

Templeton Community Services District
420 Crocker Street
Templeton, CA 93465
(805) 434-4900
Board Meeting Location
206 5th Street



1. AGENDA - FEBRUARY 21, 2023

Documents:

[FEBRUARY 21, 2023 MEETING AGENDA WITH LINKS TO REPORTS AND MATERIALS.PDF](#)

2. DOCUMENT(S) DISTRIBUTED AFTER POSTING OF AGENDA

Any documents distributed after posting of the Agenda will be uploaded here.

A. Revised Mid Year Budget Review Documents

Documents:

[MID YEAR BUDGET REVIEW DOCUMENTS.REVISED.PDF](#)

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Keri Dodson or Natalie Klock at (805) 434-4900 or fax (805) 434-4820. **Requests must be made as early as possible and at least one-full business day before the start of the meeting.**

Documents and material relating to an open session agenda item that are provided to the Templeton Community Services District less than 72 hours prior to a regular meeting will be available for public inspection and copying at 420 Crocker St., Templeton, CA during normal business hours

BOARD OF DIRECTORS

Wayne Petersen
President

Debra Logan
Vice-President

Navid Fardanesh
Director

Pamela Jardini
Director

Khouloud Pearson
Director



STAFF

Jeff Britz
General Manager

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District Engineer

Keri Dodson
Executive Assistant/Board Clerk

Justin Black
Utilities Manager

Natalie Klock
Finance Officer

Tom Peterson
Fire Chief

Melissa Johnson
Recreation Supervisor

TEMPLETON COMMUNITY SERVICES DISTRICT

P.O. BOX 780 • 420 CROCKER STREET • TEMPLETON, CA 93465 • (805) 434-4900 • FAX: (805) 434-4820

AGENDA

Regular Meeting Date:
Tuesday, February 21, 2023
7:00 p.m. – Open Session

TCS D Board Mtg. Rm.
206 5th Street
Templeton, CA 93465

PUBLIC PARTICIPATION: THE BOARD ROOM WILL NOW BE OPEN TO PUBLIC THAT WISH TO ATTEND MEETINGS IN-PERSON; HOWEVER, MEETINGS WILL CONTINUE TO BE AVAILABLE BY TELECONFERENCE OR BY VISITING THE LINK BELOW.

Public Call in # to Participate is as follows:
ZOOM Phone #: 1-669-900-6833
Meeting ID: 843 7433 1612
Passcode: 624169

Or Join the Zoom Meeting at:

<https://us02web.zoom.us/j/84374331612?pwd=MnNCeHFSVzJEdWE5QXIwUkN1Q0FKZz09>

PLEASE NOTE: In order to view the meeting in the best quality, it is recommended that you watch it utilizing Speaker View.

Please Note:

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the agenda below before or during consideration of that item. Public comment and public testimony shall be limited to three minutes per person unless extended or shortened by the President in his/her discretion.

ADDITIONAL PUBLIC COMMENT OPTIONS: The public may also provide comment via e-mail or letters that will be distributed to the Board of Directors. E-mails may be sent to the Board Clerk at boardclerk@templetoncsd.org. Letters may be mailed to the District Office at P.O. Box 780, Templeton, CA 93465. Letters may also be dropped-off at the District's Drop-Box located outside the District Office at 420 Crocker Street, Templeton. People may also call the District Office at (805) 434-4900 to leave a message concerning items on the agenda. Public input must be received by Tuesday, February 21, 2023 by 3:00 p.m.

Please silence all cell phones/pagers during the meeting as a courtesy to others.

Stay connected – www.templetoncsd.org – Go to “Notify Me”

ORDER OF BUSINESS

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Order of Business:** Board members may request to change the order of business.
5. **Special Reports and/or Presentations:**
 - a. California Highway Patrol Update
 - b. Badge-Pinning Ceremony - Engineers Madison Harris and Jordan Stewart
 - c. SLOCOG Long-Range Transportation Plan Presentation
6. **Public Comment:**

