

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	5060 – Minutes of Board Meetings		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	09/03/15
Resolution No.	15-23	Revised:	

Purpose

The purpose of this policy is to conform with Chapter 3, Article 5 of the California Municipal Utility District Act expression of Board Actions and Decisions, including informal direction.

Policy Statement

The Secretary of the Board of Directors or his/her alternate shall keep minutes of all regular and special meetings of the Board.

Copies of a meeting's minutes shall be distributed to Directors as 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 fireproof vault or in a fire-resistant, locked cabinet.

An audio tape or digital recording of regular and special meetings of the Board of Directors will be made and shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 180 days. The sole purpose of this recording will serve to facilitate the preparation of the meeting minutes by the Board Secretary. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District. After 180 days, the audio tape or digital recording will be erased.

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. 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 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;
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or amended minutes of preceding meetings;
- 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 all policies, rules and/or regulations;
- Time of meeting's adjournment.