

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 Springs Community Service District
 FY 2015/16 Budget
 FINAL

| 1000.0 ADMINISTRATION | | | | Budgeted | Spent | Balance |
|------------------------------|---|--|--|-----------------|--------------|----------------|
| 1001.0 | Advertising | | | \$500.00 | \$65.00 | \$435.00 |
| 1003.0 | Auditor | | | \$10,500.00 | \$7,287.50 | \$3,212.50 |
| 1004.0 | Bank Fees | | | \$100.00 | \$55.00 | \$45.00 |
| 1005.0 | Director Stipends | | | \$8,000.00 | \$3,025.85 | \$4,974.15 |
| 1006.1 | Education, Tuition | | | \$2,000.00 | \$1,650.00 | \$350.00 |
| 1006.2 | Education, Books | | | \$200.00 | \$86.69 | \$113.31 |
| 1006.3 | Education, Lodging | | | \$3,000.00 | \$2,530.99 | \$469.01 |
| 1006.4 | Education, Mileage | | | \$500.00 | \$153.64 | \$346.36 |
| | Education Sub-Total | | | \$5,700.00 | \$4,421.32 | \$1,278.68 |
| 1007.0 | Election Expenses | | | \$2,500.00 | \$2,119.55 | \$380.45 |
| 1008.0 | LAFCO | | | \$100.00 | \$68.37 | \$31.63 |
| 1009.0 | Legal Expenses | | | \$5,000.00 | \$0.00 | \$5,000.00 |
| 1010.0 | Office Expenses | | | | | |
| 1010.1 | Office Supplies | | | \$1,600.00 | \$667.62 | \$932.38 |
| 1010.2 | Office Equipment, Maint/Repair | | | \$1,200.00 | \$1,196.06 | \$3.94 |
| 1010.3 | Office Equipment, Purchases | | | \$500.00 | \$0.00 | \$500.00 |
| 1010.4 | Postage/Shipping | | | \$500.00 | \$231.47 | \$268.53 |
| 1010.5 | Office Telephone | | | \$300.00 | \$268.70 | \$31.30 |
| 1010.6 | Subscriptions/Membership Fees | | | \$2,000.00 | \$1,631.47 | \$368.53 |
| 1010.7 | Office Internet | | | \$1,000.00 | \$917.71 | \$82.29 |
| | Office Expenses Sub-Total | | | \$7,100.00 | \$4,913.03 | \$2,186.97 |
| 1012.0 | Administrative Personnel Expenses | | | | | |
| 1012.1 | Salary, Board Secretary | | | \$2,000.00 | \$1,452.00 | \$548.00 |
| 1012.2 | Salary, General Manager | | | \$9,600.00 | \$9,315.00 | \$285.00 |
| 1012.3 | Salary, Office Assistant | | | \$7,800.00 | \$7,242.00 | \$558.00 |
| 1012.4 | Salary, Treasurer | | | \$5,000.00 | \$4,872.00 | \$128.00 |
| 1012.5 | Payroll Tax Payment | | | \$4,800.00 | \$4,140.70 | \$659.30 |
| 1012.7 | Dept of Justice-Live Scan | | | \$200.00 | \$0.00 | \$200.00 |
| 1012.8 | Workers Comp Insurance | | | \$9,100.00 | \$8,929.00 | \$171.00 |
| 1012.9 | Staff Mileage | | | \$2,000.00 | \$154.76 | \$1,845.24 |
| | Admin Personnel Expenses Sub-Total | | | \$40,500.00 | \$36,105.46 | \$4,394.54 |
| 1013.0 | SDRMA Insurance, Liability/Bonding | | | \$3,700.00 | \$1,700.32 | \$1,999.68 |
| | Administrative Total | | | \$83,700.00 | \$59,761.40 | \$23,938.60 |

