Viewing Agendas and Minutes in BoardDocs

Link: 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.
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.
- The Manager’s Report provided by the General Manager. *
- 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.

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**MINUTES**

REGULAR MEETING OF THE BOARD OF DIRECTORS
February 2, 2021

A regular meeting of the Board of Directors of the Yuba County Water Agency was held on the above date, commencing at 9:06 A.M. This meeting was conducted by Zoom Video Conference and Audio Teleconference Only. The Yuba County Water Agency supports the orders and directives from the California Department of Public Health and the California Governor’s Office in the effort to contain and slow the spread of the Coronavirus (COVID-19).

Governor’s Executive Order N-29-20 enables meetings of legislative bodies to be conducted by way of a teleconference.

**ROLL CALL**

<table>
<thead>
<tr>
<th>Directors</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don Strong</td>
<td></td>
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<tr>
<td>Gary Bradford</td>
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<td></td>
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<tr>
<td>Randy Fletcher</td>
<td></td>
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<tr>
<td>Keith Faber</td>
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<tr>
<td>Beni Heath</td>
<td></td>
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<tr>
<td>Charlie Mathews</td>
<td></td>
<td></td>
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<tr>
<td>Andy Voldrett</td>
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</tr>
</tbody>
</table>

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Director Bradford.

**PUBLIC COMMENT**

Open.

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

Searching can be more effective if you employ some simple techniques to narrow the search focus and, when necessary, combine search terms to generate more targeted results. Following are some tips that can improve your searches.

Using Quotes to Narrow Results

When searching for a specific phrase or set of words, enclosing the search terms in quotes can yield better, more predictable results, especially when performing searches that use complex, multi-word phrases. Some examples are shown below.

"student teacher agreement"
"dress code policy"

Using Search Operators to Build Complex Searches

You can narrow search results using operators, which include the words and or. The and operator serves to combine two or more search terms, requiring both terms to be present in order for an item to be considered a valid match. Some examples are shown below.

holidays and vacations
busing and transportation

In contrast, the or operator causes the search to be executed in an "either/or" format, meaning that a matching item can contain one or both terms. Some examples are shown below.

holidays or vacations
busing or transportation

When performing META searches, you may also want to use operators to help narrow your search results to your more immediate geographic area. For example, to search for items that reference the word busing, but that are more localized to the state of Pennsylvania (PA), you could enter the following search phrases.

busing and PA
busing and Pennsylvania

Note: You may get different results when using these two formats depending on whether a document or its title contains the abbreviation or the full name.

Note: The word field is reserved in BoardDocs. If you need to use this word in a search, enclose it in quotes. For example, to search on the terms field trip, you should enter the value as "field trip" in the search field.