



COPPER VALLEY COMMUNITY SERVICES DISTRICT

1000 Saddle Creek Drive
Copperopolis, CA 95228
(209) 785-0100 –
coppervalleycsd.org

DIRECTORS

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

COPPER VALLEY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REGULAR MEETING AGENDA

LOCATION:1001 SADDLE CREEK DRIVE, COPPEROPOLIS

October 19, 2021

2:00 PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **CHANGES TO ORDER OF AGENDA**

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

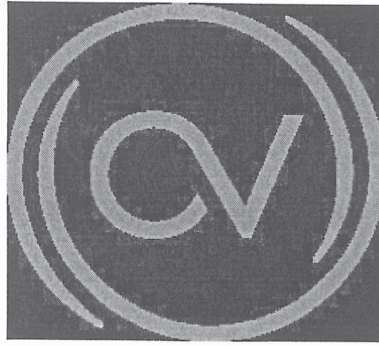
6. **CONSENT CALENDAR**
Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.
 - a) Review of monthly financial report, approval of bills and claims for the month of September 2021.
 - b) Approval of the minutes from the Regular Board Meeting held September 21, 2021

7. **DISCUSSION AND ACTION ITEMS**
The Board of Directors intends to consider each of the following items and may act at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.
 - a) Status update report on the engineering review, progress and inspections for the Quail Creek development project (District Engineer Galen Gritz)
 - b) Review of staffing concerns and consideration of securing consulting services to conduct a classification and compensation study/survey to determine if adjustments to the District landscape maintenance position descriptions, advancement opportunities, salaries, benefits or other compensation are needed to attract and retain employees

8. **STAFF AND DIRECTOR REPORTS**
Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future agenda.
 - a) General Managers Report
 - b) Site Managers Report

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

Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact the CVCS D Board Clerk at (209) 272-0957. Advance notification will enable the District to make reasonable arrangements to insure accessibility.



Copper Valley Community Services District
Treasurer's Report

September 30, 2021

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

Statement of Cash Flows

For the 3 Month Ending September 30, 2021

	Umpqua Bank Checking	Calaveras Co Fund 2188	LAIF	YTD Total
Net Income	(135,165)	(67,443)	86	(202,522)
OPERATING ACTIVITIES				
Adjustments to reconcile Net Income to Net Cash used in Operations:				
1200 Accounts Receivable	-			-
2000 Accounts Payable	(15,285)			(15,285)
2050 Umpqua CSDA Visa	(3,830)			(3,830)
2100 Payroll Taxes Payable	(50)			(50)
2150 Accrued Payroll	65			65
2200 Sales Tax Payable	-			-
Net cash used in operating activities	(154,265)	(67,443)	86	(221,622)
Net cash decrease for period	(154,265)	(67,443)	86	(221,622)
Cash at beginning of period (7/1/2021)	1,181,867	66,916	105,439	1,354,221
Cash at end of period	1,027,602	(527)	105,525	1,132,600

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

Cash Flow Projection

		FY 2021-22								
		Sep-2021	Oct-2021	Nov-2021	Dec-2021	Jan-2022	Feb-2022	Mar-2022	Apr-2022	May-2022
REGULAR CHECKING										
Beginning Checking Account Balance		\$ 1,093,863	\$ 1,027,602	\$ 955,929	\$ 786,337	\$ 715,186	\$ 1,392,804	\$ 1,321,653	\$ 1,250,502	\$ 1,179,350
Deposits	Assessments	\$ -				\$ 748,770				\$ 544,560
	Other Income	\$ 5,276								
	Road Improvement Loan	\$ -								
	Voided Checks	\$ -								
Disbursements										
	Paychecks	\$ 26,554	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000
	Payroll Taxes	\$ 9,735	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Checks Written									
	Other Operating & Admin Costs	\$ 9,099	\$ 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)	\$ -	\$ -	\$ 40,861						\$ 40,861
	Series B (Phase 2 Road Imprpv.)	\$ -	\$ -	\$ 57,580						\$ 57,580
	Valley Entry System	\$ -	\$ -	(Budget for this period is unknown at this time)						
	Jim Wilson	\$ -	\$ -	(Budget for this period is unknown at this time)						
	Larry Bain	\$ -	\$ -	(Budget for this period is unknown at this time)						
	Willdan	\$ 522	\$ 522	(Budget for this period is unknown at this time)						
	NBS	\$ -	\$ -	(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	\$ 23,962	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
	ACS Debits - (Utilities, Lease Pymts,P/R processing)	\$ 613	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
	Total Disbursements	\$ 71,536	\$ 71,673	\$ 169,592	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 169,592
Ending Checking Account Balance		\$ 1,027,602	\$ 955,929	\$ 786,337	\$ 715,186	\$ 1,392,804	\$ 1,321,653	\$ 1,250,502	\$ 1,179,350	\$ 1,554,318
	check	\$ 0								
	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 September 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	1,027,602
1020 Cash - Fund 2188	-527
1040 Local Agency Investment Fund (LAIF)	105,525
Total Bank Accounts	\$1,132,600
Total Current Assets	\$1,132,600
Fixed Assets	
1500 Capital Assets	
1501 Equipment	397,708
1503 Roads	2,360,462
1504 Easements	10,344,000
1505 Buildings	79,000
Total 1500 Capital Assets	13,181,170
1550 Construction in Progress	39,718
1600 Accumulated Depreciation	
1601 Equipment	-265,516
1603 Roads	-782,098
1605 Buildings	-22,120
Total 1600 Accumulated Depreciation	-1,069,734
Total Fixed Assets	\$12,151,155
TOTAL ASSETS	\$13,283,755

