

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Minutes
April 26, 2016

Item 1 **Call the meeting to order. 6:07 p.m.**

Roll Call.

Present: President Springer
Vice President Deel
Director Clark
Director Shaw
Director Vasseur

Also Present : General Manager Le Hayes, Board Secretary Jodi Howard , District Treasurer, Kerri Zurcher, Fire Chief Daphne Lanier, Training Officer Steve Miller and members of the public.

Pledge of Allegiance

President Springer asked all present to rise, face the flag and recite the Pledge of Allegiance.

Item 2 **Review and Approval of the Agenda**

Motion Director Deel to approve the agenda as written, Seconded Director Vasseur .**Director Deel Amended motion approve agenda with correction of Item#9 as information only. Vote: Unanimous.**

Motion Passed

Item 3 **Public Comments:**

Paul Deel Commended the Board. Thanked General Manager Le Hayes for all the things he does for the CSD.

Ellen Johnson Technical Supervisors meeting MWA headquarters in June will send information out when meeting gets closer.

Ted Stimpfel Route 66 Economic Development Symposium- Wednesday, May 18, 2016 8:30 a.m. – 3:30 p.m. Ramada Barstow. 1511 East Main Street (Route 66) Barstow, ca 92311. **Questions?** Contact Sharon Foster @ 760-885-9369/Sharonfosterav@gmail.com.

Paula Deel wanted to congratulate President Springer for his daughter Rain Escovedo who has made the Deans list 2nd Year in College. Also his son Gunnar Springer for receiving 4th Place for Desert Heritage Essay contest with 1200 entries.

Item 4 **Representatives from other agencies in attendance.**

County of San Bernardino First District Supervisor Lovingood, Field Representative Ron Frame- No comment

- Item 5 **Approval of the Minutes for March 22, 2016.**
Motion Director Vasseur, Second Director Shaw. **Director Vasseur Amended Motion should adjust minutes to change date in Item#5. Vote: Unanimous Motion Passed**
- Item 6 **Report's-**
A. Sheriff's- Lt. Mendoza updated us on what was going on in Newberry Springs.
Total calls for service: 160
Vehicle Theft: 3 (Quads)
Residential Burglaries: 4
Assault with a deadly weapon: 1 ongoing investigation.
B. General Manager- 2 weekends ago legion volunteers sanded and painted the ballfield bleachers. Worked on Desert Garden. Cooler Serviced. Pergola ordered for Desert Garden.
C. District Treasurer- Current Financial status of the CSD.
D. Board Secretary- Updated the Board and audience that we have a new website.
E. Fire Department-
False Alarm & False call: 1
Fire: 2
Good Intent call: 5
Rescue & Emergency Medical Service Incident: 7
Service Call: 0
Special Incident type: 12
Total: 27
Training March: 6 hours of FF-1
F. MWA/CP- Ellen Johnson
- Item 7 **Pay bills and approve the bills already paid.**
Motion Director Vasseur, Second Director Clark Vote: **Unanimous Motion Passed**
- Item 8 **Directors Sign letter thanking The American Legion for Ball Field Bleacher Work.**
Information Only

- Item 9 **Conflict of Interest.**
Information Only
- Item 10 **Ca. Gov. Code-54957 b. (2) Closed Session Evaluation Form General Manager Null & Void.**
Motion Director Shaw- We declare General Manager Evaluation form from last month Null & Void. Seconded Director Springer. Vote: **Yes:** Director Springer, Director Shaw. **No:** Director Deel, Director Clark and Director Vasseur.
Motion Failed
- Item 11 **After being told at the last meeting by Director Shaw “You sound like Trump” I thought a review of our Code of Ethics and 4050 Board Policy would be in order. I have underlined the items we seem to be ignoring. I am requesting an apology from Director Shaw.**
Information Only
- President Springer Called a 10 min. Break 7:37 p.m.
Returned 7:47 p.m.**
- Item 12 **Authorize Staff raises of 3.5% retroactive to July 1, 2015.**
Motion Director Deel. Seconded Director Shaw. Vote: **Unanimous.**
Motion Passed
- Item 13 **MUTUAL AID AGREEMENT United States Marine Corps Fire Department 2 year Renew/Review.**
Motion Director Springer – accept as written with President Springer signs for the Board. Seconded Director Deel. Vote: **Unanimous**
Motion Passed
- Item 14 **Review and Update Public Records Request Policy. Copying Public Documents Policy #1050.**
Motion Director Springer. Seconded Director Vasseur. Vote: **Unanimous**
Motion Passed
- Item 15 **Appoint Steve Miller- Fire Chief, Daphne Lanier & Corey Rogers Assistant Fire chiefs.**
Motion Director Vasseur. Seconded Director Shaw. Vote: **Unanimous**
Motion Passed

