

**OFFICIAL SUMMARY PROCEEDINGS OF THE BOARD OF
COUNTY COMMISSIONERS, TETON COUNTY, WYOMING**

The Teton County Board of Commissioners met in regular session on **January 27, 2020** in the Commissioners Chambers located at 200 S. Willow in Jackson. The meeting was called to order at 9:03am.

Commission present: Natalia Macker Chair, Greg Epstein Vice-Chair, Mark Barron, and Luther Propst. Mark Newcomb arrived at 9:05am.

ADOPT AGENDA

A motion was made by Commissioner Epstein and seconded by Commissioner Propst to adopt the agenda as it stands. Chair Macker called for a vote. The vote showed all in favor and the motion carried.

PUBLIC COMMENT

Public comment was given by Susan Johnson on behalf of the Gill Family regarding High School Road Housing. Public comment was given by Liz Brimmer on behalf of the Gill Family regarding High School Road Housing. Public comment was given by Stefan Fodor on behalf of the Walton Ranch regarding the BLM Parcels 9/10.

ACTION ITEMS

1. Consideration of Payment of County Vouchers

A motion was made by Commissioner Propst and seconded by Commissioner Barron to approve the January 27, 2020 county voucher run in the amount of \$709,165.93. Chair Macker called for a vote. The vote showed all in favor and the motion carried.

2. Consideration of Administrative Items
 - a. 24-Hour Liquor Permits – There were none.
 - b. SLIB Drawdowns – There were none.
 - c. Tax Corrections – There were none.
 - d. Human Service/Community Development Contracts for Service – There were none.
 - e. Special Events Permits – Applications Pending *(for informational purposes, no action taken)*
3. Consideration of Agreement for Facilitation Services for Tribal Trail Connector Process

Heather Overholser, Director of Public Works, presented to the Board for consideration of approval an agreement with Flitner Strategies to provide facilitation services for the Tribal Trail Connector process, specifically for a public information session and open house in mid-February and a stakeholder meeting in late-February.

There was no public comment.

A motion was made by Commissioner Barron and seconded by Commissioner Epstein to approve the agreement with Flitner Strategies for Tribal Trail Connector Project facilitation work, with a total cost of \$15,000. Chair Macker called for a vote. The vote showed all in favor and the motion carried.

4. Consideration of Approval of the Human Resources Policy Manual

Julianne Fries, Director of Human Resources, presented to the Board for consideration of approval to adopt the Teton County Human Resources Policy Manual, establishing policies and procedures for all regular employees and guiding the County's efforts for quality performance and equity in employment.

Based on multiple discussion and opportunities for input, we believe the majority of policies are acceptable and well received by all. However, important areas that require the Board of County Commissioners to make final determinations follow:

1. **207(k) Law enforcement FLSA Overtime Threshold:** 207(k) is designed to provide flexibility to an organization on managing overtime for essential employees engaged in either law enforcement or firefighting activities. The FLSA sets a threshold on when overtime is to be paid, independent to what schedule is implemented. When calculating overtime for 207(k) employees, the employer cannot use the 40-hour workweek standard. Instead, the rules for when overtime is applied are based on the determined work period. Overtime is then calculated for 'actual' hours worked in excess of the 207(k) maximum. In the case of the Detention Officers employed by the Sheriff's Office, a 14-day work period has been defined, therefore the FLSA overtime threshold is set at 86 hours. The Sheriff's office detention officers are scheduled 7 12-hour shifts in a 14-day work period, which is a total of 84 hours, and by practice is paying overtime after 84 hours. However, the appropriate overtime threshold under FLSA is 86.

Policy Committee Recommendation: Follow the FLSA schedule and pay overtime after 86.

Sheriff's Request: Pay overtime after 84 hours per work period, which is current internal practice.

Matt Carr, Teton County Sheriff, addressed the Board regarding the 207(k) Law Enforcement FLSA Overtime threshold.

2. **Jury Duty:** The Policy Committee recommendation limits paid time to 10 business days in a calendar year and allows the employee to retain any fees paid for service (~\$30/day). A request for unlimited paid jury duty rather than limiting paid days has been raised for Board consideration. Trials longer than two weeks are not typical but serving is considered a civic duty, so the request is not to limit paid time off.

➤ Commissioners Decision:

- Option 1:** Unlimited jury duty paid leave and the employee must submit jury duty payments or witness fees received to Teton County.
- Option 2:** Keep policy as is, as per Policy Committee recommendation, up to 10 paid days and employee keeps jury fees.

