

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Minutes
June 28, 2016

Item 1 **Call the meeting to order. 6:05 p.m.**

Roll Call.

Present: President Springer
 Vice President Deel
 Director Clark
 Director Shaw
 Director Vasseur

Also Present : General Manager Le Hayes, Board Secretary Jodi Howard , District Treasurer, Kerri Zurcher, Fire Chief Steve Miller, Asst. Fire Chief Daphne Lanier and members of the public.

Pledge of Allegiance

President Springer asked all present to rise, face the flag and recite the Pledge of Allegiance.

Item 2 **Review and Approval of the Agenda**

Motion Director Shaw to approve the agenda as written, **Seconded** Director Vasseur. **Vote: Unanimous.**

Motion Passed

Item 3 **Public Comments:**

Vickie Paulsen & Margaret Graessle Put Banner up for July 3 & 4th Fireworks and Parade at the corner of Newberry Road and National Trails. They have also circulated some flyers.

Vickie Paulsen also informed us that Public Works will be working on posting a Freeway on ramp sign off National Trails at Ft. Cady Rd.

Item 4 **Representatives from other agencies in attendance.**

No Comment

Item 5 **Approval of the Minutes for May 24, 2016.**

Motion Director Vasseur, **Second** Director Deel. **Vote: Yes-** Director Deel, Director Clark, Director Springer. **No-** Director Shaw and Director Vasseur

Motion Passed

Item 6 **Report's-**

A. Sheriff's- Report attached in Supporting Documents under Meetings 6-28-16
Newberrycsd.net

- B. General Manager-** Desert Garden almost done.
-District needs to move existing table for the desert garden to put under pagoda.
- C. District Treasurer-** Current Financial status of the CSD.
- D. Board Secretary-** Updated Board on the vendors for July 3rd Event.
- E. Fire Department-** Report attached in Supporting Documents under Meetings 6-28-16 Newberrycsd.net Website
- F. MWA/CP-** Report attached in Supporting Documents under Meetings 6-28-16 Newberrycsd.net Website.

- Item 7 **Pay bills and approve the bills already paid.**
Motion Director Shaw, Second Director Vasseur Vote: **Yes**-Director Clark, Director Shaw, Director Springer, Director Vasseur. **Abstain**-Director Deel.
Motion Passed
- Item 8 **District Treasurer requesting salary increase from \$362.25 to \$500.00 a month.**
Motion Director Shaw, Second Director Deel. **Director Shaw Amended Motion G.M. review charted Cost of Living % Salary Increase for Staff to be done in Closed Session at next Regular Meeting. Second Director Vasseur.**
Vote: **Unanimous**
Motion Passed
- Item 9 **Approve F/Y 16/17 Budget**
Motion Director Deel, Second Vasseur. Vote: **Unanimous**
Motion Passed
- Item 10 **Approve 2016 CSDA Conference Registration and Attendees so we can book our hotel rooms and register for Conference.**
Motion Director Shaw, Second Director Vasseur. Vote: **Yes**- Director Deel, Director Clark, Director Shaw, Director Springer. **No**- Director Vasseur.
Motion Passed
- Item 11 **Approve Opening/Establishing of FD Reserve Account**
Motion Shaw, Second Vasseur. Vote: **Unanimous**
- Item 12 **Staff to prepare plan for acquiring additional facilities including but not limited to properties available and cost.**

Motion Director Deel, Second Director Vasseur. **Director Deel withdrew motion.**

Motion Failed (Lack of Motion).

- Item 13 **Repair Door Strikers on E-392**
Motion Director Deel, Second Director Vasseur. Vote: **Yes-** Director Deel, Director Clark, Director Springer, Director Vasseur. **No-** Director Shaw
- Item 14 **Provide CSFA Membership to Active Members.**
Motion Director Shaw to Provide CSFA Membership to Active Members according to Chief Millers criteria. Second Vasseur. Vote: **Unanimous Motion Passed**
- Item 15 **Old and New Business**
Director Springer- Identify/Outline expenditures for Fire Chief- **Action**
Director Vasseur- Record Meetings- **Action**
- Item 13 **Adjournment: 7:50 p.m.**

Board Secretary

Board President

NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Minutes

July 26, 2016

Item 1 **Call the meeting to order. 6:05 p.m.**

Roll Call.

