

Town of Encampment  
Regular Meeting  
August 14, 2025  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday August 14, 2025 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Stas Banach, Ashley McKinney, Susan Munson and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer and Bill Acord, Public Works Supervisor. Public Guests were Matt Schweich, Implementation Coordinator, USFS LaVA program and Carter Kinkead of the National Forest Foundation. Audience members were Ted Benedict, Bob & Maggie Kelley, Scott Wamsley, Jon Nelson of North Fork Engineering and Mike Armstrong of the Carbon County Comet.

The meeting was called to order by reciting the Pledge of Allegiance.

### AGENDA

Reichert moved to approve the agenda, McKinney seconded and the motion was passed.

### MINUTES

Reichert moved to approve the minutes of the July 10, 2025 regular meeting as presented, McKinney seconded and the motion was passed.

### FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey noted there was likely to be a number of late bills and that she was waiting on a credit for chemical. She reported that at 8.33% of the budget year, revenues were at about 5.2% of budget and expenses were at 4.93%. McKinney moved to approve the July 2025 financial statement, the July 2025 payroll and contracted liabilities in the amount of \$32,684.45, late monthly bills in the amount of \$2,730.40 and the regular monthly bills in the amount of \$106,604.25, Munson seconded and the motion was passed.

AT&T Mobility \$40.04	North Fork Civil Construction \$700.00	PAYROLL & CONTRACTED LIABILITIES
Big Bale Company \$311.28	North Fork Engineering \$32,550.78	AFLAC \$75.28
Black Mountain Software \$2,968.79	Office Depot \$133.99	WY Workers Compensation \$989.11
Blue-Cross/Blue-Shield of WY \$8,136.35	Olde Trading Post \$864.89	WY Unemployment Insurance \$36.85
Bridger Fabrication \$428.02	One-Call of Wyoming \$16.80	WY Retirement System \$4,301.01
Carbon Power & Light \$3,761.49	Perue Printing \$137.60	WY Retirement- VFD \$300.00
Casper College \$315.00	Posey Wagon Portable Toilet Svc \$120.00	US Treasury \$2,656.84
Corkle Oil, LLC \$477.75	R.P. Lumber Company \$278.86	US Treasury \$3,020.18
Energy Laboratories Inc. \$55.00	Riverside Garage & Cabins \$49.90	Net Payroll \$21,305.18
Evergreen Disposal \$22.50	Rocky Mtn Air Solutions \$159.60	TOTAL \$32,684.45
Harvey, Doreen \$33.71	Saratoga Sun \$292.00	LATE BILLS
Industrial Chem Labs \$247.79	Shively Hardware Co. \$19.58	Carbon County Treasurer \$1,000.00
Jackson County Star \$280.00	Sunrise Sanitation \$25.00	Corkle Oil \$1,212.19
KTGA/KBDY \$572.00	Thatcher Company \$2,654.08	Doggett Greenhouse \$59.69
L.N. Curtis & Sons \$38,594.08	Union Wireless \$518.37	Industrial Chem Labs \$126.16
Marlin Leasing Corporation \$91.75	UPRSWDD \$10,538.80	Saratoga Sun \$180.00
Martin, Shaylee \$206.70	Visa \$766.08	Eric Soycz \$150.00
McMaster-Carr \$205.67	Xesi Document Solutions \$30.00	Xesi Document Solutions \$2.36
	TOTAL \$106,604.25	TOTAL \$2,730.40

