



BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT (BCVRPD)

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, February 9, 2022 6:00pm

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

AGENDA

www.bcvparks.com

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 and the Beaumont Cherry Valley Recreation & Park Improvement Corporation will be conducting this meeting by teleconference only. Public comments on matters listed on the agenda or on any matter within the District's jurisdiction will be received during Public Comments, Agenda Item No. 1. There will be no public physical location for attending this meeting in person. The District's Board meeting room will be closed to the public until further notice.

The Workshop and Regular Session is available by calling: 1(623) 404-9000. Meeting ID: 471-749-1599
You can also join the meeting at <https://meetings.ringcentral.com/j/4717491599>

DISTRICT CLOSED SESSION – Closed Session to Begin at 6:00pm (3 Items)

1. Conference with Legal Counsel – Pursuant to Government Code Section 54956.8 Property Negotiations. Bogart Park.
2. Conference with Labor Negotiators pursuant to Government Code Section 54957.6
Agency Designated Representative: General Manager
Unrepresented Employee: Human Resources Administrator
3. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One Case

Roll Call: Director De La Cruz, Director Ward, Treasurer Flores, Vice-Chair/Secretary Diercks and Chairman Hughes

WORKSHOP SESSION: None

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

Roll Call: Director De La Cruz, Director Ward, Treasurer Flores, Vice-Chair/Secretary Diercks and Chairman Hughes

Invocation:

Pledge of Allegiance:

Presentations: None

Adjustments to Agenda: Government code sec 54954.2 provides “upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those member present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a) “

1. PUBLIC COMMENT:

If you are unable to participate by telephone or via RingCentral, you may submit comments and/or questions in writing for the Board’s consideration by sending them to janet@bcvparks.com. Submit your written inquiry prior to the start of the meeting. All public comments received prior to the start of the meeting will be provided to the Board and may be read into the record or compiled as part of the record.

2. CONSENT CALENDAR: Items are considered routine, non-controversial and generally approved in a single motion. A board member may request to have an item removed from the consent calendar for discussion or to be deferred. (Includes Minutes, Financials, Resolutions, and Policy & Procedure matters).

2.1 Minutes of January 12, 2022

2.2 Warrants for January 2022

2.3 Bank Balances for January 2022

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

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

3.1 Approval of Facility Use License Agreement, Cherry Valley Horsemen’s Association

3.2 Bank of Hemet Account Signer Removal

3.3 Salary Survey Range Change

Maintenance Foreman

Finance Services Technician/Office Manager

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

Financial Services Technician/Office Manager: Nancy Law

Activities Coordinator: Kyle Simpson

Maintenance Foreman: Aaron Morris

Athletic Coordinator: Dodie Carlson

General Manager: Duane Burk

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

March 9, 2022

April 13, 2022

May 11, 2022

5.2. Upcoming Holidays

Monday, February 21, 2022 President’s Day

Monday, May 30, 2022

5.3. Events

March 12th, 2022 - Bogart 1K/5K Fun Run

March 25th, 2022 – Welcome Home Vietnam Veterans Day

Woman’s Club COVID testing through March 31, 2022

DIRECTORS MATTERS/COMMITTEE REPORTS

6. ADJOURNMENT:

Any person with a disability who requires accommodations in order to participate in the meeting should telephone Janet Covington at 951-845-9555, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation

DECLARATION OF POSTING: I declare under penalty of perjury, that I am employed by Beaumont-Cherry Valley Recreation and Park District, and the foregoing agenda was posted at the District office and District web site February 4, 2022.

Janet D Covington, Human Resources Administrator/Clerk of the Board



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 bringing 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.

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
January 2022

Type	Date	Num	Name	Memo	Amount
10005 - Bank of Hemet - Operating					
Check	01/03/2022	fee	Global Pay	Monthly Credit Card Machine Fee	-66.00
Bill Pmt -Check	01/04/2022	14147157	SCE (700005100729)	Utilities - Electric - Grange, Woman's Club, Maintenance, Snack Bar, Parking lot Lights	-2,072.02
Bill Pmt -Check	01/04/2022	14147159	SCE (700194594370)	Utilities - Electric - James Hughes Trailer	-230.79
Bill Pmt -Check	01/04/2022	14147161	SCE (700492933735)	Utilities - Electric - Field #1 - 4	-329.63
Bill Pmt -Check	01/04/2022	14147162	SCE (700494090863)	Utilities - Electric (Fire Camp Lighting/Panel)	-225.48
Bill Pmt -Check	01/04/2022	14147164	SCE (700518137163)	Utilities - Electric - RV Park	-1,920.54
Bill Pmt -Check	01/04/2022	14147165	SCE (700593589625)	Utilities - Electric - General Electricity & Thunder Alley	-1,243.14
Bill Pmt -Check	01/04/2022	14147158	SCE (700593616907)	Utilities - Electric - Tennis Courts, Horse Ariana & Field 5/6	-586.55
Check	01/04/2022	Fees	EPX	Fees - Credit Card Machine	-285.84
Bill Pmt -Check	01/04/2022	01042022	Rosalind Otero	Unfunded Health Payment	-131.09
Bill Pmt -Check	01/04/2022	17272-7274	CalPers	Employee - Retirement	-5,313.08
Bill Pmt -Check	01/04/2022	1002017268	CalPers	Employee - 457 Plan	-25.00
General Journal	01/05/2022	Trans 10522		Transfer to Payroll for PR 1/5/2022	-35,000.00
Bill Pmt -Check	01/05/2022	0050069	SoCalGas	Utilities - Gas - Woman's Club	-41.90
Bill Pmt -Check	01/05/2022	p225CJJD7X	Frontier Communications	Monthly Wifi - Grange	-136.76
Bill Pmt -Check	01/05/2022	p224NLX75M	Frontier Communications	Monthly Wifi - Maintenance	-100.98
Check	01/06/2022	124405	Dan Hughes	Director Fees - December 2021	-600.00
Check	01/06/2022	NL01062022	HP Store	Insta Ink - Finance Printer	-12.92
Check	01/07/2022	NL01072022	Calimesa Chamber of Commerce	Calimesa Chamber Installation Dinner - (7) Attendance	-420.00
Check	01/07/2022	124407	Total Compensation Systems, Inc.	Non-refundable deposit - to Complete Retiree Health Valuation Report GASB 74/75	-1,530.00
Check	01/07/2022	124408	Veronica Perez	Refundable Security Deposit - Birthday Party - 12/18/2021	-500.00
Check	01/07/2022	124409	Jesse Camacho	Cancelled Event - Wedding - 1/29/2022 (Employee)	-500.00
Check	01/10/2022	124410	Cristy Jo Holford	Refundable Security Deposit - Memorial - 12/30/2021	-250.00
Check	01/11/2022	124411	Nicholas P Hughes	Safety Footwear Reimbursement - Hughes Nick	-150.00
Check	01/11/2022	124412	Melissa Zuniga	Refundable Security Deposit - Bridal Shower - 12/18/2021	-500.00
Bill Pmt -Check	01/11/2022	124413	Slugg Bugg Pest Control	Bi-Monthly Pest Control	-550.00
Check	01/11/2022	Fee	UMS/Celero Banking	Credit Card Fees -	-6.50
General Journal	01/12/2022	Trans 11222		Transfer COVID-19 Relief Fund to Money Market for future COVID-19 Relief	-160,206.00
Bill Pmt -Check	01/12/2022	01122022	UNUM	Employee - Monthly Disability Insurance	-542.96