Copper Valley Community Services District

Balance Sheet

As of September 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	5,154
Total Accounts Payable	\$5,154
Credit Cards	
2050 Umpqua CSDA Visa	14,895
Total Credit Cards	\$14,895
Other Current Liabilities	
2100 Payroll Taxes Payable	1,398
2150 Accrued Payroll	19,243
2200 Sales Tax Payable	0
Total Other Current Liabilities	\$20,641
Total Current Liabilities	\$40,690
Long-Term Liabilities	
2500 Lease Payable - John Deere	42,417
2600 Series 2018 Installment Sale	2,082,648
Total Long-Term Liabilities	\$2,125,065
Total Liabilities	\$2,165,755
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	-878,274
Net Income	-202,522
Total Equity	\$11,118,000
TOTAL LIABILITIES AND EQUITY	\$13,283,755

COPPER VALLEY COMMUNITY SERVICES DISTRICT
 FY 2021-22 MONTHLY BUDGET REPORT ANALYSIS
 September 2021

		ACTUALS			BUDGET		
		Last Year July - Sept	This Year July - Sept	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
SERVICES AND SUPPLIES							
ADMINISTRATION							
OE01	Audit Expense	\$ -	\$ -	\$ -	\$ 8,900	\$ 8,900	100%
OE02	Finance Expenses	\$ 196	\$ 162	\$ (34)	\$ 700	\$ 538	77%
OE02-1	Parcel Tax Implementation	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	100%
OE03	Advertising	\$ 1,121	\$ 616	\$ (505)	\$ 1,900	\$ 1,284	68%
OE04	Legal Expenses	\$ -	\$ 3,011	\$ 3,011	\$ 7,000	\$ 3,989	57%
OE06	Insurance (Property Loss/Liability)	\$ -	\$ -	\$ -	\$ 16,200	\$ 16,200	100%
OE07	Miscellaneous/Contingency	\$ 343	\$ 598	\$ 254	\$ 5,000	\$ 4,402	88%
OE08	Professional Development (Travel/Training)	\$ 3,437	\$ 1,973	\$ (1,463)	\$ 8,100	\$ 6,127	76%
OE09	Dues, Certifications & Subscriptions	\$ 173	\$ -	\$ (173)	\$ 5,400	\$ 5,400	100%
OE10	Uniform Expenses	\$ 5,202	\$ 1,790	\$ (3,413)	\$ 6,000	\$ 4,210	70%
OE11	Electric Power/Water/Sewer	\$ 2,577	\$ 18,075	\$ 15,498	\$ 68,300	\$ 50,225	74%
OE11.5	Electric for Office					\$ -	#DIV/0!
OE12	Telephone/Internet Service	\$ 1,847	\$ 1,702	\$ (145)	\$ 6,900	\$ 5,198	75%
OE14	Office Supplies/Postage	\$ 2,702	\$ 1,717	\$ (985)	\$ 8,800	\$ 7,083	80%
OE14-1	Office Cleaning		\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE15	Office Equipment Repair/Replacement	\$ 6,697	\$ 6,829	\$ 132	\$ 10,700	\$ 3,871	36%
OE15-1	Office Equipment Lease	\$ 543	\$ 559	\$ 16	\$ 2,300	\$ 1,741	76%
OE26	County Fees/LAFCO	\$ 2,922	\$ 1,802	\$ (1,121)	\$ 7,400	\$ 5,598	76%
OE29	Accounting Services	\$ 8,474	\$ 5,700	\$ -	\$ 27,000	\$ 21,300	79%
OE30	Reimbursable Maint/Repair Expense	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	100%
OE31	Office Lease						
OE41	HR Consultant	\$ 500	\$ -	\$ (500)	\$ 2,500	\$ 2,500	100%
PE03-1	Payroll Taxes - Administration	\$ 3,434	\$ 4,238	\$ 804	\$ -	\$ -	
PE06-1	Employee Wages - Administration	\$ 44,887	\$ 55,397	\$ 10,510	\$ -	\$ -	
PE03-7	Payroll Taxes - Quail Creek	\$ -	\$ 33	\$ -	\$ -	\$ -	
PE06-7	Employee Wages - Quail Creek	\$ -	\$ 431	\$ -	\$ -	\$ -	
	Total Administration	\$ 85,055	\$ 104,632	\$ 19,577	\$ 200,100	\$ 155,566	78%
COMMON AREAS							
OE16	Gate Maintenance & Opener Purchase	\$ 3,552	\$ 1,007	\$ (2,545)	\$ 20,000	\$ 18,993	95%
OE16-1	Gate System Improvmements (RFID,etc)		\$ -	\$ -	\$ 2,000	\$ 2,000	100%
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 7,493	\$ 715	\$ (6,777)	\$ 29,800	\$ 29,085	98%
OE17-2	Storm Drains	\$ -	\$ -	\$ -			
PE03-5	Payroll Taxes - Streets	\$ 153	\$ -	\$ (153)			
PE06 -5	Employee Wages - Streets	\$ 1,998	\$ -	\$ (1,998)			
OE18-1	Landscape Supplies & Repairs	\$ 7,969	\$ 13,948	\$ 5,979	\$ 43,000	\$ 29,052	68%
OE18-2	CCWD Water						
OE18-3	Landscape Equipment Gas & Oil	\$ 2,217	\$ 1,147	\$ (1,070)	\$ 9,500	\$ 8,353	88%
OE18-4	Landscape Equipment Repair/Replacement	\$ 8,395	\$ 3,237	\$ (5,158)	\$ 29,800	\$ 26,563	89%
PE03-2	Payroll Taxes - Common Areas	\$ 4,146	\$ 3,897	\$ (249)			
PE06 -2	Employee Wages - Common Areas	\$ 54,195	\$ 50,945	\$ (3,249)	\$ -	\$ -	
	Total Common Areas	\$ 90,118	\$ 74,897	\$ (15,221)	\$ 134,100	\$ 114,046	85%

