

## **NOTICE**

**THE SWEETWATER COUNTY BOARD OF COUNTY COMMISSIONERS  
WILL MEET ON TUESDAY, February 2, 2016 AT 8:30 A.M.**

**IN THE COMMISSIONERS' CHAMBERS  
(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: January 19, 2016

### **ACCEPTANCE OF BILLS**

Approval of County Vouchers/Warrants  
Approval of Bonds  
Approval of Abates/Rebates

### **COMMISSIONER COMMENTS/REPORTS**

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

### **COUNTY RESIDENT CONCERNS**

**9:30**

### **ACTION/PRESENTATION ITEMS**

**9:40** Justice Center Project Update

**9:55** County/UW Extended Professional Service Agreement  
FY 2016

**10:00** Approval of Contract Change Orders- Salt/Sand  
Structures

- 10:05** Board Support for Community Town Hall
- 10:20** Request to Participate in a Regional (Sweetwater, Lincoln, and Uinta Counties) Hazard Mitigation Plan
- 10:35** Request to Replace Vacant Position in the Clerk of District Court's Office
- 10:40** Request Approval of the Modified Health Summary Plan Description
- 10:45** Approval of the FY 2016 Community Services Block Grant (CSBG) Subcontract
- 10:50** Emergency Medical Services (EMS) Assessment Results in Sweetwater County

**OTHER**  
**11:50**

**EXECUTIVE SESSION AS NEEDED**

**ADJOURN**

[Per Wyo. Stat. §18-3-516\(f\) County information can be accessed on the County's website at www.sweet.wy.us](http://www.sweet.wy.us)

**The draft packet will be available on the county website  
on Friday afternoon (prior to the meeting)**

January 19, 2016  
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 Wendling requested to make an addition to the agenda by adding a letter of support for the Mineral Royalty Grant Application for the Town of Wamsutter for an emergency response vehicle. ***Commissioner Kolb moved to approve the agenda as amended. Commissioner Wendling seconded the motion.*** The motion carried.

**Approval of Minutes: 1-5-16**

***Commissioner West moved to approve the minutes dated January 5, 2016. Commissioner Wendling seconded the motion.*** The motion carried.

**Acceptance of Bills**

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

***Commissioner Kolb moved to approve the county vouchers/warrants, monthly reports, bonds (excluding Charles Barnum) and the abates/rebates. Commissioner Van Matre seconded the motion.*** The motion carried.

WARRANT NO.s	PAYEE	DESCRIPTION	AMOUNT
67898-67934 & ADVICES	EMPLOYEES AND PAYROLL VENDORS	PAYROLL RUN	1,391,528.84
16329	DAVIS, STEVEN DALE	MILEAGE/POSTAGE	10.81
67935	BRIDGER VALLEY ELECTRIC ASSN	UTILITIES	218.44
67936	CENTURYLINK	PHONE BILL	1,617.89
67937	CENTURYLINK	PHONE BILL	4,699.44
67938	CITY OF GREEN RIVER	UTILITIES	1,533.15
67939	DIRECTV	TV	16.99
67940	PURCHASE POWER	POSTAGE	108.00
67941	QUESTAR GAS	UTILITIES	52.78
67942	ROCK SPRINGS MUNICIPAL UTILITY	UTILITIES	3,363.21
67943	ROCKY MTN POWER	UTILITIES	2,010.16
67944	SWEETWATER CABLE TV	TV	113.72
67945	UNION TELEPHONE COMPANY INC	PHONE	43.05
67946	VERIZON WIRELESS	BROADBAND	227.64
67947	WYOMING DEPT OF WORKFORCE SERVICES	WORKER'S COMP	19,647.26
67948	WYOMING RETIREMENT SYSTEM	RETIREMENT	221,457.34
67949	WYOMING RETIREMENT SYSTEM	RETIREMENT	75.00
67950	WYOMING WASTE SERVICES - ROCK	UTILITIES	1,983.71
67951	QUESTAR GAS	UTILITIES	9,195.69
67952	ROCKY MTN POWER	UTILITIES	9,157.44
67953	SATCOM GLOBAL LTD	SIM CARDS	136.32
67954	SWEETWATER CABLE TV	TV	59.99
67955	U S POSTAL SVC (NEOPOST POSTAGE-ON CALL)	POSTAGE	6,000.00
67956	WALMART COMMUNITY/RFCSLLC-FAC	SUPPLIES	70.98
67957	ACE HARDWARE	PARTS/SUPPLIES/TOOLS	212.00
67958	ACE HARDWARE #11263-C	SUPPLIES	123.67
67959	ALL PRO TURBO LINING	LINER/TOOL BOXES	1,228.00
67960	ALLEN, CHERYL	MILEAGE	149.50
67961	ALPINE PURE WATER	RENTAL/WATER	38.00
67962	AMERIGAS PROPANE LP	PROPANE	1,014.84
67963	BADGER DAYLIGHTING CORP	SERVICES	2,980.00
67964	BOOKCLIFF SALES INC	SUPPLIES/TOOLS	278.50
67965	CAPITAL BUSINESS SYSTEMS INC	CONTRACTS	1,827.22
67966	CARQUEST AUTO PARTS	PARTS	891.57
67967	CARRIER CORPORATION	AGREEMENT	676.50
67968	CITY OF ROCK SPRINGS	RENT	1,671.10
67969	COMMUNICATION TECHNOLOGIES INC	RENT/CLIPS	610.12
67970	COOKS CORRECTIONAL	MIXER	6,302.54
67971	CRAWFORD SUPPLY COMPANY	INMATE	115.48
67972	CUMMINS ROCKY MOUNTAIN LLC	REPAIRS	899.26
67973	D & L EXCAVATION INC	SERVICES	1,455.20
67974	DELL MARKETING L P	EQUIPMENT	4,686.62
67975	DELTA DENTAL	CLAIMS	32,934.21
67976	DEPARTMENT OF TRANSPORTATION	PLATES	7.00
67977	DESERT VIEW ANIMAL HOSPITAL	VETERINARY	100.31
67978	DJ'S GLASS PLUS	WINDSHIELD	170.00
67979	ELECTRICAL CONNECTIONS INC	REPAIRS	2,968.19
67980	F B MCFADDEN WHOLESAL COMPANY	SUPPLIES	462.90
67981	F B MCFADDEN WHOLESAL COMPANY	COMMISSARY/INMATE FOOD	8,415.98
67982	FARALLON ELECTRONICS	REPAIRS	328.50
67983	FIRST CHOICE FORD	INSPECTION/REPAIRS	118.50
67984	FLEETPRIDE	PARTS	252.55

67985	FREMONT MOTOR ROCK SPRINGS INC	PARTS	506.58
67986	G & K SERVICES	SERVICES	534.30
67987	GLOBAL EQUIPMENT COMPANY INC	PARTS	318.00
67988	GOLDEN HOUR SENIOR CITIZENS CENTER	BUDGET ALLOCATION	22,500.00
67989	GREEN RIVER STAR	AD	337.50
67990	HI-TECH AUTO BODY	REPAIRS	404.00
67991	HIGH COUNTRY BEHAVIORAL HEALTH	RENT	500.00
67992	HIGH SECURITY LOCK & ALARM	CYLINDERS	240.00
67993	HOMAX OIL SALES INC	FUEL	19,179.99
67994	HOWARD SUPPLY COMPANY, LLC	PARTS	506.96
67995	HY-KO SUPPLY	SUPPLIES	1,875.70
67996	IBS INCORPORATED	PART	327.81
67997	INDUSTRIAL HOIST AND CRANE	INSPECTION	171.38
67998	INDUSTRIAL SOLUTIONS INC	SERVICES	717.00
67999	INDUSTRIAL SUPPLY	SUPPLIES	81.50
68000	ITW LABELS	LABELS	1,936.20
68001	JACK'S TRUCK & EQUIPMENT	PARTS/FIRE TRUCK	90,227.43
68002	JOHNSON, WALLY J	MEAL/MILEAGE	235.40
68003	KAMAN INDUSTRIAL TECHNOLOGIES	PARTS	260.72
68004	KEEFE SUPPLY COMPANY	INMATE	507.60
68005	LEWIS & LEWIS	SALT/SAND	33,893.70
68006	LOVELESS, JANET	TRANSCRIPTION	747.50
68007	LYLE SIGNS INC	SIGNS	16.01
68008	MACY'S TRUCK REPAIR INC	SUPPLIES	713.46
68009	MCGEE, HEARNE & PAIZ LLP	AUDIT	66,000.00
68010	MEADOW GOLD DAIRIES SLC	INMATE FOOD	2,837.80
68011	MEMORIAL HOSPITAL OF SWEETWATER CO	MEDICAL	285.00
68012	MODEL SIGN	SIGNS	66.00
68013	MOFFAT PLASTERING LC	REPAIRS	5,304.35
68014	MOUNTAIN WEST BUSINESS SOLUTIONS	CONTRACT	15.00
68015	MOUNTAINLAND SUPPLY LLC	SUPPLIES	1,147.19
68016	NADA GUIDES	GUIDES	219.00
68017	NAPA AUTO PARTS UNLIMITED	PARTS	895.90
68018	NAPM - WESTERN WYOMING	DUES	450.00
68019	NICHOLAS & COMPANY	INMATE FOOD	5,023.79
68020	NUTECH SPECIALTIES INC	SUPPLIES	666.09
68021	PACIFIC STEEL & RECYCLING	PLATE	35.00
68022	PERFORMANCE OVERHEAD DOOR INC	REPAIRS	634.95
68023	PLAN ONE/ARCHITECTS	SERVICES	4,449.19
68024	PUBLIC DEFENDER	RENT	2,500.00
68025	QUILL CORPORATION	OFFICE SUPPLIES	1,801.52
68026	R S REFRIGERATION SUPPLY	PARTS	100.66
68027	REAL KLEEN INC	SUPPLIES	518.35
68028	REILLY, CARLA S	RENT	600.00
68029	ROCK SPRINGS NEWSPAPERS INC	ADS	3,599.80
68030	ROCK SPRINGS NEWSPAPERS INC	AD	64.19
68031	SECRETARY OF STATE	FEE	30.00
68032	SHADOW MOUNTAIN WATER OF WYOMING INC	RENTAL/WATER/SUPPLIES	24.50
68033	SKAGGS COMPANIES INC	UNIFORMS/EMBROIDERY/ SHIPPING	1,981.65
68034	SMYTH PRINTING INC	SUPPLIES	209.17
68035	SNAP ON TOOLS	TOOLS	64.70
68036	SOURCE OFFICE & TECHNOLOGY	OFFICE SUPPLIES	494.36
68037	STANDARD PLUMBING SUPPLY CO	SUPPLIES	460.20
68038	STAPLES ADVANTAGE - DEPT LA	EQUIPMENT/SUPPLIES	1,035.18
68039	STERLING COMMUNICATIONS & ELECTRONICS	EQUIPMENT/RENT	949.43
68040	SUNLITE SERVICE	TOWING	75.00
68041	SURFACE PREPARATION TECHNOLOGIES LLC	RUMBLESTRIPS	2,500.00
68042	SWEETWATER COUNTY HEALTH BOARD	BUDGET ALLOCATION	49,200.25
68043	SWEETWATER MEDICS LLC	BUDGET ALLOCATION	26,050.76
68044	SWEETWATER TRANSIT AUTHORITY	BUDGET ALLOCATION	32,775.00
68045	SWEETWATER TROPHIES	SHIPPING/SIGNS	30.34
68046	SWICK'S MATCO TOOLS	TOOLS	12.22
68047	TASC CLIENT SERVICES	FEES	1,231.11
68048	THE ELECTION CENTER	MEMBERSHIPS	425.00
68049	THE MASTER'S TOUCH LLC	MAILINGS	226.25
68050	THE RADIO NETWORK	ADS	450.00
68051	THE TIRE DEN INC	TIRES/REPAIRS	1,796.71
68052	TOWN OF WAMSUTTER	UTILITIES	29.50
68053	TUBBS MD LLC, KENNON C	INMATE MEDICAL	5,000.00
68054	U S FOODS INC	EQUIPMENT/INMATE FOOD	6,217.41
68055	UNITED SITE SERVICES	RESTROOM	162.51
68056	VAN MATRE, DON	MILEAGE	391.00
68057	WAMSUTTER CONOCO SERVICE INC	SUPPLIES	18.47
68058	WAXIE SANITARY SUPPLY	SUPPLIES	2,540.07
68059	WEIMER, JACK	FOOD/PROPANE/PARTS	81.77
68060	WENDLING, RANDAL M	MILEAGE	578.45
68061	WHISLER CHEVROLET COMPANY	PARTS	194.71
68062	WORKFORCEQA CSS HOLDINGS LLC	TESTING	180.00
68063	WYOMING MACHINERY COMPANY	PARTS/REPAIRS	5,548.88
68064	WYOMING TAXPAYERS ASSOCIATION	DUES	195.00
68065	WYOMING.COM	E-MAIL/WIRELESS	61.95
68066	YOUNG AT HEART CENTER	BUDGET ALLOCATION	18,120.31
68067	ZANETTI PRESTIGE COLLISION REPAIR	REPAIRS	2,366.35

GRAND TOTAL: 2,179,906.84

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The following bonds were placed on file:

Michaelene Maes- Ekker	Town of Superior, Court Clerk	\$10,000.00
Michaelene L. Maes	Town of Superior, Treasurer	\$10,000.00
Daniel Stanton	Castle Rock Special Hospital Dist., Treasurer	\$10,000.00
Sheila L. Wakefield	Town of Bairoil, Town Clerk/Treasurer	\$75,000.00

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The following abates/rebates were placed on file:

TAXPAYER	VALUATION	TAXPAYER	VALUATION
THOMPSON KYLE	-4,344	BP AMERICA PRODUCTION CO	-17,306
THOMPSON KYLE	-4,127	STAR PHOTOGRAPHY	-505
BREITBURN OPERATING LP	-29,036	STAR PHOTOGRAPHY	-441
BREITBURN OPERATING LP	-11,986	STAR PHOTOGRAPHY	-349
BP AMERICA PRODUCTION CO	-308,153	STAR PHOTOGRAPHY	-253
BP AMERICA PRODUCTION CO	-93,848	STAR PHOTOGRAPHY	-187

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### **Approval of Catering Permit**

#### **Approval of a Catering Permit for the Eden Saloon on February 13, 2016 for the Andy Nelson Cowboy Poet at the Eden Valley Community Center**

County Clerk Dale Davis presented and requested approval for a catering permit for the Andy Nelson Cowboy Poet Event scheduled February 13, 2016. *Commissioner West so moved. Commissioner Wendling seconded the motion.* The motion carried.

### **Commissioner Comments/Reports**

#### **Commissioner Van Matre**

Commissioner Van Matre reported that he visited the Health and Human Services Building relative to the recent fiber optic issues and the Rock Springs VSO Office. Commissioner Van Matre reported that he attended the Wyoming Business Council meetings relative to the submissions of the Rock Springs/Sweetwater County Airport grant and the Sweetwater County Events Complex grant. Lastly, Commissioner Van Matre reported on his liaison meetings for the Airport Board and the Museum Board.

#### **Commissioner West**

Commissioner West reported on his liaison meeting for the Memorial Hospital Board. Commissioner West noted that he joined the interview process for the Assistant County Engineer. Commissioner West further reported that he attended the Wyoming Business Council meeting regarding the submission of the Sweetwater County Events Complex grant. Commissioner West explained that he met with members of the Hospice Board regarding an in-patient hospice facility.

#### **Commissioner Kolb**

Commissioner Kolb reported on his liaison meeting for Communities Protecting the Green. Commissioner Kolb further reported that he attended a Wyoming Business Council meeting concerning the submission of the Sweetwater County Events Complex grant. Commissioner Kolb noted that he attended a Drug Treatment Court meeting and also had the opportunity to visit with Joint Powers Telecommunications Board Chairman David Halter regarding the fiber optic issues at the Health and Human Services Building. Lastly, Commissioner Kolb noted that he spoke with County Treasurer Robb Slaughter, County Assessor Pat Drinkle, Land Use Director Eric Bingham and Public Works Director John Radosevich.

