

Proposed Budget

Natrona County Conservation District	
Budget Hearing Information	
5880 Enterprise Drive, Suite 100	Location: Office Conference Room
Casper, WY 82609	Date: 7/21/2021
307-261-5436, Ext. 4	Time: 6:00 p.m.
Natrona County	Budget Prepared by: Lisa Ogden

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

The Natrona County Conservation District has utilized grant funds from the Wyoming Department of Environmental Quality through their Non-Point Source 319 Task Force. These funds have been utilized primarily for implementing on-the-ground projects for the purpose of increasing water quality and decreasing water usage by installing pipeline and irrigation structures on both private and county land. Other grant funds are utilized for continued water quality sampling within the Middle North Platte River Watershed. The data received through this sampling has been invaluable to the City, County and State in regards to the de-listing of the North Platte River from the Wyoming Department of Environmental Quality's Impaired Waters 303(d) List in 2018.

Additional Selenium Project Funding was received from FY2016 through FY2021 from Natrona County and the City of Casper to assist with the implementation of selenium-reducing projects. These projects benefit both the urban and the rural community, as the transportation of the US EPA priority pollutant, selenium, is minimized throughout the watershed by implementing Best Management Practices on irrigated acreages in Natrona County, improving water quality for both wildlife and people alike. The NCCD intends to continue seeking out and applying for grants that will provide funding to continue these activities.

The base operating funds that are received annually from both the City of Casper and Natrona County provide for the cash match moneys that are necessary to obtain present and future grants through both state and federal entities, thus furthering the implementation of on-the-ground projects. Without these base funding contributions, the NCCD would be unable to provide the public services that we now provide, and would also lose the ability to obtain grant funds to implement water quality projects.

The NCCD is managed by a District Manager, and supervised by a publically elected Board of Supervisors. The Board of Supervisors is responsible for the proper management of all revenues of the District, and provides oversight on all projects that are implemented with funds from federal and state grants, as well as local support from both the City of Casper and Natrona County.

S-B RESERVE DESCRIPTION

Capital Reserve - \$15,000
 Emergency Reserve - \$60,000
 Special Selenium Funds - \$199,199 (beginning of FY2022)

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Dennis Scott	12/31/24	<input checked="" type="checkbox"/> Yes
Ric Herman	12/31/24	
Tammy Cobb	12/31/22	
Andy Anderson	12/31/22	
Scott Smith	12/31/22	

If Yes, enter

Address of office:	5880 Enterprise Drive, Suite 100
City, State, Zip:	Casper, WY 82609
Phone Number:	307-261-5436, Ext. 4
Hours Open:	8:30 - 3:30

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		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$429,655	\$391,843	\$656,748	\$656,748
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	-\$40,835	\$55,000	-\$199,149	-\$199,149
S-4	Total General Fund and Forecasted Revenues Available	\$326,617	\$464,140	\$465,806	\$465,806
S-5	Amount requested from County Commissioners	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-7	Operating Revenues	\$10,741	\$13,025	\$10,000	\$10,000
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$133,177	\$131,072	\$93,224	\$93,224
S-10	Grants	\$139,625	\$278,474	\$315,000	\$315,000
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$1,630	\$125	\$176	\$176
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$285,173	\$422,696	\$418,400	\$418,400
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FY 7/1/21-6/30/22 Natrona County Conservation 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	\$0	\$0	\$0	\$0
S-17	Administration	\$62,971	\$62,983	\$84,900	\$84,900
S-18	Operations	\$228,602	\$280,305	\$319,394	\$319,394
S-19	Indirect Costs	\$12,247	\$13,555	\$13,305	\$13,305
S-20R	Expenditures paid by Reserves	\$125,835	\$35,000	\$239,149	\$239,149
S-20	Total Expenditures	\$429,655	\$391,843	\$656,748	\$656,748

DEBT SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$41,444	\$41,444	\$47,406	\$47,406

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$300,034	\$259,199	\$314,199	\$314,199
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$300,034	\$259,199	\$314,199	\$314,199
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$85,000	\$90,000	\$40,000	\$40,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$85,000	\$90,000	\$40,000	\$40,000
S-31	Subtotal	\$385,034	\$349,199	\$354,199	\$354,199
S-32	Less Total to be spent	\$125,835	\$35,000	\$239,149	\$239,149
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$259,199	\$314,199	\$115,050	\$115,050

