

Wrightwood Community  
Services District  
November 7, 2023  
Regular  
Board Meeting



**WRIGHTWOOD COMMUNITY SERVICES DISTRICT**  
P.O. Box 218 Wrightwood, CA 92397

Regular Meeting of the Board of Directors  
Tuesday, November 7, 2023 – 5:30 p.m.  
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: October 3, 2023, Regular Board Meeting Minutes
7. General Manager's Report
8. September 2023 Financials and October 2023 Financials: Discussion
9. WCSD Vision Plan: Discussion and Possible Action
10. Parks and Recreation Dance Class Update: Discussion
11. Urban Greening Grant: Discussion and Possible Action
12. Directors Comments
13. Future Board Meeting: Tuesday, December 5, 2023, at 5:30 p.m.

**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.

## REGULAR BOARD MEETING

October 3, 2023

Wrightwood Community Building  
1275 State Highway 2  
Wrightwood, CA

### MINUTES

**Board Members:** Natalie Lopiccolo, President  
Chuck Franklin, Vice President  
Sadie Albers, Member  
Alexis Claiborne, Member  
Kristy Gerardo, Member

**Staff Present:** Steven Kennedy, Attorney  
Tamara Keen, General Manager  
Angela Rovida, Administrative Assistant

**Call to Order:** Vice President Franklin called the meeting to order at 5:30 pm

- 1. Pledge of Allegiance:** Pam Wright led the Pledge of Allegiance
- 2. Roll Call:** Director Gerardo is absent, and Counsel Kennedy is present via phone.
- 3. Agenda Approval:** Director Albers motioned to approve the agenda with Director Claiborne seconding the motion. All in favor, motion carries.
- 4. Public Comment:** Leslie Mihalko, resident, and volunteer event coordinator for the Classic Car Show and Chili Cook Off, asked for an extension for a variance deadline. The Board informed Leslie that no such deadline existed, and variance requested are to be submitted to the General Manager for Board review. Strech Suba, CERT Supervisor, thanked the WCSD for allowing the use of the community building for their recent CERT training that took place in September. Eighteen participants completed the course, the majority of which are Wrightwood residents. CERT will be providing traffic management on Halloween. A San Bernardino County Sheriff and 3 citizen volunteers will walk the village to help prevent vandalism. Lastly, the Frightwood Race will take place on Saturday Oct. 28<sup>th</sup>, CERT will be providing traffic management for this event as well. Leslie Mihalko asked a clarifying question regarding election fees paid to the County. The monies in question were paid to SB County to run the Yes on CSD campaign that was paid over a five-year period. She also made comments regarding the WCSD acquiring multiple bids for projects.
- 5. Agency Reports:** No agency reports.
- 6. Consent Calendar:** Director Albers motioned to approve the September 5, 2023, consent calendar. Director Claiborne seconded the motion. All in favor, motion carries.

7. **August 2023 Financials:** Vice President Franklin requested that discussion on reserve funds be revisited and added to the agenda at next month's meeting.
8. **General Manager's Report:** Parks and Recreation children's dance classes started with an amazing turnout. Both children's and adult classes had full attendance. Cornhole was unfortunately cancelled until after the holidays due to lack of registration. GM Keen and Administrative Assistant Angela Rovida are now officially CERT members after completing the September CERT training. GM Keen urges everyone to take the course. Snowline Players donated \$200 to the WCSD as a thank you for the variance they received for the Senior Follies production. Two meetings regarding wastewater and grant writing took place in September. GM Keen attended both and hoped to receive clarification on the Lahontan grant process in the coming days. The grant application for the Senior and Disable Meal Program was completed. The program will be a partnership between the Grizzly Café and the WCSD to provide free meals for seniors. Vicky Rinek did a great job spearheading the grant application process. The Park Drive project is expected to be completed by Monday October 2nd. GM Keen thanked the crew from Public Works, All American Asphalt and Supervisor Cook's office for all their efforts in getting the job done. With the onset of the Park Drive project the need to address trash dumpsters in town has become apparent. There are several dumpsters that are placed in public parking spaces and a few that remain unclaimed. On October 12<sup>th</sup> at 9am GM Keen will be hosting her Roundtable for business and property owners. Topics include a vision for Wrightwood and economic development.
9. **Social Media Policy:** Vice President Franklin motioned to designate Director Albers as the contact for WCSD social media in the event of an emergency; Director Claiborne seconded the motion. All in favor, motion carries.
10. **Women's Council Our Lady of the Snows Variance:** Not granted. Steve Rinek and Natalie Lopiccolo graciously covered the cost.
11. **AA Variance:** Director Albers motioned to approve; Director Claiborne seconded the motion. All in favor, motion carries.
12. **WCSD Vision Plan:** Tabled to next month's meeting.
13. **Revised Parking Lot Bids:** The revised bid was updated to include prevailing wage. Director Albers motioned to approve; Director Claiborne seconded the motion. All in favor, motion carries.
14. **Director's Comments:** Director Claiborne thanked GM Keen for all her hard work. Vice President Franklin thanked President Lopiccolo and Steve Rinek for offering personal donations to Our Lady of the Snows. Director Albers thanked WCSD staff and shared her excitement for all the improvements and upcoming projects in the community. President Lopiccolo thanked WCSD staff, WCSD board members, and local organizations for all their contributions to the community of Wrightwood.
15. **Future Board Meeting:** Tuesday, November 7, 2023, at 5:30pm
16. **Adjournment:** President Lopiccolo adjourned the meeting at 6:54pm

