



# TAHOE

---

## RESOURCE CONSERVATION DISTRICT

870 Emerald Bay Road Suite 108, South Lake Tahoe, CA 96150 • 530.543.1501 PH • 530.543.1660 FAX • TahoeRCD.org

### **Tahoe Resource Conservation District Teleconference/Electronic Meeting Protocols**

The guidance below provides useful information for accessing Tahoe Resource Conservation District (District) meetings remotely and establishing protocols for productive meetings.

#### **BOARD AND COMMITTEE MEMBERS:**

- **Attendance.** Board and Committee Members should attend District meetings remotely from their homes, offices, or an alternative off-site location. As per the Governor's updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these remote locations.
- **Agendas.** Agenda packages will be made available on the District's website. They will also be sent by email to all Board or Committee members. Note that under the circumstances, District staff may not be able to send paper packets.
- **Board Participation.** Meeting Chair will recognize individual Board Members and they may unmute their device so that comments may be heard or will read comments if they are provided in writing only.

#### **PUBLIC PARTICIPATION:**

- **Attendance.** The District's office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District's website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:

#### **HOW TO OBSERVE THE MEETING:**

- **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248-7799. Enter the Meeting ID# 993-703-0547 followed by the pound (#) key. Enter Password (if required): 749701. More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM> if the line is busy.
- **Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://us04web.zoom.us/j/9937030547> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>) Please then enter the waiting room password of 749701 when prompted.

- **Mobile:** Log in through the Zoom mobile app on a smartphone and enter Meeting ID# 993-703-0547. Enter Password (if required): 749701.

### **HOW TO SUBMIT PUBLIC COMMENTS:**

- **Before the Meeting:** Please email your comments to [admin@tahoercd.org](mailto:admin@tahoercd.org), write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed five minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. All comments received before 5:00 PM on the day before the meeting will be held, will be included as an agenda supplement on the District’s website under the relevant meeting date and provided to the Board at the meeting. Comments received after this time will be treated as contemporaneous comments (see next bullet).
- **Contemporaneous Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Please email your comments to [admin@tahoercd.org](mailto:admin@tahoercd.org), write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all comments timely received will be read aloud by staff. Comments received after the close of the public comment period will be added to the official record after the meeting. Comments may also be spoken when the Board President calls for verbal comments. In the event multiple people wish to speak at the same time the Board President will determine the order in which comments are presented. All comments whether read or spoken are limited to a five (5) minute maximum.

### **FOR ALL PARTICIPANTS:**

- **Get Connected:** Please download Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for participants using the application.
- **Ensure Quiet & No Interference:** Please mute all devices when not speaking during the meeting and turn off video. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions. Host of the meeting will have ability to mute participants if needed. Turning video off will allow for the fewest potential distractions and potential interference. Please leave video off, unless participant is speaking. Board or Committee members should leave video on at all times, if available.

The District anticipate that this process of moving to remote meetings will likely include some challenges and hope that all will bear with us as we navigate this process.

– END–