

TOWN OF BASIN – Agenda
Thursday, January 9, 2025
Regular Council Meeting – Town Hall @ 7:00 PM

Call to Order Regular Session
Pledge of Allegiance

1. Oath of Office – New Council members
2. Public Comments: The Town Council welcomes input from the public. For everyone to be heard, please limit your comments. No action will be taken on public comments at this meeting.
3. Matters from Staff Members or Council Members, Roundtable (prior month)
 - Public Works/Water Monthly Summary Report
 - Electric Monthly Summary Report
 - Administrative Summary Report
 - Police Department Summary Report
 - Legal Counsel
 - Engineer Summary Report
4. Committees/Commissions/Departments:
 - Planning & Zoning
 - Recreation District
 - Motocross
 - Public restroom repairs
 - Activities Committee
5. Building/Demolition Permits:
6. Chicken Permit Applications: None at this time.
7. Executive Session: If requested.
8. Approve Consent Agenda/Additions/Deletions
9. Conduct of Business:
 - Regular meeting minutes from December 12, 2024
 - Vouchers \$266,727.40 + net payroll \$64,020.85 = GT \$330,748.25
 - Appointments
 - Security State Bank - Depository Designation
 - Town/School District/Basin Community Complex/Rec Use Agreement
 - WyDot Fuel Agreement
 - WWDC Application – Reconnaissance Study
 - Letter of Support – Tri County Telephone
 - Weather Station
 - Surplus Equipment
 - Water Service Separation
 - Letters to Customers for properties that have not replaced their water meters.
 - 2nd Meeting of the month/January
 - AVI – Sewer
 - 3rd Street Water Project
10. Public Comments: The Town Council welcomes input from the public. For everyone to be heard, please limit your comments. No action will be taken on public comments at this meeting.
11. Executive Session: Litigation.

DEPARTMENT SUMMARY REPORT

01/09/2025

Department: Public Works

Prepared by: Tony Harrison

Summary Report:

- ✓ Assisted the Police Department in cleaning and taking off decals on a patrol vehicle.
- ✓ Excavated and replaced a leaking curb valve at 813 W B Street.
- ✓ Excavated and replaced a curb valve and curb box at 206 S 8th Street.
- ✓ The crew cut up and removed a large cottonwood tree that had fallen over on city property by the 200 block of North 6th Street.
- ✓ Multiple Snow removals at the Town Hall, Chamber Office, Russell Park, Public Works Shop and the bike/walking path.
- ✓ Washed out sewer lines from E Street to F Street (Alley), Rue Avenue to Hart Avenue (Alley), and Holdredge Avenue to Montana Avenue (Alley)
- ✓ Work orders for shut offs for water.
- ✓ Work orders for final readings on electric and water.
- ✓ Keeping the brush pile by the lagoon pushed up and cleaning trash around the pile.
- ✓ Removed sheetrock and hauled to the landfill that was dumped at the compost pile.
- ✓ Trimming trees in the alleys so the garbage truck can safely operate up and down without any damage to mirrors and windows.
- ✓ Trimming trees around traffic control signs.
- ✓ Dean is working on his lagoon test—Is being given time to study for this.
- ✓ Bill is working on his distribution test—Is being given time to study for this.
- ✓ 2012 F 150 was taken to the S.H.O.P. (Ben Heldreth) for an oil leak. The oil pan gasket has been replaced. Had transmission oil cooler lines that were leaking. Those have been replaced.
- ✓ Bike Path sign and speed limit sign in Holloway Park by C & 9th Street was struck by a vehicle. The bike path sign was removed at this time. A new bike path sign has been ordered and will be installed accordingly. The speed limit sign is still good, but we will have to put a new anchor post in the ground.
- ✓ The PW crew has been asked to tie down equipment on the trailer—even when we are moving equipment a short distance. Ratchet binders and chains have been ordered. This is a high priority to provide safety for the community, staff, and the equipment. I have asked my department to set an example and tie down all items when being towed on a trailer.
- ✓ Christmas Lights.
- ✓ Sanded streets and intersections throughout the town after the snowstorms.
- ✓ Mosquito Chemicals ordered—will be delivered in March 2025.

SUMMARY OF EXPENSES PRIOR MONTH:

- See Vouchers
- Purified Water fund line item 72-40-400 (Pipeline R&M)— Operating over budget on this line item, but still operating within budget within the Purified Water Fund.

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S).

- Core & Main will be coming to the Town the week of January 27, 2025, for software installation and training on the AMR system for the water meters. This is the start of being able to radio read our meters.
- Will begin cleaning and organizing around the outside of the old electric shop.

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council

01.09.2025

DEPARTMENT SUMMARY REPORT

01.09.2025

Department: Electric

Prepared By: Bill Dahlke & Ray Huggins

SUMMARY REPORT:

1. Changed out a pole.
2. Changed out a bad crossarm.
3. Tightened hardware.
4. New conductor ties.
5. New URD service.
6. Retired all open secondary on 4th street.
7. Security light repair.
8. Security light patrol.
9. Tree trimming.
10. Yard Work.
11. Shop Work.
12. Vehicle Maintenance.

SUMMARY OF EXPENSES PRIOR MONTH:

Border States - \$3,078.58

Sunbelt Solomon Services - \$1,785.00

Jaco Analytical Lab- \$454.15

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S):

Worked with Town Administrator to get information on new meters/pole for a grant.

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council

01.09.2025

DEPARTMENT SUMMARY REPORT

DATE: 01.09.2025

Department: Administration

Deaun Tigner – Town Administrator

Tracy Harper – Town Clerk

SUMMARY REPORT:

Internal Service:

Office:

- o Payroll.
- o Customer service
 - o Daily deposits.
 - o Zoning & Matrix maps.
 - o Building permits.
- o Filing
- o Contractor registration licenses.
- o Animal licenses:

2025	2024	2023
o Dogs Licensed: 6	o Dogs Licensed: 203	o Dogs Licensed: 224
o Cats Licensed: 0	o Cats Licensed: 34	o Cats Licensed: 26
o Chicken Permit: 0	o Chicken Permit: 8	o Chicken Permit: 7

- o HR: Updated employee contact list, coordinated random drug screening, discussed personnel issues with Kent, updated credit card information.
- o Use Agreements
 - o PEO Christmas Party in Senior room
- o Continued working out issues with services orders.
- o Work orders: 35 (7-41)
- o Building permit list sent to County for 2024.
- o WAM Municipal directory update.
- o AVI – Sewer Lagoon
- o Received new plates for all departments, sorted and gave out corresponding licenses to be changed to each department.
- o Updated contact information for Council/employees for NMPP.
- o Updated bonds for Council.
- o Financials/board/certificate information sent to RD for annual reporting requirements
- o Utility ordinance review for future changes/updates.
- o Preparation for council meetings.
- o Processed 7 service transfers.

