

# **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

January 25, 2024, 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**

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 11/28/2023 & 12/19/2023

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 Acting Secretary by meeting time).*

A. General Public

B. Community Reports- County Supervisor Rowe-Elaine Villareal, Representative-(*Report is In Supporting Documents*)

C. Sheriff Captain Ron Markegard-

D. CHP Sargent Carmichael-

**4. Reports** *(to be included in the Minutes 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 - *Balance Sheet, Budget vs Actuals*

D. Air Quality Monitors - Director Unger

E. Directors Comments (1 min.)

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**5. 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.

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

Matson

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

Following up from the November Board letter regarding permitting *of* solar field zoning within and between Newberry homes; a response was received from Chair Rowe. The response is in the Supporting Documents.

**D. Office Assistant Services for the CSD by the Fire  
Department Administrator to  
be Discontinued; Discussion/ Possible Action,  
Submitted by Jack Unger**

The Board wishes to thank the Fire Department Administrator for her service as Temporary Office Assistant since May of 2023. The Board now authorizes and directs that the Temporary Office Assistant function be terminated and that the Fire Department Administrator

return to her normal duties at the Fire Department on the same work schedule as existed before May 2023.

**E. 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**

This bill requires all employers to adopt a comprehensive prevention plan with specific requirements for the procedures that employees should follow to prevent, avoid, respond to, and report incidents of workplace violence.

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

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**G. Available Grant Writers for the Community Services District; Discussion/Possible**

Action, Submitted by Jack Unger

To apply for future grants, the District needs a list of available contract grant writers who possess knowledge and experience writing grants for Community Services Districts.

**H. 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**

There was a concept and implementation plan developed for the Desert Discovery Center Park in 2012/2013. Rose was on the team and is very familiar with their process. Application due March 1.

### **I. Report on TCC Debrief Meeting; Discussion/Possible Action, Submitted by Rose Beardshear**

Report from the TCC grant debrief meeting with the California Strategic Growth Council and possible funding opportunity through a CSGC initiative--Community Connections. Rose Beardshear will work with the CSD to pursue this opportunity as an extension of the TCC grant application content.

### **J. Request to Purchase Equipment for New E392 Fire Engine for Service; Discussion/Possible Action, Submitted by Fire Chief Lanier**

### **K. Request for Repairs only for BP392; Discussion/Possible Action, Submitted by**

Fire Chief Lanier

**L. Closed Session -GOV. SEC. CODE 54954.5(e) Public Employee Performance Evaluation General Manager Discussion/Action; Submitted by Director Deel**

Per Policy 2175.4 The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period. For details see Policy 2175.

The procedure for this 5-month Evaluation will be as follows:

1.

The Board of Directors and Temporary CSD Admin. will move to the Closed Session.

2.

The Temporary CSD Admin will return from Closed Session.

3. The Directors will discuss and set their goals for the GM.

4.

The Directors will call the GM into the Closed Session where the Directors and GM will discuss the goals and items on the evaluation form. This is a two-way discussion. Goals for GM and Board of Directors will be finalized.

5.



Board and GM return from Closed Session.

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

7. Old and New Business

**8. Adjournment**

I, Marchelle Hall

Print name

**Marchelle Hall**

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](http://www.NewberryCSD.net).

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