

**NOTICE- THE SWEETWATER COUNTY BOARD OF COUNTY COMMISSIONERS
WILL MEET IN REGULAR SESSION ON TUESDAY, FEBRUARY 4, 2014 AT 8:30 A.M.
IN THE COMMISSIONERS MEETING ROOM
TENTATIVE AND SUBJECT TO CHANGE**

PLEASE ARRIVE 15 MINUTES EARLIER THAN YOUR SCHEDULED TIME

PRELIMINARY

8:30 CALL TO ORDER
 QUORUM PRESENT
 PLEDGE OF ALLEGIANCE
 APPROVAL OF AGENDA
 APPROVAL OF MINUTES: 1-21-14

ACCEPTANCE OF BILLS

 Approval of County Vouchers/Warrants
 Approval of Bonds

COMMISSIONER COMMENTS/REPORTS

8:40 Chairman Johnson
8:50 Commissioner West
9:00 Commissioner Bailiff
9:10 Commissioner Kolb
9:20 Commissioner Van Matre

COUNTY RESIDENT CONCERNS

9:30

ACTION/PRESENTATION ITEMS

9:40 Appoint of Magistrate Sam Soule

9:45 Mutual Aid Agreement between Carbon County Fire
 Department and Sweetwater County Fire Department

9:50 Request to Replace Vacant Position in Detention Center

9:55 Approval of the Mineral Royalty Grant Documents
 for the North Sweetwater Water & Sewer District

10:10 Resolution for Accepting Right of Way on White
 Mountain Drive

10:30 Resource Rendevous

10:40 Employee Manual Policy Amendments

OTHER

EXECUTIVE SESSION(S) AS NEEDED

Legal/Personnel

ADJOURN

January 21, 2014
Green River, WY

The Board of County Commissioners met this day at 8:30 a.m. in Regular Session with all commissioners present. The meeting opened with the Pledge of Allegiance.

Approval of Agenda

Commissioner Kolb moved to approve the agenda. Commissioner Van Matre seconded the motion. The motion carried.

Approval of Minutes: 1-7-14

Commissioner West moved to approve the minutes. Commissioner Kolb seconded the motion. Commissioner Kolb requested that an explanation of nay votes be stated in the minutes. The motion carried.

Acceptance of Bills

Approval of County Vouchers/Warrants, Monthly Reports, Bonds and Abates/Rebates

Commissioner West moved for the acceptance of the bills which includes the county vouchers/warrants, monthly statements, bonds and the abates/rebates. Commissioner Van Matre seconded the motion. The motion carried with Commissioner Kolb abstaining due to a voucher for Alpha Petroleum being included in the bills.

WARR #	NAME	DEPT	AMOUNT
58421-58448	PAYROLL		863,776.43
58449	AFLAC	GEN ACCTS	2,206.95
58450	COLONIAL LIFE & ACCI	GEN ACCTS	108.20
58451	SWEETWATER COUNTY SE	GEN ACCTS	8,362.61
58452	058-NCPERS GROUP LIF	GEN ACCTS	1,568.00
58453	SWEETWATER FEDERAL	GEN ACCTS	4,380.00
58454	BANK OF THE WEST	GEN ACCTS	329,074.64
58455	UNITED WAY	GEN ACCTS	83.00
58456	WYOMING RETIREMENT	GEN ACCTS	182,667.45
58457	GREAT-WEST LIFE & AN	GEN ACCTS	14,939.99
58458	AXA EQUITABLE	GEN ACCTS	300.00
58459	VALIC	GEN ACCTS	4,717.00
58460	FAMILY FINANCIAL EDU	GEN ACCTS	461.00
58461	WADDELL & REED INC	GEN ACCTS	3,513.33
58462	WYOMING CHILD SUPPORT	GEN ACCTS	1,771.00
58463	AFLAC - GROUP	GEN ACCTS	3,387.84
58464	CLERK OF DISTRICT COURT	GEN ACCTS	633.98
58465	CLERK OF DISTRICT COURT	GEN ACCTS	2,792.00
58466	PAYROLL		429.84
58467	BANK OF THE WEST	GEN ACCTS	851.87
58468	WYOMING RETIREMENT	GEN ACCTS	736.15
58469	BRIDGER VALLEY ELECTRIC ASSN	1400 - FACILITIES MAINTENANCE	216.18
		1600 - FIRE MARSHALL	25.22
58470	CAPITAL BUSINESS SYSTEMS INC	2800 - JUVENILE PROBATION	1,310.00
58471	CENTURYLINK	VARIOUS COUNTY DEPARTMENTS	874.74
58472	CENTURYLINK	VARIOUS COUNTY DEPARTMENTS	5,136.68
58473	CENTURYLINK	VARIOUS COUNTY DEPARTMENTS	691.29
58474	CITY OF GREEN RIVER	1400 - FACILITIES MAINTENANCE	1,391.04
		7520 - EMERGENCY	
58475	DIRECTV	MGMT/HOMELAND SEC	12.00
58476	NEOPOST USA INC	2000 - GENERAL COUNTY ADMIN	444.26
58477	PITNEY BOWES INC	7510 - CO DETENTION CENTER	189.50
58478	QUESTAR GAS	1400 - FACILITIES MAINTENANCE	9,714.38
58479	ROCK SPRINGS MUNICIPAL UTILITY	1400 - FACILITIES MAINTENANCE	3,270.68
		1600 - FIRE MARSHALL	36.59
58480	ROCKY MTN POWER	1400 - FACILITIES MAINTENANCE	14,160.05
		7510 - CO DETENTION CENTER	5,438.85
58481	SHEPARD CONSTRUCTION INC	1400 - FACILITIES MAINTENANCE	149,421.50
58482	SWEETWATER TELEVISION CO	7500 - COUNTY SHERIFF	109.80
		7520 - EMERGENCY	
		MGMT/HOMELAND SEC	49.45
58483	UNION TELEPHONE COMPANY INC	6050 - ELECTIONS	43.45
58484	VERIZON WIRELESS	7500 - COUNTY SHERIFF	1,080.86
		7520 - EMERGENCY	
		MGMT/HOMELAND SEC	227.86
58485	WELLS FARGO	7500 - COUNTY SHERIFF	2,720.72
		7520 - EMERGENCY	
		MGMT/HOMELAND SEC	66.75
58486	WEST SIDE WATER & SEWER DIST	1400 - FACILITIES MAINTENANCE	140.00
		7510 - CO DETENTION CENTER	2,059.50

58487	WYOMING RETIREMENT SYSTEM	7500 - COUNTY SHERIFF	1,576.18
58488	WYOMING RETIREMENT SYSTEM	1600 - FIRE MARSHALL	37.50
58489	WYOMING WASTE SERVICES - ROCK	1400 - FACILITIES MAINTENANCE	790.63
		7510 - CO DETENTION CENTER	606.08

Grand Total 1,628,603.02

WARR #	NAME	DEPT	AMOUNT
58490	CAPITAL BUSINESS SYSTEMS INC	8000 - COUNTY TREASURER	52.29
58491	CENTURYLINK	VARIOUS COUNTY DEPARTMENTS	981.45
58492	CENTURYLINK	VARIOUS COUNTY DEPARTMENTS	3,909.05
58493	CHEMICAL TESTING PROGRAM	7000 - COUNTY CORONER	199.00
58494	HOME DEPOT CREDIT SERVICES	FACILITIES/DENTENTION CENTER	1,232.80
58495	PAETEC	VARIOUS COUNTY DEPARTMENTS	10.09
58496	ROCKY MTN POWER	1200 - ENGINEERING	806.53
58497	SATCOM GLOBAL FZE	7000 - COUNTY CORONER	136.32
58498	SWEETWATER TELEVISION CO	7500 - COUNTY SHERIFF	8.50
58499	UNION TELEPHONE COMPANY INC	VARIOUS COUNTY DEPARTMENTS	5,314.57
58500	VERIZON WIRELESS	VARIOUS COUNTY DEPARTMENTS	1,458.59
58501	WEX BANK	7500 - COUNTY SHERIFF	17,134.39
58502	BANK OF THE WEST	ACCRUED LIABILITIES	115.32
58503	ACE HARDWARE	3400 - ROAD AND BRIDGE	203.94
		7510 - CO DETENTION CENTER	91.10
58504	ADVANCED MEDICAL IMAGING LLC	7510 - CO DETENTION CENTER	58.00
58505	ALPHA PETROLEUM SERVICE INC	3400 - ROAD AND BRIDGE	315.00
58506	ALPINE PURE BOTTLED WATER	3600 - VETERANS SERVICES	13.00
58507	AUTOSPA INC	7500 - COUNTY SHERIFF	28.30
58508	BATTERY SYSTEMS	1400 - FACILITIES MAINTENANCE	144.36
		1800 - FLEET/VEHICLE MAINTENANCE	495.40
		3400 - ROAD AND BRIDGE	286.56
58509	BENNETT PAINT & GLASS	1400 - FACILITIES MAINTENANCE	149.73
58510	BLOEDORN LUMBER	1400 - FACILITIES MAINTENANCE	1,169.10
58511	BOULTON POWERBOATS INC	7500 - COUNTY SHERIFF	150.00
58512	BUCKBOARD MARINA	7520 - EMERGENCY MGMT/HOMLND SEC	4,468.50
58513	CARQUEST AUTO PARTS	1600 - FIRE MARSHALL	38.08
		1800 - FLEET/VEHICLE MAINTENANCE	524.58
		3400 - ROAD AND BRIDGE	932.61
58514	CARRIER CORPORATION	7510 - CO DETENTION CENTER	6,562.22
58515	CASTILLON D.D.S., A. BRYCE	7510 - CO DETENTION CENTER	707.00
58516	CASTLE ROCK HOSPITAL DIST	HUMAN SERVICES	12,500.00
58517	CHEMATOX LABORATORY INC	7000 - COUNTY CORONER	225.00
58518	CODALE ELECTRIC SUPPLY INC	1400 - FACILITIES MAINTENANCE	42.98
58519	COMMUNICATION TECHNOLOGIES INC	7520 - EMERGENCY MGMT/HOMLND SEC	500.00
58520	COPIER & SUPPLY CO INC	3000 - LAND USE	115.16
		3200 - PURCHASING	61.55
		3600 - VETERANS SERVICES	90.29
		5000 - COUNTY ASSESSOR	171.28
		5500 - COUNTY ATTORNEY	425.36
		6000 - COUNTY CLERK	74.81
		6500 - CLERK OF DISTRICT COURT	173.97
		7500 - COUNTY SHERIFF	44.33
58521	DAVID E ARNOLD LAW OFFICES	1000 - COUNTY COMMISSIONERS	50.00
58522	DELL MARKETING L P	7500 - COUNTY SHERIFF	887.56
58523	DELTA DENTAL	EMPLOYEE BENEFITS	26,556.00
58524	DELTA RIGGING & TOOLS	3400 - ROAD AND BRIDGE	1,382.48
58525	DEPT OF ENVIRONMENTAL QUALITY	3400 - ROAD AND BRIDGE	400.00
58526	DJ'S GLASS	3400 - ROAD AND BRIDGE	85.00
58527	DOMINO'S PIZZA LLC	7520 - EMERGENCY MGMT/HMELND SEC	62.75
58528	ELECTION CENTER	6050 - ELECTIONS	350.00
58529	ELECTRICAL CONNECTIONS INC	1400 - FACILITIES MAINTENANCE	2,547.84
58530	ESQUIBEL, SYLVIA	3600 - VETERANS SERVICES	25.70
58531	F B MCFADDEN WHOLESALE COMPANY	7510 - CO DETENTION CENTER	7,853.30
58532	FASTENAL COMPANY	R&B/FACILITIES/PURCHASING	854.87
58533	FIRST CHOICE	3400 - ROAD AND BRIDGE	1,085.18
58534	FORCE AMERICA DISTRIBUTING LLC	3400 - ROAD AND BRIDGE	121.69
58535	FREMONT MOTOR ROCK SPRINGS INC	3400 - ROAD AND BRIDGE	431.80
58536	G & K SERVICES	3400 - ROAD AND BRIDGE	557.80
58537	GOLDEN HOUR SENIOR CITIZENS CENTER	HUMAN SERVICES	21,709.90
58538	GREEN RIVER STAR	7500 - COUNTY SHERIFF	61.50
58539	HAMM-HILLS, LAURA J	6500 - CLERK OF DISTRICT COURT	565.50
58540	HCC LIFE INSURANCE COMPANY	EMPLOYEE BENEFITS	23,033.08
58541	HI-ROCKY SUPPLY INC	3400 - ROAD AND BRIDGE	2,755.00

58542	HIGH COUNTRY BEHAVIORAL HEALTH	3600 - VETERANS SERVICES	500.00
58543	HIGH SECURITY LOCK & ALARM	7500 - COUNTY SHERIFF	854.00
58544	HOMAX OIL SALES INC	1800 - FLEET/VEHICLE MAINTENANCE	427.72
		3400 - ROAD AND BRIDGE	26,751.02
		7500 - COUNTY SHERIFF	92.17
58545	HOSE & RUBBER SUPPLY	3400 - ROAD AND BRIDGE	207.73
58546	HOSPICE OF SWEETWATER COUNTY	HUMAN SERVICES	24,500.00
58547	HOWARD SUPPLY COMPANY, LLC	3400 - ROAD AND BRIDGE	216.85
58548	IBARRA, JOSEFINA	9942 - UW COOPERATIVE EXTENSION	384.61
58549	IBS INCORPORATED	1800 - FLEET/VEHICLE MAINTENANCE	138.33
58550	INDUSTRIAL HOIST AND CRANE	3400 - ROAD AND BRIDGE	342.76
58551	INDUSTRIAL SOLUTIONS INC	1400 - FACILITIES MAINTENANCE	717.00
58552	INDUSTRIAL SUPPLY	1800 - FLEET/VEHICLE MAINTENANCE	218.44
		3400 - ROAD AND BRIDGE	598.96
58553	INSULATION INC	1400 - FACILITIES MAINTENANCE	56.32
58554	J & S SOLAR PRODUCTS	1800 - FLEET/VEHICLE MAINTENANCE	90.00
58555	J & V ENTERPRISES INC	8000 - COUNTY TREASURER	225.83
58556	JACK'S TRUCK & EQUIPMENT	3400 - ROAD AND BRIDGE	5,417.14
58557	JENNY SERVICE CO	7510 - CO DETENTION CENTER	2,041.62
58558	JESTER SIGNS & GRAPHICS	3400 - ROAD AND BRIDGE	196.50
58559	JOHNSON, WALLY J	1000 - COUNTY COMMISSIONERS	203.20
58560	KAMAN INDUSTRIAL TECHNOLOGIES	1400 - FACILITIES MAINTENANCE	31.80
58561	KONE INC	1400 - FACILITIES MAINTENANCE	5,645.46
58562	LARIAT INTERNATIONAL TRUCKS	3400 - ROAD AND BRIDGE	254.92
58563	LEIBEE PRECISION MACHINE	1800 - FLEET/VEHICLE MAINTENANCE	108.00
58564	LEWIS AND LEWIS INC	MISC RECEIVABLES/GEN ROAD	86,034.81
		3400 - ROAD AND BRIDGE	16,041.86
58565	LOVELESS, JANET	6500 - CLERK OF DISTRICT COURT	1,290.25
58566	MACY'S TRUCK REPAIR INC	1800 - FLEET/VEHICLE MAINTENANCE	288.00
58567	MANPOWER	1400 - FACILITIES MAINTENANCE	6,849.54
58568	MCKEE FOODS CORPORATION	7510 - CO DETENTION CENTER	677.84
58569	MEADOW GOLD DAIRY	7510 - CO DETENTION CENTER	1,751.31
58570	MEMORIAL HOSPITAL OF SWEETWATER CO	7500 - COUNTY SHERIFF	171.00
58571	MOUNTAINLAND SUPPLY COMPANY	1400 - FACILITIES MAINTENANCE	22.97
58572	NAPA AUTO PARTS UNLIMITED	1800 - FLEET/VEHICLE MAINTENANCE	38.45
		3400 - ROAD AND BRIDGE	425.11
58573	NICHOLAS & COMPANY	7510 - CO DETENTION CENTER	2,484.21
58574	NUTECH SPECIALITIES INC	1800 - FLEET/VEHICLE MAINTENANCE	176.03
58575	PACIFIC STEEL & RECYCLING	3400 - ROAD AND BRIDGE	124.49
58576	PERFORMANCE OVERHEAD DOOR INC	7510 - CO DETENTION CENTER	521.96
58577	PM AUTOGLASS INC	1800 - FLEET/VEHICLE MAINTENANCE	380.00
58578	PUBLIC DEFENDER	9960 - GEN OA PUBLIC DEFENDER	2,500.00
58579	QUILL CORPORATION	VARIOUS COUNTY DEPARTMENTS	872.15
		1200 - ENGINEERING	49.16
		2200 - GRANTS ADMIN	33.97
		3600 - VETERANS SERVICES	167.03
		5500 - COUNTY ATTORNEY	0.00
58580	R S REFRIGERATION SUPPLY	1400 - FACILITIES MAINTENANCE	24.13
58581	REAL KLEEN INC	7510 - CO DETENTION CENTER	493.40
58582	ROBERT, TORI ZAMBAI	2800 - JUVENILE PROBATION	95.49
58583	ROCK SPRINGS CHAMBER OF COMMERCE	1000 - COUNTY COMMISSIONERS	225.00
		2600 - IT	114.50
		9942 - UW COOPERATIVE EXTENTION SERVI	125.00
58584	ROCK SPRINGS NEWSPAPERS INC	GEN EQUIP/GEN CO ADMIN/GEN OTHER/HR	3,974.99
58585	ROCK SPRINGS NEWSPAPERS INC	3000 - LAND USE	145.02
58586	ROCK SPRINGS NEWSPAPERS INC	7500 - COUNTY SHERIFF	176.96
58587	ROCK SPRINGS WINNELSON CO	1400 - FACILITIES MAINTENANCE	30.55
58588	ROCKY MOUNTAIN WASH, LLC	1400 - FACILITIES MAINTENANCE	14.00
58589	SAFEGUARD BUSINESS SYSTEMS	6500 - CLERK OF DISTRICT COURT	71.81
58590	SALT LAKE VALLEY AUTO SERVICES INC	1800 - FLEET/VEHICLE MAINTENANCE	469.44
58591	SECRETARY OF STATE	7510 - CO DETENTION CENTER	30.00
58592	SHADOW MOUNTAIN WATER OF WY	3600 - VETERANS SERVICES	40.50
58593	SKAGGS COMPANIES	7500 - COUNTY SHERIFF	1,432.65
58594	SMYTH PRINTING INC	ATTORNEY/COUNTY CLERK	56.95
58595	SOUTHWEST COUNSELING SERVICE	2420 - EMPLOYEE BENEFITS	420.00
58596	STANDARD PLUMBING SUPPLY CO	1400 - FACILITIES MAINTENANCE	57.90
58597	STERLING COMMUNICATIONS	3400 - ROAD AND BRIDGE	797.53
		7500 - COUNTY SHERIFF	800.00
58598	SWCO CONSERVATION DISTRICT	9940 - GEN OA CONSERVATION DIST	7,025.87
58599	SWEETWATER CO CLERK DIST COURT	3000 - LAND USE	20.00
58600	SWEETWATER CO SHERIFF	7500 - COUNTY SHERIFF	389.47

58601	SWEETWATER COUNTY HEALTH BOARD	0309 - BOARD OF HEALTH	105,625.83
58602	SWEETWATER COUNTY INSURANCE	EMPLOYEE BENEFITS	279,939.39
58603	SWEETWATER MEDICAL GROUP	5500 - COUNTY ATTORNEY	300.00
58604	SWEETWATER PLUMBING & HEATING	1400 - FACILITIES MAINTENANCE	68.65
58605	SWEETWATER TROPHIES	1400 - FACILITIES MAINTENANCE	47.20
		6500 - CLERK OF DISTRICT COURT	36.40
58606	TASC CLIENT SERVICES	EMPLOYEE BENEFITS	780.00
58607	TEGELER & ASSOCIATES	5500 - COUNTY ATTORNEY	50.00
58608	THE RADIO NETWORK	20001-GEN COUNTY ADMIN GEN	360.00
		7500 - COUNTY SHERIFF	360.00
58609	THE TIRE DEN INC	1800 - FLEET/VEHICLE MAINTENANCE	1,344.64
		3400 - ROAD AND BRIDGE	1,013.80
58610	THE UPS STORE - #3042	7500 - COUNTY SHERIFF	29.16
	THOMSON REUTERS-WEST PAYMENT		
58611	CENTER	5500 - COUNTY ATTORNEY	1,115.34
58612	TLO LLC	7500 - COUNTY SHERIFF	110.00
58613	TWO SEASONS LLC	7510 - CO DETENTION CENTER	1,070.00
58614	TYLER TECHNOLOGIES INC	2600 - IT	19,460.91
		6000 - COUNTY CLERK	356.35
58615	U S FOODS INC	7510 - CO DETENTION CENTER	3,109.74
58616	UMR INC	EMPLOYEE BENEFITS	10,735.68
58617	UNITED SITE SERVICES OF NEVADA INC	7510 - CO DETENTION CENTER	180.64
58618	VEHICLE LIGHTING SOLUTIONS INC	7500 - COUNTY SHERIFF	6,286.78
58619	VIRS	HUMAN SERVICES	104,208.50
58620	VISION SERVICE PLAN	EMPLOYEE BENEFITS	4,646.84
58621	WAXIE SANITARY SUPPLY	1800 - FLEET/VEHICLE MAINTENANCE	183.99
58622	WESTERN RELIEF LLC	3400 - ROAD AND BRIDGE	260.00
58623	WESTERN WYOMING FAMILY PLANNING	HUMAN SERVICES	1,417.76
58624	WHISLER CHEVROLET COMPANY	1800 - FLEET/VEHICLE MAINTENANCE	83.15
58625	WHITE MOUNTAIN LUMBER & RENTAL	1400 - FACILITIES MAINTENANCE	80.75
58626	WYOMING DEPT OF TRANSPORTATION	220 - ROAD OTHER	39.25
58627	WYOMING MACHINERY COMPANY	3400 - ROAD AND BRIDGE	9,912.82
58628	WYOMING.COM	3400 - ROAD AND BRIDGE	4.00
Grand Total			914,867.31

The following bonds were placed on file:

Robert Gordon	Castle Rock Hospital District-Treasurer	\$ 10,000.00
John Malone	SWCO School District # 2-Rec Board-Treasurer	\$100,000.00
Robert Slaughter	SWCO Treasurer	\$100,000.00
Allan Wilson	SWCO Joint Travel & Tourism Board-Treasurer	\$ 10,000.00

TAXPAYER	VALUATION	TAXPAYER	VALUATION
FINLEY RESOURCES INC	-1,157	KELSEY BART	-408
MERIT ENERGY CO	-4,261	KELSEY BART	-408
MERIT ENERGY CO	-46,572	KELSEY BART	-408
MERIT ENERGY CO	-2,186,450	KELSEY BART	-342
MERIT ENERGY CO	-1,036,424	KELSEY BART	-361
HIRSCHI GORDON	-330	KELSEY BART	-389
WILLSON SHAWN L	-362	KELSEY BART	-351
WILLSON SHAWN L	-384	KELSEY BART& HEATHER GOURZIS	-365
WILLSON SHAWN L	-384	KELSEY BART& HEATHER GOURZIS	-370
WILLSON SHAWN L	-387	KELSEY BART& HEATHER GOURZIS	-365
DAVIS ILA	-587	KELSEY BART& HEATHER GOURZIS	-320
DAVIS ILA	-590	KELSEY BART& HEATHER GOURZIS	-198
DAVIS ILA	-587	KELSEY BART& HEATHER GOURZIS	-210
DAVIS ILA	-536	KELSEY BART	-15.22
DAVIS ILA	-530	KELSEY BART	-211
DAVIS ILA	-562	KELSEY BART	-2288
DAVIS ILA	-562	HYLAND ENTER INC	-525
DAVIS ILA	-566	HAND HEATHER	-557
DAVIS ILA	-587	HAND HEATHER	-557
MCCUNE THOMAS	-523	HAND HEATHER	-586
MCCUNE THOMAS	-634	HAND HEATHER	-610
HARNS TYRA & STEVEN	-624		

Publication of Gross Salaries, Sweetwater County, WY

Approval of Newspaper Positions & Salaries, January 2014

County Clerk Dale Davis presented the Sweetwater County publication of positions and gross salaries dated January 2014. Chairman Johnson entertained a motion authorizing the publication of positions and gross salaries. *Commissioner Bailiff so moved. Commissioner West seconded the motion.* The motion was approved unanimously.

Commissioner Comments/Reports

Commissioner Van Matre

Commissioner Van Matre reported that an offer of employment was made and accepted for the Lincoln County Veteran Service Officer. Commissioner Van Matre announced that the Juvenile Probation department filled the Truancy Patrol position for School District # 1. Commissioner Van Matre explained that Museum Director Ruth Lauritzen will be present during the meeting to announce the acquisition of a historic photograph collection. Commissioner Van Matre noted that I/T continues to work on the new Munis Software. Commissioner Van Matre reported that he visited with Grants Manager Krisena Marchal regarding funding for the new fire truck, noting that Governor Mead and other SLIB members expressed interest in a Ribbon Cutting ceremony for the Health & Human Service Building, and School District #1 Superintendent Matthew Neal extended his support for the Juvenile Probation program. Lastly, Commissioner Van Matre reported that he attended Governor Mead's visit to Sweetwater County which included a luncheon hosted by the Rock Springs Chamber of Commerce, Ribbon Cutting ceremonies for the Workforce Training Facility (W3TF) and the CDC as well as the Memorial Hospital Medical Office Building tour.

Chairman Johnson

Chairman Johnson reported that he attended the CLG meeting to discuss how the counties interface with federal government and the impact relative to core habitat/Sage Grouse in Sweetwater County. Chairman Johnson stated that a list of mineral industries in Sweetwater County was provided to CLG Attorney Connie Brooks. Chairman Johnson expressed his pleasure that Governor Mead created a task force for the beetle kill trees in the state of Wyoming. Chairman Johnson reported that he attended Governor Mead's visit to Sweetwater County which included a luncheon hosted by the Rock Springs Chamber of Commerce, Ribbon Cutting ceremonies for the Workforce Training Facility (W3TF) and the CDC which he was asked to speak at, as well as the Memorial Hospital Medical Office Building tour. Chairman Johnson announced that he, regrettably, will be unable to attend the BLM North Dutch John Unit #1 public meeting tonight as he will be traveling for the WLCI meeting and encouraged the others to attend. Commissioners Kolb, West and Bailiff announced that they would be in attendance. Chairman Johnson expressed that the Get & Go project on White Mountain Road, presented during a past meeting, was a good project and requested that Public Works Director John Radosevich schedule the issue on an upcoming agenda. Chairman Johnson explained that he received a suggestion relative to the county having a PR representative and requested that the commission give the request consideration.

Commissioner West

Commissioner West reported that he attended a Utility Review Committee meeting regarding vacating B Street where it joins the Health & Human Service (HHS) property noting that the feedback was positive, and a pre-construction meeting for the HHS Building. Commissioner West further reported that he attended the Hospital Board and Specific Purpose Tax Board meetings. Commissioner West announced that he was elected Chairman of the Specific Purpose Tax Board, Clark Stith was elected as Vice Chairman, and Brett Stokes continues to serve as Secretary/Treasurer. Commissioner West reported that he attended Governor Mead's visit to Sweetwater County which included a luncheon hosted by the Rock Springs Chamber of Commerce and Ribbon Cutting ceremonies for the Workforce Training Facility (W3TF) and the CDC. Commissioner West questioned if the commission would support a Hospice Skilled Nursing Facility and the commission agreed to hold a joint meeting at a later date between Hospice, Memorial Hospital of Sweetwater County, and the cities of Rock Springs and Green River. The commission requested that Grants Manager Krisena Marchal research if grants are available for a Hospice Skilled Nursing Facility.

Commissioner Bailiff

Commissioner Bailiff reported that he attended Governor Mead's visit to Sweetwater County which included a luncheon hosted by the Rock Springs Chamber of Commerce, Ribbon Cutting ceremonies for the Workforce Training Facility (W3TF) and the CDC as well as the Memorial Hospital Medical Office Building tour. Commissioner Bailiff further reported that he visited with County Shop staff, Fire Warden Dave Bottermiller, Road and Bridge staff, Purchasing staff, and the Sheriff's Office staff. Commissioner Bailiff reported that he attended liaison meetings for STAR Transit and the Library Board. Lastly, Commissioner Bailiff announced that he attempted to meet the new Highway Patrol Commander, and noted that he is not yet in the Rock Springs area, voiced concern relative to the upcoming BLM meeting and noted that he plans to address well drilling.

Commissioner Kolb

Commissioner Kolb discussed the proposed MOU regarding the purchase of a 1982 La France Fire Truck presently owned by the City of Rock Springs, Wyoming. The commission was in favor of pursuing the acquisition of the truck and requested that Commissioner Kolb address the issue with the City of Rock Springs. ***Commissioner Kolb made a motion to approve the MOU regarding the purchase of a 1982 La France Fire Truck presently owned by the City of Rock Springs and have the Chairman sign any documents necessary. Commissioner Van Matre seconded the motion.*** The motion carried. Commissioner Kolb reported that he attended the Green River City Council meeting relative to the SkyWest subsidy as well as the Rock Springs City Council meeting. Commissioner Kolb further reported that he attended liaison meetings for P&Z, the Airport Board, noting that they are getting a trained/certified weather observer, and a top floor meeting regarding changes in the courtroom area. Commissioner Kolb stated that he drove to the proposed azalea project. Commissioner Kolb spoke that he visited with Green River City Councilman Brett Stokes relative to buildings and has scheduled a meeting with Mayor Castillon and Mr. Stokes to discuss this further. Commissioner Kolb reported that he attended Governor Mead's visit to Sweetwater County which included a luncheon hosted by the Rock Springs Chamber of Commerce, Ribbon Cutting ceremonies for the Workforce Training Facility (W3TF) and the CDC as well as the Memorial Hospital Medical Office Building tour. Lastly, Commissioner Kolb

announced that Governor Mead's office is to get back with him regarding a meeting with the Governor to discuss improvement districts.

County Resident Concerns

Chairman Johnson opened county resident concerns. Joint Powers Water Board for the Upper Green River Representative Don Hartley explained that he had spent some time in the past working on the Warren Bridge Project. Mr. Hartley explained that the western United States is in a severe drought and explained that Glenn Canyon Institute is promoting the "fill me first" program which would have waters from the Colorado, above Lake Mead, go into Lake Mead so that they can maintain the power generation at Lake Mead. Mr. Hartley explained that, as important as that is, their real motivation is to drain Lake Powell. Mr. Hartley further explained that Wyoming State Engineer Pat Terrell will be coming before the board at a later date to address programs to allow a more holistic approach to the management of the dams. Hearing no further comments, county resident concerns were closed.

Break

Chairman Johnson called for a ten minute break.

Action/Presentation Items

Board Appointments

Community Fine Arts Center (to fill unexpired term through 7-1-16)

Following discussion, *Commissioner West nominated Brendon Larimore. Commissioner Van Matre seconded the motion.* The motion carried.

Combined Communications Joint Powers Board (3 Year Term)

Following discussion, Chairman Johnson explained that both board members Rick Hawkins and James Wamsley have applied and are eligible for re-appointment noting that no new applications were received. *Commissioner Bailiff nominated both of the current members for re-appointment. Commissioner West seconded the motion.* The motion carried.

Letter of Support for Mental Health and Substance Abuse Application for Services and Regional Support

Commissioner West explained that Southwest Counseling Services Director Linda Acker submitted an email explaining that Southwest Counseling is applying for funding from the Wyoming Department of Health, Behavioral Health for Outpatient and Regional Mental Health and Substance Abuse Services in Sweetwater County and that a requirement of the application is a letter of support from the County Commissioners. Chairman Johnson entertained a motion to support the request. *Commissioner West so moved and authorized the Chairman to sign on our behalf. Commissioner Kolb seconded the motion.* The motion carried.

Public Health Nursing (PHN) Contract Legislation

Commissioner West and Board of Health Director Dr. Grant Christensen presented the Wyoming Department of Health funding to counties for public health services. Commissioner West explained that the state share is 65% and the county share is 35% plus funding for county employed nurses, administrative support, and overhead and noted that Sweetwater County Public Health Nursing services are provided locally with no state agreement to provide salary funding. Commissioner West and Dr. Christensen reviewed recommendations prepared for the 2014 Wyoming Legislature by the Wyoming County Commissioners Association, the Wyoming Department of Health Public Health Nursing Program and Stakeholders to include enhancing the current partnership (65/35 split funding), the state administered PHN with partial county contribution, and the master contract for public health services.

Elected Official Salary Increase Discussion

Human Resource Director Garry McLean explained the statutory guidelines for elected official salaries. Following discussion relative to increasing the elected officials' salaries to be competitive with private companies and attract candidates to run for office, *Commissioner West moved to take the County Attorney's salary to the maximum allowed for a District Attorney from the State which is \$100,000 and also move all other elected officials, except the coroner and the commissioner, to \$100,000 and take the coroner's salary to \$65,000 and to take the commissioner's salary to \$36,000 -- which would be effective January 1, 2015. Commissioner Kolb seconded the motion.* The motion carried.

Potential Budget Implication Due to Change to Payroll Processing

Human Resource Director Garry McLean explained that the Fair Labor Standards Act (FLSA) authorizes public agencies to allow for the accrual of compensatory time only in circumstances where an employee's actual hours worked exceeds the respective FLSA overtime thresholds. Following a lengthy discussion, the commission concurred to review the policy and address overtime/compensation time. Road and Bridge employee Bob VanValkenberg was present to explain the historical procedure of compensation/holiday pay. County Clerk Dale Davis also explained the history of actual time worked for time and a half pay.

Overview of Proposed Ammonia Plant Project at the Simplot Phosphates Facility South of Rock Springs

Simplot Phosphates Plant Manager Eric Schillie explained that preliminary engineering and permitting for an anhydrous ammonia production plant and related utilities will be constructed on Simplot property adjacent to the existing Simplot Phosphates Fertilizer Complex and will create approximately 20-25 full

time jobs. Following discussion, the commission expressed their appreciation to Mr. Schillie for his presentation and wished Simplot Phosphates well on the new project.

A Resolution Authorizing the Appointment of a Special Prosecutor

Deputy County Attorney Cliff Boevers presented Resolution 14-01-AT-01. Following discussion, *Commissioner West moved to approve Resolution 14-01-AT-01. Commissioner Van Matre seconded the motion.* The motion carried.

