

Broken Wheel Ranch ISD Public Meeting Agenda  
June 27, 2024, 6:30 pm  
Don Wooden Civic Center, Alpine, WY 83128

1. Call to Order
2. ISD Members Present
3. Approval of June 29, 2023, Meeting Minutes
4. Treasurer's Report
5. Discussion of proposed fiscal year 2025 tax assessment:
  - a. Resolution No. 2024-1 (to be finalized and signed within 24 hours)
6. Discussion of proposed fiscal year 2025 budget:
  - a. Resolution No. 2024-2 (to be finalized and signed within 24 hours)
8. Update on well project
9. Information on elections
10. Approval of Adjournment

# MINUTES OF BROKEN WHEEL RANCH ISD PUBLIC MEETING

June 27, 2024, 6:30pm  
Don Wooden Civic Center  
Alpine, WY 83128

Members Present: Peggy Gwin, Robert Austin, Dorrene BrownButterfield, Ada Austin, Sam Gwin, Judy Kwong, Peter Kwong, Dawn Manfredi, Jim Ciaravella, Sherri Stoddard, Elizabeth Weigel, Ann Turtur

Board Members Present: Peggy Gwin, Robert Austin, Dorrene BrownButterfield

Call to Order: Meeting was called to order by Peggy Gwin at 6:35pm.

Minutes: The minutes of the June 29, 2023, public meeting were reviewed, approved unanimously, and signed.

## Treasurer's Report:

See attached.

Proposed 2025 Budget has been completed and sent to appropriate parties..

The treasurer's report was approved unanimously.

## Resolutions:

Resolution No. 2024-1 (reestablishing the \$450 per lot tax assessment, per state statute requirements, for FY25) was discussed.

Resolution No. 2024-1 was approved unanimously.

Resolution No. 2024-2 (setting the Proposed FY25 budget) was discussed.

Resolution No. 2024-2 was approved unanimously.

## Well Progress Update::

Kevin Martin from Sunrise Engineering gave a quick update on the project. The well has been drilled to a depth of 600 feet; the pump test was successfully completed; water samples were sent to labs in Casper, WY, and Billings, MT, for testing and we are awaiting those results. We will bid out the pump house, storage tank, and water meter portion of the project this summer, and plan to have a contractor for that portion signed on in October. The distribution line portion of the project will likely be bid out in the fall. Actual construction of both parts of the project will happen in the spring/summer of 2025, with a projected completion date of the end of September 2025. Our funding is all still in place and we will be asking the WWDO to extend our deadline to December 2025 (it is currently July 2025).

## Election Information:

All 3 board positions are open and we will have a mail-in election in early January 2025; information on the election and on how to run will be posted on the website and you will get emails about it as the deadlines approach (later this fall/winter). Please consider running for a board position.

Approval of Adjournment: All parties approved adjournment at 7:13pm.

*Respectfully Submitted by Dorrene BrownButterfield, Secretary*

Approval of Minutes:

\_\_\_\_\_  
Peggy Gwin, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Austin, Treasurer

\_\_\_\_\_  
Date

DRAFT

# Balance Sheet

## Broken Wheel Ranch ISD

As of March 31, 2024

MAR 31, 2024

### Assets

#### Current Assets

##### Cash and Cash Equivalents

BWR ISD	63,454.63
Loan Account	12,040.86
<b>Total Cash and Cash Equivalents</b>	<b>75,495.49</b>

Accounts Receivable	(898.84)
<b>Total Current Assets</b>	<b>74,596.65</b>

#### Fixed Assets

Accumulated Depreciation	(20,000.00)
Land	79,662.37
Pump & Equipment	5,000.00
Well	15,000.00
<b>Total Fixed Assets</b>	<b>79,662.37</b>

<b>Total Assets</b>	<b>154,259.02</b>
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### Liabilities and Equity

#### Liabilities

##### Current Liabilities

Accounts Payable	205.79
Accrued Interest	4,299.81
Broken Wheel Loan	(2,306.87)
BWR HOA	1,932.19
First National Bank of Omaha	14.20
<b>Total Current Liabilities</b>	<b>4,145.12</b>

##### Long Term Liabilities

DWSRF Loan	50,897.58
<b>Total Long Term Liabilities</b>	<b>50,897.58</b>

<b>Total Liabilities</b>	<b>55,042.70</b>
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#### Equity

