

Minutes, WEVD RECORDS COMMITTEE, November 11, 2020

WEVD RECORDS COMMITTEE MEETING MINUTES, November 11, 2020, AT SUMMIT LODGE,
COMMUNITY CENTER

Present: Matt Smith, Linda Ivers, Anthony Patti, Maureen Patti, Terry Bennett, Ellen Witt

No guests in attendance.

Meeting called to order by Chairman M. Smith at 2:01 p.m.

Motion to approve minutes from 10/28/2020 made by Ms. T. Bennett & seconded by Ms. Ivers. Motion passed with a unanimous vote.

Chairman M. Smith began a discussion regarding the proposed procedure for recording RTK requests and tracking compliance with the requests. Ms. Patti explained the rationale of expanding the group of individuals (to include volunteers serving on committees) to ensure all requests (especially oral) are properly reported to the General Manager (GM) and Assistant General Manager (AGM). Ms. Patti pledged to review the procedure with AGM before next committee meeting.

Ms. T. Bennett presented a proposed form to allow Department Heads (and others) requesting action from the Commission (RCA form). The Committee discussed how such a form would compliment and serve as an important component to the agenda which has been sent to the Commission consideration.

The Committee members discussed the process – within the proposed agenda – for a consent calendar to be used for check paying by the Commissioners. Treasurer and Committee member Ms. Ivers saw potential in this approach and discussed how it might work within the current practice of paying bills in a timely manner. She described the potential of using e-signatures of the commissioners to pay bills in between WEVD meetings to ensure the District takes advantage of any early payment discounts, etc.

From this discussion came the consensus that Ms. Patti, as Commissioner liaison, suggest to the Commission that AGM create a group email for distributing RCAs to the Commissioners and the Treasurer.

The intent behind the proposed agenda & RCA form/process is to make sure no one is caught off-guard or surprised at WEVD with requests for specific financial information, etc. With the sharing of all RCA forms, the treasurer can gather needed information about available line items, which account to use when funding an appropriation, etc. before the WEVD meeting.

Ms. Patti made a motion to present to the Commission the proposed RCA form. Mr. M. Smith seconded the motion and it passed with unanimous approval.

Ms. Patti reported to the Committee the progress on compiling all existing WEVD Warrant Articles and Annual and/or Special Meeting Minutes. After a discussion regarding where records were located and how they have been reviewed, the consensus of the Committee was that the existing compilation of hard copies will be considered the COMPLETE set of Warrant Articles and accompanying Annual & Special Meeting Minutes.

Mr. M. Smith made a motion to adjourn. It was seconded by Ms. Patti. A unanimous vote followed.

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Meeting Adjourned at 2:54 p.m.

Committee working session followed until 4:00 p.m.

Dated: 11/18/2020

Prepared by: _____

A handwritten signature in black ink, appearing to read 'Maureen Patti', is written over a horizontal line. The signature is fluid and cursive.

Maureen Patti,

WEVD Commissioner