RESOLUTION NO. 14-01-AT-01

A RESOLUTION AUTHORIZING THE APPOINTMENT OF A SPECIAL PROSECUTOR

Whereas, the Sweetwater County and Prosecuting Attorney has become aware of a criminal case, No. CR-2013-1025, in which the prosecution of the Defendant in the case by the Sweetwater County Attorney, or his deputies, would result in either a conflict of interest, or the appearance of impropriety; and

Whereas, the Sweetwater County and Prosecuting Attorney has entered into an agreement with Neal Stelting, who is the duly elected County and Prosecuting Attorney for Sublette County, Wyoming, and the agreement further includes Neal Stelting's appointed Deputies; and

Whereas, pursuant to said Agreement, Neal Stelting or one or more of his Deputies have agreed to assist the Sweetwater County and Prosecuting Attorney by prosecuting the case; and

Whereas, Neal Stelting and his Deputies have agreed to perform the aforementioned legal services without compensation from Sweetwater County; and

Whereas, Wyoming Statutes §§ 18-3-302 and 18-3-107 authorize such appointment of counsel with the approval of the Board of County Commissioners, and said action is in the interest of Sweetwater County, Wyoming;

Now, Therefore Be It Resolved that the Board of County Commissioners of Sweetwater County, Wyoming hereby consents to the appointment of Neal Stelting or any of his deputies to serve as special deputy county and prosecuting attorney(s) in the above-referenced case.

THE BOARD OF COUNTY COMMISSIONERS
OF SWEETWATER COUNTY, WYOMING

Wally J. Johnson, Chairman

Gary Bailiff, Member

John K. Kolb, Member

Don Van Matre, Member

Reid O. West, Member

ATTEST:

Steven Dale Davis, County Clerk

Contract for Engineering Services-Speed Limits on County Roads

Public Works Director John Radosevich presented the Inberg-Miller Engineers proposed contract for engineering services to perform speed studies on various county roads. Following discussion relative to the speed limits and the additional expense to conduct the speed study, *Commissioner Bailiff moved to approve this contract for engineering services to set the speed limits on county roads. Commissioner Van Matre seconded the motion.* The motion carried with Chairman Johnson and Commissioner Kolb voting nay.

Fiscal Year 2013 Audit Report

McGee, Hearne & Paiz, LLP CPA/Partner Robert Dahill, CPA/Senior Manager Amber Nuse and Sweetwater County Accounting Manager Bonnie Phillips presented the FY 2013 audit report.

Lunch

Chairman Johnson recessed the meeting for lunch. After the lunch break, Chairman Johnson opened the afternoon session.

Chairman Johnson entertained a motion to approve and accept the Fiscal Year 2013 Audit. *Commissioner Kolb so moved. Commissioner West seconded the motion.* The motion carried.

Planning & Zoning- Public Hearing

Snelson Companies, Inc. / Bruce K. Mandros - Conditional Use Permit-Temporary Construction Yard

Planner III Steve Horton provided the Planning & Zoning report and presented Resolution 14-01-ZO-01. Following discussion, Chairman Johnson opened the public hearing. Property owner Bruce K. Mandros was present. Hearing no comments, the public hearing was closed. **Commissioner Kolb motioned to approve Resolution 14-01-ZO-01. Commissioner Bailiff seconded the motion.** The motion carried.

**RESOLUTION 14-01-ZO-01
SNELSON COMPANIES, INC. CONDITIONAL USE PERMIT
TEMPORARY CONSTRUCTION YARD**

WHEREAS, Snelson Companies, Inc. has requested a Conditional Use Permit for a Temporary Construction Yard in accordance with Section 6 of the Sweetwater County Zoning Resolution on an approximately 14.45 acre parcel of land owned by Bruce K. Mandros and described as:

Parkview Subdivision, Tract 3, Sweetwater County, Wyoming

WHEREAS, the Sweetwater County Board of County Commissioners held a public hearing in regards to this matter on January 21, 2014 and has given due consideration to the recommendation of the Planning and Zoning Commission and to all the evidence and testimony presented at the hearing.

NOW THEREFORE BE IT RESOLVED, that the applicant's request be APPROVED for a period of 2 years.

Dated this 21st day of January, 2014.

THE BOARD OF COUNTY COMMISSIONERS
OF SWEETWATER COUNTY, WYOMING

Wally J. Johnson, Chairman

Gary Bailiff, Member

John K. Kolb, Member

Don Van Matre, Member

Reid O. West, Member

ATTEST:

Steven Dale Davis, County Clerk

Robert Wayne Moses / Ranch Hand Welding & Fabrication – Conditional Use Permit- Welding and Fabrication

Planner III Steve Horton provided the Planning & Zoning report and presented Resolution 14-01-ZO-02. Property owner Robert Wayne Moses and Ranch Hand Welding & Fabrication Owner Mike Wild were present. Following discussion, Chairman Johnson opened the public hearing. Hearing no comments, the public hearing was closed. **Commissioner West moved to approve Resolution 14-01-ZO-02. Commissioner Van Matre seconded the motion.** The motion carried.

**RESOLUTION 14-01-ZO-02
ROBERT WAYNE MOSES / RANCH HAND WELDING & FABRICATION
CONDITIONAL USE PERMIT - WELDING AND FABRICATION**

WHEREAS, Robert Wayne Moses / Ranch Hand Welding & Fabrication has requested a Conditional Use Permit for welding and fabrication in accordance with Section 6 of the Sweetwater County Zoning Resolution on an approximately 2 acre parcel of land owned by Neva LaRue Moses Living Trust and described as:

Mountaineer Subdivision, 2nd Filing, Block 4, Lot 8, Sweetwater County, Wyoming.

WHEREAS, the Sweetwater County Board of County Commissioners held a public hearing in regards to this matter on January 21, 2014 and has given due consideration to the recommendation of the Planning and Zoning Commission and to all the evidence and testimony presented at the hearing.

NOW THEREFORE BE IT RESOLVED that the applicant's request be APPROVED for a period of 4 years.

Dated this 21st day of January, 2014.

THE BOARD OF COUNTY COMMISSIONERS
OF SWEETWATER COUNTY, WYOMING

Wally J. Johnson, Chairman

Gary Bailiff, Member

John K. Kolb, Member

Don Van Matre, Member

Reid O. West, Member

ATTEST:

Steven Dale Davis, County Clerk

Action/Presentation Items Continued

School Bus Shelter at Indian Knolls

Land Use Director Eric Bingham explained that citizens from the Indian Knolls Subdivision have requested that Sweetwater County construct a bus shelter in their subdivision. Discussion ensued regarding the cost and maintenance of the shelter as well as providing the children shelter from the weather. Sheriff Haskell volunteered the inmates to provide maintenance service for the bus shelter. Residents Eva Wassen and Charles Shipp voiced their support and offered an easement on their land for placement of the shelter. *Commissioner Bailiff moved to support the project. Commissioner West seconded the motion.* The motion carried.

Release Letter of Credit for Double J Subdivision

Land Use Director Eric Bingham explained that Double J Subdivision owner Jeff Fritz has completed the construction of the electrical infrastructure and has requested that a letter of credit, in the amount of \$93,738.12, be released for the establishment of electricity in a subdivision known as Double J Subdivision. Double J Subdivision owner Jeff Fritz was present. Following discussion, *Commissioner Van Matre moved to release the letter of credit for Double J Subdivision. Commissioner Bailiff seconded the motion.* The motion carried.

A Resolution to Appoint a Qualified Person to Fill a Vacancy on the Sweetwater County Emergency Planning Committee

Emergency Management Coordinator Dave Johnson presented Resolution 14-01-EM-01. Rock Springs Fire Chief Lyle Armstrong and Sublette Emergency Management Coordinator Jim Mitchell were present. Following discussion, *Commissioner Kolb moved to approve Resolution 14-01-EM-01. Commissioner Bailiff seconded the motion.* The motion carried.

RESOLUTION NO. 14-01-EM-01

A RESOLUTION TO APPOINT A QUALIFIED PERSON TO FILL A VACANCY ON THE SWEETWATER COUNTY EMERGENCY PLANNING COMMITTEE

Whereas, the Sweetwater County Local Emergency Planning Committee (Local Emergency Planning Committee) was created for the “purpose of information, training, discussions, and education of the public about hazardous substances, emergency planning, health and environmental risks,” according to Article 1 of the By-Laws of the Local Emergency Planning Committee; and

Whereas, a vacancy has occurred on the Local Emergency Planning Committee, and this vacancy has yet to be filled; and

Whereas, Article V, Section 3 of the By-Laws of the Local Emergency Planning Committee authorizes the Sweetwater County Commission to fill vacancies on the Local Emergency Planning Committee; and

Whereas, Article II of the By-Laws of the Local Emergency Planning Committee describes the membership of the Committee to include representatives from the following: “local and state government, law enforcement, emergency management, fire fighting, emergency medical services, health, hospital, environmental, transportation, media, industry and community groups”; and

Whereas, Lyle Armstrong, the Fire Chief of the Rock Springs Fire Department, is qualified to serve on the Local Emergency Planning Committee; and

Whereas, Lyle Armstrong has expressed an interest in serving on the Local Emergency Planning Committee as the Co- Chairman;

Now Therefore, the Sweetwater County Commission hereby appoints Lyle Armstrong to fill the existing vacancy on the Local Emergency Planning Committee.

Dated this 21st day of January, 2014

THE BOARD OF COUNTY COMMISSIONERS
OF SWEETWATER COUNTY, WYOMING

Wally J. Johnson, Chairman

Gary Bailiff, Member

John K. Kolb, Member

Don Van Matre, Member

Reid O. West, Member

ATTEST:

Steven Dale Davis, County Clerk

Mutual Aid Agreement between Teton, Lincoln, Sublette, Fremont, and Sweetwater County

Emergency Management Coordinator Dave Johnson and Sublette County Emergency Coordinator Jim Mitchell presented the Mutual Aid Agreement between Teton, Lincoln, Sublette, Fremont, and Sweetwater Counties. Following discussion, *Commissioner Van Matre moved for the approval of the Mutual Aid Agreement between Teton, Lincoln, Sublette, Fremont, and Sweetwater Counties and authorize the Chairman to sign. Commissioner Kolb seconded the motion.* The motion carried.

Approval of the Fiscal Year 2013 Hazardous Materials Emergency Planning Grant Agreement

Grants Manager Krisena Marchal and Emergency Management Coordinator Dave Johnson presented the Fiscal Year 2013 Hazardous Materials Emergency Planning Grant and requested authorization for the Chairman to sign. Following discussion, Chairman Johnson entertained a motion to approve, and authorize the Chairman to sign, the Fiscal Year 2013 Hazardous Materials Emergency Planning Grant. *Commissioner Bailiff so moved. Commissioner Van Matre seconded the motion.* The motion carried.

Approval of the Fiscal Year 2012 Citizen Corps Program (CCP) Grant Agreement

Grants Manager Krisena Marchal and Emergency Management Coordinator Dave Johnson presented the Fiscal Year 2012 Citizen Corps (CCP) Grant Agreement and requested authorization for the Chairman to sign. Following discussion, Chairman Johnson entertained a motion to approve, and authorize the Chairman to sign, the Fiscal Year 2012 Citizen Corps (CCP) Grant Agreement. *Commissioner Bailiff so moved. Commissioner Van Matre seconded the motion.* The motion carried.

Approval of the Fiscal Year 2013 Emergency Management Performance Grant Agreement

Grants Manager Krisena Marchal and Emergency Management Coordinator Dave Johnson presented the Fiscal Year 2013 Emergency Management Performance Grant Agreement and requested authorization for the Chairman to sign. Following discussion, Chairman Johnson entertained a motion to approve, and authorize the Chairman to sign, the Fiscal Year 2013 Emergency Management Performance Grant Agreement. *Commissioner Kolb so moved. Commissioner Bailiff seconded the motion.* The motion carried.

A Resolution Approving Wyoming Downs, LLC to Conduct Pari-Mutuel Wagering on Live Horse Racing, Historic Horse Racing, and Simulcast Events within Sweetwater County

Wyoming Downs, LLC Representative Eric Nelson and General Manager Jody Lopez presented a resolution to approve Wyoming Downs, LLC to conduct pari-mutuel wagering on live horse racing, historic racing and simulcast events within Sweetwater County. Sweetwater Downs Owner Eugene Joyce was present to explain the difference between live racing and off track betting and his operations within Sweetwater County. Chairman Johnson opened public comment. President of Wyoming Horsemen Group Clay Van Tassell and Wyoming resident Kay Dunford were present to express their support for Wyoming Downs and to promote racing within the State of Wyoming. Following discussion, the commission expressed that they represent Sweetwater County and support racing within Sweetwater County. Chairman Johnson entertained a motion to approve the resolution, approving Wyoming Downs, LLC to conduct Pari-Mutuel wagering on Live Horse Racing, Historic Horse Racing, and Simulcast Events within Sweetwater County. With the lack of a motion, the request was defeated.

Announcement and Request Regarding Acquisition of Historic Photograph Collection

Sweetwater County Museum Director Ruth Lauritzen and Museum Board Chairperson Donna Mundschenk announced that the Sweetwater County Museum Foundation and Diane Butler, owner of New Studio, recently entered into an agreement whereby the Foundation will acquire several antique cameras, a photographic backdrop and roughly 75,000 negatives from the historic photographic studio that will be donated to the museum. Ms. Lauritzen requested temporary use of 600 square feet of dry and secure storage space in order to store the newly acquired collection. The commission thanked Ms. Lauritzen for providing a slide show of various photographs and noted that Commissioner Van Matre will look into the space requested.

Senior Program Update for 2014 Goals & Concerns

Young at Heart Center Director Jeanine Cox updated the commission on the center's 2014 goals and concerns and announced that a \$50,000 grant was received.

Executive Session(s)-Personnel/Legal

Chairman Johnson entertained a motion to enter into executive session for legal and personnel. ***Commissioner Kolb moved to enter into executive session. Commissioner Van Matre seconded the motion.*** The motion carried. A quorum of the commission was present.

After coming out of executive session, Chairman Johnson explained that personnel issues and one legal issue were discussed and a liability claim would require action. ***Commissioner Kolb moved to pay a governmental claim of \$689.00. Commissioner Bailiff seconded the motion.*** The motion carried.

Adjourn

There being no further business to come before the Board this day, the meeting was adjourned subject to the call of the Chairman.

This meeting was recorded and is available from the County Clerk's office at the Sweetwater County Courthouse in Green River, Wyoming

THE BOARD OF COUNTY COMMISSIONERS
OF SWEETWATER COUNTY, WYOMING

Wally J. Johnson, Chairman

Gary Bailiff, Member

John K. Kolb, Member

Don Van Matre, Member

Reid O. West, Member

ATTEST:

Steven Dale Davis, County Clerk

Authorization for Bonds

2-4-14

Jennifer Evans	Town of Bairoil/ Relief Town Clerk	\$ 10,000.00
Gail Johnson	SWCO Weed & Pest Dist./ Treasurer/Secretary	\$ 50,000.00
Michaelene L. Maes	Town of Superior/ Treasurer	\$ 10,000.00
Ann Rudoff	SWCO School Dist. # 2/ Treasurer	\$200,000.00

THE BOARD OF COUNTY COMMISSIONERS
FOR SWEETWATER COUNTY, WYOMING

Wally J. Johnson, Chairman

Gary Bailiff, Member

John K. Kolb, Member

Attest:

Donald Van Matre, Member

Steven Dale Davis, County Clerk

Reid O. West, Member

Wyoming



Western Surety Company

OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 70489369

That we Jennifer Evans

of Bairoil, 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 Town of Bairoil, 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 30th day of December, 2013.

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

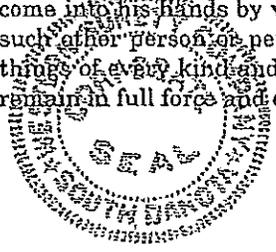
Principal was duly Appointed Elected to the office of Relief Town Clerk

in the Town of Bairoil

and State aforesaid for the term beginning February 6, 2014, and ending

February 5, 2015.

NOW THEREFORE, If the above bounden Principal and his deputies shall faithfully, honestly and impartially perform all the duties of his said office of Relief Town Clerk 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.



Jennifer Alisa Evans
Principal

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

Wyoming



Western Surety Company

OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 54932348

That we Gail Johnson

of Farson, 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 _____, the State of Wyoming, in the penal

sum of Fifty Thousand and 00/100 DOLLARS (\$ 50,000.00), 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 26th day of December, 2013.

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

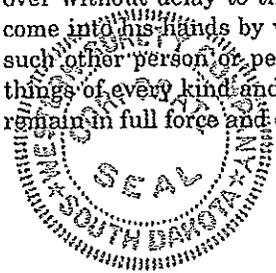
Principal was duly Appointed Elected to the office of Treasurer/Secretary

in the Sweetwater County Weed & Pest District

and State aforesaid for the term beginning March 3, 2014, and ending March 3, 2015.

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/Secretary 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.



Gail Johnson
Principal

WESTERN SURETY COMPANY

By Paul T. Bruflat
Paul T. Bruflat, Senior Vice President

Wyoming



Western Surety Company

OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 51949155

That we Michaelene L. Maes

of Rock Springs, 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 Town of Superior, 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 9th day of December, 2013.

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

Appointed

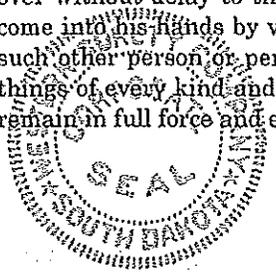
Principal was duly Elected to the office of Treasurer

in the Town of Superior

and State aforesaid for the term beginning February 10, 2014, and ending February 10, 2015.

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.



Michaelene L. Maes
Principal

WESTERN SURETY COMPANY

By Paul T. Bruffat
Paul T. Bruffat, Senior Vice President



Western Surety Company

OFFICIAL BOND AND OATH OF SCHOOL DISTRICT TREASURER

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 71360113

That we, Ann M. Rudoff,
of Green River, 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 Sweetwater County School District No. 2 of the State of Wyoming, in the penal sum of
Two Hundred Thousand and 00/100 DOLLARS (\$ 200,000.00),
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 14th day of October, 2013.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden
Principal was on the _____ day of _____, _____, duly elected to the office of
Treasurer in the Sweetwater County School District No. 2, and State aforesaid, for the term
beginning January 1, 2014, and ending January 1,
2015.

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.



Ann M Rudoff
Principal

WESTERN SURETY COMPANY

By Paul T. Bruflat
Paul T. Bruflat, Senior Vice President



WY

Western Surety Company

RIDER INCREASING OR DECREASING PENALTY OF BOND

To be attached to and form part of Treasurer Sweetwater County School District No. 2
(Description of Bond)

Bond No. 71360113 issued on behalf of Ann M. Rudoff

as principal in favor of Sweetwater County School District No. 2

Obligee.

WESTERN SURETY COMPANY, (hereinafter called the Company) hereby decreases
the penalty from Two Hundred Thousand and 00/100 DOLLARS (\$200,000.00),
to One Hundred Thousand and 00/100 DOLLARS (\$100,000.00),
subject to the covenants and conditions of said bond, except as herein stated.

This rider becomes effective on the 1st day of January, 2014, at
twelve and one minute o'clock AM standard time.

Signed and dated this 24th day of December, 2013.



Ann M. Rudoff
Principal

By _____

ACCEPTED

Sweetwater County School
District No. 2
By [Signature] Obligee

WESTERN SURETY COMPANY

By Paul T. Bruffat
Paul T. Bruffat, Vice President

By Business Manager



	DATE	AMOUNT	WARRANT #S
EAL	1/17/2014	115.32	58502
EAL	1/24/2014	59,455.66	
EAL	1/31/2014	20,158.28	
EAL	2/4/2014	313,767.44	
EAL			

Payroll Net 18,483.81 Payroll Checks :

TOTAL AMOUNT \$411,980.51

Vouchers in the above amount are hereby approved and ordered paid this date of 2/04/2014

Wally J. Johnson, Chair

Gary Bailiff, Member

John K. Kolb, Member

Don Van Matre, Member

Attest:

County Clerk

Reid O. West, Member

January 16, 2014

Board of County Commissioners
c/o Sweetwater County Clerk
P.O. Box 730
Green River, WY 82935

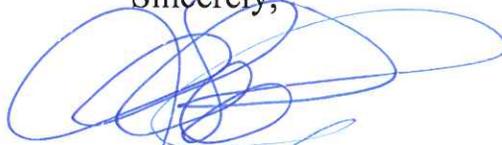
HAND DELIVERED

Commissioners:

I find that the public interest requires that I appoint several part-time magistrates to serve the Circuit Court for the Third Judicial District, Sweetwater County, Green River. I seek to have Sam Soule' appointed as a magistrate for purposes of performing marriages, and submit his name to you for your approval or rejection pursuant to Wyo. Stat. Ann. § 5-9-210(b) (LexisNexis 2013).

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



John R. Prokos
Circuit Court, Third Judicial District
Green River

STATE OF WYOMING)
) ss.
COUNTY OF SWEETWATER)

**APPROVAL OF PART-TIME MAGISTRATES TO SERVE THE
CIRCUIT COURT, THIRD JUDICIAL DISTRICT, SWEETWATER
COUNTY, GREEN RIVER, WYOMING**

WHEREAS, pursuant to Wyo. Stat. Ann. § 5-9-210(b) (LexisNexis 2013), the Circuit Court Judge for the Third Judicial District, Sweetwater County, Green River has submitted the name of an individual to serve as a part-time magistrates for said court; and

WHEREAS, the Sweetwater County Board of Commissioners understands that the appointment of part-time magistrates for said court is in the public interest; and

The Board of Commissioners hereby approves the following individual to serve as part-time magistrates for the Circuit Court, Third Judicial District, Sweetwater County, Green River for purposes of performing marriages:

_____ Sam Soule'

DATED this _____ day of _____, 2014.

Commissioner

Commissioner

Commissioner

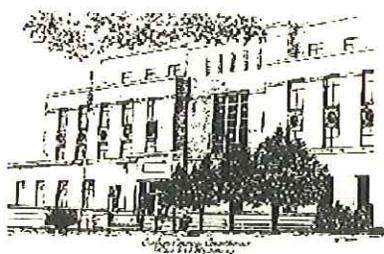
Commissioner

Commissioner

ATTESTED TO:

Sweetwater County Clerk

Leo Chapman, Chairman
John Espy, Vice Chairman
Lindy Glode
Willing John Johnson
Sue Jones



(307)-328-2699
Toll Free 1-800-250-9812
Fax: (307)-328-2669
www.carbonwy.com

BOARD OF CARBON COUNTY COMMISSIONERS

P.O. Box 6, 415 West Pine Street
Rawlins, WY 82301

January 14, 2014

RECEIVED

JAN 22 2014

SWEETWATER COUNTY
COMMISSIONER'S OFFICE

Board of Sweetwater County Commissioners
c/o Dale Davis, Sweetwater County Clerk
50 West Flaming Gorge Way, Suite 150
Green River, WY 82935

Dear Commissioners:

Attached please find a proposed Mutual Aid Agreement Between Carbon County Fire Department and Sweetwater County Fire Department. The concept of an agreement has been discussed between boards for some time now and we hope the enclosed meets with your commissioners' approval. If so, please have them sign where appropriate and return two copies to County Clerk Gwynn Bartlett at the address above.

If you have desired changes, please contact County Fire Warden John Rutherford at (307)320-7964 to discuss them.

Sincerely,

Leo Chapman
Chairman

COPIES TO:

GB

Mutual Aid Agreement Between

Carbon County Fire Department and Sweetwater County Fire Department

INTRASTATE MUTUAL AID AND ASSISTANCE AGREEMENT FOR STRUCTURE FIRE AND OTHER RELATED EMERGENCIES

WHEREAS, the safety of the citizens of the State of Wyoming is of the utmost importance to all levels of state and local government;

WHEREAS, the Jurisdiction of Sweetwater County ("Sweetwater") and Carbon County ("Carbon") seek to enter a Mutual Aid and Assistance Agreement in order to provide for the sharing of resources, personnel, and equipment in the event of a local disaster or other emergency;

WHEREAS, the State of Wyoming and the Federal Emergency Management Agency (FEMA) have recognized the importance of the concept of written mutual aid agreements between all levels of government to facilitate reimbursement; and

WHEREAS, pursuant to the Constitution of the State of Wyoming, government entities are allowed to enter into mutual aid and assistance agreements, which may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel, and services during a natural or human-made disaster and/or other emergency; and

WHEREAS, due to the travel distances for the areas of Creston Junction and Bairoil, the County of Sweetwater desires Carbon County to respond to their jurisdiction. Carbon County Fire will serve as first responders for the provision of vehicle extrication and suppression of vehicle fires in order to protect the life safety of the residents and potential loss from fire; and

WHEREAS, both parties agree it is beneficial to provide reciprocal fire protection for wildland and structural fires; and

WHEREAS, this document will serve as a two part agreement. 1) for the provision of wildfire and structural fire suppression. 2) for the provision of highway extrication and vehicle fires.

THEREFORE, the parties agree as follows:

SECTION I.

DEFINITIONS

- A. "Agreement" shall mean this document, the "Intrastate Mutual Aid Agreement for Disasters and Other Emergencies."
- B. "Aid and Assistance" shall include, but not be limited to, personnel, equipment, facilities, services, supplies, and other resources.
- C. "Authorized Representative" shall mean an official of a party to this Agreement who has been authorized in writing by that party pursuant to the terms of this Agreement, to request, offer, or provide assistance under the terms of this Agreement.
- D. "Disaster or other emergency" shall mean the occurrence or imminent threat of widespread or severe damage, injury, loss of life or property resulting from an intentional, accidental, or unintended release of any substance in or material in any form or quantity which poses an

unreasonable risk to the safety and health and to the property when released, natural incidents, explosions, fires, collapses, or any other incident which directly affects public safety.

- E. "Provider" means a party to this Agreement that has received a request to furnish aid and assistance to the party in need ("Recipient").
- F. "Recipient" means a party to this Agreement receiving aid and assistance from another party.
- G. "Employee" means the representative from the county including volunteer or paid.

SECTION II.

OBLIGATIONS OF THE PARTIES

- A. Provision of Aid and Assistance – Pursuant to the terms and conditions set forth in this Agreement, the parties hereto shall provide each other with aid and assistance in the event of a local disaster or emergency. It is mutually understood that each party's foremost responsibility is to its own citizens as per Wyoming State Statute 15-1-121 (b). This Agreement shall not be construed to impose an absolute obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may deem itself unavailable to respond and shall so inform the party setting forth the request.
- B. Sweetwater will compensate Carbon \$12,000.00 annually for the provision of highway extrication and suppression of vehicle fires in the Creston Junction and Bairoil areas.
- C. Dispatch – Dispatch is not automatic. An official request will be made from an authorized representative. Exception: If a party does not respond or have the response capability, the dispatch center can make the request for assistance.
- D. Procedures for Requesting Assistance – Other requests for assistance shall be made by the Authorized Representative of a party to the Authorized Representative of the other party. Such request must indicate that it is made pursuant to this Agreement. Such request may be made by contacting the appropriate dispatch center. The documentation of that request being in the form of dispatch records.
- E. Designation of Authorized Representative – Each party to this Agreement shall designate an Authorized Representative. The authorized representative for the counties will be the Fire Chief of the responding departments or the county fire wardens. In the absence of the Chief or Fire Warden, the incident command system will be adhered to.
- F. Supervision and Control – The authority having jurisdiction should maintain a command presence of the incident utilizing the unified command system. In the event there is no representative available from the authority having jurisdiction, it is understood the incident command system will be utilized to stabilize the incident and the most qualified incident commander has authority to make decisions on behalf of the authority having jurisdiction.
- G. Period of Service; Renewability; Recall – Unless agreed otherwise, the duration of the Provider's assistance shall be for an initial period of eight (8) hours, starting from the time of dispatch. Thereafter, assistance may be extended in increments agreed upon by the Authorized Representatives of Provider and Recipient. Provider's personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant.

**SECTION III.
RECIPRICAL TIME**

- A. For Wildland and Structure Fire incidents. Each county shall pay its own costs for a maximum of eight (8) hours following the initial call-out by the party requesting assistance. If the responding party remains at incident after eight (8) hours have lapsed since the initial call-out, the requesting party shall pay the fuel costs, and minor equipment repairs incurred by the responding party, if said minor repairs are less than five hundred dollars (\$500). All repairs to equipment incurred by the responding party in excess of five hundred dollars (\$500) are the obligation of the responding party or its insurance carrier.

**SECTION IV.
REIMBURSEMENT**

- A. Except as otherwise provided below, it is understood that Recipient shall reimburse Provider for the following document(s) costs and expenses incurred by Provider as a result of extending aid and assistance to Recipient.
1. Material and Supplies – Provider shall be reimbursed for all materials and supplies furnished, used, or damaged during the period of assistance. The Recipient shall not be responsible for reimbursing Provider for the costs of any damage caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of Provider's personnel. Provider's personnel shall use reasonable care at all times in the use and control of all materials and supplies used by them during the period of assistance. The parties may agree in writing that Recipient will replace the materials and supplies used or damaged, with materials and supplies of like kind and quality.
- B. Record Keeping – Both parties agree to maintain records of an incident including but not limited to; run reports, injury reports, investigation reports and dispatch call logs.
- C. Billing and Payment – Provider shall send an invoice for reimbursable costs and expenses, together with appropriate documentation as required by Recipient, as soon as practicable after said costs and expenses are incurred, but not later than forty-five (45) days following the period of assistance. Recipient shall pay the bill, or advise of any disputed items, not later than forty-five (45) days following the billing date.
- D. Inspection of Records – Provider agrees that it shall make its records regarding costs and expenses for assistance provided under this Agreement available for audit and inspection upon request by the Recipient.

**SECTION V.
PROVIDER'S EMPLOYEES**

- A. Rights and Privileges - Whenever Provider's representative (s) are rendering aid and assistance pursuant to this Agreement, such representative (s) shall remain the responsibility of the Provider and retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographic limits of the Provider.
- B. Workers' Compensation - Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employees due to personal injury or death occurring during the periods of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees.

**SECTION VI.
NONDISCRIMINATION**

In accordance with Article 15 of the Executive Law ("Human Rights Law") and all other applicable local, State, and Federal constitutional, statutory, and administrative nondiscrimination provisions, the parties to this Agreement shall not discriminate against any employee or the region for employment on account of race, creed, color, sex, national origin, disability, Vietnam Era Veteran status, or marital status.

**SECTION VII.
HOLD HARMLESS**

To the extent permitted by law, each party (as Indemnitor) agrees to protect, defend, indemnify, and hold the other party (as Indemnitee), and its offices, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and nature arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of Indemnitor's negligence, acts, errors and/or omissions. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement.

**SECTION VIII.
AMENDMENTS**

This Agreement may be modified at any time upon the mutual written consent of the parties. Additional municipalities may become parties to this Agreement upon the acceptance and execution of this Agreement.

**SECTION IX.
DURATION OF AGREEMENT**

- A. Term – This Agreement shall be for an indefinite term from the date of execution by both parties, unless the Agreement is terminated as set forth in this section.
- B. Review – This Agreement should be reviewed every five (5) years as to applicability to both parties.
- C. Termination – Any party may terminate this Agreement upon thirty (30) days written notice. A termination shall not affect the obligation of any party to reimburse the other for the costs and expenses of rendering aid and assistance incurred prior to the effective date of termination.

**SECTION X.
HEADINGS**

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

**SECTION XI.
SEVERABILITY**

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. In the event that parties to this Agreement have entered into other aid and assistance agreements, those parties agree that, to the extent a request for aid and assistance is made pursuant to this Agreement, those other aid and assistance agreements are superceded by this Agreement.

**SECTION XII.
EFFECTIVE DATE**

This Agreement shall take effect upon its execution by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CARBON COUNTY

SWEETWATER COUNTY

Leo Chapman, Carbon County

Wally Johnson, Sweetwater County

John Rutherford, County Fire Warden

Dave Bottemiller, County Fire Warden

APPROVED AS TO FORM:

Mike Kelly, Deputy County Attorney

Brett Johnson, County Attorney

ATTEST:

Gwynn Bartlett, County Clerk

Dale Davis, County Clerk

9/17/2013

Proposed Compensation

For

Sweetwater County Emergency Services Assistance from Carbon County

Wages: 6 people average response X \$16.00 per hour = \$96.00

\$96.00 X 2.5 Hours Average Call Time.

\$240.00 Per Call

Equipment: Type 1 Pumper \$127.00 Per Hour

Type 3X Rescue \$94.00 Per Hour

Type 6X Mini Pumper \$72.00 Per Hour

\$293.00 Average Per Hour

\$293.00 X 2.5 Average Call Time.

\$732.50

\$972.5 Average Per Call for Equipment and Wages X 12.5 Calls Per Year Based on five years of run reports .

Annual Proposed Monetary Support \$12,000.00

Equipment rates are from the Wyoming State Forestry Mini Mob guide from the 2013 publication. This proposal is intended to offset costs associated with vehicle fires and automobile crash responses from Carbon County to Sweetwater County. It is not intended to replace any current or future agreements for Wildland Fire Response with a reciprocal time for services.

BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Date Requested: 2/4/2014	Name & Title of Presenter: Sheriff Rich Haskell
Department or Organization: Sheriff's Office	Contact Phone & E-mail: 922-5303
Exact Wording for Agenda: Request to replace vacant position in Detention Center	Preference of Placement on Agenda & Amount of Time Requested for Presentation: 5 min.
Will there be Handouts? (If yes, include with meeting request form) yes	Will handouts require SIGNATURES: yes
Additional Information:	

- All requests to be added to the agenda will need to be submitted in writing on the "Meeting Request Form" by Wednesday at 12:00 p.m. prior to the scheduled meeting and returned in person or electronically to Clerk Sally Shoemaker at: shoemakers@sweet.wy.us
- All handouts are also due by Wednesday at 12:00 p.m. prior to the scheduled meeting date. Handouts may be submitted to Clerk Sally Shoemaker either in person or electronically. *****If your handout is not accompanied with the request to be added to the agenda, your request will be dismissed and you may reschedule for the next meeting provided the handout(s) are received.*****
- Any documents requiring **Board Action or signature** are considered agenda items and need to be requested in the same manner.
- All **original** documents requesting action or signature must be submitted to Deputy County Clerk Vickie Eastin. However, a **copy** must be submitted to Sally Shoemaker for distribution of the packet and retention.
- As always, if you are unable to attend the meeting after being placed onto an agenda, please send a representative in your place or your item will be rescheduled.
- In order to determine placement on the agenda, please review the county website (www.sweet.wy.us/commissioner) on Thursday afternoon.
- If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.
- No handout will be received during a meeting in session.

