



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT (BCVRPD)**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday, September 13, 2023, 5:00 p.m.**  
**Noble Creek Community Center 390 W. Oak Valley Parkway Beaumont, CA 92223**

**AGENDA**

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

**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. Government Code Section 54953 allows the legislative body to use teleconferencing when state or local officials have imposed or recommended measures to promote social distancing after making certain findings. See Gov. Code § 54953.

Public comments on matters listed on the agenda or on any matter within the District's jurisdiction will be received during Public Comments, Agenda Item No. I.

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>

**DISTRICT CLOSED SESSION: 5:00pm**

- **Conference with Labor Negotiator – Unrepresented Employee(s) (Government Code section 54957.6)**
  - Position: General Manager (Potential Seventh Amendment to GM Agreement and Potential GM Agreement)
  - Agency Designated Representative: Albert Maldonado and Roger Crawford

**WORKSHOP SESSION:** None.

**REGULAR SESSION:** Regular Session to Begin at **5:30 p.m.**

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

**Invocation:**

**Pledge of Allegiance:** Vice-Chair/Secretary Diercks

**Presentations:** None.

**Adjustments to Agenda:** Government code sec 54954.2 provides “upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those member present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a) “

**1. PUBLIC COMMENT:**

If you are unable to participate by telephone or via Zoom, you may submit comments and/or questions in writing for the Board's consideration by sending them to [nancy@bcvparks.com](mailto:nancy@bcvparks.com). Submit your written inquiry prior to the start of the meeting. All public comments received prior to the start of the meeting will be provided to the Board and may be read into the record or compiled as part of the record.

**2. CONSENT CALENDAR:**

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

- 2.1 Minutes of August 9<sup>th</sup>, 2023
- 2.2 Minutes of August 17<sup>th</sup>, 2023 (Special Meeting)
- 2.3 Bank Balances for August 2023
- 2.4 Warrants for August 2023
- 2.5 Approval of Special Provision Allowing for Teleconference Meetings Pursuant to AB361

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

- 3.1 Approval of Procam Keyless Entry System for Noble Creek Community Center
- 3.2 Approval of Bogart vending station
- 3.3 Approval of Destruction of Records Request
- 3.4 Approval of 2023-2024 CDBG Funding.
- 3.5 Approval of CAPRI District Visit Report.
- 3.6 Approval of Seventh Amendment to Duane Burk General Manager Employment Agreement.
- 3.7 Approval of Michael Valdivia General Manager Employment Agreement.
- 3.8 Authorization to Submit 2024-2025 Community Development Block Grant Application.
- 3.9 Approval of Gann Appropriations Limits FY 23/24

**4. DEPARTMENT REPORTS:**

Athletic Facilities Coordinator: Noah Valdivia  
Activities Coordinator: Damon Valdivia  
Assistant Maintenance Superintendent: Aaron Morris  
Executive Assistant: Nancy Law  
Assistant General Manager/Human Resources Administrator: Mickey Valdivia  
General Manager: Duane Burk

**5. CALENDAR OF EVENTS:**

- 5.1 Committee Meetings
  - Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm at the Beaumont Unified School District. Next meeting September 6, 2023
  - Finance – 1<sup>st</sup> Thursday of Every Month 4:00 p.m. NCCC.
  - Personnel – 1<sup>st</sup> Tuesday of Every Month 11:30 a.m.
  - Facility Use Ad Hoc- Second & Fourth Tuesday Monthly 3:00 p.m.
  - BCVRPD Board Meeting Schedule, NCCC
    - September 21<sup>st</sup>, 2023
    - October 11<sup>th</sup>, 2023
    - November 8<sup>th</sup>, 2023
    - December 13<sup>th</sup>, 2023
- 5.2 Upcoming Holidays
  - November 11<sup>th</sup>, 2023 – Veteran's Day
  - November 23<sup>rd</sup>, 2023 – Thanksgiving Day
  - November 24<sup>th</sup>, 2023 – Day after Thanksgiving
  - December 24<sup>th</sup>, 2023 – Christmas Eve

December 25<sup>th</sup>, 2023 – Christmas Day

December 31<sup>st</sup>, 2023 – New Year's Eve

5.3 Events

September 9<sup>th</sup>, Oktoberfest Softball Tournament at Noble Creek Regional Park

September 15 – 17, 2023 – 33<sup>rd</sup> Annual Oktoberfest at Noble Creek Regional Park (Field #1)

September 22<sup>nd</sup>, 2023 – Zip Code Day/Market in the Park at Noble Creek Regional Park Meadow

**6. DIRECTORS MATTERS/COMMITTEE REPORTS**

**7. ADJOURNMENT:**

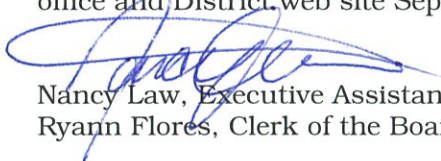
**DISTRICT CLOSED SESSION:** Closed session to begin following Regular Session.

- **Conference with Real Property Negotiations (Government Code section 54956.8)**
  - 41220 Ute Trail, Cherry Valley CA 92223

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

**Any person with a disability who requires accommodation to participate in the meeting should telephone Nancy Law 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 September 8<sup>th</sup>, 2023.



Nancy Law, Executive Assistant for:  
Ryann Flores, Clerk of the Board



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT (BCVRPD)**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday, August 9, 2023, 5:00 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.

**DISTRICT CLOSED SESSION** – None.

**WORKSHOP SESSION**: None.

**REGULAR SESSION**: Regular Session to Begin at 5:00 p.m.

Regular session began at 5:03 p.m.

Roll Call:

Vacant:

Director Ward: Present

Treasurer Flores: Absent

Vice-Chair/Secretary Diercks: Present

Chairman Hughes: Present

General Manager, Duane Burk and Legal Counsel of Best, Best & Krieger Albert Maldonado attended.

**Invocation**: Reverend Bill Dunn gave the invocation.

**Pledge of Allegiance**: A BYB/SB player led the pledge of allegiance.

**Presentations**: Dodie Carlson spoke on behalf of BYB/SB (Beaumont Youth Baseball/Softball). Four teams presented their winning banners from this past season. The Pony baseball team were Southeast Region Pony District and Region Champions. The first Mustang team were Southeast Region Mustang Section Champions. The second Mustang team were Southeast Region Mustang District Champions. Lastly, the Pony Softball team were both Zone 10U Champions and World Series 10U Champions.

Athletic Facilities Coordinator, Noah Valdivia, presented his PowerPoint presentation on Swing Time. Nick Hughes commented that the Swing Time facility had families of all ages having a great time.

**Adjustments to Agenda**: None.

**1. PUBLIC COMMENT:**

Chairman Hughes opened public comment at 5:43 p.m.

Mercedes Cashmer with the Beaumont Police Department sent her thanks for the National Night Out held on July 28<sup>th</sup>. She said that the staff members were phenomenal helping them coordinate and that it was an excellent turnout. She is aiming to continue the event and she hopes to keep the partnership as it is beneficial for both entities. She would like to set up a meeting in the next couple of weeks to debrief and to figure out how to make next year's even better.

Reverend Bill Dunn spoke on the Student of the Month/Student of the Year sponsorship. He noted that there is special emphasis placed on people who overcome significant challenges. These students' stories and achievements they have made are just incredible. He said that it is about the entirety of the San Geronio Pass, and he thinks that this program really captures the vision that many have. He thanked the Board for all of their support and hopes that the support will continue. He also invited all to attend the next breakfast on September 5<sup>th</sup>.

Dr. Ralph Barry spoke regarding a pickleball fundraiser that he would like to help host Oktoberfest weekend for the Pass EDA. He touched on how pickleball is the fastest growing sport/activity in the area and thanked the Board for their support. Mickey Valdivia mentioned that the community is looking for an outdoor pickleball facility and he got authorization to place temporary pickleball courts on the existing hockey arena at the Noble Creek Regional Park.

Public comment ended at 5:57 p.m.

## **2. CONSENT CALENDAR:**

2.1. Minutes of July 12, 2023

2.2. Bank Balances for July 2023

2.3. Warrants for July 2023

2.4. Notice of Vacancy

2.5. Approve Special Provision Allowing for Teleconference Meetings during a Governor-Declared State of Emergency Pursuant to AB 361

Albert Maldonado commented on item 2.5. He stated the Board has voted to hold teleconference meetings under AB361. The District needs to make certain findings every 30 days to continue teleconference meetings. There must be a Governor-Declared State of Emergency and two findings. 1) The District to consider the circumstance for the State of Emergency. 2) State or Local Officials have recommended social distancing. General Manager Duane Burk confirmed that the finance committee met and approved items 2.2 and 2.3.

Item 2.4 was pulled from the Consent Calendar. Motion was made to appoint a new Director by the deadline of September 29, 2023.

Initial Motion: Vice-Chair/Secretary Diercks

Second: Director Ward

Result of Motion: Carried 3-0

Vacant:

Director Ward: Aye

Treasurer Flores: Absent

Vice-Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

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

Initial Motion: Vice-Chair/Secretary Diercks

Second: Chairman Hughes

Result of Motion: Carried 3-0

Vacant:

Director Ward: Aye

Treasurer Flores: Absent

Vice-Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

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

3.1 Approval of Destruction of Records

Chairman Hughes opened public comment at 6:03 p.m. Hearing none, public comment ended at 6:03 p.m.  
Motion was made to accept item 3.1.

Initial Motion: Chairman Hughes

Second: Director Ward

Result of Motion: Carried 3-0

Vacant:

Director Ward: Aye

Treasurer Flores: Absent

Vice-Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

### 3.2 Approval of CERBT Delegation of Authority Form

Chairman Hughes opened public comment at 6:04 p.m. Hearing none, public comment ended at 6:05 p.m.  
Motion was made to accept item 3.2.

Initial Motion: Chairman Hughes

Second: Vice-Chair/Secretary Diercks

Result of Motion: Carried 3-0

Vacant:

Director Ward: Aye

Treasurer Flores: Absent

Vice-Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

### 3.3 Approval of the Noble Creek Regional Park Meadow Fencing

Chairman Hughes opened public comment at 6:07 p.m. Hearing none, public comment ended at 6:07 p.m.  
Motion was made to accept item 3.3.

Initial Motion: Vice-Chair/Secretary Diercks

Second: Director Ward

Result of Motion: Carried 3-0

Vacant:

Director Ward: Aye

Treasurer Flores: Absent

Vice-Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

### 3.4 Approval of LAFCO 2023 Countywide Oversight Board Ballot

Chairman Hughes opened public comment at 6:15 p.m. Hearing none, public comment ended at 6:15 p.m.  
Motion was made to accept item 3.4 with the recommendation from the General Manager for Russ Martin.

Initial Motion: Vice-Chair/Secretary Diercks

Second: Director Ward

Result of Motion: Carried 3-0

Vacant:

Director Ward: Aye

Treasurer Flores: Absent

Vice-Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

The Board took a five-minute recess, back at 6:23 p.m.

### 3.5 Approval of Updated General Manager Agreement and Job Description

Chairman Hughes opened public comment at 6:25 p.m. Hearing none, public comment ended at 6:25 p.m. Chairman Hughes noted that the beginning and the closing of this meeting will be in honor of John Flores' mother Juanita Valdivia Flores along with the three firefighters that have passed away.

Motion was made to accept item 3.5 to appoint without flying the position.

Initial Motion: Chairman Hughes

Second: Vice-Chair/Secretary Diercks

Result of Motion: Carried 4-0

Vacant:

Director Ward: Aye

Treasurer Flores: Aye (Arrived at 6:24 p.m. Left following roll call)

Vice-Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

### 3.6 Approval of UCI Funding

Chairman Hughes opened public comment at 6:34 p.m. Hearing none, public comment ended at 6:34 p.m.

Motion was made to accept item 3.6.

Initial Motion: Chairman Hughes

Second: Vice-Chair/Secretary Diercks

Result of Motion: Carried 3-0

Vacant:

Director Ward: Aye

Treasurer Flores: Absent

Vice-Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

## 4. DEPARTMENT REPORTS:

### Human Resources Assistant/Clerk of the Board:

- The Human Resources department has no new hires.
- I would like to introduce Damon Valdivia to the Activities Coordinator position as well as Noah Valdivia to the Athletic Facilities Coordinator position.
- AB 1825 requires all staff and Board members to complete the Sexual Harassment Avoidance Training.
  - As of today, (89%) of staff have completed the training.
  - As of today, (16%) of the Board have completed the training.
- The Assistant General Manager and I are wrapping up the CPS HR Audit with some final details.
- The staff picnic went great and had a good turnout.
- CAPRI is now offering the District an EAP (Employee Assistance Program) and I have emailed out those details to all staff and Board members.

Training:

- I attended the following webinars:
- Understanding CalPERS' 2024 Health Premiums

Community/Networking:

- July 17, 2023 – Movie Under the Stars
- July 28, 2023 – National Night Out

Upcoming Events:

- August 11, 2023 – Good Morning Beaumont, Breakfast at Noble Creek Community Center
- August 16, 2023 – Banning Sunrise Breakfast at Farm's House Restaurant
- September 28, 2023 – Beaumont State of the City at Morongo Golf Club at Tukwet Canyon

Athletic Facilities Coordinator: Noah Valdivia

- In the months of June and July we hosted a total of 4 BYB (Beaumont Youth Baseball/Softball) All-Star tournaments.
- Triple Crown hosted a one-day softball tournament on July 26th.
- Just Want to Play Ball hosted a two-day tournament on the weekend of July 29th.
- Our adult summer slow-pitch softball seasons have all begun. We are expecting some schedule changes due to field renovations.
- We will be closing fields 4,5,6 and 7 at different times throughout the month of August for turf renovations.
- On July 29th I visited the Redlands Community Pickleball Group to tour their new facility in hopes of bringing something like it to the park district.
- Our Facilities were well used throughout both June and July hosting a variety of events.
- The AMS and I held a meeting with our recreation assistants to go over facility expectations.
- The AMS and I have been meeting with Dodie Carlson to go over all things related to sports programming.
- A small group of us took a trip to San Luis Obispo to visit Dairy Creek Golf Course to experience and learn about their Swing Time facility.
- Fire camp provides many community benefits regarding public safety, however there are minor impacts to our park. This is part of the reasoning behind field closures/turf renovations. We also had to cancel the BYB all-star tournament and RC weekend event.
- I attended the Cherry Festival walk through on August 5, 2023.

#### Community/Networking:

- Good Morning Beaumont, Breakfast – June 9, 2023
- Calimesa Chamber Breakfast – June 13, 2023
- Calimesa Chamber Breakfast – July 11, 2023
- Good Morning Beaumont, Breakfast – July 14, 2023
- Banning Chamber Sunrise Breakfast – July 19, 2023
- Banning Chamber Mixer – July 28, 2023

#### Activities Coordinator: Damon Valdivia

- In the month of July, we hosted our Movies Under the Stars event at Bogart Park in which we showed Shrek to a crowd of around 200 people that we were happy to see make the trip to Bogart. We provided the kids with free popcorn thanks to the sponsorship of Riverside County Supervisor Yxstian Gutierrez. This also went towards creating a crafts station for the kids where we provided supplies for them to make slime and a Shrek mask.
- Nearly half of the crowd in attendance were at Bogart Park for the first time. Placing more events at Bogart Park seems to be a need. Helping the community become more aware of its existence and offerings, such as annual passes and fishing passes that have started and will continue under our jurisdiction.
- Additionally, we hosted our 2nd Annual National Night Out or also referred to as our Touch a Truck Event. The attendance of around 2,000 showed the National Night Out as a huge success and an event that the community can look forward to every year. This event was possible due to the collaboration of many agencies such as City of Beaumont, Beaumont and Banning PD, Cal Fire and many more.
- I would also like to extend a special thank you for the appearance of the helicopters from CHP and RSO, we know those are a valuable resource, but also a crowd favorite. They were able to make an appearance despite fighting the Bonny Fire, so I would also like to say thanks to those who were not able to attend due to their obligations regarding the fire.

