

# Newberry Community Services District

## **POLICY HANDBOOK**

### POLICY CSD Building and Facilities: Rules and Regulations Policy Number 7006

The purpose of this document is to provide for the orderly administration and control of the Newberry Community Services District (NCSB) Community Building and establish rules and regulation to provide a safe and enjoyable environment for those using this facility.

#### GROUPS AND INDIVIDUALS USING NCSB BUILDING AND FACILITIES:

1. **APPLICATION FORM** –All groups and all individuals (in the case of a single individual applicant) will fill out and submit a Facilities Use Agreement (See Policy 7007) to apply for approval to use the building. Applicants shall not be minors under the age of 18 years of age and will not qualify as the “Responsible Party” in a Building Use Application. Initial approval will be based on a) meeting all of the requirements stated herein as well as b) building availability that does not conflict with other building-use applicants. All building use applicants are responsible for providing appropriate security protection at events and functions that, in the opinion of the Newberry CSD (NCSB), require such protection. **NOTE:** Permission to use the building does not constitute permission to use the ballfield. For NCSB policy regarding the ballfield use or for special event use of the park, please see Policy (xxxx).

2. **REPEATED OR PERIODIC FACILITIES USE** – A group or any individual that desires repeated, periodic use (for example, on a regular weekly or monthly basis) of the building or facilities may do so as long as they continue to comply with all of the requirements herein AND as long as there is no conflict with previously-scheduled building users.
3. **FAILURE TO COMPLY** –Every building-use applicant (individual or group) who fails to comply with all or with any of the building-use requirements specified herein will receive an **initial written warning** from the NCS D General Manager (GM) indicating the area where they are out of compliance. Building users who fail to bring their building use into full compliance with this policy will receive a **second written warning**. Applicants who continue to fail to fully comply will receive a **third written letter** advising them that their permission to use the building and/or facilities is terminated along with a termination date.
4. **APPEALING TERMINATION** - Applicants whose building-use privileges have been terminated may, if they choose, appeal the termination within 30 days from the postmark date on the termination letter by submitting a written appeal request to the NCS D Board of Directors via U.S. certified mail addressed to “Newberry CSD Board of Directors, P.O. Box 206, Newberry Springs, CA. 92365”. Sender is advised to request a certified mail “return receipt” to prove that the written appeal was, in fact, actually delivered to the NCS D. The appeal request will be placed on the NCS D Board Agenda and considered at the next regularly-scheduled, public NCS D Board meeting.
5. **INDIVIDUAL-USE RESPONSIBLE PARTY** – Every individual who applies for and who is granted permission to use the

building or the facilities is deemed the “responsible party”. This individual must assure that all NCSD building-use rules contained herein are followed.

6. **GROUP-USE RESPONSIBLE PARTIES** - Every group that applies for and is granted permission to use the building must specify **one primary** “responsible party” and **one backup** “responsible party” on their building-use application form. At least one of the “responsible parties” must be present at all times when the group is using the building. This individual must assure that all NCSD building-use rules are followed. All interactions (questions, concerns, suggestions, etc.) from the building-user group to the NCSD General Manager are to take place through one of the group’s two “responsible parties”. Individual group members who have questions, concerns, comments or suggestions should direct their comments **only** to one of their two group “responsible parties” who will then communicate directly with the NCSD GM. Conversely, the NCSD GM shall communicate all questions, concerns, comments or suggestions only to a building user group “responsible party” and **not directly** to building user group volunteers, members or guests.
  
7. **HOURS AND CONDITIONS OF USE** – Hours of use are between 6 AM and 10 PM, unless otherwise stipulated within the building use agreement. Building users must comply with all County, State and Federal laws and regulations. Without NCSD GM consent, no group or individual shall enter the building at any time other than during the date and time as approved in the Building Use agreement. The building may not be used for any unlawful purpose. When minors under the age of 18 are present at

an event, the “responsible party” must provide adequate adult supervision consisting of one adult per 10 minor children. Items left for more than 30 days without prior written agreement become the property of the NCSD.

8. **DISRUPTIVE BEHAVIOR** - Building users must refrain from disruptive behavior while using NCSD facilities. Individuals or groups who engage in disruptive behavior will be issued written warnings as described above in Item #3, “Failure to Comply”.
9. **RESPECTFUL COMMUNICATION** – Individual and group “responsible parties” as well as NCSD Directors, employees, volunteers and contractors are expected to engage in and to maintain timely, effective and respectful communication **within** their respective groups and **between** building users and NCSD personnel.
10. **RELEASE OF LIABILITY** - Every individual building user and every group building user is required to sign a “Release of Liability” indemnification form. Building users agree to hold the NCSD harmless for any possible death, disability, injury, damage or theft of their property or the property of their guests that occurs or is alleged to have occurred while on NCSD property. Further, the NCSD will not be liable or responsible for the actions of any group or individual using the building nor for the actions of any group or individual guests.
11. **BUILDING, WALKWAY OR FACILITIES DAMAGE** – Building and facilities users 1) are responsible to report and to pay for the repair of any damage that they or their guests cause and 2) are responsible to document, photograph and report any pre-existing damage that they observe to the

NCSO GM. Failure to document, photograph and report pre-existing damage may lead to the conclusion that the observing but non-reporting party is responsible for causing the damage.

12. **BUILDING CLEANUP** – Building users should find the premises clean when they enter the building and should document, photograph and report any instances of finding the premises in an unclean condition. Building users must leave the premises as clean, or cleaner, than they found it. The floors and the carpet should be clean and any spills should be cleaned up using building-user provided equipment. Large volumes of trash should be placed in the outside trash bin. “Responsible parties” should report any other cleaning needs, including rest room supply needs, to the NCSO GM. Return all tables and chairs to their proper places. Four tables are to remain up in the hall with chairs in place. When exiting, turn off all heaters, air conditioners, coolers and overhead lights and lock the building.

