

## Proposed Budget

SHERIDAN AREA WATER SUPPLY JOINT POWERS BOARD	
Budget Hearing Information	
224 S MAIN ST. SUITE 428	Location: SHERIDAN COUNTY COMMISSION MEETING R
SHERIDAN, WY 82801	Date: 7/11/2018
	Time: 5:00 PM
SHERIDAN COUNTY	Budget Prepared by: DAN COUGHLIN, SAWSJPB PROJECT

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

R-3.1 Customer Charges (User Fees) based on 1905 customers and a 2.25% rate increase.  
 R-3.2 Sale of Goods & Services(Meters, Radio Reads & Corp Stop Installation Fees) based on 30 connections.  
 R-5.2 Plant Investment Fees based on 30 connections  
 R-6.5 City Loan Payment of \$25,771 as share of paid off Permanent Mineral Trust Fund Loan for Original Project.  
 R-6.5 City 20" loan contribution of \$per Amendment#1 of Twenty Inch Waterline Agreement.  
 R-6.5 City payment per Amendment #1 to Ownership Agreement - Sheridan Commercial Park Annexation.  
 E-2.5 Sheridan County Administration of JPB.  
 E-4.2 Financial Services including Audit and Financial Plan Update.  
 E-4.4 Professional Services increased to include design, contract, bidding and construction management of extension of SAWSJPB transmission and distribution system.  
 E-4.5 JPB part of City Administration & Customer Service based on taps per Operating  
 E-11.1 JPB share of City Operation & Maintenance of Water System based on taps per Operating Agreement.  
 C-3.1 Depreciation Reserves and Capital Reserves includes the Depreciation Reserve Funds in WYO-STAR and Capital Checking Account.  
 C-4.1 Other Restricted Fund Balances include reserves for Debt Service and Water Supply Fund.  
 C-4.7 SAWSJPB & the City of Sheridan Grant from Wyoming Water Development Commission to contribute to the purchase of shares in Park Reservoir Company. The annual budget goal is 400 shares purchased.

Activities to be conducted in FYE 2019 will be completion of the upgrades to the Big Goose Water Treatment Plant Treatment System; Booster Stations (to increase pressure); Control Valve Stations (reduce pressure); and Customer Metering System. These are funded through State Revolving Fund loans. Repayment of these loans will begin in FYE 2020. Grants have been received from the Wyoming Water Development Commission to help purchase supplies of raw water and to identify fire risks to the watershed. Administration of SAWSJPB is provided by Sheridan County. Operation and Maintenance of the system, meter reading and billing is provided by the City of Sheridan.  
 The Wyoming Water Development Commission will fund a City of Sheridan/SAWSJPB Master Plan of the joint water system. This will provide information upon which to plan future projects to maintain and improve the water system.

**S-B RESERVE DESCRIPTION**

Debt Service Reserves set are aside from user fees in an amount equal to 1 years debt service payment. Capital and Depreciation Reserves are set aside from user fees and plant investment fees to repair, replace and improve the system. The Water Supply reserve fund provides funds to purchase raw water supplies. SAWSJPB maintains sufficient funds in cash to operate the system. Reserve funds are held in WYO-STAR accounts which is a secure State of Wyoming investment fund.

**S-C**

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week? <input checked="" type="checkbox"/> Yes
ROGER MILLER	1/1/20	If Yes, enter Address of office: 224 S MAIN ST, SUITE 428 City, State, Zip: SHERIDAN, WY 82801 Phone Number: 307-674-2920 Hours Open: 8 AM TO 5 PM
RICH BRIDGER	1/1/21	
PATRICK HENDERSON	1/1/19	
TOM RINGLEY	1/1/21	
STEVE MAIER	1/1/20	
BOB ROLSTON	1/1/19	

Where are the minutes of your board meeting available for public review?  
 SAWSJPB BUSINESS OFFICE IN SHERIDAN COUNTY PUBLIC WORKS DEPARTMENT

