



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

### REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, April 14, 2021, 5:00 PM

### MINUTES

#### PUBLIC PARTICIPATION WAS BY TELECONFERENCE ONLY

Due to the spread of COVID-19 and in accordance with the Governor's Executive Order N-29-20, the Beaumont Cherry Valley Recreation & Park District conducted this meeting by teleconference.

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

1. Conference with Legal Counsel - Pursuant to Government Code Section 54956.8 Property Negotiations. Danny Thomas Ranch, 10-Acre Lease.

Closed session began at 5:01pm.

Roll Call:

Director De La Cruz: Present, via teleconference

Director Ward: Present, via teleconference

Treasurer Flores: Present

Vice-Chair/Secretary Diercks: Present

Chairman Hughes: Present

General Manager, Duane Burk and Legal Counsel of Best, Best & Krieger Albert Maldonado attended.

Closed session ended at 5:57pm. Albert Maldonado stated there were no reportable actions from closed session.

**WORKSHOP SESSION:** None.

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

Regular session began at 6:04pm

Roll Call:

Director De La Cruz: Present, via teleconference

Director Ward: Present, via teleconference

Treasurer Flores: Present

Vice-Chair/Secretary Diercks: Present

Chairman Hughes: Present

Invocation: Chairman Hughes gave the invocation

Pledge of Allegiance: Duane Burk led the pledge of allegiance

Presentations: None

Adjustments to Agenda: None.

1. **PUBLIC COMMENT:** Chairman Hughes opened public comment at 6:06pm. Hearing none, public comment closed at 6:06pm.

2. **CONSENT CALENDAR:**

2.1 Minutes of March 10, 2021

2.2 Warrants for March 2021

2.3 Bank Balances March 2021

The General Manager stated he did not attend the finance committee meeting. Finance will change the name of the "Project" account to "Debt" account (Item 2.3) so we can identify to the public the District's debt. Chairman Hughes opened public comment at 6:09pm. Hearing none, public comment closed at 6:09pm.

Motion was made to accept items 2.1, 2.2 and 2.3 with the above change.

Initial Motion: Vice Chair/Secretary Diercks

Second: Director Ward

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

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

3.1 Approval of Revised Job Description – Human Resources Administrator/Clerk of the Board

The General Manager stated the personnel committee met several times and recommended the changes. Chairman Hughes opened public comment at 6:18pm. Hearing none, public comment closed at 6:18pm.

Motion was made to accept item 3.1.

Initial Motion: Vice Chair/Secretary Diercks

Second: Director De La Cruz

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

3.2 Approval of Revised Salary Schedule

Chairman Hughes opened public comment at 6:23pm. Hearing none, public comment closed at 6:23pm.

Motion was made to accept item 3.2.

Initial Motion: Vice Chair/Secretary Diercks

Second: Treasurer Flores

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

3.3 Facility Use License Agreement – Taking off Pounds Sensibly (TOPS)

Chairman Hughes opened public comment at 6:27pm. Hearing none, public comment closed at 6:27pm.

Albert Maldonado recommended amending the facility use license agreement #XXXII, page 9, to read "Cancellation by either party will require a (30) day written notice". (Opposed to 90 days)

Motion was made to accept item 3.3 with the change recommended by Albert Maldonado.

Initial Motion: Vice Chair/Secretary Diercks

Second: Treasurer Flores

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

#### 4. DEPARTMENT REPORTS:

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

- We have 18 employees. One part time maintenance position and one recreation assistant left. We hired two recreation assistants and are in the process of hiring a recreation assistant and a part time maintenance worker.
- The State Controllers 2020 Government Compensation Report was submitted.
- Statements of Economic Interest (Form 700) were submitted.
- CAPRI Liability & Property 21/22 Renewal Questionnaire, Vehicle Schedule and Property Schedule was reviewed, updated and submitted.
- The first quarter 2021 Safety Committee Package was completed by maintenance and submitted.
- 731 days since our last employee accident.
- Harassment training and Ethics trainings were due in January. If you have completed them, please submit your certificates.
- Janet Covington completed "Level 2 Security Awareness Certification" as required by the Department of Justice for handling the Districts criminal justice information.
- Alyssa Zaragoza completed the CSDA Financial Management for Special Districts
- Kristine Carlson was recognized as employee of the month for March 2021. Staff celebrated with breakfast and games on Tuesday, April 13.
- Working on FY 19/20 audit requests.
- Forms 470's are due in July.
- Save the date for our Summer BBQ Friday June 4, 2021 starting at noon. (Changed to June 18)

