



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

**BOARD OF DIRECTORS REGULAR MEETING AGENDA**  
DECEMBER 19, 2023, 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 November 2023.
  - b) Approval of the minutes from the Regular Board Meeting held November 21, 2023.
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) Consideration of purchase and installation of Neighborhood Watch Signs
  - b) Election of Board officers for 2024
  - c) Adoption of a Resolution Approving Amendments to the District Personnel Policy to Reflect the Previously Approved Revised Health and Wellness Benefits and the Addition of Administrative Leave
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.



Copper Valley Community Services District  
Treasurer's Report

November 30, 2023

**Copper Valley Community Services District  
Treasurer's Report  
November 2023**

**Statement of Cash Flows**

For the 5 Months Ending November 30, 2023

	Umpqua Bank Checking	Calaveras Co Fund 2188	LAIF	CA Class Savings	YTD Total
<b>Net Income</b>	<b>(651,586)</b>	<b>(72,718)</b>	<b>1,822</b>	<b>26,794</b>	<b>(695,688)</b>
<b>OPERATING ACTIVITIES</b>					
Adjustments to reconcile Net Income to Net Cash used in Operations:					
1200 Accounts Receivable	-				-
2000 Accounts Payable	19,180				19,180
2050 Umpqua CSDA Visa	16,454				16,454
2100 Payroll Taxes Payable	2,008				2,008
2150 Accrued Payroll	24,784				24,784
2200 Sales Tax Payable	-				-
<b>Net cash used in operating activities</b>	<b>(589,160)</b>	<b>(72,718)</b>	<b>1,822</b>	<b>26,794</b>	<b>(633,262)</b>
<b>Bank Transfers In/Out</b>	<b>550,000</b>			<b>(550,000)</b>	
<b>Net cash decrease for period</b>	<b>(39,160)</b>	<b>(72,718)</b>	<b>1,822</b>	<b>(523,206)</b>	<b>(633,262)</b>
<b>Cash at beginning of period (7/1/2023)</b>	<b>204,598</b>	<b>71,799</b>	<b>107,567</b>	<b>1,338,663</b>	<b>1,722,627</b>
<b>Cash at end of period</b>	<b>165,437</b>	<b>(919)</b>	<b>109,389</b>	<b>815,458</b>	<b>1,089,365</b>

**Copper Valley Community Services District  
Treasurer's Report  
November 2023**

**Cash Flow Projection**

	FY 23-24							FY 24-25		
	Nov-2023	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024	Jul-2024	
<b>REGULAR CHECKING</b>										
<b>Beginning Checking Account Balance</b>	\$ 133,351	\$ 165,437	\$ 94,286	\$ 223,134	\$ 970,643	\$ 899,492	\$ 729,412	\$ 1,253,650	\$ 1,182,499	
<b>Deposits</b>										
Assessments	\$ -	\$ -	\$ -	\$ 818,660	\$ -	\$ -	\$ 595,389	\$ -	\$ -	
Other Income	\$ 95									
Road Improvement Loan	\$ -									
Transfers	\$ 150,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Disbursements</b>										
Paychecks	\$ 40,314	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	
Payroll Taxes	\$ 14,525	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
Checks Written										
Other Operating & Admin Costs	\$ 47,327	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	
Workers Comp Insurance	\$ -	\$ -								
Property Liability Insurance	\$ -	\$ -								
Transfers	\$ -									
Lease payments	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	
Capital Outlay	\$ -			<i>( Budget for this period is unknown at this time )</i>						
Projects Costs										
Series A (2018 project refinance)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,071	\$ -	\$ -	\$ -	
Series B (Phase 2 Road Imprpv.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,857	\$ -	\$ -	\$ -	
Credit Card Payments	\$ 14,127	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	
ACS Debits - (Utilities, Lease Pymts,P/R processing)	\$ 665	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	
<b>Total Disbursements</b>	\$ 118,009	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 170,079	\$ 71,151	\$ 71,151	\$ 71,151	
<b>Ending Checking Account Balance</b>	\$ 165,437	\$ 94,286	\$ 223,134	\$ 970,643	\$ 899,492	\$ 729,412	\$ 1,253,650	\$ 1,182,499	\$ 1,111,348	
check \$	-									
Check \$	-									