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

Where are the public meetings held?  
 SHERIDAN COUNTY COMMISSIONERS MEETING ROOM

## PROPOSED BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$1,217,850	\$1,273,864	\$2,163,003	\$2,163,003
S-2	<b>Total Principal to Pay on Debt</b>	\$247,865	\$252,821	\$259,054	\$259,054
S-3	<b>Total Change to Restricted Funds</b>	\$0	-\$1,094,615	-\$1,094,615	-\$1,094,615
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$3,282,732	\$3,376,419	\$6,332,764	\$6,332,764
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
S-6	<b>Additional Funding Needed :</b>			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$1,446,465	\$1,482,639	\$1,523,982	\$1,523,982
S-8	<b>Tax levy (From the County Treasurer)</b>	\$0	\$0	\$0	\$0
S-9	<b>Government Support</b>	\$0	\$0	\$0	\$0
S-10	<b>Grants</b>	\$0	\$0	\$0	\$0
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$81,423	\$72,848	\$70,000	\$70,000
S-13	<b>Other Forecasted Revenue</b>	\$428,652	\$494,740	\$3,338,782	\$3,338,782

S-14	<b>Total Revenue</b>	\$1,956,540	\$2,050,227	\$4,932,764	\$4,932,764
FY 7/1/18-6/30/19		SHERIDAN AREA WATER SUPPLY JOINT POWERS BOARD			

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$113,687	\$143,328	\$1,861,172	\$1,861,172
S-16	<b>Interest and Fees On Debt</b>	\$90,790	\$85,834	\$79,600	\$79,600
S-17	<b>Administration</b>	\$344,401	\$393,277	\$210,831	\$210,831
S-18	<b>Operations</b>	\$666,363	\$647,555	\$7,400	\$7,400
S-19	<b>Indirect Costs</b>	\$2,609	\$3,869	\$4,000	\$4,000
S-20	<b>Total Expenditures</b>	\$1,217,850	\$1,273,864	\$2,163,003	\$2,163,003

DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$247,865	\$252,821	\$259,054	\$259,054

CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$1,326,192	\$1,326,192	\$1,400,000	\$1,400,000
<b>Summary of Reserve Funds</b>					
S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Depreciation Reserve	\$1,992,117	\$1,992,117	\$1,832,117	\$1,832,117
S-25	b. Other Reserve	\$5,361,450	\$5,361,450	\$4,426,835	\$4,426,835
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$7,353,567	\$7,353,567	\$6,258,952	\$6,258,952
S-27	<b>Amount to be added</b>				
S-28	a. Depreciation Reserve	\$0	\$500,000	\$500,000	\$500,000
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$0	\$500,000	\$500,000	\$500,000
S-31	<b>Subtotal</b>	\$7,353,567	\$7,853,567	\$6,758,952	\$6,758,952
S-32	<b>Less Total to be spent</b>	\$0	\$1,594,615	\$1,594,615	\$1,594,615
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$7,353,567	\$6,258,952	\$5,164,337	\$5,164,337

*End of Summary*

\_\_\_\_\_ Date adopted by Special District \_\_\_\_\_  
*Budget Officer / District Official (if not same as "Submitted by")*

