



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

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

BOARD OF DIRECTORS REGULAR MEETING AGENDA

June 15, 2020, 2:00 PM

Copper Valley Lodge

1001 Saddle Creek Drive, Copperopolis, CA

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 May 2021.
- b) Approval of the minutes from the Regular Board Meeting held May 18, 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) Conduct **Public Hearing** Regarding the Adoption of the FY 2021-2022 Final Budget
 1. Adoption of a Resolution Approving the FY 2021-2022 Final Budget including Employee Salary Schedule
- b) Review and Discussion of the Weed Abatement Procedure and Schedule
- c) Discussion Regarding the Need for District Review and Inspection of the Quail Creek Infrastructure Improvements Currently under Construction

8. STAFF AND DIRECTOR REPORTS

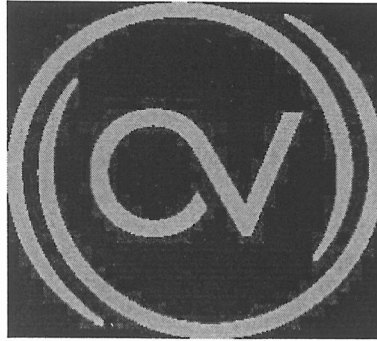
Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future agenda.

- General Managers Report
- 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 CVCSD District 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

May 31, 2021

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

Statement of Cash Flows

For the 11 Months Ending May 31, 2021

	Umpqua Bank Checking	Calaveras Co Fund 2188	LAIF	YTD Total
Net Income	(965,168)	(62,339)	886	(1,026,621)
OPERATING ACTIVITIES				
Adjustments to reconcile Net Income to Net Cash used in Operations:				
1200 Accounts Receivable	-			-
2000 Accounts Payable	47,838			47,838
2050 Umpqua CSDA Visa	10,302			10,302
2100 Payroll Taxes Payable	1,417			1,417
2110 Garnishments Payable	-			-
2150 Accrued Payroll	18,776			18,776
2200 Sales Tax Payable	-			-
Net cash used in operating activities	(886,835)	(62,339)	886	(948,288)
Net cash decrease for period	(886,835)	(62,339)	886	(948,288)
Cash at beginning of period (7/1/2020)	2,159,360	62,363	104,553	2,326,276
Cash at end of period	1,272,524	24	105,439	1,377,987

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

Cash Flow Projection

FY 2020-21		FY 21-22							
May-2021	Jun-2021	Jul-2021	Aug-2021	Sep-2021	Oct-2021	Nov-2021	Dec-2021	Jan-2022	

REGULAR CHECKING

Beginning Checking Account Balance	\$	925,983	\$ 1,272,524	\$ 1,148,069	\$ 1,076,918	\$ 1,072,502	\$ 1,001,350	\$ 930,199	\$ 760,607	\$ 689,455
Deposits										
Assessments	\$	527,230	\$ -		66,735					\$ 728,420
Other Income	\$	-								
Road Improvement Loan	\$	-								
Disbursements										
Paychecks	\$	29,471	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000
Payroll Taxes	\$	11,725	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Checks Written										
Other Operating & Admin Costs	\$	13,621	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
Bonuses - IRA payments										
Property Liability Insurance	\$	-	\$ 13,339							
Worker's Comp Insurance	\$	-	12,402							
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)	\$	40,658	\$ -					\$ 40,861		
Series B (Phase 2 Road Imprpv.)	\$	57,313	\$ -					\$ 57,580		
Valley Entry System	\$	2,374	\$ -	(Budget for this period is unknown at this time)						
Jim Wilson	\$	778	\$ 8,896	(Budget for this period is unknown at this time)						
Larry Bain	\$	-	\$ 8,750	(Budget for this period is unknown at this time)						
Willdan	\$	5,186	\$ 9,917	(Budget for this period is unknown at this time)						
Tom Mayo Construction	\$	3,925	\$ -	(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	\$	14,049	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
ACS Debits - (Utilities, Lease Pymts,P/R processing)	\$	538	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
Total Disbursements	\$	180,688	\$ 124,455	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 169,592	\$ 71,151	\$ 71,151
Ending Checking Account Balance	\$	<u>1,272,524</u>	\$ <u>1,148,069</u>	\$ <u>1,076,918</u>	\$ <u>1,072,502</u>	\$ <u>1,001,350</u>	\$ <u>930,199</u>	\$ <u>760,607</u>	\$ <u>689,455</u>	\$ <u>1,346,724</u>
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 May 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	1,272,524
1020 Cash - Fund 2188	24
1040 Local Agency Investment Fund (LAIF)	105,439
Total Bank Accounts	\$1,377,987
Total Current Assets	\$1,377,987
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	\$13,529,142

Copper Valley Community Services District

Balance Sheet
As of May 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	47,838
Total Accounts Payable	\$47,838
Credit Cards	
2050 Umpqua CSDA Visa	10,302
Total Credit Cards	\$10,302
Other Current Liabilities	
2100 Payroll Taxes Payable	1,417
2150 Accrued Payroll	18,776
2200 Sales Tax Payable	0
Total Other Current Liabilities	\$20,192
Total Current Liabilities	\$78,332
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	\$2,203,397
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	153,570
Net Income	-1,026,621
Total Equity	\$11,325,745
TOTAL LIABILITIES AND EQUITY	\$13,529,142

