

**MOUNTAIN LAKES DISTRICT  
BUDGET COMMITTEE MEETING  
At the District Office and via Zoom Video Conferencing  
November 15, 2022  
\*UNAPPROVED\***

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

**Roll Call:**

**Committee:** Robert Roudebush, Mark Johanson, Tom Mangels, Chris Roberts, Brian Loutrel, Facility & Water Manager John Mitchell and District Administrator Kristi Garofalo. Robert Roudebush declared a quorum present.

**Public Present:** In-Person: Courtney Lantz and Ed Rajsteter Via Zoom: Bob Long

**Approval of Minutes:**

**Oct. 11, 2022:** Mark Johanson moved to approve, Brian Loutrel second and the motion passed.

**Water Dept. Budget:** The Committee reviewed worksheets containing current YTD figures as of Oct. 31, 2022. The worksheets used the line amounts appropriated for 2022 as a starting figure for 2023. Noted below are the 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 2022 level:

- Revenue lines were reviewed. Line 2-4003 (WD Hookups) was increased to \$1,500 to reflect the fee increase in the MLD Water Tariff as voted at the 2022 annual meeting. Note was made that the “building boom” will increase the number of water customers by five for 2023 for a total of 343 customers.
- 2-5010 (WD District Admin) – **Bob Long will submit numbers for these lines at the next meeting.**
- 2-5015 (WD Tech Support Svcs) – The Committee agreed to set this line at \$2,750.
- 2-5038 (WD NH Retirement) – **Bob Long will submit numbers for these lines at the next meeting.**
- 2-5039 (WD FICA Expense) – **Kristi Garofalo will calculate this line after pay rate figures are received from Bob Long.**
- 2-5042 (Audit Expense) – The Committee agreed to set this line at \$4,500 based on estimated cost.
- 2-5046 (WD Liability Insurance) – The Committee agreed to set this line at \$2,531.00 per the Primex quote.
- 2-5047 (WD Health Insurance) – **Bob Long will submit numbers for these lines at the next meeting.**
- 2-5048 (WD Transfer Out-Cap Imp) and 2-5049 (WD Transfer Out-Wtr Emerg) – The Committee agreed the Water Emergency CRF should be funded at \$12,000 to start with more discussed needed for both Capital Reserve lines.
- 2-5050 (WD Office Expense) – The Committee agreed to set this line at \$2,200.
- 2-5051 (WD Telephone/Internet) – **Bob Long will check with Spectrum and submit numbers for this line at the next meeting.**
- 2-5052 (WD-Electricity) – Due to the forecasted increase in utility costs, the Committee agreed to set this line at \$15,000.
- 2-5054 (WD Fuel/Propane) – The Committee noted John Mitchell did a great job of negotiating a favorable propane price for MLD properties in 2023 and agreed to set this line at \$1,300.
- 2-5060 (WD Consult/Train) – The Committee agreed to set this line at \$600.
- 2-5064 (WD Facility Maintenance) – The Committee discussed the uses for this line and the need for increased inventory due to the building boom, then agreed to set the line at \$12,000.

- 2-5074 (WD Truck Expenses) – The Committee discussed the age of the MLD truck and the increase in fuel costs, then agreed to set this line at \$3,500.
- 2-5096 (WD Contract Labor), 2-5097 (WD Water Assistant) and 2-5098 (WD Water Manager) – **Bob Long will submit numbers for these lines at the next meeting.**

**Old Business – Updates to General Operation Budget Worksheet:**

- Kristi Garofalo shared insurance quotes for 2022 and the Committee agreed to set the following lines according to that info as noted below:
  - 5028-1 (Unemployment Insurance) set at \$500
  - 5030-1 (Workers Comp) set at \$2,131
  - 5046-1 (Liability Insurance) set at \$2,531
- The Committee also agreed to set 5042-1 (Audit Expense) at \$4,500 based on estimated cost and to match Water Fund line 2-5042 since the audit costs are split equally between the two funds.

**New Business:** Courtney Lantz presented information and pricing from the Recreation Committee on recommended purchases for 2023, including (12) umbrellas for \$1,282.32, (2) inflatable paddleboards for \$319.90, (1) inflatable double kayak at \$106.00 and (1) inflatable single kayak at \$65. The Committee thanked her for the information and discussed the feasibility of purchasing inflatables for rental to the public. After discussion, the Committee agreed to consider the purchases as they continued to put 2023 budget numbers together.

- **Important Dates: Next Meeting Date: Tuesday, November 29 at 9:00am – Focus: Recreation, Lodge**
- Future Budget Meetings: Dec. 13, with a possible date of Jan. 3 if needed.
- Jan. 9, 2023 at 6:00 pm – Finalized budget submitted to the commissioners
- Feb. 13, 2023 at 6:00 pm – Commissioner meeting and public budget hearing
- Mar. 25, 2022 at 10:30 am – District Annual Meeting at the Lodge

Mark Johanson moved to adjourn; Chris Roberts seconded, and the meeting adjourned at 9:57 am.

Respectfully submitted by  
Kristi Garofalo