



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

OCTOBER 17, 2023, 2:00 PM

LOCATION: COPPER VALLEY SPORTS CENTER

Regular Board Meeting

Oct 17, 2023, 2:00 – 4:00 PM

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1. **CALL TO ORDER** - The Board will also consider approval of Board President Darlene DeBaldo's remote meeting attendance due to Just Cause.
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 September 2023.
 - b) Approval of the minutes from the Regular Board Meeting held September 19, 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 a first reading of an Encroachment Ordinance that prohibits encroachment onto District easements, property and rights-of-way without a permit, and establishing the terms and conditions for the encroachment permit issuance
 - b) Review of implementation process and schedule for encroachment permits
 - c) Review of the District's Miscellaneous Fee Schedule as it Relates to Encroachment Permits
 - d) Update of gate security system upgrade and Update on damage of security gate
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

September 30, 2023

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

Statement of Cash Flows

For the 3 Months Ending September 30, 2023

	Umpqua Bank Checking	Calaveras Co Fund 2188	LAIF	CA Class Savings	YTD Total
Net Income	(231,906)	(72,849)	845	17,283	(286,628)
OPERATING ACTIVITIES					
Adjustments to reconcile Net Income to Net Cash used in Operations:					
1200 Accounts Receivable	-				-
2000 Accounts Payable	18,701				18,701
2050 Umpqua CSDA Visa	(11,296)				(11,296)
2100 Payroll Taxes Payable	46				46
2150 Accrued Payroll	1,035				1,035
2200 Sales Tax Payable	-				-
Net cash used in operating activities	(223,420)	(72,849)	845	17,283	(278,142)
Bank Transfers In/Out	150,000			(150,000)	
Net cash decrease for period	(73,420)	(72,849)	845	(132,717)	(278,142)
Cash at beginning of period (7/1/2023)	204,598	71,799	107,567	1,338,663	1,722,627
Cash at end of period	131,177	(1,050)	108,411	1,205,946	1,444,485

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

Cash Flow Projection

FY 23-24								
Sep-2023	Oct-2023	Nov-2023	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024

REGULAR CHECKING

Beginning Checking Account Balance	\$	208,999		\$ 131,177		\$ 260,026		\$ 89,947		\$ 218,795		\$ 147,644		\$ 895,153		\$ 824,001		\$ 752,850
Deposits																		
Assessments		-		-		-		-		-		818,660		-		-		595,389
Other Income		515																
Road Improvement Loan		-																
Transfers		-	\$ 200,000	-	\$ 200,000					-		-		-		-		-
Disbursements																		
Paychecks		35,748	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000
Payroll Taxes		12,945	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Checks Written																		
Other Operating & Admin Costs		16,048	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	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	1,051	1,051	1,051	1,051	1,051	1,051	1,051	1,051
Capital Outlay		-																
Projects Costs																		
Series A (2018 project refinance)		-	-	41,071	-	-	-	-	-	-	-	-	-	-	-	-	-	41,071
Series B (Phase 2 Road Imprpv.)		-	-	57,857	-	-	-	-	-	-	-	-	-	-	-	-	-	57,857
Credit Card Payments		11,554	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000
ACS Debits - (Utilities, Lease Pymts,P/R processing)		991	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100
Total Disbursements		\$ 78,337	\$ 71,151	\$ 170,079	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 71,151	\$ 170,079
Ending Checking Account Balance		\$ 131,177	\$ 260,026	\$ 89,947	\$ 218,795	\$ 147,644	\$ 895,153	\$ 824,001	\$ 752,850	\$ 1,178,160								
check		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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 September 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	131,177
1020 Cash - Fund 2188	-1,050
1040 Local Agency Investment Fund (LAIF)	108,411
1090 CA Class Savings	1,205,946
Total Bank Accounts	\$1,444,485
Total Current Assets	\$1,444,485
Fixed Assets	
1500 Capital Assets	
1501 Equipment	531,242
1503 Roads	4,377,023
1504 Easements	10,344,000
1505 Buildings	145,569
Total 1500 Capital Assets	15,397,834
1600 Accumulated Depreciation	
1601 Equipment	-402,791
1603 Roads	-1,254,845
1605 Buildings	-36,504
Total 1600 Accumulated Depreciation	-1,694,140
Total Fixed Assets	\$13,703,694
Other Assets	
1700 Receivable Other	139
1705 Amount Provided For LTD	982,761
Total Other Assets	\$982,900
TOTAL ASSETS	\$16,131,079
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	75,653
Total Accounts Payable	\$75,653
Credit Cards	
2050 Umpqua CSDA Visa	13,548

