

MINUTES OF BROKEN WHEEL RANCH ISD PUBLIC MEETING

June 9, 2022

348 Hawthorn Drive, Alpine, WY 83128

Members Present: Peggy Gwin, Robert Austin, Dorrene BrownButterfield, Ada Austin, Mark Mosgeller, Ann Turtur, Judy Kwong, Peter Kwong

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

Call to Order: Meeting was called to order by Peggy Gwin at 7:00pm.

Minutes: The minutes of the May 27, 2021, public meeting were reviewed, approved unanimously, and signed.

Treasurer's Report:

Checking account balance = \$37,761.89

Obligations = \$4,187.00

Amount in Loan

repayment account = \$12,017.43

Proposed 2023 Budget has been completed and will be forwarded to Cheyenne on time.

The treasurer's report was approved unanimously.

Well Progress Update and Election Information:

Sunrise Engineering sent an update on the well project (see attached). No action was taken.

We will have elections for two 2-year board positions in January 2023 (President and Treasurer); please consider running! No action taken.

Resolutions:

Resolution No. 2022-1 (reestablishing the \$450 per lot tax assessment, per state statute requirements, for FY23) was discussed.

Resolution No. 2022-1 was approved unanimously.

Resolution No. 2022-2 (setting the Proposed FY23 budget) was discussed.

Resolution No. 2022-2 was approved unanimously.

Approval of Adjournment: All parties approved adjournment at 7:35pm.


Respectfully Submitted by Dorrene BrownButterfield, Secretary

Approval of Minutes:



Peggy Gwin, President

7/21/2022
Date



Robert Austin, Treasurer

07/21/2022
Date

Broken Wheel Ranch ISD Public Meeting Agenda
June 9, 2022, 7pm
348 Hawthorn, Alpine, WY 83128

1. Call to Order
2. ISD Members Present
3. Approval of May 27, 2021, Minutes
4. Treasurer's Report
5. Update on well project and 2023 elections for two 2-year board positions - President and Treasurer (no action to be taken)
6. Discussion of proposed fiscal year 2023 tax assessment:
 - a. Resolution No. 2022-1 (to be finalized and signed within 24 hours)
7. Discussion of proposed fiscal year 2023 budget:
 - a. Resolution No. 2022-2 (to be finalized and signed within 24 hours)
8. Approval of Adjournment

Broken Wheel Ranch ISD Public Meeting

June 9, 2022, 7pm

348 Hawthorn, Alpine, WY

SIGN-IN SHEET

Name

Address

~~Norma Brown Butterfield~~
ROBERT AUSTIN

~~188 Chokeberry Dr.~~
348 HAWTHORN DR.

Ada Austin ~~Ada Austin~~

348 Hawthorn Dr.

MARR R MOSGOWER

260 HAWTHORN

Peggy Gwin

400 Aspen Lane

~~John Voz~~

106 Hawthorn

Peter Kwang

106 Hawthorn

Anne Turtur

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Respectfully Submitted by Dorrene BrownButterfield, Secretary

Approval of Minutes:

Peggy Gwin, President

Date

Robert Austin, Treasurer

Date

All –

Here is the update on the well and project items:

- The well portion of the project was bid earlier this spring. One bid was received at \$496,000, nearly 3x the engineers estimated cost.
- We will be re-bidding the project in the month of July (start advertisement on June 29th)
 - Advertisement needs to be for 31 days.
- We anticipate holding the bid Opening on Wednesday August 3rd
- The Joint Select Water & Wyoming Water Development Commission meeting will be held the Week of August 15th. This is where we will determine whether we should apply for contingency money or not.

Water & Sewer ARPA Grants – The State Lands & Investments Board will finalize and adopt rules regarding the ARPA Grants on June 13th (next week). Here are a few of the highlights from the funding:

- Max amount of funds to a single project - \$7,500,000
- 85% Grant, 15% matching funds – WWDC/SRF/USDA qualify as matching funds
- The application period has not been established yet, hopefully they will announce it next week.
 - There will be a point system to help prioritize applications. Based on the rules, the District appears to be in a very good position to rank highly on the point scale.

Design of the remainder of the system – We will begin on the design of the remainder of the system here in the next month or two. This will be submitted to DEQ for review. Anticipate advertising for bid early spring. Start construction around May of 2023.

Thanks,

Kevin

KEVIN MARTIN, P.E.

