A regular meeting of the Templeton Community Services District was held on Tuesday, February 18, 2020 at 7:00 p.m. in the District’s Board Meeting Room of the Templeton Community Services District located at 206 5th Street, Templeton, CA.

**Call to Order:** 7:00 p.m.

**Roll Call:**
Present: Directors Petersen, Logan, Fardanesh, and English.
Absent: Director Jardini.

**Staff:** General Manager Jeff Briltz, Finance Officer Natalie Klock and Board Secretary Laurie Ion.

**Audience:**

**Order of Business:**
No changes were made to the order of business.

**Special Reports and/or Presentations:**
None.

**Public Comment:**
Rob Rosales suggested that the Board revisit their Norms in regards to how they interact with one another (comments and body language). He said he believed they were losing a bit of their focus. He gave an example that during the Incorporation Workshop the Board was asked to look at economic development. The Board stated that economic development was not part of their purview. He suggested that they look at their mid-term and long-term goals/needs.

President English indicated that the Board had a Goals Workshop scheduled on Saturday, February 29th starting at 8 a.m. The public was encouraged to attend.
Consent Agenda:

Director Petersen made a motion to approve Consent Agenda Items a-d.
   c. Ordinance No. 2020-1 (Delinquent Utility Bills): Consider waiving further reading and read by title only Ordinance No. 2020-1, an ordinance amending sections of the Templeton CSD Water and Sewer Codes relating to delinquent bills (Senate Bill 998).
   d. Letter to Chairperson Hill and Members of the Board of Supervisors - Housing Element: Consider approving a letter to Chairperson Hill and Members of the Board of Supervisors requesting a presentation on the draft Housing Element andauthorize President English to execute same.

Director Logan seconded the motion.

Roll Call Vote - Ayes: Petersen, Logan, Fardanesh, and English. Absent: Jardini.

President English reviewed the following Norms:

RELATIONSHIP & PROCESS NORMS
   ➢ Establish, accept and support common purpose and vision, and not undermine the authority of the Board after decisions are made.
   ➢ All requests from the Board for information/agenda items will be directed to the General Manager and provided to all Board Members.

Business

Mid-Year Focus, Work Plan and Budget Goals Review: General Manager Briltz advised the Board that District Department Heads had prepared a status report for their review and use. GM Briltz indicated that Strategic Planning Consultant Jim McComb had also received the report.

President English asked that the report be reviewed in-depth so they could be prepared for the Strategic Planning Workshop on Saturday, February 29th. He suggested that the Board strike-out items that had been completed to date.
GM Briltz reviewed the following areas:

**Focus Area for the Fire and Emergency Services Department.** GM Briltz advised the Board that all items had been completed. The Board asked that the items be struck out and that the header remain.

**Enhance Reliability and Availability of Water.** GM Briltz advised the Board that Item a was completed. He further advised the Board that there were challenges at the Wastewater Treatment Plant. Staff has been reporting high BOD levels. He indicated that staff was having to discharge into the holding ponds. This issue needed to be resolved to meet compliance requirements, and allow the water to percolate. He told the Board that staff has been monitoring the Volpi Ysabel Lift Station, and high constituent levels have been recorded. He said that this issue was an essential resource that required staff’s immediate attention. He therefore recommended that Item a remain on the list.

**Evaluate options to secure additional water sources (for example, Nacimiento, permanent water conservation, etc.).** GM Briltz advised that there is not currently enough time to address this matter with current staff resources. He recommended that District Engineer Mayer’s focus remain on wastewater issues.

He indicated that there had been discussion about a possible turf buy-back program. He recommended that staff review the last four-year period to determine what water savings have been generated since the last buy-back program. He said a new program could be funded at a higher level. He also indicated that a new program could be possibly be developed wherein developers retrofitted yards.

President English suggested that the Board discuss the item at the upcoming workshop on staff priorities and rank them in order.

**Increase Engagement of the Public with the District.** GM Briltz advised the Board that the Public Engagement Ad-Hoc Committee had studied the five items listed. He reviewed each item in detail. The Board requested that the items be struck out and the following notation be used: Transferred to Board’s Communication Norms.

**Public Comment:**
Rob Rosales asked if the Board would consider expanding the wastewater plant in the future. He said he understood it would take more licensing, etc.
GM Briltz indicated that the plant is currently at 450,000 gpd. He noted it had been a strange year to date wherein there had been few wet weather events. He said wet weather capacity was a huge planning task. He reiterated that the current focus needed to be on wastewater treatment. He also advised that expansion could not be a focus at this time. He noted that there was limited capacity at the West Side Lift Station. That would have to be addressed before any future expansion could occur.

