

Broken Wheel Ranch ISD Public Meeting Agenda
June 20, 2019, 7pm
188 Chokecherry Drive, Alpine, WY 83128

1. Call to order
2. ISD members present
3. Approval of June 14, 2018, minutes
4. General update on well project
5. Discussion of FY 20 tax assessment (remains the same):
 - a. Resolution 2019-1
6. Discussion of FY 20 proposed budget:
 - a. Resolution 2019-2
7. Approval of adjournment

Broken Wheel Ranch ISD Public Meeting
June 20, 2019, 7pm
188 Chokecherry Drive, Alpine, WY 83128

SIGN-IN SHEET

Name

Address

BOB AUSTIN

348 HAWTHORN - ALPINE

~~Eda Austin~~

~~348 Hawthorn~~

~~Donna Brown Blayfield~~

~~188 Chokecherry Dr. - Alpine~~


RESOLUTION NO. 2019-1

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 20, 2019, at 188 Chokecherry Drive, Alpine, WY, for the purpose of presenting this Resolution and hearing any public comments and/or objections to the special assessment.

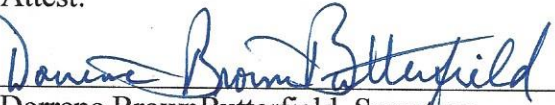
NOW THEREFORE the Board of Directors of the Broken Wheel Ranch Improvement Service District, pursuant to Wyoming Statutes §18-12-116 and §18-12-117, hereby announces its intention to provide for a special assessment as follows:

- 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 FIFTEEN THOUSAND DOLLARS (\$1,015,000).
 - 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%)
- 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.
- 5) The time in which the cost will be payable;
 - a. Shall be no later than May 8, 2020.



Robert Austin, Treasurer

Attest:



Dorrene Brown Butterfield, Secretary

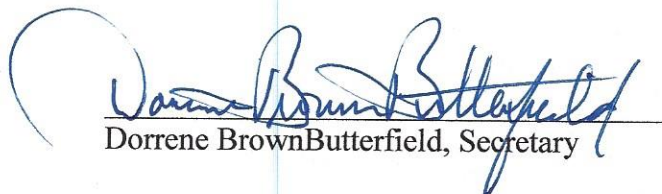
RESOLUTION NO. 2019-2

**A RESOLUTION BY THE BOARD OF DIRECTORS OF THE BROKEN WHEEL
RANCH IMPROVEMENT SERVICE DISTRICT OF INTENT TO SET THE
BUDGET FOR FISCAL YEAR 2020**

WHEREAS, the Board of Directors of the Broken Wheel Ranch Improvement Service District conducted a public hearing on June 20, 2019, 7pm, at 188 Chokecherry Drive, Alpine, WY, for the purpose of presenting this Resolution and hearing any public comments and/or objections to the proposed FY19 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 FY20 (see attached).


Dorrene BrownButterfield, Secretary

Attest:


Robert Austin, Treasurer

Broken Wheel Ranch Improvement & Service District

		Budget Hearing Information	
PO Box 3573		Location:	Alpine, WY
Alpine, WY 83128		Date:	6/20/2019
307-883-1781		Time:	7:00 PM
Lincoln County		Budget Prepared by:	Robert Austin

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
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The Broken Wheel Ranch Improvement and Service District was formed to find and a water source to replace the current system that is failing to meet the needs of the homeowners. Once the District was formed and an engineering study undertaken, the District began an aggressive search for new well site. To date the District has failed to secure a site for the well due to unreasonable expectations of the land owners. We are currently in advanced negotiations with landowners but do not have a final agreement as of this date.

S-B	RESERVE DESCRIPTION
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Reserve for initial payment of loan when work has been completed.

S-C

Names of Board Members	Date of End of Term
Mark Manfredi	1/17/21
Dorreen Butterfield	1/17/21
Robert Austin	1/17/21

Does the district have regular office hours exceeding 20 hours per week?	No
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If no above:	Are the records on file with the County Clerk as required by W.S. 16-12-303(c)?	Yes

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

Upon request

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

Star Valley Independent

Where are the public meetings held?

Residence volunteered when meeting called.

