

Ponderosa Community Services District

Effective date: August 2026

POLICY

Revised 103

Approved by: Board of Directors

ADM - 103 Documenting Minutes of Board Meetings

This policy applies to all regular, special, closed, and emergency meetings.

1. Recording of Minutes

The board secretary shall take minutes, by writing, during all regular and special meetings.

Exception: When the secretary is unavailable another staff member or director may take minutes.

Alternatively, any meeting may be recorded electronically so the secretary may create minutes from the recording at a later time. *Note: any such recordings are for work purposes only and are not maintained as permanent records, but instead are deleted after 30 days.*

2. Content of Minutes

Minutes shall document the result of all action items, motions, resolutions, or ordinances as having passed or failed along with individual votes if the vote was not unanimous.

Additional information to be included:

- Date, time, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present and absent by name;
- Names of all guests, even if they choose not to address the board;
- 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;
- Summaries of staff reports;
- Summaries of public comments regarding matters not on the agenda, including names of commentators
- Summary of each subject of the Board's deliberation;
- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements and their amendments, approved by Board;
- Time of meeting adjournment

3. Closed Session Meetings

No minutes are taken during a closed session meeting. However, a report of final action taken is made when the board reconvenes to an open session.

4. Emergency Meetings

The minutes will document a list of persons the General Manager or designee notified or attempted to notify, roll call vote(s), and any action taken. The minutes shall be posted for a minimum of ten days on the district website as soon after the meeting as possible.