#### **Commissioner Wendling**

Commissioner Wendling reported on his liaison meetings for the Conservation District, Star Board, Juvenile Detention Alternative Initiative Board and the Library Board. Commissioner Wendling reported that he attended the Wyoming Business Council meeting regarding the submission of the Rock Springs/Sweetwater County Airport grant. Commissioner Wendling further reported that he attended the Wamsutter Town Council meeting and attended a meeting, along with Chairman Johnson and Public Land Specialist Mark Kot, where Forest Service Representative Richard Stem provided an update. Commissioner Wendling questioned if the revised scholarship application was acceptable to the commission. The commission was in favor of the amendments. Commissioner Wendling presented the advertisement for the vacant Solid Waste Disposal District No. 2 Board. Lastly, Commissioner Wendling provided a draft capital construction/improvement project and plan priority list for departments to complete and review with the commission for approval noting that the priority list will be a living document.

#### **Chairman Johnson**

Chairman Johnson explained that he had the opportunity to meet with Representatives John Freeman and JoAnn Dayton where he addressed concerns relative to Title 25 and the proposed state budget reductions. Chairman Johnson reported on meetings he attended for the Federal Agency, the Wyoming Wildlife Federation, and the Coalition of Local Governments. Chairman Johnson provided an updated report received from Facilities Manager Chuck Radosevich. Chairman Johnson distributed last year's Rocket Miner Progress Edition for commission consideration regarding the upcoming edition.

**Break**

Chairman Johnson called for a break.

**County Resident Concerns**

Chairman Johnson opened county resident concerns. Resident Nancy Bigley and Clerk of District Clerk Donna Lee Bobak were present to voice their support for the court supervised treatment program. Hearing no further comments, the county resident concerns comment period was closed.

**Action/Presentation Items**

**Liaison Appointments for Non-Elected Offices/Departments and Boards**

Following discussion, the following liaison assignments were made and *Commissioner Kolb moved to agree upon the liaison positions as discussed. Commissioner West seconded the motion.* The motion carried.

<b><u>Department</u></b>	<b><u>Current Liaison</u></b>	<b><u>New Liaison</u></b>
Fire Warden	Randal Wendling	Randal Wendling
Veteran Services	Don Van Matre	Don Van Matre
Public Works (Engineering, Road & Bridge)	Reid West	Reid West
Public Lands	Wally Johnson	Wally Johnson
Planning & Zoning	John Kolb	John Kolb
Facilities	Wally Johnson	Wally Johnson
Purchasing	Wally Johnson	Wally Johnson
Custodial	Wally Johnson	Don Van Matre
Grants	Don Van Matre	John Kolb
Juvenile Probation	Randal Wendling	Randal Wendling
Human Resources	Wally Johnson	Wally Johnson
I/T	Don Van Matre	Don Van Matre
Environmental Health	Reid West	Reid West

<b><u>Boards</u></b>	<b><u>Current Liaison</u></b>	<b><u>New Liaison</u></b>
Airport	Don Van Matre	Don Van Matre
Ambulance Service	John Kolb	John Kolb
Events Complex	John Kolb	Reid West
Health Board	Reid West	Reid West
Library	Randal Wendling	Randal Wendling
Memorial Hospital	Reid West	John Kolb
Mental Health/SW Counseling	Reid West	Reid West
Museum	Don Van Matre	Don Van Matre
Parks & Recreation	Don Van Matre	Don Van Matre
Star Transit Authority	Randal Wendling	Randal Wendling
Tripartite	Randal Wendling- (voting member)	Randal Wendling

**Committee's/Boards NOT APPOINTED BY COMMISSION**

<b><u>Committee</u></b>	<b><u>Current Liaison</u></b>	<b><u>New Liaison</u></b>
Communities Protecting the Green	John Kolb, Chairman	Randal Wendling
Combined Communications Joint Powers Board	Randal Wendling	Randal Wendling
Golden Hour Senior Center	Don Van Matre	Don Van Matre
Young at Heart Senior Center	Randal Wendling	Randal Wendling

**Request Commission Support in Opposition of Funding Cuts for Treatment Court**

Treatment Court Director Sandi Henderson presented Resolution 16-01-CC-01. Also present to support court supervised treatment programs were Chief Deputy County Attorney Teresa Thybo, Green River Police Detective Carrie Fischer, Rock Springs Police Chief Dwayne Pacheco and Southwest Counseling Recovery Case Manager Augusta Clayton Davis. Following discussion, *Commissioner West moved to approve Resolution 16-01-CC-01 in support of Court Supervised Treatment Programs. Commissioner Wendling seconded the motion.* The motion carried.

**RESOLUTION NO. 16-01-CC-01  
RESOLUTION IN SUPPORT OF  
COURT SUPERVISED TREATMENT PROGRAMS**

- WHEREAS, Over the past twenty-five years Drug Courts have served over 1.4 million individuals; and
- WHEREAS, Drug Courts are now recognized as the most successful criminal justice intervention in our nation's history; and
- WHEREAS, Drug Courts save up to \$27 for every \$1 invested and produce up to \$13,000 for every individual they serve; and
- WHEREAS, 75% of Drug Court graduates will never see another pair of handcuffs; and
- WHEREAS, Drug Courts significantly improve substance abuse treatment outcomes, substantially reduce drug abuse and crime, and do so at less expense than any other justice strategy; and
- WHEREAS, Drug Courts facilitate community-wide partnerships, bringing together public safety and public health professionals in the fight against drug abuse and criminality; and
- WHEREAS, There are now 2,966 Drug Courts nationwide; and
- WHEREAS, Drug Courts are the cornerstone of criminal justice reform sweeping the nation; and
- WHEREAS, Drug Courts demonstrate that when one person rises out of drugs and crime, we ALL RISE; and
- WHEREAS, The Court Supervised Treatment Court Program of Sweetwater County became operational July 1, 2005; and is under the Wyoming Department of Health, Behavioral Health Division, Mental Health and Substance Abuse Services; and
- WHEREAS, The time has come to put a Drug Court within reach of every eligible person in need.
- WHEREAS, The Sweetwater County Commissioners oppose any cuts in the funding of Treatment Courts state wide.

THEREFORE, BE IT RESOLVED, that the Sweetwater County Commissioners declare their support of court supervised treatment programs and declare that drug courts make significant contributions in the reduction of substance abuse and crime within the boundaries of Sweetwater County, and the State of Wyoming.

APPROVED, PASSED AND ADOPTED,

This 19<sup>th</sup> day of January, 2016.

THE BOARD OF COUNTY COMMISSIONERS  
OF SWEETWATER COUNTY, WYOMING

\_\_\_\_\_  
Wally J. Johnson, Chairman

\_\_\_\_\_  
John K. Kolb, Member

\_\_\_\_\_  
Don Van Matre, Member

\_\_\_\_\_  
Randal M. Wendling, Member

ATTEST:

\_\_\_\_\_  
Steven Dale Davis, County Clerk

\_\_\_\_\_  
Reid O. West, Member

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**Break**

Chairman Johnson called for a break.

**Wyoming Public Lands Initiative**

Wyoming Outdoor Council Public Lands Advocate Julia Stuble and The Wilderness Society advocate Dan Smitherman discussed the values of wilderness study areas in Sweetwater County. Following discussion, the commission expressed their appreciation for the update.

**Other**

**Town of Wamsutter Mineral Royalty Grant Application for the Emergency Response Vehicle**

Commissioner Wendling presented a Letter of Support for the Mineral Royalty Grant Application for the Town of Wamsutter for an emergency response vehicle. Chairman Johnson entertained a motion to approve the letter, dated January 19, 2016, for the Town of Wamsutter for the Mineral Royalty Grant

Application for an emergency response vehicle and authorize the Chairman to sign. **Commissioner West so moved. Commissioner Wendling seconded the motion.** Following further discussion, the motion carried.

**Executive Session(s)-Personnel/Legal**

Chairman Johnson entertained a motion to enter into executive session for personnel and litigation. **Commissioner Kolb so moved. 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 the commission has directed Public Works Director John Radosevich to prepare change orders, for action at some future date, relative to the salt/sand building construction issue.

**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

\_\_\_\_\_  
John K. Kolb, Member

\_\_\_\_\_  
Don Van Matre, Member

\_\_\_\_\_  
Randal M. Wendling, Member

\_\_\_\_\_  
Reid O. West, Member

ATTEST:

\_\_\_\_\_  
Steven Dale Davis, County Clerk

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	DATE	AMOUNT	WARRANT #S
EAL	1/22/2016	64,244.10	
EAL	1/29/2016	12,615.67	
EAL	2/2/2016	852,996.71	
EAL			
EAL			

	Check #	Advice #
Payroll Run	Payroll:	
Payroll Run		
Payroll Run		
TOTAL AMOUNT		\$929,856.48

Vouchers in the above amount are hereby approved and ordered paid this date of 02/02/2016

\_\_\_\_\_  
Wally J. Johnson, County Commissioner

\_\_\_\_\_  
John K. Kolb, County Commissioner

\_\_\_\_\_  
Don Van Matre, County Commissioner

\_\_\_\_\_  
Randal M. Wendling, County Commissioner

Attest:

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

\_\_\_\_\_  
Reid O. West, County Commissioner

Authorization for Bonds

2-2-16

Gail Johnson	SWCO Weed & Pest District, Treasurer/Secretary	\$ 50,000.00
Robert D. Slaughter	SWCO, Treasurer	\$100,000.00
Rich Tyler	RS,GR, SWCO CCJPB, Treasurer	\$ 50,000.00

THE BOARD OF COUNTY COMMISSIONERS  
FOR SWEETWATER COUNTY, WYOMING

\_\_\_\_\_  
Wally J. Johnson, Chairman

\_\_\_\_\_  
John K. Kolb, Member

\_\_\_\_\_  
Donald Van Matre, Member

Attest:

\_\_\_\_\_  
Randal M. Wendling, Member

\_\_\_\_\_  
Steven Dale Davis, County Clerk

\_\_\_\_\_  
Reid O. West, Member

\_\_\_\_\_  
James P. Schermetzler, Deputy County Attorney

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 5th day of November, 2015.

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

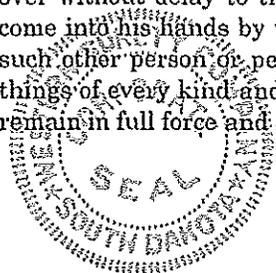
Principal was duly Appointed  Elected  to the office of Treasurer/Secretary

in the City of Sweetwater County Weed & Pest District,

and State aforesaid for the term beginning March 3, 2016, and ending

March 3, 2017.

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

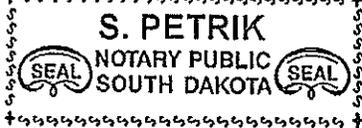
WESTERN SURETY COMPANY  
By Paul T. Bruflat  
Paul T. Bruflat, Senior Vice President

ACKNOWLEDGMENT OF SURETY  
(Corporate Officer)

STATE OF SOUTH DAKOTA }  
County of Minnehaha } ss

On this 5th day of November, 2015, before me, appeared

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



My Commission Expires August 11, 2016

S. Petrik

Notary Public

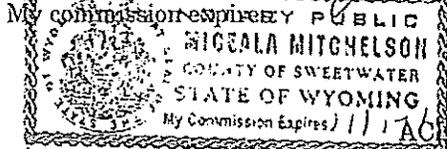
OATH OF OFFICE

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

Gail Johnson

State of Wyoming }  
County of Sweetwater } ss

This Oath of Office was subscribed and sworn to before me by Gail Johnson on this 19 day of January, 2016



Nicole A. Mitchelson  
Notary Public, Wyoming

ACKNOWLEDGMENT OF PRINCIPAL

THE STATE OF WYOMING }  
County of Sweetwater } ss

On this 19 day of January, 2016, before me, personally appeared

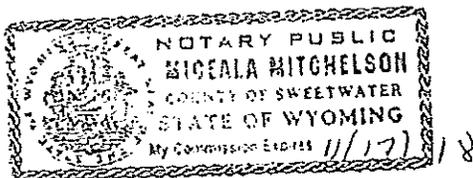
Gail Johnson, to me known to be the person described in and who executed the foregoing instrument as Principal, and acknowledged that the same was executed as

Gail Johnson free act and deed.

My commission expires

11/17, 18

Nicole A. Mitchelson  
Notary Public, Wyoming



Wyoming



# Western Surety Company

## OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 58563891

That we Robert D. Slaughter

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 \_\_\_\_\_, the State of Wyoming, in the penal

sum of One Hundred Thousand and 00/100 DOLLARS (\$ 100,000.00), 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 11th day of December, 2015.

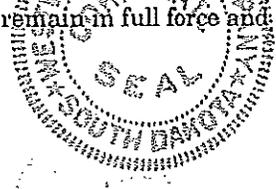
THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden

Principal was duly Appointed  Elected  to the office of Treasurer

in the County of Sweetwater,

and State aforesaid for the term beginning January 3, 2016, and ending January 3, 2017.

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.



Robert D. Slaughter  
Principal

WESTERN SURETY COMPANY

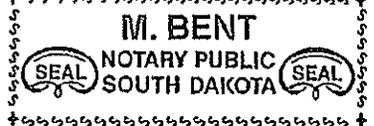
By Paul T. Bruylat  
Paul T. Bruylat, Vice President

ACKNOWLEDGMENT OF SURETY  
(Corporate Officer)

STATE OF SOUTH DAKOTA }  
County of Minnehaha } ss

On this 11th day of December, 2015, before me, appeared

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



M. Bent  
Notary Public

My Commission Expires March 2, 2020

OATH OF OFFICE

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

Robert D. Slaughter

State of Wyoming }  
County of Sweetwater } ss

This Oath of Office was subscribed and sworn to before me by Robert D. Slaughter on this 16th day of December, 2015. My commission expires term 1/3/19

Steven Dalway  
Notary Public, Wyoming  
County Clerk



ACKNOWLEDGMENT OF PRINCIPAL

THE STATE OF WYOMING }  
County of Sweetwater } ss

On this 16th day of December, 2015, before me, personally appeared

Robert D. Slaughter, to me known to be the person described in and who executed the foregoing instrument as Principal, and acknowledged that the same was executed as

his free act and deed.

My commission expires term Jan 7, 2019

Steven Dalway  
Notary Public, Wyoming  
County Clerk





# Western Surety Company

## RIDER

It is hereby mutually agreed and understood by and between the Principal and Western Surety Company, that instead of as originally written:

The position has been changed to read:  
Elected

No further changes other than above.

Nothing herein contained shall be held to vary, alter, waive or extend any of the terms, limits conditions of the Bond, except as hereinabove set forth.

This Rider becomes effective on the 17th day of December, 2015, at twelve and one minute o'clock a.m., standard

Attached to and forming part of Bond No. 58563891  
issued by WESTERN SURETY COMPANY of Sioux Falls, South Dakota,  
Robert D. Slaughter

Signed this 17th day of December, 2015.

WESTERN SURETY COMPANY

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



Wyoming



# Western Surety Company

## OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 54932409

That we Rich Tyler

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 \_\_\_\_\_, 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 29th day of October, 2015.

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

Principal was duly Appointed  Elected  to the office of Treasurer

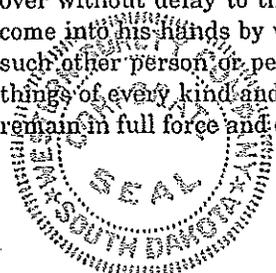
in the Rock Springs, Green River, Sweetwater County Combined ~~City~~ Communications Joint Powers Board

and State aforesaid for the term beginning February 24, 2016, and ending

February 24, 2017.

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.



[Signature] Principal

WESTERN SURETY COMPANY

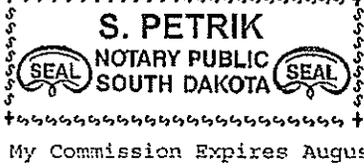
By [Signature]  
Paul T. Bruflat, Senior Vice President

ACKNOWLEDGMENT OF SURETY  
(Corporate Officer)

STATE OF SOUTH DAKOTA }  
County of Minnehaha } ss

On this 29th day of October, 2015, before me, appeared

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



S. Petrik  
Notary Public

OATH OF OFFICE

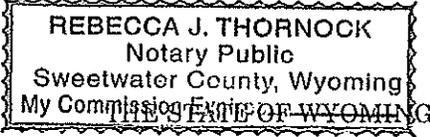
I do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United States, and the constitution of the state of Wyoming; that I have not knowingly violated any law related to my election or appointment, or caused it to be done by others; and that I will discharge the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

[Signature]

State of Wyoming }  
County of Sweetwater } ss

This Oath of Office was subscribed and sworn to before me by Rich Tyler on this 28 day of December, 2015. My commission expires: 4-27-2019

Rebecca J. Thornock  
Notary Public, Wyoming



ACKNOWLEDGMENT OF PRINCIPAL

THE STATE OF WYOMING }  
County of Sweetwater } ss

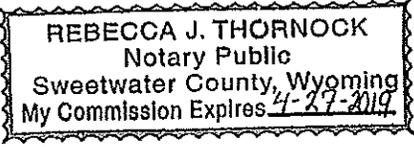
On this 28 day of December, 2015, before me, personally appeared

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

Rich Tyler free act and deed.

