



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

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

**COPPER VALLEY COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**TELE-CONFERENCE AGENDA**  
 December 15, 2020  
 2:00 PM

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

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

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

- Regular Board Meeting  
 Tue, Dec 15, 2020 2:00 PM - 4:00 PM (PST)
- Please join my meeting from your computer, tablet or smartphone.
  - <https://global.gotomeeting.com/join/720978173>
    - You can also dial in using your phone.
 (For supported devices, tap a one-touch number below to join instantly.)
  - United States (Toll Free): 1 866 899 4679
    - One-touch: tel:+18668994679,,720978173#
    - United States: +1 (571) 317-3117
      - One-touch: tel:+15713173117,,720978173#
      - Access Code: 720-978-173

- New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/720978173>

**HOW TO SUBMIT PUBLIC COMMENTS:**

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

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

agenda item number and its title, as well as your comments.

**ACCESSIBILITY INFORMATION:**

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

**PUBLIC RECORDS:**

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

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

December 15, 2020

2:00 PM

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. CHANGES TO ORDER OF AGENDA**

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

**6. CONSENT CALENDAR**

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

a) Review of monthly financial report, approval of bills and claims for the month of November 2020.

b) Approval of the minutes from the Regular Board Meeting held November 17, 2020.

**7. DISCUSSION AND ACTION ITEMS**

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

a) Adoption of a Resolution abandoning interest in an Open Space Wildlife Habitat Easement within Lot 396, Saddle Creek Unity 4A, Tract No. 94-545

b) Discussion and direction to management regarding hourly and FLSA exempt positions with the District, their duties, responsibilities and work schedules

c) Approval of a Radio Frequency Identification (RFID) System Implementation procedure

d) Consideration of approval of membership in the CPS HR Consulting, HR On-Demand program in the amount of \$1,950 for a one year membership

e) Election of Board Officers for Calendar Year 2021

f) Consideration of approval of Task Order #2020-02 with Willdan Engineering for the development of an infrastructure replacement analysis and reserve fund

g) Adoption of a Resolution changing the District name and authorizing designated officials on the Local Agency Investment Fund (LAIF) account

**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.

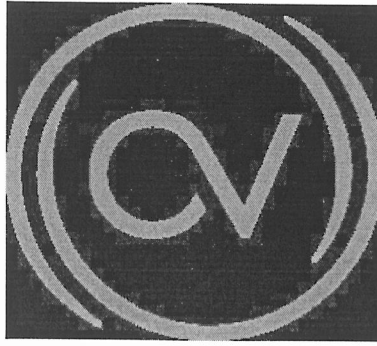
**10. RECONVENE OPEN SESSION – Announce Action Taken in Closed Session**

a) Consideration of potential amendments to the General Manager employment agreement

**11. ADJOURNMENT**

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

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

November 30, 2020

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

**Statement of Cash Flows**

For the 5 Months Ending November 30, 2020

	Umpqua Bank Checking	Calaveras Co Fund 2188	LAIF	YTD Total
<b>Net Income</b>	<b>(1,473,889)</b>	<b>(62,845)</b>	<b>604</b>	<b>(1,536,130)</b>
<b>OPERATING ACTIVITIES</b>				
Adjustments to reconcile Net Income to Net Cash used in Operations:				
1200 Accounts Receivable	-			-
2000 Accounts Payable	18,347			18,347
2050 Umpqua CSDA Visa	8,091			8,091
2100 Payroll Taxes Payable	(379)			(379)
2110 Garnishments Payable	-			-
2150 Accrued Payroll	17,187			17,187
2200 Sales Tax Payable	-			-
<b>Net cash used in operating activities</b>	<b>(1,430,643)</b>	<b>(62,845)</b>	<b>604</b>	<b>(1,492,884)</b>
<b>Net cash decrease for period</b>	<b>(1,430,643)</b>	<b>(62,845)</b>	<b>604</b>	<b>(1,492,884)</b>
<b>Cash at beginning of period (7/1/2020)</b>	<b>2,159,360</b>	<b>62,363</b>	<b>104,553</b>	<b>2,326,276</b>
<b>Cash at end of period</b>	<b>728,716</b>	<b>(482)</b>	<b>105,157</b>	<b>833,391</b>

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

**Cash Flow Projection**

FY 2020-21						
Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021

FY 21-22
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**REGULAR CHECKING**

Beginning Checking Account Balance	\$ 817,380	\$ 728,716	\$ 640,240	\$ 569,089	\$ 1,232,024	\$ 1,160,873	\$ 1,089,722	\$ 1,454,010	\$ 1,382,859
Deposits	\$ -	\$ -	\$ -	\$ 734,087	\$ -	\$ -	\$ 533,881	\$ -	\$ -
Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Road Improvement Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Disbursements</b>									
Paychecks	\$ 27,161	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000
Payroll Taxes	\$ 10,194	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Checks Written	\$ 31,641	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
Other Operating & Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bonuses - IRA payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Worker's Comp Insurance	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051
Lease payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Projects Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Series A (2018 project refinane)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Series B (Phase 2 Road Imprpv.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Valley Entry System	\$ -	\$ 11,218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tom Mayo Road Improve.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Michael Johnson Painting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Willdan	\$ 1,412	\$ 6,107	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tom Mayo Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
S DFA (Road Construction Loan)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Human Resource Practioners	\$ 15,360	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Credit Card Payments	\$ 1,844	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
ACS Debits - (Utilities, Lease Pymts, P/R processing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Disbursements</b>	\$ 88,665	\$ 88,476	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 169,592	\$ 71,151	\$ 71,151
<b>Ending Checking Account Balance</b>	\$ 728,716	\$ 640,240	\$ 569,089	\$ 1,232,024	\$ 1,160,873	\$ 1,089,722	\$ 1,454,010	\$ 1,382,859	\$ 1,311,708

check \$ (0)  
 Check \$ -

NOTE: This cash flow projection uses estimates of outlays using information available at the time of preparation  
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# Copper Valley Community Services District

## BALANCE SHEET

As of November 30, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	728,716
1020 Cash - Fund 2188	-482
1040 Local Agency Investment Fund (LAIF)	105,157
<b>Total Bank Accounts</b>	<b>\$833,391</b>
<b>Total Current Assets</b>	<b>\$833,391</b>
Fixed Assets	
1500 Capital Assets	
1501 Equipment	397,708
1503 Roads	2,360,462
1504 Easements	10,344,000
1505 Buildings	79,000
<b>Total 1500 Capital Assets</b>	<b>13,181,170</b>
1550 Construction in Progress	39,718
1600 Accumulated Depreciation	
1601 Equipment	-265,516
1603 Roads	-782,098
1605 Buildings	-22,120
<b>Total 1600 Accumulated Depreciation</b>	<b>-1,069,734</b>
<b>Total Fixed Assets</b>	<b>\$12,151,155</b>
<b>TOTAL ASSETS</b>	<b>\$12,984,546</b>

