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December 29, 2016

Board of Directors  
Newberry Springs Community Services District  
P.O. Box 206  
Newberry Springs, CA 92365

Dear Directors:

I would like to be considered for appointment to the seat on the CSD Board left vacant by the resignation of Director Robert Vasseur.

Having attended many CSD meetings, I have high regard for the amount of work the Directors do in the service of the community, and the depth of their concern.

It took a few years of living here for me to become curious about how Newberry functions, who makes choices, where the property tax money goes, how the Volunteer Fire Department works. First, I attended a Property Owners meeting and soon became a member of the Board and then, for the past year, Acting President. The motto of the NSHPOA impressed me and continues to be part of my own creed: Let's pull together for the good of all. I am resigning from the Board in January.

My work with the Newberry Springs Economic Development Association (NSED) has been useful and educational for me, discovering how certain County offices function, including the Board of Supervisors, and what one needs to do to gain their attention and support. The future projects will benefit Newberry Springs' residents and businesses.

Working temporarily as the Yermo General Manager showed me how the CSD Board and the GM should function together on policies and projects. Problems with differences of opinion naturally arise, but with respect on all sides and a willingness to listen and discuss the issues without rancor, good solutions can be reached.

Thank you for considering me for the Board of Directors.



# NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Minutes  
December 13, 2016

Item 1      **Call the meeting to order. 6:01 p.m.**

**Roll Call.**

**Present:**

President Springer  
Vice President Deel  
Director Clark  
Director Shaw

**Absent:**      Director Vasseur

**Also Present :** General Manager Le Hayes, Board Secretary Jodi Howard , District Treasurer, Kerri Zurcher, Fire Chief Miller and members of the public.

**Pledge of Allegiance**

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

Item 2      **Review and Approval of the Agenda**

**Motion** Director Shaw to approve the agenda as presented, **Seconded** Director Deel. **Director Shaw amended motion Approve agenda as written and to modify Item 8 Director Resignation- Information only Seconded Director Clark. Vote: Unanimous**  
**Motion Passed**

Item 3      **Public Comments:**

Item 4      **Representatives from other agencies in attendance.**

Supervisor Lovingood's Field Representative Ron Frame spoke about the possibility of signs to be posted saying "No Off- Road Vehicles on County Maintained Roads" he will update us on this next month.

Item 5      **Approval of the Minutes for October 25, 2016**

**Motion** Director Shaw to approve minutes for October 25, 2016 and Accept Minutes for November 12, 2016 as presented Noting No Meeting for November. **Seconded** Director Deel. **Vote: Unanimous**  
**Motion Passed**

- Item 6      **Report's-**  
**A. Sheriff's-** Report attached in Supporting Documents under Meetings 12-13-16 Newberrycsd.net  
**B. General Manager-** Update on outside lights and cameras doing research.  
**C. Staff Reports-** Fire Department report attached in supporting Documents under Meetings 12-13-16 Newberrycsd.net  
**E. MWA/CP-** Community Plan Meeting January 25, 2016  
**F. CSD Luncheon-** No Report
- Item 7      **Pay bills and approve the bills already paid.**  
**Motion** Director Shaw authorize staff to pay bills and approve bills already paid for last 2 months. **Seconded** Clark Vote: **Unanimous**  
**Motion Passed**
- Item 8      **Formal Resignation Letter from Director Vasseur Effective Immediately Dated December 13, 2016.**
- Item 9      **Old and New Business**  
Director Shaw wants to fully discuss Gov. Code 1090
- Item 10     **Adjournment-** 6:34 p.m.

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Board Secretary

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Board President



# Newberry Community Services District

## POLICY HANDBOOK

POLICY TITLE: Job Description – General Manager  
POLICY NUMBER: 2300

**2300.1** Description. The General Manager is the Executive Officer of the District and for the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Directors, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

**2300.1.1** He/she attends all meetings of the District's Board and such other meetings as the Board specifies from time to time.

**2300.1.2** He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District. Compensation shall be set by the Board of Directors. He/she shall delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

**2300.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she shall encourage citizen participation in the affairs of the District.

**2300.1.4** He/she seeks to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the District, facilitating constructive and harmonious Board relations. He/she shall translate the goals and objectives of the Board to the community.

