

**WRIGHTWOOD  
COMMUNITY  
SERVICES DISTRICT**

**OCTOBER 6, 2020**

**REGULAR BOARD  
MEETING PACKET**



# WRIGHTWOOD COMMUNITY SERVICES DISTRICT

P.O. Box 218 Wrightwood, CA 92397

Regular Meeting of the Board of Directors

Tuesday, October 6, 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=UmRqV0NpT09KY1FXRDFCMTBkO0dOQT09>

To raise your hand, go to the bottom of the screen, click on Participants, raise your hand is at the bottom of the listing. 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. September 1, 2020 Regular Board Meeting Minutes
6. General Managers Report
7. August and September 2020 Financials
8. Proposed Photo Contest: Discussion and Possible Action
9. Retaining Wall: Discussion and Possible Action
10. Brown Act Amendments AB 992: Discussion and Possible Action
11. Per Capita Grant Consultant Invoice and Contract: Discussion and Possible Action
12. Per Capita Grant Standing Committee: Discussion and Possible Action
13. Slide Repairs: Discussion and Possible Action
14. Snow Removal Ad Hoc Committee: Discussion and Possible Action
15. Eagle Scout Project: Discussion and Possible Action
16. CSD Building Opening: Discussion and Possible Action
17. Recess to Closed Session: Conference with Real Property Negotiators (Government Code 54956.8); Property: 1275 State Highway 2, Wrightwood, California (parking lot); District Negotiator: Lori Golden, General Manager; Negotiating Parties: Cecelia J. Cummings; Under Negotiation: Price and Terms of License Agreement
18. Return to Open Session: Announcement of Reportable Closed Session Actions
19. Future Board Meeting – November 3, 2020: Discussion and Possible Action
20. Directors Comments
21. 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  
SEPTEMBER 1, 2020

MINUTES



**REGULAR BOARD MEETING**  
September 1, 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 6:30 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:** Pam Wright announced that the Wrightwood Property Owners Association (WWPOA) will sponsor a public forum via Zoom for all candidates for the CSD Board. There will be 5 minutes for candidate statements along with a question and answer time. The forum will be held on Wednesday, September 30<sup>th</sup> at 7pm. The forum will be advertised in the Mountaineer Progress, on the electric sign, and on the CSD website. Vicki Rinek thanked the CSD for use of the kitchen and stated they were able to serve over 1,000 meals. Vicki also stated that John Garner from the elementary school had opened their kitchen and donated food for the program.
5. **Agency Reports:** Sgt. Paul Solorio (remote) reported there were 120 calls for August and 13 reports were made. 1 arrest was made in response to theft. No burglaries were reported in August. Matthew Bokach, spoke in regards to the Forest Service. Matthew stated that all offices are operating virtually during this pandemic. He also stated that due to half of the staff being at risk of the virus, there is about half the normal staff to clean the areas involved so service is limited.
6. **Consent Calendar:** Director Franklin wanted to add to item 14 that donations would be pursued to pay for the consultant. Director Lopiccolo motioned to accept the minutes as amended and Director Franklin seconded. The motion was passed unanimously.
7. **General Managers Report:** General Manager Golden reported on the status of both the audit and the property tax assessment files to both Los Angeles and San Bernardino counties. The audit is still on going and the assessment files have been submitted and approved. Golden also reported that the railing has been installed and looks great.
8. **September Financial Statements:** This was tabled until the October meeting as the financials were not complete due to the meeting being on the 1<sup>st</sup> of the month.
9. **Replacement Dump Cards:** General Manager Golden reported that the office is receiving an average of 3 calls per week to replace dump cards. She stated that a replacement card is costing about \$5.50. Golden also reported that San Bernardino County is currently charging \$11 for a replacement card. President Zuber stated that he would rather work



on the database to find if cardholders are overusing their cards. Zuber stated that UIA would work on the database. The item was tabled.

10. **LAFCO Ballot:** General Manager Golden reported that the CSD had received a ballot for the LAFCO Independent Special District Alternate Representative. The Board decided to postpone this item as they were not familiar with the candidates and this would give them time to review the qualifications of the candidates.
11. **Slide Repair:** General Manager Golden presented a quote to repair the broken slide on the playground for \$1,160. Due to the playground being one of the projects being considered for the grant money this topic was tabled until the October 6<sup>th</sup> meeting.
12. **Community Building Paint:** General Manager Golden presented 3 quotes to paint the 3 CSD buildings (Community Building, public restrooms, and supply shed). The bids were discussed to verify that they included prevailing wage. Director Franklin asked if there had been a termite inspection done and when told it had not, asked to have one done. Vice President Hordyk motioned to accept the painting bid from Timothy Ewing provided there is a termite inspection done prior to the painting. Director Schneider seconded the motion and the motion passed unanimously.
13. **Restroom Hand Dryer:** General Manager Golden presented several bids to replace the nonfunctioning hand dryer in the Women's restroom. Golden expressed the desire to replace the hand dryer with a like model as it is rated vandal resistant and had not had any issues before. Director Lopiccolo motioned to replace the hand dryer with a like model and Vice President Hordyk seconded the motion. The motion passed unanimously.
14. **Per Capita Grant Consultant Invoice:** Al Morrissette had submitted an invoice to be paid on the hours he was not paid previously for starting the Per Capita Grant research and application. President Zuber is hesitant to pay as the grant money is not a guarantee due to the pandemic. Attorney Steven Kennedy pointed out that there was not a signed agreement with Mr. Morrissette. Director Franklin stated that he believed the CSD has met their obligation for payment and no further payment is due. Director Schneider and Vice President Hordyk believe that the CSD should wait to make a decision on this issue until the grant money has been received. President Zuber put this issue on hold until the October 6<sup>th</sup> meeting to allow the Board to listen to the audio of the August-October meetings.
15. **Per Capita Grant Standing Committee:** Directors Lopiccolo and Schneider presented that there were 2 online meetings and they will be posting an online poll for the community. They plan to give the Board the results and their conclusions at the October 6, 2020 meeting.
16. **Snow Removal Ad Hoc Committee:** President Zuber and Vice President Hordyk presented a contract for a consultant to review and advise on the possibility of increasing the CSD powers to include snow removal. Director Schneider made a motion to accept the contract for the consultant provided the fee for the consultant is donated. Vice President Hordyk seconded the motion and the motion was passed unanimously.
17. **"Caught in the Act" Program for Kids:** General Manager Golden presented a plan that Laura Zuber had created to reward the community kids. The plan is to motivate the kids in the community to get caught doing the right thing. The CSD/volunteers would present gift cards to those that are wearing the proper gear at the skatepark and also to have trash pickup days where all that participate would get a gift card. The Board was in favor of the idea and would like to have it advertised in the paper as well as the CSD website.
18. **Upcoming Election:** General Manager Golden presented several questions regarding the November election. Attorney Steve Kennedy was able to provide direction to the CSD. There cannot be any CSD resources (paper, personnel time, signs, etc.) used in the campaign of any office or measure on the ballot. There cannot be any display of election material, signs, etc. on CSD property.
19. **Skate Park:** General Manager Golden presented a letter received by Lynn Crawford regarding the danger around the streets by the skate park. The Board acknowledged the concerns presented but stated they have no jurisdiction over the streets.
20. **Proposed Parking Lot Rental:** General Manager presented a proposal from the Wrightwood Property Owners Association (WWPOA) for a rental of the parking lot for a community event. Pam Wright spoke on behalf of the WWPOA and stated that the event has been moved to October and is pending San Bernardino County approval. Director Schneider made the motion to allow the parking lot rental for this event pending the San Bernardino County approval. Director Lopiccolo seconded the motion and it was passed unanimously.
21. **CSD Building Opening:** This item was tabled until the October 6, 2020 meeting. The building will remain closed to the public.