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
January 2022**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/12/2022	E7342405	Colonial Life	Employee - Life Insurance	-833.92
Check	01/12/2022	RF01122022	Stater Bros	Office, Maintenance & Bogart Water - Cupcakes Board Meeting	-84.14
Bill Pmt -Check	01/12/2022	124431	Best Best & Krieger	Legal Fees - Covid-19, Employee Benefits, General & Labor and Employment	-5,108.00
Bill Pmt -Check	01/12/2022	124432	Luther's Truck & Equipment, Inc.	F550 Tow to shop and Inspection/Tire repair Tractor	-911.04
Check	01/12/2022	RF01122022	national Business Furniture	Office Chair - Alyssa Zaragoza	-289.75
Bill Pmt -Check	01/13/2022	124415	Acorn Technology Services	Monthly IT Service/Bitdefender Antivirus	-2,357.84
Bill Pmt -Check	01/13/2022	124416	Anderson Plumbing Services	Restrooms Repairs NCCC Men's, RC, F1 Woman's, F5/6 Men's/Water Heater Grange	-4,150.00
Bill Pmt -Check	01/13/2022	124417	Battery Barn	SandPro 5040 Drag Battery	-67.95
Bill Pmt -Check	01/13/2022	124418	Beaumont Do it Best	Wheel Barrow/ Tubeless Tire Repair Kit	-148.83
Bill Pmt -Check	01/13/2022	124419	Blue Shield	Employee - Dental Insurance	-435.20
Bill Pmt -Check	01/13/2022	124420	Clark Pest Control	NCRP - Pest Control	-194.00
Bill Pmt -Check	01/13/2022	124421	Grand American Builders, Inc.	Repair to Damaged Pole at Snack Bar, Maintenance Shop "C" Materials, Preplace Valace Rod at Grange, Field #7 Restroom Repair	-6,207.36
Bill Pmt -Check	01/13/2022	124422	Jani-King of California, Inc	Monthly Janitorial Service	-2,561.38
Bill Pmt -Check	01/13/2022	124423	Napa Auto Parts	Hydraulic Fluid	-86.19
Bill Pmt -Check	01/13/2022	124424	Precision Technologies	Camera Installation at Maintenance Shop "C"	-3,213.00
Bill Pmt -Check	01/13/2022	124425	Pro Rise Garage Door Co	VOID:Accident Reissue	0.00
Bill Pmt -Check	01/13/2022	124426	Quality Plumbing Inc.	Isolate DTR Well, Connect temp line from tenant to neighbor	-1,000.00
Bill Pmt -Check	01/13/2022	124427	SRS Electric	Rv Space #7 New 30AMP Outlet / Rv Space #22 New Breaker	-196.00
Bill Pmt -Check	01/13/2022	124428	Turf Star, Inc.	Toro Workman HD Repairs/Monthly PM Contract	-5,908.56
Bill Pmt -Check	01/13/2022	124429	Weaver Grading, Inc.	DTR Trench line for water service	-12,957.00
Bill Pmt -Check	01/13/2022	124430	Well Tec Services Inc.	Reset Communications at well	-120.00
Bill Pmt -Check	01/13/2022	10183832	Wells Fargo Financial Leasing	Monthly Copier Lease Payment	-1,391.14
Check	01/13/2022	RF01132022	Amazon.com	Water Filter Replacements/ Maintenance & NCCC	-277.57
Check	01/13/2022	RF01132022	Dollar Tree Store	Chamber Basket/filling	-36.37
Bill Pmt -Check	01/14/2022	163713001	ARCO Business Solutions	Monthly Gas/Fuel - Traverse (36,600)	-197.32
Bill Pmt -Check	01/14/2022	70101142022	Chevron	Monthly Gas/Fuel - Chevy (35,990), F350 (157,677), F550 (67,387), DSL Tank and Gas Cans	-1,585.07
Bill Pmt -Check	01/14/2022	1002025681	CalPers	Employee - Health Insurance	-4,058.84
Bill Pmt -Check	01/14/2022	2025693-95	CalPers	Employee - Retirement	-5,245.22
Bill Pmt -Check	01/14/2022	1002025697	CalPers	Employee - 457 Plan	-25.00

Beaumont Cherry Valley Recreation & Park District
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Bank of Hemet - Operating
January 2022

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/14/2022	2025699-701	CalPers	Employee - Retirement	-5,219.87
Bill Pmt -Check	01/14/2022	1002025710	CalPers	Employee - 457 Plan	-25.00
Bill Pmt -Check	01/14/2022	1002025715	CalPers	Employee - Retirement Adjustment	-235.76
Bill Pmt -Check	01/14/2022	1002025719	CalPERS-OPEB	Accrued Liability as of June 30, 2019 - Rate Plan: 1357	-5,507.67
Bill Pmt -Check	01/14/2022	p224NQX6WB	Frontier Communications	Monthly Wifi - Woman's Club	-131.76
Bill Pmt -Check	01/14/2022	p224NQX7BX	Frontier Communications	Monthly Wifi - NCCC	-125.98
Bill Pmt -Check	01/14/2022	01142022nov	Nationwide Retirement Solutions	Employee - 457 Plan	-833.34
Bill Pmt -Check	01/14/2022	01142022DEC	Nationwide Retirement Solutions	Employee - 457 Plan	-833.34
Bill Pmt -Check	01/14/2022	01082022	Nextiva	Monthly Telephone Service	-350.25
Bill Pmt -Check	01/14/2022	141880237	Office Depot	Office Supplies	-735.58
Bill Pmt -Check	01/14/2022	409509669	SoCalGas	Utilities - Gas - Woman's Club, Grange & NCCC	-1,676.84
Bill Pmt -Check	01/14/2022	01142022	UNUM	Employee - Monthly Disability Insurance	-542.96
Bill Pmt -Check	01/14/2022	1405365874	Verizon Wireless	Monthly Wireless Phone Service	-671.57
Bill Pmt -Check	01/14/2022	42813837	Waste Management of the IE	Utilities - Trash - NCRP/NCCC	-1,454.92
Bill Pmt -Check	01/14/2022	42813909	Waste Management of the IE	Utilities - Trash - Maintenance 40 Yard	-709.76
Check	01/19/2022	124433	Michele Schaab	Cancelled - RV Space #23 - 12/26/2021 - 12/28/2021	-59.00
Check	01/19/2022	124434	Armando De La Cruz	Director Fees - December 2021	-100.00
Check	01/19/2022	124435	Desiree Slater	Refundable Security Deposit - Celebration of Life - 1/18/2022	-250.00
Check	01/19/2022	124436	Chris Diercks.	Director Fees - January 2022	-200.00
Check	01/19/2022	NL01192022	Pro-Ware, LLC	Renewal - Asset Keeper	-389.00
Check	01/19/2022	NL01192022	Beaumont Chamber of Commerce	Beaumont Chamber/Installation Dinner (7)	-385.00
Bill Pmt -Check	01/20/2022	BH02692708	UMPQUA Bank	Business Meals, Sirius XM Radio, Holiday Party, Postage/Stamps & Ring Central	-929.07
General Journal	01/20/2022	Trans 12022		Transfer to Payroll for PR 01/21/2022	-35,000.00
General Journal	01/21/2022	Trans 12122		Transfer to Payroll for PR 1/21/2022	-5,000.00
Bill Pmt -Check	01/24/2022	124437	BCVWD 8-000	Utilities - Water - Woman's Club	-109.28
Bill Pmt -Check	01/24/2022	124438	BCVWD 8-001	Utilities - Water - NCR Park	-4,715.09
Bill Pmt -Check	01/24/2022	124439	BCVWD 8-002	Utilities - Water - NCR Park	-2,386.42
Bill Pmt -Check	01/24/2022	124440	BCVWD 8-003	Utilities - Water - NCCC	-795.53
Bill Pmt -Check	01/24/2022	124441	Beaumont Do it Best	Horse Shoe Pits repairs, Ground Repairs, Trash Cans, Rock for Field 5/6 back fill, Irrigation Field 5/6	-900.62
Bill Pmt -Check	01/24/2022	124442	BMI	Music Permit	-391.00

