

# Newberry Community Services District

## POLICY HANDBOOK

**POLICY TITLE** CSD Building and Facilities: Rules and Regulations  
**Policy Number** 7006

### GROUPS USING CSD BUILDING AND FACILITIES:

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

## POLICY HANDBOOK

**POLICY TITLE:** Facilities Use Agreement  
**POLICY NUMBER:** 7007

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between the Newberry Community Services District (the "District") and \_\_\_\_\_ ("User").

The Purpose of this Agreement is to provide a fair and equitable basis for individuals and groups to use the District's facilities and to protect the District from liability for such use.

1. **Use of District Facility:** For the consideration and upon the terms and conditions set out here, the District allows User to use the following District property:

\_\_\_\_\_ (the "Facility") on/at the following dates and times;

Ongoing use: Each \_\_\_\_\_ (name of day) from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. for the next \_\_\_\_\_ months.

OR

A One Time Use (Day/Date/Time) \_\_\_\_\_

The User shall use the Facility only for the following activity:  
\_\_\_\_\_

Use of the Facility includes use of the adjacent parking area.

Such use shall be subject to the provisions of this Agreement as well as all District rules and regulations.

Such use is only for the date and times specified and only for the specific purpose set out here. **Alcohol may not be consumed in the Facility or its adjacent parking or storage areas at any time.**

User is responsible for all clean-up of the Facility after each use.

User is responsible for securing the Facility after each use.

User may not assign this Agreement. Any new user will enter into a new Agreement.

2. **User shall be given a copy of the Rules and Regulations for the Facility (Policy #7006) and shall adhere to that policy.**

**Newberry Community Services District  
Budget vs. Actuals: FY\_2021\_2022 - FY22 P&L**

July 2021 - June 2022

	Total			New #'s
	Actual	Budget	over Budget	
<b>Income</b>				
5000.0 Income			0.00	
5001.0 Income-Interest			0.00	
5001.2 Income-Interest, CD Interest		500.00	-500.00	
5001.3 Income-Interest, Savings Acct		800.00	-800.00	
<b>Total 5001.0 Income-Interest</b>	<b>\$ 0.00</b>	<b>\$ 1,300.00</b>	<b>-\$ 1,300.00</b>	
5002.0 Income-Rental Income			0.00	
5002.1 Income-Rent Income, Space Rent	295.00	500.00	-205.00	
5002.2 Income-Rent Inc, Equip Rent		130.00	-130.00	
<b>Total 5002.0 Income-Rental Income</b>	<b>\$ 295.00</b>	<b>\$ 630.00</b>	<b>-\$ 335.00</b>	
5003.0 Income-Fire Department	20.00	58,003.53	-57,983.53	
5003.1 Income-FD, Burn Permits	1,402.00	2,000.00	-598.00	
5003.2 Income-FD, Response Charges	100.00	50.00	50.00	
5003.5 FD, Reserve Transfer	34,046.87	33,996.47	50.40	
<b>Total 5003.0 Income-Fire Department</b>	<b>\$ 35,568.87</b>	<b>\$ 94,050.00</b>	<b>-\$ 58,481.13</b>	
5004.0 Income-Other Income			0.00	
5004.2 Income-Other Inc, Pur Card Reb	371.42	500.00	-128.58	
5004.3 Income-Other Inc, Copies		20.00	-20.00	
5004.4 Income-Other Inc, Fireworks Don		6,000.00	-6,000.00	
5004.7 General Reserve Transfer		50,000.00	-50,000.00	
<b>Total 5004.0 Income-Other Income</b>	<b>\$ 371.42</b>	<b>\$ 56,520.00</b>	<b>-\$ 56,148.58</b>	
5005.0 Income, SB County Tax Share	218,797.53	234,384.14	-15,586.61	
<b>Total 5000.0 Income</b>	<b>\$ 255,032.82</b>	<b>\$ 386,884.14</b>	<b>-\$ 131,851.32</b>	
<b>Total Income</b>	<b>\$ 255,032.82</b>	<b>\$ 386,884.14</b>	<b>-\$ 131,851.32</b>	
<b>Gross Profit</b>	<b>\$ 255,032.82</b>	<b>\$ 386,884.14</b>	<b>-\$ 131,851.32</b>	
<b>Expenses</b>				
1000.0 Administrative-Subtotal			0.00	
1001.0 Advertising		300.00	-300.00	
1003.0 Auditor Expense	1,255.63	11,000.00	-9,744.37	
1004.0 Bank Fees	32.00	100.00	-68.00	
1005.0 Directors Stipend	1,950.00	4,000.00	-2,050.00	
1006.0 Education Exp-Staff & Directors			0.00	
1006.1 Education-Tuition	192.40	750.00	-557.60	
1006.2 Education-Books		200.00	-200.00	
<b>Total 1006.0 Education Exp-Staff &amp; Directors</b>	<b>\$ 192.40</b>	<b>\$ 950.00</b>	<b>-\$ 757.60</b>	
1008.0 LAFCO Expense	184.07	500.00	-315.93	
1009.0 Legal Expenses		5,000.00	-5,000.00	
1010.0 Office Expenses			0.00	
1010.1 Office Supplies	458.90	1,500.00	-1,041.10	
1010.2 Office Equipment-Maint/Repair	945.57	1,400.00	-454.43	