PROPOSED BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$0	\$42,944	\$313,700	\$313,700
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$12,000	\$12,000
S-4	Total General Fund and Forecasted Revenues Available	\$0	\$689,647	\$595,095	\$595,095
S-5	Amount requested from County Commissioners	\$0	\$8,352	\$8,352	\$8,352
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$0	\$8,352	\$8,352	\$8,352
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$673,615	\$573,615	\$573,615
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$0	\$0	\$0	\$0
S-13	Other Forecasted Revenue	\$0	\$7,680	\$7,680	\$7,680

S-14	Total Revenue	\$0	\$689,647	\$589,647	\$589,647
FY 7/1/19-6/30/20 Broken Wheel Ranch Improvement & Service District					

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$225,000	\$225,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$0	\$0	\$6,500	\$6,500
S-18	Operations	\$0	\$42,944	\$82,200	\$82,200
S-19	Indirect Costs	\$0	\$0	\$0	\$0
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$0	\$42,944	\$313,700	\$313,700

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	\$0	\$0	\$5,448	\$5,448

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	\$12,000	\$12,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$12,000	\$12,000
S-31	Subtotal	\$0	\$0	\$12,000	\$12,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$12,000	\$12,000

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: PO Box 3573
Alpine, WY 83128

PREPARED BY: Robert Austin

DISTRICT PHONE: 307-883-1781

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies.

1/23/19 Form approved by Wyoming Department of Audit, Public Funds Division

Proposed Budget

Broken Wheel Ranch Improvement & Service District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

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)		\$8,352	\$8,352	\$8,352
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	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$0	\$0	\$0	\$0
R-4	Grants				
R-4.1	Direct Federal Grants		\$100,000	100,00	100,00
R-4.2	Federal Grants thru State Agencies		\$45,052	\$45,052	\$45,052
R-4.3	Grants from State Agencies		\$528,563	\$528,563	\$528,563
R-4.4	Total Grants	\$0	\$673,615	\$573,615	\$573,615
R-5	Miscellaneous Revenue				
R-5.1	Interest				
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$0	\$0	\$0	\$0
R-5.5	Total Forecasted Revenue	\$0	\$673,615	\$573,615	\$573,615
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	Monthly Water Bill		\$7,680	\$7,680	\$7,680
R-6.4					
R-6.5					
R-6.6	Total Other Forecasted Revenue (a+b)	\$0	\$7,680	\$7,680	\$7,680

Proposed Budget

Broken Wheel Ranch Improvement & Service District
NAME OF DISTRICT/BOARD

FYE 6/30/2020

CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property			\$75,000	\$75,000
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	Drill Well			\$150,000	\$150,000
E-1.6					
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$0	\$225,000	\$225,000

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					
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					
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal			\$6,000	\$6,000
E-4.2	Accounting/Auditing				
E-4.3	Other (Specify)				
E-4.4					
E-4.5					
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies			\$250	\$250
E-5.2	Office equipment, rent & repair			\$250	\$250
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6					
E-5.7					
E-5.8					
E-6	TOTAL ADMINISTRATION	\$0	\$0	\$6,500	\$6,500

Proposed Budget

Broken Wheel Ranch Improvement & Service District

FYE 6/30/2020

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	General Office Supplies			\$150	\$150
E-9.2					
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	Sunrise Engineering		\$40,000	\$75,000	\$75,000
E-11.2					
E-11.3					
E-11.4					
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Star Valley Water System		\$1,500	\$1,750	\$1,750
E-12.2	Town of Afton Laboratory		\$444	\$375	\$375
E-12.3	SVI Media		\$1,000	\$1,500	\$1,500
E-12.4	Electricity			\$275	\$275
E-12.5	see additional details			\$3,150	\$3,150
E-13	TOTAL OPERATIONS	\$0	\$42,944	\$82,200	\$82,200

Proposed Budget

Broken Wheel Ranch Improvement & Service District

FYE 6/30/2020

INDIRECT COSTS BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-14	Insurance				
E-14.1	Liability				
E-14.2	Buildings and vehicles				
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5					
E-14.6					
E-14.7					
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes				
E-15.2	Workers Compensation				
E-15.3	Unemployment Taxes				
E-15.4	Retirement				
E-15.5	Health Insurance				
E-15.6	Other (Specify)				
E-15.7					
E-15.8					
E-15.9					
E-17	TOTAL INDIRECT COSTS	\$0	\$0	\$0	\$0

