

WRIGHTWOOD
COMMUNITY
SERVICES DISTRICT

JUNE 4, 2019

REGULAR
BOARD MEETING



WRIGHTWOOD COMMUNITY SERVICES DISTRICT

P.O. Box 218 Wrightwood, CA 92397

Notice

Regular Meeting of the Board of Directors
Tuesday, June 4, 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 2017-1 adopted by the Board on July 1, 2017, the Chair may limit each speaker to a comment period of three (3) minutes or less.*
5. Agency Reports
6. Consent Calendar
 - 6a. May 7, 2019 Regular Board Meeting Minutes
7. General Managers Report
8. Park & Recreation Event Coordinator Report: Discussion and Possible Action
9. March, April and May Financials
10. Review of Wrightwood Historical Society Facility Use Agreement: Discussion and Possible Action
11. Continuation of Public Hearing: Proposed 2019/2020 Wrightwood Community Services District Annual Budget: Discussion and Possible Action
12. Resolution 2019-09 Annual Apportionment: Discussion and Possible Action
13. Resolution 2019-01 Reserve Policy: Discussion and Possible Action
14. LAFCO Service Review: Discussion and Possible Action
15. Possible Pay Roll and Bookkeeping Method: Discussion and Possible Action
16. Prop 68 State Park Grant Resolution 2019-07 Statewide Park Development and Community Revitalization Program: Discussion and Possible Action
17. Prop 68 State Park Grant Resolution 2019-08 Per Capita Program: Discussion and Possible Action
18. Revised General Manager Contract: Discussion and Possible Action
19. Directors Comments
20. Future Board Meeting: Discussion and Possible Action July 2, 2019
21. 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
MAY 7, 2019



REGULAR BOARD MEETING

May 7, 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
Natalie Lopiccolo conducted the Pledge of Allegiance

Roll Call

All members were present except Michelle Schneider. Vice-President Hordyk arrived at 7pm

- 3. Approval of Agenda:** President Zuber motioned to approve the agenda and Director Lopiccolo 2nd the motion. Agenda approved unanimously.
- 4. Public Comment:** Darrel Sykes brought another petition for the Wind Mill Project with 43 signatures for the project and 2 against.
- 5. Agency Reports:** Susan Drake from Supervisor Lovingood's office stated that they are re-examining and re-writing the ordinance regarding short term vacation rentals (under 30 days). Sherriff Robert Vaccarri reported that emergency calls have dropped with only 98 calls reported with 12 reports and 1 arrest. Jim Cowen from Golden State water reported that our water supply is up by 90 feet from 9/18.
- 6. Caltrans Hwy2/Sheep Creek Bridge update:** Kim Cherry and Terri Casinga gave an update on the progress of the bridge. The new bridge will have 8-foot shoulders with a 1-foot buffer along with new guard rails. No additional lighting will be added to the bridge. Engineer John Santos explained there should be no serious traffic related issues. Caltrans will be using k-rails while working on the guardrails, leaving both lanes open for traffic. He also stated that the contractor will be able to lift the bridge a ¼ inch while working on the new foundation. They plan on the project being completed before the next ski season.
- 7. Consent Calendar:** Director Lopiccolo moved to approve the calendar and seconded by Director Frank. Calendar was approved unanimously.
- 8. General Manager Report:** General Manager Morrissette gave an extensive written report of the month's activities.
- 9. Parks and Rec Event Coordinator Contract:** Contract was discussed between the Board and Monica Ciccarelli, Attorney Kennedy was given direction to work with Ms. Ciccarelli directly on contract matters.

- 10. Parks and Rec Event Coordinator Report:** Coordinator Ciccarelli presented some ideas and the Board gave her consent to pursue those ideas.
- 11. April Financials:** Board stated that what was provided were not financials. No action taken
- 12. No Renewal of Automatic Extension of GM:** President Zuber explained that the Board chose to not pursue the automatic renewal of General Manager Morrissette's contract. They established an Adhoc Committee with Vice-President Hordyk and Director Franklin to review the existing contract and work with Mr. Kennedy to bring a revision to the June 4 Board Meeting. Director Franklin motioned to accept and Vice-President Hordyk 2nd the motion. Motion carries unanimously.
- 13. Public Hearing – Proposed 19/20 Annual Budget: 8:22pm to 8:28pm** – resident Lori Golden stated that we were way behind on the financials and claims that the Revenue is \$30,000.00 to high. She also pointed out a few spelling and math errors. No action taken
- 14. 19/20 WCSD Proposed Budget:** Budget was reviewed, President Zuber and Director Franklin said they would look it over as the existing Adhoc Committer and bring the minor adjustments back on June 4. The review was tabled to June 4,2019
- 15. Public Hearing – WCSD Solid Waste Management Disposal Facility Fees: 8:30pm to 8:33pm-** No public comments at this hearing or through staff report.
- 16. WCSD Solid Waste Mgt Disposal Facility fees Resolution 2019-04 and 2019-05:** Director Lopiccolo motioned to adopt and Director Franklin 2nd. Resolutions carry.
- 17. Ordinance 2019-01 WCSD Mandatory Commercial Solid Waste Service:** President Zuber motioned to adopt with Director Franklin 2nd. Vote carries with 3 yay's, 0 no's, 1 abstain. And 1 absent. Ordinance carries
- 18. Ordinance 2019-02 WCSD establishing a Commercial Recycle Program:** VP Hordyk motioned to adopt with Director Franklin 2nd. Vote carries with 3 yay's, 0 no's, 1 abstain and 1 absent. Ordinance carries.
- 19. Declare Surplus District Policy:** President Zuber motioned to declare tables and chairs surplus property and proceed to salvage. Director Franklen 2nd. Motion carries
- 20. Directors Comments:**
- 21. Future Board Meeting:** June 4, 2019 at 6:30pm

President Zuber adjourned the meeting at 8:57pm

Minutes approved: _____
 President Wes Zuber

Date _____

ITEM 7

GENERAL MANAGER REPORT



GENERAL MANAGER REPORT JUNE 4,2019

The District Audit by Eadie and Payne took a turn when the auditor recommended that we switch from the online version of QuickBooks to the Premier Desk Top version. The reasoning was that the online version had severe limitation for a governmental agency, where as the other was able to fulfill the District's needs. I purchased the version and when all is said and done the district will save several hundreds of dollars by eliminating the internet versions \$60.00 monthly fee. Cheryl Van Veluwen from E&P accounting department assisted Tammie in the set up of the program and both Tammie and I, assisted Cheryl with transferring the data from online to desk top. That took a couple 8-hour workdays, then Cecelia Cummings worked half day with Tammie to tune the program to fit our specifics.

This has all been to make this and future audits much easier to navigate the process and save time and costs. This Coming Thursday we will have the physical audit team in the office and hopefully soon after the conclusion of this audit. A few weeks later we will commence the 2918-2019 Audit.

Though we are in the public review and comment timeline for the Districts Mandatory Commercial Trash pick-up and the implementation of the Commercial Recycling Program, CR&R will handle the infrastructure as they are doing elsewhere. The deadline to meet is for our Solid Waste reports to the County in June and to Cal Recycle is August. I am confident we will be able to meet those reporting timelines.

The 2019/2020 Dump Cards are in line to be distributed near the middle of June. We had some volunteers assist in the folding and stuffing of the letters into the envelopes and we will commence to print this week. We thank the Wrightwood Property Owners for allowing us to utilize their bulk mail stamp for the local mailings and we will use US Postage for the out of town, the 2800 mailings are about 50/50 ratio to local/out of town.

LAFCO has started their service review and I worked with them at their office on Wednesday May 29. They are waiting for our first-year audit, which I must get to them upon completion and the second-year audit must be to them by this September in order to meet the second service review timeline of December. Upon completion, they will present their finding to the LAFCO Board and send us a copy of the results.

I want to thank members of the Veteran's Memorial Club for helping us do some final preparations for the Memorial Day event. They also borrowed approximately 40 of the old folding chairs that we keep in the Storage Shed. I also wish to thank Mike Troeger and Mountain Hardware for their generous donation of plants and landscape supplies that valued \$600.00+.

Lastly, I have plans to move to the Philippines after July 31 and wish the Board good luck in their search for my replacement.

Thank you,

Al Morrissette

ITEM 8

PARKS AND RECREATION EVENT COORDINATOR

REPORT



Monica's Activities Report
June 4, 2019

Current Activities

Adult Coed Softball

We had 16 teams Register. Games Start June 9th.
Registration-\$5,950
Umpire fees will be-1775
Receipts so far- Balls, Mounds, Bases-\$304.69
Still need to purchase Chalk approximately \$70.
Net Approximately-\$4400.31

Adult Coed Soccer

We have 3 Teams Registered at this time. Registration is still open as of this report.
Registration-\$1125
Referee Cost-\$350
Receipts-Goals: \$215.78
Still need to purchase- Paint and balls Approximately \$85
Net Approximately-\$474.22

Children's Flag Football

Games start July 8th and run for 6 weeks. There will be 7 games offered during that time.
Registration \$90 for first child and \$85 for all other siblings.
Registration is currently open. Will have more numbers once registration is closed.
We have a league that closed in San Dimas that is donating their equipment to the district. Will be picking up on June 4th Prior to the CSD meeting.

Background Checks (included in registration price). We are working with JPD to obtain background checks on all coaches. We are capping each team to 2 coaches. After discussing with AI, we have picked the \$30 background checks for all head coaches so that the district is more thoroughly covered.

Mountaineer day's Children's activity area on upper field

Working on sponsorships and obtaining volunteers for this event.

Home Run Derby-Moved to August due to the safety concerns for taking place during Mountaineer Days.

Contract Instructors Forms-Approval for use?

Collaborating with Lora Steinmann for summer kids' classes

Lora has reached out to me to work with her on the summer kid's classes she offers every year. They will be offered in July on Tuesday and Thursdays.
We are currently working on getting instructors to see what classes we will offer this year. Will try to get sponsorships to keep cost low.

Future Ideas/Ideas in the works

Summer Science Camp

Dog Park-Turned over information to AI on a possible location for this dog park.

Gravel Grinder mountain bicycle raise-Working on this currently

Kids camp for school age kids during breaks

Skate Park Event

ITEM 9

FINANCIALS MARCH-MAY



MARCH 2019

| MARCH 2019 | | DISBURSEMENTS AND DEPOSITS | | | |
|--------------|--------------------|----------------------------|-----------|----------------------|--------------------------------|
| Check Number | Amount | Disbursement Date | P O Date | Payee | Account |
| 1416 | \$154.00 | 3/1/2019 | 3/4/2019 | California Generator | 6-month maintenance |
| 1417 | \$342.24 | 3/1/2019 | 3/13/2019 | So Cal Edison | Com Bld |
| 1418 | \$61.37 | 3/1/2019 | 3/13/2019 | So Cal Edison | OFH/Museum |
| 1419 | \$285.14 | 3/2/2019 | 3/13/2019 | So Cal Edison | Street Lighting |
| Auto-Pay | \$120.33 | 3/4/2019 | 3/4/2019 | EDD | Employee tax |
| Credit Card | \$107.74 | 3/4/2019 | 3/4/2019 | Best Buys | Office Supplies/recorder |
| Credit Card | \$346.90 | 3/5/2019 | 3/5/2019 | Staples | Office Supplies/cartridges |
| Auto-Pay | \$60.00 | 3/7/2019 | 3/7/2019 | Intuit | QuickBooks |
| Credit Card | \$2,307.75 | 3/9/2019 | 3/9/2019 | Office Depot/Max | Com Bld-tables |
| 1420 | \$200.00 | 3/11/2019 | 4/1/2019 | Chris Booker | Com Bld roof repair |
| 1421 | \$980.00 | 3/11/2019 | 3/15/2019 | Hade & Payne | Auditor |
| 1422 | \$7,748.54 | 3/13/2019 | | CR&R | Solid Waste fee |
| 1423 | \$174.12 | 3/13/2018 | | CR&R | District Dumpster |
| Credit Card | \$1,150.00 | 3/14/2019 | 3/14/2019 | Amazon | Evois Printer-Dump Card |
| Credit Card | \$100.18 | 3/14/2019 | 3/14/2019 | Amazon | Evois Printer Ribbon-Dump Card |
| Credit Card | \$701.26 | 3/14/2019 | 3/14/2019 | Amazon | Evois Printer Ribbon-Dump Card |
| Credit Card | \$119.96 | 3/14/2019 | 3/14/2019 | Amazon | Evois Printer Ribbon-Dump Card |
| Credit Card | \$619.26 | 3/15/2019 | 3/15/2019 | Andy Gump | 6 portapots |
| Auto-Pay | \$26.29 | 3/15/2019 | 3/15/2019 | DCB | Service Charge |
| 1424 | VOID | 3/18/2019 | VOID | VOID | VOID |
| 1425 | \$2,237.50 | 3/18/2019 | 3/29/2019 | Kennedy | Attorney |
| Credit Card | \$2,559.70 | 3/18/2019 | 3/18/2019 | Staples | Com Bld-Chairs |
| 1426 | \$372.02 | 3/18/2019 | 3/26/2018 | So Cal Gas | Com Bld. |
| 1427 | \$150.00 | 3/20/2019 | 4/1/2019 | Our Lady of the Snow | Facility Deposit |
| 1428 | \$150.00 | 3/20/2019 | 4/2/2019 | Sharon Dougherty | Facility Deposit |
| Auto-Pay | \$60.00 | 3/23/2019 | 3/23/2019 | Intuit | QuickBooks |
| 1429 | \$806.93 | 3/25/2019 | 3/29/2019 | SB County | Solid Waste |
| 1430 | \$400.00 | 3/25/2019 | 3/27/2019 | Doran Const | Snow Removal |
| 1431 | \$131.72 | 3/25/2019 | 3/29/2019 | Golden State Water | Com Center/Park |
| 1432 | \$104.97 | 3/25/2019 | 4/2/2019 | So Cal Gas | OFH/Museum |
| 1433 | \$122.00 | 3/25/2019 | 3/27/2019 | Campbell's Appliance | Com Center Stove |
| 1434 | \$150.00 | 3/25/2019 | 3/29/2019 | Mickey Moore | Facility Deposit |
| 1435 | \$7.53 | 3/25/2019 | 4/2/2019 | Mountain Hardware | Park Supplies |
| 1436 | \$125.00 | 3/26/2019 | 4/2/2019 | Verizon | District Phones |
| 1437 | \$19.27 | 3/26/2019 | 4/3/2019 | Golden State Water | OFH/Museum |
| Auto-Pay | \$165.47 | 3/27/2019 | 3/27/2019 | Harland Clark | Bank Checks |
| TOTAL | \$23,167.19 | | | | |

| Deposits | | | Payroll | |
|--------------|--------------------|--------------------|--------------|-------------------|
| Date | Amount | Name | Check Number | Amount |
| 3/2/2019 | \$40.50 | Rental | 50097 | \$1,317.67 |
| 3/2/2019 | \$10,931.30 | CR&R Franchise Fee | 50098 | \$487.29 |
| 3/8/2019 | *combined below | \$242.43 SBCGA01 | 50099 | \$617.80 |
| 3/8/2019 | \$5,945.36 | \$5702.93 SBCSLO1 | 50100 | \$1,192.42 |
| 3/11/2019 | \$258.00 | Rental | 50101 | \$498.62 |
| 3/14/2019 | \$200.00 | Rental | 50102 | \$701.41 |
| 3/18/2019 | \$422.50 | Rental | TOTAL | \$4,815.21 |
| 3/20/2019 | \$258.00 | Rental | | |
| TOTAL | \$18,055.66 | | | |

* single deposit amount for two property tax department

disbursed by SB County Treasurer

SBCGA01 Park Property Tax SBCSLO1 Special Assessment

| 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 | \$2,422.76 | \$240,494.33 | \$214,904.38 |
| 4/1/2019 | \$214,904.38 | | | | | |
| 5/1/2019 | | | | | | |
| 6/1/2019 | | | | | | |

| Estimate Cash Flow Statement | |
|-------------------------------|---------------------|
| Current Bank Balance | \$214,904.38 |
| Franchise Fee * | \$4,000.00 |
| Total Estimate Revenue | \$218,904.38 |

| Accounts Payable | Outstanding |
|-------------------------|---------------------|
| Election Payment | \$0.00 |
| Skate Park | \$27,000.00 |
| Total Estimated Expense | \$27,000.00 |
| Balance | \$191,904.38 |

Election payments are due each January/ 4 remaining

Skate Park payments are due each April/ 2 remaining

| MONTHLY HOURS | | | |
|---------------|-------|--------|-----------|
| GM | PARK | OFFICE | MONTH |
| 100 | 80 | 80 | BUDGETED |
| 124 | 89.75 | 106 | 7/1/2018 |
| 123.25 | 97.25 | 105.75 | 8/1/2018 |
| 117 | 82.75 | 95 | 9/1/2018 |
| 137.75 | 62.25 | 102.75 | 10/1/2018 |
| 46.25 | 87.5 | 115 | 11/1/2018 |
| 104 | 82.5 | 104.25 | 12/1/2018 |
| 151.5 | 77.25 | 87.25 | 1/1/2019 |
| 115 | 74 | 90.5 | 2/1/2019 |
| 123.5 | 87 | 101.5 | 3/1/2019 |