Current Year Earnings	11,725.46
Retained Earnings	87,490.86
<b>Total Equity</b>	<b>99,216.32</b>

<b>Total Liabilities and Equity</b>	<b>154,259.02</b>
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## Income Statement (Profit and Loss)

Broken Wheel Ranch ISD  
For the 10 months ended April 30, 2024

Jul 2023-Apr 2024

	Jul 2023-Apr 2024
<b>Income</b>	
Interest	14.97
Water Service Revenue	10,450.00
<b>Total Income</b>	<b>10,464.97</b>
<b>Gross Profit</b>	<b>10,464.97</b>
<b>Operating Expenses</b>	
Engineering and Consulting Fees	2,996.55
Legal and Professional Fees	5,871.20
Office Expenses	407.13
One Call Wyoming	27.25
Uncategorized Expenses	50.00
Utilities	243.24
Water Testing	323.00
Well Master	1,253.01
<b>Total Operating Expenses</b>	<b>11,171.38</b>
<b>Operating Income</b>	<b>(706.41)</b>
<b>Other Income / (Expense)</b>	
Lincoln County Treasurer:Property Taxes	10,133.51
USDA-RD Grant	2,997.00
<b>Total Other Income / (Expense)</b>	<b>13,130.51</b>
<b>Net Income</b>	<b>12,424.10</b>

**RESOLUTION NO. 2024-1**

**A RESOLUTION BY THE BOARD OF DIRECTORS OF THE BROKEN WHEEL RANCH IMPROVEMENT SERVICE DISTRICT OF INTENT TO PROVIDE FOR SPECIAL ASSESSMENT**

WHEREAS, the Board of Directors of the Broken Wheel Ranch Improvement Service District, pursuant to Wyoming Statutes §§18-12-116 and 18-12-117, conducted a public hearing on June 27, 2024, 6:30 pm, at the Don Wooden Civic Center, Alpine, WY, for the purpose of presenting this Resolution and hearing any public comments and/or objections to the FY25 special assessment.

NOW THEREFORE the Board of Directors of the Broken Wheel Ranch Improvement Service District, pursuant to Wyoming Statutes §18-12-116 and §18-12-117, hereby announces its intention to provide for a special assessment as follows:

- 1) The nature of the improvement proposed:
  - a. Improvements are needed to the culinary water system as described in the 2016 WWDC Level I Study (Study) completed by Sunrise Engineering, Inc. Since the completion of the Study, the water system has experienced shortages in water supply resulting in immediate need to drill a new water well source, as well address the deficiencies identified in the Study.
- 2) The extent of the district to be improved:
  - a. The proposed improvements will be of a benefit to the entire ISD.
- 3) The probable cost of the improvement is:
  - a. It is estimated that the total cost of the Project will be ONE MILLION AND FOUR HUNDRED SIXTY-FIVE THOUSAND DOLLARS (\$1,465,000).
  - b. Funding from the following sources has been obtained:
    - i. Wyoming Water Development Commission - \$528,563 Grant
    - ii. Department of Agriculture, Rural Development - \$100,000 Grant
    - iii. State Revolving Fund - \$45,051.59 Grant, \$341,385.41 Loan (30 year loan at 2.5%)
    - iv. ARPA - \$450,000 Grant
- 4) The probable cost per unit of measurement as shown by the estimates of the qualified engineer:
  - a. The District is responsible for an estimated annual repayment of \$16,310.57, resulting in an annual assessment of \$450.00 per lot.

  
\_\_\_\_\_  
Robert Austin, Treasurer

Attest:

  
\_\_\_\_\_  
Peggy Gwin, President

**RESOLUTION NO. 2024-2**

**A RESOLUTION BY THE BOARD OF DIRECTORS OF THE BROKEN WHEEL  
RANCH IMPROVEMENT SERVICE DISTRICT OF INTENT TO SET THE  
BUDGET FOR FISCAL YEAR 2025**

WHEREAS, the Board of Directors of the Broken Wheel Ranch Improvement Service District conducted a public hearing on June 27, 2024, 6:30 pm, at the Don Wooden Civic Center, Alpine, WY, for the purpose of presenting this Resolution and hearing any public comments and/or objections to the proposed FY25 budget.

NOW THEREFORE the Board of Directors of the Broken Wheel Ranch Improvement Service District hereby announces its intention to:

- 1) Approve the proposed budget for FY25 (see attached).

