



RESOLUTION No. 2020-05

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.

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PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 22nd day of January 2020, by the following vote:

| | |
|------------------|---------------------------------|
| AYES: | Directors: Wilcox, Peters, Heck |
| NOES: | Directors: Bierwagen, Miller |
| ABSENT: | Directors: None |
| ABSTAINS: | Directors: None |



President of the Board of Directors

Attest:



Secretary to the Board of Directors

Nevada Irrigation District

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** Video recordings of regular and special meetings of standing committees will be made. These recordings will be kept as a permanent record of the District and available on the website for two years. After two years, these recordings may be accessible to the public by submitting a public records request.
- 5065.1.3** Action minutes will be prepared in support of any recommendation or action of the committee, and kept as a permanent record of the District.
- 5065.1.4** Committee action shall be recorded in the minutes and will be deemed unanimous, unless stated in the minutes.

The following shall be included in each meeting's action minutes:

- Date, place and type of each meeting
- Committee Members present by name
- Time and name of early departing Directors;
- Record of public comment regarding items on the agenda and matters that are not on the agenda. Public Comment to include names of commentators, and brief topic on which they are commenting on
- Approval of the minutes or modified minutes of preceding meetings. If modified, a brief statement of the amendment shall be included
- 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 full Board

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