My commission expires 4-27-2019

Rebecca J. Thornock  
Notary Public, Wyoming





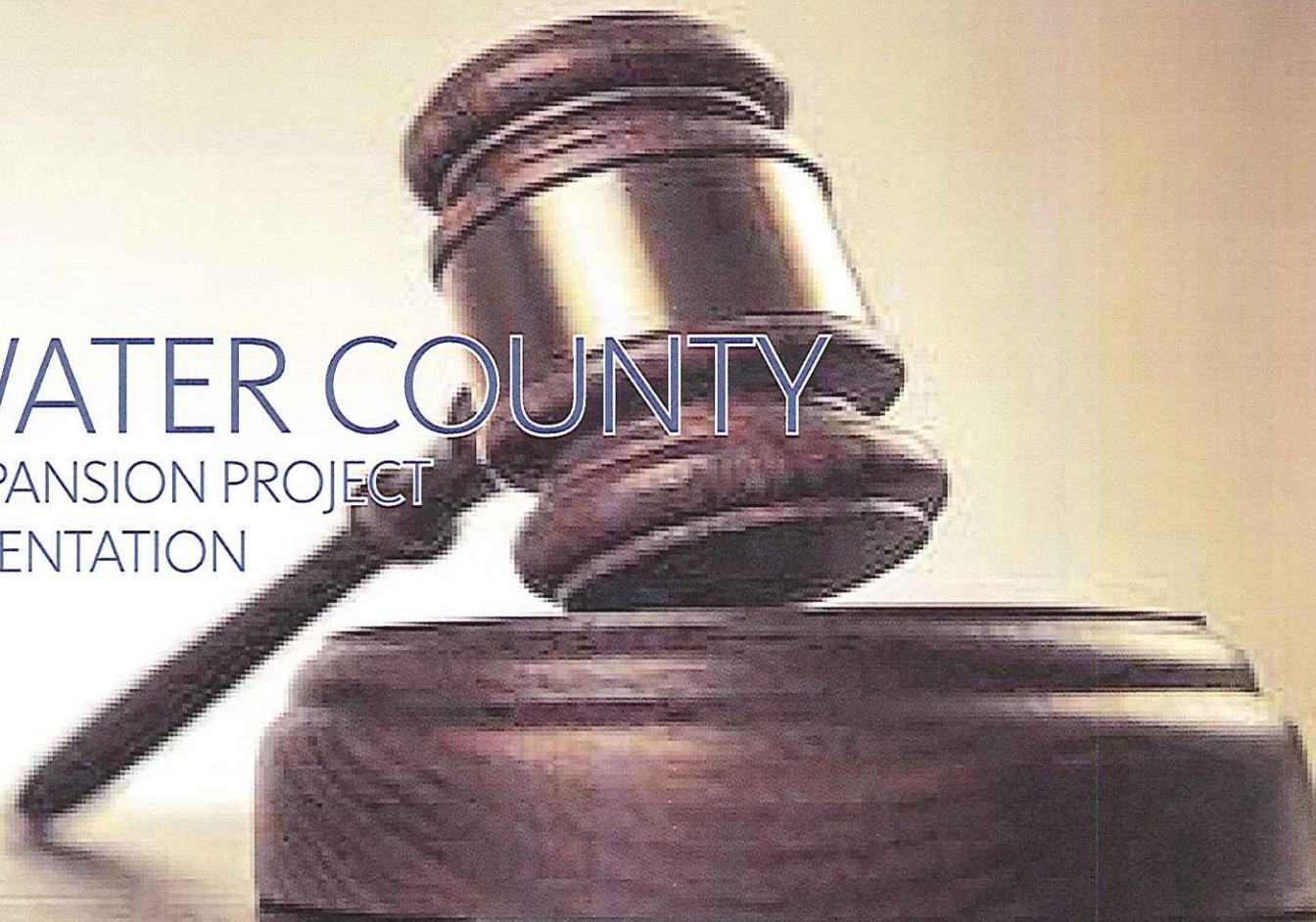
# BOARD OF COUNTY COMMISSIONERS

## MEETING REQUEST FORM

Meeting Date Requested: <b>February 2, 2016</b>	Presenters Name: Tom Brennan, Chuck Radosevich
Department or Organization: <b>EDA Architects</b>	Contact Phone and E-mail: <b>870-2306</b>
Exact Wording for Agenda: Justice Center Project Update	Preference of Placement on Agenda & Amount of Time Requested for Presentation: <b>Earliest meeting time, 15 minutes</b>
Will there be Handouts? (If yes, include with meeting request form) Yes	Will handouts require SIGNATURES: <b>No</b>
Additional Information:	

### INSTRUCTIONS:

- 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](mailto:shoemakers@sweet.wy.us)
- All handouts must accompany the meeting request form by Wednesday at 12:00 p.m. prior to the scheduled meeting date. ***\*\*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](http://www.sweet.wy.us/commissioner)) on Thursday afternoon.
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- No handout will be received during a meeting in session.

A wooden gavel resting on its sound block, positioned diagonally across the right side of the slide. The gavel is made of dark wood and is lit from the side, creating a strong highlight on its head and handle.

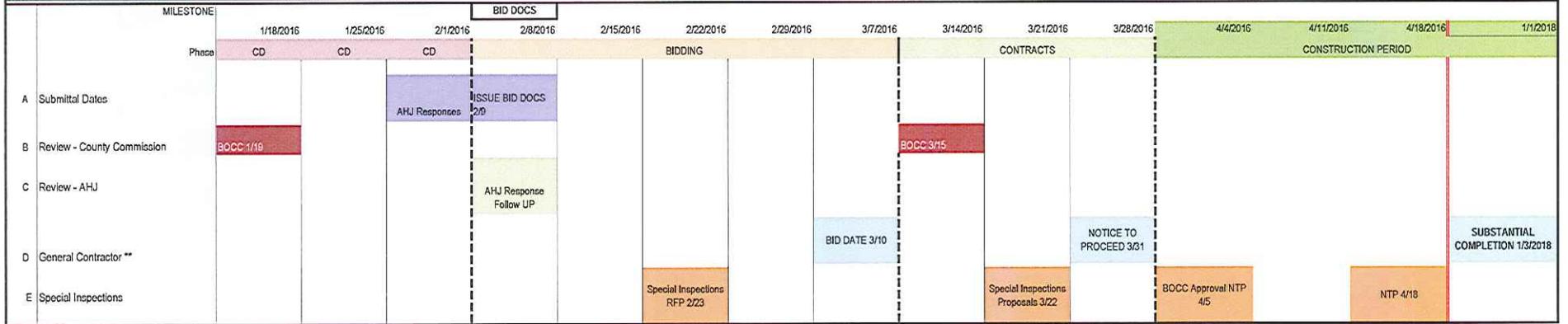
# SWEETWATER COUNTY

JUSTICE CENTER EXPANSION PROJECT  
COMMISSION PRESENTATION

2 February 2017  
EDA Architects, Inc.



SWEETWATER COUNTY JUSTICE CENTER EXPANSION  
 Schedule - Rev. 27 JAN 2016



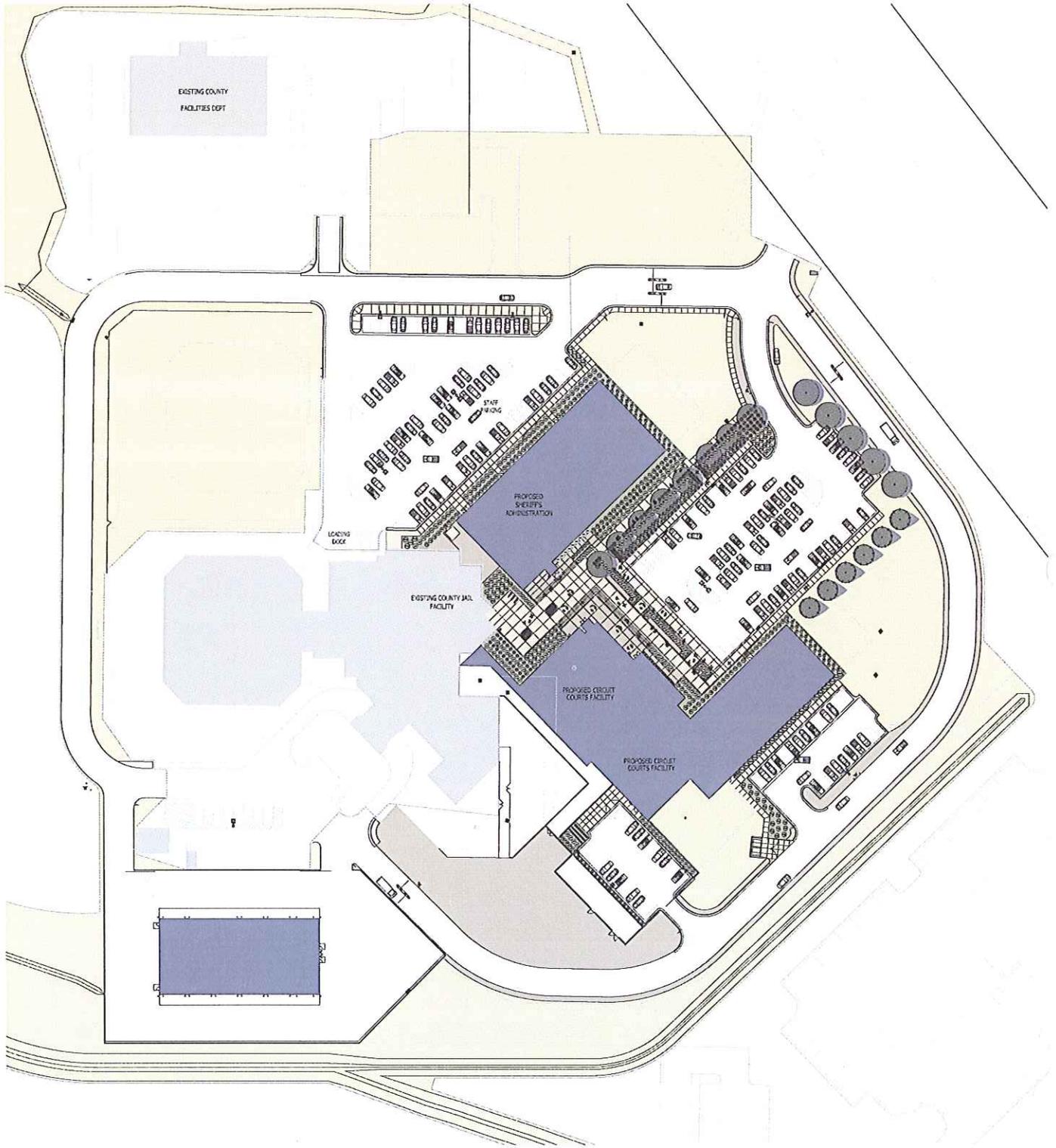
- \*\* Anticipated Bidding G.C.
- Ascent Construction
- Groathouse Construction
- Hogan Construction
- Hughes General Contractors
- Nasco
- Sletten Construction

Sweetwater Justice Center Expansion  
 50140 US Hwy 191 South, Rock Springs, WY 82901  
 6-Jan-16

EDA Architects Inc.  
 Project Number: 214032-1



Initial Budget	Schematic Estimate	Des. Dev. Estimate	50% CD Estimate
<b>CONSTRUCTION COSTS</b>	<b>\$15,116,483</b>	<b>\$16,639,760</b>	<b>\$17,264,508</b>
Circuit Court Construction Cost	\$5,987,592	\$6,602,457	\$17,082,986
Co Atty & Public Defender Construction Cost	\$2,659,293	\$2,873,835	included above
Sheriffs Admin. Construction Cost	\$5,593,224	\$5,885,139	included above
Sheriffs Storage Building Construction Cost	\$876,374	\$1,278,329	included above
Data Center	n/a	included in Courts Cost	\$181,522
Courts A/V	n/a	n/a	included above
<b>DESIGN/ENGINEERING FEES</b>	<b>\$1,351,000</b>	<b>\$1,351,000</b>	<b>\$1,351,000</b>
Base A/E Fee:	\$1,351,000	\$1,351,000	\$1,351,000
Security and Courts A/V Fee:	included in A/E fee	included in A/E fee	included in A/E fee
Soils Report	included in A/E fee	included in A/E fee	included in A/E fee
Site Survey	included in A/E fee	included in A/E fee	included in A/E fee
<b>MISCELLANEOUS PROJECT COSTS</b>	<b>\$543,722</b>	<b>\$570,364</b>	<b>\$521,762</b>
Builders Risk Insurance	\$48,000	\$48,000	\$48,000
Printing, Advertising, Bidding, Reimbureables	\$50,000	\$50,000	\$25,000
Building Permit	N/A	N/A	N/A
Fire Marshal Fee (\$3824.33 first \$1m+\$2.49/\$1,000)	\$38,974	\$42,767	\$44,323
Utility Connection Fees / Water & Sewer Impact Fees	\$180,000	\$180,000	\$180,000
Special Inspections and Materials Testing 1.5%	\$226,747	1.5% \$249,596	1.3% \$224,439
<b>FF&amp;E</b>	<b>\$577,641</b>	<b>\$577,641</b>	<b>\$604,905</b>
Tele-data Equipment:	\$110,000	\$110,000	\$110,000
Furniture	\$264,134	\$264,134	\$264,134
Storage	Included above	Included above	Included above
Equipment: Building A/V, IT head end, security	\$203,507	\$203,507	Included in Construction
Courts A/V (50% match by State)	N/A	N/A	(\$119,229)
Data Center Equipment			\$350,000
<b>OWNERS PROJECT CONTINGENCY</b>	<b>9.8% \$1,911,154</b>	<b>1.9% \$361,235</b>	<b>2.5% \$507,825</b>
<b>TOTAL PROJECTED COST:</b>	<b>\$19,500,000</b>	<b>\$19,500,000</b>	<b>\$20,250,000</b>





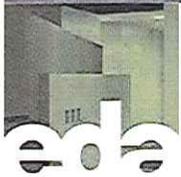
# SWEETWATER COUNTY JUSTICE CENTER EXPANSION



## SWEETWATER COUNTY JUSTICE CENTER EXPANSION



# SWEETWATER COUNTY JUSTICE CENTER EXPANSION



## SWEETWATER COUNTY JUSTICE CENTER EXPANSION



# SWEETWATER COUNTY JUSTICE CENTER EXPANSION

# BOARD OF COUNTY COMMISSIONERS

## MEETING REQUEST FORM

Requested Meeting Date: February 2, 2016	Name & Title of Presenter: Bonnie Berry, Accounting Manager
Department or Organization: County Clerk's office	Contact Phone & E-mail: 307-872-3762 berryb@sweet.wy.us
Exact Wording for Agenda: County/UW Extended Professional Service Agreement FY 2016	Preference of Placement on Agenda & Amount of Time Requested for Presentation: Action Item Acceptance of Extended Professional Service Agreement
Will there be Handouts? (If yes, include with meeting request form) Y	Will handouts require SIGNATURES: Y
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](mailto: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](http://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.

Authorization for County/UW Agreements  
2-2-16

Extended Professional Service Agreement                   \$   16,590.00

County/UW Salary Contribution Agreements                   \$   16,590.00

THE BOARD OF COUNTY COMMISSIONERS  
FOR SWEETWATER COUNTY, WYOMING

\_\_\_\_\_  
Wally J. Johnson, Chairman

\_\_\_\_\_  
John K. Kolb, Member

\_\_\_\_\_  
Donald Van Matre, Member

Attest:

\_\_\_\_\_  
Randal M. Wendling, Member

\_\_\_\_\_  
Steven Dale Davis, County Clerk

\_\_\_\_\_  
Reid O. West, Member

## EXTENDED PROFESSIONAL SERVICE AGREEMENT

THIS AGREEMENT is made and entered into by and between the University of Wyoming, hereafter referred to as the University, and the Board of County Commissioners of Sweetwater County, hereafter referred to as the County.

