

## **BOARD MEETING AGENDA SUBMITTAL**

TO: CVCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: July 18, 2023

SUBJECT: 8(a) General Manager's Report

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

## 2023-24 Adopted BUDGET

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

#### **Expenses**

#### Services & Supplies Administrative Expenses

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

#### **Common Areas**

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

## 2023-24 Adopted BUDGET

	Adopted 2022/23 Budget	Projected Actuals 6-30-2023	Adopted 2023/24 BUDGET	
OE22 Mosquito Abatement Expense				
OE22-1 Mosquito Control Products	20,000	18,756	19,700	
OE22-2 Mosquito Abatement Monitor/Test	5,100	4,312	4,500	
OE22-3 Mosquito Abate Vehicles Gas/Oil	15,000	13,100	13,800	
OE22-4 Mosquito Abatement Equip Maint	16,000	14,737	15,500	
Total OE22 Mosquito Abatement Expense	56,100	\$ 50,905	\$ 53,500	
Total OE17 Streets	\$ 12,800	\$ 15,144	\$ 15,900	
Total Services & Supplies	\$ 418,900	\$ 415,155	\$ 435,900	
Total del vices & Supplies	ψ +10,300	ψ 410,100	Ψ +33,300	
PE Personnel Expense				
PE01 Workers' Compensation Insurance	11,400	12,732	12,700	
PE02 Health Insurance	89,600	92,245	114,500	
PE03 Payroll Taxes	39,800	42,358	46,300	
Retirement	09,000	42,000	6,000	
PE04 Processing Fees	1,900	1,678	1,800	
PE05 Directors' Stipend	6,000	6,000	6,000	
PE06 Employee Wages	497,800	531,494	578,300	
Total Salaries & Benefits	\$ 646,500	\$ 686,507	\$ 765,600	
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Equipment Replacement				
CO04 Shop/Grounds Equipment	0	56,738	5,000	
Concrete Grinder	7,200	0	0,000	
Turfco Blower	12,000	0	0	
Cart Replacements	53,000	0	0	
Water Truck Transmission	0	0	7,700	
New Turf Mower	0	0	37,000	
Total Equipment Replacement	\$ 72,200	\$ 56,738	\$ 49,700	
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Capital Projects				
OE53-2 Landscape Improvements	16,000	2,243	0	
OE53-1 Landscape Design/Survey	0	45,294	0	
Total Landscape Project	\$ 16,000	\$ 47,537	\$ -	
OE51-4 Road Improvements	20,000	1,000	100,000	
OE51-1 Road Project Design & Constr Mgmt	0	0	0	
General Engineering	15,000	2,000	15,000	
Sidewalk Replacement	20,000	1,500	150,000	
Security Upgrades	20,000	10,200	1,000	
Gate Controller Replacement and Security Upgrade	0	0	34,200	
OE54-3 Office Building Renovation	0	854	0	
Total Road Improvement Project	\$ 75,000	\$ 15,554	\$ 300,200	
Total Capital Projects		\$ 63,091	\$ 300,200	
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## 2023-24 Adopted BUDGET

Adopted 2022/23 Budget	Projected Actuals 6-30-2023	Adopted 2023/24 BUDGET	
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12,616	12,616	12,616	
81,722	81,722	81,722	
115,160	115,160	115,160	
\$ 209,498	\$ 209,497	\$ 209,498	
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	2022/23 Budget  12,616 81,722 115,160 \$ 209,498	2022/23 Budget  Projected Actuals 6-30-2023  12,616 12,616 12,616 81,722 115,160 115,160	

# COPPER VALLEY COMMUNITY SERVICES DISTRICT FY 2023/24 EMPLOYEE CLASSIFICATION & SALARY SCHEDULE

Employee Classification	2022-23	2023-24		(Step 1)	(Step 2)	(Step 3)	(Step 4)
Conoral Managar	1	1	(4)	\$79,792			
General Manager			(A)	. ,			
Maintenance Manager	1	1	(A)	\$90,087	\$94,591	\$99,321	\$104,287
Maintenance Supervisor	1	1	(A)	\$72,330	\$75,946	\$79,743	\$83,731
_andscape Maint. II	1	0	(H)	\$27.31	\$28.67	\$30.10	\$31.61
_andscape Maint. I	3	4	(H)	\$22.47	\$23.59	\$24.77	\$26.01
Office Manager	1	1	(PT)	\$40.10	\$42.11	\$44.21	\$46.42

#### Other

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

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

#### **BENEFITS**

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

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

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

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

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

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

<sup>\*</sup> Source:US Bureau of Labor Statistics - 12 month Percentage Change-CPI-Urban Wage EarnersFeb. 2023



## CIVIL ENGINEERING & LAND SURVEYING

915 17th Street · Modesto, CA 95354 · 209.548.9300

July 10, 2023

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

Re: July Task Order Status

Dear Mr. Kampa,

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

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

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

Sincerely,

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