



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Wednesday, September 12, 2018  
390 W. Oak Valley Parkway Beaumont, CA 92223**

**AGENDA**

[www.bcvparks.com](http://www.bcvparks.com)

**DISTRICT CLOSED SESSION** – Closed Session to Begin at 5:00pm (1 Item)

**Roll Call:**

Director De La Cruz \_\_\_\_\_ Director Ward \_\_\_\_\_ Treasurer Diercks \_\_\_\_\_  
Vice-Chair/Secretary Hughes \_\_\_\_\_ Chairman Flores \_\_\_\_\_ will be attending via phone  
1258 Homestead Road Santa Clara, CA 95050

Conference with Legal Counsel

1. Property Negotiations, Cell Tower. Pursuant to Government Code Section 54956.8

**BEAUMONT CHERRY VALLEY RECREATION AND PARK IMPROVEMENT  
CORPORATION (BCVRPIC) WORKSHOP SESSION:** None

**WORKSHOP SESSION:** None

**REGULAR SESSION:** Regular Session to Begin at 5:30pm

**Roll Call:**

Director De La Cruz \_\_\_\_\_ Director Ward \_\_\_\_\_ Treasurer Diercks \_\_\_\_\_  
Vice-Chair/Secretary Hughes \_\_\_\_\_ Chairman Flores \_\_\_\_\_ will be attending via phone  
1258 Homestead Road Santa Clara, CA 95050

**Presentations:**

**Invocation:**

**Pledge of Allegiance:**

**Adjustments to Agenda:** Government code sec 54954.5(b) (2) provides “upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those member present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a) “

1. **PUBLIC COMMENT:** Anyone wishing to address the Board on any matter not on the agenda may do so now. All person(s) wishing to speak on an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must fill out a “Request to Speak Form” and give it to the clerk before the start of the meeting. There is a three (3) minute limit on public comments.
2. **CONSENT CALENDAR:** Items are considered routine, non-controversial and generally approved in a single motion. A board member may request to have an item removed from the consent calendar for discussion or to be deferred. (Includes Minutes, Financials, Resolutions, and Policy & Procedure matters).

- 2.1 Minutes of August 8, 2018 Board Meeting
- 2.2 Minutes of August 13, 2018 Special Board Meeting
- 2.3 Bank Balances August 2018
- 2.4 Warrants for August 2018

**3. ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS:** (Includes Committee Reports)

- 3.1 Approval of Fiscal Year 17/18 Gann Appropriations Limit
- 3.2 Notice of Completion – 17/18 (CDBG) Noble Creek Community Center ADA Accessibility Project.
- 3.3 Authorization for Submittal of 19/20 Community Development Block Grant Application (CDBG)
- 3.4 Approval of Footwear policy
- 3.5 Approval of Cell Tower Lease

**4. DEPARTMENT REPORTS:**

Human Resources Administrator/Clerk of the Board: Janet Covington  
Financial Services Technician/Office Manager: Nancy Law  
Activities Coordinator: Kyle Simpson  
Athletic Coordinator: Dodie Carlson  
Maintenance Foreman: Frank Flores  
General Manager: Duane Burk

**5. CALENDAR OF EVENTS:**

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm NCCC
- Finance – 1<sup>st</sup> Thursday of Every Month 5:00 pm NCCC
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 6:30 pm
- BCVRPD Board Meeting Schedule, NCCC  
October 10, 2018, November 14, 2018 & December 12, 2018

5.2. Upcoming Holidays

Monday November 12, 2018 – Veteran's Day, Observed  
Thursday and Friday November 22 & 23, 2018 Thanksgiving  
Monday and Tuesday December 24 & 25, 2018 Christmas  
Monday December 31, 2018 New Years Eve

5.3. Events

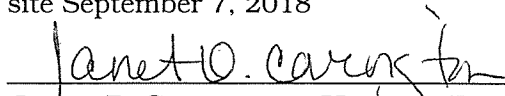
Oktoberfest - September 21-23, 2018  
Pumpkin Carve – October 27, 2018  
Winterfest – November 30 to December 1, 2018

**DIRECTORS MATTERS/COMMITTEE REPORTS**

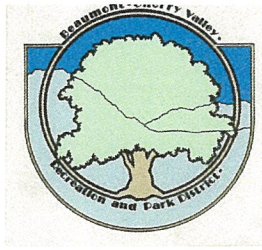
**6. ADJOURNMENT:**

**Any person with a disability who requires accommodations in order to participate in the meeting should telephone Janet Covington at 951-845-9555, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation**

**DECLARATION OF POSTING:** I declare under penalty of perjury, that I am employed by the Beaumont-Cherry Valley Recreation and Park District and the foregoing agenda was posted at the District office and web site September 7, 2018



Janet D Covington, Human Resources Administrator/Clerk of the Board



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Wednesday, August 8, 2018**

**MINUTES**

**DISTRICT CLOSED SESSION** – Closed Session to Begin at 5:00pm (1 Item)

Closed session began at 5:06pm

**Roll Call:**

Director De La Cruz   X   Director Ward   A   Treasurer Diercks    arrived at  
5:13pm Vice-Chair/Secretary Hughes   X   Chairman Flores   X  

Conference with Legal Counsel

1. Property Negotiations, Cell Tower. Pursuant to Government Code Section 54956.8 A special meeting will be held 8/13/2018 at 4:00 pm (closed session) regarding a cloud on the title of District property.

Returned from closed session at 5:50pm with no reportable action taken.

**BEAUMONT CHERRY VALLEY RECREATION AND PARK IMPROVEMENT CORPORATION (BCVRPIC) WORKSHOP SESSION:**

Workshop Session to Begin at 5:30pm

1. Approval of the Beaumont Cherry Valley Recreation & Park Improvement Corporation Steering Committee  
See BCVRPIC minutes.

**WORKSHOP SESSION:** None.

**REGULAR SESSION:** Regular Session to Begin at 6:00pm

Regular session began at 6:09pm

**Roll Call:**

Director De La Cruz   X   Director Ward   A   Treasurer Diercks   X    
Vice-Chair/Secretary Hughes arrived at 6:12pm Chairman Flores   X  

**Presentations:** None

**Invocation:** The invocation was given by Pastor Scott Mason, Beaumont Presbyterian

**Pledge of Allegiance:** The pledge of allegiance was led by Director De La Cruz

**Adjustments to Agenda:** None

**1. PUBLIC COMMENT:**

Jeffrey Burke, a patron of the dog park spoke. He indicated there are no issues with the dog park. He said there have been some dog attacks with one attack resulting in over \$1000.00 in expenses and he is trying to find the owner. He said his group is taking care of the dog park as much as possible with the tools supplied to them.

Mayor, Mike Lara of the City of Beaumont spoke and he provided an update of things happening within the City. He said the community services director, Bob Sherwood retired and he introduced Elizabeth Gibbs, as their new community services director and said she still oversees transit. Elizabeth provided a background of her work history at the City. She said the City has been working on landscaping and park issues and she looks forward to working with Duane. She thanked the Board for the contribution to the 4<sup>th</sup> of July spectacular. She said the city adopted recognition as a Purple Heart City. Signs will be placed in all parks throughout the city and she offered to give the District a sign for our parking lot.

## **2. CONSENT CALENDAR:**

- 2.1 Minutes of July 11, 2018
- 2.2 Bank Balances July 2018
- 2.3 Warrants for July 2018

Motion was made to accept items 2.1, 2.2 and 2.3.

