

COPPER VALLEY COMMUNITY SERVICES DISTRICT
2021-2022 Proposed BUDGET WORKSHEET

6/11/2021

Income

	2020/21 Budget	Projected Actuals 6-30-2021
IN01 Assessments	1,334,703	1,334,703
IN05 Interest Income	2,600	1,027
IN06 Interest - County		188
IN07 Rebates Received	2,000	2,251
IN30 Expense Reimbursement Revenue	700	4,668
IN41 Gate Opener Income	1,500	1,133
IN59 Other Misc. Revenue	4,800	4,067
Services		0
TOTAL INCOME	1,346,303	1,348,036

Proposed 2021/22 BUDGET	Proposed Change	Budget Notes
1,361,400	26,697	2% Cost of Living Increase in Special Tax
1,100	(1,500)	LAIF interest earned based on projected FYE
200	200	
2,000	0	SDRMA insurance safety and liability rebates
1,000	300	
1,200	(300)	
4,300	(500)	
0	0	
\$ 1,371,200	24,897	

Expenses

Services & Supplies

Administrative Expenses

OE01 Audit Expense	8500	8500
OE02 Finance Expenses	600	653
OE02-1 Financial Assessment (NBS)	6000	0
OE03 Advertising	500	1852
OE04 Legal Expenses	5600	5500
OE41 HR Consultant	8600	3267
OE06 Insurance (Prop Loss & Liab)	15400	15400
OE07 Miscellaneous/Contingency	4700	457
OE08 Professional Development	9400	7685
OE09 Dues, Certs, Bonds & Subscriptions	7200	5400
OE10 Uniform Expense	5400	9381
OE11 Electric Power/Water/Sewer	33100	65000
OE12 Telephone & Internet	5900	6611
OE14 Office Supplies/Postage	8500	8397
OE14-1 Cleaning Service	0	5220
OE15 Office Equipment Repair/Replace	3400	10172
OE15-1 Office Equipment Lease	4000	2195
OE26 County Fees/LAFCO	7400	6004
OE29 Accounting Services	23200	25699

8,900	400	5% increase in consultant expense expected
700	100	
6,000	0	Special tax levy calculation, update tax rolls, field public calls re tax
1,900	1,400	Job ads, public hearing notices
7,000	1,400	Additional research on easement responsibilities and final agreement
2,500	(6,100)	CPS HR membership vs. monthly fee
16,200	800	Estimate 5% increase from SDRMA
5,000	300	Consulting for CV Properties final agreement
8,100	(1,300)	Staff training
5,400	(1,800)	CSDA, MVCAC memberships, Applicator certs
6,000	600	Hats, shirts and boot reimbursements
68,300	35,200	Includes water bills from Interim Operating Agreement with CV Partners
6,900	1,000	
8,800	300	
0	0	Cleaning for safety during COVID, ended
10,700	7,300	
2,300	(1,700)	Reduce budget in line with projected actual
7,400	0	
27,000	3,800	Additional tasks related to audit assistance and prep, draft budget preparation

