



**MEETING NOTICE AND AGENDA  
FOREST LAKES METROPOLITAN DISTRICT  
BOARD OF DIRECTORS**

**WHEN: DECEMBER 8, 2020**

**WHERE: TELECONFERENCE VIA ZOOM (SEE BELOW)**

**TIME: 7:00 PM**

1. Call to Order
2. Board Roll Call (Recognize guest speakers)
3. Approval of Agenda
4. Approval of Previous Minutes
5. Special Business
  - A. Meet the Builder – Martin Hotter (Hotter Construction)
  - B. Board Member Replacements (Directors Unger and Meyer)
  - C. Budget Committee (Tony Schrier, Mark Rushfeldt and Keith Rountree) Updates
  - D. Recreation Committee (Derrick Martin and Keith Rountree) Updates
6. Public Comments - Each speaker is limited to 5 minutes and needs to identify themselves with their full names and addresses)
7. Reports from Staff, Officers, Consultants and Committees
  - A. **MANAGER'S**
  - B. **MAINTENANCE**
  - C. **FINANCIAL** (See attached supporting documentation)

**PROPERTY TAX COLLECTION REPORT (See Exhibit A):** Through October 2020, we have received 99.7% (\$666,911) of the levied property tax (\$668,670.00) revenue for the year.

**WATER PUMPING (See Exhibit B)** – In November, we pumped about 3.5 million gallons of water between the 4 wells. In October, we pumped about 5.1 million gallons of water. You can see the comparisons between all 3 years for the reported months.

**INCOME/EXPENSE REPORT (% of Budgeted Report – See Exhibit C)**

**General Fund** - Revenues at 78% of Budgeted, Expenses at 72% of Budgeted

**Water Fund** - Revenues at 100% of Budgeted, Expenses at 82% of Budgeted

**Sewer Fund** - Revenues at 87% of Budgeted, Expenses at 71% of Budgeted

**OVERALL** - Revenues at 87% of Budgeted, Expenses at % of Budgeted

8. Unfinished Business

9. New Business

- A. Final Budget Packet to the Board (Attachment A)
- B. Pay Increases for FLMD Employees for 2021 (Attachment B)
- C. End of Year/Christmas Bonuses for Full-time FLMD Employees and Board Member Gift Cards (Attachment C)

10. Resolutions

- A. Resolution 2020-11: 2021 Budget Adoption
- B. Resolution 2020-12: Setting Mill Levy
- C. Resolution 2020-13: Appropriating Sums of Money
- D. Resolution 2020-14: Board of Director's Policy Manual – Amendment
- E. Resolution 2020-15: FLMD Personnel Policy Updates

11. Approval of Disbursements – Move to approve the bills subject to review at time of signing

12. Adjournment

**NEXT REGULAR SCHEDULED MEETING: January 12<sup>th</sup>, 2021 at 1:30 p.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/81156659902?pwd=MUVGWk8rbGVDSHdkdHpTaG9rZzg5QT09>

Meeting ID: 811 5665 9902

Passcode: 883209

One tap mobile

+16699009128,,81156659902#,,,,,0#,,883209# US (San Jose)

+12532158782,,81156659902#,,,,,0#,,883209# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

