A special meeting of the Templeton Community Services District Board of Directors was held on Monday, March 23, 2020 at 2:00 p.m. in the Board Meeting Room of the Templeton Community Services District located at 206 5th Street, Templeton, CA.

Public Call in # to Participate by Teleconference: 1-866-906-9330
Participant code to connection the call is 83668152.

PUBLIC PARTICIPATION: THE PUBLIC IS REQUESTED TO PARTICIPATE THROUGH TELECONFERENCE DUE TO THE COVID-19 PANDEMIC.

Note: In accordance with the Governor’s Executive Order No. N-29-20, dated March 17, 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 permitted the public to hear them and to comment to them.

Call to Order: 2:00 p.m.

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

Staff: General Manager Jeff Britlz, Finance Officer Natalie Klock, Utilities Manager Frank Sprague and Board Secretary Laurie Ion.

Audience: No public was present.

Business

COVID 19 Status Report: General Manager Britlz advised the Board that he was recommending that the Board adopt a Declaration of Emergency. He noted it does not give the District any authority to restrict the public. It does however provide for employee exemptions, i.e. essential works. He noted that he had sent the Board, Governor Newsom’s Executive Order N-33-20 that addressed who was an essential worker who could travel to work.
He reviewed Page 3 of the guidelines that listed Firefighters. He noted that Page 6 listed Operational staff at community water system/wastewater treatment facilities. GM Briltz also noted that the District’s Maintenance Worker for parks and general maintenance also had a portion of his time dedicated to Water and Wastewater Operations, as such he would fall under the classification. Page 10 of the report listed other Community Based Government Operations and Essential Functions. GM Briltz indicated that the first bullet point referenced government workers this would give TCSD the latitude it needed in regards to Office staff falling under essential workers. He also advised the Board that the Permit and Compliance Specialist position was not declared, as the individual was already working from home.

Director Logan asked if any of the District’s essential workers had a health conditions that put them in a high-risk category. GM Briltz indicated that he had limited information regarding employee’s health conditions. Director Logan suggested that he advise staff that they could reach out to him if they had any concerns. GM Briltz advised that he had reached out to employees regarding requests to work from home. President English concurred with Director Logan that they should address any employee who comes forward if they had a concern falling into a high-risk category.

Vice-President Fardanesh asked if Board Members were considered essential. GM Briltz said he would need to review if they were or not. He did note that the Board Members were not technically employees. President English thought it was a good question to address.

GM Briltz advised the Board that in the District’s Personnel Guidelines (Section 16.2 - Disaster Service Workers) that in the event of a declaration of a local emergency that all full-time/part-time employees are considered essential and are deemed disaster service workers. He noted that if the District declared an emergency that workers could be reassigned to different jobs.

GM Briltz also advised the Board that on Thursday, March 19th he had made a minor adjustment to the personnel rules without Board authority that addressed non-essential employees who were sent home. He told the Board that the District’s rules did not permit employees to go into the negative with their leave accruals.

President English asked if Resolution No. 3-2020, Declaration of an Emergency would give him the necessary authority he needed. GM Briltz advised him that it would.
President English said he understood that there were two new Paid Leave opportunities. The first one would provide for two weeks of paid leave for any reason related to COVID 19, i.e. someone needed to be isolated. The policy would also apply to part-time employees which currently as noted wasn’t the case. Director Petersen said he understood the County had implemented the policy.

GM Briltz advised the Board that the second program involved an extended Family Medical and Leave Act (FMLA) that provided for twelve weeks of paid leave for child care purposes. He noted that there was a ten-day waiting period. This program would expire by the end of 2020. GM Briltz advised that there would be minimal impact during the short term.

The Board was polled and the majority were in favor of temporarily permitting employees to use more leave than they have accrued.

