



COPPER VALLEY COMMUNITY SERVICES DISTRICT

Physical-1000 Saddle Creek Drive
Copperopolis, CA 95228
Mailing-PO Box 5158, Sonora CA 95370
(209) 785-0100 – coppervalleycsd.org

DIRECTORS

Roger Golden, President
Bob Vezina, Vice President
Kenneth Albertson
Rebecca Coleman
Darlene DeBaldo

BOARD OF DIRECTORS REGULAR MEETING AGENDA

APRIL 16, 2024, 2:00 PM

LOCATION: COPPER VALLEY SPORTS CENTER

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 March 19 2024.
 - b) Approval of the minutes from the Regular Board Meeting held March 16, 2024.

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) Presentation by Larry Bain, CPA of the Audited Financial Statements for the 2021/22Fiscal Year
 - b) Public Hearing for Ordinance 2024-01; Privacy Gate Rules- Administrative Regulations
 - a) Update on Sidewalk Rehabilitation 23-003 project
 - b) Neighborhood watch discussion

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 District Clerk at (209) 272-0957. Advance notification will enable the District to make reasonable arrangements to insure accessibility.



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors

FROM: Peter Kampa, General Manager

DATE: April 16, 2024

SUBJECT: Item 7a) Presentation by Larry Bain, CPA of the Audited financial Statements for the 2022/23 Fiscal Year

RECOMMENDED ACTION:

I move to accept and file the 2022/23 fiscal year Audited Financial Statements, Auditor's Required Communications Report and Waive the Need for the Management Discussion and Analysis.

BACKGROUND:

California law requires that the District hire a qualified independent auditing firm to perform an annual audit to review our financial statements to ensure that they are prepared in accordance with Generally Accepted Accounting Principles and various government auditing standards. As the Board cannot possibly be heavily involved in, and fully understanding of the daily financial affairs of the District, the Board hires a Manager and authorizes other staff or consultant positions to handle the routine financial matters. The Board adopts policies to guide how budgets are developed, and how money is spent, accounted for and the results reported to the Board. The auditor, working with management and on behalf of the Board will also test portions of the financial transactions to determine compliance with current Board policy. Larry Bain, CPA was engaged to conduct the audit for the 2022/23 fiscal year. The final draft audit was sent out and is attached for your review and acceptance. Mr. Bain will be in attendance to discuss the audit and answer questions from the Board and public during this meeting. One of the primary duties of the Board is their fiduciary responsibility with regard to District finances. The Board must establish policies and ensure that the procedures and practices of District management provide the highest level of protection of public funds, and that these funds are invested in appropriate activities and means to achieve the level of service desired by the community, through this Board. The only way for the Board to confirm that this is occurring is to receive accurate and timely financial reporting. As stated in the audit report, the auditor is not engaged to find every potential flaw in our financial system, but is required to report publicly to the Board if there are material weaknesses or breaches in our financial systems where policy was not followed, or methods were discovered where a substantial risk of fraud, embezzlement or other financial crimes could occur without immediate notice by management and/or the Board. The auditor will also make findings and recommendations for

changes to our financial systems if they feel that material weaknesses could occur, or if there are actions that put the District at financial risk.



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors
FROM: Peter Kampa, General Manager
DATE: April 16, 2024
SUBJECT: Item 7b) Public Hearing for Ordinance 2024-01; Privacy Gate Rules-
Administrative Regulations

RECOMMENDED ACTION:

I move to adopt Ordinance 2024-01; Privacy Gate Rules - Administrative Regulations Section 2024-1

BACKGROUND:

The District adopted administrative regulations related to operation of the entry gate, when it was first formed in 2003. The regulations were recently amended to reflect the changes in the entry gate to RFID. Additional changes are necessary to reflect the new gate operating system and procedures related to the gate app, as well as clarification of who can access through the gate and what days are restricted. A revised regulation is attached

