

BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT (BCVRPD)

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, April 14, 2021, 5:00 PM

Noble Creek Community Center 390 W. Oak Valley Parkway Beaumont, CA 92223

AGENDA

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 and the Beaumont Cherry Valley Recreation & Park Improvement Corporation 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>

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

1. Conference with Legal Counsel - Pursuant to Government Code Section 54956.8

Property Negotiations. Danny Thomas Ranch, 10-Acre Lease.

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

WORKSHOP SESSION: None.

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

Invocation:

Pledge of Allegiance:

Presentations:

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. 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 March 10, 2021

2.2 Warrants for March 2021

2.3 Bank Balances March 2021

3. **ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS:** (Includes Committee Reports)
- 3.1 Approval of Revised Job Description – Human Resources Administrator/Clerk of the Board
 - 3.2 Approval of Revised Salary Schedule
 - 3.3 Facility Use License Agreement – Taking off Pounds Sensibly (TOPS)

4. **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 – 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
 - May 12, 2021
 - June 9, 2021
 - July 14, 2021

5.2. Upcoming Holidays

Monday, May 31, 2021– Memorial Day

5.3. Events

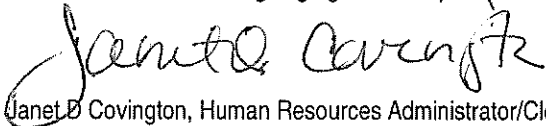
- Beaumont Woman's Club COVID-19 Testing has been extended through June 2021.

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 April 9, 2021



Janet Covington, Human Resources Administrator/Clerk of the Board



BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT (BCVRPD)

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, March 10, 2021, 5:45 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

WORKSHOP SESSION: Workshop Session to Begin at 5:45pm (1 Item)

1. Fiscal Year 20/21 Mid-Year Budget Review Update

Workshop session was cancelled due to no review needed by directors or the finance committee prior to action item 3.1. Finance committee reviewed it in depth and the directors were presented the information at their prior meeting. The General Manager confirmed all the information being presented is the same as what is in the board package.

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

Regular session began at 6:20pm.

Roll Call:

Director De La Cruz: Present, via teleconference

Director Ward: Present, via teleconference

Treasurer Flores: Present

Vice-Chair/Secretary Diercks: Present

Chairman Hughes: Present

Legal Counsel of Best, Best & Krieger Albert Maldonado attended. He also announced the zoom meeting had to be restarted and if anyone was not present, the items missed were: The workshop session was cancelled. The General Manager confirmed the information was no more than what was included in the package. There were no questions from directors.

Invocation: Treasurer Flores gave the invocation

Pledge of Allegiance: Chairman Hughes led the pledge of allegiance

Presentations: None

Adjustments to Agenda: Regular session was opened in remembrance of Bill Hanley and Chairman Hughes wished Duane Burk Happy Birthday.

1. **PUBLIC COMMENT:** Chairman Hughes opened public comment at 6:26pm. Hearing none, public comment closed at 6:26pm.

2. **CONSENT CALENDAR:**

2.1 Minutes of February 10, 2021

2.2 Warrants for February 2021

2.3 Bank Balances February 2021

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

Initial Motion: Vice Chair/Secretary Diercks

Second: Director Ward

Result of Motion: Carried 5-0
Director De La Cruz: Aye
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 Fiscal Year 20/21 Mid-Year Budget

Motion was made to accept item 3.1.

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

The Board had no questions, but will contact Duane if they think of any.

Initial Motion: Vice Chair/Secretary Diercks

Second: Director De La Cruz

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

3.2 Approval of Bogart Park Fishing Fees

Motion was made to accept item 3.2.

Duane reported the District previously adopted the County's fee schedule when we took over Bogart Park. The pond has been stocked with fish and the District is now ready to sell fishing permits. He said the fees collected will go back into Bogart and used to replenish the fish. The new proposed fee is \$18.00 for those 13 years of age and older and \$12.00 for those who are 12 years of age or under. This fee is in addition to the Bogart Day Permit. The fishing permit allows for a maximum of five fish, 10 inches or larger each day. It is also required for each person to have a California Fish & Wildlife License.

Chairman Hughes opened public comment at 6:32pm. Hearing none, public comment closed at 6:32pm.

Initial Motion: Vice Chair/Secretary Diercks

Second: Director De La Cruz

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

3.3 Approval of Equestrian Center Lighting

Duane reported the District previously installed four wood light poles in the equestrian area. The District has had two of those poles fall. The District contacted three local contractors listed in the staff report. The remaining two poles were evaluated and tested by M. Brey Electric. It was determined the poles will fail. The company recommended the poles be replaced with steel poles and change the lights to LED. Duane recommended awarding the project to M. Brey Electric not to exceed \$65,768.00 from account # 50092.

Chairman Hughes opened public comment at 6:45 pm. Hearing none, public comment closed at 6:45pm.

Motion was made to accept item 3.3.

Initial Motion: Vice Chair/Secretary Diercks

Second: Treasurer Flores

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye
Chairman Hughes: Aye

3.4 Approval of 2021 Facility Use License Agreements
3.4.1 Cherry Valley Horsemen's Association
3.4.2 Primoz Cuisine

Duane explained the signature process for the agreements. He will sign them last. The District is adding COVID-19 information and will be looking into EMON Meters.

Chairman Hughes opened public comment at 6:51pm. Hearing none, public comment closed at 6:51pm.

Motion was made to accept item 3.4.1 and 3.4.2

Initial Motion: Vice Chair/Secretary Diercks

Second: Chairman Hughes

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

Denise Ward left the meeting.

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

- We have 19 employees. One part time maintenance position left. Two part-time maintenance employees were promoted to full-time maintenance I positions. One casual recreation assistant was promoted to part time receptionist and will primarily be working at Bogart Park. We hired one casual recreation assistant to help at Bogart.
- Completed the 2021-2022 Estimated Payroll report for workers compensation premiums.
- Working on the State Controllers 2020 Government Compensation Report.
- Statements of Economic Interest (Form 700) are due. They will be mailed next week.
- March 5, 2021 was Employee Appreciation Day. We served our employees breakfast and celebrated the employee of the month recipients. Ryann Flores received the award for January and Aaron Morris received the award for February. Janet thanked Armando De La Cruz for the donation of a gift card for the event.
- Janet asked if any directors needed staff shirts, jackets or business cards to let her know.
- Workers Compensation Cases/Incidents/Accidents –It has been 696 days since our last employee accident.
- Harassment and Ethics training for Directors, Supervisors and staff was due in January. When you have completed the course, please give me a copy or send the certificate to me via email for your files.
- Janet attended a two day training on Policy & Procedure writing
- Pre-employment physicals are now being conducted through Rancho Paseo Medical Group due to our current company, Apex medical closing permanently.

Financial Services Technician/Office Manager: Nancy Law

- The Finance Committee met and reviewed February 2021 Financial Reports. They approved Chadwick to complete the 19/20 audit.
- Finance has not received any property tax disbursements into the Riverside County Fund for February 2021 as of March 3, 2021.
- Nancy transferred \$5,000.00 into the reserve account for February 2021 bringing our balance to \$243,589.49.
- Finance and Human Resources attended a Granicus Video, Agenda and Minutes Demo on 2/9/2021.
- Finance meet with Auditor for Year End processes on 2/10/2021.
- Finance attended on a Scholarship the CSMFO Annual Conference on 2/16/2021 – 2/18/2021.
- Finance is working with General Manager on Mid-Year Budget Review.

Activities Coordinator: Kyle Simpson

- Facility Rentals have resumed in a limited capacity, 25% capacity for indoor events and 50% capacity for outdoor events.
- COVID-19 Testing Facility at the Woman's Club will continue through June 30, 2021.
- Ball fields for single team practices are Monday through Thursday. In March, there are seven practice teams scheduled. Adult Softball Winter Season is scheduled to end the end of March pending weather.
- Enlighten Dogs started an obedience training course on the Tennis Courts Monday, Tuesday, and Thursday nights from 6:00pm-7:00pm.
- There are currently three different skating groups renting out the tennis courts/hockey rink with daily practices.
- The Grand Opening for the Fitness Court was held March 5th. Facebook had a Live event for the general public to attend. The District received 22 comments and he had fun doing the event. Kyle will be holding classes for staff and the public. He thanked everyone for attending. The court is open 7am to 5pm daily.
- Bogart 1K/5K Inaugural Fun Run is March 13th, 2021. It is the first event scheduled for 2021. As of today there is 22 kids, 50 5K walk and 77 5K run participants signed up.
- Kyle is working with the City to host a movie night at Noble Creek Regional Park April 2nd, 2021 They plan to show "HOP" on a blow up screen behind field one. The event will start at 6:00pm and the movie will start at dark. They expect 200 cars.
- Welcome Home Vietnam Veterans will be cancelled this year
- Spring Fling will be changed to a virtual event/scavenger hunt from March 29th through April 3rd, 2021
- The Fishing Derby will be held at Bogart Park over multiple weekends starting on April 24th, 2021
- Arbor Day will be Friday April 30th, 2021 this event will be held at either Danny Thomas Ranch (DTR) or Bogart
- Cinco De Mayo Festival will be cancelled this year, I hope this event can get started in 2022
- The Memorial Wall Ceremony will be cancelled
- Movies Under the Stars will be starting Monday June 14th, 2021 and run six consecutive Monday nights
- All other Community events and meetings have been cancelled until further notice due to COVID-19

Maintenance Foreman: Aaron Morris

Aaron hopes everyone has stayed healthy and safe. He reported staff has been doing a great job maintaining the facilities and we are looking forward to the upcoming events.

