of Campbell } ss

This Oath of Office was subscribed and sworn to before me by Elaine Backer  
on this 19th day of December, 2019  
My commission expires



Marlo R. Kruckenberg  
Notary Public, Wyoming

ACKNOWLEDGMENT OF PRINCIPAL

THE STATE OF WYOMING }  
County of \_\_\_\_\_ } ss

On this 19th day of December, 2019, before me, personally appeared

Elaine Backer, to me known to be the person described in and who executed the foregoing instrument as Principal, and acknowledged that the same was executed as

Her free act and deed.

My commission expires  
February 7, 2023

Marlo R. Kruckenberg  
Notary Public, Wyoming



# Western Surety Company

## POWER OF ATTORNEY

### KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

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

One Treasurer Green Valley Improvement & Service District

bond with bond number 72089881

for Elaine Backer

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

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

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

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 1st day of November, 2019.

ATTEST

L. Nelson  
L. Nelson, Assistant Secretary

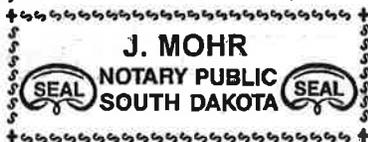
WESTERN SURETY COMPANY  
By Paul T. Bruflat  
Paul T. Bruflat, Vice President



STATE OF SOUTH DAKOTA }  
COUNTY OF MINNEHAHA } ss

On this 1st day of November, 2019, before me, a Notary Public, personally appeared Paul T. Bruflat and L. Nelson

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



J. Mohr  
Notary Public

My Commission Expires June 23, 2021





SF MW



PO Box 5077 Sioux Falls SD 57117-5077

October 30, 2019

1-800-331-6053

Fax 1-605-335-0357

[www.cnasurety.com](http://www.cnasurety.com)

Elaine Backer  
% Green Valley Improve Dist.  
111 Arrow Blvd.  
Gillette, WY 82716

File # 72089881  
Elaine Backer

\$10,000.00

Company Code: 0601

Written By: WESTERN SURETY COMPANY

Treasurer Green Valley Improvement & Service District

Enclosed is your bond. To continue your bond coverage and keep it in force, you must file this document with the obligee.

If you are no longer required to post this bond, please write the word "Cancel" directly on the document, and return it to CNA Surety.

If you have any questions, please contact your local agent.

Enclosure



# Position Vacancy Justification

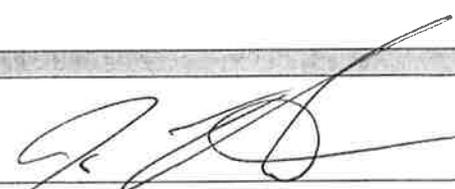
2020-001

Department:	<b>CAM-PLEX</b>			Date:	<b>12/18/2019</b>
Position Title:	<b>Event Custodian</b>				
Classification Band / Range:	<b>39</b>	Current Salary of Incumbent:	<b>\$29,473.60</b>		
Salary Range:	Min <b>\$14.17</b>	Mid <b>\$17.00</b>	Max <b>\$19.83</b>		
Justification for Hiring Position:	Filling existing budgeted position due to voluntary separation.				
Promoted Incumbent:	[REDACTED]				
Position Originated:	1985				
Funding Source for Position:	County: <b>Yes</b>	State: <b>No</b>	Federal: <b>No</b>	Other: <b>Yes</b>	Explain Other: City – 20%
Status Code:	Full-Time <b>Yes</b>	Part-Time	Number of Annual Hours:		<b>2080</b>
Reason for Vacancy:	Replacement due to Separation: X		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	<b>Yes</b>				
Benefit Eligible:	<b>Yes</b>				
Department Head Signature & Date					
Commissioner Approval & Date:	<span style="color: blue; font-size: 1.2em;">12/18/19</span>				

12/19/19

# Position Vacancy Justification

*2020-005*

Department:	<b>CAM-PLEX</b>			Date:	<b>1/2/2020</b>
Position Title:	<b>Event Technician</b>				
Classification Band / Range:	<b>52</b>	Current Salary of Incumbent:	<b>\$40,601.60</b>		
Salary Range:	Min <b>\$19.52</b>	Mid <b>\$23.43</b>	Max <b>\$27.34</b>		
Justification for Hiring Position:	Filling existing budgeted position due to involuntary termination.				
Promoted Incumbent:					
Position Originated:	1985				
Funding Source for Position:	County: <b>Yes</b>	State: <b>No</b>	Federal: <b>No</b>	Other: <b>Yes</b>	Explain Other: City – 20%
Status Code:	Full-Time <b>Yes</b>	Part-Time	Number of Annual Hours:		<b>2080</b>
Reason for Vacancy:	Replacement due to Termination: X		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	<b>Yes</b>				
Benefit Eligible:	<b>Yes</b>				
Department Head Signature & Date	 1/2/20				
Commissioner Approval & Date:	 1/2/2020				

## Position Vacancy Justification

Department:	<b>Children's Developmental Services</b>	Date:	<b>12-30-19</b>
Position Title:	<b>Administrative Assistant II</b>		
Classification Band / Range:	<b>46/21</b>	Current Salary of Incumbent:	<b>\$44,720.00</b>
Salary Range:	Min <b>\$35,006.40</b>	Mid <b>\$42,016.00</b>	Max <b>\$49,025.60</b>
Justification for Hiring Position:	Position Justification: To perform a variety of highly responsible, complex, and confidential administrative support functions; assist and participate in organizing activities of the assigned office; provide information and assistance to department/division head and/or assigned staff, and the general public.		
Termed Incumbent:	<div style="background-color: black; width: 150px; height: 20px; margin: 0 auto;"></div>		
Position Originated:	<b>Budgeted Position</b>		
Funding Source for Position:	County:	State: <b>X</b>	Federal: <b>X</b>
		Other:	Explain Other:
Status Code:	Full-Time	Part-Time	Number of Annual Hours: <b>2080</b>
Reason for Vacancy:	Replacement due to Termination:	Replacement due to Retirement: Death	New Position:
Existing Budgeted Position:	<b>YES</b>		
Benefit Eligible:	<b>YES</b>		
Department Head Signature & Date	<i>Robert Uenas 12/30/19</i>		
Commissioner Approval & Date:	<div style="text-align: right; margin-right: 50px;"><i>[Signature]</i> 12/30/19</div>		

# Position Vacancy Justification 2020-004

Department:	<b>Public Works / Facilities Maintenance</b>			Date:	<b>Dec. 31, 2019</b>
Position Title:	<b>Custodial Supervisor</b>				
Classification Band / Range:	<b>24/54</b>	Current Salary of Incumbent:	<b>\$22.11/hr - \$45,988.80/yr</b>		
Salary Range:	Min <b>\$20.51</b>	Mid <b>\$24.62</b>	Max <b>\$28.72</b>		
Justification for Hiring Position:	Employment terminated December 20, 2019				
Termed Incumbent:	[REDACTED]				
Position Originated:	Budgeted Position for fiscal year 2019-2020				
Funding Source for Position:	County: <b>Yes</b>	State:	Federal:	Other:	Explain Other:
Status Code:	Full-Time <b>Yes</b>	Part-Time	Number of Annual Hours:		<b>2080</b>
Reason for Vacancy:	Replacement due to Termination: X		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	<b>Yes</b>				
Benefit Eligible:	<b>Yes</b>				
Department Head Signature & Date	 <span style="margin-left: 20px;">12.30.2019</span>				
Commissioner Approval & Date:	 <span style="margin-left: 100px;">12/31/19</span>				

