

Newberry Community Services District

Policy Handbook

Table of Contents

Policy #	Policy Title:	Approved/Last Revision
1000	Purpose of Board Policies	April 22, 2014
1010	Adoption/ Amendment of Policies	April 22, 2014
1020	Conflict of Interest	August 25, 2015
1030	Public Complaints	April 22, 2014
1040	Claims against the District	April 22, 2014
1050	Copying Public Documents	April 26, 2016
1070	Public Contributions (incoming)	April 22, 2014
1071	Newberry CSD Fire Department Policies	
1072	Firearms	June 24, 2014
2020	Vacations	April 22, 2014
2025	Sick Leave	August 25, 2015
2100	Personal Vehicle usage	April 22, 2014
2115	Volunteer Personnel - Workers Compensation Insurance	April 22, 2014
2130	Pay Periods	April 22, 2014
2170	Staff Evaluations	November 24, 2015
2175	Performance Evaluations – General Manager	February 27, 2018
2271	Web Site Protocol	October 27, 2015
2300	Job Description - General Manager	February 22, 2022
2360	Job Description - District Secretary	March 22, 2022
2365	Job Description – Office Assistant	February 22, 2022
2370	Job Description - District Treasurer	July 26, 2022
2380	Job Description - Fire Department Administrator	February 22, 2022
2381*	Fire Letter Conditioning Requirements	February 22, 2022
2382*	Fire Application and Fee Schedule	February 22, 2022
3006	Emergency Response Guide for Hostile or Violent Situations	April 22, 2014
3020	Budget Preparation	Missing
3030	Reserve Policy	April 22, 2014
3040	Expense Authorization	April 22, 2014
3042	Employment of Outside Contractor and Consultants	April 22, 2014
3075	Credit Card Usage	October 28, 2014
3075.4	Credit Card Holder Agreement	April 22, 2014
3080	Purchasing	April 22, 2014
3085	Disposal of Surplus Property	April 22, 2014
3090	Records Retention	April 22, 2014
3415	Compensation – Salary Schedule	February 22, 2022
4010	Code of Ethics	April 22, 2014
4020	Directors Attendance at Board Meetings	April 22, 2014
4025	Expenditure Reimbursement	April 22, 2014
4030	Remuneration and Reimbursement	April 22, 2014
4050	Members of the Board of Directors	April 22, 2014
4070	Basis of Authority	April 22, 2014
4090	Training, Education and Conferences	April 22, 2014
4095	Ethics Training	April 22, 2014

Newberry Community Services District

Policy Handbook

Policy #	Policy Title:	Approved/Last Revision
5010	Board Meetings	<i>April 22, 2014</i>
5020	Board Meeting Agenda	<i>February 27, 2018</i>
5030	Board Meeting Conduct	<i>April 22, 2014</i>
5040	Board Actions and Decisions	<i>April 22, 2014</i>
5060	Minutes of Board meetings	<i>April 22, 2014</i>
5070	Rules of Order for Board and Committee Meetings	<i>April 22, 2014</i>
7000	Use of Ball Field Lights	<i>April 22, 2014</i>
7001	Request for Waiver of Ball Field Light Fees	<i>April 22, 2014</i>
7005	Annual Use of the Community Center	<i>April 22, 2014</i>
7006	CSD Building and Facilities - Rules and Regulations	<i>August 23, 2022</i>
7007	Facilities Use Agreement	<i>September 27, 2022</i>
7010	Contributions (CSD to Public)	<i>April 22, 2014</i>
7015	Burn Permits	<i>April 22, 2014</i>
7020	Discretionary Spending Fire Chief	<i>April 22, 2014</i>
7030	Response to Bee Calls – Charges	<i>April 22, 2014</i>
*	Policy # may change	

POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000

1000.1 It is the intent of the Board of Directors of the Newberry Community Services District to maintain this Manual of Policies. Contained herein is a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.2 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over Newberry Community Services District said rules, regulations or legislation shall prevail.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010

1010.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager submitting a written draft of the proposed new or amended policy to the Board President and the General Manager by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

1010.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the district's state statutes regarding the constitution of a majority vote.

1010.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government Code §81 D0D, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted regulation (2 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission constitute the conflict of interest code of the Newberry Community Services District.

1020.2 Persons who must file a form 700 with the Newberry Community Services District office every year by April 1st include elected Board Members and appointed Board Members.

1020.3 Designated employees who must file a form 700 with the Newberry Community Services District office include the General Manager, Treasurer and Board Secretary.

1020.4 Candidates for the Board of Directors must file with San Bernardino County Elections Office and if elected with the Newberry C.S.D. the following year, each year thereafter, and upon leaving office with the Newberry C.S.D. office.

Revised, Approved and Adopted August 25, 2015

POLICY TITLE: Public Complaints
POLICY NUMBER: 1030

1030.1 The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

1030.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

1030.3 The method of resolving complaints shall be as follows:

1030.3.1 The individual with a complaint shall first discuss the matter with the Office Secretary with the objective of resolving the matter informally.

1030.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Office Secretary, it shall be forwarded to the General Manager. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager shall memorialize his/her decision in writing, with the individual registering the complaint being provided a copy.

1030.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at its next regular meeting, or call a special meeting. In making a decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the individual registering the complaint being provided a copy.

1030.4 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Claims Against The District
POLICY NUMBER: 1040

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1040.1 Property (Land and Improvements) Damage Claims

In the course of the District's operations damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the General Manager or his/her designee, who shall investigate the property owner's allegations

If the owner of damaged property informs a member of the Board of Directors, the information will be given to the General Manager. Directors should not independently investigate claims, but may go with staff to observe.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the General Manager.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- (a) Property owner agrees that the proposed repairs are appropriate and adequate;
- (b) Property owner agrees to allow District personnel access to their property to perform the repair work;
- (c) District personnel have the necessary tools, equipment, and expertise to perform the necessary work;
- (d) Repair work can be accomplished within a reasonable amount of time; and,
- (e) Cost of material for the repairs will not exceed \$500.

If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$500, the owner will be asked to submit their claim in writing on a claim form.

The General Manager shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$1,500. A report shall be submitted to the Board of Directors describing the damage claim, including a description of the manner in which it was resolved.

If the cost of material for repairs is stated by claimant or estimated to exceed \$1,500, the claim will be submitted to the Board of Directors. The Board of Directors shall review the claim and receive input from staff in closed session [*qualifies as "anticipated litigation" under the Brown Act*]. After reviewing the damage claim, the Board may authorize the work if the

cost of material for the repairs will not exceed \$3,000. The claimant shall be notified of any action by the Board of Directors regarding their claim. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be in written form to the claimant.

The Board will not consider a claim of an amount in excess of the insurance deductible, including the cost of investigation, without prior written approval of the District's insurance company.

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District's insurance company.

1040.2 Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,500. A report shall be submitted to the Board of Directors the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed \$1,500.

1040.3 Property Damage Claims must be in writing.

Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing to the District. This will ensure that a claim is valid and protect important rights of the District.

An individual may present their claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:

- (a) The name and post office address of the claimant.
- (b) The post office address to which the person presenting the claim desires notices to be sent.
- (c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- (d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.
- (e) The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- (f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the filed letter/claim does not meet the requirements of the California Government Code §910 and §910.2, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Copying Public Documents
POLICY NUMBER: 1050

1050.1 Any member of the public may request copies of public documents from this agency pursuant to the California Public Records Act (Government Code Section 6250 et seq.) using different means of communication. Phone call, internet website, emails, and in person are all acceptable means to initiate a request.

1050.2 Fees for copies of documents will be limited to \$0.15 per page. Two sided copies printed will be counted as two pages printed. Information requested or available in electronic form will be charged \$5.00 per CD used. Copies printed to be placed onto a CD by request will be charged \$0.15 per page.

1050.3 Original document copy will be made on available printing equipment. Color may or may not be available at time of request.

1050.4 Items will normally be picked up at the District Office. Postage or shipping charges will be applied at actual cost.

1050.5 CSD information request form will be generated for each request. Information will be asked of requester for reasons of tracking, validation of request, and contact in the event that further assistance or contact may be required to complete the request.

1050.6 In the event requester refuses or otherwise declines to provide information for the request form, one will be filled out by office personnel for request validation and completion status.

Revised April 26, 2016

Revised April 22, 2014

Request for Public Documents

Date: _____

Person requesting documents:

Name
Address
Phone #

Documents Requested:

1	
2	
3	
4	
5	

Additional documents:

I/We the undersigned request documents as indicated above and agree to pay the Newberry Community Services District \$.15 per one sided 8½" x 11" black and white and \$1.00 for one sided color. 8½" x 14" documents shall be \$.20 for one sided document black and white, and \$1.50 for color.

