



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

**Wednesday, September 12, 2018**

**MINUTES**

**DISTRICT CLOSED SESSION** – Closed Session to Begin at 5:03pm

**Roll Call:**

Director De La Cruz   X   Director Ward   X   Treasurer Diercks   X    
Vice-Chair/Secretary Hughes   X   Chairman Flores   X   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. Board and Legal Counsel returned from closed session at 5:12pm, Joe reported that the Board Voted 5-0 in favor of the General Manager signing a letter of intent for the Verizon Cell Tower agreement.

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

**WORKSHOP SESSION:** None

**REGULAR SESSION:** Regular Session to Begin at 5:31pm

**Roll Call:**

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

**Presentations:** None

**Invocation:** Direct Ward

**Pledge of Allegiance:** Director De La Cruz

**Adjustments to Agenda:** None

1. **PUBLIC COMMENT:** None

2. **CONSENT CALENDAR:**

- 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

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

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

**Second:** Treasurer Diercks

**Result of Motion:** Carried 5-0  
**Director De La Cruz:** Aye  
**Director Ward:** Aye  
**Treasurer Diercks:** Aye  
**Vice Chair/Secretary Hughes:** Aye  
**Chairman Flores:** Aye

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

3.1 Approval of Fiscal Year 17/18 Gann Appropriations Limit.  
Nancy spoke about the Gann Appropriations Limits for the year and we are well below the requirements.

Motion was made to approve 3.1 17/18 Gann Appropriations Limits.

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

**Second:** Treasurer Diercks

**Result of Motion:** Carried 5-0

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Hughes:** Aye

**Chairman Flores:** Aye

3.2 Notice of Completion – 17/18 (CDBG) Noble Creek Community Center ADA Accessibility Project.

Duane reported that the project is 99% completed with no additions.

Motion was made to approve 3.2 to complete the Notice of Completion for 17/18 (CDBG) Noble Creek Community Center ADA Accessibility Project.

**Initial Motion:** Treasurer Diercks

**Second:** Director Ward

**Result of Motion:** Carried 5-0

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Hughes:** Aye

**Chairman Flores:** Aye

3.3 Authorization for Submittal of 19/20 Community Development Block Grant Application.

Duane spoke about applying for the new CDBG grant application to remodel and make the NCC inside restrooms ADA compliant.

Motion was made to approve 3.3 and submit an application for the 19/20 Community Development Block Grant.

**Initial Motion:** Treasurer Diercks

**Second:** Director Ward

**Result of Motion:** Carried 5-0

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Hughes:** Aye

**Chairman Flores:** Aye

### 3.4 Approval of Footwear policy

Duane spoke regarding the footwear policy and the amount.

Legal counsel commented this policy is in best practices for safety and it falls into State and Federal OSHA requirements.

Motion made to approve 3.4 the Safety Footwear policy

**Initial Motion:** Treasurer Diercks

**Second:** Director De La Cruz

**Result of Motion:** Carried 5-0

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Hughes:** Aye

**Chairman Flores:** Aye

### 3.5 Approval of Cell Tower Lease Letter of Intent.

Duane spoke regarding the signed letter of intent and will bring back the timeline at the next meeting.

Motion made to approve 3.5 and have the General Manger sign the letter of intent.

**Initial Motion:** Treasurer Diercks

**Second:** Director Ward

**Result of Motion:** Carried 5-0

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Hughes:** Aye

**Chairman Flores:** Aye

## 4. DEPARTMENT REPORTS:

### Human Resources Administrator/Clerk of the Board: Janet Covington

Nancy reported that we had two departed employees, on part time maintenance and one casual recreation assistant. We have hired two casual recreation assistants, Stephen Hershey and Jeremiah Bennett for a total of 34 employees. Nancy reported the 2018 Biennial Notice for Conflict of interest Codes is currently under review. Nancy reported there are currently no Workers Compensation cases. The Safety Compliance Company provided "Respirator Training" on August 22, 2018 in the maintenance department. Janet also attended a webinar training on 8/15/2018 on Local Elections provide by Best, Best and Krieger.