# Copper Valley Community Services District

## BALANCE SHEET

As of November 30, 2020

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	18,347
<b>Total Accounts Payable</b>	<b>\$18,347</b>
Credit Cards	
2050 Umpqua CSDA Visa	8,091
<b>Total Credit Cards</b>	<b>\$8,091</b>
Other Current Liabilities	
2100 Payroll Taxes Payable	-379
2150 Accrued Payroll	17,187
2200 Sales Tax Payable	0
<b>Total Other Current Liabilities</b>	<b>\$16,807</b>
<b>Total Current Liabilities</b>	<b>\$43,245</b>
Long-Term Liabilities	
2500 Lease Payable - John Deere	42,417
2600 Series 2018 Installment Sale	2,082,648
<b>Total Long-Term Liabilities</b>	<b>\$2,125,065</b>
<b>Total Liabilities</b>	<b>\$2,168,310</b>
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	153,570
Net Income	-1,536,130
<b>Total Equity</b>	<b>\$10,816,236</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$12,984,546</b>



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

	ACTUALS			BUDGET		
	Last Year July-Nov	This Year July-Nov	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
<b>EXPENDITURES</b>						
<b>SERVICES AND SUPPLIES</b>						
<b>ADMINISTRATION</b>						
OE01	\$ -	\$ -	\$ -	\$ 8,500	\$ 8,500	100%
OE02	\$ 204	\$ 294	\$ 90	\$ 600	\$ 306	51%
OE02-1	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	100%
OE03	\$ 365	\$ 1,389	\$ 1,024	\$ 500	\$ (889)	-178%
OE04	\$ -	\$ -	\$ -	\$ 5,600	\$ 5,600	100%
OE05	\$ 35,773	\$ -	\$ (35,773)	\$ -	\$ -	#DIV/0!
OE06	\$ -	\$ 48	\$ 48	\$ 15,400	\$ 15,353	100%
OE07	\$ 2,466	\$ 343	\$ (2,123)	\$ 4,700	\$ 4,357	93%
OE08	\$ 3,073	\$ 3,762	\$ 690	\$ 9,400	\$ 5,638	60%
OE09	\$ 1,699	\$ 3,177	\$ 1,478	\$ 7,200	\$ 4,023	56%
OE10	\$ 952	\$ 5,874	\$ 4,923	\$ 5,400	\$ (474)	-9%
OE11	\$ 1,700	\$ 30,271	\$ 28,570	\$ 22,100	\$ (8,171)	-37%
OE11.5				\$ 11,000		
OE12	\$ 2,376	\$ 2,826	\$ 449	\$ 5,900	\$ 3,074	52%
OE14	\$ 3,453	\$ 4,529	\$ 1,077	\$ 8,500	\$ 3,971	47%
OE15	\$ 1,772	\$ 6,876	\$ 5,104	\$ 3,400	\$ (3,476)	-102%
OE15-1	\$ 2,041	\$ 1,103	\$ (939)	\$ 4,000	\$ 2,897	72%
OE26	\$ -	\$ 2,922	\$ 2,922	\$ 7,400	\$ 4,478	61%
OE29	\$ 11,889	\$ 12,074	\$ 185	\$ 23,200	\$ 11,126	48%
OE30	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE31	\$ -	\$ -	\$ -	\$ 1,635	\$ -	
OE41	\$ 2,500	\$ 500	\$ (2,000)	\$ 8,600	\$ 8,100	94%
PE03-1	\$ 2,156	\$ 4,296	\$ 2,140	\$ -	\$ -	
PE06-1	\$ 27,887	\$ 77,336	\$ 49,449	\$ -	\$ -	
<b>Total Administration</b>	\$ 100,306	\$ 157,620	\$ 57,315	\$ 159,035	\$ 70,412	44%
<b>COMMON AREAS</b>						
OE16	\$ 5,568	\$ 3,552	\$ (2,016)	\$ 21,000	\$ 17,448	83%
OE16-1	\$ -	\$ 11,218	\$ 11,218	\$ 10,000	\$ (1,218)	-12%
OE17	\$ 7,608	\$ 8,342	\$ 734	\$ 41,800	\$ 33,458	80%
OE17-2	\$ -	\$ -	\$ -	\$ -	\$ -	
PE03-5	\$ -	\$ 229	\$ 229	\$ -	\$ -	
PE06 -5	\$ -	\$ 2,988	\$ 2,988	\$ -	\$ -	
OE18-1	\$ 16,362	\$ 20,359	\$ 3,997	\$ 43,800	\$ 23,441	54%
OE18-2				\$ 31,500		
OE18-3	\$ 5,451	\$ 3,192	\$ (2,260)	\$ 12,400	\$ 9,208	74%
OE18-4	\$ 11,589	\$ 12,234	\$ 645	\$ 29,800	\$ 17,566	59%
PE03-2	\$ 6,895	\$ 6,701	\$ (194)	\$ -	\$ -	
PE06 -2	\$ 90,274	\$ 87,589	\$ (2,685)	\$ -	\$ -	
<b>Total Common Areas</b>	\$ 143,747	\$ 156,403	\$ 12,656	\$ 190,300	\$ 99,904	52%

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

	ACTUALS			BUDGET		
	Last Year July-Nov	This Year July-Nov	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
<b>EXPENDITURES</b>						
<b>MOSQUITO ABATEMENT</b>						
OE22-1 Mosquito Control Products	\$ 14,896	\$ 8,644	\$ (6,251)	\$ 24,800	\$ 16,156	65%
OE22-2 Mosquito Abatement Monitoring & Testing	\$ 1,030	\$ 1,623	\$ 592	\$ 3,400	\$ 1,777	52%
OE22-3 Mosquito Abatement Vehicles Gas & Oil	\$ 4,541	\$ 4,310	\$ (231)	\$ 22,500	\$ 18,190	81%
OE22-4 Mosquito Abatement Equipment Maintenance	\$ 7,406	\$ 3,456	\$ (3,949)	\$ 13,800	\$ 10,344	75%
PE03-4 Payroll Taxes - Mosquito Abatement	\$ 629	\$ 377	\$ (251)			
PE06-4 Employee Wages - Mosquito Abatement	\$ 8,364	\$ 4,933	\$ (3,431)			
PE03-6 Payroll Taxes - Wetlands	\$ 218	\$ 70	\$ (148)			
PE06-6 Employee Wages - Wetlands	\$ 2,854	\$ 918	\$ (1,936)			
<b>Total Mosquito Abatement</b>	\$ 39,937	\$ 24,332	\$ (15,606)	\$ 64,500	\$ 46,466	72%
<i>Less: Distributed Payroll to Service Areas</i>	\$ (139,276)	\$ (185,437)	\$ (46,161)			
<b>TOTAL SERVICES &amp; SUPPLIES</b>	\$ 144,714	\$ 152,918	\$ 8,204	\$ 413,835	\$ 216,782	52%
<b>PERSONNEL COSTS</b>						
PE01 Worker Compensation Insurance	\$ 248	\$ 13,658	\$ 13,410	\$ 17,745	\$ 4,087	23%
PE02 Health Insurance	\$ 29,107	\$ 25,934	\$ (3,173)	\$ 78,400	\$ 52,467	67%
PE03 Payroll Taxes	\$ 11,035	\$ 12,961	\$ 1,926	\$ 33,900	\$ 20,939	62%
PE04 Processing Fees	\$ 717	\$ 735	\$ 18	\$ 1,800	\$ 1,065	59%
PE05 Directors Stipend	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	100%
PE06 Employee Wages	\$ 142,405	\$ 189,900	\$ 47,496	\$ 423,900	\$ 234,000	55%
<b>TOTAL PERSONNEL COSTS</b>	\$ 183,511	\$ 243,188	\$ 59,677	\$ 561,745	\$ 318,557	57%
<b>EQUIPMENT OUTLAY</b>						
CO04 Cart Replacement	\$ -	\$ -	\$ -	\$ 30,000		
CO04 Heavy Duty Truck	\$ -	\$ -	\$ -	\$ 57,000		
CO04 Trailer/Spray Rig/Tractor	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CO10 Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>TOTAL EQUIPMENT OUTLAY</b>	\$ -	\$ -	\$ -	\$ 87,000	\$ -	0%
<b>CAPITAL OUTLAY/STUDIES/ASSESEMENTS</b>						
OE53-2 Landscape Design	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE53-1 Landscape Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-4 Road Improvement (1)	\$ -	\$ 98,904	\$ 98,904	\$ 1,381,722	\$ 1,282,818	93%
OE51-1 Road Project Assessment & Design (Willdan)	\$ 6,491	\$ -	\$ (6,491)	\$ -	\$ -	#DIV/0!
OE51-2 Road Project Management	\$ 13,362	\$ -	\$ (13,362)	\$ -	\$ -	#DIV/0!
OE51-5 Road Improvements PHASE II	\$ -	\$ 968,607	\$ 968,607	\$ 115,160	\$ (853,447)	-741%
OE51-6 CM Services (Willdan)	\$ -	\$ 32,682	\$ 32,682	\$ -	\$ (32,682)	#DIV/0!
OE51-7 Drainage Basin Repairs	\$ -	\$ 15,780	\$ 15,780	\$ -	\$ (15,780)	#DIV/0!
OE51-8 Road Development Standards	\$ -	\$ 9,023	\$ 9,023	\$ -	\$ (9,023)	#DIV/0!
OE54-1 Office Building Paint	\$ -	\$ 10,437	\$ 10,437	\$ -	\$ (10,437)	#DIV/0!
OE54-2 Office Building Siding and Trim	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE54-3 Office Building Renovation	\$ -	\$ 287	\$ 287	\$ -	\$ (287)	#DIV/0!

