



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Wednesday, December 9, 2020, 5:00 PM  
Noble Creek Community Center 390 W. Oak Valley Parkway Beaumont, CA 92223**

**AGENDA**

[www.bcvparks.com](http://www.bcvparks.com)

**PUBLIC PARTICIPATION BY TELECONFERENCE ONLY**

Due to the spread of COVID-19 and in accordance with the Governor's Executive Order N-29-20, the Beaumont Cherry Valley Recreation & Park District will be conducting this meeting by teleconference only. Public comments on matters listed on the agenda or on any matter within the District's jurisdiction will be received during Public Comments, Agenda Item No. I. There will be no public physical location for attending this meeting in person. The District's Board meeting room will be closed to the public until further notice.

The Regular Session is available by calling: 1(623) 404-9000. Meeting ID: 471-749-1599

You can also join the meeting from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/4717491599>

**Oath of Office- Denise Ward, Dan Hughes and John Flores**

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

1. Conference with Legal Counsel - . Pursuant to Government Code Section 54956.8  
Property Negotiations, Shopoff.

**Roll Call:** Director De La Cruz, Director Ward, Treasurer Diercks, Vice-Chair/Secretary Flores and Chairman Hughes

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

**WORKSHOP SESSION:** None

**REGULAR SESSION:** Regular Session to Begin at 5:30pm

**Roll Call:** Director De La Cruz, Director Ward, Treasurer Diercks, Vice-Chair/Secretary Flores and Chairman Hughes

**Invocation:**

**Pledge of Allegiance:**

**Presentations:** Joseph Ortiz, Best, Best & Krieger

**Adjustments to Agenda:** Government code sec 54954.2 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:**

If you are unable to participate by telephone or via RingCentral, you may submit comments and/or questions in writing for the Board's consideration by sending them to [janet@bcvparks.com](mailto:janet@bcvparks.com). Submit your written inquiry prior to the start of the meeting. All public comments received prior to the start of the meeting will be provided to the Board and may be read into the record or compiled as part of the record.

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 November 12, 2020
  - 2.2 Bank Balances November 2020
  - 2.3 Warrants for November 2020

3. **ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS:** (Includes Committee Reports)  
None..

**DEPARTMENT REPORTS:**

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

5. **CALENDAR OF EVENTS:**

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm at the Beaumont Library.
- Finance – 1<sup>st</sup> Thursday of Every Month 5:00 pm NCCC.
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 5:30 pm
- BCVRPD Board Meeting Schedule, NCCC
  - January 13, 2021 – **Starts at 4:00pm Harassment Training**
  - February 10, 2021
  - March 10, 2021

5.2. Upcoming Holidays

Thursday/Friday, December 24 & 25, 2020 – Christmas Eve/Christmas  
Thursday/Friday, December 31, 2020 & January 1, 2021 – New Year's Eve/New Year's Day

5.3. Events

- Beaumont Woman's Club COVID-19 Testing has been extended through the end of the year.

**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 District web site December 4, 2020

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



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Thursday, November 12, 2020, 5:00 PM  
MINUTES**

**PUBLIC PARTICIPATION WAS BY TELECONFERENCE ONLY**

Due to the spread of COVID-19 and in accordance with the Governor's Executive Order N-29-20, the Beaumont Cherry Valley Recreation & Park District conducted this meeting by teleconference.

DISTRICT CLOSED SESSION – None

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

WORKSHOP SESSION: None

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

Legal Counsel of Best, Best & Krieger Joseph Ortiz attended and Albert Maldonado attended via teleconference

Regular session opened at 5:00pm.

**Roll Call**

Director De La Cruz: Present, via teleconference

Director Ward: Present, via teleconference

Treasurer Diercks: Present

Vice-Chair/Secretary Flores: Present, via teleconference

Chairman Hughes: Present

Invocation: The invocation was given by General Manager, Duane Burk

Pledge of Allegiance: Joe Ortiz led the pledge of allegiance

Presentations: None

**Adjustments to Agenda:** None.

1. **PUBLIC COMMENT:** None.

2. **CONSENT CALENDAR:**

2.1 Minutes of October 14, 2020

2.2 Bank Balances October 2020

2.3 Warrants for October 2020

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

Chairman Hughes opened public comment at 5:06pm. Hearing none, public comment closed at 5:06pm.

**Initial Motion:** Director Ward

**Second:** Treasurer Diercks

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

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

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

3.1 Approval of 2021 Board Meeting Dates

Motion was made to accept item 3.1.

Chairman Hughes opened public comment at 5:07pm. Hearing none, public comment closed at 5:07pm.

**Initial Motion:** Treasurer Diercks

**Second:** Director De La Cruz

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

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

3.2 Approval of 2021 Holiday Schedule

Chairman Hughes opened public comment at 5:09pm. Hearing none, public comment closed at 5:09pm.

Motion was made to accept item 3.2.

**Initial Motion:** Director Ward

**Second:** Treasurer Diercks

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

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

3.3 Approval of 2021 Facility License Agreements

Motion was made to accept item 3.3.

Duane Burk stated there were not any increases in fees and is considering an E-Mon meter at Thunder Alley.