WITNESSETH that Whereas, under the Federal Smith-Lever Act, and the State Acceptance Act of 1915, and amendments thereto covering Extension programs, The County desires an additional Extension Professional for the purpose of assisting and encouraging the development of horticulture/floriculture/urban forestry/turf management programs. **Seth Radtke** will begin work in this position January 7, 2016.

Said work shall be done and directed under the supervision of the Director of the Cooperative Extension Service of the University of Wyoming.

NOW THEREFORE, for and in consideration of the covenants and agreements of each to the other running, and for other good and valuable consideration as herein contained, the said parties agree as follows: In return for the above services, the County will contribute **\$16,590.00** annually to the University of Wyoming Cooperative Extension Service.

In order that the University may receive the total County contributions for each fiscal year before June 30<sup>th</sup> of such year and to prorate said amount for the fiscal year ending June 30, 2016, the County agrees to make payments to the University as follows:

**Two payments of \$3,956.22 due in April, 2016 and \$4,147.50 due in June, 2016.**

THE TERMS AND CONDITIONS OF THIS AGREEMENT shall be and remain in force and effect from January 7, 2016, until June 30, 2016 unless terminated by mutual consent of the two parties involved.

In the event this agreement is terminated, the University will return unused funds contributed by the County.

Neither party waives its sovereign immunity by entering into this agreement and each fully retains all immunities and defenses provided by law with regard to any action based on this agreement.

Both parties shall fully adhere to all applicable local, state, and federal laws regarding equal employment opportunity.

The University's policy is one of equal opportunity for all persons in all facets of the University's operations. Equal opportunity is offered to all officers, faculty, and staff members, and applicants for employment on the basis of their demonstrated ability and competence and without regard to such matters as race, color, national origin, sex, sexual orientation, religion, political belief, age, veteran status, or handicap.

IN WITNESS WHEREOF, the Board of Commissioners of Sweetwater County, has caused this agreement to be executed by its Chairman on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, and the University of Wyoming has caused the same to be executed by the Vice President for Finance of the University of Wyoming on this \_\_\_\_\_ day of \_\_\_\_\_, 2016, and the Director of Cooperative Extension this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Board of County Commissioners  
Sweetwater County

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Director  
Cooperative Extension Service  
University of Wyoming

\_\_\_\_\_  
Procurement Services Manager  
University of Wyoming

## Sally Shoemaker

---

**From:** Dale Davis - County Clerk  
**Sent:** Monday, January 25, 2016 12:23 PM  
**To:** Sally Shoemaker  
**Cc:** Bonnie Berry; Dale Davis - County Clerk; Vickie Eastin  
**Subject:** Agenda Item Feb 2, 2016  
**Attachments:** sweetwaterhort-revised-2016.pdf

Please find attached an agenda item for Bonnie to present at the Feb 2, 2016 BCC meeting.

The County Attorney's office as review the agreement on January 5, 2016.

Thank you,

***Dale Davis, CERA***

County Clerk

80 West Flaming Gorge Way, Suite 150  
Green River, WY 82935

Ph: (307) 872-3732 Green River  
Ph: (307) 922-5208 Rock Springs  
Fx: (307) 872-3994  
Ph: (307) 872-3765 Direct Line



# BOARD OF COUNTY COMMISSIONERS

## MEETING REQUEST FORM

Meeting Date Requested: <b>BOCC- February 2, 2016</b>	Presenters Name: <b>John P. Radosevich</b>
Department or Organization: <b>Engineering</b>	Contact Phone and E-mail: <b>307-872-3921</b>
Exact Wording for Agenda: Approval of contract change orders-Salt Sand Structures	Preference of Placement on Agenda & Amount of Time Requested for Presentation: <b>5 minutes</b>
Will there be Handouts? (If yes, include with meeting request form) <b>yes</b>	Will handouts require SIGNATURES: <small>Board Approval and authorize chairman to sign all necessary documents</small>
Additional Information:	

### INSTRUCTIONS:

- 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](mailto:shoemakers@sweet.wy.us)
- All handouts must accompany the meeting request form by Wednesday at 12:00 p.m. prior to the scheduled meeting date. ***\*\*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.\*\****
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- 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.

# CHANGE ORDER

Page 1 of 2

No. SWC-CO-001

DATE OF ISSUANCE: April 26, 2015, Revised January 26, 2016

PROJECT: Sand/Salt Storage Building at Green River and Rock Springs, Wyoming

OWNER: Sweetwater County Commissioners, 80 West Flaming Gorge Way, Green River, WY 82935  
(Name, & Address)

CONTRACTOR: A. Pleasant Construction, Inc., P.O. Box 783. Green River, WY 82935

ENGINEER: Indo American Engineering, Inc., 649 North Front Street, Rock Springs, WY 82901

CONTRACT FOR: Furnish & Construct Stressed Membrane Structures 60' X 120' at 38 Lagoon Drive, Rock Springs and 60' X 75' at 95 Uinta Drive, Green River, Wyoming

ENGINEER's Project No. SWC-2014 BLDG 1 &2

You are directed to make the following changes in the Contract Documents.

Description:

The following information is being requested from A-Pleasant for cost reduction for the Sand Salt Building Projects;

1. Green River Project-
  - a. Contractor to submit pricing to deduct cost including materials and labor to replace the existing meter base on the existing building.
  - b. Contractor to submit pricing to deduct cost including materials and labor to install a new 100AMP disconnect on the existing building for the new sand salt building. Contractor will still to supply fuses for the disconnect installed.
  - c. Contractor to redline drawings to reflect as-built conditions by others.

Purpose of Change Order: Work is completed by the Owner, as per our instruction during pre-bid meeting.

Attachments: (List documents supporting change): See emails

Cost Deduction Request:

Revised cost deduction as per A. Pleasant (Evergreen) submittal dated 12-30-15  
(See attached documents);

1. Evergreen 200 Amp Meter Base- \$374.20
2. Evergreen Labor- \$444.00
3. Evergreen 100 Amp Disconnect- \$134.99
4. Tax \$30.55

Total Credit to Owner: **\$983.74.**

# CHANGE ORDER

No. SWC-CO-001

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price \$ <u>1,215,681.00</u>	Original Contract Completion Date: <u>June 1, 2015</u> days or date
Previous Change Orders No. <u>000</u> to No. <u>000</u> \$ <u>(0,000.00)</u>	Net Change from previous Change Orders <u>None</u> days
Contract Price prior to this Change Order \$ <u>1,215,681.00</u>	Contract Time Prior to this Change Order <u>June 1, 2015</u> days or date
Net decrease of this Change Order \$ <u>983.74</u>	Net Increase (decrease) of this Change Order <u>None</u> days
Contract Price with all approved Change Orders \$ <u>1,214,697.26</u>	Contract Time with all approved Change Orders <u>June 1, 2015</u> days or date

RECOMMENDED:

APPROVED:

APPROVED:

by *Dinesh P. Sheth*

Indo American Engineering, Inc. (Consultant)  
Mr. Dinesh Sheth, M.S., P.E.

by \_\_\_\_\_

Sweetwater County Commissioners (Owner)  
Mr. Wally J. Johnson, Commission Chairman

by *Andy Pleasant*

A. Pleasant Construction, Inc. (Contractor)  
Mr. Andy Pleasant, President

A. PLEASANT CONSTRUCTION, INC.  
SWEETWATER COUNTY SAND AND SALT PROJECT  
ELECTRICAL DEDUCT  
12/30/15

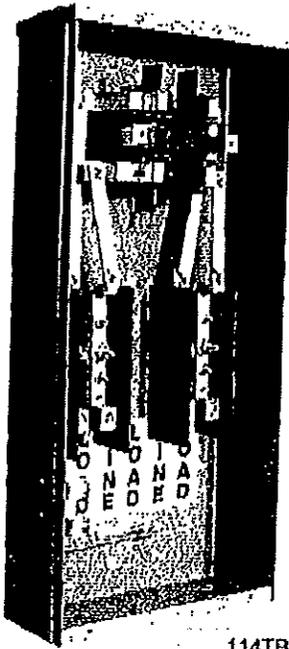
Deduct Request on Meter Base

Evergreen Meter Housing Cost	\$	374.20
Evergreen Disconnect	\$	134.99
Tax	\$	30.55
Evergreen Labor	\$	444.00
<b>TOTAL DEDUCT</b>	<b>\$</b>	<b><u>983.74</u></b>

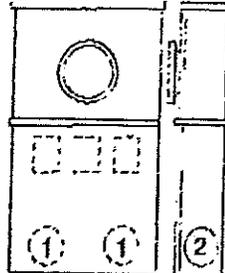
Andy Pleasant  
President



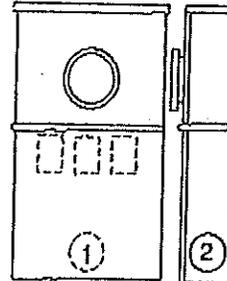
These UL Listed products are for use in areas requiring Electrical Utility Service Equipment Requirements Committee



114TB

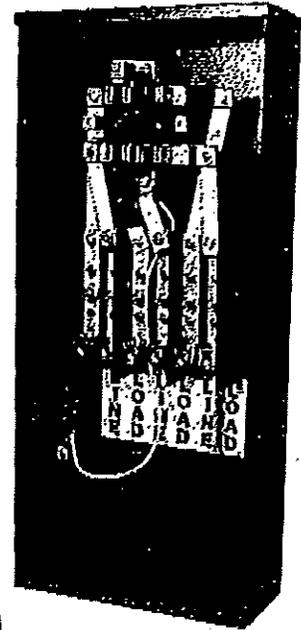


114TB  
115TB  
117TB



124TB  
125TB  
127TB

127TB



SECTION D

COMMERCIAL METERING-SAFETY SOCKETS, METER MAINS, TERMINATION BOXES, BUSSES, CUTTERS

100 AMP-4, 5 & 7 TERMINAL-FOR USE WITH REMOTE MAIN-RING TYPE

NO. OF TERM.	TYPE OF SERVICE	CATALOG NUMBER	CONNECTORS CU/AL LINE & LOAD	TYPE OF SERVICE	DIMENSIONS			CONCENTRIC K.O.'S					
					D"	W"	H"	1	2	3	4	5	6
4	OH/UG	114TB*	#6-1/0	1Ø3W*	4 5/8	12	25	2	2	1 1/2	2	1/2	-
5	OH/UG	115TB	#6-1/0	3Ø3W	4 5/8	12	25	2	2	1 1/2	2	1/2	-
7	OH/UG	117TB	#6-1/0	3Ø4W	4 5/8	12	25	2	2	1 1/2	2	1/2	-

204-20

200 AMP-4, 5 & 7 TERMINAL-FOR USE WITH REMOTE MAIN-RING TYPE

NO. OF TERM.	TYPE OF SERVICE	CATALOG NUMBER	CONNECTORS CU/AL LINE & LOAD	TYPE OF SERVICE	DIMENSIONS			CONCENTRIC K.O.'S					
					D"	W"	H"	1	2	3	4	5	6
4	OH/UG	124TB*	#1/0-250	1Ø3W*	6	14	30	2 1/2	2 1/2	3	3	5/32	1/2
5	OH/UG	125TB	#1/0-250	3Ø3W	6	14	30	2 1/2	2 1/2	3	3	5/32	1/2
7	OH/UG	127TB	#1/0-250	3Ø4W	6	14	30	2 1/2	2 1/2	3	3	5/32	1/2

374-20

HUBS: OH units use hub up to 2 1/2" (see accessory page). Units provided with closing plates.

SEALING RINGS: Units furnished with MR-2 snap style sealing rings.

NEUTRAL: "Lay-in" connectors will accommodate #6-2/0 (for 100 amp units) and #2-250 (for 200 amp units) copper or aluminum wire.

RING PROTECTOR: Add suffix -RP to catalog number for factory installed ring protector (ex. 117TB becomes 117TB-RP).

\* For 3W (2Ø8Y/120) network service, install field mounted fifth terminal catalog number 105J. See accessories page.

SHORT CIRCUIT CURRENT WITHSTAND RATING UP TO 200K AIC DEPENDING ON OVERCURRENT PROTECTION DEVICE USED

Utility requirements for this equipment may vary. Always consult the serving utility for their requirements before ordering installing equipment in this catalog.





PO BOX 2520  
 ROCK SPRINGS, WY 82902

PHONE (307) 382-9150  
 FAX (307) 382-9169

<b>Quoted To Customer</b>
EVERGREEN ELECTRIC PO BOX 2031 ROCK SPRINGS, WY 82902-2031
Phone (307) 389-0985 Fax

<b>Job Name</b>
disconnect \$\$\$

<b>Quote No.</b>	<b>Date</b>	<b>Page</b>
0008708	12/28/15	1
<b>Expiration Date</b>		1/27/16
<b>Revised Date</b>		12/28/15
<b>Bid Due Date</b>		12/28/15

<b>Quoted By</b>
Tom Landen TMLANDEN@WINLECTRIC.COM (307) 382-9150

Customer	Payment Terms	Quoted To	Salesperson	FOB
000139	NET 30	Tom Landen	TONY MEDINA	S

Line	Qty.	Description	Unit Price	UOM	Extended Price
1.0	→ 1	D223NRB SWITCH FUSIBLE GD 240V	134.9869	EA	134.99
2.0	2	TR100R 100A 250V RK5 TD FUSE	13.7600	EA	27.52
		SUBTOTAL			162.51
4.0	1	D323NRB SWITCH FUSIBLE GD 240V	229.5039	EA	229.50
5.0	3	TR100R 100A 250V RK5 TD FUSE	13.7600	EA	41.28
		SUBTOTAL			270.78

<b>Tax Area Id</b>	<b>Net Sales</b>	433.29
510370150	<b>Freight</b>	.00
	<b>Tax</b>	26.00
	<b>Quotation Total</b>	459.29

**CHANGE ORDER**

No. SWC-CO-002

DATE OF ISSUANCE: May 4, 2015, Revised January 26, 2016

PROJECT: Sand/Salt Storage Building at Green River and Rock Springs, Wyoming

OWNER: Sweetwater County Commissioners, 80 West Flaming Gorge Way, Green River, WY 82935  
(Name, & Address)

CONTRACTOR: A. Pleasant Construction, Inc., P.O. Box 783. Green River, WY 82935

ENGINEER: Indo American Engineering, Inc., 649 North Front Street, Rock Springs, WY 82901

CONTRACT FOR: Furnish & Construct Stressed Membrane Structures 60' X 120' at 38 Lagoon Drive, Rock Springs and 60' X 75' at 95 Uinta Drive, Green River, Wyoming

ENGINEER'S Project No. SWC-2014 BLDG 1 &2

You are directed to make the following changes in the Contract Documents.

Description, Purpose of Change Order and Cost Deduction:

The following information is provided to A-Pleasant for cost reduction for the Sand Salt Building Projects;

Item No. 1, Green River And Rock Springs Sites – Credit for Load Tests: As we have stated in our previous correspondence that in accordance with the Contract Specifications in regards to helical torque anchor load tests as specified in our Technical Specifications Section 15.0, Page TS- 30 of 96, Load Testing: "The load testing shall be performed on **all drilled helical torque piers** under the supervision -----". You have performed 10 load tests out of the required 42 load tests, therefore the credit to the owner shall be 32 load tests at the rate of \$200.00 per test is \$6,400.00.

