The minutes presented herewith are not a verbatim transcription of the Regular Board meeting held telephonically on April 28, 2020. The intent is to provide a synopsis of key points of discussion and to chronicle decisions and actions taken by a quorum of the Board of Directors (ref: Roberts Rules of Order, Section 48). For more information or background, please refer to the applicable board packet.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE RINCON DEL DIABLO MUNICIPAL WATER DISTRICT

April 28, 2020

A Regular Meeting of the Board of Directors of the Rincon Del Diablo Municipal Water District was held telephonically on Tuesday, April 28, 2020 at 3:00 p.m.

Directors Present: Drake, Lump, Murtland, Quist, and Towne.

Directors Absent: None.

District Staff Present: Clint Baze, General Manager; Julia Escamilla, Public Information Officer; Jeff Umbrasas, Director of Administration and Finance; Josafina Traslavena-Washington; Karen Falk, Senior Engineer; and Wanda Cassidy, Clerk of the Board.

Legal Counsel: Gerry Shoaf, Legal Counsel, Redwine and Sherrill.

Guests Present: Rick Vogt, Chief, and Jeff Murdock, Emergency/Disaster Preparedness Manager, Escondido Fire Department; Risa Baron, Principal Public Affairs Representative, San Diego County Water Authority.

President Murtland called the meeting to order at 3:00 p.m. Public Information Officer Julia Escamilla provided an overview of video conferencing etiquette and took roll.

ADDITIONS/CHANGES TO AGENDA

There were no additions or changes to the agenda.

ORAL COMMUNICATIONS TO THE BOARD

There were no communications to the Board.
SECTION 1 - CONSENT ITEMS

In a motion by Director Towne and seconded by Director Lump, the Board of Directors approved the following consent items:

1-B. Minutes of the Special Board of Directors Meeting of March 18, 2020.
1-C. Minutes of the Regular Board of Directors Meeting of March 24, 2020.
1-G. Board of Directors’ Per Diem Fees and or Expense Reports, March 2020.

with the following roll call vote:

Drake    Aye
Lump     Aye
Murtland  Aye
Quist    Aye
Towne    Aye

Director Drake pulled Item 1-D, General Fund Disbursements, March 2020. Director Drake requested clarification on a disbursement related to Babcock Laboratories. After General Manager Baze responded to the inquiry, Director Drake requested that information regarding the test results of the Harmony Grove Sewer Treatment Plant samples taken by Babcock Laboratories be presented at the next Sewer Committee meeting. General Manager assured Director Drake the results would be presented at that meeting. General Baze also responded to Director Drake’s inquiry regarding the cost of power at the Harmony Grove Sewer Treatment Plant. After a brief discussion, President Murtland asked for a motion:

In a motion by Director Drake and seconded by Director Towne, by the following roll call vote:

Drake    Aye
Lump     Aye
Murtland  Aye
Quist    Aye
Towne    Aye
the Board of Directors approved the following consent item unanimously:


SECTION 2 – EMERGENCY PREPAREDNESS & FIRE SERVICES

2-A. Adopt Resolution No. 20-851.28, “Establishing a Fire Mitigation Fee Program for Improvement District E (ID E).”

General Manager Baze provided a brief overview of the two-step Fire Mitigation Fee Program and Resolution No. 20-851.28. This is an annual process to approve the District’s participation in the Fire Mitigation Fee Program for ID-E. Fees previously collected were used for the construction of Fire Station 7 and the purchase of a fire truck.

Mr. Baze reported at the March Board of Directors’ meeting, a public hearing was held for public comment. The District received no opposition to the resolution. Management then requested that the Board of Directors’ approve Resolution No. 20-851.28. After a brief discussion, President Murtland asked for a motion:

In a motion by Director Lump, and seconded by Director Towne, by the following roll call vote, the Board of Directors approved Resolution No. 20-851.28, “Establishing a Fire Mitigation Fee Program for Improvement District E (ID E).”

Drake        Aye
Lump         Aye
Murtland     Aye
Quist        Aye
Towne        Aye

2-B. Oral Report by Escondido Fire Department Regarding Current Events and Community Fire Readiness Relating to Improvement District E (ID E).

