

MINUTES OF MEETING

**UNIVERSITY PARK RECREATION DISTRICT
CONTINUED BOARD OF SUPERVISORS MEETING**

Friday, September 25, 2020 at 1:00 p.m.

Via conference call due to the COVID-19 Executive Order 20-193

Board Members present at roll call:

Steve Ludmerer	Chairperson & Treasurer	(via phone)
Beth Bertsch	Vice Chairperson	(via phone)
Nancy Kopnisky	2 nd Vice Chairperson	(via phone)
Jim Long	Assistant Secretary	(via phone)
Karen Pagano	Assistant Secretary	(via phone)

Also, Present:

Vivian Carvalho	PFM	(via phone)
Amy Champagne	PFM	(via phone)
Mark Barnebey	Blalock Walters Law Firm	(via phone)
Laurie Evans	Country Club	(via phone)
John Fetsick	Country Club- Director of Finance	(via phone)
Curtis Nickerson	Country Club	(via phone)
Various Members of the General Public		

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order and reconvened at 1:00 p.m. Those in attendance are outlined above.

SECOND ORDER OF BUSINESS

Organizational Matters

Opening Comments

Mr. Ludmerer provided opening remarks.

Public Comments

There were no public comments at this time.

THIRD ORDER OF BUSINESS

Business Matters

Discussion regarding Executive Order 20-193

A copy of the Executive Order is included in the agenda package. Mr. Barnebey provided an overview of the Executive Order. The Executive Order 20-193 has been extended to October 1, 2020. If the Executive Order is not extended gain than the October 9, 2020 meeting will take place in person in which three members of the Board must be physically present. It has not been extended yet and District staff is monitoring any updates pertaining to the Executive Order extension.

Update on Election Process

Ms. Van Brunt reviewed the election slides for the Board and Members of the District. She discussed the process for electronic and in-person voting. She discussed "Vote Now" which is a vendor that provides electronic voting option and the total cost is is \$5,127.12. Ms. Pagano asked how Vote Now handles voting issues. Mr. Mantia stated they have a dedicated person for each vote client during the voting process available for any help and that information will be part of the mailing and or emails sent to the voters.

Mr. Ludmerer asked if the team had considered using an independent accounting firm to validate the Vote Now statistics and any paper ballots that are approved and filed. Ms. Van Brunt stated they are hiring a CPA company to do the counting of the ballots. Ms. Carvalho explained District Management has been in contact with the company that was involved in the District election two years ago and they are drafting a proposal to be considered by the Board. Ms. Kopnisky asked if they are validating the Vote Now ballots or only the paper ballots that come through on Election Day. Ms. Carvalho stated it's a combination of both leading up to the election and then on Election Day. Mr. Mantia confirmed that is correct and the CPA Firm will compile all the votes for the end result. They will take the totals that Vote Now provides in the dashboard that Ms. Van Brunt mentioned that they will have a total only of the number of votes for each Candidate. They are not auditing or verifying any of the software from Vote Now. Ms. Kopnisky asked if voters will go to the website to vote and Ms. Van Brunt explained Vote Now will contact the voters with instruction about how to vote electronically.

Mr. Mantia stated the people who receive emails about the voting are only those who signed up and opted in to receive emails from the District and they are encouraging people in the mass mailing going out tomorrow to sign up for the RD site to get as many people as possible to accept and want to utilize the electronic voting.

Mr. Ludmerer asked Ms. Van Brunt to walk through Exhibit B and discuss the key dates. Ms. Van Brunt explained after Board approval of the concept the Election Volunteer Group

will send out a packet that describes the nomination process and encourages individuals to nominate others or themselves to run for the Board. It has a form for individuals to follow if they decide to run for the RD Board and offers an overview of the election process. It encourages everyone to sign up for the RD newsletter, so they have the option to vote electronically. Candidates Nominations are due by noon on October 9, 2020 which will go directly to the District Manager. On October 15, 2020 the statements from the Candidates will be posted on the RD website and the newsletters for the RD and County Club. On October 30, 2020 hard copy instructions as well as paper ballots will be distributed to those who have signed up for electronic voting to make sure no one is missed in the household. On November 9, 2020 at 6:00PM will be a Candidate Forum workshop. Mr. Ludmerer asked Mr. Barnebey if the District needs to post or run advertisement for the Candidate Forum. Mr. Barnebey stated he suggested posting on the Country Club as well as run an advertisement for the Candidate Forum similar to a Board Workshop. Mr. Ludmerer stated he would want to post it as a workshop. Ms. Carvalho will coordinate the workshop advertisement with Ms. Van Brunt.

