PLUMAS EUREKA COMMUNITY SERVICES DISTRICT
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PECSD PERSONNEL COMMITTEE MEETING
September 14, 2026
3:00 pm

Zoom Meeting ID: 871 3784 8441

Committee Members
Chairperson Don Fregulia
Director Kim Train

* Members of the public may address the Committee on items of business immediately before or during the Committee's consideration of the item after being recognized by the Committee Chair. Limit on time for public comment is 3 minutes per speaker.

Discussion and Information Items

1. **Resolution 2026-63- Administrative Classification, Compensation, and FY 2026/27 Budget Amendment**
    - Discuss the resolution establishing the Reception and Office Assistant classification, revising administrative compensation ranges, and amending the FY 2026/27 Budget accordingly. Make any needed changes to the Resolution to be presented to the Board on 9/15/26.

Adjournment

ADA Compliance: Agenda available in alternative formats upon request. Contact Administrative Manager Cindy Bray at (530) 836-1953 at least 24 hours before the meeting.

RESOLUTION NO. 2026-63

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLUMAS EUREKA COMMUNITY SERVICES DISTRICT ESTABLISHING THE RECEPTION AND OFFICE ASSISTANT CLASSIFICATION, REVISING COMPENSATION RANGES FOR ADMINISTRATIVE POSITIONS, AND AMENDING THE FISCAL YEAR 2026/27 BUDGET

WHEREAS, the Board of Directors of the Plumas Eureka Community Services District establishes the District's position classifications, authorized compensation ranges, staffing structure, and annual budget; and

WHEREAS, the District has reviewed the organization and compensation of its administrative positions and has determined that revisions are necessary to appropriately distinguish clerical and front-office support duties from higher-level administrative, accounting, financial reporting, governance, and management responsibilities; and

WHEREAS, the District's Administrative Manager classification is responsible for management of the day-to-day operation of the District office, Clerk to the Board functions, bookkeeping and financial administration, public records and communications, and other duties assigned by the General Manager; and

WHEREAS, the Board finds that establishing an **Reception and Office Assistant** classification will provide appropriate clerical and administrative support to District operations and will permit the Administrative Manager classifications to focus on duties requiring greater responsibility, judgment, accounting knowledge, governmental accounting experience, and independent administrative authority; and

WHEREAS, the Board has reviewed the compensation ranges for the District's administrative classifications and finds that revised ranges are appropriate for the duties, responsibilities, qualifications, recruitment, retention, and organizational needs of the District; and

WHEREAS, revisions to administrative staffing and compensation require corresponding amendments to the District's adopted Fiscal Year 2026/27 Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PLUMAS EUREKA COMMUNITY SERVICES DISTRICT as follows:

SECTION 1. RECEPTION AND OFFICE ASSISTANT CLASSIFICATION

The position of **Reception and Office Assistant** is hereby established and added to the District Policies as Policy 2361, and shall read in it's entirety as follows:

POLICY TITLE: Job Description - Reception and Office Assistant
POLICY NUMBER: 2361

2361.10 Description. The Reception and Office Assistant shall provide clerical, customer-service, records, payment-processing, office-support, and other routine administrative assistance under the direction of the General Manager and/or Administrative Manager.

2361.11 The Reception and Office Assistant classification is intended to support, rather than replace, the Administrative Manager classifications. Overall management of District administrative operations, Clerk to the Board responsibilities, District-level accounting and financial reporting, governmental accounting judgment, and other higher-level administrative duties shall remain assigned to the Reception and Office Assistant classifications unless otherwise directed by the General Manager.

SECTION 2. REVISED ADMINISTRATIVE COMPENSATION RANGES

The Board hereby approves revised compensation ranges for the following District classifications:

Classification	Minimum Hourly Rate	Maximum Hourly Rate
Reception and Office Assistant	$20.00	$24.31
Administrative Manager I	$34.00	$41.33
Administrative Manager II	$45.35	$55.13

The revised ranges shall be incorporated into the District's **Position Roster and Salary Ranges**, attached as **Exhibit A** and incorporated herein by reference.

The compensation ranges established herein shall be subject to future District-wide cost-of-living adjustments (COLA), as applicable.

SECTION 3. FISCAL YEAR 2026/27 BUDGET AMENDMENT

The Board hereby amends the Fiscal Year 2026/27 Budget to reflect the administrative staffing and compensation changes authorized by this Resolution.