Chief Vogt introduced Jeff Murdock, the Escondido Fire Department’s Emergency/Disaster Preparedness Manager and requested he provide an update on the COVID-19 pandemic. Mr. Murdock reported the following:

The County is currently looking at reopening the County and will providing new guidelines for the process in the coming weeks. It is anticipated businesses will be able to open soon and some restrictions will be relaxed.
Escondido leadership is hopeful parks will remain open and Lake Wolford and Lake Dixon will reopen. Other openings include golf courses and Escondido City Hall. With the upcoming hot weather and heat advisories, City staff is hoping to be able to open cool zones with social distancing to support seniors.

Mr. Murdoch then reported meeting with the Red Cross to prepare for the upcoming fire season. A discussion on the budgetary impact the pandemic will have on the City and how the virus has affected emergency response calls followed the report.

Chief Vogt then reported the following:

- The fire department took delivery of the refurbished fire truck. A link to photos of the fire truck was forwarded to the Directors previously. The Fire Department also received two additional ambulances, which have been placed in service.
- The Fire Department was awarded a Firehouse Subs grant to purchase three infrared thermal imaging cameras which convert infrared light to visible light. The cameras will be used by firemen to see areas of heat through smoke, darkness, or heat-permeable barriers to pick up body heat and locate people trapped where rescuers normally are not able to locate them.
- During the pandemic, the Fire Department is continuing with emergency responses in addition to training, preparing for promotions, and filling vacant positions.
- The Fire Department is being proactive and preparing for the upcoming wildland fire season. Preparations include fire mitigation and communicating with property owners regarding the importance of defensible space.

Chief Vogt then answered questions from the Directors.

**SECTION 3 – PUBLIC INFORMATION & INTERGOVERNMENTAL RELATIONS**

There was nothing to report.

**SECTION 4 – FINANCE, INSURANCE & PERSONNEL**

4-A. **ACWA/JPIA Refund Check.**

General Manager Baze announced for the last five years the District has received a refund from ACWA/JPIA due to its excellent record of workers compensation, liability, and property claims. This year’s refund is for a total of $6,429.70.
Management requested the Board of Directors accept the check and place half of the refund, or $3,214.85, in the special salary award pool and the remainder of the refund in the safety budget. After a brief discussion, President Murtland asked for a vote:

In a motion by Director Drake, and seconded by Director Lump, by the following roll call the Board of Directors unanimously approved to accept the check from JPIA and place $3,214.85 into the special salary award pool and the remainder into the safety budget by the following roll call vote:

Drake  Aye
Lump   Aye
Murtland Aye
Quist  Aye
Towne Aye

SECTION 5 – OPERATIONS; ENGINEERING & LONG-RANGE PLANNING

5-A. Authorization for the General Manager to Execute a Joint Community Facilities Agreement Among the City of Escondido (City), Rincon del Diablo Municipal Water District (District) and Lennar Homes Inc., a California Corporation (Lennar), Relating to Community Facilities District No. 2020-01 of the City of Escondido (The Villages).

General Manager Baze reported this is a standard agreement where there is more than one district involved in a project. For this Agreement, the City, Lennar, and the District will partner for the purpose of securing the water and recycled water infrastructures within the Village project. All water and recycled water distribution facilities and the associated appurtenances will be designed, constructed, and installed in accordance with the standards and specifications required by the District.

Per the Agreement, the City will be responsible for administration of the Community Facilities District, while the District will provide some administrative and accounting support to bond funds and invoices. The Agreement does include language for reimbursement of efforts expended by the District.

This Agreement establishes the following:

- The City is responsible for the CFD Bond issuance.
- The City will finance the facilities that will be acquired by the District.
• The District is responsible for inspections, and approval of plans/specifications.
• The District will assume ownership.
• The District indemnifies and holds the City harmless from any claim on facilities.
• The District understands that improvements must be made as if they were constructed by the District.
• The City has no obligation for the facilities above and beyond those agreed to in this agreement.
• The City indemnifies and hold the District armless from any claim arising from issuance of bonds, implementation of levies and other City functions related to the CFD.

The purpose of the Joint Community Facilities Agreement is to provide assurance to the City that if these facilities are constructed, the District intends to accept them and use them for the public’s benefit consistent with the charter of the District.

After the presentation, Legal Counsel Shoaf confirmed his review of the agreement. Directors were then given an opportunity to ask questions. Directors were also concerned with the lack of legal property description. General Manager Baze responded to questions and clarified this agreement is the first step in a process and Director’s concerns would be addressed in future documents.

