



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS**

Wednesday, February 12, 2020

MINUTES

DISTRICT CLOSED SESSION – None.

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

Public Comment:

Roll Call:

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

Breana Morris spoke on behalf of the Beaumont Girls Wrestling team. She thanked the Board for their continuous support to the team. She said they are hosting a CIF tournament on February 21 & 22 and invited everyone to come to the event. The entrance fee will be free. It will be held at the high school in the gym. Chairman Hughes said the board wants to support all of the sports teams and they are speaking with legal regarding the foundation helping with scholarships. The general manager (GM), Duane Burk stated team members helped with the foundations tournament.

WORKSHOP SESSION: Workshop Session to Begin at 5:00pm

Workshop session began at 5:05 pm.

Roll Call:

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

Fiscal Year (FY) 19/20 Mid-Year Budget Review Update

The GM reviewed updated figures in the budget through mid-year and identified individual line items recommended for review or change. He reported the finance committee reviewed the budget updates. The board discussed the line items. A revised report encompassing the recommended changes will be presented to the finance committee and included in the finance package at the next board meeting. Treasurer Diercks commented the overspending for ADA was absolutely needed. Chairman Hughes suggested the District arrange at least a two-day strategic planning workshop.

10 Year Capital Improvement Project (CIP) Update

The G.M. reported the facilities ad-hoc committee reviewed the first year of the ten-year capital improvement projects. The money borrowed for the projects will be returned to the appropriate accounts. The collegiate fitness court will increase to \$92,735.00 and we will proceed with field #7 restrooms for \$60,000.00 and the dog park walkway for \$15,360.00.

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

Regular session was opened in remembrances of Bruce Bartells and Joe Hernandez at 6:12pm.

Invocation: Kyle Simpson gave the invocation

Pledge of Allegiance: Treasurer Diercks led the pledge of allegiance.

Presentations: None

Adjustments to Agenda: Public comment (1) moved to the beginning of the agenda.

1. **PUBLIC COMMENT:** Moved to the beginning of the agenda.

2. **CONSENT CALENDAR:**

2.1 Minutes of January 8, 2020

2.2 Bank Balances January 2020

2.3 Warrants for January 2020

The GM stated the finance committee reviewed the bank balance and warrants.

Opened public comment at 6:17. No comments. Closed public comment at 6:17.

Motion made to accept items 2.1, 2.2 and 2.3.

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

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

3.1 Approval of Lactation Accommodation Policy

Opened public comment at 6:18. No comments. Closed public comment at 6:18.

Motion made to accept item 3.1 approving the Lactation Accommodation Policy.

Initial Motion: Director Ward

Second: Treasurer Diercks

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.2 Amendment of November 11, 2020 Board Meeting to November 12, 2020.

Opened public comment at 6:20. No comments. Closed public comment at 6:20.

Motion was made to accept item 3.2 amending the November 11, 2020 board meeting date to November 12, 2020 due to a holiday on November 11.

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.3 Approval of the FY 19/20 Mid-Year Budget Review

Opened public comment at 6:21 No comments. Closed public comment at 6:21.

Motion was made to approve item 3.3 with the changes discussed in the workshop.

Initial Motion: Director Ward

Second: Treasurer Diercks

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.4 Approval of Cellular Telephone Usage and Reimbursement Policy

Janet reviewed the policy reimbursing employees for personal use of their cell phones for District business. The reimbursement is \$10.00 per month with the opportunity for employees to request additional reimbursement if \$10.00 does not cover their costs. The District will have two phones available for employees to use as well as iPads available at the Woman's Club and Grange for accessibility.

Opened public comment at 6:25. No comments. Closed public comment at 6:25

Chairman Hughes asked what the procedure is for the reimbursement. Janet explained the employee would present a request for reimbursement through finance if they worked during the month. We would not require any backup documentation for the \$10.00 reimbursement. Any request over \$10.00 would require the employee provide an itemized statement indicating the usage and fees associated.

Motion was made to accept item 3.4 approving the Cellular Telephone Usage and Reimbursement Policy.

Initial Motion: Treasure Diercks

Second: Director Ward

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.5 Approval of 10 Year Capital Improvement Project (CIP)

Opened public comment at 6:29 No comments. Closed public comment at 6:29.

Motion was made to accept item 3.5.

