



Chairman
Chris Diercks

Vice-Chair/Secretary
Denise Ward

Treasurer
John Flores

Director
Dan Hughes

Director
Richard Lawhead

General Manager
Mickey Valdivia

General Counsel
Albert Maldonado
BB&K

**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
(BCVRPD)**

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, March 13, 2024, 5:05 p.m.

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

Regular Session is available by calling: +1 (669) 900-6833. Meeting ID: 948 9929 3193.

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

<https://zoom.us/j/94899293193>

AGENDA

www.bcvparks.com

CLOSED SESSION:

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

Public Comments Regarding Closed Session:

1.0 Conference with Labor Negotiator – Unrepresented Employee(s)

(Government Code section 54957.6)

General Manager Agreement

Agency Designated Representative: Albert Maldonado and Roger Crawford

Adjournment to Closed Session:

WORKSHOP SESSION: None.

REGULAR SESSION:

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

Invocation: Pastor Robbie with the Morongo Faith Chapel

Pledge of Allegiance: Director Hughes

Presentations:

Adjustments to Agenda:

1. PUBLIC COMMENT:

If you are unable to participate by telephone or via Zoom, you may submit comments and/or questions in writing for the Board's consideration by sending them to ryann@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 February 14, 2024

2.2 Bank Balances for February 2024

2.3 Warrants for February 2024

2.4 Payment of the Legal Invoice for January 2024

2.5 Approval to Sign Grease Trap Agreement

2.6 Approval of Reserve Fund Policy

2.7 Approval to Update Job Description Pay Ranges

2.8 Approval of Second Reading and Adoption of Ordinance No. 2024-01 Establishing Regulations for RV Campgrounds and General Parking Requirements

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

- 3.1 Approval of Etiquette Signs for Noble Creek Fields
- 3.2 Approval of LAFCO 2024 Special District Election Ballot (Action Required)
- 3.3 Approval of Memorial Wall Dedication – Dodie Carlson
- 3.4 Approval of First Amendment to General Manager Agreement.

4. DEPARTMENT HIGHLIGHTS:

5. GENERAL MANAGER/GENERAL COUNSEL REPORTS:

General Counsel: Albert Maldonado – Best Best & Krieger LLP

- UCI Grant Funding

General Manager: Mickey Valdivia

- Strategic Planning Workshop/Facilities Tour
- Foundation Golf Tournament – September 13th at Morongo Golf Club at Tukwet Canyon
- Cherry Festival Update
- Director Communication Preferences

6. CALENDAR OF EVENTS:

6.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00 p.m. Beaumont Unified School District. Next meeting May 1, 2024
- Finance – Monday Before Board Meeting Monthly 9:00 a.m. NCCC.
- Personnel – 1st Tuesday Monthly 12:00 p.m.
- Facility/Bogart Ad Hoc – Second Tuesday Monthly 10:30 a.m.
- Foundation Golf Tournament Ad-Hoc – 3rd Thursday 4:00 p.m.
- Government Liaison – 3rd Tuesday Monthly 10:30 a.m.
- BYB/SB Liaison – 1st & 3rd Tuesday Monthly 7:00 p.m.
- Next BCVRPD Board Meeting, NCCC- April 10, 2024

6.2 Upcoming Holidays

- May 27, 2024 – Memorial Day

6.3 BCVRPD Events

- March 23, 2024 – Spring Fling at Noble Creek Regional Park
- March 29, 2024 – Welcome Home Vietnam Veterans at Noble Creek Community Center

6.4 Community Events

- March 16, 2024 – Weekend Roundup, Valley-Wide Sport Center, 5:00 p.m.
- March 21, 2024 – Banning Chamber of Commerce Installation Dinner, Morongo Casino & Resort, 4:30 p.m.

7. DIRECTORS MATTERS/COMMITTEE REPORTS:

8. ADJOURNMENT:

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

DECLARATION OF POSTING: I declare under penalty of perjury, that I am employed by Beaumont-Cherry Valley Recreation and Park District, and the foregoing agenda was posted at the District office and District web site March 8, 2024.

Ryann Flores

Ryann Flores, Clerk of the Board

Chairman
Chris Diercks

Vice-Chair/Secretary
Denise Ward

Treasurer
John Flores

Director
Dan Hughes

Director
Richard Lawhead

General Manager
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**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT (BCVRPD)
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, February 14, 2024, 5:05 p.m.**

MINUTES

PUBLIC PARTICIPATION ALLOWED IN PERSON AND BY TELECONFERENCE

Due to the spread of COVID-19 and the fact that state and local officials are recommending measures to promote social distancing, the Beaumont Cherry Valley Recreation & Park District will be conducting this meeting in person and by teleconference in accordance with AB 361, amended Government Code section 54953, which allows for the continuation of virtual meetings.

WORKSHOP SESSION: None.

REGULAR SESSION:

Regular session began at 5:43 p.m.

Roll Call:

Director Lawhead: Absent

Director Hughes: Present

Treasurer Flores: Absent

Vice-Chair/Secretary Ward: Present

Chairman Diercks: Present

General Manager, Mickey Valdivia and Legal Counsel of Best, Best & Krieger Albert Maldonado attended.

Invocation: Pastor Scott from the Presbyterian Church in Beaumont gave the invocation.

Pledge of Allegiance: Chairman Diercks led the Pledge of Allegiance.

Board Vote to Allow Meeting by Teleconference pursuant to Governor Declared State of Emergency pursuant to Government Code Section 54953(e).

Initial Motion: Director Hughes

Second: Chairman Diercks

Result of Motion: Carried 3-0

Director Lawhead: Absent for vote

Director Hughes: Aye

Treasurer Flores: Absent for vote

Vice-Chair/Secretary Ward: Aye

Chairman Diercks: Aye

Presentations:

Adjustments to Agenda: The General Manager, Mickey Valdivia, would like to add 3.3 Approval of Expenditure of \$128,723 for the Registrar of Voters 2022 Election.

Motion made to move item:

Initial Motion: Director Hughes

Second: Vice-Chair/Secretary Ward

Result of Motion: Carried 5-0

Director Lawhead: Aye
Director Hughes: Aye
Treasurer Flores: Aye
Vice-Chair/Secretary Ward: Aye
Chairman Diercks: Aye

1. PUBLIC COMMENT:

Chairman Diercks opened public comment at 5:51 p.m. Hearing none, public comment ended at 5:51 p.m.

2. CONSENT CALENDAR:

1. Minutes of January 10, 2024
2. Bank Balances for January 2024
3. Warrants for January 2024
4. Payment of the Legal Invoice for December 2023
5. Approval of Mid-Year Budget
6. Approval of 2024 Parking Fee Dates
7. Approval of Total Compensation Services Report

Director Hughes confirmed that the Finance Committee met and approved items 2.2 and 2.3.

Motion was made to accept items 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 and 2.7.

Initial Motion: Director Hughes

Second: Vice-Chair/Secretary Ward

Result of Motion: Carried 3-0

Director Lawhead: Absent for vote

Director Hughes: Aye

Treasurer Flores: Absent for vote

Vice-Chair/Secretary Ward: Aye

Chairman Diercks: Aye

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

3.1 Approval to Consider an Ordinance or Resolution Establishing Regulations for RV Campgrounds and General Parking Requirements

The Board took a (5) minute recess beginning at 6:03 p.m. and resumed at 6:08 p.m.

Chairman Diercks opened public comment at 6:08 p.m.

Christian Linnemann asked why not approve both? Attorney Albert Maldonado explained that all is listed in the ordinance. Mickey would like to approve the resolution tonight while pushing the ordinance in April. Motion was made to adopt Resolution #2024-02 as well as to introduce Ordinance of the Board of Directors of the Beaumont-Cherry Valley Recreation and Park District Establishing RV Campground Regulations and General Parking Regulations with the following revisions to Section 9: Ordinance #2024-01 shall supersede Resolution #2024-02.

Public comment ended at 6:14 p.m.

Motion was made to accept item 3.1.

Initial Motion: Director Hughes

Second: Vice-Chair/Secretary Ward

Result of Motion: Carried 3-0

Director Lawhead: Absent

Director Hughes: Aye

Treasurer Flores: Absent

Vice-Chair/Secretary Ward: Aye

Chairman Diercks: Aye

3.2 Approval of Cherry Festival Association (CFA) MOU

Chairman Diercks opened public comment at 6:25 p.m. Hearing none, seeing none, public comment ended at 6:25 p.m.

Motion was made to accept item 3.2.

Initial Motion: Director Hughes

Second: Vice-Chair/Secretary Ward

Result of Motion: Carried 3-0

Director Lawhead: Absent

Director Hughes: Aye

Treasurer Flores: Absent

Vice-Chair/Secretary Ward: Aye

Chairman Diercks: Aye

3.3 Approval of Expenditure of \$128,723 for the Registrar of Voters' 2022 Election

Chairman Diercks opened public comment at 6:29 p.m. Hearing none, seeing none, public comment ended at 6:29 p.m.

Motion was made to accept item 3.2.

Initial Motion: Vice-Chair/Secretary Ward

Second: Director Hughes

Result of Motion: Carried 3-0

Director Lawhead: Absent

Director Hughes: Aye

Treasurer Flores: Absent

Vice-Chair/Secretary Ward: Aye

Chairman Diercks: Aye

4. DEPARTMENT REPORTS:

Report:

- Human Resources Assistant/Clerk of the Board, Ryann Flores:
 - As of today, (72%) of the staff and (100%) of the Board have completed AB 1825 Sexual Harassment Avoidance Training.
 - Board members and designated staff are required to complete Form 700.
 - Forms are due April 2nd, 2024.
 - Reporting period covers January 1st, 2023 through December 31st, 2023.
- Athletic Facilities Coordinator, Noah Valdivia:
 - Adult slow pitch 2024 season has started. Staff will coordinate with BYBSB as their season quickly approaches to ensure that no scheduling conflicts occur.
 - The 'Welcome to Cherry Valley' signs are in the process of being completed by AVI wraps.
 - Our goal is to have them installed by February 15th.
 - The double-sided signs will be placed in front of the Cherry Valley Grange Hall and the Danny Thomas Ranch property.
 - Staff started a group pickleball league.
- Activities Coordinator, Damon Valdivia:
 - Upcoming Foundation Golf Tournament update:
 - Tournament date has been moved to September 13th due to scheduling/pricing changes at the golf course.
 - Spring Fling date change from 3/30 to 3/23 to avoid conflicts with other pass area events.
- Assistant Maintenance Superintendent, Aaron Morris:

- Fertilized the ball fields and meadows at Noble Creek Regional Park.
- Staff scheduled restock of trout for Bogart Pond 2/14/24.
- Construction update – Bogart Park ADA sidewalk and parking lot upgrades.
 - Phase 1 is complete.
- We reported three incidents to CAPRI in January:
 - Cintas employee slipped on ice at Bogart Park on 1/8/24.
 - Camper drove through the entry gate arm at Bogart Park on 1/30/24.
 - Dog park patron was injured by her dog walking equipment at Noble Creek on 1/31/24.
- Human Resources Administrator, Deidre Chatigny:
 - We have 31 employees.
 - It has been 746 days since our last employee accident.
 - Hire5 Program – we are eligible for \$3,000 in incentive payments from Supervisor Gutierrez’s office based on three new hires (since August) who qualify for the program.
 - We have received the first \$1,500 and will apply for the rest once our third employee reaches the required 90 days of employment.
 - One employee received a \$500 stipend after reaching 90 days of employment.
 - We purchased new Event Planning software, Social Tables to assist us with site plans for special events.
 - Staff is working with the City of Beaumont on the Beaumont Woman’s Club Façade Improvement Program and the Grease Interceptor Grant Program.
- Community/Networking:
 - Good Morning Beaumont Breakfast: Ryann Flores, Damon Valdivia, Deidre Chatigny, Nancy Law, Noah Valdivia, Mickey Valdivia
 - Calimesa Chamber Breakfast: Ryann Flores, Deidre Chatigny, Nancy Law
 - Banning Chamber Breakfast: Damon Valdivia, Noah Valdivia, Mickey Valdivia
 - Student of the Month Breakfast: Damon Valdivia, Noah Valdivia
 - San Gorgonio Pass Water Agency Board Meeting: Mickey Valdivia
 - Beaumont Chamber of Commerce Installation Lunch – Ryann Flores, Deidre Chatigny, Nancy Law, Noah Valdivia, Mickey Valdivia, Aaron Morris
 - Calimesa Chamber of Commerce Installation Dinner – Ryann Flores, Damon Valdivia, Nancy Law, Noah Valdivia, Mickey Valdivia
- Upcoming Events:
 - President’s Day (office closed) – Monday, February 19th
 - Banning Chamber Breakfast – Wednesday, February 21st
 - San Gorgonio Pass Water Agency Board Meeting – Monday, February 26th
 - Student of the Month Breakfast – Tuesday, March 5th
 - Good Morning Beaumont Breakfast – Friday, March 8th
 - Calimesa Chamber Breakfast – Tuesday, March 12th

Finance: (Nancy Law)

- The Finance Committee met Monday, February 12th, 2024
 - Legal Invoices were reviewed.
 - Mid-Year Budget
 - Rebate received from UMPQUA Bank of \$407.52.
 - Reviewed Reserve Fund Policy
- Property Tax Disbursement – Report for January 2024 – still has not been posted as of 2/6/2024. Anticipated amount of \$650,000.00
- Completed the Transfers
 - Reserve - \$5,000.00

- Money Market - \$7,500.00
- Received Weaver Grading bill for Community Development Block Grant, Bogart Regional Park ADA Parking lot Improvements in the amount of \$86,400.00. Completed punch list and review of jobsite project 80% completed to date will issue check in the amount of \$69,120.00.

5. GENERAL MANAGER/GENERAL COUNSEL REPORTS:

General Counsel: Albert Maldonado, Best, Best & Kreiger

Albert had no report.

