



COPPER VALLEY COMMUNITY SERVICES DISTRICT

1000 Saddle Creek Drive
Copperopolis, CA 95228
(209) 785-0100 – coppervalleycsd.org

DIRECTORS

Roger Golden, President
Larry Hoffman, Vice President
Ken Albertson
Darlene DeBaldo
Don Kurtz

LOCATION: TELECONFERENCE - SEE BELOW **IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:**

Based on the mandates by the Governor's Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via teleconference using gotomeeting.com. (See authorization in the Governor's Executive Order 29-20)
- All members of the public seeking to observe and/or to address the CVCS D Board may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

Join the meeting from your computer, tablet or smartphone by clicking on the following link:

<https://global.gotomeeting.com/join/265489205>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 568 4106

- One-touch: <tel:+18775684106,,265489205#>

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Access Code: 265-489-205

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<https://global.gotomeeting.com/install/265489205>

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to mccutchenconsulting@gmail.com

write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments by voice. Comments can be emailed in advance of the Board meeting. Send email to mccutchenconsulting@gmail.com and write "Public Comment" in the subject line, include the agenda item number and its title, as well as your comments.

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Nicole McCutchen,

Board Clerk, at least 48 hours before a regular meeting at (209) 272-0957 or mccutchenconsulting@gmail.com. Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time they are distributed to all or a majority of the members of the Board. The Board has designated the District's website located at <https://www.coppervalleycsd.org> as the place for making those public records available for inspection. The documents may also be obtained by calling the District office.

BOARD OF DIRECTORS REGULAR MEETING TELE-CONFERENCE AGENDA

May 19, 2020
2:00 PM

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 April 2020.
- b) Approval of the minutes from the Regular Board Meeting held April 21, 2020.

7. DISCUSSION AND ACTION ITEMS

The Board of Directors intends to consider each of the following items and may act at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.

- a) Presentation and review of the Draft Preliminary 2020/21 Fiscal Year Budget
 - i. Discussion regarding adding a line item for "tree maintenance" to the budget (Kurtz)
- b) Adoption of a Resolution Reclassifying the District Clerk Position to Office Manager – continued from April 2020
- c) Update report on the Drainage Inlet Repairs and Phase II Road Improvement Project (DeBaldo)
- d) Approval of a 2019/20 Budget Amendment in the amount of \$34,000 to fund costs associated with reimbursements for property lease, power, water, fuel and irrigation equipment as required under the Interim Operating Agreement with CV Holdings LLC

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 CVCSO Board 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

April 30, 2020

**Copper Valley Community Services District
Treasurer's Report
April 2020**

Statement of Cash Flows

For the 10 Months Ending April 30, 2020

	Umpqua Bank Checking	Calaveras Co Fund 2188	LAIF	YTD Total
Net Income	(158,592)	(51,971)	2,404	(208,159)
OPERATING ACTIVITIES				
Adjustments to reconcile Net Income to Net Cash used in Operations:				
1200 Accounts Receivable	(2,575)			(2,575)
2000 Accounts Payable	55,195			55,195
2050 Umpqua CSDA Visa	13,913			13,913
2100 Payroll Taxes Payable	1,366			1,366
2110 Garnishments Payable	-			-
2150 Accrued Payroll	17,176			17,176
2200 Sales Tax Payable	-			-
Net cash used in operating activities	(73,517)	(51,971)	2,404	(123,084)
FINANCING ACTIVITIES				
2500 Lease Payable - John Deere	-			-
Net cash decrease for period	(73,517)	(51,971)	2,404	(123,084)
Cash at beginning of period (7/1/2019)	635,836	52,006	102,149	789,992
Cash at end of period	562,320	35	104,553	666,908

**Copper Valley Community Services District
Treasurer's Report
April 2020**

Cash Flow Projection

FY 2019-20								
Apr-2020	May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020

REGULAR CHECKING

Beginning Checking Account Balance	\$ 735,972	\$ 562,320	\$ 963,066	\$ 899,715	\$ 836,364	\$ 835,234	\$ 834,105	\$ 770,754	\$ 707,402
Deposits									
Assessments	\$ -	\$ 497,777	\$ -		\$ 62,222	62,222			
Other Income	\$ 90								
Disbursements									
Paychecks	\$ 26,465	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
Payroll Taxes	\$ 10,684	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200
Checks Written									
Other Operating & Admin Costs	\$ 26,710	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
Bonuses - IRA payments									
Property Liability Insurance	\$ -								
Worker's Comp Insurance	\$ -								
Lease payments	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051
Capital Outlay	\$ -								
Projects Costs									
Univar	\$ -	487							
Willdan	\$ -	\$ 32,692							
NBS	\$ -								
SDFA (Road Construction Loan)	\$ 83,745								
Human Resource Practitioners	\$ 500	\$ 500							
Credit Card Payments	\$ 22,370	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
ACS Debits - (Utilities, Lease Pymts,P/R processing)	\$ 2,217	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
Total Disbursements	\$ 173,742	\$ 97,030	\$ 63,351	\$ 63,351	\$ 63,351	\$ 63,351	\$ 63,351	\$ 63,351	\$ 63,351
Ending Checking Account Balance	\$ 562,320	\$ 963,066	\$ 899,715	\$ 836,364	\$ 835,234	\$ 834,105	\$ 770,754	\$ 707,402	\$ 644,051
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 April 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	562,320
1020 Cash - Fund 2188	35
1040 Local Agency Investment Fund (LAIF)	104,553
Total Bank Accounts	\$666,908
Accounts Receivable	
1200 Accounts Receivable	2,575
Total Accounts Receivable	\$2,575
Total Current Assets	\$669,483
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	\$12,820,638

Copper Valley Community Services District

BALANCE SHEET

As of April 30, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	55,194
Total Accounts Payable	\$55,194
Credit Cards	
2050 Umpqua CSDA Visa	13,913
Total Credit Cards	\$13,913
Other Current Liabilities	
2100 Payroll Taxes Payable	1,366
2150 Accrued Payroll	17,176
2200 Sales Tax Payable	0
Total Other Current Liabilities	\$18,542
Total Current Liabilities	\$87,650
Long-Term Liabilities	
2500 Lease Payable - John Deere	42,417
2600 Series 2018 Installment Sale	700,000
Total Long-Term Liabilities	\$742,417
Total Liabilities	\$830,067
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	-65
Net Income	-208,159
Total Equity	\$11,990,571
TOTAL LIABILITIES AND EQUITY	\$12,820,638

