



**COPPER VALLEY COMMUNITY SERVICES DISTRICT**

1000 Saddle Creek Drive  
Copperopolis, CA 95228  
(209) 785-0100 – coppervalleycsd.org

**DIRECTORS**

Roger Golden, President  
Larry Hoffman, Vice President  
Ken Albertson  
Darlene DeBaldo  
Don Kurtz

**COPPER VALLEY COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
TELE-CONFERENCE AGENDA**

June 16, 2020  
2:00 PM

**LOCATION: TELECONFERENCE - SEE BELOW  
IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:**

Based on the mandates by the Governor’s Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District’s ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via teleconference using gotomeeting.com. (See authorization in the Governor’s Executive Order 29-20)
- All members of the public seeking to observe and/or to address the CVCS D Board may participate in the meeting telephonically or otherwise electronically in the manner described below.

**HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:**

Please join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/237675157>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 866 899 4679

- One-touch: <tel:+18668994679,,237675157#>

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Access Code: 237-675-157

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## **HOW TO SUBMIT PUBLIC COMMENTS:**

**Written/ Read Aloud:** Please email your comments to [mccutchenconsulting@gmail.com](mailto:mccutchenconsulting@gmail.com) write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email.

**Telephonic / Electronic Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comments by voice. Comments can be emailed in advance of the Board meeting. Send email to [mccutchenconsulting@gmail.com](mailto:mccutchenconsulting@gmail.com) and write "Public Comment" in the subject line, include the agenda item number and its title, as well as your comments.

## **ACCESSIBILITY INFORMATION:**

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Nicole McCutchen, Board Clerk, at least 48 hours before a regular meeting at (209) 272-0957 or [mccutchenconsulting@gmail.com](mailto:mccutchenconsulting@gmail.com). Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

## **PUBLIC RECORDS:**

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The Board has designated the District's website located at <https://www.coppervalleycsd.org> as the place for making those public records available for inspection. The documents may also be obtained by calling the District office.

**COPPER VALLEY COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
TELE-CONFERENCE AGENDA**

June 16, 2020  
2:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. CHANGES TO ORDER OF AGENDA**

- 5. PUBLIC COMMENT** (Each speaker is limited to two (2) minutes) Members of the public are appreciated for taking the time to attend this meeting and provide comments on matters of District business. Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda; however, the Board cannot act on an item unless it was noticed on the agenda

**6. CONSENT CALENDAR**

Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.

- a) Review of monthly financial report, approval of bills and claims for the month of May 2020.
- b) Approval of the minutes from the Regular Board Meeting held May 19, 2020.

**7. DISCUSSION AND ACTION ITEMS**

The Board of Directors intends to consider each of the following items and may act at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.

- a) **PUBLIC HEARING** – The Board of Directors will hold a public hearing to receive public comment and input on the draft final 2020/21 fiscal year budget. Following the public hearing, the Board will take action on approval of the budget.
  - i. Adoption of Resolution approving the Final Budget and appropriations limit for the 2020/21 fiscal year effective July 1, 2020
  - ii. Adoption of a Resolution approving the employee salary schedule for the 2020/21 fiscal year
  - iii. Adoption of a Resolution establishing the Measure “A” Special Tax Rates for the 2020/21 fiscal year and authorizing the general manager to certify and submit the special tax rolls to Calaveras County
- b) Update report on the Drainage Inlet Repairs and Phase II Road Improvement Project
- c) Consideration of changing the Regular Board Meeting day from every third Tuesday to avoid conflict with the County Board of Supervisors' meetings
- d) Consideration of reclassifying of the District Clerk position to Office Manager
- e) Adoption of a resolution consolidating the district and statewide elections
- f) Consideration of amendment to the Miscellaneous Fee Schedule to modify the Encroachment Permit fee
- g) Consideration of alignment of the timing of the General Manager performance evaluation and accomplishment of management objectives

**8. STAFF AND DIRECTOR REPORTS**

Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future agenda.

- a) General Managers Report
- b) Site Managers Report

**9. ADJOURNMENT**

Agenda Materials: May be viewed on the bulletin boards outside the Copper Valley Pro Shop, on the Sports Club Bulletin Board, in the viewing box outside the CSD main office and at the CSD Website typically three days preceding each meeting date. Materials will also be available at the meeting.

Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact the CVCS Board Clerk at (209) 272-0957. Advance notification will enable the District to make reasonable arrangements to insure accessibility.



*Copper Valley Community Services District*

# *Treasurer's Report*

*May 31, 2020*

**Copper Valley Community Services District  
Treasurer's Report  
May 2020**

**Statement of Cash Flows**

For the 11 Months Ending May 31, 2020

	Umpqua Bank Checking	Calaveras Co Fund 2188	LAIF	YTD Total
<b>Net Income</b>	<b>238,404</b>	<b>(50,441)</b>	<b>2,404</b>	<b>190,367</b>
<b>OPERATING ACTIVITIES</b>				
Adjustments to reconcile Net Income to Net Cash used in Operations:				
1200 Accounts Receivable	(2,600)			(2,600)
2000 Accounts Payable	4,343			4,343
2050 Umpqua CSDA Visa	15,613			15,613
2100 Payroll Taxes Payable	1,285			1,285
2110 Garnishments Payable	-			-
2150 Accrued Payroll	16,093			16,093
2200 Sales Tax Payable	-			-
<b>Net cash used in operating activities</b>	<b>273,138</b>	<b>(50,441)</b>	<b>2,404</b>	<b>225,101</b>
<b>FINANCING ACTIVITIES</b>				
2600 Series Installment Sale	1,382,648			1,382,648
<b>Net cash decrease for period</b>	<b>1,655,786</b>	<b>(50,441)</b>	<b>2,404</b>	<b>1,607,749</b>
<b>Cash at beginning of period (7/1/2019)</b>	<b>635,836</b>	<b>52,006</b>	<b>102,149</b>	<b>789,992</b>
<b>Cash at end of period</b>	<b>2,291,623</b>	<b>1,565</b>	<b>104,553</b>	<b>2,397,741</b>

**Copper Valley Community Services District  
Treasurer's Report  
May 2020**

**Cash Flow Projection**

FY 2019-20		FY 2020-21							
May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	

**REGULAR CHECKING**

<b>Beginning Checking Account Balance</b>	\$ 562,320	\$ 2,291,623	\$ 2,150,749	\$ 2,087,398	\$ 2,086,269	\$ 2,022,917	\$ 1,959,566	\$ 1,797,774	\$ 1,734,422
<b>Deposits</b>									
Assessments	\$ 493,119	\$ -	\$ -	62,222					
Other Income	\$ -								
Road Improvement Loan	\$ 1,382,648								
<b>Disbursements</b>									
Paychecks	\$ 26,535	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
Payroll Taxes	\$ 9,784	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200
Checks Written									
Other Operating & Admin Costs	\$ 37,919	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
Bonuses - IRA payments									
Property Liability Insurance	\$ 13,684								
Worker's Comp Insurance	\$ -								
Lease payments	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051
Capital Outlay	\$ -		( Budget for this period is unknown at this time)						
Projects Costs									
Series A (2018 project refinance)	\$ -						\$ 40,861		
Series B (Phase 2 Road Imprpv.)	\$ -						\$ 57,580		
Tom Mayo Drainage	\$ -								
Tom Mayo Road Improve.	\$ -								
Univar	\$ 487	\$ -	( Budget for this period is unknown at this time)						
Willdan	\$ 32,692	\$ 2,947	( Budget for this period is unknown at this time)						
Tom Mayo Construction	\$ -	\$ 74,575	( Budget for this period is unknown at this time)						
SDFA (Road Construction Loan)	\$ -								
Human Resource Practioners	\$ -	\$ -	( Budget for this period is unknown at this time)						
Credit Card Payments	\$ 22,370	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
ACS Debits - (Utilities, Lease Pymts,P/R processing)	\$ 1,942	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
<b>Total Disbursements</b>	<b>\$ 146,464</b>	<b>\$ 140,873</b>	<b>\$ 63,351</b>	<b>\$ 63,351</b>	<b>\$ 63,351</b>	<b>\$ 63,351</b>	<b>\$ 161,792</b>	<b>\$ 63,351</b>	<b>\$ 63,351</b>
<b>Ending Checking Account Balance</b>	<b>\$ 2,291,623</b>	<b>\$ 2,150,749</b>	<b>\$ 2,087,398</b>	<b>\$ 2,086,269</b>	<b>\$ 2,022,917</b>	<b>\$ 1,959,566</b>	<b>\$ 1,797,774</b>	<b>\$ 1,734,422</b>	<b>\$ 1,671,071</b>
check	\$ -								
Check	\$ -								

NOTE: This cash flow projection uses estimates of outlays using information available at the time of preparation

# Copper Valley Community Services District

## BALANCE SHEET

As of May 31, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	2,291,623
1020 Cash - Fund 2188	1,565
1040 Local Agency Investment Fund (LAIF)	104,553
<b>Total Bank Accounts</b>	<b>\$2,397,740</b>
Accounts Receivable	
1200 Accounts Receivable	2,600
<b>Total Accounts Receivable</b>	<b>\$2,600</b>
<b>Total Current Assets</b>	<b>\$2,400,340</b>
Fixed Assets	
1500 Capital Assets	
1501 Equipment	397,708
1503 Roads	2,360,462
1504 Easements	10,344,000
1505 Buildings	79,000
<b>Total 1500 Capital Assets</b>	<b>13,181,170</b>
1550 Construction in Progress	39,718
1600 Accumulated Depreciation	
1601 Equipment	-265,516
1603 Roads	-782,098
1605 Buildings	-22,120
<b>Total 1600 Accumulated Depreciation</b>	<b>-1,069,734</b>
<b>Total Fixed Assets</b>	<b>\$12,151,155</b>
<b>TOTAL ASSETS</b>	<b>\$14,551,495</b>

# Copper Valley Community Services District

## BALANCE SHEET

As of May 31, 2020

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	4,342
<b>Total Accounts Payable</b>	<b>\$4,342</b>
Credit Cards	
2050 Umpqua CSDA Visa	15,613
<b>Total Credit Cards</b>	<b>\$15,613</b>
Other Current Liabilities	
2100 Payroll Taxes Payable	1,285
2150 Accrued Payroll	16,093
2200 Sales Tax Payable	0
<b>Total Other Current Liabilities</b>	<b>\$17,378</b>
<b>Total Current Liabilities</b>	<b>\$37,333</b>
Long-Term Liabilities	
2500 Lease Payable - John Deere	42,417
2600 Series 2018 Installment Sale	2,082,648
<b>Total Long-Term Liabilities</b>	<b>\$2,125,065</b>
<b>Total Liabilities</b>	<b>\$2,162,398</b>
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	-65
Net Income	190,367
<b>Total Equity</b>	<b>\$12,389,097</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$14,551,495</b>