Present:

Vice President Deel
Director Clark
Director Shaw
Director Vasseur

Absent: President Springer

Also Present : General Manager Le Hayes, Board Secretary Jodi Howard , District Treasurer, Kerri Zurcher, Asst. Fire Chief Cory Rogers and members of the public.

Pledge of Allegiance

Vice President Deel asked all present to rise, face the flag and recite the Pledge of Allegiance.

Item 2 **Review and Approval of the Agenda**

Motion Director Vasseur to approve the agenda as written, **Seconded** Director Shaw. **Vote: No:** Vasseur **Yes:** Director Deel, Director Clark, Director Shaw.
Motion Passed

Item 3 **Public Comments:**

Patricia Macormick- Dottie Lopez requested a railroad car/storage container be placed on the CSD property for the Food Bank, they need more storage space. Wants the CSD to fix freezer in the CSD building.

Item 4 **Representatives from other agencies in attendance.**

No Comment

Item 5 **Approval of the Minutes for June 28, 2016.**

Motion Director Clark, **Second** Director Shaw. **Vote: Yes-** Director Deel, **No-** Director Clark, Director Shaw and Director Vasseur
Motion Failed

Item 6 **Report's-**

A. Sheriff's- Report attached in Supporting Documents under Meetings 6-28-16
Newberrycsd.net

- B. General Manager-** Outside bathrooms needed repair, Interviewed auditor Miers & Miers in Barstow.
- C. District Treasurer-** Current Financial status of the CSD.
- D. Board Secretary-** No comment
- E. Fire Department-** *Report attached in Supporting Documents under Meetings 7-26-16 Newberrycsd.net Website*
- F. MWA/CP-** *Report attached in Supporting Documents under Meetings 7-26-16 Newberrycsd.net Website.*
- G. CSD Luncheon-** *Report attached in Supporting Documents under Meetings 7-26-16 Newberrycsd.net Website.*

- Item 7 **Pay bills and approve the bills already paid.**
Motion Director Vasseur, Second Director Clark Vote: **Unanimous**
Motion Passed
- Item 8 **Marine Corps Presentation**
Information only- Flyer attached Newberrycsd.net Website.
- Item 9 **Review and Approve Final 15/16 Budget**
Motion Director Vasseur,
Motion Failed Lack of Second
- Item 10 **Survey Residents and Land Owners for input on the demographics, direction and possible projects for Newberry CSD area. Survey to be created by Staff with input from Directors and Community.**
Motion Director Shaw- **Have Staff create survey to determine what community wants in the future.** Second Director Vasseur. **Director Shaw withdrew motion to be tabled to next meeting.**
- Item 11 **Name Representative to the Barstow Partners Community Revenue Sharing Committee.**
Failed Lack of Motion
- Item 12 **Revise Policy #2170 Staff Evaluation to include input from the Board of Directors.**
Failed Lack of Motion

- Item 13 **Approve Reserve Policy #3030**
Motion Director Vasseur
Motion Failed Lack of Second
- Item 14 **Record Meetings**
Motion Director Vasseur **Record meetings in the future.** Second Director Shaw
Vote: **No:** Director Deel, Director Clark, Director Shaw. **Yes:** Director Vasseur.
Motion Failed
- Item 15 **Wage Increase for staff Pursuant to COLI**
Motion Director Shaw **Increase across the board for staff according to COLI
in this county.**
Motion Failed Lack of Second
- Item 16 **Closed Session Real Estate Parcel #0528-071-24-0000 per Gov. Code 54954.5.**
Entered Closed Session-7:30 p.m.
Returned- 7:43 p.m.
No Action Taken
- Item 17 **Old and New Business**
Director Vasseur- Board Member having all Passwords to Computers and keys to
office. Will email Agenda Item with exact wording to the office.
- Item 18 **Adjournment 7:47 p.m.**

