

**WRIGHTWOOD
COMMUNITY
SERVICES DISTRICT**

December 3, 2019

**REGULAR BOARD
MEETING PACKET**

WRIGHTWOOD COMMUNITY SERVICES DISTRICT

P.O. Box 218 Wrightwood, CA 92397

Regular Meeting of the Board of Directors
Tuesday, December 3, 2019-6:30pm
Wrightwood Community Building
1275 State Highway 2, Wrightwood, CA

Agenda

6:30 PM – Call to Order

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Public Comments: *Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought to participate in the above-agenized public meeting, should be directed to the Chair at any time prior to the meeting. Under this item, any member of the public wishing to directly address the Board on any item of interest that is not within the subject matter jurisdiction of the Board may do so now. However, the Board is prohibited by law from taking any action on any item not appearing on the agenda unless the action is otherwise authorized by the Brown Act. Any member of the public wishing to directly address the Board on any item listed on the agenda may do so when the item is being considered by the Board. Pursuant to Section 2.3.2 of Ordinance No 2019-03 adopted by the Board on April 2, 2019, the Chair may limit each speaker to a comment period of three (3) minutes or less.*
5. Agency Reports
6. Consent Calendar
 - 6a. November 5, 19 Regular Board Meeting Minutes
7. General Managers Report
8. November 2019 Financials
9. Park and Recreation Event Coordinator Report
10. Community Resource Guide: Discussion and Possible Action
11. Rate Variances: Discussion and Possible Action
12. Playground Material: Discussion and Possible Action
13. Shed Maintenance: Discussion and Possible Action
14. Lahontan Water Board: Discussion and Possible Action
15. Building Rentals: Discussion and Possible Action
16. Surplus Equipment: Discussion and Possible Action
17. Skate Park Cameras: Discussion and Possible Action
18. Future Board Meeting – January 7, 2020: Discussion and Possible Action
19. Directors Comments
20. Adjournment

Wrightwood Community Services District

THE VISION

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

Wrightwood Community Services District

THE MISSION

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

ITEM 6A

**REGULAR
BOARD MEETING
NOVEMBER 5, 2019**

MINUTES



REGULAR BOARD MEETING
November 5, 2019
Wrightwood Community Building
1275 State Highway 2
Wrightwood, CA

MINUTES

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

Staff Present: Steven Kennedy - Attorney
Lori Golden – General Manager
Tamara Keen - Secretary

Call to Order

President Zuber called the Meeting to order at 6:30 p.m.
Michelle Schneider conducted the Pledge of Allegiance

Roll Call

Steve Kennedy arrived at 6:38

- 3. Approval of Agenda:** Director Schneider motioned to approve the agenda; Director Franklin seconded the motion. Agenda was approved unanimously.
- 4. Public Comment:** No public comments
- 5. Agency Reports:** Susan Drake from Supervisor Lovingood's office thanked Wes, John Aziz, and Paul Bauer for having the Winter Traffic Meeting. Susan Drake also mentioned several calls to her office about speeding and the County Final draft on short term rentals. Sgt. Robert Viccari stated that there were 118 calls and 18 reports taken in the month of September and 109 calls, 10 reports and 1 arrest in October.
- 6. Consent Calendar:** Director Franklin motioned to approve the October 1, 2019 minutes and was seconded by Director Schneider. The minutes were approved unanimously.
- 7. General Managers Report:** General Manager Golden met with the Lahontan Water Board and will report on well issues in December. The cameras and new computer are up and running. General Manager Golden also reported on cost savings, the tool shed break-in, and the issue with the audio in the building. The board requested a call to Dusty Gabay for the audio issue.
- 8. October Financial Statements:** Director Franklin requested a budget/Year to Date report going forward.
- 9. Parks and Rec Event Coordinator Report:** Coordinator Ciccarelli gave a brief report on some of the sports activities. Softball has finished for the season and corn hole has 8 teams for the first season. Coordinator Ciccarelli also reported that adult soccer will start in mid-January and flag football will start late winter to early spring depending on weather and location.