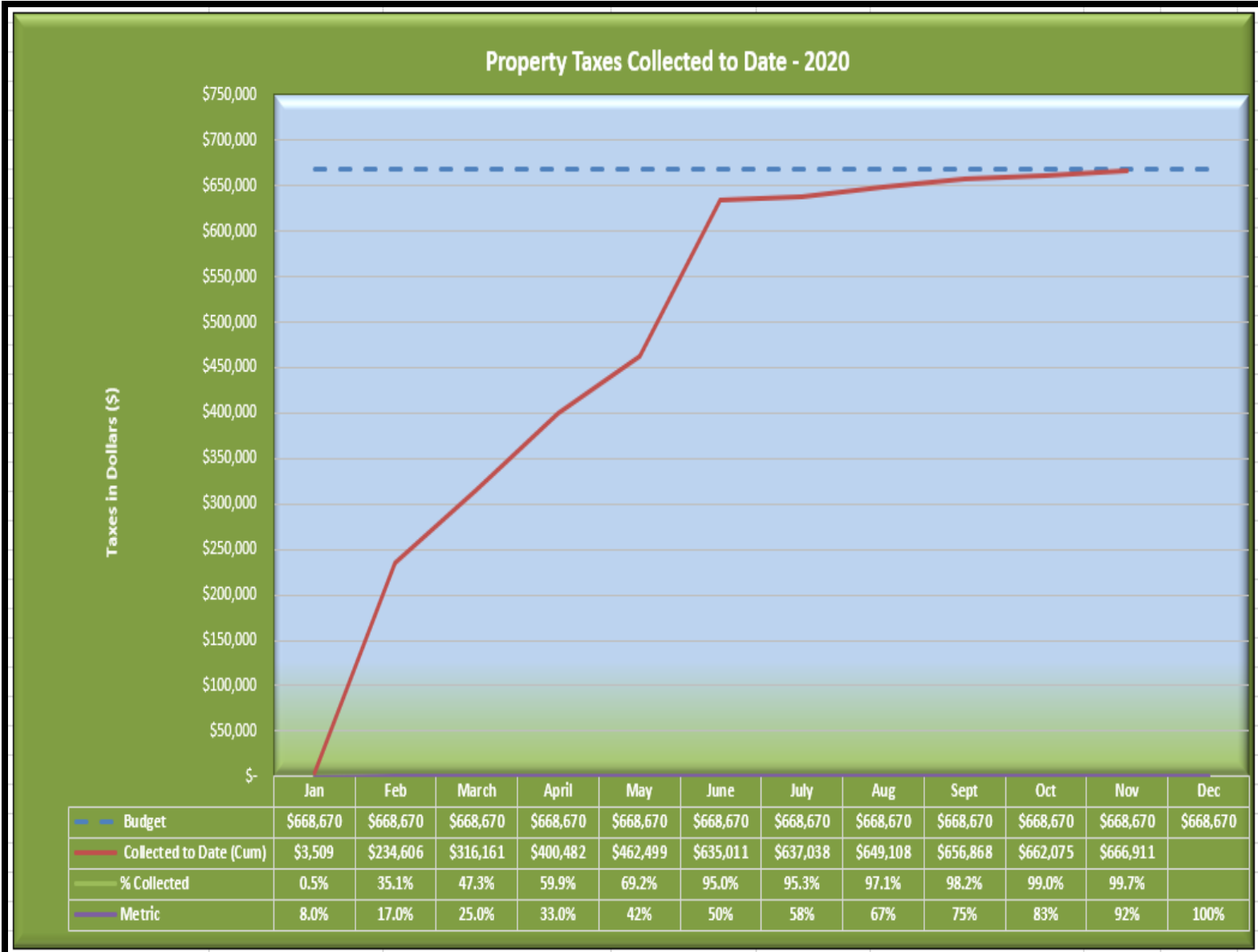
+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