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.

| Facility Rental Revenue | March 2019 | | | | | | | | | | |
|----------------------------|--------------------|------------------------|--------------------|----------------|-------------|---------|---------------------|------------------------|---------------------|------------|---------------------|
| Group | Schedule | Rental Hours per Month | Community Building | Old Fire House | Parking Lot | Kitchen | Current Hourly Rate | Monthly Rental Payment | Variance Allocation | Variance | Variance start date |
| AA Wednesday | Weekly | 6 | | X | | | \$13.00 | \$78.00 | \$0.00 | No request | |
| AA Sunday | Weekly | 5 | | X | | | \$13.00 | \$65.00 | \$0.00 | No request | |
| Baha'! Faith | Temp Suspended | 0 | | | | | | | | No request | |
| Baby Shower | 1 X | 5 | X | | | | \$13.50 | \$67.50 | \$0.00 | No request | |
| CERT | Twice Monthly | 2 | X | X | | | \$0.00 | \$0.00 | \$26.50 | yes | 3/1/2019 |
| Chamber of Commerce | N/A | 0 | | | | | | | | No request | |
| Chad Keel | Neighborhood Watch | 1.5 | X | | | | \$13.50 | \$20.25 | \$0.00 | Denied | |
| Church of Music | Concert | 5 | X | | | | \$13.50 | \$67.50 | \$0.00 | No request | |
| Cooking W/Kids | Weekly | 4 | | | | X | \$50.00 | \$200.00 | \$0.00 | No request | |
| Farmers Market | Weekly | 20 | X | | | | \$13.50 | \$270.00 | \$0.00 | No request | |
| Fire Safe Council | Monthly | 4 | | X | | | \$13.00 | \$0.00 | \$26.00 | Yes | |
| Gypsy Mamma | Craft Fair | 0 | X | | | | \$13.50 | \$0.00 | \$0.00 | No request | |
| Inspire Charter Schools | Gingerbread Party | 0 | X | | | | \$13.50 | \$0.00 | \$0.00 | No request | |
| Lions Bunco | Monthly | 3.5 | X | | | | \$13.50 | \$47.25 | \$0.00 | No request | |
| Lions Rising Star | | 3 | X | | | | \$13.50 | \$40.50 | \$0.00 | No request | |
| Line Dancers | Weekly | 8 | X | | | | \$13.50 | \$0.00 | \$108.00 | Yes | 8/1/2018 |
| Meet & Greet | Quarterly | 0 | | | | | \$13.50 | \$0.00 | \$0.00 | Yes | 8/1/2018 |
| Pine Needle Quilt Guild | Monthly | 0 | X | | | | \$13.50 | \$0.00 | \$0.00 | No request | |
| Service | Once | 3 | X | | | X | \$13.50 | \$40.50 | \$0.00 | No request | |
| Snowline Christian Academy | class | 12 | X | | | | \$13.50 | \$162.00 | \$0.00 | No request | |
| Snowline Christian Academy | class | 8 | | X | | | \$13.00 | \$104.00 | \$0.00 | No request | |
| Snowline Players | rehearsal | 24 | X | | | | \$13.50 | \$0.00 | \$324.00 | Yes | 9/1/2019 |
| Tri Community Co-Op | Every Other Week | 12 | X | | | | \$13.50 | \$162.00 | \$0.00 | No request | |
| WWPOA | Meeting | 3 | | X | | | \$13.00 | \$39.00 | \$0.00 | No request | |
| WW Historical Society | Meeting | 2 | | X | | | \$13.00 | \$26.00 | \$0.00 | Denied | |
| Wrightwood Center Stage | Concerts | 10 | X | | | | \$13.50 | \$135.00 | \$0.00 | No request | |
| Monthly Total | | 141 | | | | | | \$1,524.50 | \$484.50 | | |

Wrightwood Community Services District
Profit & Loss by Class
July 2018 through March 2019

| | <u>Parks / Lighting</u> | <u>Solid Waste</u> | <u>TOTAL</u> |
|----------------------------------------------|-------------------------|--------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4000 - Facility Rental | | | |
| 4000.1 - CC Parking Lot | 1,444.50 | 0.00 | 1,444.50 |
| 4000.2 - Kitchen Fees | 1,075.00 | 0.00 | 1,075.00 |
| 4000.3 - Old Firehouse / Museum | 2,411.50 | 0.00 | 2,411.50 |
| 4000.4 - P A System | 70.00 | 0.00 | 70.00 |
| 4000.5 - Security - Cleaning Deposit | 307.15 | 0.00 | 307.15 |
| 4000.6 - Storage Fees | 110.00 | 0.00 | 110.00 |
| 4000.8 - WW Community Center | 5,222.00 | 0.00 | 5,222.00 |
| 4000.99 - Miscellaneous | 0.00 | 0.00 | 0.00 |
| Total 4000 - Facility Rental | 10,640.15 | 0.00 | 10,640.15 |
| 4100 - Property Tax | 204,324.98 | 0.00 | 204,324.98 |
| 4200 - Solid Waste Franchise Fee | 0.00 | 58,038.72 | 58,038.72 |
| 4300 - Solid Waste Special Tax | 0.00 | 19,780.50 | 19,780.50 |
| 4400 - Sports League | 6,700.00 | 0.00 | 6,700.00 |
| Total Income | 221,665.13 | 77,799.22 | 299,464.35 |
| Gross Profit | 221,665.13 | 77,799.22 | 299,464.35 |
| Expense | | | |
| 5000 - Advertising & Marketing | 2,218.04 | 0.00 | 2,218.04 |
| 5010 - Bank Charges & Fees | 244.92 | 120.08 | 364.98 |
| 5030 - Dues & Subscriptions | | | |
| 5030.1 - LAFCO Apportionments | 0.00 | 0.00 | 0.00 |
| 5030.2 - Memberships | 4,382.00 | 4,389.00 | 8,771.00 |
| 5030 - Dues & Subscriptions - Other | 0.00 | 7.00 | 7.00 |
| Total 5030 - Dues & Subscriptions | 4,382.00 | 4,396.00 | 8,778.00 |
| 5050 - Equipment | 6,587.46 | 0.00 | 6,587.46 |
| 5060 - Green Waste Fees | 0.00 | 2,720.00 | 2,720.00 |
| 5070 - Insurance | | | |
| 5070.1 - Property & Liability | 5,741.70 | 1,435.42 | 7,177.12 |
| 5070.2 - Workers Compensation | 996.23 | 448.35 | 1,444.58 |
| Total 5070 - Insurance | 6,737.93 | 1,883.77 | 8,621.70 |
| 5090 - Office Admin | | | |
| 5090.1 - Office Equipment | 742.97 | 742.98 | 1,485.95 |
| 5090.2 - Online Software | 569.88 | 210.00 | 779.88 |
| 5090.3 - Postage | 0.00 | 55.50 | 55.50 |
| 5090.4 - Printing | 88.89 | 0.00 | 88.89 |
| 5090.5 - Supplies | 1,602.20 | 442.25 | 2,044.45 |
| 5090.6 - SW Dump Card | 0.00 | 3,847.29 | 3,847.29 |
| Total 5090 - Office Admin | 3,003.94 | 5,298.02 | 8,301.96 |
| 5100 - Payroll Expenses | | | |
| 5100.1 - Facility Staff | 6,523.68 | 6,523.67 | 13,047.35 |
| 5100.2 - GM Salaries | 16,981.80 | 16,981.80 | 33,963.60 |

Wrightwood Community Services District
Profit & Loss by Class
July 2018 through March 2019

| | <u>Parks / Lighting</u> | <u>Solid Waste</u> | <u>TOTAL</u> |
|----------------------------------------|-------------------------|--------------------|--------------|
| 5100.3 - Park Services | 6,860.75 | 0.00 | 6,860.75 |
| Total 5100 - Payroll Expenses | 30,366.23 | 23,505.47 | 53,871.70 |
| 5110 - Payroll Tax Expense | | | |
| 5110.1 - Federal Payroll Taxes | 2,191.25 | 2,191.25 | 4,382.50 |
| 5110.2 - State Payroll Taxes | 794.03 | 794.03 | 1,588.06 |
| Total 5110 - Payroll Tax Expense | 2,985.28 | 2,985.28 | 5,970.56 |
| 5130 - Professional Services | | | |
| 5130.1 - Accounting | 607.50 | 607.50 | 1,215.00 |
| 5130.2 - Audit | 490.00 | 490.00 | 980.00 |
| 5130.3 - Legal Services | 12,521.85 | 12,521.90 | 25,043.75 |
| 5130.4 - Website Development | 833.33 | 833.34 | 1,666.67 |
| Total 5130 - Professional Services | 14,452.68 | 14,452.74 | 28,905.42 |
| 5140 - Rent & Lease | | | |
| 5140.1 - Porta Potty | 2,683.06 | 0.00 | 2,683.06 |
| Total 5140 - Rent & Lease | 2,683.06 | 0.00 | 2,683.06 |
| 5150 - Repairs & Maintenance | | | |
| 5150.1 - Equipment | 1,815.31 | 0.00 | 1,815.31 |
| 5150.2 - Facility Maintenance | 3,775.46 | 0.00 | 3,775.46 |
| 5150.3 - Job Supplies | 9,575.62 | 0.00 | 9,575.62 |
| 5150.4 - Plumbing Repairs | 1,937.24 | 0.00 | 1,937.24 |
| 5150.5 - Property | 1,026.20 | 0.00 | 1,026.20 |
| 5150.6 - Septic Maintenance | 1,040.00 | 0.00 | 1,040.00 |
| 5150 - Repairs & Maintenance - Other | 200.00 | 0.00 | 200.00 |
| Total 5150 - Repairs & Maintenance | 19,369.83 | 0.00 | 19,369.83 |
| 5160 - Security | 356.04 | 97.83 | 453.87 |
| 5180 - Services | | | |
| 5180.1 - Classes | 245.00 | 0.00 | 245.00 |
| 5180.2 - Sports.League | | | |
| 5180.2A - Softball | 3,933.05 | 0.00 | 3,933.05 |
| Total 5180.2 - Sports.League | 3,933.05 | 0.00 | 3,933.05 |
| Total 5180 - Services | 4,178.05 | 0.00 | 4,178.05 |
| 5190 - Solid Waste Disposal Fees | 0.00 | 68,772.86 | 68,772.86 |
| 5210 - Telephone | | | |
| 5210.2 - Internet | 56.49 | 56.50 | 112.99 |
| 5210.3 - Office Phone | 427.66 | 427.69 | 855.35 |
| Total 5210 - Telephone | 484.15 | 484.19 | 968.34 |
| 5230 - Unapplied Cash Bill Payment Exp | 0.00 | 0.00 | 0.00 |
| 5240 - Utilities | | | |
| 5240.1 - Electric | | | |
| 5240.1A - Community Center | 2,462.43 | 452.83 | 2,915.26 |
| 5240.1B - Museum | 517.63 | 0.00 | 517.63 |
| 5240.1C - Street Lights | 2,453.69 | 0.00 | 2,453.69 |
| Total 5240.1 - Electric | 5,433.75 | 452.83 | 5,886.58 |

Wrightwood Community Services District
Profit & Loss by Class
July 2018 through March 2019

| | <u>Parks / Lighting</u> | <u>Solid Waste</u> | <u>TOTAL</u> |
|----------------------------|--------------------------|--------------------------|-------------------------|
| 5240.2 - Gas | | | |
| 5240.2A - Community Center | 1,524.16 | 0.00 | 1,524.16 |
| 5240.2B - Museum | 505.37 | 0.00 | 505.37 |
| Total 5240.2 - Gas | <u>2,029.53</u> | <u>0.00</u> | <u>2,029.53</u> |
| 5240.3 - Trash | | | |
| 5240.3A - Community Center | 1,562.88 | 15,484.14 | 17,047.02 |
| Total 5240.3 - Trash | <u>1,562.88</u> | <u>15,484.14</u> | <u>17,047.02</u> |
| 5240.4 - Water | | | |
| 5240.4A - Community Center | 2,104.20 | 0.00 | 2,104.20 |
| 5240.4B - Museum | 194.51 | 0.00 | 194.51 |
| Total 5240.4 - Water | <u>2,298.71</u> | <u>0.00</u> | <u>2,298.71</u> |
| Total 5240 - Utilities | <u>11,324.87</u> | <u>15,936.97</u> | <u>27,261.84</u> |
| Total Expense | <u>109,374.48</u> | <u>140,653.19</u> | <u>250,027.67</u> |
| Net Ordinary Income | <u>112,290.66</u> | <u>-62,853.97</u> | <u>49,436.69</u> |
| Net Income | <u><u>112,290.66</u></u> | <u><u>-62,853.97</u></u> | <u><u>49,436.69</u></u> |

APRIL 2019

| APRIL 2019 DISBURSEMENTS AND DEPOSITS | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|-----------|-----------------|---------------------------|
| Check Number | Amount | Disbursement Date | P O Date | Payee | Account |
| 1438 | \$43.95 | 4/1/2019 | 4/3/2019 | Turner Security | Alarm Service |
| 1439 | \$264.58 | 4/1/2019 | 4/4/2019 | So Cal Edison | Com Bld/Park |
| 1440 | \$43.41 | 4/1/2019 | 4/4/2019 | So Cal Edison | OFH/Museum |
| Auto-Pay | \$156.48 | 4/2/2019 | 4/2/2019 | EDD | Employee-Payroll |
| Auto-Pay | \$14.99 | 4/8/2019 | 4/8/2019 | A dobe | Office |
| Credit Card | \$405.55 | 4/8/2019 | 4/8/2019 | Staples | Office/Printer |
| 1441 | \$13,267.87 | 4/9/2019 | 4/17/2019 | CR&R | Solid Waste |
| 1442 | \$348.24 | 4/9/2019 | 4/17/2019 | CR&R | District Dumpster |
| 1443 | \$333.10 | 4/9/2019 | 4/17/2019 | So Cal Edison | Street Light |
| Auto-Pay | \$14.00 | 4/13/2019 | 4/13/2019 | Amazon Prime | Account Fee |
| 1444 | \$15.93 | 4/15/2019 | 4/19/2019 | Jim Prince | Park Supply Reimbursement |
| 1445 | \$1,856.25 | 4/15/2019 | 4/26/2019 | Kennedy | Attorney |
| Auto-Pay | \$24.67 | 4/15/2019 | 4/15/2019 | DCB | Service Charge |
| 1446 | \$150.00 | 4/16/2019 | 4/26/2019 | Barre S Mormann | Spring tournament umpire |
| 1447 | \$260.20 | 4/16/2019 | 4/23/2019 | So Cal Gas | Com Bld/Park |
| Auto-Pay | \$60.00 | 4/22/2019 | 4/22/2019 | Intuit | Quick Books |
| 1448 | \$53.89 | 4/22/2019 | | GS Water | Com Bld/Park |
| 1449 | \$61.56 | 4/22/2019 | | So Cal Gas | OFH/Museum |
| 1450 | \$2,035.11 | 4/22/2019 | | SB County | Solid Waste |
| 1451 | \$125.36 | 4/23/2019 | | Verizon | District phone service |
| Credit Card | \$64.60 | 4/23/2019 | 5/23/2019 | Stater | T-Paper/Park |
| Credit Card | \$987.40 | 4/24/2019 | 4/24/2019 | Daily Press | Public Notices |
| Credit Card | \$641.80 | 4/24/2019 | 4/24/2019 | Daily Press | Public Notices |
| Credit Card | \$976.60 | 4/24/2019 | 4/24/2019 | Daily Press | Public Notices |
| Credit Card | \$350.20 | 4/24/2019 | 4/24/2019 | Daily Press | Public Notices |
| 1452 | \$43.95 | 4/29/2019 | 5/2/2019 | Turner Security | Alarm Service |
| 50106 | \$3,709.06 | 4/29/2019 | | IRS | Payroll Deductions |
| TOTAL | \$26,308.75 | | | | |
| | | | | | |
| | Deposits | | | | |
| Date | Amount | Name | | | Payroll |
| 4/2/2019 | \$121.50 | Rental | | 50103 | \$1,337.06 |
| 4/3/2019 | \$100.75 | Rental | | 50104 | \$476.94 |
| 4/4/2019 | \$247.00 | Rental | | 50105 | \$745.56 |
| 4/4/2019 | Inc. below | \$354.05 SBCGA01 | | 50107 | \$1,298.29 |
| 4/4/2019 | \$15,463.74 | \$15109.69 SBCSLO1 | | 50108 | \$537.66 |
| 4/9/2019 | \$504.19 | Rental/MRS | | 50109 | \$725.15 |
| 4/12/2019 | \$150.00 | Rental | | TOTAL | \$5,120.66 |
| 4/12/2019 | \$5,047.79 | CR&R Franchise Fee | | | |
| 4/16/2019 | \$1,225.00 | Spring Soft Ball | | | |
| 4/16/2019 | \$87.75 | Rental | | | |
| 4/18/2019 | \$2,371.14 | LA County Prop Tax | | | |
| 4/22/2019 | Inc. below | \$421.02 SBCGA 01 | | | |
| 4/22/2019 | \$117,070.73 | \$116,649.71 SBCSLO1 | | | |
| 4/22/2019 | \$300.00 | Rental | | | |
| TOTAL | \$142,689.59 | | | | |
| | | | | | |
| * single deposit amount for two property tax department disbursted by SB County Treasurer : SBCGA01Park Property Tax and SBCSLO1 Special Assessment | | | | | |

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 | | | | | |
| 6/1/2019 | | | | | | |

Estimate Cash Flow Statement

| | |
|-------------------------------|---------------------|
| Current Bank Balance | \$323,772.11 |
| Franchise Fee * | \$4,000.00 |
| Total Estimate Revenue | \$327,772.11 |

Accounts Payable Outstanding

| | |
|-------------------------|---------------------|
| Election Payment | \$0.00 |
| Skate Park | \$0.00 |
| Total Estimated Expense | \$0.00 |
| Balance | \$327,772.11 |

Election payments are due each January/ 4 remaining
 Skate Park payments are due each April/ 2 remaining

MONTHLY HOURS

| GM | PARK | OFFICE | MONTH |
|--------|-------|--------|-----------|
| 100 | 80 | 80 | BUDGETED |
| 124 | 89.75 | 106 | 7/1/2018 |
| 123.25 | 97.25 | 105.75 | 8/1/2018 |
| 117 | 82.75 | 95 | 9/1/2018 |
| 137.75 | 62.25 | 102.75 | 10/1/2018 |
| 46.25 | 87.5 | 115 | 11/1/2018 |
| 104 | 82.5 | 104.25 | 12/1/2018 |
| 151.5 | 77.25 | 87.25 | 1/1/2019 |
| 115 | 74 | 90.5 | 2/1/2019 |
| 123.5 | 87 | 101.5 | 3/1/2019 |
| 135 | 90.25 | 114.25 | 4/1/2019 |

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.