**22. Future Board Meeting:** The next meeting will be held on October 6, 2020 and will be by teleconference.

**23. Directors Comments:** Brent Spears was allowed to speak and announced that CR&R had increased the trash bins up by Big Pines area. Brent stated that the recycling trash pickup had begun on August 31, 2020. Director Schneider thanked attorney Steven Kennedy for his help with the restrictions on the upcoming election. Vice President Hordyk wanted to know if there would be a pine needle pickup event this year.

**24. Adjournment:** President Zuber adjourned the meeting at 8:33 P.M.

Minutes approved by: \_\_\_\_\_  
President Wes Zuber



# ITEM 6

# GENERAL MANAGER REPORT





## GENERAL MANAGER REPORT

October 6, 2020

We have been working on several projects this month. In preparation for the buildings being painted, we have removed all plants from around the buildings as well as any items being stored in the back of the building or along the side of the maintenance building. The CSD Buildings on Highway 2 are currently being painted. We anticipate the painting to be completed by October 9<sup>th</sup>. I have posted pictures to our Facebook page and CSD website showing the progress and cannot wait to have it finished and looking great.

The woman's restroom hand dryer has been replaced and is working really well. We had the Veteran's Memorial directional sign by the skatepark torn down and I have contacted both the committee and San Bernardino County to have it replaced. We are working with Laura Zuber on her "Caught in the Act" project; we have donations of 8 trash pickup sticks and hopefully we can start Laura's proposed project soon.

I am looking into getting some hats or shirts made for the CSD Board and employees. This would provide visibility for the CSD and we can also get extras to hand out to volunteers.

I will be out of the office for a week but I will have my cell phone in case something comes up.

I am waiting on the draft version of the audit from Eadie and Payne. The audit should be finalized before the November meeting. Eadie and Payne can be available to attend remotely if the Board would like.

Lori Golden  
General Manager



# ITEM 7

## AUGUST AND SEPTEMBER 2020 FINANCIALS

### DISCUSSION AND POSSIBLE ACTION





**Wrightwood Community Services District  
 Profit & Loss Budget Performance  
 August 2020**

	Aug 20	Jul - Aug 20	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Facility Rental			
4000.1 · CC Parking Lot	474.00	663.00	1,300.00
4000.2 · Kitchen Fees	0.00	0.00	250.00
4000.3 · Old Firehouse / Museum	0.00	0.00	3,000.00
4000.6 · Storage Fees	0.00	0.00	40.00
4000.8 · WW Community Bldg	-27.00	-27.00	10,000.00
4000 · Facility Rental - Other	0.00	0.00	0.00
<b>Total 4000 · Facility Rental</b>	<b>447.00</b>	<b>636.00</b>	<b>14,590.00</b>
4100 · Property Tax	0.00	1,056.55	142,000.00
4200 · Solid Waste Franchise Fee	3,824.13	8,535.04	67,000.00
4300 · Solid Waste Fees	85.14	2,414.66	229,000.00
4400 · Sports League	0.00	0.00	10,000.00
4500 · Donations	1,500.00	1,500.00	
<b>Total Income</b>	<b>5,856.27</b>	<b>14,142.25</b>	<b>462,590.00</b>
<b>Gross Profit</b>	<b>5,856.27</b>	<b>14,142.25</b>	<b>462,590.00</b>
<b>Expense</b>			
5000 · Advertising & Marketing	0.00	0.00	150.00
5010 · Bank Charges & Fees	0.00	-188.00	200.00
5015 · Credit Card Fees	0.00	0.00	100.00
5030 · Dues & Subscriptions			
5030.1 · LAFCO Apportionments	0.00	0.00	790.00
5030.2 · Memberships	14.00	28.00	2,100.00
5030 · Dues & Subscriptions - Other	0.00	0.00	500.00
<b>Total 5030 · Dues &amp; Subscriptions</b>	<b>14.00</b>	<b>28.00</b>	<b>3,390.00</b>
5040 · Election Costs	0.00	0.00	15,000.00
5050 · Equipment	0.00	0.00	800.00
5060 · Green Waste Fees - FSC	0.00	0.00	4,510.00
5070 · Insurance			
5070.1 · Property & Liability	0.00	9,848.10	9,900.00
5070.2 · Workers Compensation	97.10	3,001.09	2,950.00
5070 · Insurance - Other	0.00	0.00	0.00
<b>Total 5070 · Insurance</b>	<b>97.10</b>	<b>12,849.19</b>	<b>12,850.00</b>
5080 · Meals & Entertainment	0.00	0.00	100.00
5090 · Office Admin			
5090.1 · Office Equipment	0.00	0.00	2,200.00
5090.2 · Online Software	0.00	0.00	1,000.00
5090.3 · Postage	0.00	0.00	1,200.00
5090.4 · Printing	0.00	0.00	1,000.00
5090.5 · Supplies	11.25	32.78	3,000.00
5090.6 · SW Dump Card	0.00	0.00	3,100.00
5091 · Training	0.00	0.00	50.00
<b>Total 5090 · Office Admin</b>	<b>11.25</b>	<b>32.78</b>	<b>11,550.00</b>