Sweetwater County
Request to Re-staff Vacant Position

Board Meeting Date: 2/4/2014
 Department: Sheriff's Office - Detention Center
 Position: Detention Officer
 Vacancy Date: 1/28/2014

Reason for vacancy: Detention Officer resignation on 1/28/14
 Re-staff Detention Officer; immediately upon resignation date of 1/28/14.
 Department Request: in a full time capacity with full benefits
 Anticipated Re-staff Date: 2/1/2014

Board Action	
Approved _____	Date: <u>2/4/2014</u>
Denied _____	
Full time _____	# Hours (if part time) _____
Part time _____	Delay re-staffing until (month) _____
Re-staff immediately _____	

		Monthly									
	Position	Hire Date	Salary	Retirement	Health Insurance	LTD	FICA	Workers Compens action	Total benefits	Total cost of employment (salary + benefits)	Annual Cost of employment
Current costs for Detention Employee	Detention Officer (4 months Grade 15, step 1 rate of pay)		\$ 3,727.25	\$ 641.09	\$ 553.01	\$ 13.42	\$ 285.13	\$ 56.65	\$ 1,549.30	\$ 5,276.55	\$ 63,318.65
Anticipated Costs to re-staff Position Vacancy	Detention Officer 1 (grade 15, step 1)	<u>2/1/2014</u>	\$ 3,727.25	\$ 641.09	\$ 1,473.38	\$ 13.42	\$ 285.13	\$ 56.65	\$ 2,469.67	\$ 6,196.92	\$ 74,363.09
Net Difference (savings)			\$ -	\$ -	\$ 920.37	\$ -	\$ -	\$ -	\$ 920.37	\$ 920.37	\$ 11,044.44

NOTES
 Health Insurance: Anticipates Family health insurance coverage, for new employee.
 Costs calculated using a re-staffing date of: 2/1/2014

Reviewed by HR Representative (signature) _____ Date: 1-21-14
 Reviewed by Department Head/ Elected Official (signature) _____ Date: 1-21-14
 Commission Chair (signature) _____ Date: _____

BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

<p>Date Requested:</p> <p>February 4, 2014</p>	<p>Name & Title of Presenter:</p> <p>Krisena Marchal, Grants Manager Chuck Johnson (NSWSD); Marvin Fielding and Colter Hollingshead (Keller Assoc.)</p>
<p>Department or Organization:</p> <p>-Grants Admin -North Sweetwater Water & Sewer District (NSWSD) -Keller Associates</p>	<p>Contact Phone & E-mail:</p> <p>Krisena Marchal x3888 marchalk@sweet.wy.us</p>
<p>Exact Wording for Agenda:</p> <p>Approval of the Mineral Royalty Grant Documents for the North Sweetwater Water & Sewer District</p>	<p>Preference of Placement on Agenda & Amount of Time Requested for Presentation:</p> <p>Requesting late morning for presenters coming from out of town. 10 minutes</p>
<p>Will there be Handouts? (If yes, include with meeting request form)</p> <p>Yes</p>	<p>Will handouts require SIGNATURES:</p> <p>Yes - by the Chairman</p>
<p>Additional Information:</p> <p>Requested Action:</p> <p>Motion to approve, and authorize the Chairman to sign, the Mineral Royalty Grant documents for the North Sweetwater Water & Sewer District.</p>	

To: Sweetwater County Commissioners
From: Krisena Marchal
Subject: BOCC Meeting 2/4/14
Approval of the Mineral Royalty Grant Documents for the North Sweetwater Water & Sewer District

Executive Summary:

The North Sweetwater Water & Sewer District is applying for Mineral Royalty Grant (MRG) funding from the State Loan & Investment Board (SLIB) in the amount of \$3,312,500. Even though Sweetwater County is not sponsoring the application, it is required by W.S. 9-4-604(h) to perform a review of the Project. In addition, the District needs certification that it is viable and currently exists which must be included in the application.

The grant deadline is February 20, 2014, with SLIB consideration on June 19, 2014. The MRG application requires a 50 percent match which would be met with State Revolving Funds (SRF). That application will be submitted by March 17, 2014.

The purpose of the Project is to regionalize the District's wastewater systems with the City of Rock Springs. This Project is ranked 11/124 on DEQ's 2014 Priority List.

Wastewater Regionalization & Sanitary Sewer Upgrades Project Funding			
Funding Sources			
1	Mineral Royalty Grant	3,312,500	45.8%
2	SRF Clean Water Loan	2,484,375	34.4%
3	SRF Clean Water Grant	828,125	11.5%
4	District Match	125,000	1.7%
5	Private Loan	475,000	6.6%
TOTAL		\$7,225,000	100%

Recommendation:

Staff spoke to numerous county departments about this Project and recommends approving the documents; staff also notes the following:

1. The City of Rock Springs will conditionally accept the collection from the District if the Project is successful in the next two to three years. If not, it will need to revisit the capacity if the Project is significantly delayed.
2. The District is requesting approximately 66 percent of the available MRG balance through the end of BYE 2014. The District should be prepared to phase the Project if requested by SLIB.

Requested Action: Motion to approve, and authorize the Chairman sign, the Mineral Royalty Grant documents for the North Sweetwater Water & Sewer District.

BOARD OF COUNTY COMMISSIONERS

SWEETWATER
C·O·U·N·T·Y R

- WALLY J. JOHNSON, CHAIRMAN
- JOHN K. KOLB, COMMISSIONER
- GARY BAILIFF, COMMISSIONER
- REID WEST, COMMISSIONER
- DON VAN MATRE, COMMISSIONER

80 WEST FLAMING GORGE WAY, SUITE 109 –
GREEN RIVER, WY 82935
PH: (307) 872-3890 - FAX - (307) 872-3992

February 4, 2014

Ms. Beth Blackwell
Grants & Loans Manager
Office of State Lands & Investments
122 West 25th Street
Herschler Building, 3 West
Cheyenne, WY 82002-0600

Re: **2014 Mineral Royalty Application for North Sweetwater Water & Sewer District
“Wastewater Regionalization & Sanitary Sewer Upgrades”
W.S. 9-4-604(h) Review**

Dear Ms. Blackwell,

The Sweetwater County Commission is in receipt of a copy of the Mineral Royalty Grant (MRG) application that the North Sweetwater Water & Sewer District (formerly the Reliance Water and Sewer District) is submitting to your office in the amount of \$3,312,500, or 45.85 percent of the estimated project cost of \$7,225,000.

The purpose of the grant application is to regionalize the District’s two dilapidated wastewater systems with the City of Rock Springs. Both systems have been issued Notice of Violations in the past by the Wyoming Department of Environmental Quality (DEQ). The project also includes rehabilitating and replacing wastewater lines within the community of Reliance. The North Sweetwater Water & Sewer District has provided written confirmation from the City of Rock Springs that the City’s Waste Water Treatment Plant has the capacity to accept the collection from the District if the Project is successful in the next two to three years.

Pursuant to W.S. 9-4-604(h), Sweetwater County has conducted a review of the application with input from multiple County offices: Assessor, Attorney, Land Use, Emergency Management, Public Works and Grants. The information has been compiled below:

1. Bonds

Sweetwater County is unaware if the North Sweetwater Water & Sewer District is planning to fund the Project through bonds.

2. Adversity of the Project

- The Sweetwater County Land Use Department notes that this Project is within the Growth Management Area which requires each lot to be connected to both a public



water and sewer system. Due to the deficiencies of the sewer system, the Project would not be adverse, but on the contrary, it would promote public health, safety and welfare.

- The Sweetwater County Emergency Management Office states that this Project will improve ground water quality, and reduce odor in an effort to address the violations from the Wyoming Department of Environmental Quality. It will improve the health, safety, and quality of life for the citizens.
- The Sweetwater County Public Works Director has not identified any adverse effects the Project would have to the county – it will help meet the needs and requirements of the residents.

3. Local Funding Resources

- The District currently levies 7.985 mills of the maximum authorized amount of 8 mills pursuant W.S. 41-10-114, “No district shall levy a tax to exceed (8) mills on the dollar in any one (1) year, except for the payment of its public debt and interest thereon.”
- Sweetwater County has an available balance of \$60,000 in Countywide Consensus Grant Funding for the BYE 2014 that was earmarked in 2012 for the Town of Granger.

4. County Standards

- The Sweetwater County Land Use Department confirms that the Project has no known violations to county standards.
- Sweetwater County Mapping confirms that this Project is within five miles of the limits of the City of Rock Springs, and would require a written review from their governing body. The District has already received this letter.
- The Sweetwater County Public Works Director indicates that the Project would have to adhere to the standards imposed by the Engineering Department which include utility licenses, road crossings, etc., all of which would be addressed during the design stage.

The Sweetwater County Commission supports the proactive efforts of the North Sweetwater Water & Sewer District to find long-term solutions for critical health and safety issues in our community. We strongly encourage your approval of their request to fund wastewater regionalization and sanitary sewer upgrades.

Should you need any additional information, please do not hesitate to contact me.

Sincerely,

Wally J. Johnson
Chairman
Sweetwater County Commission



BOARD OF COUNTY COMMISSIONERS

- **WALLY J. JOHNSON, CHAIRMAN**
- **JOHN K. KOLB, COMMISSIONER**
- **GARY BAILIFF, COMMISSIONER**
- **REID WEST, COMMISSIONER**
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80 WEST FLAMING GORGE WAY, SUITE 109 -
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February 4, 2014

Ms. Beth Blackwell
Grants & Loans Manager
Office of State Lands & Investments
122 West 25th Street
Herschler Building, 3 West
Cheyenne, WY 82002-0600

**Re: Certification of Special District
2014 Mineral Royalty Application for North Sweetwater Water & Sewer District**

Dear Ms. Blackwell,

In reference to Resolution# 11-03-CC-01, for the formation election and election of Directors of the duly qualified electors of the North Sweetwater Water and Sewer District, Sweetwater County, Wyoming (the "District"), duly called and held on February 14, 2011, I certify that the District is viable and continuing, and that it has not been dissolved in accordance to W.S. 22-29-401.

Sincerely,

Wally J. Johnson
Chairman
Sweetwater County Commission

Attachment



STATE OF WYOMING)
COUNTY OF SWEETWATER) SS
BOARD OF COUNTY COMMISSIONERS)

A regular meeting of the Board of County Commissioners (the 'Board') of Sweetwater County, State of Wyoming, was held at the regular meeting place of the Board at the Sweetwater County Courthouse, Green River, Wyoming, on Tuesday, March 1, 2011, at 8:30 o'clock a.m., pursuant to notice and call given to each member of the Board.

The meeting was called to order by the Chair of the Board, and upon roll call the following members were found to be present, constituting a quorum of the Board:

Chair: Wally J. Johnson
Member: Gary Bailiff
Member: John K. Kolb
Member: Don Van Matre
Absent : Reid O. West

There was also present: Steven Dale Davis, County Clerk

The County Clerk then presented the official returns and the summaries of returns from the polling place as certified by the election officials conducting the same.

Thereupon, the following preamble and resolution, to wit were introduced. Commissioner Kolb made a motion to approve Resolution No. 11-03-CC-01, seconded by Commissioner Van Matre and carried unanimously.

RESOLUTION # 11-03-CC-01

WHEREAS, at a formation election and election of Directors of the duly qualified electors of the North Sweetwater Water and Sewer District, Sweetwater County, State of Wyoming (the 'District'), duly called and held on February 14, 2011, the formation question received a majority of the votes cast in favor of the formation, and five electors of the District received a majority of the votes cast for election to the Board of Directors of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners, Sweetwater County, Wyoming;

Section 1. The formation election and election of Directors held in the District on Monday, February 14, 2011, hereby is determined and declared to have been called, ordered and held in strict compliance with law.

Section 2. The majority of the votes cast were in favor of the following formation question:

"Shall a Water and Sewer District be established in accordance with the Wyoming Special Water and Sewer Districts Act Section 41-10-101 through 157, Wyoming Statutes 1977, as amended, to be known as the "North Sweetwater Water and Sewer District" with said district boundaries being:

- In Township 21 North, Range 104 West, 6th Principal Meridian
Sections All
32, 33, 34, 35
- In Township 20 North, Range 105 West, 6th Principal Meridian
Sections All
1, 2, 11, 12, 13, 14, 23, 24, 25, 26, 35, 36,
- In Township 20 North, Range 104 West, 6th Principal Meridian

Sections All
 5,6,7,8,17,18,19, 20, 29, 30, 31, 32
 In Township 19 North, Range 105 West, 6th Principal Meridian
 Sections All
 1, 2, 11, 12, 13, 24,
 And
 Section 3: S ½
 Section 4: SE ¼ minus SW ¼
 Section 14: E ½; NW ¼
 Section 15: That portion lying East of the Union Pacific Railroad
 Right of Way and West of Highway 191
 Section 23: E ½
 In Township 19 North, Range 104 West, 6th Principal Meridian
 Sections All
 5, 6, 7, 8, 17, 18, 19, 20,

the purpose of the proposed district is to provide water and sewer service to a rural water system. The initial services to be provided by the district are for a domestic water supply. The following services and/or equipment will be acquired, constructed and operated: storage facilities, piping, valves, meters, and appurtenances as required; therefore, if said district is created, the District Board of the North Sweetwater Water and Sewer District shall be authorized to annually levy a tax not to exceed eight (8) mills on the dollar, in any one (1) year, of the assessed valuation of the taxable property within the North Sweetwater Water and Sewer District for the purpose of operation said district?"

FOR: 82
 AGAINST: 9

Section 3. The majority of the votes cast for Directors at the election were for the persons named following and for the terms shown following:

DIRECTOR ELECTION:

FOR THE TWO YEAR TERM (TWO TO BE ELECTED)

Laine Siddoway	71
David John Peterson	76
Jason Latrhop (Write In)	1
Darold Pekas (Write In)	1

FOR THE FOUR YEAR TERM (THREE TO BE ELECTED)

Charles A. (Chuck) Johnson	77
David A. Barnhouse	73
Steven R. Latham	78
Bob Marly (Write In)	1
Robert Hewitt (Write In)	1
Casey Spaney Sr.(Write-In)	1

The official certificate of election results is attached to this resolution.

NOW THEREFORE, the Board of Sweetwater County, Wyoming Commissioners RESOLVE that the boundaries of the North Sweetwater Springs Water and Sewer District are as follows:

In Township 21 North, Range 104 West, 6th Principal Meridian
 Sections All
 32, 33, 34, 35
 In Township 20 North, Range 105 West, 6th Principal Meridian
 Sections All
 1, 2, 11, 12, 13, 14, 23, 24, 25, 26, 35, 36,

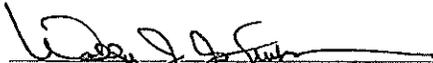
In Township 20 North, Range 104 West, 6th Principal Meridian
Sections All
5,6,7,8,17,18,19, 20, 29, 30, 31, 32
In Township 19 North, Range 105 West, 6th Principal Meridian
Sections All
1, 2, 11, 12, 13, 24,
And
Section 3: S ½
Section 4: SE ¼ minus SW ¼
Section 14: E ½; NW ¼
Section 15: That portion lying East of the Union Pacific Railroad
Right of Way and West of Highway 191
Section 23: E ½
In Township 19 North, Range 104 West, 6th Principal Meridian
Sections All
5, 6, 7, 8, 17, 18, 19, 20,

BE IT FURTHER RESOLVED, that Laine Siddoway and David John Peterson were elected Director to the two-year term on the District's Board and Charles A. (Chuck) Johnson, David A. Barnhouse and Steven R. Latham were elected Director to the four-year term on the District's Board.

BE IT FURTHER RESOLVED, that all rights, titles, obligations and interests, including but not limited to those interests in real and personal property of the dissolved Reliance Sewer District, are hereby set over and are to be assumed by the North Sweetwater Water and Sewer District. This also specifically includes the maintenance and operation of the sewer system previously conducted by the Reliance Sewer District.

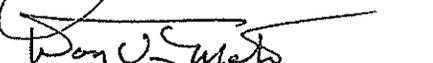
BE IT FURTHER RESOLVED, that those persons previously appointed by the Sweetwater County Commissioners to maintain and operate the dissolved Reliance Sewer District are hereby authorized to carry out and perform those transfers and actions necessary to comply with this resolution and complete the dissolution of the Reliance Sewer District.

Witness our signatures and the seal of the County this 1st day of March 2011.


Wally J. Johnson, Chair


Gary Bailiff, Member


John K. Kolb, Member


Don Van Matre, Member

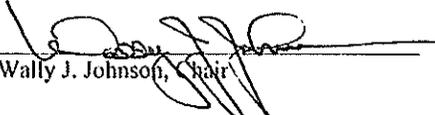
ATTEST:


Steven Dale Davis, County Clerk

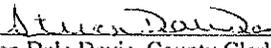
Absent
Reid O. West, Member

ADOPTED AND APPROVED this 1st day of March 2011.

SEAL


Wally J. Johnson, Chair

ATTEST:


Steven Dale Davis, County Clerk

CERTIFICATE OF CANVASS

NORTH SWEETWATER WATER AND SEWER DISTRICT FORMATION ELECTION

SWEETWATER COUNTY, WYOMING

The State of Wyoming)
)SS
County of Sweetwater)

We, the duly appointed Canvassing Board within and for said County, in the State aforesaid, do hereby certify that the following abstract of voters is a full, true and correct count of the canvass of all votes cast in the North Sweetwater Water and Sewer District Formation Election held on February 14, 2011.

Total number of votes cast: 915

Total Voting FOR the North Sweetwater Water and Sewer District Formation 82

Total Voting AGAINST the North Sweetwater Water and Sewer District Formation 9

We, the duly appointed Canvassing Board within and for said County, in the State aforesaid, do hereby certify that the following is a full, true and correct count of the Canvass of all votes cast for District Director at the North Sweetwater Water and Sewer District Formation Election, held on February 14, 2011.

(Two Year Term)

LAINE SIDDOWNAY

71

DAVID JOHN PETERSON

76

(Four Year Term)

CHARLES A. (CHUCK) JOHNSON

77

DAVID A. BARNHOUSE

73

STEVEN R. LATHAM

78

Handwritten signature of Linda W. Scott
Canvassing Board Member

Handwritten signature of Tony Shaw
Canvassing Board Member

Handwritten signature of Lorraine Bolwig
Canvassing Board Member

IN TESTIMONY WHEREOF, I hereunto set my hand
And affix the seal of said County this 14th day of February, 2011

Handwritten signature of Steven Dale Davis
Steven Dale Davis, Sweetwater County Clerk

**STATE OF WYOMING
STATE LOAN AND INVESTMENT BOARD
INFRASTRUCTURE FINANCING**

APPLICATION

Applicant:
North Sweetwater Water & Sewer District

Date: 01/17/2014

Mailing Address:

P.O. Box 125

City:

Reliance

State:

WY

Contact Person:

Michael Chadey

Zip:

82943

E-mail Address:

chuckj@sweetwaterhsa.com

E-mail Address:

chadeylawoffice@vcn.com

Phone No.:

(307) 362-9290

Phone No.:

(307) 382-6686

Fax No.:

(307) 362-3656

Population:

714

Applicant's Tax I.D. Number:

45-1657563

County: Sweetwater

Project Name: Wastewater Regionalization & Sanitary Sewer Upgrades

Project Description:

There are two dilapidated wastewater systems within the North Sweetwater Water and Sewer District that include the Reliance and Regency of Wyoming Mobile Home Park systems. The proposed project would regionalize the District's wastewater systems with the City of Rock Springs. The project also includes rehabilitating and replacing wastewater lines within the community of Reliance that have reached the end of their useful life and are failing.

Applicants submitting multiple applications must establish priority ranking:

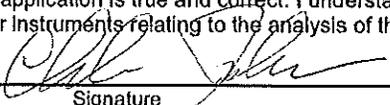
Priority # 1 of 1

List all Funding Sources for the project:

Funding Source (if approved, list grant or loan number)	Amount	Status Pending	Amount Approved	Expended (approved funding expended)
Mineral Royalties Grant	\$3,312,500.00	✓	<input type="checkbox"/>	<input type="checkbox"/>
SRF Clean Water Loan	\$2,484,375.00	✓	<input type="checkbox"/>	<input type="checkbox"/>
SRF Clean Water Grant	\$828,125.00	✓	<input type="checkbox"/>	<input type="checkbox"/>
District Match	\$125,000.00	✓	<input type="checkbox"/>	<input type="checkbox"/>
Private Loan	\$475,000.00	✓	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimated total project cost: \$7,225,000.00
Balance of Project Incomplete: \$7,225,000.00
Amount of grant funds requested: \$3,312,500.00
Reimbursement Rate: 45.85%
 (Each invoice will be reimbursed at the rate above)

I certify that I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all appropriate requirements if approved. To the best of my knowledge and belief, the information in this application is true and correct. I understand the State may review any relevant documents or instruments relating to the analysis of this application.

Charles Johnson, District Chalmman  01/17/2014
 Name and Title (typed) Signature Date

Michael Chadey, District's Attorney (307) 362-9290
 Name and Title of Contact Person Phone No.

E-mail: chuckj@sweetwaterhsa.com

Office of State Lands and Investments

SUMMARY FORM

Applicant: North Sweetwater Water & Sewer District

Project Name: Wastewater Regionalization & Sanitary Sewer Upgrades

Type of entity the applicant is: Special District

Population of applicant (City or Town): 714

Percentage of the applicant's population directly served by the project: 99

Applicant's submitting multiple applications must establish priority ranking: Priority # 1 of 1

Brief description of the project and why applicant needs the project:

(Attach additional pages if needed, must be legal size) Pages attached

Entity Type: Water and Sewer District

Approximate Population Served: Directly 705, Indirectly 714

Description: There are two wastewater systems within the North Sweetwater Water and Sewer District (formerly the Reliance Water and Sewer District) which include; the Reliance and the Regency of Wyoming Mobile Home Park systems. The Reliance system is owned and operated by the District while the B&R system is privately owned. The Reliance system currently serves approximately 125 residential connections and the B&R system serves approximately 155 residential connections and approximately 10 commercial connections.

Reliance Collection and Treatment System:

Reliance operates a 3-cell, facultative total containment lagoon system that is at capacity. Two of the three existing cells were reportedly constructed in the 1960's while the third cell was constructed in the 1980's. There have been few other upgrades to the Reliance wastewater system.

The lagoons have reached capacity and the District does not have a WypDES permit to allow discharge from the system. In 2007, a Notice of Violation was issued in response to surface discharge of lagoon contents. In response, Wyoming DEQ issued a "Permit to Construct" that would allow temporary land application of lagoon contents to increase the lagoon volume in order to prevent uncontrolled overflow of the lagoons. This permit expired in October 2011. Currently, the District has no means to dispose of lagoon contents in order to increase capacity. Wyoming DEQ is currently in the process of writing a Notice of Violation to the District that will include a compliance schedule.

In 2011, the District repaired a section of lagoon embankment that had started to erode and leak. (3 Attached Pages)

Project Schedule: Estimated Start Date: 08/01/14

Estimated Construction End Date: 11/15/16

Is project needed to meet federal or state health and/or safety requirement? Yes No
(If yes the applicant must provide the specific health or safety requirements the project will address)

This project will address health and safety as required by Wyoming water quality state statute 35-11-301. (See summary in narrative)

List top three (3) Funding Sources, Amounts and Status of matching funds:

Funding Source	Amount	Status	Amount Expended on Project
Mineral Royalty Grant	\$3,312,500.00	Pending	\$0.00
SRF Clean Water Loan	\$2,484,375.00	Pending	\$0.00
SRF Principal Forgiveness	\$828,125.00	Pending	\$0.00

Estimated total project cost: \$7,225,000.00
Balance of Project incomplete: \$7,225,000.00
Amount of grant funds requested: \$3,312,500.00
Reimbursement Rate: 45.85%

Special District: Yes No

- The geographical area the special district covers and the date when the County Commissioners formed the district
- If the applicant is water and sewer district or an improvement and service district, the narrative must include the number and type of the lots the project will serve initially and the total number of lots in the district, and the current zoning of the district. For example, is the district zoned for residential use only or for commercial use or for a combination of uses?

System Description Continued

Other related issues include, visible mounding of sludge in the lagoons, vegetative growth in the mounded sludge and around the lagoon embankments, and year round odor that becomes much worse during the spring and fall turnover.

The District has also had recurring collection system plugging throughout the system. Video inspection shows significant root penetration and structural damage throughout the system. These trouble sections consist primarily of 6-inch pipe, which is smaller than the minimum allowed pipe size in a gravity system. There are approximately 10,500-feet of pipe in the system that needs to be replaced as part of this project.

B&R Mobile Home Park System:

As the District does not own or operate the B&R Mobile Home Park system, few particulars are known about the system. The mechanical treatment facility consists of a coarse screen, an aerated reactor, clarification, disinfection, and what the operator calls a digester. The system does have a Wyoming Pollution Discharge Elimination System (WYPDES) permit and discharges into Killpecker Creek. The system is visibly antiquated and has had violations in the past. In March of 2010, Wyoming DEQ issued a Notice of Violation to the mobile home park (Regency of Wyoming) for reoccurring violations of their WYPDES permit.

Proposed Improvements:

The North Sweetwater Water and Sewer District proposes to construct the necessary piping and lift station to connect the District's wastewater system to the City of Rock Springs collection system. This project would eliminate both the Reliance lagoons and the B&R Mobile Home Park wastewater treatment plant. In addition, the District also proposes to replace collection piping that has recurring plugging issues, structural deficiencies and replace wastewater lines that do not meet current sizing standards. VFD's and energy efficient equipment will be considered during design and construction of the proposed project.

The District is currently in the process of finishing an environmental assessment, which is anticipated to be completed in the spring of 2014.

Funding Sources

Funding Source	Amount	Project %	Status
Mineral Royalties Grant	\$3,312,500	45.85%	Pending
SRF Clean Water Loan	\$2,484,375	34.39%	Pending
SRF Clean Water Forgiveness	\$828,125	11.46%	Pending
District Match (Fees)	\$125,000	2.77%	Pending
Private Loan (Fees)	\$475,000	5.53%	Pending
Total Costs	\$7,225,000	100.00%	

Project Schedule

Regionalization - Wastewater Improvements Project Estimated Schedule	
Task Description	Date
Submit Environmental Assessment (EA) to WYDEQ	3/20/2014
Publish 30 day FONSI	4/15/2014
Submit FONSI and EA to SLIB	4/15/2014
SRF Review Meeting	6/5/2014
MRG Review Meeting	6/19/2014
Begin Design/ Surveying (Pending Funding)	8/1/2014
Submit Plans and Specifications for Agency Review	2/15/2015
Advertise for Bids	4/1/2015
Open Bids	5/1/2015
Begin Construction	6/1/2015
Winter Shutdown	11/15/2015
Continue Construction	4/15/2016
Substantial Completion	10/1/2016
Final Completion	11/15/2016

- Application 1 of 1 submitted by the North Sweetwater Water and Sewer District

Health and Safety Requirements

- This project would alleviate the health and safety need caused by the existing wastewater systems. Both systems have been issued Notice of Violations in the past by Wyoming DEQ. The project will address current health and safety issues as stated in Wyoming Statute 35-11-301 (a) *“No person, except when authorized by a permit issued pursuant to the provisions of this act, shall: (i) cause, threaten or allow the discharge of any pollution or wastes into the water of the state, (ii) alter the physical, chemical, radiological, biological or bacteriological properties of any waters of the state; (iii) construct, install, modify or operate any sewerage system, treatment works, disposal system or other facility, excluding uranium mill tailing facilities, capable of causing or contributing to pollution, except that no permit to operate shall be required for any publicly owned or controlled sewerage system, treatment works or disposal system; (iv) increase the quantity or strength of any discharge.”*

Loan Repayment Sources

Repayment Source	Monthly Amount	Project %	Status
District Mill Levies	\$3,917	24.75%	Completed
User Fees	\$11,903	75.25%	Pending
Total Costs	\$15,820	100.00%	

Special District Requirements

Geographical Area Covered

- The North Sweetwater Water and Sewer District covers a little more than 40 square miles to the northeast of Rock Springs, WY. The majority of the population within the District lies within the community of Reliance, WY and the Regency of Wyoming Mobile Home Park. The District was formed by the County Commissioners on March 1, 2011.

Types of Lots the Project will Initially Serve

- The project will serve approximately 280 to 290 active lots (including residential, mobile home parks, commercial, and industrial) of the approximate 300 active lots within District boundaries. Areas within the District are currently zoned for Residential, Commercial, Industrial, Agricultural, and Mobile Home Uses.



KELLER
associates

305 North 3rd Avenue, Suite A • Pocatello, ID 83201
208.238.2146 phone • 208.238.2162 fax • www.kellerassociates.com

January 16, 2014

State Lands and Investments
122 W. 25th 3W
Cheyenne, WY 82002
Tel: 307-777-7331

**RE: ENGINEER'S STATEMENT OF FEASIBILITY – North Sweetwater Water
& Sewer District – Wastewater Improvements Project**

To Whom it May Concern,

Keller Associates, a professional engineering firm, has been working with the North Sweetwater Water and Sewer District (District) over the past year to evaluate the most feasible wastewater treatment option for residents and businesses within the District. Keller Associates met with City and District personnel in Rock Springs on June 18, 2013 and discussed potential regionalization routes and treatment requirements to allow connection of the District to the City of Rock Springs. At a District Board meeting on September 10, 2013, multiple treatment alternatives were presented to the District. The District decided that their best option was to regionalize the District's wastewater with the City of Rock Springs. Keller Associates has been involved in design and review of the proposed project and we have determined all project components to be feasible. Please see the attached will serve letter from the City of Rock Springs.

We appreciate the Board's review of this letter. Please call if you have any questions.

Sincerely,

KELLER ASSOCIATES, INC.

Bryan R. Phinney, P.E., D.WRE
Project Manager
Wyoming Professional Engineer License #9515

Attachment: 1 copy – City of Rock Springs Will Serve Letter

Engineering Solutions, Satisfied Clients

Clarkston • Idaho Falls • Meridian • Pocatello • Riverton • Salem



Wastewater Treatment Plant [307] 352-1465
Building Inspections [307] 352-1541
Planning and Zoning [307] 352-1540
Vehicle Maintenance [307] 352-1452

Department of Public Services

212 D Street, Rock Springs, WY 82901
Office [307] 352-1540 Fax [307] 352-1545

January 3, 2014

Marvin W. Fielding, PE
Keller Associates
305 North Third Avenue
Suite A
Pocatello, Idaho 83201

RE: Sewer Collection from the North Sweetwater Water and Sewer District

Marvin,

This letter is in regards to your request to have the City of Rock Springs accept the sewer collection from the North Sweetwater Water and Sewer District. The City of Rock Springs does have capacity in the Waste Water Treatment Plant at this time and the City will accept the collection from the District when the District meets all the requirements and specifications of the City of Rock Springs and if this Project is successful in the next two to three years. If this Project is unsuccessful in that time frame the City reserves the right to revisit the available capacity in the Waste Water Treatment Plant after thirty six months.

If you have any questions please call me at 307-352-1540.

Sincerely,

A handwritten signature in cursive script that reads "Vess Walker".

Vess Walker
Director of Public Services
City of Rock Springs, WY

Resolution No. 14-3

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE North Sweetwater Water & Sewer District

(name of applicant)

FOR THE PURPOSE OF (state purpose of project): Regionalizing the District's wastewater with the City of Rock Springs, Wyoming and replacing sanitary sewer components within the community of Reliance, Wyoming to resolve DEQ violations.

WITNESSETH

WHEREAS, the Governing Body for the North Sweetwater Water & Sewer District

(name of applicant)

desires to participate in the FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT program to assist in financing this project; and

WHEREAS, the Governing Body of the North Sweetwater Water & Sewer District

(name of applicant)

recognizes the need for the project; and

WHEREAS, the Federal Mineral Royalty Capital Construction Account Grant program requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Governing Body of the North Sweetwater Water & Sewer District

(name of applicant)

plans to match the requested Federal Mineral Royalty Capital Construction Account Grant from the following source(s): (describe the source and status of all matching funds): Mineral Royalties Grant - \$3,312,500 - Pending

SRF Clean Water Loan- \$2,484,375 - Pending --- SRF Clean Water Grant - \$828,125 - Pending

District Match - \$125,000 - Pending --- Private Loan - \$475,000 - Pending

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE North Sweetwater Water & Sewer District, that a grant application in the amount of

(name of applicant)

\$ \$3,312,500.00 be submitted to the State Loan and Investment Board for consideration

at the 19-Jun-2014 to assist in funding the Wastewater Regionalization & Sanitary Sewer Upgrades

(date of grant meeting)

(name of project)

BE IT FURTHER RESOLVED, that Charles Johnson, District Chairman

(name and title of persons)

are hereby designated as the authorized representatives of the North Sweetwater Water & Sewer District

(name of applicant)

to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS 17th day of January, 2014

[Signature]
(signature)

Charles Johnson, District Chairman
(name and title)

Attest:

[Signature]
(signature)

Gloria A. Hutton Loan Officer
(name and title)

Office of State Lands and Investments

General Financial Information Form

Prepared by: Kerry Richards and Colter Hollingshead

Date: 01/17/2014

Entity: North Sweetwater Water & Sewer District

Assessed Valuation, this F.Y.: \$5,886,459.00

Total Mills levied by the Entity, this F.Y.: 7.9850

What is number of the total mill levied on real property in the Entity's jurisdiction?

Total = 75.6220 Components are as follows: S.D. #1 - 44.7, College - 5.225, County - 12.0, Sewer District - 7.985, Sol Waste #1 - 2.423, Co. Fire #1 - 3.0, W&P - 0.289.

What is the Entity's Total bonded and non-bonded indebtedness:

(Including principal balance, interest rate, and remaining term?)

None

What is the Sales and Use Tax levied in the County in which the project is located: 6%

Total Investments as of:

Total Cash Balances as of:

6/30/ 13 \$55,685.00

6/30/ 13 \$251,319.00

6/30/ 12 \$33,557.00

6/30/ 12 \$169,727.00

6/30/

6/30/

Information required for Water and Sewer projects for more than 50% Grants

Water Rate Information:

Water Meters Yes or No Tap Fee for 3/4" Tap: \$1,000.00

Rate per 1,000 gallons if metered: \$6.65

Monthly Minimum if not metered: _____

Sewer Rate Information:

Rate per 1,000 gallons if metered: _____

Monthly Minimum if not metered: \$20.00

North Sweetwater Water & Sewer District

2013 and 2012 Signed Budgets

The North Sweetwater Water & Sewer District was formed in 2011; therefore a 2011 budget is not available. Budgets are only for wastewater.

BUDGET REPORT FOR
 FISCAL YEAR ENDING

FINAL BUDGET SUMMARY

- 1. Total Expenditures, Cash Requirements
 From line 7 page 3
- 2. Total to be added to Reserves
 From line 9 page 3
- 3. Total Cash and Anticipated Revenues
 From line 7 page 2
- 4. Additional Financial Support Required
 Line 1+ Line 2 - Line 3
- 5. Amount as approved by County Commissioners (Line 6 + Line 7
 detailed below)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$60,061	\$57,276	\$122,020	\$122,020
\$28,247	\$84,104	\$0	\$0
\$88,308	\$76,484	\$75,020	\$75,020
\$0	\$64,896	\$47,000	\$47,000
\$0	\$64,896	\$47,000	\$47,000

Analysis of additional Financial Support Required:

- 6. Tax levy (for entities able to make levies)
 From Line 1 Page 9
- 7. Other County Support
 From Line 2 Page 9

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$64,896	\$47,000	\$47,000
\$0	\$0	\$0	\$0

Additional funding approved by:

 County Commissioner

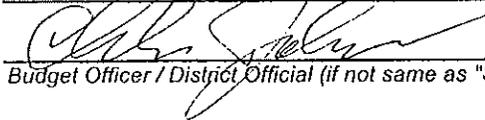
Date Approved _____

BUDGET MESSAGE

per W.S. 16-4-104 (c)

Submitted by: Charles Johnson _____

Title: Chairman _____


 Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District June 9, 2013

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies
 Form approved by Department of Audit, Public Funds Division

PAGE 1

North Sweetwater Water and Sewer Distri
NAME OF DISTRICT/BOARD

FYE 06/30/13

BUDGET REPORT FOR
FISCAL YEAR ENDING

FINAL BUDGET SUMMARY

- 1. Total Expenditures, Cash Requirements
From line 7 page 3
- 2. Total to be added to Reserves
From line 9 page 3
- 3. Total Cash and Anticipated Revenues
From line 7 page 2
- 4. Additional Financial Support Required
Line 1+ Line 2 - Line 3
- 5. Amount as approved by County Commissioners (Line 6 + Line 7 detailed below)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$60,081	\$150,000	\$150,000
\$0	\$31,687	\$0	\$0
\$0	\$91,748	\$92,250	\$92,250
\$0	\$0	\$57,750	\$57,750
\$0	\$0	\$41,000	\$41,000

Analysis of additional Financial Support Required:

- 6. Tax levy (for entities able to make levies)
From Line 1 Page 9
 - 7. Other County Support
From Line 2 Page 9
- Additional funding approved by:

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$41,000	\$41,000
\$0	\$0	\$0	\$0

County Commissioner

Date Approved _____

BUDGET MESSAGE

per W.S. 16-4-104 (c)

The North Sweetwater Water and Sewer District has operated debt free thus far. Excess revenues over normal operating expenses and tax monies will be used to pay for much needed repairs to the system. The Board expects to spend \$84,000 this coming year for engineering fees and repairs to the system.

