

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

Draft Minutes of the Regular Board Meeting on March 25, 2025, at 6:00 P.M.

After an invocation by **Director Deel**, the meeting was called to order at **6:08 P.M by President Deel**. Pledge of Allegiance was led by Director Roberts.

Directors present were: Director Deel, Director Matson, Director Roberts, Director Springer, Director Unger

Also present were: General Manager Vanek, District Secretary Hall, Fire Chief Lanier and members of the public.

1. Approval of Agenda

Motion by Director Roberts and 2nd by Director Matson to approve Agenda with corrections.

- Table Item 2: Draft Minutes of February 25, 2025 until April 2025 Board Meeting
- Item 5E for the New Property Development. Description should read “Even though we may not start actual building for a while, should we appoint a committee to gather information for when we are ready to proceed. Possible committee could be 2 directors, representatives of organizations utilizing the building, plus public members.”
- Item 5H for the Execution of the Plan for the future development of the existing park. Description should read “The timetable for the presentation of the development plan for the existing park is July 3rd. Even though we may not start actual renovation for a while, should we appoint a committee to be ready to proceed? Possible committee could be from the existing planning committee. The responsibilities of the committee would be project timetable, grant search, finding contractors, etc. This would be a working group.”

Vote: Ayes 4 Directors Deel, Matson, Roberts Springer
Noes 1 Director Unger
Absent _____

2. Approval of Minutes

A. Regular Board Meeting Draft Minutes of February 25, 2025

Tabled until April 2025 Board Meeting

3. 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 Secretary by meeting time).*

A. General Public

B. Agency Reports

1. Community Reports- Steven Reyes, Supervisor Rowe's Field Representative
 - Please see in Supporting Documents: News Release
2. Sheriff Captain Ron Markegard (See Report in Supporting Documents)

4. Reports *(to be included in the Supporting Documents written Reports must be submitted to GM or Secretary)*

- A. General Manager – GM Vanek
- B. Fire Department - Chief Lanier
- C. Financial Reports – GM/Treasurer Vanek - Balance Sheet, Budget vs Actuals
- D. Directors Comments (1 min.)

Director Springer: De- weeding your land is recommended. Be safe and look out for the animals.

Director Deel: LAFCO's upcoming governance training session is Finances for Special Districts 201 on Tuesday, April 29, 2025 (1:00 – 3:00 p.m.)

This course is intended for board members and staff and is free to special districts in San Bernardino County.

This session will explore advanced financial concepts and strategies including:

- Advanced financial Policies and Internal Controls
- Investment Options for Special Districts
- Assessing the Financial Health of Your District

5. Agenda Items- Discussion/Possible Action

A. LACO Associates Grant Writing Team/ Zoom Meeting Discussion/Possible Action; Submitted by Director Matson and Newberry Springs Fire Department. (Zoom Meeting with LACO)

A grant writing proposal from LACO was presented by LACO representative Jordan. (Details of proposal is in Supporting Documents)

- Director Unger addressed the past Civic Hub strategic plan established by the community and asked if LACO could review.
- Additional costs after the 2 grants (if not approved) would be suggested if the Board wanted to move forward with more comprehensive grants.
- Fees included in the scope of the proposal is allotted to LACO once all grant writing agreement terms are complete.
- LACO's research would be dictated from program to program, depending on the demographic of the community. Research from LACO explores opportunities that don't require a matching share. LACO will consider all grants (federal, state, private).
- Other grant writer proposals will be researched and reviewed by the Board in efforts to make the best decision in obtaining grant writing services.

Directors Comments were given at this time

**B. 20-Acre Land Contract Restrictions Discussion/Possible Action;
Submitted by Director Matson and Newberry Springs Fire
Department.**

Due to past purchases from the CSD District that haven't been utilized the best, the purpose of this Item: B is to avoid future selling of the land. The land purchase is in the best interest of the Newberry community.

The CSD attorney's opinion on the restrictions will be asked.

No Action Was Taken

**C. Hiring a Bookkeeper for the CSD - Discussion, Possible Action;
Submitted by Director Deel.**

A part-time bookkeeper once hired would workdays Wednesday-Friday between \$18 +/-hour depending upon experience.

A post for the job will be advertised.

Motion by Director Matson and 2nd by Director Springer to accept the new Bookkeeper Job description as well as the new Policy 2371 and post to hire the new bookkeeper with a starting rate of \$18 /hour plus based on experience and education.

