



**COPPER VALLEY COMMUNITY SERVICES DISTRICT**

Physical-1000 Saddle Creek Drive  
Copperopolis, CA 95228  
Mailing-PO Box 5158, Sonora CA 95370  
(209) 785-0100 – coppervalleycsd.org

**DIRECTORS**

Roger Golden, President  
Bob Vezina, Vice President  
Kenneth Albertson  
Rebecca Coleman  
Darlene DeBaldo

**BOARD OF DIRECTORS REGULAR MEETING AGENDA**  
JANUARY 16, 2024, 2:00 PM  
LOCATION: COPPER VALLEY SPORTS FITNESS CENTER

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 December 2023.
  - b) Approval of the minutes from the Regular Board Meeting held December 19, 2023.
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) Update on the Purchase and Installation of Neighborhood Watch Signs
  - b) Review of a Public Information Document to be Published Regarding the Role and Responsibilities of the Copper Valley CSD
  - c) Consideration of a Consulting Services Agreement for General Management Services in Lieu of the Current Employment of a General Manager
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 District 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

December 31, 2023

**Copper Valley Community Services District  
Treasurer's Report  
December 2023**

**Statement of Cash Flows**

For the 6 Months Ending December 31, 2023

	Umpqua Bank Checking	Calaveras Co Fund 2188	LAIF	CA Class Savings	YTD Total
<b>Net Income</b>	<b>(784,022)</b>	<b>(72,718)</b>	<b>1,822</b>	<b>30,632</b>	<b>(824,286)</b>
<b>OPERATING ACTIVITIES</b>					
Adjustments to reconcile Net Income to Net Cash used in Operations:					
1200 Accounts Receivable	-				-
2000 Accounts Payable	40,898				40,898
2050 Umpqua CSDA Visa	15,323				15,323
2100 Payroll Taxes Payable	2,096				2,096
2150 Accrued Payroll	20,499				20,499
2200 Sales Tax Payable	-				-
<b>Net cash used in operating activities</b>	<b>(705,206)</b>	<b>(72,718)</b>	<b>1,822</b>	<b>30,632</b>	<b>(745,470)</b>
<b>Bank Transfers In/Out</b>	<b>550,000</b>			<b>(550,000)</b>	
<b>Net cash decrease for period</b>	<b>(155,206)</b>	<b>(72,718)</b>	<b>1,822</b>	<b>(519,368)</b>	<b>(745,470)</b>
<b>Cash at beginning of period (7/1/2023)</b>	<b>204,598</b>	<b>71,799</b>	<b>107,567</b>	<b>1,338,663</b>	<b>1,722,627</b>
<b>Cash at end of period</b>	<b>49,391</b>	<b>(919)</b>	<b>109,389</b>	<b>819,296</b>	<b>977,157</b>

**Copper Valley Community Services District  
Treasurer's Report  
December 2023**

**Cash Flow Projection**

FY 23-24							FY 24-25	
Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024	Jul-2024	Aug-2024

**REGULAR CHECKING**

<b>Beginning Checking Account Balance</b>	\$	165,437	\$	49,391	\$	128,240	\$	875,749	\$	804,598	\$	634,518	\$	1,158,756	\$	1,087,605	\$	1,016,453
<b>Deposits</b>																		
Assessments	\$	-	\$	-	\$	818,660	\$	-	\$	-	\$	595,389	\$	-	\$	-	\$	74,424
Other Income	\$	10,160																
Road Improvement Loan	\$	-																
Transfers	\$	-	\$	150,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
<b>Disbursements</b>																		
Paychecks	\$	42,939	\$	27,000	\$	27,000	\$	27,000	\$	27,000	\$	27,000	\$	27,000	\$	27,000	\$	27,000
Payroll Taxes	\$	14,432	\$	10,000	\$	10,000	\$	10,000	\$	10,000	\$	10,000	\$	10,000	\$	10,000	\$	10,000
Checks Written																		
Other Operating & Admin Costs	\$	50,078	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000
Workers Comp Insurance	\$	-	\$	-														
Property Liability Insurance	\$	-	\$	-														
Transfers	\$	-																
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)	\$	-	\$	-	\$	-	\$	-	\$	41,071	\$	-	\$	-	\$	-	\$	-
Series B (Phase 2 Road Imprpv.)	\$	-	\$	-	\$	-	\$	-	\$	57,857	\$	-	\$	-	\$	-	\$	-
Credit Card Payments	\$	16,714	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000
ACS Debits - (Utilities, Lease Pymts, P/R processing)	\$	992	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100
<b>Total Disbursements</b>	\$	126,206	\$	71,151	\$	71,151	\$	71,151	\$	170,079	\$	71,151	\$	71,151	\$	71,151	\$	71,151
<b>Ending Checking Account Balance</b>	\$	49,391	\$	128,240	\$	875,749	\$	804,598	\$	634,518	\$	1,158,756	\$	1,087,605	\$	1,016,453	\$	1,019,726
check	\$	-																
Check	\$	-																