Initial Motion: Director Ward

Second: Treasurer Diercks

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.6 Approval of Installation of the National Fitness Campaign Equipment

The GM stated we did not receive a lot of bids for the project. Engineering Installation Solutions (EIS) company travels all over the Country installing the equipment and they are recommended from National Fitness.

Opened public comment at 6:32. No comments. Closed public comment at 6:32.

Director Ward asked for the timeline of the installation. The GM said the goal is to have it completed by the first of March.

Motion was made to accept item 3.6 entering into a single bid contract with Engineering Installation Solutions for labor only for the installation of the National Fitness Campaign Equipment for \$19,500.00.

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

- One casual recreation assistant left the District. Jesse Camacho promoted to part time maintenance. We hired four (4) casual recreation assistants. We have 32 employees.
- Currently working on the following reports:
 - Statement of Economic Interest. (Form 700's) .
 - Estimated Payroll Report for 2020-2021.
 - State Controller's Office, 2019 Government Compensation in California Report.
 - Other Post Employee Benefits (OPEB) Valuation and California Employer's Retiree Benefit Trust (CERBT) Valuation Packet
- We have not had any workers compensation cases, incidents or accidents. It has been 205 days since our last employee accident.
- Safety Compliance provided "Back Safety" training.
- Aaron Morris completed "Water Distribution System Operation and Maintenance"
- The California Special District's Association held "Understanding the Brown Act" workshop at Noble Creek Community Center on February 11. Dan Hughes and Janet Covington attended.
- Staff Celebrated January's Employee of the Month. Kaily MacKinnon was selected.
- Thirteen staff, board members and invited guests attended the Beaumont's Chamber of Commerce Installation of Officers and Citizens of the Year celebration.
- The first employee newsletter of 2020 was distributed and provided it in the board packages.
- Minimum wage increased from \$12.00 to \$13.00 per hour. This affected five (5) employees.
- Janet will be on vacation February 13-20, 2020.
- The CPR training Aaron Morris completed was put into action when he was able to help save the life of his father.

- Bruce Bartells: An arrangement has been ordered for his services on behalf of the District. The viewing is February 16, 5:00 – 8:00pm. Montecito Memorial Park, Laurel Wood Room - 3520 E. Washington Street, Colton
Services are February 17, 10:00am. Cypress Chapel, 24145 Barton Road, Loma Linda
- Three jackets were provided to each board member. Thanks to Dodie for ordering them.

Financial Services Technician/Office Manager: Nancy Law

- The Finance Committee reviewed January 2020 Financial Reports.
- Received \$433,288.30 in property tax disbursements for January 2020.
- \$5,000.00 was transferred into the Reserve fund. The balance is \$245,143.13.
- Finance has been working with our General Manager on the Mid-Year Budget.
- Finance has been working with our General Manager on updating the Capital Improvement Needs List.
- Finance has been working with the Auditors for the FY 18/19 Audit.
- Finance has been working on Profit and Loss for our special events.
- Finance has met twice with Polished Images for the Bogart main gate. It is working now, printing receipts for customers.
- Finance attended the Citizen of the Year/Installation Dinner for the Beaumont Chamber.
- Finance and General Manger met with Cal Fire representatives to discuss a new three-year contract.
- The CARPD conference is in Tahoe.
- The District will receive a Transparency certificate at the Special District Leadership academy. Janet and Nancy will attend. If all five board members receive the transparency certificate, it will move the District into the Distinction category.

Activities Coordinator: Kyle Simpson

- Facility rentals have been steady throughout the New Year and there are many positive comments about the upgrades done at Noble Creek Community Center.
- Kyle is in talks with a potential new Contract Instructor to teach art classes at Noble Creek.
- 1K and 5K Race at Bogart - The 1K course has been mapped out. The 5K course will be mapped this week with the mountain bike team. The flyer has been finished and will be put on the website for sign ups. The sign for advertising has been put up at the Grange
- Welcome Home Vietnam Veterans is March 27, 4:00 pm at Noble Creek Park snack bar. All letters to dignitaries have been sent out and I am starting to get responses back from those who will attend. I brought flyers to the Veterans Expo and spoke with a few people in attendance who were planning to sign up for our event
- Kyle is performing playground inspections for City of Beaumont parks and so far have inspected Fallen Heroes, The Sports Park and I will be inspecting Wildflower Park on February 7.
- Kyle attended BYB's Pancake breakfast on January 25.
- Kyle attended the Veterans Expo at the Beaumont Civic Center.
- Attended the facilities ad hoc February 11, 2020. The next meeting is February 25, 2020.
- Good Morning Beaumont Breakfast February 14, 2020.
- Kyle thanked Amber for the Cake Pops she made.