Members of the public may address the Board on any items of interest within the subject matter jurisdiction of the Board but not on the agenda today. In compliance with the Brown Act, the Board cannot discuss or act on items not on the agenda. However, Board Members or District Staff Members may briefly respond to statements made or questions posed by the Public. Additionally, on their own initiative or in response to questions posed by the public a Board or Staff Member may ask a question for clarification. Further, the Board may request staff to report back to the body at a subsequent meeting concerning any matter, or to take action to direct staff to place a matter of business on a future agenda (Government Code section 54954.2).
7. **Consent Agenda:** (ACTION - VOTE) The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item removed. If discussion is desired, the item may be removed from the Consent Agenda by a Board Member and will be considered separately at the conclusion of the administrative items. Questions or clarification may be made by the Board members without removal from the Consent Agenda. Individual items on the Consent Agenda are approved by the same vote that approves the Consent Agenda, unless an item is pulled for separate consideration. Members of the public may comment on the Consent Agenda items.
 - a. Minutes: The Board will consider adoption of the regular meeting minutes of February 7, 2023.
 - b. Treasurer Report: The Board will consider approving the December 2022 Treasurer's Report.
8. **Business:**
 - a. Mid-Year Budget Review and Adjustments: The Board will review and consider approving the mid-year budget adjustments to the 2022/23 operating budget. (ACTION/ROLL-CALL VOTE)
9. **General Manager's Report:**
10. **Committee Reports:**
 - [Water Resources Advisory Committee Meeting - February 1, 2023](#)

11. **Activity Update Reports:**

- [Engineering](#)
- [Finance](#)
- [Fire and Emergency Services](#)
- [Parks, Recreation and Solid Waste](#)
- [Utilities](#)

12. **Directors Reports and/or Comments:** Directors will give brief reports on any meetings that they attended on behalf of the District and/or choose to comment on various District activities.

13. **Adjournment**

Tentative Agenda Items as of February 15, 2023:

- Weed Abatement Resolution - 05/16/2023
- Public Hearing - Weed Abatement Protests - 06/20/2023
- Public Hearing - County Tax Roll by Resolution - 07/18/2023
- Budget Amendment - Purchase of Used Santa Barbara County Fire Engine - TBD
- Water Transfer Program - TBD

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Agenda Item

DATE: February 7, 2023

TO: Board of Directors

FROM: Natalie Klock, Finance Officer

SUBJECT: 2022-2023 Mid-Year Budget Review/Adjustments

RECOMMENDED ACTION: Staff has reviewed the current status of the 2022-2023 Operating budget. Based on that review, staff is forwarding the following budget adjustments for Board consideration. It is recommended that the Board, by motion, approve the recommended budget adjustments.

FISCAL IMPACT: The changes between recommended revenue and expense adjustments are: In the Water Fund a decrease in revenue of \$17,920 and an increase in expenses of \$9,450; in the Wastewater Fund an increase in revenue of \$120,000 and a decrease in expenses of \$111,525; in the Admin Fund a decrease in revenue of \$500 and an increase in expenses of \$4,053; in the Fire Fund an increase in revenue of \$136,155 and an increase in expenses of \$114,744; in the CFD Fund a decrease in revenue of \$698; in the St. Lights Fund an increase in revenue of \$818; and in the Parks, Rec & Solid Waste Fund an increase in revenue of \$49,868 and an increase in expenses of \$48,285.

BACKGROUND: Finance Officer Klock and General Manager Britz have reviewed and analyzed all revenue and expenses for the first six months of the fiscal year and recommend the following adjustments based on material changes. All other budget line items are recommended to remain the same. Please refer to the attached budget report.

Proposed Revenue Budget Adjustments Mid-Year 2022-2023

		Adopted Budget 2022-23	Proposed Budget Changes	+/- Difference
WATER				
01-40100	User Fees	-3,140,000	-3,100,000	-40,000
01-40300	Service Charges	-31,000	-41,000	10,000
01-41010	Grant Proceeds	-77,632	-93,712	16,080
01-41800	Miscellaneous Income	-23,000	-19,000	-4,000
				-17,920

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02-40100	User Fees	-2,570,000	-2,680,000	110,000
02-40300	Service Charges	-26,000	-36,000	<u>10,000</u>
				120,000

ADMIN

20-41605	Rental Income	-1,000	-500	<u>-500</u>
				-500

FIRE

21-41010	Grant Proceeds	-153,909	-122,805	-31,104
21-41800	Miscellaneous Income	-39,385	-167,885	128,500
21-41900	Property Taxes	-1,017,768	-1,051,527	33,759
21-42100	Transfer In Reserves	-79,000	-84,000	<u>5,000</u>
				136,155

CFD

22-41820	CFD Revenue	-35,985	-35,287	<u>-698</u>
				-698

ST LIGHTS

5000-41900	Property Taxes	-24,695	-25,513	<u>818</u>
				818

PARK, REC & SOLID WASTE

30-6000-41500	Franchise Fees	-200,000	-220,000	20,000
30-6000-41600	Program Income	-110,000	-104,000	-6,000
30-6000-41800	Miscellaneous Income	-10,000	-12,000	2,000
30-6000-41900	Property Taxes	-368,654	-380,882	12,228
30-6010-41600	Program Income	-132,000	-158,640	26,640
30-6020-41600	Program Income	-75,000	-70,000	<u>-5,000</u>
				49,868

Revenues

Staff is recommending a decrease in the Water fund in (40100) User Fees of \$40,000 due to reduced water usage, an increase to (40300) Service Charges of \$10,000 due to an increased number of accounts incurring service charges and door hanger fees, an increase to (41010) Grant Proceeds of \$16,080 due to the District receiving reimbursement from Cal OES for storm damage that took place in 2021 and a decrease to (41800) Miscellaneous Income of \$4,000 due to fewer than anticipated meter sets and plan reviews.