Wrightwood Community Services District
Profit & Loss by Class
July 2018 through April 2019

| Ordinary Income/Expense | <u>Parks / Lighting</u> | <u>Solid Waste</u> | <u>TOTAL</u> |
|----------------------------------------------|-------------------------|--------------------|-------------------|
| Income | | | |
| 4000 - Facility Rental | | | |
| 4000.1 - CC Parking Lot | 1,444.50 | 0.00 | 1,444.50 |
| 4000.2 - Kitchen Fees | 1,500.00 | 0.00 | 1,500.00 |
| 4000.3 - Old Firehouse / Museum | 2,658.50 | 0.00 | 2,658.50 |
| 4000.4 - P A System | 70.00 | 0.00 | 70.00 |
| 4000.5 - Security - Cleaning Deposit | 307.15 | 0.00 | 307.15 |
| 4000.6 - Storage Fees | 110.00 | 0.00 | 110.00 |
| 4000.8 - WW Community Center | 7,120.25 | 0.00 | 7,120.25 |
| 4000.99 - Miscellaneous | 0.00 | 0.00 | 0.00 |
| Total 4000 - Facility Rental | 13,210.40 | 0.00 | 13,210.40 |
| 4100 - Property Tax | 205,100.05 | 0.00 | 205,100.05 |
| 4200 - Solid Waste Franchise Fee | 0.00 | 63,086.51 | 63,086.51 |
| 4300 - Solid Waste Special Tax | 0.00 | 153,891.04 | 153,891.04 |
| 4400 - Sports League | 6,700.00 | 0.00 | 6,700.00 |
| Total Income | 225,010.45 | 216,977.55 | 441,988.00 |
| Gross Profit | 225,010.45 | 216,977.55 | 441,988.00 |
| Expense | | | |
| 5000 - Advertising & Marketing | 5,174.04 | 0.00 | 5,174.04 |
| 5010 - Bank Charges & Fees | 257.25 | 132.40 | 389.65 |
| 5030 - Dues & Subscriptions | | | |
| 5030.1 - LAFCO Apportionments | 0.00 | 0.00 | 0.00 |
| 5030.2 - Memberships | 4,396.00 | 4,389.00 | 8,785.00 |
| 5030 - Dues & Subscriptions - Other | 0.00 | 7.00 | 7.00 |
| Total 5030 - Dues & Subscriptions | 4,396.00 | 4,396.00 | 8,792.00 |
| 5050 - Equipment | 6,587.46 | 0.00 | 6,587.46 |
| 5060 - Green Waste Fees | 0.00 | 2,720.00 | 2,720.00 |
| 5070 - Insurance | | | |
| 5070.1 - Property & Liability | 5,741.70 | 1,435.42 | 7,177.12 |
| 5070.2 - Workers Compensation | 996.23 | 448.35 | 1,444.58 |
| Total 5070 - Insurance | 6,737.93 | 1,883.77 | 8,621.70 |
| 5090 - Office Admin | | | |
| 5090.1 - Office Equipment | 945.74 | 945.76 | 1,891.50 |
| 5090.2 - Online Software | 607.37 | 247.50 | 854.87 |
| 5090.3 - Postage | 0.00 | 55.50 | 55.50 |
| 5090.4 - Printing | 88.89 | 0.00 | 88.89 |
| 5090.5 - Supplies | 1,602.20 | 442.25 | 2,044.45 |
| 5090.6 - SW Dump Card | 0.00 | 3,847.29 | 3,847.29 |
| Total 5090 - Office Admin | 3,244.20 | 5,538.30 | 8,782.50 |
| 5100 - Payroll Expenses | | | |
| 5100.1 - Facility Staff | 7,946.05 | 7,946.05 | 15,892.10 |
| 5100.2 - GM Salaries | 18,559.20 | 18,559.20 | 37,118.40 |

Wrightwood Community Services District
Profit & Loss by Class
July 2018 through April 2019

| | <u>Parks / Lighting</u> | <u>Solid Waste</u> | <u>TOTAL</u> |
|----------------------------------------|-------------------------|--------------------|--------------|
| 5100.3 - Park Services | 6,860.75 | 0.00 | 6,860.75 |
| Total 5100 - Payroll Expenses | 33,366.00 | 26,505.25 | 59,871.25 |
| 5110 - Payroll Tax Expense | | | |
| 5110.1 - Federal Payroll Taxes | 2,429.27 | 2,429.27 | 4,858.54 |
| 5110.2 - State Payroll Taxes | 794.03 | 794.03 | 1,588.06 |
| Total 5110 - Payroll Tax Expense | 3,223.30 | 3,223.30 | 6,446.60 |
| 5130 - Professional Services | | | |
| 5130.1 - Accounting | 607.50 | 607.50 | 1,215.00 |
| 5130.2 - Audit | 490.00 | 490.00 | 980.00 |
| 5130.3 - Legal Services | 15,646.85 | 15,646.90 | 31,293.75 |
| 5130.4 - Website Development | 833.33 | 833.34 | 1,666.67 |
| Total 5130 - Professional Services | 17,577.68 | 17,577.74 | 35,155.42 |
| 5140 - Rent & Lease | | | |
| 5140.1 - Porta Potty | 2,683.06 | 0.00 | 2,683.06 |
| Total 5140 - Rent & Lease | 2,683.06 | 0.00 | 2,683.06 |
| 5150 - Repairs & Maintenance | | | |
| 5150.1 - Equipment | 1,831.24 | 0.00 | 1,831.24 |
| 5150.2 - Facility Maintenance | 3,775.46 | 0.00 | 3,775.46 |
| 5150.3 - Job Supplies | 9,640.22 | 0.00 | 9,640.22 |
| 5150.4 - Plumbing Repairs | 1,937.24 | 0.00 | 1,937.24 |
| 5150.5 - Property | 1,026.20 | 0.00 | 1,026.20 |
| 5150.6 - Septic Maintenance | 1,040.00 | 0.00 | 1,040.00 |
| 5150 - Repairs & Maintenance - Other | 200.00 | 0.00 | 200.00 |
| Total 5150 - Repairs & Maintenance | 19,450.36 | 0.00 | 19,450.36 |
| 5160 - Security | 395.60 | 102.22 | 497.82 |
| 5180 - Services | | | |
| 5180.1 - Classes | 245.00 | 0.00 | 245.00 |
| 5180.2 - Sports.League | | | |
| 5180.2A - Softball | 2,858.05 | 0.00 | 2,858.05 |
| Total 5180.2 - Sports.League | 2,858.05 | 0.00 | 2,858.05 |
| Total 5180 - Services | 3,103.05 | 0.00 | 3,103.05 |
| 5190 - Solid Waste Disposal Fees | 0.00 | 68,772.86 | 68,772.86 |
| 5210 - Telephone | | | |
| 5210.2 - Internet | 56.49 | 56.50 | 112.99 |
| 5210.3 - Office Phone | 490.34 | 490.37 | 980.71 |
| Total 5210 - Telephone | 546.83 | 546.87 | 1,093.70 |
| 5230 - Unapplied Cash Bill Payment Exp | 0.00 | 0.00 | 0.00 |
| 5240 - Utilities | | | |
| 5240.1 - Electric | | | |
| 5240.1A - Community Center | 2,462.43 | 452.83 | 2,915.26 |
| 5240.1B - Museum | 826.85 | 0.00 | 826.85 |
| 5240.1C - Street Lights | 2,786.79 | 0.00 | 2,786.79 |
| Total 5240.1 - Electric | 6,076.07 | 452.83 | 6,528.90 |

Wrightwood Community Services District
Profit & Loss by Class
July 2018 through April 2019

| | <u>Parks / Lighting</u> | <u>Solid Waste</u> | <u>TOTAL</u> |
|----------------------------|-------------------------|--------------------|-------------------|
| 5240.2 - Gas | | | |
| 5240.2A - Community Center | 1,524.16 | 0.00 | 1,524.16 |
| 5240.2B - Museum | 827.13 | 0.00 | 827.13 |
| Total 5240.2 - Gas | <u>2,351.29</u> | <u>0.00</u> | <u>2,351.29</u> |
| 5240.3 - Trash | | | |
| 5240.3A - Community Center | 1,737.00 | 21,003.47 | 22,740.47 |
| Total 5240.3 - Trash | <u>1,737.00</u> | <u>21,003.47</u> | <u>22,740.47</u> |
| 5240.4 - Water | | | |
| 5240.4A - Community Center | 2,158.09 | 0.00 | 2,158.09 |
| 5240.4B - Museum | 194.51 | 0.00 | 194.51 |
| Total 5240.4 - Water | <u>2,352.60</u> | <u>0.00</u> | <u>2,352.60</u> |
| Total 5240 - Utilities | <u>12,516.96</u> | <u>21,456.30</u> | <u>33,973.26</u> |
| Total Expense | <u>119,259.72</u> | <u>152,855.01</u> | <u>272,114.73</u> |
| Net Ordinary Income | <u>105,750.73</u> | <u>64,122.54</u> | <u>169,873.27</u> |
| Net Income | <u>105,750.73</u> | <u>64,122.54</u> | <u>169,873.27</u> |

MAY 2019

| MAY 2019 DISBURSEMENTS AND DEPOSITS | | | | | |
|-------------------------------------|--------------------|-------------------|-----------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Check Number | Amount | Disbursement Date | P O Date | Payee | Account |
| 1453 | \$125.00 | 5/1/2019 | 5/14/2019 | Barre Shane Mormann | Soft Ball Umpire |
| 1454 | \$39.22 | 5/1/2019 | 5/7/2019 | So Cal Edison | OFH/Museum |
| 1455 | \$270.00 | 5/1/2019 | 5/7/2019 | So Cal Edison | Com Bld/Park |
| 1456 | \$150.00 | 5/2/2019 | 5/10/2019 | Linda Martinez | Security Deposit Refund |
| 1457 | \$27,000.00 | 5/2/2019 | 5/8/2019 | Revolving Loan Fund | Skate Park |
| 1458 | \$174.12 | 5/2/2019 | 5/14/2019 | CR&R | District Dumpster |
| 1459 | \$6,620.03 | 5/2/2019 | 5/14/2019 | CR&R | Solid Waste |
| 1460 | \$327.02 | 5/2/2019 | 5/14/2019 | So Cal Edison | Street Lights |
| 1461 | \$75.00 | 5/5/2019 | 5/29/2019 | Curtis Schneider | Spring Soft Ball Umpire |
| Credit Card | \$467.71 | 5/6/2019 | 5/6/2019 | Office Max | Dump Card supplies |
| Credit Card | \$178.50 | 5/6/2019 | 5/6/2019 | Office Max | Office Supplies |
| Auto-Pay | \$14.99 | 5/8/2019 | 5/8/2019 | Adobe | Software |
| Credit Card | \$688.94 | 5/9/2019 | 5/9/2019 | Office Max | Dump Card supplies |
| Auto-Pay | \$14.00 | 5/14/2019 | 5/14/2019 | Amazon | Prime |
| Auto-Pay | \$151.56 | 5/14/2019 | 5/14/2019 | EDD | State Employee Tax |
| Credit Card | \$622.80 | 5/14/2019 | 5/14/2019 | Lowe's | Park Maint Equip |
| Auto-Pay | \$86.66 | 5/15/2019 | 5/15/2019 | DCB | Service Charge/(2) stop payment |
| 1463 | \$3,000.00 | 5/16/2019 | 5/23/2019 | Mountaineer Progress | Solid Waste-notices |
| 1464 | VOID | VOID | VOID | VOID | VOID |
| 1465 | \$275.30 | 5/20/2019 | | Golden State Water | OFH/Com Bld/Park |
| 1466 | \$134.20 | 5/20/2019 | 5/30/2019 | So Cal Gas | Com Bld/Park |
| 1467 | \$37.84 | 5/20/2019 | 5/30/2019 | So Cal Gas | OFH/Museum |
| 1468 | \$2,314.67 | 5/20/2019 | 5/30/2019 | SDRMA | Workers Comp |
| Credit Card | \$130.13 | 5/21/2019 | 5/21/2019 | Staters bros | Park Supplies/Custodial/T-P |
| 1469 | \$7,818.86 | 5/22/2019 | 5/30/2019 | SDRMA | District Liability Ins. |
| 1470 | \$209.49 | 5/22/2019 | 5/29/2019 | Mountain Hardware | Park Supplies |
| Credit Card | \$60.00 | 5/22/2019 | 5/22/2019 | Inuit | Quickbooks |
| Credit Card | \$391.11 | 5/22/2019 | 5/22/2019 | Best Buys | Quickbooks/Desk Top |
| Credit Card | \$59.24 | 5/22/2019 | 5/22/2019 | Office Max | Office Supplies |
| 1471 | \$150.00 | 5/23/2019 | | Robert Brenizer | Facility Deposit Refund |
| Credit Card | \$348.94 | 5/24/2019 | 5/24/2019 | Enterpize | Truck Rental |
| Credit Card | \$400.89 | 5/24/2019 | 5/24/2019 | Amazon | Dump Card Ribbon |
| Credit Card | \$57.75 | 5/24/2019 | 5/24/2019 | Arco | Truck Rental Fuel |
| Credit Card | \$36.00 | 5/24/2019 | 5/24/2019 | Truck Insurance | Truck Rental Insurance |
| Credit Card | \$38.54 | 5/28/2019 | 5/28/2019 | Chevron | Com Bld Gen Fuel |
| Credit Card | \$17.20 | 5/28/2019 | \$43,613.00 | Shell | Volenteer meal drinks |
| Credit Card | \$24.99 | 5/28/2019 | 5/28/2019 | Subway | Volenteer meal sandwiches |
| Credit Card | \$198.76 | 5/28/2019 | 5/28/2019 | Lowes | Com Bldng floor supplies |
| Credit Card | \$66.84 | 5/28/2019 | 5/28/2019 | Stater Bros | Com Bld floor mops |
| Credit Card | \$37.10 | 5/29/2019 | 5/29/2019 | ARCO | Com Bld Gen Fuel |
| Credit Card | \$46.99 | 5/29/2019 | 5/29/2019 | Ivengreen Café | Auditor lunch |
| Credit Card | \$39.68 | 5/30/2019 | 5/30/2019 | Ivengreen Café | Audit lunch |
| TOTAL | \$52,900.07 | | | | |
| | Payroll | | | | |
| 50110 | \$1,298.31 | | | | |
| 50111 | \$476.95 | | | | |
| 50112 | \$820.14 | | | | |
| 50113 | \$1,622.66 | | | | |
| 50114 | \$558.90 | | | | |
| 50114 | \$727.50 | | | | |
| TOTAL | \$5,504.46 | | | | |
| | | | | Deposits | Name |
| | | | Date | Amount | Name |
| | | | 5/6/2019 | *combined below | \$325.64 SBCGA01 |
| | | | 5/6/2019 | \$2,195.27 | \$1869.63 SBCSLO1 |
| | | | 5/7/2019 | \$318.50 | Rental |
| | | | 5/9/2019 | *combined below | \$21.54 SBCGA01 |
| | | | 5/9/2019 | \$412.90 | \$391.36 SBCSLO1 |
| | | | 5/9/2019 | \$401.92 | Verizon deposit refund |
| | | | 5/10/2019 | \$2,053.83 | CR&R Franchise Fee |
| | | | 5/14/2019 | \$349.25 | Rental |
| | | | 5/15/2019 | \$371.50 | Rental |
| | | | 5/20/2019 | \$1,119.50 | LA County Solid Waste |
| | | | *combined below | \$142.95 | SBCGA01 |
| | | | 5/23/2019 | \$2,560.97 | \$2418.02 SBCSLO1 |
| | | | 5/23/2019 | \$373.00 | Rental |
| | | | 5/28/2019 | \$200.00 | Truck Rental Deposit refund |
| | | | 5/31/2019 | \$12,066.37 | CR&R Franchise Fee |
| | | | 5/31/2019 | \$436.00 | Rental |
| | | | TOTAL | \$22,859.01 | |
| | | | | | * single deposit amount for two property tax department disbursted by SB County Treasurer: SBCGA01 Park Property Tax and SBCSLO1 Special Assessment |

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 | \$346,615.7 | \$288,227.04 |
| 6/1/2019 | \$288,227.04 | | | | | |

Estimate Cash Flow Statement

| | |
|-------------------------------|---------------------|
| Current Bank Balance | \$288,227.04 |
| Franchise Fee * | \$4,000.00 |
| Total Estimate Revenue | \$292,227.04 |

| Accounts Payable | Outstanding |
|--------------------------------|---------------------|
| Election Payment | \$0.00 |
| Skate Park | \$0.00 |
| Total Estimated Expense | \$0.00 |
| Balance | \$292,227.04 |

Election payments are due each January/ 4 remaining

Skate Park payments are due each April/ 2 remaining

MONTHLY HOURS

| GM | PARK | OFFICE | MONTH |
|--------|-------|--------|-----------------|
| 100 | 80 | 80 | BUDGETED |
| 124 | 89.75 | 106 | 7/1/2018 |
| 123.25 | 97.25 | 105.75 | 8/1/2018 |
| 117 | 82.75 | 95 | 9/1/2018 |
| 137.75 | 62.25 | 102.75 | 10/1/2018 |
| 46.25 | 87.5 | 115 | 11/1/2018 |
| 104 | 82.5 | 104.25 | 12/1/2018 |
| 151.5 | 77.25 | 87.25 | 1/1/2019 |
| 115 | 74 | 90.5 | 2/1/2019 |
| 123.5 | 87 | 101.5 | 3/1/2019 |
| 135 | 90.25 | 114.25 | 4/1/2019 |
| 155.5 | 91 | 134 | 5/1/2019 |
| | | | 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.