Minutes Approved: \_\_\_\_\_  
President Lopiccolo

Date: \_\_\_\_\_

# Item # 7

## General Manger's Report



## General Manager's Report

Now that fall has arrived, our Parks and Recreation is starting to slow down. Softball had their playoffs on October 22nd with the Master Batters winning the Championship this season. Adult dance also ended on October 22<sup>nd</sup> and a free community dance social was held on October 29<sup>th</sup> to help promote future classes. There is one class left of the children's creative movement and ballet class on November 11<sup>th</sup>, with a recital for both classes on November 18<sup>th</sup> at 10AM and 11AM here in the Community Bldg. It should be a fun time! We are planning on offering corn hole and more dance classes after the holidays, along with a few other surprises.

Over the past few months, I have received several complaints regarding the new zipline type piece of equipment in the park, that it is too high for the children to reach and the Moms struggling to help their children up to it. Unfortunately, we cannot add a step or a ladder to the equipment for liability reasons. The only resolution to the issue would be to lower the zipline bar 8 to 12", which I asked Innovative Playground to do for us. I am waiting to hear back as to when it will be completed.

The District's audit with Eadie and Payne will hopefully be wrapping up in a few weeks. The winter traffic meeting, held on October 18<sup>th</sup> had an amazing turnout with over 50 agency representatives in attendance. There was a lot of communication and collaboration in ways to make the community a safer place during the winter tourist season. I will be getting quotes this week for our annual row of porta pots and will likely have them in place for the Holiday Shop at Home on November 24<sup>th</sup>. The septic was also pumped on October 30<sup>th</sup> in preparation for winter.

A few days after receiving the news that Lahontan Water Board was out of funds, we received a phone call from Jose Valle De Leon from the waterboard stating that he wanted to come up and meet with us and walk around town to get a better understanding of our needs. He came to Wrightwood along with John Morales, also from the water board, and we discussed our concerns with the septic in our downtown area. We discussed our ideas about the wastewater treatment units,

which they were very impressed with. They will do some more research on the system to see if it will be feasible for our community. In the meantime, I was told to resubmit our application so that we can be on the top of the list of the next round of funding which should be after the first of the year.

In case you haven't noticed, the parking lot got its much needed facelift .. The multiple sink holes have been patched with asphalt along with the ADA ramp on the side of the building, the cracks were filled and the whole lot got a new slurry seal and striping. Thank you, Doran Construction, for completing the job in a professional and timely manner, it looks amazing!



# Item # 8

## September and October Financials



Sep-23

**DISBURSEMENTS AND DEPOSITS**

Check Number	Amount	Disburstment Date	Cleared Date	Payee	Account
2539	\$150.00	8/23/2023	9/2/2023	Joseph Blake	Refund Deposit
2540	\$240.00	8/30/2023	9/4/2023	Dan Day	Softball
2542	\$698.45	8/30/2023	9/11/2023	SCE	Electric
2543	\$511.05	9/13/2023	9/29/2023	SCE	Street Lights
2544	\$10,082.62	9/13/2023	9/28/2023	CR&R	Solid Waste
2545	\$180.00	9/15/2023	9/25/2023	Dan Day	Softball
2549	\$240.00	9/18/2023	9/25/2023	Dan Day	Softball
Debit	\$69.21	9/8/2002	9/8/2023	ADP	Payroll Process
Debit	\$33.77	9/8/2023	9/8/2023	Amazon	Supplies/TP
Debit	\$187.50	9/14/2023	9/14/2023	Amazon	Dance/Bar
Debit	\$33.92	9/18/2023	9/18/2023	Amazon	Dish Soap
Debit	\$34.47	9/18/2023	9/18/2023	Amazon	Trash Bags
Debit	\$37.70	9/19/2023	9/19/2023	Amazon	Rags
Debit	\$168.56	9/20/2023	9/20/2023	So CA Gas	Gas
Debit	\$69.21	9/22/2023	9/22/2023	ADP	Payroll Process
Debit	\$7.19	9/20/2023	9/20/2023	Wrightwood Fine Foods	Lighter/Stove
Debit	\$10.01	9/20/2023	9/20/2023	Amazon	Supplies-Cal
Debit	\$106.53	9/22/2023	9/22/2023	Lowe's	Dance/Bar
Debit	\$53.86	9/23/2023	9/23/2023	Amazon	
Debit	\$16.15	9/26/2023	9/23/2026	Amazon	Member Fees
Debit	\$141.57	9/27/2023	9/27/2023	Diamond Enviromental	Softball/Pots
Debit	\$17.23	9/29/2023	9/29/2023	Amazon	Supplies
Debit	\$106.02	9/30/2023	9/30/2023	Verizon	Phones
Debit	\$5.00	9/30/2023	9/30/2023	Microsoft	Tech Support
<b>TOTAL</b>	<b>\$13,200.02</b>				

