

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winquest  
Interim District General Manager

**FROM:** Susan A. Herron, CMC  
District Clerk

**SUBJECT:** Public Hearings – District’s Operating and Capital Improvement Program Budgets **and** the Report for Collection of Recreation Standby and Service Charges, Fiscal Year 2020-2021

**DATE:** May 20, 2020

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On May 27, 2020, the Board of Trustees will hold **two (2) public hearings** on the above subject matters. Following is an outline for each of the public hearings which will be held one at time and one immediately following the other:

1. Chairman Callicrate will ask the Board for a motion and a second to officially open the public hearing.
2. Chairman Callicrate will call for the question and the Board will take a vote to open the public hearing.
3. Once the public hearing is open, Chairman Callicrate will state that the District is holding a public hearing as required by the Nevada Revised Statutes.
4. Chairman Callicrate will then ask Director of Finance Paul Navazio, for the record, if the District complied with the required notices.
5. Chairman Callicrate will then ask Director of Finance Paul Navazio for his overview presentation on this matter.
6. Chairman Callicrate will state the comments made during the public hearing are governed by the Chair and Chairman Callicrate should state the rules he wants to use.
7. Chairman Callicrate will then ask for public comment.
8. The duration of the public hearing is at the Board's discretion.
9. After all public comments have been made, a Board member will need to make a motion to close the public hearing, which will need a second, and then Chairman Callicrate will call for the question and a vote will be taken on this motion.

Chairman Callicrate will then move onto the next public hearing repeating the process above. Once **both** public hearings are complete, Chairman Callicrate will move onto the remaining agenda items.