Wrightwood Community Services District
Revenues, Expenditures and Changes in Fund Balances
 July 2018 through May 2019

| | <u>Parks / Lighting</u> | <u>Solid Waste</u> | <u>TOTAL</u> |
|----------------------------------------------|-------------------------|--------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4000 - Facility Rental | | | |
| 4000.1 - CC Parking Lot | 1,444.50 | 0.00 | 1,444.50 |
| 4000.2 - Kitchen Fees | 1,550.00 | 0.00 | 1,550.00 |
| 4000.3 - Old Firehouse / Museum | 2,658.50 | 0.00 | 2,658.50 |
| 4000.4 - P A System | 70.00 | 0.00 | 70.00 |
| 4000.5 - Security - Cleaning Deposit | 757.15 | 0.00 | 757.15 |
| 4000.6 - Storage Fees | 110.00 | 0.00 | 110.00 |
| 4000.8 - WW Community Center | 7,450.25 | 0.00 | 7,450.25 |
| 4000.99 - Miscellaneous | 0.00 | 0.00 | 0.00 |
| Total 4000 - Facility Rental | 14,040.40 | 0.00 | 14,040.40 |
| 4100 - Property Tax | 205,590.18 | 0.00 | 205,590.18 |
| 4200 - Solid Waste Franchise Fee | 0.00 | 65,140.34 | 65,140.34 |
| 4300 - Solid Waste Special Tax | 0.00 | 159,689.65 | 159,689.65 |
| 4400 - Sports League | 6,700.00 | 0.00 | 6,700.00 |
| Total Income | 226,330.58 | 224,829.99 | 451,160.57 |
| Gross Profit | 226,330.58 | 224,829.99 | 451,160.57 |
| Expense | | | |
| 5000 - Advertising & Marketing | 8,174.04 | 0.00 | 8,174.04 |
| 5010 - Bank Charges & Fees | 300.58 | 175.73 | 476.31 |
| 5030 - Dues & Subscriptions | | | |
| 5030.1 - LAFCO Apportionments | 0.00 | 0.00 | 0.00 |
| 5030.2 - Memberships | 4,410.00 | 4,389.00 | 8,799.00 |
| 5030 - Dues & Subscriptions - Other | 0.00 | 7.00 | 7.00 |
| Total 5030 - Dues & Subscriptions | 4,410.00 | 4,396.00 | 8,806.00 |
| 5050 - Equipment | 6,587.46 | 0.00 | 6,587.46 |
| 5060 - Green Waste Fees | 0.00 | 2,720.00 | 2,720.00 |
| 5070 - Insurance | | | |
| 5070.1 - Property & Liability | 11,996.79 | 2,999.19 | 14,995.98 |
| 5070.2 - Workers Compensation | 2,371.09 | 1,388.16 | 3,759.25 |
| Total 5070 - Insurance | 14,367.88 | 4,387.35 | 18,755.23 |
| 5090 - Office Admin | | | |
| 5090.1 - Office Equipment | 945.74 | 945.76 | 1,891.50 |
| 5090.2 - Online Software | 637.37 | 277.50 | 914.87 |
| 5090.3 - Postage | 0.00 | 55.50 | 55.50 |
| 5090.4 - Printing | 88.89 | 0.00 | 88.89 |
| 5090.5 - Supplies | 1,602.20 | 442.25 | 2,044.45 |
| 5090.6 - SW Dump Card | 0.00 | 3,847.29 | 3,847.29 |
| Total 5090 - Office Admin | 3,274.20 | 5,568.30 | 8,842.50 |
| 5100 - Payroll Expenses | | | |
| 5100.1 - Facility Staff | 13,242.59 | 5,675.39 | 18,917.98 |
| 5100.2 - GM Salaries | 20,182.80 | 20,182.80 | 40,365.60 |

Wrightwood Community Services District
Revenues, Expenditures and Changes in Fund Balances
 July 2018 through May 2019

| | <u>Parks / Lighting</u> | <u>Solid Waste</u> | <u>TOTAL</u> |
|-----------------------------------------------|-------------------------|--------------------|------------------|
| 5100.3 - Park Services | 6,860.75 | 0.00 | 6,860.75 |
| Total 5100 - Payroll Expenses | 40,286.14 | 25,858.19 | 66,144.33 |
| 5110 - Payroll Tax Expense | | | |
| 5110.1 - Federal Payroll Taxes | 4,016.79 | 0.00 | 4,016.79 |
| 5110.2 - State Payroll Taxes | 1,191.05 | 397.01 | 1,588.06 |
| 5110 - Payroll Tax Expense - Other | 0.00 | 1,338.93 | 1,338.93 |
| Total 5110 - Payroll Tax Expense | 5,207.84 | 1,735.94 | 6,943.78 |
| 5130 - Professional Services | | | |
| 5130.1 - Accounting | 607.50 | 607.50 | 1,215.00 |
| 5130.2 - Audit | 490.00 | 490.00 | 980.00 |
| 5130.3 - Legal Services | 15,646.85 | 15,646.90 | 31,293.75 |
| 5130.4 - Website Development | 833.33 | 833.34 | 1,666.67 |
| Total 5130 - Professional Services | 17,577.68 | 17,577.74 | 35,155.42 |
| 5140 - Rent & Lease | | | |
| 5140.1 - Porta Potty | 2,683.06 | 0.00 | 2,683.06 |
| Total 5140 - Rent & Lease | 2,683.06 | 0.00 | 2,683.06 |
| 5150 - Repairs & Maintenance | | | |
| 5150.1 - Equipment | 1,831.24 | 0.00 | 1,831.24 |
| 5150.2 - Facility Maintenance | 3,775.46 | 0.00 | 3,775.46 |
| 5150.3 - Job Supplies | 9,849.71 | 0.00 | 9,849.71 |
| 5150.4 - Plumbing Repairs | 1,937.24 | 0.00 | 1,937.24 |
| 5150.5 - Property | 1,026.20 | 0.00 | 1,026.20 |
| 5150.6 - Septic Maintenance | 1,040.00 | 0.00 | 1,040.00 |
| 5150 - Repairs & Maintenance - Other | 200.00 | 0.00 | 200.00 |
| Total 5150 - Repairs & Maintenance | 19,659.85 | 0.00 | 19,659.85 |
| 5160 - Security | 395.60 | 102.22 | 497.82 |
| 5180 - Services | | | |
| 5180.1 - Classes | 245.00 | 0.00 | 245.00 |
| 5180.2 - Sports.League | | | |
| 5180.2A - Softball | 3,058.05 | 0.00 | 3,058.05 |
| Total 5180.2 - Sports.League | 3,058.05 | 0.00 | 3,058.05 |
| Total 5180 - Services | 3,303.05 | 0.00 | 3,303.05 |
| 5190 - Solid Waste Disposal Fees | 0.00 | 68,772.86 | 68,772.86 |
| 5210 - Telephone | | | |
| 5210.2 - Internet | 56.49 | 56.50 | 112.99 |
| 5210.3 - Office Phone | 289.38 | 289.41 | 578.79 |
| Total 5210 - Telephone | 345.87 | 345.91 | 691.78 |
| 5230 - Unapplied Cash Bill Payment Exp | 0.00 | 0.00 | 0.00 |
| 5240 - Utilities | | | |
| 5240.1 - Electric | | | |
| 5240.1A - Community Center | 2,462.43 | 452.83 | 2,915.26 |
| 5240.1B - Museum | 826.85 | 0.00 | 826.85 |
| 5240.1C - Street Lights | 3,113.81 | 0.00 | 3,113.81 |

Wrightwood Community Services District
Revenues, Expenditures and Changes in Fund Balances
July 2018 through May 2019

| | <u>Parks / Lighting</u> | <u>Solid Waste</u> | <u>TOTAL</u> |
|----------------------------|-------------------------|--------------------|-------------------|
| Total 5240.1 - Electric | 6,403.09 | 452.83 | 6,855.92 |
| 5240.2 - Gas | | | |
| 5240.2A - Community Center | 1,658.36 | 0.00 | 1,658.36 |
| 5240.2B - Museum | 864.97 | 0.00 | 864.97 |
| Total 5240.2 - Gas | <u>2,523.33</u> | <u>0.00</u> | <u>2,523.33</u> |
| 5240.3 - Trash | | | |
| 5240.3A - Community Center | 1,911.12 | 27,623.50 | 29,534.62 |
| Total 5240.3 - Trash | <u>1,911.12</u> | <u>27,623.50</u> | <u>29,534.62</u> |
| 5240.4 - Water | | | |
| 5240.4A - Community Center | 2,407.49 | 0.00 | 2,407.49 |
| 5240.4B - Museum | 220.41 | 0.00 | 220.41 |
| Total 5240.4 - Water | <u>2,627.90</u> | <u>0.00</u> | <u>2,627.90</u> |
| Total 5240 - Utilities | 13,465.44 | 28,076.33 | 41,541.77 |
| 5900 - Debt Service | | | |
| 5900.1 - Principal Expense | 27,000.00 | 0.00 | 27,000.00 |
| Total 5900 - Debt Service | <u>27,000.00</u> | <u>0.00</u> | <u>27,000.00</u> |
| Total Expense | <u>167,038.69</u> | <u>159,716.57</u> | <u>326,755.26</u> |
| Net Ordinary Income | 59,291.89 | 65,113.42 | 124,405.31 |
| Net Income | <u>59,291.89</u> | <u>65,113.42</u> | <u>124,405.31</u> |

ITEM 10

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 it's 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 bring forward that agreement, which as an annual renewal, 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.

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> </u> MOVE | <u> </u> AYE | <u> </u> AYE | <u> </u> SECOND | <u> </u> ABSENT |
| | 4 | 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. | Contract Number | |
| M | | Change | | | SC | SPD | A |
| X | | Cancel | | | | | 00-708 |
| District | | | County Service Area 56 | | Dept. | Orgn. | Contractor's License No. |
| District Contract Representative | | | Commodity Code | | Ph. Ext. | | Amount of Contract |
| Fund | Dept. | Organization | Appr. | Obj/Rev Source | UNENCUMBERED | | GRC/PROJ/JOB N |
| Project Name | | | FY | Estimated Payment Total by Fiscal Year | | | |
| LEASE OF SPACE IN | | | Amount | I/D | FY | Amount | |
| 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 #100-708

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 Kama [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 Patricia R. Hilde
Agency Administrator/CAO

ITEM 11

CONTINUATION OF
PUBLIC HEARING:
PROPOSED 2019/2020
WRIGHTWOOD COMMUNITY
SERVICES DISTRICT
ANNUAL BUDGET

DISCUSSION
AND
POSSIBLE ACTION



STAFF REPORT

As requested by the Board, I corrected some of the calculations of the Wrightwood Community Services District Annual Budget and included the updates of funding per discussion with Director Franklin.

Thank you

Al Morrissette

| WRIGHTWOOD COMMUNITY SERVICES DISTRICT BUDGET 2019-2020 | | PROJECTED | PROJECTED REVISED |
|--------------------------------------------------------------------|---------------------------------------------------------------|---------------------|------------------------------|
| OBJ CODE | REVENUE | | |
| | SOLID WASTE SPECIAL ASSESSMENT & FRANCHISE FEE | | |
| 1000 | SB COUNTY SOLID WASTE SPECIAL ASSESSMENT (WC14-SL01) | \$232,726.23 | \$232,726.23 |
| 1010 | LA COUNTY SOLID WASTE SPECIAL ASSESSMENT (75.33) | \$8,000.00 | \$9,255.17 |
| 1020 | CR&R SOLID WASTE FRANCHISE FEE (CFA-15) | \$87,000.00 | \$87,000.00 |
| | SUB-TOTAL | \$327,726.23 | \$328,981.40 |
| | PARK & RECREATION | | |
| 1030 | SB COUNTY PROPERTY TAX (UD41-GA01) | \$125,902.97 | \$125,902.97 |
| 1040 | FACILITIES-KITCHEN-PARKING LOT-GAZEBO RENTAL | \$20,000.00 | \$20,000.00 |
| 1050 | (SPORTS,CRAFTS,ETC) PROGRAMS | \$11,230.00 | \$20,000.00 |
| | SUB-TOTAL | \$157,132.97 | \$165,902.97 |
| | TOTAL | \$484,859.20 | \$494,884.37 |
| | EXPENSES | | |
| | SALARIES | | |
| 2000 | GENERAL MANAGER SALARY | \$37,000.00 | \$37,065.00 |
| 2010 | OFFICE STAFF SALARY | \$19,500.00 | \$19,500.00 |
| 2020 | PARK STAFF SALARY | \$15,500.00 | \$15,500.00 |
| | SUB-TOTAL | \$72,000.00 | \$72,065.00 |
| | DISTRICT BENEFIT | | |
| 2030 | SOCIAL SECURITY | \$5,171.00 | \$5,171.00 |
| 2040 | UNEMPLOYMENT | \$2,835.00 | \$2,835.00 |
| 2050 | MEDICARE | \$1,178.00 | \$1,178.00 |
| 2060 | STATE DISABILITY | \$578.00 | \$578.00 |
| 2070 | EDD-PAYROLL | \$2,848.84 | \$2,848.84 |
| 2080 | IRS-PAYROLL | \$12,276.74 | \$12,276.74 |
| | SUB-TOTAL | \$24,887.58 | \$24,887.58 |
| | TOTAL | \$96,887.58 | \$96,952.58 |
| | SERVICES AND SUPPLIES | | |
| | DISTRICT | | |
| 3000 | ELECTION | \$10,583.00 | \$10,583.00 |
| 3100 | ATTORNEY | \$35,000.00 | \$35,000.00 |
| 3110 | PARK AND RECREATION COORDINATOR | \$17,160.00 | \$14,040.00 |
| 3120 | BOOKKEEPER | \$6,000.00 | \$6,000.00 |
| 3130 | AUDIT | \$10,900.00 | \$10,900.00 |
| 3200 | WORKERS COMP INSURANCE | \$1,494.49 | \$2,314.67 |
| 3250 | LIABILITY, E&O, OTHER INSURANCE | \$7,177.12 | \$7,818.86 |
| 3300 | BANK AND OTHER FEES | \$492.68 | \$492.68 |

