

WRIGHTWOOD
COMMUNITY
SERVICES DISTRICT

July 2, 2019

REGULAR
BOARD MEETING



WRIGHTWOOD COMMUNITY SERVICES DISTRICT

P.O. Box 218 Wrightwood, CA 92397

Notice

Regular Meeting of the Board of Directors
Tuesday, July 2, 2019-6:30pm
Wrightwood Community Building
1275 State Highway 2, Wrightwood, CA

Agenda

6:30 PM – Call to Order

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Public Comments *Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought to participate in the above-agenized public meeting, should be directed to the Chair at any time prior to the meeting. Under this item, any member of the public wishing to directly address the Board on any item of interest that is not within the subject matter jurisdiction of the Board may do so now. However, the Board is prohibited by law from taking any action on any item not appearing on the agenda unless the action is otherwise authorized by the Brown Act. Any member of the public wishing to directly address the Board on any item listed on the agenda may do so when the item is being considered by the Board. Pursuant to Section 2.3.2 of Ordinance No 2019-03 adopted by the Board on April 2,2019, the Chair may limit each speaker to a comment period of three (3) minutes or less.*
5. Agency Reports
6. Consent Calendar
 - 6a. June 4,2019 Regular Board Meeting Minutes
7. General Managers Report
8. Park & Recreation Event Coordinator Report: Discussion and Possible Action
9. June Financials
10. Resolution of Appreciation for John and Allene Lenau Community Service: Discussion and Possible Action
11. Review of Wrightwood Historical Society Facility Use Agreement: Discussion and Possible Action
12. Variance for Wrightwood Property Owners Association Ice Cream Social: Discussion and Possible Action
13. Variance for Music in the Pines: Discussion and Possible Action
14. Solid Waste Update: Discussion and Possible Action
15. Purchase of Security Camera System: Discussion and Possible Action
16. Proposition 68 State Park Per Capita Program Update: Discussion and Possible Action
17. Directors Comments
18. Future Board Meeting: Discussion and Possible Action August 6, 2019
19. Adjournment

The Vision of the Wrightwood Community Services District is:

To Empower our community to have local control by serving as a platform for community discussion, cohesion and action in the areas of parks and recreation, street lighting, solid waste and recycling and wastewater planning and engineering.

To promote and grow a vibrant parks and recreation department for our community.

To maintain and enhance our current infrastructure

To economize our solid waste process and maximize our efficiency in executing them

To protect our natural resources through evaluating community wastewater needs

To meet all these ends in a fiscally responsible manner

The Mission of the Wrightwood Community Services District is:

To provide local governance in the areas of parks and recreation, street lighting, solid waste and recycling and waste water planning and engineering in a fiscally responsible manner.

ITEM 6A
MINUTES
REGULAR
BOARD MEETING
June 4, 2019



REGULAR BOARD MEETING

June 4, 2019

Wrightwood Community Building
1275 State Highway 2
Wrightwood, CA

MINUTES

Board Members Present: Wes Zuber, President
Leo Hordyk, Vice-President
Chuck Franklin, Member
Natalie Lopiccolo, Member
Michelle Schneider, Member

Staff Present: Steven Kennedy, Attorney
Al Morrissette, General Manager
Tamara Keen, Secretary
Monica Ciccarelli, P&R Event Coordinator

Call to Order

President Zuber called the Meeting to order at 6:30 pm
Al Morrissette conducted the Pledge of Allegiance

Roll Call

All members were present

3. **Approval of Agenda:** President Zuber motioned to approve the agenda and Director Franklin 2nd the motion. Agenda approved unanimously.
4. **Public Comment:** Nancy Martinez mentioned that one of the home school classes hosted a painting party with “Purple Easel” and had a great turn out. She suggested maybe hosting a party for the community and hanging their art on the community building walls.
5. **Agency Reports:** Susan Drake from Supervisor Lovingood’s office stated that there will be a Disaster Preparedness Workshop for beginners at the Phelan SCD Community Bldg. on June 18, 2019. She also stated that the community should educate themselves on Virulent New Castle Disease which has been found in CA. It is a contagious disease of birds, including chickens. There is no vaccine and there is no cure. For more info visit the CDFA website.
6. **Consent Calendar:** Director Schneider moved to approve the calendar and seconded by Director Lopiccolo. Calendar approved unanimously.
7. **General Manager Report:** General Manager Morrissette gave a written report of the month’s activities. He also informed the Board that he was moving to the Philippines after his contract was up.
8. **Parks and Rec Event Coordinator Report:** Coordinator Ciccarelli gave an update on upcoming sporting events. There are 16 adult softball teams that will play every Sunday utilizing the upper and lower baseball fields at Wrightwood Elementary. Adult soccer ended up with 4 teams, with games starting on June 18, 2019 on the upper field at Wrightwood Elementary. All soccer games will be on Tuesday nights. The cut-off for youth Flag Football registration will be Sunday June 9, 2019. Monica is also working on a “Kids Fun Zone”, which will be located on the upper field during Mountaineer Days, July 6 & 7th. The Home Run Derby, which was to be held on Mountaineer Days will be moved to August for safety reasons.

9. **March, April and May:** Lori Golden asked why there was a Security Deposit charge under income and was this after expenses. It was explained that if a deposit was not fully returned, due to cleaning etc., that it would be retained by the CSD as income. There was no approval or action taken.
10. **Preview WW Historical Society Facility Use Agreement:** The Board of Directors for WW Historical Society has agreed to take over operations for John Lenau. Steve Kennedy will re-write the agreement updating it with the CSD and new insurance requirements.
11. **Continuation of Public Hearing: Proposed 19/20 WCSD Annual Budget: 7:08pm to 7:15pm** – resident Nancy Martinez spoke regarding the Parks Coordinator position, stating that she feels the position needs more hours. VP Hordyk Motioned to approve the budget with Director Lopiccolo 2nd the motion. Motion carries
12. **Resolution 2019-09 Annual Apportionment: Discussion and possible action:** Approved
13. **Resolution 2019-01 Reserve Policy: Discussion and Possible Action:** Tabled until after audit.
14. **LAFCO Service Review: Discussion and Possible Action:** No action until after audit
15. **Possible Payroll and Bookkeeping Method: Discussion and Possible Action:** Cecelia Cummings contract was renewed on a month to month basis. Approved by Director Lopiccolo and 2nd by Director Schneider. John Aziz to donate a time clock and time cards for the CSDs use.
16. **Prop 68 State Park Grant Resolution 2019-07 Statewide Park Development and Community Revitalization Program: Discussion and Possible Action** Discussion took place between the Board and the GM that resulted in the potential of receiving funds from this program was not that good resulting with no action from the Board.
17. **Prop 68 State Park Grant Resolution 2019-08 Per Capita Program: Discussion and Possible Action:** After discussion of the grant outline and the potential to receive funding was substantial, GM Morrissette suggest a strategy7 to break down the grant needs into two or more applications. The Board discussed with President Zuber making the motion to approve, Seconds by Director Schneider, Board unanimously approved.
18. **Revised General Manager Contract: Discussion and Possible Action:** The new GM contract is a month to month contract with 26 hours executive leave. It is a salaried position with no OT. There was discussion that after a few months to readdress the contract into a 1- or 2-year contract. The committee will publish advertisement for the position with the goal of June 26 to review the applications. The Board voted unanimously.
19. **Directors Comments:** Director Schneider thanked the CSD staff for going above and beyond with the Annie show. Director Hordyk also complimented the staff about the awesome job they did polishing the floors. Director Lopiccolo wanted to compliment Monica Ciccarelli for a job well done.
20. **Future Board Meeting:** July 2, 2019 at 6:30pm

President Zuber adjourned the meeting at 8:51pm

Minutes approved: _____
 President Wes Zuber

Date _____

ITEM 7

GENERAL MANAGER REPORT



GENERAL MANAGER REPORT July 2,2019

I was informed by Hong Nguyen that the District Audit by Eadie and Payne for the Fiscal Year of 2017/18 should be completed shortly and that they are working directly with the State. She also informed me that they are nearing completion of the 2019/2020 Audit, forecasted to be completed by July 31,2019. Cheryl Van Veluwen from E&P accounting department came out for half a day on June 20 performing some final in-house work, we assisted Cheryl by providing answers to specific questions and copies of back up material. During this process, we discovered that some payroll procedures needed to be adjusted to be in compliance with current State labor Code and we have made those adjustments.

