

Proposed Budget

Wardwell Water and Sewer District	
Budget Hearing Information	
PO Box 728	Location: 4150 Salt Creek Highway
Mills, Wyoming 82644	Date: 7/7/2020
307-265-7034	Time: 6:15 PM
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 process of getting funding in the form of a loan to replace an aging water main located on Blair Lane. The District has applied to the USA Rural Development to secure funding, but was redirected to another source to get funding. The District is required to have money set aside per the Agreement with the WWDC Grant for repairs to the water tank and booster station.</p>		

S-B	RESERVE DESCRIPTION
N/A	

S-C		Does the district have regular office hours exceeding 20 hours per week?
Names of Board Members	Date of End of Term	<input type="checkbox"/> Yes
Larry Keffer, President	4/1/22	<p>If Yes, enter</p> Address of office: 4150 Salt Creek Highway City, State, Zip: Casper, Wyoming 82601 Phone Number: 307-265-7034 Hours Open: 8 am to 12 noon & 1 pm to 5 pm Monday thru Friday
Larry Forsberg, Vice President	4/1/24	
Mark Pepper, Sec/Treasurer	4/1/22	
David Levandowski, Director	4/1/22	
James Bogart, Director	4/1/24	

Where are the minutes of your board meeting available for public review?
 District website @wardwellwater.myruralwater.com and at the office located at 4150 Salt Creek Highway Casper, Wy 82601

How and where are the notices of meeting posted for the public?
 District Website and Special Meetings are advertised in the Casper Star Tribune

Where are the public meetings held?
 District Office at 4150 Salt Creek Highway Casper, Wyoming 82601

PROPOSED BUDGET SUMMARY

OVERVIEW		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$1,469,177	\$1,066,120	\$3,464,510	\$3,464,510
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	\$4,435,961	\$4,270,288	\$5,908,964	\$5,908,964
S-5	<i>Amount requested from County Commissioners</i>	\$276,912	\$188,327	\$275,000	\$275,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-7	Operating Revenues	\$1,017,460	\$955,259	\$1,388,000	\$1,388,000
S-8	Tax levy (From the County Treasurer)	\$276,912	\$188,327	\$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	\$61,646	\$46,759	\$47,000	\$47,000
S-13	Other Forecasted Revenue	\$0	\$0	\$1,050,000	\$1,050,000

S-14	Total Revenue	\$1,356,018	\$1,190,345	\$2,760,000	\$2,760,000
FY 7/1/20-6/30/21		Wardwell Water and Sewer District			

EXPENDITURE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-15	Capital Outlay	\$34,989	\$121,627	\$1,245,010	\$1,245,010
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$432,079	\$286,109	\$742,000	\$742,000
S-18	Operations	\$786,603	\$491,842	\$1,170,500	\$1,170,500
S-19	Indirect Costs	\$215,506	\$166,542	\$307,000	\$307,000
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$1,469,177	\$1,066,120	\$3,464,510	\$3,464,510

DEBT SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$3,079,943	\$3,079,943	\$3,148,964	\$3,148,964
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$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

Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District _____

DISTRICT ADDRESS: PO 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 6/30/2021 _____

PROPERTY TAXES AND ASSESSMENTS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$276,912	\$188,327	\$275,000	\$275,000
R-1.2	Other County Support				

FORECASTED REVENUE

		2018-2019 Actual	2019-2020 Estimated	2020-2021 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	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges	\$1,012,580	\$950,283	\$1,380,000	\$1,380,000
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments	\$4,880	\$4,976	\$8,000	\$8,000
R-3.4	Total Operating Revenues	\$1,017,460	\$955,259	\$1,388,000	\$1,388,000
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$0	\$0	\$0	\$0
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$8,691	\$6,120	\$7,000	\$7,000
R-5.2	Other: Specify <u>Unanticipated</u>	\$52,955	\$40,639	\$40,000	\$40,000
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$61,646	\$46,759	\$47,000	\$47,000
R-5.5	Total Forecasted Revenue	\$1,079,106	\$1,002,018	\$1,435,000	\$1,435,000
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>Blair Ln-Rd Imprmt Maint</u>	\$0	\$0	\$150,000	\$150,000
R-6.4	<u>Pending for Blair Ln Water main replac</u>	\$0	\$0	\$900,000	\$900,000
R-6.5					
R-6.6	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$1,050,000	\$1,050,000

Proposed Budget

Wardwell Water and Sewer District

FYE 6/30/2021

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property	\$9,507	\$33,640	\$55,000	\$55,000
E-1.2	Vehicles	\$0	\$0	\$10	\$10
E-1.3	Office Equipment	\$5,350	\$702	\$15,000	\$15,000
E-1.4	Other (Specify)				
E-1.5	<u>201 & SIV to Casper</u>	\$19,749	\$49,507	\$90,000	\$90,000
E-1.6	<u>water proj, easements & l</u>	\$0	\$37,681	\$1,080,000	\$1,080,000
E-1.7	see additional details	\$383	\$97	\$5,000	\$5,000
E-1.8	TOTAL CAPITAL OUTLAY	\$34,989	\$121,627	\$1,245,010	\$1,245,010

