

## Brooke Talbott - County Clerks

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**From:** West Side Sewer District <wswsd@hotmail.com>  
**Sent:** Thursday, May 26, 2016 5:25 PM  
**To:** Brooke Talbott - County Clerks  
**Subject:** Re: Proposed Budget

Brooke,

The District had their meeting May 18, 2016 at 24 Wilkins Peak Drive at 7:00 P.M. to approve the proposed Budget. They will approve the final Budget for the FYE June 30,2017 at the June 15, 2016 meeting that will be advertised in the Rocket Miner prior to the meeting so anyone interested can attend. If you need anything else let me know. Thank you.

Tracy

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**From:** Brooke Talbott - County Clerks <talbottb@sweet.wy.us>  
**Sent:** Thursday, May 26, 2016 2:28 PM  
**To:** [wswsd@hotmail.com](mailto:wswsd@hotmail.com)  
**Subject:** Proposed Budget

I need a date, time and location for your public hearing for your proposed budget.

Brooke Talbott, Elections Deputy  
Sweetwater County Clerk's Office  
80 West Flaming Gorge Way STE 155  
Green River, WY 82935  
307-872-3760

 BT  
FILED 5/31/2016 AT 10:45 AM REC # 2016-SDIST-0051  
STEVEN DALE DAVIS, CLERK of SWEETWATER COUNTY, WY Page 1

**From:** West Side Sewer District [<mailto:wswsd@hotmail.com>]  
**Sent:** Wednesday, May 25, 2016 10:47 AM  
**To:** Dale Davis - County Clerk  
**Subject:** Approved Proposed Budget

Mr. Davis,

West Side Water & Sewer District Approved the Proposed Budget for 2016-2017 May 18th. Can this be emailed to you? Thank you.

Tracy Wylie  
Recording Secretary  
West Side Water & Sewer District

BT  
FILED 5/31/2016 AT 10:45 AM REC # 2016-SDIST-0051  
STEVEN DALE DAVIS, CLERK of SWEETWATER COUNTY, WY Page 2

## Proposed Budget

West Side Water & Sewer District	
Budget Hearing Information	
PO Box 1200	Location: 24 Wilkins Peak Drive
Rock Springs, WY 82902	Date: TBA
307-382-6062	Time: TBA
Sweetwater	Budget Prepared by: John E. Crouch

S-1 **BUDGET MESSAGE** W.S. 16-4-104(d)

The District will be replacing the Chimuza Lift Station. The contract awarded for this project is \$474,900. In addition, repairs and maintenance will be made to the Lagoons and Mainlines at a cost of approximately \$150,000. The District will also be incurring some additional costs with the addition of the new Justice Center to accomodate service. The District also anticipates purchasing a new pickup along with tools and equipment.

The District currently has no debt.

### PROPOSED BUDGET SUMMARY

OVERVIEW	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-1 <b>Total Budgeted Expenditures</b>	\$171,247	\$218,284	\$767,500	
S-2 <b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	
S-3 <b>Total to be added to Restricted Funds</b>	\$0	\$0	\$0	
S-4 <b>Total General Fund and Forecasted Revenues</b>	\$1,361,669	\$1,465,875	\$767,500	
S-5 <b>Amount requested from County Commissioners</b>	\$122,738	\$124,982	\$130,000	
S-6 <b>Additional Funding Needed :</b>			\$0	

REVENUE SUMMARY	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-7 <b>Operating Revenues</b>	\$282,318	\$254,123	\$260,000	
S-8 <b>Tax levy (From the County Treasurer)</b>	\$122,738	\$124,982	\$130,000	
S-9 <b>Government Support</b>	\$0	\$0	\$0	
S-10 <b>Grants</b>	\$0	\$0	\$0	
S-11 <b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	
S-12 <b>Miscellaneous</b>	\$4,906	\$2,937	\$1,500	
S-13 <b>Other Forecasted Revenue</b>	\$0	\$0	\$0	
S-14 <b>Total Revenue</b>	\$409,962	\$382,042	\$391,500	

