

**WRIGHTWOOD
COMMUNITY
SERVICES DISTRICT**

JUNE 2, 2020

**REGULAR BOARD
MEETING PACKET**

WRIGHTWOOD COMMUNITY SERVICES DISTRICT

P.O. Box 218 Wrightwood, CA 92397

Regular Meeting of the Board of Directors
Tuesday, June 2, 2020-6:30pm
Wrightwood Community Building
1275 State Highway 2, Wrightwood, CA

Agenda

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Newsom in response to the COVID-19 outbreak and as a precaution to our Board of Directors, District Staff, and general public, Wrightwood Community Services District will hold this meeting of its Board of Directors via teleconference. The public may participate in the meeting by teleconference as follows:
For best results please use your computer and click on the link;

<<https://zoom.us/j/9998961711?pwd=UmRqV0NpT09KY1FXRDFCMTBKc0dOQT09>>

If instead you wish to use your phone, either cell or land line, call 301-715-8592
Use meeting number 999-896-1711# then hit # again
To raise your hand for public comments hit *6

All audio and Video will be muted initially when joining the meeting

6:30 PM – Call to Order

1. Roll Call
2. Agenda Approval
3. 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.*
4. Agency Reports
5. Consent Calendar
 - 5a. May 5, 2020 Regular Board Meeting Minutes
 - 5b. May 18, 2020 Special Board Meeting Minutes
6. General Managers Report
7. May 2020 Financials
8. Public Hearing: FY 2020-21 Budget
9. FY 2020-21 Budget: Discussion and Possible Action
10. Community Building Repairs: Discussion and Possible Action
11. Community Building and Playgrounds Opening: Discussion and Possible Action
12. Future Board Meeting – July 7, 2020: Discussion and Possible Action
13. Directors Comments
14. 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 5A

REGULAR
BOARD MEETING
MAY 5, 2020

MINUTES



REGULAR BOARD MEETING
May 5, 2020
Wrightwood Community Building
1275 State Highway 2
Wrightwood, CA

MINUTES

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

Staff Present: Steven Kennedy – Attorney (online)
Lori Golden – General Manager (online)
Tamara Keen – Secretary (online)

Call to Order

President Zuber called the Meeting to order at 6:33 p.m.

Roll Call

3. **Approval of Agenda:** Director Schneider motioned to approve the agenda; Director Lopiccolo seconded the motion. Agenda was approved unanimously.
4. **Public Comment:** No public comments
5. **Agency Reports:** Sgt. Viccari (remote) reported there were 146 calls (patrol follow up, welfare checks, and 12 vehicle calls) for service in April and 4 reports taken. This will be Sgt. Viccari's last month as watch commander and Sgt. Solorio will be taking over the watch commander's position.
6. **Consent Calendar:** General Manager Golden noted a change to the minutes and added Tamara Keen as attending all three meetings remotely. Director Schneider motioned to accept the minutes with the change and Director Lopiccolo seconded. The motion was passed unanimously.
7. **General Managers Report:** General Manager Golden reported that the dump cards are ready to mail. The parking lot striping is completed on the Handicap spots. The Board requested that the rest of the lot be restriped as well. Golden also requested biographies on the Board members in order to start a grant package.
8. **April Financial Statements:** Director Franklin asked for clarification on the payroll hours. General Manager Golden will forward the timesheets to Director Franklin.
9. **Potential Expansion of Tri-Community Co-op:** Director Schneider reported that there have been 3 successful markets and requested to allow 2 outside vendors under the current restrictions. The Board agreed.
10. **LAFCO Ballot:** Director Franklin made the motion to vote for Kimberly Cox for the seat being vacated on the LAFCO Board. Director Lopiccolo seconded the motion and the motion passed unanimously.
11. **CR&R Rate Adjustment:** The Board discussed the adjustment and determined no action was needed. President Zuber will call Brent Spears (CR&R) regarding the solid waste fees and the hold on recycling due to COVID19.
12. **FY 2020-21 Budget Preparation:** President Zuber reported that the ad hoc committee (President Zuber and Director Franklin) is almost done with the budget. The public meeting for the budget will be held on June 2, 2020 and General Manager Golden will place the notice in the paper.

13. **Veteran's Project:** General Manager Golden reported that the Veteran's Committee had approved the design. Director Hordyk asked about curbing. Director Schneider made the motion to accept the design and allow the project to move forward. Director Hordyk seconded the motion and it was passed unanimously.
14. **Community Building Concrete:** General Manager Golden reported that the steps into the building have been damaged by weather and presented 2 quotes to repair/replace them. The Board asked for more information and different quotes on a different material for the steps. This was tabled until the June meeting.
15. **CSD Building and Parks Opening:** The Board discussed the possible opening of the building and parks from the COVID19 closures. No action was taken at this time.
16. **Future Board Meeting:** The next meeting will be held on June 2, 2020 and the location/teleconference is to be determined as we approach the date.
17. **Directors Comments:** No Directors Comments
18. **Adjournment:** President Zuber adjourned the meeting at 8:12 P.M.

Minutes approved by: _____

President Wes Zuber

ITEM 5B

SPECIAL BOARD MEETING MAY 18, 2020

MINUTES



SPECIAL BOARD MEETING
May 18, 2020
Wrightwood Community Building
1275 State Highway 2
Wrightwood, CA

MINUTES

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

Staff Present: Steven Kennedy – Attorney (online)
Lori Golden – General Manager (online)
Tamara Keen – Secretary (online)

Call to Order

President Zuber called the Meeting to order at 5:39 p.m.

Roll Call

2. Approval of Agenda: Director Franklin motioned to approve the agenda; Director Lopiccolo seconded the motion. Agenda was approved unanimously.

3. Public Comment: No public comments

4. Wrightwood Parks: The Board discussed opening of parks and the playgrounds. Director Schneider made the motion to open the parks but keep the playgrounds closed. The motion was seconded by Director Franklin and was approved unanimously.

5. Appropriations Limit Resolution: San Bernardino County was in touch with Steve Kennedy about some required changes to the Appropriations Resolution. Mr. Kennedy presented Resolution 2020-06. Director Lopiccolo made the motion to accept Resolution 2020-06 and Director Schneider made the second. The motion was passed unanimously.

6. Adjournment: President Zuber adjourned the meeting at 5:48 P.M.

Minutes approved by: _____
President Wes Zuber

ITEM 6

GENERAL MANAGER REPORT



GENERAL MANAGER REPORT

June 2, 2020

The SCE panel has been replaced and we are waiting for power to be restored. Per my conversation with Rick Rice of the Lions Club, they will be keeping the power for the sign at the Wrightwood Business Center for now. UIA will put the bollards in if we purchase the materials. The materials cost \$693.52 and I will need approval from the Board for that amount. The parks were open on May 19th with the playgrounds remaining closed.

We have planted the area in front of the gazebo with 2 trees, 3 rose bushes and other flowering plants. We are working to get this area to reseed every year to save money on planting. We have received some compliments. We also spread mulch in most of the plant beds to deter weeds and retain water.

The dump cards were mailed on May 19th and a message posted to our website and Facebook page alerting home owners that these are on their way. We still have several homeowners that we do not have good mailing addresses and we are hoping those people will contact us when they have not received a dump card.

I restriped the parking lot and will be redoing the handicap designation on the handicap spots to match the one by the Wrightwood Business Center building. All staff are working their regular schedules, as they were before the Covid19 pandemic, as keeping the parks nice requires more hours. Also, with the weather warming up, I want to place the order for the Playground wood fiber. I am looking to see if we have any volunteers or use of a bobcat.

WW CSD Bollards

	<u>Description</u>	<u>Vendor</u>	<u>Price includes tax</u>
1.)	5 Bollards (Material Only) 4" Sch 40 x 8' long	Pattons Steel	\$539.98
2.)	30 bags of concrete (90 lb) Quick Crete	Home Depot	153.54
3.)	Paint 1 gallon safety Yellow (to be painted by CSD)	WW CSD	
4.)	Labor and truck (three men 1.5 days) (we may be able to use the digger truck to dig the bollard holes) *Note: Dig alert must be called	UIA	
Total			\$693.52

ITEM 7

MAY 2020 FINANCIALS

DISCUSSION AND POSSIBLE ACTION



MAY 2020

DISBURSEMENTS AND DEPOSITS

Check Number	Amount	Disbursement Date	Cleared Date	Payee	Account
1804	\$8,322.00	5/1/2020	5/6/2020	Oak Hills Roofing	Community Bldg
1805	\$160.45	5/1/2020	5/6/2020	SCE	Community Bldg
1806	\$108.88	5/1/2020	5/5/2020	Verizon	Phone
1807	\$38.81	5/1/2020	5/6/2020	SCE	Museum
Debit Card	\$12.92	5/4/2020	5/4/2020	Amazon	Phone Case
1808	\$98.00	5/7/2020	5/12/2020	Davison Electric	Remove Outlet
1809	\$984.22	5/7/2020	5/13/2020	Mountain Hardware	Supplies
1810	\$341.29	5/7/2020	5/14/2020	SCE	Street Lights
Auto Debit	\$59.17	5/8/2020	5/8/2020	ADP	Payroll Fees
1811	\$3,681.25	5/11/2020	5/21/2020	Brunick McElhaney & Kennedy	April Attorney
1812	\$9,007.40	5/11/2020	5/15/2020	CR&R	Solid Waste
1813	\$575.41	5/11/2020	5/18/2020	California Generator	Service
1814	\$103.00	5/11/2020	5/15/2020	Davison Electric	Service
1815	\$247.63	5/11/2020	5/26/2020	USPS	Dump Card Postage
Auto Debit	\$599.26	5/11/2020	5/11/2020	Andy Gump	Porta Potties
Debit Card	\$7.53	5/11/2020	5/11/2020	Amazon	Screen Protector
Debit Card	\$53.56	5/12/2020	5/12/2020	Amazon	Toilet Paper
1816	\$198.86	5/18/2020		So Cal Gas	Museum & Community Bldg
1817	\$9,848.10	5/18/2020	5/27/2020	SDRMA	Liability Insurance
1818	\$2,903.99	5/18/2020	5/27/2020	SDRMA	Workers Comp Ins
Debit Card	\$115.98	5/19/2020	5/19/2020	Amazon	Parking Lot paint
1819	\$4,646.29	5/21/2020	5/28/2020	County of San Bernardino	Solid Waste
1820	\$270.38	5/21/2020	5/28/2020	Golden State Water	Museum & Community Bldg
1821	\$2,400.00	5/21/2020	5/22/2020	Davison Electric	SCE Panel
1822	\$109.57	5/21/2020		Mountain Hardware	Supplies
Auto Debit	\$59.17	5/22/2020	5/22/2020	ADP	Payroll Fees
Debit Card	\$62.04	5/22/2020	5/22/2020	Amazon	Paper
1823	\$510.00	5/26/2020	5/27/2020	Davison Electric	Outlets on panel
1824	\$120.00	5/26/2020		Mountaineer Progress	Budget Notice
1825	\$112.69	5/26/2020		Verizon	Cell Phones
Debit Card	\$14.00	5/26/2020	5/26/2020	Amazon	Prime Membership
TOTAL	\$37,449.85				

	Payroll
5/1 payroll	\$2,490.96
5/1 taxes	\$673.28
5/15 taxes	\$649.25
5/15 Payroll	\$2,421.34
TOTAL	\$6,234.83

	Deposits	
Date	Amount	Name
5/6/2020	\$2,531.71	Franchise Fee
5/6/2020	\$4,280.50	Property Tax
5/11/2020	\$401.04	Property Tax
5/20/2020	\$949.32	Property Tax
5/21/2020	\$2,564.67	Property Tax
5/21/2020	\$949.32	Property Tax
5/27/2020	\$189.00	Rental Income
TOTAL	\$11,865.56	

