

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Minutes
August 28, 2018

Call the meeting to order. 6:11 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
Vice President Deel
Director Clark
Director Paulsen
Director Shaw

Absent:

Also Present : Interim General Manager Jodi Howard ,District Treasurer Kerri Zurcher, Asst. Fire Chief Lanier & Rogers and Field Rep. for Supervisor Lovingood Christian Guntert and members of the public.

1. Approval of the Agenda

Motion Director Shaw to approve as presented, waive reading and Move Item 6 (a) & (b) to 2 (b). Seconded Director Deel

Vote: **Unanimous**

Motion Passed

2. Public Comments:

a. General Public-

b. * **Community Reports-** Project Manager for Barnard Pipeline- Ruben Lundsten gave a brief overview of the 160 mile of pipe testing they are doing from Newberry Springs to Essex. They will be using 6 million gallons of water for this project to do strength testing on the pipe. This pipe has not been serviced since 1952, he said the pipe seemed pretty clean at this point. The water they are using for this project will go from Newberry to Essex and make its way back to

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Newberry to be tested and treated by PGE and discharged back to the ground in Newberry.

Southern California Edison- Jennifer Cusack & Juan M. Lopez- Information will be posted on Newberrycsd.net Website.

County Supervisor Lovingood Representative- Christian Guntert informed us of an upcoming event Veterans Housing Summit Sept. 22, 2018 from 9 a.m.- 2 p.m. in Ontario, Ca for more information- veteranshousingsummit.com

Sheriff – Report attached on website

3. Consent Items

a. Approval of Minutes

b. Bills Paid and Presented for Approval

Motion Director Paulsen approve consent items as presented waive reading. Seconded Director Clark . Director Deel recused herself from vote and left the room.

Vote: Yes- Director Clark, Director Paulsen, Director Springer, Director Shaw

Recuse: Director Deel

Motion Passed

4. Matters Removed from Consent Items

5. Reports

A. General Manager-

B. Staff-

6. Agenda Items- Discussion/Possible Action

a. Barnard Pipeline- Information

Item Moved to 2(b).

b. Southern California Edison- Information

Item Moved to 2 (b)

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c. Answer From McMurchie Law- Can District Spend Funds to Fight Solar Project?
Discussion- Response from attorney in Agenda

d. Appoint an Interim General Manager and Begin Process to Hire General Manager.

Discussion/Possible Action

Motion Director Deel appoint Jodi Howard as Interim General Manager with pay raise.
Seconded Director Paulsen.

Vote: Unanimous

Motion Passed

Motion Director Shaw to pay Jodi Howard her Board Secretary Stipend. Seconded
Director Paulsen.

Vote: Unanimous

Motion Passed

e. Reserve Policy 3030 Discussion/Possible Action

Motion Director Shaw to accept policy 3030 as official policy as of today. Seconded Director
Paulsen.

Vote: Unanimous

Motion Passed

f. New Equipment for Park. Discussion/Possible Action

Motion Director Springer to bring this item to next meeting. Seconded Director Paulsen

Vote: Unanimous

Motion Passed

g. Review Final 17/18 Budget

Discussion

h. Review and Discuss Previous Estimate for Outfitting the Brush Patrol.

Discussion- Fire Department to proceed with approved amount not to exceed 30,000.00
For installation of motor to new Brush Patrol.

7. Old and New Business-

Change Next Month Meeting to Tuesday September 18, 2018 6 p.m.

Motion Director Shaw, Seconded Director Paulsen

Vote: Unanimous

Motion Passed

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8. Adjournment- 8:34 p.m.

Board Secretary

Board President

Newberry Community Service District
 FY 2018/19 Budget
 as of September 14th, 2018