On June 10, CR&R Manager Brent Spears met with me to discuss our Districts Mandatory Commercial Trash pick-up and the implementation of our Commercial Recycling Program. CR&R will handle the infrastructure directly, similar to the procedures implemented elsewhere. The deadline to meet is for our Solid Waste reports to the County was met, primarily due to being able to utilize last year's format. This is because C&R and the other waste haulers have been able to persuade the State to temporarily suspended the new requirements while they collectively negotiate the requirements standards and timelines. We still will need to provide our information to Cal Recycle in August.

The 2019/2020 Dump Cards were issued on Saturday, June 22. We had 1477 cards issued directly to the Wrightwood PO Boxes, while 1075 sent out of the area. In addition, another 175 cards were kept in the office due to no viable mailing address verified. We have had a significant increase of calls, emails and personal visits to the office from card holders voicing concerns of delays that would distribute the cards pass the July 1 timeline. Some holders were understanding, while others voiced their irritation toward Tamie and me. If the cards would have been printed as expected by the last week in May/first week in June, the chances of having a more professional proactive profile would have help to promote the purpose of establishing local government.

The holdup was from the data base, which needed to be adjusted for the upcoming year and several appointments for that modification not met. We finally were able to have usable data on Thursday, June 13 around 1pm. We benefited in May, through volunteers who assisted in the pre-folding and stuffing of the letters in the envelopes. Also, in May, we preprinted all the backs of the cards, thus we commenced printing the fronts on Friday June 14.

In the final days of dump card mania, other volunteers, who dedicated their time to help with verifying and placing the cards in the appropriate envelopes, plus seal and apply postage. Tamie and I printed the cards, proofed them, also performed the duties that the volunteers unable to finish. Plus, we indexed each card in numerical PO Box order for Wrightwood residences as required by the post office regulation.

We thank the Wrightwood Property Owners for allowing us to utilize their bulk mail stamp for the local mailings, which saved the district about \$300 from the normal postage. I personally want to thank my staff: Jon for doing all the facility custodial and maintenance work besides his normal duties and Tamie for being a strong right arm through this process. Due to the data issue; overtime, unnecessary stress, inner office tension and community wide negative WCSD feelings are the rewards for our efforts.

The glitch in the data was band aid to overcome inability to perform batch printing, yet that band aid disconnected the ability to create individual card. After all the batch work was finished, the data technicians had to once again band aid the system to permit individual printing. This was performed on June 26, but we apologize to four card holders who wanted 2018/19 cards because that data no longer exists. We need a failsafe for our dump card system because if the time comes that we exceed the July 1 due date that could create significant fiscal impact to the district as well as expanding a 'worst then the County mindset'.

I want to thank members of the Veteran's Memorial Club for donating a new LED light for the Veterans Monument flag pole and paying for the installation of the replacement lighting. During their volunteer help of the monument's preparation for the Memorial Day honorarium, I met with them at the site and discussed how when the monument was created, the Evergreen St. storm water gutter had a low spot that diverts the flow into the monument's pathway. Though Special Districts was aware of this in 2009, they never resolved it and when the WCSD was formed, we inherited it within the 'As Is' portion of the transformation agreement. The water travels northward within the crushed granite walkway directly into the men's side of the outdoor park restroom and continues into the parking lot. To resolve this, we will raise the entrance of the site slightly, a system of memorial bricks that include the names of veterans will be laid on the memorial side of the entrances in a formation that is esthetically pleasing by the Veteran's Club, and we will backfill a short section of the crushed granite. This should keep the storm water within the gutter as it was designed to do.

Tamie will be taking a well-deserved one-week vacation to visit her mother in Idaho from Tuesday July 9 to Wednesday, July 17.

This month I have made many purchases, please do not be alarmed, the goal is to take care of some housekeeping and other items to make the transformation from one manager to the next easier. No doubt the new manager will come in with a learning curve need and focus of how their responsibilities interrelate to one another, what those responsibilities truly are, how to interrelate to the staff, attorney, bookkeeper, auditor, community and Board through understanding what each role is and protecting their own boundaries from micro-management from several directions. I believe to help staff and the new general manager a series of operation booklets should be created enabling everyone involved to maintain a harmonic understanding of the procedures and methodology behind all the jobs involved.

The conclusion of this fiscal year and the start of the next is always an interesting transition. Last year we performed the transition with a bank balance around \$185,000 and this year we enter the new year with a balance of \$261,000, a significant \$76,000 cushion. Yet keep in mind that with the exception of some small tax transfers, facility fee payments, franchise fee payments and a few other things, these fund will need to take the District through to the beginning of December, thus my forethought of supply stock and resolving some other issues will hopefully be an asset through these next six months.

Thank you,
Al Morrissette

ITEM 8

PARKS AND RECREATION EVENT COORDINATOR

REPORT



At this time no written report was submitted

ITEM 9

FINANCIALS

JUNE 2019



STAFF REPORT

The July 2 Board meeting does not give our bookkeeper proper time to perform the month and year end actuals. I anticipate to distribute those at the meeting. The disbursements also are not complete and I should have to at the meeting as well. I did include the disbursements up to June 29.