#### Events:

- Foundation Thank You Dinner - August 11, 2023
- Bogart BBQ Cookoff – August 26, 2023, at Bogart Park

#### District Past Events:



- Movies Under the Stars - July 17, 2023, at Bogart Park
- National Night Out – July 28, 2023, at Noble Creek Regional Park

Community/Networking:

- Triple Crown Firework Fastpitch Tournament in Colorado – June 27, 2023 – July 3, 2023
- Beaumont Coyotes 43rd Annual Tournament – July 7, 2023 – July 9, 2023
- Good Morning Beaumont, Breakfast – July 14, 2023
- Banning Chamber Sunrise Breakfast - July 19, 2023
- Beaumont High School Reunion Group – July 24, 2023

Assistant Maintenance Superintendent: Aaron Morris

- The District hosted Fire Camp this last month during the recent fires. The Camp lasted 11 days which started July 14th, 2023, and ended July 24th, 2023.
- Staff stocked the Bogart Regional Park Pond with 250 pounds of Catfish on July 20th, 2023.
- Staff assisted with the set up and tear down of the Movies Under the Stars event hosted in the Bogart Day Use Meadow.
- I've been working with Nancy on developing a generic RFP (Request for Proposal) to begin gathering estimates for Facilities, Grounds, and Athletic Field Maintenance.
- Fields 5 and 7 will be having their outfield turf irrigation layouts redone.
- Fields 1, 4, 5, 6, and 7 will be undergoing field renovations which include turf plaining, sand grading and leveling, and hydroseeding or overseeding.
- I have been working with the new Athletic Facilities Coordinator planning future facility improvements & the Activities Coordinator planning Oktoberfest.
- We are looking to hire more Casual Recreation Assistants to help staff with future Athletic Events and Facility Events.

Executive Assistant: Nancy Law

- The Finance Committee met Monday, August 7th, 2023, to review July 2023 Financial Reports for Fiscal Year 2023-2024.
- Property Tax Disbursement – The Executive Assistant has received preliminary 1 deposit for July 2023 in the amount of \$35,572.86 as of 8/3/2023.
- The Executive Assistant has transferred into the Reserve fund the \$5,000.00 monthly contribution for July 2023 and Transfer \$91,982.19 to the Operating account per approved Board Action on July 12th, 2023, bringing our Reserve balance to \$92,165.86, and transferred into the Money Market account \$7,500.00 monthly contributions for July 2023 bringing our balance to \$233,850.48.
- Executive Assistant has been working with the Auditors for Fiscal Year 21/22 and conducted a Site-Visit on July 28th, 2023.
- Executive Assistant, Assistant Maintenance Superintendent and Athletic Facilities Coordinator met with ProCam to get a quote on keyless entry door locks.
- Executive Assistant, Assistant Maintenance Superintendent, Athletic Facilities Coordinator and Finance Service Tech met with Fire to do a walk-thru of park and a final walk-thru and negotiations of contract agreement.
- Executive Assistant attended a CSMFO Webinar – Embezzled: Lessons Learned from a Recent Fraud Case Study in Internal Controls, Procurement, and Contract Management.
- Executive Assistant attended CalPERS Webinar – CERBT Year End Reporting and Disbursement requests.
- Executive Assistant and Assistant Maintenance Superintendent met with Polished Images about placement of the new kiosk gate arms.
- Executive Assistant attended the Beaumont Chamber Breakfast on 7/14/2023.

Assistant General Manager/Human Resources Administrator: Mickey Valdivia

Public Agencies:

- Water – San Geronio Pass Water Agency, BCVWD, Yucaipa Valley Water District
- County of Riverside – Nick Hughes was appointed to the San Geronio MAC 8/1/23.

Committee Reports:

- Personnel Committee – June & July
- Employee Retention Action (nexus for family medical insurance quotes, adapting to post Covid-19 schedules)
- Education re-imbursement
- Vacancies in casuals, FTE maintenance vs. contracting,
- Special event contracting

Workers Compensation- Cases/Incidents/Accidents:

- No open cases. It has been 557 days since our last employee accident.
- Community/Networking:
- Local Chambers of Commerce – Banning, Beaumont, Calimesa
- Student of the Month breakfast – Altura Credit Union resumes 2023 (1st breakfast 9/5/23)

Miscellaneous Business:

- CalPERS Webinar – “Understanding CalPERS 2024 Health Premiums” 8/2/2023.
- Increased premiums, investment strategies
- COI (Community of Interest) \$400K for DTR - Update
- CSDA Conference via SGPWA (August 28th – August 31st, 2023)

General Manager: Duane Burk

Duane stated that all events were good, and he unfortunately did not attend the National Night Out. He had meetings with both Calimesa and Beaumont City Managers.

**5. CALENDAR OF EVENTS:**

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm at the Beaumont Unified School District. Next meeting September 6, 2023
- Finance – 1<sup>st</sup> Thursday of Every Month 4:00 p.m. NCCC.
- Personnel – 1<sup>st</sup> Tuesday of Every Month 11:30 a.m.
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly 3:00 p.m.
- BCVRPD Board Meeting Schedule, NCCC
  - September 13, 2023
  - October 11, 2023
  - November 8, 2023
  - December 13, 2023

5.2 Upcoming Holidays

- September 4, 2023 – Labor Day
- November 11, 2023 – Veteran’s Day
- November 23, 2023 – Thanksgiving Day
- November 24, 2023 – Day after Thanksgiving
- December 24, 2023 – Christmas Eve
- December 25, 2023 – Christmas Day
- December 31, 2023 – New Year’s Eve

5.3 Events

September 15 – 17, 2023 – 33rd Annual Oktoberfest at Noble Creek Regional Park Meadow

**DIRECTORS MATTERS/COMMITTEE REPORTS**

**Vacant:**

**Director Ward:**

Denise expressed her condolences to John and his family. She congratulated staff on a job well done and loved all department reports as she sees more events and training added. She has attended personnel committee meetings. She supports the education reimbursement program and wants all to further their education. She enjoyed speaking with Henry about the Strategic Planning preparation and noted that he is funny and very informative. She is looking forward to talking about and developing the District. She is also excited about pickleball. Truck Works had their company picnic at Bogart, and it was a seamless event thanks to all that helped out. She would also like to touch on training for new Board members but will wait for a later date.

**Treasurer Flores:**

John was absent and unable to comment.

**Vice Chair/Secretary Diercks:**

Chris gave his condolences to John and welcomed Damon and Noah aboard. He stated that there is a lot of work that needs to get done around here and we have the perfect staff to get it done. Let us get it done.

**Chairman Hughes:**

Dan had no comments. Unfortunately, he will not be able to attend the Foundation dinner.

**6. ADJOURNMENT:**

**Motion made to adjourn the meeting at 7:02 p.m.**

**Initial Motion: Vice-Chair/Secretary Diercks**

**Second: Chairman Hughes**

**The closed session was cancelled and moved to a further Special Meeting.**



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
Thursday, August 17<sup>th</sup>, 2023 4:30 p.m.  
390 W. Oak Valley Parkway Beaumont, CA 92223**

**Minutes**

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

**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.

**REGULAR SESSION:** Special Meeting to Begin at 4:30 p.m.

The Special Meeting began at 4:30 p.m.

Roll Call:

Vacant:

Director Ward: Present

Treasurer Flores: Present via teleconference

Vice-Chair/Secretary Diercks: Present

Chairman Hughes: Present

Legal Counsel of Best, Best & Krieger Albert Maldonado attended in person and Legal Counsel of Best, Best & Krieger Rodger Crawford attended via teleconference, General Manager, Duane Burk attended in person.

**1. PUBLIC COMMENT:**

Chairman Hughes opened for public comment at 4:32 p.m. Hearing none, public comment closed at 4:32 p.m.

**2. CLOSED SESSION:** Closed Session began at 4:33 p.m. and ended at 6:01 p.m.

- **Public Employee Performance Evaluation to California Government Code Section 54957.**  
Position: General Manager
- **Conference with Labor Negotiator – Unrepresented Employee to California Government Code Section 54957.6**  
Position: Assistant General Manager  
Agency Designated Representative: to be announced.
- **Conference with Labor negotiator – Unrepresented Employee to California Government Code section 54957.6**  
Position: General Manager  
Agency Designated Representative: to be announced.
- **Public Employment to California Government Code section 54957**  
Position: General Manager

**3. REGULAR SESSION: Report out from Closed Session.**

Regular Session began at 6:01 p.m.

Attorney Albert Maldonado reported out on Closed Session and discussed four (4) Items on the agenda and there are three (3) reportable actions.

1. The Board voted to accept the resignation letter of the current General Manager Duane Burk, Motion was made by Director Ward second by Vice Chair Secretary Diercks. The vote tally was 3-0-1 three (3) yes, one (1) abstention.
2. The Board offered employment as the succeeding General Manager to Mickey Valdivia and is contingent on negotiating a General Manager Agreement. Motion was made by Chairman Hughes seconded by Vice Chair Secretary Diercks. vote tally was 4-0
3. Chairman Hughes established an ad hoc committee of two (2) members those members being Chairman Hughes and Director Ward for the purpose of negotiating the new General Manager agreement with Mr. Valdivia, and appointed Best, Best and Krieger Albert Maldonado and Rodger Crawford in the negotiations.

**5. NEXT BOARD MEETING:**

Regular Meeting – Wednesday, September 13<sup>th</sup>, 2023

**6. ADJOURNMENT:**

**Motion made to adjourn the meeting at 6:04 p.m.**

**Initial Motion: Chairman Hughes**

**Second: Director Vice/Chair Secretary Diercks**

Beaumont Cherry Valley Recreation Park District

**Bank Account Balances**

As of 8/31/2023

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
1 HCN Bank - Operating	\$ 106,878.27	\$ 264,575.66	\$ 172,089.25	\$ 14,391.86	
2 HCN Bank- Payroll Account	\$ 54,675.71	\$ 121,772.20	\$ 115,000.00	\$ 47,903.51	
3 HCN Bank - Project Loan	\$ 3,371.52			\$ 3,371.52	
4 HCN Bank - Bogart	\$ 6,705.45	\$ 151,324.04	\$ 153,454.00	\$ 8,835.41	
5 HCN Bank - Money Market	\$ 233,850.48		\$ 7,616.56	\$ 241,467.04	7,500 Monthly Deposits for loan payment 11/2021
6 HCN Bank - Reserve Fund	\$ 92,165.86		\$ 5,005.84	\$ 97,171.70	
7 HCN Bank - Quimby/DIF	\$ 182,951.23	\$ 100,000.00	\$ 3,053.76	\$ 86,004.99	
9 Riverside County Fund	\$ 705,952.34	\$ 300,000.00	\$ 118,947.89	\$ 524,900.23	
10	\$ 1,386,550.86	\$ 937,671.90	\$ 575,167.30	\$ 1,024,046.26	
11 HCN Bank - Reserve Fund	<b>Balance</b>	<b>Payables</b>	<b>Deposits</b>	<b>Ending Balance</b>	<b>Notes/Comments</b>
12 Operating Reserve	\$ 36,708.23		\$ 5,000.00	\$ 41,708.23	<b>NOT to be USED</b>
13 Capital Reserve	\$ 55,457.63		\$ 5.84	\$ 55,463.47	<b>Min Balance of \$50,000</b>
14 <b>TOTAL RESERVE ACCOUNT</b>	<b>\$ 92,165.86</b>	<b>\$ -</b>	<b>\$ 5,005.84</b>	<b>\$ 97,171.70</b>	

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

**Bank Account Balance**

As of 8/31/2023

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
15 HCN Bank	\$ 76,480.03	\$ 21,663.31	\$ 578.00	\$ 55,394.72	

# Beaumont Cherry Valley Recreation & Park District

## Check Warrant

### HCN Bank - Operating

August 2023

Type	Date	Num	Name	Memo	Amount
10005 - HCN Bank - Operating					
Bill Pmt -Check	08/01/2023	08012023	UNUM	Employee - Monthly Disability Insurance	-639.50
Bill Pmt -Check	08/01/2023	2435512513	The Home Depot	Janitorial Supplies	-390.51
Check	08/01/2023	126026	Damon Valdivia	Reimbursement - Strudel	-34.98
Check	08/01/2023	af08012023	Amazon.com	Office Supplies - Bank Boxes (Pack of 12)	-31.51
Check	08/01/2023	RF08012023	Amazon.com	Staff BBQ - Prizes/Raffles	-635.03
Check	08/02/2023	126033	Bryan Wing	NNO/Market Night - Entertainment for the Nation Night Out Event	-1,000.00
Bill Pmt -Check	08/02/2023	126034	Acorn Technology Services	Progressive - Migrating to Office 365 - Change order #06-20 (13) per contract #6	-9,587.49
Bill Pmt -Check	08/02/2023	126035	Aloha Plumbing Heating & Air Inc	NCCC - Clogged Mop Sink Drain - Used Kinetic air ram to clear floor drain and is working properly	-135.00
Bill Pmt -Check	08/02/2023	126036	Amsterdam	Marketing - Pens	-279.90
Bill Pmt -Check	08/02/2023	126037	Awards & Specialities	(3) Engraved Risers - Best Tacos, Salsa, Overall (Cinco de Mayo) - Bus. Cards/Name Tags & Name Plates (Damon Valdivia, Noah Valdivia, Alyssa Fuimaono & Ryann Flores	-602.12
Bill Pmt -Check	08/02/2023	126038	Beaumont Cherry Valley Water Distr 8-001	Utilities - Water - NCRP	-2,750.08
Bill Pmt -Check	08/02/2023	126039	Beaumont Cherry Valley Water Distr 8-002	Utilities - Water - NCRP	-232.05
Bill Pmt -Check	08/02/2023	126040	Beaumont Cherry Valley Water Distr 8-003	Utilities - Water - NCCC	-1,049.17
Bill Pmt -Check	08/02/2023	126041	Beaumont Do it Best	Marking Paint for Vendors spaces	-93.02
Bill Pmt -Check	08/02/2023	126042	Beaumont Flowers & Gifts	With Deepest Sympathy - John Flores	-117.74
Bill Pmt -Check	08/02/2023	126043	Best Best & Krieger	Monthly Legal Fees - Real Estate, Labor & Employment, General & Employee Benefits	-9,237.40
Bill Pmt -Check	08/02/2023	126044	Cintas	Weekly Uniform and Janitorial Supplies	-1,559.05
Bill Pmt -Check	08/02/2023	126045	County of Riverside	FY 23/24 LAFCO Fees	-782.63
Bill Pmt -Check	08/02/2023	126046	CPS HR Consulting	HR Audit - 05/28/2023-07/01/2023	-2,790.00
Bill Pmt -Check	08/02/2023	126047	Department of Justice	Employee Fingerprinting - Noah Valdivia	-96.00
Bill Pmt -Check	08/02/2023	126048	Jani-King of California, Inc	Monthly Janitorial Services	-5,542.82
Bill Pmt -Check	08/02/2023	126049	MRC Smart Technology Solutions	Qrtly Copier overage fees	-56.82
Bill Pmt -Check	08/02/2023	126050	Record Gazette	Yearly Subscription Renewal 2023	-59.95
Bill Pmt -Check	08/02/2023	126051	Star Pro Security Patrol Inc.	one unarmed officer 8hr/5day - 06/12-06/18	-1,280.00
Bill Pmt -Check	08/02/2023	126052	Turf Star, Inc.	July 2023 - PM Contract (20)units - (160) hrs	-979.20

# Beaumont Cherry Valley Recreation & Park District

## Check Warrant HCN Bank - Operating August 2023

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/02/2023	126053	Yucaipa Urgent Care Center	Employee Medial Exam (Whittle, Averfe, Keaton, Ralph, Valdivia, Noah & Harwood, Cayden)	-500.00
Check	08/02/2023	126054	Maria Garcia	Refundable Security Deposit - Sweet 15 - NCCC 07/29/2023	-250.00
Check	08/02/2023	126055	Jovan Jorda	Refundable Security Deposit - Birthday Party - NCCC 07/30/2023	-500.00
Check	08/02/2023	126027	Dan Hughes	Director Fees - July 2023	-600.00
Check	08/02/2023	126056	Rick Diaz	Refundable Security Deposit - 07/01/2023 Franco Gardens	-500.00
Check	08/02/2023	126057	AP Rentals	Staff BBQ/Picnic - Bouncer/Double Slide	-225.00
Check	08/02/2023	NL08022023	Amazon.com	Amazon Prime	-16.15
Bill Pmt -Check	08/03/2023	2425759-91	CalPERS	Employee - Retirement	-7,942.16
Bill Pmt -Check	08/03/2023	126058	Matthew Pistilli Landscape Services	Weekly Landscape Services	-1,305.04
General Journal	08/03/2023	Trans803231		Transfer to Bogart for Bills	-10,000.00
General Journal	08/03/2023	Trans803232		Transfer to Payroll for PR 08/04/2023	-10,000.00
Check	08/03/2023	RF0803231	Walmart	Staff BBQ - Raffles	-1,456.24
Check	08/03/2023	RF0803232	The Home Depot	Staff Holiday Party - Raffle	-278.22
Check	08/03/2023	RF0803234	Boot Barn	Staff BBQ - Raffle Item	-150.00
Check	08/03/2023	RF0803236	Big 5 Sporting Goods	Staff BBQ - Raffle Item	-25.00
Check	08/03/2023	RF0803237	Chipotle	Staff BBQ - Raffle	-25.00
Check	08/03/2023	RF0803238	IN-N-Out	Staff BBQ - Raffle Item	-25.00
Check	08/03/2023	RF0803239	SHARETEA Beaumont	Staff BBQ - Raffle Item	-25.00
Check	08/03/2023	RF0803240	Nekter Juice Bar	Staff BBQ - Raffl Item	-25.00
Check	08/03/2023	RF0803241	Bath & Body Works	Staff BBQ - Raffle Item	-25.00
Check	08/03/2023	FEE	Exact	Service Fee - Kiosk Bogart	-24.99
Bill Pmt -Check	08/04/2023	08042023STM	Rosalind Otero	Unfunded Health Payment	-133.81
Check	08/04/2023	RF0803233	Stater Bros	Staff BBQ - Dessert - Plates/Napkins	-50.23
Check	08/04/2023	RF0803235	Walmart	Staff BBQ - Drinks/Cookies	-156.50
Bill Pmt -Check	08/07/2023	p236K67G2K	Frontier (9518455721) G	Monthly Wifi - Grange	-136.76
Bill Pmt -Check	08/07/2023	6007202646	SCE (700194594370)	Utilities - Electric - Caretaker	-244.48
Bill Pmt -Check	08/07/2023	6007202648	SCE (700492933735)	Utilities - Electric - Filed #1 - 4	-608.74
Bill Pmt -Check	08/07/2023	6007202644	SCE (700494090863)	Utilities - Electric (Fire Camp Lighting/Panel)	-365.97
Bill Pmt -Check	08/07/2023	6007202642	SCE (700518137163)	Utilities - Electric - RV Park	-4,680.85