**NOTE:** This cash flow projection uses estimates of outlays using information available at the time of preparation

COPPER VALLEY COMMUNITY SERVICES DISTRICT  
 FY 2023-24 MONTHLY BUDGET REPORT ANALYSIS  
 November 2023

		ACTUALS			BUDGET		
		Last Year July - Nov	This Year July - Nov	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
<b>EXPENDITURES</b>							
<b>SERVICES AND SUPPLIES</b>							
<b>ADMINISTRATION</b>							
OE01	Audit Expense	\$ -	\$ -	\$ -	\$ 9,200	\$ 9,200	100%
OE02	Finance Expenses	\$ 284	\$ 368	\$ 84	\$ 700	\$ 333	48%
OE02-1	Parcel Tax Implementation	\$ -	\$ -	\$ -	\$ 6,300	\$ 6,300	100%
OE03	Advertising	\$ 437	\$ 1,133	\$ 697	\$ 1,300	\$ 167	13%
OE04	Legal Expenses	\$ 3,984	\$ 3,145	\$ (839)	\$ 6,300	\$ 3,155	50%
OE06	Insurance (Property Loss/Liability)	\$ 9	\$ 15,340	\$ 15,331	\$ 21,000	\$ 5,660	27%
OE07	Miscellaneous/Contingency	\$ 640	\$ 1,132	\$ 492	\$ 8,400	\$ 7,268	87%
OE08	Professional Development (Travel/Training)	\$ 3,918	\$ 5,184	\$ 1,267	\$ 9,300	\$ 4,116	44%
OE09	Dues, Certifications & Subscriptions	\$ 5,354	\$ 6,070	\$ 716	\$ 7,900	\$ 1,830	23%
OE10	Uniform Expenses	\$ 6,277	\$ 10,114	\$ 3,837	\$ 10,400	\$ 286	3%
OE11	Electric Power/Water/Sewer	\$ 61,998	\$ 45,033	\$ (16,965)	\$ 96,000	\$ 50,967	53%
OE12	Telephone/Internet Service	\$ 3,302	\$ 4,667	\$ 1,365	\$ 7,700	\$ 3,033	39%
OE14	Office Supplies/Postage	\$ 2,368	\$ 8,274	\$ 5,906	\$ 9,600	\$ 1,326	14%
OE15	Office Equipment Repair/Replacement	\$ 2,123	\$ 517	\$ (1,606)	\$ 6,300	\$ 5,783	92%
OE15-1	Office Equipment Lease	\$ 1,071	\$ 1,255	\$ 184	\$ 2,600	\$ 1,345	52%
OE26	County Fees/LAFCO	\$ 3,019	\$ 4,051	\$ 1,033	\$ 6,600	\$ 2,549	39%
OE27	Bank Charges	\$ 393	\$ 800	\$ 407	\$ 900	\$ 100	11%
OE29	Accounting Services	\$ 11,400	\$ 12,450	\$ 1,050	\$ 26,300	\$ 13,850	53%
OE30	Reimbursable Maint/Repair Expense	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE31	Office Lease	\$ -	\$ 1,624	\$ 1,624	\$ 1,800	\$ 176	10%
OE41	HR Consultant	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	100%
OE42	Quail Creek Engineering	\$ 1,800	\$ 2,100	\$ 300	\$ 10,500	\$ 8,400	80%
PE03-1	Payroll Taxes - Administration	\$ 7,976	\$ 7,959	\$ (18)	\$ -	\$ -	
PE06-1	Employee Wages - Administration	\$ 104,267	\$ 104,033	\$ (234)	\$ -	\$ -	
PE03-7	Payroll Taxes - Quail Creek	\$ 14	\$ -	\$ (14)	\$ -	\$ -	
PE06-7	Employee Wages - Quail Creek	\$ 177	\$ -	\$ (177)	\$ -	\$ -	
	<b>Total Administration</b>	\$ 220,809	\$ 235,248	\$ 14,439	\$ 251,600	\$ 128,343	51%
<b>COMMON AREAS</b>							
OE16	Gate Maintenance & Opener Purchase	\$ 16,289	\$ 60,714	\$ 44,426	\$ 15,100	\$ (45,614)	-302%
OE16-1	Gate System Improvements (RFID, etc)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 9,746	\$ 11,829	\$ 2,084	\$ 15,900	\$ 4,071	26%
OE17-2	Storm Drains	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
PE03-5	Payroll Taxes - Streets	\$ -	\$ -	\$ -	\$ -	\$ -	
PE06 -5	Employee Wages - Streets	\$ -	\$ -	\$ -	\$ -	\$ -	
OE18-1	Landscape Supplies & Repairs	\$ 17,839	\$ 24,531	\$ 6,692	\$ 46,100	\$ 21,569	47%
OE18-2	CCWD Water	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE18-3	Landscape Equipment Gas & Oil	\$ 5,993	\$ 3,514	\$ (2,479)	\$ 9,400	\$ 5,886	63%
OE18-4	Landscape Equipment Repair/Replacement	\$ 8,358	\$ 38,111	\$ 29,753	\$ 44,300	\$ 6,189	14%
PE03-2	Payroll Taxes - Common Areas	\$ 8,037	\$ 9,423	\$ 1,386	\$ -	\$ -	
PE06 -2	Employee Wages - Common Areas	\$ 105,064	\$ 121,188	\$ 16,124	\$ -	\$ -	
	<b>Total Common Areas</b>	\$ 171,326	\$ 269,311	\$ 97,986	\$ 130,800	\$ (7,900)	-6%
<b>MOSQUITO ABATEMENT</b>							
OE22-1	Mosquito Control Products	\$ 376	\$ 306	\$ (70)	\$ 19,700	\$ 19,394	98%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 538	\$ 1,844	\$ 1,306	\$ 4,500	\$ 2,656	59%

