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## TRUCKEE TAHOE AIRPORT DISTRICT - INTEROFFICE MEMORANDUM

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**TO:** BOARD OF DIRECTORS  
**FROM:** LAUREN TAPIA, SHRM-CP – HR MANAGER/DISTRICT CLERK  
KEVIN SMITH, AAE – GENERAL MANAGER  
**SUBJECT:** BOARD MEETING MINUTES POLICY INSTRUCTION  
**DATE:** FEBRUARY 11, 2021

**OBJECTIVE:** Staff recommends adoption of a District Minutes Policy. Staff proposes “*brief summary*” minutes as the best minute preparation style for our District. The guidelines recommended by the City Clerks Association of California for “*brief summary*” minutes have been applied directly into Draft Policy Instruction 208.1.

It is staff’s intent to gain feedback from the Board collectively on Draft Policy Instruction 208.1 before it is submitted for Board Approval as a consent item at the February 24, 2021 Regular Board meeting.

**BACKGROUND:** Staff has been discussing and planning to bring forward a minutes policy for some time. This is a housekeeping item/best practice recommended by District Legal Counsel (BBK), the California Special Districts Association (CSDA), the League of California Cities, and the City Clerks Association of California (CCAC). Staff has prepared the attached new Policy Instruction for Board review and presentation.

Best practices or recommended minutes style include two (2) types of minute preparation approaches including “*action only*” style minutes and “*brief Summary*” style. Action only minutes are accurate, brief, and clear, and only take note of actions taken at the Board meeting. Brief Summary style minutes 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. Please note that emphasis is given to the *body’s thought process*, not *individual members’* thought processes. As mentioned, Staff recommends brief summary minutes which would summarize the main points which arise in discussion, if and only if, they are relevant to the decision made by the *collective body*. In brief summary style minutes, if a Board Member wishes to include their specific comments, it is recommended that they incorporate that verbiage into the language of the motion or attach a separate summary statement to the minutes.

Per California Government Code and recommendations of the CCAC, the public agency Board meeting minutes are to be the legal legislative history of the actions and proceedings of the *legislative body*. They are not intended to be transcriptions nor are they to be a historical record of discussions and conversations. Elected officials may believe that every opinion expressed should be recorded in the minutes; however, the minutes are to record the *collective action* of the *legislative body*. The official minutes are necessary to ensure due process, provide auditors documentation to support the budget, expenditure approvals, the minutes are admissible in court as evidence and together with other legislative documents (resolutions, contracts, etc.) establish the legislative history of the District. District Clerks are bound by a professional code of ethics which includes “*tenants to be ever mindful of neutrality and impartiality; and to record that which is true*”, the proposed policy instruction will help uphold this professional code.

Staff recommend the Board consider PI 208.1 – Board Meeting Minutes as the new District minutes policy. Staff will be ready to answer questions and provide additional information at the workshop.

#### Attachments

- Policy Instruction 208.1 Board Meeting Minutes – Draft
- City Clerks Association of California – Guidelines for Preparing Minutes for Governmental Agencies