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

November 17, 2026 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 from 12 p.m. until 4 p.m.

AGENDA

6:00 P.M. PUBLIC SESSION

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. Regular Board Meeting Draft Minutes of October 27, 2026
   B. Special Meeting Draft Minutes of November 11, 2026

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 meeting time). If you have a comment, please proceed to the podium and if necessary wait in line for your turn. Thank you for your cooperation.*

   A. General Public

   B. Agency Reports *(to be included in the Supporting Documents written*

Reports must be submitted to GM or Secretary)

a) Sheriff Captain Conley / Lieutenant Eric Mello

4. NCSD Reports

(to be included in the Supporting Documents written Reports must be submitted to GM or Secretary)

A. General Manager - GM Vanek
B. Fire Department - Chief Lanier
C. Financial Reports - GM/Treasurer Vanek/ Bookkeeper Burch - Balance Sheet, Budget vs Actuals
D. Cadiz Water Project Committee - Director Springer
E. Directors Comments (1 min.)

5. Agenda Items-

A. **TCP Proposal and Quote for Newberry Community Services District; Discussion/Possible Action; submitted by Director Springer**
Time-keeping program for Staff. Documentation of hours worked.
RECOMMENDED ACTION: Discuss possible adoption of time and Attendance of Staff.

B. **Review, Revise, and Adopt Policy 2130 Payroll; Discussion/Possible Action; submitted by Director Deel**
REASON FOR NEED: Update the procedure and oversight of Payroll to assist in our Internal controls.
SUPPORT FOR NEED: We are required to review NCSD Policies.
RECOMMENDED ACTION: Discuss changes; update as needed and approve the revised Policy 2130 Payroll.

C. **Review, Revise, and Adopt Policy 2160 Internal Controls; Discussion/Possible Action; submitted by Director Deel**
We are required to review NCSD Policies. As methods change we need to update the policy.
RECOMMENDED ACTION: Discuss changes; update as needed and approve the revised Policy 2160 Internal Controls.

D. **Review, Revise, and Adopt Policy 2380 Job Description – Newberry Springs Fire Department Office Administrator; Discussion/Possible Action; submitted by Director Deel**

We are required to review NCSD Policies. As methods change we need to update the policy.

RECOMMENDED ACTION: Discuss changes; update as needed and approve the revised Policy 2380 Job Description – Newberry Springs Fire Department Office Administrator.

E. **Review, Revise, and Adopt Policy 3040 Expense Authorization; Discussion/Possible Action; submitted by Director Deel**

We are required to review NCSD Policies. As methods change we need to update the policy.

RECOMMENDED ACTION: Discuss changes; update as needed and approve the revised Policy 3040 Expense Authorization.

F. **Review, Revise, and Adopt Policy 3075 Credit Card Usage; Discussion/Possible Action; submitted by Director Deel**

We are required to review NCSD Policies. As methods change we need to update the policy.

RECOMMENDED ACTION: Discuss changes; update as needed and approve the revised Policy 3075 Credit Card Usage.

G. **Review, Revise, and Adopt Policy 3080 Purchasing; Discussion/Possible Action; submitted by Director Deel**

We are required to review NCSD Policies. As methods change we need to update the policy.

RECOMMENDED ACTION: Discuss changes; update as needed and approve the revised Policy 3080 Purchasing.

H. **Review, Revise, and Adopt Policy 7020 Discretionary Spending – Fire Chief; Discussion/Possible Action; submitted by Director Deel**

We are required to review NCSD Policies. As methods change we need to update the policy.

RECOMMENDED ACTION: Discuss changes; update as needed and approve the revised Policy 7020 Discretionary Spending – Fire Chief.

Seeking Board approval for Chief Lanier to write a letter to the insurance Secretary commissioner of the state of California; Discussion/Possible Action; Submitted by Director Matson
This letter will notify homeowners insurance companies that Newberry Springs has a Fire Department in an attempt to lower insurance rates for residents.

Review and approve Grant Resolution form for application Prop 4 SPP Discussion/Possible Action; Submitted by Chief Lanier
Resolution of the Board of the community Service District of Newberry Springs to approve the application for Prop 4 Wild Fire Prevention and Fire Fighter safety Grant program.

6. **Approve Bills Paid and Presented; Discussion/Possible Action; GM/Treasurer Vanek/ Bookkeeper Owen Burch**

7. **Unfinished and New Business**

Meeting of the Parkland Committee
North Property Meeting
Next Regular Board Meeting December 15, 2026

8. **Adjournment**

I, Lillian Plascencia
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.