

BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT REGULAR MEETING OF THE BOARD OF DIRECTORS Wednesday, July 8, 2020 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 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. I. 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. 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 nancy@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.

The Workshop and Regular Session are available by calling: 1(623) 404-9000 Meeting ID: 149 379 2572

You can also join the meeting from PC, Mac, Linux, iOS or Android: https://meetings.ringcentral.com/j/1493792572

DISTRICT CLOSED SESSION: None

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

WORKSHOP SESSION: None

REGULAR SESSION: Regu	ılar Session to Begin at	5:30 pm
Roll Call:	3	1
Director De La Cruz	Director Ward	Treasurer Diercks
Vice-Chair/Secretary Flores	S Chairman Hu	ghes
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:

- 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 June 10, 2020
 - 2.2 Bank Balances June 2020
 - 2.3 Warrants for June 2020
- 3. ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS: (Includes Committee Reports)
 - 3.1 Approval of Revised Salary Schedule

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 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

August 12, 2020

September 9, 2020

October 14, 2020

5.2. Upcoming Holidays

Monday, September 7, 2020 Labor Day

- 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

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 and District web site July 2, 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, June 10, 2020

Beaumont Woman's Club 306 E. 6th Street Beaumont, CA 92223

MINUTES

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Adjustments to Agenda: None

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.

<u>DISTRICT CLOSED SESSION</u> – Closed Session to Begin at 5:00 pm (2 Items) Closed session began at 5:09pm. Joe Ortiz, Best, Best & Krieger attended Roll Call:
Director De La Cruz X, via teleconference Director Ward X, via teleconference Treasurer DiercksX Vice-Chair/Secretary FloresX Chairman HughesX Conference with Legal Counsel 1. Public Employee Annual Performance Evaluation Pursuant to Government Code Section 54957 Title: General Manager
 Bogart Park Transition of Operating Agreement Dedicating County Property to Beaumont Cherry Valley Recreation & Park District. Returned from closed session at 6:15pm. No action taken.
BEAUMONT CHERRY VALLEY RECREATION AND PARK IMPROVEMENT CORPORATION (BCVRPIC): None
WORKSHOP SESSION: Workshop Session to Begin at 5:30 pm The workshop session began at 6:16pm.
Second Reading Budget Review FY's 20/21 & 21/22 Chairman Hughes reported the general manager did not receive any questions since the first reading. Workshop session ended at 6:17pm.
REGULAR SESSION: Regular Session to Begin at 6:00 pm Regular session began at 6:17pm Roll Call:
Director De La Cruz X, via teleconference Director Ward X, via teleconference Treasurer DiercksX Vice-Chair/Secretary FloresX Chairman HughesX
Invocation: The invocation was given by Duane Burk Pledge of Allegiance: The pledge of allegiance was led by Vice Chair/Secretary Flores Presentations: None

1. PUBLIC COMMENT:

Public comment was opened at 6:19pm.

Willy Hill asked for consideration of opening the dog park, said they will social distance, and bring their own chairs. Thomas Flinn asked the Board to recognize the need of the elderly people going to the dog park and to consider opening it. He said most of the patrons wear masks there. The general manger responded briefly that we are under restrictions from Riverside County regarding gatherings of 10 people or more and we have no way to police it if people are not gathering correctly to ask them to leave. He is working with twenty-five other cities on the item and wants to be considerate in opening in the same way as the City of Beaumont and County of Riverside.

Public comment closed at 6:25pm.

2. CONSENT CALENDAR:

- 2.1 Minutes of May 13, 2020
- 2.2 Minutes of Special Meeting May 28, 2020
- 2.3 Bank Balances May 2020
- 2.4 Warrants for May 2020

The general manager noted the finance committee met and reviewed the finances.

Motion was made to accept items 2.2, 2.3, 2.4 and 2.1, with a correction on page 6 changing the word "CODID" to "COVID".

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 Approval of Actuarial Study of Retiree Health Liabilities

Opened public comment at 6:31pm. No public comment. Closed public comment.

Motion was made to accept item 3.1 approving the Actuarial Study of Health Liabilities dated 6/30/2019.

Initial Motion: Chairman Hughes

Second: Director Ward
Result of Motion: Carried 5-0
Director De La Cruz: Aye
Director Ward: Aye
Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Ave

Chairman Hughes: Ave

3.2 Approval of Second Reading FY's 20/21 & 21/22 Budget

Opened public comment at 6:34pm. No public comment. Closed public comment.

Motion was made to accept item 3.2 and reallocate the funds designated to the health liabilities account number 50103.

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

3.3 Bogart Park Transition of Operating Agreement Dedicating County Property to Beaumont Cherry Valley Recreation & Park District.

The general manager provided a list of Bogart Park Projects and stated we have a year and a half left on the agreement. He would like to expedite the transition. Chairman Hughes said that the item was approved at the County's meeting yesterday under their consent calendar. Legal Counsel, Joe Ortiz said the documents have been reviewed. Legal counsel will finalize the documents.