  
Dorrene Brown Butterfield, Secretary

Attest:

  
Peggy Gwin, President

## Proposed Budget

## Broken Wheel Ranch Improvement & Service District

Budget Hearing Information	
PO Box 3573	<b>Location:</b> Donn Wooden Civic Center
Alpine, WY	<b>Date:</b> June 13, 2024
307-883-1781	<b>Time:</b> 7:00 PM
Lincoln County	<b>Budget Prepared by:</b> Robert Austin

**S-A BUDGET MESSAGE** W.S. 16-12-403 (c)

The District was formed to secure an additional source of water since the current well will not meet high demand needs and will not support future growth of the District. Due to the geological characteristics of the District, we have been forced to seek a well outside the boundaries of the District. As this Budget is being filed, we have finally begun drilling a test well and should this prove to meet our needs, we will move forward on adding additional storage and a Water Distribution System.

**S-B RESERVE DESCRIPTION**

The \$12,000.00 in Sinking Debt & Reserve Funds are for the initial payment to the DWSRF Loan upon completion of the project.

**S-C**

Names of Board Members	Date of End of Term	
Peggy Gwin	1/17/25	Does the district have regular office hours exceeding 20 hours per week? <span style="border: 1px solid black; padding: 2px 5px;"><b>No</b></span>
Dorrenne Buterfiled	1/17/25	
Robert Austin	1/17/25	

W.S.16-12-303(c) requires special districts with office hours less than 20 per week to maintain copies of records at the county clerks office. Record format specified by county clerk.

Where are the minutes of your board meeting available for public review?

How and where are the notices of meeting posted for the public?

Where are the public meetings held?



## PROPOSED BUDGET SUMMARY

OVERVIEW		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$30,086	\$87,396	\$490,410	\$490,410
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$195,405	\$1,368,408	\$1,435,733	\$1,435,733
S-5	<i>Amount requested from County Commissioners</i>	\$15,335	\$17,000	\$18,000	\$18,000
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>
	<b>Projected Surplus:</b>			<b>\$945,323</b>	<b>\$945,323</b>

REVENUE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$12,412	\$10,500	\$12,600	\$12,600
S-8	<b>Tax levy (From the County Treasurer)</b>	\$15,335	\$17,000	\$18,000	\$18,000
S-9	<b>Government Support</b>	\$0	\$0	\$0	\$0
S-10	<b>Grants</b>	\$73,709	\$936,754	\$985,022	\$985,022
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$25,219	\$335,424	\$355,111	\$355,111
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0
S-14	<b>Total Revenue</b>	\$126,675	\$1,299,678	\$1,370,733	\$1,370,733

FY 7/1/24-6/30/25 FY 7/1/24-6/30/25

EXPENDITURE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$0	\$0	\$0	\$0
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$3,796	\$4,500	\$9,500	\$9,500
S-18	<b>Operations</b>	\$26,290	\$82,896	\$480,910	\$480,910
S-19	<b>Indirect Costs</b>	\$0	\$0	\$0	\$0
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$30,086	\$87,396	\$490,410	\$490,410

DEBT SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$68,730	\$68,730	\$65,000	\$65,000
<b>Summary of Reserve Funds</b>					
S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Sinking and Debt Service Funds	\$12,000	\$12,000	\$12,000	\$12,000
S-25	b. Reserves	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$12,000	\$12,000	\$12,000	\$12,000
S-27	<b>Amount to be added</b>				
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
	<b>Total to be added (a+b+c)</b>	\$0	\$0	\$0	\$0
S-31	<b>Subtotal</b>	\$12,000	\$12,000	\$12,000	\$12,000
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$12,000	\$12,000	\$12,000	\$12,000

*End of Summary*

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

Date adopted by Special District \_\_\_\_\_

**DISTRICT ADDRESS:** PO Box 3573  
 Alpine, WY

**PREPARED BY:** Robert Austin

**DISTRICT PHONE:** 307-883-1781

# Proposed Budget

FY 7/1/24-6/30/25

FYE 6/30/2025

NAME OF DISTRICT/BOARD \_\_\_\_\_

## PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 <b>Tax Levy (From the County Treasurer)</b>	4001	\$15,335	\$17,000	\$18,000	\$18,000
R-1.2 Other County Support (see note on the right)	4005				