	Payroll
9/15 Payroll	\$3,664.35
9/15 Taxes	\$1,256.90
<b>TOTAL</b>	<b>\$4,921.25</b>

	Deposits	
Date	Amount	Name
9/13/2023	\$16,769.40	CR&R
9/13/2023	\$567.50	Dance/Rent
9/18/2023	\$845.00	Dance
9/20/2023	\$795.00	Rent
9/20/2023	\$200.00	Snowline Plyr
9/22/2023	\$105.00	Rent
9/22/2023	\$195.00	Dance
9/28/2023	\$581.25	Rent
9/28/2023	\$125.00	Dance
<b>TOTAL</b>	<b>\$20,183.15</b>	

DEPOSITS AND DISBURSEMENTS FISCAL YEA						23/24
Month	Beginning Balance	Deposit	Total Disbursements	Payroll	Gross	
Jul-23	\$336,382.97	\$15,418.08	\$114,680.18	\$4,589.04	\$232,531.83	
Aug-23	\$237,120.87	\$13,075.91	\$20,242.55	\$17,249.34	\$212,704.89	
Sep-23	\$212,704.89	\$20,183.15	\$13,200.02	\$4,921.25	\$214,766.77	
Oct-23					\$0.00	
Nov-23					\$0.00	
Dec-23					\$0.00	
Jan-24					\$0.00	
Feb-24					\$0.00	
Mar-24					\$0.00	
Apr-24					\$0.00	
May-24					\$0.00	
Jun-24					\$0.00	

Estimate Cash Flow Statement		MONTHLY HOURS					
		GM	PARK	OFFICE	PARK/REC	MONTH	
Current Bank Balance	\$214,766.77						
Savings Account	\$156,778.82						
Reserve for Operations	\$92,447.47	151.75	66.5	158.25	0	Jul-23	
Reserve for Capital	\$4,162.67	166	71.5	149	0	Aug-23	
Reserve for Replacements	\$29,805.05	142.25	74.25	138.75	0	Sep-23	
<b>Total Estimate Revenue</b>	<b>\$593,178.55</b>				0	Oct-23	
					0	Nov-23	
					0	Dec-23	
<b>Accounts Payable</b>	<b>Outstanding</b>				0	Jan-24	
					0	Feb-24	
					0	Mar-24	
Total Estimated Expense	\$0.00				0	Apr-24	
<b>Balance</b>	<b>\$593,178.55</b>				0	May-24	
					0	Jun-24	

# Wrightwood Community Services District

## Profit and Loss by Class

September 2023

	PARKS / LIGHTING	SOLID WASTE	TOTAL
<b>Income</b>			
4000 Facility Rental			\$0.00
4000.1 CC Parking Lot	333.75		\$333.75
4000.2 Kitchen Fees	75.00		\$75.00
4000.3 Old Firehouse / Museum	330.00		\$330.00
4000.8 WW Community Bldg	190.00		\$190.00
<b>Total 4000 Facility Rental</b>	<b>928.75</b>		<b>\$928.75</b>
4200 Solid Waste Franchise Fee		16,679.40	\$16,679.40
4400 Sports League			\$0.00
4400.2E Dance Class	1,550.00		\$1,550.00
<b>Total 4400 Sports League</b>	<b>1,550.00</b>		<b>\$1,550.00</b>
4500 Donations	200.00		\$200.00
<b>Total Income</b>	<b>\$2,678.75</b>	<b>\$16,679.40</b>	<b>\$19,358.15</b>
<b>GROSS PROFIT</b>	<b>\$2,678.75</b>	<b>\$16,679.40</b>	<b>\$19,358.15</b>
<b>Expenses</b>			
5090 Office Admin			\$0.00
5090.1 Office Equipment	53.86		\$53.86
5090.2 Online Software	5.00		\$5.00
5090.4 Printing	30.00		\$30.00
5090.5 Supplies	100.50		\$100.50
<b>Total 5090 Office Admin</b>	<b>189.36</b>		<b>\$189.36</b>
5100 Payroll Expenses			\$0.00
5100.1 Administrative Staff	2,843.50	710.88	\$3,554.38
5100.2 GM Salaries	2,493.34	2,493.34	\$4,986.68
5100.3 Park Maintenance	1,450.00		\$1,450.00
<b>Total 5100 Payroll Expenses</b>	<b>6,786.84</b>	<b>3,204.22</b>	<b>\$9,991.06</b>
5110 Payroll Tax Expense			\$0.00
5110.1 Federal Payroll Taxes	382.15	382.16	\$764.31
<b>Total 5110 Payroll Tax Expense</b>	<b>382.15</b>	<b>382.16</b>	<b>\$764.31</b>
5130 Professional Services			\$0.00
5130.5 Payroll Processing	69.21	69.21	\$138.42
<b>Total 5130 Professional Services</b>	<b>69.21</b>	<b>69.21</b>	<b>\$138.42</b>
5150 Repairs & Maintenance			\$0.00
5150.1 Equipment	493.61	123.41	\$617.02
5150.2 Facility Maintenance	61.96		\$61.96
5150.3 Job Supplies	106.09		\$106.09
5150.4 Plumbing Repairs	195.00		\$195.00
5150.5 Property	193.69		\$193.69
<b>Total 5150 Repairs &amp; Maintenance</b>	<b>1,050.35</b>	<b>123.41</b>	<b>\$1,173.76</b>