Athletic Coordinator: Dodie Carlson. Nancy Law reported for Dodie

- Winter adult slow pitch season is under way. They play four nights a week, Monday Women's five teams, Tuesday Men's six teams, Thursday Co-ed nine teams, and Sunday Co-ed six teams. We are up nine teams over winter 2019 season. The adult ball program continues to grow.
- The tournament calendar is filling fast. The fields are booked thru the end of July with the exception of five weekends and she is working on getting those filled. With the BYB season upon us, the space is very tight for travel teams getting any practice fields.
- Dodie thanked the Board of Directors, General Manager, and staff for the continued improvements and field restoration and stated it will be really nice when field 1 is completed and all green again.
- BYB would like to thank everyone who attended the Pancake breakfast. The attendance was noticed and appreciated.
- BYB would like to invite you to attend Opening day on February 29, 2020 anytime between 8am-2pm for team pictures, great food and carnival.

Maintenance Foreman: Frank Flores – Duane Burk reported for Frank

- Bogart Park's landscape is progressing on a daily basis.
- Staff worked with CDF on three occasions focusing on weed abatement at Bogart.
- Staff rented a wood chipper for the brush-clearing project at Bogart and used the woodchips as a natural ground cover.
- Frank received a quote for the renovation of Bogart's irrigation system. The project will include irrigation wire ran to twenty-two new irrigation valves. The current system is not working correctly.
- The iron ranger located by the south entrance of Bogart is being re-vamped.
- Field 1 project is near completion.
- Concrete was poured for the new outdoor gym at Noble Creek Park.
- Noble Creek Community Center is still under renovations.
- The flag at the Women's club has been replaced.
- Frank apologized for not attending the board meeting and thanked the district for their continued support. He is attending classes on Wednesday nights.

Maintenance Foreman: Aaron Morris

- The field crew has been finishing the field 1 renovations and is almost complete just in time for the BYB season. Staff has been doing a great job staying organized and keeping track of our field materials utilized during events.
- Field 1 irrigation layout has been completed. Staff installed and separated eight working circuits, reusing five existing valves and installing three new valves. Staff installed all new sprinkler heads to provide complete water coverage.
- Field 1 warning track had approximately 100 tons of warning track mix installed on the outfield perimeter. The next step will be to install clay on the left and right field lanes.
- The Maintenance Department has been training and working with current and new staff to refresh our work practices and to improve our work quality standards and safety.

- Aaron completed “Water Distribution System Operation and Maintenance, 7th Edition” online course from the Water Programs of Sacramento State. I registered for the State Certification Exam in September of this year.
- Aaron thanked to Board for supporting the woman’s wrestling team.

General Manager: Duane Burk

- Duane notified the Directors that they might receive calls regarding Bogart. Some people analyze what we are doing as positive and some negative.
- We have cleared a lot of brush at Bogart with the goal of expanding some of the campsite areas for the ability to accommodate bigger rigs.
- He is focusing on fire suppression.
- He has contracted with Mark Weaver to reestablish some trails. Duane views the trails as multipurpose, not just for horses. He may widen the trails so people can see animals that may be there and for the ease of maintaining the trails. Horse trails are sensitive to many people.
- We are continuing clearing and grubbing around the pond areas to create picnic areas and plans to apply for a grant to replant trees there.
- He will be taking a ride on a side by side to view the trails.
- The pond is continuing to be reshaped and he will be looking at some rocks in Mentone to put around the pond and then moving forward on a liner and filling the pond.
- Duane met with Jeff Davis of the San Gorgonio Pass Water Agency. They spoke about solar bees, which is an agitation for water without using electricity.
- Duane attended the Chamber mixer.

