



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, April 11, 2018**

MINUTES

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

Closed session began at 5:02pm

Roll Call:

Director De La Cruz X Director Ward X Treasurer Diercks X

Vice-Chair/Secretary Hughes X Chairman Flores X

Joe Ortiz arrived at 5:18 pm.

Conference with Legal Counsel

1. Public Employee Annual Performance Evaluation Pursuant to Government Code Section 54957

Title: General Manager

Returned from closed session at 5:36 pm. Chairman Flores reported there were no reportable actions taken.

WORKSHOP SESSION: Workshop Session to Begin at 5:30pm

Workshop session began at 5:36pm.

1. 2018 Capital Improvement Program Needs List

The needs list was projected. The General Manager, Duane Burk said CEQA documents were filed and the district has until May 11, 2018 for anyone to challenge the study. He said the developer impact fee is going into the budget under AB1600. The money collected will be specifically allocated to the needs list projected on the screen. The needs list identifies \$13,589,000.00 worth of improvements to the property, however the developer impact fee is going to give only \$7,841,000.00. The other remaining funds (54%) will need to come from other means identified in funding. Duane wants the Board to identify what items are important to them and rate those items in order of importance. He will then bring the list to the board in June and then back to the board annually. Duane reported under AB1600 an annual independent audit of the money and you have to tell the developer what it was spent for on the needs list. The senate has SB5 pending approval at the November election and if passed the District will have an opportunity for additional funding through grants associated with SB5. Vice Chair/Secretary Hughes asked if it's true if we have an obligation to do the improvements and if not we need to give it back to the developer? Duane said the developer could come back and ask for their money back. Chairman Flores asked if Bogart could be added to the list at a future date. Duane said it cannot. Director Ward asked if there was any interference of one project with another in the rating process and gave an example of the playground area. Duane said the plan identifies both our current playground areas and the collegiate area. Duane said as long as you are improving the nexus to the playground area, we could make improvements to expand the playground area. Vice Chair/Secretary Hughes asked about changing the scope of the locations of the

projects. Duane explained the locations of the projects can be changed as long as we are on the footprint of the property. Chairman Flores said we need to take the projects sequentially because of added costs and he said utilities need to be added and the existing utilities need to be improved. Duane said the district needs to set standards but other money should be used on that. Vice Chair/Secretary Hughes said there was talk years ago about a fish problem on the property. Duane said he is referring to the shrimp farming. Duane said this wouldn't be a problem under CEQA and it wouldn't affect us unless we went off property and then we would need to do an environmental impact report. Duane will put a list together of the items that he would pick for the next 5 years in his staff report at the next board meeting.

The board will send their ratings for the top 8 items to Duane via email with any questions they may have.

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

REGULAR SESSION: Regular Session to Begin at 6:00pm
Regular session began at 6:05pm.

Presentations: None

Invocation: The invocation was given by Pastor Paul Newell, Church for Family – He said he was impressed with Amy's organization at Spring Fling and her willingness to work with the groups and she did a great job.

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

Adjustments to Agenda: None.

1. PUBLIC COMMENT: None

2. CONSENT CALENDAR:

2.1 Minutes of March 14, 2018

Vice Chair/Secretary Hughes commented that he thinks the court reported did an exceptional job. Motion was made to approve the consent calendar with a correction to item 2.1 as amended by Director De La Cruz. Director De La Cruz reported an error in the minutes. Pg. 11 section 19 and 20. It states he received his bachelor's degree from universal studios and it should state he has a bachelor's degree in liberal studies.

2.2 Bank Balances March 2018

2.3 Warrants for March 2018

Motion was made to accept items 2.1, 2.2 and 2.3 with the amendment to item 2.1.

Initial Motion: Vice Chair/Secretary Hughes

Second: Treasurer Diercks

Result of Motion: Carried 5-0

Roll call Vote:

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: (Includes Committee Reports)

3.1 Audit Update

Duane provided an update on the audit. He reported the audit has been completed and filed by Singer Lewak. He said there will be an amendment because of the needed appraisal of buildings, property and equipment for the districts fixed assets reporting. He said the additional cost needs approval because it is above his spending limit. The appraisal company Marshall and Stevensons will cost \$12,000.00. In addition, the auditors will be numbering each line item in the budget. He expects to exceed the budget by about \$20,000.00. Vice Chair/Secretary Hughes asked if there could be a separate line item for budget approval. Duane said it is a one time project and Joe said he would refer it to the auditors but didn't think it would be an issue because it is a one time item.

