

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

October 24, 2023, AT 6:00 P.M.

In compliance with the American with Disabilities Act and Government Code section 54954.2, if you need special assistance to participate in the District Meeting or other services offered by the District, please contact the District Office at 760- 257-3613. Normal office hours are Wednesday, Thursday and Friday noon until 4 p.m.

AGENDA

Call the meeting to order- - Pledge of Allegiance

Roll Call: Director Deel, Director Matson, Director Roberts, Director Springer, Director Unger

1. Approval of Agenda

2. **CLOSED SESSION** –

A. **CLOSED SESSION Conference with legal counsel (Gov. Code Section 54956.9(a))**
regarding pending litigation, one potential case. Discussion/Possible Action

3. Report from Closed Session

4. Approval of Minutes

A. Regular Board Meeting Draft Minutes 9/26/2023

5. 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.*

A. General Public

B. Community Reports-

1. County Supervisor-Elaine Villareal, Representative-
2. Sheriff Captain Ron Markegard-
3. CHP Sargent Carmichael-

6. Reports(to be included in the Minutes written Reports must be submitted to GM or Secretary)

A. General Manager – GM Vanek

Transformative Climate Communities Grant Report for the Newberry CSD Building and Park for Planning or Project Development Funds; 2023 Pistachio Festival Kickball Tournament Status

B. Temporary CSD Administrator – Daphne Lanier

C. Fire Department - Chief Lanier

D. Financial Reports – GM/Treasurer Vanek

Balance Sheet, Budget vs Actuals

E. Air Quality Monitors - Director Unger

F. Directors Comments (1 min.)

7. Agenda Items- Discussion/Possible Action

A. Revise Policy 5070 to Incorporate Robert's Rules of Order – Discussion/Possible Action – Director Unger

Robert's Rules of Order is America's foremost guide to parliamentary procedure. The CSD needs to demonstrate to the public that it intends to conduct orderly and productive meetings.

B. 2012-2013 Grand Jury Report – Discussion and Possible Action – Director Unger

The Directors are to read the Grand Jury Report and ascertain if the Grand Jury recommendations were implemented and how citing Policies or procedures used.

C. Solar Projects Inquiry to Supervisor Rowe – Discussion/Possible Action – Director Unger

Letter to Supervisor Rowe presented.

D. Policy to Provide Public Wi-Fi in the Community Center Building Discussion/Possible Action, Staff

If the Board decides to have Public Wi-Fi, we need to include a policy to govern it. Staff is to report on cost and procedure.

E. MOU for Use of Vacant Lot Across Newberry Rd for Auxiliary Parking for Events Held at the NCSD, Discussion/Possible Action, Staff

F. Salary Increase for General Manager Vanek, Discussion/Possible Action, Director Deel

GM is in the office by herself part of the time. \$16.50/hr suggested.

G. Salary Increase for Fire Department Administrator, Discussion/Possible Action, Director Deel

Fire Department Administrator is transitioning back to her Fire Department Administrator responsibilities. We need to adjust her wage. We budgeted \$18.41/hr for this year.

H. Revision of Policy 3080 Purchasing, Discussion/Possible Action; Director Deel

Updating Policy 3080 to require reason for purchase, signatures and dates to complete the approval.

I. Revision of Policy 3075 Credit Card Usage and Agreement; Discussion/Possible Action; Director Deel

Added section 3075.3.5 plus minor updates.

J. Revision of Policy 3040 Expense Authorization; Discussion/Possible Action; Director Deel

Updating Policy 3040 to require reason for purchase, signatures and dates to complete the approval.

K. November and December Holiday Hours; Discussion/Possible Action; Director Deel

Closed Thursday November 23rd; Regular Meeting on November 28th?
December 25 is on Monday; Do we want a Regular Meeting on the 26th or 19th?

L. Temporarily Authorize Additional 4 Hours of Work per Week (Tuesdays) for the GM and Temporary CSD Administrator – Discussion and Possible Action, Director Unger

Explanation: Staff needs additional time with the office closed to catch up on the work load.

M. Authorize a Real Estate Broker to Conduct Negotiations to Purchase Property to Build a Civic Hub– Discussion and Possible Action, Director Unger

Explanation: On February 23, 2021 the CSD Board approved a Civic Hub Strategic Plan that includes a new Fire Department, Community Center, Park and leasable land for small, local businesses. The CSD has taken no further action for over 2 ½ years. Financial grants to build the Civic Hub require that the CSD already own the land. Approval of this Agenda item would allow the CSD to proceed to acquire the land to build a Civic Hub.

N. Authorize the Purchase of a New Desktop Computer, Discussion and Possible Action, Director Unger

Explanation: One of the District’s Desktop Computers is unusable. Approval of this Agenda item would allow the CSD to purchase a replacement desktop computer – Discussion and Possible Action, Director xxxxx

O. Authorize Contracting for Outside IT (Computer) Support, Discussion and Possible Action, Director Unger

Explanation: From time to time, the CSD will need computer repair or configuration assistance provided by a professional IT (information technology) computer support firm. Approval of this Agenda item would authorize the CSD to sign a maintenance contract with a professional computer repair firm to provide on-call IT assistance

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

9. Old and New Business

10. Adjournment

I, Paula Deel

Print name



Signature

declare under penalty of perjury that I am a Board member or designated Staff member of the Newberry Community Services District and that this agenda was posted at least 72 hours prior to the meeting on a District office Display Board and on the District’s Website at www.NewberryCSD.net.