

LONG RANGE PLAN PUBLIC MEETING PROCESS

Due Notice of Public Meeting

Notice of public meeting must be printed as a legal notice in one newspaper of general circulation twice with an interval of seven days between each publication. Use [Form OCC-2D](#), *Notice of Public Meeting for Review of Long Range Plan*. Each notice must run for one day. At least 20 days must elapse between the first publication and the date of the public hearing.

A copy of the newspaper proof of publication must be emailed to your Area District Coordinator no later than June 30, 2024.

The public meeting may be held prior to or following the district's regular monthly meeting but must still follow Open Meeting Act requirements. If a quorum of board members will be present at the public meeting, a special meeting notice may need to be filed.

Public Meeting Procedure

- Call the meeting to order.
- Introduce district board members who are in attendance.
- Announce the purpose of the meeting.
- Ask those present if they would like to identify themselves. The district personnel must record the attendance of each person identified.
- Distribute copies of the district's draft LRP to those present.
- Give a concise summary of the LRP proposed by the district.
- Call for comments and questions. The district board and/or employees should answer the questions to the best of their knowledge.
- Request that all comments and questions introduced during the meeting be forwarded to the district office in written form or handed in at the conclusion of the meeting.
- Adjourn the meeting.

The directors should give careful consideration to all comments and suggestions received during the public meeting and decide if they should be adopted as part of the LRP. If there are no changes to be made in the LRP following the public meeting it is ready for final submission to the Commission. If there are changes to be made in the LRP, the changes should be incorporated and sent to the Commission for additional review before the plan is finalized.

Public Meeting Notice Publication Expenses

The expense of publishing the required public meeting notices may be reimbursed without an effect on the district's operating expense allocation if: the notice is published correctly and the expense is claimed on a separate claim form using code 89 – LRP Publishing Expense with the publication invoice and proof attached as backup.