

REGULAR BOARD MEETING
December 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: Steve Kennedy General Counsel (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.

1. **Roll Call:** All present
2. **Approval of Agenda:** Director Franklin motioned to approve the agenda; Director Schneider seconded the motion. Agenda was approved unanimously.
3. **Public Comment:** None
4. **Agency Reports:** Officer Ron Goddard filled in for Sgt. Solorio and reported on the calls received in November. There were 3 calls for vandalism, 2 residential burglary, 2 vehicle burglary, 2 death investigations, 1 5150, 1 petty theft, and 1 courtesy report.
5. **Consent Calendar:** Director Schneider motioned to accept the minutes and Vice President Hordyk seconded. The motion was passed unanimously.
6. **General Managers Report:** General Manager Golden reported on the first property tax deposit and trimming of some park trees. Golden also reported on working with the Per Capita Grant Standing Committee and the desire to create a vision plan for the Parks and Recreation areas. The Board directed General Manager Golden to obtain at least 2 bids for every expense if possible.
7. **November Financial Statements:** General Manager Golden was unable to complete the November financials due to the Board meeting occurring on the 1st of December. These reports will be completed and included in the January 5, 2021 meeting.
8. **Christmas Tree Donation:** Vice President Hordyk reported on the village Christmas tree. The tree has over 30,000 lights and the Wrightwood Village Association is asking for donations to help pay for the decorating of the tree. Director Lopiccolo made the motion to donate \$500 to the cost of the tree (\$7,000) and Director Franklin seconded the motion. The motion passed unanimously. President Zuber requested an update on the donations for the tree during the January 5, 2021 meeting.
9. **Farmer's Market Proposed Rental:** Farmer's Market director Ron Frank has requested the usage of the Community Building for the Farmer's Market. Ron presented a proposal that included only 10 people in the building at a time, masks for all, a hand washing station, a one-way flow, and a special time for high risk customers. Director Schneider made the motion to accept the proposed rental with the addition of special cleaning protocols to safe guard our employees. Vice President Hordyk seconded the motion and it was passed unanimously.

10. Purchasing Policy: General Counsel Kennedy presented the details of a proposed purchasing policy. The policy has a section for competitive bidding on construction contracts \$25,000 or greater. The Board would not be compelled to accept the lowest bidder or a non-responsive bidder. Contracts that would not be considered under the policy would be non-cost related work such as snow removal. There are also exceptions for an emergency and exclusions for any conflict of interest. The General Manager has the right to sign contracts on behalf of the CSD and the Board can meet in emergency situations if need be. The Board asked to remove purchase orders and reduce the amount that the General Manager can approve without Board approval. General Counsel Kennedy will make the changes requested by the Board and will discuss at the January 5, 2021 meeting.

11. Blood Drive Building Usage: General Counsel Kennedy presented a proposal from Life Stream to conduct blood drives in the Community Building. The Board requested more information and this item will be moved to the January 5, 2021 meeting.

12. Savings Account Protocol: General Manager Golden reported that the money that had been transferred out of the savings account had been replaced. President Zuber and Vice President Hordyk expressed the desire for the whole Board to know about any possible transfers before they happen. Director Franklin expressed the idea that just one member of the Board be informed when any money is needed to transfer out of the savings account to cover monthly expenses. General Counsel Kennedy noted that the whole Board should be notified. Director Schneider motioned that before any money is transferred from the savings account that the Board be notified and a special meeting held. Director Lopiccolo seconded and the motion passed unanimously. General Counsel Kennedy was asked to bring a resolution for the Board to review regarding this protocol.

13. Per Capita Grant Standing Committee: Director Schneider reported that they are waiting for the County to respond to several questions regarding the east side park. This will be updated for the January 5, 2021 meeting.

14. Snow Removal Ad Hoc Committee: President Zuber reported that he was unable to get a donation to cover the cost of the consultant. Vice President Hordyk will continue work on this and will discuss at the January 5, 2021 meeting.

15. CSD Board Election: The election was certified as of today and Sadie Albers, Chuck Franklin and Natalie Lopiccolo were elected. President Zuber will do a formal agreement with UIA and CSD for a zero cost for the internet services (5-year contract). Vice President Hordyk will run the January 5th meeting until the Board positions are decided upon. President Zuber will also donate the rest of the subscription to Zoom for holding the remote meetings.

16. CSD Building Opening: There are no plans to open the building at this time.

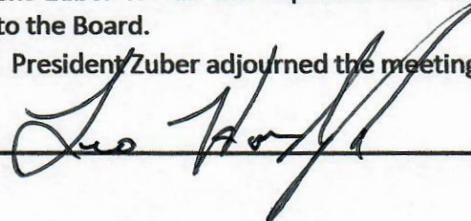
17. Recess to Closed Session: 7:47pm

18. Return to Open Session: 7:57pm No reportable action

19. Future Board Meeting: The next Board meeting will be held on January 5, 2021 and will be a remote meeting

20. Directors Comments: Director Franklin thanked Wes Zuber for the donations (money, expertise, and time) that have been given to the CSD. Director Schneider expressed her gratitude to Wes Zuber for setting up the CSD and all the work he has put in. General Counsel Kennedy stated that it was an honor to serve with President Zuber. General Manager Golden thanked President Zuber for all the expertise and knowledge that he has contributed. Director Franklin also welcomed Sadie Albers to the Board.

21. Adjournment: President Zuber adjourned the meeting at 8:05 P.M.

Minutes approved by:  _____