

**WRIGHTWOOD
COMMUNITY
SERVICES DISTRICT**

JANUARY 5, 2021

**REGULAR BOARD
MEETING PACKET**

WRIGHTWOOD COMMUNITY SERVICES DISTRICT

P.O. Box 218 Wrightwood, CA 92397

Regular Meeting of the Board of Directors

Tuesday, January 5, 2021-6:30pm

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=UmrRqVONpT09KY1FXRDFCMTBkO0dOQT09>

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. Board Officer Appointments: Discussion and Possible Action
6. Consent Calendar
 - 6a. December 1, 2020 Regular Board Meeting Minutes
7. General Managers Report
8. November and December 2020 Financials
9. Website Authorizations and Updates: Discussion and Possible Action
10. Per Capita Grant Consultant Invoice: Discussion and Possible Action
11. Per Capita Grant Consultant Contract: Discussion and Possible Action
12. Playground Slide Repair: Discussion and Possible Action
13. Purchasing Policy Resolution: Discussion and Possible Action
14. Emergency Purchasing Guidelines: Discussion and Possible Action
15. Savings Account Transfers Protocol: Discussion and Possible Action
16. Portable Restrooms: Discussion and Possible Action
17. Snow Removal Ad Hoc Committee: Discussion and Possible Action
18. CSD Building Opening: Discussion and Possible Action
19. Future Board Meeting – February 2, 2021: 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 5

BOARD OFFICER APPOINTMENTS



We have just completed an election for 3 board seats. Due to a change in the Board, we should review the officer appointments for the next year.

ITEM 6A

REGULAR BOARD MEETING DECEMBER 1, 2020

MINUTES



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.

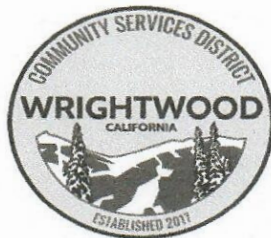
1. **Roll Call:** All present
2. **Approval of Agenda:** Director Franklin motioned to approve the agenda; Director Schneider seconded the motion. Agenda was approved unanimously.
3. **Public Comment:** None
4. **Agency Reports:** Officer Ron Goddard filled in for Sgt. Solorio and reported on the calls 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: _____

ITEM 7

GENERAL MANAGER REPORT



GENERAL MANAGER REPORT

January 5, 2021

We had an issue with our website in December. Several things were deleted causing our website to go down or show a blank home page. With grateful thanks to Wes Zuber and his team at UIA, they were able to restore our website. We will be discussing rights and new login procedures to the website for item 9 on the agenda.

The CSD office in the Community Building was painted in December. It is now a light beige color instead of the brick red it has been.

I have been working with the Grant Standing Committee to get more estimates for playground equipment. The outside restrooms are currently locked due to freezing conditions and the portable restrooms are open for use. I have been requested to get a copy of our property boundaries and I am currently working on that.

The elected Board members were sworn in on December 4th at Vivian Null Park and the videos of that will be posted on our website. With new Board members comes a new signature card for the bank accounts. Due to Covid19, the bank is requiring an appointment to transact business in their building. I will need a 24-hour time period that everyone can go to the bank and sign the new signature card.

Leo Hordyk and I also met with Cecelia Cummings and Joshua Cates in regards to the parking lot. They confirmed that there was not a signed agreement between Ms. Cummings and CSA56 prior to the CSD formation.