COPPER VALLEY COMMUNITY SERVICES DISTRICT  
 FY 2019-20 MONTHLY BUDGET REPORT ANALYSIS

May 2020

		ACTUALS			BUDGET		
		Last Year July-May	This Year July-May	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
<b>EXPENDITURES</b>							
<b>SERVICES AND SUPPLIES</b>							
<u>ADMINISTRATION</u>							
OE01	Audit Expense	\$ 11,500	\$ 8,050	\$ (3,450)	\$ 8,000	\$ (50)	-1%
OE02	Finance Expenses	\$ 422	\$ 498	\$ 76	\$ 500	\$ 2	0%
OE02-1	Parcel Tax Implementation	\$ 4,354	\$ 1,089	\$ (3,265)	\$ 5,500	\$ 4,411	80%
OE03	Advertising	\$ 378	\$ 383	\$ 5	\$ 500	\$ 117	23%
OE04	Legal Expenses	\$ 1,575	\$ 4,575	\$ 3,000	\$ 1,900	\$ (2,675)	-141%
OE05	Management Fees	\$ 69,559	\$ 53,660	\$ (15,899)	\$ 77,000	\$ 23,340	30%
OE06	Insurance (Property Loss/Liability)	\$ 10,767	\$ 13,837	\$ 3,070	\$ 10,700	\$ (3,137)	-29%
OE07	Miscellaneous/Contingency	\$ 3,189	\$ 3,474	\$ 285	\$ 4,000	\$ 526	13%
OE08	Professional Development (Travel/Training)	\$ 10,013	\$ 7,767	\$ (2,246)	\$ 12,300	\$ 4,533	37%
OE09	Dues, Certifications & Subscriptions	\$ 7,617	\$ 5,140	\$ (2,478)	\$ 5,400	\$ 260	5%
OE10	Uniform Expenses	\$ 3,055	\$ 3,853	\$ 798	\$ 3,800	\$ (53)	-1%
OE11	Electric Power/Water/Sewer	\$ 9,433	\$ 37,374	\$ 27,941	\$ 13,100	\$ (24,274)	-185%
OE12	Telephone/Internet Service	\$ 6,072	\$ 5,107	\$ (965)	\$ 7,100	\$ 1,993	28%
OE14	Office Supplies/Postage	\$ 4,739	\$ 6,913	\$ 2,174	\$ 5,800	\$ (1,113)	-19%
OE15	Office Equipment Repair/Replacement	\$ 6,796	\$ 2,425	\$ (4,371)	\$ 7,900	\$ 5,475	69%
OE15-1	Office Equipment Lease	\$ 2,253	\$ 3,107	\$ 854	\$ 2,700	\$ (407)	-15%
OE26	County Fees/LAFCO	\$ 5,602	\$ 540	\$ (5,062)	\$ 7,100	\$ 6,560	92%
OE29	Accounting Services	\$ 3,600	\$ 21,978	\$	\$ 21,600	\$ (378)	-2%
OE30	Reimbursable Maint/Repair Expense	\$ 690	\$ -	\$ (690)	\$ 900	\$ 900	100%
OE41	HR Consultant	\$ 6,900	\$ 6,625	\$ (275)	\$ 6,000	\$ (625)	-10%
PE03-1	Payroll Taxes - Administration	\$ 9,963	\$ 7,885	\$ (2,078)	\$ -	\$ -	
PE06-1	Employee Wages - Administration	\$ 122,900	\$ 91,733	\$ (31,167)	\$ -	\$ -	
	<b>Total Administration</b>	\$ 301,377	\$ 286,013	\$ (15,364)	\$ 201,800	\$ 15,405	8%
<u>COMMON AREAS</u>							
OE16	Gate Maintenance & Opener Purchase	\$ 18,435	\$ 16,103	\$ (2,332)	\$ 23,000	\$ 6,897	30%
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 17,463	\$ 23,546	\$ 6,083	\$ 24,800	\$ 1,254	5%
OE17-2	Storm Drains	\$ 2,182	\$ -	\$ (2,182)	\$ -	\$ -	
PE03-5	Payroll Taxes - Streets	\$ 740	\$ 11	\$ (729)	\$ -	\$ -	
PE06 -5	Employee Wages - Streets	\$ 9,426	\$ 147	\$ (9,278)	\$ -	\$ -	
OE18-1	Landscape Supplies & Repairs	\$ 29,677	\$ 32,966	\$ 3,289	\$ 37,400	\$ 4,434	12%
OE18-3	Landscape Equipment Gas & Oil	\$ 6,432	\$ 11,316	\$ 4,884	\$ 12,500	\$ 1,184	9%
OE18-4	Landscape Equipment Repair/Replacement	\$ 15,786	\$ 23,549	\$ 7,763	\$ 28,400	\$ 4,851	17%
PE03-2	Payroll Taxes - Common Areas	\$ 14,254	\$ 16,769	\$ 2,515	\$ -	\$ -	
PE06 -2	Employee Wages - Common Areas	\$ 172,589	\$ 210,105	\$ 37,516	\$ -	\$ -	
	<b>Total Common Areas</b>	\$ 286,985	\$ 334,513	\$ 47,528	\$ 126,100	\$ 18,620	15%
<u>MOSQUITO ABATEMENT</u>							
OE22-1	Mosquito Control Products	\$ 15,553	\$ 18,237	\$ 2,684	\$ 19,000	\$ 763	4%

COPPER VALLEY COMMUNITY SERVICES DISTRICT  
 FY 2019-20 MONTHLY BUDGET REPORT ANALYSIS

May 2020

		ACTUALS			BUDGET		
		Last Year July-May	This Year July-May	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
<b>EXPENDITURES</b>							
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 3,462	\$ 6,864	\$ 3,402	\$ 4,000	\$ (2,864)	-72%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 10,103	\$ 13,687	\$ 3,584	\$ 18,600	\$ 4,913	26%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 6,559	\$ 10,388	\$ 3,828	\$ 8,000	\$ (2,388)	-30%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 1,291	\$ 1,066	\$ (225)			
PE06-4	Employee Wages - Mosquito Abatement	\$ 16,496	\$ 14,030	\$ (2,466)			
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ 365	\$ 365			
PE06-6	Employee Wages - Wetlands	\$ -	\$ 4,451	\$ 4,451			
	<b>Total Mosquito Abatement</b>	\$ 53,465	\$ 69,087	\$ 15,623	\$ 49,600	\$ 425	1%
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (347,660)	\$ (346,564)	\$ 1,096			
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	\$ 294,167	\$ 343,050	\$ 48,883	\$ 377,500	\$ 34,450	9%
<b>PERSONNEL COSTS</b>				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ 13,536	\$ 248	\$ (13,288)	\$ 17,600	\$ 17,352	99%
PE02	Health Insurance	\$ 44,566	\$ 58,152	\$ 13,586	\$ 75,900	\$ 17,748	23%
PE03	Payroll Taxes	\$ 29,100	\$ 27,235	\$ (1,865)	\$ 27,600	\$ 365	1%
PE04	Processing Fees	\$ 1,587	\$ 1,595	\$ 8	\$ 1,800	\$ 205	11%
PE05	Directors Stipend	\$ 6,500	\$ 5,400	\$ (1,100)	\$ 6,000	\$ 600	10%
PE06	Employee Wages	\$ 319,985	\$ 333,493	\$ 13,508	\$ 344,800	\$ 11,307	3%
	<b>TOTAL PERSONNEL COSTS</b>	\$ 415,274	\$ 426,123	\$ 10,849	\$ 473,700	\$ 47,577	10%
<b>EQUIPMENT OUTLAY</b>				\$ -		\$ -	
	(1) Cart & (1) Fogger	\$ -	\$ -	\$ -			
CO04	Trailer/Spray Rig/Tractor	\$ 65,667	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CO09	Carport	\$ 11,605	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CO10	Depreciation	\$ -	\$ -	\$ -			
CO04	Radar Unit	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	<b>TOTAL EQUIPMENT OUTLAY</b>	\$ 77,273	\$ -	\$ (77,273)	\$ -	\$ -	#DIV/0!
<b>CAPITAL OUTLAY/STUDIES/ASSESEMENTS</b>				\$ -		\$ -	
OE53-2	Landscape Design	\$ 9,904	\$ 2,560	\$ (7,344)	\$ -	\$ (2,560)	#DIV/0!
OE53-1	Landscape Improvements	\$ 7,916	\$ -	\$ (7,916)	\$ -	\$ -	
OE51-4	Road Improvement (1)	\$ 718,875	\$ -	\$ (718,875)	\$ 198,531	\$ 198,531	100%
OE51-1	Road Project Assessment & Design (Willdan)	\$ 57,307	\$ 6,658	\$ (50,649)	\$ 35,035	\$ 28,377	81%
OE51-2	Road Project Management		\$ 86,560			\$ (86,560)	#DIV/0!
OE51-5	Road Improvements PHASE II		\$ 268			\$ (268)	#DIV/0!
OE51-7	Drainage Basin Repairs		\$ 2,947			\$ (2,947)	#DIV/0!
OE54-1	Office Building Paint				\$ 10,437	\$ 10,437	100%
OE54-2	Office Building Siding and Trim		\$ 13,425		\$ 12,000	\$ (1,425)	-12%
OE54-3	Office Building Renovation		\$ -			\$ -	
	<b>TOTAL STUDIES &amp; ASSESSMENTS</b>	\$ 794,002	\$ 112,418	\$ (681,584)	\$ 256,003	\$ 224,348	88%

