



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS**

Wednesday, October 10, 2018

MINUTES

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

Closed session began at 5:14pm

Roll Call:

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

Conference with Legal Counsel

1. Potential litigation Pursuant to Government Code Section 54956.9

Returned from closed session at 5:42. Legal Counsel reported no action taken.

**BEAUMONT CHERRY VALLEY RECREATION AND PARK IMPROVEMENT
CORPORATION (BCVRPIC)** : BCVRPIC to begin at 5:30pm

BCVRPIC session began at 5:42pm. The session ended at 5:46pm.

WORKSHOP SESSION: Workshop to Begin at 6:00pm (1 Item)

Workshop session began at 6:00pm with Treasurer Diercks present.

First Draft Fiscal Year 16/17 Audit

Duane reported the audit should have been completed about March this past year but there were a couple of items that held it up. The District hired a new auditing firm, Singer Lewak and there were additional duties that needed to be provided. Primarily, the biggest setback was the fixed assets reports for appraisals of our properties and facilities. The fixed asset report is required by special districts. The change in the government code was unknown to staff. He reported he hired a third party independent contractor to complete the appraisals and the additional funding for the appraisals was about \$12,000.00 and the research took a lot of time. A new program for tracking assets is being purchased and will appear in the next budget as well as new item numbers. Duane reported the auditor we were initially working with became gravely ill and another auditor replaced him.

Duane introduced CPA Laurie Marscher. Laurie gave a background of her qualifications. Laurie has been working with staff making adjustments and preparing for the audit. She reviewed items in the financial statement and responded to questions of the board.

Duane said the board will review the draft and there may be questions that he may forward to her for clarification. His goal is to bring it back to the November board meeting for approval. Laurie said we should be expecting two letters from the auditors. The letters will state how the audit went and what the findings were. At that time the deficiencies will need to be corrected.

Chairman Flores reported that if an additional workshop is needed, it will be held a week before the November 14th meeting. (November 7th)

Vice-Chair/Secretary Hughes thanked Laurie and expressed his appreciation for her help. The workshop session ended at 6:26pm.

REGULAR SESSION: Regular Session to Begin at 6:30pm

Regular session began at 6:30pm.

Roll Call:

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

Presentations: None

Invocation: The invocation was given by Marc Hodnick, St. Kateri Catholic Church

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

Adjustments to Agenda: None.

1. PUBLIC COMMENT:

Jeffrey Burke, a patron of the dog park spoke. He said the tree project he has been working on is going well. He would like to see if a roller could be made available and he is in need of another load of soil. Jeffrey said they are continuously filling in holes. He said he had a question on a leak on the small dog side and it has been answered. He said that once the soil is down and compacted completely he would like the tree taken care of. He stated everything is going good working hand in hand with Frank.

2. CONSENT CALENDAR:

2.1 Minutes of September 12, 2018 Board Meeting

2.2 Bank Balances September 2018

2.3 Warrants for September 2018

Motion was made to accept items 2.1, 2.2 and 2.3.

Initial Motion: Vice Chair/Secretary Hughes

Second: Director Ward

Result of Motion: Carried 4-0

Roll call Vote:

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Hughes: Aye

Chairman Flores: Aye

3. ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS:

3.1 First Draft Fiscal Year 16/17 Audit

Nancy Law recommended the board review the audit, send questions to the general manager and bring it back for approval at the November board meeting.

Motion was made to accept item 3.1

Initial Motion: Vice Chair/Secretary Hughes

Second: Treasurer Diercks

Result of Motion: Carried 4-0

Roll call Vote:

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Hughes: Aye

Chairman Flores: Aye

3.2 Approve Notice of Completion for the 17/18 Community Development Block Grant

Nancy reported there was a 9% change order on the project that had been reviewed by finance. She asked the directors to review the notice of completion and recommended approval so it can be submitted to the Riverside County Recorder's office. Duane commented he feels it is a great addition to our facilities.

Motion was made to accept item 3.2.

Initial Motion: Director Ward

Second: Treasurer Diercks

Result of Motion: Carried 4-0

Roll call Vote:

Director De La Cruz: Absent

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Hughes: Aye

Chairman Flores: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

Janet reported that there was one departed employee. The District currently has 33 employees. She reported the Biennial Conflict of Interest Code has been reviewed and is scheduled for approval at our November 14, 2018 board meeting. She also said the fiscal year 17/18 final payroll report was completed and forwarded to CAPRI. Janet said there have not been any new workers compensation cases. The Safety Compliance Company provided "Power Tools" safety training in the maintenance department on September 26, 2018.

She reported that Part Time Maintenance worker, Cameron Mondello completed and received his certificate for "Blood borne and communicable Disease Training for Emergency Response Personnel" and he also completed "First Responder Awareness training both at Crafton Hills College. There hasn't been any update on the Flores injury claim of 8/2016 and we are expecting an update in January. She announced the staff holiday party is scheduled for Friday, December 14 at the Grange starting at 5:00 pm and we will be having a casino night and escape room experience as well as our awards and gift exchange. She asked the directors to submit their "Directors Choice" by the next board meeting so we can order the name plate for presentation at the event. Janet will be gone to Tahoe October 21 to 26 for the Board Secretary's conference. Nancy will be attending the conference with her. The following week she will be back for a day and then off for her daughter Jolene's wedding returning on November 7. Janet reported she has been preparing for the November board meeting items prior to her time off.