Chairman Hughes opened public comment at 5:11pm. Hearing none, public comment closed at 5:11pm.

**Initial Motion:** Treasurer Diercks

**Second:** Director Ward

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

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

3.4 Approval of 2021 Special Event Dates

Motion was made to accept item 3.4.

Chairman Hughes opened public comment at 5:14pm. Hearing none, public comment closed at 5:14pm.

Kyle presented the list of events. We may add Trunk or Treat in 2021.

**Initial Motion:** Treasurer Diercks

**Second:** Chairman Hughes

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

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

### 3.5 Authorizing Resolution 2020-06 Approving Application(s) for Per Capita Grant Funds

Nancy reported the resolution is for Prop 68 money and she held a mandatory workshop on October 21, 2020. Resolution 2020-06 provides the authority to submit future grant applications until 2024. Duane Burk said we had not qualified in the past because the grants were primarily for disadvantaged communities. We have partnered with the City of Beaumont so that we don't compete for the Per Capita money. The amount available is \$185,000.00.

Motion was made to accept item 3.5.

Chairman Hughes opened public comment at 5:16pm. Hearing none, public comment closed at 5:17pm.

**Initial Motion:** Treasurer Diercks

**Second:** Director De La Cruz

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

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

### 3.6 Approval of Apple Fire Mitigation Billing

Duane Burk reported the District suffered a tremendous amount of vegetation loss at Bogart Park and the watersheds during the Apple and El Dorado Fires. There is not any vegetation left to prevent future runoffs, flash flooding or monsoonal flows for primarily the next three years. As directed by the ad-hoc committees and/or the board in an effort to protect the land and the money invested into the pond, he entered into a contract with Merlin Johnson Construction. He reported although preventative measures were in place, after the completion of the erosion control and mitigation, it added to their substantialness. Since the weeds were gone, more rock and barriers were added and they dug out the retention basin and added straw waddle, sandbags and hay bales. He recommended the board approve the amount of \$136,906.27 for Merlin Johnson Construction. Nancy Law reported she has been working with Safeworks in an effort to recoup some of the money in their Cal OSHA OES Hazard Mediation Grant program.

Motion was made to accept item 3.6.

Chairman Hughes opened public comment at 5:21pm. Hearing none, public comment closed at 5:21pm.

Director Ward asked if the amount requested is the total amount for the mitigation already completed, and if there was a set dollar amount and if they submitted their entire payroll with their billing. Duane said the billing was the total amount and it was for time and material and all the paperwork was submitted with their billing and is available for review. Director Ward said she feels there may be more work needed done in the future. Duane responded that we may need to re-clean out the areas but we would use our own equipment when we could. He does not know what contractor we would use in the future but would bring it in front of the board at that time.

**Initial Motion:** Treasurer Diercks

**Second:** Chairman Hughes

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

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

### 3.7 Approval to use Prior Year Foundation Income for Winter Wish

Motion was made to accept item 3.7 authorizing \$750.00 from the foundation for participation in the Winter Wish program. Joe Ortiz reported there is no impact to the District and it is not a gift of public funds because it is coming from the foundation and not the District. Chairman Hughes wants to involve the foundation members in the decisions of the foundation.

Chairman Hughes opened public comment at 5:28pm. Hearing none, public comment closed at 5:29pm.

**Initial Motion:** Chairman Hughes

**Second:** Director Ward

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

### 3.8 Approval of 2021 Parking Fee Dates

Motion was made to accept item 3.8

Chairman Hughes opened public comment at 5:35pm. Hearing none, public comment closed at 5:35pm.

**Initial Motion:** Treasurer Diercks

**Second:** Director De La Cruz

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

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

### **DEPARTMENT REPORTS:**

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

- We have nineteen employees. Seventeen working and two on furlough. A part-time maintenance employee was permanently laid off and four casual recreation assistants were non-responsive to our request of availability. We brought back two employees and promoted them to part time maintenance positions.
- We have not had any workers compensation cases, incidents or accidents. It has been 578 days since our last employee accident.
- Janet and Nancy Law attended Special District Leadership Foundations Module 3 & 4 training on “The Boards Role in Finance/Fiscal Accountability and The Boards Role in Human Resources. Both have completed the academy.
- Harassment training for Directors, Supervisors and staff is scheduled for January 13, 2020 @ 4:00pm prior to our board meeting. This will be both in person with social distancing allowance and virtual.
- Ethics training will need to be completed in January as well. This free training is available on line at <http://localethics.fppc.ca.gov/login.aspx>. When the course is completed, you print the certification and return it to Janet.
- Janet attended various trainings such as Story Telling for Special Districts by Streamline, making the public aware of who our District is, what we do and why we do it. There is quite a bit of general information on Special Districts at “Districtsmakethedifference.org”. She attended the CSDA webinar on The ABC’s of SDLF and the Board Secretary conference.
- Our staff holiday party is Friday, December 11, 2020, starting at 5:00 pm. We are limiting the party to staff and directors each being allowed to bring one additional guests in order to apply social distancing to keep everyone safe and healthy. This will be a very casual event. The theme will be “Competitions”. Get your ugly sweaters ready, your favorite dessert and be ready to play trivia. She asked for the Director’s Choice so the plate can be ordered.
- CalPERS has initiated an audit in regards to our health plan with them.
- Aaron Morris had a baby girl and the District sent an arrangement to him.
- Legal counsel was invited to the holiday party. Foundation members were not invited at this time.

