



BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT (BCVRPD)
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, March 9, 2022 6:00pm

MINUTES

PUBLIC PARTICIPATION BY TELECONFERENCE ONLY

Due to the spread of COVID-19 and the fact that there is a Governor-declared state of emergency, the Beaumont Cherry Valley Recreation & Park District conducted this meeting by teleconference.

DISTRICT CLOSED SESSION – Closed Session to Begin at 6:00pm (3 Items)

1. Conference with Legal Counsel – Pursuant to Government Code Section 54956.8 Property Negotiations. Bogart Park.

2. Conference with Labor Negotiators pursuant to Government Code Section 54957.6
Agency Designated Representative: General Manager
Unrepresented Employee: Human Resources Administrator

3. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One Case

Closed session began at 7:35pm

Roll Call:

Director De La Cruz: Present

Director Ward: Present

Treasurer Flores: Present

Vice-Chair/Secretary Diercks: Present

Chairman Hughes: Present

General Manager, Duane Burk and Legal Counsel of Best, Best & Krieger Albert Maldonado attended.

Closed session ended at 8:40pm.

WORKSHOP SESSION: None

REGULAR SESSION: Regular Session to Begin at 6:30pm

Regular session began at 6:01pm.

Roll Call:

Director De La Cruz: Present

Director Ward: Absent

Treasurer Flores: Present

Vice-Chair/Secretary Diercks: Present

Chairman Hughes: Present

Supervisor Jeff Hewitt, Legislative Assistant Mickey Valdivia, City of Calimesa Councilwoman Wendy Hewitt, and Chief of Staff Boomer Shannon attended.

Invocation: General Manger, Duane Burk, gave the Invocation.

Pledge of Allegiance: Chairman Hughes led the pledge of allegiance.

Presentations: Supervisor Jeff Hewitt congratulated Janet Covington on her retirement and presented her with a Proclamation. General Manager, Duane Burk, honored Janet Covington as the District's Human Resources Administrator and introduced Zina Bakoo as the new hire for Human Resources Administrator/Clerk of the Board position. The Board celebrated General Manger, Duane Burk and Zina Bakoo's birthdays.

Motion made to suspend BCVRPD Regular Session and go into Improvement Corporation Regular Session at 6:08pm.

Initial Motion: Chairman Hughes

Second: Vice Chair/Secretary Diercks

Roll Call:

Result of Motion: Carried 4-0

Director De La Cruz: Aye

Director Ward: Absent

Treasurer Flores: Aye

Vice-Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

Meeting suspended at 6:09pm.

BCVRPD Regular Session presentations resumed at 7:31pm after a retirement presentation for Janet Covington.

Motion made to suspend BCVRPD Regular Session and begin BCVRPD closed session at 7:35pm.

BCVRPD Regular Session resumed at 8:40pm.

Adjustments to Agenda: None.

Albert Maldonado reported on closed session. With a vote of 4-0, the Board directed General Manager, Duane Burk to negotiate with Riverside County for the transfer of a one quarter acre of Bogart Regional Park; APN #402060018. He also reported that the Board voted unanimously, 5-0, to direct general council to build in a settlement agreement with the Human Resources Administrator.

1. PUBLIC COMMENT:

Chairman Hughes opened public comment at 8:42pm.

Hearing none, public comment closed at 8:42pm.

2. CONSENT CALENDAR:

2.1 Minutes of February 9, 2022

2.2 Warrants for February, 2022

2.3 Bank Balances for February, 2022

2.4 Approve Special Provision Allowing for Teleconference Meetings during a Governor-Declared State of Emergency Pursuant to AB 361

Albert Maldonado commented on item 2.4. He stated the Board has voted to hold teleconference meetings under AB361. The District needs to make certain findings every 30 days to continue teleconference meetings. There needs to be a Governor-Declared State of Emergency and then there needs to be two findings. 1) The District needs to consider the circumstance for the State of Emergency. 2) State or Local Officials have recommended social distancing. Duane Burk commented the finance committee met and approved items 2.2 and 2.3.

Motion was made to accept items 2.1, 2.2, 2.3 and 2.4.

Initial Motion: Chairman Hughes

Second: Vice Chair/Secretary Diercks

Result of Motion: Carried 4-0

Director De La Cruz: Aye

Director Ward: Absent

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

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

3.1 Approval of Title change, Job Description and Salary Increase

Chairman Hughes opened public comment at 8:46pm. Hearing none, public comment ended at 8:46pm.

Motion was made to accept item 3.1.

