A regular meeting of the Templeton Community Services District was held on Tuesday, June 16, 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# 858 1690 0134 and Password #076533) 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: 7:00 p.m.

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

Staff: General Manager Jeff Brittz, Finance Officer Natalie Klock and Board Secretary Laurie Ion participated via Zoom.

Audience: Nanette Fisher of Soaring Eagle Press - joined the meeting at 7:31 p.m.

Order of Business:
Vice-President Fardanesh requested that Business Items A and B be switched. It was Board consensus to do so as no public members had called in.

Special Reports and/or Presentations:
None.

Public Comment:
None.
Consent Agenda:

Vice-President Fardanesh made a motion to approve Consent Agenda Items added.

a. Minutes: Consider adoption of the special meeting minutes of June 2, 2020.
b. Minutes: Consider adoption of the regular meeting minutes of June 2, 2020.
d. Community Facilities District Annexation No. 11, APN 039-381-065, Hastings et al: Consider approving the adoption of Resolution No. 10-2020, approving Annexation No. 11 to Community Facilities District No. 2017-1.

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

President English reviewed two of the Board’s Process and Relationship Norms.

COMMUNICATION AND RELATIONSHIP NORMS

➢ The Board President will be the spokesperson for the Board’s official position when responding to inquiries from the media.
➢ Establish, accept and support common purpose and vision, and not undermine the authority of the Board after decisions are made.

Business

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

• COVID-19 Countywide Study at Wastewater Treatment Plants: The County is doing sampling at multiple wastewater treatment plants to determine the presence of COVID-19. Testing was done at the District’s WWTP on May 12, 18, 20 & 26. COVID-19 was detected in the May 20th sample. The analysis indicated the likelihood of 10 cases in the community at that time. It was noted that Twin Cities Community Hospital had COVID-19 patients in the hospital during the month of May.
  o President English inquired as to the safety precautions that the Public Works staff were taking. GM Briltz advised the Board that it was unlikely that someone could get COVID from a water source. He also noted that the staff working at the WWTP
worked upstream from the aerators. Staff has received guidance concerning the COVID-19 pandemic.

- Staff has been monitoring websites in regards to guidance for youth sports and events, however there has been no applicable information to date. The Governor’s Office released guidance for schools but very little could be applied to the District’s recreation programs. Assemblyman Cunningham has sent correspondence to the Governor requesting youth sport activities commence. This could be a positive step for the District’s programs.

- Skate Park - The Skate Park has been closed for more than 60-days. Staff recently voiced concerns regarding patrons that were continually jumping the fence to Skate. Staff has chased them out on multiple occasions but the skaters return as soon as staff returns to the Recreation Office. It was noted that locking the gates has not been an effective solution. Recreation Supervisor Johnson has voiced concerns with what could occur if someone is injured and cannot get out of the park. GM Briltz addressed concerns of possible liability. He noted the only way to prevent use of the park was to fill the bowls with wood chips or sand. He advised that staff is proposing to reopen the park on a trial basis with new rules being posted addressing social distancing requirements, as well as noting that skating, scooting, and/or riding was done at one’s own risk due to COVID-19.
  - The Board discussed the item, and agreed that the Park should be reopened on a trial basis. They also requested that staff post a maximum capacity number at the Skate Park.

Public Comment:
None.

PUBLIC HEARING
Adoption of the 2020/2021 Fiscal Year Budget and Appropriations Limit (Resolution No. 11-2020): General Manager Briltz provided the Board with an overview of the 2020/21 budget. He noted that he had provided the Board with the following information:
- Line Item Review
- Staff Report and Resolution No. 11-2020
- Gann Calculations
- Department Descriptions/Revenue Forecasts
- Budget Transmittal Letter
- Revised Summary of Fund Balance (update improved the Solid Waste Operating Fund by $138,000)