COPPER VALLEY COMMUNITY SERVICES DISTRICT  
 FY 2023-24 MONTHLY BUDGET REPORT ANALYSIS  
 November 2023

		ACTUALS			BUDGET		
		Last Year	This Year	Variance	This year's	\$ Budget	% Budget
EXPENDITURES		July - Nov	July - Nov	Incl/ (Decr)	BUDGET	Remaining	Remaining
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 5,638	\$ 8,731	\$ 3,093	\$ 13,800	\$ 5,069	37%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 8,729	\$ 5,612	\$ (3,118)	\$ 15,500	\$ 9,889	64%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 309	\$ 798	\$ 489			
PE06-4	Employee Wages - Mosquito Abatement	\$ 4,040	\$ 10,428	\$ 6,387			
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ -			
PE06-6	Employee Wages - Wetlands	\$ -	\$ -	\$ -			
	<b>Total Mosquito Abatement</b>	\$ 19,630	\$ 27,718	\$ 8,087	\$ 53,500	\$ 37,008	69%
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (229,885)	\$ (253,828)	\$ (23,944)			
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	\$ 181,881	\$ 278,449	\$ 96,568	\$ 435,900	\$ 157,451	36%
<b>PERSONNEL COSTS</b>				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ -	\$ 864	\$ 864	\$ 12,700	\$ 11,836	93%
PE02	Health insurance	\$ 37,937	\$ 33,743	\$ (4,194)	\$ 114,500	\$ 80,757	71%
PE03	Payroll Taxes	\$ 17,714	\$ 19,982	\$ 2,269	\$ 46,300	\$ 26,318	57%
PE04	Processing Fees	\$ 703	\$ 1,025	\$ 322	\$ 1,800	\$ 775	43%
PE05	Directors Stipend	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	100%
	Retirement			\$ -	\$ 6,000		0%
PE06	Employee Wages	\$ 231,358	\$ 257,656	\$ 26,298	\$ 578,300	\$ 320,644	55%
	<b>TOTAL PERSONNEL COSTS</b>	\$ 287,712	\$ 313,270	\$ 25,558	\$ 765,600	\$ 446,330	58%
<b>EQUIPMENT OUTLAY</b>							
CO04	Trailer/Spray Rig/Tractor	\$ 19,614	\$ -	\$ (19,614)	\$ 5,000	\$ 5,000	100%
CO04	Concrete Grinder	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CO04	Turfco Torrent Blower	\$ 11,537	\$ -	\$ (11,537)	\$ -	\$ -	#DIV/0!
CO04	Cart Replace - Honda Pioneer	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CO04	Water Truck Transmission	\$ -	\$ 5,090	\$ 5,090	\$ 7,700	\$ 2,610	34%
CO04	New Turf Mower	\$ -	\$ 2,862	\$ 2,862	\$ 37,000	\$ 34,138	92%
CO10	Cart Replace - Honda Pioneer W/ Cab	\$ 25,587	\$ -	\$ (25,587)	\$ -	\$ -	#DIV/0!
	<b>TOTAL EQUIPMENT OUTLAY</b>	\$ 56,738	\$ 7,952	\$ (48,786)	\$ 49,700	\$ 36,748	74%
<b>CAPITAL OUTLAY/STUDIES/ASSESEMENTS</b>							
OE53-2	Landscape Design	\$ 16,157	\$ 18,462	\$ 2,305	\$ -	\$ (18,462)	#DIV/0!
OE53-1	Landscape Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-4	Road Improvement (1)	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	100%
OE51-1	Road Project Assessment & Design (Willdan)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-2	Road Project Management	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-5	Road Improvements PHASE II	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-6	CM Services (Willdan)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-7	Drainage Basin Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE51-8	Road Development Standards	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE54-1	Office Building Paint	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE54-2	Office Building Siding and Trim	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE54-3	Office Building Renovation	\$ -	\$ 96	\$ 96	\$ -	\$ (96)	#DIV/0!
OE54-4	Security	\$ 10,200	\$ -	\$ (10,200)	\$ 1,000	\$ 1,000	100%
TBD	General Engineering			\$ -	\$ 15,000		0%
TBD	Gate Gontroller Replace and Security Upgrade			\$ -	\$ 34,200		0%
OE54-5	Sidewalk Replacement	\$ -	\$ 4,775	\$ 4,775	\$ 150,000	\$ 145,225	97%
TBD	Mosquito Abatement Cargo Container	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

COPPER VALLEY COMMUNITY SERVICES DISTRICT  
 FY 2023-24 MONTHLY BUDGET REPORT ANALYSIS

November 2023

	ACTUALS			BUDGET		
	Last Year July - Nov	This Year July - Nov	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
<b>EXPENDITURES</b>						
<b>TOTAL STUDIES &amp; ASSESSMENTS</b>	\$ 26,357	\$ 23,333	\$ (3,024)	\$ 300,200	\$ 82,442	27%
<b>DEBT SERVICE</b>						
OE20 John Deere Financing	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE21 John Deere Financing	\$ 5,257	\$ 5,257	\$ -	\$ 12,616		0%
OE20-01 Interest Expense	\$ -	\$ -	\$ -			#DIV/0!
OE20-3 Series 2018 Installment Sale	\$ -	\$ -	\$ -			#DIV/0!
OE20-4 Phase 1 Road Improvements	\$ 41,071	\$ 41,076	\$ 5	\$ 81,722	\$ 40,646	50%
OE20-5 Phase 2 Road Improvements	\$ 57,857	\$ 57,865	\$ 8	\$ 115,160	\$ 57,295	50%
<b>TOTAL DEBT SERVICE</b>	\$ 104,185	\$ 104,198	\$ 13	\$ 209,498	\$ 97,941	47%
<b>TOTAL EXPENSES</b>	\$ 656,872	\$ 727,200	\$ 70,328	\$ 1,760,898	\$ 820,913	47%

<b>PAYMENTS AND ASSESSMENTS RECEIVED</b>						
<b>Assessment Income</b>						
	Pymt No. 3: (5%) Aug 2022 (FY21)	\$ -	\$ -	\$ -	\$ 74,424	\$ 74,424
	Pymt No. 1: (55%) Feb 2023 (FY22)	\$ -	\$ -	\$ -	\$ 818,660	\$ 818,660
	Pymt No. 2: (40%) May 2023 (FY22)	\$ -	\$ -	\$ -	\$ 595,389	\$ 595,389
	<b>Total Assessment Income</b>	\$ -	\$ -	\$ -	\$ 1,488,473	\$ 1,488,473
<b>Reimbursement Income</b>						
	<b>Total Reimbursement Income</b>		\$ -	\$ -	\$ -	\$ -
<b>Other Income</b>						
IN03	Weed Abatement	\$ 75	\$ 2,100	\$ 2,025	\$ 5,100	\$ 3,000 59%
IN05	Investment Interest	\$ 558	\$ 28,617	\$ 28,058	\$ 48,000	\$ 19,383 40%
IN06	Interest - County	\$ 87	\$ 131	\$ 44	\$ 400	\$ 269 67%
IN30	Exp Reimbursement Income	\$ -	\$ -	\$ -	\$ -	\$ - #DIV/0!
IN41	Gate Opener Income	\$ 305	\$ 665	\$ 360	\$ 900	\$ 235 26%
IN59	Rebates	\$ 1,194	\$ -	\$ (1,194)	\$ 12,000	\$ 12,000 100%
IN70	Quail Creek Deposits	\$ -	\$ -	\$ -	\$ -	\$ - #DIV/0!
	<b>Total Other Income</b>	\$ 2,220	\$ 31,512	\$ 29,293	\$ -	\$ (31,512)
	<b>TOTAL PAYMENTS &amp; ASSESSMENTS</b>	\$ 2,220	\$ 31,512	\$ 29,293	\$ 1,554,873	\$ 1,491,848
	<b>Net Income</b>	\$ (654,653)	\$ (695,688)	\$ (41,035)	\$ (206,025)	\$ 489,663
<b>Other Financing Sources &amp; Uses</b>						
	<b>Budget Balance</b>		\$ -	\$ -	\$ -	\$ -
			\$ (695,688)	\$ -	\$ -	\$ -

