



Staff Report

TO: Board of Directors

FROM: Jennifer Hanson, General Manager
Kris Stepanian, Board Secretary

DATE: March 23, 2022

SUBJECT: Updating District Policy 5060 - Minutes of Board Meetings (Consent)

ADMINISTRATION

RECOMMENDATION:

Adopt Resolution No. 2022-17 (Updating Administrative Policies Pertaining to Minutes of Board Meetings).

BACKGROUND:

On September 22, 2021, the Board of Directors instructed staff to temporarily provide brief summary minutes rather than action minutes and bring the item back to the Board to consider updates to the policy after at least a few months have passed. Since then, brief summary minutes have been provided.

Proposed updates to District Policy 5060 – Minutes of Board Meetings are listed below. Redlined policy updates are attached to support brief summary minutes to include Board unified substantive information.

Policy 5060 – Minutes of Board Meetings

- 5060.1
 - Add “brief summary” to indicate the type of minutes
- 5060.1.2
 - Update to reflect Digital recordings will be posted to the website for ten years and will not be retained as a permanent record
 - Add that audio recordings may be substituted for video recordings in the event a video recording cannot be produced due to instances such as power outages or lack of internet connection

- 5060.1.3
 - Strike “action”
 - Add “Ratify the issuance of warrants by receiving and filing the check registers” and strike “Record by number (a sequential range is acceptable) of all warrants approved for payment”
 - Add “Brief summary of unified Board comments reached by Board consensus or by vote”

City Clerks Association of California guidelines definition of brief summary minutes state that brief summary minutes, at a minimum, record the final decisions made; and, at a maximum, may record what advice the body was given to enable it to make its decisions, the body’s thought process in making the decision, and the final decisions made. Emphasis is given on the body’s thought process, not individual members’ thought processes. The minutes should summarize only the main points that arose in discussion if they are relevant to the decision.

This action will also require modification of the Board Policy 1060 - Records Retention that will come before the Board at a later date.

BUDGETARY IMPACT:

Approval of this item is anticipated to save in long-term storage costs of digital recordings.

Attachments: (2)

- Resolution No. 2022-17 – Updating Administrative Policies Pertaining to Minutes of Board Meetings
- District Policy 5060 – Minutes of Board Meetings - redlined



RESOLUTION NO. 2022-17

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

**UPDATING ADMINISTRATIVE POLICIES
PERTAINING TO MINUTES OF BOARD MEETINGS**

WHEREAS, the Nevada Irrigation District (the “District”) intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

WHEREAS, updates to the District’s policies pertaining to minutes are desired to implement brief summary minutes, which will include brief summaries of the Board’s collective main points raised and capture the Board’s unified thought process in making final decisions; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Nevada Irrigation District hereby amends and readopts as amended the following policies as attached, and shall be incorporated herein:

#5060 – Minutes of Board Meetings

BE IT FURTHER RESOLVED, that the attached policies shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers and format and reformat the attached, as needed for an organized, comprehensive, policy manual.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 23rd day of March 2022, by the following vote:

AYES: Directors:
NOES: Directors:
ABSENT: Directors:
ABSTAINS: Directors:

President of the Board of Directors

Attest:

Secretary to the Board of Directors

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

5060.1 The Secretary or Deputy Secretary of the Board of Directors shall keep brief summary minutes of all regular and special meetings of the Board.

5060.1.1 Copies of a meeting's minutes will be distributed to Directors as part of the information packet for the subsequent meeting as soon as practical, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet, and will be posted on the District's web site for a period of one year then available to the public upon request.

5060.1.2 Video recordings of regular and special meetings of the Board of Directors will be made. ~~Video recordings will be kept as the official record of the District.~~ Video recordings will be posted to the District's web site for a period of five ten years, ~~and then available to the public upon request.~~ Retention of supporting materials will align with the District's standard retention policy.

Audio recordings may be substituted in the rare event a video recording cannot be produced due to instances such as power outages or lack of internet connection.

5060.1.3 Motions, resolutions or ordinances shall be recorded in the ~~action~~ minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's ~~action~~ minutes:

Date, place and type of each meeting;

Directors present and absent by name;

Management staff present by name;

Call to order;

Time and name of late arriving Directors;

Time and name of early departing Directors;

Names of Directors absent during any agenda item upon which action was taken;

Record of public comment regarding matters not on the agenda to include names of commentators, and brief topic on which they are commenting on;
Approval of the minutes or modified minutes of preceding meetings;
Approval of financial reports;
Ratify the issuance of warrants by receiving and filing the check registers
Record by number (a sequential range is acceptable) of all warrants approved for payment;
Action information as to each subject of the Board's deliberation;
Brief summary of unified Board comments reached by Board consensus or by vote
Record of the vote of each Director on every action item for which the vote was not unanimous;
Resolutions and ordinances described as to their substantive content and sequential numbering;
Record of all contracts and agreements, and their amendment, approved by the Board;
Approval of the annual budget;
Approval of all policies, rules and/or regulations;
Approval of all dispositions of District assets;
Approval of all purchases of District assets; and,
Time of meeting's adjournment.

5060.2 The Secretary of the Board of Directors will not record or keep minutes of closed session discussions.

Adopted: November 10, 2010 via Resolution No. 2010-61

Revised: October 12, 2016 via Resolution No. 2016-35

Revised: May 10, 2017 via Resolution No. 2017-11

Revised: June 28, 2017 via Resolution No. 2017-17

Revised: March 23, 2022 via Resolution No. 2022-17