Board Secretary

Board President

ITEM # 7

August 2016 Expenditures

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Acct</u>	<u>Split</u>	<u>Amount</u>
08/09/2016	16214	Advance Copy System	1010.2		\$ 36.00
08/09/2016	16215	Allen Docimo	2003.4		\$ 200.00
08/09/2016	16216	Daphne Lanier	2002.4		\$ 300.00
08/09/2016	16217	Desert Disposal	2003.3		\$ 149.09
08/09/2016	16218	EDD	1012.5		\$ 81.27
08/09/2016	16219	SCE	split		\$ 421.46
			2003.8	\$ 187.52	
			4006.6	\$ 233.94	
08/09/2016	16220	SCE	2002.2		\$ 423.75
08/17/2016	16221	DeLage Laden	1010.2		\$ 58.20
08/17/2016	16222	EDD	1012.5		\$ 80.76
08/17/2016	16223	EF Recovery*	4006.5		\$ 20.00
08/17/2016	16224	GEO Monitoring	2003.9		\$ 35.00
08/17/2016	16225	Mike Strojek	2003.1		\$ 400.00
08/17/2016	16226	SCE	3001.0		\$ 366.03
08/17/2016	16227	US Bank	split		\$ 1,116.91
			(see attached)		
08/17/2016	16228	EDD	1012.5		\$ 275.03
08/17/2016	16229	Larry Clark	1005.0		\$ 50.00
08/17/2016	16230	Paula Deel	1005.0		\$ 50.00
08/17/2016	16231	Robert Shaw	1005.0		\$ 50.00
08/17/2016	16232	Robert Springer	1005.0		\$ 50.00
08/17/2016	16233	Robert Vasseur	1005.0		\$ 50.00
08/17/2016	16234	Daphne Lanier	4007.1		\$ 296.43
08/17/2016	16235	Jodi Howard	split		\$ 615.07
			1012.1		
			1012.3		
08/17/2016	16236	Kerri Zurcher	1012.4		\$ 334.54
08/17/2016	16237	Le Hayes	1012.2		\$ 691.87

Notes:

- 1) Police Report from 2012 Not Paid For

Newberry Springs Community Service District
 FY 2016/17 Budget
 as of August 17, 2016

1000.0 ADMINISTRATION	Budgeted	Spent	Balance
1001.0 Advertising	\$500.00	\$0.00	\$500.00
1003.0 Auditor	\$7,000.00	\$0.00	\$7,000.00
1004.0 Bank Fees	\$100.00	\$0.00	\$100.00
1005.0 Director Stipends	\$5,000.00	\$450.00	\$4,550.00
1006.1 Education, Tuition	\$3,500.00	\$175.00	\$3,325.00
1006.2 Education, Books	\$200.00	\$0.00	\$200.00
1006.3 Education, Lodging	\$4,200.00	\$0.00	\$4,200.00
1006.4 Education, Mileage	\$500.00	\$0.00	\$500.00
Education Sub-Total	\$8,400.00	\$175.00	\$8,225.00
1007.0 Election Expenses	\$0.00	\$0.00	\$0.00
1008.0 LAFCO	\$100.00	\$0.00	\$100.00
1009.0 Legal Expenses	\$5,000.00	\$0.00	\$5,000.00
1010.0 Office Expenses			
1010.1 Office Supplies	\$1,500.00	\$71.75	\$1,428.25
1010.2 Office Equipment, Maint/Repair	\$1,500.00	\$212.26	\$1,287.74
1010.3 Office Equipment, Purchases	\$500.00	\$0.00	\$500.00
1010.4 Postage/Shipping	\$500.00	\$0.00	\$500.00
1010.5 Office Telephone	\$400.00	\$22.52	\$377.48
1010.6 Subscriptions/Membership Fees	\$3,000.00	-\$38.71	\$3,038.71
1010.7 Office Internet	\$1,300.00	\$80.77	\$1,219.23
Office Expenses Sub-Total	\$8,700.00	\$348.59	\$8,351.41
1012.0 Administrative Personnel Expenses			
1012.1 Salary, Board Secretary	\$2,000.00	\$207.00	\$1,793.00
1012.2 Salary, General Manager	\$9,800.00	\$1,552.50	\$8,247.50
1012.3 Salary, Office Assistant	\$8,000.00	\$1,242.00	\$6,758.00
1012.4 Salary, Treasurer	\$6,500.00	\$724.50	\$5,775.50
1012.5 Payroll Tax Payment	\$7,000.00	\$1,411.31	\$5,588.69
1012.7 Dept of Justice-Live Scan	\$200.00	\$0.00	\$200.00
1012.8 Workers Comp Insurance	\$10,000.00	\$2,309.00	\$7,691.00
1012.9 Staff Mileage	\$1,000.00	\$154.85	\$845.15
Admin Personnel Expenses Sub-Total	\$44,500.00	\$7,601.16	\$36,898.84
1013.0 SDRMA Insurance, Liability/Bonding	\$3,700.00	\$0.00	\$3,700.00
Administrative Total	\$83,000.00	\$8,574.75	\$74,425.25

