



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Wednesday, May 13, 2020  
Beaumont Woman's Club 306 E. 6<sup>th</sup> Street Beaumont, CA 92223**

**MINUTES**

**PUBLIC PARTICIPATION 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)

Closed session began at 5:07pm.

Joe Ortiz, Best, Best & Krieger attended

**Roll Call:**

Director De La Cruz X, via teleconference                      Director Ward X, via teleconference

Treasurer Diercks \_\_\_X\_\_\_              Vice-Chair/Secretary Flores \_\_\_X\_\_\_              Chairman Hughes \_\_\_X\_\_\_

Conference with Legal Counsel

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

Title: General Manager

2. Bogart Park Transition of Operating Agreement

Returned from closed session at 5:30pm. No action taken.

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

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

The workshop session began at 5:30pm.

Budget Review FY's 20/21 & 21/22

The General Manager presented an overview of the 20/21 and 21/22 draft budget and reported he spoke to the finance committee briefly. He explained there are changes to 20/21 since approved last year. He explained due to the effects of COVID19, some line items show zero, such as event income and some of the standard items because we are not allowed to hold events. He commented and clarified for the director's questions they had and line items for Bogart Park. Due to time, Chairman Hughes asked the directors to review the complete budget and bring any questions they have back. Chairman Hughes asked if there were any public comments. There were not any. The General Manager stated they would itemize the expenses for Bogart Park, discuss the revisions with the finance committee and include it in the next reading of the budget.

Workshop session ended at 6:17pm.

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

Regular session began at 6:17pm

**Invocation:** The invocation was given by Chairman Hughes.

**Pledge of Allegiance:** The pledge of allegiance was led by Vice Chair/Secretary Flores.

**Presentations:** None

**Adjustments to Agenda:** None

1. **PUBLIC COMMENT:** None

2. **CONSENT CALENDAR:**

- 2.1 Minutes of March 11, 2020
- 2.2 Minutes of Special Meeting March 24, 2020
- 2.3 Bank Balances March 2020
- 2.4 Bank Balances April 2020
- 2.5 Warrants for March 2020
- 2.6 Warrants for April 2020

Motion was made to accept items 2.1, 2.2, 2.3, 2.4, 2.5 and 2.6 to include the updated report of April 2020 bank balances.

**Initial Motion:** Treasurer Diercks

**Second:** Vice Chair/Secretary Flores

**Result of Motion:** Carried 5-0

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

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

3.1 Approval of First Reading FY's 20/21 & 21/22 Budget

Motion was made to accept item 3.1 approving the first reading of the 20/21 & 21/22 fiscal year budgets. The Directors will flag items they want to discuss and bring their comments to the next meeting.

**Initial Motion:** Treasurer Diercks

**Second:** Director De La Cruz

**Result of Motion:** Carried 5-0

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

3.2 Approval of Designation of Applicant's Agent Resolution for Non-State Agencies

The General Manager explained we have been asked under the Office of Emergency Services to designate a contact person. Legal Counsel, Joe Ortiz explained the need for the resolution is primarily for the purposes of seeking reimbursement related to COVID. Everyone who wants to be reimbursed is completing the resolution.

The resolution authorizes the General Manager to interact with the State office of Emergency Services for seeking reimbursements for additional expenses the District has incurred.

Opened for public comment. No public comment. Closed public comment.

Motion was made to accept item 3.2.

**Initial Motion:** Treasurer Diercks

**Second:** Director Ward

**Result of Motion:** Aye

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

3.3 Resolution #2020-02 Adopting An Investment Policy; Approving the 8-Year Pay Down Of The District's CalPERS Unfunded Pension Liability; And Adopting of A Supermajority Voting Requirement for Changes to The Pay Down Schedule.

Motion was made to accept item 3.3

**Initial Motion:** Treasurer Diercks

**Second:** Vice Chair/Secretary Flores

**Result of Motion:** Carried 5-0

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

#### 4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

Janet reported the District has 29 employees on the books although we furloughed 19 of them. We currently have 10 employees working. We are maintaining contact with employees and are helping them through the unemployment process.

Reports:

- Submitted the State Controller's, 2019 Government Compensation in California Report.
- Submitted to CAPRI the 20/21 Rating Questionnaire and Property and Vehicle Schedules for our Liability Insurance Coverage.

Janet will be working on the following report(s):

- Other Post Employee Benefits (OPEB) Valuation and California Employer's Retiree Benefit Trust (CERBT) Valuation Packet. (Waiting for completion of the 18/19 audit)
- 2020 Biennial Notice for Conflict of Interest Codes
- GASB 74/75 (Waiting for completion of the 18/19 audit)

Workers Compensation Cases/Incidents/Accidents – No employee cases. (296 days since our last employee accident).