Ms. Van Brunt explained on November 12, 2020 the ballots will go out by US mail to all parcel owners and residents as well as the email option. Voting starts that day. Advertisements requirements for the election will be published in the newspaper on November 16, 2020 and November 23, 2020. On December 1, 2020 final reminders will be sent by email through Vote Now and by postcard reminding parcel owners of the election on December 8, 2020. The deadline for electronic voters is midnight December 7, 2020. Those electronic votes will be tallied before election day which is December 8, 2020. The meeting will be open at 9:00 a.m. during which time they will be accepting paper ballots. The Election Volunteer Group will make sure in person voters have not already voted and they will be able to drop their ballots in a voter box. By early afternoon the results should be announced. Ms. Bertsch stated with the mailed ballots the RD has various residents who are Canadian or out of the Country because of COVID-19 and are unable to return. Those individuals might not have done the opt-in for the emails pertaining RD. Ms. Van Brunt is aware of those individuals and has their non-US addresses in which they will receive the mailings pertaining the election.

Ms. Kopnisky asked if the \$5,127.12 cost for the election process is all inclusive or will there be additional costs. Ms. Van Brunt stated there are additional costs. Vote Now costs is \$5,127.12. Mr. Mantia stated the mailing cost is will be calculated based on 1,200 mailings, 66 mailings to Canadians or other non-US individuals, the CPA Firm cost will be approximately \$3,000.00, as well as printing and envelope costs. In total it will cost approximately \$12,000.00 - \$15,000.00 for the Election. If the District did not have to do printing and mailing the cost would be half of that which is why the encouragement for electronic voting is important.

Mr. Long asked if other entities using electronic voting were hiring CPA Firm as well. Mr. Mantia stated most do not use CPA Firm based on the discussions with the CEO of Vote

Now. With the first election process the RD did use a CPA Firm and he recommended continuing to use a CPA Firm for this election and perhaps at the next election the District wouldn't need a CPA Firm.

Ms. Van Brunt discussed the importance of the electronic voting to cut costs in the future.

Mr. Barnebey stated electronic voting helps the District with COVID-19 issues. He stated the District does a lot and needs to have in-person voting as an option. Mr. Ludmerer requested a motion to accept the hybrid electronic voting with Vote Now as in person paper ballot as proposed by the Election Chair and Election Volunteer Group.

ON MOTION by Mr. Long, seconded by Ms. Kopnisky, with all in favor, the Board accepted the hybrid electronic voting with Vote Now for electronic voting and in person paper ballot as the 2 options for the Election as proposed by the Election Chair and Election Volunteer Group.

Mr. Barnebey requested the Board to authorize the Chair to work with District staff to negotiate a contract with Vote Now.

Ms. Pagano stated in reviewing the cost breakdown. The vote which took place is regarding the Vote Now cost and asked if they will also do the mailing. Ms. Van Brunt stated they will do the next mailing. A discussion took place regarding the costs. Mr. Mantia and Mr. Ludmerer commended the Volunteer Group for their work pertaining to the Election.

There were questions related to the CPA information.

ON MOTION by Ms. Bertsch seconded by Ms. Kopnisky, with all in favor, the Board approved the selection of Vote Now as the voting company the RD is working with and authorize the Chair to negotiate a contract and execute such contract consistent with the estimate provided by in the agenda package today.

Ms. Kopnisky stated the RD might be able to use the neighborhood Chairs to get this information out to the residents. She suggested reaching out to the UPCA and ask for their help in this situation. Mr. Ludmerer does not know what their position on that would be. He requested Ms. Van Brunt explore all approaches to maximize the voter participation because the Board wants everyone to have a vote and a say in the future of the District as it moves forward. Mr. Barnebey stated UPCA can assist as long as it is for informational purposes and they are not promoting certain candidates. Ms. Kopnisky stated residents might be confused because the UPCA has an election one week after the RD Election.

Mr. Ludmerer stated the HOA voters are only homeowners, but the RD voters are the residents. Mr. Mantia commented the advice is well taken and the Volunteer Group has had preliminary discussions with the HOA including a Board Member regarding how to publicize the two elections. A lengthy discussion took place regarding the how to notice the two voting processes.

Update on District Management and Accounting Services

Mr. Ludmerer reviewed the revised proposal. Starting October 1, 2020 Mr. Fetsick, Assistant Treasurer will assume the accounting responsibilities for the District. There will be a month of transition with PFM in October and after October if the District needs any additional accounting services from PFM they will be provided at an hourly rate as specified.