- Staff moved and reorganized all of the District's Fuel and Chemicals into the new outdoor storage constructed onto Shop B in the Maintenance Yard.
- Training Staff on how to safely apply pesticides to our grounds.
- Dressed up and cleaned around the Fitness Court for the grand opening.
- Working with the Activities Department to prepare for the 1K/5K Race.
- Spraying the grounds and warning tracks with herbicides to eliminate the weeds.
- Quoting out clay infield conditioners to apply to all the fields.
- Preparing the 1st Quarter Safety Committee Packet for CAPRI.
- Maintaining the pond and feeding the fish weekly to help them acclimate.
- Scheduling CDF to work on separate projects at Noble Creek, Bogart, and DTR.

General Manager: Duane Burk

- Duane has been busy with the DTR.
- He had a conference meeting with the City of Beaumont
- He is meeting with the City of Calimesa.
- He has been dealing with potential users of Bogart Park, Noble Creek and the DTR.
- Staff is doing a pretty good job staying busy in anticipation preparing to move forward into the red tier.
- Duane thanked staff for the birthday cupcakes and wishes.

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

April 14, 2021

May 12, 2021

June 9, 2021

5.2. Upcoming Holidays

Monday, May 31, 2021– Memorial Day

5.3. Events

- Beaumont Woman’s Club COVID-19 Testing has been extended through June 2021.
- 1K/5K Fun Run – Saturday March 13, 2021

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz:

Armando wished Duane a Happy Birthday.

He thanked the staff, board members and Duane for their continuous hard work and dedication and said that without them, the facilities would not look as beautiful as they do. He has been to Bogart Park and seen more families taking their kids to play area. He congratulated Ryann and Aaron for their employee of the month awards. He met with Duane and toured all the facilities except the Woman’s club. Duane pointed out the improvements made in Bogart Park and they fed the fish. He viewed the fitness court opening and then took his daughter to feed the fish and he hopes it attracts more families to the park. Armando is excited about the new land we acquired and knows Duane has a lot of big plans for the land and would like to see his visions come true. He is looking forward to the 1K/5K.

Director Ward: No comment

Treasurer Flores:

John said he is pleased with the stocking of the fish at Bogart. He drives thru Bogart a lot and is so happy. The improvements made the last three years are incredible. He said he has been fielding questions about our policies. We are moving in the right direction in becoming self-sufficient with our fishing and that is a tribute to and appreciated staff. John wished Duane a Happy Birthday.

Vice Chair/Secretary Diercks:

Chris took his grandchildren to Bogart, there were a lot of people enjoying the park and the pond, and it is great to see more and more people there. Hats off to staff. He said Nancy & Duane did a good job on the mid-year budget and Duane on the DTR. He wished Duane a Happy Birthday.

Chairman Hughes:

Dan would like Duane to look into the fish cleaning station at Bogart. People are finding out about the pond and he has been fielding questions. He asked Duane the rationale of when we determine whom we are going to do an EMON study. Duane responded the specific user is an independent proprietor, for profit. The District’s mission and park business is for kids. We waive fees all the time for kids. The user does not have a program for kids promoting Noble Creek Park. We know what the costs are for every facility, hourly. We had a company evaluate all of our utilities. Dan thanked all five board members for attending the fitness court grand opening and wished Duane a happy birthday.

6. ADJOURNMENT:

Motion was made to adjourn at 7:21pm in remembrance of Bill Hanley.

Initial Motion: Vice Chair/Secretary Diercks

Second: Treasurer Flores

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
March 2021**

| Type | Date | Num | Name | Memo | Amount |
|--|------------|-------------|--|--|------------|
| 10005 - Bank of Hemet - Operating | | | | | |
| Check | 03/01/2021 | JC03012021 | Kolsa's Donuts | Employee Appreciation Event - Food | -169.56 |
| Check | 03/02/2021 | 123625 | Alfonso's Tree Service | (15) Pine Tree Trimming | -10,400.00 |
| Check | 03/02/2021 | Fee | Global Pay | Credit Card Machine Monthly Fee & Annual Fee (Talked to bank they will be reversing these charges) | -80.99 |
| Check | 03/03/2021 | 123623 | Kaboo Leasing Co. | Chemical Storage/Fitness Center Gates | -800.00 |
| Check | 03/03/2021 | RF030032021 | PCLiquidations | Black Line Cable Kit - Phone Cord (Law, Nancy) | -29.22 |
| Check | 03/03/2021 | RF030032022 | TV Liquidator | LED Sign - Bogart | -3,159.08 |
| Check | 03/03/2021 | Fees | EPX | % Fees - Credit Card Machine | -321.74 |
| General Journal | 03/04/2021 | Trans 03041 | | Transfer to Payroll for PR 3/5/2021 | -30,000.00 |
| Check | 03/04/2021 | 123624 | Dan Hughes | Director Fees - February 2021 | -600.00 |
| Check | 03/04/2021 | NL3042021 | California Special Districts Association | Workshop: CEQA 101 & 201 (Law, Nancy) | -225.00 |
| Check | 03/04/2021 | 123626 | Jessica Warrick | Payroll Period 2/15/2021 - 2/28/2021 (13 hrs) | -390.00 |
| Check | 03/04/2021 | 123627 | Jessica Warrick | Payroll Period 2/1/2021 - 2/14/2021 (15.5 hrs) | -465.00 |
| Check | 03/04/2021 | 123628 | Jessica Warrick | Payroll Period 1/18/2021 - 1/31/2021 (12 hrs) | -360.00 |
| Bill Pmt -Check | 03/04/2021 | 123629 | Grand American Builders, Inc. | Roof Install (DT Ranch), Chemical Storage, Field Bench Repairs, Field Backstop Repairs | -6,828.00 |
| Check | 03/04/2021 | RF03042021 | Stater Bros | Employee Appreciation Breakfast & Water for 1K/5K fun Run | -210.44 |
| Check | 03/05/2021 | 123630 | MS Painting | Prep. Hang on structure (Sand, Caulk & Prime as needed) Paint complete hang & door | -1,200.00 |
| Bill Pmt -Check | 03/05/2021 | 6245064631 | SCE (6245) | Utilities - Electric - Tennis Courts, Horse Areana & Field 5/6 | -342.54 |
| Bill Pmt -Check | 03/05/2021 | 0135064931 | SCE (0135) | Utilities - Electric - Woman's Club, Grange, Snack Bar, NCCC, Maintenance & Parking Lighting | -1,471.55 |
| Bill Pmt -Check | 03/05/2021 | 0195064431 | SCE (0195) | Utilities - Electric - Field #1 - 4 | -162.53 |
| Bill Pmt -Check | 03/05/2021 | 0435064431 | SCE (0435) | Utilities - Electric (Fire Camp Lighting/Panel) | -184.94 |
| Bill Pmt -Check | 03/05/2021 | 1947064431 | SCE (1947) | Utilities - Electric - James Hughes Trailer | -183.48 |
| Bill Pmt -Check | 03/05/2021 | 062064831 | SCE (2062) | Utilities - Electric - RV Park | -865.47 |
| Bill Pmt -Check | 03/05/2021 | 179064931 | SCE (6179) | Utilities - Electric - General Electricity & Thunder Alley | -1,041.76 |
| Check | 03/08/2021 | 123631 | Cash | Starting Cash - 1K/5K Fun Run | -1,000.00 |
| Check | 03/08/2021 | NL03082021 | Amazon.com | Iphone Cases - New Full Time Maintenance | -21.52 |
| Bill Pmt -Check | 03/08/2021 | 03082021 | Nextiva | Monthly Telephone Service | -292.38 |
| Check | 03/08/2021 | Fee | UMS/Celero Banking | Credit Card Fees - | -6.50 |
| Check | 03/09/2021 | 123632 | Special District Leadership Foundation | Certificate in Special District Governance (Covington, Janet) | -65.00 |

