

**BUDGET & PERSONNEL COMMITTEE MEETING MINUTES**  
**CASTROVILLE COMMUNITY SERVICES DISTRICT**  
May 16, 2024

The Budget & Personnel Committee meeting was held in the District board room.

Director Ron Stefani called the meeting to order at 4:30 p.m.

**ROLL CALL:**

**Directors Present:** Committee members: Ron Stefani and Greg MacMillan

**Absent:**

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

**Guest:** North County Recreation and Park District General Manager Alex Lopez

**PUBLIC COMMENTS**

None

1. Review of FY 2024/2025 Proposed Budget & 5 -Year CIP – 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 2024/2025 Budget & 5-Year CIP – The Budget Committee will be updating the Board at the regularly scheduled board meeting on May 21, 2024, on the reviewed budgets and their recommendations. All budget items and 5-year CIPs were reviewed and discussed at this meeting and recommended changes made to the preliminary budgets. Furthermore, there is no water rate increase as the 5-year water rate increase that was approved ended fiscal year 2020/2021. Castroville Zone 1-Sewer currently reflects \$29,000 of ad valorem property taxes to be transferred out to Castroville Zone1-Governmental to fund extended recreational services (\$124,000) for fiscal year 2024/2025. Ad valorem funds will need to be transferred out in this manner as done in the past to fund Extended Recreational Services. Funding to be used for capital improvement projects (Sports Complex Improvements and Rehabilitation Project) is yet to be determined and to be discussed further at the regularly scheduled board meeting on May 16, 2024. NCRPD General Manager Alex Lopez had submitted the request for Extended Recreational Services, which is included with this board packet and can be viewed on page 14. Per Mr. Lopez, NCRPD requests Extended Recreational Services funding for the 2024/2025 fiscal year amounting to \$114,000 a 3.6% increase from last year's request of \$110,000, which is in line with CPI of 3.9%. NCRPD is also asking for an additional \$10,000 for funding the maintenance of the Caltrans Clean California Project, Pedestrian Overcrossing landscape features. In addition, NCRPD still has \$95,000 funding that has been carried forward from previous years that is still in the Castroville Zone1-Governmental Fund. The Budget Committee wanted the following changes to be reflected; Extended Recreational Services expense to reflect \$124,000 ad valorem property taxes transferred in from Castroville Zone1-Sewer and for NCRPD to also use the \$95,000 for CIP projects this fiscal year instead of continuing to carry these funds forward that are still in the Governmental-Zone1 fund. A total of \$219,000 in funds will be provided to NCRPD for fiscal year 2024/2025 with Board approval. 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. Also, discussed were the employees' health benefits. The cost of insurance coverage for PERS Platinum is currently \$18,194.96 monthly for all employees, which provide coverage of 90/10 for employees with CalPERS at this rate until December 2024 and expected to increase for January 2025 to June 2025 fiscal year. The new rates for 2025 will not be disclosed until August of 2024. Director Ron Stefani stated that having good coverage is especially important and the cost is still reasonable. The Budget & Personnel Committee will provide their recommendation to the full Board at the May 21, 2024, board meeting, which will only be a discussion at this time as well. This committee meeting is only a discussion at this time and no action has been taken pending Board approval and the adoptions of the 2024/2025 Budget at the June 18, 2024, board meeting. The budget will be discussed further at the upcoming regular scheduled board meeting.

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3. Personnel-Staff Wage Increase 2024/2025– 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 59 of this board packet. Three of the Five positions have now exceeded the wage steps and a new Wage Step Program will need to be created. For most employees, any increase is for cost of living. Also, enclosed was a memorandum to the Board from General Manager Eric Tynan with option (1), 3%-3.2% hourly rate increases for employees and option (2), 4% hourly rate increase for employees, which can be viewed on pages 57-58 of this packet. The consumer price index for all items as of March 2024 reflects 3.5%.
  
4. Recommendations for Staff Wage Increase 2024/2025- General Manager Eric Tynan informed the Budget & Personnel Committee that the preliminary budgets include a 4% hourly wage increase for employees, pending Board approval. He recommended the Board select option (2) where all staff receive a 4% hourly wage increase. The budgets currently reflect a 4% for Employees' Wages, FICA and PERS Retirement Employer Contributions budget line items for the following funds: Water, Sewer Zone 1, 2, and 3. Directors Stefani and MacMillan recommended option (1) for all employees, a 3%- 3.2% hourly rate increase with the exception of the customer service representative, a 6% wage increase. The Budget & Personnel Committee will be making their recommendations to the Board at the regularly scheduled board meeting on May 21, 2024, which will only be a discussion item and final Board approval will be made at the June 18, 2024, board meeting.
  
5. Adjournment


**CLOSE:**

The meeting was adjourned at 5:25 p.m.

Respectfully submitted by,

  
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Lidia Santos  
Secretary to the Board

Approved by,

  
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Cosme Padilla  
President