



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 AGENDA
JULY 18, 2023, 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 June 2023.
 - b) Approval of the minutes from the Regular Board Meeting held June 20, 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) Adoption a Resolution to approve a Management Leave Policy
 - b) Consideration of expansion of the Entrance Gate Improvement Project to include replacement of additional gate operators and contingencies
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. **CLOSED SESSION – California Government code 54957**
Public employee performance evaluation – General Manager
Public comment will be taken on Closed Session items in advance of the Board entering Closed Session
10. **RECONVENE OPEN SESSION – Announce Action Taken in closed Session**

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

June 30, 2023

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

Statement of Cash Flows

For the 12 Months Ending June 2023

	Umpqua Bank Checking	Calaveras Co Fund 2188	LAIF	CA Class Savings	YTD Total
Net Income	12,025	(68,239)	1,834	18,663	(35,717)
OPERATING ACTIVITIES					
Adjustments to reconcile Net Income to Net Cash used in Operations:					
1200 Accounts Receivable	261				261
2000 Accounts Payable	51,414				51,414
2050 Umpqua CSDA Visa	24,844				24,844
2100 Payroll Taxes Payable	1,802				1,802
2150 Accrued Payroll	22,007				22,007
2200 Sales Tax Payable	-				
Net cash used in operating activities	112,353	(68,239)	1,834	18,663	64,611
Bank Transfers In/Out	(1,320,000)			1,320,000	
Net cash decrease for period	(1,207,647)	(68,239)	1,834	1,338,663	64,611
Cash at beginning of period (7/1/2022)	1,407,971	68,239	105,733	-	1,581,943
Cash at end of period	200,326	-	107,567	1,338,663	1,646,556

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

Cash Flow Projection

FY 22-23	FY 23-24							
Jun-2023	Jul-2023	Aug-2023	Sep-2023	Oct-2023	Nov-2023	Dec-2023	Jan-2024	Feb-2024

REGULAR CHECKING

Beginning Checking Account Balance	\$ 660,851	\$ 200,326	\$ 113,835	\$ 113,642	\$ 242,490	\$ 72,411	\$ 201,260	\$ 130,108	\$ 58,957
Deposits									
Assessments	\$ -	\$ -	\$ 70,958	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 780,539
Other Income	\$ 3,735								
Road Improvement Loan	\$ -								
Transfers	\$ (370,000)			\$ 200,000		\$ 200,000			\$ (400,000)
Disbursements									
Paychecks	\$ 35,567	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000
Payroll Taxes	\$ 13,127	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Checks Written									
Other Operating & Admin Costs	\$ 14,668	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
Workers Comp Insurance	\$ 12,730	\$ -							
Property Liability Insurance	\$ -	\$ 15,340							
Transfers	\$ -								
Lease payments	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051
Capital Outlay	\$ -	(Budget for this period is unknown at this time)							
Projects Costs									
Series A (2018 project refinance)	\$ -	\$ -	\$ -	\$ -	\$ 41,071	\$ -	\$ -	\$ -	\$ -
Series B (Phase 2 Road Imprpv.)	\$ -	\$ -	\$ -	\$ -	\$ 57,857	\$ -	\$ -	\$ -	\$ -
Credit Card Payments	\$ 16,252	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
ACS Debits - (Utilities, Lease Pymts,P/R processing)	\$ 863	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
Total Disbursements	\$ 94,260	\$ 86,491	\$ 71,151	\$ 71,151	\$ 170,079	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151
Ending Checking Account Balance	\$ 200,326	\$ 113,835	\$ 113,642	\$ 242,490	\$ 72,411	\$ 201,260	\$ 130,108	\$ 58,957	\$ 368,345
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 June 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	200,326
1040 Local Agency Investment Fund (LAIF)	107,567
1090 CA Class Savings	1,338,663
Total Bank Accounts	\$1,646,556
Total Current Assets	\$1,646,556
Fixed Assets	
1500 Capital Assets	
1501 Equipment	531,242
1503 Roads	4,377,023
1504 Easements	10,344,000
1505 Buildings	145,569
Total 1500 Capital Assets	15,397,834
1600 Accumulated Depreciation	
1601 Equipment	-402,791
1603 Roads	-1,254,845
1605 Buildings	-36,504
Total 1600 Accumulated Depreciation	-1,694,140
Total Fixed Assets	\$13,703,694
Other Assets	
1700 Receivable Other	139
1705 Amount Provided For LTD	982,761
Total Other Assets	\$982,900
TOTAL ASSETS	\$16,333,151

Copper Valley Community Services District

Balance Sheet

As of June 30, 2023

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	51,414
2000 Accounts Payable	51,414
Total Accounts Payable	\$51,414
Credit Cards	24,844
2050 Umpqua CSDA Visa	24,844
Total Credit Cards	\$24,844
Other Current Liabilities	1,802
2100 Payroll Taxes Payable	1,802
2150 Accrued Payroll	22,007
2200 Sales Tax Payable	0
Total Other Current Liabilities	\$23,810
Total Current Liabilities	\$100,068
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
Total Long-Term Liabilities	\$1,725,178
Total Liabilities	\$1,825,246
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	792,287
3905 Net Investment in Capital Assets	1,552,539
Net Income	-35,717
Total Equity	\$14,507,904
TOTAL LIABILITIES AND EQUITY	\$16,333,151

Note

Capital Assets and Long-Term Liabilities reflect the 6/30/2022 audit balances. These accounts will be adjusted on an annual basis to reflect the auditor's reports