Director Ward asked if the errors found by the auditors will be adjusted in the prior audits? Nancy and Duane reported an adjustment will be made to last years audit.

Vice Chair/Secretary Hughes made a motion to accept item 3.1 approving the General Managers request for the additional expense and authority.

Initial Motion: Vice Chair/Secretary Hughes

Second: Treasurer Diercks

Result of Motion: Carried 5-0

Roll call Vote:

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Hughes: Aye

Chairman Flores: Aye

3.2 Facility Additional Expense - Beaumont Woman's Club

Duane gave an update on the Woman's Club and said there will be adjustments to the Womans Club building expenses. He identified additonal projects at the building. He said there has been heat & air problems throughout the year and he found out the building was not insulated. While insulating the building, it was found that the electrical needed to be rewired. They also discovered the heating and air condenstion line needed fixed and completed that. He said there wasn't any mounting in the lighting boxes and they changed all the lighting to LED. He said they repaired a roof leak. They installed cameras for security and Nancy is working on WI Fi at the location. He said the building has been landscaped. Duane stated he investigated the Grange and the work will be completed in next years budget. He will comolete electrical and insulation this year. The report was for information only. No vote.

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

Janet reported the District had one new hire and 1 departed employee, both casual recreation assistants. The district has 31 employees. She completed The Workers Compensation Estimated payroll FY 18/19 and she is in the process of completing the 2017 Government Compensation in California Report for the California State Controller's office. She reported the district had a new Workers Compensation Case on 4/3/2018. The Safety Compliance Company provided "Eye Injuries and Use of Eye Wash Stations" training on March 22, 2018 and Nancy Law completed a "Grant Writing" certificate program with an A grade. Janet reported the district does not have any

additional accident claims other than the ongoing Flores case of 8/5/2016. She stated she attended both the Spring Fling and the Welcome Home Vietnam Veterans events and received compliments from the community on both. She read a letter received on the Welcome Home Vietnam Veterans event. She reminded Vice Chair/Secretary Hughes and Director Ward of their reservation for Yucaipa's State of the City Thursday April 12 @ 11:30 am. Yucaipa Community Center, banquet room 34900 Oak Glen Road, Yucaipa.

Financial Services Technician/Office Manager: Nancy Law

Nancy reported the Finance Committee met to review March 2018 Financial Reports and the Monthly Financial Report. She reported she received deposits into the Riverside county Fund for March 2018 totaling \$7,797.97. The funds came from Current Supplemental for \$5,125.29, Prior Supplemental for \$723.80 and Interest 2nd Qtr. Accruals for \$1,948.88. She said she transferred into the Reserve fund the \$5,000.00 monthly contribution along with the board approved \$65,000.00 which brings the balance to \$381,227.25. Nancy reported she submitted to EDA for approval the CDBG Bid Package. The ads for the project will go out on the 16th. She reported she completed a Grant Writing Class and has passed with an A. Nancy transferred the parking money collected on BYB Opening day to the proper accounts. She is currently working on Budget Department Sheets for Fiscal Year 18/19 & 19/20. She stated the office staff received (178) phone calls with the highest volume being for RV's and the Activities Coordinator and (26) Hang ups. She stated staff had thirty nine walk-in customers with the highest volume for NCCC Rental and the RV Dump.

Activities Coordinator: Amy Minjares

Amy reported the district has a new facility user, Primoz Cuisine Catering, which will be using the kitchen at the Grange periodically to prep meals for large events, such as wedding receptions. She said we are busy with facility rentals and showing the property to potential facility users. The Grange is booked on Saturdays through June and a few booked into 2019. Amy stated March 29th was the Welcome Home Vietnam Veterans Day honoring 21 veterans. She felt the event was a success and she enjoyed the attendees sharing their stories. Amy said March 31st was the Spring Fling event and felt it went well. We had over 15,000 plastic filled eggs donated for the egg hunts, some were recycled. Amy reported she sent out a survey to our vendors asking for feedback on the event and she has received 18 of 31 back. She said we had great coverage on our events. Amy reported the upcoming events.

