

MENDOCINO

Local Agency Formation Commission

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MEMORANDUM



DATE: October 28, 2020
TO: Interested Agencies and Individuals
FROM: Uma Hinman, Executive Officer
SUBJECT: Public Meeting Teleconference Instructions

In order to minimize the risk of COVID-19 exposure, the **November 2, 2020 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.

To Join the Remote Meeting via Teleconference

Phone Number: 1 (669) 900-9128 *this is not toll free
Meeting ID: 897 7608 6443
Participant ID: Press # to skip this option
Mute/Unmute: Press #6 on your telephone keypad

Pre-registration Instructions

- **Pre-registration:** Send an email to eo@mendolafco.org by 8:00 a.m. on Monday November 2, 2020.
- **Pre-registration Email:** 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.**

Teleconference Instructions

- **Choose Remote 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 via Teleconference:** Using the information in the box above, join the remote meeting at 8:40 a.m. on the meeting day to allow time to address technical issues before the meeting commences at 9 a.m.
- **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 the live meeting or be heard.
- **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.
- **Live Stream Delay:** There is about a 10-second delay in the live stream of the meeting.
- **Agenda Item General Process:** For each agenda item, the Chair announces the item by number, staff presents the item, Commissioners ask staff questions as needed, one at a time each participant is provided a 3-minute public comment period and Commissioners may ask follow-up questions, and then the Commission discusses the item and takes action or provides direction.
- **Silence Live Stream:** **When staff connects you to the live meeting from the virtual waiting room, please silence or 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).
- **Mute:** Please mute yourself (Press #6) when not speaking to limit background noise.
- **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.