Lori Golden
General Manager

ITEM 8

NOVEMBER AND DECEMBER 2020 FINANCIALS

DISCUSSION AND POSSIBLE ACTION



November 20 DISBURSEMENTS AND DEPOSITS

Check Number	Amount	Disbursement Date	Cleared Date	Payee	Account
Debit Card	\$85.95	11/2/2020	11/2/2020	Amazon	Toilet paper
1905	\$10,989.29	11/5/2020	11/13/2020	CR&R	Solid Waste
1906	\$150.00	11/5/2020	11/12/2020	CM Installations	Skatepark camera
1907	\$4,456.22	11/5/2020	11/12/2020	County of SB	Solid Waste
1908	\$1,777.00	11/5/2020	11/12/2020	CSDA	Membership
1909	\$5.18	11/5/2020	11/16/2020	SCE	Electric pedestal
1910	\$37.90	11/5/2020	11/16/2020	SCE	Museum
1911	\$221.81	11/5/2020	11/16/2020	SCE	Community Bldg
Debit Card	\$143.73	11/5/2020	11/5/2020	EDD	Unemployment tax
Auto Debit	\$59.17	11/13/2020	11/13/2020	ADP	Payroll Service
1912	\$10,559.74	11/16/2020	11/27/2020	CR&R	Solid Waste
1913	\$183.63	11/16/2020	11/27/2020	CR&R	Community Bldg
1914	\$520.00	11/16/2020	11/30/2020	County of San Bernardino	Health permit
1915	\$364.98	11/16/2020		SCE	Street Lights
1916	\$93.18	11/16/2020		So Cal Gas	Community Bldg
Debit Card	\$979.50	11/16/2020	11/16/2020	Andy Gump	Porta Potty
Debit Card	\$33.30	11/16/2020	11/16/2020	Amazon	Magic Erasers
Debit Card	\$12.92	11/19/2020	11/19/2020	Amazon	9 volt batteries
1917	\$1,575.00	11/19/2020		Brunick McElhane & Kennedy	Oct Attorney
1918	\$4,277.09	11/19/2020		County of SB	Solid Waste
1919	\$69.99	11/19/2020	11/23/2020	Lori Golden	Backup software
1920	\$31.86	11/19/2020		So Cal Gas	Museum
Debit Card	\$140.06	11/20/2020	11/20/2020	Amazon	Toner
Debit Card	\$22.60	11/21/2020	11/21/2020	Amazon	Dish Soap
Debit Card	\$116.37	11/23/2020	11/23/2020	Amazon	409 cleaner
Auto Debit	\$59.17	11/27/2020	11/27/2020	ADP	Payroll Service
1921	\$202.78	11/30/2020		Golden State Water	Community Bldg
1922	\$431.49	11/30/2020		Mountain Hardware	Supplies
1923	\$77.00	11/30/2020		Pete's Termite	Monthly Service
1924	\$118.75	11/30/2020		Verizon	Cell phones
1925	\$220.75	11/30/2020		Waxie	Supplies
Debit Card	\$14.00	11/30/2020	11/30/2020	Amazon	Prime Membership
TOTAL	\$37,944.46				

Payroll	
11/2 Payroll	\$2,532.85
11/2 Payroll taxes	\$690.87
11/16 Payroll	\$2,264.99
11/16 Payroll Taxes	\$598.64
TOTAL	\$6,087.35

Deposits		
Date	Amount	Name
11/4/2020	\$21,200.00	Trans from savings
11/9/2020	\$3,499.62	Solid Waste
11/9/2020	\$378.00	Rental Income
11/10/2020	\$330.75	Rental Income
11/13/2020	\$56,268.48	Property Tax
11/20/2020	\$0.73	Property Tax
11/30/2020	\$15,453.86	Property Tax
TOTAL	\$97,131.44	

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	\$18,184.69	\$5,900.99	\$13,973.52	\$6,103.09	\$4,009.07
Nov-20	\$4,009.07	\$75,931.44	\$37,907.41	\$6,087.35	\$35,945.75
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	\$35,945.75					BUDGETED
Savings Account	\$150,298.33					
Reserve for Operations	\$5,001.88	107.25	74.25	104	0	Jul-20
Reserver for Replacements	\$22,289.66	76.5	61.75	93	0	Aug-20
Total Estimate Revenue	\$208,533.74	89.5	59.5	91	0	Sep-20
		80	66.5	99	0	Oct-20
Accounts Payable	Outstanding	84	57.5	93	0	Nov-20
Election Payment	\$10,583.00					Dec-20
						Jan-21
						Feb-21
Total Estimated Expense	\$10,583.00					Mar-21
Balance	\$197,950.74					Apr-21
						May-21
						Jun-21

