Wrightwood Community
Services District
September 30, 2024
Special
Board Meeting



WRIGHTWOOD COMMUNITY SERVICES DISTRICT

P.O. Box 218 Wrightwood, CA 92397

Special Meeting of the Board of Directors Monday, September 30, 2024 – 5:00pm Wrightwood Community Building 1275 State Hwy 2 Wrightwood, CA 92397

Agenda

5:00 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. Resignation of Former Director Albers: Discussion and Possible Action
- 6. Candidate Interviews for Board Vacancy to Fill Remainder of Former Director Franklin's Term of Office: Discussion and Possible Action
- 7. Appointment to Fill Board Vacancy Resulting from Former Director Franklin's Resignation: Discussion and Possible Action
- 8. Directors Comments
- 9. Future Board Meeting Tuesday October 1, 2024 5:30pm

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 #5

Resignation of Former Director Albers



September 9, 2024

Tamie Keen General Manager Wrightwood Community Service District PO Box 1275 Wrightwood CA 92397

To Ms. Tamie Keen:

Kindly accept this letter as my voluntary resignation as a board member for the Wrightwood Community Service District effective September 9, 2024.

Best wishes,

Sadie E Albers

Tamie Keen

From:

Tamie Keen

Sent:

Monday, September 23, 2024 9:21 AM

To:

ROV Communications; candidatefiling@rov.sbcounty.gov; Alex Olvera

Subject:

Board Member resignation

Good morning,

Pursuant to California Government Code Sections 61042(c) and 1780(b), the purpose of this letter is to formally notify the San Bernardino County and Los Angeles County election officials that a vacancy exists on the Board of Directors of the Wrightwood Community Services District by virtue of the resignation of Sadie Albers effective September 9, 2024.

Please confirm receipt of this email.

If you have any questions, please feel free to reach out.

Thank you!



TAMIE KEEN GENERAL MANAGER

\$ 760.220.8378

www.wrightwoodcsd.org

gm@wrightwoodcsd.org

Item #6

Candidate Interviews for Board Vacancy



BRUNICK, MCELHANEY & KENNEDY

WILLIAM J. BRUNICK LELAND P. MCELHANEY STEVEN M. KENNEDY PROFESSIONAL LAW CORPORATION
1839 COMMERCENTER WEST
SAN BERNARDINO, CALIFORNIA 92408

TELEPHONE: (909) 889-8301 FAX: (909) 388-1889

MAILING ADDRESS:

POST OFFICE BOX 13130

SAN BERNARDINO, CALIFORNIA 92423-3130

August 16, 2024

TO:

Board of Directors

WRIGHTWOOD COMMUNITY SERVICES DISTRICT

FROM:

Steven M. Kennedy, General Counsel

RE:

Board Vacancy

The purpose of this memorandum is to provide the Board with information concerning the creation of a vacancy on the Board before the expiration of a director's term and the manner in which such a vacancy may be filled.

Under Government Code Section 1770(c), a director's seat becomes vacant upon his or her resignation from the Board prior to the expiration of the term of office. In this regard, Director Franklin notified the District in writing that he has resigned his position on the Board effective August 14, 2024. As a result, a vacancy on the Board currently exists.

Government Code Section 61042(c) provides the mechanism for filling vacancies on the Board and states that all such vacancies "shall be filled pursuant to Section 1780" of the Government Code. The text of Government Code Section 1780 is attached hereto.

In this regard, the District must first notify the county elections official of the vacancy no later than fifteen (15) days following either the date on which the Board is notified of the vacancy or the effective date of the vacancy, whichever is later. Government Code Section 1780(b). Therefore, the District should notify both the San Bernardino County and Los Angeles County Registrars of Voters of Director Franklin's resignation from the Board on or before August 29, 2024.

