

Proposed Budget

Wardwell Water and Sewer District	
Budget Hearing Information	
P.O. Box 728	Location: 4150 Salt Creek Highway Casper, Wyoming
Mills, Wyoming 82644	Date: 7/9/2019
307-265-7034	Time: 6:15 P.M.
Natrona County	Budget Prepared by: Gloria Brainard, District Manager

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>The District is in the beginning stages of replacing an aging water main located within Blair Lane, which the Board is looking into funding in the form of Grants and or Loans. The District is also required to have money set aside per the Agreement with the WWDC Grant for repairs to the water tank and booster station. The District is currently having repair work done on the water tank roof due to design flaw when built.</p>		

S-B	RESERVE DESCRIPTION
c	

S-C																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Names of Board Members</th> <th style="text-align: center;">Date of End of Term</th> </tr> </thead> <tbody> <tr><td>Larry Keffer, President</td><td style="text-align: center;">4/1/22</td></tr> <tr><td>Larry Forsberg, Vice President</td><td style="text-align: center;">4/1/20</td></tr> <tr><td>Mark Pepper, Sec/Treasurer</td><td style="text-align: center;">4/1/22</td></tr> <tr><td>David Levandowski, Director</td><td style="text-align: center;">4/1/22</td></tr> <tr><td>James Bogart, Director</td><td style="text-align: center;">4/1/20</td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Names of Board Members	Date of End of Term	Larry Keffer, President	4/1/22	Larry Forsberg, Vice President	4/1/20	Mark Pepper, Sec/Treasurer	4/1/22	David Levandowski, Director	4/1/22	James Bogart, Director	4/1/20													<table style="width: 100%;"> <tr> <td style="width: 80%; font-size: x-small;">Does the district have regular office hours exceeding 20 hours per week?</td> <td style="width: 20%; text-align: center; border: 1px solid black;">Yes</td> </tr> <tr> <td colspan="2">If Yes, enter</td> </tr> <tr> <td style="font-size: x-small;">Address of office:</td> <td>4150 Salt Creek Highway</td> </tr> <tr> <td style="font-size: x-small;">City, State, Zip:</td> <td>Casper, Wyoming</td> </tr> <tr> <td style="font-size: x-small;">Phone Number:</td> <td>307-265-7034</td> </tr> <tr> <td style="font-size: x-small;">Hours Open:</td> <td>8 AM to 12 Noon & 1 PM to 5 PM Monday thru Friday</td> </tr> <tr> <td colspan="2" style="height: 30px; border: 1px solid black;"> </td> </tr> </table>	Does the district have regular office hours exceeding 20 hours per week?	Yes	If Yes, enter		Address of office:	4150 Salt Creek Highway	City, State, Zip:	Casper, Wyoming	Phone Number:	307-265-7034	Hours Open:	8 AM to 12 Noon & 1 PM to 5 PM Monday thru Friday		
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Where are the minutes of your board meeting available for public review?
 District Website and at the Office located at 4150 Salt Creek Highway Casper, Wyoming 82601

How and where are the notices of meeting posted for the public?
 They are listed on the Districts Website and any Special Meeting is advertised in the Casper Star Tribune

Where are the public meetings held?
 Districts office 4150 Salt Creek Highway, Casper, Wyoming 82601

PROPOSED BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$1,010,027	\$1,107,142	\$2,909,010	\$2,909,010
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$4,138,026	\$4,201,834	\$5,241,000	\$5,241,000
S-5	<i>Amount requested from County Commissioners</i>	\$178,992	\$192,106	\$275,000	\$275,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-7	Operating Revenues	\$864,124	\$880,469	\$1,323,000	\$1,323,000
S-8	Tax levy (From the County Treasurer)	\$178,992	\$192,106	\$275,000	\$275,000
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$22,328	\$56,677	\$47,000	\$47,000
S-13	Other Forecasted Revenue	\$0	\$0	\$620,000	\$620,000

S-14	Total Revenue	\$1,065,444	\$1,129,252	\$2,265,000	\$2,265,000
FY 7/1/19-6/30/20		Wardwell Water and Sewer District			

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-15	Capital Outlay	\$26,684	\$16,745	\$805,010	\$805,010
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$349,497	\$324,188	\$572,000	\$572,000
S-18	Operations	\$456,549	\$582,429	\$1,257,500	\$1,257,500
S-19	Indirect Costs	\$177,297	\$183,780	\$274,500	\$274,500
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$1,010,027	\$1,107,142	\$2,909,010	\$2,909,010

DEBT SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$3,072,582	\$3,072,582	\$2,976,000	\$2,976,000
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

End of Summary

Mark Pepper, Secretary/Treasurer
 Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 4/9/2019

DISTRICT ADDRESS: P.O. Box 728
Mills, Wyoming 82644

PREPARED BY: Gloria Brainard, District Manager

DISTRICT PHONE: 307-265-7034

Proposed Budget

Wardwell Water and Sewer District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2020 _____

PROPERTY TAXES AND ASSESSMENTS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$178,992	\$192,106	\$275,000	
R-1.2	Other County Support				

FORECASTED REVENUE

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	Total Government Support	\$0	\$0	\$0	
R-3	Operating Revenues				
R-3.1	Customer Charges	\$859,291	\$875,590	\$1,315,000	
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments	\$4,833	\$4,879	\$8,000	
R-3.4	Total Operating Revenues	\$864,124	\$880,469	\$1,323,000	
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies	\$0	\$0	\$0	
R-4.4	Total Grants	\$0	\$0	\$0	
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$2,192	\$6,428	\$7,000	
R-5.2	Other: Specify <u>Unanticipated</u>	\$20,136	\$50,249	\$40,000	
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$22,328	\$56,677	\$47,000	
R-5.5	Total Forecasted Revenue	\$886,452	\$937,146	\$1,370,000	
R-6	Other Forecasted Revenue				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	<u>Pending for Blair Lane Water Main Re</u>	\$0	\$0	\$620,000	
R-6.4	_____				
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$620,000	