<b>Remaining</b>	<b>% of Budget</b>	<b>% Remaining</b>
0.00		
0.00		
500.00	0.00%	100.00%
800.00	0.00%	100.00%
<b>\$ 1,300.00</b>	<b>0.00%</b>	<b>100.00%</b>
0.00		
205.00	59.00%	41.00%
130.00	0.00%	100.00%
<b>\$ 335.00</b>	<b>46.83%</b>	<b>53.17%</b>
57,983.53	0.03%	99.97%
598.00	70.10%	29.90%
-50.00	200.00%	-100.00%
-50.40	100.15%	-0.15%
<b>\$ 58,481.13</b>	<b>37.82%</b>	<b>62.18%</b>
0.00		
128.58	74.28%	25.72%
20.00	0.00%	100.00%
6,000.00	0.00%	100.00%
50,000.00	0.00%	100.00%
<b>\$ 56,148.58</b>	<b>0.66%</b>	<b>99.34%</b>
15,586.61	93.35%	6.65%
<b>\$ 131,851.32</b>	<b>65.92%</b>	<b>34.08%</b>
<b>\$ 131,851.32</b>	<b>65.92%</b>	<b>34.08%</b>
<b>\$ 131,851.32</b>	<b>65.92%</b>	<b>34.08%</b>
0.00		
300.00	0.00%	100.00%
9,744.37	11.41%	88.59%
68.00	32.00%	68.00%
2,050.00	48.75%	51.25%
0.00		
557.60	25.65%	74.35%
200.00	0.00%	100.00%
<b>\$ 757.60</b>	<b>20.25%</b>	<b>79.75%</b>
315.93	36.81%	63.19%
5,000.00	0.00%	100.00%
0.00		
1,041.10	30.59%	69.41%
454.43	67.54%	32.46%

1010.3 Office Equipment-Purchase		500.00	-500.00
1010.4 Postage (US Mail, UPS, FedEx)	457.89	300.00	157.89
1010.5 Annex Telephone/Fax	275.98	400.00	-124.02
1010.6 Subscriptions/Memberships, Adm	3,371.77	2,000.00	1,371.77
1010.7 Annex Internet	1,417.99	2,000.00	-582.01
<b>Total 1010.0 Office Expenses</b>	<b>\$ 6,928.10</b>	<b>\$ 8,100.00</b>	<b>-\$ 1,171.90</b>
1011.0 Outside Bookkeeping			0.00
1011.1 Stewarts		2,500.00	-2,500.00
<b>Total 1011.0 Outside Bookkeeping</b>	<b>\$ 0.00</b>	<b>\$ 2,500.00</b>	<b>-\$ 2,500.00</b>
1012.0 Admin Personnel Expenses			0.00
1012.1 Board Secretary-Salary	1,304.40	2,000.00	-695.60
1012.2 General Manager-Salary	11,198.85	12,000.00	-801.15
1012.3 Office Assistant-Salary	5,708.36	8,500.00	-2,791.64
1012.4 Treasurer - Salary	2,785.82	4,500.00	-1,714.18
1012.5 Fed/State/Local Empl Tay Pmts	1,688.74	7,000.00	-5,311.26
1012.7 Department of Justice-Live Scan		100.00	-100.00
1012.8 Workers Comp Insurance	8,768.00	8,000.00	768.00
1012.9 Staff Mileage	103.04	300.00	-196.96
<b>Total 1012.0 Admin Personnel Expenses</b>	<b>\$ 31,557.21</b>	<b>\$ 42,400.00</b>	<b>-\$ 10,842.79</b>
1013.0 SDRMA Insurance-Liab/Bonding		11,000.00	-11,000.00
<b>Total 1000.0 Administrative-Subtotal</b>	<b>\$ 42,099.41</b>	<b>\$ 85,850.00</b>	<b>-\$ 43,750.59</b>
2000.0 Parks and Recreation - Subtotal			0.00
2001.0 Community Events			0.00
2001.1 Community Event-Advertising	54.26	300.00	-245.74
2001.2 Community Event-Expenses	4,425.00	12,000.00	-7,575.00
<b>Total 2001.0 Community Events</b>	<b>\$ 4,479.26</b>	<b>\$ 12,300.00</b>	<b>-\$ 7,820.74</b>
2002.0 Community Center Expenses			0.00
2002.1 CC-Consumable Supplies	482.50	400.00	82.50
2002.2 CC-Electricity	3,342.94	4,000.00	-657.06
2002.3 CC-Propane	1,500.30	2,000.00	-499.70
2002.4 CC-Contract Labor/Cleaning	3,300.00	4,200.00	-900.00
2002.5 CC-Health Permits	880.00	1,400.00	-520.00
2002.6 CC-Maint/Repairs	80.77	8,684.14	-8,603.37
2002.7 Pest Control	468.00	650.00	-182.00
<b>Total 2002.0 Community Center Expenses</b>	<b>\$ 10,054.51</b>	<b>\$ 21,334.14</b>	<b>-\$ 11,279.63</b>
2003.0 Ground Expenses			0.00
2003.1 Grounds-Landscaping	3,841.27	5,500.00	-1,658.73
2003.2 Grounds-Disposal Services	1,828.15	2,300.00	-471.85
2003.3 Grounds-Tractor Expense		750.00	-750.00
2003.4 Grounds Maint/Repair	2,956.31	2,500.00	456.31
2003.5 Gounds-Well Maint/Repair	721.37	2,000.00	-1,278.63
2003.6 Grounds-MWA Fees	23.91	200.00	-176.09
2003.7 Grounds-Capital Improvement	151,605.00	45,000.00	106,605.00
2003.8 Grounds-Electric	1,998.16	1,800.00	198.16
2003.9 Gounds-Water Testing	435.00	500.00	-65.00
<b>Total 2003.0 Ground Expenses</b>	<b>\$ 163,409.17</b>	<b>\$ 60,550.00</b>	<b>\$ 102,859.17</b>