Opened public comment at 6:38pm. No public comment. Closed public comment.

Motion was made to accept item 3.3

Initial Motion: Director Ward Second: Treasurer Diercks Result of Motion: Carried 5-0 Director De La Cruz: Aye Director Ward: Aye Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Ave

Chairman Hughes: Aye

3.4 Approval of CSDA Salary Survey

The general manger explained that adoption of the salary survey is part of CSDAs process in achieving the transparency award. He said after adoption, the survey would be a working tool for the personnel committee used for a comparison study of like positions and salaries of other Districts. Chairman Hughes said he is looking forward to going through the study with the personnel committee and deciding how it will be used for the Districts benefits and salary structure. The October 1, 2020 date is a typo. It should read October 1, 2019.

Opened public comment at 6:40pm. No public comment. Closed public comment.

Motion was made to accept item 3.4

Initial Motion: Director Ward Second: Treasurer Diercks Result of Motion: Carried 5-0 Director De La Cruz: Aye Director Ward: Aye Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Ave

Chairman Hughes: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

- Janet reported we have 29 employees. We furloughed 19 employees. We have 10 employees working.
- Janet is working on the following report(s):
 - Actuarial Study of Retiree Health Liabilities Measurement date June 30, 2020. Total compensation was able to complete the valuation without the final audit. The valuation report will be submitted upon board approval.
 - > California Employer's Retiree Benefit Trust (CERBT) Valuation Packet. I am finalizing the packet documents to submit to the Trust.
 - > 2020 Biennial Notice for Conflict of Interest Codes
 - > CAPRI the 20/21 Renewal Certificates
- We have not had any workers comp cases and it has been 323 days since our last employee accident.
- Safety Compliance provided "Heat Illness Prevention" training in May.
- Staff, Directors De La Cruz and Ward attended the two day virtual event on May 28 and 29."Refocus your vision: Seeing your District through the Pandemic". CARPD did a fantastic presentation.
- ANNUAL SUMMER PICNIC has been cancelled. Janet will update everyone if/when we are able to reschedule it.

- Noble Creek Community Center has continued as a testing location for COVID-19 through July 31, 2020. Janet is currently working remotely and her office and is available anytime.
- Supervisors have submitted their annual evaluations to the general manager.
- In anticipating of reopening facilities, staff has been ordering some COVID related supplies as they become available such as no-contact thermometers, hand sanitizer and masks. Directors should have received two masks with their board package.
- Janet will be on vacation June 22 returning on July 13 but will be available by phone or email and will respond as soon as possible and also try to attend the July 8, 2020 board meeting via phone or computer.
- Election Day is November 3, 2020. The District has three directors with terms expiring; Directors Ward, Hughes and
 Flores. Election packages will be available July 13 August 7. The calendar for the election is attached to this
 report. Janet will attend the election training virtually this year and keep the directors updated.

Financial Services Technician/Office Manager: Nancy Law

- Nancy reported the finance committee met and reviewed May 2020 financial reports consisting of the profit & loss budget vs. actual, bank account balance spreadsheet and warrant registers, which are included in the board packet. As of June 3, 2020, the official county reports for May 2020 property tax disbursements have not been released.
- We transferred \$5000.00 into the reserve fund for May 2020 bringing our balance to \$353,394.09.
- Nancy and the General Manager worked on the Budget for 20/21 and 21/22.
- Nancy has been answering auditor questions.
- Nancy attended CSMFO Strategies for Managing Financial Implications Resulting from COVID-19: Forecasting and Managing Expenditures webinar.
- Nancy attended Streamline Engage Beta Kick-off webinar. Streamline is our web-site service.
- Nancy and the General Manager attended a Zoom Meeting with SafeworkCM COVID-19 Disaster Relief Reimbursement FEMA and a teleconference with National Fitness Campaign – Back to Fitness Kit and Launch dates.
- Nancy attended the CARPD Virtual Conference.

Activities Coordinator: Kyle Simpson

- Kyle reported facility rentals have been cancelled and/or moved through June 19th, 2020
- Noble Creek Community Center will continue to be a COVID-19 Testing Facility through July 31, 2020.
- Bogart 1K/5K Fun Run: The run is tentatively planned for June 27 at Bogart Park. He will be editing the map and contacting all of the runners who preregistered once a decision has been made to host the event or not.
- Movies under the Stars are still planned for June 22 through July on field one at 6:00pm pending social distancing
 and county ordinances. Church for Family will be contributing with their projector and snack bar. The movies have
 been reserved and are able to be moved to alternate dates. The scheduled movies are; Detective Pikachu, Aladdin,
 Frozen 2, Dora and the Lost City of Gold, Toy Story 4, and Abominable.
- Oktoberfest is still being planned for September 18th-20th, 2020. American Bavarian Brass Band and Carrera band are still willing to perform if we are allowed to have the event. Kyle has spoken to Nava Sausage, our sausage vendor and he is willing to participate in the event as well. Anheuser Busch is still willing to bring the truck out for the event and Kyle is waiting on the beer list from them
- Aaron and Kyle represented the Foundation at the Riverside County Cabazon drive-thru food distribution event on May 28 and they handed out sack lunches and groceries to 255 total cars. The Foundation donated Gatorade, water, and shade for the volunteers.
- All other Community events and meetings have been cancelled until further notice due to COVID-19
- May 29th, Kyle attended the CARPD virtual event "Refocus Your Vision: Seeing Your District through the Pandemic" and he attended the Best Practices in Opening up Recreation Facilities & Programs breakout session.