COPPER VALLEY COMMUNITY SERVICES DISTRICT
 FY 2019-20 MONTHLY BUDGET REPORT ANALYSIS

April 2020

		ACTUALS			BUDGET		
		Last Year July-April	This Year July-April	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
SERVICES AND SUPPLIES							
<u>ADMINISTRATION</u>							
OE01	Audit Expense	\$ 11,500	\$ 8,050	\$ (3,450)	\$ 8,000	\$ (50)	-1%
OE02	Finance Expenses	\$ 391	\$ 449	\$ 58	\$ 500	\$ 51	10%
OE02-1	Parcel Tax Implementation	\$ 4,354	\$ 1,089	\$ (3,265)	\$ 5,500	\$ 4,411	80%
OE03	Advertising	\$ 378	\$ 383	\$ 5	\$ 500	\$ 117	23%
OE04	Legal Expenses	\$ 1,500	\$ 4,050	\$ 2,550	\$ 1,900	\$ (2,150)	-113%
OE05	Management Fees	\$ 63,597	\$ 53,660	\$ (9,937)	\$ 77,000	\$ 23,340	30%
OE06	Insurance (Property Loss/Liability)	\$ -	\$ 153	\$ 153	\$ 10,700	\$ 10,547	99%
OE07	Miscellaneous/Contingency	\$ 3,189	\$ 3,374	\$ 185	\$ 4,000	\$ 626	16%
OE08	Professional Development (Travel/Training)	\$ 9,789	\$ 6,999	\$ (2,789)	\$ 12,300	\$ 5,301	43%
OE09	Dues, Certifications & Subscriptions	\$ 4,283	\$ 5,140	\$ 857	\$ 5,400	\$ 260	5%
OE10	Uniform Expenses	\$ 3,055	\$ 3,853	\$ 798	\$ 3,800	\$ (53)	-1%
OE11	Electric Power/Water/Sewer	\$ 10,395	\$ 20,125	\$ 9,730	\$ 13,100	\$ (7,025)	-54%
OE12	Telephone/Internet Service	\$ 5,623	\$ 4,650	\$ (973)	\$ 7,100	\$ 2,450	35%
OE14	Office Supplies/Postage	\$ 4,625	\$ 6,276	\$ 1,651	\$ 5,800	\$ (476)	-8%
OE15	Office Equipment Repair/Replacement	\$ 6,301	\$ 2,425	\$ (3,875)	\$ 7,900	\$ 5,475	69%
OE15-1	Office Equipment Lease	\$ 2,108	\$ 3,107	\$ 998	\$ 2,700	\$ (407)	-15%
OE26	County Fees/LAFCO	\$ 5,602	\$ -	\$ (5,602)	\$ 7,100	\$ 7,100	100%
OE29	Accounting Services	\$ -	\$ 21,978	\$ 21,978	\$ 21,600	\$ (378)	-2%
OE30	Reimbursable Maint/Repair Expense	\$ 690	\$ -	\$ (690)	\$ 900	\$ 900	100%
OE41	HR Consultant	\$ 6,400	\$ 6,625	\$ 225	\$ 6,000	\$ (625)	-10%
PE03-1	Payroll Taxes - Administration	\$ 9,549	\$ 6,893	\$ (2,656)	\$ -	\$ -	
PE06-1	Employee Wages - Administration	\$ 117,482	\$ 78,764	\$ (38,718)	\$ -	\$ -	
	Total Administration	\$ 270,810	\$ 238,043	\$ (32,768)	\$ 201,800	\$ 49,415	24%
<u>COMMON AREAS</u>				\$ -		\$ -	
OE16	Gate Maintenance & Opener Purchase	\$ 18,285	\$ 12,812	\$ (5,473)	\$ 23,000	\$ 10,188	44%
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 17,463	\$ 21,211	\$ 3,747	\$ 24,800	\$ 3,589	14%
OE17-2	Storm Drains	\$ 2,182	\$ -	\$ (2,182)	\$ -	\$ -	
PE03-5	Payroll Taxes - Streets	\$ 740	\$ 11	\$ (729)	\$ -	\$ -	
PE06 -5	Employee Wages - Streets	\$ 9,426	\$ 147	\$ (9,278)	\$ -	\$ -	
OE18-1	Landscape Supplies & Repairs	\$ 29,677	\$ 32,667	\$ 2,990	\$ 37,400	\$ 4,733	13%
OE18-3	Landscape Equipment Gas & Oil	\$ 6,051	\$ 10,105	\$ 4,054	\$ 12,500	\$ 2,395	19%
OE18-4	Landscape Equipment Repair/Replacement	\$ 14,603	\$ 20,728	\$ 6,125	\$ 28,400	\$ 7,672	27%
PE03-2	Payroll Taxes - Common Areas	\$ 12,634	\$ 15,433	\$ 2,799	\$ -	\$ -	
PE06 -2	Employee Wages - Common Areas	\$ 151,648	\$ 192,650	\$ 41,002	\$ -	\$ -	
	Total Common Areas	\$ 262,711	\$ 305,766	\$ 43,055	\$ 126,100	\$ 28,576	23%

MOSQUITO ABATEMENT

\$ -

COPPER VALLEY COMMUNITY SERVICES DISTRICT
 FY 2019-20 MONTHLY BUDGET REPORT ANALYSIS

April 2020

		ACTUALS			BUDGET		
		Last Year July-April	This Year July-April	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
OE22-1	Mosquito Control Products	\$ 15,055	\$ 18,237	\$ 3,182	\$ 19,000	\$ 763	4%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 3,193	\$ 6,682	\$ 3,488	\$ 4,000	\$ (2,682)	-67%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 8,978	\$ 13,181	\$ 4,202	\$ 18,600	\$ 5,420	29%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 6,350	\$ 9,909	\$ 3,559	\$ 8,000	\$ (1,909)	-24%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 1,130	\$ 898	\$ (232)			
PE06-4	Employee Wages - Mosquito Abatement	\$ 14,442	\$ 11,832	\$ (2,610)			
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ 356	\$ 356			
PE06-6	Employee Wages - Wetlands	\$ -	\$ 4,322	\$ 4,322			
Total Mosquito Abatement		\$ 49,149	\$ 65,415	\$ 16,266	\$ 49,600	\$ 1,592	3%
<i>Less: Distributed Payroll to Service Areas</i>		\$ (317,051)	\$ (311,306)	\$ 5,745			
TOTAL SERVICES & SUPPLIES		\$ 265,619	\$ 297,917	\$ 32,298	\$ 377,500	\$ 79,583	21%
PERSONNEL COSTS				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ 561	\$ 248	\$ (313)	\$ 17,600	\$ 17,352	99%
PE02	Health Insurance	\$ 40,551	\$ 50,891	\$ 10,340	\$ 75,900	\$ 25,009	33%
PE03	Payroll Taxes	\$ 26,903	\$ 24,728	\$ (2,175)	\$ 27,600	\$ 2,872	10%
PE04	Processing Fees	\$ 1,446	\$ 1,448	\$ 2	\$ 1,800	\$ 352	20%
PE05	Directors Stipend	\$ 6,500	\$ 5,400	\$ (1,100)	\$ 6,000	\$ 600	10%
PE06	Employee Wages	\$ 291,573	\$ 300,742	\$ 9,169	\$ 344,800	\$ 44,058	13%
TOTAL PERSONNEL COSTS		\$ 367,534	\$ 383,457	\$ 15,922	\$ 473,700	\$ 90,243	19%
EQUIPMENT OUTLAY				\$ -		\$ -	
	(1) Cart & (1) Fogger	\$ -	\$ -	\$ -			
CO04	Trailer/Spray Rig/Tractor	\$ 65,667	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CO09	Carport	\$ 11,605	\$ -	\$ -		\$ -	#DIV/0!
CO10	Depreciation	\$ -	\$ -	\$ -		\$ -	#DIV/0!
CO04	Radar Unit	\$ -	\$ -	\$ -		\$ -	#DIV/0!
TOTAL EQUIPMENT OUTLAY		\$ 77,273	\$ -	\$ (77,273)	\$ -	\$ -	#DIV/0!
CAPITAL OUTLAY/STUDIES/ASSESEMENTS				\$ -		\$ -	
OE53-2	Landscape Design	\$ 9,904	\$ 2,560	\$ (7,344)	\$ -	\$ (2,560)	#DIV/0!
OE53-1	Landscape Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	
OE51-4	Road Improvement (1)	\$ 718,875	\$ -	\$ (718,875)	\$ 198,531	\$ 198,531	100%
OE51-1	Road Project Design/Mgmt (Willdan)	\$ 57,307	\$ 93,486	\$ 36,179	\$ 35,035	\$ (58,451)	-167%
TBD	Office Building Paint				\$ 10,437		
OE54-2	Office Building Siding and Trim		\$ 4,609		\$ 12,000		
OE54-3	Office Building Renovation		\$ 5,277				
TOTAL STUDIES & ASSESSMENTS		\$ 786,086	\$ 105,931	\$ (680,155)	\$ 256,003	\$ 137,520	54%
DEBT SERVICE				\$ -		\$ -	