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

- The Finance Committee met and reviewed October 2020 Financial Reports.
- The District has not received deposits into the Riverside County Fund for October 2020 as of 11/2/2020.
- The 5,000.00 monthly contribution for October 2020 was transferred into the reserve fund. We moved \$223,848.36 from Operating and Capital Reserve for Bogart Pond per Board Approval at Special Meeting on 9/23/2020 bringing our balance to \$99,671.49.
- Nancy attended the NFC Launch Planning for the Fitness Court Grand Opening.
- Nancy attended the Bogart Dedication
- Nancy attended the October 13, 20 and 27, 2020 Storytelling for Special District conference.

- Nancy attended the Special District Leadership Academy Module 3: Board's Role in Finance and Fiscal Accountability.
- Nancy attended the CA State Parks – Per Capita Program Prop 68 Mandatory Workshop.
- Nancy attended the Board Secretary Conference.
- Nancy attended the CSMFO (California Society of Municipal Finance Officers) – CA Local Budgeting training.
- Nancy met with Safework on filing Cal OES Hazard Mitigation Grant Program.
- Nancy is working with General Manager on the CDBG grant Application

#### Activities Coordinator: Kyle Simpson

- Kyle reported facility rentals have resumed with limited capacity, 25% of building capacity for indoor events and 50% capacity for outdoor events.
- COVID-19 Testing Facility has been moved to the Woman's Club through December 31.
- Ballfields are being rented for single team practices Monday through Thursdays
- Adult softball has started back up. We have four teams for Tuesday Men's. Eight teams for Thursdays Coed and six teams for Sunday Coed.
- Woman's Club users have been notified about COVID-19 testing through the end of the year.
- Kyle earned his Ambassadorship from National Fitness Campaign in preparation for the Grand Opening
- Bogart 1K/5K Fun Run has been postponed until further notice
- Movies under the Stars have been cancelled. Weather will be a factor this time of the year
- Trunk or Treat was very successful; we gave out candy until 9:30pm. Staff dressed up as the Ghostbusters crew. Chairman Hughes was there the whole time and it was nice to see Treasure Diercks came through the line. There was well over 300 cars. Director De La Cruz attended as well.

#### Maintenance Foreman: Aaron Morris

Aaron said he hopes everyone is staying safe and warm as the weather begins to cool down. Staff has been keeping busy working on our facilities and small projects throughout the week.

- Staff added additional irrigation around the Fitness Court and over seeded the surrounding landscape with a perennial ryegrass blend and over seeded the Bogart Day Use Meadow with the same blend.
- Maintenance has taken over our facilities and will be taking care of the grounds.
- Aaron has been collaborating with Kyle and Staff on jump-starting the Adult Softball League.
- Staff has been working on the fields and getting them back into shape for practices and Adult Softball.
- Both dog parks have had ADA walkways installed for our users.

#### General Manager: Duane Burk

Duane reported staff has been busy and he is pleased the Bogart dedication was completed. He said the plaque at the entrance of Noble Creek Park has been uncovered but we have not dedicated it yet.

Duane reported an incident in the park. Someone was driving through the park when a ball from field #5 was hit over the fence and it dented his car. He said, people enter the park at their own risk but he is working with the gentleman and said if a claim is filed, it will probably be denied but there wasn't a lot of damage and he wanted to let the board know about it, not to set a precedence but wanted the board to know that sometimes things do happen. He gave the example of Ryann's car having the catalytic converter stolen from the parking lot and Alyssa's car having her window broke out and things stolen. He said things happen in the park and perhaps we can look into lifting the fence higher and more signage.

He has been working in depth with Fish & Game and our consultant on the permitting process on some of the work done in Bogart

He received compliments on the new walkways at the dog park. The project was from the Laura May Stewart grant.

Duane is glad to see we have all of the staff back that can work, and they have their jobs through the holiday season.

Chairman Hughes asked Joe Ortiz if he commonly runs into incidents like the one Duane reported. Joe said yes, and if a claim were filed, it would probably be denied. Dan asked if we could explore options for staff when there is some kind of damage while at work. Joe suggested Duane look at it on a case-to-case basis.

## 5. CALENDAR OF EVENTS:

### 5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm at the Beaumont Library.
- Finance – 1<sup>st</sup> Thursday of Every Month 5:00 pm NCCC.
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 5:30 pm
- BCVRPD Board Meeting Schedule, NCCC

December 9, 2020

January 13, 2021 – **Starts at 4:00pm**

February 10, 2021

### 5.2. Upcoming Holidays

Thursday/Friday, November 26 & 27, 2020 – Thanksgiving

Thursday/Friday, December 24 & 25, 2020 – Christmas

### 5.3. Events

- Beaumont Woman's Club COVID-19 Testing has been extended through the end of the year.

Mr. Parker, the patron whose car was hit asked what could be done about it. Joe Ortiz responded he recommends he contact the District to try to identify the person and he should work with the general manager. The general manager will contact him.

