A special meeting of the Templeton Community Services District Board of Directors was held on Tuesday, March 17, 2020 at 6:00 p.m. in the 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, this 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 permits the public to hear them and to comment to them. If a member of the public wishes to call into the meeting, the conference number is 1-866-906-9330, participant code to connect the call is 8368152.

Call to Order: 6:00 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.

Audience: No public was present or had called-in at the beginning of the meeting. (Jessica Main and David LaCaro called-in during the meeting.) Rob Rosales arrived during the meeting.

Order of Business:

Special Reports and/or Presentations:

Public Comment: None.
Business

Templeton Community Services District Response to COVID 19: General Manager Briltz provided the Board with a synopsis of what has been done to date to address the COVID 19 Pandemic.

The following steps have been taken to date:
- March 12th Softball Opening Ceremonies were cancelled.
- March 13th – COVID 19 issue escalated. Provided staff with information and the Board of Directors with a response plan.
- Softball Season was cancelled through April. Practices were not taking place.
- Senior Club cancelled through April (high risk group).
- One staff member is currently working from home.
- Fire Station – The public door is locked. The public may use a phone located outside the station. Concern is having one of the District’s 1st Responders becoming ill.
- District Office – Signage on door advising the public to only come in if they have essential business. The public has ignored the signage and was still coming into the lobby.
- Community Center – All meetings/activities have been cancelled through April. Fees have been waived.
- Recreation Department (Len’s Place) – The pre-school has been cancelled and will be following the Templeton Unified School District’s schedule during the Pandemic. The Book Room will be closed for the next four to eight weeks. Zumba classes have been cancelled. Signage is placed on the Recreation Doors noting it is closed to the public.
- Recommending the cancellation of Clutter to Cash (April 25)

The Board discussed the elimination of public coming into the District Office. There was full Board consensus to do this as a public safety measure.

Water Disconnection Policy Discussion:
General Manager Briltz discussed a possible amendment to the Water Disconnection Policy. He indicated that they had received inquiries from the public regarding this issue. He also noted that the State may be providing direction on this. He asked if the Board would like staff to do research on the issue.

Director Logan noted that there would be a lot of financial hardships. She believed that there should be no shut-offs for at least 120-days and revisit the subject if necessary. Director Jardini asked if the District could supersede State law. Director Petersen said he was in favor of no shut-offs
for the next 120-days, unless superseded by the State. Vice-President Fardanesh said he was receptive to staff coming back with a policy.

GM Briltz advised that staff was still following steps per District policy to obtain payments. He indicated that the Board could be proactive and provide staff with direction now or delay their decision.

President English suggested that the item not be revisited and to wait and see what the State guidelines would be. Director Logan was in favor of preparing something now so it would be ready. Director Jardini concurred. Director Petersen said he would follow the Board’s wishes. Discussion ensued. Directors Petersen and Fardanesh noted that the current policy allowed for parties to make appeals. President English requested staff to place it on the next agenda and review current policy with possible alternatives.

Updates Continued:
- Community Center Uses: GM Briltz advised the Board that most users had cancelled their events at the Community Center. However, of the three church groups that use the building two were requesting to continue with their services. GM Briltz asked the Board if they desired staff to cancel their services. Director Logan asked if the building was sanitized. GM Briltz advised her that it was not. Logan was in favor of canceling the services. Director Jardini agreed as the virus can live on surfaces for up to 72-hours. Vice-President Fardanesh concurred. Director Petersen agreed. President English was in favor of allowing them to continue with their services as they should be responsible for their actions.

GM Briltz noted that the majority of the Board desired to close the Community Center. He advised that staff would proceed with the cancellations and provide refunds. He noted that they could possibly consider rescheduling in May.

GM Briltz advised that staff had cancelled all meetings in the Board Room. President English said he was in favor of leaving it open for government meetings. Director Fardanesh agreed but noted they would have to limit it to less than 10 people at a meeting. After further discussion, the consensus was to schedule no outside users in the Board Room through May.