500.00	0.00%	100.00%
-157.89	152.63%	-52.63%
124.02	69.00%	31.01%
-1,371.77	168.59%	-68.59%
582.01	70.90%	29.10%
<b>\$ 1,171.90</b>	<b>85.53%</b>	<b>14.47%</b>
0.00		
2,500.00	0.00%	100.00%
<b>\$ 2,500.00</b>	<b>0.00%</b>	<b>100.00%</b>
0.00		
695.60	65.22%	34.78%
801.15	93.32%	6.68%
2,791.64	67.16%	32.84%
1,714.18	61.91%	38.09%
5,311.26	24.12%	75.88%
100.00	0.00%	100.00%
-768.00	109.60%	-9.60%
196.96	34.35%	65.65%
<b>\$ 10,842.79</b>	<b>74.43%</b>	<b>25.57%</b>
11,000.00	0.00%	100.00%
<b>\$ 43,750.59</b>	<b>49.04%</b>	<b>50.96%</b>
0.00		
0.00		
245.74	18.09%	81.91%
7,575.00	36.88%	63.13%
<b>\$ 7,820.74</b>	<b>36.42%</b>	<b>63.58%</b>
0.00		
-82.50	120.63%	-20.63%
657.06	83.57%	16.43%
499.70	75.02%	24.99%
900.00	78.57%	21.43%
520.00	62.86%	37.14%
8,603.37	0.93%	99.07%
182.00	72.00%	28.00%
<b>\$ 11,279.63</b>	<b>47.13%</b>	<b>52.87%</b>
0.00		
1,658.73	69.84%	30.16%
471.85	79.48%	20.52%
750.00	0.00%	100.00%
-456.31	118.25%	-18.25%
1,278.63	36.07%	63.93%
176.09	11.96%	88.05%
-106,605.00	336.90%	-236.90%
-198.16	111.01%	-11.01%
65.00	87.00%	13.00%
<b>-\$102,859.17</b>	<b>269.87%</b>	<b>-169.87%</b>

Total 2000.0 Parks and Recreation - Subtotal	\$ 177,942.94	\$ 94,184.14	\$ 83,758.80
3000.0 Municipal Services-Subtotal			0.00
3001.0 Electric - Street Lights	6,891.38	6,700.00	191.38
Total 3000.0 Municipal Services-Subtotal	\$ 6,891.38	\$ 6,700.00	\$ 191.38
4000.0 Fire Department - Subtotal			0.00
4002.0 FD-Capital Improvements			0.00
4002.1 FD-Cap Improvements, Station		10,000.00	-10,000.00
4002.3 FD Bunkhouse	46,129.76	92,000.00	-45,870.24
Total 4002.0 FD-Capital Improvements	\$ 46,129.76	\$ 102,000.00	-\$ 55,870.24
4003.0 FD-Equipment Expense			0.00
4003.1 FD-Equip Exp, Fuel	5,504.75	7,000.00	-1,495.25
4003.2 FD-Vehicle Maint/Repair	6,279.41	10,000.00	-3,720.59
4003.3 FD-Equip Exp, Veh, SDRMA Ins		7,000.00	-7,000.00
Total 4003.0 FD-Equipment Expense	\$ 11,784.16	\$ 24,000.00	-\$ 12,215.84
4004.0 FD-Equip Exp, Non-Vehicle			0.00
4004.1 FD-Equip Exp, NV, Purchase	7,526.02	10,000.00	-2,473.98
4004.2 FD-Equip Exp, NV, Maint/Repair	750.37	4,000.00	-3,249.63
4004.3 FD-Equip Exp, NV, First Aid Sup	846.34	2,500.00	-1,653.66
4004.4 FD-Equip Exp, NV, Equip Fuel	114.05	200.00	-85.95
Total 4004.0 FD-Equip Exp, Non-Vehicle	\$ 9,236.78	\$ 16,700.00	-\$ 7,463.22
4004.5 Grant Expenses		500.00	-500.00
4005.0 FD-Dispatching Expense			0.00
4005.1 FD-Disp Exp, Equip Purchase	17.36	4,000.00	-3,982.64
4005.2 FD-Disp Exp, Equip Maint/Repair		1,000.00	-1,000.00
4005.3 FD-Disp Exp, Cal Fire Dispatch		8,000.00	-8,000.00
Total 4005.0 FD-Dispatching Expense	\$ 17.36	\$ 13,000.00	-\$ 12,982.64
4006.0 FD-Station Expenses			0.00
4006.1 FD-Station Exp, Internet	2,271.58	3,500.00	-1,228.42
4006.2 FD-Station Exp, Maint/Repair	1,271.74	2,000.00	-728.26
4006.3 FD-Station Exp, Office Supplies	692.93	1,100.00	-407.07
4006.4 FD-Station Exp, Pest Control	577.00	600.00	-23.00
4006.5 FD-Station Exp, Membership/Subs		3,050.00	-3,050.00
4006.6 FD-Station Exp, Electric	2,869.87	6,000.00	-3,130.13
4006.7 FD-Station Exp, Drinking Water	127.19	500.00	-372.81
4006.8 FD-Station Exp, Trash Service	510.18	700.00	-189.82
Total 4006.0 FD-Station Expenses	\$ 8,320.49	\$ 17,450.00	-\$ 9,129.51
4007.0 FD-Firefighter Personnel Exp			0.00
4007.1 Office Admin-Fire Dept-Salary	5,845.65	9,000.00	-3,154.35
4007.10 FD-Personnel Exp, Uniform Exp	506.50	500.00	6.50
4007.4 FD-Personnel Exp, FF Apprec	523.24	2,000.00	-1,476.76
4007.5 FD-Personnel Exp, Call-out Stip	6,270.00	8,500.00	-2,230.00
4007.6 FD-Perssonel Exp, Training Exp	3,336.08	5,000.00	-1,663.92
4007.8 FD-Personnel Exp, DOJ Live Scan	123.00	300.00	-177.00
Total 4007.0 FD-Firefighter Personnel Exp	\$ 16,604.47	\$ 25,300.00	-\$ 8,695.53
4008.0 FD-Public Relations			0.00
4008.1 FD-PR, Fire Prevention		200.00	-200.00

