



**WRIGHTWOOD  
COMMUNITY  
SERVICES DISTRICT**

**AUGUST 3, 2021**

**REGULAR BOARD  
MEETING PACKET**

# WRIGHTWOOD COMMUNITY SERVICES DISTRICT

P.O. Box 218 Wrightwood, CA 92397  
Regular Meeting of the Board of Directors  
Tuesday, August 3, 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 the link on wrightwoodcsd.org website home page;

<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 2021-01 adopted by the Board on March 2, 2021, the Chair may limit each speaker to a comment period of three (3) minutes or less.*
4. Agency Reports
5. Consent Calendar
  - 5a. July 13, 2021 Special Board Meeting Minutes
6. General Managers Report
7. July 2021 Financials
8. Per Capita Grant: Discussion and Possible Action
9. Parking Lot Light Pole: Discussion and Possible Action
10. Wrightwood Archery: Discussion and Possible Action
11. Retention Policy: Discussion and Possible Action
12. Future Board Meeting – September 7, 2021: Discussion and Possible Action
13. Directors Comments
14. Adjournment

## Wrightwood Community Services District

### THE VISION

To Empower our community to have local control by serving as a platform for community discussion, cohesion and action in the areas of parks and recreation, street lighting, solid waste and recycling and wastewater planning and engineering.

To promote and grow a vibrant parks and recreation department for our community.

To maintain and enhance our current infrastructure

To economize our solid waste process and maximize our efficiency in executing them

To protect our natural resources through evaluating community wastewater needs

To meet all these ends in a fiscally responsible manner

## Wrightwood Community Services District

### THE MISSION

to provide local governance in the areas of parks and recreation, street lighting, solid waste and recycling and wastewater planning and engineering in a fiscally responsible manner.



ITEM 5A

SPECIAL  
BOARD MEETING  
JULY 13, 2021

MINUTES



**SPECIAL BOARD MEETING**  
July 13, 2021  
Wrightwood Community Building  
1275 State Highway 2  
Wrightwood, CA

**MINUTES**

**Board Members:** Leo Hordyk, President  
Chuck Franklin, Vice President  
Natalie Lopiccolo, 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 5:31 pm

1. **Roll Call:** Director Schneider was absent.
2. **Agenda Approval:** Director Lopiccolo motioned to approve the agenda with Vice President Franklin seconding the motion. Motion carries.
3. **Public Comment:** Vicki Rinek from the Mountaineer Progress volunteered space in the paper to help keep track of donors for the park fundraising. Morgan Owen reported that she is the new elected President for the Historical Society.
4. **Agency Reports:** Sgt. Solario from Victorville Sherriff reported 83 calls for service with only 7 reports. Most of the responses were to false burglar alarms. No major issues this month. CJ Cook from Supervisor Cooks office announced that there is a newly appointed Sherriff as of July 14, 2021, Sherriff Shannon Dicus. CJ also wanted to reemphasize that the Rental Assistance Program is still available to those that qualify. The website is SBC Rentalrelief .com or call 211 ext.5
5. **Consent Calendar:** Director Albers motioned to approve with Vice President Franklin seconding the motion. Motion carries
6. **General Manager Report:** General Manager Golden reported that we were not awarded the CSDA technology grant and that she has reviewed an additional 40 grants for which we do not qualify for any of them. The billing agreements for San Bernardino and Los Angeles Counties has been submitted and is the first step in sending the assessments for the property taxes. Golden stated that the museum has been inspected for termites and the report came back negative for termites. It was noted that the back area of the museum had not been maintained and will be addressed later. The kitchen in the Community Building will be having the floors and the hood to the stove professionally cleaned on July 22, 2021 and the auditors will begin the audit at the end of the month. It was also reported by San Bernardino Fire that there were 253 participants in the Hazardous Waste Drop-Off with over 24,000 pounds of hazardous waste dropped off at the site. Golden also reported that Monica will no longer be available after this week for the Sports League but that we have the prep of the field covered for the next two weeks.
7. **June 2021 Financials:** Board reviewed with no questions.
8. **Per Capita Grant:** The Boards approval for the preliminary park design is needed before proceeding with the application. Director Lopiccolo motioned to approve the design plan submitted for the park with Vice President Franklin seconding the motion. Motion carries.
9. **Thrift Store:** After doing research, General Manger Golden stated that she did not think a Thrift Store would be feasible at this time.