- Item 16 **Shall Steve Miller be issued a District Credit Card.**
Motion Director Shaw Issue District Credit Card to Fire Chief Miller. Seconded
Director Deel. Vote: **Unanimous**
Motion Passed
- Item 17 **FY 16/17 Budget Proposal**
Information only.
- Item 18 **Approve Funding for Fireworks Display for Program A \$10,000.00 or
Program B \$9,000.00 on July 3, 2016.**
Motion Director Vasseur. Seconded Director Deel. **Director Vasseur Amended
Motion approve funding \$9,000.00 for July 3, 2016 Fireworks.** Seconded
Director Deel. Vote: **Yes:** Director Deel, Director Clark, Director Springer and
Director Vasseur. **No:** Director Shaw
- Item 19 **Old and New Business**
Conflict of Interest- Director Shaw
- Item 20 **Adjournment: 8:43 p.m.**

Board Secretary

Board President

Newberry Springs Community Service District
Proposed FY 2016/17 Budget
Vs. 2015/16 Budgeted/Actual (5/19/16)

1000.0 ADMINISTRATION	2015/16 B	2015/16 A	% B vs A	2016/17 P	% A vs P
1001.0 Advertising	\$500.00	\$65.00	87%	\$500.00	87%
1003.0 Auditor	\$15,000.00	\$787.50	95%	\$7,000.00	89%
1004.0 Bank Fees	\$100.00	\$25.00	75%	\$100.00	75%
1005.0 Director Stipends	\$8,000.00	\$2,525.85	68%	\$5,000.00	49%
1006.0 Education Expenses					
1006.1 Education, Tuition	\$3,000.00	\$1,650.00	45%	\$3,500.00	53%
1006.2 Education, Books	\$200.00	\$86.69	57%	\$200.00	57%
1006.3 Education, Lodging	\$1,000.00	\$2,530.00	-153%	\$4,000.00	37%
1006.4 Education, Mileage	\$500.00	\$153.64	69%	\$500.00	69%
Education Sub-Total	\$4,700.00	\$4,420.33	6%	\$8,200.00	46%
1007.0 Election Expenses	\$4,000.00	\$2,119.55	47%	\$0.00	N/A
1008.0 LAFCO	\$100.00	\$68.37	32%	\$100.00	32%
1009.0 Legal Expenses	\$5,000.00	\$0.00	100%	\$5,000.00	100%
1010.0 Office Expenses					
1010.1 Office Supplies	\$1,800.00	\$667.62	63%	\$1,500.00	55%
1010.2 Office Equipment, Maint/Repair	\$700.00	\$1,101.86	-57%	\$1,500.00	27%
1010.3 Office Equipment, Purchases	\$500.00	\$0.00	100%	\$500.00	100%
1010.4 Postage/Shipping	\$500.00	\$223.58	55%	\$500.00	55%
1010.5 Office Telephone	\$300.00	\$223.68	25%	\$300.00	25%
1010.6 Subscriptions/Membership Fees	\$2,000.00	\$1,517.47	24%	\$3,000.00	49%
1010.7 Office Internet	\$800.00	\$672.95	16%	\$1,100.00	39%
Office Expenses Sub-Total	\$6,600.00	\$4,407.16	33%	\$8,400.00	48%
1012.0 Administrative Personnel Expenses					
1012.1 Salary, Board Secretary	\$2,000.00	\$1,103.50	45%	\$1,600.00	31%
1012.2 Salary, General Manager	\$9,600.00	\$8,276.25	14%	\$9,600.00	14%
1012.3 Salary, Office Assistant	\$7,800.00	\$6,621.00	15%	\$7,800.00	15%
1012.4 Salary, Treasurer	\$4,800.00	\$4,387.25	9%	\$4,800.00	9%
1012.5 Payroll Taxes (Dist Contribution)	\$3,000.00	\$3,796.67	-27%	\$7,000.00	46%
1012.7 Dept of Justice-Live Scan	\$200.00	\$0.00	100%	\$200.00	100%
1012.8 Workers Comp Insurance	\$10,600.00	\$8,929.00	16%	\$10,000.00	11%
1012.9 Staff Mileage	\$2,000.00	\$110.64	94%	\$1,000.00	89%
Admin Personnel Expenses Sub-Total	\$40,000.00	\$33,224.31	17%	\$42,000.00	21%
1013.0 SDRMA Insurance, Liability/Bonding	\$3,700.00	\$125.00	97%	\$3,700.00	97%
Administrative Total	\$87,700.00	\$47,768.07	46%	\$80,000.00	40%

