



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, July 17, 2019
390 W. Oak Valley Parkway Beaumont, CA 92223**

AGENDA

www.bcvparks.com

DISTRICT CLOSED SESSION – None.

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

WORKSHOP SESSION: None.

REGULAR SESSION: Regular Session to Begin at 5:00 pm

Roll Call:

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

Presentations: Beaumont Youth Baseball 2019 All Star Season Update

Invocation:

Pledge of Allegiance:

Adjustments to Agenda: Government code sec 54954.5(b) (2) provides “upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those member present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a) “

- 1. PUBLIC COMMENT:** Anyone wishing to address the Board on any matter not on the agenda may do so now. All person(s) wishing to speak on an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must fill out a “Request to Speak Form” and give it to the clerk before the start of the meeting. There is a three (3) minute limit on public comments.
- 2. CONSENT CALENDAR:** Items are considered routine, non-controversial and generally approved in a single motion. A board member may request to have an item removed from the consent calendar for discussion or to be deferred. (Includes Minutes, Financials, Resolutions, and Policy & Procedure matters).
 - 2.1 Minutes of June 12, 2019
 - 2.2 Bank Balances June 2019
 - 2.3 Warrants for June 2019
- 3. ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS:** (Includes Committee Reports)
 - 3.1 Notice of Completion – Roof Project
 - 3.2 General Managers 4th Amendment to Employment Agreement
 - 3.3 Updated Salary Schedule/Organizational Chart

3.4 Ball Field Application/Brochure Update

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington
Financial Services Technician/Office Manager: Nancy Law
Activities Coordinator: Kyle Simpson
Athletic Coordinator: Dodie Carlson
Maintenance Foreman: Frank Flores
Maintenance Foreman: Aaron Morris
General Manager: Duane Burk

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
August 14, 2019
September 11, 2019
October 9, 2019

5.2. Upcoming Holidays

Monday, September 2, 2019 Labor Day
Monday, November 11, 2019 Veteran's Day
Thursday & Friday, November 28 & 29, 2019 Thanksgiving

5.3. Events

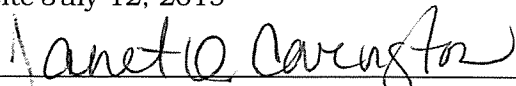
Movies Under The Stars –Mondays, June 17 – July 22, 2019
Oktoberfest, September 20-22, 2019

DIRECTORS MATTERS/COMMITTEE REPORTS

6. ADJOURNMENT:

Any person with a disability who requires accommodations in order to participate in the meeting should telephone Janet Covington at 951-845-9555, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation

DECLARATION OF POSTING: I declare under penalty of perjury, that I am employed by the Beaumont-Cherry Valley Recreation and Park District and the foregoing agenda was posted at the District office and web site July 12, 2019



Janet D Covington, Human Resources Administrator/Clerk of the Board



**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.

Beaumont Cherry Valley Recreation Park District

Bank Account Balances

As of 6/30/2019

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
1 Bank of Hemet - Operating	\$ 21,530.74	\$ 163,419.74	\$ 173,851.23	\$ 31,962.23	
2 Bank of Hemet - Payroll Account	\$ 6,875.59	\$ 57,963.41	\$ 55,000.00	\$ 3,912.18	PR Thru 6/28/2019
3 Bank of Hemet - Project Account	\$ 52,419.86	\$ 12,880.36	\$ 17,265.73	\$ 56,805.23	
4 Bank of Hemet - Bogart	\$ 12,045.89	\$ 29.60	\$ 5,079.25	\$ 17,095.54	
5 Bank of Hemet MM	\$ 7,579.35		\$ 0.97	\$ 7,580.32	
6 Bank of Hemet - Reserve Fund	\$ 344,963.60		\$ 5,024.46	\$ 349,988.06	
7 Bank of Hemet - Quimby/DIF	\$ 293,203.15		\$ 38,575.09	\$ 331,778.24	
8 Petty Cash	\$ 500.00			\$ 500.00	
9 Riverside County Fund	\$ 633,280.93	\$ 300,000.00	\$ 654,539.53	\$ 987,820.46	FY 18/19 Tax Distributions
	\$ 1,372,399.11	\$ 534,293.11	\$ 949,336.26	\$ 1,787,442.26	
13 Bank of Hemet - Reserve Fund	Balance	Payables	Deposits	Ending Balance	Notes/Comments
14 Operating Reserve	\$ 275,237.99		\$ 5,000.00	\$ 280,237.99	NOT to be USED
15 Capital Reserve	\$ 177,544.90		\$ 24.46	\$ 69,750.07	Min Balance of \$50,000
17 TOTAL RESERVE ACCOUNT	\$ 344,963.60	\$ -	\$ 5,024.46	\$ 349,988.06	\$ 19,750.07

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

Bank Account Balance

As of 6/30/2018

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
18 Bank of Hemet	\$ 236,642.60		\$ 4,055.00	\$ 240,697.60	