General Manager: Mickey Valdivia

Mickey informed the Board that the strategic planning will be coming back later. Phase 2 will consist of individual interviews and projected priorities (coming in April). He stated that he received a letter from the Woman's Club and noted that he did not send the letter to Albert as he can work it out with the group and get things resolved. Although he does not intend to compromise. If the matter escalates, he will then involve legal counsel. He thanked the Board for the ability to attend the CSDA conference. He also mentioned that Damon has resigned from the District and his last day will be March 15th. We certainly wish him well and will write him a letter of recommendation. We will come back with a replacement.

6. CALENDAR OF EVENTS:

6.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00 p.m. Beaumont City Hall. Next meeting March 6, 2024
- Finance – Monday Before Board Meeting Monthly 9:00 a.m. NCCC.
- Personnel – 1st Tuesday Monthly 12:00 p.m.
- Facility/Bogart Ad Hoc- Second Tuesday Monthly 10:30 a.m.
- Foundation Golf Tournament Ad-Hoc – 3rd Thursday 4:00 p.m.
- Government Liaison – 3rd Tuesday Monthly 10:30 a.m.
- BYB/SB Liaison – 1st & 3rd Tuesday Monthly 7:00 p.m.
- Next BCVRPD Board Meeting, NCCC- March 13, 2024

6.2 Upcoming Holidays

- February 19, 2024 – President's Day

6.3 Events

- March 23, 2024 – Spring Fling at Noble Creek Regional Park
- March 29, 2024 – Welcome Home Vietnam Veterans at Noble Creek Regional Park

7. DIRECTORS MATTERS/COMMITTEE REPORTS:

Director Lawhead:

Richard was absent for comments.

Director Hughes:

Dan had a meeting with the City of Banning. The new council member that took Reuben Gonzales' place is Mr. Happy. Dan also attended the Chamber breakfasts. He stated that he thinks Noble Creek would be a great place to host the Cherry Festival and let the association know that they can reach out to the District if they need anything to better the event.

Treasurer Flores:

John was absent for comments.

Vice Chair/Secretary Ward:

Denise congratulated the staff on all their hard work. She attended the Personnel Committee meeting with Dan and Mickey and another meeting with Chris and Mickey today. She also attended the CSDA conference but had to leave early due to illness. She sent an email regarding reimbursing the District for the time missed. She did learn a lot during the conference about working with the Board and with the General Manager, new laws, additional leadership, and teamwork. She wished everyone a Happy Valentine's Day.

Mickey's recommendation was to not charge Vice-Chair/Secretary Ward as she was noble and communicative.

Chairman Diercks:

Chris agrees with Mickey regarding not charging Vice-Chair/Secretary Ward as she did her diligence. He attended the Beaumont Youth Baseball pancake breakfast and stated that they have more teams than they have ever had. His grandson plays t-ball, and there are 16 teams in that division. He cannot wait to host the Cherry Festival and thinks it is going to be great. He noted that the Beaumont Youth Baseball's opening day will be March 2nd.

Beaumont-Cherry Valley Recreation and Park District employees were recognized as volunteer coaches for the BYB season. The employees are Deidre Chatigny, Alyssa Fuimaono, Aaron Morris, Preston Valdivia, Kaylee Gemmell, and Noah Valdivia. Denise asked if BYB will be doing anything in memory of Dodie Carlson. It is believed that they are.

Mickey introduced Ariana from the Cherry Festival Association. Ariana thanked the Board for getting the MOU ratified and approved. She looks forward to working with the District.

DISTRICT CLOSED SESSION: None.

8. ADJORNMENT:

Motion made to adjourn the meeting at 6:50 p.m.

Initial Motion: Director Hughes

Second: Vice-Chair/Secretary Ward

Cherry Valley Grange gets a new sign



Noah Valdivia, Ryann Flores, Deidre Chatigny, Lilian Avarette, Chris Diercks, Denise Ward, Damon Valdivia, Pat Doherty, Mickey Valdivia and Dan Hughes pose with the new sign greeting people as they enter and leave Cherry Valley. The sign is posted in front of the Cherry Valley Grange Community Center.

“Welcome to Cherry Valley, [home](#) of Bogart Regional Park. Thank you for visiting!”

That is the greeting visitors receive on the new sign at the Cherry Valley Grange Community Center at the northeast corner of Beaumont Avenue and Cherry Valley Boulevard in Cherry Valley.

Replacing the outdated marquee at the Grange, the new sign was a combined effort between the Beaumont-Cherry Valley Recreation and Park District (BCVRPD), Cherry Valley Acres and Neighbors (CVAN) and the former Cherry Valley Chamber of Commerce.

Taking a first look at the new sign, CVAN Treasurer Pat Doherty seemed pleased.

“It’s [beautiful](#),” he remarked.

BCVRPD holds special events throughout the year including annual Spring Fling & Egg Hunt, King Ludwig's Oktoberfest, Winterfest, Fiesta de Mayo festival and more at Noble Creek Regional Park. The special district also hosts the Bogart Fishing Derby, Pumpkin Carve, Arbor Day and upcoming Bogart Boots, Brews & Barbecue event Aug 30-31 at Bogart Regional Park.

Find out more about BCVRPD by visiting bcvparks.com, calling 951-845-9555 or following @bcvparks on Facebook and Instagram for news and special event updates.

CVAN's next meeting will be Thursday, May 23, at 7 p.m. Find out more about CVAN by attending a meeting or joining their Facebook group by searching "Cherry Valley Acres and Neighbors."

**Beaumont Cherry Valley Recreation Park District
Bank Account Balances**

As of 2/29/2024

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
1 HCN Bank - Operating	\$ 42,136.80	\$ 608,769.92	\$ 655,409.06	\$ 88,775.94	
2 HCN Bank - Payroll Account	\$ 71,652.73	\$ 124,282.17	\$ 110,000.00	\$ 57,370.56	
3 HCN Bank - Project Loan	\$ 144.34			\$ 144.34	
4 HCN Bank - Bogart	\$ 31,379.91	\$ 82,113.88	\$ 56,369.59	\$ 5,635.62	
5 HCN Bank - Money Market	\$ 186,608.73		\$ 7,508.24	\$ 194,116.97	7,500 Monthly Deposits for loan payment 11/2021
6 HCN Bank - Reserve Fund	\$ 122,197.30		\$ 5,003.31	\$ 127,200.61	
7 HCN Bank - Quimby/DIF	\$ 23,180.17	\$ 10,000.00	\$ 14,205.74	\$ 27,385.91	
9 Riverside County Fund	\$ 566,745.33			\$ 566,745.33	Dec. 2023 (preliminary)
10	\$ 1,044,045.31	\$ 825,165.97	\$ 848,495.94	\$ 1,067,375.28	
11 HCN Bank - Reserve Fund	Balance	Payables	Deposits	Ending Balance	Notes/Comments
12 Operating Reserve	\$ 66,708.23	\$ -	\$ 5,000.00	\$ 71,708.23	NOT to be USED
13 Capital Reserve	\$ 55,489.07	\$ -	\$ 3.31	\$ 55,492.38	Min Balance of \$50,000
14 TOTAL RESERVE ACCOUNT	\$ 122,197.30	\$ -	\$ 5,003.31	\$ 127,200.61	

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

As of 2/29/2024

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
15 HCN Bank	\$ 86,399.58	\$ 12,144.77	\$ 4,100.00	\$ 78,354.81	

**Beaumont-Cherry Valley Recreation & Park District
Grant Balances**

As of 2/29/2024

	Funded	Requested Distbursement	Received	Balance	Notes/Comments
16 Department of Parks and Recreation Per Capita Grant Program (Prop 68) <i>Field #8</i>	\$ 29,582.00	\$ -	\$ -	\$ 29,582.00	
17 Department of Parks and Recreation Per Capita Grant Program (Prop 68) <i>Field #8</i>	\$ 177,952.00	\$ 50,069.00	\$ -	\$ 177,952.00	
18 Housing and Workforce Solutions CDBG 2022-2023 <i>Bogart Regional Park ADA Parking Lot Improvements</i>	\$ 58,266.00	\$ 58,266.00	\$ -	\$ 58,266.00	Punch list will Pay 80% of job
19 Housing and Workforce Solutions CDBG 2023-2024 <i>Bogart Regional Park ADA Parking Lot Improvements Project Phase II</i>	\$ 82,231.00	\$ -	\$ -	\$ 82,231.00	Return of Signed Sponsor Agreement.
20 County of Riverside Unincorporated Communities Initiative <i>Danny Thomas Ranch Infrastructure</i>	\$ 400,000.00	\$ -	\$ -	\$ 400,000.00	Attorney Review
21	\$ 748,031.00	\$ 108,335.00	\$ -	\$ 748,031.00	

Beaumont Cherry Valley Recreation Park District

Bank Account Balances

As of 2/29/2024

Beaumont-Cherry Valley Recreation & Park District

Loan Balances

As of 2/29/2024

		opened date	Funded	Payments	Balance owed	Notes/Comments
22	Citizens Business Bank 2020 Projects	11/6/2020	\$ 400,000.00	\$ 261,651.54	\$ 138,348.46	Yearly Payment - \$87,217.18 Last payment Due: 11/6/2025
23	Ford F150 XLT Maintenance Superintendent Truck	12/16/2019	\$ 45,792.00	\$ 45,792.00	\$ -	Paid Off
24	KS State Bank (10) Radios/ (3) Repeaters	7/1/2022	\$ 37,937.70	\$ 9,003.82	\$ 28,933.88	Yearly Payment - \$9,003.82 Last payment Due: 7/1/2027
25	Huntington National Bank Ventrac 4520P	2/1/2023	\$ 45,534.48	\$ 8,821.15	\$ 36,713.33	Monthly Payment - \$1,065.00 Last payment Due: 2/1/2027
26	Huntington National Bank ToroOutcross 9060	2/1/2023	\$ 64,860.11	\$ 12,511.66	\$ 52,348.45	Monthly Payment - \$1,517.00 Last payment Due: 2/1/2027
27	Municipal Finance Corporation 2023 Projects	11/15/2023	\$ 400,000.00	\$ 23,502.29	\$ 376,497.71	Quarterly Payment - \$23,502.29 Last payment Due: 11/1/2028
28			\$ 994,124.29	\$ 361,282.46	\$ 632,841.83	

Beaumont-Cherry Valley Recreation and Park District Check Warrant - Operating February 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
10005 HCN Bank - Operating					
02/01/2024	Check	126571	Dan Hughes	Direct Fees - January 2024	-600.00
02/01/2024	Check	dv02012024	Department of Fish and Wildlife	Fishing Prize Permit for Fishing Derby 2024	-80.34
02/01/2024	Check	126572	Michael Valdivia	Mileage and Per-diem - Swing Time Meeting	-485.94
02/01/2024	Check	126579	Elizabeth Gray	Refundable Security Deposit - 02/02/2024 Grange Memorial	-250.00
02/01/2024	Check	126595	Genesis Gutierrez	Refundable Security Deposit - 02/03/2024 NCCC Baby Shower	-475.00
02/01/2024	Bill Payment (Check)	126578	Rosalind Otero	Unfunded Health Payment - February 2024	-166.25
02/01/2024	Bill Payment (Check)	01312024BS	Blue Shield	Employee - Dental Insurance	-431.90
02/01/2024	Check	126580	Candace Villalobos	Refundable Security Deposit - 02/02/2024 Wedding - Franco Garden (Employee Rate)	-250.00
02/02/2024	Check	126573	Michael Sanchez	Hire District 5 Program - For successful completion of 90 days of employment	-500.00
02/02/2024	Check	feb2024	EPX	Fees - Credit Card Machine	-131.84
02/02/2024	Check	2022024	SLO Dairy Creek Golf Course	Swing Time Meeting - Drinks	-60.00
02/03/2024	Check	MV02032024	Embassy Suites	Swing Time Meeting - Hotel (Valdivia, Mickey)	-263.87
02/04/2024	Check	NV02042024	Embassy Suites	Swing Time Meeting - Hotel (Valdivia, Noah)	-533.44
02/05/2024	Check	126594	Andrew Lara	Refundable Security Deposit - 02/01/2024 NCCC Memorial	-250.00
02/05/2024	Bill Payment (Check)	126581	Turf Star, Inc.	Nov 23 & Jan 2024 - PM Contract(30) Units (253) Hours	-2,174.66
02/05/2024	Bill Payment (Check)	126582	Best Best & Krieger	Monthly Legal Fees - December 2023	-10,568.40
02/05/2024	Bill Payment (Check)	126583	Cintas	Weekly Janitorial/Uniform Service	-2,977.42
02/05/2024	Bill Payment (Check)	126584	CPRS	Membership Renewal	-555.00
02/05/2024	Bill Payment (Check)	126585	MRC Smart Technology Solutions	Copier Lease 10/15/2023-01/14/2024 coverage period plus freight charge	-33.87
02/05/2024	Bill Payment (Check)	126586	Aloha Plumbing Heating & Air Inc	NCCC - Men's Bathroom Drain/Woman's Bathroom handicap Valve replacement	-885.00
02/05/2024	Bill Payment (Check)	126587	Clean by Design	Weekly Janitorial Service	-1,575.00
02/05/2024	Bill Payment (Check)	126588	Safety Compliance Company	Safety Training - 01/17/2023 1pm - Hazardous Waste	-250.00
02/05/2024	Bill Payment (Check)	126590	Beaumont Safe & Lock	Ball Field Lock Replacement/ Field #7 Restroom Latch Repair	-1,276.88
02/05/2024	Bill Payment (Check)	126591	Beaumont Do it Best	Erosion Control next to Playground (Bogart)	-581.73
02/05/2024	Bill Payment (Check)	126592	Miracle Recreation Equipment	Part Replacement Playground (Bogart)	-278.67
02/05/2024	Bill Payment (Check)	126593	Rawlings	Adult 12" Softballs, Winter 2024 Season	-1,576.20
02/05/2024	Check	NL02052024	Beaumont Chamber of Commerce	Deidre Chatigny & Nancy Law	-125.00
02/06/2024	Check	TL02062024	Embassy Suites	CSDA -SDLA Conference - 2/4/2024 - 2/6/2024 - Hotel (Tammy Letulle)	-1,258.53