## FORECASTED REVENUE

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>R-2 Revenues from Other Governments</b>					
R-2.1 State Aid	4211				
R-2.2 Additional County Aid (non-treasurer)	4237				
R-2.3 City (or Town) Aid	4237				
R-2.4 Other (Specify)	4237				
R-2.5 <b>Total Government Support</b>		\$0	\$0	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$12,412	\$10,500	\$12,600	\$12,600
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 <b>Total Operating Revenues</b>		\$12,412	\$10,500	\$12,600	\$12,600
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201	\$8,269	\$34,532	\$34,532	\$34,532
R-4.2 Federal Grants thru State Agencies	4201	\$15,500	\$384,500	\$434,400	\$434,400
R-4.3 Grants from State Agencies	4211	\$49,940	\$517,722	\$516,090	\$516,090
R-4.4 <b>Total Grants</b>		\$73,709	\$936,754	\$985,022	\$985,022
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501				
R-5.2 Other: Specify <u>DWSRF Loan</u>	4500	\$25,219	\$335,424	\$355,111	\$355,111
R-5.3 Other: Additional _____					
R-5.4 <b>Total Miscellaneous</b>		\$25,219	\$335,424	\$355,111	\$355,111
R-5.5 <b>Total Forecasted Revenue</b>		\$111,340	\$1,282,678	\$1,352,733	\$1,352,733
<b>R-6 Other Forecasted Revenue</b>					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 <b>Total Other Forecasted Revenue (a+b)</b>		\$0	\$0	\$0	\$0

# Proposed Budget

FY 7/1/24-6/30/25

FYE 6/30/2025

NAME OF DISTRICT/BOARD \_\_\_\_\_

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-1 Capital Outlay</b>					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210				
E-1.3 Office Equipment	6211				
E-1.4 Other (Specify)					
E-1.5 _____	6200				
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$0	\$0	\$0	\$0

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	7002				
E-2.2 Secretary	7003				
E-2.3 Clerical	7004				
E-2.4 Other (Specify)					
E-2.5 _____	7005				
E-2.6 _____	7005				
E-2.7 _____					
<b>E-3 Board Expenses</b>					
E-3.1 Travel	7011				
E-3.2 Mileage	7012				
E-3.3 Other (Specify)					
E-3.4 _____	7013				
E-3.5 _____	7013				
E-3.6 _____					
<b>E-4 Contractual Services</b>					
E-4.1 Legal	7021	\$2,401	\$3,000	\$6,000	\$6,000
E-4.2 Accounting/Auditing	7022		\$1,500	\$1,500	\$1,500
E-4.3 Other (Specify)					
E-4.4 _____	7023				
E-4.5 _____	7023				
E-4.6 _____					
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031	\$1,395		\$2,000	\$2,000
E-5.2 Office equipment, rent & repair	7032				
E-5.3 Education	7033				
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 _____	7035				
E-5.7 _____	7035				
E-5.8 _____					
E-6 <b>TOTAL ADMINISTRATION</b>		\$3,796	\$4,500	\$9,500	\$9,500

# Proposed Budget

FY 7/1/24-6/30/25

FYE 6/30/2025

**OPERATIONS BUDGET**

		DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages--Operations	7202				
E-7.2	Service Contracts	7203				
E-7.3	Other (Specify)					
E-7.4	_____	7204				
E-7.5	_____	7204				
E-7.6	_____					
<b>E-8</b>	<b>Travel</b>					
E-8.1	Mileage	7211				
E-8.2	Other (Specify)					
E-8.3	_____	7212				
E-8.4	_____	7212				
E-8.5	_____					
<b>E-9</b>	<b>Operating supplies (List)</b>					
E-9.1	_____	7220				
E-9.2	_____	7220				
E-9.3	_____	7220				
E-9.4	_____	7220				
E-9.5	_____					
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1	_____	7230				
E-10.2	_____	7230				
E-10.3	_____	7230				
E-10.4	_____	7230				
E-10.5	_____					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	Sunrise Engineering	7400	\$22,919	\$40,000	\$40,000	\$40,000
E-11.2	Atnip Well & Pump Services	7400		\$39,396	\$137,910	\$137,910
E-11.3	Water Improvement-Phase 1	7400			\$300,000	\$300,000
E-11.4	_____	7400				
E-11.5	_____					
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	Well Master	7450	\$3,304	\$1,500	\$2,000	\$2,000
E-12.2	SVI Media	7450	\$67	\$2,000	\$1,000	\$1,000
E-12.3	_____	7450				
E-12.4	_____	7450				
E-12.5	_____					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		\$26,290	\$82,896	\$480,910	\$480,910