Court:

Current Month	Fiscal YTD
o Fines: \$217.00	o Fines: \$25,323.00
o Fees: \$20.00	o Fees: \$1,200.00

Court Expenses:

o New Citations: 2	o Municipal Court Judge: \$750
o Bail Forfeitures: 0	o Attorney Fees: \$0.00
o Found Guilty: 0	o Caselle: \$160
o Amended: 0	
o Dismissed: 0	

Community Complex:

- Discussed/showed rooms to rent.

Cemetery:

- *Deed/Plot/Burial questions.*
 - *Helped customers with locating a plot at the cemetery/reviewed map/files.*
 - *Printed pricing information for burials/plots.*
 - *Headstone placement*
 - *Burials*

Electric Department:

- Inventory list.
- Service Orders.
- Updated information for annual electric report; EIA-861
- Budget discussions.
- Emailed: Financial statements, payroll timecards, invoices & vouchers to the Electric Dept. Foreman.

Public Works

- *Personnel*
- *Budget discussions.*
- *Changed new meters in Caselle and meter books.*
- *Meter replacement schedule.*
- *Per conversation with Kim Parker, our requirement is to designate within 10 days of hire. Employees are only required to have the Level 1 Distribution System certificate as well as Level 1 Lagoon System certificate. Will switch designations at the first of the year.*
- *Updated contacts for responsible/subresponsible for DEQ; updated EPA contact information.*
- *Tap fees: Research, ordinances, discussions. Requested list of abandoned taps.*
- *Caselle/Core & Main will be here during the week of January 25th to install software and radio-read training.*
- *Applied for grant for the tower for the water meters and electric; received an email back that we would be moving onto the scoring portion of the grant and would know by the beginning of February if we have received it.*
- *GIS mapping – Gave contact/subscription information to Lee Allen and Ron Vanderpool, waiting for training, one subscription with access/editing \$400 annually.*
- *Met with Kathy Weinsaft and Sunny Schell with Wyoming Rural Water for Security, Water Loss, and Asset Management on Jan 7th*
- *Core and Main scheduled to be here January 25th for software, radio-read and training.*
- *WyDot has sent us the agreement for fuel access; waiting for them to have it reviewed by their attorney before we present it to the Council for approval.*

Police Department:

- *Personnel*
- *Budget discussions.*
- *SRO contract/salary budget.*

South Big Horn County Water District/Joint Powers Board:

- Customer Service.
- Water District/JPB invoicing.

Basin Recreation District #4:

- Payroll
- Financial statements, daily deposits, monthly reconciliation.
- Vouchers
- Prepared for meeting/agenda/packets
- Reviewed documents for Program Coordinator, website information.
- Telephones set to be installed on December 16th & 17th

Loans/Leases:

- Mecklam Acres: Water/Raw water line (Purified Water Fund – Capital Projects):
 - Series 2015 Water Revenue Bond (\$398,000), Department of Agriculture (09/22/2016-09/22/2045) 2.875% per annum with variable payment amount.
- ARPA Funding: *Used for infrastructure upgrades; water meters*
 - Revenue: \$222,621.00, expenses: \$260,984.66, difference: -\$38,363.66
- USDA Grant/Loan (Sewer Fund): *Funds used to remove/modify existing diversion structures, install and underdrain on 9th & Holdredge Avenue, line and replace 9th St. Sanitary Sewer Main, upgrade Highway 20/4th Street Sanitary Sewer Main and renovate the existing anaerobic pretreatment cell in the wastewater treatment facility to function intermittently decanted extended aeration lagoon (IDEAL Process).*
 - Interim Financing Security State Bank Loan: \$2,712,000; term 3 years, interest rate 1.95% fixed; interest paid monthly, full balance due at maturity.
 - USDA-Rural Development Grant: \$1,412,000
- WAM-WCCA Energy Lease Agreement (Community Center Fund) HVAC Units:
 - Received 100,000.00.
 - 0% interest loan, up to a period of 10 years (if renewed). Annual rental for leased equipment \$10,000.00, payable in quarterly installments of \$2500.00.
- Office Shop: Copier Lease (Internal Service Fund)
 - \$5675.00; pmts of \$120.82 for 48 months.
- 2019 Freightliner Solid Waste Truck: (Garbage Fund – Capital Projects)
 - Security State Bank Loan: \$174,781.00 at 3.5% interest; \$38,275.56 principal & interest due 07/01/2017 through 07/01/2024.
- 2023 1500 SSV Crew Cab Dodge Truck: (Capital Equipment)
 - Security State Bank Loan: \$57,424.29, 4% interest, 3 annual payments beginning 06/15/2023 through 06/15/2025; pmts of \$20,419.56.

Grant(s)

- Office of State Lands & Investments Board: (Capital Projects Fund)
 - 3rd Street Water/Sewer Project:
 - Original award: \$768,432
 - Town match: \$120,736
 - Award Increase: \$58,796
 - Total Current Award: \$827,228
 - Grant funds encumbered by October 31, 2024 and expended by December 31, 2026.
- Department of Workforce Services State Apprenticeship Expansion Funding (SAEF)
 - Awarded \$5000.00

DELINQUENTS:

Sent 50 delinquent notices to active customers monthly. There were 8 delinquent notices sent to Landlords. An additional 30 notices were mailed out to final billed customers that no longer live in the area. Customers shut-off 0.

SUMMARY OF EXPENSES – CURRENT MONTH:

VISA: \$23.68 (Deed filing, postage)

QUILL: \$90.95 (Pens, paper, Kleenex)

ONGOING PROJECTS:

Town Hall

Applied for a \$250,000 grant for the AMI system tower and new electric meters

PLANNED OR PROPOSED PROJECTS:

Quarterly Payroll Reports

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor & Council / 01.09.2024

DEPARTMENT SUMMARY REPORT
Department: POLICE
Prepared By: Chief Kyle McClure

DATE: January 9th, 2025

SUMMARY REPORT

Time Period: December 2024

Patrol Statistics (see attachment)

- 1) We answered **182** incidents for this time period.
 - a) **95** calls for service.
 - b) **87** officer-initiated incidents
- 2) We opened **8** case files. Closed 8.
- 3) We made **1** arrest(s) in this time period.

SUMMARY OF UNEXPECTED EXPENSES PRIOR MONTH

- 1) See vouchers.

FISCAL IMPACT TO BUDGET

- 1) Operating within the overall budget.