**Wrightwood Community Services District**  
**Profit & Loss Budget Performance**  
 August 2020

	Aug 20	Jul - Aug 20	Annual Budget
<b>5100 · Payroll Expenses</b>			
5100.1 · Administrative Staff	1,552.00	3,219.07	23,000.00
5100.2 · GM Salaries	3,088.76	6,177.52	37,065.00
5100.3 · Park Maintenance	1,159.00	2,100.69	14,400.00
5100.5 · Parks & Recreation Coordinator	0.00	0.00	14,000.00
<b>Total 5100 · Payroll Expenses</b>	<b>5,799.76</b>	<b>11,497.28</b>	<b>88,465.00</b>
<b>5110 · Payroll Tax Expense</b>			
5110.1 · Federal Payroll Taxes	443.68	815.93	7,400.00
5110.2 · State Payroll Taxes	0.00	0.00	1,500.00
<b>Total 5110 · Payroll Tax Expense</b>	<b>443.68</b>	<b>815.93</b>	<b>8,900.00</b>
<b>5120 · Permits &amp; Licenses</b>			
5120.1 · Health Permit	0.00	0.00	550.00
<b>Total 5120 · Permits &amp; Licenses</b>	<b>0.00</b>	<b>0.00</b>	<b>550.00</b>
<b>5130 · Professional Services</b>			
5130.1 · Accounting	0.00	0.00	0.00
5130.2 · Audit	6,500.00	6,500.00	13,000.00
5130.3 · Legal Services	0.00	4,175.00	35,000.00
5130.5 · Payroll Processing	118.34	236.68	1,450.00
<b>Total 5130 · Professional Services</b>	<b>6,618.34</b>	<b>10,911.68</b>	<b>49,450.00</b>
<b>5140 · Rent &amp; Lease</b>			
5140.1 · Porta Potty	0.00	0.00	4,500.00
<b>Total 5140 · Rent &amp; Lease</b>	<b>0.00</b>	<b>0.00</b>	<b>4,500.00</b>
<b>5150 · Repairs &amp; Maintenance</b>			
5150.1 · Equipment	414.15	655.95	1,600.00
5150.2 · Facility Maintenance	2,154.36	3,048.14	18,000.00
5150.3 · Job Supplies	133.12	1,226.80	12,000.00
5150.4 · Plumbing Repairs	272.00	307.65	800.00
5150.5 · Property	0.00	0.00	2,900.00
5150.6 · Septic Maintenance	0.00	0.00	1,000.00
5150.7 · Street Lights	0.00	0.00	0.00
5150 · Repairs & Maintenance - Other	0.00	0.00	0.00
<b>Total 5150 · Repairs &amp; Maintenance</b>	<b>2,973.63</b>	<b>5,238.54</b>	<b>36,300.00</b>
<b>5160 · Security</b>	0.00	241.72	600.00
<b>5180 · Services</b>			
<b>5180.2 · Sports League</b>			
5180.2C - Flag Football	0.00	0.00	600.00
5180.2A · Softball	0.00	0.00	1,500.00
5180.2B · Soccer	0.00	0.00	375.00
5180.2C · Cornhole	0.00	0.00	225.00
5180.2D · Other Park & Rec Expenses	0.00	0.00	50.00
<b>Total 5180.2 · Sports League</b>	<b>0.00</b>	<b>0.00</b>	<b>2,750.00</b>
5180 · Services - Other	0.00	0.00	0.00
<b>Total 5180 · Services</b>	<b>0.00</b>	<b>0.00</b>	<b>2,750.00</b>
<b>5190 · Solid Waste Disposal Fees</b>	12,899.70	37,352.00	130,000.00



**Wrightwood Community Services District  
 Profit & Loss Budget Performance  
 August 2020**

	Aug 20	Jul - Aug 20	Annual Budget
5210 · Telephone			
5210.3 · Office Phone	117.70	236.92	1,500.00
<b>Total 5210 · Telephone</b>	<b>117.70</b>	<b>236.92</b>	<b>1,500.00</b>
5220 · Travel	0.00	0.00	100.00
5240 · Utilities			
5240.1 · Electric			
5240.1A · Community Center	394.75	792.63	4,500.00
5240.1B · Museum	44.11	90.58	700.00
5240.1C · Street Lights	351.39	702.78	4,000.00
5240.1D · Electrical Panel	0.00	59.73	
<b>Total 5240.1 · Electric</b>	<b>790.25</b>	<b>1,645.72</b>	<b>9,200.00</b>
5240.2 · Gas			
5240.2A · Community Center	58.38	127.61	2,600.00
5240.2B · Museum	18.68	36.88	800.00
<b>Total 5240.2 · Gas</b>	<b>77.06</b>	<b>164.49</b>	<b>3,400.00</b>
5240.3 · Trash			
5240.3A · Community Center	186.63	370.26	2,100.00
5240.3 · Trash - Other	0.00	0.00	0.00
<b>Total 5240.3 · Trash</b>	<b>186.63</b>	<b>370.26</b>	<b>2,100.00</b>
5240.4 · Water			
5240.4A · Community Center	557.58	1,054.28	2,500.00
5240.4B · Museum	26.59	52.90	275.00
<b>Total 5240.4 · Water</b>	<b>584.17</b>	<b>1,107.18</b>	<b>2,775.00</b>
5240 · Utilities - Other	0.00	0.00	0.00
<b>Total 5240 · Utilities</b>	<b>1,638.11</b>	<b>3,287.65</b>	<b>17,475.00</b>
5900 · Debt Service			
5900.1 · Principal Expense	0.00	1,262.51	10,583.00
<b>Total 5900 · Debt Service</b>	<b>0.00</b>	<b>1,262.51</b>	<b>10,583.00</b>
<b>Total Expense</b>	<b>30,613.27</b>	<b>83,566.20</b>	<b>399,823.00</b>
<b>Net Ordinary Income</b>	<b>-24,757.00</b>	<b>-69,423.95</b>	<b>62,767.00</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4600 · Interest Income	43.30	85.94	25.00
<b>Total Other Income</b>	<b>43.30</b>	<b>85.94</b>	<b>25.00</b>
<b>Other Expense</b>			
7100 · Capital Outlay Expense	0.00	0.00	39,982.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>39,982.00</b>
<b>Net Other Income</b>	<b>43.30</b>	<b>85.94</b>	<b>-39,957.00</b>
<b>Net Income</b>	<b>-24,713.70</b>	<b>-69,338.01</b>	<b>22,810.00</b>



