

MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING via Zoom Video Conferencing
October 27, 2020
UNAPPROVED

Chair Laraine King read a statement that the Board was authorized to meet electronically due to the state of emergency (COVID-19), that the meeting had been properly noticed and information given to the public on how to join the meeting via Zoom Video Conferencing, and that all votes would be by roll call, in accordance with the provisions of the Governor's emergency order.

Call to Order: Laraine King called the meeting to order at 8:00 am.

Present: Laraine King (alone), Robert Roudebush (alone), Brian Loutrel (alone), Chris Roberts (with Mike Roberts) Kristi Garofalo (District Administrator – alone), and Don Drew (Maintenance/Water Supervisor – alone). Commissioners Bob Long and Mark Johanson were also present along with Water Committee chair Patricia Brady.

Approval of Minutes: Oct. 13, 2020: Chris Roberts noted she was not listed as present at the Oct. 13 meeting and moved to approve the minutes with that addition; Robert Roudebush seconded. Roll Call Vote: Laraine King-aye, Robert Roudebush-aye, Chris Roberts-aye, Brian Loutrel-aye, Kristi Garofalo-aye, Don Drew-aye. Motion passed.

Water Department Budget: The Committee reviewed Worksheet #2 for the Water Department containing current YTD figures as of Sept. 30, 2020. The worksheet used the line amounts appropriated for 2020 as a starting figure for 2021. Noted below are lines needing further information to be presented at later meetings and also the actions and/or changes the Committee agreed on for lines that did not remain at the 2020 level:

- Revenue lines were reviewed with no changes made and 2-4019B (Water Revenue-Bath) to be determined at a later date.
- **2-5010 (WD District Admin.), 2-5098 (WD Water Mgr.):** Bob Long shared his research and proposal for these lines. The Committee agreed to set 2-5098 at \$19,806 and 2-5010 at \$15,835 understanding that ***Bob Long will provide overtime hours to be added along with the annual bonus numbers.***
- **2-5039 (WD FICA Expense):** ***Kristi Garofalo will calculate this line after final pay rate figures are received from Bob Long.***
- **2-5046 (WD Liability Insurance):** Kristi Garofalo said the Primex quote was received and the WD portion is \$2,052. The Committee agreed to set the line at that amount.
- **2-5048 and 2-5049 (Transfer Out-Capital Imp CRF, Transfer Out-Water Emergency CRF):** These lines to be determined at a later date.
- **2-5062 (WD Fees/Registration):** ***Don Drew to check with Eastern Analytical for 2021 water testing schedule and pricing.***
- **2-5094 (WD Water Purchases):** After discussion, the Committee agreed to set this line at \$65,000.
- **2-5098 (WD Water Mgr.):** The Committee agreed to set this line at \$19,806 (see above) understanding that ***Bob Long will provide overtime hours to be added along with the annual bonus numbers.***
- **2-5099 (WD Bath Service Fee):** This line to be determined at a later date.

Important Dates:

- **Next Meeting Date: Tuesday, November 10 at 8:00am via Zoom. Focus: Recreation/Lodge *Kristi Garofalo will include Linda Johanson and Dottie Long when sending out the meeting packets.***
- Future Budget Meetings: Nov. 24, Dec. 15, and Jan. 5 (if needed).
- Jan. 11, 2021 at 6:00 pm – Finalized budget submitted to the commissioners
- Feb. 8, 2021 at 6:00 pm – Commissioner meeting and public budget hearing
- Mar. ??, 2021 at 10:30 am – District Annual Meeting at the Lodge (date to be determined)

Chris Roberts moved to adjourn; Robert Roudebush seconded. Roll Call Vote: Laraine King-aye, Robert Roudebush-aye, Chris Roberts-aye, Brian Loutrel-aye, Kristi Garofalo-aye and Don Drew-aye. Motion passed and the meeting adjourned at 8:49 am.

Respectfully submitted by
Kristi Garofalo