

Wrightwood Community
Services District
October 1, 2024
Regular
Board Meeting



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

Regular Meeting of the Board of Directors
Tuesday, October 1, 2024 – 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: September 3, 2024, Regular Board Meeting Minutes
7. August 2024 Financials: Discussion and Possible Action
8. General Manager's Report
9. Lions Club Variance: Breakfast with Santa/Craft Fair: Discussion and Possible Action
10. Public Safety: Discussion and Possible Action
11. Vision Plan: Discussion and Possible Action
12. Replacement of Museum Doors: Discussion and Possible Action
13. Directors Comments
14. Future Board Meeting: Tuesday, November 5, 2024, at 5:30 p.m.
15. 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

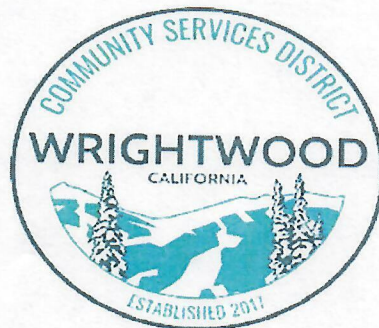
**Wrightwood Community
Services District**

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

Agency Reports



Item # 6

September 3, 2024 Regular Board Meeting Minutes



REGULAR BOARD MEETING

September 3, 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

Staff Present:

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

Call to Order: President Albers called the meeting to order at 5:34 pm

- 1. Pledge of Allegiance:** Lora Steinmann led the Pledge of Allegiance
- 2. Roll Call:** Director Claiborne is absent and Counsel Kennedy present via phone.
- 3. Agenda Approval:** Director Lopiccolo motioned to approve the agenda with Vice President Gerardo seconding the motion. All in favor, motion carries.
- 4. Public Comment:** Resident Lora Steinmann shared her concerns for the recent string of robberies to various town businesses and advocated for some form of police presence or substation for Wrightwood. She also shared her concern for the two groups of lawyers that suing local businesses for ADA compliance. Mike Troeger, owner of Mountain Hardware, spoke about the significant problems with the escalating retail thefts happening in town. He spoke about the burglaries to his business and the potential dangers to his staff and our community. He was able to confirm that individuals stealing from his store have also been identified in connection to thefts in Phelan. He also encouraged the Board to explore the potential for funding police presence in town and asked that this be added to next month's agenda for further discussion. Dotti Williams, resident, recommended that signs with age guidelines for playground equipment be added at the Children's Park. GM Keen pointed out that signs with age guidelines are posted. Kurt Watson, resident, shared his concerns for the recent increase in criminal activity and asked what the WCSD can do to address the problem. Vicky Rinek, resident, informed the audience that the City of Brentwood had a similar situation and ultimately hired armed security. She suggested requesting funding for armed security from the County Supervisor. Lynn Campbell, resident, expressed her concerns for the safety of the town. She questioned the use of taxpayer money and the lack of security services in Wrightwood. She proposed that the WCSD begin to explore hiring private security without an additional tax on residents.