# Beaumont Cherry Valley Recreation & Park District

## Check Warrant

### HCN Bank - Operating

August 2023

Type	Date	Numb	Name	Memo	Amount
Bill Pmt -Check	08/07/2023	6007202643	SCE (700593589625)	Utilities - Electric - General Electricity & Thunder Alley	-2,214.17
Bill Pmt -Check	08/07/2023	6007202649	SCE (700593616907)	Utilities - Electric - Tennis Courts, Horse Areana & Field 5/6	-765.10
Bill Pmt -Check	08/07/2023	12378489026	Colonial Life	Employee - Life Insurance	-641.25
Check	08/07/2023	RF08072023	Beaumont Chamber of Commerce	Beaumont Chamber Breakfast - (7) Dan & Nick Hughes, John Flores, Mick	-175.00
Check	08/07/2023	RF08072023	Amazon.com	Stratigical Panning - Meeting Items	-58.28
Check	08/07/2023	RF0807232	Amazon.com	Stratigical Panning - Meeting Items	-48.54
Check	08/07/2023	RF0807233	Amazon.com	Stratigical Panning - Meeting Items	-32.22
Check	08/07/2023	DB08072023	Kafe Royale	Bus. Meal - Duane Burk & Mickey Valdivia (District Business)	-40.78
Check	08/07/2023	RF08072023	Beaumont Cherry Valley Liquor	Ice - Staff BBQ (Missing Receipt)	-50.59
Check	08/07/2023	RF08072024	IN-N-Out	Food - Staff BBQ (Missing Receipt)	-378.20
Check	08/08/2023	126059	Roxanne Pepper	Refundable Security Deposit - 08/05/2023 NCCC - Employee Rate	-250.00
Bill Pmt -Check	08/08/2023	081020231	Nationwide Retirement Solutions	Employee - 457	-1,123.27
Bill Pmt -Check	08/08/2023	126060	Acorn Technology Services	Change Order #06-24 (#) Microsoft Pro Surface 9, Mouse, Keyboards - All software and Docking stations	-8,985.00
Bill Pmt -Check	08/08/2023	126061	Blue Shield	Employee - Dental Insurance	-431.90
Bill Pmt -Check	08/08/2023	126062	Frontier (2091883458) Maint	Monthly Wifi - Maintenance	-120.51
Check	08/08/2023	126063	Michael Ruffolo	Adult Softball Umpire	-210.00
Check	08/08/2023	126064	Javier E. Cota	Adult Softball Umpire	-240.00
Check	08/08/2023	126065	Malik Coleman	Adult Softball Umpire	-90.00
Check	08/08/2023	126066	Alyssa R Fuimaono	Reimbursement - notary Registration/Bond Filing	-70.57
Bill Pmt -Check	08/08/2023		Nextiva	Monthly Telephone Service	-354.26
Check	08/08/2023	DB08082023	George's Market	Bus. Meal - Duane Burk	-78.62
Check	08/08/2023	NL208082023	HP Store	Insta Ink - Finance Printer	-12.92
Check	08/08/2023	Fees	EPX	Fees - Credit Card Machine	-106.84
Bill Pmt -Check	08/09/2023	1002430266	CalPers	Employee - 457 Plan	-200.00
Bill Pmt -Check	08/09/2023	1002430275	CalPers	Employee - Retirement	-4,595.88
Bill Pmt -Check	08/09/2023	6007265596	SCE (700005100729)	Utilities - Electric - Grange. Snack Bar, Maintenance, Woman's Club & NCCC	-7,198.73
Bill Pmt -Check	08/09/2023	p236X5BSWN	Frontier (9518459910) WC	Monthly Wifi - Woman's Club	-136.76
Check	08/09/2023	126074	Chris Cardenas	Cinco De Mayo - Taco Vendor Voucher - "Triple C Construction"	-165.00

# Beaumont Cherry Valley Recreation & Park District

## Check Warrant

### HCN Bank - Operating

August 2023

Type	Date	Num	Name	Memo	Amount
Check	08/09/2023	126068	Mickey Valdivia	Reimbursement - Calimesa Chamber Breakfast	-100.22
Check	08/09/2023	DB08092023	Casa Trejo	Bus. Meal - Pre-Board Meeting - Duane Burk, Mickey Valdivia & Dan Hugh	-32.17
Check	08/10/2023	126067	Damon Valdivia	Milage Reimbursement - Movies under the Stars	-46.51
Check	08/10/2023	dv08102023	Discount Mugs	Oktoberfest - Boot Mugs	-4,551.03
Check	08/10/2023	126069	Nicholas P Hughes	Mileage Reimbursement - Dairy Creek (546 miles)	-357.63
Check	08/10/2023	126070	Malik Coleman	Adult Softball Umpire	-120.00
Check	08/10/2023	126071	Javier E. Cota	Adult Softball Umpire	-270.00
Check	08/10/2023	126072	Michael Ruffolo	Adult Softball Umpire	-120.00
Bill Pmt -Check	08/10/2023	126073	Matthew Pistilli Landscape Services	Weekly Landscape Services	-1,728.50
General Journal	08/10/2023	Trans810231		Transfer to Operating for Capital Improvement Bills	80,000.00
General Journal	08/10/2023	Trans810232		Transfer to Bogart for Bogart Bills	-20,000.00
Check	08/14/2023	126075	Anny Gutierrez	Refundable Security Deposit - Sweet 16 - NCCC 06/03/2023	-465.00
Check	08/14/2023	126076	Alexandra Lugo	Booze Crew Event Staff for Oktoberfest	-2,850.00
Check	08/14/2023	126077	M&M Group Entertainment	Oktoberfest Entertainment and Production Services - Deposit	-10,750.00
Check	08/14/2023	RF08142023	Banning Chamber of Commerce	Banning Chamber Breakfast - (2) Dan Hughes & Noah Valdivia	-50.00
Check	08/14/2023	rf08142023	Admit One Products	Pickleball Wristbands	-111.43
Bill Pmt -Check	08/15/2023	80077520386	Waste Management of the IE	Utilities - Trash - NCCC/NCRP	-1,893.15
Bill Pmt -Check	08/15/2023	80077520755	Waste Management of the IE	Utilities - Trash - Maintenance	-2,480.38
Bill Pmt -Check	08/15/2023	80077520842	Waste Management of the IE	Utilities - Trash - Woman's Club	-147.46
Bill Pmt -Check	08/15/2023	80077520997	Waste Management of the IE	Utilities - Trash - Grange	-252.90
Bill Pmt -Check	08/15/2023	13838574	Wells Fargo Financial Leasing	Monthly Copier Lease	-966.76
Check	08/15/2023	AF08142023	Stater Bros	Office Supplies - (2) Coffee Grounds, (2) Coffee Creamer	-34.98
Check	08/15/2023	126084	Republican Party of Riverside County	Refundable Security Deposit - Business Meeting Reoccurring Deposit - Fir	-250.00
Check	08/15/2023	126078	Malik Coleman	Adult Softball Umpire	-150.00
Check	08/15/2023	126079	Javier E. Cota	Adult Softball Umpire	-210.00
Check	08/15/2023	126080	Michael Ruffolo	Adult Softball Umpires	-150.00
Check	08/15/2023	126081	Anthony Tony Gipson	Adult Softball Umpire	-90.00
Check	08/15/2023	af08152023	Amazon.com	Oktoberfest Employee Mug - Board/Foundation	-1,115.36
Check	08/15/2023	af08152023A	Amazon.com	(1) Employee Stein - Stanley Green	-32.33

# Beaumont Cherry Valley Recreation & Park District

## Check Warrant

### HCN Bank - Operating

August 2023

Type	Date	Num	Name	Memo	Amount
Check	08/15/2023	am08152023	Amazon.com	Signage for Bogart - Dogs on Leash	-215.44
Check	08/15/2023	dv08152023	Excel Productions	Pins for Oktoberfest - 200	-672.00
Check	08/15/2023	126082	Duane Burk	Perdium/Milage - CSDA Conference 8/28/23-8/31/23 (Burk, Duane)	-870.26
Check	08/15/2023	af081523	Webstaurant Store	Oktoberfest Mugs	-3,004.23
Check	08/16/2023	RF08162023	Beaumont Chamber of Commerce	State of the City - (5) Attendance - Chris Diercks, Nancy Law & Mickey, No	-375.00
Bill Pmt -Check	08/16/2023	126083	Matthew Pistilli Landscape Services	Weekly Landscape Services	-1,060.00
Check	08/16/2023	126085	Beaumont cherry Valley Improvement Corp	Refund for Cinco De Mayo Beer	-2,339.66
Bill Pmt -Check	08/16/2023	2434944-946	CalPers	Employee - Retirement	-8,031.99
Check	08/16/2023	NV08162023	Amazon.com	Pickleball Oktoberfest event - Balls	-89.42
Check	08/16/2023	NV08162024	Amazon.com	Pickleball Oktoberfest event - Wristbands	-13.88
Check	08/17/2023	126086	Rebecca Barnett	Refundable Security Deposit - Franco Gardens 08/12/2023 "Susanna and (	-500.00
Check	08/17/2023	126087	Lupe Lozano	Refundable Security Deposit - Grange 08/11/2023 "Lozano Memorial"	-250.00
Bill Pmt -Check	08/17/2023	126088	Chadrick L. Halliday	Financial Statement Audit Progress 2022 - Bank Confirmation fess	-13,623.00
Bill Pmt -Check	08/17/2023	126089	Cintas	Weekly Uniform and Janitorial Supplies	-1,430.06
Bill Pmt -Check	08/17/2023	126090	Desert Quality Heating & Air Conditioning	Labor Service Call - No one showed up to open building. Will come back (V	-190.00
Bill Pmt -Check	08/17/2023	126091	Ferrellgas	Utilities - Propane - Snack Bar	-1,041.79
Bill Pmt -Check	08/17/2023	126092	Respond Systems	Qrtly First Aid Replenish	-934.49
Bill Pmt -Check	08/17/2023	126093	SiteOne Landscape Supply, LLC	Field #5 Renovations - Supplies and Materials for outfield irrigation - (3)	-5,498.90
Check	08/17/2023	RF08172023	Beaumont Chamber of Commerce	New Valves/Circuits	-75.00
Check	08/18/2023	126094	Jessica Warrick	State of the City - Ward, Denise	-1,760.00
Check	08/18/2023	126095	Jessica Warrick	Payroll Period 7/17/2023 - 7/30/2023	-1,760.00
Bill Pmt -Check	08/18/2023	234833068	ARCO Business Solutions	Monthly Gas - Traverse (61,420)	-268.49
Bill Pmt -Check	08/18/2023	2451477439	Verizon Wireless	Monthly Wireless Phone Service	-1,242.76
Bill Pmt -Check	08/18/2023	1684959794	Huntington Bank	Monthly Lease Payment - Toro Outcross 9060/Ventrac 4520P	-2,582.00
Bill Pmt -Check	08/18/2023	2300009	SoCalGas	Utilities - Gas - Grange	-53.19
Bill Pmt -Check	08/18/2023	1002436793	CalPers	Employee - 457 Plan	-275.00
Bill Pmt -Check	08/21/2023	108212023	Chevron	Monthly Gas/Fuel - Chevy (45,609), F150 (37,028) & Cans/Tank	-1,342.85
Bill Pmt -Check	08/21/2023	2330009	SoCalGas	Utilities - Gas - NCCC	-24.88

# Beaumont Cherry Valley Recreation & Park District

## Check Warrant

### HCN Bank - Operating

August 2023

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/21/2023	BH03786287	UMPQUA Bank	Sirius XM Radio, Annual Website/Employee Portal Service, Stamps, Bus. Meals, Traverse Car wash	-4,147.61
Bill Pmt -Check	08/21/2023	p236KG9FB7	Frontier (9518450886) NC	Monthly Wifi Service - NCCC	-125.98
Check	08/21/2023	126096	Chris Diercks.	Director Fees - August 2023	-300.00
Check	08/21/2023	126097	Jessica Warrick	Social Media Ad Spending -	-200.80
Bill Pmt -Check	08/21/2023	49710769984	Office Depot	Monthly Office Supplies	-66.98
Check	08/23/2023	nv08232023	Progressive Graphics	Staff Polo's Shirts	-1,191.90
Check	08/24/2023	126099	Malik Coleman	Adult Softball Umpire	-120.00
Check	08/24/2023	126100	Michael Ruffolo	Adult Softball Umpire	-150.00
Check	08/24/2023	126101	Anthony Tony Gipson	Adult Softball Umpire	-150.00
Bill Pmt -Check	08/24/2023	126102	Matthew Pistilli Landscape Services	Weekly Landscape Services	-2,440.00
Check	08/24/2023	rf08242023	Admit One Products	Beer Tickets Friday-Sunday Oktoberfest	-346.64
Check	08/24/2023	af08222023	Amazon.com	Oktoberfest Supplies - Hats, Uniforms, Decor, Plinko Items	-1,278.49
Check	08/24/2023	NL08242023	Southern California Shredding	Sheading of 2023 boxes	-150.00
Bill Pmt -Check	08/24/2023		Acorn Technology Services	Progressive - Migrating to Office 365 - Change order #06-20 (13) per contract #6 Acorn will fully migrate the customers email to office 365.	-4,857.67
Check	08/25/2023	NV08252023	officeFurniture2go	Desk & File Cabinet - Athletic Facilities Coordinator	-4,536.28
Check	08/27/2023			Service Charge - Positive Pay/Stop Payment	-49.00
Bill Pmt -Check	08/28/2023	126103	Doss Tennis Courts	Resurface of Hockey Rink to Pickleball Courts (Down Payment)	-5,000.00
Check	08/28/2023	dv08282023	Amazon.com	Oktoberfest Sponsor Mugs (5)	-121.20
Check	08/28/2023	kg08282023	Amazon.com	Office Supplies - Coffee, Cups, Laminating Sheets, Post it Notes, Paper Cl	-199.53
Check	08/28/2023		Candice Mangosing	Refundable Security Deposit - 08/26/2023 - Sweet 16 Birthday Franco Gar	-375.00
Check	08/28/2023	126104	Breana Morris	Milage Reimbursement (Oktoberfest Signs)/Reimb. Ice BBQ Cookoff	-44.67
Check	08/28/2023	NV08282023	Epic Sports Baseball and Softball	Home Plate Extension	-102.50
Check	08/28/2023	DB0828203	Fisherman's	Bus. Meal - CSDA 2023	-199.97
Check	08/28/2023	AM08282023	Office of Water Programs	Sm Water System - Operation & Maintenance & Information Series (Morris, Aaron)	-418.50
Check	08/29/2023		Deatra Lee	Refundable Security Deposit - 08/26/2023 - Grange "Baby Shower"	-500.00
Check	08/29/2023	126105	Anthony Tony Gipson	Adult Softball Umpire	-90.00
Check	08/29/2023	126106	Frank D. Wagner II	Adult Softball Umpire	-90.00

