

**WRIGHTWOOD
COMMUNITY
SERVICES DISTRICT**

MARCH 2, 2021

**SPECIAL BOARD
MEETING PACKET**

WRIGHTWOOD COMMUNITY SERVICES DISTRICT

P.O. Box 218 Wrightwood, CA 92397
Special Meeting of the Board of Directors
Tuesday, March 2, 2021-5:30pm
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>

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.

5:30 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. February 2, 2021 Regular Board Meeting Minutes
6. General Managers Report
7. January and February 2021 Financials
8. Lion's Club Proposed Building Rental: Discussion and Possible Action
9. Per Capita Grant Standing Committee: Discussion and Possible Action
10. Statewide Parks Program Grant: Discussion and Possible Action
11. Statewide Parks Program Grant Resolutions: Discussion and Possible Action
12. Capital Improvement Plan Update: Discussion and Possible Action
13. Baseball Fields: Discussion and Possible Action
14. Summer Softball League: Discussion and Possible Action
15. WCSD Shirts: Discussion and Possible Action
16. Solid Waste Management Disposal Public Hearing Issues: Discussion and Possible Action
17. Sunshine Ordinance: Discussion and Possible Action
18. Future Board Meeting – April 6, 2021: Discussion and Possible Action
19. Directors Comments
20. Closed Session: Conference with Real Property Negotiators (Govt Code Section 54956.8)
Property: A.P.N. 0356-041-41 (15+ Acres of Vacant Land along North Side of Hwy 2)
District Negotiator: Steven M. Kennedy, General Counsel
Negotiating Party: Duncan T. Bush
Under Negotiation: Price and Terms of Payment
21. Announcement of Closed Session Actions
22. 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
FEBRUARY 2, 2021

MINUTES



REGULAR BOARD MEETING
February 2, 2021
Wrightwood Community Building
1275 State Highway 2
Wrightwood, CA

MINUTES

Board Members: Leo Hordyk, President
Chuck Franklin, Vice President
Natalie Lopiccolo, Member
Michelle Schneider, Member
Sadie Albers, Member

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

Call to Order

President Hordyk called the Meeting to order at 6:30 p.m.

Roll Call

All members are present.

2. Approval of Agenda: Director Lopiccolo motioned to approve the Agenda with the change to move Agenda item #15 - Winter Tourism Standing Committee to after Item #6 – General Manager’s Report. Director Schneider 2nd the motion. Agenda approved unanimously.

3. Public Comment: None

4. Agency Reports: Sgt. Solorio from the San Bernardino County Sherriff’s Dept. reported 176 calls for service with 6 reports taken. Sgt. Solorio also reported that there were 11 tips for the year given to WETIP program, with only one leading to investigation being the Mini Mart. Randy Marbach with WWPOA stated that they fund the WETIP program for Wrightwood and would like a copy of the reports. Due to personal information in some of the reports the WWPOA cannot receive copies. On January 23, 2021, there was a 20 car pile up on Hwy 2, only 42 citations were issued that day due to the fact that the officers were assisting with the accidents. The following weekend there were 183 citations given, and a total of 728 citations given out from Dec. 28, 2020 – Jan. 31, 2021. The fine for snow play in the residential areas of Wrightwood is \$150.00 as well as illegal parking. If the vehicle is blocking the roadway the fine is \$250.00. The Sherriff’s Dept. along with the CSD, are doing some research on installing permanent signs at the bottom of Lone Pine and on both sides of Hwy 2 as you enter Wrightwood, stating that there is no snow play allowed in residential areas of Wrightwood and list the fines etc. Also, possibly adding more No Parking signs in some of the hot spots. Christopher Porter from the Office of Supervisor Cook is researching the legalities to see if Wrightwood is eligible to receive some funding from the citations being issued. Christopher also stated that if you need info. on the Covid-19 vaccination it is available on the chat and the County Website.

5. **Consent Calendar:** Director Schneider motioned to approve Director Lopiccolo seconded the motion. Consent calendar approved unanimously.

6. **General Managers Report:** General Manager Golden reported that 2 Porta Pots from the Community Bldg. parking lot were moved over to the school/park area on Pine for a total of 10 Porta Pots. Patrick Boyle, owner of mini mart, donated some high-density rolls of toilet paper for the CSD to try out in the Porta Pots. He stated they would last a lot longer than the toilet paper currently being used. General Manager Golden stated that The Board's bio's, swearing in and photos have been added to the Website. Supplies are being ordered and we are preparing to start the 21/22 dump cards soon. Golden stated that there are 2 more payments left for the 2017 elections costs and we should know the costs for the 2020 election by the end of March or early April. C. J. Porter of Supervisor Cook's office has been researching where the citation money is going and looking into seeing if some of the funds will be allocated back to Wrightwood. The bridge on the playground has been fixed.