# Copper Valley Community Services District

## Balance Sheet

As of November 30, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	165,437
1020 Cash - Fund 2188	-919
1040 Local Agency Investment Fund (LAIF)	109,389
1090 CA Class Savings	815,458
<b>Total Bank Accounts</b>	<b>\$1,089,365</b>
<b>Total Current Assets</b>	<b>\$1,089,365</b>
Fixed Assets	
1500 Capital Assets	
1501 Equipment	531,242
1503 Roads	4,377,023
1504 Easements	10,344,000
1505 Buildings	145,569
<b>Total 1500 Capital Assets</b>	<b>15,397,834</b>
1600 Accumulated Depreciation	
1601 Equipment	-402,791
1603 Roads	-1,254,845
1605 Buildings	-36,504
<b>Total 1600 Accumulated Depreciation</b>	<b>-1,694,140</b>
<b>Total Fixed Assets</b>	<b>\$13,703,694</b>
Other Assets	
1700 Receivable Other	139
1705 Amount Provided For LTD	982,761
<b>Total Other Assets</b>	<b>\$982,900</b>
<b>TOTAL ASSETS</b>	<b>\$15,775,959</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	19,180
<b>Total Accounts Payable</b>	<b>\$19,180</b>
Credit Cards	
2050 Umpqua CSDA Visa	16,454
<b>Total Credit Cards</b>	<b>\$16,454</b>
Other Current Liabilities	
2100 Payroll Taxes Payable	2,008
2150 Accrued Payroll	24,784
2200 Sales Tax Payable	0

# Copper Valley Community Services District

## Balance Sheet

As of November 30, 2023

	TOTAL
<b>Total Other Current Liabilities</b>	<b>\$26,792</b>
<b>Total Current Liabilities</b>	<b>\$62,425</b>
Long-Term Liabilities	
2500 Lease Payable - John Deere	19,049
2600 Series 2018 Installment Sale A	454,562
2601 Series 2018 Installment Sale B	1,251,567
<b>Total Long-Term Liabilities</b>	<b>\$1,725,178</b>
<b>Total Liabilities</b>	<b>\$1,787,603</b>
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	932,708
3905 Net Investment in Capital Assets	1,552,539
Net Income	-695,688
<b>Total Equity</b>	<b>\$13,988,355</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$15,775,959</b>

Copper Valley Community Services District  
**1000 Umpqua Bank Checking, Period Ending 11/30/2023**

**RECONCILIATION REPORT**

Reconciled on: 12/07/2023

Reconciled by: Ever Ventura

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

Summary	USD
Statement beginning balance.....	137,430.33
Checks and payments cleared (43).....	-109,976.76
Deposits and other credits cleared (4).....	150,095.00
Statement ending balance.....	<u>177,548.57</u>
Uncleared transactions as of 11/30/2023.....	-12,111.43
Register balance as of 11/30/2023.....	165,437.14

**Details**

Checks and payments cleared (43)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/17/2023	Bill Payment	3159	Adventist Health - Sonora	-309.00
10/17/2023	Bill Payment	3161	Benchmark Engineering	-3,770.00
11/01/2023	Check	dm	John Deere Financial	-1,051.30
11/03/2023	Check	dm	Ralph M. McGeorge	-2,755.58
11/03/2023	Check	dm	Gregory Hebard	-2,666.74
11/03/2023	Check	dm	DAMON H WAITE	-1,803.72
11/03/2023	Check	dm	NICHOLAS B PATRICK	-1,810.15
11/03/2023	Check	dm	MATTHEW MOTTER	-1,710.32
11/03/2023	Check	dm	Mitchell McDonald	-1,725.40
11/03/2023	Check	dm	NICOLE D MC CUTCHEN	-300.00
11/03/2023	Check	dm	NICOLE D MC CUTCHEN	-2,732.84
11/03/2023	Check	dm	PETER J KAMPA	-2,544.22
11/03/2023	Check	dm	CHRIS JACOBS	-2,043.45
11/03/2023	Check	dm	Gregory Hebard	-400.00
11/07/2023	Check	dm	CA EDD	-1,224.03
11/08/2023	Check	dm	IRS	-6,193.17
11/20/2023	Check	dm	PETER J KAMPA	-2,544.22
11/20/2023	Check	dm	NICOLE D MC CUTCHEN	-300.00
11/20/2023	Check	dm	Gregory Hebard	-400.00
11/20/2023	Check	dm	Intuit Full Service Payroll	-152.00
11/20/2023	Check	dm	Gregory Hebard	-2,666.74
11/20/2023	Check	dm	CHRIS JACOBS	-1,909.49
11/20/2023	Check	dm	NICOLE D MC CUTCHEN	-2,732.86
11/20/2023	Check	dm	Mitchell McDonald	-1,594.44
11/20/2023	Check	dm	Ralph M. McGeorge	-2,755.57
11/20/2023	Check	dm	MATTHEW MOTTER	-1,579.36
11/20/2023	Check	dm	NICHOLAS B PATRICK	-1,672.67
11/20/2023	Check	dm	DAMON H WAITE	-1,666.26
11/21/2023	Bill Payment	3181	Oak Valley Hospital	-120.00
11/21/2023	Bill Payment	3182	Saddle Creek 2	-1,166.30
11/21/2023	Bill Payment	3187	VALLEY ENTRY SYSTEMS, I...	-12,813.60
11/21/2023	Check	dm	Maintenance Fee	-94.55
11/21/2023	Bill Payment	3180	Hunt & Sons, Inc.	-1,145.25
11/21/2023	Bill Payment	3183	SDRMA-Health Ins.	-7,786.80
11/21/2023	Bill Payment	3175	Aramark Uniform Service	-327.19
11/21/2023	Bill Payment	3176	Benchmark Engineering	-4,637.50
11/21/2023	Bill Payment	3177	California Special Districts As...	-4,095.00
11/21/2023	Bill Payment	3178	CV Development Partners, LLC	-1,624.00
11/21/2023	Bill Payment	3179	Detail Commercial Cleaning L...	-1,500.00
11/24/2023	Check	dm	CA EDD	-1,163.40
11/27/2023	Check	dm	Umpqua Bank Commerical CC	-14,126.78
11/27/2023	Check	dm	IRS	-5,944.60