Pursuant to Government Code Section 1780(c), the remaining Board members of the District may fill the vacancy by either appointment or election. If the Board wishes to proceed by filling the vacancy by appointment, the District must post a notice of the vacancy at least fifteen (15) days before an appointment is made in at least three (3) conspicuous places within the District. The appointment to the vacancy must be made within sixty (60) days following the effective date of the vacancy. Government Code Section 1780(d)(1).

WCSD Board of Directors August 16, 2024 Page Two

In lieu of making an appointment, the Board may within sixty (60) days following the effective date of the vacancy call an election to fill the vacancy. Government Code Section 1780(e)(1). However, since any such election called by the Board to fill the vacancy must be held on the next established election date that is 130 or more days after the date that the Board calls the election [Government Code Section 1780(e)(2)], the Board would not be able add Director Franklin's seat to the next general district election scheduled to be held on November 5, 2024.

If the vacancy is not filled by the District either by appointment or by election in the manner discussed above, the San Bernardino County Board of Supervisors may fill the vacancy within ninety (90) days of the vacancy. Government Code Section 1780(f)(1).

With respect to the period of time in which any appointment to fill the vacancy shall be in effect, Government Code Sections 1780(d)(2) and (3) provide as follows:

- "(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.
- (3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office."

In this case, Director Franklin's term of office on the Board is set to expire following the general District election to be held in November of 2026. Thus, since the vacancy occurred in the first half of Director Franklin's term of office, but less than 130 days prior to the next general District election scheduled for November 5, 2024, any person appointed to fill that seat would hold office for the full balance of the remaining term of office expiring in December of 2026 pursuant to Government Code Section 1780(d)(3).

If the Board has any questions or comments regarding this information, please feel free to address them to me as appropriate.

Enclosure

cc: Tamie Keen, WCSD General Manager

- Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.
- The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.
- The remaining members of the district board may fill the vacancy either by appointment pursuant to the subdivision (d) or by calling an election pursuant to subdivision (e).
- (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after
- (2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term
- (3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance
- (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.
- (2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board
- (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the
- (2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Election Code that is 130 or more days after the date the city council or
- (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy. whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.
- (2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections code that is 130 or more days after the date the district board
- (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.
- (2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.
- (3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term
- (4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance
- (5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council



PUBLIC NOTICE

Board of Directors Appointment

The Wrightwood Community Services District ("WCSD") is currently seeking to fill a vacant seat on its Board of Directors for the remainder of a four year term expiring in December 2026. The special Board meeting originally scheduled and noticed for September 12, 2024, to interview and possibly appoint a new director to fill the vacancy has been rescheduled to **September 30, 2024, at 5:00 p.m.**, in the Community Building located at 1275 Hwy 2, Wrightwood, California. Those interested in applying and interviewing for possible appointment to the WCSD Board to serve the unexpired balance of the remaining term of office for the vacant seat must satisfy the requirements set forth below:

Requirements

Resume and Letter of Intent, to be presented at the time of interview.

Must reside within the WCSD district boundaries.

Must be registered to vote.

For questions or for more information please contact the WCSD office

760.249.3205 | office@wrightwoodcsd.org

Letter of Intent for Wrightwood Community Services District Board of Directors (CSD) Board Member Martha McFauls

Greetings, CSD Board of Directors:

I am writing this letter to inform you that I intend to apply for the open Director's position on the Wrightwood Community Services District Board of Directors (CSD). I recently read your advertisement that appeared on social media, via Instagram and Facebook, on August 22, 2024, and hope you find this application in good grace.

Community Services
District Board of
Directors
1275 Hwy 2,
Wrightwood, CA 92397

Obtained an Associates of Art Degree in Business / Accounting from East Los Angeles College in 1972, a Bachelors Degree in Registered Nursing from USC in 1974, and a Civil Engineering Technician Certification from Cal Poly Pomona in 1995.

My education, knowledge, and work experience lead me to believe that I have the necessary skills which make me a viable candidate for this position. I hope to utilize the skills I have acquired while serving as a Director on the Wrightwood Property Owners Board of Directors (WWPOA from 2022 to present), to make a positive contribution to the CSD Board and the Wrightwood Community.