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
June 2019

Type	Date	Num	Name	Memo	Amount
Check	06/03/2019	122241	Dan Hughes	Director Fees May 2019	-600.00
Bill Pmt -Check	06/03/2019	245154531	SCE (6245)	Utilities - Electric (Tennis Courts, Horse Arena, Fields #5)	-279.51
Bill Pmt -Check	06/03/2019	35154931	SCE (0135)	Utilities - Electric (Woman's Club, Grange, BYB Snack Bar, NCCC, Maintenance and Parking Lot)	-1,641.72
Bill Pmt -Check	06/03/2019	195154631	SCE (0195)	Utilities - Electric (Field #1 - #4)	-303.08
Bill Pmt -Check	06/03/2019	435154231	SCE (0435)	Utilities - Electric (Fire Camp Lighting/Panel)	-92.17
Bill Pmt -Check	06/03/2019	947154431	SCE (1947)	Utilities - Electric (Hughes Trailer)	-157.56
Bill Pmt -Check	06/03/2019	62154731	SCE (2062)	Utilities - Electricity (RV Park)	-472.85
Bill Pmt -Check	06/03/2019	179154931	SCE (6179)	Utilities - Electric (General Electric & Thunder Alley)	-955.03
Bill Pmt -Check	06/03/2019	823154831	SCE (9823)	Utilities - Electric (Bogart)	-859.50
Check	06/03/2019	Fee	Global Pay	Credit Card Machine - \$ Sales	-497.40
Check	06/05/2019	122243	Frank Flores	Mileage Reimbursement - 46miles @.58	-26.68
Check	06/06/2019	122244	Petty Cash	Petty Cash	-366.85
Check	06/07/2019	122245	CalPERS-OPEB	3841905426 - FY 18/19 CERBT Contribution	-40,000.00
Check	06/10/2019	JC06102019	Panda Express	Lunch - Employee of the Month	-202.57
Bill Pmt -Check	06/12/2019	122246	Artwork Paint Company	NCCC External painting	-790.66
Check	06/12/2019	DB06172020	The Sand Trap Bar & Grill	Bus Meal - Burk, Duane, Hughes, Dan & Hughes Nick - Pre Board Meeting/Foundation update	-50.99
Check	06/13/2019	122247	Chris Diercks.	Director Fees May/June 2019	-400.00
Bill Pmt -Check	06/13/2019	122248	Alfonso's Tree Service	Bogart - Tree Trimming, Stump grinding & Dead Tree removal	-24,900.00
Check	06/13/2019	NL06132019	California Special Districts Association	Conference - CSDA Leadership - June 23 - June 26, 2019 - Law, Nancy	-775.00
Bill Pmt -Check	06/13/2019	122249	Awards & Specialties	Developer Impact Fee Forms	-250.13
Bill Pmt -Check	06/13/2019	122250	BDL Alarms, Inc.	Monthly Alarm Service	-224.00
Bill Pmt -Check	06/13/2019	122251	Beaumont Do it Best	Various Grounds Repair/Maintenance - Restrooms, Snack Bar door handle, # for horseshoe pits, paint for new Bogart gates	-815.04
Bill Pmt -Check	06/13/2019	122252	Blue Shield	Employee - Dental Insurance	-809.60
Bill Pmt -Check	06/13/2019	122253	Chris Taylor's Plumbing	Bogart - Group A Restroom Leak	-142.50
Bill Pmt -Check	06/13/2019	122254	Clean Sport, Inc.	Janitorial Supplies, Respirators, Trash Liners, Spray bottles	-1,118.01
Bill Pmt -Check	06/13/2019	122255	Desert Quality Heating & Air Conditioning	NCCC - Air Conditioning Repair/Wi-Fi Thermostats	-498.75
Bill Pmt -Check	06/13/2019	122256	Good Guy A/C Inc.	Maintenance Ice Machine Repair/Woman's Club Freezer/Refrigerator Repair	-2,362.50

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
June 2019**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	06/13/2019	122257	JayTown Industries, Inc.	Signage - ADA Parking Enforcement	-592.63
Bill Pmt -Check	06/13/2019	122258	Luz Investment Corp.	Move Printer into IT/Office Supply room	-200.00
Bill Pmt -Check	06/13/2019	122259	Polished Images	Bogart Gate Repair	-250.00
Bill Pmt -Check	06/13/2019	122260	Pro-Pipe & Supply	Bogart Restroom Repair	-119.60
Bill Pmt -Check	06/13/2019	122261	Simplot Partners Palm Desert	Soil Testing (Fields)	-450.00
Bill Pmt -Check	06/13/2019	122262	SiteOne Landscape Supply, LLC	Irrigation Supplies	-340.68
Bill Pmt -Check	06/13/2019	122263	SRS Electric	Maintenance Lighting (photo cell), Stage Repair wiring for hydraulic pump, NCCC/Franco Garden New outside lights, Grange Christmas lights, Maintenance/horseshoe pits Restroom install all devices, Horseshoe pit lighting, Bogart Conduit for Camera install, NCC new outlets for IT Room, Change burnt out lights on field #1 & 4, adjust lights at field #7, Install new Park entrance sign lights.	-17,224.00
Bill Pmt -Check	06/13/2019	122264	Star Pro Security Patrol Inc.	BI Weekly Security Services	-1,564.00
Bill Pmt -Check	06/13/2019	122265	TCF Equipment Finance, Inc.	Monthly Toro Grounds-master 4000D Payment	-3,074.75
Bill Pmt -Check	06/13/2019	122266	TLC Landscape Services, Inc.	Monthly Landscaping Services	-918.00
Bill Pmt -Check	06/13/2019	122267	Total Compensation Systems, Inc.	GASB75 1st Installment / Valuation Services to pay off unfunded liabilities	-1,065.00
Bill Pmt -Check	06/13/2019	122268	UniFirst Corp	Weekly Uniform and Janitorial Services	-4,943.96
Bill Pmt -Check	06/13/2019	122269	Xerox Financial Services	Monthly Copier Lease	-559.07
Bill Pmt -Check	06/13/2019	06042019	Nextiva	Monthly Telephone Service	-276.96
Bill Pmt -Check	06/13/2019	06132019	Rosalind Otero	Monthly Unfunded Health	-147.03
Bill Pmt -Check	06/13/2019	122270	Beaumont-Cherry Valley Water	Utilities - Water - Bogart	-391.06
Bill Pmt -Check	06/13/2019	122271	Beaumont-Cherry Valley Water	Utilities - Water - Bogart	-56.83
Bill Pmt -Check	06/13/2019	122272	Beaumont-Cherry Valley Water	Utilities - Water - Bogart	-26.46
Bill Pmt -Check	06/13/2019	122273	Beaumont-Cherry Valley Water	Utilities - Water - Bogart	-232.49
Bill Pmt -Check	06/13/2019	122274	Beaumont-Cherry Valley Water	Utilities - Water - Grange	-51.82
Bill Pmt -Check	06/13/2019	1001339752	CalPers	Employee - Health - June 2019	-4,707.42
Bill Pmt -Check	06/13/2019	1339754-56	CalPers	Employee Retirement	-4,097.40
Bill Pmt -Check	06/13/2019	106142019	Chevron	Vehicle Gas - F350 (143,520) - Chevy (14,450) - Malibu (42,305) - Traverse (335) & Field Equipment Gas cans Reg/DSL	-1,479.45
Bill Pmt -Check	06/13/2019	568453149	Colonial Life	Employee Life Insurance	-785.72
Bill Pmt -Check	06/13/2019	97713693	Frontier Communications	Monthly Wi-Fi - NCCC	-125.98
Bill Pmt -Check	06/13/2019	97713744	Frontier Communications	Monthly Wi-Fi - Grange	-190.33