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/28/2023	Check	dm	PG&E - 7193	-418.26
<b>Total</b>				<b>-109,976.76</b>

## Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/19/2023	Bill Payment	3147	AMCA (American Mosquito C...	0.00
11/14/2023	Deposit		Patricia Thionnet	10.00
11/20/2023	Deposit			85.00
11/20/2023	Check	dm	Transfer	150,000.00
<b>Total</b>				<b>150,095.00</b>

**Additional Information**

## Uncleared checks and payments as of 11/30/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/21/2023	Bill Payment	3185	VALLEY ENTRY SYSTEMS, I...	-10,025.00
11/21/2023	Bill Payment	3186	Warmerdam CPA Group	-1,900.00
11/21/2023	Bill Payment	3184	USBank Equipment Finance	-186.43
<b>Total</b>				<b>-12,111.43</b>

# Copper Valley Community Services District

## Transaction Report

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Umpqua Bank Checking					
Beginning Balance					
11/01/2023	Check	dm	John Deere Financial		-1,051
11/03/2023	Check	dm	CHRIS JACOBS	Pay Period: 10/16/23 - 10/31/23	-2,043
11/03/2023	Check	dm	PETER J KAMPA	Pay Period: 10/16/23 - 10/31/23	-2,544
11/03/2023	Check	dm	Gregory Hebard	Pay Period: 10/16/23 - 10/31/23	-2,667
11/03/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 10/16/23 - 10/31/23	-2,733
11/03/2023	Check	dm	Ralph M. McGeorge	Pay Period: 10/16/23 - 10/31/23	-2,756
11/03/2023	Check	dm	DAMON H WAITE	Pay Period: 10/16/23 - 10/31/23	-1,804
11/03/2023	Check	dm	NICHOLAS B PATRICK	Pay Period: 10/16/23 - 10/31/23	-1,810
11/03/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 10/16/23 - 10/31/23	-300
11/03/2023	Check	dm	Gregory Hebard	Pay Period: 10/16/23 - 10/31/23	-400
11/03/2023	Check	dm	Mitchell McDonald	Pay Period: 10/16/23 - 10/31/23	-1,725
11/03/2023	Check	dm	MATTHEW MOTTER	Pay Period: 10/16/23 - 10/31/23	-1,710
11/07/2023	Check	dm	CA EDD		-1,224
11/08/2023	Check	dm	IRS		-6,193
11/14/2023	Deposit		Patricia Thionnet		10
11/20/2023	Check	dm	Mitchell McDonald	Pay Period: 11/1/23 - 11/15/23	-1,594
11/20/2023	Check	dm	DAMON H WAITE	Pay Period: 11/1/23 - 11/15/23	-1,666
11/20/2023	Check	dm	NICHOLAS B PATRICK	Pay Period: 11/1/23 - 11/15/23	-1,673
11/20/2023	Check	dm	CHRIS JACOBS	Pay Period: 11/1/23 - 11/15/23	-1,909
11/20/2023	Check	dm	PETER J KAMPA	Pay Period: 11/1/23 - 11/15/23	-2,544
11/20/2023	Check	dm	Gregory Hebard	Pay Period: 11/1/23 - 11/15/23	-2,667
11/20/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 11/1/23 - 11/15/23	-2,733
11/20/2023	Check	dm	Ralph M. McGeorge	Pay Period: 11/1/23 - 11/15/23	-2,756
11/20/2023	Check	dm	MATTHEW MOTTER	Pay Period: 11/1/23 - 11/15/23	-1,579
11/20/2023	Deposit				85
11/20/2023	Check	dm	Transfer		150,000
11/20/2023	Check	dm	Intuit Full Service Payroll		-152
11/20/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 11/1/23 - 11/15/23	-300
11/20/2023	Check	dm	Gregory Hebard	Pay Period: 11/1/23 - 11/15/23	-400
11/21/2023	Check	dm	Maintenance Fee		-95
11/21/2023	Bill Payment (Check)	3185	VALLEY ENTRY SYSTEMS, INC.	Invoice #'s 43552 & 43662	-10,025
11/21/2023	Bill Payment (Check)	3175	Aramark Uniform Service	Acct #860084368	-327
11/21/2023	Bill Payment (Check)	3181	Oak Valley Hospital	Acct #CL0000006619	-120
11/21/2023	Bill Payment (Check)	3180	Hunt & Sons, Inc.	Invoice #649898	-1,145
11/21/2023	Bill Payment (Check)	3186	Warmerdam CPA Group	Client #3665	-1,900
11/21/2023	Bill Payment (Check)	3184	USBank Equipment Finance	Invoice #512565482	-186
11/21/2023	Bill Payment (Check)	3187	VALLEY ENTRY SYSTEMS, INC.	Invoice #43731	-12,814
11/21/2023	Bill Payment (Check)	3183	SDRMA-Health Ins.	Member #7174	-7,787
11/21/2023	Bill Payment (Check)	3176	Benchmark Engineering	Invoice #'s 12611 ; 12612 ; 12601	-4,638
11/21/2023	Bill Payment (Check)	3177	California Special Districts Association	2024 Member ID #1895	-4,095
11/21/2023	Bill Payment (Check)	3178	CV Development Partners, LLC	2023-24 Calaveras ground lease	-1,624
11/21/2023	Bill Payment (Check)	3179	Detail Commercial Cleaning LLC	Invoice #054	-1,500
11/21/2023	Bill Payment (Check)	3182	Saddle Creek 2	12% water 7/16/23 - 9/15/23	-1,166
11/24/2023	Check	dm	CA EDD		-1,163
11/27/2023	Check	dm	Umpqua Bank Commerical CC		-14,127
11/27/2023	Check	dm	IRS		-5,945
11/28/2023	Check	dm	PG&E - 7193		-418
<b>Total for Umpqua Bank Checking</b>					<b>\$32,086</b>
<b>TOTAL</b>					<b>\$32,086</b>