COPPER VALLEY COMMUNITY SERVICES DISTRICT
 FY 2020-21 MONTHLY BUDGET REPORT ANALYSIS
 May 2021

		ACTUALS			BUDGET		
		Last Year July-May	This Year July-May	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
SERVICES AND SUPPLIES							
ADMINISTRATION							
OE01	Audit Expense	\$ 8,050	\$ 8,750	\$ 700	\$ 8,500	\$ (250)	-3%
OE02	Finance Expenses	\$ 498	\$ 588	\$ 90	\$ 600	\$ 12	2%
OE02-1	Parcel Tax Implementation	\$ 7,311	\$ -	\$ (7,311)	\$ 6,000	\$ 6,000	100%
OE03	Advertising	\$ 383	\$ 1,389	\$ 1,006	\$ 500	\$ (889)	-178%
OE04	Legal Expenses	\$ 4,575	\$ 5,250	\$ 675	\$ 5,600	\$ 350	6%
OE05	Management Fees	\$ 53,660	\$ -	\$ (53,660)	\$ -	\$ -	#DIV/0!
OE06	Insurance (Property Loss/Liability)	\$ 13,837	\$ 793	\$ (13,044)	\$ 15,400	\$ 14,607	95%
OE07	Miscellaneous/Contingency	\$ 3,474	\$ 668	\$ (2,806)	\$ 4,700	\$ 4,032	86%
OE08	Professional Development (Travel/Training)	\$ 7,767	\$ 7,147	\$ (620)	\$ 9,400	\$ 2,253	24%
OE09	Dues, Certifications & Subscriptions	\$ 5,140	\$ 3,677	\$ (1,462)	\$ 7,200	\$ 3,523	49%
OE10	Uniform Expenses	\$ 3,853	\$ 7,813	\$ 3,960	\$ 5,400	\$ (2,413)	-45%
OE11	Electric Power/Water/Sewer	\$ 37,374	\$ 59,781	\$ 22,407	\$ 22,100	\$ (37,681)	-171%
OE11.5	Electric for Office				\$ 11,000	\$ 11,000	100%
OE12	Telephone/Internet Service	\$ 5,107	\$ 6,168	\$ 1,061	\$ 5,900	\$ (268)	-5%
OE14	Office Supplies/Postage	\$ 6,913	\$ 7,345	\$ 432	\$ 8,500	\$ 1,155	14%
OE14-1	Office Cleaning		\$ 3,915				
OE15	Office Equipment Repair/Replacement	\$ 2,425	\$ 7,629	\$ 5,204	\$ 3,400	\$ (4,229)	-124%
OE15-1	Office Equipment Lease	\$ 3,107	\$ 2,205	\$ (902)	\$ 4,000	\$ 1,795	45%
OE26	County Fees/LAFCO	\$ 540	\$ 5,598	\$ 5,058	\$ 7,400	\$ 1,802	24%
OE29	Accounting Services	\$ 21,978	\$ 21,074		\$ 23,200	\$ 2,126	9%
OE30	Reimbursable Maint/Repair Expense	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE31	Office Lease				\$ 1,635		
OE41	HR Consultant	\$ 6,625	\$ 2,450	\$ (4,175)	\$ 8,600	\$ 6,150	72%
PE03-1	Payroll Taxes - Administration	\$ 7,885	\$ 13,568	\$ 5,683	\$ -		
PE06-1	Employee Wages - Administration	\$ 91,733	\$ 196,937	\$ 105,204	\$ -		
	Total Administration	\$ 292,236	\$ 362,746	\$ 70,510	\$ 159,035	\$ 9,074	6%
COMMON AREAS							
OE16	Gate Maintenance & Opener Purchase	\$ 16,103	\$ 19,158	\$ 3,055	\$ 21,000	\$ 1,842	9%
OE16-1	Gate System Improvmements (RFID,etc)		\$ 14,298	\$ 14,298	\$ 10,000	\$ (4,298)	-43%
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 23,546	\$ 32,536	\$ 8,990	\$ 41,800	\$ 9,264	22%
OE17-2	Storm Drains	\$ -	\$ -	\$ -			
PE03-5	Payroll Taxes - Streets	\$ 11	\$ 352	\$ 341	\$ -		
PE06 -5	Employee Wages - Streets	\$ 147	\$ 4,392	\$ 4,245	\$ -		
OE18-1	Landscape Supplies & Repairs	\$ 33,789	\$ 47,038	\$ 13,249	\$ 43,800	\$ (3,238)	-7%
OE18-2	CCWD Water				\$ 31,500		
OE18-3	Landscape Equipment Gas & Oil	\$ 11,316	\$ 7,771	\$ (3,545)	\$ 12,400	\$ 4,629	37%
OE18-4	Landscape Equipment Repair/Replacement	\$ 22,726	\$ 23,944	\$ 1,218	\$ 29,800	\$ 5,856	20%
PE03-2	Payroll Taxes - Common Areas	\$ 16,769	\$ 15,268	\$ (1,501)	\$ -		
PE06 -2	Employee Wages - Common Areas	\$ 210,105	\$ 191,150	\$ (18,956)	\$ -		
	Total Common Areas	\$ 334,513	\$ 355,907	\$ 21,394	\$ 190,300	\$ 14,055	7%

