



**Memo To:** Board of Directors  
**From:** Janette Stuart, Admin. Services Supervisor  
**Subject:** Budget & Long Range Planning Committee Meeting of January 24, 2011  
**Date:** January 25, 2011

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On January 24, 2011 at 4:00 p.m. CVSD Directors Timothy McGowan and Harry Francis met as the Budget & Long Range Planning Committee. General Manager, Roland Williams and Administrative Services Supervisor, Janette Stuart were also in attendance.

**1. Call to Order.**

Chair McGowan called the meeting to order at 4:05 p.m.

**2. Items from the Public.**

Ernie Castiaux was in attendance as a CAC representative.

**3. Budget for Fiscal Years 2011/12 & 2012/13.**

Manager Williams presented the draft budget which has been updated by the Department Heads. The goal of this budget is to hold the sewer service charge at a zero rate increase. Chair McGowan led the discussion. The Committee reviewed the budget in detail and directed staff to make certain edits and to review and refine certain budgeted amounts prior to the next meeting. The edits are to update interest allocations, refine CIP amounts, increase State Revenue Share, examine salaries in light of the pending MOU, update the OPEB amounts, examine dental premiums in each department, examine training and travel and to split the item into 2 segments, edit the director's fees, update insurance and office supplies amounts, examine Administrative utilities and budgeted Wastewater benefit amounts, amend Solid Waste budget to remove Solid Waste Survey from 10/11 budget and examine Solid Waste membership amounts. The Oro Loma CIP and R & R numbers also need to be examined and updated.

Chair McGowan asked about the amount budgeted for Capital expenses computer equipment. Manager Williams updated the Committee and suggested staff could make a presentation to the Board at an upcoming workshop and make a preview presentation to the CAC.

Chair McGowan discussed the construction claim costs during the past few awarded contracts. Staff may wish to include a contingency claim rate of about 25% for the Master Plan contracts. This item will be discussed in detail with the District Engineer and General Manager and staff.

**4. OLSD OPEB**

Manager Williams reported he would write a letter to OLSD by the end of January with the District's message. General Manager Jason Warner of OLSD is scheduled to make a presentation to the Board on February 1, 2011.

**5. Banking Services**

Manager Williams provided the Committee with a status update. Staff has interviewed 2 banks. After a brief discussion, this item will be revisited in 6 months. Staff will continue the existing banking arrangements.

**6. Miscellaneous Comments from Committee Members and Staff.**

Manager Williams reported a closed session item will be coming to the Board regarding the EBDA discharge permit. Member Francis is CVSan's representative.

Chair McGowan asked about the Board vacancy posting on our website. He did not yet see it. Manager Williams said it should be up and the notice will also hit the local newspapers on Wednesday.

The next meeting was set for Friday, Feb. 11 at 2 p.m.

**7. Adjournment of Meeting.**

Chair McGowan adjourned the meeting at 5:42 p.m.