Copper Valley CSD  
Quail Creek Summary

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9/20/2021	CV Saddle Creek deposit	\$ 5,000.00
9/30/2021	Pete September Payroll Payroll (6 hrs)	(218.46)
9/30/2021	Nicole September Payroll (4 hrs)	(162.34)
9/30/2021	Greg September Payroll (1hr)	(48.32)
9/30/2021	Ralph September Payroll (1 hr)	(34.52)
10/12/2021	GL Gritz Engineering	(1,890.00)
10/31/2021	Nicole October Payroll (2 hrs)	(81.18)
10/31/2021	Nicole October Payroll (1 hrs)	(40.59)
11/10/2021	GL Gritz Engineering	(900.00)
11/30/2021	Nicole November Payroll (.5 hrs)	(20.30)
12/3/2021	CV Development deposit	3,000.00
12/15/2021	GL Gritz Engineering	(900.00)
8/9/2022	GL Gritz Engineering	(1,800.00)
9/20/2022	Niole 9/20/22 4 hrs	(190.59)
4/10/2023	Benchmark Engineering	(875.00)
5/9/2023	Benchmark Engineering	(875.00)
8/15/2023	Benchmark Engineering	(700.00)
8/31/2023	Nicole October 2022 Payroll (2 hrs)	(95.29)
8/31/2023	Nicole November 2022 Payroll (6 hrs)	(285.88)
8/31/2023	Nicole December 2022 Payroll (1.5 hrs)	(71.47)
8/31/2023	Nicole January 2023 Payroll (4 hrs)	(190.58)
8/31/2023	Greg January 2023 Payroll (1 hr)	(51.46)
8/31/2023	Ralph January 2023 Payroll (2 Hr)	(74.95)
8/31/2023	Nicole February 2023 Payroll (1 Hr)	(47.65)
8/31/2023	Nicole March 2023 Payroll (5 Hrs)	(238.23)
8/31/2023	Nicole April 2023 Payroll (3 Hrs)	(142.94)
8/31/2023	Nicole May 2023 Payroll (1 Hr)	(47.65)
8/31/2023	Nicole June 2023 Payroll (2.5 Hrs)	(119.11)
8/31/2023	Greg June 2023 Payroll (1 hr)	(51.46)
8/31/2023	Ralph June 2023 Payroll (2 Hr)	(74.95)
8/31/2023	Nicole August 2023 Payroll (3 Hrs)	(149.91)
10/5/2023	Benchmark Engineering	(962.50)

\$ (3,340.31)

COPPER VALLEY COMMUNITY SERVICES DISTRICT		Quarterly Investment/Treasurer's Report						
		Government Funds						
2nd Quarter Balances @ November 30, 2023								
Cash Accounts	Acct #	Statement Interest Rate	YTD Interest November	General Investment	Road Reserve	Infrastructure Reserve	Equipment Reserves	Total by Investment
Umquoa Bank Operating Account	5048		-					165,437.14
LAIF	5-001		1,822.16					109,388.94
Calaveras Fund 2188	2188		130.93					(919.33)
CA Class	0035	5.57%	26,794.36	520,572.51	80,231.73	134,904.32	79,749.19	815,457.75
			<b>28,747.45</b>	<b>520,572.51</b>	<b>80,231.73</b>	<b>134,904.32</b>	<b>79,749.19</b>	<b>1,089,364.50</b>
<b>YE June 30, 2024 YTD Interest Earned</b>		July - Novem	\$ 28,747.45					
"I certify that the District investments have been made in accordance with the Investment Policy. I further certify that the District has adequate revenue to cover its operating expense for the next six months, in accordance with California Government Code Sections 53646 (b) (2) and (3) respectively."								
Name	<i>Peter J. Kampa</i>		Title	General Manager				



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

**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
NOVEMBER 21, 2023, 2:00 PM  
LOCATION: COPPER VALLEY SPORTS CENTER