Copper Valley Community Services District

Balance Sheet

As of September 30, 2023

	TOTAL
Total Credit Cards	\$13,548
Other Current Liabilities	
2100 Payroll Taxes Payable	1,848
2150 Accrued Payroll	23,043
2200 Sales Tax Payable	-316
2201 Sales Tax Adjustment	48
Board of Equalization Payable	43
Sales Tax Payable	225
Total 2200 Sales Tax Payable	0
Total Other Current Liabilities	\$24,891
Total Current Liabilities	\$114,092
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
Total Long-Term Liabilities	\$1,725,178
Total Liabilities	\$1,839,270
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	827,102
3905 Net Investment in Capital Assets	1,552,539
Net Income	-286,628
Total Equity	\$14,291,809
TOTAL LIABILITIES AND EQUITY	\$16,131,079

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

		ACTUALS			BUDGET		
		Last Year	This Year	Variance	This year's	\$ Budget	% Budget
		July - Sept	July - Sept	Incl (Decr)	BUDGET	Remaining	Remaining
EXPENDITURES							
SERVICES AND SUPPLIES							
ADMINISTRATION							
OE01	Audit Expense	\$ -	\$ -	\$ -	\$ 9,200	\$ 9,200	100%
OE02	Finance Expenses	\$ 224	\$ 182	\$ (42)	\$ 700	\$ 518	74%
OE02-1	Parcel Tax Implementation	\$ -	\$ -	\$ -	\$ 6,300	\$ 6,300	100%
OE03	Advertising	\$ 437	\$ 170	\$ (266)	\$ 1,300	\$ 1,130	87%
OE04	Legal Expenses	\$ 1,650	\$ 3,025	\$ 1,375	\$ 6,300	\$ 3,275	52%
OE06	Insurance (Property Loss/Liability)	\$ 9	\$ -	\$ (9)	\$ 21,000	\$ 21,000	100%
OE07	Miscellaneous/Contingency	\$ 462	\$ -	\$ (462)	\$ 8,400	\$ 8,400	100%
OE08	Professional Development (Travel/Training)	\$ 1,891	\$ 1,564	\$ (327)	\$ 9,300	\$ 7,736	83%
OE09	Dues, Certifications & Subscriptions	\$ 1,953	\$ 1,375	\$ (578)	\$ 7,900	\$ 6,525	83%
OE10	Uniform Expenses	\$ 1,584	\$ 4,353	\$ 2,769	\$ 10,400	\$ 6,047	58%
OE11	Electric Power/Water/Sewer	\$ 48,966	\$ 19,539	\$ (29,427)	\$ 96,000	\$ 76,461	80%
OE12	Telephone/Internet Service	\$ 2,177	\$ 2,080	\$ (97)	\$ 7,700	\$ 5,620	73%
OE14	Office Supplies/Postage	\$ 1,006	\$ 5,003	\$ 3,997	\$ 9,600	\$ 4,597	48%
OE15	Office Equipment Repair/Replacement	\$ 2,123	\$ -	\$ (2,123)	\$ 6,300	\$ 6,300	100%
OE15-1	Office Equipment Lease	\$ 916	\$ 619	\$ (297)	\$ 2,600	\$ 1,981	76%
OE26	County Fees/LAFCO	\$ 3,019	\$ 2,972	\$ (47)	\$ 6,600	\$ 3,628	55%
OE27	Bank Charges	\$ 252	\$ 242	\$ -	\$ 900	\$ 658	73%
OE29	Accounting Services	\$ 7,600	\$ 3,800	\$ -	\$ 26,300	\$ 22,500	86%
OE30	Reimbursable Maint/Repair Expense	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE31	Office Lease	\$ -	\$ -	\$ -	\$ 1,800	\$ 1,800	100%
OE41	HR Consultant	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	100%
OE42	Quail Creek Engineering	\$ 1,800	\$ 1,138	\$ -	\$ 10,500	\$ 9,363	89%
PE03-1	Payroll Taxes - Administration	\$ 4,938	\$ 4,504	\$ (433)	\$ -	\$ -	
PE06-1	Employee Wages - Administration	\$ 64,544	\$ 58,879	\$ (5,665)	\$ -	\$ -	
PE03-7	Payroll Taxes - Quail Creek	\$ 14	\$ -	\$ -	\$ -	\$ -	
PE06-7	Employee Wages - Quail Creek	\$ 177	\$ -	\$ -	\$ -	\$ -	
	Total Administration	\$ 145,740	\$ 109,445	\$ (36,295)	\$ 251,600	\$ 205,538	82%
COMMON AREAS							
OE16	Gate Maintenance & Opener Purchase	\$ 15,739	\$ 37,566	\$ 21,828	\$ 15,100	\$ (22,466)	-149%
OE16-1	Gate System Improvements (RFID,etc)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 9,047	\$ 6,418	\$ (2,629)	\$ 15,900	\$ 9,482	60%
OE17-2	Storm Drains	\$ -	\$ -	\$ -	\$ -	\$ -	
PE03-5	Payroll Taxes - Streets	\$ -	\$ -	\$ -	\$ -	\$ -	
PE06 -5	Employee Wages - Streets	\$ -	\$ -	\$ -	\$ -	\$ -	
OE18-1	Landscape Supplies & Repairs	\$ 14,849	\$ 9,980	\$ (4,869)	\$ 46,100	\$ 36,120	78%
OE18-2	CCWD Water	\$ -	\$ -	\$ -	\$ -	\$ -	
OE18-3	Landscape Equipment Gas & Oil	\$ 3,584	\$ -	\$ (3,584)	\$ 9,400	\$ 9,400	100%
OE18-4	Landscape Equipment Repair/Replacement	\$ 3,532	\$ 19,387	\$ 15,855	\$ 44,300	\$ 24,913	56%
PE03-2	Payroll Taxes - Common Areas	\$ 4,790	\$ 5,386	\$ 597	\$ -	\$ -	
PE06 -2	Employee Wages - Common Areas	\$ 62,609	\$ 69,692	\$ 7,084	\$ -	\$ -	
	Total Common Areas	\$ 114,148	\$ 148,429	\$ 34,281	\$ 130,800	\$ 57,449	44%
MOSQUITO ABATEMENT							
OE22-1	Mosquito Control Products	\$ 376	\$ -	\$ (376)	\$ 19,700	\$ 19,700	100%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 468	\$ 1,448	\$ 980	\$ 4,500	\$ 3,052	68%

