



| JEFFERSON COUNTY PUD NO. 1 | |
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| Policy Name | Public Meeting Recording |
| Department | Board of Commissioners |
| Effective Date | April 21, 2026 |
| Resolution | 2026-011 |

PUBLIC MEETING RECORDING POLICY

Purpose and Scope

The purpose of this policy is to ensure that public meetings (“Meetings”), as that term is defined in the Open Public Meetings Act (OPMA), RCW 42.30, of the Board of Commissioners of the PUD are recorded in a consistent, reliable, and accessible manner while maintaining order and compliance with applicable laws.

This policy applies to all Meetings of the Board of Commissioners of the PUD.

All Meetings of the Board of Commissioners shall be recorded in their entirety; exceptions are permitted for Emergency Meetings and certain Special Meetings where making a recording is not feasible (e.g., a walking tour of a facility) or is deemed by PUD staff to be too costly or otherwise impractical. Notice that a Meeting is being recorded by the PUD shall be provided at the beginning of each Meeting.

Executive Sessions are closed to the public and shall not be recorded.

A “recording” means an audio-video recording; audio-only recordings may serve as an acceptable alternative in situations where video recording is technically or logistically impractical.

Recordings of Regular meetings shall be made publicly accessible via the Jefferson County Public Utility District No. 1’s website no later than three (3) business days following the date of the meeting, and the Board Clerk shall be responsible for creating and maintaining the official recordings of Meetings.

The official recordings shall serve as supplementary records and shall not replace the approved written minutes, which are required under the OPMA.

Members of the public and media are permitted to record Meetings provided that such recording does not disrupt proceedings, consistent with the law.

All recordings shall remain available to the public on the Jefferson County Public Utility District No. 1’s website for a minimum period of two (2) calendar years from the date of posting.

Thereafter, recordings shall be transferred to the Washington State Digital Archives in accordance with the applicable Local Government Common Records Retention Schedule (CORE), consistent with applicable record retention laws and policies .

Until such transfer is completed, Jefferson County Public Utility District No. 1 shall provide access to the recording, or a direct link to the audio and/or video recording, upon request.

The Jefferson County Public Utility District No. 1's website shall include a publicly accessible link to the Washington State Digital Archives for the purpose of locating archived recordings.

The PUD shall not be responsible for the quality or retention of recordings made by third parties

Failure of recording equipment shall not invalidate any actions taken at a Meeting.