**In conclusion, the credit to the Owners for the 32 helical piers load tests at the rate of \$200.00 per test is \$6,400.00 (Six thousand four hundred dollars).**

**CONCLUSION:**

(1) Credit for 32 load tests (not performed) at Green River and Rock Springs sites----\$6,400.00

Total credit to the Owner-----\$6,400.00

# CHANGE ORDER

No. SWC-CO-002

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price \$ <u>1,215,681.00</u>	Original Contract Completion Date: <u>June 1, 2015</u> days or date
Previous Change Orders No. <u>000</u> to No. <u>001</u> \$ <u>(983.74)</u>	Net Change from previous Change Orders <u>None</u> days
Contract Price prior to this Change Order \$ <u>1,214,697.26</u>	Contract Time Prior to this Change Order <u>June 1, 2015</u> days or date
Net decrease of this Change Order \$ <u>6,400.00</u>	Net Increase (decrease) of this Change Order <u>None</u> days
Contract Price with all approved Change Orders \$ <u>1,208,297.26</u>	Contract Time with all approved Change Orders <u>June 1, 2015</u> days or date

RECOMMENDED:

APPROVED:

APPROVED:

by Dinesh P. Sheth

Indo American Engineering, Inc. (Consultant)  
Mr. Dinesh Sheth, M.S., P.E.

by \_\_\_\_\_

Sweetwater County Commissioners (Owner)  
Mr. Wally J. Johnson, Commission Chairman

by Andy Pleasant

A. Pleasant Construction, Inc. (Contractor)  
Mr. Andy Pleasant, President

# CHANGE ORDER

No. SWC-CO-003

DATE OF ISSUANCE: January 26, 2016

PROJECT: Sand/Salt Storage Building at Green River and Rock Springs, Wyoming

OWNER: Sweetwater County Commissioners, 80 West Flaming Gorge Way, Green River, WY 82935  
(Name, & Address)

CONTRACTOR: A. Pleasant Construction, Inc., P.O. Box 783. Green River, WY 82935

ENGINEER: Indo American Engineering, Inc., 649 North Front Street, Rock Springs, WY 82901

CONTRACT FOR: Furnish & Construct Stressed Membrane Structures 60' X 120' at 38 Lagoon Drive, Rock Springs and 60' X 75' at 95 Uinta Drive, Green River, Wyoming

ENGINEER's Project No. SWC-2014 BLDG 1 &2

You are directed to make the following changes in the Contract Documents.

Description:

The following information is being requested from A-Pleasant for cost increase for the Sand Salt Building Projects;

1. Rock Springs Project-Contractor to furnish and install 2 Bollards at each Overhead door for North and South Garage Door location
2. Green River Project- Contractor to furnish and install 2 Bollards at each Overhead door for East and West Garage Door locations

Purpose of Change Order: For Safety Protection to the Garage Doors

Increase in Cost:

As per Discussion with Mr. Jim Jensen of A. Pleasant Construction And Mr. Dinesh Sheth of Indo American; Cost of each Bollard is \$400.00.

Therefore:

Total Increase in cost is 8 Bollard at \$400.00 each equal to \$3,200.00 (Three thousand two hundred dollars)

CONCLUSION:

(1) A. Pleasant Construction Increase in Project Cost -----\$3,200.00

Total credit to the Contractor-----\$3,200.00

# CHANGE ORDER

No. SWC-CO-003

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price \$ <u>1,215,681.00</u>	Original Contract Completion Date: <u>June 1, 2015</u> days or date
Previous Change Orders No. <u>000</u> to No. <u>000</u> \$ <u>(7,383.74)</u>	Net Change from previous Change Orders <u>None</u> days
Contract Price prior to this Change Order \$ <u>1,208,297.26</u>	Contract Time Prior to this Change Order <u>June 1, 2015</u> days or date
Net increase of this Change Order \$ <u>3,200.00</u>	Net Increase (decrease) of this Change Order <u>None</u> days
Contract Price with all approved Change Orders \$ <u>1,211,497.26</u>	Contract Time with all approved Change Orders <u>June 1, 2015</u> days or date

RECOMMENDED:

APPROVED:

APPROVED:

by *Dinesh S. Sheth*  
Indo American Engineering, Inc. (Consultant)  
Mr. Dinesh Sheth, M.S., P.E.

by \_\_\_\_\_  
Sweetwater County Commissioners (Owner)  
Mr. Wally J. Johnson, Commission Chairman

by *Andy Pleasant*  
A. Pleasant Construction, Inc. (Contractor)  
Mr. Andy Pleasant, President

# CHANGE ORDER

No. SWC-CO-004

DATE OF ISSUANCE: January 26, 2016

PROJECT: Sand/Salt Storage Building at Green River and Rock Springs, Wyoming

OWNER: Sweetwater County Commissioners, 80 West Flaming Gorge Way, Green River, WY 82935  
(Name, & Address)

CONTRACTOR: A. Pleasant Construction, Inc., P.O. Box 783. Green River, WY 82935

ENGINEER: Indo American Engineering, Inc., 649 North Front Street, Rock Springs, WY 82901

CONTRACT FOR: Furnish & Construct Stressed Membrane Structures 60' X 120' at 38 Lagoon Drive, Rock Springs and 60' X 75' at 95 Uinta Drive, Green River, Wyoming

Engineer's Project No. SWC-2014 BLDG 1 & 2

You are directed to make the following changes in the Contract Documents.

Description, Purpose of Change Order and Cost Deduction:

The following information is being requested from A-Pleasant for cost reduction for the Sand Salt Building Projects;

Green River and Rock Springs Project Document: In the event that all work is not completed by June 1, 2015, the Board of County Commissioners will assess \$750.00 per calendar day, not as a penalty but as liquidated damages to the Sweetwater County.

Therefore, Liquidated Damages assessed to the Contractor for 56 days at the said rate of \$750.00 per day is \$42,000.00

Purpose of Change Order: Charged Contractor for Liquidated Damages as per the Contract Document.

In conclusion, the credit to the Owners for the 56 days of liquidated damages at the rate of \$750.00 per day is \$42,000.00 (Forty two thousand dollars).

## CONCLUSION:

(1) Liquidated Damages assessed to the Contractor for 56 days at rate of \$750.00 per day-----\$42,000.00

Total credit to the Owner-----\$42,000.00

# CHANGE ORDER

No. SWC-CO-004

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price \$ <u>1,215,681.00</u>	Original Contract Completion Date: <u>June 1, 2015</u> days or date
Previous Change Orders No. <u>000</u> to No. <u>000</u> \$ <u>(4,183.74)</u>	Net Change from previous Change Orders <u>None</u> days
Contract Price prior to this Change Order \$ <u>1,211,497.26</u>	Contract Time Prior to this Change Order <u>June 1, 2015</u> days or date
Net decrease of this Change Order \$ <u>42,000.00</u>	Net Increase (decrease) of this Change Order <u>None</u> days
Contract Price with all approved Change Orders <b>\$ <u>1,169,497.26</u></b>	Contract Time with all approved Change Orders <u>June 1, 2015</u> days or date

RECOMMENDED:

APPROVED:

APPROVED:

by *Dinesh P. Sheth*

Indo American Engineering, Inc. (Consultant)  
Mr. Dinesh Sheth, M.S., P.E.

by \_\_\_\_\_

Sweetwater County Commissioners (Owner)  
Mr. Wally J. Johnson, Commission Chairman

by *Andy Pleasant*

A. Pleasant Construction, Inc. (Contractor)  
Mr. Andy Pleasant, President

## BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Requested Meeting Date: February 2, 2016	Name & Title of Presenter: Eric Bingham Land Use Director
Department or Organization: SWC Land Use	Contact Phone & E-mail: 872-3914 binghame@sweet.wy.us
Exact Wording for Agenda: Board Support for Community Town Hall	Preference of Placement on Agenda & Amount of Time Requested for Presentation: Morning 10-15 Minutes
Will there be Handouts? (If yes, include with meeting request form) Yes - Submitted separately.	Will handouts require SIGNATURES: No.
Additional Information: The Land Use Department is requesting Board support for a series of Community Town Hall meetings and the presence of at least one Commissioner at each of the five planned events. The Community Town Halls are proposed for the following communities and dates (locations to be determined): Farson/Eden - Thursday, April 14th; Jamestown - Thursday, May 12th; Reliance - Thursday, June 9th; McKinnon - Thursday, July 14th and North of Rock Springs - Thursday, August 11th.	

- 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](mailto: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](http://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.



The Land Use Department would like to facilitate a series of Community Town Hall meetings on the **2<sup>nd</sup> Thursday** of each month from **April to August**.

These meetings would create opportunities for communities to discuss their concerns, questions & ideas with County Commissioners as well as various County agencies and representatives.

# Community Town Halls

**Discussing what's important to OUR communities!**

The Land Use Department will distribute information about the upcoming meetings and request feedback from the community on what they would like to discuss. This will provide the opportunity to tailor each Community Town Hall to the concerns of that community.

We are asking for the Board's financial support to provide refreshments for the communities, advertising and other necessary expenses as well as the presence of at least one Commissioner at each event.

- April 14, 2016**  
**Farson / Eden**
- May 12, 2016**  
**Jamestown**
- June 9, 2016**  
**Reliance**
- July 14, 2016**  
**McKinnon**
- August 11, 2016**  
**North of Rock Springs**

# BOARD OF COUNTY COMMISSIONERS

## MEETING REQUEST FORM

Meeting Date Requested: <b>02/02/2016</b>	Presenters Name: <b>Judy Roderick</b>
Department or Organization: <b>Emergency Management</b>	Contact Phone and E-mail: <b>(307) 389-3423, roderickj@sweet.wy.us</b>
Exact Wording for Agenda: Request to participate in a Regional (Sweetwater, Lincoln and Uinta Counties) Hazard Mitigation Plan	Preference of Placement on Agenda & Amount of Time Requested for Presentation: <b>15 minutes and no preference on placement</b>
Will there be Handouts? (If yes, include with meeting request form) <small>Yes, the letter of support for Melinda Gibson, State Hazard Mitigation Officer</small>	Will handouts require SIGNATURES: <b>Yes</b>
<b>Additional Information:</b>	
Wyoming Office of Homeland Security requires each county to submit a mitigation plan and update it every five years. Sweetwater County has never had an approved plan and has been unable to take advantage of multiple grant opportunities because of this. WOHS has offered the counties an opportunity to participate in a regional plan that will take the place of an individual plan. WOHS will hire the contractor and fully fund the plan with no expense to the individual counties. I have spoken with the Emergency Management Coordinators from Lincoln and Uinta counties and we are in agreement that we would like to take advantage of this opportunity. Each of us will be presenting this letter to our respective County Commissioners for signature. We will then sign it and submit it to	
Melinda Gibson, State Hazard Mitigation Officer prior to Friday, February 5th.	

### INSTRUCTIONS:

- 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](mailto:shoemakers@sweet.wy.us)
- All handouts must accompany the meeting request form by Wednesday at 12:00 p.m. prior to the scheduled meeting date. ***\*\*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.\*\****
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- 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.

## BOARD OF COUNTY COMMISSIONERS

# SWEETWATER

C·O·U·N·T·Y

- **WALLY J. JOHNSON, CHAIRMAN**
- **JOHN K. KOLB, COMMISSIONER**
- **DON VAN MATRE, COMMISSIONER**
- **RANDAL M. WENDLING, COMMISSIONER**
- **REID WEST, COMMISSIONER**

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

February 2, 2016

Melinda Gibson, State Hazard Mitigation Officer  
Wyoming Office of Homeland Security  
5500 Bishop Boulevard  
Cheyenne, WY 82002

Re: Regional Mitigation Planning

Dear Mrs. Gibson,

Please accept this letter as notice of our county's interest in participating in a regional mitigation planning effort. Our County Coordinator has explained that this is an opportunity to participate in a regional mitigation plan, with no monetary impact to our county. This planning effort will result in a FEMA-approved regional mitigation plan, which will be in effect for five years.

We understand that our county's active participation is required and will involve working closely with the counties in our region, and with a mitigation planning contractor. The contractor will do the majority of the work with information provided through local leadership's attendance and participation in several meetings. Mitigation discussions at those meetings will inform the contractor of hazards our region, county and local jurisdictions are subject to and mitigation actions we believe will lessen the impact of those hazards on our residents.

We have also been made aware; one benefit of a current FEMA-approved mitigation plan is our eligibility to apply for federal mitigation grant funding. This opportunity will make mitigation project completion more attainable for us.

Please consider our County Coordinator, Judy Roderick, your point of contact for the regional mitigation planning effort. She can be reached at (307) 922-5371 or (307) 389-3423. Ms. Roderick will coordinate details as necessary to ensure our county, and its jurisdictions, are active participants in the regional mitigation plan.

Best Regards,

Wally J. Johnson, Chairman  
Board of County Commissioners

Judy Roderick, County Emergency  
Management Coordinator



## Sally Shoemaker

---

**From:** Judy Roderick - Emergency Management  
**Sent:** Tuesday, January 26, 2016 4:38 PM  
**To:** Sally Shoemaker  
**Cc:** Vickie Eastin  
**Subject:** Commissioners Meeting  
**Attachments:** Mitigation Plan Commitment Letter Draft.docx; CommissionersMeeting.pdf

Hi Sally,

I have attached my request to be included on the agenda for the February 2<sup>nd</sup> Sweetwater County Board of Commissioners meeting. I have also attached the letter that I have discussed with James Schermetzer, and would like to have on the commissioner's letterhead, and presented to the BOC if they are agreeable. I am cc'ing Vicki on this so that she will know what we are doing. Please let me know if there is anything else that you need me to do.

Sincerely,

*Judy Roderick*

Coordinator  
Sweetwater County  
Emergency Management  
[www.sweet.wy.us/ema](http://www.sweet.wy.us/ema)  
(307) 922-5371 - Office  
(307) 389-3423 - Cell  
(307) 922-5481 - Fax

# BOARD OF COUNTY COMMISSIONERS

## MEETING REQUEST FORM

Meeting Date Requested: <b>2/2/2016</b>	Presenters Name: <b>DonnaLee Bobak; Garry McLean</b>
Department or Organization: <b>Clerk of Dist. Court / HR</b>	Contact Phone and E-mail: <b>872-3815</b>
Exact Wording for Agenda: Request to replace vacant position	Preference of Placement on Agenda & Amount of Time Requested for Presentation: <b>5 min</b>
Will there be Handouts? (If yes, include with meeting request form) <b>yes</b>	Will handouts require SIGNATURES: <b>yes</b>
Additional Information:	

### INSTRUCTIONS:

- 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](mailto:shoemakers@sweet.wy.us)
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- No handout will be received during a meeting in session.

**Sweetwater County  
Request to Restaff Vacant Position**

**Board Meeting Date:** 2/2/2016

**Department:** Clerk of District Court

**Position:** Court Clerk

**Vacancy Date:** 1/29/2016

**Reason for vacancy:** Resignation

**Department Request:** to restaff position full time with full time benefits

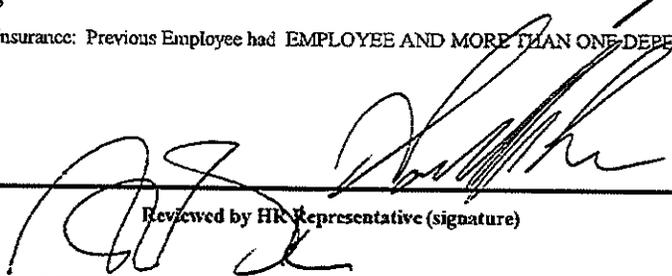
**Anticipated Re-staff Date:** 3/1/2016

Board Action	
Approved _____	Date: <u>2/2/2016</u>
Denied _____	
Full time <input checked="" type="checkbox"/> _____	
Part time _____	# Hours (if part time) _____
Restaff Immediately _____	Delay restaffing until (month) _____

	Position	Hire Date	Monthly								Annual Cost of employment
			Salary	Retirement	Health Insurance	LTD	FICA	Workers Compensation	Total benefits	Total cost of employment (salary + benefits)	
Previously staffed position	Court Clerk (Grade 9, step 2)	2/15/2013	\$ 2,936.33	\$ 488.02	\$ 1,228.50	\$ 10.57	\$ 224.63	\$ 6.75	\$ 1,958.47	\$ 4,894.80	\$ 58,737.62
Anticipated Costs to restaff Position Vacancy	Court Clerk (Grade 9, step 1)	3/1/2016	\$ 2,850.81	\$ 473.80	\$ 1,635.84	\$ 10.26	\$ 218.09	\$ 6.56	\$ 2,344.55	\$ 5,195.36	\$ 62,344.34
<b>Net Difference (savings):</b>			\$ (85.52)	\$ (142.1)	\$ 407.34	\$ (0.31)	\$ (6.54)	\$ (0.20)	\$ 386.08	\$ 300.56	\$ 3,606.72

**NOTES**

Health Insurance: Previous Employee had EMPLOYEE AND MORE THAN ONE DEPENDENT health insurance coverage. Anticipate new employee may select FAMILY coverage

  
\_\_\_\_\_  
Reviewed by HR Representative (signature)

\_\_\_\_\_  
Reviewed by Department Head/ Elected Official (signature)

\_\_\_\_\_  
Commission Chair (signature)

1/27/16  
\_\_\_\_\_  
Date:

1/27/16  
\_\_\_\_\_  
Date:

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

# BOARD OF COUNTY COMMISSIONERS

## MEETING REQUEST FORM

Meeting Date Requested: <b>2/2/2016</b>	Presenters Name: <b>Garry McLean, HR Director</b>
Department or Organization: <b>Human Resources</b>	Contact Phone and E-mail: <b>872-3913</b>
Exact Wording for Agenda: Request approval of modified Health Summary Plan Description	Preference of Placement on Agenda & Amount of Time Requested for Presentation: <b>5 min.</b>
Will there be Handouts? (If yes, include with meeting request form) <b>yes</b>	Will handouts require SIGNATURES: <b>yes</b>
Additional Information:	

### INSTRUCTIONS:

- 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](mailto:shoemakers@sweet.wy.us)
- All handouts must accompany the meeting request form by Wednesday at 12:00 p.m. prior to the scheduled meeting date. ***\*\*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](http://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 Department of Human Resources



80 W. Flaming Gorge Way, Suite 17  
Green River, WY 82935

E-MAIL: [swchr@sweet.wy.us](mailto:swchr@sweet.wy.us)

Phone: 307-922-5429 (RS)  
307-872-3910 (GR)  
Fax: 307-872-3996

## MEMORANDUM

To: Board of County Commissioners  
From: Garry McLean   
Date: January 27, 2016  
RE: UMR Health Insurance Summary Plan Description Amendment

UMR, the County's third party administrator (TPA) has recently provided Sweetwater County with the modified Health summary plan description (SPD). The SPD is the governing plan document that is the basis for the administration of our health plan. This SPD is effective as of July 1, 2015.