# Beaumont Cherry Valley Recreation & Park District

## Check Warrant

### HCN Bank - Operating

August 2023

Type	Date	Num	Name	Memo	Amount
Check	08/29/2023	126107	Malik Coleman	Adult Softball Umpire	-90.00
Check	08/29/2023	126108	Michael Ruffolo	Adult Softball Umpire	-180.00
Check	08/29/2023	126109	Javier E. Cota	Adult Softball Umpire	-120.00
Check	08/29/2023	af08292023	Amazon.com	Oktoberfest Uniform	-150.85
Check	08/29/2023	af82923	Amazon.com	Oktoberfest Uniform	-122.80
Bill Pmt -Check	08/29/2023	2410069	SoCalGas	Utilities - Gas - Woman's Club	-24.52
Bill Pmt -Check	08/29/2023	2443823-825	CalPers	Employee - Retirement	-8,308.29
Bill Pmt -Check	08/29/2023	1002443827	CalPERS-OPEB	Accrued Liability as of June 30, 2020 - Rate Plan: 1357	-6,098.58
Bill Pmt -Check	08/29/2023	1944440757	Ford Credit	Monthly 150 XLT Lease Payment	-763.20
Check	08/29/2023	126110	Austin Gilmour	Reimb. for Fingerprinting	-30.00
Check	08/30/2023	r08302023	Amazon.com	Microphone for Events	-15.51
Check	08/30/2023	DB08302023	Del Monte Grill	Bus. Meal - CSDA 2023 - Duane Burk	-40.31
General Journal	08/30/2023	Trans830231		Transferred from Operating for Monthly Transfer	-7,500.00
General Journal	08/30/2023	Trans830232		Transferred from Operating for Monthly Transfer	-5,000.00
Bill Pmt -Check	08/31/2023	08312023	VSP-Vision Service Plan	Employee - Vision Insurance	-64.76
Bill Pmt -Check	08/31/2023	08312023	UNUM	Employee - Monthly Disability Insurance	-1,230.74
Bill Pmt -Check	08/31/2023	23226001477	Blue Shield	Employee - Dental Insurance	-431.90
Bill Pmt -Check	08/31/2023	58235834717	The Home Depot	Woman's Club Stage Lighting Repair & Trencher Rental - Field #5	-370.99
Bill Pmt -Check	08/31/2023	126111	Matthew Pistilli Landscape Services	Weekly Landscape Services	-1,120.00
Check	08/31/2023	kg08312023	Audacy Operations, Inc	Advertising for Oktoberfest	-2,040.00
Check	08/31/2023	126112	Damon Valdivia	Reimb. Costco Membership	-120.00
Check	08/31/2023	DV08312023	Costco	Pizza - Staff Lunch 8/31/2023	-10.82
General Journal	08/31/2023	Trans8311		Transfer to Payroll for PR 9/1/2023	-10,000.00
Check	08/31/2023	August2023	Clover(MRCH BNKCD)	Credit Card % Fees	-584.09
Check	08/31/2023	Fees	EPX	Fees - Credit Card Machine	-121.84
				<b>TOTAL</b>	<b>-199,653.52</b>
					<b>-199,653.52</b>

# Beaumont Cherry Valley Recreation & Park District

Check Warrant  
HCN Bank - Money Market  
August 2023

Type	Date	Num	Name	Memo	Amount
10000 - HCN Bank - MM					
General Journal	08/30/2023	Tran0830231		Transferred from Operating for Monthly Transfer	-7,500.00
				TOTAL	-7,500.00
					<u>-7,500.00</u>

# Beaumont Cherry Valley Recreation & Park District

Check Warrant  
HCN Bank - Reserve  
July 2023

Type	Date	Num	Name	Memo	Paid Amount
10025 · HCN Bank - Reserve Fund					
General Journal	08/30/2023	Tran830232		Transferred from Operating for Monthly Transfer	-5,000.00
			TOTAL		-5,000.00

# Beaumont Cherry Valley Recreation & Park District

Check Warrant

HCN Bank - Quimby/DIF

August 2023

Type	Date	Num	Name	Memo	Amount
10020 - HCN Bank - Quimby/DIF					
General Journal	08/10/2023	Trans810231		Transfer to Operating for Capital Improvement Bills	-80,000.00
General Journal	08/18/2023	Trans818232		Transfer to Bogart for Capital Improvments	-20,000.00
				TOTAL	-100,000.00



# Beaumont Cherry Valley Recreation & Park District

## Check Warrant

HCN Bank - Bogart

August 2023

Type	Date	Num	Name	Memo	Amount
10050 - HCN Bank - Bogart Park					
Bill Pmt -Check	08/02/2023	5499	All Purpose Rentals	Fuel Charge Rental of excavator (Bogart Irrigation)	-18.00
Bill Pmt -Check	08/02/2023	5500	MS Painting	Candlelight Trail Flag Pole - Complete touch up , Repaint on Pavilion Metal	-200.00
Bill Pmt -Check	08/02/2023	5501	Pattons Steel Corp	Material: Trash Enclosure, Fencing around Pavilion, Solar Shade Structure & Handrailing at Bogart Candlelight Trail	-7,417.88
Bill Pmt -Check	08/02/2023	5502	SiteOne Landscape Supply, LLC	Meadow Irrigation Repairs	-280.63
Bill Pmt -Check	08/03/2023	5503	Matthew Pistilli Landscape Services	Weekly Landscape Services	-1,950.00
General Journal	08/03/2023	Trans803231		Transferred from Operating for Bills	10,000.00
Bill Pmt -Check	08/08/2023	5504	Grand American Builders, Inc.	Labor/Project Management of Kiosk Building & Flag Pole	-5,926.11
Bill Pmt -Check	08/08/2023	5505	Cherry Valley Nursery	Replacement Trees (1) at Pond & (2) on Meadow	-2,223.69
Bill Pmt -Check	08/09/2023	9236K78KQ7	Frontier (9518453021) B	Monthly Wifi Service	-105.98
Bill Pmt -Check	08/10/2023	5506	Masonry Design & Concrete Inc.	Bogart Kiosk Building/Candle Light Pavilion	-11,310.00
Bill Pmt -Check	08/10/2023	5507	Matthew Pistilli Landscape Services	Weekly Landscape Services	-1,390.00
General Journal	08/10/2023	Trans810232		Transferred from Operating for Bogart Bills	20,000.00
Bill Pmt -Check	08/15/2023	80077520887	Waste Management of the IE	Utilities - Trash	-743.49
Bill Pmt -Check	08/15/2023	p236X7HKBN	Frontier (9518453887) B	Monthly Wifi Service	-136.76
Bill Pmt -Check	08/16/2023	5508	Matthew Pistilli Landscape Services	Weekly Landscape Services	-1,300.00
Bill Pmt -Check	08/17/2023	5509	Action True Value Hardware	Irrigation Parts - Bogart - Pond Drip Line Materials	-224.75
Bill Pmt -Check	08/17/2023	5510	BCVWD 3-001	Utilities - Water	-32.57
Bill Pmt -Check	08/17/2023	5511	BCVWD 3-003	Utilities - Water	-174.38
Bill Pmt -Check	08/17/2023	5512	BCVWD 3-004	Utilities - Water	-588.72
Bill Pmt -Check	08/17/2023	5513	Beaumont Do it Best	Cleaning Supplies	-31.82
Bill Pmt -Check	08/17/2023	5514	Cla-Val	Tank Valve(Materials/Labor) - Pond - Main valve rubber rebuild kit installed. Check body ports and strainer. Vaive had build up	-1,336.63
Bill Pmt -Check	08/18/2023	5515	Grand American Builders, Inc.	Labor/Project Management of Kiosk Building - Layout Trusses, Roof Framing and edge metal	-15,408.55
General Journal	08/18/2023	Trans818232		Transfer to Bogart for Capital Improvements	20,000.00
Bill Pmt -Check	08/21/2023	6007635041	SCE (700558511896)	Utilities - Electric (Bogart)	-940.06
Check	08/23/2023	NL08232023	Clover	Buy out of Lease from Stolen Units	-658.20
Bill Pmt -Check	08/24/2023	5516	Matthew Pistilli Landscape Services	Weekly Landscape Services	-880.00
Bill Pmt -Check	08/29/2023	5517	Kaboo Leasing Co.	Build, Install & Paint Candlelight Trail Handrail	-4,500.00

# Beaumont Cherry Valley Recreation & Park District

Check Warrant  
 HCN Bank - Bogart  
 August 2023

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/31/2023	5518	Matthew Pistilli Landscape Services	Weekly Landscape Services	-2,950.00
Check	08/31/2023	August2023	Clover(MRCH BNKCD)	Credit Card % Fees	-158.50
Check	08/31/2023	Fee	UMS/Celero Banking	Credit Card Fees -	-6.50
			<b>TOTAL</b>		<b>-10,893.22</b>



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

## Staff Report

Agenda Item No. **3.1**

**To:** Board of Directors:

**From:** Nancy Law, Executive Assistant

**Via:** Duane Burk, General Manager

**Date:** September 13<sup>th</sup>, 2023

**Subject:** Approval of Noble Creek Community Center Keyless Entry System

### **Background and Analysis:**

Staff have spent over the course of 3 years \$8,971.62 on keys/locks for Noble Creek Community Center and has a lock box full of copied keys to distribute to new staff or facility users. Moreover, with the growing of the District and the keys staff has been looking into other options to save the District time and money.

On July 19<sup>th</sup>, 2023 Executive Assistant, Nancy Law, Assistant Maintenance Superintendent, Aaron Morris & Athletic Facilities Coordinator, Noah Valdivia met with Craig D'Allessandro representative of Procam and Paul Parisi Owner of Procam to do a walk through of all buildings and parks for keyless entry system options.

On August 2<sup>nd</sup>, 2023 staff received a quote for all keyless entry system for Noble Creek Community Center in the amount of \$51,300.00 which will include installation of new access control system on (13) doors each door will have an independent reader with pin pad giving access to users through each individuals smart phone and monitored and managed through Alarm.com.

### **Fiscal Impact:**

There will be an impact to the General Fund in the amount of \$51,300.00 to account #50705 – NCCC Door Swipe card Entry.

### **Recommendations:**

Staff recommend that the Board review, comment on and approve the keyless entry system for Noble Creek Community Center.

Respectfully Submitted,



Nancy Law  
Executive Assistant



Professional Construction and Maintenance

Proposal

1025 Shady Oaks Dr. Suite 101, Denton TX 76205

Phone (833) 776-2261

www.procamcorp.com

Date: August 2, 2023

Customer Information:
Beaumont Cherry Valley Parks
Nancy
Beaumont Cherry Valley Parks
Beaumont Ca 92223

Job Site Information:
BCV Access
BCV Parks Main Office
0
0

Attn: Nancy

Procam proposes to supply the labor, materials and equipment to perform the below.

- Installation of new Access Control Systems

Installation of new access control system to include 13 doors. Each door will have independent readers with pin pads & door mag or Door strike as needed to control the locking of the door. All equipment will be managed from the ALARM.COM server & able to be remotely programmed/controlled. All cabling will be installed above the grid where available, Wire-Mold will be utilized if above-ceiling cable runs are unavailable.

Installation labor of all above noted materials & Equipment \$14,670.00
Security panel & listed cabinet, zone expanders, motions, keypads, Cells, Lift & hardware. \$36,630.00
Tax:

Total: Fifty-One Thousand Three Hundred Dollars \$51,300.00

EXCLUSIONS:

Any alteration and/or modification to existing equipment, utilities, fixtures, electrical connections, underground, conduit drops, etc., that are not specifically mentioned above or in the planset for which this proposal is generated. Any item not specifically mentioned above. Electrician responsible for all conduit drops, 120V power in MDF Closets, & any firewall penetrations. Permitting or permit fees.

PAYMENT TERMS:
Net 30 Days

With your signature below, as an owner or authorized individual on behalf of the owner, you are entering into a binding agreement with Procam for the above mentioned scope of work, and acknowledge that you have read, understand and agree to our payment terms, and terms and conditions. This proposal is valid for 10 days from the date of the proposal above.

APPROVED AND ACCEPTED:

Procam- Authorized Representative

Company:
Name/Title:
Signature:
Date:

Name/Title:
Signature:
Date:



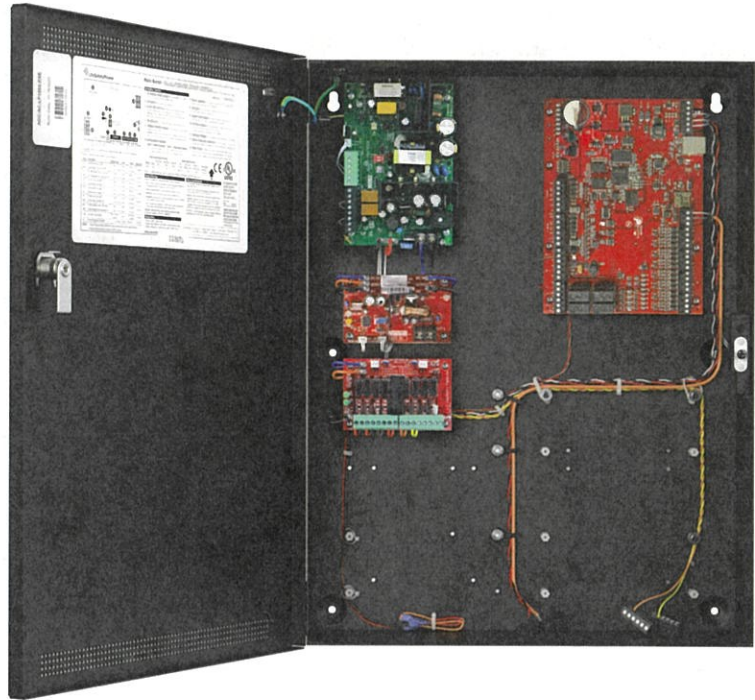
# LP1502 Door Controller & Power Kit

## Data Sheet

ADC-AC-LP1502-PSE

[www.alarm.com](http://www.alarm.com)

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## Specifications

### Controller

**Input power:** 12 to 24 VDC, 500 mA max  
**Output power:** 300 mA max each reader  
**Inputs:** Two dedicated reader inputs, One two-wire RS-485 input, Eight programmable inputs, One dedicated tamper input  
**Outputs:** Four relay outputs, Single-wire LED control, Single-wire Buzzer output  
**Certifications:** CE compliant, UL 294 recognized, RoHS, FCC Part 15 Class A, NIST certified encryption  
**Dimensions:** 8 x 6 x 1" (203.2 x 152.4 x 25 mm)  
**Temperature:** 32 – 158°F (0 – 70°C) operational, -67 – 185°F (-55 – 85°C) storage  
**Operating humidity:** 5-95% (non-condensing) RH

### Power supply

**Input voltage:** 120 / 208 / 230V AC 50/60 Hz  
**Main outputs:** 2A @ 12V and 2A @24V DC  
**Auxiliary output:** 1.5A class II power limited  
**F8P Distributed outputs:** 2A class II power limited each  
**Battery charge current:** 0.7 or 1.60A selectable  
**System BTU / Hour:** 34 @ 12V, 41 @ 24V  
**Efficiency:** 85% 120V AC 60 Hz in, full load  
**Certifications:** UL294, UL603, UL1076, RoHS Leadfree, CE Approved, FCC Part 15 Class A  
**Operating temperature:** -4 – 122°F (-20 – 50°C)

### Kit

**Dimensions:** 20 x 16 x 4.5" (50.8 x 40.64 x 11.43 cm)  
**Weight:** 26 lbs. (11.8 kg)

## Overview

Alarm.com's Smarter Access Control is an ideal solution for any small or medium sized business. The LP1502 Door Controller & Power it comes with an LP1502 Door Controller pre-wired to a 12/24V DC dual-voltage power supply via an F8P distribution module. Designed for ease of installation, this self-contained kit can provide power for a complete 2-4 door access control system. The enclosure is pre-wired for an ADC-ACX2 Expansion Module (sold separately). Mount the Expansion Module in the enclosure to control additional readers and peripherals.

## Features

- 12 to 24 VDC input power
- Two dedicated reader inputs
- Support for sixteen expansion modules and up to 34 readers
- Four relay outputs
- Eight programmable inputs

## Benefits

- Scan-to-add card format and serial detection
- Control doors and manage users from the Alarm.com app
- Integrated Alarm.com intrusion and video offerings
- User-friendly, flexible scheduling
- Configure hardware using web or app for easy installation
- Plug & play installation – no networking expertise required



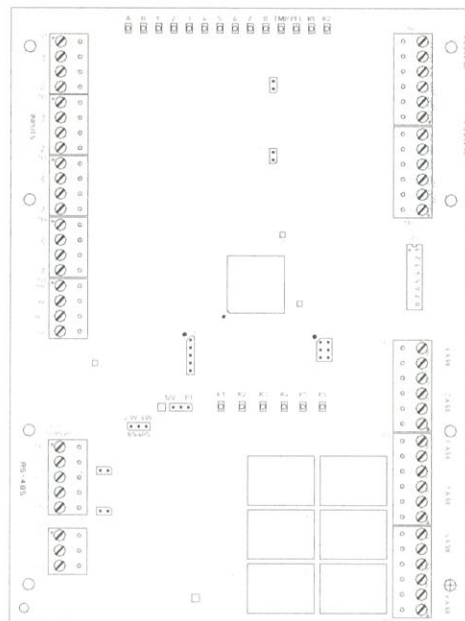
# MR52 TWO READER EXPANSION MODULE

INSTALLATION GUIDE  
ADC-AC-MR52

SMARTER  
ACCESS  
CONTROL

# MR52 TWO READER EXPANSION MODULE

The ADC-AC-MR52 expansion module provides a solution for controlling two additional Wiegand readers and door hardware. The ADC-AC-MR52 provides LED control and buzzer control. Six Form-C relay outputs may be used to control locking hardware. Eight inputs are provided that may be used for monitoring the door contact or request-to-exit devices. Input circuits can be configured as unsupervised or supervised using end of line resistors. Communication to the Alarm.com Door Controller is accomplished using a 2-wire RS-485 interface. The ADC-AC-MR52 requires 12 to 24V DC for power. See the following figure for component location.



