



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, October 14, 2020, 5:00 PM
Noble Creek Community Center 390 W. Oak Valley Parkway Beaumont, CA 92223**

MINUTES

www.bcvparks.com

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 5:13pm.

Roll Call

Director De La Cruz: Absent

Director Ward: Present via teleconference

Treasurer Diercks: Present

Vice-Chair/Secretary Flores: Present via teleconference

Chairman Hughes: Present

Invocation: The invocation was given by Chairman Hughes

Pledge of Allegiance: Treasurer Diercks led the pledge of allegiance

Presentations: None

Adjustments to Agenda: None.

1. **PUBLIC COMMENT:** None.

2. **CONSENT CALENDAR:**

2.1 Minutes of September 9, 2020

2.2 Minutes of September 23, 2020

2.3 Bank Balances September 2020

2.4 Warrants for September 2020

2.5 Approval of FY 18/19 Draft Audit

General Manager, Duane Burk commented the finance committee reviewed items 2.3 and 2.4.

Motion was made to accept items 2.1, 2.2, 2.3, 2.4 and 2.5.

Initial Motion: Treasurer Diercks

Second: Chairman Hughes

Result of Motion: Carried 4-0

Director De La Cruz: Absent

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 Revised Fifth Amendment to Employment Agreement, General Manager

Joe Ortiz reviewed the revision to the Fifth Amendment. Chairman Hughes opened public comment at 5:19pm. Hearing none, public comment closed at 5:19pm.

Motion was made to accept item 3.1.

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.2 Approve Destruction of Records

General Manager confirmed the destruction of records is per policy and many of the documents have been stored electronically. Nancy Law stated the date in the staff report for the financials should be 2000, not 2020. Chairman Hughes opened public comment at 5:25pm. Hearing none, public comment closed at 5:25pm.

Motion was made to accept item 3.2.

Initial Motion: Treasurer Diercks

Second: Chairman Hughes

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.3 Resolution #2020-04 Approval of BCVRPD Debt Management Policy

The general manager provided information on the debt management policy that the District should have in place and said is required as part of the funding from CSDA approved September 9, 2020. Director Ward asked if the money from the loan has already been designated. The general manager said it has and Nancy Law stated it is a five-year payment plan. Chairman Hughes opened public comment. Hearing none, public comment closed.

Motion was made to accept item 3.3.

Initial Motion: Treasurer Diercks

Second: Chairman Hughes

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.4 Resolution #2020-05 Authorizing the Execution and Delivery of an Installment Sale Agreement and Authorizing and Directing Certain Actions in Connection with the Acquisition and Construction of Park Improvements. Joe Ortiz stated it is a standard agreement and legal has reviewed the document. He indicated there is 102% repayment on the loan. Chairman Hughes opened public comment at 5:34pm. Hearing none, public comment closed at 5:34pm.

Motion was made to accept item 3.4.

Initial Motion: Treasurer Diercks

Second: Chairman Hughes

Result of Motion: Carried 4-0

Director De La Cruz: Absent

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

- The District has 25 employees. A full time maintenance employee was brought back from furlough and two maintenance employees and one recreation assistant resigned from the District. We currently have 14 employees working and 11 on furlough. We promoted Taylor McCafferty to a Part time Maintenance position.
- We reviewed our 2020 Biennial Notice for Conflict of Interest Codes and determined no amendment was needed.
- Our 4th quarter Safety Package was submitted to CAPRI.
- We haven't had any workers compensation cases, incidents or accidents. It has been 549 days since our last employee accident.
- Safety Compliance provided "Handling Power Tools Safely" training in September
- Janet Covington and Nancy Law attended Special District Leadership Foundations Module 2 training on "Setting Direction/Community Leadership" This was the second training of four modules.
- 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 the course is completed, you print the certification and return it to Janet.
- Janet attended CalPERS Public Agency Business Rules as well as several webinars from skill path and the first three sessions in a six-part series on Story Telling for Special Districts by Streamline, making the public aware of who our District is, what we do and why we do it. The link is available if anyone would like to view it. She also attended the Best, Best & Krieger webinar on demonstrations and Public Speech and how they pertain to the First Amendment
- She is working primarily in her office.
- Completed all auditor requests.
- Currently holding open enrollment for staff.
- Kyle Simpson, Chris Diercks and Janet attended the Beaumont Chamber Good Morning Breakfast where the District received the Chambers "Business of the Month" award for outstanding performance and service to our community.
- The staff holiday party is scheduled for Friday, December 11, 2020. This year we are limiting attendance to staff and Directors with the allowance of each person to bring one guest only. We will not be able to invite additional guests in order to apply social distancing set up to keep everyone safe and healthy. This year's event will be an informal event with a taco cart and competitive games.
- Seventy Two days till Christmas

Financial Services Technician/Office Manager: Nancy Law

- The Finance Committee met and reviewed September 2020 Financial Reports.
- Property Tax Disbursement – We received deposits into the Riverside County Fund for September 2020 in the amount of \$1,126.25 for Interest Income.
- \$5000.00 was transferred into the Reserve fund for September 2020. We moved \$55,000.00 from Capital Reserve for Capital Improvements bringing our balance to \$318,493.67.