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
March 2021**

| Type | Date | Num | Name | Memo | Amount |
|-----------------|------------|------------|--|---|-----------|
| Check | 03/09/2021 | RF03092021 | Amazon.com | 1-300 Running Bibs - 1K/5K Fun Run | -75.41 |
| Check | 03/09/2021 | AM03092021 | PAPA | License Renewal - required Classes for License (Morris, Aaron) | -330.00 |
| Check | 03/09/2021 | KS03092021 | Compliance Signs | Mountain Lion Signage (Bogart) | -104.09 |
| Check | 03/09/2021 | KS03092022 | Safety Sign | No Dumping Signage All Trash Enclosures | -223.45 |
| Check | 03/10/2021 | 123633 | Rodrigo Camacho | Furlough Accident Insurance Overpayment | -44.76 |
| Check | 03/10/2021 | AZ03102021 | Stater Bros | Meeting Expense - Cupcakes Duane's Birthday | -39.90 |
| Check | 03/12/2021 | 123634 | Chris Diercks. | Director Fees - March 2021 | -200.00 |
| Check | 03/12/2021 | AF03122021 | Progressive Graphics | 1K/5K Fun Run Shirts | -888.49 |
| Check | 03/12/2021 | AZ03122021 | Stater Bros | Water - 1K/5K Fun Run | -37.71 |
| Check | 03/13/2021 | NL03082021 | Amazon.com | iPhone Cases - New Full Time Maintenance (RETURNED) | -23.68 |
| Bill Pmt -Check | 03/17/2021 | 123635 | Acorn Technology Services | Monthly IT Service | -1,945.00 |
| Bill Pmt -Check | 03/17/2021 | 123636 | Awards & Specialties | 1K/5K Fun Run Participation medals | -407.80 |
| Bill Pmt -Check | 03/17/2021 | 123637 | Beaumont Cherry Valley Water Distr 8-000 | Utilities - Water - Woman's Club | -55.38 |
| Bill Pmt -Check | 03/17/2021 | 123638 | Beaumont Cherry Valley Water Distr 8-001 | Utilities - Water - Park | -2,519.73 |
| Bill Pmt -Check | 03/17/2021 | 123639 | Beaumont Cherry Valley Water Distr 8-002 | Utilities - Water - Park | -1,052.52 |
| Bill Pmt -Check | 03/17/2021 | 123640 | Beaumont Cherry Valley Water Distr 8-003 | Utilities - Water - NCCC | -752.51 |
| Bill Pmt -Check | 03/17/2021 | 123641 | Beaumont Cherry Valley Water Distr 8-005 | Utilities - Water - Grange | -380.19 |
| Bill Pmt -Check | 03/17/2021 | 123642 | Beaumont Do it Best | Lock for back lot drive through (DT Ranch) | -24.77 |
| Bill Pmt -Check | 03/17/2021 | 123643 | Beaumont Print | 1K/5K Fun Run Corrugated Signs | -538.75 |
| Bill Pmt -Check | 03/17/2021 | 123644 | Beaumont Safe & Lock | 2001/2126 Padlocks | -360.75 |
| Bill Pmt -Check | 03/17/2021 | 123645 | Best Best & Krieger | Legal Fees - General, DT Ranch water & House, COVID-19 Emergency Response | -5,070.00 |
| Bill Pmt -Check | 03/17/2021 | 123646 | Blue Shield | Employee - Dental Insurance | -212.40 |
| Bill Pmt -Check | 03/17/2021 | 123647 | Capri | FY 20/21 - 4th qrt of the annual contribution (Workman's Compensation) | -9,187.88 |
| Bill Pmt -Check | 03/17/2021 | 123648 | Chadrick L. Halliday | VOID:Online Payment | 0.00 |
| Bill Pmt -Check | 03/17/2021 | 123649 | Cherry Valley Nursery | Gravel/Rock | -662.66 |
| Bill Pmt -Check | 03/17/2021 | 123650 | City of Beaumont | Sewer - NCCC & Woman's Club | -1,955.90 |
| Bill Pmt -Check | 03/17/2021 | 123651 | Clark Pest Control | Weekly Pest Control | -770.00 |
| Bill Pmt -Check | 03/17/2021 | 123652 | Jani-King of California, Inc | Monthly Janitorial Services | -1,967.82 |
| Bill Pmt -Check | 03/17/2021 | 123653 | Prudential Overall Supply | Uniforms & Janitorial Supplies | -525.49 |
| Bill Pmt -Check | 03/17/2021 | 123654 | Safety Compliance Company | Safety Meeting 2/17/21 - Topic: #0083 Lockout/Tagout/Blockout | -250.00 |

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
March 2021**

| Type | Date | Num | Name | Memo | Amount |
|-----------------|------------|-------------|---------------------------------|--|-----------|
| Bill Pmt -Check | 03/17/2021 | 123655 | Slugg Bugg Pest Control | Bimonthly Pest Control Service | -285.00 |
| Bill Pmt -Check | 03/17/2021 | 123656 | Star Pro Security Patrol Inc. | Monthly Security Services | -1,840.00 |
| Bill Pmt -Check | 03/17/2021 | 123657 | Stripeline Co. | Parking Lots Handicap Striping, signage & wheel stops | -2,880.00 |
| Bill Pmt -Check | 03/17/2021 | 123658 | Turf Star, Inc. | Feb 2021 - PM Contract (18)units - (119) hrs | -763.84 |
| Bill Pmt -Check | 03/17/2021 | 123659 | Xerox | Monthly Copier Rental | -559.07 |
| Bill Pmt -Check | 03/17/2021 | 123660 | Grainger Industrial Supply | Delineator Post w/Base | -804.49 |
| Check | 03/17/2021 | 123661 | Rodrigo Camacho | Over Charge - Accident Insurance | -12.84 |
| Bill Pmt -Check | 03/17/2021 | 123662 | Cherry Valley Feed & Pet Supply | Hay Bale Rental - 1K/5K Fun Run | -165.08 |
| Bill Pmt -Check | 03/18/2021 | 133630578 | ARCO Business Solutions | Monthly Vehicle Gas - Traverse (24,393) | -149.13 |
| Bill Pmt -Check | 03/18/2021 | 1808228-230 | CalPers | Employee - Retirement | -4,431.11 |
| Bill Pmt -Check | 03/18/2021 | 1001808232 | CalPers | Employee - 457 Plan | -25.00 |
| Bill Pmt -Check | 03/18/2021 | 1808234-236 | CalPers | Employee - Retirement | -4,512.34 |
| Bill Pmt -Check | 03/18/2021 | 1001808238 | CalPers | Employee - 457 Plan | -25.00 |
| Bill Pmt -Check | 03/18/2021 | 1001808240 | CalPERS-OPEB | Accrued Liability as of June 30, 2018 - Rate Plan: 1357 | -4,695.43 |
| Bill Pmt -Check | 03/18/2021 | 47010318202 | Chevron | Gas/Fuel - Chevy (29,504, F150 (19,610), Malibu (46,339), F550 (66,656), Cans/Tank | -977.67 |
| Bill Pmt -Check | 03/18/2021 | 123663 | Frontier Communications | Monthly Wifi - Maintenance & Bogart | -237.74 |
| Bill Pmt -Check | 03/18/2021 | 226464605 | Frontier Communications | Monthly Wifi - Woman's Club | -91.76 |
| Bill Pmt -Check | 03/18/2021 | 226464647 | Frontier Communications | Monthly Wifi - Bogart | -60.98 |
| Bill Pmt -Check | 03/18/2021 | 226464762 | Frontier Communications | Monthly Wifi - NCCC | -125.98 |
| Bill Pmt -Check | 03/18/2021 | 226464781 | Frontier Communications | Monthly Wifi - Grange | -101.76 |
| Bill Pmt -Check | 03/18/2021 | 03182021 | Nationwide Retirement Solutions | Employee - 457 Plan | -2,500.02 |
| Bill Pmt -Check | 03/18/2021 | 2393145203 | Office Depot | Office Supplies | -310.26 |
| Bill Pmt -Check | 03/18/2021 | 03182021 | Rosalind Otero | Unfunded Health Payment | -151.70 |
| Bill Pmt -Check | 03/18/2021 | 0770309 | SoCalGas | Utilities - Gas - Woman's Club, Grange & NCCC | -1,081.19 |
| Bill Pmt -Check | 03/18/2021 | 03182021 | VSP-Vision Service Plan | Employee - Vision Insurance | -34.01 |
| Bill Pmt -Check | 03/18/2021 | 80027299026 | Waste Management of the IE | Utilities - Trash - Park, NCCC, Grange & Woman's Club | -3,162.56 |
| Bill Pmt -Check | 03/18/2021 | 8346850 | Wells Fargo Financial Leasing | Monthly Copier Lease | -966.76 |
| Bill Pmt -Check | 03/18/2021 | 6715957360 | Ford Credit | Monthly - F150 Payment | -763.20 |
| Bill Pmt -Check | 03/18/2021 | 202103181 | Chadrick L. Halliday | Consultations Accounting Matters, Year End & Quickboos adjustments | -1,925.00 |
| Bill Pmt -Check | 03/18/2021 | 03182021 | UNUM | Employee - Monthly Disability Insurance | -380.61 |

