

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Draft Minutes of the Regular Meeting of January 25, 2024, AT 6:00 P.M.

After an invocation by Community Member Rose Beardshear the meeting was called to order at 6:02 pm by Board President Deel. Pledge of Allegiance was led by Chief Rogers.

Present were: Directors Deel, Matson, Roberts, Springer, and Unger.

Absent: None

Also Present: General Manager/Treasurer Vanek; District Secretary Marchelle Hall, Fire Chief Lanier; Assistant Fire Chief Rogers, Engineer Lanier, Captain Markegard, and members of the Public.

Director Unger arrived at 6:04 pm

1. Approval of Agenda

Motion by Director Springer and 2nd by Director Roberts to accept the agenda as presented.

- Director Springer asked that Agenda Item 5E be tabled to February 2024 Meeting. Director Springer amended the motion to accept the agenda as corrected.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent 0
Unanimous

2. Approval of Minutes

A. Regular Board Meeting Draft Minutes of 11/28/2023 & 12/19/ 2023

- The minutes of November 28, 2023 and December 19, 2023 have been distributed; are there any corrections to the minutes?

Motion by Director Roberts 2nd by Director Springer to accept the minutes for November 28, 2023 and December 19, 2023 as presented.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
 Noes 0
 Absent 0
 Unanimous

- 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 Acting Secretary by or at meeting time).*

A. General Public

- Ted Stimphel of the community informed us of the Environmental Focus Areas: San Transport Path having a hearing on Feb. 6th if the public is interested in attending.

B. Community Reports- County Supervisor Rowe-Elaine Villareal, Representative- NONE

C. Sheriff - Captain Ron Markegard- (Report in Supporting Documents)

- Supporting Document: Posting for Citations (fireworks) to be advertised on Facebook, School District, CSD website.
- Public request: Reach out to the Board of Patrol (federal) about why they aren't servicing the Newberry Springs jurisdiction. President Deel will reach out to the Federal Board of Patrol.

D. CHP- (Oral Report Given by Officer Shane Hernandez)

4. Reports (to be included in the Minutes or Supporting Documents written Reports must be submitted to GM or Secretary by or at meeting time)

A. General Manager – GM Vanek – *See Supporting Documents*

- Email status: General Manager will be working on getting emails for all Directors.
- . Gov domain acquiring suggestions from community member for more security / General Manager will look into getting.

B. Fire Department - Chief Lanier and Rogers – *See Supporting Documents*

C. Financial Reports – GM/Treasurer Vanek - *Balance Sheet, Budget vs Actuals - See Supporting Documents*

- Is item 200.2 for electricity for the month asked by Director Roberts? / President Deel confirmed its for the Fiscal Year.

D. Air Quality Monitors - Director Unger – *Verbal Report Given*

- To get informed on alerts: Purpleair.com is a useful website

E. Directors Comments (1 min.) *Verbal Reports Given*

- Director Springer: Suggests checking the weather consistently due to periodic storms above 50 year normal/ Protect your animals/ Have a good spring!
- Newberry Fire Station has sandbags available for the community to come and get (limited quantity). / Fire staff will help the elderly with the bags, if staffed.
- Director Roberts is proud of the growth of the Newberry CSD community and glad to be on the Board.
- Vice President Matson mentions Grants for Park and Rec are on hold. There will not be any renewed grants for 2024 until California recovers from Sacramento. We're working on local Park and Rec grants through another source.
- President Deel: As I have reported in the past, I attend the Monthly Tri-CSD Luncheon. CSD's of Helendale, Yermo, Dagget and Newberry attend on a regular basis. We also have representatives from Supervisors Rowe and Cook; MWA; SBO County Public Works Department; SBO Sheriff; new this year are representative of Assembly member Lackey; and U.S. Representative

Obernolte; CSD's are careful to have no more than 2 directors attend so we don't have issues with the Brown Act. So, if you wish to join me at the luncheon be aware that we are the only CSD or attendee who pays for their own lunch and transportation. 2nd Wednesday; 11:30am @ Los Domingos

Break for Happy Birthday to Chief Lanier at 7:01 pm

Board Meeting resumed at 7:13pm; All Directors present.

5. Agenda Items- Discussion/Possible Action

A. 2012-2013 Grand Jury Report – Discussion and Possible Action – Director Unger

- No vote can take place on Eide Bailly Reports and estimates due to reports just presented on 1/25/24.
- The public is asking to work on bids immediately for the RFPs for agenda for February 2024 meeting.

Motion by Director Unger and 2nd by Director Roberts to have a special meeting February 8 to address this topic specifically, sooner to move forward than waiting another month.

Revised Motion: by Director Unger and 2nd by Director Roberts to call a special meeting on or before the 8th as informed by staff.