Attached for your review is an updated copy of my resume. Please take your time to review the document to get an in-depth view of my experience.

Thank you for considering me for this position. If you have any questions, you may contact me at ______ or by email at

Regards,

Martha McFauls

Enclosure

Martha McFauls

PROFESSIONAL SUMMARY

Hardworking and energetic with a positive, upbeat nature and enthusiasm for improving the client/contractor experience. Highly personable professional with experience in office management; accounts receivable and payable; electronic records management; preparation and coordination of reports, building specifications, and blueprints for landfills, sewers, water reclamation plants, and power generation facilities; and staff training. Adaptable team-player with a flexible schedule. Work well independently to oversee assignments and always ready to go beyond basic assignments. Adaptive learner with good computer abilities.

EXPERIENCE

FROM 2019 – TO 2024 (SEASONAL WORK – WINTER MONTHS)
CASHIER - MOUNTAIN HIGH SKY RESORT, 24510 STATE HYW 2, WRIGHTWOOD, CA 92397, 760) 249-5808

Food service front-end cashier; backup bartender; and line-prep.

FROM 2017 - TO 2018

CASHIER – WINCO FOODS, 15350 ROY ROGERS DR., VICTORVILLE, CA 92393, 760) 243-3016

Checked groceries; assisted customers in locating products they were looking for; self-checkout; gathered go-backs, sorted them, and restocked on shelves; and filled at Customer Service Desk answering phones and providing quick checkout assistance.

FROM 1990 - TO 2012

CIVIL ENGINEERING TECHNICIAN – SANITATION DISTRICTS OF LA COUNTY, 1955 WORKMAN MILL RD., WHITTIER, CA 90607, 562) 699-7411

Prepared, coordinated, and maintained electronic records for project specifications and blueprints, with an internal team of Engineers, for construction and beautification of landfills; sewers; water reclamation plants; energy recovery facilities; and recycling facilities; sent out specifications and blueprints to prospective external Contractors for bids and proposals; and answered telephone calls regarding bids and proposals; and assisted with training of new personnel.

FROM 1974 TO 1989

TWO YEAR RN PROGRAM / HIRED FULL TIME IN 1976

Jail Ward; Emergency Room; Admitting; Burn Ward; Detoxification; Womens Hospital – OB/GYN; Childrens Hospital; Oncology Unit, IV's and Transfusions; Pulmonary Care Unit; Intensive Care Unit (ICU); Coronary Care Unit (CCU); Psychiatric Care Hospital; Ambulatory Care Unit; and Total Patient Care – EKG's, minimal X-rays, blood drawing, vital signs, administration of medications, and minor surgical assistant nurse.

EDUCATION

ASSOCIATES (AA) DEGREE (BUSINESS / ACCOUNTING) – EAST LA COMMUNITY COLLEGE 1301 AVENIDA CESAR CHAVEZ, MONTEREY PARK, CA 91754

BACHELORS DEGREE – REGISTERED NURSE – USC LAC/USC MEDICAL CENTER 1200 N STATE ST., LOS ANGELES, CA 90032

CIVIL ENGINEERING TECHNITION - CAL POLY PAMONA 3801 W TEMPLE AVE, POMONA, CA 91768

SKILLS

- Microsoft Word and Excel
- Diligence
- Problem Solving
- Non-Judgmental/Good Listener
- Multitasking

- Cashier / multi-phase
- Bartender (Backup)
- Customer Service Excellence
- Inventory
- Bi-Lingual Spanish

CERTIFICATIONS

Civil Engineering Technician; CPR and First-Aid Certification for Adults and Children; Minimal X-Ray Certification; Phlebotomist Certification; Food Handlers Certification; Alcoholic Beverage Controls (ABC) Alcohol Server Certification; State Certified Domestic Violence, and State Certified Human Trafficking Advocate for The Family Assistance Program.