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
June 2019**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	06/13/2019	97713788	Frontier Communications	Monthly Wi-Fi - Woman's Club	-69.76
Bill Pmt -Check	06/13/2019	97713823	Frontier Communications	Monthly Wi-Fi - Maintenance	-55.01
Bill Pmt -Check	06/13/2019	122275	Frontier Communications	Monthly Wi-Fi - Bogart	-456.03
Bill Pmt -Check	06/13/2019	1640009	SoCalGas	Utilities - Gas - Woman's Club, Grange & NCCC	-381.23
Bill Pmt -Check	06/13/2019	7476331413	The Home Depot	Foundation Black/Yellow Plastic Boxes	-102.25
Bill Pmt -Check	06/13/2019	69853626998	Waste Management of the IE	Utilities - Trash - Bogart, Grange, Woman's Club, Park & NCCC	-2,268.85
Bill Pmt -Check	06/13/2019	791646294	Verizon Wireless	Monthly Wireless Phone Service	-629.04
General Journal	06/13/2019	Transfer011		Transfer to Payroll for PR 06/14/2019	-30,000.00
Check	06/14/2019	122276	Alfonso's Tree Service	Bogart - Extra Tree removal and trimmed	-8,974.00
Check	06/14/2019	122277	Mike Aldrich	Footwear Reimbursement	-53.69
Check	06/14/2019	122278	Denise M Ward	Director Fees May 2019	-812.00
Check	06/14/2019	122279	Maria Lugin	Refundable Security Deposit - Graduation Party - 6/2/2019	-250.00
Check	06/14/2019	122280	Carrie Rios	Refundable Security Deposit - Graduation Party - 6/1/2019	-500.00
Check	06/14/2019	122281	Shikira Haro	Refundable Security Deposit - Graduation Party - 6/8/2019	-500.00
Check	06/14/2019	RF06142019	Stamps.com	Postage	-50.00
Check	06/14/2019	AO06142019	Amazon.com	Safety - Snake Guards & Eyewash/Shower Unit	-874.50
Check	06/14/2019	AO06142020	Amazon.com	Disposable Coverall	-83.88
General Journal	06/14/2019	Trans0614		Transfer to Operating for Bills	50,000.00
Check	06/14/2019	NL06142019	Expedia	Hotel - Law, Nancy - CSDA Leadership Conference	-1,460.92
Check	06/17/2019	122282	Kaboo Leasing Co.	Gate #4 - Bogart Park (Labor)	-3,300.00
Check	06/17/2019	DB06172019	Morongo Golf Course	Bus Meal - Burk, Duane & Valdivia, Mickey - CID Grant Check	-24.53
Bill Pmt -Check	06/18/2019	06182019	Nationwide Retirement Solutions	Plan#0035629001	-1,712.26
Check	06/20/2019	DB06202019	Frijoles	Bus Meal - Burk, Duane, Hughes, Dan, Hill, David & Dana - Fundraiser park	-66.12
Check	06/21/2019	122283	Duane Burk	Per dium - CSDA Leadership Summit Conference 6/22 /19- 6/26/19	-330.00
Check	06/24/2019	RF06242019	Stamps.com	Stamps	-17.99
Check	06/26/2019	122284	Kaboo Leasing Co.	Bogart - Gate #5 & #6	-6,600.00
Check	06/26/2019	122285	Amber Foley	Refundable Security Deposit - Sweet 16 - 6/15/2019	-600.00
Check	06/26/2019	122286	Christine Fernandez	Refundable Security Deposit - 16th Birthday Party - 6/22/2019	-500.00
Check	06/26/2019	122287	Richard Bernard	Oktoberfest Entertainment September 2019	-625.00
Check	06/26/2019	122288	Karen Hauschild	Refundable Security Deposit - Birthday Party - 6/16/2019	-500.00
Check	06/26/2019	122289	Adriana Gomez	Refund - Cancelled event - 7/27/2019	-1,350.00

**Beaumont Cherry Valley Recreation & Park District
Check Warrant**

**Bank of Hemet - Operating
June 2019**

Type	Date	Num	Name	Memo	Amount
General Journal	06/27/2019	Trans062719		Transfer to Payroll for PR 06/28/2019	-25,000.00
Check	06/28/2019	DB06282019	Frijoles	Bus Meal - Mayor Julio Martinez & Duane Burk - Parks Management	-21.57
				TOTAL	-161,631.37

Beaumont Cherry Valley Recreation & Park District

Check Warrant

Bank of Hemet - Project

June 2019

Type	Date	Num	Name	Memo	Amount
Check	06/05/2019	4393	Pete Gerlach		-30.00
Check	06/05/2019	4394	James W. Halbrook		-90.00
Check	06/05/2019	4395	Leslie V Magness		-150.00
Check	06/05/2019	4396	Nathan Wilkes		-60.00
Check	06/06/2019	4397	Mike Aldrich	Banner Sales - May 2019	-1,580.00
Check	06/13/2019	4398	Pete Gerlach		-90.00
Check	06/13/2019	4399	James W. Halbrook		-90.00
Check	06/13/2019	4400	Nathan Wilkes		-150.00
Check	06/13/2019	4401	Thomas B. Flinn		-120.00
Bill Pmt - Check	06/13/2019	4402	BSN Sports	Slow Pitch Balls, Soft Toss cage foam, Yellow fence cap	-1,800.26
Bill Pmt - Check	06/13/2019	4403	BW & Company	New Bollards	-2,044.95
Bill Pmt - Check	06/13/2019	4404	Diamond Environmental	Porta Potties - JV & BHS Fields	-361.20
Bill Pmt - Check	06/13/2019	4405	Simpliot Partners Palm Desert	Quick Dry	-506.43
Bill Pmt - Check	06/13/2019	4406	Turf Star, Inc.	Repair - SandPro 5040 & Toro 360	-940.82
Check	06/19/2019	4407	Pete Gerlach		-60.00
Check	06/19/2019	4408	James W. Halbrook		-90.00
Check	06/19/2019	4409	Nathan Wilkes		-90.00
Check	06/19/2019	4410	Leslie V Magness		-90.00
Check	06/25/2019	NL06252019	Safeguard	Checks Reorder	-163.74
Check	06/26/2019	4411	Pete Gerlach		-90.00
Check	06/26/2019	4412	James W. Halbrook		-150.00
Check	06/26/2019	4413	Leslie V Magness		-90.00
Check	06/26/2019	4414	Nathan Wilkes		-90.00
TOTAL					-8,927.40



Staff Report

Agenda Item No. **3.1**

To: Board of Directors:

From: Nancy Law, Financial Services Technician/Office Manager

Via: Duane Burk, General Manager

Date: July 17, 2019

Subject: Notice of Completion – Noble Creek Roof Project

Background and Analysis:

On November 1st, 2018 the Beaumont Cherry Valley Recreation and Park District staff conducted a mandatory job walk of the Noble Creek Community Center roofing project to review mandatory job requirements of Noble Creek roofing project. Four contractors attended along with one Garland manufacturing representative and Grand American Builders representatives Brian Deforge and Adrian Chatigney.