After discussion, General Manager Baze answered questions regarding the agreement and President Murtland asked for a motion:

In a motion by Director Drake, and seconded by Director Towne, the Board of Directors, by the following roll call vote, unanimously authorized the General Manager to execute a Joint Community Facilities Agreement Among the City of Escondido, Rincon del Diablo Municipal Water District and Lennar Homes Inc, A California Corporation Relating to Community Facilities District No. 2020-01 of the City of Escondido (The Villages).

Drake Aye
Lump Aye
Murtland Aye
Quist Aye
Towne Aye
SECTION 6 – SEWER

6-A. Harmony Grove Village Sewer Treatment Plant Update.

General Manager Baze provided the Harmony Grove Village Sewer Treatment Plant Update. Mr. Baze reported the following:

- There has been unusual loading with the lift station as a result of non-flushable wipes clogging screens, most likely related to the COVID-19 pandemic. Downstream Services will be cleaning the screens and the lift station.
- One of the mixer motors, that is under warranty, was removed and sent back to the manufacturer for repairs.
- Water stored in the wet weather storage for the City of Escondido and Rincon will be cleared out and put back into the system.

After the report, General Manager Baze answered questions from directors.

SECTION 7 – SDCWA DIRECTOR’S REPORT & DIRECTORS/STAFF ACTIVITIES REPORT

7-A. This portion of the agenda may be used by the San Diego County Water Authority (SDCWA) representative to make informal reports on activities.

President Murtland reported on the April 23rd SDCWA meeting. Highlights included:

- The approval of a resolution approving the Rincon’s customer, the Sringeri Bidya Bharati Foundation Temple annexation. This resolution approves the concurrent annexation of the District’s proposed Sringeri Vidya Bharati Foundation Temples Annexation to the Water Authority and the Metropolitan Water District of Southern California, verifying that all policies have been met, and conditioned upon the fulfillment of all conditions and final approval by the San Diego Local Agency Formation Commission (LAFCO).
- The adoption of positions on a number of state bills including:
  - AB 3145 (Gabriel) relating to connection fees and capacity charges – Oppose
  - AB 3256 (E. Garcia) relating to Wildfire Prevention, Safe Drinking Water, Climate Resilience, Drought Preparation, and Flood Protection Bond Act of 2020 – Support if Amended
- SB 1188 (Stern) relating to the California Water Plan – Support and Seek Amendments
- Desalination Development Act (Levin relating to federal funding for eligible desalination projects – Support
- The approval of change orders to Kiewit Infrastructure West, Inc. for the Northern First Aqueduct Structures and Lining Rehabilitation Project.
- The approval of minutes of the Special Imported Water Committee meeting of March 12, 2020 and the Formal Board of Directors meeting of March 26, 2020.
- Approval of the appointment of Amy Reeh, representing Yuima Municipal Water District to the SDCWA Board of Directors. President Murtland also noted Mr. Leonard, the representative of the City of Poway resigned.

Following the report, Directors discussed the SDCWA Conveyance Project. During the discussion, Directors asked questions and expressed their concerns with the project. President Murtland reiterated that this project is only in the study stage and he will provide periodic updates.

7-B. This portion of the agenda may be used by the Board of Directors or management to make informal oral reports on their activities.

- Director Lump reported on her participation on ACWA Finance and Brown Act webinars related to COVID-19.
- Director Drake reported participating on ACWA and JPIA webinars related to COVID-19. Director Drake then made staff aware that the University of Arizona Water and Energy Sustainable Technology Center initiated a monitoring program to allow Coronavirus sewage surveillance for interested wastewater treatment plants.
- Director Quist reported on his participation in Urban Water Institute meetings to discuss upcoming conferences and how to keep constituency engaged.
- Director Towne reported on her participation in a number of webinars and provided written reports (see attached).
- President Murtland reported on his participation in COVID-19 related webinars.

7-C. This portion of the agenda may be used by the Board of Directors to request items for future agendas.

Discuss future District Legal Counsel needs.

7-D. Request Approval for a Board Member(s) to Attend Upcoming Meetings; Conferences; or Seminars for Those Not Authorized in the District’s Administrative Code, Section 502 “Authorized District Memberships.” There were no requests.
7-E. District Activities Report (DAR), March 2020.