### PUBLIC GUESTS

LaVa Project Update- Matthew Schweich, Implementation Coordinator and Carter Kinkead- National Forest Foundation: Mr. Schweich introduced himself and advised the council that District Ranger Sevi Shperun had been called away on a fire. He updated the council on program progress advising that *Acorn South* is under contract which includes 275 acres adjacent

to our watershed; *Tempest* is north on the Jerry Acord Road and is 1,000 acres and another 412 acres are under contract for some late season fuels reduction. He noted that there is almost 1,700 acres in the watershed to reduce risk and to support the economy of the sales. Next year there will be 500 acres at Minor Creek south of the Brush Creek land and the Squirrel project in partnership with the BLM, Mule Deer Foundation and WY Game & Fish. Mr. Schweich noted that it was good news and that they have already started on half of what they have planned. Mr. Kinkead advised the council about the financial side of the equation. He noted that in January they had been advised that they were not one of the top ten applications, but that had been caused by human error in the scoring. They are now second on the list and will be eligible for 75% principal forgiveness. Their plan is to submit the application in December with the SLIB Board meeting in April. They are working on securing the match with Cheyenne Board of Public Utilities, Wyoming State Forestry and non-profits. He noted that they would be getting four times as much work done for their money. He also noted that there was no financial risk for the town. There will be an MOU drafted for BOPU and between partners. Council indicated their encouragement, stating that our watershed was our priority. The council thanked them for the update.

### **UNFINISHED BUSINESS**

Sewer Lagoon Project-Phase 2- Project Update & Pay Application #2- \$334,952.90 / Change Order #1-Increase \$4,122.00 / Change Order #2-Decrease \$6,000.00: Mr. Nelson advised that as discussed in the weekly meeting, Change Order #1 was an increase to the project cost in the amount of \$4,122.00 in order to add a third conductor to the electrical service between the service and the UV Building for possible future 3-phase equipment. It is not required, but it would be in preparation for the future. Change Order #2 is a decrease to the project of \$6,000.00 for changing the fence height from 8' to 6'. Mayor Fagan asked to Public Works Supervisor Acord to confirm if he had cleared the change with DEQ since 8' was in the contract. The council agreed with the changes noting that there would be a cost savings and that DEQ was happy. Banach moved to approve change order #2, McKinney seconded and the motion was passed. Council discussed Change Order #1 with Public Works Supervisor Acord noting that it was a 50/50 chance that it would be needed, but to install it now would save the town from having to pull the existing to install it. They would need to replace the transformer and a few other things in the future if 3-phase were needed. Reichert moved to approve Change Order #1 as presented, Munson seconded and the motion was passed. Pay Application #2 was presented in the amount of \$334,952.90. Mr. Nelson noted that included 25% lump sum for various items, and 74% for construction of the blower building. He noted that the water line had been completed and has passed testing. They are waiting on the meter and PRV for the Air Vac Valve. Banach moved to approve Pay Application #2 in the amount of \$334,952.90, McKinney seconded and the motion was passed.

Mr. Nelson updated the council on other items. He advised that the rip rap installation was in progress, that internal painting of the building should begin and that siding should be delivered the next week. Work on the vents would begin and that the electrician should be on site next week. There may be a potential lead time issue on an electrical panel. A call is taking place tomorrow to determine which components will be affected by the delay. It was noted that the rip rap would be extended further around the lagoon as it was discovered that there was some rip rap already in place.

In other matters, Public Works Supervisor Acord advised the council of an issue having to do with the baffle installation. An existing valve on the system does not offer a way to control the flow. He asked the council to consider allowing him to purchase a valve at an estimated cost of \$1,900.00 plus freight. He advised that the contractor would do the excavation and backfill the trench as we do not have a way to do that. They will do it with equipment on site at no additional cost. Reichert moved to approve up to \$3,000.00 for the purchase of the valve and freight, Munson seconded and the motion was passed. Clerk/Treasurer Harvey noted that the expense would be eligible for the Specific Purpose Tax use as it is part of the improvement.

