

**WRIGHTWOOD
COMMUNITY
SERVICES DISTRICT**

September 7, 2021

**REGULAR
BOARD MEETING**



WRIGHTWOOD COMMUNITY SERVICES DISTRICT

P.O. Box 218 Wrightwood, CA 92397
Regular Meeting of the Board of Directors
Tuesday, September 7, 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.
All Audio and Video will be muted initially when joining the meeting.
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

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-agendized 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. August 3, 2021 Regular Board Meeting Minutes
6. Acting General Managers Report
7. August 2021 Financials : Discussion
8. Employee Pay Scale Increase: Discussion and Possible Action
9. Softball Umpire Pay Increase: Discussion and Possible Action
10. Broken Slide in Hollis Stewart Park: Discussion and Possible Action
11. WrightWoodstock Donation: Discussion and Possible Action
12. Wrightwood Archery: Discussion and Possible Action
13. The Church of Music Rate Variance: Discussion and possible Action
14. Per Capita Grant Update: Discussion and Possible Action
15. Recess to Closed Session: Public Employee Performance Evaluation (Government Code Section 54947) Title: Acting General Manager
16. Return to Open Session: Announcement of Reportable Closed Session Actions
17. Future Board Meeting: October 5, 2021: Discussion and Possible Action
18. Directors Comments:
19. 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

MINUTES
REGULAR
BOARD MEETING
Aug. 3, 2021



REGULAR BOARD MEETING

Aug. 3, 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
Tamara Keen – Secretary

Call to Order: President Hordyk called the Meeting to order at 5:31 pm

1. **Roll Call:** General Manager Lori Golden was absent.
2. **Agenda Approval:** Mr. Kennedy suggested that we add a new item #12: Public Employment – General Manager Position to the Agenda, and Director Schneider asked to remove item #8 as there are no updates. Vices President Franklin motioned to approve the Agenda as amended with Director Schneider seconding the motion.
3. **Public Comment:** Steve Rinek from the Mountaineer Progress suggested that the person that contributes the most to the new park should have it named after him/her.
4. **Agency Reports:** CJ Porter from Supervisor Cooks office wanted to reemphasize that the Rental Assistance Program is still available to those that qualify. The website is SBCRentalrelief.com or you can call 211 ext. 5. Landlords are encouraged to apply for their tenants. CJ also reported that Shannon Discus was unanimously appointed Sheriff by The Board of Supervisors and has been with the Department since 1991.
5. **Consent Calendar:** Director Albers motioned to approve with Director Lopiccolo seconding the motion. Motion carries.
6. **General Manager Report:** It has been reported that the LA and San Bernardino County property tax assessments have been filed. The new savings account for Reserve for Capital has been opened and funded along with the additional funding for the other reserves. The files and documents for the audit have been forwarded to Eadie & Payne and we are waiting for any final requests before they finish up the audit. We are in the process of interviewing for the Parks Maintenance and Parks Coordinator position and hope to have them filled soon. Softball playoffs are scheduled for Aug 8th and we are looking to start the Fall Ball season on August 29, 2021.
7. **July 2021 Financials:** Tabled – questions for GM Golden.
8. **Per Capita Grant:** No updates at this time.
9. **Parking Lot Light Pole:** No action until we receive 2 more bids.
10. **Wrightwood Archery:** Tabled for further research.

11. Retention Policy: Director Lopiccolo motioned to accept Resolution 2021-10 with Director Schneider seconding the motion. Motion carries.

12. Recess to Closed Session – Public Employment General Manager: 6:29pm

13. Return to Open Session: 7:29pm – President Hordyk announced that Tamara Keen will be appointed interim General Manager for the District assuming all of the General Managers responsibilities. Tamie will be responsible for hiring a Parks Maintenance Person but was directed to hold off on hiring a Parks Coordinator until further notice.

14. Future Board Meeting: Sept 7, 2021 @ 5:30pm via Zoom

15. Directors Comments: Director Lopiccolo thanked Tamie for helping out and that Softball finals were this Sunday. Director Schneider thanked President Hordyk for the extra work he has done this month and to Pam Wright with Wrightwood Village Trail, for all of her hard work with the fundraising committee. Director Albers stated that she can help with Social Media for Softball and that she and Vice President Franklin need to start planning for the upcoming winter season. President Hordyk thanked Tamie for helping out and stepping up. President Hordyk also mentioned that approval was given this morning for the Village Christmas Tree lighting and campaigning will start soon to raise donations. Mountaineer Progress will be helping with the Press Release.