10. **Capital Improvement Reserve Account and Reserve Policy:** Vice President Franklin motioned to adopt Resolution 2021/09 with funding the account in the amount of \$4,000. with Director Lopiccolo seconding the motion. Motion carries.
11. **Social Media Policy:** Director Albers motioned to accept the Social Media Policy with the addition of “staff to check daily during business hours of Mon – Fri 8am to 1pm.” with Director Lopiccolo seconding the motion. Motion carries.
12. **Community Building Rental Agreement and Fees:** Vice President Franklin motioned to accept adding a separate cleaning fee deposit of \$100 to the Rental Agreement for the Community Building effective August 1, 2021 with Director Lopiccolo seconding the motion. All in favor.
13. **Line Dancing Rate Variance:** Director Lopiccolo motioned to accept the variance from the Line Dancers with Director Albers seconding the motion. All in favor.
14. **Exercise Class Rate Variance:** Director Lopiccolo motioned to accept the variance for the Exercise class hosted by Michelle Speers with Director Franklin seconding the motion. All in favor.
15. **Snowline Players Rate Variance:** Snowline Players withdrew their variance at this time.
16. **Boy Scout Rate Variance:** Director Lopiccolo motioned to approve the variance for the Pancake Breakfast with Director Albers seconding the motion. All in favor.
17. **Wrightwood Archery:** Tabled until August
18. **Parks and Recreation Position:** There was no hold on the position so there was no approval needed from the Board.
19. **General Manager Unused Executive Leave Pay-Out:** Director Lopiccolo motioned to pay General Manager Golden her unused executive leave as per the contract with Vice President Franklin seconding the motion. Motion carries.
20. **Parking Lot Condition and Striping:** No action taken.
21. **Recess to Closed Session:** 6:40pm
22. **Return to Open Session:** Return 6:56pm. No reportable action.
23. **Future Board Meeting:** August 3, 2021 @ 5:30pm via ZOOM
24. **Directors Comments:** Director Albers announced that she is due to have a baby boy in October and that she will get together with General Manger Golden this week and give her some updated notes. Director Lopiccolo congratulated Director Albers on her baby and wished VP Franklins wife to feel better after having surgery. President Hordyk has received a lot of positive feedback with softball and stated that we need to get the Parks Coordinator Position filled ASAP.
25. **Adjournment:** 7:00pm

President Hordyk adjourned the meeting at 7:00pm

Minutes approved: \_\_\_\_\_  
 President Leo Hordyk

Date \_\_\_\_\_

# ITEM 6

# GENERAL MANAGERS REPORT





JULY 2021

GENERAL MANAGERS REPORT

July was another busy month. Since we are short staffed, Tamie and I have been picking up the slack in those areas as well as normal duties. There are currently over 20 cans of paint in the shed that I am taking to the hardware store weekly to dispose of. This is left over from CSA56 and most of it is not usable. We are scheduled for a septic pumping on Tuesday August 3<sup>rd</sup>. The men's restroom sinks were not operational for about a week in July but have since been fixed. We have changed them out from motion activated to push button activated to reduce water usage. We are having some No Smoking signs pulled down. I have replaced the one that was removed from the gazebo area.

Both the Los Angeles and San Bernardino County property tax assessments have been submitted. San Bernardino file has an issue that is being corrected. Both files are due at the Assessor by August 10<sup>th</sup> and we will meet that deadline with time to spare.

The new savings account for Reserve for Capital has been open and funded. The additional funding for the other reserves was also done this month.

I am looking to find a company that repairs skateparks as we have some cracks and missing concrete that needs to be fixed. Those issues could cause the CSD liability should someone hurt themselves.

I am still working on the hood and floor cleaning for the building kitchen. The vendor and I have had scheduling issues but are working that out. They are currently scheduled to be here the week of August 1<sup>st</sup>.

I have transferred most of the files and documents to the auditors and am waiting for additional requests so that we can finish up the audit.

I have reviewed over 45 grants this month. Over 40 are not applicable to the CSD. There are a couple I am still looking into for more information. These are possible grants that the CSD may qualify for.

I am currently interviewing for both the Parks and Recreation Coordinator and the Parks Maintenance positions. I hope to have someone in those positions by the week of August 16<sup>th</sup>. To date I have not received any documentation on who our suppliers are or how the leagues have been run in the past for Parks & Recreation. This information is needed in order to continue to run the leagues as they have been in the past. Without the information, we will need to start from scratch.

Softball playoffs are scheduled for August 8<sup>th</sup>. Per Monica, fall ball would start August 29<sup>th</sup> but I have no documents to register teams or what documents are required from players. We should be able to run the league provided I have been able to hire someone for the Parks & Recreation Coordinator position. Without that position filled, we will not be able to run the fall ball league this year.

