A regular meeting of the Templeton Community Services District was held on Tuesday, March 17, 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.

Note: In accordance with the Governor’s Executive Order No. N-25-20, dated March 12, 2020, the meeting was conducted in-person and by teleconference. The District Boardroom was open to the public to enable them to be heard on all matters on the agenda. Directors Jardini and Logan participated in the meeting by teleconference in a manner that permitted the public to hear them and to comment to them. If a member of the public desired to call into the meeting, the conference number was listed (1-866-906-9330, participant code to connect the call is 8368152).

The closed session originally scheduled for 6:00 p.m. was tabled and removed from the agenda.

Call to Order: 7:15 p.m.

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

Staff: General Manager Jeff Briltz, Finance Officer Natalie Klock and Board Secretary Laurie Ion. Also present was Consultant Jim McComb.

Audience: Rob Rosales was present. Templeton Chamber of Commerce Executive Director Jessica Main participated via teleconference.

Order of Business:
No changes.

Special Reports and/or Presentations:
None.

Public Comment:
None.
Consent Agenda:
Director Petersen made a motion to approve Consent Agenda Items a - d.
   a. Minutes: Consider adoption of the minutes of February 29, 2020 (workshop)
   d. Budget Amendment: Consider a budget amendment in the amount of $30,000 from the Solid Waste Fund to the Parks and Recreation Fund.

Director Logan seconded the motion.
Roll Call Vote: Ayes – Petersen, Logan, Jardini, Fardanesh, and English.

President English reviewed the following Norms:

PROCESS & COMMUNICATION NORMS
   ➢ The Board will promote educational opportunities for continued learning, new technologies and best practices for the Board and staff.
   ➢ All communication will be accurate and to the point.

Business

Strategic Plan Approval (2020-2023): General Manager Briltz introduced the strategic plan draft. He advised the Board that significant preparation efforts had been done in December/January. The Board Members had also been assigned pwork prior to their February 29th Strategic Planning Session. He advised the Board that these were challenging times, as such he noted that they had several options:

   • Adopt the Strategic Plan as presented
   • Review the document in detail. Changes could be made and brought back to the Board
   • Use a matrix system to evaluate the plan. Determine which sections need vetting. Staff could then agendize the items that needed vetting and place them on future meeting agendas.

President English asked to do a poll. He asked if the Board Members thought the plan was sufficient or did, they want to spend time on certain items. English said he would like to fully vet the items. Director Petersen said he was not prepared to approve the document. He thanked Jim McComb and staff.
He recognized that the District was in the midst of a crisis. He suggested that the Board identify what they could live with. Vice-President Fardanesh thanked staff as well. He was concerned that there were new items that needed to be addressed in the document. He was concerned with staff’s time. Director Jardini said she would like to move forward in vetting the document. Director Logan voiced concerns with items that would be possibly stricken. She suggested that they review the document.

Consultant McComb noted that most of the questions/uncertainty were found in the Core Strategies Section. He indicated that he believed that is where the discussion should be focused. He indicated that on page 13 (Core Strategies) that the square bullets were action items that should be ignored. The round bullets addressed the core strategies that were less controversial. McComb also provided the Board with an explanation as to how the document should be used.

The following is a summary of items of items that Board Members wanted edited/deleted.

Page 2 – First Paragraph. Director Jardini asked that the 1st paragraph be eliminated. There was board consensus to do so.

Page 3 – Third Paragraph. Delete Fifteen primary outcomes. – Add Sixteen primary outcomes. Vice-President Fardanesh asked that Line 8 be edited – add 24/7 in front of Fire Department. Director Petersen requested that all references to the Fire Department be changed to Fire and Emergency Services. Vice-President Fardanesh inquired about the Key Performance Indicators (KPI’s). McComb advised that we would strike the KPI references.

Page 3 – Executive Summary. Vice-President Fardanesh had questions on the 5th paragraph. He noted that the verbiage “Several of the Key Performance Indicators measure water and wastewater goals such as per capita...” he noted that this has never been discussed at the Board level. President English agreed. Consultant McComb thanked him for catching this item. He indicated that when he wrote the document it had included the Key Performance Indicators, and some of the KPIs were developed off the square bullets. Any reference to KPI’s should be deleted at this time. He indicated that when a new plan is finalized, he will rewrite the Executive Plan.
Page 3. Delete ½ sentence at the top. Still other KPI’s are related to

Page 7 - Mission Statement. The full Board agreed to the revision made at the February 29th Workshop.

Page 7 - Core Values. Consultant McComb advised the Board that he used information from interview with the Board of Directors and staff to formulate the information in this section. He also looked at the Norms and SWOT for themes. And, lastly, he looked at the Goals and Strategies of the current Work Plan. He came up with six Core Values.

The Board discussed at length and the following changes were made to Customer Focus and Respect:

**Customer Focus**

_We are driven by a personal desire to fulfill the District’s mission, concentrating our efforts and attention on meeting the needs of each of the Community people we serve._

**Respect**

_We admire value the abilities, qualities and achievements of others, and enjoy the same from them._

Public Comment:

Templeton Chamber Executive Director Jessica Main said the Board had done a great job on what had been discussed thus far.