Staff is recommending an increase in the Wastewater fund (40100) User Fees of \$110,000 due to additional accounts that have been connected and an

increase in (40300) Service Charges of \$10,000 due to an increased number of accounts incurring service charges and door hanger fees.

Staff is recommending a decrease in the Admin fund (41605) Rental Income of \$500 due Board Room rentals not returning to pre Covid levels.

Staff is recommending a decrease in the Fire Fund (41010) Grant Proceeds of \$31,104 due to the SAFER grant starting mid-February vs the first of January as originally budgeted, an increase in (41800) Miscellaneous Income of \$128,500 for reimbursement for out of County fire assignments, reimbursement from SDRMA for repair costs at the fire station and the sale of fire breathing apparatus, chargers and pagers, an increase in (41900) Property Taxes of \$33,759 due to higher than anticipated property tax revenue and an increase to (42100) Transfers In Reserves to transfer monies from Capital Outlay to cover the cost in Fire expenses for the Training Facility storage shed.

Staff is recommending a decrease in the CFD fund (41820) CFD Revenue of \$698 due to a smaller than anticipated number of properties that were able to be levied.

Staff is recommending an increase in the Street Lights Fund in (5000-41900) Property Taxes of \$818 due to higher than anticipated property tax revenue.

Staff is recommending an increase in the Park, Recreation & Solid Waste Fund in (6000-41500) Franchise Fees due to increased solid waste rates and the District's portion thereof, a decrease in (6000-41605) Rental Income of \$6,000 due to a decrease in Library rental as they have moved into a new building, an increase in (41800) Miscellaneous Income of \$2,000 due to donations to the fund, an increase in (6000-41900) Property Taxes of \$12,228 due to higher than anticipated property tax revenue, an increase in (6010-41600) Program Income of \$26,640 due to higher than anticipated enrollment in the Soccer program and a decrease in (6020-41600) Program Income of \$5,000 due to lower than anticipated enrollment in Basketball programs.

**Proposed Expense Budget Adjustments
Mid-Year 2022-2023**

		Adopted Budget 2022-23	Proposed Budget Changes	+/- Difference
WATER				
01-50200	Salaries	369,454	354,454	-15,000
01-51200	PERS Health Insurance	60,571	61,021	450
01-60530	Water Analysis	13,000	19,000	6,000
01-62100	Repair & Maintenance	30,000	41,000	11,000
01-62500	Vehicle O&M	20,000	27,000	7,000
				<u>9,450</u>

WASTEWATER

02-51200	PERS Health Insurance	46,100	46,550	450
02-60100	Legal Services	15,000	9,000	-6,000
02-60500	Purchased Services	2,500	6,775	4,275
02-60530	Water Analysis	25,000	10,000	-15,000
02-61200	Gases & Chemicals	105,000	5,000	-100,000
02-62500	Vehicle O&M	15,000	19,000	4,000
02-69000	Bad Debt	100	850	750
				<hr/> -111,525

ADMIN

20-50200	Salaries	555,093	560,893	5,800
20-51200	PERS Health Insurance	257,020	258,800	1,780
20-60010	Audit	30,000	32,000	2,000
20-60020	Professional Services	94,785	87,285	-7,500
20-60050	Directors Comp.	25,000	21,000	-3,000
20-60540	Security	1,445	1,695	250
20-61100	Supplies	15,500	17,000	1,500
20-62100	Repair & Maintenance	1,500	5,200	3,700
20-62500	Vehicle O&M	1,000	1,500	500
20-63500	Telephone	5,400	6,900	1,500
20-64000	Liability Insurance	109,034	118,557	9,523
20-64500	Travel	4,630	1,630	-3,000
20-65000	Education	10,925	9,725	-1,200
20-65500	Dues, Subscriptions	8,850	9,450	600
20-65550	Fees	45,310	36,310	-9,000
20-65610	Credit Card Fees	3,000	3,600	600
				<hr/> 4,053

