



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

Wednesday, September 9, 2020

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

AGENDA

www.bcvparks.com

PUBLIC PARTICIPATION BY TELECONFERENCE ONLY

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

DISTRICT CLOSED SESSION – Closed Session to Begin at 5:00 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 Performance Evaluation Pursuant to Government Code Section 54957

Title: General Manager

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

The Regular Session is available by calling: 1(623) 404-9000. Meeting ID: 148 612 4355

You can also join the meeting from PC, Mac, Linux, iOS or Android:

<https://meetings.ringcentral.com/j/1486124355>

WORKSHOP SESSION: None

REGULAR SESSION: Regular Session to Begin at 5:30 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 or via RingCentral, you may submit comments and/or questions in writing for the Board’s consideration by sending them to janet@bcvparks.com. Submit your written inquiry prior to the start of the meeting. All public comments received prior to the start of the meeting will be provided to the Board and may be read into the record or compiled as part of the record.

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

- 2.1 Minutes of August 12, 2020
- 2.2 Bank Balances August 2020
- 2.3 Warrants for August 2020

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

- 3.1 Approval of Revised Salary Schedule
- 3.2 Gann Appropriation Limits FY 20/21
- 3.3 Authorization for Submittal of Community Development Block Grant Application 2021-2022.
- 3.4 Authorization for CSDA Finance Corporation Funding.

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.
- 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
 - October 14, 2020
 - November 12, 2020 (Thursday)
 - December 9, 2020

5.2. Upcoming Holidays

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 September 30, 2020. (Monday through Saturday 7:00am to 7:00pm).

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 September 4, 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, August 12, 2020**

MINUTES

PUBLIC PARTICIPATION WAS BY TELECONFERENCE ONLY

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

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

Conference with Legal Counsel, via teleconference

Closed session began at 5:30pm

Roll Call:

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

Director Ward: Present

Treasurer Diercks: Present

Vice-Chair/Secretary Flores: Present

Chairman Hughes: Present

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

Title: General Manager

Closed session ended at 5:51pm.

Legal Counsel, Joe Ortiz reported no action taken.

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

WORKSHOP SESSION: None

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

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

Roll Call:

Director De La Cruz: via teleconference

Director Ward: Present

Treasurer Diercks: Present

Vice-Chair/Secretary Flores: Present

Chairman Hughes: Present

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

Pledge of Allegiance: Director Ward led the pledge of allegiance

Presentations: None

Adjustments to Agenda: None.

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

2. CONSENT CALENDAR:

2.1 Minutes of July 8, 2020

2.2 Bank Balances July 2020

2.3 Warrants for July 2020

2.4 Safety Footwear Policy Revision

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

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

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

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

3.1 Notice of Completion, Noble Creek Community Center Roof

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

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

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

Initial Motion: Treasurer Diercks

Second: Director Ward

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.2 General Managers 5th Amendment to Employment Agreement

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

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

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

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

Initial Motion: Treasurer Diercks

Second: Vice Chair/Secretary Flores

Result of Motion: Carried 4-0

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

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

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

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

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

Initial Motion: Treasurer Diercks

Second: Vice Chair/Secretary Flores

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

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

Janet is currently working on:

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

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

Training:

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

Other:

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

Financial Services Technician/Office Manager: Nancy Law

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

Other:

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

Activities Coordinator: Kyle Simpson

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

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

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

Upcoming District Events:

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

Maintenance Foreman: Frank Flores – None

Maintenance Foreman: Aaron Morris

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

Work Items:

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

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

General Manager: Duane Burk

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

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

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm at the Beaumont Library. Next meeting is scheduled for September 2, 2020
- Finance – 1st Thursday of Every Month 5:00 pm NCCC.
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 5:30 pm
- BCVRPD Board Meeting Schedule, NCCC
 - September 9, 2020
 - October 14, 2020
 - November 12, 2020 (Thursday)

