



Information regarding public participation in the May 20, 2020, California Water Commission meeting

In accordance with Governor Newsom’s Executive Orders [N-29-20](#) and [N-33-20](#), as well as recommendations from the California Department of Public Health, the May 20, 2020, California Water Commission meeting will not have a physical location. This will be a remote-only meeting, conducted via a web-based videoconferencing service called Zoom. At the same time, the Commission remains committed to transparency. Members of the public will be able to listen to and watch the meeting and comment if desired.

The Commission requests your patience and cooperation as we navigate through this alternative setup. Every effort was made in advance of the meeting to ensure smooth and seamless proceedings; however, it is appropriate to anticipate that there may be some technical issues during this first remote-only Commission meeting.

Plan to only listen or watch hearing

The meeting can be viewed live via [webcast](#). Individuals who only want to watch or listen should use this option as it preserves interactive meeting resources for those who are commenting on items. This is the typical California Water Commission meeting webcast option.

Please do not view the webcast and then switch over to the webinar to comment as the webcast will have about a two-minute time delay.

Plan to provide verbal comments during meeting

The Commission will provide two options for public participation, through Zoom webinar technology and a call-in number. Please see below for instructions on how to participate. Please note that the Commission will still be setting a three-minute time limit on verbal comments, however, the amount of time could change at the Chair’s discretion.

To request to speak on an item and to receive the meeting password, register for the webinar [on Zoom](#). After you register you will receive an email notification with a link to join the webinar. Please use the link in the email you received to join the morning of the meeting. Do not share this link with other participants or non-participants (including on any public website or social media); this link is unique and only for you.

Please note when commenters speak they will be “voice-only” as video cameras will not be enabled. If you are using a tablet or smart phone, you will need to download the Zoom app.

During the meeting, if you wish to speak on an agenda item, you must utilize Zoom’s “raise hand” feature. This applies even if you registered beforehand and indicated which item you

wish to speak on. The “raise hand” button can be found on the Zoom webinar window (for more information, please visit [Zoom’s Help Page](#)). The Chair will announce at the beginning of each item for those interested in commenting to raise their hand.

Alternatively, on the morning of the Commission meeting, members of the public can offer verbal comments by telephone. Members of the public do not need to register beforehand if they call in using the number below:

Phone Number: (669) 900-6833

Webinar ID: 831 6827 5165

If you wish to speak on an item, please dial *9 at the beginning of the item to “raise your hand” to show you wish to speak. Your phone number will not be visible to others. When it is your turn to speak, the host will call out the last three digits of your phone number. When you start your comment, please state your first and last name for the record. Please note that there may be a slight delay between the webinar and the phone audio so it is best if you mute the webinar if you are calling in to testify by phone. Members of the public who plan to call in will not need to register beforehand.

General guidelines and tips for those who wish to participate in the Zoom webinar

- Remote meetings often lack the same visual and social cues available during public, in-person meetings. Please be respectful and patient so all interested commenters can be fairly heard.
- Call into the meeting a few minutes before the scheduled start to ensure you can resolve any technical issues. You will initially be in a virtual waiting room and will remain there until the start of the meeting.
- You will be muted until it is your turn to speak. While muted, you will be able to hear the Commission meeting and can continue watching via the remote meeting service if you have connected from a computer or mobile device.
- Even if you only wish to comment on one item, the Commission encourages you to participate in the entire meeting via the Zoom webinar rather than the webcast. There could be brief delays associated with the normal webcast, and it may not be synchronized with the interactive Zoom webinar.
- Regardless of whether you participate via phone, computer, tablet, or mobile device, please participate from a quiet environment so that the Commission can hear you when you are called to speak. If you are using the internet to connect to the meeting, try to ensure you have a good connection or strong signal.
- It is important to avoid creating acoustic feedback. If there are other devices near you that are tuned into the meeting, please make sure that the speaker volume of those devices is turned off when it is your turn to participate.
- The Commission Chair will maintain order as is customary in public meetings, and individuals who are disruptive may be removed from the remote meeting service or have their connection muted.
- Please ensure the latest update of Zoom has been installed on your device.

- If anything is unclear, you may contact the Commission by phone at: (916) 834-3177 or by email at cwc@water.ca.gov.