Mr. Long had questions about the Treasurer position and proposed that on the turnover date Mr. Fetsick be appointed to Treasurer. Ms. Bertsch asked if the Treasurer need to be a member of the RD Board or can the Treasurer be a non-member of the Board. Mr. Barnebey stated they can be a non-Member of the Board. Mr. Ludmerer suggested District Counsel to look at the Charter and put the potential appointment on the agenda for the October 9, 2020 meeting as a revised Resolution appointing District Officers.

Ms. Kopnisky had a question regarding District Management fees outlined in the second page. Mr. Ludmerer discussed the District Management fees. Mr. Ludmerer requested a motion authorizing the Chair to negotiate an amendment to the District Management Contract consistent with the letter from PFM dated September 24, 2020.

ON MOTION by Ms. Kopnisky, seconded by Ms. Bertsch, with all in favor, the Board authorized the Chair to negotiate an amendment to the District Management Contract consistent with the letter from PFM dated September 24, 2020.

FOURTH ORDER OF BUSINESS

Staff Reports

District Counsel- Mr. Barnebey stated he was contacted by Mr. Fetsick yesterday relating to an assessment that the District got from the Fire District related to an assessment they did, and he does not believe that assessment is appropriate. He will talk to the Fire District Counsel on why that should be removed.

District Manager- Ms. Carvalho stated the workshop schedule for FY 2021 has not been finalized and she requested the Board to review, make any necessary changes for publication requirements. She suggested keeping the slate of the workshop meetings as presented with the exception of November workshop being on Wednesday, November 4, 2020 versus Tuesday and changing the December 29, 2020 date to January 5, 2021 due to the Holidays. She stated that if need be the District can advertise additional workshop throughout the Fiscal Year. This is based on the discussion the District Chair and Laurie had and approved the workshop meeting schedule slate for Fiscal Year 2021.

ON MOTION by Mr. Long, seconded by Ms. Pagano, with all in favor, the Board approved the Workshop Dates for advertising purposes as presented.

Supervisor Requests- Mr. Long asked the General Manager for a list of the participants for the workshops that have occurred pertaining to the projects for Country Club. He requested that information previously and have yet to receive it. Ms. Evans stated there are no projects being considered yet. Mr. Long requested a list of participants and the projects to be considered. Ms. Evans will send that in writing and produce a summary of the focus groups as well as how that aligned with the survey results. She asked if he would be able to wait for that communication which will go out next week and see if he needs more information. Mr. Long stated no. He wants a list of people who participated and the projects that were discussed.

Ms. Bertsch asked Ms. Evans to send that list to all the Supervisors. Ms. Evans said yes but thinks there is a misconception about the status or discussion that took place as there was nothing decided these were just ideas shared at the focus group. Mr. Bertsch stated if information goes to one Supervisor it should go to all Supervisors, so everyone has the same information so if a discussion comes up everyone is on the same page. Ms. Evans asked Mr. Barnebey if she should send it to Ms. Carvalho and ask her to distribute it. Mr. Ludmerer stated this was a task group set up by the County Club and asked Mr. Barnebey how to proceed. Mr. Barnebey stated this is not the RD's task group and if Ms. Evans is comfortable sharing her information, he does not have an issue with the Board requesting it but it is something Ms. Evans put together on her own. It is a Club group independent of the District. Ms. Carvalho stated Ms. Evans can send the information out but because multiple Board Members are receiving this information, she suggested including the Sunshine Laws provision to not "reply all" to make sure the Board adheres to the Sunshine Law.

Ms. Evans asked if Mr. Long is requesting a list of the people who participated in each of the focus groups, and a summary of the potential projects that were discussed and not

agreed upon. Mr. Long stated that is correct. He further stated those projects will be reviewed by the Recreation District Board before any action is taken. Mr. Long stated given the conversation he hears around the Club of people's preferred projects he wants to know what was discussed and who was there to discuss those ideas.

Ms. Evans confirmed there will be no projects decided or discussed any further because she was waiting for the proposals to be submitted for the Master Planner. There will be an update to include the status of the Master Planner. Mr. Ludmerer noted the Club put together this initiative and will report back with their ideas and suggestions to the Board. In the interim, Ms. Evans agreed to provide the requested information to the Board and no action will be taken until the Board hears what findings the Club has and what suggestions they may have about facilities, amenities, and upgrades going forward.

Public Comment- There were no public comments.

FIFTH ORDER OF BUSINESS

Adjournment

Mr. Ludmerer requested a motion to adjourn.

ON MOTION by Mr. Long, seconded by Ms. Bertsch, with all in favor, the Friday, September 25, 2020 Continued Board of Supervisors' Meeting for University Park Recreation District was adjourned at 2:00PM.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson