SANTA CRUZ MID-COUNTY GROUNDWATER AGENCY

Groundwater is a vital resource, together let's protect it.

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Policy No.: 2 (Version 3)	**Policy Title**: Guidance for Oral and Written Communications and Disability Access
Adopted Date: June 17, 2021	**Approval Resolution No**.: None
Policy Description: Guidance for the public in providing oral and written communications at Agency Board meetings and for disability access	

PURPOSE AND APPLICABILITY

Santa Cruz Mid-County Groundwater Agency establishes Guidance for Oral and Written Communications and Disability Access. This policy is to provide guidance to members of the public who wish to provide public comment or otherwise communicate with the Agency at Board meetings.

POLICY

See attached.

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GUIDANCE FOR ORAL AND WRITTEN COMMUNICATIONS AND DISABILITY ACCESS

ORAL COMMUNICATIONS

MGA Board meeting agendas set aside time for oral communications regarding items not on the agenda but within the purview of the MGA. Oral communications are also heard during the consideration of an agenda item.

Anyone wishing to provide public comment should come to the front of the room to be recognized by the Board Chair. Individual comments are limited to three (3) minutes; a maximum time of 15 minutes is set aside each time for oral communications. The time limits may be increased or decreased at the Board Chair's discretion. Speakers must address the entire Board; dialogue is not permitted between speakers and other members of the public or Board members, or among Board members.

While the Board may not take any action based upon oral communications, an issue raised during oral communications may be placed on the agenda for a future Board meeting.

Organized groups wishing to make an oral presentation to the Board may contact Laura Partch at 831-662-2053 or admin@midcountygroundwater.org, preferably at least two weeks prior to the meeting.

WRITTEN COMMUNICATIONS

Written communications to the Santa Cruz Mid-County Groundwater Agency (MGA) Board may be submitted as follows:

- Via email: comment@midcountygroundwater.org
- Via mail or hand delivery: MGA Board of Directors, c/o Emma Olin, 5180 Soquel Drive, Soquel, CA 95073

Deadlines for Submittal:

- Written communications received by 4:00 p.m. on the Tuesday of the week prior to a regularly scheduled (Thursday) Board meeting will be distributed to the Board and made available on the MGA's website at the time the Agenda is posted.
- Written communications received after the 4:00 p.m. deadline will be posted on the MGA website and Board members informed of the communications at the earliest opportunity. Please note, communications received after 9:00 a.m. the day before the Board Meeting may not have time to reach Board members, nor be read by them prior to consideration of an item.
- Written communications received at a Board meeting will be distributed to Board members and posted on the MGA website at the earliest opportunity.

Any written communication submitted to the Board will be made available on the MGA website at http://www.midcountygroundwater.org/committee-meetings and constitutes a public record. Please do not include any private information in your communication that you do not want made available to the public.

DISABILITY ACCESS: Please contact Laura Partch at admin@midcountygroundwater.org or 831-662-2053 for information or to request an accommodation.