Signed:

Reviewed by Board Secretary or General Manager. Request is:	
Approved	Reason if Denied:
Documents Provided on:	

Revised, Approved and Adopted April 26, 2016_

POLICY TITLE: Public Contributions
POLICY NUMBER: 1070

1070.1 Donations from members of the public to the District for a public purpose that is within the scope of the District's responsibilities will be accepted. The District Secretary or the General Manager will provide a receipt for said donation and include the District's tax identification number thereon.

1070.2 Donations must be clearly marked as such

1070.3 By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor's tax liability is strictly the responsibility of the donor.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Newberry Springs Fire Department Policies
POLICY NUMBER: 1071

1071.1 The General Manager, in cooperation with the Fire Chief, shall maintain a policy handbook specifically for the operation of the Newberry Springs Fire Department. The Newberry Springs Fire Department Policy Handbook shall be presented to the Board of Directors for adoption. Upon adoption of the Policy Handbook by the Board of Directors, the General Manager, in cooperation with the Fire Chief, shall submit needed revisions to the adopted Fire Department Policy Handbook for adoption by the Board of Directors when deemed appropriate or required to comply with Federal, State and/or Local Laws and Ordinances.

Revised, Approved and Adopted _____

POLICY TITLE: Firearms
POLICY NUMBER: 1072

No volunteer, employee, officer, or Director of the Newberry Community Services District may carry a firearm while performing their official duties, tasks, services to, or attending any function or meeting as a representative of the District. This restriction does not apply to weapons carried by Peace Officers.

Revised and adopted June 24, 2014

POLICY TITLE: Vacations
POLICY NUMBER: 2020

2020.1 This policy shall apply to regular and probationary employees in all classifications.

2020.2 Paid vacations shall be accrued according to the following schedule on an annual basis:

- (a) During the first year of continuous work, and the next four (4) years an amount equal to the amount of time the employee is expected to work during a normal work week. Example: If the employee works 12 hours per week, then the amount of vacation time earned during the first year is 12 hours.
- (b) Six through ten years of service, the employee earns vacation time at the rate the employee is expected to work during a two week period.

2020.3 Employees who have completed six months in regular status may take their vacation time all at once, or gradually, with the approval of the General Manager. No vacation may be taken until the employee has completed at least six months in regular employee status unless approved by the General Manager.

2020.4 Vacation time may be accumulated or postponed. The total accumulated vacation time shall not exceed that amount earned annually by the employee. Only one week of accumulated vacation may be used in addition to regular vacation time during any given year.

2020.5 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.6 The District will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used. The District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.

2020.7 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

2020.8 Vacations may be scheduled at any time during the year upon approval of the General Manger.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Sick Leave
POLICY NUMBER: 2025

2025.1 This policy shall apply to salaried and hourly employees including the General Manager, Board Secretary, Treasurer, Office Assistant and Fire Department Administrator.

2025.2 Sick leave is defined as absence from work due to illness, non-industrial injury or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is given to the General Manager.

2025.3 Employees shall be granted twenty four (24) hours of sick leave at the beginning of each calendar year.

2025.4 Each employee may use sick leave as kin care leave, to care for sick immediate family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses.

2025.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular day, or as soon thereafter as practical.

2025.6 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the General Manager.

2025.7 Unused sick leave time may be bought back by the District at a rate of one half hour for each whole hour accrued. Said buy back shall be limited only to time over and above 48 hours of accrued sick leave. Termination for cause shall result in loss of all accrued sick leave.

Revised, Adopted and Approved: August 25, 2015

POLICY TITLE: Personal Vehicle Usage
POLICY NUMBER: 2100

2100.1 When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

2100.2 Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Volunteer Personnel Workers' Compensation Insurance
POLICY NUMBER: 2115

2115.1 An unpaid person authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.

2115.1.1 The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Pay Periods

POLICY NUMBER: 2130

2130.1 The salaries and wages of all District employees shall be paid monthly on the last day of every month.

2130.2 In the event a payday falls on a holiday or on a Saturday or Sunday, the immediately previous working day shall become the payday.

Revised, Approved and Adopted April 22, 2014

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 and March 31st of each year or on another date mutually acceptable to the General Manager, Board of Directors, and Staff.

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 staffs personnel file.

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

Reviewed and Adopted by the Board of Directors on November 24, 2015

Newberry Community Services District

Policy Handbook

Staff Evaluation Form

Employee Name:	
Date of Hire:	
Date of Evaluation:	Evaluator:
Performance levels should be noted, based on the following scale:	
1=Poor (rarely meets expectations)	4=Above average (generally exceeds performance expectations)
2=Below average (usually does not meet expectations)	5-Excellent (almost always exceeds expectations & performs at a high standard)
3=Satisfactory (meets performance expectations)	

<u>JOB SPECIFIC SKILLS</u>	5	4	3	2	1
1. CUSTOMER SERVICE – Maintains a cordial and helpful demeanor in person and by telephone at all times with residents, vendors, the board of Directors and peers. Attends to requests promptly and provides necessary follow-through.					
2. COMMUNICATION - Transmits information clearly, in writing and verbally. Creates and distributes correspondence that is professional in appearance.					
3. WORK MANAGEMENT – Sets priorities and uses available resources effectively. Uses organized approach to job responsibilities to meet work requirements on schedule.					
4. CORRESPONDENCE – Sees to proper and timely completion of paperwork correspondence to residents, Directors and vendors.					
5. DOCUMENTATION – Sees to the timely processing of complaints and requests and maintains organized records and files of all documentation.					
6. DATA ENTRY –Processes updates to resident and vendor information promptly to assure up to date recordkeeping.					
7. SAFETY – Follows proper office safety procedures.					

<u>INDIVIDUAL EFFECTIVENESS</u>	5	4	3	2	1
8. INITIATIVE – Looks for new ways to improve self/job performance and procedures. Plans & prepares for tasks.					
9. LEADERSHIP – Provides vision and motivation to peers. Helps develop peers and coworkers. Sets a good example.					
10. PROFESSIONALISM – Demonstrates a high level of professional etiquette. Acts appropriately in response to stressful situations.					

Newberry Community Services District

Policy Handbook

11. TEAMWORK – Collaborates with all parties (peers, seniors, Directors and homeowners) to achieve District goals. Develops positive relationships.					
12. ADAPTABILITY – Is adaptable and flexible. Accepts change willingly. Problems which occur are resolved without disruption.					

<u>GENERAL STANDARDS</u>	5	4	3	2	1
13. ATTITUDE – Completes work and accepts special assignments.					
14. ATTENDANCE – Has a habit of being on time and regular in attendance. Conforms to work schedules and assignments.					
15. APPEARANCE – Dresses appropriately for position and well groomed. Personal appearance sets a standard for others.					
16. HOUSEKEEPING – Conscientious about orderliness of work area. Maintains clean and safe working environment.					
17. DISTRICT POLICIES – Adheres to District policies and procedures with a cooperative and friendly attitude.					
18. SUPERVISION REQUIRED – Requires little supervision other than occasional guidance. Assignments completed on schedule.					
19. LOYALTY – Keeps interest of District above own. Represents District well in and outside of work environment					
Overall Evaluation					
Totals					
Grand Total – Average=(Grand Total/19)					

EMPLOYEE’S MAIN AREAS OF STRENGTH OR MAJOR ACCOMPLISHMENTS:

Remarks/Comments:

EMPLOYEE'S MAIN AREAS OF DEVELOPMENT AND SCHEDULED DEVELOPMENT PLAN:

Please rate the employee's overall performance for the reporting period:

Outstanding	<input type="checkbox"/>	Work performance consistently well above expectations and standards for the position, particularly in the more important or critical areas of the job. This rating must be substantiated by comments or examples of accomplishments.
Exceeds Expectations	<input type="checkbox"/>	Performance regularly meets or exceeds the work requirements of this position. Rater believes a substantial part of work performance is consistently above expectations of what is acceptable
Meets Expectations	<input type="checkbox"/>	Job performance consistently meets and sometimes exceeds standards as well as makes a contribution to the success of the District and the Department. The individual is fully functioning at the appropriate level given the experience and training levels.
Improvement Required	<input type="checkbox"/>	Performance meets the minimum standards of the job, but is somewhat below the expected level. The employee's contribution to the success of the District and the Department is minimal.
Does Not Meet Standards	<input type="checkbox"/>	Job performance is well below standards and is considered unsatisfactory. The employee is consistently unable or unwilling to meet standards. A need for immediate and substantial improvement is warranted to avert termination consideration. Re-evaluate within 30-60 days.
New to Firm	<input type="checkbox"/>	Employee is too new to the District to receive an overall rating.

