TCRCD Office Conference Room

2:00 PM

30 Horseshoe Lane Weaverville, CA

Board of Directors

Special Meeting

Agenda

August 9, 2023

Mike Rourke 2:00 PM

- 1.0 Call to Order
- 2.0 Discuss and Approve Agenda
- 3.0 Closed Session: Government Code § 54957(b): District Manager's Report
 - District Manager Kelly Sheen's Annual Performance Evaluation
- 4.0 Adjourn

Pay Scale

102	Hourly Monthly	16.00	16.80		tudent Inter	n (High Sch	loo!\	PARTY NAMED IN	THE PROPERTY AND PERSONS ASSESSED.	TARREST CONTRACTOR	T (Trans to the contract to t		A ARTONOMORA POR CONTRACT	-	NUMBER OF STREET	
102		16.00	16.80			(1001)					- 0				
102	Monthly			17.64	18.52	19.45	20.42	21.44	22.51	23.64	24.82			Militan		
102	Monthly	2,773.33	2,912.00	0.84 3,057.60	0.88 3,210.13	0.93 3,371.33	0.97 3,539.47	1.02 3,716.27	1.07 3,901.73	1.13 4,097.60	1.18 4,302.13	275				
		2,773.33	2,912.00	3,037.00	3,210.13	3,371.33	3,333.47	5,/16.2/	3,501.73	4,037.60	4,302.13	(wygres)				
		10.00	40.00	40.05		tern (Colleg		21.10						2000		
	Hourly	18.00	18.90 0.90	19.85 0.95	20.84 0.99	21.88	22.97	24.12 1.15	25.33 1.21	26.60 1.27	27.93 1.33	95				
Total Annual Control	Monthly	3,120.00	3,276.00	3,440.67	3,612.27	3,792.53	3,981.47	4,180.80	4,390.53	4,610.67	4,841.20	2000				
												1				
103	Hourly	20.00	21.00	22.05	Office Clerk 23.15	24.31	25.53	26.81	28.15	29.56	31.04	31.97	32.93	33.92	34.94	35.99
		20.00	1.00	1.05	1.10	1.16	1.22	1.28	1.34	1.41	1.48	0.93	0.96	0.99	1.02	1.05
	Monthly	3,466.67	3,640.00	3,822.00	4,012.67	4,213.73	4,425.20	4,647.07	4,879.33	5,123.73	5,380.27	100		2000		
168.6841					Conservatio	n Technicia	ın 1									
201	Hourly	18.00	18.90	19.85	20.84	21.88	22.97	24.12	25.33	26.60	27.93	28.77	29.63	30.52	31.44	32.38
			0.90	0.95	0.99	1.04	1.09	1.15	1.21	1.27	1.33	0.84	0.86	0.89	0.92	0.94
L	Monthly	3,120.00	3,276.00	3,440.67	3,612.27	3,792.53	3,981.47	4,180.80	4,390.53	4,610.67	4,841.20	200				
					Conservatio	n Technicia	an 2									
202	Hourly	19.00	19.95	20.95	22.00	23.10	24.26	25.47	26.74	28.08	29.48	30.36	31.27	32.21	33.18	34.18
	Monthly	3,293.33	0.95 3,458.00	1.00 3,631.33	1.05 3,813.33	1.10 4,004.00	1.16 4,205.07	1.21 4,414.80	1.27 4,634.93	1.34 4,867.20	1.40 5,109.87	0.88	0.91	0.94	0.97	1.00
	ividitally [3,233,331	3,130.00	3,032.331	3,013.33	1,001.001	1,203.07	-1,-12-1.00	+,054.55	4,007.20	3,103.67					
202		22.00	22.40		Conservation			20.40	00.05							
203	Hourly	22.00	23.10	24.26	25.47 1.21	26.74	28.08	29.48 1.40	30.95 1.47	32.50 1.55	34.13 1.63	35.15 1.02	36.20	37.29 1.09	38.41	39.56 1.15
	Monthly	3,813.33	4,004.00	4,205.07	4,414.80	4,634.93	4,867.20	5,109.87	5,364.67	5,633.33	5,915.87	1.02	1.05	1.05	1.12	1.13
100000000000000000000000000000000000000				Market Security												
204	Hourly	24.00	25.20	26.46	Conservation 27.78	29.17	30.63	32.16	33.77	35.46	37.23	38.35	39.50	40.69	41.91	43.17