**September 20      DISBURSEMENTS AND DEPOSITS**

Check Number	Amount	Disbursement Date	Cleared Date	Payee	Account
1871	\$414.15	9/3/2020	9/9/2020	California Generator	Semi Annual Maintenance
1872	\$770.50	9/3/2020	9/9/2020	Fasteaire Hand Dryers	Hand Dryer
1873	\$438.86	9/3/2020	9/16/2020	SCE	Community Bldg/Museum
1874	\$2,100.00	9/3/2020	9/15/2020	Timothy Ewing	Painting Deposit
Debit Card	\$25.85	9/4/2020	9/4/2020	Amazon	Tape & Ruler
Debit Card	\$25.84	9/8/2020	9/8/2020	Amazon	Mop refills
Auto Debit	\$59.17	9/11/2020	9/11/2020	ADP	Payroll Processing
1875	\$180.63	9/10/2020	9/16/2020	CR&R	Community Bldg
1876	\$414.85	9/10/2020		Doran Construcion	Final payment steps
1877	\$351.39	9/10/2020	9/17/2020	SCE	Street Lights
1878	\$11,555.88	9/10/2020	9/16/2020	CR&R	Solid Waste
Debit Card	\$25.85	9/12/2020	9/12/2020	Amazon	Gloves
Debit Card	\$119.64	9/16/2020	9/16/2020	Amazon	Pickup sticks
1879	\$56.25	9/18/2020	9/30/2020	John Zuber	Bollard paint
Auto Debit	\$59.17	9/25/2020	9/25/2020	ADP	Payroll Processing
1880	\$4,300.00	9/21/2020	10/1/2020	Brunick McElhane & Kennedy	August Attorney fees
1881	\$325.00	9/21/2020		Pete's Termite & Pest Control	Rodent service
1882	\$72.94	9/21/2020		So Cal Gas	Comm Bldg & Museum
1883	\$225.52	9/21/2020	9/28/2020	Waxie	Supplies
1884	\$150.00	9/21/2020		Dominique Bram	Security Deposit
1885	\$4,831.01	9/21/2020		County of SB	Solid Waste
1886	\$584.17	9/21/2020		Golden State Water	Comm Bldg & Museum
1887	\$286.31	9/24/2020	9/29/2020	Mountain Hardware	Supplies
1888	\$118.69	9/24/2020	9/29/2020	Verizon	Phones
Debit Card	\$14.00	9/26/2020	9/26/2020	Amazon	Prime Membership
<b>TOTAL</b>	<b>\$27,091.52</b>				

	Payroll
9/1 Payroll	\$2,490.50
9/1 Payroll taxes	\$672.67
9/16 Payroll	\$2,314.64
9/16 Payroll taxes	\$614.65
<b>TOTAL</b>	<b>\$6,092.46</b>

Deposits		
Date	Amount	Name
9/10/2020	\$14,341.58	Solid Waste
9/21/2020	\$204.00	Rental Income
9/26/2020	\$22.77	Amazon refund
<b>TOTAL</b>	<b>\$14,568.35</b>	



**DEPOSITS AND DISBURSEMENTS FISCAL YEAR 2020/2021**

Month	Beginning Balance	Deposit	Total Disbursements	Payroll	Gross
Jul-20	\$110,864.27	\$8,880.62	\$47,770.40	\$6,069.77	\$65,904.72
Aug-20	\$65,904.72	\$5,760.27	\$33,013.45	\$6,243.44	\$32,408.10
Sep-20					
Oct-20					
Nov-20					
Dec-20					
Jan-21					
Feb-21					
Mar-21					
Apr-21					
May-21					
Jun-21					

Estimate Cash Flow Statement		MONTHLY HOURS				
		GM	PARK	OFFICE	PARK/REC	MONTH
Current Bank Balance	\$32,408.10					BUDGETED
Savings Account	\$150,205.45					
Reserve for Operations	\$5,000.64	107.25	74.25	104	0	Jul-20
Reserver for Replacements	\$22,281.11	76.5	61.75	93	0	Aug-20
<b>Total Estimate Revenue</b>	<b>\$204,894.66</b>					Sep-20
						Oct-20
<b>Accounts Payable</b>	<b>Outstanding</b>					Nov-20
Election Payment	\$10,583.00					Dec-20
						Jan-21
						Feb-21
Total Estimated Expense	\$10,583.00					Mar-21
<b>Balance</b>	<b>\$194,311.66</b>					Apr-21
Election payments are due each January/ 3 remaining						
						May-21
						Jun-21

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 Budget Performance September 2020

	Sep 20	Jul - Sep 20	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Facility Rental			
4000.1 · CC Parking Lot	0.00	663.00	1,300.00
4000.2 · Kitchen Fees	0.00	0.00	250.00
4000.3 · Old Firehouse / Museum	0.00	0.00	3,000.00
4000.6 · Storage Fees	0.00	0.00	40.00
4000.8 · WW Community Bldg	0.00	-27.00	10,000.00
4000 · Facility Rental - Other	0.00	0.00	0.00
<b>Total 4000 · Facility Rental</b>	<b>0.00</b>	<b>636.00</b>	<b>14,590.00</b>
4100 · Property Tax	0.00	1,056.55	142,000.00
4200 · Solid Waste Franchise Fee	14,341.58	22,876.62	67,000.00
4300 · Solid Waste Fees	0.00	2,414.66	229,000.00
4400 · Sports League	0.00	0.00	10,000.00
4500 · Donations	0.00	1,500.00	
<b>Total Income</b>	<b>14,341.58</b>	<b>28,483.83</b>	<b>462,590.00</b>
<b>Gross Profit</b>	<b>14,341.58</b>	<b>28,483.83</b>	<b>462,590.00</b>
<b>Expense</b>			
5000 · Advertising & Marketing	0.00	0.00	150.00
5010 · Bank Charges & Fees	0.00	-188.00	200.00
5015 · Credit Card Fees	0.00	0.00	100.00
5030 · Dues & Subscriptions			
5030.1 · LAFCO Apportionments	0.00	0.00	790.00
5030.2 · Memberships	0.00	28.00	2,100.00
5030 · Dues & Subscriptions - Other	0.00	0.00	500.00
<b>Total 5030 · Dues &amp; Subscriptions</b>	<b>0.00</b>	<b>28.00</b>	<b>3,390.00</b>
5040 · Election Costs	0.00	0.00	15,000.00
5050 · Equipment	0.00	0.00	800.00
5060 · Green Waste Fees - FSC	0.00	0.00	4,510.00
5070 · Insurance			
5070.1 · Property & Liability	0.00	9,848.10	9,900.00
5070.2 · Workers Compensation	0.00	3,001.09	2,950.00
5070 · Insurance - Other	0.00	0.00	0.00
<b>Total 5070 · Insurance</b>	<b>0.00</b>	<b>12,849.19</b>	<b>12,850.00</b>
5080 · Meals & Entertainment	0.00	0.00	100.00
5090 · Office Admin			
5090.1 · Office Equipment	0.00	0.00	2,200.00
5090.2 · Online Software	0.00	0.00	1,000.00
5090.3 · Postage	0.00	0.00	1,200.00
5090.4 · Printing	0.00	0.00	1,000.00
5090.5 · Supplies	25.84	58.62	3,000.00
5090.6 · SW Dump Card	0.00	0.00	3,100.00
5091 · Training	0.00	0.00	50.00
<b>Total 5090 · Office Admin</b>	<b>25.84</b>	<b>58.62</b>	<b>11,550.00</b>



