



Staff Report

TO: Board of Directors

FROM: Jennifer Hanson, General Manager
Kris Stepanian, Board Secretary

DATE: September 22, 2021

SUBJECT: Updating District Policies - Minutes

ADMINISTRATION

RECOMMENDATION:

Adopt Resolution No. 2021-32 (Updating Administrative Policies Pertaining to Minutes).

BACKGROUND:

District policies pertaining to minutes currently support action minutes and digital video recordings as the official record. At the request of the Board for more substantive information in the District's written minutes, the following updates are proposed to support brief summary minutes:

Policy 5060 – Minutes of Board Meetings

- 5060.1.2
 - Replace “video” recordings with “digital” to allow for audio recordings when unable to produce a video recording, such instances may include power outages or lack of internet connection
 - Digital recordings will be posted to the website for a period of five years and will no longer be a permanent record

- 5060.1.3
 - Replace “action” minutes with “brief summary” minutes
 - Add “Brief summary of general order items” to provide a brief summary from background information presented
 - Replace “Approval of financial reports” with “Receive and File warrants and financial reports”
 - Strike reference to recording all warrants by number

Policy 5065 – Minutes of Committee Meetings:

- 5065.1.2
 - Replace “video” recordings with “digital” to allow for audio recordings when unable to produce a video recording, such instances may include power outages or lack of internet connection
 - Digital recordings will be posted to the website for a period of two years and will no longer be a permanent record
- 5060.1.3
 - Replace “action” minutes with “brief summary” minutes
- 5060.1.4
 - Replace reference to “action” minutes with “brief summary” minutes

Guidelines pertaining to minutes provided by City Clerks Association of California is attached. Their definition of brief summary minutes is as follows, “Brief summary minutes, at a minimum, record the final decisions made; and, at a maximum, may record what advice the body was given to enable it to make its decisions, the body’s thought process in making the decision, and the final decisions made. Emphasis is given on the body’s thought process, not individual members’ thought processes. The minutes should summarize only the main points which arose in discussion if and only if they are relevant to the decision”.

BUDGETARY IMPACT: Unknown

Attachments: (5)

- Resolution No. 2021-32 – Updating Administrative Policies Pertaining to Minutes
- District Policy 5060 – Minutes of Board Meetings - redlined
- District Policy 5065 – Minutes of Committee Meetings – redlined
- Sample Brief Meeting Minutes
- City Clerks Association of California Guidelines for Preparing Minutes for Governmental Agencies



RESOLUTION NO. 2021-32

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

UPDATING ADMINISTRATIVE POLICIES PERTAINING TO MINUTES

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, updates to the District’s policies pertaining to minutes are desired to implement brief summary minutes, which will include brief summaries of the Board’s collective main points raised and capture the Board’s general thought process in making final decisions.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Nevada Irrigation District hereby amends and readopts as amended the following policies as attached, and shall be incorporated herein:

- #5060 – Minutes of Board Meetings
- #5065 – Minutes of Committee Meetings

BE IT FURTHER RESOLVED, that the attached policies 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.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 22nd day of September 2021, by the following vote:

AYES:	Directors:
NOES:	Directors:
ABSENT:	Directors:
ABSTAINS:	Directors:

President of the Board of Directors

Attest:

Secretary to the Board of Directors

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-Digital~~ recordings of regular and special meetings of the Board of Directors will be made ~~and . 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-brief summary~~ 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-brief summary~~-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;

~~Brief summary of General Order items;~~

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 Receive and file warrants and~~ 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

Revised: September 22, 2021 via Resolution No. 2021-32

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Minutes of Committee Meetings

POLICY NUMBER: 5065

5065.1 Minutes shall be kept of all 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-Digital~~ recordings of standing committees will be made and posted to the District's web site for a period of two years. 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-Brief summary~~ 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-brief summary~~ 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.

Adopted: January 22, 2020 via Resolution No. 2020-05

Revised: February 24, 2021 via Resolution No. 2021-04

Revised: September 22, 2021 via Resolution No. 2021-32

NEVADA IRRIGATION DISTRICT

BOARD OF DIRECTORS

MINUTES

August 25, 2021

The Board of Directors of the Nevada Irrigation District convened in regular session at the District's main office located at 1036 W. Main Street, Grass Valley, California.