COPPER VALLEY COMMUNITY SERVICES DISTRICT
 FY 2021-22 MONTHLY BUDGET REPORT ANALYSIS
 September 2021

		ACTUALS			BUDGET		
		Last Year July - Sept	This Year July - Sept	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
MOSQUITO ABATEMENT				\$ -			
OE22-1	Mosquito Control Products	\$ 7,997	\$ -	\$ (7,997)	\$ 20,000	\$ 20,000	100%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 1,524	\$ 645	\$ (879)	\$ 4,300	\$ 3,655	85%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 3,442	\$ -	\$ (3,442)	\$ 15,000	\$ 15,000	100%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 1,545	\$ 2,704	\$ 1,159	\$ 14,000	\$ 11,296	81%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 260	\$ 162	\$ (98)			
PE06-4	Employee Wages - Mosquito Abatement	\$ 3,402	\$ 2,122	\$ (1,280)			
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ -			
PE06-6	Employee Wages - Wetlands	\$ -	\$ -	\$ -			
	Total Mosquito Abatement	\$ 18,170	\$ 5,633	\$ (12,537)	\$ 53,300	\$ 49,951	94%
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (112,474)	\$ (117,225)	\$ (4,751)			
	TOTAL SERVICES & SUPPLIES	\$ 80,868	\$ 67,937	\$ (12,932)	\$ 387,500	\$ 319,563	82%
PERSONNEL COSTS				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ 13,658	\$ -	\$ (13,658)	\$ 12,800	\$ 12,800	100%
PE02	Health Insurance	\$ 15,560	\$ 17,211	\$ 1,651	\$ 86,700	\$ 69,489	80%
PE03	Payroll Taxes	\$ 9,281	\$ 8,330	\$ (951)	\$ 37,100	\$ 28,770	78%
PE04	Processing Fees	\$ 441	\$ 453	\$ 12	\$ 2,200	\$ 1,747	79%
PE05	Directors Stipend	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	100%
PE06	Employee Wages	\$ 120,617	\$ 108,895	\$ (11,723)	\$ 463,600	\$ 354,705	77%
	TOTAL PERSONNEL COSTS	\$ 159,558	\$ 134,890	\$ (24,668)	\$ 608,400	\$ 473,510	78%
EQUIPMENT OUTLAY							
CO04	Cart Replacement	\$ -	\$ -	\$ -	\$ 5,000		
CO04	Heavy Duty Truck	\$ -	\$ -	\$ -	\$ -		
CO04	Trailer/Spray Rig/Tractor	\$ -	\$ 5,621	\$ 5,621	\$ 6,100	\$ 479	8%
CO10	Depreciation	\$ -	\$ -	\$ -			
	TOTAL EQUIPMENT OUTLAY	\$ -	\$ 5,621	\$ 5,621	\$ 11,100	\$ 479	4%
CAPITAL OUTLAY/STUDIES/ASSESEMENTS							
OE53-2	Landscape Design	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE53-1	Landscape Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-4	Road Improvement (1)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-1	Road Project Assessment & Design (Willdan)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-2	Road Project Management	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-5	Road Improvements PHASE II	\$ 1,017,565	\$ 1,670	\$ (1,015,894)	\$ -	\$ (1,670)	#DIV/0!
OE51-6	CM Services (Willdan)	\$ 30,255	\$ -	\$ (30,255)	\$ -	\$ -	#DIV/0!
OE51-7	Drainage Basin Repairs	\$ 15,780	\$ -	\$ (15,780)	\$ -	\$ -	#DIV/0!
OE51-8	Road Development Standards	\$ 3,931	\$ 522	\$ (3,409)	\$ -	\$ (522)	#DIV/0!
OE54-1	Office Building Paint	\$ 10,437	\$ -	\$ (10,437)	\$ -	\$ -	#DIV/0!
OE54-2	Office Building Siding and Trim	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE54-3	Office Building Renovation	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE54-4	Security	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TBD	Sidewalk Replacement	\$ -	\$ -	\$ -	\$ 19,875	\$ 19,875	100%
TBD	Mosquito Abatement Cargo Container	\$ -	\$ -	\$ -	\$ 9,800	\$ 9,800	100%

COPPER VALLEY COMMUNITY SERVICES DISTRICT
 FY 2021-22 MONTHLY BUDGET REPORT ANALYSIS

September 2021

	ACTUALS			BUDGET		
	Last Year July - Sept	This Year July - Sept	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES						
TOTAL STUDIES & ASSESSMENTS	\$ 1,077,968	\$ 2,192	\$ (1,075,776)	\$ 29,675	\$ (2,192)	-7%
DEBT SERVICE			\$ -			
OE20 John Deere Financing	\$ 4,007	\$ -	\$ (4,007)	\$ -	\$ -	#DIV/0!
OE21 John Deere Financing	\$ 3,154	\$ 3,154		\$ 12,616		
OE20-01 Interest Expense	\$ -					
OE20-3 Series 2018 Installment Sale	\$ -	\$ -				
OE20-4 Phase 1 Road Improvements	\$ -	\$ -		\$ 81,722	\$ 81,722	100%
OE20-5 Phase 2 Road Improvements	\$ -	\$ -		\$ 115,160	\$ 115,160	100%
TOTAL DEBT SERVICE	\$ 7,161	\$ 3,154	\$ (4,007)	\$ 209,498	\$ 196,882	94%
TOTAL EXPENSES	\$ 1,325,555	\$ 213,793	\$ (1,111,762)	\$ 1,246,173	\$ 988,243	79%

