



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Wednesday, August 12, 2020**

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

**AGENDA**

[www.bcvparks.com](http://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 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.

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

Conference with Legal Counsel

**Roll Call:**

Director De La Cruz \_\_\_\_\_ Director Ward \_\_\_\_\_ Treasurer Diercks \_\_\_\_\_  
Vice-Chair/Secretary Flores \_\_\_\_\_ Chairman Hughes \_\_\_\_\_

1. Public Employee Annual Performance Evaluation Pursuant to Government Code Section 54957  
Title: General Manager

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

The Workshop and Regular Session are available by calling: 1(623) 404-9000  
Meeting ID: 148-716-2102

You can also join the meeting from PC, Mac, Linux, iOS or Android:  
<https://meetings.ringcentral.com/j/148-716-2102>

**WORKSHOP SESSION:** None

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

**Roll Call:**

Director De La Cruz \_\_\_\_\_ Director Ward \_\_\_\_\_ Treasurer Diercks \_\_\_\_\_  
Vice-Chair/Secretary Flores \_\_\_\_\_ 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, you may submit comments and/or questions in writing for the Board’s consideration by sending them to [janet@bcvparks.com](mailto: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 July 8, 2020
- 2.2 Bank Balances July 2020
- 2.3 Warrants for July 2020
- 2.4 Safety Footwear Policy Revision

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

- 3.1 Notice of Completion, Noble Creek Community Center Roof
- 3.2 General Managers 5<sup>th</sup> Amendment to Employment Agreement
- 3.3 Resolution # 2020-13 Proclaiming The Apple Fire a Local Emergency

**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: Frank Flores  
Maintenance Foreman: Aaron Morris  
General Manager: Duane Burk

**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 – 1<sup>st</sup> Thursday of Every Month 5:00 pm NCCC.
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 5:30 pm
- BCVRPD Board Meeting Schedule, NCCC
  - 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).

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## **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 the Beaumont-Cherry Valley Recreation and Park District and the foregoing agenda was posted at the District office, the Beaumont Woman's Club and District web site August 7, 2020

*Janet D Covington,*

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



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Wednesday, July 8<sup>th</sup>, 2020  
Beaumont Woman's Club 306 E. 6<sup>th</sup> Street Beaumont, CA 92223**

**MINUTES**

**PUBLIC PARTICIPATION BY TELECONFERENCE ONLY**

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

**DISTRICT CLOSED SESSION** : None

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

**WORKSHOP SESSION**: None

**REGULAR SESSION**: Regular Session to Begin at 5:31pm

**Roll Call:**

Director De La Cruz: via teleconference 5:32

Director Ward: via teleconference

Treasurer Diercks: present

Vice-Chair/Secretary Flores: present

Chairman Hughes: present

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

**Pledge of Allegiance:** The pledge of allegiance was led by Treasurer Diercks.

**Presentations:** None

**Adjustments to Agenda:** None

- 1. PUBLIC COMMENT:** Public Comment was opened at 5:32. No public comment, public comment closed at 5:32.

## **2. CONSENT CALENDAR:**

2.1 Minutes of June 10<sup>th</sup>, 2020

2.2 Bank Balances June 2020

2.3 Warrants for June 2020

The General Manager commented that all Bank Balances, Budget, Check Warrants and potential raises for staff were all approved by the Finance Committee. He also explained that the Board Approved at the last meeting the Budget which included a 4% raise for staff not including himself.

Director Ward asked if she had a question about the Revised Salary Schedule would she ask that now or at 3.1.

Chairman Hughes commented that is up next at 3.1.

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

**Initial Motion:** Treasurer Diercks

**Second:** Vice Chair/Secretary Flores

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

**Director De La Cruz:** Aye

**Director Ward:** Aye

**Treasurer Diercks:** Aye

**Vice Chair/Secretary Flores:** Aye

**Chairman Hughes:** Aye

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

3.1 Approval of Revised Salary Schedule

Chairman Hughes opened for public comment at 5:35 pm., hearing none closed public comment at 5:35pm.

The General Manager explained that the Districts salary schedule was last updated on July 2019, the revised schedule if approved will revise the maximum range for Human Resources, Finance/Office Manager, Activities Coordinator, Maintenance Foreman and Receptionist positions.

Director Ward asked Attorney Joseph Ortiz what is the best way for her to approve the salary schedule but wants to hold off on the raises until a further date after we see how the corona virus is going to affect the District.

Attorney Joseph Ortiz commented that what they have in front of them is to approve the range. But if she would like to approve the range but not the raises she would need to make a motion to that affect and would need a second and a vote.

Director Ward asked would she do that now or at the vote.

Chairman Hughes commented that the revised salary survey is only a draft they are not doing anything but accepting what is put in front of them, then at a later date the Personnel Committee would get together regarding the survey. As far as the raises go, the raises were put in the budget with a 4% across the board.

Director Ward commented she understands 100% and she is not asking for it to be deleted from the budget what she is asking is should they hold off on the raises because it was her understanding that the raises would be given on July 1<sup>st</sup>.

Attorney Joseph Ortiz commented that he feels that Director Ward wants to make a motion to hold off on the raise implementation, but thought it had already been implemented, and asked the General Manager if that was accurate.

The General Manager commented that his intent in the budget was to give the core staff a 4% increase, while at the same time he presented to the Personnel Committee the CSDA salary survey for all positions and at a later date would bring it to the Board, the budget was something that was covered in the May Board Meeting workshop and again in the June Board Meeting were it was approved unanimously, it was also given to the Finance Committee who were also good with the increase.

Director Ward asked we had our Personnel Committee after the Budget correct?

The General Manager continued that there were no questions raised during any of those meeting so his assumption is that the Board as a whole was good with the numbers, he may have not said 4% but that was the number.

Vice Chair/Secretary Flores commented that he and Treasurer Diercks looked at the Budget several times in the Finance Committee and they along with Duane and Nancy have put a lot of work into it and determined that the District is financial sound. Vice Chair/Secretary Flores continued that the District does a budget review every six months were they could dial it back if needed.

Treasurer Diercks commented that in the Finance Committee meeting they took a look at the Disbursement compared to last fiscal year were Duane predicted 2.5% increase and it was an overall of 5% increase and he feels the District is in a good place.

Chairman Hughes commented that he asked all the Directors in the May Board Meeting that if there was any questions about the budget that those questions were to be taken to the General Manager and there was no response from any Board Member, and this was something that was put in the budget and he was assured that it would not affect the District this year.

Director Ward commented that she wanted to clarify her statement she is saying has nothing to do with the budget, and she respects their opinions very much, to her it is more about public appearance with two shutdowns in the state and no one is giving raises and this is why she is concerned and why she is asking questions.

The General Manager commented that in his opinion the Board as a whole has tightened the purse straps for many years and this is not a one size fits all approach, the District brought on a 300 acre park and the Board and Staff have tighten up their boot straps and has put in the work and as their General Manager if he didn't think the District could afford it he would not have put it in the budget and if COVID sets the District back he will tell everyone they need to take a pay cut, but they have done well and they deserve the increase.

Attorney Joseph Ortiz commented that they have an agenda item on Salaries and he doesn't believe they can go much further into this, that it seems to him that the raises have already been approved through the budget and implemented and there would be problems if they were to undo it, even to just discuss it they would need a separate agenda item perhaps if Director Ward feels passionately about it he would recommend they do a special session to discuss it.

Chairman Hughes asked since this already has been approved how should Director Ward do this? Would the appropriate action be that she just makes a motion to hold it off.

The General Manager stated that what really drives this is minimum wage requirement in January they will go up to \$14.00/hr, so what is happening with these automatic increases is the new hires are getting paid by mandate and then you have employees who have worked here for 16 years who are only making \$3.00 more than the new hires.

Chairman Hughes commented that he agrees with the General Manager, and asked Attorney Joseph Ortiz how we move forward from here, what is the procedure?