The budget amendment shall include, as applicable:

- Salary and wage appropriations for the Reception and Office Assistant, Administrative Manager I, and Administrative Manager II classifications;
- Employer payroll taxes;
- Retirement contributions;
- Workers' compensation;
- Health and other employee benefits; and
- Any related personnel expenses.

The revised Fiscal Year 2026/27 Budget or budget amendment schedule shall be attached as **Exhibit B** and incorporated herein by reference.

SECTION 4. IMPLEMENTATION

The General Manager is authorized and directed to implement the classification, compensation, payroll, personnel, and budget changes approved by this Resolution and to make and/or direct corresponding administrative updates to District records, payroll systems, personnel documents, and related District materials.

SECTION 5. EFFECTIVE DATE

This Resolution shall become effective upon adoption.

The compensation rates and related budget adjustments authorized herein shall be effective **September 13, 2026**, the first day of the applicable payroll cycle, subject to confirmation by District legal counsel that such effective date is permissible.

DRAFT

PASSED AND ADOPTED AT A REGULAR MEETING OF THE DISTRICT BOARD OF DIRECTORS THIS 15th DAY OF SEPTEMBER 2026 BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSENT:
ASTAIN:
ATTEST:

Don Fregulia, Board Chairperson	**Date**
Gina Morris, Clerk of the Board	**Date**

DRAFT

Resolution 2026-63 Attachment A

Plumas Eureka Community Services District

Position Roster & Salary Ranges FY 26-27 (Proposed)

COLA adjustment of 3%

District Administration

			COLA Adjustment as of January 1st	
General Manager	Hourly	$55.29	Hourly	$56.95
	Monthly	$9,583	Monthly	$9,871
	Annual:	$115,000	Annual:	$118,450

Fire Chief (1)	Stipend position.	
Steve Munsen	Monthly	$1,000.00
	Annual	$12,000.00

Salary Range		**A**	**B**	**C**	**D**	**E**	**A**	**B**	**C**	**D**	**E**
Administrative Manager (2)	Hourly	$ 45.35	$ 47.62	$ 50.00	$ 52.50	$ 55.13	$ 46.71	$ 49.05	$ 51.50	$ 54.08	$ 56.78
Gina Morris	Monthly	$ 7,860.92	$ 8,253.97	$ 8,666.67	$ 9,100.00	$ 9,555.00	$ 8,096.75	$ 8,501.59	$ 8,926.67	$ 9,373.00	$ 9,841.65
	Annual	$ 94,331.07	$ 99,047.62	$ 104,000.00	$ 109,200.00	$ 114,660.00	$ 97,161.00	$ 102,019.05	$ 107,120.00	$ 112,476.00	$ 118,099.80
Administrative Manager (1)	Hourly	$ 34.00	$ 35.70	$ 37.49	$ 39.36	$ 41.33	$ 35.02	$ 36.77	$ 38.61	$ 40.54	$ 42.57
	Monthly	$ 5,893.33	$ 6,188.00	$ 6,497.40	$ 6,822.27	$ 7,163.38	$ 6,070.13	$ 6,373.64	$ 6,692.32	$ 7,026.94	$ 7,378.29
	Annual	$ 70,720.00	$ 74,256.00	$ 77,968.80	$ 81,867.24	$ 85,960.60	$ 72,841.60	$ 76,483.68	$ 80,307.86	$ 84,323.26	$ 88,539.42
Administrative Assistant	Hourly	$ 20.00	$ 21.00	$ 22.05	$ 23.15	$ 24.31	$ 20.60	$ 21.63	$ 22.71	$ 23.85	$ 25.04
(Part time, 20-30 hours/week)	Monthly	$ 2,600.00	$ 2,730.00	$ 2,866.50	$ 3,009.83	$ 3,160.32	$ 2,678.00	$ 2,811.90	$ 2,952.50	$ 3,100.12	$ 3,255.13
	Annual	$ 31,200.00	$ 32,760.00	$ 34,398.00	$ 36,117.90	$ 37,923.80	$ 32,136.00	$ 33,742.80	$ 35,429.94	$ 37,201.44	$ 39,061.51

