SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. III-G**

FROM: Steve Mack, General Manager

Meeting Date: August 5, 2010

SUBJECT: ADOPTION OF ORDINANCE 45, AMENDING POLICY 5040.20 RE BOARD MEETING RECORDINGS

RECOMMENDED ACTION: Adoption, by reading of title only, Ordinance 45 which amends Policy 5040.20 regarding Board meeting recordings.

FISCAL IMPACT: none

DISCUSSION:

This Ordinance was introduced at the July Board Meeting. Policy 5040.20 directs that open sessions of Board meetings shall be tape recorded and "the recordings are public record and will be retained for a period of five (5) years." That wording implies that the meeting recordings must be destroyed after five years and also identifies a particular technology which we are no longer using. At the June meeting Board Members stated that they felt they should have some discretion in keeping the meeting recordings longer than five years. Ordinance 45 changes the last sentence of Policy 5040.20 to read "the recordings are public record and will be retained for a period of at least five (5) years", which gives the Board the requested discretion and also changes the wording in this section so that the recording technology can change with the times.

ORDINANCE NO. 45

AN ORDINANCE OF SWEETWATER SPRINGS WATER DISTRICT AMENDING POLICY NUMBER 5040.20 REGARDING AUDIO RECORDINGS OF BOARD MEETINGS

WHEREAS, currently Policy 5040.20 provides that recordings of District Board meetings shall be retained for five (5) years; and

WHEREAS, the Board is desirous of having the option to keep audio recordings longer than 5 years to preserve District history and in-depth Board discussion of District issues

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Sweetwater Springs Water District, County of Sonoma, as follows:

Policy Number 5040.20 is hereby amended as follows:

> 5040.20 Open sessions of District Board meetings, both regular and special sessions, shall be ~~tape~~ audio recorded. The Chairperson will announce that the meeting is being ~~tape~~ recorded, and the recording device will be placed in plain view of all present, so far as practical. These recordings are public record and will be retained for a period of at least five (5) years.

Section 5. Effective Date. This ordinance shall become effective thirty (30) days after the date of its adoption by the Board of Directors.

This Ordinance was adopted on August 5, 2010 on roll call by the following vote:

Jim Quigley _____
Gaylord Schaap: _____
Victoria Wikle: _____
Wanda Smith: _____
Sukey Robb-Wilder: _____

_____
Jim Quigley
President of the Board

ATTEST:

_____
Julie A. Kenny
Clerk of the Board