



COPPER VALLEY COMMUNITY SERVICES DISTRICT
 1000 Saddle Creek Drive
 Copperopolis, CA 95228
 (209) 785-0100 – coppervalleycsd.org

DIRECTORS
 Larry Hoffman, President
 Ken Albertson, Vice President
 Roger Golden
 Darlene DeBaldo
 Scott Baker

**COPPER VALLEY COMMUNITY SERVICES DISTRICT
 BOARD OF DIRECTORS REGULAR MEETING**

TELE-CONFERENCE AGENDA
 (NOTE – MODIFIED MEETING DATE)

April 19, 2021
 2:00 PM

LOCATION: TELECONFERENCE - SEE BELOW
IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED 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 CVCSO Board may participate in the meeting telephonically or otherwise electronically in the manner described below.

Regular Board Meeting
Mon, Apr 19, 2021 2:00 PM - 4:00 PM (PDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/953384629>

You can also dial in using your phone.
 (For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 309 2073
 - One-touch: tel:+18773092073,,953384629#

United States: +1 (646) 749-3129
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Access Code: 953-384-629

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<https://global.gotomeeting.com/install/953384629>

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to 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 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. 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/VIDEO CONFERENCE AGENDA
April 19, 2021
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 March 2021.
- b) Approval of the minutes from the Regular Board Meeting held March 16, 2021

- 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) Adoption of a Resolution approving a budgeting policy for the District
- b) Discussion regarding District access to private property related to maintenance of trees, mowing of grasses, mosquito control and other District services
- c) Adoption of a Resolution Approving standard drawings and specifications related to new development projects and infrastructure improvements
- d) Adoption of a Resolution approving the Infrastructure reserve report
- e) Discussion regarding the status of completion of the road maintenance plan and addressing asphalt cracking in areas receiving the microsurface treatment in 2020
- f) Adoption of a Resolution approving a Settlement Agreement with Beth and Tom Portfolio

- 8. STAFF AND DIRECTOR REPORTS**

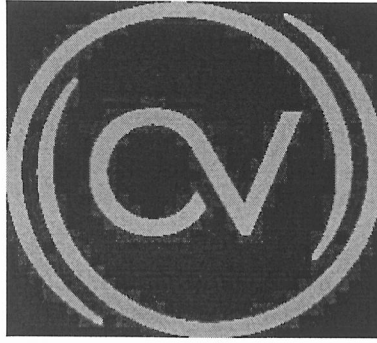
Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future agenda.

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

- 9. ADJOURNMENT**

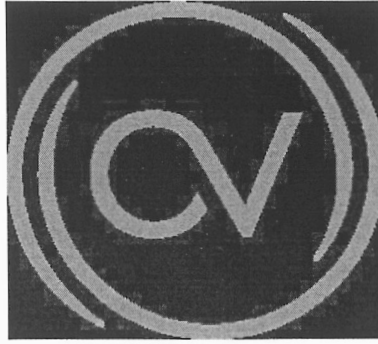
Agenda Materials: May be viewed on the bulletin boards outside the Copper Valley Pro Shop, on the Sports Club Bulletin Board, in the viewing box outside the CSD main office and at the CSD Website typically three days preceding each meeting date. Materials will also be available at the meeting.

Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact the CVCS D 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

March 31, 2021



Copper Valley Community Services District
Treasurer's Report

March 31, 2021

**Copper Valley Community Services District
Treasurer's Report
March 2021**

Statement of Cash Flows

For the 9 Months Ending March 31, 2021

	Umpqua Bank Checking	Calaveras Co Fund 2188	LAIF	YTD Total
Net Income	(1,187,858)	(62,339)	771	(1,249,426)
OPERATING ACTIVITIES				
Adjustments to reconcile Net Income to Net Cash used in Operations:				
1200 Accounts Receivable	-			-
2000 Accounts Payable	29,557			29,557
2050 Umpqua CSDA Visa	23,304			23,304
2100 Payroll Taxes Payable	2,447			2,447
2110 Garnishments Payable	-			-
2150 Accrued Payroll	19,500			19,500
2200 Sales Tax Payable	-			-
Net cash used in operating activities	(1,113,050)	(62,339)	771	(1,174,618)
Net cash decrease for period	(1,113,050)	(62,339)	771	(1,174,618)
Cash at beginning of period (7/1/2020)	2,159,360	62,363	104,553	2,326,276
Cash at end of period	1,046,310	24	105,324	1,151,658

**Copper Valley Community Services District
Treasurer's Report
March 2021**

Cash Flow Projection

FY 2020-21					FY 21-22				
Mar-2021	Apr-2021	May-2021	Jun-2021	Jul-2021	Aug-2021	Sep-2021	Oct-2021	Nov-2021	

REGULAR CHECKING

Beginning Checking Account Balance	\$	1,113,227	\$	1,046,310	\$	975,159	\$	1,339,448	\$	1,268,297	\$	1,197,145	\$	1,192,729	\$	1,121,578	\$	1,050,426	
Deposits																			
Assessments	\$	-		\$	533,881					66,735									
Other Income	\$	315																	
Road Improvement Loan	\$	-																	
Disbursements																			
Paychecks	\$	27,362	\$	27,000	\$	27,000	\$	27,000	\$	27,000	\$	27,000	\$	27,000	\$	27,000	\$	27,000	
Payroll Taxes	\$	10,376	\$	10,000	\$	10,000	\$	10,000	\$	10,000	\$	10,000	\$	10,000	\$	10,000	\$	10,000	
Checks Written																			
Other Operating & Admin Costs	\$	10,718	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	
Bonuses - IRA payments																			
Property Liability Insurance	\$	-																	
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	\$	-																	
Projects Costs																			
Series A (2018 project refinance)	\$	-			\$	40,861												\$	40,861
Series B (Phase 2 Road Imprpv.)	\$	-			\$	57,580												\$	57,580
Valley Entry System	\$	2,761	\$	-															
Jim Wilson	\$	-	\$	-															
A Plus Cleaning	\$	1,740	\$	-															
Willdan	\$	-	\$	-															
Tom Mayo Construction	\$	-	\$	-															
SDFA (Road Construction Loan)	\$	-																	
Human Resource Practioners	\$	-	\$	-															
Credit Card Payments	\$	11,361	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	
ACS Debits - (Utilities, Lease Pymts,P/R processing)	\$	1,863	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	
Total Disbursements	\$	67,232	\$	71,151	\$	169,592	\$	71,151	\$	71,151	\$	71,151	\$	71,151	\$	71,151	\$	169,592	
Ending Checking Account Balance	\$	1,046,310	\$	975,159	\$	1,339,448	\$	1,268,297	\$	1,197,145	\$	1,192,729	\$	1,121,578	\$	1,050,426	\$	880,834	
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 March 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	1,046,310
1020 Cash - Fund 2188	24
1040 Local Agency Investment Fund (LAIF)	105,324
Total Bank Accounts	\$1,151,658
Total Current Assets	\$1,151,658
Fixed Assets	
1500 Capital Assets	
1501 Equipment	397,708
1503 Roads	2,360,462
1504 Easements	10,344,000
1505 Buildings	79,000
Total 1500 Capital Assets	13,181,170
1550 Construction in Progress	39,718
1600 Accumulated Depreciation	
1601 Equipment	-265,516
1603 Roads	-782,098
1605 Buildings	-22,120
Total 1600 Accumulated Depreciation	-1,069,734
Total Fixed Assets	\$12,151,155
TOTAL ASSETS	\$13,302,813

