



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

Wednesday, June 12, 2019

MINUTES

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

Closed session began at 5:28pm.

Roll Call:

Director De La Cruz A Director Ward A Treasurer Diercks X

Vice-Chair/Secretary Flores X Chairman Hughes X

Conference with Legal Counsel

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

Title: General Manager

Returned from closed session at 6:14pm.

Joe Ortiz reported the final 18/19 evaluation of the General Manager, Duane Burk was unanimously approved. No further action was taken.

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

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

Workshop session began at 6:14pm.

Budget Review

The General Manager presented an overview of the budget review process with the finance committee for the 19/20 and 20/21 budgets. He stated he did not receive any comments from the community or directors after the first reading. He indicated the budget will be reviewed again mid-year. He asked for flexibility in the budget because of the recent acquisition at Bogart and the anticipated expenses there.

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

Regular session was opened in honor of Delphine L Chatigny at 6:19pm.

Roll Call:

Director De La Cruz A Director Ward A Treasurer Diercks X

Vice-Chair/Secretary Flores X Chairman Hughes X

Presentations: Investment Policy

The General Manager discussed developing an investment policy for money held in the District's reserve account. He recommended that the district invest in certificate of deposits with the Bank of Hemet. Joe Ortiz said it is best practice to invest wisely.

Invocation: Chairman Hughes gave the invocation

Pledge of Allegiance: Vice Chair/Secretary Flores led the pledge of allegiance

Adjustments to Agenda: None

1. PUBLIC COMMENT: None

2. CONSENT CALENDAR:

2.1 Minutes of May 8, 2019

2.2 Bank Balances May 2019

2.3 Warrants for May 2019

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

Initial Motion: Chairman Hughes

Second: Vice Chair/Secretary Flores

Result of Motion: Carried 3-0

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

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

3.1 Final Reading 19/20 & 20/21 Budget

Motion was made to accept item 3.1 approving the final reading of the 19/20 & 20/21 fiscal year budgets.

Initial Motion: Chairman Hughes

Second: Treasurer Diercks

Result of Motion: Carried 3-0

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.2 Notice of Completion – Roof Project (Continue Item to July 10, 2019)

The general manager provided an update on the roof project. This item will be continued to the July 10, 2019 meeting. The contractor will be paid 80% this week.

3.3 June 2019 Employee handbook Update

Janet Covington referenced the red line changes made to the revised employee handbook and discussed briefly the changes.

Motion was made to accept item 3.3 approving the revised employee handbook noting as recommended the benefits section 2, vacation CAP, will be reviewed further and presented for approval at a later date.

Initial Motion: Treasurer Diercks

Second: Vice chair/Secretary Flores

Result of Motion: Carried 3-0

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.4 Update 10 Year CIP

The general manager referred to the previously adopted 10-year Capital Improvement Program Needs List and he referenced updates to it such as the Collegiate Playground area obligation of \$60,000.00, restrooms at field 7 and the 15 new equestrian camp spots.

Motion was made to accept item 3.4 approve the updated 10 year Capital Improvement Program Needs List as submitted.

Initial Motion: Treasurer Diercks

Second: Vice Chair/Secretary Flores

Result of Motion: Carried 3-0

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.5 Investment Policy, Oral Report plus Handouts

Motion was made to accept item 3.5 authorizing the General Manager to establish three-year certificate of deposit accounts at the Bank of Hemet utilizing a portion of the reserve account money.

Initial Motion: Chairman Hughes

Second: Treasurer Diercks

Result of Motion: Carried 3-0

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.6 Approval of Repairs to Bogart Park 50,000 Gallon Water Tank

The general manager reported the water tank at Bogart Park breached. He met with two companies to determine damage and repair options. He received a proposal of \$44,839.00 from Superior Tank Solutions to repair the tank.

Motion was made to accept item 3.6 approving repairs to the water tank at Bogart Park by Superior Tank Solutions in the amount of \$44,839.00.

Initial Motion: Treasurer Diercks

Second: Vice Chair/Secretary Flores

Result of Motion: Carried 3-0

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

Janet reported there hasn't been any change in staff and the District has 29 employees. She is working with Total Compensation Systems, Inc. preparing for the Districts GASB 75 valuation for the other post employee benefits (OPEB) and presented to the finance committee a recommendation on managing our unfunded health and pension liabilities. She said that would be coming to the board for approval. Janet reported there haven't been any workers compensation claims and the Safety Compliance Company provided "snake bite and snake kit training as well as bio hazard kit training last month. Janet fulfilled one public document request. She reported Ryann Flores was selected Employee of the Month for April and Michael Aldrich was selected for May. Staff celebrated with lunch, games and BINGO and she will send out an email invite for the July luncheon. She provided a copy of the employee newsletter to her report. Janet will be on vacation June 24 - July 9, 2019. The annual staff BBQ is scheduled for August 3, 2019 11:00am to 3:00pm at Bogart Park and asked if any directors would like to donate a prize for the BINGO game and she thanked Director Ward for her commitment of a prize. Oktoberfest is right around the corner and she asked for director volunteers for our traditional

Friday night board member beer pouring. Janet asked if any Directors had their form 470 completed and announced the Annual State of the City, August 15, 2019 @ 11:00am.

Financial Services Technician/Office Manager: Nancy Law

Nancy reported the finance committee met and reviewed the May financial reports and she has not received any disbursements as of June 6. She transferred \$5,000.00 into the reserve fund bringing the balance to \$344,963.60. She reported she has been working with staff and the general manager on the 18/19 and 19/20 budgets. Nancy said she is working on the gate at Bogart and getting it to accept cards and give change. She said she was been completing employee evaluations. Nancy has been working with National Fitness Campaign on the outside gym grant and has been working with CIS on the roof project.

