



BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT (BCVRPD)

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, December 8, 2021, 5:30pm

MINUTES

PUBLIC PARTICIPATION BY TELECONFERENCE ONLY

Due to the spread of COVID-19 and the fact that there is a Governor-declared state of emergency, the Beaumont Cherry Valley Recreation & Park District conducted this meeting by teleconference.

DISTRICT CLOSED SESSION – Closed Session to Begin at 5:30pm (1 Item)

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

Title: General Manager

Closed session began at 5:30pm

Roll Call:

Director De La Cruz: Absent

Director Ward: Present

Treasurer Flores: Present

Vice-Chair/Secretary Diercks: Present

Chairman Hughes: Present

General Manager, Duane Burk and Legal Counsel of Best, Best & Krieger Albert Maldonado attended.

Closed session ended at 6:10pm.

WORKSHOP SESSION: None

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

Regular session began at 6:13pm in the memory of William (Bill) W. Thompson. (Dodie Carlson's Father)

Roll Call:

Director De La Cruz: Absent

Director Ward: Present

Treasurer Flores: Present

Vice-Chair/Secretary Diercks: Present

Chairman Hughes: Present

General Manager, Duane Burk and Legal Counsel of Best, Best & Krieger Albert Maldonado attended.

Albert Maldonado reported out from closed session. No reportable actions.

Invocation: Treasurer Flores gave the Invocation

Pledge of Allegiance: Albert Maldonado led the pledge of allegiance.

Presentations: None

Adjustments to Agenda: None

1. PUBLIC COMMENT: Chairman Hughes opened public comment at 6:20pm. Public comment closed at 6:23pm.

Annie Ploenn of Sunsational Tanning Salon and AP Rentals spoke regarding inappropriate interactions of a board member at Winterfest.

2. CONSENT CALENDAR:

2.1 Minutes of November 10, 2021

2.2 Warrants for November 2021

2.3 Bank Balances for November 2021

2.4 Approve Special Provision Allowing for Teleconference Meetings during a Governor-Declared State of Emergency Pursuant to AB 361

Janet Covington reported on item 2.1. The minutes will reflect Albert Maldonado commented on item # 2.4, not 2.2. Director Ward asked for a correction to the spelling of Chris Diercks name under Director Comments.

Duane Burk reported the finance department met and reviewed items 2.2 and 2.3.

Albert Maldonado commented on item 2.4. He stated the Board has voted to hold teleconference meetings under AB361. The District needs to make certain findings every 30 days to continue teleconference meetings.

There needs to be a Governor-Declared State of Emergency and then there needs to be two findings. 1) The District needs to consider the circumstance for the State of Emergency. 2) State or Local Officials have recommended social distancing.

Motion was made to accept items 2.1, 2.2, 2.3 and 2.4 with the above referenced (2) changes to the minutes.

Initial Motion: Director Ward

Second: Vice Chair/Secretary Diercks

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

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

3.1 Approval of Chadrick Halliday & Co. Proposal for Fiscal Year 20/21 Audit.

Chairman Hughes opened public comment at 6: 25pm. Hearing none, public comment closed at 6:25pm.

Motion was made to accept item 3.1.

Initial Motion: Vice Chair/Secretary Diercks

Second: Director Ward

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

3.2 Revised Job Description, Receptionist

Chairman Hughes opened public comment at 6:28pm. Hearing none, public comment closed at 6:29pm.

Motion was made to accept item 3.2.

Initial Motion: Vice Chair/Secretary Diercks

Second: Treasurer Flores

Result of Motion: Carried 4-0
Director De La Cruz: Absent
Director Ward: Aye
Treasurer Flores: Aye
Vice Chair/Secretary Diercks: Aye
Chairman Hughes: Aye

3.3 Approval of 2022 Facility Use License Agreement, Beaumont Lions Club.

Chairman Hughes opened public comment at 6:34pm. Hearing none, public comment closed at 6:35pm. Duane Burk clarified the group will pay \$450.00 per month. They will complete three projects per year for the District and on the months the projects are completed, the fee will be waived. Director Ward asked for clarification of the group's annual required insurance (pg. 5 of 9). Nancy Law will clarify the language to reflect January through December coverage of each year.