Rob Rosales: No comment.

Consultant McComb reviewed page 11 as he indicated it was written to be used for page 10 (Vision). He indicated that the Vision statements were from the vote taken at the Strategic Planning Session. He noted that the Vision Statement is written in a narrative form as if it had already happened.

Page 10 – 2nd Paragraph. President English asked if there was enough time to develop a Fire Master Plan. GM Briltz advised him that there was.

3rd Paragraph. President English asked about the use of “implemented” with referenced to the full Nacimiento allocation percolation. English said he
would prefer the word "initiated" be used in its place. The Board concurred with the change.

Public Comment:

Rob Rosales said with regards to page 11 (Strategic Goals) that we would like the District to take a lead role in the community and not merely as a participant.

Page 11 - Strategic Goals

Director Logan, Jardini, Petersen and Fardanesh had no comments. President English said he had a concern with bullet points 5 and 6. The Board discussed and noted that the goals were to be accomplished in a three-year period. It was the consensus to leave the goals as is.

Pages 13-29 - Consultant McComb recommend that the Board eliminate all square bullet points. He asked that they only discuss the round bullet points that were strategies. The squared bullet points were how to get there and he noted that they would require discussion.

Page 13 - Core Strategies.

President English and Director Logan indicated that they were not in favor of the square bullet point as an example the square bullet point such as the one that addressed allowing the transfer of water from one parcel to another if both properties are owned by the same owner, because they were intended for future consideration. They do not know if these were intended as action items or not. After further discussion English polled the Board to determine if they desired to pull the square bullet points and only work on the round. Petersen, Fardanesh, Logan and English agreed to only work on the round bullet points. Director Jardini concurred but she said she would like the square bullet points addressed in the future. President English asked that the square bullets be pulled out and kept for the future in a separate document.

The Board agreed to eliminate the first (round) bullet point addressing options to secure additional water resources. The remaining bullet point was not edited.

Page 14 - Water and Wastewater Strategic Goals. McComb advised that this information was provided by Utilities Manager Sprague and District Engineer
Mayer. GM Briltz advised that he would work on the Water Strategic Goal. The Board agreed with the information under the Wastewater Strategic Goal.

Page 15. The Board requested that the Inflow and Infiltration (I&I) verbiage be revised as follows: Identify, address, and improve resolve Inflow and Infiltration (I&I) problem areas. Discussion ensued on the last bullet point on page 15 addressing (Correct incomplete wastewater treatment). The Board agreed to delete the bullet points addressing: Add diffused air to primary and secondary treatment ponds to improve treatment and Additional treatment capacity to the WWTP. The Board discussed and agreed that improved sustainability and energy sufficiency of the Wastewater Treatment Plan could remain under compliance.

Page 16 - Parks and Recreation. The Board reviewed the bullet points and agreed to delete the second bullet point: Apply a portion of Community Facilities District funding to the Parks & Recreation Department budget. The Board also asked that no date be referenced under the 5th bullet point addressing - Deliver Evers Park Improvement Plan.

Page 17 - Parks and Recreation. No further changes were made.

Page 17 - Fire Strategic Goal. Change title to: Fire and Emergency Services Strategic Goal. The Board deleted the 1st bullet point (Complete participation in the County Disaster Preparedness Plan, with appropriate training for TCSD staff). 2nd bullet point was revised to read Explore cost recovery through third party billing for services delivered, such as emergency services to residents outside Templeton, fire insurance coverage and assists. The third bullet point was moved to be the 1st bullet point.

Page 18 - Finance Strategic Goal. The Board approved the information as presented.

Page 19 - Partnerships Strategic Goal. The Board agreed to strike the second bullet point: Monitor news sources to identify potential collaboration opportunities. They also agreed to strike the third bullet point: Utilize Templeton Magazine for public outreach and education.

Page 19 - Staff Strategic Goal: Delete the first bullet point Explore the potential use of District owned property, or other sites, for District employee housing. Revise the second bullet point to read: Evaluate the recommendations of the compensation study. Delete the fourth bullet point:
TCSD staff has a commitment to the District mission. The remainder of the page was approved as presented.

Page 20 - Board of Directors Strategic Goal. The Board agreed to strike the first five bullet points. Each Board member commits to observing the spirit and intent of the Board norms. Each Board member holds themselves accountable. Each Board member commits to observing the spirit and intent of the Board norms. All Board members conduct themselves in a professional, respectful manner at all Board meetings and functions. All Board members do not disparage other members or the Board as a whole.

Page 20 - Strategic Planning/Strategic Goal. The Board requested the verbiage of the 2nd bullet point to be changed to: District progress toward implementing/achieving the Core Strategies is reviewed monthly quarterly by the Board and corrective action is taken, if necessary.

Page 21 - Community Strategic Goal. A majority of the Board (Fardanesh, English, Petersen and Logan) requested that the last bullet point referencing the Economic Vitality Corporation (EVC) be stricken. President English indicated he would reach out to the EVC Director Mike Manchak.