204	Hourry	24.00	1.20	1.26	1.32	1.39	1.46	1.53	1.61	1.69	1.77	1.12	1.15	1.19	1.22	1.26
	Monthly	4,160.00	4,368.00	4,586.40	4,815.20	5,056.13	5,309.20	5,574.40	5,853.47	6,146.40	6,453.20			57600		
		Educ	ation Coord	linator / Off	ice Assistar	it / GIS & Sv	stems Tech	nician / Boo	okkeeper					400-4034		
301	Hourly	24.00	25.20	26.46	27.78	29.17	30.63	32.16	33.77	35.46	37.23	38.35	39.50	40.69	41.91	43.17
		4.450.00	1.20	1.26	1.32	1.39	1.46	1.53	1.61	1.69	1.77	1.12	1.15	1.19	1.22	1.26
	Monthly	4,160.00	4,368.00	4,586.40	4,815.20	5,056.13	5,309.20	5,574.40	5,853.47	6,146.40	6,453.20	0114114				
				Offic	e Manager /	Project Co	ordinator									
302	Hourly	26.00	27.30	28.67	30.10	31.61	33.19	34.85	36.59	38.42	40.34	41.55	42.80	44.08	45.40	46.76
	Monthly	4,506.67	4,732.00	1.37 4,969.47	1.43 5,217.33	1.51 5,479.07	1.58 5,752.93	1.66 6,040.67	1.74 6,342.27	1.83 6,659.47	1.92 6,992.27	1.21	1.25	1.28	1.32	1.36
				<u>'</u>												
303	Hourly	30.00	31.50	33.08	Grants 34.73	Manager 36.47	38.29	40.20	42.21	44.32	46.54	47.94	49.38	50.86	52.39	53.96
303	1100117	30.00	1.50	1.58	1.65	1.74	1.82	1.91	2.01	2.11	2.22	1.40	1.44	1.48	1.53	1.57
- 1 ·	Monthly	5,200.00	5,460.00	5,733.87	6,019.87	6,321.47	6,636.93	6,968.00	7,316.40	7,682.13	8,066.93				100	
				GIS	/lanager / Sy	vstems ∆dm	inistrator					-				
304	Hourly	32.00	33.60	35.28	37.04	38.89	40.83	42.87	45.01	47.26	49.62	51.11	52.64	54.22	55.85	57.53
			1.60	1.68	1.76	1.85	1.94	2.04	2.14	2.25	2.36	1.49	1.53	1.58	1.63	1.68
\vdash	Monthly	5,546.67	5,824.00	6,115.20	6,420.27	6,740.93	7,077.20	7,430.80	7,801.73	8,191.73	8,600.80	The state of the s				
				Pro	gram Manag	jer / Fiscal I	Vlanager					7		1000		
305	Hourly	33.00	34.65	36.38	38.20	40.11	42.12	44.23	46.44	48.76	51.20	52.74	54.32	55.95	57.63	59.36
	Monthly	5,720.00	1.65 6,006.00	1.73 6,305.87	1.82 6,621.33	1.91 6,952.40	2.01 7,300.80	2.11 7,666.53	2.21 8,049.60	2.32 8,451.73	2.44 8,874.67	1.54	1.58	1.63	1.68	1.73
			,	,==3.=/				,3,00	_,_ :,:::::::::::::::::::::::::::::::::	_,	-,0. 1.07					
306	Hourly	38.00	39.90	41.90	Assistant D	istrict Mana 46.20	48.51	50.94	E3.40	FC 4.C.	F0.07	CC 74	ca cel	Casal	CC 23	C0.35
300	riouny	38.00	1.90	2.00	2.10	2.20	2.31	2.43	53.49 2.55	56.16 2.67	58.97 2.81	60.74 1.77	62.56 1.82	1.88	66.37 1.93	68.36 1.99
	Monthly	6,586.67	6,916.00	7,262.67	7,626.67	8,008.00	8,408.40	8,829.60	9,271.60		10,221.47	- 1				
SQUARE OF	Electronics				Dist	t Managar			700000000000000000000000000000000000000	(100) 12 × (10)	STATE IA	10000		MAN (1)		
307	Hourly	45.00	47.25	49.61	52.09	t Manager 54.69	57.42	60.29	63.30	66.47	69.79	71.88	74.04	76.26	78.55	80.91
\vdash			2.25	2.36	2.48	2.60	2.73	2.87	3.01	3.17	3.32	2.09	2.16	2.22	2.29	2.36
	Monthly	7,800.00	8,190.00	8,599.07	9,028.93	9,479.60	9,952.80	10,450.27	10,972.00	11,521.47	12,096.93	at seed to		STATE OF THE PERSON		