DEPOSITS AND DISBURSEMENTS FISCAL YEAR 2019/2020

Month	Beginning Balance	Deposit	Total Disbursements	Payroll	Gross
7/1/2018	\$259,090.74	\$11,960.88	\$44,442.86	\$8,123.05	\$218,485.71
8/1/2018	\$218,485.71	\$5,771.40	\$19,693.02	\$13,947.56	\$190,616.53
9/1/2018	\$190,616.53	\$18,411.28	\$10,516.48	\$5,486.40	\$193,024.93
10/1/2018	\$190,616.53	\$7,717.37	\$56,644.05	\$8,639.45	\$133,050.40
11/1/2018	\$133,050.40	\$45,368.53	\$18,227.22	\$9,447.56	\$150,744.15
12/1/2018	\$150,744.15	\$156,229.41	\$19,127.12	\$2,418.65	\$285,427.79
1/1/2019	\$285,427.79	\$16,833.06	\$25,583.29	\$5,555.00	\$271,122.56
2/1/2019	\$271,122.56	\$14,740.17	\$29,036.44	\$5,984.69	\$250,841.60
3/1/2019	\$250,841.60	\$20,018.95	\$173,496.75	\$6,654.94	\$90,708.86
4/1/2019	\$90,708.86	\$141,257.59	\$47,815.98	\$6,438.82	\$177,711.65
5/1/2019	\$177,711.65	\$11,865.56	\$46,838.82	6234.87	\$136,503.52
6/1/2019					

Estimate Cash Flow Statement		MONTHLY HOURS				
		GM	PARK	OFFICE	PARK/REC	MONTH
Current Bank Balance	\$136,503.32					BUDGETED
Savings Account	\$150,054.10	108	80	80	15	
Reserve Account	\$14,016.28	142.5	94.75	81	0	Jul-19
Total Estimate Revenue	\$300,573.70	83.5	107	108.5	0	Aug-19
		63	68	112.25	0	Sep-19
Accounts Payable	Outstanding	112.75	88	117	0	Oct-19
Election Payment	\$10,583.00	91	69.75	92.5	0	Nov-19
		82.25	38.5	90.5	0	Dec-19
		91.25	82.25	94.25	0	Jan-20
Total Estimated Expense	\$10,583.00	91.5	72.5	107.75	17	Feb-20
Balance	\$289,990.70	90.75	91.25	105.5	5	Mar-20
Election payments are due each January/ 3 remaining		93	85	90	0	Apr-20
Skate Park payments are due each April/ 0 remaining		92	90	93		May-20
						Jun-20

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.

10 on call
18 on call 4.5 car
3.5 mtg 16 on call
8 on call 2 halloween
9 on call
17 on call
25 on call
12 on call
10 extra hours to plant

Wrightwood Community Services District
Profit & Loss Budget Performance
May 2020

	May 20	Jul '19 - May 20	Annual Budget
Ordinary Income/Expense			
Income			
4000 · Facility Rental			
4000.1 · CC Parking Lot	189.00	472.50	
4000.2 · Kitchen Fees	0.00	200.00	20,000.00
4000.3 · Old Firehouse / Museum	0.00	1,925.50	
4000.6 · Storage Fees	0.00	20.00	
4000.7 · Vivian Null Park Stage	0.00	20.00	
4000.8 · WW Community Bldg	94.50	7,097.50	
4000 · Facility Rental - Other	0.00	300.00	
Total 4000 · Facility Rental	283.50	10,035.50	20,000.00
4100 · Property Tax	3,860.21	139,124.72	125,902.97
4200 · Solid Waste Franchise Fee	2,531.71	69,667.41	87,000.00
4300 · Solid Waste Fees	4,335.37	233,140.89	241,981.40
4400 · Sports League			
4400.2A · Softball	0.00	7,400.00	
4400.2D · Corn Hole	0.00	1,050.00	
4401 · Donation Activities	0.00	1,148.19	
4400 · Sports League - Other	0.00	0.00	20,000.00
Total 4400 · Sports League	0.00	9,598.19	20,000.00
4500 · Donations	0.00	2,700.00	
4900 · Misc Refunds Rebates	0.00	906.07	
Total Income	11,010.79	465,172.78	494,884.37
Gross Profit	11,010.79	465,172.78	494,884.37
Expense			
5000 · Advertising & Marketing	120.00	689.09	
5010 · Bank Charges & Fees	0.00	150.97	492.68
5015 · Credit Card Fees	0.00	1.90	
5030 · Dues & Subscriptions			
5030.1 · LAFCO Apportionments	0.00	268.09	381.95
5030.2 · Memberships	14.00	2,087.15	1,771.00
5030 · Dues & Subscriptions - Other	0.00	382.15	
Total 5030 · Dues & Subscriptions	14.00	2,737.39	2,152.95
5040 · Election Costs	0.00	0.00	10,583.00
5050 · Equipment	0.00	808.98	0.00
5070 · Insurance			
5070.1 · Property & Liability	9,848.10	17,666.88	7,818.86
5070.2 · Workers Compensation	2,903.99	4,073.84	2,314.67
Total 5070 · Insurance	12,752.09	21,740.72	10,133.53
5080 · Meals & Entertainment	0.00	73.09	
5090 · Office Admin			
5090.1 · Office Equipment	0.00	1,539.81	300.00
5090.2 · Online Software	0.00	844.62	450.00
5090.3 · Postage	0.00	-1.01	100.00
5090.4 · Printing	0.00	245.77	1,960.00
5090.5 · Supplies	82.49	2,537.06	400.00

Wrightwood Community Services District

Profit & Loss Budget Performance

May 2020

	May 20	Jul '19 - May 20	Annual Budget
5090.6 · SW Dump Card			
5090.61 · Dump Card Printing	0.00	1,570.42	
5090.62 · Dump Card Postage	247.63	949.98	
5090.63 · Dump Cards Supplies	0.00	621.96	
5090.6 · SW Dump Card - Other	0.00	0.00	3,010.34
Total 5090.6 · SW Dump Card	247.63	3,142.36	3,010.34
5091 · Training	0.00	15.95	
Total 5090 · Office Admin	330.12	8,324.56	6,220.34
5100 · Payroll Expenses			
5100.1 · Administrative Staff	1,469.31	16,366.80	19,500.00
5100.2 · GM Salaries	3,088.76	33,728.03	37,065.00
5100.3 · Park Maintenance	1,275.00	12,570.00	15,500.00
5100.4 · Overtime	0.00	367.20	
5100.5 · Parks & Recreation Coordinator	0.00	367.50	
Total 5100 · Payroll Expenses	5,833.07	63,399.53	72,065.00
5110 · Payroll Tax Expense			
5110.1 · Federal Payroll Taxes	401.76	5,924.88	21,460.74
5110.2 · State Payroll Taxes	0.00	0.00	3,426.84
Total 5110 · Payroll Tax Expense	401.76	5,924.88	24,887.58
5120 · Permits & Licenses			
5120.1 · Health Permit	0.00	0.00	619.50
Total 5120 · Permits & Licenses	0.00	0.00	619.50
5130 · Professional Services			
5130.1 · Accounting	0.00	0.00	6,000.00
5130.2 · Audit	0.00	17,270.00	10,900.00
5130.3 · Legal Services	0.00	35,568.75	35,000.00
5130.5 · Payroll Processing	118.34	934.94	
Total 5130 · Professional Services	118.34	53,773.69	51,900.00
5140 · Rent & Lease			
5140.1 · Porta Potty	599.26	5,387.75	3,000.00
Total 5140 · Rent & Lease	599.26	5,387.75	3,000.00
5150 · Repairs & Maintenance			
5150.1 · Equipment	575.41	1,687.60	300.00
5150.2 · Facility Maintenance	0.00	4,776.48	5,222.68
5150.3 · Job Supplies	1,263.33	10,705.71	11,150.00
5150.4 · Plumbing Repairs	0.00	599.77	800.00
5150.5 · Property	3,111.00	7,352.63	11,866.00
5150.6 · Septic Maintenance	0.00	550.00	1,000.00
Total 5150 · Repairs & Maintenance	4,949.74	25,672.19	30,338.68
5160 · Security	0.00	3,255.59	527.00
5180 · Services			
5180.1 · Classes	0.00	0.00	0.00
5180.2 · Sports League			
5180.2C · Flag Football	0.00	566.01	2,527.82
5180.2A · Softball	0.00	3,844.66	
5180.2B · Soccer	0.00	383.40	

Wrightwood Community Services District

Profit & Loss Budget Performance

May 2020

	May 20	Jul '19 - May 20	Annual Budget
5180.2C · Cornhole	0.00	438.09	2,525.32
5180.2D · Other Park & Rec Expenses	0.00	1,473.70	
5180.2 · Sports League - Other	0.00	220.65	3,000.00
Total 5180.2 · Sports League	0.00	6,926.51	8,053.14
5182 · Services Coordinator	0.00	2,655.00	14,040.00
5180 · Services - Other	0.00	1,600.00	
Total 5180 · Services	0.00	11,181.51	22,093.14
5190 · Solid Waste Disposal Fees	8,827.19	127,222.27	122,740.00
5210 · Telephone			
5210.3 · Office Phone	112.69	1,367.56	1,500.00
Total 5210 · Telephone	112.69	1,367.56	1,500.00
5220 · Travel	0.00	67.28	
5240 · Utilities			
5240.1 · Electric			
5240.1A · Community Center	0.00	3,281.14	4,124.00
5240.1B · Museum	0.00	566.39	716.86
5240.1C · Street Lights	341.29	3,656.62	3,800.00
Total 5240.1 · Electric	341.29	7,504.15	8,640.86
5240.2 · Gas			
5240.2A · Community Center	161.87	2,011.73	2,680.00
5240.2B · Museum	36.99	716.36	458.56
Total 5240.2 · Gas	198.86	2,728.09	3,138.56
5240.3 · Trash			
5240.3A · Community Center	180.21	1,910.21	2,089.44
5240.3 · Trash - Other	0.00	36.05	
Total 5240.3 · Trash	180.21	1,946.26	2,089.44
5240.4 · Water			
5240.4A · Community Center	244.32	2,724.42	1,800.00
5240.4B · Museum	26.06	273.83	306.60
Total 5240.4 · Water	270.38	2,998.25	2,106.60
Total 5240 · Utilities	990.74	15,176.75	15,975.46
5900 · Debt Service			
5900.1 · Principal Expense	0.00	27,000.00	27,000.00
Total 5900 · Debt Service	0.00	27,000.00	27,000.00
66000 · *Payroll Expenses	0.00	0.00	0.00
Total Expense	35,049.00	373,955.70	402,228.86
Net Ordinary Income	-24,038.21	91,217.08	92,655.51
Other Income/Expense			
Other Income			
4600 · Interest Income	0.00	70.38	
Total Other Income	0.00	70.38	
Other Expense			
7100 · Capital Outlay Expense	0.00	0.00	40,223.00
Total Other Expense	0.00	0.00	40,223.00
Net Other Income	0.00	70.38	-40,223.00
Net Income	-24,038.21	91,287.46	52,432.51

ITEM 8

PUBLIC HEARING:

FY 2020-21 BUDGET



ITEM 9

FY 2020-21 BUDGET:

DISCUSSION AND POSSIBLE ACTION



Wrightwood Community Services District
Profit & Loss Budget Overview
July 1, 2019 through March 17, 2020

