

Wrightwood Community
Services District

December 6, 2022

Regular
Board Meeting



Item # 3

Administration of Oaths of Office to Director Claiborne & Director Gerardo



Item # 4

Agenda Approval



WRIGHTWOOD COMMUNITY SERVICES DISTRICT

P.O. Box 218 Wrightwood, CA 92397

Regular Meeting of the Board of Directors

Tuesday, December 6, 2022 – 5:30pm

The Community Building

1275 Hwy 2., Wrightwood, CA

Agenda

5:30 PM – Call to Order

1. Pledge of Allegiance
2. Roll Call
3. Administration of Oaths of Office to Director Claiborne and Director Gerardo
4. Agenda Approval
5. 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 2021-1 adopted by the Board on March 2, 2021, the Chair may limit each speaker to a comment period of three (3) minutes or less.*
6. Agency Reports
7. Consent Calendar – Regular Board Meeting Minutes of November 1, 2022
8. General Manager’s Report
9. October and November 2022 Financials
10. Appointment of Board Officers
11. Hollis Stewart Park Renovations Project: Status Update
12. Proposition 68 Mandatory Signage for Hollis Stewart Park Renovations Project: Discussion and Possible Action
13. Bridge Loan Options for Hollis Stewart Park Renovations: Discussion and Possible Action
14. Directors Comments
15. Future Board Meeting: Tuesday, January 3, 2023
16. 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 # 5

Public Comments



Item # 6

Agency Reports



Item # 7

Consent Calendar



SPECIAL BOARD MEETING

November 1, 2022

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 – General Manager
Angela Rovida – Administrative Assistant

Call to Order: President Hordyk called the Meeting to order at 5:30 pm

- 1. Pledge of Allegiance:** Led by Steve Rinek- resident.
- 2. Roll Call:** All Board members present with the exception of Council Kennedy who arrived at 5:34pm.
- 3. Agenda Approval:** Director Lopiccolo motioned to approve the agenda with Director Schneider seconding the motion. All in favor, motion carries.
- 4. Public Comment:** Pam Wright with the Property Owners Association and on behalf of other residents, shared deep appreciation and gratitude for President Hordyk, Vice President Franklin, and Director Schneider's time of service with the WCSD. She acknowledged their service as original members of the Board, serving with little direction and support, serving through the pandemic, and serving without pay. She concluded by thanking them for their service.
- 5. Agency Reports:** Captain Mark Wright with San Bernardino Fire Station 14, reported 63 calls this month with no specific break down of calls. Reported a good turnout for Halloween and turned it over to Jennifer Miescher, Station 14. Miescher, announced an open house at the Phelan Fire Station on Saturday from 9am to 3pm. A fundraiser will be taking place for Captain Karl Hegle, who was assigned here in Wrightwood and was recently diagnosed with cancer. Funds will be raised for the San Bernardino County Fire Benevolent Foundation that is helping to support the Hegle family. A fundraiser will also be held on Nov. 17 in Upland at Rescue Brewery from 4pm-9pm. Details on a fundraiser in Wrightwood are still being worked out. CJ Porter with First District Supervisor Paul Cook's office reported the appointment of Assistant Assessor Chris Wilhite to complete the remainder of Bob Dutton's term. The first half of the upcoming term that Bob Dutton won will also be appointed and the second half of the term will be determined by the 2024 election. He also reported an update from County Public Works, Caltrans will be installing permanent overhead messaging signs on Hwy 138 on the west side of the cajon junction and on Hwy 2 before arriving in Wrightwood. The installation project is projected to start fall on 2023.

Lastly, his office is still looking into additional funding to assist the WCSD for this winter season and will update General Manager Tamie when more information is available.

6. **Consent Calendar:** Director Lopiccolo motioned to approve the consent calendar with Vice President Franklin seconding the motion. All in favor, motion passes.
7. **General Manager Report:** The plumbing issue at the museum is still in the process of determining cause and possible action. A meeting with Kim Sevy at the PPHCSD provided information and insight on upcoming commercial recycling mandates. Implementation is tentatively scheduled for Jan 1st. A new District accountant has been hired. It has been confirmed that all CSD funds are FDIC insured. Interim financing options for Hollis Stewart Park are still being investigated. Porta pot quotes for winter season were presented and beginning service will be determined by weather. ADA accessible porta pot will also be reserved for the winter season. The outgoing board members were presented with placards to commemorate their time and service with the WCSD.
8. **September 2022 Financials:** Vice President Franklin motioned to approve September financials with Director Schneider seconding the motion. All in favor, motion passes.
9. **Lahontan Regional Water Quality Control Board Potential Grant Funds for Watershed Project:** Lahontan Regional Water Quality Control Board approached the WCSD to inform them about grant funds available for planning and constructing wastewater systems. They provided background on observations regarding Wrightwood ground water and recommended that the WCSD bring protection of Wrightwood ground water to the attention of the community. A PowerPoint with available grant funding and information was provided. The CSD currently has authority over wastewater planning and engineering, but not the function to purchase land or build a wastewater system. These funds are available to disadvantaged communities. Wrightwood made the median household income cutoff by a very small margin and for the purposes of this grant qualifies to apply. Sheep Creek Water provided information a few years ago that showed acceptable levels of nitrates, however mandates are expected in the future, but a timeline is unknown. Applications and funding are open until funds are depleted. Director Lopiccolo recommended to form an ad-hoc committee to investigate the application process. Director Schneider motioned to approve an ad-hoc committee comprised of Director Lopiccolo and Director Albers to do further research about available grants for wastewater systems. All in favor, motion passes.
10. **Wrightwood Village Foundation Christmas Tree Donation:** Pam Wright, Secretary of The Wrightwood Village Foundation requested a \$500 donation from the WCSD for the annual "Beacon of Light" Christmas tree lighting project. Director Lopiccolo motioned to approve the donation with Director Albers seconding. All in favor with the exception of Vice President Franklin, motion passes.
11. **Hollis Stewart Park Renovations Project Status Update:** A construction timeline was received, weather permitting groundbreaking will begin on November 14th. Construction is projected to be completed December 16th. A site walk is scheduled on November 8th. A full fund request was submitted to the state and the WCSD is waiting to hear back. A bridge loan may be necessary if grant funds do not arrive in time. A donor acknowledgement sign will need to be ordered.
12. **Joint Use Agreement with SJUSD:** The agreement was sent to the School District Council last month for their review at their Board meeting. Upon review, no comments were given. Council Kennedy emailed the School Council contact to follow up and was told they would be working

