

**AMENDED 11/12/2020**

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Board of Directors and staff will participate in this meeting via a teleconference. Members of the public can submit written comments to the Board Secretary at [boardcomment@camabriacsd.org](mailto:boardcomment@camabriacsd.org).



## CAMBRIA COMMUNITY SERVICES DISTRICT

**Thursday, November 12, 2020 - 2:00 PM**

### AGENDA

#### REGULAR MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Please click the link below to join the webinar:

<https://zoom.us/j/91248067283?pwd=dWlYZ0RBRG04eXl6bIVwRWWhrTlpvdz09>

**Passcode: 657930**

**Or iPhone one-tap:**

US: +16699006833, 91248067283# or +13462487799, 91248067283#

**Or Telephone:**

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592

**Webinar ID: 912 4806 7283**

International numbers available: <https://zoom.us/j/91248067283>

#### 1. OPENING

- A. Call to Order
- B. Pledge of Allegiance
- C. Establishment of Quorum
- D. Report from Closed Session
- E. Agenda Review: Additions/Deletions

#### 2. COMMISSION REPORT

- A. PROS Chairman's Report

#### 3. PUBLIC COMMENT

Members of the public may now address the Board on any item of interest within the jurisdiction of the Board but not on its agenda today. Future agenda items can be suggested at this time. In compliance with the Brown Act, the Board cannot discuss or act on items not on the agenda. Each speaker has up to three minutes.

#### 4. CONSENT AGENDA

All matters on the consent calendar are to be approved by one motion. If Directors wish to discuss a consent item other than simple clarifying questions, a request for removal may be made. Such items are pulled for separate discussion and action after the consent calendar as a whole is acted upon.

- A. Consideration of Ad Hoc Committee Recommendations Regarding Amendments to Standing Committee Bylaws
- B. Consideration of Authorization of Revised Request for Proposals for Design and Construction of the Cambria Skate Park Project

#### 5. REGULAR BUSINESS

- A. Discussion and Consideration of Adoption of Draft Policy 4150: CCSD Policy and Procedures For Filling Vacancies on Board of Directors by Appointment and Addendum #1 to Policy 4150 Changed

#### 6. FUTURE AGENDA ITEM(S)

Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken except to direct staff to place a matter of business on a future agenda by majority vote.

#### 7. ADJOURN TO CLOSED SESSION

- A. Public Comment
- B. PUBLIC EMPLOYMENT PERFORMANCE EVALUATION, pursuant to Government Code Section 54957(b)(1)  
Title: General Manager
- C. CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6  
Agency Designated Representative: John F. Weigold IV, General Manager  
Unrepresented Employee Organization: Management and Confidential Exempt Employees
- D. CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Timothy Carmel  
Unrepresented Employee: General Manager

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 4.A.

FROM: John F. Weigold IV, General Manager

---

Meeting Date: November 12, 2020      Subject: Consideration of Ad Hoc  
Committee Recommendations  
Regarding Amendments to Standing  
Committee Bylaws

---

**RECOMMENDATIONS:**

Staff recommends that the Board of Directors consider the recommendations of the ad hoc committee regarding amendments to the Standing Committee Bylaws.

**FISCAL IMPACT:**

There are no fiscal impacts associated with this item.

**DISCUSSION:**

At its September 10, 2020 meeting, the Board of Directors considered an item regarding the Standing Committees, their direction, how they function, and their interaction with the Board of Directors. After discussion, Director Rice recommended that an ad hoc committee be appointed to recommend changes to the Standing Committee Bylaws and the item return for further discussion and consideration. Accordingly, President Farmer appointed Vice President Steidel and Director Rice to the ad hoc committee. The committee has met several times and recommended amendments to the Standing Committee Bylaws to address these issues, which were approved at the October 8, 2020 meeting. Additionally, the committee is recommending removing section 9 as shown in the attached redline.