Sixth Street Sewer Main Project-Change Order #1 Decrease \$42,900.00 / Change Order #2 Increase \$13,100.00 / Change Order #3 Increase 8,568.00 / Pay Application #1- \$155,460.85 / Certificate of Substantial Completion: Mr. Nelson presented change order #1 which was due to the change in elevation of the main because of bedrock, which also affected the equipment, labor and flow fill. The decrease in cost was \$42,900.00. Reichert moved to approve Change Order #1, Banach seconded and the motion was passed. Mr. Nelson noted that Change Order #2 is an increase in project cost of \$13,100.00 which accounts for the extension of the sewer main a little further down the line and two tapping saddles as discussed during the weekly meetings. Banach moved to approve Change Order #2 in the amount of \$13,100.00, Reichert seconded and the motion was passed. Mr. Nelson reported that Change Order #3 was necessary in order to reconcile the force account for traffic control. He reminded council that they had taken a risk that the traffic control costs would come in under the estimate, but a traffic control supervisor had become necessary for the cones and setting up traffic controls, which exceeded the estimate. Banach noted that he did not like it, but that the explanation was reasonable. Reichert move to approve Change Order #3 in the amount of \$8,568.00, McKinney seconded and the motion was passed. Mr. Nelson presented the Certificate of Substantial Completion for the project and Pay Application #1 in the amount of \$155,460.85, noting that there were no punch list items. Reichert moved to approve Pay Application #1 in the amount of \$155,460.85 and the Certificate of Substantial Completion, Munson seconded and the motion was passed. Nelson noted that there would be another Pay Application that will show the deduction for the purchase of flow fill from WYDOT once we receive the invoice.

UPRSWDD Landfill Contract for FY2025/2026- Change to Administration Fee: Clerk/Treasurer Harvey advised with the postage increase, UPRSWDD had increased that admin costs by .05 cents after the council had approved the contract. They are asking that the mayor initial the change to the contract rather than reissuing contracts. Munson noted that they did not want to have to redo the entire contract. Reichert moved to allow Mayor Fagan to initial the change, McKinney seconded and the motion was passed.

## **COMMITTEE REPORTS**

Police Department- Kevin Shue, Chief: A written report was submitted.

Fire Department: No report.

Planning Commission: The minutes for the previous meeting were distributed. Clerk/Treasurer Harvey advised that their next meeting would be held September 10<sup>th</sup> due to the holiday.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey: A written report was submitted.

Recreation/Cemetery/Parks: Clerk/Treasurer Harvey reported that the turn out to the community BBQ and Music in the park event was good, but was down a bit due to the weather delay and

likely due to a local business having live music in the same time slot and due to a big wedding event. She thanked everyone for all of their help, stating that overall, it was a good event. Mayor Fagan also thanked all who helped out with the event.

Carbon County Council of Governments: No report.

Watershed Protection Committee: No report.

UPRSWDD Operators Report: Munson advised that she had forgotten to send the operators report to the council, noting that she would email it.

## **ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

## **NEW BUSINESS**

Organizational Service Contracts- Grand Encampment Museum \$1,200.00 / Encampment Preschool \$1,250.00 / Friends of the Library \$1,000.00 / Encampment Riverside Lions Club \$500.00 / Grand Encampment Cowboy Gathering \$500.00: Clerk/Treasurer Harvey advised that the service contracts were in the budget. She noted that if the council wanted to approve them now, she would submit them through the Embrace the Valley event and see if they would match the donation. McKinney moved to approve Organizational Service Contracts for the Grand Encampment Museum in the amount of \$1,200.00; the Encampment Preschool in the amount of \$1,250.00; the Friends of the Encampment Riverside Branch Library in the amount of \$1,000.00; the Encampment Riverside Lions Club in the amount of \$500.00 and the Grand Encampment Cowboy Gathering in the amount of \$500.00, Munson seconded and the motion was passed.

WAMCAT Fall Institute- Casper-Martha Ralston Tuition \$315.00/ Lodging & Expenses: Clerk/Treasurer Harvey advised that she thought it would be a good idea to send Deputy Clerk Ralston to the conference for training and to be exposed to meeting other clerks. Reichert moved to approve the tuition, and expenses for the event, Munson seconded and the motion was passed.

CCSD#2 Rec Board Grant Contract- \$11,200.00: Clerk/Treasurer Harvey noted that the grant is for the band for the Music in the Park event, electricity and Park Department wages. Reichert moved to approve the application as presented, Munson seconded and the motion was passed.

