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MEMO

TO: Nine Mile Creek Watershed District Board of Managers
FROM: Randy Anhorn
DATE: July 10, 2018
RE: Meeting Minutes and Meeting Agenda

Background

At our June Board meeting the we discussed the revised look of the posted meeting agenda too include hyperlinks to meeting packet items, including the possibility to improve manager access of the information at meetings using District-owned tablets (e, g, iPad or Microsoft Surface Pro). In addition, we discussed options to the level of detail in our meeting minutes.

As a result of the discussions, the Board directed me to get cost estimates of a couple options for District-owned tablets to be used by the managers for District business, and to see what other watersheds do for their meeting minutes, (i.e., if they handle their minutes internally, if they use a transcriptionist service, what costs are, how much time they spend editing the minutes, etc...)

- **Tablets**

The four options I sought cost estimates for were the 9.7" wi-fi capable 128GB iPad, the 12.3" wi-fi capable 128GB Microsoft Surface Pro, the 9.7" Samsung Galaxy Tab S3, and a 10.5" wi-fi capable 64GB iPad Pro.

- **9.7" wi-fi capable 128GB iPad:** The per unit cost for the 9.7" wi-fi capable 128GB iPad with *Nine Mile Creek Watershed District* engraved on it, a iPad case and a 2-year protection plan is \$579.29 each, or **\$2,896.45 for five**.
 - A 32GB version could be purchases for roughly \$108 less per unit or \$540 less for five.
- **12.3" wi-fi capable 128GB Microsoft Surface Pro:** The per unit cost for the 12.3" wi-fi capable 128GB Microsoft Surface Pro with a case and a 2-year protection plan is \$840.63 each, or **\$4,203.13 for five**.
- **9.7" wi-fi capable 128GB Samsung Galaxy Tab S3:** The per unit cost for the 9.7" wi-fi capable 128GB Samsung Galaxy Tab S3 with a cover case and a 2-year protection plan is \$913.46 each, or **\$4,567.28 for five**.
- **10.5" wi-fi capable 64GB iPad Pro:** The per unit cost for the 10.5" wi-fi capable 64GB iPad Pro with *Nine Mile Creek Watershed District* engraved on it, a iPad case and a 2-year protection plan is \$859.76 each, or **\$4,298.80 for five**.

- An upgrade to 256GB (does not come in 128GB), would be roughly \$162 per unit or an additional \$810 for five.

Recommendations for Tablets

For Board discussion.

- **Minutes**

I surveyed the metro watershed district administrators on how they handled their board meeting minutes. What I found from those that responded to my inquiry was:

- Four (4) watershed districts handle their meeting minutes internally
 - Of those four (4), two (2) have very little detail in their minutes, mainly motions. They do, however, archive the recording of the meeting if more detail is needed by anyone.
- Three (3) of the watershed districts used TimeSavers Offsite Secretarial, Inc., to prepare their minutes. This is the service we currently use.
 - Two (2) through recordings and on (1) through their attending the meeting
 - The detail of their minutes is similar to ours
 - Each generally spends 30 minutes to a couple hours editing the minutes prior to putting the draft in the upcoming meeting packet
 - Costs range from \$175-\$275 depending on the length of the meeting
- Two (2) used two different transcription services.
 - In both cases, the person taking the minutes attended the meeting
 - The resulting minutes seemed similar in detail when I reviewed them
 - Costs were slightly higher
 - In each case, the watershed staff spent time editing prior to posting in the upcoming meeting packet.

Recommendations for Minutes

In reviewing the alternatives, unless the Board would like to go the “just motions” route, where recorded audio of the meetings would be archive or even posted on the website (in which case the written minutes could be handled internally), staff recommends that we maintain status quo, where we contract with TimeSavers Offsite Secretarial, Inc to do our minutes. If the managers would like more or less detail in the minutes, staff can work with TimeSavers to meet our needs.