Copper Valley Community Services District

Balance Sheet
As of March 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	29,557
Total Accounts Payable	\$29,557
Credit Cards	
2050 Umpqua CSDA Visa	23,304
Total Credit Cards	\$23,304
Other Current Liabilities	
2100 Payroll Taxes Payable	2,447
2150 Accrued Payroll	19,500
2200 Sales Tax Payable	0
Total Other Current Liabilities	\$21,948
Total Current Liabilities	\$74,809
Long-Term Liabilities	
2500 Lease Payable - John Deere	42,417
2600 Series 2018 Installment Sale	2,082,648
Total Long-Term Liabilities	\$2,125,065
Total Liabilities	\$2,199,874
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	153,570
Net Income	-1,249,426
Total Equity	\$11,102,940
TOTAL LIABILITIES AND EQUITY	\$13,302,813

COPPER VALLEY COMMUNITY SERVICES DISTRICT
 FY 2020-21 MONTHLY BUDGET REPORT ANALYSIS
 March 2021

		ACTUALS			BUDGET		
		Last Year July-March	This Year July-March	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
SERVICES AND SUPPLIES							
ADMINISTRATION							
OE01	Audit Expense	\$ -	\$ -	\$ -	\$ 8,500	\$ 8,500	100%
OE02	Finance Expenses	\$ 400	\$ 490	\$ 90	\$ 600	\$ 110	18%
OE02-1	Parcel Tax Implementation	\$ 1,089	\$ -	\$ (1,089)	\$ 6,000	\$ 6,000	100%
OE03	Advertising	\$ 383	\$ 1,389	\$ 1,006	\$ 500	\$ (889)	-178%
OE04	Legal Expenses	\$ 3,975	\$ 4,125	\$ 150	\$ 5,600	\$ 1,475	26%
OE05	Management Fees	\$ 53,660	\$ -	\$ (53,660)	\$ -	\$ -	#DIV/0!
OE06	Insurance (Property Loss/Liability)	\$ -	\$ 374	\$ 374	\$ 15,400	\$ 15,026	98%
OE07	Miscellaneous/Contingency	\$ 3,322	\$ 343	\$ (2,979)	\$ 4,700	\$ 4,357	93%
OE08	Professional Development (Travel/Training)	\$ 6,690	\$ 5,764	\$ (926)	\$ 9,400	\$ 3,637	39%
OE09	Dues, Certifications & Subscriptions	\$ 5,140	\$ 3,177	\$ (1,962)	\$ 7,200	\$ 4,023	56%
OE10	Uniform Expenses	\$ 3,853	\$ 7,036	\$ 3,183	\$ 5,400	\$ (1,636)	-30%
OE11	Electric Power/Water/Sewer	\$ 3,091	\$ 44,450	\$ 41,359	\$ 22,100	\$ (22,350)	-101%
OE11.5	Electric for Office				\$ 11,000	\$ 11,000	100%
OE12	Telephone/Internet Service	\$ 4,191	\$ 4,958	\$ 767	\$ 5,900	\$ 942	16%
OE14	Office Supplies/Postage	\$ 5,890	\$ 6,298	\$ 409	\$ 8,500	\$ 2,202	26%
OE14-1	Office Cleaning		\$ 3,915				
OE15	Office Equipment Repair/Replacement	\$ 2,425	\$ 7,629	\$ 5,204	\$ 3,400	\$ (4,229)	-124%
OE15-1	Office Equipment Lease	\$ 2,876	\$ 1,646	\$ (1,230)	\$ 4,000	\$ 2,354	59%
OE26	County Fees/LAFCO	\$ -	\$ 4,502	\$ 4,502	\$ 7,400	\$ 2,898	39%
OE29	Accounting Services	\$ 16,578	\$ 19,274	\$ -	\$ 23,200	\$ 3,926	17%
OE30	Reimbursable Maint/Repair Expense	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE31	Office Lease				\$ 1,635		
OE41	HR Consultant	\$ 6,125	\$ 2,450	\$ (3,675)	\$ 8,600	\$ 6,150	72%
PE03-1	Payroll Taxes - Administration	\$ 5,936	\$ 10,362	\$ 4,426	\$ -		
PE06-1	Employee Wages - Administration	\$ 66,571	\$ 155,085	\$ 88,514	\$ -		
	Total Administration	\$ 192,195	\$ 283,268	\$ 91,073	\$ 159,035	\$ 43,494	27%
COMMON AREAS							
OE16	Gate Maintenance & Opener Purchase	\$ 9,405	\$ 16,118	\$ 6,713	\$ 21,000	\$ 4,882	23%
OE16-1	Gate System Improvements (RFID,etc)		\$ 13,978	\$ 13,978	\$ 10,000	\$ (3,978)	-40%
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 19,147	\$ 21,251	\$ 2,104	\$ 41,800	\$ 20,549	49%
OE17-2	Storm Drains	\$ -	\$ -	\$ -			
PE03-5	Payroll Taxes - Streets	\$ 11	\$ 352	\$ 341	\$ -		
PE06 -5	Employee Wages - Streets	\$ 147	\$ 4,392	\$ 4,245	\$ -		
OE18-1	Landscape Supplies & Repairs	\$ 31,739	\$ 33,748	\$ 2,009	\$ 43,800	\$ 10,052	23%
OE18-2	CCWD Water				\$ 31,500		
OE18-3	Landscape Equipment Gas & Oil	\$ 8,833	\$ 6,343	\$ (2,491)	\$ 12,400	\$ 6,057	49%
OE18-4	Landscape Equipment Repair/Replacement	\$ 16,681	\$ 21,257	\$ 4,576	\$ 29,800	\$ 8,543	29%
PE03-2	Payroll Taxes - Common Areas	\$ 13,829	\$ 12,582	\$ (1,247)	\$ -		
PE06 -2	Employee Wages - Common Areas	\$ 172,109	\$ 156,395	\$ (15,714)	\$ -		
	Total Common Areas	\$ 271,902	\$ 286,415	\$ 14,514	\$ 190,300	\$ 46,105	24%