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
March 2021

| Type | Date | Num | Name | Memo | Amount |
|-----------------|------------|-------------|-------------------------------|--|------------|
| Bill Pmt -Check | 03/18/2021 | 2372617777 | Colonial Life | Employee - Life Insurance | -658.22 |
| Bill Pmt -Check | 03/18/2021 | 2427476758 | The Home Depot | Bogart Signage Quickrete, Wood Stakes, Orange tape, Caution Tape for 1K/5K & Rebar Cut | -255.21 |
| Bill Pmt -Check | 03/18/2021 | 2717-1884 | Streamline | Monthly Website, Employee/Community Portal | -420.00 |
| Bill Pmt -Check | 03/18/2021 | 123664 | Grand American Builders, Inc. | Field bench installs to 2-7, Backstop install field 2,3,5 and 7 and paint to all backstops | -5,614.42 |
| Bill Pmt -Check | 03/18/2021 | 123665 | Slugg Bugg Pest Control | BiMonthly Pest Control Service | -65.00 |
| Check | 03/18/2021 | RF03182021 | Apple.com | Charger Cord - McCafferty, Taylor | -20.66 |
| Check | 03/23/2021 | NL03232021 | Apple.com | Icloud Storage Upgrade | -2.99 |
| Check | 03/23/2021 | 123666 | Jose Villasenor | Cancelled - Sweet 16 - 4/3/2021 - DUE to COVID | -1,450.00 |
| Check | 03/23/2021 | KS03232021 | Amazon.com | Prefilled Easter Eggs w/Toys - Virtual Spring Fling | -592.40 |
| General Journal | 03/23/2021 | Trans 03231 | | Transfer to Project for Bills | -1,000.00 |
| Bill Pmt -Check | 03/23/2021 | BH02258448 | UMPQUA Bank | Business Meals, Sirius XM Radio, Ring Central, Stamps | -202.40 |
| General Journal | 03/24/2021 | RCF 032421 | | Transfer from Riverside County Fund for Bills & Payroll | 300,000.00 |
| Check | 03/24/2021 | RF03242021 | Walgreens | Easter Candy - Spring Fling | -53.06 |
| Check | 03/24/2021 | JC03242021 | Jurassic Parliament | Board Meeting Minutes Webinar - Covington, Janet/Flores, Ryann | -57.00 |
| General Journal | 03/25/2021 | Tran 03252 | | Transfer to Reserve for Monthly Transfer | -5,000.00 |
| Check | 03/25/2021 | 123667 | Taketoshi Yuge | Refundable Security Deposit - Tournament - 3/27/2021 - 3/28/2021 | -500.00 |
| Bill Pmt -Check | 03/25/2021 | 245084731 | SCE (6245) | Utilities - Electric - Tennis Courts, Horse Arena & Field 5/6 | -504.25 |
| Bill Pmt -Check | 03/25/2021 | 195084531 | SCE (0195) | Utilities - Electric - Field #1 - 4 | -278.63 |
| Bill Pmt -Check | 03/25/2021 | 435084431 | SCE (0435) | Utilities - Electric (Fire Camp Lighting/Panel) | -195.18 |
| Bill Pmt -Check | 03/25/2021 | 947084531 | SCE (1947) | Utilities - Electric - James Hughes Trailer | -202.90 |
| Bill Pmt -Check | 03/25/2021 | 062084931 | SCE (2062) | Utilities - Electric - RV Park | -1,015.50 |
| Bill Pmt -Check | 03/25/2021 | 179084931 | SCE (6179) | Utilities - Electric - General Electricity & Thunder Alley | -1,254.69 |
| Check | 03/25/2021 | 123668 | Pete Gerlach | Umpire Adult Softball | -60.00 |
| Check | 03/25/2021 | 123669 | James W. Halbrook | Umpire Adult Softball | -120.00 |
| Check | 03/25/2021 | KS03252021 | City of Beaumont | Encroachment Fee - Spring Fling | -51.65 |
| Check | 03/29/2021 | 123670 | James Smith | Refundable Security Deposit - Memorial - 3/27/2021 | -250.00 |
| Check | 03/29/2021 | RF03292021 | Amazon.com | Calendar Whiteboard w/Markers - Morris, Aaron | -44.94 |
| Check | 03/30/2021 | 123671 | Nicholas P Hughes | BBQ - Event: Bogart Pond | -191.07 |
| Check | 03/30/2021 | NL03302021 | Quickbooks | Upgraded Quickbooks Premier 2021 | -999.99 |

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
March 2021

| Type | Date | Num | Name | Memo | Amount |
|-----------------|------------|------------|------------------|---|-------------------|
| Check | 03/30/2021 | KS03302021 | Compliance Signs | Signage - Fishing to be Checked upon Departure, Stop Sign & Bridge for Display only | -357.73 |
| General Journal | 03/31/2021 | Trans 3311 | | Transfer to Payroll for PR 04/02/2021 | -30,000.00 |
| General Journal | 03/31/2021 | Trans 3312 | | Transfer to Project for Bills | -5,000.00 |
| Check | 03/31/2021 | | | Service Charge/Positive Pay | -66.00 |
| | | | | TOTAL | 118,012.84 |

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Project
March 2021**

| Type | Date | Num | Name | Memo | Amount |
|--|------------|-------------|----------------------------------|--------------------------------------|-----------------|
| 10015 - Bank of Hemet - Project Account | | | | | |
| Check | 03/04/2021 | 4595 | Pete Gerlach | Adult Softball Umpires | -150.00 |
| Check | 03/04/2021 | 4596 | James W. Halbrook | Adult Softball Umpires | -180.00 |
| Check | 03/11/2021 | 4597 | Pete Gerlach | Adult Softball Umpires | -120.00 |
| Check | 03/11/2021 | 4598 | James W. Halbrook | Adult Softball Umpires | -180.00 |
| Bill Pmt -Check | 03/17/2021 | 4599 | Luther's Truck & Equipment, Inc. | F350 window channel Guide & Service | -452.76 |
| Bill Pmt -Check | 03/17/2021 | 4600 | Turf Star, Inc. | Repair: Toro Groundsmaster 360 | -886.83 |
| Check | 03/18/2021 | 4601 | Pete Gerlach | Adult Softball Umpires | -60.00 |
| Check | 03/18/2021 | 4602 | James W. Halbrook | Adult Softball Umpires | -60.00 |
| General Journal | 03/23/2021 | Trans 03231 | | Transferred from Operating for Bills | 1,000.00 |
| Check | 03/29/2021 | 4603 | Pete Gerlach | Adult Softball Umpires | -60.00 |
| Check | 03/29/2021 | 4604 | James W. Halbrook | Adult Softball Umpires | -180.00 |
| General Journal | 03/31/2021 | Trans 3312 | | Transferred from Operating for Bills | 5,000.00 |
| TOTAL | | | | | 3,670.41 |

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Bogart Park
March 2021

| Type | Date | Num | Name | Memo | Amount |
|--|------------|-------------|-------------------------------|---|-------------------|
| 10050 - Bank of Hemet - Bogart Park | | | | | |
| Check | 03/02/2021 | Fee | UMS/Celero Banking | Credit Card Montly Fee | -6.50 |
| Check | 03/08/2021 | Fee | UMS/Celero Banking | Credit Card % Fees | -189.83 |
| Bill Pmt -Check | 03/17/2021 | 5142 | Action True Value Hardware | Bogart Irrigation | -103.62 |
| Bill Pmt -Check | 03/17/2021 | 5143 | Alpine Fishery | Feeder Fish | -1,955.00 |
| Bill Pmt -Check | 03/17/2021 | 5144 | Cherry Valley Nursery | Certified Playground Mulch | -4,525.50 |
| Bill Pmt -Check | 03/17/2021 | 5145 | Clark Pest Control | Weekly Pest Control | -440.00 |
| Bill Pmt -Check | 03/17/2021 | 5146 | HydroPoint Data Systems, inc. | Weather TRAK Central Yearly Service | -235.00 |
| Bill Pmt -Check | 03/17/2021 | 5147 | Redlands Yucaipa Rentals | Trencher Rental | -290.40 |
| Bill Pmt -Check | 03/17/2021 | 5148 | Stripeline Co. | Parking Lots - Handicap Striping/sign placement & wheel stop replacement | -2,595.00 |
| Bill Pmt -Check | 03/18/2021 | 80027299079 | Waste Management of the IE | Utilities - Trash | -526.17 |
| Bill Pmt -Check | 03/18/2021 | 5149 | Calaveras Trout Farm Inc. | Stocking Pond (Rainbot & Albino Trout) | -2,475.00 |
| Bill Pmt -Check | 03/25/2021 | 823084931 | SCE (9823) | Utilities - Electric (Bogart) | -1,160.34 |
| TOTAL | | | | | -14,502.36 |

