

## M E M O R A N D U M

**TO:** Board of Trustees

**THROUGH:** Steven J. Pinkerton  
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 2017-2018

**DATE:** May 16, 2017

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On May 24, 2017, 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. Chairwoman Wong will ask the Board for a motion and a second to officially open the public hearing.
2. Chairwoman Wong will call for the question and the Board will take a vote to open the public hearing.
3. Once the public hearing is open, Chairwoman Wong will state that the District is holding a public hearing as required by the Nevada Revised Statutes.
4. Chairwoman Wong will then ask District General Manager Steve Pinkerton, for the record, if the District complied with the required notices.
5. Chairwoman Wong will state the comments made during the public hearing are governed by the Chair and Chairwoman Wong should state the rules she wants to use.
6. Chairwoman Wong will then ask for public comment.
7. The duration of the public hearing is at the Board's discretion.
8. 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 Chairwoman Wong will call for the question and a vote will be taken on this motion.

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