VOLUNTEER WORK

- Wrightwood Village Trail: 2019 to Present
- Volunteers of the Angeles National Forest
 Service: 2022 to Present
- Adopt-A-Highway Program: May 2024 to Present
- California State Certified Domestic Violence Advocate – Family Assistance Program: 2015 to Present
- California State Certified Human Trafficking Advocated – Family Assistance Program:
 2015 to Present

REFERENCES

Mary Ballhorn – Friend for 42 years – Ed Tomassian – Former Co-Worker and friend for 26 years – Darryl Evey – Friend for 6 years – Ramona Evey – Friend for 6 years –

LETTER of INTENTION

RJ Benitz, PharmD

Natalie Lopiccoloir Board President Wrightwood Community Services District State Highway 2 P.O. Box 218 Wrightwood, California 92397

May 25, 2024 To Whom it may concern,

I, Ralph "RJ" Benitz, PharmD., read notice of opening with the Wrightwood Community Service District for an interim member of the Board of Director. It is my understanding that the conclusion of service will be in December 2026.

I have been a registered pharmacist since 1977. I have lived in Wrightwood since April 2021. It is my intention, barring the unforeseen, not to return to work as a pharmacist.

It is my intention to treat each resident of Wrightwood with equal attentiveness whether rich or poor.

It is my intention to treat each member of the Board with dignity and respect regardless of one's point of view.

It is my intention to exercise equal due diligence in all assignments.

Sincerely,

RJ Benitz, PharmD

Dr. RJ Benitz, PharmD

EXPERIENCE

Pharmacist

My professional career spans over 45 years working as a pharmacist in government facilities, retail and hospital settings.

- Brought forth empathy for patients while maintaining constant consideration for the perspective of prescribers, and business partners
- Maintain an eagerness to add to my knowledge and skill.
- Work well independently and in collaboration in solving problems.
- Organized and prioritized tasks to assure completion of assignments

Education

May 2015

Doctor of Pharmacy / PharmD Idaho State University, Pocatello, ID

May 1977

Bachelor of Science/ PharmBS University of Arizona, Tucson, Az

Skills

Dispensing Medications
Patient Counseling
Documentation skills

Patient and ancillary staff education

Cynthia Peters Fleury

September 2, 2024

Tamara Keen, General Manager Wrightwood Community Services District PO Box 218 Wrightwood, CA 92397

Re: Open Board Position via Appointment

Dear Mrs. Keen,

Please review my attached résumé. I am full time resident of Wrightwood and so excited to apply for the open Board position via Appointment. Kindly consider me for an interview with the governing panel for the open position. My desire and goal are to remain on the Board and continue my volunteering and service for the betterment of our Wrightwood Community. I do understand that after this term, the position will be on an elected basis.

As my résumé is reviewed, I shine as a viable experienced candidate who will bring much to the table of the current Board to clarify and continue The Mission and Vision as promoted by the Wrightwood Community Services District.

Please consider me for an interview with the governing panel for the open Board position.

Kindest Regards,

Cynthia P. Fleury

cpf/

CYNTHIA PETERS FLEURY

OBJECTIVE Desire to obtain Appointment for Wrightwood Community Services District Board Volunteer position.

SKILLS & ABILITIES | Analytical; ADA Compliance (Title 24) Knowledge; Detailed oriented; Diplomacy; Listening; Versatility; Multi-tasking; Absolute computer literacy (Programs: MSWord, Excel; Abacus, Word Star, Pyramid, Crysal Reports, Mainframes, POS, TimeSlips, Time Matters, MLS, SkySlopes); Word Processing (making forms, pamphlets etc.); Data base building and knowledge; Online savvy; Local, state, and federal government funds allocation and function knowledge; Resourceful; Risk management; Thinking "outside" the box; Able to work with varying ages and economic levels; Knowledge of agency, tort, employment, legislature, volunteering, and zoning laws; Understanding of cultural diversities; CNA training (SisuCare, Los Angeles, CA May 2021: CA Certificate 01199433), CPR and Basic First Aid (Current) [Dementia and Alzheimer's training].