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

COPPER VALLEY COMMUNITY SERVICES DISTRICT  
 FY 2023-24 MONTHLY BUDGET REPORT ANALYSIS  
 December 2023

		ACTUALS			BUDGET		
		Last Year July - Dec	This Year July - Dec	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
<b>EXPENDITURES</b>							
<b>SERVICES AND SUPPLIES</b>							
<b>ADMINISTRATION</b>							
OE01	Audit Expense	\$ -	\$ -	\$ -	\$ 9,200	\$ 9,200	100%
OE02	Finance Expenses	\$ 343	\$ 431	\$ 88	\$ 700	\$ 270	39%
OE02-1	Parcel Tax Implementation	\$ -	\$ -	\$ -	\$ 6,300	\$ 6,300	100%
OE03	Advertising	\$ 437	\$ 1,349	\$ 912	\$ 1,300	\$ (49)	-4%
OE04	Legal Expenses	\$ 3,984	\$ 3,145	\$ (839)	\$ 6,300	\$ 3,155	50%
OE06	Insurance (Property Loss/Liability)	\$ 9	\$ 15,340	\$ 15,331	\$ 21,000	\$ 5,660	27%
OE07	Miscellaneous/Contingency	\$ 679	\$ 2,579	\$ 1,900	\$ 8,400	\$ 5,821	69%
OE08	Professional Development (Travel/Training)	\$ 4,977	\$ 5,873	\$ 896	\$ 9,300	\$ 3,427	37%
OE09	Dues, Certifications & Subscriptions	\$ 5,414	\$ 6,270	\$ 856	\$ 7,900	\$ 1,630	21%
OE10	Uniform Expenses	\$ 6,665	\$ 10,335	\$ 3,670	\$ 10,400	\$ 65	1%
OE11	Electric Power/Water/Sewer	\$ 62,557	\$ 63,717	\$ 1,161	\$ 96,000	\$ 32,283	34%
OE12	Telephone/Internet Service	\$ 3,874	\$ 5,420	\$ 1,546	\$ 7,700	\$ 2,280	30%
OE14	Office Supplies/Postage	\$ 3,927	\$ 10,020	\$ 6,092	\$ 9,600	\$ (420)	-4%
OE15	Office Equipment Repair/Replacement	\$ 2,123	\$ 517	\$ (1,606)	\$ 6,300	\$ 5,783	92%
OE15-1	Office Equipment Lease	\$ 1,071	\$ 1,441	\$ 370	\$ 2,600	\$ 1,159	45%
OE26	County Fees/LAFCO	\$ 4,098	\$ 5,132	\$ 1,034	\$ 6,600	\$ 1,468	22%
OE27	Bank Charges	\$ 433	\$ 538	\$ 105	\$ 900	\$ 362	40%
OE29	Accounting Services	\$ 13,300	\$ 16,250	\$ 2,950	\$ 26,300	\$ 10,050	38%
OE30	Reimbursable Maint/Repair Expense	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE31	Office Lease	\$ 1,624	\$ 1,624	\$ -	\$ 1,800	\$ 176	10%
OE41	HR Consultant	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	100%
OE42	Quail Creek Engineering	\$ 1,800	\$ 2,100	\$ 300	\$ 10,500	\$ 8,400	80%
PE03-1	Payroll Taxes - Administration	\$ 10,291	\$ 10,390	\$ 99	\$ -	\$ -	
PE06-1	Employee Wages - Administration	\$ 125,414	\$ 126,650	\$ 1,237	\$ -	\$ -	
PE03-7	Payroll Taxes - Quail Creek	\$ 14	\$ -	\$ (14)	\$ -	\$ -	
PE06-7	Employee Wages - Quail Creek	\$ 177	\$ -	\$ (177)	\$ -	\$ -	
	<b>Total Administration</b>	\$ 253,210	\$ 289,119	\$ 35,910	\$ 251,600	\$ 99,521	40%
<b>COMMON AREAS</b>							
OE16	Gate Maintenance & Opener Purchase	\$ 17,289	\$ 63,809	\$ 46,520	\$ 15,100	\$ (48,709)	-323%
OE16-1	Gate System Improvements (RFID,etc)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 10,911	\$ 13,487	\$ 2,576	\$ 15,900	\$ 2,413	15%
OE17-2	Storm Drains	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
PE03-5	Payroll Taxes - Streets	\$ -	\$ -	\$ -	\$ -	\$ -	
PE06 -5	Employee Wages - Streets	\$ -	\$ -	\$ -	\$ -	\$ -	
OE18-1	Landscape Supplies & Repairs	\$ 21,338	\$ 30,479	\$ 9,141	\$ 46,100	\$ 15,621	34%
OE18-2	CCWD Water	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE18-3	Landscape Equipment Gas & Oil	\$ 7,410	\$ 3,674	\$ (3,736)	\$ 9,400	\$ 5,726	61%
OE18-4	Landscape Equipment Repair/Replacement	\$ 19,260	\$ 38,349	\$ 19,089	\$ 44,300	\$ 5,951	13%
PE03-2	Payroll Taxes - Common Areas	\$ 9,755	\$ 11,081	\$ 1,326	\$ -	\$ -	
PE06 -2	Employee Wages - Common Areas	\$ 125,549	\$ 141,083	\$ 15,534	\$ -	\$ -	
	<b>Total Common Areas</b>	\$ 211,512	\$ 301,962	\$ 90,450	\$ 130,800	\$ (18,999)	-15%
<b>MOSQUITO ABATEMENT</b>							
OE22-1	Mosquito Control Products	\$ 376	\$ 2,127	\$ 1,751	\$ 19,700	\$ 17,573	89%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 775	\$ 1,844	\$ 1,069	\$ 4,500	\$ 2,656	59%