16. Adjournment:

President Hordyk adjourned the meeting at 7:35pm.

Minutes approved: _____
President Leo Hordyk

Date _____

ITEM 6

GENERAL MANAGER REPORT



Acting General Managers Report

September 7, 2021

August started with General Manager Lori Golden going on medical leave and me, Tamara Keen, being appointed Interim General Manager and the only CSD employee for the first week of August. My first priority was to fill the Parks Maintenance position which I did by re-hiring Sean Kensinger who then returned to work on August 4, 2021. Sean has gone above and beyond to help where needed and has even come into the office to help with pulling back up and making copies for the auditors.

Almost two years ago, at the October 1, 2019 Board Meeting, the Skate Park dedication to Dillon Adams was brought before the Board. The Board was open to the dedication of the Skate Park but wanted to see a fundraising effort for the plaque. On Sept 18, 2021, Pharmacy Board shop will be holding a dedication fundraiser to help raise money for a plaque and a bench or two. Our goal is to raise \$5,000. and anything raised over that amount will possibly go towards another table or maybe a tree or two for some shade at the Skate Park. The dedication will be in honor/memory of Dillon Adams and a gift to the community made possible by the community.

The septic tank was pumped on August 3rd and the annual maintenance of the generator was completed on August 6th. Timberline Locksmith was also here on August 6th due to vandalism on the outside men's bathroom lock. There have been ongoing issues with the outside bathroom doors being propped open at night. Someone will use a trash can or they will shove toilet paper in the lock to prevent it from automatically locking at night. Timberline has been out on two separate occasions because someone has tried to dismantle the lock in the men's bathroom twice. Sean has been coming at night to make sure there is no-one in the bathrooms and then manually locking them until we come up with a better solution. Jonathan's Computer also came by on Aug 6th because the GM laptop was so slow. He backed up the laptop and discovered that the memory was full and that it is only a 4gig and should be at least 16gig. Jonathan also transferred files from the laptop to the desk top for easier access as it takes aprox. 9 minutes to power up and aprox. 6 minutes to open a file. For security reasons, I would recommend that the GM laptop be replaced with a desktop computer when the need arises.

On Friday Aug 20th, the handicapped toilet push button actuator (flush button) stopped working so we had to call a plumber because the car show was the next day. The toilet was fixed for the car show but ironically on Monday the 23rd the same thing happened in the women's bathroom toilet. The plumber came out the following day to make the repair while Sean watched and learned for future fixes.

The financials have been included in this packet but are not 100% complete because I do not have access to the bank account. For this to happen, the CSD will need to update their signature card and add me to the account.

ITEM 7

AUGUST 2021 FINANCIALS DISCUSSION



10:03 AM

09/02/21

Accrual Basis

Wrightwood Community Services District

Profit & Loss Budget Performance

August 2021

	Aug 21	Budget
Ordinary Income/Expense		
Income		
4000 · Facility Rental		
4000.1 · CC Parking Lot	600.00	150.00
4000.2 · Kitchen Fees	75.00	75.00
4000.3 · Old Firehouse / Museum	150.00	250.00
4000.6 · Storage Fees	0.00	0.00
4000.7 · Vivian Null Park Stage	135.00	0.00
4000.8 · WW Community Bldg	287.00	700.00
4000 · Facility Rental - Other	40.00	0.00
Total 4000 · Facility Rental	1,287.00	1,175.00
4100 · Property Tax	0.00	0.00
4200 · Solid Waste Franchise Fee	0.00	2,900.00
4300 · Solid Waste Fees	0.00	0.00
4400 · Sports League		
4400.2A · Softball	1,075.00	0.00
4400.2D · Corn Hole	0.00	0.00
4401 · Donation Activities	0.00	0.00
4400 · Sports League - Other	0.00	0.00
Total 4400 · Sports League	1,075.00	0.00
4500 · Donations	0.00	0.00
4900 · Misc Refunds Rebates	0.00	0.00
Total Income	2,362.00	4,075.00
Gross Profit	2,362.00	4,075.00
Expense		
4800 · Dump Card Replacements	0.00	
5000 · Advertising & Marketing	0.00	66.70
5010 · Bank Charges & Fees	0.00	0.00
5015 · Credit Card Fees	0.00	0.00
5020 · Depreciation	0.00	
5030 · Dues & Subscriptions		
5030.1 · LAFCO Apportionments	0.00	0.00
5030.2 · Memberships	0.00	103.50
5030 · Dues & Subscriptions - Other	0.00	0.00
Total 5030 · Dues & Subscriptions	0.00	103.50
5040 · Election Costs	0.00	0.00
5050 · Equipment	0.00	67.33
5060 · Green Waste Fees - FSC	0.00	0.00
5070 · Insurance		
5070.1 · Property & Liability	0.00	0.00
5070.2 · Workers Compensation	-682.39	0.00
5070 · Insurance - Other	0.00	0.00
Total 5070 · Insurance	-682.39	0.00
5080 · Meals & Entertainment	0.00	0.00
5090 · Office Admin		
5090.1 · Office Equipment	105.00	183.70
5090.2 · Online Software	0.00	67.00
5090.3 · Postage	0.00	0.00
5090.4 · Printing	0.00	50.00
5090.5 · Supplies	0.00	235.00
5090.6 · SW Dump Card		
5090.61 · Dump Card Printing	0.00	
5090.62 · Dump Card Postage	0.00	0.00
5090.63 · Dump Cards Supplies	0.00	0.00
5090.6 · SW Dump Card - Other	0.00	0.00
Total 5090.6 · SW Dump Card	0.00	0.00