COPPER VALLEY COMMUNITY SERVICES DISTRICT
 FY 2020-21 MONTHLY BUDGET REPORT ANALYSIS

May 2021

		ACTUALS			BUDGET		
		Last Year July-May	This Year July-May	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
MOSQUITO ABATEMENT				\$ -			
OE22-1	Mosquito Control Products	\$ 18,237	\$ 12,099	\$ (6,137)	\$ 24,800	\$ 12,701	51%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 6,864	\$ 3,445	\$ (3,418)	\$ 3,400	\$ (45)	-1%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 13,687	\$ 9,232	\$ (4,455)	\$ 22,500	\$ 13,268	59%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 10,388	\$ 10,559	\$ 171	\$ 13,800	\$ 3,241	23%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 1,066	\$ 787	\$ (279)			
PE06-4	Employee Wages - Mosquito Abatement	\$ 14,030	\$ 10,174	\$ (3,856)			
PE03-6	Payroll Taxes - Wetlands	\$ 365	\$ 84	\$ (282)			
PE06-6	Employee Wages - Wetlands	\$ 4,451	\$ 1,094	\$ (3,357)			
	Total Mosquito Abatement	\$ 69,087	\$ 47,474	\$ (21,613)	\$ 64,500	\$ 29,165	45%
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (346,564)	\$ (433,806)	\$ (87,242)			
	TOTAL SERVICES & SUPPLIES	\$ 349,272	\$ 332,321	\$ (16,951)	\$ 413,835	\$ 52,294	13%
PERSONNEL COSTS				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ 13,906	\$ 26,060	\$ 12,154	\$ 17,745	\$ (8,315)	-47%
PE02	Health Insurance	\$ 58,152	\$ 63,798	\$ 5,646	\$ 78,400	\$ 14,602	19%
PE03	Payroll Taxes	\$ 27,235	\$ 30,816	\$ 3,581	\$ 33,900	\$ 3,084	9%
PE04	Processing Fees	\$ 1,595	\$ 1,840	\$ 245	\$ 1,800	\$ (40)	-2%
PE05	Directors Stipend	\$ 5,400	\$ 5,900	\$ 500	\$ 6,000	\$ 100	2%
PE06	Employee Wages	\$ 333,493	\$ 419,883	\$ 86,390	\$ 423,900	\$ 4,017	1%
	TOTAL PERSONNEL COSTS	\$ 439,781	\$ 548,298	\$ 108,517	\$ 561,745	\$ 13,447	2%
EQUIPMENT OUTLAY							
CO04	Cart Replacement	\$ -	\$ 25,614	\$ 25,614	\$ 30,000		
CO04	Heavy Duty Truck	\$ -	\$ 40,698	\$ 40,698	\$ 57,000		
CO04	Trailer/Spray Rig/Tractor	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CO10	Depreciation	\$ -	\$ -	\$ -			
	TOTAL EQUIPMENT OUTLAY	\$ -	\$ 66,312	\$ 66,312	\$ 87,000	\$ -	0%
CAPITAL OUTLAY/STUDIES/ASSESEMENTS				\$ -			
OE53-2	Landscape Design	\$ 2,560	\$ -	\$ (2,560)	\$ -	\$ -	#DIV/0!
OE53-1	Landscape Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	
OE51-4	Road Improvement (1)	\$ -	\$ -	\$ -	\$ 1,300,000	\$ 1,300,000	100%
OE51-1	Road Project Assessment & Design (Willdan)	\$ 6,658	\$ -	\$ (6,658)	\$ -	\$ -	#DIV/0!
OE51-2	Road Project Management	\$ 86,560	\$ -	\$ (86,560)	\$ -	\$ -	#DIV/0!
OE51-5	Road Improvements PHASE II	\$ 268	\$ 1,029,866	\$ 1,029,598		\$ (1,029,866)	#DIV/0!
OE51-6	CM Services (Willdan)	\$ -	\$ 32,928			\$ (32,928)	#DIV/0!
OE51-7	Drainage Basin Repairs	\$ 2,947	\$ 19,705			\$ (19,705)	#DIV/0!
OE51-8	Road Development Standards	\$ -	\$ 24,676			\$ (24,676)	#DIV/0!
OE54-1	Office Building Paint	\$ -	\$ 10,437		\$ -	\$ (10,437)	#DIV/0!
OE54-2	Office Building Siding and Trim	\$ 13,425	\$ 171		\$ -	\$ (171)	#DIV/0!
OE54-3	Office Building Renovation	\$ -	\$ -		\$ -	\$ -	
OE54-4	Security	\$ -	\$ 4,325		\$ -	\$ (4,325)	
	TOTAL STUDIES & ASSESSMENTS	\$ 112,418	\$ 1,122,109	\$ 1,009,691	\$ 1,300,000	\$ 177,891	14%

COPPER VALLEY COMMUNITY SERVICES DISTRICT
 FY 2020-21 MONTHLY BUDGET REPORT ANALYSIS
 May 2021

	ACTUALS			BUDGET		
	Last Year July-May	This Year July-May	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES						
DEBT SERVICE			\$ -			
OE20 John Deere Financing	\$ 14,693	\$ 13,357	\$ (1,336)	\$ 27,308	\$ 13,951	51%
OE21 John Deere Financing	\$ 11,564	\$ 11,564		\$ -		
OE20-01 Interest Expense	\$ -					
OE20-3 Series 2018 Installment Sale	\$ 83,745	\$ -				
OE20-4 Phase 1 Road Improvements	\$ -	\$ 81,719		\$ 81,722	\$ 3	0%
OE20-5 Phase 2 Road Improvements	\$ -	\$ 115,156		\$ 115,160	\$ 4	0%
TOTAL DEBT SERVICE	\$ 110,002	\$ 221,796	\$ 111,794	\$ 224,190	\$ 13,958	6%
TOTAL EXPENSES	\$ 1,011,473	\$ 2,290,835	\$ 1,279,362	\$ 2,586,770	\$ 257,591	10%