## Wiring

### CONNECTIONS

<b>TB1-1</b>	IN1	Input 1
<b>TB1-2</b>		
<b>TB1-3</b>	IN2	Input 2
<b>TB1-4</b>		
<b>TB2-1</b>	IN3	Input 3
<b>TB2-2</b>		
<b>TB2-3</b>	IN4	Input 4
<b>TB2-4</b>		
<b>TB3-1</b>	IN5	Input 5
<b>TB3-2</b>		
<b>TB3-3</b>	IN6	Input 6
<b>TB3-4</b>		
<b>TB4-1</b>	IN7	Input 7
<b>TB4-2</b>		
<b>TB4-3</b>	IN8	Input 8
<b>TB4-4</b>		
<b>TB5-1</b>	TMP	Tamper Input: short = tamper secure
<b>TB5-2</b>	GND	
<b>TB5-3</b>	PFL	Power Failure Monitor
<b>TB5-4</b>	GND	
<b>TB6-1</b>	TR+	2-Wire RS-485 Bus
<b>TB6-2</b>	TR-	
<b>TB6-3</b>	R+	4-Wire RS-485 Bus (Not Used)
<b>TB6-4</b>	R-	
<b>TB6-5</b>	GND	Communication Bus Ground
<b>TB7-1</b>	VIN	Input Power
<b>TB7-2</b>	Blank	Not Used
<b>TB7-3</b>	GND	Ground
<b>TB8-1</b>	VO	Reader 1 Power Output
<b>TB8-2</b>	LED	Reader 1 LED Output



<b>TB8-3</b>	<b>BZR</b>	Reader 1 Buzzer Output
<b>TB8-4</b>	<b>CLK/D1</b>	Reader 1 CLK/D1
<b>TB8-5</b>	<b>DAT/D0</b>	Reader 1 CLK/D0
<b>TB8-6</b>	<b>GND</b>	Reader 1 Ground
<b>TB9-1</b>	<b>VO</b>	Reader 2 Power Output
<b>TB9-2</b>	<b>LED</b>	Reader 2 LED Output
<b>TB9-3</b>	<b>BZR</b>	Reader 2 Buzzer Output
<b>TB9-4</b>	<b>CLK/D1</b>	Reader 2 CLK/D1
<b>TB9-5</b>	<b>DAT/D0</b>	Reader 2 CLK/D0
<b>TB9-6</b>	<b>GND</b>	Reader 2 Ground
<b>TB10-1</b>	<b>NC</b>	Relay 1 - Normally Closed Contact
<b>TB10-2</b>	<b>C</b>	Relay 1 - Common Contact
<b>TB10-3</b>	<b>NO</b>	Relay 1 - Normally Open Contact
<b>TB10-4</b>	<b>NC</b>	Relay 2 - Normally Closed Contact
<b>TB10-5</b>	<b>C</b>	Relay 2 - Common Contact
<b>TB10-6</b>	<b>NO</b>	Relay 2 - Normally Open Contact
<b>TB11-1</b>	<b>NC</b>	Relay 3 - Normally Closed Contact
<b>TB11-2</b>	<b>C</b>	Relay 3 - Common Contact
<b>TB11-3</b>	<b>NO</b>	Relay 3 - Normally Open Contact
<b>TB11-4</b>	<b>NC</b>	Relay 4 - Normally Closed Contact
<b>TB11-5</b>	<b>C</b>	Relay 4 - Common Contact
<b>TB11-6</b>	<b>NO</b>	Relay 4 - Normally Open Contact
<b>TB12-1</b>	<b>NC</b>	Relay 5 - Normally Closed Contact
<b>TB12-2</b>	<b>C</b>	Relay 5 - Common Contact
<b>TB12-3</b>	<b>NO</b>	Relay 5 - Normally Open Contact
<b>TB12-4</b>	<b>NC</b>	Relay 6 - Normally Closed Contact
<b>TB12-5</b>	<b>C</b>	Relay 6 - Common Contact
<b>TB12-6</b>	<b>NO</b>	Relay 6 - Normally Open Contact

## JUMPERS

Jumper	Description
J2	Reader Power Select 12V = 12V DC at reader ports Requires ≥ 20V DC supplied to VIN PT = VIN "Passed Through" to reader ports
J3	2-Wire/4-Wire Select, install in 2W position only
J5	RS-485 Termination, install in last units only
J6 - J15	Factory Use Only

## Status LEDs

**Power-up:** All LEDs OFF


**Initialization:** Once power is applied, initialization of the module begins

When initialization is completed, LEDs A through R2 are briefly sequenced ON then OFF

**Run time:** After a successful initialization, the LEDs have the following meanings:

**A LED: Heartbeat and On-Line Status:**

Off-line: 1 second rate, 20% ON 

On-line: 1 second rate, 80% ON 

**A LED Error Indication:**

Waiting for application firmware to be downloaded:

0.1 s ON, 0.1 s OFF

**B LED:**

**Communication Port Status:** Indicates communication activity on the communication port

1 - 8 LEDs: Input Status for IN1 - IN8

TMP: Cabinet Tamper

PFL: Power Fault

Input in the inactive state: OFF  
(briefly flashes ON every 3 seconds)



Input in the active state: ON  
(briefly flashes OFF every 3 seconds)



Input in a trouble state: Rapid Flash



**R1 LED:** Reader port 1: Flashes when data is received, either input

**R2 LED:** Reader port 2: Flashes when data is received, either input

**K1 through K6 LEDs:** Illuminates when output relay RLY 1 (K1) through RLY 6 (K6) is energized

Every three seconds, LEDs **A** through **R2** are pulsed to their opposite state for 0.1 s

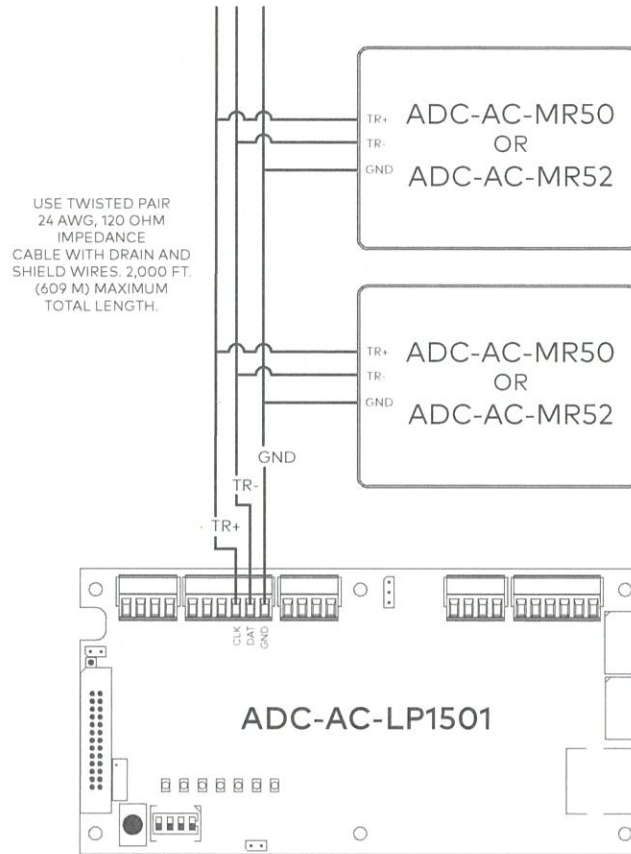
The ADC-AC-MR52 accepts 12 to 24V DC for power on TB7. Locate the power source as close to the ADC-AC-MR52 as possible. Make power connection with minimum of 18 AWG wires.

## Communication Wiring

The ADC-AC-MR52 communicates to an Alarm.com Door Controller using a 2-wire RS-485 interface. The ADC-AC-MR52 allows for multi-drop communication on a bus of up to 2,000 feet (609 m). Use twisted pair (minimum 24 AWG) with drain wire and shield for communication. If the ADC-AC-MR52 is the last device on the communication bus, jumper J5 must be installed.

**RS-485 Wiring using the ADC-AC-LP1501 Door Controller**

UP TO EIGHT TOTAL EXPANSION MODULES MAY BE WIRED. THE LAST EXPANSION MODULE ON THE BUS MUST HAVE JUMPER J5 INSTALLED FOR ADC-AC-MR52 MODULES AND J4 INSTALLED FOR ADC-ACX1 MODULES.

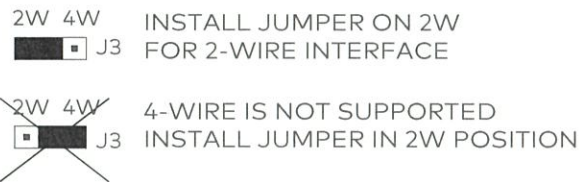


*For ease of install, daisy chain expansion modules together. Wire each expansion module to the next module instead of wiring directly back to the controller.*

## LINE TERMINATION



## 2-WIRE/4-WIRE SELECT



## Addressing

Flip the dip switches on the ADC-AC-MR52 expansion module according to the "Jumpers/Switches ON" column in the Access Control Devices table on the Alarm.com Dealer Website. These dipswitches are also displayed in the "Add Expansion Module" installation wizard. If these dipswitches are not set according to the website, the device and its connected readers and door hardware will not function properly with Alarm.com.

## Reader Wiring

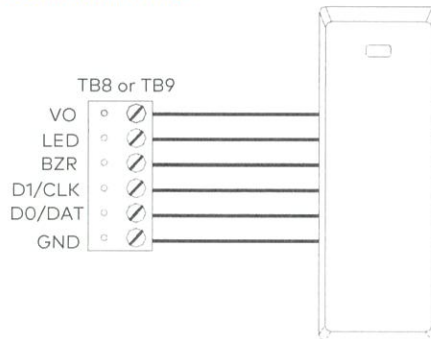
Each reader port supports a single Wiegand reader. Power to the reader is selectable: 12V DC (VIN must be greater than 20V DC), or power is passed-through from the input voltage of the ADC-AC-MR52 (TB7-VIN), 180 mA maximum per reader port. Readers that require different voltage or have high current requirements must be powered separately. 22 AWG minimum recommended for readers.

12V PT	READER POWER
<input type="checkbox"/>	12V DC IS AVAILABLE ON READER PORTS (VIN ≥ 20V DC)
<input checked="" type="checkbox"/>	VIN POWER IS "PASSED THROUGH" TO READER PORTS

### J2 - READER PORT POWER SELECT

If the input voltage to the ADC-AC-MR52 is 12V DC, jumper J2 MUST be in the PT position.

#### Typical Reader Wiring

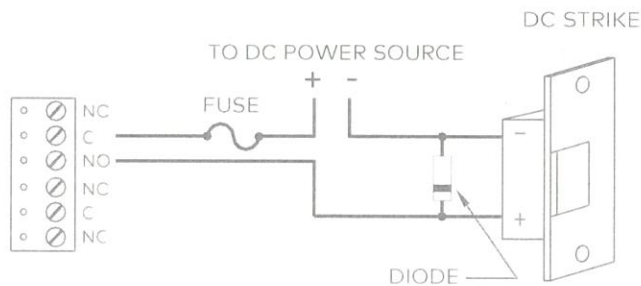


## Relay Wiring

Six Form-C contact relays are provided for controlling door lock mechanisms. Each relay has a Common pole (C), a Normally Open pole (NO), and a Normally Closed pole (NC). When momentarily delivering power to unlock the locking hardware (fail secure), the Normally Open and Common poles are used. When momentarily removing power to unlock the locking hardware (fail safe), the Normally Closed and Common poles are used. Check with local building codes for proper egress door installation. 18 AWG minimum recommended for electric locking hardware.

Load switching can cause abnormal contact wear and premature contact failure. Switching of inductive loads (strike) also causes EMI (electromagnetic interference), which may interfere with normal operation of other equipment. To minimize premature contact failure and to increase system reliability, a contact protection circuit may be used. The following circuit is recommended. Locate the protection circuit as close to the load as possible (within 12 inches [30 cm]), as the effectiveness of the circuit will decrease if it is located further away.

Use sufficiently large gauge wires for the load current to avoid voltage loss.



### DIODE SELECTION

- Diode current rating: 1x strike current
- Diode breakdown voltage: 4x strike voltage
- For 12V DC or 24V DC strike, diode 1N4002 (100V/1A) typical

## Input Wiring

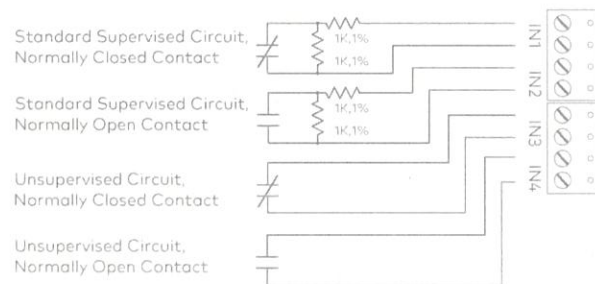
There are 8 inputs that can be used to monitor door position or request to exit devices. Input circuits can be configured as Unsupervised (2 states); reporting as open or closed contact, or Supervised (6 states); reporting as open or closed contact, open circuit, shorted circuit, grounded circuit\*, or foreign voltage\*.

A supervised input circuit requires adding two resistors with value of 1k ohm, 1% to the circuit to facilitate proper reporting and should be located as close to the sensor as possible.

*\* Grounded and foreign voltage states are not a requirement of UL 294 and therefore not verified by UL.*

The input circuit wiring configurations shown are supported but may not be typical.

22 AWG minimum required for input wiring. 18 AWG recommended if wiring request-to-exit devices in series with locking hardware.





## Specifications

The Interface is for use in low voltage, class 2 circuits only.

The installation of this device must comply with all local fire and electrical codes.

### INPUT POWER

12/24V DC, 550mA max.  
450mA nominal @ 12V  
270mA nominal @ 24V

### OUTPUT POWER

12V DC, 125 mA per reader

### COMMUNICATION

2-Wire RS-485

### INPUTS

Two dedicated reader inputs  
Eight programmable inputs  
One dedicated tamper input  
One dedicated power monitor input

### OUTPUTS

Six relay outputs (5A @ 28V DC)  
Single-wire LED control  
Single-wire buzzer output

### CERTIFICATIONS

UL 294 recognized  
CE compliant  
RoHS

### DIMENSIONS (L X W X H)

6.0 x 8.0 x 1.0" (152 x 203 x 25 mm)

### TEMPERATURE

-40 – 167°F (-40 – 75°C) operational  
-67 – 185°F (-55 – 85°C) storage

### OPERATING HUMIDITY

0-95% (non-condensing) RH

## WARRANTY

Mercury Security warrants the product is free from defects in material and workmanship under normal use and service with proper maintenance for one year from the date of factory shipment. Mercury Security assumes no responsibility for products damaged by improper handling or installation. This warranty is limited to the repair or replacement of the defective unit.

There are no expressed warranties other than set forth herein. Mercury Security does not make, nor intends, nor does it authorize any agent or representative to make any other warranties, or implied warranties, and expressly excludes and disclaims all implied warranties of merchantability or fitness for a particular purpose.

Returns must be accompanied by a Return Material Authorization (RMA) number obtained from customer service, and prepaid postage and insurance.

## LIABILITY

The Interface should only be used to control exits from areas where an alternative method for exit is available. This product is not intended for, nor is rated for operation in life-critical control applications. Mercury Security is not liable under any circumstances for loss or damage caused by or partially caused by the misapplication or malfunction of the product. Mercury Security's liability does not extend beyond the purchase price of the product.



This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.





BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

## **Staff Report**

Agenda Item No. **3.2**

**To:** Board of Directors:  
**From:** Nancy Law, Executive Assistant  
**Via:** Duane Burk, General Manager  
**Date:** September 13<sup>th</sup>, 2023  
**Subject:** Approval of Bogart Vending Station

### **Background and Analysis:**

The Beaumont-Cherry Valley Recreation and Park District provided a two (2) year Projected Budget, each year starting in April all departments met with the General Manager and the Finance Department to provide input and review current year spending and budget projections for the upcoming years.