Beaumont Cherry Valley Recreation Park District

Bank Account Balances

As of 3/31/2021

| | Starting Balance | Payables | Deposits | Ending Balance | Notes/Comments |
|-----------------------------------|------------------|---------------|---------------|-----------------|-------------------------|
| 1 Bank of Hemet - Operating | \$ 44,566.80 | \$ 324,510.16 | \$ 406,498.30 | \$ 126,554.94 | |
| 2 Bank of Hemet - Payroll Account | \$ 1,496.23 | \$ 53,797.09 | \$ 85,000.00 | \$ 32,699.14 | |
| 3 Bank of Hemet - Project Account | \$ 1,297.45 | \$ 2,329.59 | \$ 6,000.00 | \$ 4,967.86 | |
| 4 Bank of Hemet - Bogart | \$ 8,635.42 | \$ 14,584.36 | \$ 14,207.00 | \$ 8,258.06 | |
| 5 Bank of Hemet MM | \$ 1,587.78 | | \$ 0.12 | \$ 1,587.90 | |
| 6 Bank of Hemet - Reserve Fund | \$ 238,580.11 | | \$ 5,016.43 | \$ 243,596.54 | |
| 7 Bank of Hemet - Quimby/DIF | \$ 33,749.06 | | \$ 12,181.91 | \$ 45,930.97 | |
| 8 Petty Cash | \$ 500.00 | | | \$ 500.00 | |
| 9 Riverside County Fund | \$ 1,154,789.58 | \$ 450,000.00 | \$ 27,315.66 | \$ 732,105.24 | |
| 10 | \$ 1,485,202.43 | \$ 845,221.20 | \$ 556,219.42 | \$ 1,196,200.65 | |
| 11 Bank of Hemet - Reserve Fund | Balance | Payables | Deposits | Ending Balance | Notes/Comments |
| 12 Operating Reserve | \$ 238,493.67 | | \$ 5,000.00 | \$ 243,493.67 | NOT to be USED |
| 13 Capital Reserve | \$ 86.44 | | \$ 16.43 | \$ 102.87 | Min Balance of \$50,000 |
| 14 TOTAL RESERVE ACCOUNT | \$ 238,580.11 | \$ - | \$ 5,016.43 | \$ 243,596.54 | |

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

Bank Account Balance

As of 3/31/2021

| | Starting Balance | Payables | Deposits | Ending Balance | Notes/Comments |
|------------------|------------------|-----------|----------|----------------|----------------|
| 15 Bank of Hemet | \$ 78,277.21 | \$ 360.00 | | \$ 77,917.21 | |



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. 3.1

To: Chairman and Board of Directors

**From: Janet Covington, Human Resources Administrator/Clerk of the Board
Via: Duane Burk, General Manager**

Date: April 14, 2021

**Subject: Revised Job Description
Human Resources Administrator/Clerk of the Board (HRA)**

Background and Analysis:

Job descriptions are crucial to every position. Job descriptions are important for employees to know what is expected of them and how they will be evaluated. They clear up any misunderstandings of what a position entails and helps the employee and management share a common understanding.

In evaluating the HRA's position assignments, the General Manager and HRA researched, reviewed, and shared input pertaining to the needs of the District.

The Personnel Committee met to consider the recommended changes in duties as well as review comparable compensation for the position. Those changes have been incorporated into the draft job description, in red for reference.

Fiscal Impact:

The impact to the general fund account #50117, salaries, is \$7,515.45 based on the retro date of January 1, 2021 through the end of the fiscal year.

Recommendations:

In evaluating the needs of the District, staff recommends that the Board review, comment and approve item 3.1 with the authority to make non-substantive changes.

Respectfully Submitted,

Janet D. Covington

Janet Covington, Human Resources Administrator / Clerk of the Board

**BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT
POLICY AND PROCEDURES MANUAL**

TITLE: Job Description – Human Resource Administrator/Clerk of the Board

Dated: ~~July 11, 2017~~ **January 1, 2021**

Formatted: Strikethrough

Salary Range: ~~\$55,120.00 - \$75,920.00~~ **\$62,400.00 - \$99,273.00**

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Not Strikethrough

DEFINITION

The Human Resource Administrator/Clerk of the Board (HRA) is an “Exempt”, “Full Time” position as defined by the BCVRPD Employee Handbook and is subject to the “safety sensitive” guidelines of the District. The HRA acts as the human resources contact for the entire District. The HRA shall be responsible for implementing human resources and disciplinary policy as directed by the General Manager. Though the Human Resources Administrator shall deal with human resources and disciplinary issues, all hiring decisions and policy decisions shall be the exclusive responsibility of the General Manager. The Human Resources Administrator reports to the General Manager regarding issues concerning human resources and acts on the General Manager’s instructions concerning the administration of human resources. Human Resource Administrator assists and advises executive management on human resources issues. This position will receive 40 hours of compensatory time annually.

SUPERVISION RECEIVED AND EXERCISED

Human Resource Administrator reports to and receives general direction from the General Manager.

The Human Resources Administrator may be required to, in the General Manager’s absence, instruct and supervise District employees pursuant to policy as dictated by the General Manager. This temporary provision of authority is not intended to establish a permanent supervisory role for the Human Resources Administrator, and should be extended on a limited basis. In the General Manager’s absence, critical issues that are not resolved by general District policy must be resolved by the Human Resources Administrator with the consent of the Chairman of the Board of Administrators.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Maintain the District’s Human Resources information concerning benefits, payroll and policies and acts as the District contact for employees seeking such information.
- Arranging and conducting of new hires including locating and hiring of new personnel.
- ~~Oversee completion and review of payroll.~~
- Determine a succession planning strategy to preserve the Districts knowledge and productivity in the event of employee absence or staff turnover.
- Create department procedures to identify critical tasks and skills needed to ensure tasks are completed accurately.
- Oversee leave issues and resolve employee concerns regarding such issues.
- Oversee the Districts CalPERS retirement program.

- Track and report employee benefits, including health, dental, vision, Colonial Life Insurance, 457 plans, Cal-Cobra and open enrollments.
- Track and audit vacation, sick leave, personal time off and compensatory time.
- Maintain personnel files.
- Maintain the Districts Department of Justice (DOJ) files; Act as Custodian of Records for employees and contract instructors.
- Respond and submit verification requests.
- Research, create and revise job descriptions.
- Research and update salary schedules.
- Responsible for the Districts Workers Compensation; Reporting and follow through of claims.
- Responsible for the Districts accident and Incident investigations and follow through of claims.
- Responsible for maintaining and scheduling employee required training such as AED/First Aid/CPR and Food Workers Certifications and education/tuition assistance.
- Clerk of the Board Responsibilities.
- Maintain the Department of Motor Vehicles pull notice program.
- Respond to Public Records Request.
- Respond to Garnishments, subpoenas and surveys.
- Responsible for the Districts required reporting of:
 - State Controllers Compensation report.
 - Conflict of Interest Code.
 - Handling, processing and retention of Statement of Economic Interest's.
 - GASB 45/43 Reporting
 - Actuarial Valuation.
 - Estimated Payroll Report
 - Rating Questionnaire
 - Annual Liability & Workers Compensation Report

MARGINAL FUNCTIONS

- Update and revise employee handbook pursuant to instructions from the Board, Personnel Committee and Counsel and review with staff
- Consult with legal counsel regarding human resources issues.
- Create or update missing or outdated policies and procedures as determined by the General Manager. (e.g. IIPP – Injury, Illness, and Prevention Program)
- Attend related conferences, seminars and trainings at the direction of the General Manager
- Organize the annual holiday party and other staff/board receptions as requested to include annual employee and Administrator recognitions
- Assist General Manager with public relations such as ordering flowers, certificates, awards, etc.
- Devise/ update department forms to improve efficiency of workflow
- Cross train in other departments of the District
- Arrange training classes, workshops and conference trips.
- Maintain Employee Suggestion Box
- Audit employee check out log

- Audit Petty Cash Boxes
- Assist with CAPRI Quarterly Safety reporting and Districts CAPRI Visitation
- Assist with the development of Board Packets. Create meeting agenda, create staff and department reports, assist with the assembling and delivery of board packages as well as assist with the meeting room set up.
- Attend Board meeting and other meetings of the District and prepare reports pertaining to those meetings as determined by the General Manager.
- Provide administrative assistance to the General Manager. .
- Professional interaction with Board and staff.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.