PAYMENTS AND ASSESSMENTS RECEIVED

<u>Assessment Income</u>						
Pymt No. 3: (5%) Aug 2020 (FY19)	\$ -	\$ -	\$ -	\$ 66,735	\$ 66,735	
Pymt No. 1: (55%) Feb 2021 (FY20)	\$ 678,265	\$ 727,410	\$ 49,145	\$ 734,087	\$ 6,677	
Pymt No. 2: (40%) May 2021 (FY20)	\$ 497,733	\$ 527,230	\$ 29,497	\$ 533,881	\$ 6,651	
Total Assessment Income	\$ 1,175,998	\$ 1,254,640	\$ 49,145	\$ 1,334,703	\$ 80,063	
<u>Reimbursement Income</u>						
Total Reimbursement Income			\$ -		\$ -	
<u>Other Income</u>						
IN03 Weed Abatement	\$ 3,461	\$ 3,050				
IN05 Investment Interest	\$ 4,091	\$ 1,026		\$ 2,600		
IN30 Exp Reimbursement Income	\$ 468	\$ 2,001		\$ 700		
IN41 Gate Opener Income	\$ 1,180	\$ 1,810		\$ 1,500		
IN59 Rebates	\$ 1,420	\$ 1,688		\$ 2,000		
Total Other Income	\$ 10,619	\$ 9,575	\$ (1,044)	\$ 4,800	\$ (4,775)	
TOTAL PAYMENTS & ASSESSMENTS	\$ 1,186,617	\$ 1,264,215	\$ 77,598	\$ 1,346,303	\$ 75,288	
Net Income	\$ 175,144	\$ (1,026,621)	\$ (1,201,765)	\$ (1,240,467)	\$ (213,846)	
<u>Other Financing Sources & Uses</u>						
Budget Balance		\$ -		\$ -		
		\$ (1,026,621)		\$ -		

Copper Valley Community Services District
1000 Umpqua Bank Checking, Period Ending 05/31/2021

RECONCILIATION REPORT

Reconciled on: 06/11/2021

Reconciled by: Ever Ventura

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

Summary

	USD
Statement beginning balance.....	961,159.66
Checks and payments cleared (50).....	-179,861.87
Deposits and other credits cleared (2).....	527,229.75
Statement ending balance.....	<u>1,308,527.54</u>
Uncleared transactions as of 05/31/2021.....	-36,003.15
Register balance as of 05/31/2021.....	1,272,524.39
Cleared transactions after 05/31/2021.....	0.00
Uncleared transactions after 05/31/2021.....	-45,850.76
Register balance as of 06/11/2021.....	<u>1,226,673.63</u>

Details

Checks and payments cleared (50)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/20/2021	Bill Payment	2756	DMV Renewal	-54.00
04/20/2021	Bill Payment	2754	Aaronson, Dickerson etal	-1,425.00
04/20/2021	Bill Payment	2758	Mo-Cal Office Solutions, Inc	-51.91
04/20/2021	Bill Payment	2763	Warmerdam CPA Group	-1,800.00
04/20/2021	Bill Payment	2770	USBank Equipment Finance	-170.53
05/01/2021	Bill Payment	2771	FIRST FOUNDATION BANK	-40,657.82
05/01/2021	Bill Payment	2772	FIRST FOUNDATION BANK	-57,313.22
05/03/2021	Check	dm	John Deere Financial	-1,051.30
05/04/2021	Check	dm	Intuit Full Service Payroll	-151.00
05/05/2021	Check	DD	Gregory Hebard	-200.00
05/05/2021	Check	DD	KYLE W CEARLEY	-1,444.22
05/05/2021	Check	DD	Gregory Hebard	-2,414.60
05/05/2021	Check	DD	DAMON H WAITE	-1,382.32
05/05/2021	Check	DD	Ralph M. McGeorge	-2,164.05
05/05/2021	Check	DD	NICOLE D MC CUTCHEN	-100.00
05/05/2021	Check	DD	CHRIS JACOBS	-1,424.24
05/05/2021	Check	DD	PETER J KAMPA	-2,255.64
05/05/2021	Check	DD	WILLIAM KELSEY	-1,313.08
05/05/2021	Check	DD	BRADLEY S KURTZER	-575.20
05/05/2021	Check	DD	NICOLE D MC CUTCHEN	-1,905.10
05/12/2021	Check		CA EDD	-857.60
05/12/2021	Check		IRS	-4,621.53
05/14/2021	Check	2557	Tom & Beth Portfalo	-1,500.00
05/17/2021	Check		IRS	-1,091.04
05/18/2021	Bill Payment	2773	Aaronson, Dickerson etal	-1,125.00
05/18/2021	Check		CA EDD	-85.58
05/18/2021	Bill Payment	2787	NBS	-1,095.05
05/18/2021	Bill Payment	2786	Willdan	-5,186.00
05/18/2021	Bill Payment	2783	USBank Equipment Finance	-388.76
05/18/2021	Bill Payment	2782	Turf Star, Inc.	-302.13
05/18/2021	Bill Payment	2781	Tom Mayo Construction, Inc.	-3,925.00
05/18/2021	Bill Payment	2780	SDRMA-Health Ins.	-6,884.52
05/18/2021	Bill Payment	2778	MVCAC	-67.50
05/18/2021	Bill Payment	2777	Jim Wilson Excavation	-778.00
05/18/2021	Bill Payment	2776	Heluna Health	-304.00
05/20/2021	Check	DD	WILLIAM KELSEY	-1,193.69
05/20/2021	Check	DD	BRADLEY S KURTZER	-718.99
05/20/2021	Check	DD	KYLE W CEARLEY	-1,201.77
05/20/2021	Check	DD	Gregory Hebard	-2,414.61