COPPER VALLEY COMMUNITY SERVICES DISTRICT
FY 2020-21 MONTHLY BUDGET REPORT ANALYSIS

March 2021

		ACTUALS			BUDGET		
		Last Year July-March	This Year July-March	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
MOSQUITO ABATEMENT				\$ -			
OE22-1	Mosquito Control Products	\$ 17,727	\$ 11,972	\$ (5,755)	\$ 24,800	\$ 12,828	52%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 2,410	\$ 3,073	\$ 663	\$ 3,400	\$ 327	10%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 12,826	\$ 9,124	\$ (3,702)	\$ 22,500	\$ 13,376	59%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 9,865	\$ 10,035	\$ 171	\$ 13,800	\$ 3,765	27%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 804	\$ 377	\$ (427)			
PE06-4	Employee Wages - Mosquito Abatement	\$ 10,643	\$ 4,933	\$ (5,710)			
PE03-6	Payroll Taxes - Wetlands	\$ 356	\$ 70	\$ (285)			
PE06-6	Employee Wages - Wetlands	\$ 4,322	\$ 918	\$ (3,404)			
	Total Mosquito Abatement	\$ 58,952	\$ 40,502	\$ (18,450)	\$ 64,500	\$ 30,296	47%
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (274,729)	\$ (345,466)	\$ (70,738)			
	TOTAL SERVICES & SUPPLIES	\$ 248,320	\$ 264,720	\$ 16,400	\$ 413,835	\$ 119,895	29%
PERSONNEL COSTS				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ 248	\$ 13,658	\$ 13,410	\$ 17,745	\$ 4,087	23%
PE02	Health Insurance	\$ 46,742	\$ 48,882	\$ 2,140	\$ 78,400	\$ 29,518	38%
PE03	Payroll Taxes	\$ 22,074	\$ 24,500	\$ 2,426	\$ 33,900	\$ 9,400	28%
PE04	Processing Fees	\$ 1,301	\$ 1,538	\$ 237	\$ 1,800	\$ 262	15%
PE05	Directors Stipend	\$ 5,400	\$ 5,900	\$ 500	\$ 6,000	\$ 100	2%
PE06	Employee Wages	\$ 266,818	\$ 337,859	\$ 71,041	\$ 423,900	\$ 86,041	20%
	TOTAL PERSONNEL COSTS	\$ 342,583	\$ 432,337	\$ 89,755	\$ 561,745	\$ 129,408	23%
EQUIPMENT OUTLAY							
CO04	Cart Replacement	\$ -	\$ 25,614	\$ 25,614	\$ 30,000		
CO04	Heavy Duty Truck	\$ -	\$ 40,698	\$ 40,698	\$ 57,000		
CO04	Trailer/Spray Rig/Tractor	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CO10	Depreciation	\$ -	\$ -	\$ -			
	TOTAL EQUIPMENT OUTLAY	\$ -	\$ 66,312	\$ 66,312	\$ 87,000	\$ -	0%
CAPITAL OUTLAY/STUDIES/ASSESEMENTS				\$ -			
OE53-2	Landscape Design	\$ 2,560	\$ -	\$ (2,560)	\$ -	\$ -	#DIV/0!
OE53-1	Landscape Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	
OE51-4	Road Improvement (1)	\$ -	\$ -	\$ -	\$ 1,300,000	\$ 1,300,000	100%
OE51-1	Road Project Assessment & Design (Willdan)	\$ 6,658	\$ -	\$ (6,658)	\$ -	\$ -	#DIV/0!
OE51-2	Road Project Management	\$ 79,838	\$ -	\$ (79,838)	\$ -	\$ -	#DIV/0!
OE51-5	Road Improvements PHASE II	\$ 268	\$ 1,029,618	\$ 1,029,350	\$ -	\$ (1,029,618)	#DIV/0!
OE51-6	CM Services (Willdan)	\$ -	\$ 32,928	\$ -	\$ -	\$ (32,928)	#DIV/0!
OE51-7	Drainage Basin Repairs	\$ -	\$ 15,780	\$ -	\$ -	\$ (15,780)	#DIV/0!
OE51-8	Road Development Standards	\$ -	\$ 9,819	\$ -	\$ -	\$ (9,819)	#DIV/0!
OE54-1	Office Building Paint	\$ -	\$ 10,437	\$ -	\$ -	\$ (10,437)	#DIV/0!
OE54-2	Office Building Siding and Trim	\$ 5,336	\$ 171	\$ -	\$ -	\$ (171)	#DIV/0!
OE54-3	Office Building Renovation	\$ -	\$ -	\$ -	\$ -	\$ -	
OE54-4	Security	\$ -	\$ 4,325	\$ -	\$ -	\$ (4,325)	
	TOTAL STUDIES & ASSESSMENTS	\$ 94,660	\$ 1,103,078	\$ 1,008,418	\$ 1,300,000	\$ 196,922	15%

COPPER VALLEY COMMUNITY SERVICES DISTRICT
 FY 2020-21 MONTHLY BUDGET REPORT ANALYSIS

March 2021

	ACTUALS			BUDGET		
	Last Year July-March	This Year July-March	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES						
DEBT SERVICE			\$ -			
OE20 John Deere Financing	\$ 12,021	\$ 12,021	\$ -	\$ 27,308	\$ 15,287	56%
OE21 John Deere Financing	\$ 9,462	\$ 9,462		\$ -		
OE20-01 Interest Expense	\$ -					
OE20-3 Series 2018 Installment Sale	\$ -	\$ -				
OE20-4 Phase 1 Road Improvements	\$ -	\$ 41,061		\$ 81,722	\$ 40,661	50%
OE20-5 Phase 2 Road Improvements	\$ -	\$ 57,842		\$ 115,160	\$ 57,318	50%
TOTAL DEBT SERVICE	\$ 21,483	\$ 120,387	\$ 98,904	\$ 224,190	\$ 113,265	51%
TOTAL EXPENSES	\$ 707,046	\$ 1,986,834	\$ 1,279,788	\$ 2,586,770	\$ 559,490	22%

PAYMENTS AND ASSESSMENTS RECEIVED

<u>Assessment Income</u>						
Pymt No. 3: (5%) Aug 2020 (FY19)	\$ 51,560	\$ -	\$ (51,560)	\$ 66,735	\$ 66,735	
Pymt No. 1: (55%) Feb 2021 (FY20)	\$ 678,265	\$ 727,410	\$ 49,145	\$ 734,087	\$ 6,677	
Pymt No. 2: (40%) May 2021 (FY20)	\$ -	\$ -	\$ -	\$ 533,881	\$ 533,881	
Total Assessment Income	\$ 729,824	\$ 727,410	\$ (2,414)	\$ 1,334,703	\$ 607,293	
<u>Reimbursement Income</u>						
Total Reimbursement Income			\$ -	\$ -	\$ -	
<u>Other Income</u>						
IN03 Weed Abatement	\$ 3,411	\$ 3,050				
IN05 Investment Interest	\$ 1,880	\$ 911		\$ 2,600		
IN30 Exp Reimbursement Income	\$ 468	\$ 3,501		\$ 700		
IN41 Gate Opener Income	\$ 1,090	\$ 850		\$ 1,500		
IN59 Rebates	\$ 1,420	\$ 1,688		\$ 2,000		
Total Other Income	\$ 8,269	\$ 10,000	\$ 1,731	\$ 4,800	\$ (5,200)	
TOTAL PAYMENTS & ASSESSMENTS	\$ 738,093	\$ 737,410	\$ (683)	\$ 1,346,303	\$ 602,093	
Net Income	\$ 31,047	\$ (1,249,424)	\$ (1,280,472)	\$ (1,240,467)	\$ 8,957	
<u>Other Financing Sources & Uses</u>						
Budget Balance			\$ -	\$ -		
		\$ (1,249,424)		\$ -		

Copper Valley Community Services District
1000 Umpqua Bank Checking, Period Ending 03/31/2021

RECONCILIATION REPORT

Reconciled on: 04/13/2021

Reconciled by: Ever Ventura

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

Summary

	USD
Statement beginning balance.....	1,121,925.37
Checks and payments cleared (39).....	-73,353.52
Deposits and other credits cleared (1).....	315.00
Statement ending balance.....	<u>1,048,886.85</u>
Uncleared transactions as of 03/31/2021.....	-2,576.42
Register balance as of 03/31/2021.....	1,046,310.43
Cleared transactions after 03/31/2021.....	0.00
Uncleared transactions after 03/31/2021.....	-74,501.69
Register balance as of 04/13/2021.....	971,808.74