Meeting ID: 811 5665 9902

Passcode: 883209

Exhibit A  
 Property Tax Collection Report



### Exhibit B Well Pumping Report

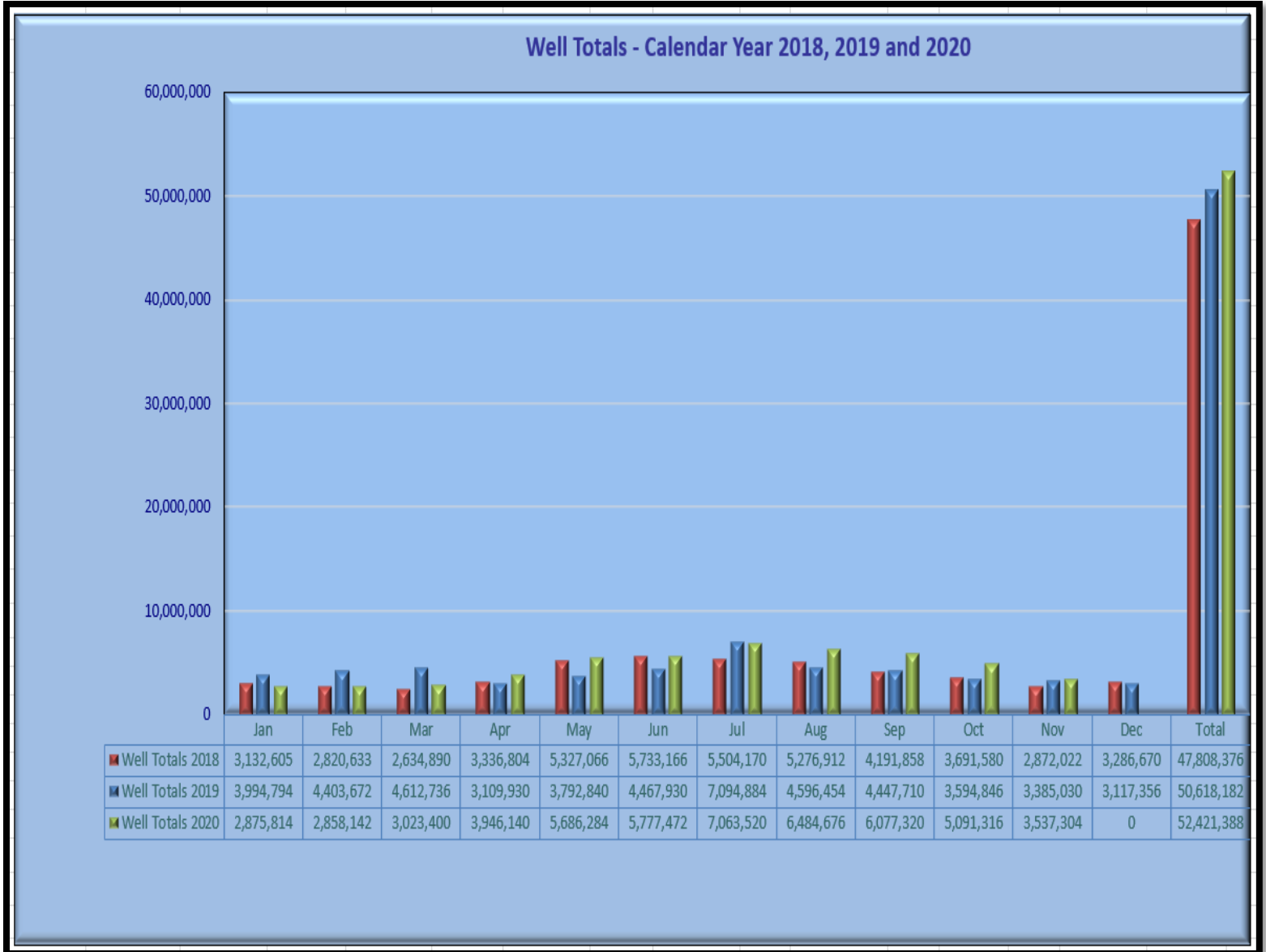


Exhibit C  
Income/Expense Report

<b>November 2020 Revenue and Expenses Accounting</b>											
	<b>Revenue (Accrued \$)</b>										
Fund Type	Total Budget	YTD	Balance	% of Budgeted							
General Fund	\$ 846,779.00	\$ 659,188.50	\$ 187,590.50	78%							
Water Fund	\$ 569,185.00	\$ 570,291.50	\$ (1,106.50)	100%							
Sewer Fund	\$ 527,793.00	\$ 457,647.19	\$ 70,145.81	87%							
<b>Totals</b>	<b>\$ 1,943,757.00</b>	<b>\$ 1,687,127.19</b>	<b>\$ 256,629.81</b>	<b>87%</b>							
	<b>Expenses (Expended \$)</b>										
Fund Type	Total Budget	YTD	Balance	% of Budgeted							
General Fund	\$ 846,779.00	\$ 613,836.90	\$ 232,942.10	72%							
Water Fund	\$ 569,185.00	\$ 469,491.51	\$ 99,693.49	82%							
Sewer Fund	\$ 527,793.00	\$ 377,288.25	\$ 150,504.75	71%							
<b>Totals</b>	<b>\$ 1,943,757.00</b>	<b>\$ 1,460,616.66</b>	<b>\$ 483,140.34</b>	<b>75%</b>							
<b>Monthly Revenue and Expense Distribution</b>											
Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%
<b>Manager's Comments:</b>											
1. Expenses (YTD) do not exceed Revenue (YTD).											
2. Expenses are accumulating slower than the Revenue is accruing (75% versus 83%).											
3. Assuming even distribution of Revenue accrued and Expenses "expended" on a monthly basis over a 12 month period, we are tracking well - 87% on Revenue and 75% for Expenses. 92% is the benchmark for November.											