Beaumont-Cherry Valley Recreation and Park District Check Warrant - Operating

February 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
02/06/2024	Check	RF02062024	Amazon.com	Office Supplies - Office Decorations for Holidays	-140.58
02/06/2024	Check	fewb2024	Exact	Service Fee - Kiosk Bogart	-24.99
02/06/2024	Check	feb2024	HP Store	Insta Ink - Finance Printer	-12.92
02/06/2024	Bill Payment (Check)	806012571258	SCE (700593616907)	Utilities - Electric - Tennis Courts, Horse Arena, Field #5/6	-552.97
02/06/2024	Bill Payment (Check)	807001015460	SCE (700492933735)	Utilities - Electric - Field #1 - 4	-214.65
02/06/2024	Bill Payment (Check)	806012571331	SCE (700494090863)	Utilities - Electric (Fire Camp Lighting/Panel)	-300.15
02/06/2024	Bill Payment (Check)	806012571356	SCE (700518137163)	Utilities - Electric - RV Park	-1,974.36
02/06/2024	Bill Payment (Check)	vsp2062024	VSP-Vision Service Plan	Employee - Vision Insurance	-87.71
02/06/2024	Bill Payment (Check)	806012571278	SCE (700194594370)	Utilities - Electric - Care Taker	-131.42
02/07/2024	Check	af02072024	Amazon.com	New Bogart Kiosk Furniture Supplies	-534.24
02/07/2024	Check	126607	Noah Valdivia	Footwear Reimbursement - Noah Valdivia	-150.00
02/07/2024	Check	126609	Damon Valdivia	Mileage Reimbursement - Sponsorship Bass Pro Shop	-48.24
02/07/2024	Check	DW02072024	Embassy Suites	CSDA -SDLA Conference - 2/4/2024 - 2/6/2024 - Hotel (Denise Ward)	-812.12
02/07/2024	Check	RL02072024	Embassy Suites	CSDA -SDLA Conference - 2/4/2024 - 2/6/2024 - Hotel (Richard Lawhead)	-992.86
02/08/2024	Check	126596	James W. Halbrook	Adult Softball Umpire	-70.00
02/08/2024	Check	126601	Austin Gilmour	Adult Softball Umpire	-175.00
02/08/2024	Check	126602	Michael Ruffolo	Adult Softball Umpire	-70.00
02/08/2024	Check	DV02082024	El Mariachi Taco Shop	Breakfast Burritos for Event Meeting 2/8/2024	-52.53
02/08/2024	Check	2082024	Amazon.com	Calendar for Staff Break room	-18.30
02/08/2024	Bill Payment (Check)	126597	Pro Care Landscape Services, INC,	Weekly Landscape Service - Franco Gardens	-845.00
02/08/2024	Bill Payment (Check)	126599	Chadrick L. Halliday	21/22 - Financial Statement Audit Completion	-5,798.00
02/08/2024	Bill Payment (Check)	126600	Gophix Gopher Control	Monthly Gopher Maintenance - Jan 2024	-2,500.00
02/08/2024	Bill Payment (Check)	126603	Frontier (2091883458) Maint	Monthly Wifi Service - Maintenance	-120.58
02/08/2024	Bill Payment (Check)	126604	Chadrick L. Halliday	Adjustments	-8,881.00
02/08/2024	Bill Payment (Check)	126598	Acorn Technology Services	Monthly IT Service	-2,170.00
02/09/2024	Check	126606	Michael Valdivia	Footwear Reimbursement - Michael Valdivia	-150.00
02/09/2024	Check	126605	Michael Valdivia	& Noah Valdivia	-99.39
02/12/2024	Check	DV02122024	Costco	Water/Snacks Office - Wire Rack for Event Boxes	-288.69
02/12/2024	Check	Feb2024	Clover	Monthly Equipment Rental	-159.85

Beaumont-Cherry Valley Recreation and Park District Check Warrant - Operating

February 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
02/12/2024	Bill Payment (Check)	1002577182	CalPers	Employee - 457 Plan	-275.00
02/12/2024	Bill Payment (Check)	1002577191	CalPers	Employee - Retirement	-4,112.87
02/12/2024	Bill Payment (Check)	126608	James J Hughes	Untfunded Health Payment - February 2024	-539.69
02/12/2024	Bill Payment (Check)	1540332906243	Colonial Life	Employee - Life Insurance	-543.69
02/12/2024	Bill Payment (Check)	806012757248	SCE (700005100729)	Utilities - Electric - Grange, Snack Bar, Maintenance, Woman's Club & NCCC	-2,814.67
02/13/2024	Check	MV02132024	Kafe Royale	Calimesa Chamber Breakfast - Mickey Valdivia	-14.32
02/13/2024	Check	Feb2024	Fast5Xpress	Car Wash - Platinum/Shared	-39.99
02/13/2024	Check	MV02132024	Tartan of Redlands	Business Meal - BCVRPD updates - Mickey Valdivia	-106.34
02/14/2024	Check	MV02142024	El Charro Authentic Mexican	Valdivia	-73.00
02/14/2024	Check	feb2024	Zoom Video Communication Inc.	Monthly Subscription - Mickey Valdivia	-15.99
02/14/2024	Check	2142024	Amazon.com	HDMI Cords for projectors	-17.22
02/15/2024	Bill Payment (Check)	259336718	ARCO Business Solutions	Monthly Gas/Fuel - Traverse (68,000) F150 (40,526)	-287.99
02/15/2024	Bill Payment (Check)	15021208	Wells Fargo Financial Leasing	Monthly Xerox Copier Lease	-884.66
02/15/2024	Bill Payment (Check)	NEX02062024	Nextiva	Purchase of new telephone	-287.99
02/15/2024	Bill Payment (Check)	126611	Matthew Pistilli Landscape Services	Monthly Landscape Service - Grange	-480.00
02/15/2024	Bill Payment (Check)	1739273900	Huntington Bank	Toro Outcross 9060 & Ventrac 4520P Lease Payments	-2,528.69
02/16/2024	Check	126612	Jessica Warrick	Social Media 1/1/2024 - 1/14/2024	-1,760.00
02/16/2024	Check	MV02162024	Casa Trejo	Mickey Valdivia	-120.65
02/16/2024	Bill Payment (Check)	1002580611-613	CalPers	Employee - Retirement	-7,252.89
02/16/2024	Bill Payment (Check)	126616	Beaumont Do it Best	Woman's Club Repair - Load Binder, Transport Chain & Hooks	-2,038.92
02/16/2024	Bill Payment (Check)	126617	Awards & Specialties	Make it Happen Award & Retirement Plaque	-144.64
02/16/2024	Bill Payment (Check)	126618	Ferrellgas	Utilities - Propane - Snack Bar	-214.58
02/16/2024	Bill Payment (Check)	126619	PROCAM INC.	50% down Payment - Keyless Entry System NCCC	-25,785.00
02/16/2024	Bill Payment (Check)	126620	Best Best & Krieger	Monthly Legal Fees - January 2024	-4,376.60
02/16/2024	Bill Payment (Check)	126621	Cintas	Weekly Janitorial/Uniform Service	-1,714.61
02/16/2024	Bill Payment (Check)	126622	USPS	Annual PO Box Fee 2024	-442.00
02/16/2024	Bill Payment (Check)	126623	Municipal Finance Corporation	Qrtly Loan Payment	-23,502.29
02/16/2024	Bill Payment (Check)	126624	Clean by Design	Weekly Janitorial Service	-1,575.00
02/16/2024	Bill Payment (Check)	126625	Action True Value Hardware	9 Volt Battery	-4.62

Beaumont-Cherry Valley Recreation and Park District

Check Warrant - Operating

February 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
02/16/2024	Bill Payment (Check)	126626	8-006	Utilities - Water - Grange (fire)	-59.22
02/16/2024	Bill Payment (Check)	3014993444	Verizon Wireless	Monthly Wireless Phone Service	-1,021.05
02/16/2024	Bill Payment (Check)	Nex02082024	Nextiva	Monthly Telephone Service	-394.76
02/16/2024	Check	126613	Jessica Warrick	Social Media 1/15/2024 - 1/28/2024	-1,760.00
02/20/2024	Check	126614	Artwork Paint Company	NCRP - Paint all Red Fire No parking	-1,250.00
02/20/2024	Check	126615	Beaumont Lions Club	Yearly Flag Program	-75.00
02/20/2024	Check	126629	Jessica Warrick	Social Media 1/15/2024 - 1/28/2024	-1,760.00
02/20/2024	Check	126630	Jessica Warrick	Social Media 2/12/2024 - 2/25/2024	-1,760.00
02/20/2024	Check	NV02202024	Madison Liquidators	(10) High Back Conference Chairs - Meeting Room	-5,276.52
02/20/2024	Bill Payment (Check)	126627	NRPA	Membership Renewal Law, Nancy	-175.00
02/20/2024	Bill Payment (Check)	126628	Diamond Chevrolet Buick GMC	Traverse - Oil change/ new Tires	-1,658.63
02/20/2024	Check	af02202024	Wholesale Shutter Company	Shutter/Blinds - Back office (Deposit)	-585.07
02/21/2024	Check	dv02212024	Costco	Shelves for event boxes	-496.45
02/21/2024	Check	af02222024	Amazon.com	Est. 2024 Grandma Mug for Nancy Law	-12.91
02/21/2024	Bill Payment (Check)	126631	Grand American Builders, Inc.	Demolish 14 LF of Existing frame, drywall Install (3) New Doors. Reinstall carpet squares, paint - Conference Room, GM Office & HR Office	-6,641.70
02/21/2024	Bill Payment (Check)	1002582310	CalPers	Employee - 457 Plan	-275.00
02/21/2024	Bill Payment (Check)	0520409nccc	SoCalGas	Utilities - Gas - NCCC	-496.91
02/21/2024	Bill Payment (Check)	470102212024	Chevron	Monthly Gas/Fuel - Chevy (48,042), Gas Cans/Tank	-1,145.44
02/21/2024	Bill Payment (Check)	af02212024	City of Beaumont	Grease Inspector Permit, Plan Review and Building Tech Surcharge	-515.19
02/21/2024	Bill Payment (Check)	520409	SoCalGas	Utilities - Gas - Grange	-461.03
02/22/2024	Check	126636	Austin Gilmour	Adult Softball Umpire	-280.00
02/22/2024	Check	126637	Malik Coleman	Adult Softball Umpire	-140.00
02/22/2024	Check	126638	Michael Ruffolo	Adult Softball Umpire	-70.00
02/22/2024	Check	126639	James W. Halbrook	Adult Softball Umpire	-70.00
02/22/2024	Check	AF02222024	The Black O D.	Marissa D'Allessandro - Flowers - Baby	-144.78
02/22/2024	Bill Payment (Check)	126634	NRPA	Membership Renewal Difference	-5.00
02/22/2024	Bill Payment (Check)	126635	Slugg Bugg Pest Control	Bimonthly Pest Control Service	-795.00
02/23/2024	Check	rf02232024	Amazon.com	Spring Fling - Decorations	-127.09
02/23/2024	Check	rf02232024	Oriental Trading Co.	Spring Fling - Decorations/Stickers	-53.84

Beaumont-Cherry Valley Recreation and Park District

Check Warrant - Operating

February 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
02/26/2024	Check	NL022620242	The Home Depot	Microwave Board/Staff Meeting Room	-326.92
02/26/2024	Check	Auto02262024	Stamps.com	Monthly Stamp Service fee	-19.99
02/27/2024	Bill Payment (Check)	1002586966	CalPERS-OPEB	Accrued Liability as of June 30, 2020 - Rate Plan: 1357	-6,098.58
02/27/2024	Bill Payment (Check)	2586958-2586960	CalPers	Employee - Retirement	-7,271.13
02/27/2024	Bill Payment (Check)	6	Office Depot	Office Supplies - Note pads, paper and coffee	-83.50
02/27/2024	Bill Payment (Check)	806013194950	SCE (700857153476)	Utilities - Electric - DTR Well	-80.27
02/27/2024	Check	MV02272024	El Charro Authentic Mexican	Chris Diercks & Mickey Valdivia - BCVRPD Updates	-40.00
02/27/2024	Check	NL02262024	Amazon.com	Coffee Maker - Board/Staff Meeting Room	-113.21
02/27/2024	Check	NL02272024	Amazon.com	Portable Monitor Law, Nancy, Bunny Costume Supplies Board/Staff Meeting Room	-294.71
02/27/2024	Check	126649	Leslie Pettie	Refundable Security Deposit - Grange 02/18/2024 Talent/Fashion Show	-500.00
02/27/2024	Check	126648	Darcy Walls	Refundable Security Deposit - NCCC 02/24/2024 Reception	-250.00
02/27/2024	Check	126647	Mandi Bourland	Refundable Security Deposit - NCCC 02/15/2024-02/16/2024 Valentines Dance	-250.00
02/27/2024	Check	126646	Michael Valdivia.	Refundable Security Deposit - Grange 02/10/2024 Grad Party	-250.00
02/27/2024	Check	126641	Chris Diercks.	Director Fees - February 2024	-300.00
02/27/2024	Check	af02272024	CPRS	Financial Sustainability Cert. Course - Alyssa Fuimaono	-599.00
02/27/2024	Bill Payment (Check)	1002586968	CalPers	Arrears Contributions - Dorothy Carlson - Service Period: 3/20/2015 - 3/22/20215	-15.94
02/27/2024	Bill Payment (Check)	p2472X28RC	Frontier (9600 Inter3021) B	Monthly Wifi Service - Bogart	-137.80
02/27/2024	Bill Payment (Check)	vsp02272024	VSP-Vision Service Plan	Employee - Vision Insurance	-87.71
02/27/2024	Bill Payment (Check)	126640	Matthew Pistilli Landscape Services	Bi weekly - Landscape Service	-1,240.00
02/27/2024	Bill Payment (Check)	1409327675979	Colonial Life	Employee - Life Insurance	-463.70
02/27/2024	Bill Payment (Check)	p246P83G4J	Frontier (10478 Bmt Ave5721) G	Monthly Wifi Service - Grange	-137.80
02/27/2024	Bill Payment (Check)	unum02272024	UNUM	Employee - Disability Insurance	-685.48
02/27/2024	Bill Payment (Check)	80090205865	Waste Management of the IE	Utilities - Trash - Maintenance 40 Yard Trash and Green Waste	-1,483.24
02/27/2024	Bill Payment (Check)	80090205827	Waste Management of the IE	Utilities - Trash - Grange	-505.80
02/27/2024	Bill Payment (Check)	BH04173104	UMPQUA Bank	Chamber Basket Items - Quck Car wash	-881.23
02/27/2024	Bill Payment (Check)	4136819183	Ford Credit	F150 XLT - Payoff Lease	-8,181.78
02/27/2024	Bill Payment (Check)	580369	SoCalGas	Utilities - Gas - Woman's Club	-308.43
02/27/2024	Bill Payment (Check)	80090205674	Waste Management of the IE	Utilities - Trash - NCRP/NCCC	-1,746.37
02/27/2024	Bill Payment (Check)	8000205723	Waste Management of the IE	Utilities - Trash - Woman's Club	-147.46