COPPER VALLEY COMMUNITY SERVICES DISTRICT  
 FY 2023-24 MONTHLY BUDGET REPORT ANALYSIS  
 December 2023

		ACTUALS			BUDGET		
		Last Year	This Year	Variance	This year's	\$ Budget	% Budget
EXPENDITURES		July - Dec	July - Dec	Inc/ (Decr)	BUDGET	Remaining	Remaining
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 6,810	\$ 12,497	\$ 5,687	\$ 13,800	\$ 1,303	9%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 10,652	\$ 6,306	\$ (4,346)	\$ 15,500	\$ 9,194	59%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 401	\$ 890	\$ 489			
PE06-4	Employee Wages - Mosquito Abatement	\$ 5,235	\$ 11,631	\$ 6,396			
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ -			
PE06-6	Employee Wages - Wetlands	\$ -	\$ -	\$ -			
	<b>Total Mosquito Abatement</b>	\$ 24,248	\$ 35,295	\$ 11,046	\$ 53,500	\$ 30,726	57%
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (276,835)	\$ (301,725)	\$ (24,890)			
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	\$ 212,135	\$ 324,651	\$ 112,517	\$ 435,900	\$ 111,249	26%
<b>PERSONNEL COSTS</b>				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ -	\$ 864	\$ 864	\$ 12,700	\$ 11,836	93%
PE02	Health Insurance	\$ 45,724	\$ 42,729	\$ (2,995)	\$ 114,500	\$ 71,771	63%
PE03	Payroll Taxes	\$ 21,838	\$ 24,163	\$ 2,326	\$ 46,300	\$ 22,137	48%
PE04	Processing Fees	\$ 842	\$ 1,209	\$ 367	\$ 1,800	\$ 591	33%
PE05	Directors Stipend	\$ 5,400	\$ 5,500	\$ 100	\$ 6,000	\$ 500	8%
	Retirement			\$ -	\$ 6,000		0%
PE06	Employee Wages	\$ 274,185	\$ 301,371	\$ 27,187	\$ 578,300	\$ 276,929	48%
	<b>TOTAL PERSONNEL COSTS</b>	\$ 347,988	\$ 375,836	\$ 27,848	\$ 765,600	\$ 383,764	50%
<b>EQUIPMENT OUTLAY</b>							
CO04	Trailer/Spray Rig/Tractor	\$ 19,614	\$ -	\$ (19,614)	\$ 5,000	\$ 5,000	100%
CO04	Concrete Grinder	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CO04	Turfco Torrent Blower	\$ 11,537	\$ -	\$ (11,537)	\$ -	\$ -	#DIV/0!
CO04	Cart Replace - Honda Pioneer	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CO04	Water Truck Transmission	\$ -	\$ 5,090	\$ 5,090	\$ 7,700	\$ 2,610	34%
CO04	New Turf Mower	\$ -	\$ 35,638	\$ 35,638	\$ 37,000	\$ 1,362	4%
CO10	Cart Replace - Honda Pioneer W/ Cab	\$ 25,587	\$ -	\$ (25,587)	\$ -	\$ -	#DIV/0!
	<b>TOTAL EQUIPMENT OUTLAY</b>	\$ 56,738	\$ 40,728	\$ (16,010)	\$ 49,700	\$ 3,972	8%
<b>CAPITAL OUTLAY/STUDIES/ASSESEMENTS</b>							
OE53-2	Landscape Design	\$ 23,328	\$ 18,462	\$ (4,866)	\$ -	\$ (18,462)	#DIV/0!
OE53-1	Landscape Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-4	Road Improvement (1)	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	100%
OE51-1	Road Project Assessment & Design (Willdan)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-2	Road Project Management	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-5	Road Improvements PHASE II	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-6	CM Services (Willdan)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-7	Drainage Basin Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-8	Road Development Standards	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE54-1	Office Building Paint	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE54-2	Office Building Siding and Trim	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE54-3	Office Building Renovation	\$ -	\$ 96	\$ 96	\$ -	\$ (96)	#DIV/0!
OE54-4	Security	\$ 10,200	\$ -	\$ (10,200)	\$ 1,000	\$ 1,000	100%
TBD	General Engineering			\$ -	\$ 15,000		0%
TBD	Gate Gontroller Replace and Security Upgrade			\$ -	\$ 34,200		0%
OE54-5	Sidewalk Replacement	\$ -	\$ 4,775	\$ 4,775	\$ 150,000	\$ 145,225	97%
TBD	Mosquito Abatement Cargo Container	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

COPPER VALLEY COMMUNITY SERVICES DISTRICT  
 FY 2023-24 MONTHLY BUDGET REPORT ANALYSIS  
 December 2023

	ACTUALS			BUDGET		
	Last Year July - Dec	This Year July - Dec	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
<b>EXPENDITURES</b>						
<b>TOTAL STUDIES &amp; ASSESSMENTS</b>	\$ 33,528	\$ 23,333	\$ (10,195)	\$ 300,200	\$ 82,442	27%
<b>DEBT SERVICE</b>						
OE20 John Deere Financing	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE21 John Deere Financing	\$ 6,308	\$ 6,308	\$ -	\$ 12,616		0%
OE20-01 Interest Expense	\$ -	\$ -	\$ -			#DIV/0!
OE20-3 Series 2018 Installment Sale	\$ -	\$ -	\$ -			#DIV/0!
OE20-4 Phase 1 Road Improvements	\$ 41,071	\$ 41,076	\$ 5	\$ 81,722	\$ 40,646	50%
OE20-5 Phase 2 Road Improvements	\$ 57,857	\$ 57,865	\$ 8	\$ 115,160	\$ 57,295	50%
<b>TOTAL DEBT SERVICE</b>	\$ 105,236	\$ 105,249	\$ 13	\$ 209,498	\$ 97,941	47%
<b>TOTAL EXPENSES</b>	\$ 755,625	\$ 869,796	\$ 114,172	\$ 1,760,898	\$ 679,368	39%