1000.0 ADMINISTRATION	Budgeted	Spent	Balance
1001.0 Advertising	\$300.00	\$0.00	\$300.00
1003.0 Auditor	\$7,000.00	\$0.00	\$7,000.00
1004.0 Bank Fees	\$100.00	\$73.75	\$26.25
1005.0 Director Stipends	\$7,000.00	\$750.00	\$6,250.00
1006.0 Education			
1006.1 Education, Tuition	\$2,500.00	\$2,400.00	\$100.00
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	\$300.00	\$0.00	\$300.00
Education Sub-Total	\$5,000.00	\$2,400.00	\$2,600.00
1007.0 Election Expenses	\$2,500.00	\$0.00	\$2,500.00
1008.0 LAFCO	\$700.00	\$620.20	\$79.80
1009.0 Legal Expenses	\$4,000.00	\$0.00	\$4,000.00
1010.0 Office Expenses			
1010.1 Office Supplies	\$1,500.00	\$133.97	\$1,366.03
1010.2 Office Equipment, Maint/Repair	\$1,500.00	\$197.30	\$1,302.70
1010.3 Office Equipment, Purchases	\$500.00	\$0.00	\$500.00
1010.4 Postage/Shipping	\$500.00	\$116.00	\$384.00
1010.5 Office Telephone	\$400.00	\$44.71	\$355.29
1010.6 Subscriptions/Membership Fees	\$3,000.00	\$183.88	\$2,816.12
1010.7 Office Internet	\$1,300.00	\$0.00	\$1,300.00
Office Expenses Sub-Total	\$8,700.00	\$675.86	\$8,024.14
1012.0 Administrative Personnel Expenses			
1012.1 Salary, Board Secretary	\$2,000.00	\$357.09	\$1,642.91
1012.2 Salary, General Manager	\$12,000.00	\$1,963.91	\$10,036.09
1012.3 Salary, Office Assistant	\$10,000.00	\$1,428.30	\$8,571.70
1012.4 Salary, Treasurer	\$5,500.00	\$1,250.01	\$4,249.99
1012.5 Payroll Tax Payment	\$6,000.00	\$875.27	\$5,124.73
1012.7 Dept of Justice-Live Scan	\$100.00	\$0.00	\$100.00
1012.8 Workers Comp Insurance	\$6,600.00	\$830.00	\$5,770.00
1012.9 Staff Mileage	\$300.00	\$0.00	\$300.00
Admin Personnel Expenses Sub-Total	\$42,500.00	\$6,704.58	\$35,795.42
1013.0 SDRMA Insurance, Liability/Bonding	\$3,700.00	\$0.00	\$3,700.00
Administrative Total	\$81,500.00	\$11,224.39	\$70,275.61

Newberry Community Service District
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 as of September 14th, 2018

2000.0 PARK & RECREATION	Budgeted	Spent	Balance
2001.0 Community Events			
2001.1 Community Events, Advertising	\$300.00	\$169.99	\$130.01
2001.2 Community Events, Expenses	\$12,000.00	\$0.00	\$12,000.00
Community Events Sub-Total	\$12,300.00	\$169.99	\$12,130.01
2002.0 Community Center Expenses			\$0.00
2002.1 Consumable Supplies	\$400.00	\$0.00	\$400.00
2002.2 CSD Electric	\$4,000.00	\$1,183.83	\$2,816.17
2002.3 CSD Propane	\$2,300.00	\$0.00	\$2,300.00
2002.4 Contract Labor, Cleaning	\$4,200.00	\$900.00	\$3,300.00
2002.5 Health Permits	\$1,100.00	\$880.00	\$220.00
2002.6 CSD Building, Maint/Repair	\$3,500.00	\$3,373.87	\$126.13
2002.7 Pest Control	\$700.00	\$100.00	\$600.00
Community Center Sub-Total	\$16,200.00	\$6,437.70	\$9,762.30
2003.0 Grounds Expenses			
2003.1 Contract Labor, Landscaping	\$4,800.00	\$1,200.00	\$3,600.00
2003.2 Disposal Services	\$2,500.00	\$334.02	\$2,165.98
2003.3 Maint/Repair, Equipment	\$2,000.00	\$0.00	\$2,000.00
2003.4 Maint/Repair, Grounds	\$5,000.00	\$600.00	\$4,400.00
2003.5 Maint/Repair, Well	\$5,000.00	\$0.00	\$5,000.00
2003.6 Mojave Water Agency Fees	\$200.00	\$0.00	\$200.00
2003.7 Park, Capital Improvements	\$0.00	\$0.00	\$0.00
2003.8 Park, Electric	\$1,800.00	\$484.21	\$1,315.79
2003.9 Water Testing	\$400.00	\$190.00	\$210.00
Grounds Expenses Sub-Total	\$21,700.00	\$2,808.23	\$18,891.77
TOTAL	\$50,200.00	\$9,415.92	\$40,784.08