# Position Vacancy Justification

Department:	<b>Public Works Landfill</b>	Date:	<b>Dec. 30, 2019</b>	
Position Title:	<b>Administrative Assistant I or II</b>			
Classification Band / Range:	<b>17/39 or 21/46</b>	Current Salary of Incumbent:	<b>\$23.95hr. - \$49,816.00/yr.</b>	
Salary Range:	Min <b>\$14.17</b>	Mid <b>\$17.19</b>	Max <b>\$20.20</b>	
Justification for Hiring Position:	Employee transferring employment from Landfill to Public Works Engineering effective January 6, 2020			
Termed Incumbent:	[REDACTED]			
Position Originated:	Budgeted Position for fiscal year 2019-2020			
Funding Source for Position:	County: <b>Yes</b>	State:	Federal:	Other: Explain Other:
Status Code:	Full-Time <b>Yes</b>	Part-Time	Number of Annual Hours:	<b>2080</b>
Reason for Vacancy:	Replacement due to (Voluntary) Termination / Transfer <b>X</b>	Replacement due to Retirement:	New Position:	
Existing Budgeted Position:	<b>Yes</b>			
Benefit Eligible:	<b>Yes</b>			
Department Head Signature & Date	 <span style="margin-left: 20px;">12.30.2019</span>			
Commissioner Approval & Date:				


12/30/19

## AMENDED RESOLUTION NO. 2023

### A RESOLUTION APPROVING THE OFFICIAL HOLIDAYS FOR COUNTY EMPLOYEES FOR THE YEAR 2020

**WHEREAS**, Personnel Guideline No. 402 of the Campbell County Personnel Guidelines provides for the observance of holidays each year as set by the Campbell County Board of Commissioners; and

**WHEREAS**, per Wyoming Statute § 18-3-103 as amended, county officers shall keep their offices open during the usual business hours of each day excluding Saturdays, Sundays, legal holidays and other days as established by the County commissioners through resolution; and

**WHEREAS**, it is understood that this resolution shall not apply to all county departments as some are required to be in operation continuously.

**NOW THEREFORE BE IT RESOLVED** by the Campbell County Board of Commissioners, the list of holidays and other days as set forth below shall be observed during calendar year 2020 as paid days off for Campbell County employees employed at the following departments:

Airport, Assessor, Attorney, Clerk, Commissioner's, Clerk of District Court, Coroner, Extension, Fair, HR/Risk, ITS, Juvenile Probation, Parks & Recreation, Public Health, Public Works (except Landfill), Road & Bridge, Sheriff's Office, Treasurer, Weed & Pest:

Equality Day	Monday, January 20th
Presidents Day	Monday, February 17 <sup>th</sup>
Memorial Day	Monday, May 25 <sup>th</sup>
Independence Day	Friday, July 3 <sup>rd</sup>
Labor Day	Monday, September 7 <sup>th</sup>
Columbus Day	Monday, October 12 <sup>th</sup>
Veterans Day	Wednesday, November 11 <sup>th</sup>
Thanksgiving Day	Thursday, November 26 <sup>th</sup>
Employee Appreciation Day	Friday, November 27 <sup>th</sup>
Christmas Eve (close at noon-4 hours of Holiday)	Thursday, December 24 <sup>th</sup>
Christmas Day	Friday, December 25 <sup>th</sup>
New Year's Day, 2021	Friday, January 1 <sup>st</sup> , 2021

Campbell County Public Library Systems:

Equality Day	Monday, January 20th
Presidents Day	Monday, February 17th
Memorial Day	Monday, May 25th
Independence Day	Friday, July 3 <sup>rd</sup>
Labor Day	Monday, September 7th
Columbus Day	Monday, October 12th
Veterans Day	Monday, November 11th
Thanksgiving Day	Thursday, November 26th
Employee Appreciation Day	Floating – to be accrued on Friday, November 27th
Christmas Eve (close at noon- 4 hours of Holiday)	Thursday, December 24th
Christmas Day	Friday, December 25th
New Year's Day, 2021	Friday, January 1st, 2021

Campbell County Landfill:

Equality Day	Saturday, January 25th
Presidents Day	Monday, February 22nd
Memorial Day	Monday, May 25th
Independence Day	Saturday, July 4th
Labor Day	Monday, September 7th
Columbus Day	Saturday, October 17th
Veterans Day	Wednesday, November 11th
Thanksgiving Day	Thursday, November 26th
Employee Appreciation Day	Saturday, November 28th
Christmas Eve (close at noon-4 hours of Holiday)	Thursday, December 24th
Christmas Day	Friday, December 25th
New Year's Day, 2021	Friday, January 1st, 2021

Campbell County Children's Developmental Services:

Equality Day	Floating – to be accrued on Monday, January 20th
Presidents Day	Floating– to be accrued on Monday, February 17th
Memorial Day	Monday, May 25th
Independence Day	Friday, July 3rd
Labor Day	Monday, September 7th
Columbus Day	Floating – to be accrued on Monday, October 12th
Veterans Day	Floating- to be accrued on Wednesday, November 11th
Thanksgiving Day	Thursday, November 26th
Employee Appreciation Day	Friday, November 27th
Christmas Eve (close at noon-4 hours of Holiday)	Thursday, December 24th
Christmas Day	Friday, December 25th
New Year's Day, 2021	Friday, January 1st, 2021

Campbell County Rockpile Museum:

Equality Day	Monday, January 20th
Presidents' Day	Monday, February 17 <sup>th</sup>
Memorial Day	Floating – to be accrued on Monday, May 25 <sup>th</sup>
Independence Day	Floating – to be accrued on Friday, July 3rd
Labor Day	Floating – to be accrued on Monday, September 7th
Columbus Day	Monday, October 12 <sup>th</sup>
Veterans Day	Wednesday, November 11 <sup>th</sup>
Thanksgiving Day	Thursday, November 26 <sup>th</sup>
Employee Appreciation Day	Friday, November 27 <sup>th</sup>
Christmas Eve (close at noon-4 hours of Holiday)	Thursday, December 24th
Christmas Day	Friday, December 25 <sup>th</sup>
New Year's Day, 2021	Friday, January 1 <sup>st</sup> , 2021

**RESOLVED** this 7<sup>th</sup> day of January 2020.  
**BOARD OF COUNTY COMMISSIONERS**  
**CAMPBELL COUNTY, WYOMING**

\_\_\_\_\_  
Rusty Bell, Chairman

\_\_\_\_\_  
Mark A. Christensen

\_\_\_\_\_  
Bob Maul

\_\_\_\_\_  
D.G. Reardon

\_\_\_\_\_  
Del Shelstad

ATTEST: \_\_\_\_\_  
Susan F. Saunders, County Clerk

The following page(s) contain the backup material for Agenda Item: [9:25 Resolution #2026 Authorizing an Acting Chairman for 2020](#)

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

**ACTING CHAIRMAN OF THE BOARD**

**RESOLUTION No. 2026**

**WHEREAS**, the Board of County Commissioners has established its organizational structure this first regular meeting of 2020; and

**WHEREAS**, the Board of County Commissioners wishes to provide for the continued conduct of business in the absence of the Board’s chairman selected under W.S. 18-3-507;

**NOW, THEREFORE, IT IS RESOLVED** that any other Campbell County Commissioner may act in the capacity of the chairman of the board in the absence of the selected chairman, due to an emergency or the necessity to take immediate action.