ONGOING PROJECT(S)

- 1) Grants
 - a. Vehicle radios (\$25,000) **Still waiting on final signatures**

FACILITIES

- 1) Looking in to a mini split for next spring.

VEHICLES

- 1) 2019 RAM at shop for body repairs
- 2) 2010 Charger ready to sell (THANKS TO THE PW CREW!!)

PLANNED or PROPOSED PROJECT(S)

- 1) Continue camera additions as time allows
 - a. The PW crew has been helping. Some more thanks to them!

OTHER

- 1) Admin duties- Chiefs meetings, Background checks, FFL approvals, report and call reviews, body camera audits, report writing, security camera wiring and installation, information requests (review, redact, print), grants, legislative updates and prep for upcoming session, case law studies, Daigle Law Group E-learning (Path of the Guardian), DLG and WASCOP Policy review (WASCOP member Sample Policy/Procedure), department pay scale comparison, SRO time verification, scheduling, completed vouchers, time cards, DSR.
- 2) Patrol duties- SRO time, traffic enforcement, community patrols, business checks (open and closed), town property checks, call response, community relations events, report writing/filing, call reviews, body camera organization, VIN checks, AOA's as requested, ordinance enforcement, training (T) and I just did a refresher

for DUI Intox and Taser). DLG online learning.

ATTACHMENTS

- 1) Patrol Statistics for December 2024.

AGENDA & SUMMARY REPORT SUBMITTED TO:

- 1) Mayor and Council on January 9th, 2025.

**BASIN POLICE DEPARTMENT**

Page 1

**PATROL STATISTICS
REPORTING PERIOD: DECEMBER 2024**

01/07/2025

Statistic	Count
Total Incidents	182
Calls for Service	95
Officer Initiated Incidents	87
Traffic Stops	7
Other OIA Incidents	80
Bus/Building checks	0
Veh/Ped Check	2
Total Officer Cases	8
Accident	1
Agency Assist	0
Criminal Accident	0
Incident	1
Information	1
Juvenile Offense	1
Offense	1
Search & Rescue	0
Voided	0
Unclassified Cases	3
Total Misdemeanor & Felony Arrests	1
Misdemeanor Arrests	1
Adult	1
Juvenile	0
Felony Arrests	0
Adult	0
Juvenile	0
Citations	3
Misdemeanor	1
Moving Vehicle	2
FIs	0

TOWN OF BASIN
Regular Council Meeting - Minutes
Thursday, December 12, 2024
Basin Town Hall - 7:00 p.m.

Call to Order Regular Session
Pledge of Allegiance

A Regular Meeting of the Town of Basin Council was held at the Town Hall in Basin, Wyoming on Thursday, December 12, 2024. The meeting was called to order by Mayor CJ Duncan at 7:00 p.m.

Council Members Present: CJ Duncan, Brent Godfrey, Carl Olson, Stuart DesRosier and Chuck Hopkin.
Absent: None.

Also present were Town Administrator Deaun Tigner, Chief McClure, Tony Harrison, Mike Dellos, Tracy Harper, Kent Richins, Jesse Frisbee, Barbara Greene, Linda Weeks, Jim Reilly, Wyatt Harrison, Daryl Rapp, Josh Huggins and Cash Duncan.

Public Comment: Daryl Rapp asked if there was an ordinance against trucks using engine brakes as they enter the town. Mayor Duncan answered that there was, but that there was difficulty enforcing it as the governing body for the highway usually refuted the tickets as the brakes are considered safety equipment. Rapp also mentioned that he had concerns regarding the brick wall on the NE corner of the community complex. It appeared that the roof was leaking down behind the bricks and that there was a potential for collapse as happened with the Eagles building. Mayor Duncan stated that a roofer had looked at it and that it did not appear to be an issue, but that the town would request another look.

Matters from the Staff:

Jim Reilly, CPA – Audit: Jim Reilly, CPA reported on the findings of the annual audit that was conducted earlier in the year. He went through the printed audit report and then summarized that the cash balance for all of the town's funds had increased this year, including the utility funds, which was a positive finding. He stated that the office was very well run and that they do a good job of documentation. He also reminded the council that as with all small entities, there was difficulty in segregating duties due to staffing and that it was important the council reviews the activity in the town's accounts.

Public Works: Mike Dellos went over his DSR report and asked if there were any questions regarding it. Councilman DesRosier commented to please call in any planned burning.

Electric Department: Josh Huggins was in attendance for another agenda item but reviewed the printed DSR report for the electric department with the council. Councilman Hopkin asked about the attachment agreements for the poles, and Administrator Tigner reported that Bill Dahlke was still working on it.

Administration: Administrator Deaun Tigner reported that the new service order process had begun, and that we were still working through some kinks. She stated that she had sent Tony Harrison to a class held by the EPA for grants for technical assistance. Harrison gave an overview of the grant money that might be available. Harrison also reported on a program from the State of Wyoming for grant funds for infrastructure projects. Tigner reported that a grant application was submitted and that there was a meeting set up with Wyoming Rural Water on January 7th, and training by Core and Main on the radio

read meters the week of January 25th. Harrison reviewed where he is at on installation of the new meters. Tigner and Harrison also reported that there was a plan in place to start using WYDOT for fuel with Big Horn Co-op closing their local retail store.

Police Department: Chief McClure reviewed his printed DSR. He gave an update that the vehicle radio grant was waiting for signature from the state before they can start purchasing. With it being slower, they were also spending some time on the facilities and vehicles. Councilman Hopkin asked about the vehicle that was supposed to be decommissioned. McClure stated that it was just a matter of finding time to take the equipment out of it and get the decals off.

Legal Counsel: Attorney Richins stated he did not have anything other than what was on the agenda but did want to thank outgoing Councilmen Olson and DesRosier for their years of service to the town.

Town Engineer: Jesse Frisbee of Eagle Engineering stated he had nothing at this time.

Committees/Commissions/Departments:

Planning & Zoning: Nothing at this time.

Recreation District: Program Director Cash Duncan was present and went through a quick report of all of the activities that were currently underway.

Motocross track: Cash Duncan presented a proposal for a motocross facility on town-owned property west of the raw water pond that he had approached the Rec District board about at their last meeting. The Rec District was in favor of the idea and wanted to approach the town about a lease agreement for the property and possibly use fees for the town's equipment to do the dirt work. Josh Huggins was in attendance as he has a lot of experience with facilities of this type and answered all of the council's questions. The council decided to move the item onto the agenda so they could discuss it more and make a decision later in the meeting.

Activities Committee: Mayor Duncan reported that the Home for the Holidays event went well. There was a lot of volunteer help to make sure everything went smoothly. The weather was relatively warm, and attendance seemed pretty average compared to prior years. He thanked everyone who participated and volunteered their time.