Details

Checks and payments cleared (39)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/15/2020	Bill Payment	2713	Signal Service Inc	-4,325.00
02/16/2021	Bill Payment	2746	Warmerdam CPA Group	-1,800.00
03/01/2021	Check	dm	John Deere Financial	-1,335.71
03/01/2021	Check	dm	John Deere Financial	-1,051.30
03/03/2021	Check	dm	Intuit Full Service Payroll	-151.00
03/05/2021	Check	DD	Gregory Hebard	-200.00
03/05/2021	Check	DD	Gregory Hebard	-2,414.60
03/05/2021	Check	DD	KYLE W CEARLEY	-1,148.49
03/05/2021	Check	DD	CHRIS JACOBS	-1,169.33
03/05/2021	Check	DD	DAMON H WAITE	-1,149.58
03/05/2021	Check	DD	PETER J KAMPA	-2,560.43
03/05/2021	Check	DD	WILLIAM KELSEY	-1,074.34
03/05/2021	Check	DD	BRADLEY S KURTZER	-575.19
03/05/2021	Check	DD	NICOLE D MC CUTCHEN	-1,434.68
03/05/2021	Check	DD	NICOLE D MC CUTCHEN	-100.00
03/05/2021	Check	DD	Ralph M. McGeorge	-2,164.05
03/10/2021	Check		CA EDD	-767.80
03/10/2021	Check		IRS	-4,275.69
03/16/2021	Bill Payment	2747	A Plus Cleaning Services	-1,740.00
03/16/2021	Bill Payment	2753	VALLEY ENTRY SYSTEMS, I...	-2,760.88
03/16/2021	Bill Payment	2752	USBank Equipment Finance	-372.86
03/16/2021	Bill Payment	2751	SDRMA-Health Ins.	-5,737.10
03/16/2021	Bill Payment	2749	Gold Electric, Inc.	-1,380.00
03/16/2021	Bill Payment	2748	Aaronson, Dickerson etal	-1,800.00
03/19/2021	Check	DD	KYLE W CEARLEY	-1,324.04
03/19/2021	Check	DD	Ralph M. McGeorge	-2,164.05
03/19/2021	Check	DD	DAMON H WAITE	-1,382.30
03/19/2021	Check	DD	NICOLE D MC CUTCHEN	-100.00
03/19/2021	Check	DD	NICOLE D MC CUTCHEN	-1,786.37
03/19/2021	Check	DD	Gregory Hebard	-2,414.60
03/19/2021	Check	DD	Gregory Hebard	-200.00
03/19/2021	Check	DD	CHRIS JACOBS	-1,424.24
03/19/2021	Check	DD	PETER J KAMPA	-2,255.63
03/19/2021	Check	DD	WILLIAM KELSEY	-1,313.06
03/19/2021	Check	DD	BRADLEY S KURTZER	-431.40
03/24/2021	Check		CA EDD	-825.89
03/24/2021	Check		IRS	-4,506.12
03/25/2021	Expense		Umpqua Bank Commerical CC	-11,361.34
03/29/2021	Check	dm	PG&E - 7193	-376.45

Total

-73,353.52

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/15/2021	Deposit			315.00

Total

315.00

Additional Information

Uncleared checks and payments as of 03/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/01/2018	Check	2374	BRADLEY D NICKELL	-257.97
02/16/2021	Bill Payment	2745	VALLEY ENTRY SYSTEMS, I...	-2,315.00
03/16/2021	Bill Payment	2750	Postmaster	-3.45

Total

-2,576.42

Uncleared checks and payments after 03/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/05/2021	Check	DD	Gregory Hebard	-2,414.61
04/05/2021	Check	DD	CHRIS JACOBS	-1,534.53
04/05/2021	Check	DD	PETER J KAMPA	-2,255.62
04/05/2021	Check	DD	Gregory Hebard	-200.00
04/05/2021	Check	DD	KYLE W CEARLEY	-1,564.42
04/05/2021	Check	DD	WILLIAM KELSEY	-1,431.54
04/05/2021	Check	DD	DAMON H WAITE	-1,496.86
04/05/2021	Check	DD	BRADLEY S KURTZER	-718.99
04/05/2021	Check	DD	NICOLE D MC CUTCHEN	-1,590.54
04/05/2021	Check	DD	NICOLE D MC CUTCHEN	-100.00
04/09/2021	Check	DD	Ralph M. McGeorge	-2,164.05
04/09/2021	Check		IRS	-4,671.73
04/13/2021	Bill Payment	2765	CA EDD	-849.09
04/13/2021	Bill Payment	2766	DEPARTMENT OF HOUSING...	-242.00
04/20/2021	Check		The Golf Club at Copper Valley	-6,170.58
04/20/2021	Bill Payment	2769	CA EDD	-1,016.37
04/20/2021	Bill Payment	2755	The Golf Club at Copper Valley	-799.19
04/20/2021	Bill Payment	2755	Central Bank & Trust	-3,500.00
04/20/2021	Bill Payment	2756	DMV Renewal	-54.00
04/20/2021	Bill Payment	2757	Edward Jones	-3,000.00
04/20/2021	Bill Payment	2758	Mo-Cal Office Solutions, Inc	-51.91
04/20/2021	Bill Payment	2759	SDRMA-Health Ins.	-8,031.94
04/20/2021	Bill Payment	2760	SDRMA-Prop/Liability Insurance	-419.36
04/20/2021	Bill Payment	2761	TIFCO Industries	-181.69
04/20/2021	Bill Payment	2762	TURF STAR WESTERN	-25,613.73
04/20/2021	Bill Payment	2763	Warmerdam CPA Group	-1,800.00
04/20/2021	Bill Payment	2764	DEPARTMENT OF HOUSING...	-243.00
04/20/2021	Bill Payment	2767	The Golf Club at Copper Valley	-126.00
04/20/2021	Bill Payment	2768	The Golf Club at Copper Valley	-834.94
04/20/2021	Bill Payment	2754	Aaronson, Dickerson etal	-1,425.00

Total

-74,501.69

Copper Valley Community Services District

Transaction Report

March 2021

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Umpqua Bank Checking				
Beginning Balance				
03/01/2021	dm	John Deere Financial	Tractor Payment	-1,336
03/01/2021	dm	John Deere Financial	Tractor Payment	-1,051
03/03/2021	dm	Intuit Full Service Payroll	Payroll Processing Fee	-151
03/05/2021	DD	WILLIAM KELSEY	Pay Period: 02/16/2021-02/28/2021	-1,074
03/05/2021	DD	BRADLEY S KURTZER	Pay Period: 02/16/2021-02/28/2021	-575
03/05/2021	DD	NICOLE D MC CUTCHEN	Pay Period: 02/16/2021-02/28/2021	-1,435
03/05/2021	DD	Ralph M. McGeorge	Pay Period: 02/16/2021-02/28/2021	-2,164
03/05/2021	DD	DAMON H WAITE	Pay Period: 02/16/2021-02/28/2021	-1,150
03/05/2021	DD	Gregory Hebard	Direct Deposit 2	-200
03/05/2021	DD	NICOLE D MC CUTCHEN	Direct Deposit 2	-100
03/05/2021	DD	KYLE W CEARLEY	Pay Period: 02/16/2021-02/28/2021	-1,148
03/05/2021	DD	Gregory Hebard	Pay Period: 02/16/2021-02/28/2021	-2,415
03/05/2021	DD	CHRIS JACOBS	Pay Period: 02/16/2021-02/28/2021	-1,169
03/05/2021	DD	PETER J KAMPA	Pay Period: 02/16/2021-02/28/2021	-2,560
03/10/2021		IRS	Tax Payment for Period: 03/03/2021-03/05/2021	-4,276
03/10/2021		CA EDD	Tax Payment for Period: 03/03/2021-03/05/2021	-768
03/15/2021				315
03/16/2021	2747	A Plus Cleaning Services	Invoice #2953	-1,740
03/16/2021	2748	Aaronson, Dickerson etal	Invoice #'s 121144 & 121371	-1,800
03/16/2021	2750	Postmaster		-3
03/16/2021	2751	SDRMA-Health Ins.	Invoice #34848	-5,737
03/16/2021	2752	USBank Equipment Finance	Invoice #435295670	-373
03/16/2021	2753	VALLEY ENTRY SYSTEMS, INC.	Invoice #s 36533 & 36511	-2,761
03/16/2021	2749	Gold Electric, Inc.	Invoice #31625	-1,380
03/19/2021	DD	Gregory Hebard	Pay Period: 03/01/2021-03/15/2021	-2,415
03/19/2021	DD	KYLE W CEARLEY	Pay Period: 03/01/2021-03/15/2021	-1,324
03/19/2021	DD	PETER J KAMPA	Pay Period: 03/01/2021-03/15/2021	-2,256
03/19/2021	DD	WILLIAM KELSEY	Pay Period: 03/01/2021-03/15/2021	-1,313
03/19/2021	DD	BRADLEY S KURTZER	Pay Period: 03/01/2021-03/15/2021	-431
03/19/2021	DD	NICOLE D MC CUTCHEN	Pay Period: 03/01/2021-03/15/2021	-1,786
03/19/2021	DD	Ralph M. McGeorge	Pay Period: 03/01/2021-03/15/2021	-2,164
03/19/2021	DD	DAMON H WAITE	Pay Period: 03/01/2021-03/15/2021	-1,382
03/19/2021	DD	Gregory Hebard	Direct Deposit 2	-200
03/19/2021	DD	NICOLE D MC CUTCHEN	Direct Deposit 2	-100
03/19/2021	DD	CHRIS JACOBS	Pay Period: 03/01/2021-03/15/2021	-1,424
03/24/2021		CA EDD	Tax Payment for Period: 03/17/2021-03/19/2021	-826
03/24/2021		IRS	Tax Payment for Period: 03/17/2021-03/19/2021	-4,506
03/25/2021		Umpqua Bank Commerical CC	Umpqua CSDA Visa	-11,361
03/29/2021	dm	PG&E - 7193		-376
Total for Umpqua Bank Checking				\$ -66,917
TOTAL				\$ -66,917

