

Proposed Budget

Mile Hi Improvement and Service District	
Budget Hearing Information	
PO Box 1717	Location: 2011 Fairgrounds Rd, Casper Wy 82604
Mills, Wy 82644	Date: 7/14/2021
307-259-6605	Time: 5:30 PM
Natrona	Budget Prepared by: Melanie D Peterson

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

The Mile Hi Improvement and Service District provides water to 48 district customers supplied by Central Wyoming Regional Water. It is a non-profit operation. A total of 48 customers, 41 users & 7 non-users, have access to water. The budget provides for the direct sale of water at a small monetary gain. Gain is necessary to save for future operations, maintenance, repairs, replacements &/or emergencies. In addition, all customers pay a maintenance and operation fee of \$35/month for water users or \$25 a month for non-water users. Nonusers are those that have meters and structures capable of using water. As nonusers connect to the system they pay a one-time tap fee of \$1002, and a refundable \$150 meter deposit. Service is provided by uncompensated board members, contract operators (2), a bookkeeper and a meter reader. Other services and materials are provided, as needed, by "on the spot" purchase. This includes: paper, postage, legal, insurance, bonding, accounting, software, lab and testing service, and other miscellaneous service and materials. The system was built through a loan from the Wyoming State Water Development Commission. Interest on that loan is \$4308/ year. A County special assessment fee of \$175/ meter is charged to pay the interest and principle. However, 9 customers prepaid for the development. 45 people are charged this assessment. Monies collected are for all of the above, with some funds placed in operating capital, savings, emergency, repair, and sinking funds. Due to inflation, rising costs, and replacement of all meters for accuracy an increase in O&M fees and water usage will be proposed and voted on during the July budget meeting. The district is expected to see an increase from regional water district in the amount of 5% this year. A proposed increase from \$4.24/1000 gallons to \$4.26/1000 gallons will offset the district increases. The current O/M fee for Mile Hi has not been increased since inception of Mile Hi District, but inflation has occurred. An increase of the O/M fee to \$40/month for all users and nonusers is also proposed in order to compensate for inflation and increased costs.

S-B RESERVE DESCRIPTION

Reserves are in place to fund operating capital, savings, emergency repair, and sinking funds.

S-C

Names of Board Members	Date of End of Term
Ben Taucher	3/31/24
Melanie Peterson	11/30/23
Clint Reeder	4/30/25

Does the district have regular office hours exceeding 20 hours per week? no

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?
Upon request. Records are kept by and with the book keeper and also with the board members

How and where are the notices of meeting posted for the public?
Provided with monthly invoices and annual through local newspaper

Where are the public meetings held?
TBD - Normally Casper Agriculture Building

PROPOSED BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$28,220	\$34,380	\$63,520	\$63,520
S-2	Total Principal to Pay on Debt	\$3,100	\$3,100	\$3,000	\$3,000
S-3	Total Change to Restricted Funds	\$3,900	\$3,900	\$3,900	\$3,900
S-4	Total General Fund and Forecasted Revenues Available	\$145,610	\$151,875	\$166,065	\$166,065
S-5	<i>Amount requested from County Commissioners</i>	\$6,480	\$8,800	\$8,850	\$8,850
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-7	Operating Revenues	\$40,098	\$44,031	\$44,388	\$44,388
S-8	Tax levy (From the County Treasurer)	\$6,480	\$8,800	\$8,850	\$8,850
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$64	\$75	\$40	\$40
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$46,642	\$52,906	\$53,278	\$53,278
------	----------------------	----------	----------	----------	----------

FY 7/1/21-6/30/22 Mile Hi Improvement and Service District

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$3,725	\$3,750	\$3,200	\$3,200
S-17	Administration	\$5,800	\$6,890	\$7,490	\$7,490
S-18	Operations	\$18,095	\$23,140	\$52,180	\$52,180
S-19	Indirect Costs	\$600	\$600	\$650	\$650
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$28,220	\$34,380	\$63,520	\$63,520

DEBT SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$3,100	\$3,100	\$3,000	\$3,000

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$98,969	\$98,969	\$112,787	\$112,787

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$24,000	\$26,400	\$28,800	\$28,800
S-25	b. Reserves	\$13,500	\$15,000	\$16,500	\$16,500
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$37,500	\$41,400	\$45,300	\$45,300
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$2,400	\$2,400	\$2,400	\$2,400
S-29	b. Reserves	\$1,500	\$1,500	\$1,500	\$1,500
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$3,900	\$3,900	\$3,900	\$3,900
S-31	Subtotal	\$41,400	\$45,300	\$49,200	\$49,200
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$41,400	\$45,300	\$49,200	\$49,200

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: PO Box 1717
Mills, WY 82644

