



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

**Thursday, May 10, 2018**

**MINUTES**

***DIRECTOR AND STAFF PHOTOS WILL BE TAKEN PROMPTLY AT 4:30 PM***

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

Closed session began at 5:00pm

**Roll Call:**

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

Conference with Legal Counsel

1. Public Employee Annual Performance Evaluation Pursuant to Government Code Section 54957

Title: General Manager

Returned from closed session at 6:07 pm. Chairman Flores reported there was no reportable action taken.

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

Workshop session began at 6:12 pm

**Roll Call:**

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

1. 2018 Capital Improvement Program Needs List

The general manager discussed the 10 year capital improvement program needs list that was adopted through the development impact fee study at the April board meeting. The Directors agreed with the way the needs list was prioritized.

2. Budget Workshop – First Reading

The general manager reviewed the first draft of the 2018/2019 and 2019/2020 budget. He also included a review of the priority list for large equipment purchases.

Workshop session ended at 7:02pm

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

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

Regular session began at 7:03pm

**Roll Call:**

Director De La Cruz   X   Director Ward   X   Treasurer Diercks   X

Vice-Chair/Secretary Hughes   A   Chairman Flores   X  

**Presentations:** None

**Invocation:** The invocation was given by Chairman Flores

**Pledge of Allegiance:** The pledge of allegiance was led by Director De La Cruz

**Adjustments to Agenda:** None

1. **PUBLIC COMMENT:** None

2. **CONSENT CALENDAR:**

2.1 Minutes of March 28, 2018

2.2 Minutes of April 11, 2018

2.3 Bank Balances April 2018

2.4 Warrants for April 2018

Motion was made to accept items 2.1, 2.2, 2.3 and 2.4

**Initial Motion:** Treasurer Diercks

**Second:** Director Ward

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

**Roll call Vote:**

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Chairman Flores:** Aye

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

3.1 2018 Capital Improvement Program Needs List

Motion was made to accept item 3.1 as discussed in the workshop

**Initial Motion:** Treasurer Diercks

**Second:** Director Ward

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

**Roll call Vote:**

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Chairman Flores:** Aye

3.2 Adopt First Reading of Budget

Motion was made to accept items 3.2 as discussed in the workshop

**Initial Motion:** Treasurer Diercks

**Second:** Director Ward

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

**Roll call Vote:**

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Chairman Flores:** Aye

#### **4. DEPARTMENT REPORTS:**

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

Janet reported that there is 1 new hire in process and 1 employee that will be leaving. Both are casual recreation assistants. The district has 31 employees. The 2017 Government Compensation in California Report has been submitted to the State Controller's office. She also reported that an updated Actuarial Valuation report is in the process of being prepared by our actuarial. The Safety Committee held their 1<sup>st</sup> quarter meeting and Janet submitted the minutes to CAPRI. During the summer Janet will be working on our Biennial Conflict of Interest Code review. The Safety Compliance Company provided "Heat exhaustion" and "Lift gate safety" training on April 25, 2018 in the maintenance department. The one Workers Comp case has been closed. Amy Minjares will be organizing our staff BBQ which is scheduled for June 15th as Janet will be on a leave of absence. She is working on a new time card system for employees and hopes to have it in place the end of July 2018. She has been working with the auditors for information they need for the audit. She has also been working on her portion of the budget. She is processing the 18/19 insurance certificate holder lists for submission to Capri.

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

Nancy mentioned a correction on the Bank Account balances on Line #4 – Bank of Hemet MM, it should read \$17,473.24. Nancy reported that the Finance Committee met to review the April 2018 Financial Reports. To date, Riverside County has not yet sent us the money for April. She has transferred into the Reserve Fund the \$5,000.00 monthly contribution which brings the balance to \$386,269.34.

Nancy received the approval from EDA for the CDBG Bid Package and did the job walk with two contractors. Nancy attended two Fred Pryor Training classes, a "QuickBooks Immersion" class and a "Criticism & Discipline for Managers" class. In April, Staff Received (374) phone calls highest volume for RV's, Inquires about Events, & Activities Coordinator with (45) Hang ups. We received (144) Walk-in's with the highest volume for Events and General Manager. We have removed the Brivo system on the hockey arena and it now has just a timer for the lights.