Anne Sutton, Clerk of District Court, addressed the Board regarding jury duty time limits and pay.

3. **Paid Family Leave:** The Policy Committee does not recommend including this policy as a benefit. Teton County provides a sick leave accrual max of up to 480 hours (or 12 weeks) of paid leave time and there exists multiple avenues of additional leave (FMLA, PLWOP, SLWOP, Personal Days, Sick Leave, Comp Time, and Vacation Leave) for an employee to utilize in support of family members in need.
 - Commissioners Decision:
 - Option 1:** Leave out as per Policy Committee Recommendation.
 - Option 2:** Add PFL to policy manual.

4. **Compensatory Time:** Comp Time is Overtime Earned, paid out at 1.5x's the regular rate into a leave bank (in lieu of cash). Current policy manual provides for the ability to bank up to 80 hours of Comp time, which must be used prior to any vacation leave, and can roll over year-to-year. The policy being proposed in the new policy manual recommends limiting Comp Time leave banks to 40 hours but continue to allow employees to carry the balance over each year. A request to keep Comp Time at 80 hours with no cash payout requirement at the end of the year has been discussed.
 - Commissioners Decision:
 - Option 1:** Allow employees to bank up to 40 hours of Comp Time and carry their balance over year-to-year, as per Policy Committee recommendation.
 - Option 2:** Allow employees to bank up to 80 hours Comp Time and require a cash payout at the end of each year; no rollover.

Matt Carr, Teton County Sheriff, addressed the Board regarding a third option of continuing the policy as written.

Brady Hansen, Fire Chief, addressed the Board regarding comp time used operationally at Fire/EMS.

The meeting was recessed at 10:03am and reconvened at 10:11am.

WORKSHOP - Wilson to Stilson Pathway – 90% Design Review (Brian Schilling, 45 minutes)

Brian Schilling, Pathways and Trails Coordinator, presented to the Board an update on the WY22 Wilson to Snake Pathway Project, Phase 2, planning and design. The Board of County Commissioners approved a contract for Phase 2 design work in March 2019. The design is at a point where additional review and direction is needed to move the project to the next phase and prepare for construction. Design plans for Segments 2 and 3 are attached to the staff report. Segment 2 from Fish Creek to Hardeman Lane is at 90% design and is ready to proceed to final design. Segment 3 from Hardeman to Stilson is between 50% and 75% design: the general alignment and underpass location are fairly well established (pending ongoing coordination with project partners like WYDOT and JHMR), but additional elements such as the detailed underpass engineering and the path alignment from Hardeman to Green Lane are not as far along and will require additional design and engineering. Staff went over these items in detail and also discussed permitting requirements related to wetland impacts and County environmental regulations. Staff provided updates on coordination with WYDOT, JHMR, and other project stakeholders. A summary for each segment was given as well as recommendations for next steps.

EXECUTIVE SESSION

There was no executive session.

DISCUSSION ITEMS

1. Known Matters for Discussion

A. Parks & Recreation Updates

Steve Ashworth, Director of Parks and Recreation, gave updates on the Park Shop project and the Rec Center project.

B. Fire/EMS – Station 1 Remodel Updates

Joseph Bolton, Forsgren Associates LLC, gave updates on Fire Station 1 regarding financials and construction progress.

C. Attorney Updates

The Attorney's Office gave updates through a confidential and privileged letter. Keith Gingery, Deputy County Attorney also pointed out that the County had received a notice of claim against the Teton County Hospital District on behalf of CHG Companies, Inc. dba Comp Health. Mr. Gingery had contacted the attorney for CompHealth to explain that the county was not affiliated with the Teton County Hospital District and thus the claim would be denied.

A. Planning Updates

Chris Neubecker, Planning Director, gave updates on staff vacancies, Snow King Master Plan, special events, Cody Lane Development, discussion with Teton Conservation District regarding Natural Resources Plan, Historic Preservation exemptions, ITP discussion, housing nexus study and housing supply plan, Growth Management Program, and website updates.

B. Public Works Updates

Heather Overholser, Director of Public Works, gave updates on the Wilson Corridor Study, Trout Unlimited/Teton Conservation District workshop on March 2, Tribal Trail Connector, Carcass Disposal, Wildlife Crossings, and Food Waste.