On November 14th, 2018 at its regular Board meeting the Board approved Garland Roofing Material products and authorized purchase of materials thru CMAS in the amount of \$38,000.00.

On January 7th, 2019 District staff solicited Garland certified roof installers, a Bid Package went out to the (4) contractors who attended the mandatory job meeting.

On January 22nd, 2019 the Financial Technician held the bid opening. Staff received (3) bids that were satisfactory to our solicitation. The bids were dated, timed and sealed.

On February 13th, 2019 the Board of Directors approved C.I. Services as the lowest responsive bidder and awarded them the project.

On June 27th, 2019 C.I. Services along with Garland representative completed the roof project. C.I. Services has submitted to Garland their 5 year warranty, and Garland has submitted for our 30 year warranty.

Recommendations:

Staff recommends that the Board approve the Notice of Completion (NOC) for the Noble Creek Community Center Roof Project and have it filed with the County Recorder's Office.

Fiscal Impact:

Garland total \$36,528.84

C.I. Services with all approved change orders: \$55,657.96

Total Roof Project with 30 year warranty:\$92,186.80

Respectfully Submitted,

Nancy Law
Financial Services Technician/Office Manager

1 WHEN RECORDED MAIL TO:

2
3 Beaumont Cherry Valley
4 Recreation and Park District
5 P.O. Box 490
6 Beaumont, CA. 92223
7

8
9 FREE RECORDING:
10 Exempt Pursuant to
11 Government Code §6103
12

13
14 NOTICE OF COMPLETION
15 PROJECT: Noble Creek Community Center
16 Roof Project
17

18
19 THIS NOTICE OF COMPLETION IS HEREBY GIVEN by the OWNER, the
20 Beaumont Cherry Valley Recreation and Park District, a California Special District, pursuant
21 to the provisions of Section 9204 of the Civil Code of the State of California, and is hereby
22 accepted by the Board of Directors of the Beaumont Cherry Valley Recreation and Park
23 District, this July 17th, 2019.
24

25 That the OWNER, the Beaumont Cherry Valley Recreation and Park District, and
26 C.I. Services of Mission Viejo, California, the contractor, entered into an agreement dated,
27 February 19th, 2019, for the construction of the work of improvement referred to as “Noble
28 Creek Community Center Roof Project” completed on the
29 Property identified below.
30

31 The scope of work included, Provide all labor, equipment, and miscellaneous material to
32 Tear off the existing roof system down to substrate and properly dispose of materials, Install
33 District furnished and purchased Garland Company, Inc. modified bitumen roofing system
34 over the properly prepared substrate for the Beaumont-Cherry Valley Recreation & Pak
35 District.

36 That the work of improvement was completed on June 28th, 2019, for “Noble Creek
37 Community Center Roof Project” by C.I. Services, Inc

1 The Nature of Interest was Noble Creek Community Center Roof.

2 (1) That the Beaumont Cherry Valley Recreation and Park District, a California
3 Special District, whose address is Beaumont Cherry Valley Recreation and Park District 390
4 W. Oak Valley Parkway, Beaumont, California 92223 is the owner of the property on which
5 the work of improvement was completed.

6 (2) That said work of improvement was performed at Parcel# 400-250-007, 390
7 W. Oak Valley Parkway, Beaumont, California 92223.

8 (3) That Performance and Payment Bonds were required for this project.

9 (4) The nature of interest in the property is fee simple ownership.

10
11 Dated: July 17th, 2019

12 Beaumont Cherry Valley Recreation
13 and Park District

14
15 A California Special District

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19 By _____
20 Duane Burk, General Manager
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VERIFICATION

I, _____, state that I am the Authorized Agent of the Owner identified in the foregoing Notice of Completion. I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this _____ day of _____, 20____, at Beaumont, California.

Beaumont Cherry Valley Recreation and Park District
A California Special District

By: _____
Duane Burk, General Manager



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. 3.3

To: Chairman and Board of Directors

From: Janet Covington, Human Resources Administrator

Date: July 17, 2019

Subject: Revised Salary Schedule/ Organizational Chart

Background and Analysis:

The Districts salary schedule was last updated July 2018. Salary schedules enhance the disclosure and transparency of public employee compensation and insures correct payroll reporting to CalPERS. The attached "Draft" salary schedule indicates the following changes in red. The attached "Draft" organizational chart reflects our current positions.

1. The revised maximum range for the Human Resources Administrator and General Manager positions as noted.
2. Minimum wage will increase according to wage requirements.
3. The full time Athletic Coordinator position was changed to part time.
4. One additional Maintenance Foreman Position was added.
5. Updated the number of current positions filled.

Fiscal Impact:

We expect minimal impact to the budget.

Recommendations:

Staff recommends that the Board review, comment, change or approve item 3.3 with the authority to make non-substantive changes.

