

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

MINUTES OF THE JULY 25, 2023 MEETING, AT 6:00 P.M.

Meeting called to order- at 6:04 P.M.by President Jack Unger.

Pledge of Allegiance led by Robert Shaw.

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

1. Approval of Agenda

Motion by Director Matson to approve Agenda as presented; 2nd by Director Roberts

Vote: Ayes 4 Directors Deel, Matson, Roberts, Unger

Noes 0

Absent: Director Springer

Unanimous

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 – Tabled to August Regular Meeting
- D. Special Board Meeting Draft Minutes 7/12/2023
- E. Special Board Meeting Draft Minutes 7/17/2023

Motion by Director Deel to table Special Board Meeting Draft Minutes 6/30/2023 due to lack of adjournment time and accept other four draft minutes as presented; 2nd by Director Roberts

Vote: Ayes 4 Directors Deel, Matson, Roberts, Unger

Noes 0

Absent: Director Springer

Unanimous

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 Paul Deel related having key pad issues that would not unlock building for meeting; Jane Brockhurst said she had no problems when she used building. Mark Staggs warned on contractor T. Novel not following through on work paid for. Ted Stimpfel reported that the supplemental documents for tonight's meeting were not posted on the website. That makes it difficult to prepare for the meeting.

B. Community Reports-

- 1. County Supervisor-Elaine Villareal - None
- 2. Sheriff Captain Ron Markegard – Still having computer issues. Gave Verbal report. Jane Brockhurst asked him to find out for us what the INS is doing in our area.

3. CHP - None

3. Reports

- A. General Manager – Swearing in of new NCSD General Manager Kayleen Vanek
- B. Temporary CSD Administrator – Daphne Lanier, Report attached
- C. Fire Department - Chief Lanier, Report Attached – Still looking for Fire Engine
- D. Financial Reports – Temporary CSD Administrator – Reports Presented
- E. Air Quality Monitors - Director Unger – Report Given; Ted Stimpfel requested instrumentation that would record smaller particles than the Purple Air is capable of doing; Director Deel asked if it was time to address the issued with the AQMD again then Supervisor Rowe as more permits are being applied for in that area. The Board agreed. Director Unger asked if another Director would like to work with him on this and Director Roberts volunteered.

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. Was there any mention of the “Consulting Fee” before MAR talked to the engineer etc.? No; It was MAR Construction’s change to the installation that required the discussion.

Motion by Director Matson to deny invoice from MAR Construction and send a letter stating reason; 2nd by Director Roberts.

Vote: Ayes 4 Directors Deel, Matson, Roberts, Unger

Noes 0

Absent: Director Springer

Unanimous

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

Suggestion of putting a sign at the corner of National Trails and Newberry Road. CSD to check it out.

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.

Discussion.

Motion by Director Deel to schedule a Special Meeting on 7/28/23 at 10am to go through the proposal and then a Special Meeting on July 31 at 10am with Rose Beardshear – both public meetings; 2nd by Director Matson.

Vote: Ayes 4 Directors Deel, Matson, Roberts, Unger
Noes 0
Absent: Director Springer
Unanimous

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.

We had this discussion before about putting the training in the Job Description and agreed it was not the place for it. Maybe a separate Policy?

2300.1.2 Discussion of removing “and the Board of Directors” on the 2nd line and 2 other changes in same paragraph

Item was tabled until August Regular Meeting

E. Proposed Policy 2020 Vacations. Discussion/Possible Action Director Deel
Policy from the CSDA Manual have been included for reference

Item was tabled until August Regular Meeting

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.

Approve as corrected and presented.

Motion by Director Roberts; 2nd by Director Matson

Vote: Ayes 4 Directors Deel, Matson, Roberts, Unger
Noes 0
Absent: Director Springer
Unanimous

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.

Motion to accept as presented and corrected.

Motion by Director Roberts; 2nd by Director Matson

Vote: Ayes 4 Directors Deel, Matson, Roberts, Unger
Noes 0
Absent: Director Springer
Unanimous

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 – Director Matson
Fire Department Liaison – Director Springer
Office/Financial Liaison – Director Deel
Street Lights & CSD Building Liaison – Director Roberts
Events – Director Unger

As our GM and future Secretary achieve more experience there may be less need for the Liaisons.

Motion by Director Matson to approve Liaisons as volunteered and a Policy 2310 will be written; 2nd by Director Roberts

Vote: Ayes 4 Directors Deel, Matson, Roberts, Unger
Noes 0
Absent: Director Springer
Unanimous

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.

Motion by Director Matson to accept C&M Fence proposed quote of \$7,628.00 to complete batting cage project; 2nd by Director Roberts

Vote: Ayes 4 Directors Deel, Matson, Roberts, Unger
Noes 0
Absent: Director Springer
Unanimous

5. Approve Bills Paid and Presented Discussion/Possible Action

Tabled until August Regular Meeting.

Note: Legal fees are entered in the P&L Detail (Bills Paid & Presented) with as much information as we are able to provide.

6. Old and New Business

- Provide Public Wi-Fi in the Community Center Building
- Policy stating what the Board does to written public comments
- Cover (canvas) for scoreboard – contact Lisa Stevens 928-246-0733
- Carrying case for scoreboard controls

7. Directors Comments (1 min.)

Director Deel: I am looking forward to working with our new GM and anticipating a Secretary.

Director Matson: Asked if we could move the Directors Comments closer to the beginning of the Agenda as there were only 2 members of the Public left. Consensus of the Board to move Directors Comments to #4.

8. Adjournment

Motion by Director Roberts; 2nd by Director Deel

Vote: Ayes 4 Directors Deel, Matson, Roberts, Unger

Noes 0

Absent: Director Springer

Unanimous



Jack Unger, President



Paula Deel, Vice President and Acting Secretary