on it. He reiterated to the School Council that an end of year deadline needs to be met. Next step is to wait for School Council response.

13. Resolution 2022-10 Establishing a Recycled-Content Paper Procurement Policy: Director Schneider motioned to approve Resolution 2022-10, Director Lopiccolo seconded. All in favor, motion passes.

14. Appointment of Board Officers: Vice President Franklin recommended that Director Lopiccolo be named as new President of the Board until the next Board meeting when the Board officers can be made permanent. Vice President Franklin motioned to make Director Lopiccolo Board President. All in favor, motion passes.

15. Director's Comments: Director Albers thanked the outgoing board members for their hard work. Director Schneider thanked Director Albers for her fresh energy, thanked Director Lopiccolo for all her hard work, said President Hordyk was an excellent President and thanked WCSD staff. President Hordyk said it was an honor to serve on the Board, said the Board is in a great place to be more successful. Vice President Franklin made note of the amount of time and dedication it takes to be on the Board. Director Lopiccolo thanked the outgoing board members and expressed her emotions for their departure. Director Schneider reiterated her willingness to continue working on the Hollis Stewart Park project. Vice President Franklin recommended for next months agenda to find a way to support Captain Karl Hegle.

16. Future Board Meeting: Tuesday December 6, 2022 – 5:30pm

17. Adjournment: President Hordyk adjourned the meeting at 6:30pm

Minutes approved: _____
President Leo Hordyk

Date _____

Item # 8

General Managers Report



General Manager's Report

It's hard to believe that another year has come and gone, along with a couple of our Board members. On Friday Dec. 2, 2022 at 5:19 pm, Chuck Franklin, was the first appointed member of the Board to be sworn in as a Board Member. The reason for this is there would not have been a quorum for tonight's meeting. The porta pots were delivered and placed along the highway the week of Shop at Home. The porta pot has been removed from the museum because we finally solved the plumbing problem. After much digging and an unsuccessful camera snake and not knowing if the museum was on a septic or cesspool, I got in touch with Alpha Omega Septic. They were able to determine that the museum has a metal septic tank and found the lid. The pipes to the tank were clogged and the tank itself was full. They cleared the lines and pumped the tank and found another lid to the leach lines. Unfortunately, that lid is under the floor of one of the sheds and is not accessible, so the leach lines could not be inspected. From a visual inspection, the lines looked ok.

The carpet in the museum conference room was starting to look a little rough, so I rented a carpet cleaner from Mountain Hardware and had Jon clean them. The grease trap in the kitchen has been replaced. The plumber had to be called on Thursday Dec 1 because of a leak at the water heater. Upon inspection, the leak was caused from a water flex connector and both connectors have been replaced. I will request a few bids on replacement of the water heater and have them at the next meeting.

The sink hole in the parking lot is back. It has been coned off and Herb Anderson has been called and will fill the hole as soon as he can find fill dirt. We did contact CAL Trans to find out if that was part of their easement and it is not. Their easement is approximately 14ft from the highway which is just in front of the fence in our parking lot, along the trail so the sink hole is the CSD's responsibility.

Angela has been working on our CAL Recycle To Do List and we are getting closer to commercial recycling implementation . By the end of the month we will be sending a letter to all of the businesses preparing them for the upcoming

implementation of the commercial recycling. A similar letter will be sent to all the residents as well.

I would like to wish everyone Happy Holidays and New Year and look forward to what the New Year brings!