## 6. DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz - None

Director Ward

Denise thanked Duane and staff for their continued hard work. She said everything looks great and beautiful and everyone is doing an excellent job and she appreciates everything staff does. She said it is apparent, due to the fires around Bogart; it has imposed a serious safety issue. She appreciates the mitigation work that has been completed in and around the area and thanked Duane for getting ahead of the situation. She thanked Dodie for continuing her help with the Winterwish program. She said it is predicted that Covid will be coming back for a serious second round and wished for everyone to stay safe and healthy. Denise wished everyone a happy Thanksgiving. Denise is excited to have all of our activities back in 2021. She wished Dan good health. She said she is excited for the Christmas party. Denise reported she attended the collaborative agency meeting on November 4 with John and the Library District said they like having their Story Telling program at Noble Creek Community Center and hopes for more attendance. She reported at that meeting, the rededication of Bogart Park and told them we would let them know when we have the gym dedication.

Treasurer Diercks

Chris reported he walked and toured the new restrooms and fitness court at field 7 and looked at the new sidewalks at the dog park. He said everything looks good and it's amazing how much work is getting done during the pandemic. Chris said things are looking great and he appreciates staff.

Vice Chair/Secretary Flores

John said he is pleased to hear staff is coming back in time for the holidays and pleased with staff and the progress at Bogart as well as how cost efficient we have been with the contractors in mitigating 20 plus years of lack of attention there. He thanked Merlin Johnson and Duane for negotiating rates, costs and materials.

Chairman Hughes

Dan congratulated Aaron on the birth of his daughter. He has asked Duane and staff to look into providing Chromebooks for the Directors for meetings and emails and eventually be able to make a motion and vote on them. He asked Duane to have letters sent to the winners of the elections. He said he attended with Duane, the OPR and Shopoff group about the progress moving forward on the San Gorgonio Crossings project. He asked for a closed session next meeting for that.

## 6. ADJOURNMENT:

Meeting was adjourned at 6:12pm



Beaumont Cherry Valley Recreation Park District

**Bank Account Balances**

As of 11/30/2020

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
1 Bank of Hemet - Operating	\$ 42,830.57	\$ 128,057.60	\$ 169,927.43	\$ 84,700.40	
2 Bank of Hemet - Payroll Account	\$ 191.22	\$ 52,253.88	\$ 55,000.00	\$ 2,937.34	
3 Bank of Hemet - Project Account	\$ 1,734.83	\$ 401,340.49	\$ 400,000.00	\$ 394.34	
4 Bank of Hemet - Bogart	\$ 2,913.41	\$ 3,452.76	\$ 6,531.00	\$ 5,991.65	
5 Bank of Hemet MM	\$ 1,587.13		\$ 0.18	\$ 1,587.31	
6 Bank of Hemet - Reserve Fund	\$ 99,671.49	\$ 100,000.00	\$ 223,873.42	\$ 223,544.91	
7 Bank of Hemet - Quimby/DIF	\$ 53,360.01	\$ 10,000.00	\$ 6,600.99	\$ 49,961.00	
8 Petty Cash	\$ 500.00			\$ 500.00	
9 Riverside County Fund	\$ 77,134.86		\$ 74,085.13	\$ 151,219.99	
10					
11	\$ 279,923.52	\$ 695,104.73	\$ 936,018.15	\$ 520,836.94	
12					
13 Bank of Hemet - Reserve Fund	Balance	Payables	Deposits	Ending Balance	Notes/Comments
14 Operating Reserve	\$ 49,645.31		\$ 173,848.36	\$ 223,493.67	NOT to be USED
15 Capital Reserve	\$ 50,026.18	\$ 100,000.00	\$ 50,025.06	\$ 51.24	Min Balance of \$50,000
16					
17 TOTAL RESERVE ACCOUNT	\$ 99,671.49	\$ 100,000.00	\$ 223,873.42	\$ 223,544.91	

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

**Bank Account Balance**

As of 11/30/2020

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
18 Bank of Hemet	\$ 79,548.11	\$ 6,750.00	\$ 6,000.00	\$ 78,798.11	

