



Meetings and Agendas Hub

Key Features

In fall of 2023, Marin Water launched a Meetings & Agendas Hub, transitioning the Board meeting calendar and all agenda documents to a new online calendaring and cataloguing system to improve navigation and accessibility for District customers and staff. This guide walks users through some of the key functions of the Hub.

Search for meetings

- **Filter by date or type:** The Hub main landing page will display a list of meetings, starting with future scheduled meetings. Narrow your search for a specific meeting by inputting a date range and/or meeting type to filter the list. [Watch demonstration](#)
- **Use search bar:** You can also use the search bar at the top right of the home screen to find meetings covering specific topics. If you encounter difficulties, try a search with more specificity, revise your search terms or check spelling. [Watch demonstration](#)
- **Calendar view search:** You may also search in calendar view by clicking the word "Calendar" near the top right corner of the screen. The calendar will default to the current month, but there are buttons for past and future months along the top of the page. Use the "Meeting Group" dropdown menu to select a specific meeting type. [Watch demonstration](#)

View a detailed agenda

- View a detailed meeting agenda by clicking the "agenda packet" HTML icon.
- This takes users to an agenda with clickable hyperlinks attached to each agenda item.
- Those links take users directly to the item's staff report and any other supporting documents associated with the item. [Watch demonstration](#)

Join a meeting in progress remotely

- Click to open the meeting agenda and click on the Zoom link. [Watch demonstration](#)

Subscribe to agenda updates

- Click the "Subscribe" tab near the top right corner of the landing page.
- Select the type of meetings for which you want to receive updates.
- Provide your email, fill out the CAPTCHA and click the "Subscribe" button. [Watch demonstration](#)

Submit comments in advance of meetings

The process for submitting public comment on items in advance of meetings remains the same.

Submit your written comments in advance of the meeting by emailing them to boardcomment@marinwater.org. Do not include personal information in your comment such as phone numbers and home addresses. All emailed comments received 24-hours before the start of the meeting will be provided to the Board of Directors prior to the meeting.