

# NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Draft Minutes  
July 28, 2015

- Item 1        **Call the meeting to order. 6:11 p.m.**
- Item 2        **Roll Call.**  
**Present :**     President Springer  
                 Director Deel  
                 Director Royalty  
                 Director Vasseur  
**Absent :**      Director Shaw
- Also Present :** General Manager Le Hayes, Board Secretary Jodi Howard, District Treasurer Kerri Zurcher , Fire Chief Daphne Lanier, Asst. Fire Chief Corey Rogers, Ron Frame Field Rep. for Lovingood and members of the public.
- Item 3        **Pledge of Allegiance**  
President Springer asked all present to rise, face the flag and recite the Pledge of Allegiance.
- Item 4        **Welcome those in attendance.**  
President Springer welcomed those in attendance.
- Item 5        **Public Comments:**  
Ellen Johnson
- Item 6        **Representatives from other agencies in attendance.**  
Ron Frame
- Item 7        **Approval of the Minutes for 6-23-15 and Special meeting 6-30-15.**  
Motion Director Vasseur, Seconded Director Royalty. **Amended motion Director Vasseur approve 6-23-15 and 6-30-15 with approved modifications. Seconded Royalty.** Vote: Unanimous Absent: Director Shaw.
- Item 8        **Sheriffs Report**  
Not present
- Item 9        **Treasurers Report**  
Kerri Zurcher Reported
- Item 10       **Fire Department Report**  
False Alarm & False calls 1

**Board Draft min.  
7-28-15 Pg.2**

Fire 2  
Good Intent Call 1  
Rescue & Emergency Medical Service 14

June Training: 12 Hours of Wildland & Pumping BP393  
July Training: 9 Hours of Medical, Radio & Ladder

- Item 11      **Pay bills and approve the bills already paid**  
Motion Director Vasseur, Seconded Director Royalty Vote: Unanimous  
Absent: Director Shaw
- Item 12      **General Manager Status Report.**  
General Manager Hayes reported.
- Item 13      **MWA report**  
No Comment
- Item 14      **Approve Budget for FY 2015/16**  
Motion Director Vasseur, Seconded Director Royalty Vote: Unanimous  
Absent: Director Shaw.
- Item 15      **Should a Resolution be prepared by staff to modify the text of District Policy #1020, Conflict of Interest, to reflect per State Law the submission frequency and the offices/position of those responsible for one-time event and Annual Conflict of Interest Statement submission?**  
Motion Director Deel, Seconded Director Vasseur, Amended Motion Director Vasseur to modify Conflict of Interest Policy # 1020.2 Specified District Employee/Directors shall file Conflict of Interest Statements with Newberry CSD. Seconded Director Royalty. Vote: Unanimous  
Absent: Director Shaw.
- Item 16      **Approve Final Budget for FY 2014/15**  
Motion Director Deel, Seconded Director Royalty. Vote: Unanimous  
Absent: Director Shaw.
- Item 17      **Approve Policy# 2025 Sick Leave.**  
Motion Director Deel, Seconded Director Royalty. Amended motion Director Deel Table this Item to the next meeting Seconded Director Vasseur. Vote: Unanimous Absent: Director Shaw.

**Board Draft Min.**  
**7-28-15 Pg. 3**

Item 18      **Old and New Business**  
Put "Approval of agenda" Item back on the agenda.

Item 19      **Adjournment: 7:51p.m.**

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Board Secretary

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Board President

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# NEWBERRY COMMUNITY SERVICES DISTRICT

Established 1958

Board Draft Minutes  
August 25, 2015

Item 1      **Call the meeting to order. 6:01 p.m.**

Item 2      **Roll Call.**

**Present:**      Vice President Deel  
                 Director Royalty  
                 Director Vasseur  
                 Director Shaw

**Absent:**        President Springer

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

Item 3        **Pledge of Allegiance**  
                 Vice President Deel asked all present to rise, face the flag and recite the Pledge of Allegiance.

Item 4        **Welcome those in attendance.**  
                 Vice President Deel welcomed those in attendance.

Item 5        **Review and Approval of the Agenda**  
                 Motion Director Royalty to approve the agenda as written, Seconded Director Shaw. Vote: Yes Director Deel, Director Royalty, Director Shaw. Abstain Director Vasseur.

Item 6        **Public Comments:**  
                 Ellen Johnson

Item 7        **Representatives from other agencies in attendance.**  
                 No Comment

Item 8        **Approval of the Minutes for 7-28-15**  
                 Motion Director Royalty, No Second.