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
January 2022**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/24/2022	124443	Cherry Valley Nursery	Field # 1 Tree Replacement	-230.02
Bill Pmt -Check	01/24/2022	124444	City of Beaumont	Utilities - Sewer - NCCC & Woman's Club	-2,723.58
Bill Pmt -Check	01/24/2022	124445	Clean Sport, Inc.	Janitorial Supplies	-373.66
Bill Pmt -Check	01/24/2022	124446	Ferrellgas	Utilities - Propane - Snack Bar	-375.78
Bill Pmt -Check	01/24/2022	124447	Inland Lighting Supplies, Inc.	Maintenance Shop "C" Lighting	-700.38
Bill Pmt -Check	01/24/2022	124448	Land Engineering Consultants, Inc.	DTR/NCRP - Bdny/Topo Srvy, Topographic Map, Mtg./Coord Mgmt Topo Survey	-4,960.00
Bill Pmt -Check	01/24/2022	124449	Luther's Truck & Equipment, Inc.	Installed new tongue, cleaned, prepped, and tested - Trailer Repairs	-3,277.92
Bill Pmt -Check	01/24/2022	124450	Oak Valley Florist	Flowers - Carlson/De La Cruz	-306.92
Bill Pmt -Check	01/24/2022	124451	Prudential Overall Supply	Weekly Uniform Service/Janitorial Supplies	-544.81
Bill Pmt -Check	01/24/2022	124452	Robertsons	Concrete Pour Front of Maintenance Shop "C"	-773.65
Bill Pmt -Check	01/24/2022	124453	SiteOne Landscape Supply, LLC	Irrigation Supplies for leak between Field 5/6	-848.00
Bill Pmt -Check	01/24/2022	124454	Star Pro Security Patrol Inc.	(1) Unarmed Officer 8hr/5days a week 12/6/2021 - 1/16/2022	-4,320.00
Bill Pmt -Check	01/24/2022	124455	United Rentals	Field 2/3 Fencing Scissor Lift	-819.66
General Journal	01/24/2022	Trans 12422		Transferred from Riverside County Fund for Bills and Payroll	250,000.00
Check	01/24/2022	RF01242022	Amazon.com	Employee of the Month - Puzzles	-35.52
Bill Pmt -Check	01/24/2022	01122022	Nextiva	(2) New Phones - HR Desk, Main Office	-200.00
Check	01/24/2022	NL01242022	Safeguard	Operating Account Checks	-261.36
Check	01/24/2022	AZ01242022	Amazon.com	Pocket Calendar - McCafferty, Taylor	-15.03
Bill Pmt -Check	01/24/2022	1002031461	CalPers	Employee - 457 Plan	-25.00
Check	01/25/2022	124456	Angelus Block Co., Inc.	VOID: Block for Grange - would not accept check	0.00
Check	01/25/2022	124457	Kaylee Gemmell	Refundable Security Deposit - Memorial - 1/22/2022	-250.00
Check	01/25/2022	124458	Judy Colvin	Refundable Security Deposit - Memorial - 1/14/2022	-250.00
Bill Pmt -Check	01/25/2022	2031469-71	CalPers	Employee - Retirement	-5,447.57
Bill Pmt -Check	01/25/2022	p224NX4Z53	Frontier (9518459910) WC	Monthly Wifi - Woman's Club	-131.76
Bill Pmt -Check	01/25/2022	15251241	SCE (700005100759)	Utilities - Electric - Grange, Woman's Club, Maintenance, Snack Bar, Parking lot Lights	-2,351.18
Bill Pmt -Check	01/25/2022	15251245	SCE (700194594370)	Utilities - Electric - James Hughes Trailer	-361.52
Bill Pmt -Check	01/25/2022	15251250	SCE (700492933735)	Utilities - Electric - Field #1 - 4	-325.38
Bill Pmt -Check	01/25/2022	15251249	SCE (700494090863)	Utilities - Electric (Fire Camp Lighting/Panel)	-254.57
Bill Pmt -Check	01/25/2022	15251243	SCE (700518137163)	Utilities - Electric - RV Park	-2,064.75
Bill Pmt -Check	01/25/2022	15251247	SCE (700593589625)	Utilities - Electric - General Electricity & Thunder Alley	-995.39

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
January 2022**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/25/2022	15251244	SCE (700593616907)	Utilities - Electric - Tennis Courts, Horse arena & Field 5/6	-347.83
Check	01/25/2022	RF01252022	Dickey's Barbecue Pit	Employee of the Month Lunch	-242.44
Check	01/26/2022	KG01262022	USPS	Postage - CalPERS	-7.86
Check	01/27/2022	124459	Resource Building Materials	VOID: Quote #3033760 - Material was not available	0.00
Bill Pmt -Check	01/27/2022	124460	Bay Alarm Company	Monthly Alarm Service	-186.00
Bill Pmt -Check	01/27/2022	124461	Beaumont Do it Best	Irrigation Grange	-60.65
Bill Pmt -Check	01/27/2022	124462	Beaumont Power Equipment, Inc.	Repair to Toro Push Lawn Mower	-441.05
Bill Pmt -Check	01/27/2022	124463	Clean Sport, Inc.	Facility Janitorial Supplies	-264.41
Bill Pmt -Check	01/27/2022	124464	Colonial Life	VOID: Check in error/paid online	0.00
Bill Pmt -Check	01/27/2022	124465	ELROD Fence Company	Maintenance Shop "C" Fencing/Barb Wire	-1,846.00
Bill Pmt -Check	01/27/2022	124466	Gail Materials	Clay for Fields	-1,231.87
Bill Pmt -Check	01/27/2022	124467	Inland Water Works Supply Co.	Main Water Line Phase II	-35,572.71
Bill Pmt -Check	01/27/2022	124468	MRC Smart Technology Solutions	Qrtly Copy overage	-240.29
Bill Pmt -Check	01/27/2022	124469	Prudential Overall Supply	Weekly Uniform Service/Janitorial Supplies	-205.56
Bill Pmt -Check	01/27/2022	124470	Resource Building Materials	Field Topper - Fields	-862.01
Bill Pmt -Check	01/27/2022	124471	Star Pro Security Patrol Inc.	(1) Unarmed Officer 8hr/5days a week 1/17/2022 - 1/23/2022	-1,080.00
Bill Pmt -Check	01/27/2022	124472	STB Landscape Architects, Inc.	NC Park Field # 8 Master Plan	-3,915.00
Bill Pmt -Check	01/27/2022	124473	Turf Star, Inc.	Repairs Toro Workman GTX	-965.43
Bill Pmt -Check	01/27/2022	124474	United Rentals	Boom Lift - Grange Tree Lights removal	-1,575.39
Bill Pmt -Check	01/27/2022	124475	Xerox Financial Services	Copier Payment	-559.07
Bill Pmt -Check	01/27/2022	124476	Blue Shield	Employee - Dental Insurance	-435.20
Bill Pmt -Check	01/27/2022	124477	Luz Investment Corp.	Instalment/Set up of (2) new Office phones	-200.00
Check	01/27/2022	124478	Anthony Tony Gipson	Adult Softball Umpire	-120.00
Check	01/27/2022	124479	Michael Ruffolo	Adult Softball Umpire	-60.00
Check	01/27/2022	124480	Malik Coleman	Adult Softball Umpire	-90.00
Check	01/27/2022	RF01272022	Progressive Graphics	Staff Shirts	-2,333.77
Bill Pmt -Check	01/28/2022	7578653783	Colonial Life	Employee - Life Insurance	-833.92
Bill Pmt -Check	01/28/2022	1002034433	CalPers	Employee - Health Insurance	-4,058.84
Bill Pmt -Check	01/28/2022	p224NZDXN2	Froniter (2091883458) Maint	Monthly Wifi - Maintenance	-100.98
Check	01/28/2022	124481	Armando De La Cruz	Director Fees - November 2021	-400.00
Check	01/28/2022	124482	Armando De La Cruz	Director Fee - January 2022	-600.00

Beaumont Cherry Valley Recreation & Park District
 Check Warrant

Bank of Hemet - Operating
 January 2022

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/28/2022	249372982	The Home Depot	Event Totes	-285.38
Check	01/28/2022	NL01282022	CARPD	CARPD Conference May 18th - 21st (5) Registrations	-1,150.00
Check	01/28/2022	124483	Jose Gutierrez	Rebar Caps/Rebar Cutter	-2,668.18
Check	01/31/2022	124484	Kaboo Leasing Co.	Fabricate (2) 4" post for Electrical Meter	-400.00
Check	01/31/2022	01312022	Clover	Monthly Equipment Rental	-104.85
Check	01/31/2022	NL01312022	Safeguard	Check Envelopes	-204.91
Check	01/31/2022	AZ01312022	Stater Bros	Water - Office/Maintenance	-40.18
Check	01/31/2022	CCFEES	Clover(MRCH BNKGD)	Monthly Credit Card Fees	-1,132.52
Check	01/31/2022			Service Charge - Positive Pay	-39.00
				TOTAL	-191,873.19

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank Of Hemet - Money Market
January 2022

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10000 - Bank of Hemet - MM					
General Journal	01/12/2022	Trans 11222		Transfer COVID-19 Relief Fund to Money Market for future COVID-19 Relief	160,206.00
				TOTAL	160,206.00