**Initial Motion:** Vice Chair/Secretary Hughes

**Second:** Treasurer Diercks

**Result of Motion:** Carried 4-0

**Roll call Vote:**

**Director De La Cruz:** Aye

**Director Ward:** Absent

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Hughes:** Aye

**Chairman Flores:** Aye

## **3. ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS:**

3.1 Authorize and designate the proceeds from the Spooky Spectacular and Oktoberfest Tournament for a winter wish Family.

Duane spoke about the previous contributions.

Motion was made to accept item 3.1. The motion was made to authorize and approve the proceeds from the tournaments towards a Winterwish family with any additional money raised going to the foundation. The directors also designated additional money needed under \$750.00 will come from the corporation.

**Initial Motion:** Vice Chair/Secretary Hughes

**Second:** Chairman Flores

**Result of Motion:** Carried 4-0

**Roll call Vote:**

**Director De La Cruz:** Aye

**Director Ward:** Absent

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Hughes:** Aye

**Chairman Flores:** Aye

## **4. DEPARTMENT REPORTS:**

Human Resources Administrator/Clerk of the Board: Janet Covington

Janet reported that there were not any employee changes at the time the department report was written but the District has now hired a new activities coordinator, Kyle Simpson for a total of 34 employees. Janet reported she submitted the fiscal year end OPEB (Other Post-Employee Benefits) contribution summary for GASB reporting purposes on July 19, 2018 to the CERBT (California Employers' Retirement Benefit Trust). She reported the Biennial

Conflict of Interest Code will be reviewed by the end of August and updated if found necessary. Janet reported there have not been any workers compensation cases. The Safety Compliance Company provided "golf cart safety" training in the maintenance department and the 2<sup>nd</sup> quarter safety committee report was submitted to CAPRI. She also reported she attended webinar training on Social Media and the First Amendment provided by Best, Best and Krieger as well as attended full day training on HR laws with Nancy Law. She stated election packages will be available at her office or they can be picked up at the Registrar of Voters office until August 10. She has been working with the auditors and the accountant providing requested information. The District sent an arrangement to Kathy Wagner who underwent major surgery and the District received a letter of thanks form the City of Beaumont for our involvement in their Fourth of July event. Janet asked if the Directors would like her to set up training on "Robert's Rules of Order" and asked them to let Duane know.

#### Financial Services Technician/Office Manager: Nancy Law

Nancy reported that the Finance Committee met to review the July 2018 Financial Reports. She reported she received preliminary deposits for June and nothing for July. Nancy transferred into the reserve fund the monthly contribution of \$5000.00 as well as RDA in the amount of 76,923.08 bringing the balance to \$352,051.69. She has been helping the General Manger with the CDBG project. She reported she attended the HR class with Janet and it was very interesting. Nancy is preparing her files for this fiscal year. Nancy reported she has been working with Laurie, the CPA gathering the last few things for the auditors and reported the audit is expected to be done in September. She said she has been working with Linda Hanley at the Bank of Hemet on a new program called positive pay where we send a list of checks issued along with the amounts and those will be the only checks that will be paid for fraud prevention purposes. Nancy said they are working on Oktoberfest. They have five food and 10 craft vendors. The office staff received 223 phone calls with the highest volume for RV's and the office manager. They had 27 hang ups. We received 81 walk-in's with the highest volume for Duane and interviews. Nancy reported she and Duane met with the Security Company to resolve problems and also with Patsy of Acres and Neighbors for some of their issues.

#### Activities Coordinator:

Duane introduced Kyle Simpson, the new activities coordinator and provided a background of his education and work history. Nancy Law reported that the movies went well and they are working on Oktoberfest.

#### Athletic Coordinator: Dodie Carlson

Dodie reported slow pitch is moving along. The teams have increased this season and she expects the same for the fall season. She said she needs field 8 and that she has to turn practice teams away. The coming weekend tournaments have been cancelled so the employees will be catching up on projects. Dodie said the district currently offers a T-shirt for the 1<sup>st</sup> place teams and she would like to carry over a credit to the following season in lieu of the T-shirts. Dodie spoke on behalf of Beaumont Youth Baseball and said they held their board elections and they have two new people on their board. Fall ball will start right after Labor Day. The board gave Duane the authority to make the decision of carrying over a credit for the winning team for the next season. Duane wants the option on the facility use agreement. The credit will only apply to the next season and will not carry over passed that season.

Maintenance Foreman: Frank Flores

Frank said the District passed a random inspection from the Riverside County Pesticide Use department. He said he and Aaron attended a pesticide use seminar. Frank reported the drain line by fields five and six is almost completed. He reported they repaired the fence in the dog park that a tree fell on and they also installed a new water hose spigot in the small dog park. Frank said they installed a drinking fountain by field two and they will be installing another one by field four.

General Manager: Duane Burk

Duane reported he attended a conference in Minnesota regarding some new equipment we may be purchasing and the management of turf and the testing of it. He said there will be an impact bestowed on us at some time and he thanked the Board for his attendance. He reported he was on vacation for a week but came back for interviews. Duane said he attended the State of the City with Vice Chair Hughes and feels they are doing a great job and has made a 360 degree turn. Duane reported he has good relationships with city management and the police department and said that government agencies are supposed to collaborate together. He felt Nancy Carroll did an excellent job at the luncheon. He said he plans on attending the planning commission meeting next Tuesday discussing their general plan amendment. Duane said he attended the Bogart meeting and it is moving in the right direction. He stated the drainage issue between fields five & six has been resolved and the first phase of the water line project has been installed. Duane reported the CDBG project is moving along with ADA access and is continuing on with the restroom and brides room. He said he is excited about the steering committee and raising money for improvements of the park.

**5. CALENDAR OF EVENTS:**

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, BCVWD @ 5:00 pm
  - Noble Creek Community Center Effective September 5, 2018
- Finance – 1<sup>st</sup> Thursday of Every Month 5:00 pm NCCC
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 6:30 pm
- BCVRPD Board Meeting Schedule, NCCC
  - September 12, 2018
  - October 10, 2018
  - November 14, 2018

5.2. Upcoming Holidays

Monday, September 3, 2018 – Labor Day  
Monday, November 12, 2018 – Veteran’s Day, Observed

5.3. Events

Oktoberfest-September 21-23, 2018  
Pumpkin Carve – October 27, 2018  
Winterfest – November 30 to December 1, 2018

**DIRECTORS MATTERS/COMMITTEE REPORTS**

**Director De La Cruz:**

Armando thanked everyone for their attendance and reported he met with Janet and Duane regarding his paperwork for the election. Armando welcomed Kyle. He thanked

everyone for all they do and he thanked Jeffrey Burke for his services at the dog park. Armando thanked everyone for all their hard work and dedication to the park.

**Director Ward: Absent**

**Treasurer Diercks:**

Chris welcomed Kyle and expressed his thanks for the flowers sent to his mother in laws services and the use of the facilities. He thanked staff for all the good work their doing.

**Vice Chair/Secretary Hughes:**

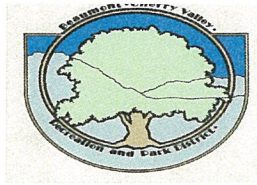
Dan welcomed Kyle. He asked the general manager to look into the Purple Heart signs. Dan said he attended the State of the City and personally called Mayor Carroll to congratulate her on a great job. He said he spoke to her about working together to make a lot of things work in the city. He told her that it is no secret we are looking at regionalizing and we should work together getting the job done. He asked to adjourn the meeting in memory of Palmetta Valdivia and Armando's niece. Dan gave a Bogart park update and said we are in negotiations for taking over Bogart Park and it looks like we will be taking it over. He said there are some questions on maintaining the streets and other issues and feels it will be great for the constituents. He said we are currently in negotiations with the county and the water district has pretty much accepted. He stated he and Duane will be leaving tonight's meeting and attending the water districts meeting.