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

		ACTUALS			BUDGET		
		Last Year July - Sept	This Year July - Sept	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 4,465	\$ 5,105	\$ 641	\$ 13,800	\$ 8,695	63%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 3,597	\$ 3,676	\$ 80	\$ 15,500	\$ 11,824	76%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 139	\$ 558	\$ 419			
PE06-4	Employee Wages - Mosquito Abatement	\$ 1,819	\$ 7,297	\$ 5,478			
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ -			
PE06-6	Employee Wages - Wetlands	\$ -	\$ -	\$ -			
	Total Mosquito Abatement	\$ 10,863	\$ 18,085	\$ 7,222	\$ 53,500	\$ 43,270	81%
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (139,028)	\$ (146,317)	\$ (7,289)			
	TOTAL SERVICES & SUPPLIES	\$ 131,723	\$ 129,642	\$ (2,081)	\$ 435,900	\$ 306,258	70%
PERSONNEL COSTS				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ -	\$ 864	\$ 864	\$ 12,700	\$ 11,836	93%
PE02	Health Insurance	\$ 23,711	\$ 18,169	\$ (5,541)	\$ 114,500	\$ 96,331	84%
PE03	Payroll Taxes	\$ 11,257	\$ 10,449	\$ (808)	\$ 46,300	\$ 35,851	77%
PE04	Processing Fees	\$ 425	\$ 726	\$ 301	\$ 1,800	\$ 1,074	60%
PE05	Directors Stipend	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	100%
	Retirement				\$ 6,000		
PE06	Employee Wages	\$ 146,958	\$ 135,868	\$ (11,090)	\$ 578,300	\$ 442,432	77%
	TOTAL PERSONNEL COSTS	\$ 182,351	\$ 166,076	\$ (16,275)	\$ 765,600	\$ 593,524	78%
EQUIPMENT OUTLAY							
CO04	Trailer/Spray Rig/Tractor	\$ 19,614	\$ -	\$ -	\$ 5,000	\$ 5,000	100%
CO04	Concrete Grinder	\$ -	\$ -	\$ -	\$ -	\$ -	
CO04	Turfco Torrent Blower	\$ -	\$ -	\$ -	\$ -	\$ -	
CO04	Cart Replace - Honda Pioneer	\$ -	\$ -	\$ -	\$ -	\$ -	
CO04	Water Truck Transmission	\$ -	\$ 5,090	\$ 5,090	\$ 7,700	\$ 2,610	34%
CO04	New Turf Mower	\$ -	\$ -	\$ -	\$ 37,000	\$ 37,000	100%
CO10	Cart Replace - Honda Pioneer W/ Cab	\$ -	\$ -	\$ -	\$ -	\$ -	
	TOTAL EQUIPMENT OUTLAY	\$ 19,614	\$ 5,090	\$ (14,524)	\$ 49,700	\$ 39,610	80%
CAPITAL OUTLAY/STUDIES/ASSESEMENTS							
OE53-2	Landscape Design	\$ 4,490	\$ 3,367	\$ (1,122)	\$ -	\$ (3,367)	#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		
TBD	Gate Gontroller Replace and Security Upgrade				\$ 34,200		
TBD	Sidewalk Replacement	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	100%
TBD	Mosquito Abatement Cargo Container	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