COPPER VALLEY COMMUNITY SERVICES DISTRICT  
**FY 2019-20 MONTHLY BUDGET REPORT ANALYSIS**

*May 2020*

EXPENDITURES	ACTUALS			BUDGET		
	Last Year July-May	This Year July-May	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
<b>DEBT SERVICE</b>			\$ -			
OE20 John Deere Financing	\$ 18,898	\$ 14,693	\$ (4,205)	\$ 16,029	\$ 1,336	8%
OE21 John Deere Financing		\$ 11,564		\$ 12,616		
OE20-01 Interest Expense	\$ -					
OE20-3 Series 2018 Installment Sale	\$ 83,745	\$ 83,745		\$ 83,745		
<b>TOTAL DEBT SERVICE</b>	<b>\$ 102,643</b>	<b>\$ 110,002</b>	<b>\$ 7,359</b>	<b>\$ 112,389</b>	<b>\$ 1,336</b>	<b>1%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,683,358</b>	<b>\$ 991,593</b>	<b>\$ (691,766)</b>	<b>\$ 1,219,592</b>	<b>\$ 307,710</b>	<b>25%</b>

<b>PAYMENTS AND ASSESSMENTS RECEIVED</b>						
<u>Assessment Income</u>						
Pymt No. 3: (5%) Aug 2019 (FY19)	\$ 46,249	\$ -	\$ (46,249)	\$ 62,222	\$ 62,222	
Pymt No. 1: (55%) Feb 2020 (FY20)	\$ 567,157	\$ 678,265	\$ 111,108	\$ 684,443	\$ 6,178	
Pymt No. 2: (40%) May 2020 (FY20)	\$ 407,427	\$ 493,119	\$ 85,692	\$ 497,777	\$ 4,657	
Total Assessment Income	<u>\$ 1,020,833</u>	<u>\$ 1,171,384</u>	<u>\$ 64,859</u>	<u>\$ 1,244,442</u>	<u>\$ 73,058</u>	
<u>Reimbursement Income</u>						
Total Reimbursement Income			\$ -	\$ 1,000	\$ 1,000	
<u>Other Income</u>						
IN03 Weed Abatement	\$ 12,575	\$ 3,461				
IN05 Investment Interest	\$ 2,305	\$ 4,047		\$ 2,900		
IN30 Exp Reimbursement Income	\$ 774	\$ 468				
IN41 Gate Opener Income	\$ 670	\$ 1,180		\$ 700		
IN59 Rebates	\$ 2,057	\$ 1,420		\$ 1,300		
Total Other Income	<u>\$ 18,381</u>	<u>\$ 10,576</u>	<u>\$ (7,805)</u>	<u>\$ 15,800</u>	<u>\$ 5,224</u>	
<b>TOTAL PAYMENTS &amp; ASSESSMENTS</b>	<b>\$ 1,039,214</b>	<b>\$ 1,181,960</b>	<b>\$ 142,746</b>	<b>\$ 1,266,142</b>	<b>\$ 79,282</b>	
<b>Net Income</b>	<b>\$ (644,145)</b>	<b>\$ 190,367</b>	<b>\$ 834,511</b>	<b>\$ 46,550</b>	<b>\$ (143,817)</b>	
<u>Other Financing Sources &amp; Uses</u>						
Budget Balance		\$ -		\$ -		
		<u>\$ 190,367</u>		<u>\$ -</u>		

# Copper Valley Community Services District

## TRANSACTION REPORT

May 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Umpqua Bank Checking				
Beginning Balance				
05/01/2020		John Deere Financial	Tractor Payment	-1,051.30
05/01/2020		Calaveras County		493,119.41
05/01/2020		John Deere Financial	Tractor Payment	-1,335.71
05/04/2020		Wire Fee		-15.00
05/04/2020				1,382,647.96
05/05/2020	DD	Gregory Hebard	Pay Period: 04/16/2020-04/30/2020	-2,462.99
05/05/2020	DD	PETER J KAMPA	Pay Period: 04/16/2020-04/30/2020	-2,154.49
05/05/2020	DD	NICOLE D MC CUTCHEN	Pay Period: 04/16/2020-04/30/2020	-1,731.66
05/05/2020	DD	Ralph M. McGeorge	Pay Period: 04/16/2020-04/30/2020	-2,016.59
05/05/2020	DD	NICOLE D MC CUTCHEN	Direct Deposit 2	-100.00
05/05/2020	DD	KYLE W CEARLEY	Pay Period: 04/16/2020-04/30/2020	-1,351.94
05/05/2020	DD	DAMON H WAITE	Pay Period: 04/16/2020-04/30/2020	-1,294.94
05/05/2020	DD	CHRIS JACOBS	Pay Period: 04/16/2020-04/30/2020	-1,274.86
05/05/2020	DD	BRADLEY S KURTZER	Pay Period: 04/16/2020-04/30/2020	-921.36
05/05/2020		Intuit Full Service Payroll	Payroll Processing Fee	-147.00
05/05/2020		SDU Child Support	Garnishment	-103.00
05/05/2020	DD	Gregory Hebard	Direct Deposit 2	-100.00
05/08/2020		IRS	Tax Payment for Period: 05/02/2020-05/05/2020	-4,234.13
05/08/2020		CA EDD	Tax Payment for Period: 05/02/2020-05/05/2020	-743.65
05/19/2020	2652	CV Development Partners, LLC	PG&E for 8/9/19 - 4/8/20	-2,844.74
05/19/2020	2650	CV Development Partners, LLC	Water Bills 1/16/20 - 3/15/20	-2,867.49
05/19/2020	2632	ADAPCO, Inc.	Customer #20222	-3,693.24
05/19/2020	2642	Warmerdam CPA Group	Invoice #17121 February thru April	-5,400.00
05/19/2020	2637	SDRMA-Health Ins.	Invoice #32521	-7,261.38
05/19/2020	2649	CV Development Partners, LLC	CSD Irrigation Clock	-7,604.76
05/19/2020	2635	Larry Bain, C.P.A.	June 30, 2019 Audit	-8,050.00
05/19/2020	2644	SDRMA-Prop/Liability Insurance	Invoice 68169 Program Year 2020-21	-13,683.70
05/19/2020	2643	Willdan	Project #'s 109421 & 109476	-32,691.92
05/19/2020	2641	VALLEY ENTRY SYSTEMS, INC.	Invoice #'s 34498 & 34408	-2,255.50
05/19/2020	2651	CV Development Partners, LLC	Voided - PG&E for 8/1/19 - 8/8/19	0.00
05/19/2020	2631	Aaronson, Dickerson etal	Invoice #420183	-75.00
05/19/2020	2636	Mo-Cal Office Solutions, Inc	Invoice #AR329357	-86.08
05/19/2020	2639	Turlock Mosquito Abatement District	Invoice #2783	-91.20
05/19/2020	2633	Christopher Jacobs	Boot Reimbursement	-100.00
05/19/2020	2638	SDRMA-Prop/Liability Insurance	Invoice #67782	-153.38
05/19/2020	2645	CV Development Partners, LLC	PG&E from 2/18/20 - 3/9/20	-235.69
05/19/2020	2653	CV Development Partners, LLC	PG&E 8/1/19 - 8/8/19	-330.88
05/19/2020	2646	CV Development Partners, LLC	PG&E from 3/10/20 - 4/8/20	-350.29
05/19/2020	2640	Univar USA Inc.	Invoice #SC700556	-486.92
05/19/2020	2634	Heluna Health	Invoice #1187015	-931.00
05/19/2020	2647	CV Development Partners, LLC	Sewer Maintenance	-1,038.40
05/19/2020	2630	Turf Star, Inc.	Customer #35102374	-1,371.44
05/19/2020	2648	CV Development Partners, LLC	CSD Property Lease	-1,635.20
05/20/2020	DD	DAMON H WAITE	Pay Period: 05/01/2020-05/15/2020	-1,294.95
05/20/2020	DD	Gregory Hebard	Pay Period: 05/01/2020-05/15/2020	-2,462.99

# Copper Valley Community Services District

## TRANSACTION REPORT

May 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
05/20/2020	DD	PETER J KAMPA	Pay Period: 05/01/2020-05/15/2020	-2,154.48
05/20/2020	DD	Ralph M. McGeorge	Pay Period: 05/01/2020-05/15/2020	-2,119.60
05/20/2020	DD	NICOLE D MC CUTCHEN	Direct Deposit 2	-100.00
05/20/2020	DD	Gregory Hebard	Direct Deposit 2	-100.00
05/20/2020	DD	BRADLEY S KURTZER	Pay Period: 05/01/2020-05/15/2020	-801.96
05/20/2020	DD	CHRIS JACOBS	Pay Period: 05/01/2020-05/15/2020	-1,274.88
05/20/2020	DD	KYLE W CEARLEY	Pay Period: 05/01/2020-05/15/2020	-1,351.94
05/20/2020	DD	NICOLE D MC CUTCHEN	Pay Period: 05/01/2020-05/15/2020	-1,465.41
05/25/2020		Umpqua Bank Commerical CC	Umpqua CSDA Visa	-13,913.31
05/27/2020		PG&E - 7193	Utilities	-341.75
05/28/2020		IRS	Tax Payment for Period: 05/20/2020-05/22/2020	-4,095.74
05/28/2020		CA EDD	Tax Payment for Period: 05/20/2020-05/22/2020	-710.49
Total for Umpqua Bank Checking				\$1,729,303.04
<b>TOTAL</b>				<b>\$1,729,303.04</b>

Copper Valley Community Services District  
1000 Umpqua Bank Checking, Period Ending 05/31/2020

**RECONCILIATION REPORT**

Reconciled on: 06/11/2020

Reconciled by: Ever Ventura

Any changes made to transactions after this date aren't included in this report.