3000.0 STREET LIGHTS	Budgeted	Spent	Balance
3001.0 Street Lights	\$8,000.00	\$773.17	\$7,226.83

Newberry Community Service District
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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	\$0.00	\$0.00	\$0.00
4002.2 Equipment	\$0.00	\$0.00	\$0.00
Capital Improvements Sub-Total	\$0.00	\$0.00	\$0.00
4003.0 Equipment Expense, Vehicle			
4003.1 Equip Exp, Vehicle, Fuel	\$4,000.00	\$654.43	\$3,345.57
4003.2 Equip Exp, Vehicle, Maint/Repair	\$8,000.00	\$135.22	\$7,864.78
4003.3 Equip Exp, Vehicle, SDRMA, Ins	\$6,000.00	\$0.00	\$6,000.00
Equipment Expense Sub-Total	\$18,000.00	\$789.65	\$17,210.35
4004.0 Equip Exp, Non-Vehicle			
4004.1 Equip Exp, Non-Vehicle, Purchase	\$10,000.00	\$1,643.34	\$8,356.66
4004.2 Equip Exp, Non-Vehicle, Maint/Repair	\$4,000.00	\$0.00	\$4,000.00
4004.3 Equip Exp, Non-Vehicle, First Aid Supplies	\$2,500.00	\$63.24	\$2,436.76
4004.4 Equip Exp, Non-Vehicle, Equip Fuel	\$300.00	\$7.66	\$292.34
Equipment Exp, N-V Sub-Total	\$16,800.00	\$1,714.24	\$15,085.76
4005.0 Dispatching Expense			
4005.1 Equipment Purchase	\$0.00	\$0.00	\$0.00
4005.2 Equipment Maint/Repair	\$2,000.00	\$0.00	\$2,000.00
4005.3 Cal Fire Dispatching	\$7,000.00	\$0.00	\$7,000.00
Dispatching Expense Sub-Total	\$9,000.00	\$0.00	\$9,000.00
4006.0 Station Expenses			
4006.1 Internet/Phone Service	\$1,500.00	\$103.94	\$1,396.06
4006.2 Station, Maint/Repair	\$3,000.00	\$127.83	\$2,872.17
4006.3 Office Supplies	\$1,600.00	\$256.48	\$1,343.52
4006.4 Pest Control	\$600.00	\$100.00	\$500.00
4006.5 Subscriptions/Memberships	\$2,100.00	\$0.00	\$2,100.00
4006.6 Station, Electric	\$2,300.00	\$730.18	\$1,569.82
4006.7 Drinking Water	\$500.00	\$0.00	\$500.00
4006.8 Trash Service	\$600.00	\$127.83	\$472.17
Station Expenses Sub-Total	\$12,200.00	\$1,446.26	\$10,753.74
4007.0 Firefighter Personnel Expenses			
4007.1 Fire Department Office Administrator	\$9,000.00	\$1,863.00	\$7,137.00
4007.4 Firefighter Appreciation	\$4,000.00	\$0.00	\$4,000.00
4007.5 Firefighter Callout Stipend	\$7,000.00	\$1,194.00	\$5,806.00
4007.6 Training Exp, Certification/Books/Tuition	\$5,000.00	\$216.00	\$4,784.00
4007.8 Dept of Justice, Live Scan	\$500.00	\$0.00	\$500.00
4007.10 Uniform Expense	\$400.00	\$19.10	\$380.90
Personnel Sub-Total	\$25,900.00	\$3,292.10	\$22,607.90
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	\$200.00	\$0.00	\$200.00
4009.2 Grant Expense, Purchases	\$0.00	\$0.00	\$0.00
Grant Expenses Sub-Total	\$200.00	\$0.00	\$200.00
4010.0 Explorer's Expenses			
4010.1 Explorer's Expenses Admin	\$1,000.00	\$0.00	\$1,000.00
Explorer's Expenses Sub-Total	\$1,000.00	\$0.00	\$1,000.00
TOTAL	\$83,300.00	\$7,242.25	\$76,057.75

Newberry Community Service District
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5000.0 INCOME	Budgeted	Balance
5001.0 Interest		
5001.1 Checking Interest	\$400.00	\$0.00
5001.2 CD Interest	\$500.00	\$0.00
5001.3 Savings Interest	\$40.00	\$0.00
Interest Total	\$940.00	\$0.00
5002.0 Rental Income		
5002.1 Building Rental	\$500.00	\$0.00
5002.2 Equipment Rental	\$0.00	\$0.00
Rental Income Total	\$500.00	\$0.00
5003.0 Fire Department Income		
5003.1 FD, Burn Permits	\$2,400.00	\$0.00
5003.2 FD, Response Charges	\$800.00	\$0.00
5003.3 FD, Grant Income	\$0.00	\$0.00
5003.4 FD, Donations	\$0.00	\$0.00
Fire Department Income Total	\$3,200.00	\$0.00
5004.0 Other Income		
5004.2 Purchase Card Rebate	\$340.00	\$0.00
5004.3 Copies	\$20.00	\$0.00
5004.4 Fireworks Donations	\$3,000.00	\$0.00
5004.5 Misc. Income	\$0.00	\$0.00
Other Income Total	\$3,360.00	\$0.00
5005.0 San Bernardino County Tax Share	\$215,000.00	\$3,519.23
TOTAL	\$223,000.00	\$3,519.23