GM Briltz advised the Board of the following COVID 19 updates:
- Implemented nightly sanitation of the District’s open offices/buildings but not at the closed offices.
- Air filters have been changed out.
- Templeton Guide (magazine) has been delayed at best. Some of the advertisers have had to pull out.
- Fire Chief Recruitment will be impacted. Strategy may be changed with regards to the closing date to get a decent pool of candidates.
- Utility Crew has been split into two groups. They arrive at different times, use separate buildings, eat lunch separately, etc.
  - President English said he appreciated the creativity of that solution.
- Parks and Recreation – Go/No Go Dates were being reviewed for Softball and T-ball, Flag Football, Concerts and the Beer Run. He noted that alternate dates may be utilized.
  - President English asked if there would be a revenue impact. GM Briltz advised him that there would be.
- Four employees to date have remote access from home. This was difficult to accomplish. They were currently asking employees to use their home computers. He noted that the District does not have an in-house IT person. Staff was trying to work on this but staff has been hammered.
- Participating on a daily County-wide Call with EOC staff.
- Currently inventorying resources. Need to build resources for sharing.
- President Trump has declared California a National Disaster.
Items for Direction:

- Fireworks booths. Applications were due on March 31st. Would like to extend the deadline. And, it was noted it was difficult to determine if there would be a program.
  - President English suggested that the deadline be extended to the end of April.
  - Director Jardini asked if applications would be on-line.
    - GM Brilutz advised that the four organizations that have been doing it in years past have the first right of refusal.
- Shortages of Personal Protective Equipment: Currently this was not an issue. There is a Countywide program in place that allowed the Chief to make requests.
- Fire & Emergency Services Calls: The Department is not seeing an increase in call volume. People may be sheltering in place.
- Weed Abatement is a go.
- Fire & Emergency Services – Revised Staffing Schedule: Fire Captains are on separate shifts with assigned crews. If someone should become infected with COVID 19 the entire crew would have to be quarantined. Trying to ensure that a second crew would be available. There will be an impact on payroll (10-hour shifts with some 24-hour days).
- Fire Chief is sharing updates with the District. He will be meeting with the GM to discuss contingency plans.
- Check Signing: GM Brilutz and Finance Officer Klock are reviewing the warrants. The GM and 1 director can sign or 2 directors can sign.
  - Option: We can continue to sign checks in this manner but it did involve some travel time. Checks may not have back-up materials. If the Board Members desired back-up materials it would require separate trips.
  - Checks will be placed in Directors boxes to minimize contact with staff. Check runs will be made every other week.
    - President English and Director Petersen advised that they were available to come in to sign.
    - Vice-President Fardanesh asked if the District could sign with only one signature. Klock advised him that the bank only required one signature but the Board of Directors has requested two. GM Brilutz noted that it was necessary to implement one signature that it could be done at a later date.
- Technology Update: System to integrate audio, video monitors, camera and recordings. GM Brilutz advised that circumstances have changed. The District needs to accommodate the public and Board of Directors to access in real time and to have a separate system for the public to access. A-Town AV came out and advised that it would be
approximately $50,000 to update the Board Room. The District had a budget of $25,000.

- Director Jardini noted that $25,000 would not address what is needed.
- Vice-President Fardanesh asked if this was something that could be reimbursed due to the COVID 19 pandemic. GM Briltz advised that it might but the District would not be reimbursed even if it qualified for months or years.
- Director Logan stated that the technology is over due and to get a final bid on the project. GM Briltz indicated that he hoped $50,000 would cover the costs. He noted the infrastructure would be hardwired in the Board Room.
- Director Jardini asked if monies could be used from the Solid Waste Fund. President English noted the money should come from the Administrative Fund as it benefitted all Departments. GM Briltz noted that as soon as Resolution No. 3-2020 is passed that staff could move forward. He indicated he would work with President English.
- Director Petersen said to move forward now and worry about the funds at a later date. He noted that hopefully the District would be reimbursed.
- President English agreed. He doesn’t see the pandemic ending in the next few weeks. He said he was familiar with the company and they were top-notch. He said they were utilized by many public agencies.

The Board gave their consensus for the General Manager to proceed.