Attorney Joseph Ortiz to put a motion on the floor is a separate matter, but I do agree if it was approved in the finances and already implemented, we can hit it at a special meeting if there is a desire to do so but he think it would be very difficult to unring that bell at a different meeting.

Chairman Hughes and Director Ward both feel that a special meeting is unnecessary.

The General Manager commented that he wanted everyone to know that the positions in the report were made by Janet and it has nothing to do with the General Managers salary.

Chairman Hughes commented that the General Manager Contract went to Personnel but it had not been completely resolved so they removed it from this meeting.

Director Ward commented that she does not need another meeting and that she just wanted to express her concern about public appearance during these times and just wanted to move on. She also commented that she appreciates everyone, the General Manager and staff and feels they all do a superior job.

The General Manager clarified that the staff report has nothing to do with the salary survey, it is asking for the positions marked in red that are currently topped out be given a increase these include the following:

- Human Resources Administrator/Clerk of the Board (Janet Covington) will be increased to \$82,904.60
- Financial Services Technician/Office Manager (Nancy Law) will be increased to \$69,222.40
- Receptionist – PT (Alyssa Fuimaono and Ryann Flores) will be increased to \$17.16
- Maintenance Foreman (Frank Flores and Aaron Morris) will be increased to \$28.14
- Activities Coordinator (Kyle Simpson) will be increased to \$56,243.20

The reason they are asking for this is because staff needs to send the minutes of this meeting to CalPERS that the Board as a whole approves for these positions to go above what their maximum salary is currently.

Motion was made to accept items 3.1

**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 – Presented by Duane Burk

Janet reported the District has 29 employees on the books and was able to bring back 4 furlough employees. Currently we have 14 employees working.

Reports:

- Submitted California Employer's Retiree Benefit Trust (CERBT) valuation packet and actuarial study.
- Submitted the CAPRI 20/21 renewal certificates of coverage for Workers Compensation and General Liability.

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

- 2020 Biennial Notice for Conflict of Interest Codes
- CERBT FY-End contribution summary

Workers Compensation Cases/Incidents/Accidents – No employee cases. (451 days since our last employee accident).

Training:

- Safety Compliance provided “Emergency Earthquake Procedures” and “COVID” training in June.
- Noble Creek Community Center is a testing location for COVID-19. Our agreement is through July 31st.
- Beaumont Woman's Club will provide COVID antibodies testing Friday – Monday from 8am – 5pm July 10<sup>th</sup> – July 13<sup>th</sup> and July 17<sup>th</sup> – July 20<sup>th</sup>.
- Election packages will be available July 13<sup>th</sup>, 2020.

Financial Services Technician/Office Manager: Nancy Law

The Finance Committee met and reviewed June 2020 financial reports consisting of the profit & loss budget vs. actual, bank account balances and warrant registers. The District received deposits into the county fund for June \$95,348.87. \$5,000.00 was transferred into the Reserve fund for June bringing the balance to \$358,409.47.

Nancy attended the following trainings;

- CSMFO – COVID-19 and Getting Reimbursements from FEMA.
- Community Update (Jeff Hewitt and Sean Thuilliez)

Activities Coordinator: Kyle Simpson

Kyle reported facility rentals have been cancelled and moved through the end of July, and all community events and meetings have been cancelled until further notice due to COVID-19. Church for Family will be back in the Grange starting on July 12<sup>th</sup>, Thunder Ally RC Raceway has reopened on a limited weekend basis, Heart and Soul Line Dancing will be resuming class at the Grange in July. And the decals for the fitness court have been installed.

Kyle gave an update on District Events;

- Bogart 1K/5K Fun Run is being rescheduled for October 10<sup>th</sup>, he contacted a few of the runners and majority of them did not feel comfortable and or were going on vacation.
- Movies Under the Stars is still ready to be to go for the year pending social distancing and regulations.
- Oktoberfest is still being planned for September 18<sup>th</sup> – 20<sup>th</sup>, 2020.

Kyle has been working with maintenance and is learning about the irrigation throughout the parks.

Athletic Coordinator: Dodie Carlson – No report

Maintenance Foreman: Frank Flores

Frank reported that maintenance has been working on preparing and opening certain areas to the public with proper rules and regulation set by the County. Noble Creek Park had 900 gallons of herbicide sprayed; they have also dragged the Equestrian and have been working on improving the condition of the infield skins.

Frank has completed staff review and attended the safety committee meeting; he's been working on back filling the trenches in the meadow and working on the lighting which should be completed in July.

Maintenance Foreman: Aaron Morris – Presented by Duane Burk

Aaron reported that the department is very grateful to bring back some of the staff and they have been very compliant to the new safety guidelines, they have also been training them on how to operate the bigger equipment.

Aaron reported he has worked on the following projects:

- Bogart Regional Park Pond Project which included calculating flow from the well and domestic line to the tank and pond and filling in the rock border with concrete slurry mix
- Preparing to install new sprinkler heads in the Day Use at Bogart, then he will map out the system through the Weather TRAK program.
- Completed and submitted the 2<sup>nd</sup> Quarter Safety Committee packet to CAPRI.
- Ballfields getting the back in shape.

General Manager: Duane Burk

Duane reported it has been a busy month he has been working on the following items:

- Huffman Roofing that was awarded the Roof Project should be done the first part of next week.
- Officially July 1<sup>st</sup> the 80 acres at Bogart Park is now owned by the District, the other 220 acres he is working with the Water District on

extending the lease, and he has also been in contact with Fish and Game it appears he has not been compliant on what the District has done in Bogart but he will be working with them to resolve it.

- Work is being completed at the Woman's Club; including painting, took down the hazardous chimney, and adding handrail on the steps out back.
- Working on getting a group together and have a BBQ at Bogart Park in celebration of the Pond

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

### 5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly 5:00 pm
- Finance – 1<sup>st</sup> Thursday of Every Month 5:00 pm NCCC.
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 5:30 pm
- BCVRPD Board Meeting Schedule, NCCC  
August 12<sup>th</sup>, 2020

### 5.2. Upcoming Holidays

Monday, September 7<sup>th</sup>, 2020

### 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

## **DIRECTORS MATTERS/COMMITTEE REPORTS**

### **Director De La Cruz**

Armando said he just hopes everyone is being safe and taking proper precautions with the COVID-19, he recently lost an Aunt to the virus so he hopes we all stay safe out there.

### **Director Ward**

Denise had to leave meeting early.

### **Treasurer Diercks**

Chris said he wanted to thank everyone for all their hard work and hopes everyone stays safe during these tough times.

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

John said the Board is no more important than a doorknob we serve a purpose just as the doorknob does. He wanted Director Ward to know that he understands she was not saying the staff didn't deserve the raises and that it was about the appearance of giving them raises. He would also like to see Board make a mandatory Budget workshop for the next budget, wanted

to compliment the achievement of the safety numbers and would like to see us celebrate those numbers.

**Chairman Hughes**

Dan said he agrees with Vice Chair Flores 100% and he wants everyone to understand that you may not understand everything and the workshops are important for that reason. He wants to remind the Directors that they can contact the General Manager before the meetings if they need clarification on what is on the agenda, and or contact him and if he doesn't have the answer he will get the answer for them. He commented that he tested negative for the COVID-19 and to keep your loved ones safe.