Beaumont Cherry Valley Recreation & Park District  
Check Warrant

Bank of Hemet - Operating  
November 2020

Type	Date	Num	Name	Memo	Amount
10005 - Bank of Hemet - Operating					
Check	11/02/2020	Fee	Global Pay	Credit Card Machine - \$ Sales	-40.99
Bill Pmt -Check	11/03/2020	1001699951	CalPERS-OPEB	Accrued Liability as of June 30, 2018 - Rate Plan: 1357	-4,695.43
Check	11/03/2020	123386	Dan Hughes	Director Fees - October 2020	-600.00
Check	11/03/2020	KS11032020	Stater Bros	Water/Gatorade - GM Office	-50.17
Check	11/04/2020	123387	Kaboo Leasing Co.	Fabricate & Bend Shade Structure at Maintenance Office	-2,200.00
Check	11/04/2020	RF11042020	Staples	Printer Paper - Bogart Kiosk	-29.73
Check	11/04/2020	Fees	EPX	Fees - Credit Card Machine	-370.82
Check	11/05/2020	123388	Pete Gerlach	Adult Softball - Umpires	-150.00
Check	11/05/2020	123390	Edie Griego	REFUND - RV Space #4 - 9/4/2020 - 9/6/2020 - Due to COVID-19	-105.00
Check	11/09/2020	Fee	UMS/Celero Banking	Credit Card Machine fee	-6.50
Check	11/10/2020	123400	Heidi Millan	Refund - Bogart Day Use - went for playground but it was closed	-10.00
Check	11/10/2020	123401	Brittany Rodriguez	Refund - Reservation Group B - Not tapped off	-50.00
Check	11/10/2020	123402	Sarah Ortega	Refundable Security Deposit - Memorial - 10/24/2020	-250.00
Check	11/10/2020	123403	Artwork Paint Company	Field #7 Restrooms/Sand & Stain Barn Doors	-193.50
Bill Pmt -Check	11/10/2020	123404	BDL Alarms, Inc.	Monthly Alarm Service	-224.00
Bill Pmt -Check	11/10/2020	123405	BCVWD 8-006	Utilities - Water - Grange (fire)	-44.25
Bill Pmt -Check	11/10/2020	123406	Beaumont Do it Best	Replacement Shovels & Repair Leak at Spigot RV Space #3	-92.10
Bill Pmt -Check	11/10/2020	123407	Best Best & Krieger	Monthly Legal - Human Resources/General	-2,429.50
Bill Pmt -Check	11/10/2020	123408	Blue Shield	Employee - Dental Insurance	-424.80
Bill Pmt -Check	11/10/2020	123409	Capri	FY 19/20 - Final Payroll Adjustment for Workman's Compensation	-1,687.00
Bill Pmt -Check	11/10/2020	123410	Desert Quality Heating & Air Conditioning	Thermostat Issues: Found unit with no power. found both breakers for both FAU's Shut off - Tuned on breakers and tested units.	-85.00
Bill Pmt -Check	11/10/2020	123411	Frontier Communications	Monthly Wifi Service - Bogart	-145.81
Bill Pmt -Check	11/10/2020	123412	Jani-King of California, Inc	Monthly Janitorial Service	-1,967.82
Bill Pmt -Check	11/10/2020	123413	Pro-Pipe & Supply	Leak Repair in Quad	-123.37
Bill Pmt -Check	11/10/2020	123414	Prudential Overall Supply	Weekly Uniform/Janitorial Supplies	-1,374.21
Bill Pmt -Check	11/10/2020	123415	Redlands Yucaipa Rentals	Rental Trencher (Meadow) irrigation project	-250.80
Bill Pmt -Check	11/10/2020	123416	Safety Compliance Company	Safety Meeting 10/21/2020 - Topic: #0033 Electrical Safety	-250.00
Bill Pmt -Check	11/10/2020	123417	SingerLewak LLP	Professional services rendered through September 30, 2020	-6,792.18
Bill Pmt -Check	11/10/2020	123418	SiteOne Landscape Supply, LLC	Irrigation for Fitness Center	-748.73

Beaumont Cherry Valley Recreation & Park District  
Check Warrant

Bank of Hemet - Operating  
November 2020

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/10/2020	123419	Star Pro Security Patrol Inc.	Monthly Security Service	-2,024.00
Bill Pmt -Check	11/10/2020	123420	UNUM	Employee - Monthly Disability Insurance	-334.00
Bill Pmt -Check	11/10/2020	123421	Xerox Financial Services	Monthly Copier Rental	-559.07
Bill Pmt -Check	11/10/2020	122218745	ARCO Business Solutions	Monthly Gas/Fuel - Traverse (20,194)	-131.61
Bill Pmt -Check	11/10/2020	1001705688	CalPers	Employee - Health Insurance	-4,215.39
Bill Pmt -Check	11/10/2020	1001705690	CalPers	Employee - 457 Plan	-25.00
Bill Pmt -Check	11/10/2020	1001705692	CalPers	Employee - 457 Plan	-25.00
Bill Pmt -Check	11/10/2020	1705694-96	CalPers	Employee - Retirement	-4,105.80
Bill Pmt -Check	11/10/2020	1705698-701	CalPers	Employee - Retirement	-4,250.61
Bill Pmt -Check	11/10/2020	111112020	Chevron	Monthly Gas/Fuel - Malibu (44,207) - F350 (152,940) - F150 (18,260) - Chevy (26,182) - F550 (6633) - Fuel Tank/Gas Cans	-949.62
Bill Pmt -Check	11/10/2020	123422	Department of Environmental Health	Yearly - Health Permit - Grange	-734.00
Bill Pmt -Check	11/10/2020	219597649	Frontier Communications	Monthly Wifi Service - NCCC	-125.98
Bill Pmt -Check	11/10/2020	219597681	Frontier Communications	Monthly Wifi Service - Woman's Club	-91.76
Bill Pmt -Check	11/10/2020	219597706	Frontier Communications	Monthly Wifi Service - Grange	-101.76
Bill Pmt -Check	11/10/2020	219597726	Frontier Communications	Monthly Wifi Service - Bogart	-60.98
Bill Pmt -Check	11/10/2020	11082020	Nextiva	Monthly Telephone Service	-287.03
Bill Pmt -Check	11/10/2020	71829930911	Office Depot	Office Supplies	-270.83
Bill Pmt -Check	11/10/2020	11042020	Rosalind Otero	Unfunded Health Payment	-169.23
Bill Pmt -Check	11/10/2020	135315931	SCE (0135)	Utilities - Electricity - Woman's Club, Grange, NCCC, Maintenance, Snack Bar, Parking and Backlot Lighting	-1,700.96
Bill Pmt -Check	11/10/2020	3150009-69	SoCalGas	Utilities - Gas - NCCC, Woman's Club & Grange	-120.65
Bill Pmt -Check	11/10/2020	71833630005	The Home Depot	Leak Repair in Quad	-20.47
Bill Pmt -Check	11/10/2020	BH02098597	UMPQUA Bank	Monthly Credit Card - Traverse Service, Business Meals, Monthly Website Service, Sirius XM Radio, Stamps, Bogart Dedication, Chamber Breakfast Basket, Tire Toro360, Ring Central	-1,530.32
Bill Pmt -Check	11/10/2020	1069746337	Verizon Wireless	Monthly Wireless Phone Service	-592.98
Bill Pmt -Check	11/10/2020	11102020	VSP-Vision Service Plan	Employee - Vision Insurance	-57.79
Bill Pmt -Check	11/10/2020	80021277505	Waste Management of the IE	Utilities - Trash - Woman's Club, Grange, NCCC, NC Park & Bogart	-2,389.06
Bill Pmt -Check	11/10/2020	7602928	Wells Fargo Financial Leasing	Monthly Copier Rental	-884.66
General Journal	11/10/2020	Trans11101		Transfer to Operating for Field #7 Restroom Bills Paid	39,957.13
General Journal	11/10/2020	Trans11103		Transfer to Payroll for PR 11/13/2020	-30,000.00