5.2. Upcoming Holidays

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

5.3. Events

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

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz

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

Director Ward

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

Treasurer Diercks

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

Vice Chair/Secretary Flores

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

Chairman Hughes

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

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

6. ADJOURNMENT:

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

Initial Motion: Treasurer Diercks

Second: Director Ward

Beaumont Cherry Valley Recreation Park District

Bank Account Balances

As of 8/31/2020

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
1 Bank of Hemet - Operating	\$ 23,565.62	\$ 328,510.04	\$ 311,661.10	\$ 6,716.68	
2 Bank of Hemet - Payroll Account	\$ 4,290.46	\$ 61,954.69	\$ 60,000.00	\$ 2,335.77	
3 Bank of Hemet - Project Account	\$ 9,748.16	\$ 1,414.08		\$ 8,334.08	
4 Bank of Hemet - Bogart	\$ 4,089.50	\$ 20,785.01	\$ 21,732.63	\$ 5,037.12	
5 Bank of Hemet MM	\$ 1,586.53		\$ 0.20	\$ 1,586.73	
6 Bank of Hemet - Reserve Fund	\$ 363,438.62		\$ 5,030.80	\$ 368,469.42	
7 Bank of Hemet - Quimby/DIF	\$ 91,567.84		\$ 12,692.66	\$ 104,260.50	
8 Petty Cash	\$ 500.00			\$ 500.00	
9 Riverside County Fund	\$ 480,323.04	\$ 200,000.00	\$ 39,373.59	\$ 319,696.63	
10					
11	\$ 979,109.77	\$ 612,663.82	\$ 450,490.98	\$ 816,936.93	
12					
13 Bank of Hemet - Reserve Fund	Balance	Payables	Deposits	Ending Balance	Notes/Comments
14 Operating Reserve	\$ 205,260.79		\$ 5,000.00	\$ 210,260.79	NOT to be USED
15 Capital Reserve	\$ 158,177.83		\$ 30.80	\$ 158,208.63	Min Balance of \$50,000
16					
17 TOTAL RESERVE ACCOUNT	\$ 363,438.62	\$ -	\$ 5,030.80	\$ 368,469.42	

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

Bank Account Balance

As of 8/31/2020

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
18 Bank of Hemet	\$ 79,548.11			\$ 79,548.11	

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

Type	Date	Num	Name	Memo	Amount
10005 - Bank of Hemet - Operating					
Bill Pmt -Check	08/03/2020	123219	UniFirst Corp	Weekly Uniform and Janitorial Service	-529.19
Check	08/03/2020	DB08032020	El Charro	Bus. Meal - Duane Burk & Aaron Morris - Park Projects	-21.65
Check	08/03/2020	Fee	Global Pay	Credit Card Machine - \$ Sales	-21.00
Check	08/04/2020	123218	Dan Hughes	Director Fees - July 2020	-600.00
Check	08/04/2020	NL08042020	El Mariachi Taco Shop	Burritos for Staff - Meeting/Walk 8/4/2020	-28.27
Bill Pmt -Check	08/04/2020	08042020	Rosalind Otero	Unfunded Health Payment	-169.23
Check	08/04/2020	Fees	EPX	Fees - Credit Card Machine	-233.18
Check	08/05/2020	Fee	UMS Banking	Credit Card Fees -	-26.45
Check	08/06/2020	JC08062020	California Special Districts Association	Covington, Janet - SDLA Virtual Workshops Module 1 - 4 - CSDA Conference	-300.00
Check	08/06/2020	FEE	Exact	Service Fee - Kiosk Bogart	-25.21
Bill Pmt -Check	08/08/2020	08082020	Nextiva	Monthly Telephone Service	-286.45
Bill Pmt -Check	08/10/2020	2230069-09	SoCalGas	Utilities - Gas - Woman's Club, NCCC & Grange	-134.51
Check	08/11/2020	123220	Sylvia Giacomia	REFUND - RV Space #5 - 9/4/20 - 9/6/20 - Due to COVID-19	-105.00
Check	08/11/2020	123221	Anthony Torres	REFUND - Space #1 - 9/4/20 - 9/6/20 - Due to COVID-19	-105.00
Check	08/11/2020	123222	Lety Rodriguez	REFUND - RV Space #6 - 9/4/20 - 9/6/20 - Due to COVID-19	-105.00
Check	08/11/2020	123223	Edie Griego	REFUND - RV Space #4 - 9/4/2020 - 9/6/2020 - Due to COVID-19	-105.00
Check	08/11/2020	123224	Richard Valencia	REFUND - RV Space #4 - 9/4/2020 - 9/6/2020 - Due to COVID-19	-105.00
Check	08/11/2020	123225	Aurelia Fimbres	REFUND - RV Space #3 - 9/4/2020 - 9/6/2020 - Due to COVID-19	-105.00
Check	08/11/2020	123226	Sandra Rangel	REFUND - Sweet 16 - 6/20/2020 - Due to COVID-19	-1,100.00
Check	08/11/2020	123227	Jessica Warrick	Social Media: Pay Period 07/20/20 - 8/2/2020 (16.5hrs)	-495.00
Check	08/11/2020	123228	Jessica Warrick	Social Media: Pay Period 07/06/20 - 7/18/2020 (14hrs)	-420.00
Bill Pmt -Check	08/11/2020	39133336	Colonial Life	Employee Life Insurance	-785.72
Bill Pmt -Check	08/11/2020	135224931	SCE (0135)	Utilities - Electric (Woman's Club, Grange, Snack Bar, NCCC, Maintenance & Parking Lot)	-2,211.11
Check	08/11/2020	RF08112020	Amazon.com	Hot cups Jumbo Pack - GM Office	-37.70
Bill Pmt -Check	08/12/2020	123229	Action True Value Hardware	Irrigation Supplies	-35.49
Bill Pmt -Check	08/12/2020	123230	Artwork Paint Company	Patch & Paint wall 2nd coat (Woman's Club)	-1,001.87
Bill Pmt -Check	08/12/2020	123231	Awards & Specialties	Business Cards (Morris, Aaron)	-97.88
Bill Pmt -Check	08/12/2020	123232	BDL Alarms, Inc.	Monthly Alarm Service	-224.00
Bill Pmt -Check	08/12/2020	123233	Beaumont-Cherry Valley Water Dist 3-001	Utilities - Water - Bogart	-87.55