**Summary**

	USD
Statement beginning balance.....	
Checks and payments cleared (56).....	653,769.12
Deposits and other credits cleared (3).....	-234,528.27
Statement ending balance.....	<u>1,875,767.37</u>
	<u>2,295,008.22</u>
Uncleared transactions as of 05/31/2020.....	
Register balance as of 05/31/2020.....	-3,385.47
Cleared transactions after 05/31/2020.....	2,291,622.75
Uncleared transactions after 05/31/2020.....	0.00
Register balance as of 06/11/2020.....	-101,929.10
	<u>2,189,693.65</u>

**Details**

Checks and payments cleared (56)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/21/2020	Bill Payment	2618	Jim Wilson Excavation	-1,533.68
04/21/2020	Bill Payment	2619	Jim Wilson Excavation	-2,660.00
04/21/2020	Bill Payment	2624	Aaronson, Dickerson etal	-300.00
04/22/2020	Bill Payment	2629	City National Bank	-83,745.26
05/01/2020	Expense		John Deere Financial	-1,335.71
05/01/2020	Expense		John Deere Financial	-1,051.30
05/04/2020	Expense		Wire Fee	-15.00
05/05/2020	Check	DD	Gregory Hebard	-100.00
05/05/2020	Expense		SDU Child Support	-103.00
05/05/2020	Check	DD	KYLE W CEARLEY	-1,351.94
05/05/2020	Expense		Intuit Full Service Payroll	-147.00
05/05/2020	Check	DD	Gregory Hebard	-2,462.99
05/05/2020	Check	DD	CHRIS JACOBS	-1,274.86
05/05/2020	Check	DD	PETER J KAMPA	-2,154.49
05/05/2020	Check	DD	BRADLEY S KURTZER	-921.36
05/05/2020	Check	DD	NICOLE D MC CUTCHEN	-1,731.66
05/05/2020	Check	DD	NICOLE D MC CUTCHEN	-100.00
05/05/2020	Check	DD	Ralph M. McGeorge	-2,016.59
05/05/2020	Check	DD	DAMON H WAITE	-1,294.94
05/08/2020	Check		IRS	-4,234.13
05/08/2020	Check		CA EDD	-743.65
05/19/2020	Bill Payment	2638	SDRMA-Prop/Liability Insurance	-153.38
05/19/2020	Bill Payment	2653	CV Development Partners, LLC	-330.88
05/19/2020	Bill Payment	2652	CV Development Partners, LLC	-2,844.74
05/19/2020	Bill Payment	2650	CV Development Partners, LLC	-2,867.49
05/19/2020	Bill Payment	2649	CV Development Partners, LLC	-7,604.76
05/19/2020	Bill Payment	2648	CV Development Partners, LLC	-1,635.20
05/19/2020	Bill Payment	2647	CV Development Partners, LLC	-1,038.40
05/19/2020	Bill Payment	2646	CV Development Partners, LLC	-350.29
05/19/2020	Bill Payment	2645	CV Development Partners, LLC	-235.69
05/19/2020	Bill Payment	2644	SDRMA-Prop/Liability Insurance	-13,683.70
05/19/2020	Bill Payment	2643	Willdan	-32,691.92
05/19/2020	Bill Payment	2642	Warmerdam CPA Group	-5,400.00
05/19/2020	Bill Payment	2641	VALLEY ENTRY SYSTEMS, I...	-2,255.50
05/19/2020	Bill Payment	2640	Univar USA Inc.	-486.92
05/19/2020	Bill Payment	2639	Turlock Mosquito Abatement ...	-91.20
05/19/2020	Bill Payment	2637	SDRMA-Health Ins.	-7,261.38
05/19/2020	Bill Payment	2636	Mo-Cal Office Solutions, Inc	-86.08
05/19/2020	Bill Payment	2630	Turf Star, Inc.	-1,371.44

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/19/2020	Bill Payment	2632	ADAPCO, Inc.	-3,693.24
05/19/2020	Bill Payment	2634	Heluna Health	-931.00
05/19/2020	Bill Payment	2635	Larry Bain, C.P.A.	-8,050.00
05/20/2020	Check	DD	DAMON H WAITE	-1,294.95
05/20/2020	Check	DD	BRADLEY S KURTZER	-801.96
05/20/2020	Check	DD	PETER J KAMPA	-2,154.48
05/20/2020	Check	DD	CHRIS JACOBS	-1,274.88
05/20/2020	Check	DD	Gregory Hebard	-100.00
05/20/2020	Check	DD	Gregory Hebard	-2,462.99
05/20/2020	Check	DD	Ralph M. McGeorge	-2,119.60
05/20/2020	Check	DD	KYLE W CEARLEY	-1,351.94
05/20/2020	Check	DD	NICOLE D MC CUTCHEN	-1,465.41
05/20/2020	Check	DD	NICOLE D MC CUTCHEN	-100.00
05/25/2020	Expense		Umpqua Bank Commerical CC	-13,913.31
05/27/2020	Expense		PG&E - 7193	-341.75
05/28/2020	Check		IRS	-4,095.74
05/28/2020	Check		CA EDD	-710.49
<b>Total</b>				<b>-234,528.27</b>

## Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2020	Deposit		Calaveras County	493,119.41
05/04/2020	Deposit			1,382,647.96
05/19/2020	Bill Payment	2651	CV Development Partners, LLC	0.00
<b>Total</b>				<b>1,875,767.37</b>

## Additional Information

## Uncleared checks and payments as of 05/31/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/01/2018	Check	2374	BRADLEY D NICKELL	-257.97
03/17/2020	Bill Payment	2611	Custom Equipment Co., Inc	-2,452.50
04/21/2020	Bill Payment	2620	Human Resources Practitioners	-500.00
05/19/2020	Bill Payment	2631	Aaronson, Dickerson etal	-75.00
05/19/2020	Bill Payment	2633	Christopher Jacobs	-100.00
<b>Total</b>				<b>-3,385.47</b>

## Uncleared checks and payments after 05/31/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/05/2020	Check	DD	PETER J KAMPA	-2,154.50
06/05/2020	Check	DD	BRADLEY S KURTZER	-601.44
06/05/2020	Check	DD	NICOLE D MC CUTCHEN	-1,527.64
06/05/2020	Check	DD	CHRIS JACOBS	-1,160.96
06/05/2020	Check	DD	Gregory Hebard	-2,462.98
06/05/2020	Check	DD	Gregory Hebard	-100.00
06/05/2020	Check	DD	KYLE W CEARLEY	-1,239.44
06/05/2020	Check	DD	NICOLE D MC CUTCHEN	-100.00
06/05/2020	Check	DD	DAMON H WAITE	-1,186.08
06/05/2020	Check	DD	Ralph M. McGeorge	-2,119.59
06/10/2020	Check		CA EDD	-690.46
06/10/2020	Check		IRS	-3,980.81
06/16/2020	Bill Payment	2660	Tom Mayo Construction, Inc.	-5,035.00
06/16/2020	Bill Payment	2657	Tom Mayo Construction, Inc.	-69,540.00
06/16/2020	Bill Payment	2659	Willdan	-2,947.00
06/16/2020	Bill Payment	2658	VALLEY ENTRY SYSTEMS, I...	-870.00
06/16/2020	Bill Payment	2655	SDRMA-Health Ins.	-5,186.70
06/16/2020	Bill Payment	2654	Aaronson, Dickerson etal	-525.00

6/12/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/16/2020	Bill Payment	2656	The Union Democrat	-501.50
Total				-101,929.10



# Copper Valley Comm Srvs District

## CREDIT CARD - TRANSACTION DETAIL BY ACCOUNT

May 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
2050 Umpqua CSDA Visa					
05/01/2020	Expense		Gold Dust Pizza Copperopolis		43.98
05/03/2020	Expense		Amos Screen Printing & Embroidery		553.31
05/03/2020	Expense		LogMein, Inc.		5.00
05/03/2020	Expense		Verizon Wireless	Verizon telephone	111.88
05/03/2020	Expense		Staples		151.37
05/03/2020	Expense		Hunt & Sons, Inc.		809.35
05/05/2020	Expense		Belkorp Ag, LLC		1,080.95
05/05/2020	Expense		J.Milano Co., Inc.		452.97
05/05/2020	Expense		Lewis Port USA Racing		397.43
05/06/2020	Expense		O'Reilly Auto Parts		506.64
05/06/2020	Expense		Shell		76.86
05/06/2020	Expense		McDillard's Feed & Supply		181.80
05/06/2020	Expense		Cal Waste Recovery Systems		75.58
05/06/2020	Expense		Lowe's		403.42
05/07/2020	Expense		Copper Auto & Marine		598.29
05/08/2020	Expense		Louie's Pizza Kitchen		39.65
05/08/2020	Expense		Calaveras Lumber		365.31
05/10/2020	Expense		Intuit - QBO Online		49.00
05/10/2020	Expense		Microsoft Office	Microsoft 360 Subscription	12.50
05/10/2020	Expense		Copperopolis Cruisers 25		63.23
05/11/2020	Expense		Ewing		259.88
05/13/2020	Expense		Aramark Uniform Service		243.28
05/13/2020	Expense		Amazon		35.46
05/13/2020	Expense		Staples		114.18
05/14/2020	Expense		CDW Direct		113.13
05/15/2020	Expense		Louie's Pizza Kitchen		40.26
05/15/2020	Expense		Lewis Port USA Racing		38.27
05/15/2020	Expense		Calaveras Lumber		143.32
05/15/2020	Expense		Calaveras Lumber		38.75
05/17/2020	Expense		Calaveras Telephone Co.	Calaveras utilities	345.21
05/19/2020	Expense		Copperopolis Cruisers 25		113.75
05/19/2020	Expense		Dropbox		199.00
05/20/2020	Expense		American Gutter Solutions, Inc.		2,112.00
05/20/2020	Expense		Amazon		42.06
05/22/2020	Expense		Stockton Honda Yamaha		285.00
05/22/2020	Expense		Griff's BBQ & Grill		84.94
05/22/2020	Expense		Amos Screen Printing & Embroidery		804.38
05/25/2020	Expense		Hughson Farm Supply		2,067.79
05/25/2020	Expense		Copperopolis Cruisers 25		67.35
05/28/2020	Expense		Calaveras Lumber		87.11
05/28/2020	Expense		Ewing		2,107.41
05/28/2020	Expense		Lewis Port USA Racing		229.60
05/28/2020	Expense		Family Dollar		132.87
05/29/2020	Expense		Young's Copper Ace Hardware		278.17
05/29/2020	Credit Card Credit		Amazon		-35.46
05/29/2020	Credit Card Credit		AMCA (American Mosquito Control Assn)		-435.00