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

- The Finance Committee met Monday, April 5, 2021 to review March 2021 Financial Reports.
- Finance received deposits into the Riverside County Fund for March 2021 in the amount of \$17,773.71.
- \$5,000.00 was transferred into the Reserve fund for March 2021 bringing our balance to \$248,596.54.
- Nancy attended the following:
  - Fitness Court Grand Opening on 3/5/2021
  - CSDA workshop on CEQA 101.
  - CSDA workshop on CEQA 201.
  - K/5K Fun Run.
  - 1<sup>st</sup> Qtr. Safety Meeting
- Nancy completed all current items to the Auditors.
- Nancy is working on FY 21/22 & FY 22/23 Budget reviews with staff.
- 1099's were corrected.

#### Athletic Coordinator: Dodie Carlson

- Dodie stated it is great to be back and it has been very busy.
- She has been very busy with slow pitch and booking tournaments.
- She has been in contact with Morongo to book a tournament in September
- Chairman Hughes asked her to contact Art Welch regarding Senator Bogh attending events of Beaumont Youth Baseball. Dodie stated she is currently working with Art Welch and Senator Bogh's aid.

#### Activities Coordinator: Kyle Simpson

- Facility Rentals have resumed in a limited capacity, 25% capacity for indoor events and 50% capacity for outdoor events.
- COVID-19 Testing Facility at the Woman's Club will continue through June 30, 2021 –Wednesday through Saturday 7:00am to 7:00pm.
- There are seven teams practicing Monday through Thursday in April.
- Adult Softball Winter Season concluded on April 11. Fall Season should start April 18.
- BYB has resumed practices as of 4/1/2021
- There are currently three different skating groups renting out the hockey rink with practices scheduled daily and the tennis court is scheduled during the week.
- I have scheduled a Total Body Strength training class Thursday April 8th at 10:00am at the National Fitness Court.
- The Fun Run was a big success, there were about 150 total participants
- The City of Beaumont hosted a movie night at Noble Creek Regional Park April 2nd, 2021. They showed *Hop*. There were about 55 cars preregistered for the event
- Kyle made a Scavenger hunt list and placed them at Bogart Park, Noble Creek and online for those to hunt at their own pace. Staff placed out easter eggs at 11 locations between Noble Creek and Bogart over three days. All eggs were taken each day
- The Fishing Derby will be held at Bogart Regional Park on April 24 and 25, 7:00am to noon. Due to the size of the pond, there will be time slots assigned by age group for Kids on Saturday and adults on Sunday. There is fifteen registrations so far.
- Arbor Day is scheduled for Friday April 30th, 2021 at 4:00pm at Danny Thomas Ranch. The trees will be Drake Elms and Camphor Trees. The Flyer has been sent to Cherry Valley Nursery for advertising
- Kyle attended the Beaumont Chamber Breakfast 4/9/21.
- Kyle is scheduled to take his playground recertification April 28.

#### Maintenance Foreman: Aaron Morris

- The 2021 1<sup>st</sup> Quarter Safety Committee packet was submitted to Janet and CAPRI.
- Started spreading infield clay conditioner on fields 5 and 7.
- Helped coordinate and lay out the Spring Fling virtual event.
- Maintenance staff is preparing for Bogart Park's first Fishing Derby.
- All of the District's water features such as the waterfall and fountains were serviced and cleaned.
- Getting the ballfields back into shape in correspondence to the BYB modified season.
- Continuing weed abatement in both parks to keep the grounds under control.
- Attended two Zoom Seminars hosted by PAPA (Pesticide Applicators Professional Association) for my Applicators License.

