



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT (BCVRPD)**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday, July 13, 2022 6:00pm**

**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 5:15pm

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

Title: General Manager

Closed session began at 5:15pm

Roll Call:

Director De La Cruz: Present via teleconference

Director Ward: Absent

Treasurer Flores: Present via teleconference

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 5:18pm.

**WORKSHOP SESSION:** None.

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

Regular session began at 6:00pm.

Attorney, Albert Maldonado reported out on closed session. There were no reportable actions.

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:** Pastor Paul with Church for Family gave the Invocation. – The Board and General Manager thanked Pastor Paul for all he has done for the District and had presented him with a plaque at Movies Under the Stars.

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

**Presentations:** The District presented the Beaumont Police Department's K-9 Unit with a donation check.

**Adjustments to Agenda:** One adjustment – K-9 presentation.

**1. PUBLIC COMMENT:**

Chairman Hughes opened public comment at 6:21pm. Hearing none, public comment closed at 6:21pm.

**2. CONSENT CALENDAR:**

2.1 Minutes of June 23, 2022

2.2 Bank Balances for June 2022

2.3 Warrants for June 2022

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. Chairman Hughes confirmed that the finance committee met and approved items 2.2 and 2.3.

Director Ward noted a correction needed in the June 23, 2022 minutes. Changes have been made to reflect that Director Ward was present for the 2.1, 2.2, 2.3, and 2.4 vote with technical difficulties.

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

Initial Motion: Director Ward

Second: Vice-Chair/Secretary Diercks

Result of Motion: Carried 4-0

Director De La Cruz: Left meeting at 6:15pm, unable to vote

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 2022-2023 CDBG Funding Approval

Chairman Hughes opened public comment at 6:28pm. Hearing none, public comment ended at 6:28pm.

Motion was made to accept item 3.1.

Initial Motion: Chairman Hughes

Second: Vice-Chair/Secretary Diercks

Result of Motion: Carried 4-0

Director De La Cruz: Left meeting at 6:15pm, unable to vote

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

3.2 Approval of Resolution to Oppose Initiative 21-0042A1

Chairman Hughes opened public comment at 6:32pm. Hearing none, public comment ended at 6:32pm.

Motion was made to accept item 3.2.

Initial Motion: Chairman Hughes

Second: Vice-Chair/Secretary Diercks

Result of Motion: Carried 4-0

Director De La Cruz: Left meeting at 6:15pm, unable to vote

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

### 3.3 Approval of Final Reading Fiscal Year 20/21 Audit

Chairman Hughes opened public comment at 6:36pm. Hearing none, public comment ended at 6:36pm. General Manager, Duane Burk, noted that the letter from Halliday & Company states they did not meet the District for an interview. Typically they meet with management for an interview, but with Halliday & Company's calendar, they did not have a chance. Treasurer Flores did have a phone interview.

Motion was made to accept item 3.3.

Initial Motion: Vice-Chair/Secretary Diercks

Second: Treasurer Flores/Director Ward

Result of Motion: Carried 4-0

Director De La Cruz: Left meeting at 6:15pm, unable to vote

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

### 3.4 Approval of Destruction of Records Request

Chairman Hughes opened public comment at 6:41pm. Hearing none, public comment ended at 6:41pm. Attorney, Albert Maldonado, wanted confirmation that the Recreational Master Plan was not approved by resolution and that there were no records listed in the 2006-2018 incidents, accidents, claims, property damage that needed to be kept longer than the listed date. Both were confirmed.

Motion was made to accept item 3.4.

Initial Motion: Vice-Chair/Secretary Diercks

Second: Treasurer Flores

Result of Motion: Carried 4-0

Director De La Cruz: Left meeting at 6:15pm, unable to vote

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

### 3.5 Approval of Purchase of Ventrac 4520P Tractor

Chairman Hughes opened public comment at 6:49pm. Hearing none, public comment ended at 6:49pm. Director Ward clarified if the tractor would be an outright purchase or financed and if it came with a warranty and maintenance contract. General Manager, Duane Burk, stated that it is in the budget for an outright purchase, but the District could also finance it and that it does come with a warranty and maintenance contract. Duane also stated that when he came to the District, this same piece of equipment was on the agenda at a price of \$34,000 and within the seven years, it has gone up to \$42,000.