<b>Total 4008.0 FD-Public Relations</b>	<b>\$ 0.00</b>	<b>\$ 200.00</b>	<b>-\$ 200.00</b>
<b>4010.0 Fire Dept Explorers Expenses</b>			<b>0.00</b>
<b>4010.1 Fire Dept Explorer's Admin</b>		<b>1,000.00</b>	<b>-1,000.00</b>
<b>Total 4010.0 Fire Dept Explorers Expenses</b>	<b>\$ 0.00</b>	<b>\$ 1,000.00</b>	<b>-\$ 1,000.00</b>
<b>Total 4000.0 Fire Department - Subtotal</b>	<b>\$ 92,093.02</b>	<b>\$ 200,150.00</b>	<b>-\$ 108,056.98</b>
<b>Total Expenses</b>	<b>\$ 319,026.75</b>	<b>\$ 386,884.14</b>	<b>-\$ 67,857.39</b>
<b>Net Operating Income</b>	<b>-\$ 63,993.93</b>	<b>\$ 0.00</b>	<b>-\$ 63,993.93</b>
<b>Net Income</b>	<b>-\$ 63,993.93</b>	<b>\$ 0.00</b>	<b>-\$ 63,993.93</b>

Thursday, May 19, 2022 11:38:35 AM GMT-7 - Cash Basis

<b>-\$ 83,758.80</b>	<b>188.93%</b>	<b>-88.93%</b>
0.00		
-191.38	102.86%	-2.86%
<b>-\$ 191.38</b>	<b>102.86%</b>	<b>-2.86%</b>
0.00		
0.00		
10,000.00	0.00%	100.00%
45,870.24	50.14%	49.86%
<b>\$ 55,870.24</b>	<b>45.23%</b>	<b>54.77%</b>
0.00		
1,495.25	78.64%	21.36%
3,720.59	62.79%	37.21%
7,000.00	0.00%	100.00%
<b>\$ 12,215.84</b>	<b>49.10%</b>	<b>50.90%</b>
0.00		
2,473.98	75.26%	24.74%
3,249.63	18.76%	81.24%
1,653.66	33.85%	66.15%
85.95	57.03%	42.98%
<b>\$ 7,463.22</b>	<b>55.31%</b>	<b>44.69%</b>
500.00	0.00%	100.00%
0.00		
3,982.64	0.43%	99.57%
1,000.00	0.00%	100.00%
8,000.00	0.00%	100.00%
<b>\$ 12,982.64</b>	<b>0.13%</b>	<b>99.87%</b>
0.00		
1,228.42	64.90%	35.10%
728.26	63.59%	36.41%
407.07	62.99%	37.01%
23.00	96.17%	3.83%
3,050.00	0.00%	100.00%
3,130.13	47.83%	52.17%
372.81	25.44%	74.56%
189.82	72.88%	27.12%
<b>\$ 9,129.51</b>	<b>47.68%</b>	<b>52.32%</b>
0.00		
3,154.35	64.95%	35.05%
-6.50	101.30%	-1.30%
1,476.76	26.16%	73.84%
2,230.00	73.76%	26.24%
1,663.92	66.72%	33.28%
177.00	41.00%	59.00%
<b>\$ 8,695.53</b>	<b>65.63%</b>	<b>34.37%</b>
0.00		
200.00	0.00%	100.00%