Nancy and Duane met with a CPA named Laurie who will be in the office in the near future helping to clean up QuickBooks and get the G/L in order.

##### Activities Coordinator: Amy Minjares

Amy reported that on April 21<sup>st</sup> & 22<sup>nd</sup> we held the Fishing Derby. It seemed to be very successful. The weather was perfect. We had 318 registered participants on Saturday we had 80 registered participants on Sunday. Lions Club sold breakfast. Kiwanis Club set up a booth and gave away power bait and sold other fishing items. Rod's Bicycle Ministry donated bikes for the 1st place winners of the Kids Derby. The Lions club donated a bike to the Overall winner. On April 27<sup>th</sup> we held Arbor Day. The maintenance team pre-dug holes for the trees to be planted. There were 8 trees purchased/donated from Cherry Valley Nursery and 4 BYB/BYS teams participated in the event. The kids had a great time planting their trees! Spring Get Together will be at 5:00pm at Noble Creek Community Center. The Meet and Greet will be with the Board of Directors, staff and all the Facility Users/Contract Instructors and promoters.

We will have light appetizers and refreshments catered by Primoz Cuisine. On Saturday, May 12<sup>th</sup> we will have the Memorial Wall Dedication at 3:00pm in the park. We expect about 50 – 60 attendees just from the Chatigny family in attendance. Monday evenings beginning June 11<sup>th</sup> we will have Movies Under the Stars running until July 23<sup>rd</sup>. Oktoberfest is scheduled for September 21<sup>st</sup> – 23<sup>rd</sup>. Amy has been attending community meetings and events. We have been selected by the Riverside County Registrar of Voters as a polling location for the Election Day on June 5<sup>th</sup> at the Grange Hall. There will be 3 precincts voting in this location that day. Amy is working on getting more information about whether or not the facility users/class instructors will be displaced during the time the voting equipment needs to be stored and will provide an update.

Athletic Coordinator: Dodie Carlson

Dodie reported that she is very busy with spring season Adult Ball. She is up 13 teams and is handling scheduling challenges.

Starting to book fall ball and there is a new promoter coming in. She has booked 5 tournaments already. She is dealing with staffing difficulties with all of the tournaments and not enough staff to work them. Dodie mentioned the severe squirrel issues in the park and really recommends the burrow blocker.

BYB Closing Day is May 19<sup>th</sup> at 3:30pm. BCVRPD gives out the MVP awards. Chairman Flores will attend and present the awards.

Maintenance Foreman: Frank Flores

No verbal report from Frank. Duane reported on his behalf.

On Arbor Day the maintenance team planted 8 trees – 2 oak trees & 6 crape myrtle trees.

Concrete was added to the Women's Club walkway. The parking lot will be ADA accessible.

The Grange has had a lot of upgrades to it as well, electrical, HVAC duct has been repaired, LED lighting, insulation and camera installation.

General Manager: Duane Burk

Duane complimented staff on budget preparation.

Duane has attended community meetings including City Council.

Work being done in all buildings.

**5. CALENDAR OF EVENTS:**

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, BCVWD @ 5:00 pm
  - Noble Creek Community Center Effective September 8, 2018
- Finance – 1<sup>st</sup> Thursday of Every Month 5:00 pm NCCC
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 6:30 pm
- BCVRPD Board Meeting Schedule, NCCC
  - June 14, 2018, Thursday
  - July 11, 2018
  - August 8, 2018

5.2. Upcoming Holidays

Monday, May 28, 2018 Memorial Day

### 5.3. Events

May 12, 2018 Memorial Wall Dedication

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

## **DIRECTORS MATTERS/COMMITTEE REPORTS**

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

Thanked staff for all their hard work. Thanked Board members and Duane.

### **Director Ward:**

Collaborative meeting will begin at BCVRPD in September. Thanked staff. She liked the marketing items.

### **Treasurer Diercks:**

Thanked staff and General Manager for a good job.

### **Chairman Flores:**

He wasn't able to review Board packet thoroughly and apologized.

Thanked staff for a job well done and is pleased with the progress. He wants the District to flourish.

## **6. ADJOURNMENT:**

The meeting was adjourned by Chairman Flores at 7:39pm