# ITEM 7

## JULY 2021 FINANCIALS





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

	Jul 21	Annual Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>4000 · Facility Rental</b>		
4000.1 · CC Parking Lot	360.00	1,300.00
4000.2 · Kitchen Fees	50.00	250.00
4000.3 · Old Firehouse / Museum	90.00	3,000.00
4000.6 · Storage Fees	0.00	40.00
4000.7 · Vivian Null Park Stage	0.00	0.00
4000.8 · WW Community Bldg	346.75	7,000.00
4000 · Facility Rental - Other	40.00	0.00
<b>Total 4000 · Facility Rental</b>	<b>886.75</b>	<b>11,590.00</b>
4100 · Property Tax	1,283.90	140,000.00
4200 · Solid Waste Franchise Fee	4,833.54	78,000.00
4300 · Solid Waste Fees	3,428.28	229,000.00
<b>4400 · Sports League</b>		
4400.2A · Softball	0.00	5,000.00
4400.2D · Corn Hole	0.00	500.00
4401 · Donation Activities	0.00	0.00
4400 · Sports League - Other	0.00	10,000.00
<b>Total 4400 · Sports League</b>	<b>0.00</b>	<b>15,500.00</b>
4500 · Donations	0.00	0.00
4900 · Misc Refunds Rebates	0.00	0.00
<b>Total Income</b>	<b>10,432.47</b>	<b>474,090.00</b>
<b>Gross Profit</b>	<b>10,432.47</b>	<b>474,090.00</b>
<b>Expense</b>		
4800 · Dump Card Replacements	-5.00	
5000 · Advertising & Marketing	384.41	1,000.00
5010 · Bank Charges & Fees	0.00	0.00
5015 · Credit Card Fees	0.00	50.00
5020 · Depreciation	0.00	0.00
<b>5030 · Dues &amp; Subscriptions</b>		
5030.1 · LAFCO Apportionments	430.10	750.00
5030.2 · Memberships	14.00	2,100.00
5030 · Dues & Subscriptions - Other	0.00	500.00
<b>Total 5030 · Dues &amp; Subscriptions</b>	<b>444.10</b>	<b>3,350.00</b>
5040 · Election Costs	0.00	11,000.00
5050 · Equipment	0.00	800.00
5060 · Green Waste Fees - FSC	0.00	4,510.00
<b>5070 · Insurance</b>		
5070.1 · Property & Liability	0.00	10,000.00
5070.2 · Workers Compensation	0.00	3,100.00
5070 · Insurance - Other	0.00	0.00
<b>Total 5070 · Insurance</b>	<b>0.00</b>	<b>13,100.00</b>
5080 · Meals & Entertainment	0.00	100.00

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

	Jul 21	Annual Budget
<b>5090 · Office Admin</b>		
5090.1 · Office Equipment	0.00	2,200.00
5090.2 · Online Software	0.00	1,000.00
5090.3 · Postage	0.00	110.00
5090.4 · Printing	0.00	500.00
5090.5 · Supplies	0.00	2,000.00
5090.6 · SW Dump Card		
5090.61 · Dump Card Printing	0.00	2,000.00
5090.62 · Dump Card Postage	0.00	1,000.00
5090.63 · Dump Cards Supplies	0.00	500.00
5090.6 · SW Dump Card - Other	0.00	0.00
<b>Total 5090.6 · SW Dump Card</b>	<b>0.00</b>	<b>3,500.00</b>
5091 · Training	0.00	50.00
<b>Total 5090 · Office Admin</b>	<b>0.00</b>	<b>9,360.00</b>
<b>5100 · Payroll Expenses</b>		
5100.1 · Administrative Staff	825.00	20,000.00
5100.2 · GM Salaries	2,283.58	37,065.00
5100.3 · Park Maintenance	403.00	18,000.00
5100.4 · Overtime	0.00	0.00
5100.5 · Parks & Recreation Coordinator	0.00	14,000.00
5100 · Payroll Expenses - Other	0.00	0.00
<b>Total 5100 · Payroll Expenses</b>	<b>3,511.58</b>	<b>89,065.00</b>
<b>5110 · Payroll Tax Expense</b>		
5110.1 · Federal Payroll Taxes	268.63	6,500.00
5110.2 · State Payroll Taxes	0.00	1,500.00
<b>Total 5110 · Payroll Tax Expense</b>	<b>268.63</b>	<b>8,000.00</b>
<b>5120 · Permits &amp; Licenses</b>		
5120.1 · Health Permit	0.00	550.00
5120.2 · Suppresion System	0.00	300.00
<b>Total 5120 · Permits &amp; Licenses</b>	<b>0.00</b>	<b>850.00</b>
<b>5130 · Professional Services</b>		
5130.1 · Accounting	0.00	0.00
5130.2 · Audit	0.00	12,000.00
5130.3 · Legal Services	0.00	36,000.00
5130.5 · Payroll Processing	62.18	1,550.00
<b>Total 5130 · Professional Services</b>	<b>62.18</b>	<b>49,550.00</b>
<b>5140 · Rent &amp; Lease</b>		
5140.1 · Porta Potty	0.00	7,500.00
<b>Total 5140 · Rent &amp; Lease</b>	<b>0.00</b>	<b>7,500.00</b>
<b>5150 · Repairs &amp; Maintenance</b>		
5150.1 · Equipment	0.00	2,000.00
5150.2 · Facility Maintenance	816.31	15,000.00
5150.3 · Job Supplies	353.62	9,000.00
5150.4 · Plumbing Repairs	0.00	800.00