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/20/2021	Check	DD	Gregory Hebard	-200.00
05/20/2021	Check	DD	NICOLE D MC CUTCHEN	-1,479.22
05/20/2021	Check	DD	PETER J KAMPA	-2,255.63
05/20/2021	Check	DD	DAMON H WAITE	-1,267.62
05/20/2021	Check	DD	Ralph M. McGeorge	-2,164.06
05/20/2021	Check	DD	NICOLE D MC CUTCHEN	-100.00
05/20/2021	Check	DD	CHRIS JACOBS	-1,296.79
05/26/2021	Check		CA EDD	-762.07
05/26/2021	Check		IRS	-4,306.81
05/26/2021	Check	dm	Umpqua Bank Commerical CC	-14,049.02
05/28/2021	Check	dm	PG&E - 7193	-386.65
Total				-179,861.87

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/14/2021	Deposit		Calaveras County	527,229.75
05/18/2021	Bill Payment	2774	City National Bank	0.00
Total				527,229.75

Additional Information

Uncleared checks and payments as of 05/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/01/2018	Check	2374	BRADLEY D NICKELL	-257.97
02/16/2021	Bill Payment	2745	VALLEY ENTRY SYSTEMS, I...	-2,315.00
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	2762	TURF STAR WESTERN	-25,613.73
04/20/2021	Bill Payment	2764	DEPARTMENT OF HOUSING...	-243.00
04/20/2021	Journal	2757		-3,000.00
05/18/2021	Bill Payment	2775	DMV Renewal	-54.00
05/18/2021	Bill Payment	2779	Ralph McGeorge	-100.00
05/18/2021	Bill Payment	2784	VALLEY ENTRY SYSTEMS, I...	-2,374.00
05/18/2021	Bill Payment	2785	Warmerdam CPA Group	-1,800.00
Total				-36,003.15

Uncleared checks and payments after 05/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/04/2021	Check	DD	Gregory Hebard	-200.00
06/04/2021	Check	DD	Gregory Hebard	-2,414.69
06/04/2021	Check	DD	KYLE W CEARLEY	-1,444.22
06/04/2021	Check	DD	CHRIS JACOBS	-1,424.24
06/04/2021	Check	DD	DAMON H WAITE	-1,382.30
06/04/2021	Check	DD	Ralph M. McGeorge	-2,164.12
06/04/2021	Check	DD	NICOLE D MC CUTCHEN	-1,612.80
06/04/2021	Check	DD	NICOLE D MC CUTCHEN	-100.00
06/04/2021	Check	DD	BRADLEY S KURTZER	-575.20
06/04/2021	Check	DD	WILLIAM KELSEY	-1,313.08
06/04/2021	Check	DD	PETER J KAMPA	-2,255.63
06/09/2021	Check		IRS	-4,508.57
06/09/2021	Check		CA EDD	-817.02
06/15/2021	Bill Payment	2790	SDRMA-Health Ins.	-6,884.52
06/15/2021	Bill Payment	2789	Mo-Cal Office Solutions, Inc	-87.13
06/15/2021	Bill Payment	2788	Larry Bain, C.P.A.	-8,750.00
06/15/2021	Bill Payment	2792	Willdan	-9,917.24
Total				-45,850.76

6/11/2021

Uncleared deposits and other credits after 05/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/15/2021	Bill Payment	2791	SDRMA-Workers Comp Autho...	0.00
Total				0.00

Copper Valley Community Services District

Transaction Report

May 2021

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Umpqua Bank Checking				
Beginning Balance				
05/01/2021	2772	FIRST FOUNDATION BANK	Acct #60159700	-57,313
05/01/2021	2771	FIRST FOUNDATION BANK	Acct #60162700	-40,658
05/03/2021	dm	John Deere Financial	Tractor Payment	-1,051
05/04/2021	dm	Intuit Full Service Payroll	Payroll Processing Fee	-151
05/05/2021	DD	WILLIAM KELSEY	Pay Period: 04/16/2021-04/30/2021	-1,313
05/05/2021	DD	BRADLEY S KURTZER	Pay Period: 04/16/2021-04/30/2021	-575
05/05/2021	DD	NICOLE D MC CUTCHEN	Pay Period: 04/16/2021-04/30/2021	-1,905
05/05/2021	DD	DAMON H WAITE	Pay Period: 04/16/2021-04/30/2021	-1,382
05/05/2021	DD	Gregory Hebard	Direct Deposit 2	-200
05/05/2021	DD	NICOLE D MC CUTCHEN	Direct Deposit 2	-100
05/05/2021	DD	PETER J KAMPA	Pay Period: 04/16/2021-04/30/2021	-2,256
05/05/2021	DD	CHRIS JACOBS	Pay Period: 04/16/2021-04/30/2021	-1,424
05/05/2021	DD	Gregory Hebard	Pay Period: 04/16/2021-04/30/2021	-2,415
05/05/2021	DD	KYLE W CEARLEY	Pay Period: 04/16/2021-04/30/2021	-1,444
05/05/2021	DD	Ralph M. McGeorge	Pay Period: 04/16/2021-04/30/2021	-2,164
05/12/2021		CA EDD	Tax Payment for Period: 05/05/2021-05/07/2021	-858
05/12/2021		IRS	Tax Payment for Period: 05/05/2021-05/07/2021	-4,622
05/14/2021	2557	Tom & Beth Portfalo		-1,500
05/14/2021		Calaveras County		527,230
05/17/2021		IRS	Tax Payment for Period: 04/17/2021-04/20/2021	-1,091
05/18/2021		CA EDD	Tax Payment for Period: 04/17/2021-04/20/2021	-86
05/18/2021	2787	NBS	Invoice #221000288	-1,095
05/18/2021	2786	Willdan	Invoice #'s 00334464, 00334465, 00334466	-5,186
05/18/2021	2785	Warmerdam CPA Group	Invoice #17975	-1,800
05/18/2021	2784	VALLEY ENTRY SYSTEMS, INC.	Invoice #'s 36856 & 36655	-2,374
05/18/2021	2783	USBank Equipment Finance	Invoice #'s 442564233 & 440024693	-389
05/18/2021	2782	Turf Star, Inc.	Invoice #'s 7165865-00 & 7166941-00	-302
05/18/2021	2781	Tom Mayo Construction, Inc.	Invoice #'s 2020044 & 2020044-01	-3,925
05/18/2021	2780	SDRMA-Health Ins.	Invoice #35277	-6,885
05/18/2021	2779	Ralph McGeorge	Boot Reimbursement	-100
05/18/2021	2778	MVCAC	Invoice #7362605	-68
05/18/2021	2777	Jim Wilson Excavation	Statement #3554	-778
05/18/2021	2776	Heluna Health	Invoice #1370017	-304
05/18/2021	2775	DMV Renewal	License #94UK12	-54
05/18/2021	2774	City National Bank	Voided - Agreement #17-003	0
05/18/2021	2773	Aaronson, Dickerson etal	Invoice #421171	-1,125
05/20/2021	DD	KYLE W CEARLEY	Pay Period: 05/01/2021-05/15/2021	-1,202
05/20/2021	DD	PETER J KAMPA	Pay Period: 05/01/2021-05/15/2021	-2,256
05/20/2021	DD	CHRIS JACOBS	Pay Period: 05/01/2021-05/15/2021	-1,297
05/20/2021	DD	Gregory Hebard	Pay Period: 05/01/2021-05/15/2021	-2,415
05/20/2021	DD	WILLIAM KELSEY	Pay Period: 05/01/2021-05/15/2021	-1,194
05/20/2021	DD	BRADLEY S KURTZER	Pay Period: 05/01/2021-05/15/2021	-719