**Chairman Flores:**

John welcomed Kyle and hopes to see him succeed. He expressed to Kyle new ideas are welcomed. He congratulated the City on Elizabeth's position. He said he is looking forward to working with the City and used the expression "One community, One direction". John likes the direction we are going and has a great commitment to Bogart Park. HE said it will be a lot of work and looks forward to acquiring it. He challenges all of the board to visit the park.

**6. ADJOURNMENT:**

Motion was made to adjourn the meeting in honor of Palmetta Valdivia and Natalie Alatorre at 6:55pm.



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
MINUTES  
Monday, August 13, 2018**

**SPECIAL SESSION** Special Session to begin at 4:00 p.m. Noble Creek Community Center.

Special session was called to order at 4:02pm

Roll Call:

Director De La Cruz   X   Director Ward   A   Treasurer Diercks   X    
Vice Chair/Secretary Hughes   X   Chairman Flores   X  

Invocation: None

Pledge of Allegiance: None

**Adjustments to Agenda:** None.

**Presentations:** None

1. **PUBLIC COMMENT:** None.

2. **DISTRICT CLOSED SESSION - (1 Item)**

Conference with Legal Counsel

1. Property Negotiations, Noble Creek Property Assessment #400250007  
& 400250008 Pursuant to Government Code Section 54956.8

Closed session began at 4:03pm

Returned from closed session at 4:15pm. Joe Ortiz reported the Directors discussed and made a motion to approve giving the authority to the General Manager to negotiate with the Tahiti Group to obtain a bond up to \$120,000.00 to clear a cloud on the title of District property.

**Initial Motion:** Treasurer Diercks

**Second:** Director De La Cruz

**Result of Motion:** Carried 4-0

3. **ACTION ITEMS** - None

4. **NEXT MEETING:**

Regular Meeting – Wednesday, September 12, 2018

5. **DIRECTORS MATTERS:** None

6. **ADJOURNMENT:**

Motion was made to adjourn the meeting at 4:17pm.



Beaumont Cherry Valley Recreation Park District

**Bank Account Balances**

As of 8/31/2018

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
1 Bank of Hemet - Operating	\$ 89,177.93	\$ 370,312.19	\$ 294,363.25	\$ 13,228.99	
2 Bank of Hemet - Payroll Account	\$ 5,337.60	\$ 58,708.11	\$ 60,796.67	\$ 7,426.16	PR Thru 8/24/2018
3 Bank of Hemet - Project Account	\$ 71,406.33	\$ 36,087.63	\$ 83,011.61	\$ 118,330.31	
4 Bank of Hemet MM	\$ 24,171.36		\$ 52,230.59	\$ 76,401.95	
5 Bank of Hemet - Reserve Fund	\$ 352,051.69		\$ 5,036.36	\$ 357,088.05	
6 Bank of Hemet - Quimby Account	\$ 11,826.19		\$ 2,030.58	\$ 13,856.77	
7 Petty Cash	\$ 518.56			\$ 518.56	
8 Riverside County Fund	\$ 955,950.60	\$ 250,000.00	\$ 50,368.67	\$ 756,319.27	FY 17/18 Tax Distributions
	\$ 1,510,440.26	\$ 715,107.93	\$ 547,837.73	\$ 1,343,170.06	
12 Bank of Hemet - Money Market	<b>Balance</b>	<b>Payables</b>	<b>Deposits</b>	<b>Revised</b>	<b>Notes/Comments</b>
13 All	\$ (59,628.24)		\$ 50,002.70	\$ (9,625.54)	
14 NCM Tract# 29267	\$ 6,565.00			\$ 6,565.00	
15 Verizon Wireless Cell Tower	\$ 55,567.56		\$ 2,227.89	\$ 57,795.45	
16 BCVRPD/BYB Joint Project Fund	\$ 21,667.04			\$ 21,667.04	
17					
18 <b>Total</b>	<b>\$ 24,171.36</b>	<b>\$ -</b>	<b>\$ 52,230.59</b>	<b>\$ 76,401.95</b>	
20 Bank of Hemet - Project Account	<b>Balance</b>	<b>Payables</b>	<b>Deposits</b>	<b>Revised</b>	<b>Notes/Comments</b>
21 All	\$ (235,598.79)	\$ 24,261.87	\$ 60,000.00	\$ (199,860.66)	BWW CDBG Project
22 Fac Use/Bldgs	\$ 46,325.40	\$ 92.00	\$ 6,490.73	\$ 52,724.13	
23 Equestrian Arena	\$ 2,472.47		\$ 144.38	\$ 2,616.85	
24 Field Rentals (BCVRPD)	\$ 35,309.26		\$ 487.50	\$ 35,796.76	
25 Adult Softball	\$ 40,513.16	\$ 3,169.75	\$ 3,482.00	\$ 40,825.41	
26 Tournaments	\$ 157,415.38	\$ 501.56	\$ 1,620.00	\$ 158,533.82	
27 Special Events	\$ (19,147.24)	\$ 5,049.30	\$ 3,637.00	\$ (20,559.54)	
28 RV	\$ 78,285.62		\$ 4,400.00	\$ 82,685.62	
29 Field & Equipment Maintenance (Parking \$)	\$ (62,546.93)	\$ 2,120.65		\$ (64,667.58)	
30 Banner Sales	\$ 28,378.00	\$ 892.50	\$ 2,750.00	\$ 30,235.50	
31					
32 <b>TOTAL PROJECT ACCOUNT</b>	<b>\$ 71,406.33</b>	<b>\$ 36,087.63</b>	<b>\$ 83,011.61</b>	<b>\$ 118,330.31</b>	
33					
34 Bank of Hemet - Reserve Fund	<b>Balance</b>	<b>Payables</b>	<b>Deposits</b>	<b>Ending Balance</b>	<b>Notes/Comments</b>
35 Operating Reserve	\$ 225,041.60		\$ 5,036.36	\$ 230,077.96	<b>NOT to be USED</b>
36 Capital Reserve	\$ 234,829.38			\$ 127,010.09	<b>Min Balance of \$50,000</b>
40					
49 <b>TOTAL RESERVE ACCOUNT</b>	<b>\$ 352,051.69</b>	<b>\$ -</b>	<b>\$ 5,036.36</b>	<b>\$ 357,088.05</b>	<b>\$ 77,010.09</b>

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

**Bank Account Balance**

As of 8/21/2018

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
55 Bank of Hemet	\$ 2,707.23			\$ 2,707.23	