Thank You
Al Morrissette

JUNE 2019		DISBURSEMENTS AND DEPOSITS			
Check Number	Amount	Disbursement Date	P O Date	Payee	Account
50117	\$233.56	6/1/2019	6/12/2019	IRS	Payroll taxes
1473	\$3,535.13	6/3/2019	6/6/2019	SB County Solid Waste	Solid Waste fee
1474	\$125.16	6/3/2019	6/6/2019	Verizon	Phone Service
1475	\$39.73	6/3/2019	6/6/2019	So Cal Edison	OFH/Museum
1476	\$278.60	6/3/2019	6/6/2019	So Cal Edison	Com Bld/Parks
1477	\$43.95	6/3/2019	6/5/2019	Turner	Alarm System Monitoring
Credit Card	\$565.66	6/3/2019	6/3/2019	Best Buys	District Camera
Credit Card	\$468.24	6/3/2019	6/3/2019	Office Max	office/solid waste supplies
Credit Card	\$35.88	6/3/2019	6/3/2019	Office Max	Office supplies
Auto-Pay	\$168.70	6/3/2019	6/3/2019	EDD	Payroll taxes
1478	\$327.35	6/4/2019	6/12/2019	So Cal Edison	Street Lights
1479	\$150.00	6/4/2019		Rattle Foundation	Facility Use Deposit
1480	\$6,620.00	6/6/2019	6/11/2019	Eadie & Payne	QuickBook Set up/Etc.
1481	\$2,450.00	6/6/2019	6/11/2019	Eadie & Payne	Audit Payment #2
1482	\$936.00	6/6/2019	6/10/2019	Monica Ciccarelli	Service Payment
1483	\$577.35	6/6/2019	6/10/2019	Monica Ciccarelli	Reimbursement sports supplies
Credit Card	\$63.72	6/7/2019	6/7/2019	Evergreen Cafe	Auditor Lunch
Credit Card	\$319.40	6/7/2019	6/7/2019	Andy Gump	Porta Pot ADA
Credit Card	\$36.40	6/7/2019	6/8/2019	76 Station	Com/Park Gen Fuel
Credit Card	\$14.99	6/8/2019	6/8/2019	Adobe	Reader
Credit Card	\$41.38	6/7/2019	6/8/2019	Evergreen Cafe	Lunch/Mater Gardener
Credit Card	\$1,077.45	6/8/2019	6/10/2019	Uline	Park Equipment/First Aid
Credit Card	\$357.77	6/8/2019	6/10/2019	Compliance Signs	Com Blding/Signage
Credit Card	\$459.46	6/9/2019	6/10/2019	SmartSign	Seasonal Signs
1484	VOID	VOID	VOID	VOID	VOID
1485	\$150.00	6/10/2019	6/13/2019	Diane Armstrong	Rental Deposit Refund
1486	\$520.00	6/10/2019	6/18/2019	San Bernardino	Health Permit
1487	\$9,249.06	6/10/2019	6/13/2019	CR&R	Solid Waste fee
1488	\$174.12	6/10/2019	6/13/2019	CR&R	District Dumpster
1489	\$100.00	6/10/2019	6/19/2019	Barre Shane Mormann	Summer Soft Ball Umpire
1490	\$100.00	6/10/2019	6/15/2019	Dan Day	Summer Soft Ball Umpire
Credit Card	\$14.00	6/13/2019	6/13/2019	Amazon	Prime
Auto-Pay	\$19.40	6/17/2019	6/17/2019	DCB	Service Charge
Credit Card	\$825.00	6/18/2019	6/18/2019	USPS	Solid Waste-Stamps
Credit Card	\$35.72	6/18/2019	6/18/2019	Yodeller	Meeting/Chris Palmer/CSDA
Credit Card	\$25.00	6/19/2019	6/19/2019	FaceBook	GM ad Promotion
Credit Card	\$40.37	6/19/2019	6/20/2019	Evergreen Cafe	Volunteer lunch
Credit Card	\$30.95	6/20/2019	6/20/2019	Jensen	Cleaning supplies
Credit Card	\$123.24	6/21/2019	6/21/2019	USPS	Solid Waste Dump Cards
Credit Card	\$18.10	6/21/2019	6/21/2019	Arco	Park Equip Fuel
Auto-Pay	\$60.00	6/22/2019	6/22/2019	Intuit	QuickBooks
1491	\$5,856.25	6/24/2019		Kennedy	Attorney
1492	\$86.31	6/24/2019		So Cal Gas	Com Bld
1493	\$32.70	6/24/2019		So Cal Gas	OFH/Museum
1494	\$540.00	6/24/2019	6/26/2019	Monica Ciccarelli	Consultant Fee
1495	\$646.50	6/24/2019	6/27/2019	Digital Dolphin	Office Printer Supply
1496	\$785.00	6/24/2019	6/26/2019	Septic Control	Septic Pumping
1497	\$26.82	6/24/2019		Golden State	OFH/Museum
1498	\$281.71	6/24/2019		Golden State	Park/Com Bld
1499	\$721.94	6/24/2019		Mountain Hardware	Park Supplies
1500	\$758.05	6/24/2019	6/26/2019	Monica Ciccarelli	Sports Equipment
1501	\$1,790.00	6/24/2019	6/27/2019	Fire Safe Council	Solid Waste/Pine Needle Green Waste
Credit Card	\$79.64	6/24/2019	6/24/2019	Jensen	Cleaning supplies
Credit Card	\$25.00	6/25/2019	6/25/2019	Facebook	GM Job boost
Credit Card	\$161.68	6/25/2019	6/25/2019	Office Max	Office Supplies
Credit Card	\$3.75	6/25/2019	6/25/2019	UPS	Park Event Flyer
1502	\$600.00	6/26/2019		Mountaineer Progress	GM job advertisement
1503	Verizon	6/26/2019		Verizon	District Phones
Credit Card	\$28.91	6/26/2019	6/26/2019	Pizza Factory	Grant Meeting
Credit Card	\$145.42	6/26/2019	6/26/2019	Staples	Event flyer/banner
Credit Card	\$40.17	6/27/2019	6/27/2019	Ricks Road Side	Meeting w/ PPHCSD GM
TOTAL	\$43,020.69				
	Payroll				
50118	\$1,485.45			Deposits	
50119	\$682.57		Date	Amount	Name
50120	\$774.99		6/4/2019	\$102.00	Rental
			6/4/2019	\$4,500.00	Spring Softball
			6/4/2019	\$1,505.04	Youth Flag Football
			6/6/2019	\$590.00	Rental
TOTAL	\$2,943.01		6/6/2019	\$167.72	SBC GA01 Tax Collection
				Inc Below	\$150.00 Mtn Day Donation
				Inc Below	\$355.00 Flag Football
				Inc Below	\$387.00 Rental
				Inc Below	\$150.00 Security Deposit
				Inc Below	\$30.00 Cleaning Fee
			6/10/2019	\$1,072.50	Rental/Sports
			6/12/2019	\$170.00	Rental
			6/12/2019	\$1,125.00	Spring SoftBall
			6/12/2019	\$450.00	Flag Football
			6/13/2019	\$379.29	SBC SL01 Tax Collection
			6/24/2019	\$1,125.00	Soccer
			6/24/2019	\$250.00	Mtmeer Days Donation
			6/24/2019	\$1,325.00	Flag Football
			6/24/2019	\$356.00	Rental
			6/29/2019	\$640.00	Rental
			6/29/2019	\$375.00	Soccer
			6/29/2019	\$620.00	Flag Football
			TOTAL	\$14,752.55	

DEPOSITS AND DISBURSEMENTS FISCAL YEAR 2018/2019							
Month	Beginning Balance	Deposit	Total Disbursements	Payroll	Gross	Cash Available	
7/1/2018	\$181,728.88	\$14,364.78	\$43,841.32	\$4,803.24	\$196,093.66	\$147,449.10	
8/1/2018	\$147,449.10	\$17,050.79	\$35,184.57	\$4,759.79	\$164,499.89	\$124,555.53	
9/1/2018	\$124,555.53	\$8,417.66	\$18,258.27	\$4,656.54	\$132,973.19	\$110,058.38	
10/1/2018	\$110,058.38	\$6,918.24	\$20,353.16	\$4,749.76	\$116,976.62	\$91,873.70	
11/1/2018	\$91,873.70	\$69,601.64	\$18,180.70	\$6,737.17	\$161,475.34	\$136,557.47	
12/1/2018	\$136,557.47	\$148,692.33	\$23,122.17	\$4,677.19	\$285,249.80	\$257,450.44	
1/1/2019	\$257,450.44	\$17,432.30	\$35,512.80	\$4,754.86	\$274,882.74	\$234,615.08	
2/1/2019	\$234,615.08	\$10,464.49	\$18,293.70	\$4,347.20	\$245,079.57	\$222,438.67	
3/1/2019	\$222,438.67	\$18,055.66	\$23,167.19	\$4,815.21	\$240,494.33	\$212,511.93	
4/1/2019	\$212,511.93	\$142,689.59	\$26,308.75	\$5,120.66	\$355,201.52	\$323,772.11	
5/1/2019	\$323,772.11	\$22,859.46	\$52,900.07	5504.46	\$346,631.57	\$288,227.04	
6/1/2019	\$288,227.04	\$14,752.55	\$43,020.69	2943.01	\$302,979.59	\$257,015.89	
Note: payroll is for 1 pay period the second pay period had not finished by the agenda timeline							
Estimate Cash Flow Statement			MONTHLY HOURS				
Current Bank Balance	\$257,015.89		GM	PARK	OFFICE	MONTH	
Franchise Fee *	\$4,000.00		100	80	80	BUDGETED	
Total Estimate Revenue	\$261,015.89		124	89.75	106	7/1/2018	
			123.25	97.25	105.75	8/1/2018	
Accounts Payable	Outstanding		117	82.75	95	9/1/2018	
Election Payment	\$0.00		137.75	62.25	102.75	10/1/2018	
Skate Park	\$0.00		46.25	87.5	115	11/1/2018	
Total Estimated Expense	\$0.00		104	82.5	104.25	12/1/2018	
Balance	\$261,015.89		151.5	77.25	87.25	1/1/2019	
Election payments are due each January/ 4 remaining			115	74	90.5	2/1/2019	
Skate Park payments are due each April/ 2 remaining			123.5	87	101.5	3/1/2019	
			135	90.25	114.25	4/1/2019	
			155.5	91	134	5/1/2019	
			156	103.5	118.5	6/1/2019	
Hours are 5 consecutive hours per work day, number of work days can vary dependent upon the days of the week, compared to the days of the month.							

ITEM 10

RESOLUTION OF APPRECIATION
FOR
JOHN AND ALLENE LENAU

DISCUSSION
AND
POSSIBLE ACTION



RESOLUTION IS STILL BEING CRAFTED AND WILL BE AVAILABLE AT THE MEETING

ITEM 11

REVIEW OF WRIGHTWOOD HISTORICAL SOCIETY FACILITY USE AGREEMENT

DISCUSSION AND POSSIBLE ACTION



STAFF REPORT

The Wrightwood Historical Society has been serving the Tri-Community as its sole preservation museum of local artifacts and historical information for several decades. We inherited the agreement dated July 18, 2000 as part of our formation. I brought it forward last month so that the Board can be familiar with the document and review to see if the Board would keep it in its current state or modify in some way. The Board directed Mr. Kennedy to transform it to a WCSD document and in the process, Mr. Kennedy reviewed asked me some question and I also reviewed and commented. At this point, we bring the document back to the Board with both of our comments enabling the Board to review and give direction. I was asked last month if the Historic Society could be under our insurance policy. I asked SDRMA and the response was, no. This is because to include in our policy the organization would have to be a part of the District and not a renter.

