

**FRUITLAND SPECIAL SERVICE DISTRICT
RESOLUTION NO. 2026-01**

**A RESOLUTION ESTABLISHING OFFICIAL BOARD RECORD-KEEPING
PRACTICES AND DESIGNATING APPROVED WRITTEN MINUTES AS
THE DISTRICT'S OFFICIAL RECORD OF MEETINGS**

WHEREAS, the Fruitland Special Service District ("District") is a political subdivision of the State of Utah and is subject to the requirements of the Utah Open and Public Meetings Act; and

WHEREAS, the Board of Trustees desires to clearly establish consistent, transparent, and legally compliant record-keeping practices for meetings of the Board; and

WHEREAS, Utah law requires that written minutes of public meetings be prepared, approved, and retained as the official record of actions taken by a public body; and

WHEREAS, audio or video recordings, when made, are intended to assist in the preparation of accurate written minutes and are not required by law to serve as the official record of Board action;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Fruitland Special Service District hereby designates **approved written meeting minutes** as the **official and authoritative record** of Board meetings and actions; and

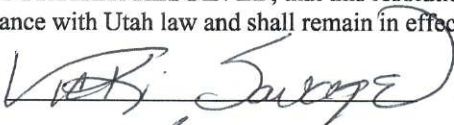
BE IT FURTHER RESOLVED, that written minutes shall be prepared, reviewed, and approved in accordance with applicable Utah law and District policy, and shall accurately reflect motions, votes, actions taken, and other information required by law; and

BE IT FURTHER RESOLVED, that any audio or video recordings of meetings, if created, are considered **supplemental working materials** intended to assist staff in the preparation of written minutes and do not supersede approved written minutes; and

BE IT FURTHER RESOLVED, that nothing in this resolution limits public access to records as required by the Government Records Access and Management Act (GRAMA), nor does it authorize the destruction of records except in accordance with approved retention schedules and applicable law; and

BE IT FURTHER RESOLVED, that this resolution is adopted to promote clarity, consistency, transparency, and compliance with Utah law and shall remain in effect unless amended or repealed by subsequent action of the Board.

Chair:



Trustee:



Trustee:



Administrative Director:



Date: January 8, 2026