COPPER VALLEY COMMUNITY SERVICES DISTRICT
 FY 2019-20 MONTHLY BUDGET REPORT ANALYSIS

April 2020

		ACTUALS			BUDGET		
		Last Year July-April	This Year July-April	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
OE20	John Deere Financing	\$ 16,511	\$ 13,357	\$ (3,154)	\$ 16,029	\$ 2,671	17%
OE21	John Deere Financing		\$ 10,513		\$ 12,616		
OE20-01	Interest Expense	\$ -					
	Series 2018 Installment Sale	\$ 83,745	\$ 83,745		\$ 83,745		
TOTAL DEBT SERVICE		\$ 100,256	\$ 107,615	\$ 7,359	\$ 112,389	\$ 2,671	2%
TOTAL EXPENSES		\$ 1,596,769	\$ 894,920	\$ (701,848)	\$ 1,219,592	\$ 310,018	25%

PAYMENTS AND ASSESSMENTS RECEIVED

<u>Assessment Income</u>							
	Pymt No. 3: (5%) Aug 2019 (FY19)	\$ 46,249	\$ -	\$ (46,249)	\$ 62,222	\$ 62,222	
	Pymt No. 1: (55%) Feb 2020 (FY20)	\$ 567,157	\$ 678,265	\$ 111,108	\$ 684,443	\$ 6,178	
	Pymt No. 2: (40%) May 2020 (FY20)	\$ -	\$ -	\$ -	\$ 497,777	\$ 497,777	
	Total Assessment Income	\$ 613,406	\$ 678,265	\$ 64,859	\$ 1,244,442	\$ 566,177	
<u>Reimbursement Income</u>				\$ -		\$ -	
	Total Reimbursement Income			\$ -	\$ 1,000	\$ 1,000	
<u>Other Income</u>				\$ -		\$ -	
IN03	Weed Abatement	\$ 12,550	\$ 3,436				
IN05	Investment Interest	\$ 2,305	\$ 1,993		\$ 2,900		
IN30	Exp Reimbursement Income	\$ 774	\$ 468				
IN41	Gate Opener Income	\$ 570	\$ 1,180		\$ 700		
IN59	Rebates	\$ 1,057	\$ 1,420		\$ 1,300		
	Total Other Income	\$ 17,256	\$ 8,496	\$ (8,759)	\$ 15,800	\$ 7,304	
TOTAL PAYMENTS & ASSESSMENTS		\$ 630,662	\$ 686,761	\$ 56,099	\$ 1,266,142	\$ 574,481	
Net Income		\$ (966,107)	\$ (208,159)	\$ 757,948	\$ 46,550	\$ 254,709	
<u>Other Financing Sources & Uses</u>				\$ -		\$ -	
	Budget Balance		\$ (208,159)		\$ -	\$ -	

Copper Valley Community Services District

TRANSACTION REPORT

April 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Umpqua Bank Checking				
Beginning Balance				
04/01/2020		John Deere Financial	Tractor Payment	-1,051.30
04/01/2020		John Deere Financial	Tractor Payment	-1,335.71
04/02/2020				0.11
04/03/2020	DD	PETER J KAMPA	Pay Period: 03/16/2020-03/31/2020	-2,154.48
04/03/2020	DD	Gregory Hebard	Pay Period: 03/16/2020-03/31/2020	-2,462.99
04/03/2020	DD	Gregory Hebard	Direct Deposit 2	-100.00
04/03/2020	DD	NICOLE D MC CUTCHEN	Direct Deposit 2	-100.00
04/03/2020		Intuit Full Service Payroll	Payroll Processing Fee	-147.00
04/03/2020	DD	Ralph M. McGeorge	Pay Period: 03/16/2020-03/31/2020	-2,016.58
04/03/2020	DD	KYLE W CEARLEY	Pay Period: 03/16/2020-03/31/2020	-1,463.92
04/03/2020	DD	DAMON H WAITE	Pay Period: 03/16/2020-03/31/2020	-1,401.76
04/03/2020	DD	CHRIS JACOBS	Pay Period: 03/16/2020-03/31/2020	-1,388.76
04/03/2020	DD	NICOLE D MC CUTCHEN	Pay Period: 03/16/2020-03/31/2020	-1,235.00
04/03/2020	DD	BRADLEY S KURTZER	Pay Period: 03/16/2020-03/31/2020	-1,040.81
04/06/2020		SDU Child Support	Garnishment	-103.00
04/08/2020		CA EDD	Tax Payment for Period: 04/01/2020-04/03/2020	-716.55
04/08/2020		IRS	Tax Payment for Period: 04/01/2020-04/03/2020	-4,188.19
04/10/2020				90.00
04/20/2020	DD	KYLE W CEARLEY	Pay Period: 04/01/2020-04/15/2020	-1,351.93
04/20/2020	DD	NICOLE D MC CUTCHEN	Pay Period: 04/01/2020-04/15/2020	-1,423.89
04/20/2020	DD	Ralph M. McGeorge	Pay Period: 04/01/2020-04/15/2020	-2,016.60
04/20/2020	DD	PETER J KAMPA	Pay Period: 04/01/2020-04/15/2020	-2,154.50
04/20/2020	DD	Gregory Hebard	Pay Period: 04/01/2020-04/15/2020	-2,462.99
04/20/2020	DD	DAMON H WAITE	Pay Period: 04/01/2020-04/15/2020	-1,294.97
04/20/2020	DD	Gregory Hebard	Direct Deposit 2	-100.00
04/20/2020	DD	NICOLE D MC CUTCHEN	Direct Deposit 2	-100.00
04/20/2020		SDU Child Support	Garnishment	-103.00
04/20/2020	DD	BRADLEY S KURTZER	Pay Period: 04/01/2020-04/15/2020	-921.37
04/20/2020	DD	CHRIS JACOBS	Pay Period: 04/01/2020-04/15/2020	-1,274.87
04/21/2020	2626	CV Development Partners, LLC	Billing Period 8/1/19 thru 9/15/19	-6,873.31
04/21/2020	2628	CV Development Partners, LLC	Billing Period 9/16/19 thru 11/15/19	-6,336.19
04/21/2020	2625	DMV Renewal	License #37PG96	-52.00
04/21/2020	2621	Turf Star, Inc.	Invoice #7109293-00	-274.83
04/21/2020	2624	Aaronson, Dickerson etal	Invoice #320205	-300.00
04/21/2020	2620	Human Resources Practitioners	Invoice #127	-500.00
04/21/2020	2622	NBS	Invoice #32000272	-1,089.11
04/21/2020	2618	Jim Wilson Excavation	Reimb. for Richie Bros. purchase	-1,533.68
04/21/2020	2623	SDRMA-Health Ins.	May 2020 Health Insurance -Invoice #32311	-4,149.36
04/21/2020	2627	CV Development Partners, LLC	Billing Period 11/16/19 thru 1/15/20	-3,441.23
04/21/2020	2619	Jim Wilson Excavation	Statement #3451	-2,660.00
04/22/2020	2629	City National Bank	Installment Agreement #17-003	-83,745.26
04/24/2020		IRS	Tax Payment for Period: 04/18/2020-04/21/2020	-4,117.34
04/24/2020		CA EDD	Tax Payment for Period: 04/18/2020-04/21/2020	-707.62
04/26/2020		Umpqua Bank Commerical CC	Umpqua CSDA Visa	-22,370.02

