

SOOS CREEK WATER & SEWER DISTRICT BOARD MEETING PROCEDURES

WELCOME

The Soos Creek Water & Sewer District Board meets on the first, third, and fourth Wednesdays of each month at 4:30 p.m. Public Hearings are usually scheduled for 5:00 or 5:30 p.m., depending on the amount of interest generated by the proposed action. Property owners for these types of actions are notified by mail and hearings are advertised in the legal section of the South County Journal.

The following is a guide to ensure that your participation in Soos Creek's Board Meetings is effective and timely.

CALL TO ORDER

ROLL CALL

CONSENT ITEMS: The Consent portion of the Agenda is designed to expedite the District's everyday business items. These items have been termed "housekeeping items" and include the approval of minutes of previous meeting(s), Resolutions accepting easements, bills of sale, etc., and approval of the vouchers (accounts payable) of the District. All of these items are approved by a single motion of the Board.

PUBLIC: The President of the Board will inquire if anyone in the audience wishes to discuss an item not already listed on the agenda. Upon being recognized, please give your name and address and state the nature of your interest or concern. Some items may require research by the staff and discussion by the Board prior to reaching a decision. If this is the case, the Board will inform you that a decision will be provided at a future meeting date.

ACTION ITEMS: The Action portion of the Agenda may concern items from previous meetings, reports from consultants and/or staff on various construction projects, bid tabulations, bid awards on contracts and reports from special committees.

EXECUTIVE SESSION: When necessary, the Board may recess to an Executive Session. These are closed sessions during which only certain subjects may be discussed, such as personnel matters, litigation concerns, and the sale or acquisition of property. The subject matter is announced prior to the recess. Executive sessions are not open to the public. These sessions usually occur at the end of the meeting so as to avoid inconvenience to members of the public who are present regarding a particular item.

ADJOURNMENT