



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Wednesday, July 17, 2019  
390 W. Oak Valley Parkway Beaumont, CA 92223**

**MINUTES**

**DISTRICT CLOSED SESSION** – None.

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

**WORKSHOP SESSION:** None.

**REGULAR SESSION:** Regular Session to Begin at 5:01 pm  
Regular session began at 5:00 pm

**Roll Call:**

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

**Presentations:** Beaumont Youth Baseball 2019 All Star Season Update. Dodie Carlson introduced three Beaumont Youth Baseball (BYB) all-star teams.

**Invocation:** The invocation was given by Vice Chair/Secretary Flores

**Pledge of Allegiance:** The pledge of allegiance was given by Treasurer Diercks

**Adjustments to Agenda:** The general manager asked to add an emergency item to the agenda for repairs to the Bogart Park Water Tank. Legal counsel, Albert Maldonado of Best, Best and Krieger stated pursuant Government code section 54954.2 allows the item to be placed on the agenda by a two-thirds vote due to need to take immediate action and the need for the action not being discovered until after the agenda was posted. The general manager stated the lid and staves were discovered defective while the tank was being worked on during the breach repair. He asked to consider completing the repairs while the tank is taken apart.

Motion was made to add item 3.5 to the agenda. Repair to Bogart Park Water Tank. Accepting the proposal from Superior Tank, \$40,000.00.

**Initial Motion:** Treasurer Diercks

**Second:** Director De La Cruz

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

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

1. **PUBLIC COMMENT:** None.

2. **CONSENT CALENDAR:**

- 2.1 Minutes of June 12, 2019
- 2.2 Bank Balances June 2019
- 2.3 Warrants for June 2019

Motion was made to accept items 2.1, 2.2 and 2.3

**Initial Motion:** Chairman Hughes

**Second:** Treasurer Diercks

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

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

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

3.1 Notice of Completion – Roof Project

Motion was made to accept item 3.1, authorizing the notice of completion for the roof project at Noble Creek community center. There were two change orders for two roof drains and to rock the valleys. The change orders were approximately \$5,000.00 and included a 30-year warranty. The final payment will be made within 30 days. \$92,186.80 is the total amount of the project.

**Initial Motion:** Treasurer Diercks

**Second:** Director De La Cruz

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

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

3.2 General Managers 4<sup>th</sup> Amendment to Employment Agreement

Motion was made to accept item 3.2, 4<sup>th</sup> amendment to the general managers employment agreement.

**Initial Motion:** Treasurer Diercks

**Second:** Director De La Cruz

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

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

3.3 Updated Salary Schedule/Organizational Chart

The general manager reported the changes were discussed with the personnel committee and next year the District will utilize an independent consultant to do a thorough salary survey for the District.

Opened public comment. There were no public comments. Closed public comment.

Motion was made to accept item 3.3 as presented.

**Initial Motion:** Chairman Hughes

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

### 3.4 Ball Field Application/Brochure Update

The general manager stated a review of the changes was discussed with the facilities ad-hoc committee. Staff is reviewing rates and true costs with labor are going up. Treasurer Diercks commented there were minimal changes. Opened public comment. There were no public comments. Closed public comment. Motion was made to accept item 3.4 with the authority to make non-substantive changes.

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

### 3.5 Repairs to Bogart Park Water Tank.

Contractors were on site completing repairs to the tank. During the repairs it was determined additional repairs were needed on the roof and staves. The general manger received a proposal today for additional repairs. Opened public comment. There were no public comments. Closed public comment. Motion was made authorizing the change order for \$40,000.00 to Superior tank for the completion of the repairs. Funding will come from the capitol reserves. A notice of completion will be brought back for approval.

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

A five-minute recess was taken. Chairman Hughes left the meeting.

## 4. DEPARTMENT REPORTS:

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

Janet reported there were two Special Project Associate positions deleted. One completed the assignment and we changed one over to a consulting agreement. We deleted one casual recreation assistant who was not available to work. Aaron Morris promoted to Maintenance Foreman. The Athletic Coordinators position changed from full time to part time and we posted an in house opportunity notice for a full time maintenance I position and are in the process of reviewing those applications. We currently have 26 employees.

She said she is preparing for our GASB 75 valuation for our Other Post Employee Benefits (OPEB) and that the District's Statement of Facts was submitted to the State of California, Secretary of State and the FY 18/19 Contribution Summary for GASB Reporting was submitted to CalPERS. (OPEB).