5. **Agency Reports:** Commander Lutz, San Bernardino County Sheriff's Department – Victor Valley Station, encouraged everyone to register to vote and research the propositions regarding public safety on the upcoming November ballot. He informed the audience that complaints for noise must be substantiated by a citizen signing the complaint. Residents are instructed to inform the operator that they are willing to sign the complaint. Recording the noise on one's cell phone is also encouraged. Captain Lutz, spoke in depth about Sheriff Department and CHP staffing issues affecting public safety. The Sheriff's Department as a whole is short 400 officers and the corrections division is short 114 deputies. He spoke about Lady Be Aware, a firearms class geared toward women. Visit the SB County website for more information. Residents interested in forming a Citizen Patrol or Neighborhood Watch can contact SB County Sheriff's Public Information Officer Stacy Buchannon who can assist with setting up classes and trainings. Stacy can be reached at (760) 552-6800.
6. **Consent Calendar:** Director Lopiccolo motioned to approve the content calendars with Vice President Gerardo seconding the motion. All in favor, motion carries.
7. **General Manager's Report:** Grant funds for the outdoor restroom's renovations have been received and have been deposited into an interest-bearing savings account. Funds will be transferred to the checking account as needed to pay bills or subcontractors. There have been several meetings with various architects and engineers to troubleshoot septic issues and identify solutions to meet our needs. The topographic map should be completed in the coming days. Once the topographic map is received the bidding process for renovations can begin. CJ Porter with Supervisor Cook's Office invited GM Keen to an informal monthly networking meeting designed for CSD managers and Board members. The first meeting is scheduled for September 18th. CR&R General Manger Brandon McGill and WCSD staff will be meeting monthly to address resident concerns, education and outreach. The summer softball season has come to an end with The Master Batters winning the championship. Fall softball registration is now open with 12 teams registered. A new umpire has been hired. Adult dance fitness classes will return this fall on Monday evenings. Thank you to Nancy Kupka who found a dance instructor willing to teach various forms of dance for adults and teens. Mommy and Me classes will return with a new schedule, keep an eye on our website for more details. Kids dance classes will resume this fall. Etiquette classes for kids, teens and adults are in development and will soon be added to WCSD recreation programs. The September senior lunch will be Wednesday September 11th from 11am to 1pm. The theme is 'Wife Appreciation' and will feature an Italian menu. Fitness in the Forest, organized by the Lion's Club, happens every Monday morning at 10am in the Community Building. The Household Hazardous Waste event will take place on Saturday September 28th from 9am to 1pm in the County yard off Hwy 2. The Senior Follies variety show, directed by Lora Steinmann, is scheduled for September 28th and September 29th.
8. **June 2023 Financials:** No action taken.
9. **Vision Plan:** President Albers motioned to authorize WCSD staff to execute the strategic plan proposal with BHI Management Consulting. Director Lopiccolo seconded the motion. All in favor, motion carries.
10. **Camera For Museum:** President Albers requested a new quote that includes a Wi-Fi camera option to potentially avoid the cost of an antenna.

11. Outside Bathroom Lock Replacement: Vice President Gerardo motioned to approve the bathroom lock replacement. President Albers seconded the motion. All in favor, motion carries.

12. Directors Comments: Vice President Gerardo thanked everyone for coming and thanked Administrative Assistant Rovida for her work on the strategic plan. Vice President Gerardo and Director Lopiccolo would like to see 'Public safety' added to the agenda for next month's meeting. Director Lopiccolo thanked, staff, Counsel Kennedy, and the Board. President Albers thanked Director Lopiccolo and Administrative Assistant Rovida for their work on the strategic plan.

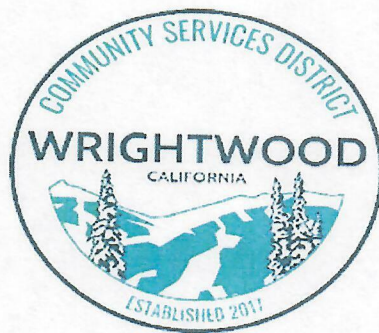
13. Future Board Meeting: Thursday, September 12, 2024 at 6:30pm.