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 5880 Enterprise Drive, Suite 100
Casper, WY 82609

PREPARED BY: Lisa Ogden

DISTRICT PHONE: 307-261-5436, Ext. 4

Proposed Budget

Natrona County Conservation District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2022 _____

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				
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	\$13,177	\$11,072	\$13,224	\$13,224
R-2.2 Additional County Aid (non-treasurer)	4237	\$85,000	\$85,000	\$40,000	\$40,000
R-2.3 City (or Town) Aid	4237	\$35,000	\$35,000	\$40,000	\$40,000
R-2.4 Other (Specify)	4237				
R-2.5 Total Government Support		\$133,177	\$131,072	\$93,224	\$93,224
R-3 Operating Revenues					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300	\$10,741	\$13,025	\$10,000	\$10,000
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$10,741	\$13,025	\$10,000	\$10,000
R-4 Grants					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201	\$132,120	\$210,474	\$315,000	\$315,000
R-4.3 Grants from State Agencies	4211	\$7,505	\$68,000		
R-4.4 Total Grants		\$139,625	\$278,474	\$315,000	\$315,000
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$330	\$125	\$176	\$176
R-5.2 Other: Specify <u>Area IV Meeting</u>	4500	\$1,300			
R-5.3 Other: Additional					
R-5.4 Total Miscellaneous		\$1,630	\$125	\$176	\$176
R-5.5 Total Forecasted Revenue		\$285,173	\$422,696	\$418,400	\$418,400
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

Natrona County Conservation 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	\$43,000	\$44,000	\$44,000	\$44,000
E-2.2 Secretary	7003				
E-2.3 Clerical	7004				
E-2.4 Other (Specify)					
E-2.5 <u>Grant Management</u>	7005	\$14,878	\$14,500	\$24,000	\$24,000
E-2.6 <u>Grant/Office Support</u>	7005	\$2,074	\$0	\$7,000	\$7,000
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 <u>Travel/Mtgs/Leg Mtg</u>	7013	\$1,937	\$3,500	\$3,500	\$3,500
E-3.5 _____	7013				
E-3.6 _____					
E-4 Contractual Services					
E-4.1 Legal	7021				
E-4.2 Accounting/Auditing	7022	\$525	\$525	\$5,000	\$5,000
E-4.3 Other (Specify)					
E-4.4 _____	7023				
E-4.5 _____	7023				
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$509	\$228	\$600	\$600
E-5.2 Office equipment, rent & repair	7032	\$48	\$230	\$800	\$800
E-5.3 Education	7033				
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 _____	7035				
E-5.7 _____	7035				
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$62,971	\$62,983	\$84,900	\$84,900

Proposed Budget

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	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			\$500	\$500
E-8.2 Other (Specify)					
E-8.3 _____	7212				
E-8.4 Education/Travel/Convention	7212	\$3,083	\$746	\$1,500	\$1,500
E-8.5 _____					
E-9 Operating supplies (List)					
E-9.1 Auto Repairs & Maintenance	7220		\$176	\$1,000	\$1,000
E-9.2 Gas & Oil	7220	\$382	\$500	\$800	\$800
E-9.3 Retail & Sales Costs	7220	\$11,671	\$9,149	\$10,000	\$10,000
E-9.4 Lab Fund Expenditures	7220		\$440	\$4,400	\$4,400
E-9.5 _____					
E-10 Program Services (List)					
E-10.1 Educational Materials	7230	\$150	\$150	\$250	\$250
E-10.2 Educational Contributions	7230	\$600	\$800	\$800	\$800
E-10.3 Other Special Projects	7230	\$983	\$358	\$6,060	\$6,060
E-10.4 _____	7230				
E-10.5 _____					
E-11 Contractual Arrangements (List)					
E-11.1 Best Management Practices	7400	\$167,419	\$255,603	\$249,199	\$249,199
E-11.2 Professional Consulting	7400	\$33,000	\$4,950	\$35,000	\$35,000
E-11.3 Water Quality Program	7400	\$6,157	\$1,738	\$3,500	\$3,500
E-11.4 _____	7400				
E-11.5 _____					
E-12 Other operations (Specify)					
E-12.1 Advertising	7450	\$25	\$563	\$1,250	\$1,250
E-12.2 Professional Dues	7450	\$5,132	\$5,132	\$5,135	\$5,135
E-12.3 _____	7450				
E-12.4 _____	7450				
E-12.5 _____					
E-13 TOTAL OPERATIONS		\$228,602	\$280,305	\$319,394	\$319,394