On June 14<sup>th</sup>, 2023 the Board Approved the Fiscal Year 2023/2024 & 2024/2025 Budget, which included on the Budget Detail line item Bogart Money Machine for \$46,000.00.

On August 7<sup>th</sup>, 2023 the General Manager, Duane Burk & Assistant Maintenance Superintendent, Aaron Morris met with the Vending Station Company and representative to discuss options for the station allowing license plate entry, cashless entrance and RFID Vehicle tag allowing annual pass holders to easily enter with no code needed. Moreover, with the additional items requested the original budget amount approved was less than the new quote.

### **Fiscal Impact:**

There will be an additional amount of \$23,513.00 to the General fund to account #50728 – Bogart Money Machine.

### **Recommendations:**

Staff recommend that the Board review, comment on and approve the additional charges to the Vending Station installed at Bogart Regional Park.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Nancy Law", is written over a printed name and title.

Nancy Law  
Executive Assistant

**Doug Stickney**

---

**From:** Doug Stickney  
**Sent:** Thursday, August 10, 2023 4:25 PM  
**To:** nancy@bcvparks.com  
**Cc:** Aaron@bcvparks.com  
**Subject:** Work Order 700 from Polished Image & Supply  
**Attachments:** Document.htm

Dear Nancy Beaumont

Please review the attached work order.

After our site walk on Monday, here is the latest invoice revision as we discussed with Duwane, Arron and Contractor Jose.

All items are special order equipment, therefore we will need a signature along with 35% deposit (\$22,372.00) in order to process an invoice and order the equipment. Another 35% will be due prior to shipment of order. After installation is completed, the remaining balance of \$24,769.00 will be required. All labor charges will be billed "time & material" as needed on approved change orders.

Thank you for your business - we appreciate it very much. Please let me know if you have any questions. I can be reached at 909-208-1160

Sincerely, Peter Forteza

8/8/2023  
Store: 1

**Work Order #700**

Ordered: 8/8/2023  
Associate: Doug  
Page 1

**Polished Image & Supply**

2273 Lacrosse Ave. #110  
Colton, CA 92324  
T) 909-422-0263  
F) 909-422-0264  
www.detailsupplystore.com

**Bill To:** Beaumont / Cherry Valley Parks & Rec.  
Nancy Beaumont  
Parks & Recreation Dept.  
Beaumont, CA 92223  
951-543-5289

**INSTRUCTIONS: \*EQUIPMENT PRICES ONLY!**

\*Parking Entrance System Equipment Only. Onsite Installation & Training will be Quoted Separately.

Order Status: Open

Due Date:

Item Name	Attribute	Size	Qty	Sold	Due	Price	Ext Price	Tax
VEND STATION			2	0	2	\$16,250.00	\$32,500.00	T
AIO Credit Card Acceptance			2	0	2	\$3,895.00	\$7,790.00	T
CA-DEL			2	0	2	\$0.00	\$0.00	T
PULSE			2	0	2	\$0.00	\$0.00	T
CELL			2	0	2	\$540.00	\$1,080.00	T
venDirect			2	0	2	\$540.00	\$1,080.00	T
venVUE			2	0	2	\$495.00	\$990.00	T
PRINT			2	0	2	\$799.00	\$1,598.00	T
Magnetic Barrier			1	0	1	\$6,990.00	\$6,990.00	T
						less: (\$3,190.00)		
Safety Loop			4	0	4	\$750.00	\$3,000.00	T
		66.67%				less: \$6,000.00		
API Pull Interface			0	0	0	\$3,500.00	\$0.00	T
SOS RFID Access Control			2	0	2	\$2,456.00	\$4,912.00	T
RFID Vehicle Tag			50	0	50	\$39.00	\$1,950.00	T
						less: (\$300.00)		
SOS-D-ANT			2	0	2	\$865.00	\$1,730.00	T
SOS-BKT			0	0	0	\$155.00	\$0.00	T
SOS-TUNE			2	0	2	\$150.00	\$300.00	T
<b>Total Qty Ordered:</b>			<b>77</b>	<b>0</b>	<b>77</b>			

Percent Unfilled: 100

Subtotal: \$63,920.00  
Sales Tax - InStore 8.75 % Tax: + \$5,593.00  
**TOTAL: \$69,513.00**  
Deposit Balance: \$0.00  
Balance Due: \$69,513.00

Signature: \_\_\_\_\_



# **PACIFIC PARKING SYSTEMS, INC.**

## **Automated Fee Collection System**

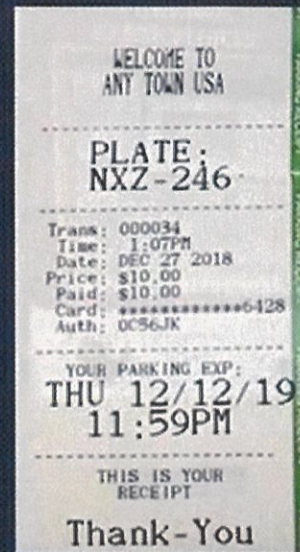
© 2020 Pacific Parking Systems, Inc.





# PAY BY LICENSE PLATE (PBL)

Upgrade Your Existing SVI or venSTATION Pay Station With Pay By License Plate and/or EMV Chip Card Reader Without Replacing The Machine!



venSTATION & SVI Upgrade  
With Pay By License Plate/Tap & Pay/PIN Based EMV

## CUSTOM WRAPS AVAILABLE!

Customize Your Pay Station Machine With High Gloss, Matte Finish or Luster Finish Laminate Wraps



•Pay & Display	•Pay In Lane	•Gated Entry/Exit
•Pay By Space	•Pay On Foot	•Pay By License Plate
•Pay By Phone	•Loyalty Cards	•QR Code Validations



**TOTAL PARKING SOLUTIONS®**

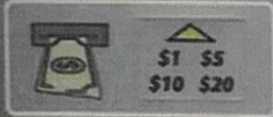
MIXED USE CAMPING SALES WITH DAY USE



**STEPS TO PURCHASE:**

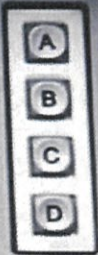
**FOLLOW DIRECTIONS  
ONSCREEN**

**INSERT PAYMENT  
COLLECT TICKET BELOW**



**venSTATION**

DAY USE FEES →  
CAMPING FEES →



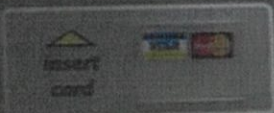
**MACHINE DOES NOT GIVE CHANGE**

**USE KEYPAD  
BELOW FOR  
LICENSE PLATE  
ENTRY**



**STEPS TO PURCHASE:**

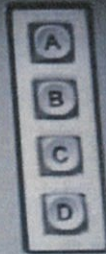
FOLLOW DIRECTIONS  
ONSCREEN  
INSERT PAYMENT  
COLLECT TICKET BELOW



venSTATION

MAXIMUM 8 PEOPLE  
PER CAMP SITE  
QUIET HRS START AT 10PM  
PRESS D TO CONTINUE →

MACHINE DOES NOT GIVE CHANGE

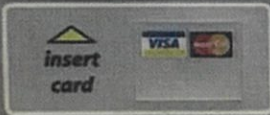
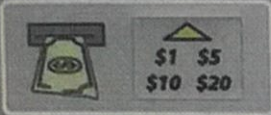


USE KEYPAD  
BELOW FOR  
LICENSE PLATE  
ENTRY



**STEPS TO PURCHASE:**

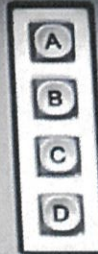
**FOLLOW DIRECTIONS  
ONSCREEN  
INSERT PAYMENT  
COLLECT TICKET BELOW**



**venSTATION**

**FOLLOW ALL POSTED  
BEAR RULES  
FOR FOOD STORAGE  
TO ACCEPT PRESS D**

**MACHINE DOES NOT GIVE CHANGE**



**USE KEYPAD  
BELOW FOR  
LICENSE PLATE  
ENTRY**

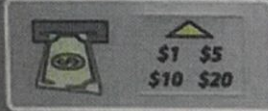




**MULTIPLE RATE OPTIONS**

**STEPS TO PURCHASE:**

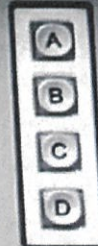
**FOLLOW DIRECTIONS  
ONSCREEN  
INSERT PAYMENT  
COLLECT TICKET BELOW**



**venSTATION**

WELCOME TO  
BALBOA BAY CLUB  
PLATE INFO REQUIRED  
TO CONTINUE PRESS D →

**MACHINE DOES NOT GIVE CHANGE**

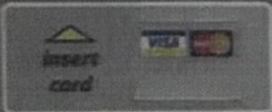
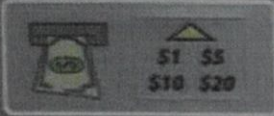
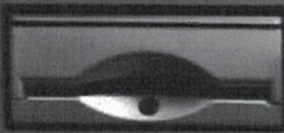


**USE KEYPAD  
BELOW FOR  
LICENSE PLATE  
ENTRY**



**STEPS TO PURCHASE:**

**FOLLOW DIRECTIONS  
ONSCREEN  
INSERT PAYMENT  
COLLECT TICKET BELOW**



**venSTATION**

FILM : \$10.00 MORE  
TOTAL : 0 \$0.00 NEXT



**MACHINE DOES NOT GIVE CHANGE**

**USE KEYPAD  
BELOW FOR  
LICENSE PLATE  
ENTRY**



FILM BULK PERMIT

Paid: \$50.00

Meter: 03019023-3019023

Trans: 000007

Time: 9:42AM AUG 28 20

Card: \*\*\*\*\*9913

Auth:

Expires:

9:42A FRI  
AUG 28 20

PLACE PERMIT ON DASH  
THIS SIDE UP

FILM BULK PERMIT

Paid: \$50.00

Meter: 03019023-3019023

Trans: 000007

Time: 9:42AM AUG 28 20

Card: \*\*\*\*\*9913

Auth:

Expires:

9:42A FRI  
AUG 28 20

PLACE PERMIT ON DASH  
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Meter: 03019023-3019023

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Meter: 03019023-3019023

Trans: 000007

Time: 9:42AM AUG 28 20

Card: \*\*\*\*\*9913

Auth:

Expires:

9:42A FRI  
AUG 28 20

PLACE PERMIT ON DASH  
THIS SIDE UP

FILM BULK PERMIT

Paid: \$50.00

Meter: 03019023-3019023

Trans: 000007

Time: 9:42AM AUG 28 20

Card: \*\*\*\*\*9913

Auth:

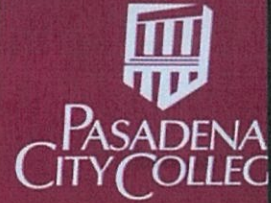
Expires:

9:42A FRI  
AUG 28 20

PLACE PERMIT ON DASH  
THIS SIDE UP

# PAY BY PLATE TICKETLESS

\$2.00 TO PARK ALL DAY  
TUE 02 - 11 - 2020  
INSERT CARD OR \$1 BILLS  
—PLATE 1234ABC—



STEP 3.  
INSERT  
PAYMENT



STEP 1. ENTER LICENSE  
PLATE NUMBER ON THE  
KEYBOARD ABOVE

IT IS NOT NECESSARY TO DISPLAY  
A TICKET ON YOUR DASHBOARD  
NO PERMIT WILL BE DISPENSED.

VALID IN STUDENT  
SPACES ONLY

STEP 2. PRESS  
ENTER TO  
ACCEPT PLATE.





# PAY BY LICENSE WITH EMV/TAP AND GO

**WELCOME**  
Follow  
Directions  
On Screen

**INSERT COINS**  
5c | 10c | 25c | \$1 | \$2



**parq**  
vancouver



**COLLECT YOUR  
CHANGE / RECEIPT**



**WestPark**  
[www.westpark.com](http://www.westpark.com)  
604.669.7275



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[www.westpark.com](http://www.westpark.com)





## **Staff Report**

Agenda Item No. **3.3**

**To:** Board of Directors  
**From:** Nancy Law, Executive Assistant  
**Via:** Duane Burk, General Manager  
**Date:** September 13<sup>th</sup>, 2023  
**Subject:** Approval of Destruction of Records Request

---

### **Background and Analysis:**

On May 10, 2017 the Board approved the Record Retention and Policy Schedule so the staff can request to have documents that no longer need to be retained destroyed.

On August 9<sup>th</sup>, 2023 the Board of Directors approved a list of records to be destroyed as the Records Retention Policy.

On August 24<sup>th</sup>, 2023 Staff called in Southern California Shredding to destroy the approved list and at that time staff certified such destruction of the records.

### **Fiscal Impact:**

Cost to district to shred the above files came to \$150.00 total of (19) boxes.

### **Recommendations:**

Staff recommends that the Board review, comment and approve the Request for Destruction of Records.

Respectfully Submitted,

  
Nancy Law  
Executive Assistant



# Beaumont Cherry Valley Recreation and Park District

## Request for Destruction of Records

Requestor: Nancy Law Department: Finance  
Print Name

Date: 8/24/2023

Date(s) of Record	Description of Record(s)	Retention Period
See Attached Approved 8/9/2023 Destruction Sheet		

APPROVED

[Signature]  
General Manager

8/21/23  
Date

The destruction of the above referenced materials have been destroyed under my supervision using the following method

Shredding

Outside Source

Other (specify method)

Company Name:

So Cal Shredding

I certify that such destruction meets the requirements of the Records Retention Schedule Policy of Beaumont Cherry Valley Recreation & Park District

Nancy Law  
Printed Name:

[Signature]  
Signature

8/24/2023  
Date of Destruction

CHRIS LAW  
Printed Name:

[Signature]  
Signature

8/24/2023  
Date of Destruction

	Destroy 2023	Policy on Retention
Box#13	2017-2018 Voucher and baseball Signups	4 years
Box#14	2016 Deposits	7 years
Box#18	Finance meetings 2015 Operating acct	7 years
Box#19	2014/2015 BANK OF HEMET STATEMENTS	7 years
Box#21	2014-2015 Payroll	7 years
Box#24	2018-2019 Accounts Payable I-Z	4 years
Box#25	2012-2013 A/P	4 years
Box#26	Tickets	2 years
Box#29	2017-2018 check Reg. 1099	5 years
Box#30	2017-2018 A/P A-T	4 years
Box#31	Old Receipts Books	2 years
Box#33	2017-2018 A/P T-Z	4 years
Box#34	2018-2019 A/P P-Z	4 years
Box#35	2018-2019 A/P B-O	4 years
Box#36	2018-2019 M-W Facility Refund	4 years
Box#37	2014-2019 Misc. Events, small Claims, RV app	4 years
Box#38	2018- 2019 A/P Events Old NC, Snack Bar Equestrian	4 years
Box#52	2017 FUA	4 years
Box# 53	2018 FUA	4years

Total 19 BOXES



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

## **Staff Report**

Agenda Item No. **3.4**

**To:** Board of Directors:  
**From:** Nancy Law, Executive Assistant  
**Via:** Duane Burk, General Manager  
**Date:** July 13<sup>th</sup>, 2022  
**Subject:** Approval of 2023-2024 CDBG Funding

### **Background and Analysis:**

On October 12<sup>th</sup>, 2023 the Beaumont Cherry Valley Recreation and Park District Board authorized staff to submit a grant application to Economic Development Agency (EDA), and Housing, Homelessness Prevention and Workforce Solutions (HHPWS) for a Community Development Block Grant (CDBG).

The project is for Bogart Regional Park ADA Parking Lot Improvements Phase II.

Staff projected construction project cost at or above \$120,000.00.

On August 7<sup>th</sup>, 2023 the District received an award notice for our CDBG Grant application in the amount of \$82,231.00

As a result of the award letter, the staff is seeking approval from the Board to accept the funding. Moreover, the staff is requesting Board approval to authorize the General Manager to enter into a project agreement with Housing and Workforce Solutions (HWS) to utilize the CDBG Grant funds for this specific project.

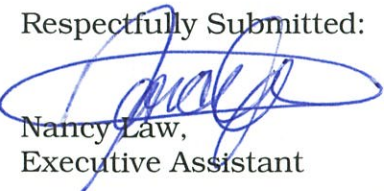
### **Fiscal Impact:**

When staff bids the project out, we may need additional funding to complete the project, these funds would come from Capital Improvements and staff will come back to the Board for approval.

### **Recommendations:**

Staff recommends Board approve to accept the CDBG funds and authorize the General Manager to enter into an agreement with HWS Project file#5.114-23.