Privacy Gate Rules

ADMINISTRATIVE REGULATIONS SECTION 2024-1

EFFECTIVE DATE: OCTOBER 11, 2003; REVISED FEBRUARY 20, 2024

A. DESCRIPTION OF FACILITY

- COPPER VALLEY is an upscale planned development of single-family homes and rental bungalows located on the western side of Calaveras County. A primary focal point of the community is the semi-private championship golf course that can be viewed throughout the development. Other privately owned on-site facilities include a golf club house, fitness center and restaurant facility.
- Established August 19, 1995, by LAFCO Resolution No. 95-03, SADDLE CREEK COMMUNITY SERVICES DISTRICT (SCCSD) is the agency responsible for local governance of SADDLE CREEK. The District is served by a five-member Board of Directors elected for four (4) year terms by majority vote of the registered voters within the District. (SADDLE CREEK IS NOW COPPER VALLEY)
- The Board of Directors are vested with the authority to enact Ordinances (Laws), policies and procedures considered necessary to insure the safety and welfare of District residents and guests and to provide for the operational concerns of the District. Ordinances, policies and practices established by the District are subject to the same considerations and have the same force and effect as laws, policies and procedures enacted by other governmental agencies; cities, counties, state or federal.

B. PURPOSE OF REGULATIONS

- The purpose of these regulations is to minimize problems and confusion through the establishment of specific written guidelines governing access into CVCS District Residents, property owners and other interested parties are encouraged to contact the CVCS District's main office at 209-785-0100 if they have questions or comments on any or all parts of the regulations.

C. EMERGENCY SERVICE PROVIDER(S)

- Privacy Officers are contract employees who serve under the exclusive direction of CVCS District. Their purpose is to insure the privacy of COPPER VALLEY residents and visitors through the monitoring/control of access through the Main Gate. Additionally they provide information, directions and assistance to residents and visitors when appropriate.
- Privacy Officers are not permitted to leave their post at the Main Gate unless specifically instructed to do so by the CVCS District representative.
- Privacy Officers do not have Police Authority nor are they Security Officers. In the event they observe or are advised of an emergency situation their response will be to contact the responsible Emergency Provider; Sheriff, Fire Department, Ambulance, etc.

The following agencies are responsible for providing emergency services to COPPER VALLEY and should be contacted directly when an emergency situation arises:

1. Police Services Calaveras County Sheriff Non-Emergency No. 209.754.6500
2. Fire Services Copperopolis Fire Protection District Non-Emergency No. 209.785.2393

Note: FOR ALL POLICE, FIRE AND MEDICAL EMERGENCIES CALL 911

D. ESTABLISHMENT OF ADMINISTRATIVE REGULATIONS FOR ACCESS TO ROADWAYS UNDER THE CONTROL OF COPPER VALLEY COMMUNITY SERVICES DISTRICT

- As permitted under authority of Government Code § 61105(g) and CVCSO Ordinance 2024-02, the following Administrative Regulations for control of vehicle access onto roadways under the exclusive control of CVCSO.
- The purpose of this restricted/controlled access is to provide residents, owners and visitors with the highest degree of privacy and tranquility possible.

DI. ESTABLISHMENT OF ENTRY AND EXIT LOCATIONS

- Main Access: The established access point for residents, property owners, visitors, and on-site business employees is the Main Gate located just off Little John Road on Saddle Creek Drive. As authorized by the CVCSO Board of Directors, access through the Main Gate is controlled by computer activated gates and/or Privacy Officers.
- Construction Access: A temporary access for construction vehicles has been established approximately 100 yards south of the main entrance at Saddle Creek Drive. This unimproved roadway is accessed from Little John Road. The purpose of this temporary access is to minimize the amount of construction traffic on improved street such as Saddle Creek Drive. Whenever possible construction vehicles/employees shall enter and exit through this temporary access. Additional temporary access points may be authorized by the District should future need arise.