**DISTRICT ADDRESS:** 224 S MAIN ST. SUITE 428  
 SHERIDAN, WY 82801

**PREPARED BY:** DAN COUGHLIN, SAWSJPB PR

**DISTRICT PHONE:** \_\_\_\_\_

# Proposed Budget

SHERIDAN AREA WATER SUPPLY JOINT POWERS

FYE 6/30/2019

NAME OF DISTRICT/BOARD

## PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)	\$0	\$0	\$0	
R-1.2	Other County Support	\$0	\$0	\$0	

## FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid	\$0	\$0	\$0	
R-2.2	Additional County Aid (non-treasurer)	\$0	\$0	\$0	
R-2.3	City (or Town) Aid	\$0	\$0	\$0	
R-2.4	Other (Specify)	\$0	\$0	\$0	
R-2.5	<b>Total Government Support</b>	\$0	\$0	\$0	\$0
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$1,430,037	\$1,455,567	\$1,495,662	\$1,495,662
R-3.2	Sales of Goods or Services	\$16,428	\$27,072	\$28,320	\$28,320
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$1,446,465	\$1,482,639	\$1,523,982	\$1,523,982
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants	\$0	\$0	\$0	
R-4.2	Federal Grants thru State Agencies	\$0	\$0	\$0	
R-4.3	Grants from State Agencies	\$0	\$0	\$0	
R-4.4	<b>Total Grants</b>	\$0	\$0	\$0	\$0
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$81,423	\$72,848	\$70,000	\$70,000
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$81,423	\$72,848	\$70,000	\$70,000
R-5.5	<b>Total Forecasted Revenue</b>	\$1,527,888	\$1,555,487	\$1,593,982	\$1,593,982
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	<u>120-432 Plant Investment Fees</u>	\$156,020	\$259,054	\$215,200	\$215,200
R-6.4	_____				
R-6.5	<u>See Additional Details</u>	\$272,632	\$235,686	\$3,123,582	\$3,123,582
R-6.6	<b>Total Other Forecasted Revenue (a+b) with additional details</b>	\$428,652	\$494,740	\$3,338,782	\$3,338,782

# Proposed Budget

SHERIDAN AREA WATER SUPPLY JOINT POWERS E  
NAME OF DISTRICT/BOARD

FYE 6/30/2019

## CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-1</b>	<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	\$113,687	\$143,328	\$1,861,172	\$1,861,172
<b>E-1.8</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$113,687</b>	<b>\$143,328</b>	<b>\$1,861,172</b>	<b>\$1,861,172</b>

## ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	<u>200-704 COUNTY ADMIN</u>	\$129,406	\$129,406	\$129,406	\$129,406
E-2.6	_____				
E-2.7	_____				
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel			\$500	\$500
E-3.2	Mileage			\$500	\$500
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6	_____				
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$8,356	\$5,000	\$10,000	\$10,000
E-4.2	Accounting/Auditing	\$32,900	\$25,000	\$38,000	\$38,000
E-4.3	Other (Specify)				
E-4.4	<u>220-733 PROF. SERV. E</u>	\$19,785	\$25,000	\$30,000	\$30,000
E-4.5	<u>220-742,743-CITY ADMIN</u>	\$151,502	\$205,928		
E-4.6	_____				
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$729	\$8	\$200	\$200
E-5.2	Office equipment, rent & repair	\$0	\$0	\$0	
E-5.3	Education	\$0	\$0	\$200	\$200
E-5.4	Registrations	\$0	\$0	\$0	
E-5.5	Other (Specify)				
E-5.6	<u>220-718 Postage</u>	\$0	\$10	\$100	\$100
E-5.7	<u>220-720 Advertising</u>	\$798	\$1,500	\$1,500	\$1,500
E-5.8	see additional details	\$925	\$1,425	\$425	\$425
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$344,401</b>	<b>\$393,277</b>	<b>\$210,831</b>	<b>\$210,831</b>

# Proposed Budget

**OPERATIONS BUDGET**

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages--Operations					
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	_____					
E-9.2	_____					
E-9.3	_____					
E-9.4	_____					
E-9.5	_____					
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1	220-721 Watershed Manag		\$0	\$1,000	\$1,000	\$1,000
E-10.2	_____					
E-10.3	_____					
E-10.4	_____					
E-10.5	_____					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	220-744,1,5,6 City per Op		\$660,563	\$640,701		
E-11.2	220-739 Property Taxes		\$1,817	\$1,660	\$1,800	\$1,800
E-11.3	220-735 Repairs & Mainte		\$0	\$500	\$500	\$500
E-11.4	220-747 Park & Dome As		\$1,654	\$1,407	\$1,700	\$1,700
E-11.5	_____					
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	220-734 Booster Lease		\$2,329	\$2,287	\$2,400	\$2,400
E-12.2	_____					
E-12.3	_____					
E-12.4	_____					
E-12.5	_____					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		<b>\$666,363</b>	<b>\$647,555</b>	<b>\$7,400</b>	<b>\$7,400</b>