Janet had no workers Compensation Cases/Incidents/Accidents to report. She reported the Safety Compliance Company provided "Emergency Action Plan" training.

Kyle Simpson attended a Project Management Workshop. She attended a program overview of Target Solutions and attended webinar training for our Fiscal Year financial reporting for GASB compliance. Rodrigo Camacho completed an introductory course in grounds keeping. Janet reported annual evaluations were provided to employees and annual salary increases were provided to eligible employees.

An arrangement was sent to Delphine Chatigny's services.

She reminded the directors that the State of the City is on Thursday, August 15, 2019, 11:00 am at Four Seasons, the annual staff BBQ is August 3, 2019 11:00am to 3:00pm at Bogart Park and she reminded the directors that their form 470 is due.

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

Nancy reported the finance committee met and reviewed the June financial reports. She received deposits from the County of Riverside totaling \$88,992.32. She transferred \$5,000.00 into the reserve fund bringing the balance to \$349,988.06. Nancy said she is working on installing a new gate arm at Bogart Park and new option pad for the kiosk. She and the general manger are working with Beaumont Unified school district on an MOU to use our fields for an emergency evacuation. She reported we do not qualify for the Prop. 68 grant they were working on. She reported she has been working on profit/loss statements for previous events and pulling year-end files. Nancy attended a webinar by streamline, our web-site service. She reported she has been working with Acorn switching out all the computers and laptops. The application is completed for the per capita grant of \$200,000.00 in conjunction with the City of Beaumont. Nancy reported the finance meeting is August 8.

#### Activities Coordinator: Kyle Simpson

Kyle reported facility rentals have slowed down for the month of July. Noble creek community center is hosting tutoring for foreign exchange students through the end of July and August. He has been working with Aaron, Nancy and Janet updating brochures and facility use agreements. Kyle reported David Hill hosted a football camp, "Flowability" on the meadow July 13. He said Movies have been going well and have been very busy. The final movie is Christmas in July on July 22 and Mrs. Clause will be attending. He reported he has three bands and nine vendors scheduled for Oktoberfest and Anheuser Busch will be sponsoring our event again this year. Kyle attended the good morning Beaumont breakfast on July 12 and the facilities ad-hoc on July 9. The next facilities ad-hoc meeting is July 23.

#### Athletic Coordinator: Dodie Carlson

Dodie reported the Spring Slow pitch season will finish this Sunday and they will be starting the summer season July 16. They will play big ball for part of the season due to field closures. She said the calendar is being filled and we are about 80% full thru January 2020 and the promoters have been made aware of possible field closers due to maintenance and upgrades. Dodie thanked the directors and general manager for all the improvements to the park and stated she is looking forward to the upcoming upgrades and the promoters have been made aware of upcoming field repairs. She reported that BYB all-stars have had

a good season. They have four teams out of ten still playing and they are grateful and thankful for such a beautiful facility to play in.

#### Maintenance Foreman: Frank Flores

Frank reported the maintenance department has worked on the following items at Noble Creek. Sprayed weeds. DG. Infield skin training, Installed parking lot signage. Red curbing with proper wording and numbers. Repaired an irrigation valve by field one. Reseeded the quad area behind field 1 restrooms. Replaced yellow capping on field 4. Installed certified mulch at the playground. Installed mounted fire extinguishers to all the district vehicles. Mounted a new diesel tank to the Chevy truck. Cleaned out the septic tank. Frank reported the District passed their annual pesticide use inspection and the quarterly safety inspections were completed. He said they orders fertilizer and they have been working on the productive parks program. Frank reported the maintenance department has worked on the following items at Bogart Park. CDF crews worked on firebreaks near the playground. Sprayed weeds near the equestrian and playground areas. Spray-painted metal gates to improve visibility and spray-painted RV numbers. They repaired potholes and installed mulch at the playground. They completed group A electrical issues and cleaned, repaired, replaced septic tank/leach line in group A and the campground areas. They trimmed trees, removed stumps and used a wood chipper. They repaired the irrigation mainline near the day use area and are taking care of poison oak that was found.