Copper Valley Community Services District

TRANSACTION REPORT

April 2020

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
04/28/2020		PG&E - 7193	Utilities	-383.24
04/30/2020		CA EDD	Tax Payment for Period: 01/01/2020-03/31/2020	-954.25
04/30/2020		USBank Equipment Finance	Copier Lease Payment	-144.79
Total for Umpqua Bank Checking				\$ -173,652.29
TOTAL				\$ -173,652.29

Copper Valley Community Services District
1000 Umpqua Bank Checking, Period Ending 04/30/2020

RECONCILIATION REPORT

Reconciled on: 05/13/2020

Reconciled by: Ever Ventura

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

Summary

	USD
Statement beginning balance.....	741,682.47
Checks and payments cleared (41).....	-88,003.46
Deposits and other credits cleared (2).....	90.11
Statement ending balance.....	<u>653,769.12</u>
Uncleared transactions as of 04/30/2020.....	-91,449.41
Register balance as of 04/30/2020.....	562,319.71
Cleared transactions after 04/30/2020.....	0.00
Uncleared transactions after 04/30/2020.....	-18,386.61
Register balance as of 05/13/2020.....	543,933.10

Details

Checks and payments cleared (41)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/19/2020	Journal	2617		-3,000.00
04/01/2020	Expense		John Deere Financial	-1,051.30
04/01/2020	Expense		John Deere Financial	-1,335.71
04/03/2020	Check	DD	KYLE W CEARLEY	-1,463.92
04/03/2020	Check	DD	Gregory Hebard	-2,462.99
04/03/2020	Expense		Intuit Full Service Payroll	-147.00
04/03/2020	Check	DD	CHRIS JACOBS	-1,388.76
04/03/2020	Check	DD	Gregory Hebard	-100.00
04/03/2020	Check	DD	DAMON H WAITE	-1,401.76
04/03/2020	Check	DD	Ralph M. McGeorge	-2,016.58
04/03/2020	Check	DD	PETER J KAMPA	-2,154.48
04/03/2020	Check	DD	BRADLEY S KURTZER	-1,040.81
04/03/2020	Check	DD	NICOLE D MC CUTCHEN	-1,235.00
04/03/2020	Check	DD	NICOLE D MC CUTCHEN	-100.00
04/06/2020	Expense		SDU Child Support	-103.00
04/08/2020	Check		CA EDD	-716.55
04/08/2020	Check		IRS	-4,188.19
04/20/2020	Check	DD	BRADLEY S KURTZER	-921.37
04/20/2020	Check	DD	PETER J KAMPA	-2,154.50
04/20/2020	Check	DD	CHRIS JACOBS	-1,274.87
04/20/2020	Check	DD	Gregory Hebard	-100.00
04/20/2020	Check	DD	Gregory Hebard	-2,462.99
04/20/2020	Check	DD	KYLE W CEARLEY	-1,351.93
04/20/2020	Check	DD	NICOLE D MC CUTCHEN	-1,423.89
04/20/2020	Check	DD	Ralph M. McGeorge	-2,016.60
04/20/2020	Check	DD	NICOLE D MC CUTCHEN	-100.00
04/20/2020	Expense		SDU Child Support	-103.00
04/20/2020	Check	DD	DAMON H WAITE	-1,294.97
04/21/2020	Bill Payment	2628	CV Development Partners, LLC	-6,336.19
04/21/2020	Bill Payment	2627	CV Development Partners, LLC	-3,441.23
04/21/2020	Bill Payment	2626	CV Development Partners, LLC	-6,873.31
04/21/2020	Bill Payment	2625	DMV Renewal	-52.00
04/21/2020	Bill Payment	2623	SDRMA-Health Ins.	-4,149.36
04/21/2020	Bill Payment	2622	NBS	-1,089.11
04/21/2020	Bill Payment	2621	Turf Star, Inc.	-274.83
04/24/2020	Check		IRS	-4,117.34
04/24/2020	Check		CA EDD	-707.62
04/26/2020	Expense		Umpqua Bank Commerical CC	-22,370.02
04/28/2020	Expense		PG&E - 7193	-383.24

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/30/2020	Check		CA EDD	-954.25
04/30/2020	Expense		USBank Equipment Finance	-144.79
Total				-88,003.46

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/02/2020	Deposit			0.11
04/10/2020	Deposit			90.00
Total				90.11

Additional Information

Uncleared checks and payments as of 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/01/2018	Check	2374	BRADLEY D NICKELL	-257.97
03/17/2020	Bill Payment	2611	Custom Equipment Co., Inc	-2,452.50
04/21/2020	Bill Payment	2619	Jim Wilson Excavation	-2,660.00
04/21/2020	Bill Payment	2620	Human Resources Practitioners	-500.00
04/21/2020	Bill Payment	2624	Aaronson, Dickerson etal	-300.00
04/21/2020	Bill Payment	2618	Jim Wilson Excavation	-1,533.68
04/22/2020	Bill Payment	2629	City National Bank	-83,745.26
Total				-91,449.41

Uncleared checks and payments after 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/05/2020	Check	DD	Gregory Hebard	-100.00
05/05/2020	Check	DD	Gregory Hebard	-2,462.99
05/05/2020	Check	DD	KYLE W CEARLEY	-1,351.94
05/05/2020	Check	DD	CHRIS JACOBS	-1,274.86
05/05/2020	Check	DD	DAMON H WAITE	-1,294.94
05/05/2020	Check	DD	PETER J KAMPA	-2,154.49
05/05/2020	Check	DD	BRADLEY S KURTZER	-921.36
05/05/2020	Check	DD	NICOLE D MC CUTCHEN	-1,731.66
05/05/2020	Check	DD	NICOLE D MC CUTCHEN	-100.00
05/05/2020	Check	DD	Ralph M. McGeorge	-2,016.59
05/08/2020	Check		IRS	-4,234.13
05/08/2020	Check		CA EDD	-743.65
Total				-18,386.61

Copper Valley Comm Srvs District

CREDIT CARD - TRANSACTION DETAIL BY ACCOUNT

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
2050 Umpqua CSDA Visa					
04/01/2020	Expense		Intuit - QBO Online		49.00
04/01/2020	Expense		LogMein, Inc.		197.00
04/01/2020	Expense		Calaveras Lumber		808.22
04/01/2020	Expense		Belkorp Ag, LLC		1,484.23
04/01/2020	Expense		Hunt & Sons, Inc.		359.87
04/02/2020	Expense		Payless IGA		10.17
04/02/2020	Expense		Verizon Wireless	Verizon telephone	111.98
04/03/2020	Expense		Calaveras Lumber		715.88
04/03/2020	Expense		Cal Waste Recovery Systems		75.58
04/03/2020	Expense		Ewing		543.31
04/05/2020	Expense		Tractor Supply Co.		797.30
04/05/2020	Expense		Home Depot		750.25
04/06/2020	Expense		Hughson Farm Supply		451.10
04/08/2020	Expense		Home Depot		349.76
04/08/2020	Expense		Copperopolis Cruisers 25		58.00
04/09/2020	Expense		Copperopolis Cruisers 25		33.85
04/09/2020	Expense		Payless IGA		115.24
04/09/2020	Expense		Lowe's		1,172.26
04/09/2020	Credit Card Credit		Tractor Supply Co.		-517.19
04/10/2020	Expense		Copperopolis Cruisers 25		74.60
04/10/2020	Credit Card Credit		Home Depot		-349.76
04/10/2020	Expense		Microsoft Office	Microsoft 360 Subscription	12.50
04/12/2020	Expense		Aramark Uniform Service		304.10
04/14/2020	Expense		London Fog, Inc.		44.00
04/14/2020	Expense		Copperopolis Cruisers 25		30.64
04/15/2020	Credit Card Credit		eReplacementparts.com		-63.07
04/15/2020	Expense		Calaveras Lumber		736.03
04/15/2020	Expense		eReplacementparts.com		69.93
04/15/2020	Expense		Calaveras Lumber		367.14
04/16/2020	Expense		Calaveras Telephone Co.	Calaveras utilities	346.43
04/17/2020	Expense		Hunt & Sons, Inc.		215.39
04/18/2020	Expense		UPS Store		12.72
04/20/2020	Expense		USPS		59.60
04/23/2020	Expense		Ewing		858.26
04/23/2020	Expense		J.Milano Co., Inc.		696.76
04/23/2020	Expense		Griff's BBQ & Grill		65.37
04/23/2020	Expense		Staples		67.87
04/24/2020	Expense		Shell		63.52
04/26/2020	Expense		McDillard's Feed & Supply		42.00
04/27/2020	Expense		USPS		26.35
04/28/2020	Expense		Copperopolis Cruisers 25		57.85
04/28/2020	Expense		Norman's Nursery Inc		359.62
04/29/2020	Expense		Lowe's		383.57
04/29/2020	Expense		Platt Electric		234.38
04/30/2020	Expense		Morris Nursery		660.20
04/30/2020	Expense		Young's Copper Ace Hardware		971.50