Motion was made to accept item 3.5.

Initial Motion: Vice-Chair/Secretary Diercks

Second: Director Ward/Treasurer Flores

Result of Motion: Carried 4-0

Director De La Cruz: Left meeting at 6:15pm, unable to vote

Director Ward: Aye

Treasurer Flores: Aye  
Vice Chair/Secretary Diercks: Aye  
Chairman Hughes: Aye

### 3.6 Approval of County of Riverside UCI Funding

Chairman Hughes opened public comment at 6:57pm. Hearing none, public comment ended at 6:57pm.

Motion was made to accept item 3.6.

Initial Motion: Chairman Hughes

Second: Vice-Chair/Secretary Diercks

Result of Motion: Carried 4-0

Director De La Cruz: Left meeting at 6:15pm, unable to vote

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

### 3.7 Approval of Revised 6<sup>th</sup> Amendment for General Manager Evaluation

Chairman Hughes opened public comment at 7:00pm. Hearing none, public comment ended at 7:00pm.

Attorney, Albert Maldonado clarified the only change made to the Amendment was the salary increase of 14%.

Motion was made to accept item 3.7.

Initial Motion: Chairman Hughes

Second: Vice-Chair/Secretary Diercks

Result of Motion: Carried 4-0

Director De La Cruz: Left meeting at 6:15pm, unable to vote

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

## 4. DEPARTMENT REPORTS:

### Human Resources Administrator: Zina Bakoo

- We have 26 employees.
- Workers Compensation- Cases/Incidents/Accidents – No open cases. It has been 164 days since our last employee accident.
- The annual GASB 74/75 report has been completed and sent in to CalPERS.
- Ryann and Zina completed the Special District election webinar for County of Riverside.
- Lilian and Aaron attended the job fair at the Albert Chatigny Senior Center.
- Ryann attended a webinar for Paychex Retirement training.
- Introduce new Activities Coordinator – Lilian Averette.
- We are currently hiring for our maintenance department and casual employees.
- Employee of the quarter luncheon will be held on July 20th at 12pm in the Copper Room.
- Employee picnic was a great success. We raffled large items that were 100% donated by our local contractors who continue to support our District.
- Zina attended the Calimesa Chamber breakfast on 7/12/2022.

Executive Manager: Nancy Law

- The Finance Committee met Monday, July 11th, 2022 to review June 2022 Financial Reports for Fiscal Year 2021-2022.
- The Monthly Financial Report consisted of the Profit & Loss Budget vs. Actual, as well as the Bank Account Balance Spreadsheet and Warrant Registers which are also included in the Board Packet.
- Property Tax Disbursement – The Financial Services Technician has received Preliminary 1 deposits into the Riverside County Fund for June 2022 in the amount of \$15,218.37.
- The Financial Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution for June 2022, bringing our Reserve balance to \$119,029.55, and transferred into the Money Market account \$7,500.00 monthly contributions for June 2022 bringing our balance to \$223,059.20.
- Executive Assistant is worked of Public Records Requests.
- Finance attended on 6/6/2022 Beers Brats and Bogart Bash Meeting.
- Finance worked on 6/11/2022 the Beers Brats and Bogart Bash Event.
- Finance attended on 6/22/2022 Beer Brats and Bogart Bash Debrief Meeting.
- Executive Assistant spoke and attended on 6/24/2022 the Memorial Wall Dedication.
- Executive Assistant worked with the new Activities Coordinator Lilian Averette on 6/27/2022 Movies Under the Stars (Sing 2).
- Executive Assistant met with Verizon Wireless regarding GPS tracking of our Vehicles. This will not be for monitoring employees, but for theft of District property.