## Beaumont Cherry Valley Recreation & Park District Check Warrant BOH - Operating

10005 - Bank of Hemet - Operating												
Type	Date	Num	Name	Memo	Amount							
Check	08/01/2018	121638	Dan Hughes	Director Fees - July 2018	-400.00							
Check	08/01/2018	DB08012018	The Sand Trap Bar & Grill	Bus. Meal - Burk, Duane & Hughes, Dan - Personnel Meeting & Activities Coordinator	-46.70							
Check	08/03/2018	121639	BMW & Company	CDBG Project #5.92-17 - Noble Creek Community Center	-49,705.00							
Check	08/05/2018	DC08052018	The Home Depot	Clear Acrylic - Kiosk Refurbish	-707.92							
Check	08/05/2018	DC08052019	The Home Depot	Materials for Kiosk Refurbish	-528.16							
Check	08/06/2018	NL08062018	Cal State San Bernardino	Executive Assistant Certification - Law, Nancy	-1,995.00							
Check	08/07/2018	DB08072018	Casa Trejo	Armando De La Cruz & Duane Burk - Pre-Board Meeting	-24.02							
Check	08/08/2018	121640	Laurie K. Marscher, CPA	CPA Services thru 7/31/2018	-840.00							
Check	08/08/2018	DB08082018	The Sand Trap Bar & Grill	Duane Burk and Dan Hughes - Pre-Board Meeting & Personnel	-21.21							
Check	08/09/2018	121641	Alainah Ortiz	Mileage Reimbursement - Replacement Check 2/11/16	-2.80							
Check	08/09/2018	121642	Sylvia Pimentel	Mileage Reimbursement - Replacement Check from 2/11/16	-2.80							
Check	08/09/2018	121643	John Flores	Director Fees - Replacement Check - 4/13/2016	-400.00							
Check	08/09/2018	121644	Ryann Flores	Mileage Reimbursement - Replacement Check 10/13/2016	-18.90							
Check	08/09/2018	121645	Dodie Carlson	Reimb. 5/14/16 Cash paid - 10/23/16 Personnel Card used	-158.23							
Check	08/09/2018	121646	Aaron Morris	Morris, Aaron - Shoe Reimbursement	-100.00							
Check	08/09/2018	RF08092018	Amazon.com	(4) Coleman Cable 01918 50amp Twist Lock generator power extension cord	-861.96							
Check	08/09/2018	RF08092019	Amazon.com	(3) Galvanized steel 32 Gallon Trans Cans w/Lids	-188.76							
Check	08/09/2018	RF08092020	Amazon.com	(1) Colman Cable Portable GCFI Spider Box (4) pack	-1,616.25							
Check	08/09/2018	RF08092021	Amazon.com	(3) Hot Coal Bin 32 gallon Bin for Coal Collection	-1,523.59							
Check	08/10/2018	NL08102018	EI Mariechi Taco Shop	Breakfast Burritos - Staff Meeting 8/10/2018	-47.05							
Check	08/13/2018	121647	Lela Luna	Reimbursement - Birthday Party - 7/21/2018 (Return Extra Hrs after investigation)	-80.00							
Bill Pmt -Check	08/14/2018	08142018	Nexiva	Monthly Phone Service	-218.22							
Bill Pmt -Check	08/14/2018	08032018	Fosalind Otero	Monthly - Unfunded Health	-177.98							
Bill Pmt -Check	08/14/2018	121648	Acom Technology Services	Monthly IT Service, Battery Warranty	-2,792.39							
Bill Pmt -Check	08/14/2018	121649	BDL Alarms, Inc.	Monthly Alarm Service	-448.00							
Bill Pmt -Check	08/14/2018	121650	BCVW 8-005	Utilities - Water - Grange	-410.49							
Bill Pmt -Check	08/14/2018	121651	BCVW 8-006	Utilities - Water - Grange (Fire)	-51.82							
Bill Pmt -Check	08/14/2018	121652	Beaumont Do it Best	Fence Repair, Small Tools, Safety Equipment, Drinking Fountain Repair	-1,035.44							
Bill Pmt -Check	08/14/2018	121653	Beaumont Safe & Lock	Grange (west) Front Door Repair	-92.00							
Bill Pmt -Check	08/14/2018	121654	Beaumont Unique Flowers	Shirley Ydrago Memorial	-118.00							
Bill Pmt -Check	08/14/2018	121655	Blue Shield	Employee - Dental Insurance	-870.32							

## Baumont Cherry Valley Recreation & Park District Check Warrant BOH - Operating

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/14/2018	121656	CED	Repair broken wires due to construction between 5 & 6	-95.57
Bill Pmt -Check	08/14/2018	121657	Cherry Valley Nursery	Trees and Plants for CDBG Project Landscaping	-720.06
Bill Pmt -Check	08/14/2018	121658	Chris Taylor's Plumbing	Repair: Men's Restroom Field #6, RV Site #14, Men's Restroom Field #1, Men's Restroom Field #2 Urinal, (Woman's Club) Swamp cooler water line, Inspection of Woman's and Men's Restroom Field #1, Men's Restroom Field #1	-1,300.31
Bill Pmt -Check	08/14/2018	121659	CR&R 01467	Utilities - Trash - Grange	-282.76
Bill Pmt -Check	08/14/2018	121660	Elite Security	Monthly Security Services	-2,112.00
Bill Pmt -Check	08/14/2018	121661	Ferrelgas	Utilities - Propane - Snack Bar	-1,099.88
Bill Pmt -Check	08/14/2018	121662	Frontier Communications	Monthly - Wifi/Internet - Grange, Maintenance & NCCC	-275.33
Bill Pmt -Check	08/14/2018	121663	Inland Lighting Supplies, Inc.	Lighting: ETI Building, Maintenance Buildings, Horseshoe Pits and Thunder Alley	-11,366.55
Bill Pmt -Check	08/14/2018	121664	Jani-King of California, Inc	Monthly Janitorial Service	-1,285.19
Bill Pmt -Check	08/14/2018	121665	Luz Investment Corp.	Configure and Move Fios Router - Grange	-855.00
Bill Pmt -Check	08/14/2018	121666	Safety Compliance	Safety Meeting: 6/27/18 Topic #4 Emergency Action and Fire Protection, 7/18/18 Topic #92 Golf Cart Safety	-500.00
Bill Pmt -Check	08/14/2018	121667	Smith Pipe & Supply	Irrigation Supplies	-1,504.26
Bill Pmt -Check	08/14/2018	121668	TLC Landscape Services	Monthly Landscaping Service	-820.00
Bill Pmt -Check	08/14/2018	121669	Turf Star, Inc.	Monthly Equipment Service	-625.63
Bill Pmt -Check	08/14/2018	121670	UniFirst Corp	Monthly Uniforms and Janitorial Supplies	-2,573.60
Bill Pmt -Check	08/14/2018	121671	Xerox Financial Services	Monthly Copy Machine Rental	-559.07
Bill Pmt -Check	08/14/2018	245220531	SCE ( 6245)	Utilities - Electric - Tennis Courts, Horse Arena, Fields 5 & 6	-209.38
Bill Pmt -Check	08/14/2018	135220931	SCE (0135)	Utilities - Electric - Woman's Club, Grange, Snack Bar, NCCC, Maintenance, Well, Back lot and Parking Lot	-4,068.89
Bill Pmt -Check	08/14/2018	195220331	SCE (0195)	Utilities - Electric - Field #1 - 4	-117.26
Bill Pmt -Check	08/14/2018	435220431	SCE (0435)	Utilities - Electric - Fire Camp Lighting Panel	-193.54
Bill Pmt -Check	08/14/2018	947220431	SCE (1947)	Utilities - Electric - Hughes Trailer	-155.46
Bill Pmt -Check	08/14/2018	062220931	SCE (2062)	Utilities - Electric - RV Park	-1,682.12
Bill Pmt -Check	08/14/2018	179220931	SCE (6179)	Utilities - Electric - Thunder Alley & General Electric	-1,689.59
Bill Pmt -Check	08/14/2018	40003-005	CalPers	Employee - Retirement	-4,007.79
Bill Pmt -Check	08/14/2018	40007-0009	CalPers	Employee - Retirement	-4,041.74
Bill Pmt -Check	08/14/2018	1001140013	CalPERS-OPEB	Employee - Retirement Accrued Liability as of June 30,2016	-3,686.80
Bill Pmt -Check	08/14/2018	11047206902	Colonial Life	Employee - Accident Insurance	-652.06
Bill Pmt -Check	08/14/2018	1025081418	Office Depot	Office Supplies	-202.61
Bill Pmt -Check	08/14/2018	226009-69	SocCalGas	Utilities - Gas - Grange, Woman's Club & NCCC	-149.30
Bill Pmt -Check	08/14/2018	121672	UNUM	Employee - Disability Insurance	-303.94
Bill Pmt -Check	08/14/2018	748119882	Verizon Wireless	Monthly Wireless Phone Service	-517.98

