

**BUDGET & PERSONNEL COMMITTEE MEETING MINUTES  
CASTROVILLE COMMUNITY SERVICES DISTRICT  
May 13, 2019**

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

President Adriana Melgoza called the meeting to order at 8:33 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**

Director Ron Stefani led the Pledge of Allegiance

**PUBLIC COMMENTS**

None

1. Review of FY 2019/2020 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 2019/2020 Budget – The Budget Committee will be updating the Board at the regularly scheduled board meeting on May 21, 2019 on the budgets reviewed and their recommendations. All budget items were reviewed and discussed at this meeting. The water budget also includes 7% water rate increases approved by the Board per Ordinance No. 66, January 19, 2016. 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 2019-20 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 Finance & Administration Director Alex Lopez was present and submitted the request for extended recreational services at this meeting. He stated that the NCRPD appreciates the funding it receives but is asking for a little more this fiscal year. The main issue the NCRPD is having is retaining their employees since their wages are not competitive. 82.5% (\$117,580) out of the \$142,362 of their funding request is to cover salaries for their staff. This request will be included with the May 21, 2019 agenda. NCRPD total request is for \$142,362. He also reminded the board that for fiscal year 2018-19 the Board had approved \$118,000, however only \$100,000 has been used. The \$18,000 was to be used to paint the NCRPD facility but quotes came in much higher. This project has been postponed for fiscal year 2018-19 and he requested if the NCRPD can carry forward the \$18,000 for this project to fiscal year 2019-20. Other capital projects they would like to complete are the outdoor steps at the center and add an extended ADA ramp, cost \$10,754. General Manager Eric Tynan stated 100k is sufficient for Castroville CSD to fund extended recreational services especially when the District has costly upcoming projects. President Adriana Melgoza requested the NCRPD submit their requested for funding to show CIP projects and activities that are covered with this funding instead of reflecting salaries. She feels the community would be much more supportive if they saw that these funds were being allocated in this manner instead of covering a percentage of the employees' annual wages. The Budget Committee concurred with General Manager Eric Tynan's recommendation of \$100,000, plus to carry forward the \$18,000 from fiscal year 2018-19 that was not used for the painting project. The Budget & Personnel Committee will provide their recommendation to the full Board at the May 21, 2019 meeting. This is only a discussion at this time and no action has been taken. Extended Recreational Services expense is reflecting \$118,000 but will be discussed further at the regular scheduled board

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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.

3. Personnel-Staff Wage Increase – The 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 the Consumer Price Index is currently 3%. He recommended all staff be moved up to the next wage step. For the following staff positions it is a 3% percent hourly wage increase: Customer Service/Accounts Receivable, Step 2-\$27.70; Lead Operator II, Step 2-\$41.81 and Office Manage/Bookkeeper/Secretary, Step 2 \$51.64. For the following staff positions it is a 4.4% percent hourly wage increase: Operator II, Step 1-\$29.00 and Operator I, Step 3-\$24.00. The Personnel Committee will be making recommendations to the Board at the regularly scheduled board meeting on May 21, 2019 to discuss whether to leave wages the same or consider approving the hourly wage increase for all staff as discussed at the May 13, 2019 Budget & Personnel Committee meeting.
5. Adjournment

**CLOSE:**

Meeting adjourned at 9.27 a.m.

Respectfully submitted by,



Lidia Santos  
Secretary to the Board

Approved by,



Adriana Melgoza  
President