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank Of Hemet - Bogart Park
January 2022

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10050 - Bank of Hemet - Bogart Park					
Bill Pmt -Check	01/05/2022	p224NLX6LB	Frontier Communications	Monthly Wifi	-136.76
Bill Pmt -Check	01/14/2022	14743442	SCE (700558511896)	Utilities - Electric (Bogart)	-470.53
Bill Pmt -Check	01/24/2022	5220	Beaumont Do it Best	Paint for Bridge/Spray Paint Removal for Cameras	-189.94
Bill Pmt -Check	01/25/2022	p225CWKX2P	Frontier (9518453021) B	Monthly Wifi	-100.98
Check	01/31/2022	01312022	Clover	Monthly Equipment Rental	-49.90
Check	01/31/2022	CCFEES	Clover(MRCH BNKCD)	Monthly Credit Card Fees	-417.02
Check	01/31/2022	Fee	UMS/Celero Banking	Credit Card Fees -	-6.50
				TOTAL	-1,371.63

Beaumont Cherry Valley Recreation Park District

Bank Account Balances

As of 1/31/2022

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
1 Bank of Hemet - Operating	\$ 55,544.51	\$ 520,981.78	\$ 644,089.32	\$ 178,652.05	
2 Bank of Hemet - Payroll Account	\$ 1,479.72	\$ 73,013.13	\$ 75,000.00	\$ 3,466.59	
3 Bank of Hemet - Project Loan	\$ 1,588.70			\$ 1,588.70	
4 Bank of Hemet - Bogart	\$ 19,330.52	\$ 2,452.21	\$ 11,905.93	\$ 28,784.24	
5 Bank of Hemet MM	\$ 17,794.15		\$ 167,706.00	\$ 185,500.15	7,500 Monthly Deposits for loan payment 11/2021
6 Bank of Hemet - Reserve Fund	\$ 138,964.77		\$ 5,011.14	\$ 143,975.91	
7 Bank of Hemet - Quimby/DIF	\$ 31,975.54		\$ 50,222.70	\$ 82,198.24	
8 Petty Cash	\$ 500.00			\$ 500.00	
9 Riverside County Fund	\$ 639,513.42			\$ 639,513.42	
10	\$ 906,691.33	\$ 596,447.12	\$ 953,935.09	\$ 1,264,179.30	
11 Bank of Hemet - Reserve Fund	Balance	Payables	Deposits	Ending Balance	Notes/Comments
12 Operating Reserve	\$ 63,690.42			\$ 63,690.42	NOT to be USED
13 Capital Reserve	\$ 75,274.35		\$ 5,011.14	\$ 80,285.49	Min Balance of \$50,000
14 TOTAL RESERVE ACCOUNT	\$ 138,964.77	\$ -	\$ 5,011.14	\$ 143,975.91	

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

Bank Account Balance

As of 1/31/2022

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
15 Bank of Hemet	\$ 104,963.07	\$ 47.89		\$ 104,915.18	



Staff Report

Agenda Item No. **3.1**

To: Board of Directors:

From: Kyle Simpson, Activities Coordinator

Via: Duane Burk, General Manager

Date: February 9th, 2022

Subject: Approval of the Facility use License Agreement, Cherry Valley Horsemen's Association

Background and Analysis:

The Beaumont-Cherry Valley Recreation and Park District annually renew facility use agreements for independent operators which benefit our local community.

On January 11, 2017 the Board approved all the Individual license agreements with the suggested 5% increase.

Staff Recommends:

1. No increased rates to Facility use License Agreements for users in 2022.

Recommendations:

Staff recommends that the Board approve Cherry Valley Horsemen's Association License Agreement as Submitted with Board approval to make and allow the General Manager to adjust non substantial changes.

Fiscal Impact:

There will be no fiscal impact to the District.

Respectfully Submitted:

Kyle Simpson,
Activities Coordinator



FACILITY USE LICENSE AGREEMENT

This Facility Use License Agreement (the “Agreement”), dated January 1, 2022 for purposes of reference, is entered into by and between the Beaumont-Cherry Valley Recreation and Park District (“BCVRPD”) and CHERRY VALLEY HORSEMEN’S ASSOCIATION, INC. (“CVHA”). BCVRPD and CVHA may be referred to herein generically as the “Party” or collectively as the “Parties”.

RECITALS

1. Whereas, BCVRPD owns and operates the ETI BUILDING/HORSE ARENA located at 650 W OAK VALLEY PARKWAY, BEAUMONT, CA, 92223.
2. Whereas, CVHA desires to utilize BCVRPD facilities between January 1, 2022 and December 31, 2022 for HORSE SHOWS AND MEETINGS.
3. Whereas, CVHA represents that it has the skill, ability and personnel to operate such SHOWS AND MEETINGS.

Now, **therefore**, it is agreed by and between the parties as follows:

TERMS

- I. BCVRPD shall authorize CVHA rental of the ETI BUILDING/HORSE ARENA, FOR GYMKHANA EVENTS, FEBRUARY 12TH, MARCH 12TH, APRIL 9TH, MAY 14TH, JUNE 11TH, JULY 9TH, AUGUST 13TH FROM 7AM-4PM, AND RAIN MAKE UP DAYS MARCH 26TH and JULY 30TH.
 - i. CVHA must get approval for any other usage of ETI BUILDING/HORSE ARENA or any other property of the District for any other reason through the District office at regular rental prices.
- II. Building availability and ALL CLUB MEETINGS and EVENTS are subject to applicable federal, state, and local laws and regulations, as amended from time to time.
 - i. BUILDING AVAILABILITY, FACILITY USAGE, AND MEETING DATES FOR 2022 ARE NOT GUARANTEED.
 - ii. CVHA must get approval for any other usage of ETI BUILDING/HORSE ARENA or any other property of the District for any other reason through the District office at regular rental prices.
 - iii. In the case there are ROOM CAPACITY restrictions, CVHA shall be required to assign time slots to users to maintain groups AT ALLOWED CAPACITY.
- III. This agreement includes full access to ETI BUILDING/HORSE ARENA and surrounding parking. Specialty equipment needed to operate the ETI BUILDING/HORSE ARENA will not be the responsibility of BCVRPD.



- i. Access to the parking area is by first request of event dates through the Activities Coordinator or General Manager of the District.
 - ii. During events at the RC Raceway, BCVRPD has designated all parking north of horse arena for CVHA use only; the parking in front of RC Raceway will be designated to the Raceway user(s) only.
 - iii. The District has designated Board approved parking fees days, all patrons, employees, and/or volunteers of CVHA will be charged \$5.00 parking fee.
- IV. BCVRPD will give notice to CVHA if there is another event taking place at the ETI BUILDING/HORSE ARENA that could interfere with any dates in their agreement.
- V. COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS PER STATE OF CALIFORNIA REGARDING COVID-19 REQUIREMENTS
- i. CVHA shall comply with all federal, state, and local laws and regulations related to the use of the facility and public gatherings.
 - ii. CVHA agrees to abide by all applicable federal, state, and local accessibility standards and regulations.
 - iii. CVHA further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
 - iv. BCVRPD reserves the right to immediately revoke CVHA right to use of the facility under this agreement should CVHA fail to comply with any provision of this section.
- VI. BCVRPD and its employees are not responsible for any misplaced, broken or stolen items that CVHA chooses to store in or around the facility.
- i. CVHA must get prior approval for any stored items on the district property.
 - ii. CVHA will provide an inventory list of all items stored in/or around the ETI BUILDING/HORSE ARENA and the square footage needed to store the items. **(Received:)**
 - iii. CVHA will provide a set of keys or combinations to the District to anything stored on the district property. **(Received:)**
 - iv. CVHA will not hold BCVRPD responsible for lost or spoiled items kept in the refrigerator which is stored in the ETI BUILDING. In addition CVHA gives permission to BCVRPD to use the refrigerator if the refrigerator is needed for an event outside of CVHA.
 - i. Refrigerator must be in working order and/or replaced with an energy efficient model.
- VII. CVHA, agrees to abide by their BCVRPD APPROVED COVID-19 CLEANING AND GATHERING PROTOCOL PROCEDURE DOCUMENT. The new policy and procedures will be attached at the back of this Facility Use License Agreement. **(Received:)**
- VIII. Fees, payable to BCVRPD for the above, shall be as follows:



- i. The following fees are good through the dates of this agreement
 - ii. \$144.38 per day for event.
 - iii. Payable within (10) days after Financial Services Technician invoices for the month and emails to melody92223@gmail.com .
 - iv. A late fee of \$25.00 will be added if not paid within 15 days of payment due date.
 - v. There will be a \$35.00 fee payable in cash for all returned checks. This fee is required in order to restore contract.
- IX. CVHA agrees to abide by their newly submitted policy and procedure document submitted to BCVRPD.
- X. CVHA shall during scheduled use perform set-up and take-down of all chairs, tables, equipment and be responsible for the general cleanliness of the building after use.
- i. CVHA shall not permit gatherings beyond that of HORSE EVENTS before or after arena use.
 - ii. CVHA shall abide by healthy distancing at a minimum distance of (6) feet apart for all users for the entirety of use at the EQUESTRIAN CENTER and while inside the ETI BUILDING.
 - iii. All CVHA members, volunteers, and/or patrons will be recommended to wear masks, and required for those that are unvaccinated, while participating in practices, races, and events at the EQUESTRIAN CENTER.
 - iv. CVHA agrees to CDC Guidelines and shall clean restroom facilities and shared all used surfaces in the ETI BUILDING each hour of use with CDC approved COVID-19 viral cleaning products.
 - v. Cleanliness of the ETI Building/Horse Arena shall be the responsibility of CVHA during and after all facility use.
 - vi. CVHA will remove all trash to the trash containers after each use.
- XI. Any building upgrades or permanent fixtures must be approved by BCVRPD prior to construction. Any licenses, fees, permits will be the responsibility of CVHA and must meet all City/County/State legal standards.
- XII. BCVRPD is routinely doing upgrades to our facilities. During this time CVHA could have limited or no access during these upgrades. There will be no reimbursement for loss of anticipated revenue.
- XIII. All fundraisers are subject to prior approval by the Board of Directors of BCVRPD.
- XIV. BCVRPD reserves the right to reassign CVHA to another facility if the ETI BUILDING/HORSE ARENA should become unavailable due to an emergency.



- XV. All keys shall be issued by BCVRPD. Keys must be returned to the District Office at the end of the agreement. CVHA shall not duplicate any keys. If a key is lost or stolen CVHA shall immediately report the loss to BCVRPD. CVHA will be charged the cost for the re-keying of the building and for manufacture of new keys.
- XVI. CVHA will provide the District a list of anyone that has been issued keys and for what location.
(Received:)
- XVII. CVHA shall not make any changes to lock(s) on District property.
- XVIII. Alarm codes shall be issued by BCVRPD. Alarm codes should only be shared with members that are issued keys. **N/A**
 - i. CVHA will be responsible for any charges incurred by a false alarm to the ETI BUILDING/HORSE ARENA from any CVHA members, volunteers and/or patrons entering the building.
- XIX. CVHA will provide the District a list of anyone that has been issued the assigned alarm code. **N/A**
- XX. CVHA shall promptly report any maintenance issues encountered during its use of the buildings in writing to BCVRPD. BCVRPD will address reported issues.
- XXI. CVHA members, volunteers, and/or patrons shall not address staff. Any questions or concerns contact the Activities Coordinator.
- XXII. CVHA members, volunteers, and/or patrons shall not enter BCVRPD MAINTENANCE YARD for any reason.
- XXIII. **FORCE MAJEURE**
Force Majeure Events: Notwithstanding anything to the contrary contained in this agreement, BCVRPD shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a “Force Majeure Event” includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. CVHA waives any right of recovery against BCVRPD and CVHA shall not charge results of “acts of God” to BCVRPD, its officers, employees, or agents.
- XXIV. CVHA will be responsible for any damage to the facility caused by CVHA members, volunteers, and/or patrons. BCVRPD will repair the damages and bill the cost to CVHA.
- XXV. BCVRPD reserves the right to enter and inspect the facility at any time for any purpose during use of the facility. User shall follow all directives from District representatives.
- XXVI. CVHA members, volunteers, and patrons shall not interfere with the regular use of the facility by any other group or person. Excessive noise or other disruptive behavior is prohibited.
 - i. CVHA members, volunteers, and patrons agree to cooperate fully with all other facility users and District representative in a professional and courteous manner at all times.
- XXVII. CVHA will have opportunities to place advertisement banners on the Horse Arena inside fences only. Any other locations will require prior approval of the General Manager. The placement,



removal and maintenance/appearance of the banners will be the sole responsibility of CVHA. Any banner deemed inappropriate by the District standards will require immediate removal. If the banner is not removed in a timely manner the District will remove the banner.

XXVIII. Noble Creek Regional Park is one of Riverside County's Fire Camp Bases and animal evacuation centers in the event of a natural disaster. The park can be shut down to the public on very short notice. You will be required to leave the park due to a sudden park closure. There will be no reimbursement for loss of anticipated revenue.

XXIX. CVHA shall maintain its own liability insurance, naming BCVRPD as additional insured.

i. **Minimum Requirements:** CVHA shall, at its own expense procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the agreement by CVHA, its agents, representatives, employees, or subcontractors. CVHA shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the agreement. Insurance dates must cover January 1 through December 31 of each year. Such insurance shall meet at least the following minimum levels of coverage:

i. **Minimum Scope of Insurance:** Coverage shall be at least as broad as the latest version of the following:

1. *General Liability:* Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001);
2. *Automobile Liability:* Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and,
3. *Workers' Compensation and Employer's Liability:* Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

ii. **Minimum Limits of Insurance:** CVHA shall maintain limits no less than:

1. *General Liability:* Two Million Dollars (\$2,000,000.00) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used including, but not limited to form CG 2503, either the general aggregate limit shall apply separately to this agreement/location or the general aggregate limit shall be twice the required occurrence limit;
2. *Automobile Liability:* One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage; and
3. *Worker's Compensation and Employers' Liability:* Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease.



- iii. **Insurance Endorsements:** The insurance policies shall contain the following provisions, or CVHA shall provide endorsements on forms supplied or approved by the BCVRPD to add the following provisions to the insurance policies:
- iv. **General Liability:** The general liability policy shall be endorsed to state that:
 - 1. The DISTRICT, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to the activity or operations performed by or on behalf of the CVHA; and,
 - 2. The insurance coverage shall be primary insurance as respects the BCVRPD, its directors, officials, officers employees, agents, and volunteers, or if excess, shall stand in a unbroken chain of coverage excess of the CVHA scheduled underlying coverage. Any insurance or self-insurance maintained by the BCVRPD, its directors, officials, officers, employees, agents, and volunteers shall be excess of the CVHA insurance and shall not be called upon to contribute with it in anyway.
- v. **Automobile Liability:** The automobile liability policy shall be endorsed to state that:
 - 1. BCVRPD, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured's with respect to the ownership operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the CVHA or for which CVHA is responsible; and
 - 2. The insurance coverage shall be primary insurance as respects the BCVRPD, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the CVHA scheduled underlying coverage. Any insurance or self-insurance maintained by BCVRPD, its directors, officials, officers, employees, agents, and volunteers shall be excess of the CVHA insurance and shall not be called upon to contribute with it in anyway.
- vi. **Workers' Compensation and Employer's Liability Coverage:** The insurer shall agree to waive all rights of subrogation against the BCVRPD, its directors, officials, officers, employees, agents, and volunteers for losses paid under the terms of the insurance policy which arise from work performed by CVHA. There are no employees at this time.
- vii. **All Coverages:** Each insurance policy required by this agreement shall be endorsed to state that:
 - 1. Coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the BCVRPD; and,
 - 2. Any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the BCVRPD, its directors, officials, officers, employees, agents, and volunteers.



- viii. **Separation of Insured's; No Special Limitations:** All insurance required by this section shall contain standard separation of insured's provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the BCVRPD, its directors, officials, officers, employees, agents and volunteers.
- ix. **Deductibles and Self-Insurance Retentions:** Any deductibles or self-insured retentions must be declared to and approved by BCVRPD. CVHA shall guarantee that, at the option of the BCVRPD, either:
 - 1. The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the BCVRPD, its directors, officials, officers, employees, agents, and volunteers; or
 - 2. CVHA shall procure a bond guaranteeing payment of losses and related investigation costs, claims, and administrative and defense expenses.
- x. **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A:M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to the DISTRICT.
- xi. **Verification of Coverage:** CVHA shall furnish DISTRICT with original certificates of insurance and endorsements effecting coverage required by the agreement on forms.
- xii. **Satisfactory to the BCVRPD:** The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements must be received and approved by the BCVRPD before the activity commences. The BCVRPD reserves the right to require complete, certified copies of all required insurance policies, at any time.
- xiii. **Reporting of Claims:** CVHA shall report to the BCVRPD, in addition to the insurer, any and all insurance claims submitted by CVHA in connection with this agreement.