1.6% to Anticipated Income

EXPENSE TOTALS	Budgeted	Spent	Balance
1000.0 Administration	\$81,500.00	\$11,224.39	\$70,275.61
2000.0 Park and Recreation	\$50,200.00	\$9,415.92	\$40,784.08
3000.0 Street Lights	\$8,000.00	\$773.17	\$7,226.83
4000.0 Fire Department	\$83,300.00	\$7,242.25	\$76,057.75
TOTAL	\$223,000.00	\$28,655.73	\$194,344.27

12.9% Budget Spent

CASH ACCOUNT BALANCES (as of 9/14/18)

116. CD Account	\$138,403.75
117. Savings Account	\$11,311.40
118. FD Reserve	\$45,990.92
120. Checking Account	\$443,756.71
Total Cash Balance	\$639,462.78

September 2018 Expenditures

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Acct</u>	<u>Split</u>	<u>Amount</u>
08/30/2108	17130	Jodi Howard	1012.2		\$ 178.53
08/30/2018	17231	Desert Disposal	2003.2		\$ 155.26
08/30/2018	17132	SCE	2002.2		\$ 434.94
08/30/2018	17133	Tyler Ahlmeyer	4007.6		\$ 145.00
08/30/2018	17134	Verizon	1010.5		\$ 22.43
08/30/2018	17135	Desert Disposal	4006.2		\$ 42.61
08/30/2018	17136	SCE	split		\$ 313.46
			2002.2	\$ 17.68	
			2003.8	\$ 27.29	
			4006.6	\$ 268.49	
09/07/2018	17137	Daphne Lanier	2002.4		\$ 300.00
09/07/2018	17138	GEO Monitoring	2003.9		\$ 75.00
09/07/2018	17139	Jon Stone	split		\$ 450.00
			2003.1	\$ 400.00	
			2003.4	\$ 50.00	
09/07/2018	17140	Julie Currier	4003.2		\$ 35.00
09/07/2018	17141	US Postal Service	1010.4		\$ 116.00
09/07/2018	17142	Zapp Electric	2002.6		\$ 3,290.00
09/07/2018	17143	Daphne Lanier	4007.1		\$ 296.45
09/07/2108	17144	Jodi Howard	1012.2		\$ 752.75
09/07/2018	17145	Kerri Zurcher	1012.4		\$ 384.79
09/12/2018	17146	Jodi Howard	1012.1		\$ 109.92
09/12/2018	17147	Cory Rogers	4007.5		\$ 40.00
09/12/2018	17148	Daphne Lanier	4007.5		\$ 140.00
09/12/2018	17149	Gustavo Orozco	4007.5		\$ 10.00
09/12/2018	17150	Jay Potter	4007.5		\$ 70.00
09/12/2018	17151	Kyle Whitehead	4007.5		\$ 10.00
09/12/2018	17152	Larry Clark	1005.0		\$ 50.00
09/12/2018	17153	Mitch Ward	4007.5		\$ 50.00
09/12/2018	17154	Paula Deel	1005.0		\$ 50.00
09/12/2018	17155	Robert Shaw	1005.0		\$ 50.00
09/12/2018	17156	Robert Springer	1005.0		\$ 50.00
09/12/2018	17157	Roberto Rodriguez	4007.5		\$ 140.00
09/12/2018	17158	Rylan Lanier	4007.5		\$ 230.00
09/12/2018	17159	Vickie Paulsen	1005.0		\$ 50.00
09/13/2018	eft	CASDU	4007.1		\$ 277.00

Treasurer Recommendation for End of Fiscal Year Surplus Transfer

Per newly adopted Reserve Funds Policy, it is my recommendation that the Board authorize a transfer from our Checking Account to our Reserve Account in the amount of \$244021.44, leaving a balance of \$199,458.22 (+/-) based on closing Cash balance on 9/14/2018.

Per discussion last meeting, Fire Department surplus to remain in checking account to fund outfitting of new Brush Patrol and supplies.