



Laramie Rivers Conservation District

5015 Stone Road
Laramie, WY 82070
(307) 721-0072

MEMORANDUM

To: Albany County Commissioners, c/o Albany County Clerk
Cc: Albany County Assessor, Albany County Treasurer
From: Robert Stine, Laramie Rivers Conservation District, Director

Subject: 2021-2022 Final budget and mill levy request

Date: July 29, 2021

Laramie Rivers Conservation District is submitting our Final Budget for fiscal year 2021-2022 to the Commissioners, Albany County Assessor, and Albany County Treasurer (all c/o Albany County Clerk). We are currently still working with the Laramie Boomerang to receive the affidavit verifying that the Legal Notice for the 21-22 Budget Hearing was advertised on July 7, 2021. I have included a scan of the Legal Notice from the Laramie Boomerang on July 7, 2021 and will forward the affidavit when received.

With the budget submission, we also request a full mill from county taxes for our operations, as allowed under Wyoming Statute § 11-16-133.

Please call me at 721-0072 if you have any questions.

Robert Stine, Director

Final Budget

Laramie Rivers Conservation District	
Budget Hearing Information	
5015 Stone Rd	Location: LRCD office
Laramie, WY 82070	Date: 7/13/2021
307-721-0072	Time: 11:00am
Albany County	Budget Prepared by: Robert Stine

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

For our 2021-2022 Proposed Budget our financial policy continues to be to serve the public through routine services and projects as outlined in our annual and long range plans, and though special projects as they arise, in a highly responsible manner.

Revenues: Adjustments were made in grants, as new grants were awarded in FY20-21, but had to be rolled into the next fiscal year due to circumstances beyond our control.

Expenditures: The grants mentioned above are passed through in the Operations budget for an increase in line E-12.1. Capital outlay has a very high proposed number compared to actual in the current year as we continue to budget for a new office facility, but have failed to find a suitable property to purchase.

Cash & Investments: Our cash and investment number remains significant, because as I mentioned above we intend to build or purchase a facility.

S-B RESERVE DESCRIPTION

Our Cash Operating Reserve (\$200K) and New Vehicle Reserve (\$58K) have not changed.

S-C

Names of Board Members	Date of End of Term
Ruth Shepherd	12/31/24
Robert Shine	12/31/22
Carol Price	12/31/24
Larry Munn	12/31/24

Does the district have regular office hours exceeding 20 hours per week? **Yes**

If Yes, enter

Address of office: 5015 Stone Rd

City, State, Zip: Laramie, WY 82070

Phone Number: 307-721-0072

Hours Open: 8am - 4 pm M-F

Where are the minutes of your board meeting available for public review?
 LRCD Office 5015 Stone Rd Laramie, WY 82070

How and where are the notices of meeting posted for the public?
 Laramie Boomerang legal notice Wednesday July 7,2021.

Where are the public meetings held?
 Conference Room at 5015 Stone Rd

FINAL BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$713,237	\$995,196	\$1,390,145	\$1,729,443
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	\$1,527,277	\$1,375,645	\$1,639,545	\$1,961,344
S-5	Amount requested from County Commissioners	\$566,010	\$571,868	\$566,010	\$600,127
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-7	Operating Revenues	\$9,427	\$17,636	\$20,000	\$20,000
S-8	Tax levy (From the County Treasurer)	\$566,010	\$571,868	\$566,010	\$600,127
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$267,158	\$127,586	\$295,313	\$289,773
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$28,198	\$2,071	\$5,300	\$5,300
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$870,793	\$719,161	\$886,623	\$915,200

FY 7/1/21-6/30/22 Laramie Rivers Conservation District

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-15	Capital Outlay	\$7,521	\$436,244	\$486,594	\$824,392
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$283,013	\$253,023	\$313,485	\$314,985
S-18	Operations	\$332,015	\$225,707	\$485,540	\$485,540
S-19	Indirect Costs	\$90,688	\$80,222	\$104,526	\$104,526
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$713,237	\$995,196	\$1,390,145	\$1,729,443

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

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$656,484	\$656,484	\$752,922	\$1,046,144

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	\$259,400	\$259,400	\$259,400	\$259,400
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$259,400	\$259,400	\$259,400	\$259,400
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	\$259,400	\$259,400	\$259,400	\$259,400
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$259,400	\$259,400	\$259,400	\$259,400

