



### **More Information Regarding Public Participation for the APCD Executive Committee and APCD Board of Directors Meetings**

The San Luis Obispo County Air Pollution Control District (APCD) is following directives from the Governor's Executive Orders [N-29-20](#) and [N-33-20](#), as well as the San Luis Obispo County Public Health Department's recommendations regarding public gatherings. As a result, all APCD Executive Committee and Board of Directors meetings will be held virtually via Zoom Webinar and broadcast via YouTube Livestream. There will be no physical public access location. APCD remains steadfast in its goals to promote transparency and public participation. To do so, APCD has arranged multiple options to listen, view and/or comment during each meeting.

The Board requests your patience and cooperation as we navigate through this alternative setup. Every effort was made in advance of the Board meetings to ensure smooth and seamless proceedings; however, it is appropriate to anticipate that there may be some technical issues during the first few virtual meetings.

#### **To listen or watch the meeting only:**

Individuals can listen or watch the meeting via YouTube Livestream by [clicking here](#). The specific livestream links will be posted for each meeting. If you do not wish to comment on any item, we strongly encourage you view the meeting using this link; this will free up space on the webinar for people who wish to verbally comment.

#### **To watch and provide verbal public comment during the meeting:**

The APCD will provide two options for live meeting public participation, including Zoom Webinar technology and a call-in number. Please see below for how to participate with different systems. Please note, the standard 3-minute public comment time limit will still apply, however, the amount of time allowed could change at the Chair's discretion.

##### *Option 1: Joining the Board meeting via webinar on your computer, tablet or smart phone:*

It is recommended to download the Zoom app/software onto the device you intend to use, however, it is not required. Visit [www.Zoom.us](http://www.Zoom.us) to either download the app/software or simply click "Join a Meeting." You will be prompted for the meeting ID, which will be listed on the meeting's agenda. Once entered you will also be prompted for a name and an email. This is not an APCD requirement and an anonymous name and email can be used.

Once you are in the virtual webinar, you will be able to "Raise hand," to signal the host that you would like to speak; it is recommended that you "raise your hand," at the beginning of the item you wish to comment on. Permission to speak will be granted when you are acknowledged by the host/Chair. Please note, when commenters speak they will be "voice-only" as video cameras will not be enabled.

*Option 2: Joining the Board meeting via telephone:*

You can call into the Board meeting by calling 669-900-6833 and entering the Meeting ID as specified on the meeting agenda. If you join before the host, you will be notified to please wait for the host to join. If you wish to speak on an item, or during open public comment, please dial \*9 when the Chair solicits open public comment, or at the beginning of each item to “raise your hand” to show you wish to speak. Your phone number will not be visible to others. When it is your turn to speak, the host will call out the last three digits of your phone number. When you begin your comments, please state your first and last name for the record. Please note, there might be a slight delay between the webinar and the phone audio so it is best if you mute the webinar if you are calling in to provide comments by phone.

**Submit written public comments in advance of the meeting:**

Written public comment in advance of any meeting is always accepted. Comments must be received no later than 1:00 p.m. the day before the meeting and can be submitted via email at [boardclerk@slocleanair.org](mailto:boardclerk@slocleanair.org) or via U.S. mail addressed to “Clerk of the Board” and mailed to 3433 Roberto Court, San Luis Obispo, CA 93401. Written public comments are not read aloud at the meetings, however, they are forwarded to each Board member, and placed in the administrative record for the meeting.

**A note about Closed Session items and their report out:**

Due to the nature of our meetings, and the complicated technological requirements to conduct these meetings remotely while maintaining transparency and promoting public participation, the District will end the public’s webinar access and livestream broadcast at the time Closed Session is announced. The resulting report out will be recorded when open session resumes and posted immediately to the APCD website. No other Board business will be conducted in open session following any Closed Session item.

**General guidelines and tips for those who wish to participate in the Zoom webinar**

- Remote meetings often lack the same visual and social cues available during public, in-person meetings. Please be respectful and patient so all interested commenters can be fairly heard.
- Call into the meeting or video conference a few minutes before the scheduled start of the meeting to ensure you can resolve any technical issues before the meeting starts. You will initially be in a virtual waiting room and will remain there until the start of the meeting.
- You will be muted until it is your turn to speak. While muted, you will be able to hear the Board meeting and can continue watching via the remote meeting service if you have connected from a computer or mobile device.
- Even if you only wish to comment on one item, the Board encourages you to participate in the entire meeting via the Zoom webinar rather than YouTube livestream. There could be brief delays associated with the livestream, and it may not be synchronized with the interactive Zoom meeting.
- Regardless of whether you participate via phone, computer, tablet or mobile device, please participate from a quiet environment so that the Board can hear you when you are called to

speak. If you are using the internet to connect to the meeting, try to ensure you have a good connection or strong signal.

- It is important to avoid creating acoustic feedback. If there are other devices near you that are tuned into the meeting, please make sure that the speaker volume of those devices is turned off when it is your turn to participate.
- The Board Chair will maintain order during the meeting as is customary in public meetings, and individuals who are disruptive may be removed from the remote meeting service or have their connection muted.
- If anything is unclear, you can call the Clerk of the Board at (805) 781-5759.