Updates continued:

- Softball/T-ball were supposed to start on March 14th. It has been postponed twice. They hope to start the program in May. GM Briltz indicated that in regards to refund requests that staff subtracts out the Uniform and ASA Insurance costs and charges a $15 processing fee. He asked if the Board desired staff to eliminate the processing fee. He noted that if the entire program is cancelled, they would do full refunds.
  - It was the Board’s consensus to eliminate the processing fee.
- Keeping Parks Open: GM Briltz discussed keeping Evers Sports Park and Tom Jermin Sr. Park (aka Bethel) open for the public. He noted that the playground equipment is not sanitized, and many agencies are fencing off playgrounds.
  - The Board gave approval to keep the parks open. They requested signage at Tom Jermin Sr. Park in regards to using the playground equipment at one’s own risk.
• Hydroseed Project at Tom Jermin Sr. Park (lower fields): GM Britlz advised the Board that staff would like to proceed with this project. The contractor was available now. Utilities Manager Sprague indicated it could be a two to three-month closure of the lower fields.
  o The Board gave their consensus for staff to proceed.

• Water Disconnection during the Pandemic: GM Britlz inquired about the 10% late fee. He advised that staff has had inquiries from the public. He also asked about the credit card fee (3% bank fee). Staff advised that staff can easily change the web fee access and make it free. The credit card fee would be much more challenging to change.
  o Director Logan was in favor of keeping the bank fee. She noted that people have other options to pay their bills by. After further discussion the Board agreed to keep the 3% bank fee. They also agreed to consider having the $1.25 portal web fee removed. The cost would revert back to TCSD. These items will be brought back before the Board for their formal consideration at the April 7th meeting.

• Community Center: GM Britlz advised that they would like to schedule the building being painted (inside). He noted that TCSD crews could paint it over the next 5 to 6-week period.
  o The Board gave their consensus to proceed with the project.

• Struggling with Working from Home: GM Britlz advised that they may have to consider buying computers/laptops to accommodate employee’s needs. He noted that the laptops would become the property of the District.
  o President English said he was in favor of it. Director Logan concurred. President English proposed that the GM spend up to $10,000 to secure five laptops. The funding would come from each Department. The Board concurred.

• Declared Work Force: GM Britlz advised he was trying to determine which positions could work from home. He noted that the policy of having two people in the office did not apply now as the doors were locked to the public. He asked if the Board had any concern regarding employees working from home.
  o Director Jardini said it would be better for employees to work from home when possible. The Board gave their full consensus on this matter.

• Future Board Meeting/Committee Meetings: GM Britlz reported the Brown Act has been relaxed. He noted that they do not need to post directors addresses in order for them to participate at a remote location. Governor has declared that the public does not need to be permitted to attend meetings in person.
  o GM Britlz asked the Board their desire with respect to this. Directors Jardini, Petersen, Logan and Fardanesh asked that the public not attend meetings. President English was the lone
objector. He noted that the concept is foreign to him but he would acquiesce to his fellow board members.

- Board Member Stipend – COVID 19 Special Meetings: Director Petersen asked that the Board have an item on their next agenda discussing the waiver of Board Members Stipends for special meetings addressing COVID 19. There was full Board consensus to place it on the agenda.

Declaration of Emergency – Resolution No. 3-2020: Gm Briltz reviewed the draft resolution. He advised the Board that he had reviewed the resolution with District Legal Counsel. He advised the Board that things keep evolving and he did not know what new personnel rules might occur.

GM Briltz also advised that codes are relaxing due to the Pandemic. He advised that there could be potentially urgent expenses. The current District policy only allows the District Manager to expend up to $10,000. GM Briltz indicated that if the District loses an Operator due to illness that they might have to hire one through a private company like Fluid Resource Management (FRM). He indicated that such a hire could cost $10,000.

He polled other Districts and they are all requesting an increase in what the GM can expend. He indicated there is a need to be proactive in dealing with the pandemic.

Director Logan thanked him for providing a real example. She asked if the GM had reached out to FRM. He advised her that the is currently working with other special district for sharing resources, if the needed arises. Director Jardini said she was very pleased with staff’s efforts.

The Board was in favor of the resolution.

Director Petersen made a motion to approved Resolution No. 3-2020, a Declaration of Emergency, and resolution of the Templeton CSD to temporarily authorize increased authority of the General Manager.

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

**Adjournment:** The Board meeting adjourned at 3:46 p.m.

Respectfully submitted,

Laurie Ion, Board Secretary