**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

December 19, 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- - Pledge of Allegiance

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

Also Present: General Manager Vanek; Fire Chief Lanier; Assistant Fire Chief Rogers Captain Markegard, and members of the Public.

1. **Approval of Agenda**
2. **Approval of Minutes**
	1. Regular Board Meeting Draft Minutes 9/26/2023 & 11/28/2023
3. **Swearing in of District Secretary**
4. **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. (Comments will be included in the Supporting Documents if written Reports are submitted to the GM or Acting Secretary by meeting time).*
5. General Public
6. Community Reports- County Supervisor Rowe-Elaine Villareal, Representative*-(Report is In Supporting Documents)*
7. Sheriff Captain Ron Markegard-
8. CHP Sargent Carmichael-
9. **Reports***(to be included in the Minutes written Reports must be submitted to GM or Secretary)*
10. General Manager – GM Vanek
11. Fire Department - Chief Lanier
12. Financial Reports – GM/Treasurer Vanek - *Balance Sheet, Budget vs Actuals*
13. Air Quality Monitors - Director Unger
14. Directors Comments (1 min.)
15. **Agenda Items- Discussion/Possible Action**
16. **Policy 5010.5 Annual Organizational Meeting.** The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President and a Vice President from among its members to serve during the coming calendar year.
	* 1. President – Nominations:
		2. Vice President – Nominations:
17. **2012-2013 Grand Jury Report – Discussion and Possible Action – Director Unger**

We will review where the District stands regarding implementation of the recommendations of the 2012 Grand Jury Report, including the status of the review of the adequacy of the District’s accounting procedures as performed by the Eide Bailly accounting firm.

1. **Revision of Policy 3080 Purchasing, Discussion/Possible Action; Director Springer**

Updating Policy 3080 to require reason for purchase, signatures and dates to complete the approval. To include additional consideration for Fire Chief Spending, Director Springer is to include additional revisions.

Discussion – Consensus for Staff to revise and create forms showing Approval or denial with signatures, dates, description, line item #. With invoices, receipts, emails etc.

1. **Revision of Policy 3040 Expense Authorization; Discussion/Possible Action; Director Springer**

Updating Policy 3040 to require reason for purchase, signatures and dates to complete the approval. Board decided to revisit this at November’s Meeting. Director Springer to revise. No Vote taken.

Discussion – Consensus for Staff to revise and create forms showing Approval or denial with signatures, dates, description, line item #. With invoices, receipts, emails etc.

1. **Update Policy on Sick Leave; Discussion/Possible Action; Director Deel**

California changed the required days/hours of sick leave.

Link for full law: <https://www.dir.ca.gov/dlse/Paid_Sick_Leave.htm>

1. **Revision of Policy 3090 Records Retention; Discussion/Possible Action**; **Director Deel**

Last Revised April 22, 2014. The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

Board voted to have the NCSD Policy 3090 updated with CSDA Policy 2145 on the December Agenda.

1. **Scoreboard Cover & Solar Update, Discussion/Possible Action, Director Matson**
2. **Solar Projects Inquiry to Supervisor Rowe; Discussion/Possible Action, Director Unger**

Following up from October Board letter regarding permitting of solar field zoning within and between Newberry homes; should the CSD (2 Directors) schedule a meeting with the Supervisor? At the 11/28/23 meeting after discussion, Board directed Staff to send the letter to Supv. Rowe’s assistant. Any response?

1. **To Facilitate the Purchase of a Fire Engine and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ an Appeal to Community and Others for Donations Submitted by Director Deel and Fire Chief Lanier; Discussion and Possible Action**
2. Establish an account with Silver Valley Fire Alliance (501c3) to receive donations.
3. If General Fund allows; Move ½ $ from the General Fund Fire Engine sub account to FD Reserve sub-account to accrue interest. Deposit all donations to this sub-account.
4. If funds from Prop 172 are available from San Bernardino County, deposit them to the Reserve sub-account. Question of possible funding has been sent to Supervisor Rowe’s Rep.
5. **Fire Dept. Administrator to Return to Normal Duties; Submitted by Director Matson for Discussion and Possible Action**

The Board wishes to thank the Fire Department Administrator for her service as Temporary Office Assistant since May of 2023. The Board now authorizes and directs that the Temporary Office Assistant function be terminated and that the Fire Department Administrator return to her normal duties at the Fire Department on the same work schedule as existed before May 2023.

1. **Dedication of Ballpark;** **Submitted by Director Roberts; Discussion and Possible Action**
2. [**Senate Bill 553 (Cortese)**](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB553)**: Employers must adopt a workplace violence prevention plan and maintain a violent incident log**

This bill requires all employers to adopt a comprehensive prevention plan with specific requirements for the procedures that employees should follow to prevent, avoid, respond to, and report incidents of workplace violence.

1. **Approve Bills Paid and Presented; Discussion/Possible Action; GM/Treasurer Vanek**
2. **Old and New Business**
3. **Adjournment**

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| I, Paula Deel |  |
| 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 this agenda was posted at least 72 hours prior to the meeting on a District office Display Board and on the District's Website at [www.NewberryCSD.net](http://www.NewberryCSD.net). |