Statement of Revenues and Expenditures - Income Statement - Board Meeting From 7/1/2022 Through 6/30/2023

Revenues			Current Period Actual	Current Year Actual
Fee for service revenue	Revenues			
Contributions revenue				
Dues revenue 4300 1,900.00 1,900.00 Registration revenue 4350 6,460.00 6,460.00 Rental income - facilities 4400 5,890.35 5,890.35 Sales revenue - taxable 4500 7,711.93 7,711.93 Other revenue 4800 1,228.43 1,228.43 COVID-19 Fiscal Relief 4810 200,000.00 200,000.00 Vehicle & equipment use fee revenue 4900 10,5941.71 105,941.71 Total Revenues 5,609,922.40 5,609,922.40 Salaries Salaries 8 1,702,700.68 1,702,700.68 Wage reimbursement 5010 (2,079.00) (2,079.00) 2,079.00 1,000.00 Pay in lieu of health insurance 5020 15,686.16 16,			·	· · · · · · · · · · · · · · · · · · ·
Registration revenue 4350 5,460.00 6,460.00 Rental income - facilities 4400 5,890.35 5,890.35 Sales revenue - taxable 4500 7,711.93 7,711.93 Other revenue 4800 1,228.43 1,228.43 COVID-19 Fiscal Relef 4810 200,000.00 0,000.00 Vehicle & equipment use fee revenue 4900 105,941.71 105,941.71 Total Revenues 5000 1,702,700.68 1,702,700.68 Salaries & benefits 5000 1,702,700.68 1,702,700.68 Wage reimbursement 5010 (2,079.00) 2,079.00 Pay in lieu of health insurance 5020 15,686.16 16,686.16 Wireless phone stipend 5030 1,729,807.84 1,729,807.84 Benefits 1,729,807.84 1,729,807.84 1,729,807.84 Benefits 2,000 15,686.16 16,686.16 Cold sick leave expense 5100 16,7309.29 167,309.29 Paid time off expense 5200 15,1827.40 151,827.00			·	· ·
Rental income - facilities 4400 5,890.35 5,890.35 Sales revenue - taxable 4500 7,711.93 7,711.93 Other revenue 4800 1,228.43 1,228.43 COVID-19 Fiscal Relief 4810 200,000.00 200,000.00 Vehicle & equipment use fee revenue 4800 1,569.922.40 5,609,922.40 Salaries & benefits 5000 1,702,700.68 1,702,700.68 Salaries & wages 5000 1,702,700.68 1,702,700.68 Wage reimbursement 5010 (2,079.00) 2,079.00 Pay in lieu of health insurance 5020 16,686.16 16,686.16 Wireless phone stipend 5030 12,590.00 12,500.00 Total Salaries 500 167,309.29 167,309.29 Payoill tax expense 5100 167,309.29 167,309.29 Padd time off expense 5200 151,827.40 151,827.40 Covid sick leave expense 5205 10,326.54 10,326.54 Peferred compensation expense 5300 17,700.00 17,700.00 <td></td> <td></td> <td></td> <td></td>				
Sales revenue - taxable 4500 7,711.93 7,711.93 Other revenue 4800 1,228.43 1,228.43 COVID-19 Fiscal Relief 4810 200,000.00 200,000.00 Vehicle & equipment use fee revenue 4900 105,941.71 105,941.71 Total Revenues 5,609,922.40 5,609,922.40 Salaries & benefits 5 5,609,922.40 Salaries & wages 5000 1,702,700.68 1,702,700.68 Wage reimbursement 5010 (2,079.00) (2,079.00) Pay in lieu of health insurance 5020 15,686.16 16,686.16 Wireless phone stipned 5030 1,729,007.84 1,729,807.84 Benefits 5 10,167,309.29 167,309.29 Payroll tax expense 5100 167,309.29 167,309.29 Payroll tax expense 5100 167,309.29 167,309.29 Payroll tax expense 5100 167,309.29 167,309.29 Paid ten off expense 5200 151,827.40 151,827.40 Cord sick leave expense 5300 <td>3</td> <td></td> <td>·</td> <td></td>	3		·	
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Statement of Revenues and Expenditures - Income Statement - Board Meeting From 7/1/2022 Through 6/30/2023

