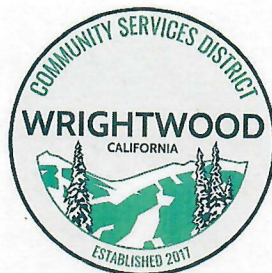


Wrightwood Community  
Services District  
September 3, 2024  
Regular  
Board Meeting



# WRIGHTWOOD COMMUNITY SERVICES DISTRICT

P.O. Box 218 Wrightwood, CA 92397

Regular Meeting of the Board of Directors

Tuesday, September 3, 2024 – 5:30pm

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
  - a) August 6, Regular Board Meeting Minutes
  - b) August 20, 2024, Special Board Meeting Minutes
7. General Managers Report
8. July 2024 Financials: Discussion and Possible Action
9. Vision Plan: Discussion and Possible Action
10. Camera for Museum: Discussion and Possible Action
11. Outside Bathroom Lock Replacement: Discussion and Possible Action
12. Directors Comments
13. Future Board Meeting – Thursday Sept 12, 2024 – 6:30pm

### 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 # 6

## Consent Calendar



## REGULAR BOARD MEETING

August 6, 2024

Wrightwood Community Building

1275 State Highway 2

Wrightwood, CA

### MINUTES

**Board Members:**

Sadie Albers, President  
Kristy Gerardo, Vice President  
Natalie Lopiccolo, Member  
Alexis Claiborne, Member  
Chuck Franklin, Member

**Staff Present:**

Steven Kennedy, Attorney  
Tamara Keen, General Manager  
Angela Rovida, Administrative Assistant

**Call to Order:** President Albers called the meeting to order at 5:33 pm

- 1. Pledge of Allegiance:** Jill Carlton-Payne led the Pledge of Allegiance
- 2. Roll Call:** Vice President Gerardo and Director Franklin are absent, and Counsel Kennedy is present via phone.
- 3. Agenda Approval:** Director Lopiccolo motioned to approve the agenda with Director Claiborne seconding the motion. All in favor, motion carries.
- 4. Public Comment:** Strech Suba with Wrightwood CERT announced the upcoming basic training class set to be held on September 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup>. Friday night's training will be held at the Methodist Church and Saturday/Sunday will be held in the Community Building. Megan Hollander, Wrightwood resident, brought to attention that she was not notified by CR&R about the change in pine needle pick up service and her discontent with the change. Patricia Gonzalez with Full Circle and Beyond Prepared, announced the ongoing free health and safety classes that are being held at the Methodist church. Classes are held in person and on ZOOM. Participants can register online at the Event Brite website. Flyers with QR codes will be placed in the Community Building.
- 5. Agency Reports:** Christina Behringer, Snowline Joint Unified School District, reported on the emergency water pipe repairs needed at Wrightwood Elementary over summer break. The entire campus received new water pipes. The project was completed on time and under budget. A SJUSD special meeting was held to discuss placing a bond measure on the November ballot for facilities. Surveys showed a high level of community support, and the Board voted to place the measure on the ballot. A facilities master plan is available online at snowlineschools.com. The development of a district wide cell phone policy was discussed at the last SJUSD meeting. Students would still be allowed to carry phones but would be asked to put phones away while in the classroom. Sergeant Mark Rios, Phelan Station Commander, reported 116 total service calls that generated 15 reports which resulted in 1 arrest. The call

with the highest volume were information calls, follow-ups, audible alarms, area checks and miscellaneous incidents. Michael Laabs, Station 14, gave a review of available equipment to station 14. The station currently houses a Type 1 Fire Engine always staffed with a paramedic and a medic ambulance. Recent staffing at Fire Station 10 in Phelan now provides a secondary ambulance that can provide auxiliary support when needed. New grant funding will go to the purchase of an additional snow cat within the next 12 months. Laabs also cautioned the public to stay hydrated while hiking as many of the calls the station receives are related to dehydration. Call types and volume included 41 calls for service: 1-vegetation fire, 1-other fires, 5-investigations or alarms, 30-medical, 3-public service, 1-traffic collision.

6. **Consent Calendar July 2, 2024:** Director Claiborne motioned to approve the consent calendar with Director Lopiccolo seconding the motion. All in favor, motion carries.
7. **June 2024 Financials:** No reportable action.
8. **General Manager's Report:** Bathroom renovations are in the preliminary stages and plan designs are expected to be ready in the next few weeks. A percolation test will need to be performed to determine if existing septic leach lines will need to be moved. A savings account was opened to hold the grant funds, the savings account has an interest rate of 3.9%-4.1%. This could add approximately \$1,300 to grant funds per month. The special assessments for the dump cards have been submitted and approved. Administrative Assistant Angela Rovida has been working on the EAR report that is submitted to CalRecycle annually. The report outlines the District's implementation and plans for various forms of recycling. Security cameras have been installed in the parks and in the community building. Live Stream will be hosting a monthly blood drive in the community building beginning Friday August 16<sup>th</sup> from 2pm to 7pm. The Wrightwood E-Waste event will take place on Saturday September 28<sup>th</sup> from 9am to 1pm in the County yard on Hwy 2. Tennis classes for adults and children will be added to Fall recreation programs. The kids dance recital will take place on August 17<sup>th</sup> at 6pm, the public is invited to attend. Fall dance classes will resume in October with the kids dance recital scheduled in November. Summer softball playoffs will take place on August 18<sup>th</sup>. Anyone interested in recreation programs can email [recreation@wrightwoodcsd.org](mailto:recreation@wrightwoodcsd.org) for more information. This month's senior lunch will feature a cornhole tournament and meatball sandwiches. Doors open at 11am.
9. **Proposal from Eadie and Payne to Perform Audit Services for FY 2023/24:** Director Claiborne motioned to approve the proposal with Director Lopiccolo seconding the motion. All in favor, motion carries.
10. **Remote Meetings:** Counsel Kennedy reviewed the requirements for Board members to attend Board meetings remotely. Item tabled. Staff will price out the equipment needed to hold remote meetings and present findings at a future Board meeting.
11. **Vision Plan:** Administrative Assistant Angela Rovida and Director Lopiccolo will work together to move the Vision Plan forward.
12. **Website Design/Host:** Director Lopiccolo motioned to approve the estimate with Director Claiborne seconding the motion. All in favor, motion carries.
13. **Trash Cans for Park:** Tabled for next month.

**14. Recess to Closed Session:** 6:50pm

**15. Return to Open Session:** 7:18pm. No reportable action.

**16. General Manager Annual Salary Increase:** Director Albers motioned to approve a 10% salary increase for the General Manager that includes an 8% cost of living adjustment and a 2% retention increase. Director Lopiccolo seconded the motion. All in favor, motion carries.

**17. Director's Comments:** Director Lopiccolo thanked the staff, Board, legal counsel and the community for their involvement and hard work. She reminded the public that the deadline to apply for candidacy to the WCSD Board of Directors is August 9<sup>th</sup>. Director Claiborne thanked staff and shared her admiration for all the growth she has witnessed. President Albers thanked General Manager for her work and praised her for her growth as a manager.