PAYMENTS AND ASSESSMENTS RECEIVED

<u>Assessment Income</u>						
Pymt No. 3: (5%) Aug 2020 (FY19)	\$ -	\$ -	\$ -	\$ 68,070	\$ 68,070	
Pymt No. 1: (55%) Feb 2021 (FY20)	\$ -	\$ -	\$ -	\$ 748,770	\$ 748,770	
Pymt No. 2: (40%) May 2021 (FY20)	\$ -	\$ -	\$ -	\$ 544,560	\$ 544,560	
Total Assessment Income	\$ -	\$ -	\$ -	\$ 1,361,400	\$ 1,361,400	
<u>Reimbursement Income</u>						
Total Reimbursement Income			\$ -		\$ -	
<u>Other Income</u>						
IN03 Weed Abatement	\$ 2,975	\$ 5,775				
IN05 Investment Interest	\$ 498	\$ 86		\$ 1,300		
IN30 Exp Reimbursement Income	\$ 3,183	\$ -		\$ 1,000		
IN41 Gate Opener Income	\$ 185	\$ 225		\$ 1,200		
IN59 Rebates	\$ -	\$ 186		\$ 2,000		
IN70 Quail Creek Deposits	\$ -	\$ 5,000		\$ -		
Total Other Income	\$ 6,841	\$ 11,272	\$ 4,431	\$ 4,300	\$ (6,972)	
TOTAL PAYMENTS & ASSESSMENTS	\$ 6,841	\$ 11,272	\$ 4,431	\$ 1,371,200	\$ 1,354,428	
Net Income	\$ (1,318,714)	\$ (202,522)	\$ 1,116,192	\$ 125,027	\$ 327,549	
<u>Other Financing Sources & Uses</u>						
Budget Balance		\$ (202,522)		\$ -	\$ -	

Copper Valley Community Services District
 1000 Umpqua Bank Checking, Period Ending 09/30/2021

RECONCILIATION REPORT

Reconciled on: 10/04/2021

Reconciled by: Ever Ventura

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

Summary

	USD
Statement beginning balance.....	1,097,609.05
Checks and payments cleared (29).....	-63,747.84
Deposits and other credits cleared (1).....	5,275.59
Statement ending balance.....	<u>1,039,136.80</u>
Uncleared transactions as of 09/30/2021.....	-13,367.75
Register balance as of 09/30/2021.....	1,027,602.49
Cleared transactions after 09/30/2021.....	-1,833.44
Uncleared transactions after 09/30/2021.....	-13,949.67
Register balance as of 10/04/2021.....	<u>1,011,819.38</u>

Details

Checks and payments cleared (29)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/01/2021	Check	dm	John Deere Financial	-1,051.30
09/03/2021	Check	DD	KYLE W CEARLEY	-1,467.84
09/03/2021	Check	DD	Gregory Hebard	-2,453.74
09/03/2021	Check	dm	Intuit Full Service Payroll	-151.00
09/03/2021	Check	DD	NICOLE D MC CUTCHEN	-100.00
09/03/2021	Check	DD	WILLIAM KELSEY	-1,516.94
09/03/2021	Check	DD	NICOLE D MC CUTCHEN	-1,579.42
09/03/2021	Check	DD	Ralph M. McGeorge	-2,197.87
09/03/2021	Check	DD	Gregory Hebard	-200.00
09/03/2021	Check	DD	CHRIS JACOBS	-1,626.13
09/03/2021	Check	DD	PETER J KAMPA	-2,255.64
09/09/2021	Check		IRS	-4,130.23
09/09/2021	Check		CA EDD	-773.50
09/16/2021	Check	dm	Service Charge	-35.00
09/20/2021	Check	DD	Gregory Hebard	-2,453.83
09/20/2021	Check	DD	Gregory Hebard	-200.00
09/20/2021	Check	DD	KYLE W CEARLEY	-1,467.85
09/20/2021	Check	DD	PETER J KAMPA	-2,255.64
09/20/2021	Check	DD	WILLIAM KELSEY	-1,393.28
09/20/2021	Check	DD	NICOLE D MC CUTCHEN	-1,579.40
09/20/2021	Check	DD	CHRIS JACOBS	-1,508.24
09/20/2021	Check	DD	Ralph M. McGeorge	-2,197.96
09/20/2021	Check	DD	NICOLE D MC CUTCHEN	-100.00
09/24/2021	Check		IRS	-4,067.27
09/24/2021	Check		CA EDD	-763.63
09/27/2021	Check	dm	Umpqua Bank Commerical CC	-23,962.17
09/28/2021	Check	dm	PG&E - 7193	-426.52
10/01/2021	Check	DD	NICOLE D MC CUTCHEN	-100.00
10/01/2021	Check	DD	NICOLE D MC CUTCHEN	-1,733.44
Total				-63,747.84

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/20/2021	Deposit			5,275.59
Total				5,275.59