Public Information Office Julia Escamilla responded to questions regarding the amount of rain for the month of April. Directors then requested that data regarding non-payments related to the COVID-19 pandemic be included under the “Finance” section. General Manager Baze reported it was too soon to have accurate data regarding the non-payments, however, once the information is available, the information would be added. In closing, General Manager Baze responded to Director Drake’s questions regarding MTUs.

7-F. Consider and Adopt Resolution No. 20-04, “Appointment of a Representative to the Board of Directors of the San Diego County Water Authority.”

President Murtland brought forward Resolution No. 20-04, “Appointment of a Representative to the Board of Directors of the San Diego County Water Authority.” After a brief discussion, the Directors moved this item until the May 26, 2020 Board of Directors meeting.

SECTION 8 – GENERAL MANAGER’S REPORT

8-A. District Status as a Result of the COVID-19 Pandemic.

General Manager Baze reported there have not been many changes since the last COVID-19 report. Mr. Baze then reported on the following items related to the pandemic and the District office:

- The lobby continues to be closed. General Manager Baze is hoping COVID-19 restrictions will be relaxed soon and the lobby can reopen.
- The District is well-stocked with supplies and personal protective equipment.
- Staff will be monitoring customer billing and analyze how the pandemic has affected ratepayers and financials.
- Staff will pursue pandemic-related funding opportunities should they arise.

General Manager Baze then provided a staffing update. Director of Finance and Administration Umbrasas has been working from home and has been in constant communication with General Manager Baze. 75 percent of staff are onsite and practicing social distancing with the remainder working from home remotely or on call and rotating into the office when necessary.

Staff are working on the following projects:

- The America’s Water Infrastructure Act of 2018 (AWIA) Risk Assessment will include the District’s Emergency Response Plan. Staff is currently
updating the plan to include a section on pandemics. The plan will go to the Emergency Preparedness/Fire Services (EPFS) Committee for review.

- The Finance team is in the process of updating the Employee Handbook.
- Karen Falk, Senior Engineer, is moving forward with updating the District’s Standards and Specifications. The project is expected to be completed later this year.
- Staff is currently updating the District’s Administrative Code. Once revisions are complete, policies will be reviewed by the appropriate committee. Once finalized, the document will be brought before the full Board for approval.
- The FY 2019-2020 audit process is underway. In order to follow COVID-19 protocol, requested documents will be submitted electronically through a portal.

Following the report, General Manager Baze responded to Director Towne’s questions regarding committee meetings and upcoming conferences.

8-B. General Manager’s Oral Report

General Manager Baze reported on the following:

- The Board of Directors of the Helix Water District requested that the District share a copy of a letter sent to Jim Madaffer and the San Diego County Water Authority Board of Directors requesting SDCWA minimize both proposed water rate increases and charges for 2021 in response to COVID-19 restrictions with Directors.
- CSDA requested General Manager Baze prepare a letter in support of AB 2107, which would restore an expired financial tool for special districts called Securitized Limited Obligations Notes (SLONs) regarding Special District Loans, allowing for securitized debt with certain limitations.
- Staff is completing an electronic water quality report. The report was previously specific to water quality and distribution, however, has morphed into a 30-page report requesting additional data on rate benefits and low-income housing.
- Staff is currently completing the Water Loss Audit Report. The water loss audit, which is required by the Department of Water Resources, is an accounting procedure using agency data to identify water losses in a distribution system. The audit requires the District to gather an assortment of data for a defined audit period. Once the District has determined the water losses and performed a benefit-cost analysis to verify economic feasibility of addressing losses, a leak detection program may be established. The leak detection program will then be implemented in the field.

After the report, General Baze answered Directors questions.
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SECTION 9 – LEGAL MATTERS


There was nothing to report.

9-B. Closed Session

a. CONFERENCE WITH LEGAL COUNSEL – LITIGATION, Litigation pursuant to Government Code Section 54956.9(d)(4): San Diego County Office of Education, et al. v. The County of San Diego, et al. (This is a long-term item related to dissolution of redevelopment agencies and successor agencies and will remain on the agenda as long as Rincon Water is involved. No action is required on our part at this time.)

There was no discussion.

ADJOURNMENT

There being no further business before the Board of Directors, the meeting was adjourned by President Murtland at 4:15 p.m.

APPROVED:  
James B. Murtland, President

ATTEST:  
Wanda Cassidy, Clerk of the Board
Director Towne’s Activity Report for April 2020

WATER DISTRICT BUSINESS AND CONTINUING EDUCATION IN THE TIME OF THE CORONAVIRUS.