Submitted by: Steve Latham

Title: Secretary/Budget Office

Steven Latham
Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 7/17/2012

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies
Form approved by Department of Audit, Public Funds Division

North Sweetwater Water & Sewer District

2013 and 2012 Balance Sheets

**The North Sweetwater Water & Sewer District
was formed in 2011; therefore 2011 balance
documents are not available. Balance sheets are
only for wastewater.**

COUNTY Sweetwater

CENSUS ID #

(to be entered only by the Census Bureau)

Return to: Department of Audit Public Funds Division Herschler Bldg 3rd East Cheyenne, WY 82003	Survey of Local Government Finances – F-32	For the Fiscal Year Ending June 30, 2013
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This form is # F-32 for the U. S. Department of Commerce, Bureau of the Census, which annually requests certain kinds of data from local government entities. Your entity is **required to complete and file this form** per the W.S. 9-1-507 (a) (iii) (vii), and per the Department of Audit's Rules on file at the Secretary of State's office. This form is to be completed and returned to our office by **September 30, 2013**

**North Sweetwater Water and Sewer
PO BOX 125
Reliance, WY 82943**

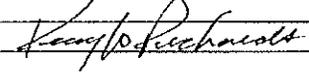
(Please correct your address here ↑, if necessary)

General Instructions: - Please read carefully each part and all related definitions and instructions. Note especially the following:

1. Report data from your entity's fiscal year.
2. Do not report bank transfers, or interfund transactions as Revenue or Expenditures. Report all interest earned on investments (include interest on cash deposits), all tax or assessments collected through the county. Report entity billings in the Current Charges section, and all payments for goods or services provided.
3. It is not necessary to have audited numbers, unless you expect there would be a material difference from your records.
4. Information gathered may be classified as to type, summarized and reported to interested organizations. It may also be used in fiscal analysis and for statistical purposes. Please make sure it is as accurate as possible. The alpha numeric codes are Census Bureau coding and when applicable, those blanks, should be filled in.

REMARKS: Please indicate here any items that may not fit the form, giving a brief description of who sent it (if revenue), and how it was to be spent.

If you would like to discuss anything on the form, you can reach the Local Government Program persons for assistance at (307) 777-7798.

DATA SUPPLIED BY: (Please correct any error of name or address on this form.)	
Print Name: Kerry W Richards, CPA	Required Telephone No. (307) 362-4488
Signature: 	
Title: Accountant	Date: <u>9-04-2013</u>
E-mail: <u>kwrcpa@wyoming.com</u>	Fax No. 307-362-4406

PART 1 – REVENUE			
CURRENT REVENUE: Receipts from sales, rentals, tolls, fees, or other charges for commodities and utility services including utility sales to State, Local or Federal Government. Do <u>not</u> report loans or bonded debt in this section. (Use Part 3)			
Description		(Omit cents)	
Operating Revenues		\$ 76,342	
		\$	
		\$	
		\$	
TOTAL CURRENT CHARGES		\$	ZAA
PROPERTY TAXES AND ASSESSMENTS: List all taxes and assessments on property measured by value or benefit and collected for you by another government (e.g. County Treasurer) . Include penalties, interest, and past due amounts.			
Property taxes (based on value)		\$ 64,896	T01
Assessments (for construction projects or repairs)		\$	U01
Other taxes (please describe)		\$	T99
Other taxes (please describe)		\$	T99
Other taxes (please describe)		\$	T99
TOTAL TAXES AND ASSESSMENTS		\$	
REVENUES FROM OTHER GOVERNMENTS: Show all grants, reimbursements for services, rentals and shared revenues		DIRECT FEDERAL ASSISTANCE	
		\$	
		\$	
Separate into the proper sections for Federal, State, and Local sources for all revenue received from other governments		\$	
TOTAL REVENUE FROM FEDERAL		\$	ZBB
DIRECT LOCAL REVENUE		DIRECT STATE ASSISTANCE	
\$		\$	
\$		\$	
\$		\$	
TOTAL FROM LOCAL	\$	ZDD	TOTAL FROM STATE \$ ZCC
RECEIPTS FROM SALE OF PROPERTY (describe)		\$	U11
INTEREST EARNINGS		\$ 142	U20
MISCELLANEOUS OTHER INCOME (describe)		\$	U99
MISCELLANEOUS OTHER INCOME (describe)		\$	U99
TOTAL REVENUE all sources (add all "alpha and alpha-numeric coded" entries for Total Revenue)		\$ 141,380	

PART 2 – EXPENDITURES		(Omit cents)	
EXPENDITURES FOR CONSTRUCTION Include major repairs and alterations, projects carried out by entity employees and / or by independent contractors.		\$	ZFF
PURCHASE OF EQUIPMENT, LAND AND EXISTING STRUCTURES (include lease / purchase and installment contracts)		\$	ZGG
INTEREST ON DEBT Include total interest paid on all debt, long-term and short-term. Do not enter principal repaid.		\$	ZKK
PAYMENTS TO OTHER GOVERNMENTS In lieu of taxes or reimbursements for goods or services.	TO STATE	\$	ZLL
	TO LOCAL	\$	ZMM
ALL OTHER EXPENDITURES (Less depreciation)			
Administration		\$ 23,354	
Operations		\$ 33,822	
Indirect Costs		\$ 100	
TOTAL ALL OTHER		\$	ZEE
TOTAL EXPENDITURES (all categories)		\$ 57,276	
			ZOO

PART 3 – DEBT OUTSTANDING, ISSUED AND RETIRED					
	FmHA (a)	State Land (SLIB) (b)	All Other (c)	Total (d)	
1. Outstanding at beginning of Fiscal year	\$	\$	\$	\$	19U
2. Total issued during Fiscal year (add)	\$	\$	\$	\$	29U
3. Total retired during Fiscal year (subtract)	\$	\$	\$	\$	39U
4. Total outstanding at Fiscal Year end	\$	\$	\$	\$	49U

PART 4 – CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR					
	Cash	CD	Other	Total	
A. Sinking Funds – reserves for redemption of long term debt	\$	\$	\$	\$	W01
Reserves – Set aside for future use	\$ 251,319	\$33,680	\$ 22,005	\$ 307,004	W61
Bond Funds – unexpended proceeds from sale of bond issues held pending disbursement	\$	\$	\$	\$	W31
All other funds – (except for employee retirement funds)					
General fund	\$	\$	\$	\$	W61
Special revenue fund	\$	\$	\$	\$	W61
Fiduciary (trust and agency) fund	\$	\$	\$	\$	
Special assessment fund	\$	\$	\$	\$	W61
Enterprise fund	\$	\$	\$	\$	W61
Retirement	\$	\$	\$	\$	
Other	\$	\$	\$	\$	
TOTAL CASH and INVESTMENTS	\$ 251,319	\$ 33,680	\$ 22,005	\$ 307,004	

B. Non spendable Fund Balance-Cannot be spent because it is not in spendable form or legally/contractually required to remain intact.	
a. Segregated Reserve Amounts	\$ 172,000
b.	\$
c.	\$
C. Restricted Fund Balance-Constraints externally imposed or constrained by enabling legislation which has legal enforceability.	
a.	\$
b.	\$
c.	\$
D. Committed Fund Balance- Amounts only allowed for a specific purpose pursuant to constraints of formal action by highest level of entity authority. Such purpose cannot be changed except by the same type of action (i.e. legislation, resolution, and ordinance.)	
a.	\$
b.	\$
c.	\$
E. Assigned Fund Balance – Amounts constrained by government’s intent to be used for specific purpose, but not restricted or committed.	
a.	\$
b.	\$
c.	\$
PART 5 - RECONCILIATION	
1. Grand total cash and investments on hand at the beginning of the fiscal year June 30	\$ 222,900
2. Total revenues (Page 2) (add)	\$ 141,380
3. Proceed from the sale of bonds or long-term loans received (Part 3, line 2 [d]) (add)	\$
4. Grand total expenditures (Page 3, part 2) (subtract)	\$ 57,276
5. Bonded indebtedness or long-term loans retired or paid during the fiscal year (Part 3, line 3 [d]) (subtract)	\$
Other differences (explain in no. 8 below)	\$
7. Grand total cash and investments on hand at the end of the fiscal year (should agree with Part 4)	\$ 307,004
8. Explanation of other differences (line 6 above)	\$
SALARIES AND WAGES – total salaries and wages, including District salaries for construction, paid during fiscal year to all officers and employees of your entity, including regular, temporary, full-time and part-time personnel. (This amount will already be included in all the expenditures on page 3. Do not subtract it out and change the numbers above; just show it in addition to the amounts reported.)	

COUNTY Sweetwater

CENSUS ID #

(to be entered only by the Census Bureau)

Return to: Department of Audit Public Funds Division Herschler Bldg 3rd East Cheyenne, WY 82003	Survey of Local Government Finances – F-32
	For the Fiscal Year Ending June 30, 2012

This form is # F-32 for the U. S. Department of Commerce, Bureau of the Census, which annually requests certain kinds of data from local government entities. Your entity is **required to complete and file this form** per the W.S. 9-1-507 (a) (iii) (vii), and per the Department of Audit's Rules on file at the Secretary of State's office. This form is to be completed and returned to our office by **September 30, 2012**

**North Sweetwater Water and Sewer
PO BOX 125
Reliance, WY 82943**

(Please correct your address here ↑ , if necessary)

General Instructions: - Please read carefully each part and all related definitions and instructions.

Note especially the following:

1. Report data from your entity's fiscal year.
2. Do not report bank transfers, or interfund transactions as Revenue or Expenditures. Report all interest earned on investments (include interest on cash deposits), all tax or assessments collected through the county. Report entity billings in the Current Charges section, and all payments for goods or services provided.
3. **It is not necessary to have audited numbers**, unless you expect there would be a material difference from your records.
4. Information gathered may be classified as to type, summarized and reported to interested organizations. It may also be used in fiscal analysis and for statistical purposes. Please make sure it is as accurate as possible. The alpha numeric codes are Census Bureau coding and when applicable, those blanks, should be filled in.

REMARKS: Please indicate here any items that may not fit the form, giving a brief description of who sent it (if revenue), and how it was to be spent.

If you would like to discuss anything on the form, you can reach the Local Government Program persons for assistance at (307) 777-7798.

DATA SUPPLIED BY: (Please correct any error of name or address on this form.)

Print Name: Kerry w Richards, CPA	Required Telephone No. (307)362-4488
Signature:	
Title: Accountant	Date: July 17, 2012
E-mail: kwrcpa@wyoming.com	Fax No. (307) 362-4406

PART 1 – REVENUE			
CURRENT REVENUE: Receipts from sales, rentals, tolls, fees, or other charges for commodities and utility services including utility sales to State, Local or Federal Government. Do <u>not</u> report loans or bonded debt in this section. (Use Part 3)			
Description		(Omit cents)	
Operating Revenues		\$ 91,471	
		\$	
		\$	
		\$	
TOTAL CURRENT CHARGES		\$	ZAA
PROPERTY TAXES AND ASSESSMENTS: List all taxes and assessments on property measured by value or benefit and collected for you by another government (e.g. County Treasurer) . Include penalties, interest, and past due amounts.			
Property taxes (based on value)		\$	T01
Assessments (for construction projects or repairs)		\$	U01
Other taxes (please describe)		\$	T99
Other taxes (please describe)		\$	T99
Other taxes (please describe)		\$	T99
TOTAL TAXES AND ASSESSMENTS		\$	
REVENUES FROM OTHER GOVERNMENTS: Show all grants, reimbursements for services, rentals and shared revenues		DIRECT FEDERAL ASSISTANCE	
		\$	
		\$	
Separate into the proper sections for Federal, State, and Local sources for all revenue received from other governments		\$	
TOTAL REVENUE FROM FEDERAL		\$	ZBB
DIRECT LOCAL REVENUE		DIRECT STATE ASSISTANCE	
\$		\$	
\$		\$	
\$		\$	
TOTAL FROM LOCAL	\$	ZDD	TOTAL FROM STATE \$ ZCC
RECEIPTS FROM SALE OF PROPERTY (describe)		\$	U11
INTEREST EARNINGS		\$ 277	U20
MISCELLANEOUS OTHER INCOME (describe)		\$	U99
MISCELLANEOUS OTHER INCOME (describe)		\$	U99
TOTAL REVENUE all sources (add all "alpha and alpha-numeric coded" entries for Total Revenue)		\$ 91,748	

PART 2 – EXPENDITURES		(Omit cents)	
EXPENDITURES FOR CONSTRUCTION Include major repairs and alterations, projects carried out by entity employees and / or by independent contractors.		\$	ZFF
PURCHASE OF EQUIPMENT, LAND AND EXISTING STRUCTURES (include lease / purchase and installment contracts)		\$	ZGG
INTEREST ON DEBT Include total interest paid on all debt, long-term and short-term. <i>Do not enter principal repaid.</i>		\$	ZKK
PAYMENTS TO OTHER GOVERNMENTS In lieu of taxes or reimbursements for goods or services.	TO STATE	\$	ZLL
	TO LOCAL	\$	ZMM
ALL OTHER EXPENDITURES (Less depreciation)			
Administration		\$ 18,203	
Operations		\$ 41,758	
Indirect Costs		\$ 100	
		TOTAL ALL OTHER	ZEE
		\$ 60,061	
TOTAL EXPENDITURES (all categories)		\$ 60,061	
			ZOO

PART 3 – DEBT OUTSTANDING, ISSUED AND RETIRED

	FmHA (a)	State Land (SLIB) (b)	All Other (c)	Total (d)	
1. Outstanding at beginning of Fiscal year	\$	\$	\$	\$	19U
2. Total issued during Fiscal year (add)	\$	\$	\$	\$	29U
3. Total retired during Fiscal year (subtract)	\$	\$	\$	\$	39U
4. Total outstanding at Fiscal Year end	\$	\$	\$	\$	49U

PART 4 – CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR

	Cash	CD	Other	Total	
A. Sinking Funds – reserves for redemption of long term debt	\$	\$	\$	\$	W01
Reserves – Set aside for future use	\$ 169,727	\$ 33,557	\$	\$ 203,284	W61
Bond Funds – unexpended proceeds from sale of bond issues held pending disbursement	\$	\$	\$	\$	W31
All other funds – (except for employee retirement funds)					
General fund	\$	\$	\$	\$	W61
Special revenue fund	\$	\$	\$	\$	W61
Fiduciary (trust and agency) fund	\$	\$	\$	\$	
Special assessment fund	\$	\$	\$	\$	W61
Enterprise fund	\$	\$	\$	\$	W61
Retirement	\$	\$	\$	\$	
Other	\$	\$	\$	\$	
TOTAL CASH and INVESTMENTS	\$ 169,727	\$ 33,557	\$	\$ 203,284	

B. Non spendable Fund Balance-Cannot be spent because it is not in spendable form or legally/contractually required to remain intact.	
a. Segregated Reserve Amounts	\$ 172,000
b.	\$
c.	\$
C. Restricted Fund Balance-Constraints externally imposed or constrained by enabling legislation which has legal enforceability.	
a.	\$
b.	\$
c.	\$
D. Committed Fund Balance- Amounts only allowed for a specific purpose pursuant to constraints of formal action by highest level of entity authority. Such purpose cannot be changed except by the same type of action (i.e. legislation, resolution, and ordinance.)	
a.	\$
b.	\$
c.	\$
E. Assigned Fund Balance – Amounts constrained by government’s intent to be used for specific purpose, but not restricted or committed.	
a.	\$
b.	\$
c.	\$
PART 5 - RECONCILIATION	
1. Grand total cash and investments on hand at the beginning of the fiscal year June 30	\$ 191,233
2. Total revenues (Page 2) (add)	\$ 91,748
3. Proceed from the sale of bonds or long-term loans received (Part 3, line 2 [d]) (add)	\$
4. Grand total expenditures (Page 3, part 2) (subtract)	\$ 60,061
5. Bonded indebtedness or long-term loans retired or paid during the fiscal year (Part 3, line 3 [d]) (subtract)	\$
Other differences (explain in no. 8 below) (subtract)	\$ 19,636
7. Grand total cash and investments on hand at the end of the fiscal year (should agree with Part 4)	\$ 203,284
8. Explanation of other differences (line 6 above)	
Accounts Receivable Balance 6/30/2012	\$
SALARIES AND WAGES – total salaries and wages, including District salaries for construction, paid during fiscal year to all officers and employees of your entity, including regular, temporary, full-time and part-time personnel. (This amount will already be included in all the expenditures on page 3. Do not subtract it out and change the numbers above; just show it in addition to the amounts reported.)	

Opinion of Costs - Regionalization

Opinion of Estimated Construction Costs					
<i>Keller Associates, Inc.</i>					
<i>A Company of Professional Engineers</i>					
Client:	NSWSD	Sheet:	1	of	Round Factor
Project:	Preliminary Engineering Report	By:	KA	Ckd:	3
Item:	Regionalization - with Rock Springs	Date:	1/9/2014	Date:	
Project No:	212115				
Description	Unit Meas	Quantity	Unit Cost	Project Cost	
Sewer Line from Reliance to L.S., 8" SDR-35 PVC	LF	9800	\$95	\$ 931,000	
Sewer Line within Reliance, 8" SDR-35 PVC	LF	11000	\$120	\$ 1,320,000	
Sewer Line from B&R, 8" SDR-35 PVC	LF	1440	\$105	\$ 151,000	
Railroad and Hwy Bore	LF	300	\$1,250	\$ 375,000	
Killpecker Creek Bore Crossing	LF	200	\$1,000	\$ 200,000	
Lift Station	LS	1	\$450,000	\$ 450,000	
8" Pressure Sewer Line	LF	8950	\$85	\$ 761,000	
Sewer Line, 12" SDR-35 PVC	LF	1700	\$125	\$ 213,000	
Sewer Line, 16" SDR-35 PVC	LF	3100	\$110	\$ 341,000	
Flow Meter/Vault	EA	1	\$25,000	\$ 25,000	
				Construction Subtotal	\$ 4,767,000
Contingency				10%	\$476,700
				Construction Total	\$ 5,243,700
Engineering/Design				15%	\$ 786,555
Inspection (Resident Project Representative)				2%	\$ 104,874
Permitting/Mitigation/Right of Way				2%	\$ 104,874
				Eligible Project Costs Total	\$ 6,240,000
Inflation		Years	2	Rate	3%
Cost to Connect to Rock Springs (Ineligible Cost)					\$ 600,000
				Eligible Project Costs Total	\$ 7,225,000

O&M Costs	
Description	Annual Costs
Payment to Rock Springs	\$170,000
Annual Lift Station Power Costs	\$7,000
Personnel Services	\$5,000
Contractual Services	\$18,000
Average Annual Cost	\$200,000

Opinions of probable cost are based on Keller Associates perception of the current conditions and reflect our opinion of probable cost at the time. Opinions of probable cost are subject to change as the project design matures. The design costs for each of the alternatives have been estimated to reflect the anticipated conditions for each of the various project alternatives. Keller Associates has no control over the cost of labor, materials, equipment, services provided by others, contractor's methods of determining prices, competitive bidding, market conditions, and/or bidding practices or strategies. Keller Associates cannot and does not guarantee the proposals, bids, or actual construction costs will not vary from the costs presented herein.



How Costs Have Been Estimated

Project costs have been estimated based on preliminary design sizing using supplier quotes, boring contractor quotes, environmental quotes, conversations with the City of Rock Springs regarding fees, conversations with area contractors who have described local subsurface conditions, recent project costs, and onsite observations.

O&M costs are based on monthly acceptance charges to the City of Rock Springs coupled with estimated flows, existing average costs of personnel and contractual services, and the estimated power costs to operate the new lift station.

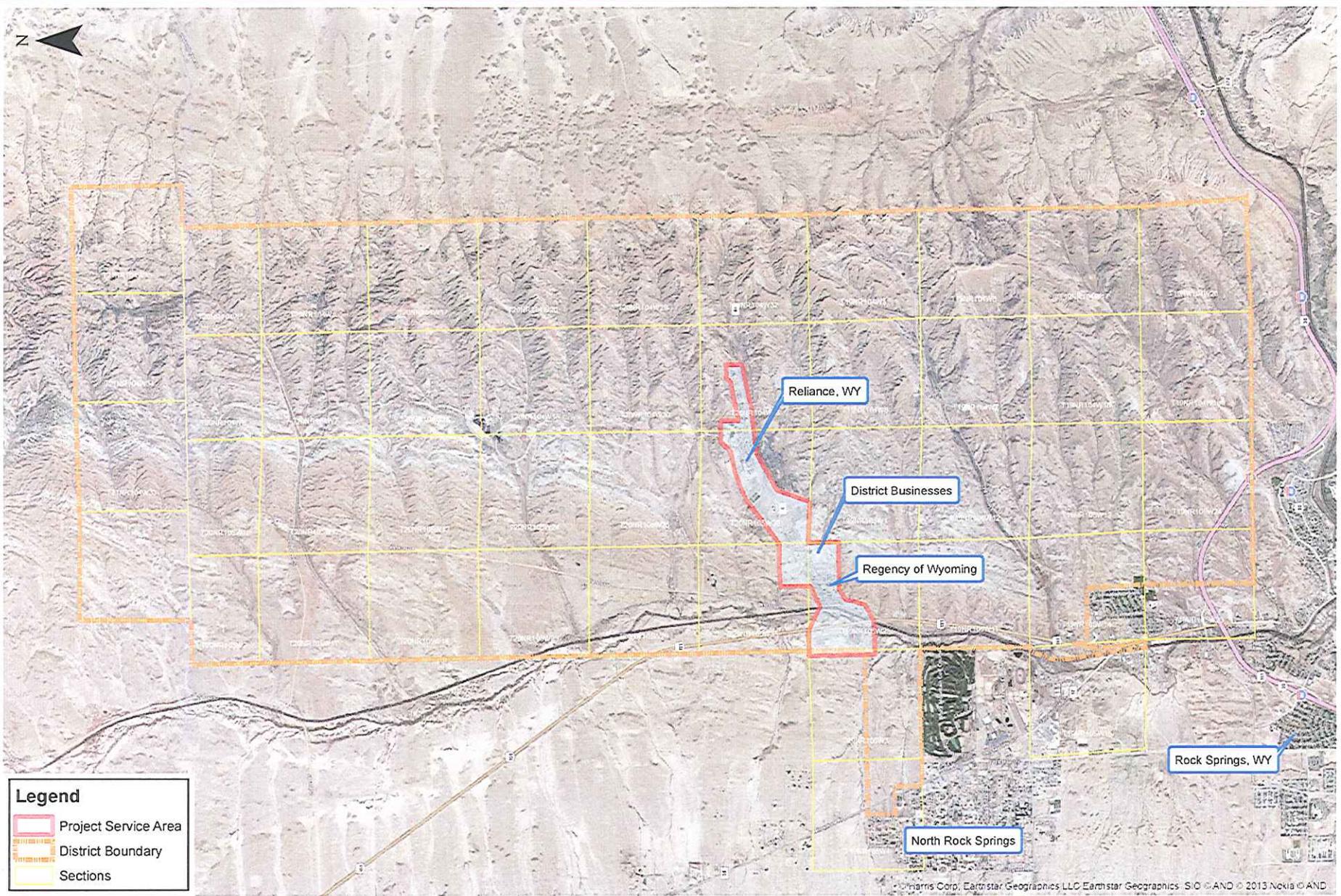
North Sweetwater Water & Sewer District

Regionalization - Wastewater Improvements Project Estimated Schedule

Task Description	Date
Submit MRG Application (Due 2/20/2014)	2/14/2014
Submit SRF Application (Due 3/17/2014)	3/12/2014
Submit Environmental Assessment to WYDEQ	3/20/2014
Publish 30 day FONSI	4/15/2014
Submit FONSI and EA to SLIB	4/15/2014
SRF Review Meeting	6/5/2014
MRG Review Meeting	6/19/2014
Begin Design/ Surveying (Pending Funding)	8/1/2014
Begin Obtaining Construction & Perm. Easements	8/1/2014
Submit PER to WYDEQ for Review	1/1/2015
Submit Plans and Specifications for Agency Review	2/15/2015
Advertise for Bids	4/1/2015
Open Bids	5/1/2015
Begin Construction	6/1/2015
Winter Shutdown	11/15/2015
Continue Construction	4/15/2016
Substantial Completion	10/1/2016
Final Completion	11/15/2016

North Sweetwater Water & Sewer District**Regionalization - Wastewater Improvements Project****6-Month Interval - MRG Grant Drawdown**

Pay Request #	Date	Description	Amount
		Total MRG Amount	5,418,750.00
1	8/1/2014	Invoice 1	(100,000.00) 5,318,750.00
2 through 7	2/1/2015	Invoices 2-7	(600,000.00) 4,718,750.00
8 through 13	8/1/2015	Invoices 8-13	(850,000.00) 3,868,750.00
14 through 19	2/1/2016	Invoices 14-19	(1,500,000.00) 2,368,750.00
20 through 25	8/1/2016	Invoices 20-25	(1,500,000.00) 868,750.00
26 through 29	12/1/2016	Invoices 26-29	(868,750.00) 0.00



PROJECT NO. 213034
 FILENAME Fig A

305 N. 3rd Avenue
 Pocatello, ID 83201
 208.238.2146
www.kellerassociates.com
KELLER
 ASSOCIATES

**North Sweetwater
 Water & Sewer District**

Project Service Area
 District Boundaries

FIGURE NO.
A

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Department of Environmental Quality



To protect, conserve and enhance the quality of Wyoming's environment for the benefit of current and future generations.

Dave Freudenthal, Governor

John Corra, Director

CERTIFIED MAIL

June 7, 2007

Reliance Sewer District Board
P.O. Box 125
Reliance, WY 82943

RE: Notice of Violation, Docket Number 4076-07

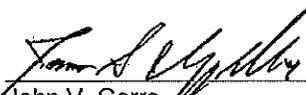
To Whom It May Concern:

Attached is a copy of a Notice of Violation, Docket Number 4076-07, issued to the Reliance Sewer District (Reliance) for unpermitted wastewater discharges in violation of W.S. 35-11-301.

While neither the attached Notice of Violation nor this letter constitutes an order, this office strongly urges you to take action to immediately eliminate the alleged violations as follows:

1. Reliance should immediately remove or permanently plug and cease all discharge from the identified unpermitted discharge pipe.
2. Reliance should provide the Water Quality Division (WQD) with a written report indicating the date of placement of the unpermitted discharge point, the date of placement of the unpermitted lower lagoon cell, a record of the amount of waste received on a yearly basis from the town and estimate of the lagoon system capacity, a record of the amount of waste received from commercial septage haulers and revenue received from the acceptance of septage from commercial septage haulers. This information should be received by the WQD on or before June 30, 2007.

The WQD has the authority to resolve violations with an out-of-court settlement agreement through the payment of a penalty by Reliance. If Reliance desires to pursue resolution of the previously noted violations through such an agreement, please contact Mr. Kevin M. Wells, WYPDES Compliance & Enforcement Coordinator, at (307) 777-8669 on or before July 1, 2007 to set up a meeting to discuss this matter.



 John V. Corra
 Director
 Department of Environmental Quality



 John F. Wagner
 Administrator
 Water Quality Division

JVC/JFW/KMW/bb/7-0471.LTR

Enclosure: Notice of Violation

- cc: Aaron Urdiales, 8ENF-W-NP, EPA Region 8 (PDF)
 Glen Garton, WYPDES Inspector - Lander DEQ office (PDF)
 Don McKenzie, Water and Wastewater Program Manager (PDF)
 Bill J. DiRienzo ► Brian K. Lovett ► Leah J. Krafft
 IPS (for scanning) ► NOV Docket 4076-07
 Keith Guile, DEQ Public Information Officer (PDF)

Herschler Building • 122 West 25th Street • Cheyenne, WY 82002 • <http://deq.state.wy.us>

ADMIN/OUTREACH (307) 777-7937 FAX 777-3610	ABANDONED MINES (307) 777-6145 FAX 777-6462	AIR QUALITY (307) 777-7391 FAX 777-5616	INDUSTRIAL SITING (307) 777-7369 FAX 777-5973	LAND QUALITY (307) 777-7756 FAX 777-5864	SOLID & HAZ. WASTE (307) 777-7752 FAX 777-5973	WATER QUALITY (307) 777-7781 FAX 777-5973
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BEFORE THE
DEPARTMENT OF ENVIRONMENTAL QUALITY
STATE OF WYOMING

IN THE MATTER OF THE NOTICE OF)
VIOLATION ISSUED TO:)

Reliance Sewer District Board
P.O. Box 125
Reliance, WY 82943

DOCKET NUMBER 4076-07

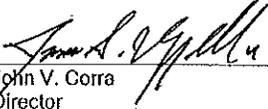
NOTICE OF VIOLATION

NOTICE IS HEREBY GIVEN THAT:

1. The Reliance Sewer District (RSD) is the owner/operator of a collection and evaporative lagoon system for the disposal of domestic sewage from the unincorporated Town of Reliance, Sweetwater County, Wyoming.
2. The RSD does not have authorization through the WYPDES permit system. Therefore, any discharge of wastewater is a violation of W.S. 35-11-301.
3. The Water Quality Division (WQD) issued a Letter of Violation (LOV) to the RSD on November 18, 1981 for the unpermitted discharge of wastewater to surface waters of the state. The cited discharge occurred through unpermitted modification of the system and installation of a discharge pipe.
4. WQD issued an LOV to the RSD on April 12, 1990 for the unpermitted discharge of wastewater from an overflow pipe on the first cell of the lagoon system.
5. On May 26, 2006 the WQD conducted an inspection of the facility and found an unpermitted discharge pipe had been installed. The WQD requested the RSD submit a proposal to bring the facility into compliance. This proposal was to have been submitted by February 1, 2007. No proposal has been developed.
6. The WQD conducted an inspection on December 29, 2006 and observed sewage had discharged from the unpermitted overflow pipe in cell 4 of the system. This discharge was confirmed by the WQD on January 2, 2007.
7. RSD continues to accept septage waste from commercial septic haulers, causing and contributing to the unpermitted surface discharge.
8. This Notice is being sent to you pursuant to W.S. 35-11-701(c)(i), which requires that in any case of the failure to correct or remedy an alleged violation, the director of the Department of Environmental Quality shall cause a written notice to be issued and served upon the person alleged to be responsible.
9. Pursuant to Wyoming Statute 35-11-901(a), any person who violates, or any director, officer, or agent of a corporate permittee who willingly and knowingly authorizes, orders, or carries out the violation of any provision of the Environmental Quality Act (Act), or any rule, regulation, standard, or permit adopted hereunder or who violates any determination or order of the council pursuant to this act or any rule, regulation, standard, permit, license, or variance is subject to a penalty not to exceed ten thousand dollars and no cents (\$10,000.00) for each violation for each day during which the violation continues, a temporary or permanent injunction, or both a penalty and an injunction. The penalty may be recovered in a civil action brought by the Attorney General in the name of the People of the State of Wyoming. Nothing herein shall preclude the department from negotiating stipulated settlements involving the payment of a penalty, implementation of compliance schedules or other settlement conditions, in lieu of litigation.

NOTHING IN THIS NOTICE OF VIOLATION (NOV) shall be interpreted to in any way limit or contravene any other remedy available under the Environmental Quality Act, nor shall this NOV be interpreted as being a condition precedent to any other enforcement action.

Signed this 7th day of June, 2007.



John V. Corra
Director
Department of Environmental Quality



John F. Wagner
Administrator
Water Quality Division

PLEASE DIRECT ALL INQUIRIES TO: Kevin Wells, WYPDES Compliance & Enforcement Coordinator, Wyoming Department of Environmental Quality, Water Quality Division, Herschler Building, 4th Floor West, 122 West 25th Street, Cheyenne, Wyoming 82002. Telephone 307-777-8669.

JVC/JFW/BKL/KMW/bb/7-0471.NOV

cc: Aaron Urdiales, 8ENF-W-NP, EPA Region 8 (PDF)
Mark Barron, P.E., Water & Wastewater District Engineer, Lander DEQ Office
Don Mckenzie, Water & Wastewater Program Supervisor
Bill J. DiRienzo ► Brian K. Lovett ► Leah J. Krafft
IPS (for scanning) ► Docket 4076-07
Keith Guille, DEQ Public Information Officer (PDF File)
DEQ Director



Department of Environmental Quality



To protect, conserve and enhance the quality of Wyoming's environment for the benefit of current and future generations.

Dave Freudenthal, Governor

John Corra, Director

CERTIFIED MAIL

March 12, 2010

Mr. Ted Hamilton
Regency of Wyoming
50 Reliance Road #1A
Rock Springs, Wyoming 82901

RE: Notice of Violation and Order, Docket Number 4647-10

Dear Mr. Hamilton:

Attached is a Notice of Violation and Order, Docket Number 4647-10, for recurring effluent violations and violations of permit conditions of the Wyoming Pollution Discharge Elimination System (WYPDES) permit WY0022128 issued to the Regency's Waste Water Treatment Facility (WWTF).

ANY APPEALS TO THE ENVIRONMENTAL QUALITY COUNCIL FROM THE ATTACHED ORDER MUST BE MADE IN WRITING WITHIN THE TEN (10) DAY TIME LIMIT PRESCRIBED BY W.S. 35-11-701(c). Chapter I, Section 3 of the Department of Environmental Quality Rules of Practice and Procedure (<http://soswy.state.wy.us/RULES/5675.pdf>) sets forth the requirements for the initiation of appeal proceedings.

To appeal this Order and request a hearing, you must file two (2) copies of your written petition. The first petition shall be mailed to the Chairman of the Environmental Quality Council at Room 1714, Herschler Building, 1st Floor West, 122 West 25th Street, Cheyenne, Wyoming 82002. The second petition should be sent to John V. Corra, Director, Wyoming Department of Environmental Quality, Herschler Building, 4th West, 122 West 25th Street, Cheyenne, Wyoming 82002. Both petitions must be sent by certified mail, return receipt requested.

