

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Draft Minutes
October 27, 2015

Item 1 **Call the meeting to order. 6:05 p.m.**

Roll Call.

Present: President Springer
 Vice President Deel
 Director Shaw
 Director Vasseur

Absent: Director Royalty

Also Present : General Manager Le Hayes, Board Secretary Jodi Howard , Fire Chief Daphne Lanier and members of the public.

Pledge of Allegiance

President Springer asked all present to rise, face the flag and recite the Pledge of Allegiance.

Item 2 **Review and Approval of the Agenda**

Motion Director Vasseur to approve the agenda as written, Seconded Director Deel. Vote: Unanimous. Absent: Director Royalty

Item 3 **Public Comments:**

Dottie Lopez Complaint letter from Anonymous citizen.

Item 4 **Representatives from other agencies in attendance.**

No Comment

Item 5 **Approval of the Minutes for September 29, 2015.**

Motion Director Shaw, Seconded Director Vasseur. Vote: Unanimous
Absent: Director Royalty

Item 6 **Report's**

A. Sheriff's- Not Present

B. General Manager-

* Outside tables 12 total repaired before pistachio festival.

* Little tractor broke down ordered parts to fix it.

* Getting our septic pumped it's been approx. 8 years.

* Storage shed broken into peeled back the metal, stole small 2.5 gallon can.

C. District Treasurer- Not Present

D. Board Secretary- No Comment

E. Fire Department- Fire Chief Daphne Lanier
False Alarm & False call 1
Good Intent Call 5
Hazardous condition (No Fire) 2
Rescue & Emergency Medical Service Incident 18
Total 28
F. MWA/CP- No Comment

- Item 7 **Pay bills and approve the bills already paid**
District Treasurer not present.
Tabled to next meeting November 24, 2015.
- Item 8 **Review and Approve Policy#2170 Staff Evaluations**
Motion Director Deel. Second none. **Failed Lack of second.**
- Item 9 **Review and Approve Policy#2175 Performance Evaluation- General Manager**
Motion Director Deel. Second none. **Failed Lack of second.**
- Item 10 **Form a committee for Review of Policy and Procedures with up to (2)**
Directors, Staff and members of the public.
Motion Director Vasseur. Second Director Shaw. **Director Vasseur withdrew motion. Failed Lack of motion.**
- Item 11 **Should the District include Policy#2271 Web Site Protocol in the District**
Policy Handbook.
Motion Director Vasseur. Second Director Shaw. Vote: Unanimous Absent:
Director Royalty.
- Item 12 **Change NCSD Regular Meeting Dates for November & December.**
Motion Director Shaw. Second Director Deel. **Amended Motion Director Shaw**
November 24, 2015 regular meeting, December meeting changes Special
meeting December 4, 2015 & Regular meeting change December 15, 2015.
Second Director Vasseur. Vote: Unanimous. Absent: Director Royalty.
- Item 13 **NCSD Dates for Office Closure/Holiday**
November 24, 26 & 27
December 23, 24 & 25
December 30, 31 & January 1. 2016.
Motion Director Shaw. Second Vasseur. **Amended Motion Holiday Closure**
dates November 26 & 27, December 24 & 25, December 31 &

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January 1, 2016. Second Deel. Vote: Yes: Director Dell, Director Springer,
Director Shaw. No: Director Vasseur. Absent :Director Royalty.

Item 14 **Old and New Business**
Director Shaw put on agenda for 11-24-15 Closed Session Staff Evaluations.
Director Vasseur put on agenda 11-24-15 Review Agenda Policy.

Item 14 **Adjournment: 7:05 p.m.**

Board Secretary

Board President

Newberry Community Service District

POLICY HANDBOOK

POLICY TITLE: Staff Evaluations

POLICY NUMBER: 2170

2170.1 It shall be the policy of Newberry Community Service District to annually review the performance of the Staff (For General Manager Evaluation see Policy 2175).

2170.1.1 These performance evaluations shall be done between January 1st and March 31st of each year or on another date mutually acceptable to the General Manager, Board of Directors, and Staff.

