



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

Thursday, June 14, 2018

MINUTES

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

Closed session began at 5:00pm

Roll Call:

Director De La Cruz X Director Ward X Treasurer Diercks X
Vice-Chair/Secretary Hughes A Chairman Flores 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 6:05pm.

Report out of closed session from Attorney, Joe Ortiz, a passing 4 – 0 roll call vote with written amendments as noted: 1 additional week of vacation, 5% salary increase, and a 5% contribution to a pretax 457 retirement plan. A vote at the next regular Board meeting will need to occur.

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

Workshop session began at 6:06pm

Roll Call:

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

Vice Chair/Secretary Hughes would have liked to have called in to the Board meeting, however, because it had not been included to the agenda in advance the call was not allowed.

1. Budget Workshop – FY's 18/19 and 19/20 Final Reading of Budget

The general manager discussed the Capital Improvement program and explained the bottom line on the budget as to the difference between the income and expenses. He also commended staff on a job well done.

Workshop session ended at 6:14pm

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

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

Regular session began at 6:15pm

Roll Call:

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

Presentations: None

Invocation: The invocation was given by Pastor Marc Hargett from Impact Church

Pledge of Allegiance: The pledge of allegiance was led by Director Ward

Adjustments to Agenda: None

- 1. PUBLIC COMMENT:** Jeffrey Burke, 10961 Desert Lawn Dr., Calimesa, CA 92320
Dog Park Concerns – Broken sprinkler that was leaking has been capped. The tree he had been saving is now not being watered and the soil around the tree has been covered with DG. He expressed concern about children climbing on the trashcans and hanging on the tree limbs until they break. Supervision needed. He requested a push broom to use on the sidewalk between the dog park and the RC track. He also requested a garden rake to use to save the trees and spread out the DG.

2. CONSENT CALENDAR:

2.1 Minutes of May 10, 2018

2.2 Bank Balances May 2018

2.3 Warrants for May 2018

The general manager mentioned that the Finance committee is now considered an Ad Hoc committee and the warrants are approved in that meeting. *Correction to the minutes were made at the July 11, 2018 board meeting to read the Finance meeting is a standing committee subject to the Brown Act.*

Motion was made to accept items 2.1, 2.2 and 2.3

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 4-0

Roll call Vote:

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Chairman Flores: Aye

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

3.1 Adopt FY's 18/19 and 19/20 Final Reading of Budget

Motion was made to accept item 3.1 as discussed in the workshop

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 4-0

Roll call Vote:

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Chairman Flores: Aye

3.2 Award CDBG Noble Creek Community Center ADA Accessibility Project
5.92-17

The general manager requested that Financial Services Technician, Nancy Law give additional information on this topic. We received two bids for this project and the recommendation is to accept the bid from BWW Company for \$167,999.00. \$125,000.00 CDBG grant was received to help fund this project. The additional cost to pay for this project will come from the capital reserves. If there is any contingency, the general manager will bring it back to the Board at the end of the job as a report. He also explained the reason behind the necessity of the ADA accessibility in a restroom and the front walkways.

Motion was made to accept items 3.2

Initial Motion: Treasurer Diercks

Second: Director De La Cruz

Result of Motion: Carried 4-0

Roll call Vote:

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Chairman Flores: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington via Amy Minjares.

Amy reported that there is 1 new hire, 1 departed employee and both are casual recreation assistants. There are a total of 31 employees. She also reported the June 30, 2017 Actuarial Study of Retiree Health Liabilities was completed on May 11, 2018 by Total Compensation Systems and she submitted it to the California Employers' Retiree Trust (CERBT) fund along with the Summary of Actuarial Information, the certification of actuarial information and the certificate of funding policy and GASB reporting compliance. The study was forwarded to our auditors. No workers compensation cases at this time. The Safety Compliance Company provided "GHS Hazard Communication" and "SDS Sheets" training on 5/23/2018 in the maintenance department.

The District has subscribed to Best, Best and Krieger's Public Policy & Ethics Group Program. As part of being a member of their program Janet has included their 2017 updated Brown Act publication for your review.

There is 1 pending accident claim – Flores, Date of Injury 8/5/2016 – No update

The implementation of the new time card system is moving forward and is still expected to be in place at the end of July 2018.

We received a letter of thanks (included in the Board packet) from Anita Chatigny for honoring her late husband, Logan on the memorial wall. The letter was read in its entirety.

Financial Services Technician/Office Manager: Nancy Law

The Finance Committee met Thursday, June 7, 2018 to review the May 2018 Financial Reports for Fiscal Year 2017-2018.

Property Tax Disbursements received into the Riverside County Fund for April 2018 totaling \$154,354.33, these funds came from Current Supplemental for \$147,795.98, Interest 3rd Quarter Cash for \$606.52 and Homeowners Tax Relief for \$5,951.83. May's disbursement was also received, for a total of \$568,834.30. Current Secured is

\$481,711.13. Current Supplemental is \$7,132.38. Prior Supplemental is \$516.92. Homeowners Tax is \$2,550.79. Redevelopment is \$76,923.08, this money is transferred to capital reserve per District policy. Nancy transferred into the Reserve fund the \$5,000.00 monthly contribution which brings the balance to \$391,310.94.