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

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/12/2020	123234	Beaumont-Cherry Valley Water Dist 3-003	Utilities - Water - Bogart	-814.95
Bill Pmt -Check	08/12/2020	123235	Beaumont-Cherry Valley Water Dist 3-004	Utilities - Water - Bogart	-658.44
Bill Pmt -Check	08/12/2020	123236	Beaumont Do it Best	Replacement Hand Pump and (2) Shovels	-142.19
Bill Pmt -Check	08/12/2020	123237	Best Best & Krieger	Monthly Legal Fees - Bogart, HR GM Contract & General	-1,167.25
Bill Pmt -Check	08/12/2020	123238	Desert Quality Heating & Air Conditioning	Grange Air Unit Replacement (5 year part warranty), Snack Bar Swamp Cooler replacement (1 year part warranty)	-10,740.00
Bill Pmt -Check	08/12/2020	123239	Grainger Industrial Supply	Employee PPE - Goggles	-153.64
Bill Pmt -Check	08/12/2020	123240	Image Source	Monthly Copier Service	-28.25
Bill Pmt -Check	08/12/2020	123241	Jani-King of California, Inc	Monthly Janitorial Service, COVID-19 sanitation after employee test positive	-3,313.78
Bill Pmt -Check	08/12/2020	123242	Mulvihill Enterprises, Inc.	Field #7 Restroom Doors	-3,261.00
Bill Pmt -Check	08/12/2020	123243	Pietronico Roofing Solutions	Install paper on Shade Structures and Pergola at Franco Gardens	-3,400.00
Bill Pmt -Check	08/12/2020	123244	Safety Compliance Company	Safety Meeting 07/15/2020 - Topic: #00118 Snake Safety	-250.00
Bill Pmt -Check	08/12/2020	123245	Simplot Partners Palm Desert	Round-up/Dye (NCCC & Bogart)	-1,439.85
Bill Pmt -Check	08/12/2020	123246	Star Pro Security Patrol Inc.	Weekly (5days) Security Service	-1,840.00
Bill Pmt -Check	08/12/2020	123247	Turf Star, Inc.	Bi Weekly Equipment Service	-865.92
Bill Pmt -Check	08/12/2020	123248	UNUM	Employee - Short/Long Term Disability Insurance	-772.98
Bill Pmt -Check	08/12/2020	123249	UniFirst Corp	Weekly Uniform and Janitorial Service	-258.20
Bill Pmt -Check	08/12/2020	114686067	ARCO Business Solutions	Monthly Vehicle Fuel - F150(15,976) Traverse (16,812)	-214.61
Bill Pmt -Check	08/12/2020	1001629719	CalPers	Employee Health Insurance	-4,215.39
Bill Pmt -Check	08/12/2020	29721-23	CalPers	Employee Retirement	-4,455.93
Bill Pmt -Check	08/12/2020	1001629729	CalPers	Employee 457 Plan	-25.00
Bill Pmt -Check	08/12/2020	1001629737	CalPERS-OPEB	Unfunded Retiree Liability	-4,695.43
Bill Pmt -Check	08/12/2020	70108132020	Chevron	Monthly Vehicle/Equipment Fuel/Gas - Chevy (24,288), F150 (16,381), F350 (161,143), Traverse (16,688) & Gas Cans/DSL Tank	-994.99
Bill Pmt -Check	08/12/2020	214791667	Frontier Communications	Monthly NCCC Wifi	-270.56
Bill Pmt -Check	08/12/2020	214791726	Frontier Communications	Monthly Woman's Club Wifi	-91.76
Bill Pmt -Check	08/12/2020	214791759	Frontier Communications	Monthly Grange Wifi	-101.76
Bill Pmt -Check	08/12/2020	214791802	Frontier Communications	Monthly Bogart Wifi	-60.98
Bill Pmt -Check	08/12/2020	08122020	Nationwide Retirement Solutions	Employee 457 Plan	-881.13
Bill Pmt -Check	08/12/2020	1025042071	Verizon Wireless	Monthly Wireless Phone Service	-615.27