Board members present were Chris Bierwagen, President (Division II); Laura L. Peters, Vice-President (Division IV); and Directors Ricki Heck (Division I); Karen Hull (Division III); and Rich Johansen (Division V).

Staff members present included Jennifer Hanson, General Manager; Greg Jones, Assistant General Manager; Marvin Davis, Finance Manager/Treasurer; Doug Roderick, Interim Engineering Manager; Chip Close, Water Operations Manager; Keane Sommers, Hydroelectric Manager; Dustin Cooper, District Counsel; and Kris Stepanian, Board Secretary.

Various District employees, consultants, and members of the public were also present via teleconference or Zoom. Those who addressed the Board of Directors are reflected in these minutes.

STANDING ORDERS

- Call to Order: President Bierwagen called the meeting to order at 9:00 a.m.
- Pledge of Allegiance led by President Bierwagen
- Roll Call: Members Present 5 Members Absent 0

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

- Joe Public, a Penn Valley resident, expressed concerns regarding time limits for public comments.
- Sally Smith, a Nevada City resident, thanked the Board for their time and congratulated the District on the approved grant for the English Meadow Restoration Project

SPECIAL ORDERS - NID'S 100th ANNIVERSARY ACKNOWLEDGEMENT

Greg Jones, Assistant General Manager, presented the item and showed a slideshow highlighting pictures from the District's newly released book "Nevada Irrigation District – Delivering Water for Life"

The District's 100th Anniversary was on August 15, 2021. A copy of the book was presented to each of the Directors and will soon be distributed to District employees, retirees, local agencies, and dignitaries. A digital copy will be posted on the website for

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the general public. The book is a gift to the public, and no funds are intended to be made from its publishing.

The Board expressed their appreciation and recognized the past and present employees who built the District and whose continued contributions will carry it into the future. The Board is honored to represent the District and move it into the next 100 years.

CONSENT AGENDA

President Bierwagen asked for a motion to approve the consent agenda listed below or if any members of the Board or public would like an item pulled for further discussion.

Director Heck requested the following items to be pulled from the Consent Agenda for discussion:

Item 1 - Minutes of the regular meeting on July 28, 2021

Item 2 - Quarterly Budget vs. Actual Report

Item 3 - Quarterly Investment, Reserves & Short-Term Forecast

Public Comment: None

Director Heck motioned for approval of the balance of the Consent Agenda (Items 4 and 5). Director Johansen seconded the motion, and it was unanimously approved. Those items approved were:

LOMA RICA DISTRICT FINANCED WATERLINE EXTENSION PROJECT (PROJECT #2360)

Awarded a construction contract with C&D Contractors in the amount of \$620,640 and authorized the General Manager to execute the appropriate documents.

WARRANTS, PROJECTS & FACILITIES, AND INVESTMENT REPORTS

Received and filed Check Register, Project & Facility, and Investment Transaction Reports for the period ending July 26, 2021.

ITEMS PULLED FROM THE CONSENT AGENDA

MINUTES – July 28, 2021, Regular Meeting

Board discussion ensued regarding the current minutes format, resulting in Board consensus directing staff to move forward with a future Board item to update District's policies to switch from action minutes to summary minutes.

Public Comment: None

Approved the Minutes of the regular meeting on July 28, 2021, as submitted. M/S/C Heck/Johansen, unanimously approved by roll call vote.

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QUARTERLY BUDGET VS ACTUAL REPORT

Marvin Davis, Finance Manager/Treasurer, responded to questions from the Board, including those regarding, property tax revenue, encumbrances and unencumbering of funds through the upcoming mid-year budget process, revenues, roll-overs, and raw water sales and consumption.

Public Comment:

- Bob Brown, a resident of Grass Valley, addressed the Board requesting a future Board workshop focused on the District's budget and budget process

Reviewed and received the Quarterly Budget vs. Actual Report for the period ending June 30, 2021. M/S/C Heck/Peters, unanimously approved by roll call vote.

QUARTERLY INVESTMENT, RESERVES & SHORT-TERM FORECAST

The Board discussed year to date interest earnings, how the District currently allocates income between funds, and moving forward towards internal cost allocations.

