

MENDOCINO

Local Agency Formation Commission

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

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 Commission Meetings will be conducted remotely and will not be available for in person public participation.

For local agencies and members of the public interested in addressing the Commission, **public comments** may be submitted live by joining the meeting as indicated below, or by email to eo@mendolafco.org. In the email subject line, please specify the agenda item number(s) for your comment(s) and your name. **Example: Item 6a Public Comment, John Doe.**

To Join the Zoom Meeting

There are three options for joining the Zoom meeting as outlined below. There is also a Zoom Help Center at the following link: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

- 1) Computer, tablet, or smartphone** (your device must have a microphone and speaker): [click on the link provided on the meeting agenda's front page.](#)
- 2) Teleconference** (telephone only)
 - Dial: 1 (669) 900-9128
 - Meeting ID: See meeting agenda front page
 - Participant ID: Press # to skip this option.
 - Mute/Unmute Function: Press *6 to mute/unmute.
 - Raise Hand Function: Press *9 to raise/lower hand.
- 3) Combined device and telephone** (using a device for video and telephone for audio)

Follow the instructions above for option 1 and then option 2. When joining via telephone, enter the participant ID provided when you first joined the Zoom meeting via computer.

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 8:50 a.m. to address technical issues and receive instructions from staff.
- **Virtual Waiting Room:** During the meeting, all participants may 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 may 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:** 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:** If you are participating by phone, 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.
- **Raise Your Hand:** Please raise your hand to indicate your wish to speak when the Chair invites public participation. If participating from a computer or smartphone, tap or click on the raise hand function. If participating by phone (audio only), **Press *9**.
- **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 may 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.