Maintenance Foreman: Frank Flores, presented by Janet Covington

- Bogart Park's irrigation has made progress in the month of May; sprinkler heads have been repaired and replaced.
 Along with the installation of a new wireless irrigation clock that can be controlled, programed and monitored on a cell phone will push the District forward in regards to water management.
- Weed abatement was contracted out due to COVID-19; Bogart Park's grounds are now prepared for the upcoming fire season.
- Noble Creek Park continues to be elevated in regards to lighting and lighting efficiency. The soccer meadow has
 been under construction and is in the process of receiving new LED lighting for the many patrons who play under
 the stars. The maintenance staff had the pleasure of working with SRS Electric in this ongoing project that is
 scheduled for completion in June.
- Noble Creeks grounds continued to be upgraded in May by the additions to the RV areas such as concrete pads
 poured by our local Lions Club members, a CMB base added around those concrete pads to make the RV spots
 clean and level with the addition of newly built trash containers in the RV area.
- Franked thank the District and District staff for allowing me to continue my education during spring 2020. This past semester I received all A's in the following college coursed he attended at College of the Desert; Careers, Plant Science and Plant Science Lab. He said he could not have done it without the time allowed to leave during odd hours and for that, he is extremely grateful.

Maintenance Foreman: Aaron Morris

- Aaron reported that as things start to heat up, maintenance is acclimating to the weather with lots of fluids and safety measures.
- Maintenance has been busy jumping from one project to another and acquiring some new skills along the way. He is grateful for the opportunity to learn something new when he is assigned new task outside of his normal duties.
- He hopes everyone is staying safe and practicing social distancing.
- Attended with Frank the virtual training for the Weather-TRAK smart irrigation system up in Bogart Regional Park.
- Received a bid for central command for Noble Creek Park.
- Ordered new heads for the Bogart Regional Day Use Meadow. Once delivered, they will start installing them.
- Attended the CARPD virtual event focused on reopening the park during these times.
- Attended the Cabazon Drive-Through Food Distribution with Kyle handing out food to the locals.
- Learning how to pour/mix/finish concrete for smaller projects. Staff has been working with contractors expanding their skills and he thanked the general manager and directors.

General Manager: Duane Burk

- Duane attended the CARPD Virtual Conference.
- The District received the safety award from CAPRI. This is the second cycle in a row we have won it and he
 thanked the staff. He said not only does it show we are investing in safety practices but it reduces our insurance
 costs.
- He is working with a company on COVID relief reimbursements through FEMA regarding how to put together a claim for whatever is reimbursable.
- The National Fitness Campaign's dedication has not happened because we cannot promote gatherings of more than ten. The wrought iron security fence and gate has been installed and they still have the field seven bathroom and ADA sidewalk to complete.
- We are hoping to launch a health and wellness program working with the San Gorgonio Memorial Hospital.
- Kyle has been learning and working in maintenance two and a half days a week with Frank and Aaron. They have worked on tearing off the roof, digging ditches for the electrical contract and pouring footings for irrigation.
- Maintenance is demoing an app (central command) to utilize their phones for the irrigation system at Bogart Park.
- We have been lighting up the meadow area. He heard that the City of Beaumont might be eliminating the ball fields at the sports field and we use those fields for practice.
- We had photo op at the pond while it started to fill with water.
- Duane would like consideration of holding a special meeting this month to Bogart Park and the salary survey.

5. CALENDAR OF EVENTS:

- 5.1 Committee Meetings
 - Collaborative Agency First Wednesday Bi-Monthly, 5:00pm NCCC (July 2nd)
 - 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

July 8, 2020 August 12, 2020 September 9, 2020

5.2. Upcoming Holidays

Friday, July 3, 2020 Independence Day Observed

- 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
 - Noble Creek Community Center COVID-19 Testing has been extended through July 31, 2020. (Tuesday through Saturday 7:00am to 7:00pm).

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz

Armando said he is excited the pond is being filled and he hopes everyone is being COVID safe while enjoying the park.

Director Ward

Denise reported she attended the CARPD virtual conference and congratulated staff on receiving the safety award. She thanked staff and Duane for all their hard work and thanked Duane for the invitation to Bogart this morning to see all the work that has been done and the pond begin filling. She said thank you for the facemasks and she is looking forward to the upcoming events; the Fun run, Movies under the Stars and Oktoberfest. Regarding the Coronavirus, she is thankful for rising to the challenge and taking proactive measures to support our employees. She prayed for the healing of our Country and is hopeful we will be turning a corner as we begin the recovery process of all the current events.

