

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

February 27, 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 1/25/2024

B. Special Meetings Draft Minutes 1/5/2024 & 2/8/2024

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.)

5. Agenda Items- Discussion/Possible Action

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

B. 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.

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

D. 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

Application received for CSD by Rose Beardshear to be reviewed by all Directors for any editing revisions. Complete application due March 1.

E. Relicensing the Community Building Kitchen for Commercial Use and for ‘Shared Kitchen’ use by the Public. Discussion/ Possible Action, Submitted by Robert Shaw and Paul Deel

F. Policy 3090 (Records Retention), Discussion/ Possible Action, Submitted by Director Unger

3090.1.1 All District documentation is to remain in the NCSD Office at all times. This applies to hard-copy (paper) files and documentation, computer files, receipts from cash, credit card, checks other purchases, bank transaction records and any and all other NCSD records.

G. Internal Financial Controls, Discussion/ Possible Action, Submitted by Director Unger

What policy points does the District need to include to draft and implement an effective "Internal Financial Controls" policy given that the District only has an office staff of two people, with one reporting to the other?

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

7. Old and New Business

8. Adjournment

I, Marchelle Hall

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.