Building/Demolition Permits:

Mark Schlattmann (212 S 12th St): 26' x 36' pole construction garage with concrete pad & sidewalks: Mayor Duncan inquired where on the property the garage would sit, and Mike Dellos gave a description of where he understood it would go from his discussion with Mark Schlattmann. Councilman Godfrey made a motion to approve the building permit, Councilman Hopkin seconded, and the motion passed unanimously.

Chicken Permits: None

Executive Session: No Executive Session was requested at this time.

Approve Consent Agenda/Addition/Deletions: Mayor Duncan requested to add Basin Rec – Motocross, Parking Lot Concrete, and Employee Dinner to the agenda after Vouchers. Councilman Godfrey made a

motion to approve the agenda with those adjustments, Councilman DesRosier seconded, and the motion passed unanimously.

Conduct of Business:

Meeting Minutes: Councilman Hopkin made a motion to accept the minutes as presented for the regular meeting from November 14, 2024. Councilman Olson seconded, and the motion passed unanimously.

Vouchers: Vouchers were presented for \$465,567.31 plus net payroll of \$99,252.99 = GT \$564,820.30. Councilman Hopkin made a motion to pay the vouchers. Councilman DesRosier seconded, and the motion passed unanimously.

Basin Rec – Motocross: Mayor Duncan requested input from the council and department heads. Councilman Godfrey stated that he was in favor of the increase in business it would bring to the town. Councilman Hopkin thought it would be good to clean up and utilize the area. Chief McClure stated that there would be noise complaints to deal with and could be issues of possible trespassing. Tony Harrison thought that it would be good to have something for the kids to do. Councilman Hopkin stated that the tracks out on torchlight proved there would be a lot of usage. Councilman DesRosier stated that his only concern was that the hours it was used did not create noise issues at the school. Attorney Richins reported that he did not have concerns as long as the documentation was clear in who the liability for the property fell on. Jesse Frisbee stated that he did not think there would be any issues with utilities. Mike Dellos reported there was a raw water line that runs to the cemetery and the communications line to the tank runs through that area. Mayor Duncan stated that it could be addressed in the lease to make sure there was no permanent structure on top of those lines and the Town would have access if needed. Councilman Hopkin made a motion to support the idea of building a track and renting the property to the Rec Department and to start the process of entering into a lease agreement with them. Councilman Godfrey seconded, and the motion passed unanimously. It was also agreed that discussion about the rental of the equipment could follow after the lease agreement process was started.

Parking Lot Concrete: Big Horn Redi-Mix presented a bid for phase two of pouring concrete for the Town Hall parking lot in the amount of \$58,802.40. Councilman Olson, as a representative for Big Horn Redi-Mix, went over what was included in the price, and that there was wording that the price of rebar could go up. Councilman Godfrey made a motion to install the concrete next spring based on the bid received with a contingency for the rebar price. Councilman Hopkin seconded, and the motion carried with Councilman Olson abstaining.

Employee Dinner: The council would be hosting a dinner for employees and families on December 27th at noon at the Basin City Arts Center. Details were discussed and a head count from departments was requested so they knew how much food to bring.

Special Events Permit – Goat Roping: A motion was made by Councilman Olson to approve the Special Events Permit, Councilman DesRosier seconded, and the motion passed unanimously.

24-Hr Alcoholic Beverage Sales Permit Application – Topsy Cow: Chief McClure stated that his only concern was that the goat roping ended at 4 p.m. and the alcohol permit went until 11 p.m. but that he was okay with it if the council approved. Councilman Olson made a motion to approve the permit, Councilman Godfrey seconded, and the motion passed unanimously.

24-Hr Alcoholic Beverage Sales Permit Application – Katie Seeley: The date for the event had already passed, but Councilman Olson stated that it was held at the BCAC and they had not actually sold any alcohol so a permit may not have been needed. A motion was made by Councilman Olson to accept the permit application fee, Councilman DesRosier seconded, and the motion passed unanimously.

AVI – Sewer: Jesse Frisbee reported that he had received some feedback from the EPA for some corrections.

3rd Street Water Project: Jesse Frisbee stated that there had been an amendment on the ARPA grant to increase the amount by adding \$58,796.00 in funding. He suggested that an update to a 2” spur line between 3rd and 4th Streets could be added. He would draft up the changes and get some numbers from Wilson Brothers on the cost to add that piece to the project. Councilman Olson made a motion to accept the amendment for the amount of the ARPA grant, Councilman DesRosier seconded, and the motion passed unanimously.

Public Comments: None at this time.

Executive Session: Councilman DesRosier made a motion to go into Executive Session for Personnel at 8:35 p.m., Councilman Olson seconded, and the motion passed unanimously.

Councilman Hopkin made a motion to adjourn executive session at 8:55 p.m. Councilman DesRosier seconded, and the motion passed unanimously.

With no further business to be discussed, the meeting ended at 8:56 p.m.

Town of Basin Mayor / CJ Duncan

Town of Basin Clerk / Tracy Harper

**TOWN OF BASIN
2025 APPOINTMENTS**

Departments:

Public Works Foreman
Water/Wastewater Foreman
Building Inspector
Plumbing Inspector
Zoning Compliance Officer

Tony Harrison
Tony Harrison

Electric Utility Foreman (Dept. Head)

Bill Dahlke

Law Enforcement (Dept. Head)
Emergency Management Coordinator
Noxious Weed Compliance Officer

Chief Kyle McClure
Tony Harrison

Town Administrator/Treasurer (Dept. Head)
Town Clerk
Municipal Court Clerk

Deaun Tigner
Tracy Harper
Tracy Harper

Contracted Service Providers:

Town Attorney
Town Engineer
Municipal Judge
Mt. View Cemetery Sexton

Kent A. Richins
Eagle Engineer & Surveying
Georgia Antley Hunt
Deaun Tigner

Jesse Frisbee

Planning & Zoning Commission:

Travis Schriener
Mike Dellos
Colin Stolzer
Tracy Harper
Carl Olson

External Boards:

Regional Joint Powers Board (Water) [1]

CJ Duncan

3rd Wednesday of each month 6:00
pm in Worland

South Big Horn County JPB (Water) [2]

Brent Godfrey
Tony Harrison

3rd Thursday of each month 8:00
pm in Basin

Electric JPB-CWMEPSJPB [3]

Bill Dahlke
Chuck Hopkin
Deaun Tigner

NMPP (Electric) [2]

Bill Dahlke
Chuck Hopkin
Deaun Tigner

Recreation District Board [4]