307 Pub & Grub Catering Permit- August 29<sup>th</sup> Wedding-Opera House: Munson moved approve the catering permit for 307 Pub & Grub for the August 29<sup>th</sup> event at the Opera House, McKinney seconded and the motion was passed.

Fire Prevention and Safety Education Supplies- Up to \$1,500.00: Clerk/Treasurer and Fire Department Secretary Harvey noted that it was planning time for the annual purchase for fire prevention and safety education. The items are purchased out of the ERVFD Fund. Reichert moved to approve up to \$1,500.00 for the expense, Banach seconded and the motion was passed.

Public Works-Purchase of Sewer Pipe & Supplies- Estimate \$650.00: Public Works Supervisor Acord noted that the items were to replace stock items used for repairs. Munson moved to approve the purchase at the estimated cost of \$650.00, Banach seconded and the motion was passed. Banach asked if the Pressure Reducing Valves had been received and Acord advised him that they have.

Retail Space- Necessary Flooring Repair and Other Improvements: Public Works Supervisor noted that the floor improvement was not completed when the floor on the other side of the wall was repaired after the water leak. Discussion ensued about a temporary fix so that the food license can be obtained. It was agreed that proper repair estimate should be sought with Reichert stating that the Town would have to fix it sooner or later. It was noted that it may be a while before a contractor can be scheduled. Peel and stick tile can be used for a temporary repair. Public Works Supervisor noted that the GFI would be installed the next day. Reichert moved to approve the temporary repair to the floor and to obtain a quote from a contractor to replace the flooring, Banach seconded and the motion was passed with Mayor Fagan abstaining.

Council Review of FY2024/2025-F-66 Report: Clerk/Treasurer Harvey reported that she had emailed the draft F-66 Report and supporting financial information to the council earlier in the week for council review. She advised that the report was basically a culmination of all of the financial statements from the fiscal year put into the census categories for the Department of Audit. Munson moved to approve the F-66 report as presented, Reichert seconded and the motion was passed.

Planning Commission Members-Compensation Discussion: Clerk/Treasurer Harvey advised that she spoken with the attorney and that he saw no reason that the Planning Commission could not be compensated. He advised that it would have to be established by amending ordinance 17.12.020 which would provide the public an opportunity to comment on the matter. The ordinance would establish that the pay rate would be set by resolution. All Planning Commission members would be paid on the same quarterly schedule that the council is and Public Works Supervisor Acord would have a specific line item paid to him quarterly. The council instructed the clerk to begin work on the 1<sup>st</sup> Reading of the amendment to the ordinance.

Executive Session- Litigation: At 7:47 p.m. Munson moved to go into executive session to discuss possible litigation, Reichert seconded and the motion was passed. Those in attendance were Mayor Shannon Fagan and Council Members Stas Banach, Ashely McKinney, Susan Munson and Steve Reichert. At 8:07 p.m. Reichert moved to return to regular session, Banach seconded and the motion was passed. Banach moved to allow Chief Shue to dismiss a citation and move forward with a compromise upon submittal of proper building permit application, McKinney seconded and the motion was passed.

**CORRESPONDENCE:**

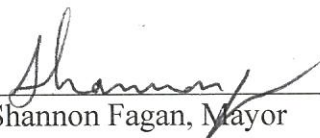
**CCSPTJPB; SCWEMS, CCEMA, SPVCC, UPRSWDD; WAM, WBC, WYDOT, WY at 250; info and newsletters via email**

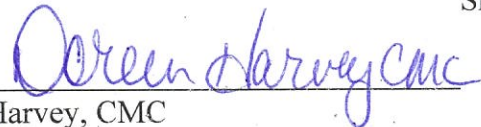
**Hanna Marshall's Office-Thank you  
Carbon County Library System**

With no further business, Munson moved to adjourn at 8:08 p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: September 11, 2025

  
Shannon Fagan, Mayor

Attest:   
Doreen Harvey, CMC  
Clerk/Treasurer