# Copper Valley Comm Srvs District

## CREDIT CARD - TRANSACTION DETAIL BY ACCOUNT

May 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
05/31/2020	Expense		Belkorp Ag, LLC		70.22
05/31/2020	Expense		ZOOM Car Wash		51.71
<b>Total for 2050 Umpqua CSDA Visa</b>					<b>\$15,613.16</b>
TE TOTAL EXPENSES					
1SS SERVICES & SUPPLIES					
AE Administrative Expenses					
OE02 Finance Expenses					
05/10/2020	Expense		Intuit - QBO Online	Monthly QuickBooks Online Fee	49.00
<b>Total for OE02 Finance Expenses</b>					<b>\$49.00</b>
OE08 Professional Development					
05/01/2020	Expense		Gold Dust Pizza Copperopolis		43.98
05/05/2020	Expense		Lewis Port USA Racing		397.43
05/06/2020	Expense		Shell		76.86
05/08/2020	Expense		Louie's Pizza Kitchen		39.65
05/10/2020	Expense		Copperopolis Cruisers 25	Fuel	63.23
05/15/2020	Expense		Louie's Pizza Kitchen		40.26
05/19/2020	Expense		Copperopolis Cruisers 25	Fuel	113.75
05/22/2020	Expense		Griff's BBQ & Grill		84.94
05/25/2020	Expense		Copperopolis Cruisers 25	Fuel	67.35
05/28/2020	Expense		Family Dollar		132.87
05/29/2020	Credit Card Credit		AMCA (American Mosquito Control Assn)	refund of double payments	-435.00
05/31/2020	Expense		ZOOM Car Wash		51.71
<b>Total for OE08 Professional Development</b>					<b>\$677.03</b>
OE12 Telephone					
05/03/2020	Expense		Verizon Wireless		111.88
05/17/2020	Expense		Calaveras Telephone Co.		345.21
<b>Total for OE12 Telephone</b>					<b>\$457.09</b>
OE14 Office Supplies/Postage					
05/03/2020	Expense		Staples	Office Supplies	151.37
05/03/2020	Expense		LogMein, Inc.		5.00
05/10/2020	Expense		Microsoft Office		12.50
05/13/2020	Expense		Amazon		35.46
05/13/2020	Expense		Staples	Office Supplies	114.18
05/14/2020	Expense		CDW Direct		113.13
05/19/2020	Expense		Dropbox		199.00
05/20/2020	Expense		Amazon		42.06
05/29/2020	Credit Card Credit		Amazon		-35.46
<b>Total for OE14 Office Supplies/Postage</b>					<b>\$637.24</b>
<b>Total for AE Administrative Expenses</b>					<b>\$1,820.36</b>
OE Operational Expenses					
OE18 Common Areas					
05/06/2020	Expense		Lowe's		403.42
<b>Total for OE18 Common Areas</b>					<b>\$403.42</b>
OE16 Gate Maint/Repair/Staff/Openers					
05/13/2020	Expense		Aramark Uniform Service		243.28
05/28/2020	Expense		Ewing		2,107.41

# Copper Valley Comm Srvs District

## CREDIT CARD - TRANSACTION DETAIL BY ACCOUNT

May 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
05/31/2020	Expense		Belkorp Ag, LLC		70.22
<b>Total for OE16 Gate Maint/Repair/Staff/Openers</b>					<b>\$2,420.91</b>
OE17 Streets/Sidewalks/Lighting Maint & Repair					
05/15/2020	Expense		Lewis Port USA Racing		38.27
05/25/2020	Expense		Hughson Farm Supply		2,067.79
05/28/2020	Expense		Lewis Port USA Racing		229.60
<b>Total for OE17 Streets/Sidewalks/Lighting Maint &amp; Repair</b>					<b>\$2,335.66</b>
OE18-1 Landscape Supplies					
05/11/2020	Expense		Ewing		259.88
05/15/2020	Expense		Calaveras Lumber		38.75
<b>Total for OE18-1 Landscape Supplies</b>					<b>\$298.63</b>
OE18-3 Landscape Equipment Gas & Oil					
05/03/2020	Expense		Hunt & Sons, Inc.		809.35
05/22/2020	Expense		Amos Screen Printing & Embroidery		401.00
<b>Total for OE18-3 Landscape Equipment Gas &amp; Oil</b>					<b>\$1,210.35</b>
OE18-4 Landscape Equip Repair/Replace					
05/05/2020	Expense		Belkorp Ag, LLC		1,080.95
05/05/2020	Expense		J.Milano Co., Inc.		452.97
05/07/2020	Expense		Copper Auto & Marine		598.29
05/22/2020	Expense		Stockton Honda Yamaha		285.00
<b>Total for OE18-4 Landscape Equip Repair/Replace</b>					<b>\$2,417.21</b>
<b>Total for OE18 Common Areas with subs</b>					<b>\$9,086.18</b>
OE22 Mosquito Abatement Expense					
OE22-2 Mosquito Abatement Monitor/Test					
05/06/2020	Expense		McDillard's Feed & Supply		181.80
<b>Total for OE22-2 Mosquito Abatement Monitor/Test</b>					<b>\$181.80</b>
OE22-3 Mosquito Abate Vehicles Gas/Oil					
05/06/2020	Expense		O'Reilly Auto Parts		506.64
<b>Total for OE22-3 Mosquito Abate Vehicles Gas/Oil</b>					<b>\$506.64</b>
OE22-4 Mosquito Abatement Equip Maint					
05/06/2020	Expense		Cal Waste Recovery Systems		75.58
05/22/2020	Expense		Amos Screen Printing & Embroidery		403.38
<b>Total for OE22-4 Mosquito Abatement Equip Maint</b>					<b>\$478.96</b>
<b>Total for OE22 Mosquito Abatement Expense</b>					<b>\$1,167.40</b>
<b>Total for OE Operational Expenses</b>					<b>\$10,253.58</b>
<b>Total for 1SS SERVICES &amp; SUPPLIES</b>					<b>\$12,073.94</b>
4CIP CAPITAL IMPROVEMENT PROJECTS					
OE54-2 Office Building Siding & Trim					
05/03/2020	Expense		Amos Screen Printing & Embroidery		553.31
05/08/2020	Expense		Calaveras Lumber		365.31
05/15/2020	Expense		Calaveras Lumber		143.32
05/20/2020	Expense		American Gutter Solutions, Inc.		2,112.00
05/28/2020	Expense		Calaveras Lumber		87.11
05/29/2020	Expense		Young's Copper Ace Hardware		278.17

# Copper Valley Comm Srvs District

## CREDIT CARD - TRANSACTION DETAIL BY ACCOUNT

May 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
				Total for OE54-2 Office Building Siding & Trim	\$3,539.22
				Total for 4CIP CAPITAL IMPROVEMENT PROJECTS	\$3,539.22
				Total for TE TOTAL EXPENSES	\$15,613.16



**COPPER VALLEY COMMUNITY SERVICES DISTRICT**

1000 Saddle Creek Drive  
Copperopolis, CA 95228  
(209) 785-0100 – coppervalleycsd.org

**DIRECTORS**

Roger Golden, President  
Larry Hoffman, Vice President  
Ken Albertson  
Darlene DeBaldo  
Don Kurtz

**BOARD OF DIRECTORS REGULAR MEETING  
TELE-CONFERENCE MEETING MINUTES**

May 19, 2020  
2:00 PM

1. **CALL TO ORDER 2:04PM**
2. **ROLL CALL President Golden, Vice President Hoffman, Director Albertson, Director DeBaldo, Director Kurtz, General Manager Kampa, District Clerk McCutchen, Site Manager Hebard**
3. **PLEDGE OF ALLEGIANCE**
4. **CHANGES TO ORDER OF AGENDA None requested**
5. **PUBLIC COMMENT**
6. **CONSENT CALENDAR**
  - a) Review of monthly financial report, approval of bills and claims for the month of April 2020.
  - b) Approval of the minutes from the Regular Board Meeting held April 21, 2020.  
Director DeBaldo makes a motion to approve the Consent Calendar, a second was made by Vice President Hoffman. Role call taken by clerk; Motion passes unanimously.
7. **DISCUSSION AND ACTION ITEMS**
  - a) Presentation and review of the Draft Preliminary 2020/21 Fiscal Year Budget
    - i. Discussion regarding adding a line item for “tree maintenance” to the budget (Kurtz)
  - b) Adoption of a Resolution Reclassifying the District Clerk Position to Office Manager – continued from April 2020 This agenda item will be moved to June agenda.
  - c) Update report on the Drainage Inlet Repairs and Phase II Road Improvement Project (DeBaldo)
  - d) Approval of a 2019/20 Budget Amendment in the amount of \$34,000 to fund costs associated with reimbursements for property lease, power, water, fuel and irrigation equipment as required under the Interim Operating Agreement with CV Holdings LLC Vice President makes a motion for Approval of a 2019/20 Budget Amendment in the amount of \$34,000 to fund costs associated with reimbursements for property lease, power, water, fuel and irrigation equipment as required under the Interim Operating Agreement with CV Holdings LLC. Director Albertson seconds, Role call taken by clerk; motion passes unanimously.
8. **STAFF AND DIRECTOR REPORTS**
  - a) General Managers Report
  - b) Site Managers Report
9. **ADJOURNMENT 2:58pm**

**RESOLUTION NO. 09-2020**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COPPER VALLEY COMMUNITY SERVICES DISTRICT APPROVING THE DISTRICT'S FISCAL YEAR 2020/21 FISCAL YEAR FINAL BUDGET AND APPROPRIATIONS LIMIT**

**WHEREAS**, the Copper Valley Community Services District (District) Board of Directors reviews and accepts a monthly treasurer's report that includes statements of cash flows, account and investment balances, and budget to actual reports; and

**WHEREAS**, California Government Code Section 61110(a) states that on or before July 1 of each year or, for districts using two one-year budgets or a biennial budget, every other year, the board of directors may adopt a preliminary budget that conforms to generally accepted accounting and budgeting procedures for special districts; and

**WHEREAS**, the District discussed the goals and objectives of the 2019/20 Budget preparation a during its regular Board meeting held on May 21, 2020; and

**WHEREAS**, the District has prepared a Draft Final Budget for the 2020/21 Fiscal Year in accordance with the guidance and direction of the Board in public meetings and to provide funding for continued road improvements; and

**WHEREAS**, the Board has stated its intent to adopt a Final Budget for the 2020/21 Fiscal Year at its June 16, 2020 Regular Board meeting, and has caused the preparation and publication of the required Notice of Public Hearing in the newspaper of general circulation, regarding final budget adoption; and

**WHEREAS**, Article XIII B of the Constitution of the State of California was established in November of 1979 with the passage of Proposition 4 establishing a limit on spending by public agencies, including Special Districts, of funds from proceeds of taxes; and,

**WHEREAS**, Government Code Section 7901(a) and (b) states a special district use the "Change in California per capita personal income" as published by the United States Department of Commerce in the Survey of Current Business and "Change in population" as estimated by the State of California Department of Finance pursuant to Section 2228 of the Revenue and Taxation Code of each special district; and,

**WHEREAS**, the annual calculation of the appropriations limit shall be reviewed as part of the annual financial audit per Section 1.5 of Article XIII B of the Constitution of the State of California; and

**WHEREAS**, the fiscal 2020/21 proposed operating budget is well below the calculated appropriations limit

**WHEREAS**, said draft final draft 2020/21 Budget and Appropriations Limit Calculation is included herein for consideration.