- Summer Concerts in the Park – Staff is holding off on expenses i.e. ordering flyers/posters, etc. He noted that the concerts schedule could be placed in the Templeton Magazine/Guide but it would have to note that the dates could be changed or the District might need to
cancel the program. The Board asked staff to reach out to the cities of Atascadero and Paso Robles to see what their contingency plans were for the concert programs.

- **Beer Run on June 27th** - The date may need to be rolled into September or October. It was difficult to determine at this time.
- **Evers Sports Park** - The restrooms were being cleaned and stocked once a day. A sign has been posted noting this and that people should enter and their own risk.
- **Tom Jermin Sr./Bethel Park** - The restrooms were being cleaned and stocked once a day. There was a sign advising that the playground equipment was not sanitized and to use at one's own risk. GM Briltz indicated that park space was in high demand. He also indicated that under the Shelter in Place Order that people could take their children to parks to play. He noted to date they had not received any information on open spaces.
  - It was the Board consensus that the parks remained open.
- **Skate Park** - It was noted there has been a high concentration of use / congregation at the Skate Park. Staff asked if the Board desired it closed.
  - It was the Board's consensus that people needed to take responsibility for where their children were and practice appropriate social distancing.
- **Templeton Fire Department** - High concern in regards to the Firefighters responding to calls. The Department is following CDC guidelines concerning decontamination after each call. They have been throwing away gloves, masks, etc. after each use. And, they were also wearing gowns during calls. GM Briltz indicated that they would be spending additional monies for such supplies. It was noted that if our firefighters were to become ill that they would have to go into quarantine and the District would lose their services. If that occurred the District could become dependent on mutual aid agreements.
  - No Station Tours at this time
  - Doors locked to the public
  - No smoke detector checks
- **Remote Work**: Staff was working with tech support team (CIO Solutions) to access files, etc. so staff can work remotely. Paychecks can be done remotely. Working on others being added to the system.
- **Next Step** - **Possible Office Closure**: A poll showed that Nipomo CSD, Vandenberg Village CSD, Port San Luis Harbor District, Los Osos CSD, Heritage Ranch CSD and Oceano CSD had closed their doors to the public. The Board was asked if they wanted the TCSD Office closed to the public. It was noted that to date the public had been coming into the Office even with warning signage on the door.
The Board was in favor of the District Office being closed. They asked that the signage posted on the doors list the District’s phone number and website information.

- No Staff Members Out Due to Quarantine or Illness at this time.
  - If this occurs most of the employees have sick leave that they may utilize. However, some employees do not have much sick leave accrued and one has none. Noted staff could continue to monitor State legislation on this issue or the Board could make a proactive decision to pay personnel if they became ill or quarantined during this Pandemic or need to be off attending children while school is out.
    - It was noted that the Federal Government may be addressing this issue.
    - The Board asked that staff continue to monitor this issue and future legislation.
- Declaration of State of Emergency would allow the District to be reimbursed for expenses related to this emergency. Staff will be consulting the County OES Manager regarding this.
- Finance Side:
  - Additional expenses for supplies for the Fire Department.
  - Parks and Recreation could be significantly harmed. Noted that there may be reimbursements due to Softball & T-Ball. Also noted that there will be no rental income from Community Center.
- Works Spaces/Social Distancing at Work: Staff has been addressing social distancing in the Office/work spaces. Staff has been advised not to attend meetings or events.

President English thanked staff for putting together the information for the special meeting and the teleconferencing option.

**Public Comment:**
Jessica Main inquired about business relief (State/Federal level). President English said he believed that item would be covered by the County’s Proclamation.

Rob Rosales: He said he was concerned with possible staff shortages due to the result of an employee being quarantined or being off for child care. He hoped that they had a plan for coverage. President English advised him that they had addressed those issues during the earlier portion of the meeting.

David LaCaro: He said he hoped the District’s notices were in English and Spanish. He said there was a Spanish population (15%) in Templeton. He
suggested that staff reach out to the cities of Paso Robles and Atascadero so that similar verbiage would be used for consistency purposes.

**Adjournment:** The Board meeting adjourned at 7:10 p.m.

Respectfully submitted,

[Signature]

Laurie Ion, Board Secretary