

**BUDGET & PERSONNEL COMMITTEE MEETING MINUTES**  
**CASTROVILLE COMMUNITY SERVICES DISTRICT**  
May 11, 2021

The Budget & Personnel Committee was held virtually on GoToMeeting.

Director Adriana Melgoza called the meeting to order at 11:00 a.m.

**ROLL CALL:**

**Directors Present:** Committee members: Ron Stefani and Adriana Melgoza

**Absent:**

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

**Guest:** NCRPD Finance & Administration Director Alex Lopez

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was let by Director Ron Stefani and recited at this committee meeting by all in attendance.

**PUBLIC COMMENTS**

None

1. Review of FY 2021/2022 Proposed Budget – General Manager Eric Tynan presented the preliminary budgets 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 2021/2022 Budget – The Budget Committee will be updating the Board at the regularly scheduled board meeting on May 18, 2021 on the budgets reviewed and their recommendations. All budget items were reviewed and discussed at this meeting. There is no water rate increase this fiscal year as the 5 year water rate increase that was approved ended fiscal year 2020/2021. Recommended changes to the following budget line items: Castroville Zone 1-Sewer reflects \$158,500 of ad valorem property taxes to be transferred out to Castroville Zone1-Governmental in order to fund extended recreational services (\$145,000) and street lights (\$13,500) for 2021-22. Ad valorem funds will need to be transferred out in this manner as done in the past to fund extended recreational services of which \$45,000 of the \$145,000 to be used for capital improvement projects. Note that \$20,000 that was not used in 2020/2021 by NCRPD rolled forward to this fiscal year. 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 2020/2021 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 as an attachment online at [www.castrovillecsd.org](http://www.castrovillecsd.org). NCRPD General Manager Alex Lopez stated that the NCRPD appreciates the funding it receives and is asking for the \$20,000 for CIP not used this fiscal year 2020/2021 to be included with their request for a total of \$145,000. For fiscal year 2021/2022 Castroville CSD had allocated \$100,000 to NCRPD of which \$40,000 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. General Manager Eric Tynan stated that NCRPD has been doing a great job and recommended the \$20,000 should carry forward to fiscal year 2021/2022 making their request \$145,000. The Budget Committee concurred with General Manager Eric Tynan's recommendation. These same changes will also be reflected in the Castroville Zone 1-Governmental budget. The Budget & Personnel Committee will provide their recommendation to the full Board at the May 18, 2021 meeting. This is only a discussion at this time and no action has been taken. Extended Recreational Services expense is now reflecting \$145,000 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) will have no sewer rate increases as the last of the 5 year approved rate increase was for fiscal year 2020/2021 per Ordinance No. 67.

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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 41-42 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 the preliminary budgets include a 3% to 3.55% hourly wage increase for employee in accordance with the Wage Step Program, pending Board approval. He recommended all staff be moved up to the next wage step as the staff has been doing a great job during this pandemic. The Personnel Committee will be making recommendations to the Board at the regularly scheduled board meeting on May 18, 2021 to discuss whether to consider approving the hourly wage increase to the next wage step in accordance with the Wage Step Program-Board Approved, October 2018, which can be viewed on pages 41 and 42 of this packet. .
  
5. Adjournment

**CLOSE:**

Meeting adjourned at 11.40 a.m.

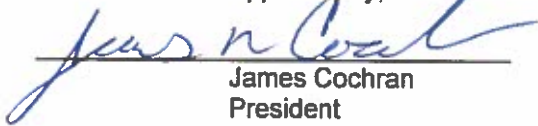
Respectfully submitted by,



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Lidia Santos  
Secretary to the Board

Approved by,



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James Cochran  
President