Item # 9
October and November
Financials



October 2022 DISBURSEMENTS AND DEPOSITS

Check Number	Amount	Disbursement Date	Cleared Date	Payee	Account
Debit	\$99.99	10/1/2022	10/1/2022	Microsoft	Office Software
50005	\$131.40	10/1/2022	10/4/2022	Jon Gerritzen	Payroll
2350	\$5,275.00	10/3/2022	10/13/2022	Brunick,McElhaney & Kennedy	Legal
2351	\$3,515.32	10/3/2022	10/12/2022	County of SB-Solid Waste	Solid Waste Fee
2352	\$459.83	10/3/2022	10/11/2022	SCE	Street Lights
2353	\$102.01	10/3/2022	10/12/2022	Verizon	Cell Phones
2347	\$84.09	10/3/2022	10/20/2022	Rachel King	Dump Fees
2355	\$680.81	10/3/2022	10/7/2022	Waxie	Janitorial Supplies
Debit	\$505.00	10/3/2022	10/3/2022	Diamond Environmental	Porta Pots
Debit	\$60.00	10/8/2022	10/8/2022	Ultimate Internet	Domain Name
Debit	\$17.57	11/01/22	10/11/2022	Jensens	Water/Meetings
Debit	\$75.02	10/12/2022	10/22/2022	Diamond Environmental	Porta Pots
Debit	\$306.85	10/12/2022	10/22/2022	Amazon	Printer Ink
Debit	\$19.05	10/12/2022	10/22/2022	Amazon	Office Supplies
Debit	\$106.11	10/13/2022	10/13/2022	Amazon	Office Supplies
Debit	\$65.91	10/14/2022	10/14/2022	ADP	Payroll Processing
50006	\$432.55	10/15/2022	10/18/2022	Jon Gerritzen	Payroll
Debit	\$113.72	10/18/2022	10/18/2022	Jensens	Snack/Traffic Mtg
Debit	\$149.01	10/20/2022	10/20/2022	Diamond Environmental	Porta Pots
Debit	\$79.74	10/20/2022	10/20/2022	Rite Aid	Halloween Candy
2536	\$12,421.30	10/21/2022	10/31/2002	CR & R	Solid Waste Fee
2357	\$2,241.31	10/21/2022	10/27/2022	County of SB-Solid Waste	Solid Waste Fee
2358	\$435.15	10/21/2022	10/27/2022	Golden State Water	Water
2359	\$287.50	10/21/2022	10/28/2022	Jonathans Computers	Office Computers
2360	\$580.00	10/21/2022	10/27/2022	Keen Plumbing	Mens Bathroom
2361	\$440.52	10/21/2022	10/27/2022	SCE	Electric
2362	\$117.56	10/21/2022	10/28/2022	So CA Gas	Gas/Museum
Debit	\$16.15	10/27/2022	10/27/2022	Amazon	Membership Dues
Debit	\$221.15	10/27/2022	10/27/2022	Crown Awards	Board Gifts
Debit	\$66.15	10/31/2022	10/31/2022	Vista Print	Office Cards
Debit	\$65.92	10/31/2022	10/31/2022	ADP	Payroll Fees
TOTAL	\$29,171.69				

	Payroll
10/3 Payroll	\$2,883.64
10/3 Taxes	\$592.77
10/15 Payroll	\$2,704.35
10/15 Taxes	\$617.22
TOTAL	\$6,797.98

	Deposits	
Date	Amount	Name
10/4/2022	\$245.00	Rentals
10/11/2022	\$5,900.13	CR&R
10/11/2022	\$972.50	Rentals
10/21/2022	\$95.00	Rentals
TOTAL	\$7,212.63	

DEPOSITS AND DISBURSEMENTS FISCAL YEAR 2022/2023

Month	Beginning Balance	Deposit	Total Disbursements	Payroll	Gross
Jul-22	\$262,094.05	\$13,752.91	\$29,606.93	\$3,172.79	\$243,067.24
Aug-22	\$246,384.90	\$5,820.54	\$27,325.86	\$6,283.33	\$224,879.58
Sep-22	\$224,879.58	\$16,847.56	\$39,954.00	\$6,109.22	\$201,773.14
Oct-22	\$201,773.14	\$7,212.63	\$35,969.67	\$6,797.98	\$173,016.10
Nov-22					
Dec-22					
Jan-23					
Feb-23					
Mar-23					
Apr-23					
May-23					
Jun-23					

Estimate Cash Flow Statement		MONTHLY HOURS				
		GM	PARK	OFFICE	PARK/REC	MONTH
Current Bank Balance	\$173,016.10					
Savings Account	\$151,849.28	151.5	97	0	0	Jul-22
Reserve for Operations	\$12,583.66	167.25	0	0	0	Aug-22
Reserve for Capital	\$4,035.07	150.25	9	85	0	Sep-22
Reserve for Replacements	\$29,805.05	149.25	58	101.25	0	Oct-22
Total Estimate Revenue	\$354,670.43					Nov-22
						Dec-22
						Jan-23
Accounts Payable	Outstanding					Feb-22
Election Payment #6 of 6	\$10,583.00					Mar-23
Due Jan 2023						Apr-23
						May-23
Total Estimated Expense	\$10,583.00					Jun-23
Balance	\$344,087.43					

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 by Class
October 2022**

Ordinary Income/Expense	Parks / Lighting	Solid Waste	TOTAL
Income			
4000 · Facility Rental			
4000.1 · CC Parking Lot	525.00	0.00	525.00
4000.2 · Kitchen Fees	125.00	0.00	125.00
4000.3 · Old Firehouse / Museum	210.00	0.00	210.00
4000.8 · WW Community Bldg	657.50	0.00	657.50
Total 4000 · Facility Rental	1,517.50	0.00	1,517.50
4200 · Solid Waste Franchise Fee	0.00	5,900.13	5,900.13
Total Income	1,517.50	5,900.13	7,417.63
Gross Profit	1,517.50	5,900.13	7,417.63
Expense			
5030 · Dues & Subscriptions			
5030.2 · Memberships	16.15	0.00	16.15
Total 5030 · Dues & Subscriptions	16.15	0.00	16.15
5080 · Meals & Entertainment			
5090 · Office Admin	193.46	0.00	193.46
5090.1 · Office Equipment	230.00	57.50	287.50
5090.2 · Online Software	127.99	32.00	159.99
5090.4 · Printing	52.92	13.23	66.15
5090.5 · Supplies	518.53	105.60	624.13
Total 5090 · Office Admin	929.44	208.33	1,137.77
5100 · Payroll Expenses			
5100.1 · Administrative Staff	1,390.50	463.50	1,854.00
5100.2 · GM Salaries	2,153.66	2,153.67	4,307.33
5100.3 · Park Maintenance	632.00	0.00	632.00
5100.4 · Overtime	45.42	0.00	45.42
Total 5100 · Payroll Expenses	4,221.58	2,617.17	6,838.75
5110 · Payroll Tax Expense			
5110.1 · Federal Payroll Taxes	261.58	261.60	523.18
Total 5110 · Payroll Tax Expense	261.58	261.60	523.18
5130 · Professional Services			
5130.3 · Legal Services	4,690.62	4,690.63	9,381.25
5130.5 · Payroll Processing	65.91	65.91	131.82
Total 5130 · Professional Services	4,756.53	4,756.54	9,513.07