Motion was made to accept item 3.3.
Initial Motion: Vice Chair/Secretary Diercks
Second: Director Ward
Result of Motion: Carried 4-0
Director De La Cruz: Absent
Director Ward: Aye
Treasurer Flores: Aye
Vice Chair/Secretary Diercks: Aye
Chairman Hughes: Aye

3.4 Approval of 2022 Facility Use License Agreement, San Gorgonio Pass Historical Society

Chairman Hughes opened public comment at 6: 42pm. Hearing none, public comment closed at 6:42pm.

Motion was made to accept item 3.4.
Initial Motion: Vice Chair/Secretary Diercks
Second: Treasurer Flores
Result of Motion: Carried 4-0
Director De La Cruz: Absent
Director Ward: Aye
Treasurer Flores: Aye
Vice Chair/Secretary Diercks: Aye
Chairman Hughes: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

- We have 26 employees.
- No workers compensation cases. It has been eighty-seven days since our last employee accident.
- Janet attended the second in a series of three CAPRI webinars. The topic was Workers Compensation.
- November's employee of the month was celebrated November 24. Kaylee Gemmell received the recognition. Decembers luncheon is scheduled for December 29, 2021 @ noon in the copper room
- Holiday party is scheduled for Friday, December 17, 2021 @ the Grange Community Center 5:00 – 9:00pm. We have a magician scheduled.
- Duane Burk will be the guest speaker at the Calimesa Chamber Breakfast on February 8, 2022 @ 8:00am
- Board member position changes and committee assignments will be scheduled for the January 2022 board meeting.

Financial Services Technician/Office Manager: Nancy Law

- The Finance Committee met to review November 2021 Financial Reports.
- Property Tax Disbursement – The Financial Services Technician has not received deposits into the Riverside County Fund as of today.
- \$5,000.00 was transferred into the reserve fund for November 2021, bringing the balance to \$320,259.07. \$7,500.00 was into the Money Market account for November 2021 bringing the balance to \$10,292.57.
The District's initial loan payment for \$87,217.18 was completed.
- Nancy attended the following trainings: CAPRI Worker's Compensation Case Scenario, GFOA Workshop 26th Annual Governmental GAAP update, Paychex Workshop on Employee Tax Credit has your business considered making a claim per Human Resources request.
- Nancy attended the Friends of Valley-Wide Autumn Elegance event.
- Nancy attended the Pumpkin Carve & Beers, Brats and Bogart Bash Debriefs.
- Nancy attended the Veterans Day Parade.
- Nancy submitted the Community Development Block Grant (CDBG) for the parking lots at Bogart Regional Park.
- Nancy attended a Winterfest Meeting.
- Nancy attended a Conference call with Patrick from Motorola Solutions regarding radios for Maintenance and Bogart Park.

Activities Coordinator: Kyle Simpson

- COVID-19 Testing Facility at the Woman's Club will continue through December 31, 2021.
- There are currently 2 different skating groups renting out the hockey rink weekly
- The Yoga Connection is at Noble Creek Community Center Monday through Wednesday
- Heart and Soul Line Dancing is at Noble Creek Community Center on Mondays
- Beaumont Library Story Time is at Noble Creek Community Center on Tuesdays
- Tennis instruction is ongoing at the Tennis Courts Tuesdays and Saturdays
- Square dancing classes have started at the Grange on Wednesdays
- Martial arts classes are Mondays at the Grange
- Winterfest was held . It was a great turnout. Beaumont Cherry Valley Water District allowed us to use the Parking at the Ponds and put in a gate for pedestrians. Kyle received nice comments and thanked the staff for helping and thanked the board for attending.
- Nancy, Ryann, Rodrigo, Jesse, and Nick participated in the City Veterans Day Parade on 11/11/2021
- Kyle will be attending the Beaumont Chamber Breakfast on 12/10/21
- Kyle attended the CAPRI Workers' Compensation webinar on 12/1/2021

Chairman Hughes asked if thank you cards are given to those who participate at our events. Kyle confirmed he sends out thank you letters.

Maintenance Foreman: Aaron Morris

Aaron was absent and he will be working remotely for a while. Duane Burk presented his report. Aaron thanked everyone for the ongoing support during his leave of absence. His baby was born. He hopes everyone has a safe and festive Holiday Season and is looking forward to seeing everyone at the Annual Holiday Party.

- Central Command Installation is completed for Noble Creek Regional Park.
- The new building in the Maintenance Yard is completed. Cameras will be installed.
- Staff has been cleaning up and rearranging the yard to make it safer and more accessible.
- Staff fertilized the rest of the ballfields and open meadows at both Noble Creek Regional Park and Bogart Regional Park.
- Staff assisted and participated in the Winterfest event.