# Proposed Budget

FY 7/1/24-6/30/25

FYE 6/30/2025

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502				
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 _____	7505				
E-14.6 _____	7505				
E-14.7 _____					
<b>E-15 Indirect payroll costs:</b>					
E-15.1 FICA (Social Security) taxes	7511				
E-15.2 Workers Compensation	7512				
E-15.3 Unemployment Taxes	7513				
E-15.4 Retirement	7514				
E-15.5 Health Insurance	7515				
E-15.6 Other (Specify)					
E-15.7 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
<b>E-17 TOTAL INDIRECT COSTS</b>		\$0	\$0	\$0	\$0

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>D-1 Debt Service</b>					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
<b>D-2 TOTAL DEBT SERVICE</b>		\$0	\$0	\$0	\$0

# Proposed Budget

FY 7/1/24-6/30/25

FYE 6/30/2025

NAME OF DISTRICT/BOARD \_\_\_\_\_

## GENERAL FUNDS

		End of Year	Beginning	Beginning		
		2022-2023	2023-2024	2024-2025	Pending	
		Actual	Estimated	Proposed	Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$68,730	\$68,730	\$65,000	\$65,000
C-1.2	Savings and Investments	1040		\$0		
C-1.3	General Fund CD Balance	1050		\$0		
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$12,000	\$12,000	\$12,000	\$12,000
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		\$80,730	\$80,730	\$77,000	\$77,000

C-2	General Fund Reductions:	2010				
C-2.1	a. Unpaid bills at FYE					
C-2.2	b. Reserves		\$12,000	\$12,000	\$12,000	\$12,000
C-2.3	<b>Total Deductions (a+b)</b>		\$12,000	\$12,000	\$12,000	\$12,000
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		\$68,730	\$68,730	\$65,000	\$65,000

DOA Chart of Accounts
1070

## SINKING & DEBT SERVICE FUNDS

		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
C-3	Beginning Balance in Reserve Account (end of previous year)	\$12,000	\$12,000	\$12,000	\$12,000
C-3.2	Date of Reserve Approval in Minutes: <u>29-Jun-23</u>				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes:				
C-3.5	<b>SUB-TOTAL</b>	\$12,000	\$12,000	\$12,000	\$12,000
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	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$12,000	\$12,000	\$12,000	\$12,000

RESERVES	1090
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		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
C-4	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	<b>SUB-TOTAL</b>	\$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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$0	\$0	\$0	\$0

BOND FUNDS	1060
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		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
C-5	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	<b>SUB-TOTAL</b>	\$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	<b>TOTAL TO BE SPENT</b>	\$0	\$0	\$0	\$0



## Proposed Budget

## Broken Wheel Ranch Improvement & Service District

Budget Hearing Information	
PO Box 3573	<b>Location:</b> Donn Wooden Civic Center
Alpine, WY	<b>Date:</b> June 13, 2024
307-883-1781	<b>Time:</b> 7:00 PM
Lincoln County	<b>Budget Prepared by:</b> Robert Austin

**S-A BUDGET MESSAGE** W.S. 16-12-403 (c)

The District was formed to secure an additional source of water since the current well will not meet high demand needs and will not support future growth of the District. Due to the geological characteristics of the District, we have been forced to seek a well outside the boundaries of the District. As this Budget is being filed, we have finally begun drilling a test well and should this prove to meet our needs, we will move forward on adding additional storage and a Water Distribution System.

**S-B RESERVE DESCRIPTION**

The \$12,000.00 in Sinking Debt & Reserve Funds are for the initial payment to the DWSRF Loan upon completion of the project.

**S-C**

Names of Board Members	Date of End of Term	
Peggy Gwin	1/17/25	Does the district have regular office hours exceeding 20 hours per week? <span style="border: 1px solid black; padding: 2px 5px;"><b>No</b></span>
Dorrenne Buterfiled	1/17/25	
Robert Austin	1/17/25	

W.S.16-12-303(c) requires special districts with office hours less than 20 per week to maintain copies of records at the county clerks office. Record format specified by county clerk.

Where are the minutes of your board meeting available for public review?

How and where are the notices of meeting posted for the public?

