

# NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

## REGULAR MEETING MINUTES

February 22, 2022

**Call the meeting to order- 6:12 p.m.**

### **Pledge of Allegiance**

President Springer asked all present to recite the Pledge of Allegiance.

### **Roll Call.**

### **Present:**

President Springer.  
Director Deel  
Director Paulsen  
Director Unger

**Absent:** Director Roberts

**Also Present:** General Manager Jodi Howard, Fire Chief Lanier, Asst. Fire Chief Rogers and members of the public.

### **1. Approval of Agenda**

Motion Director Paulsen to approve agenda as written. Seconded Director Deel.

**Vote: Unanimous**

**Motion Passed**

### **2. Public Comments:**

#### **a. General Public- .**

**Community Reports- Kimberly Mesen-** Redistricting passed Rowe will take over in January.

Kimberly had the County give the CSD Covid test kits.

Terri Rahhal retired from County S.B. and David Doublet took her place.

**Sheriff Report-** Sgt. Vandenberg

### **3. Reports**

a. **General Manager-** Blattner graded the ballfield for the district.

Park bathrooms will be closed until construction in park is finished.

b. **Fire Department-** Fire Dept. Report attached newberrycsd.net website.

c. **Air Quality Monitoring Report-**

d. **Civic Hub- Available Properties Report-**

Director Roberts Arrived 6:25 p.m.

**4. Agenda Items- Discussion/Possible Action**

**A. Revise Policy #2300 General Manager**

Motion Director Paulsen accept job description as presented with a few grammatical corrections. Seconded Director Unger

**Vote: No:** Director Unger

**Yes:** Director Paulsen, Director Deel, Director Roberts and Director Springer

**Motion Passed**

**B. Revise Policy# 2370 District Treasurer**

Motion Director Unger District Treasurer job description be accepted.

Seconded Director Deel.

**Vote: Unanimous**

**Motion Passed**

**C. Create Job Description: Policy#2365 Office Assistant**

Motion Director Unger to accept abbreviated job description.

Seconded Director Deel.

**Vote: Unanimous**

**Motion Passed**

**D. Revise Policy#2360 District Secretary**

Tabled to next meeting

**E. Create Job Description- Policy#2380 Fire Department Office Administrator**

Motion Director Paulsen to approve policy 2380 Fire Department

Administrator with correction- similar experience (*Qualification Requirements*)

Seconded Director Deel

**Vote: Unanimous**

**Motion Passed**

**F. Create Policy- Policy#2380.1 Fire Letter/Conditioning Requirements**

Motion Director Springer accept policy 2380.1 as presented. Seconded Director Roberts.

Vote: **Unanimous**

**Motion Passed**

*Board took a Break: 8:50 p.m.*

*Board Returned: 8:57 p.m.*

**G. Create Policy#2380.1.2 and 2380.1.2.1 Fire Application and Fee Schedule-**

Motion Director Springer accept Fire Application for fire conditioning letter and Include Document Fee Schedule 2380.1.2.1. Seconded Director Roberts.

Vote: **Unanimous**

**Motion Passed**

**H. Create Policy# Newberry CSD Salary Schedule**

Motion Director Unger adopt the framework increase salary schedule. Seconded Director Paulsen.

Vote: **Unanimous**

**Motion Passed**

**I. Discussion on the Appropriate Salary Increase for the General Manager.**

Motion Director Roberts leave temporary increase until permanent established increase. Seconded Director Unger.

Vote: **No:** Director Deel and Director Springer.

**Yes:** Director Roberts, Paulsen and Unger

**Motion Passed**

**J. Update Ballfield/Park**

Mike asked the Board to get Blattner a banner for donating to ballfield.

**K. Approval of Minutes for January 25, 2022**

Motion Director Roberts to approve minutes. Seconded Director Unger

Vote: **Unanimous**

**Motion Passed**

**L. Approve Bills Paid and Presented**

Motion Director Paulsen accept bills paid and presented. Seconded Director Roberts.

Vote: **Unanimous**

**Motion Passed**

**5. Old and New Business-**

**6. Directors Comments (1 min)**

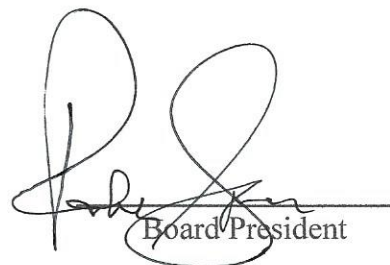
**Director Paulsen-** Went to Lake Dolores ground breaking and Graffiti Contest.

**Director Springer-** Be careful and pay attention to what is going on around You.

**7. Adjournment 10:10p.m.**



Board Secretary



Board President