

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

A REGULAR MEETING OF THE BOARD OF DIRECTORS WILL BE HELD AT THE
NEWBERRY COMMUNITY CENTER
30884 NEWBERRY ROAD, NEWBERRY SPRINGS, CALIFORNIA ON

July 25, 2023, AT 6:00 P.M.

In compliance with the American with Disabilities Act and Government Code section 54954.2, if you need special assistance to participate in the District Meeting or other services offered by the District, please contact the District Office at 760- 257-3613. Normal office hours are Wednesday, Thursday and Friday noon until 4 p.m.

AGENDA

Call the meeting to order- - Pledge of Allegiance

Roll Call: Director Deel, Director Matson, Director Roberts, Director Springer, Director Unger

1. Approval of Agenda

2. Approval of Minutes

A. Special Board Meeting Draft Minutes 6/27/2023

B. Regular Board Meeting Draft Minutes 6/27/2023

C. Special Board Meeting Draft Minutes 6/30/2023

D. Special Board Meeting Draft Minutes 7/12/2023

E. Special Board Meeting Draft Minutes 7/17/2023

2. **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.*

A. General Public

B. Community Reports-

1. *County Supervisor-Elaine Villareal*

2. *Sheriff Captain Ron Markegard*

3. *CHP*

3. Reports

A. General Manager – Swearing in of new NCS D General Manager

B. Temporary CSD Administrator – Daphne Lanier

C. Fire Department - Chief Lanier

D. Financial Reports – Temporary CSD Administrator

E. Air Quality Monitors - Director Unger

4. Agenda Items- Discussion/Possible Action

A. Scoreboard Installation Discussion/Possible Action Directors Matson, & Unger

Update and Board Consideration of Scoreboard Consulting Invoice

MAR Construction has submitted an invoice for “consulting” after discussing a proposed park scoreboard construction revision with Directors Unger and Matson. The Board will consider whether to pay or reject this invoice.

B. Sign for Fitness Park, Discussion/Possible Action, Director Matson and Temp. CSD Admin Lanier -- Update

C. Consideration of the Transformative Climate Communities Grant Report for the Newberry CSD Building and Park for Planning or Project Development Funds.

Discussion/Possible Action: Directors Matson and Roberts Report from Committee:

Application due August 1st.

The Board will review, revise and consider approval of the TCC Grant application as presented by the Board’s TCC Standing Committee

Directors: Please READ THIS IN ADVANCE and use a red pen to mark all of your desired additions, corrections and deletions IN ADVANCE OF THE BOARD MEETING because you will not have time to 1) read it, 2) write your desired changes, and 3) discuss your changes during the Board meeting. Board meeting time will be needed to be devoted to DISCUSS your changes and agree on a final version to be submitted for a grant.

D. Revision of Policy 2300 “General Manager Job Description” Discussion/Possible Action Director Unger

The Board will consider adding a required list of training classes to the General Manager Job Description.

E. Proposed Policy 2020 Vacations. Discussion/Possible Action Director Deel

Proposed Policy for Vacations. Policy from the CSDA Manual have been included for reference

F. Proposed Policy 2025 – Sick Leave, Discussion/Possible Action Director Deel

State Labor Code says we must provide Sick Leave for all our employees. It is better for us if we provide 24 hours at the beginning of each year for both tracking and removing the buyback option. Policy attached.

G. Proposed Policy 3122 – Hours of Work and Overtime, Discussion/Possible Action, Director Deel

See Labor Code (attached) for confirmation of changes. Policy is from CSDA Policy Manual. We need to clarify what we expect from our employees.

H. Policy to Institute the Using of Liaisons to Assist the GM, Discussion/Possible Action, Director Deel

Communication or cooperation which facilitates a close relationship between people or organizations. Being a tiny CSD when we have special projects our staff may have a difficult

time taking care of everything. We have been doing this for some time – Mike and Jack working on the park getting the scoreboard up and working for the kickball game; Robert helping with the Fire Department; my helping with financials and Policies etc., Margie advising regarding contracting. We work at the request of the GM and can only do what the GM gives us permission to do.

Park & Rec Liaison -
Fire Department Liaison –
Office/Financial Liaison –
Street Lights? Liaison -
Events –

I. Installation to Complete the Batting Cage Discussion/Possible Action Directors Matson, & Unger

Proposal #4; As per terms and conditions set forth, we, C & M Fence Company, propose to furnish and install fence as per ground plan and material listed, to be completed in a workmanlike manner for the sum of \$7,628.00.

5. Approve Bills Paid and Presented Discussion/Possible Action

6. Old and New Business

- **Provide Public Wi-Fi in the Community Center Building**
- **Policy stating what the Board does to written public comments**

7. Directors Comments (1 min.)

8. Adjournment

I, Paula Deel

Print name



Signature

declare under penalty of perjury that I am a Board member or designated Staff member of the Newberry Community Services District and that this agenda was posted at least 72 hours prior to the meeting on a District office Display Board and on the District's Website at www.NewberryCSD.net.