**NEWBERRY COMMUNITY SERVICES DISTRICT**

Established 1958

Draft Minutes of the August 22, 2023 Regular Meeting

After an invocation by President Unger the Meeting was called to order by President Unger at Time 6:06 PM- Pledge of Allegiance was led by Director Roberts

Roll Call: Director Deel, Director Matson, Director Roberts, Director Springer, Director Unger

Absent: None

1. Approval of Agenda

Motion to table item 4D to September Meeting by Director Roberts; 2nd by Director Unger.

Vote: Ayes 4 Directors Matson, Roberts, Springer, Unger

Noes 1 Director Deel

Director Springer moved to remove item K from agenda; 2nd by Director Roberts

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger

Noes 0

Unanimous

Director Springer moved to approve Agenda as amended: 2nd by Director Matson

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger

Noes 0

Unanimous

~~Motion to table item 4D to September; remove Item K from agenda and approve Agenda as amended by Director Springer and 2~~~~nd~~ ~~by Director Matson~~

~~Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger~~

~~Noes 0 Directors Deel, Matson, Roberts, Springer, Unger~~

~~Unanimous~~

1. Approval of Minutes
   1. Special Board Meeting Draft Minutes 6/30/2023 Adjournment time is 5:17pm
   2. Regular Board Meeting Draft Minutes 7/25/2023
   3. Special Board Meeting Draft Minutes 7/28/2023
   4. Special Board Meeting Draft Minutes 7/31/2023

Motion to approve four Draft Minutes as corrected was made by Director Roberts; 2nd by Director Matson

Vote: Ayes 4 Directors Deel, Matson, Roberts, Unger

Noes 1 Director Springer

1. Public Comments: *Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do* so *at this time. However, the Board* of *Directors may not take action on items that are not on the agenda. The public comment period may be limited to three* (3) *minutes per person. Any member may speak on any agenda item at the time the agenda item* is *discussed by the Board* of *Directors.*
2. General Public Address background noise during meetings; move Public Comments before minutes so public can comment; branch in Desert Garden dangerously low over walkway.
3. Community Reports-
4. *County Supervisor-Elaine Villareal-No Report*
5. *Sheriff Captain Ron Markegard-Report Given*
6. *CHP Sargent Carmichael-Report given*
7. Reports
8. General Manager – GM Vanek
9. Temporary CSD Administrator – Daphne Lanier
10. Fire Department - Chief Lanier
11. Financial Reports – Temporary CSD Administrator

Revenue for July 3rd Event, Chamber check received

1. Air Quality Monitors - Director Unger
2. Directors Comments (1 min.)

Director Deel: San Bernardino’s new Interim Chief Executive Officer is Luther Snoke. Gave brief introduction to Victorville’s Water Reclamation – One Water Project. Staff to post on NCSD website.

1. **Agenda Items- Discussion/Possible Action**
2. **Scoreboard Installation Discussion/Possible Action Directors Matson, & Unger**
   1. **Cover (canvas) for scoreboard – contact Lisa Stevens – Director Matson to call this week.**
   2. **Carrying case for scoreboard controls – Director Unger pointed to the case on the table.**
3. **Sign for Fitness Park, D**iscussion/Possible Action, Director Matson and Temp. CSD Admin Lanier – Update – still looking for contact. – Later in meeting GM Vanek found the contact in the GM’s cellphone.
4. **The Transformative Climate Communities Grant Report for the Newberry CSD Building and Park for Planning or Project Development Funds. Discussion/Possible Action: Directors Matson and Roberts Report from Committee**: *Application was turned in August 1st. Now waiting.*
5. **Revision of Policy 2300 “General Manager Job Description” Discussion/Possible Action Director Unger**

The Board will consider adding a required list of training classes to the General Manager Job Description. We had this discussion before about putting the training in the Job Description and agreed it was not the place for it. 2300.1.2 Discussion of removing “and the Board of Directors” on the 2nd line and 2 other changes in same paragraph. Item was tabled from July Regular Meeting

Tabled to September.

1. **Proposed Policy 2020 Vacations. Discussion/Possible Action Director Deel**

Proposed Policy for Vacations. Policy from the CSDA Manual have been included for reference. Added: 2020.2(c) “After ten years of service, the employee earns vacation time at the rate the employee is expected to work during a 3 week period. 12 hours per week = 36 hours vacation.” Item was tabled from July Regular Meeting

Motion by Director Roberts and 2nd by Director Springer to adopt Policy 2020 as presented.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger

Noes 0 Directors Deel, Matson, Roberts, Springer, Unger

Unanimous

1. **Policy to Institute the Using of Liaisons to Assist the GM,** Discussion/Possible Action, Director Deel

Communication or cooperation which facilitates a close relationship between people or organizations. Being a tiny CSD when we have special projects our staff may have a difficult time taking care of everything. We have been doing this for some time – Mike and Jack working on the park getting the scoreboard up and working for the kickball game; Robert helping with the Fire Department; my helping with financials and Policies etc., Margie advising regarding contracting. We work at the request of the GM and can only do what the GM gives us permission to do.

Park & Rec Liaison – Director Matson

Fire Department Liaison – Director Springer

Office/Financial Liaison – Director Deel

Street Lights & CSD Building Liaison – Director Roberts

Events – Director Unger

Policy #2310 to be written by Director Springer and presented at September Meeting.

1. Suggestion of putting a sign at the corner of National Trails and Newberry Road. CSD to check it out. Road Supervisor Bill Little put me in touch with Jeremy Johnson, person in charge of the road signs. He says to make a list with locations and send it to him. I am turning it in to the GM to organize.
2. **Policy to Provide Public Wi-Fi in the Community Center Building** Discussion/Possible Action, Director Unger

If the Board decides to have Public Wi-Fi, we need to include a policy to govern it.

GM to check out and return info regarding Building WiFi

1. **Policy stating what the Board does to written public comments. Discussion Only**

It was discussed; no consensus was arrived at.

1. **2023 Pistachio Festival Kickball Tournament Status – Discussion/Possible Action,** Director Unger Update by Director Matson: 6 teams confirmed; $500 1st Prize; $125 Sponsor Banner; need volunteers for Umpires
2. **Removed from Agenda**

**Break taken at 9:07PM**

**Returned to meeting at 9:15PM and went into Closed Session.**

1. **CLOSED SESSION *GOV. SEC. CODE* 54954.5(e)**

**Public Employee Performance Evaluation** - General Manager

Returned from Closed Session at 10:11pm

1. **Approve Bills Paid and Presented Discussion/Possible Action**

Director Springer moved to approve Bills Paid and Presented; 2nd by Director Roberts.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger

Noes 0

Unanimous

1. **Old and New Business**

* Agenda Preparation – Items received with no back-up should be “Discussion Only” – Director Deel
* Storage for Sports Equipment – Director Roberts
* MOU for Parking
* Update on Yard Service - GM

1. **Adjournment**

Motion to adjourn by Director Roberts; 2nd by Director Deel.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger

Noes 0

Unanimous

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| --- | --- |
| Director Unger, President | Director Deel, Vice-President and Interim Secretary |