Newberry Springs Community Service District
 FY 2016/17 Budget
 as of August 17, 2016

2000.0 PARK & RECREATION				Budgeted	Spent	Balance
2001.0 Community Events						
2001.1	Community Events, Advertising		\$300.00	\$0.00	\$300.00	
2001.2	Community Events, Expenses		\$12,000.00	\$0.00	\$12,000.00	
	Community Events Sub-Total		\$12,300.00	\$0.00	\$12,300.00	
2002.0 Community Center Expenses						\$0.00
2002.1	Consumable Supplies		\$400.00	\$0.00	\$400.00	
2002.2	CSD Electric		\$3,500.00	\$423.75	\$3,076.25	
2002.3	CSD Propane		\$2,300.00	\$0.00	\$2,300.00	
2002.4	Contract Labor, Cleaning		\$4,200.00	\$600.00	\$3,600.00	
2002.5	Health Permits		\$1,300.00	\$692.00	\$608.00	
2002.6	CSD Building, Maint/Repair		\$3,500.00	\$90.72	\$3,409.28	
2002.7	Pest Control		\$700.00	\$50.00	\$650.00	
	Community Center Sub-Total		\$15,900.00	\$1,856.47	\$14,043.53	
2003.0 Grounds Expenses						
2003.1	Contract Labor, Landscaping		\$6,000.00	\$800.00	\$5,200.00	
2003.2	Disposal Services		\$2,500.00	\$298.33	\$2,201.67	
2003.3	Maint/Repair, Equipment		\$2,000.00	\$0.00	\$2,000.00	
2003.4	Maint/Repair, Grounds		\$4,500.00	\$611.82	\$3,888.18	
2003.5	Maint/Repair, Well		\$4,000.00	\$0.00	\$4,000.00	
2003.6	Mojave Water Agency Fees		\$200.00	\$0.00	\$200.00	
2003.7	Park, Capital Improvements		\$0.00	\$0.00	\$0.00	
2003.8	Park, Electric		\$2,000.00	\$187.52	\$1,812.48	
2003.9	Water Testing		\$500.00	\$35.00	\$465.00	
1002.2	Parking Lot Electric		\$100.00	\$0.00	\$100.00	
	Grounds Expenses Sub-Total		\$21,800.00	\$1,932.67	\$19,867.33	
	TOTAL		\$50,000.00	\$3,789.14	\$46,210.86	
3000.0 STREET LIGHTS				Budgeted	Spent	Balance
3001.0	Street Lights		\$6,000.00	\$732.06	\$5,267.94	

Newberry Springs Community Service District
 FY 2016/17 Budget
 as of August 17, 2016