Notes

*Only billed by County when we have Director Election

Copier Lease/Maintenance

QuickBooks Payroll Subscription, CSDA, Streamline Web Hosting
Est \$90x12 months

Newberry Springs Community Service District
Proposed FY 2016/17 Budget
Vs. 2015/16 Budgeted/Actual (5/19/16)

2000.0 PARK & RECREATION	2015/16 B	2015/16 A	% B vs A	2016/17 P	% P vs A
2001.0 Community Events					
2001.1 Community Events, Advertising	\$300.00	\$0.00	100%	\$300.00	100%
2001.2 Community Events, Expenses	\$12,000.00	\$4,500.00	63%	\$12,000.00	63%
Community Events Sub-Total	\$12,300.00	\$4,500.00	63%	\$12,300.00	63%
2002.0 Community Center Expenses					
2002.1 Consumable Supplies	\$400.00	\$62.83	84%	\$400.00	84%
2002.2 CSD Electric	\$4,000.00	\$2,677.81	33%	\$3,500.00	23%
2002.3 CSD Propane	\$2,300.00	\$1,051.23	54%	\$2,300.00	54%
2002.4 Contract Labor, Cleaning	\$3,600.00	\$3,600.00	0%	\$4,200.00	14%
2002.5 Health Permits	\$1,300.00	\$1,065.00	18%	\$1,300.00	18%
2002.6 CSD Building, Maint/Repair	\$1,500.00	\$1,819.29	-21%	\$3,500.00	48%
2002.7 Pest Control	\$700.00	\$501.51	28%	\$700.00	28%
Community Center Sub-Total	\$13,800.00	\$10,777.67	22%	\$15,900.00	32%
2003.0 Grounds Expenses					
2003.1 Contract Labor, Landscaping	\$4,800.00	\$4,000.00	17%	\$4,800.00	17%
2003.2 Disposal Services	\$3,000.00	\$1,640.16	45%	\$2,500.00	34%
2003.3 Maint/Repair, Equipment	\$1,700.00	\$814.87	52%	\$2,000.00	59%
2003.4 Maint/Repair, Grounds	\$3,500.00	\$6,506.97	-86%	\$4,500.00	-45%
2003.5 Maint/Repair, Well	\$2,000.00	\$3,290.85	-65%	\$4,000.00	18%
2003.6 Mojave Water Agency Fees	\$200.00	\$66.00	67%	\$200.00	67%
2003.7 Park, Capital Improvements	\$0.00	\$1,467.72	N/A	\$0.00	N/A
2003.8 Park, Electric	\$2,000.00	\$1,013.68	49%	\$2,000.00	49%
2003.9 Water Testing	\$500.00	\$270.00	46%	\$500.00	46%
1002.2 Parking Lot Lights	\$500.00	\$20.32	96%	\$100.00	80%
Grounds Expenses Sub-Total	\$18,200.00	\$19,090.57	-5%	\$20,600.00	7%
TOTAL	\$44,300.00	\$34,368.24	22%	\$48,800.00	30%