XXX. CVHA shall indemnify, defend, and hold harmless (BCVRPD), its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the CVHA use or occupancy of a facility or property controlled by the (BCVRPD), unless solely caused by the gross negligence or willful misconduct of (BCVRPD), its officers, employees, or agents.

XXXI. CVHA shall defend, with counsel of its choosing and at CVHA own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by the section that may be brought or instituted against BCVRPD or its directors, officials, officers, employees, volunteers and agents. CVHA shall pay and satisfy any judgment, award or decree that may be rendered against BCVRPD or its directors, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for BCVRPD's attorney's fees and costs, including expert witness fees. CVHA shall reimburse BCVRPD and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein



Beaumont-Cherry Valley Recreation and Park District

3.1

provided. Obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the BCVRPD, its directors, officials, officers, employees, agents and volunteers.

XXXII. In the event of litigation between parties arising out or connected with this agreement, the prevailing party in such litigation shall be entitled to recover, in addition to any other amounts, reasonable attorney's fees and costs of such litigation.

XXXIII. This agreement represents the entire and integrated agreement of the parties and supersedes any and all prior negotiations, representations, or agreements, either written or oral. This agreement may be amended only by written instrument signed by both parties.

XXXIV. This agreement and any dispute hereunder shall be governed by and interpreted according to the laws of the State of California. Venue shall be in Riverside County.

XXXV. All notices pertaining to this agreement shall be in writing and addressed as follows:

- i. Beaumont-Cherry Valley Recreation and Park District
390 W Oak Valley Parkway
Beaumont CA 92223
- ii. CHERRY VALLEY HORSEMEN'S ASSOCIATION, INC.
c/o Melody Flores
40356 High St.
Cherry Valley, CA 92223

Notices shall be deemed effective when received by the other party.

XXXVI. This agreement is to be affective on January 1, 2022 and end on December 31, 2022. It may be extended by mutual agreement. Cancellation by either party will require a (90) day written notice.

XXXVII. The Parties acknowledge that each has all requisite power and authority to conduct its business and to execute, deliver, and perform the agreement. Each party warrants that the individuals who have signed this agreement have the legal power, right, and authority to make this agreement and bind each respective party.

XXXVIII. The recitals above are true and correct and are incorporated herein by this reference.

XXXIX. The parties hereto hereby agree that electronic signature are acceptable and shall have the same force and effect as original wet signatures.

Duane Burk, General Manager, BCVRPD

Melody Flores, President (CVHA)

Date

Date



Staff Report

Agenda Item No. **3.2**

To: Board of Directors
From: Nancy Law, Financial Services Technician/Office Manager
Via: Duane Burk, General Manager
Date: February 9th, 2022
Subject: Bank of Hemet Account Signer Removal

Background and Analysis:

The District has officially received an announcement from Janet Covington of her retirement March 27th 2022 Janet in her capacity of Human Resources Administrator and Clerk of the Board has a responsibility to sign on certain Bank accounts for the District. In fact, Janet has been a signer on all (7) District bank accounts and safety deposit box, she also is a card holder on the District CSDA credit card. With that said, it is necessary to have her officially removed as a signer and temporary reassign this signature responsibility to the General Manager. In the future, after the District fills the vacancy of this position we will bring this item back to the Board for a different consideration.

Fiscal Impact:

No Fiscal Impact

Recommendations:

Staff recommends that the Board review, comment and approve to have Janet Covington removed from all District Bank accounts, safe deposit boxes.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Nancy Law", is written over a blue circular stamp or seal.

Nancy Law
Financial Services Technician/Office Manager



Beaumont-Cherry Valley Recreation and Park District

# of Positions	Position Title	Minimum	Maximum	Salary Range
1	Financial Services Technician/Office Manager	\$28.00 \$30.00	\$33.28 \$65.00	\$62,400.00 - \$99,273.00 - \$135,200.00
Maintenance				
1	Maintenance Foreman	\$19.00	\$28.14 \$33.00	

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT

POLICY AND PROCEDURES MANUAL

TITLE: Job Description – Financial Services Technician /Office Manager

Dated: ~~July 11, 2017~~ July 1, 2021

Salary Range: ~~\$48,568.00 – \$66,560.00~~ \$62,400.00 - \$135,200.00

DEFINITION

The Financial Services Technician/Office Manager FST (FST) is an “Exempt”, “Full Time” position as defined by the BCVRPD Employee Handbook and is subject to the “safety sensitive” guidelines of the District. The (FST) acts as the District’s Accounting Clerk, Project Coordinator and Office Manager under the direction of the General Manager. The FST is responsible for the implementation of approved accounting policies and completion of the District’s general accounting needs. Though the District’s financial decisions are made by its Finance Committee and General Manager, the FST assists and advises executive management on accounting issues. The FST provides practical input on accounting issues and is expected to exercise independent judgment, initiative, and follow-through on financial and accounting issues in meeting the District’s stated financial and accounting objectives. The FST also coordinates approved District projects by assisting in the contract bidding process, monitoring project contracts for compliance, and maintaining project files. The FST oversees researching and purchasing for the District. The FST’s duties often require the FST to work with highly sensitive and confidential financial information, and therefore the FST’s job requires confidentiality as to that information. The FST will be responsible for writing and administering grants. The FST will supervise and manage subordinate lower level staff. . This position will received 40 hours of compensatory time annually.

SUPERVISION RECEIVED AND EXERCISED

The FST reports to and receives general direction from the General Manager

The FST exercises supervision over lower level staff such as the Athletic Coordinator, Activities Coordinator and Receptionist as determined by the General Manager.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Provides accounting oversight and assistance to the General Manager.
- Reviews and applies new or revised laws, regulations, and accounting standards as prescribed by professional services.
- Responsible for accounts payable including but not limited to facility user reimbursements, umpire checks, banner sells and employee reimbursements.
- Responsible for accounts receivable.
- Prepare financial and accounting reports. Examine, reconcile, balance and adjust accounting records. Analyze data and draw logical conclusions.
- Review bank balances daily and prepare for weekly meeting updates with the General Manager.

- Prepare for and attend finance meetings. Analyze and explain transactions and inconsistencies and provide follow up documentation request.
- Responsible for researching and comparing best prices for purchasing products.
- Prepares for budget reviews & annual audits to include revenue/expenditure forecasting.
- Will coordinate with the Human Resources Administrator with the execution of employee evaluations.
- Reconciles petty cash and banking activities.
- Responsible for maintaining accounting records including payroll records.
- Attend District meetings as directed and prepare reports pertaining to such meetings.
- Research grant opportunities. Write, apply for and administer grants.
- Coordinates with outside contractors, County and City departments to complete projects.
- Maintains the Districts files relating to projects and act as the District contact for the public seeking such information.
- Determines required licenses, insurance and other related information required for projects. Works with outside contractors to ensure projects complies with those requirements.
- Identify and implement adequate internal controls.
- Review contracts.
- Create and/or update missing or outdated policies and procedures.
- Respond to vendors inquiries in an effective and tactful manner.
- Supervise, assign and participate in the work of subordinates: review work upon completion for conformance according to policies and procedures of the District.
- Supervise, train and evaluate subordinates.
- This position requires cross training from other departments to be utilized as needed.

MARGINAL FUNCTIONS

- Consult with auditors regarding position issues
- Issue credit and debit cards
- Assist with Board meeting preparation.
- Assist in general office duties
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Facilitate financial elements and planning during special events

QUALIFICATIONS

- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Dress in an appropriate and professional manner consistent with job and safety expectations.
- Grant Writing certificate program must be maintained within 18 months of employment.
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.