**6. ADJOURNMENT:**

Motion was made to adjourn the meeting at 6:36pm

**Initial Motion:** Treasurer Diercks

**Second:** Vice Chair/Secretary Flores

Beaumont Cherry Valley Recreation Park District

**Bank Account Balances**

As of 7/31/2020

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
1 Bank of Hemet - Operating	\$ 175,895.44	\$ 408,524.59	\$ 256,194.77	\$ 23,565.62	
2 Bank of Hemet - Payroll Account	\$ 16,156.04	\$ 51,865.58	\$ 40,000.00	\$ 4,290.46	
3 Bank of Hemet - Project Account	\$ 10,778.15	\$ 1,029.99		\$ 9,748.16	
4 Bank of Hemet - Bogart	\$ 5,161.31	\$ 117,079.81	\$ 116,008.00	\$ 4,089.50	
5 Bank of Hemet MM	\$ 1,586.32		\$ 0.21	\$ 1,586.53	
6 Bank of Hemet - Reserve Fund	\$ 358,409.47		\$ 5,029.15	\$ 363,438.62	
7 Bank of Hemet - Quimby/DIF	\$ 68,223.18		\$ 23,344.66	\$ 91,567.84	
8 Petty Cash	\$ 500.00			\$ 500.00	
9 Riverside County Fund	\$ 680,323.04	\$ 200,000.00		\$ 480,323.04	
10					
11	\$ 1,317,032.95	\$ 778,499.97	\$ 440,576.79	\$ 979,109.77	
12					
13 Bank of Hemet - Reserve Fund	Balance	Payables	Deposits	Ending Balance	Notes/Comments
14 Operating Reserve	\$ 200,260.79		\$ 5,000.00	\$ 205,260.79	NOT to be USED
15 Capital Reserve	\$ 158,148.68		\$ 29.15	\$ 158,177.83	Min Balance of \$50,000
16					
17 TOTAL RESERVE ACCOUNT	\$ 358,409.47	\$ -	\$ 5,029.15	\$ 363,438.62	

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

**Bank Account Balance**

As of 7/31/2020

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
18 Bank of Hemet	\$ 80,748.11	\$ 1,200.00		\$ 79,548.11	Bodana face coverings

**Beaumont Cherry Valley Recreation & Park District**  
**Check Warrant**  
**Bank of Hemet - Operating**  
**July 2020**

Type	Date	Num	Name	Memo	Amount
<b>10005 - Bank of Hemet - Operating</b>					
Check	07/02/2020	123144	Dan Hughes	Director Fees - June 2020	-600.00
Bill Pmt -Check	07/02/2020	123145	Artwork Paint Company	Paint and touch up - Woman's Club Hallway, lobby and Kitchen	-1,734.84
Check	07/02/2020	Fees	EPX	Fees - Credit Card Machine	-154.94
Check	07/02/2020	Fee	Global Pay	Credit Card Machine - \$ Sales	-21.00
Bill Pmt -Check	07/06/2020	123146	Slugg Bugg Pest Control	Bi-Monthly Pest Control	-350.00
Bill Pmt -Check	07/07/2020	123147	Action True Value Hardware	Wire strippers/Irrigation Project (Bogart)	-69.24
Bill Pmt -Check	07/07/2020	123148	BDL Alarms, Inc.	Monthly Alarm Service	-224.00
Bill Pmt -Check	07/07/2020	123149	BCVWD 8-000	Utilities - Water (Woman's Club)	-55.12
Bill Pmt -Check	07/07/2020	123150	BCVWD 8-001	Utilities - Water (Park)	-5,354.84
Bill Pmt -Check	07/07/2020	123151	BCVWD 8-002	Utilities - Water (Park)	-2,711.42
Bill Pmt -Check	07/07/2020	123152	BCVWD 8-003	Utilities - Water (NCCC)	-578.28
Bill Pmt -Check	07/07/2020	123153	Beaumont Do it Best	Irrigation Supplies/Plug adaptor/Hardware for Outdoor Fitness gates	-277.61
Bill Pmt -Check	07/07/2020	123154	Beaumont Glass	Tint - Receptionist Hallway Windows	-252.75
Bill Pmt -Check	07/07/2020	123155	Beaumont Safe & Lock	Break in Proof Locks	-179.82
Bill Pmt -Check	07/07/2020	123156	Blue Shield	Employee - Dental Insurance	-477.90
Bill Pmt -Check	07/07/2020	123157	Cherry Valley Nursery	Meadow - Soil	-613.10
Bill Pmt -Check	07/07/2020	123158	Ford Credit	Monthly F150 Truck Payment	-763.20
Bill Pmt -Check	07/07/2020	123159	Grand American Builders, Inc.	Form, grade, mix & pour east side walkway at maintenance shop/ demo chimney, north window Woman's Club	-6,768.10
Bill Pmt -Check	07/07/2020	123160	Image Source	Monthly Copy service	-197.64
Bill Pmt -Check	07/07/2020	123161	Inland Lighting Supplies, Inc.	Meadow Lights	-614.18
Bill Pmt -Check	07/07/2020	123162	Jani-King of California, Inc	Monthly Janitorial Service (additional maintenance restroom)	-76.96
Bill Pmt -Check	07/07/2020	123163	Luz Investment Corp.	Reinstall Port forwarding for Cameras Woman's Club	-200.00
Bill Pmt -Check	07/07/2020	123164	MST Backflow	Test & Certify Valve - Woman's Club, Grange & Noble Creek Park	-226.61
Bill Pmt -Check	07/07/2020	123165	Pattons Steel Corp	Material - Woman's Club Handrail and Chimney Cap	-243.97
Bill Pmt -Check	07/07/2020	123166	Pietronico Roofing Solutions	Installed 30lb paper on Bridal Room/NCCC & BYB Supply Building	-2,000.00
Bill Pmt -Check	07/07/2020	123167	Safety Compliance Company	Safety Meeting 06/17/2020 - Topic: #0035 Emergency Action Plan	-250.00
Bill Pmt -Check	07/07/2020	123168	Simplot Partners Palm Desert	18-5-0 Evergreen Fertilizer (NCRP Soccer Meadow)	-294.16
Bill Pmt -Check	07/07/2020	123169	SingerLewak LLP	Progress work on audit of financial Statements for year end 06/30/2019	-8,100.00
Bill Pmt -Check	07/07/2020	123170	Star Pro Security Patrol Inc.	Monthly Security Service	-3,772.00

**Beaumont Cherry Valley Recreation & Park District**  
**Check Warrant**  
**Bank of Hemet - Operating**  
**July 2020**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	07/07/2020	123171	Stoltz Equipment	Repair & Maintenance John Deer Tractor	-69.87
Bill Pmt -Check	07/07/2020	123172	The Garland Company	Materials - for completion of NCCC, Bridal & BYB Storage Roof	-9,326.23
Bill Pmt -Check	07/07/2020	123173	TLC Landscape Services, Inc.	Monthly Landscape Service	-918.00
Bill Pmt -Check	07/07/2020	123174	Tri-Lakes Team Sportswear	Office Shirt (Kyle Simpson)	-92.61
Bill Pmt -Check	07/07/2020	123175	Turf Star, Inc.	Monthly Equipment Service	-2,113.20
Bill Pmt -Check	07/07/2020	123176	UniFirst Corp	Monthly Uniform Service/Janitorial Supplies	-67.70
Bill Pmt -Check	07/07/2020	123177	United Rentals	Boom Lift Rental - Meadow Lights	-3,704.62
Bill Pmt -Check	07/07/2020	123178	UNUM	Employee - Monthly Disability Insurance	-386.19
Bill Pmt -Check	07/07/2020	123179	Weaver Grading, Inc.	Grubbing and Clearing Bogart/ NCP Road Repair and compacting	-13,473.80
Bill Pmt -Check	07/07/2020	123180	Xerox Financial Services	Monthly Copier Rental	-559.07
Bill Pmt -Check	07/07/2020	111891013	ARCO Business Solutions	Monthly Gas - Traverse (15355), F150 (15766)	-272.35
Bill Pmt -Check	07/07/2020	1001601651	CalPers	Employee - Health Insurance	-4,216.71
Bill Pmt -Check	07/07/2020	49060627892	Colonial Life	Employee - Life Insurance	-785.72
Bill Pmt -Check	07/07/2020	212934767	Frontier Communications	NCCC Wifi	-125.98
Bill Pmt -Check	07/07/2020	212934790	Frontier Communications	Grange Wifi	-101.76
Bill Pmt -Check	07/07/2020	212934833	Frontier Communications	Woman's Club Wifi	-91.76
Bill Pmt -Check	07/07/2020	212934846	Frontier Communications	Bogart Wifi	-201.00
Bill Pmt -Check	07/07/2020	123181	Frontier Communications	Bogart Wifi	-273.52
Bill Pmt -Check	07/07/2020	07082020	Nextiva	Monthly Telephone Service	-286.45
Bill Pmt -Check	07/07/2020	07032020	Rosalind Otero	Unfunded Health Payment	-169.23
Bill Pmt -Check	07/08/2020	245190231	SCE (6245)	Utilities - Electric - Tennis Courts, Horse Arena & Field 5/6	-67.34
Bill Pmt -Check	07/08/2020	135190931	SCE (0135)	Utilities - Electric - Woman's Club, Grange, Snack Bar, NCCC, Maintenance & Parking lot	-1,610.23
Bill Pmt -Check	07/08/2020	195190031	SCE (0195)	Utilities - Electric - Field #1 - 4	-7.90
Bill Pmt -Check	07/08/2020	435190431	SCE (0435)	Utilities - Electric (Fire Camp Lighting/Panel)	-199.69
Bill Pmt -Check	07/08/2020	947190431	SCE (1947)	Utilities - Electric - James Hughes Trailer	-159.84
Bill Pmt -Check	07/08/2020	2062190731	SCE (2062)	Utilities - Electric - RV Park	-447.46
Bill Pmt -Check	07/08/2020	179190731	SCE (6179)	Utilities - Electric - General Electricity & Thunder Alley	-581.44
Bill Pmt -Check	07/08/2020	1900009	SoCalGas	Utilities - Gas - Grange and NCCC	-70.10
Bill Pmt -Check	07/08/2020	1005175630	Verizon Wireless	Monthly Wireless phone service	-629.94
Bill Pmt -Check	07/08/2020	07082020	VSP-Vision Service Plan	Employee - Vision Insurance	-65.44

