

**WRIGHTWOOD  
COMMUNITY  
SERVICES DISTRICT**

**DECEMBER 7, 2021**

**REGULAR  
BOARD MEETING**



# WRIGHTWOOD COMMUNITY SERVICES DISTRICT

P.O. Box 218 Wrightwood, CA 92397

## Notice

Regular Meeting of the Board of Directors  
Tuesday, Dec. 7, 2021-5:30 pm  
Wrightwood Community Building  
1275 State Highway 2, Wrightwood, CA

## Agenda

### 5:30 PM – Call to Order

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. 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 2021-1 adopted by the Board on March 2, 2021, the Chair may limit each speaker to a comment period of three (3) minutes or less.*
5. Agency Reports
6. Consent Calendar
  - 6a: Nov. 2, 2021 Regular Board Minutes
  - 6b: Nov. 30 2021 Special Board Minutes
7. Acting General Manager's Report
8. Lions Club Variance: Discussion and Possible Action
9. Per Capita Grant Update: Discussion and Possible Action
10. Resolution No. 2021-11 Approving Application for Per Capita Grant Funds: Discussion and Possible Action
11. Eagle Scout Stage Lighting Project: Discussion and Possible Action
12. Fire Protection Feasibility Report: Discussion and Possible Action
13. Recess to Closed Session:
  - a. Public Employee Performance Evaluation (Government Code Section 54947)  
Title: Acting General Manager
  - b. Conference with Real Property Negotiators (Government Code Section 54956.8)  
Property: 1175 Hwy 2, Wrightwood, California (Wrightwood Elementary School)  
District Negotiator: Steven M. Kennedy, General Counsel  
Negotiating Party: Snowline Unified School District  
Under Negotiation: Joint Use Agreement
14. Return to Open Session: Announcement of Reportable Closed Session Actions
15. Future Regular Board Meeting: Tuesday, January 4, 2022 - 5:30pm
16. Directors Comments
17. 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 waste water planning and engineering in a fiscally responsible manner.

ITEM 6a

Regular Board Meeting  
Minutes

Nov. 2, 2021



## REGULAR BOARD MEETING

Nov. 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  
Tamara Keen, Acting General Manager

**Call to Order:** President Hordyk called the Meeting to order at 5:32 pm

1. **Pledge of Allegiance:** Randy, with the WPOA lead the Pledge of Allegiance
2. **Roll Call:** Director Albers joined the meeting at 5:44 pm
3. **Agenda Approval:** Vice President Franklin motioned to approve the agenda with Director Lopiccolo seconding the motion. Motion carries
4. **Public Comments:** No Public Comments
5. **Agency Reports:** Sgt. Paul Solario from Victorville Sherriff reported 117 calls for service with only 16 reports made. SBC Fire stated they have nothing to report except that they were preparing for Mt. High to open for the season.
6. **Consent Calendar:** Director Schneider motioned to approve with Vice President Franklin seconding the motion. Motion carries
7. **Acting General Manager Report:** Acting GM Keen reported that the 20/21 audit has been completed and that she will be working on their recommendations. The Park Grant has been a priority and Keen has been submitting portions of the application for review to our Grant Coordinator. The Eagle Scout Paver Project has been completed, 2 weeks ahead of schedule, and the transformation to the Veterans Park is an amazing tribute to our Veterans and Community.
8. **Skatepark Memorial Dedication:** Lisa Renek, owner of Slithers and Crawls, presented to the Board for approval, the signage for the Dedication and its placement. Lisa also mentioned that the Skaters would actually like to have more concrete areas for skating, (Cement all dirt areas) which we will be getting a bid for.
9. **Eadie & Payne Audit Update:** Brandon Farrell with Eadie & Payne gave a final update on the 20/21 Audit stating that it was a clean audit with no major issues.
10. **Resolution No.2021-12 Authorizing Continuation of Remote Teleconference Meetings (AB361):** No Action Taken
11. **Resolution No. 2021-11 Approving Application for Per Capita Grant Funds:** Tabled

- 12. Wrightwood Village Foundation-Wrightwood Community Christmas Tree Lighting Fund Donation:** Director Lopiccolo motioned to donate \$500 to the Christmas Tree Fund with Director Albers seconding the motion.
- 13. Square Dance Variance:** Director Albers motioned to approve the Square Dance Variance with President Hordyk seconding the motion. Motion carries
- 14. Winter Traffic Meeting – CSD Preparedness:** Vice President Franklin and Director Albers are currently the Winter Ad-Hoc Committee and will be working together with the Wrightwood Coalition to come up with a plan to help with some of the issues that Winter can bring.
- 15. Recess to Closed Session: Public Employee Performance Evaluation; Title Acting General Manager:** 7:28pm
- 16. Return to Open Session: Announcement of Reportable Closed Session Actions:** 8:25pm No reportable action
- 17. Future Board Meeting:** December 7, 2021 – 5:30pm
- 18. Directors Comments:** Vice President Franklin thanked Director's Albers and Schneider for their support on the Ad-Hoc Committee and Director Lopiccolo thanked everyone for all of their hard work.
- 19. Adjournment:** 8:26pm

President Hordyk adjourned the meeting at 8:26pm

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

Date \_\_\_\_\_

# ITEM 6b

## Special Board Meeting Minutes

Nov. 30, 2021



**SPECIAL BOARD MEETING**  
Nov 30, 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 – Acting General Manager

**Call to Order:** President Hordyk called the Meeting to order at 5:40 pm

1. **Roll Call:** All Members were present
2. **Public Comments:** No Public comments.
3. **Recess to Closed Session:** 5:41 pm
4. **Return to Open Session:** 7:12 pm No reportable action
5. **Future Board Meeting:** December 7, 2021 @ 5:30pm
6. **Adjournment:** 7:13pm

President Hordyk adjourned the meeting at 7:13 pm

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

Date \_\_\_\_\_

# ITEM 7

## Acting General Managers Report





## Acting General Managers Report

The year is coming to an end and so has the 2021 Fall ball Season. Again, for the third year in a row, The Locals came out on top as League Champions. Registration for the spring will begin sometime in late February or March.

