



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

BOARD OF DIRECTORS REGULAR MEETING AGENDA

NOVEMBER 15, 2022, 2:00 PM

Meeting will be held at the SPORTS 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**
 - a. 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 October 2022.
 - b) Approval of the minutes from the Regular Board Meeting held October 4, 2022.
7. **DISCUSSION AND ACTION ITEMS**

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

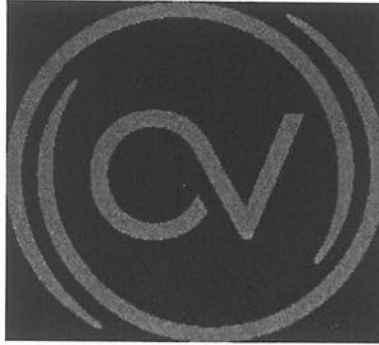
 - a. **PUBLIC HEARING** - Adoption of a Resolution Approving an Ordinance Prohibiting Unpermitted Encroachment on District Maintained Roads, Property, and Infrastructure and Establishing Encroachment Permit Requirements for Temporary Encroachments
 - b. Review and Update on the dedication of the newly constructed Quail Creek road infrastructure to the District
 - c. Consideration of adoption of a telework policy
 - d. Modification to the part time District Office Manager position to full time Administrative Services 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

October 31, 2022

Please note, some items have been redacted
for privacy and security purposes
by Peter Kampa

**Copper Valley Community Services District
Treasurer's Report
October 2022**

Statement of Cash Flows

For the 4 Months Ending October 31, 2022

	Umpqua Bank Checking	Calaveras Co Fund 2188	LAIF	YTD Total
Net Income	(438,380)	(68,828)	558	(506,650)
OPERATING ACTIVITIES				
Adjustments to reconcile Net Income to Net Cash used in Operations:				
1200 Accounts Receivable	-			-
2000 Accounts Payable	(15,441)			(15,441)
2050 Umpqua CSDA Visa	29,842			29,842
2100 Payroll Taxes Payable	282			282
2150 Accrued Payroll	3,072			3,072
2200 Sales Tax Payable	-			
Net cash used in operating activities	(420,625)	(68,828)	558	(488,895)
Net cash decrease for period	(420,625)	(68,828)	558	(488,895)
Cash at beginning of period (7/1/2022)	1,407,971	68,239	105,733	1,581,943
Cash at end of period	987,346	(589)	106,291	1,093,048

**Copper Valley Community Services District
Treasurer's Report
October 2022**

Cash Flow Projection

	FY 22-23							
Oct-2022	Nov-2022	Dec-2022	Jan-2023	Feb-2023	Mar-2023	Apr-2023	May-2023	Jun-2023

REGULAR CHECKING

Beginning Checking Account Balance	\$ 1,204,815	\$ 987,346	\$ 915,970	\$ 844,819	\$ 1,554,206	\$ 1,483,055	\$ 1,411,904	\$ 1,241,824	\$ 1,738,338
Deposits									
Assessments	\$ -	\$ -	\$ -	\$ 780,539	\$ -	\$ -	\$ -	\$ 567,665	\$ -
Other Income	\$ -								
Road Improvement Loan	\$ -								
Fraud Refund	\$ -								
Disbursements									
Paychecks	\$ 32,344	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000
Payroll Taxes	\$ 12,071	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Checks Written									
Other Operating & Admin Costs	\$ 47,556	\$ 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	\$ -		(Budget for this period is unknown at this time)						
Projects Costs									
Series A (2018 project refinance)	\$ 41,071	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,071	\$ -	\$ -
Series B (Phase 2 Road Imprpv.)	\$ 57,857	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,857	\$ -	\$ -
Valley Entry System	\$ 325	\$ 225	(Budget for this period is unknown at this time)						
Kevin's Tree Service	\$ -	\$ -	(Budget for this period is unknown at this time)						
Granite Peak Alarm	\$ -	\$ -	(Budget for this period is unknown at this time)						
Willdan	\$ -	\$ -	(Budget for this period is unknown at this time)						
NBS	\$ 1,080	\$ -	(Budget for this period is unknown at this time)						
SDFa (Road Construction Loan)	\$ -	\$ -	(Budget for this period is unknown at this time)						
Human Resource Practioners	\$ -	\$ -	(Budget for this period is unknown at this time)						
Credit Card Payments	\$ 23,498	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
ACS Debits - (Utilities, Lease Pymts, P/R processing)	\$ 615	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
Total Disbursements	\$ 217,468	\$ 71,376	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 170,079	\$ 71,151	\$ 71,151
Ending Checking Account Balance	\$ 987,346	\$ 915,970	\$ 844,819	\$ 1,554,206	\$ 1,483,055	\$ 1,411,904	\$ 1,241,824	\$ 1,738,338	\$ 1,667,187
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 October 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	987,346
1020 Cash - Fund 2188	-589
1040 Local Agency Investment Fund (LAIF)	106,291
Total Bank Accounts	\$1,093,049
Total Current Assets	\$1,093,049
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
Other Assets	
Receivable Other	400
Total Other Assets	\$400
TOTAL ASSETS	\$13,244,604
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	2,680
Total Accounts Payable	\$2,680
Credit Cards	
2050 Umpqua CSDA Visa	39,111

Copper Valley Community Services District

Balance Sheet
As of October 31, 2022

	TOTAL
Total Credit Cards	\$39,111
Other Current Liabilities	
2100 Payroll Taxes Payable	1,598
2110 Wage Garnishments Payable	62
2150 Accrued Payroll	20,882
2200 Sales Tax Payable	0
Total Other Current Liabilities	\$22,542
Total Current Liabilities	\$64,332
Long-Term Liabilities	
2500 Lease Payable - John Deere	42,417
2600 Series 2018 Installment Sale	700,000
Total Long-Term Liabilities	\$742,417
Total Liabilities	\$806,749
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	745,709
Net Income	-506,650
Total Equity	\$12,437,855
TOTAL LIABILITIES AND EQUITY	\$13,244,604