10. Reserve Policy: VP Hordyk motioned to accept the Reserve Policy and Director Lopiccoco seconded. The policy was approved unanimously. The Board directed \$14,000 be moved to the Reserve for Replacements and nothing for the Reserve for Operations at this time. They will re-evaluate in July 2020.

11. Surplus Equipment: General Manager Golden proposed having the old camera equipment declared surplus as well as some gardening equipment that is non-operational. Director Lopiccoco made a motion to accept the proposal and Director Schneider seconded the motion. The motion passed unanimously.

12. WCSD Hours: Director Golden reported that the office is being staffed on Fridays. The Board requested a daily count of visitors to the office so they can determine if Friday staffing is necessary.

13. Veteran's Park Dedication: General Manager Golden reported that the Veteran's Committee was against the proposed action and the action was dropped.

14. Playground Material: The Board requested more information and the item was tabled until the December 3, 2019 meeting.

15. Storage Shed Issues: General Manager Golden reported that the storage/tool shed had been broken into and about \$1,100.00 worth of equipment stolen along with the donated umpire gear. Director Schneider motioned to replace the equipment and VP Hordyk seconded the motion. The motion passed unanimously. Director Franklin motioned to accept the proposal to replace the shed doors and Director Lopiccoco seconded. The motion passed unanimously. Director Lopiccoco motioned to accept the proposal to add an alarm to the shed and Director Franklin seconded. The motion was passed unanimously. Director Schneider motioned to approve the proposal for a new camera for the shed and Director Franklin seconded. The motion passed unanimously.

16. Recess to closed session at 7:45pm

17. Return to open session at 8:50pm: The board had nothing to report.

18. Future Board Meeting: Board Meeting December 3, 2019 at 6:30pm and a special meeting at 5:30pm on the same day.

19. Directors Comments: No Directors comments but Rob Errett spoke on the possibility of a bike park.

20. Adjournment: President Zuber adjourned the meeting at 8:55pm

Minutes approved by: _____

President Wes Zuber

ITEM 7

GENERAL MANAGER REPORT



GENERAL MANAGER REPORT

December 3, 2019

November was a month to get things done. We replaced the stolen yard equipment with a generous donation from Mike Troeger at Mountain Hardware. Mike donated a blower, trimmer, and an extra battery. Thank you again Mike.

Thank you also to Wes for the computer support. He loaned us his employees to help setup the new computer. Another thank you to Dusty Gabay for her help with the microphones.

The inside walls of the Community Building received a new coat of paint. The extra camera and alarm were installed. I also opened the interest-bearing account with the bank for the Reserve for Replacements and transferred the board designated amount into the account. We added a new light on the front of the building so it will light all the steps (we received several complaints). In preparation for winter, the porta-potties are in place.

We have a leak in the shed roof and parts of the roof are totally gone. I had the roof tarped pending an approval of a new roof.

ITEM 8

NOVEMBER 2019 FINANCIALS

DISCUSSION AND POSSIBLE ACTION



REPORTS WILL BE AVAILABLE AT THE MEETING

ITEM 9

PARK AND RECREATION EVENT COORDINATOR REPORT



REPORT WILL BE AVAILABLE AT THE MEETING

ITEM 10

COMMUNITY RESOURCE GUIDE:

DISCUSSION AND POSSIBLE ACTION



I was approached about advertising our services in a Community Resource Guide by Jim Conkle. The guide will include information on what areas the CSD covers. Mr. Conkle will be here to present to the Board.

Lori Golden

General Manager

ITEM 11

RATE VARIANCES:

DISCUSSION AND POSSIBLE ACTION



We currently have approximately 5 organizations receiving a rate variance on building rentals. It has been suggested that as of next fiscal year, we do away with all rate variances.

