

Public Access to Sammamish Plateau Water's Remote Board Meetings

Zoom Information

Due to the COVID-19 pandemic emergency, meetings of the Board of Commissioners are currently being conducted via remote meetings. The Board of Commissioners, District staff, and the public are to attend the meeting remotely (unless otherwise required by applicable law).

The information in this document has the most comprehensive and up-to-date guide from the District on how to participate in Sammamish Plateau Water's remote Board meetings.

We appreciate your willingness to learn this technology and value your participation.

HOW TO PARTICIPATE

We will be utilizing Zoom's Webinar feature for remote Board meetings and public hearings. Any member of the public can observe the meetings the following ways:

- Watch the session directly in Zoom by joining the meeting as an attendee. The remote meeting access information will change for each meeting and is provided on the meeting agenda. Meeting agendas are posted on the District's website [here](#).
- Dial in to the meeting on your mobile, work, or home phone. The dial-in numbers for each meeting are also provided on the meeting agenda.

To learn how to join the meeting using either method, go to the TRAINING section of this document.

TRAINING

Zoom offers several trainings to help users navigate the platform. Please check out the following training guides that Zoom offers –

[Joining and participating in a webinar \(attendee\)](#)

[Configuring/Testing Audio and Video](#)

[Raising your hand in a webinar](#)

PUBLIC COMMENT*

With the shift to remote meetings, we have modified how we receive public comments.

Members of the public in attendance virtually to remote Board meetings can provide verbal or written public comments during the public comment portion of the meeting. The following outlines the process for verbal and written comments.

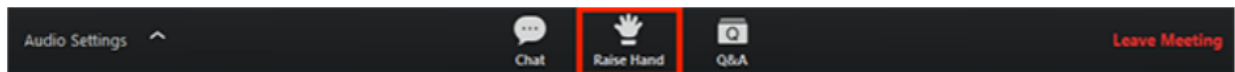
Verbal Comment Process

Public comment is limited to three minutes per person or five minutes per group.

During the public comment portion meeting, the raise hand feature will be enabled. The “Raise Hand” function will allow you to be recognized by the Board President before your microphone will be enabled and you are able to speak. You will be granted only the ability to talk, but not the ability to share video or screen. Once your microphone is enabled, you will need to unmute. When members of the public speak, they are asked to state their name and address for the record prior to making their statement.

If you are participating by desktop, tablet, or other mobile device – when the public comment portion is open, you may use the “raise hand” feature in Zoom (see screenshot below) to indicate your desire to offer public comment.

If you are participating by phone – persons joining the meeting by phone can use the virtual “Raise Hand” feature by pressing *9 on their phone’s keypad.



“Raise Hand” feature in Zoom, see TRAINING section to find more information on this feature.

The District reserves the right to mute or disconnect virtual meeting participants for:

- Profanity
- Hate speech - Promoting, fostering or perpetuating discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- Sexual content or links to sexual content
- Solicitations of a commercial nature
- Conducting or encouraging illegal activity
- Possibly compromising safety or security of persons or entities

Written Comment Process

Written public comments are to be emailed to administration@spwater.org no later than 12:00 pm noon the date of the meeting. **If e-mailing, please note “Public Comment” and the meeting date in the Subject field.**

Written public comments received prior to posting the packet will be contained therein. Written public comments received after will be provided to the Board of Commissioners during the meeting.

If you are wanting to provide public comment related to a public hearing, go to the PUBLIC HEARINGS section of this document for more information.

*This method is subject to change. Any updates will be communicated.

PUBLIC HEARINGS*

With the shift to remote meetings, we have modified how we conduct public hearings.

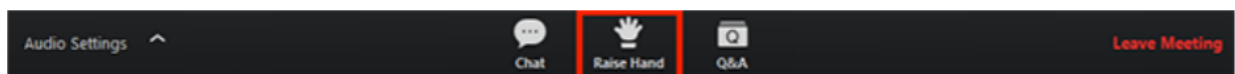
Be advised, like traditional public hearings, once the public hearing portion opens it will be recorded.

Members of the public may join the full Board meeting and listen/watch via Zoom using the methods described earlier in this guide. When the Board votes to open a public hearing, members of the public will be allowed to speak. Each member of the public who participates in a public hearing is asked to keep their comments to a maximum of three minutes. If you are unable to participate via Zoom for any reason, you may follow the steps outlined in the PUBLIC COMMENT section above to submit written comments. **Please include “Public Hearing” and the meeting date in your e-mail Subject field.**

If you are participating by desktop, tablet, or other mobile device – when the public hearing is open, you may use the “raise hand” feature in Zoom (see screenshot below) to indicate your desire to offer public comment.

If you are participating by phone – persons joining the meeting by phone can use the virtual “Raise Hand” feature by pressing *9 on their phone’s keypad.

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Information on an upcoming public hearings is available on the District's website at spwater.org/publichearings.

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EXECUTIVE SESSION

The following procedure will occur for remote Executive Sessions:

- The Board and other Executive Session participants will adjourn into a private remote meeting for Executive Session. The public Zoom meeting will remain open.
- Before entering into Executive Session, Board President will announce in the public Zoom meeting that they are going to adjourn into executive session, state the purpose, participants in Executive Session, and the time they will return. The time of return may be extended as necessary by a public announcement.
- Once the Executive Session is complete, participants will leave the private meeting and rejoin the public meeting. If final action is to be taken, action will be taken in the public meeting.

QUESTIONS?

If you experience any challenges accessing our remote Board meetings, please email administration@spwater.org.

Thank you for your patience and adaptability while we adjust our operations to ensure our elected officials, District staff, and community members can participate in our Board meetings remotely.