Copper Valley Comm Srvs District

CREDIT CARD - TRANSACTION DETAIL BY ACCOUNT

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 2050 Umpqua CSDA Visa					\$13,913.31
TE TOTAL EXPENSES					
1SS SERVICES & SUPPLIES					
AE Administrative Expenses					
OE02 Finance Expenses					
04/01/2020	Expense		Intuit - QBO Online	Monthly QuickBooks Online Fee	49.00
Total for OE02 Finance Expenses					\$49.00
OE08 Professional Development					
04/08/2020	Expense		Copperopolis Cruisers 25	Fuel	58.00
04/09/2020	Expense		Copperopolis Cruisers 25	Fuel	33.85
04/14/2020	Expense		Copperopolis Cruisers 25	Fuel	30.64
04/23/2020	Expense		Griff's BBQ & Grill		65.37
04/24/2020	Expense		Shell		63.52
04/28/2020	Expense		Copperopolis Cruisers 25	Fuel	57.85
Total for OE08 Professional Development					\$309.23
OE12 Telephone					
04/02/2020	Expense		Verizon Wireless		111.98
04/16/2020	Expense		Calaveras Telephone Co.		346.43
Total for OE12 Telephone					\$458.41
OE14 Office Supplies/Postage					
04/01/2020	Expense		LogMein, Inc.		197.00
04/02/2020	Expense		Payless IGA		10.17
04/10/2020	Expense		Microsoft Office		12.50
04/18/2020	Expense		UPS Store		12.72
04/20/2020	Expense		USPS		59.60
04/23/2020	Expense		Staples	Office Supplies	67.87
04/27/2020	Expense		USPS		26.35
Total for OE14 Office Supplies/Postage					\$386.21
Total for AE Administrative Expenses					\$1,202.85
OE Operational Expenses					
OE18 Common Areas					
OE16 Gate Maint/Repair/Staff/Openers					
04/03/2020	Expense		Cal Waste Recovery Systems		75.58
04/06/2020	Expense		Hughson Farm Supply		451.10
04/28/2020	Expense		Norman's Nursery Inc		359.62
Total for OE16 Gate Maint/Repair/Staff/Openers					\$886.30
OE17 Streets/Sidewalks/Lighting Maint & Repair					
04/23/2020	Expense		Ewing		858.26
04/29/2020	Expense		Platt Electric		234.38
04/30/2020	Expense		Young's Copper Ace Hardware		971.50
Total for OE17 Streets/Sidewalks/Lighting Maint & Repair					\$2,064.14
OE18-1 Landscape Supplies					
04/12/2020	Expense		Aramark Uniform Service		304.10
04/29/2020	Expense		Lowe's		383.57
04/30/2020	Expense		Morris Nursery		660.20

Copper Valley Comm Srvs District

CREDIT CARD - TRANSACTION DETAIL BY ACCOUNT

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Total for OE18-1 Landscape Supplies					\$1,347.87
OE18-3 Landscape Equipment Gas & Oil					
04/01/2020	Expense		Hunt & Sons, Inc.		359.87
04/17/2020	Expense		Hunt & Sons, Inc.		215.39
04/23/2020	Expense		J.Milano Co., Inc.		696.76
Total for OE18-3 Landscape Equipment Gas & Oil					\$1,272.02
OE18-4 Landscape Equip Repair/Replace					
04/01/2020	Expense		Belkorp Ag, LLC		1,484.23
04/03/2020	Expense		Ewing		543.31
04/15/2020	Expense		eReplacementparts.com		69.93
04/15/2020	Credit Card Credit		eReplacementparts.com		-63.07
Total for OE18-4 Landscape Equip Repair/Replace					\$2,034.40
Total for OE18 Common Areas					\$7,604.73
OE22 Mosquito Abatement Expense					
OE22-2 Mosquito Abatement Monitor/Test					
04/09/2020	Expense		Payless IGA		115.24
04/26/2020	Expense		McDillard's Feed & Supply		42.00
Total for OE22-2 Mosquito Abatement Monitor/Test					\$157.24
OE22-3 Mosquito Abate Vehicles Gas/Oil					
04/05/2020	Expense		Tractor Supply Co.		797.30
04/09/2020	Credit Card Credit		Tractor Supply Co.		-517.19
04/10/2020	Expense		Copperopolis Cruisers 25	Fuel	74.60
Total for OE22-3 Mosquito Abate Vehicles Gas/Oil					\$354.71
OE22-4 Mosquito Abatement Equip Maint					
04/14/2020	Expense		London Fog, Inc.		44.00
Total for OE22-4 Mosquito Abatement Equip Maint					\$44.00
Total for OE22 Mosquito Abatement Expense					\$555.95
Total for OE Operational Expenses					\$8,160.68
Total for 1SS SERVICES & SUPPLIES					\$9,363.53
4CIP CAPITAL IMPROVEMENT PROJECTS					
OE54-2 Office Building Siding & Trim					
04/01/2020	Expense		Calaveras Lumber		808.22
04/08/2020	Expense		Home Depot		349.76
04/10/2020	Credit Card Credit		Home Depot		-349.76
Total for OE54-2 Office Building Siding & Trim					\$808.22
OE54-3 Office Building Renovation					
04/03/2020	Expense		Calaveras Lumber		715.88
04/05/2020	Expense		Home Depot		750.25
04/09/2020	Expense		Lowe's		1,172.26
04/15/2020	Expense		Calaveras Lumber		367.14
04/15/2020	Expense		Calaveras Lumber		736.03
Total for OE54-3 Office Building Renovation					\$3,741.56
Total for 4CIP CAPITAL IMPROVEMENT PROJECTS					\$4,549.78
Total for TE TOTAL EXPENSES					\$13,913.31



COPPER VALLEY COMMUNITY SERVICES DISTRICT

1000 Saddle Creek Drive
Copperopolis, CA 95228
(209) 785-0100 – coppervalleycsd.org

DIRECTORS

Roger Golden, President
Larry Hoffman, Vice President
Ken Albertson
Darlene DeBaldo
Don Kurtz

BOARD OF DIRECTORS AGENDA

April 21, 2020 2:00 p.m.

LOCATION: TELECONFERENCE - SEE BELOW

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor's Executive Order 33-20 and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District office is not open to the public at this time.
- The meeting will be conducted via teleconference using gotomeeting.com. (See authorization in the Governor's Executive Order 29-20)
- All members of the public seeking to observe and/or to address the CVCS D Board may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE AND PARTICIPATE IN THE MEETING:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/748559005>

You can also dial in using your phone.