1. **CALL TO ORDER @ 2:00pm**
2. **ROLL CALL** President DeBaldo, Vice President Golden, Director Vezina, Director Coleman, Director Albertson-  
ABSENT, General Manager Kampa, Office Manager McCutchen, Site Manager Hebard
3. **PLEDGE OF ALLEGIANCE**
4. **CHANGES TO ORDER OF AGENDA** None
5. **PUBLIC COMMENT**
6. **CONSENT CALENDAR**
  - a) Review of monthly financial report, approval of bills and claims for the month of October 2023.
  - b) Approval of the minutes from the Regular Board Meeting held October 17, 2023.  
Motion made by Director Vezina to approve the Consent Calendar including the approval of bills and claims for the month of October 2023 and minutes from the regular board meeting held October 17, 2023. Vice President Golden seconds, motion passes unanimously
7. **DISCUSSION AND ACTION ITEMS**
  - a) Conduct Public Hearing Regarding the Adoption of the Encroachment Ordinance
    - i. Adoption of a Resolution Approving an Encroachment Ordinance that prohibits encroachment onto District easements, property and rights-of-way without a permit  
Motion made by Vice President Golden to adopt a Resolution Approving an Encroachment Ordinance that prohibits encroachment onto District easements, property and rights-of-way without a permit, second made by Director Coleman. Motion passes unanimously
  - b) Review of NBS Annual Report Regarding Special Tax Collection and Expenditures
  - c) Update on the Improvements to the Privacy Gate (DeBaldo)
  - d) Adoption of a Resolution Approving and Authorizing Public Bidding of the 2023 Sidewalk Replacement Project Motion made by Director Vezina to adopt a Resolution Approving and Authorizing Public Bidding of the 2023 Sidewalk Replacement Project, second made by Director Coleman, motion passes unanimously
  - e) Consideration of Approval of a Change in District Employee Health Benefits and Benefits Administrator Motion made by Director Vezina to approve the change in District Employee Health Benefits and Benefits Administrator, second made by Vice President Golden. Motion passes unanimously
8. **STAFF AND DIRECTOR REPORTS**
  - a) General Managers Report
  - b) Site Managers Report
9. **ADJOURNMENT @ 3:43pm**



## **BOARD MEETING AGENDA SUBMITTAL**

TO: CVCS Board of Directors  
FROM: Peter Kampa, General Manager  
DATE: December 19, 2023  
SUBJECT: 7a) Consideration of purchase and installation of Neighborhood Watch Signs

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### **RECOMMENDED ACTION:**

I make a motion to authorize staff to purchase and install neighborhood watch signs in appropriate locations.

### **BACKGROUND:**

District staff was directed to secure a cost proposal for the potential installation of neighborhood watch signs in strategic locations of the community. Costs have been secured and will be presented to the board at this meeting.



## **BOARD MEETING AGENDA SUBMITTAL**

TO: CVCS District Board of Directors

FROM: Peter Kampa, General Manager

DATE: December 19, 2023

SUBJECT: 7c) Adoption of a Resolution Approving Amendments to the District Personnel Policy to Reflect the Previously Approved Revised Health and Wellness Benefits and the Addition of Administrative Leave

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### **RECOMMENDED ACTION:**

I Move to Adopt a Resolution Approving Amendments to the District Personnel Policy to Reflect the Previously Approved Revised Health and Wellness Benefits and the Addition of Management Leave

### **BACKGROUND:**

In July of 2023 the board adopted a management leave policy for the site manager and site Superintendent. In November of 2023 the board approved a modification of benefits to add dental coverage to the medical coverage. The purpose of this action today is to move these two separate actions into an amendment of our complete personnel policy.

The policy as proposed also removes the per employee cap on medical insurance cost, as this amount changes each year with the cost of medical insurance. Also, rather than having these benefits apply only to specific positions, the proposed policy clarifies that all full time employees would be eligible for the health and Wellness benefits. Proposed changes to our current policy are shown in underlined text and deletions are crossed out.

**RESOLUTION NO. 2023-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COPPER VALLEY  
COMMUNITY SERVICES DISTRICT APPROVING AMENDMENTS TO THE EMPLOYEE  
BENEFITS SECTION OF PERSONNEL POLICY**

**WHEREAS**, the Copper Valley Community Services District (herein referred to as District) is a local Government agency formed and operating in accordance with Section §61000 et seq. of the California Government code; and

**WHEREAS**, in accordance with California Government Code 61045, (g) The board of directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies; and

**WHEREAS**, the District desires to amend its personnel policy to include previously adopted employee benefits changes and add updated language for clarity in administration; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the Copper Valley Community Services District does hereby approve the amended Benefits section of Personnel Policy contained herein as Exhibit A.

**THE FOREGOING RESOLUTION** was introduced at a regular meeting of the Copper Valley Community Services District held on December 19, 2023 and was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

---

Darlene DeBaldo, President

Board of Directors

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Peter Kampa, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Copper Valley Community Services District, do hereby declare that the foregoing RESOLUTION NO. 2023 - was duly passed and adopted at a Regular Meeting of the Board of Directors of the Copper Valley Community Services District, duly called and held on December 19, 2023.

## **CHAPTER FIVE – BENEFITS**

### **5000- BENEFITS AND INSURANCE COVERAGE**

- A. **Medical Health and Wellness Expense Insurance:** The District provides and pays 100% of the premium for medical and dental insurance to for the Maintenance Manager, Maintenance Supervisor, and all full-time employees up to nine hundred and thirty four dollars (\$934.00) per month for employees only, or greater amount, if approved by the Board of Directors all regular, full time employees.
- B. **Dependents:** Employee may enroll eligible dependents but shall pay all premium costs related to such dependents. The scope of coverage, the specific providers, and the payment of premiums may be subject to review and revision by the Board of Directors.
- ~~C. The District does not provide dental or vision insurance.~~
- D.C. New employees are eligible for health insurance the first day of the month following thirty days of employment.
- E.D. **Workers' Compensation Insurance:** All District employees will be insured against injuries received while on the job in accordance with State law.

### **5010 - VACATION**

This policy shall apply only to fulltime regular and introductory employees in all classifications.