3000.0 STREET LIGHTS	2015/16 B	2015/16 A	% B vs A	2016/17 P	% A vs P
3001.0 Street Lights	\$6,000.00	\$3,935.13	34%	\$5,000.00	21%

Notes

*Increase Cleaning Contract \$50 per month
*Waiting for reimbursement from MWA
*Pergola Purchase will be Reimbursed from MWA Grant

Notes

--

Newberry Springs Community Service District
Proposed FY 2016/17 Budget
Vs. 2015/16 Budgeted/Actual (5/19/16)

4000.0 FIRE DEPARTMENT	2015/16 B	2015/16 A	% B vs A	2016/17 P	% A vs P
4001.0 Apparatus Lease/Purchase	\$0.00	\$0.00	N/A	\$0.00	N/A
4002.0 Capital Improvements					
4002.1 Station	\$3,000.00	\$0.00	100%	\$3,000.00	100%
Capital Improvements Sub-Total	\$3,000.00	\$0.00	100%	\$3,000.00	100%
4003.0 Equipment Expense, Vehicle					
4003.1 Equip Exp, Vehicle, Fuel	\$5,500.00	\$3,601.30	35%	\$5,500.00	35%
4003.2 Equip Exp, Vehicle, Maint/Repair	\$5,500.00	\$5,516.02	0%	\$10,000.00	45%
4003.3 Equip Exp, Vehicle, SDRMA, Ins	\$7,700.00	\$0.00	100%	\$7,700.00	100%
Equipment Expense Sub-Total	\$18,700.00	\$9,117.32	51%	\$23,200.00	61%
4004.0 Equip Exp, Non-Vehicle					
4004.1 Equip Exp, Non-Vehicle, Purchase	\$7,000.00	\$2,540.21	64%	\$15,000.00	83%
4004.2 Equip Exp, Non-Vehicle, Maint/Repair	\$1,000.00	\$1,785.37	-79%	\$5,000.00	64%
4004.3 Equip Exp, Non-Vehicle, First Aid Supplies	\$1,000.00	\$659.70	34%	\$2,000.00	67%
4004.4 Equip Exp, Non-Vehicle, Equip Fuel	\$200.00	\$69.05	65%	\$300.00	77%
Equipment Exp, N-V Sub-Total	\$9,200.00	\$5,054.33	45%	\$22,300.00	77%
4005.0 Dispatching Expense					
4005.1 Equipment Purchase	\$1,000.00	\$0.00	100%	\$1,000.00	100%
4005.2 Equipment Maint/Repair	\$1,500.00	\$159.56	89%	\$2,000.00	92%
4005.3 Cal Fire Dispatching	\$7,000.00	\$6,765.00	3%	\$7,000.00	3%
Dispatching Expense Sub-Total	\$9,500.00	\$6,924.56	27%	\$10,000.00	31%
4006.0 Station Expenses					
4006.1 Phone/Internet Service	\$600.00	\$449.55	25%	\$1,000.00	55%
4006.2 Station, Maint/Repair	\$2,000.00	\$853.34	57%	\$3,000.00	72%
4006.3 Office Supplies	\$1,000.00	\$295.38	70%	\$1,000.00	70%
4006.4 Pest Control	\$600.00	\$501.50	16%	\$600.00	16%
4006.5 Subscriptions/Memberships	\$2,100.00	\$2,052.00	2%	\$2,100.00	2%
4006.6 Station, Electric	\$1,800.00	\$1,647.03	8%	\$2,000.00	18%
4006.7 Drinking Water	\$300.00	\$91.50	70%	\$300.00	70%
Station Expenses Sub-Total	\$8,400.00	\$5,890.30	30%	\$10,000.00	41%