| | | | |
|------|---------------------------------|--------------|---------------------|
| | SUB-TOTAL | \$88,807.29 | \$87,149.21 |
| 3400 | ALARM SYSTEM | \$527.00 | \$527.00 |
| 3500 | DUES AND SUBSCRIPTIONS | \$120.00 | \$120.00 |
| 3550 | MEMBERSHIPS | \$1,651.00 | \$1,651.00 |
| 3600 | LAFCO APPORTIONMENT | \$382.15 | \$382.15 |
| | SUB-TOTAL | \$2,680.15 | \$2,680.15 |
| | TOTAL | \$91,487.44 | \$89,829.36 |
| | OFFICE SUPPLIES | | |
| 4200 | GENERAL OFFICE SUPPLIES | \$400.00 | \$400.00 |
| 4210 | PRINTER PAPER | \$960.00 | \$960.00 |
| 4220 | PRINTER CARTRIDGE | \$1,000.00 | \$1,000.00 |
| 4230 | STAMPS | \$100.00 | \$100.00 |
| 4240 | MISCELLANEOUS | \$300.00 | \$300.00 |
| | SUB-TOTAL | \$2,760.00 | \$2,760.00 |
| | EQUIPMENT | | |
| 4300 | DISTRICT PHONES | \$1,500.00 | \$1,500.00 |
| 4310 | DISTRICT COMPUTER | \$0.00 | \$0.00 |
| 4320 | INTERNET | \$0.00 | \$0.00 |
| 4330 | SOFTWARE | \$888.00 | \$450.00 |
| 4340 | MISCELLANEOUS | \$500.00 | \$300.00 |
| | SUB-TOTAL | \$2,888.00 | \$2,250.00 |
| | TOTAL | \$5,648.00 | \$5,010.00 |
| | SOLID WASTE PAID OUT | | |
| 4400 | | | |
| 4410 | | | |
| 4420 | SB County WC14-SL01 SBC | \$40,000.00 | \$40,000.00 |
| 4430 | CR&R DISPOSAL CSF-15 | \$80,000.00 | \$80,000.00 |
| 4440 | GREEN WASTE PROGRAM | \$2,740.00 | \$2,740.00 |
| | SUB-TOTAL | \$122,740.00 | \$122,740.00 |
| | DUMP CARDS SYSTEM | | |
| 4510 | RIBBON | \$921.40 | \$921.40 |
| 4520 | CLEANER | \$183.13 | \$0.00 |
| 4530 | ENVELOPES | \$600.00 | \$688.94 |
| 4540 | LETTER | \$350.00 | \$350.00 |
| 4550 | EVOLIS PRINTER | \$1,150.00 | \$0.00 |
| 4560 | POSTAL | \$950.00 | \$950.00 |
| 4570 | MISCELLANEOUS | \$100.00 | \$100.00 |
| | SUB-TOTAL | \$4,254.53 | \$3,010.34 |
| | TOTAL | \$126,994.53 | \$125,750.34 |
| | STREET LIGHTING | | |
| 4610 | ELECTRICITY | \$3,800.00 | \$3,800.00 |
| | TOTAL | \$3,800.00 | \$3,800.00 |

| | | | |
|------|---------------------------------------------------|-------------------|--------------------|
| | PARKS AND RECREATION | | |
| | JOINT USE FACILITY/CUSTODIAL SUPPLIES | | |
| 5010 | COMMUNITY BUILDING/PARK WATER | \$1,800.00 | \$1,800.00 |
| 5011 | COMMUNITY BUILDING/PARK GAS | \$0.00 | \$2,680.00 |
| 5012 | COMMUNITY BUILDING/PARK ELECTRICITY | \$4,124.00 | \$4,124.00 |
| 5013 | CLEANING SUPPLIES | \$1,400.00 | \$1,400.00 |
| 5014 | TRASH CAN LINERS | \$600.00 | \$600.00 |
| 5015 | TOILET PAPER | \$1,400.00 | \$1,400.00 |
| 5016 | MISCELLANEOUS | \$300.00 | \$300.00 |
| | SUB-TOTAL | \$9,624.00 | \$12,304.00 |
| | JOINT USE FACILITY EQUIPMENT & SERVICE | | |
| 5100 | LANDSCAPE/LAWN CARE | \$300.00 | \$300.00 |
| 5110 | SPRINKLER SYSTEM | \$500.00 | \$300.00 |
| 5120 | POWER TOOLS | \$500.00 | \$0.00 |
| 5130 | HAND TOOLS | \$150.00 | \$150.00 |
| 5140 | PARK AND FACILITIES DUMPSTER | \$2,089.44 | \$2,089.44 |
| 5150 | PARK AND COMMUNITY BUILDING SEPTIC PUMPING | \$1,000.00 | \$1,000.00 |
| 5160 | PARK/COMMUNITY BUILDING GENERATOR MAINTENANCE | \$522.68 | \$522.68 |
| 5170 | MISCELLANEOUS | \$300.00 | \$300.00 |
| | SUB-TOTAL | \$5,362.12 | \$4,662.12 |
| | OUTSIDE PARK RESTROOM | | |
| 5200 | FACILITY REPAIR | \$1,000.00 | \$1,000.00 |
| 5210 | PLUMBING REPAIR | \$750.00 | \$500.00 |
| 5220 | MISCELLANEOUS | \$300.00 | \$300.00 |
| | SUB-TOTAL | \$2,050.00 | \$1,800.00 |
| | PARKING LOT | | |
| 5300 | VARIANCE | \$0.00 | \$0.00 |
| 5310 | PORT-A-POTTIES | \$3,000.00 | \$3,000.00 |
| 5320 | SNOW REMOVAL | \$2,200.00 | \$2,200.00 |
| 5330 | REPAIR | \$500.00 | \$500.00 |
| 5340 | MISCELLANEOUS | \$300.00 | \$300.00 |
| | SUB-TOTAL | \$6,000.00 | \$6,000.00 |
| | SERVICE SHED | | |
| 5400 | INTERIOR | \$0.00 | \$0.00 |
| 5410 | EXTERIOR | \$6,800.00 | \$6,800.00 |
| | SUB-TOTAL | \$6,800.00 | \$6,800.00 |
| | VIVIAN NULL PARK | | |
| 5500 | LANDSCAPE | \$500.00 | \$500.00 |
| 5510 | GAZIBO | \$0.00 | \$0.00 |
| 5520 | MISCELLANEOUS | \$400.00 | \$400.00 |
| | SUB-TOTAL | \$900.00 | \$900.00 |
| | VETERAN PARK | | |
| 5600 | LANDSCAPE | \$500.00 | \$500.00 |
| 5610 | MISCELLANEOUS | \$400.00 | \$400.00 |

| | | | | |
|------|-------------------------------------|-------------------------------------|-------------|-------------|
| | | SUB-TOTAL | \$900.00 | \$900.00 |
| | SKATE PARK | | | |
| 5700 | | FACILITY REPAIR | \$200.00 | \$400.00 |
| 5710 | | SKATE PARK LOAN: \$27,000 DUE APRIL | \$27,000.00 | \$27,000.00 |
| 5720 | | MISCELLANEOUS | \$400.00 | \$200.00 |
| | | SUB-TOTAL | \$27,600.00 | \$27,600.00 |
| | HOLLIS STEWARD PARK | | | |
| 5810 | | EQUIPMENT REPAIR | \$1,000.00 | \$1,000.00 |
| 5820 | | WOOD CHIPS | \$800.00 | \$800.00 |
| 5830 | | LANDSCAPE | \$0.00 | \$0.00 |
| 5840 | | MISCELLANEOUS | \$0.00 | \$500.00 |
| | | SUB-TOTAL | \$1,800.00 | \$2,300.00 |
| | COMMUNITY BUILDING | | | |
| 5900 | | VARIENCE | \$2,966.00 | \$4,500.00 |
| 5910 | | REPAIR | \$700.00 | \$700.00 |
| 5920 | | PLUMBING | \$500.00 | \$200.00 |
| 5930 | | HVAC | \$700.00 | \$250.00 |
| 5940 | | MISCELLANEOUS | \$500.00 | \$500.00 |
| | | SUB-TOTAL | \$5,366.00 | \$6,150.00 |
| | KITCHEN | | | |
| 5950 | | EQUIPMENT | \$0.00 | \$0.00 |
| 5960 | | EQUIPMENT REPAIR | \$500.00 | \$500.00 |
| 5970 | | SUPPLIES | \$200.00 | \$200.00 |
| 5980 | | INSPECTION AND PERMIT | \$619.50 | \$619.50 |
| | | SUB-TOTAL | \$1,319.50 | \$1,319.50 |
| | COMMUNITY BUILDING TOTAL | | \$6,685.50 | \$7,469.50 |
| | OLD FIRE HOUSE/ MUSEUM | | | |
| 6000 | | VARIENCE | \$416.00 | \$416.00 |
| 6010 | | WATER | \$306.60 | \$306.60 |
| 6020 | | ELECTRICITY | \$716.86 | \$716.86 |
| 6030 | | GAS | \$458.56 | \$458.56 |
| 6040 | | REPAIR | \$0.00 | \$0.00 |
| 6050 | | MISCELLANEOUS | \$200.00 | \$200.00 |
| | | SUB-TOTAL | \$2,098.02 | \$2,098.02 |
| | PARK FACILITY EXPENSES TOTAL | | \$69,819.64 | \$72,833.64 |
| | PARK PROGRAM | | | |
| | SOFTBALL LEAGUE | | | |
| | SUMMER | | | |
| 6100 | | UMPIRES | \$1,300.00 | \$2,000.00 |
| 6110 | | EQUIPMENT | \$100.00 | \$100.00 |
| 6120 | | INSURANCE | \$47.50 | \$47.50 |
| 6130 | | PORT-A-POTTIE | \$227.82 | \$227.82 |
| 6140 | | MISCELLANEOUS | \$150.00 | \$150.00 |
| | | SUB-TOTAL | \$1,825.32 | \$2,525.32 |

| FALL | | | |
|-----------------------|---------------------------------------------|---------------------|---------------------|
| 6150 | UMPIRES | \$2,000.00 | \$2,000.00 |
| 6160 | EQUIPMENT | \$300.00 | \$150.00 |
| 6170 | PORT-A-POTTIE | \$227.82 | \$227.82 |
| 6180 | MISCELLANEOUS | \$150.00 | \$150.00 |
| | SUB-TOTAL | \$2,677.82 | \$2,527.82 |
| OTHER PROGRAMS | | | |
| 6200 | ART WALLS | \$0.00 | \$0.00 |
| 6210 | HALL OF FAME | \$0.00 | \$0.00 |
| 6220 | VARIOUS SUMMER PROGRAMS | \$0.00 | \$3,000.00 |
| | SUB-TOTAL | \$0.00 | \$3,000.00 |
| | TOTAL | \$4,503.14 | \$8,053.14 |
| | TOTAL SERVICES AND SUPPLIES | \$302,252.75 | \$305,276.48 |
| | SALARIES/BENEFITS TOTAL | \$96,887.58 | \$96,952.58 |
| | EXPENSE TOTAL | \$399,140.33 | \$402,229.06 |
| | CONTINGENCY (10% OF TOTAL) | \$39,914.00 | \$40,223.00 |
| | TOTAL EXPENDITURES | \$439,054.33 | \$442,452.06 |
| | TOTAL REVENUE | \$484,859.20 | \$494,884.37 |
| | BEGINNING RESERVE | \$37,953.88 | \$37,953.88 |
| | ANNUAL RESERVE | \$45,805.17 | \$52,432.51 |
| | ENDING GENERAL RESERVE | \$83,759.05 | \$90,386.39 |
| | NOTE: FACILITY USE SECURITY DEPOSITS | \$2,600.00 | |

ITEM 12

Resolution 2019-09 ANNUAL APPORTIONMENT

DISCUSSION AND POSSIBLE ACTION



STAFF REPORT

Each year when the District Budget is approved, the Board must also review and approve an apportionment to be submitted to the State. This resolution performs that task if the Board approves it. This apportionment must be delivered to the State no later than June 30, 2019.

Thank you

Al Morrissette

RESOLUTION NO. 2019-09

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE WRIGHTWOOD COMMUNITY SERVICES DISTRICT
ESTABLISHING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR
2019/2020**

WHEREAS, the Wrightwood Community Services District ("the District") is a community services district organized and operating pursuant to California Government Code Section 61000 et seq.; and

WHEREAS, Section 61113 of the Government Code requires the District's Board of Directors to adopt a resolution establishing its appropriations limit, if any, and make other necessary determinations for the following fiscal year pursuant to Article XIII B of the California Constitution, on or before July 1 of each year; and

WHEREAS, Article XIII B of the Constitution of the State of California, as approved by the voters at the special statewide election held on November 6, 1979, provides for an annual appropriations limitation for local jurisdictions adjusted for changes in population and consumer prices index; and

WHEREAS, the State legislation added Division 9 (Commencing with Section 7900) to Title 1 of the Government Code of the State of California to implement Article XIII B of the California Constitution; and

WHEREAS, Section 7910 of the Government Code provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or a noticed special meeting and that fifteen (15) days prior to such meeting, documentation used in the determination of the appropriations limit shall be available to the public; and

WHEREAS, Section 7902 of the Government Code sets forth the method for determining the appropriations limit for each local jurisdiction for each fiscal year; and

WHEREAS, the District's Board of Directors wishes to establish the appropriations limit for the forthcoming fiscal year for the Wrightwood Community Services District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Wrightwood Community Services District as follows:

Section 1. The appropriations limit for the Wrightwood Community Services District for Fiscal Year 2019/2020 (the "Fiscal Year"), as established in accordance with Section 7902 of the Government Code, is set forth as \$552,129.00.

Section 2. It is hereby found and determined that the documentation used in establishing the appropriations limit for the Fiscal Year was available to the public in the Office of the District at least fifteen (15) days prior to this date.

Section 3. This Resolution shall take effect immediately upon adoption.

Section 4. The General Manager is hereby authorized and directed to file a certified copy of this Resolution with the Clerk of the Board of Supervisors and Office of the State Auditor/Controller forty-five (45) days after the effective date of the resolution.

ADOPTED this 4th day of June 2019.

Wes Zuber, President of Wrightwood Community Services District and of the Board of Directors thereof.

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

I, Albert Morrissette, General Manager of the Board of Directors of the Wrightwood Community Services District, DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 2019-09, was duly adopted by the Board of Directors of said District at a regular meeting of said Board held on the 4th day of June 2019, and that it was so adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Albert Morrissette, General Manager of the Wrightwood Community Services District and of the Board of Directors thereof.

| WRIGHTWOOD COMMUNITY SERVICES DISTRICT APPROPRIATIONS LIMIT CALCULATION | | |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------|
| FISCAL YEAR 2019/2020 | | |
| 1 | PRICE FACTOR U.S. CAPITA PERSONAL INCOME CPI | 3.85% |
| 2 | POPULATION PERCENT CHANGE | 0.53% |
| 3 | PER CAPITA CONVERTED TO A RATIO: | 1.03850 |
| 4 | POPULATION CONVERTED TO A RATIO: | 1.00530 |
| 5 | BASE FACTOR FOR RATIO OF CHANGE: | 1.04400 |
| 6 | PRIOR YEAR- (18/19) APPROPRIATION LIMIT Provisional (17-18) Resolution 3245 - Condition No 12 | \$552,129 |
| 7 | CURRENT YEAR APPROPRIATION LIMIT - Board Resolution 2019-09 | \$552,129 |

ITEM 13

RESOLUTION 2019-01 RESERVE POLICY



RESOLUTION NO. 2019-01

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE WRIGHTWOOD COMMUNITY SERVICES DISTRICT ESTABLISHING A POLICY FOR
DISTRICT RESERVES

WHEREAS, the Wrightwood Community Services District ("District") is a public agency organized and operating as a Community Services District pursuant to California Government Code Section 61000 et seq.; and

WHEREAS, the District is authorized by Government Code Section 61100 to supply water for beneficial uses; acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space; acquire, construct, improve, maintain, and operate street lighting and landscaping on public property, public rights-of-way, and public easements; and collect, transfer, and dispose of solid waste, and provide solid waste handling services, including, but not limited to, source reduction, recycling, and composting activities; and

WHEREAS, the District is governed by a five-member Board of Directors ("Board") expressly authorized by Government Code Section 61040(a) to establish policies for the operation the District's functions and services; and

WHEREAS, the Board is also expressly authorized by Government Code Section 61112 to establish reserve accounts for the District's finances; and

WHEREAS, the implementation of District policy over a period of many years as resulted in the accumulation of funds to be utilized for a variety of District activities and to protect the District's customers and taxpayers from the financial impacts of catastrophic events and from fluctuations in District expenses; and

WHEREAS, this Board wishes to provide for the creation of certain unrestricted reserve accounts, and to set forth in writing the District's policy regarding the accumulation of reserves, the purposes for which they may be expended, and the levels which the District should strive to maintain;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Wrightwood Community Services District hereby provides for the deposit of revenue into certain restricted funds, the creation of certain unrestricted reserve accounts, and the accumulation and administration of reserves in each, as follows:

1. Unrestricted Reserves.

a) Reserve for Operations. A "Reserve for Operations" is hereby created for the District's general account, to which the Board may appropriate unrestricted District revenues. Each such Reserve for Operations may be utilized to pay the cost of operating the District's general system, including unanticipated costs of operation. The District shall endeavor to maintain in each Reserve, for Operations an amount sufficient to pay for six months of normal operation but not less than three months of normal operation. However, funds appropriated to any Reserve for Operations may be accessed at any time for any other District purpose, upon approval by the Board by a 4/5ths vote which shall contain direction as to repayment or balance. Funds appropriated to a Reserve for Operations may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the fund for which the reserve is in place.

b) Reserve for Replacement. A "Reserve for Replacements" is hereby created for the District's general account to which the Board may appropriate unrestricted District revenues. Each Reserve for Replacements may be utilized to replace the District's physical plant, as needed. The District shall endeavor to maintain in each Reserve for Replacements an amount approximately equal to twenty-five percent (25%), not to exceed fifty percent (50%), of the total accumulated amount of depreciation of the District's physical plant for the District's general system and as reflected in the annual audit of the District Presented to the Board each year, plus 100% of the prior year's depreciation. However, the funds appropriated to each Reserve for Replacements may be accessed at any time for any other District purpose, upon approval by the Board by a 4/5ths vote which shall contain direction as to repayment or balance. Funds appropriated to a Reserve for Replacements may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the fund for which the reserve is in place.

c) Reserve for Disaster Response. A "Reserve for Disaster Response" is hereby created for the District's general account to which the Board may appropriate unrestricted District revenues. Each Reserve for Disaster Response may be utilized to procure such equipment and supplies, perform such repairs, employ such personnel, and take such other measures as may be necessary or appropriate in the event of a disaster or calamity requiring District response. The District shall endeavor to maintain in each Reserve for Disaster Response an amount approximately equal to Ten Percent (10%) of the original cost of the District's physical plant (the value of depreciable assets per the annual independent audit) for the District's general system and as reflected in the annual audit of the District presented to the Board each year. However, the funds appropriated to each Reserve for Disaster Response may be accessed at any time for any other District purpose, upon approval by the Board by a 4/5ths vote which shall contain

direction as to repayment of balance. Funds appropriated to a Reserve for Disaster Response may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the fund for which the reserve is in place.