Where are the public meetings held?



## PROPOSED BUDGET SUMMARY

OVERVIEW		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$30,086	\$87,396	\$490,410	\$490,410
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$195,405	\$1,368,408	\$1,435,733	\$1,435,733
S-5	<i>Amount requested from County Commissioners</i>	\$15,335	\$17,000	\$18,000	\$18,000
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>
	<b>Projected Surplus:</b>			<b>\$945,323</b>	<b>\$945,323</b>

REVENUE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$12,412	\$10,500	\$12,600	\$12,600
S-8	<b>Tax levy (From the County Treasurer)</b>	\$15,335	\$17,000	\$18,000	\$18,000
S-9	<b>Government Support</b>	\$0	\$0	\$0	\$0
S-10	<b>Grants</b>	\$73,709	\$936,754	\$985,022	\$985,022
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$25,219	\$335,424	\$355,111	\$355,111
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0
S-14	<b>Total Revenue</b>	\$126,675	\$1,299,678	\$1,370,733	\$1,370,733

FY 7/1/24-6/30/25

FY 7/1/24-6/30/25

EXPENDITURE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$0	\$0	\$0	\$0
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$3,796	\$4,500	\$9,500	\$9,500
S-18	<b>Operations</b>	\$26,290	\$82,896	\$480,910	\$480,910
S-19	<b>Indirect Costs</b>	\$0	\$0	\$0	\$0
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$30,086	\$87,396	\$490,410	\$490,410

DEBT SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$68,730	\$68,730	\$65,000	\$65,000
<b>Summary of Reserve Funds</b>					
S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Sinking and Debt Service Funds	\$12,000	\$12,000	\$12,000	\$12,000
S-25	b. Reserves	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$12,000	\$12,000	\$12,000	\$12,000
S-27	<b>Amount to be added</b>				
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
	<b>Total to be added (a+b+c)</b>	\$0	\$0	\$0	\$0
S-31	<b>Subtotal</b>	\$12,000	\$12,000	\$12,000	\$12,000
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$12,000	\$12,000	\$12,000	\$12,000

*End of Summary*

Robert Austin \_\_\_\_\_  
*Budget Officer / District Official (if not same as "Submitted by")*

Date adopted by Special District \_\_\_\_\_

**DISTRICT ADDRESS:** PO Box 3573 \_\_\_\_\_  
 Alpine, WY \_\_\_\_\_

**PREPARED BY:** Robert Austin \_\_\_\_\_

**DISTRICT PHONE:** 307-883-1781 \_\_\_\_\_

# Proposed Budget

FY 7/1/24-6/30/25

FYE 6/30/2025

NAME OF DISTRICT/BOARD \_\_\_\_\_

## PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 <b>Tax Levy (From the County Treasurer)</b>	4001	\$15,335	\$17,000	\$18,000	\$18,000
R-1.2 Other County Support (see note on the right)	4005				

## FORECASTED REVENUE

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>R-2 Revenues from Other Governments</b>					
R-2.1 State Aid	4211				
R-2.2 Additional County Aid (non-treasurer)	4237				
R-2.3 City (or Town) Aid	4237				
R-2.4 Other (Specify)	4237				
R-2.5 <b>Total Government Support</b>		\$0	\$0	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$12,412	\$10,500	\$12,600	\$12,600
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 <b>Total Operating Revenues</b>		\$12,412	\$10,500	\$12,600	\$12,600
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201	\$8,269	\$34,532	\$34,532	\$34,532
R-4.2 Federal Grants thru State Agencies	4201	\$15,500	\$384,500	\$434,400	\$434,400
R-4.3 Grants from State Agencies	4211	\$49,940	\$517,722	\$516,090	\$516,090
R-4.4 <b>Total Grants</b>		\$73,709	\$936,754	\$985,022	\$985,022
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501				
R-5.2 Other: Specify <u>DWSRF Loan</u>	4500	\$25,219	\$335,424	\$355,111	\$355,111
R-5.3 Other: Additional _____					
R-5.4 <b>Total Miscellaneous</b>		\$25,219	\$335,424	\$355,111	\$355,111
R-5.5 <b>Total Forecasted Revenue</b>		\$111,340	\$1,282,678	\$1,352,733	\$1,352,733
<b>R-6 Other Forecasted Revenue</b>					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 <b>Total Other Forecasted Revenue (a+b)</b>		\$0	\$0	\$0	\$0

