

# 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:** District Policy 5060 – Minutes of Board Meetings

***ADMINISTRATION***

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**RECOMMENDATION:**

Review and discuss District Policy 5060 – Minutes of Board Meetings, and provide direction to staff as appropriate.

**BACKGROUND:**

On August 14, 2019, Director Peters requested that this policy be reviewed to discuss making the Board meeting minutes summary minutes, and to include a brief summary of public comments for items on the agenda.

Section 5060.1.2 of the current policy states that video recordings of regular and special meetings of the Board of Directors will be made and that the video recordings will be kept as the official record of the District.

Upon direction of District Counsel, the Board made video recordings of the Board meetings the official record and chose action minutes rather than summary minutes to avoid any conflict between the official record and the written minutes. Summary minutes with video recordings could potentially increase the risk of conflicting information or accusations of bias.

Policy 5060 allows for a process that is beneficial to the District, as it provides a complete duplicate record of the meeting, including all discussions in the video recording, and streamlines the actions of the Board within the written minutes. Video recordings of Board meetings and action minutes are both retained as permanent records of the District, pursuant to District Policy 1060 – Records Retention.

Currently, District staff uses audio recordings for the preparation of summary minutes for committee meetings. The audio recordings are not a permanent record

of the District, and therefore eliminates the risk of potentially conflicting was said in the audio recording versus what is written in the summary minutes. Pursuant to District Policy 1030 – Records Retention, audio recordings are retained for a maximum of 30 days or until the written minutes are approved.

Action minutes record the decisions reached and actions taken. They do not record discussions that went into making the decisions. The combined method of video recording as the official record and action minutes are beneficial to the District as they provide a concise written record of Board action and a complete duplicate of the meeting and discussions in their entirety on video recording.

In summary, video recordings with action minutes, are both permanent records of the District and provide a complete record of Board meetings and minimize the possibility of conflicting information.

**BUDGETARY IMPACT:**

Summary minutes may cost more in staff time to prepare, as more detail goes into the written minutes.

Attachments:

- District Policy 5060 – Minutes of Board Meetings

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# 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 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 years and then available to the public upon request. Retention of supporting materials will align with the District's standard retention policy.

**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;

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;

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