

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Minutes
January 23, 2018

Call the meeting to order. 6:04 p.m.

Pledge of Allegiance

President Springer asked all present to rise, face the flag and recite the Pledge of Allegiance.

Roll Call.

Present:

President Springer
Vice President Deel
Director Shaw
Director Paulsen

Absent: Director Clark

Also Present : General Manager Le Hayes, Board Secretary Jodi Howard , District Treasurer, Kerri Zurcher, Fire Chief Miller , Field Rep. for Lovingood Bea Lint, members of the public.

1. Approval of the Agenda

Motion Director Deel approve as presented. Seconded Director Shaw

Vote: **Yes:** Director Deel, Director Paulsen, Director Springer

No: Director Shaw

Motion Passed

2. Public Comments:

a. General Public

*Karen Gray updated the Board and Community on the Strategic Planning Workshop- *handout is on the Newberrycsd.net website.*

*Ronnie Shaw thanked the Board and Staff for the Workshop.

*Wendy a student of BCC introduced herself and let the board no she was observing their meeting for her English class.

b. Community Reports

County Supervisor –Representative Bea Lint gave the District information on Free Tax Preparation for San Bernardino County Taxpayers

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<http://hs.sbcounty.gov/vita/fortaxFilers/Scheduleanappointmen/asp>
Sheriff Report attached Newberrycsd.net

3. Consent Items

c. Approval of Minutes

d. Bills Paid and Presented to be paid.

Motion Director Deel to approve consent items. Seconded Director Paulsen

Vote: Unanimous

Motion Passed

4. Matters Removed from Consent Items

5. Reports

A. General Manager

B. Staff

6. Agenda Items- Discussion/Possible Action

7. Old and New Business

Special meeting on Solar Project 1-30-18 @ 6p.m.

8. Adjournment: 7:07 p.m

Board Secretary

Board President

NEWBERRY COMMUNITY SERVICE DISTRICT

Established 1958

Special Meeting Board Minutes

January 30, 2018

Call the meeting to order. 6:05 p.m.

Pledge of Allegiance

President Springer asked all present to rise, face the flag and recite the Pledge of Allegiance.

Roll Call.

Present:

President Springer
Vice President Deel
Director Clark
Director Shaw
Director Paulsen

Absent:

Also Present : General Manager Le Hayes, Board Secretary Jodi Howard , Fire Chief Miller, Assistant Fire Chief Corey Rogers , Field Rep. for Lovingood Bea Lint and Policy Advisor to Lovingood Don Holland, members of the public.

1. Public Comments:

- a. **General Public** Bill Perry, Mona Doles, Wayne Snively, Jack, Kimberly Bennett, Ted Stimpfel, Margaret Graessle, Pam Barber, Bob Berkman
County Supervisor Lovingood Representative- Don Holland

Break: 7:05 p.m. Returned from Break: 7:22 p.m.

2. Agenda Items-

a. Solar Project- Discussion/Possible Action

Motion Director Shaw to have two Directors work with GM and Staff to draft a Letter of Opposition for President Springer to sign. Seconded Director Paulsen

Vote: **Yes-** Director Deel, Director Paulsen, Director Shaw, Director Springer

No: Director Clark

Motion Passed

**Special Meeting
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3. Adjournment: 8:00 p.m

Board Secretary

Board President

Newberry Community Services District
General Manager
Performance Review

Date _____

5 – Outstanding 4 – Excellent 3 – Satisfactory 2 – Needs Improvement 1 – Unsatisfactory