4000.0 FIRE DEPARTMENT	Budgeted	Spent	Balance
4001.0 Apparatus Lease/Purchase	\$0.00	\$0.00	\$0.00
4002.0 Capital Improvements			\$0.00
4002.1 Station	\$0.00	\$0.00	\$0.00
4002.2 Equipment	\$3,000.00	\$0.00	\$3,000.00
Capital Improvements Sub-Total	\$3,000.00	\$0.00	\$3,000.00
4003.0 Equipment Expense, Vehicle			
4003.1 Equip Exp, Vehicle, Fuel	\$5,500.00	\$354.18	\$5,145.82
4003.2 Equip Exp, Vehicle, Maint/Repair	\$10,000.00	\$2,031.87	\$7,968.13
4003.3 Equip Exp, Vehicle, SDRMA, Ins	\$5,000.00	\$0.00	\$5,000.00
Equipment Expense Sub-Total	\$20,500.00	\$2,386.05	\$18,113.95
4004.0 Equip Exp, Non-Vehicle			
4004.1 Equip Exp, Non-Vehicle, Purchase	\$15,000.00	\$400.76	\$14,599.24
4004.2 Equip Exp, Non-Vehicle, Maint/Repair	\$5,000.00	\$0.00	\$5,000.00
4004.3 Equip Exp, Non-Vehicle, First Aid Supplies	\$2,000.00	\$288.95	\$1,711.05
4004.4 Equip Exp, Non-Vehicle, Equip Fuel	\$300.00	\$0.00	\$300.00
Equipment Exp, N-V Sub-Total	\$22,300.00	\$689.71	\$21,610.29
4005.0 Dispatching Expense			
4005.1 Equipment Purchase	\$1,000.00	\$0.00	\$1,000.00
4005.2 Equipment Maint/Repair	\$2,000.00	\$0.00	\$2,000.00
4005.3 Cal Fire Dispatching	\$7,000.00	\$0.00	\$7,000.00
Dispatching Expense Sub-Total	\$10,000.00	\$0.00	\$10,000.00
4006.0 Station Expenses			
4006.1 Internet/Phone Service	\$1,300.00	\$90.38	\$1,209.62
4006.2 Station, Maint/Repair	\$3,000.00	\$53.67	\$2,946.33
4006.3 Office Supplies	\$1,000.00	\$0.00	\$1,000.00
4006.4 Pest Control	\$600.00	\$50.00	\$550.00
4006.5 Subscriptions/Memberships	\$2,100.00	\$20.00	\$2,080.00
4006.6 Station, Electric	\$2,000.00	\$233.94	\$1,766.06

4006.7 Drinking Water		\$300.00	\$0.00	\$300.00
Station Expenses Sub-Total		\$10,300.00	\$447.99	\$9,852.01
4007.0 Firefighter Personnel Expenses				
4007.1 Fire Department Office Administrator		\$8,000.00	\$1,242.00	\$6,758.00
4007.4 Firefighter Appreciation		\$3,000.00	\$0.00	\$3,000.00
4007.5 Firefighter Callout Stipend		\$8,000.00	\$0.00	\$8,000.00
4007.6 Training Exp, Certification/Books/Tuition		\$5,000.00	\$0.00	\$5,000.00
4007.8 Dept of Justice, Live Scan		\$300.00	\$0.00	\$300.00
4007.10 Uniform Expense		\$400.00	\$0.00	\$400.00
Personnel Sub-Total		\$24,700.00	\$1,242.00	\$23,458.00
4008.0 Public Relations				
4008.1 Prevention		\$200.00	\$0.00	\$200.00
Public Relations Sub-Total		\$200.00	\$0.00	\$200.00
TOTAL		\$91,000.00	\$4,765.75	\$86,234.25

Newberry Springs Community Service District
 FY 2016/17 Budget
 as of August 17, 2016