- April 21st & 22nd - Fishing Derby
- April 27th - Arbor Day
- May 12th - Memorial Wall Dedication
- June 11th - July 23rd (Monday evenings)- Movies under the Stars

Amy has scheduled a Spring Get Together on May 11th at 5:00pm at Noble Creek Community Center. This will be a meet and greet with board, facility users and contract instructors. Vice Chair/Secretary Hughes commented on Amy's exceptional job on the spring fling and liked the new lay out. Amy stated over 2800 entry fees were collected. She thanked Frank and his team. Vice Chair/Secretary Hughes said the staff did an excellent job.

Athletic Coordinator: Dodie Carlson

Dodie reported the winter slow pitch season was finishing up and then she will go straight into the spring season. She reported 4 brand new teams have signed up. She reported we have soccer renting the meadow area. She stated that along with BYB she is

happy with the new fencing on field 1 and thanked the board. She said there are 5 weeks left in the rec season and then All Stars will start and then spring season will start. She said thanks for the new lighting in the park.

Maintenance Foreman: Frank Flores

Frank gave a slide show presentation of projects being completed. He displayed photos of the work being done at the Woman's Club such as the LED lights being installed, the landscape renovation, insulation and the new cameras. He showed the two new carts that were bought for the maintenance department as well as the renovation at the Memorial Wall in preparation of the presentation.

General Manager: Duane Burk

Resolution # 2018-01 City of Beaumont/County of Riverside
Solar Update

Duane reported he will be doing a 2 year budget and putting it out for the Board with new accounting numbers. He said his goal is to have the budget adopted at the June board meeting and he requested the meeting be changed to Thursday, June 14 and May meeting moved to Thursday, May 10 to allow for more time. He also will hold a budget workshop in June.

He said Resolution #2018-01 was signed and sent to Marco Martinez of Best, Best and Krieger for completion of the CEQA document requirements. Duane has been working with the county on the implementation of the fee and he is working with their planning department for the collection of the fees effective June 1. Duane said he met with the City of Beaumont on implementing the collecting the fees.

Duane reported he has received a proposal, for budget purposes on all buildings for solar. He stated the proposal is approximately \$1,000,000.00. He sent the proposal to Utility Cost Management whose specializes in solar projects to address his concerns on the return of investment. They are reviewing the plans. He reported the ball fields currently have an excellent rate and does not want to alter that. He will bring the matter back at a later date when he has a number on the return on investment.

He reported the Bogart meeting will be on May 2 and he said the Beaumont Cherry Valley Water District's Ad hoc board members were in support of extending the Bogart lease to us. He stated to Joe, we may want to enter into a side agreement with the Water District and the county allowing us to negotiate a transition plan with the county. He said he is still excited about the fee being passed and hopes it doesn't get challenged. He reported he will be off on Friday.

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, BCVWD @ 5:00 pm
 - Noble Creek Community Center Effective September 8, 2018
- Finance – 1st Thursday of Every Month 5:00 pm NCCC
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 6:30 pm
- BCVRPD Board Meeting Schedule, NCCC
 - May 9, 2018 – Changed to Thursday, May 10, 2018
 - Pending - May Special Meeting for CDBG Project
 - June 13, 2018 – Changed to Thursday June 14, 2018.
 - July 11, 2018

5.2. Upcoming Holidays

Monday, May 28, 2018 Memorial Day

5.3. Events

April 21 & 22, 2018 Fishing Derby

April 27, 2018 Arbor Day

May 12, 2018 Memorial Wall Dedication

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz: None

Director Ward:

Denise congratulated Amy on the positive feedback she received for her events and she is looking forward to the Fishing Derby. She thanked Nancy for her quick reply on questions she had. Denise said her next collaborative agency meeting is on Wednesday May 2nd. She suggested/requested a tour of the park and building facilities for the directors to look at the improvements and to get Armando acquainted with everything. She said thank you to the staff.

Treasurer Diercks:

Chris said everybody is doing a great job, keep up the good work and move forward.

Vice Chair/Secretary Hughes:

Dan said thanks for the Spring Fling and Vietnam veterans. He said he thinks staff did a great job, all staff all around.

Chairman Flores:

John said he missed the Spring Fling because of a scheduling conflict. He apologized to Duane to keep pushing projects forward. He appreciates the hard work. He said his vision of the expansion is coming to reality. The more money that comes, the more responsibilities and work come to the board and staff. He said he is really pleased with the staff and they are all performing well. He appreciates it.

6. ADJOURNMENT:

The meeting was adjourned at 6:56pm