District Operations

Salary Range		**A**	**B**	**C**	**D**	**E**	**A**	**B**	**C**	**D**	**E**
Systems Operator (2)	Hourly	$ 34.36	$ 36.08	$ 37.88	$ 39.78	$ 41.77	$ 35.39	$ 37.16	$ 39.02	$ 40.97	$ 43.02
	Monthly	$ 5,956.21	$ 6,254.02	$ 6,566.72	$ 6,895.06	$ 7,239.81	$ 6,134.90	$ 6,441.64	$ 6,763.73	$ 7,101.91	$ 7,457.01
	Annual	$ 71,474.54	$ 75,048.27	$ 78,800.69	$ 82,740.72	$ 86,877.76	$ 73,618.78	$ 77,299.72	$ 81,164.71	$ 85,222.94	$ 89,484.09
Facility Operator	Hourly	$ 27.80	$ 29.19	$ 30.65	$ 32.18	$ 33.79	$ 28.63	$ 30.06	$ 31.57	$ 33.14	$ 34.80
Anthony Campbell	Monthly	$ 4,818.29	$ 5,059.21	$ 5,312.17	$ 5,577.78	$ 5,856.67	$ 4,962.84	$ 5,210.99	$ 5,471.54	$ 5,745.11	$ 6,032.37
	Annual	$ 57,819.54	$ 60,710.52	$ 63,746.04	$ 66,933.34	$ 70,280.01	$ 59,554.13	$ 62,531.83	$ 65,658.42	$ 68,941.34	$ 72,388.41
Laborer (1)	Hourly	$ 19.42	$ 20.39	$ 21.41	$ 22.48	$ 23.60	$ 20.00	$ 21.00	$ 22.05	$ 23.15	$ 24.31
(Part time, 20 hours/week)	Monthly	$ 1,682.93	$ 1,767.08	$ 1,855.43	$ 1,948.20	$ 2,045.61	$ 1,733.42	$ 1,820.09	$ 1,911.09	$ 2,006.65	$ 2,106.98
Michael Corona	Annual	$ 20,195.16	$ 21,204.91	$ 22,265.16	$ 23,378.42	$ 24,547.34	$ 20,801.01	$ 21,841.06	$ 22,933.11	$ 24,079.77	$ 25,283.76

Resolution 2026-63 Attachment B

Plumas Eureka CSD

FY 26/27 Operational Budget

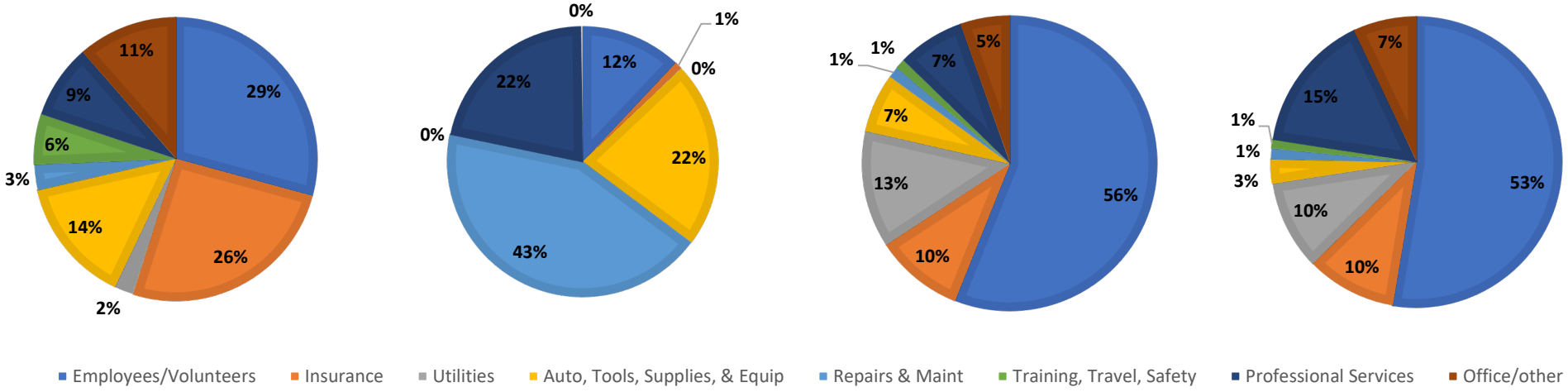
Adjustment Pending Approval on 09/15/26

Fire Fund	
Revenue	
Customer Payments	177,785
Interest Income	9,096
County Tax Income	30,000
Grant Income	-
Wildfire Income	-
Total Cash Revenue	216,882
Expenditures	
Employees/Volunteers	60,854
Insurance	53,493
Utilities	4,500
Auto, Tools, Supplies, & Equip	30,000
Repairs & Maint	6,000
Training, Travel, Safety	12,000
Professional Services	17,660
Office/other	23,752
Capital Outlay	13,000
Total Expenditures	221,260
Change in Budget Balance: ($4,378)	