ITEM 12

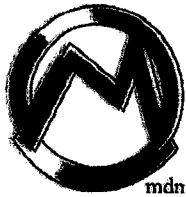
PLAYGROUND MATERIAL:

DISCUSSION AND POSSIBLE ACTION



Per the November meeting, I was asked to get additional quotes on Engineered Wood Fiber for the playground. After doing another measurement, we have approximately 7456 square feet to cover at 6" depth. The quotes are:

Md Materials	\$7,164.90	
Rocky Mountain	\$6,696.00	
Great Western	\$7,910.00	(will blow chips)



Md Materials Co

305 W Diamond Ave
 Gaithersburg, Md 20877
 mdn 301 840 0707 877 840 0707
 877 897 3451 FAX mdmail@mdmaterials.com

Estimate

Name / Address
WRIGHTWOOD COMMUNITY SERVICES DISTRICT LORI GOLDEN WRIGHTWOOD, CA 92397

Ship To

			Project
Description	Qty	Cost	Total
DELIVERY OF ENGINEERED WOOD FIBER. CERTIFIED BY INTERNATIONAL PLAYGROUND EQUIPMENT MANUFACTURERS' ASSOCIATION (IPEMA). QUANTITY SHOWN IN CUBIC YARDS. NOTE: PRICE INCLUDES DEPOSIT OF MATERIALS ON A HARD SURFACE ACCESSIBLE TO LARGE MOTOR VEHICLES (ASPHALT, CONCRETE) NOT INSTALLATION. <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Credit Card Sales are subject to 3% merchant processing charge </div>	190	37.71	7,164.90
		Subtotal	\$7,164.90

PLEASE NOTE: DUE TO RISING FUEL COSTS, FREIGHT QUOTES ARE
VALID FOR 14 DAYS ONLY.
DUE TO RISING RAW MATERIAL COSTS , EQUIPMENT PRICING IS
VALID FOR 30 DAYS, UNLESS OTHERWISE NOTED

THANK YOU

Sales Tax (0.0%)	\$0.00
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Total	\$7,164.90
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Rocky Mntn. Distributors Inc
 4000 East Harrisburg Pike
 Middletown, PA 17057
 UNITED STATES
 (717)-944-7481

PAGE 1

11/12/2019

QUOTE NO 6559

INTOOI
 S INTERESTED BIDDERS QUOTE
 O GC OF PROSPECTIVE JOB

WRIOI 1
 S WRIGHTWOOD, CA 92397
 WRIGHTWOOD, CA 92397

O

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TOTAL DUE 6,696.00

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP DATE	SHIP NO
BV		11/12/2019	11/12/2019	00010055	11/12/2019		

Location Id 1 CAS

DUE DATE	DISC DUE DATE	ORDER NO
BV	11/12/2019	11/12/2019 00010055

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA
CASH ON DELIV	WRIGHTWOOD COM SERVICES	

ITEM ID	UNITS	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
Ship To Address	WRIGHTWOOD, CA 92397	Contact Phone	Cell Email		
	WRIGHTWOOD CA 92397	Alt Phone			

WSF	CY	130.0	0.0	27.72	3,603.60
WOODCARPET - SOFTWOOD					

FRTRK		1.0	0.0	437.40	437.40
FREIGHT-TRUCK-WIC 121.3 mi					

WSF	CY	80.0	0.0	27.72	2,217.60
WOODCARPET - SOFTWOOD					

FRTRK		1.0	0.0	437.40	437.40
FREIGHT-TRUCK-WIC 121.3 mi					

We appreciate your business.

Quotes are valid for thirty days from date of quotation.

Please ensure there are ample clearances for tractor trailer deliveries (10'Wx 14' H Minimum) Installation instructions, maintenance instructions and warranty are available at www.zeager.com. Drainage and wear mats as specified by Zeager are required for warranty coverage.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
0.00	6,696.00	0.00	0.00	0.00	6,696.00 USD



975 S. State Hwy 89 Logan, UT 84321 435-245-5055 www.gwpark.com

QUOTE

#101820

GREAT WESTERN

Myers Turf
Manufacturing

11/12/2019

Wrightwood Community Services District EWF Option 2

Wrightwood Community Services District
Attn: Lori Golden
1275 Hwy 2
Wrightwood, CA 92397
Phone: 760-220-8378
lori@wrightwoodcsd.org

Project P73325
Ship To Zip: 92397

Quantity	Part #	Description	Unit Price	Amount	Unit
140	INSTALL	Turboscape - Supply, Deliver, & Install Engineered Wood Fiber 140 CY of material Playground Chips	\$56.50	\$7,910.00	

Site Address: SubTotal: \$7,910.00 1275 Hwy 2 Total Amount: \$7,910.00 Wrightwood, CA 92397

Quote is for surfacing only.