**Beaumont Cherry Valley Recreation & Park District**  
**Check Warrant**  
**Bank of Hemet - Operating**  
**July 2020**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	07/08/2020	80015761432	Waste Management of the IE	Utilities - Trash - Bogart and Noble Creek Park	-1,748.18
Bill Pmt -Check	07/08/2020	PJ003608971	Streamline	Monthly Website Service	-200.00
Check	07/08/2020	FEE	Exact	Service Fee - Kiosk Bogart	-25.21
Check	07/08/2020	Fee	UMS Banking	Credit Card Fees -	-26.45
Check	07/09/2020	123182	Larissa Olivares	Refund - Cancelled event - 8/15/2020 - Sweet 16 - due to COVID-19	-642.50
Check	07/09/2020	123183	Cecilia Coyazo	Refund - RV Space #15 - 17, 06/26/2020 - 06/27/2020 - Due to COVID-19	-210.00
Check	07/09/2020	123184	Melissa West	Refund - RV Space #20 - 6/26/20 - 6/27/20 - Due to COVID-19	-70.00
Check	07/09/2020	123185	Brandon Young	Refund - RV Space #24 - 6/26/20 - 6/27/20 - Due to COVID-19	-70.00
Check	07/09/2020	123186	Jessica Warrick	Pay Period 06/08/2020 - 06/21/2020 (16hrs)	-480.00
Check	07/09/2020	123187	Jessica Warrick	Pay Period 06/22/2020 - 07/05/2020 (11.5hrs)	-345.00
Check	07/09/2020	123188	Kaboo Leasing Co.	Fabricate & Powder Coat (6) Post Column Caps	-675.00
Check	07/09/2020	123189	Kaboo Leasing Co.	Install handrails back door steps - Woman's Club	-1,300.00
General Journal	07/09/2020	Trans 07091		Transfer to Payroll for PR 07/10/2020	-20,000.00
General Journal	07/10/2020	Trans 07102		Transfer to Bogart for Bogart Bills	-10,000.00
Check	07/15/2020	KS07142020	Staples	Office Chair - Janet Covington (working from home) - Due to COVID-19	-215.49
Check	07/15/2020	NL07152020	The Toll Roads	91 Express Lanes	-30.00
Check	07/15/2020	NL07152020	Edible Arrangements	Arrangement for Loss of Mother, Covington, Janet	-85.98
Bill Pmt -Check	07/15/2020	07152020	Nationwide Retirement Solutions	Employee Retirement - April, May & June 2020	-2,768.39
Check	07/16/2020	123190	Angela Vega	RV Space #21 - 7/17 - 7/18 & #19 - 7/31 - 8/1/20 REFUND - due to COVID-19	-140.00
Check	07/16/2020	123191	Denise Ward	Director Fees - June 2020	-504.72
Bill Pmt -Check	07/16/2020	123192	Artwork Paint Company	Complete inside/ Touch up back of Building at chimney	-911.84
Check	07/16/2020	123193	Chris Diarcks.	Director Fees - July 2020	-200.00
Check	07/20/2020	NL07292020	Fred Pylor Seminars	Renewal of Membership (10) employees	-1,791.00
Check	07/21/2020	123194	Sandra Fangel	Refund - Sweet 16 Party - 9/5/2020 - Due to COVID-19	-100.00
Check	07/21/2020	123195	Kristine Carlson	Acorn Credit Card check on Bogart Kiosk Gate	-10.00
Bill Pmt -Check	07/21/2020	47010721202	Chevron	Monthly Gas - F350 (150,638), Chevy (23,630), F150 (15,140) Mailbu (43,687) Equipment Gas Cam/DSL Tank	-969.60
Bill Pmt -Check	07/21/2020	123196	Acorn Technology Services	Monthly IT Service	-1,945.00
Bill Pmt -Check	07/21/2020	123197	Best Best & Krieger	Monthly Legal Fees - Bogart/GM Evaluation	-6,252.50
Bill Pmt -Check	07/21/2020	123198	Calimesa Chamber of Commerce	Yearly Membership Renewal	-50.00
Bill Pmt -Check	07/21/2020	123199	Capri	1st Qrt Payment - Workman's Comp & General Liability	-41,813.75



**Baumont Cherry Valley Recreation & Park District  
Check Warrant  
Bank of Hemet - Operating  
July 2020**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	07/21/2020	123200	CARPD	Yearly Membership Renewal	-2,500.00
Bill Pmt -Check	07/21/2020	123201	County of Riverside	LaFCO Fees FY20/21	-530.75
Bill Pmt -Check	07/21/2020	123202	Department of Environmental Health	Health Department License - Woman's Club	-734.00
Bill Pmt -Check	07/21/2020	123203	Grand American Builders, Inc.	Woman's Club Chimney, Roof Project, Bollards for Trash Enclosure, Field #7 Restroom	-3,661.81
Bill Pmt -Check	07/21/2020	123204	Jani-King of California, Inc	Monthly Janitorial Service	-1,940.65
Bill Pmt -Check	07/21/2020	123205	Star Pro Security Patrol Inc.	Monthly Security Service	-1,840.00
Bill Pmt -Check	07/21/2020	123206	TLC Landscape Services, Inc.	Monthly Landscaping Service	-918.00
Bill Pmt -Check	07/21/2020	123207	Turf Star, Inc.	Monthly Equipment Service	-1,961.87
Bill Pmt -Check	07/21/2020	123208	UniFirst Corp	Monthly Uniform Service/Janitorial Supplies	-268.33
Bill Pmt -Check	07/21/2020	123209	Pattons Steel Corp	Material - NCP Trash Enclosure and Shade Structure Caps	-1,217.59
General Journal	07/22/2020	Trans 07221		Transfer to Payroll for PR 07/24/2020	-20,000.00
Bill Pmt -Check	07/22/2020	1613890-92	CalPers	Employee - Retirement	-3,697.16
Bill Pmt -Check	07/22/2020	1001613894	CalPers	Employee - 457 Retirement	-25.00
Bill Pmt -Check	07/22/2020	1613899-901	CalPers	Employee - Retirement	-4,302.71
Bill Pmt -Check	07/22/2020	1613910-912	CalPers	Employee - Retirement	-4,353.25
Bill Pmt -Check	07/22/2020	1001613914	CalPERS-OPEB	Accrued Liability as of June 30, 2018 - Rate Plan: 30080	-1,815.00
Bill Pmt -Check	07/22/2020	1001613927	CalPERS-OPEB	Accrued Liability as of June 30, 2018 - Rate Plan: 26921	-2,026.00
Bill Pmt -Check	07/22/2020	1001613929	CalPERS-OPEB	Accrued Liability as of June 30, 2018 - Rate Plan: 1357	-4,695.43
Bill Pmt -Check	07/22/2020	1001613931	CalPers	Employee - 457 Retirement	-25.00
Bill Pmt -Check	07/22/2020	1001613936	CalPers	Employee - 457 Retirement	-25.00
Bill Pmt -Check	07/22/2020	PH038942879	Streamline	Monthly Website Service	-200.00
Bill Pmt -Check	07/22/2020	80016411401	Waste Management of the IE	Utilities - Trash - NCCC & Noble Creek Park	-1,409.84
Bill Pmt -Check	07/22/2020	5933872620	Office Depot	Office Supplies	-577.17
General Journal	07/22/2020	RCF 07221		Transferred from Riverside County Fund for Bills & Payroll	200,000.00
Check	07/22/2020	NL07222020	Apple.com	iCloud Storage Upgrade	-2.99
General Journal	07/23/2020	Trans 07232		Transfer to Reserve for the Monthly Transfer	-5,000.00
General Journal	07/23/2020	Trans 07233		Transfer to Bogart for Bogart Bills	-10,000.00
Bill Pmt -Check	07/23/2020	245205231	SCE (6245)	Utilities - Electric - Tennis Courts, Horse Arena & Field 5/6	-79.78
Bill Pmt -Check	07/23/2020	195205031	SCE (0195)	Utilities - Electric - Field #1 - 4	-7.90
Bill Pmt -Check	07/23/2020	435205531	SCE (0435)	Utilities - Electric (Fire Camp Lighting/Panel)	-237.44

**Beaumont Cherry Valley Recreation & Park District  
Check Warrant  
Bank of Hemet - Operating  
July 2020**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	07/23/2020	947205431	SCE (1947)	Utilities - Electric - James Hughes Trailer	-163.33
Bill Pmt -Check	07/23/2020	062205931	SCE (2062)	Utilities - Electric - RV Park	-945.17
Bill Pmt -Check	07/23/2020	179205931	SCE (6179)	Utilities - Electric - General Electricity & Thunder Alley	-915.54
Bill Pmt -Check	07/23/2020	823205931	SCE (9823)	Utilities - Electric (Bogart)	-1,329.60
Check	07/24/2020	123210	Kaboo Leasing Co.	Bridal Room A/C Unit	-1,900.00
Check	07/24/2020	RF07242020	Stamps.com	Stamps	-17.99
Check	07/24/2020	KS07242020	Walmart	Decoration and Cupcakes - Jane's Birthday	-39.88
Check	07/27/2020	123211	Kaboo Leasing Co.	Handrail Fabricate & Install - Fitness Court steps	-2,100.00
Check	07/28/2020	123212	Armando De La Cruz	Director Fees - June 2020	-300.00
Bill Pmt -Check	07/28/2020	123213	Artwork Paint Company	Paint Car Port/Bridal Building	-1,085.35
Bill Pmt -Check	07/28/2020	123214	Grand American Builders, Inc.	Restroom Field #7 - Footings, block - Woman's Club Scaffold, lathe & Plaster Chimney	-10,782.40
Check	07/28/2020	KS07282020	SteelBerry	Bodana Face Covering District Logos	-1,200.00
Check	07/29/2020	123215	Linda Pippenger	RV Space #23 & #24 - 9/18/20-9/19/20 (REFUND) Due to COVID-19 (Oktoberfest Cancelled)	-140.00
Check	07/29/2020	123216	Melody Lardner	RV Space #20 - 9/17/20 - 9/19/20 (REFUND) Due to COVID-19 (Oktoberfest Cancelled)	-105.00
Check	07/29/2020	123217	Norco Girl's Softball	RV Space #1 - 12 - 6/26/20 - 6/27/20 (REFUND) Due to COVID-19	-1,260.00
Check	07/29/2020	KS07292020	Walmart	Drinks - Staff BBQ/Bogart Pond	-357.52
Check	07/30/2020	KS07302020	Stater Bros	Drinks for Staff/Pond BBQ	-135.78
Check	07/31/2020			Service Charge - Stop Payment Patton Steel	-10.00
<b>TOTAL</b>					<b>-68,597.67</b>

**Beaumont Cherry Valley Recreation & Park District  
Check Warrant  
Bank of Hemet - Project  
July 2020**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10015 - Bank of Hemet - Project Account					
Bill Pmt -Check	07/07/2020	4578	Beaumont Lawnmower	Weedeater String	-131.41
Bill Pmt -Check	07/21/2020	4579	Turf Star, Inc.	Equipment Repairs - Toro GM4000/ Toro GM360	-898.58
			<b>TOTAL</b>		<b>-1,029.99</b>

**Beaumont Cherry Valley Recreation & Park District**  
**Check Warrant**  
**Bank of Hemet - Reserve**  
**July 2020**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
10025 - Bank of Hemet - Reserve Fund					
General Journal	07/23/2020	Trans 07232		Transferred from Operating for the Monthly Transfer	5,000.00
				<b>TOTAL</b>	<b>5,000.00</b>

**Beaumont Cherry Valley Recreation & Park District  
Check Warrant  
Bank of Hemet - Bogart  
July 2020**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>10050 - Bank of Hemet - Bogart Park</b>					
Check	07/02/2020	Fee	UMS Banking	Credit Card Fees -	-148.48
Bill Pmt -Check	07/07/2020	5090	Inland Water Works	Piping for the Pond	-4,714.46
Bill Pmt -Check	07/07/2020	5091	MST Backflow	Test & Certify Back flow	-120.00
Bill Pmt -Check	07/07/2020	5092	SiteOne Landscape	Rain bird Part-circle SS Pressure regulators	-2,107.38
Bill Pmt -Check	07/07/2020	5093	UniFirst Corp	Monthly Uniform/Janitorial Supplies Service	-24.82
Bill Pmt -Check	07/07/2020	5094	Weaver Grading, Inc.	Grubbing and Clearing Bogart	-7,460.46
Bill Pmt -Check	07/08/2020	5095	Clark Pest Control	Monthly Pest Control	-110.00
General Journal	07/10/2020	Trans 07102		Transferred from Operating for Bogart Bills	10,000.00
Bill Pmt -Check	07/21/2020	5096	Beaumont Do it Best	Purple Paint/ Material to make Jet Rod	-366.79
Bill Pmt -Check	07/21/2020	5097	Inland Water Works	Valve and Piping for Pond	-363.33
Bill Pmt -Check	07/21/2020	5098	Robertsons	Concrete at Pond	-11,614.45
Bill Pmt -Check	07/21/2020	5099	UniFirst Corp	Monthly Uniform/Janitorial Supplies Service	-49.64
General Journal	07/23/2020	Trans 07233		Transferred from Operating for Bogart Bills	10,000.00
<b>TOTAL</b>					<b>-7,079.81</b>



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

**Staff Report**

Agenda Item No. 2.4

**To: Chairman and Board of Directors**

**From: Janet Covington, Human Resources Administrator**

**Date: August 12, 2020**

**Subject: Safety Footwear (Work boot) Policy Revision**

**Background and Analysis:**

As an ongoing commitment to employees, staff reviews and if needed, creates and/or revises policies of the District. The safety footwear policy requires that all employees exposed to potential foot injuries wear appropriate foot protection. Staff reviewed the current policy of September 2018 and determined the need to increase the amount of reimbursement per fiscal year to One Hundred Fifty Dollars (\$150.00) to ensure employees receive enough allowance to purchase adequate work boots for their position. The current policy allows for reimbursement up to One Hundred dollars (\$100.00).