Project Engineer

kmartin@sunrise-eng.com
47 East 4th Avenue, Afton, WY 83110
TEL 307.886.4207 CELL 307.248.0173
sunrise-eng.com

RESOLUTION NO. 2022-1

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 9, 2022, 7pm, at 348 Hawthorn, Alpine, WY, for the purpose of presenting this Resolution and hearing any public comments and/or objections to the FY23 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.



Robert Austin, Treasurer

Attest:



Peggy Gwin, President

RESOLUTION NO. 2022-2

**A RESOLUTION BY THE BOARD OF DIRECTORS OF THE BROKEN WHEEL
RANCH IMPROVEMENT SERVICE DISTRICT OF INTENT TO SET THE
BUDGET FOR FISCAL YEAR 2023**


WHEREAS, the Board of Directors of the Broken Wheel Ranch Improvement Service District conducted a public hearing on June 9, 2022, 7 pm, at 348 Hawthorn, Alpine, WY, for the purpose of presenting this Resolution and hearing any public comments and/or objections to the proposed FY23 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 FY23 (see attached).


Dorrene BrownButterfield, Secretary

Attest:


Peggy Gwin, President

Proposed Budget

Broken Wheel Ranch Improvement & Service District	
<small>Budget Hearing Information</small>	
PO Box 3573	Location: 348 Hawthorn Dr., Alpine, WY 83128
Alpine, WY 83128	Date: 6/9/2022
307-883-1781	Time: 7:00 PM
Lincoln County	Budget Prepared by: Robert Austin

S-A	BUDGET MESSAGE	<small>W.S. 16-12-403 (c)</small>
<p>The District was formed to secure a source of water since the current well will not meet high demand needs and will not support future growth of the District. Due to geological characteristics of the District we have been forced to seek a well site outside the boundaries of the District. This has been a protracted search but we have found a site and hope drill a well this summer.</p>		
S-B	RESERVE DESCRIPTION	
Copy on file at www.brokenwheelranch.com		

S-C		
Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week? No
Peggy Gwin	1/17/23	<div style="border: 1px solid black; height: 40px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div>
Dorrenne Butterfield	1/17/23	
Robert Austin	1/17/23	
		<div style="border: 1px solid black; padding: 5px;"> 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. </div>

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?	
Donn Wooden Civic Center - Alpine, WY	

PROPOSED BUDGET SUMMARY

OVERVIEW		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$400	\$400	\$319,250	\$319,250
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	\$49,878	\$52,626	\$1,080,203	\$1,080,203
S-5	Amount requested from County Commissioners	\$8,352	\$11,100	\$15,000	\$15,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-7	Operating Revenues	\$8,064	\$8,064	\$13,200	\$13,200
S-8	Tax levy (From the County Treasurer)	\$8,352	\$11,100	\$15,000	\$15,000
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$650,245	\$650,245
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$0	\$0	\$360,758	\$360,758
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$16,416	\$19,164	\$1,039,203	\$1,039,203
FY 7/1/22-6/30/23 Broken Wheel Ranch Improvement & Service District					

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$400	\$400	\$8,950	\$8,950
S-18	Operations	\$0	\$0	\$310,300	\$310,300
S-19	Indirect Costs	\$0	\$0	\$0	\$0
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$400	\$400	\$319,250	\$319,250

DEBT SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
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S-22	TOTAL GENERAL FUNDS	\$33,462	\$33,462	\$41,000	\$41,000
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Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
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
	Total Reserves (a+b+c)	\$12,000	\$12,000	\$12,000	\$12,000
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	\$12,000	\$12,000	\$12,000	\$12,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$12,000	\$12,000	\$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. 16-12-401 et seq.) as it applies.