Respectfully Submitted:

  
Nancy Law,  
Executive Assistant



August 7, 2023

Duane Burk, Executive Director  
Beaumont Cherry Valley Recreation & Park District  
390 W Oak Valley Parkway  
Beaumont, CA 92223

**RE: COMBINED NOTICE  
2023-2024 CDBG FUNDING REQUEST APPROVED  
NOTICE OF MANDATORY CDBG SUBRECIPIENT TRAINING**

Bogart Regional Park ADA Parking Lot Improvements Project Phase II \$82,231

Dear Sponsor:

We are pleased to notify you that the Riverside County Board of Supervisors has approved a request for CDBG funding for the activity listed below:

Bogart Regional Park ADA Parking Lot Improvements Project Phase II \$82,231  
Public Facilities  
Low Mod Limited Clientele Presumed

This project has been included in the County's 2023-2024 One Year Action Plan. The One Year Action Plan has been submitted to the U.S. Department of Housing and Urban Development (HUD) for review. If approved by HUD, we anticipate that the effective date of our 2023-2024 One Year Action Plan will be July 1, 2023.

We are in the process of preparing your Sponsor's Agreement for the use of the CDBG funds. Once you receive your Sponsor's Agreement, you will have forty-five (45) days to have it properly executed and returned to the Department of Housing and Workforce Solutions (HWS), together with the required documentation. **This deadline date assists the County in meeting HUD's timeliness, or draw down, requirements. Any Sponsor that fails to meet this deadline may have their project cancelled.**

**This is not an authorization to incur costs.** Any costs incurred prior to written authorization from HWS may not be eligible for reimbursement. Furthermore, all CDBG-funded activities are subject to HUD approval.

At this time, we are undertaking the required environmental review and administrative actions pertaining to your activity. Our staff may be contacting you to discuss approved project budgets, project schedules, performance and outcome measures, national objective reporting, and other necessary items.



**Staff Report**

Agenda Item No. **3.5**

**To:** Board of Directors:  
**From:** Nancy Law, Executive Assistant  
**Via:** Duane Burk, General Manager  
**Date:** September 13<sup>th</sup>, 2023  
**Subject:** Approval of CAPRI District Visit Report

**Background and Analysis:**

On January 13<sup>th</sup>, 2023 CAPRI (California Association for Park & Recreation Indemnity) scheduled a Cycle XVIII District Visit for Monday, June 26<sup>th</sup>, 2023. CAPRI is a risk-sharing pool of which our District is a member, this means that the collective risk management and loss prevention efforts of every member District have a direct impact on the results of the entire pool. Moreover, the visit will focus on risk and safety practices related to three components. (1) Administrative & Contract Management Practices, (2) Human Resources Practices, (3) Park, Playgrounds, & Facilities Management.

On June 26<sup>th</sup>, 2023 CAPRI representative Kirk Andre conducted the District Cycle XVII Visit, with General Manager, Duane Burk and Assistant General Manager/HRA, Mickey Valdivia. They reviewed documents and practices along with a visit to all District sites. The process was concluded with a final written report that contains evaluations, recommendations (if necessary), and a final score, Districts that score above 90% receive a CAPRI Ted Winslow Safety Award.

On June 27<sup>th</sup>, 2023 CAPRI submitted to the District the Cycle XVIII District Visit Report and staff is proud to say we scored an Excellent rating and 99% score, with one recommendation to review and update the Employee Handbook on an annual basis.

**Fiscal Impact:**

There will be no impact to this report.

**Recommendations:**

Staff recommends that the Board review and approve the CAPRI Cycle XVIII District Visit Report.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Nancy Law", is written over a horizontal line.

Nancy Law  
Executive Assistant



1075 Creekside Ridge Drive  
Suite 240  
Roseville, CA 95678

Phone: (916) 722-5550  
Fax: (916) 722-5715  
Website: [capri-jpa.org](http://capri-jpa.org)

July 27, 2023

Duane Burk  
Beaumont-Cherry Valley Recreation and Park District  
390 W. Oaks Valley Parkway  
Beaumont, CA 92223  
Email: [duane@bcvparks.com](mailto:duane@bcvparks.com)

**VIA EMAIL ONLY**

Dear Duane Burk:

Thank you for the time devoted to the Cycle XVIII District Visit on June 26, 2023.

As you know, CAPRI is a risk-sharing pool, which means that the effective risk management and loss prevention efforts of every member district have a direct impact on the results of the entire pool. The District Visitation Program is one of the many resources that CAPRI provides its members to enhance those efforts.

The enclosed report contains evaluations and recommendations which are the result of a survey of select facilities and our review of District administration and operations. In accordance with CAPRI guidelines, we ask that the District respond in writing to any recommendations within 45 days of this letter.

If you have any questions about the enclosed visitation report, please call our office.

Sincerely,

**Kirk Andre**

*Safety Analyst*





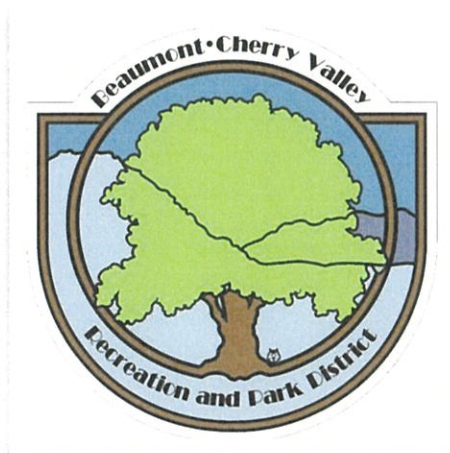
California Association for  
Park & Recreation Indemnity



# CAPRI

# DISTRICT VISIT --- REPORT

## Cycle XVIII



**Visit Conducted On:**

**June 26, 2023**

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## EXECUTIVE SUMMARY

---

This report is merely a summary of CAPRI's survey and cannot and does not address every potential unsafe practice or condition of the District. Due in part to the limited nature of the visit and the narrow scope of CAPRI's review, this report should not be relied upon as a thorough audit of District facilities or confirmation that all necessary and appropriate risk management practices of the district are in place. Furthermore, CAPRI, its staff, and Board of Directors, neither assume responsibility nor warrant nor represent that the facilities, work sites, operations, and/or equipment surveyed are safe or healthful or in compliance with any with state, federal, and local law, regulations, and/or ordinances including, but not limited to, compliance with the American Disabilities Act.

If the District scores 90-100%, they will receive an "Excellent" score and receive the CAPRI Ted Winslow Safety Award. Districts that score an 80-89% will receive a "Very Good." Districts that score 70-79% will receive a "Good." Districts that score 69% or lower will receive a "Needs Improvement."

The criteria below reflect the points under each category. If a certain category does not apply to the District, such as a pool, then that category will not be assessed and will not impact the District's final percentage score.

### PREPARED FOR:

Duane Burk  
Beaumont-Cherry Valley Recreation and Park District  
390 W. Oaks Valley Parkway  
Beaumont, CA 92223

### STAFF INTERVIEWED:

Duane Burk, General Manager  
Mickey Valdivia, Assistant General Manager/Human Resources Administrator

### SITES VISITED:

District Office/Community Center  
Noble Creek Park  
Cherry Valley Grange  
Woman's Club  
Bogart Regional Park

### SURVEYED BY:

Kirk Andre, Safety Analyst

## VISIT OVERVIEW

---

The District Visitation Program emphasizes risk management, loss prevention, and employment practices and is a unique opportunity for the members to share and learn from the success of other recreation and park districts around the State. CAPRI does not perform “surprise” visits. An appointment is made at least three weeks before a visit takes place unless agreed upon by the District.

The visit to your District was part of an ongoing effort by CAPRI to assist members in running a safe and healthy operation. We want to acknowledge successes and progress, as well as identify areas for improvement. We strive to be a resource, sharing information from your peers around the State about how they reduce losses and manage risk.

The District Visit consisted of reviewing documentation pertaining to the categories in this report and conducting a walk-through survey of your sites. The Safety Analyst has a list of all the parks and facilities for each District and chose the sites to walk-through. The report reflects the sites visited in this report.

## OBSERVATIONS, RECOMMENDATIONS, & SCORING

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### I. ADMINISTRATIVE & CONTRACT MANAGEMENT PRACTICES

#### A. Follow Up Items

From the previous visit, if CAPRI had any recommendations that they have been addressed by the District. If there were no recommendations, it will be noted.

**Observation:** *There were two recommendations from the previous District Visit. Observation below each recommendation is in bold.*

1. *The District should complete PPE assessment through a written certification process under CCR 3380.*

***The District completed a PPE assessment through written certification process under CCR 3380.***

2. *The District should conduct safety drills at least annually.*

***The District conducts safety drills at least annually.***

#### ***Follow-Up Items Scoring:***

1.   1   Complied with recommendations from prior visitations.  
If no recommendation, then this criteria is fulfilled. (1 pt.)

Points Received   1/1

## B. Participant Agreement, Waiver, & Release Forms

Waiver and Release forms must be used for all District-conducted or sponsored programs and activities. Each form should contain CAPRI-approved language and use an appropriate typeface. Additionally, the form should include a description of the activity and the time frame in which the activity will take place. Forms need to be signed by the participant, or in the case of a minor, the minor's parent or guardian. Signed forms should be retained for a period of no less than three years and possibly longer if the program or activity involves minors.

***Observation:** The District utilizes Waiver and Release Forms for all District-Conducted or sponsored programs and activities. The forms contain CAPRI-approved language. The forms accurately describe the name of the activity, along with the time frame of the activity. Signed forms are retained for an appropriate period of time.*

***Recommendations:** There are no recommendations.*

### **Participant Agreement, Waiver, and Release Form Scoring:**

1. 3 CAPRI-approved language on all forms for all activities where registration is required. (3 pts.)
2. 1 Form accurately describes name and timeframe of activity. (1 pt.)
3. 1 Retention of waivers. (1 pt.)

Points Received 5/5

## C. Facility Use Agreements

Facility Use Agreements are contracts between the District and the facility user which are intended to address, among other things, the allocation of risk prior to the use. The Facility Use Agreement should contain a section with CAPRI-approved indemnification, also known as “hold-harmless” language. The District should establish standards as to when they require facility users to provide liability insurance. When liability insurance is required, the District should also obtain a certificate of insurance evidencing sufficient coverage as well as additional insured endorsement naming the District as an additional insured on the facility users’ liability insurance policy. All of these documents should be kept on file and the District should have a system to maintain and access the facility use agreements and insurance documentation when necessary.

***Observation:** The District utilizes Facility Use Agreements when renting out District facilities. These Facility Use Agreements contain CAPRI-approved indemnification language. The District has standards for when renters are required to provide a certificate of liability insurance. When required, these certificates of liability insurance and the additional insured endorsements are retained by the District. The District has a system to maintain and access the facility use agreements.*

***Recommendations:** There are no recommendations.*

### **Facility Use Agreement Scoring:**

1. 3 District’s Facility Use Agreement contains CAPRI-approved indemnification language. (3 pts.)
2. 3 District has insurance requirements addressing minimum limits and an additional insured endorsement. (3 pts.)
3. 3 When required, District retains a copy of the certificate of insurance and additional insured endorsement. The District has a system to maintain and access the facility use agreements. (3 pts.)

Points Received 9/9

## D. Injury & Illness Prevention Program

California employers have many different responsibilities under the California Occupational Safety and Health Act of 1973 and Title 8 of the California Code of Regulations. The District should have an established Injury and Illness Prevention Program (IIPP) that is reviewed at least on an annual basis in order to keep employees safe. The individual responsible for implementing the program should be clearly identified. A system should be in place for evaluating workplace hazards as well as methods and procedures for correcting unsafe or unhealthy conditions. The District should be actively involved with safety training and have a policy for reporting hazards without fear of reprisal. There should also be a system in place to ensure employee compliance with safe and healthy work practices.

**Observation:** *The District maintains an Injury and Illness Prevention Program. The District has evidence of annual review. The District has identified the General Manager is responsible for implementing the program. The IIPP contains a system for identifying, evaluating, and correcting workplace hazards and unsafe conditions. The District has an active training program and a system in place to ensure employee compliance with safe and healthy work practices. The District has a policy in place for reporting hazards without fear of reprisal. The District has a Covid Prevention Plan.*

**Recommendations:** *There are no recommendations.*

### **IIPP Implementation Scoring:**

1. 1 The District has an IIPP and a person responsible for implementing program is identified. (1 pt.)
2. 1 Evidence of annual IIPP review. (1 pt.)
3. 1 Established system for identifying, evaluating, and correcting workplace hazards and unsafe conditions. (1 pt.)
4. 1 The District has an active safety and training program. (1 pt.)
5. 1 The District has a policy for reporting worksite hazards without fear of reprisal. (1 pt.)

Points Received 5/5



## E. Cybersecurity Practices

In the face of sophisticated new threats, the use of appropriate cybersecurity practices has become increasingly important. Having a secure server is key since it is the heart of an organization's IT infrastructure. Employees should utilize safe IT practices such as locking their computers when not in use, recognizing phishing scams, and using strong passwords and multifactor authentication. Applications and security software should always be updated. Employees should avoid use of public WIFI while doing District business and instead connect via a private network or VPN. The District only has active and necessary accounts in use.

**Observation:** *The District has a cybersecurity policy in place to facilitate their practices. Employees utilize safe IT practices such as locking their computers when not in use, recognizing phishing scams, and using strong passwords and multifactor authentication. Applications and security software are always updated. Employees avoid use of public WIFI while doing District business and connect via a private network or VPN. The District only has active and necessary accounts in use.*

**Recommendations:** *There are no recommendations.*

### Cybersecurity Practices Scoring:

1.   1   Cybersecurity policy is in place to facilitate their practices. (1 pt.)
2.   1   Employees utilize safe IT practices such as locking their computers when not in use, recognizing phishing scams, and using strong passwords and multifactor authentication. (1 pt.)
3.   1   Employees use a private network or VPN while doing business work outside of the office. (1 pt.)

Points Received   3/3

## II. HUMAN RESOURCES

### A. Job Descriptions

The use of job descriptions affords both the District and its employees a clear understanding of how each job fits into the organization's structure and contributes to the District achieving its mission. Clear, current job descriptions are required for all full-time and regular part-time positions. Job descriptions should also specifically identify the essential functions of the position.

***Observation:** The District has a current list of job descriptions for all full-time and regular part-time positions. The job descriptions clearly identify the essential functions of each position, including the physical requirements of the job.*

***Recommendations:** There are no recommendations.*

#### **Job Descriptions Scoring:**

1.   1   Clear, current job descriptions exist for all full-time and regular part-time positions. (1 pt.)
2.   1   Job descriptions clearly identify the essential functions necessary to perform for the job. (1 pt.)

Points Received   2/2

## B. Screening and Review

CAPRI Member Districts have many programs and operations which involve our youth. Public Resources Code section 5164 prohibits special districts from hiring an employee or volunteer for a position having supervisory or disciplinary authority over any minor if they have been convicted of certain crimes. As such, CAPRI requires the conduct of a preemployment, criminal background check through the State Department of Justice for all employees and volunteers. At the same time, all Districts should comply with the California's Fair Chance Act which generally prohibits inquiries about criminal convictions before making a job offer to a prospective candidate.

**Observation:** *The District complies with PRC 5164 in that they require all employees and volunteers with direct control or supervision of children to undergo a fingerprint background check. The District maintains a record of the employees who have been fingerprinted and has a system in place to verify that a background check was completed.*

**Recommendations:** *There are no recommendations.*

### **Screening and Review Scoring:**

1. 4 District complies with PRC 5164 and retains appropriate documentation evidencing fingerprinting & background screening have been completed. (4 pts.)

Points Received 4/4

## C. Post-Conditional Offer Preemployment Functional Capacity Examinations

All new, full-time hires are required to be given a post-conditional offer, pre-placement functional capacity exam. Functional capacity exams are used to determine if applicant can fulfill the physical demands required by the essential tasks of the position. The exams are not conducted until all other background checks have been completed. Candidates should be informed that the offer of employment is conditional, based on a satisfactory functional capacity examination. Results of those examinations need to be kept in a separate, confidential file, other than the employees' personnel files.

**Observation:** *The District requires post-conditional offer, preemployment functional capacity examinations for all full-time positions. CAPRI requires Districts to have new, full-time candidates undergo a physical abilities evaluation and the resulting determinations are job-related and consistent with business necessity. The candidates for a position are informed that the offer of employment is conditional upon completion of a satisfactory functional capacity exam. The District does not send a candidate for the exam until all other background checks have been completed. The District maintains the results of the examination in a secure location separate from the employees' personnel files.*

**Recommendations:** *There are no recommendations.*

### **Post-Conditional Offer Preemployment Functional Capacity Examination Scoring:**

1.   1   Post-Conditional Offer Preemployment Functional Capacity Examinations are required for all full-time positions. (1 pt.)
2.   1   Candidates are informed the offer is conditional, based upon satisfactory exam. (1 pt.)
3.   1   Functional Capacity Examinations is not initiated until all background checks have been completed. (1 pt.)
4.   1   Results of examination are maintained in a manner that protects the employee's privacy. (1 pt.)