Respectfully Submitted,

Janet Covington, Human Resources Administrator

BEAUMONT-CHERRY VALLEY RECREATION AND PARK DISTRICT



DRAFT SALARY SCHEDULE

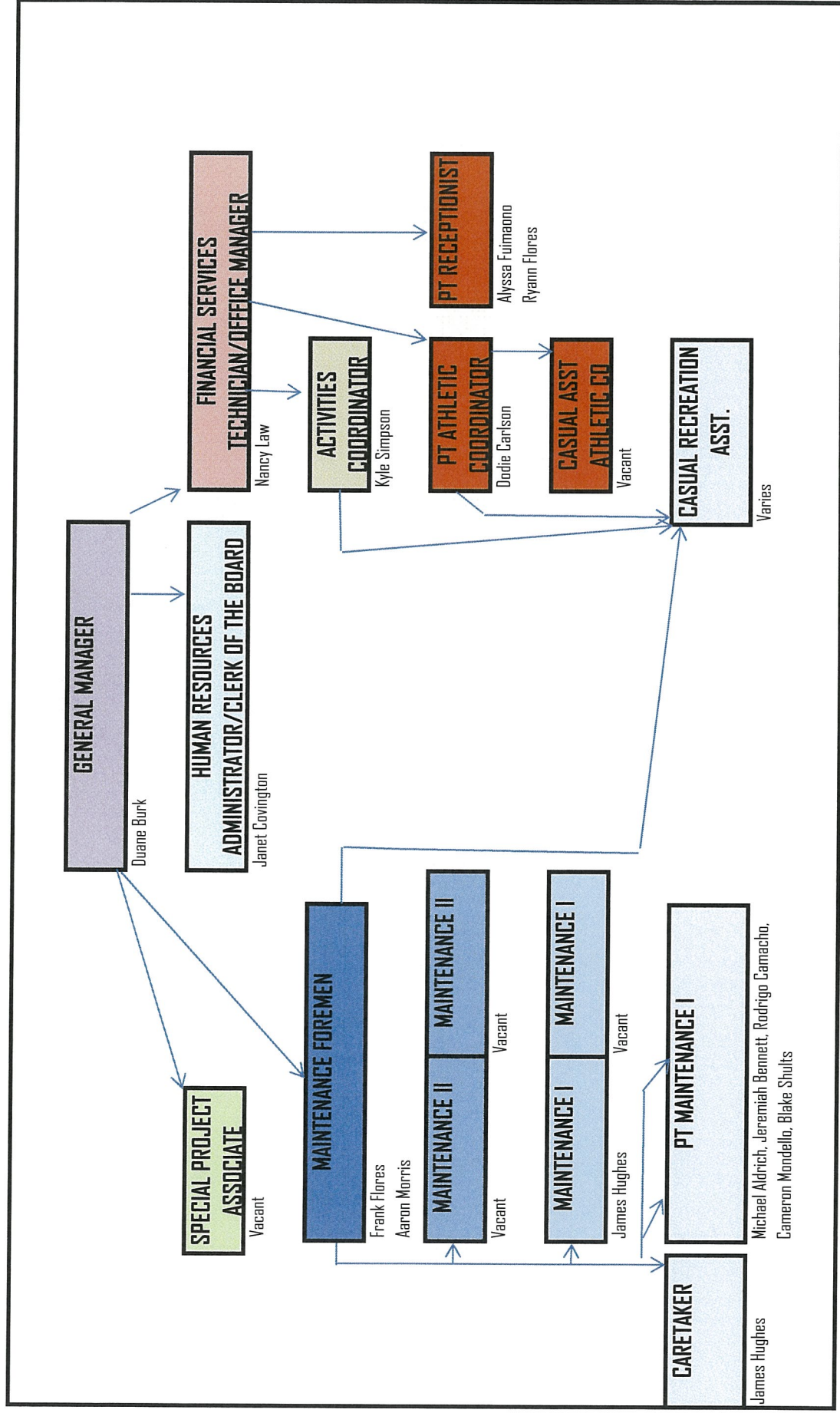
7/17/2019

# of Positions	POSITION TITLE	MINIMUM	MAXIMUM	SALARY RANGE
ADMINISTRATION				
1	GENERAL MANAGER	\$38.47	69-94 \$72.82	**\$80,000.00 - \$145,471.20 \$151,471.32
1	HUMAN RESOURCES ADMINISTRATOR / CLERK OF THE BOARD	\$26.50	36-5 \$38.33	**\$55,120.00 - \$75,920.00 \$79,716.00
ADMINISTRATIVE SUPPORT				
1	FINANCIAL SERVICES TECHNICIAN / OFFICE MANAGER	\$23.35	\$32.00	**\$48,568.00 - \$66,560.00
2	RECEPTIONIST, PT	Min Wage	\$17.00	
MAINTENANCE				
1-2	MAINTENANCE FOREMAN	\$19.00	\$27.25	
1-0	MAINTENANCE II	\$15.25	\$24.29	
2-1	MAINTENANCE I	\$13.91	\$21.53	
5	MAINTENANCE I - PT	Min Wage	\$17.50	
RECREATION				
1	ACTIVITIES COORDINATOR	\$16.00	\$26.00	**\$33,280.00 - \$54,080.00
1	ATHLETIC COORDINATOR - FT- PT	\$14.00	\$23.15	
1-0	ASSISTANT ATHLETIC COORDINATOR - CASUAL	Min Wage	\$16.54	
2-0-11	RECREATION ASSISTANTS - CASUAL	Min Wage	\$15.00	
OTHER				
2-0	SPECIAL PROJECTS ASSOCIATE	\$19.78	\$32.71	

* Minimum Ranges will reflect minimum wage requirements

BEAUMONT-CHERRY VALLEY RECREATION AND PARK DISTRICT

ORGANIZATIONAL CHART - DRAFT 7-2019





BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. 3.4

To: Chairman and Board of Directors

From: Aaron Morris, Maintenance Foreman/Field Manager

Date: July 17, 2019

Subject: Application for use of Ball Fields/ Ball Field Rentals Update

Background and Analysis:

The Application for use of Ball Fields/ Ball Field Rentals have been reviewed, revised, and updated. Some language and grammar needed to be changed in the Application for use for Ball Fields agreement and the Ball Field Rentals pamphlet. All changes and additions have been highlighted in red. All suggestions have been submitted, reviewed, and approved by the Facilities ADHOC committee.

- Page 1 next to additional fields, "If Available (Location)" has been changed due to the fact we may be using other facilities other than the school district's ball fields.
- Page 2 under Statement of Rules and Agreement, rules 5 and 8 were edited for clarity. In addition, 7 new rules have been added to the agreement.
- On the Ball Field Rentals pamphlet; there were some minor grammatical errors corrected under the refundable deposit sections on the back side.
- Aaron Morris's contact info was added below Dodie's contact info.
- Under Ball Field Practice Rates: "minimum" was added to "\$125 per month" and now reads "\$125 per month minimum" for clarity.

Fiscal Impact:

We expect minimal impact to the budget. This report is intended agreement clarification.

Recommendations:

Staff recommends that the Board review, comment, change or approve item 3.4 with the authority to make non-substantive changes.

Respectfully Submitted,

Aaron Morris, Maintenance Foreman/Field Manager



APPLICATION FOR USE OF BALL FIELDS

Field(s) Requested _____

Please note: If it rains within 24 hours of your event, BCVRPD, reserves the right to cancel or postpone your event.

Additional Field(s) *If Available (Location)* _____

Porta Potties and Custodial (Fees Required)

Name of Event _____ Hours _____

(Includes setup and cleanup times)

Date(s) of Event _____

Tournament

Practice

Applicant's Name _____ Organization _____

Street _____ City _____ Zip _____

Day Phone _____ Evening Phone _____ Email _____

NOTE: Any requests to change times, dates, or to cancel a reservation must be made no later than thirty (30) days prior to event. IF A CANCELLATION IS MADE LESS THAN THIRTY (30) DAYS PRIOR TO EVENT, ANY PAID DUES WILL NOT BE REFUNDED. If other expenses occur, not covered herein, additional charges will be made accordingly. You must not start before indicated time and *must vacate the fields at the time indicated on this application. The times on this application includes warm-up and clean-up times.*

Insurance Requirements

Facility user must obtain its own liability insurance name Beaumont-Cherry Valley Recreation and Park District as additionally insured.