**RESOLVED** this 7<sup>th</sup> day of January 2020

**BOARD OF COUNTY COMMISSIONERS**

**CAMPBELL COUNTY, WYOMING**

\_\_\_\_\_  
**Rusty Bell**

\_\_\_\_\_  
**Mark A. Christensen**

\_\_\_\_\_  
**Bob Maul**

\_\_\_\_\_  
**D.G. Reardon**

\_\_\_\_\_  
**Del Shelstad**

**ATTEST:**\_\_\_\_\_  
**Susan F. Saunders, County Clerk**

The following page(s) contain the backup material for Agenda Item: [9:35 Approval of Designation of Depositories](#)

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

**CERTIFICATE OF DESIGNATION OF DEPOSITORIES**

Bond No.: **63414418**

Name of Principal: **Campbell County**

Location: **500 South Gillette Avenue Gillette, WY 82716**

This is to certify that at a meeting of the **Campbell County Commissioners** held on the **7th day of January, 2020**, the following banks were designated as Depositories of the funds of **Campbell County** for an **indefinite period**, and the securities listed were pledged and approved on the **7th day of January, 2020**.

<b>Name of Bank</b>	<b>Address</b>	<b>Maximum Deposit Authorized</b>
First National Bank	P.O. Box 3002 Gillette, WY 82717-3002	Unlimited
	<b>Securities Pledged</b>	
	\$58,604,811	
<b>Name of Bank</b>	<b>Address</b>	<b>Maximum Deposit Authorized</b>
First Interstate Bank	P.O. Box 3023 Gillette, WY 82717-3023	Unlimited
	<b>Securities Pledged</b>	
	\$250,000	
<b>Name of Bank</b>	<b>Address</b>	<b>Maximum Deposit Authorized</b>
Pinnacle Bank	P O Box 3577 Gillette, WY 82717-3577	Unlimited
	<b>Securities Pledged</b>	
	\$0	
<b>Name of Bank</b>	<b>Address</b>	<b>Maximum Deposit Authorized</b>
ANB Bank	P O Box 1119 Gillette, WY 82717-1119	Unlimited
	<b>Securities Pledged</b>	
	\$0	

**Campbell County**  
Political Subdivision

ATTEST

By: \_\_\_\_\_

Presiding Officer

By: \_\_\_\_\_  
Clerk

**Chairman, Board of County Commissioners**  
Title

**CERTIFICATE OF DESIGNATION OF DEPOSITORIES**

Bond No.: **63414418**                      Name of Principal: **Campbell County**  
 Location: **500 South Gillette Avenue Gillette, WY 82716**

This is to certify that at a meeting of the **Campbell County Commissioners** held on the **7th day of January, 2020**, the following banks were designated as Depositories of the funds of **Campbell County** for an **indefinite** period, and the securities listed were pledged and approved on the **7th day of January, 2020**.

Name of Bank	Address	Maximum Deposit Authorized
U.S. Bank	509 South Douglas Highway Gillette, WY 82718	Unlimited
	<b>Securities Pledged</b>	
	\$0	
Name of Bank	Address	Maximum Deposit Authorized
Wyo-Star	Wyoming State Treasurer State Capitol Cheyenne, WY	Unlimited
	<b>Securities Pledged</b>	
	\$62,937,151	
Name of Bank	Address	Maximum Deposit Authorized
Wyoming Government Investment Fund	2323 Pioneer Avenue Cheyenne, WY 82001	Unlimited
	<b>Securities Pledged</b>	
	\$170,920,363	

ATTEST

By:

**Campbell County**  
Political Subdivision

\_\_\_\_\_  
Presiding Officer

By: \_\_\_\_\_  
Clerk

**Chairman, Board of County Commissioners**  
Title

**CERTIFICATE OF DESIGNATION OF DEPOSITORIES**

Bond No.: **63414418**                      Name of Principal: **Campbell County**  
 Location: **500 South Gillette Avenue Gillette, WY 82716**

This is to certify that at a meeting of the **Campbell County Commissioners** held on the **7th day of January, 2020**, the following banks were designated as Depositories of the funds of **Campbell County** for an **indefinite** period, and the securities listed were pledged and approved on the **7th day of January, 2020**.

Name of Bank	Address	Maximum Deposit Authorized
Security State Bank	P O Box 489 Gillette, WY 82717-0489	Unlimited
	<b>Securities Pledged</b>	
	\$0	
Name of Bank	Address	Maximum Deposit Authorized
First Northern Bank of Wyoming	200 S Kendrick Ave Gillette, WY 82716	Unlimited
	<b>Securities Pledged</b>	
	\$0	

**Campbell County**

Political Subdivision

ATTEST

By:

\_\_\_\_\_

Presiding Officer

By:

\_\_\_\_\_

Clerk

**Chairman, Board of County Commissioners**

Title

The following page(s) contain the backup material for Agenda Item: [9:40 Board Appointments, Southside Well  
ISD](#)

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

Office of  
Campbell County Clerk  
P.O. Box 3010  
Gillette, WY 82717-3010  
Phone (307)682-7285 Fax (307)687-6455

---

**MEMORANDUM**

**TO:** Board of Campbell County Commissioners  
**FROM:** Charity D. Stewart  
Campbell County Election's Coordinator  
**DATE:** December 30, 2019  
**RE:** Southside Well Improvement and Service District

Attached to this memo is a request from Southside Well Improvement and Service District to appoint Rex Markley, Kaye Markley and Barbara Carlisle to their Board of Directors. Please add this to the January 7 meeting agenda. I will be presenting this item.

The district last held an election in 2012, when both Rex Markley and Barbara Carlisle were elected. Since that time, this district has not been in compliance with the County Clerk's Office. However, they are taking steps to become compliant. The board members need to be appointed by the Board of Commissioners until the next election in November 2020 in order to have a current Board of Directors.

Please contact me if you need more information.

cc:  
Jenny Staeben

Southside Well I & S would like to have these 3 people appointed as a Board of Directors by the Campbell County Board of Commissioners.

Rex Markley as President

307-228-3580 455 Carlisle St. Gillette, Wy. 82718 rex.markley@wyo.gov

Kaye Markley as Vice President

307-680-4063 455 Carlisle St. Gillette, Wy. 82718 kayemarkley@yahoo.com

Barbara Carlisle as Secretary

307-682-9451 801 Carlisle St. Gillette, Wy. 82718 no email

--

Thanks  
Rex Markley

The following page(s) contain the backup material for Agenda Item: [9:50 Funding Request, Personal Frontiers](#)

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



310 S. Miller Ave. Suite G \* PO Box 754 \* Gillette, WY 82717 \* 307-686-1189 \* Fax: 307-682-8649

---

January 2, 2020

Dear County Commissioners:

Personal Frontier's (PFI) is coming to you today to ask for assistance in acquiring the Century 21 building recently listed for sale.

Personal Frontiers has been a part of this community since 1976, and the building we currently lease is in very poor condition. For example, as most of you know we have flooding problems, and black mold is growing where we have to hold groups. Although it's not visible in additional offices they have also flooded and we anticipate there is black mold there as well.

The Century 21 building is an ideal place for PFI to continue to serve our community and have a building our clients and staff can take pride in.

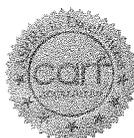
It has come to our attention that the Adult Treatment Court will soon be increasing the client count from 30 to 50 clients. As this is important for our community, PFI does not have the adequate space to accommodate this increase.

Since July 1, 2019, PFI has been able to provide services to ATC, JFDC and the community. We feel the work we do is important, and know it helps to keep our community safe. With that being said we have outgrown our current location, due to the increased programs we are now offering.

I have also asked to be able to go in front of the City Administrator to possibly help as well. I am waiting for a response as to when this will be happening, and if and when I would be able to go to the City Council.

The asking price for the building is \$595,000.00. Kim Carroll who sits on our board and works for the title company stated that she feels this is a very good price for the building as it has been completely remodeled. The only modification that we would need is to have an office window added to one room, for added visibility of the front reception area.