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	2020/21 Budget	Projected Actuals 6-30-2021	Proposed 2021/22 BUDGET	Proposed Change	Budget Notes
OE30 Reimbursable Maintenance Exp	1635	0	1,000	(635)	Potential landscape maintenance work for CV
Total Administrative Expenses	\$ 159,035	\$ 187,393	\$ 200,100	41,065	
Common Areas					
OE16 Gate Maint/Repair/Staff/Openers	21,000	21,491	20,000	(1,000)	
OE16-1 Gate Improvements (RFID)	10,000	18,637	2,000	(8,000)	Project complete
OE18 Landscape Supplies & Repairs	43,800	48,200	43,000	(800)	Purchased inventory in 2020/21
OE18-3 Landscape Equip Gas & Oil	12,400	8,457	9,500	(2,900)	Reduce budget in line with projected actual
OE18-4 Landscape Equipment Repair & Replacement	29,800	33,800	29,800	-	Tractor repairs done in 2020/21
Total Common Areas	148,500	130,585	\$ 104,300	(44,200)	
OE22 Mosquito Abatement Expense					
OE22-1 Mosquito Control Products	24,800	22,000	20,000	(4,800)	Product in inventory
OE22-2 Mosquito Abatement Monitor/Test	3,400	4,097	4,300	900	Expect 5% increase
OE22-3 Mosquito Abate Vehicles Gas/Oil	22,500	12,165	15,000	(7,500)	Reduce budget in line with projected actual
OE22-4 Mosquito Abatement Equip Maint	13,800	13,380	14,000	200	Expect 5% increase in service/supplies cost
Total OE22 Mosquito Abatement Expense	64,500	51,643	\$ 53,300	(11,200)	
Total OE17 Streets	\$ 41,800	\$ 28,335	\$ 29,800	(12,000)	Sidewalk Replacement moved to capital projects
Total Services & Supplies	\$ 413,835	\$ 397,956	\$ 387,500	(26,335)	
PE Personnel Expense					
PE01 Workers' Compensation Insurance	17,745	18,211	12,800	(4,945)	Based on SDRMA quote and invoice, reduced x mod
PE02 Health Insurance	78,400	65,176	86,700	8,300	Estimate 5% premium inc and fully staffed
PE03 Payroll Taxes	33,900	32,667	37,100	3,200	8% of projected wages
PE04 Processing Fees	1,800	2,051	2,200	400	Actual plus 5% expense increase
PE05 Directors' Stipend	6,000	5,900	6,000	-	Based on actual expenses
PE06 Employee Wages	423,900	450,479	463,600	39,700	1.8% Cost of Living for all positions except GM, merit salary increases for high performing employees
Total Salaries & Benefits	561,745	574,483	\$ 608,400	46,655	

COPPER VALLEY COMMUNITY SERVICES DISTRICT
2021-2022 Proposed BUDGET WORKSHEET

6/11/2021

	2020/21 Budget	Projected Actuals 6-30-2021	Proposed 2021/22 BUDGET	Proposed Change	Budget Notes
Equipment Purchase/Replacement					
CO04 Shop/Grounds Equipment	87,000	66,312	5,000	(82,000)	Vehicle and carts purchased in 2020/21, none in 2021/22
Spray Trailer for Turf and Fescue			6,100	6,100	New capacity and capability to improve efficiency
Total Equipment Purchase/Replacement	87,000	66,312	11,100	(75,900)	
Capital Projects					
OE51-4 Road Improvements	1,300,000.00	1,092,472.00	0	(1,300,000)	Project completed in 2020/21
OE 54-1 Office Building Paint	0.00	10,437.00	0	-	Project completed in 2020/21
OE54-2 Office Building Siding and Trim	0.00	171.00	0	-	
Sidewalk Replacement			19,875	19,875	1500 LF of replacement
Mosquito Abatement Equipment Cargo Container (Install)	0.00	0.00	9,800	9,800	New storage for efficiency, safety and security
Total Road Improvement Project	\$ 1,300,000	\$ 1,092,472	\$ -	(1,300,000)	
Total Capital Projects	\$ 1,300,000	\$ 1,092,472	\$ 29,675	(1,270,325)	
Debt Service					
OE20 John Deere Financing	27,308	16,029	0	(27,308)	Paid off 05/2021
OE21 John Deere Financing		12,616	12,616	12,616	Loan payments Per amortization schedule
OE20-04 Phase 1 Road Improvements	81,722	81,722	81,722	(0)	Loan payments Per amortization schedule
OE20-05 Phase 2 Road Improvements	115,160	115,160	115,160	(0)	Loan payments Per amortization schedule
Total Debt Service	224,190	225,526	\$ 209,498	(14,692)	
TOTAL EXPENDITURES	\$ 2,586,770	\$ 2,356,748	\$ 1,246,173	(1,340,597)	
Other Financing Sources/(Uses)					
Equipment Replacement Reserve	\$ (46,550)	\$ (46,550)	\$ (30,650)	15,900	Designated \$46,550 reserve as adopted, less Cargo and Spray Trailer costs
Infrastructure Reserve			\$ (65,000)	65,000	Proposed designated reserve from original Measure A budget
Road Improvement Reserve			\$ (15,463)	15,463	Proposed designated reserve from original Measure A budget
Road Loan Proceeds (Received 5/4/20)	\$ 1,382,648	\$ 1,382,648			(\$212,345) minus road debt service total
Total Other Financing Sources/(Uses)	\$ 1,336,098	\$ 1,336,098	\$ (111,113)	96,363	Funding new reserves for first time
Excess of revenues over expenditures	\$ 95,631	\$ 327,386	\$ 13,914	\$ (1,269,131)	