Attachments: Redline of Standing Committee Bylaws

## CAMBRIA COMMUNITY SERVICE DISTRICT STANDING COMMITTEE BYLAWS

### 1.0 Scope of Responsibility

- 1.1. Standing Committees are advisory to the Board of Directors. The committees shall gather information, explore alternatives, examine implications, and offer options for the review and deliberation by the Board of Directors.
- 1.2 Each Standing Committee shall consider District related issues approved and assigned to it by the Board of Directors.
- 1.3 Apart from their normal function as part of an advisory resource, committees and their individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.
- 1.4 The committee and its members shall maintain collaborative working relationships with the public, other Standing Committees and the CCSD Board of Directors.
- 1.5 Any Standing Committee, or their ad hoc committees, may meet with staff and/or District consultants but shall not interfere with their operational duties, as determined by the General Manager. Any information requests to staff will be specific in nature and relate to the business of the committee.
- 1.6 Board directed policies developed outside the Policy Committee, shall be referred to that committee for assignment of a policy number and review formatting as appropriate but will not require further content review or consideration by the Policy Committee

### 1.7 Standing Committee Statements of Purpose and Responsibilities

#### 1.7.1 Finance Committee:

- (a) Provide review for transparent budget processes and financial management that promote fiscal stability and instill public trust. The committee shall support and work directly with the CCSD General Manager and Finance Manager in enhancing financial integrity and monetary discipline.
- (b) Discuss and receive public input during committee meetings and advise the Board of Directors on financial matters;
- (c) Provide financial review, assessment, and recommendation to CCSD Board of Directors regarding staff identified potential funding sources available to the District from private, public, County, State or federal entities.
- (d) Support other Standing Committees' fiscal review needs.

#### 1.7.2 Resources and Infrastructure Committee:

- (a) Assess existing resources and gather information regarding infrastructure and resource needs of the community. (CIP?)
- (b) The committee shall support and work directly with the CCSD General Manager and Utilities Manager in identifying/defining plans to meet the infrastructure needs of the community; working within the bounds of current and potential resources and priorities of the District.
- (c) Provide recommendations to the Board of Directors regarding actions to meet the community infrastructure needs.

(d) Support other Standing Committees' resource and infrastructure review needs.

1.7.3 Policy Committee:

(a) Review existing operational and governance policies that the Board has identified as requiring assessment, update, or organization for consistency with other existing policies.

(b) Identify potential areas of policy needs not currently addressed in the Policy Handbook. Develop needs assessment regarding impact due to lack of policy and immediacy of need. Provide to the Board, through the committee chair, for definition of content, consideration of timing needs and approval to proceed in policy development.

(c) The committee supports other Standing Committees' policy review needs.

2. COMMITTEE MEMBERS

2.1. The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as chairperson.

2.2. Each Committee member must live and be registered to vote within the CCSD boundaries.

2.3. Method of appointment

(a) The Chairperson shall be appointed by the President of CCSD Board of Directors, subject to Board approval.

(b) Volunteer committee members shall be appointed by a majority vote of CCSD Board of Directors to two- year terms

(c) To fill an opening on the Committee resulting from the expiration of a regular term of office with no request for reappointment, such vacancy shall be advertised for a minimum of two weeks in the local newspaper, on the CCSD website and at all Cambria CSD public information bulletin boards. Application forms may be obtained and submitted on the website and Administrative Offices during normal business hours during the application period.

(d) At the end of a term of office, and with the request of the member and approval by the Committee, the CCSD Board of Directors may reappoint that member for additional two-year terms, in increments.

2.4. Vacancies

(a) Vacancies of unexpired terms of office of regular Committee members shall be filled following the procedures defined under 2.3 (c), above. Such vacancy shall be by appointment by the CCSD Board of Directors.

3. COMMITTEE OFFICERS

3.1. The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board

3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee.

3.3 No member of the committee shall hold more than one office.3.4 Chairperson Duties:

(a) vote only in the event of a tie vote;

(b) preside over meetings;

(c) establish committee meeting agendas, consistent with direction from a majority of the Board of Directors;

(d) appoint appropriate ad hoc committees;

(e) sign reports;

(f) represent the Committee at regular CCSD Board meetings;

- (g) coordinate with CCSD staff input for agenda preparation for the monthly Committee meetings;
- (h) develop a meeting calendar, including joint Committee meetings, to be approved by the CCSD board;
- (i) appoint Committee members to act as liaison to another Committee.