**Wrightwood Community Services District
Profit & Loss by Class
October 2022**

	Parks / Lighting	Solid Waste	TOTAL
5140 · Rent & Lease			
5140.1 · Porta Potty	729.03	0.00	729.03
Total 5140 · Rent & Lease	729.03	0.00	729.03
5150 · Repairs & Maintenance			
5150.3 · Job Supplies	591.24	136.17	727.41
5150.4 · Plumbing Repairs	1,030.00	0.00	1,030.00
5150.5 · Property	55.12	0.00	55.12
Total 5150 · Repairs & Maintenance	1,676.36	136.17	1,812.53
5190 · Solid Waste Disposal Fees			
5210 · Telephone	0.00	17,988.04	17,988.04
5210.3 · Office Phone	110.52	110.52	221.04
Total 5210 · Telephone	110.52	110.52	221.04
5240 · Utilities			
5240.1 · Electric			
5240.1A · Community Center	407.24	101.82	509.06
5240.1B · Museum	83.47	0.00	83.47
5240.1C · Street Lights	440.52	0.00	440.52
5240.1D · Electrical Panel	20.37	0.00	20.37
Total 5240.1 · Electric	951.60	101.82	1,053.42
5240.2 · Gas			
5240.2A · Community Center	402.56	100.64	503.20
5240.2B · Museum	49.52	0.00	49.52
Total 5240.2 · Gas	452.08	100.64	552.72
5240.3 · Trash			
5240.3A · Community Center	151.91	37.98	189.89
Total 5240.3 · Trash	151.91	37.98	189.89
Total 5240 · Utilities	1,555.59	240.44	1,796.03
Total Expense	14,450.24	26,318.81	40,769.05
Net Ordinary Income	-12,932.74	-20,418.68	-33,351.42
Net Income	-12,932.74	-20,418.68	-33,351.42

DEPOSITS AND DISBURSEMENTS FISCAL YEAR 2022/2023

Month	Beginning Balance	Deposit	Total Disbursements	Payroll	Gross
Jul-22	\$262,094.05	\$13,752.91	\$29,606.93	\$3,172.79	\$243,067.24
Aug-22	\$246,384.90	\$5,820.54	\$27,325.86	\$6,283.33	\$224,879.58
Sep-22	\$224,879.58	\$16,847.56	\$39,954.00	\$6,109.22	\$201,773.14
Oct-22	\$201,773.14	\$7,212.63	\$35,969.67	\$6,797.98	\$173,016.10
Nov-22	\$173,016.10	\$82,904.38	\$24,860.02	\$10,235.07	\$231,060.46
Dec-22					
Jan-23					
Feb-23					
Mar-23					
Apr-23					
May-23					
Jun-23					

Estimate Cash Flow Statement		MONTHLY HOURS				
		GM	PARK	OFFICE	PARK/REC	MONTH
Current Bank Balance	\$173,016.10					
Savings Account	\$152,171.28	151.5	97	0	0	Jul-22
Reserve for Operations	\$12,606.23	167.25	0	0	0	Aug-22
Reserve for Capital	\$4,043.63	150.25	9	85	0	Sep-22
Reserve for Replacements	\$29,805.05	149.25	58	101.25	0	Oct-22
Total Estimate Revenue	\$354,992.43	139	42.5	100.75	0	Nov-22
						Dec-22
						Jan-23
Accounts Payable	Outstanding					Feb-22
Election Payment #6 of 6 Due Jan 2023	\$10,583.00					Mar-23
						Apr-23
						May-23
Total Estimated Expense	\$10,583.00					Jun-23
Balance	\$344,409.43					

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 by Class November 2022

Ordinary Income/Expense	Parks / Lighting	Solid Waste	TOTAL
Income			
4000 · Facility Rental			
4000.1 · CC Parking Lot	300.00	0.00	300.00
4000.2 · Kitchen Fees	175.00	0.00	175.00
4000.3 · Old Firehouse / Museum	330.00	0.00	330.00
4000.5 · Security - Cleaning Deposit	-100.00	0.00	-100.00
4000.8 · WW Community Bldg	642.50	0.00	642.50
4000 · Facility Rental - Other	100.00	0.00	100.00
Total 4000 · Facility Rental	1,447.50	0.00	1,447.50
4100 · Property Tax	0.00	28,930.49	28,930.49
4200 · Solid Waste Franchise Fee	0.00	4,272.02	4,272.02
4300 · Solid Waste Fees	0.00	47,334.37	47,334.37
Total Income	1,447.50	80,536.88	81,984.38
Gross Profit	1,447.50	80,536.88	81,984.38
Expense			
5000 · Advertising & Marketing	50.00	0.00	50.00
5085 · Donation Expense	500.00	0.00	500.00
5090 · Office Admin			
5090.2 · Online Software	95.99	24.00	119.99
5090.5 · Supplies	642.98	0.00	642.98
Total 5090 · Office Admin	738.97	24.00	762.97
5100 · Payroll Expenses			
5100.1 · Administrative Staff	1,273.04	424.36	1,697.40
5100.2 · GM Salaries	2,320.20	2,320.21	4,640.41
5100.3 · Park Maintenance	772.00	0.00	772.00
5100.4 · Overtime	113.55	0.00	113.55
Total 5100 · Payroll Expenses	4,478.79	2,744.57	7,223.36
5110 · Payroll Tax Expense			
5110.1 · Federal Payroll Taxes	422.78	129.81	552.59
Total 5110 · Payroll Tax Expense	422.78	129.81	552.59
5130 · Professional Services			
5130.2 · Audit	2,250.00	2,250.00	4,500.00
5130.5 · Payroll Processing	65.90	65.92	131.82
Total 5130 · Professional Services	2,315.90	2,315.92	4,631.82

