A regular meeting of the Templeton Community Services District was held on Tuesday, May 19, 2020 at 7:00 p.m.

Note: In accordance with the Governor’s Executive Order No. N-29-20, dated March 17, 2020, the meeting was conducted by teleconference, only. The District Boardroom was closed to the public. The public was provided a Zoom phone number (1-669-900-6833/Meeting ID# 874 0448 8543 and Password #640060) that allowed them to participate in the meeting via Zoom to enable them to be heard on all matters on the agenda.

Call to Order: 7:10 p.m.

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

Staff: General Manager Jeff Briltz, District Engineer Tina Mayer, Utilities Manager Frank Sprague, Sr. Utilities Operator Kirk McRoberts, Recreation Supervisor Melissa Johnson and Board Secretary Laurie Ion participated via Zoom.

Audience: One unidentified caller.

Order of Business:
No changes.

Special Reports and/or Presentations:
None.

Public Comment:
None.

Consent Agenda:
President English asked that Item 7f (Community Center, Recreation Center and Board Room Rentals) be pulled off the consent calendar for discussion.
Director Logan made a motion to approve Consent Agenda Items a-e.

a. **Minutes:** Consider adoption of the regular meeting minutes of May 5, 2020.

b. **Treasurer’s Report:** Consider approving the Treasurer’s Report of March 2020.

c. **Resolution No. 5-2020 – Consolidation of the District’s Election:** Consider adopting Resolution No. 5-2020, requesting consolidation of the District’s Biennial Election with the November 3, 2020 General Election.

d. **Resolution No. 6-2020 – Weed Abatement:** Consider adopting Resolution No. 6-2020, declaring weeds and debris to be a public nuisance.

e. **Award 2020 Weed Abatement Contract:** Consider authorizing the General Manager to enter into a contract with Martinelli Landscape Construction Inc. for the 2020 weed abatement.

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

Consent Agenda Item 7f: President English asked that General Manager Briltz review this item for the Board.

**Community Center, Recreation Center and Board Room Rentals:** Consider extending the timeline to not rent the above-referenced facilities to the public until uses are permitted by the State or County guidelines.

GM Briltz reminded the Board that verbiage had been approved in April and then again in May with regards to not renting the District’s facilities to the public with set timelines. The verbiage on the 05/19/20 agenda was revised as certain public sectors, such as church groups or preschools could potentially be allowed to meet before other users. GM Briltz further advised that staff would need to look into cleaning/sanitization needs. He noted that cleaning/sanitization will need to be done after each use.

Director Logan asked if the District would monitor the crowds/number of people at the buildings. GM Briltz advised her that staff does not oversee the number of users. She asked if the District would provide hand sanitizer. GM Briltz indicated that the District should be careful in what it offers due to costs and possible liability. Director Jardini agreed. GM Briltz advised that the District would provide guidance over what a user should be doing as a renter of the building.
Vice-President Fardanesh made a motion to adopt Item 7f. Director Logan seconded the motion. Roll Call Vote - Ayes: Fardanesh, Logan, Jardini, Petersen and English.

President English reviewed two of the Process and Relationship Norms.

**PROCESS AND RELATIONSHIP NORMS**

- The Board shall address and resolve policy issues and set priorities by building consensus through orderly conduct.
- Create an environment that promotes trust, respect and appreciation between the Board, Staff, Consultants, and citizens.

**Business**

COVID-19 Status Update: General Manager Briltz provided the Board with a status update as follows:

- The Governor announced on May 18th that he would be allowing counties to enter further into Phase 2. San Luis Obispo County had indicated that they could meet all requirements cited by the Governor’s Office.
- No further guidance has been given to date on concerts and sporting activities. All Parks and Recreation activities are on hold.
- Planning for Parks and Recreation staff to return to the Office in the near future. Currently putting mitigation measures in place. The Office will continue to remain closed to the public.

Director Jardini asked if the fireworks vendors had been contacted with updates. GM Briltz advised her that TNT and Phantom had both been reached out to. He further noted that fireworks will be prohibited at Templeton Park.

Vice-President Fardanesh asked if Parks and Recreation staff would be returning to regular work hours. GM Briltz advised him that the Recreation Assistants would not yet be returning to a fulltime schedule.

- Monster Skate Park Series has been cancelled for 2020.
- TCSD Wastewater Plant is participating in a Countywide study with regards to whether or not COVID-19 is in wastewater. The County is funding the study. No results were available to report upon.
- Utility Billing Accounts - The Board had suspended all late fees/penalties through June 30th. There had been a slight increase in the total amount in arrears. However, the number of accounts in arrears is fewer.
Public Comment:
None.

Strategic Planning – Tactical Action Plan: GM Briltz advised the Board that they had approved the Strategic Plan on May 5, 2020. He noted that what remained were the action steps. Consultant Jim McComb had provided a worksheet on the process. He also noted that many of the items did not require the Board’s action/attention.

President English, GM Briltz, and Jim McComb had highlighted items for possible Board discussion. The highlighted items were #1, 6, 7, 8, 36 and 39.

The Board discussed Item #1. After some deliberation it was determined it would be best to bring the five items back as a package and prioritize how they should be addressed. GM Briltz reminded the Board that the last two items were conceptual, only. He advised that the Board would need to vet them out to determine if they should be included. The Board gave their consensus to review the items at a future meeting.

Core Strategies #2, 3, 4, and 5 were deferred to staff. Director Jardini asked if #6 followed State and County Guidelines. GM Briltz advised her that as the Wastewater Plant was the District that it would fall under the District’s guidelines. The Board agreed to keep it. Core Strategy #7 was approved as presented.

Core Strategy #8 – Vice-President Fardanesh indicated that it would be good to review the item and address the life expectancy of the District’s system. GM Briltz indicated it was something that should be looked at on a communitywide basis. After further discussion staff advised that the item could be addressed over the next three-year period. He noted it was a maintenance activity. The Board concurred.

The Board next addressed Core Strategies #36, 37, 38 and 39. It was the Board’s consensus to have Recreation Supervisor Melissa Johnson work on action steps for #36 and 39. The Board further agreed that GM Briltz and staff should work on #37 and 38.

Public Comment:
None.

General Manager’s Report:
GM Briltz reported on the following items:
- Staff is working on the budget. It should be ready for adoption in late June or early July. He advised the Board that the budget review process
was taking longer than usual due to COVID-19. He indicated he was concerned as to how long it would take to present the budget and suggested addressing it at two consecutive board meetings. After further discussion the Board asked staff to hold a special meeting on June 2\textsuperscript{nd} so the budget could be addressed earlier than the regular meeting.

- GM out of the Office on May 22\textsuperscript{nd}.

**Committee Reports:**

**Staff Reports:**

**Director's Comments:**
None.

**Adjournment:** The Board meeting adjourned at 8:55 p.m.

Respectfully submitted,

Laurie Ion, Board Secretary