



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, August 12, 2020**

MINUTES

PUBLIC PARTICIPATION WAS BY TELECONFERENCE ONLY

Due to the spread of COVID-19 and in accordance with the Governor's Executive Order N-29-20, the Beaumont Cherry Valley Recreation & Park District conducted this meeting by teleconference.

DISTRICT CLOSED SESSION – Closed Session to Begin at 5:30 pm (1 Item)

Conference with Legal Counsel, via teleconference

Closed session began at 5:30pm

Roll Call:

Director De La Cruz: via teleconference at 5:35 pm

Director Ward: Present

Treasurer Diercks: Present

Vice-Chair/Secretary Flores: Present

Chairman Hughes: Present

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

Title: General Manager

Closed session ended at 5:51pm.

Legal Counsel, Joe Ortiz reported no action taken.

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

WORKSHOP SESSION: None

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

Regular session began at 6:00pm. Chairman Hughes opened the meeting in honor of Rudy Zerr.

Roll Call:

Director De La Cruz: via teleconference

Director Ward: Present

Treasurer Diercks: Present

Vice-Chair/Secretary Flores: Present

Chairman Hughes: Present

Invocation: The invocation was given by Vice Chair/Secretary Flores

Pledge of Allegiance: Director Ward led the pledge of allegiance

Presentations: None

Adjustments to Agenda: None.

1. **PUBLIC COMMENT:** Chairman Hughes opened public comment at 6:03pm., hearing none closed public comment at 6:03pm.

2. CONSENT CALENDAR:

2.1 Minutes of July 8, 2020

2.2 Bank Balances July 2020

2.3 Warrants for July 2020

2.4 Safety Footwear Policy Revision

Chairman Hughes opened public comment at 6:04 pm., hearing none closed public comment at 6:04pm.

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

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

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

3.1 Notice of Completion, Noble Creek Community Center Roof

Duane gave a background of the roof project. He stated the project has been completed and asked for authorization to file a notice of completion.

Chairman Hughes opened public comment at 6:06 pm., hearing none closed public comment at 6:06pm.

Motion was made to accept item 3.1 approving the Notice of Completion, Noble Creek Community Center Roof.

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.2 General Managers 5th Amendment to Employment Agreement

Chairman Hughes opened public comment at 6:07pm., hearing none closed public comment at 6:07.

Legal Counsel, Joe Ortiz reported on the 5th amendment to the General Managers employment agreement.

The general manager shall receive one additional 40 hours of Management Leave annually and a 4% pay increase effective retroactively 7/1/2020.

Motion was made to accept item 3.2 approving the General Managers 5th amendment employment agreement.

Initial Motion: Treasurer Diercks

Second: Vice Chair/Secretary Flores

Result of Motion: Carried 4-0

Director De La Cruz: (Lost connection, no vote. Reconnected at item 3.3)

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.3 Resolution # 2020-13 Proclaiming the Apple Fire a Local Emergency

Chairman Hughes opened public comment at 6:10pm., hearing none closed public comment at 6:10pm.

Motion was made to accept item 3.3 approving resolution # 2020-03 (changed from 2020-13) Proclaiming the Apple Fire a Local Emergency.

Initial Motion: Treasurer Diercks

Second: Vice Chair/Secretary Flores

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

- We have 29 employees. We currently have 14 employees working.
- Completed: CERBT FY-End 19/20 Contribution Summary for GASB Reporting
- Form 470s were submitted to the Registrar of Voters Office

Janet is currently working on:

- Fiscal Year 19/20 Final Payroll report for CAPRI:
- 2020 Biennial Notice for Conflict of Interest Codes

Workers Compensation Cases/Incidents/Accidents – No employee cases. (486 days since our last employee accident).

Training:

- Safety Compliance provided “Snake Safety” training in July.
- Aaron Morris completed “Agriculture Irrigation Technician” course
- Several Employees have attended Streamline Zoom meetings.
- Ryann Flores completed Fred Pryor training on “Human Resources for Anyone with Newly Assigned HR Responsibilities”
- Frank Flores completed “Park Management Technician” from College of the Desert.