2. Additional Accounts. In addition to the unrestricted accounts identified above, the Board may approve the creation of such additional accounts, whether temporary or permanent (such as Capital Improvement Projects and system update/replacement projects identified in the Budget and/or associated with the District's Master Plan), as the Board deems necessary or appropriate, by amendment to this resolution or by simple motion. In such event, the Board will identify the purposes, for which such additional accounts are created, provide guidance as to the amount which the District should endeavor to maintain in each such account, and establish the limits and restrictions pertaining thereto.

3. Annual Reports. Each year the District's General Manager shall provide the Board with a report indicating the beginning and ending balance for each of the reserve funds or accounts created pursuant to this resolution and the purposes for which expenditures have been made therefrom and shall make recommendations to replenish or augment fund or account balances as appropriate.

ADOPTED this ___ day of _____, 2019

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Board of Directors
Wrightwood Community Services District

ATTEST:

Vice-President, Board of Directors
Wrightwood Community Services District

ITEM 14

LAFCO SERVICE REVIEW

DISCUSSION AND POSSIBLE ACTION



STAFF REPORT

I went to LAFCO on Wednesday May 29 and discussed with Director Sam Martinez the process of this review. I am familiar with the process that includes their inhouse review, a site visit and review of financials. Since we do not have a Fiscal Year 2017-2018 Audit yet, they will leave that to the end of their review. Upon completion of the Service Review, they will present to the LAFCO Board for their decision and notify the General Manager and the Board through US Postal Service. These are public meetings and we can attend the meeting.

We must have this audit to them by the end of June 2019 and commence with the 2018-2019 audit in order to have it to LAFCO by September 2019. This second Service Review should be finished and to their Board by December 2019.

Thank You
Al Morrissette



LAFCO

**Local Agency
Formation Commission
for San Bernardino County**

1170 West 3rd Street, Unit 150
San Bernardino, CA 92416-0490
909 388 0480 | Fax 909 388 0481
info@lafco.sbcounty.gov
www.sbafco.org

COMMISSIONERS

JIM BAGLEY
Public Member

KIMBERLY COX
Special District

JAMES V. CURATAO, Vice Chair
Special District

ROBERT A. LOMINGOOD, Chair
Board of Supervisors

LARRY McCALLON
City Member

DAWN ROWE
Board of Supervisors

ACQUANETTA WARREN
City Member

ALTERNATES

LOUISA HOLSTEAD AMIS
Public Member

RICK DENISON
City Member

STEVEN FARRELL
Special District

JANICE RUTHERFORD
Board of Supervisors

EXECUTIVE OFFICER

SAMUEL MARTINEZ

LEGAL COUNSEL

PAULA DE SOUSA MILLS

April 30, 2019

NOTICE OF FILING SERVICE REVIEW

This Notice is provided to indicate that the Service Review for Wrightwood Community Services District required by Government Code Section 56430 has been commenced. The service review is defined as follows:


LAFCO Application Number and Title:

LAFCO 3234 – Service Review for the Wrightwood Community Services District

The study area encompasses approximately 17 square miles (10,866+/- acres) located in the San Gabriel Mountains generally along the Angeles Crest Highway (State Route 2) east and west of the Los Angeles and San Bernardino County line. The area is located east of the unincorporated community of Big Pines and west of State Route 138 in the Angeles National Forest, which is the area generally identified as the community of Wrightwood.

Please provide the LAFCO office with your comments or concerns regarding this service review by May 28, 2019. If you have any questions regarding the information provided by this Notice or the review process, please contact our office at the number listed above.

SAMUEL MARTINEZ
Executive Officer

By: 
ANGELA SCHELL
Administrative Assistant

Distribution: County Administrative Office
County Assessor
County Auditor/Controller

Affected Local Agencies
Interested Local Agencies

Affected Local Agencies

Wrightwood Community Services District

Interested Local Agencies

County of San Bernardino

County Service Area 70

San Bernardino County Fire Protection District, North Desert Service Zone

Mojave Water Agency

Mojave Desert Resource Conservation District

U. S. Dept. of Agriculture Forest Service – SB National Forest Service

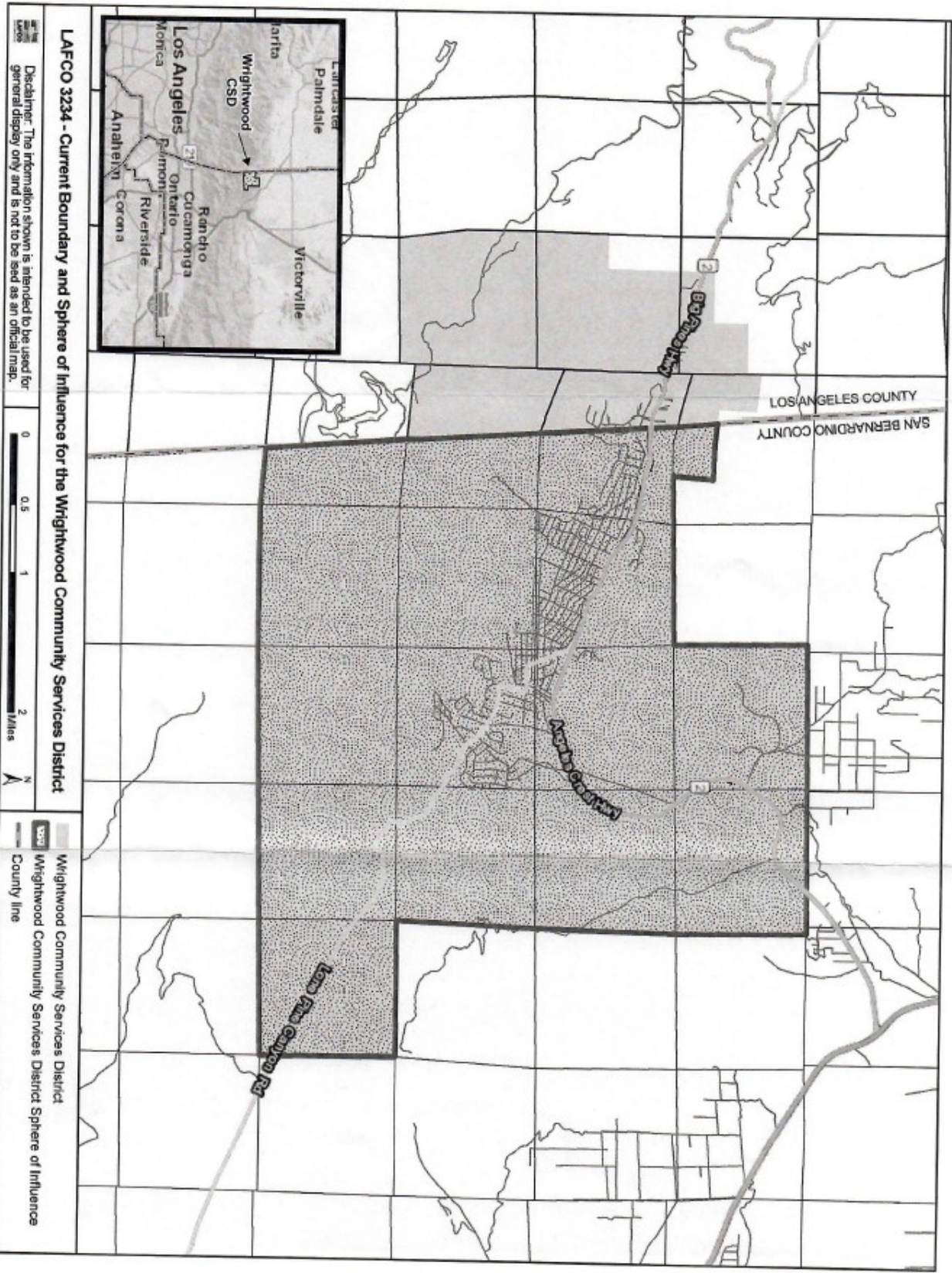
County Committee on School District Organization

Snowline Joint Unified School District

cc: Robert Lovingood, Supervisor, SB County First Supervisorial District
Tony Mejia, Legislative Analyst, SB County First Supervisorial District
Laurie Marsden, Chief of Staff, SB County First Supervisorial District
Paul Novak, Executive Officer, Los Angeles LAFCO
Adriana Romo, Deputy Executive Officer, Los Angeles LAFCO
Alisha O'Brien, Govt. Analyst, Los Angeles LAFCO
Michael D. Antonovich, 5th District Supervisor, Los Angeles County Board of Supervisors
Patrick Ogawa, Executive Officer, Los Angeles County Board of Supervisors
Sachi Hamai, CEO, Los Angeles, County Executive Office
Dorothy Park, Manager, Los Angeles County Executive Office of Unincorporated
Area Services
Jason Tajima, Senior Analyst, Los Angeles County Executive Office of Unincorporated
Area Services
Gail Farber, Director, Los Angeles Public Works
Richard Bruckner, Director, Los Angeles Regional Planning
Daryl Osby, Fire Chief, Consolidated Fire Protection District of Los Angeles County
Antelope Valley Health Care District
Golden State Water Company
CR&R Waste and Recycling Services
Jennifer Cusack, Southern California Edison
Chris Gordon, AMR
Celeste Doyle, Center for Biological Diversity

Encls.: LAFCO Vicinity Map
LAFCO Resolution No. 3271




as:



LAFCO 3234 - Current Boundary and Sphere of Influence for the Wrightwood Community Services District

Disclaimer: The information shown is intended to be used for general display only and is not to be used as an official map.



-  Wrightwood Community Services District
-  Wrightwood Community Services District Sphere of Influence
-  County line

Author: Jeffrey Lum Map Created: 4/25/2019

ITEM 15

POSSIBLE PAYROLL
AND
BOOKKEEPING
METHOD CHANGE
DISCUSSION
AND
POSSIBLE ACTION



STAFF REPORT

Since the contract with Cecelia Cummings, CPA is nearly finished, the Board had asked me to bring her contract back this month. I was also asked to consider ADP for a payroll quote.

Cecelia Cummings, CPA has been providing the District with several bookkeeping tasks and payroll tasks since December 2017. Her office is conveniently located across the Community Building parking lot.

Our District Office Assistant, Tammie Keen, has shown her experience of using QuickBooks for years doing her husbands business books. She is highly familiar with the desk top version of QuickBooks and along with our auditor firm Eadie and Payne, plus Cummings, CPA prefer the Desk Top version over our previous online QuickBooks.

Eadie and Payne assisted Keen in setting up the Desk top to conform with their government auditing procedures and Cecelia Cummings, CPA assisted Keen in fine tuning the program to fit our specific needs. Cummings proposal focuses on assisting Keen when needed, doing the payroll and with this version we can also do direct deposit of payroll. Note in her pricing, the prices are monthly rates.

I spoke with ADP representative Christian Savori and after our discussion he emailed me two proposals. They are one of the largest payroll firms in the United States and are located in Pennsylvania. ADP can provide Direct Deposit but if an employee does not have a bank account or does not want direct deposit, it is approximately 3 days for a physical check to arrive. Note: ADP pricing is based upon one pay period and is twice the amount because we have two pay periods per month.

I have enclosed that proposed contract with Cecelia Cummings, CPA that includes her pricing, which has been reduced due to the potential of having reports done inhouse.

I also include the two quotes from ADP, which shows the differences of the two ADP proposals.

I recommend Cecelia Cummings, CPA to continue the payroll service and an overview service. I also recommend that if the Board follows my recommendation, that the Board also increase Tammie Keen's hourly rate by \$1-2 per hour for the added skills she will be tasked to perform.

Thank You
Al Morrissette

*Cecelia J Cummings, CPA
6074 Park Drive
P. O. Box 1960
Wrightwood, CA 92397*

May 30, 2019

Wrightwood Community Services District
P O Box 218
Wrightwood, CA 92397

The following is a list of services that have been discussed to be provided by Cummings CPA (Firm). We hope to better meet your expectations of service from the Firm by clearly identifying the particular services to be provided and the frequency. These services will cover through your fiscal year ending June 30, 2020.

You are responsible for assuming all management responsibilities, and for overseeing the financial services, payroll services w direct deposit or other accounting services we provide by designating an individual with in management, who possesses suitable skill, knowledge, and/or experience. In addition, you are responsible for evaluating the adequacy and results of and accept responsibility for the results of such services.

None of these services can be fully relied on to disclose all errors, fraud or illegal acts. However, we will inform you (the Board) of any material errors and of any evidence or information that comes to our attention during the performance of our compilation procedures, that improprieties may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our compilation procedures regarding acts that may have occurred.

We have marked the frequency of the services that are expected to be provided. Please review the information below and may necessary changes for the final engagement contract.

| | As needed | Monthly | Quarterly | Annually |
|-----------------------------------|--------------|---------|-----------|----------|
| Accounting Services | | | | |
| Record journals | x | | | |
| Review deposits | x | | | |
| Review vendor payments | x | | | |
| Review general ledger allocations | x | | | |
| Reconcile bank statements | x | | | |

Phone (760) 249-3092

Fax: (760) 249-6384

e-mail: office@cjcummingcpa.com

Assist w QB questions

| | | | |
|---|--|--|--|
| x | | | |
|---|--|--|--|

Payroll Services

Enter & update employees
 Process and prepare paychecks/direct deposits
 Post earnings records
 Prepare and make tax payments
 Prepare payroll tax returns
 Prepare W2s, W3s and 1099s
 as information is provided

| | | | |
|--|---|---|---|
| | x | | |
| | x | | |
| | x | | |
| | x | | |
| | | x | |
| | | | x |

Financial Statements

Balance Sheet
 Statement of revenues,
 expenditures and fund balance
 Statement of actuals to budget
 Supplementary information
 Special Districts Financial Transactions Annual
 Report – w SOS

| | | | |
|---|---|--|---|
| | x | | |
| | x | | |
| | x | | |
| | x | | |
| x | | | |
| | | | x |

Other Services

Appropriations calculation
 Assist with annual financial audit

| | | | |
|---|--|--|---|
| | | | x |
| x | | | x |

We will prepare, review and compile the financial statements from the documents and information you provide of the Wrightwood Community Services District for the year July 1, 2019 to June 30, 2020.

We estimate that our fees for these services will range monthly as follows, unless otherwise noted:

- Accounting services \$150 - \$250
- Payroll services \$60
- Quarterly payroll returns \$55
- Financial reports \$125
- Other Services as needed \$100 p h

These fees are estimated based on the anticipated cooperation from your personnel and that no unexpected circumstances will be encountered during the work period being performed. If significant additional time is necessary, we will discuss it with you prior to any additional time or costs are incurred. Invoices will be prepared as work is completed.

We appreciate the opportunity to be of service to you and believe that this letter accurately summarized the significant terms of our engagement contract.

This agreement is signed on _____ by:

Wrightwood CSD

Cummings CPA



05-28-2019

Albert Morrissette
Wrightwood Community Services District
Wrightwood, CA 92397

Enclosed is the proposal outlining the ADP® services we discussed and other information you may find helpful. Your interest in ADP is greatly appreciated!

If you have any questions concerning this proposal or our solutions, please don't hesitate to contact me.