Election payments are due each January 3 remaining

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 November 2020

	Nov 20	Jul - Nov 20	Annual Budget
Ordinary Income/Expense			
Income			
4000 · Facility Rental			
4000.1 · CC Parking Lot	432.00	1,473.00	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	330.75	303.75	10,000.00
4000 · Facility Rental - Other	0.00	0.00	0.00
Total 4000 · Facility Rental	762.75	1,776.75	14,590.00
4100 · Property Tax	24,981.80	24,981.35	142,000.00
4200 · Solid Waste Franchise Fee	3,499.62	32,277.23	67,000.00
4300 · Solid Waste Fees	46,740.54	46,825.20	229,000.00
4400 · Sports League	0.00	0.00	10,000.00
4500 · Donations	0.00	1,500.00	
Total Income	75,984.71	107,360.53	462,590.00
Gross Profit	75,984.71	107,360.53	462,590.00
Expense			
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
5025 · Grant Expense	0.00	99.00	
5030 · Dues & Subscriptions			
5030.1 · LAFCO Apportionments	0.00	0.00	790.00
5030.2 · Memberships	0.00	1,833.00	2,100.00
5030 · Dues & Subscriptions - Other	0.00	0.00	500.00
Total 5030 · Dues & Subscriptions	0.00	1,833.00	3,390.00
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
Total 5070 · Insurance	0.00	12,849.19	12,850.00
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	139.98	229.97	1,000.00
5090.3 · Postage	0.00	55.00	1,200.00
5090.4 · Printing	0.00	0.00	1,000.00
5090.5 · Supplies	0.00	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

Wrightwood Community Services District Profit & Loss Budget Performance November 2020

	Nov 20	Jul - Nov 20	Annual Budget
Total 5090 · Office Admin	139.98	343.59	11,550.00
5100 · Payroll Expenses			
5100.1 · Administrative Staff	1,519.07	7,645.21	23,000.00
5100.2 · GM Salaries	3,340.76	15,695.80	37,065.00
5100.3 · Park Maintenance	854.00	5,082.07	14,400.00
5100.5 · Parks & Recreation Coordinator	0.00	0.00	14,000.00
Total 5100 · Payroll Expenses	5,713.83	28,423.08	88,465.00
5110 · Payroll Tax Expense			
5110.1 · Federal Payroll Taxes	373.52	2,173.03	7,400.00
5110.2 · State Payroll Taxes	140.50	140.50	1,500.00
Total 5110 · Payroll Tax Expense	514.02	2,313.53	8,900.00
5120 · Permits & Licenses			
5120.1 · Health Permit	520.00	520.00	550.00
Total 5120 · Permits & Licenses	520.00	520.00	550.00
5130 · Professional Services			
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	12,668.75	35,000.00
5130.5 · Payroll Processing	118.34	591.70	1,450.00
Total 5130 · Professional Services	118.34	19,760.45	49,450.00
5140 · Rent & Lease			
5140.1 · Porta Potty	0.00	0.00	4,500.00
Total 5140 · Rent & Lease	0.00	0.00	4,500.00
5150 · Repairs & Maintenance			
5150.1 · Equipment	150.00	1,576.00	1,600.00
5150.2 · Facility Maintenance	77.00	7,779.91	18,000.00
5150.3 · Job Supplies	1,063.44	3,019.80	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	550.00	1,000.00
5150.7 · Street Lights	0.00	0.00	0.00
5150 · Repairs & Maintenance - Other	0.00	0.00	0.00
Total 5150 · Repairs & Maintenance	1,290.44	13,233.36	36,300.00
5160 · Security	0.00	241.72	600.00
5180 · Services			
5180.2 · Sports League			
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
Total 5180.2 · Sports League	0.00	0.00	2,750.00
5180 · Services - Other	0.00	0.00	0.00
Total 5180 · Services	0.00	0.00	2,750.00