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Page L-1

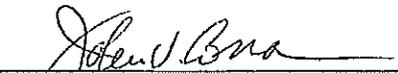
Herschler Building • 122 West 25th Street • Cheyenne, WY 82002 • <http://deq.state.wy.us>

ADMIN/OUTREACH (307) 777-7937 FAX 777-3610	ABANDONED MINES (307) 777-6145 FAX 777-6462	AIR QUALITY (307) 777-7391 FAX 777-5616	INDUSTRIAL SITING (307) 777-7369 FAX 777-5973	LAND QUALITY (307) 777-7756 FAX 777-5864	SOLID & HAZ. WASTE (307) 777-7752 FAX 777-5973	WATER QUALITY (307) 777-7781 FAX 777-5973
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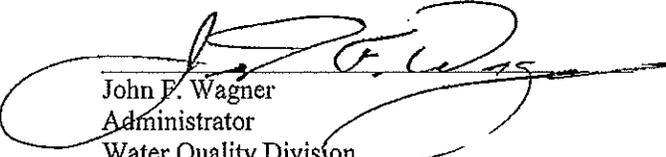


Regency of Wyoming, Inc.
March 12, 2010
Page L-2

PLEASE DIRECT ALL INQUIRIES TO: Kevin M. Wells, WYPDES Natural Resource Program Manager at the Wyoming Department of Environmental Quality, Water Quality Division, Herschler Building, 4th Floor West, 122 West 25th Street, Cheyenne, Wyoming 82002. Telephone 307-777-8669.



John V. Corra
Director
Department of Environmental Quality



John F. Wagner
Administrator
Water Quality Division

JVC/JFW/KW/bb/10-0206

Enclosure: Notice of Violation and Order

cc: Lee Hanley, 8ENF-W-NP, EPA Region 8 (PDF)
Bill DiRienzo ► Kevin M. Wells ► Lou Harmon (PDF)
NOV Docket 4647-10
Environmental Quality Council
Keith Guille, DEQ Public Information Officer (PDF)

BEFORE THE
ENVIRONMENTAL QUALITY COUNCIL
STATE OF WYOMING

IN THE MATTER OF THE NOTICE OF)
VIOLATION AND ORDER ISSUED TO:)

Mr. Ted Hamilton)
Regency of Wyoming)
50 Reliance Road #1A)
Rock Springs, Wyoming 82901)

DOCKET NUMBER 4647-10

NOTICE OF VIOLATION AND ORDER

NOTICE IS HEREBY GIVEN THAT:

1. Regency of Wyoming, Inc. (Regency) operates a wastewater treatment facility (WWTF) in Sweetwater County, Wyoming which is permitted to discharge through the Wyoming Pollution Discharge Elimination System (WYPDES), permit number WY0022128. The WWTF consists of an extended aeration package plant, a chlorinator, a dechlorinator, and a polishing pond. The treated effluent is discharged to Killpecker Creek (class 3B), tributary to Bitter Creek (class 2C), which is tributary of the Green River (class 2AB water).
2. Regency has documented effluent exceedances of fecal Coliform, BOD, and numerous missed samples in submitted Discharge Monitoring Reports (DMRs). These are all violations of the permit requirements in WY0022128.
3. This Notice is being sent to you pursuant to W.S. 35-11-701(c)(i), which requires that in any case of the failure to correct or remedy an alleged violation, the director of the Department of Environmental Quality shall cause a written notice to be issued and served upon the person alleged to be responsible;

ORDER

BEFORE THE ENVIRONMENTAL QUALITY COUNCIL - STATE OF WYOMING

WHEREFORE IT IS HEREBY ORDERED THAT:

1. Within 30 days from the receipt of this Notice of Violation Regency will submit a comprehensive plan of action to DEQ for review and approval to correct the deficiencies of the Regency WWTF.
2. Regency will submit any of the missing Discharge Monitoring Report data for 2009, if available, within 30 days of the date of this Notice.

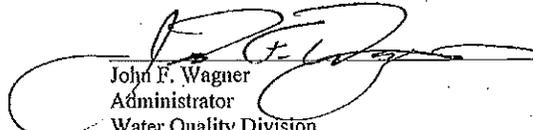
This ORDER is final unless it is appealed in writing within the ten (10) day time limit prescribed by W.S. 35-11-701(c). If a hearing is requested, the first hearing petition shall be mailed to the Chairman, Wyoming Environmental Quality Council, Room 1714 Herschler Building, 1st Floor West, 122 West 25th St., Cheyenne, Wyoming 82002. The second petition shall be mailed to the Director, Wyoming Department of the Environmental Quality, Herschler Building, 4th Floor West, 122 West 25th St., Cheyenne, Wyoming 82002. Both petitions must be sent by certified mail, return receipt requested.

NOTHING IN THIS NOTICE OF VIOLATION (NOV) AND ORDER shall be interpreted to in any way limit or contravene any other remedy available under the Environmental Quality Act, nor shall this NOV AND ORDER be interpreted as being a condition precedent to any other enforcement action.

Signed this 14 day of MARCH, 2010.



John V. Corra
Director
Department of Environmental Quality



John F. Wagner
Administrator
Water Quality Division

PLEASE DIRECT ALL INQUIRIES TO: Kevin M. Wells, WYPDES Natural Resource Program Coordinator, Wyoming Department of Environmental Quality, Water Quality Division, Herschler Building, 4th Floor West, 122 West 25th Street, Cheyenne, Wyoming 82002. Telephone 307-777-8669.

JVC/JFW/KMW/bb/10-0206

cc: Lee Hanley, 8ENF-W-NP, EPA Region 8 (PDF)
Bill DiRienzo ► Kevin M. Wells ► Lou Harmon (PDF)
NOV Docket 4647-10
Environmental Quality Council
Director, DEQ
Keith Guille, DEQ Public Information Office (PDF)

RESOLUTION NO. 14-2

A RESOLUTION AUTHORIZING THE INCREASE OF WASTEWATER SERVICE CHARGES FOR RESIDENTIAL AND COMMERCIAL USERS OF NORTH SWEETWATER WATER AND SEWER DISTRICT IMPLEMENTED TO ASSURE FUNDS TO REPAY A DISTRICT DEBT FOR CONNECTION TO THE CITY OF ROCK SPRINGS AND/OR IMPROVEMENT OF SERVICE LINES FOR THE SYSTEM IN THE RELIANCE AREA

WHEREAS, the North Sweetwater Water and Sewer District, hereinafter sometimes referred to as the "District," is and will be operating a public sanitary sewer collection and treatment system within the District; and

WHEREAS, it is necessary and desirable that the District increase the user/service rates for the District in an amount to cover repayment of any loan, as well as maintaining and operating the system.

Upon motion duly made, seconded and unanimously approved, and upon careful consideration of the information regarding potential amounts necessary to service debt/funding for the District infrastructure and improvement, including but not limited to connect to the City of Rock Springs and/or improvement of the service lines in the Reliance area;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH SWEETWATER WATER AND SEWER DISTRICT, COUNTY OF SWEETWATER, STATE OF WYOMING, AS FOLLOWS:

Section 1. The purpose of this resolution shall be to increase wastewater service charges for residential and commercial users of North Sweetwater Water and Sewer District to assure sufficient funds for the repayment of the District debt incurred for connection to the City of Rock Springs and/or improvement of service lines for the system in the Reliance area

Section 2. The District shall review the total annual cost of operation, maintenance and debt service as well as each user's Wastewater Contribution Percentage not less often than yearly and will revise the charges as necessary to assure equity of the service charge system established herein and to assure that sufficient funds are obtained to adequately operate and maintain the District's wastewater treatment system and to service the debt of the District related to such system.

PASSED AND APPROVED this _____ day of _____, 2014.

Attest:

Chairman

Secretary



Assessor's Office

80 West Flaming Gorge Way Suite 122
Green River, WY 82935

GR Phone: 307-872-3700

RS Phone: 307-922-5200

Fax: 307-872-3998

PAT DRINKLE - ASSESSOR

David Divis - Chief Deputy

To Whom It May Concern:

January 15, 2014

Please be advised that the North Sweetwater Water and Sewer District is an approved special district located in Sweetwater County. The Sweetwater County Assessor's Office began levying an assessment for the District for Tax Year 2013 after receiving approval from the Wyoming Department of Revenue that the District was in compliance with state statutes. By state statute the district may levy up to 8.000 mills. In Tax Year 2013, the district actually levied 7.9850 mills.

In Tax Year 2013, the total assessed valuation for the North Sweetwater Water and Sewer District was \$5,886,459.

I have attached an excel spreadsheet showing a complete listing of the properties which were assessed the levy for the North Sweetwater Water and Sewer District.

If I can be of any additional assistance, please feel free to contact me.

Regards

PAT DRINKLE
Sweetwater County Assessor

NAME	ADDRESS	CITY	STATE	Tax District	Assessed Value	ACCTTYPE
UNION PACIFIC LAND RESOURCES	PO BOX 1330	HOUSTON	TX	103	\$3,048	Agricultural
UNION PACIFIC LAND RESOURCES	PO BOX 1330	HOUSTON	TX	109	\$6,227	Agricultural
UNION PACIFIC LAND RESOURCES	PO BOX 1330	HOUSTON	TX	103	\$1,627	Agricultural
UNION PACIFIC LAND RESOURCES	PO BOX 1330	HOUSTON	TX	109	\$5,004	Agricultural
ROCK SPRINGS CATHOLIC SCHOOL	116 BROADWAY ST	ROCK SPRINGS	WY	109	\$1,602	Agricultural
UNION PACIFIC RAILROAD CO	1400 DOUGLAS STOP 1640	OMAHA	NE	109	\$706	Agricultural
UNION PACIFIC LAND RESOURCES	PO BOX 1330	HOUSTON	TX	103	\$13,539	Agricultural
UNION PACIFIC LAND RESOURCES	PO BOX 1330	HOUSTON	TX	103	\$8,712	Agricultural
UNION PACIFIC LAND RESOURCES	PO BOX 1330	HOUSTON	TX	103	\$4,236	Agricultural
AMERICAN TOWER MANAGEMENT INC	PROPERTY TAX DEPT	ATLANTA	GA	103	\$254	Com Vacant Land
REGENCY OF WYOMING INC	40 N 4TH ST	CARBONDALE	CO	103	\$1,129	Com Vacant Land
REGENCY OF WYOMING INC	40 N 4TH ST	CARBONDALE	CO	103	\$993	Com Vacant Land
REGENCY OF WYOMING INC	40 N 4TH ST	CARBONDALE	CO	103	\$993	Com Vacant Land
REGENCY OF WYOMING INC	40 N 4TH ST	CARBONDALE	CO	103	\$1,348	Com Vacant Land
LAZY M DEVELOPMENT LLC	2048 FIR DR	ROCK SPRINGS	WY	103	\$19,503	Com Vacant Land
LAZY M DEVELOPMENT LLC	2048 FIR DR	ROCK SPRINGS	WY	103	\$30,186	Com Vacant Land
LAZY M DEVELOPMENT LLC	2048 FIR DR	ROCK SPRINGS	WY	103	\$27,618	Com Vacant Land
DEBERNARDI CONSTRUCTION CO INC	514 G ST	ROCK SPRINGS	WY	103	\$21,315	Com Vacant Land
K & P ENTERPRISES LLC	343 GALE ST	ROCK SPRINGS	WY	103	\$20,745	Com Vacant Land
K & P ENTERPRISES LLC	343 GALE ST	ROCK SPRINGS	WY	103	\$21,187	Com Vacant Land
K & P ENTERPRISES LLC	343 GALE ST	ROCK SPRINGS	WY	103	\$20,876	Com Vacant Land
DOW CHEMICAL CO THE	PO BOX 260888	PLANO	TX	103	\$3,124	Com Vacant Land
MOSING LAND & CATTLE CO OF TX	10260 WESTHEIMER RD STE 700	HOUSTON	TX	103	\$3,825	Com Vacant Land
DOW CHEMICAL CO THE	PO BOX 260888	PLANO	TX	103	\$2,109	Com Vacant Land
SPICER BEVERLY M TRUST ETAL	PO BOX 2026	ROCK SPRINGS	WY	103	\$1,296	Com Vacant Land
UNION PACIFIC RAILROAD CO	1400 DOUGLAS STOP 1640	OMAHA	NE	103	\$761	Com Vacant Land
SPICER BEVERLY M TRUST ETAL	PO BOX 2026	ROCK SPRINGS	WY	103	\$193,975	Commercial
REGENCY OF WYOMING INC	40 N 4TH ST	CARBONDALE	CO	103	\$123,353	Commercial
BODENHAMER JAMES A & MARY	1105 W 22ND ST	CASPER	WY	103	\$16,379	Commercial
90 RELIANCE RD LLC	1240 SARATOGA RD	BALLSTON SPA	NY	103	\$30,185	Commercial
TETON DISTRIBUTORS INC	PO BOX 58	WORLAND	WY	103	\$54,450	Commercial
BODENHAMER JAMES A & MARY	1105 W 22ND ST	CASPER	WY	103	\$1,212	Commercial
RHO PROPERTIES LLC	57 GLENMOOR CIR	CHERRY HILLS VILLAGE	CO	103	\$22,966	Commercial
RHO PROPERTIES LLC	57 GLENMOOR CIR	CHERRY HILLS VILLAGE	CO	103	\$19,836	Commercial
80 RELIANCE ROAD LLC	20 CLEAR SPRINGS CT	SUGAR LAND	TX	103	\$17,374	Commercial
SENEHALE JOE & LINDA M	2221 WESTVIEW AVE	ROCK SPRINGS	WY	103	\$21,993	Commercial
REGENCY OF WYOMING INC	40 N 4TH ST	CARBONDALE	CO	103	\$1,476	Commercial
KAUPPE DONALD C & MARLENE J	806 BUSHNELL AVE	ROCK SPRINGS	WY	103	\$21,898	Commercial
REGENCY OF WYOMING INC	40 N 4TH ST	CARBONDALE	CO	103	\$24,687	Commercial
DOAK JON B REV LIVING TRUST &	1345 KENTUCKY ST	GREEN RIVER	WY	103	\$83,410	Commercial
AGUA DULCE LLC	504 RI CORDILLERA	BOERNE	TX	103	\$509,288	Commercial
DEBERNARDI INVESTMENTS LLC	514 G ST	ROCK SPRINGS	WY	103	\$68,517	Commercial
L & K CONSTRUCTION LLC	PO BOX 1449	GREEN RIVER	WY	103	\$19,902	Commercial
L & K CONSTRUCTION LLC	PO BOX 1449	GREEN RIVER	WY	103	\$19,902	Commercial
LAZY M DEVELOPMENT LLC	2048 FIR DR	ROCK SPRINGS	WY	103	\$84,686	Commercial
DEBERNARDI CONSTRUCTION CO INC	514 G ST	ROCK SPRINGS	WY	103	\$124,312	Commercial
AARONS SEMI REPAIR INC	426 US HWY 191	ROCK SPRINGS	WY	103	\$36,543	Commercial
BOZNER JOSEPH F & PATRICIA D	PO BOX 249	RELIANCE	WY	103	\$17,326	Commercial
RELIANCE APARTMENTS LLC	PO BOX 2072	ROCK SPRINGS	WY	103	\$51,984	Commercial
ARGUELLO EDWARD & LILLIAN	PO BOX 188	RELIANCE	WY	103	\$17,566	Commercial
H & N HOLDINGS LLC	PO BOX 1086	ROCK SPRINGS	WY	103	\$153,082	Commercial
GREENES INVESTMENTS INC	3037 YELLOWSTONE RD	ROCK SPRINGS	WY	103	\$11,247	Commercial
VAN WATERS & ROGERS DIVISION	PO BOX 34325	SEATTLE	WA	103	\$17,826	Commercial
MOSING LAND & CATTLE CO OF TX	10260 WESTHEIMER RD STE 700	HOUSTON	TX	103	\$84,210	Commercial
GREENES INVESTMENTS INC	3037 YELLOWSTONE RD	ROCK SPRINGS	WY	103	\$36,482	Commercial
HOLT ARTHUR H & CHITWOOD JOYCE	PO BOX 788	ROCK SPRINGS	WY	103	\$1,321	Commercial
WEST WINDS PROP LTD LIAB CO	PO BOX 34479	PENSACOLA	FL	103	\$25,174	Commercial
WEST WINDS PROP LTD LIAB CO	PO BOX 34479	PENSACOLA	FL	103	\$8,661	Commercial
FREEDOM OILFIELD SERVICES INC	PO BOX 1974	ROCK SPRINGS	WY	103	\$55,814	Commercial
WEST WINDS PROP LTD LIAB CO	PO BOX 34479	PENSACOLA	FL	103	\$1,053	Commercial
DOWUN CHARLES D	4802 E RAY RD STE 23-545	PHOENIX	AZ	103	\$37,291	Industrial
NABORS DRILING USA INC	515 W GREENS RD STE 1200	HOUSTON	TX	103	\$15,375	Industrial
DOWELL SCHLUMBERGER INC	PO BOX 260888	PLANO	TX	103	\$73,336	Industrial
MADDUX WELL SERV	PO BOX 1285	ROCK SPRINGS	WY	103	\$9,430	Industrial
PITNEY BOWES INC	5310 CYPRESS CENTER DR STE 110	TAMPA	FL	103	\$31	Leasing
PITNEY BOWES GLOBAL FINANCIAL SERVICES	5310 CYPRESS CENTER DR	TAMPA	FL	103	\$208	Leasing
LINDE LLC	5540 CENTERVIEW DR STE 222	RALEIGH	NC	103	\$655	Leasing
CANON FINANCIAL SERVICES INC	PO BOX 5008	MT LAUREL	NJ	103	\$865	Leasing
COCA COLA BOTTLING CO	MESSINGER CO LLC	RAPID CITY	SD	103	\$159	Leasing
XEROX CORP	XEROX SQUARE - 040A	ROCHESTER	NY	103	\$343	Leasing
SAFETY KLEEN SYSTEMS INC	PO BOX 2629	ADDISON	TX	103	\$10	Leasing
CHEP USA	PO BOX 802206	DALLAS	TX	103	\$1,688	Leasing
SHADOW MTN WATER	PO BOX 2047	ROCK SPRINGS	WY	103	\$63	Leasing
PEPSICO SALES INC	PO BOX 565048	DALLAS	TX	103	\$147	Leasing
GREATAMERICA FINANCIAL SERVICES CORP	PO BOX 609	CEDAR RAPIDS	IA	103	\$622	Leasing

CIT TECHNOLOGY FINANCING SRV INC	C/O THOMSON REUTERS	HOUSTON	TX	103	\$74	Leasing
VIASAT COMMUNICATIONS INC	PO BOX 198109	NASHVILLE	TN	103	\$46	Leasing
SAFETY KLEEN SYSTEMS INC	PO BOX 2629	ADDISON	TX	103	\$21	Leasing
ADT LLC	PO BOX 310773	BOCA RATON	FL	103	\$5	Leasing
ADP INC	1 ADP BLVD MS 433	ROSELAND	NJ	103	\$97	Leasing
XEROX CORP	XEROX SQUARE XRX2-040A	ROCHESTER	NY	109	\$2,712	Leasing
FREEDOM FINANCIAL CONSULTING INC	1611 N INTERSTATE 35E, STE 428	CARROLLTON	TX	103	\$528	Leasing
VERIZON CREDIT INC	PO BOX 2749	ADDISON	TX	103	\$216	Leasing
K12 MANAGEMENT INC	2300 CORPORATE PARK DR	HERNDON	VA	103	\$35	Leasing
CHUBB SHAWN &	50 RELIANCE RD # 134	ROCK SPRINGS	WY	103	\$442	Mobile Home
MORENO MANUEL	PO BOX 66	RELIANCE	WY	103	\$402	Mobile Home
MARTINEZ SANTIAGO VALLES	3615 WILSON WAY	ROCK SPRINGS	WY	103	\$1,276	Mobile Home
MCKEE HOLLY	45 PURPLE SAGE RD # 113	ROCK SPRINGS	WY	103	\$747	Mobile Home
SPAENY CASEY	PO BOX 233	RELIANCE	WY	103	\$510	Mobile Home
MORENO SENORINA &	50 RELIANCE RD # 145	ROCK SPRINGS	WY	103	\$863	Mobile Home
WINEGAR ALVIN	50 RELIANCE RD #84	ROCK SPRINGS	WY	103	\$402	Mobile Home
WALKER ANGELA M	50 RELIANCE RD # 160	ROCK SPRINGS	WY	103	\$416	Mobile Home
DORNHECKER MISTY & TRAVIS	50 RELIANCE RD # 122	ROCK SPRINGS	WY	103	\$462	Mobile Home
SANCHEZ LARRY H	50 RELIANCE RD # 72	ROCK SPRINGS	WY	103	\$469	Mobile Home
WINEGAR PATSY	50 RELIANCE RD #68	ROCK SPRINGS	WY	103	\$660	Mobile Home
PINCOCK PATRICIA A &	3833 BLUE HERON ST	ROCK SPRINGS	WY	103	\$1,128	Mobile Home
WICKERSHAM ERIC	50 RELIANCE RD #95	ROCK SPRINGS	WY	103	\$1,159	Mobile Home
LATHAM STEVEN R & JOYCE E	PO BOX 264	RELIANCE	WY	103	\$543	Mobile Home
MOORE DANNY RAY	50 RELIANCE RD # 59	ROCK SPRINGS	WY	103	\$369	Mobile Home
HARVEY LARRY R & DAYNA	PO BOX 62	RELIANCE	WY	103	\$380	Mobile Home
MEEKS KOY D	PO BOX 114	RELIANCE	WY	103	\$650	Mobile Home
NAUMAN MICKEY	PO BOX 44	RELIANCE	WY	103	\$369	Mobile Home
UNDERWOOD THELMA &	PO BOX 66	RELIANCE	WY	103	\$50	Mobile Home
MYERS MARK C	50 RELIANCE RD # 12	ROCK SPRINGS	WY	103	\$337	Mobile Home
EMERY JOHN A & JENNINE L	50 RELIANCE RD # 56A	ROCK SPRINGS	WY	103	\$1,042	Mobile Home
DOWLIN DOUGLAS	4802 E RAY RD STE 23-545	PHOENIX	AZ	103	\$709	Mobile Home
JORDAN WESLEY &	50 RELIANCE RD #1A	ROCK SPRINGS	WY	103	\$798	Mobile Home
BLACKWELL ELIZABETH A	PO BOX 354	RELIANCE	WY	103	\$93	Mobile Home
HARRISON JACKIE	50 RELIANCE RD # 26	ROCK SPRINGS	WY	103	\$776	Mobile Home
WEST WINDS PROPERTIES	PO BOX 34479	PENSACOLA	FL	103	\$447	Mobile Home
BUECHNER JIM JR &/OR TAMMY	50 RELIANCE RD # 156	ROCK SPRINGS	WY	103	\$660	Mobile Home
VARGAS TEJADA RONY ESTUARDO	50 RELIANCE RD LOT 15	ROCK SPRINGS	WY	103	\$643	Mobile Home
GOMEZ VILLA MAXIMO ROBERTO	50 RELIANCE RD # 92	ROCK SPRINGS	WY	103	\$914	Mobile Home
BOES DAVID	50 RELIANCE RD # 27	ROCK SPRINGS	WY	103	\$2,031	Mobile Home
BEHRMAN AUSTIN S & TARI LYN	50 RELIANCE RD # 56	ROCK SPRINGS	WY	103	\$2,551	Mobile Home
HERBIN JERRY & THERESA	50 RELIANCE RD # 25	ROCK SPRINGS	WY	103	\$1,269	Mobile Home
ROPER ORRIN W & JULIE M	PO BOX 57	RELIANCE	WY	103	\$1,421	Mobile Home
STROCK MELISSA	50 RELIANCE RD #60	ROCK SPRINGS	WY	103	\$416	Mobile Home
MARTINEZ JUAN & MARGARET	PO BOX 33	RELIANCE	WY	103	\$193	Mobile Home
JONES JOHN PAUL	PO BOX 77	OTTO	WY	103	\$377	Mobile Home
TRAVIS LAUREL F	PO BOX 1051	ROCK SPRINGS	WY	103	\$846	Mobile Home
SPAENY CASEY	PO BOX 233	RELIANCE	WY	103	\$444	Mobile Home
LEGARRETA SANCHEZ MARIA L ANGELES	PO BOX 3211	ROCK SPRINGS	WY	103	\$538	Mobile Home
BROCK JAMES D	PO BOX 3166	ROCK SPRINGS	WY	103	\$483	Mobile Home
BROCK JAMES D	PO BOX 3166	ROCK SPRINGS	WY	103	\$374	Mobile Home
GUENTHER SHEILA MARIE	PO BOX 2521	ROCK SPRINGS	WY	103	\$451	Mobile Home
BARTELS GAIL	PO BOX 12	RELIANCE	WY	103	\$393	Mobile Home
WEST WINDS PROPERTIES LLC	PO BOX 34479	PENSACOLA	FL	103	\$819	Mobile Home
MIERA PATRICIA ANN	PO BOX 2495	ROCK SPRINGS	WY	103	\$342	Mobile Home
BITTNER DALE A & JENNIFER L	50 RELIANCE RD #55	ROCK SPRINGS	WY	103	\$3,180	Mobile Home
BUDDECKE DENNIS E &	50 RELIANCE RD #61	ROCK SPRINGS	WY	103	\$466	Mobile Home
MESSER ROY G & TONYA J	50 RELIANCE RD # 80	ROCK SPRINGS	WY	103	\$3,043	Mobile Home
MATLOCK BONNIE & KENNETH P	209 MTN VIEW DR	ROCK SPRINGS	WY	103	\$634	Mobile Home
JENSEN GARY G & JOI	50 RELIANCE RD # 121	ROCK SPRINGS	WY	103	\$429	Mobile Home
MYERS MAXINE	50 RELIANCE RD # 30	ROCK SPRINGS	WY	103	\$416	Mobile Home
MCCLEMENT JOLENE M &	900 DAVY CROCKETT DR	GREEN RIVER	WY	103	\$1,231	Mobile Home
GODDARD MARK O & DAYLENE A	50 RELIANCE RD # 94	ROCK SPRINGS	WY	103	\$543	Mobile Home
HINCKS CLAY & DEBORAH	1117 CONVERSE CT	ROCK SPRINGS	WY	103	\$1,298	Mobile Home
COLE CLINTON JAMES	444 GANNETT DR	ROCK SPRINGS	WY	103	\$406	Mobile Home
WILLIAMS JAMES D	50 RELIANCE RD # 106	ROCK SPRINGS	WY	103	\$707	Mobile Home
FARLEY ROBERT L	50 RELIANCE RD # 124	ROCK SPRINGS	WY	103	\$837	Mobile Home
CHITWOOD JOEY	PO BOX 1974	ROCK SPRINGS	WY	103	\$651	Mobile Home
WHITE ROBERT J & SHARON M	2039 CENTURY BLVD	ROCK SPRINGS	WY	103	\$422	Mobile Home
DANIELS RALPH F JR	50 RELIANCE RD # 132	ROCK SPRINGS	WY	103	\$759	Mobile Home
UHRIG BLAKE	207 POLK ST	ROCK SPRINGS	WY	103	\$723	Mobile Home
DENNIS KELSEY	50 RELIANCE RD # 143	ROCK SPRINGS	WY	103	\$498	Mobile Home
KUMPULA PHYLLIS I &	50 RELIANCE RD # 149	ROCK SPRINGS	WY	103	\$385	Mobile Home
HALL DAVID L	50 RELIANCE RD # 151	ROCK SPRINGS	WY	103	\$814	Mobile Home
CONNER ANNE M	19 BACK RD	DRIFTWOOD	PA	103	\$453	Mobile Home
DREBEN MARGE	50 RELIANCE RD # 16	ROCK SPRINGS	WY	103	\$1,237	Mobile Home
HOFFMAN JOHN H & SHARON S	50 RELIANCE RD # 17	ROCK SPRINGS	WY	103	\$779	Mobile Home

TROYER LARRY E & CATHLYN A	50 RELIANCE RD # 21	ROCK SPRINGS	WY	103	\$694	Mobile Home
MALLAN ANDREW	50 RELIANCE RD #128	ROCK SPRINGS	WY	103	\$1,119	Mobile Home
NOWLAND CHAD A & SHAUNA M	50 RELIANCE RD # 3	ROCK SPRINGS	WY	103	\$943	Mobile Home
BOYD ETHEL LEEANN	50 RELIANCE RD # 32	ROCK SPRINGS	WY	103	\$714	Mobile Home
SPAENY CASEY	PO BOX 233	RELIANCE	WY	103	\$694	Mobile Home
DAVIS DORIS J	PO BOX 1843	ROCK SPRINGS	WY	103	\$40	Mobile Home
JOHNSON CHARLES & ARLINE M	PO BOX 129	RELIANCE	WY	103	\$43	Mobile Home
SANCHEZ STEVEN J &	50 RELIANCE RD # 52	ROCK SPRINGS	WY	103	\$516	Mobile Home
FUGER DONALD W & MARY E	PO BOX 355	RELIANCE	WY	103	\$730	Mobile Home
GODINA MARIA	50 RELIANCE RD LOT 137	ROCK SPRINGS	WY	103	\$376	Mobile Home
FRISBEE BOB & LOIS	PO BOX 2072	ROCK SPRINGS	WY	103	\$703	Mobile Home
ADKISON JOSHUA SHANE	50 RELIANCE RD # 62	ROCK SPRINGS	WY	103	\$1,118	Mobile Home
KELLER CODY J & GWENDI R	PO BOX 98	RELIANCE	WY	103	\$2,212	Mobile Home
BARTELS LONNIE	50 RELIANCE RD # 69	ROCK SPRINGS	WY	103	\$366	Mobile Home
FRANCE WESLEY &	50 RELIANCE RD # 47	ROCK SPRINGS	WY	103	\$442	Mobile Home
LOFTUS DANIELLE &	50 RELIANCE RD # 78	ROCK SPRINGS	WY	103	\$481	Mobile Home
OCONNOR JOSEPH B	50 RELIANCE RD # 1A	ROCK SPRINGS	WY	103	\$410	Mobile Home
AGUILERA GERARDO	50 RELIANCE RD # 119	ROCK SPRINGS	WY	103	\$362	Mobile Home
WINEGAR LAURA &	50 RELIANCE RD # 91	ROCK SPRINGS	WY	103	\$1,054	Mobile Home
WAGONER LARRY & CHARILLA	50 RELIANCE RD # 93	ROCK SPRINGS	WY	103	\$459	Mobile Home
MAHAFFEY WILLIAM RAY & BRANDY	50 RELIANCE RD #98	ROCK SPRINGS	WY	103	\$1,740	Mobile Home
BAUER BRUCE F	50 RELIANCE RD # 10	ROCK SPRINGS	WY	103	\$810	Mobile Home
HEAVIN CLYDE NORMAN & CAROLE	PO BOX 155	RELIANCE	WY	103	\$762	Mobile Home
HUTCHINSON MARVIN & CARLA	1823 FILLMORE AVE	ROCK SPRINGS	WY	103	\$290	Mobile Home
EVERMAN AMBER SUZANNE &	PO BOX 172	RELIANCE	WY	103	\$1,315	Mobile Home
BECK STANLEY H	PO BOX 3031	ROCK SPRINGS	WY	103	\$439	Mobile Home
HYDE BRAD	79 WINSTON DR	ROCK SPRINGS	WY	103	\$447	Mobile Home
DELAURENTIS JASON R &	50 RELIANCE RD # 7	ROCK SPRINGS	WY	103	\$2,181	Mobile Home
BOMAN KENT D	50 RELIANCE RD # 89	ROCK SPRINGS	WY	103	\$1,476	Mobile Home
RODRIGUEZ CARLOS	50 RELIANCE RD #67	ROCK SPRINGS	WY	103	\$1,476	Mobile Home
DOMSON DUANE E & MARY T	50 RELIANCE RD # 109	ROCK SPRINGS	WY	103	\$3,700	Mobile Home
MCCARTY RITA G	50 RELIANCE RD # 157	ROCK SPRINGS	WY	103	\$450	Mobile Home
JORDAN MARK & DEBRA	50 RELIANCE RD # 19	ROCK SPRINGS	WY	103	\$416	Mobile Home
WILSON JAMES A & JULIE A	50 RELIANCE RD #112	ROCK SPRINGS	WY	103	\$3,426	Mobile Home
MITCHELL BRADLEY & LYNNE R	3275 MAMMOTH CIR	WELLINGTON	CO	103	\$3,287	Mobile Home
MOYER PAUL R & DONNA S	50 RELIANCE RD # 39	ROCK SPRINGS	WY	103	\$1,476	Mobile Home
WILLIAMS STARLA DESPAIN	50 RELIANCE RD #103	ROCK SPRINGS	WY	103	\$3,270	Mobile Home
FISHBACK BRENDA	50 RELIANCE RD # 14	ROCK SPRINGS	WY	103	\$725	Mobile Home
ANDICOECHEA JOSE	3433 MONTEREY	ROCK SPRINGS	WY	103	\$2,886	Mobile Home
OLIVAS BRYTTNEE KAY	PO BOX 1084	ROCK SPRINGS	WY	103	\$428	Mobile Home
MONTANO DANIEL ANGEL	50 RELIANCE RD # 54	ROCK SPRINGS	WY	103	\$446	Mobile Home
BOWLES MICHAEL & JACQUE	50 RELIANCE RD # 4	ROCK SPRINGS	WY	103	\$518	Mobile Home
BUTLER MELISSA L & WESLEY O	50 RELIANCE RD # 144	ROCK SPRINGS	WY	103	\$1,507	Mobile Home
RASMUSSEN CHRIS	2551 E 3708 N	TWIN FALLS	ID	103	\$429	Mobile Home
MANDROS GUS & NORMA	PO BOX 249	RELIANCE	WY	103	\$416	Mobile Home
RANNELS CHERIE A	PO BOX 1211	ROCK SPRINGS	WY	103	\$3,886	Mobile Home
RINGDAHL LAURA E	50 RELIANCE RD # 139	ROCK SPRINGS	WY	103	\$380	Mobile Home
SPANAY CASEY	PO BOX 233	RELIANCE	WY	103	\$3,224	Mobile Home
GLASGOW ROBERT J	50 RELIANCE RD # 74	ROCK SPRINGS	WY	103	\$467	Mobile Home
HEINRICH LOIS J & MINES	50 RELIANCE RD # 37A	ROCK SPRINGS	WY	103	\$753	Mobile Home
OHARE ALMA LOUISE TRUSTEE	PO BOX 146	RELIANCE	WY	103	\$647	Mobile Home
WILSON JOHN W	PO BOX 275	RELIANCE	WY	103	\$540	Mobile Home
ADKISON MARY M	50 RELIANCE RD # 77	ROCK SPRINGS	WY	103	\$416	Mobile Home
DEBERNARDI CONST CO INC	514 G ST	ROCK SPRINGS	WY	103	\$1,235	Mobile Home
KNOTT BRIAN	1100 E COLLEGE AVE # 18	SHERIDAN	WY	103	\$343	Mobile Home
BARNES DORA	50 RELIANCE RD # 87	ROCK SPRINGS	WY	103	\$693	Mobile Home
MAHAFFEY BEAU	50 RELIANCE RD # 118	ROCK SPRINGS	WY	103	\$460	Mobile Home
DEL VILLAR CESARIO	50 RELIANCE RD # 13	ROCK SPRINGS	WY	103	\$416	Mobile Home
DE LA FUENTE CESAR	50 RELIANCE RD # 105	ROCK SPRINGS	WY	103	\$429	Mobile Home
GALE RONALD BRADY & JESSE CLYDE	50 RELIANCE RD # 48	ROCK SPRINGS	WY	103	\$1,974	Mobile Home
WARNER SHARON A	PO BOX 309	RELIANCE	WY	103	\$1,644	Mobile Home
VILES ARNOLD E & CAROL A	50 RELIANCE RD # 146	ROCK SPRINGS	WY	103	\$2,049	Mobile Home
ORESTER PATTI KAE &	50 RELIANCE RD # 33	ROCK SPRINGS	WY	103	\$506	Mobile Home
AMERIKAN	PO BOX 185	RELIANCE	WY	103	\$530	Mobile Home
CLERKIN STEVEN S & CHRISTIE L	PO BOX 369	RELIANCE	WY	103	\$3,881	Mobile Home
JACKSON PATRICK LOUIS	50 RELIANCE RD # 131	ROCK SPRINGS	WY	103	\$435	Mobile Home
DOAN LEON J III	PO BOX 1052	ROCK SPRINGS	WY	103	\$461	Mobile Home
LAABS DANIEL G & ANN	50 RELIANCE RD # 104	ROCK SPRINGS	WY	103	\$1,010	Mobile Home
PING DOUGLAS E	50 RELIANCE RD # 34	ROCK SPRINGS	WY	103	\$1,125	Mobile Home
SPAENY CASEY	PO BOX 233	RELIANCE	WY	103	\$477	Mobile Home
SIMPSON BYRON &	50 RELIANCE RD #153	ROCK SPRINGS	WY	103	\$412	Mobile Home
BARTEK KAREN SUE	50 RELIANCE RD # 79	ROCK SPRINGS	WY	103	\$3,686	Mobile Home
SHOEMAKER GINA	50 RELIANCE RD # 95	ROCK SPRINGS	WY	103	\$2,053	Mobile Home
SMITH SUE	50 RELIANCE RD LOT 6	ROCK SPRINGS	WY	103	\$723	Mobile Home
BOYD DONNA K & ALAM SHANNON	50 RELIANCE RD # 24	ROCK SPRINGS	WY	103	\$415	Mobile Home
BOLLES TERESA	88 GANNETT DR	ROCK SPRINGS	WY	103	\$2,207	Mobile Home