Write additional comments on back.

A. EMPLOYEE COMMENTS:

B. What do you consider to be the most important part of your job?

C. What part of the job interests you the most?

D. Which aspects of your performance needs more experience, training or support?

E. Which of your abilities are not being fully utilized in your current position? How would you suggest incorporating them into your job performance?
F. What would help to increase your performance levels?
RATERS COMMENTS:
IF APPLICABLE:
Recommend Permanent Status Recommend Rejection of Employee
RATER SIGNATURE AND DATE:
PLEASE INITIAL HERE IF YOU WISH TO REVIEW THIS REPORT WITH THE GENERAL MANAGER
GENERAL MANAGER'S COMMENTS, SIGNATURE AND DATE:

POLICY TITLE: Performance Evaluations - General Manager
POLICY NUMBER: 2175

2175.1 The General Manager of the District is retained and serves at the will of the Board of Directors. The Board of Directors shall review the performance of the General Manager after the initial six (6) months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

2175.1.1 After the initial review, these performance evaluations shall be done between January 1st and March 31st of each year or on another date mutually acceptable to the Board of Directors and the General Manager. The Board Secretary shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the General Manager.

2175.2 The performance evaluations should occur in closed session.

2175.2.1 To aid in its review of the General Manager, the Board of Directors shall use the ~~three (3)~~ two (2) page form titled "General Manager - Performance Review" which follows. The form will be completed prior to the formal performance review session. Directors shall ~~be encouraged to~~ prepare input on the form prior to the Board of Directors meeting.

2175.3 During the scheduled closed session(s), the Board should meet as a group with the General Manager to verbally discuss the components of the performance evaluation and received feedback from the General Manager relative to his/her assessment. If requested by the Board and/or the General Manager, the District's Legal Counsel may attend the evaluation session.

Following the meeting with the General Manager, the Board shall meet and determine an overall evaluation of the General Manager's performance for the past review period and provide written notification to the General Manager of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the General Manager and a copy kept in the General Manager's personnel file. The performance evaluation shall be kept confidential. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

2175.4 The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

Revised, Approved and Adopted February 27, 2018

Newberry Community Services District

Policy Handbook

General Manager Performance Review

_____ Date

5 – Outstanding 4 – Excellent 3 – Satisfactory 2 – Needs Improvement 1 – Unsatisfactory

	Score
A. Board/Manager Relationship	
Provides sufficient staff reports and related agenda materials to allow for effective Board discussion/decision making. Provides information to Board members in a timely manner. Obtains and evaluates relevant information and implements or recommends appropriate solutions to problems.	
Displays a professional attitude/image that assures public confidence in management staff. Makes effort to be accessible and provides consistent and equal treatment to Board members.	
B. COMMUNITY RELATIONS	
Represents the District well in presentations to civic groups, media and the public and provides a positive, professional image. Develops cooperative working relationships with outside governmental agencies and other outside groups.	
Promotes community involvement in the District.	
Enhances community understanding of District’s goals and objectives. Deals openly with conflict and District problems. Handles individual citizen’s complaints well; creates a “satisfied customer”.	
C. LEADERSHIP	
Assumes leadership in establishing the immediate and long-range objectives for the District.	
Makes use of sound administrative practices, understanding the distinction between leading and directing.	
Demonstrates original thinking, ingenuity, and creativity by introducing new strategies or courses of action. Coordinates activities between departments.	
Plans effectively and delegates responsibility and decision making appropriately. Supports innovative problem-solving by involving others in identifying and implementing better methods and procedures.	
Demonstrates collaborative leadership by engaging, developing and connecting with staff. Listens to and empowers staff to lead their areas of expertise. Leads by example – brings out the best in staff by setting high expectations.	
D. COMMUNICATION SKILLS	
Promotes and engages in two-way communication.	
Is accessible to Board members, staff and citizens. Is open and accepting of new ideas, suggestions and concerns.	

Writes clear and concise memos, letters, and reports which convey all relevant information using words and phrases appropriate to the audience.	
Clearly and concisely communicates ideas, information, problems, and questions using language appropriate to the listener.	
E. MANAGING FINANCIAL AND MATERIAL RESOURCES	
Identifies revenue enhancements and cost saving to ensure the District accomplishes important short-term and long-term goals.	
Demonstrates original thinking, ingenuity, and creativity by introducing strategies or courses of action.	
Plans, implements, and directs a comprehensive financial program for the District's long range and economic development.	
F. HUMAN RELATIONS SKILLS	
Consistently strives to be fair and consistent in working relationships, and shows respect for others. Shows appreciation for the contributions of staff.	
Is straight-forward in communications, and is capable of being firm when circumstances warrant. Uses criticism constructively and objectively, while demonstrating sensitively to the feelings of others.	
Follows up recommendations, concerns, or complaints as promptly as possible.	
G. OVERALL EVALUATION	
REMARKS/COMMENTS:	

Board President	General Manager
Date	

Revised, Approved and Adopted 2/27/18

POLICY TITLE: Web Site Protocol
POLICY NUMBER: 2271

2271.1 Government Code §6253.1 0 requires that the District maintain public items posted to the web site in a fashion that allows for reasonable transparency.

In order to provide for such transparency those items shall:

- (a)** Be retrievable, downloadable, indexable, and electronically searchable by commonly used internet search applications;
- (b)** Be platform independent and machine readable;
- (c)** Be available to the public free of charge and without restriction that could impede the reuse or redistribution of the public record;
- (d)** Retain the data definitions and structure present when the data was compiled, if applicable.

Reviewed and Adopted on October 27, 2015

POLICY TITLE: Job Description - General Manager
POLICY NUMBER: 2300

2300.1 Description. The General Manager is the Executive Officer of the District and for the Board of Directors. The General Manager administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Directors, and provides day-to-day leadership for the District. The General Manager has general charge, responsibility and control over all property of the District.

2300.1.1 The General Manager attends all meetings of the District's Board and such other meetings as the Board specifies from time to time.

2300.1.2 The General Manager employs such assistants and other employees as they deem necessary for the proper administration of the District and the proper operation of the works of the District. Compensation shall be set by the Board of Directors. The General Manager shall delegate authority at their discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. Their personnel management goal will be to provide a motivating work climate for District employees.

2300.1.3 The General Manager maintains cordial relations with all persons entitled to the services of the District, attempts to resolve all public and employee complaints, and shall encourage citizen participation in the affairs of the District.

2300.1.4 The General Manager seeks to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the District, facilitating constructive and harmonious Board relations and shall translate the goals and objectives of the Board to the community.

2300.1.5 The General Manager shall manage the District budget, conducting studies, and making oral and written presentations.

2300.2 Required Qualifications. The General Manager 1) shall have a minimum of five (5) years of experience in an increasingly responsible public agency management position or similar experience; 2) shall possess a valid California driver's license; 3) shall annually complete a minimum of 4 hours (or equivalent) continuing education related to the duties of the position.

2300.3 Desirable Qualifications: The ability to efficiently prepare annual budgets and long-term revenue/outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently.

Revised, Approved and Adopted February 22, 2022

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Job Description - District Secretary

POLICY NUMBER: 2360

2360.1 Under supervision of the General Manager: acts as Secretary to the Board of Directors, General Manager, and District Treasurer.

2360.1.1 The District Secretary attends to administrative detail on special matters assigned by the General Manager; composes correspondence on own initiative on matters not requiring personal attention of the General Manager; writes reports and letters; and, acts as office manager in the absence of the General Manager.

2360.1.2 The District Secretary prepares agendas and attends meetings of the Board of Directors; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; gives information to organizations, employees, customers and the general public regarding Board matters; and, prepares correspondence and maintains files on official actions of the Board and the General Manager.

2360.2 Required Qualifications. The District Secretary shall have knowledge of: modern office methods, practices, equipment; and techniques of business letter and report writing.

2360.2.1 The District Secretary shall have the ability to: perform responsible clerical and secretarial duties and independently take care of administrative detail; compose correspondence independently or from general directions; take Board material and minutes quickly and accurately, and maintain cooperative relationships with those contacted in the course of work.

Revised, Approved and Adopted March 22, 2022

POLICY TITLE: Job Description – Office Assistant

POLICY NUMBER: 2365

2365.1 Under direct supervision of the General Manager: acts as Office Assistant to District Staff. Performs the duties of receptionist/customer service. Performs a variety of general office support and other work as required.

2365.2 ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

2365.2.1 Serves as receptionist and customer service representative, greets the public and provides information on routine questions and directs complex technical questions or unusual requests to the General Manager; takes and relays messages performs a wide variety of office assistance and general office support work including filing, answering phones, typing miscellaneous forms and documents.

