



## **BOARD MEETING AGENDA SUBMITTAL**

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

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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**

	<b>Adopted 2022/23 Budget</b>	<i>Projected Actuals 6-30-2023</i>	<b>Adopted 2023/24 BUDGET</b>
<b>Income</b>			
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
<b>TOTAL INCOME</b>	<b>\$ 1,444,562</b>	<b>\$ 1,452,429</b>	<b>\$ 1,554,873</b>

**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
<b>Total Administrative Expenses</b>	<b>\$ 244,000</b>	<b>\$ 239,650</b>	<b>\$ 251,600</b>

**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
<b>Total Common Areas</b>	<b>106,000</b>	<b>109,456</b>	<b>114,900</b>

**2023-24 Adopted BUDGET**

	<b>Adopted 2022/23 Budget</b>	<i>Projected Actuals 6-30-2023</i>	<b>Adopted 2023/24 BUDGET</b>
<b>OE22 Mosquito Abatement Expense</b>			
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
<b>Total OE22 Mosquito Abatement Expense</b>	<b>56,100</b>	<b>\$ 50,905</b>	<b>\$ 53,500</b>
<b>Total OE17 Streets</b>	<b>\$ 12,800</b>	<b>\$ 15,144</b>	<b>\$ 15,900</b>
<b>Total Services &amp; Supplies</b>	<b>\$ 418,900</b>	<b>\$ 415,155</b>	<b>\$ 435,900</b>

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

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

<b>Capital Projects</b>			
OE53-2 Landscape Improvements	16,000	2,243	0
OE53-1 Landscape Design/Survey	0	45,294	0
<b>Total Landscape Project</b>	<b>\$ 16,000</b>	<b>\$ 47,537</b>	<b>\$ -</b>
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
<b>Total Road Improvement Project</b>	<b>\$ 75,000</b>	<b>\$ 15,554</b>	<b>\$ 300,200</b>
<b>Total Capital Projects</b>	<b>\$ 91,000</b>	<b>\$ 63,091</b>	<b>\$ 300,200</b>

**2023-24 Adopted BUDGET**

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

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

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

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

<b>Excess of revenues over expenditures</b>	<b>\$ 272,880</b>	<b>\$ 21,441</b>	<b>\$ (0)</b>
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<b>Appropriations Limit</b>	<b>1,749,716</b>
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## CIVIL ENGINEERING & LAND SURVEYING

915 17th Street • Modesto, CA 95354 • 209.548.9300

July 10, 2023

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

Re: July Task Order Status

Dear Mr. Kampa,

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

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