13. **STORAGE AREA(S)** – Building and on-site storage space is limited. When available, use of storage space is based on demonstrated need. While no building user has an exclusive or an uncontested right to use storage space, the NCSO GM will coordinate the use and sharing of the available storage space between all building users on a first-come, first-served basis. Use of storage space is not guaranteed. Without prior NCSO approval, storage space may be used **only for on-site** activities and may not be used for storing items used for off-site activities. Building and facility usage patterns may change in the future therefore the assignment of available storage space is subject to change. All aiseways and common-access areas must remain clear, unblocked and unimpeded.

**14. USE OF AND ACCESS TO EXTERNAL STORAGE AREAS –**

Heavy or wheeled items such as loaded pallets or hand trucks cannot easily be moved across or through areas of loose, rocky sand. If the NCS D approves the use of external (outside of the NCS D building) storage areas for building user-groups who need to move heavy or wheeled items to and from external storage areas, the NCS D will consider, wherever practical, the installation at NCS D expense, of wooden or concrete walkways to access those external storage areas.

**15. PARKING AREAS –**The handicapped parking area surrounding the center walkway must remain clear for handicapped access. Visitors, volunteers and their guests should park toward the South end (the Park end) of the NCS D building in the southernmost spaces along the front of the building to avoid blocking the handicapped parking area and the loading and unloading zone.

**16. LOADING AND UNLOADING ZONE –**The temporary loading and unloading of trucks and other vehicles should be done at the North end of the NCS D building.

**17. SMOKING AREAS –** Smoking is defined as inhaling into the mouth or lungs the smoke or vapor from, or the possession of, a lighted pipe, lighted cigar, lighted cigarette, an activated electronic cigarette or other similar electronic device, whether or not such electronic device delivers nicotine. Smoking includes, but is not limited to, smoking tobacco, marijuana, any other plant or plant derivative, or synthetic substance. Smoking is prohibited within the NCS D Community Center building, in the covered seating area in front of the building, within 25 feet of the building doors or

in any area where “No Smoking” signs are posted. Smoking is also allowed in the parking areas and outside of the fence along the public street in front of the NCSD building.

**18. KITCHEN USE** – The kitchen is available for limited use when requested and approved in the Building Use Application Form. Building-use applicants will confirm in advance that the available appliances are appropriate for their use. The stove is currently not in service. Food may be heated using the microwave oven. Building users **must** connect their own appliance or appliances (for example, a coffee pot or a food warmer) **only to** a marked **“Guest”** (15-amp) AC power outlet. Any kitchen areas that are used, including the counter tops and the floor, must be cleaned after use.

**19. REFRIGERATOR AND/OR FREEZER STORAGE SPACE** – Refrigerator and/or freezer space is limited. Additionally, refrigerator/freezer use consumes electricity which the NCSD is billed for monthly. Storage of food in the NCSD-owned refrigerator and freezer is a privilege and not an absolute right. When available, the use of refrigerator/freezer storage space in NCSD-owned units has been and will continue to be granted on a first-come, first-served basis. NCSD-owned units must be kept clean during use and left in a clean condition when use is complete. The placing of building user-owned (non-NCSD owned) refrigerators or freezers may be granted on a first-come, first-served basis when appropriate floor space is available.

**20. BUILDING USE FEES** – At this time, there is no fee to use the NCSD building however electricity, water and propane consumption by regular building users may, at the NCSD’s

discretion, be monitored and measured. At the Board's discretion, building users who consume an excessive quantity of utilities may be invoiced for their use.

21. **ALCOHOL USE** - The serving or use of alcohol on NCSD premises is normally prohibited. Exceptions for special events may be made at the discretion of the NCSD.
  
22. **ILLEGAL DRUG USE** – Illegal drug use on NCSD premises is prohibited.
  
23. **POSSESSION OF FIREARMS** – No renter, guest, or volunteer may carry a firearm inside the NCSD building unless they are permitted to do so by Federal or State Law.
  
24. **BUILDING ACCESS** – Building access is via key entry at the southern door. “Responsible parties” will be issued a numbered key and must retain this key and not loan it to any other person or organization. Do not lose or duplicate this key. Users who lose a key will be charged for the cost of re-keying (new lock and new keys) the building. “Responsible parties” will unlock the building door and lock the building door at the beginning and end of each period of use.
  
25. **CHANGES TO THIS POLICY** – The NCSD Board may, via Board action, at any public Board meeting, rescind, revise, add to or update this policy at any time. Revisions to this policy become effective on the day following Board approval. NCSD staff will notify existing repeated or periodic building users when changes to the policy are made and supply a new building-use form if necessary. Policy changes will apply to both existing and future building use agreements therefore it is advisable that

existing building users keep themselves aware of possible future changes. Board meetings, Board meeting Agendas and proposed building-use policy changes are all announced publicly in advance (before approval) on the NCSD website.

