

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 February 25, 2025, AT 4:30 P.M.

The meeting was called to order at **5:10 P.M.**

Roll Call: **Directors Present:** Directors Deel, Matson, Roberts

ABSENT: Directors Springer and Unger

CLOSED SESSION

Public Employee Performance Evaluation – General Manager - Gov. Sec. Code 54954.5(e)

Closed Session ended at 5:36 P.M.

Reconvened Regular Board Meeting at 6:05 P.M. The Pledge of Allegiance was led by Director Matson.

Report from Closed Session: Completion of General Manager Evaluation and setting goals for General Manager and Board for 1st quarter of 2025.

Present were: Directors Deel, Matson, Roberts

ABSENT: Directors Springer and Unger

Also Present: General Manager/Treasurer Vanek, District Secretary Hall, Fire Chief Lanier, Captain Markegard, Lieutenant Mello, Captain Meeker, Field Representative Steve Reyes and members of the Public.

1. Approval of Agenda

Item I: Mojave Trails name will be deleted leaving Commercial Freezer Purchase as the title.

- The CSD cannot purchase for another organization. It will be purchased but for the CSD.

Motion by **Director Roberts** and 2nd by **Director Matson** to approve Agenda with Item I: Name of Mojave Trails to be deleted and leaving Commercial Freezer Purchase as the title.

Vote: Ayes _____ 3 _____ Directors Deel, Matson, Roberts
Noes _____
Absent __2____ Directors Springer and Unger

2. Approval of Minutes

- A. Special Board Meeting Draft Minutes of 01/28/2025
- B. Special Board Meeting Draft Minutes of 01/30/2025

*Line 1 Strike Special Meeting and enter Pledge of Allegiance.

*Item 5 D: Delete Director Deel's Name recorded twice to 1 time vote in Motion.

Motion by **Director Roberts** and 2nd by **Director Matson** to accept minutes as corrected.

Vote: Ayes _____ 3 _____ Directors Deel, Matson, Roberts
Noes _____
Absent __2____ Directors Springer and Unger

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

- Mojave Trails Outreach is in need of a container for more spacing for Food Commodities. They would also like to donate tables to the CSD Building.

B. Agency Reports

1. Community Reports- Steven Reyes, Supervisor Rowe's Field Representative

***No Report Provided**

2. Sheriff Captain Ron Markegard

*** Eric Mello was also in attendance and drafted the report.**

- Penal code 415: Covers any type of disturbance. If it is called in, they will respond.

3. CHP- Captain Meeker **(NO Report)**

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 Deel: CHP was out on patrol on Newberry Rd. monitoring speed limits during school hours. She appreciates the help that the community has received.

Director Matson: On next month's agenda of March 2025 to add Repairing of the Ballfield.

***We went on a break to wish Chief Lanier a Happy Birthday at 6:51 P.M.**

Meeting resumed at 7:02 P.M.

5. Agenda Items- Discussion/Possible Action

A. Proposed Community Alert System Policy 1073 -Discussion and Possible Action; Submitted by Director Unger and Director Deel.

Reverse 911 was dissolved a few years ago.

The new updated system is called Swift 911 and the Ten's (Telephone Emergency Registration). You have to register with the Sheriff's Department for the Ten's system. It can alert up to 3500 numbers. County Fire and OES and Sheriff's department are the managers. The Fire Department can be asked to setup the system. It is suggested to be the best and most accurate system. It is a free of charge service.

Information on the statewide Blue Envelope Program is available to communities that can be placed in your area to help a person with special needs in their personal vehicle. The Barstow Station currently utilizes the Blue Envelope Program to provide to the community. There are stickers for the car to identify people with special needs or medical condition in their vehicle. Available to the community within the month of March 2025.

- Information on all the programs are provided in supporting documents, on Facebook and available in the CSD Office.

B. Rivers, Trails and Conservation Assistance Grant Program - Discussion/ Possible Action; Submitted by Rose Beardshear.

- Director Mike Matson shared design ideas of the park from the Project Planning workshop in February. The next phase, once the architect's design options are in completion, the next meeting in April 2025 will cover that. Information regarding the next meeting will be posted.
- Community Member shared input that by July 2025 a complete booklet of the Project Planning Community workshops will be provided from the landscape architect that will give illustration what the community has suggested to develop and enhance the Park plan along with a Budget.