Treasurer Diercks

Chris thanked staff for all their hard work. He was able to visit Bogart, it is looking fantastic, and it is a 100% turnaround from the day we got it. He said it is nice to see the water going back into the lake. He said everybody is doing a great job and for everyone to stay safe and hopes, we get the place opened up again.

Vice Chair/Secretary Flores

John dittoed the other directors said about staff. He said everyone is working hard and to stay safe and he is excited for when the park opens back up.

Chairman Hughes - No comment

6. ADJOURNMENT:

Motion was made to adjourn the meeting at 7:08 with a prayer given by Director Ward. She prayed for the healing of our Country and asked for help as we begin the recovery process in these difficult times and current events.

Beaumont Cherry Valley Recreation Park District

Bank Account Balances

As of 6/30/2020

		Sta	rting Balance	Payables	Deposits	E	nding Balance	Notes/Comments
1	Bank of Hemet - Operating	\$	27,336.00	\$ 273,860.56	\$ 422,420.00	\$	175,895.44	
2	Bank of Hemet - Payroll Account	\$	3,659.19	\$ 47,503.15	\$ 60,000.00	\$	16,156.04	
3	Bank of Hemet - Project Account	\$	12,191.04	\$ 1,412.89		\$	10,778.15	
4	Bank of Hemet - Bogart	\$	5,514.17	\$ 7,905.86	\$ 7,553.00	\$	5,161.31	
5	Bank of Hemet MM	\$	1,586.13		\$ 0.19	\$	1,586.32	
6	Bank of Hemet - Reserve Fund	\$	353,394.09		\$ 5,015.38	\$	358,409.47	
7	Bank of Hemet - Quimby/DIF	\$	158,210.95	\$ 90,000.00	\$ 12.23	\$	68,223.18	
8	Petty Cash	\$	500.00			\$	500.00	
9	Riverside County Fund	\$	403,535.36	\$ 300,000.00	\$ 576,787.68	\$	680,323.04	
11		\$	965,926.93	\$ 720,682.46	\$ 1,071,788.48	\$	1,317,032.95	
13	Bank of Hemet - Reserve Fund		Balance	Payables	Deposits	E	nding Balance	Notes/Comments
14	Operating Reserve	\$	195,260.79		\$ 5,000.00	\$	200,260.79	NOT to be USED
15	Capital Reserve	\$	158,133.30		\$ 15.38	\$	158,148.68	Min Balance of \$50,000
17	TOTAL RESERVE ACCOUNT	\$:	353,394.09	\$	\$ 5,015.38	\$	358,409.47	

Beaumont-Cherry Valley Recrecation & Park District Improvement Corporation Bank Account Balance

As of 6/30/2020

	Staring Balance	Payables	Deposits	Ending Balance	Notes/Comments
18 Bank of Hemet	\$ 80,248.11		\$ 500.00	\$ 80,748.11	

Beaumont Cherry Valley Recreation & Park District Check Warrant

Bank of Hemet - Operating

-	une 2020
	7

10005 · Bank of Hemet · Operating Check 06/01 Check 06/01	ting				
Check Check					
Check	06/01/2020	123098	Dan Hughes	Director Fees - May 2020	-600.00
	06/01/2020	123099	Kaboo Leasing Co.	Trash Enclosure Gates #3	-3,000.00
Check	06/01/2020	123100	Kaboo Leasing Co.	Trash Enclosure Gates #2	-3,000.00
Check	06/01/2020	123101	Denise Ward	Director Fees - May 2020	-300.00
Check	06/01/2020	JC06012020	Best Buy	Printer Toner - Covington, Janet (working from home)	-46.32
Bill Pmt -Check	06/01/2020	BH10919475	UMPQUA Bank	Business Meals, Irrigation Project, Office Furniture and Supplies	-2,367.42
Check	06/02/2020	Fee	Global Pay	Credit Card Machine - \$ Sales	-21.00
Check	06/03/2020	Fees	EPX	Fees - Credit Card Machine	-132.93
Bill Pmt -Check	06/05/2020	123102	Grand American Builders, Inc.	Bridal Room (Ceiling Overhang), Office Manager Shade Structure, RV Park Trash Enclosures	-11,796.70
Check	06/05/2020	Ш	Exact	Service Fee - Kiosk Bogart	-25.21
Check	06/08/2020	123103	Kaboo Leasing Co.	Fitness Court Security Gates Install	-1,800.00
Check	06/08/2020	123104	Chris Diercks.	Director Fees - May 2020	-300.00
Bill Pmt -Check	06/08/2020	135160931	SCE (0135)	Utilities - Electric - Woman's Club, Grange, Snack Bar, NCCC, Maintenance & Parking Lot	-1,151.94
Bill Pmt -Check	06/08/2020	123105	Acorn Technology Services	Monthly IT Service, Bogart Port Switch, GM Web Cam & HR Printer	-3,061.48
Bill Pmt -Check	06/08/2020	123106	Artwork Paint Company	Prime and Paint BYB Storage Building	-625.14
Bill Pmt -Check	06/08/2020	123107	Awards & Specialties	Memorial Plaques (Bernie Flores, Bruce Bartells) & RV Space #10 Foundation Plaque	-1,845.49
Bill Pmt -Check	06/08/2020	123108	BDL Alarms, Inc.	Monthly Alarm Service	-224.00
Bill Pmt -Check	06/08/2020	123109	BCVWD 8-005	Utilities - Water - Grange	-346.36
Bill Pmt -Check	06/08/2020	123110	BCVWD 8-006	Utilities - Water - Grange (fire)	-44.25
Bill Pmt -Check	06/08/2020	123111	Beaumont Do it Best	Fitness Court Fencing Material	-5,620.82
Bill Pmt -Check	06/08/2020	123112	Best Best & Krieger	Monthly Legal Services - COVID-19, Bogart Transfer & GM Evaluation	-2,310.00
Bill Pmt -Check	06/08/2020	123113	Blue Shield	Monthly Employee Dental	-477.90
Bill Pmt -Check	06/08/2020	123114	Clark Pest Control	Noble Creek Park - Squirrel/gopher pest control	-2,310.00
Bill Pmt -Check	06/08/2020	123115	Desert Quality Heating & Air	Recover Refrigerant from Bridal Room Split System	-170.00
Bill Pmt -Check	06/08/2020	123116	Inland Lighting Supplies, Inc.	Shade Structure Ceiling Fans/ Meadow Lights/Pole	-17,540.62
Bill Pmt -Check	06/08/2020	123117	Jani-King of California, Inc	Monthly Janitorial Service	-1,777.10
Bill Pmt -Check	06/08/2020	123118	Napa Auto Parts	Wiper Blades/Starter fluid	-53.60
Bill Pmt -Check	06/08/2020	123119	Pattons Steel Corp	Material for Shade Caps/Material for RV Trash Enclosures	-1,217.59