ADMINISTRATION BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 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 Employees</u>	\$262,033	\$206,223	\$320,000	\$320,000
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>Salary</u>	\$1,900	\$1,625	\$4,500	\$4,500
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$37,622	\$16,252	\$100,000	\$100,000
E-4.2	Accounting/Auditing	\$10,300	\$10,550	\$13,000	\$13,000
E-4.3	Other (Specify)				
E-4.4	<u>Surety Bond Refunds</u>	\$12,640	\$0	\$50,000	\$50,000
E-4.5	<u>Engineering</u>	\$77,376	\$24,414	\$200,000	\$200,000
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$14,881	\$10,223	\$18,000	\$18,000
E-5.2	Office equipment, rent & repair	\$6,559	\$7,586	\$15,000	\$15,000
E-5.3	Education	\$1,240	\$1,245	\$5,000	\$5,000
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Vehicle Maint & Gasoline</u>	\$7,528	\$7,401	\$15,000	\$15,000
E-5.7	<u>Election Expenses</u>	\$0	\$590	\$1,500	\$1,500
E-5.8					
E-6	TOTAL ADMINISTRATION	\$432,079	\$286,109	\$742,000	\$742,000

Proposed Budget

OPERATIONS BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 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	\$161,275	\$42,140	\$150,000	\$150,000
E-9.2	Maint of Sewer Lift Station	\$4,011	\$8,207	\$75,000	\$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 Tmt	\$388,112	\$346,447	\$625,000	\$625,000
E-11.2	Regional Water Misc.	\$0	\$0	\$1,000	\$1,000
E-11.3	Town of Mills-Sewer Tmt	\$22,588	\$18,099	\$30,000	\$30,000
E-11.4	_____				
E-11.5	see additional details	\$492	\$754	\$3,000	\$3,000
E-12	Other operations (Specify)				
E-12.1	Water Samples & Chemic	\$1,638	\$856	\$5,000	\$5,000
E-12.2	Water&Sewer Line Install	\$2,173	\$8,619	\$40,000	\$40,000
E-12.3	Maint of Water&Sewer M:	\$40,439	\$61,237	\$165,000	\$165,000
E-12.4	Gen Maint.&Meter Expen:	\$165,875	\$5,483	\$76,500	\$76,500
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$786,603	\$491,842	\$1,170,500	\$1,170,500

Proposed Budget

Wardwell Water and Sewer District

FYE 6/30/2021

INDIRECT COSTS BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability		\$6,437	\$0	\$12,000	\$12,000
E-14.2	Buildings and vehicles		\$12,670	\$13,626	\$25,000	\$25,000
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>Surety Bonds</u>		\$1,119	\$1,169	\$2,500	\$2,500
E-14.6						
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$20,191	\$15,860	\$30,000	\$30,000
E-15.2	Workers Compensation		\$2,665	\$2,225	\$6,000	\$6,000
E-15.3	Unemployment Taxes		\$4,556	\$2,242	\$10,000	\$10,000
E-15.4	Retirement		\$28,436	\$22,833	\$38,000	\$38,000
E-15.5	Health Insurance		\$128,405	\$100,250	\$165,000	\$165,000
E-15.6	Other (Specify)					
E-15.7	<u>Utilities-Phone, Gas, Elect</u>		\$11,027	\$8,337	\$18,500	\$18,500
E-15.8						
E-15.9						
E-17	TOTAL INDIRECT COSTS		\$215,506	\$166,542	\$307,000	\$307,000

DEBT SERVICE BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 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	\$0

Proposed Budget

Wardwell Water and Sewer District
 NAME OF DISTRICT/BOARD

FYE 6/30/2021

GENERAL FUNDS

	2018-2019 Actual	2019-2020 Estimated	Beginning	Pending Approval
			2020-2021 Proposed	
C-1 Balances at Beginning of Fiscal Year				
C-1.1 General Fund Checking Account Balance	\$94,467	\$94,467	\$95,642	\$95,642
C-1.2 Savings and Investments Account Balance	\$2,985,476	\$2,985,476	\$3,053,322	\$3,053,322
C-1.3 General Fund CD Balance		\$0		
C-1.4 All Other Funds		\$0		
C-1.5 Reserves (From Below)	\$0	\$0	\$0	\$0
C-1.6 Total Estimated Cash and Investments on Hand	\$3,079,943	\$3,079,943	\$3,148,964	\$3,148,964
C-2 General Fund Reductions:				
C-2.1 a. Unpaid bills at FYE				
C-2.2 b. Reserves	\$0	\$0	\$0	\$0
C-2.3 Total Deductions (a+b)	\$0	\$0	\$0	\$0
C-2.4 Estimated Non-Restricted Funds Available	\$3,079,943	\$3,079,943	\$3,148,964	\$3,148,964

SINKING & DEBT SERVICE FUNDS

	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
C-3				
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	\$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	\$0
C-3.12 Balance to be retained	\$0	\$0	\$0	\$0

RESERVES

	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
C-4				
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	\$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	\$0
C-4.12 Balance to be retained	\$0	\$0	\$0	\$0

BOND FUNDS

	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
C-5				
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	\$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	\$0
C-5.9 TOTAL TO BE SPENT	\$0	\$0	\$0	\$0