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

	ACTUALS			BUDGET		
	Last Year July-Nov	This Year July-Nov	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
<b>EXPENDITURES</b>						
<b>TOTAL STUDIES &amp; ASSESSMENTS</b>	\$ 19,852	\$ 1,135,720	\$ 1,115,868	\$ 1,496,882	\$ 1,282,818	86%
<b>DEBT SERVICE</b>						
OE20 John Deere Financing	\$ 6,679	\$ 6,679	-	\$ 27,308	\$ 20,629	76%
OE21 John Deere Financing	\$ 5,257	\$ 5,257	-	-	-	
OE20-01 Interest Expense	-	-	-	-	-	
OE20-3 Series 2018 Installment Sale	-	-	-	-	-	
<b>TOTAL DEBT SERVICE</b>	\$ 11,935	\$ 11,935	-	\$ 27,308	\$ 20,629	76%
<b>TOTAL EXPENSES</b>	\$ 360,013	\$ 1,543,761	\$ 1,183,749	\$ 2,586,770	\$ 1,838,787	71%

<b>PAYMENTS AND ASSESSMENTS RECEIVED</b>	
<b>Assessment Income</b>	
Pymt No. 3: (5%) Aug 2020 (FY19)	\$ 51,560
Pymt No. 1: (55%) Feb 2021 (FY20)	-
Pymt No. 2: (40%) May 2021 (FY20)	-
<b>Total Assessment Income</b>	\$ 51,560
<b>Reimbursement Income</b>	-
<b>Total Reimbursement Income</b>	-
<b>Other Income</b>	-
IN03 Weed Abatement	\$ 3,311
IN05 Investment Interest	\$ 1,286
IN30 Exp Reimbursement Income	-
IN41 Gate Opener Income	\$ 780
IN59 Rebates	-
<b>Total Other Income</b>	\$ 5,377
<b>TOTAL PAYMENTS &amp; ASSESSMENTS</b>	\$ 56,937
<b>Net income</b>	\$ (303,076)
<b>Other Financing Sources &amp; Uses</b>	-
Budget Balance	\$ (1,536,130)

# Copper Valley Community Services District

## TRANSACTION REPORT

November 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Umpqua Bank Checking				
Beginning Balance				
11/01/2020		John Deere Financial	Tractor Payment	-1,336
11/01/2020		John Deere Financial	Tractor Payment	-1,051
11/03/2020		Intuit Full Service Payroll	Payroll Processing Fee	-147
11/05/2020	DD	BRADLEY S KURTZER	Pay Period: 10/16/2020-10/31/2020	-721
11/05/2020	DD	NICOLE D MC CUTCHEN	Pay Period: 10/16/2020-10/31/2020	-1,896
11/05/2020	DD	Ralph M. McGeorge	Pay Period: 10/16/2020-10/31/2020	-2,166
11/05/2020	DD	DAMON H WAITE	Pay Period: 10/16/2020-10/31/2020	-1,324
11/05/2020	DD	Gregory Hebard	Direct Deposit 2	-200
11/05/2020	DD	NICOLE D MC CUTCHEN	Direct Deposit 2	-100
11/05/2020	DD	PETER J KAMPA	Pay Period: 10/16/2020-10/31/2020	-2,154
11/05/2020	DD	CHRIS JACOBS	Pay Period: 10/16/2020-10/31/2020	-1,306
11/05/2020	DD	KYLE W CEARLEY	Pay Period: 10/16/2020-10/31/2020	-1,383
11/05/2020	DD	Gregory Hebard	Pay Period: 10/16/2020-10/31/2020	-2,416
11/12/2020		IRS	Tax Payment for Period: 11/04/2020-11/06/2020	-4,327
11/12/2020		CA EDD	Tax Payment for Period: 11/04/2020-11/06/2020	-789
11/17/2020	2706	USBank Equipment Finance	Invoice #428059927	-202
11/17/2020	2705	Cal Chamber	Customer #867784	-184
11/17/2020	2704	NBS	Invoice #920000128	-1,095
11/17/2020	2703	California Special Districts Association	Member ID #1895 2021 Membership Renewal	-3,004
11/17/2020	2702	The Golf Club at Copper Valley	PG&E period 8/7/20 - 10/7/20	-978
11/17/2020	2701	The Golf Club at Copper Valley	CCWD billing period 7/16/20 - 9/15/20	-15,839
11/17/2020	2700	Willdan	Invoice #00333363	-1,412
11/17/2020	2709	Waters Plumbing Heating & Air	Invoice #65212	-310
11/17/2020	2697	SDRMA-Health Ins.	Invoice #33997 December 2020 coverage	-5,187
11/17/2020	2698	Turf Star, Inc.	Invoice #'s 7144166-00 & 7143699-00	-417
11/17/2020	2699	Waters Plumbing Heating & Air	Invoice #65187	-500
11/17/2020	2708	Warmerdam CPA Group	Invoice #17543	-3,600
11/17/2020	2707	VALLEY ENTRY SYSTEMS, INC.	Invoice #35524	-325
11/20/2020	DD	NICOLE D MC CUTCHEN	Direct Deposit 2	-100
11/20/2020	DD	Gregory Hebard	Direct Deposit 2	-200
11/20/2020	DD	DAMON H WAITE	Pay Period: 11/01/2020-11/15/2020	-1,214
11/20/2020	DD	Ralph M. McGeorge	Pay Period: 11/01/2020-11/15/2020	-2,166
11/20/2020	DD	NICOLE D MC CUTCHEN	Pay Period: 11/01/2020-11/15/2020	-2,067
11/20/2020	DD	BRADLEY S KURTZER	Pay Period: 11/01/2020-11/15/2020	-721
11/20/2020	DD	PETER J KAMPA	Pay Period: 11/01/2020-11/15/2020	-2,154
11/20/2020	DD	KYLE W CEARLEY	Pay Period: 11/01/2020-11/15/2020	-1,268
11/20/2020	DD	Gregory Hebard	Pay Period: 11/01/2020-11/15/2020	-2,416
11/20/2020	DD	CHRIS JACOBS	Pay Period: 11/01/2020-11/15/2020	-1,189
11/24/2020		PG&E - 7193	Utilities	-362
11/25/2020		IRS	Tax Payment for Period: 11/18/2020-11/20/2020	-4,289
11/25/2020	dm	Umpqua Bank Commerical CC	Umpqua CSDA Visa payment	-15,360
11/25/2020		CA EDD	Tax Payment for Period: 11/18/2020-11/20/2020	-789