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

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/12/2020	08122020	VSP-Vision Service Plan	Employee Vision Insurance	-65.44
Bill Pmt -Check	08/12/2020	8001717195	Waste Management of the IE	Utilities - Trash - NCCC, Park and Bogart	-3,007.53
Check	08/12/2020	KS08122020	Amazon.com	Phone case for upgrade work phone (Simpson, Kyle)	-43.06
Check	08/12/2020	RF08122020	Stater Bros	Cupcakes & Water - Board Meeting 8/12/2020	-30.68
Check	08/12/2020	RF08122021	Amazon.com	Tile Pro - key location device	-107.74
Check	08/12/2020	RF08122022	Amazon.com	Dremel rotary tool kit - Mark equipment and tools with BCVRPD	-95.89
Check	08/12/2020	RF08122023	Stamps.com	Replenish stamps	-50.00
Check	08/13/2020	123250	Jesse Camacho	Boot (Shoe) Reimbursement - FY 20/21 - Camacho, Jesse	-150.00
Check	08/13/2020	123251	Taylor McCafferty	Boot (Shoe) Reimbursement - FY 20/21 - McCafferty, Taylor	-147.99
Check	08/13/2020	123252	Jeremy Piercefield	Refund - Wedding - 8/16/2020 - Cancelled Due to COVID-19	-1,850.00
Check	08/13/2020	123253	Lillian Torres	RV Space #21 & #22 - 9/5/20 - 9/6/20 - REFUND - Due to COVID-19	-140.00
Check	08/13/2020	123254	Chris Diercks.	Director Fees - August 2020	-200.00
Check	08/13/2020	DB08132020	Flo's Country Cafe	Bus. Meal - Dan Hughes, Duane Burk & Nick Hughes - Foundation	-47.69
Check	08/13/2020	RF08132020	Amazon.com	Book - Ryann (Repaid 8/13/2020 - Credit Card)	-24.21
Check	08/14/2020	123255	Kaboo Leasing Co.	Bogart Park - Fence at equestrian repair	-800.00
Bill Pmt -Check	08/18/2020	123256	Capri	Workman's Comp 1st Qrt & General Liability 1st half Payment	-41,813.75
Check	08/18/2020	123258	Alfonso's Tree Service	Tree Removal and Trim Bogart - Due to Apple Fire	-6,850.00
Check	08/19/2020	123259	Jena Cope	Refund of Save the Date- Event - 9/12/2020 - Due to COVID-19	-100.00
Check	08/19/2020	123260	Patrick Berg	RV Space #43 - 9/5/2020 - 9/6/2020 (REFUND) - Due to COVID-19	-50.00
Check	08/19/2020	123261	Andra Almaraz	RV Space #15, 16, & 17 - 9/7/2020 - Due to COVID-19	-105.00
Check	08/19/2020	123262	Gina Avila	RV Space #10 - 9/5/20 - 9/6/20 (REFUND) Due to COVID-19	-70.00
Check	08/19/2020	123263	Rudy Soriano	REFUND of Save the date - 50th Anniversary - 9/12/2020 - Due to COVID-19	-100.00
Check	08/19/2020	RF08192020	Compliance Signs	Reclaimed Water Call before digging signage	-50.45
Check	08/21/2020	RF08212020	Stamps.com	Stamps	-17.99
General Journal	08/21/2020	Trans082120		Transferred from Riverside County Fund for Bills and Payroll	200,000.00
General Journal	08/24/2020	Trans082421		Transfer to Reserve for Monthly Transfer	-5,000.00
Check	08/24/2020	123257	Kaboo Leasing Co.	Franco Garden Barn Doors - Fabrication, powder coat and Install	-7,400.00
Bill Pmt -Check	08/24/2020	123264	Acorn Technology Services	Monthly IT Service & Power Supply Replacement for Server	-2,112.41
Bill Pmt -Check	08/24/2020	123265	Al's Kubota Tractor	Small equipment - Pole Saw	-664.51
Bill Pmt -Check	08/24/2020	123266	Awards & Specialties	District #10 Logo Envelopes	-395.85

