

# NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

## REGULAR MEETING DRAFT MINUTES

February 28, 2023

**Call the meeting to order at 6:14 p.m. after invocation by President Unger**

**Pledge of Allegiance:** Ron Beardshear

### Roll Call

**Present:** President Unger  
Vice President Deel  
Director Matson  
Director Roberts  
Director Springer

**Also Present:** General Manager Howard, District Secretary Paulsen, Treasurer Beaty, Fire Chief Lanier, Assistant Fire Chief Rogers, members of the public.

**1. Approval of Agenda.** Director Unger asked to move Item 5, Approval of Minutes (Regular Meeting 1-24-23 and Special Meeting 2-7-23), to Item 2 because the change would refresh the Board's memories of similar items to be discussed at the present meeting.

**Motion to approve as amended:** Director Unger. Second: Director Roberts.

**Vote:** Director Deel, No; Director Matson, Aye; Director Roberts, Aye; Director Springer, No; Director Unger, Aye.

**Motion passed.**

**Approval of Minutes of January 24, 2023.**

**Motion to approve:** Director Roberts. Director Springer made Point of Order that the Agenda needed to be approved before voting on anything on the Agenda.

**Approval of Agenda as amended**

**Motion:** Director Roberts; Second: Director Unger

**Vote:** Director Deel, No; Director Matson, Aye; Director Roberts, Aye; Director Springer, No; Director Unger, Aye

**Motion passed.**

### 2. Approval of Minutes

**(a) Minutes of Regular Meeting 1-24-23**

**Motion:** Director Roberts; Second: Director Unger.

**Vote:** Unanimous Aye.

**(b) Minutes of Special Meeting 2-7-23**

Director Deel – correct 3<sup>rd</sup> paragraph from “water” to “electric.” Director Unger – change “estimate” to “estimate and repair.”

**Motion to Approve as Corrected:** Director Roberts; Second: Director Matson. **Vote:** Unanimous Aye

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### 3. Public Comments

#### A. General Public

Ronnie Shaw said that Margaret Graessle wants the Board to consider adding a handball court and tennis court.

Rose Beardshear would like a pickleball court. BCC has a class in it at the college and it's more popular than tennis or handball now.

Ted Stimpfel talked about the weak description of items in the agendas; not enough information to show what the item entails.

#### B. Community Reports

(1) County Supervisor – not present.

(2) Sheriff Capt. Markegard gave his report (attached). There were audience questions about the cleanup of pot farms and chemicals involved. Capt. Markegard said that if a spray is used, it has a noticeable light blue dye.

(3) CHP – not present.

### 4. Reports

#### A. General Manager.

Found structural engineer for scoreboard in San Juan Capistrano.

Treasurer and GM worked on insurance items.

Got a starting date with Elliot from Rose including contract, bond insurance, calendar including starting and finishing dates and milestones.

Talked with Supervisor Rowe's office and found they are interested in helping with fire department electrical costs but needed a letter with reasons, so that was sent.

Met with Chamber of Commerce about working together on July 3<sup>rd</sup> Celebration. The Park is open.

Discussion followed with questioning about the structural engineer and permit for erecting the scoreboard. The General Manager has been in contact with Land Use Services who suggested the paperwork be brought in for a pre-approval check, which would save money should corrections need to be made. Other options were discussed including hiring a contractor to take care of the permitting. President Unger stated that the GM would send out the existing RFP which would have a two-week deadline, and then there would be a special meeting to approve the bid.

The grant for Scott's Grass refurbishing of the ballfield was re-opened with a deadline of tonight, which did not give enough time to re-apply.

Rose Electric has started work on the Fire Department electrical.

The Park Grant 80% has gone to the State Controller and will take 9-10 days to reach our bank, after which we can pay the builder.

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### **B. Fire Department.**

Brush Patrol #392 will be taken to Yucaipa where the shop has the ability repair it (see item 3F).

They received a grant for \$140 K with help from the Silver Valley Fire Alliance's grant writer.

Another grant has been applied for, for which they will have an update in 90 or so days.

The Fire Department is able to use a big discount from CalFire for firefighters' very expensive but lifesaving equipment.

**C. Financial Reports.** In answer to a question, Accounts Receivable is \$0 because we only get money from donations and taxes.

**D. Air Quality Monitor.** All CSD monitors are 100% now; the sandstorm took out one but it is now functioning.

### **A FIVE-MINUTE RECESS WAS CALLED.**

#### **5. Agenda Items- Discussion/Possible Action**

##### **A. Required Board Member Training**

All Board members must complete Ethics Class 1, 2, 3, 4; Sexual Harassment; Best Practices; and Form 700 by April 1. The notice was sent out in December and will be sent again. SDRMA holds the classes. Even if 700 form was done for the Election, a copy needs to be in the District office.

##### **B. NCSD Priority List for FY 2023-24**

Certain items need to be added to the Priority List before it can be used for the budgeting process. Directors will bring their lists to the office within two weeks.

##### **C. Determine Maximum hours for District Employees**

For budgeting purposes, maximum hours need to be set. When maximum hours are reached, employees need to stop working. The cost is unknown at present. It was suggested that the office be open 8 hours a day, 4 days a week, but that didn't get much traction. It's not in the budget. Using savings is not a good way to go. A savings account is for emergency and unexpected purposes. The GM is responsible for setting time limits and holding employees accountable.