Public Comment:

- None

Received and filed the Quarterly Investment, Reserves & Short-Term Forecast Report for the period ending June 30, 2021. M/S/C Johansen, Hull, unanimously approved by roll call vote.

GENERAL ORDERS

RIVER FIRE EMERGENCY DECLARATION (PROJECT #2590)

Greg Jones, Assistant General Manager, presented the item.

The River Fire began August 4th and scorched over 2,600 acres, inclusive of over 4 river miles of the Bear River watershed in Placer and Nevada counties. NID is currently in the process of identifying emergency measures to reduce/stop impacts of erosion and sedimentation into the river.

Public Comment: None

Adopted Resolution No. 2021-30 (Declaring and Acknowledging the Existence of an Emergency Due to the River Fire and Authorizing the District to Enter Into Necessary Contracts to Access, Inspect, and Repair District Property and Facilities, to Protect District Water Supplies, and to Provide for the Health and Safety of Agency Employees and the Public in General), with the following amendments on the first page:

- Remove the first "Protect" in the title
- Replace "15,000 treated water customers" with "15,000 individual treated water users" in the 5th Whereas clause

M/S/C Johansen/Peters, unanimously approved by roll call vote.

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The meeting recessed at 10:55 a.m. and reconvened at 11:02 a.m.

DROUGHT ENFORCEMENT RESOLUTION MODIFICATION

Chip Close, Water Operations Manager, presented the item addressing concerns previously raised by the Board pertaining to proposed Resolution 2021-29 including implementing fines for illegal taking of water acts to a maximum of \$10,000 per event, and \$500 for each day the violation(s) continues.

Board discussion ensued concluding that Resolution No. 2021-29 will supercede and replace Resolution No. 2021-28.

Public Comment: None

Director Heck made a motion to adopted Resolution No. 2021-29 (Resolution Amending Resolution No. 2021-28 - Establishing Enforcement Procedures, Fines, and Penalties for Violations of the District’s Mandatory Water Use Restrictions as Established in Resolution No. 2021-21), as amended to include the zip code on Page 6, Item 6b. Director Hull seconded the motion.

Motion passed on the following roll call vote:

Heck, Division I	Aye
Bierwagen, Division II	Aye
Hull, Division III	Aye
Peters, Division IV	Aye
Johansen, Division V	Abstain

REVISIONS TO DISTRICT RULES AND REGULATIONS TANK WATER – SECTIONS 4.01.02 AND 5.01.08

Chip Close, Water Operations Manager, presented the item and staff’s recommendation to update the language in Section 4.01.02 and 5.01.08 to limit tank water use for public health and safety items only. This would include construction water for compaction and dust control, and domestic use where a ground water well has failed. In addition, language that limits use to within the District’s service area boundary was added.

Board discussion ensured regarding dry wells, water sales, and water tender permits.

Public Comment: None

Approved revisions to Section 4.01.02 and 5.01.08 of the District’s Rules and Regulations. M/S/C Peters/Hull, unanimously approved by roll call vote.

GENERAL MANAGER’S REPORT

Jennifer Hanson, General Manager, announced there was nothing to report.

BOARD OF DIRECTORS' ITEMS / REPORTS

Director Hull, Division III, reported on the following items:

- Attended South County Municipal Advisory Committee meeting
- Working with constituents, including mutual water company and concerns about the District's future water supply strategy

Director Peters, Division IV, reported on the following items:

- Observed the Water Rates Committee Meeting
- Attended Placer County Farm Bureau meeting
- Continued drought messaging
- Volunteered at the District's Nevada County Fair booth
- Visited Bear River Campground – highlighted importance of tree & brush clearing
- Plan for Water process

Director Heck, Division I, reported on the following items:

- Attended Water Rates Committee Meeting
- Fled when River Fire hit
- Working with constituents

Director Johansen, Division V, reported on the following items:

- Dry farming with less water

Director Bierwagen, Division II, reported on the following items:

- Article in The Union's Other Voices section of today's paper states "no drought" in Southern California

PUBLIC COMMENT ON ITEMS TO BE CONSIDERED IN CLOSED SESSION

- Matt Pohley, resident of Placer County, addressed the Board regarding the Bald Hill Road claim

The meeting recessed at noon and reconvened in Closed Session at 1:35 p.m.

