

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Minutes
September 18, 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 Clark
Director Paulsen
Director Shaw

Absent:

Also Present : Interim General Manager Jodi Howard ,District Treasurer Kerri Zurcher, Interim Fire Chief Lanier and members of the public.

1. Approval of the Agenda

Motion Director Paulsen to approve as written and move Item 3 a. & 3 b. to 4.
Seconded Director Shaw.

Vote: Unanimous

Motion Passed

2. Public Comments:

a. **General Public-** Mr.Vasseur invited all candidates to a Meet and Greet October 3, 2018 at 6 p.m. at Newberry CSD building.

b. **Community Reports-**
County Supervisor-

Sheriff –

3. Consent Items

a. Approval of Minutes

b. Bills Paid and Presented for Approval

Consent Items moved to 4.

4. Matters Removed from Consent Items

a. Approval of Minutes

Motion Director Shaw approve as presented with correction of pg. 2-3-4 to say Board Minutes. Seconded Director Paulsen.

Vote- **Unanimous**

Motion Passed

5. Reports

A. General Manager- Edison will be installing two streetlights on the CSD grounds 1- 2 months. Carmyn started working on the bench outside of community center building.

B. Staff- Kerri Zurcher gave update on the current budget.

6. Agenda Items- Discussion/Possible Action

a. How Do We Improve the Sound in the CSD Building?

Discussion/Possible Action- No action taken

b. Treasurer Recommendation for Funds Transfer per Reserve Policy.

Discussion/Possible Action

Tabled to Next Meeting

c. New Equipment for Park.

Discussion/Possible Action

Motion Director Paulsen replace wood chips and any broken swings/equipment. Seconded
Director Deel.

Vote- Unanimous

Motion Passed

7. Old and New Business- Policy 3030 Reserve Account

8. Adjournment- 7:45 p.m.

Board Secretary

Board President

Policy Title: General Fund and Surplus Reserve Policy
Policy Number: 3030

3030.1 General Fund
This policy establishes the level of reserves required to maintain financial stability for operating expenses for the District on a day-to-day basis.

3030.1A General Fund Operating Reserves
The minimum balance of General Fund Operating Reserves will be no less than 5 times the amount of the District's highest month of expenses for the previous Fiscal Year.

3030.1B Use of General Funds
General Funds can be used at any time to meet the needs of District operations.

3030.1C Procedure for Monitoring General Funds
District Treasurer to routinely review and reconcile General Fund account, assess balances and report to Board of Directors during General Meeting, as necessary. District Treasurer can make recommendations for transfers to accommodate for shortages, as necessary, however no action on transfers may be taken without Board approval.

3030.1D End of Fiscal Year Review
District Treasurer to make final recommendation no later than annual September General Meeting as to amount of Surplus Funds that can be distributed to Surplus Reserves and Fire Department Reserves based on end-of-year balances of previous Fiscal Year budget.

3030.2 Surplus Reserves
This policy established the procedure for maintaining and distributing District Surplus Funds to establish District's credit worthiness and adequately provide for:

- Funding Capital Improvements and Infrastructure Replacement
- Cash Flow Deficiencies
- Loss of Significant Revenue Sources, i.e. Property Tax Receipts
- Economic/Financial Hardships
- Local Disaster/Catastrophic Event

3030.2A Funding Surplus Funds Reserve Account
Surplus Funds Reserve Account to be funded by Board Approved transfer on recommendation from District Treasurer from General Fund Account within 90 days of end of Fiscal Year

3030.2B Withdrawing from Surplus Funds Reserve Account
Surplus Funds Reserve Account can be utilized through Board Approved transfer to General Fund Account to accommodate for the following conditions:

- Capital Expenditure
- General Fund Falling Below Required Limits as outlined in Policy 3030.1A
- Unexpected Legal Fees
- Emergency Expenditures

3030.3 Fire Department Surplus Reserves

This policy established the procedure for maintaining and distributing District Fire Department Surplus Funds to build reserves for Fire Department specific expenditures, including but not limited to:

- Station/Bunk House Capital Expenditures and Expansion
- Vehicle Purchase
- Emergency Vehicle Repairs
- Non-Budgeted Emergencies

3030.3A Funding Fire Department Surplus Funds Reserve Account

Fire Department Surplus Funds Reserve Account to be funded by Board Approved transfer on recommendation from District Treasurer from General Fund Account within 90 days of end of Fiscal Year based on end-of-year balance of previous year's Fire Department budget.

3030.3B Withdrawing from Fire Department Surplus Funds Reserve Account

Fire Department Surplus Funds Reserve Account can only be utilized through Board-Approved transfer to General Fund Account to accommodate for expenditures outside of the current year approved budget.

Approved 8-28-18

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Section 61100. (Amended by Stats. 2008, Ch. 70, Sec. 1.)

Cite as: Cal. Gov't. Code §61100.