## Beaumont Cherry Valley Recreation & Park District Check Warrant BOH - Operating

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/14/2018	EO2394934	VSP-Vision Service Plan	Employee - Vision	-61.20
Bill Pmt -Check	08/14/2018	6984181767	Waste Management	Utilities - Trash - Park, Woman's Club, Concrete low boys	-3,570.22
Bill Pmt -Check	08/14/2018	748121098	Verizon Wireless	Monthly Wireless Phone Service	-537.44
Check	08/14/2018	121673	Desiree Slater	Refundable Security Deposit - Memorial - 8/4/2018	-250.00
Check	08/14/2018	121674	Teresa L. Culver	Refundable Security Deposit - Memorial - 8/10/2018	-250.00
Check	08/14/2018	121675	Thomas Conner	Refundable Security Deposit - Reunion - 8/11/18	-500.00
Check	08/14/2018	121676	Adam & Rebecca Reed	Refundable Security Deposit - Wedding - 7/27/2018	-500.00
Check	08/14/2018	121677	Aaron Morris	Refundable Security Deposit - Baby Shower - 8/4/2018	-250.00
Check	08/14/2018	121678	John Flores	Director Fees July 2018	-500.00
Check	08/14/2018	121679	Chris Diercks.	Director Fees - August 2018	-400.00
Check	08/15/2018	AF08152018	Progressive Graphics	Oktoberfest - Shirts	-2,037.98
Bill Pmt -Check	08/16/2018	121681	Beaumont Do it Best	Irrigation for Franco/Leon's Garden	-483.85
Bill Pmt -Check	08/16/2018	121682	Best Best & Krieger	Legal Services: Public Policy and Ethics 18/19, Cell Tower, Improvement Corp. Board Meetings, DIF	-10,192.95
Bill Pmt -Check	08/16/2018	121683	Chris Taylor's Plumbing	Repair: Woman's Restroom Field #1 (stall #2)	-91.56
Bill Pmt -Check	08/16/2018	121684	Department of Justice	Fingerprinting - Aldrich, Mike	-32.00
Bill Pmt -Check	08/16/2018	121685	Diamond Environmental	Field #7 - Porta Potty	-114.49
Bill Pmt -Check	08/16/2018	121686	First Bankcard 8849	Postage	-15.99
Bill Pmt -Check	08/16/2018	121687	Frontier Communications	Monthly Wifi/Internet - Grange	-86.06
Bill Pmt -Check	08/16/2018	121688	Image Source	Monthly Printing Service	-207.18
Bill Pmt -Check	08/16/2018	121689	Inland Water Works Supply Co.	Catch Basin W/Frame for Drain System, Coupling, Elbow Accessory Kit	-4,379.28
Bill Pmt -Check	08/16/2018	121690	Napa Auto Parts	Air Hose Gauge, Pressure Washer Oil and Gloves	-72.70
Bill Pmt -Check	08/16/2018	121691	Pro-Pipe & Supply	Compression Couplings Parts to repair Toilets on Field #5 & 6	-482.31
Bill Pmt -Check	08/16/2018	121692	Slugg Bugg Pest Control	Monthly Pest Control Services	-350.00
Bill Pmt -Check	08/16/2018	121693	UniFirst Corp	Monthly Uniforms and Janitorial Supplies	-176.74
Bill Pmt -Check	08/16/2018	121694	Xerox Financial Services	Monthly Copy Machine Rental	-559.07
Bill Pmt -Check	08/16/2018	08162018	Awards & Specialties	Awards - Oktoberfest 2018	-202.28
Check	08/17/2018	JC08172018	Fred Piyor Seminars	Seminar - Package Deal	-675.00
Check	08/18/2018	DC08182018	The Home Depot	Maintenance Fields - Base Pegs	-10.74
Check	08/18/2018	DC08182019	The Home Depot	Paint/Paint Brushes - Kiosk Refurbish	-122.31
General Journal	08/21/2018	1062		Transferred from Fiverside County Fund for future Bills and Payroll	250,000.00
General Journal	08/21/2018	1064		Transferred to Projects for Monthly Transfer	-41,109.84
General Journal	08/21/2018	1065		Transfer to Reserve for Monthly Operating Reserve	-5,000.00
General Journal	08/21/2018	1066		Transfer to Money Market for Month Cell Tower Transfer	-2,227.89

BoFH - Operating

## Beaumont Cherry Valley Recreation & Park District Check Warrant BOH - Operating

Type	Date	Num	Name	Memo	Amount
Check	08/21/2018	NL08212018	CPRS	Certified Playground Safety Inspector Training - Flores Frank	-755.00
Check	08/21/2018	NL08212019	CPRS	Certified Playground safety Inspector Training - Simpson, Kyle	-755.00
Check	08/21/2018	NL08212020	Expedia	Hotel - Flores, Frank & Simpson, Kyle - CPSI Training	-840.00
Bill Pmt -Check	08/21/2018	121680	Awards & Specialties	Name Plate, Name Tag & Business Cards - Kyle Simpson	-124.63
Check	08/21/2018	DB08212018	Country Junction	Bus - Meal - Burk, Duane & Hughes, Dan - Personal, Boot Reimbursement Policy	-21.12
Check	08/22/2018	AF08222018	WABA Grill	David Alonzo - Employee Luncheon	-198.26
Bill Pmt -Check	08/22/2018	1001145956	CalPERS	Employee - Health Insurance	-4,933.88
Bill Pmt -Check	08/22/2018	1001145960	CalPERS	GASB 68 Reports & Schedules	-1,050.00
Bill Pmt -Check	08/22/2018	NZ4HS8RLNY	Chevron	Monthly Dsl/Reg Gas Cans, Chevy (10,000), F550 (64,943), F350 (140,595)	-885.67
Bill Pmt -Check	08/22/2018	08242018	Nationwide Retirement	Employee - Retirement	-516.43
Bill Pmt -Check	08/22/2018	45234531	SCE ( 6245)	Utilities - Electric - Tennis Courts, Horse Arena, Fields 5 & 6	-247.45
Bill Pmt -Check	08/22/2018	35234931	SCE (0135)	Utilities - Electric - Woman's Club, Grange, Snack Bar, NCCC, Maintenance, Well, Back lot and Parking Lot	-4,654.14
Bill Pmt -Check	08/22/2018	195234431	SCE (0195)	Utilities - Electric - Field #1 - 4	-163.51
Bill Pmt -Check	08/22/2018	35234431	SCE (0435)	Utilities - Electric - Fire Camp Lighting Panel	-193.00
Bill Pmt -Check	08/22/2018	47234431	SCE (1947)	Utilities - Electric - Hughes Trailer	-196.20
Bill Pmt -Check	08/22/2018	62234831	SCE (2062)	Utilities - Electric - RV Park	-788.50
Bill Pmt -Check	08/22/2018	179234931	SCE (6179)	Utilities - Electric - Thunder Alley & General Electric	-1,531.94
Bill Pmt -Check	08/22/2018	1781749160	The Home Depot	Pressure Washer, Shop Supplies	-1,345.48
Bill Pmt -Check	08/22/2018	E02413059	VSP-Vision Service Plan	Employee - Vision	-61.20
Bill Pmt -Check	08/22/2018	121695	The Press Enterprise	(52) Week - Subscription - 8/20/2018 - 8/20/2019	-328.10
Bill Pmt -Check	08/22/2018	3910399	Colonial Life	Employee - Accident Insurance	-652.06
Bill Pmt -Check	08/22/2018	121696	BDL Alarms, Inc.	Monthly Alarm Service	-224.00
Bill Pmt -Check	08/22/2018	121697	TLC Landscape Services	Monthly Landscaping Service	-820.00
Bill Pmt -Check	08/22/2018	1146034-036	CalPERS	Employee - Retirement	-4,220.88
General Journal	08/22/2018	1068		Transfer to Payroll for PR 8/24/2018	-30,000.00
Check	08/23/2018	RF08232018	Discount Mugs	Oktoberfest - Queen's Carry Mugs	-347.40
Check	08/23/2018	RF08232019	Amazon.com	Oktoberfest - Flower Head Pieces	-15.99
Check	08/23/2018	121698	Grace Harris	Refundable Security Deposit - 8/18/2018 - Memorial	-250.00
Check	08/23/2018	RF08232020	Albertsons	David Alonzo - Lunch - Drinks	-29.64
General Journal	08/23/2018	1070		Transfer to Money Market for future Bills and Payroll	-50,000.00
Check	08/24/2018	RF08242018	US Bingo, Inc.	Oktoberfest Beer Tickets - Oktoberfest 2018	-78.93
Check	08/24/2018	JC08242018	American Airlines	Flight Seats - Covington, Janet - CALPELRA	-108.97
Check	08/24/2018	JC08242019	American Airlines	Flight Seats - Law, Nancy - CALPELRA	-108.97