7. **Winter Tourism Standing Committee:** Vice President Franklin and Director Albers held 3 public meetings and received a lot of feedback. Director Albers stated that hopefully the 4 additional porta pots and extra cleanings, along with Mountain Hardware's will help with some of the bathroom issues. CR&R has offered to add more dumpsters and trash cans throughout the Village with more frequent pick-ups. Director Albers has been working with the various agencies to come up with a plan on how to handle the traffic and snow players. An officer at the stop sign on heavy traffic days and also enforcing parking and snow play violations. John Garner, principal at WW Elementary, has opened the upper field of the school for snow play in hopes to alleviate some of the snow play in our neighborhoods. CAL-Trans was also contacted to see if we could get a few digital signs to put at the 3 entrances to town (Lone Pine Canyon, and both ends of Hwy 2) to possibly read "No snow play in Residential areas" along with the fines listed. The community brought up several ideas in the meetings, one of them being potential cost share with the local businesses in regards to porta pot costs and maintenance. Also, to provide trash bags to the local businesses to hand out to customers. K-rails at the top of Lone Pine to prevent double parking and towing cars was mentioned as a big deterrent for illegal parking. The closing of Lone Pine to residents only is a possibility but the CHP is hesitant because it is a public road. Liability for the town and emergency services needs to be thought out along with a lot of lobbying for this to happen. The topic of revenue was also brought up with the possibility of charging for parking, selling hot chocolate at the Farmers Mkt or even opening a Thrift Store in town to help offset some of the extra costs incurred during this time of year. Director Albers recommends that we start working with CAL-Trans right away in getting set up with the digital signs and K-Rails. Communicate and advertise on social media along with the Chamber and for General Manager Golden to find an alternative means of revenue.

8. **February Financials:** February financials will be available at the March 2021 Board meeting

9. **Capital Improvement Plan Update:** General Manager Golden updated the Capital Improvement plan to reflect the items that need to be completed with costs more closely associated with the actuals. The Board asked GM Golden to prioritize the list due to fund restrictions and they will revisit this in the March Board meeting. Director Schneider stated that the stove should be a priority due to the fact it is not safe. Quotes will be available at the next meeting.

10. **Per Capita Grant Standing Committee:** Director's Schneider and Lopiccolo are continuing their research on the two park proposals. Director Lopiccolo received a response for some of the County requirements for the East Side Park. The Grant money can be used for a road and there is no water source needed at the park location. A few examples of what the County would require are a Minor Use Permit, road and park drawings done by a Civil Engineer, a traffic study and an encroachment permit from Cal Trans. Director Schneider commented that upgrading the Hollis-Stewart Park was not going to be easy because nothing is up to code. The

whole park would need to be updated all at once, not a piece at a time because of new codes. There were no recommendations at this time due to not enough information.

11. **Statewide Parks Program Grant:** General Manager Golden is currently working on 2 park grants. The first grant is for \$225,000. and would be used to update the Hollis-Stewart Park by upgrading the play equipment, replacing picnic tables and adding a skate bowl to the Skate Park. The second grant for \$200,000. would be used to update the Community Building and fix the parking lot. The deadline for both applications is March 12, 2021.
12. **Covid19 Staff Hours and Payroll:** The District will go back to employment payment schedule based on the hours scheduled by the General Manager. Also, the building hours will be changed to reflect the Staff hours. Director Schneider motioned and Vice President Franklin seconded the motion and it passed unanimously.
13. **Dump Card Photos:** This year the CSD ran a photo contest for the current years dump card. Unfortunately, there was only one entry. General Manager Golden submitted 4 photos for the Boards review and it was decided that the General Manager will pick the final photo for the 21/22 dump cards.
14. **Dump Card Supplies:** General Manager Golden asked the Board to approve spending approx. \$3900.00 for dump card supplies. President Hordyk motioned to approve with Director Schneider 2nd the motion. The motion was approved unanimously.
15. **Lost and Found Policy:** The CSD has been accumulating a lot of items collected from the parks and our Lost and Found is overflowing. General Manager Golden presented a policy to the Board regarding what to do with the items that have not been claimed. Golden will create a Lost and Found Page on the CSD Website, post items on Face Book, and run a small article in the newspaper every few months. The unclaimed items will be held for the semi-annual yard sales. The Board agreed with Goldens recommendations.
16. **Future Regular Meeting Time:** The Board will revisit this issue and the Sunshine Ordinance at the March 2, 2021 meeting.
17. **Future Board Meeting:** March 2, 2021 at 5:30 p.m. via Zoom
18. **Directors Comments:** Director Albers stated that she reached out to Mt. Baldy inquiring as to how they handle their traffic and snow play issues and is waiting for a response. Director Schneider thanked VP Franklin and Director Albers for all of their hard work and enthusiasm and to Director Lopiccolo for her hard work on the East Side Park. Director Lopiccolo thanked the Board for their patience while she tries to work out all of the bumps along the way. Director Franklin thanked Director Lopiccolo and Director Schneider for working hard on getting all the information needed for the parks.
19. **Adjournment:** President Hordyk adjourned the meeting at 9:15 p.m.