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

	ACTUALS			BUDGET		
	Last Year July - Oct	This Year July - Oct	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES						
SERVICES AND SUPPLIES						
ADMINISTRATION						
OE01	Audit Expense	\$ -	\$ -	\$ -	\$ 9,200	100%
OE02	Finance Expenses	\$ 260	\$ 168	\$ (92)	\$ 800	79%
OE02-1	Parcel Tax Implementation	\$ -	\$ -	\$ -	\$ 6,000	100%
OE03	Advertising	\$ 1,675	\$ -	\$ (1,675)	\$ 2,800	100%
OE04	Legal Expenses	\$ 6,086	\$ 2,475	\$ (3,611)	\$ 8,900	72%
OE06	Insurance (Property Loss/Liability)	\$ -	\$ -	\$ -	\$ 17,000	100%
OE07	Miscellaneous/Contingency	\$ 1,591	\$ 594	\$ (997)	\$ 8,000	93%
OE08	Professional Development (Travel/Training)	\$ 3,617	\$ 1,905	\$ (1,712)	\$ 6,900	72%
OE09	Dues, Certifications & Subscriptions	\$ 3,928	\$ 1,953	\$ (1,975)	\$ 6,300	69%
OE10	Uniform Expenses	\$ 5,257	\$ 2,048	\$ (3,209)	\$ 9,600	79%
OE11	Electric Power/Water/Sewer	\$ 41,716	\$ 38,707	\$ (3,009)	\$ 97,800	60%
OE12	Telephone/Internet Service	\$ 2,907	\$ 1,992	\$ (914)	\$ 8,100	75%
OE14	Office Supplies/Postage	\$ 3,494	\$ 1,231	\$ (2,263)	\$ 7,400	83%
OE15	Office Equipment Repair/Replacement	\$ 7,272	\$ 1,953	\$ (5,319)	\$ 11,100	82%
OE15-1	Office Equipment Lease	\$ 916	\$ 916	\$ -	\$ 2,600	65%
OE26	County Fees/LAFCO	\$ 2,896	\$ 3,019	\$ 122	\$ 7,200	58%
OE27	Bank Charges	\$ -	\$ 327	\$ -	\$ -	
OE29	Accounting Services	\$ 15,046	\$ 5,700	\$ -	\$ 31,700	82%
OE30	Reimbursable Maint/Repair Expense	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE31	Office Lease	\$ -	\$ -	\$ -	\$ -	
OE41	HR Consultant	\$ -	\$ -	\$ -	\$ 2,600	100%
OE42	Quail Creek Engineering	\$ 1,890	\$ 1,800	\$ -	\$ -	
PE03-1	Payroll Taxes - Administration	\$ 5,630	\$ 6,432	\$ 803	\$ -	
PE06-1	Employee Wages - Administration	\$ 73,592	\$ 84,083	\$ 10,491	\$ -	
PE03-7	Payroll Taxes - Quail Creek	\$ 42	\$ 14	\$ -	\$ -	
PE06-7	Employee Wages - Quail Creek	\$ 544	\$ 177	\$ -	\$ -	
	Total Administration	\$ 178,358	\$ 155,494	\$ (22,864)	\$ 244,000	74%
COMMON AREAS						
OE16	Gate Maintenance & Opener Purchase	\$ 4,775	\$ 15,948	\$ 11,172	\$ 13,700	-16%
OE16-1	Gate System Improvements (RFID,etc)	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 4,092	\$ 3,380	\$ (712)	\$ 12,800	74%
OE17-2	Storm Drains	\$ -	\$ -	\$ -	\$ -	
PE03-5	Payroll Taxes - Streets	\$ -	\$ -	\$ -	\$ -	
PE06 -5	Employee Wages - Streets	\$ -	\$ -	\$ -	\$ -	
OE18-1	Landscape Supplies & Repairs	\$ 19,912	\$ 14,487	\$ (5,425)	\$ 41,800	65%
OE18-2	CCWD Water	\$ -	\$ -	\$ -	\$ 1,200	
OE18-3	Landscape Equipment Gas & Oil	\$ 3,676	\$ 3,529	\$ (147)	\$ 6,900	49%
OE18-4	Landscape Equipment Repair/Replacement	\$ 7,850	\$ 4,315	\$ (3,535)	\$ 42,400	90%
PE03-2	Payroll Taxes - Common Areas	\$ 4,930	\$ 6,374	\$ 1,444	\$ -	
PE06 -2	Employee Wages - Common Areas	\$ 64,439	\$ 83,320	\$ 18,881	\$ -	
	Total Common Areas	\$ 109,675	\$ 131,353	\$ 21,678	\$ 118,800	64%
MOSQUITO ABATEMENT						
		\$ -	\$ -	\$ -	\$ -	

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

		ACTUALS			BUDGET		
		Last Year July - Oct	This Year July - Oct	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
OE22-1	Mosquito Control Products	\$ 8,961	\$ -	\$ (8,961)	\$ 20,000	\$ 20,000	100%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 1,248	\$ 389	\$ (859)	\$ 5,100	\$ 4,712	92%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 2,730	\$ 4,275	\$ 1,545	\$ 15,000	\$ 10,725	71%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 3,024	\$ 6,151	\$ 3,127	\$ 16,000	\$ 9,850	62%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 359	\$ 193	\$ (166)			
PE06-4	Employee Wages - Mosquito Abatement	\$ 4,693	\$ 2,527	\$ (2,166)			
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ -			
PE06-6	Employee Wages - Wetlands	\$ -	\$ -	\$ -			
	Total Mosquito Abatement	\$ 21,015	\$ 13,535	\$ (7,481)	\$ 56,100	\$ 45,286	81%
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (154,228)	\$ (183,121)	\$ (28,893)			
	TOTAL SERVICES & SUPPLIES	\$ 154,820	\$ 117,261	\$ (37,559)	\$ 418,900	\$ 302,567	72%
PERSONNEL COSTS							
				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ -	\$ -	\$ -	\$ 11,400	\$ 11,400	100%
PE02	Health Insurance	\$ 22,948	\$ 30,824	\$ 7,875	\$ 89,600	\$ 58,776	66%
PE03	Payroll Taxes	\$ 12,408	\$ 13,013	\$ 606	\$ 39,800	\$ 26,787	67%
PE04	Processing Fees	\$ 604	\$ 564	\$ (40)	\$ 1,900	\$ 1,336	70%
PE05	Directors Stipend	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	100%
PE06	Employee Wages	\$ 162,447	\$ 170,108	\$ 7,661	\$ 497,800	\$ 327,692	66%
	TOTAL PERSONNEL COSTS	\$ 198,407	\$ 214,509	\$ 16,102	\$ 646,500	\$ 431,991	67%
EQUIPMENT OUTLAY							
CO04	Trailer/Spray Rig/Tractor	\$ 5,621					
CO04	Concrete Grinder	\$ -	\$ -	\$ -	\$ 7,200	\$ 7,200	100%
CO04	Turfco 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	\$ 25,614	\$ 25,587	\$ (27)	\$ 30,000	\$ 4,413	15%
	TOTAL EQUIPMENT OUTLAY	\$ 31,234	\$ 56,738	\$ 25,503	\$ 72,200	\$ 7,799	11%
CAPITAL OUTLAY/STUDIES/ASSESEMENTS							
				\$ -			
OE53-2	Landscape Design	\$ -	\$ 6,894	\$ 6,894	\$ 16,000	\$ 9,106	57%
OE53-1	Landscape Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	#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	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE54-3	Office Building Renovation	\$ -	\$ -	\$ -	\$ -	\$ -	#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	\$ 2,356	\$ 17,094	\$ 14,738	\$ 91,000	\$ 73,906	81%