To date DIF Fees have all been deferred until Certificate of Occupancy. The applicant may prefer to pay up front. There are a total of 88 units projected for a total of \$44,642.40. Parking Fee Day was held on 5/19/18 and raised a total of \$3,897.05. Nancy and Duane held the Bid Opening on 5/22/18. Nancy also attended the Meet & Greet. Nancy met with Laurie the CPA to correct some things in Quickbooks. She has also input accounting account numbers into Quickbooks. Nancy and Duane met to wrap up budget numbers. Wifi has been installed at the Women's Club for the cameras. Wifi has been ordered for the Grange. DIF forms and embosser have been received to begin collecting. We received (326) phone calls with the highest volume for RV's, & Activities Coordinator with (48) Hang ups. We received (37) Walk-in's highest volume for Employment Applications and General Manager.

Activities Coordinator: Amy Minjares

We have been busy with Facility Rentals. Recently held District events - May 11th we held our Spring Meet & Greet, there were about 30 people in attendance including Board members, Staff, Facility Users & Contract Instructors. They socialized and enjoyed appetizers from Primoz Cuisine Catering. Self-introductions were made around the room. On May 12th we held the Memorial Wall Dedication. Chairman Flores was the MC for this event. Logan Chatigny was the newest name added to the Memorial Wall in a very beautiful ceremony. Albert Chatigny, Logan's brother, and Anita Chatigny, Logan's widow, spoke on behalf of the family. There were about 60 people in attendance. Upcoming District Events - We just began our Movies Under the Stars series on Monday, June 11th and it will run every Monday night until July 23rd. All advertising is in place. Pastor Paul and Church for Family handled playing the movie and the snack bar. Overall it went well. September 21st - 23rd we will old Oktoberfest. The flyer has been created. Amy is working on completing the vendor applications. Amy is working on the activities and entertainment lineup. The sponsorship and contract has been signed with Anheuser Busch. She is working on the alcohol order. Amy has attended many community meetings and events. The Facilities Ad Hoc will meet again on June 26, 2018 and July 10, 2018.

Athletic Coordinator: Dodie Carlson

The Spring Slow Pitch season will be finishing up in the next couple of weeks with playoff's and Championship. We will be starting the summer season after the July 4th Holiday. Dodie has one new promoter that would like to come in. Dodie is working on the dates for that. Dodie has been working with new Casual Recreation assistants on training. They have been filling holes and leveling playing fields. Dodie thanked the Chairman, Board and General Manager for the purchase of the new Bleachers for Field 1. BYB would like to thank Chairman John Flores for coming to closing ceremonies and handing out the MVP awards provided by the District. Thank you very much for allowing BYB to play in a great park in our community.

Maintenance Foreman: Frank Flores

The maintenance team has been working with Cal Fire on weed abatement at the Equestrian Center, Field 1 and the Oak Valley slope. The electrical work has been completed at the Grange. The main irrigation line leak by Field 5 has been repaired. District logos have been installed on the golf carts and generators. Maintenance helped

with the Memorial Wall Dedication. They have also renovated the horseshoe pits in time for the Avila Horseshoe Tournament over Memorial Day weekend. Recreational cages were donated to the City at the Chatigny Center to be used.

General Manager: Duane Burk

Thanked the Chairman and Board for his evaluation. Duane recognized City Council member Lara for his attendance at our Board meeting. Duane attended the CARPD conference and felt he received valuable information. Duane would like Board members to attend the conference next year. Duane spoke about an ADA requirement workshop he attended and would like to have DAC provide us with a program to adhere to for our ADA process. Duane appreciates the cooperative work between the City of Beaumont and us to collect DIF Fees. Duane reminded everyone that we will have our Employee Appreciation BBQ Friday, June 15th from 12:00pm – 4:00pm. Duane acknowledged that Amy Minjares will be leaving the District with her final day being June 25th and expressed his sincere appreciation of the great job that she did and wished her the best. Duane explained that we received a protest regarding the DIF Fees and it has been addressed through our attorney's. Employees will receive a raise after the beginning of the Fiscal Year. Dodie was made a full time employee.

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
 - July 11, 2018
 - August 8, 2018
 - September 12, 2018

5.2. Upcoming Holidays

Wednesday, July 4, 2018 Independence Day

5.3. Events

Mondays, June 11 - July 23, 2018 Movies under the Stars

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz: Thanked Duane for going over the budget information with him.

Director Ward: Thanks to Duane and congratulations on his evaluation. Thanked staff for all of their hard work. Hopes for a speedy recovery to Dan and Janet. Denise wished Amy the best on her future endeavors. She wished a Happy Father's Day to the Dad's.

Treasurer Diercks: Thanked staff for all of their hard work. Chris wished Amy the best.

Chairman Flores: Is happy about the implementation of the DIF fees. John attended the Bogart Park meeting. Thanked Best, Best & Krieger for all of their hard work. Thanked Amy for all of her hard work while at the District.

6. ADJOURNMENT:

The meeting was adjourned by Chairman Flores at 7:06pm