

**BEAUMONT-CHERRY VALLEY
RECREATION & PARK DISTRICT (BCVRPD)
BOARD OF DIRECTORS MEETING AGENDA**

REVISED 5/13/2026

Wednesday, May 13th, 2026
Regular Meeting: 6:00p.m.
Noble Creek Community Center
390 W. Oak Valley Parkway,
Beaumont, CA 92223



Chair
Janet Covington

Vice Chair/Secretary
John Flores

Treasurer
Chris Diercks

Directors
Christian Linnemann
Vacant

General Manager
Mickey Valdivia

General Counsel
Albert Maldonado
BB&K

This meeting is being held in person.

Remote access is available for the convenience of the public. Please note that in the case of audio/video failure, the board meeting will continue.

To join via Zoom, click here: [BCVRPD Board Meeting](#)

To join the meeting by telephone, call: 1(669)900-6833.

Meeting ID: 323 943 4355.

Director Linnemann - Remote Location:

Holiday Inn Express
5653 Bishop Ave
Inver Grove Heights, MN, 55076

REGULAR SESSION:

1. CALL TO ORDER

- 1.1 Roll Call
- 1.2 Invocation: Vice-Chair/Secretary Flores
- 1.3 Pledge of Allegiance: Chairwoman Covington

CLOSED SESSION:

2. PUBLIC COMMENTS REGARDING CLOSED SESSION:

- 2.1. Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: 2 cases

3. RECONVENE FROM CLOSED SESSION:

- 3.1. Report out from Closed Session:
- 3.2. Action on any Closed Session Items:

4. ADJUSTMENTS TO THE AGENDA:

- 5. PUBLIC COMMENT:** Anyone wishing to address the Board on any matter not on the agenda may do so now. If you are unable to participate by telephone or via Zoom, you may submit comments and/or questions in writing for the Board's consideration by sending them to kaylee@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. There is a three (3) minute limit on public comments.

- 6. INFORMATIONAL PRESENTATION UPDATES AND POLICY REVIEW:**
 - 6.1. Deidre Chatigny – Women of Distinction Award
 - 6.2. Board Member Compensation Review
- 7. DEPARTMENT HIGHLIGHTS:**
 - 7.1. Noah Valdivia, Athletic Facilities Manager
- 8. PASS AREA YOUTH BASEBALL & SOFTBALL LEAGUE:**
 - 8.1. Financial Update
 - 8.2. Refund Update
- 9. 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).
 - 9.1. Minutes of April 8th and April 27th, 2026
 - 9.2. Finance Committee Meeting Report for March 2026
 - 9.3. Approval of Updated Salary Ranges to Align with Approved Cost of Living Adjustments and Evaluation-Based Increases
 - 9.4. Approval of Event Ticket Policy for Board Members
- 10. ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS:**
 - 10.1. Approval to Fill Vacant Seat on BCVRPD Board of Directors
 - 10.2. Approval of an Ordinance of the Pass Area Recreation and Park District Amending Ordinance No. 2025-01 Changing Only the Election Sequencing of Division 1 to Begin By Division Elections in November 2026 Instead of November 2028
 - 10.3. Approval to Update 2026 Committee Assignments to Fill Vacancies
 - 10.4. Approval of FY 26/27 Budget (First Reading)
 - 10.5. Approval of Pass Area Recreation and Parks District Logo
 - 10.6. Approval of Vacation Accrual Policy
 - 10.7. Approval of Overtime Pay Policy
 - 10.8. Approval of Hybrid Work Policy
- 11. REPORTS - STAFF:**
 - 11.1. Assistant General Manager, Deidre Chatigny
 - Clay Project Update
 - Sidewalk Project Update
 - 11.2. General Manager, Mickey Valdivia
 - Engagement Letter for FY 24/25 – Halliday & Co (Auditor)
 - MOU Between BCVWD and BCVRPD
 - Supervisor’s Office (\$15,000) – Funding Opportunity
 - DTR Project Update
 - NCCC Restroom Update
 - Monthly Performance Standard Review/Strategic Planning
 - Warming/Cooling Center Update
 - 11.3. General Counsel, Albert Maldonado

12. CALENDAR OF EVENTS:

12.1. Next BCVRPD Board Meeting: NCCC – Wednesday, June 10th, 2026, 5:30p.m.

12.2. Next BCVRPIC Board Meeting: NCCC – Thursday, June 18th, 2026, 5:30p.m.

12.3. Committee Meetings

- Collaborative Agency Meeting Wednesday bi-monthly, 5:00p.m., Beaumont Civic Center, next meeting July 1st.
- Finance Committee – third Tuesday monthly, 3:00p.m., next meeting May 19th, NCCC.
- Foundation Finance Committee – third Tuesday monthly, 4:00p.m., next meeting May 19th, 2026, NCCC.
- Personnel Committee – first Tuesday monthly, 12:00p.m., next meeting June 2nd, NCCC.
- Facility Ad Hoc Committee – second Tuesday monthly, 10:30a.m., next meeting June 9th, NCCC.
- Government Liaison Committee – third Tuesday monthly, 10:30a.m., next meeting May 19th, NCCC.
- District Community Member Recognition Ad Hoc Committee (Memorial Wall Committee) – third Tuesday monthly, 5:00p.m., next meeting May 19th, at NCCC.

12.4. Upcoming Holidays/Closures

- Monday, May 25th, 2026 – **Memorial Day**
- Friday, June 19th, 2026 – **Juneteenth**
- Friday, July 3rd, 2026 – **Independence Day (Observed)**
- Monday, September 7th, 2026 – **Labor Day**

12.5. BCVRPD Events

- Friday, June 5th, 2026 – **Supervisor Softball Tournament** at Noble Creek Regional Park
- Monday, June 15th, 2026 – **Movie Night** at Noble Creek Regional Park
- Monday, July 13th, 2026 - **Movie Night** at Bogart Regional Park
- Friday – Saturday, August 21st – 22nd, 2026 – **BBQ in the Pass** at Noble Creek Regional Park

12.6. Community Events:

- Wednesday, June 3rd, 2026 – **Good Morning Beaumont Breakfast** at Tukwet Canyon Golf Course., 7:30a.m.
- Tuesday, June 9th, 2026 – **Calimesa Chamber Breakfast** at Kafe Royale, 7:30a.m.

13. DIRECTORS' MATTERS/COMMITTEE REPORTS:

14. BOARD REQUESTS FOR FUTURE AGENDA ITEMS:

15. ADJOURNMENT:

Pending Agenda Items	Requester	Request Date

Any person with a disability who requires accommodation to participate in the meeting should telephone Kaylee Fuerte at 951-845-9555, at least 48 hours prior to the meeting 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 Beaumont-Cherry Valley Recreation and Park District, and the foregoing agenda was posted at the District office and District website May 8th, 2026.

Kaylee Fuerte

Kaylee Fuerte, Clerk of the Board



Beaumont-Cherry Valley Recreation and Park District

Policy and Procedures

Policy Section: Board of Directors

Policy #: 2026-02

Policy Title: Board Member Compensation and Reimbursement

Date Adopted:

Date Revised:

Purpose

The purpose of this policy is to establish a clear, consistent, and accountable process for compensating and reimbursing Board Members for approved District business. Specifically, it aims to:

- Ensure Board Members are compensated accurately and on time for eligible meetings and expenses, with requests submitted no later than 30 days after the end of the month.
- Define which expenses qualify for reimbursement and maintain financial transparency and accountability.
- Standardize the submission, review, and approval process, including limits on the number of meetings and total compensation per month.
- Ensure compliance with the District's check signing and record-keeping policies.

Overall, the policy protects both Board Members and the District by setting clear expectations, reducing delays or disputes, and maintaining proper financial controls.

Policy

Board Members are required to submit a Board Member Compensation and Reimbursement Request Form on a monthly basis. A Board Member may request compensation for up to six meetings per month, not to exceed a total of \$600, and each request must be for a different meeting date. All requests must be submitted no later than 30 days after the end of the month in which the meeting or expense occurred; failure to submit within this timeframe will result in forfeiture of compensation and reimbursement. Only expenses directly related to official District business are eligible. Approved payments will be issued within 30 days in accordance with the District's check signing policy, and incomplete or missing information may result in delays.

Conclusion

In conclusion, this policy ensures a clear, consistent, and transparent process for Board Member compensation and reimbursement by outlining eligibility, submission deadlines, and payment limits. By requiring requests to be submitted no later than 30 days after the end of the month and defining eligible meetings and expenses, the policy promotes accountability, timely processing, and proper financial controls for District funds.

RESOLUTION NO. 2012-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY RECREATION AND PARKS DISTRICT AMENDING THE DIRECTOR COMPENSATION, EXPENDITURES AND REIMBURSEMENT POLICY PREVIOUSLY ADOPTED PURSUANT TO RESOLUTION 2009-06

WHEREAS, the Board of Directors (“Board”) of the Beaumont-Cherry Valley Recreation and Parks District (“District”) established a policy regarding director compensation, expenditures, and reimbursement by Resolution 2009-06, effective October 14, 2009; and

WHEREAS, the Board desires to amend the written policy titled “Authorized Expenditures and Reimbursements,” adopted pursuant to Resolution 2009-06, in order to more clearly state the District requirement that reimbursement requests be submitted no later than thirty (30) days after the expenditure; and

WHEREAS, pursuant to Government Code section 61047(a), the Board may provide for each of its members to receive compensation in an amount not to exceed \$100 for each day of service, as defined by Government Code section 61047(e), not to exceed six (6) days of service in a month; and

WHEREAS, pursuant to Government Code section 61047(b), the Board may provide for its members to receive their actual and necessary traveling and incidental expenses incurred while on official business subject to the requirements of Government Code sections 53232.2 and 53232.3; and

WHEREAS, pursuant to Government Code section 53232.2, the Board must adopt a written policy which specifies the types of occurrences that qualify a member to receive reimbursement of expenses relating to travel, meals, lodging and other actual and necessary expenses and may also specify the reasonable reimbursement rate for those expenses.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY RECREATION AND PARKS DISTRICT:

SECTION 1. Each of the members of the District Board of Directors shall receive compensation in the amount of \$100 for each day of service.

SECTION 2. The District hereby adopts the written policy for reimbursement of the expenses of the members of the Board of Directors, attached hereto as Exhibit "A" and incorporated herein by reference. This policy amends and supersedes the previous policy adopted pursuant to Resolution 2009-06.

SECTION 3. Any member of the Board of Directors may waive any or all of these payments.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE
BEAUMONT-CHERRY VALLEY RECREATION AND PARKS DISTRICT**
this 9th day of May, 2012, by the following votes:

AYES: 4

NOES: 0

ABSTAIN: 1

ABSENT: 0

APPROVED:

A handwritten signature in blue ink, appearing to be "G. M. S.", with a long horizontal flourish extending to the right.

Board Chairman

ATTEST:

A handwritten signature in blue ink, appearing to be "Dan Suckow", written in a cursive style.

District Secretary

EXHIBIT "A"

BEAUMONT-CHERRY VALLEY RECREATION AND PARKS DISTRICT

POLICY NO. 2012-02

AUTHORIZED EXPENSES AND REIMBURSEMENTS

This policy amends and supersedes that policy previously adopted pursuant to Resolution 2009-06 and any previously-existing policy regarding authorized expenses and reimbursements.

Authorized Expenses

District funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized District business.

District titles may be used for identification purposes only as long as any communication made in connection therewith does not imply agency participation in or endorsement of a communication. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

1. Communicating with representatives of regional, state and national government on District adopted policy positions;
2. Attending educational seminars designed to improve officials' skill and information levels;
3. Participating in regional, state and national organizations whose activities affect the District's interests;
4. Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
5. Attending District events;
6. Implementing a District-approved strategy, which typically should involve at least one staff member; and
7. Events such as those listed herein for which a stipend is expressly authorized under this policy.

All other expenditures require prior approval by the Board of Directors. Unless approved otherwise by the Board, Board Members may receive reimbursement for budgeted purposes only up to the pro-rata share of the budgeted purposes. For example, if the annual budget includes \$5,000 for educational seminars for the

Board, each Board Member may receive reimbursement for only up to \$1,000 worth of educational seminars.

The following expenses also require prior Board of Directors approval:

1. International and out-of-state travel;
2. Expenses exceeding \$1,000 per trip.

Examples of personal expenses that the District will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
6. Personal losses incurred while on District business. Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

Stipends

Consistent with Government Code section 61047, Directors shall be entitled to receive one hundred dollars (\$100) for each day of service ("daily meeting stipend") for each day of service, as defined in this policy. Such stipend is in addition to any reimbursement for meals, lodging, travel and expenses consistent with this policy.

Meetings And Service Subject To Daily Stipend

To be entitled to a daily stipend under this policy, the event in question must be one of the following (a "day of service"):

- (1) A meeting of the District, its subcommittees (or advisory bodies) or an agency of which the District is a member agency (i.e., a JPA that the District belongs to), when such meeting is conducted pursuant to the Ralph M. Brown Act, (Gov. Code, §§ 54950 et seq.).

- (2) Representation of the District at a public event.
- (3) Representation of the District at a public meeting or a public hearing conducted by another public agency.
- (4) Representation of the District at a meeting of a public benefit nonprofit corporation on whose board the District has membership.
- (5) Participation in a training program on a topic that is directly related to the District. For purposes of this paragraph ethics training required by Government Code Section 53234 (AB 1234) shall be deemed a topic that is directly related to the District.

In order to be for service to be deemed a “day of service” under paragraphs (2), (3), (4) or (5), the District’s Board must approve the Member’s participation at a District Board meeting, and the Member seeking a stipend must deliver a report to the Board regarding the Member’s participation in the applicable event at the next District Board meeting following the event. The Board may pre-approve a set number of service days for a flexible schedule committee or other kind of duty, so long as the service day is verifiable and reported to the Board.

Aggregate Limits

A Member of the Board of Directors shall not receive stipends exceeding \$600 in any given month.

Cost Control

To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred that exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines. The General Manager may authorize District staff to utilize one or more travel agencies or services for purposes of District authorized travel.

Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed under this provision if more than one District official is attending an out of town conference, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available. In

addition, Board members may elect to rent a vehicle in-lieu of traveling by air, in which case, such rental shall be reimbursed as set forth below.

Airfare. Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities (www.cacities.org/travel), the California State Association of Counties (<http://www.csac.counties.org/default.asp?id=635>) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy. Those rates can be accessed from the state's website without being a member of these programs by going to <http://www.catravelmart.com/default.htm> and clicking on "Discount Travel Fares for Official Business." The District reserves the discretion (but not the obligation) to reimburse airfare at a reasonable rate deviating upward if that rate is supported as the average market rate (as determined by at least three differing airline rates).

Automobile. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). For 2006, the rate is 44.5 cents per mile. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.

Car Rental. Rental rates that are equal or less than those available through the State of California's website (<http://www.catravelmart.com/default.htm>) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.

Taxis/Shuttles. Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

Lodging. Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay.

Conferences/Meetings. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see next section.

Other Lodging. Travelers must request government rates, when available. A listing of hotels offering government rates in different areas is available at <http://www.catravelmart.com/lodguideframes.htm>. Lodging rates that are equal or less to government rates are presumed to be reasonable and hence reimbursable for purposes of this policy.

In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed any of the following shall be presumed to be reasonable and therefore reimbursable:

Option #1 (Median Hotel Cost): Lodging rates that do not exceed the median retail price for lodging for that area listed on websites like www.priceline.com or an equivalent service shall be considered reasonable and hence reimbursable.

Option #2 (Flat Cap). Lodging rates that do not exceed \$200 per night are presumed reasonable and hence reimbursable.

Option #3 (IRS Rates). Lodging rates that do not exceed the IRS per diem rates for a given area are presumed reasonable and hence reimbursable. (See Publication 1542 at www.irs.gov or www.policyworks.gov/perdiem)

Meals

Meal expenses and associated gratuities are reimbursable at the higher of: (1) the following individual meal rates; or (2) the most recent IRS rates:

Individual meals:

Breakfast	\$12
Lunch	\$18
Dinner	\$35

District officials may combine one or more of the amounts set forth above in order to create a maximum daily reimbursable limit of \$65. For example, an official may skip breakfast and order a lunch costing \$24 and a dinner costing \$41. The official may be reimbursed for all \$65 worth of meals for that day.

Such amounts will be annually adjusted to reflect changes in the cost of living in accordance with the Consumer Price Index for All Urban Consumers in the Los Angeles-Anaheim-Riverside area.

IRS Rates. In lieu of the rates for the individual meals set forth above, meals will be reimbursable, on a per day basis, based on the then applicable rates specified in the Internal Revenue Service guidelines. (Publication 1542 at www.irs.gov or www.policyworks.gov/perdiem.) For example, for 2006, the standard per diem rate for meals and incidental expenses in the continental United States is \$39. However the rate for Los Angeles, San Francisco, and San Diego areas is \$64.

Telephone/Fax/Cellular

District officials will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the official has a particular number of minutes included in the official's plan, the official can identify the percentage of calls made on public business.

Internet

District officials will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed \$15.00 per day, if Internet access is necessary for District-related business.

Airport Parking

Long-term parking must be used for travel exceeding 24-hours.

Other

Baggage handling fees of up to \$1 per bag and gratuities of up to 15 percent will be reimbursed. Expenses for which District officials receive reimbursement from another agency are not reimbursable.

Cash Advance Policy

From time to time, it may be necessary for a District official to request a cash advance to cover anticipated expenses while traveling or doing business on the District's behalf. Such request for an advance should be submitted to the General Manager or designee within 5 days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The benefits of such expenditure to the residents of District;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
4. The dates of the expenditure(s).

Any unused advance must be returned to the District treasury within two (2) business days of the official's return, along with an expense report and receipts documenting how the advance was used in compliance with this expense policy.

Credit Card Use Policy

The District does not issue credit cards to individual office holders but may provide a District credit card for selected District expenses. District officials may use the District's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the District credit card and compliance with this policy must be submitted within five business days following such use.

District credit cards may not be used for personal expenses, even if the official subsequently reimburses the District.

Expense Report Content And Submission Deadline

All cash advance, credit card and expense reimbursement requests must be submitted on an expense report form provided by the District. All reimbursement requests must be submitted to the District no later than thirty (30) days following the expenditure in order for reimbursement to be approved. Failure to submit the reimbursement request within thirty (30) days of the expenditure shall result in a waiver of the right to claim reimbursement for that expense. The reimbursement form shall include the following advisory:

All expenses reported on this form must comply with the District's policies relating to expenses and use of public resources and must be submitted within thirty (30) days of the actual expenditure. Failure to submit the reimbursement request within thirty (30) days of the expenditure shall result in a waiver of the right to claim reimbursement for that expense. The information submitted on this form is a public record. Penalties for misusing public resources and violating the District's policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.

Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the District official should explain whose meals were purchased, what issues were discussed and how those relate to the District's adopted legislative positions and priorities.

District officials must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Reimbursements of up to \$25 may be made if a receipt was lost and the District official signs a report, under penalty of perjury substantiating the cost incurred and the fact that the receipt was lost.

Inability to provide such documentation in a timely fashion will result in the expense being borne by the District official.

Audits Of Expense Reports

All expenses are subject to verification that they comply with this policy.

Reports To Governing Board

At the following regular meeting of the Board of Directors, each Board Member shall briefly report, in writing, on meetings attended at District expense. If multiple officials attended, a joint report may be made. Such reports shall be deemed made pursuant to this Policy if such reports are included in the Board agenda packet at the following regular meeting of the Board of Directors.

Compliance With Laws

District officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other laws. The General Manager shall cause to be prepared and annual summary of expense reimbursements over \$100 and make those available for public disclosure pursuant to Government Code section 53065.5.

Violation Of This Policy

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the District, 3) the District's reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.

Waiver of Policy

A Board Member or other District official may waive any or all of the payments permitted by these policies, either voluntarily or by failure to timely submit a reimbursement request. However, following such waiver, such Board Member or official shall not be entitled to any payment.

Uncertainty

In the event General Manager is uncertain as to whether any request or practice complies with this policy, he or she may seek resolution from the Board of Directors.



Department Highlights

Agenda Item No. **7.1.**

To: Chair and Board of Directors
From: Noah Valdivia, Athletic Facilities Manager
Via: Kaylee Fuerte, Clerk of the Board
Date: May 13th, 2026
Subject: April Department Updates

Activities Manager, Sarah Salzman (Interim – Taylor McCafferty):

- Fiesta De Mayo – Michelada Festival, was a HUGE success
- Movie Night June 15th is being planned at Noble Creek Regional Park
- Movie Night July 13th is being planned at Bogart Regional Park
- BBQ in the Pass planning is underway!
- Oktoberfest planning has begun!

Assistant Maintenance Superintendent, Aaron Morris:

- Staff coordinated with Kelly Cooper to spread and level the turf in the lower meadow at Bogart Park.
- Staff are prepping for the upcoming All-Star Tournaments.

Athletic Facilities Manager, Noah Valdivia:

- The PAYBS 2026 season was a great success. Closing Day ceremonies will be held on May 16 at 1:00 PM on Field 1, where we will announce All-Stars, Division MVPs, Most Improved Players, Coaches Award recipients, and all league teams for a successful season.
- The Athletics Department has also finalized its summer youth programming series. Youth pickleball, baseball/softball, and golf clinics will be offered Tuesday through Thursday, while DeAnn's PAASS Kids will continue hosting Park Play activities on Fridays.

Human Resources Administrator, Deidre Chatigny:

- As of today, (52%) of the staff and (50%) of the Board have completed AB 1825 Sexual Harassment Avoidance Training, many are due for a refresher as it has been two years.
- The District has 29 employees. Personnel changes include:
 - o New Hires/Promotions:
 - C. Douglas – PT Maintenance
 - A. Pasos – PT Maintenance
 - P. Valdivia – Promotion to FT Maintenance
 - o Resignations/Terminations:
 - J. Gloria
- It has been 1,467 days since our last employee accident.

Community/Networking:

- Calimesa Chamber Breakfast: Zach Wilson, Mickey Valdivia
- Good Morning, Beaumont Breakfast: Zach Wilson, Noah Valdivia
- San Gorgonio Pass Water Agency Board Meeting: Mickey Valdivia
- Habitat for Humanity Golf Tournament – Noah Valdivia, Deidre Chatigny

Upcoming Events:

- Good Morning, Beaumont Breakfast – Wednesday, June 3rd, 2026 - Tukwet Canyon Golf Course
- Calimesa Chamber Breakfast – Tuesday, June 9th, 2026 – Kafe Royale

Respectfully Submitted,

Kaylee Fuerte, Clerk of the Board
Noah Valdivia, Athletic Facilities Manager

Pass Area Youth Baseball and Softball

Expenses		Actual	Revenues	Actual
Foundation	Catchers Masks	\$ 1,434.46	Foundation	\$ 37,932.40
	Uniforms	\$ 43,194.82	Dodie Carlson Fund	\$ 2,455.00
	Pass Area Tablecloth	\$ 4,252.96	Auction - Softball	\$ 1,875.00
	Refunds	\$ 13,580.00	County of Riverside	\$ 2,500.00
District			Auction - Baseball	\$ 5,425.00
Events	Pancake Breakfast	\$ 8,792.36		
	Opening Day	\$ 2,965.63		
			District	\$ 54,126.25
Structure	Additional Fields	\$ 1,750.00	Stallions Sign ups	\$ 3,460.00
	NC Clubhouse	\$ 9,500.69	Pancake Breakfast	\$ 1,203.00
	Clay	\$ 17,262.50	Snack Bar	\$ 8,101.00
	Equipment	\$ 22,202.71	Opening Day	\$ 675.00
	Add-on Uniforms	\$ 1,545.92	CID Funding	\$ 5,000.00
	Supplies	\$ 2,776.81		
	Umpires	\$ 21,575.00		
	Background Checks	\$ 2,013.00		
	Player Medals	\$ 2,275.67		
		\$ 155,122.53		\$ 122,752.65
	Expense		Revenue	
Foundation	\$ 62,462.24	\$ 50,187.40	Revenues	\$ (32,369.88)
District	\$ 92,660.29	\$ 72,565.25		
Total	\$ 155,122.53	\$ 122,752.65		



**BEAUMONT CHERRY VALLEY
RECREATION & PARK DISTRICT (BCVRPD)
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, April 8th, 2026, 5:30p.m.
MINUTES**

This meeting is being held in person.
Remote access is available for the convenience of the public. Please note
that in the case of audio/video failure, the board meeting will continue.

To join via Zoom, click here: [BCVRPD Board Meeting](#)

To join the meeting by telephone, call: 1(669)900-6833.

Meeting ID: 323 943 4355.

1. CALL TO ORDER:

Meeting called to order at: 5:30pm

1.1. Roll Call

Director Linnemann: Present

Director Hughes: Absent

Treasurer Diercks: Present

Vice-Chair/Secretary Flores: Present

Chairwoman Covington: Present

General Manager, Mickey Valdivia and Legal Counsel of Best, Best & Krieger, Albert Maldonado are in attendance.

We have a quorum.

1.2. Invocation was given by Vice-Chair/Secretary Flores

1.3. Pledge of Allegiance was led by Treasurer Diercks

*Kaylee Fuerte introduced Wesley Pavur to the Board as a full-time maintenance employee.
Wesley thanked the Board.*

CLOSED SESSION:

2. PUBLIC COMMENTS REGARDING CLOSED SESSION:

PUBLIC COMMENT OPENED AT: 5:35pm

PUBLIC COMMENT CLOSED AT: 5:35pm

Adjourned to Closed Session: 5:35pm

3. RECONVENE FROM CLOSED SESSION:

Reconvened from Closed Session: 6:55pm

3.1. Report out from Closed Session: *Albert Maldonado reported out.*

3.2. Action on any Closed Session: *No reportable action.*

- 4. **ADJUSTMENTS TO THE AGENDA: None**
- 5. **PUBLIC COMMENT ON NON-AGENDA ITEMS:**

PUBLIC COMMENT OPENED AT: 6:56pm
PUBLIC COMMENT CLOSED AT: 6:56pm

6. INFORMATIONAL PRESENTATIONS AND UPDATES:

Staff gave the Board updates on the following items.

- 6.1. Request for Proclamation - Pickleball
Noah presented the Proclamation to the Pickleball Club.
- 6.2. Policy for Board Member Ticket Purchases for Sponsored Events
- 6.3. Vacation Accrual Update
- 6.4. Bogart Gate Update
- 6.5. Bogart Park Clean Up Day with Supervisor
- 6.6. Beaumont Chamber of Commerce Thank You Plaque

7. DEPARTMENT HIGHLIGHTS:

- 7.1. Noah Valdivia, Athletic Facilities Manager
Noah presented March highlights to the Board for each department.

8. PASS AREA YOUTH BASEBALL & SOFTBALL LEAGUE:

- 8.1. General Updates
- 8.2. Explanation on the All-Star Selection Process
Noah gave the Board an overview on how All-Star Teams will be selected.
- 8.3. Refund Update
Deidre updated the Board that the first batch of refund checks went out.
- 8.4. Financial Update
Alyssa presented to the Board.

9. CONSENT CALENDAR:

- 9.1. Minutes of March 11th, 2026
- 9.2. Finance Committee Meeting Report for February 2026
- 9.3. Updated Salary Ranges to Align with Approved Cost of Living Adjustments and Evaluation-Based Increases
- 9.4. Approval of MOU with County of Riverside – Community Action Partnership (CAP) for Warm and Cool Center at the Cherry Valley Grange
- 9.5. Approval of PAYBS Proposed Revised 2026 Season Rules
- 9.6. Conditional Approval of Restroom Design Option 1 for Noble Creek Community Center Restroom Improvement Project and Authorization to Proceed with Bid Process (Subject to County Approval)
- 9.7. Approval of Updated Job Description and Expanded Scope for Part-Time Facilities Coordinator/Public Information Officer (PIO) Position

Treasurer Diercks confirmed the Finance report was vetted through the Finance Committee.

Motion was made to approve Consent Calendar Items 9.1. Minutes of March 11th, 2026, 9.2. Finance Committee Meeting Report for February 2026, 9.4. MOU with the County of Riverside, and 9.6. Restroom Design Option 1 for NCCC Restroom and Authorization to proceed with Bid Process.

PUBLIC COMMENT OPENED AT: 7:18pm
PUBLIC COMMENT CLOSED AT: 7:22pm

Initial Motion: Director Linnemann
Second Motion: Treasurer Diercks
Director Linnemann: Aye
Director Hughes: Absent
Treasurer Diercks: Aye
Vice-Chair/Secretary Flores: Aye
Chairwoman Covington: Aye
Result of Motion: Carried 4-0

*** Item 9.3. was pulled by Chairwoman Covington.**

The Board discussed a comp study and everyone agreed that the District needs another study.

Chairwoman Covington recommended that whatever the possible 8% increase looks like, the pay range does not exceed that.

The item was removed from the agenda and will be brought back in May.

No action taken.

*** Item 9.5. was pulled for public comment.**

PUBLIC COMMENT OPENED AT: 7:34pm

Adrian Chatigny spoke to the Board on his concern with 8U softball pitching 2 innings. Kaylee, Clerk of the Board, read in Robert Marquez and Johnny Stoms' comments regarding rule changes.

The Board discussed the changes.

Deidre presented to the chair the proposed inning changes per division.

Chairwoman Covington recommended that the innings stay the same to continue growth Board discussed.

PUBLIC COMMENT OPENED AT: 7:42pm

Motion was made to approve Consent Calendar Items 9.5. – approval of PAYBS proposed revised 2026 season rules.

Initial Motion: Director Linnemann
Second Motion: Treasurer Diercks
Director Linnemann: Aye
Director Hughes: Absent
Treasurer Diercks: Aye
Vice-Chair/Secretary Flores: Aye
Chairwoman Covington: Aye
Result of Motion: Carried 4-0

*** Item 9.7. was pulled for public comment.**

Chairwoman Covington wanted the change in the report to read full-time and part-time.

Motion was made to approve Consent Calendar Items 9.7. – Approval of Updated Job Description and Expanded Scope for Part-Time Facilities Coordinator/Public Information Officer (PIO) Position to read full time and part time.

PUBLIC COMMENT OPENED AT: 8:09pm
PUBLIC COMMENT CLOSED AT: 8:09pm

Initial Motion: Director Linnemann
Second Motion: Vice-Chair/Secretary Flores
Director Linnemann: Aye
Director Hughes: Absent
Treasurer Diercks: Aye
Vice-Chair/Secretary Flores: Aye
Chairwoman Covington: Aye
Result of Motion: Carried 4-0

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

10.1. Approval of Third Amendment to the Employee Agreement between BCVRPD and Mickey Valdivia, General Manager

Albert Maldonado reported the changes – 2% cola, 6% merit, vacation payout to 4x year, and increase administrative leave to 160 hours retroactive to March 11th, 2026.

PUBLIC COMMENT OPENED AT:

PUBLIC COMMENT CLOSED AT:

Motion was made to approve action item

Initial Motion: Treasurer Diercks
Second Motion: Director Linnemann
Director Linnemann: Aye
Director Hughes: Absent
Treasurer Diercks: Aye
Vice-Chair/Secretary Flores: Aye
Chairwoman Covington: Aye
Result of Motion: Carried 4-0

10.2. Introduce, Read by Title Only, and Waive Further Reading of Ordinance Regulating Vendors at District Parks (First Reading)

Albert Maldonado presented to the Board on the details of the Ordinance.

PUBLIC COMMENT OPENED AT: 8:28pm

PUBLIC COMMENT CLOSED AT: 8:28pm

Motion was made to approve Action Item 10.2. – approval of Ordinance of the Board of Directors of The Pass Area Recreation and Park District, Imposing Regulations on Vending in District Parks and on District Properties.

Initial Motion: Treasurer Diercks
Second Motion: Vice-Chair/Secretary Flores
Director Linnemann: Aye
Director Hughes: Absent
Treasurer Diercks: Aye
Vice-Chair/Secretary Flores: Aye
Chairwoman Covington: Aye
Result of Motion: Carried 4-0

10.3. Approval of Fiscal Year 23/24 Audit

PUBLIC COMMENT OPENED AT: 8:30pm

PUBLIC COMMENT CLOSED AT: 8:30pm

Motion was made to approve Action Item 10.3. – to approve Fiscal Year 23/24 Audit.

Initial Motion: Director Linnemann
Second Motion: Treasurer Diercks
Director Linnemann: Aye
Director Hughes: Absent
Treasurer Diercks: Aye
Vice-Chair/Secretary Flores: Aye
Chairwoman Covington: Aye
Result of Motion: Carried 4-0

11. REPORTS – STAFF:

11.1. Assistant General Manager, Deidre Chatigny

Deidre presented to the Board on the following items.

- Updated Security Times of Operation
- Projects
 - DTR
 - Bogart Park
 - Restroom Remodel at Noble Creek Community Center
 - Lions Club Sidewalk
 - Wind Screens on Fields
 - Wi-Fi Upgrades

11.2. General Manager, Mickey Valdivia

- Go Dodgers!

11.3. General Counsel, Albert Maldonado

Nothing to report.

12. CALENDAR OF EVENTS

Chairwoman Covington updated the Board on upcoming events and holidays.

12.1. Next BCVRPD Board Meeting: NCCC – Wednesday, May 13th, 2026, 5:30p.m.

12.2. Next BCVRPIC Board Meeting: NCCC – Thursday, April 16th, 2026, 6:00p.m.

12.3. Committee Meetings

- Collaborative Agency Meeting Wednesday bi-monthly, 5:00p.m., Beaumont Civic Center, next meeting July 1st.
- Finance Committee – third Tuesday monthly, 3:00p.m., next meeting April 21st, NCCC.
- Foundation Finance Committee – third Tuesday monthly, 4:00p.m., next meeting April 21st, NCCC.
- Personnel Committee – first Tuesday monthly, 12:00p.m., next meeting May 5th, NCCC.
- Facility Ad Hoc Committee – second Tuesday monthly, 10:30a.m., next meeting April 14th, NCCC.
- Government Liaison Committee – third Tuesday monthly, 10:30a.m., next meeting April 21st, NCCC.
- District Community Member Recognition Ad Hoc Committee (Memorial Wall Committee) – third Tuesday monthly, 5:00p.m., next meeting April 21st, at NCCC.

12.4. Upcoming Holidays/Closures

- Monday, May 25th, 2026 – **Memorial Day**
- Friday, June 19th, 2026 – **Juneteenth**
- Monday, September 7th, 2026 – **Labor Day**

12.5. BCVRPD Events

- Saturday – Sunday, April 11th-12th, 2026 – **Bogart Fishing Derby** at Bogart Regional Park
- Friday, April 24th, 2026 – **Arbor Day** at Noble Creek Regional Park
- Friday, May 1st, 2026 – **Fiesta De Mayo Miche Fest** at Bogart Regional Park
- Friday, June 5th, 2026 – **Supervisor Softball Tournament** at Noble Creek Regional Park

12.6. Community Events:

- Wednesday, May 6th, 2026 – **Good Morning Beaumont, Breakfast** at Tukwet Canyon Golf Course., 7:30a.m.
- Tuesday, May 12th, 2026 – **Calimesa Chamber Breakfast** at Kafe Royale, 7:30a.m
- Tuesday, May 12th, 2026 – **Student of the Month Breakfast** at Banning Sizzler, 7:30a.m.

11. DIRECTORS MATTERS/COMMITTEE REPORTS:

Director Linnemann:

Director Linnemann thanked staff. He is excited for the rebranding and all of the upcoming events. He attended the Best Night of the Stars Fundraiser, Valley Wide Golf Tournament and Dinner, the WHVV and they were all great events. He will not be able to attend weekend events for the remainder of April.

Director Hughes:

Absent.

Treasurer Diercks:

Treasurer Diercks said the NCCC bathroom project plans are coming along, the sidewalk project turned out great from the Lions Club behind field 3. The PAYBS league is going well and he loves that he gets more compliments than complaints.

Vice-Chair/Secretary Flores:

Vice-Chair/Secretary Flores said the PAYBS league has been great and it was put together on the fly and next year it will only get better.

Chairwoman Covington:

Chairwoman Covington commented on the personnel meetings and about the employee raises and mentioned that they deserve it. The policy meeting has been looking at the hybrid policy and the vacation accruals and trying to get the policies in order. The Bogart kiosk is a main concern and the finance committee is working on the recommendations from the auditors. Spring Fling was a great event! She came out to watch DeAnn's PAASS Kids play and it was great! The Beaumont Chamber gave a nice recognition for thanking the District for the donation. WHVV is always an emotional event but very nice to hear all the stories. She will try to make it to the Bogart clean up day.