COPPER VALLEY COMMUNITY SERVICES DISTRICT
2021-2022 Proposed Capital Equipment and Improvement Schedule

Equipment Purchase/Replacement	2020/21 Budget	Projected Actuals 6-30-2021	Proposed 2021/22 BUDGET	Proposed 2022/23 BUDGET	Estimated 2023/24 BUDGET	Estimated 2024/25 BUDGET	Estimated 2025/26 BUDGET
Shop/Grounds Equipment	87,000	66,312	5,000	5,000	5,000	5,000	5,000
Spray Trailer for Turf and Fescue			6,100	0	0	0	0
(New) Tow Behind Blow Trailer			0	11,500	0	0	0
Maintenance Cart Replacements			0	35,000	18,000	0	18,000
Vehicle Replacements			0	0	35,000	0	0
Aerifier Replacement			0	12,500	0	0	0
Subtotal Equipment Purchase/Replacement	\$ 87,000	\$ 66,312	\$ 11,100	\$ 64,000	\$ 58,000	\$ 5,000	\$ 23,000

Capital Projects

Road Improvements	1,300,000	1,092,472	0	0	200,000	0	0
Road Project Design & Constr Mgmt	0	0	0	0	50,000	0	20,000
Office Building Paint	0	10,437	0	0	0	0	0
Office Building Siding and Trim	0	171	0	0	0	0	0
Mosquito Abatement Equipment Cargo Container (Install)	0	0	9,800	0	0	0	0
Sidewalk Replacement	0	0	19,875	19,875	0	0	0
Split Rail Fence Replacement	0	0	0	30,000	0	0	0
Post Lift Installation (Vehicle Maintenance)	0	0	0	4,500	0	0	0
Subtotal Capital Projects	1,300,000	1,103,080	29,675	\$ 54,375	\$ 250,000	\$ -	\$ 20,000.00

Total Equipment and Capital Projects	\$ 1,387,000	\$ 1,169,392	\$ 40,775	\$ 118,375	\$ 308,000	\$ 5,000	\$ 43,000
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Total Expenditures (Including Projects and Equipment)			\$ 1,246,173	\$ 1,359,935	\$ 1,586,806	\$ 1,322,170	\$ 1,399,686
Reserve Setaside			\$ 111,113	\$ 79,513	\$ 74,013	\$ 127,013	\$ 104,013
Grand Total Expenditures With Reserves Setaside			\$ 1,357,286	\$ 1,439,448	\$ 1,660,819	\$ 1,449,183	\$ 1,503,699
Excess of Revenue Over Grand Total Expenditures			\$ 13,914	\$ (33,968)	\$ (220,202)	\$ 27,449	\$ 9,850

Fiscal Year Ending Cash Estimate		\$ 1,157,491	\$ 1,171,405	\$ 1,137,438	\$ 917,236	\$ 944,685	\$ 954,534
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COPPER VALLEY COMMUNITY SERVICES DISTRICT
2021-2022 Proposed Equipment and Capital Project Descriptions

Equipment Purchases

Purpose

Shop/Grounds Equipment

Funding for the purchase of fixed asset tools and equipment used in maintenance activities, costing over \$2,500 up to \$5,000. The intent of this funding is to improve technology, efficiency, safety and customer service. Typically these items may be proprietary or not efficient for competitive bidding and may be sole source purchased.

Spray Trailer for Turf and Fescue

Purchase of a new trailer to be towed behind maintenance carts or vehicles to allow for safe and efficient application of pesticides and herbicides. Competitive pricing among available vendors will be used if possible.

(New) Tow Behind Blow Trailer

Purchase of a new trailer mounted (leaf) blower to be towed behind maintenance carts or vehicles to allow for faster, safer and more efficient street cleaning. Competitive pricing among available vendors will be used if such are available.

Maintenance Cart Replacements

Maintenance Carts are budgeted (within the Equipment Replacement Reserve) for replacement at between 5 and 7 years to reduce costs related to vehicle maintenance and improve reliability. Carts are typically sole source purchased as the number of local vendors is limited for the type of cart desired. Carts purchased from different manufacturers results in increased and varied maintenance supplies and methods, which can increase cost.

