

**BUDGET & PERSONNEL COMMITTEE MEETING MINUTES**  
**CASTROVILLE COMMUNITY SERVICES DISTRICT**  
May 2, 2018

The Budget & Personnel Committee met in the conference room of the District building, 11499 Geil Street, Castroville, CA.

Director James Cochran called the meeting to order at 11:00 a.m.

**ROLL CALL:**

**Directors Present:** Committee members: Glenn Oania and James Cochran

**Absent:**

**Staff Present:** General Manager Eric Tynan and Office Manager Lidia Santos

**Guest:** NCRPD General Manager Judy Burditt and Finance & Administration Director Alex Lopez

**PLEDGE OF ALLEGIANCE**

Director James Cochran led the Pledge of Allegiance

**PUBLIC COMMENTS**

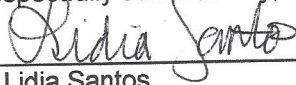
None

1. Review of FY 2018/2019 Proposed Budget – General Manager Eric Tynan presented the preliminary budget for Water (Castroville –Zone1), Sewer and Governmental (Castroville - Zone1), Sewer and Governmental (Moro Cojo, NMCHS, & Monte Del Lago Mobile Park –Zone 2), and Sewer (Moss Landing – Zone 3), which were all reviewed by the Budget Committee.
2. Recommendations for FY 2018/2019 Budget – The Budget Committee will be updating the Board at the regularly scheduled board meeting on May 15, 2018 on the budgets reviewed and their recommendations. All budget items were reviewed and discussed at this meeting and a change was made to add an additional capital expenditure to the water budget for 30k for a crane truck at the request of General Manager Eric Tynan. The water budget also includes 8% water rate increases approved by the Board per Ordinance No. 66. Castroville Zone 1-Sewer reflects 100k of ad valorem property taxes to be transferred out to Castroville Zone1-Governmental. In order to fund extended recreational services for 2018-19 funds will need to be transferred out in this manner as done in the past. Transfer out of funds was not done for several years since there were sufficient funds in the Castroville Zone 1-Governmental. However, Castroville Zone 1-Governmental no longer has sufficient monies in the fund to pay for extended recreational services, therefore ad valorem property tax monies will need to be applied to the Castroville Zone 1-Governmental. NCRPD General Manager Judy Burditt was present and submitted her request for extended recreational services at this meeting. Her request with the additional information she submitted will be included with the May 15, 2018 agenda. NCRPD request is for \$142,907. Ms. Burditt discussed her request with the Budget Committee and why it is needed. General Manager Eric Tynan stated 100k is sufficient for Castroville CSD to fund extended recreational services especially when the District may have to install the Washington bypass that will cost the District 2.8 million. The Budget Committee concurred with General Manager Eric Tynan's recommendation and they too will provide their recommendation to the Board at the May 15, 2018 meeting. This is only a discussion at this time and no action has been taken. Extended Recreational Services expense is reflecting 100k but will be discussed further at the regular scheduled board meeting. No other changes were made at this time. Sewer and Governmental (Moro Cojo, NMCHS & Monte De Lago Mobile Park-Zone 2 also includes a 4% sewer rate increases approved by the Board per Ordinance No. 67.
3. Personnel-Staff Wage Increase – The Personnel Committee reviewed the proposed 3% wage increase recommended by General Manager Eric Tynan.
4. Recommendations for Staff Wage Increase- General Manager Eric Tynan recommended a 3% cost wage increase for all employees. The Consumer Price Index is currently 2.4%. The hourly 3% increase for the following staff positions would be: Customer Service Rep\$ .78 cents, Operator II \$.78 cents, Lead Operator II \$1.18 and Office Manager \$1.46. The Personnel Committee will be making recommendations to the Board at the regularly scheduled board meeting on May 15, 2018 to discuss whether to leave wages the same or consider approving an annual three (3) percent wage increase for all staff as discussed at the May 2, 2018 Budget & Personnel Committee meeting.
5. Adjournment

**CLOSE:**

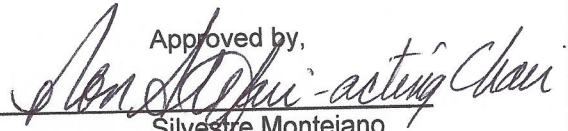
Meeting adjourned at 12.01 p.m. The next Budget & Personnel Committee meeting will be scheduled for May or June of 2019.

Respectfully submitted by,



Lidia Santos  
Secretary to the Board

Approved by,



Silvestre Montejano  
President