# Wrightwood Community Services District

## Profit and Loss by Class

September 2023

	PARKS / LIGHTING	SOLID WASTE	TOTAL
5180 Services			\$0.00
5180.2 Sports League			\$0.00
5180.2A Softball	801.57		\$801.57
5180.2F Dance	394.03		\$394.03
<b>Total 5180.2 Sports League</b>	<b>1,195.60</b>		<b>\$1,195.60</b>
<b>Total 5180 Services</b>	<b>1,195.60</b>		<b>\$1,195.60</b>
5190 Solid Waste Disposal Fees		11,655.00	\$11,655.00
5210 Telephone			\$0.00
5210.3 Office Phone	53.01	53.01	\$106.02
<b>Total 5210 Telephone</b>	<b>53.01</b>	<b>53.01</b>	<b>\$106.02</b>
5240 Utilities			\$0.00
5240.1 Electric			\$0.00
5240.1C Street Lights	511.05		\$511.05
<b>Total 5240.1 Electric</b>	<b>511.05</b>		<b>\$511.05</b>
5240.2 Gas			\$0.00
5240.2A Community Center	117.99	29.50	\$147.49
5240.2B Museum	42.14		\$42.14
<b>Total 5240.2 Gas</b>	<b>160.13</b>	<b>29.50</b>	<b>\$189.63</b>
5240.3 Trash			\$0.00
5240.3A Community Center	304.80	76.21	\$381.01
<b>Total 5240.3 Trash</b>	<b>304.80</b>	<b>76.21</b>	<b>\$381.01</b>
<b>Total 5240 Utilities</b>	<b>975.98</b>	<b>105.71</b>	<b>\$1,081.69</b>
<b>Total Expenses</b>	<b>\$10,702.50</b>	<b>\$15,592.72</b>	<b>\$26,295.22</b>
NET OPERATING INCOME	<b>\$-8,023.75</b>	<b>\$1,086.68</b>	<b>\$-6,937.07</b>
Other Income			
4600 Interest Income	789.78		\$789.78
<b>Total Other Income</b>	<b>\$789.78</b>	<b>\$0.00</b>	<b>\$789.78</b>
NET OTHER INCOME	<b>\$789.78</b>	<b>\$0.00</b>	<b>\$789.78</b>
<b>NET INCOME</b>	<b>\$-7,233.97</b>	<b>\$1,086.68</b>	<b>\$-6,147.29</b>