#### 3.5 Vice Chairperson duties:

- (a) perform the duties of the Chairperson in their absence.

#### 3.6 Secretary duties:

- (a) record the minutes of the meetings in action form, ensuring the accuracy of when, how and by whom the Committee's business was conducted.
- (b) Submit the draft written minutes and recording to CCSD staff for the public record.
- (c) Minutes should include at a minimum:
  - the date, time and location of the meeting;
  - a list of the Committee members present and absent;
  - a record of reports presented and by whom;
  - the text of motions presented and description of any action taken
  - list of items considered for future agenda,
  - time of meeting adjournment.

### 4. COMMITTEE MEMBER GUIDELINES AND AUTHORITY

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Cod Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to members of the audience present at Committee meetings.
- 4.5. Committee members have the right to disagree with ideas or opinions, while being respectful. Once the Committee takes action, individual Committee members should not create barriers to the implementation of any action voted upon by the Committee.
- 4.6.
  - Apart from their normal function as part of an advisory resource, committees and their individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.
- 4.7. After two consecutive unexcused absences of a Committee member, the Committee, by a vote of a majority of a quorum of the Committee, may recommend action to the CCSD Board.
- 4.8. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.

### 5. AGENDA PROCEDURE

- 5.1. Members shall provide input on the agenda to the Chairperson.

- 5.2. Chair shall develop the draft agenda in cooperation with the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda and attachments.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to all Committee members and the agenda distribution list.
6. MEETINGS
- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
- 6.2. Information that is exchanged before meetings shall be distributed through the District Clerk, and Committee members will receive all information being distributed as part of the normal meeting Agenda.
- 6.3. The Committee shall meet monthly on dates set annually by the Committee, unless otherwise publicly noticed 72 hours in advance. The Committee may call publicly noticed special meetings as needed, with required 24-hour notice.
- 6.4. A majority of all Committee members, including the Chair, shall constitute a quorum.
- 6.5. All Committee meetings shall be conducted by laws governing open meetings and public participation.
- 6.6. The CCSD General Manager shall determine a staff liaison to the Committee for the purpose of improving the flow of communication.
7. PARLIAMENTARY AUTHORITY
- 7.1. The rules contained in the current edition of Rosenberg's Rules of Order, Newly Revised, the current edition of Roberts Rules of Order where Rosenberg's is silent, shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.
8. AMENDMENTS TO BYLAWS
- 8.1. The CCSD Board of Directors retains sole authority to amend these bylaws. In addition to reviewing these bylaws in odd numbered years, committee chairpersons may include any urgent suggestions or ideas for changes during their monthly report. The Board of Directors may provide the chairperson direction regarding the suggestion or place the item on a future agenda for consideration. Any amendments must be approved by majority of a quorum of the CCSD Board of Directors.

~~9.— COMMITTEES~~

~~9.1. Soliciting input from a given committee's chair, the President shall make appointments to all committees, subject to Board approval.~~

~~9.2. All committees shall meet within the jurisdictional boundaries of CCSD, except as may be permitted by the Brown Act.~~

~~9.3. The Board may appoint such ad hoc committees as may be deemed necessary or advisable. The duties of the ad hoc committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. Ad hoc committees shall meet on an as-needed basis.~~

*9.4. Standing Committees:*

- (a) Standing Committees may be created at the Board's discretion.*
- (b) Standing Committees may consider CCSD-related issues assigned to it on a continuing basis by the Board of Directors.*
- (c) All Standing Committee meetings shall be conducted as public meetings in accordance with the Brown Act. Action minutes for each meeting of a Standing Committee shall be forwarded to the Board of Directors as a public record and an audio recording shall be made and retained, as required by law.*



## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.B.**

FROM: John F. Weigold, IV, General Manager

---

Meeting Date: November 12, 2020	Subject:	Consideration of Authorization of Revised Request for Proposals for Design and Construction of the Cambria Skate Park Project
---------------------------------	----------	---

---

**RECOMMENDATIONS:**

It is recommended that the Board of Directors consider authorizing preparation by the PROS Commission of a revised request for proposals for the design and construction of the Cambria Skate Park Project using the design-bid-build construction delivery method.