Beaumont-Cherry Valley Recreation and Park District Check Warrant - Operating

February 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
02/28/2024	Check	126642	Artwork Paint Company	Final Payment - NCRP Red Fire Lane No Parking	-800.00
02/28/2024	Check	RF02282024	Jersey Mikes	CPR/First Aid Training - Food	-164.39
02/28/2024	Check	RF022820242	Stater Bros	CPR/First Aid Training - Drinks/Cookies/Chips	-49.02
02/29/2024	Check	MV02292024	The Sand Trap Bar & Grill	Land Investments - Mickey Valdivia, Harris	-40.37
02/29/2024	Check	SVCCHRG		Positive Pay Service Charge	-39.00
02/29/2024	Check	126644	Austin Gilmour	Adult Softball Umpire	-140.00
02/29/2024	Check	126643	Michael Ruffolo	Adult Softball Umpire	-140.00
02/29/2024	Check	FeesFeb2024	Clover(MRCH BNKCD)	Monthly Credit Card % fees	-653.66
					-\$ 164,121.13

Beaumont-Cherry Valley Recreation and Park District

Check Warrant - Bogart Park

February 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
02/01/2024	Bill Payment (Check)	5572	Cintas	Janitorial Supplies	-437.04
02/06/2024	Bill Payment (Check)		SCE (700558511896)	Utilities - Electricity	-931.55
02/09/2024	Bill Payment (Check)	5570	Matthew Pistilli Landscape Services	Biweekly Landscaper Service	-880.00
02/12/2024	Bill Payment (Check)	p246NZ4BJR	Frontier (9600 Inter3021) B	Monthly Wifi Service	-105.98
02/13/2024	Check		UMS/Celero Banking	Kiosk Machine Monthly Fee	-6.50
02/13/2024	Check		UMS/Celero Banking	Kiosk Machine % Fee	-54.35
02/16/2024	Bill Payment (Check)	p246P2Q2QJ	Frontier (9600 Cherry3887) B	Monthly Wifi Service	-136.76
02/20/2024	Bill Payment (Check)	5574	SRS Electric	Camp Host Electrical Panel Hook up	-2,786.55
02/20/2024	Bill Payment (Check)	5575	Department of Forestry & Fire Protection	Crew - Clean up Grounds	-2,270.80
02/20/2024	Bill Payment (Check)	5576	SRS Electric	Install all outlets/switches/light fixtures - pulled main feed wires from new kiosk sub panel to ground box in front island	-3,275.00
02/20/2024	Bill Payment (Check)	5573	Beaumont-Cherry Valley Water Dist 3-004	Utilities - Water	-1,732.44
02/20/2024	Bill Payment (Check)	5577	Beaumont-Cherry Valley Water Dist 3-001	Utilities - Water	-51.49
02/21/2024	Bill Payment (Check)		SCE (700593589625)	Utilities - Electricity	-1,190.12
02/27/2024	Bill Payment (Check)	80090205791	Waste Management of the IE	Utilities - Trash	-640.80
02/27/2024	Bill Payment (Check)	5578	Matthew Pistilli Landscape Services	Biweekly Landscaper Service	-880.00
					-\$ 9,009.79

10050 HCN Bank - Bogart Park



BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT

www.bcvparks.com

LEGAL INVOICES

Best Best & Krieger, LLP

Invoice #987713 General Legal Services (January 2024) \$4,712.70

Total Invoices for approval - \$4,712.70



Staff Report

Agenda Item No. **2.5**

To: Board of Directors

From: Deidre Chatigny, Human Resources Administrator

Via: Mickey Valdivia, General Manager

Date: March 13, 2024

Subject: Approval of Program Agreement from City of Beaumont – Grease Trap Program

Background and Analysis:

The City of Beaumont, in an effort to minimize and/or eliminate the discharge of fats, oils, and grease (FOG), and other solids from the City sewer system, has implemented an FOG Control Program for Food Service Establishments within the designated area. The purpose of the program is to aid FSEs in Beaumont and will preserve groundwater quality, reduce spills, lower environmental impacts, and lower sewer rates. Although Noble Creek Regional Park is outside of the boundaries established by the program, the City agreed to make an exception and consider our application.

The City of Beaumont made funding available to eligible commercial property and/or business owners who meet the requirements of the Grease Trap/Interceptor Program. The maximum program amount per applicant is \$15,000.00, participants are required to contribute a 1:1 match amount towards the approved improvements. The City of Beaumont required BCVRPD to submit plans and install a grease interceptor by July 1st, 2024. In an effort to complete the installation, the General Manager approved the project and the installation was completed by Aloha Plumbing on March 4th. The total costs for the installation at the BYB Snack Bar were \$14,579.71.

The City of Beaumont has drafted an agreement for the District to approve a reimbursement in the amount of \$7,289.85, which accounts for 50% of the total costs.

Fiscal Impact:

The District will receive a reimbursement of \$7,289.85 from the City of Beaumont, which will allow the District to recover 50% of the costs associated with the installation of the grease interceptor.

Recommendations:

Staff recommends that the Board of Directors consider, discuss, approve and sign the Program Agreement from the City of Beaumont.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Deidre Chatigny".

Deidre Chatigny
Human Resources Administrator

PROGRAM AGREEMENT
CITY OF BEAUMONT
Downtown Restaurant Grease Trap/Interceptor Incentive Program

THIS AGREEMENT, entered into this 23 day of February , 2024, between the City of Beaumont, CA (hereinafter referred to as "City") and the following designated OWNER/LESSEE:

Owner Name: Beaumont-Cherry Valley Recreation and Parks District

Lessee's Name: N/A

Name of Business: Beaumont Youth Baseball Snack Bar

Business Tax ID #: 33-0119216

Address of Property to be improved: 390 W Oak Valley Parkway

Total Budget for Project: \$14,579.71

Maximum Potential Reimbursement Sought: \$7,289.85

WITNESSETH:

WHEREAS, the City of Beaumont has established the Downtown Restaurant Grease Trap/Interceptor Incentive Program ("Program") for application within the Downtown Mixed Use Zone, Beaumont Avenue Mixed Use Zone or Commercial Neighborhood Zone (hereinafter referred to as "Program Area");

WHEREAS, said Program is administered by the City for the purpose of commercial revitalization, stimulation of private investment and to promote compliance with water quality standards;

WHEREAS, pursuant to the Program, the City has agreed to participate, subject to its sole discretion, in reimbursing owners/lessees for the cost of materials only for eligible improvements to commercial establishments within the Project Area with a mandatory minimum OWNER/LESSEE contribution of 1:1 leverage of personal funds towards the improvements to the building within the scope of work and subject to a maximum matching amount to be paid by the City of \$15,000 (for example if the cost of the project is \$20,000 the maximum City match is \$10,000; if the project amount is \$40,000 the maximum City match is \$15,000);

WHEREAS, under the limited circumstance where an owner/lessee retains a contractor who performs the work in accordance with the prevailing wage laws, construction costs may be reimbursable subject to the same limitations as for materials on a combined basis; and

WHEREAS, the Owner/Lessee's property is located within the Program Area, and the Owner/Lessee desires to participate in the Program pursuant to the terms and provisions of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein and the Recitals above which are incorporated herein by this reference, the City and the Owner/Lessee do hereby agree as follows:

SECTION 1

The Program reimbursements are limited to cost of supply and installation contracts for purchase and installation of a grease interceptor. Further the Owner/Lessee contribution is subject to a mandatory 1:1 leverage of personal funds towards the improvements of the building in the scope of work with an overall maximum matching amount to be paid by the City of \$15,000 (for example if the cost of the project is \$20,000 the maximum City match is \$10,000; if the project amount is \$40,000 the maximum City match is \$15,000). Payment of the matching amount by an owner/lessee is a condition precedent to payment by the City of the matching amount which is limited to materials only.

THE ACTUAL TOTAL REIMBURSEMENT AMOUNT PER THIS AGREEMENT SHALL NOT EXCEED \$7,289.85 FOR ELIGIBLE IMPROVEMENTS (INCLUSIVE OF MATERIALS AND PREVAILING WAGES, IF ANY) UNDER ANY CIRCUMSTANCES.

The improvement costs, which are eligible for city reimbursement, shall be shown on the plans, design drawings, specifications, and estimates approved by the City. Such plans, design drawings, specifications, and estimates are attached hereto as Exhibit "A."

SECTION 1.1

PREVAILING WAGES:

- A. In order to receive reimbursement of construction costs subject to Section 1 above, Owner/Lessee and contractor shall comply with all applicable laws and regulations relating to prevailing wages in connection with construction. Wage rates for the project shall be in accordance with the "General Wage Determination Made By the Director of Industrial Relations Pursuant To California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770, 1773 and 1773.1",
- B. The following Labor Code sections are hereby referenced and made a part of this Agreement:
 - 1. Section 1775 - Penalty for Failure to Comply with Prevailing Wage Rates.
 - 2. Section 1777.5 - Apprenticeship Requirements.
 - 3. Section 1813 - Penalty for Failure to Pay Overtime.
 - 4. Sections 1810 and 1811 - Working Hour Restrictions.
 - 5. Section 1775 - Payroll Records.
 - 6. Section 1773.1 - Travel and Subsistence Pay.

SECTION 2

No improvement work shall be undertaken until the design has been submitted to and approved by the City. Following approval, the OWNER/LESSEE shall contract for the work and shall commence and complete all such work within ninety (90) days from the date of such approval. The OWNER/LESSEE may request a ninety (90) day extension provided there is a demonstrated hardship.

SECTION 3

The City shall periodically review the progress of the contractor's work on the improvements pursuant to this Agreement. Such inspections shall not replace any required permit inspection by Building Inspectors. All work which is not in conformance with the approved plans, design drawings, and specifications shall be immediately remedied by the OWNER/LESSEE and deficient or improper work shall be replaced and made to comply with the approved plans, design drawings, and specifications and the terms of this Agreement.

SECTION 4

Upon completion of the improvements and upon their final inspection and approval by the City, the OWNER/LESSEE shall submit to the City a properly executed contractor statement showing the full cost of the work to complete the improvement related work, as well as a statement for improvement work done to achieve the 1:1 match required by this Agreement. In addition, the OWNER/LESSEE shall submit to the City proof of payment of the contract cost pursuant to the contractor's statement and final lien waivers from all contractors and subcontractors as well as proof of 1:1 match. The City shall, within forty-five (45) days of receipt of contractor's statement, proof of payment, conformed copy of the Notice of Completion, and lien waivers, issue a check to the OWNER/LESSEE as reimbursement in the total grant amount stated in SECTION 1 of this Agreement.

SECTION 5

If the OWNER/LESSEE fails to complete the improvement work provided for herein in conformity with the approved plans, design drawings, and specifications and the terms of this Agreement, then upon written notice being given by the City to the OWNER/LESSEE, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the City shall cease and become null and void.

SECTION 6

This Agreement shall be binding upon the City and upon the OWNER/LESSEE and its successors, to said property for a period of five (5) years from and after the date of completion and approval of the improvements provided herein unless otherwise agreed upon by the parties in writing. It shall be the responsibility of the OWNER/LESSEE to inform subsequent OWNER(S)/LESSEE(S) of the provisions of this Agreement.

SECTION 7

The OWNER/LESSEE agrees to maintain the improvements at his/her sole expense for a period of five (5) years unless otherwise agreed upon by the parties in writing. In the event that the OWNER/LESSEE fails to maintain the improvements, the City may issue a thirty (30) day written notice to the OWNER/LESSEE to correct any maintenance deficiencies. If the OWNER/LESSEE fails to correct the stated deficiencies within thirty (30) days of the notice, City may cause any maintenance or repair work to be performed at OWNER's expense.

SECTION 8

The OWNER/LESSEE agrees to comply with all the requirements now in force, or which may hereafter be in force, of all municipal, county, state and federal laws, pertaining to the development and use of the Property and construction of the improvements, as well as operations conducted on the Property. The OWNER/LESSEE agrees that the City shall not be liable for, and covenants and agrees to indemnify and hold harmless the City and its officials, officers, employees, and agents from and against any and all losses, claims, damages, liabilities, or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from noncompliance with all municipal, county, state and federal laws. The OWNER/LESSEE will require any contractor to comply with the above cited Local, State and Federal laws, and will incorporate these laws in any written agreement between the OWNER/LESSEE and a contractor.

SECTION 9

No member, official, agent, legal counsel or employee of the City shall be personally liable to the Participant, or any successor in interest in the event of any default or breach by the City or for any amount which may become due to the OWNER/LESSEE or successor or on any obligation under the terms of this Agreement.

SECTION 10

The OWNER/LESSEE releases the City from, and covenants and agrees that the City shall not be liable for, and covenants and agrees to indemnify and hold harmless the City and its officials, officers, employees, and agents from and against any and all losses, claims, damages, liabilities, or expenses, of every conceivable kind, character and nature whatsoever arising out of or, resulting from or in any way connected with directly or indirectly with the improvements including, but not limited to, claims based on alleged or actual violations of the prevailing wage laws. The OWNER/LESSEE further covenants and agrees to pay for or reimburse the City and its officials, officers, employees, and agents for any and all costs, reasonable attorney's fees, liabilities, or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or cause of action. The city shall have the right to select legal counsel and to approve any settlement in connection with such losses, claims, damages, liabilities, or causes of action. The provisions of this section shall survive the completion of said improvements.