	Jul 1, '19 - Mar 17, 20	2019/2020 Budget	2018-2019 Actual	2019-2020 Annualized	Budget 2020-2021
Ordinary Income/Expense					
Income					
4000 · Facility Rental					
4000.1 · CC Parking Lot	283.50		1,377.00	400.24	1,300.00
4000.2 · Kitchen Fees	200.00	20,000.00	1,600.00	282.35	250.00
4000.3 · Old Firehouse / Museum	1,925.50		3,132.50	2,718.35	3,000.00
4000.4 · P A System			70.00	0.00	0.00
4000.5 · Security - Cleaning Deposit	0.00		757.15	0.00	0.00
4000.6 · Storage Fees	20.00		110.00	28.24	40.00
4000.7 · Vivian Null Park Stage	20.00			28.24	
4000.8 · WW Community Bldg	6,884.25		8,434.50	9,718.94	10,000.00
4000.99 · Miscellaneous	310.00		25,799.50 *	437.65	0.00
4000 · Facility Rental - Other	0.00	0.00	0.00	0.00	0.00
Total 4000 · Facility Rental	9,643.25	20,000.00	41,280.65	13,614.00	14,590.00
4100 · Property Tax	83,562.95	125,902.97	139,979.19	117,971.22	142,000.00
4200 · Solid Waste Franchise Fee	61,718.88	87,000.00	56,484.71	87,132.54	67,000.00
4300 · Solid Waste Fees	146,888.81	241,981.40	227,841.65	207,372.44	229,000.00
4400 · Sports League		20,000.00	18,670.04		10,000.00
4400.2A · Softball	7,400.00			10,447.06	0.00
4400.2B · Flag Football	0.00			0.00	0.00
4400.2C · Soccer	0.00			0.00	0.00
4400.2D · Corn Hole	1,050.00			1,482.35	0.00
4401 · Donation Activities	1,148.19			1,620.97	0.00
4400 · Sports League - Other	0.00	0.00	0.00	0.00	0.00
Total 4400 · Sports League	9,598.19	20,000.00	18,670.04	13,550.39	10,000.00
4500 · Donations	200.00		400.00	282.35	0.00
4900 · Misc Refunds Rebates	906.07	0.00	0.00	1,279.16	0.00
	312,518.15	494,884.37	484,656.24	441,202.09	462,590.00
5000 · Advertising & Marketing	108.09		8,774.04	152.60	150.00
5010 · Bank Charges & Fees	99.97	492.68	423.71	141.13	200.00
5015 · Credit Card Fees	1.90			2.68	100.00
5020 · Depreciation	0.00		55,731.18	39,000.00	0.00
5030 · Dues & Subscriptions					
5030.1 · LAFCO Apportionments	268.09	381.95	-382.15	378.48	790.00
5030.2 · Memberships	2,045.15	1,771.00	1,923.00	2,887.27	2,100.00
5030 · Dues & Subscriptions - Other	382.15	0.00	7.00	539.51	500.00
Total 5030 · Dues & Subscriptions	2,695.39	2,152.95	1,547.85	3,805.26	3,390.00
5040 · Election Costs	0.00	10,583.00		10,583.00	15,000.00
5050 · Equipment	551.68		1,758.92	778.84	800.00
5060 · Green Waste Fees	0.00		4,510.00	0.00	4,510.00
5070 · Insurance					
5070.1 · Property & Liability	7,818.78	7,818.86	7,212.98	7,800.00	9,900.00
5070.2 · Workers Compensation	1,169.85	2,314.67	3,759.25	2,300.00	2,950.00
5070 · Insurance - Other	0.00			0.00	0.00
Total 5070 · Insurance	8,988.63	10,133.53	10,972.23	10,100.00	12,850.00

Wrightwood Community Services District
Profit & Loss Budget Overview
July 1, 2019 through March 17, 2020

	Jul 1, '19 - Mar 17, 20	2019/2020 Budget	2018-2019	2019-2020 Annualized	Budget 2020-2021
5080 · Meals & Entertainment	73.09		419.36	103.19	100.00
5090 · Office Admin					
5090.1 · Office Equipment	1,539.81	300.00	2,282.61	2,173.85	2,200.00
5090.2 · Online Software	844.62	450.00	944.85	1,192.40	1,000.00
5090.3 · Postage	-1.01	100.00	55.50	-1.43	1,200.00
5090.4 · Printing	245.77	1,960.00	238.06	346.97	1,000.00
5090.5 · Supplies	2,104.30	400.00	3,952.26	2,970.78	3,000.00
5090.6 · SW Dump Card		3,010.34		0.00	3,100.00
5090.61 · SW Dump Card Printing	1,570.42		1,256.83	2,217.06	
5090.62 · SW Dump Card Postage	42.35		1,061.30	59.79	
5090.63 · SW Dump Card Supplies	331.01		4,148.00	467.31	
5091 · Training	15.95			22.52	50.00
5090 · Office Admin - Other	0.00		0.00	0.00	0.00
Total 5090 · Office Admin	6,693.22	6,220.34	13,939.41	9,449.25	11,550.00
5100 · Payroll Expenses					
5100.1 · Administrative Staff	13,217.10	19,500.00	21,823.18	18,659.44	23,000.00
5100.2 · GM Salaries	27,550.51	37,065.00	49,226.23	38,894.84	37,065.00
5100.3 · Park Maintenance	9,982.50	15,500.00	9,148.25	14,092.94	14,400.00
5100.4 · Overtime	367.20		494.55	518.40	
5100.5 · Parks & Rec Coordinator	367.50			518.82	14,000.00
5100 · Payroll Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 5100 · Payroll Expenses	51,484.81	72,065.00	80,692.21	72,684.44	88,465.00
5110 · Payroll Tax Expense					
5110.1 · Federal Payroll Taxes	5,165.94	21,460.74	6,709.45	7,293.09	7,400.00
5110.2 · State Payroll Taxes	0.00	3,426.84	1,588.06	0.00	1,500.00
5110 · Payroll Tax Expense - Other	0.00	0.00	0.00	0.00	0.00
Total 5110 · Payroll Tax Expense	5,165.94	24,887.58	8,297.51	7,293.09	8,900.00
5120 · Permits & Licenses					
5120.1 · Health Permit	0.00	619.50	520.00	0.00	550.00
5120 · Permits & Licenses - Other	0.00	0.00	0.00	0.00	0.00
Total 5120 · Permits & Licenses	0.00	619.50	520.00	0.00	550.00
5130 · Professional Services					
5130.1 · Accounting	0.00	6,000.00	6,015.00	0.00	0.00
5130.2 · Audit	17,270.00	10,900.00	17,850.00	24,381.18	13,000.00
5130.3 · Legal Services	27,643.75	35,000.00	36,793.75	39,026.47	35,000.00
5130.4 · Website Development	0.00		1,666.67	0.00	0.00
5130.5 · Payroll Processing	636.86			899.10	1,450.00
5130 · Professional Services - Other	0.00	0.00	0.00	0.00	0.00
Total 5130 · Professional Services	45,550.61	51,900.00	62,325.42	64,306.74	49,450.00
5140 · Rent & Lease					
5140.1 · Porta Potty	4,189.23	3,000.00	3,002.46	5,914.21	4,500.00
5140 · Rent & Lease - Other	0.00	0.00	148.94	0.00	0.00
Total 5140 · Rent & Lease	4,189.23	3,000.00	3,151.40	5,914.21	4,500.00
5150 · Repairs & Maintenance					
5150.1 · Equipment	1,112.19	300.00	2,908.49	1,570.15	1,600.00
5150.2 · Facility Maintenance	4,176.48	5,222.68	4,187.20	5,896.21	18,000.00

Wrightwood Community Services District
Profit & Loss Budget Overview
July 1, 2019 through March 17, 2020

	Jul 1, '19 - Mar 17, 20	2019/2020 Budget	2018-2019	2019-2020 Annualized	Budget 2020-2021
5150.3 · Job Supplies	8,664.38	11,150.00	11,490.16	12,232.07	12,000.00
5150.4 · Plumbing Repairs	498.38	800.00	1,937.24	703.80	800.00
5150.5 · Property	18,161.00	11,866.00	1,026.20	25,639.06	2,900.00
5150.6 · Septic Maintenance	550.00	1,000.00	1,825.00	776.47	1,000.00
5150.7 · Street Lights	0.00			0.00	
5150 · Repairs & Maintenance - Other	0.00	0.00	200.00	0.00	0.00
Total 5150 · Repairs & Maintenance	33,162.43	30,338.68	23,574.29	46,817.55	36,300.00
5160 · Security	3,255.59	527.00	581.33	4,596.13	600.00
5170 · Service Agreement SBC	0.00			0.00	0.00
5180 · Services					
5180.1 · Classes	0.00		245.00	0.00	0.00
5180.2 · Sports League					
5180.2C · Flag Football	566.01	2,527.82	1,036.00	799.07	600.00
5180.2A · Softball	3,844.66		4,086.34	5,427.76	1,500.00
5180.2B · Soccer	383.40		369.75	541.27	375.00
5180.2C · Cornhole	438.09	2,525.32		618.48	225.00
5180.2D · Other Park & Rec Expenses	1,473.70			2,080.52	50.00
5180.2 · Sports League - Other	220.65	3,000.00	2,013.36	311.51	0.00
Total 5180.2 · Sports League	6,926.51	8,053.14	7,505.45	9,778.60	2,750.00
5182 · Services Coordinator	2,655.00	14,040.00		3,748.24	0.00
5180 · Services - Other	1,600.00	0.00		2,258.82	0.00
Total 5180 · Services	11,181.51	22,093.14	7,750.45	15,785.66	2,750.00
5190 · Solid Waste Disposal Fees	104,237.17	122,740.00	105,886.38	147,158.36	130,000.00
5200 · Taxes					
5200.1 · County Taxes	0.00			0.00	
5200.2 · Property Tax	0.00			0.00	
5200 · Taxes - Other	0.00	0.00	0.00	0.00	0.00
Total 5200 · Taxes	0.00	0.00	0.00	0.00	0.00
5210 · Telephone					
5210.2 · Internet	0.00		112.99	0.00	0.00
5210.3 · Office Phone	1,114.99	1,500.00	829.21	1,574.10	1,500.00
5210 · Telephone - Other	0.00	0.00	0.00	0.00	0.00
Total 5210 · Telephone	1,114.99	1,500.00	942.20	1,574.10	1,500.00
5220 · Travel	67.28			94.98	100.00
5230 · Unapplied Cash Bill Payment Exp	0.00		0.00	0.00	0.00
5240 · Utilities					
5240.1 · Electric					
5240.1A · Community Center	2,909.53	4,124.00	3,579.37	4,107.57	4,500.00
5240.1B · Museum	479.23	716.86	912.45	676.56	700.00
5240.1C · Street Lights	2,982.19	3,800.00	3,441.16	4,210.15	4,000.00
5240.1 · Electric - Other	0.00	0.00	0.00	0.00	0.00
Total 5240.1 · Electric	6,370.95	8,640.86	7,932.98	8,994.28	9,200.00
5240.2 · Gas					
5240.2A · Community Center	1,599.46	2,680.00	1,792.19	2,258.06	2,600.00
5240.2B · Museum	582.19	458.56	897.67	821.92	800.00
5240.2 · Gas - Other	0.00	0.00	0.00	0.00	0.00

Wrightwood Community Services District
Profit & Loss Budget Overview
July 1, 2019 through March 17, 2020

	Jul 1, '19 - Mar 17, 20	2019/2020 Budget	2018-2019	2019-2020 Annualized	Budget 2020-2021
Total 5240.2 - Gas	2,181.65	3,138.56	2,689.86	3,079.98	3,400.00
5240.3 - Trash					
5240.3A - Community Center	1,549.79	2,089.44	2,084.86	2,187.94	2,100.00
5240.3 - Trash - Other	36.05	0.00	0.00	50.89	0.00
Total 5240.3 - Trash	1,585.84	2,089.44	2,084.86	2,238.83	2,100.00
5240.4 - Water					
5240.4A - Community Center	2,341.37	1,800.00	2,689.20	3,305.46	2,500.00
5240.4B - Museum	221.71	306.60	247.23	313.00	275.00
5240.4 - Water - Other	0.00	0.00	0.00	0.00	0.00
Total 5240.4 - Water	2,563.08	2,106.60	2,936.43	3,618.47	2,775.00
5240 - Utilities - Other	0.00	0.00	0.00	0.00	0.00
Total 5240 - Utilities	12,701.52	15,975.46	15,644.13	17,931.56	17,475.00
5250 - Vehicle	0.00				
5300 - Capital Outlay	0.00				
5900 - Debt Service					
5900.1 - Principal Expense	0.00	27,000.00	-16,417.00	0.00	0.00
5900.2 - Interest	0.00		1,188.00	0.00	0.00
5900 - Debt Service - Other	0.00	0.00	-10,583.00	0.00	10,583.00
Total 5900 - Debt Service	0.00	27,000.00	-25,812.00	0.00	10,583.00
Total Expense	291,323.05	402,228.86	381,630.02	458,272.77	399,823.00
Net Ordinary Income	0.00	0.00	0.00	0.00	0.00
Other Income/Expense	291,323.05	402,228.86	381,630.02	458,272.77	399,823.00
Other Income					
4600 - Interest Income	10.44	0.00	0.00	14.74	25.00
6000 - Transfers In	0.00	0.00	0.00	0.00	0.00
Total Other Income	10.44	0.00	0.00	14.74	25.00
Other Expense					
7000 - Transfers Out					
7100 - Capital Outlay Expense	0.00	40,223.00	0.00	0.00	39,982.00
Total Other Expense	0.00	40,223.00	0.00	0.00	39,982.00
Net Other Income					
Net Income	21,205.54	52,432.51	103,026.22	(17,055.94)	22,810.00

Non Cash Outlay

39,000.00 39,982.00

ITEM 10

COMMUNITY BUILDING REPAIRS:

DISCUSSION AND POSSIBLE ACTION



We currently have several projects pending for the Community Building. The steps in the front of the building need to be repaired and the emergency exit steps on the East door need to be replaced (hazardous to use right now). Wes and his brother designed a drainage system to eliminate the icing issue to the West of the building (loading and handicap areas) and there are 2 options to work with. Last but not least, is installing gutters so that the snow melt will not settle on that same area (preferably heated gutters). I spoke with several contractors and vendors and received quotes from 2 of them for all the work and I also have quotes from others for pieces of the projects.