12. BOARD REQUESTS FOR FUTURE AGENDA ITEMS:

13. ADJOURNMENT: Meeting Adjourned at 8:43pm

Minutes Completed on 5/7/2026

By: Kaylee Fuerte, BCVRPD Clerk of the Board



**BEAUMONT CHERRY VALLEY
RECREATION & PARK DISTRICT (BCVRPD)
SPECIAL MEETING OF THE BOARD OF DIRECTORS
Monday, April 27th, 2026 5:30p.m.
MINUTES**

**This meeting is being held in person.
Remote access is available for the convenience of the public. Please note
that in the case of audio/video failure, the board meeting will continue.**

**To join via Zoom, click here: [BCVRPD Board Meeting](#)
To join the meeting by telephone, call: 1(669)900-6833.
Meeting ID: 323 943 4355.**

1. CALL TO ORDER/ROLL CALL:

1.1. Meeting called to order at: 5:30pm

Director Linnemann: Present

Director Hughes: Absent

Treasurer Diercks: Present

Vice-Chair/Secretary Flores: Absent

Chairwoman Covington: Present

General Manager, Mickey Valdivia and Legal Counsel of Best, Best & Krieger, Albert Maldonado are in attendance.

We have a quorum.

1.2. *Invocation was given by Vice-Chair/Secretary Flores*

1.3. *Pledge of Allegiance given by Treasurer Diercks*

2. ADJUSTMENTS TO THE AGENDA: None.

3. INFORMATIVE UPDATES/DISCUSSION:

3.1. Discuss Legal Options to Fill Board Vacancy and Seek Board Direction
Albert Maldonado presented to the Board on the legal options to fill Dan Hughes' spot. The options would be to fill the spot by appointment or by calling a special election and if the Ordinance should be amended to move up the election sequencing of the District 1 election to November 2026 to have an election in Division 1 for a four-year term. The Board discussed.

PUBLIC COMMENT OPENED: 5:49pm

PUBLIC COMMENT CLOSED: 5:49pm

4. CONSENT CALENDAR:

4.1. Approval to Purchase Concrete for \$7,542.50 for Walkway Behind Field 3
Mickey presented to the Board on the purchase of the concrete. The Board discussed and commented that the work looks great!

PUBLIC COMMENT OPENED: 5:52pm

PUBLIC COMMENT CLOSED: 5:52pm

Motion was made to approve Consent Calendar Item 4.1. – approval to purchase concrete for \$7,542.50 for walkway behind field 3.

Initial Motion: Chairwoman Covington
Second Motion: Treasurer Diercks
Director Linnemann: Aye
Director Hughes: Absent
Treasurer Diercks: Aye
Vice-Chair/Secretary Flores: Aye
Chairwoman Covington: Aye
Result of Motion: Carried 4-0

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

5.1. Approval to Create an Ad-Hoc Committee Recognizing Dan Hughes
*Mickey presented to the Board on the idea behind the Ad-Hoc.
The Board discussed.
Albert suggested that we start with a policy.
No action taken.*

5.2. Approval to Update 2026 Committee Assignments to Fill Vacancies
*Mickey said with waiting to appoint a member, we need to wait to fill vacancies.
The Board discussed.
No action taken.*

Mickey noted that CARPD is going to be recognizing Dan this year at the awards.

6. ADJOURNMENT: Meeting adjourned at 6:33p.m.

Minutes Completed on 5/7/26

By: Kaylee Gemmell, BCVRPD Clerk of the Board



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. **9.2.**

To: Board of Directors
From: Alyssa Fuimaono, Financial Services Technician
Via: Mickey Valdivia, General Manager
Date: May 13, 2026
Subject: Report from the Finance Committee

Recommendation:

Staff recommends the Board ratifies the actions of the Finance Committee.

Previous Consideration:

The Finance Committee of the Beaumont-Cherry Valley Recreation and Park District met on April 21, 2026. During that meeting, the Committee took the following action:

Accepted the Following Items:

Minutes of Tuesday, March 17, 2026

Approved the Following Items:

Financial Report March 2026

Respectfully,

A handwritten signature in black ink, appearing to read "Alyssa Fuimaono".

Alyssa Fuimaono
Financial Services Technician



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
(BCVRPD)**

**Finance Committee Meeting
Tuesday, April 21, 2026
Noble Creek Community Center**

390 W. Oak Valley Parkway Beaumont, CA 92223

AGENDA

www.bcvparks.com

REGULAR SESSION: Regular Session to Begin at **3:00 p.m.**

1. ROLL CALL:

2. ADJUSTMENTS TO AGENDA: (none)

3. PRESENTATIONS: (none)

4. WORKSHOP: (none)

5. PUBLIC COMMENT:

6. 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).

6.1 Minutes of Tuesday, March 17, 2026.

7. ACTION ITEMS:

Financial Report March 2026

- 7.1 Grant/Loan Balances
- 7.2 Reserve balance
- 7.3 Bank Reconciliations
- 7.4 Checks Issued
- 7.5 Property Tax Distributions
- 7.6 Riverside County Fund Request
- 7.7 Budget to Actual
- 7.8 New Vendor List
- 7.9 Legal Invoices

8. GENERAL MANAGERS REPORT: Mickey Valdivia

- 8.1 Projects
- 8.2 Field 8 - Prop 68
- 8.3 Policies
- 8.4 COVID-19 Fiscal Relief for Special Districts
- 8.5 Online Bill Pay List

Chair
Janet Covington

Director
Chris Diercks

General Manager
Mickey Valdivia

9. DISCUSSION:

10. ADJORNMENT:

Any person with a disability who requires accommodation to participate in the meeting should telephone Alyssa Fuimaono at 951-845-9555, at least 48 hours prior to the meeting 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 Beaumont-Cherry Valley Recreation and Park District, and the foregoing agenda was posted at the District office and District web site April 17, 2026.

Alyssa Fuimaono

Alyssa Fuimaono, Financial Services Technician



BEAUMONT CHERRY VALLEY
RECREATION & PARK DISTRICT (BCVRPD)

Finance Committee Meeting

Tuesday, March 17, 2026

3:00pm

MINUTES

REGULAR SESSION: Began at 3:00pm

1. ROLL CALL:

Chairwoman Covington, Treasurer Diercks, General Manager Valdivia, Alyssa Fuimaono, Laurie Marscher

2. ADJUSTMENTS TO THE AGENDA: *None.*

3. PRESENTATIONS: *None.*

4. WORKSHOP: *None.*

5. PUBLIC COMMENT: *None.*

6. 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).

6.1 Minutes of Tuesday, March 17, 2026 – *Chairwoman Covington made a motion to approve and Treasurer Diercks second.*

7. ACTION ITEMS:

Financial Report February 2026 – *Treasurer Diercks made motion to approve all items 7.1-7.9.*

7.1 Grant/Loan Balances – *Discussion to pay off the Ventrac loan, Laurie discusses the interest rates for each loan.*

7.2 Reserve Balance – *Mickey expresses we will be to our goal in 2029 and that we will deposit our first \$50,000 in May and the second \$50,000 in December on top of the regular \$5,000.*

7.3 Bank Reconciliations – *Laurie discusses the general account and the JS Held check that was cashed twice. Alyssa expressed that she emailed the finance department to ask to have it applied to the next invoice. The payroll account had a retro check for an employee. Mickey discusses the Bogart account, we are talking about options for repairing the armed gate because we are losing money. Laurie expresses that we have to do something.*

7.4 Checks Issued

7.5 Property Tax Distributions – *Laurie explains the teeters plan for the property tax distribution schedule.*

7.6 Riverside County Fund Request \$375,000 – *Alyssa presents the Riverside County Fund Request. The Committee added the Bogart Pond for improvements and added picnic tables.*

7.7 Budget to Actual – *Increase line 500281 in the future to reflect all Banning and Beaumont Chamber dinners and breakfasts. Laurie discusses to consolidate the budget to present to the Board, but she will still give the employees budgets an expanded version of the budget.*

7.8 New Vendor List

7.9 Legal Invoices

8. GENERAL MANAGER REPORT: Mickey Valdivia

8.1 Projects – *March 23 we will do walkways with the Lions Club. Mickey explained the fencing in the quad.*

8.2 Field 8/Prop 68

8.3 Policies

9. DISCUSSION:

10. ADJOURNMENT: 4:07pm

Minutes Completed on 4/20/2026

By: Alyssa Fuimaono, Financial Services Technician

**Beaumont-Cherry Valley Recreation & Park District
Grant Balances
As of March 31, 2026**

		Funded	Requested Disbursement	Received	Balance	Notes/Comments
2	Department of Parks and Recreation Per Capita Grant Program (Prop 68) <i>Field #8</i>	\$ 29,582.00	\$ -	\$ -	\$ 29,582.00	Asking State of California to revise scope of project
3	Department of Parks and Recreation Per Capita Grant Program (Prop 68) <i>Field #8</i>	\$ 177,952.00	\$ -	\$ -	\$ 177,952.00	Asking State of California to revise scope of project
4	Housing and Workforce Solutions CDBG 2022-2023 <i>Bogart Regional Park ADA Parking Lot Improvements</i>	\$ 58,266.00	\$ 58,266.00	\$ 58,266.00	\$ -	COMPLETED
5	Housing and Workforce Solutions CDBG 2023-2024 <i>Bogart Regional Park ADA Parking Lot Improvements Project Phase II</i>	\$ -	\$ -	\$ -	\$ -	Scope Changed - funds moved to Noble Creek Community Center ADA Restroom Project
6	County of Riverside Unincorporated Communities Initiative Danny Thomas Ranch Infrastructure	\$ 400,000.00	\$ (9,939.50)	\$ 400,000.00	\$ 390,060.50	First Payment made on 04/22/26 to contractor. Percentage of Completion approved at 93%.
7	Housing and Workforce Solutions CDBG 2023-2024 Noble Creek Community Center ADA Restroom Project	\$ 93,431.00	\$ -	\$ -	\$ 93,431.00	Additional funds moved from Above - Project very close to going to bid
8		\$ 759,231.00	\$ 48,326.50	\$ 458,266.00	\$ 691,025.50	

**Beaumont-Cherry Valley Recreation & Park District
Loan Balances
As of March 31, 2026**

	Opened Date	Funded	Principal Payments	Balance owed	Notes/Comments	
9	Citizens Business Bank 2020 Projects	11/06/20	\$ 436,085.90	\$ 436,085.90	\$ -	Paid Off 06/09/2025
10	Ford F150 XLT Maintenance Superintendent Truck	12/16/19	\$ 45,792.00	\$ 45,792.00	\$ -	Paid Off 02/07/2024
11	KS State Bank (10) Radios/ (3) Repeaters	07/01/22	\$ 37,937.70	\$ 37,937.70	\$ -	Paid Off 07/29/2025
12	Huntington National Bank Ventrac 4520P	02/01/23	\$ 45,534.48	\$ 33,146.44	\$ 12,388.04	Interest Rate: 5.79% Monthly Payment - \$1,065.00 Last payment Due: 02/01/2027 - Funds are set aside to pay this loan off shortly
13	Huntington National Bank ToroOutcross 9060	02/01/23	\$ 64,860.11	\$ 47,214.17	\$ 17,645.94	Interest Rate: 5.79% Monthly Payment - \$1,517.00 Last payment Due: 02/01/2027
14	Municipal Finance Corporation 2023 Projects - Payments are made to William A. Morton	11/15/23	\$ 404,000.00	\$ 167,134.99	\$ 236,865.01	Interest Rate: 5.95% Quarterly Payment - \$23,502.29 Last payment Due: 11/01/2028
15	BCVRP Improvement Corporation - Note Receivable	06/30/19 & 12/19/19	\$ 191,170.00	\$ -	\$ 191,170.00	06/30/2019 - \$71,170.00 and 12/19/2019 - \$120,000
16			\$ 1,225,380.19	\$ 767,311.20	\$ 458,068.99	

**Beaumont Cherry-Valley Recreation Parks District - Reserve Account Projections 2025 - 2029
Graduated Hybrid Plan**

1	Reserve Acct.	Jan.	Feb	March	April	May - \$25-\$125K	June	Average
2	2026 (@ \$50K)	\$202,278	\$207,278	\$212,278	\$217,278	\$267,278	\$272,278	\$263,528
3	Actual 2026	\$271,186	\$276,208	\$281,230	\$291,255			
4	2027 (@\$75K)	\$347,278	\$352,278	\$357,278	\$362,278	\$437,278	\$442,278	\$427,278
5	2028 (@ \$100K)	\$542,278	\$547,278	\$552,278	\$557,278	\$657,278	\$662,278	\$641,028
6	2029 (@ \$125K)	\$787,278	\$792,278	\$797,278	\$802,278	\$927,278	\$932,278	\$904,778
7	Average =	\$348,948	\$353,949	\$358,951	\$371,330	\$487,278	\$492,278	
8								
9	Reserve Acct.	July	Aug.	Sept.	Oct.	Nov.	Dec. - \$25-\$125K	Average
10	2026 (@ \$50K)	\$277,278	\$282,278	\$287,278	\$292,278	\$297,278	\$347,278	\$263,528
11	2027 (@\$75K)	\$447,278	\$452,278	\$457,278	\$462,278	\$467,278	\$542,278	\$427,278
12	2028 (@ \$100K)	\$667,278	\$672,278	\$677,278	\$682,278	\$687,278	\$787,278	\$641,028
13	2029 (@ \$125K)	\$937,278	\$942,278	\$947,278	\$952,278	\$957,278	\$1,082,278	\$904,778
14	Average =	\$497,278	\$502,278	\$507,278	\$512,278	\$517,278	\$689,778	
15								
16	Projected Amount	\$ 217,278						
17	Current Amount	\$ 291,255	Line Item F3					
18	Projected Difference	\$73,977						

Beaumont-Cherry Valley Recreation & Park District
Bank Reconciliation - General Account
March 31, 2026

Bank Balance:					246,483.85	
Add: Outstanding Deposits:				-	-	
				-	-	
Less: Outstanding Checks						
	122935	39.00	128562	45.00	128620	3,551.26
	123400	10.00	128568	85.00	128621	4,681.12
	124665	90.00	128569	320.00	128622	1,877.43
	125295	30.00	128574	81.76	128623	2,642.40
	127359	309.87	128575	600.00	128624	85.00
	127378	579.00	128577	21.25	128625	328.27
	127648	46.78	128578	400.00	128626	1,363.28
	127827	20.00	128580	255.83	128627	637.10
	127954	18.50	128581	11,772.10	128628	600.00
	128033	885.99	128582	250.00	128629	1,895.00
	128079	310.40	128583	63.54	128630	64.00
	128099	200.00	128584	557.79	128631	150.35
	128115	500.00	128585	488.00	128633	470.00
	128145	700.00	128586	907.69	128634	59.25
	128163	500.00	128587	1,711.26	128635	600.00
	128169	145.89	128588	3,844.00	128636	500.00
	128216	1,304.57	128593	720.00	128637	250.00
	128224	1,490.99	128594	250.00	128638	18,486.50
	128287	108.00	128596	834.37	128639	2,500.00
	128299	7.27	128598	170.00	128640	564.10
	128374	500.00	128599	160.00	128641	2,582.00
	128408	250.00	128600	236.85	128642	350.00
	128643	35.00	128602	1,036.40	128643	160.00
	128504	340.00	128603	120.00	128644	150.00
	128508	85.00	128606	13,330.50	128646	80.00
	128524	195.43	128607	111.40	128647	320.00
	128545	160.00	128608	40.00	128648	80.00
	128551	45.00	128609	50.00	128649	1,180.00
	128553	87.37	128610	235.99	128651	130.00
	128554	3,958.33	128611	290.00	128652	375.00
	128556	4,962.65	128612	27,479.00	128653	675.00
	128557	2,810.00	128614	897.97	128654	330.00
	128558	500.00	128615	320.00	128655	125.00
	128559	85.00	128616	85.00	128656	335.00
	128561	170.00	128618	802.46	128657	745.00
	<u>21,480.04</u>		<u>68,573.16</u>		<u>48,922.06</u>	<u>(138,975.26)</u>
Adjusted Bank Balance					<u>107,508.59</u>	
General Ledger Balance at End of February 2026					209,534.25	
Cash Receipts						
Pass Area Youth Baseball & Softball				1,885.00		
Operating Receipts				<u>33,382.37</u>		
				<u>35,267.37</u>	35,267.37	
Transfers						
From County of Riverside		3/25/2026		<u>360,000.00</u>		
				<u>360,000.00</u>	360,000.00	
To Payroll Account				(150,000.00)		
To Money Market for Projects				(20,000.00)		
To Money Market to pay off Equipment				(14,000.00)		
To Bogart for Pond Project				(6,000.00)		
To Reserve Account - 02/26 & 03/26				<u>(10,000.00)</u>		
				<u>(200,000.00)</u>	(200,000.00)	
Cash Disbursements						
Refunds & Voids				1,801.00		
NSF Checks				(2,130.00)		
Checks Written				(230,395.21)		
Online Payments and Debit Card Transactions				<u>(66,568.82)</u>		
				<u>(297,293.03)</u>	(297,293.03)	
General Ledger Balance at End of March 2026					<u>107,508.59</u>	

Beaumont-Cherry Valley Recreation & Park District
Bank Reconciliation - Project Account
March 31, 2026

Bank Balance:		174,822.98
Add: Outstanding Deposits:		-
Less: Outstanding Checks		-
Adjusted Bank Balance		174,822.98
General Ledger Balance at End of February 2026		174,822.98
Transfers	-	-
Cash Disbursements	-	-
None	-	-
General Ledger Balance at End of March 2026		174,822.98

Beaumont-Cherry Valley Recreation & Park Distirct
Bank Reconciliation - Bogart Park
March 31, 2026

Bank Balance:		38,163.54
Add: Outstanding Deposits:		-
Less: Outstanding Checks		-
 Adjusted Bank Balance		38,163.54
 General Ledger Balance at End of February 2026		31,150.43
Cash Receipts		
Park Fees	1,179.00	
	1,179.00	1,179.00
Transfers		
From General for Pond Project	6,000.00	
	6,000.00	6,000.00
Cash Disbursements		
Accounts Payable	-	
Bank Charges	(165.89)	
	(165.89)	(165.89)
 General Ledger Balance at End of March 2026		38,163.54

Beaumont-Cherry Valley Recreation & Park District
Bank Reconciliation - Money Market Account
March 20, 2026

Bank Balance:		508,611.93
Add: Outstanding Deposits:		-
Less: Outstanding Checks		-
	<u> -</u>	-
Adjusted Bank Balance		<u><u>508,611.93</u></u>
General Ledger Balance at February 20, 2026		508,254.91
Cash Receipts		
Interest earned - 02/27/26		357.02
Transfers from General Account		
	<u> -</u>	-
	<u> -</u>	-
Cash Disbursements		-
General Ledger Balance at March 20, 2026		<u><u>508,611.93</u></u>

Beaumont-Cherry Valley Recreation & Park District
Bank Reconciliation - Reserve Account
March 31, 2026

Bank Balance:		286,254.53
Add: Outstanding Deposits:		-
Less: Outstanding Checks		-
Adjusted Bank Balance		<u>286,254.53</u>
General Ledger Balance at End of February 2026		276,229.64
Interest Earnings	24.89	
Transfer from General Account	<u>10,000.00</u>	
	<u>10,024.89</u>	10,024.89
Cash Disbursements		
Transfer to General Fund	-	
Accounts Payable Checks	<u>-</u>	
	<u>-</u>	-
General Ledger Balance at End of March 2026		<u>286,254.53</u>

Beaumont-Cherry Valley Recreation & Park District
Bank Reconciliation - Quimby/DIF
March 31, 2026

Bank Balance:	-	81,550.64
Add: Outstanding Deposits:		-
Less: Outstanding Checks		-
Adjusted Bank Balance		<u>81,550.64</u>
General Ledger Balance at End of February 2026		49,078.69
Interest Earnings	4.75	
Quimby Revenue	<u>32,467.20</u>	
	<u>32,471.95</u>	32,471.95
Transfers	<u>-</u>	-
Cash Disbursements		
Accounts Payable Checks	<u>-</u>	-
General Ledger Balance at End of March 2026		<u>81,550.64</u>

Beaumont-Cherry Valley Recreation & Park District
Bank Reconciliation - Riverside County Fund
March 31, 2026

Bank Balance - From Preliminary County Reports		469,122.78
Add: Outstanding Deposits:		-
Less: Outstanding Checks		-
Adjusted Bank Balance - From Preliminary County Reports		<u><u>469,122.78</u></u>
General Ledger Balance at End of February 2026		809,353.69
Interest Earnings	2,659.72	
Property Taxes Received	<u>17,109.37</u>	
	<u>19,769.09</u>	19,769.09
County of Riverside Charges	-	-
Transfers		
To General Fund	<u>(360,000.00)</u>	
	<u>(360,000.00)</u>	(360,000.00)
General Ledger Balance at End of March 2026		<u><u>469,122.78</u></u>

Beaumont-Cherry Valley Recreation and Park District
Transfers, Checks, Debit Card and Online Transaction History Report
March 31, 2026

Date	Number	Name	Amount
General Account			
General Account Refunds & Journal Entry Corrections			
03/12/2026		Correction to Blue Shield Dental Payment	<u>1,801.00</u>
Customer Checks Returned by Bank			
03/30/2026		Snack Bar Payment returned by bank	<u>2,130.00</u>
General Account Checks			
03/01/2026	128499	Cal STRS	1,562.60
03/02/2026	128500	Christy Valdivia	75.90
03/02/2026	128501	Rebecca Lara	500.00
03/02/2026	128502	Richard Kesner	250.00
03/02/2026	128503	Zachary Wilson	85.84
03/03/2026	128504	Mauricio Flores	340.00
03/03/2026	128505	George Wilkes	85.00
03/03/2026	128506	Jacob Bulis	85.00
03/03/2026	128507	Aidan Rangel	340.00
03/03/2026	128508	Josue Donato	85.00
03/03/2026	128509	Michael Ballinger	85.00
03/03/2026	128510	Nicholas Gilmour	340.00
03/03/2026	128511	Beaumont Do it Best	119.24
03/03/2026	128512	Corona Clay Company	13,212.50
03/01/2026	128513	Christian Linnemann	600.00
03/05/2026	128514	Best Best & Krieger	15,740.51
03/05/2026	128515	Land Engineering Consultants, Inc.	1,493.50
03/05/2026	128516	Beacon Athletics	5,110.09
03/05/2026	128517	Turf Star, Inc.	986.57
03/05/2026	128518	Chris Taylor's Plumbing	815.25
03/05/2026	128519	Huntington Bank	2,582.00
03/05/2026	128520	Safety Compliance Company	250.00
03/05/2026	128521	Clean by Design	1,895.00
03/05/2026	128522	PROCAM INC.	135.00
03/05/2026	128523	Rojas Communications Group	5,000.00
03/05/2026	128524	Grainger Industrial Supply	195.43
03/05/2026	128525	Halliday & Co.	4,370.00
03/05/2026	128526	Acorn Technology Services	3,652.59
03/05/2026	128527	Rojas Communications Group	2,500.00
03/05/2026	128528	Dan Hughes	642.00
03/05/2026	128529	Chris Diercks	600.00
03/05/2026	128530	John Flores	600.00
03/05/2026	128531	Michael Valdivia	0.00
03/05/2026	128532	Jessica Warrick	3,520.00
03/05/2026	128533	Gophix Gopher Control	4,000.00
03/05/2026	128534	Inland Commercial Solutions Inc	1,800.00
03/05/2026	128535	Land Engineering Consultants, Inc.	1,545.00
03/05/2026	128536	Beacon Athletics	703.62
03/06/2026	128537	Michael Valdivia	215.00
03/11/2026	128538	George Wilkes	85.00
03/11/2026	128539	Nicholas Gilmour	660.00
03/11/2026	128540	Albert Garcia	85.00
03/11/2026	128541	Michael Ruffolo	350.00
03/11/2026	128542	Michael Ruffolo	85.00
03/11/2026	128543	Aidan Rangel	660.00
03/11/2026	128544	Michael Ballinger	170.00

Beaumont-Cherry Valley Recreation and Park District
Transfers, Checks, Debit Card and Online Transaction History Report
March 31, 2026

Date	Number	Name	Amount
03/11/2026	128545	Mauricio Flores	160.00
03/11/2026	128546	James W. Halbrook	560.00
03/11/2026	128547	Nicholas Gilmour	140.00
03/11/2026	128548	Austin Gilmour	35.00
03/11/2026	128549	Margorito Garcia	160.00
03/11/2026	128550	Christopher Brier	75.00
03/11/2026	128551	Logan Brassfield	45.00
03/11/2026	128552	Landon Gilmour	140.00
03/11/2026	128553	Jessica Warrick	87.37
03/12/2026	128554	BrightView Landscaping Services, Inc.	3,958.33
03/12/2026	128555	Laurie K. Marscher	9,634.00
03/12/2026	128556	Turf Star, Inc.	4,962.65
03/12/2026	128557	Acorn Technology Services	2,810.00
03/09/2026	128558	Marie Sanchez	500.00
03/12/2026	128559	Albert Garcia	85.00
03/17/2026	128560	Womens Council of Realtors	500.00
03/17/2026	128561	George Wilkes	170.00
03/17/2026	128562	Logan Brassfield	45.00
03/17/2026	128563	Margorito Garcia	160.00
03/17/2026	128564	Christopher Brier	170.00
03/17/2026	128565	Nicholas Gilmour	725.00
03/17/2026	128566	Carson Gilmour	90.00
03/17/2026	128567	Aidan Rangel	405.00
03/17/2026	128568	Josue Donato	85.00
03/17/2026	128569	Mauricio Flores	320.00
03/17/2026	128570	Landon Gilmour	95.00
03/17/2026	128571	Michael Ballinger	85.00
03/17/2026	128572	Michael Ruffolo	85.00
03/17/2026	128573	Jacob Bulis	85.00
03/19/2026	128574	Deidre Chatigny	81.76
03/19/2026	128575	John Flores	600.00
03/19/2026	128576	Janet D Covington	600.00
03/19/2026	128577	Aaron Morris	21.25
03/19/2026	128578	Sarah Rice	400.00
03/19/2026	128579	Slugg Bugg Pest Control	825.00
03/19/2026	128580	Rosalind Otero	255.83
03/19/2026	128581	Best Best & Krieger	11,772.10
03/19/2026	128582	Safety Compliance Company	250.00
03/19/2026	128583	Barco Products	63.54
03/19/2026	128584	Beaumont Cherry Valley Water Distr 8-003	557.79
03/19/2026	128585	USPS	488.00
03/19/2026	128586	Beaumont Cherry Valley Water Distr 8-002	907.69
03/19/2026	128587	Beaumont Cherry Valley Water Distr 8-001	1,711.26
03/19/2026	128588	Archangel Protection Services	3,844.00
03/19/2026	128589	Gophix Gopher Control	4,000.00
03/23/2026	128590	Marco Salazar	250.00
03/23/2026	128591	Marco Salazar	400.00
03/23/2026	128593	Rebecca Gutierrez	720.00
03/23/2026	128594	Emmanuel Frimpong	250.00
03/25/2026	128595	James W. Halbrook	595.00
03/25/2026	128596	TRUCK WORKS, INC.	834.37
03/25/2026	128598	Albert Garcia	170.00
03/25/2026	128599	Margorito Garcia	160.00
03/25/2026	128600	Beaumont Safe & Lock	236.85
03/25/2026	128601	Christopher Brier	225.00

Beaumont-Cherry Valley Recreation and Park District
Transfers, Checks, Debit Card and Online Transaction History Report
March 31, 2026

Date	Number	Name	Amount
03/25/2026	128602	Diamond Environmental Services	1,036.40
03/25/2026	128603	Logan Brassfield	120.00
03/25/2026	128604	Landon Gilmour	220.00
03/25/2026	128605	Carson Gilmour	170.00
03/25/2026	128606	Capri	13,330.50
03/25/2026	128607	Bee Happy Hardware (Action True Value)	111.40
03/25/2026	128608	Cody Bogh	40.00
03/25/2026	128609	Marcus Windham	50.00
03/25/2026	128610	Awards & Specialties	235.99
03/25/2026	128611	Luz Investment Corp.	290.00
03/25/2026	128612	Halliday & Co.	27,479.00
03/25/2026	128613	Nicholas Gilmour	515.00
03/25/2026	128614	Enova Creative Business Soultions	897.97
03/25/2026	128615	Mauricio Flores	320.00
03/25/2026	128616	George Wilkes	85.00
03/25/2026	128617	Jacob Bulis	235.00
03/25/2026	128618	Waste Management of the IE	802.46
03/25/2026	128619	Aidan Rangel	730.00
03/25/2026	128620	Beaumont Do it Best	3,551.26
03/25/2026	128621	Cintas	4,681.12
03/25/2026	128622	Turf Star, Inc.	1,877.43
03/25/2026	128623	SiteOne Landscape Supply, LLC	2,642.40
03/25/2026	128624	Michael Ballinger	85.00
03/25/2026	128625	Napa Auto Parts	328.27
03/25/2026	128626	Sunbelt Rentals	1,363.28
03/25/2026	128627	BrightView Landscaping Services, Inc.	637.10
03/25/2026	128628	Michael Ruffolo	600.00
03/25/2026	128629	Clean by Design	1,895.00
03/25/2026	128630	Department of Justice	64.00
03/25/2026	128631	Weidor's Supply & Steel Inc.	150.35
03/25/2026	128633	SCEM Urgent Care Centers	470.00
03/30/2026	128634	Kaylee Gemmell	59.25
03/31/2026	128635	Chris Diercks	600.00
03/30/2026	128636	Becky King	500.00
03/30/2026	128637	Richard Alvidrez	250.00
03/31/2026	128638	Land Engineering Consultants, Inc.	18,486.50
03/31/2026	128639	Weaver Grading, Inc.	2,500.00
03/31/2026	128640	Big Time Design	564.10
03/31/2026	128641	Huntington Bank	2,582.00
03/31/2026	128642	James W. Halbrook	350.00
03/31/2026	128643	Margorito Garcia	160.00
03/31/2026	128644	Christopher Brier	150.00
03/31/2026	128646	Logan Brassfield	80.00
03/31/2026	128647	Mauricio Flores	320.00
03/31/2026	128648	Landon Gilmour	80.00
03/31/2026	128649	Desert Quality Heating & Air Conditioning	1,180.00
03/31/2026	128651	Carson Gilmour	130.00
03/31/2026	128652	Jacob Bulis	375.00
03/31/2026	128653	Aidan Rangel	675.00
03/31/2026	128654	Michael Ballinger	330.00
03/31/2026	128655	Cody Bogh	125.00
03/31/2026	128656	Michael Ruffolo	335.00
03/31/2026	128657	Nicholas Gilmour	745.00
		Total General Account Checks	<u>230,395.21</u>

Beaumont-Cherry Valley Recreation and Park District
Transfers, Checks, Debit Card and Online Transaction History Report
March 31, 2026

Date	Number	Name	Amount
General Account - Debit Card, Online Transactions and Other Adjustments			
03/03/2026	0620469	SoCalGas	1,323.24
03/17/2026	1003243345	CalPERS-OPEB	9,081.42
03/17/2026	1003243346	CalPers	4,011.26
03/17/2026	1003243347	CalPers	2,540.85
03/17/2026	1003243348	CalPers	1,023.00
03/17/2026	1003243349	CalPers	232.83
03/17/2026	1003243350	CalPers	75.00
03/11/2026	1405332561	VSP-Vision Service Plan	104.99
03/27/2026	1813126137801	Waste Management of the IE	2,356.90
03/19/2026	19995545	Wells Fargo Financial Leasing	884.66
03/03/2026	2158276373989	Colonial Life	998.06
03/13/2026	260720001271	Blue Shield	900.50
03/19/2026	4853143700	Beaumont Cherry Valley Water Distr 8-000	79.15
03/16/2026	664932	Nextiva	193.57
03/03/2026	80115583187	Waste Management of the IE	2,809.83
03/03/2026	80115583279	Waste Management of the IE	273.19
03/03/2026	80115583386	Waste Management of the IE	1,987.64
03/03/2026	806036264158	SCE (700005100729)	2,848.25
03/03/2026	806036264208	SCE (700194594370)	383.67
03/03/2026	806036264259	SCE (700494090863)	320.41
03/03/2026	806036264285	SCE (700492933735)	971.49
03/03/2026	806036264354	SCE (700518137163)	571.96
03/03/2026	806036264390	SCE (700593589625)	1,642.40
03/03/2026	806036264432	SCE (700593616907)	1,145.00
03/03/2026	806036264582	SCE (700857153476)	63.88
03/03/2026	op03032026	UNUM	543.85
03/05/2026	op03052026	City of Beaumont	2,782.37
03/09/2026	op03092026	Nextiva	387.75
03/11/2026	op03112026	Verizon Wireless	728.62
03/13/2026	op03132026	Blue Shield	1,801.00
03/17/2026	op03162026	The Home Depot	901.07
03/20/2026	op03202026	Beaumont-Cherry Valley Water Dist B 3-003	253.70
03/25/2026	op03252026	UNUM	700.93
03/04/2026	op04152027	Chevron	1,121.04
03/04/2026	op04152028	The Home Depot	4,378.07
03/31/2026	p265RGT62C	Frontier (9600 Cherry3887) B	336.77
03/03/2026	p265RGT63C	Waste Management of the IE	95.16
03/03/2026	p265RGT64C	Waste Management of the IE	2,522.51
03/01/2026	1003226313	HP Store	17.23
03/06/2026	03042026stmt	Amazon.com	53.86
03/06/2026	03062026stmt	Amazon.com	80.80
03/27/2026	03272026stmt	Starlink	165.00
03/04/2026	af03042026	Amazon.com	209.37
03/09/2026	af03092026	Amazon.com	67.86
03/11/2026	af03112026	Amazon.com	57.10
03/11/2026	af03112026	Amazon.com	76.31
03/23/2026	af03232026	Stamps.com	20.99
03/27/2026	af03272026	Stater Bros. Markets	61.68

Beaumont-Cherry Valley Recreation and Park District
Transfers, Checks, Debit Card and Online Transaction History Report
March 31, 2026

Date	Number	Name	Amount
03/27/2026	af03272026	Stater Bros. Markets	71.03
03/02/2026	am03022026	Amazon.com	419.51
03/03/2026	am03032026	Amazon.com	873.59
03/04/2026	am03042026	Amazon.com	43.09
03/05/2026	am03052026	Best Buy	1,188.58
03/10/2026	am03102026	Best Buy	782.76
03/20/2026	am03202026	Best Buy	250.48
03/31/2026	am03312026	Ring LLC	208.99
03/19/2026	cl03192026	CARPD	468.38
03/20/2026	dh03202026	CARPD	468.38
03/03/2026	dhzw03032026	Banning Chamber of Commerce	71.76
03/09/2026	kg03092026	Chatgpt	60.00
03/31/2026	MarchCCFees2026		1,598.74
03/05/2026	mv03052026	Rosie's Mexican Food	115.42
03/23/2026	mv03232026	Hyatt Regency	469.14
03/30/2026	mv03302026	Amazon.com	17.12
03/30/2026	mv03302026	Amazon.com	125.61
03/13/2026	op03132026	Hyatt Regency	1,641.21
03/02/2026	pp03022026	Bank of Hemet. (HCN Bank)	39.00
03/31/2026	pp03312026	Bank of Hemet. (HCN Bank)	39.00
03/05/2026	tm03052026	Amazon.com	80.80
03/05/2026	tm03052026	Amazon.com	154.06
03/13/2026	tm03132026	Bass Pro Shops	819.54
03/16/2026	tm03162026	Stater Bros. Markets	22.35
03/19/2026	tm03192026	ULINE.com	1,517.07
03/24/2026	tm03242026	Amazon.com	30.90
03/24/2026	tm03242026	Amazon.com	69.17
03/26/2026	tm03262026	Walgreens	29.73
03/26/2026	tm03262026	Smart & Final	116.67
03/27/2026	tm03272026	Target	28.12
03/27/2026	tm03272026	Hobby Lobby	14.96
03/30/2026	tm03302026	Big 5 Sporting Goods	74.31
03/10/2026	zw03102026	Kafe Royale	24.65
03/11/2026	zw03112026	Little Beijing	193.18
03/31/2026	zw03312026	Amazon.com	255.33
Total General Account - ATM and Online Transactions			<u>66,568.82</u>

General Account - Transfers to Payroll Account

03/25/2026		To fund payroll #8, #9 & #25	150,000.00
Total Transfers from General Account to Payroll Account			<u>150,000.00</u>

General Account - Transfers to Other Accounts

03/25/2026	To Money Market	Remaining Fields 4-6 - Clay/Spread Project FC Approved	20,000.00
03/25/2026	To Money Market	Pay off Ventrac - FC Approved	14,000.00
03/25/2026	To Bogart	Pond Project - Approved FC	6,000.00
03/01/2026	To Reserve	March Transfer	5,000.00
03/11/2026	To Reserve	February Transfer	5,000.00
Total Transfers from General Account to Other Accounts			<u>50,000.00</u>

Beaumont-Cherry Valley Recreation and Park District
 Transfers, Checks, Debit Card and Online Transaction History Report
 March 31, 2026