# Proposed Budget

SHERIDAN AREA WATER SUPPLY JOINT POWERS E

FYE 6/30/2019

## INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$500	\$500	\$500	\$500
E-14.2	Buildings and vehicles		\$2,109	\$3,369	\$3,500	\$3,500
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					
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						
<b>E-16</b>	<b>Depreciation Expenses</b>					
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		\$2,609	\$3,869	\$4,000	\$4,000

## DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>D-1</b>	<b>Debt Service</b>					
D-1.1	Principal		\$247,865	\$252,821	\$259,054	\$259,054
D-1.2	Interest		\$90,790	\$85,834	\$79,600	\$79,600
D-1.3	Fees					
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>		\$338,655	\$338,655	\$338,655	\$338,655

# Proposed Budget

SHERIDAN AREA WATER SUPPLY JOINT POWERS  
NAME OF DISTRICT/BOARD

FYE 6/30/2019

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$824,820	\$824,820	\$900,000	\$900,000
C-1.2	Savings and Investments Account Balance	\$501,372	\$501,372	\$500,000	\$500,000
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$7,353,567	\$7,353,567	\$6,258,952	\$5,164,337
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$8,679,759</b>	<b>\$8,679,759</b>	<b>\$7,658,952</b>	<b>\$6,564,337</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$7,353,567	\$6,258,952	\$5,164,337	\$5,164,337
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$7,353,567</b>	<b>\$6,258,952</b>	<b>\$5,164,337</b>	<b>\$5,164,337</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$1,326,192</b>	<b>\$2,420,807</b>	<b>\$2,494,615</b>	<b>\$1,400,000</b>

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
<b>C-3</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>	\$1,992,117	\$1,992,117	\$1,832,117	\$1,832,117
C-3.2	<i>Date of Reserve Approval in Minutes:</i>				
C-3.3	Amount to be added to the reserve		\$500,000	\$500,000	\$500,000
C-3.4	<i>Date of Reserve Approval in Minutes:</i> 10-May-17				
C-3.5	<b>SUB-TOTAL</b>	<b>\$1,992,117</b>	<b>\$2,492,117</b>	<b>\$2,332,117</b>	<b>\$2,332,117</b>
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. <u>Booster/SCADA &amp; Contr</u>		\$660,000	\$660,000	\$660,000
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>\$660,000</b>	<b>\$660,000</b>	<b>\$660,000</b>
C-3.12	Balance to be retained in Depreciation Reserve Account	\$1,992,117	\$1,832,117	\$1,672,117	\$1,672,117

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

		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
<b>C-4</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>	\$5,361,450	\$5,361,450	\$4,426,835	\$4,426,835
C-4.2	<i>Date of Reserve Approval in Minutes:</i> Various				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i> Various				
C-4.5	<b>SUB-TOTAL</b>	<b>\$5,361,450</b>	<b>\$5,361,450</b>	<b>\$4,426,835</b>	<b>\$4,426,835</b>
C-4.6	Identify the amount and project to be spent from "Other"				
C-4.7	a. <u>400 PARK RES CO SH/</u>		\$665,280	\$665,280	\$665,280
C-4.8	b. <u>SRF 047 20" SAWS SH</u>		\$269,335	\$269,335	\$269,335
C-4.9	c. _____				
C-4.10	<i>Date of Reserve Approval in Minutes:</i> Various				
C-4.11	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$934,615</b>	<b>\$934,615</b>	<b>\$934,615</b>
C-4.12	Balance to be retained in Other Reserve Account	\$5,361,450	\$4,426,835	\$3,492,220	\$3,492,220

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

		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
<b>C-5</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$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	<b>SUB-TOTAL</b>	<b>\$0</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	\$0
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$1,594,615</b>	<b>\$1,594,615</b>	<b>\$1,594,615</b>