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

September 2023

	ACTUALS			BUDGET		
	Last Year July - Sept	This Year July - Sept	Variance Incl (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES						
TOTAL STUDIES & ASSESSMENTS	\$ 14,690	\$ 3,464	\$ (11,226)	\$ 300,200	\$ 97,536	32%
DEBT SERVICE			\$ -			
OE20 John Deere Financing	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE21 John Deere Financing	\$ 3,154	\$ 3,154	\$ -	\$ 12,616		
OE20-01 Interest Expense	\$ -					
OE20-3 Series 2018 Installment Sale	\$ -	\$ -				
OE20-4 Phase 1 Road Improvements	\$ -	\$ -		\$ 81,722	\$ 81,722	100%
OE20-5 Phase 2 Road Improvements	\$ -	\$ -		\$ 115,160	\$ 115,160	100%
TOTAL DEBT SERVICE	\$ 3,154	\$ 3,154	\$ -	\$ 209,498	\$ 196,882	94%
TOTAL EXPENSES	\$ 351,532	\$ 307,426	\$ (44,106)	\$ 1,760,898	\$ 1,233,810	70%

PAYMENTS AND ASSESSMENTS RECEIVED

<u>Assessment Income</u>						
	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
	Total Assessment Income	\$ -	\$ -	\$ -	\$ 1,488,473	\$ 1,488,473
<u>Reimbursement Income</u>						
	Total Reimbursement Income			\$ -	\$ -	\$ -
<u>Other Income</u>						
IN03	Weed Abatement	\$ 75	\$ 2,100		\$ 5,100	
IN05	Investment Interest	\$ 198	\$ 17,283		\$ 48,000	
IN06	Interest - County	\$ 87	\$ 845		\$ 400	
IN30	Exp Reimbursement Income	\$ -	\$ -		\$ -	
IN41	Gate Opener Income	\$ 170	\$ 570		\$ 900	
IN59	Rebates	\$ 1,194	\$ -		\$ 12,000	
IN70	Quail Creek Deposits	\$ -	\$ -		\$ -	
	Total Other Income	\$ 1,724	\$ 20,798	\$ 19,073	\$ -	\$ (20,798)
	TOTAL PAYMENTS & ASSESSMENTS	\$ 1,724	\$ 20,798	\$ 19,073	\$ 1,554,873	\$ 1,467,675
	Net Income	\$ (349,808)	\$ (286,628)	\$ 63,179	\$ (206,025)	\$ 80,603
<u>Other Financing Sources & Uses</u>						
	Budget Balance		\$ (286,628)		\$ -	\$ -

Copper Valley Community Services District
1000 Umpqua Bank Checking, Period Ending 09/30/2023

RECONCILIATION REPORT

Reconciled on: 10/11/2023

Reconciled by: Ever Ventura

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

		USD
Summary		
Statement beginning balance.....	209,099.06	
Checks and payments cleared (42).....	-76,451.14	
Deposits and other credits cleared (2).....	515.00	
Statement ending balance.....	<u>133,162.92</u>	
Uncleared transactions as of 09/30/2023.....	-1,985.57	
Register balance as of 09/30/2023.....	<u>131,177.35</u>	