Gonzalez Concrete – just steps	\$3,800.00
Eddings Concrete – just steps	\$4,800.00
Evenflo Construction – Heated gutters	\$1,950.00
Evenflo Construction – Non Heated gutters	\$1,100.00
Guttermade – Heated gutters	\$825.00
Guttermade – Non Heated Gutters	\$600.00 includes fascia boards
Royalty Gutters – Non Heated Gutters	\$1,365.00 includes fascia boards
Sanderson Landscape Solutions – Option A	\$27,300.00
Sanderson Landscape Solutions – Option B	\$25,050.00
Sanderson Landscape Solutions – Concrete	\$11,040.00
Sanderson Landscape Solutions–Heated Gutter	\$3,175.00
Doran Construction – Option A everything	\$26,220.48


Wrightwood Community Building Catch Basin Drain Installation

-Option - A

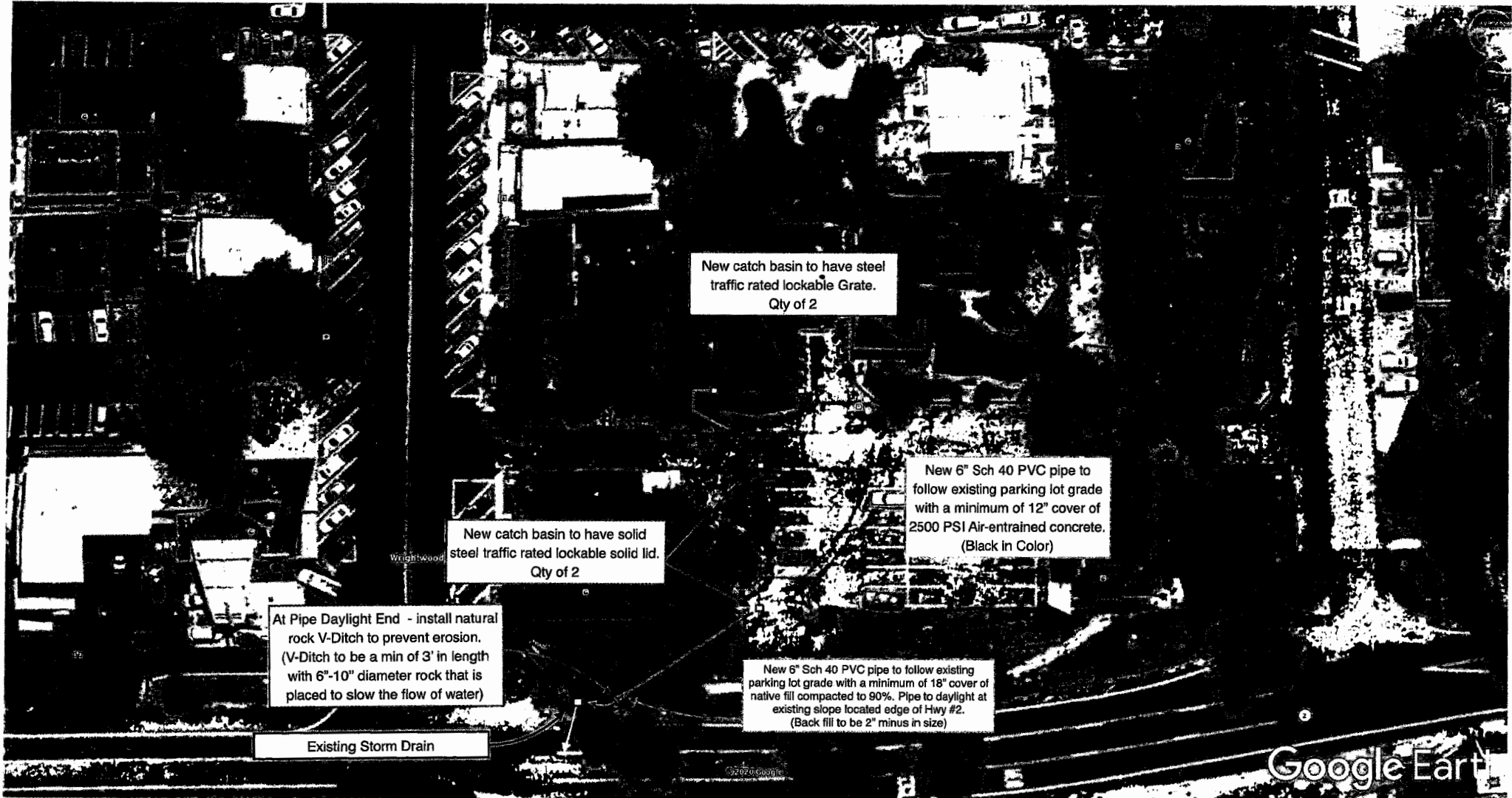
Legend

(Qty of 2)  - Brooks / Jensen Precast - 2424 T-24 Traffic Rated Catch Basin with bolt down Steel Grate

(Qty of 2)  - Brooks / Jensen Precast - 2424 T-24 Traffic Rated Catch Basin with bolt down Steel Cover

(Arprox 260')  - 6" Sch 40 Plastic Pipe




Note: Pipe trench to be 1' wide, with the asphalt edges to be sawcut clean prior to backfilling with the colored concrete



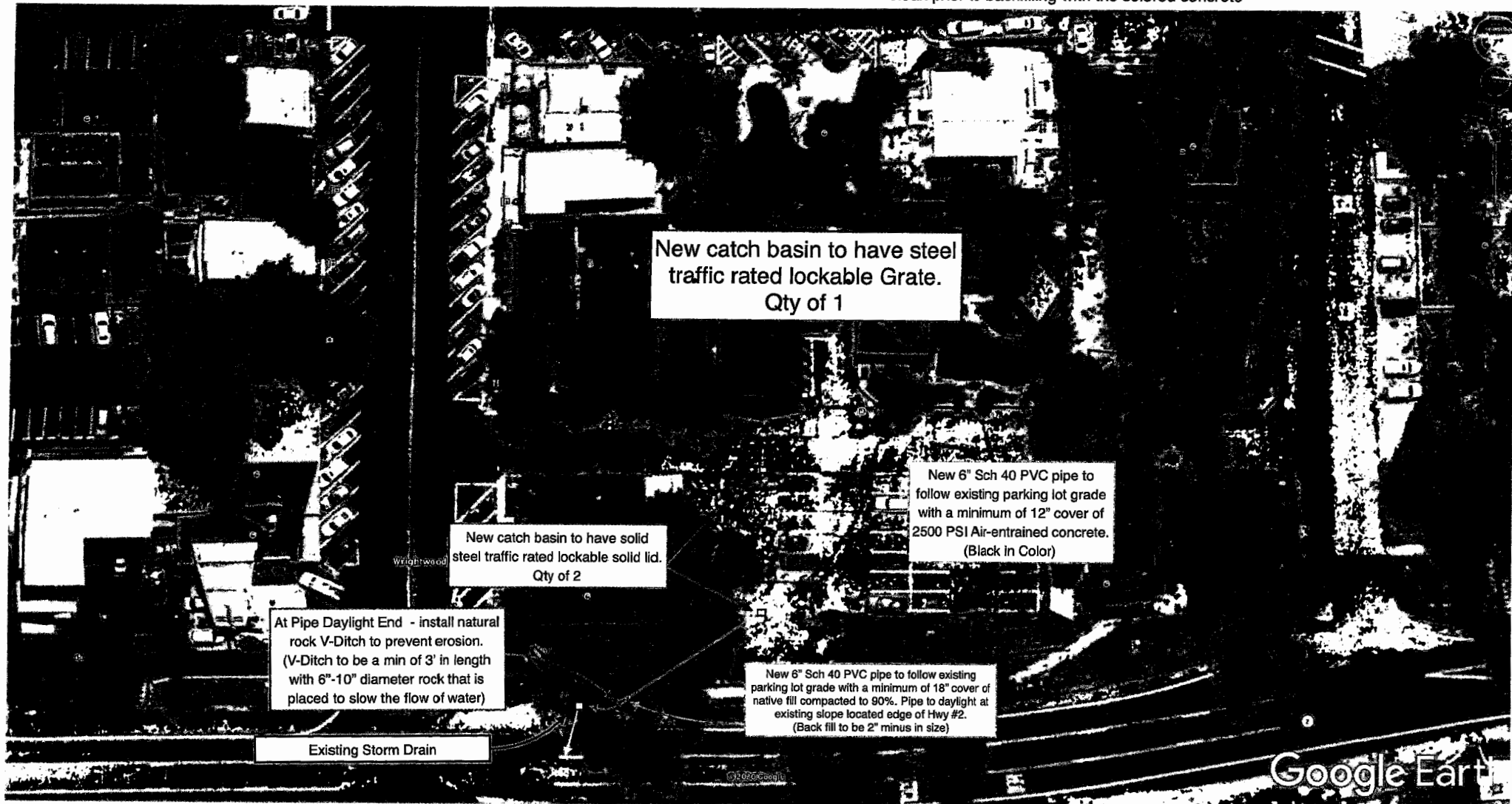
Wrightwood Community Building Catch Basin Drain Installation

-Option - B

Legend

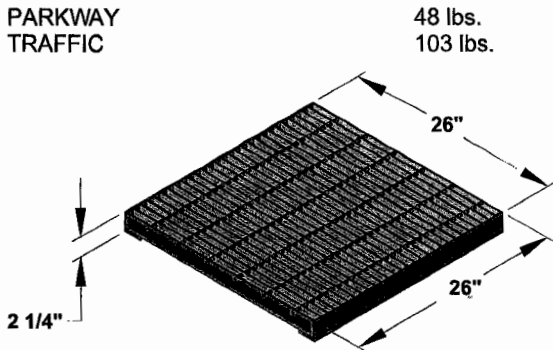
- (Qty of 1)  - Brooks / Jensen Precast - 2424 T-24 Traffic Rated Catch Basin with bolt down Steel Grate
- (Qty of 2)  - Brooks / Jensen Precast - 2424 T-24 Traffic Rated Catch Basin with bolt down Steel Cover
- (Aprox 200')  - 6" Sch 40 Plastic Pipe

Note: Pipe trench to be 1' wide, with the asphalt edges to be sawcut clean prior to backfilling with the colored concrete



