Instructions for Making Public Comments by Phone

In order to maximize transparency and public participation in our process, the commissioners will be taking public comment during their meeting by phone. There will be opportunities to address the commissioners regarding the items on the agenda. There will also be opportunities for the public to submit general comments about items not on the agenda. Please note that the commission is not able to comment or discuss items not on the agenda.

The commission will advise the viewing audience when it is time to submit public comment. The commissioners will then allow time for those who wish to comment to dial in.

To call in:

1. On your phone, dial the telephone number provided on the live-stream feed.

2. When prompted, enter the Meeting ID number provided on the live-stream feed using your dial pad.

3. When prompted to enter a Participant ID simply press #.

Once you have dialed in, you will be placed in a queue from which a moderator will begin unmuting callers to submit their comment.

You will also hear an automatic message to "Press * 9" to raise your hand – indicating you wish to comment.

When it is your turn to speak, the moderator will unmute you and you will hear an automatic message, "The host would like you to talk" and to press * 6 to speak. You will have 3 minutes to provide your comments.

Please make sure to mute your computer or livestream audio to prevent any feedback or distortion during your call. Once you are waiting in the queue, be alert for when it is your turn to speak and please turn down the livestream volume

The commissioners will take comment for every action item on the agenda. As you listen to the online video stream, the Chair will call for public comments. That is the time to call in.

The process for making a comment will be the same each time—beginning by the telephone number provided on the live-stream feed and following the steps stated above.