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

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/24/2020	123267	Beaumont Cherry Valley Water Distr 8-005	Utilities - Water - Grange	-545.36
Bill Pmt -Check	08/24/2020	123268	Beaumont Cherry Valley Water Distr 8-006	Utilities - Water - Grange (fire)	-44.25
Bill Pmt -Check	08/24/2020	123269	Beaumont Do it Best	Franco Garden Barn Doors - Hardware	-407.30
Bill Pmt -Check	08/24/2020	123270	Blue Shield	Employee Dental Insurance	-477.90
Bill Pmt -Check	08/24/2020	123271	City of Beaumont	Utilities - Sewer - NCCC 7/2019 - 7/2020 & Woman[is Club 5/2020 - 7/2020	-15,273.96
Bill Pmt -Check	08/24/2020	123272	Clark Pest Control	NCCC Monthly Burrowing Pest Control	-1,155.00
Bill Pmt -Check	08/24/2020	123273	Desert Quality Heating & Air Conditioning	Replacement motor for Woman's Club Air Unit, Labor NCCC Ice Machine	-940.00
Bill Pmt -Check	08/24/2020	123274	Ford Credit	2019 Ford F150 Monthly Payments	-1,526.40
Bill Pmt -Check	08/24/2020	123275	Grainger Industrial Supply	Employee PPE - Hard Hats & Gloves	-428.13
Bill Pmt -Check	08/24/2020	123276	Grand American Builders, Inc.	Labor/Material - Field #7 Restrooms	-3,997.89
Bill Pmt -Check	08/24/2020	123277	Image Source	Monthly Copier Service	-14.20
Bill Pmt -Check	08/24/2020	123278	Nutrien Ag Solutions	Round-up/Dye (NCCC & Bogart)	-872.78
Bill Pmt -Check	08/24/2020	123279	Pattons Steel Corp	Material Franco Garden Barn Doors	-310.10
Bill Pmt -Check	08/24/2020	123280	Pro-Pipe & Supply	Employee PPE - Knee Pads	-194.81
Bill Pmt -Check	08/24/2020	123281	Prudential Overall Supply	New weekly Uniform and Janitorial Service	-2,999.46
Bill Pmt -Check	08/24/2020	123282	Redlands Yucaipa Rentals	NCCC Wood Chipper Rental	-165.00
Bill Pmt -Check	08/24/2020	123283	Rio Stone Building Materials	Sand for Horseshoe Pits	-515.48
Bill Pmt -Check	08/24/2020	123284	Roy O Huffman Roof Co.	NCCC, Bridal Room/Restroom & Snack bar Roof installation	-39,303.00
Bill Pmt -Check	08/24/2020	123285	SingerLewak LLP	Monthly Audit Services	-1,765.00
Bill Pmt -Check	08/24/2020	123286	Star Pro Security Patrol Inc.	Weekly (5days) Security Service	-2,760.00
Bill Pmt -Check	08/24/2020	123287	TLC Landscape Services, Inc.	Monthly Landscaping Service	-918.00
Bill Pmt -Check	08/24/2020	123288	UniFirst Corp	Weekly Uniform and Janitorial Service	-232.10
Bill Pmt -Check	08/24/2020	123289	Xerox Financial Services	Monthly copier Payment	-1,118.14
Check	08/24/2020	JC08242020	California Special Districts Association	Sec. Board/Clerk of the Board Conference 10/26 - 10/28/20 (Covington, Janet)	-475.00
Check	08/24/2020	NL08242020	Apple.com	Icloud Storage Upgrade	-2.99
Bill Pmt -Check	08/25/2020	1001636949	CalPers	Employee Retirement (Adjustment Burk, Duane)	-122.22
Bill Pmt -Check	08/25/2020	1636951-53	CalPers	Employee Retirement	-4,435.79
Bill Pmt -Check	08/25/2020	1001636955	CalPers	Employee 457 Plan	-25.00
Bill Pmt -Check	08/25/2020	245238931	SCE (6245)	Utilities - Electric - Tennis Courts, Horse Areana & Field 5/6	-132.86

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

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/25/2020	135238931	SCE (0135)	Utilities - Electric (Woman's Club, Grange, Snack Bar, NCCC, Maintenance & Parking Lot)	-3,383.06
Bill Pmt -Check	08/25/2020	195238231	SCE (0195)	Utilities - Electric - Field #1 - 4	-73.02
Bill Pmt -Check	08/25/2020	35238931	SCE (0435)	Utilities - Electric (Fire Camp Lighting/Panel)	-1,886.88
Bill Pmt -Check	08/25/2020	47238531	SCE (1947)	Utilities - Electric - James Hughes Trailer	-225.66
Bill Pmt -Check	08/25/2020	062238931	SCE (2062)	Utilities - Electric - RV Park	-1,465.69
Bill Pmt -Check	08/25/2020	179238831	SCE (6179)	Utilities - Electric - General Electricity & Thunder Alley	-892.45
Bill Pmt -Check	08/25/2020	23238931	SCE (9823)	Utilities - Electric (Bogart)	-1,877.09
Bill Pmt -Check	08/25/2020	123290	Frontier Communications	Monthly Bogart Wifi	-136.76
Bill Pmt -Check	08/25/2020	80017648455	Waste Management of the IE	Utilities - Trash - Maintenance 40 yard Rolloff	-554.69
Bill Pmt -Check	08/25/2020	BH02010835	UMPQUA Bank	Monthly Credit Card Payment - Irrigation, Business Meals, Traverse window repair, car wash, Monthly Website Service, Employee Training (Covington, Janet) Skillpath	-763.12
General Journal	08/26/2020	Trans08261		Transfer to Bogart for Bogart Bills	-20,000.00
Check	08/27/2020	RF08272020	Amazon.com	Book for Library "Boards That Make a Difference"	-55.15
Check	08/27/2020	KS08272020	National Day Calendar	National Days Wall Calendar	-35.98
Check	08/27/2020	KS08272021	My Security Sign	Signage - No Dumping Violators will be prosecuted	-218.73
Check	08/28/2020	AM08282020	Cal-Mesa Steel Supply, Inc.	(Material) Steel Rods for Horseshoe pits	-170.25
Check	08/31/2020	123291	Jessica Warrick	Social Media: Pay Period 08/17/2020 - 08/30/2020 (8hrs)	-240.00
Check	08/31/2020	123292	Jessica Warrick	Social Media: Pay Period 08/03/2020 - 08/16/2020 (10hrs)	-300.00
Check	08/31/2020	123293	Rosario Yaroma	Refund: Charges at Bogart gate but they couldn't get in	-26.00
Check	08/31/2020			Service Charge - Stop Item - CAPRI - Lost in mail	-10.00
				TOTAL	-40,192.96