\$ 200.00	0.00%	100.00%
0.00		
1,000.00	0.00%	100.00%
\$ 1,000.00	0.00%	100.00%
\$ 108,056.98	46.01%	53.99%
\$ 67,857.39	82.46%	17.54%
\$ 63,993.93		
\$ 63,993.93		

# NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

## REGULAR MEETING MINUTES

April 26, 2022

**Call the meeting to order- 6:11 p.m.**

### **Pledge of Allegiance**

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

### **Roll Call.**

#### **Present:**

President Springer  
Director Paulsen- Arrived at 6:30 p.m.  
Director Unger  
Director Roberts

**Absent:** Director Deel

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

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

Motion Director Unger to approve agenda as written. Seconded Director Roberts.

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

**Motion Passed**

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

**a. General Public-** Paul Deel- Presented a letter to me about the water system inspection he did. *Report attached newberrycsd.net website.*

Virginia Padilla- had concerns of the CSD grounds being locked up, the CSD office did not communicate with her in regards to Commodities.

Rose Beardshear- She is looking for business owners to join the Chamber So they can keep it going. Board Members needed, the meeting will be Mid May.

Elizabeth Hilyard- gave the CSD information Code Enforcement- cannabis Grows where they are taking place, the cases for abatement can be initiated. To report please provide address or the Assessor's Parcel Number so Code Enforcement may initiate their abatement process.

Andy Florimon-LUS Office Assistant 909-252-5242

Joana Cavazos- Code Enforcement Deputy Chief LUS- 909-884-4056

**Board Min**  
**4-26-22 pg. 2**

Director Paulsen arrived 6:30 p.m.

**Community Reports-** Kimberly Mesen – Public Works- are installing beacons On the signs before the Elementary School.

S.B. County Animal Care- 1-800-472-5607 for Stray animals.

**Sheriff Report-** Captain Markegard report attached [newberrycsd.net](http://newberrycsd.net)

New Grow Reporting Phone Number- 909-387-8400

NarcMet@sbcisd.org

**3. Reports**

- a. **General Manager-** last wed. park equipment installation started.  
Park will be locked up until everything finished.  
Mike and Myself have been getting quotes on finishing up the plumbing to bathrooms and ballfield. Electrical upgrades are also being looked into.  
We need to start having Budget Planning Meetings w/2 Directors or if we can schedule all Directors we can call a public Budget Planning Meeting.
- b. **Fire Department-** Fire Dept. Report attached newberrycsd.net website.
- c. **Air Quality Monitoring Report-** No report
- d. **Civic Hub- Available Properties Report-** No report

**4. Agenda Items- Discussion/Possible Action**

**A. How to Provide Emergency Communications (Locally, Regionally and Statewide) in Emergency (for example, a major earthquake).**

Bring back to next meeting

**B. Update July 3<sup>rd</sup> Fireworks Price Increase.**

Motion Director Unger to pay 12,750.00 for fireworks. Seconded Director Roberts.

Vote: **Unanimous**

**Motion Passed**

**C. Discussion on Hiring a Grant writer for CSD and Fire Department.**

Bring back to next meeting with more information.

**D. Discussion- Looking into Purchase of New Fire Engine.**

Bring back to next meeting with more information on purchasing

**E. Update Ballfield/Park**

Working on quotes for Plumbing and Electrical upgrades to park  
Received donations from- Clearway \$4000.00 Digital Scoreboard  
Fred Stern- \$5000.00 working on batting cage with C&M Fencing.

**F. Approval of Minutes for March 22, 2022.**

Motion Director Paulsen to approve minutes. Seconded Director Roberts

**Vote: Unanimous**

**Motion Passed**

**G. Approve Bills Paid and Presented.**

Motion Director Paulsen to approve bills paid and presented.

Seconded Roberts.

**Vote: Unanimous**

**Motion Passed**

**5. Old and New Business-**

Bring back kitchen upgrades next agenda

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

**Director Roberts-** I commend Jodi and Mike for putting the park together.  
Fire Department for doing such a great Job!