1. ~~Are responsible for the care of the building, facilities and contents;~~
2. ~~Must leave it clean and in orderly condition after use;~~
3. ~~Must not use it for any unlawful purpose;~~
4. ~~Are not permitted the consumption or sale of alcoholic beverages On the premises;~~
5. ~~Are responsible for the appropriate police protection at functions requiring the same;~~
6. ~~Should use fire retardant (type) decorations only. Should not hang combustibles around light fixtures. Should remove all decorations from the building after use, unless are going to be used by another group-previous arrangements;~~
7. ~~Newberry Community Services District will not be liable or responsible for the actions of any person or group using the premises, nor responsible for articles left on the premises;~~
8. ~~For insurance purposes, building users must provide the following: (a) Must sign and complete the "Release of Liability" form and provide a copy for the CSD office before use. The release must be provided yearly at each change of officers.~~
  - (b) ~~Organizations using the building on a regular basis must provide a list of officers and their phone numbers each year.~~
  - (c) ~~Are to clean the building upon completion of their use of said building and should leave it as clean and neat as it was upon entering. All clubs, groups and organizations must:~~
    - (1) ~~Mop the vinyl floors.~~
    - (2) ~~Vacuum the carpet.~~
    - (3) ~~Wipe up carpet spills when made.~~
    - (4) ~~Check the restrooms to make certain they are in clean and orderly condition.~~
    - (5) ~~Take trash and or garbage out of the building to the trash bins,~~
    - (6) ~~Return all tables and chairs to their proper places (four tables are to remain up in the hall with chairs in place);~~
    - (7) ~~Turn off all heaters, coolers and lights.~~
    - (8) ~~Lock the Building~~

Approved: ~~May 23, 1995~~

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Newberry Community Services District  
Proposed 2022/2023 Budget

	Proposed Budget 22/23	% of 22/23 Budget	Per Month 22/23 Budget
<b>5000.0 - Income</b>			
5001.0 - Income - Interest			
5001.1 - Income - Interest			
5001.2 - Income - Interest, CD Interest	500.00	0.11%	41.67
5001.3 - Income-Interest, Savings Acct.	800.00	0.17%	66.67
5001.0 - Income - Interest Total	1,300.00	0.28%	108.33
5002.0 - Income-Rental Income			
5002.1 - Income-Rental Income			
5002.2 - Income-Rental Income, Space Rent	500.00	0.11%	41.67
5002.3 - Income-Rental Income, Equip Rent	130.00	0.03%	10.83
5002.0 - Income-Rental Income Total	630.00	0.14%	52.50
5003.0 - Fire Department Income			
5003.1 - Fire Department Income			
5003.2 - Fire Department Income			
5003.3 - Fire Department Income			
5003.4 - Fire Department Income			
5003.5 - Fire Department Income			
5003.6 - Fire Department Income			
5003.7 - Fire Department Income			
5003.8 - Fire Department Income			
5003.9 - Fire Department Income			
5003.0 - Fire Department Income Total	37,050.00	8.07%	3,087.50
5004.0 - Other Income			
5004.1 - Other Income			
5004.2 - Other Income			
5004.3 - Other Income			
5004.4 - Other Income			
5004.5 - Other Income			
5004.6 - Other Income			
5004.7 - Other Income			
5004.8 - Other Income			
5004.0 - Other Income Total	186,161.00	40.52%	15,513.42
5005.0 - San Bernardino County Tax Share			
5005.1 - San Bernardino County Tax Share			
5005.2 - San Bernardino County Tax Share			
5005.3 - San Bernardino County Tax Share			
5005.4 - San Bernardino County Tax Share			
5005.0 - San Bernardino County Tax Share Total	234,236.71	50.99%	19,519.73
<b>Grand Total</b>	<b>459,377.71</b>	<b>100.00%</b>	<b>41,368.98</b>

Newberry Community Services District  
Proposed 2022/2023 Budget

Expense	Proposed Budget 22/23	% of 22/23 Exp. Budget	22/23 Budget/Mo
<b>1000.0 · ADMINISTRATION</b>			
1001.0 · Advertising	300.00	0.07%	25.00
1003.0 · Auditor	11,000.00	2.39%	916.67
1004.0 · Bank Fees	100.00	0.02%	8.33
1005.0 · Director Stipends	3,500.00	0.76%	291.67
<b>1000.0 · ADMINISTRATION Total</b>	<b>14,900.00</b>	<b>3.24%</b>	<b>1,241.67</b>
			0.00
<b>1006.0 · Education</b>			
1006.1 · Education, Tuition	750.00	0.16%	62.50
1006.2 · Education, Books	200.00	0.04%	16.67
1006.3 · Education, Lodging	250.00	0.05%	20.83
1006.4 · Education, Mileage Reimbursement	200.00	0.04%	16.67
<b>1006.0 · Education Total</b>	<b>1,400.00</b>	<b>0.30%</b>	<b>116.67</b>
<b>1007.0 Election Expenses</b>	<b>700.00</b>	<b>0.15%</b>	<b>58.33</b>
<b>1007.0 Election Expenses Total</b>	<b>700.00</b>	<b>0.15%</b>	<b>58.33</b>
			0.00
<b>1008.0 · LAFCO</b>	<b>200.00</b>	<b>0.04%</b>	<b>16.67</b>
<b>1008.0 · LAFCO Total</b>	<b>200.00</b>	<b>0.04%</b>	<b>16.67</b>
			0.00
<b>1009.0 · Legal Expenses</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
1009.1 · Legal Expenses-Solar Project			0.00
1009.0 · Legal Expenses - Other	3,500.00		291.67
<b>1009.0 · Legal Expenses Total</b>	<b>3,500.00</b>	<b>0.00%</b>	<b>291.67</b>
<b>1010.0 · Office Expenses</b>			<b>0.00</b>
1010.1 · Office Supplies	1,500.00	0.33%	125.00
1010.2 · Office Equipment, Maint/Repair	1,200.00	0.26%	100.00
1010.3 Office Equipment, Purchase	500.00	0.11%	41.67
1010.4 · Postages/Shipping	400.00	0.09%	33.33
1010.5 · Office Telephone	350.00	0.08%	29.17
1010.6 · Subscriptions/Membership Fees	1,500.00	0.33%	125.00
1010.7 · Office Internet	1,700.00	0.37%	141.67
1010.8 · Bookkeeping Services	2,200.00	0.48%	183.33
<b>1010.0 · Office Expenses Total</b>	<b>9,350.00</b>	<b>2.04%</b>	<b>779.17</b>
			0.00
4041.0 Outside Bookkeeping			
4041.1 Stewarts			
<b>4041.0 Outside Bookkeeping Total</b>			

