

**BUDGET & PERSONNEL COMMITTEE MEETING MINUTES
CASTROVILLE COMMUNITY SERVICES DISTRICT
May 14, 2020**

The Budget & Personnel Committee was held virtually on GoToMeeting.

Director Ron Stefani called the meeting to order at 10:00 a.m.

ROLL CALL:

Directors Present: Committee members: Ron Stefani and Cosme Padilla

Absent:

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

Guest: NCRPD Finance & Administration Director Alex Lopez and NCRPD Director Grant Leonard

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was not recited at this committee meeting.

PUBLIC COMMENTS

None

1. Review of FY 2020/2021 Proposed Budget – General Manager Eric Tynan and Office Manager Lidia Santos 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 2020/2021 Budget – The Budget Committee will be updating the Board at the regularly scheduled board meeting on May 19, 2020 on the budgets reviewed and their recommendations. All budget items were reviewed and discussed at this meeting. The water budget also includes a 7% water rate increases approved by the Board per Ordinance No. 66, January 19, 2016. Also, in the water budget, account #5270 for Meter Repair/Maintenance was increased from \$15,000 to \$18,000. Castroville Zone 1-Sewer reflects \$153,500 of ad valorem property taxes to be transferred out to Castroville Zone1-Governmental in order to fund extended recreational services (\$140,000) and street lights (\$13,500) for 2020-21. Ad valorem funds will need to be transferred out in this manner as done in the past to fund extended recreational services. The 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 as done in the 2019/2020 budget and in the past. NCRPD Finance & Administration Director Alex Lopez had submitted the request for extended recreational services, which is included with this board packet and can be viewed on pages 44 and 45. Both he and Director Grant Leonard stated that the NCRPD appreciates the funding it receives and are asking for the \$20,000 for CIP not used this fiscal year 2019/2020 to be included with their request for a total of \$140,000. For fiscal year 2019/2020 Castroville CSD had allocated \$120,000 to NCRPD of which \$20,000 was to be used for capital improvements projects. Due to the Covid-19 pandemic the grant funds to help cover this project were put on hold and not expected to be awarded until later this year.. These funds are to be used to paint the NCRPD facility. General Manager Eric Tynan stated that NCRPD has been doing a great job and recommended the \$20,000 should carry forward to fiscal year 2020/2021 making their request \$140,000. The Budget Committee concurred with General Manager Eric Tynan's recommendation of \$120,000, plus to carry forward the \$20,000 from fiscal year 2019/2020 that was not used for the painting project. The Budget & Personnel Committee will provide their recommendation to the full Board at the May 19, 2020 meeting. This is only a discussion at this time and no action has been taken. Extended Recreational Services expense is now reflecting \$140,000 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, July 19, 2016.

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3. Personnel-Staff Wage Increase – The Budget & Personnel Committee reviewed the wage step program that was approved by the Board at the October 2018 board meeting for all hourly staff positions, which can be viewed on pages 42-43 of this board packet. The General Manager position is salary and the most recent three year contract was executed July 1, 2018.
4. Recommendations for Staff Wage Increase- General Manager Eric Tynan informed the Budget & Personnel Committee that he believed the consumer price increase is currently 3% but will confirm the data. The preliminary budgets include a 3% hourly wage increase for each employee in accordance with the Wage Step Program, pending Board approval. He recommended all staff be moved up to the next wage step s they having been doing a great job. The Personnel Committee will be making recommendations to the Board at the regularly scheduled board meeting on May 19, 2020 to discuss whether to leave wages the same or consider approving the hourly wage. The Wage Step Program-Board Approved October 2018 can be viewed on pages 42 and 43 of this packet. .
5. Adjournment

CLOSE:

Meeting adjourned at 10.40 a.m.

Respectfully submitted by,



Lidia Santos
Secretary to the Board

Approved by,



Ron Stefani
Director