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

March 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
2050 Umpqua CSDA Visa					
03/01/2021	Expense		Intuit - QBO Online		49.00
03/01/2021	Expense		Hunt & Sons, Inc.		1,145.90
03/02/2021	Expense		LogMein, Inc.		5.00
03/02/2021	Expense		Verizon Wireless	Verizon telephone	224.11
03/02/2021	Expense		California Waste Recovery Systems		78.16
03/03/2021	Expense		Microsoft Office	Microsoft 360 Subscription	99.99
03/03/2021	Expense		Ewing		1,104.51
03/03/2021	Expense		BG Agri Sales and Service		467.97
03/04/2021	Expense		Stockton Honda Yamaha		65.95
03/05/2021	Expense		Sonora Lumber Company		219.32
03/05/2021	Expense		Clarke Mosquito Control		2,696.83
03/09/2021	Expense		Shell		125.00
03/10/2021	Expense		Safe-T-Lite of Modesto Inc.		2,217.00
03/10/2021	Expense		Microsoft Office	Microsoft 360 Subscription	12.50
03/10/2021	Expense		Payless IGA		99.15
03/10/2021	Expense		Safe-T-Lite of Modesto Inc.		1,264.30
03/10/2021	Expense		Clutch & Brake Xchange, Inc.		151.73
03/12/2021	Expense		Shell		117.21
03/12/2021	Expense		Aramark Uniform Service		273.44
03/15/2021	Expense		Copperopolis Cruisers 25		44.01
03/15/2021	Expense		Les Schwab Tires		1,387.27
03/16/2021	Expense		Calaveras Telephone Co.	Calaveras utilities	367.89
03/22/2021	Expense		Copperopolis Cruisers 25		116.12
03/22/2021	Expense		Ewing		3,022.10
03/23/2021	Expense		Stockton Honda Yamaha		7.27
03/23/2021	Expense		Ceres Pipe & Metal		1,287.38
03/24/2021	Expense		711 Materials		1,156.17
03/24/2021	Expense		Ewing		2,748.33
03/24/2021	Expense		Copperopolis Cruisers 25		134.30
03/25/2021	Expense		Ewing		399.73
03/26/2021	Expense		Young's Copper Ace Hardware		1,271.51
03/26/2021	Expense		Univar USA Inc.		57.86
03/26/2021	Expense		Univar USA Inc.		619.85
03/29/2021	Expense		Morris Nursery		266.76
Total for 2050 Umpqua CSDA Visa					\$23,303.62
TE TOTAL EXPENSES					
1SS SERVICES & SUPPLIES					
AE Administrative Expenses					
OE02 Finance Expenses					
03/01/2021	Expense		Intuit - QBO Online	Monthly QuickBooks Online Fee	49.00
Total for OE02 Finance Expenses					\$49.00
OE08 Professional Development					
03/09/2021	Expense		Shell		125.00
03/12/2021	Expense		Shell		117.21
03/15/2021	Expense		Copperopolis Cruisers 25	Fuel	44.01
03/22/2021	Expense		Copperopolis Cruisers 25		116.12
03/24/2021	Expense		Copperopolis Cruisers 25		134.30
Total for OE08 Professional Development					\$536.64
OE10 Uniform Expense					
03/12/2021	Expense		Aramark Uniform Service		273.44
Total for OE10 Uniform Expense					\$273.44

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

March 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
OE11 Electric Power/Water/Sewer					
03/02/2021	Expense		California Waste Recovery Systems	Greg	78.16
Total for OE11 Electric Power/Water/Sewer					\$78.16
OE12 Telephone					
03/02/2021	Expense		Verizon Wireless		224.11
03/16/2021	Expense		Calaveras Telephone Co.		367.89
Total for OE12 Telephone					\$592.00
OE14 Office Supplies/Postage					
03/02/2021	Expense		LogMein, Inc.		5.00
03/03/2021	Expense		Microsoft Office		99.99
03/10/2021	Expense		Microsoft Office		12.50
Total for OE14 Office Supplies/Postage					\$117.49
Total for AE Administrative Expenses					\$1,646.73
OE Operational Expenses					
OE18 Common Areas					
OE17 Streets/Sidewalks/Lighting Maint & Repair					
03/03/2021	Expense		BG Agri Sales and Service		467.97
03/10/2021	Expense		Safe-T-Lite of Modesto Inc.		1,264.30
03/10/2021	Expense		Safe-T-Lite of Modesto Inc.		2,217.00
03/23/2021	Expense		Ceres Pipe & Metal		1,287.38
03/24/2021	Expense		711 Materials		1,156.17
Total for OE17 Streets/Sidewalks/Lighting Maint & Repair					\$6,392.82
OE18-1 Landscape Supplies					
03/03/2021	Expense		Ewing		1,104.51
03/22/2021	Expense		Ewing		3,022.10
03/24/2021	Expense		Ewing	Possible Fraud?	2,748.33
03/25/2021	Expense		Ewing		399.73
03/26/2021	Expense		Young's Copper Ace Hardware		1,271.51
03/29/2021	Expense		Morris Nursery		266.76
Total for OE18-1 Landscape Supplies					\$8,812.94
OE18-3 Landscape Equipment Gas & Oil					
03/01/2021	Expense		Hunt & Sons, Inc.		1,145.90
Total for OE18-3 Landscape Equipment Gas & Oil					\$1,145.90
OE18-4 Landscape Equip Repair/Replace					
03/05/2021	Expense		Sonora Lumber Company		219.32
Total for OE18-4 Landscape Equip Repair/Replace					\$219.32
Total for OE18 Common Areas					\$16,570.98
OE22 Mosquito Abatement Expense					
OE22-1 Mosquito Control Products					
03/05/2021	Expense		Clarke Mosquito Control		2,696.83
Total for OE22-1 Mosquito Control Products					\$2,696.83
OE22-2 Mosquito Abatement Monitor/Test					
03/10/2021	Expense		Clutch & Brake Xchange, Inc.		151.73
03/26/2021	Expense		Univar USA Inc.		619.85
Total for OE22-2 Mosquito Abatement Monitor/Test					\$771.58
OE22-4 Mosquito Abatement Equip Maint					
03/04/2021	Expense		Stockton Honda Yamaha		65.95
03/10/2021	Expense		Payless IGA	Greg	99.15
03/15/2021	Expense		Les Schwab Tires		1,387.27
03/23/2021	Expense		Stockton Honda Yamaha		7.27
03/26/2021	Expense		Univar USA Inc.		57.86

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

March 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
				Total for OE22-4 Mosquito Abatement Equip Maint	\$1,617.50
				Total for OE22 Mosquito Abatement Expense	\$5,085.91
				Total for OE Operational Expenses	\$21,656.89
				Total for 1SS SERVICES & SUPPLIES	\$23,303.62
				Total for TE TOTAL EXPENSES	\$23,303.62

**Copper Valley Community Services District Special
Meeting of April 19, 2021**

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS
 - a. Adoption of a Resolution approving a budgeting policy for the District

Recommended Motion

I move to adopt a Resolution approving the budgeting policy for the District.