Date	Number	Name	Amount
Payroll Account			
03/13/2026	Expense	Paychex Fees	643.80
03/13/2026	Journal Entry	Direct Deposits	40,453.45
03/13/2026	Journal Entry	Payroll Taxes	11,030.08
03/13/2026	Journal Entry	Garnishment	499.33
03/13/2026	Journal Entry	Employee Purchased Optional Benefits	663.95
03/27/2026	Journal Entry	Direct Deposits	40,678.85
03/27/2026	Journal Entry	Payroll Taxes	11,042.79
03/27/2026	Journal Entry	Garnishment	448.64
03/27/2026	Journal Entry	Employee Purchased Optional Benefits	5.97
03/27/2026	Journal Entry	Direct Deposits - correction to employees pay	303.99
03/27/2026	Expense	Paychex Fees	287.26
		Total Payroll Account Disbursements	<u><u>106,058.11</u></u>
Project Account			
			-
		Total Project Account Disbursements	<u><u>None</u></u>
Bogart Park			
		Credit Card Fees	165.89
		Total Bogart Park Disbursements	<u><u>165.89</u></u>
Money Market			
		Total Money Market Account Disbursements	<u><u>None</u></u>
Reserve Account			
		Total Reserve Account Disbursements	<u><u>None</u></u>
Quimby Account			
		Total Quimby Disbursements	<u><u>None</u></u>
Riverside County Fund			
03/25/2026		Transfer to General Account	360,000.00
		Total Riverside County Fund Disbursements	<u><u>360,000.00</u></u>

**Beaumont Cherry Valley Recreation and Park District
Property Tax Distributions**

Apportionment Type	FY 23/24 Distribution \$	FY 24/25 Distribution \$	FY 25/26 Distribution \$	Current Fiscal YTD
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July

700020 - Property Tax Current Secured	\$ 67,191.98	\$ 7,651.15	\$ 2.66	
700060 - Misc. Property Taxes	\$ 30.76	\$ -		
701020 - Property Tax Current Unsecured	\$ -	\$ 4,723.67	\$ 10,631.60	
702000 - Property Tax Prior Secured	\$ -	\$ -		
703000 - Property Tax Prior Unsecured	\$ -	\$ 3,820.01		
704000 - Property Tax Current Supplemental	\$ 34,374.37	\$ 20,923.93	\$ 16,807.77	
705000 - Property Tax Prior Supplemental	\$ 1,198.49	\$ 4,165.04		
715070 - RDV Prty Tax, LMIH	\$ -	\$ -		
740020 - Interest - Invested Funds	\$ -	\$ -	\$ (8,270.29)	
752800 - CA Homeowners Tax Relief	\$ -	\$ -		
752820 - CA Suppl Homeowners tax Relief	\$ -	\$ -		
78100 - Contractual Revenue	\$ -	\$ -		
Totals	\$ 102,795.60	\$ 41,283.80	\$ 19,171.74	\$ 19,171.74

August

700020 - Property Tax Current Secured	\$ -	\$ 55,500.06	\$ 68,342.66	
700060 - Misc. Property Taxes	\$ -	\$ 30.38		
701020 - Property Tax Current Unsecured	\$ 8,039.13	\$ -		
702000 - Property Tax Prior Secured	\$ -	\$ -	\$ (0.68)	
703000 - Property Tax Prior Unsecured	\$ 6,630.83	\$ -	\$ 246.34	
704000 - Property Tax Current Supplemental	\$ -	\$ -		
705000 - Property Tax Prior Supplemental	\$ 7.04	\$ -	\$ 4,801.79	
715070 - RDV Prty Tax, LMIH	\$ -	\$ -		
740020 - Interest - Invested Funds	\$ 8,230.31	\$ (3,865.00)		
752800 - CA Homeowners Tax Relief	\$ -	\$ -		
752820 - CA Suppl Homeowners tax Relief	\$ -	\$ -		
78100 - Contractual Revenue	\$ -	\$ -		
Totals	\$ 22,907.31	\$ 51,665.44	\$ 73,390.11	\$ 92,561.85

September

700020 - Property Tax Current Secured	\$ -	\$ -		
700060 - Misc. Property Taxes	\$ -	\$ -	\$ 32.10	
701020 - Property Tax Current Unsecured	\$ -	\$ -		
702000 - Property Tax Prior Secured	\$ -	\$ -		
703000 - Property Tax Prior Unsecured	\$ -	\$ -		
704000 - Property Tax Current Supplemental	\$ -	\$ 23.13		
705000 - Property Tax Prior Supplemental	\$ -	\$ (23.13)		
715070 - RDV Prty Tax, LMIH	\$ -	\$ -		
740020 - Interest - Invested Funds	\$ 5,592.03	\$ 3,865.00	\$ 8,270.29	
752800 - CA Homeowners Tax Relief	\$ -			
752820 - CA Suppl Homeowners tax Relief	\$ -			
78100 - Contractual Revenue	\$ -			
Totals	\$ 5,592.03	\$ 3,865.00	\$ 8,302.39	\$ 100,864.24

Beaumont Cherry Valley Recreation and Park District Property Tax Distributions

Apportionment Type	FY 23/24 Distribution \$	FY 24/25 Distribution \$	FY 25/26 Distribution \$	Current Fiscal YTD
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October

700020 - Property Tax Current Secured	\$ 377.03	\$ -		
700060 - Misc. Property Taxes	\$ -	\$ -		
701020 - Property Tax Current Unsecured	\$ 131,708.78	\$ 157,712.71	\$ 170,382.54	
702000 - Property Tax Prior Secured	\$ -	\$ -		
703000 - Property Tax Prior Unsecured	\$ -	\$ -		
704000 - Property Tax Current Supplemental	\$ -	\$ -		
705000 - Property Tax Prior Supplemental	\$ -	\$ -		
715070 - RDV Prty Tax, LMIH	\$ -	\$ -		
740020 - Interest - Invested Funds	\$ 485.44	\$ 236.42	\$ 518.78	
752800 - CA Homeowners Tax Relief	\$ -	\$ -		
752820 - CA Suppl Homeowners tax Relief	\$ -	\$ -		
78100 - Contractual Revenue	\$ -	\$ -		
Totals	\$ 132,571.25	\$ 157,949.13	\$ 170,901.32	\$ 271,765.56

November

700020 - Property Tax Current Secured	\$ -	\$ -	\$ 441.94	
700060 - Misc. Property Taxes	\$ -	\$ -		
701020 - Property Tax Current Unsecured	\$ -	\$ -		
702000 - Property Tax Prior Secured	\$ -	\$ -		
703000 - Property Tax Prior Unsecured	\$ -	\$ -		
704000 - Property Tax Current Supplemental	\$ -	\$ -		
705000 - Property Tax Prior Supplemental	\$ -	\$ -		
715070 - RDV Prty Tax, LMIH	\$ -	\$ -		
740020 - Interest - Invested Funds	\$ -	\$ -		
752800 - CA Homeowners Tax Relief	\$ -	\$ -		
752820 - CA Suppl Homeowners tax Relief	\$ -	\$ -		
78100 - Contractual Revenue	\$ -	\$ -		
Totals	\$ -	\$ -	\$ 441.94	\$ 272,207.50

December

700020 - Property Tax Current Secured	\$ 844,557.01	\$ 981,819.11	\$ 1,048,722.09	
700060 - Misc. Property Taxes	\$ -	\$ -		
701020 - Property Tax Current Unsecured	\$ 3,064.49	\$ 6,313.62	\$ 6,805.27	
702000 - Property Tax Prior Secured	\$ -	\$ -		
703000 - Property Tax Prior Unsecured	\$ -	\$ -		
704000 - Property Tax Current Supplemental	\$ -	\$ -		
705000 - Property Tax Prior Supplemental	\$ -	\$ -		
715070 - RDV Prty Tax, LMIH	\$ -	\$ -		
740020 - Interest - Invested Funds	\$ 3,676.10	\$ 2,281.32	\$ 7,143.23	
752800 - CA Homeowners Tax Relief	\$ 3,108.65	\$ 3,415.07	\$ 3,409.77	
752820 - CA Suppl Homeowners tax Relief	\$ 44.36	\$ 63.67	\$ 50.86	
78100 - Contractual Revenue	\$ -	\$ -		
Totals	\$ 854,450.61	\$ 993,892.79	\$ 1,066,131.22	\$ 1,338,338.72

**Beaumont Cherry Valley Recreation and Park District
Property Tax Distributions**

Apportionment Type	FY 23/24 Distribution \$	FY 24/25 Distribution \$	FY 25/26 Distribution \$	Current Fiscal YTD
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January

700020 - Property Tax Current Secured	\$ 688,250.55	\$ 801,671.77	\$ 870,549.68	
700060 - Misc. Property Taxes	\$ -	\$ -		
701020 - Property Tax Current Unsecured	\$ -	\$ -		
702000 - Property Tax Prior Secured	\$ -	\$ -		
703000 - Property Tax Prior Unsecured	\$ -	\$ -		
704000 - Property Tax Current Supplemental	\$ 37,600.11	\$ 32,437.22	\$ 24,193.01	
705000 - Property Tax Prior Supplemental	\$ 36,701.35	\$ -	\$ 30,987.89	
715070 - RDV Prty Tax, LMIH	\$ 2,308.85	\$ 4,524.46	\$ 2,966.77	
740020 - Interest - Invested Funds	\$ -	\$ 260.16	\$ 188.19	
752800 - CA Homeowners Tax Relief	\$ -	\$ 7,968.50	\$ 7,956.15	
752820 - CA Suppl Homeowners tax Relief	\$ -	\$ 148.57	\$ 118.67	
78100 - Contractual Revenue	\$ 667.76	\$ 654.18		
Totals	\$ 765,528.62	\$ 847,664.86	\$ 936,960.36	\$ 2,275,299.08

February

700020 - Property Tax Current Secured	\$ 399.54	\$ -	\$ -	
700060 - Misc. Property Taxes	\$ -	\$ -	\$ -	
701020 - Property Tax Current Unsecured	\$ -	\$ -	\$ -	
702000 - Property Tax Prior Secured	\$ -	\$ -	\$ -	
703000 - Property Tax Prior Unsecured	\$ -	\$ -	\$ -	
704000 - Property Tax Current Supplemental	\$ -	\$ -	\$ -	
705000 - Property Tax Prior Supplemental	\$ -	\$ 19,318.39	\$ -	
715070 - RDV Prty Tax, LMIH	\$ -	\$ -	\$ -	
740020 - Interest - Invested Funds	\$ 192.56	\$ -	\$ -	
752800 - CA Homeowners Tax Relief	\$ 7,253.50	\$ -	\$ -	
752820 - CA Suppl Homeowners tax Relief	\$ 103.51	\$ -	\$ -	
78100 - Contractual Revenue	\$ -	\$ -	\$ -	
Totals	\$ 7,949.11	\$ 19,318.39	\$ -	\$ 2,275,299.08

March

700020 - Property Tax Current Secured	\$ -	\$ -	\$ -	
700060 - Misc. Property Taxes	\$ -	\$ -	\$ -	
701020 - Property Tax Current Unsecured	\$ -	\$ -	\$ -	
702000 - Property Tax Prior Secured	\$ -	\$ -	\$ -	
703000 - Property Tax Prior Unsecured	\$ -	\$ -	\$ -	
704000 - Property Tax Current Supplemental	\$ 13,991.55	\$ 14,070.77	\$ 14,674.47	
705000 - Property Tax Prior Supplemental	\$ 2,067.19	\$ 1,825.24	\$ 2,434.90	
715070 - RDV Prty Tax, LMIH	\$ -	\$ -	\$ -	
740020 - Interest - Invested Funds	\$ 1,740.72	\$ 2,515.96	\$ 2,659.72	
752800 - CA Homeowners Tax Relief	\$ -	\$ -	\$ -	
752820 - CA Suppl Homeowners tax Relief	\$ -	\$ -	\$ -	
78100 - Contractual Revenue	\$ -	\$ -	\$ -	
Totals	\$ 17,799.46	\$ 18,411.97	\$ 19,769.09	\$ 2,295,068.17

**Beaumont Cherry Valley Recreation and Park District
Property Tax Distributions**

Apportionment Type	FY 23/24 Distribution \$	FY 24/25 Distribution \$	FY 25/26 Distribution \$	Current Fiscal YTD
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April				Preliminary
700020 - Property Tax Current Secured	\$ 281,201.85	\$ 327,273.00	\$ 349,574.04	
700060 - Misc. Property Taxes	\$ -	\$ -		
701020 - Property Tax Current Unsecured	\$ -	\$ -		
702000 - Property Tax Prior Secured	\$ -	\$ -		
703000 - Property Tax Prior Unsecured	\$ -	\$ -		
704000 - Property Tax Current Supplemental	\$ -	\$ -		
705000 - Property Tax Prior Supplemental	\$ -	\$ -		
715070 - RDV Prty Tax, LMIH	\$ -	\$ -		
740020 - Interest - Invested Funds	\$ -	\$ 731.88		
752800 - CA Homeowners Tax Relief	\$ -	\$ -		
752820 - CA Suppl Homeowners tax Relief	\$ -	\$ -		
78100 - Contractual Revenue	\$ -	\$ -		
Totals	\$ 281,201.85	\$ 328,004.88	\$ 349,574.04	\$ 2,644,642.21

May				
700020 - Property Tax Current Secured	\$ 918,142.74	\$ 1,069,445.98		
700060 - Misc. Property Taxes	\$ -	\$ -		
701020 - Property Tax Current Unsecured	\$ -	\$ -		
702000 - Property Tax Prior Secured	\$ -	\$ -		
703000 - Property Tax Prior Unsecured	\$ -	\$ -		
704000 - Property Tax Current Supplemental	\$ 28,239.30	\$ 24,947.48		
705000 - Property Tax Prior Supplemental	\$ -	\$ -		
715070 - RDV Prty Tax, LMIH	\$ -	\$ -		
740020 - Interest - Invested Funds	\$ 546.49	\$ -		
752800 - CA Homeowners Tax Relief	\$ 7,253.51	\$ 7,968.49		
752820 - CA Suppl Homeowners tax Relief	\$ 103.52	\$ 148.57		
78100 - Contractual Revenue	\$ -	\$ -		
Totals	\$ 954,285.56	\$ 1,102,510.52	\$ -	\$ 2,644,642.21

June				
700020 - Property Tax Current Secured	\$ 58,022.98	\$ -		
700060 - Misc. Property Taxes	\$ -	\$ -		
701020 - Property Tax Current Unsecured	\$ -	\$ -		
702000 - Property Tax Prior Secured	\$ -	\$ -		
703000 - Property Tax Prior Unsecured	\$ -	\$ -		
704000 - Property Tax Current Supplemental	\$ -	\$ -		
705000 - Property Tax Prior Supplemental	\$ -	\$ -		
715070 - RDV Prty Tax, LMIH	\$ -	\$ 2,593.39		
740020 - Interest - Invested Funds	\$ 9,580.04	\$ -		
752800 - CA Homeowners Tax Relief	\$ 3,152.99	\$ 3,415.07		
752820 - CA Suppl Homeowners tax Relief	\$ -	\$ 63.67		
78100 - Contractual Revenue	\$ 3,457.81	\$ 670.46		
Totals	\$ 74,213.82	\$ 6,742.59	\$ -	\$ 2,644,642.21

**Beaumont Cherry Valley Recreation and Park District
Property Tax Distributions**

Apportionment Type	FY 23/24 Distribution \$	FY 24/25 Distribution \$	FY 25/26 Distribution \$	Current Fiscal YTD
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Total by Fiscal Year				
700020 - Property Tax Current Secured	\$ 2,858,143.68	\$ 3,243,361.07	\$ 2,337,633.07	
700060 - Misc. Property Taxes	\$ 30.76	\$ 30.38	\$ 32.10	
701020 - Property Tax Current Unsecured	\$ 142,812.40	\$ 168,750.00	\$ 187,819.41	
702000 - Property Tax Prior Secured	\$ -	\$ -	\$ (0.68)	
703000 - Property Tax Prior Unsecured	\$ 6,630.83	\$ 3,820.01	\$ 246.34	
704000 - Property Tax Current Supplemental	\$ 114,205.33	\$ 92,402.53	\$ 55,675.25	
705000 - Property Tax Prior Supplemental	\$ 39,974.07	\$ 25,285.54	\$ 38,224.58	
715070 - RDV Prty Tax, LMIH	\$ 2,308.85	\$ 7,117.85	\$ 2,966.77	
740020 - Interest - Invested Funds	\$ 30,043.69	\$ 6,025.74	\$ 10,509.92	
752800 - CA Homeowners Tax Relief	\$ 20,768.65	\$ 22,767.13	\$ 11,365.92	
752820 - CA Suppl Homeowners tax Relief	\$ 251.39	\$ 424.48	\$ 169.53	
78100 - Contractual Revenue	\$ 4,125.57	\$ 1,324.64	\$ -	
Totals	\$ 3,219,295.22	\$ 3,571,309.37	\$ 2,644,642.21	



**Beaumont - Cherry Valley Recreation and Park District
Riverside County Request Detail**

Amount	Purpose
\$ 150,000	Bills
\$ 100,000	Payroll 10-11
\$ 25,000	Morton Loan Payment
\$ 50,000	May 2026 Reserve Fund Policy
\$ 2,000	Arbor Day
\$ 10,000	Fiesta De Mayo
\$ 10,500	BBQ in the Pass
\$ 5,000	Closing Day
\$ 9,000	Oktoberfest
\$ 5,000	Cooper Solutions
\$ 15,000	Cal Fire
\$ 8,500	JS Held
\$390,000.00	Total

**Beaumont-Cherry Valley Recreation and Park District
Budget to Actual
March 31, 2026**

Distribution account	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	Budget Remaining	Budget % Remaining	
1	Income				
2	A - Property Taxes				
3	40001 Property Tax Current Secured	1,988,090.45	3,495,740.00	1,507,649.55	43.128%
4	40002 Property Tax Current Supplement	55,675.25	71,000.00	15,324.75	21.584%
5	40003 Property Tax Current Unsecured	187,819.41	187,500.00	(319.41)	-0.170%
6	40004 Property Tax Prior Supplemental	38,224.58	35,700.00	(2,524.58)	-7.072%
7	40005 Property Tax Prior Unsecured	246.34	500.00	253.66	50.732%
8	40006 CA Homeowners Tax Relief	11,535.45	23,000.00	11,464.55	49.846%
9	40007 Redevelopment (RDA)	2,966.77	3,000.00	33.23	1.108%
10	40010 Low Moderate Income Housing	-	7,000.00	7,000.00	100.000%
11	40401 Interest - Invested Funds	10,509.92	16,800.00	6,290.08	37.441%
12	Total for A - Property Taxes	2,295,068.17	3,840,240.00	1,545,171.83	40.236%
13	B - Recreation Revenue				
14	40277 Pass Area Youth Baseball	57,392.25	50,000.00	(7,392.25)	-14.785%
15	40518 Golf League	80.00	20,000.00	19,920.00	99.600%
16	40519 Annual Programming	600.00	600.00	-	0.000%
17	40600 Adult Softball	16,175.00	40,000.00	23,825.00	59.563%
18	40601 Banner Sales	1,200.00	-	(1,200.00)	0.000%
19	40602 Contract Instructor	13,287.00	14,500.00	1,213.00	8.366%
20	Bogart Park				
21	40201 Camping	25,478.70	50,000.00	24,521.30	49.043%
22	40202 Gate Entrance	19,648.75	22,500.00	2,851.25	12.672%
23	40203 Horse/Dog Entrance	-	100.00	100.00	100.000%
24	40204 Wood Sales	-	100.00	100.00	100.000%
25	40205 Annual Passes	8,600.00	14,000.00	5,400.00	38.571%
26	40207 Caretaker Rent	2,100.00	3,600.00	1,500.00	41.667%
27	40208 RV Dump	55.00	500.00	445.00	89.000%
28	40209 Fishing Pass	5,434.00	12,000.00	6,566.00	54.717%
29	Total for Bogart Park	61,316.45	102,800.00	41,483.55	40.354%
30	Total for B - Recreation Revenue	150,050.70	227,900.00	77,849.30	34.159%

**Beaumont-Cherry Valley Recreation and Park District
Budget to Actual
March 31, 2026**

Distribution account		YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	Budget Remaining	Budget % Remaining
31	C - Facility Use/Rental Revenue				
32	40101 Registrations (BYB)	5,625.00	5,625.00	-	0.000%
33	40103 Noble Creek Caretaker Rent	2,700.00	4,800.00	2,100.00	43.750%
34	40106 Equestrian Arena	1,100.00	2,000.00	900.00	45.000%
35	40107 Fields	18,900.00	19,000.00	100.00	0.526%
36	40109 Grange	23,430.00	25,000.00	1,570.00	6.280%
37	40111 NCCC/Franco Gardens	3,705.00	5,000.00	1,295.00	25.900%
38	40112 Noble Creek Park	13,140.00	13,500.00	360.00	2.667%
39	40113 Noble Creek RV Space	29,590.50	50,000.00	20,409.50	40.819%
40	40114 Noble Creek Clubhouse/Snack Bar	3,360.95	8,000.00	4,639.05	57.988%
41	40115 The Drake Raceway	5,603.90	4,200.00	(1,403.90)	-33.426%
42	40116 Women's Club	1,508.00	1,600.00	92.00	5.750%
43	40117 24B Station	995.00	750.00	(245.00)	-32.667%
44	40118 Franco Gardens	1,900.00	-	(1,900.00)	0.000%
45	40119 NCCC	15,315.00	13,585.00	(1,730.00)	-12.735%
46	40120 Horseshoe Pits	-	500.00	500.00	100.000%
47	40122 Maintenance Shop "C"	450.00	2,700.00	2,250.00	83.333%
48	40603 Fire Camp	41,250.00	41,250.00	-	0.000%
49	40607 Verizon Cell Tower	-	-	-	0.000%
50	40701 DT Ranch - House Rental	14,210.00	18,000.00	3,790.00	21.056%
51	Total for C - Facility Use/Rental Revenue	182,783.35	215,510.00	32,726.65	15.186%
52	D - Operational Revenue				
53	40123 Summerwinds Park	27,770.23	45,000.00	17,229.77	38.288%
54	40502 Gift form BCVRPIC	-	-	-	0.000%
55	40604 Quimby/DIF Fees	72,036.60	25,900.00	(46,136.60)	-178.134%
56	40605 Miscellaneous	23,046.15	23,100.00	53.85	0.233%
57	Grants				
58	40302 County of Riverside Funding	-	-	-	0.000%
59	40304 CDBG	-	-	-	0.000%
60	Total for Grants	-	-	-	0.000%
61	Total for D - Operational Revenue	122,852.98	94,000.00	(28,852.98)	-30.695%
62	E - Special Events Income				
63	40503 Spring Fling	1,075.00	1,500.00	425.00	28.333%
64	40504 Fishing Derby	2,362.00	5,000.00	2,638.00	52.760%
65	40505 Movies	-	5,000.00	5,000.00	100.000%
66	40507 Oktoberfest	27,730.79	27,750.00	19.21	0.069%
67	40508 Parking (BYB/SB)	2,155.00	2,155.00	-	0.000%
68	40509 Tournaments	47,000.00	50,000.00	3,000.00	6.000%
69	40510 Winterfest	5,846.00	5,850.00	4.00	0.068%
70	40512 Pumpkin Carve	601.00	600.00	(1.00)	-0.167%
71	40513 Fiesta De Mayo	-	6,000.00	6,000.00	100.000%
72	40514 City Events at NCRP	-	-	-	0.000%
73	40515 1K/5K Run	225.64	250.00	24.36	9.744%
74	40516 Boots, Brews & BBQ	67,305.61	67,350.00	44.39	0.066%
75	40517 Cherry Festival	30.00	30.00	-	0.000%
76	Total for E - Special Events Income	154,331.04	171,485.00	17,153.96	10.003%
77	Total for Income	2,905,086.24	4,549,135.00	1,644,048.76	36.140%

**Beaumont-Cherry Valley Recreation and Park District
Budget to Actual
March 31, 2026**

Distribution account	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	Budget Remaining	Budget % Remaining	
78					
79	Expenses				
80	K - General/Operational Expenses				
81	50114 Insurance - Liability (Capri)	101,305.00	101,500.00	195.00	0.192%
82	50407 Over/short	-	-	-	0.000%
83	50417 Business Meals	508.04	1,000.00	491.96	49.196%
84	50418 Computer Equip & Maintenance	9,210.64	8,430.00	(780.64)	-9.260%
85	50420 Meeting Expenses	4,316.83	10,000.00	5,683.17	56.832%
86	50421 Safety	5,534.55	7,000.00	1,465.45	20.935%
87	50422 Security	-	-	-	0.000%
88	50423 Signage	-	1,000.00	1,000.00	100.000%
89	50501 Donations	-	-	-	0.000%
90	Bank Fees/Interest				
91	50255 Bank Service Charges	273.00	500.00	227.00	45.400%
92	50256 Bank Checks	705.55	1,500.00	794.45	52.963%
93	50257 Safe Deposit Box	142.00	100.00	(42.00)	-42.000%
94	50258 Interest Expenses	3,221.19	4,500.00	1,278.81	28.418%
95	50419 Credit Card % Fees	20,746.47	25,000.00	4,253.53	17.014%
96	50425 Finance Charges	204.60	200.00	(4.60)	-2.300%
97	50426 Late Fee's	140.00	200.00	60.00	30.000%
98	Total for Bank Fees/Interest	25,432.81	32,000.00	6,567.19	20.522%
99	Board of Directors				
100	50225 Director Fees	22,515.17	36,000.00	13,484.83	37.458%
101	50226 Training - Strategic Planning	-	4,000.00	4,000.00	100.000%
102	50227 Travel and Conference	8,949.23	20,000.00	11,050.77	55.254%
103	50228 Election Expense	-	40,000.00	40,000.00	100.000%
104	50230 Board Room/Facility IT	13.05	15,000.00	14,986.95	99.913%
105	Total for Board of Directors	31,477.45	115,000.00	83,522.55	72.628%
106	Contract Services				
107	50170 IT Support	28,796.32	43,000.00	14,203.68	33.032%
108	50173 Memories by Darci Walls	-	2,000.00	2,000.00	100.000%
109	50180 Paychecks Flex	8,970.37	11,500.00	2,529.63	21.997%
110	50183 Clover	399.70	400.00	0.30	0.075%
111	50181 Streamline	6,600.00	6,600.00	-	0.000%
112	50182 Security	22,444.00	15,000.00	(7,444.00)	-49.627%
113	Total for Contract Services	67,210.39	78,500.00	11,289.61	14.382%

**Beaumont-Cherry Valley Recreation and Park District
Budget to Actual
March 31, 2026**

Distribution account	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	Budget Remaining	Budget % Remaining	
114	Dues/Subscriptions/Memberships				
115	50205 CARPD	3,000.00	3,000.00	-	0.000%
116	50206 CSDA	9,005.00	9,100.00	95.00	1.044%
117	50207 The Press Enterprise	126.00	500.00	374.00	74.800%
118	50208 Amazon Prime	149.77	500.00	350.23	70.046%
119	50209 ArcSite	-	-	-	0.000%
120	50211 CalPELRA	-	-	-	0.000%
121	50212 Chamber Memberships	2,000.00	2,000.00	-	0.000%
122	50213 CPRS	-	1,000.00	1,000.00	100.000%
123	50214 NRPA	-	-	-	0.000%
124	50215 GFOA	-	-	-	0.000%
125	50218 STMA	-	1,000.00	1,000.00	100.000%
126	50224 Arbor Day Foundation	-	-	-	0.000%
127	50231 Costco	130.00	500.00	370.00	74.000%
128	50217 The Record Gazette	49.95	385.00	335.05	87.026%
129	50221 PAPA	-	-	-	0.000%
130	50219 CSMFO	-	-	-	0.000%
131	Total for Dues/Subscriptions/Memberships	14,460.72	17,985.00	3,524.28	19.596%
132	Licenses and Permits				
133	50235 County Health Department	794.00	1,000.00	206.00	20.600%
134	50236 LAFCO Fees	1,059.28	1,100.00	40.72	3.702%
135	50238 Event City Business License	-	-	-	0.000%
136	50239 Music Permit	459.00	-	(459.00)	0.000%
137	Total for Licenses and Permits	2,312.28	2,100.00	(212.28)	-10.109%
138	Office Expenses				
139	50270 Copier Lease	7,351.71	11,000.00	3,648.29	33.166%
140	50271 Notary	-	-	-	0.000%
141	50272 Office Furniture	-	-	-	0.000%
142	50273 Office Supplies	9,018.63	11,500.00	2,481.37	21.577%
143	50274 PO Box	488.00	1,000.00	512.00	51.200%
144	50276 Postage/Stamps	342.64	1,000.00	657.36	65.736%
145	50275 Recycling/Shredding	-	500.00	500.00	100.000%
146	Total for Office Expenses	17,200.98	25,000.00	7,799.02	31.196%
147	Professional Fee's				
148	50190 Auditing	80,711.00	60,000.00	(20,711.00)	-34.518%
149	50196 GASB 68	-	1,500.00	1,500.00	100.000%
150	50197 GASB 74/75	-	3,000.00	3,000.00	100.000%
151	Total for 50190 Auditing	80,711.00	64,500.00	(16,211.00)	-25.133%
152	50191 Professional Services	-	-	-	
153	50192 Legal Fee's	114,523.06	110,000.00	(4,523.06)	-4.112%
154	50193 Lobbyist	17,500.00	22,500.00	5,000.00	22.222%
155	50195 CPA Services	170,833.24	194,000.00	23,166.76	11.942%
156	50198 State Controllers Report	-	1,500.00	1,500.00	100.000%
157	50200 Payroll Processing	56.96	100.00	43.04	43.040%
158	50203 CPS HR Consulting	-	-	-	0.000%
159	Total for Professional Fee's	383,624.26	392,600.00	8,975.74	2.286%

Beaumont-Cherry Valley Recreation and Park District
Budget to Actual
March 31, 2026

Distribution account	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	Budget Remaining	Budget % Remaining	
160	Public Relations				
161	50201 Social Media	31,680.00	46,000.00	14,320.00	31.130%
162	50280 Business Cards	870.00	5,000.00	4,130.00	82.600%
163	50281 Chamber Breakfast/Installation	793.52	2,000.00	1,206.48	60.324%
164	50282 Flowers	394.25	500.00	105.75	21.150%
165	50414 Advertising & Publicity	1,161.68	3,000.00	1,838.32	61.277%
166	50283 Flag Program	-	500.00	500.00	100.000%
167	50285 Marketing	-	5,000.00	5,000.00	100.000%
168	50286 Rebranding	-	20,000.00	20,000.00	100.000%
169	Total for Public Relations	34,899.45	82,000.00	47,100.55	57.440%
170	50452 Depreciation Expense	-	-	-	0.000%
171	50500 Inner Fund Donations	-	-	-	0.000%
172	Total for K - General/Operational Expenses	697,493.40	874,115.00	176,621.60	20.206%
173	L - Facility Expenses				
174	Bogart Park				
175	Operations				
176	50149 Signage	-	1,000.00	1,000.00	100.000%
177	50150 Computer/IT	120.99	5,000.00	4,879.01	97.580%
178	50153 Office Supplies	57.10	1,500.00	1,442.90	96.193%
179	50155 Kiosk - Credit Card Fees	224.91	500.00	275.09	55.018%
180	50242 Fish & Wildlife	83.95	500.00	416.05	83.210%
181	Total for Operations	486.95	8,500.00	8,013.05	94.271%
182	Repair & Maintenance				
183	50140 Restrooms	33.38	2,000.00	1,966.62	98.331%
184	50141 Seed	-	2,500.00	2,500.00	100.000%
185	50143 Trees	-	8,000.00	8,000.00	100.000%
186	50144 Grounds	13,163.46	15,000.00	1,836.54	12.244%
187	50152 Keys	225.64	300.00	74.36	24.787%
188	50156 Fertilizer	944.35	-	(944.35)	0.000%
189	50157 Irrigation	861.86	4,000.00	3,138.14	78.454%
190	50158 Kiosk Gate	1,387.67	21,500.00	20,112.33	93.546%
191	50159 Lighting & Electrical	2,165.00	2,500.00	335.00	13.400%
192	50165 Pond	2,735.00	6,000.00	3,265.00	54.417%
193	50166 Well	-	8,000.00	8,000.00	100.000%
194	50167 Janitorial Supplies	3,562.87	5,000.00	1,437.13	28.743%
195	50168 Uniforms	-	-	-	0.000%
196	50184 Landscape Services	36,348.74	33,000.00	(3,348.74)	-10.148%
197	50142 Tank	-	2,500.00	2,500.00	100.000%
198	50147 Weather TRAK	-	-	-	0.000%
199	50148 Stocking Pond	-	9,000.00	9,000.00	100.000%
200	50151 Grounds Equipment	6,119.44	8,000.00	1,880.56	23.507%
201	50164 Playground	-	-	-	0.000%
202	50169 Pest Control	-	-	-	0.000%
203	Total for Repair & Maintenance	67,547.41	127,300.00	59,752.59	46.938%

Beaumont-Cherry Valley Recreation and Park District
Budget to Actual
March 31, 2026

Distribution account		YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	Budget Remaining	Budget % Remaining
204	Utilities				
205	50160 Electricity	12,896.73	21,000.00	8,103.27	38.587%
206	50161 Trash	17,938.83	24,000.00	6,061.17	25.255%
207	50162 Telephone & Internet	1,435.59	2,000.00	564.41	28.221%
208	50163 Water	15,610.08	35,000.00	19,389.92	55.400%
209	Total for Utilities	47,881.23	82,000.00	34,118.77	41.608%
210	Total for Bogart Park	115,915.59	217,800.00	101,884.41	46.779%
211	DT Ranch				
212	50302 DTR Ranch Property - R & M Bldg	29,656.50	27,000.00	(2,656.50)	-9.839%
213	50600 DT Ranch Property	3,461.52	1,000.00	(2,461.52)	-246.152%
214	Total for DT Ranch	33,118.02	28,000.00	(5,118.02)	-18.279%
215	Grange				
216	50299 Grange - R & M Bldg	4,773.56	3,000.00	(1,773.56)	-59.119%
217	50245 Grange - Equipment Purchases	-	3,000.00	3,000.00	100.000%
218	Total for Grange	4,773.56	6,000.00	1,226.44	20.441%
219	Maintenance & Maintenance Yard				
220	50172 Clean by Design	16,825.00	25,000.00	8,175.00	32.700%
221	50175 Slugg Bugg	4,125.00	5,000.00	875.00	17.500%
222	50176 Landscaping Service	13,075.00	19,000.00	5,925.00	31.184%
223	50177 Turf Star	5,999.47	12,000.00	6,000.53	50.004%
224	50178 Gophix Gopher Control	34,500.00	34,000.00	(500.00)	-1.471%
225	50246 Maintenance Equipment Purchases	-	-	-	0.000%
226	50264 Park/Grounds - Janitorial Supplies	47.08	100.00	52.92	52.920%
227	50265 Supplies - Janitorial Supplies	29,111.38	42,000.00	12,888.62	30.687%
228	50267 Uniform Expense	3,266.29	5,500.00	2,233.71	40.613%
229	50290 Erosion Control	-	-	-	0.000%
230	50295 Hazardous Material Disposal	-	-	-	0.000%
231	50305 Maintenance - R & M Bldg	1,343.86	2,000.00	656.14	32.807%
232	50307 Maintenance Shop C - R & M Bldg	-	1,000.00	1,000.00	100.000%
233	50309 Fuel	3,775.83	7,000.00	3,224.17	46.060%
234	Total for Maintenance & Maintenance Yard	112,068.91	152,600.00	40,531.09	26.560%
235	Noble Creek Comm Ctr/Franco Grdn				
236	50171 Pro Cam	1,377.00	5,500.00	4,123.00	74.964%
237	50247 NCCC - Equipment Purchases	-	-	-	0.000%
238	50291 Franco Gardens - Repairs & Maint	-	3,000.00	3,000.00	100.000%
239	50300 NCCC - R & M Bldg	23,694.02	23,000.00	(694.02)	-3.017%
240	Total for Noble Creek Comm Ctr/Franco Grdn	25,071.02	31,500.00	6,428.98	20.409%