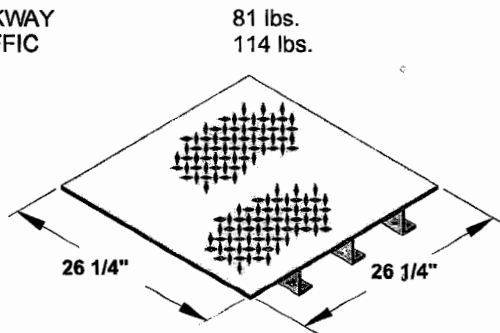
2424 STEEL GRATES

PARKWAY
TRAFFIC



2424 STEEL COVER

PARKWAY
TRAFFIC



NOTES:

1. GRATES AND COVERS AVAILABLE PAINTED BLACK OR GALVANIZED
2. "ADA" GRATES AVAILABLE IN PARKWAY & TRAFFIC .
3. "HEEL PROOF" GRATES ARE AVAILABLE
4. A TOP SECTION WITH FRAME MUST BE USED IF BOLT DOWN REQUIRED

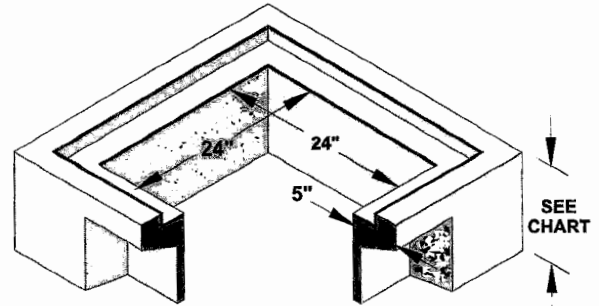
TOP SECTION	HT.	LBS	KNOCK-OUTS
2424 T6	6"	270	NONE
2424 T12	12"	495	(4) 6" x 11"
2424 T18	18"	745	(4) 9" x 12"
2424 T24	24"	870	(4) 14" x 14"

EXTENSION SECTION	HT.	LBS	KNOCK-OUTS
2424 E6	6"	270	NONE

LOWER SECTION	HT.	LBS	KNOCK-OUTS
2424 L12	12"	495	(4) 6" x 11"
2424 L18	18"	745	(4) 9" x 12"
2424 L24	24"	870	(4) 14" x 14"

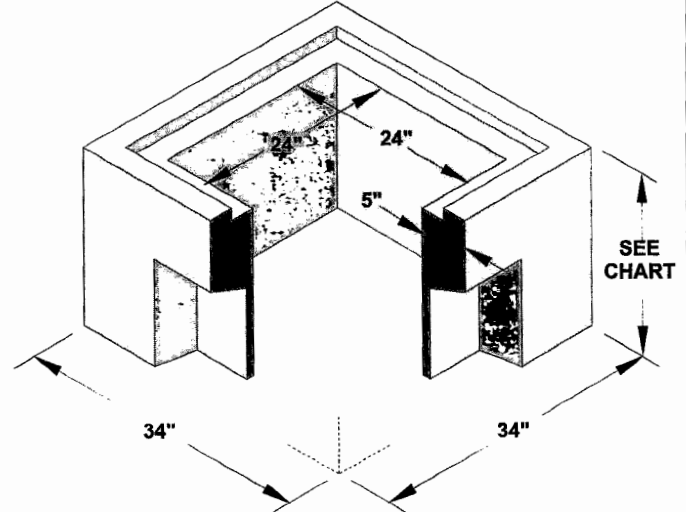
BOTTOM SECTION	HT.	LBS	KNOCK-OUTS
2424 B30	30"	1595	(4) 18" x 18"
2424 B36	36"	1905	(4) 18" x 18"

2424 TOP SECTION (WITH GALVANIZED FRAME)

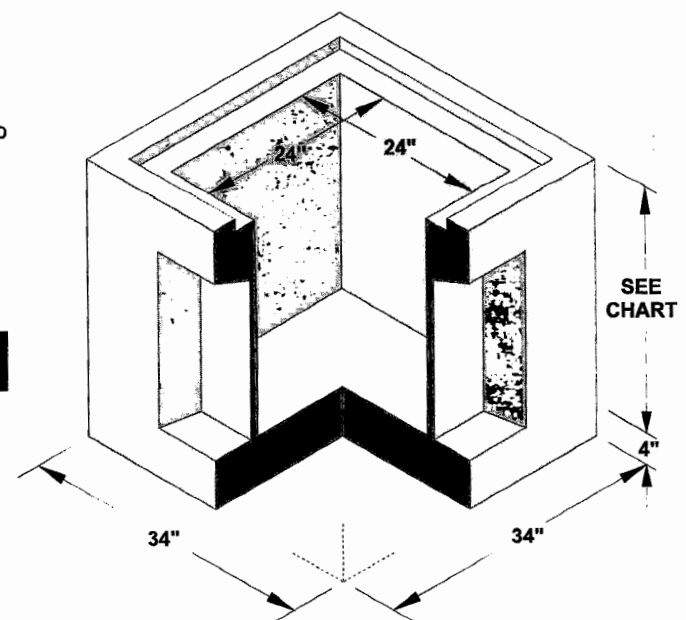


2424 LOWER SECTION (NO FRAME)

NOTE: USE 12", 18", 24" LOWERS TO
INCREASE DEPTH UP TO A MAXIMUM OF 72"



2424 BOTTOM SECTION (WITH OR WITHOUT FRAME)



24" x 24"
CATCH BASIN

BROOKE
PRODUCTS

2424 CB

ORG. DWG. DATE
11-23-99

REV. DWG. DATE
02-28-00

Gonzalez Concrete Lic.#1042148

P.O Box 1107

Victorville, CA 92393 US

(760) 887-1389

gonzalezconcrete89@gmail.com

Estimate

ADDRESS

Lori Golden

ESTIMATE # 1110

DATE 04/26/2020

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Sales	1275 State Hwy 2 Wrightwood,ca 92397			3,800.00

Estimate for resurfacing front concrete steps at above address and also the demolition of existing side steps and replacing them with new steps, I will be supplying all material and labor to get job completed at a timely manner

TOTAL

\$3,800.00

Accepted By

Accepted Date

License #1035212

**EDDINGS
CONCRETE DESIGN**

Owner Information

Name WRIGHTWOOD CSD
Address 1275 HWY 2
City, State ZIP Wrightwood, Ca. 92397
Phone 760-220-8378
Email lori@wrightwoodcsd.org

Contractor Information

Company EDDINGS CONCRETE DESIGNS
Name Richard Eddings
Address POBOX 3101
City, State ZIP Wrightwood, ca.
Phone 909-659-8030
Email r.eddings1542@gmail.com
Completion date to be discussed at signing

WORK TO BE DONE:

- 1) Remove existing stair case on east side of building....
- 2) haul away all concrete spoils....
- 3) Repour concrete steps with hand rail according to ADA compliants...
- 4) Mix design of concrete-3000 PSI with fiber and air entrapment-#4 rebar for added strength...
- 5) Front of building stair case, chip away all loose concrete and patch existing concrete. Ardex patch material will be used for a hard surface finish....

EXCLUSIONS:

CONTRACTOR NOT RESPONSIBLE FOR PERMITS IF NEEDED. ALL SEPTIC TANK AREAS MUST BE DISCUSSED PRIOR OF JOB STARTING. NOT RESPONSIBLE FOR UNFORSEEN SEPTIC PIPES OR TANK. PATCH ON STAIR CASE CAN NOT BE GARUNTEED, DUE TO ALTITUDE, HOWEVER, MATERIALS USED ARE OF A HIGH DEGREE.

Company Proposal

THANK YOU IN ADVANCE FOR THE OPPORTUNITY OF BIDDING YOUR CONCRETE NEEDS

1) Removal of existing stair case-	\$1500.00
2) Concrete replaced of existing stair case-	\$2,300.00
3) Patching of front stairs of building-	\$1000.00
TOTAL JOB PRICE-	\$ 4,800.00

Richard Eddings (owner)

Submitted by (Company Representative)

April 25 2020

Date

Owner Acceptance

Submitted by (home owner or authorized representative)

Date

Right side of building on L + Left side over the door

Evenflo Construction LLC

#1034314

Community Building

PO Box 3824, Apple Valley, CA 92307

P: 760-240-3037

F: 760-513-9797

www.evenflo.com

goevenflo1@verizon.net

Name: Lori Cohen

Date: 4/30/2020

Phone: 760-240-8378

Email: lori@wrightwood.org

Address: 1275 Hwy 2 Wrightwood

Measurer: Amy

PROPOSAL TO INSTALL AND FURNISH MATERIAL AND LABOR TO COMPLETE THE SPECIFICATIONS LISTED:

Gutter: 5" or 6" ^{OPD} 7.5'

Downspouts: 2x3, 3x4, Round?

1 story 1 2 story 2

Miter IS ☒

Miter OS ☒

Custom Miter ☒

Leaf or Pine Guard? None

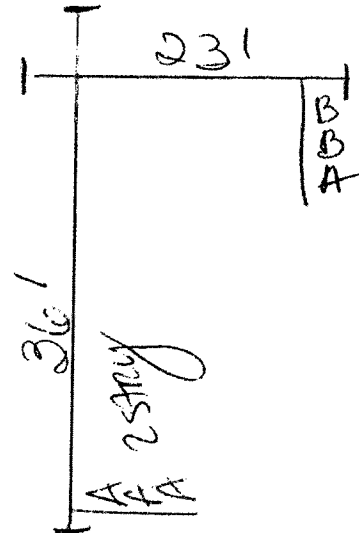
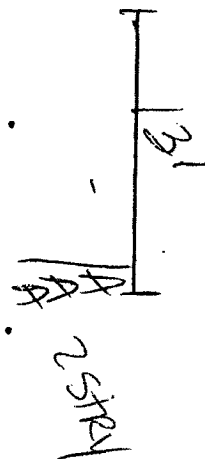
Has Flashing? Yes ☒ No ☒

Fascia: stucco, wood,

rafter tails?

DS Color Forest

G Color Green



* Install of heat tape at comp roof ^{(3) outlets}
downspouts. \$850⁰⁰ * Electrical to be done by others.
JOB TOTAL: \$1100⁰⁰

WORK AUTHORIZED BY (SIGN AND PRINT):

DATE:

PAYMENT IS DUE, IN FULL, UPON COMPLETION OF JOB. WE ACCEPT CASH, CHECK, CREDIT (\$40 FEE MIN)

SPECIAL INSTRUCTIONS: ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, ALL WORK TO BE COMPLETED IN A WORKMAN LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATIONS OR DEVIATIONS FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ORIGINAL ESTIMATE. ALL AGREEMENTS ARE CONTINGENT UPON STRIKES, ACCIDENTS, OR DELAYS BEYOND OUR CONTROL IF THE BALANCE DUE IS NOT PAID WITHIN 45 DAYS AFTER THE COMPLETION OF THE JOB A 25% LATE FEE WILL BE ADDED TO THE BALANCE DUE.

BY SIGNING HERE, I UNDERSTAND THAT I **DO NOT HAVE FLASHING. I UNDERSTAND THAT MY RAIN GUTTERS MAY LEAK BETWEEN THE FASCIA AND GUTTER. EVENFLO HAS GIVEN ME A PRICE FOR FLASHING AND I HAVE DECLINED THE WORK. IF I WOULD LIKE EVENFLO TO USE ADDITIONAL CAULKING OTHER THAN THE NORMAL AMOUNT FOR A STANDARD INSTALL IT WILL ALSO RESULT IN ADDITIONAL FEES THAT I AGREE TO PAY TO HELP PREVENT THIS LEAKING CAUSED BY NOT HAVING FLASHING.