**NOW, THEREFORE, BE IT RESOLVED** that:

**SECTION 1.** Pursuant to Article XIII B Section 1.5 of the Constitution of the State of California, the annual calculation of the appropriations limit will be reviewed as part of the annual financial audit.

**SECTION 2.** In accordance with Article XIII B of the California Constitution and Government Code Section 7901 and (a) and (b), the Saddle Creek Community Services District does hereby adopt the appropriation limit for 2020/21, as reflected in Exhibit A;

**SECTION 3.** The Board of Directors of the District does hereby approve and adopt the 2020/21 Fiscal Year Final Budget as presented in Exhibit B, and the 2020/21 Salary Schedule is attached as Exhibit C;

**SECTION 4.** The District General Manager or his/her designee is hereby authorized to expend the funds contained within the 2020/21 Budget in accordance with financial policies adopted by the Board.

**PASSED AND ADOPTED** by the Board of Directors of the Copper Valley Community Services District on June 16, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED

\_\_\_\_\_  
PRESIDENT

ATTESTED:

\_\_\_\_\_  
SECRETARY

**CERTIFICATE OF SECRETARY**

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Copper Valley Community Services District, do hereby declare that the foregoing RESOLUTION NO. 09-2020 was duly passed and adopted at a Regular Meeting of the Board of Directors of the Copper Valley Community Services District duly called and held on June 16, 2020

*SIGNED:* \_\_\_\_\_ *DATED:* \_\_\_\_\_

# EXHIBIT A

Copper Valley CSD  
**Gann Limit**  
 6/30/2005-6/30/21

Date: 5/19/2020  
 Preparer: LB

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
							-2.54%	2.51%	3.77%	5.12%	-0.23%						
							-0.15%	0.23%	-0.49%	-0.64%	-0.71%						
Per Capita Change	1.0328	1.0526	1.0396	1.0442	1.0429	1.0062	0.9746	1.0251	1.0377	1.0512	0.9977	1.0382	1.0537	1.0369	1.0367	1.0385	1.0373
Population Change	1.0135	1.0182	1.0138	1.0089	1.0062	1.0023	0.9985	1.0023	0.9951	0.9936	0.9929	1.0027	0.9975	0.9988	0.9992	0.9986	0.9985
Calc for Growth Rate	1.0467	1.0718	1.0539	1.0535	1.0494	1.0085	0.9731	1.0275	1.0326	1.0445	0.9906	1.0410	1.0511	1.0357	1.0359	1.0370	1.0357
Prior Year Limit	834,700	873,716	936,411	986,927	1,039,721	1,091,048	1,100,338	1,070,781	1,100,182	1,136,065	1,186,588	1,175,453	1,223,651	1,286,137	1,331,995	1,379,775	1,430,890
Calculation Factor	1.0467	1.0718	1.0539	1.0535	1.0494	1.0085	0.9731	1.0275	1.0326	1.0445	0.9906	1.0410	1.0511	1.0357	1.0359	1.0370	1.0357
Current Year Limit	873,716	936,411	986,927	1,039,721	1,091,048	1,100,338	1,070,781	1,100,182	1,136,065	1,186,588	1,175,453	1,223,651	1,286,137	1,331,995	1,379,775	1,430,890	1,482,036



# EXHIBIT B

## COPPER VALLEY COMMUNITY SERVICES DISTRICT 2020-2021 Proposed BUDGET WORKSHEET

6/12/2020

	Budget	Projected Actuals 6-30-2020	Proposed BUDGET	Proposed Change	Proposed Change Notes
<b>Income</b>					
IN01 Assessments	1,244,442.00	1,244,442.00	1,334,703.00	90,261.00	Levied per NBS memo
IN05 Interest Income	2,900.00	2,506.67	2,600.00	(300.00)	
IN06 Interest - County		0.00	0.00	0.00	
IN07 Rebates Received	1,300.00	1,893.33	2,000.00	700.00	
IN30 Expense Reimbursement Revenue	1,000.00	624.00	700.00	(300.00)	
IN41 Gate Opener Income	700.00	1,453.33	1,500.00	800.00	
IN59 Other Misc. Revenue	15,800.00	4,548.00	4,800.00	(11,000.00)	
Services		0.00	0.00	0.00	
<b>TOTAL INCOME</b>	<b>\$ 1,266,142.00</b>	<b>\$ 1,255,467.33</b>	<b>1,346,303.00</b>	<b>\$ 80,161.00</b>	
<b>Expenses</b>					
<b>Services &amp; Supplies</b>					
<b>Administrative Expenses</b>					
OE01 Audit Expense	8,000.00	8,050.00	8,500.00	500	
OE02 Finance Expenses	500.00	533.33	600.00	100	
OE02-1 Financial Assessment (NBS)	5,500.00	1,452.00	6,000.00	500	Estimated
OE03 Advertising	500.00	510.67	500.00	0	
OE04 Legal Expenses	1,900.00	5,300.00	5,600.00	3,700	
OE05 Management Fees	77,000.00	53,660.00	0.00	(77,000)	Pete Kampa is now an employee
OE41 HR Consultant	6,000.00	8,166.67	8,600.00	2,600	
OE06 Insurance (Prop Loss & Liab)	10,700.00	14,638.00	15,400.00	4,700	
OE07 Miscellaneous/Contingency	4,000.00	4,429.33	4,700.00	700	
OE08 Professional Development	12,300.00	8,920.00	9,400.00	(2,900)	
OE09 Dues, Certs, Bonds & Subscriptions	5,400.00	6,853.33	7,200.00	1,800	
OE10 Uniform Expense	3,800.00	5,137.33	5,400.00	1,600	
OE11 Water/Sewer office	13,100.00	21,000.00	22,100.00	9,000	Per interim agreement plus 5% increase
OE11.5 Electric for office	0.00	9,000.00	11,000.00	11,000	Per Interim agreement
OE12 Telephone & Internet	7,100.00	5,588.00	5,900.00	(1,200)	
OE14 Office Supplies/Postage	5,800.00	8,064.00	8,500.00	2,700.00	
OE15 Office Equipment Repair/Replace	7,900.00	3,233.33	3,400.00	(4,500.00)	
OE21 Office Equipment Lease	2,700.00	3,834.67	4,000.00	1,300.00	
OE26 County Fees/LAFCO	7,100.00	7,000.00	7,400.00	300.00	
OE29 Accounting Services	21,600.00	22,104.00	23,200.00	1,600.00	
OE30 Reimbursable Maintenance Exp	900.00	0.00	0.00	(900.00)	
OE 31 Office Lease	0.00	1,635.20	1,635.20	1,635.20	Per Interim agreement
<b>Total Administrative Expenses</b>	<b>\$ 201,800.00</b>	<b>\$ 199,109.87</b>	<b>41% \$ 159,035.20</b>	<b>\$ (42,764.80)</b>	

**COPPER VALLEY COMMUNITY SERVICES DISTRICT  
2020-2021 Proposed BUDGET WORKSHEET**

6/12/2020

	Budget	Projected Actuals 6-30-2020	Proposed BUDGET	Proposed Change	Proposed Change Notes
<b>Common Areas</b>					
OE16 Gate Maint/Repair/Staff/Openers	23,000.00	12,540.00	13,200.00	(9,800)	Per Interim Agreement, increased water rates by 5%
OE18 Landscape Supplies & Repairs	37,400.00	41,760.00	43,800.00	6,400	
OE18-1 CCWD Water	0.00	30,000.00	31,500.00	31,500	
OE18-3 Landscape Equip Gas & Oil	12,500.00	11,777.33	12,400.00	(100)	
OE18-4 Landscape Equipment Repair & Replacement	28,400.00	22,589.33	23,700.00	(4,700)	
<b>Total Common Areas</b>	<b>\$ 101,300.00</b>	<b>88,666.67</b>	<b>124,600.00</b>	<b>23,300</b>	
<b>OE22 Mosquito Abatement Expense</b>					
OE22-1 Mosquito Control Products	19,000.00	23,636.00	24,800.00	5,800	Paying fuel cost per agreement
OE22-2 Mosquito Abatement Monitor/Test	4,000.00	3,213.33	3,400.00	(600)	
OE22-3 Mosquito Abate Vehicles Gas/Oil	18,600.00	18,600.00	22,500.00	3,900	
OE22-4 Mosquito Abatement Equip Maint	8,000.00	13,153.33	13,800.00	5,800	
<b>Total OE22 Mosquito Abatement Expense</b>	<b>\$ 49,600.00</b>	<b>57,104.00</b>	<b>64,500.00</b>	<b>14,900</b>	
<b>Total OE17 Streets</b>	<b>\$ 24,800.00</b>	<b>\$ 25,529.33</b>	<b>41,800.00</b>	<b>17,000</b>	11% Inc repairs plus infrastructure reserve study
<b>Total Services &amp; Supplies</b>	<b>\$ 377,500.00</b>	<b>\$ 342,896.00</b>	<b>389,935.20</b>	<b>12,435</b>	100%
<b>PE Personnel Expense</b>					
PE01 Workers' Compensation Insurance	17,600.00	14,638.00	14,600.00	(3,000)	See Payroll Info Worksheet
PE02 Health Insurance	75,900.00	62,322.67	65,400.00	(10,500)	See Payroll Info Worksheet
PE03 Payroll Taxes	27,600.00	29,432.00	33,900.00	6,300	8% of projected wages
PE04 Processing Fees	1,800.00	1,734.67	1,800.00	-	Actual plus 5%
PE05 Directors' Stipend	6,000.00	5,400.00	6,000.00	-	See Payroll Info Worksheet
<b>PE06 Employee Wages</b>	<b>344,800.00</b>	<b>355,757.33</b>	<b>423,900.00</b>	<b>79,100</b>	See Payroll Info Worksheet
<b>Total Salaries &amp; Benefits</b>	<b>\$ 473,700.00</b>	<b>\$ 469,284.67</b>	<b>545,600.00</b>	<b>71,900</b>	
<b>Equipment Replacement</b>					
Cart Replacement Program	0.00	0.00	30,000.00	30,000	
Heavy Duty truck replacement	0.00	0.00	57,000.00	57,000	
<b>Total Equipment Replacement</b>	<b>\$ -</b>	<b>\$ -</b>	<b>87,000.00</b>	<b>87,000</b>	