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

Туре	Date	Num	Name	Мето	Amount
Bill Pmt -Check	06/08/2020	123120	Pro-Pipe & Supply	Irrigation Repair to Meadow	-1,052.16
Bill Pmt -Check	06/08/2020	123121	Safety Compliance Company	Safety Meeting 5/20/2020 - Topic: 0065 - Heat Illness	~250.00
Bill Pmt -Check	06/08/2020	123122	SiteOne Landscape Supply, LLC	Field #1 Irrigation	-76.15
Bill Pmt -Check	06/08/2020	123123	Star Pro Security Patrol Inc.	Monthly Security Service	-1,840.00
Bill Pmt -Check	06/08/2020	123124	Total Compensation Systems, Inc.	GASB75 Valuation Service - 2nd Installment	-1,530.00
Bill Pmt -Check	06/08/2020	123125	UniFirst Corp	Weekly Uniform Service	-135.36
Bill Pmt -Check	06/08/2020	123126	Waste Management of the IE	Utilities - Trash - NCCC/Park, Roof Removal Project	-4,884.34
Bill Pmt -Check	06/08/2020	123127	Xerox Financial Services	Monthly Copier Lease	-559.07
Bill Pmt -Check	06/08/2020	06082020	Nextiva	Monthly Telephone Service	-279.98
Bill Pmt -Check	06/08/2020	06082020	Rosalind Otero	Unfunded Health Payment	-169.23
Check	06/08/2020	Fee	UMS Banking	Credit Card Fees -	-26.45
Check	06/08/2020	JC06082020	Best Buy	Printer Toner - Covington, Janet (working from home)	-42.01
Bill Pmt -Check	06/09/2020	109580665	ARCO Business Solutions	Monthly Gas - Traverse (14695)/Gas Cans	-252.12
Bill Pmt -Check	06/09/2020	1001581105	CalPERS-OPEB	Accrued Liability as of June 30, 2017 - Rate Plan: 1357	-4,128.56
Bill Pmt -Check	06/09/2020	1001581107	CalPERS	Employee Health Insurance	-4,216.71
Bill Pmt -Check	06/09/2020	1001581109	CalPers	Employee 457	-25.00
Bill Pmt -Check	06/09/2020	1001581114	CalPers	Employee 457	-25.00
Bill Pmt -Check	06/09/2020	1581119-121	CalPers	Employee Retirement	-3,641.46
Bill Pmt -Check	06/09/2020	1581123-125	CalPers	Employee Retirement	-3,670.60
Bill Pmt -Check	06/09/2020	01606092020	Chevron	Monthly Gas - Chevy (23,285) / Gas cans & DSL Tank	-262.07
Bill Pmt -Check	06/09/2020	02144587621	Colonial Life	Employee Life Insurance	-785.72
Bill Pmt -Check	06/09/2020	38747955627	Office Depot	Office Supplies	-173.02
Bill Pmt -Check	06/09/2020	1610009	SoCalGas	Utilities - Gas - NCCC, Woman's Club & Grange	-123.81
Bill Pmt -Check	06/09/2020	981618358	Verizon Wireless	Monthly Wireless Phone Service	-631.19
Check	06/09/2020	123128	Thomas Contreras	Refund: Event - 06/27/2020 - Due to COVID-19	-250.00
Check	06/09/2020	123129	Claudia Chavez	Refund: - Event - 7/25/2020 - NCCC.FG - Due to COVID-19 Testing	-100.00
Check	06/09/2020	123130	Jessica Warrick	Pay Period 04/27/2020 - 5/10/220 (6hrs)	-180.00
Check	06/09/2020	123131	Jessica Warrick	Pay Period 05/25/2020 0 6/7/2020 (9hrs)	-270.00
Check	06/09/2020	123132	Jessica Warrick	Pay Period 05/11/2020 - 05/24/2020 (8.5hrs)	-255.00
Check	06/09/2020	123133	Kaboo Leasing Co.	Door/Lock Repair - BYB Storage	-655.00
Check	06/09/2020	06092020	Stamps.com	Stamps	-50.00