C. Update of Eide Bailly Services - Discussion, Possible Action; Submitted by GM Vanek and Director Matson.

Eide Bailly has provided a blueprint as a resource to service the CSD for a monthly fee of \$5,500. This service is not intended to be utilized due to financial commitment that can't be met by the CSD.

In preparation to receive grant funding when awarded. A qualified Treasurer/ Bookkeeper is suggested and needed for the CSD to hire for daily/ monthly tasks.

CSD is looking to pursuing the options to hire a bookkeeper. Directors and Staff will work together to find a bookkeeper. Contacting colleges is the initial step to obtaining a bookkeeper.

D. Applying for Grants for New CSD Property Purchase - Discussion, Possible Action; Submitted by CSD Staff and Director Matson.

The CSD will look into the grants provided by Supervisor Rowe's representative, Chris Palmer.

E. Property Discussion Discussion, Possible Action; Submitted Director Matson.

- The intent of this property is a priority for the Fire Department to be housed in proper space. In doing so will allow trainings to be provided. We will be utilizing CSDA resources in efforts to find grants.
- Purchasing the land allows the community to apply for grants that before were not able to be applied for due to the non- ownership of CSD land.

F. Project List - Discussion and Possible Action; Submitted by Director Deel.

There were no additional revisions or adjustments suggested in the meeting to the updated Project List.

G. Policy 5020 Board Meeting Agenda- Discussion and Possible Action; Submitted by Director Unger.

This topic has been brought up before but lacked Supporting Documents.

The General manager and Board President should oversee what is placed on the agendas.

5020.1 Agenda Preparation. Line 4 Strike sentence beginning “Any Director.” It contradicts 5020.1.1 that says “Agenda items shall be submitted by email or in writing”...

5020.2.3 3rd line- “for anyone person” should be for any ne (1) person”.

Motion by **Director Matson** and 2nd by **Director Roberts** to strike the amended sentence on Policy 5020. By Director Unger “Every time submitted agenda item will be placed on the upcoming agenda” and to correct word on 5020.2.3 anyone to any one person.

Vote: Ayes 3 Directors Deel, Matson, Roberts
Noes _____
Absent 2 Directors Springer and Unger

H. Park and Recreation Dug Out Remodel Discussion, Possible Action; Submitted by CSD Staff.

There are materials that can be recycled for the new dug out. The poles that were originally placed weren't set properly with concrete.

A better breakdown is needed to understand what the estimate of \$7,580 all entails of. The question is whether the removal fee was deducted towards the new design.

This will be tabled to March 2025 Meeting to gather more details of the estimate specifications.

I. Commercial Freezer Purchase for CSD Building- Discussion and Possible Action; Submitted by CSD Staff.

Motion by **Director Matson** and 2nd by **Director Roberts** to accept Item: I Option 1, Model XB 54FF The Home Depot 48 cubic feet Auto Defrost In Commercial Freezer, not to exceed \$3,200.

Amended by **Director Matson** and 2nd by **Director Roberts** not to exceed \$3,200 with delivery charge.

Vote: Ayes 3 Directors Deel, Matson, Roberts
Noes
Absent 2 Directors Springer and Unger

J. Patio Cover/ Semi Closed in Building for Rigs Outside - Discussion and Possible Action; Submitted by Chief Lanier.

There isn't an update because of the purchase of the property. Looking into a cover solely for the Rigs moving forward.

***This Item is dismissed until further notice from Chief Lanier.**

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

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

Vote: Ayes 3 Directors Deel, Matson, Roberts
Noes
Absent 2 Directors Springer and Unger

7. Old and New Business

(New Business)

- Budget committee to be placed on March 2025 Agenda
- Applying for grant for the Government Conference workshop for Director Matson to attend.
- American Legion is doing a springtime Mardi Gras in March 2025 (flyer posted in the community for details)

8. Adjournment

Director Matson moved and 2nd by **Director Roberts** to Adjourn meeting.

Vote: Ayes 3 Directors Deel, Matson, Roberts

Noes

Absent 2 Directors Springer and Unger

Meeting Adjourned at 8:31 P. M.