

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

A REGULAR MEETING OF THE BOARD OF DIRECTORS WILL BE HELD AT THE
NEWBERRY COMMUNITY CENTER
30884 NEWBERRY ROAD, NEWBERRY SPRINGS, CALIFORNIA ON

May 23, 2023, AT 6:00 P.M.

In compliance with the American with Disabilities Act and Government Code section 54954.2, if you need special assistance to participate in the District Meeting or other services offered by the District, please contact the District Office at 760- 257-3613. Normal office hours are Wednesday, Thursday and Friday noon until 4 p.m.

AGENDA

Call the meeting to order- by President Unger - Pledge of Allegiance

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

1. Approval of Agenda

2. Approval of Minutes

A. Regular Board Meeting 4/25/2023

B. Emergency Meeting 4/25/2023

C. Special Meeting 5/1/2023

D. Special Meeting 5/9/2023

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.*

a. *General Public*

b. *Community Reports-*

(1) County Supervisor-Elaine Villareal

(2) Sheriff Captain Ron Markegard

(3) CHP

3. Reports

A. General Manager – Chief Lanier - Fire Department Administrator has collected all CSD items and has all codes and keys secured. Thank you, Chief Lanier.

B. Fire Department Chief Lanier

C. Financial Reports – Chief Lanier

D. Air Quality Monitors Director Unger

4. **Agenda Items- Discussion/Possible Action**

A. Status of CSD Re-Staffing - Discussion/Possible Action, Proposed by Directors Unger

and Deel

Post GM vacancy on our Website, Facebook, email to everyone.

Director Deel's comments – I suggest we hire a GM/Treasurer and a District Secretary to run the office. (GM hires District Secretary). According to Code the GM can be the Treasurer too. Since many of the duties of the GM and Treasurer overlap this should work for quite some time. The Treasurer was working 5 hrs/week so between the GM and Secretary the data entry should be able to be done. Both will need to know QuickBooks or at least acquainted with computer bookkeeping. Stewarts does payroll and we enter their report into QuickBooks. Stewarts will train staff also and answer questions. If there is a project that needs to be done, the GM can bring someone in for the project. The job descriptions of GM, Secretary, and Treasurer are in the Support Documents.

We need:

- i. A deadline for the GM application - June 21, 2023?
- ii. Interviews at 6/27/2023 Regular Meeting Closed session 1st agenda item
- iii. A decision regarding GM also being Treasurer
- iv. A starting hourly pay - suggestion \$15.50-\$20.00 1st 3 months depending on experience.

B. Authorize Fire Department Admin to be paid for staffing the CSD office.

Discussion/Possible Action Proposed by Director Deel

We need:

- i. To authorize paying our Fire Department Administrator for working in the CSD office
- ii. Determine hourly wages

C. Newberry CSD and Chamber of Commerce Collaboration for July 3; Approve \$13,500 for Fireworks Discussion/Possible Action,

Report from Fire Chief and Chamber on progress

D. Approve Final Payment of \$14,835.31 for Exercise Equipment., Discussion/Possible Action, Check for payment 1st.

E. Sign for Fitness Park, Discussion/Possible Action, We need to order and erect the sign. Will a Director work with Fire Chief on this? Requirements for sign are in the office. Daggett has a sign and has given us a contact. The park and sign will then be inspected and final Grant payment made to NCSD.

F. Fire Department Refurbishment Update and Third District Board Discretionary Fund \$68,985 – Newberry CSD Discussion/Possible Action **Chief Lanier**

The contract was received in our office for us to check for correct information and due back on May 3rd. With all the confusion in our office I checked with Sbo County on May 4th to make

sure they had received the corrected contract. They had not. So after making the corrections and sending it to Director Unger for signature, it was sent to Sbo County on May 4th. These are funds for the electrical refurbishment of the Fire Department. We also corrected the W-9 form. The contract will go to the Board of Supervisors for approval and then payment will be made to NCSD.

G. Support the Transformative Climate Communities Program for the Newberry CSD Building and Park for Planning or Project Development Funds. Discussion/Possible Action : Report from Committee : *Application due in August* .

H. Scoreboard Installation Discussion/Possible Action Director Matson

2 bids received. Meeting needed with contractors to discuss their bid terms before negotiating a contract.

I. Revision of Policy 2300: Job Description - General Manager, Discussion/Possible Action, Proposed by Director Unger

Adds the requirement for a written monthly report.

J. Proposed Policy 2020· Vacations, Discussion/Possible Action, Proposed by Director Deel

K. Proposed Policy 2025 - Sick Leave, Discussion/Possible Action, Proposed by Director Deel

L. Proposed Policy 3122 - Hours of Work and Overtime, Discussion/Possible Action, Proposed by Director Deel See Labor Code for confirmation of changes. Policy is from CSDA Policy Manual.

M. Update Policy 5020 - Board Meeting Agenda, Discussion/Possible Action, Proposed by Director Deel

N. Status of Required Directors' Ethics Training as Required by California Law AB-1234. Discussion Only Proposed by Director Unger Check with each Director regarding course completion.

Directors Deel, Matson, Roberts, Springer, Unger

O. Status of Required Directors' Sexual Harassment Training as Required by California Laws AB=1825 and AB-1661. Discussion Only Proposed by Director Unger Check in with each Director regarding course completion.

Directors Deel, Matson, Roberts, Springer, Unger

P. Budget Review for FY 2023-24, Discussion/Possible Action

5. Approve Bills Paid and Presented Discussion/Possible Action

6. Old and New Business

7. Directors Comments (1 min.)

8. Closed Session

8.1 CONFERENCE WITH LEGAL COUNSEL
Potential/Threatened/Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b)

(One (1) Matter)

8.2 CONFERENCE WITH LEGAL COUNSEL
Potential/Threatened/Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section
54956.9(b)
Demand Letter/Tort Claim of Casey P. Jones

8.3 CONFERENCE WITH LEGAL COUNSEL Potential/Threatened/Anticipated
Litigation
Significant Exposure to Litigation Pursuant to Government Code Section
54956.9(b)
(One (1) Matter)


8.4 PUBLIC EMPLOYEE APPOINTMENT (If necessary)
Government Code section 54957
Title: Interim General Manager

8.5 CONFERENCE WITH LEGAL COUNSEL Potential/Threatened/Anticipated
Litigation
Significant Exposure to Litigation Pursuant to Government Code Section
54956.9(b)
Workers Comp Claim (One (1) Matter)

8.6 CONFERENCE WITH LEGAL COUNSEL Potential/Threatened/Anticipated
Litigation
Significant Exposure to Litigation Pursuant to Government Code Section
54956.9(b)
(One (1) Matter)

9. Report out from Closed Session

10. **Adjournment**

I, Daphne Lanier	
Print name	Signature
declare under penalty of perjury that I am a Board member or designated Staff member of the Newberry Community Services District and that I posted this agenda at least 72 hours prior to the meeting a District office Display Board and on the District's Website at www.NewberryCSD.net	