

**PUBLIC INFORMATION AND CONSERVATION COMMITTEE**  
**Contra Costa Water District**

Wednesday, April 14, 2021 at 3:30 PM  
Held Via Teleconference (617) 941-8263

*Pursuant to Governor Newsom's Executive Orders N-25-20, N-29-20 and N-33-20,  
this meeting will be conducted telephonically.*

*The Directors and public may participate in this open, public meeting by  
calling (617) 941-8263 up to 10 minutes before the scheduled start time.*

To view the Teleconference Participation Guide, see page 2 of this Agenda.

**AGENDA**

***[Click Number to View Report](#)***

- [1.](#) Water Use Efficiency Program Update
- [2.](#) Intern Program Update
- [3.](#) Community Outreach Program Update
- [4.](#) Branding and Marketing Update
- [5.](#) Record Retention Program Update
- [6.](#) Future Public Information and Conservation Committee Agenda Items
7. Public Comment
8. Next Meeting:
  - Wednesday, October 27, 2021, 3:30 PM
9. Adjournment

Committees of the Board review and study issues that may appear on the Board agenda and may include a recommendation to the Board. The Directors appointed to the Public Information and Conservation Committee are Director John Burgh, who serves as the Chair, and Director Antonio Martinez. Please contact the District Secretary at (925) 688-8024 if you would like to discuss any of the items on the agenda with a member of the Committee. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed for you to participate, please contact the District Secretary as soon as possible, but preferably at least two days prior to the meeting.

## Teleconference Participation Guide

- Please call (617) 941-8263 to join the Committee meeting, up to 10 minutes before the meeting start time.
  - You will hear an informational recording welcoming you to the meeting
  - Disregard the request to announce yourself when you join the conference call
  - There will be music indicating you have joined until the meeting begins
  - Please do not place the call on hold
  - Please call back by dialing the same number if you get disconnected
  - During the call you may hear several different teleconference announcements
  - There will be needed pauses during the meeting to allow for teleconference facilitation and participation
  
- During the Committee meeting, you may hear an announcement: “Muted.” This is to prevent unintended background noises, such as dogs barking, sirens, etc., from disrupting the meeting. While the line is muted, you will still be able to hear the meeting. An announcement of “Unmuted” signals you can be heard by all participants.
  
- There will be several opportunities during the meeting to provide Public Comment and ask questions. The meeting facilitator will first ask Board members for their comments and then ask for Public Comments. Depending upon the number of public in attendance, the Public Comments may be taken in one of two ways.
  1. The meeting facilitator will announce: “Callers May Speak Freely.” To provide your comment, you will need to take your phone off “Mute.” Please state your name, so the Committee may personally address you and allow separation of Public Comments in the post-meeting report and provide your comment.
  2. A “Q&A” Session will be used when there are larger numbers of public in attendance. All callers are muted and there will be an announcement: “Q&A Session has started.” Please follow the voice prompts after the announcement to be placed in the speaker’s queue. The prompts are:
    - “To ask your questions, please press star 6 (\*6)”
    - “Press one (1) to add yourself to the queue”
    - You should then hear the announcement: “Your request has been received.”
  - Comments will be taken in the order received.
  - It is your turn when you hear the announcement: “You may now ask your question.”
  - Please state your name, so the Committee may personally address you and allow separation of Public Comments in the post-meeting report.
  - Please let the Committee know when you have completed your Public Comment.
  - An announcement: “Muted” will acknowledge that your Public Comment has ended.
  - When there are no further Public Comments for the item, the Q&A Session will be closed with the announcement: “Q&A Session is over”

### **Suggestions to more easily follow the Committee meeting:**

- Have the agenda in front of you: either on your computer screen or a printed copy.
- Write down questions and comments regarding an agenda item for reference when speaking.

**Thank you for your patience. Your comments are appreciated.**