

## HTGCD Teleconference Instructions

### **Please be dialed in by 4pm.**

On March 16, 2020, Governor Abbott's office approved a request by the Office of the Attorney General to allow governmental bodies to conduct meetings by telephone or video conference to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). Here is a [link](#) if you would like to know more about the request and the transparency laws still in effect.

Hays Trinity Groundwater Conservation District will be hosting a meeting of the Board of Directors at 4:00 p.m. on Thursday, April 2, 2020 via teleconference. Below you can find the toll-free number and access code to call into the meeting. You can also find this information on the posted Agenda.

### **HTGCD Board Meeting (Teleconference) Thu, Apr 2, 2020 4:00 PM - 9:00 PM (CDT)**

**United States (Toll Free):** [1 866 899 4679](tel:18668994679)

**Access Code:** 135-055-973

In order to ensure the meeting runs smoothly, please read the following guidelines before calling in to the teleconference:

- At the beginning of the meeting, Staff will introduce themselves, the Board, and then ask individuals on the line to introduce themselves and indicate which agenda items on which they wish to speak.
- Staff will call on individuals to make comments.
- Any individual who speaks during the open meeting must identify themselves by name prior to speaking and limit their comment to 3 min.
- We will ask if there are any others wishing to comment.
- Please mute phones when not speaking to eliminate feedback on the call.
- Public comment rules have not changed, so anyone wishing to give a general comment or a comment on a specific agenda item is encouraged to do so. District staff asks that individuals wait until the Board President or General Manager asks for comments or questions before speaking.

The teleconference will be recorded, and recordings will be available to the public upon request.

Please direct any questions to the [staff3@haysgroundwater.com](mailto:staff3@haysgroundwater.com) email, or call the office at (512) 858-9253.