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Project
August 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	08/12/2020	4580	Luther's Truck & Equipment, Inc.	John Deere Tire replacement/White Trailer Tire replacement	-1,287.93
Bill Pmt -Check	08/12/2020	4581	Turf Star, Inc.	Hose replacement Toro GM 360	-126.15
				TOTAL	-1,414.08

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Reserve
August 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	08/24/2020	Trans082421		Transfer to Reserve for Monthly Transfer	5,000.00
				TOTAL	5,000.00

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

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10050 - Bank of Hemet - Bogart Park					
Bill Pmt -Check	08/12/2020	5100	Polished Images	Repair to Barrier Arm due to Apple Fire	-260.00
Bill Pmt -Check	08/12/2020	5101	UniFirst Corp	Weekly Uniform/Janitorial Service	-74.46
Bill Pmt -Check	08/24/2020	5102	Weaver Grading, Inc.	Base, Trucking & Blading Bogart Park	-19,398.05
Bill Pmt -Check	08/24/2020	5103	Beaumont Do it Best	Straw Waddle & Stakes for Erosion control	-245.90
Bill Pmt -Check	08/24/2020	5104	Clark Pest Control	Monthly Pest Control Service	-275.00
Bill Pmt -Check	08/24/2020	5105	JayTown Industries, Inc.	Signage - No Body Contact/No Fishing	-431.00
Bill Pmt -Check	08/24/2020	5106	Pro-Pipe & Supply	Irrigation Main Line Leak in Day Use	-95.70
Bill Pmt -Check	08/24/2020	5107	UniFirst Corp	Weekly Uniform/Janitorial Service	-24.82
General Journal	08/26/2020	Trans08261		Transferred from Operating for Bogart Bills	20,000.00
TOTAL					-804.93
					-804.93



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. 3.1

To: Chairman and Board of Directors

From: Janet Covington, Human Resources Administrator

Date: September 9, 2020

Subject: Revised Salary Schedule

Background and Analysis:

The Districts salary schedule was last updated July 2020. The attached revision reflects the General Managers maximum salary range approved at the August 12, 2020 board meeting retroactive to 7/1/2020. The revision enhances the disclosure and transparency of public employee compensation and insures correct payroll reporting to CalPERS.

Fiscal Impact:

The impact to the general fund is \$6058.73, 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. Covington

Janet Covington, Human Resources Administrator



BEAUMONT-CHERRY VALLEY RECREATION AND PARK DISTRICT

DRAFT SALARY SCHEDULE

7/8/2020-9/9/2020 Retro to 7/1/2020

# of Position	POSITION TITLE	MINIMUM	MAXIMUM	SALARY RANGE
ADMINISTRATION				
1	**GENERAL MANAGER	\$38.47	\$72.82	\$80,000.00 - \$151,471.32 \$157,530.05
1	**HUMAN RESOURCES ADMINISTRATOR /CLERK OF THE BOARD	\$26.50	\$39.86	\$55,120.00 - \$82,904.60
ADMINISTRATIVE SUPPORT				
1	**FINANCIAL SERVICES TECHNICIAN /OFFICE MANAGER	\$26.00	\$33.28	\$54,080.00 - \$69,222.40
2	RECEPTIONIST, PT	Min Wage	\$17.16	
MAINTENANCE				
2	MAINTENANCE FOREMAN	\$19.00	\$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	\$26.00	\$27.04	\$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	

* Minimum Ranges will reflect minimum wage requirements



Staff Report

Agenda Item No. **3.2**

To: Board of Directors:
From: Nancy Law, Business Services Coordinator
Via: Duane Burk, General Manager
Date: September 9th, 2020
Subject: Gann Appropriations Limit FY 20/21

Background and Analysis:

In November 1979, Proposition 4 (Gann Initiative) was adopted by the State of California. Proposition 4 placed limits on the amount of revenues which can be spent by all entities of government. Proposition 4 was modified by proposition 111 in June 1990 providing new adjustment formulas for the calculation of the annual appropriations limit.