Minimum Requirements: facility user, at their own expense shall obtain insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the agreement. This applies to the facility user's agents, representatives, employees, or subcontractors). The user must also require all of its subcontractors to maintain the same insurance for the duration of the agreement.

Minimum Scope of Insurance: Coverage shall be at least as broad as the latest version of the following:

-*General Liability:* Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001);

-*Automobile Liability:* Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); *If applicable*

-*Workers' Compensation and Employer's Liability:* Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance; *If applicable*

Minimum Limits of Insurance: facility user shall maintain limits no less than:

-*General Liability:* Two Million Dollars (\$2,000,000.00) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used including, but not limited to form CG 2503, either the general aggregate limit shall apply separately to this agreement/location or the general aggregate limit shall be twice the required occurrence limit;

-*Automobile Liability:* One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage; *If applicable*

Worker's Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease; *If applicable*

Statement of Rules and Agreement

All persons using District playgrounds, ball fields, or other facilities shall abide by all District, City, County and State ordinances, and the Beaumont-Cherry Valley Recreation and Park District Policies governing use of parks and recreation facilities. This includes, but is not limited to the following:

1. ____ Applicant is responsible for leaving fields in the same condition as received.
 2. ____ TOURNAMENT—A **non-refundable deposit is required** to hold the date(s) requested.
 3. ____ PRACTICE FIELDS—You do not have access to practice fields until all fees are **paid in full**. All fees must be paid prior to your first practice.
 4. ____ **The premises must be vacated no later than 10:00 pm.**
 5. ____ Tournament games that run past 9:00 pm will be charged a minimum of \$26 per hour, **per field worker (2 minimum)**, that are required to complete the tournament and closure of Noble Creek Park.
 6. ____ All fundraisers are subject to approval by the Beaumont Cherry Valley Recreation and Park District Board of Directors.
 7. ____ Noble Creek Community Park is one of Riverside County's Fire Camp bases and animal evacuation centers in the event of a natural disaster. The park can be shut down to the public on very short notice. If you are required to leave the park due to a sudden park closure by the City of Beaumont or the County of Riverside authorities, you will be relocated or refunded an appropriate (depending on the time of closure) amount of your fees.
 8. ____ If 7 fields are reserved and less than 5 are needed at the time of the tournament, the applicant must pay for a minimum of 5 fields. If **4 to 6** fields are reserved and less than 4 are needed at the time of the tournament, **the applicant must pay for a minimum of 4 fields. All unused fields will be open to any other potential reservations and/or public patrons.**
 9. ____ **The District reserves the right to close fields in the case of emergency or extreme weather conditions. The District reserves the right to reassign the user to another facility, postpone, or cancel the tournament or field reservation.**
 10. ____ **There will be an additional fee for excess material required for the event/tournament. For example, Quick Dry request is \$20/bag, plus labor.**
 11. ____ **For the safety of employees, it is the responsibility of the tournament director to inform all users including but not limited to coaches, parents, players, and umpires "practice, warm up, hitting balls on the infield during field maintenance/prep is strictly prohibited" Failure to comply will result in the closure/cancellation of the field/tournament without refund. Staff will determine when field is playable.**
 12. ____ **There will be no direction given to staff from the user. For questions or concerns contact the scheduled Supervisor/Coordinator.**
 13. ____ **Staff and facility users will not add or remove any infield base pegs.**
 14. ____ **User's Property: The District does not insure the personal property of the user, its employees, agents, guests, or attendees against damage or loss by any means. User assumes the risk of any such damage or loss. District assumes no responsibility for equipment used at the event which is supplied by the user or any other party. The District reserves the right to approve/disapprove all equipment and supplies provided.**
 15. ____ **Vehicle Parking: The user and its guests must abide by all District parking requirements including but not limited to passenger loading and unloading, observance of authorized parking citations, payment of any required parking fees, and display of ADA compliance placards. Citations resulting from parking/traffic violations are the sole responsibility of the User and its guests. Violators will be towed at the owners expense.**
 16. ____ Other or Special Use Conditions: _____
-

Agreement, Waiver, and Release

(This release is required by CAPRI)

“Applicant/user agrees to be solely responsible for any and all liability, claims, loss, demands, costs and expenses, including attorneys’ fees arising out of or resulting from any injury to persons or damage to property which arise out of its use of District’s facilities. Applicant/User agrees to defend, indemnify, and hold harmless District, its officers, agents, employees, and volunteers against any and all such claims, demands, causes of action, suits and expenses, whether or not any such claim or action is alleged to have been caused in part by District as a party indemnified hereunder.”

The undersigned hereby agrees to abide by the policies governing the use of this facility, as set forth on this page, and all others approved by BCVRPD. I understand that BCVRPD is not responsible for any lost or stolen property. I understand that if it rains within 24 hours of my event, BCVRPD reserves the right to cancel or postpone my event to a later starting time (if available).

The undersigned hereby agrees to abide by the policies governing the use of this facility, as set forth on this page, and all others approved by BCVRPD. I understand that BCVRPD is not responsible for any lost or stolen property. I understand that if it rains within 24 hours of my event, BCVRPD reserves the right to cancel or postpone my event to a later starting time (if available).