2170.2 The General Manager or his/her designated representative shall conduct a scheduled performance review of each staff member prior to the merit advancement date. If the staff's immediate supervisor is not the evaluator, he/she shall be consulted during the preparation of the evaluation.

2170.3 To aid in his/her review of Staff the General Manager shall use the five (5) page form titled "Staff" which follows. Performance evaluations shall be in writing. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

2170.3.1 The performance evaluation shall be signed by the evaluator and shall be discussed with the staff. The staff will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation.

2170.4 When completed the review shall be placed in the staff's personnel file.

2170.5 Unscheduled performance evaluations may be made at the discretion of the General Manager or his/her designated representative.

Employee Name:	
Date of Hire:	
Date of Evaluation:	Evaluator:

This form should be completed by each member of the governing body to evaluate the General Manager's performance in each of the areas noted below. Performance levels should be noted, based on the following scale:

1=Poor (rarely meets expectations)	4=Above average (generally exceeds performance expectations)
2=Below average (usually does not meet expectations)	5=Excellent (almost always exceeds expectations & performs at a high standard)
3=Satisfactory (meets performance expectations)	

JOB SPECIFIC SKILLS	5	4	3	2	1
1. CUSTOMER SERVICE – Maintains a cordial and helpful demeanor in person and by telephone at all times with residents, vendors, the board of Directors and peers. Attends to requests promptly and provides necessary follow-through.					
2. COMMUNICATION - Transmits information clearly, in writing and verbally. Creates and distributes correspondence that is professional in appearance.					
3. WORK MANAGEMENT – Sets priorities and uses available resources effectively. Uses organized approach to job responsibilities to meet work requirements on schedule.					
4. CORRESPONDENCE – Sees to proper and timely completion of paperwork correspondence to residents, Directors and vendors.					
5. DOCUMENTATION – Sees to the timely processing of complaints and requests and maintains organized records and files of all documentation.					
6. DATA ENTRY –Processes updates to resident and vendor information promptly to assure up to date recordkeeping.					
7. SAFETY – Follows proper office safety procedures.					

INDIVIDUAL EFFECTIVENESS					
8. INITIATIVE – Looks for new ways to improve self/job performance and procedures. Plans & prepares for tasks.					
9. LEADERSHIP – Provides vision and motivation to peers. Helps develop peers and coworkers. Sets a good example.					
10. PROFESSIONALISM – Demonstrates a high level of professional etiquette. Acts appropriately in response to stressful situations.					

11. TEAMWORK – Collaborates with all parties (peers, seniors, Directors and homeowners) to achieve District goals. Develops positive relationships.					
12. ADAPTABILITY – Is adaptable and flexible. Accepts change willingly. Problems which occur are resolved without disruption.					

GENERAL STANDARDS

13. ATTITUDE – Completes work and accepts special assignments.					
14. ATTENDANCE – Has a habit of being on time and regular in attendance. Conforms to work schedules and assignments.					
15. APPEARANCE – Dresses appropriately for position and well groomed. Personal appearance sets a standard for others.					
16. HOUSEKEEPING – Conscientious about orderliness of work area. Maintains clean and safe working environment.					
17. DISTRICT POLICIES – Adheres to District policies and procedures with a cooperative and friendly attitude.					
18. SUPERVISION REQUIRED – Requires little supervision other than occasional guidance. Assignments completed on schedule.					
19. LOYALTY – Keeps interest of District above own. Represents District well in and outside of work environment					
I. Overall Evaluation					
Totals					
Grand Total				Average (Grand Total/19)	

EMPLOYEE'S MAIN AREAS OF STRENGTH OR MAJOR ACCOMPLISHMENTS:

E. Which of your abilities are not being fully utilized in your current position? How would you suggest incorporating them into your job performance?