**FISCAL IMPACT:**

The cost of proceeding with the Skate Park Project is outlined in Attachment 1 and would require a future budget amendment.

**DISCUSSION:**

At the October 8, 2020 regular meeting, the Board approved a motion directing the PROS Commission to pursue development of the Cambria Skate Park Project by preparing a request for proposals (RFP) using the design-build construction delivery method. Unfortunately, Public Contracts Code section 22162(a) establishes a minimum \$1 million threshold for design-build projects. As a result, the design-build delivery method is not available for the Cambria Skate Park Project and the project will have to move forward using the traditional design-bid-build construction delivery method. The PROS Commission is responsible for preparing the RFP.

Attachments: Cambria Skate Park Project Cost Estimate

## PROS Projects for 2020

The PROS Commission has selected the following Projects as candidates for potential funding to PROS in 2020. These projects are also candidates for available grant applications. The Table below is a list of the projects in order of priority for implementation when available funds are appropriated.

### Projects under consideration:

- **Community Park Restroom**
- **Cambria Skate Park**
- **Bicycle Commuter System**
- **Fitness Trail Loop around Community Park**

<b>Project Name</b>	<b>Description</b>	<b>Estimated Cost</b>
<p style="text-align: center;"><b><u>Community Park Restroom</u></b></p> <p>The Community Park is the major project of the PROS Commission and is now in Phase 2. Phase 1 was the development of a Parking Lot, the Dog Park, and the park area was graded for sport fields. The first project for Phase 2 is to install a restroom for visitors attending the Community Park</p>	<p>The restroom building will be designed to conserve water and will have easy to clean surfaces inside and out. In addition, the finishes within will be designed to be vandal proof. The building will have separate male and female sides and have a storage room for maintenance tools and supplies. PROS will describe necessary elements for the building with a design contractor.</p>	<p>Depending on the design and or selection of a pre fabricated structure and the necessary preparation of the site and plumbing and drain system. The estimated cost of the envisioned structure will be approximately \$300K</p>

<b>Project Name</b>	<b>Description</b>	<b>Estimated Cost</b>
<p data-bbox="317 548 646 586"><b><u>Cambria Skate Park</u></b></p> <p data-bbox="201 634 741 922">This project will replace the old Skate Park that was next to the Cambria Library. A new Skate park will be constructed on the same site and will be a modern rendition with concrete skate ways and more adapted to the site.</p>	<p data-bbox="783 548 1329 1138">The proposed Skate Park will be a community effort involving a citizens group recently formed to raise money in the community and apply for possible grants. The construction of the Park will require PROS to hire a Design Architect to layout the Park and plan for construction. In addition, suggestions have been made to landscape the site around the Skate Park surface so that the community can enjoy using that landscape area for rest and relaxation.</p>	<p data-bbox="1365 548 1923 1138">The cost of the Skate Park will depend on the final design of the park and surrounding area. Estimated cost of the Skate surfaces is approximately \$45 per square foot (based on new park designs in other communities) and the landscaped area depends on whether a retaining wall along the back hill site is required. Total cost will depend on the design chosen and cost of landscaping. Estimated cost could range from \$300,00 - \$800,000 depending on design choices.</p>

<b>Project Name</b>	<b>Description</b>	<b>Estimated Cost</b>
<p data-bbox="268 583 688 618"><b><u>Bicycle Commuter System</u></b></p> <p data-bbox="193 670 741 919">This project would develop a series of trails for bicycle riders to explore Cambria without intermixing with auto traffic. The trails would include routes to schools and to the East and West Villages.</p>	<p data-bbox="785 583 1339 919">PROS will explore paths that could be constructed from our neighborhoods to points of interest. Paths from neighborhoods to community schools, to the East and West villages and to the Beach and open space, etc. would be candidates for inclusion.</p>	<p data-bbox="1367 583 1921 963">The cost of the trail system will depend on construction of the trails and on land/easement purchases that may be necessary to complete a trail to designated locations from the neighborhoods. Initial funding to start the trail system may be ~ \$200K to design and build a selected trail, For example, a trail to a school.</p>