Linda Weeks
Deaun Tigner
Chuck Hopkin

1st Wednesday of each month at
5:30 pm

Revenue Bond Board [3]

CJ Duncan Mayor
Linda Weeks
Deaun Tigner

President of the Council (Mayor Pro Tem)

Brent Godfrey

Check Signing Authority

Mayor CJ Duncan
Councilman Brent Godfrey
Councilman Chuck Hopkin

Official Depository Bank
Official Legal Newspaper

Security State Bank
Basin Republican Rustler

Ad-Hoc Committee Assignments:

Activities Committee

CJ Duncan
Linda Weeks
Deaun Tigner
Tracy Harper
Barbara Greene

Waste Water Master Planning Committee:

Mayor
Council Member
Public Works Foreman
Wastewater Operator
Town Engineer

CJ Duncan
Chuck Hopkin
Tony Harrison
Tony Harrison
Jesse Frisbee



**SECURITY
STATE BANK**

WYOMING

Phone (307) 568-2483 • Fax (307) 568-9398 • P.O. Box 531 • 201 So. 4th Street • Basin, WY 82410
www.ssbwyo.bank

November 18, 2024

TOWN OF BASIN
209 S 4TH ST
PO BOX 599,
BASIN, WY 82410

RE: Depository Designation

Gentlemen/Ladies:

As provided by the Wyoming Statutes, this bank hereby requests your designation as a depository for funds for the ensuing year. Such designation is required to be made on the first Monday in April of each year.

We appreciate your consideration. If favorable, please sign the form below and return it in the self-addressed postage paid envelope enclosed.

The Certified Resolution is enclosed for your records. Should you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

Teri Thon
SSB Operations

We hereby designate Security State Bank as a depository for TOWN OF BASIN for the ensuing year.

Dated: _____

Signature

CERTIFIED COPY OF RESOLUTION OF

Security State Bank of Basin, Wyoming concerning the pledging of collateral for deposit of public funds.

“WHEREAS, it is necessary for Security State Bank of Basin, Wyoming to properly secure TOWN OF BASIN 209 S 4TH ST for all monies deposited in the bank by TOWN OF BASIN 209 S 4TH ST for, hereinafter referred to as Depositor, and

WHEREAS, no deposit will be made in said bank by Depositor unless said deposit is properly secured, and the giving of proper security is one of the considerations for receiving said deposits; and

WHEREAS, the Depositor may, when finished proper security, carry a maximum credit balance with said bank of unlimited Dollars; and

WHEREAS, Depositor is willing to receive securities designated by laws of Wyoming as legal collateral security as security for such deposit;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of said depository bank that any two of the following named persons, officers of said bank, are hereby authorized and empowered to pledge to said Depositor such securities of this bank as may be legal for collateral security for deposit of public funds, and which said Depositor is willing to accept as collateral security, and in such amounts and at such times as said Depositor and bank officers may agree upon;

Douglas M. Crouse, Chairman
Brent Miller, CEO
Steve Cady, Corporate President
Michael McColloch, Branch President
Carie F. Warner, Chief Financial Officer/Secretary

BE IT FURTHER RESOLVED that this authority given to said officers named herein to furnish collateral security to said Depositor shall be continuing and shall be binding upon said bank until the authority given to the bank officers named herein is revoked or superseded by another resolution of this Board of Directors, a verified copy of which shall be delivered by a representative of said bank to said Depositor or mail to said Depositor by registered mail. The right given the officers named herein to pledge security as collateral also includes the right to give additional collateral for security and to withdraw such collateral as said Depositor is willing to surrender and the right to substituted one piece or lot of collateral for another, provided the said Depositor is willing to surrender and the right to substitute one piece or lot of collateral for another, provided the said Depositor is willing to make such exchange or substitution.

BE IT FURTHER RESOLVED that the bank officers named herein are fully authorized and empowered to execute in the name of said bank such collateral pledge agreement in favor of the said Depositor as the said Depositor may require, and any collateral pledge agreement executed so executed or any act done by the bank officers named herein under the authority of this Resolution shall be as binding and effective upon this bank as though authorized by specific Resolution of the Board of Directors of this Bank.

Dated at Basin, Wyoming this 18 November 2024.



Brent Miller

CEO

(CORPORATE SEAL)



Carie Warner

CFO/SECRETARY

TOWN OF BASIN

AND

BIG HORN COUNTY SCHOOL DISTRICT #4

* * * * *

BASIN COMMUNITY COMPLEX

USE AGREEMENT

The **BIG HORN COUNTY SCHOOL DISTRICT #4 (DISTRICT)**, of the Town of Basin, Wyoming, desires to use the **BASIN COMMUNITY COMPLEX** for various activities from the execution of this Use Agreement until otherwise agreed between the parties hereto.

The **TOWN OF BASIN (TOWN)** is the owner of the Basin Community Complex and does desire to allow the nonexclusive use of the Complex by the District upon the following terms and conditions, to-wit:

1. **USE OF COMPLEX**: District shall have the use of Complex for various activities and for any other purpose appropriate for said District and the Complex, upon scheduling such activities, in advance, with the Manager of the Complex. This use is not exclusive to other responsible individuals or groups that may desire to use the same and have likewise scheduled their events with the Manager. The District shall, however, have primary use of the scheduled areas during scheduled events.

2. **TERM**: The term of use shall be from the date of this Use Agreement until otherwise mutually agreed between the parties.

3. **USE FEE**: District shall not have a fee for the use of the Complex.

**CONTRACT BETWEEN THE
WYOMING DEPARTMENT OF TRANSPORTATION AND
TOWN OF BASIN**

1. **Parties.** The parties to this Contract are the Wyoming Department of Transportation (WYDOT), whose address is: 5300 Bishop Boulevard, Cheyenne, Wyoming 82009, and Town of Basin, (User), whose address is: 919 West B Street, Suite 1A, Basin, Wyoming 82410.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the User shall abide in its use of WYDOT's fuel system.
3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from the Effective Date through January 31, 2031. All services shall be completed during this term.
4. **Payment.**
 - A. The User agrees to pay WYDOT for the services described in Section 5 below. WYDOT will issue billing invoices monthly. Monthly invoices shall contain the total amount due for diesel and/or unleaded fuel dispensed during the month and any applicable Prokee charges.
 - B. Payment shall be made within forty-five (45) days after receipt of invoice. WYDOT may suspend or terminate the User's fuel system access if account is ninety (90) days past due.
 - C. The User agrees to pay the established WYDOT standard fuel cost plus the current Overhead Cost. The Overhead Cost is a rate built into WYDOT's accounting system for overhead expenditures for administering the fuel system. The current rate is effective until September 30, 2025, at which time the rate is subject to change. The rate will be charged on the standard cost of fuel obtained by the User as a per-gallon fee.
 - D. The User agrees to pay a non-refundable eight-dollar (\$8.00) fee for each applicable Prokee.
5. **Responsibilities of User.** The User agrees to:
 - A. Pay WYDOT in accordance with Section 4 above.
 - B. Provide WYDOT with a list of User vehicles and/or equipment that the User wishes to have access to WYDOT's system. The list will be updated by the User as needed. This list will contain only the following information for each vehicle or piece of machinery:

- (i) License Plate Number;
 - (ii) Description: Year, Make, and Model;
 - (iii) Fleet Number (agreed upon by WYDOT and User); and
 - (iv) Fuel Type and Tank Size.
- C. Provide WYDOT with a list of drivers whom the User wishes to grant access to WYDOT's system. The access will be updated by the User when needed by submitting a WYDOT Fuel Site Access Form (FS-Fuel Form 1). The original list will contain only the following information for each driver:
- (i) Full name; and
 - (ii) Driver's License Number (needed to access the automated fuel system).
- D. Accept all charges made at fuel sites for keys and drivers, until such time as the User notifies WYDOT of any change in status.
- E. Acknowledge that the keys assigned to the User are not transferrable from one vehicle/machine to another vehicle/machine nor are the keys transferable to another entity. The User acknowledges that a vehicle/machine transferred to or from another agency will require the recoding of the key by WYDOT. The User shall be responsible for all charges on keys not returned to WYDOT in cases of transferring, even if the vehicle/machine is under another agency's authority.
- F. Acknowledge that authorized User drivers remain authorized until de-authorized by User in writing to WYDOT.
- G. Acknowledge that WYDOT reserves the right to terminate any key or individual driver for reasons that include but are not limited to:
- (i) Lack of proper documentation at a manual site;
 - (ii) No documentation at a manual site;
 - (iii) Misuse of fuel site; or
 - (iv) No activity within three (3) years.
- H. If a key is lost or damaged, it is the User's responsibility to contact WYDOT with the key number and vehicle information. User will be responsible for all key charges until User informs WYDOT that the key has been lost or stolen and WYDOT has deactivated the key.
- I. If the fuel site is a manual fuel site, the User shall complete a manual fuel log.
6. **Responsibilities of WYDOT.** WYDOT agrees to:
- A. Invoice the User in accordance with Section 4 above.
 - B. Allow User access to WYDOT's automated and manual fueling locations during normal operating hours in order to purchase fuel for User's vehicles/machinery.

- C. Provide User with a key for each vehicle or machine. Each applicable Prokee will have a non-refundable charge of eight dollars (\$8.00).
- D. Update authorizations in driver and vehicle files within forty-eight (48) hours of receipt of written notification, except for large requests. Large requests shall be updated within a reasonable amount of time.

7. **General Provisions.**

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed by all parties to this Contract.
- B. **Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms “hereof,” “hereunder,” “herein,” and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. **Audit and Access to Records.** WYDOT and its representatives shall have access to any books, documents, papers, electronic data, and records of the User which are pertinent to this Contract.
- D. **Compliance with Laws.** The User shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Contract.
- E. **Entirety of Contract.** This Contract, consisting of seven (7) pages, represents the entire and integrated Contract between the parties and shall supersede all prior negotiations, representations, and agreements, whether written or oral.
- F. **Ethics.** User 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 User’s profession.
- G. **Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein. Any extension of this Contract shall be initiated by WYDOT and shall be accomplished through a written amendment between the parties entered into before the expiration of the original Contract or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Contract.

- H. Force Majeure.** Neither party shall be liable for failure to perform under this Contract 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.
- I. 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.
- J. Independent Contractor.** The User shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the User shall be free from control or direction over the details of the performance of services under this Contract. The User shall assume sole responsibility for any debts or liabilities that may be incurred by the User in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the User or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or WYDOT or to incur any obligation of any kind on behalf of the State of Wyoming or WYDOT. The User agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance or similar benefits available to State of Wyoming employees will inure to the benefit of the User or the User's agents or employees as a result of this Contract.
- K. Nondiscrimination.** The User 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 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 Contract.
- L. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the addresses provided under this Contract.
- M. Insurance Requirements.** The User is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, *et seq.*, and certifies that it is a member of the Wyoming Association of Risk Management (WARM)

pool or the Local Government Liability Pool (LGLP), Wyo. Stat. § 1-42-201, *et seq.*, and shall provide a letter verifying its participation in the WARM or LGLP to WYDOT.

- N. **Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the User, shall identify WYDOT as the sponsoring agency and shall not be released without prior written approval from WYDOT.
- O. **Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- P. **Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and WYDOT expressly reserve sovereign immunity by entering into this Contract and the User expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereign or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract 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.
- Q. **Taxes.** The User 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.
- R. **Termination of Contract.** This Contract may be terminated, without cause, by WYDOT upon thirty (30) days written notice. This Contract may be terminated by WYDOT immediately for cause if the User fails to perform in accordance with the terms of this Contract.
- S. **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 Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.
- T. **Time is of the Essence.** Time is of the essence in all provisions of this Contract.

- U. **Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- V. **Waiver.** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- W. **Counterparts.** This Contract may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Contract. Delivery by the User of an originally signed counterpart of this Contract by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to WYDOT.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

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

The Effective Date of this Contract is the date of the signature last affixed to this page.

WYDOT:

Wyoming Department of Transportation

Dennis Byrne, Chief Financial Officer

Date

USER:

Town of Basin

Signature

Date

Print Name & Title

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

 #245852

Madison Barber, Assistant Attorney General

01-08-25

Date



THE STATE OF WYOMING

Water Development Commission

6920 YELLOWTAIL ROAD TELEPHONE: (307) 777-7626 CHEYENNE, WY 82002



WATER DEVELOPMENT PROGRAM APPLICATION

MUNICIPAL/JOINT POWERS WATER BOARD WATER SYSTEMS

Funding for projects is based on WWDC recommendations and is appropriated by the legislature from the Water Development Accounts. Legislative authorization is required before the WWDC can begin project work. Applications for projects to the Water Development Program **must** be submitted no later than **March 1**. It is helpful if the applications are received prior to the deadline.

Applicants seeking Level I reconnaissance studies or Level II feasibility studies for dams and reservoirs need not be an entity of local government. However, applicants for all other Level II feasibility studies and any Level III construction funding must be an entity of local government with taxing and/or assessment authority. Private corporations and individuals are not eligible for assistance. If the applicant is not such a public entity, indicate what steps have been taken to form such an entity in a cover letter for this application.