Thank You
Al Morrissette

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

Agree. 00-708

July 18, 2000

FROM: EMIL A. MARZULLO, Director
Special Districts Department

SUBJECT: LEASE AGREEMENT BETWEEN THE WRIGHTWOOD HISTORICAL SOCIETY,
INC. AND COUNTY SERVICE AREA 56 (WRIGHTWOOD)

RECOMMENDATION: Acting as the governing body of County Service Area 56 (Wrightwood), approve Agreement No. 00-708 with the Wrightwood Historical Society, Inc., authorizing the lease of surplus District building space to the Society, for use as a museum and display of Town's historical artifacts, from July 18, 2000 through July 31, 2005.

BACKGROUND INFORMATION: Since 1986, the District has leased 450 square feet of its fire station facility to the Society for use as a museum and to exhibit local historical artifacts. The District and Society have negotiated a new Agreement, which would take effective July 18, 2000 and extend until July 31, 2005, which revises several terms regarding use of the facility. Under the new agreement, the Society will share responsibility with the District for cleaning and maintenance of leased space. Also, in lieu of a minimum rental payment, the Society will agree to provide repairs to the interior of the building and provide upkeep. The Society will also maintain liability insurance in the amount of \$500,000. Either party may terminate the Agreement during the contract term by providing 60 days written notice to this effect on the other party.

REVIEW BY OTHERS: This item has been reviewed by County Counsel (L. Thomas Krahelski) on June 26, 2000 and coordinated with the Second Supervisorial District.

FINANCIAL IMPACT: None. The District continues to be responsible for the exterior maintenance of the museum and the Society shall be responsible for the normal maintenance of the museum interior.

SUPERVISORIAL DISTRICT(s): Second

PRESENTER: EMIL A. MARZULLO

cc: SDD-Marzullo w/agree.
Contractor c/o SDD w/agree.
Auditor/Controller w/agree.
SBD w/agree.
CSA 56
ED/PSG-Goss
County Counsel-Krahelski
File w/agree.

lw

Record of Action of the Board of Supervisors
AGREEMENT 00-708
APPROVED BOARD OF SUPERVISORS
COUNTY OF SAN BERNARDINO

MOTION	<u>MOVE</u>	<u>AYE</u>	<u>AYE</u>	<u>SECOND</u>	<u>ABSENT</u>
	1	2	3	4	5

EARLENE SPROAT, CLERK OF THE BOARD

BY 

DATED: July 18, 2000



**DISTRICT
F A S
STANDARD CONTRACT**

FOR COUNTY USE ONLY									
E	X	New	Vendor Code			Dept.	SPD	Contract Number	
M		Change				SC	A	00-708	
X		Cancel							
District					Dept.	Orgn.	Contractor's License No		
COUNTY SERVICE AREA 56									
District Contract Representative					Ph. Ext.		Amount of Contract		
Fund	Dept.	Organization	Appr.	Obj/Rev Source	UNENCUMBERED		Activity GRC/PROJ/JOB N		
Commodity Code				Estimated Payment Total by Fiscal Year					
Project Name				FY	Amount	I/D	FY	Amount	
LEASE OF SPACE IN									
DISTRICT-OWNED BUILDING									

THIS CONTRACT is entered into in the State of California by and between County Service Area 56 (Wrightwood) hereinafter called the District, and

Name WRIGHTWOOD HISTORICAL SOCIETY, INC.
 Address P. O. BOX 486
WRIGHTWOOD, CA 92397
 Phone (760) 249-3333 Birth Date N/A
 Federal ID No. or Social Security No. N/A

hereinafter called SOCIETY

IT IS HEREBY AGREED AS FOLLOWS:

(Use space below and additional bond sheets. Set forth service to be rendered, amount to be paid, manner of payment, time for performance or completion, determination of satisfactory performance and cause for termination, other terms and conditions, and attach plans, specifications, and addenda, if any.)

1. **EFFECT OF AGREEMENT:**

This Agreement supersedes any and all previous agreements between said parties, i.e.: Agreement Nos. 92-241 and 86-24.

2. **PREMISES:**

The District owns a building located at 6000 Cedar Street, Wrightwood that contains 1,800 square feet of surplus space. District hereby allows the Society to use 450 square feet of space within said building for displays of the Town's historical artifacts, and for a museum.

Additionally, subject to the prior written approval of the District, the District will allow the Society to use the other space(s) as an area for workshops, receptions, and commemorative events, provided they do not interfere with use by groups that have been approved by the District.

3. **TERM:**

The term of this Agreement shall commence on the date of execution and continue through July 31, 2005. Thereafter, the parties may agree to extend the Agreement for additional one- (1) year periods on the same terms and conditions.

4. **UTILITIES AND FEES:**

No rental fee or utility fees will be charged to the Society, with the understanding that routine maintenance, and cleaning of the museum portion, will be done by the Society. Work hours are to be forwarded to the District at least quarterly.

5. **SHARED FACILITIES:**

Except as provided in Section 2 above, Society shares the building with the District, which pays for utilities. Society shall have reasonable access to controls for utilities and shall have the keys for access to restroom facilities on the premises.

6. **TERMINATION:**

Either party may terminate this Agreement by giving not less than sixty (60) days written notice to the other party of said intent to terminate. Society and District shall utilize the terms and procedures of the Operating Plan (Attachment A), in the day to day process of implementing this Agreement. Their current signed Agreement as to those terms, as reflected in Attachment A, may be modified from time to time by a written amendment to the Operating Plan, signed by both parties, without the necessity of a new agreement between Society and District.

7. **ALTERATIONS:**

Following submittal of plans and approval by District, Society may make improvements on the premises. Detailed descriptions of any and all said improvements shall be included in each quarterly report to the District.

8. **MAINTENANCE:**

The terms of the maintenance requirements as expressed in the Operating Plan (Attachment A) may be modified from time to time by a written amendment to the Operating Plan, signed by both parties, without the necessity of a new agreement between Society and District.

9. **ASSIGNMENT and SUBLETTING:**

Society shall not assign or sublet any of its rights or duties under this Agreement or sublet the premises. Use by community groups as set out previously shall not constitute subletting.

10. **VOLUNTEER WORKERS:**

Volunteer workers (Docents") shall be volunteers of CSA 56, in accordance with the provisions of the San Bernardino County Policy Manual No. 06-10, "Volunteer Workers". All applicants for such positions shall be current members of the Wrightwood Historical Society. If the Society hires any employees, such employees shall be covered by Worker's Compensation insurance in accordance with District requirements.

11. **DESTRUCTION:**

If during the term of this Agreement the premises are destroyed by fire, earthquake or the elements, so as to render the premises unfit for occupancy, then at the option of the District, this Agreement may be terminated as of the date of such calamity, and Society shall surrender the premises, without any entitlement to damages for said loss of use.

12. **RIGHT OF ACCESS:**

District and its authorized agents shall be entitled to enter the premises at all reasonable times.

13. **COMPLIANCE:**

Society shall comply with all Federal, State and County statutes and ordinances.

14. HOLD HARMLESS:

Society shall indemnify, defend, and hold harmless the District, and the County of San Bernardino from any and all costs, liabilities or claims arising out of any act or omission of the Society, its employees, volunteers, agents, or invitees. Society agrees herewith to have volunteer agreements signed in duplicate, to be on file in the Museum, and at the office of District (address location in Item No. 16).

15. LIABILITY/FIRE INSURANCE:

Society shall maintain Liability Insurance in the amount of \$500,000 combined single limits for property damage and bodily injury.

16. NOTICES:

All notices hereunder shall be in writing and served personally or deposited in the United States Mail, first class, addressed as follows:

SOCIETY: Wrightwood Historical Society
P. O. Box 486
Wrightwood, CA 92397

DISTRICT: County Service Area 56
P. O. Box 1015
Wrightwood, CA 92397

///

DISTRICT

contractor, etc.)

By Jon D. Mikels
Jon D. Mikels, Chairman, Board of Supervisors
Dated: JUL 18 2000 #00-708

contract)
SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD
Clerk of the Board of Supervisors of the County of San Bernardino.

By Rama [Signature]
Deputy

WRIGHTWOOD HISTORICAL SOCIETY, INC.
(Print or type name of corporation, company,

By John Lenau
(Authorized signature - sign in blue ink)

Name John Lenau
(Print or type name of person signing

Title President
(Print or Type)

Dated: JUNE 23 2000

Address P. O. Box 486
Wrightwood, CA 92397

Approved as to Legal Form

By Thomas Kraheleski
County Counsel 7/10/00

Reviewed by Contract Compliance

By [Signature]
7/10/00

Reviewed for Processing

By Robert R. Halls
Agency Administrator/CAO

Lease-Wrightwood Historical Society, Inc. (Revised 06/27/00)

LEASE AGREEMENT

1. EFFECT OF AGREEMENT:

This Agreement supersedes any and all previous agreements between said parties, i.e.: Agreement Nos. 92-241 and 86-24.