**Director Paulsen** Fire Department is doing a great job.

**7. Adjournment 9:01p.m.**

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Board Secretary

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Board President

# Newberry Community Services District

## Profit and Loss Detail

April 26 - May 20, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>Ordinary Income/Expenses</b>							
<b>Expenses</b>							
1000.0 Administrative-Subtotal							
1003.0 Auditor Expense							
04/28/2022	Check	18756	David B. Whitford Jr.	2021 Gov Comp in CA Report	120 Checking Account	380.63	380.63
						<b>\$380.63</b>	
<b>Total for 1003.0 Auditor Expense</b>							
1005.0 Directors Stipend							
05/20/2022	Check		Robert Springer	Stipend May	120 Checking Account	50.00	50.00
05/20/2022	Check		Margie Roberts.	Stipend May	120 Checking Account	50.00	100.00
05/20/2022	Check		Vickie Paulsen	Stipend May	120 Checking Account	50.00	150.00
05/20/2022	Check		Paula Deel	Stipend May	120 Checking Account	50.00	200.00
05/20/2022	Check		Jack Unger	stipend May	120 Checking Account	50.00	250.00
						<b>\$250.00</b>	
<b>Total for 1005.0 Directors Stipend</b>							
1010.0 Office Expenses							
05/12/2022	Check	18765	Streamline	web page May	120 Checking Account	50.00	50.00
						<b>\$50.00</b>	
<b>Total for 1010.0 Office Expenses</b>							
1010.1 Office Supplies							
05/20/2022	Check		Amazon	office supplies bill	120 Checking Account	4.37	4.37
						<b>\$4.37</b>	
<b>Total for 1010.1 Office Supplies</b>							
1010.2 Office Equipment-Maint/Repair							
05/05/2022	Check	18763	Advance Copy Systems	service contract Inv IN37208	120 Checking Account	36.84	36.84
05/12/2022	Check	18766	De Lage Landen Financial Services	contract service May	120 Checking Account	58.07	94.91
						<b>\$94.91</b>	
<b>Total for 1010.2 Office Equipment-Maint/Repair</b>							
1010.5 Annex Telephone/Fax							
04/28/2022	Check	18757	Verizon Wireless	inv #9904121387	120 Checking Account	23.14	23.14
						<b>\$23.14</b>	
<b>Total for 1010.5 Annex Telephone/Fax</b>							
1010.6 Subscriptions/Memberships, Adm							
05/12/2022	Check	18769	Stewarts Business and Tax Service	online sub & payroll services	120 Checking Account	170.00	170.00
						<b>\$170.00</b>	
<b>Total for 1010.6 Subscriptions/Memberships, Adm</b>							
1010.7 Annex Internet							
04/28/2022	Check	18758	Frontier Communications	CSD internet	120 Checking Account	0.00	0.00
04/28/2022	Check	18757	Verizon Wireless	inv #9904121387	120 Checking Account	40.05	40.05
						<b>\$40.05</b>	
<b>Total for 1010.7 Annex Internet</b>							
						<b>\$382.47</b>	
<b>Total for 1010.0 Office Expenses with sub-accounts</b>							
1012.0 Admin Personnel Expenses							
1012.1 Board Secretary-Salary							
05/20/2022	Check	eft	PR Jodi Howard	PR 4/16/22 to 5/15/22	120 Checking Account	128.23	128.23
						<b>\$128.23</b>	
<b>Total for 1012.1 Board Secretary-Salary</b>							
1012.2 General Manager-Salary							
05/20/2022	Check	eft	PR Jodi Howard	PR 4/16/22 to 5/15/22	120 Checking Account	1,400.00	1,400.00
						<b>\$1,400.00</b>	
<b>Total for 1012.2 General Manager-Salary</b>							
1012.3 Office Assistant-Salary							
05/20/2022	Check	eft	PR Martha Elder	PR 4/16/22 to 5/15/22	120 Checking Account	700.24	700.24
						<b>\$700.24</b>	
<b>Total for 1012.3 Office Assistant-Salary</b>							
1012.4 Treasurer - Salary							
05/20/2022	Check	eft	PR Eva R Beaty	PR 4/16/22 to 5/15/22	120 Checking Account	307.80	307.80
						<b>\$307.80</b>	
<b>Total for 1012.4 Treasurer - Salary</b>							
1012.5 Fedl/State/Local Empl Tay Pmts							
05/20/2022	Check	eft	PR Jodi Howard	WH	120 Checking Account	-186.91	-186.91
05/20/2022	Check	eft	PR Daphne Lanier	WH	120 Checking Account	-328.23	-515.14
05/20/2022	Check	eft	PR Eva R Beaty	WH	120 Checking Account	-23.56	-538.70
05/20/2022	Check	eft	PR Martha Elder	WH	120 Checking Account	-53.57	-592.27
						<b>\$ -592.27</b>	
						<b>\$1,944.00</b>	
<b>Total for 1012.0 Admin Personnel Expenses</b>							
						<b>\$2,957.10</b>	
<b>Total for 1000.0 Administrative-Subtotal</b>							