Obviously, as a non-profit we don't have the means to purchase a building and so we are asking if you would consider half the cost, and possibly the city could help with the other half.





---

310 S. Miller Ave. Suite G \* PO Box 754 \* Gillette, WY 82717 \* 307-686-1189 \* Fax: 307-682-8649

PFI is paying \$1800.00 a month for rent now and would be willing to use that money to pay back the county and city with a lease to purchase agreement.

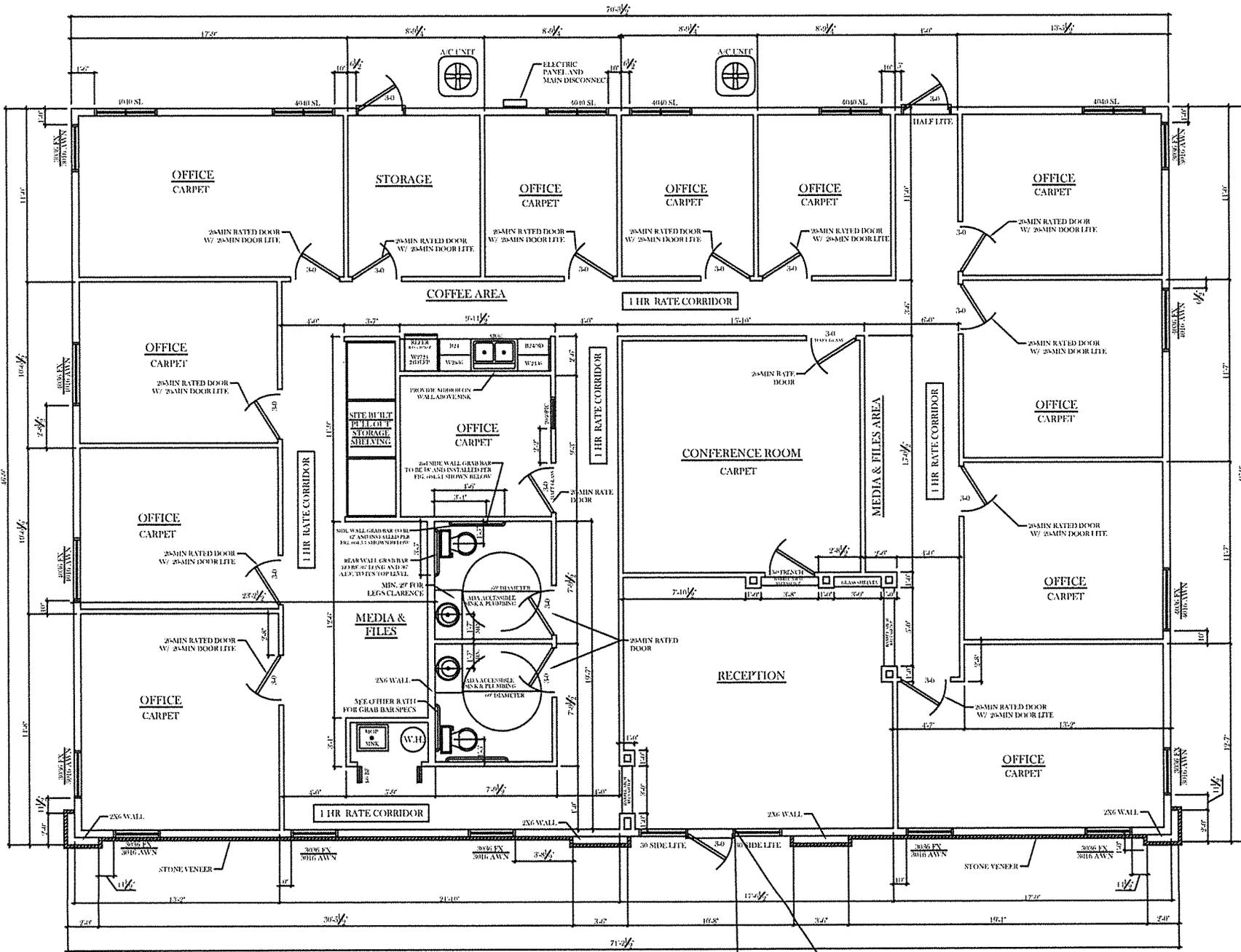
I will also be researching the possibility of writing any available grants, however, I am unaware of any at this time that we could qualify for.

I have attached the building floorplan as well as the demographics for your review.

Thank you for your time and consideration.

Donna Morgan  
Executive Director





**MAIN FLOOR PLAN**

1/4" = 1'-0"

3337 SQ. FT.

OCCUPANCY GROUP B  
OCCUPANCY RATING - 33.3

THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED  
LOCKED DOWN SIGN TO BE POSITIONED MAIN ENTRY DOOR



## Black Hills Energy

Property Address: 400 S. Miller Ave. Gillette, WY 82716

Average: \$57.00

Low: \$15.75

High: \$103.31

400 S Miller Ave S, Gillette, WY 82716

19-1728 Commercial Active **\$595,000**



*Provided as a courtesy of*  
**Angie Clark**  
 Lifestyle Real Estate, Inc.  
 117 Pineview Dr.  
 Gillette, WY 82716  
 Office Phone - (307) 689-2055  
 Other Phone - (307) 689-2055  
 Cell - (307) 689-2055  
 angieclarkrealestate@gmail.com  
 http://angie.gillettepropertysearch.com



**Book Section:** Commercial      **R.E. or Business:** Commercial Building

<b>Auction:</b>	No	<b>Age:</b>	1961	<b>Building SqFt.:</b>	3,290
<b>Type of Business:</b>	Building only	<b>Total Rooms:</b>	15	<b>Total Bathrooms:</b>	2
<b>Garage Remarks:</b>	parking lot only	<b>Shop?:</b>	No	<b>Shop Sq.Ft:</b>	0
<b>Barn?:</b>	No	<b>Barn SqFt:</b>	0	<b>Interest Disclosure:</b>	Agent Owned
<b>Gross Monthly Income:</b>	\$4,000	<b>Lot Acres:</b>	0.32	<b>Lot SqFt:</b>	14,000

**Zoning:** C-O      **Taxes:** 2,790.98

**Area 1:** City of Gillette      **Area 2:** Eastside Area - Gillette      **County:** Campbell

**Backup Offers Acptd:**

**Public Remarks:** Beautifully remodeled office building with reception area, conference room, 12 offices, two bathrooms, kitchen nook, storage room and two media/file areas. Corner lot with great visibility near Douglas Hwy (Hwy 59). Real Estate Business not for sale. Commercial building is being offered for sale or lease. See office floor plan in documents. Listing Broker is the owner of this commercial property. Please give 24 hours notice to show.  
**Legal:** Lot 1 and 2, Block 4, Eastside Addition  
**Directions:** One block west of Hwy 59 on the corner of 4th and Miller.

<b>Miscellaneous:</b> Basement: No	<b>Appliances:</b> # Water Heaters: 1; Air Conditioner: Yes
------------------------------------	---

**Begin Date:** 12/02/2019      **Days On Market:** 29      **List Price:** 595,000

**LA:** Mary Rust; (307)682-1866; marymrust72@gmail.com      **LO:** Lifestyle Real Estate, Inc.; (307)682-1866; mary@lifestylecustomhomes.com

Information is deemed to be reliable, but is not guaranteed. © 2019 MLS and FBS. Prepared by Angie Clark on Tuesday, December 31, 2019 2:32 PM. The information on this sheet has been made available by the MLS and may not be the listing of the provider.