Attached, is a summary of modifications to the SPD. In part, the modifications to the SPD are a result of the following:

- Implemented provisions of the Affordable Care Act (ACA), which have been implemented in stages, beginning in 2010.
- Additional language or updated wording to clarify current administrative practices.

The most notable change due to the ACA, is the employer mandate, which requires businesses with more than 50 full-time employees working 30 hours or more per week to provide affordable health insurance coverage to workers or face fines. Because of this mandate UMR has updated the Eligibility and Enrollment section of the SPD to remove "temporary employees" from the list of ineligible employees, as temporary employees *may* qualify as eligible employees depending on the number of hours and the number of months worked during their "temporary" service.



A UnitedHealthcare Company

## SUMMARY OF MODIFICATIONS

Effective July 1, 2015 the following changes were made to your Health Plan document:

- All references to Substance Abuse have been updated to Substance Use Disorder(s) throughout the document. This was done in order to provide consistency between UMR's plan document template and the terminology used by the government in its final Mental Health Parity regulations.
- Prescription Schedule of Benefits, Benefit Plan(s) 001, 002, 003, 004, 005: Under the Annual Pharmacy Out-of-Pocket Maximum removed the exception for the difference in cost between a brand-name drug and its generic equivalent. This type of cost-sharing beyond the out-of-pocket limit is impermissible under PPACA.
- Eligibility and Enrollment, Benefit Plan(s) 001, 002, 003, 004, 005:
  - Under Eligibility Requirements, removed temporary employees from the definition of the classification of ineligible employees. Temporary employees *may* qualify as eligible employees when taken into consideration during the measurement period in accordance with PPACA regulations.
  - Added wording to indicate the measurement period option you have chosen to use to meet the Eligibility Mandate requirements of PPACA.
- Termination:
  - Revised the option to terminate employees at the end of the month in which they are no longer members of a covered class as determined by the employer to read, "The end of the stability period in which you become a member of a non-covered class, as determined by the employer." This change is a result of the Employer Mandate under PPACA. If an employee is deemed to be working full-time during his or her measurement period, that employee must be offered coverage that will be in effect during his or her stability period.
  - Under Reinstatement of Coverage, removed all previous reinstatement options and replaced them with one of the two options (13 weeks or 26 weeks) mandated by the PPACA Eligibility Mandate.
- COBRA Continuation of Coverage:
  - Updated the Important section at the top of the provision to include other available options for coverage (e.g., access to Health Insurance Exchanges).
  - Under A Qualified Beneficiary's Notice Obligations While on COBRA, updated the bullet regarding other group health plans to include enrollment under Medicare.
  - Under The Right to Extend the Length of COBRA Continuation Coverage, revised the paragraphs pertaining to Social Security Disability Terminations in order to clarify the administration of COBRA coverage in this situation.
  - Revised the paragraph pertaining to Second Qualifying Events for Dependents in order to clarify when an extension may be available.
  - Added a new section titled Coverage Options Other Than COBRA Continuation Coverage.
  - Added a new section titled If You Have Questions.
- Covered Medical Benefits: Under Morbid Obesity Treatment, revised bulleted references to specific types of bariatric surgery, since all types of bariatric surgery would be covered if the patient meets medically necessary criteria.
- Home Health Care Benefits: Changed the statement "Covered Persons must obtain prior authorization..." to the more generic "Prior authorization may be required...." As stated in this paragraph, the reader should refer to the Care Management section for details.
- Substance Abuse and Chemical Dependency Benefits: Under inpatient services, revised bullet regarding a Covered Person's illness.
- Care Management: Updated the definition of Retrospective Review to reflect current administrative practices





A UnitedHealthcare Company

### SUMMARY OF MODIFICATIONS

Effective July 1, 2015 the following changes were made to your Health Plan document:

- Eligibility and Enrollment step child has been revised.
- Coordination of Benefits step child has been revised

### ACCEPTANCE PAGE

Health Plan  
7670-00-411492

SWEETWATER COUNTY acknowledges that we have reviewed the plan document for the plan period effective July 1, 2015, and agree that the provisions contained in the plan document will be the basis for the administration of our Health Plan. The Plan Sponsor further represents that the plan document accurately reflects the intent of the Plan Sponsor and agrees that UMR may rely on such document in the administration of the Plan.

Accepted by the Plan Sponsor on February 2, 2016  
Date  
Board Chair

Authorized Signature and Title  
SWEETWATER COUNTY



**To:** Sweetwater County Commissioners  
**From:** Krisena Marchal  
**Subject:** BOCC Meeting 2/2/16  
**Approval of the FY 2016 Community Services Block Grant (CSBG) Subcontract**

**Executive Summary:**

On October 6, 2015 the Sweetwater County Commission approved a federal grant award in the amount of \$204,894 for projects that were originally evaluated and recommended by the Tripartite Board to the Department of Health.

A portion of the award is for a Community Needs Assessment that has to be completed every three years under the terms of the grant mandate. After requesting proposals, the Tripartite Board is recommending to proceed with awarding the subcontract to Corona Insights who has already completed several needs assessments for Sweetwater County.

<b>FY 2016 Community Services Block Grant (CSBG) Budget</b>			
	<b>Agencies and Programs/Uses of Funding</b>	<b>CSBG Sub-award</b>	<b>FY 2016 County Budget</b>
1	<b>Corona Insights – Community Needs Assessment</b> Conduct the required community needs assessment.	25,270	
<b>OTHER AGENCIES &amp; PROJECTS ALREADY APPROVED UNDER FY 2016 CSBG</b>			
2	<b>Sweetwater County School District #1</b> Provide comprehensive case management to parents through a Head Start Family Advocate.	47,700	
3	<b>Sweetwater Family Resource Center</b> Provide housing assistance.	17,600	55,000
4	<b>Young At Heart Early - Learning Center</b> Provide childcare services while parents are working, seeking employment, or attending school.	14,640	310,000
5	<b>Young At Heart - Home Services</b> Provide homemaker services to elderly and disabled individuals.	27,000	
6	<b>Young At Heart - Nutrition</b> Provide meals and special diet food to elderly and disabled individuals.	16,000	
7	<b>YWCA of Sweetwater County - Early Care &amp; Learning Center</b> Provide childcare services while parents are working, seeking employment, or attending school.	15,000	350,548
8	<b>YWCA of Sweetwater County - Support &amp; Safe House</b> Provide rent to victims through the Family Justice Center	10,575	
9	<b>YWCA of Sweetwater County – Budget Classes</b> Provide class instruction about income management and budgets.	5,000	
10	<b>Food Bank of Sweetwater County</b> Provide food assistance.	16,109	21,600
11	<b>Sweetwater County/Sweetwater County Tripartite Board</b> Provide oversight, monitoring, board insurance and indirect costs.	10,000	
<b>TOTAL</b>		<b>\$204,894</b>	

**Recommendation:**

Staff notes that the Tripartite Board cannot enter into direct contracts as it is a public advisory board. Staff recommends approval of the CSBG subcontract.

<b>Action Requested:</b>	<b>Motion to approve, and authorize the Chairman to sign, the Fiscal Year 2016 Community Services Block Grant subcontract between Sweetwater County and Corona Insights.</b>
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**FY 2016 COMMUNITY SERVICES BLOCK GRANT SUBCONTRACT  
BETWEEN  
SWEETWATER COUNTY AND  
CORONA INSIGHTS**

**Amount: \$25,270.00**

**Period: Effective date through September 30, 2016**

**CFDA#: 93.569**

**Project ID: CSBG.SWT16.14**

1. **Parties.** The parties to this Subcontract are Sweetwater County, referred to as "Contractor", whose address is 80 West Flaming Gorge Way, Suite 19, Green River, Wyoming, 82901 and the Corona Insights, hereafter referred to as "Subcontractor", whose address is 1580 Lincoln St. Suite 600, Denver, CO 80203. This Subcontract pertains to the Community Services Program.

The parties to this Subcontract acknowledge that Contractor has a Contract with the Wyoming Department of Health, Public Health Division (Agency), whereby the Agency provides funding which Contractor uses to reimburse for services provided by Subcontractor.

2. **Purpose.** This Subcontract pertains to the Community Services Block Grant (CSBG). The purpose of this Subcontract is to set forth the terms and conditions by which the Subcontractor shall conduct a community needs assessment that identifies local conditions and causes of poverty in Sweetwater County as detailed in the proposal submitted by Corona Insights dated 2016, attached hereto as Attachment B.
3. **Term of Subcontract and Required Approvals.** This Subcontract is effective when all parties have executed it, and all required approvals have been granted (Effective Date). The term of this Subcontract is from the Effective Date through September 30, 2016. All services shall be completed during this term.
4. **Payment.** The Contractor agrees to pay the Subcontractor for the services described in Attachment A, Statement of Work, which is attached to and made part of this Subcontract by this reference. The total payment under this Subcontract shall not exceed Twenty-Five Thousand Two Hundred Seventy Dollars (\$25,270.00). Payment shall be made through the Sweetwater County Grants Department on Sweetwater County vouchers with an invoice for work performed no more than two months prior to the date of the Sweetwater County voucher unless otherwise permitted in writing.

No payment shall be made for work performed before the date upon which the last required signature is affixed to this Subcontract.

5. **Source of Funding.** The source of funds for this Subcontract is the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, Catalog of Federal Domestic Assistance (CFDA) No. 93.569, Project ID No. CSBG.SWT1614.

6. **Responsibilities of Subcontractor.** The Subcontractor shall perform services identified in Section 2 of the Subcontract in accordance with the Subcontractor's proposal (Attachment B):
- A. **Federal Audit Requirements.** Subcontractor agrees that if it expends an aggregate amount of \$750,000 or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subcontractor agrees to comply with the audit requirements of the Uniform Grants Guidance 2 C.F.R. 200, Subpart F, Audit Requirements. If findings are made which cover any part of this Subcontract, Subcontractor shall provide one (1) copy of the audit report to Contractor and require that the auditor shall not otherwise release its audit report until adjusting entries are disclosed and made to the Subcontractor's records.
  - B. **Grant Recovery.** The Contractor shall be entitled to recover from the Subcontractor any full or partial payment made under this Contract for: 1) any payments used for purposes not authorized, or performed outside the Subcontract; 2) any payments for services the Subcontractor is unable to provide; and 3) any payments for services the Subcontractor did not provide but was required to provide under the terms of this Subcontract.
  - C. **Retention of Records.** Subcontractor shall maintain records, documents, and other evidence which sufficiently reflects all expenditures under this Subcontract for a period of six (6) years after the termination of the Subcontract. Such records shall be made available to the Contractor or its designee, or the appropriate federal Contractor for review and audit.
  - D. **Time Analysis Allocation.** Subcontractor shall conduct a time analysis allocation for any position dually-funded from other sources of funds to account for apportioned time charged against this Subcontract.
7. **Responsibilities of Contractor.**
- A. **Consultation.** Consult with the Subcontractor, as necessary, regarding the requirements of this Subcontract.
  - B. **Monitoring and Evaluation.** Monitor and evaluate the Subcontractor's compliance with the conditions set forth in the Subcontract.
  - C. **Payment.** Process payments to the Subcontractor in accordance with Section 4 of this Subcontract.
  - D. **Training and Technical Assistance.** Provide training and technical assistance as necessary.
8. **Special Provisions.**
- A. **Administration of Federal Funds.** Subcontractor agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200 *et seq.*; Subtitle B of Public Law 105-285, the "Community Services Block Grant Act"; C.F.R. Title 45, Part 96, Subpart I; the U.S. Department of Health and Human Services 2015 Poverty

Guidelines; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Contractor.

- B. Assumption of Risk.** Subcontractor shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to its failure to comply with state or federal requirements. The Contractor shall notify the Subcontractor of any state or federal determination of noncompliance.
- C. Conflicts of Interest.** Subcontractor shall not engage in providing consultation or representation of clients, agencies, or firms which may constitute a conflict of interest which results in a disadvantage to the Contractor or a disclosure which would adversely affect the interests of the Contractor. Subcontractor shall notify Contractor of any potential or actual conflicts of interest arising during the course of the Subcontractor's performance under this Contract. This Contract may be terminated in the event a conflict of interest arises. Termination of the Contract will be subject to a mutual settlement of accounts. In the event the Contract is terminated under this provision, the Subcontractor shall take steps to insure that the file, evidence, evaluation, and data are provided to Contractor or its designee. This does not prohibit or affect the Subcontractor's ability to engage in consultations, evaluations, or representations under agreement with other agencies, firms, facilities, or attorneys so long as no conflict exists.
- (i) A conflict of interest warranting termination of the Subcontract includes, but is not necessarily limited to, representing a client in an adversarial proceeding against Sweetwater County, the State of Wyoming, its agencies, boards, commissions or the University of Wyoming, or initiating suits in equity including injunctions, declaratory judgments, writs of prohibition or quo warranto.
- D. Construction Prohibitions.** Subcontractor agrees this Subcontract, unless superseded by program-specific regulations, may not be used for construction or the purchase of land.
- E. Drug-Free Workplace Requirement.** Subcontractor agrees to maintain a drug-free workplace and must publish a statement informing employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and establishing the actions that will be taken against employees violating these prohibitions. The Subcontractor agrees to notify the Contractor if an employee is convicted of violating a criminal drug statute so the Contractor can notify its federal funding source in a timely manner. Failure to comply with these requirements may be cause for debarment.
- F. Environmental Policy Acts.** Subcontractor agrees all activities under this agreement will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- G. Federal Program Funding Requirements.** Subcontractor agrees that when issuing

statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with CSBG funding to clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the program or project, and (3) percentage and dollar amount of the total costs of the program or project that will be financed by nongovernmental sources.

- H. Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 C.F.R. Part 175, this Subcontract may be terminated without penalty if a private entity that receives funds under this Subcontract:
- (i) Engages in severe forms of trafficking in persons during the period of time that the Subcontract is in effect;
  - (ii) Procures a commercial sex act during the period of time that the Subcontract is in effect; or
  - (iii) Uses forced labor in the performance of the Subcontract or subawards.
- I. Kickbacks.** Subcontractor certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Subcontract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Subcontract. If Subcontractor breaches or violates this warranty, Contractor may, at its discretion, terminate this Subcontract without liability to Contractor, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- J. Limitations on Lobbying Activities.** By signing this Subcontract, Subcontractor certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Subcontractor or its subcontractors in connection with lobbying member(s) of Congress, or any other federal Contractor in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- K. Monitoring Activities.** Contractor shall have the right to monitor all activities related to this Subcontract that are performed by Subcontractor or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Subcontract; and, to observe personnel in every phase of performance of the related work.
- L. Nondiscrimination.** The Subcontractor shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105 *et seq.*), the Americans With Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and/or any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Subcontract. Federal law requires the Subcontractor to include all relevant special

provisions of this Subcontract in every subcontract awarded over Ten Thousand Dollars (\$10,000.00) so that such provisions are binding on each subcontractor.