Initial Motion: Chairman Hughes

Second: Vice Chair/Secretary Diercks

Result of Motion: Carried 4-0

Director De La Cruz: Aye

Director Ward: Absent

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

- We have 29 employees. Zina Bakoo has been hired for the Human Resources Administrator/Clerk of the Board position. We hired two Part Time Maintenance employees. Ryann Flores has been promoted to a new District position; Human Resources Assistant/Clerk of the Board. George Ramirez has been promoted to Full Time Maintenance II.
- Workers Compensation Cases/Incidents/Accidents – No open cases. It has been 38 days since our last employee accident.
- Workers Compensation Estimated Payroll Report for FY 22/23 was submitted.
- 2021-2022 Statement of Economic Interest are due.
- Director De La Cruz attended a refresher course on Ethics.
- Jesse Camacho completed Heavy Equipment Operations – Level I & II
- Ryann Flores completed “The Conference for Administrative Excellence” seminar.
- Rodrigo Camacho completed the following courses from Keenan Safe Schools Training;
 - Workplace Bullying
 - HIPPA Overview
 - Drug Free Workplace

- General Ethics in the Workplace
 - Conflict Management- Staff to Staff
 - Discrimination Awareness in the Workplace
 - Workplace Violence; Awareness & Prevention
 - Back Injury & Lifting
 - Emergency Operations Planning
 - Sexual Harassment; Staff to Staff
- CSDA has a new Board Member Resource page on their website that board members can utilize for training opportunities, best practices, upcoming event dates and resources.
 - January's employee of the month was celebrated on February 24. Dodie Carlson received the recognition. The next luncheon is scheduled for March 23 @noon in the Copper Room or Franco Gardens depending on weather.

It has been a pleasure working for the District. During the last sixteen years, I have gained considerable knowledge and worked hard for the success and development of the District. I wish to thank everyone who supported me. I have enjoyed my time here, with the unique bunch of co-workers and board members that have come and gone over the years. On a personal level, I look forward to traveling and spending time with my family and friends. I wish the District and staff the very best in all their future endeavors, both professional and personal.

Financial Services Technician/Office Manager: Nancy Law

- The Finance Committee met March 7th, 2022 to review February 2022 Financial Reports for Fiscal Year 2021-2022.
- The Monthly Financial Report consisted of the Apportionment Schedule Spreadsheet and Historical Graph, Profit & Loss Budget vs. Actual, Trial Balance, 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 as of March 3rd, 2022.
- The Financial Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution for February 2022, bringing our Reserve balance to \$148,987.01, and transferred into the Money Market account \$7,500.00 monthly contributions for February 2022 bringing our balance to \$193,011.38.
- Finance attended The Calimesa Chamber Breakfast, Guest Speaker Duane Burk on 2/8/2022.
- Finance attended Beaumont Chamber Breakfast on 2/11/2022.
- Finance and Maintenance Foreman attended a webinar regarding the work order program UpKeep on 2/17/2022.
- Finance attended the 1K/5K & Fishing Derby Meeting on 2/23/2022.
- Finance worked with Auditors on Sample Selection.
- The current signers on the accounts are Duane Burk, Dan Hughes, Chris Diercks, and John Flores.

Activities Coordinator: Kyle Simpson

- COVID-19 Testing Facility at the Woman's Club will continue through March 31, 2022.
- Beaumont Library Story Time is at Noble Creek Community Center on Tuesdays.
- Beaumont Library is doing tech classes for ages 60 plus at Noble Creek Community Center Mondays and Tuesday's 2:00pm-3:00pm.
- Bogart 1K5K Fun Run
 - Will be at Bogart Regional Park March 12th
 - Sign-ups are live on the website
 - There are 29 people signed up for the 5k run, 30 signed up for the 5k walk, and 14 for the 1k
 - Press release has been printed in the paper
 - Advertising signs will be placed out 3/2/2022

- Welcome Home Vietnam Veterans Day
 - Noble Creek Regional Park quad March 26th
 - I have contacted the VFW station Commander about recruiting Veterans to sign up for the event
 - We currently have two submissions
 - Letters have been sent out to dignitaries
 - Press release has been printed in the paper
- Fishing Derby
 - April 2nd and 3rd at Bogart Regional Park
 - Fish have been scheduled for delivery
 - Press release is complete and has been sent to the Record Gazette
- Spring Fling
 - April 16th at Noble Creek Regional Park Field 1
 - 4 Churches have been contacted for participation
 - We have 3 vendors signed up so far
- Kyle will be attending the Beaumont Chamber Breakfast on 3/11/2022.

Maintenance Foreman: Aaron Morris

Aaron reported that it is great to see the youth league is starting up this week. As our annual collaboration with BYBSB begins, staff will be working on the fields to ensure that our users have a safe playing field to use throughout the season.

- Staff assisted in Opening Day for BYBSB by setting out the stage for their announcements as well as setting up the parking fee booth for staff.
- Maintenance is getting ready for the Bogart 1K, 5K Race up in Bogart Regional Park.
- SRS Electric Installed new lighting below the memorial wall monument and above in the rose garden for the flag pole.
- Staff has been using the new Burrow Blocker trailer to fill squirrel holes at both parks.
- Staff installed 5 new dog waste stations throughout Bogart Regional Park to help promote users to clean up after their dogs during their visits.
- Merlin Johnson Construction has completed both mainline installations. Now staff has been going throughout the park and repairing or replacing any sprinkler heads that were damaged or clogged during the project.
- Bogart Regional Park Day Use and all of the Baseball Fields including the meadows were fertilized.
- Aaron passed the CPSI test and the District now has two certified playground safety inspectors.
- Aaron and Kyle will be working on policies and procedures to upkeep our playground areas.