**Beaumont Cherry Valley Recreation & Park District  
Check Warrant BOH - Operating**

Type	Date	Num	Name	Memo	Amount
Check	08/24/2018	JC08242020	American Airlines	Flight - Law, Nancy - CalPELRA	-491.60
Check	08/24/2018	JC08242021	American Airlines	Flight - Covington, Janet - CalPELRA	-491.60
Check	08/29/2018	RF08292018	Dad's Casino Party	Holiday Party - Casino/Escape Room	-495.00
Check	08/31/2018	Fee	Global Pay	Credit Card Machine - \$ Sales	-470.81
Check	08/31/2018	121699	Music's Saw	Sharpen two man saw - Oktoberfest 2018	-30.00
Check	08/31/2018		USPS	Money Order (ABC License) - Oktoberfest 2018	-151.20
<b>TOTAL</b>					<b>-47,142.32</b>

**Beaumont Cherry Valley Recreation & Park District**  
**Check Warrant**  
**Bank of Hemet - Project**  
**August 2018**

Type	Date	Num	Name	Memo	Amount
<b>10015 - Bank of Hemet - Project Account</b>					
Check	08/09/2018	4155	Pete Gerlach	Umpire	-150.00
Check	08/09/2018	4156	Chris Neal	Umpire	-270.00
Check	08/09/2018	4157	Sam De Los Angeles	Umpire	-70.00
Check	08/09/2018	4158	Thomas B. Flinn	Umpire	-60.00
Check	08/14/2018	4159	Pete Gerlach	Umpire	-150.00
Check	08/14/2018	4160	Chris Neal	Umpire	-270.00
Check	08/14/2018	4161	Sam De Los Angeles	Umpire	-70.00
Check	08/14/2018	4162	Thomas B. Flinn	Umpire	-60.00
Bill Pmt -Check	08/14/2018	4163	BSN Sports	(12) Tetherball - (12) Softballs	-992.25
Bill Pmt -Check	08/14/2018	4164	Diamond Environmental	Porta Potties for Tournament 7/21-7/22/2018 & Tournament 7/28 - 7/30/2018	-501.56
Bill Pmt -Check	08/14/2018	4165	Luther's Truck & Equipment, Inc.	Tire Replacement - Toro GM 360 Mower	-28.57
Bill Pmt -Check	08/14/2018	4166	Napa Auto Parts	Spark Plugs for Sags Mower	-16.10
Bill Pmt -Check	08/14/2018	4167	Stotz Equipment	Latch and Knob for JD Tractor	-60.37
Bill Pmt -Check	08/14/2018	4168	Swank Motion Pictures Inc.	Movies Under the Stars - Cars 3 - 7/23/2018	-423.00
Bill Pmt -Check	08/14/2018	4169	Turf Star, Inc.	Belts & Misc. Parts - Toro GM 360 Mower	-231.13
Bill Pmt -Check	08/14/2018	705760511	The Home Depot	Paint/Brushes - Movies under the stars - Shop Supplies - Janitorial Supplies and Restroom Repair	-483.10
Check	08/14/2018	4170	Mike Aldrich	July 2018 Banner Sales	-892.50
Check	08/21/2018	4172	Pete Gerlach	Umpire	-120.00
Check	08/21/2018	4173	Chris Neal	Umpire	-210.00
Check	08/21/2018	4171	BMW & Company	CDBG Project - ADA Accessibility Project #5.92-17	-24,261.87
Check	08/21/2018	4174	Donald Kennon	Umpire (Fast Pitch)	-70.00
Check	08/21/2018	4175	Mike Aldrich	Banner Sales - July 2018	-127.50
General Journal	08/21/2018	1064		Transferred from Operating for Monthly Transfer	41,109.84
Bill Pmt -Check	08/22/2018	4176	Beaumont Lawnmower	Sharpen Brush Cutter, Repair Blower	-99.97
Bill Pmt -Check	08/22/2018	4177	European Heritage Gifts	Oktoberfest Beer Mugs - Oktoberfest 2018	-2,068.68
Bill Pmt -Check	08/22/2018	4178	Resource Building Materials	Hill Topper	-553.30
Check	08/30/2018	4179	Pete Gerlach	Umpire	-150.00
Check	08/30/2018	4180	Chris Neal	Umpire	-270.00
Check	08/30/2018	4181	Sam De Los Angeles	Umpire	-70.00
Check	08/30/2018	4182	Thomas B. Flinn	Umpire	-60.00
<b>TOTAL</b>					<b>8,319.94</b>

**Beaumont Cherry Valley Recreation & Park District  
 Check Warrant  
 Bank of Hemet - Money Market  
 August 2018**

Type	Date	Num	Memo	Amount
General Journal	08/21/2018	1066	Transferred to Operating for Month Cell Tower Transfer	2,227.89
General Journal	08/23/2018	1070	Transferred from Operating for future Bills and Payroll	50,000.00
<b>TOTAL</b>				<b>52,227.89</b>

10000 · Bank of Hemet - MM



**Beaumont Cherry Valley Recreation & Park District  
 Check Warrant  
 Bank of Hemet - Reserve  
 August 2018**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Paid Amount</u>
General Journal	08/21/2018	1065	Transferred from Operating for Monthly Operating Reserve	5,000.00
<b>TOTAL</b>				<b>5,000.00</b>

Beaumont Cherry Valley Recreation & Park District  
Check Warrant  
Bank of Hemet - Quimby/DIF  
August 2018

10020 - Bank of Hemet - Quimby/DIF

Type	Date	Num	Name	Memo	Amount
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**No Transactions**

TOTAL

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**Staff Report**

Agenda Item No. **3.1**

**To:** Board of Directors:  
**From:** Nancy Law, Business Services Coordinator  
**Via:** Duane Burk, General Manager  
**Date:** September 12, 2018  
**Subject:** Gann Appropriations Limit

**Background and Analysis:**

In November 1979, Proposition 4 (Gann Initiative) was adopted by the State of California. Proposition 4 placed limits on the amount of revenues which can be spent by all entities of government. Proposition 4 was modified by proposition 111 in June 1990 providing new adjustment formulas for the calculation of the annual appropriations limit.