COPPER VALLEY COMMUNITY SERVICES DISTRICT
FY 2022-23 MONTHLY BUDGET REPORT ANALYSIS
June 2023

	ACTUALS			BUDGET		
	Last Year July - June	This Year July - June	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES						
SERVICES AND SUPPLIES						
ADMINISTRATION						
OE01	Audit Expense	\$ 8,750	\$ 8,800	\$ 50	\$ 9,200	\$ 400 4%
OE02	Finance Expenses	\$ 596	\$ 641	\$ 45	\$ 800	\$ 160 20%
OE02-1	Parcel Tax Implementation	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000 100%
OE03	Advertising	\$ 2,035	\$ 608	\$(1,427)	\$ 2,800	\$ 2,193 78%
OE04	Legal Expenses	\$ 6,386	\$ 5,154	\$(1,232)	\$ 8,900	\$ 3,746 42%
OE06	Insurance (Property Loss/Liability)	\$ 15,111	\$ 15,349	\$ 238	\$ 17,000	\$ 1,651 10%
OE07	Miscellaneous/Contingency	\$ 1,989	\$ 1,384	\$(606)	\$ 8,000	\$ 6,616 83%
OE08	Professional Development (Travel/Training)	\$ 5,217	\$ 10,249	\$ 5,032	\$ 6,900	\$ (3,349) -49%
OE09	Dues, Certifications & Subscriptions	\$ 4,524	\$ 6,290	\$ 1,765	\$ 6,300	\$ 10 0%
OE10	Uniform Expenses	\$ 8,143	\$ 8,800	\$ 657	\$ 9,600	\$ 800 8%
OE11	Electric Power/Water/Sewer	\$ 71,951	\$ 85,846	\$ 13,895	\$ 97,800	\$ 11,954 12%
OE12	Telephone/Internet Service	\$ 7,091	\$ 8,037	\$ 946	\$ 8,100	\$ 63 1%
OE14	Office Supplies/Postage	\$ 5,837	\$ 8,403	\$ 2,566	\$ 7,400	\$ (1,003) -14%
OE15	Office Equipment Repair/Replacement	\$ 7,942	\$ 2,527	\$(5,415)	\$ 11,100	\$ 8,573 77%
OE15-1	Office Equipment Lease	\$ 2,205	\$ 2,476	\$ 270	\$ 2,600	\$ 124 5%
OE26	County Fees/LAFCO	\$ 5,084	\$ 6,295	\$ 1,211	\$ 7,200	\$ 905 13%
OE27	Bank Charges	\$ 281	\$ 912			
OE29	Accounting Services	\$ 29,430	\$ 22,800		\$ 31,700	\$ 8,900 28%
OE30	Reimbursable Maint/Repair Expense	\$ -	\$ -	\$ -	\$ -	\$ - #DIV/0!
OE31	Office Lease	\$ -	\$ 1,624			
OE41	HR Consultant	\$ 1,950	\$ 1,950	\$ -	\$ 2,600	\$ 650 25%
OE42	Quail Creek Engineering	\$ 3,690	\$ 3,550			
PE03-1	Payroll Taxes - Administration	\$ 18,771	\$ 19,912	\$ 1,141	\$ -	
PE06-1	Employee Wages - Administration	\$ 230,748	\$ 250,077	\$ 19,330	\$ -	
PE03-7	Payroll Taxes - Quail Creek	\$ 43	\$ 14		\$ -	
PE06-7	Employee Wages - Quail Creek	\$ 563	\$ 177		\$ -	
	Total Administration	\$ 438,340	\$ 471,874	\$ 33,535	\$ 244,000	\$ 48,392 20%
COMMON AREAS						
OE16	Gate Maintenance & Opener Purchase	\$ 14,721	\$ 19,419	\$ 4,698	\$ 13,700	\$ (5,719) -42%
OE16-1	Gate System Improvements (RFID,etc)	\$ -	\$ -	\$ -	\$ -	\$ - #DIV/0!
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 13,050	\$ 13,074	\$ 24	\$ 12,800	\$ (274) -2%
OE17-2	Storm Drains	\$ -	\$ -	\$ -		
PE03-5	Payroll Taxes - Streets	\$ -	\$ -	\$ -		
PE06 -5	Employee Wages - Streets	\$ -	\$ -	\$ -		
OE18-1	Landscape Supplies & Repairs	\$ 36,593	\$ 36,926	\$ 333	\$ 41,800	\$ 4,874 12%
OE18-2	CCWD Water	\$ 883	\$ -		\$ 1,200	
OE18-3	Landscape Equipment Gas & Oil	\$ 4,932	\$ 9,446	\$ 4,514	\$ 6,900	\$ (2,546) -37%
OE18-4	Landscape Equipment Repair/Replacement	\$ 31,263	\$ 55,186	\$ 23,923	\$ 42,400	\$ (12,786) -30%
PE03-2	Payroll Taxes - Common Areas	\$ 16,105	\$ 19,289	\$ 3,184		
PE06 -2	Employee Wages - Common Areas	\$ 203,238	\$ 242,907	\$ 39,669	\$ -	
	Total Common Areas	\$ 320,785	\$ 396,247	\$ 75,462	\$ 118,800	\$ (16,451) -14%
MOSQUITO ABATEMENT						
			\$ -			

COPPER VALLEY COMMUNITY SERVICES DISTRICT
FY 2022-23 MONTHLY BUDGET REPORT ANALYSIS
June 2023

		ACTUALS			BUDGET		
		Last Year July - June	This Year July - June	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
OE22-1	Mosquito Control Products	\$ 19,955	\$ 19,829	\$ (126)	\$ 20,000	\$ 171	1%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 4,307	\$ 4,049	\$ (258)	\$ 5,100	\$ 1,051	21%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 11,706	\$ 14,526	\$ 2,820	\$ 15,000	\$ 474	3%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 15,081	\$ 12,888	\$ (2,193)	\$ 16,000	\$ 3,112	19%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 642	\$ 1,236	\$ 593			
PE06-4	Employee Wages - Mosquito Abatement	\$ 8,396	\$ 16,352	\$ 7,956			
PE03-6	Payroll Taxes - Wetlands	\$ 16	\$ 205	\$ 189			
PE06-6	Employee Wages - Wetlands	\$ 169	\$ 2,674	\$ 2,505			
	Total Mosquito Abatement	\$ 60,272	\$ 71,758	\$ 11,485	\$ 56,100	\$ 4,808	9%
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (478,690)	\$ (552,841)	\$ (74,150)			
	TOTAL SERVICES & SUPPLIES	\$ 340,707	\$ 387,038	\$ 46,331	\$ 418,900	\$ 36,748	9%
				\$ -		\$ -	
PERSONNEL COSTS							
PE01	Worker Compensation Insurance	\$ 11,350	\$ 12,730	\$ 1,381	\$ 11,400	\$ (1,330)	-12%
PE02	Health Insurance	\$ 64,328	\$ 92,445	\$ 28,117	\$ 89,600	\$ (2,845)	-3%
PE03	Payroll Taxes	\$ 35,647	\$ 42,032	\$ 6,384	\$ 39,800	\$ (2,232)	-6%
PE04	Processing Fees	\$ 1,776	\$ 1,668	\$ (108)	\$ 1,900	\$ 232	12%
PE05	Directors Stipend	\$ 6,800	\$ 5,400	\$ (1,400)	\$ 6,000	\$ 600	10%
PE06	Employee Wages	\$ 444,482	\$ 529,996	\$ 85,514	\$ 497,800	\$ (32,196)	-6%
	TOTAL PERSONNEL COSTS	\$ 564,383	\$ 684,271	\$ 119,888	\$ 646,500	\$ (37,771)	-6%
EQUIPMENT OUTLAY							
CO04	Trailer/Spray Rig/Tractor	\$ 6,538					
CO04	Concrete Grinder	\$ -	\$ 7,989	\$ 7,989	\$ 7,200	\$ (789)	-11%
CO04	Turco Torrent Blower	\$ -	\$ 11,537	\$ 11,537	\$ 12,000	\$ 463	4%
CO04	Cart Replace - Honda Pioneer	\$ -	\$ 19,614	\$ 19,614	\$ 23,000	\$ 3,386	15%
CO10	Cart Replace - Honda Pioneer W/ Cab	\$ 21,614	\$ 25,587	\$ 3,974	\$ 30,000	\$ 4,413	15%
	TOTAL EQUIPMENT OUTLAY	\$ 28,152	\$ 64,727	\$ 36,575	\$ 72,200	\$ 7,799	11%
CAPITAL OUTLAY/STUDIES/ASSESEMENTS							
OE53-2	Landscape Design	\$ -	\$ 54,523	\$ 54,523	\$ 16,000	\$ (38,523)	-241%
OE53-1	Landscape Improvements	\$ -	\$ 1,869	\$ 1,869	\$ -	\$ (1,869)	#DIV/0!
OE51-4	Road Improvement (1)	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	100%
OE51-1	Road Project Assessment & Design (Willdan)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-2	Road Project Management	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-5	Road Improvements PHASE II	\$ 1,670	\$ -	\$ (1,670)	\$ -	\$ -	#DIV/0!
OE51-6	CM Services (Willdan)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-7	Drainage Basin Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-8	Road Development Standards	\$ 686	\$ -	\$ (686)	\$ -	\$ -	#DIV/0!
OE54-1	Office Building Paint	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE54-2	Office Building Siding and Trim	\$ 9,142	\$ -	\$ (9,142)	\$ -	\$ -	#DIV/0!
OE54-3	Office Building Renovation	\$ -	\$ 854	\$ 854	\$ -	\$ (854)	#DIV/0!
OE54-4	Security	\$ -	\$ 10,200	\$ 10,200	\$ -	\$ (10,200)	#DIV/0!
TBD	Sidewalk Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TBD	Mosquito Abatement Cargo Container	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	TOTAL STUDIES & ASSESSMENTS	\$ 11,499	\$ 67,447	\$ 55,949	\$ 91,000	\$ 23,553	26%