Minutes approved: _____
President Leo Hordyk

Date _____

ITEM 6

GENERAL MANAGER REPORT



GENERAL MANAGER REPORT

March 2, 2021

We have had some changes this month. I hired a new maintenance person, Sean Kensinger and we are excited to work with him. Spring is on its way and we have several ideas on things to do in the parks to get them ready for the new season. The Statewide Parks Program Grant applications are complete and we will be discussing them today. I was contacted by the new owners of the Sunrise Church in regards to helping out with winter tourism. I am not sure what ideas they have but I have asked them and am waiting on their response.

CR&R is telling us that they are still getting oil and other hazardous waste dumped into the recycling containers and the dumpsters along the highway. This poses a problem as it contaminates their load. They are aware of individual homes where this is an issue and I have contacted Brent Spears and Dan Ross for their input.

We have a broken pipe fixture on the outside bathrooms and I am getting information on fixing it. Currently, the water to the building is turned off so there are no immediate issues.

Dump card supplies have been ordered and most have been received. We will start working on these at the beginning of March and the target date to be finished is May 31st. We have approximately 3,000 dump cards to print, address, sort, and mail so this does take quite a bit of time. The cards will be in the mail by mid-June at the latest.

Lori Golden
General Manager

ITEM 7

JANUARY AND FEBRUARY 2021 FINANCIALS

DISCUSSION AND POSSIBLE ACTION



Wrightwood Community Services District Profit & Loss Budget Performance January 2021

	Jan 21	Jul '20 - Jan 21	Annual Budget
Ordinary Income/Expense			
Income			
4000 · Facility Rental			
4000.1 · CC Parking Lot	0.00	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	283.50	587.25	10,000.00
4000 · Facility Rental - Other	0.00	0.00	0.00
Total 4000 · Facility Rental	283.50	2,168.25	14,590.00
4100 · Property Tax	4,631.52	83,709.62	142,000.00
4200 · Solid Waste Franchise Fee	13,611.96	58,137.38	67,000.00
4300 · Solid Waste Fees	5,903.32	129,991.94	229,000.00
4400 · Sports League	0.00	0.00	10,000.00
4500 · Donations	0.00	1,500.00	
Total Income	24,430.30	275,507.19	462,590.00
Gross Profit	24,430.30	275,507.19	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	14.00	1,875.00	2,100.00
5030 · Dues & Subscriptions - Other	0.00	0.00	500.00
Total 5030 · Dues & Subscriptions	14.00	1,875.00	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	0.00	500.00	
5090 · Office Admin			
5090.1 · Office Equipment	0.00	0.00	2,200.00
5090.2 · Online Software	179.88	339.86	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	33.39	261.33	3,000.00
5090.6 · SW Dump Card	0.00	0.00	3,100.00

Wrightwood Community Services District
Profit & Loss Budget Performance
January 2021