14. Adjournment: President Albers adjourned the meeting at 7:01pm

Minutes Approved: _____ Date: _____
President Albers

Item # 7

August 2024 Financials



Aug-24 DISBURSEMENTS AND DEPOSITS					
Check Number	Amount	Disbursement Date	Cleared Date	Payee	Description
2679	\$29.00	4/1/2024	8/16/2024	Lora Steinmann	Rfd Deposit
2709	\$120.00	7/5/2024	8/7/2024	Hazel Hannon	Softball
2717	\$361.39	7/25/2024	8/5/2024	Waxie	Supplies
2719	\$170.17	7/25/2024	8/8/214	Mountain Hardware	Supplies
2720	\$4,875.00	7/25/2024	8/6/2024	Brunick, McEhany, Kennedy	Legal
2721	\$141.03	7/30/2024	8/19/2024	Diamond Environmental	Softball
2722	\$1,965.00	8/2/2024	8/8/2024	CM Installation	Cameras
2724	\$768.00	8/6/2024	8/8/2024	CM Installation	Cameras
2725	\$3,300.00	8/6/2024	8/12/2024	Foothill Surevyors	Topo/Bathroo
2726	\$885.00	8/6/2024	8/13/2024	Jarod Harden	Softball
2727	\$600.00	8/6/2024	8/12/2024	Hazel Hannon	Softball
2729	\$630.00	8/8/2024	8/16/2024	The Website Exchange	Website
2730	\$10,613.96	8/13/2024	8/23/2024	CR&R	Solid Waste
2732	\$250.00	8/14/2024	8/21/2024	Keen Plumbing	Mens Urinal
2736	\$225.00	8/20/2024	8/26/2024	April Gould	Dance
2737	\$2,535.21	8/20/2024	8/29/2024	SB County-Solid Waste	Solid Waste
2738	\$900.00	8/20/2024	8/24/2024	Eadie & Payne	Audit
2739	\$155.01	8/20/2024	8/28/2024	Vicky Rinek	Sr Lunch
2740	\$11,856.66	8/20/2024	8/21/2024	Wrightwood Veterans	Bricks
Debit	\$258.00	8/5/2024	8/5/2024	NASO	Umpire Ins
Auto Deduct	\$993.10	8/7/2024	8/7/2024	So CA Edison	Electric
Auto Deduct	\$502.73	8/7/2024	8/7/2024	Golden State Water	Water
Debit	\$48.35	8/6/2024	8/6/2024	Hasty Awards	Softball Medal
Auto Deduct	\$170.86	8/9/2024	8/9/2024	ADP	Payroll
Debit	\$58.14	8/9/2024	8/9/2024	Amazon	Garden Signs
Auto Deduct	\$33.00	8/13/2024	8/13/2024	Amazon	Toilet Paper
Auto Deduct	\$511.38	8/14/2024	8/14/2024	So CA Edison	Street Lights
Debit	\$215.48	8/19/2024	8/19/2024	Amazon	Supplies
Debit	\$26.98	8/20/2024	8/20/2024	Amazon	Warranty
Debit	\$323.24	8/21/2024	8/21/2024	Mills Hardware	Weed Wacker
Debit	\$28.27	8/21/2024	8/21/2024	Amazon	Supplies
Debit	\$251.20	8/21/2024	8/21/2024	Amazon	Supplies
Debit	\$109.33	8/22/2024	8/22/2024	Amazon	Supplies
Auto Deduct	\$170.06	8/23/2024	8/23/2024	ADP	Payroll
Debit	\$102.92	8/23/2024	8/23/2024	Amazon	Spic N Span
Auto Deduct	\$28.33	8/26/2024	8/26/2024	Truth Finder	Backgrd Check
Auto Deduct	\$31.41	8/27/2024	8/27/2024	So CA Gas	Museum Gas
Auto Deduct	\$368.48	8/27/2024	8/27/2024	Amazon	Chairs
Auto Deduct	\$18.31	8/28/2024	8/28/2024	Amazon	Supplies
Debit	\$548.68	8/28/2024	8/28/2024	Diamond Environmental	HHW Pots
Auto Deduct	\$149.02	8/30/2024	8/30/2024	Verizon	Phones
Auto Deduct	\$33.77	8/30/2024	8/30/2024	Amazon	Toilet Paper
TOTAL	\$45,361.47				

Payroll	
8/15 Payroll	\$4,907.21
8/15 Taxes	\$1,655.29
8/31 Payroll	\$5,029.70
8/31 Taxes	\$1,706.02
TOTAL	\$13,298.22

Deposits		
Date	Amount	Name
8/2/2024	\$648.50	Rents
8/9/2024	\$4,195.27	CR&R
8/9/2024	\$273.50	Rents
8/14/2024	\$174.00	Sr Donations
8/14/2024	\$57.50	Rents
8/20/2024	\$124.04	Ins Refund
8/23/2024	\$821.50	Rents
8/23/2024	\$13.30	Amazon
8/30/2024	\$17,336.11	CR&R
8/30/2024	\$992.38	Rent/Softball
TOTAL	\$24,636.10	