5000.0 INCOME	Budgeted	Balance
5001.0 Interest		
5001.1 Checking Interest	\$250.00	\$48.47
5001.2 CD Interest	\$500.00	\$40.33
5001.3 Savings Interest	\$62.00	\$3.34
Interest Total	\$812.00	\$92.14
5002.0 Rental Income		
5002.1 Building Rental	\$500.00	\$130.00
5002.2 Equipment Rental	\$0.00	\$0.00
Rental Income Total	\$500.00	\$130.00
5003.0 Fire Department Income		
5003.1 FD, Burn Permits	\$2,500.00	\$260.00
5003.2 FD, Response Charges	\$300.00	\$0.00
5003.3 FD, Grant Income	\$0.00	\$0.00
5003.4 FD, Donations	\$0.00	\$0.00
Fire Department Income Total	\$2,800.00	\$260.00
5004.0 Other Income		
5004.2 Purchase Card Rebate	\$100.00	\$0.00
5004.3 Copies	\$20.00	\$0.00
5004.4 Fireworks Donations	\$2,500.00	\$3,403.00
5004.5 Misc. Income	\$0.00	\$0.00
Other Income Total	\$2,620.00	\$3,403.00
5005.0 San Bernardino County Tax Share	\$223,268.00	\$2,707.54
TOTAL	\$230,000.00	\$6,592.68

3% to Anticipated Income

EXPENSE TOTALS	Budgeted	Spent	Balance
1000.0 Administration	\$83,000.00	\$8,574.75	\$74,425.25
2000.0 Park and Recreation	\$50,000.00	\$3,789.14	\$46,210.86
3000.0 Street Lights	\$6,000.00	\$732.06	\$5,267.94
4000.0 Fire Department	\$91,000.00	\$4,765.75	\$86,234.25
TOTAL	\$230,000.00	\$17,861.70	\$212,138.30

7.8% Budget Spent

CASH ACCOUNT BALANCES (as of 08/17/2016)

116. CD Account	\$137,651.08
117. Savings Account	\$11,235.86
120. Checking Account*	\$362,192.31
	*General Fund:
	\$332,269.13
	*5003.5 FD Reserve:
	\$29,923.18
Total Cash Balance	\$511,079.25

Agenda Item – Survey

Action Item

Survey Residents and Land Owners for input on the demographics, direction and possible projects for Newberry CSD area. The survey is to be created by Staff with input from Directors and Community.

More Information:

Last meeting Directors indicated they would like input from the community before planning for the future. This survey would give that input.

Would utilizing an EDDM permit to reach all who reside in 92365 and a Land Owner list for those outside the 92365 zip reach everyone?

Newberry Springs Community Survey

The Local Agency Formation Commission said in one of their reports that we need another park for our population/area. At the May, 2016 CSD Board Meeting it was pointed out that we should be planning for our community.

At the June, 2016 meeting Paula Deel made some suggestions to include:

1. A gymnasium style building for inside sports; exercise groups/classes; dance classes for kids; offices for staff; and a meeting room with good acoustics.
2. A splash pad – no personnel required. It is turned on by a switch and goes off with a timer. The water could be used to irrigate trees or treated and recycled.
3. A cemetery. Possibly we should find 5 acres somewhere and establish a cemetery. The cemetery can be added to our CSD powers and the CSD can operate it.
4. Expand the Fire Station to include sleeping quarters.
5. A motocross track, BMX bicycle track.

What would you like to see in Newberry Springs?

Name and address and phone (optional)

Drop your form off at the CSD (noon – 4 Wed, Thurs, Fri) or mail it to Newberry CSD at P.O. Box 206. Thank you for taking the time to give us your suggestions.

Additional comments:

Newberry Springs Community Survey

The Local Formation Commission said in one of their reports that we need another park for our population/area. At the May, 2016 CSD Board Meeting it was pointed out that we should be planning for our community

1. As a Community Member of Newberry Springs what would you like to see planned for our Community?

- A gymnasium style building for inside sport; exercise groups/classes; dance classes for kids; offices for staff; and meeting room with good acoustics.
- A splash pad- no personnel required. It is turned on by a switch and goes off with a timer. the water could be used to irrigate trees
- A cemetery. Possibly we should find 5 acres somewhere to establish a cemetery. The cemetery can be added to CSD powers and the CSD operate it.
- Expand the Fire Station to include sleeping quarters.
- A motocross track, BMX bicycle track.
- What would you like to see in Newberry Springs?