Newberry Community Services District  
Proposed 2022/2023 Budget

Expense	Proposed		% of	22/23 Budget/No
	Budget 22/23	22/23 Exp. Budget		
<b>1012.0 · Admin. Personnel Expense</b>				0.00
1012.1 · Salary, Board Secretary	1,700.00	0.37%	141.67	0.00
1012.2 · Salary, General Manager	16,800.00	3.66%	1,400.00	
1012.3 · Salary, Office Assistant	8,800.00	1.92%	733.33	
1012.4 · Salary, Treasurer	5,000.00	1.09%	416.67	
1012.5 · Payroll Tax Payment	2,000.00	0.44%	166.67	
1012.7 · Department of Justice-Live Scan	100.00	0.02%	8.33	
1012.8 · Workers Comp Insurance	9,000.00	1.96%	750.00	
1012.9 · Staff Mileage	300.00	0.07%	25.00	
<b>1012.0 · Admin. Personnel Expense Total</b>	<b>43,700.00</b>	<b>9.51%</b>	<b>3,641.67</b>	<b>0.00</b>
<b>1013 SDRMA Insurance-Liab/Bonding</b>	<b>11,583.89</b>	<b>2.52%</b>	<b>965.32</b>	<b>0.00</b>
<b>1013 SDRMA Insurance-Liab/Bonding Total</b>	<b>11,583.89</b>	<b>2.52%</b>	<b>965.32</b>	<b>0.00</b>
<b>2000.0 · PARK &amp; RECREATION</b>				0.00
<b>2001.0 · Community Events</b>				0.00
2001.1 Community Event-Advertising	300.00	0.07%	25.00	
2001.2 · Community Events, Expenses	13,000.00	2.83%	1,083.33	
<b>2001.0 · Community Events Total</b>	<b>13,300.00</b>	<b>2.90%</b>	<b>1,108.33</b>	<b>0.00</b>
<b>2002.0 · Community Center Expenses</b>				0.00
2002.1 CC-Consumable Supplies	400.00	0.09%	33.33	
2002.2 CC-Electricity	4,000.00	0.87%	333.33	
2002.3 CC-Propane	2,000.00	0.44%	166.67	
2002.4 CC-Contract Labor, Cleaning	3,600.00	0.78%	300.00	
2002.5 CC-Health Permits	1,000.00	0.22%	83.33	
2002.6 CC-Maint/Repair	3,000.00	0.65%	250.00	
<b>Cooler Replacement</b>				
<b>Men's Bathroom Door Repair</b>				
<b>Painting of Bldg Fada Board</b>				
2002.7 CC-Pest Control	700.00	0.15%	58.33	
<b>2002.0 · Community Center Expenses Total</b>	<b>14,700.00</b>	<b>3.20%</b>	<b>1,225.00</b>	<b>0.00</b>
<b>2003.0 · Grounds Expenses</b>				0.00
2003.1 Grounds-Contract Labor, Landscaping	6,000.00	1.31%	500.00	
2003.2 Grounds-Disposal Services	2,000.00	0.44%	166.67	
2003.3 Grounds-Maint/Repair, Tractor Expense Equipment	750.00	0.16%	62.50	
2003.4 Grounds-Maint/Repair, Grounds	5,502.82	1.20%	458.57	
<b>Signs: Park Name, Hours, Rules Grant \$</b>				
<b>Fence off the back of the building</b>				
2003.5 Grounds-Well Maint/Repair	1,000.00	0.22%	83.33	
2003.6 Grounds-MWA Fees	200.00	0.04%	16.67	
2003.7 Grounds-Capital Improvement		0.00%	0.00	
<b>2003.71 Ball Park</b>				
<b>2003.72 Fitness Park</b>				
2003.8 Grounds-Park, Electric	179,641.00	0.54%	208.33	
<b>2003.81 Grounds-Lighting</b>				
2003.9 Grounds-Water Testing	500.00	0.11%	41.67	