DEPOSITS AND DISBURSEMENTS FISCAL YEA 24/25					
Month	Beginning Balance	Deposit	Total Disburstmnts	Payroll	Gross
Jul-24	\$371,476.96	\$16,373.55	\$50,037.30	\$13,767.94	\$324,045.27
Aug-24	\$324,045.27	\$24,636.10	\$45,361.47	\$13,298.22	\$290,021.68
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	\$290,021.68				
Savings Account	\$162,563.42				
Reserve for Operations	\$110,532.63	102	85.75	66	Jul-24
Reserve for Capital	\$4,316.26	87	155	57.5	Aug-24
Reserve for Replacements	\$30,707.41			0	Sep-24
Total Estimate Revenue	\$631,172.51			0	Oct-24
				0	Nov-24
				0	Dec-24
				0	Jan-25
				0	Feb-25
				0	Mar-25
				32	Apr-25
				0	May-25
				0	Jun-25
Accounts Payable	Outstanding				
Total Estimated Expense	\$0.00				
Balance	\$631,172.51				

Wrightwood Community Services District

Profit and Loss

August 2024

	TOTAL
Income	
4000 Facility Rental	
4000.1 CC Parking Lot	342.38
4000.3 Old Firehouse / Museum	208.00
4000.7 Vivian Null Park Stage	324.50
4000.8 WW Community Bldg	451.00
Total 4000 Facility Rental	1,325.88
4200 Solid Waste Franchise Fee	21,531.38
4400 Parks and Recreation	
4400.2A Softball	450.00
4400.2E Dance Class	15.00
4400.2F Senior Activites	58.99
Total 4400 Parks and Recreation	523.99
Total Income	\$23,381.25
GROSS PROFIT	\$23,381.25
Expenses	
5090 Office Admin	
5090.2 Online Software	28.33
5090.4 Printing	162.68
5090.5 Supplies	26.93
Total 5090 Office Admin	217.94
5100 Payroll Expenses	
5100.1 Administrative Staff	3,720.00
5100.2 GM Salaries	5,598.70
5100.3 Park Maintenance	1,827.00
5100.5 Parks & Recreation Coordinator	1,207.50
Total 5100 Payroll Expenses	12,353.20
5110 Payroll Tax Expense	
5110.1 Federal Payroll Taxes	945.02
Total 5110 Payroll Tax Expense	945.02
5130 Professional Services	
5130.2 Audit	900.00
5130.4 Website Development	630.00
5130.5 Payroll Processing	340.12
Total 5130 Professional Services	1,870.12
5140 Rent & Lease	
5140.1 Porta Potty	548.68
Total 5140 Rent & Lease	548.68
5150 Repairs & Maintenance	
5150.1 Equipment	3,618.66
5150.2 Facility Maintenance	267.11

Wrightwood Community Services District

Profit and Loss

August 2024

	TOTAL
5150.3 Job Supplies	598.70
5150.4 Plumbing Repairs	250.00
5150.5 Property	11,856.66
5150.6 Septic Maintenance	3,300.00
Total 5150 Repairs & Maintenance	19,891.13
5180 Services	
5180.2 Sports League	
5180.2A Softball	2,000.37
5180.2D Other Park & Rec Expenses	292.82
5180.2F Dance	240.00
Total 5180.2 Sports League	2,533.19
Total 5180 Services	2,533.19
5190 Solid Waste Disposal Fees	12,763.21
5200 Taxes	
5200.1 County Taxes	187.00
Total 5200 Taxes	187.00
5210 Telephone	
5210.3 Office Phone	149.02
Total 5210 Telephone	149.02
5240 Utilities	
5240.1 Electric	
5240.1A Community Center	817.51
5240.1B Museum	123.32
5240.1C Street Lights	511.38
5240.1D Electrical Panel	52.27
Total 5240.1 Electric	1,504.48
5240.2 Gas	
5240.2A Community Center	31.41
Total 5240.2 Gas	31.41
5240.3 Trash	
5240.3A Community Center	385.96
Total 5240.3 Trash	385.96
5240.4 Water	
5240.4A Community Center	470.06
5240.4B Museum	32.67
Total 5240.4 Water	502.73
Total 5240 Utilities	2,424.58
Total Expenses	\$53,883.09
NET OPERATING INCOME	\$ -30,501.84