**Beaumont-Cherry Valley Recreation and Park District
Budget to Actual
March 31, 2026**

Distribution account	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	Budget Remaining	Budget % Remaining
241	Noble Creek Park			
242	50248 East Snack Bar - Equip Purchases	-	-	0.000%
243	50249 Field 6 Utility Bldg - Equip Purchases	-	-	0.000%
244	50293 Keys/Locks	1,547.75	2,000.00	452.25 22.613%
245	50294 Lights & Electrical - Repairs & Maint	65.51	10,000.00	9,934.49 99.345%
246	50295 RV Park - Repairs & Maint	527.10	2,000.00	1,472.90 73.645%
247	50296 Sewer - Repairs & Maint	-	2,000.00	2,000.00 100.000%
248	50298 Equestrian Bldg - R & M Bldg	278.91	3,000.00	2,721.09 90.703%
249	50303 East Snack Bar - R & M Bldg	32.71	500.00	467.29 93.458%
250	50304 Field 6 Utility Bldg - R & M Bldg	-	-	-
251	50306 Dog Park - Repairs & Maint	2,436.72	2,000.00	(436.72) -21.836%
252	50307 Maintenance Shop "C" - R & M Bldg	300.00	500.00	200.00 40.000%
253	50308 Equipment - Fields - R & M Equipment	6,533.61	5,000.00	(1,533.61) -30.672%
254	50320 Horseshoe Pits - Repairs & Maint	-	2,000.00	2,000.00 100.000%
255	50330 Tennis/Hockey Courts - Repairs & Maint	3,000.00	3,000.00	-
256	50331 Bleacher Repairs - Repairs & Maint	-	-	-
257	Fields			-
258	50321 Chalk	2,230.13	4,000.00	1,769.87 44.247%
259	50322 Clay	17,740.75	23,000.00	5,259.25 22.866%
260	50323 Field Topper	-	-	-
261	50324 Quick Dry	-	-	-
262	50325 Restroom Repairs	1,240.32	2,500.00	1,259.68 50.387%
263	50326 Ready Mix Concrete	-	-	-
264	50332 Conditioner	-	2,000.00	2,000.00 100.000%
265	50333 Fertilizer	1,814.29	5,000.00	3,185.71 63.714%
266	50334 Gypsum	-	-	-
267	50335 Seed	4,366.66	6,000.00	1,633.34 27.222%
268	50336 Soil Testing	-	-	-
269	50339 Irrigation	1,428.55	3,000.00	1,571.45 52.382%
270	Total for Fields	28,820.70	45,500.00	16,679.30 36.658%
271	Grounds			
272	50313 Irrigation	5,296.88	6,000.00	703.12 11.719%
273	50314 Pest Control	195.10	1,500.00	1,304.90 86.993%
274	50315 Playground/Grounds	-	-	-
275	50316 Round-Up/Dye	-	500.00	500.00 100.000%
276	50317 Sand	1,030.77	2,500.00	1,469.23 58.769%
277	50318 Seed	-	-	-
278	50319 Soil	-	-	-
279	50327 DG	-	-	-
280	50328 Grounds - Repair	14,367.16	17,500.00	3,132.84 17.902%
281	50329 Mulch Ground Cover	-	-	-
282	50338 Tree Trimming	19,710.66	18,000.00	(1,710.66) -9.504%
283	50312 Fertilizer	-	-	-
284	Total for Grounds	40,600.57	46,000.00	5,399.43 11.738%
285	Total for Noble Creek Park	84,143.58	123,500.00	39,356.42 31.868%

Beaumont-Cherry Valley Recreation and Park District
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Distribution account	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	Budget Remaining	Budget % Remaining
286	Women's Club			
287	-	1,000.00	1,000.00	100.000%
288	594.01	2,000.00	1,405.99	70.300%
289	<u>594.01</u>	<u>3,000.00</u>	<u>2,405.99</u>	80.200%
290	<u>375,684.69</u>	<u>562,400.00</u>	<u>186,715.31</u>	33.200%
291	M - Employee Costs			
292	Employee Training & Seminars			
293	13,691.21	20,000.00	6,308.79	31.544%
294	660.00	2,000.00	1,340.00	67.000%
295	10,593.58	15,000.00	4,406.42	29.376%
296	-	2,500.00	2,500.00	100.000%
297	<u>24,944.79</u>	<u>39,500.00</u>	<u>14,555.21</u>	36.849%
298	Insurance - Employee's			
299	83.42	2,000.00	1,916.58	95.829%
300	8,310.73	16,000.00	7,689.27	48.058%
301	1,518.00	3,000.00	1,482.00	49.400%
302	14,936.90	32,000.00	17,063.10	53.322%
303	93,652.33	174,000.00	80,347.67	46.177%
304	6,621.38	10,500.00	3,878.62	36.939%
305	1,093.64	2,000.00	906.36	45.318%
306	<u>126,216.40</u>	<u>239,500.00</u>	<u>113,283.60</u>	47.300%
307	Other Employee Costs			
308	1,345.00	1,000.00	(345.00)	-34.500%
309	396.00	1,000.00	604.00	60.400%
310	948.79	2,500.00	1,551.21	62.048%
311	-	-	-	0.000%
312	10,140.39	15,000.00	4,859.61	32.397%
313	-	-	-	0.000%
314	702.50	-	(702.50)	0.000%
315	-	-	-	0.000%
316	<u>13,532.68</u>	<u>19,500.00</u>	<u>5,967.32</u>	30.602%
317	Retirement & OPEB Expense			
318	86,695.94	130,000.00	43,304.06	33.311%
319	10,285.34	12,500.00	2,214.66	17.717%
320	90,118.45	136,070.00	45,951.55	33.771%
321	13,813.40	17,500.00	3,686.60	21.066%
322	<u>200,913.13</u>	<u>296,070.00</u>	<u>95,156.87</u>	32.140%
323	Wages, Salaries & Benefits			
324	8,307.60	11,500.00	3,192.40	27.760%
325	63,323.00	63,500.00	177.00	0.279%
326	40,855.29	50,000.00	9,144.71	18.289%
327	992,249.79	1,356,000.00	363,750.21	26.825%
328	<u>1,104,735.68</u>	<u>1,481,000.00</u>	<u>376,264.32</u>	25.406%
329	<u>1,470,342.68</u>	<u>2,075,570.00</u>	<u>605,227.32</u>	29.160%

**Beaumont-Cherry Valley Recreation and Park District
Budget to Actual
March 31, 2026**

Distribution account		YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	Budget Remaining	Budget % Remaining
330	N - Recreation Activity Expenses				
331	50374 Golf League	373.81	20,000.00	19,626.19	98.131%
332	50368 Snack Bar Expense	1,800.00	-	(1,800.00)	0.000%
333	50396 Pass Area Baseball & Softball Expense	63,909.75	57,500.00	(6,409.75)	-11.147%
334	50411 Base/Softball Equipment Purchases	20,016.81	45,000.00	24,983.19	55.518%
335	50412 Base/Softball Grounds Equipment	17,101.89	13,000.00	(4,101.89)	-31.553%
336	50413 Adult Softball Expense	14,634.46	20,000.00	5,365.54	26.828%
337	50429 Annual Programming	325.93	5,000.00	4,674.07	93.481%
338	50310 Baseball Equipment - R & M Equipment	650.82	10,000.00	9,349.18	93.492%
339	Total for N - Recreation Activity Expenses	118,813.47	170,500.00	51,686.53	30.315%
340	S - Special Events Expense				
341	50351 Fishing Derby	929.55	9,000.00	8,070.45	89.672%
342	50352 Joint Event Expenses	9,489.71	15,000.00	5,510.29	36.735%
343	50353 Memorial Wall	-	-	-	0.000%
344	50354 Movies Under the Stars	1,590.00	8,000.00	6,410.00	80.125%
345	50356 Oktoberfest	48,540.20	47,500.00	(1,040.20)	-2.190%
346	50358 Pumpkin Carve	1,266.00	1,300.00	34.00	2.615%
347	50359 Spring Fling	3,313.71	4,000.00	686.29	17.157%
348	50360 Tournaments	-	-	-	0.000%
349	50361 Welcome Home Vietnam Veterans	1,169.84	3,000.00	1,830.16	61.005%
350	50363 Winterfest	19,481.17	19,000.00	(481.17)	-2.532%
351	50364 Arbor Day	1,408.00	3,000.00	1,592.00	53.067%
352	50365 Boots, Brews & BBQ	68,531.91	69,000.00	468.09	0.678%
353	50367 Misc. City of Beaumont Events	-	-	-	0.000%
354	50369 Fiesta De Mayo	-	15,000.00	15,000.00	100.000%
355	50370 1K/5K Run	230.36	250.00	19.64	7.856%
356	50372 Foundation	61.77	100.00	38.23	38.230%
357	50373 Cherry Festival	65,676.21	-	(65,676.21)	0.000%
358	50362 Winter Wish	-	-	-	0.000%
359	50428 Youth Memorial	-	66,000.00	66,000.00	100.000%
360	Total for S - Special Events Expense	221,688.43	260,150.00	38,461.57	14.784%
361	U - Utilities				
362	50390 Electricity	73,290.85	110,000.00	36,709.15	33.372%
363	50391 Gas	3,666.88	10,000.00	6,333.12	63.331%
364	50392 Sewer	13,705.48	21,000.00	7,294.52	34.736%
365	50393 Trash	50,795.57	70,000.00	19,204.43	27.435%
366	50394 Water	42,824.92	60,000.00	17,175.08	28.625%
367	50395 Propane	1,287.16	1,300.00	12.84	0.988%
368	50400 Telephone/Internet	8,948.74	10,000.00	1,051.26	10.513%
369	50401 Wireless Phones	6,616.82	10,000.00	3,383.18	33.832%
370	Total for U - Utilities	201,136.42	292,300.00	91,163.58	31.188%

**Beaumont-Cherry Valley Recreation and Park District
Budget to Actual
March 31, 2026**

Distribution account		YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	Budget Remaining	Budget % Remaining
371	V - Vehicle Expenses				
372	50237 DMV	64.00	100.00	36.00	36.000%
373	50375 Chevy	340.33	2,500.00	2,159.67	86.387%
374	50376 Fuel	9,890.29	15,000.00	5,109.71	34.065%
375	50377 Mileage	2,435.34	3,500.00	1,064.66	30.419%
376	50383 Water Trailer	-	1,000.00	1,000.00	100.000%
377	50384 2019 Chev. Traverse	2,492.42	4,000.00	1,507.58	37.690%
378	50385 Ford - F150 XLT	1,593.83	4,500.00	2,906.17	64.582%
379	5038X New Maintenance Truck	-	40,000.00	40,000.00	100.000%
380	50381 Stage	-	-	-	0.000%
381	50382 Trailer	-	-	-	0.000%
382	Total for V - Vehicle Expenses	16,816.21	70,600.00	53,783.79	76.181%
383	Total for Expenses	3,101,975.30	4,305,635.00	1,203,659.70	27.955%
384					
385	Other Income				
386	Other income				
387	40400 Interest income	3,522.92	3,500.00	(22.92)	-0.655%
388	Total for Other income	3,522.92	3,500.00	(22.92)	-0.655%
389	40501 Other Income/Other Expense	-	-	-	0.000%
390	Total for Other Income	3,522.92	3,500.00	(22.92)	-0.655%
391	Other Expenses				
392	Transfer to Reserve Fund	75,000.00	135,000.00	60,000.00	44.444%
393	Loan payments	88,026.14	112,000.00	23,973.86	21.405%
394	50712 DTR - Capital Improvements	18,486.50	-	(18,486.50)	0.000%
395	50719 Field #7 Improvements	-	-	-	0.000%
396	56002 - Capital Project - Quad Fencing	1,775.00	-	(1,775.00)	0.000%
400	Total for Other Expenses	183,287.64	247,000.00	63,712.36	25.794%
401	Net Other Income	(179,764.72)	(243,500.00)	(63,735.28)	26.175%
402	Net Income	(376,653.78)	-	376,653.78	0.000%



BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT

www.bcvparks.com

LEGAL INVOICES

Best Best & Krieger, LLP

Invoice #1058524 General Legal Services (March 2026)	\$6,737.50
Invoice #1058525 General Legal Services (March 2026)	\$5,611.80

Total Invoices for approval - \$12,349.30



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. **8.5.**

To: Board of Directors
From: Alyssa Fuimaono, Financial Services Technician
Via: Mickey Valdivia, General Manager
Date: April 21st, 2026
Subject: Approval of Online Bill Pay List

RECOMMENDATION:

Staff recommends approval of the online bill pay vendor list to allow for timely and efficient processing of recurring utility payments.

BACKGROUND AND ANALYSIS: Staff has compiled a list of utility vendors and employee benefit providers that require consistent and timely payments to ensure uninterrupted services. These expenses include essential operational utilities that are paid on a recurring basis. Transitioning these payments to an online bill pay system will streamline the payment process, reduce administrative handling, and minimize the risk of late payments.

The online bill pay list includes all applicable vendors that can be paid electronically, allowing staff to manage due dates more effectively and improve overall efficiency.

FISCAL IMPACT:

There is no direct fiscal impact associated with this action. However, utilizing online bill pay will result in minor cost savings by reducing expenses related to paper checks, envelopes, and postage.

Respectfully,

A handwritten signature in blue ink, appearing to read "Alyssa Fuimaono", is written over a light blue horizontal line.

Alyssa Fuimaono
Financial Services Technician

	Vendor	Amount Not to Exceed	Notes
1	Blue Shield	\$ 955.70	
2	VSP	\$ 119.57	
3	SoCalGas	\$ 460.71	Grange
4	SoCalGas	\$ 491.27	NCCC/Park
5	SoCalGas	\$ 137.72	WC
6	Verizon Wireless	\$ 846.13	
7	SCE 0729	\$ 3,410.61	NC Lighting
8	SCE 4370	\$ 383.67	Caretaker
9	SCE 3735	\$ 971.49	F 1-4 Lights
10	SCE 0863	\$ 320.41	Timer/Fire Panel
11	SCE 7163	\$ 941.75	Rv Park
12	SCE 1896	\$ 1,755.00	Bogart
13	SCE 9625	\$ 1,645.00	General/Rc Track
14	SCE 6907	\$ 1,145.00	Tennis Courts/Arena
15	SCE 3476	\$ 170.00	DTR Well
16	WM	\$ 2,522.00	NCCC/Park
17	WM	\$ 2,809.00	Park/NCCC
18	WM	\$ 802.46	WC
19	UNUM	\$ 700.93	
20	Colonial Life	\$ 1,315.14	
21	Calpers	\$ 75.00	457 Plan
22	CalPers	\$ 16,970.34	Health
23	Calpers - OPEB	\$ 9,081.42	
24	Calpers Retirement	\$ 8,023.00	
25	Home Depot	\$ 10,279.88	
26	Chevron	\$ 3,069.71	
27	Arco	\$ 356.71	
28	BCVWD	\$ 676.38	NC Park
29	BCVWD	\$ 9,337.80	NC Park
30	BCVWD	\$ 4,014.87	NC Park
31	BCVWD	\$ 1,519.34	NC Park
32	BCVWD	\$ 1,575.52	NC Park
33	BCVWD	\$ 103.66	NC Park
34	BCVWD	\$ 979.08	NC Park
35	BCVWD	\$ 1,427.03	Bogart
36	BCVWD	\$ 496.08	Bogart
37	BCVWD	\$ 1,309.34	Bogart
38	BCVWD	\$ 214.58	Bogart
39	BCVWD	\$ 979.08	Bogart
40	Frontier	\$ 156.76	Grange
41	Frontier	\$ 166.76	WC
42	Frontier	\$ 145.98	NC
43	Frontier	\$ 175.51	Bogart
44	Wells Fargo	\$ 884.66	Copy Machine
45	Amazon	\$ 2,124.43	
46	Starlinnk	\$ 495.00	Bogart/NC Clubhouse
		\$ 96,541.48	

	Vendor	Amount Not to Exceed	Notes
1	Blue Shield	\$ 955.70	
2	VSP	\$ 119.57	
3	SoCalGas	\$ 460.71	Grange
4	SoCalGas	\$ 491.27	NCCC/Park
5	SoCalGas	\$ 137.72	WC
6	Verizon Wireless	\$ 846.13	
7	SCE 0729	\$ 3,410.61	NC Lighting
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15	SCE 3476	\$ 170.00	DTR Well
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17	WM	\$ 2,809.00	Park/NCCC
18	WM	\$ 2,000.00	Bogart Park
19	WM	\$ 802.46	WC
20	UNUM	\$ 700.93	
21	Colonial Life	\$ 1,315.14	
22	Calpers	\$ 75.00	457 Plan
23	CalPers	\$ 16,970.34	Health
24	Calpers - OPEB	\$ 9,081.42	
25	Calpers Retirements	\$ 8,023.00	
26	Home Depot	\$ 10,279.88	
27	Chevron	\$ 3,069.71	
28	Arco	\$ 356.71	
29	BCVWD	\$ 676.38	NC Park
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42	Frontier	\$ 166.76	WC
43	Frontier	\$ 145.98	NC
44	Frontier	\$ 175.51	Bogart
45	Wells Fargo	\$ 884.66	Copy Machine
46	Amazon	\$ 2,124.43	
47	City of Beaumont - Sewer	\$ 2,700.00	WC/NCCC
48	Starlinnk	\$ 495.00	Bogart/NC Clubhouse
49	UMPQUA CC	\$ 8,000.00	District/GM Credit Card
		\$ 101,241.48	



Staff Report

Agenda Item No. **9.3.**

To: Board of Directors
From: Deidre Chatigny, Assistant General Manager
Via: Mickey Valdivia, General Manager
Date: May 13th, 2026
Subject: Updated Salary Ranges to Align with Approved Cost of Living Adjustments and Evaluation-Based Increases

RECOMMENDATION:

Staff recommends the Board of Directors approve the updated District pay ranges reflecting the previously approved salary adjustments, approve the proposed Maintenance Foreman position and pay range, and receive and file the updated job descriptions.

BACKGROUND AND ANALYSIS:

At the April 2026 Board Meeting, staff presented proposed updated pay ranges for various District positions. Following discussion, the Board directed staff to revise the proposed ranges so they reflected only the previously approved salary adjustments of up to eight percent (8%).

In response to Board direction, staff reviewed and adjusted the proposed pay ranges to ensure consistency with the compensation adjustments approved by the Board in March 2026. The revised ranges take into consideration the current pay rates of employees in those positions and reflect increases of up to eight percent (8%) where applicable.

Effective January 1, 2026, California's minimum wage increased to \$16.90 per hour. As a result, the minimum annual salary threshold increased from \$66,560 to \$70,304 for applicable exempt classifications. Several of the updated salary ranges reflect this adjustment in order to maintain compliance with applicable wage requirements.

Staff is also proposing the addition of a new Maintenance Foreman position to assist with operational oversight, project coordination, and supervision within the maintenance division. The proposed position and associated pay range are included with the attached updated salary schedule and job descriptions.

Additionally, staff added the Administrative Assistant / IT Support Specialist, Casual Recreation Assistant, and Assistant General Manager / Human Resources Administrator positions to the salary schedule so that all District positions are accounted for within a single updated document. The pay ranges for those positions are not proposed to change at this time unless otherwise reflected in the attached schedule.

The Board also directed staff to update the District's job descriptions to provide uniform formatting and consistency across all classifications. Staff has completed the requested revisions, and the updated job descriptions are attached for Board review and consideration.

The updated pay ranges are summarized below:

Job Title	Current Pay Range	Proposed Pay Range
Activities Manager	\$66,560 - \$85,000/yr.	\$70,304 - \$85,654.80/yr.
Admin. Assistant/IT Support Specialist	\$68,640 - \$75,000/yr.	\$70,304 - \$75,000/yr.
Assistant GM/HR Administrator	\$115,000 - \$138,000/yr.	\$115,000 - \$138,000/yr.*
Assistant Maintenance Superintendent	\$30.00 - \$42.00/hr.	\$70,304 - \$92,827.56/yr.
Athletic Facilities Manager	\$66,560 - \$85,000/yr.	\$70,304 - \$92,551.68/yr.
Financial Services Technician	\$58,240 - \$72,683/yr.	\$70,304 - \$79,247.38/yr.
General Manager	\$115,000 - \$188,000/yr.	\$158,000 - \$202,513.50/yr.
Casual Recreation Assistant	Min. Wage - \$25.10/hr.	Min. Wage - \$25.10/hr.*
Facilities Coordinator/PIO	\$20.00 - \$32.00/hr.	\$20.00 - \$38.00/hr.
HR Assistant/Clerk of the Board	\$17.00 - \$25.25/hr.	\$17.00 - \$30.83/hr.
Maintenance I (PT Maintenance)	Min. Wage - \$25.00/hr.	Min. Wage - \$26.55/hr.
Maintenance II	\$18.00 - \$25.10/hr.	\$18.00 - \$30.12/hr.
Maintenance Foreman**	---	\$29.00 - \$38.00/hr.
Receptionist	Min. Wage - \$24.66/hr.	Min. Wage - \$24.66/hr.*
Special Projects Associate	\$19.78 - \$32.71/hr.	\$19.78 - \$32.35/hr.

*No change to Proposed Pay Range

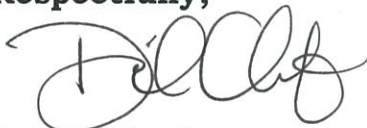
**New Proposed Position

Approval of the updated pay ranges will formalize the revised salary schedule for District records and future personnel actions.

FISCAL IMPACT:

Fiscal impacts associated with the maximum eight percent (8%) salary adjustments and the proposed new Maintenance Foreman position have been incorporated into the proposed Fiscal Year 2026/2027 budget for Board consideration. Funding for the Receptionist and Facilities Coordinator / Public Information Officer positions has also been included in the budget, with the expectation that those positions may be filled during the fiscal year.

Respectfully,



Deidre Chatigny
Assistant General Manager/HR Administrator

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Activities Manager

Dated: May 13, 2026

Salary Range: \$70,304 - \$85,654.80/yr.

POSITION OVERVIEW

The Activities Manager (AM) 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 AM performs a full range of duties. This position coordinates all recreational programs, classes, and special events of the District. The AM oversees department positions pertaining to planning and executing programs, classes and special events. The AM must be versatile and will assist other departments of the District with a full range of duties including recreation and general office duties. The primary schedule of the AM will be Monday – Friday; however, the AM must be available evenings, weekends and during special events as well as must be available by phone. This position serves as the District’s representative at the discretion of the General Manager. This position will received 40 hours of compensatory time annually.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Executive Assistant.

Receives general supervision from the General Manager.

Exercises general supervision over Casual Recreation Assistants, Special Projects Associates and volunteers.

ESSENTIAL FUNCTIONS

- This position will meet with groups and individuals to identify needs and develop programs of interest to the community.
- Evaluate existing programs and institute changes accordingly.
- Responsible in coordinating activities, programs, and special events. Ensure all services and preparations are in order and scheduled.
- Ensure all calendars are updated accordingly.
- Responsible for contacting local businesses and individuals for obtaining donations for events.
- Oversee and provide leadership to department staff and volunteers.
- Maintain the District web site and social media site(s).
- Responds to facility user complaints and inquires in an effective and tactful manner.
- Required to drive an automobile to perform various duties.

- Meet with perspective users to provide information regarding the facilities capabilities and services to users and potential users of facilities.
- Determine equipment, personnel, licenses, and other services required for events and facility users.
- Create and review facility use contracts, expenses, reports, licenses, insurance and other arrangements prior to each use. Determine user fees for facilities, events, equipment, and other services.
- Direct special events. Interact with other agencies and private enterprises.
- Prepares a variety of reports and correspondence related to events, finance and facility use. Be responsible for maintaining records of contract instructors.
- Create press releases and interact with media regarding department business/events.
- Identify staffing needs and provide appropriate training.
- Responsible for employee scheduling including but not inclusive to all recreation, classes, facility use and special events.
- Develop budgets and action plans.
- Calculate estimates and final costs to users for facilities, equipment, personnel, etc. and prepare cost settlement data.
- Promote and advertise events, classes, programs, etc.
- Plan, develop, and execute special events.
- Make determinations of equipment needs and recommends appropriate actions by providing estimates and information to acquire approval and purchase order requests. Follow through to completion.
- Responsible for overall direction, coordination and evaluation of department employees.
- The AC will coordinate with the Human Resources the execution of the employee evaluations.
- Required to engage in public speaking.
- Will be required to prepare staff reports.
- Provide oral or written reports to the Board of Directors at the request of the GM.

MARGINAL FUNCTIONS

- Contact local businesses when we are having large events.
- Create, update and revise procedures within the department.
- Attend District trainings and seminars etc. when required
- Assist with office duties in the absence of the receptionist including but not limited to answering phones and retrieving phone messages, taking registrations, receiving payments, mail and RV reservations
- Ensure the cleanliness of buildings working with janitorial service
- Assist the Financial Services Technician/Office Manager and Maintenance Foreman with processes for broken and/or damaged property
- Attend District meetings as directed and prepare reports pertaining to such meetings.
- Attend facility user meetings, banquets and events when necessary

- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Assist in general office duties.

QUALIFICATIONS:

- Must possess a four-year degree from an accredited institution.
- Must possess and maintain a CA Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.
- Dress in an appropriate and professional manner consistent with job and safety expectations.
- At the discretion of the General Manager, relevant work experience may be substituted for formal education or certification requirements. The General Manager also retains the authority to determine the applicability and relevance of an applicant's prior experience when assessing qualifications for the position."

SKILLS & ABILITIES:

Knowledge of:

- Recreational and instructional programs.
- General supervisor procedures.
- Advanced computer skills and applicable programs including Microsoft office, Web-site design and program scheduling software.
- Facility use coordinating.
- Positive public relations etiquette.
- Purchasing procedures.
- Principles and techniques used in planning, coordination, and servicing a variety of events and facility use.
- Rates and charges associated with the use of public events facilities.
- Health, fire, safety codes, security and emergency procedures affecting the use of district facilities.
- Time management and effective scheduling.
- Safety and incident procedures. Completing incident/accident reports.
- Riverside County Environmental Health Standards and Expectations.

Ability to:

- Update districts website.
- Understand, identify and resolve safety issues.
- Communicate effectively in oral and written form.
- Deliver public presentations.
- Work as part of a team.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Must have the ability to work independently in the absence of supervision.
- Follow written and oral instructions.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Anticipate service needs for events and contract instructors. Identify problems and take effective course of action.
- Receive and account for monetary fees. Participate in forecasting for budgetary purposes.
- Multi-task.
- Coordinate and prioritize in an event driven atmosphere and work under time pressures.
- Work irregular shifts, holidays, and weekends as assigned.
- Identify, understand and be respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences.

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: Completion of a bachelor's degree in a related field is required.

Experience: 4 years' experience in a high-level position and a minimum of two years' supervisory experience in recreation programs, event planning or related fields.

Desired experience in a position with similar duties, preferably within a local government.

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 STANDARDS

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

Office environment and working outside at times in inclement weather and exposure to water, dust, dirt, noise, and wind.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Administrative Assistant/IT Support Specialist

Dated: May 13, 2026

Salary Range: \$70,304 - \$75,000

POSITION OVERVIEW

The Administrative Assistant provides essential administrative and technical support to the General Manager and Assistant General Manager, ensuring smooth day-to-day operations across the District. This position blends high-level administrative functions with significant IT responsibilities, including maintaining computer systems, troubleshooting hardware and software, supporting staff technology needs, and assisting with digital communications. The Administrative Assistant plays a critical role in keeping the District's operations efficient, secure, and responsive to both internal and public needs.

This position complies with all definitions and expectations of a full-time, exempt employee as defined in the Beaumont-Cherry Valley Recreation & Park District Employee Handbook.

SUPERVISION RECEIVED AND EXERCISED

Reports to: General Manager and Assistant General Manager

Supervises: May provide direction to part-time/seasonal administrative staff as assigned

ESSENTIAL FUNCTIONS

Administrative Support

- Provide administrative support to the General Manager and Assistant General Manager.
- Coordinate schedules, calendars, communications, and meeting logistics.
- Assist with preparation of Board meeting packets, agendas, and minutes.
- Draft correspondence, reports, and presentations.
- Maintain confidentiality in all communications and documentation.
- Respond to Public Records Requests and assist with compliance-related documentation.

Information Technology Support

- Serve as the first point of contact for IT-related issues for District staff.
- Troubleshoot and resolve hardware, software, and network issues.
- Maintain inventory of technology assets, equipment, and software licenses.

- Provide training and support to staff on computer systems, applications, and technology tools.
- Assist with setup and operation of technology for Board meetings, community events, and staff meetings.
- Support updates to the District’s website through Streamline.
- Work with outside IT vendors and consultants as needed to resolve technical issues.
- Ensure systems security, oversee backups, and support cybersecurity best practices.

Project & Operations Support

- Assist with coordination of District projects and initiatives.
 - Maintain accurate project files, contracts, and vendor communications.
 - Support the preparation of grant applications and assist with reporting requirements.
 - Assist with competitive bid procedures and document preparation.
 - Provide cross-departmental support on technology and process improvements.
- Personnel & Organizational Support**
- Provide administrative onboarding support for new employees (email setup, computer access, phones, etc.).
 - Assist with staff trainings related to IT systems and office technology.
 - Support supervisors and HR with scheduling, communication, and staff resources.

Event & Utility Support

- Participate in District special events and community programs.
- Maintain flexibility to work nights, weekends, and holidays as needed.
- Serve as a “utility person,” assisting with various duties across departments to support District operations.

QUALIFICATIONS:

Required

- Associate’s degree in information technology, business administration, or related field (or equivalent work experience).
- A certificate in a computer-related focus may be considered in lieu of, or in addition to, a degree.
- Minimum 2 years of administrative support experience.
- Minimum 2 years of IT support, help desk, or related technology role.
- Strong knowledge of Microsoft Office Suite and cloud-based tools (e.g., Google Workspace, SharePoint).
- Experience troubleshooting hardware, software, and network issues.
- Excellent organizational, communication, and problem-solving skills.

Preferred

- Bachelor’s degree in information technology, public/business administration, or related field.
- Experience in local government, parks/recreation, or nonprofit sector.
- Knowledge of public agency operations and compliance requirements.

- Familiarity with Streamline website management.
- Experience with grant writing or reporting.

At the discretion of the General Manager, relevant work experience may be substituted for formal education or certification requirements. The General Manager also retains the authority to determine the applicability and relevance of an applicant's prior experience when assessing qualifications for the position."

SKILLS & ABILITIES:

- Provide professional administrative support with attention to detail.
- Diagnose and resolve IT issues independently or in coordination with vendors.
- Manage multiple priorities under deadlines.
- Maintain confidentiality and exercise sound judgment.
- Communicate clearly and effectively, both orally and in writing.
- Train and support staff in technology and administrative processes.
- Adapt to changing priorities and provide support where most needed.

PHYSICAL REQUIREMENTS

- Primarily office-based with occasional outdoor or event support.
- Ability to sit, stand, and use standard office/IT equipment for extended periods.
- Ability to lift and carry up to 25 lbs. (computer equipment, supplies).
- Occasional exposure to inclement weather during event support.

CERTIFICATIONS & TRAINING

- First Aid/CPR/AED (Adult, Child, Infant) – required within six months of hire.
- Fingerprint and background clearance – required.
- Pre-employment physical – required.
- Must possess and maintain a CA driver's license and insurance.
- IT training certifications (e.g., CompTIA A+, Network+) preferred but not required.
- Must complete a grant writing certificate program within 18 months of job acceptance.

CONDUCT STANDARDS

- Represent the District in a professional, respectful, and cooperative manner.
- Maintain a high level of integrity and confidentiality.
- Subject to random drug testing due to safety-sensitive status.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Assistant General Manager/Human Resources Administrator

Dated: April 25, 2025

Salary Range: \$115,000.00 – 138,000.00

DEFINITION

The Assistant General Manager/Human Resources Administrator (AGM/HRA) is a full-time, exempt position serving under the administrative direction of the General Manager. This leadership role involves high-level oversight of park district operations, personnel management, and human resources administration. The AGM/HRA acts as the Executive Officer of the District, managing day-to-day operations and ensuring organizational effectiveness through strong leadership, policy implementation, and collaboration across departments. The AGM/HRA represents the District in the General Manager's absence. The position requires confidentiality, professionalism, and the ability to navigate complex and sensitive issues. This role interacts frequently with public officials, partner agencies, contractors, staff, and the general public, and requires flexibility to attend evening meetings, weekends, and special events.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager.

Exercises general supervision over District staff.

In the General Manager's absence, the AGM/HRA shall be responsible for direct supervision of staff.

ESSENTIAL FUNCTIONS

Leadership & Administration

- Assist in developing and executing the District's mission, goals, policies, and procedures.
- Serve as a key advisor to the General Manager and Board of Directors; attend and present at board and public meetings.
- Oversee daily operations and District property management.
- Represent the District with professionalism in interactions with agencies, stakeholders, and the public.
- Lead and support all departments to ensure strategic alignment and operational efficiency.
- Facilitate employee evaluations and succession planning.

Human Resources Management

- Lead HR functions including recruitment, onboarding, policy compliance, and employee relations.
- Maintain accurate personnel records, job descriptions, and HR documentation.
- Oversee payroll review, benefits administration, and employee leave management.
- Manage CalPERS retirement and other benefits programs (health, dental, vision, life insurance, 457 plans, Cal-COBRA).

- Ensure regulatory compliance related to HR including DOJ records, DMV Pull Notice, Workers' Compensation, OSHA standards, and training certifications.
- Maintain confidentiality of personnel records and serve as Custodian of Records.
- Responsible for succession planning.

Finance & Budget

- Assist in developing and managing the annual budget and long-term financial forecasting.
- Identify and pursue new revenue opportunities including grants, assessments, and partnerships.
- Support contract administration, competitive bid processes, and audit compliance.
- Manage state, local, and regulatory reporting including GASB, actuarial valuations, and compensation disclosures.
- Oversee the implementation of the District's financial policies.

Projects, Risk Management & External Relations

- Oversee capital improvement projects; coordinate with contractors and outside consultants.
- Lead comprehensive risk management and workplace safety programs.
- Administer training programs (CPR/First Aid/AED) and ensure compliance with safety procedures.
- Conduct incident investigations and manage follow-through on claims.
- Develop a professional network with Local, County, State, Federal and Tribal groups.

MARGINAL FUNCTIONS

- Perform other duties, special projects and responsibilities as required.
- Consult with legal counsel regarding human resource issues.
- Create or update missing or outdated policies and procedures as determined by the General Manager (e.g. IIPP – Injury and Illness Prevention Program).
- Attend related conferences, seminars and trainings at the direction of the General Manager.
- Cross train in other departments of the District.
- Assist with CAPRI Quarterly Safety reporting and Districts CAPRI Visitation.
- Assist with coordinating special events.

QUALIFICATIONS:

Education:

- Bachelor's degree in Public Administration, Human Resources, Recreation Administration, or related field required.
- Master's degree preferred.
- Relevant executive-level public agency experience may substitute for some education requirements.

Experience:

- Minimum 5 years of experience in public administration with a focus on HR, payroll, and risk management.
- Minimum 3 years of project management experience.
- Strong background in budgeting, grant writing, and contract administration.

Certifications & Requirements:

- Must obtain a certificate or equivalent training in grant writing and administration within 18 months of employment.

- Must obtain one of the following within 18 months of employment: Human Resources Management Certificate, Professional in Human Resources (PHR) Certification, or Senior Professional in Human Resources (SPHR) Certification.
- Valid California driver's license and insurance.
- First Aid/CPR/AED certification within six months of hire.
- Fingerprint and background clearance required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Public sector HR practices, labor laws, and regulatory compliance.
- Parks and Recreation Management.
- Budgeting, financial reporting, and public funding mechanisms.
- Grant writing and administration.
- Contract writing and contract administration.
- Employee relations, payroll, risk management and personnel management.
- Occupational hazards and appropriate safety measures. OSHA requirements and safe and efficient work practices.
- Effective communication and problem solving.
- Time management and effective scheduling.

Ability to:

- Lead and motivate a diverse workforce.
- Communicate clearly and persuasively, both orally and in writing.
- Supervise and direct personnel.
- Analyze problems, identify solutions, and implement strategies.
- Maintain confidentiality and navigate politically sensitive environments.
- Manage multiple complex projects and meet tight deadlines.
- Establish and maintain effective working relationships with personnel, staff, public officials, community groups and the general public.
- Prepare comprehensive and accurate reports.

PHYSICAL & ENVIRONMENTAL REQUIREMENTS

- Regularly required to sit, stand, walk, lift (up to 50 lbs.), and use office equipment.
- Must be able to work in both indoor office and outdoor field environments, including during inclement weather.
- May require occasional evening, weekend, or holiday work.

CONDUCT STANDARD

The AGM/HRA is expected to maintain professional conduct at all times, demonstrating integrity, respect, and responsiveness. This includes strong communication skills, a positive attitude, adaptability, and the ability to foster a collaborative work environment.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Assistant Maintenance Superintendent

Dated: May 13, 2026

Salary Range: \$70,304 - \$92,827.56

POSITION OVERVIEW

The Assistant Maintenance Superintendent is a “Full Time” Employee” as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District. The AMS will act as a liaison between the General Manager (GM) and lower level maintenance staff. Under direction of the GM, plans, organizes and manages the operation of District facilities, ball fields, the Beaumont Woman’s Club, the Cherry Valley Grange Community Center and Noble Creek Park. The AMS has responsibility for managing operations and implementing policies through the development of operational procedures. This position will review the District calendars and prepare maintenance staff schedules in accordance with the various duties. This position will act in a lead capacity over lower-level maintenance employees and plan, participate and supervise those employees. The AMS will develop safety standards and submit required safety paperwork. The AMS will plan, develop and execute special events in cooperation with the Activities Manager. (AC). The AMS works in cooperation with the Activities Manager and Athletic Facilities Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the General Manager.

Exercises supervision over lower-level positions working in the maintenance department.

