ELECTRONIC MEETINGS
PUBLIC COMMENT FORM

WE NEED YOUR HELP--Please give us your feedback regarding how meetings using electronic communications technology compare to traditional meetings where everyone is present in the same room at the same time.

1. Name of the public body holding the meeting: ___State Water Control Board/Department of Environmental Quality___

2. Date of the meeting: ___July 20, 2020 (Wegmans public hearing)________________________

3. What are your overall thoughts or comments about this meeting? An in-person meeting would have been more appropriate, effective and inclusive.

4. Where did you attend this meeting -- main meeting location OR from a remote location? (circle one)

5. Technology used for the meeting (audio only or audio/visual, devices and/or software used--please be as specific as possible--for example, speakerphone, iPad, Skype, WebEx, Telepresence, etc.):
   audio and visual through Android smartphone. Listened both with and without headphones

6. Were you able to hear everyone who spoke at the meeting (members of the body and members of the public)?

   Poor 2 3 4 5 Excellent

   COMMENT Members of the body difficult to hear clearly and some members of public had feedback sound making it difficult to understand them.

7. How easy was it for you to obtain agenda materials for this meeting?

   Easy 2 3 4 5 Difficult

   COMMENT materials emailed prior to meeting

8. Could you hear/understand what the speakers said or did static, interruption, or any other technological problems interfere?

   Easy 2 3 4 5 Difficult

   COMMENT feedback, lack of volume clarity and/or lack of voice volume

9. If the meeting used audio/visual technology, were you able to see all of the people who spoke?

   Poorly 2 3 4 5 Clearly N/A - not sure I was supposed to see public speakers or not.
10. If there were any presentations (PowerPoint, etc.), were you able to hear and see them?

<table>
<thead>
<tr>
<th>Poorly</th>
<th>Clearly</th>
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<tbody>
<tr>
<td>1 2 3 4 5</td>
<td></td>
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**COMMENT**
Yes, one power point and it was visually unclear, not big enough

11. Were the members as attentive and did they participate as much as you would have expected?

<table>
<thead>
<tr>
<th>Less</th>
<th>More</th>
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<tr>
<td>1 2 3 4 5</td>
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**COMMENT**
Very little interaction except to call names and time limit reminders

12. Were there differences you noticed in how the members interacted?

**With the other members present:**

<table>
<thead>
<tr>
<th>Very Different</th>
<th>No Difference</th>
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<td>1 2 3 4 5</td>
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**With members participating from other locations:**

<table>
<thead>
<tr>
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<td>1 2 3 4 5</td>
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**With the public:**

<table>
<thead>
<tr>
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<th>No Difference</th>
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<td>1 2 3 4 5</td>
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**COMMENT**

13. Did you feel the technology was a help or a hindrance?

<table>
<thead>
<tr>
<th>Hindered</th>
<th>Helped</th>
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<tr>
<td>1 2 3 4 5</td>
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</table>

**COMMENT**

14. How would you rate the overall quality of this meeting?

<table>
<thead>
<tr>
<th>Poor</th>
<th>Excellent</th>
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</table>

**COMMENT**
Technology was basic, board interaction weak. Some public were having difficulty with mics (muting, unmuting)

THANK YOU. Please send your completed form by mail, facsimile or electronic mail to the FOIA Council using the following contact information:

Virginia Freedom of Information Advisory Council
General Assembly Building, Second Floor
201 North 9th Street, Richmond, Virginia 23219

Fax: 804-371-8705/Tele: 804-448-4100