Training:

- Safety Compliance provided "Valley Fever" and "COVID-19" training in March.
- Safety Compliance provided "COVID-19" and "GHS" (Globally Harmonized System) classifying chemicals hazards in April.
- The General Manger met with staff regarding COVID-19 on March 13 and regarding Noble Creek Community Center "Testing Site" on May 5.
- Human Resources (HR) and additional staff attended webinars on COVID-19 and the impacts to our staff, the District and the public.
- Janet participated in *many* various webinars, webcast and trainings from CalPERS, The Society for Human Resources Management, Paychex, Target Solutions, etc. and currently researching bringing employees back into the workplace safely. I am currently working both remotely and the office.
- The April 2020 California Special District Leadership Academy was rescheduled until November. Nancy and I have transferred our registrations to the new dates.
- CPR Training, Review of our IIPP and an Emergency Evacuation Drill was scheduled for June. Those trainings will be rescheduled when possible.
- CARPD annual conference was postponed indefinitely; however they are hosting a two day (9:00am to 12:15pm) virtual event on May 28 and 29."Refocus your vision: Seeing your District through the Pandemic". Armando De La Cruz and Denise Ward said they will attend. She asked the other directors to let her know if they can attend so she can register them.
- The annual summer employee picnic as of right now, is on hold due to COVID-19.
- Noble Creek Community Center is a testing location for COVID-19. Our agreement is through June 4.
- We cancelled the employee of the month celebrations due to COVID-19. This is popular with the employees and we will resume as soon as it is deemed safe.
- Supervisors are preparing annual evaluations.

- We received a phone call from Thomas Contreras of Oak Valley Florists. He wished to thank the District and Board members for contributing to the girls' soccer CIF rings.

Financial Services Technician/Office Manager: Nancy Law

The Finance Committee met and reviewed March and April 2020 financial reports consisting of the profit & loss budget vs. actual, bank account balances and warrant registers. The District received deposits into the county fund for March \$32,458.56 and April \$179,653.69. \$5000.00 was transferred into the Reserve fund for March and April bringing the balance to \$348,376.79.

Nancy attended the following trainings;

- Engage your community
- Special District communication and Meetings During a Crisis
- COVID-19 Update (Riverside County Office)
- COVID-19 Scams to Guard Against
- Leadership Skills
- Acting Early to Flatten the Financial Curve
- Annual Evaluation Training
- Asset Keeper/Asset Listing for Audit
- Strategies for Managing Financial Implications Resulting from COVID-19: Analyzing Revenues and Cash Flow
- Streamline – Quarantine Edition.

Nancy and the General Manager met with Staff to review budget requests.

Activities Coordinator: Kyle Simpson

Kyle reported facility rentals have been cancelled and moved through June 19, 2020 and community events and meetings have been cancelled due to COVID-19.

He gave an update on District events; Movies under the Stars is still planned for June through July at 6:00pm on Field 1. Church for Family will be contributing with their projector and snack bar again and the following movies have been reserved: Detective Pikachu, Aladdin, Frozen 2, Dora and the Lost City of Gold, Toy Story 4, and Abominable.

Oktoberfest is still being planned for September 18-20, 2020. The American Bavarian Brass Band and the Carrera Band are still willing to perform if we are allowed to have the event. He spoke to our sausage vendor, Navis Sausage and Anheuser Busch are willing to participate in the event as well.

Kyle has attended webinars and he has been working on signage such as RV park rules.

Kyle ordered event tables for our outdoor events.

Athletic Coordinator: Dodie Carlson – No report

Maintenance Foreman: Frank Flores – Presented by Duane Burk

Frank has primarily been working on the landscaping at Bogart Park. They have completed the renovation and install of the iron ranger located at the south entrance to the park. The irrigation renovation is near complete. All the valves, wiring and irrigation boxes have been installed. The irrigation wire has been run through 1" conduit to maintain proper working order for years to come. The next phase for Bogarts turf involves a new irrigation clock with wireless connection and replacing the current sprinklers with water efficient sprinkler heads. Staff installed and landscaped a new drip irrigation system in the Bogart Dedication Planter. Frank has been spraying weeds around trails, RV sites, restrooms and horseshoe pits.

Noble Creek Community Center is under construction and nearing completion. Maintenance staff assisted in the removal of the roofs on the Beaumont Youth Baseball storage, Noble Creek Community Center and bride's room.

The Grange Hall and Woman's Club has not have any activities. Frank thanked the District for remaining open and he is grateful to work and provide a destination for the public to enjoy even if it's for walking or hiking and looks forward to the future.

Maintenance Foreman: Aaron Morris

Aaron reported as the park remains semi closed with all field activities at a halt, the outfield turf areas have had time to rest and recuperate. Maintenance has been very busy helping contractors with ongoing projects and that has been a great

opportunity to work on the side projects to learn and see what goes on outside of our normal duties. He reported work has not been slow and is very blessed that the District has allowed us to keep working in these tough times.