<b>PAYMENTS AND ASSESSMENTS RECEIVED</b>						
<b>Assessment Income</b>						
Pymt No. 3: (5%) Aug 2022 (FY21)	\$ -	\$ -	\$ -	\$ 74,424	\$ 74,424	
Pymt No. 1: (55%) Feb 2023 (FY22)	\$ 773,443	\$ -	\$ (773,443)	\$ 818,660	\$ 818,660	
Pymt No. 2: (40%) May 2023 (FY22)	\$ -	\$ -	\$ -	\$ 595,389	\$ 595,389	
<b>Total Assessment Income</b>	\$ 773,443	\$ -	\$ (773,443)	\$ 1,488,473	\$ 1,488,473	
<b>Reimbursement Income</b>						
<b>Total Reimbursement Income</b>			\$ -	\$ -	\$ -	
<b>Other Income</b>						
IN03 Weed Abatement	\$ 75	\$ 2,100	\$ 2,025	\$ 5,100	\$ 3,000	59%
IN05 Investment Interest	\$ 558	\$ 32,455	\$ 31,896	\$ 48,000	\$ 15,545	32%
IN06 Interest - County	\$ 110	\$ 131	\$ 21	\$ 400	\$ 269	67%
IN30 Exp Reimbursement Income	\$ -	\$ 8,700	\$ 8,700	\$ -	\$ (8,700)	#DIV/0!
IN41 Gate Opener Income	\$ 320	\$ 2,125	\$ 1,805	\$ 900	\$ (1,225)	-136%
IN59 Rebates	\$ 1,194	\$ -	\$ (1,194)	\$ 12,000	\$ 12,000	100%
IN70 Quail Creek Deposits	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Total Other Income</b>	\$ 2,257	\$ 45,511	\$ 43,253	\$ -	\$ (45,511)	
<b>TOTAL PAYMENTS &amp; ASSESSMENTS</b>	\$ 775,700	\$ 45,511	\$ (730,190)	\$ 1,554,873	\$ 1,463,852	
<b>Net Income</b>	\$ 20,076	\$ (824,286)	\$ (844,362)	\$ (206,025)	\$ 618,261	
<b>Other Financing Sources &amp; Uses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Budget Balance</b>		\$ (824,286)		\$ -		

# Copper Valley Community Services District

## Balance Sheet

As of December 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	49,391
1020 Cash - Fund 2188	-919
1040 Local Agency Investment Fund (LAIF)	109,389
1090 CA Class Savings	819,296
<b>Total Bank Accounts</b>	<b>\$977,157</b>
<b>Total Current Assets</b>	<b>\$977,157</b>
Fixed Assets	
1500 Capital Assets	
1501 Equipment	531,242
1503 Roads	4,377,023
1504 Easements	10,344,000
1505 Buildings	145,569
<b>Total 1500 Capital Assets</b>	<b>15,397,834</b>
1600 Accumulated Depreciation	
1601 Equipment	-402,791
1603 Roads	-1,254,845
1605 Buildings	-36,504
<b>Total 1600 Accumulated Depreciation</b>	<b>-1,694,140</b>
<b>Total Fixed Assets</b>	<b>\$13,703,694</b>
Other Assets	
1700 Receivable Other	139
1705 Amount Provided For LTD	982,761
<b>Total Other Assets</b>	<b>\$982,900</b>
<b>TOTAL ASSETS</b>	<b>\$15,663,751</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	40,898
<b>Total Accounts Payable</b>	<b>\$40,898</b>
Credit Cards	
2050 Umpqua CSDA Visa	15,323
<b>Total Credit Cards</b>	<b>\$15,323</b>
Other Current Liabilities	
2100 Payroll Taxes Payable	2,096
2150 Accrued Payroll	20,499
2200 Sales Tax Payable	0



# Copper Valley Community Services District

## Balance Sheet

As of December 31, 2023

	TOTAL
<b>Total Other Current Liabilities</b>	<b>\$22,595</b>
<b>Total Current Liabilities</b>	<b>\$78,816</b>
Long-Term Liabilities	
2500 Lease Payable - John Deere	19,049
2600 Series 2018 Installment Sale A	454,562
2601 Series 2018 Installment Sale B	1,251,567
<b>Total Long-Term Liabilities</b>	<b>\$1,725,178</b>
<b>Total Liabilities</b>	<b>\$1,803,994</b>
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	932,708
3905 Net Investment in Capital Assets	1,552,539
Net Income	-824,286
<b>Total Equity</b>	<b>\$13,859,757</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$15,663,751</b>

Copper Valley Community Services District

1000 Umpqua Bank Checking, Period Ending 12/31/2023

RECONCILIATION REPORT

Reconciled on: 01/04/2024

Reconciled by: Ever Ventura

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

Summary	USD
Statement beginning balance.....	177,548.57
Checks and payments cleared (53).....	-111,977.13
Deposits and other credits cleared (2).....	10,160.00
Statement ending balance.....	<u>75,731.44</u>
Uncleared transactions as of 12/31/2023.....	-26,339.95
Register balance as of 12/31/2023.....	49,391.49