**2300.1.5** He/she shall manage the District budget, conducting studies, making oral and written presentations.

**2300.2** Required Qualifications. He/she shall have a minimum of five years of experience in an increasingly responsible public agency management position. He/she shall possess a valid California drivers license.

**2300.3** Desirable Qualifications: The ability to efficiently prepare annual budgets and long-term revenue/outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently.

Employee Name:
Date of Hire:
Date of Evaluation:

This form should be completed by each member of the governing body to evaluate the General Manager's performance in each of the areas noted below. Performance levels should be noted, based on the following scale:

1=Poor (rarely meets expectations)	4=Above average (generally exceeds performance expectations)
2=Below average (usually does not meet expectations)	5=Excellent (almost always exceeds expectations & performs at a high standard)
3=Satisfactory (meets performance expectations)	

Each member of the governing body should sign the form and forward completed evaluations to the CSD Board President or his designee.

**A. Board/Manager Relationship**

	5	4	3	2	1
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.					
Carries out the directives of the board as a whole rather than those of any one member of the board.					
Assists the governing body in establishing policy, while acknowledging the ultimate authority of the board.					
Information is disseminated equally and completely to members of the governing body.					

**B. Community Relations**

	5	4	3	2	1
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 as opportunity allows.					
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**

	5	4	3	2	1
Assumes leadership in establishing the immediate and long-range objectives for the District.					
Leads, directs and makes use of sound administrative practices. Delegates responsibility and decision making appropriately.					
Demonstrates original thinking, ingenuity, and creativity by introducing new strategies or courses of action.					
Plans effectively and supports innovative problem-solving by involving others.					

**D. Communication**

	5	4	3	2	1
Promotes and engages in two-way communication.					
Is accessible to Board Members, staff, and citizens.					
Communicates new ideas, suggestions, and concerns to the Board.					
Clearly and concisely communicates ideas, information, problems, and questions.					

**E. Managing Financial and Material Resources**

	5	4	3	2	1
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 new financial strategies or courses of action.					
Plans, implements, and directs a comprehensive financial program for the District's long-range economic development.					
Has a general understanding of technical issues affecting the District.					

**F. Human Relations**

	5	4	3	2	1
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 sensitivity to the feelings of others.					
Follows up recommendations, concerns, or complaints as promptly as possible.					

**G. Organization**

	5	4	3	2	1
Develops procedures in response to needs. Implements practices and monitoring results in support of Board policy. Anticipates changes in various situations and the ability to achieve goals despite these changes. Meets schedules (whether set by the General Manager or by others). Sets priorities, understands systems, practices time management, planning, and is committed to quality work.					
Develops staff through training, coaching, mentoring, and work assignment.					
Supports the actions of the governing body after a decision has been reached, both inside and outside the organization.					

**H. Annual Goals and Objectives**

	5	4	3	2	1
Does the General Manager coordinate, monitor, and prioritize individual projects to assure they are accomplished? Does the General Manager follow through to assure productivity?					

**I. Overall Evaluation**

Totals in each category					
Grand Total					
Average					

**Remarks/Comments:**

Multiple horizontal lines for handwritten remarks and comments.



Item # 11

Discussion and possible action on the Newberry CSD becoming the sponsoring organization for the Newberry Springs Food Distribution Program and appointing the existing committee to run the program. Also if approved, to direct Staff to write a resolution and Policy to incorporate the Food Distribution Program into the CSD activities.

The Food Distribution Program is run by a committee who organize volunteers and food delivery for Newberry Springs residents who need help feeding themselves and their families. The NSSA has been helping them. The CSD houses the refrigerators/freezers and the food. The distribution takes place at the CSD. The Food Distribution Program needs an organization to sponsor it in order to receive grants for freezers that will replace the old chest freezers now in use. This will save space and be more energy efficient. We have discussed this at prior meetings. A decision must be made.

Item # 12

Discussion and possible action on the Newberry CSD requesting LAFCO to move the Harvard area into the Newberry CSD sphere of influence.

The Harvard area is more in keeping with the Newberry Springs area. We have the same zip code and share a more rural life style. The San Bernardino County Land Use Services considers the Harvard area Newberry Springs. Statistics are kept by zip code thus it is difficult to gather statistics for Newberry Springs.