## Wrightwood Community Services District Profit & Loss Budget Performance July 2021

	Jul 21	Annual Budget
5150.5 · Property	1,000.00	2,900.00
5150.6 · Septic Maintenance	0.00	2,400.00
<b>Total 5150 · Repairs &amp; Maintenance</b>	<b>2,169.93</b>	<b>32,100.00</b>
5160 · Security	0.00	850.00
<b>5180 · Services</b>		
<b>5180.2 · Sports League</b>		
5180.2C · Flag Football	0.00	600.00
5180.2A · Softball	375.00	1,500.00
5180.2B · Soccer	0.00	375.00
5180.2C · Cornhole	0.00	225.00
5180.2D · Other Park & Rec Expenses	0.00	50.00
5180.2 · Sports League - Other	0.00	0.00
<b>Total 5180.2 · Sports League</b>	<b>375.00</b>	<b>2,750.00</b>
5182 · Services Coordinator	0.00	0.00
5180 · Services - Other	0.00	0.00
<b>Total 5180 · Services</b>	<b>375.00</b>	<b>2,750.00</b>
5190 · Solid Waste Disposal Fees	17,764.64	150,000.00
<b>5210 · Telephone</b>		
5210.3 · Office Phone	118.91	1,500.00
<b>Total 5210 · Telephone</b>	<b>118.91</b>	<b>1,500.00</b>
5220 · Travel	0.00	100.00
<b>5240 · Utilities</b>		
<b>5240.1 · Electric</b>		
5240.1A · Community Center	0.00	4,000.00
5240.1B · Museum	0.00	700.00
5240.1C · Street Lights	429.73	4,000.00
5240.1D · Electrical Panel	19.65	150.00
<b>Total 5240.1 · Electric</b>	<b>449.38</b>	<b>8,850.00</b>
<b>5240.2 · Gas</b>		
5240.2A · Community Center	34.41	2,500.00
5240.2B · Museum	20.32	800.00
<b>Total 5240.2 · Gas</b>	<b>54.73</b>	<b>3,300.00</b>
<b>5240.3 · Trash</b>		
5240.3A · Community Center	184.36	2,200.00
5240.3 · Trash - Other	0.00	0.00
<b>Total 5240.3 · Trash</b>	<b>184.36</b>	<b>2,200.00</b>
<b>5240.4 · Water</b>		
5240.4A · Community Center	466.15	3,000.00
5240.4B · Museum	31.91	300.00
<b>Total 5240.4 · Water</b>	<b>498.06</b>	<b>3,300.00</b>
<b>Total 5240 · Utilities</b>	<b>1,186.53</b>	<b>17,650.00</b>
<b>5300 · Capital Outlay</b>		
5300.1 · Playground Upgrade	0.00	25,000.00
5300 · Capital Outlay - Other	0.00	40,318.50

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

	<u>Jul 21</u>	<u>Annual Budget</u>
Total 5300 · Capital Outlay	0.00	65,318.50
5900 · Debt Service		
5900.1 · Principal Expense	0.00	0.00
5900.2 · Interest	0.00	0.00
5900 · Debt Service - Other	0.00	0.00
Total 5900 · Debt Service	<u>0.00</u>	<u>0.00</u>
Total Expense	<u>26,280.91</u>	<u>468,503.50</u>
Net Ordinary Income	-15,848.44	5,586.50
Other Income/Expense		
Other Income		
4600 · Interest Income	0.00	25.00
Total Other Income	<u>0.00</u>	<u>25.00</u>
Other Expense		
7100 · Capital Outlay Expense	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>0.00</u>	<u>25.00</u>
Net Income	<u><u>-15,848.44</u></u>	<u><u>5,611.50</u></u>



July 2021 DISBURSEMENTS AND DEPOSITS					
Check Number	Amount	Disbursement Date	Cleared Date	Payee	Account
Debit Card	\$32.09	7/1/2021	7/1/2021	Amazon	Paper
Debit Card	\$7.56	7/2/2021	7/2/2021	Amazon	Windex
2073	Void	Void	Void	Void	Void
2074	\$150.00	7/8/2021		Lisa Van Proyen	Security Deposit
2075	\$125.00	7/8/2021	7/22/2021	Petes Termite	Bug spray
2076	\$430.10	7/8/2021	7/16/2021	SB County Auditor	LAFCO apportionment
2077	\$429.73	7/8/2021	7/19/2021	SCE	Street Lights
2078	\$62.39	7/8/2021	7/19/2021	Waxie	Supplies
2079	\$184.36	7/13/2021	7/19/2021	CR&R	Comm Bldg
2080	\$227.60	7/13/2021	7/19/2021	Waxie	Supplies
2081	\$17,764.64	7/13/2021	7/19/2021	CR&R	Solid Waste
2082	\$3,931.25	7/21/2021	7/29/2021	Brunick McElhaney & Kennedy	June Attorney
2083	\$250.00	7/21/2021	7/24/2021	Dan Day	Umpire
2084	\$1,000.00	7/21/2021	7/21/2021	Keen Plumbing	Sinks
2085	\$324.41	7/21/2021	7/22/2021	Mountaineer Progress	Employment ad
2086	\$19.65	7/21/2021	7/26/2021	SCE	Panel
2087	\$54.73	7/21/2021		So Cal Gas	Comm Bldg/Museum
2088	\$5,241.53	7/21/2021	7/28/2021	County of San Bernardino	Solid Waste
2089	\$56.07	7/21/2021		Mountain Hardware	Supplies
Auto Debit	\$62.18	7/23/2021	7/23/2021	ADP	Payroll Processing
Transfer	\$7,500.00	7/21/2021	7/21/2021	Tran to Reserve	Replacements
Transfer	\$7,500.00	7/21/2021	7/21/2021	Tran to Reserve	Operations
Transfer	\$4,000.00	7/22/2021	7/22/2021	Tran to Reserve	Capital
Debit Card	\$25.00	7/22/2021	7/22/2021	Facebook	Employment ad
Debit Card	\$816.31	7/23/2021	7/23/2021	Hobart	Dishwasher service
Debit Card	\$35.00	7/26/2021	7/26/2021	Facebook	Employment ad
Auto Debit	\$14.00	7/27/2021	7/27/2021	Amazon	Prime
<b>TOTAL</b>	<b>\$50,243.60</b>				