Additional Information

Uncleared checks and payments as of 09/30/2021

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
04/20/2021	Journal	2757		-3,000.00
09/21/2021	Bill Payment	2832	Waters Plumbing Heating & Air	-165.00
09/21/2021	Bill Payment	2833	USBank Equipment Finance	-186.43
09/21/2021	Bill Payment	2834	Warmerdam CPA Group	-1,900.00
09/21/2021	Bill Payment	2835	Willdan	-522.24
09/21/2021	Bill Payment	2827	Mo-Cal Office Solutions, Inc	-90.07
09/21/2021	Bill Payment	2826	Aaronson, Dickerson etal	-825.00
09/21/2021	Bill Payment	2831	Warmerdam CPA Group	-1,900.00
09/21/2021	Bill Payment	2828	SDRMA-Health Ins.	-3,442.26
09/21/2021	Bill Payment	2829	U.S. Postal Service	-388.00
09/21/2021	Bill Payment	2830	USBank Equipment Finance	-202.33
Total				-13,367.75

Uncleared checks and payments after 09/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/05/2021	Check	DD	KYLE W CEARLEY	-1,467.85
10/05/2021	Check	DD	Gregory Hebard	-200.00
10/05/2021	Check	DD	Gregory Hebard	-2,453.74
10/05/2021	Check	DD	CHRIS JACOBS	-1,508.24
10/05/2021	Check	DD	PETER J KAMPA	-2,255.62
10/05/2021	Check	DD	WILLIAM KELSEY	-1,393.29
10/05/2021	Check	DD	Ralph M. McGeorge	-2,197.88
10/05/2021	Check	DD	NICOLE D MC CUTCHEN	-1,776.59
10/05/2021	Check	DD	NICOLE D MC CUTCHEN	-100.00
10/06/2021	Check		IRS	-495.64
10/06/2021	Check		CA EDD	-100.82
Total				-13,949.67

Copper Valley Community Services District

Transaction Report

September 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Umpqua Bank Checking					
Beginning Balance					
09/01/2021	Check	dm	John Deere Financial	Tractor Payment	-1,051
09/03/2021	Check	DD	Ralph M. McGeorge	Pay Period: 08/16/2021-08/31/2021	-2,198
09/03/2021	Check	DD	NICOLE D MC CUTCHEN	Pay Period: 08/16/2021-08/31/2021	-1,579
09/03/2021	Check	DD	WILLIAM KELSEY	Pay Period: 08/16/2021-08/31/2021	-1,517
09/03/2021	Check	DD	PETER J KAMPA	Pay Period: 08/16/2021-08/31/2021	-2,256
09/03/2021	Check	DD	CHRIS JACOBS	Pay Period: 08/16/2021-08/31/2021	-1,626
09/03/2021	Check	DD	KYLE W CEARLEY	Pay Period: 08/16/2021-08/31/2021	-1,468
09/03/2021	Check	dm	Intuit Full Service Payroll	Payroll Processing Fee	-151
09/03/2021	Check	DD	Gregory Hebard	Pay Period: 08/16/2021-08/31/2021	-2,454
09/03/2021	Check	DD	NICOLE D MC CUTCHEN	Direct Deposit 2	-100
09/03/2021	Check	DD	Gregory Hebard	Direct Deposit 2	-200
09/09/2021	Check		CA EDD	Tax Payment for Period: 09/01/2021-09/03/2021	-774
09/09/2021	Check		IRS	Tax Payment for Period: 09/01/2021-09/03/2021	-4,130
09/16/2021	Check	dm	Service Charge		-35
09/20/2021	Check	DD	NICOLE D MC CUTCHEN	Direct Deposit 2	-100
09/20/2021	Check	DD	Gregory Hebard	Direct Deposit 2	-200
09/20/2021	Check	DD	Ralph M. McGeorge	Pay Period: 09/01/2021-09/15/2021	-2,198
09/20/2021	Check	DD	NICOLE D MC CUTCHEN	Pay Period: 09/01/2021-09/15/2021	-1,579
09/20/2021	Deposit				5,276
09/20/2021	Check	DD	PETER J KAMPA	Pay Period: 09/01/2021-09/15/2021	-2,256
09/20/2021	Check	DD	CHRIS JACOBS	Pay Period: 09/01/2021-09/15/2021	-1,508
09/20/2021	Check	DD	Gregory Hebard	Pay Period: 09/01/2021-09/15/2021	-2,454
09/20/2021	Check	DD	KYLE W CEARLEY	Pay Period: 09/01/2021-09/15/2021	-1,468
09/20/2021	Check	DD	WILLIAM KELSEY	Pay Period: 09/01/2021-09/15/2021	-1,393
09/21/2021	Bill Payment (Check)	2829	U.S. Postal Service	Box #5158	-388
09/21/2021	Bill Payment (Check)	2835	Willdan	Invoice #00335155	-522
09/21/2021	Bill Payment (Check)	2834	Warmerdam CPA Group	Invoice #18424	-1,900
09/21/2021	Bill Payment (Check)	2833	USBank Equipment Finance	Invoice #452359219	-186
09/21/2021	Bill Payment (Check)	2826	Aaronson, Dickerson etal	Invoice #422011	-825
09/21/2021	Bill Payment (Check)	2827	Mo-Cal Office Solutions, Inc	Invoice #AR356781	-90
09/21/2021	Bill Payment (Check)	2828	SDRMA-Health Ins.	Invoice #36137	-3,442
09/21/2021	Bill Payment (Check)	2830	USBank Equipment Finance	Invoice #449869619	-202
09/21/2021	Bill Payment (Check)	2831	Warmerdam CPA Group	Invoice #18321	-1,900
09/21/2021	Bill Payment (Check)	2832	Waters Plumbing Heating & Air	Invoice #67110	-165
09/24/2021	Check		CA EDD	Tax Payment for Period: 09/18/2021-09/21/2021	-764
09/24/2021	Check		IRS	Tax Payment for Period: 09/18/2021-09/21/2021	-4,067
09/27/2021	Check	dm	Umpqua Bank Commerical CC	Umpqua CSDA Visa payment	-23,962
09/28/2021	Check	dm	PG&E - 7193		-427
Total for Umpqua Bank Checking					\$ -66,260
TOTAL					\$ -66,260