**18. Future Board Meeting:** Tuesday, September 3, 2024 at 5:30pm.

**19. Adjournment:** President Albers adjourned the meeting at 7:24pm

Minutes Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
President Albers

**SPECIAL BOARD MEETING**  
August 20, 2023  
Wrightwood Community Building  
6000 Cedar St.  
Wrightwood, CA

**MINUTES**

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

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

**Call to Order:** President Albers called the Meeting to order at 5:52 pm

1. **Pledge of Allegiance:** Steve Rinek led the Pledge of Allegiance.
2. **Roll Call:** Vice President Gerardo and Director Franklin are absent. Counsel Kennedy is present via cell phone.
3. **Agenda Approval:** Director Lopiccolo motioned to approve the agenda with Director Claiborne seconding the motion. All in favor, motion passes.
4. **Public Comment:** No comments given.
5. **Director Franklin Resignation:** Director Lopiccolo motioned to accept Director Franklin's resignation with Director Claiborne seconding the motion. All in favor, motion passes.
6. **Process to Fill Board Vacancy:** The Board has 60 days from the date of Director Franklin's resignation letter (August 14<sup>th</sup>) to make an appointment to the vacant seat. To make an appointment staff must notify LA County and SB County registrar's offices, on or before August 29<sup>th</sup>, that a vacancy exists. Additionally, the WCSD must post notice of the vacancy in three conspicuous places within the District for a period of 15 days before the Board can make an appointment. If the Board does not choose to make an appointment the Board can call for an election. Because the vacancy has occurred within 130 days of the next District election, the Board cannot call for a special election in this November's election. The Board could call for a special election outside of the November election which would incur an extraordinary cost because the entire cost from the registrar's office would need to be covered by the WCSD. If the Board does not take any action within 60 days, the SB County Board of Supervisors will make the appointment. Staff was directed to create a public

notice for the Board seat vacancy. The Special Board Meeting to hear from candidates will be held on Thursday September 12<sup>th</sup> at 6:30pm.

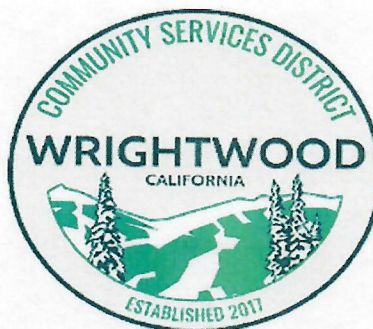
7. **Director's Comments:** Director Claiborne said it was a pleasure and honor to work with Director Franklin. Director Lopiccolo reiterated her gratitude for Director Franklin and recommended that he be presented with a plaque in recognition for his time on the Board. President Albers expressed her optimism for the potential candidates for the Board appointment.
8. **Future Board Meeting:** Tuesday September 3, 2023, at 5:30pm
9. **Adjournment:** President Albers adjourned the meeting at 6:23pm

Minutes Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
President Albers



Item # 7

# General Manager's Report



## **General Manager's Report**

The grant funds for the outdoor bathroom renovations have arrived and have been deposited into an interest-bearing savings account. Funds will be transferred to checking as needed to pay any bills/subcontractors. I have had multiple meetings with an architect and engineer to figure out a solution for our septic issue and how to specifically meet our needs. The Topo should be completed any day and once that is finished, we should be able to start getting bids for the bathroom renovations.

I received an email from CJ Porter with Supervisor Cook's office, asking if I would be interested in attending an informal monthly meeting CSD/MAC meeting, for General Managers and/or Board Members, along with other CSD's in the area to collaborate and share ideas and accomplishments with other districts. The first meeting will be on Sept. 18<sup>th</sup>, and I do plan on attending.

Due to the numerous complaints and issues with CR&R, Angela and I plan on having a monthly meeting with Brandon McGill, the GM for CR&R. We will be working with Brandon to better educate the community on trash, recycling and green waste protocols along with the free services offered by CR&R. Educational fliers will be added to the quarterly billings as well as our website and social media. We are hopeful that this will help alleviate future problems.

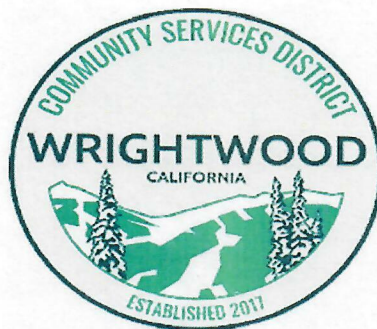
Summer softball season has come to an end with the Master Batters winning the Championship. Fall Ball registration has opened with 12 teams already registered and will close on Sept. 2<sup>nd</sup>. Fall Ball season will begin Sunday Sept. 8<sup>th</sup>. A new umpire, David, has been hired to replace Hazel who recently resigned from the position. Adult Dance Fitness classes will return this Fall Beginning on Monday nights Sept 14<sup>th</sup> from 6 pm to 7 pm in the Community Building. Thanks to Nancy Kupka, we have found a dance instructor willing to teach Adult Ballet and/or teach different styles of dance. We are very excited

to be able to add this to our Parks and Recs program. The details are still being worked out and will be posted on our website and social media pages once a schedule has been set. The Mommy and Me class was a success but after speaking with the moms, most of them would prefer it if the class was held during the week instead of Sunday morning. Camryn is working on a schedule to fulfill their request and will post the new schedule on our website and social media pages. The children's Creative Movement and Ballet classes are scheduled to resume on Saturday October 9<sup>th</sup> with their recital being on December 7<sup>th</sup>. Also, in the works, is an Etiquette Workshop, with separate classes for children and teens/adults. The children's class will teach how to properly set a table, shake hands, make eye contact etc. The teen/adult class will focus more on preparing for a job interview and other social skills. This month's Sr. Lunch will be on Wednesday September 11<sup>th</sup> from 11:30 to 1pm. The theme this month is "Wife Appreciation" with the menu consisting of Spaghetti and Meatballs, garlic bread, salad and a delicious dessert of chocolate or strawberry cheesecake, made by our amazing group of volunteers. Coffee, tea, lemonade and water will also be served. So, bring your wife and show her how much you appreciate her by spending the afternoon and sharing a delicious lunch with her. Don't forget about Fitness in the Forest, sponsored by our Lions Club, which offers chair yoga, or a group walk along the Village Trail, every Monday (except holidays) at 10 am in the Community Building. Chair massages are also available, free of charge.

Mark your calendars for the Household Hazardous Waste drop-off on Sept 28<sup>th</sup> from 9 am to 1 pm located at the County Yard off Hwy 2. Also, if you are in for some great entertainment, The Senior Follies, directed by Lora Steinmann and hosted by the WCSD, will be performing the evening of September 28<sup>th</sup> and 29<sup>th</sup>. Come join us for an evening of laughter and fun.