Singer Lewak Accountants & Consultants Prepared our Appropriation Limit Calculations based on our prior years limit and applying growth factors, our FY 17/18 limit was \$2,099,667.00 applying growth factor of 1.0856 making our FY 18/19 Gann Appropriation Limit at \$2,279,303.59.

**Fiscal Impact:**

There will be no fiscal impact on these calculations based on our Appropriation Limit of 2,279,303.59 is greater than our Spending Limit of 780,823.59.

**Recommendations:**

Staff recommends that the Board review, comment, approve or disapprove the Gann Appropriations Limits.

Respectfully Submitted,

  
Nancy Law  
Financial Services Technician/Office Manager

**Beaumont Cherry Valley Recreation and Parks District**  
**Appropriations Limit**  
**For fiscal year 18-19**

Description	Year ended June 30, 2019	Comment
<b>Appropriations subject to limit:</b>		
Budgeted revenues	\$1,867,071.00	Based on approved budget provided by BCV Parks.
Less other revenues	<u>-\$368,591.00</u>	Based on approved budget provided by BCV Parks.
Total appropriations subject to limit	<u><u>\$1,498,480.00</u></u>	
<b>Appropriation Limit:</b>		
Prior year appropriation limit	\$2,099,667.00	Taken from prior year information provided by C&D.
Approp Limit Factor	<u>1.0856</u>	Calculated below
Appropriation limit	<u><u>\$2,279,303.59</u></u>	
<b>Spending limit surplus</b>	<u><u>\$780,823.59</u></u>	
<b>Calculation of Appropriation limit factor:</b>		
Change in per capita personal income in California	1.041	Information from bureau of economic analysis
Multiplied by Change in population in Riverside County	<u>1.0428</u>	Information from worldpopulationreview.com/us-counties/ca/riverside-county-population/
	<u><u>1.0856</u></u>	



**Staff Report**

Agenda Item No. **3.2**

**To:** Board of Directors:

**From:** Nancy Law, Financial Services Technician/Office Manager

**Via:** Duane Burk, General Manager

**Date:** September 12, 2018

**Subject:** Notice of Completion – 17/18 Noble Creek Community Center ADA Accessibility Project 5.92-17

**Background and Analysis:**

On October 26, 2016 the Beaumont-Cherry Valley Recreation and Park District Board authorized staff to Submit a grant application to housing and Urban Development (HUD) through Riverside County Economic Development Agency (EDA) for the Community Development Block Grant (CDBG). On July 13, 2017 EDA approved the application and the funding for \$125,000.00. On June 14, 2018 the Beaumont- Cherry Valley Recreation and Park District Board awarded the Contract to BWW & Company for \$167,999.00. On June 25, 2018 EDA submitted a Notice to Proceed. On September 10, 2018 BWW & Company finished construction.

**Recommendations:**

Staff recommends that the Board approve to file a Notice of Completion (NOC) for the Noble Creek Community Center ADA Accessibility Project #5.92-17.

**Fiscal Impact:**

BWW & Company total \$167,999.00  
Riverside County EDA Funds: \$125,000.00  
Fund Balance: \$42,999.00

Respectfully Submitted,

  
Nancy Law  
Financial Services Technician/Office Manager



**Staff Report**

Agenda Item No. **3.3**

**To:** Board of Directors:

**From:** Nancy Law, Financial Services Technician/Office Manager

**Via:** Duane Burk, General Manager

**Date:** September 12, 2018

**Subject:** Authorization for Submittal of Community Development Block Grant Application 2019-2020

**Background and Analysis:**

The Economic Development Agency (EDA) is soliciting proposals for the 2019-2020 Community Development Block Grant (CDBG) program. Staff would like to submit an application for ADA Accessibility to the Noble Creek Community Center Restrooms.

The 2017-2018 Community Development Block Grant staff submitted was a request for \$125,000.00 we were funded for the whole \$125,000.00. The estimate of this request will be for \$125,000.00.

The 2018-2019 Community Development Block Grant staff submitted was a request for \$125,000.00 was not funded to use for that year.

**Recommendations:**

Staff recommends that the Board approve and authorize the submission of the Community Development Block Grant Application for the 2019-2020 program year.

**Fiscal Impact:**

There will be no impact to the general fund, as the application will be completed on staff time.

Respectfully Submitted,

Nancy Law  
Financial Services Technician/Office Manager



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

**Staff Report**

Agenda Item No. 3.4

**To: Chairman and Board of Directors**

**From: Janet Covington, Human Resources Administrator**

**Date: September 12, 2018**

**Subject: Safety Footwear (Work boot)**

**Background and Analysis:**

As an ongoing commitment to employees, staff reviews and if needed, creates and/or revises policies of the District. Staff evaluated footwear safety and determined the need for a policy. The attached policy requires that all employees exposed to potential foot injuries wear appropriate foot protection. The policy also allows for reimbursement up to One Hundred dollars (\$100.00) per fiscal year for each employee required to wear personal protective equipment (PPE) footwear in performing their job duties.

**Fiscal Impact:**

The impact to the general fund is expected to be approximately \$1,000.00 to \$1,200.00 per fiscal year.

**Recommendations:**

Staff recommends that the Board review, comment, approve or change the above foot wear and reimbursement policy subject to the authority of the Beaumont-Cherry Valley Recreation & Park Districts Legal Counsel to make non-substantive changes.

Respectfully Submitted,

Janet Covington  
Human Resources Administrator



<u>Policy</u>	<u>Policy Number</u>	<u>Date Adopted</u>	<u>Date Revised</u>
Footwear Policy	TBD	9/12/2018	

**Purpose**

In compliance with the Injury, Illness and Prevention Program, the District is committed to providing a healthy and safe working environment for all employees. The District provides policy and guidelines for footwear requirements and reimbursement to eligible employees for Personal Protective Equipment (PPE) footwear due to potential work hazards.

**Policy**

Employee exposed to foot injury hazards (such as but not limited to falling or rolling objects, objects piercing the sole, chemicals, electrical hazards, and/or slip and fall conditions) shall wear appropriate foot protection. The maintenance department shall use a PPE Assessment to determine jobs that require safety footwear. “Employee” is a full-time or part-time maintenance employee or others as determined by management. The district will reimburse each employee required to wear PPE footwear in performing their job duties.

Employees must complete and submit a “Request for Safety Footwear Reimbursement” form along with the receipt within 30 days of purchase.

1. Employees are required to purchase the required footwear within 14 days of employment.
2. The employee will agree to reimburse the district if he or she terminates his or her employment within 90 days of the purchase of the footwear.
3. Employees are to purchase PPE footwear labeled as “complies with (or conforms to) ASTM F 2412-05 and F 2413-05”. The footwear must be in compliance with OSHA (section 1910.136) and Cal OSHA (8CCR3385) standards. Slip resistant footwear must be tested and certified slip resistant by the manufacturer.
4. Employees must select foot wear based on the exposure and work performed and as determined by the maintenance foreman. The maintenance foreman shall determine if the foot wear meet criteria as established by this policy and shall authorize reimbursement prior to the employee’s submission for reimbursement.
5. Footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn.
6. The District will reimburse the employee up to \$100.00 for footwear once per fiscal year. However, the general manager will have latitude in this decision based on the type of work performed by the employee.
7. The District will reasonably accommodate disabilities that relate to work boots or their usage.
8. Failure to wear required safety footwear will result in disciplinary action.



# Beaumont-Cherry Valley Recreation and Park District

## REQUEST FOR SAFETY FOOTWEAR REIMBURSEMENT

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Type of Safety Footwear Purchased:

Work boot \_\_\_\_\_ Slip-resistant \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Allowance: \$100.00 per fiscal year.