# Copper Valley Community Services District

## TRANSACTION REPORT

November 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
<b>Total for Umpqua Bank Checking</b>				<b>\$ -88,665</b>
<b>TOTAL</b>				<b>\$ -88,665</b>

Copper Valley Community Services District  
1000 Umpqua Bank Checking, Period Ending 11/30/2020

**RECONCILIATION REPORT**

Reconciled on: 12/03/2020

Reconciled by: Ever Ventura

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

**Summary**

	USD
Statement beginning balance.....	956,942.05
Checks and payments cleared (53).....	-223,986.45
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>732,955.60</u>
Uncleared transactions as of 11/30/2020.....	-4,239.75
Register balance as of 11/30/2020.....	728,715.85
Cleared transactions after 11/30/2020.....	0.00
Uncleared transactions after 11/30/2020.....	-13,482.28
Register balance as of 12/03/2020.....	715,233.57

**Details**

Checks and payments cleared (53)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/20/2020	Bill Payment	2685	SDRMA-Health Ins.	-5,186.70
10/20/2020	Bill Payment	2684	Mo-Cal Office Solutions, Inc	-83.23
10/20/2020	Bill Payment	2686	SDRMA-Prop/Liability Insurance	-47.50
10/20/2020	Bill Payment	2687	Turf Star, Inc.	-763.21
10/20/2020	Bill Payment	2693	FIRST FOUNDATION BANK	-57,842.42
10/20/2020	Bill Payment	2689	VESERIS	-4,247.10
10/20/2020	Bill Payment	2690	Warmerdam CPA Group	-1,800.00
10/20/2020	Bill Payment	2691	Willdan	-17,635.63
10/20/2020	Bill Payment	2692	FIRST FOUNDATION BANK	-41,061.21
10/20/2020	Bill Payment	2688	USBank Equipment Finance	-356.96
10/28/2020	Bill Payment	2695	The Golf Club at Copper Valley	-8,361.70
10/28/2020	Check	2694	Jonathon Leong	-240.00
10/28/2020	Bill Payment	2696	The Golf Club at Copper Valley	-1,677.99
11/01/2020	Expense		John Deere Financial	-1,051.30
11/01/2020	Expense		John Deere Financial	-1,335.71
11/03/2020	Expense		Intuit Full Service Payroll	-147.00
11/05/2020	Check	DD	DAMON H WAITE	-1,324.41
11/05/2020	Check	DD	PETER J KAMPA	-2,154.48
11/05/2020	Check	DD	BRADLEY S KURTZER	-720.58
11/05/2020	Check	DD	NICOLE D MC CUTCHEN	-1,895.90
11/05/2020	Check	DD	NICOLE D MC CUTCHEN	-100.00
11/05/2020	Check	DD	Ralph M. McGeorge	-2,165.61
11/05/2020	Check	DD	Gregory Hebard	-200.00
11/05/2020	Check	DD	Gregory Hebard	-2,416.23
11/05/2020	Check	DD	KYLE W GEARLEY	-1,382.67
11/05/2020	Check	DD	CHRIS JACOBS	-1,306.26
11/12/2020	Check		IRS	-4,326.56
11/12/2020	Check		CA EDD	-789.41
11/17/2020	Bill Payment	2697	SDRMA-Health Ins.	-5,186.70
11/17/2020	Bill Payment	2698	Turf Star, Inc.	-417.21
11/17/2020	Bill Payment	2699	Waters Plumbing Heating & Air	-500.00
11/17/2020	Bill Payment	2700	Willdan	-1,412.05
11/17/2020	Bill Payment	2701	The Golf Club at Copper Valley	-15,839.42
11/17/2020	Bill Payment	2709	Waters Plumbing Heating & Air	-310.00
11/17/2020	Bill Payment	2705	Cal Chamber	-183.91
11/17/2020	Bill Payment	2706	USBank Equipment Finance	-202.33
11/17/2020	Bill Payment	2707	VALLEY ENTRY SYSTEMS, I...	-325.00
11/17/2020	Bill Payment	2708	Warmerdam CPA Group	-3,600.00
11/17/2020	Bill Payment	2704	NBS	-1,094.57

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/20/2020	Check	DD	KYLE W CEARLEY	-1,267.90
11/20/2020	Check	DD	Gregory Hebard	-2,416.22
11/20/2020	Check	DD	DAMON H WAITE	-1,213.66
11/20/2020	Check	DD	Ralph M. McGeorge	-2,165.60
11/20/2020	Check	DD	NICOLE D MC CUTCHEN	-100.00
11/20/2020	Check	DD	Gregory Hebard	-200.00
11/20/2020	Check	DD	CHRIS JACOBS	-1,189.49
11/20/2020	Check	DD	PETER J KAMPA	-2,154.49
11/20/2020	Check	DD	BRADLEY S KURTZER	-720.56
11/20/2020	Check	DD	NICOLE D MC CUTCHEN	-2,067.23
11/24/2020	Expense		PG&E - 7193	-361.64
11/25/2020	Check		IRS	-4,289.44
11/25/2020	Check	dm	Umpqua Bank Commerical CC	-15,360.22
11/25/2020	Check		CA EDD	-789.04
<b>Total</b>				<b>-223,986.45</b>

**Additional Information**

Uncleared checks and payments as of 11/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/01/2018	Check	2374	BRADLEY D NICKELL	-257.97
11/17/2020	Bill Payment	2702	The Golf Club at Copper Valley	-977.78
11/17/2020	Bill Payment	2703	California Special Districts As...	-3,004.00
<b>Total</b>				<b>-4,239.75</b>

Uncleared checks and payments after 11/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/04/2020	Check	DD	Gregory Hebard	-200.00
12/04/2020	Check	DD	DAMON H WAITE	-1,324.42
12/04/2020	Check	DD	PETER J KAMPA	-2,154.50
12/04/2020	Check	DD	BRADLEY S KURTZER	-720.58
12/04/2020	Check	DD	NICOLE D MC CUTCHEN	-100.00
12/04/2020	Check	DD	NICOLE D MC CUTCHEN	-1,711.86
12/04/2020	Check	DD	Ralph M. McGeorge	-2,165.68
12/04/2020	Check	DD	Gregory Hebard	-2,416.30
12/04/2020	Check	DD	KYLE W CEARLEY	-1,382.68
12/04/2020	Check	DD	CHRIS JACOBS	-1,306.26
<b>Total</b>				<b>-13,482.28</b>