		Oct-23	DISBURSEMENTS AND DEPOSITS		
Check Number	Amount	Disbursement Date	Cleared Date	Payee	Account
2541	\$90.00	8/30/2023	10/3/2023	Accutune Piano Service	Tune Piano
2546	\$30.00	9/15/2023	10/3/2023	Sew Perfect	Shirt logo
2547	\$61.96	9/15/2023	10/3/2023	Timberline Locksmith	Keys
2550	\$1,953.39	9/15/2023	10/2/2023	SB County Solid Waste	Solid Waste
2551	\$193.69	9/22/2023	10/3/2023	Mt. Hardware	Supplies
2552	\$617.02	9/22/2023	10/5/2023	CA Generator	Annual Maint
2553	\$179.09	9/22/2023	10/6/2023	SDRMA	Annual Contr
2554	\$195.00	9/22/2023	10/5/2023	Keen Plumbing	Plumbing
2556	\$100.00	9/28/2023	10/3/2023	Tricia Opdahl	Dance
2557	\$240.00	9/28/2023	10/7/2023	Dan Day	Umpire
2558	\$150.00	10/3/2023	10/12/2023	RE Chaffee Const	Refund Deposit
2559	\$150.00	10/3/2023	10/19/2023	Camp Quest West	Refund Deposit
2560	\$150.00	10/3/2023	10/10/2023	M. Mormann	Refund Deposit
2561	\$240.00	10/3/2023	10/20/2023	Dan Day	Umpire
2562	\$150.00	10/3/2023	10/12/2023	M. Wendling	Refund Deposit
2563	\$737.50	10/3/2023	10/11/2023	Brunick,McElhaney,Kenned	Attorney Fees
2564	\$332.29	10/5/2023	10/10/2023	Waxie	Janitorial Supp
2565	\$270.00	10/13/2023	10/28/2023	Dan Day	Umpire
2566	\$125.00	10/18/2023	10/24/2023	April Gould	Dance
2567	\$11.31	10/18/2023	10/30/2023	Timberline Locksmith	Keys
2568	\$240.00	10/18/2023	10/28/2023	Dan Day	Umpire
2569	\$11,737.52	10/18/2023	10/28/2023	CR&R	Solid Waste
2570	\$2,386.44	10/18/2023	10/27/2023	SB County Solid Waste	Solid Waste
2572	\$1,879.00	10/19/2023	10/25/2023	CSDA	Annual Dues
2573	\$5,000.00	10/19/2023	10/20/2023	Doran Construction	Deposit/Pkg lot
External WD	\$99.99	10/2/2023	10/2/2023	Microsoft	Update
Debit	\$33.77	10/3/2023	10/3/2023	Amazon	TP
Debit	\$58.01	10/11/2023	10/11/2023	Wrightwood Fine Foods	RT Snacks
External WD	\$741.10	10/6/2023	10/6/2023	Golden State Water	Water
Debit	\$67.87	10/14/2023	10/14/2023	Amazon	Softballs
Debit	\$41.95	10/16/2023	10/16/2023	Dollar Tree	Decorations
Debit	\$138.99	10/16/2023	10/16/2023	Rite Aide	Halloween Can
Debit	\$51.88	10/17/2023	10/17/2023	Wrightwood Fine Foods	Winter Mtg
External WD	\$69.21	10/15/2023	10/15/2023	ADP	Payroll Process
External WD	\$1,155.40	10/16/2023	10/16/2023	SCE	Electric
Debit	\$33.77	10/21/2023	10/21/2023	Amazon	TP
Debit	\$106.64	10/24/2023	10/24/2023	Amazon	File Cabinet
Debit	\$59.50	10/24/2023	10/24/2023	Microsoft	Tech Supp
External WD	\$146.33	10/25/2023	10/25/2023	Diamond Environmental	Porta Pot
Debit	\$192.37	10/25/2023	10/25/2023	Amazon	Solar Lights
Debit	\$15.04	10/25/2023	10/25/2023	Amazon	Vacuum Filters

External WD	\$16.15	10/26/2023	10/26/2023	Amazon	Dues
Debit	\$36.20	10/27/2023	10/27/2023	Amazon	Supplies
External WD	\$69.21	10/27/2023	10/27/2023	ADP	Payroll Process
External WD	\$110.24	10/30/2023	10/30/2023	Verizon	Phones
External WD	\$96.50	10/31/2023	10/31/2023	So CA Gas	Gas
<b>TOTAL</b>	<b>\$30,559.33</b>				

	<b>Payroll</b>
9/30 Payroll	\$3,914.48
9/30 Taxes	\$1,372.25
10/15 Payroll	\$3,736.50
10/15 Taxes	\$1,324.59
10/31 Payroll	\$4,800.48
10/31 Taxes	\$1,705.39
<b>TOTAL</b>	<b>\$16,853.69</b>

		<b>Deposits</b>	
<b>Date</b>	<b>Amount</b>	<b>Name</b>	
10/13/2023	\$740.00	Rent/Dance	
10/19/2023	\$60.00	Rent	
10/19/2023	\$7,094.12	Franchise Fee	
10/19/2023	\$1,216.00	SB CntyRefund	
10/19/2023	\$260.00	Rent	
10/23/2023	\$442.50	Rent/Dance	
10/24/2023	\$350.00	Rent	
10/30/2023	\$192.87	Rfnd-Amazon	
10/30/2023	\$16.15	Rfnd-Amazon	
<b>TOTAL</b>	<b>\$10,371.64</b>		