Commented [SK1]: The County staff report described this contract as a Lease Agreement, but it seems to me to be more of a facility use agreement.

2. PREMISES:

The District owns a building located at 6000 Cedar Street, Wrightwood that contains 1,8000 square feet of surplus space. District hereby allows the Society to use 450 square feet of space within said building for displays of the Town's historical artifacts, and for a museum.

Additionally, subject to the prior written approval of the District, the District will allow the Society to use the other space(s) as an area for workshops, receptions, and commemorative events, provided they do not interfere with use by groups that have been approved by the District.

Commented [SK2]: Not applicable since WCSD was not a party to these agreements.

Commented [a3]: When the museum is open on Saturdays, they use all of the facility including outdoor displays and have a storage shed plus a life size model of a motor cabin. The cabin sits on top of septic system access and if the District needs access cannot get to it. The cabin is also infested with an unknown insect. Is it the Districts responsibility to fumigate the cabin and is it the Districts responsibility to move the cabin or create septic access? The cabin is rubbing against an 250 year old pine tree due to the trees growth and the small clearance initially provided, who is responsible for moving the structure as the tree is healthy and would cost a lot more to remove.

Commented [SK4R3]: Need to clarify the parties' respective responsibilities.

3. TERM:

The term of this Agreement shall commence on the date of execution and continue through July 31, 2005. Thereafter, the parties may agree to extend the Agreement for additional one (1) year periods on the same terms and conditions.

Commented [SK5]: A new commencement date needs to be inserted.

4. UTILITIES AND FEES:

No rental fee or utility fees will be charged to the Society, with the understanding that routine maintenance, and cleaning of the museum portion, will be done by the Society. Work hours are to be forwarded to the District at least quarterly.

5. SHARED FACILITIES:

Except as provided in Section 2 above, Society shares the building with the District, which pays for utilities. Society shall have reasonable access to controls for utilities and shall have the keys for access to restroom facilities on the premises.

Commented [a6]: The Society does not allow public use of the conference room on Saturdays because they do not like the mess left from the Pizza place next door. The restroom is also locked from public access.

6. TERMINATION:

Either party may terminate this Agreement by giving not less than sixty (60) days written notice to the other party of said intent to terminate. Society and District shall utilize the terms and procedures of the Operating Plan (Attachment A), in the day to day process of implementing this Agreement. Their signed Agreement as the those terms, as reflected in Attachment A, may be modified from time to time by a written amendment to the Operating Plan, signed by both parties without the necessity of a new agreement between Society and

Commented [SK7]: What is this document?

Commented [SK8]: This language needs to be cleaned up.

Commented [a9]: I don't have an Attachment A.

Commented [SK10]: The Operating Plan was not attached as Attachment A.

District.

7. ALTERATIONS:

Following submittal of plans and approval by District, Society may take improvements on the premises. Detailed descriptions of any and all said improvements shall be included in each quarterly report to the District.

Commented [a11]: Is this referring to structural improvements?

Commented [SK12R11]: Need to clarify.

8. MAINTENANCE:

The terms of the maintenance requirements as expressed in the Operating Plan (Attachment A) may be modified from time to time by written amendment to the Operating Plan, signed by both parties, without the necessity of a new agreement between Society and District.

Commented [a13]: I don't have an attachment A but I am not sure you have an agreement 00-708 that seems to supersede this agreement. It spells out some things including the maintenance and upkeep of the building in exchange of rent. Does that include exterior lighting changes. A conflict with that statement is that it states of the leased area without identifying the leased area. I am attaching 00-708 for review. The Society also uses the building on the first Friday of the month.

9. ASSIGNMENT and SUBLETTING:

Society shall not assign or sublet any of its rights or duties under this Agreement or sublet the premises. Use by community groups as set previously shall constitute subletting.

Commented [SK14R13]: I do not have Agreement 00-708 and it was not attached.

Commented [SK15]: See above comments

10. VOLUNTEER WORKERS:

Volunteer workers (Docents) shall be volunteers of CSA 56, in accordance with the provisions of the San Bernardino County Policy Manual No. 06-10, A Volunteer Workers@. All applicants for such positions shall be current members of the Wrightwood Historical Society. If the Society hires any employees, such employees shall be covered by Worker's Compensation insurance in accordance with District requirements.

Commented [a16]: Do we have the right to tell the Society they need Work Comp? I thought our only requirement would be liability as we require from any other renter. We are additionally insured on their current liability ins. As we are with all renters. I think the Board was confused about insurance and adding the Society to our policy instead of having their own policy.

Commented [SK17R16]: Need policy direction from the Board.

Commented [SK18]: Not applicable

Commented [SK19]: What is this document?

11. DESTRUCTION:

If during the term of this Agreement the premises are destroyed by fire, earthquake or the elements, so as to render the premises unfit for occupancy, then at the option of the District, this Agreement may be terminated as of the date of such calamity, and Society shall surrender the premises, without any entitlement to damages for said loss of use.

12. RIGHT OF ACCESS:

District and its authorized agents shall be entitled to enter the premises at all reasonable times.

13. COMPLIANCE:

Society shall comply with all Federal, State and County statutes and ordinances.

Commented [SK20]: Should include WCDSD ordinances, resolutions, rules and regulations.

14. HOLD HARMLESS:

Society shall indemnify, defend, and hold harmless the District, and the County of San

Bernardino from any and all costs, liabilities or claims arising out of any act or omission of the Society, its employees, volunteers, agents, or invitees. Society agrees herewith to have volunteer agreements signed in duplicate, to be on file in the Museum, and at the office of District (address location in Item No. 16).

Commented [SK21]: Not applicable

Commented [a22]: Do we really need this? The original agreement had the volunteers under the county, are we to control the Society's volunteers?

Commented [SK23R22]: Need policy direction from the Board.

15. LIABILITY/FIRE INSURANCE

Society shall maintain Liability Insurance in the amount of \$500,000 combined single limits for property damage and bodily injury.

Commented [SK24]: The Board wants to increase this amount to \$1,000,000.

Commented [a25]: The Society already has their own policy that meets current District requirements.

16. NOTICES:

All notices hereunder shall be in writing and served personally or deposited in the United States Mail, first class, addressed as follows:

SOCIETY: Wrightwood Historical Society
P.O. Box 486
Wrightwood, CA 92397

DISTRICT: County Service Area 56
P.O. Box 1015
Wrightwood, CA 92397

Commented [SK26]: Not applicable

DISTRICT WRIGHTWOOD HISTORICAL SOCIETY, INC.
(PRINT OR TYPE NAME OF CORPORATION, COMPANY)

contractor, etc.)

By < Jon D. Misch, Chairman, Board of Supervisors (Authorized signature - sign in blue ink)

Dated: Name (Print or type name of person signing)

contract)

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

CLERK OF THE BOARD OF SUPERVISORS OF COUNTY OF SAN BERNARDINO. Title (Print or type)

Dated:

By Address Commented [SK27]: Need to change signature block.

ITEM 12

VARIANCE REQUEST
FOR
WRIGHTWOOD PROPERTY OWNERS
ICE CREAM SOCIAL

DISCUSSION
AND
POSSIBLE ACTION



STAFF REPORT

Each year the Wrightwood Property Owners Association hold an Ice Cram Social that includes entertainment, Ice Cream and a forum of friendly members looking to bring into their organization property owners who have resisted them in the past and new property owners who need fellowship.

Staff recommends the variance since they are active monthly renters and they graciously allowed the WCSD to utilize their bulk mail stamp enabling us to save several hundreds of dollars in dump card postage.

Thank you

Al Morrissette

REQUEST FOR FACILITY RATE VARIANCE

The District is prohibited by Article XVI, Section 6, of the California Constitution from making any gift, or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever..." As a result, any reduction in the District's standard facility usage rates that may be granted must not constitute an unconditional gift of public funds. At a minimum, this means that any request for such cost variance should be tied to a valid public purpose that benefits the District. Specifically, eligibility for a facility rate variance is limited to only those applicants that are engaging in uses related to the particular public duties and functions that the District is empowered to perform within its jurisdictional boundaries pursuant to Government Code Section 61000 et seq. as expressly authorized by the San Bernardino County Local Agency Formation Commission. Therefore, please describe in the "Explanation" section below the following: (1) the nexus between the cost reduction requested from the District and the corresponding benefit that would be received by the Public and (2) how such benefit falls within the scope of the District's authorized public purpose - i.e., Street lighting, park and recreation, solid waste and recycling, and wastewater. Please feel free to attach and supporting material's that you believe would be relevant.