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2000.0 Parks and Recreation - Subtotal							
2001.0 Community Events							
2001.2 Community Event-Expenses							
04/28/2022	Check	18755	Pyro Spectaclars, Inc.	initial production fee	120 Checking Account	6,375.00	6,375.00
<b>Total for 2001.2 Community Event-Expenses</b>						<b>\$6,375.00</b>	
<b>Total for 2001.0 Community Events</b>						<b>\$6,375.00</b>	
2002.0 Community Center Expenses							
2002.2 CC-Electricity							
04/28/2022	Check	18753	SCE	service acct 8002019569	120 Checking Account	215.67	215.67
<b>Total for 2002.2 CC-Electricity</b>						<b>\$215.67</b>	
2002.4 CC-Contract Labor/Cleaning							
05/05/2022	Check	18760	Daphne Lanier	CC cleaning	120 Checking Account	300.00	300.00
<b>Total for 2002.4 CC-Contract Labor/Cleaning</b>						<b>\$300.00</b>	
<b>Total for 2002.0 Community Center Expenses</b>						<b>\$515.67</b>	
2003.0 Ground Expenses							
2003.1 Grounds-Landscaping							
05/05/2022	Check	18759	Mike Matson	Landscaping	120 Checking Account	425.00	425.00
<b>Total for 2003.1 Grounds-Landscaping</b>						<b>\$425.00</b>	
2003.2 Grounds-Disposal Services							
05/05/2022	Check	18761	Desert Disposal	CC trash service April	120 Checking Account	166.36	166.36
<b>Total for 2003.2 Grounds-Disposal Services</b>						<b>\$166.36</b>	
2003.4 Grounds Maint/Repair							
05/05/2022	Check	18759	Mike Matson	Grounds maintenance	120 Checking Account	75.00	75.00
<b>Total for 2003.4 Grounds Maint/Repair</b>						<b>\$75.00</b>	
2003.8 Grounds-Electric							
04/28/2022	Check	18754	SCE	park lights	120 Checking Account	99.06	99.06
<b>Total for 2003.8 Grounds-Electric</b>						<b>\$99.06</b>	
<b>Total for 2003.0 Ground Expenses</b>						<b>\$765.42</b>	
<b>Total for 2000.0 Parks and Recreation - Subtotal</b>						<b>\$7,656.09</b>	
3000.0 Municipal Services-Subtotal							
3001.0 Electric - Street Lights							
05/12/2022	Check	18764	SCE	street lights	120 Checking Account	632.01	632.01
<b>Total for 3001.0 Electric - Street Lights</b>						<b>\$632.01</b>	
<b>Total for 3000.0 Municipal Services-Subtotal</b>						<b>\$632.01</b>	
4000.0 Fire Department - Subtotal							
4003.0 FD-Equipment Expense							
4003.1 FD-Equip Exp, Fuel							
05/04/2022	Expense	4003.1	Newberry Chevron	Wt392 miles 760.8	US Bank	171.29	171.29
05/13/2022	Expense	4003.1	Newberry Chevron	E392 miles 82138	US Bank	265.47	436.76
<b>Total for 4003.1 FD-Equip Exp, Fuel</b>						<b>\$436.76</b>	
4003.2 FD-Vehicle Maint/Repair							
05/08/2022	Expense	4003.2	NAPA Auto Parts	Exchange coolant, paid the difference \$4.33 (from \$145.13)	US Bank	4.33	4.33
05/08/2022	Expense	4003.2	NAPA Auto Parts	Thermostat & coolant (Wrong coolant had to exchange for different coolant- difference was \$4.33)	US Bank	145.13	149.46
05/12/2022	Check	18771	West Coast Fire Sales	Throttle Cable	120 Checking Account	113.71	263.17
05/12/2022	Check	18770	H&S Mobile Fire Equipment Repair	Repairs on Brush Patrol	120 Checking Account	900.00	1,163.17
05/13/2022	Expense	4003.2	NAPA Auto Parts	Alternator x2, antifreeze, reservoir...	US Bank	665.22	1,828.39
05/17/2022	Expense	4003.2	NAPA Auto Parts	((Will be taking back alternator core deposits \$44.00 & \$60.50)) Idler pulley for BP392	US Bank	185.30	2,013.69
05/20/2022	Check		H&S Mobile Fire Equipment Repair	Brush patrol repairs	120 Checking Account	1,000.00	3,013.69
<b>Total for 4003.2 FD-Vehicle Maint/Repair</b>						<b>\$3,013.69</b>	
<b>Total for 4003.0 FD-Equipment Expense</b>						<b>\$3,450.45</b>	
4004.0 FD-Equip Exp, Non-Vehicle							
4004.1 FD-Equip Exp, NV, Purchase							
04/26/2022	Expense	4004.1	Amazon	Helmet flash light batteries	US Bank	48.82	48.82
04/27/2022	Expense	4004.1	Print N Play	Tshirt, short & long sleeves (62 shirts-Black,Navy,Red) Plus new screening fees.	US Bank	570.00	618.82
05/08/2022	Expense	4004.1	Uniform Warehouse and Accessories	Pants	US Bank	97.91	716.73
05/17/2022	Expense	4004.1	Wal-Mart	Nozzle for garden hose, bag, paper	US Bank	106.99	823.72

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
05/17/2022	Expense	4004.1	Amazon	Small mesh bags for storage	US Bank	8.07	831.79
05/17/2022	Expense	4004.1	Amazon	Mesh bags for supplies	US Bank	24.77	856.56
<b>Total for 4004.1 FD-Equip Exp, NV, Purchase</b>						<b>\$856.56</b>	
4004.2 FD-Equip Exp, NV, Maint/Repair							
05/20/2022	Check		Nuvair	Install valves in head	120 Checking Account	463.08	463.08
<b>Total for 4004.2 FD-Equip Exp, NV, Maint/Repair</b>						<b>\$463.08</b>	
4004.3 FD-Equip Exp, NV, First Aid Sup							
04/27/2022	Expense	4004.3	Amazon	Disinfectant wipes for medical supplies	US Bank	42.40	42.40
05/17/2022	Expense	4004.3	Amazon	2x2 gauze	US Bank	14.43	56.83
<b>Total for 4004.3 FD-Equip Exp, NV, First Aid Sup</b>						<b>\$56.83</b>	