Details

Checks and payments cleared (42)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/15/2023	Bill Payment	3139	Greg Hebard	-100.00
09/01/2023	Check	dm	John Deere Financial	-1,051.30
09/05/2023	Check	dm	MATTHEW MOTTER	-1,710.32
09/05/2023	Check	dm	Ralph M. McGeorge	-2,755.58
09/05/2023	Check	dm	NICOLE D MC CUTCHEN	-300.00
09/05/2023	Check	dm	NICHOLAS B PATRICK	-1,810.13
09/05/2023	Check	dm	DAMON H WAITE	-1,803.71
09/05/2023	Check	dm	NICOLE D MC CUTCHEN	-1,658.81
09/05/2023	Check	dm	ExpertPay	-111.50
09/05/2023	Check	dm	Gregory Hebard	-2,666.73
09/05/2023	Check	dm	PETER J KAMPA	-2,544.22
09/05/2023	Check	dm	CHRIS JACOBS	-1,951.08
09/05/2023	Check	dm	Gregory Hebard	-400.00
09/07/2023	Check	dm	CA EDD	-994.66
09/08/2023	Check	dm	IRS	-5,358.31
09/18/2023	Check	dm	Intuit Full Service Payroll	-139.00
09/19/2023	Bill Payment	3152	Hunt & Sons, Inc.	-1,029.55
09/19/2023	Bill Payment	3157	U.S. Postal Service	-424.00
09/19/2023	Bill Payment	3156	Turf Star, Inc.	-337.63
09/19/2023	Bill Payment	3155	SDRMA-Health Ins.	-9,084.60
09/19/2023	Bill Payment	3154	Nicholas Patrick	-100.00
09/19/2023	Bill Payment	3153	MVCAC	-500.00
09/19/2023	Bill Payment	3150	Detail Commercial Cleaning L...	-1,750.00
09/19/2023	Bill Payment	3149	Benchmark Engineering	-580.00
09/19/2023	Bill Payment	3148	Aramark Uniform Service	-106.23
09/19/2023	Bill Payment	3146	Aaronson, Dickerson etal	-150.00
09/20/2023	Check	dm	CHRIS JACOBS	-1,798.01
09/20/2023	Check	dm	Gregory Hebard	-2,666.73
09/20/2023	Check	dm	Gregory Hebard	-400.00
09/20/2023	Check	dm	ExpertPay	-111.50
09/20/2023	Check	dm	Maintenance Fee	-76.63
09/20/2023	Check	dm	PETER J KAMPA	-2,544.22
09/20/2023	Check	dm	NICOLE D MC CUTCHEN	-300.00
09/20/2023	Check	dm	NICOLE D MC CUTCHEN	-2,764.98
09/20/2023	Check	dm	Ralph M. McGeorge	-2,755.57
09/20/2023	Check	dm	DAMON H WAITE	-1,666.26
09/20/2023	Check	dm	NICHOLAS B PATRICK	-1,672.67
09/20/2023	Check	dm	MATTHEW MOTTER	-1,579.36
09/20/2023	Check	dm	CA EDD	-1,095.79
09/26/2023	Check	dm	Umpqua Bank Commerical CC	-11,553.64
09/26/2023	Check	dm	PG&E - 7193	-552.56
09/27/2023	Check	dm	IRS	-5,495.86

Total				-76,451.14
Deposits and other credits cleared (2)				
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/18/2023	Deposit		Ann Butler	230.00
09/25/2023	Deposit			285.00
Total				515.00

Additional Information

Uncleared checks and payments as of 09/30/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/19/2023	Bill Payment	3147	AMCA (American Mosquito C...	-675.00
09/19/2023	Bill Payment	3151	Granite Peak Alarm	-447.00
09/26/2023	Bill Payment	3158	SDRMA-Workers Comp Autho...	-863.57
Total				-1,985.57

