



June 23, 2021
Agenda Item B-6

Governing Board Communication

TO: MERA Governing Board
FROM: Mary Morris-Mayorga, Interim Executive Officer
SUBJECT: PROPOSED REVISION TO MEETING AGENDA POLICY

Recommended Action

Review, discuss, and approve proposed revision to the *Meeting Agenda Policy*.

Background

The existing MERA Meeting Agenda Policy and Procedure was revised and approved by the Governing Board on June 27, 2018. Minutes are currently prepared in a detailed verbatim format and are time consuming to prepare which significantly adds to the cost of this function. A variety of activities and functions are being evaluated to determine whether a change is recommended for purposes of best practices, efficiency, and/or cost. An estimate of the annual cost for preparation of minutes in the current format is provided below:

Number of Meetings per Year	24
Annual Time Estimate to Prepare Minutes	40 hours
Cost	\$5,400

Minutes in a verbatim format do not serve the intent of the Government Code:

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.

In addition, best practices as contained within the City Clerks Association of California Guidelines for Preparing Minutes for Governmental Agencies state that minutes should be prepared in the action or brief summary format. Action minutes record final decisions made, while brief summary minutes may also summarize main points which arose in discussion if relevant to the final decision.

Given the part-time status and funding of the Interim Executive Officer, estimated annual cost of minutes preparation, and consideration of best practices, it is recommended that MERA prepares minutes in the action or brief summary format, as warranted. This is reflected in the proposed update to the *Meeting Agenda Policy*. With the information on voting provided by the Town of Corte Madera as part of MERA's contract, action minutes can be prepared quite easily. For those members that would like to listen to all or parts of the meeting, the Zoom video/audio can be made accessible.

Fiscal Impact

Preparing action minutes is estimated to save approximately \$3,800 per year.