F. What would help to increase your performance levels?

RATERS COMMENTS:

IF APPLICABLE:

Recommend Permanent Status _____ Recommend Rejection of Employee _____

RATER SIGNATURE AND DATE

EMPLOYEE SIGNATURE AND DATE: (My signature signifies that this report has been discussed with me.)

PLEASE INITIAL HERE IF YOU WISH TO REVIEW THIS REPORT WITH THE GENERAL MANAGER.

GENERAL MANAGER'S COMMENTS, SIGNATURE AND DATE:

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Newberry Community Service District

POLICY HANDBOOK

POLICY TITLE: Performance Evaluations – General Manager

POLICY NUMBER: 2175

2175.1 The General Manager of the District is retained and serves at the will of the Board of Directors. The Board of Directors shall review the performance of the General Manager after the initial six (6) months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

2175.1.1 After the initial review, these performance evaluations shall be done between January 1st and March 31st of each year or on another date mutually acceptable to the Board of Directors and the General Manager. The Board Secretary shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the General Manager.

2175.2 The performance evaluations should occur in closed session .

2175.2.1 To aid in its review of the General Manager, the Board of Directors shall use the three (3) page form titled “General Manager” which follows. The form will be completed prior to the formal performance review session. Directors shall be encouraged to prepare input on the form prior to the Board of Directors meeting.

2175.3 During the scheduled closed session(s), the Board should meet as a group with the General Manager to verbally discuss the components of the performance evaluation and received feedback from the General Manager relative to his/her assessment. If requested by the Board and/or the General Manager, the District’s Legal Counsel may attend the evaluation session.

Following the meeting with the General Manager, the Board shall meet and determine an overall evaluation of the General Manager’s performance for the past review period and provide written notification to the General Manager of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the General Manager and a copy kept in the General Manager’s personnel file. The performance evaluation shall be kept confidential. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

2175.4 The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

Employee Name:
Date of Hire:
Date of Evaluation:

This form should be completed by each member of the governing body to evaluate the General Manager's performance in each of the areas noted below. Performance levels should be noted, based on the following scale:

1=Poor (rarely meets expectations)	4=Above average (generally exceeds performance expectations)
2=Below average (usually does not meet expectations)	5=Excellent (almost always exceeds expectations & performs at a high standard)
3=Satisfactory (meets performance expectations)	

Each member of the governing body should sign the form and forward completed evaluations to the CSD Board President or his designee.

A. Board/Manager Relationship	5	4	3	2	1
Provides sufficient staff reports and related agenda materials to allow for effective Board discussion/decision-making. Provides information to Board Members in a timely manner. Obtains and evaluates relevant information and implements or recommends appropriate solutions to problems.					
Displays a professional attitude/image that assures public confidence in management staff. Makes effort to be accessible and provides consistent and equal treatment to Board Members.					
Carries out the directives of the board as a whole rather than those of any one member of the board.					
Assists the governing body in establishing policy, while acknowledging the ultimate authority of the board.					
Information is disseminated equally and completely to members of the governing body.					

B. Community Relations	5	4	3	2	1
Represents the District well in presentations to civic groups, media and the public and provides a positive, professional image. Develops cooperative working relationships with outside governmental agencies and other outside groups.					
Promotes community involvement in the District as opportunity allows.					
Enhances community understanding of District's goals and objectives. Deals openly with conflict and District problems. Handles individual citizen's complaints well; creates a "satisfied customer".					

C. Leadership	5	4	3	2	1
Assumes leadership in establishing the immediate and long-range objectives for the District.					
Leads, directs and makes use of sound administrative practices. Delegates responsibility and decision making appropriately.					
Demonstrates original thinking, ingenuity, and creativity by introducing new strategies or courses of action.					
Plans effectively and supports innovative problem-solving by involving others.					

D. Communication	5	4	3	2	1
Promotes and engages in two-way communication.					
Is accessible to Board Members, staff, and citizens. Communicates new ideas, suggestions, and concerns to the Board.					
Clearly and concisely communicates ideas, information, problems, and questions.					