Wrightwood Community Services District

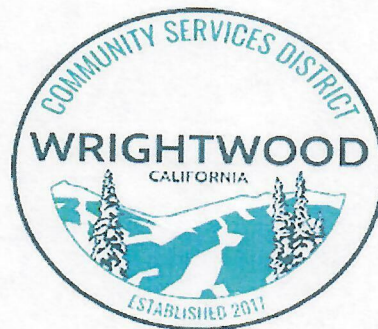
Profit and Loss

August 2024

	TOTAL
Other Income	
4600 Interest Income	1,062.71
4800 Dump Card Replacements	40.00
4925 Grant Funds - Bathrooms/San Bernardino County	324,500.00
Total Other Income	\$325,602.71
NET OTHER INCOME	\$325,602.71
NET INCOME	\$295,100.87

Item # 8

General Manager's Report



General Manager's Report

I would like to take this opportunity to once again thank all of the first responders and agencies for their hard work and dedication in saving our Village from the Bridge Fire. Hundreds of people from the Village joined together on Saturday Sept 21, for a celebration of our first responders and to show their appreciation to the brave men and women that fought so hard to save our town. There were food trucks, kids' activities and a raffle where the money raised will be donated to our local Fire Victims. The raffle raised \$5466.24 and as of now the Go Fund Me account has \$3980.00. The Go Fund Me account will be up until October 4th and we encourage you to make a donation to help the fire victims, no matter how small.

As to the bathroom project the elevation survey (topo) has been completed and sent to the architect for the next phase. I am hoping to have an architectural drawing to present to the Board at the next Board meeting. The septic system is currently being engineered and once completed we can start the RFP process.

Fall Adult softball had their first game on Sept 8th with 12 teams registered to play. The Adult Dance fitness classes have been scheduled to resume on Monday, October 14th at 6:00 p.m. at the Community Building. Fall Children's Dance will be begin on Saturday, October 19th at 9:30 a.m. in the Community Building. This months Sr. Lunch will be held on Wednesday, October 9th from 11:00 a.m. – 1:00 p.m. Come out and enjoy a pasta lunch prepared by a generous group of volunteers. Also, Life Stream will be at the

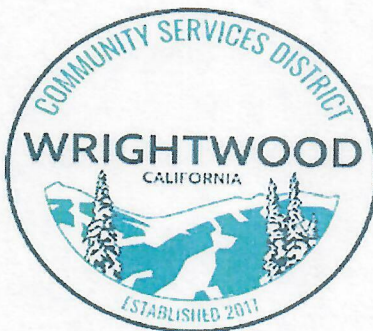
Community Building accepting blood donations on Saturday, October 26, 2024, from 1:00 p.m. to approx. 7:00 p.m.

I am also happy to announce that we will be hosting a mobile office for Senator Oacha-Bogh beginning in October on the third Thursday of every month from 10:00 a.m. to noon. Ariel Solis will be representing the Senator and is very eager to be of assistance to our town.

The new website is coming along nicely and should be up and running very soon.

Item # 9

Lions Club Variance Request



FACILITY RATE VARIANCE REQUEST

The Wrightwood Community Services District is prohibited by Article XVI, Section 6, of the California Constitution "to make any gift or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever." As a result, any reduction in the District's standard facility usage rates that may be granted must not constitute an unconditional gift of public funds.

At a minimum, this means that any request for such cost variance should be tied to a valid public purpose that benefits the District. Specifically, eligibility for a facility rate variance is limited to only those applicants that are engaging in uses related to the particular public duties and functions that the District is empowered to perform within its jurisdictional boundaries pursuant to Government Code Section 61000 et seq. as expressly authorized by the San Bernardino County Local Agency Formation Commission.