Public Comment:
Templeton Chamber Executive Director Jessica Main asked if the District would continue to work with the Chamber on the Templeton Guide (magazine) since they deleted the bullet point about utilizing the Templeton Magazine for public outreach. The Board clarified that they intended the District to continue to work with the Chamber on the Magazine/Guide. Main also recommended that the District be part of the Committee of the EVC for North County.

Rob Rosales noted that on page 18 it referenced that the District would monitor water and sewer rates every 5 years. He suggested that the review be done every 3 years. Under Partnerships he believed that more conversations needed to be held with the Board of Supervisors, CAL-Fire, County Planning and Public Works. He also stated that he believed participating with the EVC is an opportunity. Lastly, in regards to public outreach he discussed how in the past the BOS District 1 Supervisor, CHP representative/s, Sheriff representative/s, TCSD Administrative representative/s, TUSD representative/s and Chamber representatives would
meet for regular Templeton updates typically on a quarterly basis. He believed that meeting was helpful in making local relationships with various agencies.

President English advised that the rate study is a five-year standard period. GM Briltz agreed and noted that Proposition 218 allows for rates to be set in five-year increments. Consultant McComb requested the Board to skip the section addressing Key Performance Indicators and Evaluation & Corrective Action (pages 19-30).

Page 31 - Strategic Priorities. The Board reviewed page 31. Suggestions were made in regards to striking a portion of the first bullet point (with economic benefits). The majority asked that it be kept as written (Jardini, English & Logan). Petersen and Fardanesh were in favor of striking it. It was left as written.

Page 31 - Tactical Action Plan. Consultant McComb indicated it would be developed sometime in the future. He noted the SWOT analysis had been vetted. General Manager Briltz advised that a new action plan would be brought back with modifications. He also noted that the new plan would include the revised Key Performance Indicators (KPI).

Page 38 - Threats/Challenges. Water Issues Director Logan requested the word "potential" be removed from Water Issues bullet point #3. Potential Naci pipeline failures. She noted that this was already a reality.

Selection of a Property Tax Consultant: Finance Office Natalie Klock reviewed with the Board the district’s need to construct a parcel database for the Measure A parcel tax, to confirm Assessor’s Parcel Number for lots within the CFD, and to determine which lots a building permit had been issued to. Staff reached out to three consulting firms who had been referred by Fieldman, Rolapp and Associates, who provided the District with the financial model for the fire parcel tax. Staff recommended that the Board entered into a consulting services agreement with Godwin Consulting Group (GCG) to serve as the District’s Property Tax Adviser for the CFD and Measure A taxes.

Public Comment:

None.
Vice-President Fardanesh made a motion to authorize staff to enter into a consulting services agreement with Goodwin Consulting Group (CGC) to serve as the District's property tax advisor for the CFD and Measure A taxes.

Director Petersen seconded the motion.

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

Accessory Dwelling Unit (ADU) Legislative Update that Addresses related ADU Impact Fees and Resolution NO. 2-2020 Revising the Master Fee Schedule:

General Manager Briltz reviewed District Engineer Tina Mayer's staff report. He advised the Board that the District cannot charge Fire Capital Facilities Fees and Park Development fees on Accessory Dwelling Units (ADUs) that are less than 750 square feet. These fees may still be charged on ADUs that are over 750 square feet. He noted that Fire fees are always proportionate as they are charged by the square foot. Parks and Recreation fees are charged through review. The new law's intent to that ADUs pay their proportionate share of the fees. Staff recommended amending the Master Fee Sheet to reflect the exemption of fire and park impact fees for ADUs small than 750 sq. ft.

GM Briltz also reviewed one other very minor change/clarification that clarified the meter upsize fee for replacing an existing meter with a larger meter.

Vice-President Fardanesh made a motion to receive an update on the Accessory Dwelling Unit Legislation and to adopt Resolution No. 2-2020 amending the Master Fee Schedule to eliminate Park Development Fees and Fire Capital Facilities Fees for Accessory Dwelling Units (ADUs) less than 750 sq. ft.

Director Logan seconded his motion.

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

General Manager's Report:

GM Briltz reported on the following items:

1. Bank Fraud: There have been three incidents in the past two months. The Accounting Department noticed the District's account was debited a total of $350. Finance Officer Klock is working with the bank who is being
cooperative. She is working with the bank on positive pay and also trying to work with Apple Pay (Apple Pay Credit Card).

2. GM Vacation: Reported he has cancelled his vacation due to COVID 19.

3. Next Board Meeting: Discussion on possible meeting scenarios. President English said he was okay with the current Board Room set-up. Staff will need to monitor who will be in attendance to stay under the requirement of 10 people or less.

Committee Reports:

Staff Reports:

Utilities Report. President English said he appreciated the detail of the reports.

Director’s Comments:

1. President English advised that he had a tour of Twin Cities Community Hospital.

2. English also noted that the Templeton Historical Society has closed the Museum at this time.

3. Director Logan advised that the March 19, 2020 TAAG Board Meeting had been cancelled.

Adjournment: The Board meeting adjourned at 10:35 p.m.

Respectfully submitted,

Laurie Ion, Board Secretary