DEPOSITS AND DISBURSEMENTS FISCAL YEA						23/24
Month	Beginning Balance	Deposit	Total Disbursements	Payroll	Gross	
Jul-23	\$336,382.97	\$15,418.08	\$114,680.18	\$4,589.04	\$232,531.83	
Aug-23	\$237,120.87	\$13,075.91	\$20,242.55	\$17,249.34	\$212,704.89	
Sep-23	\$212,704.89	\$20,183.15	\$13,200.02	\$4,921.25	\$214,766.77	
Oct-23	\$214,766.77	\$10,371.64	\$30,559.37	\$16,853.69	\$177,725.35	
Nov-23					\$0.00	
Dec-23					\$0.00	
Jan-24					\$0.00	
Feb-24					\$0.00	
Mar-24					\$0.00	
Apr-24					\$0.00	
May-24					\$0.00	
Jun-24					\$0.00	

Estimate Cash Flow Statement		MONTHLY HOURS					
		GM	PARK	OFFICE	PARK/REC	MONTH	
Current Bank Balance	\$177,725.35						
Savings Account	\$157,304.78						
Reserve for Operations	\$92,726.21	151.75	66.5	158.25	0	Jul-23	
Reserve for Capital	\$4,176.63	166	71.5	149	0	Aug-23	
Reserve for Replacements	\$29,805.05	142.25	74.25	138.75	0	Sep-23	
<b>Total Estimate Revenue</b>	<b>\$593,178.55</b>	156.5	87.5	161	0	Oct-23	
					0	Nov-23	
					0	Dec-23	
<b>Accounts Payable</b>	<b>Outstanding</b>				0	Jan-24	
					0	Feb-24	
					0	Mar-24	
<b>Total Estimated Expense</b>	<b>\$0.00</b>				0	Apr-24	
<b>Balance</b>	<b>\$593,178.55</b>				0	May-24	
					0	Jun-24	



# Wrightwood Community Services District

## Profit and Loss by Class

October 2023

	PARKS / LIGHTING	SOLID WASTE	NOT SPECIFIED	TOTAL
<b>Income</b>				
4000 Facility Rental				\$0.00
4000.1 CC Parking Lot	367.50			\$367.50
4000.2 Kitchen Fees	360.00			\$360.00
4000.3 Old Firehouse / Museum	622.50			\$622.50
4000.5 Security - Cleaning Deposit	-600.00			\$ -600.00
4000.8 WW Community Bldg	636.25			\$636.25
<b>Total 4000 Facility Rental</b>	<b>1,386.25</b>			<b>\$1,386.25</b>
4200 Solid Waste Franchise Fee		7,094.12		\$7,094.12
4400 Sports League				\$0.00
4400.2E Dance Class	195.00			\$195.00
4401 Donation Activities	60.00			\$60.00
<b>Total 4400 Sports League</b>	<b>255.00</b>			<b>\$255.00</b>
<b>Total Income</b>	<b>\$1,641.25</b>	<b>\$7,094.12</b>	<b>\$0.00</b>	<b>\$8,735.37</b>
<b>GROSS PROFIT</b>	<b>\$1,641.25</b>	<b>\$7,094.12</b>	<b>\$0.00</b>	<b>\$8,735.37</b>
<b>Expenses</b>				
5000 Advertising & Marketing	90.47	90.47		\$180.94
5030 Dues & Subscriptions	-192.87			\$ -192.87
5030.2 Memberships	939.50	939.50		\$1,879.00
<b>Total 5030 Dues &amp; Subscriptions</b>	<b>746.63</b>	<b>939.50</b>		<b>\$1,686.13</b>
5040 Election Costs	-608.00	-608.00		\$ -1,216.00
5080 Meals & Entertainment	87.90	21.99		\$109.89
5090 Office Admin				\$0.00
5090.2 Online Software	139.49	20.00		\$159.49
5090.4 Printing	141.11	35.28		\$176.39
5090.5 Supplies	67.69			\$67.69
<b>Total 5090 Office Admin</b>	<b>348.29</b>	<b>55.28</b>		<b>\$403.57</b>
5100 Payroll Expenses				\$0.00
5100.1 Administrative Staff	4,361.60	1,090.40		\$5,452.00
5100.2 GM Salaries	3,841.98	3,842.01		\$7,683.99
5100.3 Park Maintenance	2,520.00			\$2,520.00
<b>Total 5100 Payroll Expenses</b>	<b>10,723.58</b>	<b>4,932.41</b>		<b>\$15,655.99</b>
5110 Payroll Tax Expense				\$0.00
5110.1 Federal Payroll Taxes	598.85	598.85		\$1,197.70
<b>Total 5110 Payroll Tax Expense</b>	<b>598.85</b>	<b>598.85</b>		<b>\$1,197.70</b>
5130 Professional Services				\$0.00
5130.5 Payroll Processing	69.21	69.21		\$138.42
<b>Total 5130 Professional Services</b>	<b>69.21</b>	<b>69.21</b>		<b>\$138.42</b>