Director Logan suggested that it be listed under long-term planning. Board discussion ensued on the subject. GM Briltz indicated that the number 1 limitation was staff resources. He advised the Board that the District had the money.

WATER – Enhance reliability and availability of water resources. GM Briltz reviewed the work plan. President English asked if there was the staffing capacity to have simultaneous work, i.e. Water/Wastewater and Nacimiento. GM Briltz advised that it was not possible. He said it could potentially be done if they used outside consultants.

GM Briltz advised that staffing resources were the hold-up in regards to the Nacimiento project. He indicated that costs need to be determined. He also indicated that the District needed to utilize a filtration and treatment system. The State has advised that if the District uses filtration cartridges that they would approve the project. The issue is that staff has not determined the costs of the filtration cartridges and the operating costs associated with them.

Director Petersen asked if a consulting firm were hired if he could advise them of a timeline. GM Briltz said he anticipated that if the work were started today that it could be completed in about two years. Petersen asked if it would be cheaper to hire a staff person versus a consultant. GM Briltz advised that staff is paid by rates and there was no funding to add another position. He noted that additional staffing was not considered when the Board approved the new rate structure. Petersen said he would like to discuss the item further.

President English noted that the Nacimiento Project is scheduled to be online in 2027. He wanted assurance that this was the correct timeline. GM Briltz told the Board that he and Engineer Mayer had prepared the project timeline. He said that the timeline for Nacimiento was doable. He assured the Board that it was not seven years of work to accomplish. He emphasized that at this time staff needed to continue working on the wastewater treatment issues.
Vice-President Fardanesh asked how reliable the Nacimiento Water Project was going to be. He said he was concerned with it being offline twice in the last several years. GM Briltz said that it was a reliable project but agreed that it had been down 20% of the time it had been in operation.

**WASTEWATER** - Improve wastewater operational safety, reliability, efficiency, and financial sustainability. GM Briltz advised the Board that in regards to Item a staff was dealing with source control issues. He noted that there were a number of businesses with compliance issues. He indicated that staff needed to work on the plant side and source control side. He advised that Item b could be struck. Under Item c he again reiterated that it was essential that the District was able to treat and discharge the District’s effluent. Under Item d he advised that this was being treated as an ongoing issue.

**FINANCIAL SUSTAINABILITY** - Develop a long-term approach to CSD’s financial needs with effective policies to fund CSD service delivery. GM Briltz reported that Item a was an ongoing project. Under Item b he indicated that there was no progress to report.

**STRATEGIC RELATIONSHIPS** - Pursue collaboration opportunities with other entities to enhance service to the community. GM Briltz suggested that the items under this be listed under best practices. President English asked that Item a be removed. Director Logan recommended that Item b be removed as well. GM Briltz indicated that Items d-e are ongoing practices. He noted that these items addressed how staff is plugged into the community.

**FIRE** - Enhance sustainability of emergency service delivery. GM Briltz advised that Item a was completed. President English agreed but asked that verbiage be developed for implementation. GM Briltz advised that Item b was in the process of being completed. In regards to Item c it was noted that no progress had been made. President English said he believed it was still something that should be pursued. He noted that this could possibly be reviewed in the future by the new Fire Chief.

**PARKS AND RECREATION** - Maintain current level of support for parks and recreation. GM Briltz reported that Item a was ongoing.

Public Comment:
Rob Rosales said he believed it was important to discuss engineering needs, particularly in regards to the Wastewater Plant and the Nacimiento Project. He concurred that sustaining Parks and Recreation was very important to the community.
GM Briltz reminded him that the Board had approved the Community Facilities District (CFD) in 2017. He indicated that the CFD should be a partial solution for Parks and Recreation in the future when there is an increase in CFD participation. He also noted that while there is funding for new parks that there is no funding for operation and maintenance. He further noted that the Parks and Recreation Department hires many students as referees, officials and timekeepers. These positions are paid the State Minimum Wage which has continued to increase $1 per hour each year.

GM Briltz asked if the Board desired to review Budget Goals. President English said it was not necessary as they could be reviewed during the mid-year budget review.

Vice-President Fardanesh asked if the subject of Incorporation would be discussed at the workshop. President English said that during the workshop he had asked the Board if they desired to proceed. At that time there was no majority to proceed. Director Logan agreed. She noted that the statistics were not promising.