SECTION 11

Nothing herein is intended to limit, restrict, or prohibit the OWNER/LESSEE from undertaking any other work in or about the subject premises, which is unrelated to the improvement provided for in this Agreement.

SECTION 12

All of the terms of the City of Beaumont Downtown Restaurant Grease Trap/Interceptor Incentive Program and related policies and regulations are contractually binding on OWNER/LESSEE and are incorporated herein by this reference, including, but not limited to the following insurance and permit requirements.

A. Insurance and Licenses- OWNER/LESSEE, at its sole cost and expense, commencing no later than the date OWNER/LESSEE is provided approval for funding shall procure, pay for and thereafter keep in full force and effect the following types of insurance, in at least the amounts and in the forms specified below:

Commercial General Liability (CGL) with limits no less than One Million Dollars (\$1,000,000.00) per occurrence basis including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than Two Million Dollars (\$2,000,000) per occurrence.

A policy or policies of Workers' Compensation insurance in the amount required by the State of California.

The OWNER/LESSEE is solely responsible for ensuring that the contractor has customary and reasonable insurance and required licenses. In addition, the OWNER/LESSEE shall insure that the contractor obtains all necessary permits for both the program-funded and leverage-funded improvements.

B. Permits- OWNER/LESSEE must obtain plan approval and any applicable Planning and Building permits from the City and OWNER/LESSEE must comply with all city policies and ordinances including business permit requirements. All work performed under the provisions of this Program shall meet all applicable standards contained in the City's adopted zoning ordinance, and local building and safety codes.

[signatures on following page]

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first appearing above.

PROPERTY OWNER

By: _____

Date: _____

LESSEE/BUSINESS OWNER

By: _____

CITY OF BEAUMONT

By: _____

Approved as to Form



Staff Report

Agenda Item No. **2.6**

To: Board of Directors
From: Nancy Law, Executive Assistant
Via: Mickey Valdivia, General Manager
Date: March 13th, 2024
Subject: Approval of Changes to Reserve Fund Policy

Background and Analysis:

In February of 2015 the District realized the prudent responsibility of starting a Reserve fund with an initial deposit of \$10,000.00, at that time, the District deposited \$2,000.00 a month to a reserve account.

On May 10, 2017 the Board approved Reserve Fund policy and directed staff to keep a minimum balance of \$135,000.00 for Operating Reserve and minimum balance of \$50,000.00 for Capital Reserve, with a monthly deposit of \$3,000.00.

On March 14th, 2018 the Board approved a revised Fund Policy and directed staff to Deposit \$65,000.00 to operating reserve bring the minimum balance to \$200,000.00, and increasing the monthly deposit from \$3,000.00 to \$5,000.00.

On September 8th, 2021 the Board approved a revised Fund Policy and directed staff to Deposit \$36,506.33 to operating reserve bring the minimum balance to \$250,000.00.

On February 6th, 2023 the Board Approved a revised Reserve Fund Policy and directed staff to increase the Operating Reserve to \$300,000.00, and keep depositing monthly \$5,000.00.

As a result of an operating annual review, the Finance Committee (Treasurer John Flores and Director Richard Lawhead) recommended an increase to the Operating Reserve account expenses to be \$400,000.00. This comes as operating expenses have greatly increased with the operation of Bogart Regional Park and Danny Thomas Ranch. They additionally requested that we start a Payroll Reserve with a balance of \$50,000.00.

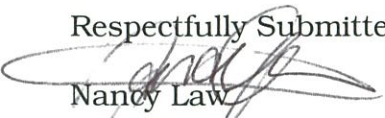
Recommendations:

Staff and Finance Committee recommend approve the revised Reserve Fund Policy increasing the minimum Operating Reserve to \$400,000.00 and adding a Payroll Reserve of \$50,000.00.

Fiscal Impact:

The Reserve Fund Policy will have no fiscal impact. However, the new Operating Reserve balance will be \$400,000.00

Respectfully Submitted,


Nancy Law
Executive Assistant



Beaumont-Cherry Valley Recreation and Park District

Policy and Procedures

Policy Section: Finance – 7200

Policy #: 7200-01

Policy Title: Reserve Fund

Purpose

The Board is committed to the District's long-term financial health and viability. This policy provides direction for maintaining adequate reserves to ensure that there are appropriate levels of working capital in the District's funds to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenses) and to ensure stable services and fees.

Policy

The Finance Department will contribute a monthly deposit in the amount of \$5,000 from the District's Operating account into the Reserve account. The Reserve account shall maintain a minimum balance of months operating expenses to be review annually. After the Reserve minimum balance has been satisfied, the monthly contributions shall be used to fund capital improvements depreciation, or future grant matching revenues per Board Approval and/or replacement programs.

- Operating Reserve: Shall have a minimum balance of \$400,000.00, a two month operating expenses to be reviewed annually for changes and/or cost of living reflections. This balance can only be used by 4/5 majority vote of the Board.
- Capital Reserve: Shall have a minimum balance of \$50,000.00, to be used for funding capital improvements, depreciation, future grant matching revenues, and or replacement programs upon Board Approval. This balance can be used by 4/5 majority vote of the Board.
- Payroll Reserve: Shall have a minimum balance of \$50,000.00, a one payroll period expense to be reviewed annually for changes and/or cost of living reflections.



Staff Report

Agenda Item No. **2.7**

To: Board of Directors

From: Deidre Chatigny, Human Resources Administrator

Via: Mickey Valdivia, General Manager

Date: March 13, 2024

Subject: Updated Job Descriptions and Pay Ranges

Background and Analysis:

Four of the District’s Job Descriptions are out of date in terms of salary and pay ranges. We have a total of seven (7) employees who are earning wages that fall outside of the pay ranges listed on the Job Descriptions, last updated in 2021 and 2022. It is important to provide accurate information for transparency and to maintain standards that are equal when recruiting for the same positions in the future. The Personnel Committee has been informed of these changes and approved them at a previous meeting.

The four Job Descriptions where employees are earning rates that fall outside of the pay ranges listed are: Receptionist, Maintenance Worker I, Part-Time Recreation Assistant/Casual, and Activities Coordinator. The proposed pay ranges in the chart below reflect the accurate pay ranges of employees currently serving in those positions.

Job Title	Current Pay Range	Proposed Pay Range
Receptionist	Minimum - \$19.16	Minimum - \$24.66
Maintenance Worker I	Minimum - \$21.50	Minimum - \$22.00
Part-Time Recreation Assistant/Casual	\$15.00 - \$17.00	Minimum - \$25.10
Activities Coordinator	\$53,240 - \$65,000	\$53,240 - \$66,560*

*Effective January 1, 2024, minimum wage was increased to \$16.00 per hour in California. The minimum amount a salaried employee is required to make is \$66,560 annually.

Fiscal Impact:

There will be no immediate impact to the District because the wages are already being paid within the new recommended rate ranges. The update will make the District’s Job Descriptions and Pay Ranges current and accurate.

Recommendations:

Staff recommends approving the accurate Pay Ranges and updating the Job Descriptions accordingly.

Respectfully Submitted,

Deidre Chatigny
Human Resources Administrator



Job Descriptions and Pay Ranges
BCVRPD
3/7/2024

Job Title	Job Description	Pay Range	Actual Pay Range	Pay Per Year	Pay Per Hour	Notes	Employees Outside of Range
Activities Coordinator	\$53,240-\$62,400	\$65,000	\$65,000	\$65,000	\$31.25	\$2,500/pay period	1
Maintenance Worker I	Minimum Wage - \$21.50	\$17.50-\$22.00	\$36,400-\$45,760	\$36,400-\$45,760	\$17.50-\$22.00		1
PT Recreation Assistant/Casual	\$15.00-\$17.00	\$15.50-\$25.10	\$32,240-\$52,208	\$32,240-\$52,208	\$15.50-\$25.10		4
Receptionist	Minimum Wage - \$19.16	\$24.66	\$51,293	\$51,293	\$24.66		1

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT
POLICY AND PROCEDURE MANUAL

TITLE: Job Description – Receptionist

Dated: December 8, 2021

Salary Range: \$ Minimum to \$19.16 per hour

DEFINITION

The Receptionist is classified as a “Part Time” or Full Time position as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District. This position is the District's first contact with the public and acts as the District’s receptionist, greeting customers, answering phones, taking messages and referring customers to the appropriate person. This position must be flexible and will assist all departments of the District with a full range of duties including office procedures, the Districts web-site and special events. The receptionist takes registrations, collects fees and answers questions about various programs, facilities and events offered by the District. This position must be available to work evenings, Saturdays and Sundays.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Financial Services Technician.

Receives general supervision from the General Manager and Human Resources Administrator.

Exercises no supervision over others.

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

- Performs all clerical duties and functions for the District office, including office duties, answering phones and phone messages, filing, photocopying, etc.
- Greets the public and assists customers with information about the District and its programs.
- Responsible for processing RV reservations including but not limited to booking sites, sending/ receiving required paperwork, receiving payments and posting of the RV schedule weekly. Maintain the RV files and verify departure dates are followed.
- Responsible for maintaining the Districts Key Log including distributing and collecting keys.
- Takes registrations and facility user agreements for District events, programs and facilities. Ensure all District calendars are updated accordingly.
- Collection and receipt of fees for events, parking, RV reservations and various programs of the District and process accordingly.
- Receive daily activity reports from security and correspond accordingly.

- Maintain and update Districts web-site and social media site(s) items such as flyers, schedules, etc.
- Update (carryover) the work schedule calendars.
- Send work schedules via email to employees and post in correct locations.
- Request quotes for repairs, supplies and equipment pertaining to the office and follow proper purchase procedures and follow through to completion ensuring coworkers are notified of such.
- Responsible for issuing and collection of light cards and reservations pertaining to such use.
- Update department procedures.
- Required to drive an automobile to perform various duties.
- Assemble Board packages.
- Assist other departments in various aspects of their job including but not limited to the Human Resources Administrator, Financial Services Technician, Activities Coordinator, Athletic Coordinator, Recreation Assistants, Maintenance and the General Manager.
- Work cooperatively and assist the Activities Coordinator with all aspects of the position including but not limited to events, facility rentals, programs, donation request, correspondences, licenses, permits, vendors, advertisement, scheduling, review of facility use license agreements and budget preparation.
- Create and maintain power point presentations for meetings and events.
- Maintain the General Managers calendars.

MARGINAL FUNCTIONS

- Receive, open, mail and distribute mail daily.
- Maintain records of Employee and Directors annual use of facilities.
- Post Board meeting agendas at facilities and the Districts Web-Site.
- Deliver Board packages to Directors.
- Assist with employee scheduling.
- Assist in budget preparation as it pertains to department.
- Create, update and revise procedures and cross train within the departments.
- Assist with the employee newsletter.
- Assist employees with table, chair and equipment checkout.
- Attend meetings as directed and prepare reports pertaining to such meetings.
- Attend District trainings and seminars etc. when required
- Contact local business and individuals for donations.
- Update District's bulletin boards.
- Set up for Board meetings and other meetings of the District.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.

QUALIFICATIONS

- Must possess and maintain a CA Drivers license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Dress in an appropriate and professional manner consistent with job and safety expectations.

Knowledge of:

- Positive public relations etiquette.
- District programs, facilities and fees and the techniques for planning and coordinating such.
- Time management and effective scheduling.
- General office procedure and use of office equipment.
- Advanced computer skills and applicable programs including Microsoft office, internet, excel, word, publisher, power point web-site and scheduling software.
- Emergency and safety procedures.

Ability to:

- Must have the ability to work independently in the absence of supervision.
- Work on projects and follow through to completion.
- Recognize and anticipate the requirements for events and projects. Identify needs and problems and take effective course of action.
- Work as part of a team.
- Follow written and oral instructions.
- Communicate effectively in oral and written form
- Type 45 words per minute.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Work under time constraints.
- Operate standard office equipment such as telephone, calculator, personal computer, facsimile machine, photocopier and credit card reader.
- Receive and account for monetary fees.
- Multi-task.
- Prioritize and work under time pressures.
- Work irregular shifts, holidays, and weekends as assigned.
- Provide training and assistance to others as required.
- Work in inclement weather conditions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Identify, understand and be respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences.

Experience and Education:

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

Two (2) years experience in previous employment in a job of similar duties working with the public.

Equivalent to the completion of the twelfth grade.

Advanced computer skills.

PHYSICAL REQUIREMENTS

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

CONDUCT STANDARD

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

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

ENVIRONMENT

Office environment and working outside at times in inclement weather and exposure to water, dust, dirt, noise, and wind.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Maintenance Worker I

Dated: June 30th, 2022

Hourly Rate: \$Min. Wage - \$21.50 per hour

DEFINITION

The Maintenance Worker I/PT Maintenance Worker 1(MW 1/PT-MW I) is an entry-level position and subject to the “safety sensitive” guidelines of the District. This position is distinguished from the Maintenance Worker II position by the performance of the routine tasks and less complex park maintenance duties. The MW I is trained in and assist higher-level park maintenance personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Assistant Maintenance Superintendent (AMS).
Receives general supervision from higher level staff in AMS absence.
Receives general supervision from the General Manager.

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

Maintenance worker I will work independently on routine grounds maintenance and will assist higher-level park maintenance personnel.

- Weeds, plants, fertilize, and irrigate fields.
- Mows, aerate, rakes, sweeps, etc. park areas using power and hand tools.
- Prunes and trims hedges, bushes, and other shrubbery.
- Cleans and maintains restrooms and other public facilities.
- Operate small power equipment and machinery including chain saws, rototillers, lawnmowers, aerators, spreaders, and other equipment.
- Assists in minor repair of sprinkler systems.
- Required to drive an automobile to perform various duties.
- Set-ups and tear down for scheduled events.
- Occasionally performs On-Call duties and unforeseen after hour emergency’s such as Fire Camp

MARGINAL FUNCTIONS

- Work cooperatively with other departments providing coverage for tournaments, recreational and special events.
- Open and close facilities.
- Set-ups and tear down for scheduled events.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification
- Occasionally performs On-Call duties

QUALIFICATIONS:

- Must possess and maintain a CA Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Dress in an appropriate and professional manner consistent with job and safety expectations.
- Within the time frame determined by the District, acquire all certificates, training and permits such as Ethics and Sexual Harassment Avoidance training.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.