FIRE

21-50200	Salaries	608,065	588,485	-19,580
21-50210	Overtime	43,809	81,809	38,000
21-50400	Reserve Firefighters	183,000	195,000	12,000
21-50500	FICA	63,082	61,582	-1,500
21-50610	Workers Comp.	18,951	18,009	-942
21-51150	PERS Retirement	157,638	153,598	-4,040
21-51200	PERS Health Insurance	95,656	91,662	-3,994
21-61100	Supplies	93,000	97,000	4,000
21-62100	Repair & Maintenance	32,083	35,783	3,700
21-63500	Telephone	4,100	6,200	2,100
21-63550	Gas	2,000	7,000	5,000
21-70000	Capital Outlay	79,000	84,000	5,000
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21-80500	Transfer to Reserves- Asset Repl	110,145	185,145	75,000
				114,744
PARK, REC & SOLID WASTE				
30-6000-50200	Salaries	202,490	233,990	31,500
30-6000-50210	Overtime	1,500	2,000	500
30-6000-50500	FICA	15,476	17,576	2,100
30-6000-50600	SUI Taxes	825	1,070	245
30-6000-50610	Workers Comp.	2,958	3,183	225
30-6000-6010	Legal Services	3,000	1,500	-1,500
30-6000-60500	Purchased Services	5,200	5,700	500
30-6000-60540	Security	1,500	3,000	1,500
30-6000-61100	Supplies	15,500	20,500	5,000
30-6000-62100	Repair & Maintenance	10,000	13,000	3,000
30-6000-63000	Program Expense	28,000	31,000	3,000
30-6000-63500	Telephone	2,500	1,300	-1,200
30-6000-63510	Electricity	17,500	18,500	1,000
30-6000-63550	Gas	2,500	5,000	2,500
30-6000-65350	Community Clean Up	2,000	200	-1,800
30-6000-65550	Fees	250	3,200	3,000
30-6010-50202	Officials	16,000	15,350	-650
30-6010-63000	Program Expense	52,000	51,365	-635
				48,285

Operating Expenditures

Staff is recommending an increase in the Water fund in (60530) Water Analysis of \$6,000 for higher than anticipated testing costs, an increase in (62100) Repair & Maintenance of \$11,000 for the purchase of meters, registers and chambers for use in meter maintenance and an increase in (62500) Vehicle O&M of \$7,000 due to increased repairs on District Utility vehicles.

Staff is recommending a decrease in the Wastewater Fund in (60100) Legal Services of \$6,000 due to less than anticipated Legal fees, an increase in (60500) Purchased Services of \$4,275 due to recent storm damage that will be reimbursed by FEMA, a decrease in (60530) Water Analysis of \$15,000 due to less than anticipated testing costs, a decrease in (61200) Gases & Chemicals of \$100,000 due to not needing to treat Selby Percolation Ponds with acid, an increase in (62500) Vehicle O&M of \$4,000 due to increased repairs on District Utility vehicles and an increase in (69000) Bad Debt of \$750 for uncollectable accounts.

Staff is recommending an increase in the Admin fund in (60010) Audit of \$2,000 for additional work done by District auditors related to new GASB lease pronouncements, a decrease in (60020) Professional Services of \$7,500

REVISED

due to the cost allocation plan costs less than anticipated, a decrease in (60050) Director's Compensation of \$3,000 due to savings from canceled board meetings, an increase in (60540) Security of \$250 for a 5 year inspection, an increase in (61100) Supplies of \$1,500 due to the one-time expense for the Admin payment window that was a carryover from the previous FY, an increase in (62100) Repair & Maintenance of \$3,700 for repairs (leaks) of the Admin/Fire roof, an increase in (62500) Vehicle O&M of \$500 due to overdue maintenance needed on the District vehicle, an increase to (63500) Telephone of \$1,500 due to costs associated with putting in the new VOIP system, an increase in (64000) Liability Insurance of \$9,523 due to higher than anticipated costs from original insurance estimates, decreases in (64500) Travel of \$3,000 and (65000) Education of \$1,200 due to Admin staff not attending the Tyler conference, an increase in (65500) Dues, Subscriptions of \$600 due to CSDA fees higher than anticipated, a decrease in (65550) Fees of \$9,000 due not having a board election during the year and an increase in (65610) Credit Card Fees of \$600 due to higher than anticipated costs.

Staff is recommending an increase in the Fire Fund in (61100) Supplies of \$4,000 to update one of the existing Captain's offices into sleeping quarters, an increase to (62100) Repair & Maintenance of \$3,700 for repairs (leaks) of the Admin/Fire roof, an increase to (63500) Telephone of \$2,100 due to additional costs associated with moving to the new VOIP system and an increase in (63550) Gas of \$5,000 due to increased natural gas costs and additional staffing at the Department and an increase to (70000) Capital Outlay of \$5,000 to purchase a storage shed for the Training Grounds. This expense will be offset with a Transfer in Reserves from Fire Capital.