**Wrightwood Community Services District  
 Profit & Loss Budget Performance  
 September 2020**

	Sep 20	Jul - Sep 20	Annual Budget
<b>5100 · Payroll Expenses</b>			
5100.1 · Administrative Staff	1,312.00	4,531.07	23,000.00
5100.2 · GM Salaries	3,088.76	9,266.28	37,065.00
5100.3 · Park Maintenance	1,082.75	3,183.44	14,400.00
5100.5 · Parks & Recreation Coordinator	0.00	0.00	14,000.00
<b>Total 5100 · Payroll Expenses</b>	<b>5,483.51</b>	<b>16,980.79</b>	<b>88,465.00</b>
<b>5110 · Payroll Tax Expense</b>			
5110.1 · Federal Payroll Taxes	608.95	1,424.88	7,400.00
5110.2 · State Payroll Taxes	0.00	0.00	1,500.00
<b>Total 5110 · Payroll Tax Expense</b>	<b>608.95</b>	<b>1,424.88</b>	<b>8,900.00</b>
<b>5120 · Permits &amp; Licenses</b>			
5120.1 · Health Permit	0.00	0.00	550.00
<b>Total 5120 · Permits &amp; Licenses</b>	<b>0.00</b>	<b>0.00</b>	<b>550.00</b>
<b>5130 · Professional Services</b>			
5130.1 · Accounting	0.00	0.00	0.00
5130.2 · Audit	0.00	6,500.00	13,000.00
5130.3 · Legal Services	0.00	8,475.00	35,000.00
5130.5 · Payroll Processing	118.34	355.02	1,450.00
<b>Total 5130 · Professional Services</b>	<b>118.34</b>	<b>15,330.02</b>	<b>49,450.00</b>
<b>5140 · Rent &amp; Lease</b>			
5140.1 · Porta Potty	0.00	0.00	4,500.00
<b>Total 5140 · Rent &amp; Lease</b>	<b>0.00</b>	<b>0.00</b>	<b>4,500.00</b>
<b>5150 · Repairs &amp; Maintenance</b>			
5150.1 · Equipment	770.05	1,426.00	1,600.00
5150.2 · Facility Maintenance	325.00	3,373.14	18,000.00
5150.3 · Job Supplies	752.33	1,979.13	12,000.00
5150.4 · Plumbing Repairs	0.00	307.65	800.00
5150.5 · Property	0.00	0.00	2,900.00
5150.6 · Septic Maintenance	0.00	0.00	1,000.00
5150.7 · Street Lights	0.00	0.00	0.00
5150 · Repairs & Maintenance - Other	0.00	0.00	0.00
<b>Total 5150 · Repairs &amp; Maintenance</b>	<b>1,847.38</b>	<b>7,085.92</b>	<b>36,300.00</b>
<b>5160 · Security</b>	<b>0.00</b>	<b>241.72</b>	<b>600.00</b>
<b>5180 · Services</b>			
<b>5180.2 · Sports League</b>			
5180.2C - Flag Football	0.00	0.00	600.00
5180.2A · Softball	0.00	0.00	1,500.00
5180.2B · Soccer	0.00	0.00	375.00
5180.2C · Cornhole	0.00	0.00	225.00
5180.2D · Other Park & Rec Expenses	0.00	0.00	50.00
<b>Total 5180.2 · Sports League</b>	<b>0.00</b>	<b>0.00</b>	<b>2,750.00</b>
5180 · Services - Other	0.00	0.00	0.00
<b>Total 5180 · Services</b>	<b>0.00</b>	<b>0.00</b>	<b>2,750.00</b>
<b>5190 · Solid Waste Disposal Fees</b>	<b>11,555.88</b>	<b>53,738.89</b>	<b>130,000.00</b>



**Wrightwood Community Services District  
 Profit & Loss Budget Performance  
 September 2020**

	Sep 20	Jul - Sep 20	Annual Budget
<b>5210 · Telephone</b>			
5210.3 · Office Phone	118.69	355.61	1,500.00
<b>Total 5210 · Telephone</b>	118.69	355.61	1,500.00
<b>5220 · Travel</b>	0.00	0.00	100.00
<b>5240 · Utilities</b>			
<b>5240.1 · Electric</b>			
5240.1A · Community Center	0.00	792.63	4,500.00
5240.1B · Museum	0.00	90.58	700.00
5240.1C · Street Lights	351.39	1,054.17	4,000.00
5240.1D · Electrical Panel	0.00	59.73	
<b>Total 5240.1 · Electric</b>	351.39	1,997.11	9,200.00
<b>5240.2 · Gas</b>			
5240.2A · Community Center	55.91	183.52	2,600.00
5240.2B · Museum	17.03	53.91	800.00
<b>Total 5240.2 · Gas</b>	72.94	237.43	3,400.00
<b>5240.3 · Trash</b>			
5240.3A · Community Center	180.63	550.89	2,100.00
5240.3 · Trash - Other	0.00	0.00	0.00
<b>Total 5240.3 · Trash</b>	180.63	550.89	2,100.00
<b>5240.4 · Water</b>			
5240.4A · Community Center	0.00	1,611.86	2,500.00
5240.4B · Museum	26.59	79.49	275.00
<b>Total 5240.4 · Water</b>	26.59	1,691.35	2,775.00
<b>5240 · Utilities - Other</b>	0.00	0.00	0.00
<b>Total 5240 · Utilities</b>	631.55	4,476.78	17,475.00
<b>5900 · Debt Service</b>			
5900.1 · Principal Expense	0.00	1,262.51	10,583.00
<b>Total 5900 · Debt Service</b>	0.00	1,262.51	10,583.00
<b>Total Expense</b>	20,390.14	113,644.93	399,823.00
<b>Net Ordinary Income</b>	-6,048.56	-85,161.10	62,767.00
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4600 · Interest Income	0.00	85.94	25.00
<b>Total Other Income</b>	0.00	85.94	25.00
<b>Other Expense</b>			
7100 · Capital Outlay Expense	0.00	0.00	39,982.00
<b>Total Other Expense</b>	0.00	0.00	39,982.00
<b>Net Other Income</b>	0.00	85.94	-39,957.00
<b>Net Income</b>	-6,048.56	-85,075.16	22,810.00



