

# Staff Report

for the Administrative Practices Committee Meeting of November 6, 2019

**TO:** Administrative Practices Committee

**FROM:** Kris Stepanian, MBA, Board Secretary

**DATE:** October 30, 2019

**SUBJECT: Establishing District Policy 5065 - Minutes of Committee Meetings**  
**ADMINISTRATION**

**RECOMMENDATION:**

Review and discuss establishing District Policy 5065 – Minutes of Committee Meetings, and advance a recommendation to the Board of Directors as appropriate.

**BACKGROUND:**

On May 1, 2019, the Administrative Practices Committee discussed developing a District policy for committee meeting minutes. The Committee directed staff to provide a breakdown of potential costs for the options discussed.

On June 5, 2019, the Committee was provided with the following estimates, based on current pricing, average hourly compensation, and a 3-hour meeting length, which compounds as data is retained.

Video Recording with Action Minutes

Staff Time = 6 hours (288 hours annually @ \$30-)	\$ 8,640.00
Server Space = 311.77 GB annually for video storage	<u>\$ 5,780.22</u>
Total Annual Cost	\$14,420.22
<b>Total 5-year cost</b>	<b>\$72,101.10</b>

Note: Video becomes permanent record

Audio Recordings with Summary Minutes

Staff Time = 4 hours (192 hours annually @ \$30-)	\$ 5,760.00
Server Space = 15.79 GB annually for audio storage	<u>\$ 37.68</u>
Total Annual Cost	\$ 5,797.68
<b>Total 5-year cost</b>	<b>\$28,988.40</b>

Staff was directed to bring the item back to the Committee at a later date in order to address the following questions presented at the June 5th, 2019 meeting:

### **Cloud Storage**

The District does not cloud source its data, as doing so would relinquish protection and control to a third party. Data that is solely hosted externally is subject to a number of threats, including data being lost, risk of corruption, reduced protection of data integrity, and future costs by the host. Relinquishing control by cloud sourcing data also poses a potential risk of the District's ability to comply with District Policy 1060 – Records Retention, potentially compromising reliability of the District's records management and ability to comply with the retention policy.

### **Free You-Tube for Board Meetings**

The District utilizes You-Tube for its video live-streaming. While it is available after the event on You-Tube and free to the public, the District also maintains its video recordings on a District secured server to comply with its retention policy. Video recordings are an official record of the District and must be protected, managed, and retained by the District, regardless of being accessible on You-Tube, pursuant to District Policy 1060 - Records Retention.

### **Audio Recordings/Summary Minutes vs. Video Recordings/Action Minutes**

District Policy 5060 - Minutes of Board Meetings, states that the video recordings will be kept as the official record of the District. Action minutes are used in the instance where the video is the official record, to avoid any conflict between the public record and written minutes, as recommended by legal counsel.

Currently, audio recordings are used as a tool for staff to assist in the preparation of summary minutes for committee meetings. Pursuant to District Policy 1060 - Records Retention, audio recordings are retained for a minimum of 30 days, or until the minutes for the meeting in question are approved. This eliminates the risk of two permanent records being in conflict with each other.

In summary:

- Video recordings and action minutes are paired, as they are both permanent records, and the use of action minutes minimizes potential conflict between the official record (video recording).
- Audio recordings and summary minutes are paired, as the audio recording is only a temporary tool used to gather data, and the summary minutes are retained as permanent records. Therefore, there is only one permanent record, and no risk of conflicting data exists.

Attachments (3):

- Draft Resolution No. 2019-XX – Establishing Administrative Policies –Minutes of Committee Meetings
- Draft Policy 5065 – Minutes of Committee Meetings
- Media/Retention Space Cost Comparison Worksheet



RESOLUTION NO. 2019-XX

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

**ESTABLISHING ADMINISTRATIVE POLICIES –  
Minutes of Committee 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**, the District holds regularly scheduled meetings for standing committees on a monthly basis; and

**WHEREAS**, minutes are prepared for special and regularly scheduled committee meetings; and

**WHEREAS**, meeting minutes are the written documentation used to inform the public and District staff of what happened during the meeting; and

**WHEREAS**, uniformity of committee meeting minutes are encouraged to improve efficiencies and result in more effective meetings; and

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

#5065 – Minutes of Committee Meetings

**BE IT FURTHER RESOLVED**, that the attached policy 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 \_\_\_\_\_ day of \_\_\_\_\_, 2019, by the following vote:

<b>AYES:</b>	Directors:
<b>NOES:</b>	Directors:
<b>ABSENT:</b>	Directors:
<b>ABSTAINS:</b>	Directors:

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President of the Board of Directors

**Attest:**

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Secretary to the Board of Directors

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# Nevada Irrigation District

DRAFT

## POLICY MANUAL

POLICY TITLE: Minutes of Committee Meetings

POLICY NUMBER: 5065

5065.1 Minutes shall be kept of all regular and special standing committee meetings.

5065.1.1 Copies of a meeting's minutes will be distributed to Committee members as part of the information packet for the subsequent meeting as soon as practical, at which time the Committee will consider approving the minutes as presented or with modifications. Once approved by the Committee, the minutes shall be kept in electronic format. Approved minutes will be posted on the District's web site for a period of one year, and then available to the public upon request.

5065.1.2 Audio recordings of regular and special meetings of standing committees will be made. Audio recordings will be kept as a record of the District for a minimum of 30 days.

5065.1.3 Summary of discussion points to capture the essence of the meeting. Verbatim discussions are discouraged.

5065.1.4 Committee action shall be recorded in the minutes and will be deemed unanimous unless stated in the minutes.

In addition to other information that the Committee may deem to be of importance, the following information (if relevant) shall be included in minutes of Committee meetings:

- Date, place, and type of each meeting
- Committee Members present by name
- Time and name of early departing Directors;
- Record of public comments regarding items on the agenda and matters that are not on the agenda. Public Comment to include names of commentators, and a brief topic on which they are commenting on
- Approval of the minutes or modified minutes of preceding meetings
- Approval, direction or recommendation agreed upon by the Committee
- Record of all contracts and agreements, and their amendment, approved by the Committee
- Record of Committee's recommendations to the Board of Directors

5065.2 The District will not record or keep minutes of closed session discussions.

Adopted: \_\_\_\_\_ via Resolution No. 2019-XX

