

Director Under "Civic Hub" Report.



(Draft) CIVIC HUB (V3)

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Draft Board Minutes

February 25, 2020

Call the meeting to order. 6:15 p.m.

Pledge of Allegiance

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

Roll Call.

Present:

President Springer
Director Paulsen
Director Unger

Absent:

Director Clark
Director Deel

Also Present : General Manager Jodi Howard, Fire Chief Lanier, District Treasurer Kerri Zurcher and members of the public.

1. Approval of the Agenda

Motion Director Paulsen to approve as presented. Seconded Director Unger.

Vote: **Unanimous**

Motion Passed

2. Public Comments:

General Public-

County Board of Supervisors Lovingood Representative

Ron Frame-

Sheriff – Sgt. Kirby

CHP- Capt. Chuck Wagner

3. Reports

a General Manager-

b. Staff-

c. Strategic Planning Committee “Civic Hub”- Meetings first Wed. of each month 6 p.m.

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4. Agenda Items- Discussion/Possible Action

a. Update of Current and Future Process of Solar Project Civil Case.

Information Only

Break 8:05 p.m.

Returned 8:22 p.m.

b. Proposed Policy addition for using District Social Media.

Motion Director Unger we accept proposed policy addition as presented. Seconded
Director Paulsen.

Vote- Unanimous

Motion Passed

**c. Update on Possible Purchase of Land on Newberry Rd. and/or any other Properties
in Newberry.**

Information Only

**d. The CSD enter negotiations with the Silver Valley Unified School District for a 30 year
extension of the existing property lease for the land currently used by the Newberry
Springs Volunteer Fire Department. The CSD is further authorized to negotiate for the
Use of additional land contiguous with and directly east of the currently leased property.**

Motion Director Unger to authorize the General Manager to enter negotiations with
Silver Valley Unified School District for a 50 year extension of the property currently
used by NSVFD. The CSD is further authorized to negotiate for the use of additional land
contiguous with and directly east of the currently leased property. Seconded Director
Paulsen.

Vote: Unanimous

Motion Passed

**e. LAFCO Nomination period for the position of Regular Special District Member on
the LAFCO San Bernardino County.**

Motion Director Springer to nominate Kimberly Cox. Seconded Director Unger.

Vote: Unanimous

Motion Passed

f. Approval of Minutes for January 28 and February 12, 2020.

Motion Director Paulsen to accept as presented. Seconded Director Unger

Vote: Unanimous

Motion Passed

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g. Approve Bills Paid ad Presented.

Motion Director Paulsen approve bills paid and presented. Seconded

Director Unger

Vote: **Unanimous**

Motion Passed

5. Old and New Business- Further information how we could get out information to the community.

6. Directors Comments.

7. Adjournment- 9:07 p.m.

Board Secretary

Board President

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

SPECIAL MEETING DRAFT AGENDA

May 12, 2020

Call the meeting to order- 6:51 p.m.

Pledge of Allegiance

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

Roll Call.

Present:

President Springer
Director Deel
Director Paulsen
Director Unger

Absent:

Director Clark

Also Present: General Manager Jodi Howard, Supervisor Lovingoods Representative Ron Frame and members of the public.

1. Approval of Agenda

Motion Director Unger to approve agenda. Seconded Director Paulsen.

Vote: **Unanimous**

Motion Passed

2. Public Comments:

4. Agenda Items- Closed Session

a. a. Closed Session with Legal Counsel- Existing Litigation Newberry Community Services District, et. al. v. County of San Bernardino, et. al. (S.B. County Superior Court) CIV DS 2000745.

Government Code 54956.9(a)

Went into closed session- 7:30 p.m.

Came back from closed session 8:21 p.m.

No Action Taken

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7. Adjournment- 8:25

Board Secretary

Board President

<u>March-May 2020 Expenditures</u>					
<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Acct</u>	<u>Split</u>	<u>Amount</u>
03/06/2020	17857	EDD	1012.5		\$ 971.70
03/06/2020	17858	Actium LLP	1009.1		\$ 7,748.07
03/06/2020	17859	Daphne Lanier	2002.4		\$ 300.00
03/06/2020	17860	Jack Unger	1005.0		\$ 50.00
03/06/2020	17861	Jon Stone	split		\$ 500.00
			2003.1	\$ 425.00	
			2003.4	\$ 75.00	
03/06/2020	17862	Larry Clark	1005.0		\$ 50.00
03/06/2020	17863	Paula Deel	1005.0		\$ 50.00
03/06/2020	17864	Robert Springer	1005.0		\$ 50.00
03/06/2020	17865	Vickie Paulsen	1005.0		\$ 50.00
03/06/2020	17866	Clark Pest Control	2002.7		\$ 50.00
03/06/2020	17867	Desert Disposal	4006.8		\$ 44.40
03/06/2020	17868	SCE	2002.2		\$ 101.79
03/06/2020	17869	Verizon	split		\$ 245.09
			1010.5	\$ 22.72	
			1010.7	\$ 38.01	
			4006.1	\$ 184.36	
03/06/2020	17870	Clark Pest Control	2002.7		\$ 50.00
03/06/2020	17871	Desert Disposal	4006.8		\$ 160.69
03/06/2020	17872	SCE	2002.2		\$ 17.01
03/06/2020	17873	SCE	split		\$ 377.86
			2003.8	\$ 186.79	
			4006.6	\$ 191.07	
03/06/2020	17874	VOIDED			
03/06/2020	17875	Jodi Howard	1012.9		\$ 23.20
03/06/2020	17876	US Bank	split		\$ 4,960.56
			Statement available upon request		
03/11/2020	17877	American Towing	4003.2		\$ 3,856.02
03/11/2020	eft	EDD	1012.5		\$ 1,013.66
03/15/2020	eft	IRS	1012.5		\$ 522.80
03/15/2020	eft	EDD	1012.5		\$ 142.04
03/19/2020	eft	CASDU	4007.1		\$ 277.05
03/19/2020	eft	Daphne Lanier	4007.1		\$ 325.12
03/19/2020	eft	Jodi Howard	split		\$ 911.04
03/19/2020	eft	Kerri Zurcher	1012.4		\$ 404.04
03/19/2020	eft	Martha Elder	1012.3		\$ 630.29
03/24/2020	eft	Home Depot	1004.0		\$ 1.29
03/26/2020	17878	DeLage Laden	1010.2		\$ 58.07
03/26/2020	17879	FASIS	1012.5		\$ 200.00
03/26/2020	17880	Frontier	4006.1		\$ 56.62
03/26/2020	17881	Streamline	1010.6		\$ 50.00
03/26/2020	17882	SCE	3001.0		\$ 415.26

03/26/2020	17883	Andrew Atilano	4007.5	\$	10.00
03/26/2020	17884	Cory Rogers	4007.5	\$	50.00
03/26/2020	17885	Daphne Lanier	4007.5	\$	180.00
03/26/2020	17886	Jay Potter	4007.5	\$	120.00
03/26/2020	17887	Michelle Rodriguez	4007.5	\$	80.00
03/26/2020	17888	Mitch Ward	4007.6	\$	107.00
03/26/2020	17889	Roberto Rodriguez	4007.5	\$	50.00
03/26/2020	17890	Rylan Lanier	4007.5	\$	220.00
03/26/2020	17891	VOIDED			
03/27/2020	17892	Dept of Forestry	4005.3	\$	7,668.49
03/27/2020	17893	FASIS	1012.5	\$	5,459.00
03/27/2020	17894	SCE	2002.2	\$	154.44
03/27/2020	17895	Verizon	split	\$	245.48
			1010.5	\$	22.72
			1010.7	\$	38.01
			4006.1	\$	184.75

APRIL 2020

04/10/2020	17896	Advanced Copy	1010.2	\$	36.84
04/10/2020	17897	Cory Rogers	4007.5	\$	70.00
04/10/2020	17898	Daphne Lanier	4007.5	\$	150.00
04/10/2020	17899	Desert Disposal	4006.8	\$	44.40
04/10/2020	17900	FASIS	1012.5	\$	2,470.00
04/10/2020	17901	Frontier	4006.1	\$	66.35
04/10/2020	17902	Jay Potter	4007.5	\$	60.00
04/10/2020	17903	Jon Stone	split	\$	500.00
			2003.1	\$	425.00
			2003.4	\$	75.00
04/10/2020	17904	Michelle Rodriguez	4007.5	\$	80.00
04/10/2020	17905	Mitch Ward	4007.5	\$	40.00
04/10/2020	17906	Roberto Rodriguez	4007.5	\$	80.00
04/10/2020	17907	Rylan Lanier	4007.5	\$	160.00
04/10/2020	17908	Cory Rogers	4007.6	\$	107.00
04/10/2020	17909	Desert Disposal	4006.8	\$	160.69
04/10/2020	17910	VOIDED			
04/10/2020	17911	Daphne Lanier	2002.4	\$	300.00
04/10/2020	eft	SCE	2002.2	\$	12.63
04/10/2020	eft	SCE	3001.0	\$	415.28
04/10/2020	eft	SCE	split	\$	344.00
			2003.8	\$	156.17
			4006.6	\$	187.83
04/13/2020	eft	US Bank	split	\$	8,681.54
			Statement available upon request		
04/14/2020	eft	EDD	1012.5	\$	136.05
04/16/2020	17912	Streamline	1010.6	\$	50.00
04/16/2020	17913	Actium LLP	1009.1	\$	6,990.05
04/16/2020	17914	American Towing	4003.2	\$	500.00
04/16/2020	17915	Clark Pest Control	split	\$	100.00
04/16/2020	17916	David Whitford	1003.0	\$	338.00
04/16/2020	17917	Daphne Lanier	4003.1	\$	47.00

04/17/2020	eft	IRS	1012.5	\$	503.62
04/17/2020	eft	CASDU	4007.1	\$	277.05
04/17/2020	eft	Daphne Lanier	4007.1	\$	325.12
04/17/2020	eft	Jodi Howard	split	\$	911.03
04/17/2020	eft	Kerri Zurcher	1012.4	\$	404.03
04/17/2020	eft	Martha Elder	1012.3	\$	630.29

May 2020

05/12/2020	eft	SCE	2002.2	\$	186.22
05/12/2020	eft	SCE	3001.0	\$	425.35
05/12/2020	eft	SCE	split	\$	412.01
			2003.8	\$	155.13
			4006.6	\$	256.88
05/12/2020	17918	Emergency Reporting	4006.5	\$	2,641.80
05/12/2020	17919	Frontier	4006.1	\$	54.67
05/12/2020	17920	Pyro Spectaculars	2001.2	\$	5,500.00
05/12/2020	17921	Actium LLP	1009.1	\$	2,720.01
05/12/2020	17922	Cory Rogers	4007.5	\$	20.00
05/12/2020	17923	Daphne Lanier	2002.4	\$	300.00
05/12/2020	17924	David Wetterman	4007.5	\$	20.00
05/12/2020	17925	Jay Potter	4007.5	\$	40.00
05/12/2020	17926	Jon Stone	split	\$	500.00
			2003.1	\$	425.00
			2003.4	\$	75.00
05/12/2020	17927	Michelle Rodriguez	4007.5	\$	230.00
05/12/2020	17928	Mitch Ward	4007.5	\$	30.00
05/12/2020	17929	Roberto Rodriguez	4007.5	\$	240.00
05/12/2020	17930	Rylan Lanier	4007.5	\$	240.00
05/12/2020	17931	Advanced Copy	1010.2	\$	36.84
05/12/2020	17932	Clark Pest Control	split	\$	100.00
05/12/2020	17933	Desert Disposal	4006.8	\$	160.69
05/12/2020	17934	Verizon	split	\$	244.97
			1010.5	\$	22.72
			1010.7	\$	38.01
			4006.1	\$	184.24
05/12/2020	17935	Daphne Lanier	4007.5	\$	140.00
05/12/2020	17936	Desert Disposal	4006.8	\$	44.40

Newberry Community Service District
 FY 2019/20
 Budget Summary 05/18/2020

1000.0 ADMINISTRATION	Budgeted	Spent	Balance
1001.0 Advertising	\$300.00	\$0.00	\$300.00
1003.0 Auditor	\$8,000.00	\$8,938.00	-\$938.00
1004.0 Bank Fees	\$200.00	\$167.57	\$32.43
1005.0 Director Stipends	\$4,000.00	\$2,350.00	\$1,650.00
1006.0 Education			
1006.1 Education, Tuition	\$2,500.00	\$55.00	\$2,445.00
1006.2 Education, Books	\$200.00	\$0.00	\$200.00
1006.3 Education, Lodging	\$2,000.00	\$0.00	\$2,000.00
1006.4 Education, Mileage	\$800.00	\$0.00	\$800.00
Education Sub-Total	\$5,500.00	\$55.00	\$5,445.00
1007.0 Election Expenses	\$0.00	\$0.00	\$0.00
1008.0 LAFCO	\$700.00	\$355.32	\$344.68
1009.0 Legal Expenses	\$4,000.00	\$8,811.49	-\$4,811.49
1009.1 Legal Expenses-Solar Project		\$31,034.13	
Legal Expenses Subtotal		\$39,845.62	
1010.0 Office Expenses			
1010.1 Office Supplies	\$1,500.00	\$380.47	\$1,119.53
1010.2 Office Equipment, Maint/Repair	\$1,400.00	\$1,112.55	\$287.45
1010.3 Office Equipment, Purchases	\$500.00	\$1,000.40	-\$500.40
1010.4 Postage/Shipping	\$500.00	\$257.50	\$242.50
1010.5 Office Telephone	\$400.00	\$249.68	\$150.32
1010.6 Subscriptions/Membership Fees	\$4,000.00	\$2,297.05	\$1,702.95
1010.7 Office Internet	\$1,300.00	\$888.60	\$411.40
Office Expenses Sub-Total	\$9,600.00	\$6,186.25	\$3,413.75
1012.0 Administrative Personnel Expenses			
1012.1 Salary, Board Secretary	\$2,000.00	\$1,452.16	\$547.84
1012.2 Salary, General Manager	\$12,000.00	\$9,058.79	\$2,941.21
1012.3 Salary, Office Assistant	\$8,000.00	\$6,597.50	\$1,402.50
1012.4 Salary, Treasurer	\$4,800.00	\$4,229.19	\$570.81
1012.5 Payroll Tax Payment	\$6,000.00	\$11,498.37	-\$5,498.37
1012.7 Dept of Justice-Live Scan	\$100.00	\$0.00	\$100.00
1012.8 Workers Comp Insurance	\$8,000.00	\$9,880.00	-\$1,880.00
1012.9 Staff Mileage	\$300.00	\$100.58	\$199.42
Admin Personnel Expenses Sub-Total	\$41,200.00	\$42,816.59	-\$1,616.59
1013.0 SDRMA Insurance, Liability/Bonding	\$4,000.00	\$0.00	\$4,000.00
Administrative Total	\$77,500.00	\$100,714.35	-\$23,214.35

Newberry Community Service District
 FY 2019/20
 Budget Summary 05/18/2020

2000.0 PARK & RECREATION	Budgeted	Spent	Balance
2001.0 Community Events			
2001.1 Community Events, Advertising	\$300.00	\$0.00	\$300.00
2001.2 Community Events, Expenses	\$12,000.00	\$5,580.08	\$6,419.92
Community Events Sub-Total	\$12,300.00	\$5,580.08	\$6,719.92
2002.0 Community Center Expenses			\$0.00
2002.1 Consumable Supplies	\$400.00	\$327.79	\$72.21
2002.2 CSD Electric	\$4,000.00	\$2,980.89	\$1,019.11
2002.3 CSD Propane	\$2,000.00	\$936.38	\$1,063.62
2002.4 Contract Labor, Cleaning	\$4,200.00	\$3,300.00	\$900.00
2002.5 Health Permits	\$1,200.00	\$1,252.84	-\$52.84
2002.6 CSD Building, Maint/Repair	\$15,300.00	\$2,870.64	\$12,429.36
2002.7 Pest Control	\$600.00	\$550.00	\$50.00
Community Center Sub-Total	\$27,700.00	\$12,218.54	\$15,481.46
2003.0 Grounds Expenses			
2003.1 Contract Labor, Landscaping	\$4,800.00	\$4,550.00	\$250.00
2003.2 Disposal Services	\$2,500.00	\$1,762.16	\$737.84
2003.3 Maint/Repair, Equipment	\$1,800.00	\$20.35	\$1,779.65
2003.4 Maint/Repair, Grounds	\$5,000.00	\$2,148.22	\$2,851.78
2003.5 Maint/Repair, Well	\$2,000.00	\$0.00	\$2,000.00
2003.6 Mojave Water Agency Fees	\$200.00	\$67.35	\$132.65
2003.7 Park, Capital Improvements	\$45,000.00	\$0.00	\$45,000.00
2003.8 Park, Electric	\$1,800.00	\$2,149.12	-\$349.12
2003.9 Water Testing	\$500.00	\$180.00	\$320.00
Grounds Expenses Sub-Total	\$63,600.00	\$10,877.20	\$52,722.80
TOTAL	\$103,600.00	\$28,675.82	\$74,924.18

3000.0 STREET LIGHTS	Budgeted	Spent	Balance
3001.0 Street Lights	\$8,000.00	\$4,537.98	\$3,462.02

Newberry Community Service District
 FY 2019/20
 Budget Summary 05/18/2020

4000.0 FIRE DEPARTMENT	Budgeted	Spent	Balance
4001.0 Apparatus Lease/Purchase	\$0.00	\$0.00	\$0.00
4002.0 Capital Improvements			\$0.00
4002.1 Station	\$10,000.00	\$904.97	\$9,095.03
4002.2 Equipment	\$0.00	\$0.00	\$0.00
Capital Improvements Sub-Total	\$10,000.00	\$904.97	\$9,095.03
4003.0 Equipment Expense, Vehicle			
4003.1 Equip Exp, Vehicle, Fuel	\$7,000.00	\$5,071.97	\$1,928.03
4003.2 Equip Exp, Vehicle, Maint/Repair	\$10,000.00	\$6,988.26	\$3,011.74
4003.3 Equip Exp, Vehicle, SDRMA, Ins	\$7,000.00	\$0.00	\$7,000.00
Equipment Expense Sub-Total	\$24,000.00	\$12,060.23	\$11,939.77
4004.0 Equip Exp, Non-Vehicle			
4004.1 Equip Exp, Non-Vehicle, Purchase	\$12,000.00	\$17,579.40	-\$5,579.40
4004.2 Equip Exp, Non-Vehicle, Maint/Repair	\$4,000.00	\$4,190.57	-\$190.57
4004.3 Equip Exp, Non-Vehicle, First Aid Supplies	\$2,500.00	\$1,880.73	\$619.27
4004.4 Equip Exp, Non-Vehicle, Equip Fuel	\$300.00	\$117.18	\$182.82
Equipment Exp, N-V Sub-Total	\$18,800.00	\$23,767.88	-\$4,967.88
4005.0 Dispatching Expense			
4005.1 Equipment Purchase	\$8,000.00	\$2,900.00	\$5,100.00
4005.2 Equipment Maint/Repair	\$2,000.00	\$801.75	\$1,198.25
4005.3 Cal Fire Dispatching	\$7,500.00	\$7,668.49	-\$168.49
Dispatching Expense Sub-Total	\$17,500.00	\$11,370.24	\$6,129.76
4006.0 Station Expenses			
4006.1 Internet/Phone Service	\$2,000.00	\$2,760.70	-\$760.70
4006.2 Station, Maint/Repair	\$3,000.00	\$1,586.97	\$1,413.03
4006.3 Office Supplies	\$1,200.00	\$678.23	\$521.77
4006.4 Pest Control	\$600.00	\$550.00	\$50.00
4006.5 Subscriptions/Memberships	\$3,000.00	\$2,661.79	\$338.21
4006.6 Station, Electric	\$3,000.00	\$2,433.78	\$566.22
4006.7 Drinking Water	\$500.00	\$521.82	-\$21.82
4006.8 Trash Service	\$600.00	\$488.40	\$111.60
Station Expenses Sub-Total	\$13,900.00	\$11,681.69	\$2,218.31
4007.0 Firefighter Personnel Expenses			
4007.1 Fire Department Office Administrator	\$9,000.00	\$6,303.15	\$2,696.85
4007.4 Firefighter Appreciation	\$4,000.00	\$1,255.88	\$2,744.12
4007.5 Firefighter Callout Stipend	\$8,500.00	\$6,600.00	\$1,900.00
4007.6 Training Exp, Certification/Books/Tuition	\$7,500.00	\$2,658.63	\$4,841.37
4007.8 Dept of Justice, Live Scan	\$500.00	\$57.00	\$443.00
4007.10 Uniform Expense	\$500.00	\$104.40	\$395.60
Unreconciled Expenses		\$1,038.01	
Personnel Sub-Total	\$30,000.00	\$18,017.07	\$11,982.93
4008.0 Public Relations			
4008.1 Prevention	\$200.00	\$0.00	\$200.00
Public Relations Sub-Total	\$200.00	\$0.00	\$200.00
4009.0 Grant Expenses			
4009.1 Grant Expenses, Admin	\$500.00	\$199.00	\$301.00
4009.2 Grant Expenses, Purchases	\$0.00	\$0.00	\$0.00
Grant Expenses Sub-Total	\$500.00	\$199.00	\$301.00
4010.0 Explorer's Expenses			
4010.1 Explorer's Expenses Admin	\$1,000.00	\$914.21	\$85.79
Explorer's Expenses Sub-Total	\$1,000.00	\$914.21	\$85.79
TOTAL	\$115,900.00	\$78,915.29	\$36,984.71

Newberry Community Service District
 FY 2019/20
 Budget Summary 05/18/2020

5000.0 INCOME	Budgeted	Balance
5001.0 Interest		
5001.1 Checking Interest	\$400.00	\$242.98
5001.2 CD Interest	\$500.00	\$0.00
5001.3 Savings Interest	\$40.00	\$714.95
Interest Total	\$940.00	\$957.93
5002.0 Rental Income		
5002.1 Building Rental	\$500.00	\$335.00
5002.2 Equipment Rental	\$0.00	\$100.00
Rental Income Total	\$500.00	\$435.00
5003.0 Fire Department Income		
5003.1 FD, Burn Permits	\$2,400.00	\$1,321.00
5003.2 FD, Response Charges	\$300.00	\$5.00
5003.3 FD, Grant Income	\$14,000.00	\$0.00
5003.4 FD, Donations	\$0.00	\$0.00
5003.5 FD, Reserve Transfer	\$10,000.00	\$0.00
Fire Department Income Total	\$26,700.00	\$1,326.00
5004.0 Other Income		
5004.2 Purchase Card Rebate	\$340.00	\$485.98
5004.3 Copies	\$20.00	\$62.40
5004.4 Fireworks Donations	\$5,000.00	\$9,087.00
5004.5 Misc. Income	\$0.00	\$825.00
5004.6 Reserve Transfer	\$45,000.00	\$0.00
Other Income Total	\$50,360.00	\$10,460.38
5005.0 San Bernardino County Tax Share	\$225,000.00	\$212,300.25
TOTAL	\$303,500.00	\$225,479.56

74% to Anticipated Income

EXPENSE TOTALS	Budgeted	Spent	Balance
1000.0 Administration	\$77,500.00	\$100,714.35	-\$23,214.35
2000.0 Park and Recreation	\$103,600.00	\$28,675.82	\$74,924.18
3000.0 Street Lights	\$6,500.00	\$4,537.98	\$1,962.02
4000.0 Fire Department	\$115,900.00	\$78,915.29	\$36,984.71
TOTAL	\$303,500.00	\$212,843.44	\$90,656.56

70% Budget Spent

CASH ACCOUNT BALANCES (as of 5/18/2020)

116. CD Account	\$138,403.75
117. Savings Account	\$197,677.75
118. FD Reserve	\$33,983.69
120. Checking Account	\$274,404.25
Total Cash Balance	\$644,469.44