

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Minutes
May 22, 2018

Call the meeting to order. 6:00 p.m.

Pledge of Allegiance

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

Roll Call.

Present:

Vice President Deel
Director Clark
Director Shaw
Director Paulsen

Absent: President Springer

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

1. Approval of the Agenda

Motion Director Shaw approve as presented and change 3b to 4a waive reading.

Seconded Director Paulsen

Vote: **Unanimous**

Motion Passed

2. Public Comments:

a. **General Public-** Ted Stimpfel –Requested the board release Kiewit funds again for solar.

*** Community Reports**

County Supervisor Lovingood Representative- Christian Guntert let us no he and Robert Lovingood attended Silver Valley High School Graduation yesterday. Going to have Rep. of Purple Air monitors get ahold of G.M. to put devices on buildings.

Sheriff – Sgt. Gilmore reported

3. Consent Items

c. Approval of Minutes

Director Shaw accept minutes as presented and waive reading.

Seconded Director Clark

Vote: Unanimous

Motion Passed

4. Matters Removed from Consent Items

a. Bills Paid and Presented for Approval

Motion Director Deel to approve the bills paid as presented. Seconded Director Paulsen.

Vote: Recuse and left room- Director Clark. **Yes-** Director Paulsen, Director Shaw, Director Deel

Motion Passed

5. Reports

A. General Manager- we had no internet in office for 2 weeks it is fixed now.

B. Staff- Fire Chief Miller gave the board his resignation letter for June 20, 2018.

6. Agenda Items- *Discussion/Possible Action*

a. Proposed Solar Farm: we have had preliminary discussion and votes about this matter in the past; let's try to bring this issue and our CSD involvement to a head. Discussion/Possible

Action. Motion Director Deel to have G.M. contact Mr. Mills and Experts pertaining to Solar Farm if they would help CSD and What Cost would be? Also have the G.M. and Board President ask the CSD Attorney if the District can use District funds hiring attorney to fight the solar farms?

Vote: Yes: Director Clark, Director Paulsen and Director Deel.

No: Director Shaw

Motion Passed

b. Conflict of Interest

Discussion

Board Min.
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7. Old and New Business- Budget For Approval
SCE presentation on ongoing projects for Aug. 28th CSD meeting

8. Adjournment: 7:27 p.m

Board Secretary

Board President

Newberry Springs Community Service District
Proposed FY 2018/19 Budget

5000.0 INCOME	2017/18 B	2017/18 A	2018/19 P	Notes
5001.0 Interest				
5001.1 Checking Interest	\$400.00	\$0.00	\$400.00	
5001.2 CD Interest	\$500.00	\$120.11	\$500.00	
5001.3 Savings Interest	\$40.00	\$0.00	\$40.00	
Interest Total	\$940.00	\$120.11	\$940.00	
5002.0 Rental Income				
5002.1 Building Rental	\$500.00	\$380.00	\$500.00	
5002.2 Equipment Rental	\$0.00	\$0.00	\$0.00	
Rental Income Total	\$500.00	\$380.00	\$500.00	
5003.0 Fire Department Income				
5003.1 FD, Burn Permits	\$2,400.00	\$1,708.00	\$2,400.00	
5003.2 FD, Response Charges	\$300.00	\$0.00	\$300.00	
5003.3 FD, Grant Income	\$14,000.00	\$0.00	\$0.00	
5003.4 FD, Donations	\$0.00	\$0.00	\$0.00	
Fire Department Income Total	\$16,700.00	\$1,708.00	\$2,700.00	
5004.0 Other Income				
5004.2 Purchase Card Rebate	\$340.00	\$473.22	\$340.00	
5004.3 Copies	\$20.00	\$0.00	\$20.00	
5004.4 Fireworks Donations	\$3,000.00	\$5,383.00	\$3,000.00	
5004.5 Misc. Income	\$0.00	\$9,099.00	\$0.00	
5004.6 General Reserve Fund Transfer	\$0.00	\$0.00	\$25,000.00	
5004.7 FD Reserve Fund Transfer	\$0.00	\$0.00	\$12,000.00	
Other Income Total	\$3,360.00	\$14,955.22	\$40,360.00	
5005.0 San Bernardino County Tax Share	\$210,000.00	\$209,599.02	\$210,000.00	
TOTAL	\$231,500.00	\$226,762.35	\$254,500.00	