Organization Name:	Timberline Lions Club
Contact Person:	Jill Carlton Payne
Address:	PO Box 444 Wrightwood CA 92397
Phone Number:	909-708-7703
Email:	JillCarltonPayne@gmail.com
Request Submittal Date:	11/30/24

A request for Facility Rate Variance must directly provide a public benefit to the Wrightwood Community Services District to avoid being a Gift of Public Funds. Please describe in the 'Explanation' section below the following: (1) the connection between the cost reduction requested from the District and the corresponding benefit that would be received by the Public and (2) how such benefit falls within the scope of the District's authorized public purpose: street lighting, parks and recreation, solid waste and recycling, and wastewater.

Please feel free to attach any supporting material that you believe would be relevant. The Wrightwood Community Services District Board of Directors will discuss and act upon your request at their next Regular Public Board Meeting. Though not required, you may want to attend the Board meeting to answer questions.

Type of Event:	Scholarships / fundraiser
Dates to Be Considered:	AM Breakfast w/ SANTA / PM CRAFT FAIR CAN 10
Amount to Be Considered:	

Explanation: Timberline Lions of Wrightwood is a 501(c)(3) non-profit and part of Lions International, the largest volunteer service organization in the world. The Lions Club will conduct the breakfast with Santa in the community building on November 30th, 2024. The public is invited for a nominal donation, Santa will be present for children. This will be a great community event. Afternoon event will be craft event at local crafters. Any funds resulting from donations will go towards local scholarships and funding Camp Pines Diabetes Camp for families. This will be during Shop at Home Sat & a wonderful community event. Any financial variance will help the entire community.

Item # 10

Public Safety



Public Safety

With all of the break-ins and robberies in our town, it was requested by the community that Public Safety be agendized for the October meeting.

Item # 11

Vision Plan



Vision Plan

Director Lopiccolo will give an update at the meeting

Item # 12

Replacement
Of
Museum Door



Replacement of Museum Doors

The museum door is an old, warped, wooden door that needs replacement, not only for aesthetic reasons but for security as well. There is an approximate 1" gap along the door jam, making it easy to jimmy the lock open. The locks have been replaced but that is only a temporary fix. Due to our harsh winter weather, I recommend we replace the door with a metal door similar to the ones in the Community Bldg.

Invoice

DATE: August 30, 2024

INVOICE #20240830

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

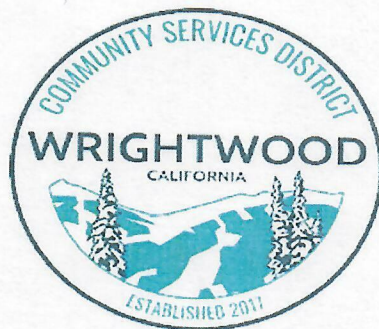
SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
Christopher	Wrightwood, CA	N/A	N/A	N/A	50% Deposit	Due Upon Completion

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	CMSINGLE:CD	Single Commercial Door (Galvanized steel), Paint, Hinges, Bolt lock, Exit Device, Heavy duty closer, 90min Fire Rating	1149.00	1149.00
1	CMLABOR	Labor	945.00	945.00
SUBTOTAL				\$2094.00
SALES TAX				\$0.00
TOTAL				\$2094.00

Thank you for your business!

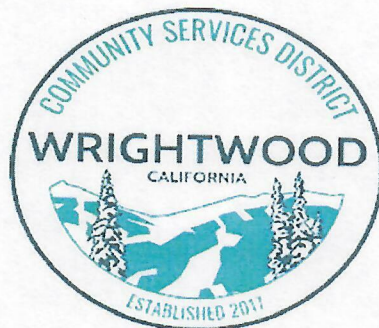
Item # 13

Directors Comments



Item # 14

Future Board Meeting
Tuesday, November 5, 2024
@ 5:30 p.m.



Item # 15

Adjournment