Conference with Legal Counsel Anticipated Litigation was declared at 1:35 p.m., pursuant to paragraph (2) or (3) of subdivision (d) of Government Code section 54956.9. Significant exposure. (one case)

Board Action: Direction was given to legal counsel.

Director Johansen left the meeting at 1:37 p.m.

Closed Session was declared at 1:35 p.m., pursuant to Government Code Section 54956.9, to confer with District Counsel regarding pending litigation - Bald Hill Road, Placer County.

Board Action: Direction was given to staff.

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Closed Session Conference with Labor Negotiators was declared at 1:35 p.m., pursuant to Government Code § 54957.6. District Representatives: Jennifer Hanson, General Manager, Greg Jones, Assistant General Manager, Jackson Lewis, P.C., and Minasian, Meith, Soares, Sexton & Cooper, LLP, District Counsel; Employee Organization: American Federation of State, County, and Municipal Employees (AFSCME) Local 146

Board Action: Direction was given to labor negotiators.

MEETING ADJOURNED at 2:35 p.m., to reconvene in regular session on Wednesday, September 8, 2021, at 9:00 a.m. at the District's Business Center located at 1036 West Main Street, Grass Valley, California.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Nevada Irrigation District Board of Directors, Kris Stepanian, Board Secretary.

Board Secretary

CITY CLERKS ASSOCIATION OF CALIFORNIA
GUIDELINES FOR
PREPARING MINUTES FOR GOVERNMENTAL AGENCIES

PURPOSE

The City Clerks Association of California issues these guidelines as a tool for government agencies to transition to minutes styles that are efficient, succinct, cost-effective for staff to prepare, and more appropriately aligned with the intent of the Government Code.

FINDINGS

- Legislative bodies must act, and must be *seen* to act, within the laws of the State of California and local charters, if applicable. Being *seen* to act within the law is important, because the legislative body's decisions may be subject to external scrutiny by the public, auditors, or judicial inquiry. Minutes *testify* that the correct procedures for decision-making were followed.
- Legislative body minutes shall be prepared in a manner consistent with the intent of the Government Code. Relevant Government Codes are as follows:
 - Government Code 40801. The city clerk shall keep an accurate record of the proceeding of the legislative body and the board of equalization in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.
 - Government Code 36814. The council shall cause the clerk to keep a correct record of its proceedings. At the request of a member, the city clerk shall enter the ayes and noes in the journal.
 - Government Code 54953(c)(2). The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.
 - Government Code 53232.3(d). Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.
- All components of minutes shall be for the primary purpose of memorializing decisions made by the *legislative body*. Any minute component that does not serve this primary purpose should be minimized or eliminated; this includes comments made by *individual* body members and members of the *public*.

GUIDELINES

- Minutes should provide a record of a) when and where a meeting took place, and who was present (including member absences, late arrivals, departures, adjournment time); b) type of meeting (Regular/Special/Adjourned Regular); c) what was considered; d) what was decided; and e) agreed upon follow-up action. Pursuant to Government Code 54953(c)(2), minutes shall report any action taken and the vote or abstention on that action of each member present for the action.
- Appropriate styles are *action* minutes or *brief summary* minutes. Verbatim style minutes should not be used, because verbatim or lengthy summary minutes do not serve the intent of the Government Code, which is to record the proceedings of the *legislative body*.
- *Action* minutes merely record final decisions made.