September 20		DISBURSEMENTS AND DEPOSITS			
Check Number	Amount	Disburstment Date	Cleared Date	Payee	Account
1871	\$414.15	9/3/2020	9/9/2020	California Generator	Semi Annual Maintenance
1872	\$770.50	9/3/2020	9/9/2020	Fasteaire Hand Dryers	Hand Dryer
1873	\$438.86	9/3/2020	9/16/2020	SCE	Community Bldg/Museum
1874	\$2,100.00	9/3/2020	9/15/2020	Timothy Ewing	Painting Deposit
Debit Card	\$25.85	9/4/2020	9/4/2020	Amazon	Tape & Ruler
Debit Card	\$25.84	9/8/2020	9/8/2020	Amazon	Mop refills
Auto Debit	\$59.17	9/11/2020	9/11/2020	ADP	Payroll Processing
1875	\$180.63	9/10/2020	9/16/2020	CR&R	Community Bldg
1876	\$414.85	9/10/2020		Doran Construciton	Final payment steps
1877	\$351.39	9/10/2020	9/17/2020	SCE	Street Lights
1878	\$11,555.88	9/10/2020	9/16/2020	CR&R	Solid Waste
Debit Card	\$25.85	9/12/2020	9/12/2020	Amazon	Gloves
Debit Card	\$119.64	9/16/2020	9/16/2020	Amazon	Pickup sticks
1879	\$56.25	9/18/2020	9/30/2020	John Zuber	Bollard paint
Auto Debit	\$59.17	9/25/2020	9/25/2020	ADP	Payroll Processing
1880	\$4,300.00	9/21/2020	10/1/2020	Brunick McElhaney & Kennedy	August Attorney fees
1881	\$325.00	9/21/2020		Pete's Termite & Pest Control	Rodent service
1882	\$72.94	9/21/2020		So Cal Gas	Comm Bldg & Museum
1883	\$225.52	9/21/2020	9/28/2020	Waxie	Supplies
1884	\$150.00	9/21/2020		Dominique Bram	Security Deposit
1885	\$4,831.01	9/21/2020		County of SB	Solid Waste
1886	\$584.17	9/21/2020		Golden State Water	Comm Bldg & Museum
1887	\$286.31	9/24/2020	9/29/2020	Mountain Hardware	Supplies
1888	\$118.69	9/24/2020	9/29/2020	Verizon	Phones
Debit Card	\$14.00	9/26/2020	9/26/2020	Amazon	Prime Membership
<b>TOTAL</b>	<b>\$27,091.52</b>				

	Payroll
9/1 Payroll	\$2,490.50
9/1 Payroll taxes	\$672.67
9/16 Payroll	\$2,314.64
9/16 Payroll taxes	\$614.65
<b>TOTAL</b>	<b>\$6,092.46</b>

Deposits		
Date	Amount	Name
9/10/2020	\$14,341.58	Solid Waste
9/21/2020	\$204.00	Rental Income
9/26/2020	\$22.77	Amazon refund
<b>TOTAL</b>	<b>\$14,568.35</b>	



**DEPOSITS AND DISBURSEMENTS FISCAL YEAR 2020/2021**

Month	Beginning Balance	Deposit	Total Disbursements	Payroll	Gross
Jul-20	\$110,864.27	\$8,880.62	\$47,770.40	\$6,069.77	\$65,904.72
Aug-20	\$65,904.72	\$5,760.27	\$33,013.45	\$6,243.44	\$32,408.10
Sep-20	\$32,408.10	\$14,568.35	\$22,699.30	\$6,092.46	\$18,184.69
Oct-20					
Nov-20					
Dec-20					
Jan-21					
Feb-21					
Mar-21					
Apr-21					
May-21					
Jun-21					

Estimate Cash Flow Statement		MONTHLY HOURS				
		GM	PARK	OFFICE	PARK/REC	MONTH
Current Bank Balance	\$18,184.69					BUDGETED
Savings Account	\$150,237.05					
Reserve for Operations	\$5,001.05	107.25	74.25	104	0	Jul-20
Reserver for Replacements	\$22,284.09	76.5	61.75	93	0	Aug-20
<b>Total Estimate Revenue</b>	<b>\$190,705.83</b>	89.5	59.5	91	0	Sep-20
						Oct-20
						Nov-20
<b>Accounts Payable</b>	<b>Outstanding</b>					Dec-20
Election Payment	\$10,583.00					Jan-21
						Feb-21
Total Estimated Expense	\$10,583.00					Mar-21
<b>Balance</b>	<b>\$180,122.83</b>					Apr-21
Election payments are due each January 3 remaining						May-21
						Jun-21

Hours are 5 consecutive hours per work day. number of work days can vary

dependent upon the days of the week, compared to the days of the month.



# ITEM 8

## PROPOSED PHOTO CONTEST:

## DISCUSSION AND POSSIBLE ACTION





We have been issuing our dump cards with an image on them that refers to Wrightwood. I would like to run a photography contest for the 2021-2022 cards. It would be open to residents to submit up to 2 images for consideration and the Board would vote on the photograph that we would use for the new dump cards at the February 2021 meeting. If needed the CSD staff will narrow the selection of photographs to be voted on before the February 2021 meeting.



# WRIGHTWOOD COMMUNITY SERVICES DISTRICT



Wrightwood CSD is looking for photographs to feature on our community dump card for 2021-2022. We are looking for landscape photographs that show off our town. In previous years we have chosen a photo to use as the background on the dump cards. This year we are asking the community, for their photos, of what you love about our town.

