

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

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

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

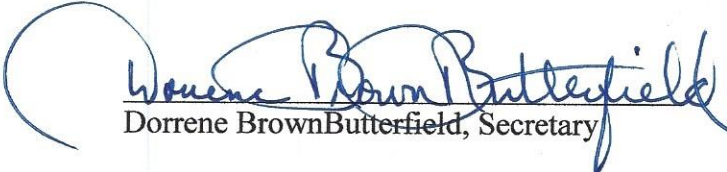
RESOLUTION NO. 2022-2

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

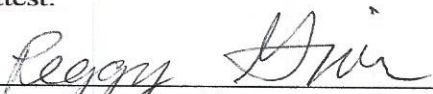
WHEREAS, the Board of Directors of the Broken Wheel Ranch Improvement Service District conducted a public hearing on June 9, 2022, 7 pm, at 348 Hawthorn, Alpine, WY, for the purpose of presenting this Resolution and hearing any public comments and/or objections to the proposed FY23 budget.

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 Brown Butterfield, Secretary

Attest:


Peggy Gwin, President

Proposed Budget

Broken Wheel Ranch Improvement & Service District	
Budget Hearing Information	
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	W.S. 16-12-403 (c)
<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 sitenand hope drill a well this summer.</p>		

S-B	RESERVE DESCRIPTION
Copy on file at www.brokenwheelranch.com	

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 <input checked="" type="checkbox"/> No
Peggy Gwin	1/17/23	
Dorrenne Butterfield	1/17/23	
Robert Austin	1/17/23	

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		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	<i>Amount requested from County Commissioners</i>	\$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
S-22	TOTAL GENERAL FUNDS	\$33,462	\$33,462	\$41,000	\$41,000
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

Proposed Budget

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

FYE 6/30/2023

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

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-1 Capital Outlay					
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 TOTAL CAPITAL OUTLAY		\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-2 Personnel Services					
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 _____					
E-3 Board Expenses					
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 _____					
E-4 Contractual Services					
E-4.1 Legal	7021			\$3,000	\$3,000
E-4.2 Accounting/Auditing	7022			\$3,000	\$3,000
E-4.3 Other (Specify)					
E-4.4 SVI Media	7023			\$2,000	\$2,000
E-4.5 Meeting Expenses	7023			\$100	\$100
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$250	\$250	\$250	\$250
E-5.2 Office equipment, rent & repair	7032				
E-5.3 Education	7033			\$250	\$250
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 Malware	7035	\$150	\$150	\$150	\$150
E-5.7 USPS	7035			\$200	\$200
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$400	\$400	\$8,950	\$8,950

Proposed Budget

Broken Wheel Ranch Improvement & Service District

FYE 6/30/2023

OPERATIONS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-7	Personnel Services				
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	_____				
E-8	Travel				
E-8.1	Mileage	7211			
E-8.2	Other (Specify)				
E-8.3	_____	7212			
E-8.4	_____	7212			
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	_____	7220			
E-9.2	_____	7220			
E-9.3	_____	7220			
E-9.4	_____	7220			
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Water Test	7230		\$400	\$400
E-10.2	Well Master	7230		\$1,500	\$1,500
E-10.3	_____	7230			
E-10.4	_____	7230			
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	Water Well	7400		\$200,000	\$200,000
E-11.2	Engrng Design & Construction	7400		\$20,000	\$20,000
E-11.3	1/2 Mobilization	7400		\$25,000	\$25,000
E-11.4	Svc. Connections & Meter Pits	7400		\$63,000	\$63,000
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Lower Valley Energy	7450		\$400	\$400
E-12.2	_____	7450			
E-12.3	_____	7450			
E-12.4	_____	7450			
E-12.5	_____				
E-13	TOTAL OPERATIONS		\$0	\$0	\$310,300
				\$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	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$33,462	\$33,462	\$41,000	\$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	\$12,000
C-1.6	Total Estimated Cash and Investments on Hand		\$45,462	\$45,462	\$53,000	\$53,000
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	Total Deductions (a+b)		\$12,000	\$12,000	\$12,000	\$12,000
C-2.4	Estimated Non-Restricted Funds Available		\$33,462	\$33,462	\$41,000	\$41,000

DOA Chart of Accounts
1070

SINKING & DEBT SERVICE FUNDS

		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	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve				
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____				
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	<i>Date of Reserve Approval in Minutes:</i> _____				
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
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		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	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
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	<i>Date of Reserve Approval in Minutes:</i> _____				
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
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		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	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.3	Amount to be added to the reserve				
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0