**Copper Valley Comm Srvs District**  
**CREDIT CARD - TRANSACTION DETAIL BY ACCOUNT**  
November 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
<b>2050 Umpqua CSDA Visa</b>					
11/01/2020	Expense		Copper Auto & Marine		328.61
11/01/2020	Expense		Shell		125.00
11/01/2020	Expense		Save Mart		22.00
11/01/2020	Expense		Indeed for Employers		192.74
11/02/2020	Expense		LogMein, Inc.		5.00
11/02/2020	Expense		Verizon Wireless	Verizon telephone	125.96
11/04/2020	Expense		Cal Waste Recovery Systems		78.16
11/05/2020	Expense		O'Reilly Auto Parts		34.43
11/05/2020	Expense		Baldi's Copper Valley Cafe		84.59
11/05/2020	Expense		Tractor Supply Co.		215.30
11/06/2020	Expense		Shell		125.00
11/06/2020	Expense		Safe-T-Lite of Modesto Inc.		758.22
11/06/2020	Expense		Harbor Freight Tools		183.08
11/10/2020	Expense		Intuit - QBO Online		49.00
11/10/2020	Expense		711 Materials		1,498.60
11/11/2020	Expense		Microsoft Office	Microsoft 360 Subscription	12.50
11/12/2020	Expense		Aramark Uniform Service		273.44
11/13/2020	Expense		Union 76	Gas - Meeting	113.33
11/14/2020	Expense		Lowe's		8.34
11/14/2020	Expense		Calaveras Telephone Co.	Calaveras utilities	363.67
11/16/2020	Expense		Ewing		1,505.43
11/16/2020	Expense		Ewing		505.12
11/16/2020	Expense		USPS		26.35
11/17/2020	Expense		Ewing		147.44
11/18/2020	Expense		Staples		30.42
11/19/2020	Expense		Pro Clean Supply		241.59
11/20/2020	Expense		Shell		109.56
11/20/2020	Expense		Froggy's Auto Wash & Lube		25.95
11/20/2020	Expense		Calaveras Lumber		2.79
11/20/2020	Credit Card Credit		Pro Clean Supply		-30.42
11/21/2020	Expense		Pro Clean Supply		140.05
11/23/2020	Expense		Lowe's		286.75
11/25/2020	Expense		Amazon		22.50
11/25/2020	Expense		USPS		22.00
11/25/2020	Expense		Amazon		43.87
11/27/2020	Credit Card Credit		Staples		-20.29
11/28/2020	Expense		Young's Copper Ace Hardware		434.73
<b>Total for 2050 Umpqua CSDA Visa</b>					<b>\$8,090.81</b>
<b>TE TOTAL EXPENSES</b>					
<b>1SS SERVICES &amp; SUPPLIES</b>					
<b>AE Administrative Expenses</b>					
<b>OE02 Finance Expenses</b>					
11/10/2020	Expense		Intuit - QBO Online	Monthly QuickBooks Online Fee	49.00
<b>Total for OE02 Finance Expenses</b>					<b>\$49.00</b>
<b>OE03 Advertising</b>					
11/01/2020	Expense		Indeed for Employers		192.74
<b>Total for OE03 Advertising</b>					<b>\$192.74</b>
<b>OE10 Uniform Expense</b>					
11/12/2020	Expense		Aramark Uniform Service		273.44
<b>Total for OE10 Uniform Expense</b>					<b>\$273.44</b>



# Copper Valley Comm Srvs District

## CREDIT CARD - TRANSACTION DETAIL BY ACCOUNT

November 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
<b>OE12 Telephone</b>					
11/02/2020	Expense		Verizon Wireless		125.96
11/14/2020	Expense		Calaveras Telephone Co.		363.67
<b>Total for OE12 Telephone</b>					<b>\$489.63</b>
<b>OE14 Office Supplies/Postage</b>					
11/01/2020	Expense		Save Mart		22.00
11/02/2020	Expense		LogMein, Inc.		5.00
11/11/2020	Expense		Microsoft Office		12.50
11/14/2020	Expense		Lowe's		8.34
11/16/2020	Expense		USPS		26.35
11/18/2020	Expense		Staples		30.42
11/19/2020	Expense		Pro Clean Supply		241.59
11/20/2020	Credit Card Credit		Pro Clean Supply		-30.42
11/21/2020	Expense		Pro Clean Supply		140.05
11/25/2020	Expense		Amazon		43.87
11/25/2020	Expense		Amazon		22.50
11/25/2020	Expense		USPS		22.00
11/27/2020	Credit Card Credit		Staples		-20.29
<b>Total for OE14 Office Supplies/Postage</b>					<b>\$523.91</b>
<b>Total for AE Administrative Expenses</b>					<b>\$1,528.72</b>
<b>OE Operational Expenses</b>					
<b>OE18 Common Areas</b>					
<b>OE18-1 Landscape Supplies</b>					
11/04/2020	Expense		Cal Waste Recovery Systems	Greg	78.16
11/06/2020	Expense		Harbor Freight Tools	Greg	183.08
11/10/2020	Expense		711 Materials	Ralph	1,498.60
11/16/2020	Expense		Ewing		1,505.43
11/16/2020	Expense		Ewing		505.12
11/20/2020	Expense		Calaveras Lumber	Greg	2.79
<b>Total for OE18-1 Landscape Supplies</b>					<b>\$3,773.18</b>
<b>OE18-3 Landscape Equipment Gas &amp; Oil</b>					
11/05/2020	Expense		Tractor Supply Co.	Greg	215.30
11/05/2020	Expense		O'Reilly Auto Parts	Greg	34.43
11/13/2020	Expense		Union 76	Greg	113.33
11/20/2020	Expense		Shell	Greg	109.56
11/20/2020	Expense		Froggy's Auto Wash & Lube	Greg	25.95
<b>Total for OE18-3 Landscape Equipment Gas &amp; Oil</b>					<b>\$498.57</b>
<b>OE18-4 Landscape Equip Repair/Replace</b>					
11/01/2020	Expense		Copper Auto & Marine		328.61
11/06/2020	Expense		Safe-T-Lite of Modesto Inc.	Greg	758.22
11/28/2020	Expense		Young's Copper Ace Hardware		434.73
<b>Total for OE18-4 Landscape Equip Repair/Replace</b>					<b>\$1,521.56</b>
<b>Total for OE18 Common Areas</b>					<b>\$5,793.31</b>
<b>OE22 Mosquito Abatement Expense</b>					
<b>OE22-1 Mosquito Control Products</b>					
11/17/2020	Expense		Ewing		147.44
<b>Total for OE22-1 Mosquito Control Products</b>					<b>\$147.44</b>
<b>OE22-2 Mosquito Abatement Monitor/Test</b>					
11/05/2020	Expense		Baldi's Copper Valley Cafe	Greg	84.59
<b>Total for OE22-2 Mosquito Abatement Monitor/Test</b>					<b>\$84.59</b>