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

	Nov 20	Jul - Nov 20	Annual Budget
5190 · Solid Waste Disposal Fees	10,559.74	70,670.23	130,000.00
5210 · Telephone			
5210.3 · Office Phone	118.75	593.11	1,500.00
Total 5210 · Telephone	118.75	593.11	1,500.00
5220 · Travel	0.00	0.00	100.00
5240 · Utilities			
5240.1 · Electric			
5240.1A · Community Center	221.81	1,327.09	4,500.00
5240.1B · Museum	37.90	170.16	700.00
5240.1C · Street Lights	364.98	1,770.54	4,000.00
5240.1D · Electrical Panel	5.18	64.91	
Total 5240.1 · Electric	629.87	3,332.70	9,200.00
5240.2 · Gas			
5240.2A · Community Center	93.18	334.36	2,600.00
5240.2B · Museum	53.18	125.23	800.00
Total 5240.2 · Gas	146.36	459.59	3,400.00
5240.3 · Trash			
5240.3A · Community Center	146.90	881.42	2,100.00
5240.3 · Trash - Other	36.73	36.73	0.00
Total 5240.3 · Trash	183.63	918.15	2,100.00
5240.4 · Water			
5240.4A · Community Center	176.13	2,281.36	2,500.00
5240.4B · Museum	5.33	111.44	275.00
Total 5240.4 · Water	181.46	2,392.80	2,775.00
5240 · Utilities - Other	0.00	0.00	0.00
Total 5240 · Utilities	1,141.32	7,103.24	17,475.00
5900 · Debt Service			
5900.1 · Principal Expense	0.00	1,262.51	10,583.00
Total 5900 · Debt Service	0.00	1,262.51	10,583.00
Total Expense	20,116.42	159,058.01	399,823.00
Net Ordinary Income	55,868.29	-51,697.48	62,767.00
Other Income/Expense			
Other Income			
4600 · Interest Income	0.00	155.99	25.00
Total Other Income	0.00	155.99	25.00
Other Expense			
7100 · Capital Outlay Expense	0.00	0.00	39,982.00
Total Other Expense	0.00	0.00	39,982.00
Net Other Income	0.00	155.99	-39,957.00
Net Income	55,868.29	-51,541.49	22,810.00

December 20		DISBURSEMENTS AND DEPOSITS			
Check Number	Amount	Disbursement Date	Cleared Date	Payee	Account
1926	\$270.00	12/3/20		Ben Balderrama	Tree trimming
1927	\$221.81	12/3/20	12/16/20	SCE	Community Bldg
1928	\$12.31	12/3/20	12/16/20	SCE	Parking lot panel
1929	\$36.33	12/3/20	12/16/20	SCE	Museum
Debit Card	\$48.48	12/4/20	12/4/20	Amazon	Fire Extinguisher
1930	\$8,565.44	12/8/20	12/16/20	CR&R	Solid Waste
1931	\$364.98	12/8/20	12/16/20	SCE	Street Lights
1932	\$183.63	12/8/20	12/16/20	CR&R	Community Bldg
1933	\$61.87	12/10/20	12/15/20	EDD	4th qtr 2019
1934	\$64.00	12/10/20	12/16/20	SB&Riverside Fire Equip	Certify Extinguishers
1935	\$500.00	12/10/20	12/10/20	Wrightwood Village	Christams tree donation
Auto Debit	\$59.17	12/11/20	12/11/20	Amazon	Name plate
Debit Card	\$76.90	12/11/20	12/11/20	Quick Trophy	Plaque
Auto Debit	\$59.17	12/11/20	12/11/20	ADP	Payroll Processing
Auto Debit	\$648.98	12/14/20	12/14/20	Andy Gump	Porta Potties
1936	\$2,143.75	12/15/20		Brunick McElhane & Kennedy	Nov Attorney
1937	\$269.15	12/15/20		So Cal Gas	Community Bldg
1938		Void	Void	Void	Void
1939		Void	Void	Void	Void
1940		Void	Void	Void	Void
Auto Debit	\$59.17	12/18/20	12/18/20	ADP	Payroll Processing
Debit Card	\$17.23	12/18/20	12/18/20	Amazon	Curtain
Debit Card	\$7.50	12/19/20	12/1*9	Amazon	Curtain Rod
Debit Card	\$13.88	12/19/20	12/19/20	Amazon	Cork Boards
1941	\$4,213.12	12/22/20		County of San Bernardino	Solid Waste
1942	\$141.81	12/22/20	12/30/20	Golden State Water	Community Bldg
1943	\$90.80	12/22/20		So Cal Gas	Museum
1944	\$30.94	12/22/20	12/30/20	Golden State Water	Museum
Auto Debit	\$59.17	12/28/20	12/28/20	ADP	Payroll Processing
Debit Card	\$69.96	12/29/20	12/29/20	Amazon	Toilet Paper
TOTAL	\$18,019.55				

	Payroll
12/2 Payroll	\$2,372.65
12/2 Payroll Taxes	\$634.56
12/15 Payroll	\$2,232.18
12/15 Payroll Taxes	\$594.45
TOTAL	\$5,833.84