Newberry Community Services District  
Proposed 2022/2023 Budget

Expense	Proposed Budget 22/23	% of 22/23 Exp. Budget	22/23 Budget/Wo
<b>4000.0 Fire Department - Subtotal</b>			
4000.1 Other Miscellaneous			
<b>4002.0 Capital Improvements</b>			
4002.1 Station (Electrical)	5,000.00	1.09%	416.67
4002.3 Bunk House Installation	30,000.00	6.53%	2,500.00
<b>4002.0 Capital Improvements Total</b>	<b>35,000.00</b>	<b>7.62%</b>	<b>2,916.67</b>
<b>4003.0 Equipment Expense, Vehicle</b>			
4003.1 Equip. Exp., Vehicle, Fuel	7,500.00	1.63%	625.00
4003.2 Equip Exp Vehicle, Maint/Repair	15,000.00	3.27%	1,250.00
4003.3 FD-Equip Exp. Veh, SDRMA Ins	7,000.00	1.52%	583.33
<b>4003.0 Equipment Expense, Vehicle Total</b>	<b>29,500.00</b>	<b>6.42%</b>	<b>2,458.33</b>
<b>4004.0 Equip Exp, Non-Vehicle</b>			
4004.1 Equip Exp Non-Vehicle, Purchase	15,000.00	3.27%	1,250.00
4004.2 Equip Exp Non-Vehicle, Maint/Re	2,000.00	0.44%	166.67
4004.3 Equip Exp Non-Vehicle, 1st Aid	2,000.00	0.44%	166.67
4004.4 Equip Exp Non-Vehicle, Fuel	200.00	0.04%	16.67
<b>4004.0 Equip Exp, Non-Vehicle Total</b>	<b>19,200.00</b>	<b>4.18%</b>	<b>1,600.00</b>
4004.5 FD-Grant Expenses	500.00	0.11%	41.67
<b>4004.5 FD-Grant Expenses Total</b>	<b>500.00</b>	<b>0.11%</b>	<b>41.67</b>
<b>4005.0 FD-Dispatching Expense</b>			
4005.1 FD-Equipment Purchase	4,000.00	0.87%	333.33
4005.2 FD-Equipment Maint/Repair	500.00	0.11%	41.67
4005.3 FD-Disp Exp, Cal Fire Dispatch	8,500.00	1.85%	708.33
<b>4005.0 FD-Dispatching Expense Total</b>	<b>13,000.00</b>	<b>2.83%</b>	<b>1,083.33</b>
<b>4006.0 FD-Station Expenses</b>			
4006.1 FD-Internet/Phone Service	3,000.00	0.65%	250.00
4006.2 FD-Station, Maint/Repair	2,000.00	0.44%	166.67
4006.3 FD-Office Supplies	3,000.00	0.65%	250.00
4006.4 FD-Pest Control	600.00	0.13%	50.00
4006.5 FD-Membership/Subscriptions	3,050.00	0.66%	254.17
4006.6 FD-Station, Electric	6,000.00	1.31%	500.00
4006.7 FD-Drinking Water	500.00	0.11%	41.67
4006.8 FD-Trash Service	600.00	0.13%	50.00
<b>4006.0 FD-Station Expenses Total</b>	<b>18,750.00</b>	<b>4.08%</b>	<b>1,562.50</b>
<b>4007.0 Firefighter Personnel Expenses</b>			
4007.1 FD-Fire Dept Office Administrator	9,000.00	1.96%	750.00
4007.4 FD-Firefighter Appreciation	2,000.00	0.44%	166.67
4007.5 FD-Firefighter Callout Stipend	8,000.00	1.74%	666.67
4007.6 FD-Training Exp, Cert./Books/Etc.	4,000.00	0.87%	333.33
4007.8 FD-DOJ Live Scan	300.00	0.07%	25.00
4007.10 FD-Personnel Exp, Uniform Expense	500.00	0.11%	41.67
<b>4007.0 Firefighter Personnel Expenses Total</b>	<b>23,800.00</b>	<b>5.18%</b>	<b>1,983.33</b>
<b>4008.0 FD-Public Relations</b>			
4008.1 FD-Prevention	200.00	0.04%	16.67
<b>4008.0 FD-Public Relations Total</b>	<b>200.00</b>	<b>0.04%</b>	<b>16.67</b>
<b>4010.0 FD-Explorer's Expenses</b>			
4010.1 FD-Explorer's Expenses Admin.	1,000.00	0.22%	83.33



Agenda Item – The Budget Committee, following Reserve Policy 3030, recommends that no Reserve transfers be made for Fiscal Years ending June 30, 2019, 2020, 2021, and 2022.

Discussion/Possible Action

Steps we took:

1. According to the Reserve Policy 3030.1A we should begin each Fiscal Year (FY) with a General Fund (GF) checking (Account #120 Checking Account) balance equal to the next FY's Budget or at least the previous 6 calendar month's operating expenses.
2. A table was made to track each FY's June 30 Cash Balance from 2018 (the last year we had a Treasurer) to 2022. These were obtained from our GM from QuickBooks and are in Column 2.
3. Column 3 is the Budgeted amount for the next year.
4. On 9/18/2018 on the recommendation of our Treasurer the CSD Board voted to transfer \$370,153.13 to Reserve Account 117. (Page 1 Column 4)
5. For the FY ending June 2019 (Page 2) and June 2020 (Page 3) our budget (Column 3) was greater than our Account #120 Checking Account Ending Balance. No Reserve transfer is recommended.
6. In FY2021 the CSD Board voted to move the Solar Settlement Funds to a sub-account of our Account #120 Checking Account. Page 4 shows how this will change that. Again, the Budget is greater than our Account #120 Checking Account ending balance. No Reserve transfer is recommended.
7. In the FY ending June 30, 2022 (Page 5) the Budget for FY 2022/23 is greater than our Account #120 Checking Account ending balance. No Reserve transfer is recommended.

Worksheet included.





Newberry Community Services District			
Balance Sheet Ending June 30, 2020			
Column 1	Column 2	Column 3	Column 4
	Total As of June 30, 2020*	Budgeted for 20/21	\$ to Reserves
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
100 Change Fund	0.00		
103 Petty Cash	100.00		
104 Petty Cash-Custodian	100.00		
116 CD Account (Reserves)	139,539.86		
117 Reseve Account (Savings)	197,849.82		
118 Fire Department Reserve Account	34,004.35		
120 Checking Account	278,917.86	305,500.00	-26,582.14
123 LAIF	0.00		
<b>Total Bank Accounts</b>	<b>\$ 650,511.89</b>		
	<i>*Data from QuickBooks Balance Sheet</i>		

Newberry Community Services District				
Balance Sheet Ending June 30, 2021				
Column 1	Column 2	Column 2A	Column 3	Column 4
	Total As of June 30, 2021*	Total As of June 30, 2021	Budgeted for 21/22	\$ to Reserves
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Bank Accounts</b>				
100 Change Fund	0.00	0.00		
103 Petty Cash	100.00	100.00		
104 Petty Cash-Custodian	100.00	100.00		
116 CD Account (Reserves)	139,539.86	139,539.86		
117 Reseve Account (Savings)	197,849.82	197,849.82		
118 Fire Department Reserve Account	34,004.35	34,004.35		
120 Checking Account	519,792.67	270,392.67	386,884.14	-116,491.47
123 LAIF	0.00	249,400.00		
	Move to Checking Sub-Account			
<b>Total Bank Accounts</b>	<b>\$ 891,386.70</b>	<b>\$ 891,386.70</b>		
*Data from QuickBooks Balance Sheet				



# NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

## REGULAR DRAFT MEETING MINUTES

July 26, 2022

**Call the meeting to order- 6:03 p.m.**

### **Pledge of Allegiance**

President Springer asked all present to recite the Pledge of Allegiance.