EXPERIENCE VOLUNTEERING

VOLUNTEER: SENIOR CITIZEN MONTHLY LUNCHEON MAY 2024 - PRESENT

Wrightwood Community Services District: Community Building Duties: Planning and execution of the senior citizen luncheon re: organizing, food preparation, and serving; other duties as assigned.

BOARD TRUSTEE SINCE MAY 2024 - PRESENT BOARD MEMBER, SINCE FEB 2021

COMMUNITY UNITED METHODIST CHURCH WRIGHTWOOD, CA 92397

Responsible for accountability and allocation of church funds; project management regarding improvements made upon the church complex and building; review of associated bills; Assist Board regarding financial standing and CA State requirements and regulations for non-profit standing.

MEMBER AT LARGE

Valley Estates POA Board, Weldon, Kern County, CA 92383 OCT 2023 - PRESENT

Responsible for maintaining Board integrity, street/roadway maintenance, water tower regulations; assist owners with town, county, and land questions consistent with the By-Laws, Rules and Regulations, and Articles of Incorporation.

COMMUNITY EMERGENCY RESPONSE TEAM (CERT) NOV 2022 - PRESENT

Wrightwood, CA 92397

Duties: Monthly meetings; prepare and assist with current/possible disasters; Assist with local events; monitoring crowd control and safety; Other duties as assigned.

TREASURER, LAKESHORE CONDOS OWNERS' ASSOCIATION **SEPTEMBER 2017 – MAY 2021**

Responsible for accountability of HOA funds (Reserves, Working Capital; working with vendors; project management regarding improvements made upon the complex of 40 units; critical maintenance; deferred maintenance; billing; collection of HOA fees; reconciliation; banking procedures; QuickBooks program; Assist Board regarding financial standing and CA State requirements and regulations for non-profit standing; understanding and maintaining city, county, and state housing codes and standards in accordance with By-Laws, Rules and Regulations, and Articles of Incorporation.

Member: July 2020 - DEC 2022

Downey Chamber of Commerce, Downey, CA 90241

Duties: Assist with planning local events.

Member: JAN 2017 - 2019 (Glover)

Board Member at Large: May 2014 - DEC 2016

Wrightwood Chamber of Commerce, Wrightwood, CA 92397

Duties: Assist with planning local events.

EMPLOYMENT

PROPERTY MANAGEMENT: SELF-EMPLOYED Kern, Los Angeles, and San Bernardino Counties FEB 2014 - PRESENT

Responsible for maintaining and protecting profitability in owners' investment; working with rental contracts; assisting tenants regarding housing choices and affordability consistent with CA State laws regarding landlord/tenant relationships.

REAL ESTATE AGENT: LICENSE DRE01950646 EXCELLENCE REALTY, HD, VICTORVILLE, CA APRIL 24, 2022 - PRESENT BERKSHIRE HATHAWAY, HOME SERVICES, CERRITOS, CA

APRIL 16, 2014 – APRIL 22, 2022 (Glover)

Assist clients with home purchases, sales, and investment; Contract Law knowledge; Licensed with State of California: CalDRE 01950646

ADMINISTRATIVE ASSISTANT September 2015 - PRESENT

Densell L. Peters, Trustee

Marital Deduction Peters Family Trust, Downey, CA 90242

Duties: Accounting; Banking; Financial records; Working with vendors; Estate maintenance and management; Federal and State tax preparation; Real Estate evaluations: Commercial, residential, vacant land; Vehicle records maintenance; Other duties as assigned.