- Finance attended on 9/16/2020 and 9/17/2020 - Special District Leadership Academy (SDLA) Module 2: Setting Direction/Community Development.
- Finance along with Receptions Ryann Flores attended on 9/9/2020 – Streamline Portal Review.
- Finance attended Storytelling for Special Districts training and Interpreting and Communicating the New CalPERS Actuarial Reports.
- Nancy is working on the CDBG grant Application for Bogart.

Activities Coordinator: Kyle Simpson

- 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 October 31.
- Thunder Alley RC Raceway has been reopened on a limited weekend basis.
- Heart and Soul Line Dancing has resumed classes at the Grange.
- Guitar classes have started back up at the Grange as of September 1.
- Far From Perfect Mustang Rescue has resumed Gymkhana events at the Horse Arena.
- T.O.P.S. has resumed meetings at Noble Creek Community Center as of October 6, Tuesdays at 6:00pm.
- Beaumont Woman’s Club, CAST Players, and San Geronio Pass Historical Society have been notified about COVID-19 testing at the Woman’s Club for the month of October.
- Bogart 1K/5K Fun Run. Due to social distancing regulations the Fun Run will be postponed until further notice
- Movies under the Stars. Kyle has been in contact with Swank Industries to rent the movies if it is possible to show them this year. The dates for the movies are still pending based on social distancing and gathering regulations. Church for Family will contribute with their projector and volunteers when a decision is made. Cold and rainy weather may be a factor in cancelling this event.
- Pumpkin Carve. Green thumb was unable to donate pumpkins but they will be contributing a cash donation in lieu of Pumpkins. Kyle is in contact with Walmart to get donations for the event and is awaiting a response for his donation request for pumpkins, carving kits, and candy. He is working on a plan for a drive-thru style carving kit pickup, pending the pumpkin donations
- Trunk or Treat. Kyle is working with the Police Department and the City to be involved with Trunk-or-treat this year.
- Kyle attending the Beaumont Chamber Breakfast on October 9th and the Riverside County Emergency Management Department online live stream of Post Apple and El Dorado Fire Mud and Debris Flow Community Meeting
- All other Community events and meetings have been cancelled until further notice due to COVID-19

Maintenance Foreman: Aaron Morris

- Aaron reported the maintenance department has stayed busy working on daily routine jobs while completing smaller projects throughout the week. He said he is grateful to welcome Taylor to the Maintenance team and is looking forward to passing down his knowledge and skills to her as the Maintenance Department moves forward. The third Quarter Safety Committee Packet was completed and submitted on time.
- Maintenance re landscaped the memorial wall planters.
- Maintenance cleaned up and added gravel around the Kiosk at Bogart Regional Park prior to the dedication.
- The maintenance department is planning to over seed the Bogart Regional Day Use Meadow mid-October.
- Aaron has collaborated with Riverside County Flood and Hotline Construction during their projects within the park.
- Aaron is working with Kyle on procedures in anticipation of opening up the fields for baseball and softball.
- Maintenance is continuing daily routines while improving old ones.

General Manager: Duane Burk

- Duane felt the Bogart dedication was good and is working on the Fitness court dedication as Riverside County allows.
- Staff is working on bringing back adult softball with a modified season and renting out practice fields.

- Duane said we received some grindings at the equestrian area and the intent is for maintenance to make an employee parking area in the maintenance area and put a road around the equestrian pavement so traffic will go along the road and we can divert water and create a free flowing road. He is working with some concerned citizens about the equestrian area.
- Top Line completed the conduits at the equestrian yard.
- He hopes to have a pumpkin carve and trunk or treat as we head to the end of year allowing people to get together and play.

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
November 12, 2020 (**Thursday**)
December 9, 2020
January 13, 2020 – **Starts at 4:00pm**

5.2. Upcoming Holidays

Wednesday, November 11, 2020 – Veteran’s Day
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 October 31, 2020).

DIRECTORS MATTERS/COMMITTEE REPORTS

Director Ward

Denise thanked Duane. He gave her a tour of the updated facilities and Noble Creek Park and said she loves the entrance sign. She enjoyed the Bogart ceremony and excited to see her name on the plaque. She thanked everyone for participating. She invited everyone to the Banning street races on Saturday and Sunday, 1-10pm at the Banning airport. She congratulated John on his surgery and said she is glad he is on the road to recovery and he continues praying for his continued health and speedy recovery. Denise thanked all the staff for an excellent job and said she appreciates them.

Treasurer Diercks

Chris said he agrees with director Ward, the sign at Noble Creek looks great and he said Bogart is looking great and likes the fact that three agencies were able to come together. He thanked staff for all their hard work and said they are working hard. He wished John happy recovery.

Vice Chair/Secretary Flores – None.

Chairman Hughes

Dan said the Bogart dedication went well. We had been anticipating it for a while and if it weren’t for COVID, we would have had a huge crowd. He thanked staff for all their hard work. He congratulated Director Flores and was glad to see him back. He announced the passing of Laura Dahlstrom and asked to keep her husband Greg and Laura’s family in our prayers.

6. ADJOURNMENT:

Motion was made to adjourn the meeting at 5:54pm.

Initial Motion: Treasurer Diercks

Second: Director Ward