### **Roll Call.**

### **Present:**

President Springer  
Vice President Deel  
Director Paulsen  
Director Roberts  
Director Unger

### **Absent:**

**Also Present:** General Manager Jodi Howard, Fire Chief Lanier and members of the public.

### **1. Approval of Agenda**

Motion Director Paulsen to approve as presented with removal of Item D.

Seconded Director Deel.

Vote: **Unanimous**

**Motion Passed**

### **2. Public Comments:**

#### **a. General Public-**

**Community Reports-** Kimberly Mesen

**Sheriff Report** – Capt. Markeguard Report attached newberrycsd.net website.

### **3. Reports**

#### **a. General Manager-**

July 3<sup>rd</sup> was as success.

The Beer garden was beautiful, the event went very well. The Barn Donated \$1000.00 from the proceeds to the park. Thank You Barn for donating to our Park!!!

**b. Fire Department-** Fire Dept. Report attached newberrycsd.net website.

**c. Air Quality Monitoring Report** – you can see monitors purpleair.com, monitors running 100%.

4. Agenda Items- Discussion/Possible Action

A. Closed Session

1. **Conference with Legal Counsel-** Initiation of Litigation pursuant to Gov. Code Section 54956.9 (c)- **NO ACTION TAKEN**
2. **Conference with Legal Counsel-** Potential/Anticipated Litigation significant Exposure to Litigation Pursuant to Gov. Code Section 54956.9 (c) (two matters) -**NO ACTION TAKEN**

**Entered Closed Session 7:09 p.m.**  
**Returned 8:09 p.m.**

B. Review and Possible Revisions Policy 7006 & 7007 CSD Building and Facilities: Rules and Regulations

Motion Director Unger to adopt policy with corrections or revisions.  
Seconded Director Paulsen

Vote: **Yes-** Director Unger and Paulsen

**No-** Director Deel, Roberts and Springer

Motion Director Deel to start an ad-hoc committee with 2 Directors Unger and Roberts to meet with interested parties for review of facilities Use Policy. Seconded Director Paulsen

Vote: **Unanimous**

**Motion Passed**

C. Revision Policy #2370 Job Description District Treasurer

Motion Director Unger to accept revised District Treasurer policy  
Seconded Director Paulsen.

Vote: **Unanimous**

**Motion Passed**

D Proposed Policy #700xx-x Special Events- Park, Ballfield and Grounds

Motion Passed to remove item from agenda

E. Review/Approve Proposed FY 22/23 Budget.

Motion Director Paulsen accept budget with corrections. **Seconded Director Roberts.**

Vote **Unanimous**

**Motion Passed**

F. Discussion- Board Conduct on July 15, 2022 Requesting A Deputies Report from Barstow Sheriff's as a Board Member. Board Policy # 4070.1

**Basis of Authority.**

**Discussion-** Board discussed actions taken by Director Roberts on July 15, 2022 obtaining a police report she was not directed to retrieve.

Discussion also included Juan Figueroa calling Barstow Sherriff's Department on July 14, 2022 wanting the Deputies report claiming to be a Newberry CSD Board Member. The Sheriff's Department refused his request.

**G. Fire Department Bids- Electric for Containers**

Motion Director Paulsen to accept contracting bid from Buckley \$35,873.00  
Seconded Director Unger.

Vote: **Unanimous**

**Motion Passed**

**H Update Ballfield/Park- Park electric bid.**

Discussion- bring back to next meeting more bids.

**I. Approval of Minutes for June 28, 2022.**

Motion Director Roberts to approve June minutes. Seconded Director Deel.

Vote: **Unanimous**

**Motion Passed**

**J. Approve Bills Paid and Presented.**

Motion Director Roberts to approve bills paid and presented. Seconded Director Unger,

Vote: **Yes** Director Unger, Paulsen, Roberts, and Springer

**No:** Director Deel

**Motion Passed**

**5. Old and New Business-**

Approve FY Budget 22-23

**6. Directors Comments (1 min)**

Director Deel- Commodities is an amazing crew.

Zipline was a hit on July 3<sup>rd</sup>

July 3<sup>rd</sup> was windy, the fire department did a great job.

Director Paulsen- came and used the exercise equipment early in the morning

Enjoyed it. The new grounds cleanup crew is great.

Director Unger-would like draft min. prior to next meeting.