Copper Valley Community Services District

Transaction Report

May 2021

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
05/20/2021	DD	NICOLE D MC CUTCHEN	Pay Period: 05/01/2021-05/15/2021	-1,479
05/20/2021	DD	NICOLE D MC CUTCHEN	Direct Deposit 2	-100
05/20/2021	DD	Gregory Hebard	Direct Deposit 2	-200
05/20/2021	DD	DAMON H WAITE	Pay Period: 05/01/2021-05/15/2021	-1,268
05/20/2021	DD	Ralph M. McGeorge	Pay Period: 05/01/2021-05/15/2021	-2,164
05/26/2021	dm	Umpqua Bank Commerical CC	Umpqua CSDA Visa payment	-14,049
05/26/2021		CA EDD	Tax Payment for Period: 05/19/2021-05/21/2021	-762
05/26/2021		IRS	Tax Payment for Period: 05/19/2021-05/21/2021	-4,307
05/28/2021	dm	PG&E - 7193		-387
Total for Umpqua Bank Checking				\$346,541
TOTAL				\$346,541

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

May 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
2050 Umpqua CSDA Visa					
05/02/2021	Expense		LogMein, Inc.		5.00
05/02/2021	Expense		Verizon Wireless	Verizon telephone	181.24
05/03/2021	Expense		UPS Store		61.22
05/03/2021	Expense		Payless IGA		56.70
05/04/2021	Expense		Ewing		2,728.51
05/04/2021	Expense		Cal Waste Recovery Systems		78.16
05/04/2021	Expense		Larson Marine		267.81
05/05/2021	Expense		BG Agri Sales and Service		76.45
05/05/2021	Expense		Turf Star, Inc.		62.55
05/05/2021	Expense		Union 76		75.00
05/05/2021	Expense		Turf Star, Inc.		13.33
05/05/2021	Expense		Hughson Farm Supply		656.14
05/05/2021	Expense		Ewing		2,329.15
05/06/2021	Expense		Baldi's Copper Valley Cafe		88.75
05/06/2021	Expense		USPS		6.00
05/10/2021	Expense		McDillard's Feed & Supply		60.00
05/10/2021	Expense		Turf Star, Inc.		1,750.96
05/10/2021	Expense		Amazon		23.47
05/10/2021	Expense		Intuit - QBO Online		49.00
05/10/2021	Expense		Copper Auto & Marine		123.83
05/11/2021	Expense		Lowe's		301.59
05/11/2021	Expense		C & C Mini Mart		100.00
05/13/2021	Expense		Drifters Marina & Grill		51.82
05/13/2021	Expense		Aramark Uniform Service		273.44
05/15/2021	Expense		Calaveras Telephone Co.	Calaveras utilities	371.25
05/17/2021	Credit Card Credit		Turf Star, Inc.		-1,750.96
05/18/2021	Expense		Dropbox		199.00
05/19/2021	Expense		Union 76		100.00
05/20/2021	Expense		Payless IGA		48.11
05/21/2021	Expense		Belkorp Ag, LLC		802.14
05/21/2021	Expense		Ewing		411.13
05/21/2021	Expense		Snap- on Tools		214.42
05/21/2021	Expense		J.Milano Co., Inc.		214.75
05/25/2021	Expense		Shell		117.00
05/26/2021	Expense		USPS		3.45
05/26/2021	Expense		USPS		3.99
05/26/2021	Expense		USPS		2.00
05/27/2021	Expense		Pro Clean Supply		61.81
05/27/2021	Expense		Griff's BBQ & Grill		83.65
Total for 2050 Umpqua CSDA Visa					\$10,301.86
TE TOTAL EXPENSES					
1SS SERVICES & SUPPLIES					
AE Administrative Expenses					
OE02 Finance Expenses					
05/10/2021	Expense		Intuit - QBO Online	Monthly QuickBooks Online Fee	49.00
Total for OE02 Finance Expenses					\$49.00
OE07 Miscellaneous/Contingency					
05/03/2021	Expense		Payless IGA		56.70
05/04/2021	Expense		Larson Marine		267.81
Total for OE07 Miscellaneous/Contingency					\$324.51
OE08 Professional Development					

