



Procedure for Reasonable Accommodation from Individuals with Disabilities For In Person, Teleconference & Online Public Meetings

Updated: March 23, 2020

The Sewer Authority of Mid-Coastside is committed to a policy of non-discrimination in the conduct of its business, including meeting its responsibilities under the Americans with Disabilities Act, the California Fair Employment and Housing Act, and other federal and state laws, and to the delivery of equitable and accessible services, including, but not limited to, access to the Authority's public meetings, whether those meetings are held in person, via teleconference, or online.

In Person Meetings

Board meetings are accessible to people with disabilities. Upon request made sufficiently in advance (see below), the Authority will make its agenda available in appropriate alternative formats to persons with a disability, and/or provide special assistance for participation in this meeting. Members of the public may provide comments during the public comment item or other agenda items accessible to the public following recognition by the Board Chair or other person presiding over the meeting.

Teleconference or Online Meetings

For teleconference and online meetings, the Authority currently utilizes an external hosting platform that allows for visual and audio participation by Board members, staff, and members of the public. For meetings that are held by teleconference or online methods, the Authority will post the web address link and/or the telephone conference number and access code in accordance with the applicable agenda posting procedures, so the public can access these meetings by virtual means. Similar to in person meetings, Board meetings held via teleconference and online are or can also be made accessible to people with disabilities. Upon request made sufficiently in advance (see below), the Authority will provide special assistance for participation in this meeting, which may include closed captioning, automatic transcripts, relay service, sign language interpreters, or other alternative methods.

In most cases, online meeting platforms also have the capability of allowing members of the public to call in to listen to the entire portion of the meeting that is accessible to the public, as well as speak on particular agenda items as well as during the public comments portion of the meeting, without requiring the use of a computer or Internet service. To the extent possible, the Authority will utilize an external hosting platform with various accessibility features that follows World Wide Web Consortium (W3C) Web Content Accessibility and Section 508 the United States Access Board standards and guidelines.

Currently, the Authority utilizes Zoom as the hosting platform, which offers additional accessibility features, including keyboard accessibility and screen reader support. Members of the public may review Zoom's accessibility policy at <https://zoom.us/accessibility>, and register individual

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disability requirements via email to access@zoom.us, in addition to making any requests for reasonable accommodations to the Authority.

Alternative ways to provide comments

In addition to providing comments “in real time” as discussed above, members of the public are welcome to submit comments via U.S. mail (to 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019) or by e-mail by sending them to kishen@samcleanswater.org. All comments so submitted that are received prior to 6 p.m. on the day of which the meeting is held will be read out loud during the discussion of the respective item(s) identified in the e-mail; comments without such identification shall be read during the public comments portion of the meeting.

Requests for Reasonable Accommodations

Please submit requests for a disability-related modification or an accommodation in order to participate in the public meeting at least two working days in advance of the meeting by contacting the Authority at (650) 726-0124.