

# HOW TO SUBMIT TESTIMONY

The **Board of Water Supply, City and County of Honolulu** will accept written, in-person, and remote testimony for public hearings and the regular meeting of its Board of Directors. Testimony and requests to testify may be submitted once the notice and agenda have been posted. Testimony submitted in writing or orally, electronically or in person, for use in the meeting process is public information.

## Submit Written Testimony

- Testimony should be received by **12pm on the meeting day**
- In a legible handwritten, typewritten, or digital form include:
  - **Meeting date**
  - **Agenda item**
  - **First and last name, email address, and phone number**
  - Position on the item: **Support/Oppose/Comment**
  - Testifying as **yourself** or an **organization**
- How to submit written testimony:
  - **Email:** [board@hbws.org](mailto:board@hbws.org)
  - **Online:** [upload a file or type into the online form](#)
  - **Mail:** Board of Water Supply  
630 S. Beretania St  
Honolulu, HI 96843
  - **Fax:** (808) 748-5079
- If planning to provide written testimony on multiple items, please use a separate page for each

## Request to Submit Oral Testimony

- BWS will accept oral testimony remotely and in person:
  - Oral testimony shall be given by registered speaker only
  - Oral testimony is limited to **two (2) minutes** on the first item and **one (1) minute** each on the remaining items
  - Please submit a written version of testimony
- **Pre-registration is strongly encouraged to facilitate as much remote and in-person testimony as reasonably possible in the time allotted**
- How to request to provide remote oral testimony
  - Remote testimony by video or voice using Zoom:
    - Email [board@hbws.org](mailto:board@hbws.org) or [submit the online form](#) by **12pm on the business day prior the meeting**
- How to request to provide in-person oral testimony
  - In person at Public Service Building, 630 S. Beretania St, Honolulu, HI 96843:
    - Email [board@hbws.org](mailto:board@hbws.org) or [submit the online form](#) by **12pm on the day of the meeting**
- A sign-up sheet to provide in-person oral testimony will be available in the Public Service Building lobby 15 minutes prior to the scheduled start of the meeting
- If planning to provide oral testimony on multiple items, please request to give in-person testimony

## How to Complete the Online Form

- Go to <https://www.boardofwatersupply.com/testimony>
- Select the **meeting date**
- Select the **agenda item** or **planning to testify on multiple items**
- Provide **first and last name, email address, and phone number**
- Select position on item: **Support/Oppose/Comment**
- Select if testifying as **yourself** or an **organization**
- Select if providing **written testimony** or **written with oral testimony**
- Add written testimony: **upload a .doc or .pdf** or **type it into the space provided**
- **Review for accuracy**
- **Accept the Terms and Conditions**
- **Submit the form** (look for an on-screen confirmation)

## Testimony Starter Template

*Good afternoon, Chair and Board Members.*

*My name is (testifier's name), and I am representing (myself/organization name). I am testifying before you today to (speak in support/opposition of / comment on) (meeting agenda item).*

*(short concise statement of testifier's position)*

*I am available for any questions.*

*Mahalo.*

## Watch BWS Livestream

BWS public meetings are viewable live online and will air on a later date on Olelo Community Television.

- **Link:** <https://www.boardofwatersupply.com/live>
- **Keep in Mind:**
  - For the livestream, there may be up to a 30-second delay compared to the actual meeting
  - If you are providing remote oral testimony, please be sure to mute or turn off any livestream playing in the background before unmuting your microphone to speak



# TESTIMONY GUIDELINES

## What to Expect with Written Testimony

- A copy of written testimony received by the deadline will be distributed to the Board prior to the meeting and noted for the record

## What to Expect when Providing Oral Testimony

- Oral testimony will be given by the registered speaker only (please also submit a written version of your testimony)
- Wait until recognized, given instructions, and asked to speak by the Board Chair
  - State and spell **first and last name**, if representing **yourself** or an **organization**, **position on the issue** and **your testimony**
  - Oral testimony is limited to **two (2) minutes** for the first item and **one (1) minute** for each of the remaining items

## Remote Oral Testimony (Zoom)

- Email [board@hbws.org](mailto:board@hbws.org) or [complete the online form](#) by 12pm at least one (1) business day prior to the meeting
- Watch for an email from [board@hbws.org](mailto:board@hbws.org) for a link to register for the Zoom session and for participant guidelines
  - **Your confirmation email will contain links to join by phone or video**
- Testifiers will be placed in a waiting room until admitted to the meeting
  - Multiple names or phone numbers (area code + 3-digit prefix) may be announced so testifiers may prepare themselves to speak
  - Remain on mute and off camera until prompted to testify
  - Remain available for questions from board members, and then click on “Leave meeting” button to exit the Zoom session

## In-Person Oral Testimony

- Pre-registration is encouraged; onsite registration will open 15 minutes prior to the scheduled start of the meeting in the lobby of the [Public Service Building, 630 S. Beretania St., Honolulu HI 96843](#)
- Testifiers should arrive no later than the scheduled start of the meeting
  - Use the customer service entrance on the back side of the building
  - Park in the BWS customer service lot behind the building
    - Lot entrances are located off Lauhala St. and Lisbon St
    - To access the lot, use the intercom to speak with BWS security
    - Park in the Ewa side of the lot and head to the sliding door entrance
- Check in at the building security desk and then with testimony staff
  - **Limited testifier seating will be available in the Board Room**
  - A livestream of the meeting will be viewable on the 3rd floor
- Testifiers will be escorted to the Board Room before the meeting starts or as board member Q&A is about to begin on each item
  - At the Board Room, wait where directed until you are called to the podium (a mask is not required when giving testimony)
  - Wait until recognized, given instructions, and then asked to begin
  - Remain available for questions from board members, and then follow instructions (return to seat or exit the room to be escorted to the lobby)

## Tips on Using Zoom

- **Zoom registration is required for remote testifiers – please use the JOIN button or text links from your Zoom confirmation email to join the BWS meeting**
- Use a device that has a hard-wired broadband internet connection
- Find a quiet location to join the Zoom session
- Test your [video](#) or [audio](#) since backlighting and virtual backgrounds may affect your video quality, and you may need to select noise cancellation in your audio settings
- Use a headset to reduce background noise while you speak
- While in the virtual waiting room, enter your first and last name so you can be identified
- If testifying by voice only, please use Zoom videoconference audio instead of a phone line; you may be identified by your area code and 3-digit phone prefix (XXX) YYY-\_\_\_\_
- Remain on mute and off camera until you are asked to speak
- We recommend using the grid or gallery view to see all virtual participants
- If you need assistance during the meeting – send a Chat message to the support staff – their names will be listed in a message to all Zoom participants

## Oral Testimony Tips

- Prepare clear, concise comments
- Time your oral testimony to ensure you are able to testify in the allotted time
- Oral testifiers will hear a 1-minute reminder to finish their comments
- When given permission to speak, pause, state and spell your name, who you are representing, presenter your testimony, and then wait for questions from the Board
- If there are no questions, please step away the podium or leave the Zoom session

## BWS Livestream

- Watch [www.boardofwatersupply.com/live](https://www.boardofwatersupply.com/live)
- Be aware there may be up to a 30-second delay compared the actual meeting
- To prevent audio feedback during your testimony, before unmuting your microphone, turn off or mute any devices streaming the meeting in the background