COPPER VALLEY COMMUNITY SERVICES DISTRICT
FY 2022-23 MONTHLY BUDGET REPORT ANALYSIS
June 2023

	ACTUALS			BUDGET		
	Last Year July - June	This Year July - June	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES						
DEBT SERVICE			\$ -			
OE20 John Deere Financing	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE21 John Deere Financing	\$ 12,616	\$ 12,616		\$ 12,616		
OE20-01 Interest Expense	\$ -					
OE20-3 Series 2018 Installment Sale	\$ -	\$ -				
OE20-4 Phase 1 Road Improvements	\$ 81,719	\$ 81,719		\$ 81,722	\$ 3	0%
OE20-5 Phase 2 Road Improvements	\$ 115,156	\$ 115,156		\$ 115,160	\$ 4	0%
TOTAL DEBT SERVICE	\$ 209,490	\$ 209,490	\$ (0)	\$ 209,498	\$ 7	0%
TOTAL EXPENSES	\$ 1,154,230	\$ 1,412,974	\$ 258,743	\$ 1,438,098	\$ 30,336	2%

PAYMENTS AND ASSESSMENTS RECEIVED						
<u>Assessment Income</u>						
Pymt No. 3: (5%) Aug 2021 (FY20)	\$ 68,070	\$ -	\$ (68,070)	\$ 70,958	\$ 70,958	
Pymt No. 1: (55%) Feb 2022 (FY21)	\$ 741,959	\$ 773,443	\$ 31,484	\$ 780,539	\$ 7,096	
Pymt No. 2: (40%) May 2022 (FY21)	\$ 537,750	\$ 560,569	\$ 22,819	\$ 567,665	\$ 7,096	
Total Assessment Income	\$ 1,347,779	\$ 1,334,012	\$ (36,585)	\$ 1,419,162	\$ 85,150	
<u>Reimbursement Income</u>						
Total Reimbursement Income			\$ -	\$ -	\$ -	
<u>Other Income</u>						
IN03 Weed Abatement	\$ 12,960	\$ 6,975		\$ 12,000		
IN05 Investment Interest	\$ 885	\$ 20,822		\$ 600		
IN30 Exp Reimbursement Income	\$ 8,077	\$ 1,296		\$ 5,000		
IN41 Gate Opener Income	\$ 1,805	\$ 1,135		\$ 1,200		
IN59 Rebates	\$ 2,848	\$ 13,016		\$ 2,600		
IN70 Quail Creek Deposits	\$ 8,000	\$ -		\$ -		
Total Other Income	\$ 34,575	\$ 43,244	\$ 8,669	\$ 4,000	\$ (39,244)	
TOTAL PAYMENTS & ASSESSMENTS	\$ 1,382,354	\$ 1,377,256	\$ (5,097)	\$ 1,444,562	\$ 45,906	
Net Income	\$ 228,123	\$ (35,717)	\$ (263,840)	\$ 6,464	\$ 42,181	
<u>Other Financing Sources & Uses</u>						
Budget Balance		\$ (35,717)		\$ -		

Copper Valley Community Services District

1000 Umpqua Bank Checking, Period Ending 06/30/2023

RECONCILIATION REPORT

Reconciled on: 07/11/2023

Reconciled by: Ever Ventura

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

	USD
Summary	
Statement beginning balance.....	670,569.27
Checks and payments cleared (45).....	-549,543.17
Deposits and other credits cleared (6).....	83,735.00
Statement ending balance.....	<u>204,761.10</u>
Uncleared transactions as of 06/30/2023.....	-4,434.87
Register balance as of 06/30/2023.....	<u>200,326.23</u>

Details

Checks and payments cleared (45)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/03/2023	Check	3057	Central Bank & Trust	-3,500.00
05/18/2023	Bill Payment	3089	Benchmark Engineering	-875.00
05/18/2023	Bill Payment	3090	Cal Waste Recovery Systems	-87.21
05/18/2023	Bill Payment	3091	Franchise Tax Board	-414.81
05/18/2023	Bill Payment	3095	VALLEY ENTRY SYSTEMS, I...	-570.00
06/01/2023	Check	dm	John Deere Financial	-1,051.30
06/05/2023	Check	dm	Transfer	-450,000.00
06/05/2023	Check	dm	Gregory Hebard	-300.00
06/05/2023	Check	dm	ExpertPay	-111.50
06/05/2023	Check	dm	Gregory Hebard	-2,646.62
06/05/2023	Check	dm	DAMON H WAITE	-1,726.79
06/05/2023	Check	dm	NICHOLAS B PATRICK	-1,733.20
06/05/2023	Check	dm	MATTHEW MOTTER	-598.08
06/05/2023	Check	dm	Ralph M. McGeorge	-2,428.82
06/05/2023	Check	dm	NICOLE D MC CUTCHEN	-300.00
06/05/2023	Check	dm	NICOLE D MC CUTCHEN	-2,371.13
06/05/2023	Check	dm	PETER J KAMPA	-2,429.42
06/05/2023	Check	dm	CHRIS JACOBS	-1,865.05
06/08/2023	Check	dm	CA EDD	-904.23
06/09/2023	Check	dm	IRS	-4,814.10
06/20/2023	Check	dm	NICOLE D MC CUTCHEN	-300.00
06/20/2023	Check	dm	PETER J KAMPA	-2,429.41
06/20/2023	Check	dm	NICOLE D MC CUTCHEN	-2,432.40
06/20/2023	Check	dm	Gregory Hebard	-300.00
06/20/2023	Bill Payment	3102	Aramark Uniform Service	-95.11
06/20/2023	Bill Payment	3103	Benchmark Engineering	-875.00
06/20/2023	Bill Payment	3104	CLARKE	-3,893.18
06/20/2023	Bill Payment	3105	Hunt & Sons, Inc.	-1,692.34
06/20/2023	Bill Payment	3106	MVCAC	-51.50
06/20/2023	Bill Payment	3107	SDRMA-Health Ins.	-7,786.80
06/20/2023	Bill Payment	3108	SDRMA-Workers Comp Autho...	-12,730.15
06/20/2023	Check	dm	Gregory Hebard	-2,646.54
06/20/2023	Check	3110	Greg Hebard	-110.66
06/20/2023	Check	dm	ExpertPay	-111.50
06/20/2023	Check	dm	Intuit Full Service Payroll	-139.00
06/20/2023	Check	dm	CHRIS JACOBS	-1,719.15
06/20/2023	Check	dm	DAMON H WAITE	-1,595.73
06/20/2023	Check	dm	NICHOLAS B PATRICK	-1,602.13
06/20/2023	Check	dm	MATTHEW MOTTER	-1,512.06
06/20/2023	Check	dm	Ralph M. McGeorge	-4,630.67
06/21/2023	Check	dm	Maintenance Fee	-93.43
06/22/2023	Check	dm	CA EDD	-1,313.23