Knowledge of:

- Quick books accounting applications
- Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) and Generally Accepted Governmental Auditing Standards (GAGAS)
- Relevant State, Federal, and local laws and regulations
- Reporting standards and statutory requirements
- Principles and practices of financial record keeping
- Principles and techniques used in planning, coordinating, and maintaining records for District projects
- Grant writing and administering of grants
- Supervisory skills; Knowledge of recruiting, supervising, training, monitoring, evaluating and motivating personnel
- Advanced computer skills and applicable programs including Quick books, Microsoft office and the Districts web-site.
- Record keeping techniques
- Cash handling practices and controls
- Good public relations etiquette

Ability to:

- Understand and interpret the principles, laws, and procedures involved in fiscal record keeping and accounting functions
- Understand the organization and operation of the District as necessary to perform assigned responsibilities
- Research, analyze and evaluate programs, policies and procedures
- Plan, train and supervise the work of subordinates
- Organize and direct the work of assigned staff
- Analyze data and draw logical conclusions
- Use professional accounting and audit judgment and apply generally accepted auditing standards in all assignments
- Make arithmetical calculations quickly & accurately
- Communicate effectively in oral and written form. Read, write and communicate the English language at a level necessary for efficient job performance
- Prepare and document accounting transactions
- Prepare a variety of financial statements, reports, and analyses
- Compile, analyze, and interpret complex financial data and reports
- Work as part of a team. Establish and maintain effective working relationships with other employees and the public
- Must have the ability to work independently in the absence of supervision
- Multi-task

Experience & Education:

Any combination of education and experience that would provide the required knowledge and abilities to perform the job is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Experience and education that provides the required knowledge and abilities would be qualifying. The completion of a bachelor's degree in public agency or business administration, accounting, finance or related field would be highly desirable.

Experience: 4 years' experience in high level accounting procedures and a minimum of two years' experience supervisory experience. Experience in previous employment in a job of similar duties preferably within a local government environment.

PHYSICAL REQUIREMENTS

Ability to communicate orally with the General Manager, District management, staff, and the public. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift up to 25 lbs. routinely. Read at or above the equivalent to the twelfth grade level. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Office and outside environment. Occasionally work in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

Interact with General Manager, employees, customers, Directors, and the public in a positive, cooperative, and supportive manner.

Subject to "random drug testing" because of safety sensitive position.

ENVIRONMENT

Works primarily in an office environment

Occasionally work outside in inclement weather and exposure to water, dust, dirt, noise, and wind.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT

POLICY AND PROCEDURE MANUAL

TITLE: Job Description – Maintenance Foreman

Dated: ~~July 11, 2017~~ July 1, 2021

Salary Range: ~~\$19.00 – \$27.25~~ \$19.00 – 33.00

DEFINITION

The Maintenance Foreman (MF) is a “Full Time” Employee” as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District.

The MF will act as a liaison between the General Manager (GM) and lower level maintenance staff. Under direction of the GM, plans, organizes and manages the operation of District facilities, ball fields, the Beaumont Woman’s Club, the Cherry Valley Grange Community Center and Noble Creek Park. The MF has responsibility for managing operations and implementing policies through the development of operational procedures. This position will review the District calendars and prepare maintenance staff schedules in accordance with the various duties. This position will act in a lead capacity over lower-level maintenance employees and plan, participate and supervise those employees. The MF will develop safety standards and submit required safety paperwork. The MF will plan, develop and execute special events in cooperation with the Activities Coordinator. (AC). The MF works in cooperation with the Activities Coordinator and Athletic Coordinator.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the General Manager.

Exercises supervision over lower-level positions working in the maintenance department.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Operate equipment and machinery in a safe and effective manner including but not limited to tractors, bobcats, trenchers, chain saws, lawn mowers, aerators, hedgers and spreaders as well as a variety of vehicular and stationary mechanical equipment.
- Directly, and through subordinates, manages the operations and maintenance of District facilities including: setting standards for acceptable levels and methods of park operations; conducting inspections of facilities and park areas; recommending and implementing new park projects and improvements: and researching necessary resources and recommending systems and procedures to carry out projects.
- Installation and repair of sprinkler/irrigation systems and adjust operation of irrigation controllers. Maintain, install and research existing plumbing.
- Supervise and participate in seasonal turf renovations.
- Provide training to lower level staff.
- Responsible for pest control spraying various pesticides, herbicides, fungicides, and other related chemicals and obtaining maintaining all license requirements.

- Perform daily maintenance in all buildings and park areas and provide daily work assignments to maintenance workers and over see progress.
- Required to drive an automobile to perform various duties.
- Create maintenance department work schedules in conjunction with the AC and Athletic Coordinator and coordinate maintenance responsibilities for special events.
- Work cooperatively with other departments providing assistance with events, facility use, programs, set-ups, etc.
- Directs and participates in the construction and maintenance of the grounds.
- Act as a liaison with other departments and contractors to ensure projects and events coordinate with operations as a whole.
- Oversee, work with and provide leadership to lower-level maintenance workers.
- Keep records of work completed, materials used, and crew time on projects.
- Keep inventory records.
- Design landscape plans for facilities grounds and implement accordingly.
- Insure all necessary equipment and services are scheduled and in order. Make determinations and recommend appropriate action by providing estimates, acquiring approval and purchase order requests. Follow through to completion.
- Weed, plant, fertilize and irrigate lawns and park areas. Mow, aerates and edge lawn areas. Rake, sweep and clean up lawn clippings, etc. using power blower and hand tools. Prune and trim hedges, bushes, and other shrubbery.
- Work in conjunction with Financial Services Technician/Office Manager providing recommendations for the budget based on analysis of maintenance department needs such as position allocation and equipment needs. Monitor budget, making sure expenditure adjustments stay within budget.
- Conduct safety committee meetings and periodic tailgate meetings. Provide records in accordance of CAPRI
- Conduct safety inspections of grounds in coordination with HR. Prepare for weekly, monthly, quarterly and annual reports.
- Identify and mitigate safety issues related to grounds and facilities. Identify, implement and enforce necessary safety practices. Ensure all crew members utilize required personal protective equipment. Execute safety and incident procedures and complete incident/accident reports and cross-train maintenance workers for the same
- Understand and instruct crew members on proper job site security procedures.
- Maintain necessary records and reports, i.e. Safety Data Sheets.
- Assist, develop and implement policies and procedures. Enforce the Districts regulations and policies.
- Assist in interviews and selection process for employment; supervises and trains staff; recommends and takes action on personnel matters; evaluates subordinate staff and make recommendations on disciplinary problems.
- Responsible for the care and maintenance of District Fleet including maintenance logs, equipment loss and replacement records

MARGINAL FUNCTIONS

- Deal with other public agencies in coordinating special events.
- Maintain large and small equipment.
- Provide proper upkeep of sidewalks, walkways, driveways, parking lots, fountains, planters and all other grounds features.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification

QUALIFICATIONS

- Must possess and maintain a CA Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination. Class B is desirable.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Dress in an appropriate and professional manner consistent with job and safety expectations.
- Within the time frame determined by the District, acquire all certificates, training and permits such as Qualified Applicator License/Certificate.
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.

Knowledge of:

- Principles and practices of effective supervision and personnel management.
- Maintenance department operations and procedures.
- Recruiting, supervision, training, monitoring, evaluating and motivating personnel.
- Operational knowledge of programming irrigation controllers and installation.
- Landscape management: The ability to examine information and/or situations in detail to identify key and important elements, their strengths and weaknesses and apply that information for recommendation and problem solving
- Fertilizer and pesticide composition and application.
- Horticulture: The art or practice of garden cultivation and management. Plant identification, plant care, pruning and maintenance.
- Arboriculture: The cultivation of trees and shrubs.
- Mowing techniques.
- Occupational hazards and safety practices.
- Conflict resolution. Interpersonal skills to resolve conflict and apply skills in interactions with co-workers, Board of Directors and the general public.
- Time management and effective scheduling.
- Principles and techniques of planning and organizing.
- Computers and applicable programs: Microsoft office, internet, excel, word, publisher, power point.
- Emergency and safety procedures of the District.
- Operation and maintenance requirement of various park equipment and machinery.

- The use of equipment and tools used in grounds maintenance.
- Integrated Pest Management (IPM): A broad based approach that integrates practice for economic control of pests. Safety procedures involving pesticides, herbicides, and related chemicals used in park maintenance.