2365.2.2 QUALIFICATIONS: Knowledgeable in office procedures, telephone techniques, math, filing, standard office machines, and equipment including computers. Reasonable typing and writing skills. Fluent in English, spelling, grammar. Maintain cooperative working relationships with others.

2365.2.3 EDUCATION AND/OR EXPERIENCE: A high school diploma or equivalent plus some work experience is desirable.

2365.2.4 PHYSICAL DEMANDS: Ability to operate a variety of office equipment. Most work is sedentary but may involve walking or moving around the CSD Park area; carrying, lifting, and moving objects up to 20 lbs.

Adopted February 22, 2022

POLICY TITLE: Job Description - District Treasurer

POLICY NUMBER: 2370

2370.1 This is a part-time, salaried position. Under supervision of the General Manager the District Treasurer is responsible for managing the budget and expenditures of the District and performs the duties of an Accountant.

2370.1.1 The District Treasurer is responsible for depositing, withdrawing, transferring and investing District funds, maintaining efficient fiscal practices to maximize non-operational earnings, and maintaining cash flow for needed liquidity, and makes or designates others to make deposits and withdrawals.

2370.1.2 The District Treasurer, in cooperation with the General Manager, the Fire Department Chief, Assistant Chief, and the Budget Committee maintains the annual budget.

2370.1.3 The District Treasurer, in cooperation with the General Manager, makes recommendations to the Board of Directors for transfers to and from the Reserve Accounts per Policy #3030 Reserve Policy.

2370.1.4 The District Treasurer will review and approve reimbursement requests per Policy #4025.4.1 Expenditure Reimbursement.

2370.1.5 The District Treasurer in cooperation with the General Manager Shall provide information for the Annual Audit.

2370.2 The District Treasurer shall attend and provide a current budget report for the Board of Directors at their monthly meetings.

2370.3 Required Qualifications. The District Treasurer shall have a thorough knowledge of the principles and practices of creating a budget, financial record keeping, principles of accounting and computerized accounting. Applicants must be bondable, pass Livescan screening and submit professional references.

2370.4 Desirable Qualifications. The District Treasurer will have knowledge of modern office methods, practices, and equipment.

2370.4.1 The District Treasurer will have the ability to maintain cooperative relationships with those contacted in the course of work.

2370.5 Salary will be based on appropriate education, previous experience, courses completed and degrees or certifications obtained as well as on the District's budgetary resources.

Revised, Approved and Adopted July 26, 2022

Revised February 22, 2022

Revised July 28, 2020

POLICY TITLE: Emergency Response Guideline for Hostile or Violent Incidents
POLICY NUMBER: 3006

Dated: June 2007

3006.1 Purpose of the Policy: To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents including possible armed intruders or related threats on District facilities or properties.

3006.2 Background: The potential for hostile or violent incidents on District facilities or operational locations always exists. In recent time frames, incidents involving armed intruders have occurred in increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer or person known to the agency involved. The person often is upset at an event or person who works at the facility. However, armed intruders can be any variety of persons who have an anger situation affecting one or more staff members or other related persons to the District. Often, incidents involving armed intruders escalate to include multiple persons and potentially taking of hostages, including District customers.

Threats of these types and risks are to be considered extreme emergencies and the safety and well-being of employees and/or customers is the highest priority.

3006.3 Response to an Incident: Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously for safety purposes and public safety personnel should be summoned by dialing 911.

These situations include:

- A. An irate customer/threat at counter or meeting-in cases where any person acts to threaten a staff person or customer at a District facility in a manner causing fear for safety. In no way should steps be taken to challenge or subdue such a person except in defense of life for self or immediate others at the facility.
- B. In the event that a volatile situation occurs at a Board of Directors or other public meeting, the person chairing/hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In event of threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Reserve Policy
POLICY NUMBER: 3030

3030.1 General Fund

This policy establishes the level of funds required to maintain financial stability for operating expenses for the District on a day-to-day basis.

3030.1A General Fund Minimum Balance Requirements

Should the District have funds available at the start of the Fiscal Year, General Fund will begin the Fiscal Year with a balance no less than the full year's approved budget. If the District does not have sufficient funds accessible to fund the full year, minimum balance should not fall under the previous 6 calendar month's operating expenses.

3030.1B Use of General Funds

General Funds can be used at any time to meet the needs of District operations.

3030.1C Procedure for Monitoring General Funds

District Treasurer to routinely review and reconcile General Fund account, assess balances and report to Board of Directors during General Meeting, as necessary. District Treasurer can make recommendations for transfers to accommodate for shortages, as necessary, however no action on transfers may be taken without Board approval.

3030.1D End of Fiscal Year Review

District Treasurer to make final recommendation no later than annual September General Meeting as to amount of Surplus Funds that can be distributed to District Reserves and Fire Department Reserves based on end-of-year balances of previous Fiscal Year budget.

3030.2 District Reserves

This policy established the procedure for maintaining and distributing District Surplus Funds to establish District's credit worthiness and adequately provide for:

- Funding Capital Improvements and Infrastructure Replacement
- Cash Flow Deficiencies
- Loss of Significant Revenue Sources, i.e. Property Tax Receipts
- Economic/Financial Hardships
- Local Disaster/Catastrophic Event

3030.2A Funding District Reserve Account

District Reserve Account to be funded by Board Approved transfer of surplus funds on recommendation from District Treasurer from General Fund Account within 90 days of end of Fiscal Year

3031.2B Withdrawing from District Reserve Account

District Reserve Account can be utilized through Board Approved transfer to General

Fund Account to accommodate for the following conditions:

- Capital Expenditure
- General Fund Falling Below Required Limits as outlined in Policy 3030.1A
- Unexpected Legal Fees
- Emergency Expenditures

3030.3 Fire Department Reserves

This policy establishes the procedure for maintaining and distributing District Fire Department Reserve Funds to build reserves for Fire Department specific expenditures, including but not limited to:

- Station/Bunk House Capital Expenditures and Expansion
- Vehicle Purchase
- Emergency Vehicle Repairs
- Non-Budgeted Emergencies

3030.3A Funding Fire Department Reserve Account

Fire Department Reserve Account to be funded by Board Approved transfer on recommendation from District Treasurer from General Fund Account within 90 days of end of Fiscal Year based on end-of- year balance of previous year's Fire Department budget.

3030.3B Withdrawing from Fire Department Reserve Account

Fire Department Reserve Account can only be utilized through Board-Approved transfer to General Fund Account to accommodate for expenditures outside of the current year approved budget.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Expense Authorization

POLICY NUMBER: 3040

3040.1 All purchases made for the District by staff shall be authorized by the General Manager and shall be in conformance with the approved District budget.

3040.2 Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

3040.3 A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$200.00.

3040.3.1 Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the District Treasurer and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

3040.3.2 No personal checks shall be cashed in the petty cash fund.

3040.3.3 The petty cash fund shall be included in the District's annual independent accounting audit.

3040.4 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund or by check.

3040.4.1 In those instances when a receipt is not provided the requested reimbursement shall not be approved by the General Manager.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Employment of Outside Contractors and Consultants
POLICY NUMBER: 3042

3042.1 The District employs outside contractors or consultants for construction, engineering, and for auditing purposes. The District's procedure is as follows:

3042.1.1 Construction projects will be advertised for bid in the Barstow Dispatch newspaper, posted on the CSD Website, at public places where the agendas are posted, and emailed to local contractors. The bid opening is open to the public and will be specified in the bid documents.

3042.2 Consultants will be selected by the General Manager and are subject to approval by the Board of Directors. The General Manager, with the approval of, the Board of Directors will make their selection based on the consultant's experience and qualifications. The consultant will also be required to provide an explanation of scope of work, hours to complete and applicable cost estimate for their services that will be used in their evaluation in the selection process. Consultants for engineering and architectural services shall be evaluated based upon qualification and not on cost of services per state law.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Credit Card Usage

POLICY NUMBER: 3075

3075.1 Purpose. The purpose of this policy is to prescribe the internal controls for management of District credit cards.

3075.2 Scope. This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

3075.3 Implementation. A credit card shall be issued to the General Manager, the District Secretary, the Fire Department Administrator and one member of the Fire Department selected by the F.D. Administrator. Credit cards shall not be issued to or used by members of the Board of Directors.

3075.3.1 All credit card bills shall be paid in a timely manner to avoid late fees and finance charges.

3075.3.2 All credit card expenses shall be reasonable, ordinary, and necessary to the furtherance of District business. **No personal expenses** shall be charged on a District credit card. If there is an overlap on a transaction between personal and District business, the employee shall pay for the transaction personally and then request reimbursement by the District.

3075.3.3 All credit-card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

3075.3.4 The Treasurer shall review and approve credit-card transactions by the General Manager. The General Manager shall review and approve credit-card transactions by the other card holders.