Item # 9

Agenda Item – Staff Evaluation Policy 2170 Revised

Action Item

Revise Policy 2170 Staff Evaluation to include input from the Board of Directors.

Additional information:

At the last Board Meeting it became apparent to me that the Board needed a way to contribute to Staff Evaluations. This will provide a way for us to do so.

Newberry Community Service District

POLICY HANDBOOK

POLICY TITLE: Staff Evaluations

POLICY NUMBER: 2170

2170.1 It shall be the policy of Newberry Community Service District to annually review the performance of the Staff (For General Manager Evaluation see Policy 2175).

2170.1.1 These performance evaluations shall be done between January 1st-31st and March 31st of each year or on another date mutually acceptable to the General Manager, Board of Directors, and Staff. To aid in these evaluations, the General Manager will place on the January Agenda a closed session to allow the Board of Directors input. The input will follow the Staff Evaluation Form format.

2170.2 The General Manager or his/her designated representative shall conduct a scheduled performance review of each staff member prior to the merit advancement date. If the staff's immediate supervisor is not the evaluator, he/she shall be consulted during the preparation of the evaluation.

2170.3 To aid in his/her review of Staff the General Manager shall use the five (5) page form titled "Staff" which follows. Performance evaluations shall be in writing. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

2170.3.1 The performance evaluation shall be signed by the evaluator and shall be discussed with the staff. The staff will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation.

2170.4 When completed the review shall be placed in the staff's personnel file.

2170.5 Unscheduled performance evaluations may be made at the discretion of the General Manager or his/her designated representative.

Newberry Community Services District

POLICY HANDBOOK

POLICY TITLE: Reserve Policy

POLICY NUMBER: 3030

3030.1 This policy establishes the level of reserves necessary for maintaining the District's credit worthiness and for adequately providing for:

Funding infrastructure replacement.

Economic uncertainties and other financial hardships.

Loss of significant revenue sources such as property tax receipts.

Local disasters or catastrophic events.

Cash flow requirements.

3030.2 **Operating Reserves**

The minimum amount of operating reserves will equal two months of operating expenses. The maximum amount of operating reserves will equal three months of operating expenses.

3030.2A **Procedure for using Operating Reserve Funds**

Operating reserves can be used at any time to meet cash flow requirements of District operations.

3030.2B **Procedure for monitoring Operating Reserve levels**

The District Treasurer shall perform a reserve analysis to be submitted to the Board of Directors upon the occurrence of the following events:

Board of Directors deliberation of the annual budget;

When a major change in conditions threatens the reserve levels established within this policy.

3030.2C **If the analysis shows Operating Reserve levels falling**

If the reserve levels fall 10% below the levels outlined in this policy, at least one of the following actions shall be included with the analysis:

3030.2C continued

An explanation of why the reserve levels are not at the targeted levels and/or an identified course of action to bring reserve,

An identified course of action to bring reserve levels within the minimum and maximum levels prescribed.

3030.3 Surplus Reserves

Surplus reserves will be accumulated to fund District projects. The key objectives for accumulating Surplus Reserves is to provide contingency funds for emergencies and minimize external borrowing and interest spending.

3030.3A Surplus Accounts

All District reserve funds will be maintained in designated Reserve Accounts to be maintained and monitored by the District Treasurer.

3030.3B Funding Surplus Accounts

Surplus Reserve accounts will be funded through transfer of surplus budget funds within 90 days of close of prior fiscal year budget through Board approval of District Treasurer recommendations.

3030.3C Use of Surplus Account funds

Surplus account funds can only be used for specific, Board approved, non-budgeted expenses, including but not limited to capital purchases, unexpected legal fees, emergency expenditures, etc.

Adopted _____