Vehicle Replacements

Vehicles are budgeted for replacement at between 5 and 7 years to reduce costs related to vehicle maintenance and improve reliability and safety

Aerifier Replacement

This equipment is used in turf maintenance and is beyond its useful life. Competitive quotes or bids will be received if multiple vendors are available

Capital Projects

Purpose

Road Improvements

Road improvements are completed based on maintenance and improvement plans; with a frequency to maintain the roads in good to very good condition at all times. Road improvement construction plans and specifications are designed by an independent civil engineer hired by the District. Projects of over \$200,000 are publicly bid through regional plan centers and builders exchanges. Construction contracts are awarded to the lowest responsible bidder per state law. Projects costing up to \$60,000 can be completed by District purchase order under a small contract, and competitive pricing is secured prior to contract award. Projects of between \$60,000 and \$200,000 can be completed using the informal bidding process as detailed in the Uniform Construction Cost Accounting Act.

Road Project Design & Constr Mgmt

This budget item is included for costs associated with advance engineering, planning, CEQA, Design, bidding and construction management can be separated out from construction contracting costs, as in many cases these expenses occur in advance of project construction as well as during.

COPPER VALLEY COMMUNITY SERVICES DISTRICT
2021-2022 Proposed Equipment and Capital Project Descriptions

Mosquito Abatement Equipment Cargo Container (Install)

This item is the purchase and installation of a cargo container to separately house equipment and supplies which may be considered hazardous materials. The project increases employee safety and provides equipment storage security.

Sidewalk Replacement

This project involves the completion of a sidewalk condition assessment report for the entire community and replacement prioritization, as well as the engineering design, preparation of informal bid documents for the replacement of up to 1500 lineal feet of failed sidewalk considered the highest priority. Cost is calculated based on the recently accepted infrastructure reserve study completed by Willdan, and includes engineering and contingency. It may be most cost effective to complete the engineering for two fiscal year's of work (3000 Lineal feet) and we may receive better bids to complete the two years' work in a single fiscal year. The decision to design and construct together or separately will be made by the Board at a future date. Construction work will be competitively bid using the informal bidding process.

Split Rail Fence Replacement

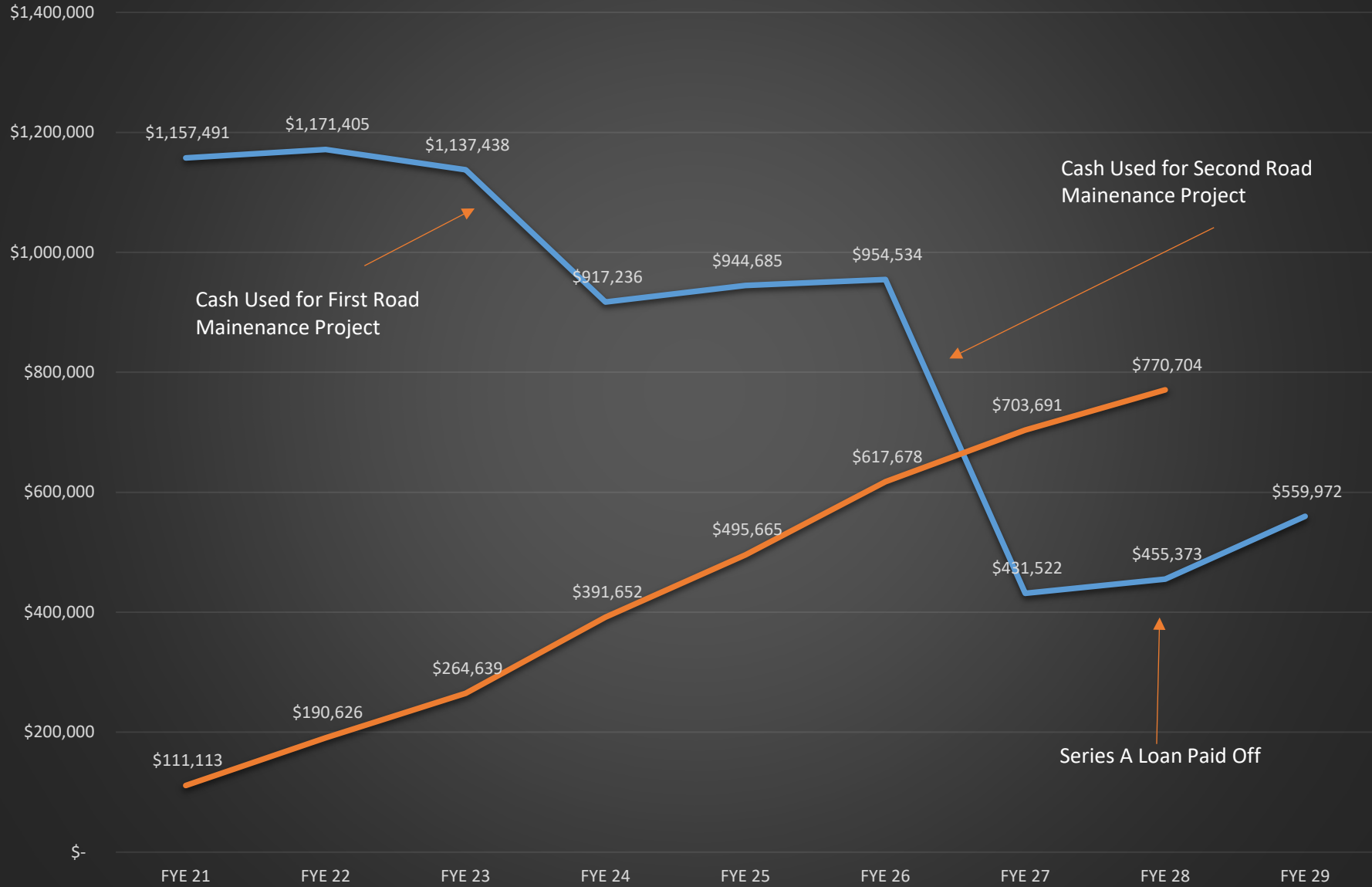
The District owns a significant length of split rail fence extending from the community entrance along Saddle Creek Drive. This fencing was originally installed around 1995 and is nearly completely deteriorated. This project involves the removal and replacement of the split rail fence with new materials. Cost estimates for the work were developed using online resources. This project will be completed using the informal bidding process, with the contract awarded to the lowest bidder.