C. START Updates

Darren Brugmann, START/Transit Manager, gave updates on the Ops Plan – expanding summer service, increasing peak times, additional winter peak hours, late winter run, increasing commuter service, marketing and branding; FY21 Budget - request for replacement of buses, park n’ ride lots, Hwy 22/390 transit signal; route plan study; stakeholder group with City of Victor, ID; legislative updates – start discussion on HOV lanes; and thank local WYDOT staff for work/information on pass closure.

D. Election Security Camera Purchase

Sherry Daigle, County Clerk, brought to the Board for discussion the purchase of security cameras. Pursuant to a Physical Security Audit performed in conjunction with the Wyoming Secretary of State’s office, a strong recommendation was to install security cameras in the Election area for the upcoming 2020 Federal Election Cycle.

The meeting was recessed at 11:44am and reconvened at 11:52am.

ACTION ITEMS (continued)

- 5. Consideration of Approval of the Human Resources Policy Manual (continued)

Chair Macker announced that this matter would be taken up again at the next voucher meeting on February 3, 2020.

- 6. Consideration of Proposed Outgoing Commissioner Correspondence

- a. Letter of Support for the Jackson Hole Community Counseling Center to Receive State Contract Funding to Provide Mental Health and Substance Use Services in Teton County

There was no public comment.

A motion was made by Commissioner Newcomb and seconded by Commissioner Epstein to approve the letter in support of state funding on behalf of the Curran-Seeley Foundation and the Jackson Hole Community Counseling Center. Chair Macker called for a vote. The vote showed all in favor and the motion carried.

DISCUSSION ITEMS (continued)

- 2. Other Matters for Discussion

- A. There was discussion on the RFQ for a consultant for the BLM parcels.

MATTERS FROM COMMISSIONERS

- 1. Calendar review – The Board reviewed their weekly calendars.
- 2. BCC Administrator - Alyssa Watkins, Board of County Commissioners Administrator, gave an update on the
- 3. Liaison reports / Commission updates
 - a. Natalia Macker gave an update on WCCA – the spring board meeting will be held May 6-8 in Jackson.
 - b. Greg Epstein had no updates.
 - c. Mark Barron had no updates.
 - d. Mark Newcomb gave an update on the Alta Solid Waste Disposal District.
 - e. Luther Propst gave an update on the START Board – Ops Plan.

ADJOURN

A motion was made by Commissioner Barron and seconded by Commissioner Epstein to adjourn. Chair Macker called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 12:05pm.

Respectfully submitted,
Shelley Fairbanks
Deputy County Clerk

TETON COUNTY BOARD OF COMMISSIONERS

Natalia D. Macker, Chair

Greg Epstein, Vice-Chair

Mark Barron

Mark Newcomb

ATTEST:

 Sherry L. Daigle, County Clerk

**TETON COUNTY CLERK'S OFFICE
01-27-2020 WARRANTS**

Warrant Number	Name	Amount
385623	ALLEGIANCE BENEFIT PLAN MGMT	74,739.66
385624	ANDREW ERSKINE	24.31
385625	BAYER HEALTHCARE PHARMACEUTICALS IN	996.00
385626	BOB LUCAS	1,972.50
385627	BONNEVILLE BLUEPRINT	375.00
385628	BOBBI CLAUSON	46.49
385629	BOUND TREE MEDICAL, LCC	311.50
385630	BSN SPORTS	694.20
385631	C&A PROFESSIONAL CLEANING LLC	254.61
385632	CANYON TRUCKING	897.50
385633	CAROL VIAU	750.00
385634	CENTURYLINK	181.10
385635	CONRAD AND BISCHOFF, INC.	284.48
385636	COUGAR FUND	130.00
385637	CODY HOSTETTER	420.00
385638	CURRAN-SEELEY FOUNDATION	7,236.00
385639	D.D. TRACTOR & DIESEL LLC	1,013.51
385640	DAKOTA JAY BLEDSOE	2,492.50
385641	DOUBLE H BAR INC.	502.00
385642	DUFFEL DONKEY LLC	819.00
385643	ENERGY 1 LLC	1,814.71
385644	E.R. OFFICE EXPRESS INC.	123.00
385645	EUGENE N GOSSELIN	100.00
385646	EVANS CONSTRUCTION COMPANY	81.69
385647	GLAXOSMITHKLINE PHARMACEUTICALS	1,440.60
385648	HARRIS COMPUTER SYSTEMS	4,625.00
385649	HAWKES UPHOLSTERY	530.00
385650	HIGH COUNTRY LINEN SUPPLY LLC	526.24
385651	INTRINSIC INTERVENTIONS	1,135.80
385652	INTERWEST PAPER INC	301.10
385653	INDEPENDENT STATIONERS INC.	535.54
385654	JACKSON LUMBER	180.50
385655	JB APPLIANCE	625.00
385656	JH20 WATER CONDITIONING & FILTRATIO	106.95
385657	JH COMMUNITY COUNSELING CENTER	717.75
385658	JH MOUNTAIN RESORT	300.00
385659	JACKSON HOLE NEWS & GUIDE	70.00
385660	JACKSON HOLE SECURITY LLC	600.00
385661	JOANNA VAN OPPEN	21.00
385662	LESLIE'S	275.98
385663	LOWER VALLEY ENERGY	431.94
385664	MCKESSON MEDICAL SURGICAL	298.96
385665	MD NURSERY & LANDSCAPING INC.	292.63
385666	MORRISON- MAIERLE INC.	260.00
385667	NATIONAL SHERIFFS' ASSOCIATION	129.00
385668	NELSON ENGINEERING COMPANY	813.80
385669	NEOPOST USA INC	80.85
385670	PARTSMASTER	13.61
385671	PINE NEEDLE EMBROIDERY	1,093.80
385672	PLAINSMAN PRINTING & SUPPLY	202.26
385673	PRIORITY HEALTHCARE DIST	1,773.32
385674	PREMIER VEHICLE INSTALLATION INC	28.42

385675	RACHEL GRIMES	21.00
385676	RACHEL ZIMMERMAN	30.36
385677	RESPOND FIRST AID SYSTEM	29.40
385678	ROCKY MOUNTAIN OILFIELD WAREHOUSE	4,623.50
385679	R&S NORTHEAST	187.22
385680	SANOFI PASTEUR INC.	490.49
385681	SENIOR CENTER OF JH	35,712.50
385682	SMITHS CUSTOMER CHARGES	110.34
385683	SNOW KING MOUNTAIN RESORT	400.00
385684	PVH CORP.	161.56
385685	STAPLES ADVANTAGE	144.64
385686	STAPLES CREDIT PLAN	129.18
385687	ELIOR INC.	3,400.00
385688	SUMMIT PARTNERS-UTAH LLC	520.00
385689	TETON COUNTY 4-H COUNCIL	918.80
385690	TETON COUNTY CLERK	54.00
385691	TETON COUNTY CLERK	54.00
385692	TETON COUNTY CLERK'S OFFICE	12.00
385693	TETON COUNTY ENVIRONMENTAL HEALTH	75.00
385694	TETON COUNTY TREASURER	12,963.62
385695	TETON COUNTY TRANSFER STATION	138.00
385696	TETON COUNTY TREASURER	121,487.27
385697	TETON COUNTY TREASURER	42,600.00
385698	TETON MEDIA WORKS INC.	1,159.50
385699	TETON MOTORS	29,810.23
385700	TRC INC.	117.90
385701	TOWN OF JACKSON	346.23
385702	TOWN OF JACKSON	450.77
385703	TOWN OF JACKSON	40,914.50
385704	TOWN OF JACKSON	567.59
385705	TOTAL QUALITY LOGISTICS LLC	1,300.00
385706	TREES INC.	237.00
385707	TETON VALLEY TRAILS & PATHWAYS INC.	444.00
385708	VIRTUALLYWELL LLC	1,072.50
385709	WACDEP ATTN: COLE EHMKE	10.00
385710	WAPITI CORPORATION	246,308.69
385711	WATSABAUGH EXCAVATION, INC.	1,875.00
385712	WEST BANK SANITATION	1,115.10
385713	WHITE GLOVE PROFESSIONAL CLEANING	5,129.57
385714	WYOMING ALL HAZARDS ASSOC	50.00
385715	WY DEPT OF HLTH, COMMUNITY & PH DIV	36,355.24
385716	WY. DEPARTMENT OF TRANSPORTATION	2.00
385717	WYOMING STARGAZING	150.00
385718	XEROX FINANCIAL SERVICES	201.87
385719	XEROX CORPORATION	2,059.30
385720	YELLOW IRON EXCAVATING, LLC	1,556.25