	Jan 21	Jul '20 - Jan 21	Annual Budget
5091 · Training	0.00	0.00	50.00
Total 5090 · Office Admin	213.27	656.19	11,550.00
5100 · Payroll Expenses			
5100.1 · Administrative Staff	1,560.50	10,773.71	23,000.00
5100.2 · GM Salaries	3,088.76	21,101.13	37,065.00
5100.3 · Park Maintenance	1,296.25	7,140.83	14,400.00
5100.5 · Parks & Recreation Coordinator	0.00	0.00	14,000.00
Total 5100 · Payroll Expenses	5,945.51	39,015.67	88,465.00
5110 · Payroll Tax Expense			
5110.1 · Federal Payroll Taxes	454.82	3,042.42	7,400.00
5110.2 · State Payroll Taxes	0.00	915.92	1,500.00
Total 5110 · Payroll Tax Expense	454.82	3,958.34	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	14,750.00	13,000.00
5130.3 · Legal Services	0.00	17,000.00	35,000.00
5130.5 · Payroll Processing	202.59	830.67	1,450.00
Total 5130 · Professional Services	202.59	32,580.67	49,450.00
5140 · Rent & Lease			
5140.1 · Porta Potty	2,338.93	3,967.46	4,500.00
Total 5140 · Rent & Lease	2,338.93	3,967.46	4,500.00
5150 · Repairs & Maintenance			
5150.1 · Equipment	0.00	1,640.00	1,600.00
5150.2 · Facility Maintenance	400.00	8,179.91	18,000.00
5150.3 · Job Supplies	460.45	3,915.36	12,000.00
5150.4 · Plumbing Repairs	0.00	307.65	800.00
5150.5 · Property	0.00	270.00	2,900.00
5150.6 · Septic Maintenance	350.00	900.00	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	1,210.45	15,212.92	36,300.00
5160 · Security	483.45	725.17	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	1,460.00	0.00

**Wrightwood Community Services District
Profit & Loss Budget Performance
January 2021**

	Jan 21	Jul '20 - Jan 21	Annual Budget
Total 5180 · Services	0.00	1,460.00	2,750.00
5190 · Solid Waste Disposal Fees	10,523.79	97,673.05	130,000.00
5210 · Telephone			
5210.3 · Office Phone	123.89	835.75	1,500.00
Total 5210 · Telephone	123.89	835.75	1,500.00
5220 · Travel	0.00	0.00	100.00
5240 · Utilities			
5240.1 · Electric			
5240.1A · Community Center	238.55	2,059.19	4,500.00
5240.1B · Museum	37.30	290.31	700.00
5240.1C · Street Lights	364.98	2,500.50	4,000.00
5240.1D · Electrical Panel	12.43	103.16	
Total 5240.1 · Electric	653.26	4,953.16	9,200.00
5240.2 · Gas			
5240.2A · Community Center	317.00	920.51	2,600.00
5240.2B · Museum	134.37	350.40	800.00
Total 5240.2 · Gas	451.37	1,270.91	3,400.00
5240.3 · Trash			
5240.3A · Community Center	183.63	1,248.68	2,100.00
5240.3 · Trash - Other	0.00	36.73	0.00
Total 5240.3 · Trash	183.63	1,285.41	2,100.00
5240.4 · Water			
5240.4A · Community Center	151.15	2,574.32	2,500.00
5240.4B · Museum	27.00	169.38	275.00
Total 5240.4 · Water	178.15	2,743.70	2,775.00
5240 · Utilities - Other	0.00	0.00	0.00
Total 5240 · Utilities	1,466.41	10,253.18	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	22,977.11	223,256.10	399,823.00
Net Ordinary Income	1,453.19	52,251.09	62,767.00
Other Income/Expense			
Other Income			
4600 · Interest Income	35.18	258.87	25.00
Total Other Income	35.18	258.87	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	35.18	258.87	-39,957.00
Net Income	1,488.37	52,509.96	22,810.00

DEPOSITS AND DISBURSEMENTS FISCAL YEAR 2020/2021

Month	Beginning Balance	Deposit	Total Disburstments	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	\$161,206.92	\$17,340.82	\$42,076.92	\$6,400.33	\$130,070.49
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	\$130,070.49					BUDGETED
Savings Account	\$150,362.08					
Reserve for Operations	\$5,002.72	107.25	74.25	104	0	Jul-20
Reserver for Replacements	\$2,295.33	76.5	61.75	93	0	Aug-20
Total Estimate Revenue	\$282,727.90	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
		94.5	199.25	89	0	Jan-21
						Feb-21
Total Estimated Expense	\$10,583.00					Mar-21
Balance	\$272,144.90					Apr-21
						May-21
						Jun-21

Election payments are due each January 2 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
February 2021**