OBERG GARETT N & SARAH K E A	50 RELIANCE RD LOT 38	ROCK SPRINGS	WY	103	\$439	Mobile Home
STASSINOS JAMES M	24 STASSINOS RANCH ROAD	ROCK SPRINGS	WY	103	\$4,386	Mobile Home
FROST THEODORE & CHRISTI	50 RELIANCE RD # 73	ROCK SPRINGS	WY	103	\$2,189	Mobile Home
ARREOLA RICARDO	50 RELIANCE RD # 147	ROCK SPRINGS	WY	103	\$2,207	Mobile Home
MCCREA RONALD D & SHELLY G	PO BOX 124	RELIANCE	WY	103	\$4,259	Mobile Home
CHURCHILL GROUP	40 N 4TH ST	CARBONDALE	CO	103	\$723	Mobile Home
JOHNSON NORMAN D & BEVERLY E	PO BOX 183	RELIANCE	WY	103	\$724	Mobile Home
RESOURCE ENGINEERING INC	1901 YELLOWSTONE RD	ROCK SPRINGS	WY	103	\$4,940	Mobile Home
STRAUBE ROBERT W	50 RELIANCE RD # 115	ROCK SPRINGS	WY	103	\$2,376	Mobile Home
DOWJIN CHARLES	4802 E RAY RD STE 23-545	PHOENIX	AZ	103	\$4,712	Mobile Home
CRESTINGER MICHAEL & KIMBERLY	50 RELIANCE RD # 159	ROCK SPRINGS	WY	103	\$1,984	Mobile Home
FREEDOM OILFIELD SERVICES INC	PO BOX 1974	ROCK SPRINGS	WY	103	\$4,600	Mobile Home
KELLY SCOTT H & WILDE PENNY	4229 FORNAX CT	N LAS VEGAS	NV	103	\$3,999	Mobile Home
ISAACSON JOSHUA	PO BOX 354	ROCK SPRINGS	WY	103	\$416	Mobile Home
THOMAS BILL & CONNIE	50 RELIANCE RD #127	ROCK SPRINGS	WY	103	\$416	Mobile Home
ECKLEY DAVID W	717 ODONNELL ST	ROCK SPRINGS	WY	103	\$451	Mobile Home
RIVERA NEMESIO	50 RELIANCE RD #76	ROCK SPRINGS	WY	103	\$1,508	Mobile Home
FISH THEODORE R	PO BOX 581	ROCK SPRINGS	WY	103	\$1,106	Mobile Home
BOESE JAMES PHIL & DEBORAH C	50 RELIANCE RD # 97	ROCK SPRINGS	WY	103	\$5,501	Mobile Home
MORALES PATRICIA	50 RELIANCE RD # 18	ROCK SPRINGS	WY	103	\$597	Mobile Home
JOHNSON KRISTEN	PO BOX 183	RELIANCE	WY	103	\$2,889	Mobile Home
HOUSEHOLDER TROY W & SUSAN R	PO BOX 203	RELIANCE	WY	103	\$344	Mobile Home
WILLIAMS ESTHER E	PO BOX 116	RELIANCE	WY	103	\$255	Mobile Home
KIRSCH DEAN L	50 RELIANCE RD # 1	ROCK SPRINGS	WY	103	\$1,203	Mobile Home
SIMMONS JAMES S	50 RELIANCE RD # 42	ROCK SPRINGS	WY	103	\$566	Mobile Home
BISE LISA	50 RELIANCE RD # 96	ROCK SPRINGS	WY	103	\$1,820	Mobile Home
WOOD MICHAEL J & LINDA D	50 RELIANCE RD # 22	ROCK SPRINGS	WY	103	\$3,785	Mobile Home
SHIFFERMILLER MICHAEL L &	50 RELIANCE RD # 28	ROCK SPRINGS	WY	103	\$3,981	Mobile Home
DOVE JAMES W & ANGELA	50 RELIANCE RD # 126	ROCK SPRINGS	WY	103	\$3,580	Mobile Home
GREENES INVESTMENTS INC	3037 YELLOWSTONE RD	ROCK SPRINGS	WY	103	\$1,711	Mobile Home
FREEDOM OILFIELD SERVICES INC	PO BOX 1974	ROCK SPRINGS	WY	103	\$1,961	Mobile Home
SHIFFERMILLER MICHAEL L	50 RELIANCE RD # 28	ROCK SPRINGS	WY	103	\$5,232	Mobile Home
FINLEY VINCENT P & DIANN L	PO BOX 1701	ROCK SPRINGS	WY	103	\$3,482	Mobile Home
GLASS GERALD C	50 RELIANCE RD #87	ROCK SPRINGS	WY	103	\$2,033	Mobile Home
ROBINSON CLINTON	50 RELIANCE RD #88	ROCK SPRINGS	WY	103	\$4,423	Mobile Home
MADDUX WELL SERV	PO BOX 1285	ROCK SPRINGS	WY	103	\$239	Mobile Home
PENLAND JESSICA D & CHANCEY D	50 RELIANCE RD # 140	ROCK SPRINGS	WY	103	\$6,511	Mobile Home
JACKSON WILLIAM E & REBECCA L	50 RELIANCE RD # 9	ROCK SPRINGS	WY	103	\$4,684	Mobile Home
PIERCE JENNIFER	50 RELIANCE RD # 150	ROCK SPRINGS	WY	103	\$3,702	Mobile Home
GUNYAN MYRON & ABBIE	PO BOX 3113	ROCK SPRINGS	WY	103	\$5,205	Mobile Home
BIRD BRETT A & MARY K	50 RELIANCE RD # 45	ROCK SPRINGS	WY	103	\$3,836	Mobile Home
PRADO JULIE J &	50 RELIANCE RD # 81	ROCK SPRINGS	WY	103	\$6,553	Mobile Home
DE LOERA-PINON JORGE &	50 RELIANCE RD # 148	ROCK SPRINGS	WY	103	\$1,146	Mobile Home
WHITING JOEDIE &	2221 BEN FRANKLIN DR	PITTSBURGH	PA	103	\$3,738	Mobile Home
HARDY-SOUTHER HEATHER C &	50 RELIANCE RD #102	ROCK SPRINGS	WY	103	\$4,027	Mobile Home
BROWN CARL L	50 RELIANCE RD #29	ROCK SPRINGS	WY	103	\$3,943	Mobile Home
JAMES BRUCE & RENE	50 RELIANCE RD # 31	ROCK SPRINGS	WY	103	\$3,486	Mobile Home
MORENO MANUEL A & DOLORES P	50 RELIANCE RD # 133	ROCK SPRINGS	WY	103	\$5,599	Mobile Home
ZEGLEN TALLY NIELD	50 RELIANCE RD # 120	ROCK SPRINGS	WY	103	\$5,639	Mobile Home
SAMSEL MIRANDA &	50 RELIANCE RD LOT 71	ROCK SPRINGS	WY	103	\$3,943	Mobile Home
KOVACH SARAH	50 RELIANCE RD #154	ROCK SPRINGS	WY	103	\$4,161	Mobile Home
SHINKLE JUDI C	50 RELIANCE RD #57	ROCK SPRINGS	WY	103	\$5,969	Mobile Home
INNMAN BRANDON	50 RELIANCE RD #141	ROCK SPRINGS	WY	103	\$2,078	Mobile Home
MERRITT EARL & MORENO DOLORES	PO BOX 66	RELIANCE	WY	103	\$283	Mobile Home
BOCK JAMES &	PO BOX 157	ROCK SPRINGS	WY	103	\$781	Mobile Home
BARNHOUSE DAVID A &	PO BOX 353	RELIANCE	WY	103	\$4,635	Mobile Home
CAMPBELL STEPHEN & JUANITA	50 RELIANCE RD LOT 5	ROCK SPRINGS	WY	103	\$3,925	Mobile Home
WARRIOR ENERGY SERVICES	PO BOX 330	GAINESVILLE	TX	103	\$34,738	Oil & Gas
NABORS COMPLETION & PRODUCTION SRV	PO BOX 670866	HOUSTON	TX	103	\$394,100	Oil & Gas
FRANKS WESTATES SERVICE INC	PO BOX 5	VERNAL	UT	103	\$29,871	Oil & Gas
WEATHERFORD US LP	13111 NORTHWEST FRWY STE 125	HOUSTON	TX	103	\$843,266	Oil & Gas
UNIVAR USA, INC	13155 NOEL RD, STE 100	DALLAS	TX	103	\$79,277	Oil & Gas
FREEDOM OILFIELD SERVICES INC	PO BOX 1974	ROCK SPRINGS	WY	103	\$32,057	Oil & Gas
CUTE & CURLY	PO BOX 153	RELIANCE	WY	103	\$179	Personal
RHO PROPERTIES LLC	PO BOX 128	ROCK SPRINGS	WY	103	\$42	Personal
TETON DISTRIBUTORS INC	PO BOX 58	WORLAND	WY	103	\$9,879	Personal
SUMMIT ICE CO	1675 EMPIRE RD	SALT LAKE CITY	UT	103	\$3,615	Personal
WESTERN WYO BEVERAGES INC	PO BOX 1336	ROCK SPRINGS	WY	103	\$80,775	Personal
BOBS PLUMBING & HEATING	PO BOX 2072	ROCK SPRINGS	WY	103	\$135	Personal
ASPEN FABRICATION & WELDING	PO BOX 67	RELIANCE	WY	103	\$270	Personal
HIGH DESERT CONST	46 RELIANCE RD	ROCK SPRINGS	WY	103	\$84,222	Personal
AMERICAN TOWER INC	PO BOX 723597	ATLANTA	GA	103	\$1,696	Personal
JOHNSON CHARLES A	PO BOX 129	RELIANCE	WY	103	\$26	Personal
SUMMERHAYS DEVELOPMENT INC	5420 GREEN ST	MURRAY	UT	103	\$8	Personal
UNITED SITE SERVICES OF NEVADA INC	PO BOX 53267	PHOENIX	AZ	103	\$60,297	Personal
ROCKY MOUNTAIN COAL CO LLC	PO BOX 672346	HOUSTON	TX	103	\$8,519	Personal

JM ELECTRICAL SERVICES	50 RELIANCE RD # 80	ROCK SPRINGS	WY	103	\$228	Personal
HONEYDOO HOME REPAIR	PO BOX 233	RELIANCE	WY	103	\$263	Personal
PEAK ENERGY SERVICES USA INC	PO BOX 92108	AUSTIN	TX	103	\$48,057	Personal
G & J HOT OILING INC	2048 FIR ST	ROCK SPRINGS	WY	103	\$9,314	Personal
SHEILA GUENTHER	PO BOX 2521	ROCK SPRINGS	WY	103	\$23	Personal
EDUCATIONAL MEDIA FOUNDATION	5700 WEST OAKS BLVD	ROCKLIN	CA	103	\$398	Personal
WESTERN STATES	50 RELIANCE RD # 93	ROCK SPRINGS	WY	103	\$2,289	Personal
WESTERN RELIEF LLC	90 RELIANCE RD	ROCK SPRINGS	WY	103	\$73	Personal
NEOPOST USA INC	478 WHEELERS FARMS RD	MILFORD	CT	109	\$9	Personal
REGENCY OF WYOMING INC	40 N 4TH ST	CARBONDALE	CO	103	\$1,860	Res Vacant Land
K & P ENTERPRISES LLC	343 GALE ST	ROCK SPRINGS	WY	103	\$2,413	Res Vacant Land
MISSOURI PACIFIC RAILROAD CO	1400 DOUGLAS STOP 1640	OMAHA	NE	109	\$8,271	Res Vacant Land
DERNOVICH MARJORIE K	PO BOX 276	RELIANCE	WY	103	\$1,003	Res Vacant Land
TABUCHI DOUGLAS R	100 VILLAGE CIR	ROCK SPRINGS	WY	103	\$958	Res Vacant Land
PINCOCK PAT	3833 BLUE HERON ST	ROCK SPRINGS	WY	103	\$1,349	Res Vacant Land
BOZNER JOE F & PATRICIA	PO BOX 249	RELIANCE	WY	103	\$519	Res Vacant Land
QUINTON DEAN	365 H ST	ROCK SPRINGS	WY	103	\$2,342	Res Vacant Land
MORENO SENORINA D	50 RELIANCE RD #133	ROCK SPRINGS	WY	103	\$950	Res Vacant Land
MORENO DOLORES P & MANUEL J	PO BOX 66	RELIANCE	WY	103	\$1,900	Res Vacant Land
WEST WINDS PROP LTD LIAB CO	PO BOX 34479	PENSACOLA	FL	103	\$2,209	Res Vacant Land
MATSON ENID L ETAL	8 EL CARMELLO CIR	OAKLAND	CA	103	\$713	Res Vacant Land
BROCK JAMES D	PO BOX 3166	ROCK SPRINGS	WY	103	\$1,131	Res Vacant Land
KELLEY BURCHALI	PO BOX 187	RELIANCE	WY	103	\$5,945	Residential
BOZNER ROSALIA T & JOSEPH F	PO BOX 73	RELIANCE	WY	103	\$4,754	Residential
ARGUELLO EDWARD & LILLIAN	PO BOX 188	RELIANCE	WY	103	\$10,863	Residential
JOHNSON NORMAN & BEVERLY	PO BOX 183	RELIANCE	WY	103	\$1,034	Residential
VAN BRUNT ALLISON & DEREK T	PO BOX 236	RELIANCE	WY	103	\$10,033	Residential
ROPER ORRIN W & JULIE M	PO BOX 57	RELIANCE	WY	103	\$3,156	Residential
BOZNER JOE F & PATRICIA	PO BOX 249	RELIANCE	WY	103	\$1,124	Residential
QUINTON DEAN	365 H ST	ROCK SPRINGS	WY	103	\$12,153	Residential
TABUCHI AGNES ETAL	PO BOX 1316	ROCK SPRINGS	WY	103	\$11,121	Residential
GROSS DONNA M ETAL	309 AGATE ST	ROCK SPRINGS	WY	103	\$7,801	Residential
JONES SHAWN	PO BOX 1965	ROCK SPRINGS	WY	103	\$6,559	Residential
WILLIAMS ESTHER E	PO BOX 116	RELIANCE	WY	103	\$5,977	Residential
HUNT RAYMOND W	PO BOX 152	RELIANCE	WY	103	\$6,777	Residential
GREIFF FRED H & SANDRA J	PO BOX 143	RELIANCE	WY	103	\$11,599	Residential
SANCHEZ SOLOMON D ETAL	PO BOX 101	RELIANCE	WY	103	\$5,931	Residential
HOLLAND SANDRA B	1808 S 118TH ST APT #107	SEATTLE	WA	103	\$5,766	Residential
KEEUN CURTIS W & PATRICIA A	PO BOX 174	RELIANCE	WY	103	\$8,709	Residential
BOZNER JOSEPH F & PATRICIA D &	PO BOX 249	RELIANCE	WY	103	\$8,787	Residential
BOZNER JOSEPH F & PATRICIA D	PO BOX 249	RELIANCE	WY	103	\$5,463	Residential
KIERNAN MICHAEL D	PO BOX 52	RELIANCE	WY	103	\$5,397	Residential
ANDREOZZI JOSEPH	8330 S EAGLE VALLEY RD	PORT MATILDA	PA	103	\$6,813	Residential
HESTER PAUL R & SHEILA R	PO BOX 132	RELIANCE	WY	103	\$7,502	Residential
PINEDA DENNIS K ETAL	PO BOX 56	RELIANCE	WY	103	\$7,710	Residential
KEELIN CURTIS & PATRICIA	PO BOX 174	RELIANCE	WY	103	\$6,487	Residential
LAW HALE & LANA HERNANDEZ	PO BOX 53	RELIANCE	WY	103	\$8,150	Residential
KEELIN CURTIS & PAT	PO BOX 174	RELIANCE	WY	103	\$7,667	Residential
SANTIAMO SHARON A	PO BOX 8	RELIANCE	WY	103	\$5,870	Residential
THOMAS JOE M & LINDA	PO BOX 38	RELIANCE	WY	103	\$6,681	Residential
NEWTON SHANNA & GAMPER SHANNA	PO BOX 153	RELIANCE	WY	103	\$7,770	Residential
BAKER FAMILY TRUST	PO BOX 27	RELIANCE	WY	103	\$8,322	Residential
BARNHOUSE DAVID A	PO BOX 353	RELIANCE	WY	103	\$2,742	Residential
HEWITT ROBERT LESLIE & DEANNA	PO BOX 399	RELIANCE	WY	103	\$5,065	Residential
ESKELSON JOSEPH & MCGILL TERESA	1472 MAIN ST	RELIANCE	WY	103	\$8,128	Residential
DERNOVICH MARJORIE K	PO BOX 276	RELIANCE	WY	103	\$7,070	Residential
HUTCHINSON MARY F	1823 FILLMORE AVE	ROCK SPRINGS	WY	103	\$6,391	Residential
GREIFF SANDRA J	PO BOX 25	RELIANCE	WY	103	\$7,409	Residential
GASPERETTI CHARLES D ETAL	PO BOX 100	RELIANCE	WY	103	\$7,498	Residential
GASPERETTI CHARLES D ETAL	PO BOX 100	RELIANCE	WY	103	\$6,766	Residential
BOZNER JOSEPH F & PATRICIA D	PO BOX 249	RELIANCE	WY	103	\$11,582	Residential
GOLAY GEORGE D	PO BOX 335	RELIANCE	WY	103	\$7,966	Residential
GUENTHER SHEILA M	PO BOX 2521	ROCK SPRINGS	WY	103	\$1,692	Residential
GREER HARLEY D	PO BOX 60	RELIANCE	WY	103	\$4,409	Residential
MEEKS BUD M & MARILYN M	PO BOX 114	RELIANCE	WY	103	\$1,324	Residential
GREER HARLEY D	PO BOX 60	RELIANCE	WY	103	\$6,589	Residential
BOZNER MAX & JOSEPH	PO BOX 73	RELIANCE	WY	103	\$4,946	Residential
NELSON CLAIR I	934 MONROE ST	KETCHIKAN	AK	103	\$7,383	Residential
BARTELS LEONARD & GAIL	PO BOX 12	RELIANCE	WY	103	\$7,793	Residential
HINESLEY HERSCHEL J & BONNY	PO BOX 147	RELIANCE	WY	103	\$10,793	Residential
JENSEN DAVID N & GALENE	553 N FRONT ST	ROCK SPRINGS	WY	103	\$12,808	Residential
RITCHEY UNDA J & HENRY P	PO BOX 214	RELIANCE	WY	103	\$9,315	Residential
GREER HARLEY	PO BOX 60	RELIANCE	WY	103	\$4,921	Residential
PINEDA ORLANDO F & FLAVIA	PO BOX 56	RELIANCE	WY	103	\$7,187	Residential
MERRITT EARL & MORENO DOLORES	PO BOX 66	RELIANCE	WY	103	\$1,952	Residential
COLVIN SCOTT O & CINDY L	PO BOX 422	ROCK SPRINGS	WY	103	\$28,371	Residential

CHENOWETH JOSEPH & TREASA	PO BOX 157	RELIANCE	WY	103	\$25,976	Residential
PETERSON DAVID J & HEIDI M	PO BOX 118	RELIANCE	WY	103	\$12,816	Residential
HEAVIN CAROLE J	PO BOX 155	RELIANCE	WY	103	\$1,242	Residential
NAUMAN LAURENCE E III	PO BOX 189	RELIANCE	WY	103	\$34,844	Residential
SPENCE STEVEN P & GINGER R	PO BOX 104	RELIANCE	WY	103	\$23,931	Residential
RAFFERTY JAMES A SR & DAVIS	PO BOX 42	RELIANCE	WY	103	\$5,707	Residential
MCGARVEY TANYA L & WILLIAM	PO BOX 323	RELIANCE	WY	103	\$6,735	Residential
SPAENY CASEY	PO BOX 233	RELIANCE	WY	103	\$10,112	Residential
PIRNAR JOE ETAL	PO BOX 13	RELIANCE	WY	103	\$4,555	Residential
SHEPARD LAWRENCE & MARGARET	PO BOX 218	RELIANCE	WY	103	\$1,310	Residential
PERRY BRETT & LAURA	PO BOX 88	RELIANCE	WY	103	\$6,890	Residential
SIDDOWAY LAINE V & MYRNA M	PO BOX 87	RELIANCE	WY	103	\$6,163	Residential
REGALADO GABLE & SANTHANAWIT	PO BOX 1722	ROCK SPRINGS	WY	103	\$11,193	Residential
GROVE MELVIN D & MARIA N	3714 ASH GLEN DR	SPRING	TX	103	\$4,902	Residential
HEAVIN SHANE & EMILEE	PO BOX 158	RELIANCE	WY	103	\$5,667	Residential
ZAMPEDRI FRANCES	PO BOX 144	SUPERIOR	WY	103	\$5,894	Residential
MARTINEZ JUAN F & MARGARET	PO BOX 33	RELIANCE	WY	103	\$7,711	Residential
HOUSEHOLDER TROY W	PO BOX 203	RELIANCE	WY	103	\$1,112	Residential
FETZER DALE L	PO BOX 235	RELIANCE	WY	103	\$9,018	Residential
ARGUELLO RONALD M & SHERRIE L	PO BOX 26	RELIANCE	WY	103	\$8,197	Residential
MARTINEZ JUAN F & MARGARET	PO BOX 33	RELIANCE	WY	103	\$6,349	Residential
HOUSEHOLDER TROY W	PO BOX 203	RELIANCE	WY	103	\$8,927	Residential
LEWIS FORREST J ETAL	222 GATEWAY BLVD # 88	ROCK SPRINGS	WY	103	\$7,036	Residential
NAUMAN LAURENCE E III	PO BOX 189	RELIANCE	WY	103	\$5,326	Residential
PETERS ROY L & SUSAN	PO BOX 2924	ROCK SPRINGS	WY	103	\$7,547	Residential
EDWARDS MANDI K & STACEY W	PO BOX 295	RELIANCE	WY	103	\$18,684	Residential
WEST WINDS PROP LTD LIAB CO	PO BOX 34479	PENSACOLA	FL	103	\$10,331	Residential
EDWARDS MANDI K & STACEY W	PO BOX 295	RELIANCE	WY	103	\$1,223	Residential
SPENCE STEVEN P & GINGER R	PO BOX 104	RELIANCE	WY	103	\$6,168	Residential
GARCIA ROSIE & DANNY	PO BOX 113	RELIANCE	WY	103	\$7,498	Residential
WILSON JOHN WILLIAM	PO BOX 275	RELIANCE	WY	103	\$5,903	Residential
BERRY NEDRA & OCONNOR JOSEPH B	PO BOX 298	RELIANCE	WY	103	\$8,391	Residential
BOZNER MAX F	PO BOX 73	RELIANCE	WY	103	\$9,928	Residential
SPENCE GEORGE & MITTIE A	PO BOX 32	RELIANCE	WY	103	\$12,190	Residential
BLAZICH BILLY J & NICOLE D	PO BOX 303	RELIANCE	WY	103	\$5,731	Residential
PEKAS DAROLD J	PO BOX 162	RELIANCE	WY	103	\$2,382	Residential
MCCREA TYLER	PO BOX 151	RELIANCE	WY	103	\$9,354	Residential
HEAVIN CAROLE J	PO BOX 155	RELIANCE	WY	103	\$5,493	Residential
BLACKWELL ELIZABETH A	PO BOX 354	RELIANCE	WY	103	\$5,182	Residential
VAN WAGONER SKYLER P & AMY L	PO BOX 216	RELIANCE	WY	103	\$6,777	Residential
MARTINEZ JUAN F & MARGARET	PO BOX 33	RELIANCE	WY	103	\$8,375	Residential
OWEN WENDIE	1213 MAIN ST	RELIANCE	WY	103	\$5,112	Residential
YOUNG RONALD G & RODNEY G &	1607 S FAIRWAY DR	POCATELLO	ID	103	\$6,343	Residential
HARVEY LARRY R & DAYNA	1925 W SAGE ST	EVANSTON	WY	103	\$5,689	Residential
HILLS ANTHONY & KC	PO BOX 73	RELIANCE	WY	103	\$9,562	Residential
HARRIS CHRISTOPHER G & ROBERTA	PO BOX 187	RELIANCE	WY	103	\$12,433	Residential
MONTOYA ADELINE	PO BOX 74	RELIANCE	WY	103	\$6,971	Residential
OHARE ALMA L TRUST	PO BOX 146	RELIANCE	WY	103	\$2,638	Residential
NISSIN PAUL A & PATSY M	PO BOX 55	RELIANCE	WY	103	\$11,451	Residential
RENZ TIMOTHY D	PO BOX 14	RELIANCE	WY	103	\$7,815	Residential
RENZ TIMOTHY D	PO BOX 14	RELIANCE	WY	103	\$5,617	Residential
RENZ DENNIS L ETAL	PO BOX 14	RELIANCE	WY	103	\$8,707	Residential
BROCK JAMES	PO BOX 3166	ROCK SPRINGS	WY	103	\$9,948	Residential
SLATER VERNON L & CHERYL L	209 CHEROKEE DR	ROCK SPRINGS	WY	103	\$6,161	Residential
ADAMSON DAVID A & KAREN B	PO BOX 234	RELIANCE	WY	103	\$10,546	Residential
SWEET MARK B	127 FOLSOM DR	ROCK SPRINGS	WY	103	\$4,349	Residential
BEHRMAN JOANN L	1804 ELK ST SP 4	ROCK SPRINGS	WY	103	\$9,942	Residential
GUTIERREZ DAVID L	PO BOX 123	RELIANCE	WY	103	\$7,032	Residential
CAMPOS J MERCEDES	PO BOX 103	RELIANCE	WY	103	\$6,170	Residential
LATHAM STEVEN R & JOYCE E	PO BOX 264	RELIANCE	WY	103	\$2,786	Residential
CAULFIELD BERNARD J	PO BOX 304	RELIANCE	WY	103	\$9,746	Residential
JOHNSON CHARLES	PO BOX 129	RELIANCE	WY	103	\$10,120	Residential
CARRILLO LOUIS T & CIBILA M	PO BOX 36	RELIANCE	WY	103	\$8,854	Residential
BLAUVELT BRIAN T & NANETTE A	PO BOX 99	RELIANCE	WY	103	\$7,874	Residential
WRIGHT JOHN A & LAURA G	PO BOX 281	RELIANCE	WY	103	\$4,908	Residential
MARTINEZ JUAN F & MARGARET	PO BOX 33	RELIANCE	WY	103	\$4,894	Residential
DE LOERA GERMAN & JESSICA	PO BOX 34	RELIANCE	WY	103	\$9,292	Residential
BROCK MARK E & DELLA R	PO BOX 161	GREEN RIVER	WY	103	\$6,374	Residential
SAWICK ROBERT H TRUST	1326 N HWY 287	LANDER	WY	103	\$6,185	Residential
LOGAN LYNDALL A	PO BOX 331	RELIANCE	WY	103	\$10,023	Residential
MAY GERALDINE	PO BOX 333	RELIANCE	WY	103	\$7,954	Residential
MARTINEZ JUAN F & MARGARET	PO BOX 33	RELIANCE	WY	103	\$3,036	Residential
FUGER DONALD W & MARY E	PO BOX 355	RELIANCE	WY	103	\$27,949	Residential
MORTENSEN BRANDON & LOUISA J	PO BOX 190	RELIANCE	WY	103	\$21,992	Residential
MORTENSEN LOUISA J	PO BOX 190	RELIANCE	WY	103	\$29,117	Residential
MCI COMMUNICATIONS INC	PO BOX 635	BASKING RIDGE	NJ	109	\$115	State Assessed

OVERLAND TRAILS TRANSMISSION CO	PROP TAX DEPT - DCP MIDSTREAM	HOUSTON	TX	103	\$13,098	State Assessed
ECHOSTAR CORPORATION	13155 NOEL ROAD STE 100	DALLAS	TX	103	\$4	State Assessed
DISH NETWORK CORP	PO BOX 6623	ENGLEWOOD	CO	109	\$5	State Assessed
UNION TELEPHONE CO	PO BOX 160	MOUNTAIN VIEW	WY	109	\$567	State Assessed
QUESTAR GAS CO	PO BOX 45360	SALT LAKE CITY	UT	103	\$24,719	State Assessed
IDAHO POWER CO	1221 WEST IDAHO	BOISE	ID	103	\$16,748	State Assessed
DIRECTV LLC	2250 E IMPERIAL HWY	EL SEGUNDO	CA	103	\$819	State Assessed
QUESTAR PIPELINE CO	PO BOX 45460	SALT LAKE CITY	UT	103	\$321	State Assessed
UNION PACIFIC RAILROAD CO	1400 DOUGLAS STOP 1640	OMAHA	NE	103	\$167,098	State Assessed
QWEST CORP	700 W MINERAL AVE	LITTLETON	CO	103	\$6,800	State Assessed
UNION TELEPHONE CO	PO BOX 160	MOUNTAIN VIEW	WY	103	\$7,095	State Assessed
DISH NETWORK CORP	PO BOX 6623	ENGLEWOOD	CO	103	\$1,368	State Assessed
ROCKY MOUNTAIN POWER	NORM ROSS PROP TAX MANAGER	PORTLAND	OR	103	\$158,811	State Assessed

- * Properties within the District are assessed by the 4th Monday in April every year.
- * The Treasurer's Office sends out the subsequent billing on September 1st with due dates of November 1st and May 1st if paid in halves or December 31st if paying the amount due in full.
- * Properties within the District are scheduled to taxed as long as the North Sweetwater Water & Sewer District exists.

BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Date Requested: BOCC Meeting 2-4-2014	Name & Title of Presenter: John Radosevich & Jay Schneiders
Department or Organization: Engineering	Contact Phone & E-mail: 307-872-3921
Exact Wording for Agenda: Resolution for Accepting Right of Way on White Mountain Drive	Preference of Placement on Agenda & Amount of Time Requested for Presentation: 20 minutes
Will there be Handouts? (If yes, include with meeting request form) Yes	Will handouts require SIGNATURES: Yes
Additional Information:	

- All requests to be added to the agenda will need to be submitted in writing on the "Meeting Request Form" by Wednesday at 12:00 p.m. prior to the scheduled meeting and returned in person or electronically to Clerk Sally Shoemaker at: shoemakers@sweet.wy.us
- All handouts are also due by Wednesday at 12:00 p.m. prior to the scheduled meeting date. Handouts may be submitted to Clerk Sally Shoemaker either in person or electronically. *****If your handout is not accompanied with the request to be added to the agenda, your request will be dismissed and you may reschedule for the next meeting provided the handout(s) are received.*****
- Any documents requiring **Board Action** or **signature** are considered agenda items and need to be requested in the same manner.
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RESOLUTION NO. 14-02-EN-01

A RESOLUTION OF THE SWEETWATER COUNTY COMMISSION
REQUESTING OF RHO PROPERTIES, LLC, TO DEDICATE A PORTION
OF ITS LAND FOR A PROPOSED GAS STATION AND CONVENIENCE
STORE TO WIDEN WHITE MOUNTAIN DRIVE (CR4-54) BY AN
ADDITIONAL FORTY (40) FEET TO ALLOW VEHICULAR TRAFFIC
TO SAFELY TURN INTO THE PROPOSED PROJECT

Whereas, White Mountain Drive (CR4-54) has been dedicated to Sweetwater County; however, said road exists primarily within the boundaries of the City of Rock Springs, WY; and

Whereas, RHO Properties LLC has filed a site plan for the construction of a gas station and convenience store that will be bordered on its north side by White Mountain Drive; and

Whereas, according to the proposed site plan, traffic will access the proposed project from both White Mountain Drive and Elk Street; and

Whereas, an additional forty feet of width is needed on White Mountain Drive for traffic to safely turn from White Mountain Drive into the proposed gas station and convenience store; and

Whereas, said additional forty feet is identified as the, "northerly 40 feet of that certain parcel recorded in Book 1200, Pages 6187 to 6188, of the Office of the Sweetwater County Clerk."

Now Therefore, the Sweetwater County Commission is hereby submitting its request to RHO Properties, LLC, to transfer by deed a strip of land that is 40 feet wide to Sweetwater County for the stated purpose, and in the location identified herein.