Financial Services Technician/Office Manager: Nancy Law

Nancy reported that the Finance Committee met and reviewed the September 2018 financial statements. She reported she received deposits into the Riverside County Fund for August \$6,472.88 and September \$68,847.62 and current unsecured #1 \$65,101.86 as well as 4th quarter accruals in the amount of \$3,745.76. Nancy transferred into the reserve fund \$5000.00 bringing the balance to \$362,118.05. She reported she attended the collaborative meeting. She has met with Ed from Ponderific on the wishing well and is waiting on the plans to come back. She attended along with Kyle, the Good Morning Beaumont Breakfast where he announced our events. Nancy completed payroll in Janet's absence. She reported she has been working with the activities coordinator on Oktoberfest and working with the auditors. She also reported she has been working on wrapping up the

CDBG project and the 19/20 application for CDBG. Nancy reported on the DIF fees and said we have received 317 single families for a total of \$160,814.10. She will be gone Oct 21-26 at the conference with Janet.

Activities Coordinator:

Kyle reported he has been busy with facility rentals and showing properties to potential users. He reported the Grange and Women's Club have been busy with events. He reported Oktoberfest was a success and appreciates all the help from board members and staff. He said he received great comments as well as negative and will take those comments and see how things can change for next year. Kyle reported the Pumpkin Carve is scheduled for October 27th and asked the directors for candy donations. He said the applications have been sent out to the vendors and he is working on getting donations from local businesses and getting decorations. He reported Winterfest is November 30 and December 1st and applications have been sent out to the vendors. Kyle attended the good morning breakfast and met a lot of people. He said he attended the facility ad-hoc meeting. He stated he will have the facility license agreements for approval at the November 14 board meeting.

Athletic Coordinator: Dodie Carlson

Dodie reported slow pitch is moving along with an increase of 16 teams for a total of 37. She said she needs field #8 and then 9, 10 and 11. She said the Oktoberfest slow pitch tournament had 5 teams with a net profit for Winterwish of approximately \$110.00. She said the Spooky Spectacular costume tournament will be on October 26 and toys for tots in December. She said the fields are booked 7 days a week. She reported the Engine 57 tournament is scheduled for October 20 and 21 and is expecting 85 to 90 teams.

Maintenance Foreman: Frank Flores

Frank reported the maintenance department has been involved with the Noble Creek Community Center kitchen renovations and the outside construction. He reported the LED lighting was added to the field 1 parking lot. He said there was a lot of work that went in to Oktoberfest and they had minimal issues. The new generator helped and next year he would like to purchase more spider boxes. They had a new dance floor built and the maintenance department lacquered it. His department was been working on irrigation issues and their upcoming projects include the dog park, Leone's garden and preparing the fields for the Engine 57 tournament.

General Manager: Duane Burk

Duane reported he attended the collaborative meeting with Chairman Flores and Director Ward. He attended a couple of Bogart meetings. The next Bogart meeting is next Monday. Director Ward will be attending with him. Duane stated the improvements are moving forward. He said he attended the San Gorgonio Pass Water Agency meeting regarding the rate increase for water and the likeliness for that is prominent. He will know more later. Duane said he also attended a meeting for Lloyd White and Mike Lara who are running for the City of Beaumont. Duane reported the BYB season will start in January and he wants to get renovations completed on field 1 before then. He said they are moving forward on the restroom project in the maintenance yard. He also said he is pleased with the restroom and improvements at Noble Creek Community Center and he would like to schedule a ribbon cutting and asked the board to consider a gift of appreciation for Supervisor Marion Ashley. Duane reported the cell tower is almost complete. The legal language is being reviewed by legal. He may request a special meeting in October for that issue. Duane pointed out the employee newsletter to the board that Janet & staff put together.

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

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

November 14, 2018, December 12, 2018 and January 9, 2019

5.2. Upcoming Holidays

- Monday November 12, 2018 – Veteran’s Day, Observed
- Thursday and Friday November 22 & 23, 2018 Thanksgiving
- Monday and Tuesday December 24 & 25, 2018 Christmas
- Monday December 31, 2018 New Years Eve

5.3. Events

- Pumpkin Carve – October 27, 2018
- Winterfest – November 30 to December 1, 2018
- Staff Holiday party, Friday, December 14, 2018 5pm to 11:00pm @ The Cherry Valley Grange Community Center

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz: Absent

Director Ward: Denise Ward commented that all the construction looks great and it’s very exciting. She congratulated and thanked the staff on the successful Oktoberfest and said she has a great time and received several compliments and no complaints. She thought there were good vendors. She also congratulated Dodie on having a lot of softball teams.

Treasurer Diercks: Chris Diercks congratulated the staff for doing a great job. He agreed with Denise that Oktoberfest was really good and he didn’t hear any negative comments. He said the finance committee decided that profits from the Oktoberfest beer sales will go to the foundation bank account and that Duane will come up with the paperwork for that as well as some of the parking fees.

Vice Chair/Secretary Hughes: Dan Hughes congratulated Director Ward on her Chairman position on the Collaborative Agency and he will be there to help her. He said he felt Oktoberfest went well and thanked Kyle for a really good job. He pointed out that counsel and his family were there doing the chicken dance. He suggested considering a case of wine with the boards names on it for Supervisor Ashley’s retirement and thinks all the board should try to attend the retirement function. He thanked Nancy for the work she did on the audit. He asked everyone keep Director De La Cruz’s mother in their thoughts and prayers while she is going through a difficult time with her chemotherapy.

Chairman Flores: John Flores thanked the board members for filling in for each other at meetings when they aren’t able to attend. He feels it’s important for our presence at the meetings. He is looking forward to the next Bogart meeting to see the progress. He also indicated the time line for acquiring Bogart is January 2019. John said the existing staff did a great job covering Oktoberfest with 3 new activities coordinators in 4 years. He expressed all staff did a fantastic job. Everything went very smooth and liked what he saw there.

Duane expressed he has been in the business since 1982 and this was the most difficult audit he has ever went through.

6. ADJOURNMENT:

The meeting was adjourned at 7:06pm