Copper Valley Community Services District

Transaction Report

September 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Umpqua Bank Checking					
Beginning Balance					
09/01/2023	Check	dm	John Deere Financial		-1,051
09/05/2023	Check	dm	MATTHEW MOTTER	Pay Period: 8/16/2023 - 8/31/2023	-1,710
09/05/2023	Check	dm	Gregory Hebard	Pay Period: 8/16/2023 - 8/31/2023	-2,667
09/05/2023	Check	dm	Gregory Hebard	Pay Period: 8/16/2023 - 8/31/2023	-400
09/05/2023	Check	dm	CHRIS JACOBS	Pay Period: 8/16/2023 - 8/31/2023	-1,951
09/05/2023	Check	dm	DAMON H WAITE	Pay Period: 8/16/2023 - 8/31/2023	-1,804
09/05/2023	Check	dm	NICHOLAS B PATRICK	Pay Period: 8/16/2023 - 8/31/2023	-1,810
09/05/2023	Check	dm	ExpertPay		-112
09/05/2023	Check	dm	Ralph M. McGeorge	Pay Period: 8/16/2023 - 8/31/2023	-2,756
09/05/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 8/16/2023 - 8/31/2023	-300
09/05/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 8/16/2023 - 8/31/2023	-1,659
09/05/2023	Check	dm	PETER J KAMPA	Pay Period: 8/16/2023 - 8/31/2023	-2,544
09/07/2023	Check	dm	CA EDD		-995
09/08/2023	Check	dm	IRS		-5,358
09/18/2023	Deposit		Ann Butler		230
09/18/2023	Check	dm	Intuit Full Service Payroll		-139
09/19/2023	Bill Payment (Check)	3148	Aramark Uniform Service	Acct #860084368	-106
09/19/2023	Bill Payment (Check)	3147	AMCA (American Mosquito Control Assn)	Invoice #1622	-675
09/19/2023	Bill Payment (Check)	3150	Detall Commercial Cleaning LLC	Invoice #044	-1,750
09/19/2023	Bill Payment (Check)	3146	Aaronson, Dickerson etal	Invoice #1889	-150
09/19/2023	Bill Payment (Check)	3151	Granite Peak Alarm	Customer #0135	-447
09/19/2023	Bill Payment (Check)	3152	Hunt & Sons, Inc.	Acct #22656	-1,030
09/19/2023	Bill Payment (Check)	3153	MVCAC	Invoice #7364142	-500
09/19/2023	Bill Payment (Check)	3154	Nicholas Patrick	Boot Reimbursement	-100
09/19/2023	Bill Payment (Check)	3155	SDRMA-Health Ins.	Member #7174	-9,085
09/19/2023	Bill Payment (Check)	3156	Turf Star, Inc.	Customer #35102374	-338
09/19/2023	Bill Payment (Check)	3157	U.S. Postal Service	Box #5158	-424
09/19/2023	Bill Payment (Check)	3149	Benchmark Engineering	Invoice #12446	-580
09/20/2023	Check	dm	Gregory Hebard	Pay Period: 9/1/2023 - 9/15/2023	-400
09/20/2023	Check	dm	ExpertPay		-112
09/20/2023	Check	dm	Maintenance Fee		-77
09/20/2023	Check	dm	Gregory Hebard	Pay Period: 9/1/2023 - 9/15/2023	-2,667
09/20/2023	Check	dm	CHRIS JACOBS	Pay Period: 9/1/2023 - 9/15/2023	-1,798
09/20/2023	Check	dm	DAMON H WAITE	Pay Period: 9/1/2023 - 9/15/2023	-1,666
09/20/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 9/1/2023 - 9/15/2023	-300
09/20/2023	Check	dm	NICOLE D MC CUTCHEN	Pay Period: 9/1/2023 - 9/15/2023	-2,765
09/20/2023	Check	dm	Ralph M. McGeorge	Pay Period: 9/1/2023 - 9/15/2023	-2,756
09/20/2023	Check	dm	MATTHEW MOTTER	Pay Period: 9/1/2023 - 9/15/2023	-1,579
09/20/2023	Check	dm	NICHOLAS B PATRICK	Pay Period: 9/1/2023 - 9/15/2023	-1,673
09/20/2023	Check	dm	PETER J KAMPA	Pay Period: 9/1/2023 - 9/15/2023	-2,544
09/25/2023	Deposit				285
09/26/2023	Check	dm	PG&E - 7193		-553
09/26/2023	Check	dm	CA EDD		-1,096
09/26/2023	Check	dm	Umpqua Bank Commerical CC		-11,554
09/26/2023	Bill Payment (Check)	3158	SDRMA-Workers Comp Authority	Member #7174	-864
09/27/2023	Check	dm	IRS		-5,496
Total for Umpqua Bank Checking					\$ -77,822
TOTAL					\$ -77,822

Copper Valley CSD
Quail Creek Summary

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	Nicole 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)

\$ (2,377.81)

COPPER VALLEY COMMUNITY SERVICES DISTRICT			Quarterly Investment/Treasurer's Report						
			Government Funds						
1st Quarter Balances @ September 30, 2023									
Cash Accounts	Acct #	Statement Interest Rate	YTD Interest September	General Investment	Road Reserve	Infrastructure Reserve	Equipment Reserves	Total by Investment	
Umquoia Bank Operating Account	5048		-					131,177.35	
LAIF	5-001		844.55					108,411.33	
Calaveras Fund 2188	2188		-					(1,050.26)	
CA Class	0035	5.52%	17,282.98	913,767.19	79,495.47	133,666.35	79,017.36	1,205,946.37	
			18,127.53	913,767.19	79,495.47	133,666.35	79,017.36	1,444,484.79	
YE June 30, 2024 YTD Interest Earned		July - Septem	\$ 18,127.53						
"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
SEPTEMBER 19, 2023, 2:00 PM
LOCATION: COPPER VALLEY SPORTS CENTER

1. **CALL TO ORDER @2:00PM**
2. **ROLL CALL** **President DeBaldo- ABSENT, Vice President Golden, Director Albertson-ABSENT, Director Coleman, Director Vezina, General Manager Kampa, Office Manager McCutchen, Site Manger 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 August 2023.
 - b) Approval of the minutes from the Regular Board Meeting held August 15, 2023.
Motion made by Director Coleman to approve the October consent calendar, Director Vezina seconds. Motion passes unanimously.
7. **DISCUSSION AND ACTION ITEMS**
 - a) Timeline for road maintenance - crack seal & sidewalk replacement (DeBaldo & Golden)
 - b) Update on CV Partners - Quail Creek Project Fund (DeBaldo)
 - c) Implementation schedule for encroachment permits (Golden)
This item was tabled to October agenda
 - d) Update on entrance gate security system upgrade (Golden)
 - e) Continued discussion on low pond levels (Golden)
8. **STAFF AND DIRECTOR REPORTS**
 - a) General Managers Report
 - b) Site Managers Report
9. **ADJOURNMENT @ 3:20PM**