**Fiscal Impact:**

The impact to the general fund is expected to increase by approximately \$400.00 per fiscal year.

**Recommendations:**

Staff recommends that the Board review, comment, approve or change the footwear reimbursement policy subject to the authority of the Beaumont-Cherry Valley Recreation & Park Districts Legal Counsel to make non-substantive changes.

Respectfully Submitted,

Janet Covington  
Human Resources Administrator



**Staff Report**

Agenda Item No. **3.1**

**To:** Board of Directors:

**From:** Nancy Law, Financial Services Technician/Office Manager

**Via:** Duane Burk, General Manager

**Date:** August 12<sup>th</sup>, 2020

**Subject:** Notice of Completion – Noble Creek Community Center Roof

**Background and Analysis:**

On May 5<sup>th</sup>, 2020 the General Manager and The Garland Roofing Company conducted a mandatory job walk of the Noble Creek Community Center Tile and Shingle Roof project to review mandatory job requirements. Four contractors attended the job walk along with Grand American Builders representatives Brian Deforge and Adrian Chatigney.

On May 14<sup>th</sup>, 2020 the bids were received via email by all (4) contractors who attended the mandatory job meeting.

Bids were received in the amount of \$65,000.00 from Petronico Roofing, \$48,240.00 from R and R Roofing, \$74,350.00 from Tecta America Roofing, and \$38,531.00 from Huffman Roof Company.

Subsequently, staff and Garland Representative reviewed the bids and are recommending Huffman Roof Company as the lowest responsive and responsible bidder.

On May 28<sup>th</sup>, 2020 the Board approved awarding Huffman Roof Company the Noble Creek Community Center Roof Project and the purchase of the materials from Garland by utilizing the CMAS Contract for purchasing material. Garland Company will be the District representative during roof installation. As a result, the District will receive a warranty certifying the work.

On July 14<sup>th</sup>, 2020 Huffman Roof Company finished the Noble Creek Community Center Roof Project.

**Recommendations:**

Staff recommends that the Board approve the Notice of Completion (NOC) for the Noble Creek Community Center Roof Project and have it filed with the County Recorder's Office.

**Fiscal Impact:**

Garland total \$9,432.24

Huffman Roof Company with approved change order: \$39,303.00

Total Roof Project with warranty: \$48,735.24

Respectfully Submitted,

Nancy Law  
Financial Services Technician/Office Manager

/

1 WHEN RECORDED MAIL TO:

2  
3 Beaumont Cherry Valley  
4 Recreation and Park District  
5 P.O. Box 490  
6 Beaumont, CA. 92223  
7

8  
9 FREE RECORDING:  
10 Exempt Pursuant to  
11 Government Code §6103  
12

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13  
14 NOTICE OF COMPLETION  
15 PROJECT: Noble Creek Community Center  
16 Roof Project  
17

18  
19 THIS NOTICE OF COMPLETION IS HEREBY GIVEN by the OWNER, the  
20 Beaumont Cherry Valley Recreation and Park District, a California Special District, pursuant  
21 to the provisions of Section 9204 of the Civil Code of the State of California, and is hereby  
22 accepted by the Board of Directors of the Beaumont Cherry Valley Recreation and Park  
23 District, this August 12<sup>th</sup>, 2020.  
24

25 That the OWNER, the Beaumont Cherry Valley Recreation and Park District, and  
26 Roy O Huffman Roof Co of Riverside, California, the contractor, entered into an agreement  
27 dated,  
28 June 24<sup>th</sup>, 2020, for the construction of the work of improvement referred to as “Noble Creek  
29 Community Center Roof Project” completed on the  
30 Property identified below.  
31

32 The scope of work included, Provide all labor, equipment, and miscellaneous material to  
33 Tear off the existing roof system down to substrate and properly dispose of materials, Install  
34 District furnished and purchased Garland Company, Inc. modified bitumen roofing system  
35 over the properly prepared substrate for the Beaumont-Cherry Valley Recreation & Pak  
36 District.



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1 That the work of improvement was completed on July 14<sup>th</sup>, 2020, for “Noble Creek  
2 Community Center Roof Project” by Roy O Huffman Roof Company.

3 The Nature of Interest was Noble Creek Community Center Roof.

4 (1) That the Beaumont Cherry Valley Recreation and Park District, a California  
5 Special District, whose address is Beaumont Cherry Valley Recreation and Park District 390  
6 W. Oak Valley Parkway, Beaumont, California 92223 is the owner of the property on which  
7 the work of improvement was completed.

8 (2) That said work of improvement was performed at Parcel# 400-250-007, 390  
9 W. Oak Valley Parkway, Beaumont, California 92223.

10 (3) The nature of interest in the property is fee simple ownership.

11  
12 Dated: August 12<sup>th</sup>, 2020

13 Beaumont Cherry Valley Recreation  
14 and Park District

15  
16 A California Special District

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20 By \_\_\_\_\_  
21 Duane Burk, General Manager  
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VERIFICATION

I, \_\_\_\_\_, state that I am the Authorized Agent of the Owner identified in the foregoing Notice of Completion. I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at Beaumont, California.

Beaumont Cherry Valley Recreation and Park District

A California Special District

By: \_\_\_\_\_  
Duane Burk, General Manager

**RESOLUTION NO. 2020-03**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
BEAUMONT-CHERRY VALLEY RECREATION & PARK DISTRICT  
PROCLAIMING THE APPLE FIRE A LOCAL EMERGENCY**

**WHEREAS**, the governing body of the Beaumont-Cherry Valley Recreation & Park District ("District") has the authority to proclaim a local emergency; and

**WHEREAS**, California Government Code Section 3100 states that all public employees are declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law, and the District has historically provided and may need to provide resources and facilities necessary for the provision of emergency services, including but not limited to provision of water, earth-moving equipment and services, lighting, space, and emergency disaster facilities deemed as an essential public service; and

**WHEREAS**, any actions that the District may take to ensure the continuation of critical services to protect the safety of customers and to provide for immunities that will protect the District for actions taken, as covered under the California Emergency Services Act; and

**WHEREAS**, working with the California Department of Forestry and Fire Protection (CalFIRE), the Riverside County Fire Department, USFS- San Bernardino, and Yucaipa City Fire and other local fire-response agencies, this proclamation authorizes the undertaking of powers and invoking and disseminating emergency orders (e.g., emergency orders, emergency spending authorities, emergency or pre-established contracting, order necessary equipment, etc.) and regulations necessary to provide for the protection of life, property, and the environment; and

**WHEREAS**, this proclamation establishes that an emergency exists and that the District has shut down non-essential Park and Recreation facilities and services in order to make itself available for emergency services if mutual aid of in-county resources are needed, as covered under the California Master Mutual Aid Agreement and any local agreements to provide mutual aid should be sufficient to establish, and that the Emergency Services Act applies; and

**WHEREAS**, this proclamation establishes that an emergency exists and, if out-of-county assistance is needed, requests for mutual aid should follow procedures set forth by the Standardized Emergency Management System (SEMS) and the Governor's Office of Emergency Services (CalOES), including obtaining mission numbers through the County of Riverside Emergency Management Department from CalOES for responding agencies. This is particularly important for possible reimbursement of extraordinary expenses in the event of a proclaimed emergency or disaster if or when local, State, or Federal disaster-relief funds become available; and

**WHEREAS**, conditions of disaster or of extreme peril to the health and safety of persons and property have arisen with the start of the so-called **Apple Fire**, which is an uncontrolled forest fire that began on or about July 31, 2020 off of Oak Glen Road and Apple Tree Lane, north of Cherry Valley, within the boundaries of the District. The **Apple Fire** continues to rage as of the time of this Resolution, having consumed over 28,000 acres and is currently only thirty percent (30%) contained; and

**WHEREAS**, the District's ability to mobilize local resources, coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and seek future reimbursement by local, State, and Federal governments will be critical to successfully responding to the **Apple Fire**; and

**WHEREAS**, these conditions warrant and necessitate that the District proclaim the existence of a local emergency; now, therefore,

**BE IT RESOLVED** that the Board of Directors of the District hereby proclaims the existence of a local emergency as of the beginning of the **Apple Fire** on or about July 31, 2020, and directs District staff to take the necessary steps for the protection of life, health, and safety.