Dated this ____ day of February, 2014

The Sweetwater County Commission:

ATTEST:

Dale Davis, Sweetwater County
Clerk

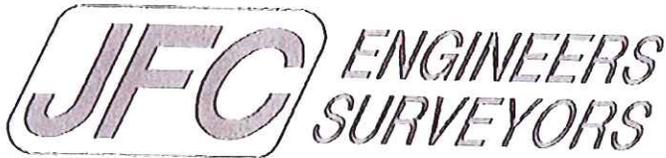
Wally J. Johnson, Chairman

John K. Kolb, Commissioner

Gary Bailiff, Commissioner

Reid O. West, Commissioner

Don Van Matre, Commissioner



1515 NINTH STREET, SUITE A
ROCK SPRINGS, WYOMING 82901
PHONE: (307) 362-7519
FAX: (307) 362-7569
E-MAIL: mail@jfc-wyo.com

Legal Description

December 10, 2013

JFC File 8871

Identification: *Proposed Street Dedication
White Mountain Drive
Located in the NW 1/4, Section 23, T 19 N, R 105 W, 6th P.M.,
Rock Springs, Sweetwater County, Wyoming*

Owner: RHO Properties, LLC

A parcel of land located in the Northwest Quarter of Section 23, Resurvey Township 19 North, Range 105 West of the Sixth Principal Meridian, Rock Springs, Sweetwater County, Wyoming and being more particularly described as follows:

Beginning at the most westerly corner of the RHO Properties, LLC tract described in Book 1200, Page 6187 in the records of the Sweetwater County Clerk, said point being the intersection of the southerly right-of-way line of White Mountain Drive and the easterly right-of-way line of Elk Street and lies South 20°26'06" East a distance of 1370.97 feet from the Northwest corner of said Section 23;

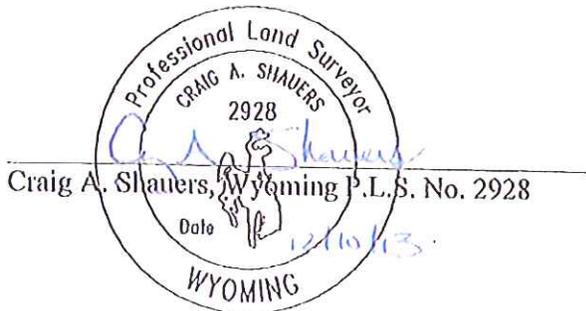
Thence North 78°29'00" East along the southerly right-of-way line of White Mountain Drive for a distance of 374.45 feet to the most northerly corner of said RHO tract, said point also being the most westerly corner of the Roberta Morris tract described in Book 1067, Page 575;

Thence South 11°31'00" East along the westerly boundary of said Morris tract for a distance of 40.00 feet;

Thence South 78°29'00" West for a distance of 374.42 feet to a point which lies on the westerly boundary of said RHO tract;

Thence North 11°33'00" West along the westerly boundary of said RHO tract for a distance of 40.00 feet to the Point of Beginning.

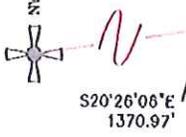
The above described tract contains an area of 14,977.37 square feet or 0.344 acres and is subject to any rights-of-way and/or easements which have been legally acquired. The basis of bearing for said parcel is North 11°33'00" West along the easterly right-of-way line of Elk Street



12/10/2013 11:29:28 AM

MED J:\Data\8871.rjn\dwg\RHO to SW County.dwg

NW Cor Sec 25, T15N, R10SW



WHITE MOUNTAIN DRIVE (Sweetwater County)

Roberta Morris (BK--1067, PG--575)

15' Natural Gas Easement (BK-810, PG-1075)
15' Elect Easement (BK-1195, PG-1037)

Proposed Street Dedication

10' Utility Easement (BK-1195, PG-1037)

15' Utility Easement (BK-1195, PG-1037)

RHO Properties, LLC
Bk 1200, Pg 6187

10' Utility Easement (BK-1195, PG-1037)

20' Sewerline Easement (BK-1195, PG-1040)

10' Utility Easement (BK-1195, PG-1037)

BLK STREET

RHO PROPERTIES, LLC



1515 NINTH STREET
 ROCK SPRINGS, WY 82901
 PHONE (307) 362-7519
 FAX (307) 362-7569
<http://www.jfc-wyo.com>

PROPOSED STREET DEDICATION
 WHITE MOUNTAIN DRIVE
 ROCK SPRINGS, WYOMING

DWN BY: CAS
 DATE: DEC 10, 2013

SCALE:
 1"=60'

8871-13E

BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Date Requested: February 4, 2014	Name & Title of Presenter: Don Hartley
Department or Organization: Enterprise Committee	Contact Phone & E-mail: 307-389-8028 hartley430@sweetwaterhsa.com
Exact Wording for Agenda: Resource Rendezvous	Preference of Placement on Agenda & Amount of Time Requested for Presentation: 10 Minutes
Will there be Handouts? (If yes, include with meeting request form) No	Will handouts require SIGNATURES: No
Additional Information:	

- All requests to be added to the agenda will need to be submitted in writing on the "Meeting Request Form" by Wednesday at 12:00 p.m. prior to the scheduled meeting and returned in person or electronically to Clerk Sally Shoemaker at: shoemakers@sweet.wy.us
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- No handout will be received during a meeting in session.

BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Date Requested: 2/4/2014	Name & Title of Presenter: Garry McLean
Department or Organization: Human Resources	Contact Phone & E-mail: 872-3913
Exact Wording for Agenda: Employee Manual Policy Amendments	Preference of Placement on Agenda & Amount of Time Requested for Presentation: 15 min.
Will there be Handouts? (If yes, include with meeting request form) yes	Will handouts require SIGNATURES: no
Additional Information:	

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CHAPTER 3: EMPLOYMENT POLICIES

Section 1. Employee Classifications

- A. It is the policy of the County to classify County officials and employees as: Elected Official, Chief Deputy, Department Head, full-time, part-time, temporary, or contract employees, and as non-covered, exempt or nonexempt for the purposes of compensation, administration and compliance with the Fair Labor Standard Act (FLSA).
- B. In addition, the County may supplement the regular workforce, as needed, with other forms of flexible staffing, including contract employees, independent contractors, temporary employees, or individuals acquired through staffing agencies.
- C. The County may use students and other applicants for flexible staffing purposes, as allowed by law. The Human Resources Department will handle the assignment of students to special full-time or part-time jobs that are part of training programs. Hiring of personnel under the age of eighteen (18) must be approved through the Human Resources Department.
- D. Status Change: An employee whose status changes from regular full-time to regular part-time may use any days of paid absence or vacation accrued as a full-time employee. An employee whose status changes from temporary or part-time to full-time will be considered as hired on the date of the change of status for purposes of eligibility for paid absences and vacation. Information concerning eligibility for other County benefits, such as the pension plan and/or pay plan is available from the Human Resources Department. Regular full-time employees who are given temporary transfers are not considered temporary employees unless their job has been eliminated and only temporary employment is available. An employee who has been selected by the Elected Official as the Chief Deputy, or an employee who is elected or appointed to an Elected Official position, shall be entitled to receive his or her accrued sick leave and vacation leave, in accordance with Chapter 7, Benefits, upon assuming the duties of the Chief Deputy or Elected Official. In addition the employee will be paid his or her accrued compensatory time at the employee's rate of pay prior to his or her status change to Chief Deputy or Elected Official.

Section 2. Promotions

- A. It is the policy of Sweetwater County to offer employees promotions to higher-level positions when appropriate. Promotions in the County in each department or specific area shall be based upon merit. Promotion occurs when a regular full-time employee applies, qualifies, and is selected to fill a position in a different classification at a higher pay grade than the employee's current pay grade.
- B. An employee of the County will not be given any preference for the promotion, if outside candidates are considered for the same position.

CHAPTER 3: EMPLOYMENT POLICIES

- C. Position Vacancies: At the discretion of the Elected Official or Board, job openings and promotions may be advertised internally and/or externally. When job openings or promotion opportunities are posted:
1. Interested employees must initiate a written request to the Human Resources Department prior to the cut-off date specified in the posting;
 2. Supervisors and Department Heads may initiate the procedure within the same time period and propose employees for the position.
- D. Evaluation and Selection: Employee candidates for promotion will ordinarily be screened and selected on the basis of attendance and work records, performance appraisals, maintenance of effective working relationships, and other relevant job-related qualifications including, in some instances, aptitude or achievement tests.

Section 3. Hours of Work, Overtime and Travel Time

- A. According to W.S. § 27-5-101(a), "The period of employment of state and County employees is eight (8) hours per day and forty (40) hours per week which constitutes a lawful day's and week's work respectively." The Board has defined usual business hours as being 8:00 a.m. to 5:00 p.m. Monday through Friday, except County Holidays authorized by the Board. In accordance with this, the Department Heads or Elected Officials shall establish the time and duration of working hours as required by the work load, the needs associated with providing efficient service to the public, the efficient management of human resources and any applicable law related to conducting County business.
- B. Normal Workweek: The normal workweek shall be defined as the time between 12:01 a.m. Sunday through 11:59 p.m. on the following Saturday.
- C. Attendance for Training: If a Department Head or Elected Official requires a nonexempt person to attend lectures, meetings, and training programs that are directly related to the individual's job, the time involved will be considered hours of work, and therefore will be compensated time. However, regardless of whether a program is directly related or unrelated to his/her job, the time spent attending a course is not paid time if the nonexempt person attends the course voluntarily, on his own initiative. Training time for certification that is required by law for certain County occupations may or may not be paid time, at the discretion of the Department Head or Elected Official.
- D. On-Call Situations: Each Elected Official and the Board shall comply with the requirements of the Fair Labor Standards Act (FLSA) in compensating employees for being on-call. At the discretion of the Board and Elected Official, employees may receive compensation for being on-call, whether or not such on-call time is required to be paid under the FLSA.

CHAPTER 3: EMPLOYMENT POLICIES

E. Nonexempt personnel:

1. Overtime Work: **Employees are permitted to work overtime only when expressly authorized by the appropriate authority.** Any work in excess of 40 hours during the workweek shall be compensated at time and one half as overtime.
 2. Overtime Compensation: When it is necessary for a Department Head or Elected Official to require nonexempt employees (those employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) to work overtime, the employee may select his preferred method of compensation by choosing one of the following options:
 - a. Fire Personnel: Fire protection personnel shall be paid overtime compensation at the rate of one and one-half (1.5) times their regular hourly rate for work in excess of two hundred and ten (210) hours actually worked in a twenty-eight (28) day cycle.
 - b. Nonexempt employees shall be paid at the rate of one and one-half (1.5) times their normal hourly rate of pay for each one (1) hour worked in excess of 40 hours in any one workweek; or
 - c. Nonexempt employees shall be given compensatory time off at the rate of one and one half (1.5) hours of compensatory time off for each one (1) hour worked in excess of 40 hours in any one workweek;
 - d. Notwithstanding paragraphs (b.) and (c.) above, a non-exempt employee who is required to report to work outside of the employee's normal scheduled work hours (e.g., holiday, evenings, weekends) will be compensated at a rate of 1.5 times his/her regular rate of pay, payable in either overtime or compensatory time, regardless whether the employee will reach the applicable FLSA overtime hours threshold or not.
 3. Compensatory Time Off: In accordance with the Fair Labor Standards Act, the County may give nonexempt employees who are required to work overtime the choice of receiving monetary compensation for overtime work or compensatory time off (compensatory time) in lieu of monetary overtime compensation. No employee shall be permitted to work and receive compensatory time in lieu of monetary overtime compensation, unless the employee and Department Head/Elected Official have first read and executed the Sweetwater County Compensatory Time Memorandum of Understanding and submitted the executed MOU to the County Clerk's Office.
 - a. The FLSA sets the maximum accruals for compensatory time at two hundred forty (240) hours. It is the responsibility of Elected Officials or Department Heads to enforce this provision.
 - b. A nonexempt employee, who has reached the maximum compensatory time accrual of two hundred forty (240) hours, will be paid for all overtime at the rate of time and
-

CHAPTER 3: EMPLOYMENT POLICIES

one half of his or her regular rate of pay for every hour that is worked in excess of forty hours.

- c. At the end of the fiscal year, in the discretion of the Board or Elected Official, all nonexempt employees who have comp time remaining may be paid for their accrued comp time, at the employee's current hourly rate, thereby creating a zero balance in compensatory time accruals at the beginning of the next fiscal year.
 - d. An employee may only use compensatory time after it is earned, not before.
 - e. Compensatory time which is used or paid during the same fiscal year in which it is earned, will be included in the calculation of retirement benefits through the Wyoming Retirement System. However, compensatory time which is paid in one fiscal year but earned in another will not be used in the calculation of retirement benefits.
 - f. In the event an employee leaves the employ of Sweetwater County, including a layoff, the employee shall receive compensatory pay for all accrued and unused compensatory time, to be paid at the rate for the classification that he or she was permanently assigned at the time of departure from Sweetwater County.
4. Time Sheets: All nonexempt employees are required to complete an individual time record showing the daily hours worked. Time records must be completed by the date indicated by the Department Head/Elected Official. The Department Head/Elected Official is responsible for verifying the accuracy of employee time sheets. The following points should be considered in filling out time records:
- a. Any falsification of any time record is prohibited and may be grounds for disciplinary action, up to and including termination; and,
 - b. Failure to provide time sheets, by the stated deadlines may result in a delay in an employee receiving his pay, or disciplinary action

F. Exempt Employees:

1. Overtime: Personnel employed in executive, administrative, professional, or certain computer related positions are generally exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Exempt employees are expected to work overtime as required by their supervisor, or as it is otherwise necessary to meet the needs of their position. Exempt employees do not receive overtime compensation. However, Department Heads or Elected Officials may, in their discretion, allow time off for substantial overtime work necessitated by their jobs.
2. Time Sheets: Exempt employees are not required to fill out hourly time sheets but must report any vacation or sick leave that is used.

CHAPTER 3: EMPLOYMENT POLICIES

G. Travel Time:

1. Non-Paid Travel Time: Normal travel time from home to work is not work time, whether a nonexempt employee works at a fixed location or at different job sites. Travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile is not compensable, unless the employee performs work while traveling, as authorized by the County.
2. Paid Travel Time: Time spent by an employee in travel as part of the employee's workday, (e.g. from job site to job site), will be counted as hours worked. If a nonexempt employee is required to perform County work while traveling, such time spent traveling shall be considered hours worked. Employees will be compensated for travel time, if during that travel time; they are operating a motor vehicle, even if such operation occurs outside of normal work hours.

Section 4. Medical Tests and Procedures

- A. Pre-employment Testing: Pre-employment testing may be required of applicants who have applied for work which requires certain types of physical or psychological evaluation, subject to the following:
 1. Business Necessity: Medical tests may be required of applicants after a conditional offer of employment has been made to determine their capability of performing the essential functions of the job.
 2. If pre-employment testing is required after a conditional offer of employment has been tendered, such testing must be required of all applicants for that position or other positions with similar duties.
 3. No medical tests shall be administered until the need for such testing and the testing procedures have been approved by the Human Resources Office for compliance with the Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA) and other applicable State and Federal law.
- B. Post-employment Testing: The County may require employees to submit to medical tests the as follows:
 1. To comply with federal regulations requiring post-accident, random, and reasonable suspicion cause drug and/or alcohol tests.
 2. Reasonable Suspicion: An employee may be required to submit to a drug or alcohol test when the County finds that there is reasonable suspicion to believe that the employee may be impaired by drugs or alcohol.

CHAPTER 3: EMPLOYMENT POLICIES

3. **Drug and Alcohol Testing Program:** An employee may be required to submit to a post employment drug or alcohol test pursuant to a drug or alcohol program which has been approved by the Human Resources Department.
 4. **Other Occasions for Medical Testing:** Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee is exposed to toxic or unhealthful conditions, requests an accommodation for a disability, or has a questionable ability to perform current job duties or the duties of the job for which the employee is being considered.
- C. **Cost of Medical Tests:** Medical examinations required by the County will be paid for by the County and will be performed by a physician or licensed medical facility designated or approved by the County.
- D. **Medical Examination Records:** Medical examinations paid for by the County are the property of the County, and the examination records will be treated as confidential and kept in separate medical files, or by other means which are compliant with HIPAA regulations. However, records of specific examinations, if required by law or regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor, as permitted by law.
- E. **Use of Prescription or Nonprescription Legal Drugs:** Employees who need to use prescription or nonprescription legal drugs while at work must report this requirement to the Elected Official or Department Head if the use might impair their ability to perform the job safely and effectively. Depending on the circumstances, employees may be reassigned, prohibited from performing certain tasks, or prohibited from working if they are determined to be unable to perform their jobs safely and properly while taking the prescription or nonprescription legal drugs. (See also *Controlled Substances and Alcohol*, Chapter 5)
- F. **Medical Certification:** The County reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work (See Chapter 8, *Absence from Work*). The County also may require a second and, if necessary, third medical opinion regarding an employee's absence because of illness or injury. The County will pay for any required additional opinions.
1. Employees returning from a disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees (See Chapter 8, *Absence from Work*).
- G. **Reporting Requirements:** Employees who suffer any work-related injury or illness, no matter how minor, must report the illness or injury immediately to their supervisors. Supervisors will arrange referral for examination, treatment, and recording of the incident as necessary. Time spent by an employee in waiting for and receiving this medical attention

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will be considered hours worked for pay purposes. For additional information on reporting Workers' Compensation Claims see Chapter 8, Absence from Work.

Section 5. Serious Diseases

- A. It is the policy of Sweetwater County that employees with infections, long-term, life-threatening, or other serious diseases may work as long as they are able to perform the duties of their job without undue risk to their own health or that of other employees, or members of the public.
- B. Definition: Serious diseases for the purposes of this policy include, but are not limited to: cancer, heart disease, major depression, multiple sclerosis, hepatitis, tuberculosis, human immunodeficiency virus ("HIV"), and acquired immune deficiency syndrome ("AIDS")
- C. Education Programs: The County will support, where feasible and practical, educational programs to enhance employee awareness and understanding of serious diseases.
- D. Request for Accommodation: Employees who are afflicted with a serious disease that affects their ability to perform assigned duties will be treated like other employees who have disabilities which may limit their job performance. The County will comply with the Americans with Disabilities Act (ADA), when applicable.
 - 1. Employees who are diagnosed as having a serious disease and who want an accommodation should inform their supervisor or the Human Resources Department of their condition as soon as possible. The Elected Official, Department Head and the Human Resources Department should review with the employee the County policies on issues such as employees assistance, leaves and disability, infection control, requesting and granting accommodations, the County's continuing expectation regarding the employee's performance and attendance, and available benefits.
 - 2. Employees who have serious disease and who want an accommodation should provide the Human Resources Department with any pertinent medical information needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. The County also may require a doctor's certification of an employee's ability to perform job duties. In addition, the County may request that an employee undergo a medical examination for purposes of determining whether the employee can safely return to work, or to determine the nature of disability and appropriate accommodations where accommodation has been requested.
- E. Confidentiality of Information: The County will comply with the HIPAA in maintaining the confidentiality of all medical records of employees with serious diseases, unless disclosure is required by law.
- F. Safety Compliance Responsibility: The County will comply with applicable occupational safety regulations concerning employees exposed to blood or other potentially infectious

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materials. Universal precautions, engineering and work practice controls, and personal protective equipment shall be used where appropriate to limit the spread of diseases in the workplace.

- G. **Employee Responsibility:** Employees concerned about being infected with a serious disease by a coworker, customer, or other person should convey this concern to their supervisor or the Human Resources Department. Employees who refuse to work with or perform services for a person known or suspected to have a serious disease, without first discussing their concern with a supervisor, will be subject to discipline, up to and including termination. In addition, where there is little or no evidence or risk of infection to the concerned employee, the employee's continued refusal may result in discipline, up to and including termination.

Section 6. Travel and Car Pool Use Policy

- A. It is Sweetwater County's policy that business travel must be approved in advance and shall be engaged in and reimbursed according to the guidelines below. Examples of expenses normally paid or reimbursed include transportation, meals, lodging, and limited incidental expenses.
- B. **Travel:** All travel for County business shall be coordinated through Central Purchasing, using the Request for Travel Requisition (Appendix C – Forms). The most current version of this form is available on the "N" Drive.
1. An employee's Department Head or Elected Official must approve all employee travel in advance before Central Purchasing will process a travel request. Traveling employees should provide their department head or elected official with a copy of their itinerary before leaving on business travel.
 - a. **Airline, Rental Cars and Hotel Reservations:** The Purchasing Department maintains an approved list of contracts and preferred vendors. Vendors on this list will be utilized first. A request to utilize a vendor not on the approved list shall include the Elected Official's or Department Head's approval.
 2. Any travel expenses considered unreasonable under the circumstances will not be paid or reimbursed and are the employee's personal responsibility. In addition, employees will not be reimbursed for the travel expenses of their spouses or any other accompanying companion.
 3. Expenses for approved travel will be paid or reimbursed when reasonable, and properly documented and approved.
 4. Employees traveling on County business are representatives of the County and are expected to maintain a high level of professionalism and to follow all of the County's policies.

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5. Airline Travel: Employee's shall make all travel arrangements through the Purchasing Department.
6. County Vehicle: Employees who drive a County vehicle may claim reimbursement for gasoline and other expenses directly incurred for business purposes.
 - a. County employees, board members and some volunteers are authorized to operate County vehicles, as described herein.
 - b. Employees shall check with Central Purchasing for County pool car availability before using their own vehicle for travel.
 - c. County car pool vehicles will be available in the order that the reservation is received. To reserve a County pool car, employees must complete a Car Pool request form and return to the Purchasing Office. (Appendix C)
 - d. Car Pool reservations are on a first come first serve basis.
 - e. Employee to whom the vehicle is issued, is responsible for returning the vehicle in the same condition the vehicle was received, excepting ordinary wear and tear. Employee is responsible for the vehicle and is responsible for notifying the Purchasing Office if vehicle problems are encountered while traveling or if the vehicle is damaged.
 - f. Only authorized personnel of the County, referenced under 6(a) above may drive a County vehicle and all policies with regard to vehicle use must apply. Additionally, non-County employees may be passengers in a County vehicle, only if in performance of County business, as determined by Department Head or Elected Official.
 - g. Employees who use a County vehicle for travel are subject to the provisions under Chapter, 3 Section 7. Vehicle Use.
7. Personal Vehicle: Employees who use their personal vehicles for approved business purposes will receive a mileage allowance at a rate approved by the Board of County Commissioners and on file in the County Clerk's Office. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Mileage is paid for point to point map mileage. All mileage at or within an employee's destination must be itemized on a County voucher to be reimbursed. If mileage is claimed, no additional transportation expenses will be allowed. Mileage will not be paid for travel between work and home. The County will not reimburse for fuel consumed during travel time in which an employee is using his own vehicle. Nor can an employee use a County issued credit or gas card to purchase gas in a personal vehicle.
8. Travel Time for Nonexempt Personnel: Time spent by nonexempt personnel (those covered by the minimum wage and overtime requirements of the Fair Labor Standards

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Act) in traveling away from home on County business during normal working hours is considered hours worked for pay purposes. For additional information regarding compensation during travel time, SEE Ch. 3, Employment Policies; Section 3. Hours of Work, Overtime and Travel Time.

9. Double Travel Reimbursement Prohibited: Double travel expense payments to County employees are prohibited. When eligible to receive travel compensation from a non-county source, County employees should utilize those resources first before applying for travel reimbursement from the County. Employees may be entitled to reimbursement from the County for the non-reimbursed portion of total expenses within the limits of this policy. Any such claim must be fully itemized as a regular travel expense claim showing that part of expenses reimbursed, by what source, and showing the net amount being claimed as not subject to reimbursement from the other source.
- C. Meals & Incidental Expenses (M&IE): County employees may be reimbursed up to a maximum daily rate, in accordance with this policy.
1. M&IE Maximum Daily Rate: Meals and incidental expenses will be reimbursed at a maximum rate, set by the County Commissioners. The maximum daily rate is set at \$60.00, subject to change. However, this M&IE daily rate may be increased, to address local market conditions, in which meals are more expensive. Any adjustment in the daily rate must be approved by the employee's Department Head or Elected Official. The maximum rate will be updated periodically.
 2. The M&IE rate will cover meals and incidental expenses. Incidental expenses may include meal gratuities and the cost of snacks, drinks (non-alcoholic) and other refreshments purchased outside of a regular meal.
 3. The M&IE reimbursement is not allowed for travel within the County, except upon prior approval from the Department Head or Elected Official.
 4. If travel is not overnight, reimbursement for meals shall be taxable, under applicable IRS rules.
 5. Expenses incurred for M&IE shall only be reimbursed on an itemized basis, after submitting a completed Reimbursement Form and County voucher **and** all requisite itemized receipts to the Accounting Office. See Appendix C, Forms.
 6. Expenditures for alcohol cannot be reimbursed.
 7. Receipts must show name of restaurant, city and date. Receipts must be actual itemized tickets or ticket stubs - credit card slips alone are not sufficient, unless the expenses are itemized on the slip. Cash register tapes will not be accepted, unless they include all of the above information provided by the restaurant, (i.e. the tape stamped by the business).

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8. If an employee is paying for meals for persons other than his/her own, the names of those persons and the purpose for reimbursement must be provided.
 9. The County may reimburse for the reasonable cost of groceries in lieu of restaurant meals, provided the reimbursement was previously authorized by the Department Head or Elected Official.
 10. Meals or incidental expenses of employee's spouse or personal guest cannot be reimbursed.
 11. Room service is ordinarily not reimbursable, however, under certain situations it may be reimbursed depending on individual circumstances, such as if room service is the only expedient way to receive a meal or if room service is required under the circumstances, subject to approval of the Department Head or Elected Official.
- D. Lodging: The County will pay or reimburse employees for business-related expenses according to the guidelines below:
1. Lodging pre-arrangements shall be made through the Central Purchasing Department to ensure tax exemption and the best rates possible. The Purchasing Department maintains an approved list of contracts and preferred vendors. Vendors on this list will be utilized first. A request to utilize a vendor not on the approved list shall include the Elected Official's or Department Head's approval.
 2. When pre-arrangements cannot be made, the actual cost of rooms will be reimbursed directly to the employee, provided the employee submits an itemized receipt.
 3. Lodging expenses for employee's guest will not be paid or reimbursed.
- E. Inclusions: In addition to M&IE and lodging expenses, the following actual expenses incurred may be reimbursed upon Department Head or Elected Official approval. Note: Receipts shall be required for all lodging claims and all other claims on the voucher.
1. Sweetwater County is tax exempt, however, if sales tax is itemized on the meal and/or motel receipt and paid by the employee, the county will reimburse this expense;
 2. Registration/Conference fees (Receipt and Agenda required);
 3. Commercial transportation cost actually paid by the employee. The County will pay for taxi and bus fare only when such travel is necessary and work related, and only when an itemized receipt is provided;
 4. Rental car fees;
 5. Fuel and emergency repairs to County owned vehicle;
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6. Telephone calls for official County business;
 7. Valet charges, only when less costly or public parking options are not practical or available;
 8. Other miscellaneous reimbursable expenses as approved by the Department Head or Elected Official;
 9. Parking fees and toll expenses actually incurred; and, gratuity for meals, up to a maximum of 20%.
- F. Exclusions: The following expensed are not authorized for reimbursement:
1. Personal expenses incurred during travel which are primarily for the benefit of the traveler and not directly related to the official purpose of the travel. Examples include the purchase of personal hygiene items, magazines, entertainment costs, personal phone calls, movie rentals, and other miscellaneous items, including over-the-counter medications;
 2. Personal travel insurance expenses paid by the employee;
 3. Alcoholic beverages;
 4. Expenses of employee's spouse or personal guest;
 5. Valet charges when less costly parking options are practical and available;
 6. The cost of traffic fines and tickets, including parking tickets; and,
 7. Gratuity for a meal in excess of 20% will be the responsibility of the employee.
- G. Travel Provisions for Board and Elected Officials: Elected Officials are entitled to actual reasonable or necessary costs of travel pursuant to Wyoming State Statute 18-3-110, "*Any county officer whose official duties require him to travel away from the county seat shall be reimbursed by the county for his actual and necessary traveling expenses and mileage as provided by W.S. 9-3-103. The county sheriff may also be reimbursed for travel away from the county jail for official duties, if the jail is not located in the county seat. No officer requesting mileage expenses shall claim additional transportation expense. The board of county commissioners shall not allow payment for traveling expenses unless there are receipts for all monies expended.*"
- H. Purchasing any item under Sweetwater County's tax-exempt number for personal use is not only illegal but also a direct violation of this policy. Improper use will result in discipline, up to and including termination. Such violations may also constitute violations, prosecutable under law.

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- I. County Volunteer and Board Travel: Participants on County citizen boards and County volunteers on authorized travel, may have expenses reimbursed in accordance with the provisions of this policy, as though they were County personnel.
- J. County Credit Card Use:
1. Credit cards are issued through the Central Purchasing Department. Employees will only be issued a card upon signed acknowledgement of receipt and approved use of card. The employee who has signed and been issued a card is responsible for ensuring that the card and all receipts are returned to the Purchasing Office, within one business day following return from travel.
 2. If more than one employee from the same department is traveling together, Central Purchasing will issue one card as the County has limited cards available. Cards are issued for out-of-state travel first, then on a first come, first serve basis.
 3. Credit cards are only authorized to be used for meals, rental car, parking, lodging, and under certain emergency circumstances.
 4. Unauthorized use of credit card may result in disciplinary procedures or in some circumstances criminal liability.

Section 7. Vehicle Use

- A. Employees may reserve a County vehicle from the pool when necessary to perform County duties. Department Heads or Elected Officials may be assigned vehicles for use in overseeing Sweetwater County operations. Reservations for pool vehicle shall be made through Central Purchasing. Additionally, employees may borrow a vehicle from another department, if a pool vehicle is not available. Use of a pool vehicle or a department assigned vehicle must be authorized by the appropriate Department Head or Elected Official.
- B. County employees, board members and some volunteers are authorized to operate County vehicles, as described herein.
- C. County-owned vehicles may be provided for employees who require transportation either within or outside Sweetwater County to perform their official duties. An employee who uses a County owned vehicle for personal purposes may incur personal liability if involved in a car accident. The County's property and liability insurance policies do not extend protection to the employee under these circumstances.
- D. All County employees who operate a County vehicle must have a valid driver's license and the appropriate class license for that vehicle, as well as any required certifications and current training.
- E. County employees shall not use any County-owned vehicle or motorized equipment for personal gain.

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- F. If the County derives a benefit, and the Department Head or Elected Official authorizes a County employee to drive a County vehicle to his or her residence on a regular basis, employee shall have payroll taxes withheld by the Accounting Office in accordance with the Internal Revenue Service regulations. It is the Department Head's or Elected Official's responsibility to notify the Accounting Office if this is a taxable event. Exemptions provided by the Internal Revenue Service, such as emergency vehicles, are not subject to taxation. See the Mileage Log form in Appendix C Forms.
- G. All County employees who drive or operate County-owned vehicles or motorized equipment shall strictly obey all applicable traffic regulations. County employees shall drive County-owned vehicles and motorized equipment in a safe and prudent manner on both public rights-of-way and private property. County employees are required to follow traffic regulations in Wyoming, and any other states they are traveling in.
- H. County employees shall not operate a County motor vehicle while under the influence of alcohol or any other substance that may impair driving ability. See Chapter 3, Employment Policies, Section 4 (E) for additional information.
- I. County employees shall wear a seat belt while operating or as a passenger in a County vehicle, subject to exceptions listed in W.S. 31-5-1402(b). Employees traveling in a state other than Wyoming will be required to comply with all state laws, pertaining to use of seatbelts.
- J. Smoking is prohibited in all County vehicles.
- K. No person, unless authorized under B above, shall be permitted to operate a County vehicle excepting the existence of urgent circumstances.
- L. If authorized by the Elected Official or Department Head, volunteers performing their official duties, or training may drive County vehicles.
- M. When use of a personal vehicle is necessary for County business, mileage shall be reimbursed at the rate set by the County Commissioners, and on file in the County Clerk's Office, subject to approval by Department Head or Elected Official.
- N. Employees assigned County vehicles are responsible for the custody, security, use, maintenance and appearance of the vehicles within reasonable standards. Any County employee who abuses or negligently uses County-owned vehicles or motorized equipment or who violates any applicable traffic laws shall be subject to disciplinary action.
- O. The Department Head or Elected Official shall conduct an inquiry into any situation involving property damage or personal injuries involving a County-owned vehicle or equipment. A written incident report shall be prepared and shall include a statement of the facts and conclusions as to fault. In addition, the procedure for accidents outlined below, will be followed. The Department Head or Elected Official should advise the CEO as to any

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action taken. See the County Incident Report form in Appendix C.

- P. Accident Reporting Procedures: The following procedures will be followed for reporting accidents involving County-owned vehicles or equipment:
- 1 Proper law enforcement personnel will be called to investigate all accidents involving County-owned vehicles, equipment, and private property. A complete accident report will be completed by the parties involved and verified by law enforcement. This report shall be submitted to Human Resources Department within two (2) business days of receipt of the report from law enforcement.
 - 2 For risk management purposes, if an injury occurs or if there is the possibility of injury being detected after the fact, Human Resources Department shall be notified immediately.
 - 3 If the accident involves a claim against the County, the claimant is to file a written report with Human Resources Department that clearly states the reason for the claim and the dollar amount of the claim. Monetary claims must have supporting documentation, i.e., repair estimates, medical expense receipts, in accordance with the Government Claims Act.
 - 4 Claim information will be filed with the County Clerk and distributed to the County Attorney and appropriate insurance carriers. The attorney, other County official or insurance adjuster will investigate the claim and recommend action to the County Commissioners.
 - 5 Wyoming State law requires that any accident over \$1,000 must be reported.
- Q. Any employee who is cited for a moving violation such as running a red light, failure to yield, speeding, reckless driving, careless driving or drunk driving (per se .08 or incapable of safely driving) or any other violation determined by the agency issuing a license to drive to constitute a "moving violation", while driving a county vehicle or his or her personal vehicle, must report the citation to his or her Department Head or Elected Official.
1. Any information requested from the employee prior to a conviction, will remain confidential and used only for risk management purposes which may include denying the employee further use of County vehicles until resolution of any criminal case. The Department Head or Elected Official shall notify the Human Resources Department
 2. Upon entry of the conviction the employee must notify the Department Head or Elected Official of the conviction.
 3. Employees who are convicted of reckless driving, careless driving or drunk driving, while driving a County vehicle, shall be subject to disciplinary procedures.
- R. Employee Driving Records: Sweetwater County shall request employee driving records,
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upon hire and annually from the State of Wyoming Department of Transportation, or other issuing state agency. Department Heads and Elected Officials will be notified of all results.

Section 8. Employee Transfers

- A. The Board, at its discretion, may transfer employees working in departments under the aegis of the Board, as needed, to meet changes in workload, demand, or staffing shortages, for projects or other reasons deemed appropriate by the Board.