Deposits		
Date	Amount	Name
12/3/20	\$12,248.19	Franchise Fee
12/7/20	\$170.41	Property Tax
12/10/20	\$432.00	Rental Income
12/10/20	\$143.83	4th qtr tax 2019
12/18/20	\$127,485.84	Property Tax
12/18/20	\$3,702.46	Property Tax
TOTAL	\$144,182.73	

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	\$18,184.69	\$5,900.99	\$13,973.52	\$6,103.09	\$4,009.07
Nov-20	\$4,009.07	\$75,931.44	\$37,907.41	\$6,087.35	\$35,945.75
Dec-20	\$35,945.75	\$144,182.73	\$13,087.72	\$5,833.84	\$161,206.92
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	\$161,206.92					BUDGETED
Savings Account	\$150,298.33					
Reserve for Operations	\$5,001.88	107.25	74.25	104	0	Jul-20
Reserver for Replacements	\$22,289.66	76.5	61.75	93	0	Aug-20
Total Estimate Revenue	\$333,794.91	89.5	59.5	91	0	Sep-20
		80	66.5	99	0	Oct-20
Accounts Payable	Outstanding	84	57.5	93	0	Nov-20
Election Payment	\$10,583.00	102.5	64.5	96	0	Dec-20
						Jan-21
						Feb-21
Total Estimated Expense	\$10,583.00					Mar-21
Balance	\$323,211.91					Apr-21
						May-21
						Jun-21

Election payments are due each January 3 remaining

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
 December 2020

	Dec 20	Jul - Dec 20	Annual Budget
Ordinary Income/Expense			
Income			
4000 · Facility Rental			
4000.1 · CC Parking Lot	108.00	1,581.00	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	303.75	10,000.00
4000 · Facility Rental - Other	0.00	0.00	0.00
Total 4000 · Facility Rental	108.00	1,884.75	14,590.00
4100 · Property Tax	54,095.29	79,078.10	142,000.00
4200 · Solid Waste Franchise Fee	12,248.19	44,525.42	67,000.00
4300 · Solid Waste Fees	77,263.42	124,088.62	229,000.00
4400 · Sports League	0.00	0.00	10,000.00
4500 · Donations	0.00	1,500.00	
Total Income	143,714.90	251,076.89	462,590.00
Gross Profit	143,714.90	251,076.89	462,590.00
Expense			
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
5025 · Grant Expense	0.00	99.00	
5030 · Dues & Subscriptions			
5030.1 · LAFCO Apportionments	0.00	0.00	790.00
5030.2 · Memberships	0.00	1,847.00	2,100.00
5030 · Dues & Subscriptions - Other	0.00	0.00	500.00
Total 5030 · Dues & Subscriptions	0.00	1,847.00	3,390.00
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
Total 5070 · Insurance	0.00	12,849.19	12,850.00
5080 · Meals & Entertainment	0.00	0.00	100.00
5085 · Donation Expense	500.00	500.00	
5090 · Office Admin			
5090.1 · Office Equipment	0.00	0.00	2,200.00
5090.2 · Online Software	0.00	159.98	1,000.00
5090.3 · Postage	0.00	55.00	1,200.00
5090.4 · Printing	0.00	0.00	1,000.00
5090.5 · Supplies	104.70	163.32	3,000.00
5090.6 · SW Dump Card	0.00	0.00	3,100.00

Wrightwood Community Services District
Profit & Loss Budget Performance
 December 2020