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/23/2023	Check	dm	IRS	-6,095.37
06/25/2023	Check	dm	Umpqua Bank Commerical CC	-16,252.49
06/27/2023	Check	dm	PG&E - 7193	-408.06
Total				-549,543.17

Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/21/2023	Bill Payment	3069	CAMS	0.00
06/09/2023	Deposit			2,495.00
06/14/2023	Deposit			150.00
06/20/2023	Check	dm	Transfer	80,000.00
06/22/2023	Deposit		Gerald A. Sifferman, Trustee ...	75.00
06/22/2023	Deposit			1,015.00
Total				83,735.00

Additional Information

Uncleared checks and payments as of 06/30/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/18/2023	Bill Payment	3101	The Golf Club at Copper Valley	-4,271.50
06/20/2023	Bill Payment	3109	Franchise Tax Board	-163.37
Total				-4,434.87

Copper Valley Community Services District

Transaction Report

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Umpqua Bank Checking					
Beginning Balance					
06/01/2023	Check	dm	John Deere Financial		-1,051
06/05/2023	Check	dm	Gregory Hebard	Pay Period: 5/16/23 - 5/31/23	-2,647
06/05/2023	Check	dm	Transfer		-450,000
06/05/2023	Check	dm	Ralph M. McGeorge	Pay Period: 5/16/23 - 5/31/23	-2,429
06/05/2023	Check	dm	PETER J KAMPA	Pay Period: 5/16/23 - 5/31/23	-2,429
06/05/2023	Check	dm	ExpertPay		-112
06/05/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 5/16/23 - 5/31/23	-300
06/05/2023	Check	dm	Gregory Hebard	Pay Period: 5/16/23 - 5/31/23	-300
06/05/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 5/16/23 - 5/31/23	-2,371
06/05/2023	Check	dm	CHRIS JACOBS	Pay Period: 5/16/23 - 5/31/23	-1,865
06/05/2023	Check	dm	NICHOLAS B PATRICK	Pay Period: 5/16/23 - 5/31/23	-1,733
06/05/2023	Check	dm	DAMON H WAITE	Pay Period: 5/16/23 - 5/31/23	-1,727
06/05/2023	Check	dm	MATTHEW MOTTER	Pay Period: 5/16/23 - 5/31/23	-598
06/05/2023	Check	dm	MATTHEW MOTTER	Pay Period: 5/16/23 - 5/31/23	-904
06/08/2023	Check	dm	CA EDD		2,495
06/09/2023	Deposit				-4,814
06/09/2023	Check	dm	IRS		150
06/14/2023	Deposit				-1,719
06/20/2023	Check	dm	CHRIS JACOBS	Pay Period: 6/1/23 - 6/15/23	-2,429
06/20/2023	Check	dm	PETER J KAMPA	Pay Period: 6/1/23 - 6/15/23	-2,432
06/20/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 6/1/23 - 6/15/23	-2,647
06/20/2023	Check	dm	Gregory Hebard	Pay Period: 6/1/23 - 6/15/23	-4,631
06/20/2023	Check	dm	Ralph M. McGeorge	Pay Period: 6/1/23 - 6/15/23	-1,602
06/20/2023	Check	dm	NICHOLAS B PATRICK	Pay Period: 6/1/23 - 6/15/23	-52
06/20/2023	Bill Payment (Check)	3106	MVCAC	Invoice #7364035	-95
06/20/2023	Bill Payment (Check)	3102	Aramark Uniform Service	Acct #860084368	-875
06/20/2023	Bill Payment (Check)	3103	Benchmark Engineering	Invoice #12212	-1,692
06/20/2023	Bill Payment (Check)	3105	Hunt & Sons, Inc.	Acct #22656	-3,893
06/20/2023	Bill Payment (Check)	3104	CLARKE	Order #0000160674	-7,787
06/20/2023	Bill Payment (Check)	3107	SDRMA-Health Ins.	Member #7174	-1,596
06/20/2023	Check	dm	DAMON H WAITE	Pay Period: 6/1/23 - 6/15/23	-1,512
06/20/2023	Check	dm	MATTHEW MOTTER	Pay Period: 6/1/23 - 6/15/23	-300
06/20/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 6/1/23 - 6/15/23	-300
06/20/2023	Check	dm	Gregory Hebard	Pay Period: 6/1/23 - 6/15/23	-139
06/20/2023	Check	dm	Intuit Full Service Payroll		-112
06/20/2023	Check	dm	ExpertPay		-111
06/20/2023	Check	3110	Greg Hebard	Reimbursement for Baldi's Mosquito Dinner	80,000
06/20/2023	Check	dm	Transfer		-163
06/20/2023	Bill Payment (Check)	3109	Franchise Tax Board	Nicholas Patrick acct #615080538	-12,730
06/20/2023	Bill Payment (Check)	3108	SDRMA-Workers Comp Authority	Member #7174	-93
06/21/2023	Check	dm	Maintenance Fee		-1,313
06/22/2023	Check	dm	CA EDD		1,015
06/22/2023	Deposit				75
06/22/2023	Deposit		Gerald A. Sifferman, Trustee Etal		-6,095
06/23/2023	Check	dm	IRS		-16,252
06/25/2023	Check	dm	Umpqua Bank Commerical CC		-408
06/27/2023	Check	dm	PG&E - 7193		\$ -460,525
Total for Umpqua Bank Checking					\$ -460,525
TOTAL					\$ -460,525