Note: If you are seeking Level III funding for a municipal or rural development project, this is the wrong application. You must complete the application entitled Level III Construction Funding for Municipal/Rural Domestic Projects and provide a feasibility study with detailed cost estimates prepared by a professional engineer registered in Wyoming.

APPLICATION REQUIREMENTS

- The person signing the application must have authority to commit the entity to a binding contract.
- A notarized copy of a resolution supporting this application passed by the board or other governing body of the entity must be provided.
- A single check for the combined total of the \$1,000.00 application fee and reimbursement fee (2,000 taps or less: \$1,000.00; 2,001 to 9,000 taps: \$2,000.00; or 9,001 or more taps: \$3,000.00) must accompany the application. If the application is denied, 75% of the application fee and 100% of the reimbursement fee will be refunded to the applicant. Level II projects advancing in the Water Development Program from Level I studies which were completed within the last 5 years are exempt from both the application and reimbursement fees.
- A project area map (8.5" x 11" preferred) showing corporate boundaries, project location and features should be provided. Include any reports or other supporting information available.
- The project must include a minimum of 15 taps with meters on each tap.

I. ENTITY INFORMATION

1. Applicant – Name of Entity

2. Type of Entity (Municipality, Joint Powers Board, etc.)

3. Year of Formation

4. Physical Address (Street Address)

5. City _____ 6. County _____ 7. State _____ 8. Zip Code _____ 9. Phone _____

10. Mailing Address (If Different From Above) _____

11. Primary Contact Person (Type or Print Name) _____ 12. Phone _____ 13. Email _____

_____ to _____ Monday
_____ to _____ Tuesday
_____ to _____ Wednesday
_____ to _____ Thursday
_____ to _____ Friday

14. Best Time(s) to Reach Contact Person
please include a.m. or p.m.

15. Authorized Official _____ 16. Typing your name here constitutes a digital signature _____ 17. Date _____

Before applying for project funding, the Wyoming Water Development Commission requires completion of a Public Water System Survey or Irrigation System Survey available through the link on the website located here: <http://wwdc.state.wy.us/surveys/surveys.html>

18. Has the application entity completed this survey? Yes No

If the application was prepared by someone other than the contact person, please provide the following:

19. Name _____ 20. Affiliation _____ 21. Phone _____ 22. Email _____

II. PURPOSE AND NEED

1. Provide a brief statement describing the project for which funding is sought, and include the reasons the project is needed. Describe the current situation with the water supply that will be improved by the project. What is the factor that is presently limiting the system supply capacity (e.g., treatment, storage, transmission, etc.)? Attach additional information if needed:

2. Specify whether the purpose of this application to obtain a Level I Reconnaissance or a Level II Feasibility Study:

3. Is the applicant entity under any federal (EPA) mandates to improve the water system (e.g., administrative orders, violations, actions taken, etc.)? Yes No if yes please explain

4. Operating Criteria of the Wyoming Water Development Program advocates prioritization of projects that may serve more than one entity or purpose and those that provide water to a larger, more regional area. Is the applicant entity currently served by a regionalized water supply system? If so please specify. Or will the applicant entity consider regional solutions to the purpose and needs of its water supply system?

5. List any previous work (studies) completed by or for the entity:

6. Provide a brief description of the water system operations. Identify the public works director. Identify any system automation within the operations (e.g., SCADA) and existence of any hydraulic models of the system. Describe existing mapping (e.g., paper, map books, GIS). Attach additional information if needed:

III. PERTINENT INFORMATION

The intention of this section is to gather information on your existing water supply facilities. Answer all questions as completely and accurately as possible. Do not leave any questions blank. If questions are not applicable to your system, respond, "N/A." If an answer to a question is unknown, respond, "Unknown." If you need help, please call the Water Development Office at 307-777-7626.

1. Existing Water Supply System

A. EPA Public Water System (PWS) Identification Number: _____

B. Groundwater

(1) Number of Wells: _____

(2) Primary Supply Aquifer(s) or Formation(s): _____

(3) Total Average Production Yield of All Wells (GPM): _____

C. Surface Water

(1) Source Name(s): _____

(2) Type of Diversion(s) (Headgate, Infiltration Gallery, Pumps, Etc.): _____

(3) Total Average Diversion Yield (CFS or GPM): _____ GPM

D. Springs

(1) Name of Spring(s): _____

(2) Total Average Production Yield of All Springs (GPM): _____

E. Water Rights

(1) For the water source supply (or supplies) described above, does the applicant entity possess valid and/or adjudicated water rights? Yes No explanation if needed

F. Transmission Pipeline

(1) Maximum Capacity of the Transmission Pipeline(s) (Million Gallons per Day): _____

(2) Increased Capacity Needed (If Known) (Million Gallons per Day): _____

(3) Approximate Distance from Source(s) to Distribution System: _____ Feet

(4) Transmission Pipe Diameter(s): _____

(5) Type of Transmission Pipe Material(s): _____

(6) Age of Transmission Pipeline(s): _____

(7) Condition of Transmission Pipeline(s): _____

(8) Does the applicant possess clear title to transmission corridor easements? Yes No

G. Water Storage

(1) Raw (Volume and Tank Description): _____

(2) Treated (Volume and Tank Description): _____

H. Treatment

(1) Specify Water Treatment (None, Chlorination, Filtration, Etc.): _____

2. Existing Water Distribution System

A. Is the water use metered? Yes No

B. Are the billings based on meter readings? Yes No

C. Identify unmetered usage (e.g., irrigation of parks, cemeteries, fire protection, etc.):

D. Average Day Demand Water Usage (Gallons per Capita per Day): _____

E. Maximum Day Demand Water Usage (Gallons per Capita per Day): _____

F. Peak Hourly Demand Water Usage (Gallons per Capita per Day): _____

G. Distribution Pipe Diameter(s): _____

H. Type of Distribution Pipe Material(s): _____

I. Age of Distribution Pipeline(s): _____ years

J. Condition of Distribution Pipeline(s): _____

K. Estimated System Water Losses (Percentage): ____%

L. Describe any fire flow protection that the system provides:

M. What water conservation measures are employed?

N. Is there an independent raw water irrigation system? Yes No

(1) Raw Water System Capacity (Million Gallons per Day): _____

(2) Average Annual Raw Water Usage (Million Gallons per Year): _____

3. Demographic Information and Existing Water Service Area

A. Population (2020 Census): _____ B. Current Population Estimate: _____

C. Does the applicant have a comprehensive planning boundary? Yes No

(1) If so, what is the estimated additional population that may be served in the future? _____

