

**MOUNTAIN LAKES DISTRICT  
BUDGET COMMITTEE MEETING  
At the District Office and via Zoom Video Conferencing  
December 13, 2022  
\*UNAPPROVED\***

**Call to Order:** Chair Robert Roudebush called the meeting to order at 9:00 am.

**Roll Call:**

- **Committee:** Robert Roudebush, Chris Roberts, Mark Johanson, Tom Mangels, District Administrator Kristi Garofalo, and Facility & Water Manager John Mitchell; Brian Loutrel (alone) was present via Zoom due to out of town travel. Chair Robert Roudebush declared a quorum present.
- **Public Present In-Person:** Bob Long **Via Zoom:** None

**Approval of Minutes:**

- **Nov. 29, 2022:** Mark Johanson moved to approve; Tom Mangels seconded. Roll Call Vote: Robert Roudebush-Aye, Chris Roberts-Aye, Mark Johanson-Aye, Kristi Garofalo-Aye, Tom Mangels-Aye, John Mitchell-Aye, Brian Loutrel-Aye. Motion passed.

**Warrant Articles & Capital Reserve Fund Requests:** Below are the warrant articles and CRF deposits the Committee discussed and their decisions on each:

- Article 1 – General Operating Fund Budget: The Committee agreed to set this article at \$284,333 according to the proposed budget for General Operations.
- Article 2 – Water Department Operating Budget: The Committee agreed to set this article at \$224,027 according to the proposed operating budget for the Water Department.
- Article 3 – WD Capital Improvement CRF: The Committee originally agreed to set the deposit amount at \$7,991, but later in the meeting agreed to reduce it to \$3,991 to compensate for changes to the Contract Labor line as noted below.
- Article 4 – WD Water Emergency CRF: The Committee agreed to set the deposit amount at \$12,000.
- Article 5 – Recreational Facilities CRF: The Committee agreed to set the deposit amount at \$5,000 to begin putting funds aside for pool replacement.
- Article 6 – Facility Maintenance, Improvement & Equipment CRF: After discussion of the deck and fascia work needed at the Lodge, Robert Roudebush moved to set this deposit amount at \$25,000; Mark Johanson seconded. Roll Call Vote: Robert Roudebush-Aye, Chris Roberts-Aye, Mark Johanson-Aye, Kristi Garofalo-Aye, Tom Mangels-Aye, John Mitchell-Aye, Brian Loutrel-Aye. Motion passed.
- Article 7 – Gen Op Legal Expenses CRF: The Committee agreed to set the deposit amount at \$2,000.
- Article 8 – Planning Board Legal Expenses CRF: The Committee agreed to set the deposit at \$500.
- Article 9 – Planning Docs Updates CRF: The Committee agreed to set the deposit amount at \$250.
- Article 10 – Future Dam Projects CRF: The Committee agreed to set the deposit amount at \$2,500.
- Article 11 – Infrastructure CRF: The Committee agreed to set the deposit amount at \$25,000 for water line replacement projects.
- Article 12 – Office Software & Equipment CRF: The Committee agreed to set the deposit at \$2,500.
- Article 13 – Unfunded Payroll Obligations CRF: The Committee agreed to set the deposit at \$500.
- Article 14 – District Truck CRF: The Committee agreed to set the deposit amount at \$5,000 to begin putting funds aside for replacement of the 2017 District truck.

- Articles 15-17 are non-monetary so the Committee took no action on them.

**Updates to Budget Worksheet Lines:** Noted below are lines discussed and/or changes the Committee made:

- 5043-1 (Health Insurance) – This line was corrected to a lower amount of \$7,100.
- 2-5048 (Transfer Out-WD Cap Imp CRF) – The Committee agreed to set this line at \$3,991 as needed to compensate for the Contract Labor line amount adjustment (see below).
- 2-5096 (WD Contract Labor) – Bob Long said the new contracts with Hood’s Plumbing call for an estimated 10% increase, mostly due to changes in the fuel surcharge calculation due to increased diesel fuel costs. The Committee agreed to set the line accordingly at \$42,500, noting the deposit to the WD Capital Improvement CRF would be reduced to \$3,991 to compensate for the increase.

**Final Notes:** Robert Roudebush thanked the Committee members for their time and efforts in putting together the proposed 2023 budget. He noted that budgets in the last few years have been “bare bones”, with little or no contingency cushion, in an effort to keep expenses and taxes low. Brian Loutrel agreed, noting the budget was kept as flat as possible since 2020 to try to lessen the impact of COVID-related economic effects, such as job reduction or loss. Robert Roudebush said the bare bones approach coupled with the current 8.7% inflation rate has led to the need for the increases in the current proposed budgets and he encouraged Committee members to be available to answer questions and explain the budget decisions to other community members as the process moves forward to annual meeting day.

**Important Dates:**

- Jan. 9, 2023 at 6:00 pm – Finalized recommended budget to be submitted to the commissioners
- Feb. 15, 2023 at 6:00 pm – Commissioner meeting and public budget hearing
- Mar. 25, 2023 at 10:30 am – District Annual Meeting at the Lodge

Robert Roudebush moved to adjourn; Chris Roberts seconded. Roll Call Vote: Robert Roudebush-Aye, Chris Roberts-Aye, Mark Johanson-Aye, Kristi Garofalo-Aye, Tom Mangels-Aye, John Mitchell-Aye, Brian Loutrel-Aye. Motion passed and the meeting adjourned at 9:03 am.

Respectfully submitted by  
Kristi Garofalo