District Maint Fund	
Revenue	
Customer Payments	-
Interest Income	-
County Tax Income	20,000
Property Rental	2,500
Other Income	-
Total Cash Revenue	22,500
Expenditures	
Employees	1,678
Insurance	124
Utilities	-
Auto, Tools, Supplies, & Equip	3,100
Repairs & Maint	6,000
Training, Travel, Safety	-
Professional Services	3,000
Office/other	30
Capital Outlay	-
Total Expenditures	13,932
Change in Budget Balance: $8,568	

Water Enterprise Fund	
Revenue	
Customer Payments	441,809
Interest Income	1,665
Grant Income	-
Other Income	-
Total Cash Revenue	443,474
Expenses	
Employees	270,190
Insurance	46,791
Utilities	61,600
Auto, Tools, Supplies, & Equip	31,000
Repairs & Maint	6,000
Training, Travel, Safety	5,200
Professional Services	35,260
Office/other	25,900
Total Expenses	481,941
Change in Budget Balance: ($38,467)	

Wastewater Enterprise Fund	
Revenue	
Customer Payments	367,400
Interest Income	622
Grant Income	-
Other Income	-
Total Cash Revenue	368,022
Expenses	
Employees	271,778
Insurance	51,895
Utilities	51,100
Auto, Tools, Supplies, & Equip	14,000
Repairs & Maint	6,000
Training, Travel, Safety	5,200
Professional Services	80,260
Office/other	36,100
Total Expenses	516,333
Change in Budget Balance: ($148,311)	



PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

FY 26/27 Budget Revenue and Expenses Overview

SUMMARY Enterprise Funds	WATER Operations	WATER Capital	WATER WTP	Sewer Operations	Sewer Capital	Sewer Debt	Total Enterprise
Estimated Starting Balances	$ 254,662	$ 862,269	$ 1,140,169	$ 112,588	$ 182,051	$ 350,278	$ 2,902,018
Expected Net Revenues							
Revenues	$ 443,474	$ 154,544	$ 415,456	$ 368,022	$ 153,599	$ 82,981	$ 1,618,075
Expenses	527,941	105,000	500,000	611,333	90,000	62,818	1,897,093
Excess of Rev over (under) Exp	**$ (84,467)**	**$ 49,544**	**$ (84,544)**	**$ (243,311)**	**$ 63,599**	**$ 20,162**	**$ (279,018)**
Transfers Between Funds	$ 1,248			$ 200,000		$ (200,000)	$ 1,248
Net Change in Fund Balance	**$ (83,219)**	**$ 49,544**	**$ (84,544)**	**$ (43,311)**	**$ 63,599**	**$ (179,838)**	**$ (277,770)**
End of the Year Balances	$ 171,443	$ 911,813	$ 1,055,625	$ 69,277	$ 245,649	$ 170,440	$ 2,624,247
Months of Operating Reserve:	3.90			1.36			

SUMMARY Governmental Funds	District Maint	Fire Operations	Fire Incidences/ Reserve	Total Government	Total CSD
Estimated Starting Balances	$ 29,094	$ 169,527	$ 161,475	$ 360,096	$ 3,262,114
Expected Net Revenues					
Revenues	$ 12,500	$ 216,882	$ -	$ 229,382	$ 1,847,457
Expenditures	14,002	221,260	39,394	274,656	2,171,749
Excess of Rev over (under) Exp	**$ (1,502)**	**$ (4,378)**	**$ (39,394)**	**$ (45,274)**	**$ (324,292)**
Transfers Between Funds	$ (1,248)			$ (1,248)	$ (0)
Net Change in Fund Balance	**$ (2,750)**	**$ (4,378)**	$ (39,394)	**$ (46,522)**	**$ (324,292)**
End of the Year Balances	$ 26,344	$ 165,149	$ 122,081	$ 313,574	$ 2,937,821
Months of Operating Reserve:	22.58	8.96			