# Item # 8

## July 2024 Financials



Jul-24		DISBURSEMENTS AND DEPOSITS			
Check Number	Amount	Disbursement Date	Cleared Date	Payee	Account
2677	\$117.00	5/17/2024	7/5/2024	Novelle Carter	Rfd Deposit
2692	\$1,141.95	6/13/2024	7/1/2024	SB County Fire Equip.	Fire Ext
2693	\$150.00	6/13/2024	7/9/2024	Hazel Hannon	Softball
2694	\$118.24	6/13/2024	7/1/2024	Cynthia Fleury	Kitchen Supp
2699	\$4,101.83	6/13/2024	7/5/2024	SB Cnty Solid Waste	Solid Waste
2700	\$582.72	6/27/2024	7/5/2024	Vicky Rinek	Sr. Reim
2701	\$333.63	6/28/2024	7/5/2024	Keen Plumbing	Reim/wrong ca
2702	\$34.00	6/28/2024	7/11/2024	USPS	Postage
2704	\$480.00	7/1/2024	7/5/2024	Nolan Misch	Softball
2705	\$141.03	7/2/2024	7/10/2024	Diamond Environmental	Softball
2706	\$4,136.99	7/5/2024	7/30/2024	Innovative Playground	Repairs
2707	\$1,500.00	7/5/2024	7/15/2024	Chamber of Commerce	Sponsorship
2708	\$12.92	7/5/2024	7/15/2024	USPS	Postage
2710	\$25.00	7/5/2024	7/17/2024	Phillie K	Rfd Deposit
2711	\$401.96	7/8/2024	7/16/2024	SB County Auditor	LAFCO App
2712	\$1,875.00	7/8/2024	7/16/2024	Brunick, McElhaney,Kenn	Legal Fees
2713	\$11,206.02	7/12/2024	7/24/2024	CR&R	Solid Waste
2714	\$161.04	7/12/2024	7/24/2024	Vicky Rinek	Sr. Reim
2715	\$70.00	7/15/2024	7/22/2024	Mandy D	Dance Refund
2716	\$3,455.39	7/15/2024	7/29/2024	SB Cnty Solid Waste	Solid Waste
Auto Deduct	\$110.22	7/1/2024	7/1/2024	Verizon	Phones
Auto Deduct	\$40.99	7/2/2024	7/2/2024	Amazon	Supplies
Auto Deduct	\$24.83	7/2/2024	7/2/2024	So CA Gas	Museum
Auto Deduct	\$118.51	7/5/2024	7/5/2024	Amazon	Dance
Auto Deduct	\$624.00	7/5/2024	7/5/2024	Microsoft	Email Server
Auto Deduct	\$234.00	7/8/2024	7/8/2024	Amazon	Dance/Mommy
Auto Deduct	\$678.19	7/8/2024	7/28/2024	Golden State Water	Water
Auto Deduct	\$170.06	7/8/2024	7/8/2024	ADP	Payroll Fees
Auto Deduct	\$165.82	7/9/2024	7/9/2024	Amazon	Mommy/Me
Auto Deduct	\$641.95	7/9/2024	7/9/2024	So CA Edison	Electric
Auto Deduct	\$38.66	7/10/2024	7/10/2024	Amazon	Supplies
Auto Deduct	\$73.74	7/11/2024	7/11/2024	Amazon	Supplies
Debit	\$461.58	7/11/2024	7/11/2024	Verizon	New Phones
Auto Deduct	\$13.99	7/15/2024	7/15/2024	Amazon	Phone Charger
Auto Deduct	\$511.38	7/15/2024	7/15/2024	So CA Edison	Electric
Auto Deduct	\$77.10	7/16/2024	7/16/2024	Amazon	Supplies
Auto Deduct	\$30.16	7/17/2024	7/17/2024	Amazon	Shop Towels
Xfer	\$15,000.00	7/18/2024	7/18/2024	Bank Xfer-Reserve Oper	Bank
Auto Deduct	\$74.29	7/20/2024	7/20/2024	Amazon	Sr Supplies
Debit	\$249.95	7/22/2024	7/22/2024	ParcelQuest	Dump Cards
Auto Deduct	\$97.38	7/22/2024	7/22/2024	Amazon	Sr Supplies
Auto Deduct	\$33.77	7/22/2024	7/22/2024	Amazon	Toilet Paper
Auto Deduct	\$75.03	7/24/2024	7/24/2024	Amazon	Softball
Debit	\$4.86	7/25/2024	7/25/2024	USPS	Postage
Auto Deduct	\$170.06	7/25/2024	7/25/2024	ADP	Payroll Fees
Auto Deduct	\$49.43	7/30/2024	7/30/2024	So CA Gas	Gas
Auto Deduct	\$222.63	7/30/2024	7/30/2024	Verizon	Phones
<b>TOTAL</b>	<b>\$50,037.30</b>				

Payroll	
7/15 Payroll	\$4,906.02
7/15 Taxes	\$1,615.32
7/31 Payroll	\$5,438.37
7/31 Taxes	\$1,808.23
<b>TOTAL</b>	<b>\$13,767.94</b>

Deposits		
Date	Amount	Name
7/5/2024	\$280.00	Rent
7/9/2024	\$74.07	Amazon
7/12/2024	\$520.50	Rent/Dance/SR
7/15/2024	\$9,231.15	Prop Tax
7/19/2024	\$5,736.45	CR&R
7/19/2024	\$300.00	Rent
7/26/2024	\$230.50	Rent
7/12/2024	\$0.88	Square
<b>TOTAL</b>	<b>\$16,373.55</b>	

DEPOSITS AND DISBURSEMENTS FISCAL YEA 24/25					
Month	Beginning Balance	Deposit	Total Disbursements	Payroll	Gross
Jul-24	\$371,476.96	\$16,373.55	\$50,037.30	\$13,767.94	\$324,045.27
Aug-24					
Sep-24					\$0.00
Oct-24					\$0.00
Nov-24					\$0.00
Dec-24					\$0.00
Jan-25					\$0.00
Feb-05					\$0.00
Mar-25					\$0.00
Apr-25					\$0.00
May-25					\$0.00
Jun-25					\$0.00

Estimate Cash Flow Statement	MONTHLY HOURS				MONTH
	GM	PARK	OFFICE	REC	
Current Bank Balance	\$324,045.27				
Savings Account	\$162,021.36				
Reserve for Operations	\$95,221.58	102	85.75	66	Jul-24
Reserve for Capital	\$4,301.87			0	Aug-24
Reserve for Replacements	\$45,582.43			0	Sep-24
<b>Total Estimate Revenue</b>	<b>\$631,172.51</b>			0	Oct-24
				0	Nov-24
				0	Dec-24
<b>Accounts Payable</b>	<b>Outstanding</b>			0	Jan-25
				0	Feb-25
				0	Mar-25
Total Estimated Expense	\$0.00			32	Apr-25
<b>Balance</b>	<b>\$631,172.51</b>			0	May-25
				0	Jun-25