QUALIFICATIONS

- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Dress in an appropriate and professional manner consistent with job and safety expectations.
- Obtain Human Resources Professional Certification within 18 months of employment.
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.

Knowledge of:

- Generalist background with broad knowledge of human resources, compensation, employee relations and training and development.
- Principles and techniques used in planning, coordinating, and maintaining records for District
- Advanced computer skills and applicable programs including Microsoft office
- Supervisory skills; Knowledge of recruiting, monitoring, evaluating and motivating personnel
- Record keeping techniques
- Good public relations etiquette
- Paychex payroll processing
- Administration of CalPERS payroll, retirement and benefits

Ability to:

- Understand the organization and operation of the District as necessary to perform assigned responsibilities
- Research, analyze and evaluate programs, policies and procedures
- Plan, train and supervise the work of subordinates
- Organize and direct the work of assigned staff
- Analyze data and draw logical conclusions
- Make arithmetical calculations quickly & accurately
- Communicate effectively in oral and written form. Read, write and communicate the English language at a level necessary for efficient job performance
- Work as part of a team. Establish and maintain effective working relationships with other employees and the public

- Must have the ability to work independently in the absence of supervision
- Multi-task

Experience & Education: *Any combination of education and experience that would provide the required knowledge and abilities to perform the job is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education: Experience and education that provides the required knowledge and abilities would be qualifying. The completion of a bachelor's degree in public agency or business administration, Human Resources or related field would be highly desirable. Obtain Human Resources Professional Certification within 18 months of employment.

Experience: 4 years' experience in high level Human Resources position and a minimum of two years' experience supervisory experience. Experience in previous employment in a job of similar duties preferably within a local government environment.

PHYSICAL REQUIREMENTS

Ability to communicate orally with the General Manager, District management, staff, and the public. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift up to 25 lbs. routinely. Read at or above the equivalent to the twelfth grade level. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Office and outside environment. Occasionally work in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

Interact with General Manager, employees, customers, Directors, and the public in a positive, cooperative, and supportive manner.

Subject to "random drug testing" because of safety sensitive position.

ENVIRONMENT

Works primarily in an office environment

Occasionally work outside in inclement weather and exposure to water, dust, dirt, noise, and wind.



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. 3.2

To: Chairman and Board of Directors

**From: Janet Covington, Human Resources Administrator/Clerk of the Board
Via: Duane Burk, General Manager**

Date: April 14, 2021

Subject: Revised Salary Schedule

Background and Analysis:

The Districts salary schedule was last updated September 2020. Salary schedules enhance the disclosure and transparency of public employee compensation and insures correct payroll reporting to CalPERS.

The Human Resources Administrator/Clerk of the Board's salary reflects the research of comparable positions. The personnel committee reviewed the changes, and as a result, was revised accordingly.

The attached "Draft" salary schedule indicates changes, in red, to the Districts salary schedule as well as an update of the number of employees in current positions.

Fiscal Impact:

The impact to the general fund account #50117, salaries is \$7,515.45 based on the retro date of January 1, 2021 through the end of the fiscal year. Minimum wage increases were taken into consideration during budget approval.

Recommendations:

Staff recommends that the Board review, comment, change or approve item 3.2 retroactive to January 1, 2021 with the authority to make non-substantive changes.

Respectfully Submitted,

Janet D. Covington

Janet Covington, Human Resources Administrator / Clerk of the Board



BEAUMONT-CHERRY VALLEY RECREATION AND PARK DISTRICT

DRAFT SALARY SCHEDULE

9/9/2020 Retro to 7/1/2020 - 4/14/2021 Retro to 1/1/2021

| # of Positions | POSITION TITLE | MINIMUM | MAXIMUM | SALARY RANGE |
|-------------------------------|--|------------------------------|---------------------------|---|
| ADMINISTRATION | | | | |
| 1 | *GENERAL MANAGER | \$38.47 | \$72.82 | \$80,000.00 - \$157,530.05 |
| 1 | *HUMAN RESOURCES ADMINISTRATOR CLERK OF THE BOARD | 26-50 30.00 | 39-86 47.73 | \$55,120.00 - \$82,904.60 \$62,400.00 - \$99,273.00 |
| ADMINISTRATIVE SUPPORT | | | | |
| 1 | *FINANCIAL SERVICES TECHNICIAN OFFICE MANAGER | 26-00 28.00 | \$33.28 | \$54,080.00 \$58,240.00 - \$69,222.40 |
| 2-3 | RECEPTIONIST, PT | Min Wage | \$17.16 | |
| MAINTENANCE | | | | |
| 2-1 | MAINTENANCE FOREMAN | \$19.00 | \$28.14 | |
| 0 | MAINTENANCE II | \$15.25 | \$24.29 | |
| 2-3 | MAINTENANCE I | 13-91 Min Wage | \$21.53 | |
| 4-1 | MAINTENANCE I - PT | Min Wage | \$17.50 | |
| RECREATION | | | | |
| 1 | *ACTIVITIES COORDINATOR | 26-00 28.00 | 27-04 30.00 | \$54,080.00 \$56,243.20 - \$62,400.00 |
| 1 | ATHLETIC COORDINATOR - PT | 14-00 Min Wage | \$23.15 | |
| 0 | ASSISTANT ATHLETIC COORDINATOR - CASUAL | Min Wage | \$16.54 | |
| 1-2-3 | RECREATION ASSISTANTS - CASUAL | Min Wage | \$15.00 | |
| OTHER | | | | |
| 2 | SPECIAL PROJECTS ASSOCIATE | \$19.78 | \$32.71 | |
| 29-18 | Total Employees 4-14-2021 | | | |

Minimum Ranges will reflect minimum wage requirements

* Salary Employee



Staff Report

Agenda Item No. **3.3**

To: Board of Directors:

From: Kyle Simpson, Activities Coordinator

Via: Duane Burk, General Manager

Date: April 14, 2021

Subject: Approval of the Facility use License Agreements

Background and Analysis:

The Beaumont-Cherry Valley Recreation and Park District annually renew facility use agreements for independent operators which benefit our local community. There is (1) additional license agreements for your consideration for 2021.

On January 11, 2017 the Board approved all the Individual license agreements with the suggested 5% increase.

Staff Recommends:

1. No increased rates to Facility use License Agreements for users in 2021.

Recommendations:

Staff recommends that the Board approve each License Agreement as Submitted with Board approval to make and allow the General Manager to adjust non substantial changes.

Fiscal Impact:

There will be no fiscal impact to the District.

Respectfully Submitted:

Kyle Simpson,
Activities Coordinator



Beaumont-Cherry Valley Recreation and Park District

FACILITY USE LICENSE AGREEMENT

This Facility Use License Agreement (the “Agreement”), dated April 6, 2021 for purposes of reference, is entered into by and between the Beaumont-Cherry Valley Recreation and Park District (“BCVRPD”) and TAKING OFF POUNDS SENSIBLY CA 1743 BEAUMONT (“T.O.P.S.”). BCVRPD and “T.O.P.S.” may be referred to herein generically as the “Party” or collectively as the “Parties”.

RECITALS

1. Whereas, BCVRPD owns and operates the NOBLE CREEK COMMUNITY CENTER – COPPER ROOM located at 390 W. OAK VALLEY PARKWAY BEAUMONT, CA, 92223.
2. Whereas, T.O.P.S. desires to utilize BCVRPD facilities between April 6, 2021 and December 31, 2021 for MEETINGS.
3. Whereas, T.O.P.S. represents that it has the skill, ability and personnel to OPERATE such MEETINGS.