United States (Toll Free): [1 877 568 4106](tel:18775684106)

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Access Code: 748-559-005

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You can also dial in using your phone. United States: +1 (872) 240-3212 Access Code: 953-953-941

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: If you would like to submit written comments, please email your comments to mccutchenconsulting@gmail.com. write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Your comment will be read aloud at the meeting (not to exceed three minutes at staff's cadence).

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments by voice, which can be made by phone or computer audio.

ACCESSIBILITY INFORMATION:

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Nicole McCutchen, Board Clerk, at least 48 hours before a regular meeting at (209) 272-0957 or mccutchenconsulting@gmail.com. Advanced notification will enable the District to swiftly resolve such requests to ensure accessibility.

PUBLIC RECORDS:

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records that are distributed after the agenda posting deadline for the meeting are available for public inspection at the same time, they are distributed to all or a majority of the members of the Board. The Board has designated the District's website located at <https://www.coppervalleycsd.org> as the place for making those public records available for inspection. The documents may also be obtained by calling the District office.

BOARD OF DIRECTORS REGULAR MINUTES TELE-CONFERENCE AGENDA

April 21, 2020. 2:00 PM

1. **CALL TO ORDER**
2. **ROLL CALL via teleconference; President Golden, Vice President Hoffman, Director Albertson, Director DeBaldo, Director Kurtz, General Manager Kampa, Board Clerk McCutchen, Site Manager Hebard**
3. **PLEDGE OF ALLEGIANCE**
4. **CHANGES TO ORDER OF AGENDA None requested**
5. **PUBLIC COMMENT** One submitted public comment: from Board Clerk on behalf of resident MJ Young she would like to ask Greg when the blue hose at the corner of Oak Creek and Mitchell Lake Lane is going to be re-positioned to another neighborhood. I understand it was put there because it was our turn, but it seems like it has been our turn for quite a while. This comment was addressed by Site Manager Greg Hebard.
6. **CONSENT CALENDAR**
 - a) Review of monthly financial report, approval of bills and claims for the month of March 2020.
 - b) Approval of the minutes from the Regular Board Meeting held March 17,2020.
 - c) Adoption of a Resolution Altering the Regular Meeting Location Due to a Local Emergency Caused by the Coronavirus (COVID-19) Pandemic **Motion made by Director Kurtz to approve the consent calendar, second made by Director Debaldo. Motion passes unanimously**
7. **DISCUSSION AND ACTION ITEMS**
 - a) Presentation, Review and Acceptance of the 2019/2020 Fiscal Year Audited Financial Statements. **Auditor, Larry Bain was present via teleconference, he made a verbal presentation to the Board.**
 - b) Update Report on the Status of and Funding for the Copper Valley Road Improvements, Phase II **General Manager, Kampa gave an update to the Board regarding the funding of Phase II Road project**
 - c) Update Report on the Status of Operations Resulting from Impacts of COVID-19 **General Manager, Kampa and Site Manager Hebard both gave an update to the Board on Impacts of COVID-19 and operations**
 - d) Update Report on the Implementation of the Interim Operations Agreement with CV Partners **There currently is an Interim Operating Agreement with CV Partners in place effective 8/1/19 to 12/31/2020**
 - e) Discussion of the District's Policy Regarding the Preparation and Content of Board Meeting Minutes
 - f) Adoption of a Resolution Reclassifying the District Clerk Position to Office Manager **This item will be on May's agenda for action, the Board requested more information on the financial impacts to the District**
 - g) Adoption of a Resolution Declaring an Emergency Related to COVID-19 and Temporarily Authorize Increased Authority for the General Manager **Vice President made a motion to adopt a resolution declaring and Emergency Related to COVID-19 and Temporarily Authorize Increased Authority for the General Manger. Director Albertson seconds. Motion passes unanimously.**
8. **STAFF AND DIRECTOR REPORTS**
 - a) General Managers Report
 - b) Site Managers Report
9. **ADJOURNMENT Meeting adjourned at 3:37pm**



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors

FROM: Peter Kampa, General Manager

DATE: May 19, 2020

SUBJECT: **Item 7a) Presentation and review of the Draft Preliminary 2020/21 Fiscal Year Budget**

i. Discussion regarding adding a line item for “tree maintenance” to the budget (Kurtz)

RECOMMENDED ACTION

Staff seeks direction from the Board for preparation of a final 2020/21 fiscal year budget for adoption on June 16, 2020.

BACKGROUND

The District adopts an annual budget, with the upcoming budget effective July 1, 2020 and extending through June 30, 2021. The adoption of a budget is required by generally accepted accounting principles for special districts; with a preliminary budget due by June 30 and a final budget to be adopted prior to September 1. CVCS historically adopts its final budget in June each year.

The attached preliminary draft budget contains known and estimated expenses for the upcoming year. General materials and supplies, labor, fuel and chemical budget line items are estimated at 5% over our estimated expenses through June 30, 2020. Sidewalk improvements, cart/truck purchases and other major purchases are estimated based on quotes received. Medical, liability and workers compensation insurances are proposed based on costs quoted from our providers. Reserve amounts and loan payments are based on prior board approved payment schedules. Estimated reimbursements to CV Holdings for water, power and property lease are included in the preliminary budget.

The primary purpose of this agenda item is to receive board and public input on the draft budget, so an acceptable final budget can be prepared and distributed 15 days in advance of its adoption in June.

**COPPER VALLEY COMMUNITY SERVICES DISTRICT
2020-2021 Proposed BUDGET WORKSHEET**

5/15/2020

	Budget	Projected Actuals 6-30-2020	Proposed BUDGET	Proposed Change	Proposed Change Notes
Income					
IN01 Assessments	1,244,442.00	1,244,442.00	1,281,800.00	37,358.00	Projected actual plus 3%
IN05 Interest Income	2,900.00	2,506.67	2,600.00	(300.00)	
IN06 Interest - County		0.00	0.00	0.00	
IN07 Rebates Received	1,300.00	1,893.33	2,000.00	700.00	
IN30 Expense Reimbursement Revenue	1,000.00	624.00	700.00	(300.00)	
IN41 Gate Opener Income	700.00	1,453.33	1,500.00	800.00	
IN59 Other Misc. Revenue	15,800.00	4,548.00	4,800.00	(11,000.00)	
Services		0.00	0.00	0.00	
TOTAL INCOME	\$ 1,266,142.00	\$ 1,255,467.33	1,293,400.00	\$ 27,258.00	

Expenses

Services & Supplies

Administrative Expenses

OE01 Audit Expense	8,000.00	8,050.00	8,500.00	500	Estimated	
OE02 Finance Expenses	500.00	533.33	600.00	100		
OE02-1 Financial Assessment (NBS)	5,500.00	1,452.00	6,000.00	500		
OE03 Advertising	500.00	510.67	500.00	0		
OE04 Legal Expenses	1,900.00	5,300.00	5,600.00	3,700		
OE05 Management Fees	77,000.00	53,660.00	0.00	(77,000)		Pete Kampa is now an employee
OE41 HR Consultant	6,000.00	8,166.67	8,600.00	2,600		
OE06 Insurance (Prop Loss & Liab)	10,700.00	14,638.00	15,400.00	4,700		
OE07 Miscellaneous/Contingency	4,000.00	4,429.33	4,700.00	700		
OE08 Professional Development	12,300.00	8,920.00	9,400.00	(2,900)		
OE09 Dues, Certs, Bonds & Subscriptions	5,400.00	6,853.33	7,200.00	1,800		
OE10 Uniform Expense	3,800.00	5,137.33	5,400.00	1,600		
OE11 Water/Sewer office	13,100.00	21,000.00	22,100.00	9,000		Per interim agreement plus 5% increase
OE11.5 Electric for office	0.00	9,000.00	11,000.00	11,000		Per Interim agreement
OE12 Telephone & Internet	7,100.00	5,588.00	5,900.00	(1,200)		
OE14 Office Supplies/Postage	5,800.00	8,064.00	8,500.00	2,700.00		
OE15 Office Equipment Repair/Replace	7,900.00	3,233.33	3,400.00	(4,500.00)		
OE21 Office Equipment Lease	2,700.00	3,834.67	4,000.00	1,300.00		
OE26 County Fees/LAFCO	7,100.00	7,000.00	7,400.00	300.00		
OE29 Accounting Services	21,600.00	22,104.00	23,200.00	1,600.00		
OE30 Reimbursable Maintenance Exp	900.00	0.00	0.00	(900.00)		
OE 31 Office Lease	0.00	1,635.20	1,635.20	1,635.20	Per Interim agreement	
Total Administrative Expenses	\$ 201,800.00	\$ 199,109.87	42% \$ 159,035.20	\$ (42,764.80)		

