

BAYVIEW WATER AND SEWER DISTRICT  
PO Box 637 Bayview, Idaho 83803  
**RESOLUTION NO. 2024-002**

*A RESOLUTION PROVIDING FOR THE RULES OF PROCEDURES FOR PUBLIC CONDUCT IN REMOTE PUBLIC HEARINGS, REGULAR BUSINESS MEETINGS, & SPECIAL MEETINGS BEFORE THE BAYVIEW WATER AND SEWER DISTRICT (BWSD) BOARD OF DIRECTORS. THE FOLLOWING RULES HEREBY ESTABLISHED SHALL BE OBSERVED IN THE CONDUCT OF ANY PUBLIC HEARING OR MEETING FROM THIS DAY FORWARD. THE POLICIES OUTLINED IN THE DOCUMENT ARE SUBJECT TO CHANGE AT ANY TIME AND AT THE SOLE DISCRETION OF THE BOARD OF DIRECTORS.*

WHEREAS, Bayview Water and Sewer District, Kootenai County, Idaho (the "District") is a duly and properly formed water and sewer district under and by virtue of the constitution and laws of the State of Idaho and governed by an elected Board of Directors (the "Board"); and

WHEREAS, pursuant to the Idaho Statutes Title 42, Chapter 32, 42-3212, the Board has authority the manage, control, and supervise the business and affairs of the Bayview Water and Sewer District consistent with all duly adopted policies; and

WHEREAS, the primary and significant purpose of this action is to ensure the orderly process and conduct of any public hearing or meeting before the Board of Directors, in pursuit of fair and consistent procedures from the day of adoption.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Bayview Water and Sewer District as follows:

1. Board meetings are conducted to include virtual attendance via an online meeting platform, and the link to the meeting will be included on that meeting's agenda.
2. Public comments can be heard through the online meeting application.
3. Members of the public may provide written public comment on a specific agenda item or on items not on the agenda (general public comment) by submitting comments via email to BWSD637@gmail.com, or by mailing, or bringing physical copies to the meeting. Email is not monitored during the meeting. Your written comments will not be read into the record but will be provided to the Board prior to the meeting.
  - a. Submit written comments 24-hours prior to the advertised meeting and to the following email address:  
BWSD637@gmail.com
4. Members of the public may make verbal comments by using the "Raise Hand" feature in the online meeting platform (or pressing \*9 while dialed into the telephone/toll-free number) during the meeting at the time a public comment is called. Regular and Special meetings comment period will occur after agenda items are complete.
  - a. Members of the public may log into the online meeting platform; however, functionality will be limited to 'listen' or 'view-only' unless participants use the "Raise Hand" feature during the public comment period as noted above. When appropriate, the meeting presiding officer will ask online participants to type into chat their intent to speak.
5. The speaker shall state their full name before they speak and must limit their comments to the subject of the hearing.

6. The speaker shall not be interrupted by members of the hearing body or the public until their time limit has been expended, or they have finished their statement, if sooner.
7. Any person not conforming to any of the above rules may be prohibited from speaking during the public hearing and should any person refuse to comply with prohibition, he may be removed from the room by order of the presiding officer, or member(s) of the Board, with the assistance of law enforcement if necessary.
8. The Board or the presiding officer shall have the authority to interpret and apply the foregoing rules, subject to an appeal to the hearing body whose decision shall be determined by a majority vote of the members present.
9. If the Board will not be accepting official comments from the online attendees, this shall be published with the formal notices ahead of time so other arrangements can be made by the attending audience members.

This Resolution shall become and is effective as of the date of its adoption.

DATED this 16 day of May, 2024.

BAYVIEW WATER AND SEWER DISTRICT,  
Kootenai County, Idaho



Shon Luoma, Chairman of the Board

ATTEST:



District Administrative Treasurer

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I, the undersigned, Secretary of the Board of Directors of Bayview Water and Sewer District, of Kootenai County, Idaho, hereby certify that the foregoing Resolution is a full, true, and correct copy of a Resolution duly adopted at a regular meeting of the District, thereof on May 16, 2024, of which meeting all members of the Board had due notice and at which a majority thereof were present; and that at said meeting said Resolution was adopted by the following vote:

Directors:

  
Shon Luoma, Chairperson

Aye  Nay  Absent  Abstain

  
Paul Franz, Vice Chair


Aye  Nay  Absent  Abstain

  
Daniel Tindall, Director

Aye  Nay  Absent  Abstain

  
Ted Bare, Director

Aye  Nay  Absent  Abstain

  
Jeanna Hofmeister

Aye  Nay  Absent  Abstain

STATE OF IDAHO )  
) ss  
County of Kootenai )

On this 16<sup>th</sup> day of May, 2024, I Jessie Roe certify that the following members of the Bayview Water and Sewer District, Shon Luoma, Paul Franz, Daniel Tindall, Jeanna Hofmeister and Ted Bare, signed the forgoing document, willingly and freely in my presence and that the signatures are genuinely his/hers.

IN WITNESS WHEREOF, I have set my hand and affixed the official seal of the District on May 16, 2024.

  
Notary Public for the state of Idaho

Jessie Roe  
Print name