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors

FROM: Peter Kampa, General Manager

DATE: October 17, 2023

SUBJECT: 7a) Consideration of a first reading of an Encroachment Ordinance that prohibits encroachment onto District easements, property and rights-of-way without a permit, and establishing the terms and conditions for the encroachment permit issuance

RECOMMENDED ACTION:

I move to approve the first reading of an Encroachment Ordinance that prohibits encroachment onto District easements, property and rights-of-way without a permit, and establishing the terms and conditions for the encroachment permit issuance

BACKGROUND:

During three regular meetings earlier this calendar year, the Board considered Encroachment Ordinance language to allow the District to better monitor and control new construction access to and across District owned roads and property. Multiple modifications to the language was made and the final draft was submitted to our new engineering firm for review and input.

Additional languages changes have been made to clarify the applicability of the ordinance to new home construction and new land development work. Attached is the final revised ordinance language for your review and first reading if approved. If approved, a public hearing will be scheduled and noticed in the newspaper, and a second reading and adoption considered thereafter.

ORDINANCE NO. 2023 - 01

ORDINANCE OF THE BOARD OF DIRECTORS OF THE COPPER VALLEY COMMUNITY SERVICES DISTRICT PROHIBITING UNPERMITTED ENCROACHMENTS ON DISTRICT MAINTAINED ROADS, PROPERTY, AND INFRASTRUCTURE AND ESTABLISHING ENCROACHMENT PERMIT REQUIREMENTS FOR TEMPORARY ENCROACHMENTS

WHEREAS, the Copper Valley Community Services District (District) maintains the roads, storm drains, wetland easements, certain landscaped areas, and other infrastructure within the service area of the District (collectively, "District Infrastructure"); and

WHEREAS, the District Infrastructure exists and is maintained for the benefit of all residents of the District and should not be altered, damaged, incommoded, or otherwise encroached upon without proper reason; and

WHEREAS, to allow for construction on and repair of private property adjacent to and served by the District Infrastructure, the District wishes to establish an encroachment permitting system to allow for temporary encroachments onto the District Infrastructure; and

WHEREAS, the District's purpose in issuing encroachment permits will be to ensure that work performed within and utilizing District Infrastructure shall be conducted safely and with as little disruption as possible, as well as to ensure that the District Infrastructure remains in good repair and to District's standards upon the conclusion of the permitted encroachments; and

WHEREAS, notice of this proposed Ordinance and Public Hearing was provided and was published in the Sonora Union Democrat on _____, 2023; and

WHEREAS, this Ordinance was introduced by the Board of Directors at its meeting held on _____, 2023; and

WHEREAS, the Board of Directors took second reading of this Ordinance at its regular meeting held on _____, 2023.

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE COPPER VALLEY COMMUNITY SERVICES ORDAINS AS FOLLOWS:

SECTION ONE: The recitals set forth above are true and correct and are hereby incorporated herein by this reference as if fully set forth in their entirety.

SECTION TWO: General Prohibition. It shall be unlawful to block, obstruct the use of, alter, construct, or perform work upon or within roads, storm drains, wetland easements, public landscaped areas, and other District owned public infrastructure within the service area of the District and maintained by the District (collectively, "District Infrastructure") without first obtaining an Encroachment Permit.

SECTION THREE: Construction Vehicles and Equipment. Prior to beginning construction on private property within the service area of the District that shall require construction vehicles or equipment to travel on District-maintained roads to access the private site for the purpose of performing new home construction work or construction on new roads or public infrastructure, the owner of the property must obtain an Encroachment Permit from the District.

SECTION FOUR: Encroachment Permits. The General Manager of the District shall maintain and provide upon request an Encroachment Permit Application form. Applicants shall supply all information required by the Application form and all other documentation reasonably necessary for the District to issue permits and ensure safety and the protection of the District Infrastructure. Encroachment Permits shall be issued upon the approval of the District's General Manager and shall allow encroachment onto or within District Infrastructure for a temporary duration to be specified in the Encroachment Permit.

SECTION FIVE: Fees. Applicants for Encroachment Permits shall pay the then-applicable permitting and inspection fees, as established by the District through its Master Fee Schedule.

SECTION SIX: Standard Permit Conditions. As a standard condition of all Encroachment Permits issued by the District, whether or not explicitly stated on a permit, the permittee shall ensure that any District Infrastructure damaged or disturbed is returned to its prior or better condition to the satisfaction of the District. As a further standard condition of all Encroachment Permits, the permittee shall indemnify, defend, and hold harmless the District and its officers and agents against any and all claims of damage brought against the District and alleged to have been caused by work performed pursuant to or authorized by the Encroachment Permit.