EXPENSE TOTALS	2017/18 B	2017/18 A	2018/19 P	Notes
1000.0 Administration	\$83,000.00	\$41,733.76	\$81,500.00	
2000.0 Park and Recreation	\$50,000.00	\$33,132.75	\$72,700.00	
3000.0 Street Lights	\$6,000.00	\$4,561.60	\$6,000.00	
4000.0 Fire Department	\$91,000.00	\$59,422.52	\$94,300.00	
TOTAL	\$230,000.00	\$138,850.63	\$254,500.00	

4007.0 Firefighter Personnel Expenses						
4007.1 Fire Department Office Administrator	\$8,000.00	\$6,831.00	\$9,000.00	*Potential increase, per Board approval		
4007.4 Firefighter Appreciation	\$3,000.00	\$3,596.42	\$3,000.00			
4007.5 Firefighter Callout Stipend	\$8,000.00	\$3,856.00	\$6,000.00			
4007.6 Training Exp, Certification/Books/Tuition	\$5,000.00	\$466.40	\$5,000.00			
4007.8 Dept of Justice, Live Scan	\$300.00	\$358.00	\$300.00			
4007.10 Uniform Expense	\$400.00	\$0.00	\$400.00			
Personnel Sub-Total	\$24,700.00	\$15,107.82	\$23,700.00			
4008.0 Public Relations						
4008.1 Prevention	\$200.00	\$0.00	\$200.00			
Public Relations Sub-Total	\$200.00	\$0.00	\$200.00			
4009.0 Grant Expenses						
4009.1 Grant Expenses, Admin	\$200.00	\$195.00	\$200.00			
4009.2 Grant Expenses, Purchases	\$14,000.00	\$0.00	\$0.00	*Grant still pending		
Public Relations Sub-Total	\$200.00	\$195.00	\$200.00			
4010.0 Explorer's Expenses						
4010.1 Explorer's Expenses, Admin	\$0.00	\$295.00	\$1,000.00	*17/18 Funds pulled from 16/17 donation of \$500		
Explorer's Subtotal	\$0.00	\$295.00	\$1,000.00			
TOTAL	\$91,000.00	\$59,422.52	\$94,300.00			