Other:

- The testing location for COVID-19 has been changed to the Woman’s Club due to fire camp. Testing is scheduled Monday through Saturday through August 31, 2020.
- Janet is working both remotely and limited time in my office.
- We have three seats up for this election. All three incumbents have submitted their paperwork. The Registrar of Voters does not show any other candidates as of August 10, 2020.
- The Employee Newsletter was included with her report and was mailed to all employees who are currently on furlough.

Financial Services Technician/Office Manager: Nancy Law

- The Finance Committee met and reviewed July 2020 Financial Reports.
- Property Tax Disbursement – The Financial Services Technician had not received deposits into the Riverside County Fund for July 2020 as of August 12, 2020.
- Nancy transferred \$5,000.00 into the Reserve account for July 2020 bringing the balance to \$363,438.62.

Other:

- Finance met with UniFirst regarding bills.
- Finance has been pulling files for Auditors on the FY 18/19 Audit.
- Finance had a phone meeting with Safework regarding filing with FEMA for COVID-19 costs.
- Finance attended on 7/16/2020 – Zoom Meeting – Tribe Special District Meeting Platform
- Finance attended on 7/23/2020 – Zoom Meeting – Hazard Mitigation for Special Districts.
- Finance attended on 7/30/2020 – CMFO Meeting – COVID-19 Series. California’s Economic Outlook.

Activities Coordinator: Kyle Simpson

- Facility Rentals have been cancelled and/or moved through the month of August.
- COVID-19 Testing Facility has been moved to the Woman’s Club during the fire camp. Mondays through Saturdays 7am to 7pm. Through September 5.
- Thunder Alley RC Raceway has been reopened on a limited weekend basis and will re-open after the conclusion of fire camp.
- The Fitness Court has all of the decals on it, the workout equipment is all installed and will be open as soon as the regulations allow.

- Heart and Soul Line Dancing will be resuming classes at the Grange after the conclusion of fire camp.
- Guitar classes are able to resume and will be starting back up after the conclusion of fire camp.

Director Ward asked for clarification of how it was determined to open facilities for line dancing and guitar classes but not the park to work out? Kyle responded it was determined because the line dancing class follows the guidelines of staying six feet apart and the students bring their own guitars to class for guitar lessons. The fitness court has shared equipment and staff does not have the means to sanitize the equipment.

Upcoming District Events:

- Bogart 1K/5K Fun Run (Rescheduled): Kyle contacted some of the runners and many said they either did not feel comfortable or were going on vacation. He will be rescheduling the event to October 10.
- Movies under the Stars: Movies are still planned for this year, after summer pending social distancing regulations. Church for Family will be contributing with their projector and snack bar. Movies have been reserved for Mondays once gatherings can resume (Dates can be moved). The movies are: Detective Pikachu, Aladdin, Frozen 2, Dora and the Lost City of Gold, Toy Story 4, and Abominable
- Oktoberfest has been cancelled for 2020 due to the inability to predict when it is possible to have gatherings again.
- Kyle has been working with the maintenance crew. Aaron and Frank have been teaching him about irrigation and other maintenance duties throughout our parks.
- Community Events/Meetings/Networking:
 - Nancy and Kyle attended a webinar for Tribe, a Special District social media platform, on July 16.
 - Nancy and Kyle attended a webinar for hazard mitigation for Special Districts on July 23.
 - Kyle will be attending the Beaumont Chamber Breakfast on August 14 @ the Sandtrap.
 - All other Community events and meetings have been cancelled until further notice due to COVID-19

Maintenance Foreman: Frank Flores – None

Maintenance Foreman: Aaron Morris

Staff has been very busy working on projects and tasks each week while learning new skills and increasing work efficiency. He hopes some things will start to normalize as we approach the fall season, but until then he hopes everyone is staying safe and healthy.

