



BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT (BCVRPD)

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, January 12, 2022, 5:30pm

Noble Creek Community Center 390 W. Oak Valley Parkway Beaumont, CA 92223

MINUTES

PUBLIC PARTICIPATION BY TELECONFERENCE ONLY

Due to the spread of COVID-19 and the fact that there is a Governor-declared state of emergency, the Beaumont Cherry Valley Recreation & Park District conducted this meeting by teleconference.

DISTRICT CLOSED SESSION – Closed Session to Begin at 5:30 (2 Items)

1. Conference with Labor Negotiators pursuant to Government Code Section 54957.6

Agency Designated Representative: General Manager

Unrepresented Employee: Human Resources Administrator

2. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One Case Closed session was moved to February 9, 2022.

WORKSHOP SESSION: None

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

Regular session began at 5:33pm in remembrance of Armando De La Cruz's father, Dodie Carlson's Step Mother and Mike Aldrich's wife and Jessica Warrick's mother who all passed recently.

Roll Call:

Director De La Cruz: Arrived at 6:04pm. Present, via teleconference

Director Ward: Present

Treasurer Flores: Present, via teleconference

Vice-Chair/Secretary Diercks: Present

Chairman Hughes: Present

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

Invocation: Chairman Hughes gave the Invocation

Pledge of Allegiance: Chairman Hughes led the pledge of allegiance.

Presentations: Happy Birthday Director Flores

2021 Annual Awards:

5 years of service – Nancy Law

15 years of service – Janet Covington

Part Timer of the Year Award: George Ramirez

Make it Happen Award: Kyle Simpson

Employee of the Year Award: Ryann Flores

Directors Choice Award: Kyle Simpson

General Managers Choice Award: Aaron Morris

Adjustments to Agenda: None.

1. **PUBLIC COMMENT:** Chairman Hughes opened public comment at 5:37pm. Hearing none, public comment closed at 5:37pm.

2. **CONSENT CALENDAR:**

2.1 Minutes of December 8, 2021

2.2 Warrants for December 2021

2.3 Bank Balances for December 2021

2.4 Approve Special Provision Allowing for Teleconference Meetings during a Governor-Declared State of Emergency Pursuant to AB 361

Albert Maldonado commented on item 2.4. He stated the Board has voted to hold teleconference meetings under AB361. The District needs to make certain findings every 30 days to continue teleconference meetings. There needs to be a Governor-Declared State of Emergency and then there needs to be two findings. 1) The District needs to consider the circumstance for the State of Emergency. 2) State or Local Officials have recommended social distancing. Duane Burk commented the finance committee met and approved items 2.2 and 2.3.

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

Initial Motion: Vice Chair/Secretary Diercks

Second: Director Ward

Result of Motion: Carried 4-0

Director De La Cruz: Absent

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 Board Reorganization

Nominations were taken for Board Chairman. Vice Chair/Secretary Diercks nominated Director Chairman Hughes. He accepted the nomination. There were no other nominations.

Initial Motion: Director Ward

Second: Vice Chair/Secretary Diercks

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Vice Chair/Secretary Diercks: Aye

Treasurer Flores: Aye

Chairman Hughes: Aye

Chairman Hughes made a nomination for Vice Chair/Secretary Diercks to remain in that position. There were no other nominations.

Initial Motion: Chairman Hughes

Second: Director Ward

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Vice Chair/Secretary Diercks: Aye

Treasurer Flores: Aye

Chairman Hughes: Aye

Chairman Hughes made a nomination for Treasurer Flores to remain in that position. There were no other nominations.

Initial Motion: Chairman Hughes

Second: Vice Chair/Secretary Diercks

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Vice Chair/Secretary Diercks: Aye

Treasurer Flores: Aye

Chairman Hughes: Aye

All positions were accepted by Directors

3.2 Committee Assignments

Chairman Hughes appointed the present 2021 committee members to the same committees for 2022.

- Finance Committee (2) Vice Chair/Secretary Diercks, Treasurer Flores. Alt: Chairman Hughes.
- Personnel Committee (2) – Chairman Hughes, Director Ward. Alt: Director De La Cruz.
- Collaborative Agency Committee (2) – Treasurer Flores, Director Ward. Alt: Chairman Hughes.
- Facilities Ad-Hoc Committee (2)–Vice Chair/Secretary Diercks, Treasurer Flores.
Alt: Director De La Cruz.
- Beaumont Youth Baseball Liaison (1) – Vice Chair/Secretary Diercks, Director De La Cruz.
- City of Beaumont (2) – Chairman Hughes, Treasurer Flores. Alt: Director Ward.
- Bogart/BCVWD Ad-hoc – (2) – Director Ward, Treasurer Flores. Alt: Chairman Hughes
- BCVRPIC / DTR (2) – Chairman Hughes, Treasurer Flores. Alt: Director Ward.

3.3 Approval of FY 21/22 Mid-Year Budget

Chairman Hughes opened public comment at 5:49pm. Hearing none, public comment closed at 5:49pm.

Duane Burk reported the finance committee reviewed the budget and the adjustments made are shown in green and yellow.

Motion was made to accept item 3.3.