Now, **therefore**, it is agreed by and between the parties as follows:

TERMS

- I. BCVRPD shall authorize T.O.P.S. rental of the NOBLE CREEK COMMUNITY CENTER – COPPER ROOM, on ALL TUESDAYS FROM 6:00PM – 8:00PM for MEETINGS.
 - i. T.O.P.S must get approval for any other usage of NOBLE CREEK COMMUNITY CENTER – COPPER ROOM or any other property of the District for any other reason through the District office at regular rental prices.
- II. Building availability and ALL CLUB MEETINGS and EVENTS are subject to California Governor’s Orders AND THE CALIFORNIA STATE COLORED TIER SYSTEM.
 - i. BUILDING AVAILABILITY AND MEETING DATES FOR 2021 ARE NOT GUARANTEED.
 - ii. T.O.P.S must get approval for any other usage of NOBLE CREEK COMMUNITY CENTER – COPPER ROOM or any other property of the District for any other reason through the District office at regular rental prices.
 - iii. T.O.P.S. is permitted to host MEETINGS, AND EVENTS. EACH EVENT



Beaumont-Cherry Valley Recreation and Park District

must be limited to 25% room capacity, OR in compliance with California Governor's Orders or the colored tier system, as they are updated.

iv. In the case there are more than 25% ROOM CAPACITY, T.O.P.S. shall be required to assign time slots to users to maintain groups AT CAPACITY ALLOWED PER GOVERNOR'S ORDERS, as they are updated.

III. This agreement includes access to NOBLE CREEK COMMUNITY CENTER – COPPER ROOM and surrounding parking. Specialty equipment needed to operate the NOBLE CREEK COMMUNITY CENTER – COPPER ROOM will not be the responsibility of BCVRPD.

i. Access to the parking area is by first request of event dates through the Activities Coordinator or General Manager of the District.

IV. BCVRPD will give notice to T.O.P.S. if there is another event taking place at the NOBLE CREEK COMMUNITY CENTER – COPPER ROOM that could interfere with any dates in their agreement.

V. If circumstances arise where T.O.P.S. is unable to hold meetings due to Fire Camp, Pandemic, i.e. things out of the District or T.O.P.S. control, payment shall be credited to the next available meeting date.

VI. COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS PER STATE OF CALIFORNIA REGARDING COVID-19 REQUIREMENTS

i. T.O.P.S. shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.

ii. T.O.P.S. agrees to abide by all applicable local, federal, and state accessibility standards and regulations.

iii. T.O.P.S. further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.

iv. BCVRPD reserves the right to immediately revoke T.O.P.S. right to use of the facility under this agreement should T.O.P.S. fail to comply with any provision of this section.

VII. Fees, payable to BCVRPD for the above, shall be as follows:

i. The following fees are good through the dates of this agreement

ii. (\$82.50 Per month)

iii. Payable within (10) days after, the Finance Services Technician has invoiced for the month and emails (mrghffmn@aol.com).



Beaumont-Cherry Valley Recreation and Park District

- iv. A late fee of \$25.00 will be added if not paid within 15 days of payment due date.
 - v. There will be a \$35.00 fee payable in cash on all returned checks. This fee is required in order to restore contract.
- VIII. T.O.P.S. agrees to abide by their newly submitted policy and procedure document submitted to BCVRPD. The new policy and procedures are attached at the back of this Facility Use License Agreement. **(Received:)**
- IX. T.O.P.S. shall during scheduled use perform set-up and take-down of all chairs, tables, equipment, and be responsible for the general cleanliness of the building after use.
- i. Cleanliness of the halls and bathrooms shall be the responsibility of T.O.P.S. during and after all facility use.
 - ii. T.O.P.S. will remove all trash to the outside trash containers after each use.
 - iii. T.O.P.S. shall not permit gatherings beyond that of Meetings before or after building use.
 - iv. T.O.P.S. shall abide by healthy distancing at a minimum distance of (6) feet apart for all users for the entirety of use at NOBLE CREEK COMMUNITY CENTER.
 - v. All T.O.P.S. members, volunteers, and/or patrons will be recommended to wear masks while participating in MEETINGS AND ACTIVITIES.
 - vi. T.O.P.S. agrees to CDC Guidelines and shall clean restroom facilities each hour of use with CDC approved COVID-19 viral cleaning products.
- X. T.O.P.S. shall during scheduled use perform set-up and take-down of all chairs, tables, and be responsible for the general cleanliness of the building after use.
- i. Cleanliness of the halls and bathrooms shall be the responsibility of T.O.P.S. during and after all facility use.
 - ii. T.O.P.S. will remove all trash to the outside trash containers after each use.
- XI. Any building upgrades or permanent fixtures must be approved by BCVRPD prior to construction. Any licenses, fees, permits will be the responsibility of T.O.P.S. and must meet all City/County/State legal standards.
- XII. BCVRPD is routinely doing upgrades to our facilities. During this time T.O.P.S. could have limited or no access during these upgrades. There will be no



Beaumont-Cherry Valley Recreation and Park District

reimbursement for loss of anticipated revenue.

- XIII. All fundraisers are subject to prior approval by the Board of Directors of BCVRPD.
- XIV. BCVRPD reserves the right to reassign T.O.P.S. to another facility if the NOBLE CREEK COMMUNITY CENTER – COPPER ROOM should become unavailable due to an emergency.
- XV. All keys shall be issued by BCVRPD. Keys must be returned to the District Office at the end of the agreement. T.O.P.S. shall not duplicate any keys. If a key is lost or stolen T.O.P.S. shall immediately report the loss to BCVRPD. T.O.P.S. will be charged the cost for the re-keying of the building and for manufacture of new keys.
- XVI. T.O.P.S. will provide the District a list of anyone that has been issued keys and for what locations. **(Received:)**
- XVII. T.O.P.S. shall not make any changes to lock(s) on District property.
- XVIII. Alarm codes shall be issued by BCVRPD. Alarm codes should only be shared with members that are issued keys.
 - i. T.O.P.S. will be responsible for any charges incurred by a false alarm to the NOBLE CREEK COMMUNITY CENTER - COPPER ROOM from any T.O.P.S. volunteers or Board members entering the building for business.
- XIX. T.O.P.S. will provide the District a list of anyone that has been issued the assigned alarm code. **(Received:)**
- XX. T.O.P.S. shall promptly report any maintenance issues encountered during its use of the buildings in writing to BCVRPD. BCVRPD will address reported issues.
- XXI. T.O.P.S. will be responsible for any damage to the facility caused by T.O.P.S. members, volunteers, and/or patrons. BCVRPD will repair damages and bill the cost to T.O.P.S.
- XXII. BCVRPD reserves the right to enter and inspect the facility at any time for any purpose during use of the facility. User shall follow all directives from District representatives.
- XXIII. T.O.P.S. members, volunteers, and patrons shall not interfere with the regular use of the facility by any other group or person. Excessive noise or other disruptive behavior is prohibited.
 - i. T.O.P.S. members, volunteers, and patrons agree to cooperate fully with all other facility users and District representative in a professional and courteous manner at all times.



Beaumont-Cherry Valley Recreation and Park District

XXIV. FORCE MAJEURE

- i. Force Majeure Events: Notwithstanding anything to the contrary contained in this agreement, the BCVRPD shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. T.O.P.S. waives any right of recovery against BCVRPD and T.O.P.S. shall not charge results of "acts of God" to BCVRPD, its officers, employees, or agents.

XXV. T.O.P.S. shall maintain its own liability insurance, naming BCVRPD as additional insured.

- i. Minimum Requirements: T.O.P.S. shall, at its own expense procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the agreement by T.O.P.S., its agents, representatives, employees, or subcontractors. T.O.P.S. shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the agreement. Insurance dates must cover January 1 through December 31 of each year. Such insurance shall meet at least the following minimum levels of coverage:

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

1. *General Liability:* Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001);
2. *Automobile Liability:* Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and,
3. *Workers' Compensation and Employer's Liability:* Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

- ii. **Minimum Limits of Insurance:** NAME OF USER shall maintain limits no less than:

1. *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



Beaumont-Cherry Valley Recreation and Park District

shall apply separately to this agreement/location or the general aggregate limit shall be twice the required occurrence limit;

2. *Automobile Liability*: One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage; and
 3. *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.
- iii. **Insurance Endorsements**: The insurance policies shall contain the following provisions, or T.O.P.S. shall provide endorsements on forms supplied or approved by the BCVRPD to add the following provisions to the insurance policies:
- iv. **General Liability**: The general liability policy shall be endorsed to state that:
1. The DISTRICT, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to the activity or operations performed by or on behalf of the T.O.P.S.; and,
 2. The insurance coverage shall be primary insurance as respects the BCVRPD, its directors, officials, officers employees, agents, and volunteers, or if excess, shall stand in a unbroken chain of coverage excess of the T.O.P.S. scheduled underlying coverage. Any insurance or self-insurance maintained by the BCVRPD, its directors, officials, officers, employees, agents, and volunteers shall be excess of the T.O.P.S. insurance and shall not be called upon to contribute with it in anyway.
- v. **Automobile Liability**: The automobile liability policy shall be endorsed to state that:
1. BCVRPD, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured's with respect to the ownership operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the T.O.P.S. or for which T.O.P.S. is responsible; and
 2. The insurance coverage shall be primary insurance as respects the BCVRPD, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken



Beaumont-Cherry Valley Recreation and Park District

chain of coverage excess of the T.O.P.S. scheduled underlying coverage. Any insurance or self-insurance maintained by BCVRPD, its directors, officials, officers, employees, agents, and volunteers shall be excess of the T.O.P.S. insurance and shall not be called upon to contribute with it in anyway.