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

- Operate equipment and machinery in a safe and effective manner including but not limited to tractors, bobcats, trenchers, chain saws, lawn mowers, aerators, hedgers and spreaders as well as a variety of vehicular and stationary mechanical equipment.
- Directly, and through subordinates, manages the operations and maintenance of District facilities including setting standards for acceptable levels and methods of park operations; conducting inspections of facilities and park areas; recommending and implementing new park projects and improvements; and researching necessary resources and recommending systems and procedures to carry out projects.

- Installation and repair of sprinkler/irrigation systems and adjust operation of irrigation controllers.
- Maintain, install and research existing plumbing.
- Supervise and participate in seasonal turf renovations.
- Provide training to lower-level staff.
- Responds to facility user complaints and inquiries in an effective and tactful manner.
- Responsible for pest control spraying various pesticides, herbicides, fungicides, and other related chemicals and obtaining maintaining all license requirements.
- Perform daily maintenance in all buildings and park areas and provide daily work assignments to maintenance workers and oversee progress.
- Required to drive an automobile to perform various duties.
- Create maintenance department work schedules in conjunction with the AC and Athletic Facilities Manager and coordinate maintenance responsibilities for special events.
- Work cooperatively with other departments providing assistance with events, facility use, programs, set-ups, etc.
- Directs and participates in the construction and maintenance of the grounds.
- Act as a liaison with other departments and contractors to ensure projects and events coordinate with operations as a whole.
- Oversee, work with and provide leadership to lower-level maintenance workers.
- Keep records of work completed, materials used, and crew time on projects.
- Keep inventory records.
- Design landscape plans for facilities grounds and implement accordingly.
- Insure all necessary equipment and services are scheduled and in order.
- Make determinations and recommend appropriate action by providing estimates,
- acquiring approval and purchase order requests. Follow through to completion.
- Weed, plant, fertilize and irrigate lawns and park areas. Mow, aerates and edge lawn areas. Rake, sweep and clean up lawn clippings, etc. using power blower and hand tools. Prune and trim hedges, bushes, and other shrubbery.
- Work in conjunction with Financial Services Technician/Office Manager providing recommendations for the budget based on analysis of maintenance department needs such as position allocation and equipment needs.
- Monitor budget, making sure expenditure adjustments stay within budget.
- Conduct safety committee meetings and periodic tailgate meetings. Provide records in accordance of CAPRI
- Conduct safety inspections of grounds in coordination with HR. Prepare for weekly, monthly, quarterly and annual reports.
- Identify and mitigate safety issues related to grounds and facilities. Identify, implement and enforce necessary safety practices.

- Ensure all crew members utilize required personal protective equipment. Execute safety and incident procedures and complete incident/accident reports and cross-train maintenance workers for the same.
- Understand and instruct crew members on proper job site security procedures.
- Maintain necessary records and reports, i.e. Safety Data Sheets.
- Assist, develop and implement policies and procedures. Enforce the Districts regulations and policies.
- Assist in interviews and selection process for employment; supervises and trains staff; recommends and takes action on personnel matters; evaluates subordinate staff and make recommendations on disciplinary problems.
- Responsible for the care and maintenance of District Fleet including maintenance logs, equipment loss and replacement records.

MARGINAL FUNCTIONS

- Deal with other public agencies in coordinating special events.
- Maintain large and small equipment.
- Provide proper upkeep of sidewalks, walkways, driveways, parking lots, fountains, planters and all other grounds features.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification

QUALIFICATIONS:

- Must possess and maintain a CA Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination. Class B is desirable.
- 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.
- Within the time frame determined by the District, acquire all certificates, training and permits such as Qualified Applicator License/Certificate.
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.

SKILLS & ABILITIES:

Knowledge of:

- Principles and practices of effective supervision and personnel management.
- Maintenance department operations and procedures.
- Recruiting, supervision, training, monitoring, evaluating and motivating personnel.
- Operational knowledge of programming irrigation controllers and installation.
- Landscape management: The ability to examine information and/or situations in detail to identify key and important elements, their strengths and weaknesses and apply that information for recommendation and problem

solving

- Fertilizer and pesticide composition and application.
- Horticulture: The art or practice of garden cultivation and management. Plant identification, plant care, pruning and maintenance.
- Arboriculture: The cultivation of trees and shrubs.
- Mowing techniques.
- Occupational hazards and safety practices.
- Conflict resolution. Interpersonal skills to resolve conflict and apply skills in interactions with co-workers, Board of Directors and the general public.
- Time management and effective scheduling.
- Principles and techniques of planning and organizing.
- Computers and applicable programs: Microsoft Office, Internet, Excel, Word, Publisher, PowerPoint.
- Emergency and safety procedures of the District.
- Operation and maintenance requirement of various park equipment and machinery.
- The use of equipment and tools used in grounds maintenance.
- Integrated Pest Management (IPM): A broad-based approach that integrates practice for economic control of pests. Safety procedures involving pesticides, herbicides, and related chemicals used in park maintenance.

Ability to:

- Work independently without immediate supervision.
- Analytical skills: The ability to examine information and situations in detail to identify key and/or important elements, their strengths and weaknesses and use this information to make recommendations and solve problems.
- Supervise the work of maintenance workers and provide training and assistance as necessary.
- Perform and assign duties.
- Maintain work areas in a professional and organized manner
- Manage priorities effectively.
- Make recommendations and independent decisions
- Perform heavy manual labor such as regularly moving or lifting 50 pounds and occasionally lifting 75 pounds
- Identify potential safety hazards.
- Read and understand blueprints
- Assist in the development of the annual budget and plan for maintenance and capital improvement projects.
- Ability to anticipate personnel, equipment and material requirements related to position.
- Layout irrigation pattern and drainage patterns
- Maintain and repair tools, equipment and structures such as buildings and benches using hand and/or power tools.
- Follow written and oral instructions.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.

- Work under time constraints.
- Multi-task.
- Prioritize in an event driven atmosphere.
- Prepare and maintain records and reports.
- Work irregular shifts, holidays, and weekends as assigned.
- Anticipate, schedule and coordinate operations and service needs.
- Identify problems and take effective course of action.
- Work in inclement weather conditions.
- Establish and maintain effective working relationships with those contacted in the course of work.

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:

3 years' experience in previous employment in a job of similar duties including 2 years of Supervisory experience. Obtain turf management, horticulture and landscape certifications within 18 months of employment.

PHYSICAL REQUIREMENTS

Essential and marginal functions may require maintaining physical conditions necessary to perform the job.

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 50 lbs. frequently and 100 pounds occasionally. 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 STANDARDS

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

Working conditions including working outside at times in inclement weather and exposure to water, dust, dirt, chemicals, noise, and wind. Office environment.

PBEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Athletic Facilities Manager

Dated: May 13, 2026

Hourly Rate: \$66,560 - \$92,551.68

DEFINITION

The Athletic Facilities Manager (**AFM**) is a “Full Time”, “Exempt” position as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District. The **AFM** supervises and organizes Adult and Youth recreation programs and activities for the District in the assigned areas. The **AFM** will also solicit and expand travel baseball/softball tournaments making Noble Creek Park a year-round venue. The **AFM** will partner with local and regional entities to expand and host large tournament opportunities. Additionally, the **AFM** will assist the Activities Manager with facility rentals of the non-athletic amenities of the District. The **AFM** will act as a liaison between the Assistant Maintenance Superintendent (AMS) and lower-level maintenance staff. This position will review the District calendars and prepare field staff schedules in accordance with the various duties. This position may act in a lead capacity over lower-level employees and plan, participate and supervise lower-level maintenance department staff. The **AFM** will prepare the purchase orders and submit them to the Executive Assistant and the Assistant Maintenance Superintendent. The **AFM** will work cooperatively with the AMS to develop safety standards. Finally, the **AFM** will plan, develop and execute special events in cooperation with the Assistant Maintenance Superintendent (AMS), Activities Manager (AM), Event Operations Manager and Assistant Athletic Manager (AAM).

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Assistant General Manager.

Receives general supervision from the General Manager.

Exercises lead supervision over the Casual Recreation employees, and part-time Maintenance employees at the direction of the Assistant Maintenance Superintendent.

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

- Organize, supervise, and direct a participation program for recreation activities within the assigned area, which may include but are not limited to: youth baseball/softball, adult slow pitch/fast pitch, individual sports, instructional classes, athletic events, after school recreational programs, and other related team sports.
- This position will meet with groups and individuals to identify needs and develop programs of interest to the community.
- Evaluate existing programs and institute changes accordingly.
- Responsible in coordinating activities, programs, and special events. Ensure all services and preparations are in order and scheduled.
- Ensure all calendars are updated accordingly.

- Responsible for contacting local businesses and individuals for obtaining donations for events.
- Leads and works with the FC/PIO, part-time Maintenance employees, and Casual Recreation employees.
- Makes specific work assignments to field crews and checks work progress periodically.
- Coordinates and performs maintenance responsibilities for athletic events (ex. field prep, maintenance, and other maintenance related duties required to upkeep the fields.)
- Keeps records of work completed, materials used, and crew time on projects.
- Oversee and provide leadership to lower-level maintenance staff during athletic events.
- Assist in determining the need of equipment, materials, etc. for projects.
- Follows purchase order procedures.
- Perform maintenance as prescribed the AMS.
- Operate a variety of vehicles and stationary mechanical equipment in a safe and effective manner.
- Required to drive an automobile to perform various duties.
- Identify safety issues related to grounds and facilities. Identify, implement and enforces necessary safety practices. Works cooperatively with the AMS to remedy any safety issues.
- Conduct safety inspections of grounds/fields in coordination with the AMS.
- Maintain necessary records and reports, i.e.: SDS sheets/records.
- Works cooperatively with AMS to mitigate maintenance issues.
- Identify problems and take effective course of action.
- Assists in the development and implementation of long-range goals, policies and procedures.
- Ensure all necessary equipment and services are scheduled and in order.
- Makes recommendations on disciplinary problems.
- Required to reschedule events and duties during any unforeseen after hour emergencies such as Fire Camp.
- Meet with perspective users to provide information regarding the facilities capabilities and services to users and potential users of facilities.
- Determine equipment, personnel, licenses, and other services required for events and facility users.
- Create and review facility use contracts, expenses, reports, licenses, insurance and other arrangements prior to each use. Determine user fees for facilities, events, equipment, and other services.
- Identify staffing needs and provide appropriate training.
- Responsible for employee scheduling.
- Develop budgets and action plans.
- Calculate estimates and final costs to users for facilities, equipment, personnel, etc. and prepare cost settlement data.
- Promote and advertise athletic events.
- Plan, develop, and execute athletic events.
- Responsible for overall direction, coordination and evaluation of department employees.

- The AFM will coordinate with Human Resources the execution of the employee evaluations.
- Required to engage in public speaking.
- Will be required to prepare staff reports.
- Provide oral or written reports to the Board of Directors at the request of the GM.

MARGINAL FUNCTIONS

- Deals with other public agencies in coordinating athletic events.
- Work cooperatively with the Activities Manager providing summer, seasonal and athletic events.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Create, update and revise procedures within the department.
- Attend district trainings and seminars etc. when required.
- Assist the FST and AMS with processes for broken and/or damaged property
- Attend district meetings as directed and prepare reports pertaining to such meetings.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Assist in general office duties.

QUALIFICATIONS

- Must possess BA Degree from accredited college in Recreation & Parks Management, Physical Education, Business Management, Sports Management, Tourism Development, Public Administration, and/or 5 years of work experience in a closely related field.
- Relatable work experience may be a factor to circumvent college degree requirement.
- Must possess and maintain a CA Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass background check.
- Must pass pre-employment physical and drug test
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.

Knowledge of:

- Basic principles of supervision.
- Department operation and procedure manuals.
- Athletic games and facilities.
- Sports leagues, tournaments, games and contests.
- Operational knowledge of programming irrigation controllers.
- Fertilizer and pesticide composition and application.
- Mowing techniques, athletic field prep and tear down, and safety procedures.
- Occupational hazards and safety practices.
- Conflict resolution.
- Time management and effective scheduling.
- Computers and applicable programs: Microsoft Office, Internet, Excel, Word, Publisher, PowerPoint.
- Emergency and safety procedures of the District.

- Principles and techniques of planning and organizing.
- Athletics department operations and procedures.
- Operation and maintenance requirement of various park equipment and machinery.
- The use of equipment and tools used in grounds maintenance.
- Safety and incident procedures and completing incident/accident reports.
- Safety procedures involving pesticides, herbicides, and related chemicals used in park maintenance.
- Riverside County Environmental Health Standards and Expectations.

Ability to:

- Work independently without immediate supervision.
- Supervise the work of the Casual Recreation employees and PT Maintenance workers (during athletic events) and provide assistance as necessary.
- Perform manual labor.
- Identify potential safety hazards and work with AMS to remedy.
- Follow written and oral instructions.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, and communication on the phone.
- Work under time pressures to meet deadlines, multi-task, and prioritize.
- Establish and maintain cooperative relationships with the public and employees.
- Prepare and maintain records and reports.
- Work irregular shifts, holidays, and weekends as scheduled.
- Provide training and assistance to others as required.
- Anticipate, schedule and coordinate operations and service needs.
- Anticipate service needs and contract instructors. Identify problems and take effective course of action.
- Participate in forecasting for yearly budgeting needs.
- Identify problems and take effective course of action.
- Work in inclement weather conditions.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS

Essential and marginal functions may require maintaining physical conditions necessary to perform the job.

Ability to communicate 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 50 lbs. frequently and 100 pounds occasionally. Read at or above the equivalent to the twelfth-grade level. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. 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.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Financial Services Technician

Dated: May 13, 2026

Salary Range: \$70,304 - \$79,247.38

POSITION OVERVIEW

The Financial Services Technician (FST) 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 (FST) acts as the District’s Accounting Clerk and Project Coordinator under the direction of the Assistant General Manager. The FST is responsible for the implementation of approved accounting policies and completion of the District’s general accounting needs. Though the District’s financial decisions are made by its Finance Committee and General Manager, the FST assists and advises executive management on accounting issues. The FST provides practical input on accounting issues and is expected to exercise independent judgment, initiative, and follow-through on financial and accounting issues in meeting the District’s stated financial and accounting objectives. The FST also coordinates approved District projects by assisting in the contract bidding process, monitoring project contracts for compliance, and maintaining project files. The FST oversees researching and purchasing for the District. The FST’s duties often require the FST to work with highly sensitive and confidential financial information, and therefore the FST’s job requires confidentiality as to that information. The FST will be responsible for writing and administering grants. The FST will supervise and manage subordinate lower-level staff. This position will receive 40 hours of compensatory time annually.

SUPERVISION RECEIVED AND EXERCISED

The FST reports to and receives general direction from the General Manager.

The FST reports to and receives direct supervision from the Assistant General Manager.

The FST exercises supervision over lower-level staff such as the Casual Recreation Assistants and Special Projects Associates, as determined by the General Manager.

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

- Provides accounting oversight and assistance to the General Manager.
- Reviews and applies new or revised laws, regulations, and accounting standards as prescribed by professional services.
- Responsible for accounts payable including but not limited to facility user reimbursements, umpire checks, banner sales and employee reimbursements.

- Responsible for accounts receivable.
- Prepare financial and accounting reports. Examine, reconcile, balance and adjust accounting records. Analyze data and draw logical conclusions.
- Review bank balances daily and prepare for weekly meeting updates with the General Manager.
- Prepare for and attend finance meetings. Analyze and explain transactions and inconsistencies and provide follow up documentation request.
- Responsible for researching and comparing best prices for purchasing products.
- Prepares for budget reviews & annual audits to include revenue/expenditure forecasting.
- Will coordinate with the Human Resources Administrator with the execution of employee evaluations.
- Reconciles petty cash and banking activities.
- Responsible for maintaining accounting records including payroll records.
- Attend District meetings as directed and prepare reports pertaining to such meetings.
- Research grant opportunities. Write, apply for and administer grants.
- Coordinates with outside contractors, County and City departments to complete projects.
- Maintains the Districts files relating to projects and act as the District contact for the public seeking such information.
- Determines required licenses, insurance and other related information required for projects. Works with outside contractors to ensure projects complies with those requirements.
- Identify and implement adequate internal controls.
- Review contracts.
- Create and/or update missing or outdated policies and procedures.
- Respond to vendors inquiries in an effective and tactful manner.
- Supervise, assign and participate in the work of subordinates: review work upon completion for conformance according to policies and procedures of the District.
- Supervise, train and evaluate subordinates.
- This position requires cross training from other departments to be utilized as needed.

MARGINAL FUNCTIONS

- Consult with auditors regarding position issues.
- Issue credit and debit cards.
- Assist with Board meeting preparation.
- Assist in general office duties.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Facilitate financial elements and planning during special events.

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.
- Grant writing certificate program must be maintained within 18 months of employment.
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.

SKILLS & ABILITIES:

Knowledge of:

- Quick books accounting applications.
- Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) and Generally Accepted Governmental Auditing Standards (GAGAS).
- Relevant State, Federal, and local laws and regulations.
- Reporting standards and statutory requirements.
- Principles and practices of financial record keeping.
- Principles and techniques used in planning, coordinating, and maintaining records for District projects.
- Grant writing and administering of grants.
- Supervisory skills; knowledge of recruiting, supervising, training, monitoring, evaluating and motivating personnel.
- Advanced computer skills and applicable programs including QuickBooks, Microsoft office and the Districts website.
- Record keeping techniques.
- Cash handling practices and controls.
- Good public relations etiquette.

Ability to:

- Understand and interpret the principles, laws, and procedures involved in fiscal record keeping and accounting functions.
- 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.
- Use professional accounting and audit judgment and apply generally accepted auditing standards in all assignments.
- 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.
- Prepare and document accounting transactions.

- Prepare a variety of financial statements, reports, and analyses.
- Compile, analyze, and interpret complex financial data and reports.
- 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:

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, Accounting, Finance or related field would be highly desirable.

Experience: 4 years’ experience in high-level accounting procedures 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, Assistant 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.

CERTIFICATIONS & TRAINING

- First Aid/CPR/AED (Adult, Child, Infant) – required within six months of hire
- Fingerprint and background clearance – required
- Pre-employment physical – required
- Supervisory and Sexual Harassment Prevention training within 30 days
- Must possess and maintain a CA driver’s license and insurance
- Grant Writing certificate program must be maintained within 18 months of employment

CONDUCT STANDARDS

Interact with General Manager, Assistant 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 AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: General Manager

Dated: May 13, 2026

Salary Range: \$158,000 - \$202,513.50

POSITION OVERVIEW

The General Manager (GM) is an exempt, Full-Time employee who serves under the administrative direction of the Board of Directors of the District. The GM is subject to the safety sensitive guidelines of the District. The GM performs a full range of complex duties related to park district operations. The General Manager is the Executive Officer of the District. He/she has exclusive management and control of the operations of the District, subject to approval by the Board of Directors, and provides day-to-day leadership for the District. He/she has responsibility and control over all property of the District. The GM is an at-will employee of the Board of Directors. The GM's duties often require the GM to work with highly sensitive and confidential information, and therefore the GM's job requires confidentiality as to that information. The GM must be versatile and will provide professional and technical staff leadership to all departments of the District. The primary schedule of the GM will be Monday – Friday; however, the GM must be available evenings, weekends and special events. This position interfaces frequently with public officials, local agencies, other private/public organizations and the general public.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Board of Directors of the District.
Exercises general supervision over District staff.

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

- Develops and implements the mission goals, policies and procedures. Institute measures to insure that Board policies are carried out in a manner which will best serve community interests.
- Carry into effect the policies of the District, including planning the short-, medium- and long-term goals of the District. He/she shall translate the goals and objectives of the Board to the community.
- Identify resource needs; develops and implements policies and procedures required for effective implementation.
- Identify, develop and facilitate new revenue enhancements, both short-term and long-term from but not limited to tax revenues, assessments, etc. Plan, develops and implements.

- Attend all meetings of the District's Board and such other meetings as the Board specifies. Make oral and written presentations to the Board.
- State, County and Local reporting requirements.
- Develop, present and manage the Annual Budget and revenue/expenditure forecasting.
- Employ such employees, as he/she deems necessary for the proper administration and operations of the District. His/her personnel management goal will be to provide a motivating work climate for District employees.
- Facilitate employee evaluations.
- He/she maintains cordial relations with all persons and attempts to resolve all public and employee complaints. He/she shall encourage participation in the affairs of the District.
- Reviews and applies new or revised laws, regulations, and accounting standards.
- Administers capital improvement projects. Coordinates projects and works with contractors, consultants, engineering firms, outside agencies, etc.
- Plans, organizes and conducts a comprehensive risk management program. Responsible for safety programs. Identify and resolve safety issues.
- Carries out competitive bid procedures.
- Writing and administers grants.
- Master Plan update and development of park standards.
- Supervise all functions and operations for the Districts non-profit corporation and provide for the staffing required for operations and management.

MARGINAL FUNCTIONS

- Fundraising.
- Travel as needed.
- Perform other duties, special projects and responsibilities as required.

QUALIFICATIONS - *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:

Must possess at time of hire, a Baccalaureate Degree from an accredited college or university in Public Administration, Recreation Administration or a closely related field. A Masters Degree in a related field is highly desirable. Additional top executive administration in government may substitute for some of the education requirements.

Experience:

Any combination of experience and training that provides the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

- 5 years of experience in the principles and practices of public administration, including personnel management, human resources, risk management and payroll.
- Fiscal management, including budget preparation and cost control methods.
- Writing and administering grants.

- Contract Administration.
- 3 years of experience in project management.

Other Requirements:

- Must possess and maintain a CA driver's license and insurance.
- Must possess defibrillator, First Aid/CPR (Infant, Child & Adult) certification within six months of hire.
- Must pass fingerprint and background check.
- Dress in an appropriate manner consistent with job expectations.

SKILLS & ABILITIES:

Knowledge of:

- Public administration.
- Parks and Recreation Management.
- Public administration, budgeting principles, public policies and economics.
- Tax revenues and special assessments.
- Health, fire, safety codes and emergency procedures.
- Advanced computer skills.
- Principles, practices, methods, equipment, and technology used in facilities design, construction and project management, inspection, facility repair and real estate, right-of-way and property management activities.
- Strong fiscal and budgeting skills.
- Grant writing and administration.
- Contract writing and contract administration.
- Employee relations, payroll, risk management and personnel management.
- Occupational hazards and appropriate safety measures. OSHA requirements and safe and efficient work practices.
- Applicable federal, state and local laws and ordinances including California Environmental Quality Act (CEQA) and GASB governmental accounting standards. Knowledge of Parks, Progress, and Public Policy, SB 707 and Recreation & Park District Law.
- Effective communication and problem solving.
- Positive public relations etiquette. Skilled in public speaking.
- Health, fire, safety codes, security and emergency procedures affecting the use of District facilities.
- Time management and effective scheduling.

Ability to:

- Prepare annual budgets.
- Prepare long-term revenue/outlay plans.
- Analyze areas that warrant "consultant" type expertise and produce recommendations accordingly.
- Supervise and direct personnel.
- Communicate and presenting ideas effectively verbally and in writing.
- Identify key issues in complex situations, evaluate options, and initiate strategies for resolution.
- Establish and maintain effective working relationships with personnel, staff, public officials, community groups and the general public.

- Meet and serve the public courteously and efficiently.
- Prepare comprehensive and accurate reports.
- Work effectively with sensitive and confidential information in a political environment.
- Read and interpret plans, blueprints and specifications.
- Understand, identify and resolve safety issues.
- Adjust to shifting priorities and timelines.
- Work as part of a team.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone. Communicate effectively in oral and written form.
- Understand, identify and resolve safety issues.
- Manage multiple projects simultaneously. Strong organizational and time management skills. Coordinate, prioritize and work under time pressures.
- Work irregular shifts, holidays, and weekends as assigned.
- Identify, understand and be respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences.

PHYSICAL REQUIREMENTS

Ability to communicate orally with the Board of Directors, staff, and the public. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machine and calculator. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Required to carry, push, pull, reach, lift, walk, climb, bend and lift up to 50 lbs. routinely. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Read at or above the equivalent to the twelfth-grade level.

CONDUCT STANDARDS

A successful candidate must have the ability to communicate orally with the Board of Director's, staff, and the public during meetings, events and workday. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Possess an excellent working relationship with outside agencies.

ENVIRONMENT

The working environment will vary from the office and outside environment, which may include in inclement weather such as rain, wind, heat and cold. Some travel to events, training and community meetings will be required during and after hours.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Part-Time Casual Recreation Assistant

Dated: May 13, 2026

Hourly Rate: Minimum Wage - \$25.10 per hour

POSITION OVERVIEW

The Recreation Assistant (RA) is classified as a "Casual" or "Part-Time" position as defined by the BCVRPD Employee Handbook and is subject to safety sensitive guidelines of the District. The RA must be flexible and will assist all departments of the District with a full range of duties including fields, recreation, maintenance, special events and office duties. This position must be available to work evenings, Saturdays, and Sundays.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Athletic Coordinator or other designated employee. Receives general supervision from the Activities Coordinator and Maintenance Foreman. Exercises no supervision over others.

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

- Perform all aspects of ball field programs such as field preparation.
- Clean and maintain restrooms.
- Clean public areas including picking up and emptying trash containers.
- Assist the maintenance department.
- Assist with activities, programs, and special events.
- Assist with facility rentals for parties, weddings, meetings, etc.
- Open/close buildings.
- Collect fees for admissions, parking and programs.
- Assist in general office duties.

MARGINAL FUNCTIONS

- Make RV reservations.
- Check out recreation equipment.
- Answer telephones.
- 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 certifications.
- Must pass fingerprint and background checks.
- Must pass pre-employment physical.
- Dress in an appropriate and professional manner consistent with job and safety expectations.
- Must be available to work an inconsistent schedule with little notice.
- Must have a schoolwork permit when required.

Knowledge of:

- Recreational programs.
- Ball field preparation.
- Computer skills and applicable programs including Microsoft Office.
- Positive public relations etiquette.
- Emergency and safety procedures of the District.
- Safety and incident procedures. Completing incident/accident reports.

Ability to:

- Communicate effectively in oral and written form.
- Work as part of a team.
- Attend safety trainings and other meetings of the District when required.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Must have the ability to work independently in the absence of supervision.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or through communication on the phone.
- Receive and account for monetary fees.
- Work irregular shifts, holidays, and weekends as assigned.
- Work in inclement weather conditions.
- Identify safety issues and take effective course of action.
- Respond to user complaints and inquiries.
- Identify, understand and be respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences.
- Work under pressure.
- Multi-task.

EXPERIENCE AND EDUCATION – *Any combination of education and experience that would provide the required knowledge and abilities to perform the job. A typical way to obtain the knowledge and abilities would be:*

Experience in previous employment in a job with similar duties. Two (2) years of experience in recreation programs or related fields. Advanced computer skills are desirable.

PHYSICAL REQUIREMENTS

- Ability to communicate orally with the General Manager, District management, staff, and the public.
- Sit and/or stand for extended time periods.

- Hearing and vision required to be within normal ranges.
- Ability to lift up to 50 pounds occasionally and lift up to 25 pounds routinely.
- Required to carry, push, pull, lift, walk, run, crouch, reach, climb, stoop, kneel, and bend.
- Sufficient manual dexterity required to operate equipment.
- Work in an office and use equipment such as personal computer, copier, and facsimile machines.
- Work in an outside environment, occasionally in inclement weather such as rain, wind, heat and cold.
- Read at or above the equivalent to the twelfth-grade level.

CONDUCT STANDARD

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

Subject to “random drug testing” because of safety sensitive position.

ENVIRONMENT

Office environment, fields and other facilities. Conditions include working outside, at times in inclement weather, and exposure to water, dust, dirt, chemicals, noise, snow, and wind.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Facilities Coordinator/Public Information Officer

Dated: May 13, 2026

Hourly Rate: \$20.00 - \$38.00 per hour

DEFINITION

The Facilities Coordinator/Public Information Officer (**FC/PIO**) is a full-time or part-time employee as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District.

The FC/PIO serves a dual role supporting both facility operations and the District's strategic communications and public engagement efforts. This position is responsible for developing, managing, and implementing the District's public information strategy while continuing to support facility coordination, programming, and event operations. The **FC/PIO** assists the Athletic Facilities Manager (AFM) with any adult and youth recreation programs and activities for the District in the assigned areas while also leading District-wide communication, marketing, and outreach efforts. The **FC/PIO** will partner with local and regional entities to expand and host event opportunities. Additionally, the **FC/PIO** will assist the Activities and Athletic Facilities Managers with facility rentals of the non-athletic amenities of the District. The FC/PIO acts as a primary bridge between the District and the community, ensuring accurate information, consistent branding, and high-level engagement through proactive communication, creative storytelling, and strategic outreach. This position is responsible for digital strategy, social media management, website curation, multimedia content creation, and brand stewardship across all District platforms. This position will review the District calendars and work with managers to prepare Casual Recreation Assistant and Special Project Associate staff schedules in accordance with the various duties. This position may act in a lead capacity over lower-level employees and plan, participate and supervise lower-level maintenance department staff in the absence of Maintenance II or higher-level staff. The **FC/PIO** will prepare the purchase orders and submit them to the Assistant Maintenance Superintendent. The **FC/PIO** will work cooperatively with the AMS to develop safety standards. Finally, the **FC/PIO** will help plan, develop and execute special events in cooperation with the Assistant Maintenance Superintendent (AMS), Activities Manager (AM) and Athletic Facilities Manager.

SUPERVISION RECEIVED AND EXERCISED

- Receives direct supervision from the Activities Manager, Athletic Facilities Manager, Assistant Maintenance Superintendent and Assistant General Manager.
- Receives general supervision from the General Manager.
- Exercises lead supervision over the Casual Recreation Employees, Special Project Associates, and part-time Maintenance employees for facility events at the direction of the Assistant Maintenance Superintendent.
- Work hours will be scheduled by Managers.

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

Facilities Coordinator

- Help organize and direct a participation program for recreation activities within the assigned area
- Meet with groups and individuals to identify needs and develop programs of interest to the community at building facilities.
- Assist the AFM with programming at the AFM's discretion.
- Responsible for assisting in coordinating activities, programs, and special events.
- Ensure all services and preparations are in order and scheduled at the managers' direction.
- Ensure all calendars are updated accordingly.
- Responsible for contacting local businesses and individuals for obtaining donations for Foundation events.
- Helps coordinate and perform maintenance responsibilities for athletic events (ex. field prep, maintenance, and other maintenance related duties required to upkeep the fields.)
- Keeps records of work completed, materials used, and crew time on projects.
- Oversees and provides leadership to part-time maintenance staff, Special Project Associates, and Casual Recreation employees during events, in the absence of Maintenance II and above.
- Assists in determining the need of equipment, materials, etc. for projects.
- Prepare Maintenance work orders and follow up on requests from the office staff in a timely manner.
- Performs maintenance as prescribed by the AMS.
- Operates a variety of vehicle and stationary mechanical equipment in a safe and effective manner.
- Required to drive an automobile to perform various duties.
- Identify safety issues related to grounds and facilities. Identify, implement and enforces necessary safety practices. Works cooperatively with the AMS to remedy any safety issues.
- Required to reschedule events and duties during any unforeseen after-hour emergencies such as Fire Camp.
- Meet with prospective users to provide information regarding the facilities capabilities and services to users and potential users of facilities.
- Determine equipment, personnel, licenses, and other services required for events and facility users.
- Confirm dates, payments, and insurance minimums are met, documents received, and dates added to the calendar for scheduled events – contact users directly to make proper arrangements.
- Identify staffing needs, notify HR and provide appropriate training.
- Provide staff training on proper facility use.
- Calculate estimates and final costs to users for facilities, equipment, personnel, etc. and prepare cost settlement data.
- Promote and advertise all events **through coordinated marketing, digital platforms, and on-site engagement strategies.**
- Help plan, develop, and execute events in the building facilities.

- Required to engage in public speaking and be prepared to provide oral or written reports to the Board of Directors at the request of the GM.
- Conduct minimum weekly visual inspections at Noble Creek Community Center, the Beaumont Woman's Club, and the Cherry Valley Grange Hall.
- Inspect facilities, ensure that event space is adequately prepared for scheduled events, and notify contractors of upcoming events.
- Manage the Bogart Brick Program and Noble Creek Regional Park Banner Program for the Beaumont-Cherry Valley Recreation and Park Improvement Corporation.

Public Information Officer / Communications and Marketing

- Develop and implement a comprehensive digital communication strategy to promote District programs, services, and initiatives
- Manage all social media platforms, including content planning, scheduling, posting, and audience engagement
- Oversee website curation and updates, ensuring timely, accurate, and user-friendly information
- Create multimedia marketing materials, including graphics, video, photography, and promotional campaigns
- Lead content creation and design efforts, including flyers, digital ads, newsletters, and program materials
- Provide brand stewardship, ensuring consistency in messaging, tone, and visual identity across all District communications
- Conduct community engagement and outreach, including storytelling, highlighting programs, and increasing public participation
- Perform analytics and reporting on communication performance (engagement, reach, effectiveness) and adjust strategies accordingly
- Support remote content production and field coverage, capturing real-time events, programs, and community interactions
- Maintain strong in-office collaboration with staff to ensure accurate and timely dissemination of information
- Act as a main point of contact for Fire Camp, contractors and instructors at BCVRPD building facilities.
- Develop and implement strategic communication plans to promote the District's programs, events, and services.
- Serve as the primary spokesperson for the District, handling media inquiries, interviews, and press releases and ensuring messaging aligns with District branding and strategic priorities.
- Assist in crisis communication efforts and manage the dissemination of information during emergencies or sensitive situations.
- Plan and manage public events, press conferences, and community outreach initiatives including digital promotion and post-event engagement.
- Develop and maintain relationships with community stakeholders, local governments, and other public agencies.
- Create and deliver presentations to community groups, civic organizations, and the Board of Directors.

MARGINAL FUNCTIONS

- Assist with capturing and promoting District events through photos, video, and real-time updates when needed.

- Perform various duties for the BCVRPIC Foundation.
- During events, assist staff/maintenance as a main point of contact.
- When not directed by the AFM, work in the field alongside staff, assist Maintenance as needed.
- Ensure that all tables and chairs, etc. are accurately described in brochures and District communications.
- Work cooperatively with the managers, providing assistance for all events.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Help create, update and revise procedures within the department.
- Attend District trainings and seminars etc. when required.
- Assist the Executive Assistant and AMS with processes for broken and/or damaged property
- Attend District meetings as directed and prepare reports pertaining to such meetings.
- Assist in general office duties.
- Answer phone calls while off the clock, assist users during events scheduled outside normal office hours.
- Effectively communicate changes to all managers.

QUALIFICATIONS

- Must possess (or be in the process of pursuing) a BA Degree from an accredited college in Recreation & Park Management, Physical Education, Business Management, Sports Management, Tourism Development, Public Administration, Public Relations, Communications, Marketing, and/or 5 years of work experience in a closely related field.
- Relatable work experience may be a factor to circumvent college degree requirement.
- Must possess and maintain a CA driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass background check.
- Must pass pre-employment physical and drug test
- Acquire within 30 days supervisory Ethics training and Sexual Harassment Avoidance training.

Knowledge of:

- Digital marketing platforms and social media management tools
- Basic graphic design and multimedia production principles
- Website content management systems
- Branding and public relations best practices
- Data analytics related to communication performance
- Basic principles of supervision.
- Athletic games and facilities, sports leagues, tournaments, games and contests.
- Operational knowledge of programming irrigation controllers, fertilizer and pesticide composition and application.
- Mowing techniques, athletic field prep and tear down, and safety procedures.
- Occupational hazards and safety practices.
- Conflict resolution.
- Time management and effective scheduling.

- Computers and applicable programs: Microsoft Office, Internet, Excel, Word, Publisher, PowerPoint.
- Emergency and safety procedures of the District.
- Operation and maintenance requirements of various park equipment, machinery and tools used in grounds maintenance.
- Safety and incident procedures and completing incident/accident reports.
- Safety procedures involving pesticides, herbicides, and related chemicals used in park maintenance.
- Riverside County Environmental Health Standards and Expectations.
- Experience working in a public sector or governmental agency is preferred but not required.
- Knowledge of the Beaumont-Cherry Valley area and its residents is a plus.

Ability to:

- Develop and execute strategic communication plans
- Create engaging digital and multimedia content
- Analyze engagement data and adjust outreach strategies
- Maintain brand consistency across multiple platforms
- Effectively represent the District in both digital and in-person environments
- Work independently without immediate supervision.
- Supervise the work of the Casual Recreation employees, Special Project Associates, and part-time Maintenance workers (during events) in the absence of a Maintenance II worker or above, and provide assistance as necessary.
- Perform manual labor.
- Identify potential safety hazards and work with AMS to remedy.
- Follow written and oral instructions.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Work under time pressure.
- Multi-task.
- Prioritize/Time Management
- Establish and maintain cooperative relationships with the public and employees.
- Prepare and maintain records and reports.
- Work irregular shifts, holidays, and weekends as scheduled.
- Provide training and assistance to others as required.
- Anticipate, schedule and coordinate operations and service needs.
- Anticipate service needs and contract instructors. Identify problems and take effective course of action.
- Participate in forecasting for yearly budgeting needs.
- Identify problems and take effective course of action.
- Work in inclement weather conditions.
- Excellent verbal communication and interpersonal skills, with the ability to engage with diverse audiences.
- Ability to handle sensitive information and maintain confidentiality.