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

Nancy reported that the Finance Committee meet September 10, 2018 to review August 2018 Financial Report. She reported that she received July 2018 Property Tax Disbursements in the amount of \$46,622.91, but have not seen any for August 2018 to date. Nancy transferred into the reserve fund the monthly contribution of \$5,000.00 bringing the balance to \$357,088.05. Nancy has been working on CDBG project paperwork. She reported she is working with the Activities Coordinator on his Job Duties and Oktoberfest. She is pulling files for FY 17/18 and has been bringing boxes up for 16/17 for questions from the auditors. She also had Auditors and Laurie CPA out on 8/30/2018 to wrap up some items for the 16/17 audit. Nancy reported that she mailed out a Thank you letter to Dance Spectrum for the work on the property.

Activities Coordinator: Kyle Simpson

Kyle reported he has been showing the facilities for upcoming events and is currently holding off on booking anything in the cooper room till the kitchen remodel is complete. Kyle has been working on Oktoberfest and has received the new beer stein, beer tickets, is continuing to send out sponsor letter and has booked the entertainment. He reported our next event is Pumpkin Carve on October 27, and upcoming meetings include Board of Directors, Facility AdHOC meeting and Good Morning Breakfast.

Athletic Coordinator: Dodie Carlson

Dodie reported she is finishing up summer adult softball next week with a break till the 1<sup>st</sup> week of October then fall adult softball will start. She stated that she and BYB would like to thank the GM and the Board of Directors for the lighting Improvement down at the park, the concrete to field #1 and all the hazards being fixed.

Maintenance Foreman: Frank Flores

Frank reported maintenance is preparing for Oktoberfest, he has the fire crews coming in for tree trimming, setting up the tent, install the new dance floor and move hay. He stated that due to construction they have had a lot of irrigation repairs this month, and reported that the ADA path of travel to field 1R was in poured, all broken or lifted sidewalks have been repaired, the stump in the quad has been removed, LED lighting has been added to the maintenance yard, Thunder Alley, and ETI building and parking lot. He stated renovation on the NCC Kitchen started 9/5/2018, and renovations for the maintenance restrooms started 8/2018.

General Manager: Duane Burk

Duane reported that there are a lot of things going on at the District right now with remodel and construction. he has a lot of meetings he has been attending went to collaborative and got a lot of good information out of that meeting, have had mutable meetings regarding Bogart and it is moving at rapid place, presented at the Water District meeting regarding Bogart, and meet with Joe from BBK who has assigned Jeramiah Lee to do the negotiations. Duane suggest the Board consider doing a grand opening at Noble Creek Community Center for CDBG Project and inviting the retiring Supervisor Marion Ashley and present him something he could use for all the support he has given us thru the years. Duane wanted to share with everyone that Pass Water is increases the water costs, which will impact future budgets.

**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**

### Director De La Cruz:

Armando thanked the staff and Board for their hard work and on behalf of him and his family would like to thank everyone for the use of the copper room and looking forward to Oktoberfest.

### Director Ward:

Denise reported she wasn't here last month and welcomed Kyle, wanted to thank the staff everything looks great and running smoothly. Projects going on are looking beautiful. She reported she went to the Collaborative Agency Committee Meeting on September 5, 2018, there is a lot going on in that committee the city/school reported they have started active shooter training. Water District reported there will be a 20-30% increase starting January 2019, the Unified School District reported they had a ribbon cutting for Starlight Elementary and they are already 99% capacity and touch on a more items from the meeting, next meeting is November 7<sup>th</sup>. She also attended the Bogart meeting and learned a lot and was happy to be there.

### Treasurer Diercks

Chris congratulated Denise on Chairman Position on the Collaborative Agency Committee. He wanted to thank the staff keep up the hard work and let's have a great Oktoberfest.

### Vice Chair/Secretary Hughes

Dan talk about when he first came on the board and how we started building relationships around the community and he can see that hard work these past years have paid off and are working in our favor. He thinks Collaborative is a great way to see where all the different governments discuss what they have going on and they can help each other. He is looking forward for Bogart and how they want the District to go Regional. Dan talked about how 30 years ago this park was different then what it is now a lot of people don't know what we do here at Noble Creek. Seeing all the things getting done around here is because we have a good Board and good staff that can see what the Boards visions are and get them done without question.

### Chairman Flores:

John stated he agrees with Dan and this process has been a long time coming, he said there is one common thread in all that is getting done here and it started with the hiring of GM Duane Burk, all the stuff he has completed and all the effort and knowledge he puts in to completing the tasks.

## **6. ADJOURNMENT:**

Motion was made to adjourn the meeting at 6:40pm.