

MEMORANDUM

Comfort Lake-Forest Lake Watershed District

To: Board of Managers

Date: April 2, 2020

From: Mike Kinney

Subject: Accessing regular board meetings via Zoom video conferencing

In response to the COVID-19 pandemic, the Comfort Lake-Forest Lake Watershed District Board President declared that meetings of the Board and its subcommittees will be convened by telephone or other electronic means as the presiding officer deems appropriate.

For the time being the District is utilizing the following Zoom online meeting to conduct its board meetings.

Zoom meeting info:

Join Zoom Meeting

Online: <https://zoom.us/j/189134191>

Or dial by your location (either number should work)

+1 301 715 8592 US

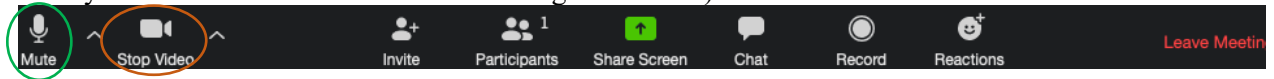
+1 253 215 8782 US

Find your local number: <https://zoom.us/u/ac9QuEM0w1>

Meeting ID: 189 134 191

How to join the meeting:

1. Click on the meeting link: <https://zoom.us/j/189134191>
2. Follow the onscreen instructions to join the meeting
3. Select your **audio** and **video** choices (When you are not actively speaking it is always helpful to mute your audio to reduce feedback and background noise)



Tips for using Zoom video conferencing:

- Review Zoom's [online tutorials](#), particularly those on testing your **audio** and **video** settings
- If you are not calling in from a phone, use a headset or headphones this will reduce feedback issues.
- Disable any ad block software you may have enabled on your web browser
- If you are having trouble downloading the software when prompted, click the link to start from your browser

A download should start automatically in a few seconds.

If not, [download here](#).

If you cannot download or run the application, [start from your browser](#).