Though not required, you may want to attend the Board meeting to answer questions.

ORGANIZATION: WWPOA (Wrightwood Property Owners Assoc.)
CONTACT: Randy Marbach
ADDRESS: _____
CONTACT PHONE NUMBER: 760-780-8415
CONTACT EMAIL: Rmarbach@yahoo.com

VARIANCE REQUEST

AMOUNT TO BE CONSIDERED: _____

DATE/DATES TO BE CONSIDERED: July 27, 2019

EXPLANATION:

Request use of the Community Building to host the ANNUAL ICE CREAM SOCIAL. The ice cream social is free and open to all residents and property owners (renters included) in Wrightwood.

The purpose of the event is to bring the entire community together to connect with one another in a social situation.

No fee will be charged. No donation will be requested. Nothing will be sold.

ITEM 13

VARIANCE REQUEST FOR WRIGHTWOOD MUSIC IN THE PINES

DISCUSSION AND POSSIBLE ACTION



STAFF REPORT

The Wrightwood Music in the Pines is celebrating their 15th year of providing free Summer Concerts to the community. They performed these concerts initially in the Vivian Null Park. They left the park for a few years exploring a broader venue location, but have come back to the Vivian Null Park format in an effort to make access to the community easier, help local business and reunite with this parks acoustics.

We have helped by providing two banners and 10 flyers.

Staff recommends approval of this variance because this program fits well with the purpose of Parks and Recreation Department without adding any staff time. This approval would retro back to the first concert last week on June 27, where approximately 500 visitors were in attendance. The other dates are July 11, July 25 and August 8.

Thank You

Al Morrissette

REQUEST FOR FACILITY RATE VARIANCE

The District is prohibited by Article XVI, Section 6, of the California Constitution from making any gift, or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever..." As a result, any reduction in the District's standard facility usage rates that may be granted must not constitute an unconditional gift of public funds. At a minimum, this means that any request for such cost variance should be tied to a valid public purpose that benefits the District. Specifically, eligibility for a facility rate variance is limited to only those applicants that are engaging in uses related to the particular public duties and functions that the District is empowered to perform within its jurisdictional boundaries pursuant to Government Code Section 61000 et seq. as expressly authorized by the San Bernardino County Local Agency Formation Commission. Therefore, please describe in the "Explanation" section below the following: (1) the nexus between the cost reduction requested from the District and the corresponding benefit that would be received by the Public and (2) how such benefit falls within the scope of the District's authorized public purpose – i.e., Street lighting, park and recreation, solid waste and recycling, and wastewater. Please feel free to attach and supporting material's that you believe would be relevant.

Though not required, you may want to attend the Board meeting to answer questions.

ORGANIZATION: Wrightwood Music in the Pine

CONTACT: Claudia Campbell

ADDRESS: _____

CONTACT PHONE NUMBER: _____

CONTACT EMAIL: _____

VARIANCE REQUEST

AMOUNT TO BE CONSIDERED: \$216.00

DATE/DATES TO BE CONSIDERED: June 27, July 11, July 25, August 8

EXPLANATION: We are in our 15th year providing a Summer Concert Series of a variety of music to the Wrightwood Community. In the past the County never charged us for the use of the park or parking lot. We ask the Wrightwood Community Services District to provide the same courtesy and not charge us for our time. This series is a good way for you to promote yourselves to the community through helping us provide these concerts for the young and young at heart. This program is what Al referred Dan and me as a collaborative joint venture that benefits the District and the community. We would love to continue bringing our concerts to the community through your parks.

ITEM 14

SOLID WASTE UPDATE

DISCUSSION AND POSSIBLE ACTION



STAFF REPORT

CR&C District Manager, Brent Spears met with me on June 10. We discussed our new Commercial Mandatory Pick Up and Recycling Program and he explained that they are doing similar programs elsewhere and will adapt those models into the management of our program. He also gave me an update of current service and a slight rate increase.

Thank you
Al Morrissette



9828 BUCKWHEAT ROAD
P.O. BOX 290300
PHELAN, CA 92329
760-868-6355
FAX 760-868-3669

June 10, 2019

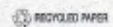
Wrightwood Community Services District
Al Morrissette General Manager
PO Box 218
Wrightwood, California 92397

Re: Annual Rate Adjustment

As per section 13.2 of the Franchise Agreement dated September 17, 2017 CR&R requests the rate adjustments be adjusted beginning July 1, 2019 as submitted.

Thank you,

Brent Speers
General Manager
CR&R Incorporated



Header: County Fire Fee Area(A)/Zone: CMSB
 Weighted CSD: 7/1/2019
 Effective Date:

Rate Adjustment Calculations and Cost Components Subject to Franchise Fee
 For Fiscal Year 2019 - 2020

Row	Component	Index	Old Index Value	New Index Value	Percent Change in Index (Column B / Column A - 1)
1	Landfill Disposal (Res & Com)	01	547.24	567.54	0.036
2	Landfill Disposal	02	26.00%	26.00%	0.00%
3	Service	03	293.52	312.03	0.063
4	Other Operations	04	354.82	367.34	0.034
5	Roll-off Landfill Disposal/Non	05	559.44	559.44	0.00%

Residential (Land-use Fee Area)

Row	Adjustment Factor	Index	Percent Change in Index (From Column C, Rows 1-4)	Cost Factor Category Weighted as a % of Component Total (F)	Total Weighted Change (Column F x G)	Adjusted Cost Component Weightage (Column E x H)	Cost Components Re-weighted to Equal (Column I Now Divided by Column J Total)
6	Landfill Disposal	01	0.03%	0.03%	0.00%	0.03%	0.03%
7	Land Disposal	02	0.00%	0.00%	0.00%	0.00%	0.00%
8	Service	03	26.00%	91.9%	2.38%	27.45%	61.4%
9	Other Operations	04	3.4%	0.0%	0.00%	10.45%	10.45%
10	Total			Commercial	4.53%		100.0%

Commercial

Row	Adjustment Factor	Index	Percent Change in Index (From Column C, Rows 1-4)	Cost Factor Category Weighted as a % of Component Total (F)	Total Weighted Change (Column F x G)	Adjusted Cost Component Weightage (Column E x H)	Cost Components Re-weighted to Equal (Column I Now Divided by Column J Total)
11	Landfill Disposal	01	0.04%	33.2%	0.01%	33.2%	1.1%
12	Land Disposal	02	0.00%	5.8%	0.00%	0.00%	0.00%
13	Service	03	24.0%	62.0%	2.26%	65.9%	60.8%
14	Other Operations	04	3.2%	0.0%	0.0%	3.0%	3.0%
15	Total			Commercial	2.27%		100.0%

Fast-Off Operating Component

Row	Adjustment Factor	Index	Percent Change in Index (From Column C, Rows 1-4)	Cost Factor Category Weighted as a % of Component Total (F)	Total Weighted Change (Column F x G)	Adjusted Cost Component Weightage (Column E x H)	Cost Components Re-weighted to Equal (Column I Now Divided by Column J Total)
16	Operating Fee Component	01	24.0%	10.7%	2.56%	13.0%	13.0%
17	Land Disposal	02	0.0%	89.3%	0.00%	89.3%	89.3%
18	Service	03	3.2%	100.0%	5.7%	105.7%	105.7%
19	Total Operating Component						

Cost Components Subject to Franchise Fee (To be used when pricing monthly franchise fees to County)

Row	Component	Index	Percent Change in Index (From Column C, Rows 1-4)	Cost Factor Category Weighted as a % of Component Total (F)	Total Weighted Change (Column F x G)	Adjusted Cost Component Weightage (Column E x H)	Cost Components Re-weighted to Equal (Column I Now Divided by Column J Total)
20	Fixed - Dispatch	01	0.0%	7.1%	0.00%	7.1%	7.1%
21	Service	02	83.5%	87.5%	7.3%	87.5%	87.5%
22	Total Percentage of Gross Receipts Subject to Franchise Fee		100.0%	87.5%		100.0%	

(1) San Bernardino County adopted a new rate order - initial change from July 1, of prior year to July 1, of current year.
 (2) San Bernardino County adopted a new rate order - initial change from July 1, of prior year to July 1, of current year.
 (3) San Bernardino County adopted a new rate order - initial change from July 1, of prior year to July 1, of current year.
 (4) San Bernardino County adopted a new rate order - initial change from July 1, of prior year to July 1, of current year.
 (5) San Bernardino County adopted a new rate order - initial change from July 1, of prior year to July 1, of current year.
 (6) San Bernardino County adopted a new rate order - initial change from July 1, of prior year to July 1, of current year.
 (7) First year based on DA-55-C-2 of Amendment 4. After the first adjustment, weights are based on Column D of the previous year's rate adjustment worksheet.
 (8) First year based on DA-55-C-2 of Amendment 4. After the first adjustment, weights are based on Column D of the previous year's rate adjustment worksheet.
 (9) Cost components subject to franchise fee are the weighted fuel and service components from column 1, 2, and 3.