		Current Period Actual	Current Year Actual
Field materials expense	7310	114,630.34	114,630.34
Field small tool expense	7320	3,749.55	3,749.55
Finance charges	7330	169.13	169.13
Insurance - liability, property, D&O	7390	47,499.84	47,499.84
Interest expense	7420	10,124.59	10,124.59
Internet service expense	7430	2,949.14	2,949.14
Janitorial expense	7450	9,659.37	9,659.37
Licenses/permits/taxes/fees	7510	5,948.19	5,948.19
Office supplies	7540	13,936.06	13,936.06
Other outside services	7570	5,271.34	5,271.34
Postage & shipping	7630	2,901.04	2,901.04
Printing & publishing	7660	17,450.32	17,450.32
Public education	7690	15,027.64	15,027.64
Rent expense	7720	36,280.00	36,280.00
Repairs & maintenance	7750	7,166.78	7,166.78
Telephone expense	7780	5,969.78	5,969.78
Utilities	7870	14,322.29	14,322.29
Vehicle fuel	7900	36,818.24	36,818.24
Vehicle maintenance & fees	7930	8,014.42	8,014.42
Vehicle rent or usage expense	7940	26,785.00	26,785.00
Total Operating expenses		814,067.60	814,067.60
Total direct expenditures		5,271,851.14	5,271,851.14
Total expenditures		5,271,851.14	5,271,851.14
Net income		338,071.26	338,071.26

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Balance Sheet - Unposted Transactions Included In Report
As of 7/27/2023

		Current Period Balance
Assets		
Current Assets		
Cash & Cash Equivalents		
CIB - Tri #369124284 Main acct	1010	236,687.10
Petty cash	1050	250.00
Total Cash & Cash Equivalents	1030	236,937.10
Accounts Receivable		230/337110
Accounts Receivable	1425	560,490.13
Total Accounts Receivable	1123	560,490.13
Total Current Assets		797,427.23
Long-term Assets		757,127.25
Property & Equipment		
Furniture & equipment	1900	198,665.28
Vehicles	1910	453,074.93
Accumulated depreciation	1990	
•	1990	(358,338.89)
Total Property & Equipment		293,401.32
Total Long-term Assets		293,401.32
Total Assets		1,090,828.55
Liabilities		
Short-term Liabilities		
Accounts Payable		
Accounts payable	2000	617,103.89
Accrued allowance for audit	2100	10,350.00
Deferred compensation deductions	2300	25.00
Health insurance premiums deductions	2310	(338.97)
Dental insurance premiums deductions	2320	(217.75)
Vision insurance premiums deductions	2325	(22.09)
Garnishments/levies deductions	2340	184.55
TCRCD scholarship fund P/R deduction	2350	435.28
Friends of TCRCD P/R deduction	2351	1,380.01
Young Family Ranch P/R deduction	2352	575.48
Accrued paid time off payable	2400	52,570.66
Accrued health insurance payable	2460	(11,929.18)
Accrued air medical payable	2465	5,175.00
Accrued dental insurance payable	2470	(795.71)
Accrued vision insurance payable	2475	(156.21)
Accrued workers' comp premiums payable	2480	19,395.17
Sales tax payable	2500	2.83
CA Vendors Tax	2505	154.00
Total Accounts Payable	2505	693,891.96
Deferred Revenue		033,031.30
Deferred revenue - refundable advances	2700	81,202.96
Total Deferred Revenue		81,202.96
Total Short-term Liabilities		775,094.92
Long-term Liabilities		,
Notes Payable		
EBT Funds-Farmers Market	2060	(71.00)
Note - Ford Credit 8746	2611	37,741.14
Note - Ford Credit 7811	2612	26,995.07
Note - Ally Auto 6167	2620	3,394.36
Note - Ally Auto 4916	2621	10,745.00
Note - Ally Auto 0890	2622	14,519.54
Total Notes Payable		93,324.11
Total Long-term Liabilities		93,324.11
Total Liabilities		868,419.03