EXPENDITURE SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-15	Capital Outlay	\$45,853	\$13,155	\$474,900	
S-16	Interest and Fees On Debt	\$0	\$0	\$0	
S-17	Administration	\$63,211	\$69,063	\$95,000	
S-18	Operations	\$40,068	\$111,690	\$171,000	
S-19	Indirect Costs	\$22,115	\$24,376	\$26,600	
S-20	<b>Total Expenditures</b>	<b>\$171,247</b>	<b>\$218,284</b>	<b>\$767,500</b>	

DEBT SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	

CASH AND INVESTMENTS		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	<b>\$951,707</b>	<b>\$1,083,833</b>	<b>\$376,000</b>	

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Depreciation Reserve	\$879,690	\$879,690	\$858,243	
S-25	b. Other Reserve	\$0	\$0	\$0	
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	
	<b>Total Reserves (a+b+c)</b>	<b>\$879,690</b>	<b>\$879,690</b>	<b>\$858,243</b>	
S-27	<b>Amount to be added</b>				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	
S-29	b. Other Reserve	\$0	\$0	\$0	
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	
	<b>Total to be added (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
S-31	<b>Subtotal</b>	<b>\$879,690</b>	<b>\$879,690</b>	<b>\$858,243</b>	
S-32	<b>Less Total to be spent</b>	<b>\$0</b>	<b>\$21,447</b>	<b>\$0</b>	
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$879,690</b>	<b>\$858,243</b>	<b>\$858,243</b>	

End of Summary

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

*John E. Crouch*

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

DISTRICT ADDRESS: PO Box 1200  
Rock Springs, WY 82902

PREPARED BY: John E. Crouch

DISTRICT PHONE: 307-382-6062

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

Form approved by Wyoming Department of Audit, Public Funds Division

# Proposed Budget

West Side Water & Sewer District  
 NAME OF DISTRICT/BOARD

FYE 6/30/2017

## PROPERTY TAXES AND ASSESSMENTS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)	\$122,738	\$124,982	\$130,000	
R-1.2	Other County Support				

## FORECASTED REVENUE

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-2	<b>Revenues from Other Governments</b>				
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	<b>Total Government Support</b>	\$0	\$0	\$0	
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$252,318	\$247,703	\$255,000	
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments	\$30,000	\$6,420	\$5,000	
R-3.4	<b>Total Operating Revenues</b>	\$282,318	\$254,123	\$260,000	
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	<b>Total Grants</b>	\$0	\$0	\$0	
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$4,906	\$2,937	\$1,500	
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$4,906	\$2,937	\$1,500	
R-5.5	<b>Total Forecasted Revenue</b>	\$287,224	\$257,060	\$261,500	
R-6	<b>Other Forecasted Revenue</b>				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	_____				
R-6.4	_____				
R-6.5	_____				
R-6.6	<b>Total Other Forecasted Revenue (a+b)</b>	\$0	\$0	\$0	

# Proposed Budget

West Side Water & Sewer District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2017

## CAPITAL OUTLAY BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-1	<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	see additional details	\$45,853	\$13,155	\$474,900	
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$45,853</b>	<b>\$13,155</b>	<b>\$474,900</b>	

## ADMINISTRATION BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-2	<b>Personnel Services</b>				
E-2.1	Administrator				
E-2.2	Secretary	\$36,720	\$36,720	\$37,000	
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	_____				
E-2.6	_____				
E-2.7	_____				
E-3	<b>Board Expenses</b>				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	Telephone	\$1,378	\$2,793	\$3,500	
E-3.5	_____				
E-3.6	_____				
E-4	<b>Contractual Services</b>				
E-4.1	Legal	\$8,300	\$8,553	\$12,000	
E-4.2	Accounting/Auditing	\$1,450	\$1,450	\$2,000	
E-4.3	Other (Specify)				
E-4.4	Surveying & Eng.	\$5,838	\$2,000	\$15,000	
E-4.5	_____				
E-4.6	_____				
E-5	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$7,322	\$12,072	\$15,000	
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Dues and Subs.	\$1,463	\$1,775	\$2,500	
E-5.7	Utilities	\$740	\$3,700	\$8,000	
E-5.8	_____				
E-6	<b>TOTAL ADMINISTRATION</b>	<b>\$63,211</b>	<b>\$69,063</b>	<b>\$95,000</b>	