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

May 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
05/05/2021	Expense		Union 76		75.00
05/06/2021	Expense		Baldi's Copper Valley Cafe		88.75
05/11/2021	Expense		C & C Mini Mart		100.00
05/13/2021	Expense		Drifters Marina & Grill		51.82
05/19/2021	Expense		Union 76		100.00
05/20/2021	Expense		Payless IGA		48.11
05/25/2021	Expense		Shell		117.00
05/27/2021	Expense		Griff's BBQ & Grill		83.65
Total for OE08 Professional Development					\$664.33
OE10 Uniform Expense					
05/13/2021	Expense		Aramark Uniform Service		273.44
05/27/2021	Expense		Pro Clean Supply		61.81
Total for OE10 Uniform Expense					\$335.25
OE11 Electric Power/Water/Sewer					
05/04/2021	Expense		Cal Waste Recovery Systems		78.16
Total for OE11 Electric Power/Water/Sewer					\$78.16
OE12 Telephone					
05/02/2021	Expense		Verizon Wireless		181.24
05/02/2021	Expense		LogMein, Inc.		5.00
05/15/2021	Expense		Calaveras Telephone Co.		371.25
Total for OE12 Telephone					\$557.49
OE14 Office Supplies/Postage					
05/03/2021	Expense		UPS Store	Nicole	61.22
05/06/2021	Expense		USPS		6.00
05/18/2021	Expense		Dropbox	Nicole	199.00
05/26/2021	Expense		USPS		3.99
05/26/2021	Expense		USPS		2.00
05/26/2021	Expense		USPS		3.45
Total for OE14 Office Supplies/Postage					\$275.66
Total for AE Administrative Expenses					\$2,284.40
OE Operational Expenses					
OE18 Common Areas					
OE16 Gate Maint/Repair/Staff/Openers					
05/11/2021	Expense		Lowe's		301.59
Total for OE16 Gate Maint/Repair/Staff/Openers					\$301.59
OE17 Streets/Sidewalks/Lighting Maint & Repair					
05/05/2021	Expense		Ewing		2,329.15
Total for OE17 Streets/Sidewalks/Lighting Maint & Repair					\$2,329.15
OE18-1 Landscape Supplies					
05/04/2021	Expense		Ewing		2,728.51
05/05/2021	Expense		BG Agri Sales and Service		76.45
05/21/2021	Expense		Ewing		411.13
Total for OE18-1 Landscape Supplies					\$3,216.09
OE18-3 Landscape Equipment Gas & Oil					
05/21/2021	Expense		J.Milano Co., Inc.		214.75
Total for OE18-3 Landscape Equipment Gas & Oil					\$214.75
OE18-4 Landscape Equip Repair/Replace					
05/05/2021	Expense		Hughson Farm Supply		656.14
05/05/2021	Expense		Turf Star, Inc.		62.55
05/05/2021	Expense		Turf Star, Inc.		13.33
05/10/2021	Expense		Turf Star, Inc.		1,750.96

Copper Valley Comm Srvs District

Credit Card - Transaction Detail by Account

May 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
05/17/2021	Credit Card Credit		Turf Star, Inc.		-1,750.96
05/21/2021	Expense		Belkorp Ag, LLC		802.14
05/21/2021	Expense		Snap- on Tools		214.42
Total for OE18-4 Landscape Equip Repair/Replace					\$1,748.58
Total for OE18 Common Areas					\$7,810.16
OE22 Mosquito Abatement Expense					
OE22-1 Mosquito Control Products					
05/10/2021	Expense		McDillard's Feed & Supply		60.00
Total for OE22-1 Mosquito Control Products					\$60.00
OE22-4 Mosquito Abatement Equip Maint					
05/10/2021	Expense		Amazon		23.47
05/10/2021	Expense		Copper Auto & Marine		123.83
Total for OE22-4 Mosquito Abatement Equip Maint					\$147.30
Total for OE22 Mosquito Abatement Expense					\$207.30
Total for OE Operational Expenses					\$8,017.46
Total for 1SS SERVICES & SUPPLIES					\$10,301.86
Total for TE TOTAL EXPENSES					\$10,301.86



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

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

May 18, 2020, 2:00 PM

Copper Valley Lodge

1001 Saddle Creek Drive, Copperopolis, CA

1. **CALL TO ORDER Meeting called to order at @2:00pm**
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** (Each speaker is limited to two (2) minutes)
6. **CONSENT CALENDAR**
 - a) Review of monthly financial report, approval of bills and claims for the month of April 2021.
 - b) Approval of the minutes from the Regular Board Meeting held April 19, 2021.
Director Baker makes a motion to approve the consent calendar, Director Albertson seconds. Motion passes unanimously
7. **DISCUSSION AND ACTION ITEMS**
 - a) Discussion Regarding the Impact of the Drought Declaration on District Operations (DeBaldo)
 - b) Adoption of a Resolution Approving standard drawings and specifications related to new development projects and infrastructure improvements **Director Albertson makes a motion approving the standard drawings and specifications related to new development projects and infrastructure improvements, Director Golden seconds. Motion passes unanimously**
 - c) Discussion and Direction regarding the 2021/22 fiscal year budget
8. **STAFF AND DIRECTOR REPORTS**
 - a) General Managers Report
 - b) Site Managers Report
9. **ADJOURNMENT @ 3:30pm**

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

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
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