Signature of person responsible: _____

Print Name: _____ Title: _____

Phone: _____ Email: _____

District Use Only — Fees and Charges

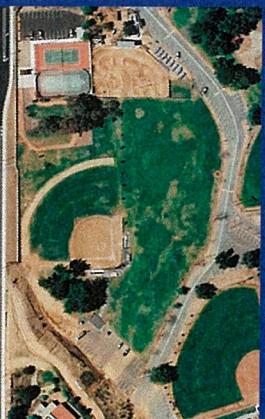
<u>Fees Paid</u>	Unit	Extension
(Tournament) Security Deposit \$ _____ Rpt# _____ Date _____ Amount \$ _____ Rpt# _____ Date _____ <input type="checkbox"/> Insurance <input type="checkbox"/> Completed Paperwork <input type="checkbox"/> Paid <input type="checkbox"/> Approved	(Tournament) Sec. Deposit _____ Fields (per) _____ Fields w/ lights _____ Maintenance _____ Other _____ Total _____	_____ _____ _____ _____ _____ _____

Approved by: _____ Date: _____

Noble Creek Ball Fields

Ball Field Practice Rates

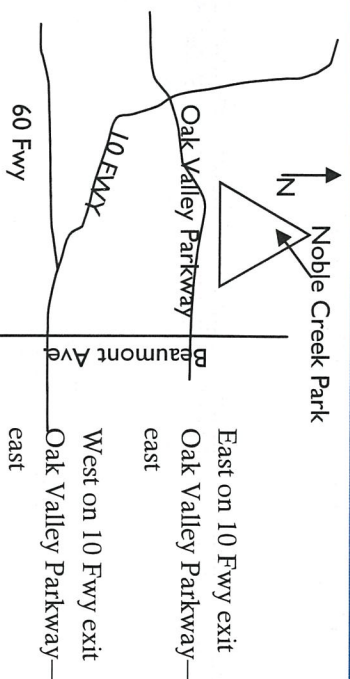
\$125 per month **minimum**
 Up to: Two hours—Twice a week
 Field is raw, no bases
 Call (951) 845-9555 to reserve.



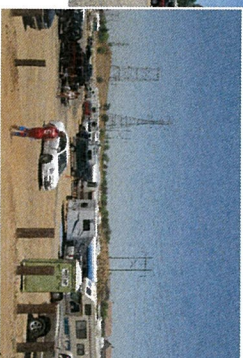
Noble Creek Ball Field #7

Noble Creek Regional Park is a 60 acre park with 7 ball fields available for tournaments, games or for fun.

Close to the 10 Freeway. One can enjoy quiet mountain scenery with lots of sunshine and cool breezes.



Noble Creek RV Park



On site parking - 280 paved parking stalls, 20 accessible additional auxiliary parking - approx. 300 stalls

Noble Creek Park RV Sites - (24) RV sites with full hook-ups for \$35/night, half hook-ups for \$25/night and dry sites for \$20/night. Reservation required. (951) 845-9555.

Board of Directors

Dan Hughes Chairman
John Flores Vice Chair/Sec.
Chris Diercks Treasurer
Denise Ward Director
Armando De La Cruz Director

General Manager, **Duane Burk**
 duane@bcvparcs.com

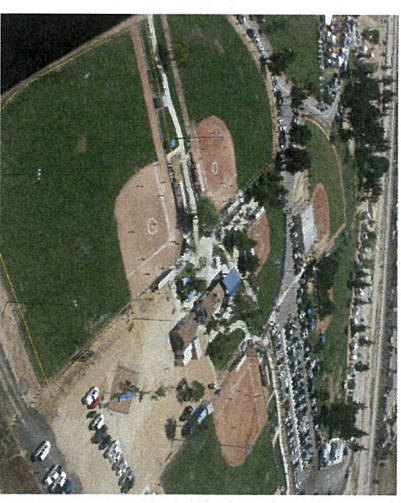
Dodie Carlson Office: 951-845-9555
 E-mail: dodie@bcvparcs.com
Aaron Morris Cell: 951-243-4342
 Email: aaron@bcvparcs.com

1/2019

Beaumont Cherry Valley Recreation and Park District

Ball Field Rentals

Noble Creek Regional Park
 650 W. Oak Valley Parkway
 Beaumont, CA 92223
 Office: 951-845-9555
 Fax: 951-845-9557
 www.bcvparcs.com





BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. 3.4

To: Chairman and Board of Directors

From: Aaron Morris, Maintenance Foreman/Field Manager

Date: July 17, 2019

Subject: Application for use of Ball Fields/ Ball Field Rentals Update

Background and Analysis:

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- On the Ball Field Rentals pamphlet; there were some minor grammatical errors corrected under the refundable deposit sections on the back side.
- Aaron Morris's contact info was added below Dodie's contact info.
- Under Ball Field Practice Rates: "minimum" was added to "\$125 per month" and now reads "\$125 per month minimum" for clarity.

Fiscal Impact:

We expect minimal impact to the budget. This report is intended agreement clarification.

Recommendations:

Staff recommends that the Board review, comment, change or approve item 3.4 with the authority to make non-substantive changes.

Respectfully Submitted,

Aaron Morris, Maintenance Foreman/Field Manager



Department Report

Agenda Item No. 4

To: Chairman and Board of Directors

From: Janet Covington, Human Resources Administrator/Clerk of the Board

Date: July 17, 2019

Employees:

We deleted two Special Project Associate positions. One completed the assignment and we changed one over to a consulting agreement. We deleted one casual recreation assistant who is not available to work. Aaron Morris was promoted to Maintenance Foreman. The Athletic Coordinators position was changed from full time to part time. We posted an in house opportunity notice for a full time maintenance I position. We have 26 employees.

Reports:

We are preparing for our GASB 75 valuation for our Other Post Employee Benefits (OPEB).

- The District's Statement of Facts was submitted to the State of California, Secretary of State.
- The FY 18/19 Contribution Summary for GASB Reporting was submitted to CalPERS. (OPEB)

Workers Compensation Cases/Incidents/Accidents – None to Report.

Training:

- The Safety Compliance Company provided "Emergency Action Plan" training.
- Kyle Simpson attended a Project Management Workshop.
- I attended a program overview of Target Solutions and submitted all data required for the initial set up of the program. Lead positions will become familiar with the program and then all employees will utilize this program to train and track employee safety training.
- I attended Webinar training for our Fiscal Year financial reporting for GASB compliance.
- Rodrigo Camacho completed an introductory course in grounds keeping.

Other:

- Annual evaluations were provided to employees.
- Annual salary increases were provided to eligible employees.
- An arrangement was sent to the services of Delphine Chatigny.

**Save the date for our annual staff BBQ August 3, 2019 11:00am to 3:00pm at Bogart Park. If you would like to donate a prize for our BINGO games, please see me.*

If you have any suggestions for this year's Holiday Party, please see me as soon as possible.

Fiscal Impact/Recommendations: This report is for informational purposes only.

Respectfully Submitted,

Janet Covington, Human Resources Administrator/Clerk of the Board



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

To: Board of Directors
From: Nancy Law, Financial Services Technician/Office Manager
Date: July 17th, 2019

The Finance Committee meet Monday July 15th, 2019 to review June 2019 Financial Reports for Fiscal Year 2018-2019.