COPPER VALLEY COMMUNITY SERVICES DISTRICT  
**2020-2021 Proposed BUDGET WORKSHEET**

6/12/2020

	Budget	Projected Actuals 6-30-2020	Proposed BUDGET	Proposed Change	Proposed Change Notes
<b>Capital Projects</b>					
OE53-2 Landscape Improvements	0.00	8,000.00	0.00	-	Separate Project Budget Approved March 2020\
OE53-1 Landscape Design/Survey	0.00	3,413.33	0.00	-	
<b>Total Landscape Project</b>	<b>\$ -</b>	<b>3,413.33</b>	<b>0.00</b>	<b>-</b>	
OE51-4 Road Improvements	198,531.00	0.00	1,300,000.00	1,101,469	
OE51-1 Road Project Design & Constr Mgmt	35,035.00	60,794.00	0.00	(35,035)	
TBD Office Building Paint	10,437.00	0.00	0.00	(10,437)	
OE54-2 Office Building Siding and Trim	12,000.00	7,114.67	0.00	(12,000)	
<b>Total Road Improvement Project</b>	<b>\$ 256,003.00</b>	<b>67,908.67</b>	<b>1,300,000.00</b>	<b>1,043,997</b>	
<b>Total Capital Projects</b>	<b>\$ 256,003.00</b>	<b>\$ 71,322.00</b>	<b>1,300,000.00</b>	<b>1,043,997</b>	
<b>Debt Service</b>					
OE20 John Deere Financing	28,645.00	28,644.12	27,308.00	(1,337)	Per amortization schedule
OE21 John Deere Financing		0.00	0.00	-	
Phase 1 Road Improvements	83,745.00	83,745.00	81,722.00	(2,023)	Per amortization schedule
Phase 2 Road Improvements	0.00	0.00	115,160.00	115,160	Per amortization schedule
<b>Total Debt Service</b>	<b>\$ 112,390.00</b>	<b>\$ 112,389.12</b>	<b>224,190.00</b>	<b>\$ 111,800.00</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,219,593.00</b>	<b>\$ 995,891.79</b>	<b>2,546,725.20</b>	<b>1,327,132</b>	
<b>Other Financing Sources/(Uses)</b>					
Equipment Replacement Reserve	46,550.00	46,550.00	(87,000.00)	(40,450)	\$40,500 withdrawn from reserves
	<b>\$ 46,550.00</b>	<b>\$ 46,550.00</b>	<b>(87,000.00)</b>	<b>(40,450)</b>	
<b>Excess of revenues over (under) expenditures</b>	<b>\$ 93,099.00</b>	<b>\$ 306,125.55</b>	<b>99,577.80</b>	<b>12,579</b>	To be allocated to contingency and infrastructure reserves

# EXHIBIT C

## COPPER VALLEY COMMUNITY SERVICES DISTRICT FY 2020/21 EMPLOYEE CLASSIFICATION & SALARY SCHEDULE

Employee Classification	2019-20	2020-21		(Step 1)	(Step 2)	(Step 3)	(Step 4)
General Manager	(contract)	1	(A)	\$68,675	(Advancement is merit based)		
Maintenance Manager	1	1	(A)	\$79,212	\$83,173	\$87,331	\$91,698
Maintenance Supervisor	1	1	(A)	\$56,579	\$59,408	\$62,378	\$65,498
Landscape Maint. II	1	1	(H)	\$17.89	\$18.78	\$19.72	\$20.71
Landscape Maint. I	3	3	(H)	\$16.37	\$17.91	\$18.81	\$19.74
Part-Time Maint. I	1	0	(H) (PT)	\$16.37	\$17.91	\$18.81	\$19.74
Accountant	(contract)	(contract)	(H) (PT)	<del>\$36.59</del>	<del>\$38.43</del>	<del>\$40.34</del>	<del>\$42.36</del>
CSD Clerk/Admin	1	0	(H) (PT)	\$25.26	\$26.52	\$27.84	\$29.23
Office Manager	0	1	(H)(PT)	\$30.69	\$33.46	\$35.13	\$36.89

(A)=Annual Salary (H)=Hourly (PT) - Part time

\* Cost of Living Adjustment (COLA) 2.50%

### Other

(2) Directors (Elected) 5 \$100 per Board Meeting Attended

**To: Copper Valley Community Services District Board of Directors**  
**From: Christine Drazil, NBS**  
**Date: May 26, 2020**  
**Re: Copper Valley CSD – Measure A Fiscal Year 2020-21 Special Taxes**

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As the Measure A special tax was approved following votes being tallied from the May 2, 2017 special all-mail ballot election, special taxes will be levied at the following rates in Fiscal Year 2020-21:

Land Use Category	Fiscal Year 2020-21 Special Tax Rate
Residential Lot	\$1,876.93 per Residential Lot
Large Lot Undeveloped Property	\$793.51 per Acre or Portion Thereof
Sports Club Property	\$705.35 per Acre or Portion Thereof
Golf Course Property	\$70,382.40 per Parcel

The special taxes will be levied at the maximum Fiscal Year 2020-21 special tax rates. The maximum special tax rates listed above are adjusted annually by the greater of the annual change in the Consumer Price Index published by the U.S. Bureau of Labor Statistics for All Urban Consumers in the San Francisco-Oakland-Hayward Area, as measured as of the month of December in the calendar year which ends in the previous fiscal year, or two percent (2%). In Fiscal Year 2020-21, maximum special tax rates were increased by approximately 2.45%, based upon the change in the Consumer Price Index.

Applying the Fiscal Year 2020-21 special tax rates to the parcels that currently exist in the District, the estimated Fiscal Year 2020-21 special tax revenues are detailed below for each land use category.

Land Use Category	Fiscal Year 2020/21 Special Tax Revenue
Residential Lot	\$1,051,080.80
Large Lot Undeveloped Property	211,018.06
Sports Club Property	2,221.85
Golf Course Property	70,382.40
Common Area / Roads	0.00
<b>Total:</b>	<b>\$1,334,703.11</b>

The Fiscal Year 2020-21 Measure A special tax levy information is expected to be submitted to the Calaveras County Auditor Controller’s Office prior to the levy submittal deadline of August 10, 2020. Once the County has confirmed that the special taxes have been placed on the Fiscal Year 2020-21 roll, NBS will provide an update to the Copper Valley CSD accordingly.



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** CVCS D Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** June 16, 2020

**SUBJECT:** Item 7b) Update Report on the Status of and Funding for the Copper Valley Road Improvements, Phase II

---

### **RECOMMENDED ACTION**

This is an information only item, no action required.

### **BACKGROUND**

The Drainage Basin repairs are 100% complete, and the contractor, Mayo Construction, is preparing to mobilize for the Phase 2 road improvements. Please find attached a draft schedule, understanding that the contractor is still finalizing the exact schedule of activities with its subcontractors.

### **Drainage Basin Repairs**

- The successful bidder for the Drainage Basin Repairs was Tom Mayo Construction
- Tom Mayo Construction's bid for the project was \$73,200
- The scope of work for the project was to repair 17 damaged drainage basins
- The project was awarded to Tom Mayo Construction on April 20, 2020
- Construction started on May 18, 2020
- During the construction process District staff asked that two additional drainage basins be added to the scope of Work for Tom Mayo Construction, bringing the total to 19 drainage basins, and the total cost of the project to \$78,500
- Construction was concluded on May 29, 2020

### **Pavement Repairs**

- The successful bidder for the Pavement Repairs – Phase II project was Tom Mayo Construction
- Tom Mayo Construction's bid for the project was \$906,956.20.
- The scope of work for the project is to resurface roadways throughout the subdivision
- The project was awarded to Tom Mayo Construction on March 19, 2020
- Tom Mayo Construction has provided a schedule (see attached) indicating a start date for construction of June 15, 2020, and a planned completion date of July 24, 2020
- Per the contract terms Tom Mayo Construction has 90 calendar days to finish the construction, should they need that amount of time, which would require that all construction be completed no later than September 18, 2020.

#	Traits	Title	Sub Contractor	Given Work	Resources	Predecessors	Wk 23	Wk 24, June 7							Wk 25, June 14							Wk 26, June 21							Wk 27, June 28							Wk 28, July 5							Wk 29, July 12							Wk 30, July 19						
							5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
0	☐	<b>COPPER VALLEY STREET REHAB</b>		<b>90 days</b>	<b>Delta; PNW; Graham; APS</b>		COPPER VALLEY STREET REHAB																																																	
1	☉	Water Pollution Control		1 day			Water Pollution Control																																																	
2	☉	Mobilization		1 day			Mobilization																																																	
3	☉	Traffic Control		1.5 months			Traffic Control																																																	
4	☉	Digouts (15203sf, 563 tons)		3 days			Digouts (15203sf, 563 tons)																																																	
5	☉	Cold Mill (76503 sf)		2 days	Delta		Cold Mill (76503 sf)																																																	
6	☉	Paving Fabric (242748 sf)		4 days	PNW		Paving Fabric (242748 sf)																																																	
7	☉	Overlay (3020 tons)		4 days			Overlay (3020 tons)																																																	
8	☉	Raise Iron (61WV, 41MH)		8 days			Raise Iron (61WV, 41MH)																																																	
9	☉	Crack Seal	Graham	4 days	Graham		Crack Seal																																																	
10	☉	Microseal (53,149 sf)	APS	3 days	APS		Microseal (53,149 sf)																																																	
11	☉	Fog Seal (170,640 sf)		2 days	PNW		Fog Seal (170,640 sf)																																																	
12	☉	Striping		3 days			Striping																																																	

GENERAL ENGINEERING CONTRACTOR  
CA. LIC. NO. 388077



4735 E. FREMONT ST.  
STOCKTON, CA 95215-4011  
(209) 943-6248 FAX 943-1854

June 9, 2020

RE: Copper Valley Community Services District Street Rehabilitation Project.

Dear Resident:

Tom Mayo Construction, Inc. has been contracted by the Copper Valley Community Services District for the above referenced project. The scope of this project includes asphalt pavement repair, crack sealing, asphalt overlay, adjusting iron and restriping. This project will start on June 15 and has a 90-day duration. Because of the nature of the work, on-street parking during active construction will be restricted.

No parking signs will be posted a minimum of 48 hours before work will begin on your street from 7 am to 5pm during work hours. Cars can be parked in street during evening or non work hours.