4007.0 Firefighter Personnel Expenses					
4007.1 Fire Department Office Administrator	\$7,800.00	\$6,621.00	15%	\$7,800.00	15%
4007.2 Payroll Taxes (Dist Contribution)	\$2,000.00	\$0.00	100%	\$0.00	N/A
4007.4 Firefighter Appreciation	\$2,000.00	\$1,768.35	12%	\$3,000.00	41%
4007.5 Firefighter Callout Stipend	\$7,000.00	\$6,064.00	13%	\$8,000.00	24%
4007.6 Training Exp, Certification/Books/Tuition	\$2,500.00	\$646.30	74%	\$5,000.00	87%
4007.8 Dept of Justice, Live Scan	\$300.00	\$118.00	61%	\$300.00	61%
4007.10 Uniform Expense	\$400.00	\$52.47	87%	\$400.00	87%
Personnel Sub-Total	\$22,000.00	\$15,270.12	31%	\$24,500.00	38%
4008.0 Public Relations					
4008.1 Prevention	\$200.00	\$0.00	100%	\$200.00	100%
Public Relations Sub-Total	\$200.00	\$0.00	100%	\$200.00	100%
TOTAL	\$71,000.00	\$42,256.63	40%	\$93,200.00	55%

Newberry Springs Community Service District
Proposed FY 2016/17 Budget
Vs. 2015/16 Budgeted/Actual (5/19/16)

5000.0 INCOME	2015/16 B	2015/16 A	% B vs A	2016/17 P	% A vs P
5001.0 Interest					
5001.1 Checking Interest	\$250.00	\$588.38	-135%	\$250.00	-135%
5001.2 CD Interest	\$400.00	\$395.87	1%	\$500.00	21%
5001.3 Savings Interest	\$36.00	\$32.83	9%	\$62.00	47%
Interest Total	\$686.00	\$1,017.08	-48%	\$812.00	-25%
5002.0 Rental Income					
5002.1 Building Rental	\$500.00	\$240.00	52%	\$500.00	52%
5002.2 Equipment Rental	\$0.00	\$0.00	N/A	\$0.00	N/A
Rental Income Total	\$500.00	\$240.00	52%	\$500.00	52%
5003.0 Fire Department Income					
5003.1 FD, Burn Permits	\$2,500.00	\$2,174.00	13%	\$2,500.00	13%
5003.2 FD, Response Charges	\$300.00	\$0.00	100%	\$300.00	100%
5003.3 FD, Grant Income	\$0.00	\$0.00	N/A	\$0.00	N/A
5003.4 FD, Donations	\$0.00	\$200.00	N/A	\$0.00	N/A
Fire Department Income Total	\$2,800.00	\$2,374.00	15%	\$2,800.00	15%
5004.0 Other Income					
5004.2 Purchase Card Rebate	\$100.00	\$237.69	-138%	\$100.00	-138%
5004.3 Copies	\$20.00	\$35.00	-75%	\$20.00	-75%
5004.4 Fireworks Donations	\$2,500.00	\$3,580.00	-43%	\$2,500.00	-43%
5004.5 Misc. Income	\$0.00	\$0.00	0%	\$0.00	N/A
Other Income Total	\$2,620.00	\$3,852.69	-47%	\$2,620.00	-47%
5005.0 San Bernardino County Tax Share	\$202,394.00	\$139,243.91	31%	\$220,268.00	37%
TOTAL	\$209,000.00	\$146,727.68	30%	\$227,000.00	35%

EXPENSE TOTALS	2015/16 B	2015/16 A	% B vs A	2016/17 P	% A vs P
1000.0 Administration	\$87,700.00	\$47,768.07	46%	\$80,000.00	37%
2000.0 Park and Recreation	\$44,300.00	\$34,368.24	22%	\$48,800.00	33%
3000.0 Street Lights	\$6,000.00	\$3,935.13	34%	\$5,000.00	18%
4000.0 Fire Department	\$71,000.00	\$42,256.63	40%	\$93,200.00	72%
TOTAL	\$209,000.00	\$128,328.07	39%	\$227,000.00	47%

Notes

15/16 Includes LAIF Interest from 2012 to Current

Notes