Director Roberts- Jodi did a great job on July 3<sup>rd</sup>. I had a beer in the beer Garden, it was awesome and the lights were beautiful. Good event

**7. Adjournment 10:57 p.m.**

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Board Secretary

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Board President

# Newberry Community Services District

Profit and Loss Detail  
July 27 - August 19, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
<b>Ordinary Income/Expenses</b>						
<b>Expenses</b>						
1000.0 Administrative-Subtotal						
1005.0 Directors Stipend						
08/18/2022	Check		Robert Springer	stipend Aug	120 Checking Account	50.00
08/18/2022	Check		Margie Roberts.	stipend Aug	120 Checking Account	50.00
08/18/2022	Check	18902	Vickie Paulsen	stipend Aug	120 Checking Account	50.00
08/18/2022	Check		Paula Deel	stipend Aug	120 Checking Account	50.00
08/18/2022	Check		Jack Unger	stipend Aug	120 Checking Account	50.00
<b>Total for 1005.0 Directors Stipend</b>						<b>\$250.00</b>
1010.0 Office Expenses						
1010.1 Office Supplies						
08/04/2022	Check	18879	Jack Unger	Timer for board meetings	120 Checking Account	92.65
<b>Total for 1010.1 Office Supplies</b>						<b>\$92.65</b>
1010.2 Office Equipment-Maint/Repair						
08/12/2022	Check	18881	De Lage Landen Financial Services	service contract Aug	120 Checking Account	62.06
<b>Total for 1010.2 Office Equipment-Maint/Repair</b>						<b>\$62.06</b>
1010.5 Annex Telephone/Fax						
07/28/2022	Check	18876	Verizon Wireless	Inv #9911104383	120 Checking Account	23.74
<b>Total for 1010.5 Annex Telephone/Fax</b>						<b>\$23.74</b>
1010.6 Subscriptions/Memberships, Adm						
08/12/2022	Check	18899	Stewarts Business and Tax Service	payroll & QB online Sub	120 Checking Account	170.00
<b>Total for 1010.6 Subscriptions/Memberships, Adm</b>						<b>\$170.00</b>
1010.7 Annex Internet						
07/28/2022	Check	18876	Verizon Wireless	Inv #9911104383	120 Checking Account	38.01
07/28/2022	Check	18874	Frontier Communications	CSD internet	120 Checking Account	109.11
<b>Total for 1010.7 Annex Internet</b>						<b>\$147.12</b>
<b>Total for 1010.0 Office Expenses</b>						<b>\$495.57</b>
<b>Total for 1000.0 Administrative-Subtotal</b>						<b>\$745.57</b>
2000.0 Parks and Recreation - Subtotal						
2002.0 Community Center Expenses						
2002.2 CC-Electricity						
07/28/2022	Check	18877	SCE	Serv Acct 8002019569	120 Checking Account	690.88
<b>Total for 2002.2 CC-Electricity</b>						<b>\$690.88</b>
2002.4 CC-Contract Labor/Cleaning						
07/28/2022	Check		Daphne Lanier	CC cleaning	120 Checking Account	300.00
08/12/2022	Check	18880	DAPHNE LANIER {FD}	CC cleaning	120 Checking Account	300.00
<b>Total for 2002.4 CC-Contract Labor/Cleaning</b>						<b>\$600.00</b>
2002.5 CC-Health Permits						
08/12/2022	Check	18894	County of San Bernardino Public Health	health permit	120 Checking Account	122.50
<b>Total for 2002.5 CC-Health Permits</b>						<b>\$122.50</b>
<b>Total for 2002.0 Community Center Expenses</b>						<b>\$1,413.38</b>
2003.0 Ground Expenses						
2003.2 Grounds-Disposal Services						
08/12/2022	Check	18897	Desert Disposal	CC trash service	120 Checking Account	332.72
<b>Total for 2003.2 Grounds-Disposal Services</b>						<b>\$332.72</b>
2003.8 Grounds-Electric						
07/28/2022	Check	18878	SCE	park lights	120 Checking Account	355.05
<b>Total for 2003.8 Grounds-Electric</b>						<b>\$355.05</b>
<b>Total for 2003.0 Ground Expenses</b>						<b>\$687.77</b>
<b>Total for 2000.0 Parks and Recreation - Subtotal</b>						<b>\$2,101.15</b>
3000.0 Municipal Services-Subtotal						
3001.0 Electric - Street Lights						
08/12/2022	Check	18901	SCE	streetlights	120 Checking Account	638.95
<b>Total for 3001.0 Electric - Street Lights</b>						<b>\$638.95</b>
<b>Total for 3000.0 Municipal Services-Subtotal</b>						<b>\$638.95</b>

