

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Draft Minutes of the Regular Meeting of February 27, 2024, AT 6:00 P.M.

After an invocation by Director Unger the meeting was called to order at 6:09 pm by Board President Deel. Pledge of Allegiance was led by President Deel.

Present were: Directors Deel, Matson, Springer, and Unger.

Absent: Director Roberts

Also Present: General Manager/Treasurer Vanek; District Secretary Hall, Fire Chief Lanier; Assistant Fire Chief Rogers, Engineer Lanier, Captain Markegard, and members of the Public.

1. Approval of Agenda

Motion by Director Unger and 2nd by Director Matson to add Item H: The Nomination of Regular Special District member of LAFCO San Bernadino County and Item I: CSDA Survey on Initiative 1935 to agenda.

Vote: Ayes 4 Directors Deel, Matson, Springer, Unger
Noes 0
Absent 1 Director Roberts
Unanimous

2. Approval of Minutes

- A. Regular Board Meeting Draft Minutes of 1/25/2024
- B. Special Meetings Draft Minutes 1/5/2024 & 2/8/2024

Revision suggestions of Draft minutes presented by Secretary Hall from Director Unger are corrected. (See Supporting Document).

Motion by **President Deel** and 2nd by **Director Unger** to approve the Draft minutes of 1/5/2024, 1/25/2024 and 2/8/2024.

Vote: Ayes 4 Directors Deel, Matson, Springer, Unger
Noes 0
Absent 1 Director Roberts
Unanimous

3. 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. (Comments will be included in the Supporting Documents if written Reports are submitted to the GM or Secretary by or at meeting time).*

- A. General Public
- B. Community Reports- County Supervisor Rowe-Elaine Villareal, Representative- (NONE)
- C. Sheriff - Captain Ron Markegard- (Report in Supporting Documents)
- D. CHP (NONE)

4. Reports *(to be included in the Minutes or Supporting Documents written Reports must be submitted to GM or Secretary by or at meeting time)*

- A. General Manager – GM Vanek – *See Supporting Documents*
 - Replace bathrooms entirely
 - Cameras needed (Chief Lanier brought up)
 - Prop 68 sign to be put back up
- B. Fire Department - Chief Lanier and Rogers – *See Supporting Documents*

- C. Financial Reports – GM/Treasurer Vanek - *Balance Sheet, Budget vs Actuals - See Supporting Documents*
- D. Air Quality Monitors - Director Unger – *Verbal Report Given*
 - 1 operating sensor / Needs replacement
 - Director Unger asks: Any volunteers interested in taking over air quality monitoring.
- E. Directors Comments (1 min.) *Verbal Reports Given*

5. Agenda Items- Discussion/Possible Action

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

Scoreboard cover will be added. Should be up and running by the July 3rd 2024 event.

B. Senate Bill 553 (Cortese): Employers must adopt a workplace violence prevention plan and maintain a violent incident log. Submitted by Director Springer, Discussion Possible Action

Tabled to March 2024 Agenda

C. Newberry CSD and Chamber of Commerce Collaboration for July 3rd, 2024; Discussion/ Possible Action, Submitted by General Manager Vanek

Further discussion on the July 3rd event collaboration with Chamber of Commerce will take place with community member Rose Beardshear and General Manager Vanek.

D. Support the National Park Service – Rivers, Trails and Conservation Assistance program (RTCA) for the Newberry CSD Parkland for Technical Assistance

in developing an overall concept plan for the Park. Discussion/Possible Action, Submitted by Rose Beardshear

Motion by **Director Matson** and 2nd by **Director Springer** to authorize Rose Beardshear to send the application as amended to National Park Service- Rivers, Trails and Conservation Assistance program for NCSD.

Vote: Ayes 4 Directors Deel, Matson, Springer, Unger
Noes 0
Absent 1 Director Roberts
Unanimous

E. Relicensing the Community Building Kitchen for Commercial Use and for ‘Shared Kitchen’ use by the Public. Discussion/ Possible Action, Submitted by Robert Shaw and Paul Deel

Motion by **President Deel** and 2nd by **Director Unger** moved to accept the kitchen report and approve the proposed Policy 7006, paragraph 18.

Vote: Ayes 4 Directors Deel, Matson, Springer, Unger
Noes 0
Absent 1 Director Roberts
Unanimous

F. Policy 3090 (Records Retention), Discussion/ Possible Action, Submitted by Director Unger

Motion by **President Deel** and 2nd by **Director Matson** to add amended Policy 3090 1.1

All District documentation is to remain in the NCSD office or facility at all times. This applies to hard-copy (paper) files and documentation, computer files, receipts from cash, credit card, checks or other purchases, bank transaction records and any and all other NCSD records.

Vote: Ayes 4 Directors Deel, Matson, Springer, Unger
Noes 0
Absent 1 Director Roberts
Unanimous

G. Internal Financial Controls, Discussion/ Possible Action, Submitted by Director Unger

Will bring back Proposed Policy for March 2024 Meeting per President Deel.

H. The Nomination of Regular Special District member of (LAFCO) Local Agency Formation Commission; Discussion/Possible Action, Submitted by President Deel

Motion by **President Deel** and 2nd by **Vice President Matson** to nominate Kimberly Cox as the Regular Special District member on the Local Agency Formation Commission, San Bernardino County.

Vote: Ayes 4 Directors Deel, Matson, Springer, Unger
Noes 0
Absent 1 Director Roberts
Unanimous

I. CSDA Survey on Initiative 1935; Discussion/Possible Action, Submitted by President Deel

Motion by **President Deel** and 2nd by **Director Unger** to participate in the survey.

Vote: Ayes 4 Directors Deel, Matson, Springer, Unger
Noes 0
Absent: 1 Director Roberts
Unanimous

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

Deferred to March 2024 Meeting

7. Old and New Business

- Schedule a Budget Committee Meeting for April 2024. The committee consists of GM Vanek, FD, Admin, Director’s Deel and Roberts.
- Director Matson will be in the hospital at St. Mary’s from 3/1/2024 to 3/5/2024.
- Water budget for permit to Paul Deel.

8. Adjournment

Motion by **Director Matson** and 2nd by **Director Springer** to adjourn the meeting.

Vote: Ayes 4 Directors Deel, Matson, Springer, Unger

Noes 0

Absent 1 Director Roberts

Unanimous

Meeting adjourned at: 8:21 pm

The next Regular Meeting is scheduled for March 26, 2024.

Paula Deel, President

Date

Marchelle Hall, District Secretary

Date