DII. ACCESS BY RESIDENTS, PROPERTY OWNERS AND DESIGNATED EMPLOYEES OF CV DEVELOPERS

- Residents, property owners and designated CV DEVELOPERS employees are to enter and exit CVCSO through the Main Gate. When possible, the right gate entry should be used. Entry is considered as being authorized by your use of the gate opener on the right (Resident) entry gate. Gate openers will be provided in accordance with the following guidelines:

DIII. Gate Opening Device Policy:

a) CVCSD will provide, without charge, two (2) programmed, RFID stickers for each new owner of a residential parcel located within the District. Additional RFID stickers may be purchased from CVCSD for \$15. Please note, only those access devices obtained from CVCSD will activate the gate software.

b) CVCSD will assign designated CV Managers access, via smartphone app, to manage their own staffs Gate Access. Through this designated smartphone app each CV Manager will issue gate access passes for their employees. The responsibility then falls upon each manager to issue passes, set correct time/date parameters of each individual gate pass and delete gate passes when necessary. All of the smartphone apps and the passes they issue will be monitored and managed by the CSD.

2. Obtaining Gate Opening Devices

- To obtain Gate Opener Devices you must fill out the Gate Access Form and return it. You can get the Gate Access Form at www.coppervalleycsd.org, at the Gate House or from the District Maintenance facility at the east end of Oak Creek Drive. You can return it to the Gate House, mail it to P.O. Box 5158 Sonora Ca. 95370 or email it to mcgeorgecvcسد@caltel.com.

3. Resident, Owner, Designated CV DEVELOPMENT Employee - Entry Procedure Without Gate Opening Device:

- In the event a resident, property owner or designated CV DEVELOPMENT employee has forgotten his/her gate opener or the opener is not working properly, entry should be made in the left lane when Privacy Officers are on duty.

4. ACCESS BY PERSONS OTHER THEN A RESIDENT, PROPERTY OWNER OR DESIGNATED CV DEVELOPMENT EMPLOYEES

1. Persons Visiting a Resident:

Visitors are permitted to enter CVCSD at any time. When a Privacy Officer is on duty, the privacy officer will document the guest's destination and license plate number.

a) When Privacy Officer are not on duty the guest will have to contact the resident from the call box.

2. Access by Service Persons:

Service Persons such as landscapers, house cleaners, pool cleaners, plumbers, construction contractors, window cleaners, etc., will be permitted access by Privacy Officers only during permitted work hours/days. No Service Persons are allowed to work outside of the permitted work hours/days or on designated holidays. Emergency work will be the only exception outside of the permitted hours/days.

Permitted Work Hours/Days

- Sunday: NO WORK OF ANY KIND
- Monday: 7:00 am - 6:30 pm
- Tuesday: 7:00 am - 6:30 pm
- Wednesday: 7:00 am - 6:30 pm
- Thursday; 7:00 am - 6:30 pm
- Friday: 7:00 am - 6:30 pm
- Saturday: 8:30 am - 5:30 pm

No work will be permitted on the following holidays.

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

3.Package and Delivery Services:

Delivery drivers will be allowed access outside of the permitted hours/days. When a gate attendant is not on duty, they delivery driver will have to gain access by contacting the intended resident.

4. Access by News Media:

News services (radio, television, newspaper reporters, etc.) will not be admitted unless authorized by a resident, owner, C&C On-Site Development Manager or Golf Operations Manager, the CVCSO General Manager, or the CVCSO Board of Directors.

5. Access by Solicitors-Prohibited:

Access for the purpose of soliciting (including by residents) is not permitted.

6. Access by Process Servers:

The CVCSO is legally required to admit process servers, whether they are peace officers or private persons. After a process server has properly identified his/her purpose, entry will be permitted. In the case of a private process server, the Privacy Officer will attempt to notify the resident a process server has been admitted. In the event the process server is a Peace Officer engaging in his/her official duties, the Privacy Officer shall not attempt to notify the resident of his/her entry.