Athletic Coordinator: Dodie Carlson

- The winter 2022 adult ball season is going strong, even with rain delays. The spring season will be starting on April 3, 2022 as long as we stay on schedule.
- As of March 7, 2022 we will be running appx. 1300 players thru the park on a weekly basis. It will be a packed park for the next 3 months.
- The calendar remains very slow due the lack of staff for tournaments. Hopefully we can get some help as things start to loosen up.
- I would like to thank the Board of Directors, General Manager, and staff for their constant work for this district. I would like to thank the maintenance staff for the work they having been doing on the fields. The grass is green and the gopher/squirrel holes are getting filled. We now have all the bathrooms open since the water construction has been completed.
- The district has provided the division MVP award to the player of the year for at least the last 15 years and we would like to get those ordered now with your approval. Total would be \$386.00.

- BYB practices have started on January 31, 2022 they are sitting at about 875 as of now and should finish out around 950 players. Opening day is March 6, 2022 moved due to weather.
- Dodie thanked Chris for helping with BYB.

General Manager: Duane Burk

Duane has been attending the Calimesa Board Meetings via Facebook as well as City of Beaumont Board Meetings. He has attended the Riverside County Board of Supervisors meeting. He also met with the Water District regarding the long-term agreement with Bogart Regional Park. There is new fencing and new columns that have been built at the Cherry Valley Grange. The District has completed the water line project which was a part of the separation agreement with the City of Beaumont and the sewer discharge. The District is reading those water meters and sending the information to the collective group with the City of Beaumont and the District's respected Board Members. The ARPA Funding given to the district tonight, March 9th, will be used for infrastructure for water and sewer lines at Danny Thomas Ranch. He just finished the grading design for the new ball fields and Edison easement.

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm at the Beaumont Library.
- 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
 - April 13, 2022
 - May 11, 2022
 - June 8, 2022

5.2. Upcoming Holidays

Monday, May 30, 2022 Memorial Day

5.3. Events

- March 12, 2022 - Bogart 1K/5K Fun Run
- March 25, 2022 – Welcome Home Vietnam Veterans Day
- April 2nd (Kid's) and April 3rd (Adult) – Fishing Derby at Bogart Regional Park
- April 16th – Spring Fling at Noble Creek Regional Park
- April 29th – Arbor Day (location to be determined)
- May 13, 2022 – 3rd Annual Foundation Golf Tournament
- Woman's Club COVID testing through March 31, 2022

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz:

Armando would like to thank the Board and Staff for the continuous hard work. He congratulated Ryann for the new position and Dodie for getting the February Employee of the Month award. He also welcomed Zina to the District. He met with Duane and Albert to tour the facilities as well as Noble Creek Regional Park to view the water line improvements. He completed his Ethics training online and is looking forward to the upcoming 1K5K Fun Run, Spring Fling, and the upcoming conference. He thanked Janet for everything she has done for the District, all of her hard work, and wishes her the best.

Director Ward:

Denise left the meeting at 8:40pm and was unable to comment.

Treasurer Flores:

John attended the collaborative meeting and reported on positivity. Alongside of that, he is hoping that everything will get back to his idea of positivity, thinking of seashells and balloons like the Santa Monica Pier. He would like people to reach out to him and engage outside of meetings. He attended the Historical Society meeting last month and gave them an update on the plans for DTR. He attended the Finance Committee meeting and thanked Nancy and Duane for making it nice and easy for Chris and himself to review. The District is in a good place financially. He thanked Janet for being there for him, pushing him and helping him out. He also thanked Janet for everything she has done for the District.

Vice Chair/Secretary Diercks:

Chris informed Janet that she will be missed and congratulated her wished her good luck on her future endeavors. He appreciates all of her hard work and hopes to continue seeing her around. He appreciates the staff and their hard work. He stated that the District is looking great.

Chairman Hughes:

Dan congratulated Janet and wished her a happy retirement and best of luck on her endeavors. He also congratulated Ryann on her promotion. We have an upcoming event in May that will be hosting all surrounding chambers such as Yucaipa, Calimesa, Beaumont, Banning, San Jacinto, and Hemet at the Franco Gardens. He thanked all for their hard work and we are moving onwards and upwards.

Dan also attended the following:

- City of Beaumont Meeting on 2/1/22
- Mayor's Meeting (Mayors of Beaumont, Banning, Calimesa) on 2/3/22
- A few personnel meetings
- Calimesa Chamber Breakfast on 2/8/22
- Met with the Banning Chamber on 2/15/22
- Meeting with Mayor Lloyd White and Councilmember Rey Santos regarding DTR and the MOU on 2/26/22

Attorney for Best, Best & Krieger, Albert Maldonado, said his goodbyes to Janet and read an Irish blessing.

6. ADJOURNMENT:

Motion made to adjourn the meeting at 9:14pm.