Proposed Budget

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	\$629	\$500	\$750	\$750
E-14.2 Buildings and vehicles	7503	\$390	\$390	\$450	\$450
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 Bond	7505	\$350	\$350	\$350	\$350
E-14.6	7505				
E-14.7					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511	\$3,717	\$4,050	\$4,360	\$4,360
E-15.2 Workers Compensation	7512	\$1,085	\$1,170	\$1,475	\$1,475
E-15.3 Unemployment Taxes	7513	\$51	\$155	\$165	\$165
E-15.4 Retirement	7514	\$5,127	\$5,950	\$4,900	\$4,900
E-15.5 Health Insurance	7515				
E-15.6 Other (Specify)					
E-15.7 Life Insurance	7516	\$28	\$55	\$55	\$55
E-15.8 Medicare	7516	\$869	\$935	\$800	\$800
E-15.9					
E-17 TOTAL INDIRECT COSTS		\$12,247	\$13,555	\$13,305	\$13,305

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				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

NAME OF DISTRICT/BOARD

GENERAL FUNDS				
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	DOA Chart of Accounts	End of Year	Beginning	Beginning	Pending Approval
		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	
C-1 Balances at Beginning of Fiscal Year					
C-1.1 General Fund Checking	1010	\$14,068	\$14,068	\$26,020	\$26,020
C-1.2 Savings and Investments	1040	\$21,386	\$21,386	\$21,386	\$21,386
C-1.3 General Fund CD Balance	1050		\$0		
C-1.4 All Other Funds	1020	\$5,990	\$5,990		
C-1.5 Reserves (From Below)		\$259,199	\$259,199	\$115,050	\$115,050
C-1.6 Total Estimated Cash and Investments on Hand		\$300,643	\$300,643	\$162,456	\$162,456

C-2 General Fund Reductions:					
C-2.1 a. Unpaid bills at FYE	2010	\$1,000			
C-2.2 b. Reserves		\$259,199	\$314,199	\$115,050	\$115,050
C-2.3 Total Deductions (a+b)		\$260,199	\$314,199	\$115,050	\$115,050
C-2.4 Estimated Non-Restricted Funds Available		\$40,444	-\$13,556	\$47,406	\$47,406

	DOA Chart of Accounts			
SINKING & DEBT SERVICE FUNDS	1070			

		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-3					
C-3.1 Beginning Balance in Reserve Account (end of previous year)			\$0	\$0	
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		\$0	\$0	\$0	\$0
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		\$0	\$0	\$0	\$0

RESERVES	1090			
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		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-4					
C-4.1 Beginning Balance in Reserve Account (end of previous year)		\$300,034	\$259,199	\$314,199	\$314,199
C-4.2 Date of Reserve Approval in Minutes:	5/27/2021				
C-4.3 Amount to be added to the reserve		\$85,000	\$90,000	\$40,000	\$40,000
C-4.4 Date of Reserve Approval in Minutes:	5/27/2021				
C-4.5 SUB-TOTAL		\$385,034	\$349,199	\$354,199	\$354,199
C-4.6 Identify the amount and project to be spent					
C-4.7 a. Special Selenium Project		\$90,835		\$199,149	\$199,149
C-4.8 b. _____					
C-4.9 c. See Additional Details		\$35,000	\$35,000	\$40,000	\$40,000
C-4.10 Date of Reserve Approval in Minutes:	5/27/2021				
C-4.11 TOTAL OTHER RESERVE OUTLAY (a+b+c)		\$125,835	\$35,000	\$239,149	\$239,149
C-4.12 Balance to be retained		\$259,199	\$314,199	\$115,050	\$115,050

BOND FUNDS	1060			
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		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-5					
C-5.1 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		\$125,835	\$35,000	\$239,149	\$239,149