



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

Phone: (805) 969-4200
www.montsan.org

Instructions for Public Comment

You may call in to Board Meetings at 1-669-900-6833 and enter the Meeting ID listed in the current Agenda posted on the District website at <https://www.montsan.org/meetings>

If you have difficulty connecting to the virtual meeting once the meeting has begun, please call the District Main Line at 805-969-4200 for technical assistance.

If you need special assistance to participate in this meeting because of any disability, please contact the District at 1-805-969-4200. Notification at least twenty-four hours before the meeting will allow the District to make appropriate arrangements for you.

Materials related to any item on the Agenda are available for public inspection on the District website at www.montsan.org/meetings within the Agenda Packet and are available 72 hours prior to the meeting.

Persons may comment on any matter within the Board of Director's subject-matter jurisdiction during Public Comment. If you want to provide public comment on a specific Agenda Item please provide comments only at the time the Agenda Item is considered. Anyone wishing to address the Board of Directors must comply with the [Virtual Meeting Protocols](#), and will be recognized by the President upon using the "raise hand" function within Zoom Meetings, and must state their name for the record. If you wish to address the Board of Directors on an Agenda Item, you may do so after that particular item is announced by using the "raise hand" function within Zoom Meetings, you will be recognized in the order that your "raise hand" was received.

Public comment is limited to 3 minutes and is at the discretion of the Board President.

For Regular Meetings: Public Comment regarding any item of public interest within the Board of Directors' subject-matter jurisdiction will be accepted in the "Public Comment" section of the Board of Directors Agenda. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda.

For Special Meetings: [CA Government Code §54954.3\(a\)](#) allows the District to limit public comment to only matters listed on the agenda. The Board may briefly respond to comments after Public Comment is closed.

In accordance with [CA Executive Order No. N-29-20](#) and the [Virtual Meeting Protocols](#), remote public participation is allowed in the following ways:

- Participants are encouraged to join the meeting 10 minutes before the start of the meeting.
- Public comments will be accepted via email to staff@montsan.org prior to the meeting, before the close of public comment, and read into the record when feasible. We request that written communications be limited to fewer than 50 words.
- Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling 1-669-900-6833 and entering the appropriate Zoom Meeting ID as noted in the corresponding agenda then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter "*9" to utilize the "raise hand" function and notify Clerk to the Board that you wish to make a public comment.

www.montsan.org/virtual-meeting-protocols-and-instructions-for-public-comment