Post Lift Installation (Vehicle Maintenance)

This project involves the purchase and installation of a hydraulic lift system to be installed in the vehicle maintenance bay and used for ongoing routine vehicle maintenance. This equipment will allow vehicles to be raised for more efficient, thorough and safer maintenance. The lift will reduce the need to transport the carts to a maintenance shop, thereby reducing costs.

Estimated Fiscal Year End Cash

Fund Balance (Cash) Equipment, Road and Infrastructure Reserve



**COPPER VALLEY CSD
2021/22**

**BUDGET SUPPORTING
ATTACHMENTS**

To: Copper Valley Community Services District Board of Directors
From: Christine Drazil, NBS
Date: June 4, 2021
Re: Copper Valley CSD – Measure A Fiscal Year 2021-22 Special Taxes

As the Measure A special tax was approved following votes being tallied from the May 2, 2017 special all-mail ballot election, special taxes will be levied at the following rates in Fiscal Year 2021-22:

Land Use Category	Fiscal Year 2021-22 Special Tax Rate
Residential Lot	\$1,914.47 per Residential Lot
Large Lot Undeveloped Property	\$809.38 per Acre or Portion Thereof
Sports Club Property	\$719.45 per Acre or Portion Thereof
Golf Course Property	\$71,790.25 per Parcel

The special taxes will be levied at the maximum Fiscal Year 2021-22 special tax rates. The maximum special tax rates listed above are adjusted annually by the greater of the annual change in the Consumer Price Index published by the U.S. Bureau of Labor Statistics for All Urban Consumers in the San Francisco-Oakland-Hayward Area, as measured as of the month of December in the calendar year which ends in the previous fiscal year, or two percent (2%). In Fiscal Year 2021-22, maximum special tax rates were increased by 2.00%, based upon the change in the Consumer Price Index.

Applying the Fiscal Year 2021-22 special tax rates to the parcels that currently exist in the District, the estimated Fiscal Year 2021-22 special tax revenues are detailed below for each land use category.

Land Use Category	Fiscal Year 2021/22 Special Tax Revenue
Residential Lot	\$1,072,103.20
Large Lot Undeveloped Property	215,238.42
Sports Club Property	2,266.27
Golf Course Property	71,790.25
Common Area / Roads	0.00
Total:	\$1,361,398.14

The Fiscal Year 2021-22 Measure A special tax levy information is expected to be submitted to the Calaveras County Auditor Controller's Office prior to the levy submittal deadline of August 10, 2021. Once the County has confirmed that the special taxes have been placed on the Fiscal Year 2021-22 roll, NBS will provide an update to the Copper Valley CSD accordingly.

