

**MEMORANDUM OF UNDERSTANDING AMONG THE BOARDS OF COUNTY
COMMISSIONERS OF THE STATE OF WYOMING REGARDING THE CONGRESSIONAL
TOUR INITIATIVE**

Whereas, the Wyoming boards of county commissioners (the “Counties”) wish to annually host staffers from the United States Congress on a tour of public lands and resources in the state (the “Tour”);

Whereas, the Tour would provide an opportunity for Wyoming counties to share with politically and geographically diverse staffers the importance of public lands and resources to Wyoming’s economy and communities;

Whereas, the Counties have agreed to contribute funds on an annual basis to cover a portion of the costs of the Tour;

Now, therefore, in consideration of the mutual promises and covenants set out below, the Counties enter this Memorandum of Understanding (“MOU”) and agree as follows:

I. Congressional Tour Subcommittee. There shall be a subcommittee to address funding, planning, coordination, and outreach for the Tour (the “Subcommittee”). The subcommittee shall be composed of any county commissioner who wishes to participate, a commissioner representing each Host Region county, the Wyoming County Commissioners Association (“WCCA”) President and the WCCA Natural Resources Counsel and other WCCA staff as appropriate.

II. Tour Logistics and Planning.

a. **Regions.** The Tour shall be hosted in a different region of the state each year. The Congressional Tour Subcommittee shall designate the region to host the tour (the “Host Region”) by October 1. The “Regions” are as follows:

Big Horn Basin	Northeast Wyoming	Western Wyoming	South/Central Wyoming	Southeast Wyoming
Park	Sheridan	Teton	Fremont	Niobrara
Big Horn	Johnson	Lincoln	Sweetwater	Albany
Hot Springs	Campbell	Sublette	Natrona	Platte
Washakie	Crook	Uinta	Carbon	Goshen
	Weston			Laramie
	Converse			

b. **Timing.** The Congressional Tour Subcommittee shall, with the Lead County and Host Region, set dates for the Tour no later than February 1.

- c. **Lead County.** The Host Region shall designate a “Lead County” by November 1. The Lead County shall be responsible for:
 - i. Developing a budget for the Tour;
 - ii. Managing Tour funds and accounting as prescribed in Section III of this MOU;
 - iii. Developing the Tour schedule and agenda in coordination with the Host Region and Congressional Tour Subcommittee;
 - iv. Managing Tour travel and logistics; and
 - v. other duties as necessary.

The Lead County may delegate these tasks to other counties in the Host Region or WCCA staff.

III. **Tour Funding and Accounting.**

a. **County Contributions.**

- i. Collectively, counties shall contribute funds annually for the Tour in the total amount of \$25,000 (“County Contributions”). The amount each county pays shall be based on the WCCA dues formula for the fiscal year immediately preceding the Tour. The WCCA shall provide the Subcommittee with the amounts each county is to contribute for the Tour by February 1 for the Subcommittee’s review and approval.
- ii. By January 1, the Lead County shall establish a Tour-related financial account (“Tour Account”). By March 1, the Lead County shall submit invoices to every county for the County Contributions. County Contributions shall be payable to the Lead County within thirty (30) days of receipt of the invoice. The Lead County shall deposit County Contributions into the Tour Account.

- b. **Other Contributions.** The Lead County may accept and deposit into the Tour Account financial contributions from other government entities, including municipalities and the State of Wyoming (including in the form of grants from the Federal Natural Resources Policy Account).

- c. **No private funds.** No private funds may be deposited into the Tour Account or used on the Tour in violation of U.S. Senate and House of Representatives ethics rules.

- d. **Use of County Contributions.** Use of contributions, including County Contributions and other contributions made pursuant to Section III.b, may be used on Tour-related expenses.

- e. **Accounting.** The Lead County shall keep and maintain records of all income and expenses in accordance with standard accounting procedures. The Lead County shall make records available for review upon request from any other county. The Lead County shall submit a formal financial report to the Congressional Tour Subcommittee following the Tour but no later than October 1.
- f. **Transfer of funds.** By February 1, the Lead County shall transfer any funds remaining in the Tour Account to the account established by the lead county in the following year's Region pursuant to Section III. A. of this MOU to be used in accordance with the MOU.

IV. **General Terms.**

- a. **Dates; applicability to 2022 Tour.** Unless otherwise indicated, any dates referred to in this MOU are the month and day preceding the dates of the Tour. All deadlines occurring before the execution of this MOU shall instead be considered due within thirty (30) days of Effective Date (defined below).
- b. **Counterparts.** This MOU may be executed in counterparts and a copy shall be treated the same as an original.
- c. **Controlling law.** This MOU shall be construed in accordance with the laws of the State of Wyoming.
- d. **Entire agreement.** This MOU contains the entire agreement of the parties and there are no other promises, conditions, understandings, or other agreements, whether oral or written relating to the subject matter of this MOU.
- e. **Amendment.** This MOU may be modified or amended in writing.
- f. **Effective date.** This MOU shall be in effect on the date of the last signature (the "Effective Date").
- g. **Withdrawal.** Any County may withdraw from this MOU upon 30 days written notice to all other Counties which are parties hereto.
- h. **Sovereign Immunity.** The parties to this MOU do not waive their sovereign immunity by entering into this MOU, and fully retain all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

Albany County Board of County Commissioners

_____, Chair

Date: _____

Big Horn County Board of County Commissioners

_____, Chair

Date: _____

Campbell County Board of County Commissioners

_____, Chair

Date: _____

Carbon County Board of County Commissioners

_____, Chair

Date: _____

Converse County Board of County Commissioners

_____, Chair

Date: _____

Crook County Board of County Commissioners

_____, Chair

Date: _____

Fremont County Board of County Commissioners

_____, Chair

Date: _____

Goshen County Board of County Commissioners

_____, Chair

Date: _____

Hot Springs County Board of County Commissioners

_____, Chair

Date: _____

Johnson County Board of County Commissioners

_____, Chair

Date: _____

Laramie County Board of County Commissioners

BY: _____
Chairman, Laramie County Commissioners

Date: _____

ATTEST:

By: _____
Debra Lee, Laramie County Clerk

Date: _____

REVIEWED AND APPROVED AS TO FORM ONLY:

By: _____
Laramie County Attorney's Office

Date: 5/16/22

Lincoln County Board of County Commissioners

_____, Chair

Date: _____

Natrona County Board of County Commissioners

_____, Chair

Date: _____

Niobrara County Board of County Commissioners

_____, Chair

Date: _____

Park County Board of County Commissioners

_____, Chair

Date: _____

Platte County Board of County Commissioners

_____, Chair

Date: _____

Sheridan County Board of County Commissioners

_____, Chair

Date: _____

Sublette County Board of County Commissioners

_____, Chair

Date: _____

Sweetwater County Board of County Commissioners

_____, Chair

Date: _____

Teton County Board of County Commissioners

_____, Chair

Date: _____

Uinta County Board of County Commissioners

_____, Chair

Date: _____

Washakie County Board of County Commissioners

_____, Chair

Date: _____

Weston County Board of County Commissioners

_____, Chair

Date: _____