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4000.0 FIRE DEPARTMENT		2017/18 B	2017/18 A	2018/19 P	Notes
4001.0	Apparatus Lease/Purchase	\$0.00	\$0.00	\$0.00	
4002.0	Capital Improvements				
4002.1	Station				
4002.2	Equipment	\$3,000.00	\$0.00	\$5,000.00	*Potential expansion for bunks, see 5004.7
4003.0	Capital Improvements Sub-Total	\$3,000.00	N/A	\$10,000.00	*Retrofit equipment for vehicle from County, see 5004.7
4003.1	Equipment Expense, Vehicle			\$15,000.00	
4003.1	Equip Exp, Vehicle, Fuel	\$5,500.00	\$2,863.37	\$4,000.00	
4003.2	Equip Exp, Vehicle, Maint/Repair	\$10,000.00	\$2,075.08	\$8,000.00	
4003.3	Equip Exp, Vehicle, SDRMA, Ins	\$5,000.00	\$5,717.79	\$6,000.00	
4004.0	Equipment Expense Sub-Total	\$20,500.00	\$10,656.24	\$18,000.00	
4004.1	Equip Exp, Non-Vehicle				
4004.1	Equip Exp, Non-Vehicle, Purchase	\$15,000.00	\$7,235.92	\$10,000.00	
4004.2	Equip Exp, Non-Vehicle, Maint/Repair	\$5,000.00	\$1,513.76	\$4,000.00	
4004.3	Equip Exp, Non-Vehicle, First Aid Supplies	\$2,000.00	\$2,103.92	\$2,000.00	
4004.4	Equip Exp, Non-Vehicle, Equip Fuel	\$300.00	\$179.27	\$300.00	
4005.0	Equipment Exp, N-V Sub-Total	\$22,300.00	\$11,032.87	\$16,300.00	
4005.1	Dispatching Expense				
4005.1	Equipment Purchase	\$1,000.00	\$6,673.68	\$0.00	*New radio tower install complete
4005.2	Equipment Maint/Repair	\$2,000.00	\$271.83	\$2,000.00	
4005.3	Cal Fire Dispatching	\$7,000.00	\$6,766.00	\$7,000.00	
4006.0	Dispatching Expense Sub-Total	\$10,000.00	\$13,711.51	\$9,000.00	
4006.0	Station Expenses				
4006.1	Phone/Internet Service	\$1,300.00	\$901.26	\$1,500.00	
4006.2	Station, Maint/Repair	\$3,000.00	\$2,102.75	\$3,000.00	
4006.3	Office Supplies	\$1,000.00	\$1,119.13	\$1,000.00	
4006.4	Pest Control	\$600.00	\$550.00	\$600.00	
4006.5	Subscriptions/Memberships	\$2,100.00	\$2,052.00	\$2,100.00	
4006.6	Station, Electric	\$2,000.00	\$1,710.44	\$2,300.00	
4006.7	Drinking Water	\$300.00	\$283.50	\$400.00	
4006.8	Trash Service	\$0.00	\$0.00	\$500.00	*2017/18 Added dumpster to station, being paid under 4006.2 now
	Station Expenses Sub-Total	\$10,300.00	\$8,719.08	\$10,900.00	

Newberry Springs Community Service District
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2000.0 PARK & RECREATION	2017/18 B	2017/18 A	2018/9 B	Notes
2001.0 Community Events				
2001.1 Community Events, Advertising	\$300.00	\$179.66	\$300.00	
2001.2 Community Events, Expenses	\$12,000.00	\$5,126.24	\$12,000.00	
Community Events Sub-Total	\$12,300.00	\$5,305.90	\$12,300.00	
2002.0 Community Center Expenses				
2002.1 Consumable Supplies	\$400.00	\$141.98	\$400.00	
2002.2 CSD Electric	\$3,000.00	\$3,096.19	\$4,000.00	
2002.3 CSD Propane	\$1,800.00	\$1,133.17	\$1,800.00	
2002.4 Contract Labor, Cleaning	\$3,600.00	\$3,600.00	\$4,200.00	
2002.5 Health Permits	\$1,100.00	\$960.00	\$1,100.00	
2002.6 CSD Building, Maint/Repair	\$3,500.00	\$3,392.96	\$3,500.00	
2002.7 Pest Control	\$700.00	\$550.00	\$700.00	
Community Center Sub-Total	\$14,100.00	\$12,874.30	\$15,700.00	
2003.0 Grounds Expenses				
2003.1 Contract Labor, Landscaping	\$4,800.00	\$4,800.00	\$4,800.00	
2003.2 Disposal Services	\$2,500.00	\$1,809.24	\$2,500.00	
2003.3 Maint/Repair, Equipment	\$2,000.00	\$0.00	\$2,000.00	
2003.4 Maint/Repair, Grounds	\$4,500.00	\$5,309.70	\$5,000.00	
2003.5 Maint/Repair, Well	\$3,000.00	\$1,616.22	\$3,000.00	
2003.6 Mojave Water Agency Fees	\$200.00	\$0.00	\$200.00	
2003.7 Park, Capital Improvements	\$0.00	\$0.00	\$25,000.00	See 5004.6, Reserve Funds to be used for park improvements
2003.8 Park, Electric	\$1,500.00	\$1,142.39	\$1,800.00	
2003.9 Water Testing	\$300.00	\$275.00	\$400.00	
1002.2 Parking Lot Lights	\$100.00	\$0.00	\$0.00	*Was meter for old office annex
Grounds Expenses Sub-Total	\$18,900.00	\$14,952.55	\$44,700.00	
TOTAL	\$45,300.00	\$33,132.75	\$72,700.00	