<b>Project Name</b>	<b>Description</b>	<b>Estimated Cost</b>
<p data-bbox="220 329 737 410"><b><u>Fitness Trail around Community Park</u></b></p> <p data-bbox="193 459 737 708">Since the Community Park is an active recreation site, the installation of a fitness trail would provide outdoor exercise stations in addition to a jogging trail around the perimeter of the park.</p>	<p data-bbox="785 329 1331 911">The fitness trail with Exercise Stations will provide a combination of jogging and higher intensity exercises for physical fitness. Up to ten stations may be installed. Each station would have varying levels of an exercise so that young age to Seniors can workout to their own pace. For example Station One may be a Stretching exercise to prepare your body for the circuit. Each station along the trail would be designed to work on an area of your body fitness.</p>	<p data-bbox="1367 329 1898 662">The cost will involve laying down the trail, and designing each station along the way. Cost will depend on materials used and whether pre fabricated equipment is used or is built in-house. Estimated cost for trail design, fitness equipment and installation may be up to ~ \$25,000</p>

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A.**

FROM: John F. Weigold IV, General Manager

---

Meeting Date: November 12, 2020      Subject: Discussion and Consideration of Adoption of Draft Policy 4150: CCSD Policy and Procedures For Filling Vacancies on Board of Directors by Appointment and Addendum #1 to Policy 4150

---

**RECOMMENDATIONS:**

The Policy Committee recommends the Board of Directors review draft policy 4150, addendum #1 to Policy 4150 and consider adoption of the same.

**FISCAL IMPACT:**

There are no fiscal impacts identified with the associated action.

**DISCUSSION:**

The Policy Committee met on October 29, 2020 to review and discuss approval of draft policy 4150: CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment and addendum #1 to Policy 4150. The Committee approved forwarding the draft policy and addendum to the Board of Directors for consideration. Modifications proposed by District Counsel are shown in the attached document.

Attachment: Amended Policy 4150: CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment  
Addendum #1 to Policy 4150

Final Draft– Approved by Committee – October 29, 2020

## **Policy 4150 CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment**

### **4150.1 WHEN A VACANCY OCCURS ON THE BOARD OF DIRECTORS:**

4150.1.1 The CCSD shall notify the San Luis Obispo County Registrar of Voters' office of the vacancy no later than **15 days** following either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later. **Government Code § 1780(b)**

4150.1.2 The remaining CCSD Board members have **60 days** immediately subsequent to either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later, to either fill the vacancy by appointment or by calling a special election. **Government Code § 1780(c)(d)(1)**

### **4150.2 BOARD APPOINTMENT TO FILL A VACANCY -- REQUIREMENTS**

4150.2.1.1 If the Board decides to appoint someone to fill the vacancy, the Board first must post a notice of the vacancy in **three or more** conspicuous places in the District at least **15 days** before the appointment is made. **Government Code § 1780(d)(1)**

4150.2.1.2 The Board must notify the San Luis Obispo County Registrar of Voters' office of the appointment no later than **15 days** after the appointment is made. **Government Code § 1780(d)(1)**

4150.2.2.1 If the vacancy occurs in the first half of a term of office and at least **130 days** prior to the next general District election, the person appointed to fill the vacancy shall hold office until the next general District election that is scheduled **130 or more days** after the date the District Board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office. **Government Code § 1780(d)(2)**

4150.2.2.2 If the vacancy occurs in the first half of a term of office, but less than **130 days** prior to the next general district election, or if the vacancy occurs in the second half of the term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. **Government Code § 1780(d)(3)**

### ~~4150.2.3 If the Number of Directors Falls Below a Quorum~~

4150.2.3.1 Notwithstanding any other provision of this section, if the number of remaining members of the District Board falls below a quorum, then, at the request of

the District ~~Board President~~Secretary or a remaining member of the District Board, the San Luis ~~4150.2.3.2~~—Obispo County Board of Supervisors shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy. **Government Code § 1780(h)(1)**

4150.2.3.~~3.2~~ The Board of Supervisors shall only fill enough vacancies by appointment or by election to provide the District Board with a quorum. **Government Code § 1780(h)(2)**

### **4150.3. PROCEDURES TO FILL A BOARD VACANCY BY APPOINTMENT**

~~Notwithstanding any provisions of Sections 4150.1-2 above, t~~he following procedures shall direct the process of filling vacancies on the Board of Directors by appointment.