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 received deposits into the Riverside County Fund for June 2019 totaling \$88,992.32, these funds came from June Redevelopment for \$82,494.09, Secured Homeowner's for \$2651.51 and Interest 3rd Qrt. 2019 Accruals for \$3,846.72.

The Finance Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution for June 2019 bringing our balance to \$349,988.06.

Additional items:

- ❖ Finance has been working on the gate at Bogart to install a new gate arm and a new options pad.
- ❖ Finance and the General Manager have been working with Beaumont Unified School District on a MOU.
- ❖ Finance has been working on the Profit and Loss statements for previous Special Events.
- ❖ Finance has been working on pulling FY 18/19 year end files.
- ❖ Finance attended a Webinar held by Streamline (the Website service).
- ❖ Finance and the General Manager have been working on the Prop. 69 Grant due in August.
- ❖ Finance has been working with Acorn to switch out all computers and laptops.

Recommendations: This report is for informational purposes only.

Respectfully Submitted,

Nancy Law
Financial Services Technician/Office Manager



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

To: Board of Directors
From: Kyle Simpson, Activities Coordinator
Date: July 17, 2019

Facility Users-

Facility rentals have slowed down for the month of July but we Noble Creek Community Center is hosting tutoring for foreign exchange students through the end of July and August.

I have been working closely with Aaron and Nancy updating the brochures and facility use agreements for our facility amenities and getting clear and concise language on them.

David Hill will be hosting "Flowability" football camp for Beaumont Junior All American Football at our Meadow on July 13th.

Upcoming District Events

- Movies Under the Stars
 - Mondays from June 17th through July 22nd
 - The first 3 weeks were very busy
- Oktoberfest
 - 3 bands have been booked
 - Anheuser Busch will be sponsoring again this year, awaiting their paperwork
 - We have received 7 vendor applications back

Community Events/Meetings/Networking

Good morning Beaumont Breakfast July 12th

Facilities Ad hoc July 9th

Upcoming Facilities ad hoc July 23rd

Recommendations: This report is for Information purposes only.

Thank you,
Kyle Simpson
Activities Coordinator

BEAUMONT-CHERRY VALLEY RECREATION & PARK DISTRICT

Department Report

To: Chairman and Board Members
From: Dodie Carlson – Athletic Coordinator
Date: July 11, 2019

Reports:

The Spring Slow Pitch season is finished. We will be starting the Summer season on July 16, 2019. As of the time of this report I do not know the team counts or the days that we are playing for the season.

The calendar is being filled as of now. We are 75% full thru January of 2020. All users have been made aware of possible field closers due to maintenance and upgrades.

I would like to thank the Board of Directors and General Manager for all the improvements to the park. I am really looking forward for the upcoming upgrades.

Other: BYB All-Stars have had a good run this year. They have 4 teams out of 10 still playing. We will be bringing them to meet you. We are grateful and thankful for such a beautiful facility to play in.

Recommendations:

This report is for informational purposes only.

Respectfully Submitted,

Dodie Carlson

**Dodie Carlson
Athletic Coordinator**

Beaumont-Cherry Valley Recreation & Park District
Department Report

Maintenance

To: *Chairman and Board Members*
From: *Frank Flores, Maintenance Foreman*
Date: *June 2019*
Subject: *Maintenance Report*

Background and Analysis:

The Beaumont-Cherry Valley Recreation & Park District has been full of activities and events for the month of June.

Noble Creek Park:

- *Spayed for weeds and weed abatement.*
- *Infield skin training with maintenance/casual staff.*
- *Newly installed parking lot signage.*
- *Freshly painted red curbing for traffic violators.*
- *Working on Productive Parks program.*
- *Safety Inspections were turned in.*
- *Ordered/received fertilizer for the ballfields.*
- *Repaired broken irrigation valve by field 1.*
- *Reseeded Quad area behind field 1 restroom.*
- *Replaced yellow fence cap on field 4.*
- *Installed certified playground mulch to NCP playground.*
- *Installed mounted fire extinguishers to District vehicles.*
- *New DSL tank mounted to Chevy truck.*
- *The District passed our annual Pesticide Use Inspection Report.*
- *Cleaned out septic tank.*

Bogart Park:

- *CDF Crews working on fire breaks near playground area.*
- *Spayed for weeds and weed abatement near Equestrian area.*
- *Sprayed for weeds by the playground area.*
- *Spray painted metal gates to improve visibility.*
- *Spray painted RV#'s.*

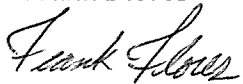
- *Repaired pot holes.*
- *Installed certified playground mulch to Bogart Park's playground.*
- *Group A electrical repair.*
- *Cleaned/repaired/replaced septic tank/leach line (group A, campground)*
- *Trimmed trees and removed stumps in the day use area.*
- *Repaired irrigation mainline near day use area.*

Recommendations:

The Maintenance Department has no recommendations at this time.

Thank you,

Frank Flores













BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To: Chairman and Board of Directors

From: Aaron Morris, Maintenance Foreman/Field Manager

Date: July 17, 2019

Report:

Effective July 1st 2019, I was promoted to Maintenance Foreman. Alongside Frank, I have been tasked with the duties to manage and maintain our baseball fields during the week as well as weekend events. Between Frank and me, we truly believe there will be some positive changes coming to our facilities, and with our combined knowledge and skill set we will develop and succeed in our upcoming goals. I appreciate the opportunity the Directors and Duane have given me to train and lead our lower level staff who work these busy weekends. I will do my best to develop our staff and teach them to create and maintain a high quality standard of work whilst promoting a positive/safe work environment.

Noble Creek Park baseball fields and other facilities:

- Reaching out to all our local partners and facility users and introducing myself. (City, School District)
- Planning potential off site facility use for tournaments with the City of Beaumont.
- Updating and adding new language to our current Application for use of Ball Fields and our Ball Field Rentals pamphlet.
- Working with Kyle and comparing our facility rates with other districts and other companies who are in the same business as us to see how we compete in pricing.
- Looking into new irrigation brands and finding a better, more cost-effective replacement.
- Maintenance is prepping fields for fertilization; we have our supply ready to go we are just waiting on our Lely Spreader to come in so we can start applying to our turf.
- Did two trainings with our staff, Field Maintenance 1 and Field Maintenance 2. Both trainings covered multiple topics and I plan on continuing my trainings with all staff willing to participate.

I am looking forward to this new transition and to teaming up with Frank and Dodie on improving our facilities and developing our staff to their full potential.

Fiscal Impact/Recommendations: This report is for informational purposes only.

Respectfully Submitted,

Aaron Morris, Maintenance Foreman