10:03 AM

09/02/21

Accrual Basis

Wrightwood Community Services District

Profit & Loss Budget Performance

August 2021

	Aug 21	Budget
5091 · Training	0.00	0.00
Total 5090 · Office Admin	105.00	535.70
5100 · Payroll Expenses		
5100.1 · Administrative Staff	874.50	1,666.70
5100.2 · GM Salaries	1,544.38	3,088.75
5100.3 · Park Maintenance	0.00	1,500.00
5100.4 · Overtime	0.00	0.00
5100.5 · Parks & Recreation Coordinator	0.00	1,166.67
5100 · Payroll Expenses - Other	0.00	0.00
Total 5100 · Payroll Expenses	2,418.88	7,422.12
5110 · Payroll Tax Expense		
5110.1 · Federal Payroll Taxes	185.04	541.65
5110.2 · State Payroll Taxes	0.00	125.00
Total 5110 · Payroll Tax Expense	185.04	666.65
5120 · Permits & Licenses		
5120.1 · Health Permit	122.50	0.00
5120.2 · Suppression System	0.00	0.00
Total 5120 · Permits & Licenses	122.50	0.00
5130 · Professional Services		
5130.1 · Accounting	0.00	0.00
5130.2 · Audit	0.00	0.00
5130.3 · Legal Services	0.00	3,000.00
5130.5 · Payroll Processing	0.00	129.17
Total 5130 · Professional Services	0.00	3,129.17
5140 · Rent & Lease		
5140.1 · Porta Potty	0.00	0.00
Total 5140 · Rent & Lease	0.00	0.00
5150 · Repairs & Maintenance		
5150.1 · Equipment	603.57	125.00
5150.2 · Facility Maintenance	470.00	1,250.00
5150.3 · Job Supplies	18.07	750.00
5150.4 · Plumbing Repairs	0.00	67.00
5150.5 · Property	0.00	242.00
5150.6 · Septic Maintenance	0.00	0.00
Total 5150 · Repairs & Maintenance	1,091.64	2,434.00
5160 · Security	0.00	0.00
5180 · Services		
5180.2 · Sports League		
5180.2C · Flag Football	0.00	0.00
5180.2A · Softball	575.73	0.00
5180.2B · Soccer	0.00	0.00
5180.2C · Cornhole	0.00	0.00
5180.2D · Other Park & Rec Expenses	0.00	0.00
5180.2 · Sports League - Other	0.00	0.00
Total 5180.2 · Sports League	575.73	0.00
5182 · Services Coordinator	0.00	0.00
5180 · Services - Other	0.00	0.00
Total 5180 · Services	575.73	0.00
5190 · Solid Waste Disposal Fees	10,213.05	12,500.00