## Contest Rules

- 1 The contest will run from November 1, 2020 through January 15, 2021.
- 2 Photographs must be original submissions.
- 3 Professional photographers and photographs are not eligible.
- 4 Landscape photographs only (no people in the photograph).
- 5 Photographs must be submitted with a signed waiver.
- 6 Photographs will not be returned.
- 7 CSD staff may narrow the selection of photographs for the Board to consider depending on the number of submissions.
- 8 The Board of Directors of the CSD will pick a winner during the February 2021 meeting.
- 9 The winner will be featured on the CSD Facebook page along with their winning photograph.
- 10 Winner's photograph will be used as the background for the dump cards dated July 1, 2021 – June 30, 2022.
- 11 Submissions need to be in .jpg format and are limited to 2 per person. Submissions are limited to 10MB.
- 12 Submissions should be sent to [gm@wrightwoodcsd.org](mailto:gm@wrightwoodcsd.org) and include the signed Photo Release Form.



# PHOTO RELEASE FORM

I, \_\_\_\_\_ with a mailing address of \_\_\_\_\_  
City of \_\_\_\_\_, State of \_\_\_\_\_ (the  
"Releasor") grant permission and consent to Wrightwood Community Services District  
(the "Releasee") for the use of the following photograph(s) as identified below for  
presentation under any legal condition, including but not limited to: publicity, copyright  
purposes, illustration, advertising, and web content:

---

Describe Photo(s)

## Payment

I understand that there shall be no payment for this release.

## Royalties

I understand that no royalty, fee, or other compensation shall become payable to me  
by reason of such use.

## Revocation (check one)

I understand that with my authorization below the photograph(s) may never be  
revoked.

We, the Releasor and Releasee, have understand and agree to the aforementioned  
terms and conditions.

**Releasor's Signature** \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Releasee's Signature** \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

# ITEM 9

## RETAINING WALL:

### DISCUSSION AND POSSIBLE ACTION





The building where we store our equipment, parks and recreation supplies, and maintenance supplies is right next to a slope. During rain or snow, we must have sandbags placed against the building to avoid water coming into the building and damaging those items. I was able to get 2 quotes for the proposed retaining wall.

Golden Arrow Landscaping     \$2,733.50

Doran Construction             \$963.60

The bid from Golden Arrow includes a drain to channel the water away from the building while Doran Construction does not include a drain. Both are insured and licensed.

**Doran Construction LLC**

1041 N. Cypress St.  
La Habra, CA 90631

Estimate

Name / Address
Wrightwood CSD 1275 State Hwy 2 Wrightwood, CA 92397



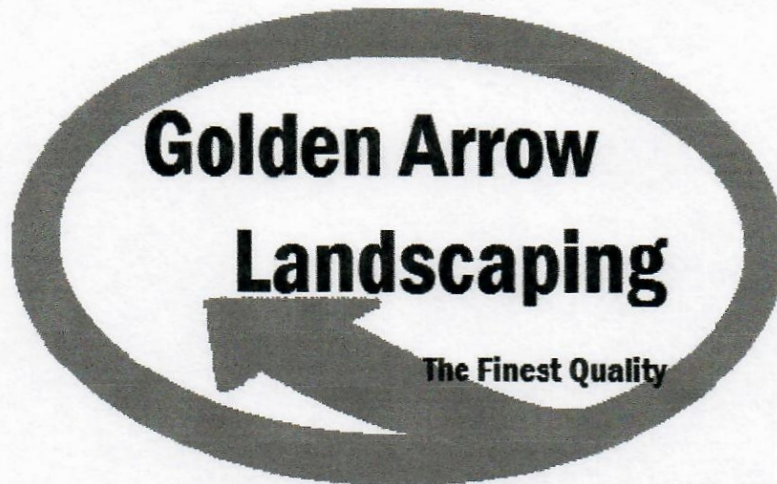
Project	Date	Estimate #
WW CSD - planter wall	9/25/2020	722

Description	Qty	Rate	Total
Supply 108 planter wall stones to match existing as closely as possible to extend existing low planter wall behind building by approx. 22ft	108	2.25	243.00
Labor to excavate slope back, set stones in a sand/gravel bed to match existing height curving around front corner of building to aid in directing water flow	16	35.00	560.00
Company Overhead & Margin	803	0.20	160.60
<b>Total</b>			<b>\$963.60</b>

Phone # 562-448-3428 or ...  
Fax # 562-696-2162





Golden Arrow landscaping strives to provide the highest quality professional work and total customer satisfaction. We look forward to hearing back from you.

Description

- |                     |  |
|---------------------|--|
| Removal             | -Remove approximately 2 yds. Of native soil to provide a space for the new retaining wall and french drainage system prior to installation.  |
| Dirt work           | Add 1 to 2 yds. Of type #2 road base and compact with plate compactor for retaining wall   |
| Block work          | -Install approximately 120 Orco stacking block, 33 foot long, and five courses high [max ] to area behind building to avert run off of water. Add GEO Grid where applicable to tie wall to the bank. |
| French drain system | -install 4 inch perforated pipe behind the wall and cover with fabric to allow water to enter. Add 1/2 yard of grey rock to promote drainage add a cap at end to negate animals from living inside   |

**Estimated time: 1 to 2 days**

City of Wrightwood Ca.

Lori Golden

Price for all services rendered- included materials listed, labor, delivery fees, disposal fees, rental fees, and subsequent fuel charges(there will be dump fees for large item haul off if required by the customer or to do the job)

**Total for materials and services rendered - \$2,733.15**

payment structure will be as follows:

10% down to start the job

50% boots on the ground draw(this will be required for materials the first day the job starts)

40% the remainder upon completion of the job

all deviations from the bid will be a change order and must be signed by both the contractor and home owner

All estimates include deliveries, labor, installation, and cleanup and must be reevaluated after 30 days, thank your for considering our estimate, please contact us by email or telephone provided below and we will get back to you as soon as possible.

**All landscape designs and contracts are property of Golden Arrow Landscape, and reflect over 30 years experience. It takes time and care to create; and remains the sole property of Golden Arrow Landscape until signed by the customer.**

**\*If it is your decision NOT to except the contract / competitive bid.**

**Please promptly return our design with in 48 hours,**

**Thank You,**

**Golden Arrow Landscaping**



City of Wrightwood Ca.  
Lori Golden

Payments Recieved

Down payment: \$ \$ 273.31 Check # \_\_\_\_\_

Customers signiture: \_\_\_\_\_ Contractor: \_\_\_\_\_

Second payment: \$ 1229.92 Check # \_\_\_\_\_

Customers signiture: \_\_\_\_\_ Contractor: \_\_\_\_\_

Final payment: \$ 1229.92 Check # \_\_\_\_\_

Customers signiture: \_\_\_\_\_ Contractor: \_\_\_\_\_

**Project Name**

This project will be commonly referred to as the LORI GOLDEN project.