End of Summary


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

Date adopted by Special District 7-13-2021

DISTRICT ADDRESS: 5015 Stone Rd
 Laramie, WY 82070

PREPARED BY: Robert Stine

DISTRICT PHONE: 307-721-0072

Final Budget

Laramie Rivers 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	Final Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$566,010	\$571,868	\$566,010	\$600,127
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	Final 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				
R-3.2 Sales of Goods or Services	4300	\$9,427	\$17,636	\$20,000	\$20,000
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$9,427	\$17,636	\$20,000	\$20,000
R-4 Grants					
R-4.1 Direct Federal Grants	4201	\$16,760	\$37,203	\$20,275	\$20,275
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211	\$250,398	\$90,384	\$275,038	\$269,498
R-4.4 Total Grants		\$267,158	\$127,586	\$295,313	\$289,773
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$3,683	\$1,347	\$2,000	\$2,000
R-5.2 Other: Specify <u>Education Grant</u>	4500	\$24,500	\$0	\$2,000	\$2,000
R-5.3 Other: See Additional		\$15	\$724	\$1,300	\$1,300
R-5.4 Total Miscellaneous		\$28,198	\$2,071	\$5,300	\$5,300
R-5.5 Total Forecasted Revenue		\$304,783	\$147,293	\$320,613	\$315,073
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

Final Budget

Laramie Rivers 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	Final Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210	\$0	\$0	\$0	
E-1.3 Office Equipment	6211	\$3,528	\$7,018	\$5,000	\$5,000
E-1.4 Other (Specify)					
E-1.5 _____ Farm/Field Equipment	6200	\$0	\$2,000	\$2,000	\$2,000
E-1.6 _____ New Building fund	6200	\$3,993	\$427,226	\$479,594	\$817,392
E-1.7 _____					
E-1.8 TOTAL CAPITAL OUTLAY		\$7,521	\$436,244	\$486,594	\$824,392

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-2 Personnel Services					
E-2.1 Administrator	7002	\$75,925	\$51,673	\$86,000	\$86,000
E-2.2 Secretary	7003				
E-2.3 Clerical	7004	\$45,701	\$46,201	\$45,701	\$45,701
E-2.4 Other (Specify)					
E-2.5 Education Specialist	7005	\$55,767	\$49,537	\$55,767	\$55,767
E-2.6 Resource Specialist	7005	\$54,649	\$56,267	\$55,767	\$55,767
E-2.7 _____ see additional details		\$2,524	\$7,509	\$7,500	\$7,500
E-3 Board Expenses					
E-3.1 Travel	7011	\$3,536	\$1,030	\$4,000	\$4,000
E-3.2 Mileage	7012	\$1,011	\$667	\$1,500	\$1,500
E-3.3 Other (Specify)					
E-3.4 Training	7013	\$261	\$269	\$4,000	\$4,000
E-3.5 Board Administration (New)	7013			\$10,000	\$10,000
E-3.6 _____					
E-4 Contractual Services					
E-4.1 Legal	7021				
E-4.2 Accounting/Auditing	7022	\$11,547	\$12,715	\$12,000	\$12,000
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	\$3,808	\$3,365	\$4,000	\$4,000
E-5.2 Office equipment, rent & repair	7032	\$1,761	\$1,779	\$2,250	\$2,250
E-5.3 Education	7033	\$1,384	\$1,500	\$1,500	\$1,500
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 Postage	7035	\$1,384	\$581		\$1,500
E-5.7 Subscriptions/Dues	7035	\$14,469	\$14,471	\$15,000	\$15,000
E-5.8 _____ see additional details		\$9,286	\$5,458	\$8,500	\$8,500
E-6 TOTAL ADMINISTRATION		\$283,013	\$253,023	\$313,485	\$314,985

Final Budget

OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval	
E-7	Personnel Services					
E-7.1	Wages--Operations	7202	\$6,598	\$4,539	\$8,000	\$8,000
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	Maint. Trucks/Equipment	7212	\$1,429	\$671	\$4,000	\$4,000
E-8.4	Fuel	7212	\$1,571	\$776	\$2,500	\$2,500
E-8.5						
E-9	Operating supplies (List)					
E-9.1	Educational material	7220	\$6,239	\$4,808	\$12,000	\$12,000
E-9.2	Education grants	7220	\$0	\$0	\$2,000	\$2,000
E-9.3	Community gardens	7220	\$647	\$40	\$4,000	\$4,000
E-9.4		7220				
E-9.5						
E-10	Program Services (List)					
E-10.1	Tree program	7230	\$7,926	\$11,685	\$15,500	\$15,500
E-10.2	Regular cost share	7230	\$10,336	\$12,248	\$16,000	
E-10.3	Rural cost share	7230	\$18,176	\$48,372	\$45,000	\$45,000
E-10.4	Locally led conservation	7230	\$10,073	\$4,209	\$40,000	\$40,000
E-10.5	see additional details					\$26,000
E-11	Contractual Arrangements (List)					
E-11.1	Office Rent	7400				
E-11.2	Contract Services	7400	\$0	\$5,579	\$12,000	\$12,000
E-11.3		7400				
E-11.4		7400				
E-11.5						
E-12	Other operations (Specify)					
E-12.1	Wildlife Projects	7450	\$209,079	\$98,534	\$231,215	\$231,215
E-12.2	North Cedar property	7450	\$7,495	\$5,417	\$20,000	\$20,000
E-12.3	USFS: Safe Harbor	7450	\$0	\$0	\$0	
E-12.4	Water quality monitoring	7450	\$1,360	\$0	\$1,000	\$1,000
E-12.5	see additional details		\$51,086	\$28,828	\$72,325	\$62,325
E-13	TOTAL OPERATIONS		\$332,015	\$225,707	\$485,540	\$485,540