5/4/22 Form approved by Wyoming Department of Audit, Public Funds Division

Proposed Budget

Broken Wheel Ranch Improvement & Service District

FYE 6/30/2023

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)				
	4001	\$8,352	\$11,100	\$15,000	\$15,000
R-1.2	Other County Support (see note on the right)				
	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
R-2	Revenues from Other Governments				
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	Total Government Support	\$0	\$0	\$0	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges				
	4300	\$8,064	\$8,064	\$13,200	\$13,200
R-3.2	Sales of Goods or Services				
	4300				
R-3.3	Other Assessments				
	4503				
R-3.4	Total Operating Revenues	\$8,064	\$8,064	\$13,200	\$13,200
R-4	Grants				
R-4.1	Direct Federal Grants				
	4201			\$85,194	\$85,194
R-4.2	Federal Grants thru State Agencies				
	4201				
R-4.3	Grants from State Agencies				
	4211			\$565,051	\$565,051
R-4.4	Total Grants	\$0	\$0	\$650,245	\$650,245
R-5	Miscellaneous Revenue				
R-5.1	Interest				
	4501				
R-5.2	Other: Specify <u>SRF Loan</u>				
	4500			\$360,758	\$360,758
R-5.3	Other: Additional _____				
R-5.4	Total Miscellaneous	\$0	\$0	\$360,758	\$360,758
R-5.5	Total Forecasted Revenue	\$8,064	\$8,064	\$1,024,203	\$1,024,203
R-6	Other Forecasted Revenue				
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	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$0	\$0

Proposed Budget

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

FYE 6/30/2023

CAPITAL OUTLAY BUDGET

E-1 Capital Outlay

- 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 **TOTAL CAPITAL OUTLAY**

DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
6201				
6210				
6211				
6200				
6200				
	\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

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
- E-4.2 Accounting/Auditing
- E-4.3 Other (Specify)
- E-4.4 SVI Media
- E-4.5 Meeting Expenses
- E-4.6 _____

E-5 Other Administrative Expenses

- E-5.1 Office Supplies
- E-5.2 Office equipment, rent & repair
- E-5.3 Education
- E-5.4 Registrations
- E-5.5 Other (Specify)
- E-5.6 Malware
- E-5.7 USPS
- E-5.8 _____

E-6 TOTAL ADMINISTRATION

DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
7002				
7003				
7004				
7005				
7005				
7011				
7012				
7013				
7013				
7021			\$3,000	\$3,000
7022			\$3,000	\$3,000
7023			\$2,000	\$2,000
7023			\$100	\$100
7031	\$250	\$250	\$250	\$250
7032				
7033			\$250	\$250
7034				
7035	\$150	\$150	\$150	\$150
7035			\$200	\$200
	\$400	\$400	\$8,950	\$8,950

Proposed Budget

Broken Wheel Ranch Improvement & Service District

FYE 6/30/2023

OPERATIONS BUDGET

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

E-9.2

E-9.3

E-9.4

E-9.5

E-10 Program Services (List)

E-10.1 Water Test

E-10.2 Well Master

E-10.3

E-10.4

E-10.5

E-11 Contractual Arrangements (List)

E-11.1 Water Well

E-11.2 Engrng Design & Construction

E-11.3 1/2 Mobilization

E-11.4 Svc. Connections & Meter Pits

E-11.5

E-12 Other operations (Specify)

E-12.1 Lower Valley Energy

E-12.2

E-12.3

E-12.4

E-12.5

E-13 TOTAL OPERATIONS

DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
7202				
7203				
7204				
7204				
7211				
7212				
7212				
7220				
7220				
7220				
7220				
7230			\$400	\$400
7230			\$1,500	\$1,500
7230				
7230				
7400			\$200,000	\$200,000
7400			\$20,000	\$20,000
7400			\$25,000	\$25,000
7400			\$63,000	\$63,000
7450			\$400	\$400
7450				
7450				
7450				
	\$0	\$0	\$310,300	\$310,300

Proposed Budget

Broken Wheel Ranch Improvement & Service District

FYE 6/30/2023

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-14 Insurance					
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					
E-15 Indirect payroll costs:					
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					
E-17 TOTAL INDIRECT COSTS		\$0	\$0	\$0	\$0

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
D-1 Debt Service					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

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

FYE 6/30/2023

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	Approval
DOA Chart					
of Accounts					
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	1010	\$33,462	\$33,462	\$41,000
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
C-1.6	Total Estimated Cash and Investments on Hand		\$45,462	\$45,462	\$53,000
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	2010			
C-2.2	b. Reserves		\$12,000	\$12,000	\$12,000
C-2.3	Total Deductions (a+b)		\$12,000	\$12,000	\$12,000
C-2.4	Estimated Non-Restricted Funds Available		\$33,462	\$33,462	\$41,000

DOA Chart
of Accounts

SINKING & DEBT SERVICE FUNDS

1070

		2020-2021	2021-2022	2022-2023	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:				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes:				
C-3.5	SUB-TOTAL	\$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	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$12,000	\$12,000	\$12,000	\$12,000

RESERVES

1090

		2020-2021	2021-2022	2022-2023	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	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

1060

		2020-2021	2021-2022	2022-2023	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	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