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

September 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
2050 Umpqua CSDA Visa					
09/01/2021	Expense		Elk Grove Power Sport		892.53
09/01/2021	Expense		Sonora Lumber Company		269.34
09/01/2021	Expense		Intuit - QBO Online		49.00
09/01/2021	Expense		Indeed for Employers		506.22
09/01/2021	Expense		Pro Clean Supply		124.37
09/01/2021	Expense		Shell		140.70
09/01/2021	Expense		Norman's Nursery Inc		1,109.04
09/01/2021	Expense		Ewing		585.96
09/02/2021	Expense		Verizon Wireless	Verizon telephone	181.18
09/02/2021	Expense		Indeed for Employers		3.57
09/02/2021	Expense		LogMein, Inc.		5.00
09/03/2021	Expense		Griff's BBQ & Grill		96.53
09/03/2021	Expense		Les Schwab Tires		1,483.67
09/03/2021	Expense		Jahant Food N Fuel		19.38
09/03/2021	Expense		Payless IGA		112.33
09/03/2021	Expense		Les Schwab Tires		699.82
09/05/2021	Expense		Cal Waste Recovery Systems		80.68
09/08/2021	Expense		Ewing		120.80
09/08/2021	Expense		Chevron		150.00
09/09/2021	Expense		McDillard's Feed & Supply		30.00
09/09/2021	Expense		Ewing		548.93
09/10/2021	Expense		Microsoft Office	Microsoft 360 Subscription	12.50
09/12/2021	Expense		Aramark Uniform Service		359.98
09/12/2021	Expense		Calaveras Lumber		58.16
09/13/2021	Expense		McDillard's Feed & Supply		30.00
09/14/2021	Credit Card Credit		Ewing		-192.25
09/14/2021	Expense		Horizon		679.08
09/14/2021	Expense		Indeed for Employers		502.98
09/15/2021	Expense		CalTel Communications		386.59
09/17/2021	Expense		Wrights Tire Service		20.00
09/17/2021	Expense		Hunt & Sons, Inc.		1,061.35
09/17/2021	Expense		Shell		143.25
09/17/2021	Expense		Family Dollar		154.30
09/21/2021	Expense		Lowe's		1,118.81
09/22/2021	Expense		Ewing		604.79
09/23/2021	Expense		Ewing		1,086.44
09/27/2021	Expense		Work World		697.50
09/27/2021	Expense		Shell		85.48
09/29/2021	Expense		Young's Copper Ace Hardware		725.73
09/30/2021	Expense		Work World		151.00
Total for 2050 Umpqua CSDA Visa					\$14,894.74
TE TOTAL EXPENSES					
1SS SERVICES & SUPPLIES					
AE Administrative Expenses					
OE02 Finance Expenses					
09/01/2021	Expense		Intuit - QBO Online	Monthly QuickBooks Online Fee	49.00
Total for OE02 Finance Expenses					\$49.00
OE03 Advertising					
09/14/2021	Expense		Indeed for Employers		502.98
Total for OE03 Advertising					\$502.98
OE07 Miscellaneous/Contingency					
09/17/2021	Expense		Family Dollar		154.30

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

September 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Total for OE07 Miscellaneous/Contingency					\$154.30
OE08 Professional Development					
09/01/2021	Expense		Shell		140.70
09/03/2021	Expense		Jahant Food N Fuel		19.38
09/03/2021	Expense		Payless IGA		112.33
09/03/2021	Expense		Griff's BBQ & Grill		96.53
09/08/2021	Expense		Chevron		150.00
09/17/2021	Expense		Shell		143.25
Total for OE08 Professional Development					\$662.19
OE10 Uniform Expense					
09/12/2021	Expense		Aramark Uniform Service		359.98
09/27/2021	Expense		Work World		697.50
09/30/2021	Expense		Work World		151.00
Total for OE10 Uniform Expense					\$1,208.48
OE11 Electric Power/Water/Sewer					
09/05/2021	Expense		Cal Waste Recovery Systems		80.68
Total for OE11 Electric Power/Water/Sewer					\$80.68
OE12 Telephone					
09/02/2021	Expense		Verizon Wireless		181.18
09/15/2021	Expense		CalTel Communications		386.59
Total for OE12 Telephone					\$567.77
OE13 Internet Service					
09/02/2021	Expense		LogMein, Inc.		5.00
Total for OE13 Internet Service					\$5.00
OE14 Office Supplies/Postage					
09/01/2021	Expense		Indeed for Employers		506.22
09/01/2021	Expense		Pro Clean Supply		124.37
09/02/2021	Expense		Indeed for Employers		3.57
09/10/2021	Expense		Microsoft Office		12.50
Total for OE14 Office Supplies/Postage					\$646.66
Total for AE Administrative Expenses					\$3,877.06
OE Operational Expenses					
OE18 Common Areas					
OE18-1 Landscape Supplies					
09/01/2021	Expense		Ewing		585.96
09/01/2021	Expense		Norman's Nursery Inc		1,109.04
09/01/2021	Expense		Sonora Lumber Company		269.34
09/08/2021	Expense		Ewing		120.80
09/09/2021	Expense		Ewing		548.93
09/12/2021	Expense		Calaveras Lumber		58.16
09/14/2021	Credit Card Credit		Ewing		-192.25
09/14/2021	Expense		Horizon		679.08
09/21/2021	Expense		Lowe's		1,118.81
09/22/2021	Expense		Ewing		604.79
09/23/2021	Expense		Ewing		1,086.44
09/29/2021	Expense		Young's Copper Ace Hardware		725.73
Total for OE18-1 Landscape Supplies					\$6,714.83
OE18-3 Landscape Equipment Gas & Oil					
09/17/2021	Expense		Hunt & Sons, Inc.		1,061.35
09/27/2021	Expense		Shell		85.48
Total for OE18-3 Landscape Equipment Gas & Oil					\$1,146.83