Beaumont Cherry Valley Recreation & Park District Check Warrant

Bank of Hemet - Operating

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Date	Num	Name	Мето	Amount
RF06092020	0	Amazon.com	Tick Key Removal	-38.68
Trans 06111			Transfer to Payroll for PR 06/12/2020	-30,000.00
123134		Chris Diercks.	Director Fees - June 2020	-200.00
NL06112020		El Mariachi Taco Shop	Employee Burritos (staff meeting)	-60.61
rans 06121			Transferred from Quimby/DIF for Capital Expenditure Bills	70,000.00
RF06122020		Amazon.com	Cooler/Travers	-96.95
123135		Grand American Builders, Inc.	Lathe, Corner bead., scratch and brown Bridal/Restroom Building & Woman's Club Window removal	-6,454.95
Trans 06161			Transferred from Quimby/DIF for Capital Expenditures	20,000.00
123136		Ryan Annett	Refund: RV Space #22 & 23 - 6/26/20-6/27/20 - Due to COVID-19	-140.00
123137		Danielle Guadagnolo	Refund: RV Space #19 - 6/26/20 - 6/27/20 - Due to COVID-19	-70.00
123138		Lorrayne Frazier	Refund: RV Space #18 - 6/26/20 - 6/27/20 - Due to COVID-19	-70.00
123139		JayTown Industries, Inc.	50% down payment - Installation of Fitness Court Decals	-666.00
123140	٠,	JayTown Industries, Inc.	50% Down Payment - "650" & "Noble Creek Regional Park" Letters	-2,597.19
NL06222020 A	4	Apple.com	Icloud Storage Upgrade	-2.99
123141 A	∢	Artwork Paint Company	Woman's Club - Paint Lobby, Restroom & Hallway/ Paint of RV Trash Enclosures	-2,559.22
_	>	Walmart	Monthly Employee gifts/Water/Gatorade/soda for GM office	-265.35
Trans 06241			Transferred from Riverside County Fund for Bills and Payroll	300,000.00
Trans 06251			Transfer to Payroll for PR 06/26/2020	-30,000.00
RF06262020		Stamps.com	Stamps	-17.99
123142		Kaboo Leasing Co.	Woman's Club - Cap for Fireplace - Fabricate & Powdercoat	-400.00
123143		Kaboo Leasing Co.	Shade Structures Column Caps - (22) Pcs	-2,400.00
Trans 06301			Transfer to Reserve for Monthly Transfer	-5,000.00
			TOTAL	216,254.22

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

	Туре	Date	Num	Name	Memo	Amount
10015 ·	Bank of Hemet - P	roject Account				
	Bill Pmt -Check	06/08/2020	4577	Turf Star, Inc.	Motor SandPro 3040	-1,412.89
					TOTAL	-1,412.89

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

Туре	Date	Num	Memo	Paid Amount
10025 · Bank of Heme	t - Reserve Fund			
General Journa	l 06/30/2020	Trans 06301	Transferred from Operating for Monthly Transfer	5,000.00
			TOTAL	5,000.00

Beaumont Cherry Valley Recreation & Park District Check Warrant Bank Of Hemet - Quimby/DIF June 2020

	Туре	Date	Num	Memo	Amount
10020 · Ba	ank of Hemet - Qui	mby/DIF			
G	eneral Journal	06/12/2020	Trans 06121	Transfer to Operating for Capital Expenditure Bills	-70,000.00
G	eneral Journal	06/16/2020	Trans 06161	Transfer to Operating for Capital Expenditures	-20,000.00
				TOTAL	-90,000.00