The following page(s) contain the backup material for Agenda Item: [9:55 WYSAC Agreement, Amendment One](#)

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

**AMENDMENT ONE TO THE AGREEMENT BETWEEN  
CAMPBELL COUNTY PUBLIC HEALTH  
AND  
UNIVERSITY OF WYOMING, WYOMING SURVEY & ANALYSIS CENTER**

1. **Parties.** This Amendment is made and entered into by and between the Campbell County Public Health, whose address is 2301 South 4-J Road, Gillette, WY 82718 and the University of Wyoming, Wyoming Survey & Analysis Center (WYSAC), whose address is: 1000 E. University Avenue, Department 3925, Laramie, WY 82071. This amendment concerns the Campbell County Suicide Study.
2. **Purpose of Amendment.** This Amendment shall constitute the first amendment to the Agreement between the Campbell County Public Health and WYSAC. The purpose of this Amendment is to: a) increase the total Agreement dollar amount by two thousand, four hundred seventy-six dollars (\$2,476.00) to twenty five thousand, five hundred sixty-two dollars (\$25,562.00); b) amend the responsibilities of the WYSAC by replacing Attachment A with Attachment A-1 to reflect budgetary and task changes.

The original Agreement, dated October 7, 2019, required the WYSAC to conduct interview, analysis and reporting services as set forth in Attachment A, Statement of Work, for a total Agreement amount of twenty-three thousand, eighty-six dollars (\$23,086.00) with an expiration date of March 30, 2020.

3. **Term of the Amendment.** This Amendment shall commence on January 6, 2020 or upon the date the last required signature is affixed hereto, whichever is later (Effective Date), and shall remain in full force and effect through the term of the Agreement, as amended, unless terminated at an earlier date pursuant to the provisions of the Agreement, or pursuant to federal or state statute, rule, or regulation.
4. **Amendments.**
  - A. Section five of the original Agreement is hereby amended to read as follows:

“Client agrees to pay WYSAC a fixed price amount of \$25,562.00 for the services provided. Payment shall be made within 30 days after receipt of fixed price invoice.”
  - B. Section 3 of the original Agreement is hereby amended to read as follows:

“The term of this Agreement is from January 6, 2020 or the Effective Date, whichever is later, through April 30, 2020.”

**5. Amended Responsibilities of the Contractor.**

Responsibilities of the WYSAC are hereby amended as follows:

- A. As of the Effective Date of this Amendment, Attachment A, Statement of Work, which was attached to the original Agreement, is superseded and replaced by Attachment A-1, Revised Statement of Work, which is attached to this Amendment and incorporated into the original Agreement by this reference. All references to “Attachment A” in the original Agreement, and in any amendments thereto, are amended to read: “Attachment A-1”.

**6. Amended Responsibilities of the Agency.**

Responsibilities of Campbell County Public Health have not changed.

**7. Special Provisions.**

- A. **Same Terms and Conditions.** With the exception of items explicitly delineated in this Amendment, all terms and conditions of the original Agreement, and any previous amendments, between the Campbell Public Health and the WYSAC, including but not limited to sovereign immunity, shall remain unchanged and in full force and effect.
- B. **Counterparts.** This Amendment 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 Amendment. Delivery by the WYSAC of an originally signed counterpart of this Amendment by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

**8. General Provisions.**

- A. **Entirety of Agreement.** The original Agreement, consisting of three (3) pages; Attachment A, Statement of Work, consisting of one (1) pages; this Amendment One, consisting of three (3) pages; and Attachment A-1, Revised Statement of Work, 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.

**THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.**

9. **Signatures.** The parties to this Amendment, through their duly authorized representatives, have executed this Amendment on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Amendment.

**THE UNDERSIGNED AGREE TO THE TERMS OF THIS AGREEMENT:**

\_\_\_\_\_  
Rusty Bell  
Campbell County Commissioner Chair

\_\_\_\_\_  
Date

**UNIVERSITY OF WYOMING, WYOMING SURVEY & ANALYSIS CENTER**

\_\_\_\_\_  
Tiffany Comer Cook, Interim Director  
University of Wyoming, Wyoming Survey & Analysis Center

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diana G. Hulme, Associate Vice President for Research  
University of Wyoming, Office of Research & Economic Development

\_\_\_\_\_  
Date

## **ATTACHMENT A-1**

### **Responsibilities of the Parties.**

1. The Client will be responsible for:
  - A. Recruiting interview and participants
  - B. Providing venues for interviews
  - C. Providing interviewer with a fast-tracked referral path for any participant whom expresses an intention to commit self-harm
  - D. Cooperating with WYSAC to schedule interviews and focus groups
  - E. Providing contact information for potential survey participants
  - F. Assisting in developing interview and survey questions
  - G. Responding to WYSAC's phone and email communication within 24 hours
  
2. WYSAC will be responsible for:
  - A. Developing interview protocols and survey questions with client input
  - B. Obtaining Institutional Review Board (IRB) approval
  - C. Conducting up to 30 in-person interviews of 30 - 45 minutes each
  - D. Providing incentives for interview participants
  - E. Paying interviewer's travel expenses
  - F. Transcribing and analyzing interview data
  - G. Deploying survey
  - H. Collecting and analyzing survey results
  - I. Creating a final report
  - J. Responding to Client's phone and email communications within 24 hours

**AGREEMENT BETWEEN CAMPBELL COUNTY PUBLIC HEALTH AND  
UNIVERSITY OF WYOMING, WYOMING SURVEY & ANALYSIS CENTER**

- 1. Parties.** The parties to this Agreement are the Campbell County Public Health ("Client"), whose address is 2301 South 4-J Road, Gillette, WY 82718, and the University of Wyoming ("University"), Wyoming Survey & Analysis Center ("WYSAC"), whose address is Dept. 3925, 1000 E. University Ave., Laramie, WY 82071.
- 2. Purpose of Agreement.** The purpose of this Agreement is to provide funding for WYSAC to complete a Suicide Interview and Survey study for the ClientEnter purpose.
- 3. Term of Agreement.** This Agreement is effective when all parties have executed it and all required approvals have been granted [Effective Date]. The term of this Agreement is 08/1/2019 through 3/30/2020.
- 4. Responsibilities of the Parties.** The responsibilities of both parties are described in Attachment A.
- 5. Payment.** Client agrees to pay WYSAC a fixed price amount of \$23,086.00 for the services provided. Payment shall be made within 30 days after receipt of fixed price invoice.
- 6. Termination of Agreement.** This Agreement may be terminated without cause by either party upon thirty (30) days written notice, which notice shall be delivered by hand or by certified mail. In the event that the Client decides to cancel the Agreement (other than for cause) after the Agreement has been signed, Client agrees to pay 10% of Agreement amount, or the expenses incurred through the date of termination, whichever is greater.
- 7. Ownership and Copyright.** WYSAC is undertaking this project as a work for hire, and claims no ownership rights or copyright over the resulting data. WYSAC claims copyright over WYSAC written reports. Subject to the terms and conditions set forth in this agreement, WYSAC hereby grants Client a non-exclusive, worldwide, non-transferable license to the written reports related to this agreement. Except as outlined above, Client shall not use the name, trade name, trademarks, service marks, logos, or any other designation of WYSAC or the University of Wyoming. To the extent permitted by the Wyoming Public Records Act and other applicable law, nothing in this agreement shall be construed as denying WYSAC's right and obligation to safeguard the confidentiality of all personally identifying information or data obtained as a consequence of the project work. Client grants to WYSAC the right to reference the project, including summary results, in promotional or other materials. Client agrees to acknowledge the assistance of WYSAC in project reports.
- 8. General Provisions.**
  - A. Sovereign Immunity/Governmental Claims.** The University does not waive its sovereign or its governmental immunity by entering into this Agreement and fully retains all immunities and defenses provided by law with regard to any action based on this Agreement. Any actions or claims against the University under this Agreement must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended.
  - B. Interpretation.** The parties hereto agree that (i) the laws of Wyoming shall govern this Agreement; (ii) any questions arising hereunder shall be construed according to such laws; and (iii) this Agreement

has been negotiated and executed in the State of Wyoming and is enforceable in the courts of Wyoming.