Knowledge of:

- Emergency and safety procedures of the District.
- Operation of various park equipment and machinery.
- Safety procedures involving pesticides, herbicides, and related chemicals used in park maintenance.
- Computers and applicable programs; Microsoft Office, internet, excel, word, publisher and power point

Ability to:

- Work independently without immediate supervision.
- Learn to identify and report potential safety hazards.
- Learn the proper method of spraying various pesticides and other related chemicals.
- Work under time pressure.
- Multi-task.
- Establish and maintain cooperative relationships with the public and employees.
- Work irregular shifts, holidays, and weekends as assigned.
- Work in inclement weather conditions.
- Understand and carry out oral and written instructions.
- Learn to operate various park equipment and machinery.
- Learn mowing techniques.

Experience and Education: *Any combination of education and experience that would provide the required knowledge and abilities to perform the job.*

- A high school diplomas or equivalent (GED) is required.
- Experience in previous employment or leisure programs in a job of similar duties.
- Experience in performing maintenance duties desirable.

PHYSICAL REQUIREMENTS

Ability to communicate orally with District Management, staff, and the public as needed. Regularly use of a telephone for communication and payroll application. Must be able to sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift up to 50 lbs. frequently and 100 pounds occasionally. Read at or above the equivalent to the twelfth grade level. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Occasionally work in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

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

ENVIRONMENT

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

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT

POLICY AND PROCEDURES MANUAL

TITLE: Job Description – P/T Recreation Assistant/Casual

Dated: July 1, 2022

Salary Range: \$15.00 – \$17.00

DEFINITION

The Recreation Assistant (RA) is classified as a “Casual” or “Part Time” position as defined by the BCVRPD Employee Handbook and is subject to safety sensitive guidelines of the District. The RA must be flexible and will assist all departments of the District with a full range of duties including fields, recreation, maintenance, special events and office duties. This position must be available to work evenings, Saturdays, and Sundays.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Athletic Coordinator or other designated employee.
Receives general supervision from the Activities Coordinator and Maintenance Foreman
Exercises no supervision over others

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

- Perform all aspects of ball field programs such as field preparation
- Cleans and maintains restrooms
- Cleans public areas including picking up and emptying trash containers
- Assist the maintenance department
- Assist with activities, programs, and special events.
- Assist with facility rentals for parties, weddings, meetings, etc
- Opening/closing of buildings
- Collection of fees for admissions, parking and programs.
- Assist in general office duties.

MARGINAL FUNCTIONS

- Make RV reservations
- Check out recreation equipment
- Answer telephones
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.

QUALIFICATIONS

- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification

- Must pass fingerprint and background check.
- Dress in an appropriate manner consistent with job expectations
- Must be available to work an inconsistent schedule with little notice
- Must have a school work permit when required

Knowledge of:

- Recreational programs
- Ball field preparation
- Computer skills and applicable programs including Microsoft office
- Positive public relations etiquette
- Emergency and safety procedures
- Safety and incident procedures. Completing incident/accident reports

Ability to:

- Communicate effectively in oral and written form
- Work as part of a team
- Attend safety trainings and other meetings of the District when required
- Establish and maintain effective working relationships with those contacted in the course of work.
- Must have the ability to work independently in the absence of supervision
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Receive and account for monetary fees
- Work irregular shifts, holidays, and weekends as assigned
- Work in inclement weather conditions
- Identify safety issues and take effective course of action
- Respond to user complaints and inquiries
- Identify, understand and be respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences
- Work under pressure
- Multi-task

Experience & Education:

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

Experience in previous employment in a job of similar duties. Two (2) years' experience in recreation programs or related fields. Advanced computer skills.

PHYSICAL REQUIREMENTS

Ability to communicate orally with the General Manager, District management, staff, and the public. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Ability to lift up to 50 pounds occasionally and lift of to 25 lbs.

routinely. Required to carry, push, pull, lift, walk, run, crouch, reach, climb, stoop, kneel and bend. Sufficient manual dexterity required to operate equipment. Regularly use a telephone/cell phone for communication. Work in an office and use equipment such as personal computer, copier and facsimile machines. Work in an outside environment, occasionally in inclement weather such as rain, wind, heat and cold. Read at or above the equivalent to the twelfth grade level.

CONDUCT STANDARD

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

Subject to “random drug testing” because of safety sensitive position.

ENVIRONMENT

Office environment, fields and other facilities. Conditions include working outside at times in inclement weather and exposure to water, dust, dirt, chemicals, noise, snow and wind.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT

POLICY AND PROCEDURES MANUAL

TITLE: Job Description – Activities Coordinator

Dated: August 11, 2021

Salary Range: \$53,240.00 - \$62,400.00 Annually

DEFINITION

The Activities Coordinator (AC) is an “Exempt”, “Full Time” position as defined by the BCVRPD Employee Handbook and is subject to the “safety sensitive” guidelines of the District. The AC performs a full range of duties. This position coordinates all recreational programs, classes, and special events of the District. The AC oversees department positions pertaining to planning and executing programs, classes and special events. The AC must be versatile and will assist other departments of the District with a full range of duties including recreation and general office duties. The primary schedule of the AC will be Monday – Friday; however, the AC must be available evenings, weekends and during special events as well as must be available by phone. This position serves as the District’s representative at the discretion of the General Manager. This position will received 40 hours of compensatory time annually.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Financial Services Technician

Receives general supervision from the Human Resources Administrator and General Manager

Exercises general supervision over recreation assistants and volunteers.

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

- This position will meet with groups and individuals to identify needs and develop programs of interest to the community.
- Evaluate existing programs and institute changes accordingly.
- Responsible in coordinating activities, programs, and special events. Ensure all services and preparations are in order and scheduled.
- Ensure all calendars are updated accordingly.
- Responsible for contacting local businesses and individuals for obtaining donations for events.
- Oversee and provide leadership to department staff and volunteers.
- Maintain the District web site and social media site(s).
- Responds to facility user complaints and inquires in an effective and tactful manner.
- Required to drive an automobile to perform various duties.

- Meet with perspective users to provide information regarding the facilities capabilities and services to users and potential users of facilities.
- Determine equipment, personnel, licenses, and other services required for events and facility users.
- Create and review facility use contracts, expenses, reports, licenses, insurance and other arrangements prior to each use. Determine user fees for facilities, events, equipment, and other services.
- Direct special events. Interact with other agencies and private enterprises.
- Prepares a variety of reports and correspondence related to events, finance and facility use. Be responsible for maintaining records of contract instructors.
- Create press releases and interact with media regarding department business/events.
- Identify staffing needs and provide appropriate training.
- Responsible for employee scheduling including but not inclusive to all recreation, classes, facility use and special events.
- Develop budgets and action plans.
- Calculate estimates and final costs to users for facilities, equipment, personnel, etc. and prepare cost settlement data.
- Promote and advertise events, classes, programs, etc.
- Plan, develop, and execute special events.
- Make determinations of equipment needs and recommends appropriate actions by providing estimates and information to acquire approval and purchase order requests. Follow through to completion.
- Responsible for overall direction, coordination and evaluation of department employees.
- The AC will coordinate with the Human Resources the execution of the employee evaluations.
- Required to engage in public speaking.
- Will be required to prepare staff reports.
- Provide oral or written reports to the Board of Directors at the request of the GM.

MARGINAL FUNCTIONS

- Contact local businesses when we are having large events.
- Create, update and revise procedures within the department.
- Attend District trainings and seminars etc. when required
- Assist with office duties in the absence of the receptionist including but not limited to answering phones and retrieving phone messages, taking registrations, receiving payments, mail and RV reservations
- Ensure the cleanliness of buildings working with janitorial service
- Assist the Financial Services Technician/Office Manager and Maintenance Foreman with processes for broken and/or damaged property
- Attend District meetings as directed and prepare reports pertaining to such meetings.
- Attend facility user meetings, banquets and events when necessary

- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Assist in general office duties.

QUALIFICATIONS

- Must possess and maintain a CA Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.
- Dress in an appropriate and professional manner consistent with job and safety expectations.

Knowledge of:

- Recreational and instructional programs.
- General supervisor procedures.
- Advanced computer skills and applicable programs including Microsoft office, Web-site design and program scheduling software.
- Facility use coordinating.
- Positive public relations etiquette.
- Purchasing procedures.
- Principles and techniques used in planning, coordination, and servicing a variety of events and facility use.
- Rates and charges associated with the use of public events facilities.
- Health, fire, safety codes, security and emergency procedures affecting the use of district facilities.
- Time management and effective scheduling.
- Safety and incident procedures. Completing incident/accident reports.
- Riverside County Environmental Health Standards and Expectations.

Ability to:

- Update districts Web site.
- Understand, identify and resolve safety issues.
- Communicate effectively in oral and written form.
- Deliver public presentations.
- Work as part of a team.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Must have the ability to work independently in the absence of supervision.
- Follow written and oral instructions.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.

- Anticipate service needs for events and contract instructors. Identify problems and take effective course of action.
- Receive and account for monetary fees. Participate in forecasting for budgetary purposes.
- Multi-task.
- Coordinate and prioritize in an event driven atmosphere and work under time pressures.
- Work irregular shifts, holidays, and weekends as assigned.
- Identify, understand and be respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences.

Experience & Education:

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

Experience in previous employment in a job of similar duties

Two (2) years' experience in recreation programs, event planning or related fields

Thirty semester units from an accredited college in recreation or a related field

Advanced computer skills, including web design

PHYSICAL REQUIREMENTS

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

CONDUCT STANDARD

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

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

ENVIRONMENT

Office environment and working outside at times in inclement weather and exposure to water, dust, dirt, noise, and wind.

ORDINANCE NO. 2024-01

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
BEAUMONT-CHERRY VALLEY RECREATION AND PARK DISTRICT
ESTABLISHING RV CAMPGROUND REGULATIONS AND GENERAL
PARKING REGULATIONS**

WHEREAS, California Public Resources Code Section 5786.1(j) endows the Beaumont-Cherry Valley Recreation and Park District (“District”) with the authority to adopt and enforce rules and regulations for the administration, operation, use, and maintenance of its recreation facilities, programs, and services; and

WHEREAS, the District’s Board of Directors (“Board”) desires to establish regulations for its RV campgrounds and regulations for general parking throughout its properties in order to maintain the safety and security of its properties and of the patrons of its properties, including, but not limited to, maintaining fire access lane accessibility and ensuring that RV campground spaces are used on a short-term basis as intended; and

WHEREAS, pursuant to California Civil Code Section 799.20 et seq., a recreational vehicle may be removed from the District’s premises without judicial hearing, after the service of a 72-hour notice, if the occupant who has been in the resort for less than 30 days, has either (1) failed to pay for his/her occupancy in the resort, or (2) failed to comply with the resort’s regulations; and

WHEREAS, California Vehicle Code Sections 22500, 22500.1, and 22658 grant the District the authority to cite and/or tow vehicles parked illegally in posted fire lines; and

WHEREAS, California Public Resources Code Section 5786.1(j) and California Vehicle Code Section 22658(a) give the District the authority to charge to an occupant of the District’s parks the cost of towing their vehicle; and

WHEREAS, California Public Resources Code Section 5786.1(i) gives the District the authority to adopt ordinances following the same procedures as counties; and

WHEREAS, per California Public Resources Code Section 5786.17, violation of any rule, regulation, or ordinance adopted by a board of directors of a recreation and park district is a misdemeanor punishable pursuant to Section 19 of the California Penal Code and any citation issued may be processed as an infraction pursuant to subdivision (d) of Section 17 of the California Penal Code; and

WHEREAS, California Penal Code Section 836.5 endows law enforcement with the authority to arrest individuals without a warrant when they have reasonable cause to believe that the person to be arrested has committed a misdemeanor in the presence of the law enforcement officer that is a violation of an ordinance that the law enforcement officer has a duty to enforce; and

WHEREAS, the District Board desires to designate the Beaumont Police Department and the Riverside County Sheriff’s Department as the law enforcement agencies responsible for enforcing the regulations contained in this Ordinance.

THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY RECREATION AND PARK DISTRICT ORDAINS AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The District Board hereby enacts the regulations contained in Exhibit A, attached hereto and incorporated herein by this reference.

SECTION 3. Violations of the regulations contained in Exhibit A are punishable as a misdemeanor. Any citation issued for violations of the regulations contained in Exhibit A may be processed as an infraction.

SECTION 4. The District Board hereby designates the Beaumont Police Department and the Riverside County Sheriff's Department as the law enforcement agencies responsible for enforcing the regulations contained in this Ordinance by handing out citations for violations thereof and taking any other actions necessary to carry out the enforcement of the terms of this Ordinance.

SECTION 5. Certification. The District Clerk of the Board shall certify to the adoption of this Ordinance and cause publication to occur in a newspaper of general circulation and published and circulated in the City of Beaumont in a manner permitted under Section 25124 of the Government Code of the State of California.

SECTION 6. CEQA. The Board of Directors finds this Ordinance is not subject to the California Environmental Quality Act (CEQA) in that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty, as in this case, that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

SECTION 7. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 8. Effective Date. This Ordinance shall take effect thirty (30) days after its adoption.

SECTION 9. Upon taking legal effect, this Ordinance shall supersede and replace Resolution No. 2024-02.