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

Type	Date	Num	Name	Memo	Amount
10050 · Bank of Hemet - Bogart Park	3ogart Park				
Bill Pmt -Check	06/08/2020	5080	BCVWD 3-001	Utilities - Water - Bogart	-65.66
Bill Pmt -Check	06/08/2020	5081	BCVWD 3-003	Utilities - Water - Bogart	-160.24
Bill Pmt -Check	06/08/2020	5082	BCVWD 3-004	Utilities - Water - Bogart	-149.00
Bill Pmt -Check	06/08/2020	5083	Clark Pest Control	Monthly Pest Control	-275.00
Bill Pmt -Check	06/08/2020	5084	Frontier Communications	Monthly Wifi	-145.79
Bill Pmt -Check	06/08/2020	5085	Inland Water Works Supply Co.	Bogart Irrigation Project	-2,040.23
Bill Pmt -Check	06/08/2020	5086	Joe Dirt Tractor Work	Weed Abatement - Tractor and Handwork mowing brush at ravine and pond	-3,400.00
Bill Pmt -Check	06/08/2020	2087	SiteOne Landscape Supply, LLC	Irrigation repair - Front Planter	-101.25
Bill Pmt -Check	06/08/2020	5088	UniFirst Corp	Monthly Uniforms/Supplies	-74.46
Bill Pmt -Check	06/08/2020	5089	Waste Management of the IE	Utilities - Trash - Bogart	-511.14
Bill Pmt -Check	06/09/2020	823161831	SCE (9823)	Utilities - Electric (Bogart)	-848.27
Check	06/10/2020	Fee	UMS Banking	Credit Card Fees -	-134.82
				TOTAL	-7,905.86



RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. 3.1

To:

Chairman and Board of Directors

From:

Janet Covington, Human Resources Administrator

Date:

July 8, 2020

Subject: Revised Salary Schedule

Background and Analysis:

The Districts salary schedule was last updated July 2019. Salary schedules enhance the disclosure and transparency of public employee compensation and insures correct payroll reporting to CalPERS. The attached "Draft" salary schedule indicates the following changes in red.

1. The revised maximum range for the Human Resources Administrator, Finance Technician, Activities Coordinator, Maintenance Foreman and Receptionist positions.

*The number of employees in current positions includes employees on furlough.

Fiscal Impact:

We expect minimal impact to the budget. The increase in the maximum range allows for a 4.0% increase to employees in those positions which impacts \$13, 214.00 to the general fund, budget salary line item #50117.

Recommendations:

Staff recommends that the Board review, comment, change or approve item 3.1 with the authority to make non-substantive changes.

Respectfully Submitted,

Janet D. Carington

Janet Covington, Human Resources Administrator



BEAUMONT-CHERRY VALLEY RECREATION AND PARK DISTRICT

DRAFT SALARY SCHEDULE

7/8/2020

				0.202/0/1
# of Position	POSITION TITLE	MINIMUM	MAXIMUM	SALARY RANGE
	ADMINISTRATION			** DENOTES EXEMPT
1	GENERAL MANAGER	\$38.47	\$72.82	\$72.82 \$80,000.00 - \$151,471.32
1	HUMAN RESOURCES ADMINISTRATOR /CLERK OF THE BOARD	\$26.50	\$38.33	\$38.33 \$55,120.00 - \$79,716.00 \$82,904.60
	ADMINISTRATIVE SUPPORT			
1	FINANCIAL SERVICES TECHNICIAN /OFFICE MANAGER	\$23.35	\$32.00	\$32.00 \$48,568.00 - \$66,560.00 \$69,222.40
2	RECEPTIONIST, PT	Min Wage	\$17.00 \$17.16	17.16
	MAINTENANCE			
2	MAINTENANCE FOREMAN	\$19.00	\$27.25 \$28.14	28.14
0	MAINTENANCE II	\$15.25	\$24.29	
2	MAINTENANCE I	\$13.91	\$21.53	
4	MAINTENANCE I - PT	Min Wage	\$17.50	
	RECREATION			
1	ACTIVITIES COORDINATOR	\$16.00	\$26.00	\$26.00 \$33,280.00 - \$54,080.00 \$56,243.20
1	ATHLETIC COORDINATOR - PT	\$14.00	\$23.15	
0	ASSISTANT ATHLETIC COORDINATOR - CASUAL	Min Wage	\$16.54	
12	RECREATION ASSISTANTS - CASUAL	Min Wage	\$15.00	
	OTHER			
2	SPECIAL PROJECTS ASSOCIATE	\$19.78	\$32.71	
0				

29

^{*} Minimum Ranges will reflect minimum wage requirements



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:

July 8, 2020

Employees:

We have 29 employees. We were able to bring back four employees who were on furlough. They were extremely excited to receive our call and we are happy to have them back. We currently have 14 employees working.

Reports:

Completed:

- California Employer's Retiree Benefit Trust (CERBT) Valuation Packet and Actuarial Study was completed and sent to CalPERS CERBT Trust division.
- CAPRI 20/21 Renewal General Liability and Workers Compensation Certificates of Coverage were submitted.

I am 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.

Other:

- Noble Creek Community Center has continued as a testing location for COVID-19 through July 31, 2020. I am currently on vacation returning on July 13 but I am available by phone or email and will respond as soon as possible. In addition, I have been working remotely and at the office.
- The Beaumont Woman's Club will provide COVID Antibodies testing on the following dates and times: Friday, July 10, 2020 Monday July 13, 2020. 8:00am -5:00pm and Friday, July 17th, 2020 Monday, July 20th, 2020. 8:00am 5:00pm
- Election packages will be available July 13, 2020.