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

	ACTUALS			BUDGET		
	Last Year July - Oct	This Year July - Oct	Variance Incl (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES						
DEBT SERVICE			\$ -			
OE20 John Deere Financing	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE21 John Deere Financing	\$ 4,205	\$ 4,205		\$ 12,616		
OE20-01 Interest Expense	\$ -					
OE20-3 Series 2018 Installment Sale	\$ -	\$ -				
OE20-4 Phase 1 Road Improvements	\$ 41,066	\$ 41,071		\$ 81,722	\$ 40,651	50%
OE20-5 Phase 2 Road Improvements	\$ 57,850	\$ 57,857		\$ 115,160	\$ 57,303	50%
TOTAL DEBT SERVICE	\$ 103,121	\$ 103,133	\$ 12	\$ 209,498	\$ 97,954	47%
TOTAL EXPENSES	\$ 489,939	\$ 508,735	\$ 18,797	\$ 1,438,098	\$ 914,216	64%

PAYMENTS AND ASSESSMENTS RECEIVED

Assessment Income						
Pymt No. 3: (5%) Aug 2021 (FY20)	\$ -	\$ -	\$ -	\$ 70,958	\$ 70,958	
Pymt No. 1: (55%) Feb 2022 (FY21)	\$ -	\$ -	\$ -	\$ 780,539	\$ 780,539	
Pymt No. 2: (40%) May 2022 (FY21)	\$ -	\$ -	\$ -	\$ 567,665	\$ 567,665	
Total Assessment Income	\$ -	\$ -	\$ -	\$ 1,419,162	\$ 1,419,162	
Reimbursement Income						
Total Reimbursement Income			\$ -	\$ -	\$ -	
Other Income						
IN03 Weed Abatement	\$ 5,700	\$ 75		\$ 12,000		
IN05 Investment Interest	\$ 212	\$ 646		\$ 600		
IN30 Exp Reimbursement Income	\$ -	\$ -		\$ 5,000		
IN41 Gate Opener Income	\$ 225	\$ 170		\$ 1,200		
IN59 Rebates	\$ 186	\$ 1,194		\$ 2,600		
IN70 Quail Creek Deposits	\$ 5,000	\$ -		\$ -		
Total Other Income	\$ 11,323	\$ 2,085	\$ (9,238)	\$ 4,000	\$ 1,915	
TOTAL PAYMENTS & ASSESSMENTS	\$ 11,323	\$ 2,085	\$ (9,238)	\$ 1,444,562	\$ 1,421,077	
Net Income	\$ (478,616)	\$ (506,650)	\$ (28,034)	\$ 6,464	\$ 513,114	
Other Financing Sources & Uses						
Budget Balance		\$ (506,650)		\$ -	\$ -	

Copper Valley Community Services District
1000 Umpqua Bank Checking, Period Ending 10/31/2022

RECONCILIATION REPORT

Reconciled on: 11/09/2022

Reconciled by: Ever Ventura

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

Summary

USD

Statement beginning balance.....	1,211,856.30
Checks and payments cleared (37).....	-71,001.57
Deposits and other credits cleared (1).....	746.42
Statement ending balance.....	1,141,601.15
Uncleared transactions as of 10/31/2022.....	-154,254.89
Register balance as of 10/31/2022.....	987,346.26

Details

Checks and payments cleared (37)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/01/2018	Check	2374	BRADLEY D NICKELL	-257.97
03/16/2021	Bill Payment	2750	Postmaster	-3.45
04/13/2021	Bill Payment	2765	DEPARTMENT OF HOUSING...	-242.00
04/20/2021	Bill Payment	2764	DEPARTMENT OF HOUSING...	-243.00
09/20/2022	Bill Payment	2963	Aaronson, Dickerson etal	-675.00
10/03/2022	Check	dm	John Deere Financial	-1,051.30
10/05/2022	Check	dm	Gregory Hebard	-200.00
10/05/2022	Check	dm	ExpertPay	-116.50
10/05/2022	Check	dm	NICHOLAS B PATRICK	-1,303.34
10/05/2022	Check	dm	DAMON H WAITE	-1,511.82
10/05/2022	Check	dm	KYLE W CEARLEY	-1,770.53
10/05/2022	Check	dm	Gregory Hebard	-2,704.00
10/05/2022	Check	dm	CHRIS JACOBS	-1,441.74
10/05/2022	Check	dm	PETER J KAMPA	-2,407.84
10/05/2022	Check	dm	NICOLE D MC CUTCHEN	-2,814.04
10/05/2022	Check	dm	NICOLE D MC CUTCHEN	-100.00
10/05/2022	Check	dm	Ralph M. McGeorge	-2,398.38
10/12/2022	Check	dm	CA EDD	-1,116.97
10/13/2022	Check	dm	CA EDD	-5,211.71
10/18/2022	Check	dm	Intuit Full Service Payroll	-139.00
10/20/2022	Check	dm	DAMON H WAITE	-1,387.40
10/20/2022	Check	dm	PETER J KAMPA	-2,407.86
10/20/2022	Check	dm	CHRIS JACOBS	-1,361.15
10/20/2022	Check	dm	Gregory Hebard	-200.00
10/20/2022	Check	dm	Gregory Hebard	-2,704.00
10/20/2022	Check	dm	KYLE W CEARLEY	-1,639.75
10/20/2022	Check	dm	Maintenance Fee	-75.18
10/20/2022	Check	dm	NICHOLAS B PATRICK	-1,138.19
10/20/2022	Check	dm	NICOLE D MC CUTCHEN	-100.00
10/20/2022	Check	dm	NICOLE D MC CUTCHEN	-2,355.80
10/20/2022	Check	dm	Ralph M. McGeorge	-2,398.37
10/20/2022	Check	dm	ExpertPay	-116.50
10/25/2022	Check	dm	PG&E - 7193	-168.26
10/25/2022	Check	dm	CA EDD	-976.96
10/26/2022	Check	dm	Umpqua Bank Commerical CC	-13,498.23
10/26/2022	Check	dm	IRS	-4,765.33
10/28/2022	Check	dm	Umpqua Bank Commerical CC	-10,000.00
Total				-71,001.57