	Feb 21	Jul '20 - Feb 21	Annual Budget
Ordinary Income/Expense			
Income			
4000 · Facility Rental			
4000.1 · CC Parking Lot	108.00	1,689.00	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	587.25	10,000.00
4000 · Facility Rental - Other	0.00	0.00	0.00
Total 4000 · Facility Rental	108.00	2,276.25	14,590.00
4100 · Property Tax	4,512.72	88,222.34	142,000.00
4200 · Solid Waste Franchise Fee	3,520.17	54,851.57	67,000.00
4300 · Solid Waste Fees	3,166.85	133,158.79	229,000.00
4400 · Sports League	0.00	0.00	10,000.00
4500 · Donations	0.00	1,500.00	
Total Income	11,307.74	280,008.95	462,590.00
Gross Profit	11,307.74	280,008.95	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	1,875.00	2,100.00
5030 · Dues & Subscriptions - Other	0.00	0.00	500.00
Total 5030 · Dues & Subscriptions	0.00	1,875.00	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	0.00	500.00	
5090 · Office Admin			
5090.1 · Office Equipment	0.00	0.00	2,200.00
5090.2 · Online Software	0.00	339.86	1,000.00
5090.3 · Postage	55.00	110.00	1,200.00
5090.4 · Printing	0.00	0.00	1,000.00
5090.5 · Supplies	8.81	270.14	3,000.00
5090.6 · SW Dump Card			
5090.61 · Dump Card Printing	1,432.45	1,432.45	
5090.63 · Dump Cards Supplies	956.13	956.13	
5090.6 · SW Dump Card - Other	0.00	0.00	3,100.00
Total 5090.6 · SW Dump Card	2,388.58	2,388.58	3,100.00
5091 · Training	0.00	0.00	50.00
Total 5090 · Office Admin	2,452.39	3,108.58	11,550.00
5100 · Payroll Expenses			
5100.1 · Administrative Staff	1,540.08	12,313.79	23,000.00
5100.2 · GM Salaries	3,088.76	24,189.89	37,065.00
5100.3 · Park Maintenance	3,213.94	10,354.77	14,400.00
5100.5 · Parks & Recreation Coordinator	0.00	0.00	14,000.00
Total 5100 · Payroll Expenses	7,842.78	46,858.45	88,465.00
5110 · Payroll Tax Expense			
5110.1 · Federal Payroll Taxes	349.72	3,392.14	7,400.00
5110.2 · State Payroll Taxes	0.00	915.92	1,500.00
Total 5110 · Payroll Tax Expense	349.72	4,308.06	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

**Wrightwood Community Services District
Profit & Loss Budget Performance
February 2021**

	Feb 21	Jul '20 - Feb 21	Annual Budget
5130 · Professional Services			
5130.1 · Accounting	0.00	0.00	0.00
5130.2 · Audit	0.00	14,750.00	13,000.00
5130.3 · Legal Services	0.00	20,681.25	35,000.00
5130.5 · Payroll Processing	118.34	949.01	1,450.00
Total 5130 · Professional Services	118.34	36,380.26	49,450.00
5140 · Rent & Lease			
5140.1 · Porta Potty	360.67	4,328.13	4,500.00
Total 5140 · Rent & Lease	360.67	4,328.13	4,500.00
5150 · Repairs & Maintenance			
5150.1 · Equipment	304.00	1,944.00	1,600.00
5150.2 · Facility Maintenance	1,070.00	9,249.91	18,000.00
5150.3 · Job Supplies	29.70	3,945.06	12,000.00
5150.4 · Plumbing Repairs	0.00	307.65	800.00
5150.5 · Property	0.00	270.00	2,900.00
5150.6 · Septic Maintenance	0.00	1,320.00	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	1,403.70	17,036.62	36,300.00
5160 · Security	0.00	725.17	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	1,460.00	0.00
Total 5180 · Services	0.00	1,460.00	2,750.00
5190 · Solid Waste Disposal Fees	11,241.93	111,301.55	130,000.00
5210 · Telephone			
5210.3 · Office Phone	118.89	954.64	1,500.00
Total 5210 · Telephone	118.89	954.64	1,500.00
5220 · Travel	0.00	0.00	100.00
5240 · Utilities			
5240.1 · Electric			
5240.1A · Community Center	0.00	2,059.19	4,500.00
5240.1B · Museum	0.00	290.31	700.00
5240.1C · Street Lights	364.98	2,865.48	4,000.00
5240.1D · Electrical Panel	0.00	103.16	
Total 5240.1 · Electric	364.98	5,318.14	9,200.00
5240.2 · Gas			
5240.2A · Community Center	371.35	1,291.86	2,600.00
5240.2B · Museum	116.29	466.69	800.00
Total 5240.2 · Gas	487.64	1,758.55	3,400.00
5240.3 · Trash			
5240.3A · Community Center	183.63	1,432.31	2,100.00
5240.3 · Trash - Other	0.00	36.73	0.00
Total 5240.3 · Trash	183.63	1,469.04	2,100.00
5240.4 · Water			
5240.4A · Community Center	137.89	2,712.21	2,500.00
5240.4B · Museum	27.58	196.96	275.00
Total 5240.4 · Water	165.47	2,909.17	2,775.00
5240 · Utilities - Other	0.00	0.00	0.00
Total 5240 · Utilities	1,201.72	11,454.90	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	25,090.14	254,834.06	399,823.00
Net Ordinary Income	-13,782.40	25,174.89	62,767.00
Other Income/Expense			
Other Income			

