

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

October 27, 2026 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 from 12 p.m. until 4 p.m.

AGENDA

6:00 P.M. PUBLIC SESSION

Call the Meeting to Order- Pledge of Allegiance

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

1. Approval of Agenda

2. Approval of Minutes

- A. Regular Board Meeting Draft Minutes of September 22, 2026
- B. Special Meeting Draft Minutes of October 20, 2026

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). If you have a comment, please proceed to the podium and if necessary wait in line for your turn. Thank you for your cooperation.*

A. General Public

B. Agency Reports *(to be included in the Supporting Documents written*

Reports must be submitted to GM or Secretary)

a) Sheriff Captain Conley / Lieutenant Eric Mello

4. NCSD 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/ Bookkeeper Burch - Balance Sheet, Budget vs Actuals
- D. Cadiz Water Project Committee - Director Springer
- E. Directors Comments (1 min.)

5. Agenda Items-

- A. Repair of both refrigerators and signage for required temperature settings; Discussion/Possible Action; submitted by Director Deel.**
Both Refrigerators in the kitchen are not working.
Working refrigerators are needed for Commodities and Building rental. Source of income from rental and food for community.
RECOMMENDED ACTION: Discuss needed repairs; signage for required temperature settings.
- B. TCP Proposal and Quote for Newberry Community Services District; Discussion/Possible Action; submitted by Director Springer**
Time-keeping program for Staff. Documentation of hours worked.
RECOMMENDED ACTION: Discuss possible adoption of time and Attendance of Staff.
- C. Ballfield and Kickball tournament Discussion. Approval for staff to assist with Pistachio Farm Festival Kickball tournament. Discussion/Possible Action; Submitted by Director Matson.**
- D. Review, Revise, and Adopt Policy 2130 Payroll; Discussion/Possible Action; submitted by Director Deel**
We are required to review NCSD Policies. SUPPORT FOR NEED: As methods change we need to update the policy. Numbering corrected; other changes are underlined.
RECOMMENDED ACTION: Discuss changes; update as needed and approve the revised Policy 2130 Payroll.

**E. Review, Revise, and Adopt Policy 2160 Internal Controls;
Discussion/Possible Action; submitted by Director Deel**

We are required to review NCSD Policies. As methods change we need to update the policy.

RECOMMENDED ACTION: Discuss changes; update as needed and approve the revised Policy 2160 Internal Controls.

F. Review, Revise, and Adopt Policy 2380 Job Description – Newberry Springs Fire Department Office Administrator; Discussion/Possible Action; submitted by Director Deel

We are required to review NCSD Policies. As methods change we need to update the policy.

RECOMMENDED ACTION: Discuss changes; update as needed and approve the revised Policy 2380 Job Description – Newberry Springs Fire Department Office Administrator.

G. Review, Revise, and Adopt Policy 3040 Expense Authorization; Discussion/Possible Action; submitted by Director Deel

We are required to review NCSD Policies. As methods change we need to update the policy.

RECOMMENDED ACTION: Discuss changes; update as needed and approve the revised Policy 3040 Expense Authorization.

H. Review, Revise, and Adopt Policy 3075 Credit Card Usage; Discussion/Possible Action; submitted by Director Deel

We are required to review NCSD Policies. As methods change we need to update the policy.

RECOMMENDED ACTION: Discuss changes; update as needed and approve the revised Policy 3075 Credit Card Usage.

I. Review, Revise, and Adopt Policy 3080 Purchasing; Discussion/Possible Action; submitted by Director Deel

We are required to review NCSD Policies. As methods change we need to update the policy.

RECOMMENDED ACTION: Discuss changes; update as needed and approve the revised Policy 3080 Purchasing.

J. Review, Revise, and Adopt Policy 7020 Discretionary Spending – Fire Chief; Discussion/Possible Action; submitted by Director Deel

We are required to review NCSD Policies. As methods change we need to update the policy.

RECOMMENDED ACTION: Discuss changes; update as needed and approve the revised Policy 7020 Discretionary Spending – Fire Chief.

K. Approve expenditure of \$9,913.00 from line item 4004.1 — Non-Vehicle Purchases (budgeted at \$15,000) to purchase five sets of structural firefighting protective gear; Discussion/ Possible Action; Submitted by Chief Lanier

L. Request Funds for unexpected Grant-Writing Services; Discussion/Possible Action; Submitted by Chief Lanier

The Fire Department requests authorization to subtract \$5,000.00. from Fire Department Reserves, Account #118, to cover an unexpected expense for grant-writing services. The account currently has a balance of \$45,054.09 ; after payment, the remaining balance will be \$40,054.09.

M. Determine Holiday Meeting Dates. Discussion/Possible Action; Submitted by District Secretary Plascencia.

Recommended November Regular Board Meeting date of November 17th 2026. Recommended December Regular Board Meeting date of December 15th 2026.

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

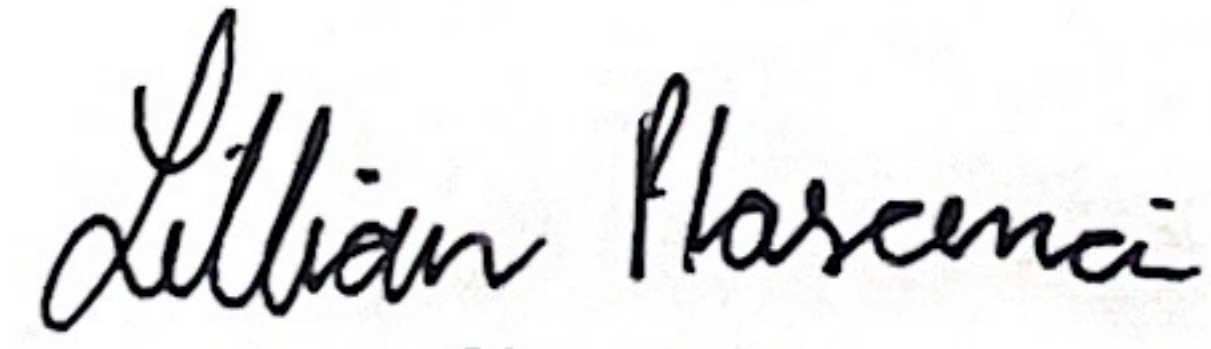
7. Unfinished and New Business

Meeting of the Parkland Committee
North Property Meeting

8. Adjournment

I, Lillian Plascencia

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.