# Wrightwood Community Services District

## Profit and Loss by Class

October 2023

	PARKS / LIGHTING	SOLID WASTE	NOT SPECIFIED	TOTAL
5150 Repairs & Maintenance				\$0.00
5150.1 Equipment	192.37			\$192.37
5150.2 Facility Maintenance	2,511.31	2,500.00		\$5,011.31
5150.3 Job Supplies	708.16	129.13		\$837.29
5150.6 Septic Maintenance	750.00			\$750.00
<b>Total 5150 Repairs &amp; Maintenance</b>	<b>4,161.84</b>	<b>2,629.13</b>		<b>\$6,790.97</b>
5180 Services				\$0.00
5180.2 Sports League				\$0.00
5180.2A Softball	1,201.00			\$1,201.00
5180.2F Dance	125.00			\$125.00
<b>Total 5180.2 Sports League</b>	<b>1,326.00</b>			<b>\$1,326.00</b>
<b>Total 5180 Services</b>	<b>1,326.00</b>			<b>\$1,326.00</b>
5190 Solid Waste Disposal Fees		13,742.95		\$13,742.95
5210 Telephone				\$0.00
5210.3 Office Phone	55.12	55.12		\$110.24
<b>Total 5210 Telephone</b>	<b>55.12</b>	<b>55.12</b>		<b>\$110.24</b>
5240 Utilities				\$0.00
5240.1 Electric				\$0.00
5240.1A Community Center	445.30	111.33		\$556.63
5240.1B Museum	114.30			\$114.30
5240.1C Street Lights	514.10			\$514.10
5240.1D Electrical Panel	40.47			\$40.47
<b>Total 5240.1 Electric</b>	<b>1,114.17</b>	<b>111.33</b>		<b>\$1,225.50</b>
5240.2 Gas				\$0.00
5240.2A Community Center		141.10		\$141.10
5240.2B Museum	26.40			\$26.40
<b>Total 5240.2 Gas</b>	<b>26.40</b>	<b>141.10</b>		<b>\$167.50</b>
5240.3 Trash				\$0.00
5240.3A Community Center	304.80	76.21		\$381.01
<b>Total 5240.3 Trash</b>	<b>304.80</b>	<b>76.21</b>		<b>\$381.01</b>
5240.4 Water				\$0.00
5240.4A Community Center	564.40			\$564.40
5240.4B Museum	35.64			\$35.64
<b>Total 5240.4 Water</b>	<b>600.04</b>			<b>\$600.04</b>
<b>Total 5240 Utilities</b>	<b>2,045.41</b>	<b>328.64</b>		<b>\$2,374.05</b>
<b>Total Expenses</b>	<b>\$19,645.30</b>	<b>\$22,855.55</b>	<b>\$0.00</b>	<b>\$42,500.85</b>
<b>NET OPERATING INCOME</b>	<b>\$-18,004.05</b>	<b>\$-15,761.43</b>	<b>\$0.00</b>	<b>\$-33,765.48</b>
Other Income				
4600 Interest Income	818.66			\$818.66
<b>Total Other Income</b>	<b>\$818.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$818.66</b>

# Wrightwood Community Services District

## Profit and Loss by Class

October 2023

	PARKS / LIGHTING	SOLID WASTE	NOT SPECIFIED	TOTAL
Other Expenses				
Reconciliation Discrepancies-1			-0.05	\$ -0.05
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-0.05</b>	<b>\$-0.05</b>
NET OTHER INCOME	<b>\$818.66</b>	<b>\$0.00</b>	<b>\$0.05</b>	<b>\$818.71</b>
NET INCOME	<b>\$-17,185.39</b>	<b>\$-15,761.43</b>	<b>\$0.05</b>	<b>\$-32,946.77</b>

# Item # 9

## WCSD Vision Plan

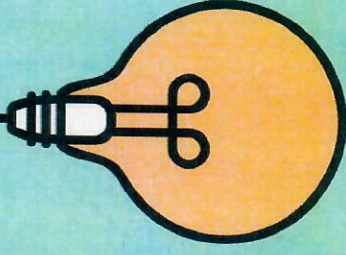
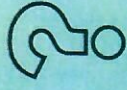


## **WCSD Vision Plan**

An update will be given at the meeting.

# WCSD COMMUNITY FORUM

**CALLING ALL COMMUNITY MEMBERS!  
YOUR INPUT IS NEEDED.**



The WCSD wants to hear from community members like you to help create a vision plan for the future of Wrightwood. Share your thoughts and ideas to help shape the future of our community.