Details

Checks and payments cleared (53)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/21/2023	Bill Payment	3184	USBank Equipment Finance	-186.43
11/21/2023	Bill Payment	3185	VALLEY ENTRY SYSTEMS, I...	-10,025.00
11/21/2023	Bill Payment	3186	Warmerdam CPA Group	-1,900.00
12/01/2023	Check	dm	John Deere Financial	-1,051.30
12/05/2023	Check	dm	Mitchell McDonald	-1,594.44
12/05/2023	Check	dm	ExpertPay	-111.50
12/05/2023	Check	dm	Gregory Hebard	-2,666.73
12/05/2023	Check	dm	Gregory Hebard	-400.00
12/05/2023	Check	dm	DAMON H WAITE	-1,666.24
12/05/2023	Check	dm	NICHOLAS B PATRICK	-1,672.67
12/05/2023	Check	dm	MATTHEW MOTTER	-1,579.36
12/05/2023	Check	dm	Ralph M. McGeorge	-2,755.58
12/05/2023	Check	dm	NICOLE D MC CUTCHEN	-300.00
12/05/2023	Check	dm	NICOLE D MC CUTCHEN	-2,572.18
12/05/2023	Check	dm	PETER J KAMPA	-2,544.23
12/05/2023	Check	dm	CHRIS JACOBS	-1,798.00
12/07/2023	Check	dm	CA EDD	-1,137.57
12/08/2023	Check	dm	IRS	-5,881.27
12/15/2023	Check	dm	DAMON H WAITE	-1,528.76
12/18/2023	Check	dm	Intuit Full Service Payroll	-184.00
12/19/2023	Bill Payment	3191	Detail Commercial Cleaning L...	-1,505.00
12/19/2023	Check	dm	CA EDD	-66.02
12/19/2023	Check	3205	ROBERT M VEZINA	-1,097.40
12/19/2023	Check	3204	DARLENE M LONG-DE BALDO	-1,005.95
12/19/2023	Check	3203	ROGER K GOLDEN	-1,097.40
12/19/2023	Check	3202	REBECCA COLEMAN	-914.50
12/19/2023	Check	3201	KENNETH R ALBERTSON	-914.50
12/19/2023	Bill Payment	3200	The Golf Club at Copper Valley	-9,073.38
12/19/2023	Bill Payment	3199	The Golf Club at Copper Valley	-815.89
12/19/2023	Bill Payment	3198	Warmerdam CPA Group	-1,900.00
12/19/2023	Bill Payment	3195	SDRMA-Health Ins.	-8,985.72
12/19/2023	Bill Payment	3193	Hunt & Sons, Inc.	-528.95
12/19/2023	Bill Payment	3192	Heluna Health	-200.00
12/19/2023	Bill Payment	3188	Aramark Uniform Service	-990.07
12/20/2023	Check	dm	NICHOLAS B PATRICK	-588.00
12/20/2023	Check	dm	MATTHEW MOTTER	-1,579.34
12/20/2023	Check	dm	Ralph M. McGeorge	-2,755.59
12/20/2023	Check	dm	CHRIS JACOBS	-1,798.01
12/20/2023	Check	dm	Gregory Hebard	-400.00
12/20/2023	Check	dm	NICOLE D MC CUTCHEN	-300.00
12/20/2023	Check	dm	Gregory Hebard	-2,666.73
12/20/2023	Check	dm	ExpertPay	-111.50

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/20/2023	Check	dm	IRS	-436.79
12/20/2023	Check	2572	PETER J KAMPA	-2,544.21
12/20/2023	Check	dm	Maintenance Fee	-87.38
12/20/2023	Check	dm	NICOLE D MC CUTCHEN	-2,604.31
12/20/2023	Check	dm	Mitchell McDonald	-1,594.43
12/21/2023	Check	dm	CA EDD	-49.50
12/22/2023	Check	dm	IRS	-841.50
12/26/2023	Check	dm	Umpqua Bank Commerical CC	-16,453.54
12/27/2023	Check	dm	CA EDD	-994.67
12/27/2023	Check	dm	PG&E - 7193	-497.17
12/28/2023	Check	dm	IRS	-5,024.42
<b>Total</b>				<b>-111,977.13</b>

## Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/04/2023	Deposit		SDRMA Property/Liability Ins	8,700.00
12/20/2023	Deposit			1,460.00
<b>Total</b>				<b>10,160.00</b>

**Additional Information**

## Uncleared checks and payments as of 12/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/19/2023	Bill Payment	3190	Calaveras Enterprise	-630.00
12/19/2023	Bill Payment	3189	Benchmark Engineering	-4,775.00
12/19/2023	Bill Payment	3196	USBank Equipment Finance	-186.43
12/19/2023	Bill Payment	3197	VALLEY ENTRY SYSTEMS, I...	-2,574.00
12/19/2023	Bill Payment	3194	Matt Motter	-80.43
12/27/2023	Bill Payment	3206	The Golf Club at Copper Valley	-1,379.74
12/27/2023	Bill Payment	3207	The Golf Club at Copper Valley	-16,714.35
<b>Total</b>				<b>-26,339.95</b>