# Wrightwood Community Services District

## Profit and Loss

July 2024

	TOTAL
<b>Income</b>	
4000 Facility Rental	
4000.1 CC Parking Lot	528.00
4000.2 Kitchen Fees	55.00
4000.3 Old Firehouse / Museum	188.50
4000.4 P A System	15.00
4000.8 WW Community Bldg	457.00
<b>Total 4000 Facility Rental</b>	<b>1,243.50</b>
4100 Property Tax	9,231.15
4200 Solid Waste Franchise Fee	5,736.45
4400 Parks and Recreation	
4400.2E Dance Class	505.00
4400.2F Senior Activites	9.83
<b>Total 4400 Parks and Recreation</b>	<b>514.83</b>
<b>Total Income</b>	<b>\$16,725.93</b>
<b>GROSS PROFIT</b>	<b>\$16,725.93</b>
<b>Expenses</b>	
5000 Advertising & Marketing	1,500.00
5030 Dues & Subscriptions	
5030.1 LAFCO Apportionments	401.96
<b>Total 5030 Dues &amp; Subscriptions</b>	<b>401.96</b>
5090 Office Admin	
5090.2 Online Software	873.95
5090.6 SW Dump Card	
5090.62 Dump Card Postage	17.77
<b>Total 5090.6 SW Dump Card</b>	<b>17.77</b>
<b>Total 5090 Office Admin</b>	<b>891.72</b>
5100 Payroll Expenses	
5100.1 Administrative Staff	4,191.60
5100.2 GM Salaries	5,069.93
5100.3 Park Maintenance	2,142.00
5100.5 Parks & Recreation Coordinator	1,281.00
<b>Total 5100 Payroll Expenses</b>	<b>12,684.53</b>
5110 Payroll Tax Expense	
5110.1 Federal Payroll Taxes	1,083.41
<b>Total 5110 Payroll Tax Expense</b>	<b>1,083.41</b>
5130 Professional Services	
5130.3 Legal Services	6,750.00
5130.5 Payroll Processing	340.12
<b>Total 5130 Professional Services</b>	<b>7,090.12</b>

# Wrightwood Community Services District

## Profit and Loss

July 2024

	TOTAL
5150 Repairs & Maintenance	
5150.1 Equipment	4,136.99
5150.3 Job Supplies	887.14
<b>Total 5150 Repairs &amp; Maintenance</b>	<b>5,024.13</b>
5180 Services	
5180.2 Sports League	
5180.2A Softball	1,221.32
5180.2D Other Park & Rec Expenses	449.89
5180.2F Dance	188.51
<b>Total 5180.2 Sports League</b>	<b>1,859.72</b>
<b>Total 5180 Services</b>	<b>1,859.72</b>
5190 Solid Waste Disposal Fees	14,275.45
5210 Telephone	
5210.3 Office Phone	698.20
<b>Total 5210 Telephone</b>	<b>698.20</b>
5220 Travel	38.86
5240 Utilities	
5240.1 Electric	
5240.1A Community Center	550.80
5240.1B Museum	91.15
5240.1C Street Lights	511.38
<b>Total 5240.1 Electric</b>	<b>1,153.33</b>
5240.2 Gas	
5240.2A Community Center	30.05
5240.2B Museum	44.21
<b>Total 5240.2 Gas</b>	<b>74.26</b>
5240.3 Trash	
5240.3A Community Center	385.96
<b>Total 5240.3 Trash</b>	<b>385.96</b>
5240.4 Water	
5240.4A Community Center	639.25
5240.4B Museum	38.94
<b>Total 5240.4 Water</b>	<b>678.19</b>
<b>Total 5240 Utilities</b>	<b>2,291.74</b>
<b>Total Expenses</b>	<b>\$47,839.84</b>
NET OPERATING INCOME	<b>\$-31,113.91</b>
Other Income	
4600 Interest Income	964.62



# Wrightwood Community Services District

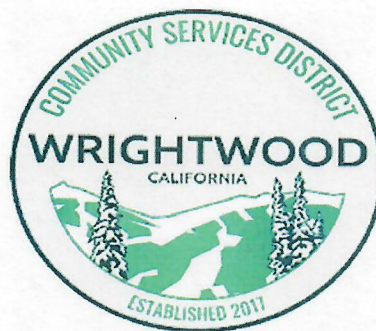
## Profit and Loss

July 2024

	TOTAL
4800 Dump Card Replacements	10.00
<b>Total Other Income</b>	<b>\$974.62</b>
NET OTHER INCOME	<b>\$974.62</b>
NET INCOME	<b>\$-30,139.29</b>

# Item # 9

## Vision Plan



## **WCSD Strategic Plan Update**

Last November, three community forums were conducted to collect input from stakeholders about the future vision of Wrightwood. 36 participants contributed their ideas. Before proceeding to the next phase, the Board needs to determine whether the Strategic plan will be created by WCSD staff and Board Committee or by a professional consulting firm.

Hiring a professional firm is considered the top-tier option for strategic planning as they play a crucial role in shaping an organization's direction. Initial estimates for creating a strategic plan ranged from \$20,000 to \$40,000. Alternatively, there is a potential 'hybrid' approach where staff and board members collaborate with a consultant and create a strategic plan under their guidance. This option would reduce the cost significantly.

The following is an informal proposal for strategic planning services by BHI Management Consulting. BHI has worked with many special districts in the state including Phelan Pinon Hills, Quartz Hill Water District and Big Bear Airport.

August 30, 2024

Wrightwood Community Services District  
Wrightwood, CA

**Subject: Outline of hybrid Strategic Planning services**

Dear Ms. Rovida,

Please find my outline of a hybrid method to assist the District with the development of a strategic plan. Please forgive the lack of specific detail of this outline, due to the short notice. Also note that this is an estimate, and that I am sensitive to the cost constraints. The assumed target amount for the scope outlined below is not-to-exceed \$10K. I Can provide a formal detailed proposal that would be structured with a not-to-exceed cost for the District.

Outline of process and services:

1. Input stage – In preparation for a Board of Directors planning workshop, we would collect information that the District has collected. Meet with each Board member individually. Meet with staff. These would be done on Zoom or like online conference call. Prepare for workshop.
2. Conduct 4-5 hour Board of Directors planning workshop. This would be done with me coming into District on a mutually agreed date/time. The outcome/deliverables for the workshop is a collective Mission statement and Vision for the District as well as a review and assurance that all areas of need within five years is covered. (5-year planning horizon is the norm, but can go longer if desired).
3. Write strategic plan draft. Working with District staff, a document will be developed for Board review, then eventual approval.

Schedule:

The work described above can start upon notice to proceed and will generally take 4-5 months to complete.

My firm BHI Management Consulting, based in Tracy, has completed just over 150 Plans for businesses and many public agencies in California, including many smaller agencies and some in your general area. (Phelan-Pinon Hills CSD, Quartz Hills Water District, Rosamond CSD, Big Bear Airport District.) More upon request

Please feel free to contact me with any follow-up questions on this proposal and thank you for the opportunity to propose to assist the District with their future.