**IT IS FURTHER RESOLVED** that during the existence of said local emergency, the powers, functions, and duties of the District shall be those prescribed by State law and by ordinances and resolutions of the District Board.

**IT IS FURTHER RESOLVED** that all departments of the District shall review and revise their department emergency and contingency plans to address the risks the **Apple Fire** poses to District operations and to their critical functions in coordination with the District's Emergency Management Department/Manager.

**IT IS FURTHER RESOLVED** that all District departments shall track costs for staffing, supplies, and equipment related to **Apple Fire** fire-fighting, preparation, and prevention and forward that information to the District's finance department; and complete an Initial Damage Estimate (IDE) Category B, and forward that information to the Riverside County Emergency Management Department (EMD) on a daily basis.

**IT IS FURTHER RESOLVED** that the District's internal departments shall coordinate District-wide planning, preparedness and response efforts regarding the **Apple Fire**.

**IT IS FURTHER RESOLVED** that this Resolution shall take effect immediately and that widespread publicity and notice shall be given said Proclamation through the most feasible and adequate means of disseminating such notice throughout the District.

**BE IT FURTHER RESOLVED AND ORDERED** that a copy of this Resolution be forwarded to the Riverside County EMD to be forwarded to the Director of the California Governor's Office of Emergency Services.

**ADOPTED** this 12 day of August 2020.

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Board Chairman  
Beaumont-Cherry Valley Recreation &  
Park District

**ATTEST:**

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District Secretary  
Beaumont-Cherry Valley Recreation & Park District



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:** August 12, 2020

**Employees:**

We have 29 employees. We currently have 14 employees working.

**Reports:**

- Completed: CERBT FY-End 19/20 Contribution Summary for GASB Reporting
- Form 470s were submitted to the Registrar of Voters Office

I am working on the following report(s):

- 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:**

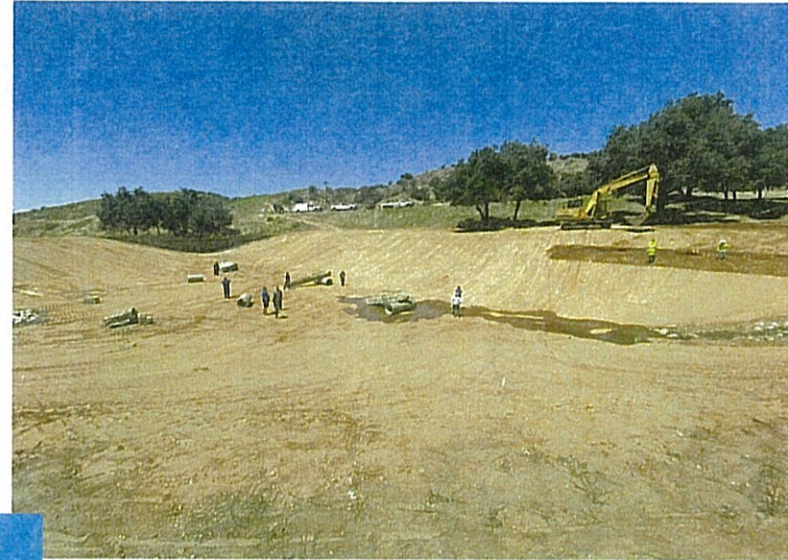
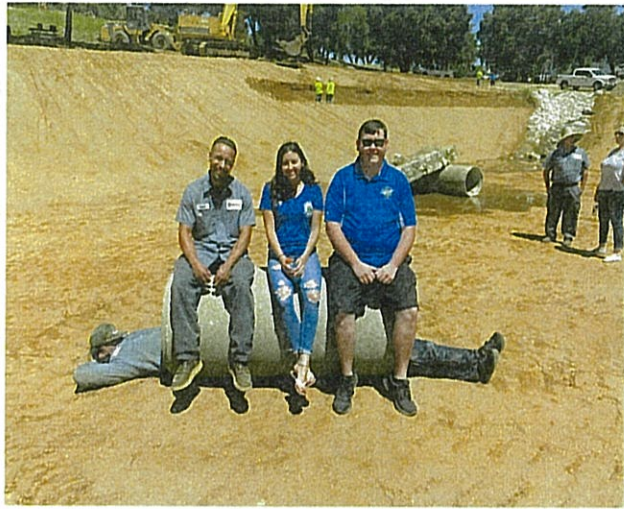
- The testing location for COVID-19 has been changed to the Woman’s Club due to fire camp. Testing is scheduled Monday through Saturday through August 31, 2020.
- I am working both remotely and limited time in my office.
- We have three seats up for this election. All three incumbents have submitted their paperwork. The Registrar of Voters does not show any other candidates as of August 7, 2020 noon.
- Employee Newsletter is attached and have been mailed to all employees who are currently on furlough

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

Respectfully Submitted,

*Janet Covington*

Janet Covington, Human Resources Administrator/Clerk of the Board



Leave the electronics at home! Bring your friends and families to Bogart Park for camping, picnics and outdoor family fun time!

This month I have dedicated our Healthy Corner to Children.

Healthy Snack: Race Cars

Ingredients:

Apples, sliced

Grapes or String Cheese

Tooth picks

Stick two toothpicks through each of your apple slices. Slice string cheese into wheel size or use grapes to make wheels. ( Be careful to watch the kids with the tooth pics!)

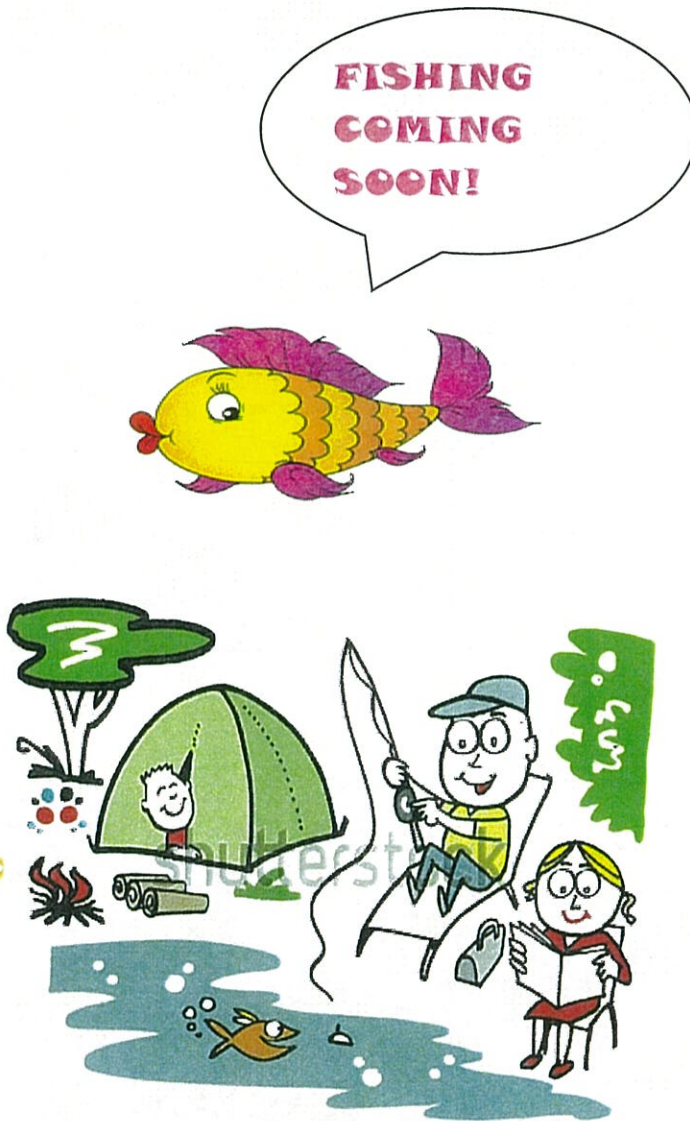


### The Importance of Play on a Child's Health

There are so many health benefits to being outside among nature. Physical activity improves heart health and blood pressure control and helps maintain ideal body weight while strengthening bones and muscles too. Exercise helps promote circulation, which in turn may help overall immune health. So let your kids play outdoors, make mud pies, chase butterflies, and build sand castles, because not only is it fun, it's good for their health too.