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/30/2022	Journal	wcpa 6-5		746.42
Total				746.42

Additional Information

Uncleared checks and payments as of 10/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/20/2021	Journal	2757		-3,000.00
04/06/2022	Check	2899	Edward Jones	-3,000.00
09/20/2022	Bill Payment	2974	COURT-ORDERED DEBT C...	-366.58
10/18/2022	Bill Payment	2981	VALLEY ENTRY SYSTEMS, I...	-325.00
10/18/2022	Bill Payment	2980	Turf Star, Inc.	-662.84
10/18/2022	Bill Payment	2987	The Golf Club at Copper Valley	-19,748.29
10/18/2022	Bill Payment	2978	NBS	-1,079.50
10/18/2022	Bill Payment	2977	Aramark Uniform Service	-530.89
10/18/2022	Bill Payment	2976	Aaronson, Dickerson etal	-75.00
10/18/2022	Bill Payment	2982	Warmerdam CPA Group	-1,900.00
10/18/2022	Bill Payment	2983	COURT-ORDERED DEBT C...	-242.15
10/18/2022	Bill Payment	2984	COURT-ORDERED DEBT C...	-223.74
10/18/2022	Bill Payment	2985	The Golf Club at Copper Valley	-1,351.24
10/18/2022	Bill Payment	2986	The Golf Club at Copper Valley	-1,395.86
10/18/2022	Bill Payment	2979	SDRMA-Health Ins.	-7,113.18
10/18/2022	Bill Payment	2988	The Golf Club at Copper Valley	-14,312.41
10/19/2022	Bill Payment	2989	FIRST FOUNDATION BANK	-41,070.94
10/19/2022	Bill Payment	2990	FIRST FOUNDATION BANK	-57,857.27
Total				-154,254.89

Copper Valley Community Services District

Transaction Report

October 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Umpqua Bank Checking					
Beginning Balance					
10/03/2022	Check	dm	John Deere Financial	Tractor Payment	-1,051
10/05/2022	Check	dm	CHRIS JACOBS	Pay Period: 9/15/22 - 9/30/22	-1,442
10/05/2022	Check	dm	DAMON H WAITE	Pay Period: 9/15/22 - 9/30/22	-1,512
10/05/2022	Check	dm	KYLE W CEARLEY	Pay Period: 9/15/22 - 9/30/22	-1,771
10/05/2022	Check	dm	Ralph M. McGeorge	Pay Period: 9/15/22 - 9/30/22	-2,398
10/05/2022	Check	dm	PETER J KAMPA	Pay Period: 9/15/22 - 9/30/22	-2,408
10/05/2022	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 9/15/22 - 9/30/22	-2,814
10/05/2022	Check	dm	NICHOLAS B PATRICK	Pay Period: 9/15/22 - 9/30/22	-1,303
10/05/2022	Check	dm	Gregory Hebard	Pay Period: 9/15/22 - 9/30/22	-2,704
10/05/2022	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 9/15/22 - 9/30/22	-100
10/05/2022	Check	dm	Gregory Hebard	Pay Period: 9/15/22 - 9/30/22	-200
10/05/2022	Check	dm	ExpertPay		-117
10/12/2022	Check	dm	CA EDD		-1,117
10/13/2022	Check	dm	IRS		-5,212
10/18/2022	Bill Payment (Check)	2980	Turf Star, Inc.	Invoice #7249172-00	-663
10/18/2022	Bill Payment (Check)	2978	NBS	Invoice #202209-2011	-1,080
10/18/2022	Bill Payment (Check)	2985	The Golf Club at Copper Valley	PG&E 5/9/22 - 7/9/22	-1,351
10/18/2022	Bill Payment (Check)	2986	The Golf Club at Copper Valley	PG&E 7/9/22 - 9/8/22	-1,396
10/18/2022	Bill Payment (Check)	2982	Warmerdam CPA Group	Client #3665	-1,900
10/18/2022	Bill Payment (Check)	2979	SDRMA-Health Ins.	Member #7174	-7,113
10/18/2022	Bill Payment (Check)	2988	The Golf Club at Copper Valley	Calaveras Water 7/16/22 - 9/15/22	-14,312
10/18/2022	Bill Payment (Check)	2987	The Golf Club at Copper Valley	Calaveras Water 5/16/22 - 7/15/22	-19,748
10/18/2022	Check	dm	Intuit Full Service Payroll	Payroll Processing Fee	-139
10/18/2022	Bill Payment (Check)	2977	Aramark Uniform Service	Acct #860084368	-531
10/18/2022	Bill Payment (Check)	2976	Aaronson, Dickerson etal	Invoice #1735	-75
10/18/2022	Bill Payment (Check)	2984	COURT-ORDERED DEBT COLLECTIONS		-224
10/18/2022	Bill Payment (Check)	2983	COURT-ORDERED DEBT COLLECTIONS		-242
10/18/2022	Bill Payment (Check)	2981	VALLEY ENTRY SYSTEMS, INC.	Invoice #40631	-325
10/19/2022	Bill Payment (Check)	2990	FIRST FOUNDATION BANK	Acct #60159700	-57,857
10/19/2022	Bill Payment (Check)	2989	FIRST FOUNDATION BANK	Acct #60162700	-41,071
10/20/2022	Check	dm	Ralph M. McGeorge	Pay Period: 10/1/22 - 10/15/22	-2,398
10/20/2022	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 10/1/22 - 10/15/22	-2,356
10/20/2022	Check	dm	KYLE W CEARLEY	Pay Period: 10/1/22 - 10/15/22	-1,640
10/20/2022	Check	dm	DAMON H WAITE	Pay Period: 10/1/22 - 10/15/22	-1,387
10/20/2022	Check	dm	CHRIS JACOBS	Pay Period: 10/1/22 - 10/15/22	-1,361
10/20/2022	Check	dm	PETER J KAMPA	Pay Period: 10/1/22 - 10/15/22	-2,408
10/20/2022	Check	dm	Gregory Hebard	Pay Period: 10/1/22 - 10/15/22	-2,704
10/20/2022	Check	dm	NICHOLAS B PATRICK	Pay Period: 10/1/22 - 10/15/22	-1,138
10/20/2022	Check	dm	Maintenance Fee		-75
10/20/2022	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 10/1/22 - 10/15/22	-100
10/20/2022	Check	dm	ExpertPay		-117
10/20/2022	Check	dm	Gregory Hebard	Pay Period: 10/1/22 - 10/15/22	-200
10/25/2022	Check	dm	CA EDD		-977
10/25/2022	Check	dm	PG&E - 7193		-168
10/26/2022	Check	dm	Umpqua Bank Commerical CC	Umpqua CSDA Visa payment	-13,498
10/26/2022	Check	dm	IRS		-4,765
10/28/2022	Check	dm	Umpqua Bank Commerical CC	Umpqua CSDA Visa payment	-10,000
Total for Umpqua Bank Checking					\$ -217,468
TOTAL					\$ -217,468