Newberry Springs Community Service District
 FY 2015/16 Budget
 FINAL

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 | \$10,055.00 | \$1,945.00 |
| Community Events Sub-Total | \$12,300.00 | \$10,055.00 | \$2,245.00 |
| 2002.0 Community Center Expenses | | | |
| 2002.1 Consumable Supplies | \$400.00 | \$62.83 | \$0.00 |
| 2002.2 CSD Electric | \$3,000.00 | \$3,348.16 | \$337.17 |
| 2002.3 CSD Propane | \$1,300.00 | \$1,051.23 | -\$348.16 |
| 2002.4 Contract Labor, Cleaning | \$3,600.00 | \$3,600.00 | \$248.77 |
| 2002.5 Health Permits | \$1,300.00 | \$1,065.00 | \$0.00 |
| 2002.6 CSD Building, Maint/Repair | \$2,500.00 | \$1,830.61 | \$235.00 |
| 2002.7 Pest Control | \$700.00 | \$601.51 | \$669.39 |
| Community Center Sub-Total | \$12,800.00 | \$11,559.34 | \$98.49 |
| 2003.0 Grounds Expenses | | | |
| 2003.1 Contract Labor, Landscaping | \$4,800.00 | \$4,800.00 | \$0.00 |
| 2003.2 Disposal Services | \$3,000.00 | \$1,789.40 | \$0.00 |
| 2003.3 Maint/Repair, Equipment | \$1,700.00 | \$939.10 | \$1,210.60 |
| 2003.4 Maint/Repair, Grounds | \$4,500.00 | \$4,404.86 | \$760.90 |
| 2003.5 Maint/Repair, Well | \$3,500.00 | \$3,290.85 | \$95.14 |
| 2003.6 Mojave Water Agency Fees | \$200.00 | \$66.00 | \$209.15 |
| 2003.7 Park, Capital Improvements | \$0.00 | \$0.00 | \$134.00 |
| 2003.8 Park, Electric | \$2,000.00 | \$1,171.24 | \$0.00 |
| 2003.9 Water Testing | \$500.00 | \$305.00 | \$828.76 |
| 1002.2 Parking Lot Electric | \$500.00 | \$20.32 | \$195.00 |
| Grounds Expenses Sub-Total | \$20,700.00 | \$16,786.77 | \$479.68 |
| TOTAL | \$45,800.00 | \$38,401.11 | \$3,913.23 |

3000.0 STREET LIGHTS

| | Budgeted | Spent | Balance |
|----------------------|------------|------------|------------|
| 3001.0 Street Lights | \$6,000.00 | \$4,695.93 | \$1,304.07 |

Newberry Springs Community Service District
 FY 2015/16 Budget
 FINAL

| 4000.0 FIRE DEPARTMENT | | | |
|---|-------------|-------------|------------|
| | Budgeted | Spent | Balance |
| 4001.0 Apparatus Lease/Purchase | \$0.00 | \$0.00 | \$0.00 |
| 4002.0 Capital Improvements | | | |
| 4002.1 Station | \$0.00 | \$0.00 | \$0.00 |
| Capital Improvements Sub-Total | \$0.00 | \$0.00 | \$0.00 |
| 4003.0 Equipment Expense, Vehicle | | | |
| 4003.1 Equip Exp, Vehicle, Fuel | \$4,500.00 | \$3,519.56 | \$980.44 |
| 4003.2 Equip Exp, Vehicle, Maint/Repair | \$7,000.00 | \$6,420.99 | \$579.01 |
| 4003.3 Equip Exp, Vehicle, SDRMA, Ins | \$7,200.00 | \$3,752.25 | \$3,447.75 |
| Equipment Expense Sub-Total | \$18,700.00 | \$13,692.80 | \$5,007.20 |
| 4004.0 Equip Exp, Non-Vehicle | | | |
| 4004.1 Equip Exp, Non-Vehicle, Purchase | \$10,500.00 | \$8,715.51 | \$1,784.49 |
| 4004.2 Equip Exp, Non-Vehicle, Maint/Repair | \$2,000.00 | \$1,899.76 | \$100.24 |
| 4004.3 Equip Exp, Non-Vehicle, First Aid Supplies | \$1,000.00 | \$659.70 | \$340.30 |
| 4004.4 Equip Exp, Non-Vehicle, Equip Fuel | \$200.00 | \$139.78 | \$60.22 |
| Equipment Exp, N-V Sub-Total | \$13,700.00 | \$11,414.75 | \$2,285.25 |
| 4005.0 Dispatching Expense | | | |
| 4005.1 Equipment Purchase | \$1,000.00 | \$0.00 | \$1,000.00 |
| 4005.2 Equipment Maint/Repair | \$1,500.00 | \$159.56 | \$1,340.44 |
| 4005.3 Cal Fire Dispatching | \$7,000.00 | \$6,765.00 | \$235.00 |
| Dispatching Expense Sub-Total | \$9,500.00 | \$6,924.56 | \$2,575.44 |
| 4006.0 Station Expenses | | | |
| 4006.1 Internet Service | \$600.00 | \$599.40 | \$0.60 |
| 4006.2 Station, Maint/Repair | \$2,900.00 | \$864.36 | \$2,035.64 |
| 4006.3 Office Supplies | \$800.00 | \$295.38 | \$504.62 |
| 4006.4 Pest Control | \$700.00 | \$601.50 | \$98.50 |
| 4006.5 Subscriptions/Memberships | \$2,100.00 | \$2,052.00 | \$48.00 |
| 4006.6 Station, Electric | \$2,000.00 | \$1,977.38 | \$22.62 |
| 4006.7 Drinking Water | \$300.00 | \$145.02 | \$154.98 |