# Copper Valley Community Services District

## Transaction Report

December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Umpqua Bank Checking					
Beginning Balance					
12/01/2023	Check	dm	John Deere Financial		-1,051
12/04/2023	Deposit		SDRMA Property/Liability Ins		8,700
12/05/2023	Check	dm	Ralph M. McGeorge	Pay Period: 11/16/23 - 11/30/23	-2,756
12/05/2023	Check	dm	Mitchell McDonald	Pay Period: 11/16/23 - 11/30/23	-1,594
12/05/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 11/16/23 - 11/30/23	-300
12/05/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 11/16/23 - 11/30/23	-2,572
12/05/2023	Check	dm	PETER J KAMPA	Pay Period: 11/16/23 - 11/30/23	-2,544
12/05/2023	Check	dm	CHRIS JACOBS	Pay Period: 11/16/23 - 11/30/23	-1,798
12/05/2023	Check	dm	Gregory Hebard	Pay Period: 11/16/23 - 11/30/23	-400
12/05/2023	Check	dm	Gregory Hebard	Pay Period: 11/16/23 - 11/30/23	-2,667
12/05/2023	Check	dm	ExpertPay		-112
12/05/2023	Check	dm	MATTHEW MOTTER	Pay Period: 11/16/23 - 11/30/23	-1,579
12/05/2023	Check	dm	NICHOLAS B PATRICK	Pay Period: 11/16/23 - 11/30/23	-1,673
12/05/2023	Check	dm	DAMON H WAITE	Pay Period: 11/16/23 - 11/30/23	-1,666
12/05/2023	Check	dm	CA EDD		-1,138
12/07/2023	Check	dm	IRS		-5,881
12/08/2023	Check	dm	DAMON H WAITE	Pay Period: 12/1/23 - 12/15/23	-1,529
12/15/2023	Check	dm	Intuit Full Service Payroll		-184
12/18/2023	Check	dm	Warmerdam CPA Group	Client #3665	-1,900
12/19/2023	Bill Payment (Check)	3198	CA EDD		-66
12/19/2023	Bill Payment (Check)	3188	Aramark Uniform Service	Acct #860084368	-990
12/19/2023	Bill Payment (Check)	3189	Benchmark Engineering	Invoice #12752	-4,775
12/19/2023	Bill Payment (Check)	3190	Calaveras Enterprise	Invoice #51088	-630
12/19/2023	Bill Payment (Check)	3191	Detail Commercial Cleaning LLC	Invoice #063	-1,505
12/19/2023	Bill Payment (Check)	3192	Heluna Health	Acct #592519	-200
12/19/2023	Bill Payment (Check)	3193	Hunt & Sons, Inc.	Acct #22656	-529
12/19/2023	Bill Payment (Check)	3194	Matt Motter	Boot Reimbursement	-80
12/19/2023	Bill Payment (Check)	3195	SDRMA-Health Ins.	Member #7174	-8,986
12/19/2023	Bill Payment (Check)	3196	USBank Equipment Finance	Invoice #514864560	-186
12/19/2023	Bill Payment (Check)	3197	VALLEY ENTRY SYSTEMS, INC.	Invoice #43956	-2,574
12/19/2023	Bill Payment (Check)	3199	The Golf Club at Copper Valley	PG&E 9/11/23 - 11/7/23	-816
12/19/2023	Bill Payment (Check)	3200	The Golf Club at Copper Valley	Water Bills 9/16/23 - 11/15/23	-9,073
12/19/2023	Check	3201	KENNETH R ALBERTSON	2023 Director Stipend	-915
12/19/2023	Check	3202	REBECCA COLEMAN	2023 Director Stipend	-915
12/19/2023	Check	3203	ROGER K GOLDEN	2023 Director Stipend	-1,097
12/19/2023	Check	3204	DARLENE M LONG-DE BALDO	2023 Director Stipend	-1,006
12/19/2023	Check	3205	ROBERT M VEZINA	2023 Director Stipend	-1,097
12/20/2023	Check	dm	MATTHEW MOTTER	Pay Period: 12/1/23 - 12/15/23	-1,579
12/20/2023	Check	dm	Gregory Hebard	Pay Period: 12/1/23 - 12/15/23	-400
12/20/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 12/1/23 - 12/15/23	-300
12/20/2023	Deposit				1,460
12/20/2023	Check	dm	Ralph M. McGeorge	Pay Period: 12/1/23 - 12/15/23	-2,756
12/20/2023	Check	dm	Mitchell McDonald	Pay Period: 12/1/23 - 12/15/23	-1,594
12/20/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 12/1/23 - 12/15/23	-2,604
12/20/2023	Check	dm	CHRIS JACOBS	Pay Period: 12/1/23 - 12/15/23	-1,798
12/20/2023	Check	2572	PETER J KAMPA	Pay Period: 12/1/23 - 12/15/23	-2,544
12/20/2023	Check	dm	Maintenance Fee		-87
12/20/2023	Check	dm	IRS		-437
12/20/2023	Check	dm	NICHOLAS B PATRICK	Pay Period: 12/1/23 - 12/15/23	-588
12/20/2023	Check	dm	ExpertPay		-112
12/20/2023	Check	dm	Gregory Hebard	Pay Period: 12/1/23 - 12/15/23	-2,667
12/20/2023	Check	dm	CA EDD		-50
12/21/2023	Check	dm	IRS		-842
12/22/2023	Check	dm	Umpqua Bank Commerical CC		-16,454
12/26/2023	Check	dm	PG&E - 7193		-497
12/27/2023	Check	dm			

# Copper Valley Community Services District

## Transaction Report

December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
12/27/2023	Bill Payment (Check)	3207	The Golf Club at Copper Valley	Water Bills 7/16/23 - 9/15/23	-16,714
12/27/2023	Bill Payment (Check)	3206	The Golf Club at Copper Valley	PG&E 7/11/23 - 9/7/23	-1,380
12/27/2023	Check	dm	CA EDD		-995
12/28/2023	Check	dm	IRS		-5,024
<b>Total for Umpqua Bank Checking</b>					<b>\$ -116,046</b>
<b>TOTAL</b>					<b>\$ -116,046</b>