COPPER VALLEY COMMUNITY SERVICES DISTRICT
2020-2021 Proposed BUDGET WORKSHEET

5/15/2020

	Budget	Projected Actuals 6-30-2020	Proposed BUDGET	Proposed Change	Proposed Change Notes
Common Areas					
OE16 Gate Maint/Repair/Staff/Openers	23,000.00	12,540.00	13,200.00	(9,800)	Per Interim Agreement, increased water rates by 5%
OE18 Landscape Supplies & Repairs	37,400.00	41,760.00	43,800.00	6,400	
OE18-1 CCWD Water	0.00	30,000.00	31,500.00	31,500	
OE18-3 Landscape Equip Gas & Oil	12,500.00	11,777.33	12,400.00	(100)	
OE18-4 Landscape Equipment Repair & Replacement	28,400.00	22,589.33	23,700.00	(4,700)	
Total Common Areas	\$ 101,300.00	88,666.67	124,600.00	23,300	
OE22 Mosquito Abatement Expense					
OE22-1 Mosquito Control Products	19,000.00	23,636.00	24,800.00	5,800	Paying fuel cost per agreement
OE22-2 Mosquito Abatement Monitor/Test	4,000.00	3,213.33	3,400.00	(600)	
OE22-3 Mosquito Abate Vehicles Gas/Oil	18,600.00	18,600.00	22,500.00	3,900	
OE22-4 Mosquito Abatement Equip Maint	8,000.00	13,153.33	13,800.00	5,800	
Total OE22 Mosquito Abatement Expense	\$ 49,600.00	57,104.00	64,500.00	14,900	17%
Total OE17 Streets	\$ 24,800.00	\$ 25,529.33	26,800.00	2,000	7%
Total Services & Supplies	\$ 377,500.00	\$ 342,896.00	374,935.20	(2,565)	100%
PE Personnel Expense					
PE01 Workers' Compensation Insurance	17,600.00	14,638.00	14,600.00	(3,000)	See Payroll Info Worksheet
PE02 Health Insurance	75,900.00	62,322.67	65,400.00	(10,500)	See Payroll Info Worksheet
PE03 Payroll Taxes	27,600.00	29,432.00	33,900.00	6,300	8% of projected wages
PE04 Processing Fees	1,800.00	1,734.67	1,800.00	-	Actual plus 5%
PE05 Directors' Stipend	6,000.00	5,400.00	6,000.00	-	See Payroll Info Worksheet
PE06 Employee Wages	344,800.00	355,757.33	423,900.00	79,100	See Payroll Info Worksheet
Total Salaries & Benefits	\$ 473,700.00	\$ 469,284.67	545,600.00	71,900	
Equipment Replacement					
Cart Replacement Program	0.00	0.00	30,000.00	30,000	
Heavy Duty truck replacement	0.00	0.00	57,000.00	57,000	
Total Equipment Replacement	\$ -	\$ -	87,000.00	87,000	

COPPER VALLEY COMMUNITY SERVICES DISTRICT
2020-2021 Proposed BUDGET WORKSHEET

5/15/2020

	Budget	Projected Actuals 6-30-2020	Proposed BUDGET	Proposed Change	Proposed Change Notes
Capital Projects					
OE53-2 Landscape Improvements	0.00	8,000.00	0.00	-	Separate Project Budget Approved March 2020\
OE53-1 Landscape Design/Survey	0.00	3,413.33	0.00	-	
Total Landscape Project	\$ -	3,413.33	0.00	-	
OE51-4 Road Improvements	198,531.00	0.00	1,300,000.00	1,101,469	
OE51-1 Road Project Design & Constr Mgmt	35,035.00	60,794.00	0.00	(35,035)	
TBD Office Building Paint	10,437.00	0.00	0.00	(10,437)	
OE54-2 Office Building Siding and Trim	12,000.00	7,114.67	0.00	(12,000)	
Total Road Improvement Project	\$ 256,003.00	67,908.67	1,300,000.00	1,043,997	
Total Capital Projects	\$ 256,003.00	\$ 71,322.00	1,300,000.00	1,043,997	
Debt Service					
OE20 John Deere Financing	28,645.00	28,644.12	27,308.00	(1,337)	Per amortization schedule
OE21 John Deere Financing		0.00	0.00	-	
Phase 1 Road Improvements	83,745.00	83,745.00	81,722.00	(2,023)	Per amortization schedule
Phase 2 Road Improvements	0.00	0.00	115,160.00	115,160	Per amortization schedule
Total Debt Service	\$ 112,390.00	\$ 112,389.12	224,190.00	\$ 111,800.00	
TOTAL EXPENDITURES	\$ 1,219,593.00	\$ 995,891.79	2,531,725.20	1,312,132	
Other Financing Sources/(Uses)					
Equipment Replacement Reserve	46,550.00	46,550.00	(87,000.00)	(40,450)	\$40,500 withdrawn from reserves
	\$ 46,550.00	\$ 46,550.00	(87,000.00)	(40,450)	
Excess of revenues over (under) expenditures	\$ 93,099.00	\$ 306,125.55	61,674.80	(25,324)	



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors

FROM: Peter Kampa, General Manager

DATE: May 19, 2020

SUBJECT: Item 7c) Update Report on the Status of and Funding for the Copper Valley Road Improvements, Phase II

RECOMMENDED ACTION

This is an information only item, no action required.

BACKGROUND

The Drainage Basin repairs are underway by contractor Tom Mayo. Work started Monday May 11. The contractor has 21 calendar days in order to complete the work on 17 drainage basins. District staff are repairing 6 additional basins.

The estimated start date for paving work is Monday June 1. The contractor has 90 calendar days to complete that work, and a more detailed schedule will be provided as the construction start date approaches.

The \$1,382,647.95 loan was funded on May 4, 2020 and funds are available for the project.



BOARD MEETING AGENDA SUBMITTAL

TO: CVCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: May 19, 2020

SUBJECT: Item 7d) **Approval of a 2019/20 Budget Amendment in the amount of \$34,000 to fund costs associated with reimbursements for property lease, power, water, fuel and irrigation equipment as required under the Interim Operating Agreement with CV Holdings LLC**

RECOMMENDED ACTION

Motion to approve a 2019/20 Budget Amendment in the amount of \$34,000 to fund costs associated with reimbursements for property lease, power, water, fuel and irrigation equipment as required under the Interim Operating Agreement with CV Holdings LLC.

BACKGROUND

The District recently approved an interim operating agreement with CV Holdings, LLC which contained a number of financial agreements, in particular the agreement for the district to reimburse CV Holdings for certain property lease, fuel, irrigation water and office building related expenses. At the time of entering into the agreement, the annual expense of this agreement could only be roughly estimated.