Initial Motion: Vice Chair/Secretary Diercks

Second: Director Ward

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Vice Chair/Secretary Diercks: Aye

Treasurer Flores: Aye

Chairman Hughes: Aye

3.4 Approval to Accept COVID-19 Fiscal Relief Funds Awarded

Chairman Hughes opened public comment at 5:58pm. Hearing none, public comment closed at 5:58pm.

Motion was made to accept item 3.4.

Initial Motion: Vice Chair/Secretary Diercks

Second: Director Ward

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Vice Chair/Secretary Diercks: Aye

Treasurer Flores: Aye

Chairman Hughes: Aye

3.5 Approval of Facility Use License Agreement, Primoz Cuisine

Chairman Hughes opened public comment at 5:59pm. Hearing none, public comment closed at 5:59pm.

Motion was made to accept item 3.5.

Initial Motion: Director Ward

Second: Treasurer Flores

Result of Motion: Carried 4-0

Director De La Cruz: Absent

Director Ward: Aye

Vice Chair/Secretary Diercks: Aye

Treasurer Flores: Aye

Chairman Hughes: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

- We have 26 employees.
- It has been 122 days since our last employee accident.
- Janet met with and has completed all Human Resources Department auditor requests for the FY 20/21 audit.
- Janet attended the last in a series of three CAPRI webinars. The topic was Property Damage.
- 2021-2022 Statement of Economic Interest are due to Janet no later than March 1, 2022 in order to submit by the deadline of April 1, 2022.
- December's employee of the month was celebrated. Kaylee Gemmell received the recognition.
- The holiday party was a great success. Thank you to all who was able to attend and to Ryann Flores, Kyle Simpson and the maintenance staff for all their help.
- January 27, 2022 Is the Annual Citizens of the Year (Vince & Kathy Conway) and Installation of Officers. Please RSVP to Janet as soon as possible because seats fill fast.
- Calimesa Chamber Installation of Officers and Awards dinner, tomorrow Thursday 1/13. Finance should have registered and paid for Duane, Dan and one guest of Dan's to attend.
- Reminder Duane Burk will be the guest speaker at the Calimesa Chamber Breakfast on February 8, 2022 @ 8:00am.
- The District converted over to a new web-based DMV pull notice program.
- Former employees Mike Aldrich's wife and Jessica Warrick's father passed away suddenly. The District sent an arrangement.
- Dodie Carlson's step mother passed away. An arrangement was sent to the family.
- Director De La Cruz's father passed. He thanked the District for the plant sent.
- Janet completed the California Special District Associations FY 20/21 Administrative Salary & Benefits survey which will entitle the District to their survey when published.
- Minimum wage increases were reflected on the first payroll of the calendar year. This affected nine employees.
- Scanning prior year records and making 2022 New Year files.

Financial Services Technician/Office Manager: Nancy Law

- The Finance Committee met and reviewed December 2021 Financial Reports.
- Nancy received \$641,598.91 in the Riverside County Fund for December 2021. She transferred into the Reserve fund the \$5,000.00 monthly contribution for December 2021 and transferred \$186,309.56 to pay Merlin Johnson Construction Main Water Line Project bills per Board Approval on November 10th, 2021 Item #3.9. The reserve balance to \$138,964.77. She the \$7,500 monthly contribution into the Money Market account for the December 2021 loan payment brining the balance to \$17,794.15.
- Nancy attended a CAPRI Workshop, session two: General Liability Case Scenario Training.
- Nancy attended District Forward Meeting; Special District Workshops and Consulting.

- Nancy attended Winterfest.
- Nancy attended Decembers Calimesa Chamber Breakfast. The guest speaker was State Senator Rosilicie Ochoa-Bogh.
- Nancy and Ryann Flores attended and Open Meeting Demo regarding open meetings for board secretaries.
- Nancy attended the Winterfest debrief.
- Nancy met with auditors for the FY 20/21 audit.
- Nancy met with General Manager to Review the Mid-Year Budget.

Activities Coordinator: Kyle Simpson

- COVID-19 Testing Facility at the Woman's Club will continue through March 31st, 2022.
- The Yoga Connection is at Noble Creek Community Center Monday through Wednesday.
- Heart and Soul Line Dancing is at Noble Creek Community Center on Mondays.
- Beaumont Library Story Time is at Noble Creek Community Center on Tuesdays.
- Beaumont Library is doing tech classes for ages 60 plus at Noble Creek Community Center Mondays and Tuesday's 2:00pm-3:00.
- Bogart 1K5K Fun Run is scheduled at Bogart Regional Park March 12th.
- Welcome Home Vietnam Veterans Day is scheduled at Noble Creek Regional Park quad March 26th.
- Kyle attended the CAPRI Workers' Compensation webinar.

Maintenance Foreman: Aaron Morris

Aaron said he is glad to be back at work and looking forward to catching up on projects. He said staff did a great job maintaining the park throughout his absence and they have done an amazing job keeping the storm damage to a minimum during the previous couple weeks.