PHYSICAL REQUIREMENTS

- Essential and marginal functions may require maintaining physical conditions necessary to perform the job.

- Ability to communicate 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 50 lbs. frequently and 100 pounds occasionally.
- Read at or above the equivalent to the twelfth-grade level.
- Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment.
- Occasionally work in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

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

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: HR Assistant/Clerk of the Board

Dated: May 13, 2026

Salary Range: \$17.00 - \$30.83/hr.

POSITION OVERVIEW

The Human Resources Assistant/Clerk of the Board position is classified as Full-Time as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District. This position is the District's first contact with the public and acts as the District's receptionist, greeting customers, answering phones, taking messages and referring customers to the appropriate person while also assisting Human Resources and Clerk of the Board duties. This position must be flexible and will assist all departments of the District with a full range of duties including office procedures, the District's website and special events. The Human Resources Assistant/Clerk of the Board takes registrations, collects fees, answers questions about various programs, facilities and events offered by the District, completes payroll and the Employee Newsletter, helps with staff events, and completes the Board Meeting agendas and minutes. This position must be available to work evenings, Saturdays and Sundays.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Human Resources Administrator.

Receives general supervision from the General Manager.

Exercises no supervision over others.

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

- Performs all clerical duties and functions for the District office, including office duties, answering phones and phone messages, filing, photocopying, etc.
- Greets the public and assists customers with information about the District and its programs.
- Responsible for processing RV reservations including but not limited to booking sites, sending/ receiving required paperwork, receiving payments and posting of the RV schedule weekly. Maintain the RV files and verify departure dates are followed. Send out daily RV emails to maintenance to help keep track of campers.
- Responsible for maintaining the Districts Key Log including distributing and collecting keys.

- Takes registrations and facility user agreements for District events, programs and facilities. Ensure all District calendars are updated accordingly.
- Collection and receipt of fees for events, parking, RV reservations and various programs of the District and process accordingly.
- Post security schedule on Staff Portal for reference.
- Maintain and update Districts website and social media site(s) items such as event flyers, adult ball schedules, post Board/Finance/Improvement Corporation meeting information/classes, etc.
- Maintain and update Staff Portal (calendar, Engage, staff forms and schedules, District documents, security schedule, facility event packages, etc.)
- Update/carryover the staff work schedule tabs on Excel.
- Send work schedules via email to employees and post them in correct locations.
- Request quotes for repairs, supplies and equipment pertaining to the office and follow proper purchase procedures and follow through to completion ensuring coworkers are notified of such.
- Update department procedures.
- Required to drive an automobile to perform various duties.
- Create and maintain power point presentations for meetings and events.
- Maintain the General Managers calendars.
- Help with the Foundation events (golf tournaments/summer concerts/updating brochures)
- Assist other departments in various aspects of their job including but not limited to the Human Resources Administrator, Financial Services Technician, Activities Coordinator, Athletic Coordinator, Recreation Assistants, Maintenance and the General Manager.

Clerk of the Board

- Must assemble, deliver, and post Board packages on website, post agenda to the facility, and email packages to Board, staff, and Attorney.
- Create and complete Board Meeting agenda and minutes.
- Prepare Form 700 for Board members and staff.
- Prepare Form 470 for Board members.
- Prepare paperwork needed for Election years.
- Have professional communication and interaction with the Board.
- Inform Board members of trainings such as Sexual Harassment and Ethics training.

Human Resources Assistant

- Complete and process payroll (Excel payroll form, Paychex Flextime cards/reporting/submitting, CalPERS reporting).
- Be able to add or remove an employee in CalPERS.
- Be able to add an employee into UNUM, Health, Vision, and Dental insurance.
- Be able to add and receive employee files from the DMV.
- Complete the quarterly Employee Newsletter.
- Employee of the Month (ordering food/planning games/certificate) and holiday party planning

MARGINAL FUNCTIONS

- Be able to count money, process deposits, create cash boxes for events, end of the year filing/box destruction, and mail checks.
- Be able to process Development Impact Fees.
- Work cooperatively and assist the Activities Coordinator with all aspects of the position including but not limited to events, facility rentals, programs, donation request, correspondences, licenses, permits, vendors, advertisement, scheduling, review of facility use license agreements and budget preparation.
- Help plan community events (order décor, order supplies, post events on website, Patch, and Peachjar, reach out to vendors/take vendors applications and payments, create spreadsheets for approved vendors, and set-up and tear down events)
- Create spreadsheets for adult softball sign-ups.
- Create/post adult ball registrations and update schedules on the website.
- Receive and take payment for ball field applications.
- Create Purchase Requests and place orders.
- Create and maintain power point presentations for meetings and events.
- Maintain the General Managers calendars.
- Help with the Foundation events (golf tournaments/summer concerts/updating brochures)
- Receive, open, mail and distribute mail daily.
- Maintain records of Employee and Directors annual use of facilities.
- Assist with employee scheduling.
- Assist in budget preparation as it pertains to department.
- Assist employees with table, chair and equipment checkout.
- Attend meetings as directed and prepare reports pertaining to such meetings.
- Attend related conferences, seminars and District trainings at the direction of the General Manager and when required.
- Cross train in all office departments of the District.
- Contact local business and individuals for donations.
- Update District's bulletin boards.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.

QUALIFICATIONS

- Must possess and maintain a CA driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- 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.

SKILLS & ABILITIES:

Knowledge of:

- Positive public relations etiquette.
- District programs, facilities and fees and the techniques for planning and coordinating such.
- Time management and effective scheduling.
- General office procedure and use of office equipment.
- Advanced computer skills and applicable programs including Microsoft office, internet, excel, word, publisher, power point website and scheduling software.
- Paychex payroll processing.
- Administration of CalPERS payroll, retirement, and benefits.
- Emergency and safety procedures.

Ability to:

- Must have the ability to work independently in the absence of supervision.
- Work on projects and follow through to completion.
- Recognize and anticipate the requirements for events and projects. Identify needs and problems and take effective course of action.
- Work as part of a team. Establish and maintain effective working relationships with other employees and the public
- Follow written and oral instructions.
- Communicate effectively in oral and written form
- Type 45 words per minute.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Work under time constraints.
- Receive and account for monetary fees.
- Multi-task.
- Prioritize and work under time pressures.
- Work irregular shifts, holidays, and weekends as assigned.
- Provide training and assistance to others as required.
- Work in inclement weather conditions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Identify, understand and be respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences.

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:

Two (2) years' experience in previous employment in a job of similar duties working with the public.

Equivalent to the completion of the twelfth grade.

A.A. or A.S. Degree preferred.

Advanced computer skills.

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 STANDARDS

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

Office environment and working outside at times in inclement weather and exposure to water, dust, dirt, noise, and wind.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Maintenance Worker I (PT Maintenance)

Dated: May 13, 2026

Hourly Rate: Minimum Wage - \$26.55/hr.

POSITION OVERVIEW

The Maintenance Worker I/PT Maintenance Worker 1(MW 1/PT-MW I) is an entry-level position subject to the safety sensitive guidelines of the District. This position is distinguished from the Maintenance Worker II position by the performance of the routine tasks and less complex park maintenance duties. The MW I is trained to assist higher level park maintenance personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Assistant Maintenance Superintendent (AMS).

Receives general supervision from higher level staff in AMS's absence.

Receives general supervision from the General Manager.

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

Maintenance Worker I will work independently on routine grounds maintenance and will assist higher level park maintenance personnel.

- Weed, plant, fertilize, and irrigate fields.
- Mow, aerate, rake, sweep, etc. park areas using power and hand tools.
- Prune and trim hedges, bushes, and other shrubbery.
- Clean and maintain restrooms and other public facilities.
- Operate small power equipment and machinery including chainsaws, rototillers, lawnmowers, aerators, spreaders, and other equipment.
- Assist in minor repair of sprinkler systems.
- Required to drive an automobile to perform various duties.
- Set up and tear down scheduled events.
- Occasionally perform on call duties and respond to unforeseen after-hours emergencies such as Fire Camp.

MARGINAL FUNCTIONS

- Work cooperatively with other departments to provide coverage for tournaments, recreational and special events.
- Open and close facilities.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.

- Occasionally perform on call duties.

QUALIFICATIONS

- Must possess and maintain a CA driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certifications.
- Must pass fingerprint and background checks.
- Must pass pre-employment physical.
- Dress in an appropriate and professional manner consistent with job and safety expectations.
- Within the timeframe determined by the District, acquire all certificates, training and permits such as Ethics and Sexual Harassment Avoidance training.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.

Knowledge of:

- Emergency and safety procedures of the District.
- Operation of various park equipment and machinery.
- Safety procedures involving pesticides, herbicides, and related chemicals used in park maintenance.
- Computers and applicable programs; Microsoft Office, Internet, Excel, Word, Publisher and PowerPoint.

Ability to:

- Work independently without immediate supervision.
- Learn to identify and report potential safety hazards.
- Learn the proper method for spraying various pesticides and other work-related chemicals.
- Work under time pressure.
- Multi-task.
- Establish and maintain cooperative relationships with the public and employees.
- Work irregular shifts, holidays, and weekends as assigned.
- Work in inclement weather conditions.
- Understand and carry out oral and written instructions.
- Learn to operate various park equipment and machinery.
- Learn mowing techniques.

EXPERIENCE AND EDUCATION – *Any combination of education and experience that would provide the required knowledge and abilities to perform the job.*

- A high school diploma or equivalent (GED) is required.
- Experience in previous employment or leisure programs in a job with similar duties.
- Experience performing maintenance duties is desirable.

PHYSICAL REQUIREMENTS

- Ability to communicate orally with District management, staff, and the public as needed.
- Regular use of a telephone for communication and payroll application.
- Must be able to 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 50 lbs. frequently and 100 pounds occasionally.
- Read at or above the equivalent to the twelfth-grade level.
- Occasionally stoop, kneel or crouch.
- Sufficient manual dexterity required to operate equipment.
- Occasionally work in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

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

ENVIRONMENT

Conditions include working outside, at times in inclement weather, and exposure to water, dust, dirt, chemicals, noise, and wind.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Maintenance Worker II

Dated: May 13, 2026

Hourly Rate: \$18.00 - \$30.12

POSITION OVERVIEW

The Maintenance Worker II (MW II) is a Full-Time employee as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District. The MW II will work cooperatively with lower-level staff by executing daily tasks given by the Assistant Maintenance Superintendent (AMS). Finally, the MW II will work during special events in cooperation with the Activities Manager (AM) and Athletic Manager (AM).

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Assistant Maintenance Superintendent (AMS).

Receives general supervision from higher level staff in AMS absence.

Receives general supervision from the General Manager.

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

- Keeps records of work completed, materials used, and crew time on projects.
- Coordinates maintenance responsibilities for special events.
- Assist in recommending the need of equipment, materials, etc. for projects.
- Perform maintenance as prescribed by the AMS.
- Installation and repair of sprinkler system and adjust operation of irrigation controllers.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- Required to drive an automobile to perform various duties.
- Identify safety issues related to grounds and facilities.
- Identify and implement necessary safety practices while working cooperatively with the AMS to remedy any safety issues.
- Trains maintenance workers maintenance techniques.
- Conduct safety inspections of grounds in coordination with the AMS.
- Maintain necessary records and reports, i.e. SDS sheets/records.
- Works cooperatively with AMS to mitigate maintenance issues.
- Identify problems and take effective course of action.
- Understand safety and incident procedures.

- Complete incident/accident reports.
- Assists in the development and implementation of long-range goals.
- Occasionally will perform on-call duties and unforeseen after hour emergencies such as Fire Camp.

MARGINAL FUNCTIONS

- Deals with other public agencies in coordinating special events.
- Work cooperatively with the Activities Manager and the Athletic Manager during summer, seasonal and special events.
- Make recommendations of equipment needs.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification

QUALIFICATIONS

- Must possess and maintain a CA Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- 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.
- Within the time frame determined by the District, acquire all certificates, training and permits such as Ethics and Sexual Harassment Avoidance training.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Required to obtain one of the following within 6 months of acquiring position (Qualified Applicators License/Certification, Water Distribution Operator Grade 1 Certificate).

Knowledge of:

- Department operation and procedure manuals.
- Operational knowledge of programming irrigation controllers.
- Fertilizer and pesticide composition and application.
- Plant identification, plant care, pruning and maintenance.
- Mowing techniques and safety procedure.
- Occupational hazards and safety practices.
- Conflict resolution.
- Time management.
- General maintenance procedures.
- Computers and applicable programs: Microsoft Office, Internet, Excel, Word, Publisher, PowerPoint.
- Emergency and safety procedures of the District.
- Maintenance department operations and procedures.
- Operation and basic maintenance requirements of various park equipment and machinery.
- The use of equipment and tools used in grounds maintenance.

- Safety procedures involving pesticides, herbicides, and related chemicals used in park maintenance.

Ability to:

- Work independently without immediate supervision.
- Perform heavy manual labor.
- Identify potential safety hazards and work with AMS to remedy them.
- Follow written and oral instructions.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Work under time pressure.
- Multi-task.
- Prioritize in an event driven atmosphere.
- Establish and maintain cooperative relationships with the public and employees.
- Prepare and maintain records and reports.
- Work irregular shifts, holidays, and weekends as assigned.
- Provide training and assistance to others as required.
- Identify problems and take effective course of action.
- Work in inclement weather conditions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience & Education: *Any combination of education and experience that would provide the required knowledge and abilities to perform the job.*

- A high school diploma or equivalent (GED) is required.
- (3) years’ experience in previous employment in a job of similar duties. Preferred educational experience in a College accredited certification program related to Turf Management, Landscape and Irrigation Design, Installation and Repair, Pest Management, and Arborist Management.

PHYSICAL REQUIREMENTS

Essential and marginal functions may require maintaining physical conditions necessary to perform the job. Ability to communicate orally with District management, staff, and the public as needed. Regularly use of a telephone for communication and payroll application. Must be able to 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 50 lbs. frequently and 100 pounds occasionally. Read at or above the equivalent to the twelfth-grade level. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Occasionally work in inclement weather such as rain, wind, heat and cold. Use office equipment such as a personal computer, copier and facsimile machines.

CONDUCT STANDARD

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

ENVIRONMENT

Working conditions include working outside at times in inclement weather and exposure to water, dust, dirt, chemicals, noise, and wind. Occasionally working inside in office environment.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Maintenance Foreman

Dated: May 13, 2026

Hourly Rate: \$29.00 – \$38.00

POSITION OVERVIEW:

The Maintenance Foreman (MF) is a full-time non-exempt employee as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District. The MF **will work in coordination with** the Assistant Maintenance Superintendent (AMS) **and serve as a liaison between the AMS** and General Manager (GM) and lower-level maintenance staff. This position will review District calendars and prepare maintenance staff schedules in accordance with the various duties in the absence of the AMS. This position will act in a lead capacity over lower-level employees and plan, participate and supervise lower-level maintenance department staff. The MF will prepare purchase requests and submit them to the AMS for approval. The MF works in cooperation with the Activities Manager and Athletic Facilities Manager.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from the Assistant Maintenance Superintendent (AMS).

Receives general supervision from the General Manager.

Exercises lead supervision over lower-level positions.

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

- Operate equipment and machinery including but not limited to tractors, bobcats, trenchers, chain saws, lawn mowers, aerators, hedgers and spreaders.
- Operate a variety of vehicles and stationary mechanical equipment in a safe and effective manner.
- Perform daily maintenance in all buildings and park areas.
- Weed, plant, fertilize and irrigate lawns and park areas.
- Mow, aerate and edge lawn areas.
- Rake, sweep and clean up lawn clippings, etc. using power blower and hand tools.
- Prune and trim hedges, bushes, and other shrubbery.
- Oversee, work with and provide leadership to lower-level maintenance workers in the absence of the AMS.
- Follow purchase order procedures and follow through to completion.
- Identify and mitigate safety issues related to grounds and facilities.
- Identify, implement and enforce necessary safety practices.
- Execute safety and incident procedures and complete incident/accident reports.

MARGINAL FUNCTIONS

- Assist with pest control spraying various pesticides, herbicides, fungicides, and other related chemicals.
- Recommend maintenance department work schedules in conjunction with the AMS.
- Assist with keeping records of work completed, materials used, and crew time on projects.
- Assist with coordinating maintenance responsibilities for special events.
- Assist in determining the need for equipment, materials, etc. for projects.
- Assist with the installation and repair of sprinkler systems and adjust operation of irrigation controllers.
- Assist with conducting periodic tailgate meetings.
- Assist with cross-training maintenance workers.
- Assist with conducting safety inspections of grounds in coordination with the AMS.
- Assist with maintaining necessary records and reports, i.e.: SDS sheets.
- Assist, develop, and implement policies and procedures.
- Assist with ensuring all necessary equipment and services are scheduled and in order.
- Assist in providing daily work assignments to maintenance workers and oversee progress.
- Assist with making recommendations on disciplinary issues.
- Work with other public agencies in coordinating special events.
- Work cooperatively with the Activities Manager and Athletic Facilities Manager aiding with summer, seasonal, special events programs and facility use set-ups.
- Help determine equipment needs and recommend appropriate action by providing estimates, preparing background information, and following procedures to acquire approval and purchase order requests.
- **Attend and prepare staff reports for board meetings.**
- Perform other duties and responsibilities as required.

Knowledge of:

- Basic principles of supervision.
- Operational knowledge of programming irrigation controllers.
- Fertilizer and pesticide composition and application.
- Plant identification, plant care, pruning and maintenance.
- Mowing techniques and safety procedures.
- Occupational hazards and safety practices.
- Conflict resolution.
- Time management and effective scheduling.
- General maintenance procedures.
- Computers and applicable programs: Microsoft Office, Internet, Excel, Word, Publisher, PowerPoint.
- Emergency and safety procedures of the District.
- Principles and techniques of planning and organizing.
- Maintenance department operations and procedures.
- Operation and maintenance requirements of various park equipment and machinery.

- The use of equipment and tools used in grounds maintenance.
- Safety procedures involving pesticides, herbicides, and related chemicals used in park maintenance.

Ability to:

- Work independently without immediate supervision.
- Supervise the work of maintenance workers and assist lower-level staff with daily tasks.
- Perform on-call duties.
- Maintain work areas in a professional and organized manner
- Perform heavy manual labor.
- Identify potential safety hazards.
- Follow written and oral instructions.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Work under time constraints.
- Multi-task.
- Prioritize tasks in an event-driven atmosphere.
- Prepare and maintain records and reports.
- Work irregular shifts including nights, holidays, and weekends assigned.
- Provide training and assistance to others as required.
- Anticipate, schedule, and coordinate operations and service needs.
- Identify problems and take effective courses of action.
- Work in inclement weather conditions.
- Establish and maintain effective working relationships with those contacted in the course of work.

QUALIFICATIONS:

- Must possess and maintain a CA Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- 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.
- Within the time frame determined by the District, acquire all certificates, training and permits such as Ethics and Sexual Harassment Avoidance training.
- **Complete supervisor training within 6 months of acquiring the position.**
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Must possess a Certificate in Pesticide Application, Water Distribution, or Turf Management within 6 months of acquiring the position.
- Must possess a CPSI (Certified Playground Safety Inspector) Certificate within 6 months of acquiring position.

Experience & Education: *Any combination of education and experience that would provide the required knowledge and abilities to perform the job.*

- A high school diploma or equivalent (GED) is required.
- (3) years of experience in previous employment in a job with similar duties.
- (2) years of supervisory experience.
- Preferred educational experience in a college accredited certification program related to Turf Management, Landscape and Irrigation Design, Installation and Repair, Pest Management, and/or Arborist Management or equivalent.

PHYSICAL REQUIREMENTS:

Essential and marginal functions may require maintaining physical conditions necessary to perform the job. Ability to communicate orally with District Management, staff, and the public as needed. Regularly use of a telephone for communication and payroll application. Must be able to sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift to 50 lbs. frequently and 100 pounds occasionally. Read at or above the equivalent to the twelfth-grade level. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Occasionally work in inclement weather such as rain, wind, heat and cold. Use office equipment such as a personal computer, copier and facsimile machines.

ENVIRONMENT:

Working conditions include working outside at times in inclement weather with exposure to water, dust, dirt, chemicals, noise, and wind. Occasional work inside an office environment.

CONDUCT STANDARDS:

Represent the District in a professional, respectful, and cooperative manner. Maintain a high level of integrity and confidentiality. Subject to random drug testing due to safety-sensitive status of position.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Receptionist

Dated: May 13, 2026

Hourly Rate: Minimum Wage - \$24.66 per hour

POSITION OVERVIEW

The Receptionist is classified as a Part-Time or Full-Time position as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District. This position is the District's first contact with the public and acts as the District's receptionist, greeting customers, answering phones, taking messages and referring customers to the appropriate person. This position must be flexible and will assist all departments of the District with a full range of duties including office procedures, the District's website and special events. The receptionist takes registrations, collects fees and answers questions about various programs, facilities and events offered by the District. This position must be available to work evenings, Saturdays and Sundays.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Financial Services Technician. Receives general supervision from the General Manager and AGM/Human Resources Administrator. Exercises no supervision over others.

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

- Perform all clerical duties and functions for the District office, including office duties, answering phones and phone messages, filing, photocopying, etc.
- Greet the public and assist customers with information about the District and its programs.
- Responsible for processing RV reservations including but not limited to booking sites, sending/receiving required paperwork, receiving payments and posting the RV schedule weekly. Maintain the RV files and verify departure dates are followed.
- Responsible for maintaining the District's key log including distributing and collecting keys.
- Take registrations and facility user agreements for District events, programs and facilities. Ensure all District calendars are updated accordingly.
- Collect fees and produce receipts for events, parking, RV reservations and various programs of the District and process accordingly.
- Receive daily activity reports from security and respond accordingly.

- Maintain and update District's website and social media site(s) items such as flyers, schedules, etc.
- Update (carryover) the work schedule calendars.
- Send work schedules via email to employees and post them in correct locations.
- Request quotes for repairs, supplies and equipment pertaining to the office and follow proper purchase procedures and follow through to completion ensuring coworkers are notified of such.
- Responsible for issuing and collecting light cards and reservations pertaining to such use.
- Update department procedures.
- Required to drive an automobile to perform various duties.
- Assemble Board packages.
- Assist other departments in various aspects of their jobs including but not limited to the Human Resources Administrator, Financial Services Technician, Activities Manager, Athletic Manager, Recreation Assistants, Maintenance and the General Manager.
- Work cooperatively and assist the Activities Manager with all aspects of the position including but not limited to events, facility rentals, programs, donation requests, correspondences, licenses, permits, vendors, advertisements, scheduling, review of facility use license agreements and budget preparation.
- Create and maintain PowerPoint presentations for meetings and events.
- Maintain the General Manager's calendars.

MARGINAL FUNCTIONS

- Receive, open, and distribute mail daily.
- Maintain records of Employees' and Directors' annual use of facilities.
- Post Board meeting agendas at facilities and on the District's website.
- Deliver Board packages to Directors.
- Assist with employee scheduling.
- Assist in budget preparation as it pertains to the department.
- Create, update and revise procedures and cross-train within the departments.
- Assist with the employee newsletter.
- Assist employees with tables, chairs and equipment checkout.
- Attend meetings as directed and prepare reports pertaining to such meetings.
- Attend District trainings and seminars, etc. when required.
- Contact local businesses and individuals for donations.
- Update District bulletin boards.
- Set up for Board meetings and other meetings of the District.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.

QUALIFICATIONS

- Must possess and maintain a CA driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certifications.
- Must pass fingerprint and background checks.
- Must pass pre-employment physical.

- Dress in an appropriate and professional manner consistent with job and safety expectations.

Knowledge of:

- Positive public relations etiquette.
- District programs, facilities and fees and the techniques for planning and coordinating such.
- Time management and effective scheduling.
- General office procedures and use of office equipment.
- Advanced computer skills and applicable programs including Microsoft Office, Internet, Excel, Word, Publisher, PowerPoint, website and scheduling software.
- Emergency and safety procedures.

Ability to:

- Must have the ability to work independently in the absence of supervision.
- Work on projects and follow through to completion.
- Recognize and anticipate the requirements for events and projects. Identify needs and problems and take effective course of action.
- Work as part of a team.
- Follow written and oral instructions.
- Communicate effectively in oral and written form.
- Type 45 words per minute.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or via communication on the phone.
- Work under time constraints.
- Operate standard office equipment such as a telephone, calculator, personal computer, facsimile machine, photocopier and credit card reader.
- Receive and account for monetary fees.
- Multi-task.
- Prioritizing and working under time pressure.
- Work irregular shifts, holidays, and weekends as assigned.
- Provide training and assistance to others as required.
- Work in inclement weather conditions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Identify, understand and be respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences.

EXPERIENCE & EDUCATION – *Any combination of education and experience that would provide the required knowledge and abilities to perform the job. A typical way to obtain the knowledge and abilities would be:*

Two (2) years' experience in previous employment in a job with similar duties working with the public. Education is equivalent to the completion of the twelfth grade. Advanced computer skills are desirable.

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 a facsimile machine.
- 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, District employees, customers, Directors, and the public in a positive, cooperative, and supportive manner.
Subject to “random drug testing” because of safety sensitive position.

ENVIRONMENT

Office environment and working outside at times in inclement weather, and exposure to water, dust, dirt, noise, and wind.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Special Projects Associate

Dated: May 13, 2026

Hourly Rate: \$19.78 - \$32.35 per hour

POSITION OVERVIEW

The Special Projects Associate (SPA) is a casual position as defined in the Beaumont-Cherry Valley Recreation and Park District employee handbook. The SPA will perform highly specialized and complex duties under the direction of the General Manager (GM). This will include but it not limited to varied professional work in the research, development and implementation of specialized projects.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the General Manager (GM)

Exercises no supervision over others

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

- Essential functions are defined by the nature of the project.
- Conducts detailed and complex studies and assists in problem resolution, collects, compiles and analyzes information.
- Determines potential impacts to District operations and finances, and reports findings.
- Meets with other organizations for discussions regarding development and implementation of special projects.
- Determines potential areas for project improvement.
- Prepares and presents recommendations for review by management.

MARGINAL FUNCTIONS

- Other duties may also be performed; not all duties listed are necessarily performed by each individual holding this position.

QUALIFICATIONS – *The General Manager has the ability to require or waive any qualifications as determined by the job assignment.*

- Must possess and maintain a CA driver's license and insurance.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Dress in an appropriate manner consistent with job expectations.
- Specialized certifications or degrees applicable to the assignments.

Knowledge of:

- Advanced computer skills
- Positive public relations etiquette

Ability to:

- Analyze areas that warrant “consultant” type expertise and produce recommendations accordingly.
- Communicate clearly, verbally and in writing.
- Prepare comprehensive and accurate reports.
- Work effectively with sensitive and confidential information in a political environment.
- Adjust to shifting priorities and timelines.
- 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.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.

EDUCATION & EXPERIENCE

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 experience in previous employment in a job of similar duties.

PHYSICAL REQUIREMENTS

Ability to communicate orally with District management, staff, and the public. Sit and/or stand for extended times. Hearing and vision required to be within normal ranges. Ability to lift up to 50 pounds. Required to carry, push, pull, lift, walk, run, crouch, reach, climb, stoop, kneel and bend.

CONDUCT STANDARD

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

ENVIRONMENT

The SPA may work from home, satellite office or within the confines of the District properties. The SPA may be exposed to inclement weather and exposure to water, dust, dirt, chemicals, noise, snow and wind.



Staff Report

Agenda Item No. **9.4.**

To: Board of Directors
From: Kaylee Fuerte, Clerk of the Board
Via: Mickey Valdivia, General Manager
Date: May 13th, 2026
Subject: Approval of Event Ticket Policy for Board Members

RECOMMENDATION:

Staff recommends that the Board of Directors approve Policy #2026-04, “Event Ticket Policy for Board Members.”

BACKGROUND AND ANALYSIS:

At the April 8, 2026 Board of Directors meeting, staff presented a draft Event Ticket Policy for Board Members for Board discussion and direction. The purpose of the proposed policy is to establish clear expectations and procedures regarding Board Member attendance at District and/or Foundation-sponsored events, including ticket allocation, guest attendance, attendance commitments, and reimbursement requirements when tickets are unused.

During the April 8 discussion, the Board provided direction and requested revisions to the draft policy. The attached policy reflects those requested changes, which were incorporated into the final version presented for adoption. Staff notes that the red lettering included in the attached draft identifies the revisions and direction provided by the Board during the April 8 meeting.

The proposed policy establishes:

- Eligibility requirements for Board Member ticket use;
- Guidelines for guest attendance and reimbursement;
- Expectations regarding commitment to attend events once tickets are accepted;
- Procedures for cancellations and reimbursement of unused tickets; and
- Authority for the General Manager to manage ticket allocation and additional guest opportunities when appropriate.

The policy is intended to promote transparency, accountability, equitable access, and responsible stewardship of District and Foundation resources.

FISCAL IMPACT:

There is no significant fiscal impact associated with adoption of this policy. The policy is intended to provide clear reimbursement procedures and accountability measures related to event ticket usage.

Respectfully,

Kaylee Fuerte,
Clerk of the Board



Beaumont-Cherry Valley Recreation and Park District Policy and Procedures

Policy Section: Board Members

Policy#: 2026-04

Policy Title: Event Ticket Policy for Board Members

Proposed Effective Date: May 13, 2026

Purpose

The purpose of this policy is to establish clear guidelines for Board Member attendance at events sponsored by the District and/or Foundation. This policy ensures responsible use of District and donor funds, promotes accountability, and provides equitable access and expectations for participation.

Policy Overview

The District and/or Foundation may provide Board Members with tickets to attend sponsored events in support of District visibility, community engagement, and organizational representation. Ticket distribution and attendance expectations are outlined to ensure proper stewardship of resources.

- **Ticket Allocation:**
Each Board Member is eligible to receive one (1) ticket to District/Foundation-sponsored events. This ticket is intended for the Board Member's personal use and attendance.
- **Guest Attendance:**
Board Members may elect to bring a guest to an event; however, **any additional ticket(s) for guests may be purchased by the District and guest(s) will be responsible for reimbursing the District.**
- **Commitment to Attend:**
Acceptance of a ticket constitutes a commitment to attend the event. Board Members are expected to honor their commitment once a ticket has been reserved or issued.
- **Cancellation and Reimbursement:**
If a Board Member is unable to attend an event after accepting a ticket, (1) The Board Member must notify District/Foundation staff as soon as possible. (2) The Board Member should make reasonable efforts to identify a replacement attendee. (3) If the Board Member is unable to attend and cannot fill the reserved spot, the Board Member will be required to reimburse the District/Foundation for the cost of the ticket within five business days.
- **Unused Tickets and Additional Guest Opportunities**
If additional tickets are available and cannot be filled, the District/Foundation may offer Board Members the opportunity to bring a spouse, commissioner, or a plus one, using those available tickets. These tickets may be covered by the District/Foundation at its discretion.

Eligibility

Board Members must be currently on the Board to receive event tickets under this policy.

Discretionary Approval

The General Manager has the discretion to manage ticket allocation and guest opportunities based on availability, event purpose, and alignment with District and Foundation goals.

Adopted by the Board of Directors on:

DRAFT



Staff Report

Agenda Item No. **10.1.**

To: Board of Directors
From: Kaylee Fuerte, Clerk of the Board
Via: Mickey Valdivia, General Manager
Date: May 13th, 2026
Subject: Approval to Fill Vacant Seat on BCVRPD Board of Directors

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Review and discuss the applications submitted for the vacant Board seat; and
2. Appoint one applicant to temporarily fill the vacant seat until the next general election in November 2026.

BACKGROUND AND ANALYSIS:

A vacancy currently exists on the Board of Directors due to the passing of Director Dan Hughes. In accordance with the District's policies and applicable laws, the District publicly announced the vacancy and invited interested community members to submit applications for consideration.

The application period closed on May 8th, 2026 at 12:00p.m., and the District received applications from the following individuals (*Attached*):

- Diane Guerena
- Nicholas Hughes
- Adrian Chatigny
- Sammi Shubin
- Johnathan Sotelo

The appointment process provides the Board with an opportunity to evaluate applicants based on their qualifications, community involvement, professional experience, and interest in serving the District and its residents. During the meeting, the Board will review each application, ask applicants questions, and then select an applicant to appoint to fill the seat.

The appointed Director will assume office immediately upon appointment and will serve until the next general election in November 2026, at which time the seat will be filled through the regular election process.

FISCAL IMPACT:

There is no significant fiscal impact associated with this action beyond standard administrative costs related to the recruitment and appointment process.

Respectfully,

Kaylee Fuerte,
Clerk of the Board



APPLICATION FOR APPOINTMENT

BEAUMONT-CHERRY VALLEY RECREATION & PARK DISTRICT

Term

This is an interim appointment to fill a Board vacancy. The appointed Director will assume office immediately upon appointment and shall serve until the next general election in November 2026, at which time the seat will be subject to election for the remainder of the term, as required by law.

Instructions

If you are interested in serving on the Beaumont-Cherry Valley Recreation and Park District Board of Directors, please complete this application and return it to the Clerk of the Board at either of the following:

1) Email: kaylee@bcvparks.com

-OR-

2) Mail To: 390 W Oak Valley Parkway, Beaumont, CA 92223

Date Due: Friday, May 8th, by 12:00p.m.

Candidates are requested to attend the Board Meeting on Wednesday, May 13th at 5:30p.m., at which time the Board will conduct live interviews during the public session.

Thank you for your interest.

CORPORATION: _____

DATE: 5/6/26

NAME: Diane Guerrero

AGE (optional): 63

RESIDENCE ADDRESS: 34406 Devlin Dr., Beaumont, CA 92223

BUSINESS OR MAILING ADDRESS: same

PHONE (DAYTIME): 909-565-8024

PHONE (EVENING): 909-565-8024

E-MAIL: DianeGuerrero62@gmail.com

EDUCATION

Institution	Major	Degree	Year
LA Business College	Business Adm	Certificate	1981
Cal Poly	HR certification	PHR-CA-SHRM-CP	

WORK/VOLUNTEER EXPERIENCE

Organization	City	Position	From	To
Paychex	Beaumont Remote	HR Consultant	2008	Present
Dominos Corp.	San Juan	HR Mgr	1997	2008
MADD		Victim Advocate	2017	Present

STATEMENT OF QUALIFICATIONS

Please briefly describe your qualifications and why you are interested in serving on the BCVRPD Board of Directors.

Please see attached.

CERTIFICATION

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

Diane Guerena

Signature

5/6/26

Date

Diane Guerena

Printed Name

Dear Board of Directors:

My name is Diane Guerena, and I have over 18 years living in Beaumont. I bring dedication, commitment and proudly call Beaumont my home. I live with my husband Jerry Guerena and have been married for 42 years. My adult children are on their own. My son graduated from Beaumont High School and served as a Marine. My husband is a veteran and is a Marine as well.

I am a dedicated Human Resources professional with extensive experience in many aspects of HR including management for the past 35 years. I currently work for Paychex as a Human Resources Business Partner. I work with over 100 clients with their HR needs, compliance and training. I have a deep understanding of business acumen. Several years ago, the City of Beaumont was my client as their HR Consultant with Paychex providing valuable insights into leadership training, HR needs and compliance.

In addition to my professional background, I am actively involved in community outreach and currently serve on the Parks and Recreation Committee. I am actively involved as a victim's advocate, with Mothers Against Drunk Driving (MADD). As a victim's advocate, I present at events and venues, and I am a regular presenter for the Driver Impact court mandate classes. I presented during police department meetings, at volunteers check points, city walks and many more to share our story of losing our loved one.

I am motivated to bring a fresh perspective to your open interim BOD position while remaining grounded, realistic and to come up with practical solutions. I believe in being vocal, transparent, engaged and approachable. I am committed to serving the residents of Beaumont with integrity, energy and purpose. In addition, I am skilled in policy interpretation, communication skills, compassionate and ethical decision making to approach issues fairly and objectively.

In closing, thank you to the Board of Directors for considering my application for the interim Board of Director position. I truly appreciate the opportunity to be considered and a chance to contribute my professional experience, community involvement and passion for service to support the goals and mission.

Sincerely,

Diane Guerena

34406 Devlin Drive, Beaumont, CA 92223

909-565-8024



APPLICATION FOR APPOINTMENT BEAUMONT-CHERRY VALLEY RECREATION & PARK DISTRICT

Term

This is an interim appointment to fill a Board vacancy. The appointed Director will assume office immediately upon appointment and shall serve until the next general election in November 2026, at which time the seat will be subject to election for the remainder of the term, as required by law.