Background

The District follows state law and standards in development and adoption of its budget, however the state laws do not provide any guidance on our Board's goals for budget preparation timing and process, expenditures, reserve goals and other local priorities. It has been requested by members of the Board that the District adopt a specific policy related to budget goals and preparation.

Following guidance in various publications, a draft policy was presented to the Board for consideration during the March regular Board meeting. Director Baker provided several recommendations for additions to the Budget policy, which have been included in the attached revised version.

RESOLUTION NO. 2021-xx

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COPPER VALLEY
COMMUNITY SERVICES DISTRICT APPROVING A BUDGET POLICY**

WHEREAS, the Copper Valley Community Services District (herein referred to as District) is a local Government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District is required to adopt policies for the effective management and operation of the District; and

WHEREAS, the District has prepared a policy prescribing the requirements for preparation of the annual fiscal year budget which is included herein.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE COPPER VALLEY COMMUNITY SERVICES DISTRICT DOES HEREBY approve the Budgeting Policy, which shall be effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Copper Valley Community Services District on April 19, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Peter Kampa, Secretary

Larry Hoffman, President - Board of Directors

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 April 19, 2021

RESOLUTION ADOPTING BUDGETING POLICY

COPPER VALLEY COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Budget Preparation
POLICY NUMBER: 3020
ADOPTED: April 19, 2021
AMENDED:

3020.10 An annual budget proposal shall be prepared by the General Manager with assistance from the Office Manager and Site Manager.

3020.20 Prior to review by the Board of Directors, the Board President shall appoint a committee who shall meet with the General Manager and review his/her annual budget proposal.

3020.30 The proposed annual budget as reviewed and amended by the Committee shall be reviewed by the Board at its regular meeting in May.

3020.40 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in June, unless delays are required to resolve budget concerns or needs. The Board may adopt a preliminary budget at its June meeting. The final budget shall in all cases be adopted by September 1 annually.

3020.50 Budget Goals and Directives

Reserves are not just money in a bank; they are fundamental resources for ensuring safe and reliable core services.

- 1) Historically, governmental agencies and departments have been known to spend everything they have before the end of the fiscal year in order to justify increased future allocations. The Copper Valley CSD is a very responsible local service provider and places the highest priority on budgetary control, encouraging efficiency and fiscal restraint to develop reserves and spend within established financial plans rather than spending entire budget allocations prior to the end of the fiscal year.
- 2) The District will prepare a five-year strategic view Capital Improvement Plan (CIP) budget, with the adoption of a biennial CIP covering improvements planned and major equipment purchases. The General Manager is authorized to proceed as needed or directed with projects and purchases contained in the adopted biennial CIP. Years three to five of the strategic CIP are provided for planning purposes, to ensure adequate financial and other resources are available as needed. Revenue to fund the biennial CIP will be identified from cash and reserves in the budget.
- 3) The District will designate reserves in order to respond to emergencies, keep rates affordable, maintain existing infrastructure and plan for the future.

- a) *Emergency Preparation*: The District will reserve cash so that it is readily available to quickly repair critical local infrastructure until insurance or aid is made available.
 - b) *Affordable Rates*: The District will NOT spend entire budget amounts each fiscal year if not needed in that year. The District will retain appropriate reserves to smooth out the highs and the lows of annual expenses.
 - c) *Infrastructure Maintenance*: Through reserve funds, the District will maintain roads in a condition rating Good to Very Good, maintain equipment in safe, working and reliable condition, replace equipment on schedule, and implement project to achieve future efficiencies
 - d) *Planning for the Future*: A long-term, thoughtful approach to public infrastructure requires the foresight to plan for and discipline to save for future needs. The District will plan for and fund appropriate reserves
- 4) Not all “retained earnings,” “fund balances” or “net assets” are liquid reserves, and the District’s reserves are “designated” for specific future investments in infrastructure, equipment and contingencies
- a) *Retained earnings, fund balances, and net assets* include cash and investments, as well as the net value of capital facilities, land and equipment measured from the very inception of the district.
 - b) *Designated funds* are set aside via established policies for specific uses such as road maintenance, infrastructure replacement, contingencies, and equipment replacement.

**Copper Valley Community Services District Special
Meeting of April 19, 2021**

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

b) Discussion regarding District access to private property related to maintenance of trees, mowing of grasses, mosquito control and other District services

Recommended Motion

This item is for Board discussion and direction to staff. No specific action is recommended at this time.

Background

The District has historically maintained trees, grasses and controlled mosquitos on private property. The purpose of this agenda item is to discuss the status of development of standard agreements, processes and forms to allow these services to proceed uninhibited.



April 15, 2021

Peter Kampa, General Manager
Copper Valley Community Services District
1000 Saddle Creek Lane
Copperopolis, CA 95228

Subject: Copper Valley Community Services District Development Standards

Mr. Kampa:

Please find the attached Copper Valley Community Services District Infrastructure Standards and Specifications (Development Standards) as requested.

These Development Standards have been compiled from various sources including, but not limited to Calaveras County Public Works, Stanislaus County Public Works, San Joaquin County Public Works and Caltrans. They include all items normally included by these agencies to specify the minimum standards for new construction of infrastructure improvements.

Willdan appreciates the opportunity to provide engineering services to the District. It is our hope the Development Standards will serve the District well when evaluating new development projects.

If you have any questions please do not hesitate to contact me at 209-743-4469 or by email at prei@willdan.com

Respectfully submitted,

WILLDAN ENGINEERING

A handwritten signature in blue ink, appearing to read 'Peter Rei', written over the company name.

Peter Rei, PE, PLS
Principal Project Manager

RESOLUTION NO. 2021-xx

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COPPER VALLEY
COMMUNITY SERVICES DISTRICT APPROVING STANDARD DRAWINGS AND
SPECIFICATIONS RELATED TO LAND DEVELOPMENT PROJECTS AND
INFRASTRUCTUE IMPROVEMENTS**

WHEREAS, the Copper Valley Community Services District (herein referred to as District) is a local Government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District wishes to adopt engineering drawings and specifications to establish a construction standard for the effective management and improvement of District infrastructure, and to set the construction standard to which new land development project infrastructure will be built when to be dedicated to the District; and

WHEREAS, the District has prepared a comprehensive set of standard drawings and specifications which are included herein.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE COPPER VALLEY COMMUNITY SERVICES DISTRICT DOES HEREBY approve the standard drawings and specifications as presented, which shall be effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Copper Valley Community Services District on April 19, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Peter Kampa, Secretary

Larry Hoffman, President - Board of Directors

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 April 19, 2021

AGENDA ITEM 7D - RESOLUTION APPROVING
INFRASTRUCTURE COST STUDY



April 14, 2021

Peter Kampa, General Manager
Copper Valley Community Services District
1000 Saddle Creek Lane
Copperopolis, CA 95228

Subject: Copper Valley Community Services District Infrastructure Replacement Cost Study

Mr. Kampa:

Please find the attached Copper Valley Community Services District Infrastructure Replacement Cost Study as requested.