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	\$0

Proposed Budget

Broken Wheel Ranch Improvement & Service District
NAME OF DISTRICT/BOARD

FYE 6/30/2020

GENERAL FUNDS

		End of Year 2017-2018 Actual	Beginning 2018-2019 Estimated	Beginning 2019-2020 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance		\$0	\$5,448	\$5,448
C-1.2	Savings and Investments Account Balance		\$0		
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$0	\$0	\$12,000	\$12,000
C-1.6	Total Estimated Cash and Investments on Hand	\$0	\$0	\$17,448	\$17,448
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$0	\$0	\$12,000	\$12,000
C-2.3	Total Deductions (a+b)	\$0	\$0	\$12,000	\$12,000
C-2.4	Estimated Non-Restricted Funds Available	\$0	\$0	\$5,448	\$5,448

SINKING & DEBT SERVICE FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 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

		2017-2018 Actual	2018-2019 Estimated	2019-2020 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			\$12,000	\$12,000
C-4.4	Date of Reserve Approval in Minutes:				
C-4.5	SUB-TOTAL	\$0	\$0	\$12,000	\$12,000
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	\$12,000	\$12,000

BOND FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 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

Proposed Budget

Broken Wheel Ranch Improvement & Service District
NAME OF DISTRICT/BOARD

FYE 6/30/2020

ADDITIONAL DETAILS

2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
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Add to Section

Description

DATA INPUT

[illegible]

MINTUES OF BROKEN WHEEL RANCH ISD PUBLIC MEETING

June 20, 2019, 7pm

188 Chokecherry Drive, Alpine, WY

Members Present: Robert Austin and Dorrene BrownButterfield

Call to Order: Meeting was called to order by Robert Austin at 7pm

Minutes: The minutes of the June 18, 2018, public meeting were reviewed, approved unanimously, and signed.

Well Status Update: Kevin Martin's email was shared with those in attendance. The email outlines where the project is at and how it will progress in the coming months.

Resolutions:

a. Resolution No. 2019-1 (FY20 tax assessment) was discussed; tax assessment per lot will remain the same as last year (\$450 per lot).

Resolution No. 2-19-1 was approved unanimously.

b. Resolution No. 2019-2 (proposed FY20 budget) was discussed.

Resolution No. 2011-2 was approved unanimously.

Approval of Adjournment: All parties approved adjournment at 7:10pm.

Respectfully Submitted by Dorrene BrownButterfield, Secretary

Approval of Minutes:

Mark Manfredi, President

Date



Robert Austin, Treasurer

Date

05/28/2020

From: Kevin Martin
Sent: Thursday, June 20, 2019 12:09 PM
To: Dorrene K. BrownButterfield (bwrisd@gmail.com)
Subject: Public Meeting - Engineering Brief Update

Dorrene,

Here is a brief update to share with the board and any public members.

Project is currently working on the Agreement to annex LT property and Longview Ranch into the BWR ISD in exchange for property and easements for a well and utility lines. Once the District and LT come to terms, the Agreement will be reviewed by both funding agencies prior to signing the Agreement. Once they have given approval, SEI and Weston Engineering will coordinate on providing a detailed design and specifications for the construction of the well. The plans and specifications will be reviewed by DEQ and possibly the State Engineers Office. This process can take up to 45 days once they are submitted. As soon as the permit to construct is issued, we can begin the advertisement for the drilling of the well and select a Contractor (based on low bid). Construction will begin soon thereafter (the bidding and selection process can take up to 30 days). At this point, the test well will be drilled to determine the water quantity. This will be completed by performing a pump test that will run for at least 24 hours to determine how much water is available. Once the testing is complete, the bigger production well will replace the test well. I envision that the construction and testing portion will not be more than a couple of weeks. This will be narrowed down when we get closer to that point.

Assuming this all goes to plan, we will then begin the design of the transmission line from the well to the storage tanks.

I may be available tonight if you have questions. I will be sitting at the airport awaiting my flight to Seattle.

Thanks,

Kevin



KEVIN MARTIN, P.E.
Project Engineer

kmartin@sunrise-eng.com
47 East 4th Avenue, Afton, WY 83110