

BARTON VILLAGE INC.  
SPECIAL MEETING OF THE TRUSTEES  
DRAFT MINUTES  
February 20, 2020 12:30 PM

PRESENT: Nate Sicard (by phone), Cathy Swain, Tin (Justin) Barton-Caplin (by phone), Michael Cole (VEC), Emily Crawford, Kevin Cruz, Julie Nelson, Andy Sicard, Kate Kran (by phone)

Call to Order: Called to order by CS at 12:43 p.m.

- A. Changes to Agenda / Additions or Deletions
  - a. None
- B. Privilege of the Floor
  - a. None
- C. Old Business
  - a. None
- D. New Business
  - a. None
- E. Other
  - a. Office / Facilities
    - i. Operational Planning with Staff
      - 1. Staff reviewed Kate's email and reviewed plan
        - a. Audit
          - i. Discussion if anything is needed for the audit
          - ii. Kate mentioned that should be all set and she doesn't anticipate needing any additional communication with the auditors while she's out
        - b. AP – Andy will be reviewing AP in Kate's absence
          - i. Discussion of just making sure expenses get coded to appropriate expense codes
        - c. Customer Services
          - i. Discussion of the importance of making sure that staff communicate to the public that if they can't answer a question, that they will get the information and follow up with them
          - ii. Nate is available to help answer any questions
          - iii. Some questions may come in about proposed water/sewer rate changes
        - d. Electric Department Service Work
          - i. VEC is comfortable with the contingency plan
        - e. Staff Coordination
          - i. Andy will provide guidance to Kevin's position with input from Julie

- f. Kate's return date
  - i. Kate plans on returning to work about six weeks
  - ii. Current plan is to return to work full time
- g. Electric Department Reporting
  - i. Kate stated all reporting is up to date
  - ii. Steve Farnham helps coordinate this with the Village
  - iii. Kate will make sure Steve includes Julie on communications.
- h. Balance Sheet
  - i. CS requested an updated balance sheet before Kate goes out
  - ii. Kate indicated that there should be an updated balance sheet, income statement, etc ready for the annual report that is being completed this week.
- i. Reliability Report
  - i. Julie can complete this report today or tomorrow if Kate forwards the information.

F. Executive Session:

a. None

G. Adjourn: CS motioned to adjourn at 1:07 p.m., JBC seconded. Unanimous approval.

Date of Next Meetings: February 24, 2020

Submitted by Tin (Justin) Barton-Caplin | Board Clerk

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Attested by Shelia Martin | Village Clerk