#### Maintenance Foreman: Aaron Morris

Aaron reported he was promoted to Maintenance Foreman and alongside Frank will manage and maintain our ballfields during the week as well as weekend events. He stated they truly believe there will be positive changes coming to the facilities and with their combined knowledge and skillset they will develop and succeed in their goals. He appreciates the opportunity to train and lead lower level staff and will do his best to develop staff and teach them to create and maintain a high quality standard of work while promoting a positive and safe work environment. Aaron said he has been introducing himself to our local partners and facility users. He and Frank held field maintenance training for staff and he will continue to staff trainings.

Aaron reported the City of Beaumont is willing to work on their ballfield located at Orange & Ninth providing an opportunity for us to use the city field. He has been working on the rental pamphlets and comparing rates to see where we are competing on pricing. He is looking into a new irrigation system with a central command to go digital. Maintenance is prepping for fertilization. He said he is looking for the working with Frank and Dodie.

#### General Manager: Duane Burk

Duane reported he attended the California Special District Associations (CSDA) General Managers Summit in Newport. He has spoken with the auditors, Best, Best and Krieger and the bank regarding the investment policy and he will bring forward additional opportunities for investing. He will be meeting with PARS, which is another retirement group to discuss what they can offer to the District, and he said they have a different strategy than PERS on their investments. Duane will be bringing forward a funding plan to pay down our unfunded pension liability. Duane met with Elizabeth Gibbs, from the city of Beaumont regarding opportunities of utilizing their fields. He also met with the city manager and council member Lara regarding Bogart, expanding and future opportunities for the District to participate in. Duane said that he attended the CARPD meeting and learned of the allocation of the per cap money. We will submit a joint application with the City of Beaumont to receive the maximum amount of \$200,000.00 for a joint project. Duane met with the general manager of the water district discussing rates, reducing our water

footprint and recycled water ideas in the park. He met with Southern California Edison regarding the upgrades to our fields two, three and the RV Park. The original power installation on the fields is from 40 years ago. Once the Bogart park tank is completed, we will be able to get the grass back in shape.

## **5. CALENDAR OF EVENTS:**

### 5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm NCCC
- Finance – 1<sup>st</sup> Thursday of Every Month 5:00 pm NCCC
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 6:30 pm
- BCVRPD Board Meeting Schedule, NCCC

August 14, 2019

September 11, 2019

October 9, 2019

### 5.2. Upcoming Holidays

Monday, September 2, 2019 Labor Day

Monday, November 11, 2019 Veteran's Day

Thursday & Friday, November 28 & 29, 2019 Thanksgiving

### 5.3. Events

Movies under the Stars –Mondays, June 17 – July 22, 2019

Oktoberfest, September 20-22, 2019

## **DIRECTORS MATTERS/COMMITTEE REPORTS**

### **Director De La Cruz:**

Armando thanked staff, the board and Duane for their hard work and dedication. He said his family attended the 4<sup>th</sup> of July fireworks and enjoyed the food. They also attended the movies on Monday and they will be attending again. He met with Duane and Dan at Bogart and viewed the projects being worked on, the improvements to the water tank and future ideas. Armando reviewed the employee handbook and he likes how it reads and the comments. He said he will donate a gift card for the staff BBQ and he is looking forward to the BBQ and Oktoberfest. Armando congratulated Aaron Morris on his promotion. He will turn in form 470 tomorrow to Janet.

### **Director Ward:**

Denise apologized for missing last month's meeting. She congratulated Dodie and BYB for a great successful season and all stars. She congratulated Aaron on his new position and feels he will do a great job and she is glad to see him excited and enthusiastic. She thanked Duane and staff for working so hard and all of their many accomplishments. She reported she attended the Tahoe conference and it was rewarding, positive and informative, and said thank you for allowing her to go. She said she met with many influential people and appreciates the opportunity to go and feels it will have a good impact on our district. She said she has received many compliments about Bogart but not the grass. She said the movies are busy. In regards to Dan, she hopes everything is ok and she will be praying for him.

### **Treasurer Diercks:**

Chris thanked the staff for all their hard work and said everything is going good. The presence of the children tonight was a result of all the hard work over years. He thanked staff for keeping the fields in great shape.

**Vice Chair/Secretary Flores:**

John emphasized Bogart is a big responsibility for the board to casual staff. He is glad to see we are adding another full time maintenance position. He wants to be sure that as we are transitioning towards Bogart that our other facilities are taken care of. He asked everyone to keep Dan in their prayers and for him to be able to continue because he has been very instrumental to the District.

**6. ADJOURNMENT:**

Meeting was adjourned at 6:56 pm.