Staff has prepared our Appropriation Limit Calculations based on our prior years limit and applying growth factors, our FY 19/20 limit was \$2,382,626.47 applying growth factor of 1.0368 making our FY 20/21 Gann Appropriation Limit at \$2,470,332.14.

Fiscal Impact:

There will be no fiscal impact on these calculations based on our Appropriation Limit of \$2,470,332.14 is greater than our Spending Limit of \$834,432.14.

Recommendations:

Staff recommends that the Board review, comment, approve or disapprove the Gann Appropriations Limit.

Respectfully Submitted,

Nancy Law
Financial Services Technician/Office Manager

**Beaumont Cherry Valley Recreation and Parks District
Appropriations Limit
FY 20/21**

Description	Year ended June 30, 2021	Comment
Appropriations Subject to Limit:		
Approved FY 20/21 Budget Revenues	\$1,636,800.00	
Less Other Approved FY 20/21 Budget Revenues	-\$900.00	
Total Appropriation Subject to Limit	<u><u>\$1,635,900.00</u></u>	
Calculation of Appropriation Limit Factor:		
Percent Change in California Per Capita Personal Income	1.023	2.3%
Multiplied by: Change in Population in Riverside County	<u>1.0135</u>	1.35%
Total Appropriation Limit Factor	<u><u>1.0368</u></u>	
Appropriation Limit:		
FY 19/20 Appropriation Limit	\$2,382,626.47	
Multiplied by: Total Appropriation Limit Factor	1.0368	
Total Appropriation Limit	<u><u>\$2,470,332.14</u></u>	
Spending Limit Surplus	<u><u>\$834,432.14</u></u>	



Staff Report

Agenda Item No. **3.3**

To: Board of Directors:

From: Nancy Law, Financial Services Technician/Office Manager

Via: Duane Burk, General Manager

Date: September 9th 2020

Subject: Authorization for Submittal of Community Development Block Grant Application 2021-2022

Background and Analysis:

The Riverside County Economic Development Agency (EDA) is soliciting proposals for the 2021-2022 Community Development Block Grant (CDBG) program. Staff would like to submit an application for ADA deficiencies in Bogart Park which includes parking, paths of travel and restrooms.

The 2019-2020 Community Development Block Grant that staff submitted for ADA Accessibility Restrooms at Noble Creek Community Center was not approved. Staff will resubmit in the future for grants to complete this project.

Recommendations:

Staff recommends that the Board approve and authorize the submission of the Community Development Block Grant Application for the 2021-2022 program years.

Fiscal Impact:

There will be no impact to the general fund, as the application will be completed on staff time.

Respectfully Submitted,

Nancy Law
Financial Services Technician/Office Manager



Staff Report

Agenda Item No. **3.4**

To: Board of Directors:

From: Nancy Law, Financial Services Technician/Office Manager

Via: Duane Burk, General Manager

Date: September 9th 2020

Subject: Authorization for CSDA Finance Corporation Funding

Background and Analysis:

The CSDA Finance Corporation was established in 1988 as a 501©(4), public benefit corporation designed to facilitate financings for special district and provides tax exempt financing solution for capital improvements, equipment and land purchases.

Staff is recommending CSDA Finance Corporation fund a 5 Year, \$400,000.00 2.95% interest rate with a no penalty on early pay off. This is due to COVID-19 shut downs and lack of revenues coming in and will assist the District in rehabilitation of the Bogart Pond, Field #7 restrooms and mitigate Apple Fire Infrastructure improvements as a result of monsoons and rain events in the future.

Moreover, District does have committed revenues owed to them at a later date from different commitments such as, Apple Fire Camp of \$85,000.00 from CALFire, Bogart Regional Park Operating of \$100,000.00 from County of Riverside and \$400,000.00 from ShopOff.

Recommendations:

Staff recommends that the Board approve and authorize CSDA Finance Corporation to fund the District \$400,000.00 5 year at a 2.95% interest rate.

Fiscal Impact:

There will be installment payments of \$87,217.19 for (5) year's, total impact to the District will be \$436,085.90.

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

Date: September 9, 2020

Employees:

We have 28 employees. One casual recreation assistant took a position at another company. We brought back one employee to her part time receptionist position. We currently have 15 employees working and 13 on furlough. A full time maintenance employee will be returning from furlough on Sept 14, 2020.