Proposed Budget

Wardwell Water and Sewer District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property	\$7,263	\$5,582	\$50,000	
E-1.2	Vehicles	\$0	\$0	\$10	
E-1.3	Office Equipment	\$10,841	\$753	\$15,000	
E-1.4	Other (Specify)				
E-1.5	<u>201 & SIV to Casper</u>	\$8,498	\$10,404	\$85,000	
E-1.6	<u>Water Repl Proj & Easem</u>	\$0	\$0	\$650,000	
E-1.7	see additional details	\$82	\$6	\$5,000	
E-1.8	TOTAL CAPITAL OUTLAY	\$26,684	\$16,745	\$805,010	

ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	<u>Salary-All Employee</u>	\$212,977	\$218,430	\$300,000	
E-2.6					
E-2.7					
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	<u>Wages</u>	\$1,625	\$1,450	\$4,500	
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$22,045	\$34,839	\$75,000	
E-4.2	Accounting/Auditing	\$10,300	\$10,300	\$13,000	
E-4.3	Other (Specify)				
E-4.4	<u>Surety Bond Refunds</u>	\$42,568	\$12,640	\$50,000	
E-4.5	<u>Engineering</u>	\$37,752	\$25,257	\$75,000	
E-4.6	see additional details	\$696	\$482	\$3,000	
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$6,920	\$7,726	\$15,000	
E-5.2	Office equipment, rent & repair	\$5,998	\$5,218	\$15,000	
E-5.3	Education	\$1,484	\$1,240	\$5,000	
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Vehicle Maint. & Gasoline</u>	\$6,449	\$6,606	\$15,000	
E-5.7	<u>Elections</u>	\$683	\$0	\$1,500	
E-5.8					
E-6	TOTAL ADMINISTRATION	\$349,497	\$324,188	\$572,000	

Proposed Budget

OPERATIONS BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations				
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
E-8	Travel				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	_____				
E-8.4	_____				
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Maint. Of Tank & Booster	\$12,854	\$7,412	\$250,000	
E-9.2	Maint. Of Sewer Lift Stat	\$9,223	\$3,347	\$75,000	
E-9.3	_____				
E-9.4	_____				
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	_____				
E-10.2	_____				
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	Regional Water & City Se	\$328,474	\$343,045	\$570,000	
E-11.2	Regional Water Misc.	\$0	\$0	\$1,000	
E-11.3	Town of Mills-Sewer	\$21,647	\$18,921	\$30,000	
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Water Samples & Chemic	\$1,172	\$1,193	\$5,000	
E-12.2	Water & Sewer Line Insta	\$1,725	\$2,311	\$40,000	
E-12.3	Maint. Of Water & Sewer	\$33,257	\$40,377	\$160,000	
E-12.4	General Maint & Meter Ex	\$48,197	\$165,823	\$126,500	
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$456,549	\$582,429	\$1,257,500	

Proposed Budget

INDIRECT COSTS BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability		\$6,172	\$6,437	\$12,000	
E-14.2	Buildings and vehicles		\$12,129	\$12,670	\$25,000	
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>Surety Bonds</u>		\$250	\$1,119	\$2,500	
E-14.6						
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$16,417	\$16,820	\$27,000	
E-15.2	Workers Compensation		\$1,966	\$2,664	\$5,000	
E-15.3	Unemployment Taxes		\$2,833	\$4,555	\$10,000	
E-15.4	Retirement		\$22,622	\$23,666	\$35,000	
E-15.5	Health Insurance		\$105,987	\$106,620	\$140,000	
E-15.6	Other (Specify)					
E-15.7	<u>Utilities-Phone, Gas, Electr</u>		\$8,921	\$9,229	\$18,000	
E-15.8						
E-15.9						
E-17	TOTAL INDIRECT COSTS		\$177,297	\$183,780	\$274,500	

DEBT SERVICE BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
D-1	Debt Service					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
D-2	TOTAL DEBT SERVICE		\$0	\$0	\$0	

Proposed Budget

Wardwell Water and Sewer District
 NAME OF DISTRICT/BOARD

FYE 6/30/2020

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$70,735	\$70,735	\$76,000	
C-1.2	Savings and Investments Account Balance	\$3,001,847	\$3,001,847	\$2,900,000	
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$0	\$0	\$0	
C-1.6	Total Estimated Cash and Investments on Hand	\$3,072,582	\$3,072,582	\$2,976,000	
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$0	\$0	\$0	
C-2.3	Total Deductions (a+b)	\$0	\$0	\$0	
C-2.4	Estimated Non-Restricted Funds Available	\$3,072,582	\$3,072,582	\$2,976,000	

SINKING & DEBT SERVICE FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	Date of Reserve Approval in Minutes: _____				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes: _____				
C-3.5	SUB-TOTAL	\$0	\$0	\$0	
C-3.6	Identify the amount and project to be spent				
C-3.7	a. _____				
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	Date of Reserve Approval in Minutes: _____				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	
C-3.12	Balance to be retained	\$0	\$0	\$0	

RESERVES

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve				
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	SUB-TOTAL	\$0	\$0	\$0	
C-4.6	Identify the amount and project to be spent				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	Date of Reserve Approval in Minutes: _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	
C-4.12	Balance to be retained	\$0	\$0	\$0	

BOND FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-5	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	Date of Reserve Approval in Minutes: _____				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes: _____				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	
C-5.6	Identify the amount and project to be spent				
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	