7. Access to Golf Course, Rental Bungalows, Restaurant, Sales Office and All Other CV DEVELOPERS Owned/Controlled Facilities:

Access to the golf course and all other CV DEVELOPMENT owned/controlled facilities shall be handled in accordance with written procedures developed with the input of the CV DEVELOPMENT On-Site Development Manager and/or Golf Operations Manager. These procedures will be set forth in Administrative Regulation Section 2024-02.

8. Access by Utility Companies

While engaged in official business, employees of utility companies such as Calaveras County Water District, Pacific Gas and Electric, Calaveras Telephone, etc. will be permitted.

9. Access by Police, Fire and Other Governmental Agencies

While engaging in official business, sheriff department employees, fire and all other governmental employees have the right to enter the District.

H. ACCEPTANCE OF PACKAGES OR OTHER DELIVERIES BY PRIVACY OFFICERS IS PROHIBITED

Privacy Officers are strictly prohibited from accepting packages or other types of deliveries being sent to or received by a resident.

AFFP
NOTICE OF PUBLIC HEARING

Affidavit of Publication

STATE OF CALIFORNIA } SS
COUNTY OF TUOLUMNE }

Carey Martin, being duly sworn, says:

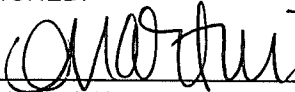
That she is Principal Clerk of the Union-Democrat, a daily newspaper of general circulation, published in Sonora, Tuolumne County, California; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

March 29, 2024

NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF ORDINANCE NO. 2024-01 OF THE COPPER VALLEY COMMUNITY SERVICES DISTRICT UPDATING PRIVACY GATE RULES ADMINISTRATIVE REGULATIONS SECTION 2024. NOTICE IS HEREBY GIVEN that on April 16, 2024, at 2:00pm in the Sports Fitness Center located at 1001 Saddle Creek Drive, the Board of Directors of the Copper Valley Community Services District (CVCS D) will hold a Public Hearing for any person to appear and be heard regarding the adoption of Ordinance NO. 2024-01. Upon conclusion of the hearing the Board will consider approving Ordinance No. 2024-01. A copy of the ordinance is available on the CVCS D website at www.coppervalleycsd.org or by calling 209.272.0957
Publication Date: March 29, 2024
The Union Democrat, Sonora, CA 95370


That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Principal Clerk

Subscribed to and sworn to me this 29th day of March 2024.



Carey Martin, Principal Clerk, Tuolumne County, California

00003576 00031784

COPPER VALLEY CSD
PO Box 5158
SONORA, CA 95370



BOARD MEETING AGENDA SUBMITTAL

TO: CVCSD Board of Directors
FROM: Peter Kampa, General Manager
DATE: April 16, 2024
SUBJECT: Item 7c) Update on Sidewalk Replacement

RECOMMENDED ACTION:

No action is required, for information only

BACKGROUND:



Nicole McCutchen <mccutchenconsulting@gmail.com>

Fw: Request to add Neighborhood Watch Signs discussion to next meeting agenda

4 messages

ROGER GOLDEN <4cornerspd@sbcglobal.net>
Reply-To: ROGER GOLDEN <4cornerspd@sbcglobal.net>
To: Peter Kampa <pkampa@kampacs.com>
Cc: Nicole McCutchen <mccutchenconsulting@gmail.com>

Sun, Apr 7, 2024 at 8:15 PM

Peter...please add the below request to our April meeting agenda for consideration / action...thanks...Roger

Sent from AT&T Yahoo Mail on Android

----- Forwarded Message -----

From: "Andrew Pereira" <andyppereira@gmail.com>
To: "4cornerspd@sbcglobal.net" >> ROGER GOLDEN" <4cornerspd@sbcglobal.net>
Sent: Sun, Apr 7, 2024 at 6:41 PM
Subject: Request to add Neighborhood Watch Signs discussion to next meeting agenda

Hi Roger,

Two comments about the signage came out of the neighborhood watch meeting last Saturday. Also a gift from the Sheriff.

1. An opinion that the signs were mounted too high on the poles. I surmise that there is a prescribed height for street signage but would like confirmation.
2. An opinion that the first sign after the gate should be relocated to a location with better visibility.