# Copper Valley Comm Srvs District

## CREDIT CARD - TRANSACTION DETAIL BY ACCOUNT

November 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
OE22-3 Mosquito Abate Vehicles Gas/Oil					
11/01/2020	Expense		Shell		125.00
11/06/2020	Expense		Shell		125.00
Total for OE22-3 Mosquito Abate Vehicles Gas/Oil					\$250.00
Total for OE22 Mosquito Abatement Expense					\$482.03
Total for OE Operational Expenses					\$6,275.34
Total for 1SS SERVICES & SUPPLIES					\$7,804.06
4CIP CAPITAL IMPROVEMENT PROJECTS					
OE54-3 Office Building Renovation					
11/23/2020	Expense		Lowe's	Greg	286.75
Total for OE54-3 Office Building Renovation					\$286.75
Total for 4CIP CAPITAL IMPROVEMENT PROJECTS					\$286.75
Total for TE TOTAL EXPENSES					\$8,090.81



**BOARD MEETING AGENDA SUBMITTAL**

**TO: CVCS Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: December 15, 2020**

**SUBJECT: Item 7 a) Adoption of a Resolution abandoning interest in an Open Space Wildlife Habitat Easement within Lot 396, Saddle Creek Unity 4A, Tract No. 94-545**

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**RECOMMENDED ACTION**

**I move to adopt a Resolution abandoning interest in an Open Space Wildlife Habitat Easement within Lot 396, Saddle Creek Unity 4A, Tract No. 94-545**

**BACKGROUND**

The homeowners at 212 Falling Leaf Court, Chad Struer and Kathleen Fink, purchased a home that was inadvertently built into the wildlife easement. The property owners attended several Board Meetings and obtained unanimous support at the February 2020 District Board Meeting to partially adjust the line of the wildlife easement.

The County Planning Department recommends that the District abandon its interest in the section of the easement by formal resolution of the Board. A draft resolution, along with Exhibit's A and B are included in this agenda material.

**RESOLUTION 2020-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF COPPER VALLEY COMMUNITY SERVICES DISTRICT ABANDONING EASEMENT WITHIN LOT 396, SADDLE CREEK UNIT 4A, TRACT NO. 94-545. ABANDONING A PORTION OF OPEN SPACE WILDLIFE HABITAT EASEMENT**

**WHEREAS**, Chad Struer and Kathleen Fink, the owners of Lot 396, Saddle Creek Unit 4A, Tract No. 94-545 (hereinafter known as “Owners”); and

**WHEREAS**, the Owners have requested and the District concurs, that the “Open Space Wildlife Habitat Easement on Lot 396 of Saddle Creek Unit 4A, Tract No. 94-545 and more particularly described and delineated in attached Exhibits “A” and “B” are no longer necessary for the purposes they were created; and

**WHEREAS**, The District finds that it is in the public interest to abandon this easement in favor of the owner of said lot; and

**WHEREAS**, the Board of Directors finds:

1. The foregoing recitals are true and correct.
2. The purpose for which this easement was created no longer serves the public interest.
3. There is no foreseeable future public interest served in the District retaining this easement.

**NOW THEREFORE BE IT RESOLVED**, that the District hereby; abandons in favor of the Owner that easement (“Open Space Wildlife Habitat”) located on Lot 396 of Saddle Creek Unit 4A, Tract No. 94-545, more particularly described and delineated in attached Exhibits “A” and “B” and hereby authorizes the Board President to execute all appropriate documentation on behalf of the District.

**THE FOREGOING RESOLUTION** was introduced at the regular meeting of the Copper Valley Community Services District held on December 15, 2020. The Resolution was adopted by the following vote:

AYES: \_\_\_\_

NOES: \_\_\_\_

ABSTAIN: \_\_\_\_

ABSENT: \_\_\_\_

---

Roger Golden, Board President

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Peter Kampa, General Manager

**CERTIFICATE OF SECRETARY**

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Copper Valley Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Copper Valley Community Services District, duly called and held on December 15, 2020.

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

**EXHIBIT 'A'**  
**LEGAL DESCRIPTION**  
**OF**  
**ABANDONMENT OF A PORTION OF**  
**OPEN SPACE & WILDLIFE HABITAT EASEMENT**

All that portion of that certain Open Space & Wildlife Habitat Easement to be abandoned on Lot 396 of Saddle Creek Subdivision Unit 4A, filed for record on October 21, 2004 in Book 8 of Subdivisions, at Page 22, Calaveras County Records. Being a portion of Section 22, Township 1 North, Range 12 East, M.D.M., in the County of Calaveras, State of California, and being more particularly described as follows:

Commencing at 5/8 inch diameter iron pin tagged L.S. 4626 marking the most southerly corner of said Lot 396, thence N 40°13'37" W, along the southwest line of said Lot 396, 34.26 feet to the most westerly corner of said Open Space & Wildlife Habitat Easement and the True Point of BEGINNING of the herein described Open Space & Wildlife Habitat Easement Abandonment; thence, along the northwest line of said easement the following Two (2) courses; 1.) N 29°15'42" E, 25.45 feet; 2.) N 33°40'00" E, 101.65 feet to the northeast line of said Lot 396; thence, along the northeast line of said Lot 396, S 46°00'00" E, 39.23 feet; thence, leaving said northeast line, S 50°38'43" W, 125.44 feet to the point of BEGINNING and containing 2,543 Square Feet.