Best Regards,

Christian Saveri
District Manager
christian.saveri@adp.com



Solution Summary for Wrightwood Community Services District:

| | |
|-------------------|--------------|
| Employees | 3 |
| Payroll Frequency | Semi-Monthly |

WHEN YOU CHOOSE **RUN POWERED BY ADP®**, HERE'S WHAT YOU CAN EXPECT:

- Print your own checks or have them delivered
- Pay employees using direct deposit
- Payroll in real time anytime, anywhere with secure online or mobile access
- Highly-skilled implementation specialists and both online and phone support
- Extensive online reports and general ledger exports to accounting software

Recommended Solution: **ADP Essential Payroll**



Per Payroll Cost: \$57.56**



Setup Cost: \$0.00



Per Employee (>4) Cost: \$2.20

**In the event of additional jurisdictions, there will be a \$7 charge per month/jurisdiction.

Promotions

6422 - Months 4, 5 and 6 are FREE

Contact

Christian Saveri
christian.saveri@adp.com
610-486-5694

*This is a Proposal only. Fees are estimates and are subject to change based on variation in payroll details, frequency, features, number of employees, etc. Additional fees may be incurred if other services are purchased or for additional tax filings including, but not limited to, additional states or 'applied for' statuses. Please consult with your sales representative for further details. The information contained in this proposal is confidential and proprietary and should not be shared with anyone outside your company.



Solution Detail for Wrightwood Community Services District*:

| | |
|-------------------|--------------|
| Employees | 3 |
| Payroll Frequency | Semi-Monthly |
| Start Date | 06-04-2019 |

Payroll

- Payroll Processing
- Tax Filing
- Delivery
- New Hire Reporting
- Electronic Reports
- Employee Access
- ADP Mobile Payroll
- General Ledger Interface
- Pay Option: FSDD

HR

- State and Federal Resources
- HR Checkups
- Tip of the Week
- Quarterly HR Newsletter
- HR Dictionary
- New Hire Paperwork

Processing Investment

| Product | Billing Frequency | List Per Processing | Discount | Net Per Processing |
|-------------------------------------------------------------|-------------------|---------------------|----------|--------------------|
| ADP Essential Payroll | Semi-Monthly | \$71.95 | 20.00% | \$57.56 ** |
| Y/E Information Stmt, W2 | Annually | \$67.80 | | \$67.80 |
| <small>Base price (\$49.95) + Price per W2 (\$5.95)</small> | | | | |
| W-2 Delivery | Annually | \$10.50 | | \$10.50 |

**In the event of additional jurisdictions, there will be a \$7 charge per month/jurisdiction.

Setup Investment

| Product | Setup Fee |
|------------------------------------------|-----------|
| Implementation for ADP Essential Payroll | \$0.00 |

Promotions

6422 - Months 4, 5 and 6 are FREE

Total Savings with Promos: \$345.36

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A more human resource.™

ADP® Essential Payroll

Essential solutions help you to gain better control of your financial resources, help avoid penalties, and effectively manage your employees

Small businesses are working harder just to stay in business these days. How you choose to manage your back-office burden can pull your focus away from reaching your longer term business goals — or it can bring you closer to achieving them.

ADP offers innovative solutions created just for small businesses to help you master day-today tasks in managing your cash, your people, and compliance risk. With better control over the administrative side of your business — what could you achieve?

Financial and Compliance Management

- **Flexible Payroll Input Options** – Enter your data online, by phone, or even on-the-go with our mobile payroll app. Either way, you can be confident that your data is safe and secure.
 - eTimecard* – Provides employees the ability to clock in and out or enter hours worked via web or mobile device. Hours entered can be reviewed and edited before being sent for automatic payroll processing.
- **Health Care Reform Page** – The Health Care Reform Page will provide you access to resources to help you stay on top of health care reform changes, help determine if you may be considered an “applicable large employer” and affected by the Shared Responsibility provision of the Affordable Care Act (ACA), and determine your eligibility for the Health Care Tax Credit.
- **Tax Filing** – We’ll calculate, deposit, file and reconcile your payroll taxes — and respond to inquiries from taxing agencies regarding the returns we file for you.
- **New Hire Reporting** – We’ll report new hires to help you comply with federal and state reporting requirements.

- **Full Service Direct Deposit** – The quickest way to pay your employees — on payday, pay is automatically deposited in each employee’s account.
- **Payroll Preview** – Preview payroll results before processing to help reduce errors.
- **Electronic Reports** – View, access, export and print over 15 different reports online.
- **General Ledger Interface** – Export journal entries from ADP into QuickBooks®, Xero, Creative Solutions or a generic output file — without re-keying data.

People Management

- **State and Federal Resources** – Help meet your core state and federal documentation requirements with convenient access to key government forms and documents.
- **HR Checkups** – Compare your HR practices against standard HR best-practices in several key HR areas, with access to resources to help shore up your weaknesses.
- **Employee Info Tab** – Get a summary view of basic employee HR information.
- **Tip of the Week** – Receive practical how-to articles that provide best-practice information to complete your everyday employee management tasks.
- **Quarterly Newsletter** – Timely, comprehensive articles focused on compliance requirements and getting the most out of your workforce.
- **HR Dictionary** – Hundreds of must-know HR terms, definitions and abbreviations to clarify your HR tasks.
- **Employee Access** – Employees can find answers with online access to an up-to-date payroll history, helping to reduce the number of questions you’ll receive.

For more information, contact your local ADP Representative or visit smallbusiness.adp.com

* Feature is a la carte





A more human resource.™

We understand the challenges that small business owners like you face every day. In addition to keeping your doors open and your lights on, you must also effectively manage three things:

- You must carefully control cash flow in order to position your company for growth.
- You must find and develop the right talent--bringing in the right people and keeping those people engaged and satisfied in the work they do and the environment in which they do it.
- And finally you must minimize risk--doing everything you can to ensure that compliance issues won't divert your attention away from key business objectives and potentially harm the organization.



At any one time, one of these factors might take priority over another, but the business owners we work with tell us that these three things are always top of mind.

And that is why companies like yours, choose ADP's Small Business Services solutions. ADP's proven track record of innovation and integration means that you can focus on what matters - growing your business.

- You'll get cash management tools that will help you to be more proactive and predictive in meeting payroll and tax demands, allowing you to make smarter use of your financial resources.
- You'll have access to HR tools that will help you attract the right team members to help drive your success—helping to ensure that they remain engaged and productive as you grow.
- And, you'll be able to leverage integrated compliance solutions that help with payroll, tax, and HR challenges, thus helping you to minimize your exposure to risk.



The best part of ADP solutions is that they come with you.



Solution Summary for Wrightwood Community Services District:

| | |
|-------------------|--------------|
| Employees | 3 |
| Payroll Frequency | Semi-Monthly |

WHEN YOU CHOOSE **RUN POWERED BY ADP®**, HERE'S WHAT YOU CAN EXPECT:

- Print your own checks or have them delivered
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- Payroll in real time anytime, anywhere with secure online or mobile access
- Highly-skilled implementation specialists and both online and phone support
- Extensive online reports and general ledger exports to accounting software

Recommended Solution: **ADP Enhanced Payroll**



Per Payroll Cost: \$81.56**



Setup Cost: \$0.00



Per Employee (>4) Cost: \$2.28

**In the event of additional jurisdictions, there will be a \$7 charge per month/jurisdiction.

Promotions

6422 - Months 4, 5 and 6 are FREE

Contact

Christian Saveri
christian.saveri@adp.com
610-486-5694

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Solution Detail for Wrightwood Community Services District*:

| | |
|-------------------|--------------|
| Employees | 3 |
| Payroll Frequency | Semi-Monthly |
| Start Date | 06-04-2019 |

Payroll

- Payroll Processing
- Tax Filing
- Electronic Reports
- Employee Access
- ADP Mobile Payroll
- General Ledger Interface
- Pay Option: FSDD Only
- Delivery
- New Hire Reporting
- Pay Options
 - FSDD
 - Aline Card
 - TotalPay
 - Check Stuffing/Signing
- Poster Compliance Update Service
- General Ledger Interface
- Garnishment Payment Service
- State Unemployment Service

HR

- State and Federal Resources
- HR Checkups
- Tip of the Week
- Quarterly HR Newsletter
- HR Dictionary
- New Hire Paperwork

Processing Investment

| Product | Billing Frequency | List Per Processing | Discount | Net Per Processing |
|-------------------------------------------------------------|-------------------|---------------------|----------|--------------------|
| ADP Enhanced Payroll | Semi-Monthly | \$101.95 | 20.00% | \$81.56 ** |
| Y/E Information Stmt, W2 | Annually | \$67.80 | | \$67.80 |
| <small>Base price (\$49.95) + Price per W2 (\$5.95)</small> | | | | |
| W-2 Delivery | Annually | \$10.50 | | \$10.50 |

**In the event of additional jurisdictions, there will be a \$7 charge per month/jurisdiction.

Setup Investment

| Product | Setup Fee |
|-----------------------------------------|-----------|
| Implementation for ADP Enhanced Payroll | \$0.00 |

Promotions

6422 - Months 4, 5 and 6 are FREE

Total Savings with Promos: \$489.36

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A more human resource.™

ADP® Enhanced Payroll

Small business solutions with enhanced features to help you get better control of your financial resources, help avoid penalties, and effectively manage your employees.

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With better control over the administrative side of your business — what could you achieve?

Cash and compliance management solutions

- **Flexible Payroll Input Options** – Enter your data online, by phone, or even on-the-go with our mobile payroll app. Either way, you can be confident that your data is safe and secure.
- **Employee Access** – Employees can find answers with online access to an up-to-date payroll history, helping to reduce the number of questions you'll receive.
- **General Ledger Interface** – Export journal entries from ADP into QuickBooks®, Xero, Creative Solutions or a generic output file — without re-keying data.
- **Payment Options** – Choose from three ways to pay your employees:
 - **ADPCheck™** – The most secure paycheck in the industry, signed and sealed with 10 advanced fraud protection features.
 - **Full Service Direct Deposit** – The quickest way to pay your employees — on payday, pay is automatically deposited in each employee's account.
 - **ALINE Card by ADP®** – Pay employees electronically on a reloadable Visa prepaid debit card.
- **Payroll Preview** – Preview payroll results before processing to help reduce errors.
- **Electronic Reports** – View, access, export and print over 15 different reports online.
- **Tax Filing** – We'll calculate, deposit, file and reconcile your payroll taxes — and respond to inquiries from taxing agencies regarding the returns we file for you.

- **New Hire Reporting** – Helps protect your company from penalties due to mistakes or late filings.
- **Labor Law Poster Compliance Update Service** – We'll also enroll you in our Labor Law Poster Compliance Update Service to help you comply with these regulations.
- **Garnishment Payment Service** – A cost-effective, comprehensive solution that helps you manage all aspects of your wage garnishment processing.
- **State Unemployment Insurance (SUI) Management** – Complete management of your state unemployment insurance, including reviewing your account for erroneous charges and auditing your SUI experience rate(s) to make sure it is appropriate. We'll also handle correspondence from each state in which you pay unemployment insurance.

People management

- **Employee Info Tab** – Get a summary view of basic employee HR information.
- **State and Federal Resources** – Help meet your core state and federal documentation requirements with convenient access to key government forms and documents.
- **State and Federal Resources** – Get a summary view of basic employee HR information
- **HR Checkups** – Compare your current HR practices against standard HR best-practices to see how you measure up.
- **Tip of the Week** – Receive practical how-to articles that provide best-practice information to complete your everyday employee management tasks.
- **Quarterly Newsletter** – Timely, comprehensive articles focused on compliance requirements and getting the most out of your workforce.
- **HR Dictionary** – Hundreds of must-know HR terms, definitions and abbreviations to clarify your HR tasks.

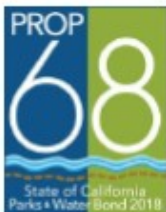
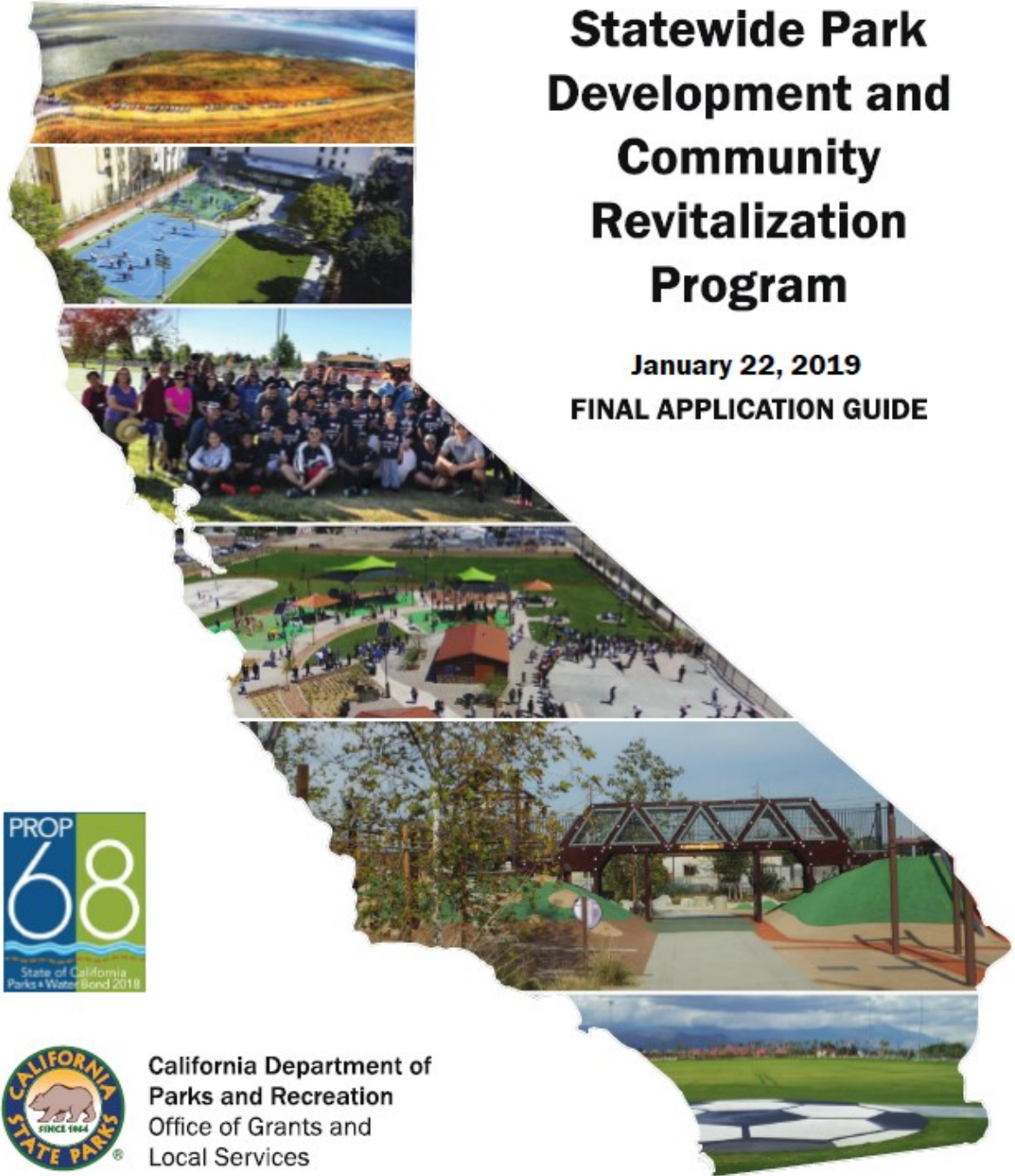
**For more information, contact your local
ADP Representative or visit smallbusiness.adp.com**

ITEM 16
PROP 68 STATE PARK GRANT
RESOLUTION
2019-07
DISCUSSION
AND
POSSIBLE ACTION



Statewide Park Development and Community Revitalization Program

January 22, 2019
FINAL APPLICATION GUIDE



California Department of
Parks and Recreation
Office of Grants and
Local Services

I. PROGRAM OVERVIEW

I. PROGRAM OVERVIEW

INTENT

Statewide Park Program (SPP) competitive grants will create NEW PARKS and NEW RECREATION OPPORTUNITIES in CRITICALLY UNDERSERVED COMMUNITIES across California.

Proposition 68 Funding

- \$650,275,000 will be distributed throughout multiple ROUNDS.
- Use this Application Guide for each ROUND.

LEGACY

Previously, Proposition 84 (2006 Bond Act) funded two ROUNDS:

- \$2.9 billion was requested. \$368 million was awarded.
- Over one hundred new parks were created and twenty existing parks were improved throughout California.

SPP legislation is found in Public Resources Code §§5640 through 5653.

Proposition 68 (2018 Bond Act) continues this program's legacy.