**Meetings will be held in the  
Community Building located at 1275 Hwy 2**

**November 15th 6:30pm**

**November 16th 9:00am**

**November 18th 4:00pm**



# Item # 10

## Parks and Recreation Dance Class Update



# Kids Dance Class Program Budget

Fall 2023

**Dates:** Saturdays: Sept 30<sup>th</sup> – November 18<sup>th</sup>

**Type:** Creative Movement: 2 to 5 yrs & Ballet: 6 to 12 yrs

## Costs:

### *Instructor Pay:*

\$25 – Meet and Greet = \$25

\$25 per hour x 14 classes = \$350

### *Background Checks:*

\$10 per check x 1 instructors = \$29.99

### *CPR Certs:*

\$30 per person x 1 instructors = \$30

### *Equipment:*

Floor Markers: \$27

Ballet Bars: \$106.53

Ballet Bar Brackets: \$187.50

Cost Grand Total: \$756.02

## Revenue:

Creative Movement: 9

Ballet: 12

Total: 21

\$65 registration fee x 21 = \$1,365

\$1,365 – \$756.02 = \$608.98

***Total Profit: \$608.98***



## Adult/Teen Dance Class Program Budget

Fall 2023

**Dates:** Sundays: September 17<sup>th</sup> – October 22<sup>th</sup> , Social Dance 10/29

**Types:** Beginner and Intermediate Swing -13 yrs and up

### Costs:

*Instructor Pay:*

\$25 per hour x 12 classes = \$300

\$25 x 3.5 hours Social Dance = \$87.50

Total cost for all classes = \$387.50

Cost Grand Total: \$387.50

### Revenue:

Beginner: 12 Participants

Intermediate: 8

Total: 20

\$60 Registration fee x 20 = \$1,200

\$1,200 - \$387.50 = \$812.50

***Profit Total: \$812.50***

# Item # 11

## Urban Greening Grant



Wrightwood Community  
Public Facility Plan to Reduce Greenhouse Gases  
Wrightwood Community Building - 1275 Highway 2, Wrightwood, CA

The Town of Wrightwood, located in the Angeles National Forest, is a rural community with very few services that the larger Communities enjoy. Wrightwood is an underserved community lacking in funds to improve its efforts to reduce greenhouse gases and water pollution. The population is approximately 4700 full-time residents and another 1000 vacationers, and with winter snow play, the population can increase to 20,000.

A major crucial concern is untreated wastewater and its effect on greenhouse gases. Our Community's wastewater is currently untreated. As it stands today, the Community, at great expense, must painstakingly rent 10 to 15 temporary portable toilets. Most of our stores and businesses are of little help because of their older septic systems that cannot accommodate extra use. Few business owners must rent portable toilets. When children play Little League baseball, the district must order additional portable toilets. These toilets contribute significantly more methane, adding more greenhouse gases—environmental concerns and the aquifer from wastewater are our top priorities.

A urban greening project we will enhance and expand our community services to its parks and decrease air and water pollution with the installation of a self contained wastewater treatment system.

How can we improve wastewater treatment and reduce greenhouse gases? A self-contained wastewater treatment system would capture greenhouse gases and inject gas into the ground.

Wrightwood became a Community Service District in 2017. The District controls Parks and Recreation, solid waste and recycling, streetlights, and wastewater powers. The Community is funded, in part, through a small portion of the property taxes collected from San Bernardino County and Los Angeles County. Although the Community operates independently from both Counties, the resources to expand infrastructure are unavailable.

In partnership with special district and local non-profits, the Wrightwood Community Services District, Wrightwood Village Foundation (501c3), Wrightwood Property Owner Association (501c4) and local businesses, a plan has been developed, utilize public lands, facilities and resources.

SB 859 created the California Natural Resources Agency's Urban Greening Program, funded by the Greenhouse Gas Reduction Fund to support the development of green infrastructure projects that reduce GHG emissions and provide multiple benefits. The Budget Act of 2022, as amended by the Budget Act of 2023 allocated \$25 million from the General Fund to the Agency for its Urban Greening Program.

### **Funding Method Notes:**

Generally, payments will be made on a reimbursement basis. This means the Grantee pays for services, products, or supplies; submits invoices and proof of payment; and is then reimbursed by the State. For acquisition projects, the State-approved purchase price, together with eligible acquisition costs, may be advanced into an escrow account within 60 days of close of escrow. All disbursements are subject to a ten percent (10%) retention.

Funds will be awarded to a city, county, special district, nonprofit organization, or an agency/entity formed under the Joint Exercise of Powers Act [Chapter 5 (Section 6500) of Division 7 of Title 1] if at least one of the parties to the joint powers agreement qualifies as an eligible applicant, notwithstanding the Joint Exercise of Powers Act. CA Native American tribal governments are eligible if they have a nonprofit corporation as defined.

Statewide. Priority will be given to projects that are in and serve disadvantaged communities. If a project does not qualify as a disadvantaged community, it must be located in an urban area. An urban area is defined as a geographic area designated or defined as urban by an applicable plan covering the project area, including, but not limited to general plans, specific plans, or community plans.

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# Item # 12

## Director's Comments



# Item # 13

Future Board Meeting  
Tues December 5, 2023  
At 5:30pm