Ability to:

- Work independently without immediate supervision.
- Analytical skills: The ability to examine information and situations in detail to identify key and/or important elements, their strengths and weaknesses and use this information to make recommendations and solve problems.
- Supervise the work of maintenance workers and provide training and assistance as necessary.
- Perform and assign duties.
- Maintain work areas in a professional and organized manner
- Manage priorities effectively.
- Make recommendations and independent decisions
- Perform heavy manual labor such as regularly move or lift 50 pounds and occasionally lift 75 pounds
- Identify potential safety hazards.
- Read and understand blueprints
- Assist in the development of the annual budget and plan for maintenance and capital improvement projects.
- Ability to anticipate personnel, equipment and material requirements related to position.
- Layout irrigation pattern and drainage patterns
- Maintain and repair tools, equipment and structures such as buildings and benches using hand and/or power tools.
- Follow written and oral instructions.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Work under time constraints.
- Multi-task.
- Prioritize in an event driven atmosphere.
- Prepare and maintain records and reports.
- Work irregular shifts, holidays, and weekends as assigned.
- Anticipate, schedule and coordinate operations and service needs.
- Identify problems and take effective course of action.
- Work in inclement weather conditions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Education: *Any combination of education and experience that would provide the required knowledge and abilities to perform the job is qualifying. A typical way to obtain the knowledge and abilities would be:*

3 years' experience in previous employment in a job of similar duties including 2 years of Supervisory experience. Obtain Turf management, horticulture and landscape certifications within 18 months of employment.

PHYSICAL REQUIREMENTS

Essential and marginal functions may require maintaining physical conditions necessary to perform the job.

Ability to communicate orally with the General Manager, District management, staff, and the public. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift up to 50 lbs. frequently and 100 pounds occasionally. Read at or above the equivalent to the twelfth grade level. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Office and outside environment. Occasionally work in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

Interact with General Manager, employees, customers, Directors, and the public in a positive, cooperative, and supportive manner.

Subject to "random drug testing" because of safety sensitive position.

ENVIRONMENT

Working conditions including: Working outside at times in inclement weather and exposure to water, dust, dirt, chemicals, noise, and wind. Office environment.



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To: Chairman and Board of Directors

From: Janet Covington, Human Resources Administrator/Clerk of the Board

Date: February 9, 2022

Employees:

We have 26 employees.

Reports:

Workers Compensation Cases/Incidents/Accidents – The District had one worker injured on 1/30/2022. It has been 10 ☹️ days since our last employee accident.

OSHA Form 300-A has been posted as required.

Employee W-2s were distributed.

Training:

- Janet attended several Podcasts including Business and behavior health and Public sector benefits.
- 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.

Other:

- January's employee of the month was celebrated on January 26. Nancy Law received the recognition.

Fiscal Impact/Recommendations: This report is for informational purposes only.

Respectfully Submitted,

Janet Covington

Janet Covington, Human Resources Administrator/Clerk of the Board



Department Report

Agenda Item No. 4

To: Chairman and Board of Directors
From: Nancy Law, Financial Services Technician/Office Manager
Date: February 9th, 2022

The Finance Committee met February 3rd, 2022 to review January 2022 Financial Reports for Fiscal Year 2021-2022.

The Monthly Financial Report consisted of the Apportionment Schedule Spreadsheet and Historical Graph, Profit & Loss Budget vs. Actual, Trial Balance, 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 not received deposits into the Riverside County Fund as of February 2nd, 2022.

The Financial Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution for January 2022, bringing our Reserve balance to \$143,975.91, and transferred into the Money Market account \$7,500.00 monthly contributions for January 2022 and transferred \$160,206.00 of the COVID-19 Relief funds bringing our balance to \$185,500.15.

Additional items:

- ❖ Finance attended CAPRI Workshop on 1/5/2022: Session Three: Property Damage Case Scenario Training.
- ❖ Finance attended on 1/13/2022 The Calimesa Annual Installation Dinner.
- ❖ Finance attended on 1/14/2022 Beaumont Chamber Breakfast.
- ❖ Finance and Maintenance Foreman met with Prudential Uniforms on 1/19/2022 to discuss issues and billing.
- ❖ Finance attended a webinar on 1/25/2022: CSMFO Governmental Accounting.
- ❖ Finance attended on 1/27/2022 the Beaumont Annual Citizen of the Year and Installation of Officers Dinner.
- ❖ Finance met with Auditors on 1/28/2022 to file the State Controller's Report.
- ❖ Finance completed and mailed out all 1099-NEC/1099-MISC.

Recommendations: This report is for informational purposes only.

Respectfully Submitted,

Nancy Law
Financial Services Technician/Office Manager



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To: Chairman and Board of Directors
From: Kyle Simpson, Activities Coordinator
Date: February 9th, 2022

Facility Users:

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-3:00pm

District Events:

Bogart 1K5K Fun Run

Will be at Bogart Regional Park March 12th

Sign-ups are live on the website

There are 6 people signed up and submissions are coming in quickly

Press release has been completed and will be sent to newspaper 4 weeks prior to event

Welcome Home Vietnam Veterans Day

Noble Creek Regional Park quad March 26th

I have contacted the VFW station Commander about recruiting Veterans to sign up for the event

Submissions will be on the website shortly

Letters to the dignitaries is in progress

Press release is completed and will be sent to newspaper four weeks prior to event

Fishing Derby

April 2nd and 3rd at Bogart Regional Park

Fish have been scheduled for delivery

Press release is complete and will be sent to newspaper four weeks prior to event

Community Events/Meetings/Networking

I attended the Chamber of Commerce Annual Citizen of the Year and Installation of Offices Banquet 1/27/2022

I will be attending the Calimesa Chambers Breakfast on 2/8/2022

I will be attending the Beaumont Chamber Breakfast on 2/11/2022

Fiscal Impact/Recommendations: This report is for informational purposes only.

Respectfully Submitted,
Kyle Simpson, Activities Coordinator



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To: Chairman and Board of Directors
From: Aaron Morris, Maintenance Foreman
Date: 2/09/2022

Report:

Good Evening Board,

Staff has done a great job battling the cold and keeping up on their daily tasks throughout the week. The District is undergoing several projects and the growth is truly something to look forward to. I am grateful that the Duane and the District have given me the opportunity to be a part of these projects and I am looking forward to any and all upcoming projects that will begin this year.

Here are a few items the Maintenance Department has been working on:

Work Items:

- Merlin Johnson construction has continued throughout the park installing the new mainlines.
- The new shop has started construction up in the Day Use Area in Bogart Regional Park.
- Staff dismantled the wells site up at DTR.
- BYB has started and staff has been giving more attention to the fields.
- Fertilizer quotes are being put together to get the baseball fields and the Bogart Day Use Meadow green for the upcoming season.
- The Grange hall has had a Block Wall built on the northern property line and columns have been installed for future access gates.
- Both playgrounds will be receiving new fiber mulch to help resurface the areas that were washed away during the last big storm.

Fiscal Impact/Recommendations: This report is for informational purposes only.

Respectfully Submitted,

Aaron Morris
Maintenance Foreman



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

To: Chairman and Board of Directors
From: Dodie Carlson, Athletic Coordinator
Date: February 2, 2022

Reports:

The winter 2022 adult ball season started on January 17th with a rainout, after that we have been rain free. We have a large turnout for winter; it is normally a slower season due to the weather (cold, wind, rain). Winter 2021 was 18 teams, this season we have 32. Monday women's 6, Tuesday men's 7, Thursday co-ed 10 and Sunday co-ed 9.

As you can see we are out of lighted field space for our community players and families. I have scheduled 118 teams these past few days for either games or practice. This includes BCVRPD, BYB, and rental fields. The city of Beaumont has offered 9th & Orange for the month of February. They will be ripping out that diamond out after Cherry Festival. It has no backstop or dugouts; it is all gone.. I will be able to get some teams a little bit of work there.

The calendar remains very slow due the lack of staff for tournaments. Hopefully we can get some help as it is a new year.

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 the work they having been doing on the fields. The grass is green and is looking better. A lot of the little things are getting caught up.

Other:

BYB practices have started on January 31, 2022 they are sitting at about 875 as of now and should finish out around 950 players. Opening day is March 5, 2022 please come and join the fun.

Fiscal Impact/Recommendations: This report is for informational purposes only.

Respectfully Submitted,

Dodie Carlson, Athletic Coordinator