SECTION SEVEN: Any violation of this Ordinance shall be an infraction. The District may also redress violations of this Ordinance by civil action. District shall be entitled to recover from violators of this Ordinance all fees and costs, including reasonable attorneys fees, upon prevailing in a civil action.

SECTION EIGHT: If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance or any part thereof is for any reason held to be unconstitutional or invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of the Ordinance or any part thereof. The Board of Directors hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase

thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective.

SECTION NINE: This Ordinance shall take effect and be in full force and effect thirty (30) days after its final passage.

SECTION TEN: The Clerk of the Board of Directors shall cause this Ordinance to be published within 15 days in accordance with California Government Code Section 25124.

* * * * *

Passed and adopted by the Copper Valley Community Services District Board of Directors at a regular meeting thereof held on the _____ day of _____, 2023, by the following vote of the members thereof:

- AYES, and in favor thereof, Board members:
- NOES, Board members:
- ABSENT, Board members:
- ABSTAIN, Board members:

President of the Board

ATTEST:

Clerk of the Board



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors
FROM: Peter Kampa, General Manager
DATE: October 17, 2023
SUBJECT: 7b) Review of implementation process and schedule for encroachment permits

RECOMMENDED ACTION: This item is for Board information only, no action required.

BACKGROUND:

. The Implementation process and schedule for encroachment permits is as follows:

- Encroachment package to be posted on web-site
- Anyone seeking a permit MUST submit electronically to the our email address set up specifically to accept and process encroachment permits (permitscoppervalleycsd@google.com) or mail their permit application to our mailing address listed on form
- The Office Manager would be the initial contact to accept and process the applications
- Payments would need to be made by check to the District *I would like to be able to accept credit cards, I can get this going to before we launch, just need to investigate this process, I believe I can do it through the web*
- Once received Office Manger would review for accuracy, assure payment has been received then forward to the District Engineer for review and Site Manger.
- Any communication regarding permit would go through email to applicant so we have a permanent record of the transaction
- Once approved the Office Manager will issue the permit to applicant



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS District Board of Directors
FROM: Peter Kampa, General Manager
DATE: October 17, 2023
SUBJECT: 7c) Review of the District's Miscellaneous Fee Schedule as it Relates to Encroachment Permits

RECOMMENDED ACTION:

No action is recommended at this time. The discussion of Encroachment Permit fees was recommended by the Board.

BACKGROUND:

Attached is the existing complete fee schedule, including the encroachment permit fees.

COPPER VALLEY CSD MISCELLANEOUS FEE SCHEDULE 2023/24

Weed Abatement fee	\$ 75.00
Late payment Fee for Weed Abatement	\$ 25.00
Gate Key Card (each)	\$ 10.00
Gate Clicker (each)	\$ 50.00
Infrastructure damage administrative fee (Gate, signs, posts, irrigation,	\$ 250.00
Actual infrastructure repair cost is billed to damaging party at invoice amount	
Encroachment permit fee, Park Parcel	\$ 250.00
Easement encroachment Administrative Fee, Technical Violation	\$ 50.00
Easement encroachment Administrative Fee, Material Violation	\$ 200.00
Easement encroachment Administrative Fine, Non Compliance	\$ 500.00
Actual legal, abatement, construction and other attributable costs billed to violating party at invoice amount	
Surveyor fee for encroachment issues	\$ 250.00
Actual survey cost is billed to encroaching party at invoice amount	
RFID Tags	
Two RFID tags issued on initial conversion	\$0
Third and all additional/replacement RFID Tags	At District cost + \$5 processing fee
ENGINEERING FEES	
District Engineer Fee (Applicant/Customer requests requiring engineering review; contract hourly rate +15%)	At District Engineer Hourly Rate + 15%
Easement Abandonment Requests (site inspection, records research, documentation)	
Non-Refundable Application Fee	\$240
Actual District Engineer Fees	At District Engineer Hourly Rate (Deducted from \$575 Refundable Deposit)
Encroachment Permit	
Non-Refundable Application Fee	\$240
Non-Refundable Administration Fee	\$100
County Recording Fees	Actual Recording Cost
Actual District Engineer Fees if needed	At District Engineer Hourly Rate (Deducted from \$575 Refundable)
Service Application for New Development Projects	
Non-Refundable Application Fee	\$200
Non-Refundable Administration Fee	\$500
Actual District Engineer Fees	At District Engineer Hourly Rate (Deducted from \$2500 Refundable Deposit)



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors
FROM: Peter Kampa, General Manager
DATE: October 17, 2023
SUBJECT: 7d) Update of gate security system upgrade and Update on damage of security gate

RECOMMENDED ACTION:

No action required, information only

BACKGROUND:

Recently the District's privacy gate was damaged by a vehicle, and the purpose of this report is to provide a verbal report on what happened and the status of repair.