

This brief is being provided to inform the Board, staff and public of the details of an agenda item that requires action from the Board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:** 3/1/25

**Originator:** Jon Gresley, Kim Seney

**Purpose:** Update Policy 4220 Minutes of Board Meetings

**Desired Action by the Board:** 1<sup>st</sup> reading of changes proposed to Policy #4220, consider waiving 2<sup>nd</sup> reading and approve as presented.

\*\*\*\*\*

1. **Description:**

Policy 4220 regarding Board Meeting Minutes was reviewed to document the components that the Board requests be included in all meeting minutes to document board business. Additionally, the amendments require that all Board Minutes be posted on the District website and archived per the Retention Policy #2145. The policy was also updated to reflect the electronic environment we now operate in and removes references to CDs and filing cabinets for storage.

2. **Reason for Recommended Board Action - (*Consider compliance, cost savings, fixing a problem*):** This policy has been in place since 2008 and it was reviewed and updated as part of the policy review work. The updates provide added specificity to improve and standardize Board Meeting Minutes.

3. **Anticipated Impacts to the District (negative and/or positive) - (*Consider financial impact, change in procedures, customer and staff communication and effect if recommendations are not adopted*):**  
None

4. **Anticipated Impacts to the Customer – *Standby, Residential, Commercial*:** None

5. **Recommendation (s):** Approve first reading, waive second reading and approved recommended edits – as identified in redline copy following:

---

## Gold Mountain Community Services District

---

POLICY TITLE: Minutes of Board Meetings  
POLICY NUMBER: 4220

**4220.1** The Secretary or Deputy Secretary of the Board of Directors of the Gold Mountain Community Services District shall keep minutes of all regular and special meetings of the Board. Approved Minutes shall be posted to the District web site and archived per Retention Policy #2145.

It is the responsibility of the General Manager to ensure that accurate Minutes are drafted and distributed prior to the subsequent board meeting and that approved Meeting Minutes are posted to the District's web site and archived per Retention Policy #2145.

**4220.1.1** Copies of a meeting's minutes shall be distributed to Directors as a part of the information packet for the next regular meeting of the Board, 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 secure location locked filing cabinet and all official files shall be electronically backed up on computer CD storage for safekeeping and stored in a secure location offsite from the office.***

**4220.1.2** ~~Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall also be kept in a locked filing cabinet for a minimum of two (2) years.~~ Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

**4220.1.3** Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. ***Such motions, resolutions and/or ordinances shall also be backed up and safeguarded in the same manner as described above for meeting minutes.*** 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 minutes:

Date, place and type of each meeting;  
Directors present and absent by name;  
Administrative staff present by name;  
Call to order; time  
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;  
Summarial record of staff reports;  
Summarial record of public comment regarding matters not on the agenda, including names of commentators;  
Approval of the minutes or modified minutes of preceding meetings;

**Commented [KS1]:** We can not require members of the public to identify themselves so this is not practical

Approval of financial reports;

~~Record by number (a sequential range is acceptable) of all warrants approved for payment;~~

Complete 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, or and/or regulations;

Approval of all dispositions of District assets with value greater than GM's signing authority;

Approval of all purchases of District assets with value greater than GM's signing authority; and,

Time of meeting adjournment.