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	AMOUNT
2050 Umpqua CSDA Visa				
06/01/2023	Expense		Staples	25.00
06/01/2023	Expense		Shell	153.05
06/02/2023	Expense		Calaveras Telephone Co.	379.78
06/02/2023	Expense		Verizon Wireless	185.30
06/02/2023	Expense		Griff's BBQ & Grill	81.08
06/04/2023	Expense		Pro Clean Supply	108.45
06/04/2023	Expense		Microsoft Office	12.00
06/06/2023	Expense		Dick's Sporting Goods	201.42
06/06/2023	Expense		Safe-T-Lite of Modesto Inc.	154.70
06/08/2023	Expense		Union 76	161.32
06/08/2023	Expense		Belkorp Ag, LLC	302.47
06/09/2023	Expense		Belkorp Ag, LLC	13,462.44
06/09/2023	Expense		ZOOM Car Wash	29.99
06/10/2023	Expense		Intuit - QBO Online	59.50
06/13/2023	Expense		Dropbox	199.00
06/14/2023	Expense		Kern Machinery	190.34
06/14/2023	Expense		Mo-Cal Office Solutions, Inc	91.90
06/14/2023	Expense		McDillard's Feed & Supply	180.14
06/14/2023	Expense		Union 76	162.25
06/14/2023	Expense		Elk Grove Power Sport	114.08
06/16/2023	Expense		Gold Dust Pizza Copperopolis	91.39
06/16/2023	Expense		Hughson Farm Supply	366.44
06/16/2023	Expense		Sonora Lumber Company	1,006.96
06/18/2023	Expense		Shell	147.01
06/18/2023	Expense		Family Dollar	168.55
06/20/2023	Expense		Lewis Port USA Racing	454.61
06/20/2023	Expense		Hyatt Regency	241.18
06/22/2023	Expense		Amazon	173.11
06/23/2023	Expense		Hughson Farm Supply	372.74
06/25/2023	Expense		USPS	22.68
06/27/2023	Expense		California Special Districts Association	850.00
06/27/2023	Expense		Hyatt Regency	412.08
06/28/2023	Expense		Calaveras Lumber	151.02
06/28/2023	Expense		Exxon	176.79
06/28/2023	Expense		Tractor Supply Co.	238.63
06/29/2023	Expense		Les Schwab Tires	80.73
06/29/2023	Expense		Walgreens	6.51
06/29/2023	Expense		Ewing	1,422.14
06/29/2023	Expense		In-N-Out Burger	10.14
06/29/2023	Expense		Staples	9.62
06/30/2023	Expense		Ewing	2,187.95
Total for 2050 Umpqua CSDA Visa				\$24,844.49

TE TOTAL EXPENSES

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	AMOUNT
1SS SERVICES & SUPPLIES				
AE Administrative Expenses				
OE02 Finance Expenses				
06/10/2023	Expense		Intuit - QBO Online	59.50
Total for OE02 Finance Expenses				\$59.50
OE07 Miscellaneous/Contingency				
06/18/2023	Expense		Family Dollar	168.55
Total for OE07 Miscellaneous/Contingency				\$168.55
OE08 Professional Development				
06/02/2023	Expense		Griff's BBQ & Grill	81.08
06/09/2023	Expense		ZOOM Car Wash	29.99
06/16/2023	Expense		Gold Dust Pizza Copperopolis	91.39
06/20/2023	Expense		Hyatt Regency	241.18
06/27/2023	Expense		California Special Districts Association	850.00
06/27/2023	Expense		Hyatt Regency	412.08
06/29/2023	Expense		In-N-Out Burger	10.14
Total for OE08 Professional Development				\$1,715.86
OE10 Uniform Expense				
06/06/2023	Expense		Dick's Sporting Goods	201.42
Total for OE10 Uniform Expense				\$201.42
OE12 Telephone				
06/02/2023	Expense		Verizon Wireless	185.30
06/02/2023	Expense		Calaveras Telephone Co.	379.78
Total for OE12 Telephone				\$565.08
OE14 Office Supplies/Postage				
06/01/2023	Expense		Staples	25.00
06/04/2023	Expense		Microsoft Office	12.00
06/04/2023	Expense		Pro Clean Supply	108.45
06/13/2023	Expense		Dropbox	199.00
06/22/2023	Expense		Amazon	173.11
06/25/2023	Expense		USPS	22.68
06/29/2023	Expense		Staples	9.62
Total for OE14 Office Supplies/Postage				\$549.86
OE15-1 Office Equipment Lease				
06/14/2023	Expense		Mo-Cal Office Solutions, Inc	91.90
Total for OE15-1 Office Equipment Lease				\$91.90
Total for AE Administrative Expenses				\$3,352.17
OE Operational Expenses				
OE18 Common Areas				
OE17 Streets/Sidewalks/Lighting Maint & Repair				
06/20/2023	Expense		Lewis Port USA Racing	454.61
Total for OE17 Streets/Sidewalks/Lighting Maint & Repair				\$454.61
OE18-1 Landscape Supplies				

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	AMOUNT
06/16/2023	Expense		Hughson Farm Supply	366.44
06/23/2023	Expense		Hughson Farm Supply	372.74
06/29/2023	Expense		Ewing	1,422.14
06/30/2023	Expense		Ewing	2,187.95
Total for OE18-1 Landscape Supplies				\$4,349.27
OE18-4 Landscape Equip Repair/Replace				
06/09/2023	Expense		Belkorp Ag, LLC	13,462.44
06/16/2023	Expense		Sonora Lumber Company	1,006.96
06/29/2023	Expense		Les Schwab Tires	80.73
Total for OE18-4 Landscape Equip Repair/Replace				\$14,550.13
Total for OE18 Common Areas				\$19,354.01
OE22 Mosquito Abatement Expense				
OE22-2 Mosquito Abatement Monitor/Test				
06/28/2023	Expense		Tractor Supply Co.	238.63
06/28/2023	Expense		Calaveras Lumber	151.02
06/29/2023	Expense		Walgreens	6.51
Total for OE22-2 Mosquito Abatement Monitor/Test				\$396.16
OE22-3 Mosquito Abate Vehicles Gas/Oil				
06/01/2023	Expense		Shell	153.05
06/06/2023	Expense		Safe-T-Lite of Modesto Inc.	154.70
06/08/2023	Expense		Union 76	161.32
06/14/2023	Expense		McDillard's Feed & Supply	180.14
06/14/2023	Expense		Union 76	162.25
06/18/2023	Expense		Shell	147.01
06/28/2023	Expense		Exxon	176.79
Total for OE22-3 Mosquito Abate Vehicles Gas/Oil				\$1,135.26
OE22-4 Mosquito Abatement Equip Maint				
06/08/2023	Expense		Belkorp Ag, LLC	302.47
06/14/2023	Expense		Kern Machinery	190.34
06/14/2023	Expense		Elk Grove Power Sport	114.08
Total for OE22-4 Mosquito Abatement Equip Maint				\$606.89
Total for OE22 Mosquito Abatement Expense				\$2,138.31
Total for OE Operational Expenses				\$21,492.32
Total for 1SS SERVICES & SUPPLIES				\$24,844.49
Total for TE TOTAL EXPENSES				\$24,844.49