Within its boundaries, a district may do any of the following:

- (a) Supply water for any beneficial uses, in the same manner as a municipal water district, formed pursuant to the Municipal Water District Law of 1911, Division 20 (commencing with Section 71000) of the Water Code. In the case of any conflict between that division and this division, the provisions of this division shall prevail.
- (b) Collect, treat, or dispose of sewage, wastewater, recycled water, and storm water, in the same manner as a sanitary district, formed pursuant to the Sanitary District Act of 1923, Division 6 (commencing with Section 6400) of the Health and Safety Code. In the case of any conflict between that division and this division, the provisions of this division shall prevail.
- (c) Collect, transfer, and dispose of solid waste, and provide solid waste handling services, including, but not limited to, source reduction, recycling, and composting activities, pursuant to Division 30 (commencing with Section 40000), and consistent with Section 41821.2 of the Public Resources Code.
- (d) Provide fire protection services, rescue services, hazardous material emergency response services, and ambulance services in the same manner as a fire protection district, formed pursuant to the Fire Protection District Law, Part 2.7 (commencing with Section 13800) of Division 12 of the Health and Safety Code.
- (e) Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space, in the same manner as a recreation and park district formed pursuant to the Recreation and Park District Law, Chapter 4 (commencing with Section 5780) of Division 5 of the Public Resources Code.
- (f) Organize, promote, conduct, and advertise programs of community recreation, in the same manner as a recreation and park district formed pursuant to the Recreation and Park District Law, Chapter 4 (commencing with Section 5780) of Division 5 of the Public Resources Code.
- (g) Acquire, construct, improve, maintain, and operate street lighting and landscaping on public property, public rights-of-way, and public easements.
- (h) Provide for the surveillance, prevention, abatement, and control of vectors and vectorborne diseases in the same manner as a mosquito abatement and vector control district formed pursuant to the Mosquito Abatement and Vector Control District Law, Chapter 1 (commencing with Section 2000) of Division 3 of the Health and Safety Code.
- (i) Provide police protection and law enforcement services by establishing and operating a police department that employs peace officers pursuant to Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code.
- (j) Provide security services, including, but not limited to, burglar and fire alarm services, to protect lives and property.

- (k) Provide library services, in the same manner as a library district formed pursuant to either Chapter 8 (commencing with Section 19400) or Chapter 9 (commencing with Section 19600) of Part 11 of the Education Code.
- (l) Acquire, construct, improve, and maintain streets, roads, rights-of-way, bridges, culverts, drains, curbs, gutters, sidewalks, and any incidental works. A district shall not acquire, construct, improve, or maintain any work owned by another public agency unless that other public agency gives its written consent.
- (m) Convert existing overhead electric and communications facilities, with the consent of the public agency or public utility that owns the facilities, to underground locations pursuant to Chapter 28 (commencing with Section 5896.1) of Part 3 of Division 7 of the Streets and Highways Code.
- (n) Provide emergency medical services pursuant to the Emergency Medical Services System and the Prehospital Emergency Medical Care Personnel Act, Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
- (o) Provide and maintain public airports and landing places for aerial traffic, in the same manner as an airport district formed pursuant to the California Airport District Act, Part 2 (commencing with Section 22001) of Division 9 of the Public Utilities Code.
- (p) Provide transportation services.
- (q) Abate graffiti.
- (r) Plan, design, construct, improve, maintain, and operate flood protection facilities. A district shall not plan, design, construct, improve, maintain, or operate flood protection facilities within the boundaries of another special district that provides those facilities unless the other special district gives its written consent. A district shall not plan, design, construct, improve, maintain, or operate flood protection facilities in unincorporated territory unless the board of supervisors gives its written consent. A district shall not plan, design, construct, improve, maintain, or operate flood protection facilities within a city unless the city council gives its written consent.
- (s) Acquire, construct, improve, maintain, and operate community facilities, including, but not limited to, community centers, libraries, theaters, museums, cultural facilities, and child care facilities.
- (t) Abate weeds and rubbish pursuant to Part 5 (commencing Section 14875) of the Health and Safety Code. For that purpose, the board of directors shall be deemed to be a "board of supervisors" and district employees shall be deemed to be the "persons" designated by Section 14890 of the Health and Safety Code.
- (u) Acquire, construct, improve, maintain, and operate hydroelectric power generating facilities and transmission lines, consistent with the district's water supply and wastewater operations. The power generated shall be used for district purposes, or sold to a public utility or another public agency that generates, uses, or sells electrical power. A district shall not acquire hydroelectric power generating facilities unless the facilities' owner agrees.
- (v) Acquire, construct, improve, maintain, and operate television translator facilities.
- (w) Remove snow from public streets, roads, easements, and rights-of-way. A district may remove snow from public streets, roads, easements, and rights-of-way owned by another public agency, only with the written consent of that other public agency.
- (x) Provide animal control services pursuant to Section 30501 of the Food and Agricultural Code. Whenever the term "board of supervisors," "county," "county clerk," or "animal control officer" is used in Division 14 (commencing with Section 30501) of the Food and Agricultural Code, those terms shall also be deemed to include the board of directors of a district, a district, the general manager of the district, or the animal control officer of a district, respectively. A district shall not provide animal control services in unincorporated territory unless the county board of supervisors gives its written consent. A district shall not provide animal control services within a city unless the city council gives its written consent.
- (y) Control, abate, and eradicate pests, in the same manner as a pest abatement district, formed pursuant to Chapter 8 (commencing with Section 2800) of Division 3 of the Health and Safety Code. A district's program to control, abate, or eradicate local pine bark beetle infestations shall be consistent with any required plan or program approved by the Department of Forestry and Fire Protection.