ELIGIBLE APPLICANTS

- Cities
- Counties
- DISTRICTS (as defined on page 71)
- JOINT POWERS AUTHORITIES (one member of the JOINT POWERS AUTHORITY must be either an eligible DISTRICT, City, or County)
- NON-PROFITS with 501(c)(3) status

TYPES OF PROJECTS

A PROJECT must involve either DEVELOPMENT or a combination of ACQUISITION and DEVELOPMENT to:

1. Create a NEW PARK, or
2. EXPAND an EXISTING PARK, or
3. RENOVATE an EXISTING PARK

I. PROGRAM OVERVIEW

All PROJECTS must create or RENOVATE at least one RECREATION FEATURE. Examples of RECREATION FEATURES include but are not limited to the following:

RECREATION FEATURES (eligible examples)

- ACQUISITION of land:
 - Combined with DEVELOPMENT of a NEW RECREATION FEATURE.
 - OR
 - Already has a RECREATION FEATURE for public use at close of escrow.
- Aquatic center, swimming pool, splash pad, fishing pier or paddling launch site
- Amphitheater/performing arts dance, music, and theater stage
- Athletic fields (soccer regulation or "futbol-rapido", baseball, softball, football, etc.)
- Athletic courts (basketball, "futsal", tennis, pickleball, etc.)
- Community gardens, botanical or demonstration gardens and orchards
- Community/Recreation center (only if it will be in or ADJACENT to a PARK)
- Dog park
- Jogging and walking loop, par course, running track
- Non-motorized trail, pedestrian/bicycle bridge, greenbelt/linear PARK
- Outdoor gym exercise equipment (stations fixed into ground)
- Open space and natural area for public recreation use
- Picnic/Bar-B-Que areas
- Playground and tot lot
- Plaza, Zocalo, Gazebo
- Public art (mosaic tiles, sculptures, murals)
- Skate park, skating rink, and BMX or pump track (non-motorized bike tracks)
- Lighting to allow for extended night time use of a RECREATION FEATURE
- Shade structure/COVERED PARK areas over a RECREATION FEATURE to allow for extended day time use

I. PROGRAM OVERVIEW

MAJOR SUPPORT AMENITIES (eligible examples)

A PROJECT may also include MAJOR SUPPORT AMENITIES such as:

- Restroom building, snack shack
- Parking lot, staging area, pathway for access to a RECREATION FEATURE
- Landscaping or lighting that will be constructed throughout the PARK

APPLICATIONS where the majority of the TOTAL PROJECT COST is for a MAJOR SUPPORT AMENITY will be less competitive. PROJECTS should create a NEW RECREATION OPPORTUNITY(S) as the primary goal.

APPLICATIONS only for MAJOR SUPPORT AMENITIES are ineligible; a PROJECT must create or RENOVATE at least one RECREATION FEATURE.

GRANT AMOUNT PER APPLICATION

- Maximum grant request per APPLICATION/PARK: \$8,500,000
- Minimum grant request per APPLICATION/PARK: \$200,000

One PARK = One Application:

Each PARK requires its own, separate APPLICATION. Only one APPLICATION, requesting up to \$8.5 million, may be submitted for the same PARK in the same ROUND.

Multiple PARKS = Multiple Applications:

An APPLICANT may submit multiple APPLICATIONS for different PARKS. An APPLICANT can potentially receive multiple GRANT awards that total more than \$8.5 million in the same ROUND. There is no cap to the amount of grants an APPLICANT may receive per ROUND.

No Match Required:

The GRANT by itself may fund the entire PROJECT.

AUTHORIZING RESOLUTION (CHECKLIST #4)

**RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors/Directors) OF (City, County, District, or Non-Profit Organization)
Approving the Application for
STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION
PROGRAM GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park Development and Community Revitalization Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the (Applicant's Governing Body) hereby:
APPROVES THE FILING OF AN APPLICATION FOR THE (NAME OF PROJECT); AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (designated position) to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Approved and adopted the ____ day of _____, 20____

I, the undersigned, hereby certify that the foregoing Resolution Number ____ was duly adopted by the (Applicant's Governing Body) following a roll call vote:

Ayes:

Noes:

Absent:

_____ (Clerk)

ITEM 17
PROP 68 STATE PARK GRANT
RESOLUTION
2019-08
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.

Resolution Form

Resolution No: _____

RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors)
OF (City, County, or District) APPROVING APPLICATION(S) FOR PER CAPITA
GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the (grantee's governing body) hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the [city/county/district's] general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the [city/county/district] will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.

EMPLOYMENT AGREEMENT

THIS AGREEMENT, entered into as of August 1, 2019, is by and between WRIGHTWOOD COMMUNITY SERVICES DISTRICT, a self-governing special district formed under California Government Code Section 61000 et seq. ("Employer"), and _____, an individual ("Employee"). Employer and Employee agree to the following terms and conditions of employment:

1. Period of Employment.

- (a) Basic Term. Commencing on the date of this Agreement, Employer shall employ Employee on an at-will basis for a period of one (1) month, as may be extended under Section 1(b), unless Employee is terminated sooner in accordance with Section 4 below. As used herein, the phrase "Employment Term" shall refer to the entire period of employment of Employee by Employer hereunder, whether for the periods mentioned above or whether extended or earlier terminated as herein after provided.
- (b) Renewal. This Agreement shall be automatically renewed for an additional one (1) month period on the first day of each month during the Employment Term, unless Employer gives advance written notice of non-renewal to Employee at least ten (10) days prior to such date.

2. Duties and Responsibilities.

- (a) Position. Employee shall serve as the General Manager for Employer. In that capacity, Employee shall perform all services, acts, and functions set forth in the Job Description attached hereto as Exhibit "A" and incorporated herein by this reference, and as otherwise necessary or advisable to lawfully manage and conduct the business of Employer in accordance with all legal requirements and the policies, procedures, rules, and regulations established by Employer's Board of Directors, and subject to the direction, prior consent, and subsequent ratification of Employer's Board of Directors. This includes, but is not limited to, the hiring and firing of full-time, part-time, and temporary employees. Employee shall devote his or her best efforts and attention to the performance of his or her duties and shall report directly to Employer's Board of Directors.
- (b) Availability and Work Schedule. Employee shall be employed by Employer in a part-time non-permanent capacity during the Employment Term. During the Employment Term, Employee shall perform most services required by this Agreement at Employer's headquarters during Employer's regular business hours (M-W-F 9am-1pm) and during other days of the week that are not within the

normal business hours or unless Employee's presence at other locations or during different times is necessary to fully and completely perform the duties of the position assumed by Employee. In addition, Employee shall maintain his or her permanent residence in an area that is in close proximity to Employer's headquarters, and shall otherwise be available to Employer 24 hours a day by telephone, pager, or other equipment furnished by Employer for this purpose.

- (c) Prohibited Activities. Except upon the prior written consent and express approval of Employer's Board of Directors, Employee (during the Employment Term) shall not (i) borrow on behalf of Employer any amount of money during any fiscal year; (ii) spend or obligate Employer's funds in amounts in excess of the sums budgeted for expenditure by Employer's Board of Directors; and/or (iii) accept any other employment or engage directly or indirectly in any other business, commercial, civil, or professional activity, whether or not pursued for pecuniary advantage, that is or may be competitive with Employer, that might create a conflict of interest with Employer, or that otherwise might interfere with the business of Employer.
- (d) Representations. Employee represents and warrants (i) that he or she is fully qualified and competent to perform the responsibilities for which he is being hired pursuant to the terms of this Agreement; and (ii) that Employee's execution of this Agreement, his or her employment with Employer, and the performance of his proposed duties under this Agreement shall not violate any obligation he or she may have to any former employer (or other person or entity), including any obligations with respect to proprietary or confidential information of any person or entity.

3. Compensation.

- (a) Salary. Employer shall pay Employee a salary at the monthly prorated rate of \$37,065.00 per year during the Employment Term in accordance with Employer's duly established practices and the work schedule set forth in Section 2(b) of this Agreement. Employer may, but is not obligated to, increase Employee's salary as deemed appropriate by Employer's Board of Directors in the exercise of its sole discretion upon completion of its periodic review of Employee's job performance.
- (b) Auto Allowance. Employee shall not receive a monthly auto allowance, but shall be entitled to reimbursement for mileage driven when using his or her personal vehicle beyond the normal commute to and from work during Employer's normal business hours and days. Such reimbursement shall be at the rate established by Employer's Board of Directors, but shall not be greater than the applicable IRS rate.

- (c) Benefits. During the Employment Term, Employee shall not be entitled to receive any health insurance, life insurance, retirement plan, or other employee benefit unless expressly set forth in this Agreement or mandated by Federal or State Law. Nothing stated in this Agreement shall prevent Employer from changing or eliminating any benefit during the Employment Term as Employer, in its sole discretion, may deem necessary or desirable. No statement concerning benefits or compensation to which Employee is entitled shall alter in any way the term of this Agreement, any renewal thereof, or its termination. All compensation and comparable payments to be paid to Employee under this Agreement shall be less withholdings required by law.
- (d) Executive Leave. During the Employment Term, Employee shall be entitled to one (1) hour of Executive Leave each pay period during the Employment Term. "Executive Leave" as used herein shall be defined as leave time granted to Employee in lieu of sick, vacation, management, and/or administrative leave, and is in lieu of any rights to compensatory or overtime pay except as otherwise set forth in this Agreement. Employee may not accumulate more than 26 hours of unused Executive Leave at any point in time during the Employment Term. Employee shall give Employer's Board of Directors notice in writing of his or her use of any Executive Leave lasting five (5) or more business days in duration, which notice shall include the reasons, anticipated dates, and duration of any such absence. Unused Executive Leave balances will be cashed out on July 31 of each year during the Employment Term and upon termination of employment at the rate of \$26.40 per unused Executive Leave hour, unless otherwise provided herein or by applicable law.
- (e) Professional Dues and Conferences. Employer shall pay all reasonable travel, lodging, and entrance fees and costs associated with Employee's attendance at conferences and seminars, as well as payment of annual dues levied by professional organizations and community affiliation costs that receive prior approval by Employer's Board of Directors. Each year during the Employment Term, Employee shall provide Employer's Board of Directors with a list of the conferences, seminars, professional organizations, and community affiliations he or she wishes to attend and/or join.

4. Termination of Employment.

- (a) By Death. The Employment Term shall terminate automatically upon the death of Employee. Employer shall pay to Employee's beneficiaries or estate as appropriate any compensation then due and owing, including payment for accrued, unused paid time off, if any. Thereafter, all obligations of Employer under this Agreement shall cease.

- (b) By Employer. At any time during the Employment Term, Employer may dismiss Employee with or without cause notwithstanding anything to the contrary contained herein or arising from any statements, policies, or practices of Employer relating to the employment, discipline, or termination of its employees. Employer shall pay Employee all compensation then due and owing for the period prior to termination, and thereafter all of Employer's obligations under this Agreement shall cease.
 - (c) By Employee. At any time, Employee may terminate his or her employment for any reason by providing Employer thirty (30) days advance written notice. Employer shall have the option in its complete discretion to make Employee's termination effective at any time prior to the end of such notice period, provided Employer pays Employee all compensation due and owing through the last day actually worked; thereafter, all of Employer's obligations under this Agreement shall cease.
 - (d) Termination Obligations. Employee agrees that all property, including without limitation all equipment, tangible Proprietary Information (as defined below), documents, records, notes, contracts, and computer-generated materials furnished to or prepared by Employee incident to his or her employment belongs to Employer and shall be returned promptly to Employer upon termination of Employee's employment. Employee's obligations under this subsection shall survive the termination of his employment and the expiration of this Agreement.
5. Proprietary Information. "Proprietary Information" is all information and any idea pertaining in any manner to the business of Employer, its employees, agents, contractors, or consultants, which was produced by any employee of Employer in the course of his or her employment or otherwise produced or acquired by or on behalf of Employer. Proprietary Information shall include without limitation, trade secrets, protocol ideas, inventions, processes, formulas, data, know-how, software and other computer programs, copyrightable material, plans, strategies, customer lists and information, financial reports, and the contents of documents protected from disclosure under the California Public Records Act, Government Code Section 6250 et seq., or other provisions of applicable law. All Proprietary Information not generally known outside of Employer's organization, and all Proprietary Information so known only through improper means, shall be deemed "Confidential Information." During his or her employment by Employer, Employee shall use Proprietary Information and shall disclose Confidential Information only for the benefit of Employer and as is necessary to perform his or her job responsibilities under this Agreement. Following any termination of employment, Employee shall not use any Proprietary Information and shall not disclose any Confidential Information except with the express written consent of Employer. By way of illustration and not in limitation of the forgoing, following termination, Employee shall not use any Confidential Information to solicit Employer's customers or to compete against Employer. Employee's obligations under this Section shall survive the termination of his or her employment and the expiration of this Agreement.

6. Arbitration.

- (a) Arbitrable Claims. All disputes between Employee (his or her attorneys, successors, and assigns) and Employer (its Affiliates, shareholders, directors, officers, employees, agents, successors, attorneys, and assigns) of any kind whatsoever, including without limitation all disputes relating in any manner to the employment or termination of employee and all disputes arising under this Agreement ("Arbitrable Claims"), shall be resolved by arbitration. All persons and entities specified in the preceding sentence (other than Employer and Employee) shall be considered third-party beneficiaries of the rights and obligations created by this Section. Arbitrable Claims shall include but are not limited to contract (express or implied) and tort claims of all kinds, as well as all claims based on any federal, state, or local law, statute, or regulation, excepting only claims under applicable worker's compensation law and unemployment insurance claims. Arbitration shall be final and binding upon the parties and shall be the exclusive remedy for all Arbitrable Claims, except that the Employer may at its option seek injunctive relief and damages in court of any breach of Section 5 of this Agreement. THE PARTIES HEREBY WAIVE ANY RIGHTS THEY MAY HAVE TO TRIAL BY JURY IN REGARD TO ARBITRABLE CLAIMS.
- (b) Procedure. Arbitration of Arbitrable Claims shall be in accordance with the Employment Dispute Resolution Rules of the American Arbitration Association except as provided otherwise in this Agreement. In any arbitration, the burden of proof shall be allocated as provided by applicable law. Either party may bring an action in court to compel arbitration under this Agreement and to enforce an arbitration award. Otherwise, neither party shall initiate or prosecute any lawsuit or administrative action in any way related to any Arbitrable Claim. All arbitration hearings under this Agreement shall be conducted in San Bernardino County, California. The Federal Arbitration Act shall govern the interpretation and enforcement of this Section 6. The fees of the arbitrator shall be split between both parties equally.
- (c) Confidentiality. All proceedings and all documents prepared in connection with any Arbitrable Claim shall be confidential and unless otherwise required by law, the subject matter thereof shall not be disclosed to any person other than the parties to the proceedings, their counsel, witnesses, and experts, the arbitrator and if involved, the court and court staff.
- (d) Continuing Obligations. The rights and obligations of Employee and Employer set forth in Section 6 of this Agreement shall survive the termination of Employee's employment and the expiration of the Employment Term.

7. Notices. Any notice under this Agreement must be in writing and shall be effective upon delivery by hand, upon facsimile transmission to the number provided below (if one is

provided), or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered and addressed to Employer at the address below or to Employee at the last known address maintained in Employee's personnel file. Employee shall be obligated to notify Employer in writing of any change in his or her address. Notice of change of address shall be effective only when done in accordance with this Section.

Employer's Notice Address:

Board of Directors
Wrightwood Community Services District
Post Office Box 218
1275 Hwy 2
Wrightwood, CA 92397

8. Action by Employer. All actions required or permitted to be taken under this Agreement by Employer, including without limitation, exercise of discretion, consents, waivers, and amendments to this Agreement, shall be made and authorized only by Employer's Board of Directors. The failure of Employer to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by Employee shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.
9. Integration. This Agreement is intended to be the final, complete, and exclusive statement of the terms of Employee's employment by Employer. This Agreement supersedes all other prior and contemporaneous agreements and statements, whether written or oral, express or implied, pertaining in any manner to the employment of Employee by Employer, and it may not be contradicted by evidence of any prior or contemporaneous statement or agreements. To the extent that the practices, policies, or procedures of Employer now or in the future, apply to Employee and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.
10. Amendments. This Agreement may not be modified or amended except by a writing signed by each of the parties hereto. Failure to exercise any right under this Agreement shall not constitute a waiver of such right.
11. Assignment. Employee shall not assign any rights or obligations under this Agreement.
12. Severability. If a court or arbitrator holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.
13. Attorneys' Fees. In any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

14. Governing Law. This Agreement shall be governed by and construed in accordance with the law of the State of California.
15. Interpretation. This Agreement shall be construed as a whole according to its fair meaning and any uncertainty or ambiguity contained herein shall not be interpreted against the party responsible for the drafting of this Agreement. The captions or sections and subsections of this Agreement are for reference only and are not to be construed in any way as a part of this Agreement.
16. Employee Acknowledgment. Employee acknowledges that he or she has had the opportunity to consult legal counsel in regard to this Agreement, that he or she has read and understands this Agreement, that he or she is fully aware of its legal effect, and that he or she has entered into it freely and voluntarily and based on his or her own judgment and not on any representations or promises other than those contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective officers as of the date first written above.

EMPLOYER

By: _____
President, Board of Directors
Wrightwood Community Services District

EMPLOYEE

By: _____
[Name]

ITEM 19

DIRECTORS
COMMENTS



ITEM 20
FUTURE BOARD
MEETING
JULY 2,2019
DISCUSSION
AND
POSSIBLE ACTION



ITEM 21

ADJURNMENT