Copper Valley CSD
Quail Creek Summary

9/20/2021	CV Saddle Creek deposit	\$ 5,000.00
9/30/2021	Pete September Payroll Wages (6 hrs)	(202.92)
9/30/2021	Pete September Payroll Taxes	(15.54)
9/30/2021	Nicole September Wages (4 hrs)	(150.80)
9/30/2021	Nicole September Taxes	(11.54)
9/30/2021	Greg September Wages (1hr)	(44.88)
9/30/2021	Greg September Taxes	(3.44)
9/30/2021	Ralph September Wages (1 hr)	(32.06)
9/30/2021	Ralph September Taxes	(2.46)
10/12/2021	GL Gritz Engineering	(1,890.00)
10/31/2021	Nicole October Wages (2 hrs)	(75.40)
10/31/2021	Nicole October Taxes	(5.78)
10/31/2021	Nicole October Wages (1 hrs)	(37.70)
10/31/2021	Nicole October Taxes	(2.89)
11/10/2021	GL Gritz Engineering	(900.00)
11/30/2021	Nicole November Wages (.5 hrs)	(18.85)
11/30/2021	Nicole November Taxes	(1.45)
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	(177.04)
9/20/2022	Nicole 9/20/22 4 hrs taxes	(13.55)
4/10/2023	Benchmark Engineering	(875.00)
5/9/2023	Benchmark Engineering	(875.00)
		<u>\$ (36.30)</u>

COPPER VALLEY COMMUNITY SERVICES DISTRICT			Quarterly Investment/Treasurer's Report						
			Government Funds						
4th Quarter Balances @ June 30, 2023									
Cash Accounts	Acct #	Statement Interest Rate	YTD Interest July - June	General Investment	Road Reserve	Infrastructure Reserve	Equipment Reserves	Total by Investment	
Umquoia Bank Operating Account	5048		-					200,326.23	
LAIF	5-001		1,833.78					107,566.78	
Calaveras Fund 2188	2188		324.63					-	
CA Class	0035	5.27%	18,663.39	1,050,428.43	78,422.34	131,861.94	77,950.68	1,338,663.39	
			20,821.80	1,050,428.43	78,422.34	131,861.94	77,950.68	1,646,556.40	
YE June 30, 2023 YTD Interest Earned		<u>July- June</u>	<u>\$ 20,821.80</u>						
"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							



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

JUNE 20, 2023, 2:00 PM

LOCATION: COPPER VALLEY SPORTS CENTER

1. **CALL TO ORDER 2:00pm**
2. **ROLL CALL** President DeBaldo, Vice President Golden, Director Albertson, Director Coleman, Director Vezina
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 May 2023.
 - b) Approval of the minutes from the Regular Board Meeting held May 18, 2023.

Vice President Golden makes a motion to accept the consent calendar, Director Albertson seconds.
Motion passes unanimously
7. **DISCUSSION AND ACTION ITEMS**
 - a) Conduct Public hearing Regarding the Adoption of the FY 2023-2024 Final Budget
 - i. Adoption of a Resolution Approving the FY 2023-2024 Final Budget including Employee Salary Schedule, General Manager Salary Adjustment and Appropriations Limit

Director Venezia makes a motion to adopt a resolution approving the FY 2023-2024 Final Budget including Employee Salary Schedule, General Manager Salary Adjustment and Appropriations Limit, Vice President Albertson seconds, motion passes unanimously.
 - b) Update on Community Security (DeBaldo)

Director DeBaldo read an updated list of tasks and assignments related to community security.
8. **STAFF AND DIRECTOR REPORTS**
 - a) General Managers Report
 - b) Site Managers Report
 - c) Office Managers Report
9. **ADJOURNMENT 3:45pm**



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors
FROM: Peter Kampa, General Manager
DATE: July 18, 2023
SUBJECT: 7 a) Adoption a Resolution to approve a Management Leave Policy

RECOMMENDED ACTION:

Staff recommends that the Board adopt the resolution approving the management leave policy.

BACKGROUND:

Two of our current positions are considered management and are compensated with a fixed salary rather than the payment of hourly wages and overtime. It is customary where managers may be required to work long hours to complete projects or assign responsibilities, that a specified amount of paid time off is provided to give these employees a break due to the occasional long hours worked. The attached draft policy language details the amount, terms and conditions for use of management leave. The draft policy proposes allocation of 40 hours of management leave in each fiscal year. The leave is replenished each fiscal year but does not accrue to more than 40 hours.

RESOLUTION NO. 2023-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COPPER VALLEY
COMMUNITY SERVICES DISTRICT APPROVING A MANAGEMENT LEAVE 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, in accordance with California Government Code 61045, (g) The board of directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies; and

WHEREAS, the District desires to adopt a Management Leave policy; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Copper Valley Community Services District does hereby approve Management Leave policy contained herein as Exhibit A.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Copper Valley Community Services District held on July 18, 2023 and was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Darlene DeBaldo, President

Peter Kampa, Board Secretary

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 NO. 2023 - 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 July 18, 2023.

MANAGEMENT LEAVE

Upon coordination with the General Manager, salaried exempt employees will receive an allotment of paid administrative leave each fiscal year. The Site Manager and Site Superintendent will be provided forty (40) hours of administrative leave per fiscal year. Such days may be taken on a full day basis consecutively or individually following approval of the General Manager. The maximum Management leave accrual shall be forty (40) hours. Management leave shall not be eligible for buyback, or converted to other forms of leave accrual. An exchange for a cash equivalent will not be made on any balance of hours remaining at the end of each fiscal year. Employees must pass probation in order to be eligible to receive Management leave. Upon appointment to an exempt position from a non-exempt position after the start of the fiscal calendar year, the leave accrual will be pro-rated. No employee will have more than the annual allotments provided. If Management leave is not utilized in the fiscal year provided, the leave balance will be forfeited.



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 18, 2023

SUBJECT: 7 b) Consideration of expansion of the Entrance Gate Improvement Project to include replacement of additional gate operators and contingencies

RECOMMENDED ACTION:

Staff recommends that the Board approve the proposed additions to the Gate Improvement Project pursuant to the Contractor's proposal dated July 14, 2023.

BACKGROUND:

The adopted 2023/2024 fiscal year budget contained an allocation of \$34,200 for an entrance gate controller replacement and security upgrade project. Since the budget was approved, we have consulted with legal counsel in the preparation of the construction agreement and it has been determined that with changes in state prevailing wage laws, these types of equipment replacement and upgrade projects are now considered "public works projects" and subject to the payment of prevailing wage and project registration with the Department of Industrial Relations (DIR). In addition, the contractor is required to provide a payment bond which ensures that their employees are paid in accordance with law.

Staff also agreed that we were going to include in the budget the replacement of two additional gate control mechanisms to improve reliability and reduce equipment breakdowns. The two additional replacement controllers were inadvertently left off the budget presented in June 2023. The attached proposal contains all of the desired work as well as the payment bonds required by California law.

Valley Entry Systems, INC.