10:03 AM

09/02/21

Accrual Basis

Wrightwood Community Services District

Profit & Loss Budget Performance

August 2021

	Aug 21	Budget
5210 · Telephone		
5210.3 · Office Phone	123.91	125.00
Total 5210 · Telephone	123.91	125.00
5220 · Travel	0.00	0.00
5240 · Utilities		
5240.1 · Electric		
5240.1A · Community Center	533.06	334.67
5240.1B · Museum	69.83	59.00
5240.1C · Street Lights	429.73	334.00
5240.1D · Electrical Panel	22.94	12.50
Total 5240.1 · Electric	1,055.56	740.17
5240.2 · Gas		
5240.2A · Community Center	31.20	211.70
5240.2B · Museum	18.92	66.33
Total 5240.2 · Gas	50.12	278.03
5240.3 · Trash		
5240.3A · Community Center	184.36	183.70
5240.3 · Trash - Other	0.00	0.00
Total 5240.3 · Trash	184.36	183.70
5240.4 · Water		
5240.4A · Community Center	439.80	250.00
5240.4B · Museum	27.91	25.00
Total 5240.4 · Water	467.71	275.00
Total 5240 · Utilities	1,757.75	1,476.90
5300 · Capital Outlay		
5300.1 · Playground Upgrade	0.00	
5300 · Capital Outlay - Other	0.00	0.00
Total 5300 · Capital Outlay	0.00	0.00
5900 · Debt Service		
5900.1 · Principal Expense	0.00	0.00
5900.2 · Interest	0.00	
5900 · Debt Service - Other	0.00	
Total 5900 · Debt Service	0.00	0.00
Total Expense	15,911.11	28,527.07
Net Ordinary Income	-13,549.11	-24,452.07
Other Income/Expense		
Other Income		
4600 · Interest Income	0.00	2.00
Total Other Income	0.00	2.00
Other Expense		
7100 · Capital Outlay Expense	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	2.00
Net Income	-13,549.11	-24,450.07

August 2021 DISBURSEMENTS AND DEPOSITS					
Check Number	Amount	Disbursement Date	Cleared Date	Payee	Account
2090	\$125.00	8/2/2021		Dan Day	Umpire
2091	\$498.06	8/2/2021		Golden State Water	Water
2092	\$250.73	8/2/2021		Monica Ciccarelli	misc softball reim
2093	\$118.91	8/2/2021		Verizon	cell phones
2094	\$0.00	8/2/2021		VOID	VOID
2095	\$150.00	8/4/2021		Camp Quest	Refund security deposit
2096	\$400.00	8/4/2021		Chiquito Steam Clean	Kitchen hood & Floor
2097	\$125.00	8/4/2021		Dan Day	Umpire
2098	\$324.24	8/4/2021		Mountaineer Progress	Employment ad
2099	\$558.81	8/4/2021		So Ca Edison	electric
2100	\$12,826.34	8/11/2021		CR&R	Disposal Fees
2100	\$184.36	8/11/2021		CR&R	Trash bins
2101	\$100.00	8/11/2021		Dan Day	Umpire
2102	\$100.00	8/11/2021		Logan Day	Umpire
2103	\$429.73	8/11/2021		SCE	Street Lights
2104	\$70.00	8/11/2021		Timberline Locksmith	Men's Bathroom lock
2105	\$122.50	8/13/2021		County of SB - Public Health	Health Permit
2106	\$4,843.75	8/19/2021		Brunick, McElhaney & Kennedy	Attorney Fees
2107	\$603.57	8/19/2021		California Generator	Generator Maint
2108	\$50.12	8/19/2021		So Ca Gas	Gas
2109	\$421.40	8/19/2021		Waxie	Janitorial Supplies
2110	\$0.00			VOID	
2111	\$467.71	8/20/2021		Golden State Water	Water
2112	\$4,078.59	8/27/2021		County of SB - Solid waste	solid waste
2113	\$105.00	8/27/2021		Jonathans Computers	computer repair
2114	\$18.07	8/27/2021		Mountain Hardware	cleaning supplies
2115	\$123.97	8/27/2021		Verizon	phones
2116	\$625.83	8/30/2021		SCE	electric
Debit	\$89.99	8/13/2021		Playset Parts	Toddler Swing
Debit	\$146.63	8/30/2021		Diamond Environmental	Softball porta pot
TOTAL	\$27,958.31				

	Payroll
8/16/ payroll	\$2,331.59
taxes	\$427.06
8/31 payroll	\$2,554.61
taxes	\$501.34
TOTAL	\$5,814.60

Deposits		
Date	Amount	Name
8/3/2021	\$416.25	rent/security deposit
8/10/2021	\$90.00	rent
8/10/2021	\$2,613.29	solid waste
8/12/2021	\$130.00	rent
8/17/2021	\$150.00	security deposit
8/20/2021	\$150.00	security deposit
8/23/2021	\$682.39	Work Comp Refund
8/23/2021	\$460.00	rent/security deposit
8/23/2021	\$325.00	softball registration
8/25/2021	\$330.00	rent/security deposit
8/27/2021	\$112.50	rent
8/27/2021	\$750.00	softball registration
TOTAL	\$5,016.93	