**Rate of Accrual: 80.0 hours per year (accrued each pay period):**

- A. **Limitations on Accumulated Vacation Time:** An employee shall be able to accrue no more than one-hundred twenty (120) hours of vacation once the maximum vacation accrual is reached, vacation time will no longer be accumulated. Once the vacation accrual is below the maximum, vacation accrual will again start to accumulate.
- B. **Termination:** At termination of employment for any reason, the District shall compensate the regular fulltime employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.
- C. **Unpaid Leave of Absence:** No vacation accrues during any unpaid leave of absence. An employee is not permitted to borrow on future accrual of vacation benefits.
- D. **Holidays:** If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

- E. Requesting Vacation:** Employees must submit vacation requests to their supervisor. Supervisors will consider requests in light of all relevant criteria, including operational concerns, seniority, scheduling issues, leave balances, timing of the request, and fairness. Leave Request Form is located at Appendix “J”.
- F. Introductory Employees:** Introductory employees accrue vacation time during their introductory period and are subject to the same policies for use as regular fulltime employees.
- G. No Cash-Out During Employment:** Vacations are provided by the District to employees as a period of time away from work with pay for the purpose of rest, relaxation, and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted. In addition, employees are not expected to and should not work during their vacation.

## 5020 - HOLIDAYS

This policy shall apply to all fulltime regular and introductory employees.

- A. Days Designated as Holidays:** The following days shall be recognized and observed as paid holidays:

  - New Year’s Day;
  - Memorial Day;
  - Independence Day;
  - Labor Day;
  - Thanksgiving Day;
  - Christmas Day;
- B. Requirements:** All regular work shall be suspended and employees shall receive one (1) day’s pay for each of the holidays listed above. An employee on a leave without pay will not receive holiday pay. In order to receive holiday pay, you must work the regularly scheduled work day prior to and after the holiday unless vacation has been pre-approved. If an employee is on approved vacation when a holiday occurs, the employee will receive holiday pay in lieu of vacation for the scheduled holiday.
- C. Holidays on Weekends:** Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

- D. Work on Holidays:** If any employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay or as otherwise specified under Section 3000 except for FLSA Exempt employees.

### **5030 - SICK LEAVE**

Full-time introductory, regular employees, and part-time employees in all classifications earn sick leave. Full-time and Part-time employees earn sick leave benefits at a different rate. (See D. below)

- A. Definition of Sick Leave:** Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease.
- B. Usage:** Sick leave may be used for dental and doctor appointments, including the actual time spent at the appointment and a reasonable amount of time to travel to and from the appointment. The employee must report to work prior to the appointment and report back to work after the appointment, if reasonable. Employees are expected to schedule appointments so as to minimize the time away from and disruption to work.
- C. Kin Care:** In any calendar year, an employee may use accrued sick leave, up to the amount earned during six months of employment, to attend to the illness of an immediate family member as defined in Section 1010 (I). After this maximum allotment is used, employees can take accrued vacation to attend to the illness of an immediate family member in accordance with the District's rules for scheduling and taking vacation time.
- D. Rate of Accrual:** Employees shall earn sick leave at the following rates:

Full time regular and introductory employees accrue 5.87 hours of sick leave per month (Accrued each pay period) up to a maximum of one-hundred-twenty (120) work days. Such employees may use such sick leave for existing healthcare, or preventative care for themselves or family member, or for the specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

Part-time regular and introductory employees accrue one hour of sick leave for every 30 hours worked, beginning with their first day of employment. Such employees may accrue up to a maximum of forty-eight hours or six workdays, and may use such sick leave for existing healthcare, or preventative care for themselves or family member, or for the specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

Accumulated Sick leave is not available for cash out upon termination or retirement.

Employees who work overtime do not accrue any additional sick leave credit.

- E. Requirements:** Sick leave shall not be used in lieu of or in addition to vacation leave. If an employee calls in sick the day before a holiday, the employee will not be eligible for holiday pay.
- F. No Borrowing or Advance Accrual:** An employee is not permitted to borrow on future accrual of sick benefits.
- G. Unpaid Leave:** Sick leave does not accrue during any unpaid leave of absence.
- H. Notification Requirement:** In order to receive compensation while on sick leave, the employee shall notify his/her supervisor a minimum of 30 minutes prior to the time for beginning the regular work day that illness will prevent them from coming to work. Supervisors shall be notified of scheduled doctor's appointments or other approved needs for sick leave usage as far in advance as possible, if known.
- I. Abuse of Sick Leave:** If an employee is absent due to illness, if the District reasonably suspects abuse of sick leave, if there is a pattern of sick leave usage, or if an employee's sick leave balances are consistently maintained at a low level, a doctor's note may be required. Failure to provide a doctor's note upon request may be grounds for disciplinary action and/or denial of sick leave benefits.
- J. Not Guaranteed Benefit:** Sick leave is a benefit provided to employees for sporadic time off work in the event of true illness or need for medical care. Employees are not guaranteed the ability to take all sick leave that may accrue except as provided by law. If an employee is unable to perform the essential functions of his or her position, then the District may take steps to remove the employee from his or her position even if sick leave remains available.

## 5040 - MANAGEMENT LEAVE

Upon coordination with the General Manager, salaried exempt employees will receive an allotment of paid management leave each fiscal year. The Site Manager and Site Superintendent will be provided eighty (80) hours of administrative leave, allocated at the beginning of each fiscal year. Such days may be taken on a full day basis consecutively or individually following approval of the General Manager. The maximum management leave accrual shall be eighty (80) hours. Management leave shall not be eligible for buyback or converted to other forms of leave accrual. An exchange for a cash equivalent will not be made on any balance of hours remaining at the end of each fiscal year. Employees must pass probation in order to be eligible to receive management leave. Upon appointment to an exempt position from a non-exempt position after the start of the fiscal year, the leave accrual will be pro-rated. No employee will have more than the annual allotments provided. If management leave is not utilized in the fiscal year provided, the leave balance will be forfeited.