- Staff has been cleaning up after the recent rainstorms with the help of Merlin Johnson at Duane Burk's direction and they have been putting out sandbags and straw waddle to help prevent any further runoff from any upcoming rain.
- Staff spread infield clay conditioner on field 3. They also used the extra material to fill in areas washed out from the recent storms.
- Merlin Johnson Construction assisted in a mass cleanup of Bogart Regional Park.
- Maintenance will resume trapping squirrels to keep the rodent population down.
- Staff will be working on all the fields in preparation of the BYB/SB season.
- Staff has been cleaning up around the yard to help increase accessibility and help create a safer work environment.
- Maintenance has been repairing any irrigation leaks.
- Four additional cameras were added to the maintenance yard, specifically surrounding the new building to help increase security.
- Aaron will take the Playground certification test in February and he will be starting classes in January.

Athletic Coordinator: Dodie Carlson

Dodie wished everyone a Happy New Year.

- Dodie reported the fall adult ball season finished on December 20, 2021. The winners for the season were Monday's women's Dirty Pigtales, Tuesday men's Shimels Kids. Thursday co-ed Who's Trippin, and Sunday's co-ed Ball of Duty. They had a great season with all of the teams being generous with the tournaments, canned goods, and toys.
- The winter adult ball season will be starting the week of January 17th. It is generally a slower season due to the weather and she is waiting to see how many teams sign up.
- The calendar remains very slow due the lack of staff for tournaments. Hopefully we can get some help as it is a new year.

- Dodie thanked the Board of Directors, General Manager, and staff for their constant work for the district and thanked the maintenance staff for the work they have been doing on the fields. A lot of the little things are getting caught up. With the start of the New Year our rest time is over and it will be a full park daily in the next 4 weeks.
- BYB held the first evaluation day of the 2022 season. They are off and running. They are hoping a great season with good health and fun for everyone.

General Manager: Duane Burk

Duane said as we are going through the 2022 season we all, including his family have been hit with COVID in some form or another. He is working closely with the water district and the Shopoff group on transitioning the well at the Danny Thomas Ranch (DTR). He met with the Hill Racing project in regards to bringing a BMX tract to DTR. The City of Calimesa council meeting was cancelled. He fully intends to start attending both the City of Beaumont and City of Calimesa’s council meetings and continue engaging in conversations regarding expanding the Noble Creek Regional idea. Duane felt the Christmas Party was great and congratulated Janet for putting it together. He said Kaylee Gemmell is a new employee and received the employee of the month after 4 weeks which shows the employees dedication to the park District. Duane is excited and looks forward to the Beaumont Youth Baseball season. He said the District is on the Board of Supervisors agenda for March 1, for funding he applied for in regards to the DTR.

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm at the Beaumont Library.
- Finance – 1st Thursday of Every Month 5:00 pm NCCC.
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 5:30 pm
- BCVRPD Board Meeting Schedule, NCCC
February 9, 2022
March 9, 2022
April 13, 2022

5.2. Upcoming Holidays

Monday, January 17, 2022 – Martin Luther King Day
Monday, February 21, 2022 President’s Day

5.3. Events

March 12th, 2022 - Bogart 1K/5K Fun Run
March 25th, 2022 – Welcome Home Vietnam Veterans Day

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz:

Armando asked to be excused or his tardiness. He just came home from LA. He apologized for his absence last month and said he has been in LA helping his mom with family matters. He said he hopes everyone is doing well and staying well, he recently had COVID. He attended Winterfest and attended the collaborative agency meeting via zoom. He will be attending the Calimesa installation and awards dinner and will attend the good morning breakfast on Friday. He plans on attending the Beaumont Chambers Citizen of the Year and Installation of Officers dinner.

Director Ward:

Denise apologized for missing some events in December due to personal issues. She heard all of the events were wonderful. She recognized staff, Duane and board members for an exceptional 2021 year considering all the COVID illnesses and regulations. She wished everyone a Happy New Year and hopes everyone stays safe and healthy and looks forward to a better 2022.

Treasurer Flores:

John thanked Janet for coordinating the Christmas party and thanked Kyle and Janet for the coordination of the clean-up. He said Duane's staff is awesome.

Vice Chair/Secretary Diercks:

Chris congratulated all staff are doing a great job and he told Janet the Christmas party was great and the magician was fantastic. He expressed his condolences to everyone who lost family members. He wished John a happy birthday and hopes for a better 2022 year.

Chairman Hughes:

Dan reported he, Denise and Duane met for a personnel meeting and are going through policies and issues regarding personnel, retirements and sick leave. He attended Winterfest and said it was freezing. He attended the Calimesa Chamber breakfast where was able to meet with Senator Bogh and the issue of COVID. He attended the foundation's golf tournament of May 13, 2022 kickoff meeting. He has met with the City of Beaumont about getting a MOU in relation to DTR. He said everybody is doing a great job and thanked Janet for the Christmas party and said the magician was really good and unbelievable.

6. ADJOURNMENT:

Vice Chair/Secretary Diercks made a motion to adjourn the meeting. The meeting was adjourned at 6:24pm in remembrance of Armando De La Cruz's father, Dodie Carlson's Step Mother and Mike Aldrich's wife and Jessica Warrick's mother who all passed recently.