Staff is also recommending an increase to (80500) Transfer to Reserves- Asset Replacement of \$75,000 for the sale of breathing apparatus/equipment of \$47,000 and Engine reimbursement fees associated with out of County assignments of \$28,000.

Staff is recommending a decrease in the Park, Recreation & Solid Waste Fund in (6000-60100) Legal Services of \$1,500 due to less than anticipated legal expenses, an increase in (6000-60500) Purchased Services of \$500 due to electrical service costs at Bethel Park for the vending machine, an increase in (6000-60540) Security for a 5 year inspection and cellular dialer needed after moving to the new VOIP system, an increase in (6000-61100) Supplies of \$5,000 due to the purchase of two staff computers and UPS back up, an increase to (6000-62100) Repair & Maintenance of \$3,000 due to gopher maintenance at Bethel park, an increase in (6000-63000) Program Expense of \$3,000 due to higher than anticipated costs associated with Concerts in the Park, a decrease in (6000-63500) Telephone due to moving to a cheaper phone plan with the new VOIP system, an increase in (6000-63510) Electricity of \$1,000 due to higher than anticipated costs, an increase in (6000-63550) Gas of \$2,500 due to increased gas costs, a decrease in (6000-65350) Community Clean-Up due fewer costs associated with the event due to rain, an increase in (6000-65550) Fees due to credit card fees associated with the Livin the

Dream event and a decrease in (6010-63000) Program Expenses for fewer than anticipated costs associated with the Soccer Program.

Salary and Benefit Expenditures

Staff is recommending a decrease in the Water Fund (50200) Salaries of \$15,000 as Utility staff spent more time on Wastewater duties as well as not utilizing all the salary buffer programmed into the budget. Staff is recommending increases to Admin Fund (50200) Salaries of \$5,800, Admin Fund (51200) PERS Health Insurance of \$1,780, Water Fund (51200) PERS Health Insurance of \$450 and Wastewater Fund (51200) PERS Health Insurance of \$450 for additional staffing. The District's $\frac{3}{4}$ time Accounting Technician (Payroll) will be retiring in July. Staff is recommending this position be changed to a full-time position with $\frac{3}{4}$ of the time spent on Accounting Payroll duties and the remaining $\frac{1}{4}$ time spent as support to the Utility Department. The $\frac{1}{4}$ time expenses would be split equally between the Water and Wastewater Funds. This adjustment allows for two months of training alongside the current Accounting Technician to learn the position. Staff is asking that the Board authorize the staffing of the second position to run alongside the current $\frac{3}{4}$ time position and to temporarily increase the full-time employee count by 1 to 6 in the Administrative Fund through July 2023. As there are currently savings within the Water and Wastewater salary line items, these funds do not need an expense adjustment for the position

Staff is recommending decreases in the Fire fund to (50200) Salaries of \$19,580, (50500) FICA of \$1,500, (50610) Workers Compensation of \$942, (51150) PERS Retirement of \$4,040 and (51200) PERS Health Insurance of \$3,994 due to the SAFER grant starting mid-February vs the first of January as originally budgeted, an increase in (50210) Overtime of \$38,000 with the majority of this increase related to staffing and backfill of those positions while attending out of County assignments. Approximately $\frac{1}{3}$ of the increase is due to additional coverage due to vacations and sick leave. Of the \$38,000 increase to the Overtime budget approximately \$27,000 of the additional expenses were offset with the increase to Miscellaneous Income for reimbursement for personnel time at these fires. Staff is also recommending an increase in the Fire Fund to (50400) Reserve Firefighters of \$12,000 for staffing an additional academy and out of County assignments.

Staff is recommending increases in the Park, Recreation and Solid Waste Fund to (6000-50200) Salaries of \$31,500, (6000-50500) FICA of \$2,100, (6000-50600) SUI Taxes of \$245 and (6000-50610) Workers Compensation of \$225. A portion of these increases are to add an additional position, a part-time park maintenance position, to the Department. Often times utility staff will help with park maintenance items at an increased cost to the Department-which makes up the additional budget increase. One of the Parks & Recreations Core Strategies that was adopted in the 2020-2023 Strategic Plan was to ensure that increased staffing included improving park maintenance.

At this time staff recommends that the Board, by motion, approves the recommended budget adjustments to the 2022-23 operating budget.