



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, July 11, 2018
390 W. Oak Valley Parkway Beaumont, CA 92223**

MINUTES

BEAUMONT CHERRY VALLEY RECREATION AND PARK IMPROVEMENT CORPORATION (BCVRPIC) WORKSHOP SESSION:

Workshop Session to Begin at 4:00pm

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

Closed session began at 5:24pm

Roll Call:

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

Conference with Legal Counsel

1. Property Negotiations, Cell Tower. Pursuant to Government Code Section 54956.8

Returned from closed session at 5:34pm with no reportable action taken.

WORKSHOP SESSION: Workshop Session to Begin at 5:30pm

Workshop session began at 5:34 pm

Presentation by Consultant Nigel Paxton, Owner, Aries Advisors

Nigel Paxton gave a presentation on transferring ownership of the cell tower located at Noble Creek Community Center.

Workshop ended at 6:23 pm.

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

Regular session began at 6:23pm

Roll Call:

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

Presentations: None

Invocation: The invocation was given by Pastor Paul Newell, Church for Family

Pledge of Allegiance: The pledge of allegiance was led by Treasurer Diercks

Adjustments to Agenda: None.

1. PUBLIC COMMENT: None.

2. CONSENT CALENDAR:

2.1 Minutes of June 14, 2018 – One (1) Revision. June 14, 2018 minutes indicate the finance committee is an ad-hoc committee. It shall read “Standing Committee” adhering to the Brown Act.

2.2 Bank Balances June 2018

2.3 Warrants for June 2018

Motion was made to accept items 2.1, 2.2 and 2.3 with the revision to item 2.1 as indicated.

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 5-0

Roll call Vote:

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Hughes: Aye

Chairman Flores: Aye

Director Ward asked if warrant items can be pulled and discussed at the Board meetings since the finance committee approves them. The General Manager replied yes.

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

3.1 Approve General Managers Contract Amendment

Motion was made to accept item 3.1. The General Manager will receive a 5.0% salary increase and an additional 40.00 hours of vacation. The District will contribute an amount equal to 5% of his Gross earnings to the Districts 457 plan. The 457 contribution will be considered each year at his evaluation.

Initial Motion: Vice Chair/Secretary Hughes

Second: Treasurer Diercks

Result of Motion: Carried 5-0

Roll call Vote:

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Hughes: Aye

Chairman Flores: Aye

3.2 Approve Revised Salary Schedule

Motion was made to approve the revised salary schedule with a correction to the General Managers range indicating a maximum of \$145,471.20.

Initial Motion: Treasurer Diercks

Second: Vice Chair/Secretary Hughes

Result of Motion: Carried 5-0

Roll call Vote:

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Hughes: Aye

Chairman Flores: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

Janet reported that there is one part time maintenance position (Mike Aldrich) going through the hiring process and two new casual recreation assistant positions. The District had one departed employee, the activities coordinator. The District also promoted three casual recreation assistants to part time maintenance I positions. (Cameron Mondello, Rodrigo Camacho and Christian Hartig.) The Biennial Conflict of Interest Code will be reviewed by the end of August and updated if found necessary. The Safety Compliance Company provided "Hazard Communication Training" training on June 27, 2018 in the maintenance department. Janet reported there are not any workers compensation cases. She attended elections training at the Registrar of Voters office and a meeting at the City of Beaumont regarding the election. She stated election packages will be available at her office or they can be picked up at the Registrar of Voters office. The packages can be picked up starting July 16. The candidate statements are estimated to cost \$550.00 although there is an option this year of \$260.00 for electronic only distribution. She has been working with the auditors providing requested information. Janet attended a webinar regarding the Public Record Act and personal devices and another on Medical Marijuana in the workplace. She reported Frank Flores completed Landscape Construction and Landscape Construction and Design at College of the Desert earning a letter grade of A in both. Janet reported annual evaluations were completed and annual increases were implemented. The District sent an arrangement to our employee Kaylee Thornton for the birth of her son and is sending an arrangement to Director Diercks family as well. Janet asked for confirmations for the State of the City luncheon.

Financial Services Technician/Office Manager: Nancy Law

Nancy reported that the Finance Committee met to review the June 2018 Financial Reports. She reported she received deposits into the Riverside County fund for June for a preliminary total of \$3,047.25. Nancy transferred into the reserve fund the \$5,000.00 monthly contribution and transferred out of the fund \$48,256.26 for Capital bills bringing the balance to \$343,093.21. She has been helping the General Manger with the CDBG project and reviewed Movies under the Stars and Oktoberfest with Amy before she left. She reported Wi-Fi has been installed at the Grange for the cameras. She has been preparing her year-end files and she helped the Human Resources department while she was on leave. In June staff received 262 phone calls with the highest volume for RV's and the office manager. They had 34 hang ups. We received 117 walk-in's with the highest volume for RV reservations and the office manager.

Activities Coordinator:

Nancy Law reported there are two movies left, Coco and Cars 3. She said the dates for Oktoberfest are September 21-23, 2018. It will be a parking fee event and she asked the Board for volunteers for pouring beer. The general manger reported the corporation met and the steering committee will pour beer on Saturday and he will provide the names to Nancy. Nancy said the board can contact Nancy for their availability to pour beer.

Athletic Coordinator: Dodie Carlson

Dodie reported that she is very busy finishing up the spring season adult ball and the summer season will start tomorrow. She reported she has 9 more teams over last year. She has been working with the casual workers on fields and said June is the busiest month. The "B" District tournament had 57 teams. She thanked maintenance for their help. She said there were 52 RV's for the weekend. Dodie said they have been submitted to host the Nationals here next year which is a weeklong tournament. She is working on the calendar

and the Oktoberfest tournament. BYB all stars are almost over. They had one team last night (14U) that won the section championship with a 10-0 mercy.

Maintenance Foreman: Frank Flores

Frank reported his department started renovation on the western entrance. They will be changing to a desert landscape. They completed the Franco garden renovation. They added about 40 to 50 plants as well as covered the whole area with new DG called Palm Springs Gold. They also added wood chips in the low spots throughout the garden area. They started building the bleaches and have completed one set at field one. They are working on small issues as they arrived. He reported we missed the microburst and only had two broken branches.

General Manager: Duane Burk

Duane thanked the staff for their help when we hosted a funeral celebration of life for about 300+people for a close friend of his. Everything went smooth and he appreciates everyone's effort. He thanked the board for the use of the facility. He said staff is working hard getting ready for this Fiscal year's expenditures and the budget is completed. The CDBG project is taking a lot of his time running into some unknowns. He is looking forward to this year. Duane said he has been attending the Bogart committee meetings with Vice Chair Hughes and Chairman Flores and feels the meetings are going well. He is receiving an agreement for a financial plan for Bogart and will bring that to the board. He appreciated listening to Nigel and feels it's important for the board to know options. He will be attending a conference next week in Minnesota on quality assurance for Toro products. The following week he will be on vacation. He stated 122 permits have been collected from developer impact fees. Duane asked for direction from the board on the consideration of all money coming into the park being designated into the corporations account. He stated he spoke to the finance committee and believes he got their blessing on it. He said he met with the steering committee and the members will be the ones fundraising for projects that the board wants. Duane will get a legal opinion. The intent will be that money coming into the park will be designated for improving the park and not for salaries or benefits. He said the board has the right to change their mind later. He stated we can tell the community that the money is earmarked to benefit projects and improvements into the park. Director Ward asked for clarification of what is meant by all monies? Duane said it is his opinion that it is all money that comes into the park from all events, rent from facility users, cell tower and parking fees.

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, BCVWD @ 5:00 pm
 - Noble Creek Community Center Effective September 8, 2018
- Finance – 1st 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 8, 2018
 - September 12, 2018
 - October 10, 2018

5.2. Upcoming Holidays

Monday, September 3, 2018 – Labor Day

5.3. Events

Mondays, June 11 - July 23, 2018 Movies under the Stars

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz:

Armando thanked the staff, board members and Duane for being patient with him in learning how to be a board member and thanked them for all their hard work. He said he met with Duane a couple of weeks ago and went on a tour of the park viewing the facilities and repairs. He is looking forward to Oktoberfest which falls on his birthday weekend and he is looking forward to seeing the numbers for the cell tower.

Director Ward:

Denise thanked the staff for all of their hard work. She thinks the work in Leone's garden, the ADA restroom area and the concrete looks terrific. She asked how the District will be advertising and notifying the public for the upcoming election? Janet explained that the registrar of Voters places an ad in the local Record Gazette newspaper and the District will post it on our web-site as well. Treasurer Diercks said the announcement is in the paper already. Denise congratulated Dodie on the BYB team.

Treasurer Diercks:

Chris Thanked staff for all the good work their doing and said the work at the Noble Creek Community Center looks good. He announced his mother in law passed away and invited everyone to the graveside services Saturday at 10:00am at Sunny Slope Cemetery, following at Noble Creek Community Center. It is a Hawaiian theme and attire at her request because she was born and raised in Hawaii. He would like to adjourn the meeting in memory of his mother in law, Shirley Ydrogo.

Vice Chair/Secretary Hughes:

Dan said he also knew Chris's mother in law and thinks it's appropriate to close the meeting in remembrance of her. He thanked the staff for a great job and everything and asked Dodie how 4 more fields at the north side sounds for a goal coming up? He said the County presented 3 options for a transition plan yesterday to him, Duane and John to take over Bogart Park. They choose an option and now their attorneys are drawing up an agreement and then our attorneys will review it. He reported the Water District is interested in giving the District the lease.

Chairman Flores:

John congratulated the General Manager on his pay increase and said it was well earned. He thanked Nancy and Janet for picking up the pieces for the last couple of Oktoberfest and now again with the departure of Amy and said their work doesn't go unnoticed. He said he couldn't be more pleased with Duane. He adjourned the meeting in memory of Shirley Ydrogo.

6. ADJOURNMENT:

Motion was made to adjourn the meeting at 7:08pm in memory of Shirley Ydrogo.