Prevailing Wages.

DIR #1000028191 CSLB #929912 B & C61/D34

ITEM 13

SHED MAINTENANCE:

DISCUSSION AND POSSIBLE ACTION



Per the November 5th meeting, replacement of the shed doors was discussed. The shed doors are deteriorating. It is recommended to replace them with either fiberglass or steel to hold up to the weather and usage. I have the following quotes:

BP Development	\$1,405.00 Licensed and Insured
CM Installations	\$1,499.00 Licensed and Insured
GL Bowman	\$1,450.00 Licensed and bonded

The shed roof is also leaking and needs to be replaced. There are areas where we don't have any shingles and water is getting onto the tar paper. I had Oak Hills Roofing come out and tarp the roof to avoid more water damage, but this is something that needs to be addressed.

BP Development, Inc.

Bob Pereira

P.o. Box 3106 • Wrightwood, CA 92397-3106, cell: 909-964-9500 • Fax: 760-249-4455 • General Contractors License #878670 • Bpdevinc75@yahoo.com

Wrightwood Community Center



Job:

760-249-3105 Lori

Remove & Replace Existing wood door & dispose of debris

Replace with commercial steel doors & steel frame & dead bolt lock, with no handle. Price does not include painting.

Material \$785

Labor \$620

1,405

Total Contractor Signature

Bob Pereira

Date 11-14-19

Invoice

COM Installations
P.O Box 881
Wrightwood, CA 92397

DATE: NOVEMBER 14, 2019
INVOICE #20191114

4 9 355—7874

TO: Lori Golden
Wrightwood Community Services District
1275 State Hwy 2
PO Box 218, Wrightwood, CA 92397
(760) 249-3205

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
Christopher	Wrightwood, CA	N/A	N/A	N/A	50% Deposit	Due Upon Completion

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	CMCUSTOMSI	Custom Security Doors (Shed double doors) Labor, Paint, Hinges, Bolt lock, Re-enforced steel frame	1499.00	1499.00

SUBTOTAL	\$1499.00
SALES TAX	\$0.00
TOTAL	\$1499.00

Thank you for your business!

PROPOSAL

G.L. Bowman Const.
PO Box 290905
Phelan, CA 92329
(760) 963-0610 Lic # 466562

No.
Date 11-18-19
Sheet No.

Proposal Submitted To:

Work To Be Performed At:

Name	Lori Golden
Street	1275 State Hwy 2
City	Wrightwood, CA
State	
Phone	(760) 249-3205

Wrightwood Community Service District	
Street	1275 State Hwy 2
City	Wrightwood, State CA
Date of Plans	
Architect	

We hereby propose to furnish the materials and perform the labor necessary for the completion of Community Center Shed. Replace doors on shed for the community center. Remove old doors & frame opening for a single 36" x 80" metal door with a metal jamb. Cover remaining wall with siding & trim around new door. Job includes lockset, deadbolt & threshold with door sweep. Does not include paint.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars (\$ 1,450.00).

with payments to be made as follows: Paid in full upon completion

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by _____

"NOTICE TO OWNER"

(Section 7018.5—Contractors License Law)

Under the Mechanics' Lien Law, any contractor, subcontractor, laborer, materialman or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce his claim against your property.

Under the law, you may protect yourself against such claims by filing, before commencing such work or improvement, an original contract for the work of improvement or a modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract.

Respectfully submitted

Per G.L. Bowman Const
State License No. 466562

Note- This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE BY OWNER

The above price, specifications and conditions are hereby accepted and payment will be made as outlined above.

Date _____

Signature _____

Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the Registrar, Contractors State License Board, [9835 Goethe Road,] Sacramento, California [Mailing Address: P.O. Box 26000, Sacramento, California 95827.]