Aaron reported he has worked on the following projects:

- Fertilized all the outfield turf areas with a slow release formula. Should last about 18 to 20 weeks.
- Got the new Weather TRAK pilot smart timer set up at Bogart Park. This will give staff the ability to access Bogart's irrigations system from our phones and computers.
- Currently getting bids on water efficient sprinkler heads for the Bogart Day Use meadow as well as getting a price on central command for Noble Creek Regional Park where they will have an app on their phones to control sprinklers.
- Helped install the conduit lines for the upper parking lot outlets for future market events.
- Removed three old roofs to help with the installation of new ones.

#### General Manager: Duane Burk

Duane reported there have been many cancelled meetings due to COVID. He said the staff is adjusting very well to a difficult time just even with having virtual meetings and moving locations due to Noble Creek being a testing site. We are working with the County and State on COVID issues. Staff is working hard on construction projects that they normally would not be doing. Duane said we will be receiving the bids tomorrow for the roof project, via email, so we will hold another board meeting to award the contract prior to the June 10 board meeting and he will let everyone know the date.

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

### 5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm NCCC
- 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

June 10, 2020

July 8, 2020

August 12, 2020

### 5.2. Upcoming Holidays

Monday, May 25, 2020 Memorial Day

Friday, July 3, 2020 Independence Day Observed

### 5.3. Events

- All events have been cancelled or postponed at this time due to State and County Health Official orders pertaining to COVID-19
- Noble Creek Community Center COVID-19 Testing May 5, 2020 – June 4, 2020. (Tuesday through Saturday 7:00am to 7:00pm).

## **DIRECTORS MATTERS/COMMITTEE REPORTS**

### **Director De La Cruz**

Armando said he is sorry he couldn't attend. He has a little one at home and his father's kidneys are only working at 9% so he is trying to stay safe. He thanked everyone for their attendance and the employees who are still working at the Park and hopes everyone is staying safe.

### **Director Ward**

Denise said she would like to attend the CARPD virtual conference. She also said that whoever is in charge of our social media to keep up the good work. They are doing a great job and she enjoys all the posts, links and pictures. Denise complimented Duane, staff and the other board members for implementing all the changes and procedures so quickly due to the Coronavirus and taking the necessary measures to keep staff and the public safe. She thanked Duane for keeping her updated. She said she knows Janet and Nancy are doing a lot of work related to the virus such as webinars and obtaining information as she is suffering through it to and thanked them for keeping the District safe.

She said she is conflicted about Noble Creek being utilized as a COVID test site because she doesn't want to jeopardizing staff but said it is a testament to supporting the health and wellbeing of our community. She hopes we can get back to business as usual soon with little to no financial effects. She said she prays for everyone to stay safe and healthy.

#### **Treasurer Diercks**

Chris said he agrees with everything Denise stated and hopes to get through the virus safely and quickly. He congratulated everyone on doing a great job.

#### **Vice Chair/Secretary Flores**

John encouraged the board members to visit Bogart Park and said the difference is night and day. He said these are exciting times. He wants the directors to read and comprehend the budget. He encouraged the directors to complete the General Managers evaluation on time. He said he appreciates Duane's work on keeping staff working and being flexible with their schedules and he appreciates Duane's efforts.

#### **Chairman Hughes**

Dan said he agrees with John and wants the General Managers evaluations turned in to counsel on time. He said he wasn't sure about the testing site being inside because all of the sites he has been exploring has been outside but understands we are an EOC and we were put in the situation that we might not like, but its good we are doing it. He personally made contact with the Mayors of Beaumont, Calimesa and Banning and they were happy with the fact that we stepped out there and all of them offered their support. The point he wanted to make is that we are a real player. Dan listened into the County's teleconference for eleven hours and they rescinded some of the health orders. People don't have to wear masks anymore but they still recommending people do. They are leaving it up to Superintendent's to make school decisions. Sheriff Bianco, of Riverside County Sheriff's department stated his department is not enforcing the governor's rules because he feels it's against our constitutional rights and Dan agrees.

The county is partnering with Orange, San Diego and San Bernardino counties to speak with government to ease restrictions. He said some elected officials think they are in charge of everything but they have to remember our constituents are our bosses so if they tell is to do something, we need to do it. He thinks we will get to some kind of normal here the next couple of weeks and said the goal is to not furlough any more employees. He said we are essential being an EOC and he appreciates what everyone is doing. He thanked the General Manager and staff and said we, the District, have risen to the top and are well recognized.

#### **6. ADJOURNMENT:**

Motion was made to adjourn the meeting at 7:11pm

**Initial Motion:** Treasurer Diercks

**Second:** Vice Chair/Secretary Flores