APPROVED and **ADOPTED** by the Board of Directors and signed by the Board Chairman and attested by the Board Clerk this _____ day of _____, 2024, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Chris Diercks, Chairman of the Board
Beaumont-Cherry Valley Recreation and Park District

Attest:

Ryann Flores, Secretary of the Board

Approved as to form:

Best Best & Krieger LLP, General Counsel

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss
BEAUMONT-CHERRY VALLEY RECREATION AND PARK DISTRICT)

I, Ryann Flores, Board Clerk, hereby certify that the attached is a true copy of Ordinance No. 2024-01, introduced by the Board of Directors of the Beaumont-Cherry Valley Recreation and Park District, California, at a regular meeting held the 14th day of February, 2024. Ordinance No. 2024-01 was approved, passed, and adopted at a regular meeting held the **XX** day of _____, 2024 by the following vote:

<u>Board Members:</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
DIERCKS	_____	_____	_____	_____
WARD	_____	_____	_____	_____
HUGHES	_____	_____	_____	_____
FLORES	_____	_____	_____	_____
LAWHEAD	_____	_____	_____	_____

WITNESS my hand and official seal of the Beaumont-Cherry Valley Recreation and Park District this ____ day of _____ 2024.

Ryann Flores, Board Clerk

EXHIBIT A
REGULATIONS FOR RV CAMPGROUNDS

1. The maximum length of time a camper is permitted to stay is seven (7) nights within a 30-day period.
2. Recreational vehicles that are more than 15 years old will be restricted from both Noble Creek and Bogart Park campsites. Exceptions may be considered for older models that are well-maintained or restored (at the discretion of Staff).
3. Pets must be on a leash no longer than six feet (6') when outside of the dog park. Pets shall not be left unattended outside the RV. Complaints will be addressed accordingly and escalated to animal control at the discretion of the staff. After the first offense, the pet owner shall receive a warning; after a second offense, the pet owner shall receive a lifetime ban from entering or using the RV Campsite(s), subject to an appeal to the General Manager or designee, whose decision shall be final.
4. District Staff has permission to call a tow company in the event that a camper refuses to move out of a site or off the District's property and to charge the cost of towing to the camper. **UNAUTHORIZED VEHICLES WILL BE TOWED AT VEHICLE OWNER'S EXPENSE C.V.C. 22658(a)**. Pursuant to California Civil Code Section 799.20 et seq., a recreational vehicle may be removed from the premises without judicial hearing, after the service of a 72-hour notice, if the occupant who has been in the resort for less than 30 days, has either (1) failed to pay for his/her occupancy in the resort, or (2) failed to comply with the resort's regulations.
5. The District shall post signs at the entrance of Noble Creek Park and within its designated areas for recreational vehicles stating "Recreational Vehicle may be removed from the premises for failing to pay for occupancy and/or failing to comply with the park's rules and regulations, including the rules contained in one's registration agreement. Beaumont Police Department 951-769-8500." (Civ. Code § 799.46) Additional signs can be placed in other areas of the parks, if desired.
6. The District shall post signs at the entrance of Bogart Park and within its designated areas for recreational vehicles stating "Recreational Vehicle may be removed from the premises for failing to pay for occupancy and/or failing to comply with the park's rules and regulations, including the rules contained in one's registration agreement. Riverside County Sheriff's Department 951-955-2400." (Civ. Code § 799.46) Additional signs can be placed in other areas of the parks, if desired.
7. All occupants shall execute a registration agreement which shall be in writing and shall contain, in addition to the provisions otherwise required by law to be included, the term of the occupancy and the rent therefor, the fees, if any, to be charged for services which will be provided by the park, and a statement that failure to pay for occupancy and/or failure to comply with the park's rules and regulations or the registration agreement shall be grounds for which a defaulting occupant's recreational vehicle may be removed as specified in California Civil Code Section 799.22 without a judicial hearing after the service of a 72-hour notice, and the telephone number of the local traffic law enforcement agency. (Civ. Code § 799.43)
 - a. For stays from 4-7 nights long, occupants shall be required to provide the District a refundable security deposit that would cover the District's cost of paying a tow company to tow their vehicle, if necessary. Whether collecting the cost pre-tow, or post-tow, the District has the

authority to charge the cost of towing to the recreational vehicle occupant under California Public Resources Code Section 5786.1(j) and California Vehicle Code Section 22658(a).

8. If an occupant has failed to pay rent and/or failed to comply with rules and regulations, the District shall provide the occupant a 72-hour written notice which shall be served by delivering a copy to the defaulting occupant personally or to a person of suitable age and discretion who is occupying the recreational vehicle located on the lot. In the latter event, a copy of the notice shall also be affixed in a conspicuous place on the recreational vehicle and shall be sent through the mail addressed to the occupant at the place where the property is located and, if available, any other address which the occupant has provided to staff in the registration agreement. Delivery of the 72-hour notice to a defaulting occupant who is incapable of removing the occupant's recreational vehicle from the park because of a physical incapacity shall not be sufficient to satisfy the requirements of this section. (Civ. Code § 799.56(a))
 - a. In the event that the defaulting occupant is incapable of removing the occupant's recreational vehicle from the park because of a physical incapacity or because the recreational vehicle is not motorized and cannot be moved by the occupant's vehicle, the default shall be cured within 72 hours, but the date to quit shall be no less than seven days after service of the notice. (Civ. Code § 799.56(b))
 - b. Staff shall also serve a copy of the notice to Beaumont Police Department if at Noble Creek Park or to the Riverside County Sheriffs if at Bogart Park. (Civil Code § 799.56(c))
9. The written 72-hour notice shall state that if the defaulting occupant does not remove the recreational vehicle from the premises of the park within 72 hours after receipt of the notice, staff has the authority pursuant to Civil Code Section 799.58 to have the recreational vehicle removed from the lot to the nearest secured storage facility. (Civ. Code § 799.57)
10. After serving a copy of the written 72-hour notice to the Beaumont Police Department for Noble Creek Park or the Riverside County Sheriffs for Bogart Park, and after the expiration of 72 hours following service of the notice on the defaulting occupant, the police or sheriff shall remove or cause to be removed any person(s) in the recreational vehicle. Staff may then remove or cause the removal of a defaulting occupant's recreational vehicle parked on the premises of the park to the nearest secured storage facility. The notice shall be void seven days after the date of service of the notice. (Civ. Code § 799.58)

GENERAL PARKING REGULATIONS

1. Patrons of the District's parks must respect posted fire lanes and fire hydrants and will be penalized for violations as described herein. Patrons shall not park within 15 feet of a fire hydrant or a fire lane.
2. The District shall post signs at all entrances to Noble Creek Park a minimum of 17x22 inches in size, with lettering of at least one inch in height stating: **"NO STOPPING IN FIRE LANE, VEHICLES SUBJECT TO CITATION AND/OR TOW-AWAY AT OWNER'S EXPENSE, BEAUMONT POLICE DEPARTMENT 951-769-8500, CVC 22658 CVC 22500.1"**
3. The District shall post signs at all entrances to Bogart Park a minimum of 17x22 inches in size, with lettering of at least one inch in height stating: **"NO STOPPING IN FIRE LANE, VEHICLES SUBJECT TO CITATION AND/OR TOW-AWAY AT OWNER'S EXPENSE, RIVERSIDE COUNTY SHERIFF'S DEPARTMENT 951-955-2400, CVC 22658 CVC 22500.1"**
4. Prior to towing a vehicle, or causing a vehicle to be towed, the District shall notify Beaumont Police Department if the vehicle is in Noble Creek Park or the Riverside County Sheriff's Department if the vehicle is in Bogart Park.
5. The District shall mark fire lanes in accordance with the following requirements from the California Vehicle Code:
 - a. Red curb clearly marked "FIRE LANE" in a contrasting color (usually white).
 - b. A sign posted stating **"NO STOPPING IN FIRE LANE, CVC 22500"** visible from the designated location (with the letter being no less than 1 inch in height).
6. The District may contract with a tow company or companies to perform towing services for violations of these General Parking Regulations and/or the Regulations for RV Campgrounds hereinabove stated.
 - a. A Tow company shall take, prior to the removal a vehicle, a photograph of the vehicle that clearly indicates the parking violation. Prior to accepting payment, the towing company shall keep one copy of the photograph taken and shall present that photograph and provide, without charge, a photocopy to the owner or an agent of the owner, when that person claims the vehicle.



Staff Report

Agenda Item No. **3.1**

To: Board of Directors
From: Deidre Chatigny, Human Resources Administrator
Via: Mickey Valdivia, General Manager
Date: March 13, 2024
Subject: Approval to Create Etiquette Signs for Noble Creek Fields

Background and Analysis:

Beaumont Youth Baseball and other organizations use the fields at Noble Creek Regional Park for baseball and softball leagues and tournaments. In an effort to remind parents to be aware of their behavior, District Staff recommends creating and posting signs on the dugouts. The draft attached is a mock-up of a potential sign the District could post but recommendations are welcome.

Fiscal Impact:

The District would incur the costs of producing the signs.

Recommendations:

Staff recommends approving the request to create and order etiquette signs to be posted on the fields at Noble Creek Regional Park.

Respectfully Submitted,

Deidre Chatigny
Human Resources Administrator

REMINDERS FROM YOUR CHILD:

- I'M A KID
- IT'S JUST A GAME
- MY COACH IS A VOLUNTEER
- THE OFFICIALS ARE HUMANS
- **NO** COLLEGE SCHOLARSHIPS WILL BE HANDED OUT TODAY

Thank you and have fun!



Staff Report

Agenda Item No. **3.2**

To: Board of Directors:

From: Ryann Flores, Human Resources Assistant/Clerk of the Board

Via: Mickey Valdivia, General Manager

Date: March 13, 2024

Subject: Approval of LAFCO 2024 Special District Selection Committee Alternate Member Ballot

Background and Analysis:

Ballots are out for LAFCO (Local Agency Formation Commission) Special District Selection Committee Alternate Member election. This appointment ensures that special districts are appropriately represented on local boards. The selection proceedings are being conducted by regular USPS mail and ballots must be submitted and received no later than Monday, April 15th, by 5:00 p.m.

Attached you will find the 2024 Special District Selection Committee Alternate Member Ballot. The ballot is completed by selecting (1) candidate for the Special District Member position. The vote must be unanimous from all board members. Only the presiding officer or another board member authorized by the Board of Directors to vote may cast the ballot.

Recommendations:

Staff recommends that the Board review, comment and approve the submission of the 2024 Special District Special District Selection Committee Alternate Member Ballot.

Fiscal Impact:

There will be no fiscal impact to the general fund.

Respectfully Submitted,

Ryann Flores
Human Resources Assistant/Clerk of the Board



February 15, 2024

via electronic mail

2024 BALLOT INSTRUCTIONS FOR SPECIAL DISTRICT SELECTION COMMITTEE- ONE (1) EASTERN REGION REGULAR MEMBER AND ONE (1) COUNTYWIDE ALTERNATE MEMBER OF THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION

To the Special District Selection Committee (Presiding Officers of Independent Special Districts of Riverside County c/o District Clerks):

Please read these instructions carefully before completing your ballots.

As previously announced, a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time, therefore, the selection proceedings are being conducted by electronic mail or regular USPS mail. A nomination period for the positions in the title above was opened on December 15, 2023, and closed at 5:00 p.m. on February 13, 2024.

Enclosed you will find an official election ballot for each position as follows:

One (1) LAFCO Regular Special District Member – Eastern Region: A total of two (2) eligible nominations were received for this position. Although candidates were restricted to the Eastern Region area of the County, all members of the SDSC may cast ballots for this position.

One (1) LAFCO Alternate Special District Member – Countywide: A total of five (5) eligible nominations were received for this position. Candidates for the Alternate Special District Member are not restricted to a Region, and all members of the SDSC may cast ballots for this position.

All members of the SDSC may cast a ballot for one (1) Regular member for the Eastern Region, and one (1) for the Alternate member Countywide.

Pursuant to procedures adopted by the Selection Committee in 2016, the election for a LAFCO regular member position will be conducted using Instant Runoff Voting (IRV). IRV eliminates the requirement for the expensive and lengthy process of sending out a second runoff ballot to achieve a majority. An example demonstrating how IRV works is attached.

Please fill out your ballot by ranking each region's nominees in the order of preference, using "1" for your first choice, "2" for your second choice, "3" for your third choice and so on. Please note ranking more than one candidate will not work against your first choice candidate, however, voting for only one candidate is allowed. Do not mark the same number beside more than one candidate and do not skip numbers.

General Instructions and Information:

- Completed ballots must be delivered via electronic mail to rholtzclaw@lafco.org, or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on Monday, April 15, 2024.**
- Only the presiding officer or another board member authorized by your board of directors to vote, may cast the ballots. Board members designated by their district board to vote in place of the presiding officer must provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballots are cast. District managers or other staff members may not vote.
- The voting member must print his or her name on the ballots as well as sign and date the certification indicating he or she is authorized to vote for the district.
- We must receive each ballot with an original signature. However, if you deliver your ballot via electronic mail, you may return a scanned copy of the signed ballot by email to rholtzclaw@lafco.org
- Failure to follow these instructions will invalidate the ballot not meeting these requirements.

Finally, these positions ensure special districts are appropriately represented on the LAFCO Commission. Appointments are only valid if ballots representing a quorum, from 29 of our 55 independent special districts, are returned. Please return your ballots in a timely manner.

If you have any questions, please contact our office at (951) 369-0631.

Sincerely,



Gary Thompson
Executive Officer

cc: Special District Selection Committee - District Managers

Attachments:

2024 Special District Selection Committee – Official Election Ballots
Instant Runoff Voting Election Process (IRV)

February 15, 2024

via electronic mail

**SPECIAL DISTRICT SELECTION COMMITTEE
REGULAR MEMBER
2024 BALLOT**

Name of District: _____
Print District Name Here (required)

Certification of voting member:

I, _____ hereby certify that I am (check one):
Print Name Here (required)

- The presiding officer of the above-named district.
- A member of the board of the above-named district authorized by the board to vote in place of the presiding officer. [Authorization previously transmitted attached]

Signature (required)

Date (required)

**Regular Special District Member of the
Local Agency Formation Commission – Eastern Region – Riverside County**
(Term running May 6, 2024 through May 1, 2028)

Please rank the candidates in preferential order, “1” being the first preference, “2” being the second.