Wrightwood Community Services District
Profit & Loss by Class
 November 2022

	Parks / Lighting	Solid Waste	TOTAL
5140 · Rent & Lease			
5140.1 · Porta Potty	2,501.02	0.00	2,501.02
Total 5140 · Rent & Lease	2,501.02	0.00	2,501.02
5150 · Repairs & Maintenance			
5150.2 · Facility Maintenance	61.69	0.00	61.69
5150.3 · Job Supplies	48.36	0.00	48.36
5150.4 · Plumbing Repairs	430.00	0.00	430.00
Total 5150 · Repairs & Maintenance	540.05	0.00	540.05
5190 · Solid Waste Disposal Fees			
5210 · Telephone	0.00	9,633.06	9,633.06
5210.3 · Office Phone	59.52	59.51	119.03
Total 5210 · Telephone	59.52	59.51	119.03
5240 · Utilities			
5240.1 · Electric	451.09	0.00	451.09
5240.1C · Street Lights			
Total 5240.1 · Electric	451.09	0.00	451.09
5240.2 · Gas			
5240.2A · Community Center	208.61	52.16	260.77
5240.2B · Museum	67.42	0.00	67.42
Total 5240.2 · Gas	276.03	52.16	328.19
5240.3 · Trash			
5240.3A · Community Center	151.91	37.98	189.89
Total 5240.3 · Trash	151.91	37.98	189.89
5240.4 · Water			
5240.4A · Community Center	188.32	47.08	235.40
5240.4B · Museum	29.16	0.00	29.16
Total 5240.4 · Water	217.48	47.08	264.56
Total 5240 · Utilities	1,096.51	137.22	1,233.73
Total Expense	12,703.54	15,044.09	27,747.63
Net Ordinary Income	-11,256.04	65,492.79	54,236.75
Net Income	-11,256.04	65,492.79	54,236.75

Item # 10
Appointment of
Board Officers



Item # 11
Hollis Stewart Park
Renovations Project- Update



An Update Will be Given at the Board Meeting


Item # 12
Proposition 68 Mandatory
Signage for Hollis Stewart
Park



PROP

6

8



State of California
Parks & Water Bond 2018

GAVIN NEWSOM

GOVERNOR

WADE CROWFOOT

SECRETARY FOR NATURAL RESOURCES

ARMANDO QUINTERO

DIRECTOR, CALIFORNIA DEPARTMENT OF PARKS AND RECREATION

Matthew North
214-500-2602

INVOICE

1

Bill To:
Tamie Keen
Wrightwood
Community Service
District
760-220-8378

Ship To:
Sarah Bailey
Wrightwood
MetalWorks
6040 Cedar St.
Wrightwood, CA 92397
760-713-4812

Date: Nov 29, 2022

Due Date: Dec 6, 2022

Balance Due: \$454.65

Item	Quantity	Rate	Amount
Graphic Design	1	\$75.00	\$75.00
Metal Vinyl Print Sign Prop 68 and Officials Sign	1	\$225.00	\$225.00
Powder Coated Black Frame for 30"x24" and 6"x24" Signs	1	\$120.00	\$120.00

Subtotal: \$420.00

Tax (8.25%): \$34.65

Total: \$454.65

Terms:

Due to Holiday Shipping Delays, I can not be held responsible for delays through UPS, USPS, or FEDEX. The sign will be available for pick up at Wrightwood MetalWorks.

Sarah Bailey
760-713-4812

Innovative Playgrounds Company, Inc
 12407 E. Slauson Ave. Unit D
 Whittier, CA 90606
 Ph: (562) 693-5200
 Fax: (562) 693-5199
 www.innovplay.com



Estimate

Date	Estimate #
12/1/2022	10366
Rep	MW

Bill To:
Wrightwood CSD PO Box 218 Wrightwood, CA 92397 Attn: Tamie Keen

Ship To:	
Wrightwood CSD 1275 Hwy 2 Wrightwood, CA 92397	
Job Name:	Hollis M. Stewart Children's Park - Sign