We apologize for the inconvenience that this will cause during the construction, however I am confident that with your cooperation we can complete this work with as minimal of an impact as is possible. If you have any questions or concerns feel free to contact me at (209) 649-1795.

Sincerely,

Erick Saari  
Project Manager  
Tom Mayo Construction, Inc.





## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** CVCS District Board of Directors  
**FROM:** Peter Kampa, General Manager  
**Date:** June 16, 2020  
**RE:** Item 7d) Adoption of a Resolution Reclassifying the District Clerk Position to Office Manager

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### **RECOMMENDED ACTION:**

Staff recommends the following action:

Adopt the Resolution approving the reclassification of the current Board Clerk position to an Office Manager position effective July 1, 2020.

### **BACKGROUND:**

The District office had a change of staffing last year with our bookkeeper retiring. Some of those responsibilities have been assigned to our contracting part time CPA firm, they are performing the technical bookkeeping and payroll responsibilities, leaving the rest of the responsibilities to the Board Clerk. The Board Clerk position has evolved immensely to cover a variety of tasks not limited to; project contract administration, document control, bookkeeping, budgeting, cost coding/auditing support, administration functions; residential customer service, weed abatement billing/tracking.

The position also performs and is responsible for general clerical work, maintain compliance with Government agencies, HR support, Site Manager/Supervisor support for interviewing/onboarding of employees, employee benefits, banking responsibilities, timesheet/record keeping, board meeting duties as well as providing administrative services for the GM.

The attached resolution provides additional detail related to the need to modify the position, to ensure the District is staffed with adequate competencies in the future. In developing the attached positions classification (job description), we reviewed the positions and salaries offered by a variety of local special districts. The 2019 CSDA salary and benefits report was used to establish the proposed revised salary schedule, also attached. The proposed entry level salary of this position is established at 5% above the top step of the previous Clerk position. The Clerk position is proposed to remain on the org chart, but not filled until some time in the future if workload necessitates.

### **ATTACHMENTS:**

Office Manager Job Description and salary scale

### **FINANCIAL IMPACT:**

This position is approximately 1/2 FTE, and is not expected to be full time so long as the organizational structure remains similar to current. The reclassification generates a salary change resulting in an increase in salary expense of approximately \$2,100 in 2020/21. Part time positions receive no medical insurance or retirement payments.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE COPPER VALLEY COMMUNITY SERVICES DISTRICT  
RECLASSIFYING THE POSITION OF CLERK TO OFFICE MANAGER**

WHEREAS, the Copper Valley CSD is authorized by the California Government Code to provide multiple public services, including roads, mosquito control and weed abatement; and

WHEREAS, the District has over the past three years conducted aggressive planning, design, financing and implementation of community road improvements as well as the development of a funding measure, Measure A, which provided long term funding for the improvements; and

WHEREAS, the competent management of the projects, financial reserves and Measure A funds in general has significantly increased the amount and complexity of the administrative and financial workload as well as increasing the District budget by more than double; and

WHEREAS, the District has determined that adequate, competent and qualified staff is critical to the long term management of Measure A funds and associated expenditures, and that creating appropriate position classifications, working conditions and compensation packages are necessary to ensure the ability to attract and retain such qualified employees; and

WHEREAS, the position of District Clerk historically provided limited part time secretarial, customer service and board support services, and has now assumed purchasing, bookkeeping, human resources, and technical administrative support for the District General Manager; and

WHEREAS, the District General Manager has recommended that the position of District Clerk be reclassified to an Office Manager to reflect current responsibilities and competencies required for the position; and

WHEREAS, the General Manager has developed an Office Manager position classification and has proposed a salary schedule based on comparable positions within special districts in our employee recruitment area, with similar budgets and staff sizes.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Copper Valley Community Services District, that the position of District Clerk be reclassified to Office Manager effective July 1, 2020, with a salary as detailed in the fiscal year 2020/21 budget.

PASSED AND ADOPTED by the Board of Directors of the Copper Valley Community Services District on June 16, 2020 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

ATTEST:

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Peter Kampa, Board Secretary

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Roger Golden, Board President

**CERTIFICATE OF SECRETARY**

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Copper Valley Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Copper Valley Community Services District, duly called and held on June 16, 2020.

DATED: \_\_\_\_\_

# COPPER VALLEY COMMUNITY SERVICES DISTRICT

## Policy and Procedures Manual

### Job Description – Office Manager

#### **2450.10 DESCRIPTION:**

Under the general direction of the General Manager; this position classification is singularly unique in that due to the size of our work force we require multiple duties over a wide spread area of responsibility. This position requires a high level of discretion, initiative, independent judgment and confidentiality.

#### **2450.101 Primary:**

Under the supervision of the General Manager who provides guidance and review as needed. This position oversees basic functions of the Office. It includes clerical duties, light accounting, filing, typing, data input for the computers and office procedures to support the administrative functions of the District.

#### **2450.102 Secondary:**

This position requires a high level of discretion, initiative, independent judgment, and confidentiality. The position requires regular contact with management from other government and private organizations, legal counsel, employees, and the public.

#### **2450.103 Reporting to:**

This position reports to the General Manager.

#### **2450.20 RESPONSIBILITIES:**

**2450.202** Generates communication, outreach, letters and board documents.

**2450.204** Coordinates the work of consultants and contractors performing administrative and financial functions and compiles/organizes documentation and records related to projects and general district services.

**2450.205** Supervises and performs a variety of duties relating to the resolution of customer problems, and providing information requested by customers and other members of the public.

**2450.206** Organizes, prepares for, attends and creates documentation related to meetings of the Board of Directors.

**2450.207** Provides CPA timecards for each payroll bi-weekly, distributes payroll stubs to personnel and properly files paperwork.

**2450.208** Provides CPA with requested financial information in order for him/her to complete monthly financial report and monthly treasurer's report.

**2450.209** Provides CPA with copies of accounts payables, review purchasing, account coding and payable related documentation for accuracy and policy compliance, receive payments, and distribute appropriately.

**2450.210** Conduct banking operations including establishing accounts under direction of the General Manager, maintain updated signature cards and authorizations, making deposits and processing transfers from investment account to checking account.

**2450.211** Provides support for computer usage and performs the functions associated with the maintenance of the District's computer network, software, printers and other office business equipment.

**2450.212** Provides assistance to the General Manager in the successful implementation of administrative system improvements and policy administration.

**2450.213** Assists in draft policy, procedure and task development and implementation.

**2450.214** Responsible for District written and electronic records, completing public records requests, and coordinating with District counsel as directed

### **2450.30 MUST POSSESS:**

#### **2450.301 Education:**

High school graduation required, with Associate or Bachelor of Arts degree from an accredited educational institution preferred. Experience can qualify in lieu of degree.

#### **2450.302 Certification:**

Board Secretary certification desired

#### **2450.302 Licenses:**

Valid California Driver's License appropriate to job and satisfactory driving record.

#### **2450.303 Experience:**

Any combination of training and experience that would provide the required knowledge and abilities are qualifying. A typical way the knowledge and abilities would be:

Combination of education, training, and experience providing the required knowledge and abilities to perform the cited duties. Typical of candidates for this position, previously three years of customer service, business management, data entry, clerical, financial and/or project record keeping experience; with public agency experience preferred.

#### **2450.304 Physical Condition:**

The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (appendix A) outlines the minimum physical requirements for hiring consideration and continued employment. BY PHYSICIAN (appendix B) completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM - DRUG/ ALCOHOL TESTING (appendix C).

### **2450.40 QUALIFICATIONS:**

**2450.401** Knowledge of policies, procedures and functions of the District and ability to accurately interpret and implement District policy and technical administrative direction from the General Manager.

**2450.402** Customer service and financial record keeping experience.

**2450.403** Demonstrates a professional image of the District. The ability to communicate and evaluate information received is paramount importance in the operation of the District's maintenance of good public relations.

**2450.404** Knowledge of function, responsibilities, and experience in office management including knowledge of functions and responsibilities of a public agency.

**2450.405** Must be proficient in computer and software skills, as well as general office machines.

**2450.406** Ability to accurately process accounts payables, input data into computer systems.

**RESOLUTION NO. 07-2020  
RESOLUTION CALLING GENERAL DISTRICT ELECTION  
COPPER VALLEY COMMUNITY SERVICES DISTRICT**

**WHEREAS**, an election will be held within the Copper Valley Community Services District within Calaveras County on November 3, 2020, for the purpose of electing Governing Board Members; and

**WHEREAS**, Election Code §10403 requires jurisdictions to file with the Board of Supervisors, and the County Clerk, a resolution requesting consolidation with said election.

**THEREFORE, BE IT RESOLVED**, that the Copper Valley Community Services District requests the Board of Supervisors of Calaveras County to consolidate the District Election with the election to be held on November 3, 2020.

**BE IT FURTHER RESOLVED** that the District agrees to reimburse the County Elections Department for actual costs accrued as a result of this consolidation. The District acknowledges that the consolidated election will be held and conducted in the manner prescribed in Election Code § 10418.

**ON A MOTION** by Director \_\_\_\_\_ seconded by Director \_\_\_\_\_ the foregoing resolution was duly passed and adopted by the following vote on June 16, 2020.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

APPROVED

\_\_\_\_\_  
PRESIDENT

ATTESTED:

\_\_\_\_\_  
SECRETARY

**CERTIFICATE OF SECRETARY**

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Copper Valley Community Services District, do hereby declare that the foregoing RESOLUTION NO. 07-2020 was duly passed and adopted at a Regular Meeting of the Board of Directors of the Copper Valley Community Services District duly called and held on June 16, 2020

*SIGNED:* \_\_\_\_\_ *DATED:* \_\_\_\_\_

Saddle Creek Community Services District  
SCHEDULE

2019-20 FEE

Weed Abatement fee	\$ 75.00
Late payment Fee for Weed Abatement	\$ 25.00
Gate Key Card (each)	\$ 10.00
Gate Clicker (each)	\$ 50.00
Gate damage administrative fee	\$ 250.00
Gate damage repair costs	At cost of repair
Encroachment permit fee	\$ 25.00
Easement encroachment administrative fee	\$ 100.00
Easement encroachment fine - 1st Offense	\$ 200.00
Easement encroachment fine - 2nd Offense	\$ 250.00
Professional Fees such as Engineering, surveying or Legal	At cost plus 10%