The purpose of this agenda item is to increase the approved 2019/20 budget to include expenses associated with the CV Holdings Interim Agreement. Attached hereto is a spreadsheet detailing all reimbursements paid to date, and including estimated expense through the end of the fiscal year, June 30, 2020. Staff is recommending a budget adjustment of \$34,000 which is the minimum amount needed to end the year with a balanced budget. Carryover fund balance (cash) will be used to fund this budget adjustment.

Proposed 2019/2020 Budget Amendment

Authorized Invoice Vendor	Location	Invoice date	Invoice Period	Invoice Amount	CVCS D %	CVCS D Approved Payment	Payment Issued
Foothill Sanitary	Maintenance building	2/11/2019	2/11/2019	\$ 2,596.00	40%	\$ 1,038.40	5/19/2020
Turfstar		5/23/2019	5/23/2019	\$ 7,604.76	100%	\$ 7,604.76	5/19/2020
CCWD	Ground Lease for building	10/9/2019	10/25/19 - 10/24/20	\$ 4,088.00	40%	\$ 1,635.20	5/19/2020
PG&E	CSD Maint Building	5/1/2020	8/1/19 - 8/8/19	\$ 827.20	40%	\$ 330.88	5/19/2020
PG&E	CSD Maint Building	5/1/2020	8/9/19 - 9/9/19	\$ 1,177.64	40%	\$ 471.06	5/19/2020
PG&E	CSD Maint Building	5/1/2020	9/10/19 - 10/8/19	\$ 773.45	40%	\$ 309.38	5/19/2020
PG&E	CSD Maint Building	5/1/2020	10/9/19 - 11/6/19	\$ 363.15	40%	\$ 145.26	5/19/2020
PG&E	CSD Maint Building	5/1/2020	11/7/19 - 12/8/19	\$ 1,033.22	40%	\$ 413.29	5/19/2020
PG&E	CSD Maint Building	5/1/2020	12/9/19 - 1/7/20	\$ 1,037.40	40%	\$ 414.96	5/19/2020
PG&E	CSD Maint Building	5/1/2020	1/8/20 - 2/6/20	\$ 953.40	40%	\$ 381.36	5/19/2020
PG&E	CSD Maint Building	5/1/2020	2/7/20 - 3/9/20	\$ 897.86	40%	\$ 359.14	5/19/2020
PG&E	CSD Maint Building	5/1/2020	3/10/20 - 4/8/20	\$ 875.72	40%	\$ 350.29	5/19/2020
	Admin PGE total			\$ 7,939		\$ 3,176	
CV Holdings, LLC	Mosiquito Abatement fuel	8/1/2019	remaining fuel	\$ 512.51	100%	\$ 512.51	5/19/2020
CCWD	Saddle Crk Turnaround	4/1/2020	8/1/19 - 9/15/19	\$ 8,729.80	50%	\$ 4,364.90	4/21/2020
CCWD	Sales Center Entry	4/1/2020	8/1/19 - 9/15/19	\$ 676.66	80%	\$ 541.33	4/21/2020
CCWD	P6 Prk Lot Rock Ridge CR	4/1/2020	8/1/19 - 9/15/19	\$ 207.27	40%	\$ 82.91	4/21/2020
CCWD	Oak Crk Dr LNDSCP/Maint& Sewer	4/1/2020	8/1/19 - 9/15/19	\$ 2,030.29	40%	\$ 812.12	4/21/2020
CCWD	Oak Creek Drive	4/1/2020	8/1/19 - 9/15/19	\$ 1,544.52	50%	\$ 772.26	4/21/2020
CCWD	Mitchell Lake Ct	4/1/2020	8/1/19 - 9/15/19	\$ 114.23	0%	\$ -	
CCWD	Gate House	4/1/2020	8/1/19 - 9/15/19	\$ 299.80	100%	\$ 299.80	4/21/2020
CCWD	Saddle Crk Turnaround	4/1/2020	9/16/19 - 11/15/19	\$ 6,943.67	50%	\$ 3,471.84	4/21/2020
CCWD	Sales Center Entry	4/1/2020	9/16/19 - 11/15/19	\$ 923.84	80%	\$ 739.07	4/21/2020
CCWD	P6 Prk Lot Rock Ridge CR	4/1/2020	9/16/19 - 11/15/19	\$ 295.58	40%	\$ 118.23	4/21/2020
CCWD	Oak Crk Dr LNDSCP/Maint& Sewer	4/1/2020	9/16/19 - 11/15/19	\$ 2,417.75	40%	\$ 967.10	4/21/2020
CCWD	Oak Creek Drive	4/1/2020	9/16/19 - 11/15/19	\$ 1,460.48	50%	\$ 730.24	4/21/2020
CCWD	Mitchell Lake Ct	4/1/2020	9/16/19 - 11/15/19	\$ 124.23	0%	\$ -	
CCWD	Gate House	4/1/2020	9/16/19 - 11/15/19	\$ 309.71	100%	\$ 309.71	4/21/2020
CCWD	Saddle Crk Turnaround	4/1/2020	11/16/19 - 1/15/20	\$ 3,101.94	50%	\$ 1,550.97	4/21/2020
CCWD	Sales Center Entry	4/1/2020	11/16/19 - 1/15/20	\$ 923.84	80%	\$ 739.07	4/21/2020
CCWD	P6 Prk Lot Rock Ridge CR	4/1/2020	11/16/19 - 1/15/20	\$ 123.96	40%	\$ 49.58	4/21/2020
CCWD	Oak Crk Dr LNDSCP/Maint& Sewer	4/1/2020	11/16/19 - 1/15/20	\$ 1,301.62	40%	\$ 520.65	4/21/2020
CCWD	Oak Creek Drive	4/1/2020	11/16/19 - 1/15/20	\$ 542.62	50%	\$ 271.31	4/21/2020
CCWD	Mitchell Lake Ct	4/1/2020	11/16/19 - 1/15/20	\$ 124.23	0%	\$ -	
CCWD	Gate House	4/1/2020	11/16/19 - 1/15/20	\$ 309.65	100%	\$ 309.65	4/21/2020

Proposed 2019/2020 Budget Amendment

CCWD	Saddle Crk Turnaround	5/1/2020	1/16/20 - 3/15/20	\$ 2,311.29	50%	\$ 1,155.65	5/19/2020
CCWD	Sales Center Entry	5/1/2020	1/16/20 - 3/15/20	\$ 913.84	80%	\$ 731.07	5/19/2020
CCWD	P6 Prk Lot Rock Ridge CR	5/1/2020	1/16/20 - 3/15/20	\$ 335.43	40%	\$ 134.17	5/19/2020
CCWD	Oak Crk Dr LNDSCP/Maint& Sewer	5/1/2020	1/16/20 - 3/15/20	\$ 1,009.57	40%	\$ 403.83	5/19/2020
CCWD	Oak Creek Drive	5/1/2020	1/16/20 - 3/15/20	\$ 285.89	50%	\$ 142.95	5/19/2020
CCWD	Mitchell Lake Ct	5/1/2020	1/16/20 - 3/15/20	\$ 114.23	0%	\$ -	
CCWD	Gate House	5/1/2020	1/16/20 - 3/15/20	\$ 299.83	100%	\$ 299.83	5/19/2020
	Water total			\$37,775.77		\$ 19,518.23	
Total Expenses as of May 19, 2020						\$ 33,484.71	
Total Expenses Estimated at FY end 2019/20							
Water Estimated through 6/30/20 (Estimated for Apr/May/June/July)						\$ 34,000.00	
PGE total (actual plus estimated through 6/30/20)						\$ 4,376.00	
Lease office						\$ 1,635.20	
Fuel (Reimbursement only)						\$ 512.51	
Irrigation Controller and Septic Pump Costs (one time)						\$ 8,643.16	
Total (Estimated) expenses						\$ 49,166.87	