

Submission of Citizen Writings for Inclusion in Meeting Minutes

1. Purpose

This policy establishes procedures for the submission, review, and inclusion of written statements from citizens in the official meeting minutes of the Grand Water & Sewer Service Agency, the Grand County Water Conservancy District, the Grand County Special Service Water District, and the Spanish Valley Water & Improvement District (Henceforth known as THE AGENCIES). The intent is to promote transparency, orderly operations, and meaningful public participation in matters relating to Agency business.

2. Policy Statement

The Agencies welcome and value written input from citizens concerning topics relevant to water service, community impact, and district governance. Submissions will be reviewed to ensure they align with the Agencies' mission, maintain civility, and support informed and constructive discussion.

3. Submission Requirements

3.1 Deadline

All written submissions must be received no later than seven (7) calendar days prior to the scheduled board meeting to allow adequate time for review, verification, and preparation by Agency staff.

3.2 Content Standards

Submitted writings must:

- a. Relate to matters within the Agencies' mission and scope of work.
- b. Be constructive in tone and intended to support productive public discussion.
- c. Be free of profanity, personal attacks, discriminatory or defamatory language, and unrelated subject matter.
- d. Include the submitting citizen's name, mailing address, phone number, and email address for verification purposes.

3.3 Review and Notification

Submissions that do not meet these standards will be rejected. The submitting citizen will be notified of the reason for rejection and may revise and resubmit prior to the submission deadline.

4. Lengthy Submissions

4.1 Definition

Any written submission exceeding 1,000 words or two (2) standard pages, whichever is shorter, shall be considered a lengthy submission under this policy.

4.2 Synopsis Requirement

Authors of lengthy submissions must provide a concise synopsis not exceeding 250 words. This synopsis will be read into the official record during the board meeting in place of the full text.

4.3 Public Record Access

The complete, final version of any lengthy submission will be retained by the Agencies as part of the official record and made publicly available:

- a. Via the Agencies' official website, and
- b. As a referenced attachment to the approved meeting minutes.

4.4 Noncompliance

Failure to include a synopsis for a lengthy submission may result in the submission being deferred for consideration at a future meeting, pending compliance with this requirement.

5. Administration

The Agencies' administrative staff shall be responsible for maintaining records of all accepted submissions, ensuring compliance with this policy, and facilitating public access to approved writings. The Agency Manager or designee shall have the authority to interpret and apply this policy as needed to preserve the integrity of the public record.

6. Effective Date

This policy shall take effect immediately upon approval by the Agencies Board and shall remain in force until amended or repealed.