	Payroll
7/1 Payroll	\$2,606.40
7/1 Payroll Taxes	\$678.94
7/16 Payroll	\$2,920.68
7/16 Payroll Taxes	\$859.53
<b>TOTAL</b>	<b>\$7,065.55</b>

	Deposits	
Date	Amount	Name
7/1/2021	\$45.00	Rental Income
7/7/2021	\$5.00	Replacement Dump Card
7/7/2021	\$270.00	Rental Income
7/7/2021	\$4,833.54	Solid Waste
7/8/2021	\$245.00	Rental Income
7/13/2021	\$4,541.90	Property Tax
7/13/2021	\$150.00	Security Deposit
7/13/2021	\$255.00	Rental Income
7/19/2021	\$463.50	Re
7/20/2021	\$170.28	Property Tax
7/26/2021	\$360.00	Rental Income
<b>TOTAL</b>	<b>\$11,339.22</b>	



**DEPOSITS AND DISBURSEMENTS FISCAL YEAR 2021/2022**

Month	Beginning Balance	Deposit	Total Disbursements	Payroll	Gross
Jul-21	\$179,128.60	\$11,339.22	\$56,284.93	\$7,065.55	\$127,117.34
Aug-21					
Sep-21					
Oct-21					
Nov-21					
Dec-21					
Jan-22					
Feb-22					
Mar-22					
Apr-22					
May-22					
Jun-22					

Estimate Cash Flow Statement		MONTHLY HOURS				
		GM	PARK	OFFICE	PARK/REC	MONTH
Current Bank Balance	\$127,117.34	99.5	26	103	0	Jul-21
Savings Account	\$150,516.63					Aug-21
Reserve for Operations	\$12,504.86					Sep-21
Reserve for Capital	\$4,000.00					Oct-21
Reserve for Replacements	\$29,805.05					Nov-21
<b>Total Estimate Revenue</b>	<b>\$307,439.02</b>					Dec-21
						Jan-22
<b>Accounts Payable</b>	<b>Outstanding</b>					Feb-22
Election Payment	\$10,583.00					Mar-22
						Apr-22
Total Estimated Expense	\$10,583.00					May-22
<b>Balance</b>	<b>\$296,856.02</b>					Jun-22

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

## PER CAPITA GRANT:

### DISCUSSION AND POSSIBLE ACTION



I have submitted the application to the State of California for the electrical work at the gazebo and stage areas. They have accepted and reviewed the application and appear happy with it. However, they can not process anything further until the other application for the playground is submitted. That application can not be submitted until we have the funds to complete the project. The deadline for the rest of the application is December 2021, but the grant coordinator requested that the paperwork be completed as soon as possible. There is a lot of work for them to do on their end and they would like to get started. In addition, I reminded Steve Kennedy that we will need the use agreement for the playground completed with the school district. General Counsel Kennedy has contacted Robert Chacon with the Snowline Joint Unified School District to complete the lease/agreement.



# ITEM 9

## PARKING LOT LIGHT POLE:

## DISCUSSION AND POSSIBLE ACTION



The light pole in the parking lot has only one light that comes on and it is pointed at the ground and does not illuminate much. The current fixture needs to be replaced. The power comes from the Wrightwood Business Center building but the pole is located in the CSD parking lot so the light is our responsibility. We are having more homeless people camping out in Wrightwood and the lack of light in our parking lot makes this area appealing to them to stay at. With 2 females working in the office and coming to the building at all times as well as the safety and ability to see where you are walking on our sloped parking lot, a light pole that works and is directed to the correct areas is a must. Replacing the light with LED lights makes sense because they are so low maintenance, we should not have to touch them for several years and the bulbs cannot be broken by throwing rocks at them. I have been asked several times why that light is not working. It has been in its current condition for over a year.