Sincerely,

**Brent H. Ives**

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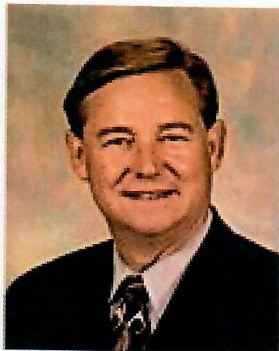
Brent H. Ives, Principal  
BHI Management Consulting  
[brent@bhiconsulting.com](mailto:brent@bhiconsulting.com)  
(209) 740-6779

Attachments:

- Brent Ives bio
  - o Please refer to the individual website for the following Districts for examples.
  - o Quartz Hill Water District
  - o Phelan-Pinon Hills CSD
  - o Rosamond CSD
  - o Big Bear Airport District
  - o More upon request

**BRENT H. IVES,  
BHI Management Consulting**

Mr. Ives has 25 years of management consulting experience after 25 years as a technical manager at Lawrence Livermore National Laboratory. Brent served for 23 years as a City Councilman, with the last 8 years as the directly elected Mayor of the City of Tracy, CA, a city of 100,000 population in the central valley of California. He served as a charter commissioner of the Altamont Commuter Express (ACE Train) Joint Powers Authority, and a Chair/Director of the San Joaquin County Council of Governments. Brent is now the former Mayor of Tracy, having termed out of office in December 2014.



Brent, through his firm BHI Management Consulting (BHI), has trained staff of hundreds of local agencies and individual decision makers, Council members, Board members and managers from all walks of the public sector and business. He has taught best governance practices for public agencies associations for over 20 years. Brent and other BHI associates have decades of experience leading public agencies to improve, including the special relationship of the Board/Council and Executive manager. BHI also runs the web-based Board training site, [www.GoodBoardWork.com](http://www.GoodBoardWork.com). In 2016, Brent also wrote and published the book, *52 Ways to Be a Better Board*, available on Amazon. He has a clear vision for looking over the horizon with the public to form practical and clear public policy and strategy.

The BHI team carefully seeks clarity in every project so that the deliverables are crystal clear before proceeding. Providing clients with a wide variety of organizational and governance related services, the firm seeks to provide an experience that is building to the organization, to those who operate it and to those making policy decisions.

# Quartz Hill Water District



QUARTZ HILL  
WATER DISTRICT

## Strategic Plan

—  
2024-2029



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# INTRODUCTION

BY SHELDON CARTER,  
PRESIDENT  
BOARD OF DIRECTORS

The Quartz Hill Water District Board of Directors is pleased to present the 2024-2029 Strategic Plan (Plan). The Board and staff carefully considered the Plan's objectives to best serve our customers for years to come.

In 1954, Quartz Hill County Water District\* was

founded when two mutual water companies combined into one: B.V. Mutual Water Company (B.V.) and Belle Vue (Bel View) Mutual Water Company. B.V. managed 54,166 feet of mains and 2 wells; the appraised value totaled \$94,000. Bel View managed 17,120 feet of mains and 1 well; the appraised value



totaled \$23,500.

Today, Quartz Hill Water District (QHWD) serves 5,782 accounts and 20,000 people with over a half million feet of mains and ten wells. The distribution system and assets appraised value is \$30 million. QHWD obtains potable water from two sources: Antelope Valley Aquifer and Antelope Valley East Kern, a state water project provider. During the past calendar year, QHWD used approximately 56% imported water and 44% ground water to protect this finite resource.

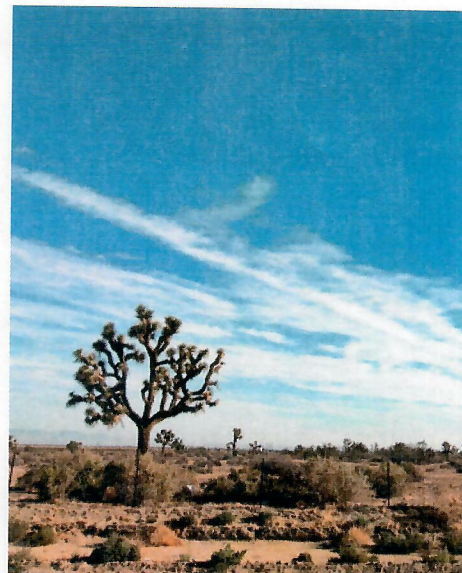
In recent years, QHWD faced unprecedented challenges including Governor Newsom’s state mandated drought restrictions, the financial state of the U.S. economy, COVID impacts to staff and customers, supply chain delays, and staff turnover. To work within the State’s allocation, field operations altered water supply production

and delivery strategy to accommodate the needs of customers. Administrative staff implemented a comprehensive community outreach plan that successfully reduced customer water use by 18%.

Despite these challenges, QHWD continued to achieve the goals set forth by the vision of the Board of Directors. To carry forward the successes of QHWD, the Plan identifies objectives in four focus areas: Water Resource Management; Customer, Staff and Industry Relations; Infrastructure; and Financial Sustainability.

Much like the community of Quartz Hill, QHWD’s culture is strong amongst our team members. The leadership staff values family and community; and in return, front line staff projects this value when called upon to serve the ratepayers. We take great pride in serving our customers safe, reliable, and equitable water.

*\*District name changed by Resolution 217 and recorded in January of 1980 to drop the word County.*



**Board of Directors**

Sheldon Carter, Board President  
 Rod Holtz, Board Vice President  
 Allen G. Flick Sr., Board Member  
 Dan Massari, Board Member  
 Lance Pierson, Board Member

**District Staff Team**

Brent Bryne, General Manager  
 Brach Smith, Assistant General Manager  
 Debi Louie, Board Secretary

**Consultants**

Brent Ives, Principal, BHI Management Consulting  
 Jill Ritzman, BHI Associate



# The Strategic Planning Process and Planning Conditions



In 2023, the QHWD retained the services of BHI Management Consulting (BHI) to facilitate and coordinate the updating of their five-year Strategic Plan. BHI first gathered input directly from staff and individual members of the Board of Directors. This was followed by two Board and staff public planning workshops. At each meeting the QHWD Mission, 5-year Vision and implementing actions were discussed.

The Board supported this process to specifically allow broad participation in the foundation of the Strategic Plan. The Board discussed and affirmed the Mission statement and developed an updated Vision statement. Core values were carefully reviewed to reflect the Board's commitment to effective and ethical practices. The Board identified four strategic focus areas around which to organize implementation of strategic actions over the next five years.