| Station Expenses Sub-Total | | | | |
|--|-----------------------------------|-------------|-------------|-------------|
| 4007.0 Firefighter Personnel Expenses | | \$9,400.00 | \$6,535.04 | \$2,864.96 |
| 4007.1 Fire Department Office Administrator | | \$7,800.00 | \$7,452.00 | \$348.00 |
| 4007.2 Payroll Tax Payment | | \$2,000.00 | \$0.00 | \$2,000.00 |
| 4007.4 Firefighter Appreciation | | \$1,800.00 | \$1,784.35 | \$15.65 |
| 4007.5 Firefighter Callout Stipend | | \$7,100.00 | \$7,064.00 | \$36.00 |
| 4007.6 Training Exp, Certification/Books/Tuition | | \$2,200.00 | \$1,841.30 | \$358.70 |
| 4007.8 Dept of Justice, Live Scan | | \$500.00 | \$438.00 | \$62.00 |
| 4007.10 Uniform Expense | | \$600.00 | \$554.81 | \$45.19 |
| | Personnel Sub-Total | \$22,000.00 | \$19,134.46 | \$2,865.54 |
| 4008.0 Public Relations | | | | |
| 4008.1 Prevention | | \$200.00 | \$0.00 | \$200.00 |
| | Public Relations Sub-Total | \$200.00 | \$0.00 | \$200.00 |
| | TOTAL | \$73,500.00 | \$57,701.61 | \$15,798.39 |

Newberry Springs Community Service District
 FY 2015/16 Budget
 FINAL

| 5000.0 INCOME | | Budgeted | Balance |
|---|---------------------|---------------------|----------------|
| 5001.0 Interest | | | |
| 5001.1 Checking Interest | \$250.00 | \$689.58 | |
| 5001.2 CD Interest | \$400.00 | \$475.17 | |
| 5001.3 Savings Interest | \$36.00 | \$39.40 | |
| Interest Total | \$686.00 | \$1,204.15 | |
| 5002.0 Rental Income | | | |
| 5002.1 Building Rental | \$500.00 | \$240.00 | |
| 5002.2 Equipment Rental | \$0.00 | \$0.00 | |
| Rental Income Total | \$500.00 | \$240.00 | |
| 5003.0 Fire Department Income | | | |
| 5003.1 FD, Burn Permits | \$2,500.00 | \$2,376.00 | |
| 5003.2 FD, Response Charges | \$300.00 | \$0.00 | |
| 5003.3 FD, Grant Income | \$0.00 | \$0.00 | |
| 5003.4 FD, Donations | \$0.00 | \$200.00 | |
| Fire Department Income Total | \$2,800.00 | \$2,576.00 | |
| 5004.0 Other Income | | | |
| 5004.2 Purchase Card Rebate | | | |
| 5004.3 Copies | \$100.00 | \$335.14 | |
| 5004.4 Fireworks Donations | \$20.00 | \$35.00 | |
| 5004.5 Misc. Income | \$2,500.00 | \$4,170.00 | |
| Other Income Total | \$2,620.00 | \$4,548.14 | |
| 5005.0 San Bernardino County Tax Share | \$202,394.00 | \$221,163.89 | |
| TOTAL | \$209,000.00 | \$229,732.18 | |

