



# Santa Margarita Groundwater Agency

Board Correspondence

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**To:** Board of Directors and Alternates  
**From:** Nicholas Wallace  
**Date:** March 23, 2020  
**Format:** Email  
**Subject:** **Remote Access Board Meeting Format and Considerations**

## Message Body

Good afternoon SMGWA Board Members and Alternates,

In preparation for the first online-only Board Meeting, please read and consider the following:

1. The process will be “clunky”. The staff will do their best to make things seamless but there will be inevitable pauses, stalls, re-sets, etc., particularly when participants want to comment, at times of a vote or a straw poll. Please be patient working together in this “new normal” approach.
2. Regarding personal settings, GoToMeeting gives the participants several options on customizing the viewing/listening experience. Please inform the staff in advance how you plan to join the meeting (computer, mobile device or land line).
3. Tips for Video and Chat tools:
  - Please consider using the video feature. It will help with connectivity of the attendees and pace of the meeting.
  - Please use the chat feature to let the Board Chair (Chris Perri) and Facilitator (Dave Ceppos) if you have a comment or question. To do this, please write the word “Comment” in the message box. Do NOT type your actual comment or question.
  - For those who join on a mobile device, spend some time in advance to familiarize yourself with Chat feature on Android or iPhone. For those who join on a landline, the Chair and facilitator will periodically check this audience for comments
4. If you join online (rather than dial-in), please use Mute feature to silence your microphone. If you join by calling, please mute your phone. Do NOT put your phone on Hold.
5. Please identify yourself when you start making a comment or ask a question. This will help (along with the video feature) to keep everyone connected and following along.

Note that this ONLY applies to members of the Board (and ideally staff). Members of public are not required to identify themselves.

6. Any formal action on agenda items will be done by roll call to stay consistent with Brown Act requirements. The staff will call each Director's name.
7. Any non-binding, non-formal straw poll (or similar) maybe conducted through the Chat feature by asking the Directors to respond with Aye, Nay, or Abstain.

It is possible that that the remote Board meetings will be used for a while. The staff is available to help in advance of and during the meeting so you can focus on the important discussion topics. As always feel, free to reach out to me if you have any questions or would like to schedule a time to practice with the software.

Yours in service,

Nicholas A. Wallace  
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Attachments: [None]