D. How many taps are served within the corporate limits/JPB service area? _____

E. How many taps are served outside of the corporate limits/JPB service area? _____

F. Identify names of other water systems served:

G. Identify any existing planning reports (municipal or county) that address growth management in the project area. Provide titles and how copies of the reports could be obtained:

4. Financial Information

A. Rates

(1) Tap Fee(s) – Residential: _____

(2) Tap Fee(s) – Commercial: _____

(3) Average Residential Monthly Water Bill: _____

and Corresponding Gallons Used: _____

(4) Water Rates (Provide rates for all tiers and categories of use. Attach additional pages if needed.):

(5) Identify any local conditions that affect the water rates (e.g., flow-through for frost prevention, etc.):

B. Financial Statement (of Water Utility)

(1) Revenues

- a. Annual Revenues Generated from Water Sales: _____
- b. Annual Revenues from Tap Fees: _____
- c. Annual Revenues from Other Sources: _____
- d. Total Annual Revenues: _____ **\$ 0**

(2) Expenditures

- a. Annual Budget for Operation and Maintenance Expenses: _____
- b. Annual Payments for Debt Retirement: _____
- c. Annual Payments to a Repair and Replacement Fund: _____
- d. Annual Payments to an Emergency Fund: _____
- e. Annual Payments for Other Purposes: _____
- f. Total Annual Payments: _____ **\$ 0**

(3) Other

- a. Balance in Repair and Replacement Fund: _____
- b. Balance in Emergency Fund: _____
- c. Annual Cost of Water Quality Testing: _____

(4) Is the operation of the water system self-supporting in terms of revenues offsetting costs for operation, maintenance, debt retirement, replacement funds, emergency funds, etc.? Yes No

a. If not, how is the difference subsidized?

Level I Master Plans typically include the following general tasks:

- An inventory and assessment of key system components,
- System mapping (including updates to existing GIS mapping as appropriate),
- Hydraulic modeling to understand system bottlenecks and pressure issues,
- Identification of water rights,
- Evaluation of regionalization conditions and alternatives,
- Economic analysis (current rates and operational expenditures),
- Recommendations for system improvements (including a prioritization),
- General cost estimates associated with recommended improvements, and
- Evaluation of funding strategies to make recommended improvements (including the impact to rate-payers).

Each project is unique though! Sometimes additional work is necessary to understand the existing system. Based on Kathy's earlier outline, we may need to work in additional effort for flow testing or perhaps non-invasive potholing work to identify line locations, sizing, connection points, etc.

If I had to provide one very general thought, a Water Master Plan will identify physical and administrative qualities of a system, develop recommendations for improvements, and chart a path forward to make those improvements. Important for your Council is that, aside from the initial fee, Water Master Plans are entirely funded by the WWDC. Furthermore, you are not bound to any recommendations contained in the Water Master Plan.

TOWN OF BASIN
INCORPORATED AUGUST 6, 1902
BASIN, WYOMING 82410

919 WEST B. ST.
PO BOX 599
BASIN, WYOMING 82410

TEL 307-568-3331
FAX 307-568-9352

www.thetownofbasin.com

January 9, 2025

Re: Tri County Telephone Association's Broadband Proposals in Basin, Wyoming

Dear Review Committee,

Please accept this as a letter of support on behalf of the Town of Basin for the Tri County Telephone Association (TCT's) request for funding through the BEAD broadband program.

We are writing in support of TCT's proposal to extend their fiber network to unserved and underserved locations in Northwest Wyoming. The relatively low-population density and mountainous topography in this part of the country have challenged the telecommunications industry for decades.

Wyoming has been blessed with government foresight in developing a 100G fiber backbone that serves government agencies and schools, but the pandemic exposed the need for better Internet connectivity for individuals, businesses, and various private and non-profit communities of interest. Our responsibility as a local government entity extends to ensuring that the needs of our citizens are represented and addressed. TCT is proposing an expansion of their existing Fiber to the Home (FTTH) network (via the BEAD Priority category subsidies) and augmenting it for remote locations with Licensed Fixed Wireless (LFW) via the BEAD Non-Priority subsidy category.

The Infrastructure Investment and Jobs Act that authorized the BEAD program was developed to address structural issues impacting our communities that were exposed by the pandemic. Here are just a few of the areas that expanding TCT's existing network will address:

- 1) Education. Schools found that it was nearly impossible to provide quality distance learning opportunities because of the limited bandwidth in the community; parents were struggling to work from home due to limited bandwidth while competing for connectivity with students who were trying to learn. Frequently, students would not attend online classes because the work that parents had to do took priority. With continual advances in technology, access to work and quality education should not need to be sacrificed, but it is in our community because of a lack of access to broadband.
- 2) Health Care. While hospitals located in urban areas are able to access high-speed networks for their growing needs relating to high volume requirements for patient record management, government reporting, and large file sizes associated with image processing,

TOWN OF BASIN

INCORPORATED AUGUST 6, 1902

BASIN, WYOMING 82410

the fastest growing requirement is the field of telehealth – and that requires an extensive distributed network that can reach the remotest of areas.

- 3) Agriculture. Farms and ranches have growing information gathering and processing requirements, from tracking commodity prices to monitoring automated tractor and machine operations, to managing soil and water efficiencies.
- 4) Resource Industries. Mining and the Oil and Gas industries are critical to Wyoming's economy. The need for Supervisory Control And Data Acquisition (SCADA) systems has evolved from managing tank levels, valves and pumps, to monitoring scheduling, optimizing performance, and more.
- 5) Emergency Management. Mobile technologies are sufficient for everyday activities but are challenged during emergencies. Directing emergency response and communicating with the public during disasters is dependent on a scalable backbone that is not impacted by wildfires, floods, or other disasters. A buried fiber network is optimal as the backbone for close-range radio technologies that operate on public safety spectrum. Satellite systems are effective, but performance is quickly compromised with the high volume of traffic during an emergency.
- 6) Economic Development. Companies looking to invest in Northwest Wyoming have some requirements that are prerequisites for development – and access to high-speed connectivity is often as important as electrical and water utilities.
- 7) Workforce Opportunity. Another requirement of every business sector in our area is access to a qualified workforce, and telecommunications supports a diverse economy where the best and brightest are not only trained locally but can source a career that meets their expertise and interests.

The undersigned are in full support of expanding High-Speed Broadband access to every location in our jurisdiction. TCT has been an integral member of our community for over 70 years, and has customer service and technical operations facilities in Cody, Powell, Lovell, and Basin. TCT employs over 50 highly trained skilled technicians and professionals who live in our communities. We ardently support their proposal to expand Internet access to unserved and underserved locations throughout Northwest Wyoming.

Sincerely,

CJ Duncan

Mayor, Town of Basin