110% to Anticipated Income

| EXPENSE TOTALS | | | |
|----------------------------|---------------------|---------------------|--------------------|
| | Budgeted | Spent | Balance |
| 1000.0 Administration | \$83,700.00 | \$59,761.40 | \$23,938.60 |
| 2000.0 Park and Recreation | \$45,800.00 | \$38,401.11 | \$7,398.89 |
| 3000.0 Street Lights | \$6,000.00 | \$4,695.93 | \$1,304.07 |
| 4000.0 Fire Department | \$73,500.00 | \$57,701.61 | \$15,798.39 |
| TOTAL | \$209,000.00 | \$160,560.05 | \$48,439.95 |

Total Revenue \$229,732.18
 Total Expenses -\$160,560.05
 Total Surplus \$69,172.13

CASH ACCOUNT BALANCES (as of 06/30/2016)

| | |
|--|---------------------|
| 116. CD Account | \$137,610.75 |
| 117. Savings Account | \$11,232.52 |
| 120. Checking Account* | \$373,507.79 |
| | *General Fund: |
| | \$343,584.61 |
| | *5003.5 FD Reserve: |
| | \$29,923.18 |
| 123. LAIF *Pending Final Interest Pymt | \$0.00 |
| Total Cash Balance | \$522,351.06 |

Newberry Springs Community Services District
Profit & Loss
July 2015 through June 2016

| | Jul '15 - Jun 16 |
|--|------------------|
| Ordinary Income/Expense | |
| Income | |
| 5000.0 · Income | |
| 5001.0 · Income-Interest | |
| 5001.1 · Income-Interest, Check Interest | 689.58 |
| 5001.2 · Income-Interest, CD Interest | 475.17 |
| 5001.3 · Income-Interest, Savings Acct | 39.40 |
| Total 5001.0 · Income-Interest | 1,204.15 |
| 5002.0 · Income-Rental Income | |
| 5002.1 · Income-Rent Income, Space Rent | 240.00 |
| Total 5002.0 · Income-Rental Income | 240.00 |
| 5003.0 · Income-Fire Department | |
| 5003.1 · Income-FD, Burn Permits | 2,376.00 |
| 5003.4 · Income-FD Donations | 200.00 |
| Total 5003.0 · Income-Fire Department | 2,576.00 |
| 5004.0 · Income-Other Income | |
| 5004.2 · Income-Other Inc, Pur Card Reb | 335.14 |
| 5004.3 · Income-Other Inc, Copies | 35.00 |
| 5004.4 · Income-Other Inc, Fireworks Don | 4,170.00 |
| 5004.5 · Income-Other Inc, Misc Income | 8.00 |
| Total 5004.0 · Income-Other Income | 4,548.14 |
| 5005.0 · Income, SB County Tax Share | 221,163.89 |
| Total 5000.0 · Income | 229,732.18 |
| Total Income | 229,732.18 |
| Expense | |
| 1000.0 · Administrative-Subtotal | |
| 1001.0 · Advertising | 65.00 |
| 1002.0 · Annex | |
| 1002.2 · Annex/Parking Lot Electric | 20.32 |
| Total 1002.0 · Annex | 20.32 |
| 1003.0 · Auditor Expense | 7,287.50 |
| 1004.0 · Bank Fees | 55.00 |
| 1005.0 · Directors Stipend | 3,025.85 |
| 1006.0 · Education Exp-Staff & Directors | |
| 1006.1 · Education-Tuition | 1,650.00 |
| 1006.2 · Education-Books | 86.69 |
| 1006.3 · Education-Lodging | 2,530.99 |
| 1006.4 · Education-Mileage Reimbursement | 153.64 |
| Total 1006.0 · Education Exp-Staff & Directors | 4,421.32 |
| 1007.0 · Election Expenses | 2,119.55 |
| 1008.0 · LAFCO Expense | 68.37 |
| 1010.0 · Office Expenses | |
| 1010.1 · Office Supplies | 667.62 |
| 1010.2 · Office Equipment-Maint/Repair | 1,196.06 |
| 1010.4 · Postage (US Mail, UPS, FedEx) | 231.47 |
| 1010.5 · Annex Telephone/Fax | 268.70 |
| 1010.6 · Subscriptions/Memberships, Adm | 1,631.47 |
| 1010.7 · Annex Internet | 917.71 |
| Total 1010.0 · Office Expenses | 4,913.03 |