3000.0 STREET LIGHTS	2017/18 B	2017/18 A	2018/19 P	Notes
3001.0 Street Lights	\$6,000.00	\$4,561.60	\$6,000.00	

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1000.0 ADMINISTRATION	2017/18 B	2017/18 A	2018/19 P	Notes
1001.0 Advertising	\$500.00	\$0.00	\$ 300.00	
1003.0 Auditor	\$7,000.00	\$0.00	\$ 7,000.00	
1004.0 Bank Fees	\$100.00	\$116.37	\$ 100.00	
1005.0 Director Stipends	\$3,500.00	\$2,650.00	\$ 7,000.00	*In the event of a Stipend increase
1006.0 Education Expenses				
1006.1 Education, Tuition	\$3,000.00	\$580.00	\$ 2,500.00	
1006.2 Education, Books	\$200.00	\$0.00	\$ 200.00	
1006.3 Education, Lodging	\$2,500.00	\$0.00	\$ 2,000.00	
1006.4 Education, Mileage	\$300.00	\$0.00	\$ 300.00	
Education Sub-Total	\$6,000.00	\$580.00	\$ 5,000.00	
1007.0 Election Expenses	\$0.00	\$0.00	\$ 2,500.00	*Elections in Even Numbered Years, Based on Last Billed Amount
1008.0 LAFCO	\$100.00	\$204.48	\$ 300.00	
1009.0 Legal Expenses	\$5,000.00	\$0.00	\$ 4,000.00	
1010.0 Office Expenses				
1010.1 Office Supplies	\$1,500.00	\$603.25	\$ 1,500.00	
1010.2 Office Equipment, Maint/Repair	\$1,500.00	\$1,215.35	\$ 1,500.00	
1010.3 Office Equipment, Purchases	\$500.00	\$86.17	\$ 500.00	
1010.4 Postage/Shipping	\$300.00	\$374.61	\$ 500.00	
1010.5 Office Telephone	\$400.00	\$269.34	\$ 400.00	
1010.6 Subscriptions/Membership Fees	\$3,000.00	\$2,143.22	\$ 3,000.00	*QuickBooks Payroll Subscription, CSDA, Streamline Web Hosting
1010.7 Office Internet	\$1,100.00	\$565.25	\$ 1,300.00	*Est \$95x12 months
Office Expenses Sub-Total	\$8,300.00	\$5,257.19	\$ 8,700.00	
1012.0 Administrative Personnel Expenses				
1012.1 Salary, Board Secretary	\$1,600.00	\$1,666.42	\$ 2,000.00	*All Payroll Increases are potential, pending Board approval
1012.2 Salary, General Manager	\$10,500.00	\$9,819.59	\$ 12,000.00	
1012.3 Salary, Office Assistant	\$8,500.00	\$7,855.65	\$ 10,000.00	
1012.4 Salary, Treasurer	\$5,300.00	\$4,583.37	\$ 5,500.00	
1012.5 Payroll Taxes (Dist Contribution)	\$5,500.00	\$5,064.21	\$ 6,000.00	
1012.7 Dept of Justice-Live Scan	\$100.00	\$104.00	\$ 100.00	
1012.8 Workers Comp Insurance	\$8,500.00	\$481.00	\$ 7,000.00	
1012.9 Staff Mileage	\$500.00	\$17.93	\$ 300.00	
Admin Personnel Expenses Sub-Total	\$40,500.00	\$29,592.17	\$ 42,900.00	
1013.0 SDRMA Insurance, Liability/Bonding	\$3,700.00	\$3,333.55	\$ 3,700.00	
Administrative Total	\$74,700.00	\$41,733.76	\$ 81,500.00	