Copper Valley CSD  
Quail Creek Summary

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9/20/2021	CV Saddle Creek deposit	\$ 5,000.00
9/30/2021	Pete September Payroll Payroll (6 hrs)	(218.46)
9/30/2021	Nicole September Payroll (4 hrs)	(162.34)
9/30/2021	Greg September Payroll (1hr)	(48.32)
9/30/2021	Ralph September Payroll (1 hr)	(34.52)
10/12/2021	GL Gritz Engineering	(1,890.00)
10/31/2021	Nicole October Payroll (2 hrs)	(81.18)
10/31/2021	Nicole October Payroll (1 hrs)	(40.59)
11/10/2021	GL Gritz Engineering	(900.00)
11/30/2021	Nicole November Payroll (.5 hrs)	(20.30)
12/3/2021	CV Development deposit	3,000.00
12/15/2021	GL Gritz Engineering	(900.00)
8/9/2022	GL Gritz Engineering	(1,800.00)
9/20/2022	Nicole 9/20/22 4 hrs	(190.59)
4/10/2023	Benchmark Engineering	(875.00)
5/9/2023	Benchmark Engineering	(875.00)
8/15/2023	Benchmark Engineering	(700.00)
8/31/2023	Nicole October 2022 Payroll (2 hrs)	(95.29)
8/31/2023	Nicole November 2022 Payroll (6 hrs)	(285.88)
8/31/2023	Nicole December 2022 Payroll (1.5 hrs)	(71.47)
8/31/2023	Nicole January 2023 Payroll (4 hrs)	(190.58)
8/31/2023	Greg January 2023 Payroll (1 hr)	(51.46)
8/31/2023	Ralph January 2023 Payroll (2 Hr)	(74.95)
8/31/2023	Nicole February 2023 Payroll (1 Hr)	(47.65)
8/31/2023	Nicole March 2023 Payroll (5 Hrs)	(238.23)
8/31/2023	Nicole April 2023 Payroll (3 Hrs)	(142.94)
8/31/2023	Nicole May 2023 Payroll (1 Hr)	(47.65)
8/31/2023	Nicole June 2023 Payroll (2.5 Hrs)	(119.11)
8/31/2023	Greg June 2023 Payroll (1 hr)	(51.46)
8/31/2023	Ralph June 2023 Payroll (2 Hr)	(74.95)
8/31/2023	Nicole August 2023 Payroll (3 Hrs)	(149.91)
10/5/2023	Benchmark Engineering	(962.50)
		<u>\$ (3,340.31)</u>

COPPER VALLEY COMMUNITY SERVICES DISTRICT		Quarterly Investment/Treasurer's Report						
		<b>Government Funds</b>						
2nd Quarter Balances @ December 31, 2023								
Cash Accounts	Acct #	Statement Interest Rate	YTD Interest December	General Investment	Road Reserve	Infrastructure Reserve	Equipment Reserves	Total by Investment
Umquoqa Bank Operating Account	5048		-					49,391.49
LAIF	5-001		1,822.16					109,388.94
Calaveras Fund 2188	2188		130.93					(919.33)
CA Class	0035	5.57%	30,632.41	523,022.65	80,609.35	135,539.26	80,124.54	819,295.80
			<b>32,585.50</b>	<b>523,022.65</b>	<b>80,609.35</b>	<b>135,539.26</b>	<b>80,124.54</b>	<b>977,156.90</b>
<b>YE June 30, 2024 YTD Interest Earned</b>		July - Decem	\$ 32,585.50					
"I certify that the District investments have been made in accordance with the Investment Policy. I further certify that the District has adequate revenue to cover its operating expense for the next six months, in accordance with California Government Code Sections 53646 (b) (2) and (3) respectively."								
Name		Title						
None								



**COPPER VALLEY COMMUNITY SERVICES DISTRICT**

Physical-1000 Saddle Creek Drive  
Copperopolis, CA 95228  
Mailing-PO Box 5158, Sonora CA 95370  
(209) 785-0100 – coppervalleycsd.org

**DIRECTORS**

Darlene DeBaldo, President  
Roger Golden, Vice President  
Kenneth Albertson  
Rebecca Coleman  
Bob Vezina

**BOARD OF DIRECTORS REGULAR MEETING MINUTES**

DECEMBER 19, 2023, 2:00 PM

LOCATION: COPPER VALLEY SPORTS CENTER

1. **CALL TO ORDER** 1:59pm
2. **ROLL CALL** President DeBaldo, Vice President Golden, Director Albertson, Director Coleman, Director Vezina, General Manager Kampa, Office Manager McCutchen, Site Manager Hebard
3. **PLEDGE OF ALLEGIANCE**
4. **CHANGES TO ORDER OF AGENDA** None
5. **PUBLIC COMMENT**
6. **CONSENT CALENDAR**
  - a) Review of monthly financial report, approval of bills and claims for the month of November 2023.
  - b) Approval of the minutes from the Regular Board Meeting held November 21, 2023.  
Vice President Golden makes a motion to accept the consent calendar for the month of December, Director Albertson seconds. Motion passes unanimously
7. **DISCUSSION AND ACTION ITEMS**
  - a) Consideration of purchase and installation of Neighborhood Watch Signs  
Motion made by Director Albertson to approve a budget of \$820.00 for the purchase and installation of Neighborhood Watch signs, second made by Director Coleman, motion passes unanimously
  - b) Election of Board officers for 2024  
President DeBaldo makes a motion to nominate Vice President Golden as new President for 2024, Director Vezina seconds, motion passes unanimously  
Vice President Golden makes a motion to nominate Director Vezina as new Vice President for 2024, Director Coleman seconds, motion passes unanimously
  - c) Adoption of a Resolution Approving Amendments to the District Personnel Policy to Reflect the Previously Approved Revised health and Wellness Benefits and the Addition of Administrative Leave  
Director Vezina makes a motion of Adoption of a Resolution Approving Amendments to the District Personnel Policy to Reflect the Previously Approved Revised health and Wellness Benefits and the Addition of Administrative Leave, Director Albertson seconds. Motion passes unanimously
8. **STAFF AND DIRECTOR REPORTS**
  - a) General Managers Report
  - b) Site Managers Report
9. **ADJOURNMENT** 2:30pm