Additional Employment Records Upon Request

EDUCATION

SISUCARE CNA PROGRAM, LOS ANGELES, CA

Certificate of Completion 2021: CA Training Program, Los Angeles, CA 2021 Certificate 01199433

CERRITOS COMMUNITY COLLEGE, NORWALK, CA

Spring 2013 - Spring 2014: Certificate of Completion for Real Estate Sacramento, CA, Department of Real Estate: License: DRE01950646

MARYLAND UNIVERSITY, COLLEGE PARK, MD 1998 - 1999 BUSINESS ADMINISTRATION/ACCOUNTING I&II CERRITOS **COMMUNITY COLLEGE, NORWALK, CA** Summer 1980 - Spring 2013: Nursing Pre-requisites/Business Admin.

COMMUNICATION | Articulate; Diplomacy, Positive attitude; Superb concise writing skills; Win/win results.

LEADERSHIP

Restaurant Assistant Store Manager: Supervisor for Home Depot: Know your core people, work with them to fulfill their potential and value them. Acknowledge their accomplishments; Cultivate relationships; Knowledge of Chain of Command; Working team member; Assist where needed and facilitate the team flow.

REFERENCES

Ray Miranda, Retired, Previous HOA Board Secretary

Lakeshore Condos HOA Hemet, CA:

Linda Whitford, Treasurer

Community United Methodist Church, Wrightwood, CA

Judy Gutierrez, Treasurer Valley Estates POA,

Spencer Wax

Objectives

To obtain the position of Field Supervisor

Education

High School diploma (1990)

Attending Barstow Community College for a Business and Management Degree

Experience

United States Marine Corps (7/2/1990-11/10/2001

Team Leader/Platoon Sgt

Skills

- Served in the Marine Corps for 12 years, during which time I was promoted to the rank of Sergeant.
- Managed, trained, and mentored anywhere from ~ 32 Marines along with \$1M+ dollars in equipment and vehicles.
- Attended leadership schools and training (Squad leaders' course, Corporals leadership school, Scout Sniper School, Platoon Sgt course, Sergeant's course, Master Gunnery school, Scout Swimmer school, Recruiter School.)
- Deployed to Kuwait in 1998-1999 with 31st Marine Expeditionary Unit. Oversaw a Light Armor vehicle section as a section chief, and was responsible for the training and wellbeing of my Marines.
- Ran the S-4 logistics shop moving equipment and supplies.

Experience

Groundman (11/10/2001-7/1/2002)

IBEW local 175 Chattooga, Tn IBEW local 47 Riverside, Ca

Skills

- Performed all duties and tasks safely as I was being trained by Journeyman lineman and Foreman.
- Attended all schools and training required for my advancement.

Experience

Apprentice (7/2/2002-4/5/2006)

JATC Program Riverside, CA

Skills

- Performed all duties and tasks safely as I was being trained by senior Journeyman lineman and Foreman.
- Attended all schools and training required for my advancement in step and grade.
- Worked in multiple locations with various utilities to gain knowledge and experience. These locations are SCE, PG&E, SDG&E and SMUD.

Experience

Journeyman Lineman Outside Contractors (4/6/2006 to 4/5/2007)

Outside Contractors

Journeyman Lineman Southern California Edison (4/6/2007 to 7/6/2015)

Skills

- Perform work in a manner that ensures hazards, which could result in injury to employees and/or the
 - general public are identified, appropriately handled, and avoided
- Give multiple tailboard briefings before the start of each job, after each break, or if the scope of the job changed
- Ensure all completed tasks conform to G.O. 95, G.O. 128, Distribution Design Standards,
 Distribution
- Operations and Maintenance, Distribution Overhead Construction Standards, Distribution Underground Standards, Electrical Service Requirements
- During this time working as a Contractor, I had an opportunity to run crews as a Foreman with Wilson construction in San Diego with SDG&E.