##### **D. Update Policy on Park Usage Form and Fees**

Director Matson said the new policy was needed because of the July 3<sup>rd</sup> Celebration and the Pistachio Festival. Rose Beardshear requested that fees for the ballpark and park be separated since the Pumpkin Fest can't afford a \$500 fee such as the Chamber had to pay for Pistachio Festival. In order for

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the CoC insurance to pay, there needs to be a policy. It was also agreed that if an event is open to residents, then payment should not be made, but if it is private, the party must pay just like with other areas of the building and park..

Director Matson agreed to work on the policy.

### **E. Approve District Phones for General Manager and Fire Chief/Administrator**

Personal phones are being used for work and there is thus no record of work time used. This is standard practice. All district business will be on phones.

**Motion:** Director Unger; Second: Director Springer

Discussion: Following an audience suggestion, the Board decided to look into what it would cost for all Directors and staff to have District phones. Our account with Verizon is a government one, so the phones we have were essentially free. The Board agreed to wait until next month for approval and in the meantime the GM will talk with CSDA and find out what's legal and right.

**Motion as corrected to include all Directors and Staff:** Director Matson; Second: Director Springer

**Vote:** Unanimous Aye.

### **F. Estimate on Repairs on Brush Patrol 392**

The 392 overheated while driving back to the station at 35 mph. The shop in Yucaipa can hoist it high enough to fix the oil cooler. The cost to drive it there, slowly, and get diagnosed is around \$250, then the cost to fix it is added on. The GM can approve up to \$5K.

**Motion to take 392 to repair, have it diagnosed and repaired not to exceed \$4K.:** Director Springer

**Motion changed to \$6K** by Director Springer; Seconded by ???

**Vote:** Unanimous, Aye.

### **G. Rose Electric Park Electric Quote for Repairs**

The quote is for \$13K. Right now, the park is safe because the power is off. In the future, we can go for upgrades. According to Mr. Shaw, \$13K is not high. The problem is that Rose Electric is working on the fire department electrical and may not be able to do both that and the park.

The GM will contact Rose Electric and see if they can do both.

### **H. Ideas for Electrical Engineer Needs/Wants List**

The GM would like to plan for five years in the future so wants to know what and where electrical outlets will be needed. Director Deel has a list. LED lights for the field. Power at the bandstand area. Batting cage electrical box. Timer behind pitcher's box. Rose Beardshear has a vendor map that shows where outlets should be and mentioned that getting away from generators and their noise is a good thing.

### **I. Review/Approve Policy 3480; Holidays**

The Policy number used by CSDA is wrong – 3425. It's what vacation days are for, not holidays. Director Deel suggested keeping New Year's Day, Memorial Day, Independence Day, Thanksgiving, and Christmas. Since we

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are a small district and can't give many benefits, paying for holidays that come on work days is a nice gesture.

**Motion to accept Holiday Policy 3480 as corrected:** Director Deel; Second, Director Matson.

**Vote:** Unanimous Aye

### **J. Revise Policy 5010.1; Meeting More than Once a Month**

After a discussion and reading of Policy 5010.1, misunderstandings were cleared and it was decided that the Policy did not need revising.

### **K. Schedule Budget/Planning for FY2023-24 with Two Directors at a Time during Office Hours with the General Manager**

Since most Directors have not been through the budgeting process, it was decided to hold a public workshop on March 30, noon to 4:00 p.m. with the entire Board of Directors and Fire Department present to begin planning the budget. According to Director Deel, the process will take more than one meeting. A side note was that if at the end of the fiscal year there is enough money left to last 6 months, anything over that would go into reserves.

The GM will send to Directors the letter from the County advising of projected funds coming.

### **L. Newberry CSD and Chamber of Commerce Collaboration for July 3<sup>rd</sup>.**

The GM reported on the meeting with CofC where they talked about vendors, entertainment, marketing, flyer, banners, fireworks, etc.

Director Roberts inquired about the status of the kitchen and if it would be available.

Rose Beardshear asked for a discount on ground fees.

Director Matson said the Kickball Game between Community Church and Victory Gem (?) will lead up to the fireworks, also assuring the Fire

Department that there would be enough space since the game will be over before the fireworks begin,

[FIVE MINUTE BREAK. RETURNED AT 9:50 P.M.]

### **M. CLOSED SESSION GOV. SEC. 54954.5(e)**

**Public Employee Performance Evaluation – General Manager**

The Item will be continued at the next Regular Meeting of the Board of Directors.

### **6. Approve Bills Paid and Presented.**

**Move:** Director Roberts. Second, Director Springer.

**Vote:** Unanimous, Aye.

### **7. Old and New Business**

Director Deel – The next Regular Meeting will address Vacation and Sick Leave.

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### 8. Directors' Comments

Director Deel: Fire Chief Lanier and I were asked to meet with a small group to discuss the BNSF BIG Project. In addition, Allen Marcroft and Casey Jones represented our community. All the plusses were discussed: jobs, economic development, more students, houses, better schools, etc. We were assured there would be no increase in truck or train traffic and no train backup during construction that might disturb our emergency, mail, and school traffic. Then we asked about water and planning for development in the county areas.

There is a meeting on March 22, 2023, from 6-7 pm at the Barstow College Performing Arts Center for Directors. No RSVPs are required.

Even though I have nothing to do with our website, I took the "Why you need an accessible, compliant website" Webinar this morning. I am glad I did and am even more grateful that our GM steered us to Streamline to take care of our website.

### 9. Adjournment

**Motion:** Director Springer; Second, Director Roberts.

**Vote:** Unanimous Aye.

The meeting was adjourned at 12:19 a.m. on 3-1-2023.

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District Secretary

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Board Presidenty

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