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Section 1. Classification Pay Plan

- A. It is the policy of Sweetwater County to maintain and update a classification and pay plan for all positions in the County government. This is in recognition of the need for a means of orderly identification of specific classes of work, as well as a determination of equitable pay levels for the classes of work identified. Such a pay plan also provides a mechanism for the County Commission to manage a large share of the County's budget dedicated for employee salaries.
- B. Description of Classification Plan: The classification plan shall consist of the following:
1. A grouping in classes of positions which are approximately equal in responsibility, which require the same range of pay under similar working conditions;
 2. Class titles, descriptive of the work of the class, which identify the classes; and
 3. Written specifications for each class of positions which will be reviewed.
- C. Objective: The objective of a classification and pay plan is to:
1. Achieve Internal Equity: Create and maintain fair compensation between positions performing similar work;
 2. Achieve External Equity: Create and maintain competitive rates of compensation with like positions in the relevant labor market;
 3. Enable the County to retain and, when necessary, recruit competent employees;
 4. Establish qualification standards for each class and to serve as a basis for recruiting, testing, and other selection purposes;
 5. Provide supervisors and employees with a means of analyzing work distribution, areas of responsibility, lines of authority, and other relevant relationships between individuals and groups of positions;
 6. Provide a rational and equitable basis for distributing salary dollars amongst the diverse positions within County government;
 7. Provide a basis for developing standards of work performance;
 8. Establish career paths for promotional opportunity;
 9. Indicate employee training needs and development potential;

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10. Provide the fundamental basis of the compensation program and other aspects of the personnel program;
 11. Develop and maintain written descriptions, including performance criteria for all classes; and,
 12. Standardize class titles such that each indicate a definite range of duties and responsibilities, and has the same meaning throughout County employment.
- D. **Changes in Classification:** Any regular full time employee, regular part time employee, Elected Official, or Department Head may initiate a request for change in classification when the assignments of a position have changed substantially as to the kind and/or level of work as expressed within the job description. Employees should consult with the Human Resources Department for the appropriate procedure for requesting a change in classification.
- E. **Temporary Assignment Pay Adjustments:** On occasion, an employee may be assigned to fill in during the absence of a higher-level employee. This is an opportunity for an employee to gain experience that may be helpful for future promotional consideration.
1. When an employee assumes a temporary assignment to a different position requiring additional or higher-level duties, he or she may be eligible to receive a temporary assignment pay adjustment. Such a pay adjustment ends when the temporary assignment ends. At that time, the employee's pay reverts to his or her previous base pay.
 2. **Effective date of pay adjustment:** An employee shall not receive a temporary assignment pay adjustment during the first thirty (30) days of his or her new assignment. Pay adjustments shall become effective thirty (30) days from the date the employee started the temporary assignment.
 3. **Ending date of pay adjustment:** The ending date of the temporary assignment pay adjustment shall be the date upon which the assignment duties end.
 4. **Pay adjustment limits:** Temporarily assigned employees may receive a temporary assignment pay adjustment. The pay of the employee will be elevated at a rate determined by the Human Resources Department, considering duties assumed, compensation of higher-level position, years of service and other factors. If an employee is temporarily assigned under this policy, such temporary assignment shall be reviewed every three (3) months with the Human Resources Department to evaluate the ongoing need for such a temporary arrangement.

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Section 2. Salary Administration

- A. It is the policy of the County to compensate employees fairly and competitively within the financial capabilities of the County.
 - B. **Human Resources Responsibility:** The Human Resources Department is responsible for coordinating the continuing internal review of all compensation and for making sure that each job is evaluated and assigned a job grade and salary range. This review should determine whether compensation accurately and fairly reflects each individual's responsibilities and performance. For additional information see the discussion of the Classification Plan.
 - C. **Compensation Surveys:** The Human Resources Department will, upon authorization by the Board, participate in or conduct compensation surveys covering other employers with similar jobs. This and other available information should be used to help set pay policies and assist in determining the relative competitive position of the County's pay structure.
 - D. **Supervisor's Responsibility:** Supervisors are responsible for informing the Human Resources Department of any substantive changes in job duties for each employee at least annually to assess if an employee's compensation is in accordance with the pay plan and each employee's responsibilities.
 - E. **Employee Concerns:** Employees who are not satisfied with the results or their compensation review or who have questions about the County's salary administration and benefits program should direct their concerns to their supervisor, Elected Official, Department Head, or the Human Resources Department. For additional information see the Classification Plan, if current and applicable.
 - F. **Department Head Salaries:** Department Heads' salaries and raises will be determined by the Board of County Commissioners.
 - G. **Step Increases:** Step increases may occur as specified in the Classification Pay Plan.
 - H. **Lateral Entry:** Lateral Entry means crediting pertinent experience when classifying an employee within the existing pay structure.
 - 1. **Eligibility:** Employees are eligible after six (6) months of full time employment with Sweetwater County. The Human Resources Department will initiate a review of the work history of the employee to fairly place the employee within the County's pay plan, taking into account all work history that is substantially similar to, if not identical to, the current position to permit advanced placement.
 - 2. An increase in pay will not take effect until the Human Resources Department and the employee's Elected Official or Department Head have determined that the employee is eligible for Lateral Entry service credit. Pay increases do not apply retroactively.
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3. The County will consider paid full-time and part-time experience only; volunteer service will not be considered. If part-time service, the County will credit a prorated amount.
 4. Lateral Entry service credit will only apply for purposes of placement in the County Pay Plan and will not apply for purposes of determining accruals, retirement or any other years-of-service based benefit or purpose.
 5. Service Credit Calculation:
 - A. Zero (0) to five (5) years of approved experience, employees will receive one (1) year of credit for each year of approved experience.
 - B. Six (6) to fifteen (15) years of approved experience employees will receive one (1) year of credit for every two (2) years of approved experience, in addition to the five (5) years of approved credit received under section a. above.
 - C. There will be no additional service credit recognition in excess of fifteen (15) years of approved experience. In other words, the most prior service credit that may be earned is ten (10) years; (5 for the first 5 years + 5 for the next 10 years = 10 total).
 - D. No additional service credit will be given for prior work experience necessary to meet the minimum job qualifications. For example, position A requires a minimum of five (5) years of prior work experience, therefore a person with only five (5) years of prior work experience would not be eligible for lateral service credit, because such prior service is an integral factor in setting the compensation for the position.
- I. Re-Employment Provisions: If an employee is re-employed by Sweetwater County the following provisions shall apply:
1. If an employee's break in service is less than three (3) months, he/she will be re-employed at the rate of pay at his/her time of resignation, provided the employee is re-employed in the same position in the same department.
 2. If an employee's break in service is greater than three (3) months, he will be re-employed at the entry rate of pay and will be subject to the lateral entry provisions referenced in Chapter 4, Pay Practices.
 3. Leave Accruals: A rehired employee is not allowed to buy back vacation and/or sick leave accruals which were previously paid out upon resignation. Upon re-employment, an employee will accrue vacation leave based upon the entry rate of accrual, regardless if the employee returns within 3 months of resignation.

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Section 3. On-Call and Emergency Callback Policy

- A. Policy: Sweetwater County recognizes that certain functions performed within the County require continuous accountability and therefore necessitate employees potentially being available to respond to unforeseen events in a timely manner to prevent disruption in critical services or to prevent safety or health risks in the community. The nature of this work, may require certain positions within the County to be “on-call” and to respond, ready to perform work within a short period of time, effectively limiting the ability of these employees to leave the immediate geographic area and/or to engage in those activities which would render “on-call” employees unable to perform the essential functions of their job. As such, it is the policy of Sweetwater County to provide additional compensation to FLSA non-exempt employees who are assigned to be “on-call” in accordance with policy guidelines of this section.
- B. On-Call Definition: For purposes of this policy, “on-call” shall be defined as any time when an employee is obligated via an “on-call” schedule to remain available outside of normal work hours to be called back to work on short notice to meet some immediate critical need (e.g., Snowplowing bus routes, building mechanical failures, computer system failures, etc.). On-call pay is not authorized for employees who are subject to call, and who only have to leave word with the employer on where they may be reached.
- C. Departmental Policy: Any department manager having a need for “on-call” scheduling shall develop a departmental policy addressing which job classes or positions will be subject to “on-call” scheduling and the applicable policies that will govern “on-call”. These policies will be effective after review and approval by the Human Resources Department. Management should carefully weigh the costs and benefits of alternatives before authorizing “on-call” scheduling and compensation. Reasonableness and fairness shall be exercised in administering this policy. Departmental policies shall address at least the following issues;
1. Employees shall be notified in advance of being subject to on-call and the policies, procedures and compensation that apply while on-call.
 2. Duration of on-call status, including beginning and ending date/times.
 3. Whether” on-call” duty is mandatory or voluntary.
 4. Formal written on-call schedules shall be established .
 5. How employee will be notified of his/her responsibility to report to work (e.g., beeper, pager, cell phone, etc.)
 6. Consequences of failing to respond to call to duty.
 7. What is an acceptable response time after being called to duty?
 8. Any applicable geographic restrictions while on call.
 9. Must include the following statement, “ Employees scheduled for on-call duty shall at all times while “on-call” remain fit for duty and as such shall refrain from the consumption of any substances (including alcohol, and prescription drugs) which may impair their ability to perform their duties should they be called in to work.”
 10. Whether compensatory time in lieu of pay shall be permitted.
- D. Eligibility: Exempt employees are not eligible for on-call compensation.
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- E. On-Call Compensation: Non-exempt employee who are required to be on-call pursuant to an approved departmental “on-call” policy shall be eligible for “on-call” compensation, which may be in the form of pay, or if permitted by departmental policy may earn compensatory time in lieu of payment according to the following;
1. On-call compensation shall be paid at the rate of \$2.00 per each hour of “on-call” duty.
 2. If compensatory time is permitted by departmental policy, “on-call” duty may be compensated at the rate of one (1) hour of compensatory time per each eight (8) hours of “on-call” duty.
 3. Once an employee reports to duty after being called out, such hours shall be counted as hours worked and shall be compensated at a rate of 1.5 times his/her regular rate of pay, payable in either overtime or compensatory time, regardless whether the employee will reach the applicable FLSA overtime hours threshold or not, in accordance with Chapter 3, Section 3, (D.), (2.)(d.)
 4. Under no circumstance shall employees receive both pay and compensatory time for the same “on-call” period.
 5. On-call compensation is not counted as hours worked and therefore not included for purposes of calculating overtime hours.
 6. Any non-exempt employee who is required to remain on County premises or so close that the time cannot effectively be used for the employee’s own purposes, such time shall be counted as hours worked at the employee’s normal rate of pay and said hours shall be included in any overtime calculation.
- F. Emergency Callback: When unexpected emergencies arrive, employees may be called back to work. In such circumstances, all work performed will be considered time worked and included for purposes of calculating overtime. If employees are called back to work under this rule and work less than two (2) hours, such employees shall receive a minimum of two hours of paid work time. Beyond two hours of work, said employees shall be paid hour for hour all time worked.

Section 4. Compensation for Temporary Work Assignments

- A. Policy: Sweetwater County recognizes that circumstances may exist when supervisors are unavailable for work due to serious illness, injury or family emergencies or other events requiring an extended absence from work. In these situations it may be necessary for a subordinate employee to be temporarily appointed to fill this vacancy to ensure adequate

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levels of supervision and work safety for subordinate employees, and/or to maintain continuity of operations within the department. As such, it is the policy of Sweetwater County to compensate employee's promoted to these temporary positions in accordance with the following policies. In general department supervisors should try to fill-in for a subordinate supervisor when circumstances demand that said supervisors are absent from work. However, while this is a practical solution for short term absences, it is recognized that longer periods of leave may make it impractical to provide adequate levels of supervision without temporary replacement of the absent supervisor.

- B. Short Term Absence: When supervisors are absent for short periods, such as vacation, illness, training, etc. the department head or elected official should try to first assess whether or not replacement supervision is necessary, considering safety, training, work flow and other relevant issues. If replacement supervision is deemed necessary by the department manager, said manager may, at his/her discretion, appoint a subordinate staff member to temporarily act in place of the absent supervisor. Compensation for such a temporary assignment shall be consistent with the terms of this policy.
 - 1. Long Term Absences: Should circumstances arise where a supervisor will be absent for a long term, such as an absence lasting more than six (6) months, the replacement supervisor may, upon approval of the Board of County Commissioners, be promoted to fill the vacant supervisory position and assume the full responsibilities of the vacant position.
- C. Compensation: Subordinate employees who are temporarily assigned to fill-in for a vacant supervisor in accordance with this policy shall receive a ten percent (10%) increase in their base rate of compensation for the period of their temporary assignment.
 - 1. Subordinate employees promoted to fill-in for long term absences, such as those contemplated under Section B(1.) of this policy, shall be compensated at the Grade/Step rate of pay dictated by the Sweetwater County Compensation plan for the position to which he/she is being promoted
- D. Supervisor Training: No person shall be given supervisory responsibilities temporarily or otherwise without adequate training. Any requisite supervisor training shall be filed in the employees permanent personnel file in the Sweetwater County Human Resources office prior to being promoted to any supervisory position. The Human Resources office can assist in designing, providing or implementing a supervisory training program.
- E. Fairness: Promotion of temporary supervisors under this policy shall be conducted in the same manner as all employment practices, in providing equal opportunity to all employees and without favoritism.

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Section 1. Insurance, Welfare and Retirement

- A. It is the policy of the Sweetwater County, within its financial means, to provide its employees with various insurance, welfare and pension benefits. Information and summaries intended to explain these benefit plans will be furnished to all plan participants and beneficiaries on a timely and continuing basis. The Board reserves the right to modify, amend, or terminate the insurance, welfare and pension benefits as they apply to all current, former, and retired employees. The Board has the discretionary authority to determine eligibility for benefits and to interpret a plan's terms. Elected Officials and Chief Deputies are also eligible for participation in the County's benefits plans.
- B. Eligibility: The County will provide to any and all full-time employees who desire it and specified contract employees, a health policy within the limitations of the existing Sweetwater County Group Policy.
1. Full time County employees are eligible for group life, health, long-term disability, vision, and dental insurance, as available, through a County-sponsored plan.
 2. Part-time employees will not be eligible.
 3. Detailed information and forms for Sweetwater County insurance plans may be obtained in the Payroll Department.
- C. Insurance Benefits upon Retirement: Subject to Board approval, upon retirement an employee, Chief Deputy or Elected Official, aged sixty years, with eight (8) or more years of service, may elect to continue health insurance coverage under the County's current group plan. However, the insurance premium must be paid by the retired individual.
- D. Life Insurance: A life insurance policy for \$30,000.00 will also be provided for full-time employees who desire it. The current policy specifies a ninety-day waiting period for new insurance applicants.
- E. Changes in Employment Status: Should changes occur in marital or dependent status, the employee must contact the Payroll Department, as the insurance agency will need notification within 30 days. Failure to do so may result in disciplinary action, including liability for all or part of the insurance premium.
- F. Retirement System: Full-time and part-time County employees are eligible for participation in the County's retirement program. This plan is offered through the State of Wyoming Retirement System.
1. Full-time Employees: The County will contribute both the County's share and the full-time employee's share of the cost, unless prohibited by statute. Detailed information on this plan may be obtained from the Payroll Department. Membership in the County Retirement System is compulsory for all full-time employees.

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2. Part-time Employees: The County will contribute the County's share and the part-time employee will contribute his/her share of the cost, unless prohibited by statute. Membership in the County Retirement System is compulsory for all part-time employees.
- G. Deferred Compensation: In addition to the Wyoming Retirement System and the Social Security Program, employees may also subscribe to the State of Wyoming Public Employees Deferred Compensation Plan and/or other County-authorized deferred compensation plan(s). Details on these plans are available in the Payroll Department.
- H. Social Security: Sweetwater County participates in the Federal Social Security Program. Under this program, the employee and the County each contribute one-half of the program costs. Social Security benefits are available under the provisions of the Social Security Act. Detailed information on this program may be obtained from the Payroll Department.
- I. Workers' Compensation: Sweetwater County operates under the Wyoming State Workers' Compensation Act. An employee who is injured while on the job, and subsequently cannot continue assigned duties for a period of time, may be eligible for compensation through the State. Employees injured in a job-related activity must immediately contact their supervisor. (See Ch. 8, Absence from Work).
- J. Debt Elimination Employee Benefit Plan: Debt Elimination Employee Benefit Plan is a confidential counseling service offered to employees to assist them in getting out of debt. The plan consolidates debt without borrowing additional money, reduces monthly payments and interest, and enables employees to get out of debt faster. Detailed information and forms may be obtained in the Payroll Department.
- K. Other Employment Benefits: The Board will approve other benefits from time to time and the details will be available in the Payroll Department.

Section 2. Educational Assistance

- A. It is the policy of the County to provide educational assistance for its employees in accordance with the guidelines established below.
- B. Definition: For the purposes of this policy, the term "Educational Assistance" refers to optional training requests initiated by the full-time employee. This policy has no application to on-the-job training, required departmental or County training, or supervisor-initiated training.
- C. Eligibility: To be eligible for educational assistance, employees must have regular full-time status and at least one year of service with the County. The employee must not be eligible to receive educational benefits from any other sources.

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- D. **Prior Approval Required:** Employees who want educational assistance must obtain approval before enrollment. Written requests shall be submitted to the Board by way of the employee's Elected Official or Department Head. This approval will not be granted without a positive recommendation by the employee's supervisor. The Board shall make the final decision.
- E. **Evaluation Process:** The Elected Official or Department Head, and the Board may consider the following factors in evaluating requests for educational assistance:
1. The nature and purpose of the course of study;
 2. The benefits to be derived by the employee and the County;
 3. The employee's level of responsibility and length of service;
 4. The estimated cost; and
 5. Any potential lost time or productivity while the employee participates in the program.
- F. **Reimbursement of Related Costs:** Employees seeking reimbursement for educational expenses must submit a certified transcript of their grades and receipts for the expenses incurred to the Board. The County then will reimburse to the employee the applicable percentage of the cost of tuition, textbooks, registration, and laboratory and library fees. However, employees who take courses at the specific request or direction of management may be reimbursed for all costs in advance.
1. Eligible employees may be reimbursed only for courses of study that the County determines are directly related to the employee's present job or that will enhance the employee's potential for advancement to a position within the County and to which the individual has a reasonable expectation of advancing.
 2. Only courses that are offered by pre-approved institutions of learning will be eligible for reimbursement.
 3. Employee reimbursement for eligible educational assistance will be based upon the grade received for the course, as follows:
 - a. For a grade of "A," 100% of reimbursable costs;
 - b. For a grade of "B," 75% of reimbursable costs;
 - c. For a grade of "C," 50% of reimbursable costs;
 - d. No reimbursement will be made for a grade lower than "C;"
 - e. 75% of reimbursable costs will be paid for passing a "pass-fail" course.

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- G. Reimbursement Provisions Upon Employee Termination: The following reimbursement provisions are effective for those employees whose employment with County has ended:
1. Employees seeking reimbursement for educational expenses must agree in writing to repay the County in full if they leave the County voluntarily or are terminated within six (6) months from the date of completion of the course.
 2. Employees, who leave the County voluntarily or are terminated between six (6) months and one (1) year after completing the course, must repay one half (1/2) of the amount reimbursed.
 3. Employees who are terminated during enrollment because of a reduction in force or job elimination, or who are unable to complete an approved course because of transfer within the County, will be reimbursed for the full amount of the costs incurred up to the date of termination or transfer.
 4. Employees will not be reimbursed for the expenses associated with the course if they voluntarily leave the County or are terminated for reasons other than those listed above.
- H. Class Attendance: Employees are expected under normal circumstances to schedule class attendance and the completion of study assignments outside of their regular working hours. It is expected that educational activities will not interfere with the employee's work, and unsatisfactory job performance during enrollment may result in forfeiture of educational assistance and termination of employment.
- I. Failure to Attend Required Training: Employees who choose not to attend a County-required class or training sessions, or who do not complete a County-required class or training session, will be subject to disciplinary action, up to and including termination.
- J. Record Retention: The Elected Official or Department Head will maintain records of all education programs completed by each employee.

Section 3. Paid Vacation

- A. Vacation leave shall be granted to all full-time and part-time employees as described below. Vacation time may be taken at any time of the year, providing the vacation does not conflict with the work load of the department and providing further that approval is granted by the Elected Official or Department Head and a record of the vacation time is made and acknowledged by the employee. Within these general guidelines, Department Heads and Elected Officials should adopt and implement departmental vacation policies and procedures that reflect the operational needs of the department, but still provide fair and equitable opportunities for employees to take vacation leave. A new employee does not earn vacation leave until he or she has worked during the month. The Elected Official or Department Head shall determine when employees will take vacations and the final determination will be

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governed by the needs and requirements of the Department. Employees will be paid for the unused vacation time upon termination or retirement.

- B. Vacation Accrual for Full-Time Employees: Exempt and nonexempt employees are entitled to the following paid vacation accrual schedule:
1. During the first five (5) years of employment, vacation is accrued at a rate of 6.67 hours per month, for each month worked.
 2. After five (5) years of employment, commencing on the fifth anniversary of an employee's date of hire, vacation is accrued at a rate of 10.00 hours per month, for each month worked.
 3. After ten (10) years of employment, commencing on the tenth anniversary of an employee's date of hire, vacation is accrued at a rate of 13.33 hours per month, for each month worked.
 4. After twenty (20) years of employment, commencing on the twentieth anniversary of an employee's date of hire, vacation is accrued at rate of 16.67 hours per month, for each month worked.
 5. Eligible employees who are in service for less than one full calendar month because of appointment or absence from duty without pay, or new employees, shall accrue vacation leave as follows;
 - a. One through ten calendar days of service – none;
 - b. Eleven through twenty calendar days of service – ½ accrual entitlement;
 - c. Twenty-one or more calendar days of service – full accrual entitlement.
- C. Regular part-time employees (exempt and nonexempt) are entitled to vacation leave which accrues monthly. Part-time employees will accrue a pro-rated amount of vacation leave if they work less than 173.30 hours in a given month, based on the following vacation accrual schedule:
1. During the first five (5) years of employment, vacation is accrued at a rate of 6.67 hours of vacation for every 173.30 hours worked.
 2. After five (5) years of employment, commencing on the fifth anniversary of an employee's date of hire: 10 hours of vacation for each 173.30 hours worked.
 3. After ten (10) years of employment, commencing on the tenth anniversary of an employee's date of hire: 13.33 hours of vacation for each 173.30 hours worked.
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4. After twenty (20) years of employment, commencing on the twentieth anniversary of an employee's date of hire: 16.67 hours of vacation for each 173.30 hours worked.
- D. Vacation Carryover: For purposes of vacation carryover, the year shall begin with the employee's date of hire, and all successive years shall continue from the employee's date of hire. If the available vacation is not used by the end of the year, accrued, but unused leave, may carry over to the next year, subject to the terms of this section. The maximum carryover values will apply:
1. During the first five (5) years of employment, the maximum vacation accrual allowed is 120 hours, which includes carryover hours and accrual hours. If the total amount of accrued vacation time reaches 120 hours, all vacation accruals will temporarily stop. When the total accrued amount falls below the maximum, vacation accrual will begin again.
 2. Between five (5) and ten (10) years of employment, the maximum vacation accrual allowed is 160 hours, which includes carryover hours and accrual hours. If the total amount of accrued vacation time reaches 160 hours, all vacation accruals will temporarily stop. When the total accrued amount falls below the maximum, vacation accrual will begin again.
 3. Between ten (10) and twenty (20) years of employment, the maximum vacation accrual allowed is 200 hours, which includes carryover hours and accrual hours. If the total amount of accrued vacation time reaches 200 hours, all vacation accruals will temporarily stop. When the total accrued amount falls below the maximum, vacation accrual will begin again.
 4. After twenty (20) years of employment, the maximum vacation accrual allowed is 240 hours, which includes carryover hours and accrual hours. If the total amount of accrued vacation time reaches 240 hours, all vacation accruals will temporarily stop. When the total accrued amount falls below the maximum, vacation accrual will begin again.
- E. Vacation leave cannot be used until the month following its accrual.
- F. In scheduling vacation leave, preference will be given to employees according to their length of service, or in any other manner, as determined by the Elected Official or Department Head. The Elected Official or Department Head should develop guidelines or procedures to develop fair and equitable vacation policies.
- G. Overtime hours shall not be included in determining vacation accrual. All vacation pay shall be computed at the employee's straight time rate of pay for the classification in which he or she was permanently assigned at the commencement of the vacation. Employees may not waive their right to a vacation and receive payment in lieu of taking a vacation, subject to section H. below.

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- H. In the event an employee leaves the employ of Sweetwater County, including a layoff, the employee shall receive vacation pay for all accrued and unused vacation, to be paid at the rate for the classification that he or she was permanently assigned at the time of departure from Sweetwater County.

Section 4: Sick Leave

- A. **Sickness or Injury:** Sick leave shall be granted to all full-time County employees. Part-time and temporary County employees do not accrue sick leave. Full-time employees are subject to the following provisions. Sick leave cannot be used until the month following its accrual.
1. Sick leave may be used only when an employee is incapacitated due to sickness or injury, for Family and Medical Leave (FMLA), medical, dental, optical examination or treatment, including examinations for military service or disability payments, or when an employee has been exposed to a contagious disease, such that attendance at work could jeopardize the health of others;
 2. Any leave which qualifies an employee for leave under the Family and Medical Leave Act (FMLA) also qualifies an employee to use sick leave pursuant to this policy.
 3. Sick leave and leave under the Family and Medical Leave Act (FMLA) may interact. As such, employees should thoroughly review the Family and Medical Leave Act policies contained in Chapter 8, Section 5 of this Manual.
 4. Sick leave may also be used to attend to the medical needs of the employee's immediate family. For purposes of this provision, "immediate family" includes spouse, parents and minor children, including step children, adopted children, foster children, legal wards or a child of an employee who stands in loco parentis, or grandchildren if the employee or employee's spouse has legal custody.
 5. Employees using paid sick leave shall be compensated at the employee's applicable wage rate at the time the leave is used.
 6. Employees shall not accrue sick leave for those periods in which they are on an unpaid leave of absence or receiving donated leave.
 7. In the event an employee leaves the employ of Sweetwater County, including a layoff, and in good standing, the employee shall be paid for one-fourth (1/4) of any remaining accrued sick leave, at the employee's rate of pay at the time of departure. For purposes of this policy, an employee is considered to have left in good standing provided that they meet the following:
 - a. Employee provides at least two (2) weeks of advanced notice, unless prior arrangements have been made with the employee's Department Head or Elected Official.
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- b. Employee has returned all County property, including County keys, uniforms, cell phone, laptops, etc.
 - c. Employee has not been terminated for cause.
 - d. Employee has not engaged in any misconduct, including malicious conduct prior to employee's departure.
8. Sick leave shall not be used simultaneously with temporary total disability payments received pursuant to a Workers' Compensation claim.
9. The use of sick leave may interact with Workers' Compensation leave, and as such, please thoroughly review the Occupational Injury and Illness provisions in Chapter 8 of this Manual.
- B. Accrual Rates: Sick leave will accrue at a rate of eight (8) hours per month up to a maximum of nine hundred sixty (960) hours.
- 1. Eligible employees who are in service for less than one full calendar month because of appointment or absence from duty without pay, or new employees, shall accrue sick leave as follows;
 - a. One through ten calendar days of service – none;
 - b. Eleven through twenty calendar days of service – four (4) hours;
 - c. Twenty-one or more calendar days of service – eight (8) hours.
- C. Notification Requirement: An employee who intends to use sick leave should notify his or her supervisor in advance, or as soon as possible. A request for a paid sick leave of absence, unless an emergency, should be made at least three days in advance in writing to the Elected Official or Department Head. Notification of absence due to sickness shall be given as soon as possible on the first day of absence to the Elected Official or Department Head.
- D. Medical Certification: If the absence is due to illness or injury of the employee or a family member, written certification for the health care provider of the ill or injured employee or family member verifying the need for leave is required if the absence exceeds three consecutive days and also may be required for certain short absences. Employees who falsify the reason for an absence may be subject to disciplinary action, up to, and including termination. Compensation for the absence will be stopped immediately, upon verification that the reason for the leave was false.
- E. Donation of Sick Leave:

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1. An employee is eligible to request donated leave only if he or she qualifies for leave under the provisions of the FMLA. For additional information regarding FMLA, see Chapter 8, Section 5. Family and Medical Leave Act.
2. An employee may only receive donated leave after he or she has exhausted all of his or her own accrued leave, including sick leave and vacation leave. Because the County provides a Long Term Disability (LTD) program for its full-time employees, no employee can apply for or receive donated leave beyond their twelve (12) week FMLA entitlement. That is to say, if an employee on FMLA leave has exhausted all of his or her own sick and vacation leave before the expiration of the twelve (12) week FMLA leave entitlement, he can request donated sick leave for the balance of the 12 week entitlement, but not beyond, because at that point he becomes eligible to apply for the County's LTD policy. Any full-time employee of Sweetwater County who is unable to work due to an injury or illness, consistent with the FMLA, is eligible to request donated leave. Either the employee or another person on his/her behalf may make a request for donated leave. A request for donated leave must first be made to the employee's Department Head or Elected Official.
3. After leave donated from within the employee's own department has been exhausted, the Department Head or Elected Official, at his/her discretion, may submit a written request for donated leave to the Human Resources Department to solicit donations from employees of other County departments. The Human Resources Director has the discretion to grant or deny the request to solicit donations to other departments, considering the estimated amount of donated leave already received through the employee's own department and the need for additional leave.
4. An employee receiving donated leave does not accrue vacation or sick leave for that time period.
5. Donated leave is not available for work-related injuries or illnesses that are covered by Workers' Compensation.
6. An employee may not request donated leave more than one time during a twelve month period, calculated from the first date an employee receives donated leave.
7. If an employee receives donated leave and returns to work without using all of the donated leave, he can still use the donated leave if he has an exacerbation of the **same** injury or condition, up to six (6) months after returning to work.

Section 5. Holiday Pay

A. Sweetwater County observes the following holidays:

1. New Year's Day (January 1)
2. Martin Luther King Day (January)

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3. Presidents' Day (third Monday in February)
 4. Good Friday (1/2 day)
 5. Memorial Day (Last Monday in May)
 6. Independence Day (July 4)
 7. Labor Day (First Monday in September)
 8. Columbus Day (2nd Monday in October)
 9. Veterans' Day (November 11)
 10. Thanksgiving Day and the Friday following (Fourth Thursday and Friday in November)
 11. Christmas (December 25)
 12. Any other holidays, as proclaimed by the Board or other state or federal official
- B. When a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. Regular full-time employees are paid eight (8) straight-time hours for each holiday, except for the ½ holiday for Good Friday, in which employees are paid four (4) straight-time hours.
- C. Regular part-time employees: Regular part-time employees are paid for holidays based upon the number of straight-time hours they are normally scheduled to work on the holiday. No part-time employee will receive holiday pay, if he is not regularly scheduled to work that day.
- D. Any nonexempt employee who works during an approved county holiday, will be compensated at a rate of 1.5 times his/her regular rate of pay, whether the employee will reach the applicable FLSA overtime hours threshold or not, in addition to the holiday pay referenced in paragraph (B.) above.

Section 6. Continuation of Medical Benefits and Cobra Insurance

- A. The federal Consolidated Budget Reconciliation Act (COBRA) is the legislation that provides employees and their covered dependents the right to continue their group health care coverage after a "qualifying event." COBRA legislation applies to Sweetwater County, as the employer.
- B. Upon termination from Sweetwater County for any reason, which is a "qualifying event" under COBRA, an employee has the right to continue group medical coverage at group rates as long as the employee pays the required monthly premium and provided the employee has not been terminated for gross misconduct.
- C. COBRA gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Sweetwater County's health plan when a "qualifying event" would normally result in the loss of eligibility.
- D. Under COBRA, the employee will usually pay the full cost of coverage at group rates plus an administration fee. Sweetwater County, through the third party administrator for the County's health plan, will provide employees with a written notice describing rights granted

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under COBRA when they become eligible for coverage under Sweetwater County's health insurance plan.

- E. COBRA continuation coverage is a temporary continuation of coverage when it would otherwise end because of a life event, known as a "qualifying event." COBRA coverage generally lasts up to a total of eighteen (18) months; however, if the qualifying event is death of an employee, enrollment in Medicare benefits, a divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation of coverage lasts up to thirty-six (36) months. For more information, please contact the Human Resources Department. (*Note: Persons on military leave may be eligible for up to 24 months of COBRA-like leave pursuant to the provisions of USERRA – See Chapter 8, Absence from Work*).

Section 7. Taxable Fringe Benefits

- A. It is the policy of Sweetwater County to comply with all Internal Revenue Service (IRS) rules governing fringe benefits.
- B. Definition: The IRS defines a fringe benefit as anything of value given to an employee by the County in addition to his/her wages or salary. The IRS requires that any fringe benefit is taxable and must be included in an employee's pay, unless the law specifically excludes it. In so doing, the County will withhold FICA, Medicare and federal withholdings from the employee's pay for the amount of the fringe benefit and the employee will have the amount of the fringe benefit included on his/her W-2 statement as taxable income.
- C. Examples of Common Taxable Fringe Benefits:
1. Personal Use of a County Owned Vehicle: Anytime a County vehicle is used for the benefit of the employee, a value for the use must be determined and taxed appropriately. The County will determine which of the approved methods of valuing such personal use is appropriate (i.e., *Cents-Per-Mile Rule, Commuting Rule, or Lease Value Rule*). This may require employees to maintain a County vehicle mileage log or other documentation necessary to assess value to the fringe benefit. Some examples of personal use of a County Owned Vehicle include:
 - a. Commuting: Regardless of purpose, all mileage traveled in a County vehicle to or from an employee's home is considered personal use mileage, and therefore a taxable benefit. All such mileage shall be reported and the value of such mileage shall be taxed according to IRS rules and county policy. This does not apply to clearly marked law enforcement vehicles. See Mileage Log in Appendix C, Forms.
 - b. On-Call: Except for clearly marked law enforcement vehicles, all mileage traveled in a County vehicle to or from an employee's home while the employee is on-call, is considered personal use mileage, and therefore a taxable benefit. All such mileage

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- shall be reported and the value of such mileage shall be taxed according to IRS rules and county policy.
- c. Travel for the County: Regardless of purpose, all mileage traveled in a County vehicle to or from an employee's home is considered personal use mileage, even if the purpose of such travel is to prepare for work related travel or returning from work related travel (i.e., taking a County vehicle home).
 - d. Law Enforcement/Emergency Vehicles: Law Enforcement and Emergency vehicles including, Sheriff's Department, Fire Department, County Coroner and Emergency Management vehicles, that are clearly marked and used to travel to and from home or in responding to an emergency are not taxable. As well, the miles driven in unmarked law enforcement vehicles operated by law enforcement officers and driven to and from home and/or in response to an emergency are not taxable. However, any other personal use is considered a taxable use and the miles must be reported in accordance with this policy.
 - e. Transportations of Friends and Family: In general County Vehicles should not be used for the transportation of friends and family or for other non-work related uses. Travel for this purpose is considered a taxable use and the corresponding mileage must be reported in accordance with this policy.
2. Uniforms and Work Clothing: Work clothing provided by the County is not taxable to the employee if; 1) the employee must wear them as a condition of employment, and 2) The clothes are not suitable for everyday wear. Some examples include;
 - a. Police, Firefighters and other uniforms: Are not taxable, provided that the purchase of such uniforms conforms to County policy, the uniforms are not suitable for personal use, and the uniforms are returned when the employee leaves County employment. A detective's suit jacket would not qualify as a uniform since it would be suitable for everyday wear, and therefore taxable.
 - b. Safety Equipment: Safety shoes, boots, safety glasses, hard hats and work gloves are not taxable provided they are purchased in accordance with County policy and are not suitable for everyday wear.
 3. Meals: Employees, who are reimbursed for meal expenses, are considered to receive a taxable fringe benefit, if time and circumstances permitted eating their normal meal. Some examples of non-taxable meal reimbursement include;
 - a. Overnight Travel: Meal expenses reimbursed to a County employee on overnight travel are not taxable.
 - b. Conference/Seminar Meals: Meals that are provided as part of the cost of a seminar or training are not taxable.
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- c. Business Necessity: Meals provided to employees because of business necessity (i.e., detention officers, firefighters working on a fire, etc.) are not taxable.
 - d. De Minimis Meals: Meals provided by the County that are of so little value (taking into account how frequently they are provided) that accounting for it would be unreasonable or administratively impractical are not taxable. This may also include occasional meals provided to enable an employee to work overtime.
- G. Questions: Please contact the payroll department or Human Resources if you have questions about the application or interpretation of this policy.
- F. Failure to Comply: Failure to comply with this policy may result in a loss of the fringe benefit, and/or other disciplinary action, up to and including termination.