(z) Construct, maintain, and operate mailboxes on a district's property or rights-of-way.

(aa) Provide mail delivery service under contract to the United States Postal Service.

(ab) Own, operate, improve, and maintain cemeteries and provide interment services, in the same manner as a public cemetery district, formed pursuant to the Public Cemetery District Law, Part 4 (commencing with Section 9000) of Division 8 of the Health and Safety Code.

(ac) Finance the operations of area planning commissions formed pursuant to Section 65101.

(ad) Finance the operations of municipal advisory councils formed pursuant to Section 31010.

(ae) Acquire, own, improve, maintain, and operate land within or without the district for habitat mitigation or other environmental protection purposes to mitigate the effects of projects undertaken by the district.

(af) If a private person or entity is unable or unwilling to deploy broadband service, construct, own, improve, maintain, and operate broadband facilities and to provide broadband services. For purposes of this section, broadband has the same meaning as in subdivision (a) of Section 5830 of the Public Utilities Code. The district shall first make a reasonable effort to identify a private person or entity willing to deploy service. The authority granted by this subdivision shall expire when a private person or entity is ready, willing, and able to acquire, construct, improve, maintain, and operate broadband facilities and to provide broadband services, and to sell those services at a comparable cost and quality of service as provided by the district. At that time, the district shall do one of the following:

(1) Diligently transfer its title, ownership, maintenance, control, and operation of those broadband facilities and services at a fair market value to that private person or entity.

(2) Lease the operation of those broadband facilities at a fair market value to that private person or entity.

IRM E.

Newberry Community Services District

Jodi Howard

Office Admin Board Secretary

Providing
Fire - Park & Rec - Street Lights

NewberryCSD.net
Newberrycsd@gmail.com

Office: 760-257-3613
Cell: 951-515-5659



OF ORDER OR QUOTE

Y RD. • VICTORVILLE, CA 92392

760) 955-9551

CARPET • VINYL • WOOD • CERAMIC TILE

SOLD TO NEWBERRY COMMUNITY SERVICES	DATE 09-17-18	INVOICE #
ADDRESS 30884 NEWBERRY RD	HOME PHONE 760-257-3613	
CITY NEWBERRY SPRINGS	BUSINESS PHONE	

SALESMAN	MEASURE DATE	INSTALLATION DATE	INSTALLER	TERMS
CHARLES				

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
3480	CORTEC PRO PLUS Duxbury OAK		
1	END MOLDINGS		
2	VINYL REDUCERS		
69LF	VINYL COVER		
23LF	QUARTER ROUND		
	WITH FURNITURE MOVING		

SPECIAL INSTRUCTIONS:

TOTAL	3055.00
DEPOSIT	0
BALANCE	3055

ACCEPTANCE: I hereby accept the above material/labor and terms of payment as specified above. I authorize work to commence on the above

CUSTOMER SIGNATURE _____ DATE _____

CERTIFICATION: This is to certify that the above described work has been completed to the satisfaction of the customer.

LYON'S

FLOOR COVERING & BLINDS
Family Owned & Operated

Mailing Address
15922 Bear Valley Rd
Victorville, CA 92395
P:760-957-8729 F:760-308-9673
lyonsfc@verizon.net

Estimate / Contract
Date 9/7/2018
Estimate # 665

BILL TO
Newberry Springs CSD 30884 Newberry Rd Newberry Springs Ca. 92365

SHIP TO
Newberry Springs CSD 30884 Newberry Rd Newberry Springs, CA 92365 951-515-5659 Judy

Item	Description	Qty	Price	Total
Waterproof F...	Supply and install new waterproof flooring from Engage Genesis 12mil color Hampton in Kitchen area. Price includes demo of two layers existing commercial vinyl, materials, 4inch top set base and all labor		4,094.00	4,094.00
Note	If we are responsible for disconnecting plumbing and hooking back up the two sinks and stove there will be an additional charge of \$450		0.00	0.00
			Total	\$4,094.00

CUSTOMER READ BEFORE SIGNING: Buyer understands that there may be a dye-lot variation from sample. Seller is not responsible for chips, dents, or condition of existing moldings, doors, jams or fixtures. Rooms must be clear of obstacles at time of installation. Seller is not responsible for cutting doors. Seller is not responsible for customer measurements. Seller is not responsible for manufacture or shipper delays. Unforeseen structural problems upon installation may change the amount due on this invoice.

Please submit checks to
15922 Bear Valley Rd
Victorville, CA 92395

Signature _____ Date _____
BUYER

Signature _____ Date _____
SELLER