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

October 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
2050 Umpqua CSDA Visa					
10/01/2022	Expense		Verizon Wireless		178.20
10/02/2022	Expense		Napa Auto Parts		70.99
10/02/2022	Expense		Hunt & Sons, Inc.		1,161.63
10/02/2022	Expense		Safe-T-Lite of Modesto Inc.		589.86
10/03/2022	Expense		Hughson Farm Supply		583.52
10/06/2022	Expense		Belkorp Ag, LLC	Turfco Blower	11,536.77
10/06/2022	Expense		Pro Clean Supply		165.17
10/06/2022	Expense		J.Milano Co., Inc.		633.50
10/07/2022	Expense		Baldi's Copper Valley Cafe		110.88
10/07/2022	Expense		Copperopolis Cruisers 25		200.00
10/07/2022	Expense		Cal Waste Recovery Systems		85.92
10/09/2022	Expense		██████████		381.26
10/11/2022	Expense		BG Agri Sales and Service		112.50
10/11/2022	Expense		Resource Building Materials		45.78
10/13/2022	Expense		Shell		198.09
10/14/2022	Expense		Stockton Honda Yamaha		2,482.79
10/16/2022	Expense		Tractor Supply Co.		133.63
10/16/2022	Expense		O'Reilly Auto Parts		96.15
10/16/2022	Expense		Calaveras Lumber		389.77
10/18/2022	Expense		Adobe.com		239.88
10/19/2022	Expense		Calaveras Telephone Co.		381.43
10/21/2022	Expense		Family Dollar		78.82
10/23/2022	Expense		Tractor Supply Co.		241.22
10/23/2022	Expense		Sonora Rentals & Sales		1,052.12
10/23/2022	Expense		Shell		232.00
10/25/2022	Expense		Amazon		49.11
10/26/2022	Expense		Pro Clean Supply		108.45
10/26/2022	Expense		██████████		25.00
10/26/2022	Expense		Ewing		354.31
10/26/2022	Expense		J.Milano Co., Inc.		258.09
10/30/2022	Expense		Shell		192.88
10/30/2022	Expense		Sonora Rentals & Sales		408.00
10/30/2022	Expense		Stockton Honda Yamaha	2022 Honda	25,587.22
10/31/2022	Expense		Young's Copper Ace Hardware		745.88
Total for 2050 Umpqua CSDA Visa					\$49,110.82
TE TOTAL EXPENSES					
1SS SERVICES & SUPPLIES					
AE Administrative Expenses					
OE07 Miscellaneous/Contingency					
10/21/2022	Expense		Family Dollar		78.82
Total for OE07 Miscellaneous/Contingency					\$78.82
OE08 Professional Development					
10/07/2022	Expense		Baldi's Copper Valley Cafe		110.88
10/13/2022	Expense		Shell		198.09
Total for OE08 Professional Development					\$308.97
OE10 Uniform Expense					