	Score
A. Board/Manager Relationship	
Provides sufficient staff reports and related agenda materials to allow for effective Board discussion/decision making. Provides information to Board members in a timely manner. Obtains and evaluates relevant information and implements or recommends appropriate solutions to problems.	
Displays a professional attitude/image that assures public confidence in management staff. Makes effort to be accessible and provides consistent and equal treatment to Board members.	
B. COMMUNITY RELATIONS	
Represents the District well in presentations to civic groups, media and the public and provides a positive, professional image. Develops cooperative working relationships with outside governmental agencies and other outside groups.	
Promotes community involvement in the District.	
Enhances community understanding of District's goals and objectives. Deals openly with conflict and District problems. Handles individual citizen's complaints well; creates a "satisfied customer".	
C. LEADERSHIP	
Assumes leadership in establishing the immediate and long-range objectives for the District.	
Makes use of sound administrative practices, understanding the distinction between leading and directing.	
Demonstrates original thinking, ingenuity, and creativity by introducing new strategies or courses of action. Coordinates activities between departments.	
Plans effectively and delegates responsibility and decision making appropriately. Supports innovative problem-solving by involving others in identifying and implementing better methods and procedures.	
Demonstrates collaborative leadership by engaging, developing and connecting with staff. Listens to and empowers staff to lead their areas of expertise. Leads by example – brings out the best in staff by setting high expectations.	

D. COMMUNICATION SKILLS	
Promotes and engages in two-way communication.	
Is accessible to Board members, staff and citizens. Is open and accepting of new ideas, suggestions and concerns.	
Writes clear and concise memos, letters, and reports which convey all relevant information using words and phrases appropriate to the audience.	
Clearly and concisely communicates ideas, information, problems, and questions using language appropriate to the listener.	
E. MANAGING FINANCIAL AND MATERIAL RESOURCES	
Identifies revenue enhancements and cost saving to ensure the District accomplishes important short-term and long-term goals.	
Demonstrates original thinking, ingenuity, and creativity by introducing strategies or courses of action.	
Plans, implements, and directs a comprehensive financial program for the District's long range and economic development.	
F. HUMAN RELATIONS SKILLS	
Consistently strives to be fair and consistent in working relationships, and shows respect for others. Shows appreciation for the contributions of staff.	
Is straight-forward in communications, and is capable of being firm when circumstances warrant. Uses criticism constructively and objectively, while demonstrating sensitively to the feelings of others.	
Follows up recommendations, concerns, or complaints as promptly as possible.	
G. OVERALL EVALUATION	
REMARKS/COMMENTS:	

Board President	General Manager
Date	

Newberry Community Services District

POLICY HANDBOOK

POLICY TITLE: Performance Evaluations - General Manager

POLICY NUMBER: 2175

2175.1 The General Manager of the District is retained and serves at the will of the Board of Directors. The Board of Directors shall review the performance of the General Manager after the initial six (6) months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

2175.1.1 After the initial review, these performance evaluations shall be done between January 1st and March 31st of each year or on another date mutually acceptable to the Board of Directors and the General Manager. The Board Secretary shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the General Manager.

2175.2 The performance evaluations should occur in closed session.

2175.2.1 To aid in its review of the General Manager, the Board of Directors shall use the ~~three~~ ~~(3)~~ ~~two~~ (2) page form titled "General Manager – Performance Review" which follows. The form will be completed prior to the formal performance review session. Directors shall ~~be encouraged~~ ~~to~~ prepare input on the form prior to the Board of Directors meeting.

2175.3 During the scheduled closed session(s), the Board should meet as a group with the General Manager to verbally discuss the components of the performance evaluation and received feedback from the General Manager relative to his/her assessment. If requested by the Board and/or the General Manager, the District's Legal Counsel may attend the evaluation session.

Following the meeting with the General Manager, the Board shall meet and determine an overall evaluation of the General Manager's performance for the past review period and provide written notification to the General Manager of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the General Manager and a copy kept in the General Manager's personnel file. The performance evaluation shall be kept confidential. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

2175.4 The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

Newberry Community Services District

POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

5020.1 – The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act. (Cal. Govt. Code, section 54950-54963) Any Director may call the General Manager and request any item to be placed on the agenda no later than ~~5:00 P.M. on the day~~ **two days** prior to the posting of the agenda for the next meeting date (per Section 5020.4).

5020.2 – Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 – The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

5020.2.2 – The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business". The public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

5020.2.3 – The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting. The Board President may also extend the time made available on any issue upon request of the speaker or any member of the Board.

5020.3 – This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not take action on such matters at that meeting.

5020.4 – At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

5020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.