**Beaumont Cherry Valley Recreation & Park District  
Check Warrant  
Bank of Hemet - Operating  
November 2020**

Type	Date	Num	Name	Memo	Amount
Check	11/10/2020	NL11102020	CSMIFO	Membership Renewal - Law, Nancy	-50.00
Check	11/10/2020	NL11102021	CSMIFO	Webinar - Intermediate Governmental Accounting/Financial Reporting - Law, Nancy	-150.00
Check	11/10/2020	123423	Pete Gerlach	Adult Softball Umpires	-90.00
Check	11/10/2020	123424	Kaboo Leasing Co.	Fabricate and Install ADA Handrail at Dog Park	-2,400.00
Bill Pmt -Check	11/12/2020	5125014509	Ford Credit	Monthly F150 Payment	-820.44
Check	11/12/2020	AZ11122020	Wal-Mart	Staff Holiday Party - Centerpieces	-538.47
Check	11/12/2020	AZ11122021	Dollar Tree Store	Staff Holiday Party - Centerpieces	-35.56
Check	11/13/2020	123425	Artwork Paint Company	Spray paint exterior Restrooms Field #7	-460.00
Bill Pmt -Check	11/13/2020	123426	Slugg Bugg Pest Control	VOID:Gave Check to other Vendor/ They Deposited it into the bank	0.00
Check	11/13/2020	123427	Michelle McClelland	Refund - RV Space #22 - 11/19/2020 - 11/24/2020 (Decided not to stay)	-95.00
Check	11/13/2020	123428	Chris Diercks.	Director Fees - November 2020	-200.00
Check	11/13/2020	123429	Jessica Warrick	Pay Period 10/26/2020 - 11/8/2020 (5.5 hrs)	-165.00
Check	11/13/2020	123430	Jessica Warrick	Pay Period 9/28/2020 - 10/11/2020 (9.5 hrs)	-285.00
Check	11/13/2020	123431	Jessica Warrick	Pay Period 10/12/2020 - 10/25/2020 (9 hrs)	-270.00
Check	11/13/2020	123432	Amy Minjares	Refund - Event was over charged	-175.00
Bill Pmt -Check	11/13/2020	123433	Slugg Bugg Pest Control	Bi-Monthly - Pest Control	-350.00
Check	11/16/2020	KS11162020	Pour House Trivia	Staff Holiday Party - Trivia	-250.00
Check	11/17/2020	123434	Pete Gerlach	Adult Softball Umpire	-120.00
Check	11/17/2020	123435	James W. Halbrook	Adult Softball Umpire	-120.00
Check	11/17/2020	123436	Leslie V Magness	Adult Softball Umpire	-90.00
General Journal	11/17/2020	Tras 11171		Transfer to Quimby/DIF - Certificate #207 paid with Credit Card	-507.30
Check	11/17/2020	JC11172020	Stater Bros	Staff Holiday Party - Decorations	-20.46
Check	11/17/2020	123437	Ricardo Fernandez	REFUND - RV Space #32 - 11/15/20-11/22/20 Overcharged	-35.00
Check	11/18/2020	JC11182020	Stater Bros	Staff Holiday Party - Decorations	-36.61
Check	11/18/2020	NL11182020	Amazon.com	Gopher Pelleted Bail - GM Vehicle	-16.13
Check	11/18/2020	NL11182020	Amazon.com	Rake - GM Vehicle	-19.38
Check	11/18/2020	NL11182020	Amazon.com	Broom - GM Vehicle	-48.43
Check	11/18/2020	NL11182020	National Notary Association	Notary Renewal - Law, Nancy	-597.38
Bill Pmt -Check	11/20/2020	123438	Grand American Builders, Inc.	Franco Garden Barn Doors, Field #7 Restrooms, Maintenance Shade Structure, Grange Drywall Repair in Kitchen	-9,338.19
Check	11/20/2020	AZ11192020	The Gallery Collection	Holiday Cards	-241.32