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

October 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
10/23/2022	Expense		Tractor Supply Co.		241.22
Total for OE10 Uniform Expense					\$241.22
OE11 Electric Power/Water/Sewer					
10/07/2022	Expense		Cal Waste Recovery Systems		85.92
Total for OE11 Electric Power/Water/Sewer					\$85.92
OE12 Telephone					
10/01/2022	Expense		Verizon Wireless		178.20
10/19/2022	Expense		Galaveras Telephone Co.		381.43
Total for OE12 Telephone					\$559.63
OE14 Office Supplies/Postage					
10/06/2022	Expense		Pro Clean Supply		165.17
10/18/2022	Expense		Adobe.com		239.88
10/25/2022	Expense		Amazon		49.11
10/26/2022	Expense		Pro Clean Supply		108.45
10/26/2022	Expense				25.00
Total for OE14 Office Supplies/Postage					\$587.61
Total for AE Administrative Expenses					\$1,862.17
OE Operational Expenses					
OE18 Common Areas					
OE17 Streets/Sidewalks/Lighting Maint & Repair					
10/16/2022	Expense		Calaveras Lumber		389.77
Total for OE17 Streets/Sidewalks/Lighting Maint & Repair					\$389.77
OE18-1 Landscape Supplies					
10/11/2022	Expense		BG Agri Sales and Service		112.50
10/11/2022	Expense		Resource Building Materials		45.78
10/26/2022	Expense		J.Milano Co., Inc.		258.09
10/31/2022	Expense		Young's Copper Ace Hardware		745.88
Total for OE18-1 Landscape Supplies					\$1,162.25
OE18-3 Landscape Equipment Gas & Oil					
10/02/2022	Expense		Hunt & Sons, Inc.		1,161.63
10/03/2022	Expense		Hughson Farm Supply		583.52
10/16/2022	Expense		Tractor Supply Co.		133.63
Total for OE18-3 Landscape Equipment Gas & Oil					\$1,878.78
OE18-4 Landscape Equip Repair/Replace					
10/06/2022	Expense		J.Milano Co., Inc.		633.50
10/09/2022	Expense				381.26
Total for OE18-4 Landscape Equip Repair/Replace					\$1,014.76
Total for OE18 Common Areas					\$4,445.56
OE22 Mosquito Abatement Expense					
OE22-3 Mosquito Abate Vehicles Gas/Oil					
10/07/2022	Expense		Copperopolis Cruisers 25		200.00
10/16/2022	Expense		O'Reilly Auto Parts		96.15
10/23/2022	Expense		Shell		232.00
10/30/2022	Expense		Shell		192.88
Total for OE22-3 Mosquito Abate Vehicles Gas/Oil					\$721.03
OE22-4 Mosquito Abatement Equip Maint					

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

October 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
10/02/2022	Expense		Napa Auto Parts		70.99
10/14/2022	Expense		Stockton Honda Yamaha		2,482.79
Total for OE22-4 Mosquito Abatement Equip Maint					\$2,553.78
Total for OE22 Mosquito Abatement Expense					\$3,274.81
Total for OE Operational Expenses					\$7,720.37
Total for 1SS SERVICES & SUPPLIES					\$9,582.54
3EO EQUIPMENT OUTLAY					
CO04 Shop/Grounds Equipment					
10/06/2022	Expense		Belkorp Ag, LLC		11,536.77
10/30/2022	Expense		Stockton Honda Yamaha		25,587.22
Total for CO04 Shop/Grounds Equipment					\$37,123.99
Total for 3EO EQUIPMENT OUTLAY					\$37,123.99
4CIP CAPITAL IMPROVEMENT PROJECTS					
OE53 Landscape Improvements					
OE53-2 Landscape Design-Orr					
10/02/2022	Expense		Safe-T-Lite of Modesto Inc.		589.86
10/23/2022	Expense		Sonora Rentals & Sales		1,052.12
10/26/2022	Expense		Ewing		354.31
10/30/2022	Expense		Sonora Rentals & Sales		408.00
Total for OE53-2 Landscape Design-Orr					\$2,404.29
Total for OE53 Landscape Improvements					\$2,404.29
Total for 4CIP CAPITAL IMPROVEMENT PROJECTS					\$2,404.29
Total for TE TOTAL EXPENSES					\$49,110.82

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	Niole 9/20/22 4 hrs	(177.04)
9/20/2022	Niole 9/20/22 4 hrs taxes	(13.55)
		\$ 1,904.29



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

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

BOARD OF DIRECTORS SPECIAL MEETING MINUTES

October 4, 2022, 2:00 PM
SPORTS FITNESS CENTER

1. **CALL TO ORDER** Meeting called to order at 2:00pm
2. **ROLL CALL** Director Golden, Director Hoffman, Director DeBaldo, Vice President Baker, President Albertson, General Manager Kampa, Site Manager Hebard, Office Manager McCutchen
3. **PLEDGE OF ALLEGIANCE**
4. **CHANGES TO ORDER OF AGENDA** None Requested
5. **PUBLIC COMMENT** None
6. **CONSENT CALENDAR**
 - a) Review of monthly financial report, approval of bills and claims for the month of August 2022.
 - b) Approval of the minutes from the Regular Board Meeting held August 15, 2022.Motion made by Vice President Baker, second made by Director Golden to approve consent calendar item #a and #b. Motion passes unanimously.
7. **DISCUSSION AND ACTION ITEMS**
 8. Review, update and Board direction on implementation of an encroachment ordinance, encroachment permitting process and related fees for private construction on and adjacent to district roads
General Manager read encroachment ordinance to meeting attendees, discussions took place. This item will be on November's agenda.
 9. Review and Update on the dedication of the newly constructed Quail Creek road infrastructure to the District and the process for consideration of its acceptance Discussion took place with developer and board regarding process for close out and final punch list walk through
 10. Modification to the District Office Manager position increasing management responsibilities and converting from hourly wage to FSLA exempt discussion with General Manger and board took place regarding the need for an Administrative Services Manager
 11. Board direction related to the development of a strategic plan for the District discussion took place on having a community meeting for input to start
12. **STAFF AND DIRECTOR REPORTS**
 - a. General Managers Report
 - b. Site Managers Report
13. **ADJOURNMENT** Meeting Adjourned 3:47pm

ORDINANCE NO. 2022 - 01

ORDINANCE OF THE BOARD OF DIRECTORS OF THE COPPER VALLEY COMMUNITY SERVICES DISTRICT PROHIBITING UNPERMITTED ENCROACHMENTS ON DISTRICT MAINTAINED ROADS, PROPERTY, AND INFRASTRUCTURE AND ESTABLISHING ENCROACHMENT PERMIT REQUIREMENTS FOR TEMPORARY ENCROACHMENTS

WHEREAS, the Copper Valley Community Services District (District) maintains the roads, storm drains, wetland easements, certain landscaped areas, and other infrastructure within the service area of the District (collectively, "District Infrastructure"); and

WHEREAS, the District Infrastructure exists and is maintained for the benefit of all residents of the District and should not be altered, damaged, incomed, or otherwise encroached upon without proper reason; and

WHEREAS, to allow for construction on and repair of private property adjacent to and served by the District Infrastructure, the District wishes to establish an encroachment permitting system to allow for temporary encroachments onto the District Infrastructure; and

WHEREAS, the District's purpose in issuing encroachment permits will be to ensure that work performed within and utilizing District Infrastructure shall be conducted safely and with as little disruption as possible, as well as to ensure that the District Infrastructure remains in good repair and to District's standards upon the conclusion of the permitted encroachments; and

WHEREAS, notice of this proposed Ordinance and Notice of Public Hearing was provided was published in the Sonora Union Democrat on November 1, 2022; and

WHEREAS, this Ordinance was introduced by the Board of Directors at its meeting held on October 4, 2022; and

WHEREAS, the Board of Directors took second reading of this Ordinance at its regular meeting held on November 15, 2022.