**Mid-Year Budget Review and Adjustments (2019-2020):** Finance Officer Natalie Klock provided the Board with a Mid-Year Budget review and recommendations for proposed budget adjustments. She noted that the fiscal impact on each department was as follows:

- Water had a decrease in expenses of $102,909.
- Wastewater had an increase in expenses of $37,642.
- Drainage had an increase in expenses of $860.
- Solid Waste had a decrease in expenses of $10,765.
- Administration had a decrease in expenses of $23,207.
- Fire had an increase in revenue of $67,061 over expenses.
- Street Lights had an increase in revenues of $316.
- Parks and Recreation had an increase in expenses of $7,681 over revenue.

Klock further advised the Board that there were revenue budget adjustments due to an increase in property taxes. They are as follows:

- Fire Department - $13,026
- Street Lights - $316
- Parks and Recreation - $4,719
Klock reviewed the Expense Budget Adjustment Highlights as follows:

- **Water Fund:**
  - There was a decrease in Legal Services of $120,000 due to the trial phase of the Steinbeck litigation not taking place until the next fiscal year.
  - An increase of $20,000 due to underestimating the number of water meter and registers needing repairs.
  - An increase of $15,000 in electricity for higher than anticipated well pumping costs.
  - Decrease in salaries of $15,000 due to the Utility Operator position being filled at the Utility Worker level.

- **Wastewater Fund:**
  - An increase for Water Analysis of $23,000 due to increased flows, challenges at the Wastewater Plant and testing alternatives.
  - Increase in Supplies of $31,300 due to the rehabilitation of the Selby Ponds that had been anticipated to be completed in the prior fiscal year.

- **Solid Waste Fund:**
  - Decrease of $15,000 as the Conservation Intern position was not filled.

- **Administration Fund:**
  - Decrease in credit cards fees of $7,500 due to the District no longer absorbing the credit card fees.
  - Decrease in Salaries of $14,694 due to the gap in filling the Customer Service Representative position.

- **Fire Fund:**
  - Decrease in Salaries due to the Fire Captain position not being filled for the entire year.
  - Increase of $20,000 for Paid On-Call Firefighters due to higher than anticipated coverage.

- **Parks and Recreation Fund**
  - Increase in salaries of $12,000 due to additional parks maintenance, installing a shade structure and vacation payout.

GM Briltz reported that in December staff had begun a 90-day trial using acid at the Wastewater Plant to improve the Ph. He indicated that staff believed it was working and they would be coming back to the Board requesting additional funding.
President English said he was very pleased that parties using credit cards were now absorbing the fee that had previously been absorbed by the District. President English inquired about the Wastewater Fund Balance. Financial Officer Klock directed him to the second page of the Treasurer’s Report. She noted that the Wastewater Plant is still in the negative. However, they anticipated it being in the black in the near future. GM Briltz advised that the District had received some grant funding monies and anticipated additional monies coming through.

Director Logan made a motion to approve the mid-year budget adjustments to the 2019-2020 operating budget. Director Petersen seconded the motion.

Roll Call Vote – Ayes: Logan, Petersen, Fardanesh and English. Absent: Jardini.

Public Comment:
None.

General Manager’s Report:
GM Briltz reported on the following items:
1. Customer Service Representative Recruitment: Maia McKee will be filling the full-time vacated position on March 2, 2020.
2. Fire Captain Recruitment: Fire Captain Phillip Goldbloom will be filling the full-time vacated position on March 16, 2020.
3. Santa Lucia School brought in their letter requesting an exception of the Water Code and paid their non-refundable deposit.
4. Water Production – The District pumped 1 Million Gallons of water two months ahead of their normal pumping schedule due to a lack of rain thus far. He said he was very concerned that if there were no additional rains that summer would be a challenge.
5. Strategic Planning Workshop – He advised the Board that the Consultant would be providing the Board Members with pre-work before their February 29th meeting. Mr. McComb would like the information sent to him directly prior to the meeting.
6. Strategic Planning Workshop Agenda – GM Briltz reviewed the agenda for the day. The workshop will begin at 8 a.m. and conclude at 3:30 p.m. Staff is being requested to attend from 8:40 a.m. to 2:00 p.m.

Committee Reports:
Templeton REC Foundation (02/10/20). President English reported on the February 10th meeting. He indicated there would be a ribbon-cutting ceremony on March 14th recognizing the new shade structure at Field One. The TRF Board will discuss goals and bylaws at their next meeting.
Staff Reports:  
None.

Director's Comments:  
Director Logan advised that she would be attending the next Templeton Area Advisory Group meeting.

Directors English and Fardanesh attended the Templeton Hills Community Farm Open House. They were both very impressed by the program being offered.

President English noted the Templeton Fire Stairclimb fundraiser was coming up.

Adjournment: The Board meeting adjourned at 8:45 p.m.

Respectfully submitted,

Laurie Ion, Board Secretary