Reports:

- Completed: FY 19/20 Final Payroll Report to CAPRI

I am working on the following report(s):

- 2020 Biennial Notice for Conflict of Interest Codes

Workers Compensation Cases/Incidents/Accidents – No employee cases. (514 days since our last employee accident).

Training:

- Safety Compliance provided “SDS Sheets” training in August
- Janet Covington and Nancy Law attended Special District Leadership Foundations Module 1 training on “Governance” on August 25 & 26. This was the first of four modules.
- Harassment training for Directors, Supervisors and staff is scheduled for January 13, 2020 @ 4:00pm prior to our board meeting. This will be both in person with social distancing allowance and virtual.
- Ethics training will need to be completed in January as well. This free training is available on line at <http://localethics.fppc.ca.gov/login.aspx>. When the course is completed, you print the certification and return it to Janet.
- Janet Covington attended CalPERS open enrollment training and Streamline Portal training.

• **Other:**

- I am working both remotely and limited time in my office.
- Working on auditor’s request.
- I am open for suggestions for a “Social Distancing” holiday party.
- Please let me know if you would like to receive your board packages via hard copy, email or both.

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

Respectfully Submitted,

Janet Covington, Human Resources Administrator/Clerk of the Board



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To: Chairman and Board of Directors
From: Nancy Law, Financial Services Technician/Office Manager
Date: September 9th, 2020

The Finance Committee met Thursday, September 3rd, 2020 to review August 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 August 2020 as of September 2nd, 2020.

The Financial Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution for August 2020 bringing our balance to \$368,469.42.

Additional items:

- ❖ Finance put together all Unifirst documentation for Attorney.
- ❖ Finance met with Safework regarding Disaster Recovery Assistance FEMA Application.
- ❖ Finance attended on 8/25/2020 and 8/26/2020 – Special District Leadership Academy Module 1: Governance Foundations.
- ❖ Finance attended on 8/27/2020 – COVID-19 Series: Managing a Remote Workforce.
- ❖ Finance attended on 8/27/2020 – Streamline – Getting Started w/Portal.
- ❖ Finance is working on preparation for the CDBG grant Application.
- ❖ Finance attended a webinar – Finding Financing for Capital Improvements.

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: September 9th, 2020

Facility Users:

Facility Rentals have been cancelled and/or moved through the month of September.
COVID-19 Testing Facility has been moved to the Woman's Club through September.
Thunder Alley RC Raceway has been reopened on a limited weekend basis.
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 has resumed classes at the Grange.
Guitar classes have started back up at the Grange as of September 1st.
Far From Perfect Mustang Rescue has resumed Gymkhana events at the Horse Arena
CAST Players and San Gorgonio Pass Historical Society have been notified about COVID-19 testing at the Woman's Club for the month of September

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 am planning to reschedule the event to October 10th pending regulations.

Movies Under the Stars

I am in contact with Swank Industries to still rent the movies, if it is possible to show them this year
Dates for the movies are still pending based on social distancing regulations.

Church for Family will contribute with their projector and volunteers.

Oktoberfest

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

Pumpkin Carve

I have contacted Greenthumb about a Pumpkin donation for this year; they will be getting back to me once discussed with their staff

I am working on a plan for a drive-thru style carving kit pickup, pending the pumpkin donation and gathering regulations

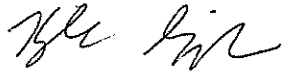
I will be working with the Police Department and the City to be involved with Trunk-or-treat this year

Community Events/Meetings/Networking

I will be attending the Beaumont Chamber Breakfast on September 11th
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".

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: 9/09/2020

Report:

Good Evening Board,

It's been a very hot summer and the Maintenance Department has been staying cool with plenty of hydration each day. Work has been on going with multiple projects being completed throughout the week. Staff and I are all very grateful to be at work staying busy and we are looking forward to the upcoming seasonal change. Here are a few items that the Maintenance Department has been working on:

Work Items:

- Maintenance worked on the horseshoe pits in preparation for the "Avila Shoot Out". Each pit was freshly painted and 6 stakes were dug up and replaced with the help of some volunteers affiliated with the West Side Ringers.
- Maintenance has finished installing all of the irrigation in Bogart. Staff is just fine tuning the system, finishing up the programing, and mapping the system.
- Maintenance has ordered and is going to apply seed and fertilizer to all the turf that dried out during the recent Fire Camp.
- I have been working with Nancy on updating and clarifying work procedures for the Bogart Regional Park Camp Hosts.
- I have also been working with Kyle on updating the language in our Ballfield Rental Agreements regarding safety and sanitation protocols.
- Maintenance has started working on the ballfields in preparation of re-opening the fields.

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

Respectfully Submitted,

Aaron Morris
Maintenance Foreman