

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Draft Minutes of the Regular Meeting of October 24, 2023

After an invocation by Donna Sollar the Meeting was called to order by President Unger at 6:15p.m. Pledge of Allegiance was led by Fire Chief Lanier.

Present: Directors Deel, Matson, Roberts, Springer, and Unger

Also in attendance: General Manager/Treasurer Vanek, Fire Chief Lanier, and members of the public.

1. Approval of Agenda

Motion to approve the agenda as presented by Director Roberts; 2nd by Director Matson

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent: None
Unanimous

2. CLOSED SESSION –at 6:22 p.m.

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 at 6:54 p.m.

On a motion from Director Deel and second by Director Roberts to reject the claim of Jodi Howard submitted on September 22, 2023, the Board voted to reject the claim 5-0.

4. Approval of Minutes

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

Minutes were omitted from the Supporting Documents and will be on the November 19th Agenda.

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- *None*
2. Sheriff Captain Ron Markegard-*(In Supporting Documents)*
3. CHP Ron Burch-*Verbal Report*

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

A. General Manager – GM Vanek - *(In Supporting Documents)*

B. Temporary CSD Administrator – Daphne Lanier

C. Fire Department - Chief Lanier - *(In Supporting Documents)*

D. Financial Reports – GM/Treasurer Vanek – *(In Supporting Documents)*
Balance Sheet, Budget vs Actuals

E. Air Quality Monitors - Director Unger - *Verbal*

F. Directors Comments (1 min.)

Director Deel -

- October 10th I attended the Online Webinar “Best Practices for Board/Staff Roles & Communication. Webinar condenses to “Board decides the WHAT Staff decides the HOW.
- October 17th SDRMA (our insurance carrier) confirmed that the NCSD’s policy has an employee dishonesty that covers employees and governing body members with a \$1M limit thereby taking care of the bonding issue for GM and Future Secretary. Bank Account and Credit Card accounts will be updated.
- On October 18th Paul and I attended the Daggett Solar + Storage Ribbon Cutting. We shared a table with our new LUS Director Mark Wardlaw and Heidi Duran also with LUS; said hello to Chair Dawn Rowe plus several locals. The plant is producing power at 40% capacity and the final section expected to be online in December.
- October 24 Request to Barstow College for posting Secretary Job. I also checked the EDD site and we need to post there.

Break taken at 8:35p.m.

Returned to meeting at 8:45p.m.

7. Agenda Items- Discussion/Possible Action

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

Motion to adopt Policy 5070 containing only 5070.1 by Director Unger; 2nd by Director Roberts

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent: None
Unanimous

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.

General Manager Vanek and Temporary CSD Administrator Lanier gave report and recommended the services of EideBailly to provide Financial Recording/Reporting Support.

Director Matson moved that we authorize the accounting firm of EideBailly to review and report on our District accounts at a not to exceed \$3,000 cost; 2nd by Director Roberts.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent: None
Unanimous

Director Springer moved that we direct staff to have EideBailly present findings and prospective contract to district when available; 2nd by Director Roberts.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent: None
Unanimous

C. Solar Projects Inquiry to Supervisor Rowe – Discussion/Possible Action – Director Unger *(Letter in Supporting Documents)*

Director Deel moved we send letter to Chair Rowe, Board of Supervisors, Director of Land Use Services, Senator Grove, Assemblyman Lackey, Representative Obernolte, and Frontier Communications. 2nd by Director Matson

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent: None
Unanimous

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

Director Springer moved to make Public Wi-Fi available per cost presented of \$59.00/month. 2nd by Director Roberts.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent: None
Unanimous

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

Director Unger moved we approve the MOU as presented; 2nd by Director Matson.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent: None
Unanimous

F. Salary Increase for General Manager Vanek, Discussion/Possible Action, Director Deel
\$16.50/hr. suggested.

Director Springer moved we increase the General Manager's salary to \$16.50/hr. effective next pay period.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent: None
Unanimous

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

We budgeted \$18.41/hr. for this year.

Since our Fire Department Administrator was raised from \$15.50 to \$18.41/hr. in July the consensus was to schedule consideration for a raise in January or June. No vote taken.

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.

To include additional consideration for Fire Chief Spending, Director Springer is to include additional revisions.

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

Director Roberts moved to adopt Policy as presented; 2nd by Director Springer.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent: None
Unanimous

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.

Board decided to revisit this next month. Director Springer to revise. No Vote taken.

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?

Director Matson moved the Regular Meeting dates of November 28, 2023 and December 19, 2023; 2nd by Director Springer.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent: None
Unanimous

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.

Director Roberts moved we temporarily authorize up to an additional 8 hours per week of staff time.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent: None
Unanimous

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

Director Unger moved that we authorize Fred Stearn to survey available 20 acre or larger parcels along Newberry Road between Fairview and Bedford and report back in closed session.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent: None
Unanimous

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

Director Springer moved we purchase a desktop computer not to exceed \$1,500.00;
2nd Director Roberts.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent: None
Unanimous

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

Table this item.

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

Report was received at Meeting.

Director Springer moved to approve Bills Paid and Presented; 2nd by Director Roberts.

Vote: Ayes 4 Directors Matson, Roberts, Springer, Unger
Noes 1 Director Deel
Absent: None
Unanimous

9. Old and New Business

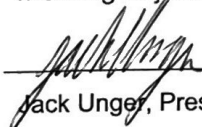
Records Retention Policy 3090; plus 2 more.

10. Adjournment

Director Roberts moved we adjourn; 2nd by Director Springer.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger
Noes 0
Absent: None
Unanimous

Meeting adjourned at 12 a.m.



Jack Unger, President

11/8/23

Date



Paula Deel, Vice President and Interim Secretary