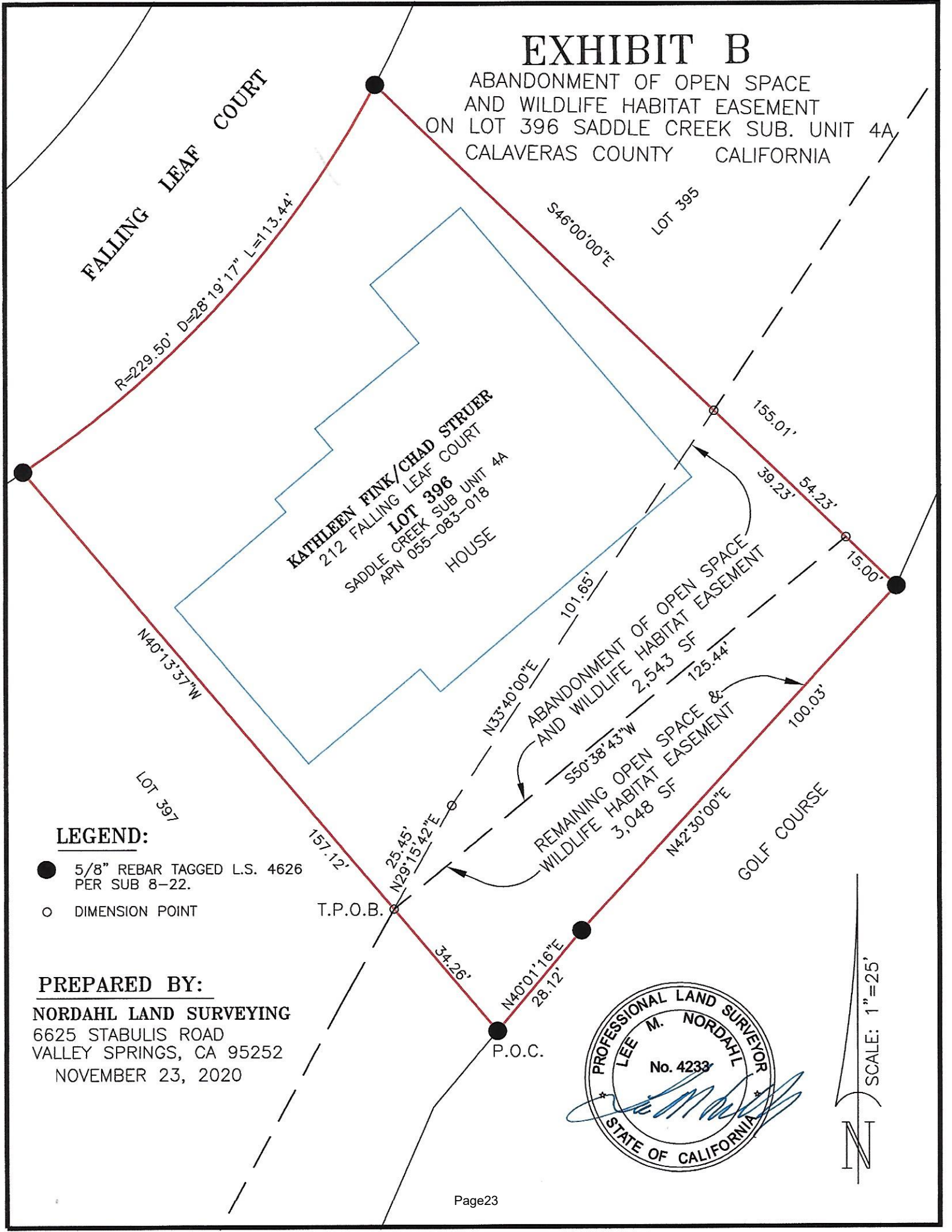
\*\*\* END OF DESCRIPTION \*\*\*

Prepared By:   
Lee M. Nordahl, P.L.S. 4233



# EXHIBIT B

ABANDONMENT OF OPEN SPACE  
AND WILDLIFE HABITAT EASEMENT  
ON LOT 396 SADDLE CREEK SUB. UNIT 4A,  
CALAVERAS COUNTY CALIFORNIA



**KATHLEEN FINK/CHAD STRUER**  
212 FALLING LEAF COURT  
**LOT 396**  
SADDLE CREEK SUB UNIT 4A  
APN 055-083-018  
HOUSE

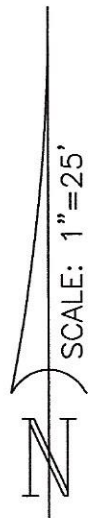
ABANDONMENT OF OPEN SPACE  
AND WILDLIFE HABITAT EASEMENT  
2,543 SF

REMAINING OPEN SPACE &  
WILDLIFE HABITAT EASEMENT  
3,048 SF

**LEGEND:**

- 5/8" REBAR TAGGED L.S. 4626 PER SUB 8-22.
- DIMENSION POINT

**PREPARED BY:**  
**NORDAHL LAND SURVEYING**  
6625 STABILIS ROAD  
VALLEY SPRINGS, CA 95252  
NOVEMBER 23, 2020





## **BOARD MEETING AGENDA SUBMITTAL**

**TO: CVCS Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: December 15, 2020**

**SUBJECT: Item 7 b) Discussion and direction to management regarding hourly and FLSA exempt positions with the District, their duties, responsibilities and work schedules**

---

### **RECOMMENDED ACTION**

**Provide direction to the General Manager to resolve the District staffing concerns and return to Board with policy recommendations**

### **BACKGROUND**

As discussed at our November Board meeting, the District has two positions classified as FLSA Exempt (from overtime requirements); the Site Supervisor and Site Manager. These positions have been classified as exempt due to their primary responsibility as management level staff, with the responsibility to develop, direct and lead a crew of hourly employees who perform mostly manual labor work.

There are technical aspects of the hourly labor work, mostly in the area of mosquito control that require specialized skills, certifications, training and solid work ethic and reliability. Unfortunately due to the increasing level of effort to control mosquitos and our rapid staff turnover, we have been unable in recent years to develop and maintain a crew of hourly employees adequate to effectively deliver the service, and therefore our two exempt employees have been assuming an active roll in work involving extra hours and days worked performing hourly labor type work.

We discussed the possibility of providing administrative leave to compensate for extra hours worked, but on further research it is recommended that we take one of several actions. This issue can be delegated 100% to your General Manager and will only be returned if and when policy decisions or budget amendments are necessary. The following are presented as options being considered by the GM in consultation with HR professionals and legal counsel:

1. During mosquito season or times when the managers are having to perform over 50% of their work day performing manual labor due to short staffing or otherwise; transition the managers to an hourly wage and pay overtime wages. They would transition back to FLSA exempt during times when their duties remained in management over 50%, or
2. Evaluate the duties, roles and responsibilities of the managers and technical labor staff and reassign job responsibilities and requirements so that the managers remain over 50% in management duties, or
3. Transition the managers to hourly and pay overtime year round, or
4. Consider hiring additional staff with the specific responsibility to be trained and certified for mosquito control, and compensated for that higher level of duty, or
5. Consider engaging the services of an outside contractor to perform the work that results in managers performing hourly labor duties





## **BOARD MEETING AGENDA SUBMITTAL**

**TO: CVCS Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: December 15, 2020**

**SUBJECT: Item 7 c) Approval of a Radio Frequency Identification (RFID) System Implementation procedure**

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### **RECOMMENDED ACTION**

**I move to accept the Radio Frequency Identification (RFID) System Implementation procedure as presented/amended**

### **BACKGROUND**

The transition from manual clickers to the RFID gate access system is still in progress. Once the new system is up and running with all bugs worked out, we will implement the following:

1. An information flyer and RFID tag request form will be created and available in paper and electronically. The flyer and tag request form will be posted on the District website
  - a. The flyer will provide information about the transition, timing, availability of tags and purchase of additional/replacement tags
  - b. A request form will be required to receive tags, which will be assigned to specific vehicles
2. The informational flyer regarding the RFID implementation will be sent by email and mail to residents.
3. Two tags per property will be provided a no charge by mail or for pickup to existing and new residents on receipt of the appropriate tag request forms
  - a. Additional tags can be purchased (by check, and hopefully other future options) at the fees established in our miscellaneous fee schedule. Lost, destroyed or unnecessary tags will be decommissioned
  - b. A location for drop off of the existing clickers will be provided and we must confirm their receipt or the tags issued will be decommissioned until clickers are returned
  - c. Office hours and times may be established and advertised for issuance of tags on receipt of clickers and tag request forms
4. Manual clickers may be used by the District for renters and for other approved purposes, but will be phased out completely over time



## **BOARD MEETING AGENDA SUBMITTAL**

**TO: CVCS Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: December 15, 2020**

**SUBJECT: Item 7 d) Consideration of approval of membership in the CPS HR Consulting, HR On-Demand program in the amount of \$1,950 for a one year membership**

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### **RECOMMENDED ACTION**

**I move to approve membership in the CPS HR Consulting, HR On-Demand program in the amount of \$1,950 for a one year membership**

### **BACKGROUND**

For the past few years, we have used the services of a professional human resources consultant to assist in updating policies, resolving HR issues and to document critical processes. This consultant closed their business in early 2020 and we have been without services since. A very reputable consulting firm specializing in public agency work has created a Human Resource consortium which provides a cost effective option to receive a high level of needed services, at a very reasonable cost. Please see the link and services listed from their website below.

<https://www.cpsshr.us/HR-Membership/>

### **HR On-Demand a la carte services**

We provide services to help you supplement your transactional human resources tasks so that your team can focus on the strategic elements. We work as an extension of your HR team to help build scalability. Our HR consultants have run small and large public sector HR organizations and have the functional expertise that works at any level - Manager, Analyst or Technician.