E. Managing Financial and Material Resources	5	4	3	2	1
Identifies revenue enhancements and cost saving to ensure the District accomplishes important short-term and long-term goals.					
Demonstrates original thinking, ingenuity, and creativity by introducing new financial strategies or courses of action.					
Plans, implements, and directs a comprehensive financial program for the District's long-range economic development.					
Has a general understanding of technical issues affecting the District.					

F. Human Relations	5	4	3	2	1
Consistently strives to be fair and consistent in working relationships, and shows respect for others. Shows appreciation for the contributions of staff.					
Is straight-forward in communications, and is capable of being firm when circumstances warrant. Uses criticism constructively and objectively, while demonstrating sensitivity to the feelings of others.					
Follows up recommendations, concerns, or complaints as promptly as possible.					

Newberry Community Services District

POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

5020.1 The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act. (Cal. Govt. Code, section 54950-54963) Any Director may call the General Manager and request any item to be placed on the agenda no later than 5:00 P.M. on the day prior to the posting of the agenda for the next meeting date (per Section 5020.4).

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

5020.2.2 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

5020.2.3 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting. The Board President may also extend the time made available on any issue upon request of the speaker or any member of the Board.

5020.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

5020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.

TO: NEWBERRY SPRINGS CSD BOARD OF DIRECTORS:

ISSUES THAT IMPEDE POSITIVE DEVELOPMENT IN NEWBERRY SPRINGS AND RELATED ISSUES:

1--Fire Department conditioning requirement on new structures: In about 2012 the state passed a law that seemed to require interior sprinklers for all new single family homes---even those on large rural acreages, OUTSIDE of any State Fire Hazard Zone, and not served by a municipal water system. This is a big hardship on prospective home builders considering Newberry Springs, who are generally lower-middle income. Even the 5,000 gallon water tanks are a financial hardship.

Isn't it possible that the NSFD could exclude themselves from said requirements?

2--Internet service locally is extremely poor. The County would likely be willing to help out on this subject, if the CSD would show some interest.

3--In about 2009 or 2010 the County, very quietly, sharply increased the requirements for legal and physical access to get a building permit in Newberry Springs. So that now, perhaps up to 1/2 of all legally created land parcels in Newberry Springs no longer qualify automatically for a building permit, based on the quality of their road access. (See County Development Code Section 84.21.030 (J). This could likely be modified if the CSD pushed the issue.

SBL HEALTH + SANITATION CODE ?

4--A very positive County Draft Land Application of Biosolids ordinance update of Article 11, Section 33.08170, which was being considered by the Department of Public Health, at an 8-20-15 meeting attended by sludge compost industry officials at the County building in Hesperia, has been scrapped, according to Mike Wetzel, a supervising environmental health specialist. He didn't sound very happy that someone higher up got rid of the draft ordinance. Do we want to be a dumping ground?

5--Sludge compost and/or manure has already infiltrated the ground water at Kane Wash and also possibly south of the Senior Center on Newberry Road. For some reason, the Water Resources Control Board office in Victorville, refuses to do anything about it. Jay Cass has been notified, but no action taken. Does the NCSD have an interest in this community issue?

6--Other special districts in this County receive grant money for various beneficial projects, because they apply for them and they have a positive relationship with the County Supervisors office. We do not have a good relationship, due to lack of effort by our elected directors.

7--To counter the argument of any CSD director, who opposes community progress, with the specious argument that the CSD may only express opinions on the fire department, park & recreation and streetlighting, LAFCO has recently provided the NCSD with a copy of a letter stating otherwise. (5-26-15)

IN ADDITION, the California Constitution ~~states~~ at Article 1, titled Declaration of Rights, at Section 2, states "Every person may freely speak, write and publish his or her sentiments on all subjects,....."

Any CSD board director who says otherwise is acting contrary to the State Constitution and likely does not have the best interest of this community in his heart.

Respectfully submitted,
Fred Stearn
11-11-15

257-3560

#8 - WHY NOT LOBBY FOR A WATER-CAPTURING SETTLING POND AT KANE WASH?