— Right side of building on L + Left side over the door

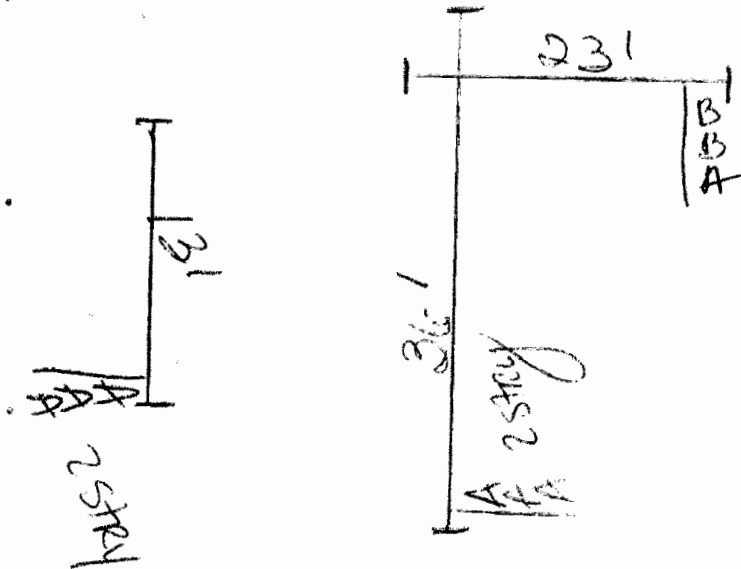
Evenflo Construction LLC

#1034314
Community Building PO Box 3824, Apple Valley, CA 92307
P: 760-240-3037 F: 760-513-9797
www.evenflo.com goevenflo1@verizon.net

Name: Lori Cotten Date: 4/30/2020
Phone: 760-330-8278 Email: lori@wrightwelder.org
Address: 1275 Hwy 2 Wrightwelder Measurer: Amy

PROPOSAL TO INSTALL AND FURNISH MATERIAL AND LABOR TO COMPLETE THE SPECIFICATIONS LISTED:

Gutter 5" or 6" 75'
Downspouts- 2x3, 3x4, Round?
1 story 1 2 story 2
Miter IS ☒
Miter OS ☒
Custom Miter ☒
Leaf or Pine Guard: None
Has Flashing? Yes No
Fascia: stucco wood,
rafter tails?
DS Color Forest
G Color Green



JOB TOTAL: \$1100⁰⁰

WORK AUTHORIZED BY (SIGN AND PRINT): _____

DATE: _____

PAYMENT IS DUE, IN FULL, UPON COMPLETION OF JOB. WE ACCEPT CASH, CHECK, CREDIT (\$40 FEE MIN)

SPECIAL INSTRUCTIONS: ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, ALL WORK TO BE COMPLETED IN A WORKMAN LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATIONS OR DEVIATIONS FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ORIGINAL ESTIMATE. ALL AGREEMENTS ARE CONTINGENT UPON STRIKES, ACCIDENTS, OR DELAYS BEYOND OUR CONTROL. IF THE BALANCE DUE IS NOT PAID WITHIN 45 DAYS AFTER THE COMPLETION OF THE JOB A 25% LATE FEE WILL BE ADDED TO THE BALANCE DUE.

****BY SIGNING HERE, I UNDERSTAND THAT I DO NOT HAVE FLASHING. I UNDERSTAND THAT MY RAIN GUTTERS MAY LEAK BETWEEN THE FASCIA AND GUTTER. EVENFLO HAS GIVEN ME A PRICE FOR FLASHING AND I HAVE DECLINED THE WORK. IF I WOULD LIKE EVENFLO TO USE ADDITIONAL CAULKING OTHER THAN THE NORMAL AMOUNT FOR A STANDARD INSTALL IT WILL ALSO RESULT IN ADDITIONAL FEES THAT I AGREE TO PAY TO HELP PREVENT THIS LEAKING CAUSED BY NOT HAVING FLASHING.**



ESTIMATE

Richard Garza

487 S Joyce Ave
Rialto Ca 92376

(909) 549-8696
Guttermadebetter@gmail.com

For Lori (Wrightwood CSD)
1275 State Hwy 2 Wrightwood Ca 92397

Estimate Num 128
Date Feb 26, 2020

Description	Quantity	Rate	Amount
* Rain Gutter Installation	57	\$8.00	\$456.00
* Facia board replace/install	15	\$10.00	\$150.00
* Gutter Heaters	60	\$3.75	\$225.00
* Indicates non-taxable item			
Replace,install aprox 15' of facia board, and paint aprox 57' of facia board. install aprox 57' of rain gutter. Color to match trim(Evergreen)		Subtotal	\$831.00
		Discount (0.72%)	- \$6.00
		Tax (8%)	\$0.00
		Total	\$825.00
Thank you for your business.		Balance Due	\$825.00



PO # 20-1275
California State Contractor License C43 #1036811
17819 Sultana Street
Hesperia, Ca 92345
Office: (909)939-2131
Toll Free: (877)868-0049
Fax: (909)696-2943

Proposal Submitted to:

Date: 2-25-20

Name: Lori Golden

Phone: 760-220-8378

Address: 1275 Hwy 2

City/Zip: Wrightwood, CA



WE PROPOSE TO FURNISH LABOR AND MATERIALS IN ACCORDANCE WITH THE SPECIFICATIONS AS FOLLOW

- Provide and install 5-inch seamless aluminum rain gutter system.
- Rain gutters to be secure to roof edge with appropriate size and type fastener.
- Clean Up and haul away all gutter and downspout debris.

Choose your colors carefully!

Any changes to color after material is ordered will result in a 40% restocking fee to your final invoice.

Gutter Color: Forest Green

Downspout Color: Forest Green

Initials

2" x 3" ☒ 3" Round ☐

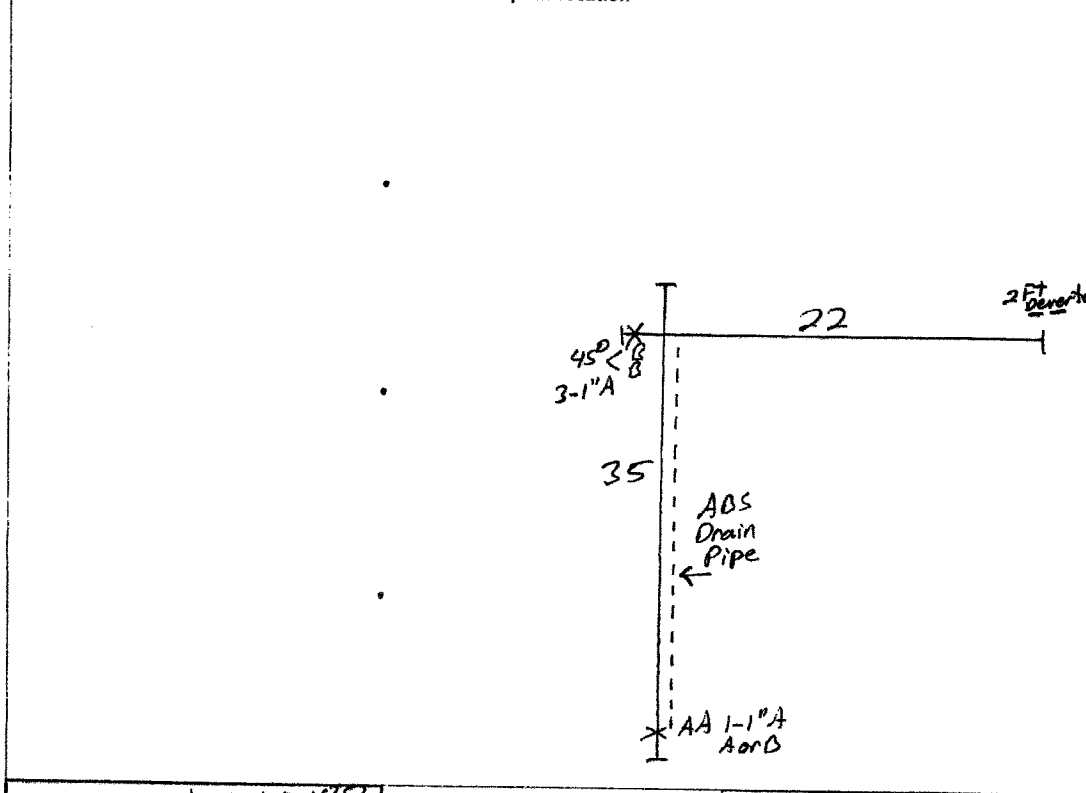
OPTIONAL WORK:

Remove and haul away _____ feet of existing gutter and downspouts..... Additional Fee: \$ 0

Install _____ feet of metal hidden leaf screen on gutter..... Additional Fee: \$ 0

Drip Edge metal..... Yes ☒ No ☐ *Without drip edge roof metal, possible leakage

*Corrections to this diagram must be done prior to accepting and signing this contract. Once you sign this contract, your gutters and downspouts will be installed per diagram and color as indicated above. **X=Downspout Location**



TOTAL PRICE: \$ 1,365.00

TOTAL AMOUNT DUE UPON COMPLETIONS OF PROJECT.

OPTIONAL WORK: \$

(Including Optional work charge, if any.)

Payments not made as indicated above shall be cause for cancellation of all warranties. Any amount not paid within (5) five business days of completion of work is subject to 2% per month service charge, and a \$200.00 late charge. Any alterations or deviation from the above specifications involving extra cost of material and labor will only be executed upon written orders of the same and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing. This order becomes a binding contract when signed by purchaser and an authorized representative of Royalty Gutters. No statements or representations other than as set forth above shall bind any party, and no modifications can be made of this contract except in writing and signed by both parties.

Acceptance: You are hereby authorized to furnish all materials and labor to complete the work mentioned in the above Proposal and Contract for which I/We agree to pay the amount mentioned above in the said proposal, according to the terms thereof. I accept this proposal as a legal contract.

ACCEPTANCE

I have read both sides of this contract and completely.

understand the terms and conditions in which they apply.

Signature: _____

Print: _____

Date: _____



(3.00% fee will be applied)

MAKE CHECKS PAYABLE TO ROYALTY GUTTERS LLC

Representative Luis Ortiz

By: Luis Ortiz

Date: 2-25-20

YOU, THE BUYER, MAY CANCEL THIS CONTRACT AT ANYTIME PRIOR TO 30 DAYS OF THE 5-BUSINESS-DAY ACCEPTANCE. THAT IT CANCEL THIS CONTRACT AFTER THE THIRD BUSINESS DAY, YOU WILL BE LIABLE FOR 25% OF THE CONTRACT PRICE.

Sanderson Landscape Solutions

LIC C-27: 1049904

DIR #: 1000380305



<u>Proposal:</u> WCDSD Drainage and Concrete SLS Base Bids and Recommendations	<u>Date:</u> 5/26/2020
<u>Location of Performance:</u> 1275 CA HW 2, Wrightwood, CA 92397	<u>Written by:</u> Cole Sanderson
<u>Project Owner:</u> Wrightwood Community Services District	<u>Title:</u> Owner

WE HEREBY PROPOSE TO FURNISH THE FOLLOWING:

BASE BID INCLUDES:

- Although resurfacing concrete is common practice, in this case with the harsh conditions that wrightwood experiences in the winter months, and the use of the building, the end products will not last. SLS will not provide resurfacing to outdoor surfaces in the mountain areas because we cannot guarantee lasting results.
- WCDSD to confirm locations of all accepted features before demolition begins.
- All concrete is to be 3500 PSI with $\frac{3}{8}$ " aggregate unless otherwise mentioned, with #4 rebar 18" OC max throughout slab with air. It will be placed immediately on top of native soils with a thickened edge. Trucked in and pumped into place where needed. The addition of heating elements in all concrete work is contingent upon acceptance of the drainage work as well as the installation of the heated concrete system.
- This proposal will make as a great complement for the proposal provided by Davison Electric. Accompanied with the acceptance of Davison Electrics proposal, Bill will provide electrical to both gutters and downspouts which will be controlled via power switch.
 - Davison Electric will also furnish and install electrical conduit, pull boxes and power as needed to supply power for the heated concrete features. His conduit will be placed in the same trench and the drainage and catch basins. Trenches dug and backfilled by SLS.