Instructions

If you are interested in serving on the Beaumont-Cherry Valley Recreation and Park District Board of Directors, please complete this application and return it to the Clerk of the Board at either of the following:

1) Email: kaylee@bcvparks.com

-OR-

2) Mail To: 390 W Oak Valley Parkway, Beaumont, CA 92223

Date Due: **Friday, May 8th, by 12:00p.m.**

Candidates are requested to attend the Board Meeting on Wednesday, May 13th at 5:30p.m., at which time the Board will conduct live interviews during the public session.

Thank you for your interest.

CORPORATION: _____ DATE: 5/6/2026
 NAME: Nicholas Hughes AGE (optional): 30
 RESIDENCE ADDRESS: 780 Pine Ridge Circle
 BUSINESS OR MAILING ADDRESS: _____
 PHONE (DAYTIME): 760-218-0991 PHONE (EVENING): 760-218-0991
 E-MAIL: Nickh9102@gmail.com

EDUCATION			
Institution	Major	Degree	Year
Moreno Valley College	Criminal Justice	N/A	2017-2019
University of Arizona Global Campus	Buisness Administration	N/A	2021-2023

WORK/VOLUNTEER EXPERIENCE				
Organization	City	Position	From	To
BCVRPD	Beaumont	Facilities Coordinator/ PIO	2023	2025
BCVRPD	Beaumont	Special Projects Associate	2020	2023
Beaumont Lions Club	Beaumont	Secretary	2018	Current

STATEMENT OF QUALIFICATIONS

Please briefly describe your qualifications and why you are interested in serving on the BCVRPD Board of Directors.

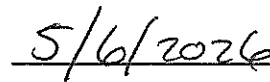
I am interested in serving on the BCVRPD Board of Directors because the district means a lot to me. Since I was in Elementary School and Middle School, I volunteered during the summer at the park with then maintenance superintendent Art Holcomb. When I was able to finally apply for jobs the Park district was where I wanted to be. After graduating from high school, I moved up and was able to move into the Maintenance Dept from being a Casual Rec Asst. I left years later due to some Family medical issues that I needed to attend to. I later returned to a volunteer role for the foundation before being offered a position as a Special Projects Associate running the Foundation with the General Manager. Years later I was able to move into the Position of Public Safety PIO and then moving into the Facilities Coordinator Position and PIO I held these titles until October of 2025. Majority of my Life I have been involved someway with the BCVRPD. And that is because of my dad Dan Hughes who has been on the BCVRPD Board of Directors since 2002. He was the one who got me involved in the parks and it was the best part of my life because I was able to meet lifelong friends who now are like family. Me and My dad had the same vision for the BCVRPD and that was to create one-of-a-kind facilities for the public to use and enjoy and to create recreational opportunities and programs for everyone. With My Dads recent passing there was a lot of dreams and visions that he was able to accomplish in 24 years and there was visions that he was currently working on to make the Park District even better. I want to be able to keep his vision going and continue his legacy that he has built for the last 24 years. It would be an Honor to finish out this year for him.

CERTIFICATION

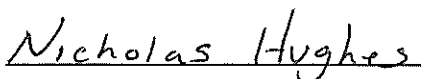
I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.



Signature



Date



Printed Name



APPLICATION FOR APPOINTMENT

BEAUMONT-CHERRY VALLEY RECREATION & PARK DISTRICT

MAY 8 '26 AM 8:44

Term

This is an interim appointment to fill a Board vacancy. The appointed Director will assume office immediately upon appointment and shall serve until the next general election in November 2026, at which time the seat will be subject to election for the remainder of the term, as required by law.

Instructions

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Date Due: **Friday, May 8th, by 12:00p.m.**

Candidates are requested to attend the Board Meeting on Wednesday, May 13th at 5:30p.m., at which time the Board will conduct live interviews during the public session.

Thank you for your interest.

CORPORATION: _____ DATE: 5/6/2026

NAME: Adrian Chatigny AGE (optional): 33

RESIDENCE ADDRESS: 1310 Michigan Avenue Beaumont, CA 92223

BUSINESS OR MAILING ADDRESS: _____

PHONE (DAYTIME): 951-217-8455 PHONE (EVENING): _____

E-MAIL: Adrian.chatigny@gmail.com

EDUCATION			
Institution	Major	Degree	Year
Crafton Hills College	Business Admin.	Associates	2026

WORK/VOLUNTEER EXPERIENCE				
Organization	City	Position	From	To
Three Peaks Corp	Calimesa	Foreman/operator	April 2017	Nov 2025
Lions Club	Beaumont	Volunteer	April 1st 2026	present

STATEMENT OF QUALIFICATIONS

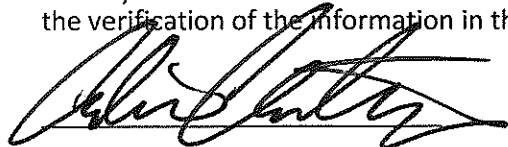
Please briefly describe your qualifications and why you are interested in serving on the BCVRPD Board of Directors.

I was born and raised in this community, giving me a deep understanding of our parks, families, and local traditions. As a veteran, I bring discipline, teamwork, and a strong commitment to public service. My construction background provides practical knowledge of facilities, safety, and long term maintenance—skills that directly support the needs of our parks and recreation system. I volunteer at community events throughout the year and coach two youth softball teams at our local parks, which keeps me closely connected to the kids, families, and programs I hope to support. These experiences give me a grounded perspective on what our community needs and how to help it grow.

I am applying for the Board of Directors because I care deeply about our local parks and recreation system and the role it plays in building a strong, healthy community. I want to volunteer my time to help ensure that families and local youth have safe, welcoming, and enriching spaces to learn, play, and connect.

CERTIFICATION

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.



Signature

5/7/26

Date

ADRIAN CHATIGNY

Printed Name



APPLICATION FOR APPOINTMENT BEAUMONT-CHERRY VALLEY RECREATION & PARK DISTRICT

Term

This is an interim appointment to fill a Board vacancy. The appointed Director will assume office immediately upon appointment and shall serve until the next general election in November 2026, at which time the seat will be subject to election for the remainder of the term, as required by law.

Instructions

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1) Email: kaylee@bcvparks.com

-OR-

2) Mail To: 390 W Oak Valley Parkway, Beaumont, CA 92223

Date Due: **Friday, May 8th, by 12:00p.m.**

Candidates are requested to attend the Board Meeting on Wednesday, May 13th at 5:30p.m., at which time the Board will conduct live interviews during the public session.

Thank you for your interest.

CORPORATION: _____ DATE: 05.08.2026
 NAME: Sammi Jo Shubin AGE (optional): _____
 RESIDENCE ADDRESS: 1755 Date St., Beaumont CA 92223
 BUSINESS OR MAILING ADDRESS: 1755 Date St., Beaumont CA 92223
 PHONE (DAYTIME): 909.835.2938 PHONE (EVENING): 909.835.2938
 E-MAIL: sshubin@herzog.com / sammi.shubin@yahoo.com

EDUCATION			
Institution	Major	Degree	Year
Cal. State San Bernardino	Marketing	Bachelor	2015
Cal. State San Bernardino	Sports Entertainment	Bachelor	2015

WORK/VOLUNTEER EXPERIENCE				
Organization	City	Position	From	To
Stagecoach Days	Banning	Volunteer	2015	Present
Beaumont-Cherry Valley Foundation	Beaumont	Director	2026	Present

STATEMENT OF QUALIFICATIONS

Please briefly describe your qualifications and why you are interested in serving on the BCVRPD Board of Directors.

Please see attached.

CERTIFICATION

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

Sammi Shubin

05.08.2026

Signature

Date

Sammi Jo Shubin

Printed Name

Dear Members of the Parks District Board,

I am writing to formally apply for a position on the Parks District Board. I bring a strong background in management, community involvement, and event coordination, along with hands-on experience in planning, budgeting oversight, and logistics.

Through my work with Stagecoach Days, I have developed practical skills in fundraising, organizing large-scale community events, and coordinating with partners and volunteers to deliver successful outcomes. These experiences have sharpened my communication, follow-through, and decision-making — qualities I believe are essential for an effective board member.

Over the past year, I have made a deliberate effort to attend more board-hosted events and become increasingly involved in the community. That involvement has deepened my appreciation for the positive impact these programs have on residents, while also giving me insight into opportunities for growth and improvement. Being actively present has reinforced my commitment to contributing in a more meaningful way to the Parks District's mission.

One example is the Michelada Fest. Despite transitioning from a two-day to a one-day format, attendance and engagement remained strong. Hosting the event at Bogart Park showcased an underutilized community space and created the kind of welcoming, small-town atmosphere that resonates with Beaumont residents. I would be eager to help build on that success across all of our parks.

Additionally, I was recently selected to serve as a Director on the Foundation Board. This role has enhanced my understanding of board governance and decision-making, while allowing me to strengthen community relationships and gain a clearer picture of the needs and priorities of our parks system.

I am interested in running for the District 1 seat, and I believe serving now would allow me to gain additional knowledge and be better prepared to serve residents. If selected, I would be able to learn the role and contribute right away; if elected, I would already have a strong understanding of the position's responsibilities, support a smoother transition and enable me to be effective from day one.

Thank you for your time and consideration. I welcome the opportunity to further discuss my application.

Sammi Jo Shubin

Executive Assistant | Project & Operations Management

Beaumont, California 92223 • (909) 835-2938
sammi.shubin@yahoo.com

Seasoned administrative and project management professional with extensive experience supporting executives, managing railroad and infrastructure projects, and improving operational workflows. Strong history of delivering results, optimizing systems, and maintaining compliance across diverse industries. Known for organization, communication, and problem-solving in fast-paced environments.

Professional Experience

Herzog Construction Company (HCC), Rancho Cucamonga, CA
Project Manager of Signal, Communications, and Train Control

October 2024 - Present

Provided essential support to the Assistant General Manager and field teams on railroad and agency, ensuring compliance with contracts, safety regulations, and client requirements. Coordinated materials, documentation, and subcontractor activities to maintain project schedules and operational efficiency.

- Coded and tracked materials, labor, and equipment for railroad signal team; ensured timely delivery to job sites.
- Assisted with subcontractor administration, performance monitoring, and compliance with railroad industry standards.
- Coordinated permits and approvals for construction activities, including railroad crossings, signaling, and safety compliance documentation.
- Maintained knowledge of railroad contractual obligations between HCC and signal operators, ensuring project deliverables met all requirements.
- Promoted an HCC culture of safety, compliance, and operational excellence.

TransitAmerica/Herzog Construction Company, Rancho Cucamonga, CA
Account Administrator

May 2022 - October 2024

Managed client relationships and project performance tracking for railroad operations, focusing on compliance, data analysis, and reporting. Supported project planning and resource allocation to improve operational efficiency and service delivery.

- Served as primary liaison with agency, handling all account-related communications and inquiries.
- Processed full-cycle invoicing and payroll, maintaining accurate financial records and timely payments.
- Assisted with budgeting, expense tracking, and reporting to support management decisions.
- Coordinated ordering and procurement of materials and supplies to meet project needs.
- Generated financial and operational reports, providing insight into project costs and resource allocation.

Flame USA, Brea, CA
Office Manger

2021- 2022

Effectively supervised approximately 40 full-time employees and coordinated up to 100 seasonal staff, ensuring smooth daily operations and consistent service quality. Oversaw financial reporting and payroll processing, maintaining accurate records and ensuring teams stayed aligned with annual performance goals. Partnered with ownership to review daily and weekly performance reports, establish operational targets, and support a positive, productive workplace culture. Conducted detailed audits of inbound and outbound inventory for accuracy and evaluated store layouts and visual presentations to support efficient workflow and customer engagement.

- Trained and mentored team members with diverse backgrounds and communication styles, contributing to the advancement of five associates into promoted roles.
- Managed inventory levels by monitoring customer trends and shipment activity, supporting operational planning and enabling the sales team to promote high-demand items aligned with local consumer needs

Matich Corporation, San Bernardino, CA
Contract Administrator

2018 - 2021

Provided daily support to executive members and engineering members related to compiling and processing reports, managing current workflow, and handling contracts related to City, County, and Caltrans asphalt projects ranging between \$100K and \$22M in project size. Compiled bid information, including subcontractor submissions; verifying bond and insurance policies, and submitting material requirements to the client for approval prior to the start of the project. Maintained all contract records, both electronic and hard copy, for each projects, and archived previous contracts with all relevant parties. Leveraged strong multitasking skills to manage customer service, data entry, business correspondence, spreadsheets, and organization charts.

- Reorganized project spreadsheets to ensure accurate processing of payments and inputting of data to allow a more real-time update of project metrics and information.
- Proactively took on additional responsibilities across the department due to downsizing of the company related to the Covid-19 pandemic. Gained valuable cross-training in other responsibilities related to project management.

Fossil, Ontario, CA
Sales Manager

2016 - 2018

Oversaw the daily operations of the store, which included approximately \$500K in annual revenues and a team of 15-20 sales associates. Managed all performance metrics related to the store's performance, along with handling payroll and performance reviews for team members. Prepared the annual budget, reviewed expenditures, analyzed variances and developed action plans relating to financial metrics, loss prevention, and reducing expenses. Strategically developed marketing plans to promote merchandise, as well as reviewed advertising ideas and display plans.

- Identified key areas to increase customer satisfaction in the store by building strong rapport with customers while in-store and training employees on handling difficult situations and customer inquiries.
- Reorganized all inventory both on the floor and in the backroom ensuring all products available for sale had the appropriate packaging to accompany the item. This allowed for accurate inventory of all items onsite, as well as managing inventory levels more accurately.

Tommy Hilfiger, Cabazon, CA
Sales Manager, 2011 - 2016
Sales Associate / Team Lead, 2009 - 2011

2009 - 2016

Areas of Expertise

- ◆ Customer Relations & Client Support
- ◆ Meeting & Scheduling Coordination
- ◆ Process Improvement & Operations
- ◆ Data Analysis & KPI Reporting
- ◆ Subcontractor & Vendor Management
- ◆ Project Documentation & Compliance
- ◆ Database & Records Management
- ◆ Organizational & Multitasking Strengths
- ◆ Communication & Cross-Functional Collaboration

Education

Bachelor of Arts in Marketing and Sports Entertainment (2015)
California State University, San Bernardino, California



APPLICATION FOR APPOINTMENT BEAUMONT-CHERRY VALLEY RECREATION & PARK DISTRICT

Term

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Instructions

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Date Due: Friday, May 8th, by 12:00p.m.

Candidates are requested to attend the Board Meeting on Wednesday, May 13th at 5:30p.m., at which time the Board will conduct live interviews during the public session.

Thank you for your interest.

CORPORATION: _____ DATE: _____

NAME: Johnathan Sotelo AGE (optional): 40

RESIDENCE ADDRESS: 494 Akindale Way Beaumont CA 92223

BUSINESS OR MAILING ADDRESS: _____

PHONE (DAYTIME): 9096601494 PHONE (EVENING): _____

E-MAIL: prerunr10@aol.com

EDUCATION			
Institution	Major	Degree	Year
CHC/Valley College	Teaching	AA	2005-2010
Construction License	General		2012

WORK/VOLUNTEER EXPERIENCE				
Organization	City	Position	From	To
Bear Construction	Inland Empire	Owner-Self Employed	2005	current
BYBSB	Beaumont	Coach/Board Member	2022	current
Wild Wood Little League		Coach	prior to 2020	

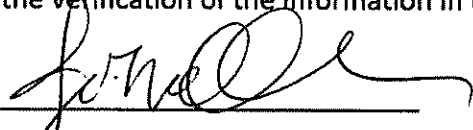
STATEMENT OF QUALIFICATIONS

Please briefly describe your qualifications and why you are interested in serving on the BCVRPD Board of Directors.

I am interested in Serving on the Board of Directors. I value the important role parks and recreational programs play in building healthy, connected and thriving communities. Well maintained public services provide opportunists for physical activity, community connections, competitive sports and community connection for all ages. I am committed to supporting thoughtful planning and responsible improvement that will balance community needs. I believe community input and collaborations are a necessity to ensure parks and recreation serve local priorities. By serving this board I hope to contribute my time, perspective, promote youth development and dedication to enhancing the recreational spaces and programs that improve quality of life and promote long term community well-being.

CERTIFICATION

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.


Signature

5/8/20
Date

Johnathan Sotelo
Printed Name

ORDINANCE NO. 2026-02

**ORDINANCE OF THE BOARD OF DIRECTORS OF THE
PASS AREA RECREATION AND PARK DISTRICT
AMENDING ORDINANCE NO. 2025-01 CHANGING ONLY
THE ELECTION SEQUENCING OF DIVISION 1 TO BEGIN
BY-DIVISION ELECTIONS IN NOVEMBER 2026 INSTEAD
OF NOVEMBER 2028**

WHEREAS, in 2025, the Board of Directors (“Board”) of the Beaumont-Cherry Valley Recreation and Park District adopted Resolution No. 2025-04, which officially changed their legal name to the Pass Area Recreation and Park District (“District”); and

WHEREAS, the Board is the five-member elected legislative and deliberative public body serving the citizens of the District; and

WHEREAS, in 2025, the Board adopted Ordinance No. 2025-01, which changed the District’s election system from an at-large system to a by-division system and approved a map which established boundaries for five electoral divisions within the District. The Ordinance also established the following sequencing of elections: In November 2026, Directors shall be elected in Divisions 3 and 4. In November 2028, Directors shall be elected in Divisions 1, 2, and 5; and

WHEREAS, in a tragic turn of events, Board Member Dan Hughes, who was last elected to the Board at large in November 2024, died unexpectedly on Wednesday, April 15, 2026. Ordinance 2025-01 sets forth a procedure for filling Board vacancies. It states: “If any vacancies in Director offices elected at-large occur before expiration of the full term thereof, such vacancies shall be filled according to law from the District at-large.”; and

WHEREAS, for the purposes of coming into compliance with the California Voting Rights Act and related state law more quickly than originally planned, the Board desires to amend Ordinance 2025-01 to move up the election sequencing of the Division 1 election from November 2028 to November 2026. Instead of Division 1 holding an election at-large to select a replacement to fill the Board vacancy created by Director Hughes’ death, the Board desires to move up the by-division election for the newly created Division 1 to the November, 2026 Election; and

WHEREAS, the Board is not required to nor does it desire to amend the division map adopted via Ordinance No. 2025-01 in any way; and

WHEREAS, due to Director Hughes’ death, there is no person with a vested right in serving in or maintaining the vacant seat as an at-large seat until the November 2028 Election; and

WHEREAS, there are financial and logistical benefits to the District by moving up the by-division election of Division 1 from November 2028 to November 2026; and

WHEREAS, in order to comply with applicable state law, the District is considering the first and second reading of this proposed Ordinance at two noticed public hearings conducted at regular Board meetings; and

WHEREAS, all other legal pre-requisites to the adoption of this Ordinance have occurred.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE PASS AREA RECREATION AND PARK DISTRICT DO ORDAIN AS FOLLOWS:

SECTION 1. Incorporation of Recitals. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. Purpose and Authority. The purpose of this Ordinance is to move up the sequencing of by-district elections, specifically changing Division 1's election sequencing from November 2028 to November 2026. This Ordinance is adopted pursuant to the District's authority under California Elections Code Section 10010 and California Elections Code Section 10650. It is declared that the purpose of the change in election timing is to implement the guarantees of and further the purposes of Section 7 of Article I and of Section 2 of Article II of the California Constitution, as set forth in the California Voting Rights Act (Sections 14025 through 14032 of the California Elections Code).

SECTION 3. Amendment of By-Division Election Sequencing of Division 1. Section 5 (Term of Office and Elections) of Ordinance No. 2025-01 shall be amended, in full, to state:

“SECTION 5. Term of Office and Elections.

- a. A Director in office at the time this Ordinance takes effect shall continue in office until the expiration of the full term to which they were elected or appointed and until his or her successor is qualified. Except as provided herein, if vacancies in Director offices elected at-large occur before expiration of the full term thereof, such vacancies shall be filled according to law from the District at-large.
- b. The term of the current at-large Board seat vacated by Director Hughes shall expire with the November, 2026 General District Election and a new four-year term representing Division 1 shall be elected by-division with the November, 2026 General District Election.
- c. In November 2026, Directors shall be elected in Divisions 1, 3, and 4.
- d. In November 2028, Directors shall be elected in Divisions 2 and 5.
- e. Except as provided in subsection (a) of this Section 5, the Director elected to represent a division must live in that division and be a registered voter in that division, and any candidate for Director must live in and be a registered voter in, the division in which they seek election at the time nomination papers are issued, pursuant to California Elections Code Section 10227.”

SECTION 4. CEQA. The Board of Directors finds that the actions taken in this Ordinance are exempt from the requirements of the California Environmental Quality Act (“CEQA”) pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3), because it can be said with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

SECTION 5. Implementation. The General Manager is authorized and directed to take all other reasonable and appropriate action to fully implement of the provisions of this Ordinance.

SECTION 6. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 7. Reservation of Rights. The District Board of Directors reserves the right to repeal this Ordinance or re-establish at-large elections in accordance with law should the California Voting Rights Act be declared illegal, or as may be in the best interests of the District.

SECTION 8. Certification. The District Clerk of the Board shall certify to the adoption of this Ordinance and cause publication to occur in a newspaper of general circulation and published and circulated in the City of Beaumont in a manner permitted under Section 25124 of the Government Code of the State of California.

SECTION 9. Effective Date. This Ordinance shall become effective thirty (30) days after adoption.

APPROVED and **ADOPTED** by the Board of Directors of the Pass Area Recreation and Park District at a regular Board meeting and signed by the Board Chairman and attested by the Board Clerk this 10th day of June, 2026, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Janet Covington, Chairwoman of the Board
Pass Area Recreation and Park District

Attest:

Kaylee Gemmell, Clerk of the Board

Approved as to form:

Best Best & Krieger LLP, General Counsel

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss
PASS AREA RECREATION AND PARK DISTRICT)

I, Kaylee Gemmell, Board Clerk, hereby certify that the attached is a true copy of Ordinance No. 2026-02, introduced by the Board of Directors of the Pass Area Recreation and Park District, California, at a regular meeting held the 13th day of May, 2026. Ordinance No. 2026-02 was approved, passed, and adopted at a regular meeting held the 10th day of June, 2026 by the following vote:

<u>Board Members:</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
DIERCKS	_____	_____	_____	_____
COVINGTON	_____	_____	_____	_____
	_____	_____	_____	_____
FLORES	_____	_____	_____	_____
LINNEMANN	_____	_____	_____	_____

WITNESS my hand and official seal of the Pass Area Recreation and Park District this 10th day of June, 2026.

Kaylee Gemmell, Board Clerk



Staff Report

Agenda Item No. **10.3.**

To: Board of Directors
From: Kaylee Fuerte, Clerk of the Board
Via: Mickey Valdivia, General Manager
Date: May 13th, 2026
Subject: Approval to Update 2026 Committee Assignments to Fill Vacancies

RECOMMENDATION:

Staff recommends the Board of Directors approve the updated 2026 Committee Assignments by reassigning current Board member roles to ensure adequate representation and coverage in light of the existing vacancy.

BACKGROUND AND ANALYSIS:

Due to the passing of Director Hughes, several committee positions previously assigned to that seat are now vacant, creating gaps in representation and participation.

The vacant committee assignments include ***(Parenthesis indicate current Vacant Seat):***

- Collaborative Agency (Alternate)
- PAYBS Liaison (Director)
- Government Liaison (Chair)
- Foundation Fundraising Committee (Chair)
- BCVRPD Policy Committee (Director)
- BCVWD 2x2 (Chair)
- Strategic Planning Committee (Alternate)
- Special Events Committee (Alternate)
- Banning 2x2 (Chair)
- Beaumont 2x2 (Alternate)
- Calimesa 2x2 (Alternate)
- Cherry Festival Ad Hoc (Director)
- State Lobbyist Committee (Chair)
- Calimesa Little League Committee (Director)

Rearranging current Board member assignments and appointing new Board member representation where needed serves as an interim solution.

This approach:

- Maintains continuity and institutional knowledge within committees
- Minimizes disruption to existing assignments
- Ensures committees remain staffed and functional

FISCAL IMPACT:

There is no direct fiscal impact associated with updating committee assignments.

Respectfully,

Kaylee Fuerte,
Clerk of the Board



BCVRPD PROPOSED Committee Assignments 2026

2026		Chair	Director	Alternate	Notes/Other	Staff
Finance Committee	Diercks	Covington	Flores	Thurs Before Board Meeting @ 4:00 p.m. (NC)	Mickey, Alyssa	
Personnel Committee	Covington	Diercks	Linnemann	1st Tues @ 12:00 p.m. (TBA)	Mickey, Deidre	
Collaborative Agency	Linnemann	Flores		1st Wed Bi-monthly @ 5:00 p.m. (City Hall)	Mickey	
Facility Ad Hoc	Flores	Covington	Diercks	3rd Fri @ 10:30 a.m. (NC)	Noah, Mickey, Aaron	
PAYBS Liaison	Diercks		Flores	1st & 3rd Tues @ 7:00 p.m. (BYB Office)	Noah, Mickey	
Government Liaison		Linnemann	Covington	3rd Tues @ 10:30 a.m. (NC)	Mickey	
Foundation Fundraising Committee		Shubin/Acovedo	Diercks	3rd Fri @ 9:00 a.m. (NC)	Mickey, Noah	
BCVRPD Policy Committee	Covington		Diercks	1/9 & 1/23 @ 11:30 a.m. (NC)	Mickey, Deidre, Alyssa	
New Committee Suggestions						
BCVWD 2x2		Flores	Linnemann			
Rebranding Committee	Diercks	Linnemann	Covington			
Construction Document Pre-Bid & Oversight Ad Hoc	Flores	Diercks	Linnemann			
Strategic Planning Committee	Covington	Flores		Ad Hoc - as needed		
Special Events Committee	Flores	Linnemann				
Banning 2x2		Diercks	Linnemann			
Beaumont 2x2	Linnemann	Flores				
Calimesa 2x2	Linnemann	Flores				
Cherry Festival Ad Hoc	Linnemann		Diercks			
Bogart Park Ad Hoc	Flores	Covington	Linnemann			
Danny Thomas Ranch Ad Hoc	Covington	Diercks	Flores			
State Lobbyist Committee		Linnemann	Covington			
Calimesa Little League Committee	Diercks		Flores			
BCVRPC Finance Committee	Shubin	Diercks/Covington	Flores			
Chair	Dan Hughes	Chris Diercks	John Flores	Christian Linnemann	Janet Covington	
Director	5	5	4	4	4	
Alternate	4	4	5	4	5	
Alternate	5	4	5	5	3	
Total	9/14	9/13	9/14	8/13	9/12	



Staff Report

Agenda Item No. **10.4.**

To: Board of Directors
From: Laurie Marscher, CPA
Via: Mickey Valdivia, General Manager
Date: May 13th, 2026
Subject: Approval of FY 26/27 Budget (First Reading)

RECOMMENDATION:

Staff recommends that the Board of Directors

1. Receive and review the proposed Fiscal Year 26-27 Budget; and
2. Approve the first reading of the proposed budget and provide direction to staff, as appropriate.

BACKGROUND AND ANALYSIS:

Each fiscal year, the District prepares and presents a proposed operating budget for review and adoption by the Board of Directors. The budget serves as the District's financial planning document and outlines anticipated revenues, expenditures, capital projects, and operational priorities for the upcoming fiscal year.

Staff has prepared the proposed Fiscal Year 26-27 Budget based on current financial information, projected revenues, operational needs, planned programs, maintenance requirements, and capital improvement priorities.

During the first reading, staff will provide an overview of the proposed budget, highlight major changes or adjustments from the current fiscal year, and answer questions from the Board.

Board feedback received during this review process may be incorporated into the final proposed budget prior to adoption.

FISCAL IMPACT:

Approval of the first reading does not constitute final adoption of the budget but allows the budget review process to continue. The proposed Fiscal Year 26-27 Budget includes anticipated revenues and expenditures necessary to support District operations and services.

Respectfully,

A handwritten signature in black ink, appearing to be "LM", written in a cursive style.

Laurie Marscher
CPA

Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27

	Distribution account	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
1	Income				
2	A - Property Taxes				
3	40001 Property Tax Current Secured	1,988,090.45	3,495,740	3,844,750	9.984%
4	40002 Property Tax Current Supplement	55,675.25	71,000	58,459	-17.663%
5	40003 Property Tax Current Unsecured	187,819.41	187,500	108,226	-42.279%
6	40004 Property Tax Prior Supplemental	38,224.58	35,700	40,136	12.426%
7	40005 Property Tax Prior Unsecured	246.34	500	-	0.000%
8	40006 CA Homeowners Tax Relief	11,535.45	23,000	23,965	4.196%
9	40007 Redevelopment (RDA)	2,966.77	3,000	-	0.000%
10	40010 Low Moderate Income Housing	-	7,000	-	0.000%
11	40401 Interest - Invested Funds	10,509.92	16,800	20,000	19.048%
12	Total for A - Property Taxes	2,295,068.17	3,840,240	4,095,536	6.648%
13	B - Recreation Revenue				
14	40277 Pass Area Youth Baseball	57,392.25	50,000	157,038	214.076%
15	40519 Miscellaneous Programming	680.00	20,600	500	-97.573%
16	40600 Adult Softball	16,175.00	40,000	20,000	-50.000%
17	40601 Banner Sales	1,200.00	-	5,000	0.000%
18	40602 Contract Instructor	13,287.00	14,500	10,000	-31.034%
19	Bogart Park				
20	40201 Camping	25,478.70	50,000	37,500	-25.000%
21	40202 Gate Entrance	19,648.75	22,500	42,750	90.000%
22	40205 Annual Passes	8,600.00	14,000	10,000	-28.571%
23	40207 Caretaker Rent	2,100.00	3,600	3,600	0.000%
24	40XXX - Bogart Miscellaneous	55.00	700	-	-100.000%
25	40209 Fishing Pass	5,434.00	12,000	6,000	-50.000%
26	Total for Bogart Park	61,316.45	102,800	99,850	-2.870%
27	Total for B - Recreation Revenue	150,050.70	227,900	292,388	28.297%

Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27

Distribution account		YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
28	C - Facility Use/Rental Revenue				
29	40101 Registrations (BYB)	5,625.00	5,625	-	-100.000%
30	40103 Noble Creek Caretaker Rent	2,700.00	4,800	3,600	-25.000%
31	40106 Equestrian Arena	1,100.00	2,000	1,500	-25.000%
32	40107 Fields	18,900.00	19,000	25,000	31.579%
33	40109 Grange	23,430.00	25,000	25,000	0.000%
34	40112 Noble Creek Park - Zone Rentals	13,140.00	13,500	10,000	-25.926%
35	40113 Noble Creek RV Space	29,590.50	50,000	102,020	104.040%
36	40114 Noble Creek Clubhouse/Snack Bar	3,360.95	8,000	20,000	150.000%
37	40115 Thunder Alley Raceway	5,603.90	4,200	6,000	42.857%
38	40116 Women's Club	1,508.00	1,600	1,500	-6.250%
39	40117 24B Station	995.00	750	1,000	33.333%
40	40119 NCCC	20,920.00	18,585	18,000	-3.148%
41	40120 Horseshoe Pits	-	500	-	-100.000%
42	40122 Maintenance Shop "C"	450.00	2,700	900	-66.667%
43	40603 Fire Camp	41,250.00	41,250	-	-100.000%
44	40701 DT Ranch - House Rental	14,210.00	18,000	18,000	0.000%
45	Total for C - Facility Use/Rental Revenue	182,783.35	215,510	232,520.0	7.893%
46	D - Operational Revenue				
47	40123 Summerwinds Park	27,770.23	45,000	-	-100.000%
48	40502 Gift form BCVRPIC	-	-	25,000	0.000%
49	40604 Quimby/DIF Fees	72,036.60	25,900	25,000	-3.475%
50	40605 Miscellaneous	25,231.15	25,285	23,100	-8.641%
51	Grants				
52	40302 County of Riverside Funding	-	-	-	0.000%
53	40304 CDBG	-	-	-	0.000%
54	Total for Grants	-	-	-	-
55	Total for D - Operational Revenue	125,037.98	96,185	73,100	-24.001%

Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27

	Distribution account	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
56	E - Special Events Income				
57	40503 Spring Fling	1,075.00	1,500	1,500	0.000%
58	40504 Fishing Derby	2,362.00	5,000	5,000	0.000%
59	40505 Movies	-	5,000	-	-100.000%
60	40507 Oktoberfest	27,730.79	27,750	27,000	-2.703%
61	40509 Tournaments	47,000.00	50,000	50,000	0.000%
62	40510 Winterfest	5,846.00	5,850	5,000	-14.530%
63	40512 Pumpkin Carve	601.00	600	600	0.000%
64	40513 Fiesta De Mayo	-	6,000	1,000	-83.333%
65	40515 1K/5K Run	225.64	250	250	0.000%
66	40516 BBQ in the Pass	67,305.61	67,350	70,000	3.935%
67	Total for E - Special Events Income	152,146.04	169,300	160,350	-5.286%
68	Total for Income	2,905,086.24	4,549,135	4,853,894	6.699%

Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27

	Distribution account	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
69	Expenses				
70	K - General/Operational Expenses				
71	Bank Fees/Interest				
72	50255 Bank Service Charges	273.00	500	500	0.000%
73	50256 Bank Checks	705.55	1,500	1,500	0.000%
74	50257 Safe Deposit Box	142.00	100	100	0.000%
75	50258 Interest Expenses	3,221.19	4,500	11,750	161.111%
76	50419 Credit Card % Fees	20,746.47	25,000	30,000	20.000%
77	50425 Finance Charges	204.60	200	200	0.000%
78	50426 Late Fee's	140.00	200	200	0.000%
79	Total for Bank Fees/Interest	25,432.81	32,000	44,250	38.281%
80	Board of Directors				
81	50225 Director Fees	22,515.17	36,000	36,000	0.000%
82	50226 Training - Strategic Planning	-	4,000	5,000	25.000%
83	50227 Travel and Conference	8,949.23	20,000	25,000	25.000%
84	50228 Election Expense	-	40,000	50,000	25.000%
85	50230 Board Room/Facility IT	13.05	15,000	15,000	0.000%
86	Total for Board of Directors	31,477.45	115,000	131,000	13.913%
87	Contract Services				
88	50170 IT Support	28,796.32	43,000	43,000	0.000%
89	50114 Insurance - Liability (Capri)	101,305.00	101,500	115,000	13.300%
90	50173 Memories by Darci Walls	-	2,000	2,000	0.000%
91	50180 Paychecks Flex	8,970.37	11,500	11,500	0.000%
92	50183 Clover	399.70	400	-	-100.000%
93	50181 Streamline	6,600.00	6,600	6,600	0.000%
94	50182 Security	22,444.00	15,000	-	-100.000%
95	Total for Contract Services	168,515.39	180,000	178,100	-1.056%

Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27

	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
Distribution account				
96 Dues/Subscriptions/Memberships				
97 50XXX - Admin - Dues/Memberships	14,460.72	16,985	15,000.00	-11.687%
98 50XXX - Maintenance - Dues/Memberships	-	1,000	3,000.00	200.0000%
99 50XXX - Maintenance - Certificates	-	-	3,000.00	100.0000%
100 Total for Dues/Subscriptions/Memberships	14,460.72	17,985	21,000	16.764%
Office Expenses				
101 Office Expenses				
102 50417 Business Meals	508.04	1,000	1,500	50.0000%
103 50418 Computer Equip & Maintenance	9,210.64	8,430	10,000	18.624%
104 50420 Meeting Expenses	4,316.83	10,000	10,000	0.0000%
105 50421 Safety	5,534.55	7,000	7,000	0.0000%
106 50423 Signage	-	1,000	-	-100.0000%
107 50270 Copier Lease	7,351.71	11,000	11,000	0.0000%
108 50273 Office Supplies	9,018.63	11,500	11,500	0.0000%
109 50274 PO Box	488.00	1,000	500	-50.0000%
110 50276 Postage/Stamps	342.64	1,000	750	-25.0000%
111 50XXX - Licenses & Permits	2,312.28	2,100	3,200	52.381%
112 50275 Recycling/Shredding	-	500	500	0.0000%
113 Total for Office Expenses	39,083.32	54,530	55,950	2.604%
Professional Fee's				
114 Professional Fee's				
115 50190 Auditing	80,711.00	60,000	60,000	0.0000%
116 50196 GASB 68	-	1,500	1,500	0.0000%
117 50197 GASB 74/75	-	3,000	3,000	0.0000%
118 50191 Professional Services (Class & Comp)	-	-	50,000	0.0000%
119 50192 Legal Fee's	114,523.06	110,000	71,000	-35.455%
120 50193 Lobbyist	17,500.00	22,500	32,500	44.444%
121 50195 CPA Services	170,833.24	194,000	85,000	-56.186%
122 50198 State Controllers Report	-	1,500	-	-100.0000%
123 50200 Payroll Processing	56.96	100	-	-100.0000%
124 Total for Professional Fee's	383,624.26	392,600	303,000	-22.822%

Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27

	Distribution account	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
125	Public Relations				
126	50201 Social Media	31,680.00	46,000	5,000	-89.130%
127	50280 Business Cards	870.00	5,000	5,000	0.000%
128	50281 Chamber Breakfast/Installation	793.52	2,000	10,000	400.000%
129	50282 Flowers	394.25	500	500	0.000%
130	50414 Advertising & Publicity	1,161.68	3,000	-	-100.000%
131	50283 Flag Program	-	500	-	-100.000%
132	50285 Marketing & Advertising	-	5,000	8,000	60.000%
133	50286 Rebranding	-	20,000	20,000	0.000%
134	Total for Public Relations	34,899.45	82,000	48,500	-40.854%
135	Total for K - General/Operational Expenses	697,493.40	874,115	781,800	-10.561%

Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27

	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
136 L - Facility Expenses				
137 Bogart Park				
138 Operations				
139 50149 Signage	-	1,000	2,500	150.000%
140 50150 Computer/IT	120.99	5,000	5,000	0.000%
141 50153 Office Supplies	57.10	1,500	2,000	33.333%
142 50155 Kiosk - Credit Card Fees	224.91	500	500	0.000%
143 5xxxx Park Programming	-	-	5,000	0.000%
144 50242 Fish & Wildlife	83.95	500	500	0.000%
145 Total for Bogart Operations	486.95	8,500	15,500	82.353%
146 Bogart Repair & Maintenance				
147 50184 Landscape Services	36,348.74	33,000	-	
148 50XXX Grounds R & M	13,163.46	23,000	20,000	
149 50XXX Turf R & M	944.35	2,500	4,000	
150 50XXX Pest Control	-	-	16,500	
151 50XXX Irrigation	861.86	4,000	4,500	
152 50XXX Facilities R & M	3,811.69	26,300	15,000	
153 50XXX Janitorial Supplies	3,562.87	5,000	14,400	
154 50XXX Safety	-	-	2,000	
155 50XXX Equipment R & M	-	-	5,000	
156 50XXX Playground R & M	-	-	3,000	
157 50XXX Pond R & M	2,735.00	15,000	10,000	
158 50XXX Well R & M	-	8,000	8,000	
159 50XXX Security	-	-	18,900	
160 50XXX Tank R & M	-	2,500	2,500	
161 50XXX Equipment Purchases	6,119.44	8,000	20,000	
162 Total for Bogart Repair & Maintenance	67,547.41	127,300	143,800	12.962%

Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27

	Distribution account	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
163	Bogart Utilities				
164	50160 Electricity	12,896.73	21,000	21,000	
165	50161 Trash	17,938.83	24,000	24,000	
166	50162 Telephone & Internet	1,435.59	2,000	2,000	
167	50163 Water	15,610.08	35,000	35,000	
168	Total for Bogart Utilities	47,881.23	82,000	82,000	
169	Total for Bogart Park	115,915.59	217,800	241,300	10.790%

**Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27**

Distribution account		YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
170	DT Ranch				
171	50XXX Grounds R & M	33,118.02	28,000	5,000	
172	50XXX Pest Control	-	-	2,000	
173	50XXX Irrigation	-	-	2,000	
174	50XXX Tank R & M	-	-	2,500	
175	50XXX Well R & M	-	-	6,000	
176	50160 Electricity	-	-	-	
177	Total for DT Ranch	33,118.02	28,000	17,500.00	-37.500%
178	Grange				
179	50XXX Grounds R & M	-	-	2,000	
180	50XXX Turf R & M	-	-	1,500	
181	50XXX Pest Control	-	-	4,200	
182	50XXX Irrigation	-	-	2,500	
183	50XXX Facilities R & M	4,773.56	3,000	5,000	
184	50XXX Janitorial Services	-	-	10,000	
185	50XXX Janitorial Supplies	-	-	7,200	
186	50XXX Safety	-	-	1,000	
187	50XXX Equipment R & M	-	-	3,000	
188	50XXX Landscape Services	-	-	7,800	
189	50XXX Security	-	-	5,400	
190	50XXX Equipment Purchases	-	3,000	500	
191	50160 Electricity				
192	50161 Trash				
193	50162 Telephone & Internet				
194	50163 Water				
195	Total for Grange	4,773.56	6,000	50,100	735.000%

**Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27**

	Distribution account	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
196	Maintenance & Maintenance Yard				
197	50172 Clean by Design	16,825.00	25,000		Allocated by location
198	50175 Slugg Bugg	4,125.00	5,000		Allocated by location
199	50176 Landscaping Service	13,075.00	19,000		Allocated by location
200	50177 Turf Star	5,999.47	12,000		Allocated by location
201	50178 Gophix Gopher Control	34,500.00	34,000		Allocated by location
202	50264 Park/Grounds - Janitorial Supplies	47.08	100		Allocated by location
203	50265 Supplies - Janitorial Supplies	29,111.38	42,000		Allocated by location
204	50309 Fuel	3,775.83	7,000	7,000	Allocated by location
205	50XXX Grounds R & M	-	-	300	
206	50XXX Pest Control	-	-	1,200	
207	50XXX Irrigation	-	-	1,000	
208	50XXX Facilities R & M	1,343.86	3,000	3,000	
209	50XXX Safety	-	-	8,000	
210	50XXX Uniforms	3,266.29	5,500	5,500	
211	50XXX Equipment R & M	-	-	10,000	
212	50XXX Equipment Purchases	-	-	16,000	
213	50160 Electricity				
214	50161 Trash				
215	50162 Telephone & Internet				
216	50163 Water				
217	Total for Maintenance & Maintenance Yard	112,068.91	152,600	52,000	-65.924%

Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27

	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
Distribution account				
218 Noble Creek Comm Ctr/Franco Garden				
219 50XXX Grounds R & M	-	-	3,000	
220 50XXX Pest Control	-	-	1,000	
221 50XXX Irrigation	-	-	2,000	
222 50XXX Facilities R & M	23,694.02	26,000	5,000	
223 50XXX Janitorial Services	-	-	10,000	
224 50XXX Janitorial Supplies	-	-	7,200	
225 50XXX Safety	-	-	1,000	
226 50XXX Equipment R & M	-	-	2,500	
227 50XXX Landscape Services	-	-	10,400	
228 50XXX Security	1,377.00	5,500	5,400	
229 50XXX Equipment Purchases			2,500	
230 50160 Electricity				
231 50161 Trash				
232 50162 Telephone & Internet				
233 50163 Water				
234 Total for Noble Creek Comm Ctr/Franco Garden	25,071.02	31,500	50,000	58.730%
Noble Creek Park				
235 Noble Creek Park				
Noble Creek Fields				
236 Noble Creek Fields				
237 50XXX Turf R & M	6,180.95	11,000	13,000	
238 50XXX Pest Control	-	-	35,000	
239 50XXX Irrigation	1,428.55	3,000	5,000	
240 50XXX Facilities R & M	1,240.32	2,500	27,500	
241 50XXX Safety	-	-	2,000	
242 50XXX Equipment R & M	6,533.61	5,000	7,500	
243 50XXX Security	-	-	27,000	
244 50XXX Field Equipment Purchases	-	-	35,000	
245 50XXX Infield R & M	19,970.88	29,000	10,000	
246 Total for Noble Creek Fields	35,354.31	50,500	162,000	220.792%

Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27

	Distribution account	YTD Actuals	Revised	26/27	% Budget Difference
		03/31/26	Budget FYE 06/30/26	Estimated Budget	
247	Noble Creek Grounds				
248	50XXX Grounds R & M	35,108.59	38,000	40,000	
249	50XXX Turf R & M		500	9,000	
250	50XXX Pest Control	195.10	1,500	9,700	
251	50XXX Irrigation Control	5,296.88	6,000	7,000	
252	50XXX Facilities R & M	8,188.70	27,000	15,000	
253	50XXX Janitorial Supplies	-	-	15,000	
254	50XXX Safety	-	-	3,000	
255	50XXX Equipment R & M	-	-	-	
256	50XXX Landscape Services	-	-	20,000	
257	50XXX Playground R & M	-	-	5,000	
258	50XXX Security	-	-	18,900	
259	50160 Electricity				
260	50161 Trash				
261	50162 Telephone & Internet				
262	50163 Water				
263	Total for Noble Creek Grounds	48,789.27	73,000	142,600	95.342%
264	Total for Noble Creek Park	84,143.58	123,500	304,600	146.640%

**Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27**

		YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
265	Women's Club				
266	50XXX Grounds R & M	-	-	1,000	
267	50XXX Pest Control	-	-	600	
268	50XXX Irrigation Control	-	-	500	
269	50XXX Facilities R & M	594.01	2,000	2,000	
270	50XXX Janitorial Services	-	-	10,000	
271	50XXX Janitorial Supplies	-	-	2,500	
272	50XXX Safety	-	-	1,000	
273	50XXX Uniforms	-	-	-	
274	50XXX Equipment R & M	-	-	1,000	
275	50XXX Landscape Services	-	-	7,800	
276	50XXX Security	-	-	5,400	
277	50XXX Equipment Purchases	-	1,000	500	
278	50160 Electricity				
279	50161 Trash				
280	50162 Telephone & Internet				
281	50163 Water				
282	Total for Women's Club	594.01	3,000	32,300	976.667%
283	Total for L - Facility Expenses	375,684.69	562,400	747,800	32.966%

Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27

	Distribution account	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
284	M - Employee Costs				
285	Employee Training & Seminars				
286	50125 Conferences	13,691.21	20,000	20,000	
287	50126 License Renewal	660.00	2,000	3,000	
288	50128 School Tuitions/Books	10,593.58	15,000	25,000	
289	50129 Workshops/Webinars	-	2,500	2,500	
290	Total for Employee Training & Seminars	24,944.79	39,500	50,500	27.848%
291	Insurance - Employee's				
292	50106 Admin Fee	83.42	2,000	2,000	
293	50107 Dental Insurance	8,310.73	16,000	18,000	
294	50108 Disability Insurance	1,518.00	3,000	3,000	
295	50109 Flex Benefit Plan	14,936.90	32,000	20,000	
296	50110 Health Insurance	93,652.33	174,000	150,000	
297	50111 Accident Insurance	6,621.38	10,500	10,500	
298	50112 Vision Insurance	1,093.64	2,000	2,000	
299	Total for Insurance - Employee's	126,216.40	239,500	205,500	-14.196%
300	Other Employee Costs				
301	50120 Medical Exam Expense	1,345.00	1,000	1,500	
302	50121 Employee Fingerprinting	396.00	1,000	1,000	
303	50122 Employee (Shoe) Reimbursement	948.79	2,500	5,600	
304	50408 Staff Picnic/BBQ	-	-	-	
305	50409 Staff Appreciation	10,140.39	15,000	15,000	
306	50410 Employee of the Quarter	-	-	-	
307	50415 Awards & Recognition	702.50	-	2,000	
308	50427 Team Building	-	-	-	
309	Total for Other Employee Costs	13,532.68	19,500	25,100	28.718%

Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27

	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
310 Retirement & OPEB Expense				
311 50102 CALPERS - Retirement	86,695.94	130,000	130,000	
312 50103 CALPERS - Unfunded Health	10,285.34	12,500	10,500	
313 50104 CALPERS - Unfunded Retiree	90,118.45	136,070	128,716	
314 50105 457 Employee Pension Plan	13,813.40	17,500	20,252	
315 Total for Retirement & OPEB Expense	200,913.13	296,070	289,468	-2.230%
316 Wages, Salaries & Benefits				
317 50100 Car Allowance	8,307.60	11,500	11,400	
318 50115 Insurance - Workers comp	63,323.00	63,500	79,300	
319 50116 Payroll Tax Expense	40,855.29	50,000	58,365	
320 50117 Salaries & Wages	992,249.79	1,356,000	1,550,000	
321 Total for Wages, Salaries & Benefits	1,104,735.68	1,481,000	1,699,065	14.724%
322 Total for M - Employee Costs	1,470,342.68	2,075,570	2,269,633	9.350%
323 N - Recreation Activity Expenses				
324 50374 Golf League	373.81	20,000	1,000	
325 50368 Snack Bar Expense	1,800.00	-	15,000	
326 50396 Pass Area Baseball & Softball Expense	63,909.75	57,500	65,000	
327 50XXX Pass Area Baseball & Softball Umpires	-	-	45,000	
328 50411 Base/Softball Equipment Purchases	20,016.81	45,000	45,000	
329 50412 Base/Softball Grounds Equipment	17,101.89	13,000	-	
330 50413 Adult Softball Expense	14,634.46	20,000	15,000	
331 50429 Annual Programming	325.93	5,000	5,000	
332 50310 Baseball Equipment - R & M Equipment	650.82	10,000	10,000	
333 Total for N - Recreation Activity Expenses	118,813.47	170,500	201,000	17.889%

Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27

	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
Distribution account				
334 S - Special Events Expense				
335 50351 Fishing Derby	929.55	9,000	9,000	
336 50352 Joint Event Expenses	9,489.71	15,000	15,000	
337 50353 Memorial Wall	-	-	5,000	
338 50354 Movies Under the Stars	1,590.00	8,000	8,000	
339 50356 Oktoberfest	48,540.20	47,500	55,000	
340 50358 Pumpkin Carve	1,266.00	1,300	1,300	
341 50359 Spring Fling	3,313.71	4,000	5,000	
342 50360 Tournaments	-	-	2,500	
343 50361 Welcome Home Vietnam Veterans	1,169.84	3,000	3,000	
344 50363 Winterfest	19,481.17	19,000	21,000	
345 50364 Arbor Day	1,408.00	3,000	300	
346 50365 BBQ in the Pass	68,531.91	69,000	60,000	
347 50369 Fiesta De Mayo	-	15,000	15,000	
348 50370 1K/5K Run	230.36	250	500	
349 50372 Foundation	61.77	100	-	
350 50373 Cherry Festival	65,676.21	-	-	
351 50428 Youth Memorial	-	66,000	1,500	
352 Total for S - Special Events Expense	221,688.43	260,150	202,100	-22.314%
U - Utilities				
353 U - Utilities				
354 50390 Electricity	73,290.85	110,000	110,000	to be allocated by location
355 50391 Gas	3,666.88	10,000	10,000	to be allocated by location
356 50392 Sewer	13,705.48	21,000	21,000	to be allocated by location
357 50393 Trash	50,795.57	70,000	70,000	to be allocated by location
358 50394 Water	42,824.92	60,000	60,000	to be allocated by location
359 50395 Propane	1,287.16	1,300	1,300	to be allocated by location
360 50400 Telephone/Internet	8,948.74	10,000	10,000	to be allocated by location
361 50401 Wireless Phones	6,616.82	10,000	10,000	to be allocated by location
362 Total for U - Utilities	201,136.42	292,300	292,300	0.000%

Beaumont-Cherry Valley Recreation and Park District
Budget Template
Fiscal Year Ended 06/30/27

Distribution account	YTD Actuals 03/31/26	Revised Budget FYE 06/30/26	26/27 Estimated Budget	% Budget Difference
363 V - Vehicle Expenses				
364 50237 DMV	64.00	100	500	
365 50375 Chevy	340.33	2,500	2,500	
366 50376 Fuel	9,890.29	15,000	20,000	
367 50377 Mileage	2,435.34	3,500	5,000	
368 50383 Water Trailer	-	1,000	1,000	
369 50384 2019 Chev. Traverse	2,492.42	4,000	5,000	
370 50385 Ford - F150 XLT	1,593.83	4,500	4,500	
371 5038X New Additional Maintenance Truck	-	40,000	40,000	
372 50381 Stage	-	-	7,500	
373 50382 Trailer (2 Tow Trailers)	-	-	3,000	
374 Total for V - Vehicle Expenses	16,816.21	70,600	89,000	26.062%
375 Total for Expenses	3,101,975.30	4,305,635	4,583,633	6.457%
376 Other income/Expense				
377 40400 Interest income	3,522.92	3,500	1,000	-71.429%
378 Transfer to Reserve Fund	75,000.00	135,000	175,000	29.630%
379 Loan payments	88,026.14	112,000	96,261	-14.053%
380 Capital Improvements	20,261.50	-	-	
381 Net Other Income/Expense	(179,764.72)	(243,500)	(270,261)	
382 Net Income	(376,653.78)	-	-	



Staff Report

Agenda Item No. **10.5.**

To: Board of Directors
From: Deidre Chatigny, Assistant General Manager
Via: Mickey Valdivia, General Manager
Date: May 13th, 2026
Subject: Approval of Pass Area Recreation and Parks District Logo

RECOMMENDATION:

Staff recommends the Board of Directors approve the proposed Pass Area Recreation and Park District logo as presented.

BACKGROUND AND ANALYSIS:

As part of the District's transition from the Beaumont-Cherry Valley Recreation and Park District to the Pass Area Recreation and Park District (PARPD), staff has worked to develop an updated logo that reflects both the District's history and the communities and landscapes it serves.

A draft version of the logo was previously presented to the Board of Directors during a Special Meeting. Following discussion, the Board requested that staff revise the design to simplify the logo and reduce the number of colors used, with a closer connection to the color palette featured in the District's original logo.

The revised logo continues to emphasize the surrounding mountain ranges to represent the "Pass Area," recognizing the District's location between several regional mountain ranges that help define the local landscape and community identity. The design also incorporates oak trees as a tribute to the District's original logo and longstanding history within the community.

Staff believes the updated design maintains a cleaner and more versatile appearance while still preserving important historical elements associated with the District, including recognition of the District's establishment in 1972.

The proposed logo is intended to be used for District branding, signage, uniforms, marketing materials, social media, and official District documents moving forward.

FISCAL IMPACT:

Any costs associated with implementation of the updated logo, including replacement of signage, uniforms, or printed materials, will occur gradually over time and will be incorporated into future operational budgets as needed. Staff intends to phase in the updated branding as materials naturally require replacement in order to minimize unnecessary costs.

Respectfully,

Deidre Chatigny
Assistant General Manager/HR Administrator



Staff Report

Agenda Item No. **X.X.**

To: Board of Directors
From: Employee
Via: General Manager
Date: Date
Subject: Subject

RECOMMENDATION:

BACKGROUND AND ANALYSIS:

FISCAL IMPACT:

Respectfully,

Employee
Title



Pass Area

RECREATION AND
PARKS DISTRICT



Staff Report

Agenda Item No. **X.X.**

To: Board of Directors
From: Employee
Via: General Manager
Date: Date
Subject: Subject

RECOMMENDATION:

BACKGROUND AND ANALYSIS:

FISCAL IMPACT:

Respectfully,

Employee
Title





Staff Report

Agenda Item No. **10.6.**

To: Board of Directors
From: Deidre Chatigny, Assistant General Manager
Via: Mickey Valdivia, General Manager
Date: May 13th, 2026
Subject: Approval of Vacation Policy

RECOMMENDATION:

Staff recommends the Board of Directors review, discuss, and approve the District Vacation Policy as presented.

BACKGROUND AND ANALYSIS:

Staff has developed a standalone Vacation Policy based on the District's existing vacation provisions currently contained within the Employee Handbook. The proposed policy was reviewed and updated through discussions with the Personnel and Policy Committees and has also been submitted to Best Best & Krieger (BB&K) for legal review. The attached version represents the most current draft incorporating committee input and revisions.

One of the most significant changes proposed in the policy is the transition from front-loading vacation hours at the beginning of the fiscal year to an accrual-based system where full-time employees earn vacation on a per pay period basis ("earn as you go"). Staff believes this approach provides a more consistent and manageable method of administering vacation benefits while aligning accruals more closely with actual time worked and years of service.

The policy also establishes standardized procedures for vacation accrual and usage for both full-time and part-time employees, including vacation request procedures, carry over and accrual cap limitations, vacation buy-back eligibility, and payout of accrued vacation upon separation from employment.

The proposed policy is intended to improve consistency in administration, provide employees with clearer expectations regarding vacation benefits, and ensure compliance with applicable employment practices.

FISCAL IMPACT:

Implementation of the proposed Vacation Policy is not anticipated to create a significant fiscal impact beyond the District's existing obligations related to employee vacation accruals and benefits. Vacation accruals and associated liabilities are incorporated into the District's regular budgeting and financial planning processes.

Respectfully,

A handwritten signature in black ink, appearing to read "Deidre Chatigny", written over a white background.

Deidre Chatigny
Assistant General Manager/HR Administrator



Beaumont-Cherry Valley Recreation and Park District Policy and Procedures

Policy Section: Personnel

Policy #: 2026-0__

Policy Title: Vacation Policy

Purpose

The purpose of this policy is to establish clear and consistent guidelines for the accrual, use, and administration of vacation benefits for eligible employees. This policy is intended to promote work-life balance, ensure equitable access to vacation time, and maintain efficient District operations through proper scheduling and oversight of employee absences.

Policy

Eligibility

This policy shall apply to regular full-time and part-time employees. Temporary, Casual and Seasonal employees are not eligible for vacation benefits or pay.

Unless explicitly stated in writing otherwise, no benefits or seniority accrues except during actual hours worked. Thus, employees will not accrue benefits or seniority entitlements during time away from work for voluntary or involuntary leave of absences. Seniority still accrues, however, during time away from the job for vacation, jury duty and military leave.

New employees will become eligible to use accrued vacation after they have completed their first year of employment.

Vacation Accrual: Vacation shall be earned from the date of hire, and based on accruals per pay period. (i.e., "earn as you go"). Paid vacations shall be accrued according to the following schedule:

Full-Time Employees

- 1 through 4 years of service 10 days (80 hours) 3.08 hrs. /pay period
- 5 through 9 years of service 15 days (120 hours) 4.62 hrs. /pay period
- 10 through 14 years of service 20 days (160 hours) 6.15 hrs. /pay period
- 15+ years of service 25 days (200 hours) 7.69 hrs. /pay period
- 20+ years of service Additional floating holiday (8 hours)

The General Manager, at his or her discretion, has the authority to upgrade a new full-time employee's hire package through additional paid vacation hours and/or management leave

based on prior experience. The General Manager, at his/her discretion also has the authority to upgrade an employee who is promoted to a full-time position through additional paid vacation hours and/or management leave based on prior experience. Management leave does not accrue over time and is not tied to hours worked. Management leave does not roll over and will not be paid out at termination of employment. Note: Additional vacation/management leave must be in writing, signed by both parties.

Part-Time Employees

- Part-time employees accrue one day (8 hours) of paid vacation for each year of service after the completion of their first year of employment.
- Part-time employees may request an additional 5 days' vacation annually without pay after their first year of service.

In the event a part-time employee is promoted to a full-time position, the employee shall maintain any accumulated vacation hours. Those hours shall be available to use. At the time of promotion, the employee shall *start* accruing vacation according to the full-time schedule at the date of promotion. Accruals will not be earned on prior years of service as a part-time employee. (i.e. if an employee has been a part-time employee for five years (accruing a total of 5 days of vacation) and is then promoted to full-time status, the employee's vacation accruals will start at the 1 through 4 years of service accrual rate of 10 days per year)

Use of Vacation: Employee shall be eligible to use vacation after their first year of employment.

1. No vacation time shall be taken without prior approval of the employee's Supervisor and Human Resources Administrator.
2. Vacation requests shall be submitted no less than two weeks prior to commencement of the requested vacation. Any subsequent changes must also be submitted at least two (2) weeks in advance. If an employee wishes to change his or her vacation date(s) to a time previously selected by another employee, both employees must agree to the change. Seniority shall not apply after the initial selection of vacation dates for the year.
3. Employees with the greatest amount of service time (seniority) shall have first choice of vacation dates each year. The person employed the longest period of time chooses first. New employees are not eligible to use accrued vacation during their probationary period.
4. In the event that a paid holiday occurs during a vacation period, the employee's vacation will not be reduced for the paid holiday.

5. Upon termination of employment, employees will be paid for any unused, accrued vacation at the employee's regular rate of pay at the time of termination.

Carry Over: Employees may "carry over" accrued, unused **vacation** time into the next fiscal year (resets July 1) within the employee's accrual cap with approval in writing from the General Manager.

Accrual Cap: If an employee elects not to use or buy back vacation time, and reaches the set accrual cap amount, the employee's accrual will pause until the employee uses or buys back vacation time. An employee may accrue vacation hours up to the maximum allowed explained below.

The district will not allow for accrual of vacation in excess of:

- a. Non-Exempt Employees: 120 hrs.
- b. Exempt Employees:
 - 1-5 service years: 120 hrs.
 - 6-15 service years: 160 hrs.
 - 16-20+ service years : 200 hrs.

The General Manager reserves the right to allow overages in special circumstances, e.g., medical need or pending leave of absence.

Vacation Buy-Back: Employees may "buy back" accrued and unused vacation hours. The request must be submitted to Payroll for verification of available hours and will be reviewed and approved in writing by Human Resources. An employee may request to buy back vacation hours twice per fiscal year. In addition, an employee may request a buy back upon reaching the accrual cap amount.

To purchase vacation hours, an employee must retain a minimum remaining balance of forty (40) hours of accrued vacation leave after the buy back and must have used at least forty (40) hours during the fiscal year. The employee will be compensated for approved buy back hours at the employee's current rate of pay at the time of payment.

The following conditions must be met:

1. Vacation hours for which the employee receives compensation shall be deducted from the employee's accrued balance.
2. All vacation buyback requests will be processed in the payroll cycle following approval. No manual checks will be issued.
3. Vacation buyback requests may be denied based on budget constraints.
4. The maximum amount of vacation that may be cashed out per fiscal year is one hundred twenty (120) hours. Requests must be submitted no later than

three (3) weeks prior to the designated cash out date. Failure to submit a timely request may result in denial.

Conclusion

This policy shall be administered in a fair and consistent manner in accordance with applicable laws and District practices. The District reserves the right to interpret, modify, or discontinue this policy at any time to meet operational needs or comply with legal requirements. Employees are responsible for understanding and adhering to the provisions outlined in this policy, including timely submission and approval of vacation requests.

DRAFT



Staff Report

Agenda Item No. **10.7.**

To: Board of Directors
From: Deidre Chatigny, Assistant General Manager
Via: Mickey Valdivia, General Manager
Date: May 13th, 2026
Subject: Approval of Overtime Policy

RECOMMENDATION:

Staff recommends the Board of Directors review, discuss, and approve the District Overtime Policy as presented.

BACKGROUND AND ANALYSIS:

The proposed Overtime Policy was developed from the District's existing overtime language currently included in the Employee Handbook and is intended to create a clearer standalone policy regarding overtime eligibility and compensation. The draft policy has been reviewed by the Personnel/Policy Committees and submitted to Best Best & Krieger (BB&K) for legal review.

One of the biggest updates in the proposed policy is the addition of daily overtime requirements consistent with California labor laws. While the current handbook language mainly addresses overtime after forty (40) hours in a workweek, the proposed policy also includes overtime for hours worked beyond eight (8) hours in a single workday, twelve (12) hours in a workday, and seventh consecutive day requirements.

Staff also believes the updated policy will benefit eligible non-exempt employees who assist with District special events and activities that often require long workdays. Under the proposed policy, employees working extended event days may qualify for overtime compensation even if they have not exceeded forty (40) total hours during the week.

The policy also clarifies overtime approval procedures, compensatory time requests, and overtime calculations to help improve consistency and provide employees and supervisors with clearer expectations moving forward.

FISCAL IMPACT:

Implementation of the proposed Overtime Policy may result in some additional overtime costs when employees work extended daily shifts but do not exceed forty (40) hours in a workweek. Any additional costs are expected to be manageable and will be incorporated into the District's regular payroll and budgeting processes.

Respectfully,

A handwritten signature in black ink, appearing to read "Deidre Chatigny", is written over a light blue circular stamp.

Deidre Chatigny
Assistant General Manager/HR Administrator



Beaumont-Cherry Valley Recreation and Park District

Policy and Procedures

Policy Section: Personnel

Policy #: 2026-0__

Policy Title: Overtime Policy

Purpose

The purpose of this policy is to establish clear guidelines for the authorization, calculation, and compensation of overtime for non-exempt employees, in compliance with applicable state and federal laws, including the Fair Labor Standards Act. This policy is intended to ensure consistency, fairness, and proper compensation for all overtime hours worked.

Policy

1. All employees who are classified as “non-exempt employees,” as defined under applicable laws or regulations, will be eligible for overtime pay.
2. Overtime is defined as follows:

Daily Overtime:

- Hours worked in excess of eight (8) hours in a workday shall be compensated at one and one-half (1.5) times the employee’s regular rate of pay.
- Hours worked in excess of twelve (12) hours in a workday shall be compensated at two (2) times the employee’s regular rate of pay.

Weekly Overtime:

- Hours worked in excess of forty (40) hours in a workweek shall be compensated at one and one-half (1.5) times the employee’s regular rate of pay.

Seventh Consecutive Day:

- The first eight (8) hours worked on the seventh (7th) consecutive day of work in a workweek shall be compensated at one and one-half (1.5) times the employee’s regular rate of pay.
- Hours worked in excess of eight (8) on the seventh consecutive day shall be compensated at two (2) times the employee’s regular rate of pay.

No Duplication of Overtime:

- Overtime compensation shall not be duplicated for the same hours worked.
3. District policy is that all overtime should be pre-approved whenever possible. The District will pay any overtime worked, regardless if pre-approved. However, the working of overtime that has not been approved may be grounds for discipline, up to and including termination of employment.
 4. Overtime pay shall be paid at the rate of one and one-half times the employee's rate of pay. Compensatory time in lieu of overtime can be granted at the request of the employee and approval of Human Resources or the General Manager. Compensatory time shall be used within the same pay period, but no later than the following pay period of being earned.
 5. For the purpose of computing overtime pay, the formula shall be regular hourly rate multiplied by 1.5.

Conclusion

This policy shall be administered in accordance with all applicable federal and state wage and hour laws. In the event of any conflict between this policy and applicable law, the law shall prevail. The District reserves the right to interpret, modify, or discontinue this policy at any time, consistent with legal requirements and operational needs.



Staff Report

Agenda Item No. **10.8.**

To: Board of Directors
From: Deidre Chatigny, Assistant General Manager
Via: Mickey Valdivia, General Manager
Date: May 13th, 2026
Subject: Approval of Hybrid Work Schedule Policy

RECOMMENDATION:

Staff recommends the Board of Directors discuss, review, and approve the District Hybrid Work Schedule Policy and Hybrid Work Request & Approval Form as presented.

BACKGROUND AND ANALYSIS:

Staff has developed a new Hybrid Work Schedule Policy to establish guidelines and expectations for employees who wish to request a remote or hybrid work schedule. The proposed policy has been reviewed and approved by the Personnel and Policy Committees and has been submitted to Best Best & Krieger (BB&K) for legal review. The attached version represents the most current draft.

The proposed policy clarifies that hybrid work arrangements are not guaranteed and are subject to approval by the General Manager based on operational needs and position eligibility. The policy also establishes core hourly requirements, minimum in-office work expectations, communication requirements, and limits on the number of hours that may be worked remotely each week.

In addition, the policy provides that approved hybrid work arrangements will be reviewed on a rolling six-month basis and may be modified, reduced, or discontinued at the District's discretion. Staff believes these provisions will help provide flexibility for eligible employees while maintaining accountability, productivity, and consistent public service operations.

Staff also developed a Hybrid Work Request & Approval Form to provide a standardized process for employees requesting consideration for a hybrid schedule and to document employee acknowledgment of the policy requirements and expectations.

FISCAL IMPACT:

Implementation of the proposed Hybrid Work Schedule Policy is not anticipated to create a significant fiscal impact. Some positions approved for hybrid work arrangements may require District-issued technology or equipment, subject to General Manager approval and budget availability.

Respectfully,

Deidre Chatigny
Assistant General Manager/HR Administrator



Beaumont-Cherry Valley Recreation and Park District

Policy and Procedures

Policy Section: Personnel

Policy #: 2026-01

Policy Title: Hybrid Work Schedule

Purpose

This policy outlines guidelines for employees who work remotely from a location other than our offices. Not all positions are appropriate or feasible for remote work. Remote work is for the personal convenience of the employee and is not required by BCVRPD.

Policy

Eligibility

The District provides employees the benefit of working remotely when appropriate. Remote work may be appropriate for some employees and positions but not for others. Remote work is not automatically afforded to all employees and under no circumstances is remote work an entitlement, and in no way changes the terms and conditions of employment with the District. Only full-time employees who work a minimum of 35 hours per workweek may be eligible for remote work. Employees in positions where one or more of the essential functions of their role cannot reasonably be performed remotely may be denied the ability to work a hybrid schedule.

Approval Process:

If an employee seeks a hybrid work arrangement, he or she must complete a Hybrid Work Request Form. The employee must make the request and obtain approval from the General Manager. Requests for remote work are granted solely at the General Manager's discretion. If full-time or regularly scheduled remote work is approved, employees can be requested to report to BCVRPD offices or other work locations as needed. Remote work arrangements can be changed, reduced, or eliminated at the discretion of the General Manager.

Work Hours:

- Employees are required to work a minimum of 35 hours per week. This can be achieved through a combination of flexible hours and remote work.
- The majority of the 35 hours must be completed during the regular business week (Monday to Friday), with work spread over a minimum of 4 days.
- The schedule should be arranged in collaboration with the employee's supervisor to ensure alignment with team needs and project timelines. The employee's supervisor must approve the final schedule.
- A maximum of 16 hours per week may be worked from home.

Core Hours:

- Employees will be expected to be available for synchronous communication and meetings during designated "core hours," typically from **10:00 AM to 2:00 PM** though this can be adjusted based on the District's needs.
- Outside of core hours, employees may arrange work hours that best suit their schedule, as long as the 35-hour per week requirement is met. Supervisor approval is required upon scheduling.

Remote Work:

- In-person attendance may be required for specific tasks such as: BCVRPD board meetings, team meetings, or client-facing activities, and this should be discussed and agreed upon with the employee's supervisor.
- All work product must be stored on the BCVRPD network and not on any local storage of home computers or laptops.
- All BCVRPD work must be performed from the employee's designated place of residence and not from alternate locations (e.g., vacation destinations).

Flexibility Guidelines:

- Flexible scheduling is encouraged. Employees can choose to start earlier or work later in the day to meet their required hours, subject to supervisor approval.
- Shorter workdays (e.g., 7-hour days instead of 8-hour days) can be scheduled, as long as the total of 35 hours is met weekly. This must be in accordance with state laws. (Ex. 6-day work week instead of 7)

Communication and Availability:

- Salaried employees must communicate their scheduled work hours with their supervisor, and these hours will be reflected on the biweekly schedule distributed to all employees. This ensures staff are aware of when remote or hybrid employees are available. Hourly employees' work hours will also be included on the staff schedule.
- Team members must be available for team meetings and collaborative tasks during core hours, but can manage non-urgent individual tasks as needed.

Performance Expectations:

- Performance will be measured based on the successful completion of tasks and projects, not just hours worked.
- Hybrid work arrangements will be reevaluated every six months and are not guaranteed to continue indefinitely.
- BCVRPD retains the discretion to terminate an employee's remote work arrangement based on issues with the employee's productivity, disciplinary action, supervisory issues, or District needs.

Technology and Tools:

- Employees should have access to the necessary technology and tools to perform their duties effectively while working remotely. The company will provide support in

ensuring employees have the required resources pending General Manager approval (Ex. laptop, cell phone, etc.).

Additional Guidelines for Non-Exempt Employees:

- Only non-exempt employees are eligible to receive overtime pay. All overtime must be authorized and approved in advance in writing by the employee's supervisor. Overtime which is worked without such prior approval may result in disciplinary action, up to and including termination of employment.
- All non-exempt employees must clock in and out for all working time, including when an employee steps away to engage in non-work-related activities.

Conclusion: This hybrid work policy allows employees to maintain their full-time status while working in a manner that supports both their personal and professional lives. By offering flexibility, we aim to create an environment where employees can thrive at work without sacrificing personal commitments.



BEAUMONT-CHERRY VALLEY RECREATION AND PARK DISTRICT (BCVRPD) Hybrid Work Request & Approval Form DRAFT

Employee Name: _____

Job Title: _____

Supervisor: _____

Eligibility (Full-time, 35+ hrs./week): Yes

Requested Start Date: _____ End Date: _____

Weekly Schedule (min 35 hrs.): M: _____ Tu: _____ W: _____ Th: _____ F: _____

Remote Days/Hours (max 16 hrs./week): _____ Total Remote Hours: _____

Core Hours Availability (10am–2pm): Yes

Work-from-Home Address: _____

Residence-only work acknowledgment: Yes

Access to necessary technology and tools: Yes

Remote Duties: _____

Employee Acknowledgment:

_____ Hybrid work may be modified or revoked at any time

_____ Must report in-person as needed

_____ Must follow all District policies

_____ Subject to 6-month reevaluation

Employee Signature: _____ Date: _____

Supervisor: Approve Deny Modify

Comments: _____

Supervisor Signature: _____ Date: _____

General Manager: Approve Deny

Comments: _____

General Manager Signature: _____ Date: _____

Admin Use:

Schedule Entered: _____ Review Date: _____