Final Budget

Laramie Rivers Conservation District

FYE 6/30/2022

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval	
E-14 Insurance						
E-14.1	Liability	7502	\$2,418	\$2,089	\$3,300	\$3,300
E-14.2	Buildings and vehicles	7503	\$2,675	\$2,961	\$3,000	\$3,000
E-14.3	Equipment	7504				
E-14.4	Other (Specify)					
E-14.5	Bonds	7505	\$1,628	\$1,578	\$1,700	\$1,700
E-14.6		7505				
E-14.7						
E-15 Indirect payroll costs:						
E-15.1	FICA (Social Security) taxes	7511	\$17,366	\$15,346	\$18,000	\$18,000
E-15.2	Workers Compensation	7512	\$5,812	\$3,847	\$7,000	\$7,000
E-15.3	Unemployment Taxes	7513	\$110	\$352	\$1,000	\$1,000
E-15.4	Retirement	7514	\$30,856	\$24,798	\$32,508	\$32,508
E-15.5	Health Insurance	7515	\$29,823	\$29,251	\$38,018	\$38,018
E-15.6	Other (Specify)					
E-15.7		7516				
E-15.8		7516				
E-15.9						
E-17 TOTAL INDIRECT COSTS		\$90,688	\$80,222	\$104,526	\$104,526	

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final 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

Final Budget

Laramie Rivers Conservation District
NAME OF DISTRICT/BOARD

FYE 6/30/2022

GENERAL FUNDS

		End of Year	Beginning	Beginning		
		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$90,720	\$90,720	\$116,077	\$100,645
C-1.2	Savings and Investments	1040	\$335,859	\$335,859	\$306,255	\$306,325
C-1.3	General Fund CD Balance	1050	\$229,905	\$229,905	\$330,590	\$639,175
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$259,400	\$259,400	\$259,400	\$259,400
C-1.6	Total Estimated Cash and Investments on Hand		\$915,884	\$915,884	\$1,012,322	\$1,305,544

C-2	General Fund Reductions:	2010				
C-2.1	a. Unpaid bills at FYE					
C-2.2	b. Reserves		\$259,400	\$259,400	\$259,400	\$259,400
C-2.3	Total Deductions (a+b)		\$259,400	\$259,400	\$259,400	\$259,400
C-2.4	Estimated Non-Restricted Funds Available		\$656,484	\$656,484	\$752,922	\$1,046,144

DOA Chart of Accounts
1070

SINKING & DEBT SERVICE FUNDS

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

RESERVES	1090
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C-4		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$259,400	\$259,400	\$259,400	\$259,400
C-4.2	<i>Date of Reserve Approval in Minutes:</i> 18-May-17				
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	\$259,400	\$259,400	\$259,400	\$259,400
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	\$259,400	\$259,400	\$259,400	\$259,400

BOND FUNDS	1060
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C-5		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-5.1	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

Legals

LEGAL NOTICE

The Laramie Rivers Conservation District will hold the regular meeting of its board of supervisors at 10:00am and annual budget hearing at 11:00am on Wednesday, July 14 in the LRCD Board Room, 5015 Stone Rd., Laramie, Wyoming. The following final 2021-2022 budget will be reviewed:

We anticipate the following expenses:

Administration/Salaries	\$313,486.22
Operations – programs & N. Cedar Cleanup	\$485,540.00
Fixed Costs	\$104,526.00
Capital Outlay/Reserve	\$476,593.53
Reserve Accounts	\$259,400.00
Total	\$1,639,546.75

We anticipate revenue from the following sources:

County Appropriations	\$566,010.00
Equipment Rental	\$2,000.00
Labor	\$3,000.00
Seedling Tree Sales	\$7,000.00
Biennial State Grant - WY Dept. of Ag	\$8,823.00
WWDC Small Water	\$35,000.00
WACD NRCS Tech Funds	\$20,275.00
Education Grants	\$2,000.00
Wildlife/CRM Grants	\$231,215.00
Interest	\$2,000.00
Miscellaneous Receipts	\$1,000.00
Donations	\$300.00
Tree Survival Aids	\$7,000.00
WACD/WDA Water Quality Grant	\$0.00
N. Cedar Cleanup Grant	\$0.00
Locally Led Conservation Income	\$1,000.00
Community Projects	\$0.00
Cash on hand	\$752,923.00
Total	\$1,639,545.75

July 7, 2021
NO. 115668

Every ad you place runs online & in-print

PUBLIC NOTICE

Marty McKinney intends to apply for a subdivision permit which will be located north of Quarterhorse Dr. located in Laramie Wyoming. June 30, 2021 And July 7, 2021 NO. 214927

Pub. July 7, 2021