- Work in multiple Districts within Southern California Edison and have knowledge of their systems.
- 11 years' experience as a Journeyman lineman; education, leadership, interpersonal and analytical skills directly related to the development and application of processes, procedures, and technology, associated with the design,
 - construction, maintenance, inspection and operation of Transmission and Distribution system.
- Upgrade foreman supervising Distribution lineman provide direction to various levels of union personnel for Distribution construction, maintaining a safe work environment, promoting teamwork
 - Operation and maintenance experience of the electrical distribution system
- Knowledge of safe work habits; ensuring proper use of tools and material, complying with the Accident

Prevention Manual, G.O. 95 and G.O. 128, including The Rules That Will Keep You Alive. Experience and knowledge of SCE company policies, procedures, traffic laws OSHA and environmental regulations and injury and illness prevention plan.

Recognized for safe work practices as a T&D Lineman.

Assisted the region as an Underground Distribution Inspector

Experience

Production Specialist (7/6/2015 to 9/28/2020)

Southern California Edison

Barstow, Ca

Skills

Responsible for organizing work, making sound decisions, and developing and implementing strategies to execute work on time and in the most productive and costefficient manner possible.

- Ensures optimal efficiency of large projects by visiting jobsite during construction to explore opportunities for improvement with foreman while integrating lessons learned and applying the most up-to-date construction processes, environmental and health regulations, and design and construction standards (including, but not limited to, distribution design standards, Electrical Service Requirements, Construction/Maintenance Standards and GO 95 and 128 regulations.)
- Responsible for organizing work for the district crew and for Contract crew we have working in our District.
- Assisting the Field supervisor in managing overtime and fatigue time on the crew so that the district will maintain crews for planned and emergency work.
- Assisted other departments to ensure that work orders are complete and the job can be completed in a timely and safe manner per Edison guide lines and rules.
- Assisted other Districts in this current position with their scheduling and planning of planned and emergency work.
- Performed the duties of Field Supervisor as needed. In this rule I managed the District and Contract crews on their planned and emergency work.
- Have managed and planned several large projects for the Military base of Fort Irwin. I have work closely with Government and Civilian personal with these projects to complete the projects in a timely and safe manner

Experience

Project General Supervisor (9/28/2020 to Present)

- Oversee timely restoration of power.
- Serve as a PGS Duty Supervisor.
- Ensure that all internal/external customer needs are met on time.
- Manage, facilitate, elevate (to RCM) customer concerns, as needed.
- Make sure contractors are responsible for having Qualified Electrical Worker (QEW's) for No Test
 Order's (NTO's) and Tap line Clearances.
- Ensure constructability reviews are completed for all assigned work tasks.
- Ensure all completed work adheres to SCE's construction standards, including G.O. 95 and G.O. 128 requirements.
- Utilize project management skills to ensure that large projects are executed effectively and efficiently.
- Support internal team efforts/initiatives (IMT, Standards Team, Grounding, Fall Protection, etc.)
- Assist with CPS and CSSA site inspections, as needed.
- Have knowledge of storm restoration policies and working procedures and be available to support storm role when called for inside/outside region and oversight of contractor/SCE crew(s). May be utilized as a Project Manager for storm restoration.
- Adhere to Garage at Home policy.
- Monitor contractor performance following permit instructions and environmental requirements. Act as company liaison between contractor and governing agencies.
- Validate material requests and act as liaison between Field Accounting Organization (FAO) and contractor material issues.
- Attend/complete required training in a timely manner.
- Prioritize, delegate, and escalate issues, as required.

Item # 7

Appointment to fill Board Vacancy



Oath of Office

STATE OF CALIFORNIA County of San Bernardino

I,, do solemnly sw the Constitution of the United States and the Const enemies, foreign and domestic; that I will bear true f United States and the Constitution of the State of 6 without any mental reservation or purpose of evasion the duties upon which I am about to enter.	Taith and allegiance to the Constitution of the California: that I take this obligation freely
	Signature of Director
Subscribed and sworn	before me this day of September, 2024
	Signature of Officer Administering Oath
	Title

Item #8

Directors Comments



Item # 9

Future Board Meeting
Tuesday
October 1, 2024
At 5:30 pm