As you will see from the study we have quantified the existing infrastructure that the District is responsible for maintaining, researched the current replacement costs based on recent competitive bid prices in the Central California area and estimated the remaining useful life of the existing infrastructure. Using this information we have calculated an amount that would need to be set aside on a yearly basis in order to have sufficient funding to replace all of the existing infrastructure at the end of its useful life.

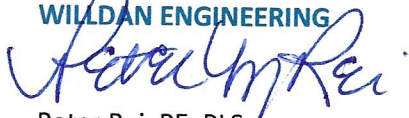
The total replacement cost as determined by this study is estimated to be \$6,763,136 in 2021 dollars. The yearly amount that would need to be budgeted for complete replacement of all infrastructure on the schedule recommended in the study is calculated to be \$196,800 in 2021 dollars.

As stated in the report the yearly amount is very dependent on the length of time that is used to calculate the remaining useful life. Willdan staff have assigned values that we believe are realistic based on our experience. However, using a longer useful life would reduce the yearly budgetary need. Conversely, using a shorter useful life would increase the yearly budgetary need. As such the District does have some flexibility and discretion to determine the combination of useful life and budget that is most acceptable.

Thank you for the opportunity to provide civil engineering services to the District. If you have any questions please do not hesitate to contact me at 209-743-4469 or by email at prei@willdan.com

Respectfully submitted,

WILDAN ENGINEERING



Peter Rei, PE, PLS

Principal Project Manager



Copper Valley Community Services District Infrastructure Replacement Cost Study

April 20, 2021

Willdan has been asked to provide an estimate of the reserves to be accumulated for future replacement of the critical infrastructure within the Copper Valley Community Services District. This report will focus on the replacement of the following items:

- 4,715 lineal feet of asphalt concrete (AC) dike
- 83,881 lineal feet of concrete curb and gutter
- 30,420 lineal feet of concrete sidewalk,
- 277 Storm Drain Inlets,
- 4 Storm Drain Manholes
- 49 Streetlights

If various information, such as the actual date for the replacement of the various items, the actual cost of the replacement at that date and the interest rates between now and that date could be known, this process would be straight forward. Unfortunately, none of those things are known with any precision, therefore, it is necessary to make some judgement calls.

No matter how the costs are determined, it will be necessary to project an estimated timeframe for the replacements. Individual communities accept different standards of quality before replacing infrastructure. It is understood that the improvements were constructed between 1997 and 2012. The oldest are approaching 25 years in use. An expected life of 50 years is often used for concrete structures such as sidewalks, curbs and gutters. However, with good maintenance they can often last much longer. As a result, there is no hard and fast life expectancy that we can recommend be used to calculate the future replacement costs. For the purposes of this study we have somewhat arbitrarily used an additional 40 years of life expectancy for all of the concrete curb, gutter and sidewalk.

With 15 years difference in the construction dates, it is also unlikely that all the improvements will actually be replaced at the same time. If it is desired, the amount of each of the improvements constructed with each of the individual developments can be determined and the replacement dates refined in greater detail. However, our recommendation is that actual replacement dates should be based upon observation and discussions with staff and assumed to be uniform for each improvement.

There are also options for determining the replacement costs. The replacement costs could be estimated for the year of replacement and the interest rates for collected funding could be estimated either for each year or a uniform rate for the period. Each of those estimates would be subject to wide variation, particularly in the current climate. Therefore, for this study, the replacement costs will be estimated at current costs with a recommendation that the costs, and therefore the amount to be reserved, be escalated by an amount equal to the increase in Construction Cost Index compiled by the Engineering News Record on a yearly basis. In addition, it is recommended that the costs be reevaluated every five years to account for any extreme variation that might occur.

Further, the costs for replacement of Storm Drain Manholes and Storm Drain Drop Inlets will vary somewhat by the depth and size of the facility. For this report, a cost that is for an average depth and size is utilized.

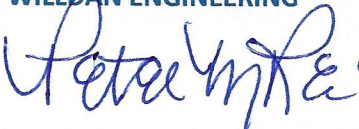
The true cost for replacement of infrastructure includes more than the construction cost of the item. It also includes the cost for demolition, preliminary engineering, construction engineering, and a contingency. The costs listed for construction in this report have been calculated to include the estimated cost of demolition. The costs for preliminary engineering, construction engineering and a contingency are combined into one factor.

As noted, the attached spreadsheet summarizes the estimated costs for replacement in 2021 dollars. The anticipated years of use remaining until replacement used in this analysis were as follows:

- Asphalt Dike (Saddle Creek Drive) 5 years
- Curb and Gutter 40 years
- Concrete Sidewalk 40 years
- Storm Drain Inlets 40 years
- Storm Drain Manholes 40 years
- Street Lights 20 years

Based on these replacement times and recent bid prices for the items listed the total estimated replacement cost for all infrastructure is \$6,763,136, and the anticipated amount of yearly reserves to be set aside is \$196,800. Please see the attached spreadsheet for more detail.

Respectfully submitted,
WILLDAN ENGINEERING



Peter Rei, PE, PLS
Principal Project Manager



Copper Valley Community Services District
 Infrastructure Replacement Cost Study
 April 20, 2021

Item	Quantity	Unit	Replacement Cost (Includes Demolition)	Total Replacement Cost	Engineering and Contingency Factor	Total Cost of Replacement	Anticipated Years Until Replacement	Reserve per year
Asphalt Dike	4715	Feet	\$15.00	\$70,725	0.25	\$88,406	5	\$17,681
Concrete Curb and Gutter	83881	Feet	\$44.00	\$3,690,764	0.25	\$4,613,455	40	\$115,336
Concrete sidewalk	30420	Feet	\$11.00	\$334,620	0.25	\$418,275	40	\$10,457
Storm Drain Inlet	277	Each	\$3,200.00	\$886,400	0.25	\$1,108,000	40	\$27,700
Storm drain Manholes	4	Each	\$9,000.00	\$36,000	0.25	\$45,000	40	\$1,125
Street Lights	49	Each	\$8,000.00	\$392,000	0.25	\$490,000	20	\$24,500
TOTAL						\$6,763,136		\$196,800

RESOLUTION NO. 2021-xx

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COPPER VALLEY
COMMUNITY SERVICES DISTRICT APPROVING AN INFRASTRUCTURE
REPLACEMENT COST STUDY AND RESERVE RECOMMENDATIONS**

WHEREAS, the Copper Valley Community Services District (herein referred to as District) is a local Government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District wishes to adopt a financial plan to replace infrastructure located in, and adjacent to the District roads; and

WHEREAS, the District has prepared an infrastructure inventory with estimated useful life and replacement cost and which is included herein; and

WHEREAS, the Infrastructure Replacement Cost Study contains an estimated target annual reserve which is intended to serve as the basis for establishment of a designated infrastructure reserve fund.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE COPPER VALLEY COMMUNITY SERVICES DISTRICT DOES HEREBY approve the Infrastructure Replacement Cost Study. **BE IT FURTHER RESOLVED** that a Designated Infrastructure Replacement Reserve based on this study will be established by future action of this Board.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Copper Valley Community Services District on April 19, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Peter Kampa, Secretary

Larry Hoffman, President - Board of Directors

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 April 19, 2021

**Copper Valley Community Services District Special
Meeting of April 19, 2021**

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- e. Discussion regarding the status of completion of the road maintenance plan and addressing asphalt cracking in areas receiving the microsurface treatment in 2020

Recommended Motion

This item is for Board discussion and direction to staff. No specific action is recommended at this time.