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm NCCC
- Finance – 1st Thursday of Every Month 5:00 pm NCCC.
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 5:30 pm
- BCVRPD Board Meeting Schedule, NCCC

March 11, 2020

April 8, 2020

May 13, 2020

5.2. Upcoming Holidays

Monday, February 17, 2020 Presidents Day

5.3. Events

- 1k and 5k Race at Bogart Park – March 14 9:00 am
- Welcome Home Vietnam Veterans Day – March 27, Noble Creek Park Quad area 4:00 pm
- Spring Fling – April 11, Field 1 9:00 am
- Arbor Day – April 24 4:00 pm Location to be Determined
- Fishing Derby – April 25 & 26 – Beaumont-Cherry Valley Water District Ponds

DIRECTORS MATTERS/COMMITTEE REPORTS

Director Ward

Denise said she is sorry to hear about Bruce Bartells. She said she is happy Aaron's dad is ok and recovering. She said Bogart Park looks terrific and beautiful and with it being a work in progress, we are not going to make everyone happy but they will come around when they see the improvements. Denise attended the installation dinner, which was great and a huge success and she saw a lot of people there. Jim Smith of the corporation contacted Denise and she will be meeting with him about being a little more involved with the events. She looks forward to that. Denise commended Nancy on the mid-year budget and said she did a good job on it and will get with her on the conference dates. Denise attended the Pancake breakfast for Beaumont Youth Baseball as a coach and said it was a good turnout. She said she has been down in the park a lot and complemented Dodie saying she does a great job representing the District and also explaining parking days. Denise thanked Amber for the cake pops. She also thanked Janet for always doing a good job. She thanked her for the jackets and told her to enjoy her vacation. Denise said Nick Hughes is a good representative of the corporation with his involvement and volunteering.

Treasurer Diercks

Chris congratulated everyone for doing a great job and that everything looks great. He said everyone is working really hard and appreciates the staffs' hard work. He said the Beaumont Youth Baseball season is starting up and it will be a lot of hard work but it will be fun.

Vice Chair/ Secretary Flores

John thanked the City of Banning for letting Duane go. He feels we got the right general manager and has seen a huge difference in personnel and the way they work. We are doing so much more with less and it is a good thing to see.

Chairman Hughes

Dan attended the Calimesa installation of officers.

Dan met with Directors Ward and De La Cruz on committee assignments.

Dan attended the Beaumont Chamber Dinner. It was a good event and we had a lot of participation filing almost two tables.

He and Duane met with Supervisor Hewitt and will potentially meet at least every other month to discuss what the Supervisor is doing in the county, what we are doing here and how we can help each other. They had a good discussion. The Supervisor asked for the items we have spent money on at Bogart Park and he will try to find out why we keep being turned down for the CDBG grants. Dan looks forward to having more meetings. Dan encouraged all the directors to try to attend the CSDA and CARPD conferences. He said it is very important to go if possible so we can receive certificates, transparency and distinction awards. We would then be able to add the distinction to our letterhead and shirts. He said the conferences were really good. Dan thanked Tim & Amber for the cake pops. Dan said for Janet to have fun on vacation.

Dan re-assigned committees.

Financial Committee (2)

Treasurer Diercks, Vice Chair/Secretary Flores - Alt: Chairman Hughes

Personnel Committee (2)

Chairman Hughes, Director Ward - Alt: Director De La Cruz

Collaborative Agency Committee (2)

Vice Chair/Secretary Flores, Director Ward - Alt: Chairman Hughes

Facilities Ad-Hoc Committee (2) – (Second Tuesday, monthly)

Treasurer Diercks, Director De La Cruz - Alt: Director Ward

Beaumont Youth Baseball Liaison (2)

Director Diercks and Director De La Cruz

City of Beaumont (2)

Chairman Hughes, Director Ward - Alt: Vice Chair/Secretary Flores

Beaumont-Cherry Valley Water District/Bogart Park ad-hoc (2) (Fourth Tuesday, monthly)

Vice Chair/Secretary Flores, Director Ward - Alt: Chairman Hughes

Beaumont Cherry Valley Recreation & Park Improvement Corporation (2)

Chairman Hughes, Vice Chair/Secretary Flores - Alt: Director Ward

6. ADJOURNMENT:

Director Diercks made a motion to adjourn the meeting in memory of Joe (Jojo) Hernandez and Bruce Bartells.

Second by Director Flores

The meeting adjourned at 7:18 pm.