

## WEST CENTRAL CONSERVANCY DISTRICT

### Policy #2007-4

#### HEARINGS CONCERNING SEWER CONSTRUCTION IN EXISTING SUBDIVISIONS

The Board of Directors of the West Central Conservancy District recognizes that public input from potentially affected parties is an integral part of the decision process for projects being considered by the District Board that will provide sewer construction in existing subdivisions and in consideration of that fact, hereby, establishes guidelines for conducting hearings on such projects. The Board further encourages participation from the public during the public hearing.

1. The hearing will be called to order by the Chairman of the Board after verifying that notice of the hearing has been given to the public and that all members of the Board of Directors is present to start the hearing. The presence of a quorum of the Board Members is necessary during the entire hearing. If all members of the Board of Directors is not present that a hearing on the given matter can be initiated, the Chairman will reschedule the hearing to a date certain.
2. The Chairman will state the purpose of the hearing as inviting comment from the affected public regarding a proposed referenced project that is pending before the Board. The Board will hear comments from persons present who wish to speak for, against, or neither for nor against the proposed referenced project for which the hearing is held. With leave of the Chairman, Board Members may ask questions of any person making comment. Other questions by Board Members are not permitted. Whether or not the public wishes to comment during the hearing, individuals may submit written comment to the District Manager either before or within five (5) days after the hearing which will be distributed to the Board of Directors.
3. All attendees will be required to sign in on a provided roster, provide their residential address and indicate whether or not they desire to address the Board of Directors.
4. To ensure an orderly meeting, comments will be heard in the following order:
  - Staff Report
  - Those speaking in favor of the proposed project
  - Those speaking in opposition to the proposed project
  - Those speaking neither for nor against the proposed project
5. The Chairman will further:
  - Specify the order of comment within each above group by having members of the general public speak first, then representatives of groups, followed by representatives of governmental agencies. This will allow members of the general public, who have made special scheduling arrangements to attend, to speak first.
  - Limit comment time to 3 minutes to ensure all participants have time to speak.
  - Limit individual comment opportunity until all individuals have had a chance to comment.
  - Alternate proponent and opponent comment periodically so one group is not left to the end of a long hearing.

- Fore-warn that any nature of abuse of the hearing proceedings or comments made that would be considered out of order may be grounds to remove the speaker from the podium or close the hearing at that point in time at the discretion of the Chairman or any member of the Board making such a request to the Chairman.
  - Distribute a pre-printed form on which audience members may write comments in order to discourage repetitious, lengthy and/or irrelevant commentary to the subject matter.
6. The Chairman will announce the above actions at the beginning of the hearing.
  7. Staff will deliver the completed roster to the Chairman who will call the names of those persons desiring to speak. Individuals called will approach the podium and provide the Board with their name and address and proceed to address the concerns/issues for which they are in attendance. Being concise in the address to the Board is appreciated by both the Board Members and the other members of the public. It demonstrates respect for the public hearing process in that it allows others adequate time to also speak.
  8. At the conclusion of the comment period, the Chairman will close the hearing and establish a work session (Special Meeting) for consideration of the proposed project to be noticed as all other meetings and a decision, by vote, made. The affected parties will be notified of the decision of the Board.

Passed and adopted this 20<sup>th</sup> day of August, 2007

West Central Conservancy District  
Board of Directors

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Karl P. Buetow, Chairman

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William E. Holland, Vice-Chairman

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Linda S. Scott, Secretary

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Paul M. Allen, Financial Secretary

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W. James Webb, Member