	Dec 20	Jul - Dec 20	Annual Budget
5091 · Training	0.00	0.00	50.00
Total 5090 · Office Admin	104.70	378.30	11,550.00
5100 · Payroll Expenses			
5100.1 · Administrative Staff	1,568.00	9,213.21	23,000.00
5100.2 · GM Salaries	2,316.57	18,012.37	37,065.00
5100.3 · Park Maintenance	762.51	5,844.58	14,400.00
5100.5 · Parks & Recreation Coordinator	0.00	0.00	14,000.00
Total 5100 · Payroll Expenses	4,647.08	33,070.16	88,465.00
5110 · Payroll Tax Expense			
5110.1 · Federal Payroll Taxes	414.57	2,587.60	7,400.00
5110.2 · State Payroll Taxes	772.19	915.92	1,500.00
Total 5110 · Payroll Tax Expense	1,186.76	3,503.52	8,900.00
5120 · Permits & Licenses			
5120.1 · Health Permit	0.00	520.00	550.00
Total 5120 · Permits & Licenses	0.00	520.00	550.00
5130 · Professional Services			
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	14,812.50	35,000.00
5130.5 · Payroll Processing	36.38	628.08	1,450.00
Total 5130 · Professional Services	36.38	21,940.58	49,450.00
5140 · Rent & Lease			
5140.1 · Porta Potty	648.98	1,628.53	4,500.00
Total 5140 · Rent & Lease	648.98	1,628.53	4,500.00
5150 · Repairs & Maintenance			
5150.1 · Equipment	64.00	1,640.00	1,600.00
5150.2 · Facility Maintenance	0.00	7,779.91	18,000.00
5150.3 · Job Supplies	72.91	3,092.71	12,000.00
5150.4 · Plumbing Repairs	0.00	307.65	800.00
5150.5 · Property	270.00	270.00	2,900.00
5150.6 · Septic Maintenance	0.00	550.00	1,000.00
5150.7 · Street Lights	0.00	0.00	0.00
5150 · Repairs & Maintenance - Other	0.00	0.00	0.00
Total 5150 · Repairs & Maintenance	406.91	13,640.27	36,300.00
5160 · Security	0.00	241.72	600.00
5180 · Services			
5180.2 · Sports League			
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
Total 5180.2 · Sports League	0.00	0.00	2,750.00
5180 · Services - Other	0.00	0.00	0.00

Wrightwood Community Services District
Profit & Loss Budget Performance
 December 2020

	Dec 20	Jul - Dec 20	Annual Budget
Total 5180 · Services	0.00	0.00	2,750.00
5190 · Solid Waste Disposal Fees	8,565.44	83,448.79	130,000.00
5210 · Telephone			
5210.3 · Office Phone	0.00	593.11	1,500.00
Total 5210 · Telephone	0.00	593.11	1,500.00
5220 · Travel	0.00	0.00	100.00
5240 · Utilities			
5240.1 · Electric			
5240.1A · Community Center	0.00	1,548.90	4,500.00
5240.1B · Museum	0.00	206.49	700.00
5240.1C · Street Lights	364.98	2,135.52	4,000.00
5240.1D · Electrical Panel	0.00	77.22	
Total 5240.1 · Electric	364.98	3,968.13	9,200.00
5240.2 · Gas			
5240.2A · Community Center	269.15	603.51	2,600.00
5240.2B · Museum	90.80	216.03	800.00
Total 5240.2 · Gas	359.95	819.54	3,400.00
5240.3 · Trash			
5240.3A · Community Center	183.63	1,065.05	2,100.00
5240.3 · Trash - Other	0.00	36.73	0.00
Total 5240.3 · Trash	183.63	1,101.78	2,100.00
5240.4 · Water			
5240.4A · Community Center	141.81	2,423.17	2,500.00
5240.4B · Museum	30.94	142.38	275.00
Total 5240.4 · Water	172.75	2,565.55	2,775.00
5240 · Utilities - Other	0.00	0.00	0.00
Total 5240 · Utilities	1,081.31	8,455.00	17,475.00
5900 · Debt Service			
5900.1 · Principal Expense	0.00	1,262.51	10,583.00
Total 5900 · Debt Service	0.00	1,262.51	10,583.00
Total Expense	17,177.56	183,789.68	399,823.00
Net Ordinary Income	126,537.34	67,287.21	62,767.00
Other Income/Expense			
Other Income			
4600 · Interest Income	0.00	188.61	25.00
Total Other Income	0.00	188.61	25.00
Other Expense			
7100 · Capital Outlay Expense	0.00	0.00	39,982.00
Total Other Expense	0.00	0.00	39,982.00
Net Other Income	0.00	188.61	-39,957.00
Net Income	126,537.34	67,475.82	22,810.00

ITEM 9

WEBSITE AUTHORIZATIONS AND UPDATES:

DISCUSSION AND POSSIBLE ACTION



We had an issue with our website in December and we lost most of our content. Wes Zuber and his crew at UIA were able to restore the site and the content. Going forward, we need to review log in and user rights so we do not have this type of issue. Currently, Tamie and I have editor rights and cannot add or delete users but can update the content. Wes and his team have administrator rights and can do anything on the website. I believe having the administrator rights with Wes and his group is a good idea. We have started doing backups as well.