Activities Coordinator: Lilian Averette

Let me start out by introducing myself to you. My name is Lilian Averette and I am a long time resident of Beaumont for the last 22 years. My husband and I have raised our two daughters here in Beaumont and I worked for the City of Beaumont for 9 ½ years. I managed the City day camp, the pool, and did special events. I am a Director for the Cherry Festival Association, where I am one of the Entertainment Directors. This last year for 2022, I was also the MC of the event. I am a big believer that the community comes first. When working an event, my biggest accomplishment is knowing that families are making memories!

- COVID-19 Testing Facility at the Woman’s Club will continue through September 30, 2022.
- Past District Events:
  - Bogart Beers and Brats Bash June 11, 2022.
    - The Second Annual of this event was a success; People from the community seem to enjoy the event. Eating and drinking with great company, entertainment, and games.
  - Memorial Wall Regional Park Quad Area June 24, 2022.
    - We added Bruce Blake and Kath Wagner.
  - Movies Under the Stars
    - To kick off the summer, we played Scoob on June 20th and Sing 2 on June 27th. It has been a great turn out for the Movies Under the Stars.
- District Events:
  - Movies Under the Stars will continue for 3 more weeks.
    - July 11th will be the movie Luca. Sponsor for Luca will be Nutrishop.
    - July 18th will be the movie Encanto. Sponsor will be Century 21?
    - July 25th will be the movie Ghostbusters (Original) to end the summer movie nights.
    - We have also added Coffee with Chao’s to the Movie Under the Stars.
  - Touch a Truck July 29, 2022.
    - We will be calibrating with the City of Beaumont. This event will have Fire Engines, Police Cars, Helicopters’ and much more. We will be hosting it out in the Meadow and Field 7 here at Noble Creek Regional Park.
- Lilian participated in the Beaumont Job Fair on 6/29/2022.
- Lilian attended the Calimesa Chamber breakfast on 7/12/2022.

- Lilian will be attending the Banning Chamber breakfast on 7/20/22.

#### Assistant Maintenance Superintendent: Aaron Morris

I hope everyone is staying cool. Staff has been doing a great job keeping up on their duties while staying hydrated. Here are a few items the Maintenance Department has been working on:

- Noble Creek Regional Park:
  - Staff has been working on water line repairs in the dog park.
  - We will be starting the sprinkler construction for both fields 2 and 3 in the next few weeks.
  - We are getting fence estimates for fields 4, 5, and 6.
  - We are getting ready for our Annual Site Inspection for our Headquarters.
  - I will be scheduling the installation of the flow sensor pedestal for the flow meter.
  - Staff has been assisting in bigger projects with contractors.
  - We are currently working on ball field renovations and will be working with Kelly Cooper with Turf Plainer.
- Bogart Regional Park:
  - We are working on sprinkler relocation.
  - Maintenance is also working on fixing and lowering valves for new parking.
  - There will be a new sewer line and dump sites added to the shop.
  - Alfonso's Tree Service removed all dead trees.
  - Drip Irrigation has been added to all trees around the pond.
  - We have been getting grass seed estimates for the construction areas.
  - We have been working on the altitude valve for the water tower in controlling our domestic feed to the tank in order to prevent spilling over.
  - Maybe the District could possibly donate tools, materials, and staff for the upcoming Coyote Tournaments.

#### Athletic Coordinator: Dodie Carlson

- The spring slow pitch season finished in June. The following winners were Monday women's Cut a Pitch, Tuesday Men's Shimels Kids, Thursday co-ed 64 Sports and Sunday co-ed I'd Smash. The summer season on July 5, 2022 Monday women's 6 teams, Tuesday men's 7 teams, Thursday co-ed 12 teams and Sunday co-ed 6 teams. We are down 8 teams from last year due to vacations and playing multiple days.
- There has been some interest in senior slow pitch. While we have explored it before, we will see if we can draw any interest to start a program at this time.
- The calendar remains very slow due the lack of staff for tournaments. Hopefully we can get some help as things start to loosen up.
- I would like to thank the Board of Directors, General Manager, and staff for their constant work for this district. I would like to thank the maintenance staff for their constant work on field improvements, while they continue to battle the gophers and squirrels. The fields are improving every week.
- BYB has concluded all the All-star tournaments for the year. They represented well. They still have 4 teams playing at this point. 10U Softball, Pinto 8U machine pitch, Bronco 12U Select, and Pony 14U Select BYB will have elections and will start fall ball registrations in August 2022.