I have contacted 4 electricians.

Clean Star Electric wants us to purchase the light fixture and rent the boom lift. The Fixture needs to be purchased before they will give us a quote to install.

Quality Electric is going to call back.

S&S Electric is going to call back.

Davison Electric quoted \$1,200 and we will rent the boom lift.



# Proposal



Email  
→

P.O. Box #

PROPOSAL SUBMITTED TO: <b>Wrightwood CSD</b>	JOB NAME	JOB #
ADDRESS <b>1275 Angeles Crest Hwy 2</b>	JOB LOCATION	
<b>Wrightwood CA 92397</b>	DATE	DATE OF PLANS
PHONE # <b>LORI</b>	FAX #	ARCHITECT

We hereby submit specifications and estimates for: **Parking lot pole light.**  
 Replace (3) Parking Lot light on a single pole  
 with (3) LED Parking Lot lights

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of:  
 \$ 1,200. Dollars

with payments to be made as follows: Due upon completion

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted [Signature] **7-29-21**

Note — this proposal may be withdrawn by us if not accepted within 30 days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.  
 Payments will be made as outlined above.

Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_

Signature \_\_\_\_\_

# ITEM 10

## WRIGHTWOOD ARCHERY:

## DISCUSSION AND POSSIBLE ACTION





Kurt Watson collected over 125 names at Mountaineer Days of those interested in an Archery class. A proposed draft of a facility use agreement was sent over to General Counsel Kennedy. After reviewing the proposed agreement neither General Counsel Kennedy nor General Manager Golden can recommend approval. To move forward, we need a facility use agreement that would be acceptable to both parties. In addition, we need to have an agreement with Kurt Watson regarding his services (roles and responsibilities) and the costs for those.

Previously we had estimated a total of 10 students per group, 3 groups per week and an 8-week session. There is an estimated cost to the students of \$20 per lesson.

$10 * 3 * 8 * 20 = \$4,800$  with 50% going to Kurt and 50% going to the CSD (\$2,400). This would need to be detailed in the above-mentioned agreement.

I am looking into registration software but at this time, we would conduct registration via paper with class lists being printed out/emailed to Kurt to keep track of students.

# Facilities Use Agreement

This agreement by and between Ray Rayzek(Owner/Owner's address) 936 Highway 2 Wrightwood, California 92397 and Wrightwood Community Services District Parks and Recreation.

(User/User address) will take effect on September 1<sup>st</sup>, 2021 and will continue for a period of one year.

WHEREAS, Owner owns premises at 936 Highway 2 Wrightwood, CA 92397 which is normally used for outdoor community events and

WHEREAS, User desires to use 936 Highway 2 for the purpose of Recreational Archery and

WHEREAS, Owner has agreed to allow User to use the facilities provided that the following terms and conditions are met.

## IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. Owner agrees to let User use the above described premises for the above described purpose beginning September 1, 2021 through October 30, 2021.

\_\_\_\_\_ is the contact person for Owner and Kurt Watson is the contact person for User to coordinate the details of usage.

2. Non-Fee Agreement. In consideration for the benefit of using Owner's facilities, User agrees to abide by all the terms and conditions of use described in this agreement.
3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.



4. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner.
5. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
6. User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending the user's function at the above described facilities.
7. Organizational Users. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above-described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User of the above-described premises.
  - Individual Users. User promises and warrants that User will obtain signed Activity Participation Agreements from each participant in the activity. If the participants are minors, User will obtain the signature of at least one parent or legal guardian on each Activity Participation Agreement.
8. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, illness, exposure to infectious/communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, it's entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

9. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.
10. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
11. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party
12. In the event that Owner must cancel this agreement, User will be entitled to any deposit User has paid. However, in no event will Owner be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User's inability to use the above described premises, even if Owner has been advised of the possibility of such damages.
13. Owner and User agree that any disputes arising under this agreement will be solved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.
14. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relation to the subject matter.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ Month \_\_\_\_\_ Year

**Owner**

**User**

\_\_\_\_\_

\_\_\_\_\_

Signer's Name

Signer's Name



# ITEM 11

## RETENTION POLICY:

### DISCUSSION AND POSSIBLE ACTION



During the July 13<sup>th</sup> meeting, the Board approved the Social Media Policy. Within that policy was a reference to a retention policy. General Counsel Kennedy has put together the following:



**RESOLUTION NO. 2021-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE WRIGHTWOOD COMMUNITY SERVICES DISTRICT  
ADOPTING A RECORDS RETENTION POLICY**

**WHEREAS**, the Board of Directors of the Wrightwood Community Services District finds as follows:

A. The Wrightwood Community Services District ("the District") is a community services district organized and operating pursuant to the Community Services District Law, California Government Code Section 61000 et seq.

B. Pursuant to Government Code Sections 60200-60204, the District's Board of Directors ("the Board") is authorized to destroy or dispose of any District record (with exceptions) by utilizing any of the procedures set forth therein.