Activities Coordinator: Kyle Simpson

Kyle reported he has been busy with facility rentals and showing properties to potential users. He reported that Noble Creek Community Center, the Grange and the Women's Club have been busy with events and the facilities are very full through June. Kyle said he has ordered signage for Noble Creek Park, Bogart Park, Woman's Club and the Grange. The signs include rules and other regulations of the parks and maintenance has been installing them. He said the next event coming up is Movies under the Stars on Mondays, June 17 to July 22 and then Oktoberfest. Kyle reported he attended the facilities ad hoc committee, the good morning breakfast and a project management course and thanked the board for their continuous education support. Kyle reported has two new pending contract instructors. He said he completed his first playground inspection for the City of Beaumont at Fallen Hero's park.

Athletic Coordinator: Dodie Carlson

Dodie reported slow pitch is behind because of the weather so the summer and fall sessions will start behind. She reported the senior softball has about five teams and she will be working on a program for them. Dodie said the weekend calendar is full until August 1 and she will be working on the fall calendar and working with Duane and maintenance on field closures. She reported she received the material for the softball cages and they will be working on that next week. Softball all stars are the next two weekends. The 18th annual warm up tournaments were held May 31 to June 2, she thanked the board of directors and the general manager for the improvements to the park, and she received many compliments. She reported Beaumont Youth Baseball (BYB) wrapped and thanked the directors for giving out the MVP awards at closing ceremonies.

Maintenance Foreman: Frank Flores

Frank reported the District has been full with activities and events and his staff has been working at both Noble Creek and Bogart Parks. Franks staff attended snake bite and bio hazard training. He reported they have been working on the weed abatement around the parks and have been using their new weed sprayer. He reported the following work and events at Noble Creek Park: Repaired restroom plumbing. Installed new infield clay on fields 1 & 3. Annual horseshoe pit renovation. BYB closing day. Installed AED device in shop A. Bio spill kit training. Installed a light pole and new speaker at the equestrian arena and LED lighting installed if front entrance
He reported the following work at Bogart Park: Repaired wooden storage box. CDF crews did trail maintenance. He reported they spray painted the metal gates.

General Manager: Duane Burk

Duane thanked the staff for volunteering for the golf tournament. He said he received positive comments for the event and there was a great turnout. He said Beaumont Youth Baseball kids were collecting extra money and did a great job. He indicated we have a great partnership with BYB. He reported there was great participation from our facility users and the community and that is a great compliment for the park district. The Friends of the park was initially established to raise money to improve the park and he is trying to reestablish that. Duane's daughter graduated from Law school. Duane attended the CARPD conference in Tahoe with Director Ward and her husband and Director Hughes and his wife. Duane said he has been busy with various Bogart issues. The gate, water tank, well, dead trees, grinding tree stumps and the septic tank systems. He reported the septic tanks were pumped at the Grange and Noble Creek Community Center. He met with the City of Beaumont regarding prop 68 available funding and working on a joint project with them. The grant application has been completed and he will be meeting with city council member Lara, city manager Todd Parton and Chairman Hughes to discuss it. Duane is on the Water Districts agenda tonight to keep them apprised on what is going on at Bogart. He met with the General manager of the water district to discuss water issues and the impact to our park and to finalize legal issues of some past practices of drilling a well on our on the property.

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 @ 6:30 pm
- BCVRPD Board Meeting Schedule, NCCC
 - July 10, 2019 – Changed to July 17, 2019
 - August 14, 2019
 - September 11, 2019

5.2. Upcoming Holidays

Thursday, July 4, 2019 Independence Day
Monday, September 2, 2019 Labor Day

5.3. Events

Movies under the Stars: Mondays, June 17-22, 2019
Oktoberfest, September 20-22, 2019

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz: Absent

Director Ward: Absent

Treasurer Diercks:

Chris said congratulations to all staff for doing a great job. He gave a special thanks to the maintenance staff, Duane and Nancy for all their work on Bogart Park.

Vice Chair/Secretary Flores:

John thanked everyone for having his father's funeral service here. He appreciated the flowers. Duane wanted on the record that Bernie Flores was a great made and owed a lot of gratitude for his contribution to the District. He enjoyed watching Aaron, Frank, and staff at Arbor Day interacting with the kids.

Chairman Hughes:

Dan said he attended the California Special Districts Association (CSDA) conference held at the District as well as the CARPD conference in Tahoe. He said it was a great conference and he learned a lot of interesting things including Prop 68. He stated we were one of the first parks to sign a yes on prop 68. Duane reported, as a result of our attendance at the CARPD conference we will more than likely receive \$100,000.00 for the grant application submitted. He said we will apply for other money available for regional parks next and hopefully we will receive funding for Bogart Park. Dan said he would like our elected officials participate in the Legislative days in Sacramento. He also would like the Directors of other districts to meet and have opportunity to speak about what is going on with their district and other things. He suggested all Directors go to Sacramento with different electives. He indicated that 99% of legislators do not know what a special district is. Duane spoke on AB 5 and indicated if passed; it will affect Independent contractors that provide services to us such as umpires because you will have to pay their employee tax, which could affect the rates we charge.

6. ADJOURNMENT:

Meeting was adjourned in honor of Delphine L Chatigny at 7:52pm.