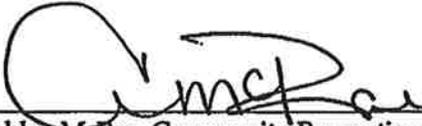
- C. **Equal Employment Opportunity.** Both parties shall fully adhere to all applicable local, state and federal law, including equal employment opportunity and including but not limited to compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the American with Disabilities Act of 1990. The University is committed to equal opportunity for all persons in all facets of the University's operations and is an Equal Opportunity/Affirmative Action employer. The University will provide all applicants for admissions, employment and all University employees with equal opportunity without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, genetic information, gender identity, creed, ancestry, political belief, any other applicable protected category, or participation in any protected activity. The University ensures non-discriminatory practices in all matters relating to its education programs and activities and extends the same non-discriminatory practices to recruiting, hiring, training, compensation, benefits, promotions, demotions, transfers, and all other terms and conditions of employment.

Contractors are notified that they may be subject to the provisions of 41 CFR Section 60-300.5(a); 41 CFR Section 60-741.5(a); 41 CFR Section 60-1.4(a) and (c); 41 CFR Section 60-1.7(a); 48 CFR Section 52.222- 54(d); and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action and posting requirements. If applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans. If applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

**THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK**

9. **Signatures.** In witness thereof, the parties to this Agreement, either personally or through their duly authorized representative, have executed this Agreement on the days and 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.

**THE UNDERSIGNED AGREE TO THE TERMS OF THIS AGREEMENT:**

  
\_\_\_\_\_  
Ashley McRae, Community Prevention Specialist  
Campbell County Public Health

8/23/2019  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Tiffany Comer Cook, Interim Director  
University of Wyoming, Wyoming Survey & Analysis Center

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diana G. Hulme, Associate Vice President for Research  
University of Wyoming, Office of Research & Economic Development

\_\_\_\_\_  
Date

## ATTACHMENT A

### Responsibilities of the Parties.

#### 1. The Client will be responsible for:

- A. Recruiting interview and focus group participants
- B. Providing venues for interviews and focus groups
- C. Providing interviewer with a fast-tracked referral path for any participant whom expresses an intention to commit self-harm
- D. Cooperating with WYSAC to schedule interviews and focus groups
- E. Providing contact information for potential survey participants
- F. Assisting in developing interview and survey questions
- G. Responding to WYSAC's phone and email communication within 24 hours

#### 2. WYSAC will be responsible for:

- A. Developing interview protocols and survey questions with client input
- B. Obtaining Institutional Review Board (IRB) approval
- C. Conducting up to 20 in-person interviews of 30 - 45 minutes each
- D. Providing incentives for interview participants
- E. Paying interviewer's travel expenses
- F. Transcribing and analyzing interview data
- G. Deploying survey
- H. Collecting and analyzing survey results
- I. Creating a final report
- J. Responding to Client's phone and email communications within 24 hours

**Proposed Questions: Campbell County Suicide Study**

*Research Question – What are the barriers to Campbell County residents seeking mental health services?*

Staff

- What agency do you work with and what is your title?
- Please briefly describe what you do in that position.
- Do you work with mental health clients, substance abuse clients, or clients with both conditions?
- If someone wants to obtain mental health services from your agency, what steps do they need to take?
  - What does patient triage look like in your facility?
- Does your facility provide inpatient care?
  - If yes, how many beds do you have?
- Where and how do people receive messages about your agency and its services?
- Will you please describe some of the categories of people who receive services with your agency?
  - Title 25
  - Employee Assistance Programs (EAP)
  - Privately Insured
  - Uninsured
  - Referred
  - Homeless
- Can you provide an estimate of the percentages that come from each of these categories?
- Do you think most people who seek assistance from your agency receive services?
  - Why or why not?
- What are identifiable barriers or gaps in your system that might prevent people from receiving help?
- What role do you think stigma plays in people seeking mental health treatment?
- Do you think your uninsured clients know about the resources website (What is the name of this website)?
- Does your agency offer clients the opportunity to switch to a different counselor/therapist?
- How long do you estimate it takes a client to go from intake to medication in your facility?
- What does your agency do best?
- What could be improved?

- Do you generally feel like you are safe from physical harm in your job?
  - If not, tell me about when you do not feel safe?
- What kind of training have you received?
- What kind training do you want or need?
- What do you think about using telemedicine as an alternative for treating some mental health patients?

### Clients

- How did you make initial contact with counseling services?
  - Referral
  - Self-referral
  - Phone call
  - Walk-in
  - Involuntary, Title 25
  - Other legal referral
- What type of facility did you visit (e.g., hospital ER, clinic, counselor/therapist in private practice)?
- Do you live in Campbell County?
  - If not, what led you to seek services in Gillette?
- Who was the first person you encountered in the process?
  - How were you received?
  - Did you feel judged?
  - Were you heard, understood, and respected?
- What other avenues did you choose to get mental health assistance?
  - Where did you hear about those other sources?
  - Online – social media, Facebook, websites
  - Crisis line
  - Faith-based services (religious)
- Did you reach out to friends or family?
  - How were you received?
- What barriers were there to you coming forward earlier
  - Insurance?
- Do you understand the terms that mental health professionals use?  
(e.g., group therapy, hypertension, bipolar, chronic depression, self-harm)
- Do you know which mental health professionals can prescribe medications?
- Did you get to see someone?
- If yes, do you know what kind of professional they were: counselor, therapist, psychologist, psychiatrist, or physician?

- Did you feel like you were heard?
- Did you feel like you could give feedback?
- Did you have additional appointments? How many?
- Did you receive other treatments – group?
- What questions do you wish you were asked?
- Did you understand your diagnosis?
- If you did not get to see a counselor/therapist what was the reason?
- Do you feel you received the help you needed?
  - Why or why not?
- If you were admitted as an inpatient,
  - How were you treated?
  - Did you feel safe?
- Did you encounter any barriers to receiving counseling?
  - If yes, what were they?
- Did anything make the process easier for you?
- How would you change the local mental health system?
- If you didn't get what you wanted, what do you wish you had happened?
- Were you given the opportunity to change mental health professional?
- Did you have medication management appointments?
  - Did your questions about your medication get answered?
- Did you have counseling appointments?
- Did you receive call backs for missed appointments
- Did you feel like somebody checked in with you?
- Do you get text reminders about your appointments?
  - How did it work?
  - If you did not, would you have liked them?
- Was transportation a barrier for you to get to your appointments?
- Are you feeling hopeful about the present or future?
- Do you have thoughts about taking your life?

The following page(s) contain the backup material for Agenda Item: [10:00 Letter of Engagement, PMCH](#)

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



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

Carol Seeger, Commissioners  
Administrative Director

**BOARD OF COMMISSIONERS**  
Rusty Bell, Chairman  
Mark A. Christensen  
Robert Maul  
D.G. Reardon  
Del Shelstad

## MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Carol Seeger  
Commissioners Administrative Director

**RE:** PMCH – Letter of Engagement

**DATE:** January 7, 2020

---

Accompanying this memo is a letter agreement for financial consulting services of PMCH for assistance in the implementation of the Tyler project.