- M. Non-Supplanting Certification.** Subcontractor hereby affirms that federal Subcontractor funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Subcontractor should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Subcontract.
- N. Program Income.** Subcontractor shall not deposit Subcontractor funds in an interest bearing account without prior approval of Contractor. Any income attributable to the Subcontractor funds distributed under this Subcontract must be used to increase the scope of the program or returned to Contractor.
- O. Pro-Kids Act of 1994.** Subcontractor agrees to not permit smoking in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by CSBG or any other Federal programs whether directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment.

The above language must be included in any subcontracts that contain provisions for children's services and that all subcontractors shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000.00 per day.

- P. Publicity.** Any publicity given to the program or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Subcontractor and related to the services and work to be performed under this Subcontract, shall identify Wyoming Department of Health, Public Health Division and Sweetwater County as the sponsoring agencies and shall not be released without prior written approval of Contractor.
- Q. Purchase of American-Made Equipment.** Subcontractor agrees that, to the greatest extent practicable, all equipment and products purchased with CSBG funding should be American-made.
- R. Religious Activities.** The Subcontractor and any entity hired by the Subcontractor shall not use the CSBG funding to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.
- S. Suspension and Debarment.** By signing this Subcontract, Subcontractor certifies that

neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction nor from federal financial or non-financial assistance, nor are any of the participants involved in the execution of this Subcontract suspended, debarred, or voluntarily excluded by any federal department or Contractor in accordance with Executive Order 12549 (Debarment and Suspension) and CFR 44 Part 17, or 2 C.F.R. Part 180, or are on the debarred, or otherwise ineligible vendors lists maintained by the federal government. Further, Subcontractor agrees to notify Contractor by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Subcontract.

9. **General Provisions.**

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this Subcontract which are mutually agreed upon by the parties to this Subcontract shall be incorporated by written instrument, executed, and signed by all parties to this Subcontract.
- B. **Applicable Law/Venue.** The construction, interpretation, and enforcement of this Subcontract shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Subcontract and the parties, and the venue shall be the Third Judicial District, Sweetwater County, Wyoming.
- C. **Assignment/Subcontract Not Used As Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set forth in this Subcontract without the prior written consent of the other party. The Subcontractor shall not use this Subcontract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Contractor.
- D. **Audit/Access to Records.** The Contractor and its representatives shall have access to any books, documents, papers, electronic data and records of the Subcontractor which are pertinent to this Subcontract. The Subcontractor shall immediately, upon receiving written instruction from the Contractor, provide to any independent auditor or accountant all books, documents, papers, electronic data and records of the Subcontractor which are pertinent to this Subcontract. The Subcontractor shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Contractor.
- E. **Availability of Funds.** Each payment obligation of the Contractor is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for continued performance of the Subcontract, the Subcontract may be terminated by the Contractor at the end of the period for which the funds are available. The Contractor shall notify the Subcontractor at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Contractor in the event this provision is exercised, and the Contractor shall not be obligated or liable for any future payments due or for any

damages as a result of termination under this section. This provision shall not be construed to permit the Contractor to terminate this Subcontract to acquire similar services from another party.

- F. **Award of Related Contracts.** The Contractor may award supplemental or successor contracts for work related to this Subcontract. The Subcontractor shall cooperate fully with other contractors and the Contractor in all such cases.
- G. **Certificate of Good Standing.** Subcontractor shall provide to Contractor a Certificate of Good Standing verifying compliance with the unemployment insurance and workers' compensation programs prior and during performing work under this Subcontract, if applicable.
- H. **Compliance with Laws.** The Subcontractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Subcontract.
- I. **Confidentiality of Information.** All documents, data compilations, reports, computer programs, photographs, and any other work provided to or produced by the Subcontractor in the performance of this Subcontract shall be kept confidential by the Subcontractor unless written permission is granted by the Wyoming Department of Health through the Contractor for its release. If and when Subcontractor receives a request for information subject to this Subcontract, Subcontractor shall notify Contractor within ten (10) days of such request and not release information to a third party unless directed to do so by Contractor.
- J. **Conflicting Language.** Contract language in this document shall have precedence and control over any conflicting language contained within Attachment A, the Statement of Work, or any other document incorporated by reference in this Contract. In case of conflict, any clarification must be mutually agreed upon in writing and will govern the contractual relationship between parties.
- K. **Entirety of Subcontract.** The parties recognize this Subcontract is subject to the Subcontractor's FFY 2016 CSBG Application and the FFY 2016 CSBG Wyoming CSBG State Management Plan, both of which can be located for review at the Contractor. This Subcontract, consisting of eleven (11) pages, and Attachment A, Statement of Work, consisting of one (1) page, represents the entire and integrated Subcontract between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
- L. **Ethics.** Subcontractor shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, et seq.) and any and all ethical standards governing Contractor's profession.
- M. **Extensions of Subcontract.** Nothing in this Subcontract shall be interpreted or deemed to create an expectation that this Subcontract will be extended beyond the term described herein.
- N. **Force Majeure.** Neither party shall be liable for failure to perform under this Subcontract

if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

- O. Indemnification.** Each party to this Contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend or indemnify the other.
- P. Independent Contractor.** The Subcontractor shall function as an independent contractor for the purposes of this Subcontract and shall not be considered an employee of the Sweetwater County for any purpose. The Subcontractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Subcontractor in fulfilling the terms of this Subcontract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Subcontract. Nothing in this Subcontract shall be interpreted as authorizing the Subcontractor or its agents and/or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Contractor or to incur any obligation of any kind on the behalf of the State of Wyoming or the Contractor. The Subcontractor agrees that no health/hospitalization benefits, workers' compensation, and/or similar benefits available to the State of Wyoming employees will inure to the benefit of the Subcontractor or the Subcontractor's agents and/or employees as a result of this Subcontract.
- Q. Notices.** All notices arising out of, or from, the provisions of this Subcontract shall be in writing either by regular mail or delivery in person at the address provided under this Subcontract.
- R. Ownership and Destruction of Documents/Information.** The Wyoming Department of Health owns all documents, data compilations, reports, computer programs, photographs, data and other work provided to or produced by the Subcontractor in the performance of this Subcontract. Upon termination of services, for any reason, Subcontractor agrees to return all such original and derivative information/documents to the Contractor in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of documents/information by any other means shall be by a parcel service that utilizes tracking numbers. Upon Contractor's verified receipt of such documents/information, Subcontractor agrees to physically and electronically destroy any residual Contractor-owned data, regardless of format, and any other storage media or areas containing such information. Subcontractor agrees to provide written notice to Contractor confirming the destruction of any such residual Contractor-owned data.
- S. Prior Approval.** This Subcontract shall not be binding upon either party until this Subcontract has been reduced to writing, and approved as to form by the Sweetwater County Attorney's Office.

- T. Severability.** Should any portion of this Subcontract be judicially determined to be illegal or unenforceable, the remainder of the Subcontract shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.
- U. Sovereign Immunity.** The Contractor does not waive sovereign or governmental immunity by entering into this Subcontract and specifically retain all immunities and all defenses available to them pursuant to Wyoming Statute 1-39-104(a) and all other state law. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Subcontract shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.
- V. Taxes.** The Subcontractor shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- W. Termination of Subcontract.** This Subcontract may be terminated, without cause, by either party upon thirty (30) days written notice. This Subcontract may be terminated immediately for cause if the Subcontractor fails to perform in accordance with the terms and conditions of this Subcontract. If at any time during the performance of this Subcontract, in the opinion of the Contractor, the work is not progressing satisfactorily or within the terms of this Subcontract, then at the discretion of the Contractor and after written notice to the Subcontractor, the Contractor may terminate this Subcontract or any part of it. As of the termination date, the Subcontractor will be entitled to a pro rata payment for all work accomplished and accepted by the Contractor; however, the Subcontractor shall be liable to the Contractor for the entire cost of replacement services for the duration of the Subcontract.
- X. Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Subcontract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Subcontract shall operate only between the parties to the Subcontract and shall inure solely to the benefit of the parties to this Subcontract. The provisions of this Subcontract are intended only to assist the parties determining and performing their obligations under this Subcontract.
- Y. Time is of the Essence.** Time is of the essence in all provisions of this Subcontract.
- Z. Titles Not Controlling.** Titles of sections and subsections are for reference only, and shall not be used to construe the language of this Subcontract.
- AA. Waiver.** The waiver of any breach of any term or condition in this Subcontract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

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

10. **Signatures.** The parties to this Subcontract, either personally or through their duly authorized representatives, have executed this Subcontract on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Subcontract.

The effective date of this Subcontract is the date of the signature last affixed to this page.

**CONTRACTOR: SWEETWATER COUNTY**

\_\_\_\_\_  
Wally J. Johnson, Chairman  
Sweetwater County Commission

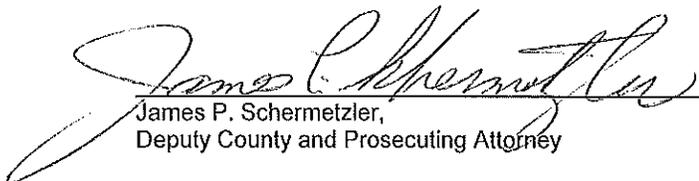
\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Dale Davis  
Sweetwater County Clerk

\_\_\_\_\_  
Date

**SWEETWATER COUNTY ATTORNEY'S OFFICE APPROVAL AS TO FORM**

  
\_\_\_\_\_  
James P. Schermetzler,  
Deputy County and Prosecuting Attorney

\_\_\_\_\_  
Date 1/26/16

**SUBCONTRACTOR: CORONA INSIGHTS**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

**ATTACHMENT A  
STATEMENT OF WORK  
Community Services Block Grant**

**General Description**

This document is intended as a Statement of Work (SOW) to identify and describe projects to be performed through the CSBG Program in Sweetwater County, Wyoming during the term of this Subcontract. The goal of the project is to provide activities and supportive services to low-income individuals and families that empower them to overcome the effects of poverty and to support their progress toward greater self-sufficiency.

**Timeline and Deliverables**

The following table shows the specific project, estimated number of clients to be served, amount of funding allocated to the project, and end date.

<b>Program Name and Description</b>	<b>Estimated Clients to Be Served</b>	<b>Amount Funded</b>	<b>Grant End Date</b>
<b>Corona Insights</b>	N/A	\$25,270.00	9/30/2016
Conduct a Community Needs Assessment of Sweetwater County.			

**ATTACHMENT B**  
**2016 PROPOSAL BY CORONA RESEARCH**



# 2016 Community Needs Assessment

Proposal for Sweetwater County Tripartite Board

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# 2016 COMMUNITY NEEDS ASSESSMENT

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SWEETWATER COUNTY TRIPARTITE BOARD

## INTRODUCTION

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Corona Insights is pleased to present this proposal to the Sweetwater County Tripartite Board to update the Community Needs Assessment for low-income households in Sweetwater County, Wyoming. Corona is proud to have conducted previous iterations of this needs assessment in 2001, 2006, 2009, and 2012.

To update the Community Needs Assessment for 2016, we will strive to:

- 1) Describe the local conditions and causes of poverty in Sweetwater County
- 2) Recommend priorities for the Tripartite Board's use of grant funds to eliminate poverty in Sweetwater County

We will utilize the comprehensive approach developed in previous years:

- Conduct a **statistical analysis of poverty** using demographic data from the U.S. Census Bureau.
- Conduct a **statistical analysis of the economic conditions** in Sweetwater County using economic data from the Bureau of Labor Statistics, the Bureau of Economic Analysis, the State of Wyoming Economic Analysis Division, and the Wyoming Community Development Authority.
- Conduct a **survey of individuals** currently receiving social services in Sweetwater County.
- We are also including in the proposal this year an optional step of conducting **key person interviews with leaders of organizations providing social services** in Sweetwater County. This step can help to provide big picture context to the secondary data and survey data, provide additional input regarding the network of services, and reveal where gaps or redundancies are present.
- Develop recommendations for the Tripartite Board based on a **comparison of needs, priorities, and resources** for the County.

On the following pages, you will find information on Corona Insights including our capabilities and qualifications as well as our plan to conduct the 2016 Community Needs Assessment for Sweetwater County. We view this proposal as a starting point and look forward to working with you to ensure our work will provide the needed answers, in a timely fashion, and within budget.

## OUR APPROACH

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In this section we describe our approach to each of the five proposed work scope elements.

### STATISTICAL ANALYSIS OF POVERTY

Corona will prepare a market segmentation analysis of the population in poverty in the county, using special calculations of raw data from the U.S. Bureau of the Census. This analysis will update and recreate the market segmentation study that has been utilized in previous Sweetwater, WY Community Needs Assessments, and will include other types of analysis as relevant.

Our final product will be a breakdown of the population by “key poverty factor” and demographic profiles of key populations.

### STATISTICAL ANALYSIS OF ECONOMIC CONDITIONS

Corona will update many of the economic figures presented in the 2012 Community Needs Assessment such as jobs and other indicators that are available from standardized Federal sources. Since those sources are generally provided on a two-year lag, we will also seek and gather appropriate data that is available at the state or local level to develop more up-to-date figures.

We understand that cost-of-living issues, particularly in housing, may be a concern in Sweetwater County, so we will specifically seek out housing-specific data such as home sales prices and rental prices, using the same sources as in 2012, where possible. Only secondary (existing) data will be gathered for this phase; while Corona could develop estimates using surveys and other custom data gathering techniques, this is not possible within the anticipated project budget.

### SURVEY OF TARGET POPULATIONS

In this phase of the project, Corona will conduct a survey of low-income populations to specifically learn about barriers to self-sufficiency and other issues of interest to the Tripartite Board.

*Method:* Because we are surveying a hard-to-reach population, it becomes quite costly to conduct a survey using random sampling methods. While recognizing that an alternate approach will introduce some bias into the survey, we nonetheless recommend that the survey be conducted on-site at locations where low-income persons tend to be more concentrated, in particular social service providers. We believe this approach will provide the greatest value for the cost.

*Survey Instrument:* Corona will work with the County to revise the 2012 survey instrument as needed. Since this is an on-site survey, it will be very important that the survey not exceed ten minutes in length, in order to obtain the highest possible number of surveys. The survey will be provided in English and Spanish.

*Process:* The client will deliver printed surveys to social services providers who agree to participate. Those social services providers will then administer the surveys to low-income persons who visit their establishment. Corona will provide materials to each participating provider for mailing the completed surveys to Corona for data entry and analysis. Corona will create an electronic data entry template, conduct data entry, and complete the analysis.

*Number of Surveys:* The goal of the process will be to gather as many surveys as possible, without a quota. In previous iterations, we were able to obtain approximately 200-240 completed surveys, so we would anticipate a similar or slightly larger number in this study.

*County Role:* Since this approach will require active participation and a time investment by social services agencies, Corona will rely on the County to recruit and coordinate with social services agencies or other promising venues to administer the survey.

## **(OPTIONAL) KEY PERSON INTERVIEWS WITH SERVICE PROVIDERS**

This year, we recommend interviewing key people who are working to reduce poverty in Sweetwater County and/or providing services and support to individuals in poverty. As these individuals are both on the “front lines” and managing organizations that require them to take a big picture view of problems and solutions, they provide a valuable source of information regarding availability and gaps in services, and aid in an assessment of the functioning of the service system as a whole.