Wrightwood Community Services District
Profit & Loss Budget Performance
February 2021

	<u>Feb 21</u>	<u>Jul '20 - Feb 21</u>	<u>Annual Budget</u>
4600 · Interest Income	0.00	258.87	25.00
Total Other Income	0.00	258.87	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	258.87	-39,957.00
Net Income	-13,782.40	25,433.76	22,810.00

February 2021 DISBURSEMENTS AND DEPOSITS					
Check Number	Amount	Disbursement Date	Cleared Date	Payee	Account
1962	\$151.15	2/1/2021	2/8/2021	Golden State Water	Community Building
1963	\$460.45	2/1/2021	2/10/2021	Mountain Hardware	Supplies
1964	\$350.00	2/1/2021	2/8/2021	Septic Control	Extra Pump 1/27
1965	\$238.55	2/1/2021	2/12/2021	SCE	Community Building
1966	\$123.89	2/1/2021	2/9/2021	Verizon	Phones
1967	\$27.00	2/1/2021	2/9/2021	Golden State Water	Museum
1968	\$12.43	2/1/2021	2/12/2021	SCE	Electric Panel
1969	\$37.30	2/1/2021	2/12/2021	SCE	Museum
1970	\$150.00	2/4/2021	2/9/2021	CM Installations	Security Camera update
1971	\$1,070.00	2/4/2021	2/10/2021	Doran Construction	Snow plowing Jan
Auto Debit	\$568.45	2/5/2021	2/5/2021	Silk Cards	Dump Cards
Auto Debit	\$863.30	2/8/2021	2/8/2021	Andy Gump	Portables
1972	\$183.63	2/9/2021		CR&R	Community Building
1973	\$420.00	2/9/2021		Septic Control	Extra Pump 2/1
1974	\$364.98	2/9/2021	2/18/2021	SCE	Street Lights
1975	\$11,241.93	2/9/2021		CR&R	Solid Waste
Debit Card	\$8.81	2/9/2021	2/9/2021	Staples	Poster Board
Auto Debit	\$59.17	2/12/2021	2/12/2021	ADP	Payroll Processing
Debit Card	\$864.00	2/10/2021	2/10/2021	Amazon	Printer ribbon
Debit Card	\$336.18	2/13/2021	2/13/2021	Office Depot	Dump letters
1976		2/17/2021		Jon Gerritzen	Final Check
Debit Card	\$25.19	2/20/2021	2/20/2021	Amazon	Address Labels
1977	\$3,681.25	2/23/2021		Bruick McElhaney Kennedy	Jan Attorney
1978	\$154.00	2/23/2021		California Generatore	Maintenance
1979	\$2,386.57	2/23/2021		County of San Bernardino	Solid Waste
1980	\$137.89	2/23/2021		Golden State Water	Community Building
1981	\$5.15	2/23/2021		Mountain Hardware	Keys
1982	\$371.35	2/23/2021		So Cal Gas	Community Building
1983	\$118.89	2/23/2021		Verizon	Phones
1984	\$27.58	2/23/2021		Golden State Water	Museum
1985	\$116.29	2/23/2021		So Cal Gas	Museum
Debit Card	\$55.00	2/23/2021	2/23/2021	USPS	Stamps
Debit Card	\$24.55	2/23/2021	2/23/2021	Amazon	Toilet Paper
Auto Debit	\$360.67	2/24/2021	2/24/2021	Andy Gump	2 portables
Auto Debit	\$59.17	2/26/2021	2/26/2021	ADP	Payroll Processing
TOTAL	\$24,903.62				

Payroll	
2/1 Payroll	\$4,059.67
2/1 Payroll Taxes	\$1,584.35
2/16 Payroll	\$2,009.62
2/16 Payroll Taxes	\$538.86
TOTAL	\$8,192.50