PREPARED BY: Melanie D Peterson

DISTRICT PHONE: 307-259-6605

Proposed Budget

Mile Hi Improvement and Service District

FYE 6/30/2022

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$6,480	\$8,800	\$8,850	\$8,850
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 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	\$18,850	\$20,021	\$23,040	\$23,040
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503	\$21,248	\$24,010	\$21,348	\$21,348
R-3.4 Total Operating Revenues		\$40,098	\$44,031	\$44,388	\$44,388
R-4 Grants					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211				
R-4.4 Total Grants		\$0	\$0	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$64	\$75	\$40	\$40
R-5.2 Other: Specify _____	4500				
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$64	\$75	\$40	\$40
R-5.5 Total Forecasted Revenue		\$40,162	\$44,106	\$44,428	\$44,428
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

Mile Hi Improvement and Service District

FYE 6/30/2022

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 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	2019-2020 Actual	2020-2021 Estimated	2021-2022 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	\$1,480	\$900	\$1,500	\$1,500
E-4.2 Accounting/Auditing	7022	\$2,102	\$3,100	\$3,100	\$3,100
E-4.3 Other (Specify)					
E-4.4 _____ Postage	7023	\$347	\$540	\$540	\$540
E-4.5 _____	7023				
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$402	\$750	\$750	\$750
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 _____ Software Support	7035	\$1,468	\$1,600	\$1,600	\$1,600
E-5.7 _____	7035				
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$5,800	\$6,890	\$7,490	\$7,490

Proposed Budget

Mile Hi Improvement and Service District

FYE 6/30/2022

OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations				
E-7.2	Service Contracts	\$7,344	\$7,950	\$8,150	\$8,150
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	Water Purchase from District	\$9,957	\$11,950	\$10,700	\$10,700
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	_____				
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Meter replacements for all customers	\$0	\$0	\$30,050	\$30,050
E-12.2	Water testing	\$490	\$740	\$780	\$780
E-12.3	meter repair	\$305	\$2,500	\$2,500	\$2,500
E-12.4	_____				
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$18,095	\$23,140	\$52,180	\$52,180

Proposed Budget

Mile Hi Improvement and Service District

FYE 6/30/2022

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-14 Insurance					
E-14.1 Liability	7502	\$500	\$500	\$550	\$550
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 Treasures Bond	7505	\$100	\$100	\$100	\$100
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		\$600	\$600	\$650	\$650

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
D-1 Debt Service					
D-1.1 Principal	6401	\$3,100	\$3,100	\$3,000	\$3,000
D-1.2 Interest	6410	\$3,725	\$3,750	\$3,200	\$3,200
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$6,825	\$6,850	\$6,200	\$6,200

Proposed Budget

Mile Hi Improvement and Service District

FYE 6/30/2022

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts			
C-1.1	General Fund Checking	1010	\$65,593	\$65,593	\$79,077
C-1.2	Savings and Investments	1040	\$33,376	\$33,376	\$33,710
C-1.3	General Fund CD Balance	1050		\$0	
C-1.4	All Other Funds	1020		\$0	
C-1.5	Reserves (From Below)		\$41,400	\$41,400	\$49,200
C-1.6	Total Estimated Cash and Investments on Hand		\$140,369	\$140,369	\$161,987
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	2010			
C-2.2	b. Reserves		\$41,400	\$45,300	\$49,200
C-2.3	Total Deductions (a+b)		\$41,400	\$45,300	\$49,200
C-2.4	Estimated Non-Restricted Funds Available		\$98,969	\$95,069	\$112,787

	DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS	1070

		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-3	Beginning Balance in Reserve Account (end of previous year)	\$24,000	\$26,400	\$28,800	\$28,800
C-3.2	<i>Date of Reserve Approval in Minutes:</i> 7/14/2021				
C-3.3	Amount to be added to the reserve	\$2,400	\$2,400	\$2,400	\$2,400
C-3.4	<i>Date of Reserve Approval in Minutes:</i> 7/14/2021				
C-3.5	SUB-TOTAL	\$26,400	\$28,800	\$31,200	\$31,200
C-3.6	Identify the amount and project to be spent				
C-3.7	a. Sinking Fund				
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	\$26,400	\$28,800	\$31,200	\$31,200

	DOA Chart of Accounts
RESERVES	1090

		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)	\$13,500	\$15,000	\$16,500	\$16,500
C-4.2	<i>Date of Reserve Approval in Minutes:</i> 7/14/2021				
C-4.3	Amount to be added to the reserve	\$1,500	\$1,500	\$1,500	\$1,500
C-4.4	<i>Date of Reserve Approval in Minutes:</i> 7/14/2021				
C-4.5	SUB-TOTAL	\$15,000	\$16,500	\$18,000	\$18,000
C-4.6	Identify the amount and project to be spent				
C-4.7	a. Repair Fund				
C-4.8	b. Emergency Fund				
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	\$15,000	\$16,500	\$18,000	\$18,000

	DOA Chart of Accounts
BOND FUNDS	1060

		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending 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