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
4000.0 Fire Department - Subtotal						
4003.0 FD-Equipment Expense						
4003.1 FD-Equip Exp, Fuel						
07/28/2022	Check	18875	Silver Valley Unified School District	Fuel charge June	120 Checking Account	304.56
07/31/2022	Expense	4003.1	Circle K	Pov - parts run (3times in town)	US Bank	25.04
08/03/2022	Expense	4003.1	Mohsen Truck Stop	BP392 miles	US Bank	92.45
08/12/2022	Check	18882	Silver Valley Unified School District	Fuel charge July	120 Checking Account	350.52
<b>Total for 4003.1 FD-Equip Exp, Fuel</b>						<b>\$772.57</b>
4003.2 FD-Vehicle Maint/Repair						
07/31/2022	Expense	4003.2	NAPA Auto Parts	Bp392- front brake pads x2 Front brake rotor Brakeleen spray x6	US Bank	656.10
07/31/2022	Expense	4003.2	NAPA Auto Parts	E392 Tuneup- oil & lube filters, fuel filter gear lube Mobil delvac ATF gallon (need 5, only 1 was purchased)	US Bank	622.52
08/12/2022	Check	18884	H&S Mobile Fire Equipment Repair	Rotors and breaks brush patrol	120 Checking Account	850.00
08/12/2022	Check	18883	West Coast Fire Sales	valve rebuild kits	120 Checking Account?	971.61
<b>Total for 4003.2 FD-Vehicle Maint/Repair</b>						<b>\$3,100.23</b>
<b>Total for 4003.0 FD-Equipment Expense</b>						<b>\$3,872.80</b>
4004.0 FD-Equip Exp, Non-Vehicle						
4004.3 FD-Equip Exp, NV, First Aid Sup						
08/16/2022	Expense	4004.3	Amazon	Mini pack, pen lights, small shears, vent chest seals, rolled gauze,	US Bank	137.46
<b>Total for 4004.3 FD-Equip Exp, NV, First Aid Sup</b>						<b>\$137.46</b>
<b>Total for 4004.0 FD-Equip Exp, Non-Vehicle</b>						<b>\$137.46</b>
4006.0 FD-Station Expenses						
4006.1 FD-Station Exp, Internet						
07/28/2022	Check	18876	Verizon Wireless	Inv #9911104383	120 Checking Account	194.45
08/12/2022	Check	18898	Frontier Communications	FD internet	120 Checking Account	72.55
<b>Total for 4006.1 FD-Station Exp, Internet</b>						<b>\$267.00</b>
4006.3 FD-Station Exp, Office Supplies						
08/04/2022	Expense	4006.3	Amazon	Labels for files	US Bank	17.23
08/07/2022	Expense	4006.3	Amazon	Ink	US Bank	103.97
<b>Total for 4006.3 FD-Station Exp, Office Supplies</b>						<b>\$121.20</b>
4006.4 FD-Station Exp, Pest Control						
08/12/2022	Check	18895	Clark Pest Control	FD inv #30596346, 31461464, 31461465	120 Checking Account	162.00
<b>Total for 4006.4 FD-Station Exp, Pest Control</b>						<b>\$162.00</b>
4006.5 FD-Station Exp, Membership/Subs						
08/12/2022	Check	18885	ESO Solutions, Inc.	Fire & EMS Package	120 Checking Account	3,038.07
<b>Total for 4006.5 FD-Station Exp, Membership/Subs</b>						<b>\$3,038.07</b>
4006.6 FD-Station Exp, Electric						
07/28/2022	Check	18878	SCE	Fire department	120 Checking Account	554.97
<b>Total for 4006.6 FD-Station Exp, Electric</b>						<b>\$554.97</b>
4006.7 FD-Station Exp, Drinking Water						
08/07/2022	Expense	4006.7	Amazon	Drip drop electrolytes	US Bank	28.08
<b>Total for 4006.7 FD-Station Exp, Drinking Water</b>						<b>\$28.08</b>
4006.8 FD-Station Exp, Trash Service						
08/12/2022	Check	18896	Desert Disposal	FD trash service July/August	120 Checking Account	92.76
<b>Total for 4006.8 FD-Station Exp, Trash Service</b>						<b>\$92.76</b>
<b>Total for 4006.0 FD-Station Expenses</b>						<b>\$4,264.08</b>
4007.0 FD-Firefighter Personnel Exp						
4007.5 FD-Personnel Exp, Call-out Stip						
08/12/2022	Check	18892	Mitch Ward	July Stipend	120 Checking Account	10.00
08/12/2022	Check	18891	Roberto A Rodriguez	July Stipend	120 Checking Account	30.00
08/12/2022	Check	18887	Kevin M Brammer	July Stipend	120 Checking Account	40.00
08/12/2022	Check	18889	Rylan Lanier	July Stipend	120 Checking Account	180.00
08/12/2022	Check	18888	DAPHNE LANIER {FD}	July Stipend	120 Checking Account	130.00

	TYPE		MEMO/DESCRIPTION		AMOUNT
08/12/2022	Check	18890	Jay Potter	July Stipend	120 Checking Account 70.00
08/12/2022	Check	18893	Braulio A Zapata	July Stipend	120 Checking Account 40.00
<b>Total for 4007.5 FD-Personnel Exp, Call-out Stip</b>					<b>\$500.00</b>
4007.6 FD-Personnel Exp, Training Exp					
08/07/2022	Expense	4007.6	Amazon	3 ring binders for FF's training folders	US Bank 25.36
08/12/2022	Check	18886	Mitch Ward	Certification for EMT	120 Checking Account 132.00
<b>Total for 4007.6 FD-Personnel Exp, Training Exp</b>					<b>\$157.36</b>
<b>Total for 4007.0 FD-Firefighter Personnel Exp</b>					<b>\$657.36</b>
<b>Total for 4000.0 Fire Department - Subtotal</b>					<b>\$8,931.70</b>
<b>Total for Expenses</b>					<b>\$12,417.37</b>
<b>Net Income</b>					<b>\$ -</b>
					<b>12,417.37</b>

# Newberry Community Services District

## Balance Sheet

As of August 19, 2022

ASSETS	TOTAL
Current Assets	
Bank Accounts	
120 Checking Account	398,875.42
117 Reseve Account (Savings)	198,994.08
116 CD Account (Reserves)	139,539.86
103 Petty Cash	100.00
104 Petty Cash-Custodian	100.00
118 Fire Department Reserve Account	43.48
100 Change Fund	0.00
123 LAIF	0.00
<b>Total Bank Accounts</b>	<b>\$737,652.84</b>
Accounts Receivable	
11000 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
11020 Prepaid Insurance	9,336.10
11010 Uncollected Current Year Taxes	2,393.10
11030 Prepaid Emergency Reporting	0.00
Uncategorized Asset	0.00
<b>Total Other Current Assets</b>	<b>\$11,729.20</b>
<b>Total Current Assets</b>	<b>\$749,382.04</b>
Fixed Assets	
157 Fire Department Equipment	673,931.39
166 Building Improvements	180,923.52
163 Park and Rec Equipment	90,791.79
160 Office Equipment and Furniture	46,962.64
154 New Startion Augmentation	25,392.03
150 Land	6,204.00
169 CSD Office (Care Taker Mobile)	0.00
170 Accumulated Depreciation	-990,442.27
<b>Total Fixed Assets</b>	<b>\$33,763.10</b>
<b>TOTAL ASSETS</b>	<b>\$783,145.14</b>