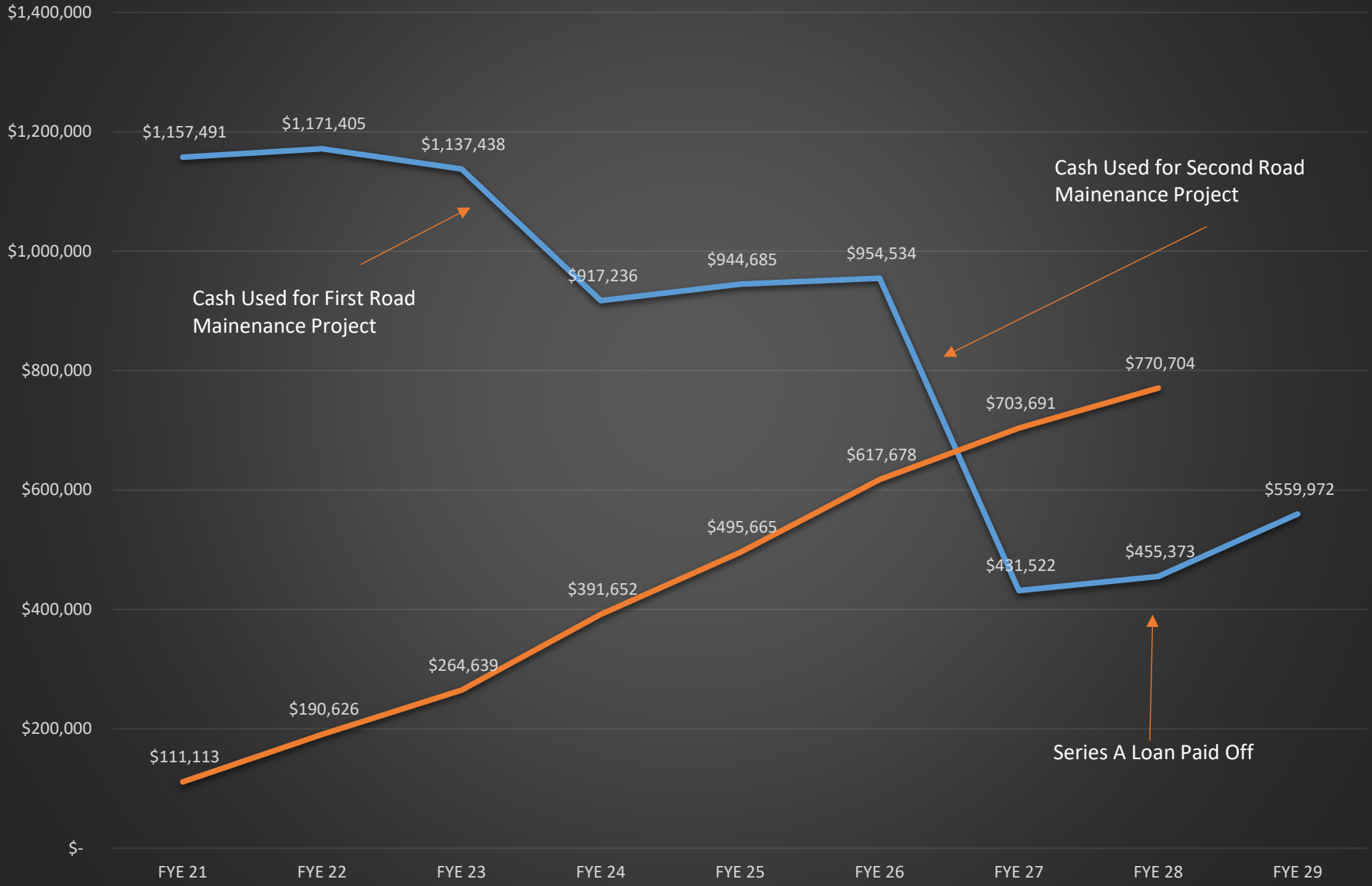
The District owns a significant length of split rail fence extending from the community entrance along Saddle Creek Drive. This fencing was originally installed around 1995 and is nearly completely deteriorated. This project involves the removal and replacement of the split rail fence with new materials. 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

COPPER VALLEY COMMUNITY SERVICES DISTRICT
Standard Operating Procedure Manual

PROCEDURE TITLE: Annual Weed Abatement Process

IMPLEMENTED: June 10, 2021

REVISED:

This procedure provides the staff process for consistent and efficient execution of annual weed abatement operations for both vacant lots and Wildlife Habitat Easements. The mowing operation schedule prescribed herein are “Completed By” timeframes based on normal conditions and is subject to change based on weather conditions, staffing, weed growth and fire conditions. The goal is to complete mowing operations in a single mowing, by estimating the end of weed growing season and factoring in the time required to complete the work prior to high fire danger.

Responsibilities:

TASK	SCHEDULE
Site Manager	
Field Verification of Vacant Lots From Prior Year List and Provide to Office Manager	January 30
Mowing Equipment Service and Preparation	February 28
Establish Annual Mowing Schedule	March 30
Communicate Mowing Schedule Internally	March 30
Fire Prevention During Mowing Operations	Continuous
Mowing Operations (Completion of)	May 31
Status Update Reports Via Email to General Manager	Weekly
Status Updates to Board	Monthly
Customer Response and Coordination (Field)	As Needed
Office Manager	
Update Vacant Lot List From Data Provided by Site Manager, Prepare Mowing Notification and Customer Agreement Letter and Mail to Updated Vacant Lot List	February 28
Generate and Distribute Public Notification of Mowing Schedule Via Web and Email Distribution	One Week Post Receipt
Customer Response and Coordination (Related to Office, Accounting, Customer Service)	As Needed
Process Customer Agreements and Payments, Copy to Site Manager	On Receipt
Generate Any Necessary Invoices and Monitor Payments	June 30