



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Wednesday, March 11, 2020  
390 W. Oak Valley Parkway Beaumont, CA 92223**

**AGENDA**

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

**DISTRICT CLOSED SESSION** – None.

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

**WORKSHOP SESSION:** None

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

**Roll Call:**

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

**Invocation:**

**Pledge of Allegiance:**

**Presentations: None**

**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:** Anyone wishing to address the Board on any matter not on the agenda may do so now. All person(s) wishing to speak on an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must fill out a “Request to Speak Form” and give it to the clerk before the start of the meeting. There is a three (3) minute limit on public comments.
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 February 12, 2020
  - 2.2 Bank Balances February 2020
  - 2.3 Warrants for February 2020
3. **ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS:** (Includes Committee Reports)
  - 3.1 Approval of Legislative Advocacy policy

#### 4. DEPARTMENT REPORTS:

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

#### 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 @ 5:30 pm
- BCVRPD Board Meeting Schedule, NCCC  
April 8, 2020  
May 13, 2020  
June 10, 2020

##### 5.2. Upcoming Holidays

Monday, May 25, 2020 Memorial Day

##### 5.3. Events

- March 14, 2020 1k and 5k Race at Bogart Park 9:00 am
- March 27, 2020 Welcome Home Vietnam Veterans Day, Noble Creek Park Quad area 4:00 pm
- April 11, 2020 Spring Fling – Field #1 9:00 am
- April 15, 2020 Chamber Mixer- Foundation/Rededication of Noble Creek Community Center and Franco Garden 6:00pm
- April 24, 2020 Arbor Day –Bogart Park
- April 25 & 26, 2020 Fishing Derby Beaumont-Cherry Valley Water District Ponds
- May 30, 2020 Foundation Golf Tournament, Tukwet

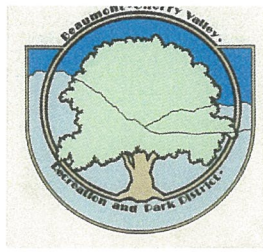
#### DIRECTORS MATTERS/COMMITTEE REPORTS

#### 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 web site March 6, 2020

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



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Wednesday, February 12, 2020**

**MINUTES**

**DISTRICT CLOSED SESSION** – None.

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

**Public Comment:**

**Roll Call:**

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

Breana Morris spoke on behalf of the Beaumont Girls Wrestling team. She thanked the Board for their continuous support to the team. She said they are hosting a CIF tournament on February 21 & 22 and invited everyone to come to the event. The entrance fee will be free. It will be held at the high school in the gym. Chairman Hughes said the board wants to support all of the sports teams and they are speaking with legal regarding the foundation helping with scholarships. The general manager (GM), Duane Burk stated team members helped with the foundations tournament.

**WORKSHOP SESSION:** Workshop Session to Begin at 5:00pm

Workshop session began at 5:05 pm.

**Roll Call:**

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

**Fiscal Year (FY) 19/20 Mid-Year Budget Review Update**

The GM reviewed updated figures in the budget through mid-year and identified individual line items recommended for review or change. He reported the finance committee reviewed the budget updates. The board discussed the line items. A revised report encompassing the recommended changes will be presented to the finance committee and included in the finance package at the next board meeting. Treasurer Diercks commented the overspending for ADA was absolutely needed. Chairman Hughes suggested the District arrange at least a two-day strategic planning workshop.

**10 Year Capital Improvement Project (CIP) Update**

The G.M. reported the facilities ad-hoc committee reviewed the first year of the ten-year capital improvement projects. The money borrowed for the projects will be returned to the appropriate accounts. The collegiate fitness court will increase to \$92,735.00 and we will proceed with field #7 restrooms for \$60,000.00 and the dog park walkway for \$15,360.00.

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

Regular session was opened in remembrances of Bruce Bartells and Joe Hernandez at 6:12pm.

**Invocation:** Kyle Simpson gave the invocation

**Pledge of Allegiance:** Treasurer Diercks led the pledge of allegiance.

**Presentations:** None

**Adjustments to Agenda:** Public comment (1) moved to the beginning of the agenda.

1. **PUBLIC COMMENT:** Moved to the beginning of the agenda.

2. **CONSENT CALENDAR:**

2.1 Minutes of January 8, 2020

2.2 Bank Balances January 2020

2.3 Warrants for January 2020

The GM stated the finance committee reviewed the bank balance and warrants.

Opened public comment at 6:17. No comments. Closed public comment at 6:17.

Motion made to accept items 2.1, 2.2 and 2.3.

**Initial Motion:** Treasurer Diercks

**Second:** Director Ward

**Result of Motion:** Carried 4-0

**Director De La Cruz:** Absent

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

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

3.1 Approval of Lactation Accommodation Policy

Opened public comment at 6:18. No comments. Closed public comment at 6:18.

Motion made to accept item 3.1 approving the Lactation Accommodation Policy.

**Initial Motion:** Director Ward

**Second:** Treasurer Diercks

**Result of Motion:** Carried 4-0

**Director De La Cruz:** Absent

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

3.2 Amendment of November 11, 2020 Board Meeting to November 12, 2020.

Opened public comment at 6:20. No comments. Closed public comment at 6:20.

Motion was made to accept item 3.2 amending the November 11, 2020 board meeting date to November 12, 2020 due to a holiday on November 11.

**Initial Motion:** Treasurer Diercks

**Second:** Director Ward

**Result of Motion:** Carried 4-0

**Director De La Cruz:** Absent

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

### 3.3 Approval of the FY 19/20 Mid-Year Budget Review

Opened public comment at 6:21 No comments. Closed public comment at 6:21.  
Motion was made to approve item 3.3 with the changes discussed in the workshop.

**Initial Motion:** Director Ward

**Second:** Treasurer Diercks

**Result of Motion:** Carried 4-0

**Director De La Cruz:** Absent

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

### 3.4 Approval of Cellular Telephone Usage and Reimbursement Policy

Janet reviewed the policy reimbursing employees for personal use of their cell phones for District business. The reimbursement is \$10.00 per month with the opportunity for employees to request additional reimbursement if \$10.00 does not cover their costs. The District will have two phones available for employees to use as well as iPads available at the Woman's Club and Grange for accessibility.

Opened public comment at 6:25. No comments. Closed public comment at 6:25

Chairman Hughes asked what the procedure is for the reimbursement. Janet explained the employee would present a request for reimbursement through finance if they worked during the month. We would not require any backup documentation for the \$10.00 reimbursement. Any request over \$10.00 would require the employee provide an itemized statement indicating the usage and fees associated.

Motion was made to accept item 3.4 approving the Cellular Telephone Usage and Reimbursement Policy.

**Initial Motion:** Treasure Diercks

**Second:** Director Ward

**Result of Motion:** Carried 4-0

**Director De La Cruz:** Absent

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

### 3.5 Approval of 10 Year Capital Improvement Project (CIP)

Opened public comment at 6:29 No comments. Closed public comment at 6:29.

Motion was made to accept item 3.5.

**Initial Motion:** Director Ward

**Second:** Treasurer Diercks

**Result of Motion:** Carried 4-0

**Director De La Cruz:** Absent

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

### 3.6 Approval of Installation of the National Fitness Campaign Equipment

The GM stated we did not receive a lot of bids for the project. Engineering Installation Solutions (EIS) company travels all over the Country installing the equipment and they are recommended from National Fitness.

Opened public comment at 6:32. No comments. Closed public comment at 6:32.

Director Ward asked for the timeline of the installation. The GM said the goal is to have it completed by the first of March.

Motion was made to accept item 3.6 entering into a single bid contract with Engineering Installation Solutions for labor only for the installation of the National Fitness Campaign Equipment for \$19,500.00.

**Initial Motion:** Treasurer Diercks

**Second:** Director Ward

**Result of Motion:** Carried 4-0

**Director De La Cruz:** Absent

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

#### 4. DEPARTMENT REPORTS:

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

- One casual recreation assistant left the District. Jesse Camacho promoted to part time maintenance. We hired four (4) casual recreation assistants. We have 32 employees.
- Currently working on the following reports:
  - Statement of Economic Interest. (Form 700's) .
  - Estimated Payroll Report for 2020-2021.
  - State Controller's Office, 2019 Government Compensation in California Report.
  - Other Post Employee Benefits (OPEB) Valuation and California Employer's Retiree Benefit Trust (CERBT) Valuation Packet
- We have not had any workers compensation cases, incidents or accidents. It has been 205 days since our last employee accident.
- Safety Compliance provided "Back Safety" training.
- Aaron Morris completed "Water Distribution System Operation and Maintenance"
- The California Special District's Association held "Understanding the Brown Act" workshop at Noble Creek Community Center on February 11. Dan Hughes and Janet Covington attended.
- Staff Celebrated January's Employee of the Month. Kaily MacKinnon was selected.
- Thirteen staff, board members and invited guests attended the Beaumont's Chamber of Commerce Installation of Officers and Citizens of the Year celebration.
- The first employee newsletter of 2020 was distributed and provided it in the board packages.
- Minimum wage increased from \$12.00 to \$13.00 per hour. This affected five (5) employees.
- Janet will be on vacation February 13-20, 2020.
- The CPR training Aaron Morris completed was put into action when he was able to help save the life of his father.

- Bruce Bartells: An arrangement has been ordered for his services on behalf of the District. The viewing is February 16, 5:00 – 8:00pm. Montecito Memorial Park, Laurel Wood Room - 3520 E. Washington Street, Colton  
Services are February 17, 10:00am. Cypress Chapel, 24145 Barton Road, Loma Linda
- Three jackets were provided to each board member. Thanks to Dodie for ordering them.

Financial Services Technician/Office Manager: Nancy Law

- The Finance Committee reviewed January 2020 Financial Reports.
- Received \$433,288.30 in property tax disbursements for January 2020.
- \$5,000.00 was transferred into the Reserve fund. The balance is \$245,143.13.
- Finance has been working with our General Manager on the Mid-Year Budget.
- Finance has been working with our General Manager on updating the Capital Improvement Needs List.
- Finance has been working with the Auditors for the FY 18/19 Audit.
- Finance has been working on Profit and Loss for our special events.
- Finance has met twice with Polished Images for the Bogart main gate. It is working now, printing receipts for customers.
- Finance attended the Citizen of the Year/Installation Dinner for the Beaumont Chamber.
- Finance and General Manger met with Cal Fire representatives to discuss a new three-year contract.
- The CARPD conference is in Tahoe.
- The District will receive a Transparency certificate at the Special District Leadership academy. Janet and Nancy will attend. If all five board members receive the transparency certificate, it will move the District into the Distinction category.

Activities Coordinator: Kyle Simpson

- Facility rentals have been steady throughout the New Year and there are many positive comments about the upgrades done at Noble Creek Community Center.
- Kyle is in talks with a potential new Contract Instructor to teach art classes at Noble Creek.
- 1K and 5K Race at Bogart - The 1K course has been mapped out. The 5K course will be mapped this week with the mountain bike team. The flyer has been finished and will be put on the website for sign ups. The sign for advertising has been put up at the Grange
- Welcome Home Vietnam Veterans is March 27, 4:00 pm at Noble Creek Park snack bar. All letters to dignitaries have been sent out and I am starting to get responses back from those who will attend. I brought flyers to the Veterans Expo and spoke with a few people in attendance who were planning to sign up for our event
- Kyle is performing playground inspections for City of Beaumont parks and so far have inspected Fallen Heroes, The Sports Park and I will be inspecting Wildflower Park on February 7.
- Kyle attended BYB's Pancake breakfast on January 25.
- Kyle attended the Veterans Expo at the Beaumont Civic Center.
- Attended the facilities ad hoc February 11, 2020. The next meeting is February 25, 2020.
- Good Morning Beaumont Breakfast February 14, 2020.
- Kyle thanked Amber for the Cake Pops she made.

Athletic Coordinator: Dodie Carlson. Nancy Law reported for Dodie

- Winter adult slow pitch season is under way. They play four nights a week, Monday Women's five teams, Tuesday Men's six teams, Thursday Co-ed nine teams, and Sunday Co-ed six teams. We are up nine teams over winter 2019 season. The adult ball program continues to grow.
- The tournament calendar is filling fast. The fields are booked thru the end of July with the exception of five weekends and she is working on getting those filled. With the BYB season upon us, the space is very tight for travel teams getting any practice fields.
- Dodie thanked the Board of Directors, General Manager, and staff for the continued improvements and field restoration and stated it will be really nice when field 1 is completed and all green again.
- BYB would like to thank everyone who attended the Pancake breakfast. The attendance was noticed and appreciated.
- BYB would like to invite you to attend Opening day on February 29, 2020 anytime between 8am-2pm for team pictures, great food and carnival.

Maintenance Foreman: Frank Flores – Duane Burk reported for Frank

- Bogart Park's landscape is progressing on a daily basis.
- Staff worked with CDF on three occasions focusing on weed abatement at Bogart.
- Staff rented a wood chipper for the brush-clearing project at Bogart and used the woodchips as a natural ground cover.
- Frank received a quote for the renovation of Bogart's irrigation system. The project will include irrigation wire ran to twenty-two new irrigation valves. The current system is not working correctly.
- The iron ranger located by the south entrance of Bogart is being re-vamped.
- Field 1 project is near completion.
- Concrete was poured for the new outdoor gym at Noble Creek Park.
- Noble Creek Community Center is still under renovations.
- The flag at the Women's club has been replaced.
- Frank apologized for not attending the board meeting and thanked the district for their continued support. He is attending classes on Wednesday nights.

Maintenance Foreman: Aaron Morris

- The field crew has been finishing the field 1 renovations and is almost complete just in time for the BYB season. Staff has been doing a great job staying organized and keeping track of our field materials utilized during events.
- Field 1 irrigation layout has been completed. Staff installed and separated eight working circuits, reusing five existing valves and installing three new valves. Staff installed all new sprinkler heads to provide complete water coverage.
- Field 1 warning track had approximately 100 tons of warning track mix installed on the outfield perimeter. The next step will be to install clay on the left and right field lanes.
- The Maintenance Department has been training and working with current and new staff to refresh our work practices and to improve our work quality standards and safety.



- Aaron completed “Water Distribution System Operation and Maintenance, 7th Edition” online course from the Water Programs of Sacramento State. I registered for the State Certification Exam in September of this year.
- Aaron thanked to Board for supporting the woman’s wrestling team.

General Manager: Duane Burk

- Duane notified the Directors that they might receive calls regarding Bogart. Some people analyze what we are doing as positive and some negative.
- We have cleared a lot of brush at Bogart with the goal of expanding some of the campsite areas for the ability to accommodate bigger rigs.
- He is focusing on fire suppression.
- He has contracted with Mark Weaver to reestablish some trails. Duane views the trails as multipurpose, not just for horses. He may widen the trails so people can see animals that may be there and for the ease of maintaining the trails. Horse trails are sensitive to many people.
- We are continuing clearing and grubbing around the pond areas to create picnic areas and plans to apply for a grant to replant trees there.
- He will be taking a ride on a side by side to view the trails.
- The pond is continuing to be reshaped and he will be looking at some rocks in Mentone to put around the pond and then moving forward on a liner and filling the pond.
- Duane met with Jeff Davis of the San Gorgonio Pass Water Agency. They spoke about solar bees, which is an agitation for water without using electricity.
- Duane attended the Chamber mixer.

**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 @ 5:30 pm
- BCVRPD Board Meeting Schedule, NCCC

March 11, 2020

April 8, 2020

May 13, 2020

5.2. Upcoming Holidays

Monday, February 17, 2020 Presidents Day

5.3. Events

- 1k and 5k Race at Bogart Park – March 14 9:00 am
- Welcome Home Vietnam Veterans Day – March 27, Noble Creek Park Quad area 4:00 pm
- Spring Fling – April 11, Field 1 9:00 am
- Arbor Day – April 24 4:00 pm Location to be Determined
- Fishing Derby – April 25 & 26 – Beaumont-Cherry Valley Water District Ponds

## **DIRECTORS MATTERS/COMMITTEE REPORTS**

### **Director Ward**

Denise said she is sorry to hear about Bruce Bartells. She said she is happy Aaron's dad is ok and recovering. She said Bogart Park looks terrific and beautiful and with it being a work in progress, we are not going to make everyone happy but they will come around when they see the improvements. Denise attended the installation dinner, which was great and a huge success and she saw a lot of people there. Jim Smith of the corporation contacted Denise and she will be meeting with him about being a little more involved with the events. She looks forward to that. Denise commended Nancy on the mid-year budget and said she did a good job on it and will get with her on the conference dates. Denise attended the Pancake breakfast for Beaumont Youth Baseball as a coach and said it was a good turnout. She said she has been down in the park a lot and complemented Dodie saying she does a great job representing the District and also explaining parking days. Denise thanked Amber for the cake pops. She also thanked Janet for always doing a good job. She thanked her for the jackets and told her to enjoy her vacation. Denise said Nick Hughes is a good representative of the corporation with his involvement and volunteering.

### **Treasurer Diercks**

Chris congratulated everyone for doing a great job and that everything looks great. He said everyone is working really hard and appreciates the staffs' hard work. He said the Beaumont Youth Baseball season is starting up and it will be a lot of hard work but it will be fun.

### **Vice Chair/ Secretary Flores**

John thanked the City of Banning for letting Duane go. He feels we got the right general manager and has seen a huge difference in personnel and the way they work. We are doing so much more with less and it is a good thing to see.

### **Chairman Hughes**

Dan attended the Calimesa installation of officers.

Dan met with Directors Ward and De La Cruz on committee assignments.

Dan attended the Beaumont Chamber Dinner. It was a good event and we had a lot of participation filling almost two tables.

He and Duane met with Supervisor Hewitt and will potentially meet at least every other month to discuss what the Supervisor is doing in the county, what we are doing here and how we can help each other. They had a good discussion. The Supervisor asked for the items we have spent money on at Bogart Park and he will try to find out why we keep being turned down for the CDBG grants. Dan looks forward to having more meetings. Dan encouraged all the directors to try to attend the CSDA and CARPD conferences. He said it is very important to go if possible so we can receive certificates, transparency and distinction awards. We would then be able to add the distinction to our letterhead and shirts. He said the conferences were really good. Dan thanked Tim & Amber for the cake pops. Dan said for Janet to have fun on vacation.

Dan re-assigned committees.

#### Financial Committee (2)

Treasurer Diercks, Vice Chair/Secretary Flores - Alt: Chairman Hughes

#### Personnel Committee (2)

Chairman Hughes, Director Ward - Alt: Director De La Cruz

Collaborative Agency Committee (2)

Vice Chair/Secretary Flores, Director Ward - Alt: Chairman Hughes

Facilities Ad-Hoc Committee (2) – (Second Tuesday, monthly)

Treasurer Diercks, Director De La Cruz - Alt: Director Ward

Beaumont Youth Baseball Liaison (2)

Director Diercks and Director De La Cruz

City of Beaumont (2)

Chairman Hughes, Director Ward - Alt: Vice Chair/Secretary Flores

Beaumont-Cherry Valley Water District/Bogart Park ad-hoc (2) (Fourth Tuesday, monthly)

Vice Chair/Secretary Flores, Director Ward - Alt: Chairman Hughes

Beaumont Cherry Valley Recreation & Park Improvement Corporation (2)

Chairman Hughes, Vice Chair/Secretary Flores - Alt: Director Ward

**6. ADJOURNMENT:**

Director Diercks made a motion to adjourn the meeting in memory of Joe (Jojo) Hernandez and Bruce Bartells.

Second by Director Flores

The meeting adjourned at 7:18 pm.

Beaumont Cherry Valley Recreation Park District

**Bank Account Balances**

As of 2/28/2020

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
1 Bank of Hemet - Operating	\$ 27,263.79	\$ 719,559.18	\$ 733,895.22	\$ 41,599.83	
2 Bank of Hemet - Payroll Account	\$ 4,083.97	\$ 75,673.39	\$ 75,000.00	\$ 3,410.58	
3 Bank of Hemet - Project Account	\$ 21,332.09	\$ 3,565.90		\$ 17,766.19	
4 Bank of Hemet - Bogart	\$ 11,249.67	\$ 3,666.60	\$ 1,065.50	\$ 8,648.57	
5 Bank of Hemet MM	\$ 1,585.22			\$ 1,585.22	
6 Bank of Hemet - Reserve Fund	\$ 245,143.13		\$ 93,181.73	\$ 338,324.86	
7 Bank of Hemet - Quimby/DIF	\$ 182,368.14		\$ 11,086.61	\$ 193,454.75	
8 Petty Cash	\$ 500.00			\$ 500.00	
9 Riverside County Fund	\$ 746,164.04	\$ 588,159.04	\$ 433,288.30	\$ 591,293.30	
10					
11	\$ 1,239,690.05	\$ 1,390,624.11	\$ 1,347,517.36	\$ 1,196,583.30	
12					
13 Bank of Hemet - Reserve Fund	Balance	Payables	Deposits	Ending Balance	Notes/Comments
14 Operating Reserve	\$ 175,260.79		\$ 93,159.04	\$ 268,419.83	NOT to be USED
15 Capital Reserve	\$ 69,882.34		\$ 22.69	\$ 69,905.03	Min Balance of \$50,000
16					
17 TOTAL RESERVE ACCOUNT	\$ 245,143.13	\$ -	\$ 93,181.73	\$ 338,324.86	

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

**Bank Account Balance**

As of 2/28/2020

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
18 Bank of Hemet	\$ 150,110.63	\$ 69,323.81		\$ 80,786.82	

**Beaumont Cherry Valley Recreation & Park District  
Check Warrant  
Bank Of Hemet - Operating  
February 2020**

Type	Date	Num	Name	Memo	Amount
10005 - Bank of Hemet - Operating					
Check	02/03/2020	Fee	Global Pay	NCCC -Credit Card Machine - Sales	-187.10
General Journal	02/04/2020	RCF 020401		Transferred from Riverside County Fund	350,000.00
Check	02/04/2020	122821	Dan Hughes	Director Fees - January 2020	-600.00
Check	02/04/2020	Fees	EPX	Fees - Credit Card Machine (Bogart)	-307.85
Check	02/05/2020	122827	Armando De La Cruz	Director Fee - January 2020	-500.00
Check	02/05/2020	122828	Kaboo Leasing Co.	Business Office Outside Shade Structure	-2,500.00
Check	02/05/2020	122829	Denise Ward	Director Fees - December 2019/January 2020	-400.00
General Journal	02/05/2020	Tran 02053		Transfer to Bogart for Bills	-10,000.00
Check	02/05/2020	JC02052020	California Special Districts Association	Understanding the Brown Act - Hughes, Dan	-25.00
Bill Pmt - Check	02/06/2020	34650666	Colonial Life	Employee - Life Insurance	-1,571.44
Check	02/06/2020	122830	Heriberta L. Espino	Refundable Security Deposit - Birthday Party - 1/18/2020	-500.00
Check	02/06/2020	122831	Lupe Morales	Refundable Security Deposit - Memorial - 12/19/2020	-250.00
Check	02/06/2020	122832	Peter Han	Refundable Security Deposit - OC Challengers - 1/21/20 - 1/22/20	-250.00
Check	02/06/2020	122833	Aaron Morris	Education Reimbursement - WDS Water Distribution System	-163.53
Check	02/06/2020	DB02062020	Frijoles	Bus. Meal - Duane Burk, Dan & Nick Hughes (Foundation)	-58.83
Check	02/07/2020	DB02072020	Patsy's Country Kitchen	Bus. Meal - Duane Burk, Greg Whitmore & Dave Adriann - Bathroom Blueprints	-48.50
Check	02/07/2020	NL02072020	Pro-Ware, LLC	Asset Keeper - Yearly Renewal 2/14/2020 - 2/14/2021	-349.00
Check	02/07/2020	KS02072020	Displays 2 Go	Front Office - 3-tiered literature wall rack	-166.32
Check	02/07/2020	FEE	Exact	Service Fee - Kiosk Bogart	-25.21
Check	02/10/2020	122834	Mike Aldrich	Banner Ad - January 2020	-380.00
Check	02/10/2020	AF02102020	Domyown.com	Gopher Bait Applicator	-220.43
Check	02/10/2020	KM02102020	Postmaster	Postage - CalPERS (Law, Nancy) Power of attorney	-7.60
Check	02/10/2020	Fee	UMS Banking	Credit Card Fees - Bogart	-26.45
Check	02/11/2020	122835	Jessica Warrick	Pay Period 1/6/2020 - 1/19/2020 (6.0 hrs)	-180.00
Check	02/11/2020	122836	Jessica Warrick	Pay Period 1/20/2020 - 2/2/2020 (9.5 hrs)	-285.00
Check	02/11/2020	NL02112020	Sport Turf Managers Association	VOID: Put on Credit Card	-130.00
Check	02/11/2020	JC02112020	Kolsa's Donuts	CSDA Training 02/11/2020 - Breakfast	-32.26
Check	02/11/2020	RF02112020	Rubber Stamp Warehouse	(3) Replacement Pads - Black	-24.50
Check	02/11/2020	NL02112020	Amazon.com	Coat Rack - General Manager Office	-17.24

**Beaumont Cherry Valley Recreation & Park District  
Check Warrant  
Bank Of Hemet - Operating  
February 2020**

Type	Date	Num	Name	Memo	Amount
Check	02/11/2020	RF02112020	Stamps.com	Stamp Refill	-50.00
Check	02/11/2020	KM02112020	Amazon.com	Black Handset Cords replacements	-8.16
Check	02/11/2020	NL02112020	SkillPath	Leadership & Management Skills - Workshop/Book - Law, Nancy	-332.83
Bill Pmt -Check	02/11/2020	02112020	Streamline	Monthly Website Renewal	-200.00
Check	02/12/2020	DB02122020	SiriusXM Radio	Traverse XM Radio	-26.70
Check	02/12/2020	NL02122020	Express Lanes	Toll Roads - Traverse	-59.20
Check	02/12/2020	122837	Beaumont Chamber of Commerce	Chamber Breakfast - (5) Dan & Nick Hughes, Duane Burk, Kyle Simpson & Nancy Law	-100.00
Check	02/12/2020	122838	Chris Diercks.	Director Fees - January/February 2020	-500.00
Check	02/12/2020	DB02122020	The Sand Trap Bar & Grill	Bus. Meal - Duane Burk, Jim Smith, Dan Hughes, & Mickey Valdivia (Foundation)	-85.97
Bill Pmt -Check	02/13/2020	122839	BWW & Company	Material and Labor - Concrete Slab - National Fitness	-26,704.75
Bill Pmt -Check	02/13/2020	122840	Slugg Bugg Pest Control	Bi-Monthly - Pest Control	-350.00
Check	02/13/2020	DB02132020	Frijoles	Bus. Meal - Burk, Duane, Hughes, Dan & Law, Nancy (Bogart)	-29.01
Check	02/13/2020	KS02132020	Hobby Lobby	Chamber Breakfast Basket	-23.74
Check	02/13/2020	KS02132021	CVS	Chamber Breakfast Basket	-16.74
Check	02/13/2020	AF02132020	Amazon.com	Office Supplies - Coffee	-48.72
Check	02/14/2020	DB02142020	The Sand Trap Bar & Grill	Bus. Meal - Duane Burk, Dan Hughes, Elizabeth & Doug Gibbs (City of Beaumont)	-53.47
Check	02/14/2020	122872	Jennifer Cardona	Refundable Security Deposit - Baby Shower - 2/1/2020	-500.00
Check	02/17/2020	DB02172020	Romano's Italian Restaurant	Bus. Meal - Burk, Duane - Hughes, Dan & Nick (Bartells Funeral)	-66.75
Bill Pmt -Check	02/18/2020	101011073	ARCO Business Solutions	Gas/Fuel - Traverse (9710), F350 (148,714), Chevy Truck (21,773), F150 (12,428) & Gas Cans	-1,516.65
Bill Pmt -Check	02/18/2020	122841	Acorn Technology Services	Monthly IT Service & Monitors Flores, Ryann	-2,275.73
Bill Pmt -Check	02/18/2020	122842	Apex Urgent Care, Inc.	Medical Expense - James Smith, Brody Pippenger, Robert Beiler, Richard Jimenez, Lonnye Johnson	-500.00
Bill Pmt -Check	02/18/2020	122843	Artwork Paint Company	Repair of Lobby hallway & Out coves in copper room - NCCC	-348.19
Bill Pmt -Check	02/18/2020	122844	BCVWD 3-001	Utilities - Water - Bogart	-92.43
Bill Pmt -Check	02/18/2020	122845	BCVWD 3-003	Utilities - Water - Bogart	-160.11
Bill Pmt -Check	02/18/2020	122846	BCVWD 3-004	Utilities - Water - Bogart	-156.55
Bill Pmt -Check	02/18/2020	122847	BCVWD 8-005	Utilities - Water - Grange	-98.99
Bill Pmt -Check	02/18/2020	122848	BCVWD8-006	Utilities - Water - Grange (fire)	-51.82
Bill Pmt -Check	02/18/2020	122849	Beaumont Do it Best	VOID: did not select credit reissued	0.00

**Beaumont Cherry Valley Recreation & Park District  
Check Warrant  
Bank Of Hemet - Operating  
February 2020**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/18/2020	122850	Beaumont Lawnmower	Equipment - STIHL Chainsaw	-463.09
Bill Pmt -Check	02/18/2020	122851	Best Best & Krieger	Monthly Legal Services - Human Resources	-2,827.60
Bill Pmt -Check	02/18/2020	122852	Cherry Valley Nursery	Top Soil - Nation Fitness	-567.84
Bill Pmt -Check	02/18/2020	122853	Department of Justice	Fingerprinting - Lonnye Johnson, Richard Jimenez, Brody Pippenger & Robert Beitler	-128.00
Bill Pmt -Check	02/18/2020	122854	Ferrelgas	Utilities - Propane - Snack Bar	-870.96
Bill Pmt -Check	02/18/2020	122855	Grand American Builders, Inc.	Bogart Park Monument Entry & NCCC Copper Room Window Walls	-24,992.85
Bill Pmt -Check	02/18/2020	122856	Inland Kubota	(2) Kubota Key Copies	-18.81
Bill Pmt -Check	02/18/2020	122857	Jani-King of California, Inc	Monthly Janitorial Service	-1,337.10
Bill Pmt -Check	02/18/2020	122858	Napa Auto Parts	F550 Tailgate Repairs	-15.06
Bill Pmt -Check	02/18/2020	122859	Pattons Steel Corp	Material Business Office Posts & GM & County Office Posts for Shade Structure	-623.06
Bill Pmt -Check	02/18/2020	122860	Pro-Pipe & Supply	F#1 Restroom Sink Repair, NCCC Woman's Restroom Repair & Eyewash Station tie-in	-421.06
Bill Pmt -Check	02/18/2020	122861	Safety Compliance Company	Safety Meeting 1/15/2020 - Back Safety	-250.00
Bill Pmt -Check	02/18/2020	122862	SiteOne Landscape Supply, LLC	Trenching Shovels & Field #1 Improvements	-1,450.46
Bill Pmt -Check	02/18/2020	122863	SRS Electric	Electrical - Front office, Wishing Well, Back Patio, Lights F#1, Snack Bar Outage & F#1 Repairs form Backhoe damage.	-5,571.00
Bill Pmt -Check	02/18/2020	122864	Tri-Lakes Team Sportswear	Board of Directors - Jackets and Sweatshirts	-924.17
Bill Pmt -Check	02/18/2020	122865	Turf Star, Inc.	Monthly Equipment Service November/December 2019	-1,386.60
Bill Pmt -Check	02/18/2020	122866	UniFirst Corp	Bi-Weekly Uniform and Janitorial Supplies Service	-401.40
Bill Pmt -Check	02/18/2020	122867	USPS	Annual PO Box Rental	-326.00
Bill Pmt -Check	02/18/2020	122868	Xtreme Clean Hoods	Yearly - Kitchen Hood Cleaning - Woman's Club & Grange	-500.00
Bill Pmt -Check	02/18/2020	1505306-308	CalPers	Employee - Retirement	-4,424.43
Bill Pmt -Check	02/18/2020	1001505311	CalPers	Employee - 457	-25.00
Bill Pmt -Check	02/18/2020	1001505214	CalPers	VOID: Invoice was entered twice	0.00
Bill Pmt -Check	02/18/2020	1001505214	CalPers	Employee - Health Insurance	-4,221.11
Bill Pmt -Check	02/18/2020	02202020	Nationwide Retirement Solutions	Employee - 457	-881.13
Bill Pmt -Check	02/18/2020	02082020	Nextiva	Monthly Telephone Service	-281.48
Bill Pmt -Check	02/18/2020	70102192020	Chevron	Gas/Fuel - Chevy Truck (21,135) & Equipment Cans	-328.68
Bill Pmt -Check	02/18/2020	033327586	Office Depot	Office Supplies	-34.66
Bill Pmt -Check	02/18/2020	0490309-69	SoCalGas	Utilities - Gas - NCCC & Woman's Club	-676.45
Bill Pmt -Check	02/18/2020	2035759753	The Home Depot	Field #1 Improvements	-949.12

**Beaumont Cherry Valley Recreation & Park District  
Check Warrant  
Bank Of Hemet - Operating  
February 2020**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/18/2020	122869	UNUM	Employee - Disability Insurance	-386.19
Bill Pmt -Check	02/18/2020	916671973	Verizon Wireless	Monthly Wireless Phone Service	-509.43
Bill Pmt -Check	02/18/2020	122870	Beaumont Do it Best	Welding wire, Washers for F#1 Project & Repair to Field #1 Fence Damage	-186.77
Check	02/18/2020	122873	Petty Cash	Trash Barrels, Wireless Vocal Set, Employee Fingerprinting Reimbursement, Non-Commercial Encroachment Permit & Material for Grange Sink Fix	-514.32
Check	02/18/2020	DB02182020	The Sand Trap Bar & Grill	Bus. Meal - Duane Burk Foundation Meeting Sponsors	-13.02
Check	02/19/2020	122874	Mike Aldrich	Safety Footwear Reimbursement (Aldrich, Mike)	-53.62
Check	02/19/2020	122875	Robert Beitler	Safety Footwear Reimbursement (Beitler, Robert)	-100.00
Check	02/19/2020	RF02192020	Dog Waste Depot	Dog Waste Trash Bags	-155.47
Check	02/19/2020	RF02192021	Printit4Less.com	Foundation Receipt Book	-99.03
Check	02/21/2020	122876	Beaumont Lions Club	Flag Program	-75.00
General Journal	02/21/2020	RCF-022120		Transfer to Operating for Bills, Payroll and RDA Funds	238,159.04
General Journal	02/21/2020	Trans022121		Transfer to Reserve for January 2020 RDA Funds Transfer	-88,159.04
General Journal	02/21/2020	Trans022123		Transfer to Reserve for Monthly Transfer	-5,000.00
Check	02/21/2020	122871	Artwork Paint Company	Business Office Shade Structure & Front office Painting	-1,140.41
Check	02/24/2020	02242020	Stamps.com	Stamps	-17.99
Check	02/25/2020	122877	Jeannie Sanchez	Refundable Security Deposit - Memorial 2/22/2020	-250.00
Check	02/25/2020	122878	James W. Halbrook	Umpire	-180.00
Check	02/25/2020	122879	Pete Gerlach	Umpire	-150.00
Check	02/26/2020	122880	John Flores	Director Fees - October 2019	-300.00
Check	02/26/2020	122881	John Flores	Director Fees - November 2019	-400.00
Check	02/26/2020	122882	John Flores	Director Fees - December 2019	-300.00
Check	02/26/2020	122883	John Flores	Director Fees - January 2020	-500.00
Check	02/26/2020	122884	John Flores	Director Fees - February 2020	-400.00
Check	02/26/2020	NL02262020	Safeguard	Operating - Computer Checks	-230.99
Bill Pmt -Check	02/26/2020	BH01819261	UMPQUA Bank	SDLA Conference - Janet Covington, STMA Membership Aaron Morris, BCVRPD Pens, Business Meals, Traverse Oil Change/Car Wash	-1,744.38
Check	02/27/2020	122885	Artwork Paint Company	Sand and Seal - Business Office Shade Structure	-878.06
Check	02/27/2020	122886	Kaboo Leasing Co.	Cut-Weid & Fabricate (9) Shade Structure Posts	-3,500.00
Check	02/27/2020	122887	Kaboo Leasing Co.	Fabricate, Powder Coat caps/beams - Business Office Shade Structure	-300.00
Check	02/27/2020	DB02272020	Frijoles	Bus. Meal - Duane Burk, Brian Deforge, Mark Weaver, Adrian Chatigny & Dan Hughes - NCCC	-31.07



**Beaumont Cherry Valley Recreation & Park District  
Check Warrant**

**Bank Of Hemet - Operating  
February 2020**

Type	Date	Num	Name	Memo	Amount
Check	02/27/2020	KS02272020	my Parking Sign	Signage - No Parking Beyond this Point, No Parking Fire Lane	-281.55
Check	02/27/2020	KS02272020	Progressive Graphics	IK/5K Fun Run T-Shirts	-611.72
Bill Pmt -Check	02/28/2020	122888	Alfonso's Tree Service	Bogart - Fire Damaged Tree Removal	-10,000.00
Bill Pmt -Check	02/28/2020	122889	Weaver Grading, Inc.	Excavating and Grading - Pond and Around Pond	-13,500.00
Check	02/28/2020	RF02282020	Amazon.com	Non-Slip Padding for Office Shelves	-19.36
Check	02/28/2020	JC02282020	California Special Districts Association	SDLA (Advanced Track) Sept. 27th - 30th - Lake Tahoe - Covington, Janet	-400.00
Check	02/28/2020	JC02282021	California Special Districts Association	SDLA (Advanced Track) Sept. 27th - 30th - Lake Tahoe - Law, Nancy	-400.00
Check	02/28/2020	RF02282020	Amazon.com	Rawlings Baseball - Welcome Home	-471.68
			<b>TOTAL</b>		<b>348,440.05</b>

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

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>10015 - Bank of Hemet - Project Account</b>					
Check	02/05/2020	4557	Pete Gerlach	Umpire	-150.00
Check	02/05/2020	4558	James W. Halbrook	Umpire	-180.00
Check	02/11/2020	4559	James W. Halbrook	Umpire	-270.00
Check	02/11/2020	4560	Pete Gerlach	Umpire	-60.00
Bill Pmt -Check	02/18/2020	4561	BSN Sports	Dudley ASA Softballs - Adult Softball	-1,196.01
Bill Pmt -Check	02/18/2020	4562	Resource Building Materials	(56) Chalk	-351.89
Bill Pmt -Check	02/18/2020	4563	SRS Electric	Install Christmas Lights at Grange	-1,386.00
Check	02/19/2020	4564	James W. Halbrook	Umpire	-150.00
Check	02/19/2020	4565	Pete Gerlach	Umpire	-150.00
<b>TOTAL</b>					<b>-3,893.90</b>

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

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>10025 - Bank of Hemet - Reserve Fund</b>				
General Journal	02/21/2020	Trans022121	Transferred from Operating for January 2020 RDA Funds Transfer	88,159.04
General Journal	02/21/2020	Trans022123	Transferred from Operating for Monthly Transfer	5,000.00
		TOTAL		93,159.04



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

STAFF REPORT

Item 3.1

**To:** Chairman and Board of Directors

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

**Re:** Adopt Legislative Advocacy Policy

**Date:** March 11, 2020

**Background and Analysis:**

While attending the California Special District's Association's "Understanding the Brown Act" workshop in February, it was encouraged that all Districts have an adopted Legislative Advocacy Policy.

This policy will allow the general manager, or other designee to timely respond to legislative issues that will likely have an impact on the District.

**Fiscal Impact:**

There is no impact to the general fund.

**Recommendations:**

Staff recommends that the Board review, comment, approve or change the Legislative Advocacy policy subject to the authority of the Beaumont-Cherry Valley Recreation & Park Districts Legal Counsel or staff to make non-substantive changes.

Respectfully Submitted,

A handwritten signature in black ink that reads "Janet O. Covington".

Janet Covington, Human Resources Administrator/Clerk of the Board



<u>Policy</u>	<u>Policy Number</u>	<u>Date Adopted</u>	<u>Date Revised</u>
LEGISLATIVE ADVOCACY POLICY	TBD	Submitted 3/11/2020	

**Purpose**

The purpose of the policy is to guide the Beaumont-Cherry Valley Recreation & Park District (District) officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited,<sup>1</sup> the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions, which will affect the public agency expending the funds.

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to District staff with regard to monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses are administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Directors. The Legislative Advocacy Procedures and Advocacy Priorities will provide the District General Manager, or other designee, discretion to advocate in the Districts best interests in a manner consistent with the goals and priorities adopted by the Board of Directors. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of the District.

**Policy**

Policy Goals;

- Advocate the District legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board of Directors and district staff on the legislative process and key issues and legislation that could have a potential impact on the district.
- Serve as an active participant with other local governments, the California Special Districts Association, and local government associations on legislative and regulatory issues that are important to the district and the region.
- Seek grant and funding assistance for District projects, services, and programs to enhance services for the community.

Policy Principles;

The Board of Directors recognizes the need to protect District interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of the District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors. This policy provides the General Manager, or other designee, the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Directors to set Advocacy Priorities to provide policy guidance. The Board of Directors shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without board approval.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the District, the matter shall be brought before the Board of Directors at a regularly scheduled board meeting for formal direction from the Board of Directors. The Board of Directors may choose to establish a standing committee of two Directors, known as the “Legislative Advocacy Committee”, with the authority to adopt a position when consideration by the full Board of Directors is not feasible within the time-constraints of the legislative process. Generally, the District will not address matters that are not pertinent to the district’s local government services, such as social issues or international relations issues.

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<sup>1</sup> Cal. Gov. Code § 54964.



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:** March 11, 2020

**Employees:**

We hired one casual recreation assistant. We had four recreation assistants leave the District. We have 29 employees.

**Reports:**

- The 20/21 estimated payroll report was submitted to CAPRI 2/26/2020.
- The Statement of Economic Interest (Form 700's) was submitted to Riverside County 2/28/2020.

I am working on the following reports:

- State Controller's Office, 2019 Government Compensation in California Report.
- Other Post Employee Benefits (OPEB) Valuation and California Employer's Retiree Benefit Trust (CERBT) Valuation Packet

**Workers Compensation Cases/Incidents/Accidents** – No employee cases. (233 days since our last employee accident). We had one incident reported in February. No claim has been filed.

**Training:**

- Safety Compliance provided "Lock out Tag out" training in the maintenance department February 19.
- Kyle Simpson, Nancy Law, Frank Flores and Aaron Morris attended a "Preventing and Responding to Violence in the Workplace" webinar on February 20. Janet viewed the recorded version. I have a print out and a link to the webinar for those who would like it.
- Janet Covington completed "Creating Accountability" training

**Other:**

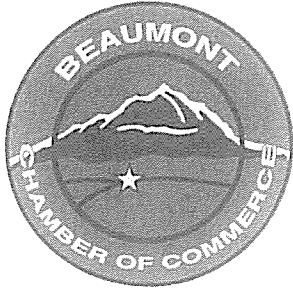
- I have been working on auditor's request.
- I will be on vacation March 12- 20, 2020.
- SAVE THE DATE: Annual Summer Picnic. Friday, June 12 starting at 12:30 in Bogart Park. Please let me know if you have any ideas.
- Received letter of thanks from the Beaumont Chamber of Commerce for participation in their Citizen of the Year and Installation of Officers banquet.
- Received a card of thanks from Maggie Bartells
- Received a card of thanks from Jim and Linda Andersen

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

Respectfully Submitted,

*Janet O. Covington*

Janet Covington, Human Resources Administrator/Clerk of the Board



# BEAUMONT CHAMBER OF COMMERCE

726 Beaumont Ave. • Beaumont, CA 92223  
(951) 845-9541 • FAX (951) 769-9080  
[www.beaumontchamber.com](http://www.beaumontchamber.com)

February 20, 2020

Kyle Simpson  
Beaumont Cherry Valley Rec & Park  
390 W. Oak Valley Pkwy  
Beaumont, CA 92223

Dear Kyle,

Thank you for providing us with the wonderful raffle prize for the 66<sup>th</sup> Citizen of the Year and Installation of Officers Banquet. Your contribution enhanced the evening and made this event enjoyable for all. We appreciate your fun spirit and willingness to make this event memorable.

The Beaumont Chamber of Commerce continues to strive to provide quality events for the benefit of our members and the community. Our staff used the resources you provided to create a memorable experience for all who attended.

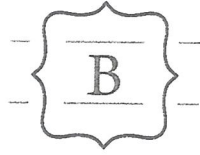
We would also like to take this opportunity to thank you for your active participation in our Chamber endeavors. We look forward to your continued interest and support in the Beaumont Chamber of Commerce. Again, we are truly grateful for your kind and generous support.

Sincerely,

Susan Aguilar Martinez  
Director of Marketing

Beaumont Chamber of Commerce Federal Tax ID#95-1806484

*"Building a Better Community,  
One Business at a Time"*



The family of Bruce Jay Bartells  
acknowledges with deep appreciation your  
kind expression of sympathy.

*Parks + Recreation Board,  
Thanks so much for  
the beautiful flower  
arrangements and caring  
thoughts. Bruce so  
enjoyed his time  
with you. Sincerely  
Maggie*



**BRUCE JAY BARTELLS**

September 3, 1944 - February 5, 2020



I thank you to all of you  
for selecting us as  
Citizen of The Year; also  
in helping to make the  
awards night a special  
memorable. We also  
appreciate the special  
gift of the Cross  
and Gods Prayer  
Candle —

...my world's  
a little brighter!

Sincerely,

Jim & Linda



**Department Report**

Agenda Item No. 4

**To:** Chairman and Board of Directors  
**From:** Nancy Law, Financial Services Technician/Office Manager  
**Date:** March 11<sup>th</sup>, 2020

The Finance Committee met Thursday, March 5<sup>th</sup>, 2020 to review February 2020 Financial Reports for Fiscal Year 2019-2020.

The Monthly Financial Report consisted of the Profit & Loss Budget vs. Actual, as well as the Bank Account Balance Spreadsheet and Warrant Registers which are also included in the Board Packet.

Property Tax Disbursement – The Financial Services Technician has not received notice of deposits into the Riverside County Fund for February 2020 as of March 4<sup>th</sup>, 2020.

The Financial Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution and with approval from the Finance Committee from February 6<sup>th</sup>, 2020 meeting transferred the January 2020 RDA Funds in the amount of \$88,159.04 bringing our balance to \$338,324.86.

**Additional items:**

- ❖ Finance worked with our auditor Chad Halliday on year end closing adjustments for FY 18/19.
- ❖ Finance attended the Capri Webinar “Preventing and Responding to Violence in the Workplace”

**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:** March 11<sup>th</sup>, 2020

#### Facility Users:

Facility Rentals have been steady throughout the New Year and there are a lot of positive comments about the upgrades done at Noble Creek Community Center.

I am in talks with a potential new Contract Instructor to teach art classes at Noble Creek.

#### Upcoming District Events:

1K and 5K Race at Bogart on March 14<sup>th</sup>, 2020 at Bogart Park Meadow/Playground Area 9:00am

Both the 1K and the 5K course has been mapped

The Flyer has been finished and is being distributed throughout the community and our facilities

We have 23 sign ups so far and I have had many more people reach out for applications

I will be working with Beaumont High School Mountain Bike team members as volunteers

Welcome Home Vietnam Veterans March 27<sup>th</sup> at Noble Creek Park snack bar 4:00pm

All letters to dignitaries have been sent out and Beaumont Cherry-Velley Water District and the City of Beaumont confirmed they will be in attendance and will provide certificates to the Veterans

We currently have 4 Veterans signed up for the event

Derrel Thomas will be signing the baseballs on Wednesday 3/4/2020

Spring Fling April 11<sup>th</sup> Noble Creek Regional Park Field 1 9:00am

Vendor applications have been sent out and we have 5 applications back so far for food and craft vendors

Church for Family, Grace Fellowship Church, Lifepoint Church, and Impact Beaumont Church have all confirmed they will be participating in the event and providing eggs for the egg hunt

Beaumont Music Center has confirmed they will be performing at Spring Fling; I am in talks with Three Rings Ranch Elementary School about their choir performing the event

Arbor Day April 24<sup>th</sup> at Bogart Park at 4:00pm

Duane would like all Oak Trees planted at Bogart Regional Park

Fishing Derby April 25<sup>th</sup> and 26<sup>th</sup> Starting at 8:00am

We have approval from Beaumont-Cherry Valley Water District for use of the ponds for the Derby and Parking at the Ponds

We are waiting for a quote back from the Fish Hatchery; we will be ordering 50 more pounds of "Trophy size fish" for the Derby this year

Kiwanis club will be there to provide kids with fish bait

Lions Club will be cooking breakfast and lunch at the Derby

Walmart will be donating prizes for the event

Cinco De Mayo May 2<sup>nd</sup> Noble Creek Regional Park Soccer Meadow 2:00pm

I am in communication with Mariachi Tesoro de Rebecca Gonzales for entertainment for the event

### **Community Events/Meetings/Networking**

I am performing playground inspections for City of Beaumont Parks and so far have inspected Fallen Heroes, The Sports Park and Wild Flower Park.

I attended BYB's opening day on February 29<sup>th</sup>

Good Morning Beaumont Breakfast March 13<sup>th</sup>, 2020

Facilities ad hoc March 10<sup>th</sup>, 2020

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

Respectfully Submitted,



Kyle Simpson, Activities Coordinator



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

**To:** Chairman and Board of Directors  
**From:** Dodie Carlson, Athletic Coordinator  
**Date:** March 4, 2020,

**Reports:**

The winter adult slow pitch season is starting to wrap up with the exception of 1 night we have been rained out 3 weeks in a row on Sunday. The Spring season will be getting started the end of March.

The calendar is getting close to full with tournaments, BYB, and general field rentals. We were able to squeeze in some travel teams for practice, long as we have no rain we should be great.

I would like to thank the Board of Directors, General Manager, and staff for there hard work keeping up the fields and continuing to make upgrades to the fields, it has not gone unnoticed. The dirt parking that has been stripped is helping to control the parking chaos.

BCVRPD has provided the division MVP trophies to BYB players for over the last 10 years. I would like to know if they will still continue that tradition this year? We would like to get that order placed now.

**Other:**

BYB would like to thank the district Board of Directors, General Manager, and staff for helping to get the 2020 spring season up and running. From helping with opening and closing gates, to bringing the stage in, to collecting parking, to Chris doing the scheduling, and to all who attended opening day. They are very grateful to have such a wonderful relationship with the district. Thank you

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

Respectfully Submitted,

Dodie Carlson, Athletic Coordinator



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

**To:** Chairman and Board of Directors  
**From:** Frank Flores, Maintenance Foreman  
**Date:** February 2020

**Maintenance Report:**

Bogart Park's irrigation project will be completed in early March; the project includes 22 new irrigation valves, newly ran irrigation wire in 1" conduit that will be ran into 22 new irrigation boxes. With the completion of this project the park district will have the ability to properly manage the turf area with proper cultural practices. The previous system was not working properly due to shallow irrigation wires and old/broken irrigation valves. CDF has worked with maintenance staff for a total of 8 days in February, clearing brush, trimming trees, creating fire breaks coupled with the wood chipper you can clearly see the impact that CDF has on the district. The iron ranger is currently being refurbished by the maintenance staff and will be reinstalled to the south entrance of Bogart early March.

Nobel Creek Park continues to be occupied every day buy hundreds on patrons, especially now that BYB season has kicked off; opening day coincided with the districts first parking fee day of the year. Full-time, part-time and casual workers that work maintenance staff hours were trained on February 11<sup>th</sup>, 2020 on the program handlers of pesticide and other hazardous materials. The baseball fields, dog park and equestrian turf has been seeded and fertilized.

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

Respectfully Submitted,

Frank Flores

Maintenance Foreman



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

**To:** Chairman and Board of Directors  
**From:** Aaron Morris, Maintenance Foreman  
**Date:** 03/11/2020

**Report:**

BYB has begun and the field crew has been hard at work maintaining our facilities while keeping the grounds and fields safe and clean for our respected users. During season staff will be planning new field projects while implementing weekly field maintenance routines to keep our fields in top playing conditions. Here are some work items completed in the last month.

**Work Items:**

- The Field 1 warning track has been completed. Left Field and Right Field lanes have added new clay pilling up to approximately 75 tons. The last 25 tons was added to the Field 1 infield skin to keep it refreshed for the upcoming season.
- I have been reaching out to different companies and getting bids on central command programs. This will allow the District to manage our irrigation systems from our computers or phones.
- I attended the 2020 Intelligent Use of Water Showcase in Palm Springs hosted by Rain Bird.
- All the Ballfields have been fertilized with a high nitrogen mix plus 5% iron to green up the outfield turf areas during season.
- I attended one of BYB's board meetings to introduce myself and talk with them about our weekly routine with the fields during work hours and to just promote collaboration.
- Staff has been doing great in assisting BYB with their closing routine and was given high compliments from BYB's board.

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

Respectfully Submitted,

Aaron Morris  
Maintenance Foreman