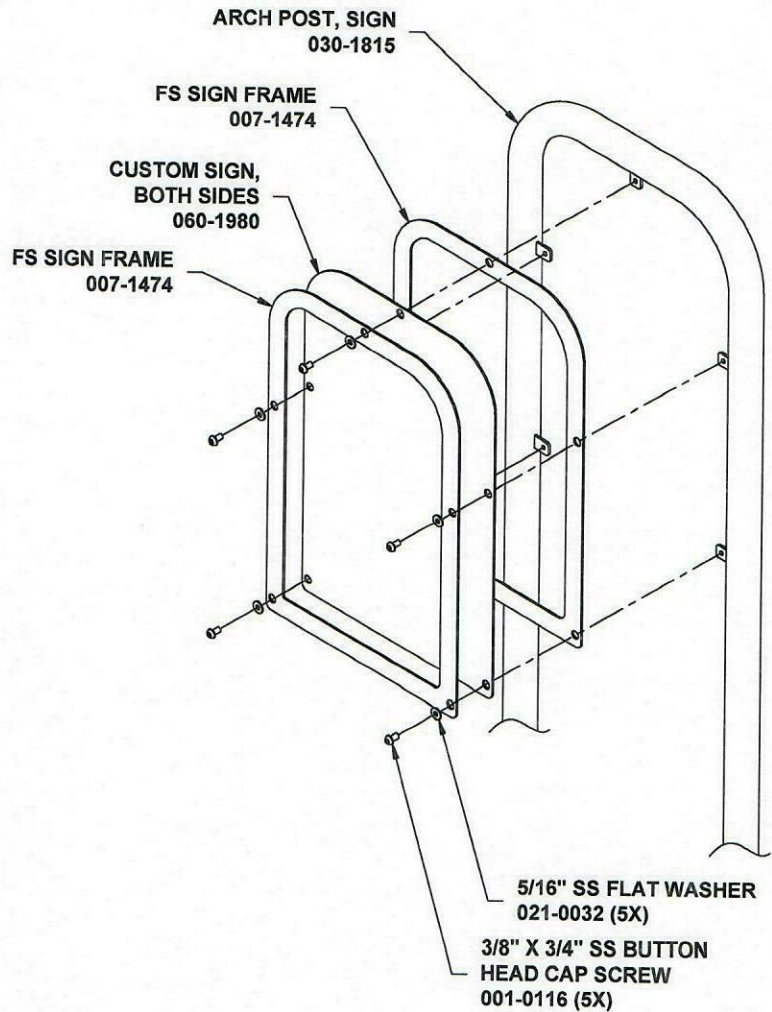
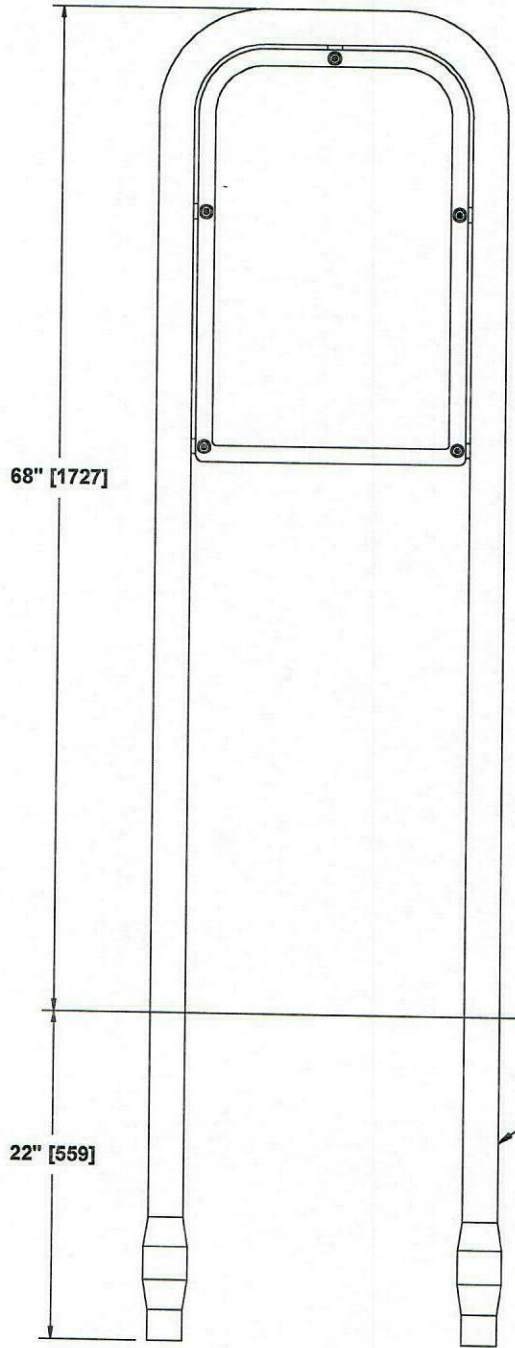
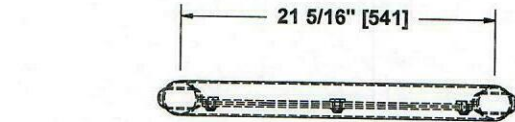
Item	Description	Total
PLAY EQUIPMENT	Supply (1) Burke Custom Sign, Model # 580-1302.	726.00T
FREIGHT	Shipping Charge to Wrightwood, CA. Freight Price Valid for 30 Days Only, Due to Fluctuating Fuel Pricing. Please Requote After 12/30/22.	527.31
INCLUDES-1	Pricing includes supply only.	0.00T
EXCLUDES-1	Pricing excludes receiving, unloading and storage of parts, impact attenuation surfacing, installation and any site work/preparation/additional amenities.	0.00T
SPECIAL NOTE-YE	Product pricing is subject to increase after 12/21/22 (approximately 3% to 5%) for 2023. All orders must be placed by 12/21/22 to receive the pricing on this estimate. No exceptions will be made, please plan accordingly.	0.00

PAYMENT TERMS - PRODUCT with INSTALLATION PROJECTS:
 Provide a check for 50% of the entire project at time of order.
 Provide a check for 25% of the entire project prior to start date.
 Provide a check for the remaining 25% at the completion of the project.
PAYMENT TERMS - PRODUCT ONLY PROJECTS:
 Provide a check for 50% of the entire estimate at time of order.
 Provide a check for remaining 50% prior to order shipping from manufacturer.
 For estimates under \$5,000, provide a check for 100% of the entire project at time of order.
 NET 30 ON PO'S FROM CITIES, SCHOOL DISTRICTS, STATE, OR FEDERAL ENTITIES
 Sales Tax will be reflected as of date of invoice

Subtotal	\$1,253.31
Sales Tax (7.75%)	\$56.27
Total	\$1,309.58

ESTIMATE VALID FOR 30 DAYS
 Acceptance of Estimate. The above prices, specifications and conditions are satisfactory and are hereby accepted. Any alterations or deviations from the above will be accepted only upon written notice and will become an extra charge over and above the estimate period. Shipping and/or installation dates are 8-10 weeks from acceptance date. Invoices will be issued upon shipment of product or start of installation services. Balance of deposit due as per payment terms.