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE COPPER VALLEY COMMUNITY SERVICES ORDAINS AS FOLLOWS:

SECTION ONE: The recitals set forth above are true and correct and are hereby incorporated herein by this reference as if fully set forth in their entirety.

SECTION TWO: General Prohibition. It shall be unlawful to block, obstruct the use of, alter, construct, or perform work upon or within roads, storm drains, wetland easements, landscaped areas, and other infrastructure within the service area of the

District and maintained by the District (collectively, "District Infrastructure") without first obtaining an Encroachment Permit.

SECTION THREE: Construction Vehicles and Equipment. Prior to beginning construction on private property within the service area of the District that shall require vehicles or equipment to travel on District-maintained roads to access the private site for the purpose of performing the work, the owner of the property must obtain an Encroachment Permit from the District.

SECTION FIVE: Encroachment Permits. The General Manager of the District shall maintain and provide upon request an Encroachment Permit Application form. Applicants shall supply all information required by the Application form and all other documentation reasonably necessary for the District to issue permits and ensure safety and the protection of the District Infrastructure. Encroachment Permits shall be issued upon the approval of the District's General Manager and shall allow encroachment onto or within District Infrastructure for a temporary duration to be specified in the Encroachment Permit.

SECTION SIX: Fees. Applicants for Encroachment Permits shall pay the then-applicable permitting and inspection fees, as established by the District through its Master Fee Schedule.

SECTION SEVEN: Standard Permit Conditions. As a standard condition of all Encroachment Permits issued by the District, whether or not explicitly stated on a permit, the permittee shall ensure that any District Infrastructure damaged or disturbed is returned to its prior or better condition to the satisfaction of the District. As a further standard condition of all Encroachment Permits, the permittee shall indemnify, defend, and hold harmless the District and its officers and agents against any and all claims of damage brought against the District and alleged to have been caused by work performed pursuant to or authorized by the Encroachment Permit.

SECTION EIGHT: Any violation of this Ordinance shall be an infraction. The District may also redress violations of this Ordinance by civil action. District shall be entitled to recover from violators of this Ordinance all fees and costs, including reasonable attorneys fees, upon prevailing in a civil action.

SECTION NINE: If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance or any part thereof is for any reason held to be unconstitutional or invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of the Ordinance or any part thereof. The Board of Directors hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective.

SECTION TEN: This Ordinance shall take effect and be in full force and effect thirty (30) days after its final passage.

SECTION ELEVEN: The Clerk of the Board of Directors shall cause this Ordinance to be published within 15 days in accordance with California Government Code Section 25124.

* * * * *

Passed and adopted by the Copper Valley Community Services District Board of Directors at a regular meeting thereof held on the 15th day of November, 2022, by the following vote of the members thereof:

- AYES, and in favor thereof, Board members:
- NOES, Board members:
- ABSENT, Board members:
- ABSTAIN, Board members:

President of the Board

ATTEST:

Secretary of the Board

RESOLUTION NO. ____2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COPPER VALLEY COMMUNITY SERVICES DISTRICT APPROVING AN ORDINANCE PROHIBITING UNPERMITTED ENCROACHMENT ON DISTRICT MAINTAINED ROADS, PROPERTY, AND INFRASTRUCTURE AND ESTABLISHING ENCROACHMENT PERMIT REQUIREMENTS FOR TEMPORARY ENCROACHMENTS

WHEREAS, the Copper Valley Community Services District was formed and is authorized by state law to acquire, construct, improve, maintain, and operate street lighting and landscaping on public property, public rights-of-way, and public easements.; and

WHEREAS, the District was formed and is authorized by state law to acquire, construct, improve, and maintain streets, roads, rights-of-way, bridges, culverts, drains, curbs, gutters, sidewalks, and any incidental works.; and

WHEREAS, state law allows the District to adopt, by ordinance, and enforce rules and regulations for the administration, operation, and use and maintenance of the facilities and services it provides; and

WHEREAS, the District Infrastructure exists and is maintained for the benefit of all residents of the District and should not be altered, damaged, incomed, or otherwise encroached upon without proper reason; and

WHEREAS, to allow for construction on and repair of private property adjacent to and served by the District Infrastructure, the District wishes to establish an encroachment permitting system to allow for temporary encroachments onto the District Infrastructure; and

WHEREAS, the District's purpose in issuing encroachment permits will to be ensure that work performed within and utilizing District Infrastructure shall be conducted safely and with as little disruption as possible, as well as to ensure that the District Infrastructure remains in good repair and to District's standards upon the conclusion of the permitted encroachments.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COPPER VALLEY COMMUNITY SERVICES DISTRICT that the District does hereby adopt Ordinance 2022-01, Prohibiting Unpermitted Encroachment on District Maintained Roads, Property, and Infrastructure and Establishing Encroachment Permit Requirements for Temporary Encroachments and authorize the General Manager to develop, implement and administer the Encroachment Permitting process, standards and requirements.

PASSED AND ADOPTED by the Board of Directors of the Copper Valley Community Services District on November 15, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED

ATTESTED:

SECRETARY

CERTIFICATE OF SECRETARY

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Copper Valley Community Services District, do hereby declare that the foregoing RESOLUTION NO.

_____ 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 November 15, 2022.

SIGNED: _____ *DATED:* _____

EFFECTIVE DATE:

POLICY

Resolution No.

ADOPTED BY BOARD:

POL- _____ Telework Policy

A. General

Copper Valley Community Services District is committed to providing policies and provisions designed to help employees balance their work, personal, and family responsibilities. In keeping with our goal of being a workplace of choice, this policy will assist in meeting both business and sustainable development objectives while satisfying the growing needs of employees to improve their overall quality of life.