**4150.3.1 Procedure to appoint using voting results from last scheduled election**  
(Note: pursuant to adoption of Policy 4150 by the Board of Directors, Section 4150.3.1 shall become effective 12 months following adoption of Policy 4150.)

Should a vacancy occur no later than 12 months past the last scheduled election of Directors, CCSD Directors shall fill a vacancy by appointing the candidate from the last scheduled election who had received the greatest number of votes behind the candidate(s) who won the election, provided that candidate received at least 10% of total votes cast. If this method is not available because a vacancy occurs after 12 months since the last scheduled election, or if the candidate no longer meets minimum qualifications, including vote minimum, or is no longer available, the following procedures shall apply.

#### **4150.3.2 Procedure to appoint from a pool of volunteers**

##### 4150.3.2.1 Applications

CCSD shall adopt a uniform application form that presents minimum requirements for serving on the Board of Directors and the process the Board will use to make an appointment. Applications will be available to residents at the time a vacancy is announced publicly, and applicants shall return completed applications to the CCSD Office no later than 30 days following the public announcement of a vacancy.

##### 4150.3.2.2 Board interviews of eligible applicants

All applicants who meet minimum requirements, as determined by CCSD staff review of submitted applications, shall be eligible for consideration of appointment and for interviews by the Board of Directors at a special meeting of the Board. In advance of the special meeting, the Board shall prepare and agree upon a single set of questions that shall be asked of each applicant. Applicants waiting for interview shall be sequestered. Board members may ask only



follow-up questions of applicants for clarification of responses to the uniform set of questions. Members of the public in attendance at the special meeting may address the Board only after all applicants have been interviewed.

#### 4150.3.2.3 Board selection of appointee(s)

- A. Following interviews of the applicants, the Board shall select the applicant for appointment using a ranked choice method of selection, followed by motion and action by the Board to confirm the appointment. For the ranked choice process of selection, each Board member shall designate by open ballot their ranked order choices (1,2,3, and so forth). An applicant wins outright if ranked first by more than half of the voting Directors. Otherwise, the applicant in last place, the one with the fewest first choices, is eliminated, and the voting Directors who ranked that applicant as their “number 1” will have their votes count for their next ranked choice. This process continues until an applicant wins with more than half of the votes. Following the ranked choice order selection of an applicant for appointment, The Board, through motion and action, shall vote to confirm the appointment. (See addendum #1 to this policy for an example of the ranked choice process.)
- B. If, however, the ranked choice method of selection yields a stalemate (no majority for a first place choice applicant), the Board shall declare a stalemate and refer action and decision for filling the vacancy to the San Luis Obispo County Board of Supervisors, who may either appoint to fill the vacancy or call for a special election, per Government Code 1780 (F) (G) (H).

**Addendum #1 to Policy 4150****Example of the process for ranked choice voting:**

1. Directors rank applicants from first choice to last choice.
2. Applicant with most first-place choices is selected.
3. If tied, applicant with most first and second place choices is selected.
4. If still tied, applicant with most first, second and third place choices is selected.
5. If still tied, process continues until all choices are counted.
6. If two or more applicants are still tied, county will decide.

Example of completed ballot:

APPLICANT	BOD 1	BOD 2	BOD 3	BOD 4
JOE	1	5	4	2
MARY	4	1	2	4
BOB	2	3	1	5
TOM	3	2	3	3
MIKE	5	4	5	1

Counting first place choices, Joe, Mary, Bob and Mike are tied.

Counting first and second place choices, Joe, Mary and Bob are tied.

Counting first, second and third place choices, Bob has three; Joe and Mary have two. Bob is selected.