Accepted By:



ASSEMBLY VIEW

**580-1302
FS SIGN, CUSTOM/CUSTOM**

PARTS LIST

<u>PART NO.</u>	<u>DESCRIPTION</u>	<u>QTY</u>
007-1474	FS SIGN FRAME	2
030-1815	ARCH POST, SIGN	1
036-1461	HARDWARE PACKAGE	1
060-1980	CUSTOM SIGN, BOTH SIDES	1

Note: Hardware package(s) may include extra hardware that is not necessary for this installation.

SPECIFICATIONS

FS SIGN FRAME: 10 GA GALV steel finished with baked-on black powder coating.

ARCH POST, SIGN: One piece all welded construction consisting of 2 3/8" OD x 12 GA galvanized steel tubing and 10 GA galvanized sheet steel. Finished with a baked on powder coating.

HARDWARE PACKAGE: Stainless steel.

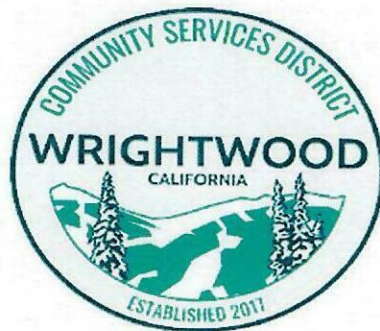
CUSTOM SIGN, BOTH SIDES: A full color graphic sign printed on 3 mm DiBond

SHIPPING WEIGHT: 45 LBS.

INSTALLATION INSTRUCTIONS

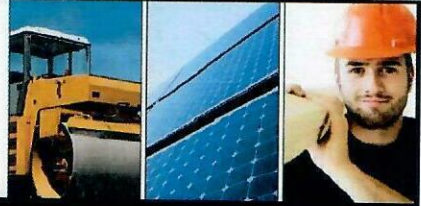
1. Determine location of sign.
2. Dig footing holes per dimensions shown. See typical concrete footing details, which are located in the preface of your installation manual.
3. Assemble WELCOME SIGN to ARCH POST using 5/16" SS FLAT WASHERS and 3/8" X 3/4" SS BUTTON HEAD CAP SCREW. See ASSEMBLY VIEW.
4. Insert FS SIGN ASSEMBLY into footing holes.
5. Block-up, level and plumb sign.
6. Pour concrete. Let set for two to three days.

Item # 13
Bridge Loan Options for
Hollis Stewart Park
Renovations





CSDA Finance Corporation



1112 I Street, Suite 200
 Sacramento, CA 95814
 t: 916.442.7887 f: 916.442.7889
 www.csdafinance.net

PREPARED BY CSDA FINANCE CORPORATION

DATE: November 30, 2022

PROPOSED INSTALLMENT PURCHASE FOR: Wrightwood Community Services District

RE: Park Improvements

NOTE: TERMS ARE BASED UPON LEASE BEING BANK QUALIFIED

Prepayment Option amount is exclusive of the installment payment due on same date.

Interest rate quote is valid for an acceptance within 15 days and funding within 60 days.

Documentation Fee: **\$3,500** (included in financing) *can be paid @ closing*

Payments: Annually in arrears	Financing Amount \$183,500	Interest Rate 4.50%	Term 5 Years
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PMT #	Due Date	Installment Payment	To Principal	To Interest	Prepayment Option
1		\$41,799.77	\$33,542.27	8,257.50	149,957.73
2		41,799.77	35,051.67	6,748.10	114,906.06
3		41,799.77	36,629.00	5,170.77	78,277.06
4		41,799.77	38,277.30	3,522.47	39,999.76
5		41,799.77	39,999.76	1,800.01	0.00

TOTALS:	<u>\$208,998.85</u>	<u>\$183,500.00</u>	<u>\$25,498.85</u>
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Approved and agreed to: Wrightwood Community Services District

By: _____

Date: _____

Title: _____

VISA® CommUNITY CARD APPLICATION

GROW YOUR ORGANIZATION WITH PURCHASING POWER AND SPENDING TOOLS.

Give your non-profit (501c3/c4) or municipality the opportunity to get something more.

The Visa CommUNITY Card is the perfect way to manage finances for your organization. Take a look at what it offers...

- Consolidated statements
- Free management reporting
- Generous credit line
- Dedicated cardmember service
- Rewards program
- Pay in full

Take Control of Your Organization's Finances.

The Visa CommUNITY Card is designed for non-profits (501c3/c4) and municipalities seeking an easier way to manage cash flow and expenses. Enhanced reporting helps document expenses, track purchases, reveal spending patterns, organize budgeting information and save time on accounting procedures.

No Personal Guarantee Needed

Credit approval is based on your Organization, not your personal assets.

Dedicated Servicing Group

To ensure all your needs are handled quickly and efficiently, Cardmember Service is your single point of contact to assist with account changes or additions, or to answer any questions you may have. Cardmember Service, based in the U.S., is available 24 hours a day, seven days a week.

Consolidated Statements

Organization will receive central billing in one statement each month showing all charges at a single glance. Charges are grouped by cardmember.

Rewards Program

Help reduce expenses with a rewards program. Earn one point per dollar spent on eligible

purchases¹ and redeem for flights with no blackout dates, 1% cash back[†], gift cards or merchandise with no earnings caps! Rewards points from all CommUNITY cards are pooled to one central account.