# Proposed Budget

FY 7/1/24-6/30/25

FYE 6/30/2025

NAME OF DISTRICT/BOARD \_\_\_\_\_

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7	_____				
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	\$0	\$0	\$0	\$0

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	_____				
E-2.6	_____				
E-2.7	_____				
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6	_____				
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$2,401	\$3,000	\$6,000	\$6,000
E-4.2	Accounting/Auditing		\$1,500	\$1,500	\$1,500
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6	_____				
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$1,395		\$2,000	\$2,000
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	_____				
E-5.7	_____				
E-5.8	_____				
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$3,796	\$4,500	\$9,500	\$9,500

# Proposed Budget

FY 7/1/24-6/30/25

FYE 6/30/2025

## OPERATIONS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	7202			
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	_____	7204			
E-7.5	_____	7204			
E-7.6	_____				
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage	7211			
E-8.2	Other (Specify)				
E-8.3	_____	7212			
E-8.4	_____	7212			
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	_____	7220			
E-9.2	_____	7220			
E-9.3	_____	7220			
E-9.4	_____	7220			
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	_____	7230			
E-10.2	_____	7230			
E-10.3	_____	7230			
E-10.4	_____	7230			
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	Sunrise Engineering	7400	\$22,919	\$40,000	\$40,000
E-11.2	Atnip Well & Pump Services	7400		\$39,396	\$137,910
E-11.3	Water Improvement-Phase 1	7400		\$300,000	\$300,000
E-11.4	_____	7400			
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Well Master	7450	\$3,304	\$1,500	\$2,000
E-12.2	SVI Media	7450	\$67	\$2,000	\$1,000
E-12.3	_____	7450			
E-12.4	_____	7450			
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		\$26,290	\$82,896	\$480,910

# Proposed Budget

FY 7/1/24-6/30/25

FYE 6/30/2025

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502				
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 _____	7505				
E-14.6 _____	7505				
E-14.7 _____					
<b>E-15 Indirect payroll costs:</b>					
E-15.1 FICA (Social Security) taxes	7511				
E-15.2 Workers Compensation	7512				
E-15.3 Unemployment Taxes	7513				
E-15.4 Retirement	7514				
E-15.5 Health Insurance	7515				
E-15.6 Other (Specify)					
E-15.7 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
<b>E-17 TOTAL INDIRECT COSTS</b>		\$0	\$0	\$0	\$0

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>D-1 Debt Service</b>					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
<b>D-2 TOTAL DEBT SERVICE</b>		\$0	\$0	\$0	\$0

# Proposed Budget

FY 7/1/24-6/30/25

FYE 6/30/2025

NAME OF DISTRICT/BOARD \_\_\_\_\_

## GENERAL FUNDS

		End of Year	Beginning	Beginning		
		2022-2023	2023-2024	2024-2025	Pending	
		Actual	Estimated	Proposed	Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$68,730	\$68,730	\$65,000	\$65,000
C-1.2	Savings and Investments	1040		\$0		
C-1.3	General Fund CD Balance	1050		\$0		
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$12,000	\$12,000	\$12,000	\$12,000
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		\$80,730	\$80,730	\$77,000	\$77,000

C-2	General Fund Reductions:	2010				
C-2.1	a. Unpaid bills at FYE					
C-2.2	b. Reserves		\$12,000	\$12,000	\$12,000	\$12,000
C-2.3	<b>Total Deductions (a+b)</b>		\$12,000	\$12,000	\$12,000	\$12,000
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		\$68,730	\$68,730	\$65,000	\$65,000

DOA Chart of Accounts
1070

## SINKING & DEBT SERVICE FUNDS

C-3		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$12,000	\$12,000	\$12,000	\$12,000
C-3.2	Date of Reserve Approval in Minutes: <u>29-Jun-23</u>				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes:				
C-3.5	<b>SUB-TOTAL</b>	\$12,000	\$12,000	\$12,000	\$12,000
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	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$12,000	\$12,000	\$12,000	\$12,000

RESERVES	1090
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C-4		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
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	<b>SUB-TOTAL</b>	\$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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$0	\$0	\$0	\$0

BOND FUNDS	1060
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C-5		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
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	<b>SUB-TOTAL</b>	\$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	<b>TOTAL TO BE SPENT</b>	\$0	\$0	\$0	\$0

