

**PALMDALE WATER DISTRICT
RESOLUTION NO. 17-11**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
PALMDALE WATER DISTRICT ESTABLISHING GUIDELINES FOR
THE PREPARATION OF MEETING MINUTES**

WHEREAS, the Board of Directors of the Palmdale Water District have adopted Rules and Regulations regarding the provision of water service, which includes Article 4.03 regarding Meetings of the Board; and

WHEREAS, the District complies with all public noticing requirements of the Ralph M. Brown Act for Regular Board Meetings, Special Board Meetings, Workshops, Emergency Meetings, Committee Meetings, and all other meetings as deemed necessary; and

WHEREAS, minutes are prepared for all publicly noticed meetings following the format of the meeting agenda and reflect a summary of activities conducted at the meetings by providing a simple organization of the facts and confirming the Board of Directors acted diligently giving important issues due consideration; and

WHEREAS, the approval of minutes acknowledges the minutes accurately reflect what transpired at a meeting; and

WHEREAS, recordings of meetings are retained for six months from the date of the recording, and approved minutes are permanently retained by the Palmdale Water District.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Palmdale Water District that all minutes prepared for publicly noticed meetings shall include, but not be limited to:

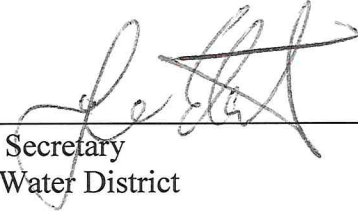
1. The start and end time of the meeting.
2. Roll call noting the attendance or absence of each Director as well as the attendance of all management staff.
3. A summary of comments made by the public, including the name of the person making the comment.
4. The Director making the motion, the Director making the second, voting results, and a brief summary of the discussion topics for each action item.
5. The Director initiating and the outcome of all points of order and appeals.

6. A listing of Director attended meetings as reported by each Director and a summary of other Director reports.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors of Palmdale Water District held on March 8, _____, 2017.



Robert Alvarado, President
Palmdale Water District



Joe Estes, Secretary
Palmdale Water District

Approved As To Form:



Eric Dunn
General Counsel