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

B. Scoreboard Cover & Solar Update, Discussion/Possible Action, Director Matson

There isn't any new updates.

C. Solar Projects Inquiry to Supervisor Rowe; Discussion/Possible Action, Director Unger

Following up from the November Board letter regarding permitting of solar field zoning within and between Newberry homes, a response was received from Chair Rowe. The response is in the Supporting Documents.

Motion by Director Springer and 2nd by Director Unger to send the letter to Assembly member to invite and ask for his help.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent _____
Unanimous

D. Office Assistant Services for the CSD by the Fire Department Administrator to be Discontinued; Discussion/ Possible Action, Submitted by Jack Unger

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.

No action needed.

E. Senate Bill 553 (Cortese): Employers must adopt a workplace violence prevention plan and maintain a violent incident log. Submitted by Director Springer; Discussion Possible Action

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.

Tabled to February 2024 Board Meeting

F. Newberry CSD and Chamber of Commerce Collaboration for July 3rd, 2024; Discussion/ Possible Action, Submitted by General Manager Vanek

The Chamber of Commerce is open to collaborating with the CSD for the July 3, 2024 event. General Manager Vanek will email Chamber to initiate planning.

G. Available Grant Writers for the Community Services District; Discussion/Possible Action, Submitted by Jack Unger

General Manager Vanek researched grant information on CSDA website and hasn't found useful information yet. CSD staff will look into contacting CSDA via email and research more of grants and grant writers.

H. Support the National Park Service – Rivers, Trails and Conservation Assistance program (RTCA) for the Newberry CSD Parkland for Technical Assistance in developing an overall concept plan for the Park. Discussion/Possible Action; Application due March 1.

There was a concept and implementation plan developed for the Desert Discovery Center Park in 2012/2013. Rose was on the team and is very familiar with their process.

No costs to the CSD.

Motion by Director Unger and 2nd by Director Roberts to give Rose Beardshear the permission to prepare application to working with staff to prepare a proposal application to the National Parks Service- Rivers, Trails and Conservation Assistance program for CSD Park.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent:
Unanimous

I. Report on TCC Debrief Meeting; Discussion/Possible Action, Submitted by Rose Beardshear

Motion by Director Roberts and 2nd by Director Springer for Rose Beardshear to work with CSD staff to pursue the new CSGC Initiative called Connecting Communities.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger

Noes 0

Absent: _____

Unanimous

J. Request to Purchase Equipment for New E392 Fire Engine for Service; Discussion/Possible Action, Submitted by Fire Chief Lanier

Motion by Director Matson and 2nd Motion by Director Roberts to give the fire department authorization to spend \$26, 400 for updated equipment for fire engine to put into service immediately and to transfer \$26,400 of the funds from Fire Department Reserve account number 118 to General Account number 120 and pay it back.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger

Noes: 0

Absent: _____

Unanimous

K. Request for Repairs only for BP392; Discussion/Possible Action, Submitted by Fire Chief Lanier

Motion by Director Roberts and 2nd by Director Matson to give Fire Department permission not to exceed the amount of \$4,000 to tow the BP392 to Yeager Diesel for possible repair.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger

Noes 0

Absent: _____

Unanimous

Break at 9:00pm

Closed Session began at 9:30pm

L. Closed Session –GOV. SEC. CODE 54954.5(e) Public Employee Performance Evaluation - General Manager Discussion/Action; Submitted by Director Deel

Per Policy 2175.4 The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period. For details see Policy 2175.

The procedure for this 5-month Evaluation will be as follows:

1. The Board of Directors and Temporary CSD Admin. will move to the Closed Session.
2. The Temporary CSD Admin will return from Closed Session.
3. The Directors will discuss and set their goals for the GM.
4. The Directors will call the GM into the Closed Session where the Directors and GM will discuss the goals and items on the evaluation form. This is a two-way discussion. Goals for GM and Board of Directors will be finalized.
5. Board and GM return from Closed Session.

Report from Closed Session: Goals for GM/Treasurer Vanek (& Board) set. 5-month evaluation for General Manager Vanek completed

Closed Session ended at 10:49pm

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

Motion by Director Springer and 2nd by Director Unger to approve Bills Paid and Presented.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent _____
Unanimous

7. Old and New Business

- February 2024/2025 Budget Preparation begins
- Committee of GM/Treasurer Vanek, Fire Chief Lanier, Director Deel and Director Roberts meet and put together a preliminary 2024/2025 Budget for February 27th Board Meeting.

8. Adjournment

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

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent _____
Unanimous

Meeting adjourned at: 11:15pm

Paula Deel, President

Date

Marchelle Hall, District Secretary

Date