C. Under Government Code Section 60201(b)(2), the Board may authorize the destruction or disposition of any District record that is not expressly required by law to be filed and preserved by adopting by resolution a records retention schedule that complies with guidelines provided by the Secretary of State, that classifies all of the District's records by category, and that establishes a standard protocol for destruction or disposition of records.

**THEREFORE, BE IT RESOLVED** by the Board of Directors of the Wrightwood Community Services District as follows:

Article 1. General Standard. It is the general policy of the District that all District records shall be retained, stored, or destroyed as authorized by the Board and allowed under California law.

Article 2. Authorization for Destruction of Records. Pursuant to Government Code Section 60201(b)(2), the record retention schedule attached hereto as **Exhibit "A"** and incorporated herein by this reference is hereby adopted in its entirety, subject to the exceptions contained in Article 6 of this Resolution. In accordance therewith, after the records referenced therein have been retained for the time periods and according to the process set forth therein, such records are hereby authorized to be destroyed. Pursuant to Government Code Section 60201(c), the District is not required to photograph, reproduce, microfilm, or make a copy of any record that is destroyed or disposed of in accordance with the provisions of this Article 2.

Article 3. Destruction of Records after Scanning. Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored in conformance with the requirements of Government Code Section 60203, the applicable provisions of which are attached hereto as **Exhibit "B"** and incorporated herein by this reference.

Article 4. Destruction of Duplicates. Pursuant to Government Code Section 60200, any duplicate record, paper, or document, the original or permanent photographic copy of which is in the files of the District, may be destroyed after confirmation that such original or permanent photographic copy remains on file in the District.

Article 5. Retention of Records Not Mentioned. All records, papers, and documents not



mentioned in this Resolution may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendation of the Local Government Records Management Guidelines as set forth by the Secretary of State (February 2006) as the same may be amended from time to time.

Article 6. Retained Records. Pursuant to Government Code Section 60201(d), the District shall permanently retain records that relate to formation, change of organization, or reorganization of the District; a District ordinance unless it has been repealed, or is invalid, or is unenforceable for a period of five years; minutes of a meeting of the Board; pending claims and litigation records for two years after the disposition; records that are the subject of a pending Public Records Act request until the request is granted or two years have passed since denial; records of construction projects prior to notice of completion and release of stop notices, if any; records related to non-discharged contracts or debts; records of title for District real property; unaccepted construction bids/proposals until two years old; records that specify the amount of compensation paid to District employees, office or independent contractors until seven years old; and any records for which the administrative, fiscal, or legal purpose has not yet been fulfilled.

Article 7. Periodic Review. This Resolution will be reviewed and revised by the Board on or before January 1, 2026, and as otherwise deemed necessary by the Board.

Article 8. Effective Date. This Resolution shall take effect immediately upon its adoption.

**ADOPTED** and **PASSED** at a meeting of the Wrightwood Community Services District's Board of Directors, on this \_\_\_\_ day of \_\_\_\_\_, 2021, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors



## Records Retention Policy

### EXHIBIT A

For records that are not preserved in accordance with Article 3 of the District's Records Retention Policy, the District will follow the California Special District's Association Records Retention Schedule as follows:

	Number of years to Retain
<b>FINANCE</b>	
Bank Statements & Deposit Slips	3
Payroll (timecards)	3
Dividend Checks (cancelled)	6
Expense Reports	6
Subsidiary Ledgers (including A/P & A/R ledgers)	6
Trial Balances (monthly)	6
Checks (payroll & general)	8
Payroll (individual time reports & earning records)	8
Vouchers (for payments to vendors, employees, et al)	8
Audit Reports	Indefinite
General Ledgers & Journals	Indefinite
<b>CORPORATE RECORDS</b>	
Mortgages, Notes & Leases (expired)	8
Bylaws, Charter & Minute Books	Indefinite
Cash Books	Indefinite
Capital Stock & Bond Records (including stock certificates & transfer lists)	Indefinite
Checks (taxes, property & fulfillment of important contracts)	Indefinite
Contracts & Agreements	Indefinite
Copyrights & Trademark Registrations	Indefinite
Deeds & Easements	Indefinite
Labor Contracts	Indefinite
Patents	Indefinite
Proxies	Indefinite
Retirement & Pension Records	Indefinite
Tax Returns & Working Papers	Indefinite
<b>CORRESPONDENCE</b>	
General	Life of issue +2
License, Traffic & Purchase	6
Production	8
Legal & Tax	Indefinite
<b>INSURANCE</b>	
Policies (all types, expired)	4
Accident Reports	6
Fire Inspection Reports	6
Group Disability Records	8
Safety Reports	8
Claims (after settlement)	10