- vi. **Workers' Compensation and Employer's Liability Coverage:** The insurer shall agree to waive all rights of subrogation against the BCVRPD, its directors, officials, officers, employees, agents, and volunteers for losses paid under the terms of the insurance policy which arise from work performed by T.O.P.S.
- vii. **All Coverages:** Each insurance policy required by this agreement shall be endorsed to state that:
 1. Coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the BCVRPD; and,
 2. Any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the BCVRPD, its directors, officials, officers, employees, agents, and volunteers.
- viii. **Separation of Insured's; No Special Limitations:** All insurance required by this section shall contain standard separation of insured's provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the BCVRPD, its directors, officials, officers, employees, agents and volunteers.
- ix. **Deductibles and Self-Insurance Retentions:** Any deductibles or self-insured retentions must be declared to and approved by BCVRPD. T.O.P.S. shall guarantee that, at the option of the BCVRPD, either:
 1. The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the BCVRPD, its directors, officials, officers, employees, agents, and volunteers; or
 2. T.O.P.S. shall procure a bond guaranteeing payment of losses and related investigation costs, claims, and administrative and defense expenses.
- x. **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A:M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to the DISTRICT.



Beaumont-Cherry Valley Recreation and Park District

- xi. **Verification of Coverage:** T.O.P.S. shall furnish DISTRICT with original certificates of insurance and endorsements effecting coverage required by the agreement on forms.
- xii. **Satisfactory to the BCVRPD:** The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements must be received and approved by the BCVRPD before the activity commences. The BCVRPD reserves the right to require complete, certified copies of all required insurance policies, at any time.
- xiii. **Reporting of Claims:** T.O.P.S. shall report to the BCVRPD, in addition to the insurer, any and all insurance claims submitted by T.O.P.S. in connection with this agreement.

XXVI. T.O.P.S. shall indemnify, defend, and hold harmless (BCVRPD), its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the T.O.P.S. use or occupancy of a facility or property controlled by the (BCVRPD), unless solely caused by the gross negligence or willful misconduct of (BCVRPD), its officers, employees, or agents.

XXVII. T.O.P.S. shall defend, with counsel of its choosing and at T.O.P.S. own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by the section that may be brought or instituted against BCVRPD or its directors, officials, officers, employees, volunteers and agents. T.O.P.S. shall pay and satisfy any judgment, award or decree that may be rendered against BCVRPD or its directors, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for BCVRPD's attorney's fees and costs, including expert witness fees. T.O.P.S. shall reimburse BCVRPD and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the BCVRPD, its directors, officials, officers, employees, agents and volunteers.

XXVIII. In the event of litigation between parties arising out or connected with this agreement, the prevailing party in such litigation shall be entitled to recover, in addition to any other amounts, reasonable attorney's fees and costs of such litigation.

XXIX. This agreement represents the entire and integrated agreement of the parties and supersedes any and all prior negotiations, representations, or agreements, either written or oral. This agreement may be amended only by written instrument signed



Beaumont-Cherry Valley Recreation and Park District

by both parties.

XXX. This agreement and any dispute hereunder shall be governed by and interpreted according to the laws of the State of California. Venue shall be in Riverside County.

XXXI. All notices pertaining to this agreement shall be in writing and addressed as follows:

i. Beaumont-Cherry Valley Recreation and Park District
390 W Oak Valley Parkway
Beaumont CA 92223

ii. T.O.P.S.
1376 N San Geronio Ave.
Banning CA 92220

XXXII. This agreement is to be effective on April 6, 2021 and end on December 31, 2021. It may be extended by mutual agreement. Cancellation by either party will require a (90) day written notice.

The Parties acknowledge that each has all requisite power and authority to conduct its business and to execute, deliver, and perform the agreement. Each party warrants that the individuals who have signed this agreement have the legal power, right, and authority to make this agreement and bind each respective party.

Duane Burk, General Manager, BCVRPD

Margie Hoffman, Leader (T.O.P.S.)

Date

Date



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: April 14, 2021

Employees:

We have 18 employees. One part time maintenance position and one recreation assistant left. We hired two recreation assistants and are in the process of hiring a recreation assistant and a part time maintenance worker.

Reports:

The State Controllers 2020 Government Compensation Report was submitted.

Statements of Economic Interest (Form 700) were submitted.

CAPRI Liability & Property 21/22 Renewal Questionnaire, Vehicle Schedule and Property Schedule was reviewed, updated and submitted.

The first quarter 2021 Safety Committee Package was submitted to CAPRI.

Workers Compensation Cases/Incidents/Accidents – No employee cases. (731 days since our last employee accident).

Training:

- Harassment training and Ethics trainings were due in January. If you have completed them, please submit your certificates.
- Janet Covington completed “Level 2 Security Awareness Certification” as required by the Department of Justice for handling the Districts criminal justice information.
- Alyssa Zaragoza completed the CSDA Financial Management for Special Districts

Other:

- Kristine Carlson was recognized as employee of the month for March 2021. Staff celebrated with breakfast and games on Tuesday, April 13.
- Working on FY 19/20 audit requests.

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: April 14th, 2021

The Finance Committee met Monday, April 5th, 2021 to review March 2021 Financial Reports for Fiscal Year 2020-2021.

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 March 2021 in the amount of \$17,773.71.

The Financial Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution for February 2021 bringing our balance to \$248,596.54.

Additional items:

- ❖ Finance attended the Fitness Court Grand Opening on 3/5/2021
- ❖ Finance attended on 3/9/2021 CSDA workshop on CEQA 101.
- ❖ Finance attended on 3/10/2021 CSDA workshop on CEQA 201.
- ❖ Finance attended on 3/13/2021 1K/5K Fun Run.
- ❖ Finance attended on 3/25/2021 1st Qrt Safety Meeting
- ❖ Finance has been completed all current items to the Auditors.
- ❖ Finance is working on FY 21/22 & FY 22/23 Budget reviews with staff.

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: April 14th, 2021

Facility Users:

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

COVID-19 Testing Facility at the Woman's Club will continue through June 30th, 2021.

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

In April there are 7 practice teams scheduled

Adult Softball Winter Season is coming to a close

The Adult Softball winter season is scheduled to conclude on April 11th

Spring Season should start April 18th

BYB has resumed practices as of 4/1/2021

There are currently 3 different skating groups renting out the hockey rink, they have practices scheduled daily

Upcoming District Events:

National Fitness Court

I have scheduled a Total Body Strength training class for Thursday April 8th at 10:00am

Bogart 1K/5K Fun Run

The Fun Run was a big success, there were about 150 total participants

The City of Beaumont hosted a movie night at Noble Creek Regional Park April 2nd, 2021

They showed *Hop* there were about 55 cars preregistered for the event

Spring Fling April 1st, through April 3rd, 2021

I made a Scavenger hunt list and placed them at Bogart, Noble Creek and online for those to hunt at their own pace

Staff placed out easter eggs at 11 locations between Noble Creek and Bogart over three days

All eggs were taken each day

The Fishing Derby will be held at Bogart Regional Park on April 24th and 25th

Due to the size of the pond i will have time slots assigned by age group for Kids on Saturday

There will be time slots for the adults on Sunday

Arbor Day will be Friday April 30th, 2021 at 4:00pm at Danny Thomas Ranch

Trees have been chosen – Drake Elms and Camphor Trees

The Flyer has been sent to Cherry Valley Nursery for advertising

Community Events/Meetings/Networking

Beaumont Chamber Breakfast is schedule for 4/9/21

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: 4/14/2021

Report:

Good Evening Board,

Here are a few items the Maintenance Department has been working on:

Work Items:

- Submitted the 2021 1st Quarter Safety Committee packet to Janet and CAPRI.
- Started spreading infield clay conditioner on fields 5 and 7.
- Helped coordinate and lay out the Spring Fling virtual event.
- Preparing for Bogart Park's first Fishing Derby.
- Had all the District's water features serviced and cleaned out.
- Getting the ballfields back into shape in correspondence to the BYB modified season.
- Continuing weed abatement in both parks to keep the grounds under control.
- Attended 2 Zoom Seminars hosted by PAPA (Pesticide Applicators Professional Association) for my Applicators License.

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

Respectfully Submitted,

Aaron Morris
Maintenance Foreman