### Kid-Worthy Outdoor Activities

The best way to motivate your kids to get moving is to be an active role model and insist they join in. Turn off the electronics and nudge them out the front door. Take a walk with the dog, plant a garden, rake leaves (see who makes the biggest pile), help them draw a hopscotch board, jump rope together, or even play a friendly game of hide-and-seek. Once kids transition to being outdoors, they often can play with each other while you step back and supervise. Bring scooters, bubbles or a kite to the local playground for some more variety. Unstructured play is a



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Your Trash - My Treasure  
Have something your not using but someone else may want?  
List it here. For Sell (or free)



Please give any suggestions you may have to me for the next issue of your "Employee Newsletter" -Janet

### 2020 Calendar of Events

Still hanging onto these....

- Oktoberfest  
September 18 -20, 2020
- Pumpkin Carve  
October 31, 2020
- Winterfest  
December 4-5, 2020

**HAPPY BIRTHDAY**

- Robert Beitler—April 13
- Brodey Pippenger—May 4
- Noah Valdivia—May 12
- Jesse Camacho—May 24
- Frank Flores—May 25
- Sylvia Pimentel—May 30
- Richard Jimenez—June 8
- Donald Ortega—June 14
- Jeremiah Bennett—June 18
- Kyle Simpson—June 21
- James Hughes—June 30
- Ryann Flores—July 6
- Rodrigo Camacho—July 8
- Kaily MacKinnon—July 17
- Mike Aldrich—July 23
- Janet Covington—July 27

### Human Resources Corner

THE FUTURE IS BRIGHT—Repeat after me...  
Today, I promise to not stress over things I cannot control.



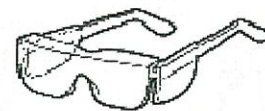
WOW! More than half of our staff has had QUARANTINE BIRTHDAYS since April.  
**HAPPY BELATED BIRTHDAY**



### SAFETY ON THE JOB

Number of days since the last employee injury:

**486!**



**Safety Glasses: All in favor, say "EYE"**



# EMPLOYEE NEWSLETTER

Beaumont-Cherry Valley  
Recreation & Park  
District

August 12, 2020

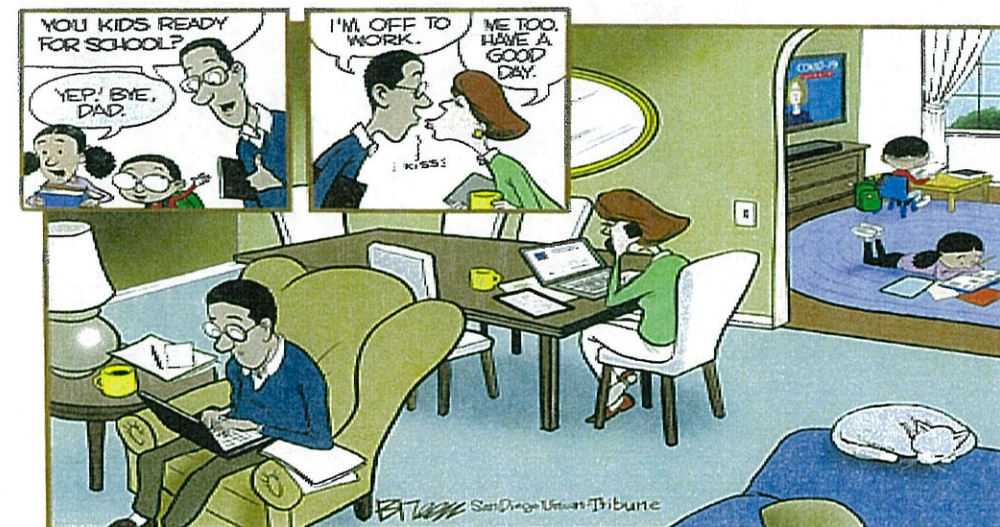
### THIS ISSUES PROFILE: BOGART



### HOT COMPANY NEWS—COVID-19



### Whose Home looks like this???



### Inside This Issue

Hot Company News	1
Employee Profile	1
What's Happening?	2
Healthy Corner	3
Your Trash My Treasurer	3
What's Cooking?	3
Calendar of Events	4
Staff Birthdays	4
HR Corner	4

We haven't forgotten all of the staff currently on furlough and cant wait for them to be back. As of today, we have brought back four of our employees. .

Welcome Jesse, Cameron, Rodrigo and Taylor!



**Department Report**

Agenda Item No. 4

**To:** Chairman and Board of Directors  
**From:** Nancy Law, Financial Services Technician/Office Manager  
**Date:** August 12<sup>th</sup>, 2020

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The Finance Committee met Monday, August 10<sup>th</sup>, 2020 to review July 2020 Financial Reports for Fiscal Year 2020-2021.

The Monthly Financial Report consisted of the Profit & Loss Budget vs. Actual, as well as the Bank Account Balance Spreadsheet and Warrant Registers which are also included in the Board Packet.

Property Tax Disbursement – The Financial Services Technician has not received deposits into the Riverside County Fund for July 2020 as of August 6<sup>th</sup>, 2020.

The Financial Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution for July 2020 bringing our balance to \$363,438.62.

**Additional items:**

- ❖ 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.

**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:** August 12th, 2020

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#### **Facility Users:**

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.

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.

#### **Upcoming District Events:**

##### **Bogart 1K/5K Fun Run (Rescheduled)**

I contacted some of the runners and many said they either did not feel comfortable or were going on vacation. I will be rescheduling the event to October 10th.

##### **Movies Under the Stars**

Movies Under the Stars Series is still planned for this year, pending social distancing regulations.

Church for Family will be contributing with their projector and their snack bar.

Movies have been reserved for Mondays once gatherings can resume (these are able to be moved)

Detective Pikachu, Aladdin, Frozen 2, Dora and the Lost City of Gold, Toy Story 4, and Abominable

Dates for the movies are still pending.

##### **Oktoberfest**

Oktoberfest has been cancelled for 2020 due to the inability to predict when it is possible to have gatherings again.

I have been working with the maintenance crew lately. Aaron and Frank have been teaching me about irrigation and other maintenance duties throughout our parks.

#### **Community Events/Meetings/Networking**

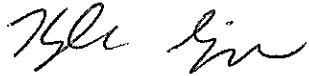
Nancy and I attended a webinar for Tribe, a Special District social media platform, on July 16th.

Nancy and I attended a webinar for hazard mitigation for Special Districts on July 23rd.

I will be attending the Beaumont Chamber Breakfast on August 14th  
All other Community events and meetings have been cancelled until further notice due to COVID-19

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kyle Simpson". The signature is written in a cursive, flowing style.

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:** 08/12/2020

**Report:**

Good Evening Board,

Staff has been very busy working on projects and tasks each week while learning new skills and increasing work efficiency. Hopefully some things will start to normalize as we approach the fall season, but until then I hope everyone is staying safe and healthy. Here are a few work items Maintenance has been working on:

**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.
- 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 has switched over to a new uniform company.
- After a month and a half of watching and monitoring the Bogart Pond, the project has finally been completed and the Pond has officially been filled to It's projected capacity.

**Closing Comments:** I am very grateful to be back and working again and having staff return to work has been a huge help to the Maintenance Department. I am so excited for the Pond to be filled with fish and I am grateful that I was able to be a part of the construction.

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

Respectfully Submitted,

Aaron Morris  
Maintenance Foreman