- Aaron is working on the fourth Quarter Safety Committee Packet to finish off the year.
- Maintenance will be focusing on routine work for the rest of the month.

Athletic Coordinator: Dodie Carlson

- The fall adult ball season is just starting to wrap up playoffs and championships. The last game for the season will be December 19, 2021 with the Sunday co-ed division.
- The winter wish presents were purchased, wrapped and delivered this past week. We were able to provide gifts to two families that had six children each. That was 46 gifts all together. Dodie thanked staff for their help. Along with the generous support from the teams that played in the Oktoberfest and Spooky Spectacular. It was a great joint effort by all.
- The fall canned food drive ran thru 12-5-21. The adult ball teams were extra generous this year. It was a full truckload again. Dodie thanked staff for having to move it twice and getting it delivered to the facility.
- Dodie thanked the Board of Directors, General Manager, and staff for their constant work for the district. She said she is especially happy that we have all the fields back and they are greening up beautifully. The staff continues to make improvements and it shows. We will be looking sharp when we can get back to filling these fields every weekend with tournaments.
- BYB finished fall ball and has a small lull before the real fun begins. BYB ran a Black Friday special with a deeper early discount, over the holiday. They have 290 sign ups which means they need more fields.

General Manager: Duane Burk

Duane attended the Veterans parade, Winterfest and Turkey fest. He played in a golf tournament with Richie Lozano for Christmas Cheer all Year. He presented an article from CSDA about the District mitigating wildfire damage. He also referred to a thank you letter from the Boys and Girls Club. Duane met with Riverside County regarding funding opportunities for the District and said fields #2 and #3 have been re-fenced.

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm at the Beaumont Library.
- Finance – 1st Thursday of Every Month 5:00 pm NCCC.
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 5:30 pm
- BCVRPD Board Meeting Schedule, NCCC
 - Special Meeting December 16, 2021
 - January 12, 2022
 - February 9, 2022
 - March 9, 2022

5.2. Upcoming Holidays

Thursday & Friday, December 23 & 24, 2021 – Christmas
 Thursday & Friday, December 30 & 31, 2021 – New Years

5.3. Events

- Beaumont Woman’s Club COVID-19 Testing is through December 31, 2021.
- December 17, 2021 Staff Holiday Party 5:00- 10:00pm – Grange Community Center.

DIRECTORS MATTERS/COMMITTEE REPORTS

Director Ward:

Denise wanted to close out the year with her appreciation to everyone. She said she enjoyed all the events and is looking forward to next year. She gave her condolences to Dodie and her family and she congratulated Aaron on the birth of his child. She wished everyone a safe and healthy holiday season.

Treasurer Flores:

John thanked everyone for a great year. He attended the Winterfest and won a raffle. He is saddened to hear tonight's complaint and said it will be dealt with swiftly. He stated we are here to serve the community. He encouraged everyone to support the vendors at our events. He said it is a pleasure to serve on the board and he wished everyone a Happy New Year and a Merry Christmas.

Vice Chair/Secretary Diercks:

Chris gave his condolences to Dodie and congratulations to Aaron. He said he was sorry he had to miss Winterfest. He said every event this year has been good and it has been a great year and said next year will be even better.

Chairman Hughes:

Dan said he attended the Autumn Elegance for Valley Wide and said it was a good event. He hopes when we have an event they will attend ours so we can show them a great event. He attended the Christmas Cheer all Year. He spoke with Patrick Riley regarding the Danny Thomas Ranch. He said Lloyd White is the new mayor for the City of Beaumont and he stated that the City has a standard way of doing things that they don't hold themselves to. Dan said the Board meetings are very important. We have grown from 60 acres to over 500 acres and there is a potential of regionalizing with other cities over the next couple of years. He encouraged all directors to participate. He said the public looks at us differently. We have dedicated employees. Dan proposed that the Board dress differently while representing the District. He thanked staff for what they do, wished everyone a good holiday, and is looking forward to the holiday party. He congratulated Aaron and sent his condolences to Dodie.

6. ADJOURNMENT:

Motion was made by Vice Chair/Secretary Diercks to adjourn the meeting at 7:17 pm. The meeting was adjourned in memory of William (Bill) W. Thompson.