WATER DISTRICT NO. 7
JOHNSON COUNTY, KANSAS
534 W. Main · P.O. Box 7 · Gardner, KS 66030-0007
O: 913.856.7375 · F: 913.856.7173 · www.water7.com

Public Comment Policy

Adopted October 13, 2026

The purpose of the Public Comment Period is to provide an opportunity for patrons of the District to provide information and comments to the Board regarding matters listed on the meeting agenda. Public Comment is not intended to be an open forum for discussion of matters unrelated to the business before the Board.

The Board of Directors adopts the following procedures for public comment at District meetings.

Public Comment Procedures:

- Agenda Items Only - Public comments must be limited to items listed on the agenda for the meeting. Comments regarding matters that are not included on the agenda will not be heard during the Public Comment Period. Patrons of the District who wish to request that a matter be considered by the Board may contact the District Office regarding placement of an item on a future agenda.
- Advance Sign-Up Required – For planning purposes, persons wishing to address the Board during the Public Comment Period must contact Water 7 at 913-856-7375 no later than 4:00 PM on the day immediately preceding the scheduled Board meeting.
- Speaker Information - Individuals requesting to speak should include their name, address, contact information, and the subject item they wish to address. Speakers will generally be recognized in the order in which requests are received.
- Five-Minute Time Limit - Each speaker will be allowed a maximum of five (5) minutes to address the Board. Public comment time is limited to a total of fifteen (15) minutes. The presiding officer of the Board of Directors may enforce the time limit to ensure that all individuals who have properly signed up have an opportunity to speak. Speakers may not give, donate, or yield their allotted time to another speaker.
- Board Response - The Public Comment Period is intended to allow patrons of the District to provide information and comments to the Board. Board members will not engage in discussion or debate with speakers during Public Comment. The Board may refer questions or concerns to District staff for follow-up or may take other action as appropriate.

Written Comments
Patrons of the District who are unable to attend a Board meeting or who prefer to provide comments in writing may contact Water 7 at 913-856-7375 and arrangements will be made to submit your comments in writing.

Written comments received by 4:00 PM on the day immediately preceding the scheduled board meeting will be provided to the presiding officer for consideration and may be included in the meeting record as appropriate.

Conduct During Public Comment
Speakers are expected to conduct themselves in a respectful and civil manner. Comments should be directed to the presiding officer of the District and remain relevant to the agenda item being addressed. The following conduct is not permitted during Public Comment:

- Threats, intimidation, or abusive conduct;
- Personal attacks directed at Board members, District employees, or members of the public;
- Profanity or vulgar language;
- Slanderous or defamatory remarks;
- Disclosure of private or confidential personal information; or
- Other conduct that disrupts the orderly conduct of the meeting.

The presiding officer may interrupt or conclude a speaker's comments if the speaker has exceeded the allotted time, is addressing a matter not included on the agenda, or is engaging in conduct that violates this policy or disrupts the meeting.