Revised, Approved and Adopted 10/28/2014

POLICY TITLE: Credit Card Holder Agreement
POLICY NUMBER: 3075.4

A U.S. Bank credit card, number _____ has been issued to _____ on the ____ day of _____ in the year of 20 _____

By signing this form the above named person acknowledges they are responsible for the security of the credit card and for the appropriate use(s) of the card for departmental and official purchases only as described in NCSD Policy #3075. **No personal purchases are allowed.** Further the above named person has participated in the training video per CAL-Card Requirements and understands fully this agency's policies and procedures. This Agreement includes all cardholders and all card users.

The above named person understands this card is valid only while employed by Newberry C.S.D. and the cardholder must relinquish this card to the Treasurer immediately upon leaving their employment with Newberry C.S.D. or at the request of the General Manager.

Cardholder/User	Date
General Manager	Date
Treasurer	Date

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Purchasing
POLICY NUMBER: 3080

3080.1 To purchase small items - such as office supplies, auto parts, and other miscellaneous items costing less than \$500 District Staff will shop stores, catalogues and websites for the best available price, including charges for shipping.

3080.2 To purchase items costing more than \$500 and up to \$25,000, quotations will be solicited from vendors and received by Email or US mail, preferably from two or more sources, prior to selecting a preferred supplier and processing a purchase order. The General Manager and Treasurer must approve purchase orders for an amount greater than \$500.00 and the Board of Directors must approve purchase orders for an amount greater than \$5,000.00.

3080.3 For items over \$25,000 or large quantity orders, the District will provide suppliers with a list of items to be purchased. Suppliers will provide written quotes for consideration and recommendation to the Board of Directors for award of contract. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date.

3080.4 Vehicles will be purchased through the State's Vehicle Procurement Program, unless they can be acquired at the same cost or less expensively from local sources by competitive bids.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Disposal of Surplus Property or Equipment
POLICY NUMBER: 3085

3085.1 Sale of Surplus Equipment.

3085.1.1 Board of Directors takes action to declare equipment surplus.

3085.1.2 Item is advertised for sale in the Barstow Dispatch newspaper, posted on the CSD Website, at public places where the agendas are posted, and emailed to local contractors. The bid opening is open to the public and will be specified in the bid documents.

The bid documents will also contain a notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

3085.1.3 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

3085.1.4 Bidders are notified of Board's action.

3085.2 Sale of Real Estate:

3085.2.1 Board takes action to declare property surplus and authorizes District staff to obtain appraisal.

3085.2.2 Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)

3085.2.3 If property is not purchased by a public agency, it is advertised in accordance with 3085.1.2 above.

3085.2.4 Board takes action at the next regular Board Meeting to accept or reject highest bid.

3085.2.5 Bidders are notified of the Board's action.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Records Retention

POLICY NUMBER: 3090

3090.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Newberry Community Services District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

3090.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3090.3 The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

3090.4 Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Newberry Community Services District.

3090.4.1 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3090.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

3090.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, fixed and real assets.

3090.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed.

3090.4.5 Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

3090.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

3090.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

3090.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

3090.4.5.4 Said audit or audits contain the expression of an unqualified opinion. An Unqualified Opinion is defined as: An independent auditor's judgment that a company's financial records and statements are fairly and appropriately presented, and in accordance with Generally Accepted Accounting Principles (GAAP). An unqualified opinion is the most common type of auditor's report.

3090.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

3090.4.6.1 Duplicated (original-subject to aforementioned requirements).

3090.4.6.2 Rough drafts, notes or working papers (except audit).

3090.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

3090.4.7 All payroll and personnel records shall be retained indefinitely. Payroll and personnel records include the following:

3090.4.7.1 Accident reports, injury claims and settlements.

3090.4.7.2 Medical histories.

3090.4.7.3 Injury frequency charts.

3090.4.7.4 Applications, changes and terminations of employees.

3090.4.7.5 Insurance records of employees.

3090.4.7.6 Time cards.

3090.4.7.7 Classification Specifications (Job Descriptions).

3090.4.7.8 Performance evaluation forms.

3090.4.7.9 Earning records and summaries.

3090.4.7.10 Retirements.

3090.4.8 All assessing records may upon authorization be destroyed after seven years retention from lien date.

3090.4.9 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 4, above. Paid bonds, warrant certificates, and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

3090.5 Minutes of the meetings of the Board of Directors shall be retained indefinitely in their original form.

3090.5.1 Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence,

3090.5.2 Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed,

3090.5.3 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

Appendix A
Definitions for Records Retention and Disposal Policy

1. ACCOUNTING RECORDS. Include but are not limited to the following:

a. SOURCE DOCUMENTS

- (1) Invoices
- (2) Warrants
- (3) Requisitions/Purchase Orders (attached to invoices)
- (4) Cash Receipts
- (5) Claims (attached to warrants in place of invoices)
- (6) Bank Statements
- (7) Bank Deposits
- (8) Checks
- (9) Bills
- (10) Various accounting authorizations taken from Board minutes, resolutions or contracts

b. JOURNALS

- (1) Cash Receipts
- (2) Accounts Receivable or Payable Register
- (3) Check or Warrant (payables)
- (4) General Journal
- (5) Payroll Journal

c. LEDGERS

- (1) Expenditure
- (2) Revenue
- (3) Accounts Payable or Receivable Ledger
- (4) Construction
- (5) General Ledger
- (6) Assets/Depreciation

d. TRIAL BALANCE

e. STATEMENTS (Interim or Certified - Individual or All Fund)

- (1) Balance Sheet
- (2) Analysis of Changes in Available Fund Balance
- (3) Cash Receipts and Disbursements
- (4) Inventory of Fixed Assets (Purchasing)

f. JOURNAL ENTRIES

g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:

- (1) Accident reports, injury claims and settlements
- (2) Applications, changes or terminations of employees

- (3) Earnings records and summaries
- (4) Fidelity Bonds
- (5) Garnishments
- (6) Insurance records of employees
- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Time Cards

h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule
- (4) Cost Accounting Records

2. LIFE. The inclusive or operational or valid dates of a document.

3. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.

4. RECORD COPY. The official District copy of a document or file.

5. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.

6. RECORDS CENTER. The site selected for storage of inactive records.

7. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.

8. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

9. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.

10. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

- a. The resumption and/or continuation of operations;
- b. The recreation of legal and financial status of the District, in case of a disaster;
- c. The fulfillment of obligations to bondholders, customers, and employees.

**Appendix B
Records Retention & Storage Summary**

Group No.	Title or Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retain Or Destroy
1	Records affecting title to real property or liens thereof.	X		2yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		2yrs.	OP	ES
3	Minutes, ordinances & resolutions of Board.	X		2yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2yrs.	10yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2yrs.		2yrs.
7	Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value.	X		2yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to fifteen years.		X	2yrs.	13 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2yrs.	1 yr.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2yrs.	3 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3 yrs.
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, feeder reports, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion,	X		2yrs.	3 yrs.	5yrs.

	completion of contract, etc.) or upon obsolescence, supersession, revocation.					
15	Policy files and reference sets of publications.		X	I		I
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	I		I

OP = Original or photographic copy.

ES = May be destroyed if stored in electronic media.

I = Indefinitely

POLICY TITLE: Compensation – Salary Schedule
POLICY NUMBER: 3415

Newberry CSD Salary Schedule 2021/2022

Position Title	Step A (As of 7/1/2021)	Step B	Step C	Step D	Step E	10 Years Service = Step E+5%	15 Years Service Step E+7.5%	20 Years Service Step E+10%
Board Secretary	2,000.00	2,100.00	2,205.00	2,315.25	2,431.01	2,552.56	2,613.34	2,674.11
General Manager	12,000.00	12,600.00	13,230.00	13,891.50	14,586.08	15,315.38	15,680.03	16,044.68
Office Assistant	8,500.00	8,925.00	9,371.25	9,839.81	10,331.80	10,848.39	11,106.69	11,364.98
Treasurer	4,500.00	4,725.00	4,961.25	5,209.31	5,469.78	5,743.27	5,880.01	6,016.76
Fire Dept. Office Administrator	9,000.00	9,450.00	9,922.50	10,418.63	10,939.56	11,486.53	11,760.02	12,033.51
Director	50.00	52.50	55.13	57.88	60.78	63.81	65.33	66.85

Salary Increases are dependent on Employee evaluation and taking training to further develop job skills

POLICY TITLE: Code of Ethics
POLICY NUMBER: 4010

4010.1 The Board of Directors of Newberry Community Services District is committed to providing excellence in legislative leadership which results in the provision of the highest quality services to its constituents and to comply with State laws including AB 1234 (Salinas) approved in 2006. In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, the following rules shall be observed.