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

Respectfully Submitted,

Janet Covington

Janet Covington, Human Resources Administrator/Clerk of the Board

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To: Chairman and Board of Directors

From: Nancy Law, Financial Services Technician/Office Manager

Date: July 8th, 2020

The Finance Committee met Thursday, July 2nd, 2020 to review June 2020 Financial Reports for Fiscal Year 2019-2020.

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

Property Tax Disbursement – The Financial Services Technician has received deposits into the Riverside County Fund for June 2020 totaling \$95,348.87, these funds came from June Redevelopment for \$90,396.33, Secured Homeowner's for \$2,680.75 and Interest 3rd Qrt. 2020 Accruals for \$2,271.79.

The Financial Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution for June 2020 bringing our balance to \$358,409.47.

Additional items:

- ❖ Finance attended on 6/18/2020 Webinar CSMFO COVID-19 and Getting Reimbursements from FEMA.
- ❖ Finance attended on 6/26/2020 Zoom Event Community Update (Jeff Hewitt and Sean Thuilliez).
- Finance Meeting with County for Testing at Woman's Club in July 2020.

Recommendations: This report is for informational purposes only.

Respectfully Submitted,

Nancy Law

Financial Services Technician/Office Manager



RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To:

Chairman and Board of Directors

From:

Kyle Simpson, Activities Coordinator

Date:

July 8th, 2020

Facility Users:

Facility Rentals have been cancelled and/or moved through June 19th, 2020

Noble Creek Community Center will continue to be a COVID-19 Testing Facility through July 31st, 2020 The Woman's Club Facility will be a COVID-19 antibody testing site on weekends through the month of July Church for Family will be starting to use The Grange on July 12th

Thunder Alley RC Raceway has been reopened on a limited weekend basis

The Fitness Court has all of the decals on it and 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 starting sometime in July.

Upcoming District Events:

Bogart 1K/5K Fun Run (Rescheduled)

I contacted some of the runners and many said they either didn't 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

Oktoberfest

Oktoberfest is still being planned for September 18th-20th, 2020

American Bavarian Brass Band and Carrera band are still willing to perform if we are allowed to have the event

I have spoken to Nava Sausage, our sausage vendor; he is willing to participate in the event as well Anheuser Busch is still willing to bring the truck out for the event; I am waiting on the beer list from them

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

Community Events/Meetings/Networking

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,

If your Kyle Simpson, Activities Coordinator



RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To:

Chairman and Board of Directors

From:

Frank Flores, Maintenance Foreman

Date:

July 2020

Maintenance Report:

For the month of June Noble Creek Park has been preparing and opening certain areas to the public with proper rules and regulations set by the county. In anticipation of the re-openings staff has been working to maintain the same curb appeal the park is known for. Noble Creeks Park had over 900 gallons of herbicide sprayed on warning tracks, infields, Noble Creek Community Center, Equestrian Center, Dog Park, Horseshoe Pits and RV areas. The Equestrian Center's arena has been dragged and is currently open for public use. Maintenance is currently working on improving the condition of the infield skins throughout Noble Creek Park.

In June I completed writing staff reviews; and worked with staff in the safety committee meeting.

Maintenance staff has completed the back filling of the trenches and secured the safety of the soccer field for public use; the lighting project is currently ongoing and should be completed in July.

I would like to wish you all a happy 4th of July, I know it's not what we expected this year but enjoy the time with your families and loved ones. The District has welcomed back a few of my co-workers and I couldn't be more pleased; the extra help will help increase productivity as the District starts to open certain areas back up for public use.

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

Respectfully Submitted,

Frank Flores

Maintenance Foreman

earl Flores



RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To: Chairman and Board of Directors

From: Aaron Morris, Maintenance Foreman

Date: 7/08/2020

Report:

Good Evening Board,

As some of our amenities begin to open up, Maintenance has been very grateful being able to bring staff back to help keep up with the daily routines. Staff is excited to be back to work and have been very compliant to our new safety guidelines. We have taken this opportunity to train staff on how to operate bigger equipment to enable them to take on more advanced duties. In doing this, staff will help free up time that I will use to plan out future projects to keep them busy. I appreciate the District allowing us to still work through these tough times and I hope everyone is staying safe. Here are a few things I have been working on:

Work Items:

- Working with Duane on the Bogart Regional Pond Project.
- Calculating flow from the well and domestic line to the tank and the lake.
- Filled in the rock border with concrete slurry mix.
- Getting ready to install the new sprinkler head in the Day Use Meadow at Bogart. Staff will then map out the system through the Weather TRAK program.
- Training staff to be safe during COVID-19 and operating bigger equipment to take on new tasks.
- Completed and submitted the 2nd Quarter Safety Committee packet to CAPRI.
- Getting the ballfields back into shape.

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

Respectfully Submitted,

Aaron Morris

Maintenance Foreman,