Changes are occurring in the labor market with the shift towards more knowledge workers, as well as changes to traditional family structures, employees' expectations of work, and the definition of career aspirations and job satisfaction.

Flexibility in the workplace to accommodate work, personal and family needs can result in benefits to organizations such as:

- A competitive edge for attracting and retaining highly skilled individuals
- Reduce levels of employee stress and conflict
- Higher levels of productivity and reduce absenteeism
- Higher levels of employee satisfaction and motivation
- A more satisfying work environment
- Ability to accommodate employment related needs for employment equity designed group members

The impact of flexible work arrangements can also reach beyond the benefits derived by the District and contribute to the development of a sustainable society. For example, opportunities for reducing traffic congestion and air pollution and for supporting regional economic development can be realized at the same time the employers are met.

Both managers and employees are responsible to ensure that operational needs of the District are met and that neither productivity nor cost are negatively impacted by the application of this policy.

B. Policy Objective

- a) To allow employees to work at alternative locations, thereby achieving a better balance between their work and personal lives, while continuing to contribute fully to the attainment of the District goals.

- b) To allow employees to work remotely due to State or National emergency situations, environmental health risks, employee social distancing due to illness, while continuing to contribute fully to the attainment of the District goals.

C. Policy Statement

CVCS D recognizes the opportunities that flexible working arraignment such as telework option can present and encourage departments to implement telework arrangements where it is economically and operationally feasible to do so, and in fair, equitable and transparent manner.

D. Definitions

- a) Telework: A flexible work arrangement whereby employees have approval to carry out same or all of their work duties from a telework place
- b) Designated workplace: The employees designated workplace or business where the employee would work if there were no telework situation
- c) Telework Place: the alternative location where the employee is permitted to carry out the work otherwise preformed at or from their designated workplace

E. Eligibility

Before entering into any teleworking agreement, the employee and manager, with the assistance of human resource department, will evaluate the suitability of such an arraignment, reviewing the following area:

- a) **Employee suitability.** The employee and manager will asses the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful teleworkers.
- b) **Job responsibilities.** The employee and manager will discuss the job responsibilities and determine if the job is appropriate for teleworking arrangement.
- c) **Equipment needs, workspace design consideration and scheduling issues.** The employee and manager will review the physical workspace, equipment needs and the schedule of the appropriate location of the workspace.

F. Teleworking Agreement

If the employee and manager agree and the human resource department concurs, a draft teleworking agreement will be prepared and signed by all parties.

**COPPER VALLEY COMMUNITY SERVICES DISTRICT
REMOTE WORK AGREEMENT**

This Agreement, effective _____, is between _____ an employee (referred to as “Employee”) and Copper Valley Community Services District (referred to as “District”).

The parties, intending to be legally bound, agree as follows:

Scope of Agreement – This agreement is temporary and may be terminated by the District at any time.

Term of Agreement – This Agreement shall become effective as of the date written above and shall remain in full force and effect unless the agreement is terminated. Employees will be notified when this Agreement is terminated, and when employees are expected to return to their normal District workspace.

Termination of Agreement – Working remotely is available only to eligible employees, at District’s sole discretion. Working remotely is not an employee benefit intended to be available to the entire organization. As such, no employee is entitled to or guaranteed the opportunity to work remotely. This temporary Agreement is not a contract or term of employment.

Salary, Job Responsibilities, Benefits – Salary, job responsibilities and benefits will not change because of remote work, except as they might have changed had Employee worked in the office full-time. Employee agrees to comply with all existing job requirements as if they were working at the District’s worksite.

Equipment and Materials - District may provide the necessary computer, software, and other equipment needed for working remotely. All items remain the property of the District and must be returned to the District upon request. The computer, software, and any other equipment or supplies provided by District are provided for use on District assignments and are expected to be treated/handled as they would at the District’s worksite. Other household members or anyone else shall not use the District equipment and software. District-owned software may not be duplicated except as formally authorized. District will be responsible for insurance and maintenance of all District-provided materials. Any District materials taken home should be kept in the designated work area at home and not be made accessible to others.

Employee may use personal equipment for remote work purposes. In such cases, Employee will be responsible for the maintenance required for the equipment.

Workspace – Employee agrees to maintain his/her workspace in a safe condition, free from hazards and other dangers to Employee and equipment.

Office Supplies – Office supplies will be provided by District as needed. It is not anticipated that employees garner any out-of-pocket expenses for supplies, which are not to be used for personal purposes.

Worker’s Compensation – District is responsible for any work-related injuries under our state’s Workers Compensation laws. Liability is limited to injuries suffered in the designated work area

Remote Work Agreement

during the normal course and scope of duty. Any claims will be handled according to the normal procedure for Worker's Compensation claims.

Liability for Injuries – During this temporary remote work agreement, Employee understands that the Employee remains liable for injuries to third persons and/or members of Employee's family on Employee's premises. Employee agrees to defend, indemnify and hold harmless District, its affiliates, employees, contractors and agents, from and against any and all claims, demands or liability (including any related losses, costs, expenses, and attorney fees) resulting from, or arising in connection with any injury to persons (including death) or damage to property caused directly or indirectly by the services provided herein by Employee or by Employee's willful misconduct, negligent acts or omissions in the performance of the Employee's duties and obligations under this Agreement, except where such claims, demands, or liability arise solely from the gross negligence or willful misconduct of the District.

Work Schedule – The daily work schedule for the days when working remotely will mirror that of normal office hours, unless approved otherwise by the employee's supervisor. No amendment will be needed to this agreement if a supervisor agrees to a modified work schedule. It is expected the Employee work and be accessible remotely by telephone, email and other identified forms of communications during those hours.

Employee remains obligated to comply with all of District's rules, practices, instructions and this Agreement. Employee understands that violation of any of the above may result in preclusion from working remotely. Employee understands that the opportunity to work at home (remotely) may be revoked at any time if it is determined not to be in the District's best interest.

I have read and understand this Temporary Agreement and accept its conditions.

COPPER VALLEY COMMUNITY SERVICES DISTRICT

Employee Name

Employee Signature

Department Manager Signature

Date Signed

Date Signed