Deposits		
Date	Amount	Name
2/9/2021	\$3,520.17	Solid Waste
2/11/2021	\$6,785.59	Property tax
2/17/2021	\$499.50	Rental Income
2/19/2021	\$893.98	Property tax
TOTAL	\$11,699.24	

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	\$161,206.92	\$17,340.82	\$42,076.92	\$6,400.33	\$130,070.49
Feb-21	\$130,070.49	\$11,699.24	\$24,795.14	\$8,192.50	\$108,782.09
Mar-21					
Apr-21					
May-21					
Jun-21					

Estimate Cash Flow Statement		MONTHLY HOURS				
		GM	PARK	OFFICE	PARK/REC	MONTH
Current Bank Balance	\$108,782.09					BUDGETED
Savings Account	\$150,362.08					
Reserve for Operations	\$5,002.72	107.25	74.25	104	0	Jul-20
Reserver for Replacements	\$2,295.33	76.5	61.75	93	0	Aug-20
Total Estimate Revenue	\$261,439.50	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
		94.5	199.25	89	0	Jan-21
		70.25	36	65.75	0	Feb-21
Total Estimated Expense	\$10,583.00					Mar-21
Balance	\$250,856.50					Apr-21
						May-21
						Jun-21

Election payments are due each January 2 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.

ITEM 8

LIONS CLUB PROPOSED BUILDING RENTAL:

DISCUSSION AND POSSIBLE ACTION



I received the following building rental request from the Lions Club. They wish to resume their monthly meetings on the 3rd Thursday of each month starting on March 18th at 6:30 for 2.5 hours each month. I have attached their plan but the highlights are:

- 1 Maximum of 20 people in the building
- 2 Face mask are required
- 3 Tables will be covered
- 4 Tables and chairs will be sanitized at the end of the meeting
- 5 Bathrooms will be sanitized
- 6 Trash will be removed to the dumpster
- 7 Majority of members will have received first dose of vaccine by March start date

The only issue I see is the cross over to Co-Op on those Fridays they are in the building. Staff would not have time to spray the building so the Lions Club would need to be very vigilant in cleaning before leaving. I could have staff here early in the morning to help with take down/set up of tables should it be needed. We would need updated insurance for the Lions Club but I don't see that as a problem.

Wrightwood Community Services District
Permission to use the Community Building

Dear WCSD Board Members,

The Timberline Lions Club would like permission to use the Community Building for their general meetings on the 3rd Thursday of each month.

The plans are:

- Maximum of 20 people will be in the building (less than 10% of 225 occupancy)
- Two per table will be seated
- Attendees will wear face masks
- Tables used will be covered in plastic and sanitized after use
- Chairs used will be wiped with sanitizer
- Floors will be sanitized at the end of the meeting
- Bathrooms will be wiped with sanitizer
- Trash will be taken to the dumpsters
- Kitchen will not be used

The meetings will be held on the 3rd Thursday of the month with first meeting on March 18 at 6:30 p.m. for two and a half hours. Also, we would like to reserve the building for 10 times through the end of the year (rental fee at \$33.75 X 10 = \$337.50)

FYI, most of our members will have received their COVID19 vaccine #1 dose by this date.

Thank you for your consideration.

Regards,
Vicky Rinek
Timberline Lions Club

WRIGHTWOOD COMMUNITY SERVICES DISTRICT

PO Box 218, Wrightwood, CA 92397

760-249-3205

- Wrightwood Community Building, 1275 State Hwy. 2, Wrightwood, CA 92397
- Old Firehouse / Museum, 6000 Cedar Street, Wrightwood, CA 92397
- Parks / Parking Lots, 1275 State Hwy. 2, Wrightwood, CA 92397

APPLICANT INFORMATION					
Name: VICTORIA RINEK			Phone: 760-249-3245		
Mailing Address: P.O. BOX 444			City: WRIGHTWOOD		Zip: 92397
Organization Name: TIMBERLINE LIONS CLUB			Email: timberlineions@gmail.com		
DATE AND TIME REQUESTED (Must include set-up and cleanup time)					
Month: MARCH	Day: 18	Year: 2021	Start Time: 6:30 PM	End Time: 9:00 PM	
Recurring Dates: APR 15, MAY 20, JUNE 17, JULY 15, AUG 19, SEP 16, OCT 21, NOV 18, DEC 16, 2021					
EVENT DETAILS					
Type of Event: BOARD MEETINGS					
Estimated Attendance: TWELVE (12)			Will food be served? Yes ^X No		
Will alcohol be served? Yes No ^X		Will alcohol be sold? Yes No ^X		Permit #:	
DECORATIONS (Nothing can be used that will leave marks, residue, or holes)					
Type of decorations to be used: PLASTIC TABLE COVERINGS					
KITCHEN REQUEST		P.A. SYSTEM REQUEST		STORAGE (If Available)	
Will you be using the kitchen? Storage Full Use No ^X		Will you be using the P.A. System? Yes No ^X		Do you require storage? Yes No ^X	

