

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: April 16, 2026

FROM: Jacob Bermudez, Clerk of the Board

SUBJECT: Update to Public Comment Protocols and Procedures

BACKGROUND:

The Clerk of the Board is requesting that the Public Comment language of the meeting agenda be formally updated to ensure a more structured, consistent, and orderly process. This request is being made in response to observed disruptions and audience outbursts that have affected the decorum and efficiency of Board meetings. It is considered necessary that clearer expectations be established regarding public comment procedures, including adherence to time limits, appropriate conduct, and relevance to addressing agenda items.

It is proposed that standardized language be incorporated into the agenda to promote a uniform standard and to ensure that all participants are allocated an equal and fair opportunity to address the Board. The proposed revisions are intended to reinforce a respectful and fruitful meeting environment and to support the Board's ability to conduct business in a productive manner while also allocating time for the public.

The implementation of the proposed language is expected to improve meeting decorum, ensure a tone of respect, and promote a more professional and efficient setting for public engagement.

Respectfully Submitted,
Jacob Bermudez

Board of Supervisors

PUBLIC COMMENT - This is an opportunity for members of the public to address the Board on any subject matter within the Board's jurisdiction, but not an item on the agenda. Any action taken as a result of public comment shall be limited to direction to staff. When addressing the Board, state your name for the record prior to providing your comments. Please address the Board as a whole, through the Chairwoman. Individuals will be given three (3) minutes to address the board; Groups or topics will be given a maximum of fifteen (15) minutes. Public comments will be limited to a maximum of 30 minutes. If additional time is required for public comments, they will be heard at the end of the meeting. Please remember to follow the Public Comment Code of Conduct No profanity or obscenity, yelling or screaming, No slander or defamatory statements, No personal threats or attacks, No hateful or demeaning language based on hate of a person's race, religion, sexual orientation, ethnicity, gender, or disability, Respect all people that are present or watching, Obey the direction of the Chairwoman and Clerk of the Board.

HPUD Current

The Board may set time limits on the amount of time any speaker can use to address the Board. Members of the public are allowed to make comments about anything not listed on the agenda. If the comments concern an agenda item, they must wait until that item is up for discussion. If you wish to address the Board, please speak to the Board Clerk or General Manager during the meeting and when recognized by the Clerk of the Board address the Board. The Board can't take action on any item not on the agenda.

HPUD Proposed

The Board may set time limits on the amount of time any speaker can use to address the Board. Members of the public are allowed to make comments about any item not listed on the agenda. If the comments concern an agenda item, they must wait until that item is up for discussion. If you wish to address the Board, please speak to the Clerk of the Board during the meeting and when recognized by the Clerk of the Board address the Board from the podium. Please refrain from interruptions from the audience. The Board can not take action on any item, not on the agenda. Please address the Board as a whole, through the Board President. Individuals will be given three (3) minutes to address the board. Public comments will be limited to a maximum of 30 minutes. Please remember to there shall be No profanity or obscenity, yelling or screaming, No slander or defamatory statements, No personal threats or attacks, No hateful or demeaning language based on hate of a person's race, religion, sexual orientation, ethnicity, gender, or disability, Respect all people that are present or watching, Obey the direction of the Board President and Clerk of the Board.



Heber Public Utility District Board of Directors Public Comment Request Form

Rules

When making a public comment please consider the following rules. 1) Address the Board as a whole, not individual staff or audience members. 2) The Board President may issue warnings or remove disruptive individuals. 3) The Board will not respond or debate but may provide brief clarification. 4) Speakers must be courteous and respectful. 5) Submit form for agenda related comments. 6) One form per agenda item and/or public comment. 7) Each speaker must submit their own form prior to heading to the podium. 8) Refrain from speaking from the audience.

Time Limitations

These limitations are for all types of public comments whether they are agendized or non-agendized

- 3 minutes for standard public comments
- 4 minutes if disabled
- 6 minutes if a translator is present

Name	Date of Meeting
Address	
Phone Number	
Type of Public Comment	
<input type="checkbox"/> General Public Comment (Non-Agena Item)	
<input type="checkbox"/> Agenda Item Comment	
Agenda Item Number: _____	
Brief Description of Public Comment	

By signing here, you agree that you read and understood the rules above.

Signature: _____

----- CLERK OF THE BOARD USE ONLY -----

Start Time:	End Time:	Time Extension: <input type="checkbox"/> Yes <input type="checkbox"/> No	Follow up: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Heber Public Utility District Board of Directors Public Comment Request Form

Reglas

Al realizar un comentario público, por favor tenga en cuenta las siguientes reglas: 1) Diríjase a la Mesa Directiva en conjunto, y no a miembros individuales del personal ni del público. 2) El Presidente de la Mesa Directiva podrá emitir advertencias o retirar a las personas que causen disturbios. 3) La Mesa Directiva no responderá ni entablará debates, aunque podrá ofrecer breves aclaraciones. 4) Los oradores deben ser corteses y respetuosos. 5) Presente un formulario para los comentarios relacionados con la agenda. 6) Un formulario por cada punto de la agenda y/o comentario público. 7) Cada orador debe presentar su propio formulario antes de dirigirse al podio. 8) Absténgase de hablar desde el público.

Limitaciones de tiempo

Estas limitaciones se aplican a todo tipo de comentarios del público, ya sean temas incluidos en la agenda o no.

- 3 minutos para comentarios públicos estándar.
- 4 minutos en caso de discapacidad.
- 6 minutos si hay un traductor presente.

Nombre	Fecha de la reunión
Domicilio	
Número de teléfono	
Tipo de comentario público	
<input type="checkbox"/> Comentario público general (Asunto fuera de la agenda)	
<input type="checkbox"/> Comentario sobre un punto de la agenda	
Número del punto de la agenda: _____	
Breve descripción del comentario del público	

Al firmar aquí, usted confirma que ha leído y comprendido las reglas ubicadas arriba.

Firma: _____

----- CLERK OF THE BOARD USE ONLY -----

Start Time:	End Time:	Time Extension: <input type="checkbox"/> Yes <input type="checkbox"/> No	Follow up: <input type="checkbox"/> Yes <input type="checkbox"/> No
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