Employees are to purchase Personal Protective Equipment (PPE) footwear labeled as "complies with (or conforms to) ASTM F 2412-05 and F 2413-05". The footwear must be in compliance with OSHA (section 1910.136) and Cal OSHA (8CCR3385) standards. Slip resistant footwear must be tested and certified slip resistant by the manufacturer

Employee to Complete, date and sign

Date Purchased: \_\_\_\_\_

Price: \$ \_\_\_\_\_ (Receipt must be submitted)

**I agree that if I terminate employment within 90 days of purchase, I shall reimburse the District for all funds reimbursed received. I also agree the deduction may be withheld from my final pay check.**

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

The safety footwear purchased by the above employee meets or exceeds the required criteria.

Maintenance Foreman: \_\_\_\_\_ Date: \_\_\_\_\_

Approval for Reimbursement:

General Manager: \_\_\_\_\_ Date: \_\_\_\_\_



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

**Department Report**

Agenda Item No. 4

**To: Chairman and Board of Directors**

**From: Janet Covington, Human Resources Administrator/Clerk of the Board**

**Date: September 12, 2018**

**Employees:**

We have had two departed employees, one part time maintenance and one casual recreation assistant. We have hired two casual recreation assistants, Stephen Hershey and Jeremiah Bennett. Total Employees are 34.

**Reports:**

The 2018 Biennial Notice for Conflict of Interest Codes is currently under review.

**Workers Compensation Cases:** None

**Training:**

Safety Compliance Company provided "Respirator training" on August 22, 2018 in the maintenance department.

Janet attended webinar training on 8/15/2018 on Local Elections provided by Best, Best and Krieger.

**Other:**

1 pending accident claim – Flores, Date of Injury 8/5/2016 – No substantial update.

**Fiscal Impact/Recommendations:** This report is for informational purposes only.

Respectfully Submitted,

Janet Covington, Human Resources Administrator/Clerk of the Board



## Department Report

**To:** Board of Directors  
**From:** Nancy Law, Financial Services Technician/Office Manager  
**Date:** September 12, 2018

The Finance Committee meet Monday September 10, 2018 to review August 2018 Financial Reports for Fiscal Year 2018-2019.

The Monthly Financial Report consisted of the Profit & Loss, Profit & Loss Previous Year Comparison, Profit & Loss Budget vs. Actual, as well as the Bank Account Balance Spreadsheet and Warrant Registers which are also included in the Board Packet.

Property Tax Disbursement - The Financial Services Technician has not received deposits into the Riverside county Fund for August 2018 as of 9/6/2018. July 2018 Disbursements was received for a total of \$46,622.91 from Secured #3 in the amount of \$35,270.23, Unsecured #3 in the amount of \$2,777.05, Unsecured Prior Year in the amount of \$3,320.66, Current Supplemental in the amount of \$8,038.78, Prior Year Supplemental in the amount of \$728.81, Prior Year Penalty Supplemental \$233.14, and Interest Reversal 4<sup>th</sup> Qrt in the amount of -\$3,745.76.

The Finance Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution bringing our balance to \$357,088.05.

### **Additional items:**

- ❖ Finance has been working on CDBG Project paperwork.
- ❖ Finance working with Activities Coordinator on Job Duties and Oktoberfest.
- ❖ Finance pulling files for the FY 17/18, starting files for FY 18/19.
- ❖ Finance pulled boxes from below and meet with Laurie CPA some questions from the auditors.
- ❖ Finance had the Auditors out on site on 8/30/18 all day to wrap up the 16/17 audit.
- ❖ Office Manager mailed out Thank you letter to Dance Spectrum for the work on the property.

**Recommendations:** This report is for informational purposes only.

Respectfully Submitted,

  
Nancy Law  
Financial Services Technician/Office Manager



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

## **Department Report**

**To:** Board of Directors  
**From:** Kyle Simpson, Activities Coordinator  
**Date:** September 6, 2018

**Facilities-** We are busy with facility rentals and showing properties to potential users. Currently we are holding off on booking the Copper Room until construction is complete in the kitchen.

### **Recently heled District Events-**

- June 11<sup>th</sup> -July 23<sup>rd</sup> (Monday Evenings)- **Movies under the Stars**

### **Upcoming District Events-**

- September 21<sup>st</sup> -23<sup>rd</sup> - Oktoberfest- Vendor Applications have been completed. Beer has been ordered from Anheuser-Busch. Sponsorship letters are currently in the process of being distributed. Activities schedule has been set and Entertainment has been booked.
- October 27<sup>th</sup> - Pumpkin Carve

### **Community Events/Meetings**

- August 8<sup>th</sup> – BCVRPD BOD Meeting
- August 13<sup>th</sup> – BCVRPD BOD Meeting
- August 14<sup>th</sup> – Facilities ADHOC Meeting
- August 28<sup>th</sup> - Facilities ADHOC
- September 14<sup>th</sup> - Good Morning Beaumont Breakfast

Facilities ADHOC will meet September 11<sup>th</sup> and September 25<sup>th</sup>

**Recommendations:** This report is for Information purposes only.

Thank you,

Kyle Simpson  
Activities Coordinator

# BEAUMONT-CHERRY VALLEY RECREATION & PARK DISTRICT

## Department Report

**To:** Chairman and Board Members  
**From:** Dodie Carlson – Athletic Coordinator  
**Date:** September 5, 2018

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### Reports:

The Summer Slow Pitch and Fast pitch season is finishing up over the next 2 weeks. We will be having playoffs. We are taking registrations for the Fall Season, which will start October 8, 2018

We all have the Flyers up for the Holiday Slow Pitch tournaments, Oktoberfest, Spooky Spectacular, and Toys for Tots

I have been working with staff getting the fields ready for the busy Fall season. We have all weekends booked for the remainder of the year except for 1 date which is Christmas weekend. I will be working to fill that.

We would like to thank the Board of Directors and General Manager for all the lighting and concrete upgrades in the park.

**Other:** Thank you very much for allowing BYB to play in a great park in our community. BYB has completed Fall Ball sign ups. They have a total of 22 teams Practices and games have started. The Park is full with BYB, 14 Travel teams renting fields, and 4 nights of Adult ball, plus tournaments.

### Recommendations:

This report is for Informational purposes only.

**Respectfully Submitted,**

*Dodie Carlson*

**Dodie Carlson  
Athletic Coordinator**

**Beaumont-Cherry Valley Recreation & Park District**  
**Department Report**

**Maintenance**

**To:** Chairman and Board Members  
**From:** Frank Flores, Maintenance Foreman  
**Date:** August/September 2018  
**Subject:** Irrigation Repairs/Stump Removals/LED Lights/CDF/Oktoberfest 2018

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**Background and Analysis:**

The maintenance department has been involved in all of the following:

- ❖ Oktoberfest preparations.
- ❖ Irrigation repair and relocation due to construction.
- ❖ New ADA path of travel was added from field 1 to field 1 right.
- ❖ The broken or lifted sidewalks in the quad area have all been repaired.
- ❖ Removal of tree stumps in the quad area.
- ❖ LED lights were added to the maintenance yard.
- ❖ LED lights were added to Thunder Alley.
- ❖ LED lights were added to the ETI Building and surrounding parking lot.
- ❖ CDF: two fire crews helped trim trees in the quad area.
- ❖ Renovations of the NCCC kitchen started on 9-5-18.
- ❖ Renovations for the maintenance restrooms started in August 2018.

**Fiscal Impact:**

Please refer to the Finance Department.

**Recommendations:**

The Maintenance Department has no recommendations at this time.  
For informational purposes only.

Thank you,

Frank Flores