<i>Research mode:</i>	In-depth interviews conducted via telephone
<i>Respondent segments:</i>	Key persons reflecting leadership of agencies providing services or support to those living in poverty, or working to reduce poverty, in Sweetwater County
<i>Respondent mix:</i>	20 individuals representing a variety of agencies
<i>Incentives:</i>	No incentives are included in the budget. Incentives are not necessary for this target population.
<i>Recruiting:</i>	The client will assist with the identification of key people in the County and obtaining contact information, and Corona will be responsible for recruiting and scheduling participants.
<i>Interview length:</i>	25-30 minutes (approximately)
<i>Number of interviews:</i>	20 participants in total

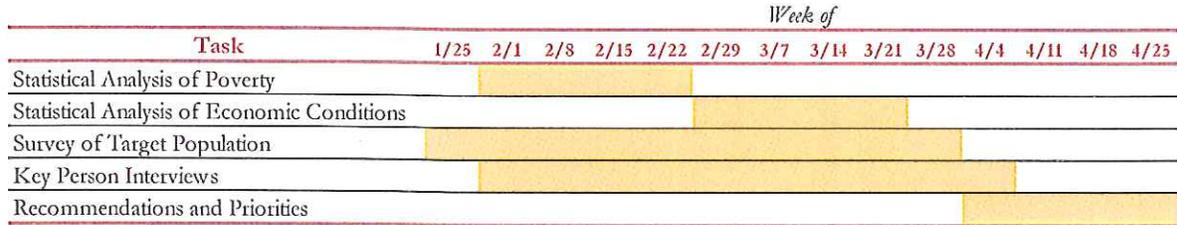
## **COMPARISON OF NEEDS, PRIORITIES AND RESOURCES (INCLUDING RECOMMENDATIONS)**

Lastly, Corona will examine the results of the previous phases, and we will develop independent recommendations about priority areas for CSBG funding. We will identify and examine major barriers, and will make our own informed but subjective judgments about the impact that funding will have on each barrier. We will also conduct a brief review of literature around poverty reduction techniques, and relevant references will be provided in our report. We will then use that information to develop a priority list.

## TIMELINE AND BUDGET

### TIMELINE

Corona has the staff capacity and expertise to complete the project in a timely manner. This timeframe assumes prompt review and feedback from the client on initial drafts of deliverables (e.g., survey guide, reports), and also assumes prompt collection and return of surveys by social services agencies.



### BUDGET

Our pricing for conducting this study is provided by task, below.

Task	Budget
Statistical Analysis of Poverty	\$6,000
Statistical Analysis of Economic Conditions	\$2,640
Survey of Target Population	\$9,130
(Optional) Key Person Interviews (20)	\$10,730
Development of Recommendations and Priorities	\$5,000
Project Administration	\$2,500
<b>Total Budget</b>	<b>\$36,000</b>

*Notes to the budget:*

- Survey costs assume that Corona provides postage-paid mailing options for service providers to ship completed surveys to Corona for data entry and analysis. Costs assume the client can print and distribute paper surveys to participating service providers. We recommend this personalized delivery method to ensure that instructions and process are understood by participating providers.
- The current budget does not include incentives for survey participants.
- Statistical analysis of poverty and statistical analysis of economic conditions will be repeated as in the 2012 community needs assessment.
- Travel costs are not included in the budget.

## QUALIFICATIONS

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### PROJECT TEAM

**B**eth Mulligan, PhD, is a Principal of Corona. As a cognitive psychologist, Beth brings to our work a deep knowledge of human thinking and behavior, and an intuitive understanding of how to turn that information into numbers that organizations can use. She derives great joy from working as a partner with our customers to help make the research process painless and engaging. She particularly enjoys working on program evaluations and needs assessments, and she's always happy to build a statistical model to help an organization improve their decision making. In all her work, Beth demonstrates a commitment to high-quality, ethical research tailored to meet the customer's goals.

Beth has extensive experience working with Sweetwater County and is proud to have led both the Community Needs Assessment and the Juvenile Services Needs Assessment for the County in 2012. She also was the lead analyst on the 2009 Community Needs Assessment. Beth has also led other large needs assessment projects for clients including Denver Indian Health & Family Services and No Kid Hungry Colorado. She has also conducted evaluation work for a variety of organizations working to reduce poverty.

While earning her master's and doctorate in psychology at the University of Colorado at Boulder, Beth also completed graduate certificate programs in science and technology policy and cognitive science. She also holds a bachelor's degree in psychology from Macalester College in St. Paul, Minnesota. Beth's research has been published in the *Journal of Behavioral Decision Making*, the *Journal of Experimental Psychology: Learning, Memory, and Cognition*, and *Memory & Cognition*. She also maintains current NIH certification in protecting human research participants, and is a member of the Association for Psychological Science.

**Beth's Role:** Beth will lead this year's project team, performing much of the statistical analysis, and will be the primary point of contact on a day to day basis throughout the project.

**M**att Bruce is a Senior Associate at Corona specializing in quantitative research methods and analysis. He enjoys working with customers to understand their unique challenges, and then he happily dives deep into the numbers to emerge with data-driven solutions. Useful research hinges on gathering quality data in the first place. Matt has a knack for developing effective, efficient, and creative sampling strategies so our customers can be assured Corona's insights are relevant to their market population.

Matt was the lead research associate for the Community Needs Assessment that Corona conducted for Albany County, WY in 2013, and he has extensive experience conducting surveys and undertaking secondary research using census data. He has also coordinated or supported research for various counties nationwide to answer questions and provide insights into social issues such as poverty reduction, education, public health, outdoor recreation, and transportation.

Before joining Corona, Matt worked for city, county, and state government agencies and various local nonprofits such as the Denver Museum of Nature and Science. He holds a B.A. in Environmental Studies with a certificate in Leadership Studies from the University of Colorado, Boulder, and a M.S. in Natural Resources (social science emphasis) from the University of Idaho. His research has been published in the journal *Restoration Ecology*.

**Matt's Role:** Matt will assist with all quantitative project components, and will assist with the development of recommendations.

**M**ollie Boettcher is an Associate at Corona, specializing in qualitative research methods. Mollie is skilled at learning about people's ideas, beliefs and opinions and transforming them into useful data. She combines her passion for both capturing and analyzing information to help clients answer complex questions and uncover subtle nuances of human behavior. Her background in volunteer management and program development in the non-profit sector provided her with the skills to engage with diverse audiences and gain unique insights into what guides people in their decision making process.

Mollie is experienced in conducting in-depth interviews with many diverse audiences, including key industry leaders. Recently, she conducted interviews with key leaders in community foundations around the state of Colorado to identify commonalities, differences and challenges within the field.

Mollie earned her bachelor's degree from the University of Wisconsin—La Crosse in Business Management, with a minor in Chemistry.

**Mollie's Role:** Mollie will conduct all key person interviews, and will assist with the development of recommendations.

## RELEVANT EXPERIENCE

Corona has completed a number of relevant research assignments that match well with the requested scope of work. These projects represent only a very small sample of Corona's relevant projects. We can provide many more examples upon request. A few examples of our past projects include:

- ➔ **2012, 2009 & 2006 – Sweetwater County Community Needs Assessment.** Corona Insights conducted a detailed needs assessment of the low income population in Sweetwater County, WY for the Sweetwater County Tripartite Board. This included a detailed economic profile of the county, a demographic segmentation of low-income individuals (that segmented individuals on the reason or reasons they were in poverty), and an intercept survey to determine barriers and constraints that contribute to poverty and the types of resources and programs that are most needed.
- ➔ **2001 – Sweetwater County Community Needs Assessment.** Corona also conducted the County's previous needs assessment in 2001, which included much of the same statistical analyses requested in the current RFP.
- ➔ **2002 – Sweetwater County Service Provider Study.** In this assignment, Corona conducted a survey of providers who serve the low-income community to assess their internal priorities and target markets for investment in Sweetwater County.
- ➔ **2012 & 2004 – Sweetwater County Juvenile Crime Plan.** Corona was retained by the County to conduct an analysis of juvenile crime in the county, and to prepare recommendations for short-term and long-term priorities for addressing and preventing juvenile crime. The project involved extensive statistical analyses of juvenile crime patterns and trend in the county, as well as qualitative research interviewing key people in the county and developing recommendations.

- **2013, 2009, 2006 – Albany County Community Needs Assessment.** Corona Insights conducted three health and poverty needs assessments in Albany County, WY. Throughout the three project iterations, Corona conducted a literature review of poverty amelioration and elimination programs that were successful in similar communities, interviewed dozens of key community health and human service providers, and conducted three community surveys to uncover insights regarding poverty and health. Corona synthesized all project data and presented the findings and actionable recommendations to CSBG board of Albany County
  
- **2013, 2011, 2009, 2007 – Cost of Living Analysis.** Corona was retained by the Colorado Legislative Council to conduct a cost of living study for Colorado’s 178 public school districts. The study included an economic analysis of household spending, a telephone and mail survey of 3,000 households, GIS mapping of business locations to school districts, a massive field data collection effort covering every school district, secondary data analysis for a variety of economic variables, culminating in the construction of a cost of living index for the school districts.

## FIRM OVERVIEW

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Our founder named the company Corona because the word means “a halo of light.” It’s the knowledge that surrounds and illuminates an issue; exactly what we provide.

Corona Insights serves as a resource for our customers needing to make decisions on a wide variety of topics. We help our customers uncover the right answers to the questions most important to them. Then we guide them to use those answers to inform their decisions and plans. The firm’s mission is to:

*Provide accurate and unbiased information and counsel  
to decision makers.*

Corona accomplishes this mission by taking the time to understand our customers’ goals, developing a plan, and then executing and delivering actionable insights. At the core of this process is Corona’s professional team of consultants and support staff.

When you hire Corona, you hire smart and passionate people – we love what we do, stay abreast of trends in our fields, and fully engage with our customers. In essence, we’re in the business of helping our customers make smart decisions. Sounds simple, doesn’t it? The reality is that each customer’s needs are unique, so the Corona team takes our own knowledge and experience, combines them with proven approaches, and creates a custom engagement for each one.

Our areas of expertise create the perfect blend of research and consulting. Sometimes you need analytics to understand the data you have, or you might require new market research in order to answer your question. Perhaps you have all the data but struggle with creating a strategy for your future direction. No matter where you’re starting from, we can help you move forward.

## CORONA'S SERVICES

Corona works with a variety of organizations, both large and small, and provides a variety of services to address their needs.

Market Research	Evaluation	Strategic Consulting
<ul style="list-style-type: none"> <li>&gt; Scientific surveys (all modes)</li> <li>&gt; Focus groups (in-person and online)</li> <li>&gt; Multi-lingual research</li> <li>&gt; In-depth interviews</li> <li>&gt; On-site data collection</li> <li>&gt; Observational research</li> <li>&gt; Demographic research</li> <li>&gt; Campaign evaluation</li> <li>&gt; Usability testing</li> <li>&gt; Database analysis</li> <li>&gt; GIS</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Needs assessment and gap analysis</li> <li>&gt; Program and process evaluation</li> <li>&gt; Feasibility studies</li> <li>&gt; Social and fiscal impact studies</li> <li>&gt; Economic impact studies</li> <li>&gt; Secondary data analysis</li> <li>&gt; Decision analysis</li> <li>&gt; Statistical analysis and modeling</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Business and marketing planning</li> <li>&gt; Outcomes planning</li> <li>&gt; Data inventories and frameworks</li> <li>&gt; Strategic planning</li> <li>&gt; Strategy development</li> <li>&gt; Business model design for nonprofits</li> </ul>

## FIRM QUALITY AND REPUTATION

While we started small more than a decade ago, we certainly didn't stay that way. Although the volume of projects speaks to the demand for our work, the fact that two-thirds of our work is for repeat and referred customers says even more. We're proud to receive praise from our customers and accolades for the work that we do.

We offer several indicators of our firm's quality and reputation below.

**Awards.** Listed below are several awards Corona has received in the past few years.

- 2014 Colorado AMA (American Marketing Association) Gold Peak Award for market research work to inform ACVIM's (American College of Veterinary Internal Medicine) member engagement and outreach.
- 2013 Colorado AMA Gold Peak Award for market research work to inform Donor Alliance's marketing strategy.
- 2011 Colorado AMA Gold Peak Award for market research work to inform the University of Denver Sturm College of Law's strategic plan.
- 2011 Colorado Ethics in Business Alliance's (CEBA) Ethics in Business Award finalist.
- 2010 Colorado AMA Silver Peak Award for Corona's re-brand from Corona Research to Corona Insights.
- 2010 BMA (Business Marketing Association) Silver Award for Corona's re-brand from Corona Research to Corona Insights.
- 2009 Small Business of the Year from the Denver Metro Chamber of Commerce. Corona was also a finalist in 2007 for the same award.

**Staff Quality and Experience.** Our breadth of experience working with a diverse set of organizations has helped our customers see much more than they could on their own. We're able to do this because we only hire the best. We're lifelong learners who bring our best thinking to market research, data analysis, and strategic consulting. Our entire team not only loves the work we do, but is dedicated to providing remarkable service, high quality work, and great value for our customers.

- In 2014, surveys of Corona's customers showed that 94% would "definitely" recommend Corona Insights, with customer service being the top reason for recommending.
- The vast majority of our staff hold advanced degrees, including two PhD's.
- Our staff brings a breadth of experience to our work. Among our staff, we hold master's degrees in business, marketing, public affairs (demographics), psychology, and natural resources, and PhD's in cognitive and social psychology. We can add to those credentials bachelor's degrees in aerospace engineering, industrial engineering, marketing, psychology, environmental studies, and other degrees. The Corona staff has a very rigorous and well-rounded education.
- We employ an exacting testing process that candidates must pass to even get an interview. For quantitative associates, for example, we screen applicants and only invite a selected few to the test.

Among those applicants, the vast majority do not score sufficiently high enough to move on to an interview, which ensures that Corona hires only the top performers in each of our fields of emphasis.

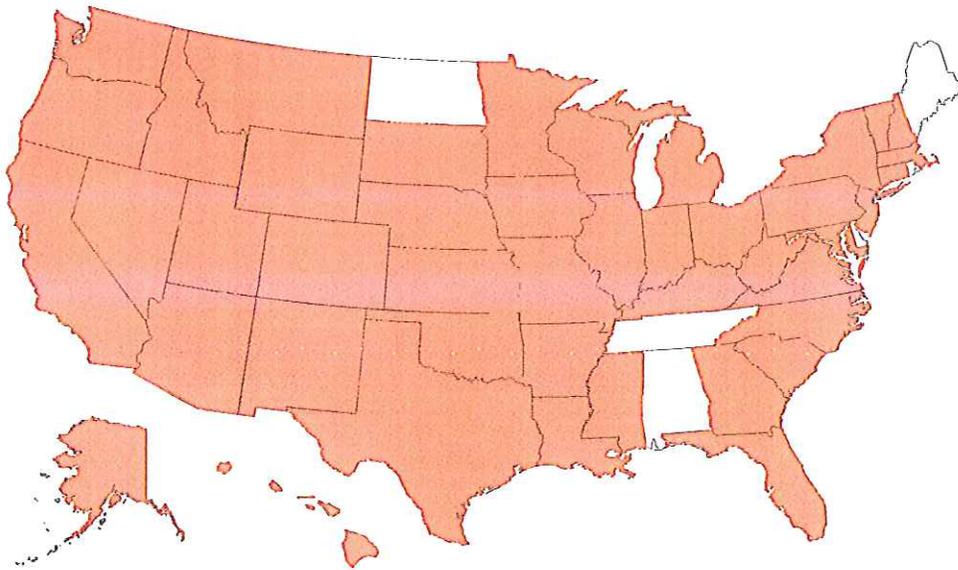
**Professional Involvement and Affiliations.** Corona is active in our profession and our community, with involvement that includes:

- American Association for Public Opinion Research
- American Evaluation Association
- Marketing Research Association

**Community Involvement.** While our work itself often benefits our communities, through the many nonprofits and government organizations with whom we regularly work, our staff have also contributed their time and efforts to support many community boards and committees, including the Colorado Department of Public Health & Environment's Child Fatality Review, the Denver Business Series, Social Venture Partners, College Summit, and the Rocky Mountain Research and Prevention Institute, to name a few.

## OUR FIRM'S GEOGRAPHIC RANGE

Corona has conducted over 1,000 research or consulting engagements in nearly every state across the U.S., plus the District of Columbia. We also frequently conduct nationwide studies. The map below depicts states in which Corona has conducted research and/or engaged in consulting.



## BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

<p>Date Requested:</p> <p>February 2, 2016</p>	<p>Name &amp; Title of Presenter:</p> <p>Aarron Reinert, Partner John Becknell, Partner</p>
<p>Department or Organization:</p> <p>SafeTech Solutions, LLP</p>	<p>Contact Phone &amp; E-mail:</p> <p>(858) 349-4539 john@safetechsolutions</p>
<p>Exact Wording for Agenda:</p> <p>Emergency Medical Services (EMS) Assessment Results in Sweetwater County</p>	<p>Preference of Placement on Agenda &amp; Amount of Time Requested for Presentation:</p> <p>Last on the agenda 1 hour</p>
<p>Will there be Handouts? (If yes, include with meeting request form)</p> <p>Yes</p>	<p>Will handouts require SIGNATURES:</p> <p>No</p>
<p>Additional Information:</p> <p>PowerPoint Presentation</p>	