He noted that the transmittal letter covered more items of interest for the public, such as expenditures, personnel, policies, Other Post Employee Benefits (OPEB), health insurance costs, etc. He further advised that the
Wage Schedule was the same as in the 2019/20 budget but it included additional positions for the Fire Department. The budget also included a buffered salary cost to address the Total Compensation Study and Cost of Living Adjustment (COLA). He indicated that due to the recent economic fallout that the COLA was estimated at .85%. As such, he was not recommending a COLA for the 2020/21 budget. GM Briltz further advised that staff would need to monitor property taxes and determine if there were would be any impact on the 2021/22 fiscal year budget. He also warned the Board that they would need to monitor the Parks and Recreation budget. GM Briltz also indicated that the Board's Strategic Goals and Priorities had been referenced in his transmittal letter.

President English opened the public hearing. No comments were provided. The public hearing was closed.

President English thanked staff for their efforts during this unprecedented period. He was pleased to see that the Wastewater Fund had a positive cash flow. He further noted that Parks and Recreation's budget was a great concern and noted that an update would be brought back to the Board at a future meeting.

Director Logan made a motion to adopt Resolution No. 11-2020 adopting the 2020/2021 Fiscal Year Budget and establishing the District's Appropriations Limit.

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

Consideration of Extending the Suspension of Late Fees: Finance Officer Klock provided the Board with a report that addressed whether or not the suspension of late penalty fees and absorption of Tyler Portal Web Fees should continue or not. Klock advised the Board that staff had reviewed all past due accounts as of June 10, 2020 and compared them with the accounts that had been delinquent at least two or more times during the twelve months preceding the COVID-19 Pandemic. She indicated that the overall majority of delinquent accounts in both the commercial and residential categories would likely have received a late penalty fee. She also noted the District’s current policy allowed for one late penalty waiver during the prior 12-month period. She also advised that in regards to charging the Tyler Portal Web Fee that usage had not changed. She reminded the Board that one of the reasons the portal web fee had been waived was to give staff the ability to take payments from home (if the office could not be manned due to COVID-19). As there was sufficient staffing at the Office, she recommended that the portal fee waiver conclude on June 30, 2020.
President English asked where the one late penalty waiver per 12-month period was referenced. Klock advised that it was referenced in a Billing and Payment Policy Brochure at the front counter and staff also advised people who call-in regarding a delinquency. English suggested that it be posted on the delinquency notice that is sent out to people.

Public Comment:
None.

Director Logan thanked Klock for her report. She agreed that the late fee should be referenced in the notice.

Director Jardini said she was not in favor of reinstalling the late fees. She noted that while people who are on unemployment are currently receiving additional funds that those funds expired the end of July. She noted that it could impact people at that time.

The majority of the Board gave their consensus to let the suspension of late payment penalty fees and the Tyler Portal Web fees conclude on June 30, 2020.

General Manager’s Report:
GM Briltz reported on the following items:

- Fire Chief Assessments were held on Monday, June 15th. The Community Panel was comprised of four public members. The In-House Panel was comprised of five members. There were currently three viable candidates under consideration. He noted that he would be meeting with each one.
  - President English advised the Board that he was sending out a letter thanking the Community Panel Members for their participation.

Committee Reports:
- Water Resource Advisory Committee - June 3, 2020

Staff Reports:

Director’s Comments:
- Director Logan reported that there was a Templeton Area Advisory Group meeting scheduled on June 18th.
- Recognition of Law Enforcement Agencies – President English thanked Vice-President Fardanesh for his suggestion to provide lunch to the local Sheriff’s substation and CHP Office (directors and staff chipped in monies).
- President English thanked the Fire Department for their efforts in setting-up a helipad/landing zone for law enforcement during the active shooter incident in Paso Robles.
- President English noted that the Strategic Plan was in the director’s in-boxes. He appreciated that Consultant McComb had bound the plan into a book.

**Adjournment:** The Board meeting adjourned at 7:53 p.m.

Respectfully submitted,

Laurie Ion, Board Secretary