



**\*\*\*COVID-19 SPECIAL NOTICE\*\*\***

**PUBLIC MEETING GUIDELINES FOR PARTICIPATING  
VIA PHONE/VIDEO CONFERENCE**

Consistent with Executive Orders No. N-25-20 and N-29-20 from the Executive Department of the State of California and Napa County's Shelter in Home Order issued March 18, 2020 and further extended, a physical location will not be provided for the Napa Valley Transportation Board of Directors or Committee meetings. The public is invited to participate telephonically or electronically via the methods below:

To observe the meeting by video conference, click on the link and enter the password contained in the meeting agenda at the noticed meeting time (each meeting will have its own unique link and password).

Instructions on how to join a video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900-6833, then enter meeting ID contained in the meeting agenda (each meeting will have its own unique meeting ID) When asked for the participant ID or code, press #.

Instruction on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

**How to Submit a Public Comment:**

1. Members of the public may submit a public comment in writing by emailing [info@nvta.ca.gov](mailto:info@nvta.ca.gov) by 11:00 a.m. on the day of the meeting with PUBLIC COMMENT identified in the subject line of the email. For comments to be read into the record, emails with the equivalent of a maximum of 3 minutes shall contain in the subject line "Public Comment – Not on the Agenda" or "Public Comment – Agenda Item # (include item number)". All written comments should be 350 words or less, which corresponds to approximately 3 minutes or less of speaking time. All other written comments received will still be provided to the Board of Directors and be included as part of the meeting record.
2. To comment during a virtual meeting (Zoom), click the "Raise Your Hand" button to request to speak when Public Comment is being takes on the Agenda item. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After allotted time, you will then be re-muted. Instructions for how to "Raise Your Hand" is available at <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.
3. To comment by phone, press "\*9" to request to speak when Public Comment is being taken on the Agenda item. You will be unmuted when it is your turn to make your comment for up to 3 minutes. After allotted time, you with be re-muted.