Beaumont Cherry Valley Recreation & Park District  
Check Warrant

Bank of Hemet - Operating  
November 2020

Type	Date	Num	Name	Memo	Amount
Check	11/20/2020	RF11202020	Wal-Mart	Staff Holiday Party	-193.04
Check	11/20/2020	RF11202020	Dollar Tree Store	Staff Holiday Party - Competitions	-33.40
General Journal	11/23/2020	Tras 11231		Transferred from Quimby for Capital Improvement Bills	10,000.00
Check	11/23/2020	NL11232020	Apple.com	lcloud Storage Upgrade	-2.99
Check	11/25/2020	123439	Pete Gerlach	Adult Softball Umpire	-150.00
Check	11/25/2020	123440	James W. Halbrook	Adult Softball Umpire	-150.00
Bill Pmt -Check	11/25/2020	123441	Artwork Paint Company	Grange Kitchen interior Painting	-1,558.61
General Journal	11/25/2020	Tras 11251		Transferred from Reserve for Board Approved Apple Mitigation Billing	100,000.00
General Journal	11/25/2020	Tras 11252		Transfer to Payroll for PR 11/27/2020	-25,000.00
Check	11/25/2020	RF11252020	Printit4Less.com	Receipt books - Bogart Park	-104.96
Bill Pmt -Check	11/25/2020	6565596552	Colonial Life	Employee - Life Insurance	-2,229.66
Check	11/30/2020	123442	Secretary of State	Notary Exam - Law, Nancy	-40.00
				<b>TOTAL</b>	<b>21,819.53</b>

**Beaumont Cherry Valley Recreation & Park District  
Check Warrant  
Bank of Hemet - Project  
November 2020**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>10015 - Bank of Hemet - Project Account</b>					
Bill Pmt -Check	11/10/2020	4587	Beaumont Power Equipment	Diagnose/Repair (3) Backpack Blowers	-113.19
Bill Pmt -Check	11/10/2020	4588	DMV	License Fee - Multi Generator	-27.00
Bill Pmt -Check	11/10/2020	4589	Turf Star, Inc.	Repair Toro Sand Pro 3040	-451.54
Bill Pmt -Check	11/10/2020	4590	DMV	License Fee - Multi Generator	-27.00
General Journal	11/10/2020	Trans11101		Transfer to Operating for Field #7 Restroom Bills Paid	-39,957.13
General Journal	11/10/2020	Trans11102		Transfer to Reserve for Pond Bills Paid	-223,848.36
Bill Pmt -Check	11/20/2020	4591	Merlin Johnson Construction	Apple Mitigation (Bogart)	-136,906.27
				<b>TOTAL</b>	<b>-401,330.49</b>

**Beaumont Cherry Valley Recreation & Park District  
Check Warrant  
Bank of Hemet - Reserve  
November 2020**

Type	Date	Num	Name	Memo	Paid Amount
<b>10025 - Bank of Hemet - Reserve Fund</b>					
General Journal	11/10/2020	Trans11102		Transfer to Reserve for Pond Bills Paid	223,848.36
General Journal	11/25/2020	Tras 11251		Transfer to Operating for Board Approved Apple Mitigation Billing	-100,000.00
<b>TOTAL</b>					<b>123,848.36</b>

**Beaumont Cherry Valley Recreation & Park District  
Check Warrant  
Bank of Hemet - Quimby/DIF  
November 2020**

Type	Date	Num	Name	Memo	Amount
10020 - Bank of Hemet - Quimby/DIF					
General Journal	11/17/2020	Tras 11171		Transferred from Operating Certificate #207 paid with Credit Card	507.30
General Journal	11/23/2020	Tras 11231		Transfer to Operating for Capital Improvement Bills	-10,000.00
				<b>TOTAL</b>	<b>-9,492.70</b>



**Beaumont Cherry Valley Recreation & Park District  
Check Warrant  
Bank of Hemet - Bogart  
November 2020**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>10050 - Bank of Hemet - Bogart Park</b>					
Check	11/02/2020	Fee	UMS/Celero Banking	Credit Card % Fees	-138.67
Check	11/09/2020	Fee	UMS/Celero Banking	Credit Card Fee	-6.50
Bill Pmt -Check	11/10/2020	5122	Polished Images	New Key Pad for Gate Entry	-910.87
Bill Pmt -Check	11/10/2020	9823315931	SCE (9823)	Utilities - Electric (Bogart)	-2,888.72
				<b>TOTAL</b>	<b>-3,944.76</b>



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

**To:** Chairman and Board of Directors

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

**Date:** December 9, 2020

**Employees:**

No changes. We have 19 employees. We currently have 17 employees working and 2 on furlough.