## Records Retention Policy

<b>PERSONNEL</b>	
Contracts (expired)	7
Daily Time Reports	3
Disability & Sick Benefits Records	6
Personnel Files (terminated)	6
Withholding Tax Statements	6
<b>PURCHASING &amp; SALES</b>	
Purchase Orders	3
Requisitions	3
Sales Contracts	3
Sales Invoices	3
<b>TRAFFIC (RECEIVING &amp; SHIPPING)</b>	
Export Declarations	4
Freight Bills	4
Manifests	4
Shipping & Receiving Reports	4
Waybills & Bills of Lading	4



## EXHIBIT B

The following sections of the California Government Code are incorporated into Article 3 of the District's records retention policy:

### **60203. Records, papers, or documents not required to be filed; conditions.**

- (a) Notwithstanding [Government Code] Section 60201, the [District's Board of Directors] may authorize the destruction of any record, paper, or document that is not expressly required by law to be filed and preserved if all of the following conditions are compiled with:
  - (1) The record, paper, or document is photographed, micro-photographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Section 12168.7 [below] for recording of permanent records or non-permanent records.
  - (2) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions or changes to the original document images.
  - (3) The photographs, micro-photographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.
- (b) For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

### **12168.7 Standards for Recording Permanent and Nonpermanent documents in electronic media; trusted system.**

- (a) The Legislature hereby recognizes the need to adopt uniform statewide standards for the purpose of storing and recording public records in electronic media or in a cloud computing storage service.
- (b) In order to ensure that uniform statewide standards remain current and relevant, the Secretary of State, in consultation with the Department of Technology, shall approve and adopt appropriate uniform statewide standards by using standards that are accredited by the American National Standards Institute or other applicable industry-recognized standards making body, including the International Organization for Standardization TR 15801:2017 or successor standard, for storing and recording public records in electronic media or in a cloud computing storage service.



- (c) (1) The standards specified in subdivision (b) shall include a requirement that a trusted system be utilized. For this purpose and for purposes of [Government Code] Sections 25105, 26205, 26205.1, 26205.5, 26907, 27001, 27322.2, 27361.4, 34090.5, and 60203, Section 102235 of the Health and Safety Code, and Section 10851 of the Welfare and Institutions Code, "trusted system" means a combination of technologies, policies, and procedures for which there is no plausible scenario in which a public record retrieved from or reproduced by the system could differ substantially from the public record that is originally stored.
- (2) For a state agency that stores and records public records pursuant to this section, the uniform statewide standards specified in subdivision (b) shall include a definition of "trusted system" that combines the various elements of trusted systems specified in this section.
- (d) (1) A cloud computing storage service that complies with International Organization for Standardization ISO/IEC 27001:2013, or other applicable industry-recognized standards relating to techniques and information security management, and that provides administrative users with controls to prevent stored public records from being overwritten, deleted, or altered, shall be considered a trusted system.
- (2) Notwithstanding paragraph (1), all public records stored or recorded in electronic media or in a cloud computing service by a state agency shall comply with a trusted system as defined in the uniform statewide standards adopted pursuant to subdivision (b).
- (e) A trusted system using cloud computing storage service shall also comply with applicable standards articulated in the State Administrative Manual and the Statewide Information Management Manual. This requirement applies to state agencies and does not apply to local government entities, except to local government entities that have a system interconnection or data exchange with a state agency, or that contract with a state agency, for the development, use, or maintenance of an information system, product, solution, or service.
- (f) (1) A state agency, prior to establishing an information technology system interconnection or data exchange with a local government entity or otherwise partnering with a local government entity for the development, use, or maintenance of an information technology system, product, or service, shall first enter into a written agreement with that local government entity for the purpose of establishing mutually agreeable terms that protect relevant public records.
- (2) The requirements of paragraph (1) shall apply prospectively, after the effect date of this subdivision, to new agreements of the types specified and to existing agreements of the types specified when they are considered for renewal.
- (g) For the purposes of this section, the following definitions shall apply:
- (1) "Cloud computing" has the same definition as the term is defined by the National Institute of Standards and Technology Special Publication 800-145, or a successor publication, and includes the service and deployment models referenced therein.
- (2) "Public records" includes permanent and nonpermanent documents.
- (3) "State agency" has the same meaning as that term is defined in [Government Code] Section 11000.



- (h) The Secretary of State shall ensure that microfilming, electronic data imaging, and photographic reproduction are done in compliance with the minimum standards or guidelines, or both, as recommended by the American National Standards Institute for recording of public records or any other applicable and comparable industry standard.
- (i) Nothing in this section shall prohibit a local government entity from adopting applicable standards articulated in the Secretary of State's uniform statewide standards for Trustworthy Electronic Document or Record Preservation, the State Administrative Manual, or the Statewide Information management Manual for purposes of utilizing a trusted system as defined in subdivision (c).

# ITEM 12

**FUTURE BOARD MEETING –  
SEPTEMBER 7, 2021**

**DISCUSSION AND POSSIBLE  
ACTION**





# ITEM 13

## DIRECTORS COMMENTS:



# ITEM 14

# ADJOURNMENT