<u>ITEM:</u>	<u>DESCRIPTION:</u>	<u>COST:\$</u> <u>\$</u>
Mobilization	Mobilization, temp fence, insurance, ect.	\$5,600
Catch Basins -Option A, 6" PVC drainage, V-ditch and concrete patch back	ITEM (6, 7, 8)- Saw cut and dispose of asphalt and spoils, trench 26" min depth to accommodate new plumbing. Furnish and install 4 catch basins (Brooks model 2424 CB) with 260' of 6" Sch. 40 PVC PVC, pipe will daylight at location per drawings. Min 18" of cover, 12" of 3500 PSI with 1"- rock, air entrained, two pieces of #5 rebar lengthwise and 18" OC thereafter, black in color, medium broom finish. (1) application of asphalt tack to seal joints where new	\$21,700

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(760)490-4769

	concrete and asphalt meet in the parking lot area. Install a 3'x30" V-ditch with 6-10" cobble stone set in concrete to slow flow of water and eliminate sediment erosion into the storm drain system. V-ditch will drain into the existing storm drain apron at opening. Install per drawings provided by SLS and Google earth drawing OPTION A.	
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BASE BID and Alternates EXCLUDES:

- New railings for stairs, fabrication, wall demo, cap repairs, utility box or riser extension modification, stone veneer repairs, painting, construction water, waterproofing, asphalt sealing or patching or painting, electrical install upstream of radiant heating box, electrical work, fascia board repair or painting, local or county or state permits or fees, dowels
- **California DOT COSTS-** After discussing the potential project with Imam Beshay (909-388-7058) in permitting from the California Department of Transportation, an \$820 initial encroachment permit will be required, \$82 per hour thereafter for any additional processing or inspection work (She explained extra work may not be required because it is a small project).
- **San Bernardino County Costs-** After discussing the potential project with Eric (909-387-8311) in Land Development, he did not believe that any permits fees or inspections would be needed for any gutters or concrete replacement. (Electrical if used probably may require inspections from county)
- Bond Rate at 3%, Submittals
- Anything not specifically mentioned in the above "INCLUDES" list.

Extras or Alternates:

<u>Item:</u>	<u>Description:</u>	<u>Cost: \$\$</u>
Catch Basins - Option B 6" PVC drainage, V-ditch and concrete patch back	Saw cut and dispose of asphalt and spoils, trench 26" min depth to accommodate new plumbing. Furnish and install 3 catch basins (Brooks model 2424 CB) with approximately 200' of 6" Sch. 40 PVC PVC, pipe will daylight at location per drawings. Min 18" of cover, 12" of 3500 PSI with 1"- rock, air entrained, two pieces of #5 rebar lengthwise and 18" OC thereafter, black in color, medium broom finish. (1) application of asphalt tack to seal joints where new concrete and asphalt meet in the parking lot area. Install a 3'x30" V-ditch with 6-10" cobble stone set in concrete to slow flow of water and eliminate sediment erosion into the storm drain system. V-ditch will drain into the existing storm drain apron at opening. Install per drawings provided by SLS and Google earth drawing OPTION B.	Add \$19,450
Emergency	ITEM (1)- Demolish and dispose of the entire Emergency exit	\$4,560

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Exit Concrete	staircase. Replace with new concrete, and reuse existing railing.	
Concrete Front Patio and Stairs	ITEM (2 and 4)- Demolish and dispose of the existing front patio slab, stairs and landings. Replace with new concrete at 4" thick x 4' wide with 3500 PSI concrete containing 1" - rock, air entrained, #5 rebar 18" OC, no color, medium broom finish.	\$6,480
Flat Work	ITEM (3)- Saw cut, demolish and dispose of asphalt to accommodate new concrete in between east staircases landing the emergency exits landing, 4" thick x 4' wide of 3500 PSI with 1" - rock, air entrained, #5 rebar 18" OC, black in color, medium broom finish.	\$3,480
Disabled Parking Stall	ITEM (9)- Remove and replace existing asphalt to furnish and install 4" of new concrete at 4000 PSI with 1" - rock, air entrained, #5 rebar 18" OC, no color, thickened edge, medium broom finish. Slab is approximately 31'x26'.	\$8,760
Heating elements for Concrete	Heated Concrete install is contingent on the acceptance of the (catch basins install, Opt. A) as well as the (electrical work by others) and (replacement of new concrete per drawings). This is because electrical conduit will be installed in the same trench as 6" pipe and under 12" of new concrete. Heating elements will be controlled with a temperature sensor mounted on the Peak of the building. Trenches for electrical will be dug and backfilled by SLS but electrical conduit, detection tape and wire by others.	\$18,500
Rain Gutters	ITEM (5)- Furnish and Install 5" white rain Gutters. 25' on the east side and 35' on the west side. 1 downspout per side at corner of buildings epr side. Tie into new underground plumbing if applicable with cleanout.	\$2,400
Heating elements for Rain Gutters	Heated gutters are contingent on the acceptance of the electrical work by others. SLS will install the gutters and downspouts and heating elements. The low voltage will be wired in by others.	\$775
20' Wood Fence	Furnish and install a 20' section of wood fence on the south side of the trail near 6" pipe daylight and V-Ditch, to help channel foot traffic and avoid the trip hazards. Drive posts into native soils, no concrete.	\$140

ADDENDUMS NOTED:

PAYMENT TERMS FOR BASE BID, ALTERNATES AND CHANGE ORDERS:

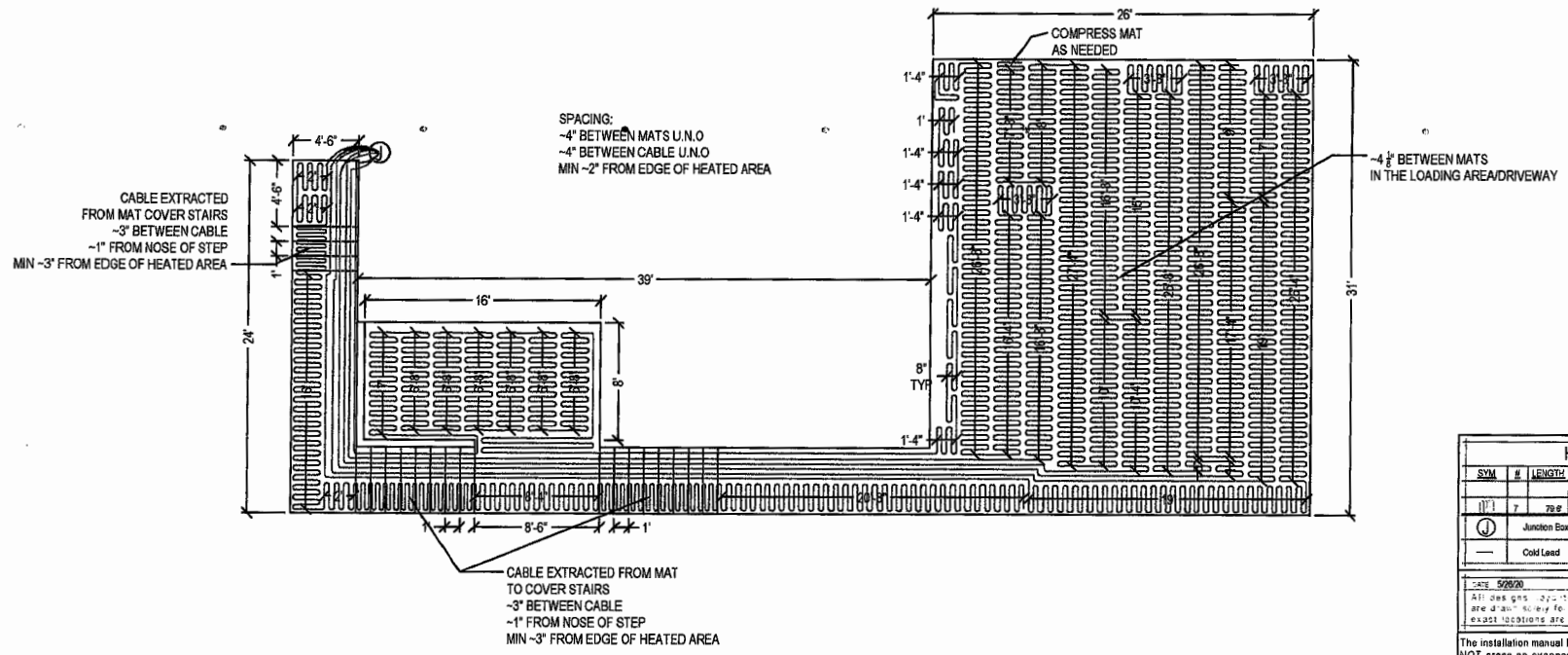
- Mobilization

BASE BID	\$27,300.
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ALL WORK TO BE DONE IN STRICT ACCORDANCE WITH UBC, DSA AND LOCAL CODES, ALL MATERIAL IS TO BE PER PLANS AND SPECIFICATION UNLESS EXCLUDED ABOVE. ALL WORK IS TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME A CHANGE ORDER AND ABOVE THE ORIGINAL ESTIMATE. OWNER IS TO CARRY FIRE, THEFT, AND COURSE OF CONSTRUCTION INSURANCE. OUR WORKERS ARE COVERED BY WORKMAN'S COMPENSATION INSURANCE AND GENERAL LIABILITY INSURANCE OF 1,000,000. ADDITIONAL INSURED ENDORSEMENT IS AN ADDITIONAL FEE ACCEPTANCE OF PROPOSAL. THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED.

Date:	Signature:
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SANDERSON LANDSCAPE SOLUTIONS, 21111 RANCHERIAS ROAD, APPLE VALLEY, CA, 92307,
(760)490-4769



