

MOUNTAIN LAKES DISTRICT
BUDGET COMMITTEE MEETING via Zoom Video Conferencing
November 10, 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 8:03 am.

Present: Laraine King (alone), Robert Roudebush (alone), Brian Loutrel (alone), Chris Roberts (alone), and Kristi Garofalo (District Administrator – alone). Commissioner Bob Long, Rec Committee Chair Linda Johanson, and Rec Committee member Dottie Long were also present via Zoom.

Approval of Minutes: Oct. 27, 2020: Robert Roudebush moved to approve the minutes; Chris Roberts seconded. Roll Call Vote: Laraine King-Aye, Robert Roudebush-Aye, Chris Roberts-Aye, Brian Loutrel-Aye, Kristi Garofalo-Aye. Motion passed.

Budget Updates: The Committee reviewed Worksheet #1 for General Operating and Worksheet #2 for the Water Department containing current YTD figures as of Oct. 31, 2020. The worksheets used the line amounts appropriated for 2020 as a starting figure for 2021. Noted below are the updates, actions and/or changes the Committee agreed on for lines from both budgets:

Water Dept. Budget:

- 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 with OT allowances and annual bonuses included. The Committee agreed to set 2-5098 at \$21,777 and 2-5010 at \$16,689 as proposed.
- **2-5039 (WD FICA Expense):** *Kristi Garofalo will calculate this line.*
- **2-5047 (WD Health Insurance):** The Committee agreed to set this line at \$2,080 per Bob Long's proposal.
- **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 was not present, but sent an email with an estimate from Eastern Analytical of \$3,527 for the year. He suggested adding a buffer to bring the line to \$4,000. Kristi Garofalo shared a spreadsheet for the line that showed the line ran over three out of the last five years mostly due to increases in testing and registration fees. She suggested the dam registration fees (\$1,150 annually) and the VLAP testing fees (\$250 annually) could be moved to the General Operating budget and will research that possibility. In the meantime, the Committee agreed to set the line at \$5,000 for now and re-visit it at a later meeting.
- **2-5099 (WD Bath Service Fee):** This line to be determined at a later date.

General Operating Budget:

- **5010-1 (District Admin) and 5012-1 (Maintenance Mgr.):** Bob Long shared his research and proposal for these lines with OT allowances and annual bonuses included. The Committee agreed to set 5010-1 at \$25,034 and 5012-1 at \$32,665 as proposed.

- **5013-1 (Maint. Asst.):** Don Drew's email recommended this line be kept at the 2020 level and the Committee agreed.
- **5016-2 (Rec Prog Director), 5019-2 (Snack Bar Inventory) and 5020-2 (Snack Attendants):** Bob Long recommended these lines remain at 2020 levels in hopes the 2021 season will be back to normal and the Committee agreed.
- **5022-2 (Lodge Attendant):** Bob Long requested this line be set at \$1,200 and the Committee agreed.
- **5028-1 (Unemployment Insurance), 5030-1 (Workers Comp) and 5046-1 (Liability Insurance):** Kristi Garofalo shared quotes received from Primex and the Committee agreed to set the lines at \$500, \$1,755, and \$2,052 respectively.
- **5043-1 (Health Insurance):** The Committee agreed to set this line at \$3,120 per Bob Long's proposal.
- **5051-3 (Phone/Internet-Lodge):** Don Drew's email recommended this line be set at \$1,500 and the Committee agreed.
- **5064-1 (Facility Op-Gen Op), 5064-2 (Facility Op-Rec), and 5064-3 (Facility Op-Lodge):** Don Drew's email recommended these lines remain at 2020 levels and the Committee agreed.
- **5068-2 (Special Events-Rec):** The Committee agreed to keep this line at the 2020 level per Bob Long's recommendation.

Important Dates:

- **Next Meeting Date: Tuesday, November 24 at 8:00am via Zoom. Focus: Water Dept, Lodge, Rec**
- Future Budget Meetings: 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)

Robert Roudebush moved to adjourn; Chris Roberts seconded. Roll Call Vote: Laraine King-Aye, Robert Roudebush-Aye, Chris Roberts-Aye, Brian Loutrel-Aye, and Kristi Garofalo-Aye. Motion passed and the meeting adjourned at 8:36 am.

Respectfully submitted by
Kristi Garofalo