Work Items:

- Continuing the new irrigation install in Bogart Regional Park. Staff is replacing all the sprinkler heads to increase flow efficiency and uniformity throughout the Day Use Meadow.
- Staff trimmed the Olive Trees along the Oak Valley Parkway wash south of the Equestrian Center. Now you can see into the park from the street.
- Staff has been trained to use the Toro 4000-D Lawn Mower to assist in maintaining the ballfield turf areas.
- Staff has been trained to use the large John Deer Utility Tractor to help with arena events as well as grading projects.
- Staff helped in setting up for the Fire Camp for the Apple Fire as well as maintaining our facilities throughout their stay.
- Maintenance is switching over to a new uniform company, Prudential.
- After a month and a half of watching and monitoring the Bogart Pond, it was at full capacity and about 4 to 5 inches over. The helicopters took about 10" for the Apple fire so right now we are about ½" from the fill line.

Aaron reported he is very grateful to be back and working again and having staff return to work has been a huge help to the Maintenance Department. He is excited for the Pond to be filled with fish and is grateful that he was able to be a part of the construction.

General Manager: Duane Burk

Duane reported that primarily during the past month we have been inundated with COVID 19 and then the Apple Fire. He hasn't attended a lot of meetings because of COVID-19. He reported the Collaborative Agency meeting location has been transferred over to the Beaumont library starting in September. Duane said there is a new General Manager of the San Gorgonio Pass Water Agency, Lance Eckhart. He said if anyone gets a chance, he would like them to thank the Beaumont-Cherry Valley Water District. During the time of the fire they were very helpful with us to make sure the pond was full and we

had all the resources were working in an efficient way as well as the Beaumont Police, the City of Beaumont and the County of Riverside. Chairman Hughes asked Duane to generate a letter of thanks to everyone for their help during the fire.

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm at the Beaumont Library. Next meeting is scheduled for September 2, 2020
- 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
 - September 9, 2020
 - October 14, 2020
 - November 12, 2020 (Thursday)

5.2. Upcoming Holidays

Monday, September 7, 2020 – Labor Day
Wednesday, November 11, 2020 – Veteran’s Day
Thursday/Friday, November 26 & 27, 2020 - Thanksgiving

5.3. Events

- All events have been cancelled or postponed at this time due to State and County Health Official orders pertaining to COVID-19
- Beaumont Woman’s Club COVID-19 Testing has been extended through August 31, 2020. (Monday through Saturday 7:00am to 7:00pm).

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz

Armando wished Denise a happy birthday. He hopes everybody is staying safe and he is sad to hear about Bogart Park being burned.

Director Ward

Denise said she is proud of everybody at the District for taking swift action during the Apple fire, helping and doing their jobs and taking care of whatever needed to be done. She enjoyed and appreciated being able to visit Bogart with Duane and other directors during the fire and she enjoyed the BBQ. She said she likes the employee newsletter and she thanked everyone for their hard work.

Treasurer Diercks

Chris wished Denise a happy birthday. He thanked everyone for all their hard work and hopes everyone is staying safe during these tuff times. He said at the next meeting he will be a retired person. He has 14 more days left until he is retired.

Vice Chair/Secretary Flores

John thanked everybody for working during these tuff times. He recognized Janet. He received complements about her from the Registrar of Voters office and said he appreciates what she does for the directors. John said he knows everyone looks forward to Oktoberfest but he understands why it has been cancelled with the way things are right now in the State. He proposed to have two Oktoberfest next year.

Chairman Hughes

Dan asked Duane to extend letters of thanks the Mark Weaver and Merlin Johnson. Dan explained that when the Apple fire broke out they got involved right away and he was told later that if they had done what they did, there was a good possibility that all of Bogart could have burnt and Highland Springs Resort could have lost a lot of homes. Mark was dozing a trail up on the mountain and then a 40-foot wide firebreak that he thinks went all the way to Morongo. He said

Merlin Johnson had his water truck by the stables and had put out the fire there protecting the restroom and preventing the fire from spreading as well as saving some of the big oak trees that Duane wanted saved. Dan referred to the resolution in item 3.3. He said he virtually attended the City of Banning's council meeting and they were talking about how they came to Noble Creek and was given a tour of the fire camp. That meeting is where Dan heard about declaring an emergency for any future reimbursements.

6. ADJOURNMENT:

Motion was made to adjourn the meeting at 6:33pm in honor of Rudy Zerr.

Initial Motion: Treasurer Diercks

Second: Director Ward