The services to be provided are found in the middle of page two and relate to assistance with the creation of the county's chart of accounts which is the creation of a list of categories or items or class of items for which county funds are spent.

The cost for these services is \$13,000 and the contract is written such that the amount is a not-to-exceed amount.

The consensus of those working on the project that this service is needed to ensure the best possible outcome in setting up the Tyler software.

This matter will be on your regular meeting agenda of January 7, 2020, at which time I will be available for the presentation of this matter and address any questions you might have.

In the meantime, should you have questions or if I can be of further assistance, please let me know.



PLAN. EMPOWER. ACHIEVE.

December 26, 2019

County Commissioners of Campbell County, Wyoming  
Attn: Beth Kirsch  
500 S Gillette Avenue  
Gillette, WY 82716

To the Members of the County Commission:

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

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

### Scope of Services

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

### Scope of Available Services

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



MAIL: PO Box 2750  
Casper, WY 82602-2750



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



LOCATION: 600 East 1<sup>st</sup> Street  
Casper, WY 82601

PMCH.COM   

Investigation of Allegations or Concerns  
Tax and Other Regulatory Report Assistance

Initial Services Requested

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

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

You have requested that we consult on the Chart of Accounts and the Data Migration for Campbell County, Wyoming, as it relates to software implementation scheduled for the year ended June 30, 2020.

Expected item markers within the consultation process will be as follows:

- Initial phone/video "get up to speed" meeting with implementation team to discuss role and implementation process to date and timelines expectations for the remainder of the process. This should take place as soon as feasible.
- Initial phone/video meeting with Joint Powers Board users to discuss project to date, concerns and considerations used to create current model. This should take place early January.
- Initial in-person meeting with users to clarify accountability and purchasing, payroll, grant oversight and budgetary processes as well as formal reporting and closing process. This should take place early to mid-January.
- Initial draft of Chart of Accounts construct with guidelines developed. This should be by early February.
- In-person meeting with users to go over the Chart of Accounts construct and receive feedback. Discussions on maintaining consistency and size and whether there is an absolute need for a change. This should occur mid-February.
- Make changes and redistribute proposed chart construct guidelines by end of February.
- Make the mapping bridge. This should happen by early March
- Set implementation dates and process to allow for data integrity checks. Discuss any double processing timeframes. Timing to be determined.
- Make the mapped handouts for departments. Timing to be determined.
- Perform data integrity check. Timing to be determined.
- Be available for issues related to implementation and chart of accounts. Timing to be determined.

*PMCH Responsibilities*

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

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

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

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

#### *Management Responsibilities*

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

- a. The selection of accounting software compatible with its activities
- b. The prevention and detection of fraud
- c. Timely communication of concerns or issues that may impact the success of our work
- d. To provide us with:
  - i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
  - ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
  - iii. Unrestricted access to persons within Campbell County, Wyoming, of whom we determine necessary to communicate.

### **Other Requested and Available Services**

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

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

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

The following items have been discussed, however this proposal does not include the costs associated with these services:

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

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

### **Access to Working Papers and Reports**

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

**Fees and Costs**

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable 45 days from the receipt of our invoices. Our fees for these services will not exceed \$13,000.

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

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

**Acceptance**

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

Respectfully submitted and agreed to by,



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

**Accepted and agreed to for Campbell County, Wyoming:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

The following page(s) contain the backup material for Agenda Item: [10:05 County Non-Discrimination Policy](#)

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



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

Carol Seeger, Commissioners  
Administrative Director

**BOARD OF COMMISSIONERS**  
Rusty Bell, Chairman  
Mark A. Christensen  
Robert Maul  
D.G. Reardon  
Del Shelstad

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## MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Carol Seeger  
Commissioners Administrative Director

**RE:** Second Amended Resolution of Non-Discrimination  
and Personnel Guideline 201 – Productive Work Environment

**DATE:** January 7, 2020

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Accompanying this memo are two documents being provided for your consideration for approval.

The first is an amendment to the Resolution adopted by the Board regarding the county's policy of non-discrimination. The amendment adds sexual orientation to the policy which is consistent with current law. The resolution was also updated with regard to language pertaining to auxiliary aids.

The second is a similar change to the county personnel guideline regarding the provision of a productive work environment with the inclusion of sexual orientation.

Should you have questions regarding the proposed changes or if I can be of further assistance, please let me know.

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**SECOND AMENDED RESOLUTION OF NON-DISCRIMINATION**  
**RESOLUTION NO. 1472**

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**WHEREAS**, Campbell County recognizes that it is subject to and has a continuing obligation to comply with the provisions of the Americans with Disabilities Act (ADA);

**AND WHEREAS**, Campbell County recognizes that all persons, regardless of disability, race, color, national origin, sex, sexual orientation, religion or age, should have an opportunity for employment and participation in the County's programs, services and activities;

**AND WHEREAS**, Campbell County adopted a written policy on May 7, 1996 recognizing its commitment to adherence to the requirements of the ADA and desires to further document that commitment;

**THEREFORE, BE IT RESOLVED** that Campbell County will not discriminate against any person, regardless of disability, race, color, national origin, sex, sexual orientation, religion or age in employment opportunities or in the County's programs, services and activities.

**BE IT FURTHER RESOLVED THAT** Campbell County shall ensure that individuals with disabilities have communication access that is as effective as the communication of others and will make reasonable accommodations and/or modifications to enable persons with disabilities to have access to the goods, services, and other opportunities Campbell County provides. Campbell County will provide appropriate auxiliary aids and services, whenever necessary, to ensure effective communication with individuals with disabilities; unless to do so would result in a fundamental alteration of a program or impose an undue financial burden.

An individual who requires a communication related auxiliary aid or service to participate in a Campbell County program or activity, should contact the County as far in advance as is reasonably possible in order to better enable the County to address the needs of that individual. However, all such requests will be addressed in accordance with current law.

Auxiliary aids and services include a wide variety of equipment, materials and personal services; any of which may be used to provide effective communication for people with disabilities. Such auxiliary aids and services may include, but are not limited to the following:

Auxiliary aids and services for people with visual disabilities including: printed information provided on cassettes diskettes, in Braille, large print, or read by qualified readers (see below for a description of "qualified readers"). Services also may include providing an assistant to guide a person with limited vision along an unfamiliar route.

Auxiliary aids and services for people with hearing or speech disabilities include: qualified oral/sign language interpreters, written notes, real-time transcription services, video text displays, amplified and hearing aid compatible telephones, assistive listening systems, open or closed captioning and caption decoders.

A qualified reader or oral/sign language interpreter is: an individual who is able to read or interpret effectively, accurately, and impartially(both receptively and expressively)

using any necessary specialized vocabulary. An oral/sign language interpreter must be able to sign to a deaf/hard of hearing individual what is being said by the hearing person, and to voice to the hearing person what is being signed by the individual who is deaf/hard of hearing.

A qualified interpreter must interpret impartially. Thus, a family member or friend of the individual who is deaf/hard of hearing may not be qualified to render interpretation because of factors such as professional or personal involvement. Furthermore, although an interpreter may be certified, a certified interpreter is not necessarily "qualified" if he/she cannot interpret impartially. Likewise, certification is not required in order for an interpreter to be "qualified."

Once Campbell County receives notification of the needs of an individual, the County will confer with the individual to determine auxiliary aids or services that may be required; based on the nature of the disability, the circumstances, requirements, and preferences of the individual. Campbell County reserves the right to determine the type of auxiliary aids or services to be used and will make reasonable accommodations/modifications it deems appropriate based upon, and in consideration of, the particular circumstances.