Newberry Springs Community Services District
Profit & Loss
 July 2015 through June 2016

| | Jul '15 - Jun 16 |
|---|------------------|
| 1012.0 · Admin Personnel Expenses | |
| 1012.1 · Board Secretary-Salary | 1,452.00 |
| 1012.2 · General Manager-Salary | 9,315.00 |
| 1012.3 · Office Assistant-Salary | 7,242.00 |
| 1012.4 · Treasurer - Salary | 4,872.00 |
| 1012.5 · Fedl/State/Local Empl Tay Pmts | 4,140.70 |
| 1012.8 · Workers Comp Insurance | 8,929.00 |
| 1012.9 · Staff Mileage | 154.76 |
| Total 1012.0 · Admin Personnel Expenses | 36,105.46 |
| 1013.0 · SDRMA Insurance-Liab/Bonding | 1,700.32 |
| Total 1000.0 · Administrative-Subtotal | 59,781.72 |
| 2000.0 · Parks and Recreation - Subtotal | |
| 2001.0 · Community Events | |
| 2001.2 · Community Event-Expenses | 10,055.00 |
| Total 2001.0 · Community Events | 10,055.00 |
| 2002.0 · Community Center Expenses | |
| 2002.1 · CC-Consumable Supplies | 62.83 |
| 2002.2 · CC-Electricity | 3,348.16 |
| 2002.3 · CC-Propane | 1,051.23 |
| 2002.4 · CC-Contract Labor/Cleaning | 3,600.00 |
| 2002.5 · CC-Health Permits | 1,065.00 |
| 2002.6 · CC-Maint/Repairs | 1,830.61 |
| 2002.7 · Pest Control | 601.51 |
| Total 2002.0 · Community Center Expenses | 11,559.34 |
| 2003.0 · Ground Expenses | |
| 2003.1 · Grounds-Landscaping | 4,800.00 |
| 2003.2 · Grounds-Disposal Services | 1,789.40 |
| 2003.3 · Grounds-Tractor Expense | 939.10 |
| 2003.4 · Grounds Maint/Repair | 4,404.86 |
| 2003.5 · Gounds-Well Maint/Repair | 3,290.85 |
| 2003.6 · Grounds-MWA Fees | 66.00 |
| 2003.8 · Grounds-Electric | 1,171.24 |
| 2003.9 · Gounds-Water Testing | 305.00 |
| Total 2003.0 · Ground Expenses | 16,766.45 |
| Total 2000.0 · Parks and Recreation - Subtotal | 38,380.79 |
| 3000.0 · Municipal Services-Subtotal | |
| 3001.0 · Electric - Street Lights | 4,695.93 |
| Total 3000.0 · Municipal Services-Subtotal | 4,695.93 |
| 4000.0 · Fire Department - Subtotal | |
| 4003.0 · FD-Equipment Expense | |
| 4003.1 · FD-Equip Exp, Fuel | 3,519.56 |
| 4003.2 · FD-Vehicle Maint/Repair | 6,420.99 |
| 4003.3 · FD-Equip Exp, Veh, SDRMA Ins | 3,752.25 |
| Total 4003.0 · FD-Equipment Expense | 13,692.80 |
| 4004.0 · FD-Equip Exp, Non-Vehicle | |
| 4004.1 · FD-Equip Exp, NV, Purchase | 8,715.51 |
| 4004.2 · FD-Equip Exp, NV, Maint/Repair | 1,899.76 |
| 4004.3 · FD-Equip Exp, NV, First Aid Sup | 659.70 |
| 4004.4 · FD-Equip Exp, NV, Equip Fuel | 139.78 |
| Total 4004.0 · FD-Equip Exp, Non-Vehicle | 11,414.75 |