4010.1.1 The dignity, style, values and opinions of each Director shall be respected.

4010.1.2 **Responsiveness** and attentive listening in communication is encouraged.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Directors. When a Director believes he/she may have a conflict of interest, they shall not discuss the item and shall abstain from any vote.

4010.1.4 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the General Manager.

4010.1.5 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4010.1.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues must be avoided.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

4010.1.8 Directors should practice the following procedures:

4010.1.8.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

4010.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

4010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.1.8.4 In presenting items for discussion at Board meetings, See Policy #5020.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or legal counsel.

4010.1.9 If approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor or General Manager. The chain of command should be followed.

4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to the General Manager.

4010.2.2 Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.2.3 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.2.4 Directors are responsible for monitoring the District's progress and personnel in attaining its goals and objectives, while pursuing its mission.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 4020

4020.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence,

4020.1.1 Excused absences include missing a meeting due to illness, travel, work conflicts or family commitments.

4020.1.2 Unexcused absences include most other reasons.

4020.2 The distinction between an excused absence and an unexcused absence becomes important in the context of determining whether a vacancy is created on the board due to excessive absenteeism.

4020.2.1 District policy provides that a director's seat becomes vacant if he/she has an unexcused absence at three consecutive regular meetings, and the Board does not grant approval for an additional absence or absences, which approval must be reflected in the minutes of the third board meeting.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Expenditure Reimbursement
POLICY NUMBER: 4025

4025.1 Purpose. The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.

4025.2 Scope. This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.

4025.3 Implementation. Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached. Sample forms follow this page.

4025.4.1 The District Treasurer, District Secretary or the General Manager will review and approve reimbursement requests. Reimbursement requests by the District Secretary or the District Treasurer will be reviewed and approved by the General Manager. Reimbursement requests by the General Manager will be reviewed and approved by the District Secretary or the Treasurer.

4025.4.2 All expenses must be reasonable, ordinary, necessary, and employees and directors are encouraged to exercise prudence in all expenditures.

4025.4.3 The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

4025.4.4 Expenditures for food and lodging will be moderate and reasonable.

Revised, Approved and Adopted April 22, 2014

Newberry Community Services District

Policy Handbook

<i>This form is a public record subject to disclosure under the California Public Records Act</i>			
	<h1 style="margin: 0;">Newberry Community Services District</h1>		
<i>Revised, Approved and Adopted April 22, 2014</i> <i>Revised July 2011</i>			
REIMBURSEMENT REQUEST FORM			
Requestor (Print Name)			
Explanation of District Purpose:			
Expenses (Receipts must be attached):			
Merchant/Vendor	Date	Budget Account No.	Amount
			\$
			\$
			\$
			\$
			\$
			\$
		Total Receipts	\$
Mileage:	miles @ \$0.555 per mile (as of July 1, 2011 IRS Rate)		\$
Amount of Advancement			\$ < >
TOTAL REIMBURSEMENT REQUEST:			\$
Signature of Requestor:		Date:	
Approved By:		Date:	
<i>It is against the law to falsify expense reports. Penalties for misuse of public resources include, but are not limited to Civil penalties pursuant to Sec. 424 of the Penal Code, penalties which include 2, 3, or 4 years in prison.</i>			

Newberry Community Services District

Purchasing Cardholder/User Expense Explanation Form

Date of Purchase		Name of Cardholder/User	
Brief Explanation of Expense:			
Vehicle Used:		Beginning Mileage:	Ending Mileage:
Copy of receipt attached:		Original receipt received:	
Amount budgeted for Chart of Account used:		Amount remaining:	
Signature of Department Head authorization payment approval:			

Revised, Approved and Adopted April 22, 2014

Approved 8/27/2013

POLICY TITLE: Remuneration and Reimbursement

POLICY NUMBER: 4030

4030.1 Members of the Board of Directors shall receive a *fee* of \$50.00 for each regular or special meeting they attend. Any change in the fee will be established by the Board at their regular meeting in July of each year and shall be consistent with applicable state law.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 4050

4050.1 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

4050.1.1 Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

4050.1.2 Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

4050.2 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4050.3 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4050.4 Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4050.5 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

4050.6 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Basis of Authority

POLICY NUMBER: 4070

4070.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

4070.2 Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Training, Education and Conferences

POLICY NUMBER: 4090

4090.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted.

4090.2.1 The District Secretary is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Secretary, and the District Treasurer together with validated receipts in accordance with State law.

4090.2.2 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

4090.2.3 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the District Secretary by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4090.2.3.2 Directors traveling together whenever feasible and economically beneficial.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Ethics Training
POLICY NUMBER: 4095

4095 All directors and designated executive staff of [District] shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

4095.1 This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

4095.2 All ethics training shall be provided by entities whose curricula has been approved by the California Attorney General and the Fair Political Practices Commission.

4095.3 Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

4095.3.1 District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

4095.4 District staff shall provide the board of directors with information on available training that meets the requirements of this policy whenever it becomes available.

4095.5 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

4095.6 Any director of [District] that serves on the board of another agency is only required to take the training once every two years.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Board Meetings

POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Directors shall be held on the Fourth Tuesday of each calendar month at 6pm at the Newberry Community Center, 30884 Newberry Road in Newberry Springs. The date, time and place of regular Board meetings may be reconsidered at any regular meeting of the Board of Directors.

5010.2 Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board.

5010.2.1 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting and an agenda shall be posted on the website and at places available to the public.

5010.2.2 An agenda shall be prepared as specified for regular Board meetings in Policy #5020.

5010.2.3 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.3 Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

5010.3.2 No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.4 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place.

5010.5 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President and a Vice President from among its members to serve during the coming calendar year.

5010.6 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

5010.7 The Chairperson and the General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

5020.1 The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act. (Cal. Govt. Code, section 54950-54963) Any Director may call the General Manager and request any item to be placed on the agenda no later than 5:30 P.M. ~~on the day~~ two days prior to the posting of the agenda for the next meeting date (per Section 5020.4).

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

5020.2.2 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business", the public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

5020.2.3 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for anyone person to speak on the issue at the meeting. The Board President may also extend the time made available on any issue upon request of the speaker or any member of the Board.

5020.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

5020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.

Reviewed and adopted by the Board of Directors on February 27, 2018

POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 5030

5030.1 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

5030.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.3 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

5030.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

5030.4.1 Three minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter. The President of the Board, at his/her own discretion may allow additional time upon request of the speaker.

5030.4.2 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5020.4.3 The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President or otherwise disrupting the meeting.

5030.5 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

5030.5.1 After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 5040

5040.1 Actions by the Board of Directors include but are not limited to the following:

- 5040.1.1** Adoption or rejection of regulations or policies;
- 5040.1.2** Adoption or rejection of a resolution;
- 5040.1.3** Adoption or rejection of an ordinance;
- 5040.1.4** Approval or rejection of any major contract or expenditure;

5040.2 **Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum** for the conduct of business.

5040.2.1 A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

5040.2.1.1 Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.2.1.2 Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

5040.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

5040.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager to provide further information at the next meeting of the Board and to respond to questions raised by the Public.

5040.3.1 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

5040.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

5040.3.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

5060.1 The Board Secretary or the General Manager shall keep minutes of all regular and special meetings of the Board.

5060.1.1 Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be posted on the District website, stored in an electronic format, and in a fire-resistant, locked cabinet.

5060.1.2 No audio recording of meetings will be made by the District.

5060.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent during any agenda item upon which action was taken;
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record of the vote of each Director on every action item for which the vote was not unanimous;
- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all polices, rules and/or regulations;
- Approval of all dispositions of District assets;
- Approval of all purchases of District assets; and,
- Time of meeting's adjournment.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5070

5070.1 General.

5070.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under strict formalized rules such as Robert's Rules of Order.

5070.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

5070.2 Obtaining the Floor.

5070.2.1 Any Director, or Staff member, desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

5070.3 Motions.

5070.3.1 Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

5070.3.1.1 A Director makes a motion; another Director seconds the motion; and the President states the motion.

5070.3.2 Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

5070.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

5070.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

5070.4.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

5070.4.2 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

5070.4.3 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

5070.4.4 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

5070.4.5 Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

5070.4.6 Motion to Recess. Any Director may make a motion to recess. The Board President shall then call for a second and a vote.

5070.4.7 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

5070.5 Decorum.

5070.5.1 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

5070.5.2 The President may also declare a short recess during any meeting.

5070.6 Amendment of Rules of Order.

5070.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Use of Ball Field Lights
POLICY NUMBER: 7000

A fee of \$10.00 per hour of nighttime use of the ball park will be assessed too offset lighting costs.