CASH BACK
unlimited 1%.



TRAVEL
no black-out dates.



MERCHANDISE
electronics,
decor, gifts
and more.



GIFT CARDS
leading
restaurants,
retailers
and more.

Free Online Reporting

Our free, comprehensive online management reporting tool can track spending on a monthly, quarterly, annual or YTD basis. You can view your spending by category. Your reports can be customized and your data displays in a clean, easy-to-read format that can be downloaded to a PDF.

Apply Today!

We may change fees and other Account terms in the future based on your experience with Elan Financial Services and its affiliates as provided under the Cardmember Agreement and applicable law.

¹ See Rewards Program Rules on page 6.

[†] See footnote after Rewards Program Rules on page 6.

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT: To help the United States fight the funding of terrorism and money laundering activities, U.S. law requires all financial institutions to obtain, verify, and record information that identifies each customer that opens an account. What this means for you: When you open an account with us, we will ask for your legal name, address, tax identification number, and other identifying information that will assist us. We may ask for copies of certified articles of incorporation, an unexpired government-issued business license, a partnership agreement, or other documents that indicate the existence and standing of the entity.

Summary of Visa Account Terms

Payment Information	Visa CommUNITY Card (No Rewards)	Visa CommUNITY Card with Rewards
All charges made on this CommUNITY Card are due and payable by the Payment Due Date shown on your periodic statement.		
Fees		
Annual Fees	None	\$99.00 (Authorized Officer) None (Authorized Employees)
Transaction Fees <ul style="list-style-type: none"> Convenience Check Cash Advance¹ Cash Advance Cash Equivalent Advance Overdraft Protection² 	Either 4% of the amount of each advance or \$10 minimum, whichever is greater Either 4% of the amount of each advance or \$10 minimum, whichever is greater Either 4% of the amount of each advance or \$10 minimum, whichever is greater Either 4% of the amount of each advance or \$10 minimum, whichever is greater	
<ul style="list-style-type: none"> Foreign Transaction 	2% of each foreign purchase transaction or foreign ATM advance transaction in U.S. Dollars. 3% of each foreign purchase transaction or foreign ATM advance transaction in Foreign Currency.	None
Penalty Fees <ul style="list-style-type: none"> Late Payment Returned Payment Overlimit 	Either 3% of the amount past due or \$39 minimum, whichever is greater \$35 \$35	
		None

Contact For Updates: The information about the costs of the card described in this application is accurate as of August 1, 2022. This information may have changed after that date. To find out what may have changed, call us at 866.552.8855 (we accept relay calls) or write us at PO Box 6353, Fargo, ND 58125-6353.

¹ Not all products receive Convenience Checks.

² Not all products/financial institutions offer Overdraft Protection.

Right to Change Terms: We may change fees and other Account terms in the future based on your experience with Elan Financial Services and its affiliates as provided under the Cardmember Agreement and applicable law.

Notice to Ohio Residents: The Ohio laws against discrimination require that all creditors make credit equally available to all creditworthy customers, and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio Civil Rights Commission administers compliance with the law.

Authorization for the Social Security Administration to Disclose Your Social Security Number Verification: In connection with your application for this account and by submitting this application, you authorize the Social Security Administration (SSA) to verify and disclose to us through Early Warning Services, LLC, our service provider, whether the name, Social Security Number (SSN) and date of birth you have submitted matches information in SSA records. This one-time consent is valid for the next 90 days.

Rewards Program Rules: Rewards are earned on eligible net purchases. Net purchases are purchases minus credits and returns. Not all transactions are eligible to earn rewards, such as Advances, Balance transfers, and Convenience Checks. Account must be open and in good standing to earn and redeem rewards and benefits. Upon approval, see your Cardmember Agreement for details. From the date you open your Account until your Account is closed, you will receive one reward point for each dollar of net purchases charged to a Visa CommUNITY card with Rewards Account during each statement period. Reward points will not be awarded to a cardmember for net purchases during a statement period if the cardmember's Account is not open and current (not past due or overlimit) on the statement closing date. You may not redeem Points, and you will immediately lose all of your Points, if your Account is closed to future transactions (including, but not limited to, due to Program misuse, failure to pay, bankruptcy, or death). Reward points will be earned and redeemed at the organization level. Reward points may be redeemed for airfare (subject to the maximum ticket price and redemption schedule set forth in the Rewards Program Rules), name brand merchandise, gift certificates or Cash Back†. We cannot control how merchants choose to classify their business and reserve the right to determine which purchases qualify. Points expire three years from the end of the quarter in which they are earned. Rewards are administered by a third party.

† Reward points can be redeemed as a cash deposit to a checking or savings account with this Financial Institution only, which will be deposited within seven business days, or as statement credit to your CommUNITY Card account, which will be deposited within one to two billing cycles or as a Rewards Card (\$25 minimum redemption).

The creditor and issuer of this credit card is Elan Financial Services, pursuant to a license from Visa U.S.A. Inc.
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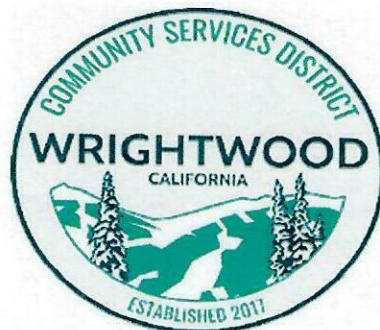
APP Determined by Financials

Item # 14

Directors Comments



Item # 16
Future Board Meeting
Tues January 3, 2023
at 5:30 pm



Item # 16

Adjournment