# Proposed Budget

West Side Water & Sewer District

FYE 6/30/2017

## OPERATIONS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages--Operations		\$15,422	\$15,890	\$17,000	
E-7.2	Service Contracts					
E-7.3	Other (Specify)					
E-7.4	_____					
E-7.5	_____					
E-7.6	_____					
<b>E-8</b>	<b>Travel</b>					
E-8.1	Mileage					
E-8.2	Other (Specify)					
E-8.3	_____					
E-8.4	_____					
E-8.5	_____					
<b>E-9</b>	<b>Operating supplies (List)</b>					
E-9.1	Equipment Repairs		\$786	\$1,000	\$4,000	
E-9.2	_____					
E-9.3	_____					
E-9.4	_____					
E-9.5	_____					
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1	_____					
E-10.2	_____					
E-10.3	_____					
E-10.4	_____					
E-10.5	_____					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	_____					
E-11.2	_____					
E-11.3	_____					
E-11.4	_____					
E-11.5	_____					
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	SYSTEM REP. & MAINT.		\$23,860	\$94,800	\$150,000	
E-12.2	_____					
E-12.3	_____					
E-12.4	_____					
E-12.5	_____					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		<b>\$40,088</b>	<b>\$111,690</b>	<b>\$171,000</b>	

# Proposed Budget

West Side Water & Sewer District

FYE 6/30/2017

## INDIRECT COSTS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$5,115	\$5,300	\$6,000	
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$4,611	\$5,311	\$5,600	
E-15.2	Workers Compensation					
E-15.3	Unemployment Taxes					
E-15.4	Retirement					
E-15.5	Health Insurance		\$12,389	\$13,765	\$15,000	
E-15.6	Other (Specify)					
E-15.7	_____					
E-15.8	_____					
E-15.9						
<b>E-16</b>	<b>Depreciation Expenses</b>					
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		<b>\$22,115</b>	<b>\$24,376</b>	<b>\$26,600</b>	

## DEBT SERVICE BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>D-1</b>	<b>Debt Service</b>					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

# Proposed Budget

West Side Water & Sewer District  
 NAME OF DISTRICT/BOARD

FYE 6/30/2017

## GENERAL FUNDS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>C-1</b>	<b>Balances at End of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$951,707	\$1,083,833	\$376,000	
C-1.2	Savings and Investments Account Balance	\$0	\$0	\$0	
C-1.3	General Fund CD Balance	\$0	\$0	\$0	
C-1.4	All Other Funds				
C-1.5	Reserves (From Below)	\$879,690	\$858,243	\$858,243	
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$1,831,397</b>	<b>\$1,942,076</b>	<b>\$1,234,243</b>	
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$879,690	\$858,243	\$858,243	
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$879,690</b>	<b>\$858,243</b>	<b>\$858,243</b>	
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$951,707</b>	<b>\$1,083,833</b>	<b>\$376,000</b>	

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>C-3</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>	\$879,690	\$879,690	\$858,243	
C-3.2	<i>Date of Reserve Approval in Minutes:</i>				
C-3.3	Amount to be added to the reserve			\$0	
C-3.4	<i>Date of Reserve Approval in Minutes:</i>				
C-3.5	<b>SUB-TOTAL</b>	<b>\$879,690</b>	<b>\$879,690</b>	<b>\$858,243</b>	
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. _____		\$21,447	\$0	
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	<i>Date of Reserve Approval in Minutes:</i>				
C-3.11	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$21,447</b>	<b>\$0</b>	
C-3.12	Account (Line 3 - Line 5)	\$879,690	\$858,243	\$858,243	

## OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>C-4</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>				
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
C-4.6	"Other Reserves"				
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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
C-4.12	9 - Line 11)	\$0	\$0	\$0	

## ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>C-5</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>				
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	<i>Date of Reserve Approval in Minutes:</i>				
C-5.8	Balance to be retained in Assigned Fund Balance	\$0	\$0	\$0	
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$21,447</b>	<b>\$0</b>	