Services include:

- Dedicated Senior Level HR Consultant who understands your business
- One-hour free meet-up when you activate your membership
- 12 hours of consulting that you can use at any point during the year
- Discounted rates for additional services, i.e. training, recruiting, testing, etc.
- Access to HR Basics Kit including checklists to ensure compliance and best practice for major HR functions
- Access to Box of Docs, the largest repository of government resource documents including bylaws, policies, ordinances, RFPs, procedures and directives.



**BOARD MEETING AGENDA SUBMITTAL**

**TO: CVCS Board of Directors**  
**FROM: Peter Kampa, General Manager**  
**DATE: December 15, 2020**  
**SUBJECT: Item 7 e) Election of Board Officers for Calendar Year 2021**

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**Recommended Motion**

Staff recommends the following motion: *I move to appoint director \_\_\_\_\_ to the office of Board President, and \_\_\_\_\_ -to the office of Board Vice President.*

**Background**

It is customary and the policy of the Board that in December of each year, the board conduct an annual organizational meeting in which the appointment of Board President and Vice President is made. The positions of President and Vice President are required by law. The applicable section of the Government Code is included below for reference. Due to the 45 day requirement in law, this item is presented at this meeting for consideration. The Board can appoint officers at either its December or January meeting. The Board is not bound by law to follow its own existing protocol with regard to the appointment and rotation of its officers, and there is also no legal guidance or industry standard on how officer appointments are made.

Government Code 61043 simply states:

- (a) Within 45 days after the effective date of the formation of a district, the board of directors shall meet and elect its officers. Thereafter, within 45 days after each general district or unopposed election, the board of directors shall meet and elect the officers of the board of directors. A board of directors may elect the officers of the board of directors annually.
- (b) The officers of a board of directors are a president and a vice president. The president shall preside over meetings of the board of directors and the vice president shall serve in the president's absence or inability to serve.
- (c) A board of directors may create additional offices and elect members to those offices, provided that no member of a board of directors shall hold more than one office.



## **BOARD MEETING AGENDA SUBMITTAL**

**TO:** CVCS D Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** December 15, 2020

**SUBJECT:** Item 7 f) Consideration of approval of Task Order #2020-02 with Willdan Engineering for the development of an infrastructure replacement analysis and reserve fund

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### **RECOMMENDED ACTION**

**I move to approve Task Order #2020-02 with Willdan Engineering for the development of an infrastructure replacement analysis and reserve fund**

### **BACKGROUND**

Willdan and Engineer Peter Rei have been performing significant amounts of work for the District and become very familiar with our needs and infrastructure. Management has been working to develop an infrastructure replacement reserve as discussed in preparation of our special tax, Measure A. To identify the amount of the reserve, we must identify the infrastructure to be replaced over time, its useful life and replacement cost. Willdan has prepared a simple work scope to provide the needed information to develop a solid infrastructure reserve schedule for adoption by the Board. Their proposal is attached.

## TASK ORDER #2020-02

### Copper Valley Resurfacing Project – Infrastructure Replacement Fund Project

This Task Order is an addendum to the agreement (the "Agreement") between the Copper Valley Community Services District (formerly the Saddle Creek Community Services District) ("District") and Willdan Engineering ("Willdan"), which has a commencement date of January 1, 2015, and as amended for 2020.

#### 1. Incorporation of Agreement.

All of the terms, conditions and provisions of the Agreement are incorporated herein by this reference and shall be fully applicable hereto.

#### 2. Scope of Services. Willdan shall perform the following services for the Copper Valley Resurfacing Project – Phase II – Construction Management Phase.

##### Fieldwork Phase

Attend Project Kickoff Meeting  
Work with District Staff to quantify all stormdrain system components  
Work with District Staff to quantify all streetlights  
Work with District Staff to quantify all sidewalks

##### Draft Report Phase

- Compile results of fieldwork phase
- Research replacement costs for stormdrains/streetlights/sidewalks
- Estimate useful life and replacement schedule/calculate required yearly cost for future replacement of stormdrains/streetlights/sidewalks
- Assemble Draft Final Report
- Attend meeting with District Staff to review Draft Final Report

##### Final Report Phase

Make changes to Draft Final Report as requested by District Staff  
Prepare Final Report

##### Public Meeting Phase

Attend District Board meeting to present Final Report

##### Project Management

Manage billings and invoicing for project  
All other tasks as required to ensure the District receives a well-managed project

**3. Compensation.** District shall compensate Willdan, as follows:

Time and Materials not-to-exceed \$ 15,000 without prior approval of the Copper Valley Community Services District.

**4. Schedule of Performance.**

Willdan shall endeavor to complete the services described in Section 2 above on or before February 1, 2021.

**5. Additional Provisions.**

None.

IN WITNESS WHEREOF, the parties hereto have executed and entered into the Task Order as of the last date set next to the signatures appearing below.

COPPER VALLEY COMMUNITY SERVICES DISTRICT

WILLDAN ENGINEERING

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter Kampa

Name: Adel Frij

Title: General Manager

Title: Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## **BOARD MEETING AGENDA SUBMITTAL**

**TO: CVCS District Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: December 15, 2020**

**SUBJECT: Item 7 g) Adoption of a Resolution changing the District name and authorizing designated officials on the Local Agency Investment Fund (LAIF) account**

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### **RECOMMENDED ACTION**

**I move to adopt a Resolution changing the District name and authorizing designated officials on the Local Agency Investment Fund (LAIF) account**

### **BACKGROUND**

The District has an investment account held in the Local Agency Investment Fund (LAIF), but under the name Saddle Creek. In addition, the authorized signatories on the account are the General Manager and Accountant, a position that we no longer employ.

The attached resolution was prepared at the recommendation of LAIF, and must be adopted to allow access to our funds. Staff recommends that the General Manager, Office Manager and Board President be authorized signers on the account. Please include the signatory positions in your approval of the resolution.

**RESOLUTION 2020-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COPPER VALLEY COMMUNITY SERVICES DISTRICT APPROVING AN AMENDMENT AND TO RECIND RESOLUTION 2016-05 TO CHANGE THE DISTRICTS NAME AND UPDATE THE AUTHORIZED DESIGNATED OFFICIALS ON THE LOCAL AGENCY INVESTMENT FUND (LAIF) ACCOUNT**

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

**WHEREAS**, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. Seq. for deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 st. seq for the purpose of investment as provided therein is in the best interest of the Copper Valley Community Services District.

**NOW THEREFORE BE IT RESOLVED** that the Copper Valley Community Services District hereby authorizes the deposit and withdrawal of Copper Valley CSD monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. Seq. for the purpose of investment as provided therein. This account shall be changed in name from the Saddle Creek Community Services District to the Copper Valley Community Services District.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Copper Valley CSD officers holding title(s) specified hereinbelow or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and my execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

_____	_____	_____
Name	Name	Name
_____	_____	_____
Title	Title	Title
_____	_____	_____
Signature	Signature	Signature



Section 2. This resolution shall remain in full force and effect until rescinded by the Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurers Office.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Copper Valley Community Services District on December 15, 2020, by the following vote:

AYES

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Peter J. Kampa, Secretary

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Roger Golden, President - Board of Directors

**CERTIFICATE OF SECRETARY**

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Copper Valley Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Copper Valley Community Services District, duly called and held on December 15, 2020.

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