The Sheriff gifted us with a 12" x 18" metal Neighborhood Watch sign for us to place wherever we wish.

Thanks for your consideration.

Regards
Andy Pereira

Nicole McCutchen <mccutchenconsulting@gmail.com>
To: ROGER GOLDEN <4cornerspd@sbcglobal.net>
Cc: Peter Kampa <pkampa@kampacs.com>

Mon, Apr 8, 2024 at 4:01 AM

Morning Roger,
Yes this has been added.
Thank you 😊

Nicole McCutchen
209.272.0957

On Apr 7, 2024, at 8:15 PM, ROGER GOLDEN <4cornerspd@sbcglobal.net> wrote:

Peter...please add the below request to our April meeting agenda for consideration / action...thanks...Roger

[Quoted text hidden]

Nicole McCutchen <mccutchenconsulting@gmail.com>

To: coopervalleycsd@gmail.com

Mon, Apr 8, 2024 at 4:01 AM

Nicole McCutchen
209.272.0957

Begin forwarded message:

From: ROGER GOLDEN <4cornerspd@sbcglobal.net>

Date: April 7, 2024 at 8:15:09 PM PDT

To: Peter Kampa <pkampa@kampacs.com>

Cc: Nicole McCutchen <mccutchenconsulting@gmail.com>

Subject: Fw: Request to add Neighborhood Watch Signs discussion to next meeting agenda

Reply-To: ROGER GOLDEN <4cornerspd@sbcglobal.net>

Peter...please add the below request to our April meeting agenda for consideration / action...thanks...Roger

[Quoted text hidden]

Mail Delivery Subsystem <mailer-daemon@googlemail.com>

To: mccutchenconsulting@gmail.com

Mon, Apr 8, 2024 at 4:02 AM



Address not found

Your message wasn't delivered to
coopervalleycsd@gmail.com because the address couldn't be

found, or is unable to receive mail.

[LEARN MORE](#)

The response was:

550 5.1.1 The email account that you tried to reach does not exist. Please try double-checking the recipient's email address for typos or unnecessary spaces. For more information, go to <https://support.google.com/mail/?p=NoSuchUser> u12-20020a170903304c00b001e03f65f508sor2992770pla.4 - gsmt

Final-Recipient: rfc822; coopervalleycsd@gmail.com

Action: failed

Status: 5.1.1

Diagnostic-Code: smtp; 550-5.1.1 The email account that you tried to reach does not exist. Please try

550-5.1.1 double-checking the recipient's email address for typos or

550-5.1.1 unnecessary spaces. For more information, go to

550 5.1.1 <https://support.google.com/mail/?p=NoSuchUser> u12-20020a170903304c00b001e03f65f508sor2992770pla.4 - gsmt

Last-Attempt-Date: Mon, 08 Apr 2024 04:02:07 -0700 (PDT)

----- Forwarded message -----

From: Nicole McCutchen <mccutchenconsulting@gmail.com>

To: coopervalleycsd@gmail.com

Cc:

Bcc:

Date: Mon, 8 Apr 2024 04:01:55 -0700

Subject: Fwd: Request to add Neighborhood Watch Signs discussion to next meeting agenda

Nicole McCutchen

209.272.0957

Begin forwarded message:

From: ROGER GOLDEN <4cornerspd@sbcglobal.net>

Date: April 7, 2024 at 8:15:09 PM PDT

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The Sheriff gifted us with a 12" x 18" metal Neighborhood Watch sign for us to place wherever we wish.

Thanks for your consideration.

Regards
Andy Pereira



BENCHMARK ENGINEERING

April 2, 2024

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

Re: April 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
 - This project was requested to hold on further work as of November 8th, 2023.
- Task Order 23-003 – Sidewalk Improvements
 - The scope of work has been scaled back and a new bid is in progress.

Sincerely,

Michael Halterman, PLS 8040
President – Benchmark Engineering