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		\$5,016.93	\$57,958.31	\$5,814.60	
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					Jul-21
Savings Account	\$150,516.63	99.5	26	103	0	Aug-21
Reserve for Operations	\$12,504.86	153	139			Sep-21
Reserve for Capital	\$4,000.00					Oct-21
Reserve for Replacements	\$29,805.05					Nov-21
Total Estimate Revenue	\$307,439.02					Dec-21
						Jan-22
Accounts Payable	Outstanding					Feb-22
Election Payment	\$10,583.00					Mar-22
						Apr-22
Total Estimated Expense	\$10,583.00					May-22
Balance	\$296,856.02					Jun-22

Election payments are due each January 2 remaining

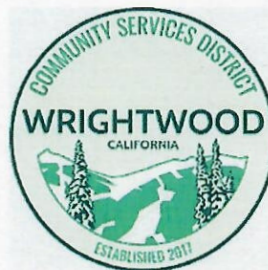
Hours are 5 consecutive hours per work day. number of work days can vary

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

ITEM 8

EMPLOYEE PAY SCALE INCREASE

DISCUSSION AND POSSIBLE ACTION



Pay Scale Increase for Parks Maintenance and Board Secretary

I am submitting a request for a cost of living increase to be added to the current pay scale for the Parks Maintenance person and the Board Secretary. The current pay scale for the Parks Maintenance person is \$15 to \$16 an hour and the Board Secretary is \$15 to \$17 an hour, far below competitive wages for these positions. An increase in the pay scale may bring more desirable applicants when it comes to hiring for those positions also. I propose to increase the pay scale for the Parks Maintenance person to \$15 to \$19 an hour and the Board Secretary to at least \$17 to \$21 an hour, which is more in line with the Parks Coordinator pay scale.

ITEM 9

SOFTBALL UMPIRE PAY INCREASE

DISCUSSION AND POSSIBLE ACTION



Umpire Pay Increase

The Umpires for our Adult softball league are requesting to get paid \$30 a game as opposed to the \$25 a game they are receiving now.

ITEM 10

BROKEN SLIDE IN HOLLIS STEWART PARK DISCUSSION AND POSSIBLE ACTION



BROKEN SLIDE

The small slide in the Children's Park has been broken for some time and is beyond repair. We have used caution tape on the equipment and even boarded off the entrance to the slide in an attempt to keep people from using it, preventative measures are removed by the public causing a liability to the WCSD. Due to the liability to the CSD, I recommend that the slide be taken out until it can be replaced.

ITEM 11

WRIGHTWOODSTOCK DONATION

DISCUSSION AND POSSIBLE ACTION



WrightWoodstock

On Sept. 25, 2021 will be the 10th year anniversary of Brent Alhern's original WrightWoodstock. The event will include music, disc golf and an organized hike. A free concert will be held at the Apple Fam from 5pm to 10pm with an anticipated crowd of 200 to 300 people. Dean Nadalin is requesting \$500. in financial assistance from the WCSD for the rental of 3 Porta Pots for the concert, from Wed. Sept. 22nd through the weekend.

WrightWoodStock, The Reunion



August 18, 2021

Wrightwood Community Services District (CSD)
1275 Hwy 2, PO Box 218
Wrightwood CA 92397

Greetings,

We will be celebrating the 10 Year Anniversary of Brent Ahern's original WrightWoodStock on Saturday, September 25, 2021. The event is a homecoming for past Wrightwood residents.

The event will include music at the Mountain High North Lodge from 11:30 AM to 2:30 PM. Disc Golf will be available, and we will also organize a hike.

We will then have a free concert at the Apple Farm from 5:00-10 PM. People are encouraged to bring a picnic dinner and the music will start at 5:30 PM. No alcohol will be sold onsite.

There will be no charge to attend the event. All funds are being donated.

We anticipate between 200-300 people attending.

The reason for our letter is to ask the CSD for some financial assistance. We will need 3 Port-A-Johns for the Apple Farm Concert, from Wednesday the 22nd through the weekend. The cost is \$500.00.

Your financial assistance will be greatly appreciated.

Thank you,

A handwritten signature in blue ink that reads "Dean Nadalin".

Dean Nadalin
401-374-1291
dean@cmillardinc.com