**Reports:** Pha of CalPERS completed an in-person health audit as well as the exit interview of that audit. She reported to me she did not find any "Observations", "Other matters" or "Discussion items" during the audit but then however after further review with her managers it will be noted there will be "Other matter" in the draft report that we should receive in January. The audit is quite a lengthy process and we will keep you informed as it moves through the next stages.

**Workers Compensation Cases/Incidents/Accidents** – No employee cases. (605 days since our last employee accident).

**Training:**

- Harassment training for Directors, Supervisors and staff is scheduled for January 13, 2020 @ 4:00pm prior to our board meeting. This will be both in person with social distancing allowance and virtual.
- Ethics training needs to be completed in January. This free training is available on line at <http://localethics.fppc.ca.gov/login.aspx>. When you have completed the course, please give me a copy or send the certificate to me via email for your files.

**Other:**

Unfortunately, due to the Pandemic, we had no choice but to cancel our annual holiday party in an effort to keep all of our employees safe and healthy. We will send an announcement out on Friday, December 11 announcing our awards via email. We definitely plan to reschedule our traditional celebrations when gatherings are allowed.

Board reorganization and committee assignments will be on the January 13, 2021 agenda.

I am currently working from home.

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

Respectfully Submitted,

*Janet Covington*

Janet Covington, Human Resources Administrator/Clerk of the Board



**Department Report**

Agenda Item No. 4

**To:** Chairman and Board of Directors  
**From:** Nancy Law, Financial Services Technician/Office Manager  
**Date:** December 9<sup>th</sup>, 2020

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The Finance Committee met Monday, December 7<sup>th</sup>, 2020 to review November 2020 Financial Reports for Fiscal Year 2020-2021.

The Monthly Financial Report consisted of the Profit & Loss Budget vs. Actual, 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 not received deposits into the Riverside County Fund for November 2020 as of 12/4/2020.

The Financial Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution for November 2020 and has returned \$223,848.36 to Reserve from Bogart Pond bills, has moved \$100,000.00 to Operating for the Board Approved 11/12/2020 Apple Mitigation bills bringing our balance to \$223,544.91.

**Additional items:**

- ❖ Finance attended on 11/4/2020 – 11/5/2020 SDLA (Special District Leadership Academy) Module 4: Board's Role in Human Resources.
- ❖ Finance on 11/13/2020 completed and sent in our CDBG grant Application.
- ❖ Finance Attended on 11/24/2020 – Notary Renewal Class

**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

Agenda Item No. 4

**To:** Chairman and Board of Directors  
**From:** Kyle Simpson, Activities Coordinator  
**Date:** December 9th, 2020

**Facility Users:**

Facility Rentals have resumed in a limited capacity, 25% of building capacity for indoor events and 50% capacity for outdoor events.

COVID-19 Testing Facility has been moved to the Woman's Club through December 31<sup>st</sup>.

We are renting out the ball fields for single team practices Monday through Thursday.

December rentals have 5 practice teams scheduled so far

Adult Softball Fall Playoffs will come to a close on Thursday night December 10<sup>th</sup>, 2020:

Tuesday Men's 4 teams, Thursday Coed 10 teams, Sunday Coed 6 teams

Adult Softball is currently running the canned food drive throughout the Fall Season

Adult Softball Winter Season will start the third week of January

Applications will be sent out at the conclusion of our Fall Season

There will be Toys for Tots Tournament at Noble Creek Regional Park Saturday December 12<sup>th</sup>, 2020.

**Upcoming District Events:**

**National Fitness Court Grand Opening**

The Grand Opening for the Fitness Court is tentatively planned for January 8th, 2020

The Press Release is completed and will be sent out one month before the event

**Bogart 1K/5K Fun Run (March 13th, 2021)**

The Fun Run is the first event scheduled for 2021

**Community Events/Meetings/Networking**

I attended the Beaumont Chamber Breakfast on November 13<sup>th</sup> with Nancy and Janet

All other Community events and meetings have been cancelled until further notice due to COVID-19

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

Respectfully Submitted,

Kyle Simpson, Activities Coordinator



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

**To:** Chairman and Board of Directors  
**From:** Aaron Morris, Maintenance Foreman  
**Date:** 12/09/2020

**Report:**

Good Evening Board,

I hope everyone is staying warm as the end of the year approaches fast. Staff has been doing great keeping up the facilities and staying on top of their assigned duties during my absence. I appreciate the District's ongoing support during my time off and even though I am excited to be back to work I am looking forward to spending the upcoming holidays with my family. Here are a few items staff has been working on:

**Work Items:**

- Fertilized the Bogart Day Use Meadow and the Noble Creek Baseball Fields.
- Installed some sod next to the new field 7 restrooms.
- Trained staff on the following topics: Building/Facilities Maintenance Procedures and Tractor Safety & Operation 1.
- Meeting with Riverside County Agricultural Commissioner to re-apply for our restricted materials permit.
- Planning to install an extra circuit in the Bogart Day Use Meadow.
- Finishing up the 4<sup>th</sup> Quarter Safety Committee packet.

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

Respectfully Submitted,

Aaron Morris  
Maintenance Foreman