ITEM 14

LAHONTAN WATER BOARD:

DISCUSSION AND POSSIBLE ACTION



I spoke with the Lahontan Water Board in October. They are stressing that we need to have our wells tested again. In response to this request, I had the well looked at and it is dry. The next step is to have the well videoed. The Special Districts Department will do that for us, but the cost will be \$2,054.63.

In response to the Board's questions during the November meeting:

1. Should Golden State Water be doing the testing instead of the CSD?

The Golden State Water Company is required to sample their drinking water wells periodically and submit that data to the Division of Drinking Water. This monitoring well was installed to evaluate the effects in down gradient groundwater from septic system discharges. So, GSWC does not have to sample the well. However, the GSWC may have equipment and expertise to help, so I think it would be good to discuss whether they would be able to help.

2. What is the timeline you are looking at to see progress made on this?

There is no specific time frame, but the sooner the better. They would like to see periodic testing begin as soon as parties are agreeable to start.

3. Is there a date where we need to have something happening on this before you progress to the next step?

This was a voluntary request by Water Board staff. They are not considering any formal action at this time; it is their desire that that the Wrightwood CSD would continue working with other parties (San Bernardino County, Mojave Water Agency, GSWC, etc.) and share any information, findings, and well laboratory data with the Water Board.

We do have a need to get this taken care of and so long as we are moving in the right direction, the Water Board will be happy. I would recommend having the video done so we know where we stand.

Special Districts Department
 Water and Sanitation Division
 12402 Industrial Blvd Bldg. D, Suite 6
 Victorville CA 92395
 760-955-9885



WRIGHTWOOD CSA

Date : November 20, 2018

Wrightwood Well Video-Log

ESTIMATE

JOB DESCRIPTION:

MEET WITH CONTRACTOR TO VIDEO WELL

E-115

QTY/HOURS	Description	AMOUNT	AMOUNT DUE
2.5	LABOR (including travel time)	157.38	\$ 157.38
2.5	EQUIPMENT USAGE	49.60	\$ 49.60
1.0	CONTRACTOR VIDEO-LOG	1,806.25	\$1,806.25

County Subtotal:

County Admin Charge (20%): \$ 41.40

\$ 206.98

41.40

Contractor Charges: \$ 1,806.25

TOTAL ESTIMATE: \$ 2,054.63

ITEM 15

BUILDING RENTAL:

DISCUSSION AND POSSIBLE ACTION



We have a situation that has presented itself regarding building rentals. We have a once a year renter competing with a regular rental for the same day. I see this situation is going to probably happen more than this one time. In the past, it was up to the General Manager to set the policy. Going forward, I think, we need to be consistent with how we handle these types of issues and not leave it up to the GM. I would like the Board to set a policy so every time this comes up, we can treat them all the same.

ITEM 16

SURPLUS EQUIPMENT: DISCUSSION AND POSSIBLE ACTION



We currently have several donated snowboards and skis in the shed. They were to be used to build a fence however, the veterans committee is against this. I spoke with Mt. High and they don't want the items back. I would like the Board to declare these as having no value so we can dispose of them and create more space in the shed.

Lori Golden
General Manager

ITEM 17

SKATE PARK CAMERA: DISCUSSION AND POSSIBLE ACTION



Since the install of the security camera at the skate park, we have noticed the camera going offline. Christopher from CM Installations, who installed the cameras, noted that the batteries are not charging fully. We need 2 replacement batteries to keep the camera on at all times. The cost for the batteries and install is \$1,238.00. Since Christopher is familiar with our system, I recommend getting the new batteries from him.

Lori Golden

ITEM 18

**FUTURE BOARD
MEETING**

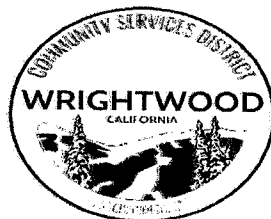
JANUARY 7, 2020:

**DISCUSSION AND POSSIBLE
ACTION**



ITEM 19

DIRECTORS COMMENTS



ITEM 20

ADJOURNMENT

