

**MOUNTAIN LAKES DISTRICT
COMMISSIONERS SPECIAL COMMITTEE - ANNUAL MEETING PREPARATION
via Zoom Video Conferencing on March 17, 2021
*UNAPPROVED***

Call to Order: Chair Bob Long called the meeting to order at 6:01pm. He read a statement that the Board was authorized to meet electronically due to the declared 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.

Roll Call: Commissioner Bob Long (alone), Commissioner Mike Roberts (alone), Commissioner Mark Johanson (alone), Assistant Moderator Robert Roudebush (alone), District Clerk Karen Rajsteter (alone), Moderator Chris Demers (alone), District Treasurer Laraine King (alone), District Administrator Kristi Garofalo (alone) and Water/Maintenance Manager Don Drew (alone).

Public Present: NONE

2021 Annual Meeting: Bob Long led discussion on the District's legal options if Article 1 (Approval of Optional Annual Meeting Procedure) was to be voted down.

The Committee also discussed and agreed on the following:

- For the Information Meeting:
 - the Committee agreed there would be no public questions or comments; each article will be read and additional information presented as needed.
 - **Kristi Garofalo will create a separate folder for each warrant article for the comments and questions received during the comment period between the Info Meeting and the Annual Meeting; she will deliver the folders to Chris Demers on Saturday morning before the Annual Meeting.**
- For the Annual Meeting:
 - The Committee agreed to hold the virtual Annual Meeting in a manner that reflects the usual MLD Annual Meeting as much as possible, especially in allowing input from all (voter and non-voter) who wish to speak.
 - The Committee experimented with the "Raise Hand" and "Chat" features in Zoom and agreed to use them for participants to ask questions or ask permission to speak at the Annual Meeting. Chris Demers will monitor the chat feature and moderate discussion; Bob Long and Kristi Garofalo will help monitor the waiting room and watch for chat messages and raised hands.
 - **Chris Demers will lead the Zoom meeting in the Pledge of Allegiance** as customary and **Bob Long will provide an American flag to be on the screen for the Pledge.** Chris Demers will make introductions at the beginning of the meeting and go over the rules of procedure for the meeting as he normally does.
 - Any amendments to the articles will be voted on by the commissioners in a roll call vote; otherwise, each article goes to the ballot automatically.
 - Person of the Year will be awarded under Article 20 and **Bob Long will make the presentation.**
- For Voting Day:
 - Kristi Garofalo said the Supervisors of the Checklist have been asked to arrive by 10:30am on Voting Day.
 - The Committee agreed (150) of each of the two ballots should be ordered for Voting Day; Kristi Garofalo will place the order on Monday, March 22, after the ballots are finalized at the Annual Meeting.

Adjournment: Bob Long moved to adjourn; Mark Johanson seconded. Roll Call Vote: Bob Long-Aye; Mike Roberts-Aye; Mark Johanson-Aye; Robert Roudebush-Aye; Chris Demers-Aye; Karen Rajsteter-Aye; Kristi Garofalo-Aye; Don Drew-Aye; and motion passed. The meeting adjourned at 7:03 pm.

Respectfully submitted by,
Kristi Garofalo