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>Total for 4004.0 FD-Equip Exp, Non-Vehicle</b>						<b>\$1,376.47</b>	
4006.0 FD-Station Expenses							
4006.1 FD-Station Exp, Internet							
04/28/2022	Check	18757	Verizon Wireless	inv #9904121387	120 Checking Account	192.40	192.40
05/12/2022	Check	18767	Frontier Communications	FD phone	120 Checking Account	56.49	248.89
<b>Total for 4006.1 FD-Station Exp, Internet</b>						<b>\$248.89</b>	
4006.2 FD-Station Exp, Maint/Repair							
04/27/2022	Expense	4006.2	Amazon	Simple green all purpose cleaner	US Bank	26.93	26.93
<b>Total for 4006.2 FD-Station Exp, Maint/Repair</b>						<b>\$26.93</b>	
4006.3 FD-Station Exp, Office Supplies							
04/26/2022	Expense	4004.3	Amazon	Glucose test strips	US Bank	21.52	21.52
<b>Total for 4006.3 FD-Station Exp, Office Supplies</b>						<b>\$21.52</b>	
4006.4 FD-Station Exp, Pest Control							
05/05/2022	Check	18762	Clark Pest Control	pest control Inv #30240380 & 30429772	120 Checking Account	104.00	104.00
<b>Total for 4006.4 FD-Station Exp, Pest Control</b>						<b>\$104.00</b>	
4006.6 FD-Station Exp, Electric							
04/28/2022	Check	18754	SCE	FD electric	120 Checking Account	261.57	261.57
<b>Total for 4006.6 FD-Station Exp, Electric</b>						<b>\$261.57</b>	
4006.8 FD-Station Exp, Trash Service							
05/12/2022	Check	18768	Desert Disposal	FD trash service May	120 Checking Account	46.38	46.38
<b>Total for 4006.8 FD-Station Exp, Trash Service</b>						<b>\$46.38</b>	
<b>Total for 4006.0 FD-Station Expenses</b>						<b>\$709.29</b>	
4007.0 FD-Firefighter Personnel Exp							
4007.1 Office Admin-Fire Dept-Salary							
05/20/2022	Check	eft	PR Daphne Lanier	PR 4/16/22 to 5/15/22	120 Checking Account	669.00	669.00
<b>Total for 4007.1 Office Admin-Fire Dept-Salary</b>						<b>\$669.00</b>	
4007.4 FD-Personnel Exp, FF Apprec							
05/04/2022	Expense	4007.4	Amazon	FF APPRECIATION officers navy polos	US Bank	61.38	61.38
05/04/2022	Expense	4007.4	Amazon	Officers polos	US Bank	39.84	101.22
<b>Total for 4007.4 FD-Personnel Exp, FF Apprec</b>						<b>\$101.22</b>	
4007.5 FD-Personnel Exp, Call-out Stip							
05/20/2022	Check		DAPHNE LANIER {FD}	FD stipends April	120 Checking Account	100.00	100.00
05/20/2022	Check		Braulio A Zapata	FD stipend April	120 Checking Account	30.00	130.00
05/20/2022	Check		Jay Potter	FD stipend April	120 Checking Account	90.00	220.00
05/20/2022	Check		Rylan Lanier	FD stipend April	120 Checking Account	120.00	340.00
05/20/2022	Check		Roberto A Rodriguez	FD stipend April	120 Checking Account	40.00	380.00
05/20/2022	Check		CORY ROGERS	FD stipend April	120 Checking Account	60.00	440.00
05/20/2022	Check		Mitch Ward	FD stipend April	120 Checking Account	30.00	470.00
<b>Total for 4007.5 FD-Personnel Exp, Call-out Stip</b>						<b>\$470.00</b>	
4007.6 FD-Perssonel Exp, Training Exp							
05/10/2022	Expense	4007.6	Amazon	Trainer manikin lungs, mask	US Bank	44.66	44.66
05/10/2022	Expense	4007.6	Amazon	Trainer manikin lungs Community cpr class	US Bank	29.63	74.29
05/10/2022	Expense	4007.6	Amazon	Training Epi-Pen trainer	US Bank	8.57	82.86
05/10/2022	Expense	4007.6	Amazon	Trainer	US Bank	64.60	147.46
05/20/2022	Check		CORY ROGERS	National Registry	120 Checking Account	25.00	172.46
05/20/2022	Check		CORY ROGERS	EMT recertification	120 Checking Account	107.00	279.46
<b>Total for 4007.6 FD-Perssonel Exp, Training Exp</b>						<b>\$279.46</b>	
<b>Total for 4007.0 FD-Firefighter Personnel Exp</b>						<b>\$1,519.68</b>	
<b>Total for 4000.0 Fire Department - Subtotal</b>						<b>\$7,055.89</b>	
<b>Total for Expenses</b>						<b>\$18,301.09</b>	
<b>Net Income</b>						<b>\$ -18,301.09</b>	