#### General Manager: Duane Burk

Duane expressed his thanks to the board. Duane reported there are a lot of things going on and it is nice to be in the orange tier and seeing Beaumont Youth baseball back. It is the intent to have the kids back playing and have the parks filled up following the guidelines the best we can. Duane is looking

forward to the horse arena, Thunder Alley, fishing and other events coming back. Staff is shorthanded but they are doing a great job.

Dodie Carlson is working in Noble Creek Community Center office and it's good to have her back.

Albert Maldonado stated he visited Bogart Park for the 1k/5K run and the park is beautiful. He brought back his parents on the same day of the pond opening, they enjoyed it, and the District did a great job at bringing back the park. He announced Best, Best & Krieger made a Silver sponsorship for the foundation golf tournament and he will be playing on a team.

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

### **5.1 Committee Meetings**

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

May 12, 2021

June 9, 2021

July 14, 2021

### **5.2. Upcoming Holidays**

Monday, May 31, 2021– Memorial Day

### **5.3. Events**

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

## **DIRECTORS MATTERS/COMMITTEE REPORTS**

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

Armando thanked everyone for all their hard work and dedication. He met with Duane the last week of March and was shown the improvements being made and said Bogart is his favorite park and he visits it a lot with his daughters. He said he is glad we have the farmers market because he attends it occasionally with his family. He thanked Kyle for demonstrating the proper way to use the equipment on the fitness court and he plans to use it himself in the near future. Armando attended the 1K/5K run with his family and spoke with some of the parents. They said they are looking forward to next year's run. He attended the picnic at the Bogart Pond and was happy to see parents fishing with their kids and he thanked the foundation for cooking up the food. He attended the Spring Fling with his family and thanked Kyle for setting it up. He is looking forward to the fishing derby, Arbor Day and the foundation golf tournament.

### **Secretary Flores:**

John stated his phone number is out there and available for the public. He said Beaumont Youth baseball has a lot of new coaches and he encourages them to stay the course. He asked to please relay to the coaches, the directors need to know about whatever they may need. He hopes they have a great season. John said he is happy with the horse arena preparations. The last two shows, the groups have been happy with the grading and the facility use. He said staff is doing a great job and that is an extension of the board. His goal is to fill the arena up at least three times a month. He said both shows averaged about thirty-five kids under age sixteen on horses. John is happy to hear about the classes staff is taking and said employee training makes us look good, a better organization, and well-functioning. The more we know the better off we are serving the public. He attended the Fun Run and said there were a lot of kids there that hadn't seen each other in a year, so it was exciting to see them running around. He tries to drive through Bogart almost every day and it is awesome to see fishing opened up and he couldn't be happier. John encouraged

all the board members to get involved with the golf tournament donating prizes and helping out in some manner. He is excited about the Danny Thomas Ranch and expects all of the board members to help and be available to Duane and his staff to make it a viable venue for the pass area.

**Vice Chair/Secretary Diercks:**

Chris said everybody is doing a great job. He is excited to see what is going to happen with the Danny Thomas Ranch. He welcomed Beaumont Youth Baseball back.

**Chairman Hughes:**

Dan stated he has been pretty involved with the things that are happening and it nice to be a part of a group who has come together. We are a whole different organization that people look up to and when you have the cooperation of staff, directors and legal, it is really comforting and nice to see. He thanked everyone for that and asked Albert to relay his appreciation to his co-workers. The District is very strong now. He is impressed of what has happened over the past few years and with the general manager working with legal on the Danny Thomas Ranch.

He congratulated Janet on her salary increase and wanted to encourage all staff who wants to move forward with the District, that there is a place for them. There are big changes coming. He feels we have really good staff who works cohesively together. There's a lot of good things to come. Dan attended fishing at the pond. He said it is nice to see all of the directors attending the events together and hopes to see all of the directors at the golf tournament and asked them to provide gift baskets or prizes for the event.

**6. ADJOURNMENT:**

Motion was made to adjourn at 7:07pm

Initial Motion: Chairman Hughes

Second: Vice Chair/Secretary Diercks