



**DIVISION OF RURAL SERVICES**  
**SERVICE AREA MEETING MINUTES FORM**

\_\_\_\_\_ Service Area Meeting Minutes

Meeting Location: \_\_\_\_\_

Date of meeting: \_\_\_\_\_

Commissioners\* present: \_\_\_\_\_

\_\_\_\_\_

Other\*\* attendees: *(See sign-up sheet)*

1. Meeting called to order at: \_\_\_\_\_

2. Election of officers:

3. Reading of the agenda:

4. Call for approval of the agenda:

5. Reading of minutes from prior meeting(s):

6. Call for approval of the minutes:

7. Old Business:



## DIVISION OF RURAL SERVICES SERVICE AREA MEETING MINUTES FORM

### 8. New Business:

a.) Discussion of maintenance work:

b.) Quarterly business:

c.) Financial position:

d.) Other items, as necessary (*Input from others attending*):

### 9. Action Item Assignment (*Who, what, when, where and why?*):

10. Adjournment at \_\_\_\_\_.

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\* A quorum consists of a majority of the total seats available in the commission:

- 2 commissioners if the size of commission is 3 seats + 1 alternate
- 3 commissioners if the size of commission is 5 seats + 1 alternate
- 4 commissioners if the size of commission is 7 seats + 1 alternate

\*\* Voting at a service area commission meeting:

- The secretary records the name and vote of each voting commissioner
- If teleconferencing with an out of town commissioner, the commissioner must be on speaker phone, or some other device that will allow everyone attending the meeting to hear the commissioner's vote.
- Separate voting of attendees is okay to record, but does not count. Often it is recorded in the minutes to demonstrate popularity of an action, like supporting the commission when applying for a 90/10 matching grant project. Similar to Assembly meetings, only the Assembly votes are recorded and often there is public testimony heard prior to the vote but the public does not actually vote on Assembly action.



## DIVISION OF RURAL SERVICES SERVICE AREA MEETING MINUTES FORM

**Date of meeting:** *Actual date of meeting ~ not when the minutes were typed.*

**Commission members present:** *(must have enough members to form a quorum\*)*

**Other attendees:** *(turn in an attendance record of everyone attending the meeting, with their original signatures. Sometimes SA contractors or special groups providing presentations of interest to the area attend - they are also required to sign in. Late attendees should sign in before leaving. An acceptable attendance record includes **printed name, signature, phone number, and residence address.**; turn in this **original attendance record** to RS along with typed meeting minutes).*

**1. Meeting called to order at \_\_\_\_\_.**

**2. Election of officers:** *This is **only** required after appointments and oath of office form is signed and notarized; commissioner positions are voted on annually. Nominations are made and seconded. The individual votes of the commission regarding election of officers will need to be clearly recorded in the minutes. \*\**

Chair:

Secretary:

District Council Representative:

**3. Reading of the agenda.** *Copies of the agenda should be made prior to the meeting to pass out to attendees, or the agenda should be read aloud, for approval. Record any issues with the agenda by attending SA commissioners, if necessary.*

**4. Call for approval of the agenda:** *There is either a motion to approve as written or to approve with comments, SA Commission votes recorded. \*\**

**5. Reading of minutes from prior meeting(s):** *A commission member reads the prior minutes or hands out a copy of the prior meeting minutes and asks the commission to read. Record any issues with the prior minutes by attending SA commissioners, if necessary.*

**6. Call for approval of the minutes:** *There is either a motion to approve as written or a motion to not approve pending corrections to be approved at a subsequent meeting once corrections have been made, SA Commission votes recorded. \*\**



**DIVISION OF RURAL SERVICES**  
**SERVICE AREA MEETING MINUTES INSTRUCTIONS**

**7. Old Business:** *This is the time to discuss the status of action items assigned at the last meeting, or any business that was left unfinished at the last meeting, including action item reports that were set in place at a prior meeting.*

**8. New Business:**

**a.) Discussion of maintenance:**

**b.) Quarterly business:** *The quarterly flyer will detail any specific business that your service area will need to address during the meeting that will require discussion and commission voting on. The vote must be for or against whatever the vote is about, and the individual votes of each commissioner at the meeting will need to be noted in the minutes. \*\**

**d.) Financial position:** *The commission members should request a current copy of their account balances from RS prior to the meeting. Discuss outstanding invoices to pay and expected costs for upcoming maintenance work or matching grant money requirements, if the current mil rate is enough for work requirements. Anything that has to do with spending service area money should be brought up at this point. Transfers of money between your savings and operating accounts, or from your savings and/or operating accounts to capital project accounts, in particular need to be discussed by the meeting attendees, and voted on by your commission, with the individual votes of each commissioner present at the meeting reflected in the minutes, before being requested of Rural Services. \*\**

**e.) Other items, as necessary. Input from others attending:** *This is optional and up to the commission. Often times, there will be attendees showing up with plans on disrupting the meeting to stop a particular action. The Commission Chair may want to defuse "hot items" until the commission completes the regular business. The Chair may want to employ the use of time limits to allow all attendees time for input (like assembly meetings).*



## DIVISION OF RURAL SERVICES SERVICE AREA MEETING MINUTES INSTRUCTIONS

### 9. Action Item Assignment: (Who, what, when, where and why?)

*This is for any service area item that requires some action before the next meeting such as: ordering blading or other maintenance item, who will be responsible for turning the minutes of the meeting with sign in sheet to Rural Services if the elected secretary can't, who will be filling out the new project submittal form, and who will submit the budget or when it will happen. It would be a good time to reinforce the deadlines required for any action. This section summarizes and assigns tasks required by the commission as a result of this meeting.*

### 10. Adjournment at \_\_\_\_\_.

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*\* A quorum consists of a majority of the total seats available in the commission:*

- 2 members if the number of commission members is 3 seats + 1 alternate*
- 3 members if the number of commission members is 5 seats + 1 alternate*
- 4 members if the number of commission members is 6 or 7 seats + 1 alternate*

*\*\* Voting at a service area commission meeting:*

- The secretary records the name and vote of each voting commission member*
- Teleconference or speaker phone voting by commissioners is allowed if all attendees can hear the voting record when the vote takes place.*
- Voting for the record is only by the service area commissioners at the meeting*
- Separate voting of attendees is okay to record, but does not count. Often it is recorded in the minutes to demonstrate popularity of an action, like supporting the commission when applying for a 90/10 matching grant project. Similar to Assembly meetings, only the Assembly votes are recorded, but often there is public testimony heard prior to the vote, although the public doesn't actually vote on Assembly action.*

*Example of Commission Voting:*

*Commissioner no. 1: Yea*

*Commissioner no. 2: Nay*

*Commissioner no. 3 Yea*

*Commissioners voted in favor of ....*

# SERVICE AREA MEETING – (SIGN-UP SHEET)



SERVICE AREA NAME: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Printed Name	Signature	Physical Address	Phone #