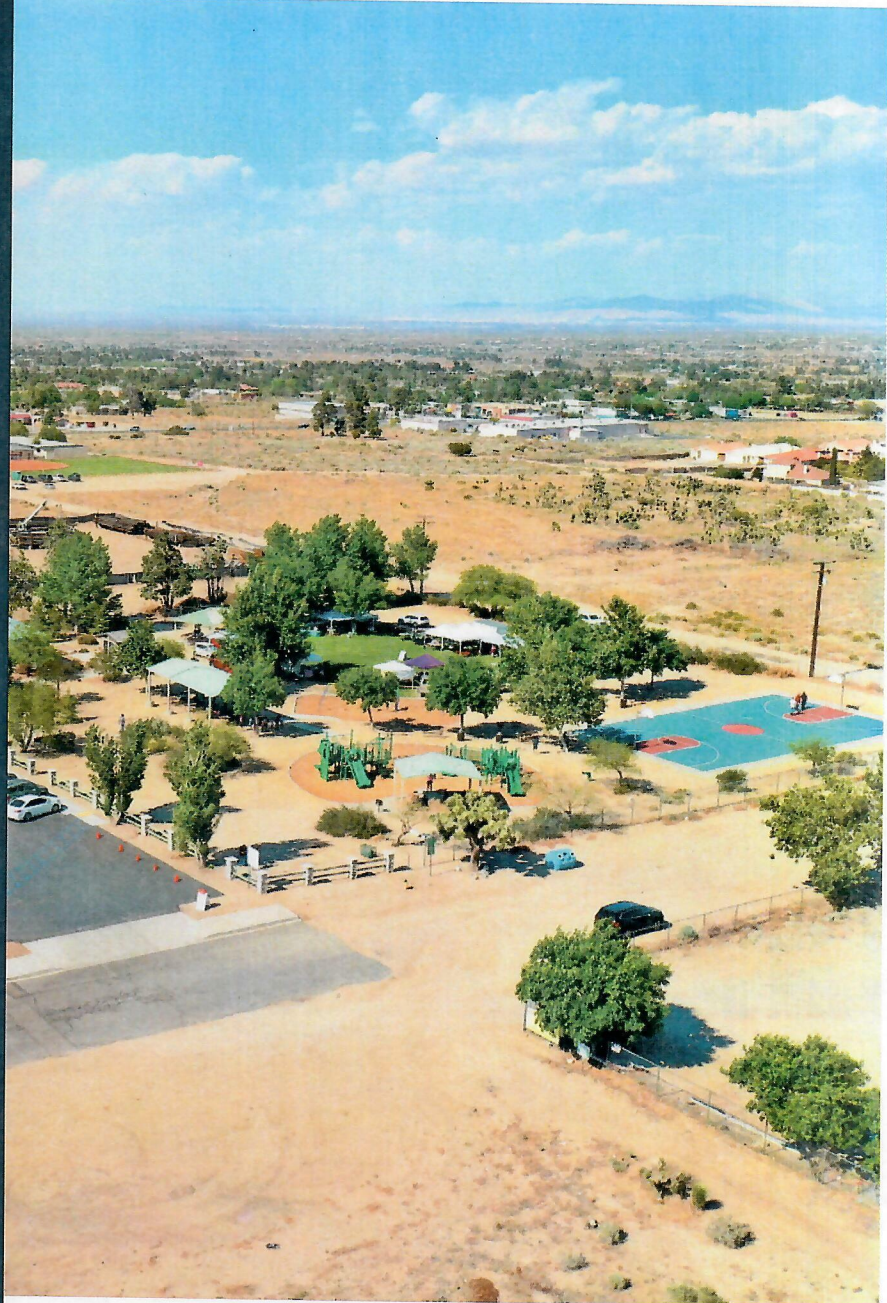
Following the Board workshops, key staff members worked with BHI to develop the objectives and strategy statements, strategic goals, actions and tactics in support of each focus area to make the Board's Vision a reality within the 5-year timeframe. Using this process, the Strategic Plan provides a roadmap to achieve the Board's Vision over the next five years. This Plan was vetted with the Board a final time prior to approval.

The Plan's simple organization is outlined first by Mission and Vision, then by four strategic focus areas with actions/tactics to fulfill the Plan's objectives. Finally, the Vision to Action Table provides an overview of the Plan with associated dates for actions and goals.



# 2022 Strategic Plan

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*Adopted on March 16, 2022  
Amended on May 4, 2022  
Amended on Feb. 15, 2023  
Amended on March 13, 2024*

Maximizing Resources for the Benefit of the Community

[www.pphcsd.org](http://www.pphcsd.org)

# Introduction

*"A goal without a plan is just a wish."  
- Antoine de Saint-Exupery*

A strategic plan is a top-level planning document for an organization to set clear direction over all operational aspects of its mission. It serves as framework for decision making over a five-year-period. It is a disciplined effort to produce fundamental decisions that shape what an agency plans to accomplish by selecting a rational course of action.

In 2016, the Board of Directors of the Phelan Piñon Hills Community Services District (District) retained BHI Management Consulting (BHI) to facilitate and coordinate the initial strategic plan development. Since then, several aspects of District operations have changed. In April 2021, the District began the process of updating the Strategic Plan to address new operational conditions and projects. This plan incorporates an assessment of the present state of District operations by gathering and analyzing information, setting goals, and making decisions for the future. Input has been gathered from various sources to add to the vision and implementation plan presented in this document. The plan seeks to strengthen and build upon opportunities while addressing areas of concern.

The updated plan identifies actions, activities, and planning efforts that are currently active and needed for continued success in operations and management of the District, and provides for periodic reviews and updates.

## Board of Directors

**Chuck Hays**  
*President*

**Greg Snyder**  
*Vice President*

**Rebecca Kujawa**  
*Director*

**Deborah Phillips**  
*Director*

**Mark Roberts**  
*Director*

## District Staff

**Don Bartz**  
*General Manager*

**Lori Lowrance**  
*Assistant General Manager/CFO*

**George Cardenas**  
*Engineering Manager*

**Kim Sew**

**Human Resources Manager**

**Sean Wright**

**Water Operations Manager**

**Steve Lowrance**

**Parks Supervisor**

The strategic planning effort focuses on several of the following vision areas:

- Future Water Portfolio in the 5-25 year time frame
- Community Relations and Culture, Inclusive Rebranding
- Deliberate collaboration with partner agencies
- The need to address the challenges of providing a balance of community programs and facilities with existing and future limitations
- Valuing District employees now and thoughtful planning for succession

**Consultant**  
**Brent H. Ives**  
*Managing Consultant*

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General Information

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**12** Parks, Recreation, &  
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**16** Solid Waste, Recycling, &  
Organics Disposal Compliance