• **Quality of work**

All work performed by Golden Arrow Landscape, via state contractors license# CS27-1045013, and all parts and materials supplied by the same; will meet or exceed standard industry practices in said county of which the contract is to be performed. Additionally, all work will be supervised by the Contractor or foreman.

• **Price of Project**

The price for the work and material supplied for this project will be \$2733.15

There will be No alterations or modifications to the specifications and or contract price above

without Owner's written consent via a change order.

- **Schedule of payments:** payments shall be made as follows per completion of each of the three phase payment structure
  - a .Ten percent (10%) down upon the execution of this contract.
  - b .Fifty (50%) percent { boots on the ground} Starting Day; for materials and labor to begin task.
  - c .Forty (40%) percent , Aron **satisfaction of the completion** of said contract { per terms set forth therein}.

• **Timing of payments**

All payments, except the final payments are to be made within 3 days from the date Owner is notified an installment is due. The final payment is due the day of completion ; Or Within 15 days of the project's completion.

\* Failure to make timely payments may result in work stoppage.

• **Duration of work**

Work on this project will begin on TO BE DETERMINED and shall be completed in order of completion and in coordination with project coordinator.



Estimated time of completion 2 DAYS

- **Working days**

\* Time for this project's completion shall be extended by additional time due to a change order, rain or rain caused delays, or other acts of nature.

- **All changes in writing**

If any alterations or modifications to the specifications or contract price are thought necessary. It is hereby agreed that contractor and owner will discuss the change prior to any alteration or modifications shall be made or any additional work being performed.

\* Any alterations or modifications to the contract shall be made in a document commonly referred to as a "Change order"

- **All Change orders**

Shall include the additional work and costs of materials, and alterations and or modifications to original design.

- work will commence after change order payment has been made.

\* Payment for said change order shall be made upon signing of said contract, or within three days from the date Change order is executed.

- **Governing law**

Except where federal law is applicable or preempts State Law, or would otherwise apply, this agreement shall be construed in accordance with the laws of the state of California.

- **Mechanics lien**

Under the California Mechanics lien law, any contractor, subcontractor, laborer, supplier or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land or property where the work was performed and to sue you in court to obtain this payment. Failure to make payments may result in a judgment against you, potentially resulting in the forced sale of your home, land or property.

- **Attorney fee**

in connection with any arbitration or judicial proceeding arising out of this agreement, the prevailing party shall be entitled to recover all costs incurred in enforcing this agreement, including and not limited to, reasonable attorney's



fees.

• **ENTIRE AGREEMENT**

\*This agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this agreement will be binding on the parties

- **Concrete** If you project has concrete poured on the property we do our absolute best to ensure the highest quality concrete possible! However there are a few things to expect when pouring a shaping liquid rock and shaping it to a desired form.

What to Expect -

**Cracks-** Yes- concrete does crack. We do not like it either but in most cases, it is bound to happen. This is why we install crack control joints where the concrete is most likely to crack. If the concrete cracks in these control joints, this is exactly what we had hoped for. Typically, concrete cracks very soon after it is poured, often the same day. We do everything we can to control cracking, but there is NO GUARANTEE that concrete will not crack in other places. Cracks that are 3/16" of one inch or less (in height or gap) are considered normal and are within industry standards.

**Discoloration-** Another common misconception is color. It is not possible for us to match exact color of your porch to your sidewalk or to your driveway. Sometimes even your driveway may not match exactly since most driveways need two or more loads of concrete. This is especially true if concrete placements are made on different days or if you have color added to your concrete. We can get creative by using a slightly different colored border or margin to separate concrete sections so this is less noticeable. Most of these color variations are minor and most will fade over time, but it can occur.

**Surfaces-** A common misconception is that your driveway, porch or sidewalk surface will last and hold indefinitely. Unfortunately this is not true. Exterior concrete is subject to inclement weather, sunlight exposure and heavy vehicle traffic. These result in normal wear on the surface of the concrete. While concrete is a very durable product it is not always without its flaws. Sometimes the surface of the concrete may appear to be popping or flaking off. If this is minimal (a few here or there) it is quite possible that a stone or stone(s) close to the surface popped out. This is nothing to worry about since the integrity of the slab is not compromised. If you experience a lot of popping and/flaking of the surface (more than 20%) then you may have a warranty issue.

**Texture-** It is possible that your patio and driveway, or your neighbor's concrete with the same finish applied may appear to have a different texture or finish than yours. This is common and is no cause for concern. Concrete is a wearing surface and it will also change color over time.

THE PARTIES UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS HERIN AS OF THIS AGREEMENT IS FULLY EXECUTED:

Costumers signature: \_\_\_\_\_ Date: \_\_\_\_\_

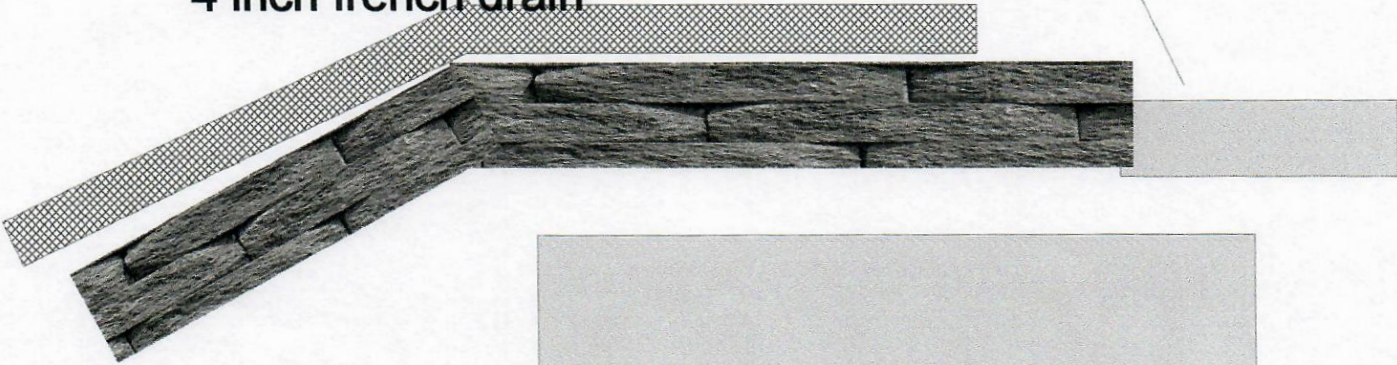
Contractors signature: \_\_\_\_\_ Date: \_\_\_\_\_



City of Wrightwood retaining wall

Old wall

4 inch french drain



5 course Orco block Retaining wall

building