Newberry Springs Community Services District

Profit & Loss

July 2015 through June 2016

07/21/16

Accrual Basis

| | Jul '15 - Jun 16 |
|---|-----------------------|
| 4005.0 · FD-Dispatching Expense | |
| 4005.2 · FD-Disp Exp, Equip Maint/Repair | 159.56 |
| 4005.3 · FD-Disp Exp, Cal Fire Dispatch | 6,765.00 |
| | <hr/> |
| Total 4005.0 · FD-Dispatching Expense | 6,924.56 |
| 4006.0 · FD-Station Expenses | |
| 4006.1 · FD-Station Exp, Internet | 599.40 |
| 4006.2 · FD-Station Exp, Maint/Repair | 864.36 |
| 4006.3 · FD-Station Exp, Office Supplies | 295.38 |
| 4006.4 · FD-Station Exp, Pest Control | 601.50 |
| 4006.5 · FD-Station Exp, Membership/Subs | 2,052.00 |
| 4006.6 · FD-Station Exp, Electric | 1,977.38 |
| 4006.7 · FD-Station Exp, Drinking Water | 145.02 |
| | <hr/> |
| Total 4006.0 · FD-Station Expenses | 6,535.04 |
| 4007.0 · FD-Firefighter Personnel Exp | |
| 4007.1 · Office Admin-Fire Dept-Salary | 7,452.00 |
| 4007.10 · FD-Personnel Exp, Uniform Exp | 554.81 |
| 4007.4 · FD-Personnel Exp, FF Apprec | 1,784.35 |
| 4007.5 · FD-Personnel Exp, Call-out Stip | 7,064.00 |
| 4007.6 · FD-Perssonel Exp, Training Exp | 1,841.30 |
| 4007.8 · FD-Personnel Exp, DOJ Live Scan | 438.00 |
| | <hr/> |
| Total 4007.0 · FD-Firefighter Personnel Exp | 19,134.46 |
| Total 4000.0 · Fire Department - Subtotal | <hr/> 57,701.61 |
| Total Expense | <hr/> 160,560.05 |
| Net Ordinary Income | <hr/> 69,172.13 |
| Net Income | <hr/> <hr/> 69,172.13 |

Newberry Springs Community Services District
Balance Sheet
 As of June 30, 2016

| | Jun 30, 16 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 100 · Change Fund | 153.44 |
| 103 · Petty Cash | 100.00 |
| 104 · Petty Cash-Custodian | 100.00 |
| 116 · CD Account (Reserves) | 137,610.75 |
| 117 · Reseve Account (Savings) | 11,232.52 |
| 120 · Checking Account | 373,507.79 |
| 123 · LAIF | 70.31 |
| Total Checking/Savings | 522,774.81 |
| Accounts Receivable | |
| 11000 · Accounts Receivable | 4,267.75 |
| Total Accounts Receivable | 4,267.75 |
| Other Current Assets | |
| 11010 · Uncollected Current Year Taxes | 3,586.64 |
| 11020 · Prepaid Insurance | 5,907.45 |
| Total Other Current Assets | 9,494.09 |
| Total Current Assets | 536,536.65 |
| Fixed Assets | |
| 150 · Land | 6,204.00 |
| 154 · New Startion Augmentation | 25,392.03 |
| 157 · Fire Department Equipment | 661,796.84 |
| 160 · Office Equipment and Furniture | 46,424.80 |
| 163 · Park and Rec Equipment | 90,791.79 |
| 166 · Building Improvements | 174,323.52 |
| 169 · CSD Office (Care Taker Mobile) | 36,341.04 |
| 170 · Accumulated Depreciation | -959,577.22 |
| Total Fixed Assets | 81,696.80 |
| TOTAL ASSETS | 618,233.45 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 4,854.94 |
| Total Accounts Payable | 4,854.94 |
| Credit Cards | |
| US Bank | -829.32 |
| Total Credit Cards | -829.32 |
| Other Current Liabilities | |
| 20010 · State Disability Payable | 256.80 |
| 20020 · FICA Tax Payable | 2,056.29 |
| 21000 · Deferred Revenue | 3,586.64 |
| 24000 · Payroll Liabilities | 733.03 |
| Total Other Current Liabilities | 6,632.76 |
| Total Current Liabilities | 10,658.38 |
| Total Liabilities | 10,658.38 |

Newberry Springs Community Services District
Balance Sheet
As of June 30, 2016

| | <u>Jun 30, 16</u> |
|------------------------------------|--------------------------|
| Equity | |
| 30000 - Opening Balance Equity | 414,920.19 |
| 30200 - Investment in Fixed Assets | 81,696.80 |
| 32000 - Unrestricted Net Assets | 41,785.95 |
| Net Income | 69,172.13 |
| Total Equity | <u>607,575.07</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>618,233.45</u></u> |

Item #10

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 #11

Agenda Item – Barstow Partners Community Revenue Sharing Program

Action Item

Name a representative to the Barstow Partners Community Revenue Sharing Committee.

Additional Information:

In 2011 when this program started, Bob Royalty was named as CSD Representative. As he is no longer a CSD Director we felt you may wish to appoint someone else. The committee meets quarterly (either in person or electronically) to consider the requests and dispense the funds available.

Item #12

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 _____