#### General Manager: Duane Burk

Duane stated that it has been a privilege to be here the past seven years and that the District has grown a lot. He said that it is a reflection of the team effort and decisions of the Board of Directors and looks forward to another year. He has attended the City of Beaumont Planning Commission meeting and the City of Calimesa council meeting via Facebook as the District is working on programs and opportunities with them. He is very

excited about what the District is doing at both Noble Creek Regional Park and Bogart Regional Park and will be going on vacation with his family.

## **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> Monday of Every Month 4:00pm NCCC.
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 5:30pm
- BCVRPD Board Meeting Schedule, NCCC

August 10, 2022

September 14, 2022

October 12, 2022

### **5.2. Upcoming Holidays**

Monday, September 5, 2022 Labor Day

### **5.3. Events**

June 20 – July 25, 2022 – Movies Under the Stars Every Monday at Noble Creek Regional Park

September 16 – 18, 2022 – 32<sup>nd</sup> Annual King Ludwig's Oktoberfest

Woman's Club COVID testing through September 30, 2022

## **DIRECTORS MATTERS/COMMITTEE REPORTS**

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

Armando had left the meeting at 6:15pm and was unable to comment.

### **Director Ward:**

Denise thanked all staff for all of their hard work, especially while being short staffed and with the new District events. She congratulated and thanked Duane as she looks forward to working with him for another year. She also gave a warm welcome to the new Activities Coordinator, Lilian. Denise stated that she appreciates all of the support and patience from the Board and Duane. Regarding the comment in the June 23<sup>rd</sup> minutes, she noted that she has not been notified for any upcoming personnel meetings or any that need to be scheduled. She would like to rectify that comment between herself, Dan and Duane and hopefully all could work harder to achieve this plan. She also looks forward to the upcoming Bogart meetings and is happy to be a part of the Board of Directors.

### **Treasurer Flores:**

John is very proud of the Foundation and appreciates everything Nick has been doing. He stated that Zina is a noticeable breath of fresh air and appreciates she does. He believes that it has been a great change of direction. He went to the local Coyote tournament and mentioned that maybe the District can sponsor their trophies in the future. He appreciates Duane and expressed that nothing can compare to where we are now with the District.

### **Vice Chair/Secretary Diercks:**

Chris welcomed Lilian and mentioned that Nick did an excellent job with the car show. He noted that all staff is doing a good job and gave congratulation to Duane. He said that it has been Banning's loss and our gain since the day that Duane came to the District. He told Aaron to rush Field 1.

**Chairman Hughes:**

Dan attended Bill Shopoff's open house to see his new office and had his time with the President and the Vice-President of the company. They have received a contract in Calimesa for 3,600 homes and look forward to working on future projects with the District. He completed the General Manager's evaluation within six hours. He also stated that the District has a very good team right now and that there are a lot changes coming. He mentioned how much the District has grown, from Noble Creek Regional Park not having concrete to obtaining Bogart Regional Park as well as Danny Thomas Ranch. He believes that there is more to come in the future with the great team we have. He gave congratulation to Duane. Dan and the Board appreciate all staff.

Dan also attended the following:

- Fascination Ranch for Jeff Hewitt's election night on 6/7/22
- Four Season dedication on 6/8/22
- City of Beaumont council meeting on 6/13/22
- Met with Duane, Patrick O'Reilly, and Lloyd White regarding Danny Thomas Ranch
- City Hall meeting regarding Bogart and Danny Thomas Ranch on 6/27/22
- Planning Commission meeting 6/28/22

**6. ADJOURNMENT:**

**Motion made to adjourn the meeting at 7:43pm.**