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Balance Sheet - Unposted Transactions Included In Report As of 7/27/2023

		Current Period Balance
Net Assets		
Beginning net assets		
Net assets - temporarily restricted	3000	(461,335.61)
Net assets - unrestricted	3100	320,061.36
Investments in capital assets	3200	293,401.32
Total Beginning net assets		152,127.07
Current YTD net income		
		70,282.45
Total Current YTD net income		70,282.45
Total Net Assets		222,409.52
Total Liabilities and Net Assets		1,090,828.55

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TCRCD District Manager Performance Evaluation

Purpose of Review: To evaluate the District Manager's overall performance, promote communication and provide useful feedback, and to identify future goals and objectives.

Performance Rating Scale:

5 = Outstanding Exceptional performance, far exceeds expectations

4 = Exceeds Expectations Consistently exceeds normal expectations and requirements

3 = Meets Expectations Expected performance level

2 = Improvement Needed Does not consistently meet standards

1 = Unsatisfactory Consistently deficient in meeting most standards

Instructions: Enter the numerical rating in the block following each Performance Area. Please include comments.

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* Indicates required question

1. BOARD COMMUNICATION *

Choose

Builds positive relationships with the board based on open and honest communication. Keeps board informed with balanced, professional assessments and reporting. Presents well-prepared, well-articulated, concise and understandable presentations.

Your answer

2. LEADERSHIP / STAFF DEVELOPMENT *

Choose

Demonstrates collaborative leadership by engaging, developing and connecting with staff. Listens to and empowers management staff to lead their areas of expertise. Acts as mediator between departments to establish priorities. Leads by example – brings out the best in staff by setting high expectations. Functions in an orderly and purposeful manner in situations of uncertainty. Leads the union negotiation process.

Your answer

3. STRATEGIC PLANNING AND VISION *

Choose

Plays a key role directing the strategic planning process for the district. Provides	
clear direction over all operational, planning and management of the district. Use	s
the Strategic Plan to guide actions and decisions.	

Your answer

4. INFRASTRUCTURE MANAGEMENT *

Choose

Directs infrastructure management and project plans to ensure strategic planning objectives are met. Establishes priorities based on staff input and aligns with strategic plan. Practices environmental stewardship and protects our basic resources.

Your answer

5. PUBLIC OUTREACH / COMMUNITY RELATIONS *

Choose

3 of 4

Maintains and enhances the public image of the district. Is approachable and successful in handling conflict and confrontation. Is proactive in educating the public on water, wastewater and general district governance issues. Skillful in dealing with the news media. Properly conveys the policies and programs of the District.

Your answer

6. PARTNERSHIPS *

Choose

Maintains cooperative relations with the other agencies. Actively participates in industry associations. Networks with other entities to leverage district resources and opportunities for funding and collaborative relationships to improve services. Works successfully with a variety of groups.

Your answer

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