- Referenced from master data input sheet.
- Rate adjustment calculation.
- Cost components will be used for next year's rate adjustment worksheet. Fuel and service cost components will be used for this year's cost components subject to franchise fee.
- Percentages to be used to calculate gross receipts subject to franchise fees beginning July 1, 2019.

**2019 - 2020
Franchise Area Rates**

Franchise Area/Zone	Wrightwood
Effective Date	7/1/2019
Jurisdiction	Wrightwood CSD
Subscription	X
Uniform	

RESIDENTIAL BARREL SERVICE (adjusted as Residential)

SERVICE CATEGORY	RATE
Carts 2 (64) gallons Trash	\$ 28.65 per month
Carts 2 (64) gallons 1 Trash 1 Recycle	\$ 28.65 per month
Additional Cart (64) gallons	\$ 6.48 per month
Pull Out Service	\$ 9.71 per month

RATE ADJUSTMENT	
Residential	4.5%
Commercial	3.5%
Roll-off Operating Component	5.7%
Roll-off Landfill Disposal	0.0%
Roll-off Landfill Disposal/ton	\$59.94

RESIDENTIAL BIN SERVICE (adjusted as Residential)

SERVICE CATEGORY	FREQUENCY (PER WEEK)	
	1X	2X
REFUSE		
1.5 CY	\$ 66.87	
2 CY	\$ 89.20	\$ 165.70
3 CY	\$ 133.82	\$ 248.61
4 CY	\$ 178.37	\$ 331.33
RECYCLING		
2 CY	\$ 81.35	
3 CY	\$ 121.99	
4 CY	\$ 160.27	

RESIDENTIAL BIN SERVICE SPECIAL CHARGES (adjusted as Residential)

SERVICE CATEGORY	RATE
Extra Pick Up	\$ 67.90 per occurrence

MULTI-FAMILY BIN SERVICE (adjusted as Residential)

SERVICE CATEGORY	FREQUENCY (PER WEEK)	
	1X	2X
REFUSE		
1.5 CY	\$ 68.28	
2 CY	\$ 89.20	\$ 160.49
3 CY	\$ 133.82	\$ 248.61
4 CY	\$ 178.37	\$ 331.33
RECYCLING		
2 CY	\$ 81.35	
3 CY	\$ 121.99	
4 CY	\$ 160.27	

MULTI-FAMILY BIN SERVICE SPECIAL CHARGES (adjusted as Residential)

SERVICE CATEGORY	RATE
Extra Pick Up/Occurrence	\$ 67.90 per occurrence

COMMERCIAL BIN SERVICE (adjusted as Commercial)

SERVICE CATEGORY	FREQUENCY (PER WEEK)					
	1X	2X	3X	4X	5X	6X
REFUSE						
2 CY	\$ 116.15	\$ 220.04	\$ 323.97	\$ 427.88	\$ 531.80	\$ 635.72
3 CY	\$ 180.21	\$ 323.14	\$ 472.02	\$ 620.89	\$ 769.81	\$ 918.62
4 CY	\$ 231.00	\$ 428.29	\$ 625.55	\$ 822.81	\$ 1,020.05	\$ 1,217.37
RECYCLING						
2 CY	\$ 78.14	\$ 117.19				
3 CY	\$ 153.96					

COMMERCIAL BIN SERVICE SPECIAL CHARGES (adjusted as Commercial)

SERVICE CATEGORY	RATE
Extra Pick Up	\$ 63.53 per occurrence
3 CY clean up bin	\$ 133.62 per occurrence
6 CY clean up bin	\$ 267.22 per occurrence

**2019 - 2020
Franchise Area Rates**

Franchise Area/Zone	Wrightwood
Effective Date	7/1/2019
Jurisdiction	Wrightwood CSD
Subscription	X
Uniform	

ROLLOFF SERVICE

SERVICE CATEGORY	MAXIMUM TONNAGE INCLUDED IN TOTAL RATE	SERVICE (1)	LANDFILL DISPOSAL FACILITY FEE (2)		OTHER DISPOSAL FEE (3)		TOTAL RATE
			PER TON	TOTAL FEE	PER TON (4)	TOTAL FEE	
REFUSE							
10 CY box (up to 7.5 tons)	7.5	\$ 907.02	\$ 59.94	\$ 449.55			\$ 756.57
20 CY box (up to 3.5 tons)	3.5	\$ 907.08	\$ 59.94	\$ 209.79			\$ 516.82
30 CY box (up to 4 tons)	4	\$ 907.02	\$ 59.94	\$ 239.76			\$ 546.78
40 CY box (up to 4 tons)	4	\$ 907.02	\$ 59.94	\$ 239.76			\$ 546.78

(1) Roll-off service is adjusted by the percentage change in the roll-off operating component.
 (2) Landfill disposal facility fee is equal to the San Bernardino County Landfill gate rate multiplied by the maximum tonnage included in total rate.
 (3) Other Disposal Fee is adjusted by the percentage change in the roll-off landfill disposal fee per ton.
 (4) Other Disposal Fee per ton shown for information purposes; calculated by dividing total processing fee by the maximum tonnage.

Hauler CR&R
 County Franchise Areas(s)/Zone Wrightwood CSD
 Fuel and Service Weightings Below Applicable for FY: 2019 - 2020

Franchise Fee Payment Worksheet
 For month of: (month/year)

Instructions: Enter reporting month and year in the above bolded box, and monthly gross receipts by sector in the boxes below. The franchise fees should automatically calculate. Confirm the accuracy of the calculations.

Row	Sector	Column A Monthly Gross Receipts	Column B Cost Components Subject to Franchise Fees (5)		Column D Total (Column B + Column C)	Column E Gross Receipts Subject to Franchise Fees (Column A x Column D)
			Fuel	Service		
1	Residential (1)		6.8%	93.2%	100.0%	\$ -
2	Commercial (2)		7.1%	60.8%	67.9%	\$ -
3	Roll-off Charges Excluding Disposal (3)		12.8%	87.2%	100.0%	\$ -
4	Roll-off - Disposal Only (4)		N/A	N/A	N/A	N/A
5	Total	\$ -				\$ -
6	Franchise Fee Percentage					10%
7	Total Franchise Fees Due to County					\$ -

- (1) Includes gross receipts from:
 - CFAs 1-12: Residential Cart Rates
 - CFAs 15-25: Residential Cart Rates
 - CFAs 15-25: Residential Bin Rates
 - CFAs 15, 17, 18, 20, 21: Multi-family Bin Rates
- (2) Includes gross receipts from:
 - Commercial Barrel Rates
 - Commercial Bin
 - CFAs 1-12: Residential Bin Rates
 - All CFAs except 15, 17, 18, 20, 21: Multi-family Bin Rates
- (3) Includes service and special charges excluding disposal.
- (4) Roll-off disposal receipts are not subject to franchise fees and includes Landfill Disposal Facility Fees and Other Disposal Fees as identified in the rate schedule.
- (5) Fuel and service cost components are the reweighted cost components from columns U, V, and W of the hauler's rate adjustment calculation worksheet.

Please attach this sheet along with your franchise fee payment to the County no later than 30 days after the end of the month.

ITEM 15

PURCHASE OF SECURITY
CAMERA SYSTEM

DISCUSSION
AND
POSSIBLE ACTION



STAFF REPORT

Since the district came into existence, the security camera system we inherited has not full functioned. The system is old and consist of four cameras: 1 Community Building front porch, 2. Looking at the entrance of the outside restrooms, 3. Looking at the entrance of the Service Shed and 4. At the skate park. At first it was the skate park camera that was the only one not functioning. Then some on and off service from the others.

On several occasions UIA performed a complete analysis of the system and made adjustments to the existing system that helped to stabilize the feed, yet the skate park never regain service.

On several occasion I was told that the skate park camera would be further be inspected. Finally, last October I was informed that the skate park system would need to be replaces. I was hopeful that we could make it through winter without much incident at the skate park and prior to a few situations prior to October we had little incidences.