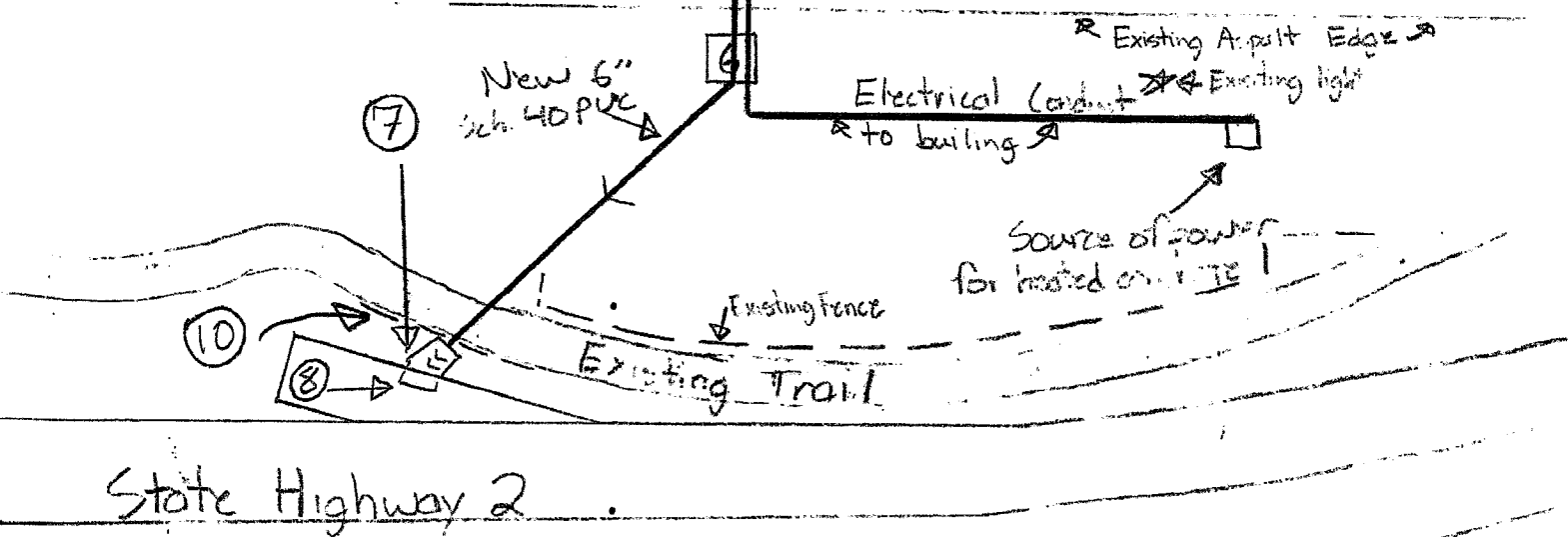
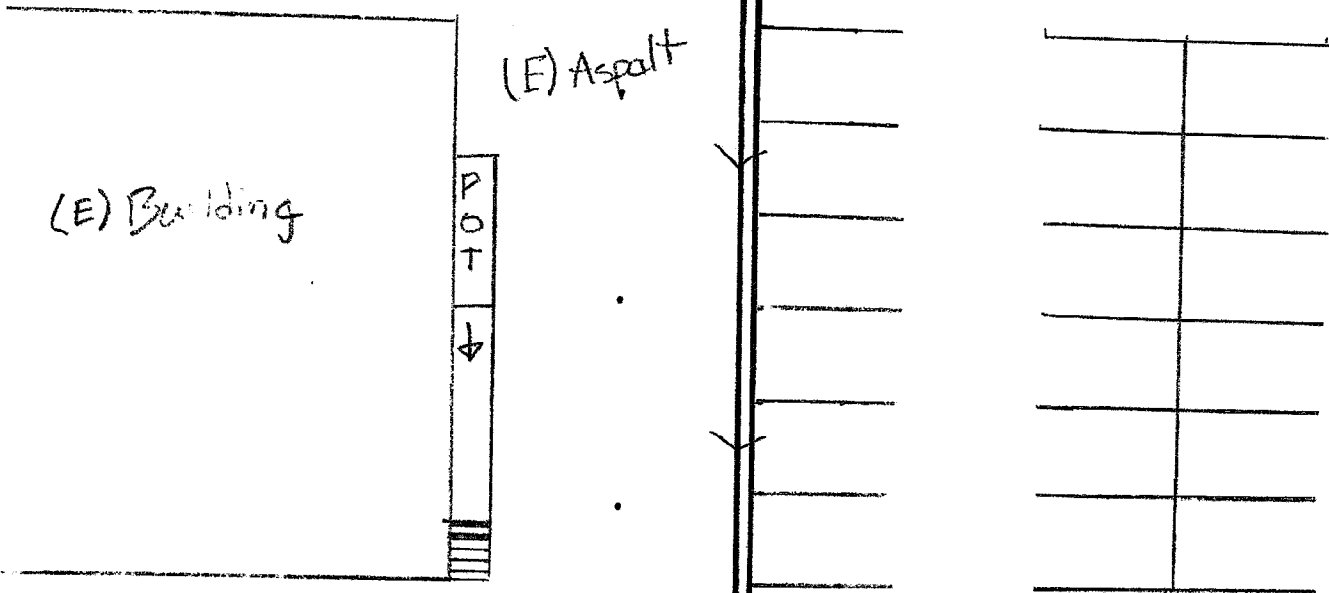
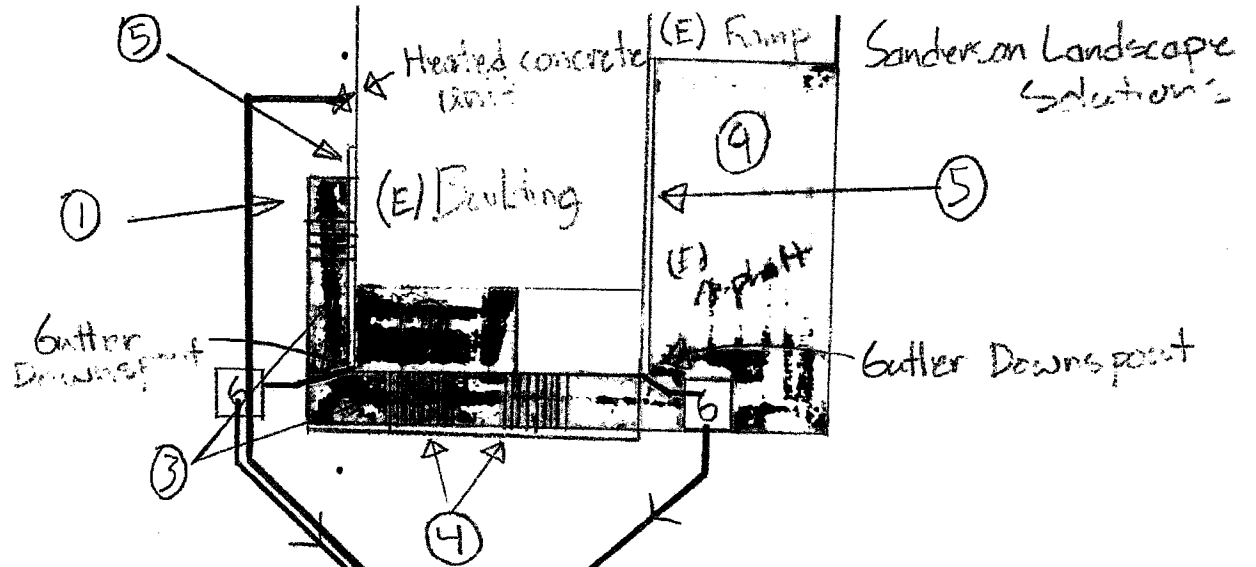
Heat Layout

SYM	#	LENGTH	SYSTEM
1	7	72.8'	C2 mat 240V, 37W
2	1		Junction Box (Power)
3	1		Cold Lead

DATE: 5/28/20
 DRAWN: J.P. JAMES
 All designs, drawings, junction boxes and cold leads are drawn solely for the purpose of their location. The exact locations are chosen by the on site superintendent.

The installation manual MUST be followed. Heating cables must NOT cross an expansion joint and MUST be embedded to prevent over-heating. They should NEVER be cut, touch, or cross over another heating cable. To avoid over-heating cable spacing MUST be no less than 2" on center (o/c). To avoid under-heating, cable spacing should be 4" o/c or less. Heating element must be secured or anchored 2" below the surface to prevent floating or sinking during covering installation. If you have installation questions call 801-948-7577.

Important Note: This document and all its renderings, information, statements, projections, illustrations, and other material provided herein have been provided for discussion and illustration purposes only. Warmzone Management, LLC makes no representations or warranties, express or implied, as to its accuracy and it should not be relied upon as definitive, accurate, to scale, reliable, binding, or otherwise ready for use in actual construction. By accepting this document, you agree to indemnify and hold Warmzone Management, LLC, its owners, managers, and agents harmless from any and all damages that may be claimed to be attributable to this document or to its preparation.



Not to Scale



Construction Proposal

Doran Construction LLC

May 25, 2020
Wrightwood CSD Sitework
1275 Sutte Hwy 2
Wrightwood, CA 92397

Main Office

Doran Construction LLC
1041 N. Cypress St.
La Habra, California 90631
562-448-3428 main
562-696-2162 fax

Wrightwood Office

Doran Construction and Snow Removal
681 Oriole Rd.
P.O.Box 2528
Wrightwood, CA 92397
760-249-5416 off.
562-833-9784 cell.

Proposal

May 25, 2020

Between the Owner: **Wrightwood CSD c/o Lori
1275 Satte Hwy 2
Wrightwood, CA 92397
760-249-3205**

And: **Doran Construction LLC
1041 N. Cypress St.
La Habra, California 90631
562-833-9784 cell
45-5104824
Duns# 02-746-5881**

For the Project: **Wrightwood CSD Sitework
1275 Satte Hwy 2
Wrightwood, CA 92397**

SCOPE OF WORK:

Perform installation of heated rain gutters, Installation of drainage system and concrete steps per job walk and supplied drawing.

TOTAL BASE PRICE: \$26,220.48

Project Totals:

DIV. 02 - SITE WORK

02751 - Concrete Pads and Walks

Demo existing east side concrete stoop and stairs (includes disposal) \$425.00

Prep, form, reinforce and pour Air Entrained light broom finish stoop and steps to meet all ADA and building codes \$960.00

General Notes:

Includes embedded sleeves for new railing

Demo existing main entry steps and pads (includes disposal) care will be given to minimize damage to surrounding stone. \$1,275.00

General Notes:

Any damaged stack stone to be accessed and replaced as need for additional cost at \$22 psf.

Prep, form, reinforce and pour Air Entrained light broom finish entry stairs and pads to meet all ADA and building codes \$3,575.00

02751 - Concrete Pads and Walks **\$6,235.00**

02800 - Site Amenities

Sawcut approx. 350 lin feet for new trench in asphalt parking lot \$1,575.00

Disposal \$550.00

Excavate approx. 260 lin feet of 12" wide trench minimum 18"-24" deep to provide min. 12" cover of new drain pipe \$1,200.00

Shade in new drainage pipe with fill sand and place "Buried Pipe" ribbon approx. 10" above pipe. Backfill and compact trench to 90-95% \$900.00

Supply and Install approx. 260 lin. feet of 6" SCH40 drain pipe, (2) precast 24x24 catch basins with Traffic rated bolt down steel grates and (2) precast 24x24 catch basins with bolt down steel covers to provide drainage from new downspouts to Hwy 2 \$6,500.00

Clean all edges and pour black colored Air Entrained concrete patch at all trench in asphalt parking lot \$2,100.00

02800 - Site Amenities **\$12,825.00**

SUBTOTAL DIV. 02 - SITE WORK **\$19,060.00**

DIV. 07 - THERMAL AND MOISTURE

07714 - Gutters and Downspouts,

Supply approx. 59 linear feet of seamless raingutter at west side of community center building with downspout at North west corner (includes short section of approx. 2ft by restrooms) \$826.00

General Notes:

Gutters and downspout profile and color TBD

Supply approx. 59 linear feet of seamless raingutter at west side of community center building with downspout at North west corner (includes short section of approx. 2ft by restrooms) \$364.00

General Notes:

Gutters and downspout profile and color TBD

Supply and Install heating elements for westside raingutters (electric supply NIC) \$480.00

General Notes:

The heating elements will be placed in gutter and in the lower 12" of the roof shingles in a "S" pattern to prevent ice dams

Supply and Install heating elements for east side raingutters (electric supply NIC) \$208.00

General Notes:

The heating elements will be placed in gutter and in the lower 12" of the roof shingles in a "S" pattern to prevent ice dams

Supply and Install power receptacles as needed for heated gutters on east side \$550.00

General Notes:

20 amp circuits with exterior grade boxes/conduits

Supply and Install power receptacles as needed for heated gutters on east side \$275.00

General Notes:

20 amp circuits with exterior grade boxes/conduits

07714 - Gutters and Downspouts **\$2,703.00**

SUBTOTAL DIV. 07 - THERMAL AND MOISTURE **\$2,703.00**

COMPANY OVERHEAD & MARGIN

Company Overhead

Company Overhead Percentage \$786.61

Company Overhead \$786.61

Company Margin

Company's Profit Margin \$3,670.87

Company Margin \$3,670.87

SUBTOTAL COMPANY OVERHEAD & MARGIN \$4,457.48

GRAND TOTAL \$26,220.48

Exclusions: Design, plans, permits, city submittal's, city fee's, unforeseen conditions, lead and asbestos abatement.

Proposal is good for 15 days due to material cost fluctuation

Acceptance of Agreement

By signing below, client agrees to payment terms: Upon acceptance a deposit of 10% of proposed cost is due. Balance of contract to be billed for weekly on a % complete basis and materials purchased. Any change to the scope of work will be treated as a change order. CO's must be approved in writing or electronically prior to commencement. All CO's include profit and overhead and are billed at 50% upon acceptance.

Doran Construction LLC Date

Client Signature Date

ITEM 11

CSD BUILDING AND PLAYGROUNDS OPENING:

DISCUSSION AND POSSIBLE ACTION



ITEM 12

FUTURE BOARD
MEETING

JULY 7, 2020:
DISCUSSION AND POSSIBLE
ACTION



ITEM 13

DIRECTORS COMMENTS



ITEM 14

ADJOURNMENT