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

September 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
OE18-4 Landscape Equip Repair/Replace					
09/03/2021	Expense		Les Schwab Tires		699.82
Total for OE18-4 Landscape Equip Repair/Replace					\$699.82
Total for OE18 Common Areas					\$8,561.48
OE22 Mosquito Abatement Expense					
OE22-2 Mosquito Abatement Monitor/Test					
09/09/2021	Expense		McDillard's Feed & Supply		30.00
09/13/2021	Expense		McDillard's Feed & Supply		30.00
Total for OE22-2 Mosquito Abatement Monitor/Test					\$60.00
OE22-4 Mosquito Abatement Equip Maint					
09/01/2021	Expense		Elk Grove Power Sport		892.53
09/03/2021	Expense		Les Schwab Tires		1,483.67
09/17/2021	Expense		Wrights Tire Service		20.00
Total for OE22-4 Mosquito Abatement Equip Maint					\$2,396.20
Total for OE22 Mosquito Abatement Expense					\$2,456.20
Total for OE Operational Expenses					\$11,017.68
Total for 1SS SERVICES & SUPPLIES					\$14,894.74
Total for TE TOTAL EXPENSES					\$14,894.74

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)
10/31/2021	Nicole October Wages (2 hrs)	(75.40)
10/31/2021	Nicole October Taxes	(5.78)

\$ 4,455.18



COPPER VALLEY COMMUNITY SERVICES DISTRICT

1000 Saddle Creek Drive
Copperopolis, CA 95228
(209) 785-0100 –
coppervalleycsd.org

DIRECTORS

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

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

LOCATION:1001 SADDLE CREEK DRIVE, COPPEROPOLIS

**September 21, 2021
2:00 PM**

1. **CALL TO ORDER** Meeting called to order at 2:01pm
2. **ROLL CALL** President Hoffman, Vice President Albertson, Director DeBaldo, Director Golden, Director Baker, General Manager Kampa, Office Manager McCutchen, Site Manager Hebard
3. **PLEDGE OF ALLEGIANCE**
4. **CHANGES TO ORDER OF AGENDA** None
5. **PUBLIC COMMENT**
6. **CONSENT CALENDAR**
 - a) Review of monthly financial report, approval of bills and claims for the month of August 2021.
 - b) Approval of the minutes from the Regular Board Meeting held August 17, 2021

Motion made by Director Golden to approve the consent calendar, second made by Director Albertson, motion passes unanimously.
7. **DISCUSSION AND ACTION ITEMS**
 - a) Adoption of a Resolution approving agreement with Gritz Engineering for general engineering services related to District infrastructure and operations. A motion was made by Vice President Albertson to approve the agreement with Gritz Engineering for general engineering services related to the District infrastructure and operations. Second made by Director Golden. Motion passes unanimously.
 - b) Status update report on the engineering review, progress and inspections for the Quail Creek development project (District Engineer Galen Gritz) Mr. Grits spoke to the Board and brought them up to speed on where he is at on the project. The Board and Mr Gritz had a question and answer discussion in an open forum.
 - c) Review of financial evaluation regarding cash flow available to meet operating expenses, debt service and the projected costs contained in the road maintenance plan.
8. **STAFF AND DIRECTOR REPORTS**
 - a) General Managers Report
 - b) Site Managers Report
9. **ADJOURNMENT** Meeting adjourned at 3:47pm



TO: CVCS Board of Directors

FROM: Peter Kampa, General Manager

DATE: October 19, 2021

SUBJECT: Item 7a) Status update report on the engineering review, progress and inspections for the Quail Creek development project (District Engineer Galen Gritz)

RECOMMENDED ACTION

This is an information only item, no action required.

BACKGROUND

Our district engineer continues to review the details of the construction plans for the Quail Creek development project, review related technical documentation including soils and compaction testing, and perform on site construction inspection. Galen will provide a brief update report on the status and quality of the work as well as discussing any issues or concerns encountered.