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**26** Personnel Management

Maps/Tables

**28** Boundary Map

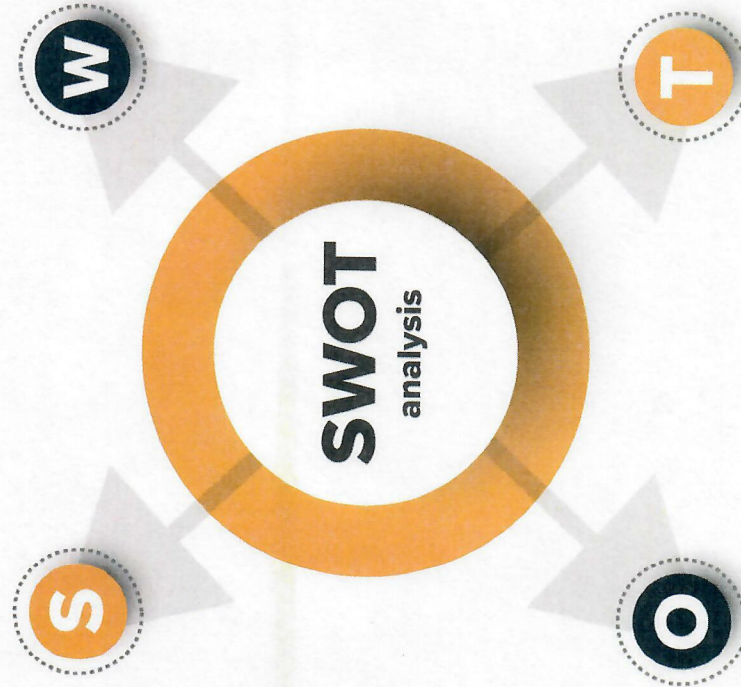
**29** Vision to Action Table

# S W O T

## STRENGTHS

- WATER INFRASTRUCTURE
- GREAT MANAGEMENT & EMPLOYEES
- OUR BALANCE SHEET
- OUR CHROMIUM-6 SOLUTION

## PPHCSD



## WEAKNESSES

- LACK OF EXISTING PARK SPACE
- AREAS WITH SUB-PAR FIRE FLOW
- COMMUNITY COMMUNICATIONS

## OPPORTUNITIES

- NEW SERVICE AREAS
- OPPORTUNITIES TO COMMUNICATE WITH PARTNERS

## THREATS

- STATE AND CHROMIUM 6 LIMITS
- UPCOMING WATER CONSERVATION REGULATIONS

# Plan Development

## Our Services: Water, Parks & Recreation, Solid Waste & Recycling, Street Lighting

BHI first gathered input from the employees of the District, then interviewed individual Board members to get their one-on-one perspectives. The senior management team also provided input to the preparatory steps of the process. The following items were discussed:

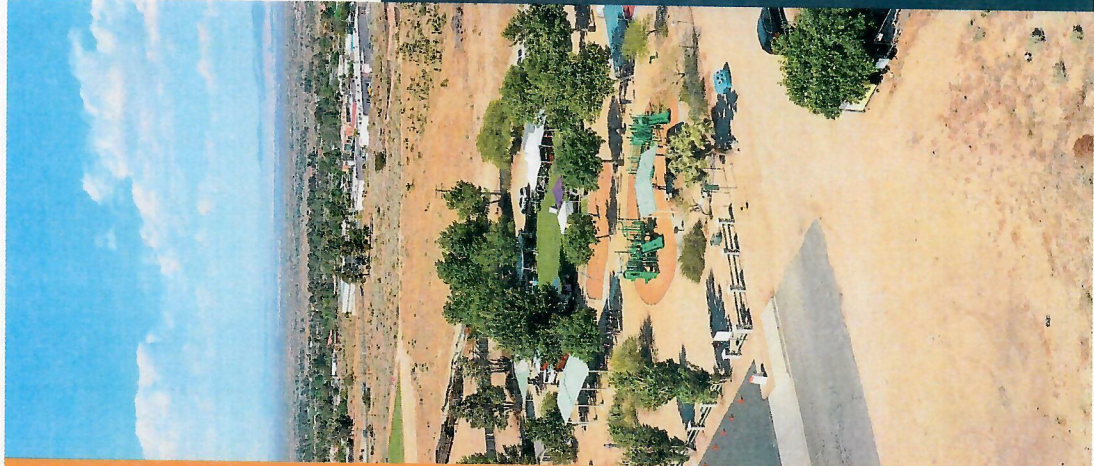
- Mission Statement
- District Strengths, Weaknesses, Opportunities, and Threats (SWOT)
- Important Future Projects

The Board supported this process as a way to allow all to participate in the foundation of the strategic plan. A public Board and key staff workshop was conducted to develop plan elements, and capture key areas to focus the plan. Each focus area was extensively discussed at this workshop to provide guidance to staff as they add more detail to the strategic plan.

Key staff worked with BHI to complete the list of strategic goals in support of the vision and focus areas. The plan was refined prior to the initial presentation to the Board so there was a clear understanding of what was being proposed, what components require Board support, and what options exist for the proposed actions. Upon final adjustments and refinements of the plan, it was brought back to the Board in a public meeting for review and approval.

# Mission

*“Our mission is to efficiently provide authorized services and maximize resources for the benefit of the community.”*



## Definitions

**Mission Statement:** A declaration of an organization’s purpose; why the organization exists. Ideally, all activities of the District should be in support of the mission statement.

**Vision Statement:** A statement that articulates where the organization would like to be over the term of the strategic plan. It should outline important aspects of the organization as described within the planning term. The visions should create strategies and tactics in order to be met.

**Strategic Focus Areas:** Areas seen as current and future challenges and opportunities for the District that when completed, will fulfill the Mission statement for the community.

**Strategic Goals:** Strategic actions that are specific and measurable activities or targets that address the strategic elements. Day-to-day action and projects which are not covered in detail in the strategic plan, will be designed so the strategic goals are accomplished.

# Plan Management

A key part of the strategic planning process is to conduct an annual review and adjustment of the plan. These reviews allow for maintenance of the plan so it will continually reflect the actual needs and progress of the District strategy. The reviews will be documented and followed up by a plan supplement or an updated plan. A five-year planning horizon will be maintained.

# Vision

In five years, the District would like to say:

- We have completed the Civic Center and Phelan Park expansion
- We continue to meet industry standards and maintain a healthy financial position through sound fiscal policies
- We have increased our proactive relations with both our private and public partnerships
- We remain on-track with the maintenance and replacement of our water infrastructure as necessary
- We have high employee retention and are successfully addressing employee succession
- We have optimized our means and methods of communicating with our community



# 1.0 Water Operations

**Objective:** Our objective is to operate and maintain a safe, reliable, secure, compliant, and superior quality production system that meets water demand requirements of the community.

**Strategy:** We will do this by keeping on-track with the repair and replacement of water delivery infrastructure, safeguarding current source reliability through strategic basin management, and seeking additional water sources as outlined in the District's Urban Water Management Plan, 10-Year Capital Improvement Plan, and Water Master Plan.

**Measurement:** We will know we have achieved the objective of this element by having a fully-operational water system that meets water demand and is compliant with all state and federal requirements.