EXHIBIT B

SERIES A INSTALLMENT PAYMENT SCHEDULE

1. The principal amount of Series A Installment Payments to be made by the District hereunder is \$592,352.05.

2. The Series A Installment Payments of principal and interest (which such interest assumes that the Series B Installments Payments remaining bank qualified and tax-exempt and that no Default Rate is in place as set forth in the Installment Purchase Agreement) are payable in the amounts and on the Installment Payment Dates as follows:

PMT #	Due Date	Installment Payment	To Principal	To Interest
1	11/04/20	\$40,860.80	\$33,841.43	7,019.37
2	05/04/21	40,860.80	34,242.45	6,618.35
3	11/04/21	40,860.80	34,648.22	6,212.58
4	05/04/22	40,860.80	35,058.80	5,802.00
5	11/04/22	40,860.80	35,474.25	5,386.55
6	05/04/23	40,860.80	35,894.62	4,966.18
7	11/04/23	40,860.80	36,319.97	4,540.83
8	05/04/24	40,860.80	36,750.36	4,110.44
9	11/04/24	40,860.80	37,185.85	3,674.95
10	05/04/25	40,860.80	37,626.51	3,234.29
11	11/04/25	40,860.80	38,072.38	2,788.42
12	05/04/26	40,860.80	38,523.54	2,337.26
13	11/04/26	40,860.80	38,980.04	1,880.76
14	05/04/27	40,860.80	39,441.96	1,418.84
15	11/04/27	40,860.80	39,909.34	951.46
16	05/04/28	40,860.80	40,382.33	478.47
TOTALS:		<u>\$653,772.80</u>	<u>\$592,352.05</u>	<u>\$61,420.75</u>

SERIES B INSTALLMENT PAYMENT SCHEDULE

1. The principal amount of Series B Installment Payments to be made by the District hereunder is \$1,407,647.95.

2. The Series B Installment Payments of principal and interest (which such interest assumes that the Series B Installments Payments remaining bank qualified and tax-exempt and that no Default Rate is in place as set forth in the Installment Purchase Agreement) are payable in the amounts and on the Installment Payment Dates as follows :

PMT #	Due Date	Installment Payment	To Principal	To Interest
1	11/04/20	\$57,579.99	\$38,224.83	19,355.16
2	05/04/21	57,579.99	38,750.42	18,829.57
3	11/04/21	57,579.99	39,283.24	18,296.75
4	05/04/22	57,579.99	39,823.38	17,756.61
5	11/04/22	57,579.99	40,370.96	17,209.03
6	05/04/23	57,579.99	40,926.06	16,653.93
7	11/04/23	57,579.99	41,488.79	16,091.20
8	05/04/24	57,579.99	42,059.26	15,520.73
9	11/04/24	57,579.99	42,637.58	14,942.41
10	05/04/25	57,579.99	43,223.84	14,356.15
11	11/04/25	57,579.99	43,818.17	13,761.82
12	05/04/26	57,579.99	44,420.67	13,159.32
13	11/04/26	57,579.99	45,031.45	12,548.54
14	05/04/27	57,579.99	45,650.64	11,929.35
15	11/04/27	57,579.99	46,278.33	11,301.66
16	05/04/28	57,579.99	46,914.66	10,665.33
17	11/04/28	57,579.99	47,559.74	10,020.25
18	05/04/29	57,579.99	48,213.68	9,366.31
19	11/04/29	57,579.99	48,876.62	8,703.37
20	05/04/30	57,579.99	49,548.68	8,031.31
21	11/04/30	57,579.99	50,229.97	7,350.02
22	05/04/31	57,579.99	50,920.63	6,659.36
23	11/04/31	57,579.99	51,620.79	5,959.20
24	05/04/32	57,579.99	52,330.58	5,249.41
25	11/04/32	57,579.99	53,050.12	4,529.87
26	05/04/33	57,579.99	53,779.56	3,800.43
27	11/04/33	57,579.99	54,519.03	3,060.96
28	05/04/34	57,579.99	55,268.67	2,311.32
29	11/04/34	57,579.99	56,028.61	1,551.38
30	05/04/35	57,579.99	56,798.99	781.00

TOTALS: \$1,727,399.70 \$1,407,647.95 \$319,751.75