Vote: Ayes 5 Directors Deel, Matson, Roberts Springer and Unger
Noes
Absent

Unanimous

**D. Director Replacement between Elections Policy- Discussion,
Possible Action; Submitted by Director Unger.**

A suggestion from Director Deel to use Government Code policy 61042 with addition to Director's Unger policy recommendation.

Motion by Director Unger and 2nd by Director Roberts with reference to the 1710 -1782 that Item :D be adopted as Newberry Policy with the deletion of the final sentence regarding the "coin toss".

Director Selection process will follow Gov Code 61042(c) pursuant to Section 1780

Vote: Ayes _____ 5 _____ Directors Deel, Matson, Roberts Springer and Unger
Noes _____
Absent _____

Unanimous

E. Planning for the development of the newly purchased Property-Discussion/Possible Action; Submitted by Director Deel.

Waiving the stipends of Directors to serve on the planning committee was agreed by all Board Directors. Any information from the committee meetings will be presented at the Regular Board meetings held on a monthly basis.

Motion by Director Deel and 2nd by Director Matson to move for the NCSD Board of Directors to waive stipends for serving on the Phase 1 Property Development Committee (Need official name developed).

Vote: Ayes _____ 5 _____ Directors Deel, Matson, Roberts Springer and Unger
Noes _____
Absent _____

Unanimous

Motion by Director Deel and 2nd by Director Matson to appoint a Standing Planning Committee as follows: Chair Director Matson, Members Chief Lanier, Engineer Rylan Lanier, NCSD General Manager; NCSD Board, representative of each organization utilizing the existing building. The purpose will be the planning of the newly purchased property at Newberry Rd & Mendocino, APNs, **053211105, 053211106 & 053211107**. Meetings will be open to the public and notified as NCSD meetings.

Vote: Ayes _____ 5 _____ Directors Deel, Matson, Roberts Springer and Unger
Noes _____
Absent _____

Unanimous

F. July 3rd Event Preparation Discussion Only; Submitted by CSD Staff and Newberry Chamber of Commerce.

- Chamber of Commerce would like to be more involved.
- General Manager would like to upgrade the vendor fee or take percentage fee of the proceeds.
- Agreement based on last years terms with the Chamber and CSD is same as 2024 agreement.
- The goal of the CSD is to bring in more revenue from the event.

G. Vice President Matson attending the Special District Leadership Academy on April 21-24,2025 Conference- Discussion, Possible Action; Submitted by Director Matson.

Amended Motion by Director Matson and 2nd By Director Springer
Propose to send Director Matson to the conference for the allowance per diem and hotel costs not to exceed \$800.

Vote: Ayes 4 Directors Deel, Matson, Roberts Springer
Noes _____
Absent 1 Director Unger

H. Execution of a Plan for the future development of the existing Park- Discussion/Possible Action; Submitted by Director Deel.

A selection of agreement of the plan's views and action taken place within the process by the committee appointed to be sent to the board as a final say on the plan's concepts of the park during a Regular Board Meetings

Motion by Director Roberts and 2nd By Director Matson that we call a special meeting, stipends waived on the day of the workshop with Carlos so we can all see the presentation in order to participate in the Parkland meeting.

Vote: Ayes 5 Directors Deel, Matson, Roberts Springer and Unger
Noes _____
Absent _____

Unanimous

The standing committee to execute the plan's next phase that has been approved will be discussed in April 2025 Board Meeting.

**6. Approve Bills Paid and Presented; Discussion/Possible Action;
GM/Treasurer Vanek.**

Motion by Director Roberts and 2nd by Director Matson to approve Bills
Paid and Presented

Vote: Ayes 5 Directors Deel, Matson, Roberts Springer and Unger
Noes _____
Absent _____

Unanimous

7. Old and New Business

New Business:

- Paying CSD Staff for Pistachio and 3rd of July event add to April 2025 Board Meeting agenda. (Director Matson)
- The letter that was sent to the CHP be sent again in regard to Newberry Rd, National Trails to Harvard Rd. (Director Springer)

8. Adjournment

Motion by Director Springer and 2nd by Director Roberts to adjourn
meeting.

Vote: Ayes 5 Directors Deel, Matson, Roberts Springer and Unger
Noes _____
Absent _____

Unanimous

Meeting Adjourned at 9:02 P. M.