- *Brief summary* minutes, at a minimum, record the final decisions made; and, at a maximum, may record what advice the body was given to enable it to make its decisions, the body’s thought process in making the decision, and the final decisions made. Emphasis is given on the body’s thought process, not individual members’ thought processes. The minutes should summarize only the main points which arose in discussion if and only if they are relevant to the decision.
- Comments made by members such as “for the record” or “for the minutes” have no bearing on the content of minutes and are given no greater and no lesser consideration than other comments made at the public meeting. Members seeking to memorialize comments should incorporate such verbiage into the language of the motion. As an alternative, members may submit written statements to be retained with the agenda item.
- Since the main purpose of minutes is to record the legislative body’s decision, summary minutes should be brief. By concentrating on the legislative body’s decision, brief summary minutes will provide only a select recording of what was discussed at the meeting. Brief summary minutes should not attempt to reproduce, however summarily, what every speaker said. It should only record the essence of the discussion and include the main threads that lead to the body’s conclusion.
- To the fullest extent possible, brief summary minutes should be impersonal and should not attribute views to individual persons. Only the positions and decisions taken by the whole legislative body are relevant, not those of individual members. The passive voice is favored i.e. “It was suggested that...,” “It was generally felt that...,” “It was questioned whether...,” “During discussion, it was clarified...”
- There are reasons for not attributing comments to specific speakers. First, it makes for brevity--a point can be recorded more concisely in impersonal form. Second, a point raised by one speaker will often be further developed by others—in impersonal brief summary minutes, only the fully-developed point is recorded in its final form. Third, points by several speakers can be consolidated into a single paragraph. Fourth, the impersonal style averts future corrections to minutes.
- While the primary purpose of minutes is to memorialize decisions made by the legislative body as a whole, under limited circumstances it is necessary and/or appropriate to attribute comments to individual members including:
 - Individual member’s reports pursuant to Government Code 53232.3(d) (enacted by AB 1234, 2005). The minute record shall include the type of meeting attended at the expense of the local agency and the subject matter.
 - Individual member’s reports on intergovernmental agencies. Brief summary minutes should include the type of meeting at a minimum, and, at the maximum, include the subject matter.
 - Individuals speaking under public comment. Brief summary minutes shall, at a minimum, list the public member’s name (if provided); and, at a maximum, include the overall topic and stance/position. Such as Mr. Jones spoke in opposition to the Project X. Being mindful that the minutes are recordings of the legislative body’s proceedings, it is not appropriate to include detail of individual comments. There is an exception for public testimony provided during public hearings, for which the minutes shall include the speaker’s name (if provided) and a summary position of the speaker (i.e., supported or opposed).
- For purposes of meeting Government Code 36814 and/or 54953(c)(2), the city clerk should enter the ayes and noes in the minutes. For informal consensus (i.e. providing staff direction), it is appropriate to note the dissention of one or more members by, at a minimum, stating the dissenting member’s name and dissention, such as “Mr. Jones dissented,” and at a maximum to also include a brief reason, such as “Mr. Jones dissented citing budget concerns.”
- While the primary purpose of legislative body meetings is for the legislative body to take legislative action and make decisions to advance agency business, it is acknowledged that agency meetings also

serve as platforms for ceremonial presentations and reports on social and community events. At a minimum, brief summary minutes should identify that presentations were made and event reports were given; and, at a maximum, report only the subject matter of the presentation or event.

- For community workshops and town hall meetings subject to the Brown Act, brief summary minutes, at a maximum, record the overall topic, provided that no legislative actions were taken. It is advisable to note in the minutes that no legislative action was taken.
- The guidelines contained herein are applicable to committees and commissions subject to the Brown Act. It is acknowledged that many boards and commissions take few legislative actions, and the tendency is to include more detail in the minutes on event reports and planning. At a maximum, brief summary minutes may include key points of the final reports or determinations, and all comments shall be attributable to the entire body and not attributable to individual members.
- Brief summary minutes shall serve to clarify decisions taken and who is expected to execute the decisions. It is not necessary to write down all action points or all tasks identified. Minutes shall not serve as a substitute for task lists, and the focus shall remain on the final decisions made by the *legislative body*.
- The language of brief summary minutes should be relatively restrained and neutral, however impassioned the discussion. Brief summary minutes will record the substance of the point in an intemperate way.
- To the fullest extent possible, minutes should be self-contained to be intelligible without reference to other documents.
- As a general rule, individual member comments are not identified in the brief summary minutes of discussions, and minutes should concentrate on the collective body's thought process and the collective decisions made by the majority, not individuals.
- Brief summary minutes should concentrate on central issues germane to the final decision. The record of the discussion should be presented in a logical sequence, rather than reproduced in the actual order they were made in discussion.
- The legislative body may wish to choose more, substantive (summary) minutes if there's no archival audio/video backup recording available of its proceedings. If audio/video recording is available for future reference, minute notations can be more limited (action).