ACWA Webinar – Apr 9, 2020 -2:00 PM - 3:30 PM PDT
COVID-19 Response: Rising to Meet New Challenges

Moderator: Tiffany Gianmona, Dir. of Member Engagement & Innovative Strategies, ACWA.
Speakers:
Mark Madison, GM, Florin Resource Conservation Dist/Elk Grove Water Dist.
Clifford Chan, Dir. of Operations & Maintenance, East Bay MUD
Jim Fisher, Dir. of Operations & Maintenance, SDCWA

ACWA hosted an informational webinar on how water agencies are addressing the new operational challenges due to the COVID-19 crisis. We heard from three presenters on how they were handling the crisis while protecting water operations and district employees. The one presenter that stood out to me was Mark Madison, GM for Elk Grove Water District. Embedded is that his district’s “Coronavirus (COVID-19) Risk Minimization and Outbreak Response Plan”.

After listening to all presenters, I felt quite confident that our district, under Clint’s leadership is on the right path. When we update strategic plans, emergency preparedness docs and admin codes, we will likely have the word “pandemic” in them – or something similar.

ACWA Webinar – Apr 15, 2020 11:00 AM - 12:30 PM PDT
COVID-19 Response: Understanding the Financial Aspects

Moderator: Cheryl Clary, Executive Director of Finance & Administrative Services for Irvine Ranch Water District, and ACWA Finance Committee Chair
Speakers:
Goldman Sachs - Christopher J. Higgins, VP Public Section & Infrastructure,
Mark Northcross, Principal, NHA Advisors
Jenny Poree, Sr. Dir. & Head of Nat’l Municipal & Coop. Utilities Group Standard & Poor’s Global
Gerard J. "Jerry" Quinn, Owner, Gerard J. Quinn & Associates

Discussed how markets are trending, and the longer term outfall from the current situation – which he said was hard to predict.

There were several charts shared showing indicators. One, projected the year after this crisis compared to the year after the financial crisis. Unfortunately, the year after this virus crisis will be worse.
Another chart (lower left) forecasts unemployment (15% in 3rd quarter). **Personal Note:** It is difficult to imagine the world getting back to where it was prior to this devastating event.

Following the above slide was a slide related to Treasury yields and their precipitous slide:
Looking at Rincon’s latest portfolio summary (March board pack), the District has four gov’t securities maturing this year. One matured in March, the other three later this year, and several maturing the first part of 2021. Securities maturing this year currently have interest rates over 4%, which will not be the case going forward.

Overall, my biggest takeaway from this webinar confirmed to me that there is going to be significant time before our world gets back to normal financially. I supposed I didn’t have to attend the webinar to come to this conclusion. I am not going out on a limb or saying something everyone doesn’t already realize, but I believe there will be far less District revenue to work within the next year or so, depending on how the economy responds.

Jurassic Parliament – Apr 17, 2020 – 12:00 PM – 1:00 PM PDT
“Online Meetings: What’s Working?” (I did not take per diem for this event)

Moderator and Speaker: Ann MacFarlane, Professional Registered Parliamentarian

Over 200 officials attended this on line webinar, including members from city councils, even mayors; members of other public agencies, and even non-profits participated. This meeting addressed concerns regarding online meetings, the best ways to handle voting, and allow all “in the room” to participate. A couple of takeaways are:

Using the Round-Robin method of board interaction utilizing a speaking chart. The round-robin approach allows everyone to speak at least once before another member speaks a second time. The speaking chart allows the meeting manager (our board pres) to check off the names as each speak allowing all to have an opportunity to speak to each issue – even if it is “no comment.

Another approach to online meetings is to have a voting chart, acting much like the speaking chart, it keeps track of everyone’s verbal vote. The chart would have the formal motion on it, the names of directors, and a yea/nay or abstain component.

Latency was also addressed. On line meetings would run smoother if participants (members and guests alike) kept in mind that latency (the time difference (delay) between saying something and the group hearing it) is a significant part of virtual/online meetings. Those in attendance would be greater served if everyone waited a few seconds before speaking. Electronic representation of a person’s voice is slower than the sound waves we are accustomed to in live meetings. Much like TV broadcasting.