Item 9        **Sheriffs Report**  
                 Lt. Mendoza Reported

Board Draft Min.  
8-25-15

- Item 18      **Approve Policy# 1020 Conflict of Interest**  
Motion Director Vasseur, Seconded Director Shaw. **Amended motion Director Deel Policy 1020.3 add April 1<sup>st</sup> each year. Seconded Director Vasseur.** Vote: Unanimous Absent: Director Springer.
- Item 19      **Approve Policy #2025 Sick Leave**  
Motion Director Shaw, Seconded Director Vasseur. Vote: Unanimous Absent: Director Springer
- Item 20      **Should an automatic tickle file/calendar be maintained by staff to give Directors and Staff a heads-up for deadlines?**  
Info only
- Item 21      **Conduct Annual Staff Evaluation. Closed Session per Gov. Code 54957.**  
Closed Session 7:17 p.m. Back from closed Session 7:38 No Action taken the Board Postponed to next meeting with all Directors present.
- Item 22      **Old and New Business**  
Information only
- Item 23      **Adjournment: 7:40 p.m.**

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Board Secretary

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Board President



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# Newberry Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Copying Public Documents  
**POLICY NUMBER:** 1050

**1050.1** Individuals requesting public documents, pursuant to the California Public Records Act (Government Code Section 6250 et seq.) must come into the office and fill out the Newberry C.S.D. Request For Public Records form. Individuals requesting copies of public documents shall be charged a reasonable fee based upon the cost to produce the copy to defray expenses associated with the copying process.

**1050.2** Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged the rate stated in Section 1050.3. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

**1050.3** Costs for identical format copies of original document:

8-12 x 11 \$0.15 – per one sided page – black/white  
\$1.00 – per one sided page – Color  
\$0.25 – per double sided sheet – black/white

8-1/2 x 14 \$0.20 – per one sided page – black/white  
\$0.35 – per double sided sheet – black/white

**1050.4** Costs to produce copies of public records in a format other than the original record will be quoted per request.

**1050.5** All costs are for pickup of records at the Newberry Community Services Business Office during normal business hours. Postage/shipping is additional and will be charged at the actual cost incurred by the District.

**1050.6** All payments are due in advance of reproducing copies of records.

Date Modified, Accepted and Approved \_\_\_\_\_

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# **Newberry Community Service District**

## **POLICY HANDBOOK**

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**POLICY TITLE: Staff Evaluations**

**POLICY NUMBER: 2380**

**2380.1** It shall be the policy of Newberry Community Service District to annually review the performance of the General Manager, Fire Chief, Board Secretary/Office Assistant and the Treasurer.

**2380.1.1** These performance evaluations shall be done between January 1<sup>st</sup> and March 31<sup>st</sup> of each year.

**2380.2** The Board of Directors shall review the performance of the General Manager.

**2380.2.1** To aid in its review of the General Manager the Board of Directors shall use the three (3) page form titled "General Manager" which follows.

**2380.3** The General Manager shall review the performance of the Fire Chief, Board Secretary/Office Assistant and the Treasurer.

**2380.3.1** To aid in his/her review of Staff employees the General Manager shall use the five (5) page form titled "Staff" which follows.

**2380.4** When completed the review shall be placed in the employees personnel file.

Reviewed and Adopted by the Board of Directors on \_\_\_\_\_

# Newberry Community Services District

Established 1958

September 17, 2015

**Robert Springer**  
President/Director

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**Paula Deel**  
Vice President/Director

•

**Robert Royalty**  
Director

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**Robert Shaw**  
Director

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**Robert Vasseur**  
Director

•

**Le Hayes**  
General Manager

•

**Jodi Howard**  
Board Secretary  
Office Administrator

•

**Kerri Zurcher**  
Treasurer

•

**Daphne Lanier**  
Fire Chief

•

**Corey Rogers**  
Assistant Fire Chief  
Fire Dept Admin.

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Mr. Spike Lynch

PO Box 88

Newberry Springs, CA 92365

Barstow Partners

632 S. Hope St. Suite 6

Ontario, CA 91761

Gentlemen:

A couple of week ago we received a check from you wherein you contributed another \$500.00 to our fireworks fund. Back in July you sent us a \$3000.00 contribution. Your annual contributions helps us to provide an independence day fireworks display. You have always been more than willing to support the community of Newberry Springs.

The CSD Board of Directors, Staff and the citizens of Newberry Springs want to express our sincerest THANKS to you.

We will make this thank you letter available to the public at our next meeting.



Le Hayes, General Manager