The definition of disability will be determined under the guidelines established by the Americans with Disabilities Act. No adverse action will be taken against any person requesting or questioning adherence to this policy.

**BE IT FURTHER RESOLVED** that Campbell County Risk Manager, 500 South Gillette Avenue, Suite 1200, Gillette, Wyoming 82716, telephone number (307) 687-6356 has been designated to coordinate compliance with the non-discrimination requirements contained within the ADA and Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the ADA, the rights provided thereunder and complaints pertaining to possible violations are to be directed to the ADA coordinator.

**RESOLVED THIS 7<sup>th</sup> day of January, 2020.  
BOARD OF COUNTY COMMISSIONERS  
CAMPBELL COUNTY, WYOMING**

\_\_\_\_\_  
Rusty Bell

\_\_\_\_\_  
Mark A. Christensen

\_\_\_\_\_  
Bob Maul

\_\_\_\_\_  
D.G. Reardon

\_\_\_\_\_  
Del Shelstad

ATTEST: \_\_\_\_\_  
Susan F. Saunders, County Clerk

## **201. PROTECTING A PRODUCTIVE WORK ENVIRONMENT AND PROHIBITING HARASSMENT**

It is the policy of Campbell County to promote a productive work environment that is free of harassment on the basis of any protected status. Campbell County does not tolerate conduct by any employee that has the purpose or effect of substantially interfering with another's work performance or that creates an intimidating, offensive, or hostile work environment.

Employees are expected to maintain a work environment that is free of unlawful harassment, including harassment for the following reasons: race, color, national origin, religion, disability, pregnancy, age, military status, sex, sexual orientation or any other status protected by state or federal law. Any such harassment will not be tolerated, and any violation of this policy will result in disciplinary action, up to and including termination of employment.

Supervisors have the responsibility to monitor the workplace and respond immediately to any violation of this policy, to encourage employees who have complaints to report those complaints, to report all violations and complaints to Human Resources/Risk Management or the County Attorney, to support and assist in the investigation of any and all reports of harassment, and to take corrective action when necessary to change, modify or control situations involving confirmed claims. All supervisors are required to immediately report any complaint or observation of conduct that may violate this policy to Human Resources/Risk Management or the County Attorney.

Harassment includes any verbal or physical conduct of an offensive nature that is based on or motivated by any protected status, including offensive comments, jokes, innuendo, insults or other forms of inappropriate conduct. Harassment also includes offensive or harassing statements or conduct which is motivated by a person's race, color, national origin, religion, disability, pregnancy, age, military status, sex, sexual orientation or disability status, whether or not the statement or conduct are overtly derogatory toward those protected statuses.

Sexual Harassment – Sexual harassment is a form of prohibited harassment.

Sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory personnel, or non-employees, is prohibited. Such conduct includes, but is not limited to:

1. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
2. Verbal abuse of a sexual nature, such as lewd comments, sexual jokes or references;
3. Demeaning, insulting, intimidating or sexually suggestive comments about an individual;
4. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;

5. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages (such as e-mail, instant messaging, and internet materials). Refer to Guideline 507, Electronic Data and Voice Communications Equipment Use, of the Campbell County Personnel Guidelines for further information regarding the use of electronic equipment.
6. Any threat or insinuation, either explicit or implicit, that an employee's submission to or rejection of sexual advances will affect the employee's terms or conditions of employment.

It is important to recognize that the fact that someone did not intend to harass another individual is no defense to a report of harassment. Regardless of intent, it is the effect and characteristics of the conduct that determine whether the conduct constitutes prohibited harassment.

Reporting and Investigation – If you believe there has been a violation of this Guideline, you have the responsibility to report the situation as soon as possible to your supervisor, department/agency administrator, the County Attorney, or the Human Resources/Risk Management Department. You are free to choose any of these options for reporting a harassment concern or possible violation of this policy.

Reports of harassment will be handled and investigated promptly in as impartial and confidential manner as possible consistent with the need to conduct a thorough investigation. Employees are required to cooperate in an investigation. The County will notify employees reporting possible violations of the results of the investigation; however, any corrective or disciplinary action will remain confidential.

Retaliation Is Prohibited – Campbell County prohibits any form of retaliation against employees for reporting possible violations of this policy, for assisting in an investigation, or for otherwise opposing any activity or conduct which might violate this policy. No adverse employment action will be taken against any employee because of the employee's good faith report of alleged harassment or discrimination or suspected violation of the Productive Work Environment policy, or against any employee because the employee is a witness or is otherwise involved in an investigation of such a complaint or report. Any retaliatory conduct should be reported through the procedure stated in the Report and Investigation paragraph. Retaliation will be considered a serious violation of this policy, independent of whether a charge or informal complaint or report is unsubstantiated. Encouraging others to retaliate also violates this policy.

Effective Date: January 7, 2020	Guideline Number: 201
Adoption Date: October 5, 1993	Approval By: Board of Commissioners
Revision Dates: 11/4/2008; 4/6/2010; 1/7/2020	Approved:

The following page(s) contain the backup material for Agenda Item: [10:10 Resolution for Special Prosecution](#)

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

**Resolution # \_\_\_\_\_**  
**RESOLUTION FOR SPECIAL PROSECUTION**

**WHEREAS**, the Campbell County and Prosecuting Attorney has entered into an agreement with Joseph Baron, Crook County Attorney, in and for Crook County, Wyoming, or other designee of the Crook County Attorney's Office, to investigate and otherwise proceed to make, in their sole discretion, a determination and proper disposition of all potential criminal matters involving the State of Wyoming vs. Quinton B. Erickson, CR-2019-1953 and CT-2019-4819 and Probation Revocation in DC-8824, which the Campbell County Attorney's Office has a conflict of interest;

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

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

**THEREFORE**, be it resolved that Joseph Baron or other designee of the Crook County Attorney's Office be authorized to act as a Special Deputy Prosecutor to investigate and make proper disposition of all potential criminal matters involving the State of Wyoming vs. Quinton B. Erickson, CR-2019-1953 and CT-2019-4819 and Probation Revocation in DC-8824, as set forth above on behalf of Campbell County, Wyoming.

**DATED** this \_\_\_\_\_ day of January, 2020.

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

\_\_\_\_\_  
Rusty Bell, Chairman

\_\_\_\_\_  
Mark A. Christensen, Commissioner

\_\_\_\_\_  
DG Reardon, Commissioner

\_\_\_\_\_  
Bob Maul, Commissioner

\_\_\_\_\_  
Del Shelstad, Commissioner

**ATTEST:** \_\_\_\_\_  
Susan Saunders, Campbell County Clerk

**STATE OF WYOMING**

**COUNTY OF CAMPBELL**

**APPOINTMENT OF SPECIAL DEPUTY  
CAMPBELL COUNTY AND PROSECUTING ATTORNEY**

**KNOW ALL PERSONS BY THESE PRESENT:**

That I, Ronald E. Wirthwein, Jr., County and Prosecuting Attorney in and for Campbell County, State of Wyoming, pursuant to the authority granted me by the Board of Commissioners of Campbell County by Resolution No.\_\_\_\_\_, dated the \_\_\_\_\_ day of January, 2020, does hereby appoint Joseph Baron or other designee of the Crook County Attorney's Office as Special Deputy Prosecuting Attorney, in and for Campbell County, Wyoming, to investigate and otherwise proceed to make, in their sole discretion, a proper disposition all potential criminal matters involving the State of Wyoming vs. Quinton b. Erickson, CR-2019-1953 and CT-2019-4819 and Probation Revocation in DC-8824, which occurred in Campbell County, Wyoming.

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

**DATED** this \_\_\_\_\_ day of January, 2020.

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