## **BOARD MEETING AGENDA SUBMITTAL**

TO: CVCS D Board of Directors

FROM: Peter Kampa, General Manager

DATE: January 16, 2024

SUBJECT: 7b) Review of a Public Information Document to be Published Regarding the Role and Responsibilities of the Copper Valley CSD

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### **RECOMMENDED ACTION:**

This item is for Board information and input, no action is required

### **BACKGROUND:**

Director Vezina reached out with a suggestion that the District produce an information piece to be distributed in a newsletter to homeowners. Attached is a document describing how and why the CSD was formed, the services we provide, our board and staff, in addition to how the services are funded. To keep the document short, hyperlinks are provided to more information including our 2018 Municipal Service Review, boundary map, government code, the board, staff and finance pages of our website.

The text will be formatted and pasted into an attractive style for distribution. Input is appreciated on its readability whether we distribute the whole document with hyperlinks or break into subject pieces for back to back distributions, or distribute and posting as a “did you know” or FAQ document style.

(hyperlinks included throughout)

[Copper Valley Community Services District](#) (CVCSO or District) was formed in 1995 as the Saddle Creek Community Services District. Saddle Creek's original developers, Hass & Haney, set up their planned development with a local government structure called a [community services district](#), or CSD, formed pursuant to California State Law. A CSD form of government was chosen to allow for the efficient expansion of public services as the Saddle Creek Specific Plan allowed for the construction of between 1,213 and 1,650 residential units, which would have resulted in a population of 3,894.

Within a [specified boundary](#), CVCSO is currently approved to provide road maintenance, storm drain maintenance, street lighting maintenance, landscaping of public areas, weed control and trail/fire break maintenance, access gate control, and mosquito abatement (which includes monitoring of wildlife and wetland easements). CSDs are a very flexible form of local government able to provide a wide variety of additional public services if needed by the community including broadband internet, solid waste, police and fire protection, airport, recreation and parks, library services, ambulance service, transportation, graffiti abatement, flood protection, weed abatement, hydroelectric power, among various other services. A [Municipal Services Review](#) (MSR) is completed every five years to ensure the efficiency of and need for the District's services.

The [District's Board](#) consists of five Directors elected to four-year terms. General district elections are held in even numbered years. The Board of Directors sets the direction and policy of CVCSO, and state law delegates responsibility for the day-to-day management of the District to a General Manager. The District currently [employs](#) a General Manager, Office Manager, Site Manager, Site Supervisor and four Landscape Maintenance workers.

Regular Board meetings are open to the public and held on the third Tuesday of each calendar month beginning at 2:00 pm in the Sports Fitness Center located on Saddle Creek Drive. Meeting agenda materials are uploaded to the district website in advance and you can sign up to receive them. Meeting materials are also available upon request by [email](#). Members of the public are invited to address the Board on all matters they deem of importance to the community and District.

The District operates on a July 1 – June 30 fiscal year and is funded almost entirely by special taxes levied on each parcel of land within CVCSO, as approved by the voters in 2018 (Measure A). The [2023/24 fiscal year budget](#) estimates special tax revenue of \$1,554,873, reserves and the use of remaining loan proceeds totaling \$206,042, and total expenses of \$1,761,000. Within the budget, CVCSO has programmed \$300,200 in sidewalk replacements and road improvements, as well as gate access improvements for safety.

Your CVCSO Board of Directors has given very clear direction to management – Copper Valley asphalt condition are to be in good to very good condition at all times. The District will maintain safe, attractive roads and common areas, as well as keep mosquitos under control at all times. We are meeting that challenge!



## **BOARD MEETING AGENDA SUBMITTAL**

TO: CVCS District Board of Directors

FROM: Peter Kampa, General Manager

DATE: January 16, 2024

SUBJECT: 7c) Consideration of a Consulting Services Agreement for General Management Services in Lieu of the Current Employment of a General Manager

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### **RECOMMENDED ACTION:**

I move to direct the General Manager to prepare a consulting services agreement and fee proposal for consideration by the Board.

### **BACKGROUND:**

During the General Manager's performance evaluation, there was discussion of the potential benefits of reentering into a consulting agreement for management services versus having the GM as a regular employee. After much contemplation and evaluation, I have determined that reestablishing the consulting relationship is desired versus increased salary as an employee. If agreeable with the Board, I will prepare our standard consulting agreement and fee proposal of \$82,000 annually which will be covered by the \$79,792 included for GM salary in the current budget. This will result in an annual cost savings to the District of approximately \$6,400.

#### Current salary:

1. Salary \$78,594
2. Taxes \$6,124.45
3. Total = \$84,718.45

#### 5% increase from current salary:

1. Salary \$82,524
2. Taxes \$6,425.09
3. Total = \$88,949.09