Background

District project engineer Peter Rei has nearly completed the road maintenance plan, which will now be delayed until summer for consideration to allow the engineering team and the contractor who performed the road improvements in 2020, to evaluate the status of the asphalt cracking appearing in areas where the microsurface treatment was applied. The contractor has requested that we wait for solid hot weather where the asphalt becomes more pliable to determine if there were defects in construction, the materials, or whether the treatment itself performed as expected for the installation over cracked asphalt. This evaluation will allow us to determine the final road maintenance techniques and materials desired for future road maintenance work. The final determination will then be included in the draft maintenance plan for Board approval.

**Copper Valley Community Services District Special
Meeting of April 19, 2021**

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- f. Adoption of a Resolution approving a Settlement Agreement with Beth and Tom Portfolio

Recommended Motion

I move to adopt a Resolution approving the settlement agreement with Beth and Tom Portfolio.

Background

The District received a claim alleging damage to trees on the private property of Beth and Tom Portfolio. The facts of the matter were discussed in closed session with the Board on March 30, 2021, and the General Manager was given the direction to work to settle the matter. Attached is a settlement agreement signed by the Portfolios for consideration by the Board.

SETTLEMENT AGREEMENT AND RELEASE

This Settlement Agreement and Release (the “Agreement”) is entered into by and between Beth and Tom Portfolio (together the “Owners”), on the one hand, and the Copper Valley Community Services District (“District”), on the other hand, each of whom is referred to herein individually as a “Party” and collectively with the others as the “Parties.” This Agreement is entered into pursuant to the following recitals and terms:

RECITALS

A. The Owners reside at 172 Oak Wood Ct., Coppocropolis, CA (“the Property”).

B. District is a Community Services District that provides road maintenance, storm drain maintenance, street lighting, landscaping of public areas, weed control, trail/fire break maintenance, mosquito abatement, and an access gate serving and funded by special taxes assessed on the Property and other properties included in the Saddle Creek Specific Plan area.

C. District mistakenly believed that a tree located on the Property was located in a public area subject to District’s maintenance obligations and, on or about February 18, 2021 caused the tree (“Tree”) to be trimmed.

D. Owners wish to replace the Tree and have obtained a cost estimate for the work to replace the tree.

WHEREFORE, IN CONSIDERATION of the mutual covenants and promises herein contained, it is hereby agreed by and between the Parties as follows:

TERMS

1. The foregoing Recitals are incorporated herein by reference and made a part of this Agreement.

2. The Parties agree that their execution of this Agreement constitutes a complete and final resolution of all issues, disputes, and claims the Owners have or may have against the District, including but not limited to, the Tree and any other alleged unauthorized landscaping maintenance performed at the Property.

3. For consideration of the releases given herein and the other provisions hereof, within thirty (30) days of the execution of this Agreement, District shall pay the total sum of Fifteen Hundred Dollars (\$1500.00) to the Owners. These monies shall be delivered by District to the Owners by transmission of a check made payable to the Owners, and shall be considered paid once said check is placed in the U.S. Mail.

4. The Owners agree that the monies paid pursuant to Paragraph 3, above, is the fair value of the Tree and all work necessary to replace the Tree, and that their payment represents the full and final compensation in consideration for the releases given under this Agreement.

5. Owners agree to direct all work required for replacement of the Tree and that District shall have no involvement and shall not be responsible for the quality, effectiveness, or additional cost of any of the work or improvements anticipated or directed by the Owners and paid for with the monies paid pursuant to Paragraph 3, above.

6. Effective upon payment of the monies as set forth in Paragraph 3 above, the Owners, on behalf of themselves, and on behalf of their attorneys, family members, predecessors, successors, heirs, assigns, related persons and other representatives (collectively referred to as the "Releasers"), hereby release and forever discharge District and all of its officers, directors, agents, attorneys, employees, and other representatives (collectively referred to as the "Released Parties"), of and from any and all claims, demands, actions, causes of action, debts, damages, expenses, suits, contracts, agreements, penalties, costs and liabilities of any kind, nature or description, whether direct or indirect, known or unknown, in law or in equity, in contract, tort or otherwise, which Releasers ever had, now have, or may have against any of the Released Parties as of the date of execution of this Agreement, whether known or unknown, suspected or unsuspected, or future claims which may be based upon the same acts, claims, or events occurring at any time up to the Effective Date of this Agreement, as defined below.

7. The Owners expressly waive the protections of California Civil Code Section 1542, which provides:

A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor.

The Owners understand and acknowledge the significance and consequence of this specific waiver of Section 1542, and hereby assume full responsibility for any damages or losses that may later occur.

8. The Owners acknowledge that they have approximately equal bargaining power to that of District and that the execution of this Agreement reflects their individual and collective analysis and determination that the execution of this Agreement is in each of the Parties' interests.

9. This Agreement reflects the settlement of disputed claims and assertions. As such, none of the provisions of this Agreement shall be regarded as an admission of liability, wrongdoing, fault, or responsibility by the Parties, or any of them.

10. This Agreement, including, without limitation, the releases set forth herein, shall be binding upon the heirs, executors, administrators, personal representatives, assignees, transferees and other successors-in-interest of the persons being bound hereby, and shall inure to the benefit of all similar successors-in-interest of all persons benefiting from any releases set forth in this Agreement.

11. In the event any proceeding is commenced with respect to construing or enforcing any provision of this Agreement, the prevailing party (in addition to all other sums to which such party may be entitled) shall be paid by the other party a reasonable amount for attorneys' fees and costs incurred.

12. This Agreement shall be construed and enforced pursuant to the laws of the State of California and litigation to enforce its terms shall be filed in Calaveras County.

13. This Agreement shall be deemed to have been drafted jointly by the Parties. No law or rule requiring the interpretation of uncertainties against a drafting party shall apply.

14. This Agreement and Release may be pleaded as a full and complete defense to, and may be used as the basis for an injunction against, any action, suit or proceeding which may be instituted, prosecuted or attempted in breach of this Agreement.

15. The Parties have read this Agreement and had an opportunity to have its terms and the consequences thereof be explained by an attorney of each Party's choice. Each Party to this Agreement has made such investigation of the facts pertaining to this Agreement and of all of the matters pertaining thereto as it deems necessary.

16. This Agreement constitutes an integrated contract and the entire agreement of the Parties pertaining to the subject matters hereof, superseding all prior and/or contemporaneous negotiations, agreements, representations and/or understandings of the Parties with respect to the subject matters of this Agreement. No amendment, supplement, modification, waiver or termination of any part of this Agreement shall be valid or binding unless executed in writing by the Party to be bound thereby, stating the intent to amend this Agreement. No waiver shall be a continuing waiver of any subsequent occurrence.

17. Each person signing this Agreement represents and warrants that such person has the authority to execute this Agreement as indicated.

18. This Agreement may be executed in any number of counterparts.

Pursuant to the Recitals outlined herein, the parties hereby agree to the Terms of this Agreement by signature on this 20th day of April, 2021 (the "Effective Date").

Owners: By: Thomas Perrotta
By: Bern Perrotta

District: By: _____
Name: _____
Title: _____

For Copper Valley Community Services District

RESOLUTION NO. 2021-xx

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COPPER VALLEY
COMMUNITY SERVICES DISTRICT APPROVING A SETTLEMENT AGREEMENT WITH
BETH AND TOM PORTFOLIO**

WHEREAS, the Copper Valley Community Services District (herein referred to as District) is a local Government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District wishes to approve an agreement settling a claim submitted by Beth and Tom Portfolio regarding alleged property damage; and

WHEREAS, the District has prepared a settlement agreement acceptable to the parties which is included herein.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE COPPER VALLEY COMMUNITY SERVICES DISTRICT DOES HEREBY approve the settlement agreement with Beth and Tom Portfolio, which shall be effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Copper Valley Community Services District on April 19, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Peter Kampa, Secretary

Larry Hoffman, President - Board of Directors

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 April 19, 2021