The \$10.00 fee will be waived for established Newberry Springs Sports Organizations upon application.

The lights will remain on for 15 minutes after the last game is over to ensure safety of players and the public. Coaches will sign for a key to the electrical panel and will tum lights on and off.

See attached waiver letter

Revised, Approved and Adopted April 22, 2014

Policy reviewed/Adopted: February 13, 1996

Newberry Community Services District

Policy Handbook

POLICY TITLE: Request for waiver Ball Field Lights Fee.
POLICY NUMBER: 7001

To: Newberry Community Services District

From: _____
Applicant Date

1. The _____ respectfully requests a waiver of the Ball Field light fees.
2. The Ball Field will be used for _____

Applicant Signature

Approved/Disapproved

Name: Date

President, Board of Directors

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Annual use of the Community Center
POLICY NUMBER: 7005

Each January, organizations using the community facilities shall submit a written request to the Board along with a list of their current officers.

The following letter should be mailed to each building user (group) in December of each year.



Dear Building user:

As we approach the end of the year the Board and Staff of the Newberry Community Services District wish you Happy Holidays. We will be scheduling the use of the facilities during the coming year. Please contact the NCSD if your group wishes to schedule the use of the CSD Building or the Park facilities for the coming year.

As soon as possible please send a list of your current Officers and their phone numbers. Our insurance company requires the attached liability forms to be completed and returned along with your request.

Attached is a copy of the rules and regulations regarding the use of the CSD building and facilities. There is no charge for any group that is open to the public. There is a charge for private users.

The Directors wish to thank you for your cooperation and participation. We look forward to working with your organization in the future.

Sincerely,

NCSD General Manager

Revised, Approved and Adopted April 22, 2014

Approved May 23, 1995

POLICY TITLE CSD Building and Facilities: Rules and Regulations
POLICY NUMBER 7006

The purpose of this document is to provide for the orderly administration and control of the Newberry Community Services District (NCSD) Community Building and establish rules and regulation to provide a safe and enjoyable environment for those using this facility.

GROUPS AND INDIVIDUALS USING NCSD BUILDING AND FACILITIES:

1. **APPLICATION FORM**-All groups and all individuals (in the case of a single individual applicant) will fill out and submit a Facilities Use Agreement (See Policy 7007) to apply for approval to use the building. Applicants shall not be minors under the age of 18 years of age and will not qualify as the "Responsible Party" in a Building Use Application. Initial approval will be based on a) meeting all of the requirements stated herein as well as b) building availability that does not conflict with other building-use applicants. All building use applicants are responsible for providing appropriate security protection at events and functions that, in the opinion of the Newberry CSD (NCSD), require such protection.

NOTE: Permission to use the building does not constitute permission to use the ballfield. For NCSD policy regarding the ballfield use or for special event use of the park, please see Policy (xxxx).

2. **REPEATED OR PERIODIC FACILITIES USE** - A group or any individual that desires repeated, periodic use (for example, on a regular weekly or monthly basis) of the building or facilities may do so as long as they continue to comply with all of the requirements herein **AND** as long as there is no conflict with previously-scheduled building users.
3. **FAILURE TO COMPLY** -Every building-use applicant (individual or group) who fails to comply with all or with any of the building-use requirements specified herein will receive an **initial written warning** from the NCSD General Manager (GM) indicating the area where they are out of compliance. Building users who fail to bring their building use into full compliance with this policy will receive a **second written warning**. Applicants who continue to fail to fully comply will receive a **third written letter** advising them that their permission to use the building and/or facilities is terminated along with a termination date.
4. **APPEALING TERMINATION** - Applicants whose building-use privileges have been terminated or denied may, if they choose, appeal the termination within 30 days from the postmark date on the termination letter by submitting a written appeal request to the NCSD Board of Directors via U.S. certified mail addressed to "Newberry CSD Board of Directors, P.O. Box 206, Newberry Springs, CA. 92365". Sender is advised to request a certified mail "return receipt" to prove that the written appeal was, in fact, actually delivered to the NCSD. The appeal request will be placed on the NCSD Board Agenda and considered at the next

regularly-scheduled, public NCSD Board meeting.

5. **INDIVIDUAL-USE RESPONSIBLE PARTY** - Every individual who applies for and who is granted permission to use the building or the facilities is deemed the "responsible party". This individual must assure that all NCSD building-use rules contained herein are followed.
6. **GROUP-USE RESPONSIBLE PARTIES** - Every group that applies for and is granted permission to use the building must specify **one primary** "responsible party" and **one backup** "responsible party" on their building-use application form. At least one of the "responsible parties" must be present at all times when the group is using the building. This individual must assure that all NCSD building-use rules are followed. All interactions (questions, concerns, suggestions, etc.) from the building-user group to the NCSD General Manager are to take place through one of the group's two "responsible parties". Individual group members who have questions, concerns, comments or suggestions should direct their comments **only** to one of their two group "responsible parties" who will then communicate directly with the NCSD GM. Conversely, the NCSD GM shall communicate all questions, concerns, comments or suggestions only to a building user group "responsible party" and **not directly** to building user group volunteers, members or guests.
7. **HOURS AND CONDITIONS OF USE** - Hours of use are between 6 AM and 10 PM, unless otherwise stipulated within the building use agreement. Building users must comply with all County, State and Federal laws and regulations. Without NCSD GM consent, no group or individual shall enter the building at any time other than during the date and time as approved in the Building Use agreement. The building may not be used for any unlawful purpose. When minors under the age of 18 are present at an event, the "responsible party" must provide adequate adult supervision consisting of one adult per 10 minor children. Items left for more than 30 days without prior written agreement become the property of the NCSD.
8. **DISRUPTIVE BEHAVIOR** - Building users must refrain from disruptive behavior while using NCSD facilities. Individuals or groups who engage in disruptive behavior will be issued written warnings as described above in Item #3, "Failure to Comply".
9. **RESPECTFUL COMMUNICATION** - Individual and group "responsible parties" as well as NCSD Directors, employees, volunteers and contractors are expected to engage in and to maintain timely, effective and respectful communication **within** their respective groups and **between** building users and NCSD personnel.
10. **RELEASE OF LIABILITY** - Every individual building user and every group building user is required to sign a "Release of Liability" indemnification form. Building users agree to hold the NCSD harmless for any possible death, disability, injury,

damage or theft of their property or the property of their guests that occurs or is alleged to have occurred while on NCSD property. Further, the NCSD will not be liable or responsible for the actions of any group or individual using the building nor for the actions of any group or individual guests.

11. **BUILDING, WALKWAY OR FACILITIES DAMAGE** - Building and facilities users 1) are responsible to report and to pay for the repair of any damage that they or their guests cause and 2) are responsible to document, photograph and report any pre-existing damage that they observe to the NCSD GM. Failure to document, photograph and report pre-existing damage may lead to the conclusion that the observing but non-reporting party is responsible for causing the damage.
12. **BUILDING CLEANUP** - Building users should find the premises clean when they enter the building and should document, photograph and report any instances of finding the premises in an unclean condition. Building users must leave the premises as clean as they found it. The floors and the carpet should be clean and any spills should be cleaned up using building-user provided equipment. Large volumes of trash should be placed in the outside trash bin. "Responsible parties" should report any other cleaning needs, including rest room supply needs, to the NCSD GM. Return all tables and chairs to their proper places. Four tables are to remain up in the hall with chairs in place. When exiting, turn off all heaters, air conditioners, coolers and overhead lights and lock the building.
13. **STORAGE AREA(S)** - Building and on-site storage space is limited. When available, use of storage space is based on demonstrated need. While no building user has an exclusive or an uncontested right to use storage space, the NCSD GM will coordinate the use and sharing of the available storage space between all building users on a first-come, first-served basis. Use of storage space is not guaranteed. Without prior NCSD approval, storage space may be used **only for on-site** activities and may not be used for storing items used for off-site activities. Building and facility usage patterns may change in the future therefore the assignment of available storage space is subject to change. All aisle ways and common-access areas must remain clear, unblocked and unimpeded.
14. **USE OF AND ACCESS TO EXTERNAL STORAGE AREAS** - Heavy or wheeled items such as loaded pallets or hand trucks cannot easily be moved across or through areas of loose, rocky sand. If the NCSD approves the use of external (outside of the NCSD building) storage areas for building user-groups who need to move heavy or wheeled items to and from external storage areas, the NCSD will consider, wherever practical, the installation at NCSD expense, of wooden or concrete walkways to access those external storage areas.