So, unless a deliberate silence is created by the group to allow someone to speak, there will be talking over the previous speaker and echoes as the group hears the sound of the last speaker, much like we experienced in our first teleconference. We should allow for time delay before speaking, and if we follow the round robin tactic, we won’t have the talk-over affect.
Another concern with teleconferencing discussed was the **pledge of allegiance**. Some folks have discontinued with it during this time of emergency, others have put a slide of the flag on the screen and members say the pledge out loud. While still others place the flag in front of the "host" screen and whomever is in that room led the pledge. Some city officials expressed concern that dismissing the pledge may upset their constituents.

*A little bit about one of my favorite people: Ann MacFarlane, who is Jurassic Parliament*

She was a member of the “Pioneer Class” at the University of California Santa Cruz, and graduated with the highest honors in literature. She was awarded the Marshall Scholarship from the British government, and received a BA/MA degree from Cambridge University in Russian and Ancient Greek. Ann served in the U.S. Foreign Service in Pakistan, and on the Bangladesh and Soviet desks of the State Department, and became the first woman to serve as a staff assistant in the Near East South Asia Bureau.

On her way to Moscow, another Foreign Service Officer made her a better offer, and she subsequently married Lew Macfarlane, becoming a stay-at-home mom in the Congo, Tanzania and Nepal with their three sons. When they returned to Seattle, Lew’s home town, she became a Russian translator.

After a term as president of the American Translators Association, she served as executive director of the National Association of Judiciary Interpreters and Translators, then partnered with Andrew Estep as co-owner of ERGA, Inc., an association management company.

She is a credential of Professional Registered Parliamentarian, from the National Association of Parliamentarians, and today works full time on Jurassic Parliament, based in Seattle.

**ACWA Webinar – Apr 23, 2020 1:00 PM - 2:00 PM PDT**

**Virtual Water Agency Board Meetings during COVID-19**

**Moderator and Speaker:** Claire Collins, Vice Chair, ACWA Legal Affairs Committee; Partner in the law firm of Hanson Bridgett LLP

**Speakers:**

Andrew J. Ramos, Principal with Bartkiewicz, Kronick & Shanahan

Allison C. Schute, Partner with Hanson Bridgett LLP

The agenda for this ACWA sponsored webinar included some of the following:

| *Core Principles Under Constitution & Brn Act* | *Public, Staff, and Director Access & Security* |
| *Meeting Roles* | *Public Comment* |
| *Minimum Requirements for Any Form of Mtg* | *Closed Session* |
| *Planning the Meeting* | *Sample Script* |
| *Instructions* | |

Diana Towne

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Below is a “print screen” of the Top Ten Recommendations for Virtual Brown Act Meetings – in more detail than what is in the PowerPoint provided. I have this in PDF format if you want a copy. I just didn’t want to overburden everyone with paperwork. I’m sure this is over the top, but it beats listening to me via webinar talk about the meetings I attended in April while in lockdown.

Top Ten Recommendations for Virtual Brown Act Meetings

1. Be Patient.
   Recognize the practical challenges we’re all facing – have patience for directors, staff, consultants, and the public who want and have a right to meaningfully participate.

2. Evaluate Your Technology Options.
   Consider what level of tech you want – telephone is still fine (or use a meeting platform to administer the meeting but require everyone to call-in). This may also change over time. Survey your board members, check your internet, board capabilities, audience.

3. Delegate Roles.
   Assign one person to serve as meeting host/administrator that is not the chair, and not the secretary who’s keeping roll and votes. This person can manage attendees, commenters, and the “mute” button.

4. Provide Instructions.
   Instructions about how to connect and comment should appear in the agenda and be orally announced.

5. Use a Script.
   A script will ensure you don’t forget a step, and will also facilitate the minutes.

6. Organize Public Comment.
   Use your meeting controls and technology options to implement reasonable timing and manner restrictions so that the public has an opportunity to comment on each agenda item, and on non-agendized matters.

7. Train and Practice!
   Provide training for directors, staff, and consultants. Don’t assume they’ve used the technology before. Dry-run the meeting with each board member and presenter and practice, practice, practice.

8. Expect Delays.
   Be ready for meetings to take longer than they might in person. Resolving connectivity issues, taking roll call votes, avoiding “talking over” each other, and organizing multiple public comments all take longer in a teleconference than in person.

   Consider how you will limit attendance, ensure no third party attendance, and report out. Ensure the public has an opportunity to comment before convening in closed session.

    What happens if the internet, the web platform, or electricity goes down?