I have read and understand the Renter's Responsibility & Acknowledgement on the page 1 of the application.

Signature _____ Date _____

For Office Use Only			
Received by:		Date Received:	
<input type="checkbox"/> Insurance Policy Received	<input type="checkbox"/> Already On File	Deposit Paid: \$	Check #:
Date Insurance Expires:		# of Hours: x \$	
<input type="checkbox"/> Alcohol Policy Received	<input type="checkbox"/> Not Required	Kitchen Fee: \$	
<input type="checkbox"/> Event added to Calendar		Total Fees Due: \$	
<input type="checkbox"/> Calendar given to Parks staff			

ITEM 9

PER CAPITA GRANT STANDING COMMITTEE:

DISCUSSION AND POSSIBLE ACTION



The Per Capita Standing Grant Committee would like to provide an update.

ITEM 10

STATEWIDE PARKS PROGRAM GRANT:

DISCUSSION AND POSSIBLE ACTION



The applications for the Statewide Parks Program Grants are complete with the exception of the Resolutions which follow this item. I have sent 2 separate files (1 for each grant application) so the Board can review some of the documents that are ready to be submitted. I have granted John Kozyra access to the applications and let him know they are ready for a final review. The first application is for the skate park and playground. I am submitting to add a bowl to the skatepark and redo the playground for \$350,000. No final plans need to be submitted until the grant is awarded and we may decline it at that time if we decide to no go forward with the project. If the playgrounds are already covered by the Per Capita Grant, we may submit for a basketball court or something similar by the skatepark with a smaller bowl.

The second application is for \$225,000 and will be for the Community Building, parking lot, and Vivian Null park areas. This would allow us to make the building and parking areas ADA compliant while updating the areas and expanding the Vivian Null stage area. Again, we can decline the grant if we are awarded it should the Board decide that it is not feasible.

I want to remind the Board that these are competitive grants so we are not guaranteed an award. Grant applications and documentation is in a separate packet.

ITEM 11

STATEWIDE PARKS PROGRAM GRANT RESOLUTIONS:

DISCUSSION AND POSSIBLE ACTION



As part of the application for the Statewide Parks Program Grants, we need to pass a resolution and include it in the application package. The resolutions are as follows:

RESOLUTION NO. 2021-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WRIGHTWOOD COMMUNITY SERVICES DISTRICT APPROVING THE APPLICATION FOR STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park Development and Community Revitalization Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope Project.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WRIGHTWOOD COMMUNITY SERVICES DISTRICT HEREBY APPROVES THE FILING OF AN APPLICATION FOR THE SKATEPARK AND PLAYGROUND EXPANSION; AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract show in the Grant Administration Guide; and
4. Delegates the authority to its General Manager to conduct all negotiations, sign and submit all document, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agree to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Approved and adopted the 2nd day of March, 2021

I, the undersigned, hereby certify that the foregoing Resolution Number 2021-04 was duly adopted by the Board of Directors of the Wrightwood Community Services District following a roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

RESOLUTION NO. 2021-05

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WRIGHTWOOD COMMUNITY SERVICES DISTRICT APPROVING THE APPLICATION FOR STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park Development and Community Revitalization Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope Project.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WRIGHTWOOD COMMUNITY SERVICES DISTRICT HEREBY APPROVES THE FILING OF AN APPLICATION FOR THE COMMUNITY BUILDING AND PARKING LOT RENOVATION; AND

7. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
8. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
9. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract show in the Grant Administration Guide; and
10. Delegates the authority to its General Manager to conduct all negotiations, sign and submit all document, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
11. Agree to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

12. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Approved and adopted the 2nd day of March, 2021

I, the undersigned, hereby certify that the foregoing Resolution Number 2021-05 was duly adopted by the Board of Directors of the Wrightwood Community Services District following a roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors