

# 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

November 28, 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. Conference with legal counsel (Gov. Code Section 54956.9(a)

Regarding pending litigation, one potential case. Discussion/Possible Action

B. Conference with real property negotiators (Gov. Code Section 54956.8)

Review of potentially available Civic Hub properties. Discussion/Possible Action

### 3. Report from Closed Session

### 4. Approval of Minutes

A. Regular Board Meeting Draft Minutes 9/26/2023 & 10/24/2023

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. (to be included in the Supporting Documents if written Reports are submitted to the GM or Acting Secretary)*

A. General Public

B. Community Reports- County Supervisor Rowe-Elaine Villareal,  
Representative-(*Report is In Supporting Documents*)

C. Sheriff Captain Ron Markegard-

D. 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

*MOU, Park, Wi-Fi, Status of filling Secretary Position*

B. Fire Department - Chief Lanier

C. Financial Reports – GM/Treasurer Vanek

*Balance Sheet, Budget vs Actuals*

D. Air Quality Monitors - Director Unger

E. Directors Comments (1 min.)

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

### **A. 2012-2013 Grand Jury Report – Discussion and Possible Action – Director Unger**

We will review where the District stands regarding implementation of the recommendations of the 2012 Grand Jury Report, including the status of the review of the adequacy of the District's accounting procedures as performed by the Eide Bailly accounting firm.

### **B. Revision of Policy 3080 Purchasing, Discussion/Possible Action; Director Springer**

Updating Policy 3080 to require reason for purchase, signatures and dates to complete the approval. To include additional consideration for Fire Chief Spending, Director Springer is to include additional revisions.

Note: Purchasing is where the spending limits come into effect. Purchase is before spending money; Expense is money already approved or spent. Therefore in most instances a Purchase would have a Purchase Order requesting to Purchase something and hence the spending limits. Authorizing the Expense is saying the Expense is legitimate and ready to be paid. That is why there are 2 policies.

### **C. Revision of Policy 3040 Expense Authorization; Discussion/Possible Action; Director Springer**

Updating Policy 3040 to require reason for purchase, signatures and dates to complete the approval. Board decided to revisit this at November's Meeting. Director Springer to revise. No Vote taken.

### **D. Revision of Policy 3090 Records Retention; Discussion/Possible Action; Director Deel**

Last Revised April 22, 2014. The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

### **E. Revision of Policy 1010 Adoption/Amendment of Policies; Discussion/Possible Action; Director Deel**

Last Revised April 22, 2014. How we amend our policies.

### **F. Revision of Policy 1000 Purpose of Board Policies; Discussion/Possible Action; Director Deel**

Last Revised April 22, 2014.

### **G. Authorize Contracting for Information Technology (IT) Computer Support Services; Discussion/Possible Action; Director Unger**

NOTE: This Agenda item was tabled from the last meeting.

If we are going to continue to use computers then we need to provide for the maintenance, repair and security of those computers.

NOTE: If we DO NOT PROVIDE for the maintenance, repair and security of our computers then our fiduciary responsibilities as Directors dictate that we STOP using computers.

**H. Scoreboard Cover & Solar Update, Discussion/Possible Action, Director Matson**

**I. Solar Projects Inquiry to Supervisor Rowe; Discussion/Possible Action, Director Unger**

Following up from October Board letter regarding permitting of solar field zoning within and between Newberry homes; should the CSD (2 Directors) schedule a meeting with the Supervisor?

**J. Revise Board Secretary Job Description by Adding Estimated Work Hours and Pay Range Discussion/Possible Action, Director Unger**

Prospective applicants are more likely to apply if they have an estimate of the required work hours and an indication of the pay range.

**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](http://www.NewberryCSD.net).