

# MENDOCINO

## Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482  
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### MEMORANDUM



**DATE:** December 31, 2020  
**TO:** Interested Agencies and Individuals  
**FROM:** Uma Hinman, Executive Officer  
**SUBJECT:** Public Meeting Teleconference Instructions

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In order to minimize the risk of COVID-19 exposure, the **January 4, 2021 Commission Meeting** will be conducted remotely and will not be available for in person public participation. For local agencies and members of the public interested in providing verbal comments during the meeting, please pre-register with staff in advance for one or multiple agenda items and familiarize yourself with these instructions.

**Pre-registration:** Send an email to [eo@mendolafco.org](mailto:eo@mendolafco.org) by 8:00 a.m. on Monday January 4, 2021. In the email subject line, specify the agenda item number(s) for your comment(s), "...Live", and your name.  
**Example:** Item 6a Public Comment, Live, John Doe.

#### Join the Meeting via Teleconference

**Phone Number:** 1 (669) 900-9128 -this is not toll free  
**Meeting ID:** 852 7237 8391  
**Participant ID:** Press # to skip this option  
**Mute/Unmute:** Press \*6 on your telephone keypad

#### Instructions

- **Location:** Choose a location with limited background noise and distractions, and test your telephone service coverage at that location in advance to limit service loss during the meeting.
- **Join:** Join the meeting at 8:45 a.m. to address technical issues and receive instructions from staff.
- **Virtual Waiting Room:** During the meeting, all participants will be placed in a virtual waiting room until their pre-registered agenda item, and will be unable to hear or be heard in the live meeting.
- **Live Stream:** To keep pace with the meeting, participants can watch the live stream of the meeting via the Mendocino County YouTube page at: [www.youtube.com/MendocinoCountyVideo](http://www.youtube.com/MendocinoCountyVideo).
- **Live Stream Delay:** There is about a 10-second delay in the live stream of the meeting.
- **Agenda Item General Process:** The Chair announces the item, staff presents the item, Commissioners ask questions, public participants are given a 3-minute public comment period, Commissioners ask questions, the Commission deliberates and takes action, provides direction, or receives the report.
- **Turn-off Live Stream:** When staff connects you to the live meeting from the virtual waiting room, **please turn-off the YouTube live stream of the meeting** to limit feedback loop or echo issues.
- **Caller Identification:** Please identify yourself and receive recognition from the Chair before starting your 3-minute public comment period to ensure that you have unmuted yourself (**Press \*6**).
- **After Public Comment:** Staff will return you to the virtual waiting room after your comment period.
- **End Teleconference:** Participants may disconnect from the teleconference by ending the call once returned to the virtual waiting room, unless pre-registered for another agenda item.