P.O. Box 126, Escalon, CA 95320

Phone: 209-577-2023

Contractors Lic #508299

DIR # 1000012368

www.ValleyEntry.com

**BID PROPOSAL**

July 14, 2023

Copper Valley CSD
Ph: 209.768.5537Attn: Ralph
E-mail: mcgeorgecvcsd@caltel.com

RE: Gate Improvement Project

We propose to furnish and install the following on an existing gate system:

- 2 – DKS model 6100 swing gate operators on exit side.
- 2 – DKS model 6100 swing gate operators on entry side.
- 2 – DKS model 1000 Battery Backup units, one on exit side and one on entry side.
- 2 – Monitored photo eyes, one across each gate opening.
- 1 – Liftmaster model CAPXL smart video intercom mounted to existing post outside visitor entry gate.
- 1 – Liftmaster model CAPXS smart video intercom mounted to existing post outside construction vehicle gate.
- Data transfer of existing Doorking database into Liftmaster CAP smart intercom web portal.
- 1 – Ubiquity wireless bridge to connect CAPXS to router in guard house.

Exclusions:


1. Gate & gate hardware (i.e., v-track, etc.).
2. 115-volt, 20-amp electrical power to each operator.
3. Conduit from operator to outside keypad.
4. Router with Internet service in guard house.
5. Repair of unmarked underground utilities or irrigation lines damaged during installation.
6. Approved plans and required permits.

Five-year manufacturer's warranty on operators, two-year manufacturer's warranty on video intercom systems, all other parts guaranteed for one year. Labor for repairs is covered for one year during normal business hours. Damage caused by misuse, vandalism, or acts of God excluded.

Total price for this proposal including labor, material, and tax is **\$47,488.⁰⁰**.**Terms:** Progress payments, balance due upon completion.**Notes:**

- a) Prevailing Wage.
- b) Performance bond included in this proposal.
- c) Bid valid for 30 days from the date of this proposal.
- d) Existing access credentials and related hardware is compatible with CAP systems.
- e) Customer to provide staking for location of fence, finish grade, and clear fence line.
- f) Customer to mark underground utilities and irrigation lines in construction area.
- g) Price subject to change if we are unable to complete the contract within four months of contract acceptance due to fault of others.
- h) Please allow 8-16 weeks from deposit receipt for completion.
- i) Through the web based software included in this bid proposal, you will be able to program the entry phone with residents' names and phone numbers and assign them individually coded radio transmitters. You may also program entry codes or radio transmitters for contractors and restrict the times they may have access, and view and print transaction history. Programming will be done on your PC and downloaded to the smart video intercom by internet.
- j) A monthly fee will be invoiced from Liftmaster to end user for Liftmaster's subscription-based services for the CAPXL & CAPXS. Approx. estimated base cost will be \$78/month, this includes (2) SIP phone lines, one at each video intercom, and (30) app licenses that residents can use to receive guest calls and create and issue guest passes with time restrictions. Each additional app license is \$1 per month per device. Ultimately cost depends on usage and subscription options selected.



Sincerely,

Gabe Blom
VP of Operations

The terms and conditions set forth on the authorized sheet hereof together with the above terms and conditions constitute the entire offer of Valley Entry Systems Inc. and any additional terms proposed by CUSTOMER are rejected unless expressly ascertained in writing. ACCEPTANCE of the OFFER shall constitute a CONTRACT on the terms and conditions set forth herein. Acceptance of this offer shall be communicated to Valley Entry Systems Inc. by returning this offer SIGNED and DATED by an AUTHORIZED agent of representative of CUSTOMER.

Accepted by: Print name: Title: Date:

REQUIRED NOTICE TO OWNER (Section 7019 – Contractor’s license law)

“Under the California Mechanics’ Lien Law, any contractor, subcontractor, laborer, supplier, or other person or entity that helps to improve your property but is not paid for his or her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment.

Under the law, you may protect yourself against such claims by filing, before commencing such work of improvement, an original contract for the work of improvement a modification thereof, in the office of the county recorder of the county where the property is recorded and requiring that a contractor’s payment bond be recorded in such office.

IN THE STATE OF CALIFORNIA

Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the register of the board whose address is: Contractors State License Board P.O. Box 26000 Sacramento, CA 95826



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors
FROM: Peter Kampa, General Manager
DATE: July 18, 2023
SUBJECT: 8(a) General Manager's Report

As requested following adoption of the 2023/24 budget, attached is the final budget as adopted with corrections. Also included is the task order status update report from our District Engineer.

2023-24 Adopted BUDGET

	Adopted 2022/23 Budget	<i>Projected Actuals 6-30-2023</i>	Adopted 2023/24 BUDGET
Income			
IN01 Assessments	1,419,162	1,412,066	1,488,473
IN05 Interest Income	600	18,614	48,000
IN06 Interest - County	0	390	400
IN07 Rebates Received + CV engineering Deposits	2,600	15,619	12,000
IN30 Expense Reimbursement Revenue	5,000	0	0
IN41 Gate Opener Income	1,200	840	900
IN59 Other Misc. Revenue	4,000	0	0
IN03 Weed Abatement	12,000	4,900	5,100
TOTAL INCOME	\$ 1,444,562	\$ 1,452,429	\$ 1,554,873

Expenses

Services & Supplies

Administrative Expenses

OE01 Audit Expense	9,200	8,800	9,200
OE02 Finance Expenses	800	626	700
OE02-1 Financial Assessment (NBS)	6,000	6,000	6,300
OE03 Advertising	2,800	1,200	1,300
OE04 Legal Expenses	8,900	6,041	6,300
OE41 HR Consultant	2,600	2,340	2,500
OE42 Development Engineering	-	10,000	10,500
OE06 Insurance (Prop Loss & Liab)	17,000	20,000	21,000
OE07 Miscellaneous/Contingency	8,000	8,000	8,400
OE08 Professional Development	6,900	8,822	9,300
OE09 Dues, Certs, Bonds & Subscriptions	6,300	7,548	7,900
OE10 Uniform Expense	9,600	9,941	10,400
OE11 Electric Power/Water/Sewer	97,800	91,414	96,000
OE12 Telephone & Internet	8,100	7,362	7,700
OE14 Office Supplies/Postage	7,400	9,175	9,600
OE14-1 Cleaning Service	-	-	-
OE15 Office Equipment Repair/Replace	11,100	6,000	6,300
OE15-1 Office Equipment Lease	2,600	2,452	2,600
OE26 County Fees/LAFCO	7,200	6,259	6,600
OE27 Bank Fees	-	884	900
OE29 Accounting Services	31,700	25,080	26,300
OE31 Office Lease	-	1,705	1,800
Total Administrative Expenses	\$ 244,000	\$ 239,650	\$ 251,600

Common Areas

OE16 Gate Maint/Repair/Staff/Openers	13,700	14,385	15,100
OE16-1 Gate Improvements (RFID)	0	0	0
OE18 Landscape Supplies & Repairs	41,800	43,890	46,100
OE18-2 CCWD Water	1,200	0	0
OE18-3 Landscape Equip Gas & Oil	6,900	8,957	9,400
OE18-4 Landscape Equipment Repair & Replace	42,400	42,224	44,300
Total Common Areas	106,000	109,456	114,900