	<i>Circle rank for each candidate</i>	
BRUCE UNDERWOOD, Coachella Valley Public Cemetery District	1	2
CÁSTULO ESTRADA, Coachella Valley Water District	1	2

Listed in random drawing order conducted on 2/14/2024 at 9:39 a.m.

Completed ballots must be delivered via electronic mail to rholtzclaw@lafco.org, or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on April 15, 2024.**

February 15, 2024

via electronic mail

**SPECIAL DISTRICT SELECTION COMMITTEE
ALTERNATE MEMBER
2024 BALLOT**

Name of District: _____
Print District Name Here (required)

Certification of voting member:

I, _____ hereby certify that I am (check one):
Print Name Here (required)

- The presiding officer of the above-named district.
- A member of the board of the above-named district authorized by the board to vote in place of the presiding officer. [Authorization previously transmitted attached]

Signature (required)

Date (required)

**Alternate Special District Member of the
Local Agency Formation Commission (Countywide)**
(Term running May 6, 2024 through May 1, 2028)

Please rank the candidates in preferential order, "1" being the first preference, "2" being the second, etc.:

	<i>Circle rank for each candidate</i>				
BERNARD MURPHY, Rubidoux Community Services District	1	2	3	4	5
STEVE PASTOR, Lake Hemet Municipal Water District	1	2	3	4	5
ANGELA LITTLE, Valley-Wide Recreation & Park District	1	2	3	4	5
HARVEY RYAN, Elsinore Valley Municipal Water District	1	2	3	4	5
RICHARD LAWHEAD, Beaumont-Cherry Valley Recreation & Park District	1	2	3	4	5

Listed in random drawing order conducted on 2/14/2024 at 9:39 a.m.

Completed ballots must be delivered via electronic mail to rholtzclaw@lafco.org, or by regular mail or hand delivered to the LAFCO office at 6216 Brockton Avenue, Suite 111-B, Riverside CA 92506 **no later than 5:00 p.m. on April 15, 2024.**

INSTANT RUNOFF VOTING (IRV) ELECTION PROCESS

Introduction

In 2016, the Special District Selection Committee voted to utilize instant runoff voting (IRV) for all future elections to select members to the Riverside Local Agency Formation Commission (LAFCO). IRV is a method of conducting elections with three or more candidates whereby a majority determines the winner without the need to have a second ballot/runoff proceeding. A separate runoff election could cause a delay of more than 90 days, as well as causing LAFCO additional expense.

The explanation below and example that follows illustrates how the instant runoff voting method will be used for determining the winner in a fictional election for the "Porcupine LAFCO" Special District Commissioner open seat. A process similar to the one explained below will be utilized to determine the Riverside LAFCO Special District Member.

Ballot Specifications and Directions to Voters

The ballot will allow a voter to rank candidates in order of preference. All nominated candidates are listed on the ballot. Voters will vote for candidates by indicating their first-choice candidate, their second-choice candidate, their third-choice candidate, and so on.

The voter will indicate his/her first choice by marking or circling the number "1" beside a candidate's name, the second choice by marking or circling the number "2" by that candidate's name, the third choice by marking the number "3," and so on, for as many choices as the voter wishes.

Voters are free to rank only one candidate, however, doing so does not offer any additional advantage to that candidate, as ranking additional candidates cannot help defeat a voter's first-choice candidate. Voters must not mark the same number beside more than one candidate or skip rank numbers.

Ballot Counting

The ballots cast will be tabulated and the result declared by the official responsible for conducting the election. Votes will be counted for each candidate using the following procedure:

- The first choice marked on each ballot shall be counted. If any candidate receives a majority of the first choices, that candidate shall be declared elected.
- A majority is a number of votes greater than half (50%+1) of the total number of ballots received.
- If no candidate receives a majority of first choices, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next-ranked candidate on that voter's ballot. If, after this transfer of votes, any candidate has a number of votes constituting a majority, that candidate shall be declared elected.

- If no candidate receives a majority of votes from the continuing ballots after a candidate has been eliminated and his/her votes have been transferred to the next-ranked candidate, the continuing candidate with the fewest votes from the continuing ballots shall be eliminated. All votes cast for that candidate shall be transferred to the next-ranked continuing candidate on each voter's ballot. This process of eliminating candidates and transferring their votes to the next-ranked continuing candidates shall be repeated until a candidate receives a majority of the votes from the continuing ballots. This candidate shall be declared elected.

Example:

Four candidates are running for the Porcupine LAFCO Special District Commissioner open seat: Paul Alto, Mort Bragg, Charlene Newberry, and Samantha Cruz. 60 ballots are cast, therefore a candidate needs a majority of 31 votes to win the election:

- Alto is ranked #1 on 10 ballots
- Bragg is ranked #1 on 25 ballots
- Newberry is ranked #1 on 5 ballots
- Cruz is ranked #1 on 20 ballots

In the first round no one receives the required majority of 31 votes. Newberry, as the candidate receiving the fewest first (#1) choice votes, is eliminated. Those 5 ballots that had Newberry ranked as their first (#1) choice are reviewed for their second (#2) choice. On those 5 ballots:

- Alto is ranked #2 on 3 of those 5 ballots
- Bragg is ranked #2 on 1 of those 5 ballots
- Cruz is ranked #2 on 1 of the 5 ballots.

These second (#2) choice votes, which are now first (#1) choice votes for the succeeding candidates, are added to the results of the first (#1) choice count in round one as follows:

- Alto has 10 plus 3 for a total of 13 votes
- Bragg has 25 plus 1 for a total of 26 votes
- Cruz has 20 plus 1 for a total of 21 votes

Thus, in the second round, no one receives the required majority of 31 votes. Alto, as the candidate receiving the fewest adjusted first (#1) choice votes in this round is eliminated. Those thirteen ballots that had Alto ranked as their adjusted first (#1) choice are reviewed for their second (#2) choice, or (third (#3) choice, if adjusted from the previous round). On those 13 ballots:

- Bragg is ranked #2 (plus one adjusted #1 from the first round) on 8 of those 13 ballots
- Cruz is ranked #2 (plus one adjusted #1 from the first round) on 4 of the 13 ballots.

These second (#2) choice or third (#3) choice votes, are now designated as first (#1) choice votes for the succeeding candidates, and are added to the results of the adjusted first (#1) choice count from the second round as follows:

- Bragg has 26 plus 8 for a total of 34 votes
- Cruz has 21 plus 4 for a total of 25 votes
- One of the ballots did not pick a second or third choice candidate.

Bragg wins with 34 votes (the required majority was 31) and Cruz is second with 25 votes.



Staff Report

Agenda Item No. **3.3**

To: Board of Directors

From: Deidre Chatigny

Via: Mickey Valdivia, General Manager

Date: March 13, 2024

Subject: Nomination of Dorothy “Dodie” Carlson for the Memorial Wall Dedication

Background and Analysis:

Beaumont-Cherry Valley Recreation and Park District memorials, proudly displayed on the Noble Creek Community Park Memorial Wall, are an enduring tribute to those individuals that embodied the true legacy of community spirit. Striking symbols of timeless family values and teamwork, the memorials serve as an honor to recreation enthusiasts and those who recognized that you could educate through sports and recreation.

Memorial Wall Plaques are dedicated to special individuals who passionately dedicated their life to the community, family, athletics, recreation, education, and service above self. Dorothy “Dodie” Carlson embodied the spirit of this honor better than most other individuals could ever imagine. She dedicated her life to the Beaumont Youth Baseball league and volunteered countless hours to her community.

Dodie spent over 25 years dedicating her time to BYBSB and was an integral part of its success. District Staff recommends that we honor her memory by recognizing her at this year’s Memorial Wall Dedication ceremony.

Fiscal Impact:

The District will incur costs for production and installation of a plaque in Dodie’s honor.

Recommendations:

Staff recommends that the Board of Directors approve the addition of Dodie Carlson’s plaque and recognition at the Memorial Wall Dedication Ceremony on May 18th, 2024.

Respectfully Submitted,

Deidre Chatigny
Human Resources Administrator

**BEAUMONT-CHERRY VALLEY RECREATION & PARK DISTRICT
FIRST AMENDMENT TO EMPLOYMENT AGREEMENT**

This First Amendment to Employment Agreement (“First Amendment”) by and between the Beaumont-Cherry Valley Recreation and Park District (“District”) and Michael Valdivia (“Employee”) is entered into this ___th day of March, 2024.

Except as modified in this First Amendment, the Employment Agreement originally dated September 13, 2023 (“Agreement”) between the District and the Employee shall remain in full force and effect.

The parties to this First Amendment agree to the following changes:

Section 5(B) is hereby amended to add the following paragraph:

District shall make a discretionary contribution in Employee’s name to its Section 457 plan in an amount equal to ten percent (10%) of Employee’s base salary. This contribution shall be provided over the course of the Employee’s fiscal year on a monthly basis in increments of on twelfth (1/12th) of the overall amount until the full amount has been contributed. The contribution will be automatic each fiscal year unless the Board provides written notice to Employee, as of the time of his annual evaluation, that it will withhold this contribution in any fiscal year.

To the extent permissible by applicable law, Employee may request to have all or a portion of the above contribution to instead be redeposited into CalSTRS in order to purchase previously lost service credit through a payroll deduction. Such a request shall be irrevocable and shall be submitted in writing to the Chair of the District’s Board of Directors. While the District makes no representation as to the tax consequences of such an election to have the contributions redeposited into CalSTRS via a payroll deduction as opposed to into its Section 457 plan, it agrees to consider further amendments to this Agreement further to the extent necessary to allow for such a payroll deduction to be made on a pre-tax basis.

The District and the Employee have duly executed this Seventh Amendment as of the date first written above.

**BEAUMONT-CHERRY VALLEY
REC. & PARK DISTRICT**

MICHAEL VALDIVIA

By: _____
Chris Diercks,
Chair, Board of Directors

By: _____



Department Report

Agenda Item No. 4

To: Chairman and Board of Directors
From: Damon Valdivia, Activities Coordinator
Date: March 13, 2024
Subject: February 2024 Department Updates

Report:

Human Resources Assistant/Clerk of the Board, Ryann Flores:

- As of today, (72%) of the staff and (100%) of the Board have completed AB 1825 Sexual Harassment Avoidance Training.
- Board members and designated staff are required to complete Form 700.
 - o Forms are due April 2nd, 2024.
 - o Reporting period covers January 1st, 2023 through December 31st, 2023.

Athletic Facilities Coordinator, Noah Valdivia:

- BYBSB had their Opening Day on March 2nd, 2024, games are currently scheduled Mondays through Saturdays on all fields.
- D&B Property Maintenance power-washed the Snack Bar in March.
- The St. Patrick's Day Adult Softball Tournament (fast and slow pitch) will take place on March 16th-17th at Noble Creek.
- Staff started a group pickleball league.

Activities Coordinator, Damon Valdivia:

- Damon Valdivia is resigning and Ryann Flores will take over as Activities Coordinator, effective March 18th, 2024.
- Spring Fling is coming up, March 23rd from 9:00 a.m. – 2:00 p.m. at the Meadow at Noble Creek. We are accepting donations of filled eggs and/or candy.
- Welcome Home, Vietnam Veterans is on March 29th at 4:00 p.m. in the Copper Room at Noble Creek Community Center. Please nominate a Vietnam Veteran so he or she can be recognized for their service at the event.
- Currently working with the Cherry Festival Association on planning and determining the District's role in the event.

Assistant Maintenance Superintendent, Aaron Morris:

- Noble Creek facility is being updated and prepared for the Cherry Festival.
 - o Concrete light pole bases, fire lane curbs, and speed bumps have been repainted.
 - o Grease interceptor was installed at the BYB Snack Bar.
 - o Meeting with contractors to get bids for tree maintenance and installation of 24' fire lane gates.
- Fish and Game are regularly stocking the pond at Bogart Park.
- Staff is working hard to keep fields playable and facilities clean for BYBSB.
- Construction update – Bogart Park ADA sidewalk and parking lot upgrades:
 - o Grading and cleanup are complete and the ADA parking spots are accessible.

Human Resources Administrator, Deidre Chatigny:

- We hired Cary Hewit and Nick Hughes; the District now has 33 employees.
- It has been 774 days since our last employee accident.
- Hire5 Program –
 - o We have received the first \$2,000 and applied for \$1,000 more on March 5th.
 - o One more employee is scheduled to receive a \$500 stipend.

Community/Networking:

- Good Morning Beaumont Breakfast: Ryann Flores, Deidre Chatigny, Nancy Law, Noah Valdivia, Mickey Valdivia
- Calimesa Chamber Breakfast: Noah Valdivia, Damon Valdivia, Mickey Valdivia
- Banning Chamber Breakfast: Noah Valdivia, Damon Valdivia, Mickey Valdivia
- Student of the Month Breakfast: Ryann Flores, Noah Valdivia, Mickey Valdivia
- San Gorgonio Pass Water Agency Board Meeting: Mickey Valdivia

Upcoming Events:

- San Gorgonio Pass Water Agency Board Meeting – Monday, March 18th
- Banning Chamber Breakfast – Wednesday, March 20th
- Spring Fling – Saturday, March 23rd
- Welcome Home, Vietnam Veterans – Friday, March 29th
- Student of the Month Breakfast – Tuesday, April 9th
- Calimesa Chamber Breakfast – Tuesday, April 9th
- Good Morning Beaumont Breakfast – Friday, April 12th

Respectfully Submitted,



Damon Valdivia
Activities Coordinator



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Finance Report

Agenda Item No. 4

- The Finance Committee met Monday, March 11th, 2024
 - Legal Invoices were reviewed.
 - Reviewed Updated Reserve Fund Policy
- Property Tax Disbursement – Report for February 2024 – still has not been posted as of 3/8/2024.
- Completed the Transfers
 - Reserve - \$5,000.00
 - Money Market - \$7,500.00
- Paid our first Qrtly Payment of for the \$400,000.00 Loan – Payment was \$23,502.29
- Paid the Ford 150 XLT off final payment was \$8,181.78.
- Paid 50% down payment for the Keyless Entry at Noble Creek Community Center