## 1.1

### Chromium-6 Mitigation

Hexavalent Chromium (Chromium-6) mitigation is necessary to meet state requirements and ensure the District can provide clean and safe drinking water to its customers. District staff and the Board are working to mitigate Chromium-6 in a cost-effective manner ahead of the anticipated new state requirements. The District will know we have achieved this objective if our mitigation programs, while meeting regulations, do not significantly impair our production or significantly burden our customers. By utilizing a well profiling method of mitigation, the District will be under the anticipated state requirements. If the state requirements are more burdensome than expected, additional methods for mitigation may need to be implemented.

## 1.2

### Water Conservation

Water conservation plays a key role in ensuring source reliability. To comply with state requirements regarding unbilled water production (water loss), as well as user restrictions, the District will need to designate capital needed to reduce water loss and meet state restrictions. Water loss will need to be addressed by replacing aging infrastructure. Future District Metered Areas (DMAs) can help to identify the priority areas of the District that need to be replaced and where loss is occurring. Upcoming restrictions on customer indoor and outdoor water usage will become important as state conservation requirements begin to be implemented. Conservation may have significant costs associated with it as customer education and enforcement will be required.

# 1.3

## Water Resources

The District owns water production rights in two Mojave River basins. As part of the adjudication, the District is only allowed to produce a certain percentage of the water rights it owns; this is known as the District's free production allowance. With the knowledge that the District will face a significant ramp-down of the free production allowance within the next five to seven years it is critical to secure additional water rights, access to imported water (when necessary), and to budget and prepare for paying for a replacement water obligation.

# 1.4

## Water Production & Storage

The District is in the process of adding a new production well to the District's system and is working on a plan to add another new well in order to meet the needs of the District and provide increased production to meet future demand.

The District's ability to store water is also important. Storing water allows the District to provide water to customers during periods of high demand. Further, water storage allows the District to pump water during low demand and/or during times when it is less costly to use electricity. This water can then be utilized during high demand periods to ensure adequate supply and fire protection capability.

The District will add storage by constructing a new reservoir and enlarging current reservoirs, if possible, as outlined in the District's Water Master Plan.

# 1.5

## Meter Replacement Program

The District's meter replacement program is seen as one of the primary tools for managing the District's water resources efficiently and effectively. In 2020, the District began to replace meters with Sensus Advance Metering Infrastructure (AMI) meters focusing on over-lifespan, inaccurate, and failing meters, in addition to strategic area replacements. The program was completed in February 2024. The benefits of the meter replacement program are reduction of District-side water loss, customer-side water usage monitoring, and efficient customer service. Specific goals include:

- Increase customer utilization of the customer facing usage portal.
- Leverage Sensus Analytics at staff level to further reduce customer side loss.



# 1.6

## Emergency Preparedness

The District has an Emergency Response Plan and conducts annual training on the Plan. In order to better prepare for various emergencies, the District has developed the following goals:

- Develop Operations Plan
- Create a Continuity of Operations Plan
- Create a community emergency operations center in new civic building
- Comprehensive IT Assessment & Disaster Plan
- Identify all critical infrastructure vulnerability points and develop action plans for critical infrastructure
- Anticipate and prepare for supply chain disruptions by ensuring adequate inventory
- Update Emergency Response Plan to include a list of equipment and their locations, and identify local residents who could assist in emergencies, such as personnel for SCE or other water districts

# 1.7

## Complete Civic Center

The District is in the process of developing and constructing a civic center which will house the District's administrative offices, a Board room, a community emergency operations center, and a multi-purpose room. More than 95% of District operations support the water enterprise and therefore enterprise funds will be utilized to construct the majority of the civic center. In order to pay for construction, the District will utilize loans and will seek grant funding for portions of the building paid for by the enterprise fund.

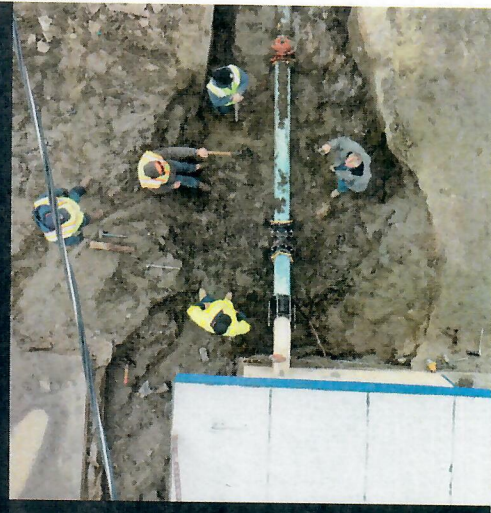
# 1.8

## Expand Sphere of Influence & District Boundary in El Mirage

On February 17, 2016, the District completed the annexation of District-owned parcels located in El Mirage and expanded the District's sphere of influence around those properties.

The District has a vested interest in the community of El Mirage by virtue of existing land ownership, infrastructure, water rights, and strategic partnerships. To ensure the District's interests are protected, and to prepare for potential future opportunities, the District is exploring the option to annex approximately 26,000 acres in El Mirage. This would have benefits to multiple District departments:

The annexation process can be lengthy and costly. A study will need to be prepared to ensure that this annexation is what is best for the District's existing residents and potential future residents. Additionally, the annexation process requires payment of fees to the Local Area Formation Commission.



Item # 10

Camera  
For  
Museum/Old Firehouse



# Invoice

DATE: AUGUST 27, 2024  
INVOICE #20240827C

C.M Installations  
P.O Box 881  
Wrightwood, CA 92397  
(949) 355-7874

TO:

Wrightwood Community Services District  
1275 State Hwy 2  
PO Box 218, Wrightwood, CA 92397  
(760) 249-3205

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
Christopher	Wrightwood, CA	N/A	N/A	N/A	50% Deposit	Due Upon Completion

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	CMIPFB2520W	H.265, Eyeball, 1/1.8"CMOS, 5MP(30FPS), 2.8-12mm, IR(30m), DWDR	\$289.00	\$289.00
2	CMIUBLOCOM5	5 GHz Loco MIMO, airMAX, Antenna, 15MR	\$179.00	\$358.00
2	CMICONDUIT	Conduit Labor/ Boxes/ Conduit Flex, Camera Poles	\$200.00	\$400.00
2	CMICAT6	CAT6 1000ft Cable	\$169.00	\$169.00
1	CMIGBS6P	6 port Gigabit POE switch	\$168.00	\$168.00
1	Labor	Camera Labor, Networking, Antenna Labor, Access Point Labor, Pole Labor	\$600.00	\$600.00
<b>SUBTOTAL</b>				\$1984.00
<b>SALES TAX</b>				\$0.00
<b>TOTAL</b>				<b>\$1984.00</b>

**Thank you for your business!**

Item # 11

# Outside Bathroom Lock Replacement



## **Bathroom Lock Replacement**

Sometime last Friday afternoon someone vandalized the outdoor bathroom lock and door handle to the point it can not be repaired.



# Item # 12

## Directors Comments





# Item # 13

Future Board Meeting  
Thursday  
September 12, 2024  
At 6:30 pm