2023-24 Adopted BUDGET

	Adopted 2022/23 Budget	<i>Projected Actuals 6-30-2023</i>	Adopted 2023/24 BUDGET
OE22 Mosquito Abatement Expense			
OE22-1 Mosquito Control Products	20,000	18,756	19,700
OE22-2 Mosquito Abatement Monitor/Test	5,100	4,312	4,500
OE22-3 Mosquito Abate Vehicles Gas/Oil	15,000	13,100	13,800
OE22-4 Mosquito Abatement Equip Maint	16,000	14,737	15,500
Total OE22 Mosquito Abatement Expense	56,100	\$ 50,905	\$ 53,500
Total OE17 Streets	\$ 12,800	\$ 15,144	\$ 15,900
Total Services & Supplies	\$ 418,900	\$ 415,155	\$ 435,900

PE Personnel Expense			
PE01 Workers' Compensation Insurance	11,400	12,732	12,700
PE02 Health Insurance	89,600	92,245	114,500
PE03 Payroll Taxes	39,800	42,358	46,300
Retirement	0	0	6,000
PE04 Processing Fees	1,900	1,678	1,800
PE05 Directors' Stipend	6,000	6,000	6,000
PE06 Employee Wages	497,800	531,494	578,300
Total Salaries & Benefits	\$ 646,500	\$ 686,507	\$ 765,600

Equipment Replacement			
CO04 Shop/Grounds Equipment	0	56,738	5,000
Concrete Grinder	7,200	0	0
Turfco Blower	12,000	0	0
Cart Replacements	53,000	0	0
Water Truck Transmission	0	0	7,700
New Turf Mower	0	0	37,000
Total Equipment Replacement	\$ 72,200	\$ 56,738	\$ 49,700

Capital Projects			
OE53-2 Landscape Improvements	16,000	2,243	0
OE53-1 Landscape Design/Survey	0	45,294	0
Total Landscape Project	\$ 16,000	\$ 47,537	\$ -
OE51-4 Road Improvements	20,000	1,000	100,000
OE51-1 Road Project Design & Constr Mgmt	0	0	0
General Engineering	15,000	2,000	15,000
Sidewalk Replacement	20,000	1,500	150,000
Security Upgrades	20,000	10,200	1,000
Gate Controller Replacement and Security Upgrade	0	0	34,200
OE54-3 Office Building Renovation	0	854	0
Total Road Improvement Project	\$ 75,000	\$ 15,554	\$ 300,200
Total Capital Projects	\$ 91,000	\$ 63,091	\$ 300,200

2023-24 Adopted BUDGET

Adopted 2022/23 Budget	Projected Actuals 6-30-2023	Adopted 2023/24 BUDGET
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Debt Service

OE20 John Deere Financing	0	0	0
OE21 John Deere Financing	12,616	12,616	12,616
OE20-04 Phase 1 Road Improvements	81,722	81,722	81,722
OE20-05 Phase 2 Road Improvements	115,160	115,160	115,160
Total Debt Service	\$ 209,498	\$ 209,497	\$ 209,498

TOTAL EXPENDITURES	\$ 1,438,098	\$ 1,430,988	\$ 1,760,898
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Other Financing Sources/(Uses)

Road Loan Draw down	212,373	0	212,373
Equipment Replacement Reserve	(6,450)	(6,450)	37,000
Infrastructure Reserve	45,000	45,000	(37,627)
Road Improvement Reserve	15,493	15,493	(15,493)
Fund Balance Transfer In	0	0	9,771
Total Other Funds for Capital	\$ 266,416	\$ 54,043	\$ 206,024

Excess of revenues over expenditures	\$ 272,880	\$ 21,441	\$ (0)
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Appropriations Limit	1,749,716
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COPPER VALLEY COMMUNITY SERVICES DISTRICT
FY 2023/24 EMPLOYEE CLASSIFICATION & SALARY SCHEDULE

<u>Employee Classification</u>	2022-23	2023-24		(Step 1)	(Step 2)	(Step 3)	(Step 4)
General Manager	1	1	(A)	\$79,792			
Maintenance Manager	1	1	(A)	\$90,087	\$94,591	\$99,321	\$104,287
Maintenance Supervisor	1	1	(A)	\$72,330	\$75,946	\$79,743	\$83,731
Landscape Maint. II	1	0	(H)	\$27.31	\$28.67	\$30.10	\$31.61
Landscape Maint. I	3	4	(H)	\$22.47	\$23.59	\$24.77	\$26.01
Office Manager	1	1	(PT)	\$40.10	\$42.11	\$44.21	\$46.42
(A)=Annual Salary (H)=Hourly (PT) - Part time				* Cost of Living Adjustment (COLA)			4.90%

Other

Directors (Elected)	5	5	\$100 per Board Meeting Attended
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Copper Valley CSD meets on the third Tuesday of each month. Directors receive a stipend of \$100 for attending the meeting. Directors who miss a meeting are not compensated. The annual stipend for a director who attends all CSD meetings is \$1,200. Paid in December.

BENEFITS

Upon completion of each full calendar year of employment with the District in the position of Maintenance Supervisor, the District provides a \$3,000 IRA contribution. This benefit is paid during the month of January in the year following each full calendar year of employment. All payroll costs associated with this benefit are borne by the District.

Upon completion of each full calendar year of employment with the District in the position of Maintenance Manager, the District provides a \$3,500 IRA contribution. This benefit is paid during the month of January in the year following each full calendar year of employment. All payroll costs associated with this benefit are borne by the District.

Health Insurance Benefits are provided to the following Employee Classifications after completion of 90 days full time employment with the District; 1) Maintenance Manager, 2) Maintenance Supervisor, 3) Maintenance II and 4) Maintenance I. The District does not pay for Health Insurance Coverage for 1) Employee Dependents, 2) Directors, or 3) Part-Time Employees.

Hourly Employee Vacation and Sick Leave benefits are accrued in accordance with the current law and District policy

No vacation pay is accrued for employees classified as part time.

Full time employees receive 7 paid Holidays per year per District policy.

* Source: US Bureau of Labor Statistics - 12 month Percentage Change-CPI-Urban Wage Earners Feb. 2023



CIVIL ENGINEERING & LAND SURVEYING

915 17th Street • Modesto, CA 95354 • 209.548.9300

July 10, 2023

Peter Kampa
Copper Valley Community Services District
3840 Little John Road
Copperopolis CA 95228

Re: July Task Order Status

Dear Mr. Kampa,

Here is a summary of the status of each of the current Task Orders.

- Task Order 23-001 – Quail Creek Acceptance
 - We are currently holding on any additional work on the acceptance review per your email received on June 20th.
 - Work will resume on the acceptance review and approval process when we get word to continue on the project.
- Task Order 23-002 – Encroachment Document Review
 - Review and recommendations for updates to Encroachment Permit Applications and related documentation was sent to District on May 30th.
- Task Order 23-003 – Sidewalk Improvements
 - Scope and estimate provided on June 8th for this project.
 - Field work is prepped and ready to begin as soon as we get the final approval from the District.

If there is any additional information needed, please let me know.

Sincerely,

Michael Halterman, PLS 8040
Vice President – Land Surveying
Benchmark Engineering, Inc.