The outside bathrooms have been thoroughly cleaned and locked up for the winter. I will be scheduling a septic pumping for December as part of its routine maintenance. Sean and I learned the hard way, how to clean a grease trap and with regular maintenance hope to not have to do it again.

Eight porta pots were delivered the week of Shop at Home in preparation for this year's snow players and Mt. High enthusiasts. More porta pots will be added if the need arises.

The Per Capita Grant Application is very close to being completed. I am just waiting for a few more pieces of information before I can submit it in its entirety. The CSDA Roster has also been updated with the current Board Members and contact information.

# ITEM 8

## Lions Club Variance



# REQUEST FOR FACILITY RATE VARIANCE

The District is prohibited by Article XVI, Section 6, of the California Constitution from making any gift, or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever..." As a result, any reduction in the District's standard facility usage rates that may be granted must not constitute an unconditional gift of public funds. At a minimum, this means that any request for such cost variance should be tied to a valid public purpose that benefits the District. Specifically, eligibility for a facility rate variance is limited to only those applicants that are engaging in uses related to the particular public duties and functions that the District is empowered to perform within its jurisdictional boundaries pursuant to Government Code Section 61000 et seq. as expressly authorized by the San Bernardino County Local Agency Formation Commission. Therefore, please describe in the "Explanation" section below the following: (1) the nexus between the cost reduction requested from the District and the corresponding benefit that would be received by the Public and (2) how such benefit falls within the scope of the District's authorized public purpose – i.e., Street lighting, park and recreation, solid waste and recycling, and wastewater. Please feel free to attach and supporting material's that you believe would be relevant.

Though not required, you may want to attend the Board meeting to answer questions.

**ORGANIZATION: TIMBERLINE LIONSCLUB/WRIGHTWOOD BINGO**

**CONTACT: VICTORIA RINEK**

**ADDRESS: 1858 ASH RD., WRIGHTWOOD CA**

**CONTACT PHONE NUMBER: 626-241-6784**

**CONTACT EMAIL: secretary@timberlinelions.org**

## VARIANCE REQUEST

**AMOUNT TO BE CONSIDERED: NON CHARGE for Kitchen use**

**DATE/DATES TO BE CONSIDERED: 3RD Thursday of every month**

**January - December 2022**

**EXPLANATION:**

**In as much as the Timberline Lions raises fund for the community**

**we would appreciate a discount for their monthly board meeting**

**and use of the kitchen at a flat rate of \$50 per month per use =**

**\$600 a year.**

**(regular rates are \$15 hr. X4 hours \$60 and kitchen \$25 = \$85)**

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## VARIANCE REQUEST

**AMOUNT TO BE CONSIDERED:** NON CHARGE for Kitchen use

**DATE/DATES TO BE CONSIDERED:** 1st Tuesday of every month

January - December 2022

**EXPLANATION:** \_\_\_\_\_

**BINGO GAME NIGHT - We would appreciate a discount for the 2022 year for use of the community building.**

**The monthly Bingo uses the building for 4.5 hours and we are asking for a variance as follows:**

**Building and kitchen at a flat rate of \$50 per use.**

**Current rental would normally be \$67.50 for building and \$25 for kitchen.**

# ITEM 9

## Per Capita Grant Update



## Per Capita Grant Update

An update will be given at the Board Meeting

# ITEM 10

## Resolution No. 2021-11 Approving Application for Per Capita Grant Funds



Resolution Number: NO. 2021-11

RESOLUTION OF THE Board of Directors OF Wrightwood Community Services District  
APPROVING APPLICATION(S) FOR PER CAPITA 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 Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the Wrightwood Community Services District hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the District's general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, The Board of Directors will consider a range of actions that include, but are not limited to, the following:
  - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
  - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
  - (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.



(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
11. Delegates the authority to the Acting General Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the 7th day of December, 2021.

I, the undersigned, hereby certify that the foregoing Resolution Number 2021-11 was duly adopted by the Board of Directors following a roll call vote:

Ayes:

Noes:

Absent:

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# ITEM 11

## Eagle Scout Lighting Project



As estimated by Ben and me, the total project will take about 40 hours of work time. To complete the project by the deadline imposed by the Eagle Scout Project guidelines, we estimate that all of our required materials will need to be ordered by January 1st, 2022. If started by this date, the project should be completed by the end of March 2022.

# ITEM 12

## Fire Protection Feasibility Report



# Fire Protection Feasibility Report

Please see supporting documents  
(Found on the WCSD Web page)

# ITEM 13

## Recess to Closed Session



# ITEM 14

## Return to Open Session



# ITEM 15

Future Board Meeting  
Tuesday, Jan. 4, 2022





# ITEM 16

## Directors Comments



# ITEM 17

## Adjournment