TO: CVCS Board of Directors

FROM: Peter Kampa, General Manager

DATE: October 19, 2021

SUBJECT: Item 7b) Review of staffing concerns and consideration of securing consulting services to conduct a classification and compensation study/survey to determine if adjustments to the District landscape maintenance position descriptions, advancement opportunities, salaries, benefits or other compensation are needed to attract and retain employees

RECOMMENDED ACTION

Staff seeks Board direction on the desired work culture and potentially a Board motion to proceed with securing a proposal from a human resources consulting firm for the completion of a classification and compensation study/report in an amount not to exceed \$20,000 and to begin the work immediately

BACKGROUND

Due to the manual labor nature of the job responsibilities and level of total compensation for our entry level and second level landscape maintenance worker positions, we have experienced a relatively high degree of employee turnover. Employees rarely stay with the district for a period of over two to three years which significantly increases our recruitment and training costs, not to mention lost efficiencies and impacts to other employees and service levels.

The current pandemic, related unemployment benefit increases and stimulus money, has caused a shortage of employees in general especially in entry level and manual labor positions. We are currently two full time employees short and recently lost our part time mechanic. Although recent advertisements for these open positions resulted in a small number of applications, those called for interview either did not respond or did not show up. This trend has been becoming increasingly troublesome for the past year. Following conversations over the last week and brainstorming on how to be able to keep up with work and service demands, it was determined that we need to move quickly with a two-step approach.

1. First our current entry level and 2nd level hourly wage is comparable to that of local retail stores and fast food restaurants which makes it difficult to attract applicants for our manual labor positions. I have authorized the advertisement for open positions using the hourly wage at our highest level for the position, step four. Our salary schedule for this year is included with this agenda item. We believe that this hourly wage is needed to attract applicants.

2. In the longer term we need to consider whether we are satisfied with randomly adjusting hourly rates paid and maintaining our current level of benefits even if it results in shorter employment tenure; or whether we seek to develop an employment model where we strive for attraction of solid candidates and significantly longer employee retention periods. Basically, the decision needs to be made whether these positions can be living wage for local workers, when you consider the total compensation value of wages, benefits, advancement opportunities, holidays, vacation and other factors.

Another possibility discussed at length over the last week has been the option of using contractors to fully replace our full time positions. There are advantages to this type of model as you would seek to secure a contract that provided a guaranteed competency, customer service, level of work, reliability and cost. However, to ask for this commitment, especially in today's labor market environment, will most certainly increase our operating expenses. It is also unclear whether there are any competent local contractors that would be able to make such a commitment to the district. From a legal perspective we are not allowed to direct the daily work efforts, work quality, methods and other aspects of the work as that could put us in a position of improperly classifying contractors when they should be employees of the district. In today's contracting environment, we basically have to set the end result expectation of the work, set some bookend parameters and perform quality control inspections on the end result. It has been determined by staff that contracting could be beneficial on some type of on call, as needed basis for specific maintenance work.

Public employment typically comes with it a stability in employment, living wage total compensation, retirement packages and some work flexibilities. Since the beginning of the district we have operated more as a landscape maintenance private business versus services provided by a public agency. It is unclear to management whether simple adjustments in salary will solve our turnover problems, and whether the employees we attract would stay longer with a different benefit and employment package overall. There are very qualified professional consultants that can evaluate our job descriptions and responsibilities, our labor market and similar agencies to which we compare from an employment responsibility perspective; and can determine if offering a living wage in terms of total compensation would likely result in long term employees. This classification and compensation evaluation will at minimum identify the total compensation package offered by competitor local public agencies, such as city/park and recreation/mosquito control, park maintenance workers and pesticide applicators.

Since its formation in 1995, the district has not completed a formal classification and competition study. Not that it is absolutely necessary with our small size, but through the process we can ensure that we are structured to be an efficient and attractive employer in the labor market, and have the data to make informed decisions. At this time, we seek input and direction from the board.

COPPER VALLEY COMMUNITY SERVICES DISTRICT
FY 2021/22 EMPLOYEE CLASSIFICATION & SALARY SCHEDULE

<u>Employee Classification</u>	2020-21	2021-22		(Step 1)	(Step 2)	(Step 3)	(Step 4)
General Manager	1	1	(A)	\$70,350			
Maintenance Manager	1	1	(A)	\$80,638	\$84,670	\$88,903	\$93,348
Maintenance Supervisor	1	1	(A)	\$57,597	\$60,477	\$63,501	\$66,676
Landscape Maint. II	2	2	(H)	\$18.21	\$19.12	\$20.08	\$21.08
Landscape Maint. I	3	3	(H)	\$17.37	\$18.24	\$19.15	\$20.11
(1) Part-Time Maint. I	0	0	(H) (PT)	\$16.66	n/a	n/a	n/a
Office Manager	1	1	(PT)	\$35.90	\$37.70	\$39.59	\$41.56

(A)=Annual Salary (H)=Hourly (PT) - Part time

* Cost of Living Adjustment (COLA) 1.80%

Other

(2) Directors (Elected) 5 5 \$100 per Board Meeting Attended

(1) The Part-Time Maintenance I position is filled only when necessary to provide an adequate level of service during times when full time positions are vacant.

(2) Saddle Creek CSD meets on the third Tuesday of each month. Directors receive a stipend of \$100 for attending the meeting. Directors who miss a meeting are not compensated. The annual stipend for a director who attends all CSD meetings is \$1,200. Paid in December.

BENEFITS

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

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

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

Hourly Employee Vacation and Sick Leave benefits are accrued at the end of each month at a rate of \$6.67 to a maximum of 120 hours, and \$5.87 to a maximum of 60 hours, respectively.

Part time Employee Sick Leave Benefits are accrued at a rate of 1 hour per 30 hours worked. No vacation pay is accrued for employees classified as part time.

Full time employees receive 7 paid Holidays per year.