

# NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

## Draft Minutes of the Regular Meeting of November 28, 2023, AT 6:00 P.M.

The meeting was called to order at 6pm by Board President Unger. Pledge of Allegiance was led by Robert Shaw.

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

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

### 1. Approval of Agenda

Motion by Director Unger and 2<sup>nd</sup> by Director Roberts to accept the Agenda with one correction to Item 7J. Replace "Board" with District.

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

Break at 6:07pm returning at 6:09pm.

### 2. CLOSED SESSION

Moved to Closed Session at 6:10pm.

- A. Conference with legal counsel (Gov. Code Section 54956.9(a)  
Regarding pending litigation, one potential case. Discussion/Possible Action
- B. Conference with real property negotiators (Gov. Code Section 54956.8)  
Review of potentially available Civic Hub properties. Discussion/Possible Action

Returned from Closed Session at 7:20pm.

### 3. Report from Closed Session

- A. Conference with legal counsel – No reportable action.
- B. Discussion with real property negotiator – No reportable action

### 4. Approval of Minutes

- A. Regular Board Meeting Draft Minutes 9/26/2023 & 11/28/2023

Minutes for 9/26/23 were not in packet. They will be presented in December.

Motion by Director Roberts and 2<sup>nd</sup> by Director Unger to accept the Minutes of 10/24/2023 as presented.

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

- 5. **Public Comments:** *Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do so at this time. However, the Board of Directors may not take action on items that are not on the agenda. The public comment period may be limited to three (3) minutes per person. Any member may speak on any agenda item at the time the agenda item is discussed by the Board of Directors. (to be included in*

*the Supporting Documents if written Reports are submitted to the GM or Acting Secretary)*

- A. General Public
  - B. Community Reports- County Supervisor Rowe-Elaine Villareal, Representative-(Report is In Supporting Documents)
  - C. Sheriff Deputy Mike Otey gave report.
6. **Reports**(to be included in the Minutes written Reports must be submitted to GM or Secretary)
- A. General Manager – GM Vanek - *in the Supporting Documents*
  - B. Fire Department - Chief Lanier - *in the Supporting Documents*
  - C. Financial Reports – GM/Treasurer Vanek - *in the Supporting Documents*  
*Balance Sheet, Budget vs Actuals*
  - D. Air Quality Monitors - Director Unger
  - E. Directors Comments (1 min.)

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

**A. 2012-2013 Grand Jury Report – Discussion and Possible Action – Director Unger**

We will review where the District stands regarding implementation of the recommendations of the 2012 Grand Jury Report, including the status of the review of the adequacy of the District's accounting procedures as performed by the Eide Bailly accounting firm. – Discussion only.

**B. Revision of Policy 3080 Purchasing, Discussion/Possible Action; Director Springer**

Updating Policy 3080 to require reason for purchase, signatures and dates to complete the approval. To include additional consideration for Fire Chief Spending, Director Springer is to include additional revisions.

Note: Purchasing is where the spending limits come into effect. Purchase is before spending money; Expense is money already approved or spent. Therefore in most instances a Purchase would have a Purchase Order requesting to Purchase something and hence the spending limits. Authorizing the Expense is saying the Expense is legitimate and ready to be paid. That is why there are 2 policies.

Discussion – Consensus for Staff to revise and create forms showing Approval or denial with signatures, dates, description, line item #. With invoices, receipts, emails etc.

**C. Revision of Policy 3040 Expense Authorization; Discussion/Possible Action; Director Springer**

Updating Policy 3040 to require reason for purchase, signatures and dates to complete the approval. Board decided to revisit this at November's Meeting. Director Springer to revise. No Vote taken.

Discussion – Consensus for Staff to revise and create forms showing Approval or denial with signatures, dates, description, line item #. With invoices, receipts, emails etc.

**D. Revision of Policy 3090 Records Retention; Discussion/Possible Action; Director Deel**

Last Revised April 22, 2014. The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

Motion by Director Deel and 2<sup>nd</sup> by Director Roberts to have the NCSD Policy 3090 updated with CSDA Policy 2145 on the December Agenda.

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

**E. Revision of Policy 1010 Adoption/Amendment of Policies; Discussion/Possible Action; Director Deel**

Last Revised April 22, 2014. How we amend our policies.

Motion by Director Deel and 2<sup>nd</sup> by Director Roberts to accept Policy 1010 as presented.

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

**F. Revision of Policy 1000 Purpose of Board Policies; Discussion/Possible Action; Director Deel**

Last Revised April 22, 2014.

Motion by Director Matson and 2<sup>nd</sup> by Director Roberts to accept Policy 1000 as presented.

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

**G. Authorize Contracting for Information Technology (IT) Computer Support Services; Discussion/Possible Action; Director Unger**

NOTE: This Agenda item was tabled from the last meeting.

If we are going to continue to use computers then we need to provide for the maintenance, repair and security of those computers.

NOTE: If we DO NOT PROVIDE for the maintenance, repair and security of our computers then our fiduciary responsibilities as Directors dictate that we STOP using computers.

Consensus of the Board to have Staff handle the possible need for IT Services.

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

**I. Solar Projects Inquiry to Supervisor Rowe; Discussion/Possible Action, Director Unger**

Following up from October Board letter regarding permitting of solar field zoning within and between Newberry homes; should the CSD (2 Directors) schedule a meeting with the Supervisor?

After discussion, Board directed Staff to send the letter to Supv. Rowe's assistant.

**J. Revise Board Secretary Job Description by Adding Estimated Work Hours and Pay Range Discussion/Possible Action, Director Unger**

Prospective applicants are more likely to apply if they have an estimate of the required work hours and an indication of the pay range.

12 hrs/week; \$15.50/hr No action needed.

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

Move to December 2023 Agenda

**9. Old and New Business**

Dedication of Ballpark

Closed Session

**10. Adjournment**

Motion by Director Deel and 2<sup>nd</sup> by Director Roberts to adjourn meeting at 10:16pmcept Policy 1000 as presented.

Vote: Ayes 5 Directors Deel, Matson, Roberts, Springer, Unger

Noes 0

Absent: None

Unanimous



Jack Unger, President

Date

Paula Deel, Vice President/Interim Secretary Date