This last February the entire system went down and I had our security company Turner Security look at it. He confirmed what we previously were told and suggested that we look into a new system.

I got a quote from Turner security for a 7-camera system that would cover the front and sides of the Community Building, the outside restroom, the service shed, the Veteran's Monument and the Skate Park. The monitoring and system would remain in the Community Building and can easily be expanded at any time.

We have been told by UIA last April, that they could install a similar system for a similar cost but the monitoring would be at their facility across the street. The Board said ok and unfortunately nothing has come of it.

Since April we have had a significant increase in graffiti at the skate park, the park restrooms and the community building. At the Veteran's Memorial there has been not just graffiti happening but also damage by knife on 6 trees, plus we have had to replant two trees and we lost one due to the trees being pulled down or pulled out of the ground.

I request that the Board go forward with the Turner proposal so that in a short time we will have a functioning system that will show us who these perpetrators are and we can turn the information over to the Sheriff Department. Their quote still is good.

Thank you
Al Morrissette

TURNER SECURITY ALARM SYSTEMS
RESIDENTIAL ♦ COMMERCIAL
LIC. # LA 002645

ESTIMATE & PROPOSAL

TO: Wrightwood Community Service District

Email: al@wrightwoodcsd.org

DATE: February 21, 2019

TOTAL PAGES: 01

VIDEO SYSTEM-Option 1

System includes:
1 - 8 channel 6 Tb NVR
7 - 4 mp Cameras
1 - 27" monitor
1 - Point to point IP
1 - 5 port POE

Installed price - \$4,915.00

Price includes installation, all hardware, wire and accessories. 1 yr. warranty from time of completion on parts and labor. Excludes vandalism or natural disasters.

In signing below, client acknowledges and accepts the terms set forth in the Estimate and Proposal for Video Surveillance as presented and agrees to not hold Turner Security liable for any damages to the equipment due to natural disaster, fire, water damage or vandalism. Client agrees to maintain the installed equipment and is responsible for the day-to-day functioning of the equipment.

Client further agrees to not hold Turner Security responsible or liable for any occurrence(s) involving loss or damages to property or person(s) including, but not limited to; damage to Hotel property either inside or outside, and/or the physical injury or harm of any person, guest or employee while on the property of the Hotel.

The prices above, specifications and conditions are hereby accepted. Turner Security is authorized to perform the work as specified in the Contract.

Accepted by: _____ Title: _____ Date: _____

P.O. Box 290009 ♦ Phelan, CA 02329-0009
Phone ~ 760-868-4453 ♦ FAX ~ 760-868-2488

ITEM 16
PROP 68 STATE PARK GRANT
RESOLUTION
PER CAPITA GRANT
DISCUSSION
AND
POSSIBLE ACTION



**Procedural Guide
for the**

**California Drought, Water, Parks, Climate, Coastal Protection,
and Outdoor Access for All Act of 2018**

PER CAPITA PROGRAM

March 2019 Draft



**State of California
The Natural Resources Agency
Department of Parks and Recreation
Office of Grants and Local Services (OGALS)**

"Creating Community through People, Parks, and Programs"

Send Application and correspondence to:

Street Address for Overnight Mail:

Calif. Dept. of Parks and Recreation
Office of Grants and Local Services
1416 Ninth Street, Room 918
Sacramento, CA 95814

Mailing Address:

Calif. Dept. of Parks and Recreation
Office of Grants and Local Services
P.O. Box 942896
Sacramento, CA 94296-0001

Phone: (916) 653-7423

Website: www.parks.ca.gov/grants

2018-2019 California State Budget, Chapter 29
Budget Item 3790-101-6088 (b) - \$185,000,000 shall be available for the Local Park Rehabilitation, Creation in Urban Areas Program, consistent with subdivision (a) of Section 80061 of the Public Resources Code.

Per Capita Program Description

Background

This program originates from Proposition 68, placed on the ballot via Senate Bill 5 (DeLeon, Chapter 852, statutes of 2017), and approved by voters on June 5, 2018. Funds for the program were appropriated via State Budget item 3790-101-6088(b). Legislative program information is found in the Public Resources Code (PRC) beginning at §80000 (see page 50).

General Per Capita Program: \$185,000,000

Funds are available for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. Grant recipients are encouraged to utilize awards to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors (PRC §80061(a)).

Urban County Per Capita: \$13,875,000

Additional funds are available for Per Capita grants to cities and districts in urbanized counties (*a county with a population of 500,000 or more*) providing park and recreation services within jurisdictions of 200,000 or less in population. An entity eligible to receive funds under this subdivision shall also be eligible to receive funds available under the General Per Capita Program (PRC §80061(b)).

Eligible Recipients (PRC §80062)

Sixty percent (60%) of the General Per Capita funds are allocated to the following entities based on population. The minimum allocation is \$200,000.

- Cities
- Eligible Districts, other than a regional park district, regional park and open-space districts, and regional open-space districts¹

Forty percent (40%) of the General Per Capita funds are allocated to the following entities based on population. The minimum allocation is \$400,000.

- Counties
- Regional park districts, regional park and open space districts, and regional open space districts

Allocations

Specific entities eligible for funding and their allocations can be found beginning on page 53.

¹ For purposes of this chapter, "district" means any regional park district, regional park and open-space district, or regional open-space district formed pursuant to Article 3 (commencing with §5500) of Chapter 3 of Division 5, any recreation and park district formed pursuant to Chapter 4 (commencing with §5780) of Division 5, or any authority formed pursuant to Division 26 (commencing with §35100). With respect to any community or unincorporated region that is not included within a district, and in which no city or county provides parks or recreational areas or facilities, "district" also means any other entity, including, but not limited to, a district operating multiple-use parklands pursuant to Division 20 (commencing with §71000) of the Water Code.

Eligible Projects

- PROJECTS must be for recreational purposes, either acquisition or DEVELOPMENT. Do not submit combined acquisition and development projects.
- Up to 5% of the allocation may be used for a COMMUNITY ACCESS PROJECT (PRC §80008(c)(1)).
- Multiple PROJECTS may be completed under one contract; each PROJECT requires a separate APPLICATION PACKET.
- A PROJECT can only have one location. One PROJECT that serves several parks is not permitted.
- GRANTEES are encouraged to partner with other GRANTEES on PROJECTS (PRC §80063(b)). See page 53 for information on allocation transfers.

Match

PROJECTS not serving a "severely disadvantaged community" (median household income less than 60% of the statewide average) require a 20% match (see page 12) (PRC §80061(c)).

No Supplanting

GRANTEES must use Per Capita grant funds to supplement existing expenditures, rather than replace them (PRC §80062(d)). For example, a GRANTEE has a budget for recreational capital expenditures of \$500,000 per year, and is receiving a \$200,000 allocation under the Per Capita program. The budget cannot be reduced to \$300,000, with the Per Capita funds making up the difference.

Similarly, if a PROJECT has been approved by the governing body, and a funding source has been identified, Per Capita funds cannot be swapped in as a new funding source unless the prior funding source is applied to another recreational capital project.

GRANTEES should keep all documents indicating intent to use Per Capita grant funds for PROJECTS.

Grant Process

GRANT PERFORMANCE PERIOD: July 1, 2018 – June 30, 2022

1. **Resolution** (submit no later than November 1, 2019): GRANTEE passes one resolution approving the filing of *all* applications associated with the contract, and forwards a copy to OGALS.
2. **APPLICATION PACKET(s)** (submit no later than January 31, 2020): The GRANTEE defines the PROJECT SCOPE(s) and amount of grant funds needed for each PROJECT. As PROJECTS are identified, the GRANTEE submits individual APPLICATION PACKET(s) to OGALS. OGALS reviews each APPLICATION PACKET and sends a letter of approval to the GRANTEE or requests additional information.
3. **Contract** (sign and submit no later than March 31, 2020): OGALS will forward a contract to the GRANTEE once a PROJECT APPLICATION PACKET has been approved. OGALS will encumber the total amount of approved applications. As GRANTEE submits additional APPLICATION PACKETS, OGALS will amend the contract to reflect the total PROJECT amount for all approved APPLICATION PACKETS, up to the allocation amount.

The resolution will be ready at the Board meeting

ITEM 17

DIRECTORS COMMENTS



ITEM 18
FUTURE BOARD
MEETING
AUGUST 6, 2019

DISCUSSION
AND
POSSIBLE ACTION



ITEM 19

ADJURNMENT

