Viewing Agendas and Minutes in BoardDocs

**Link:** [https://go.boarddocs.com/ca/ycwa/Board.nsf/Public](https://go.boarddocs.com/ca/ycwa/Board.nsf/Public)

BoardDocs is the agenda management system used by the Yuba Water Agency for official publication of Board of Director’s and standing committee meeting agendas and minutes.

For the purposes of this document, Board of Director’s meetings are used in the examples.

**AGENDAS**

BoardDocs Welcome

To change the meeting body, click the drop-down menu indicated.
Upon selecting a meeting body, the **Meetings** tab is shown by default.

Information for the current year will be shown by default. Use the scroll bar to the right of the calendar year menu to view information for prior years.
In this example, the Board of Director’s meeting of February 2, 2021 is selected with a single click.

Click the **Agenda** button to view content and specific items on the meeting agenda.
The panel on the left side of the screen may contain a scroll bar for viewing agenda items.

Click once on any agenda item to view details which may include a staff summary and supporting documentation in the form of one or more attachments.

In this example, agenda item number 3 is selected. View any attachment with a single click.

Next up, viewing meeting minutes.
MEETING MINUTES

Meeting minutes serve as a summary of each agenda item and may include formal action taken by the Board or standing committee. Formal actions are in the form of a motion and second, followed by a vote.

To view Minutes for a meeting, select the meeting body from the menu indicated.

The **Meetings** tab is selected by default.

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Board of Directors

Regular Meetings of the Board are typically held on the First and Third Tuesday of the Month beginning at 9:00 a.m.

Members of the Board of Directors

- Andy Vasquez, Chair
- Gary Bradford, Vice Chair
- Dan Buer, Director
- Randy Fishner, Director
- Seth Fulmer, Director
- Brent Haley, Director
- Charlie Mathews, Director
- Willie Whittelsey, General Manager

For more information, please contact Jim Mitrani, Clerk of the Board of Directors.
Using February 2, 2021 as an example, use the right scroll bar to find the View Minutes icon.

Click the View Minutes icon.

Next up, Minutes described
**DRAFT MINUTES** - Typically, the Clerk adds draft meeting minutes within 24 hours of the conclusion of a Board or standing committee meeting. Draft minutes appear in the interim period between the meeting date and the meeting where the minutes are placed on an agenda for approval. It is common for draft minutes to be agendized at the ensuing regular meeting of the Board or standing committee. Draft minutes may be amended by the Clerk at any time during the interim period without notice.

**MINUTES** - The absence of the term “DRAFT” from the minutes screen indicates the minutes have been formally approved by the Board or standing committee. Upon official approval, substantive changes to the minutes cannot be performed without formal action by the Board or standing committee. Minor typographical or formatting corrections may be performed by the Clerk as necessary.

The minutes screen contains:

- Details about the meeting start and end times and members present.
- Agenda items, public comment (if any), summarized action taken by the Board or standing committee or other pertinent information.
- Director’s reports summarizing activities, events, meetings attended, and other information provided by each of the members of the Board of Directors. *

*Board of Director’s meeting minutes only.

Example of the beginning section of the Minutes screen. Use the scroll bar on the right to view the full text of the minutes.

Questions? Contact Jim Mitrisin, Clerk of the Board at 530-741-5007 or via email to jmitrisin@yubawater.org.