15. **PARKING AREAS** -The handicapped parking area surrounding the center walkway must remain clear for handicapped access. Visitors, volunteers and their guests should park toward the South end (the Park end) of the NCSD building in the southernmost spaces along the front of the building to avoid blocking the handicapped parking area and the loading and unloading zone.
16. **LOADING AND UNLOADING ZONE** -The temporary loading and unloading of trucks and other vehicles should be done at the North end of the NCSD building.
17. **SMOKING AREAS** - Smoking is defined as inhaling into the mouth or lungs the smoke or vapor from, or the possession of, a lighted pipe, lighted cigar, lighted cigarette, an activated electronic cigarette or other similar electronic device, whether or not such electronic device delivers nicotine. Smoking includes, but is not limited to, smoking tobacco, marijuana, any other plant or plant derivative, or synthetic substance. Smoking is prohibited within the NCSD Community Center building, in the covered seating area in front of the building, within 25 feet of the building doors or in any area where "No Smoking" signs are posted. Smoking is also allowed in the parking areas and outside of the fence along the public street in front of the NCSD building.
18. **KITCHEN USE** - The kitchen is available for limited use when requested and approved in the Building Use Application Form. Building-use applicants will confirm in advance that the available appliances are appropriate for their use. The stove is currently not in service. Food may be heated using the microwave oven. Building users **must** connect their own appliance or appliances (for example, a coffee pot or a food warmer) **only to** a marked "**Guest**" (15-amp) AC power outlet. Any kitchen areas that are used including the counter tops and the floor must be cleaned after use.
19. **REFRIGERATOR AND/OR FREEZER STORAGE SPACE** - Refrigerator and/or freezer space is limited. Additionally, refrigerator/freezer use consumes electricity which the NCSD is billed for monthly. Storage of food in the NCSD-owned refrigerator and freezer is a privilege and not an absolute right. When available, the use of refrigerator/freezer storage space in NCSD-owned units has been and will continue to be granted on a first-come, first-served basis. NCSD-owned units must be kept clean during use and left in a clean condition when use is complete. The placing of building user-owned (non-NCSD owned) refrigerators or freezers may be granted on a first-come, first-served basis when appropriate floor space is available.
20. **BUILDING USE FEES** – Refer to NCSD Policy No. 7007 for Use Fee Schedule.
21. **ALCOHOL USE**- The serving of alcohol in the NCSD building is normally prohibited. Exceptions for special events may be made at the discretion of the NCSD Board Review.

22. **ILLEGAL DRUG USE**-Illegal drug use on NCSD property is prohibited,
23. **POSSESSION OF FIREARMS** - No renter, guest, or volunteer may carry a firearm inside the NCSD property unless they are permitted to do so by Federal or State Law.
24. **BUILDING ACCESS**- Building access is access code entry at the southern meeting room door or kitchen door as required. "Responsible parties" will be issued a code and must retain this code and not share the code with any other person, group, or organization.
- The code will be active during the scheduled usage dates and times.
- "Responsible parties" will unlock the building door and lock the building door(s) at the beginning and end of each period of use. The "Responsible Parties" will ensure that all doors are closed and secure prior to leaving the grounds.
25. **CHANGES TO THIS POLICY** - The NCSD Board may, via Board action, at any public Board meeting, rescind, revise, add to or update this policy at any time. Revisions to this policy become effective on the day following Board approval. NCSD staff will notify existing repeated or periodic building users when changes to the policy are made and supply a new building-use form if necessary. Policy changes will apply to both existing and future building use agreements therefore it is advisable that existing building users keep themselves aware of possible future changes. Board meetings, Board meeting Agendas and proposed building-use policy changes are all announced publicly in advance (before approval) on the NCSD website.

Revised, Approved and Adopted: August 23, 2022

Approved: May 23, 1995

POLICY TITLE: Facilities Use Agreement

POLICY NUMBER: 7007

This agreement covers the use of the building, commonly known as the Newberry Community Center, front fenced lawn area, and the adjacent parking only.

Group Name: _____

Primary Responsible:

Name: _____

Title: _____

Address: _____

Phone: _____

Text: Yes/No

Email: _____

Backup Responsible:

Name: _____

Title: _____

Address: _____

Phone: _____

Text: Yes/No

Email: _____

Dates and Times:

Date(s) requested: _____

Day(s) of the week: _____

Usage Start Time: _____

AM/PM

Usage End Time: _____

AM/PM

Title of event/meeting: _____

Estimated attendance: _____

Is the event/meeting open to the public? Yes/No (Circle One)

Description of activity: _____

Will food and/or beverages be served? Yes/No (Circle One) **Note: No Alcoholic Beverages Allowed**

If yes, what kitchen facilities/equipment will be used? _____

Will any equipment or devices be brought onto the premises for use? Yes/No (Circle One)
(i.e.: Sound systems, bounce houses, slides, food vendors, additional cooking equipment or appliances)

If yes, describe: _____

Additional requests: _____

Newberry Community Services District

Policy Handbook

Usage Rules:

Building use rules are covered in NCS D Policy No. 7006 which is hereby incorporated into the agreement by reference.

Usage Fee Schedule:

Public Event/Meeting Fees – No charge for groups and individuals conducting non-commercial public events/meetings.

Private Event/Meeting – Use Fee Schedule/Receipt of Funds			
Description	Quantity	Rate (Per 8 Hour Period)	Extended Costs
Building Use Fee:		\$100.00	\$
Use Deposit:		\$80.00	\$
Special Equipment Utility Surcharge:		\$30.00	\$
Cash or Check (Circle One)		Total	\$
Check No.		Total Fee Collected	\$
Please make checks to: Newberry CSD. This schedule shall act as a receipt of funds.			
NOTICE: IF PAYING BY CHECK, REFUND OF DEPOSIT WILL BE DELAYED UNTIL FUNDS HAVE CLEARED AND COLLECTED BY THE NCS D BANK. COSTS FOR RETURNED CHECKS WILL BE RECOVERED FROM THE USE DEPOSIT.			

The Applicant(s) certifies that the information presented herein is true and accurate to the best of their knowledge and they are authorized to enter agreements on behalf of themselves or the group they are representing. The applicant acknowledges receipt of NCS D Policy No. 7006, attests to understanding the policy, and agrees to comply with the policy as a condition of building usage.

Primary Responsible:

	(Printed)		(Signature)		(Date)
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Backup Responsible:

(Groups Only)	(Printed)		(Signature)		(Date)
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NCS D Representative:

(Required)	(Printed)		(Signature)		(Date)
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Revised, Approved and Adopted: September 27, 2022

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Contributions

POLICY NUMBER: 7010

The Newberry Community Services District may, upon majority vote, donate the use of the building, park and/or Ball Field to Newberry Springs organizations (such as the American Legion) and other individuals/organizations for the benefit of the community.

Monetary contributions will not be made to any organization/individual for any reason.

Revised, Approved and Adopted April 22, 2014

Approved May 23, 1995

POLICY TITLE: Burn Permits
POLICY NUMBER: 7015

All persons burning within the boundaries of the Newberry Community Services District shall adhere to Rule 444 of the Mojave Desert Air Quality Management District and all amendments that have been executed by the Newberry Community Services District.

Cost of Burn Permits are \$2.00 per month or \$20.00 for a year. A year is defined as 12 months from the date of purchase, not the calendar year.

Permits can be obtained at the Newberry Community Services District Office or by mail. Only twelve month (annual) permits can be obtained through the mail. Persons wishing a mailed application may contact the CSD Office during business hours.

Revised, Approved and Adopted April 22, 2014

Approved September 23, 2008

POLICY TITLE: Discretionary Spending
POLICY NUMBER: 7020

Fire Department Chief

The Chief of the Fire Department shall have a discretionary spending limit of \$500.00 to be used between regular Community Services District Board of Directors meetings. The purpose of the discretionary fund is to maintain the efficiency of the operation of the Fire Department. All expenditures will be reported at the next meeting of the Board of Directors. Should an emergency arise necessitating expenditure over the \$500.00 ceiling the General Manager must approve the expenditure.

Revised, Approved and Adopted April 22, 2014

POLICY TITLE: Response to Bee Calls
POLICY NUMBER: 7030

Due to the increasing cost to the District for the Fire Department to respond to complaints regarding Bee swarms, the Board of Directors hereby limits the response to such calls as follows:

The Fire Department will respond to a Bee call when a wild colony or swarm of Bees has repeatedly stung a person or livestock, (including pets), or in the event that a swarm of bees is preventing someone from leaving their home.

In the event the property owner or tenant insists that the Fire Department respond to eradicate a colony or swarm of Bees, that property owner or tenant will be responsible for the costs as follows:

Apparatus Response:	\$75.00
Foam:	\$50.00 per gallon with a 1 gallon minimum
Personnel	\$10.00 per hour per firefighter responding to the call with a 1 hour minimum

Revised, Approved and Adopted April 22, 2014