Points Received   4/4

## D. Employee Training Practices

The California Fair Employment and Housing Act makes specified employment practices unlawful, including the harassment of an employee directly by the employer or indirectly by agents of the employer with the employer's knowledge. In 2018, California's Senate Bill 1343 amended Government Code section 12950 *et seq.* to require an employer who employs five (5) or more employees, including temporary or seasonal employees, to provide at least two (2) hours of sexual harassment training to all supervisory employees and at least (1) one hour of sexual harassment training to all nonsupervisory employees once every 2 years. This training applies to all supervisory employees who are employed and to all new supervisory employees within six (6) months of their assumption of a supervisory position. Furthermore, for seasonal and temporary employees, the training should be completed within thirty (30) days after the hire date or within 100 hours worked, whichever occurs first. Districts should retain documentation of their supervisors' and employees' training.

**Observation:** *The District complies with California Senate Bill 1343. The District utilizes Vector Solutions, CAPRI webinars, and training within the District.*

**Recommendations:** *There are no recommendations.*

### **Employee Training Practices Scoring:**

1. 3 Non-Supervisor. (3 pts.)
2. 3 Supervisor. (3 pts.)
3. 3 Vector Solutions/CAPRI Webinars/Trainings within the District. (3 pts.)

Points Received 9/9

## E. Employee Driving Record Management

CAPRI requires that members annually verify the driving record of anyone who operates a District vehicle or utilizes their personal vehicle for District business. Motor vehicle reports (MVRs) and vehicle proof of insurance must be current for all such employees. The District should have the means to deal with a driver who loses their license or whose driving record becomes unacceptable. Written policies for dealing with employees whose driving record becomes unacceptable should be established.

***Observation:** The District's MVRs are current, and the District verifies employees' proof of insurance if they drive their personal vehicle for District business. The District has established written policies for dealing with employees whose driving records become unacceptable and the written policies are communicated to the employee. The District maintains a copy of the employees' valid copy of their California Drivers' License if the employee drives for District business.*

***Recommendations:** There are no recommendations.*

### **Employee Driving Record Management Scoring:**

1.     1     Maintains employee's current personal auto insurance who drive their personal vehicle for District business. (1 pt.)
  
2.     1     District has written procedures for unacceptable MVRs or loss of license. Policy is communicated. (1 pt.)
  
3.     1     Maintains valid copy of California Driver's License on file if employee drives for District Business. (1 pt.)

Points Received   3/3

## F. Employee Handbook & Employment Counsel

Employment laws, particularly those on the state and local level, are in constant flux, requiring consistent review of policies to ensure notice requirements are being met and laws are accurately reflected. District should have Employment Counsel or use CAPRI's free Labor Law/Employment Services. The District should also utilize an Employee Handbook/Manual and review on an annual basis.

***Observation:** The District uses local employment counsel. The District Employee Handbook was dated 2019 and should be reviewed/updated on an annual basis.*

### ***Recommendations:***

*The District should review and update their Employee Handbook on an annual basis.*

### ***Legal/Employment Scoring:***

1.   1   District has Employment Counsel or uses CAPRI's Labor Law/  
Employment Services. (1pt.)
  
2.   2   District has an Employee Handbook that is reviewed/updated on an annual  
basis. (3pts.)

Points Received   3/4

## G. Volunteers

Volunteers are often an important resource for every District. Volunteers should complete an application prior to being accepted to volunteer. The District should utilize CAPRI-approved Waiver and Release forms for each volunteer. When volunteers are used, they are to be supervised by District personnel and receive appropriate health and safety training for the jobs they are performing. Management should maintain a log identifying all volunteers.

***Observation:** The District has volunteers complete an application prior to being accepted. The District requires CAPRI-approved Waiver and Release forms for each volunteer. When volunteers are used, they are supervised by District personnel. Volunteers receive appropriate training for the type of service they are performing. The District has a current log of all volunteers.*

***Recommendations:** There are no recommendations.*

### **Volunteers Scoring:**

1.   1   District requires CAPRI-approved Waiver and Release forms for each volunteer. (1 pt.)
2.   1   Volunteers complete an application prior to being accepted. (1 pt.)
3.   1   District Personnel supervise how, when, and where volunteer services are performed. (1 pt.)
4.   1   Management maintains a log of all volunteers. (1 pt.)

Points Received   4/4



### III. PARKS, PLAYGROUNDS, & FACILITY MANAGEMENT

#### A. Safety Committee

Of all the loss prevention tools available to an employer, few have greater demonstrable, positive results than a Safety Committee. District Safety Committees are required to meet no less than quarterly, with minutes of the meetings sent to CAPRI within thirty (30) days of the date of the meeting. The composition of the Committee should reflect the operations of the District. Strong committees do not stop with recognizing hazards or needed corrections. They follow through on those corrections and document their results. They inspect District sites and review site inspection reports. When necessary, they investigate employee and patron accidents, including near misses. Committee minutes accurately reflect discussions of the agenda items.

***Observation:** The District Safety Committee meets at least quarterly. The District provides CAPRI the minutes of the meetings within 30 days from the date of the meeting. Membership within the Committee is representative of the District's operations. The Committee does a very good job in discussing a wide range of topics, including safety and training issues. Facility inspection reports are reviewed by the Committee on a regular basis. The Committee conducts a post-loss analysis of patron and employee accidents. The minutes reflect, in detail, discussions of the agenda items.*

***Recommendations:** There are no recommendations.*

***District Safety Committee Scoring:***

1.   3   Meetings are held at no less than on a quarterly basis and minutes are timely sent to CAPRI within 30 days of the meeting date. (3 pts.)
2.   1   Membership representative of operations. (1 pt.)
3.   1   Facilities inspections reviewed by the committee on a regular basis. (1 pt.)
4.   1   Post-loss analysis of patron and employee accidents/near misses if applicable. (1 pt.)
5.   1   Evidence of follow-through on items discussed at meetings. (1 pt.)
6.   1   Minutes accurately reflect discussions of agenda items. (1 pt.)

Points Received   8/8

## B. Park and Facility Maintenance

The District's parks and facilities should evidence good care and maintenance. Parks and sport fields are to be inspected on a regular basis and should be free and clear of hazards. Park picnic tables, benches, and shade structures should not have broken pieces that could cause injury.

**Observation:** *The District's parks and facilities evidence good care and maintenance. The parks and recreation facilities are in good working order. Sidewalks, parking areas, and tire stops are in good condition. Play areas are in good condition and the fill material has been recycled, refilled, or turned over in the past 30 days and appear to meet the standard depth.*

**Recommendations:** *There are no recommendations.*

### **Parks and Facility Maintenance Scoring:**

1.   3   Facilities evidence good care and are well maintained. (3 pts.)
2.   3   Parks are well maintained and free of trip and fall hazards. (3 pts.)
3.   3   Playground equipment is in good working and functioning condition.(3 pts.)
4.   1   Fill material in playground area has been recycled, refilled or turned over in the past 30 days and appear to meet the standard depth. (1 pt.)

Points Received   10/10

## C. Inspection Program & Repair Practices

The District should have a regularly scheduled inspection system. Inspection forms should be specific to the needs of the site being reviewed. There should be documentation of repairs made by the inspector during the inspection process. The District should have a documented plan for corrections that cannot be completed during the inspection process. Forms need to be initialed or signed and dated.

***Observation:** A review of the District's inspection reports shows that District inspections take place on a regular basis and are well documented. The inspection forms are site-specific and are signed and dated by the inspector. When larger repairs are needed, the inspector calls in the need for the repair, and steps are immediately taken to initiate repairs.*

***Recommendations:** There are no recommendations.*

### **Inspection Program and Repair Practices Scoring:**

1.   3   Regularly scheduled inspection system. (3 pts.)
2.   1   Inspection forms are site and use specific. (1 pt.)
3.   1   All repairs are documented and signed off by a supervisor. (1 pt.)

Points Received   5/5

## D. Life Safety

The safety of District Staff and its patrons is a paramount concern for every District. There are a number of actions Districts should take to serve this goal. Safety Data Sheets (SDS) should be current and available at all appropriate job sites. Fire extinguishers should be currently tagged, and first aid kits properly stocked. Emergency exit lights should be in good working order and fire exits clearly identified and free of obstacles. The District should complete a PPE assessment conducted through a written certification process under CCR 3380. Emergency evacuation plans should be developed along with annual drills to evaluate the effectiveness of the plans.

**Observation:** *The District's SDS are current and are readily available at the appropriate job sites. The District's fire extinguishers are charged and properly tagged. The building "EXIT" lights are fully functioning and do not contain any burned-out bulbs. Fire exits are clearly identified and free of obstacles. The District has completed a PPE assessment through a written certification process under CCR 3380. The District conducts emergency drills at least annually. The District has Emergency Action Plans for all their facilities.*

**Recommendations:** *There are no recommendations.*

### **Life Safety Scoring:**

1.   1   SDS are current and readily available at the appropriate job sites. (1 pt.)
2.   1   Fire extinguishers currently tagged/certified. (1 pt.)
3.   1   First Aid kits stocked and readily available under California Regulation Title 8, Section 3400. (1 pt.)
4.   1   Emergency exit lights are in working order and fire exits are clearly identified. (1 pt.)
5.   1   District completed a PPE assessment through a written certification process under CCR 3380. (1 pt.)
6.   1   Emergency evacuation plans developed and are properly displayed. (1 pt.)
7.   1   Safety drills are conducted at least annually. (1 pt.)
8.   1   District has an Emergency Action Plan (EAP) California Code of Regulations, Title 8, Section 3220 and 3221. (1 pt.)

Points Received   8/8

## E. Americans with Disabilities Act (“ADA”) Implementation

The District should be making demonstrable progress toward making its sites and programs accessible to people with disabilities. The District should perform a comprehensive self-assessment and needs-analysis of its sites at least every five years. The District should prioritize those needs and commit itself to an implementation plan over a reasonable period of time. The District should have established procedures for entering into a good faith interactive discussion when the need for reasonable accommodations is indicated. The District should have a grievance policy and procedures in place. The District’s website should be ADA accessible. The District should do ADA upgrades based upon their self-assessment and transition plan.

**Observation:** *The General Manager is the Coordinator for ADA and Section 504. The Coordinator verifies the District’s website is ADA accessible. The District has a detailed self-assessment and transition plan of their sites and facilities. They are continuing to improve accessibility as they renovate and upgrade their parks and facilities. The District has established procedures for entering into a good faith, interactive discussion as soon as the need for reasonable accommodations are indicated. The District has a grievance policy and procedures in place and on their website. The District has done ADA upgrades in the last 24 months based upon their self-assessment and transition plan.*

**Recommendations:** *There are no recommendations.*

### **ADA Implementation Scoring:**

1.   1   District has a Coordinator for ADA and Section 504. (1 pt.)
2.   1   Coordinator verifies District’s website is ADA accessible. (1 pt.)
3.   3   Self-Assessment and Transition Plan in place. (3 pts.)
4.   1   Establish procedures for good-faith interactive discussion if reasonable accommodation is indicated. (1 pt.)
5.   1   Grievance Policy and Procedures in place. (1 pt.)
6.   1   District has evidence of completion of an ADA upgrade completed within the last 24 months. (1 pt.)

Points Received   8/8

## F. Pool Safety Practices & Maintenance

The District's pools should be adequately staffed for the number of pool users. District Lifeguards should have received appropriate training and are properly certified. Pool facilities should be well maintained and in good condition. Pool pump rooms should be clean, neat, and well maintained. Water clarity should be maintained at appropriate levels. There should be an appropriate and fully stocked First Aid Kit and AED. The pool should have an operational ADA lift readily available.

**Observation:** *N/A: The District does not have a pool.*

**Recommendations:** *There are no recommendations.*

### **District Pools Scoring:**

1.   N/A   Pool(s) are adequately staffed for the number of pool users. (3 pts.)
2.   N/A   Lifeguards have received appropriate training and are properly certified. (1 pt.)
3.   N/A   Pool facility is well-maintained and in good condition. (1 pt.)
4.   N/A   Daily log of water condition which includes temperature, PH balance, movement and amount of chemicals added for that day. (1 pt.)
5.   N/A   Pool has appropriate and fully stocked First Aid Kit and AED. (1 pt.)
6.   N/A   Pool has operational ADA lift on deck or near. (1 pt.)

Points Received   N/A

## SITES VISITED

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### District Office/Community Center

The District Office is located at 390 W. Oaks Valley Parkway and looks over Noble Community Park. Behind the Community Center is Franco Garden that is rented out for weddings or garden parties. The community center includes a kitchen, multipurpose room, classroom, and boardroom.

Site Photos:



### Noble Creek Park

This 65-acre park is located at the bottom of the hill from the District Office/Community Center. There are 7 ballfields, RV parking, horseshoe pits, dog park, tennis courts, horse arena, sand volleyball court, soccer fields, roller hockey rink, and a radio-controlled racecar track. The District's maintenance yard is at Noble Creek.

Site Photos:







Cherry Valley Grange

This facility is at 10478 Beaumont Ave. This building was opened in 1909 as a one-room schoolhouse. It is now used as a site for meetings, weddings, birthday parties, polling stations, and private rentals.

Site Photos:



### Woman's Club

This historical building is over 100 years old is at 306 E. 6<sup>th</sup> Street. The District continues to complete ADA upgrades which included redoing the parking lot and sidewalk for handicap accessibility. The facility has a stage and auditorium, a small meeting room, and kitchen.

### Site Photos:



Bogart Regional Park

Bogart Regional Park was selected as the Outstanding Renovated Facility at the 2021 California Association of Recreation and Park Districts’ Conference. The park is located at 9600 International Park Road in Cherry Valley. The District improved the parks infrastructure including running all new pipelines for water with fire hydrants. The park has many trails for horseback riding, hiking, and biking. It has a pond that the District stocks with fish. There are many camp sites as well as restrooms on the property. There is a new maintenance building with a meeting/breakroom. At the top of Candlelight Trail is now a large flagpole dedicated to first responders.

Site Photos:









## CONCLUSION & SCORING

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<i>Follow-Up Items:</i>	<i>1 of 1</i>
<i>Participant Agreement, Waiver, &amp; Release Forms:</i>	<i>5 of 5</i>
<i>Facility Use Agreements:</i>	<i>9 of 9</i>
<i>Injury &amp; Illness Prevention Program:</i>	<i>5 of 5</i>
<i>Cybersecurity Practices:</i>	<i>3 of 3</i>
<i>Job Descriptions:</i>	<i>2 of 2</i>
<i>Screening and Review:</i>	<i>4 of 4</i>
<i>Post-Conditional Offer Preemployment Functional Capacity Examinations:</i>	<i>4 of 4</i>
<i>Employee Training Practices:</i>	<i>9 of 9</i>
<i>Employee Driving Record Management:</i>	<i>3 of 3</i>
<i>Employee Handbook &amp; Employment Counsel:</i>	<i>3 of 4</i>
<i>Volunteers:</i>	<i>4 of 4</i>
<i>Safety Committee:</i>	<i>8 of 8</i>
<i>Parks and Facility Maintenance:</i>	<i>10 of 10</i>
<i>Inspection Program &amp; Repair Practices:</i>	<i>5 of 5</i>
<i>Life Safety</i>	<i>8 of 8</i>
<i>Americans with Disabilities Act (“ADA”)</i>	<i>8 of 8</i>
<i>Pool Safety Practices &amp; Maintenance</i>	<i>N/A</i>

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**Total Score:** *91 of 92*

**Congratulations! Your District scored 99% and earned a rating of Excellent.**

**There was one recommendation made during this visit.**

- 1. The District should review and update their Employee Handbook on an annual basis.*

Sincerely,

**Kirk Andre, Safety Analyst**





**Staff Report**

Agenda Item No. **3.8**

**To:** Board of Directors:

**From:** Nancy Law, Executive Assistant

**Via:** Duane Burk, General Manager

**Date:** September 13<sup>th</sup>, 2023

**Subject:** Authorization for Submittal of Community Development Block Grant Application 2024-2025

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**Background and Analysis:**

The Riverside County Economic Development Agency (EDA), and Housing and Workforce Solutions (HWS) are soliciting proposals for the 2024-2025 Community Development Block Grant (CDBG) program. Staff would like to apply for ADA deficiencies at Noble Creek Community Center inside restrooms. Applications are available now online and must be submitted by November 17<sup>th</sup>, 2023.

The 2021-2022 Community Development Block Grant that staff submitted for ADA deficiencies in Bogart Park which includes parking, paths of travel and restrooms was not approved. Staff is reaching out to find out why we are not receiving funds.

The 2022-2023 Community Development Block Grant that was submitted for Bogart Regional Park ADA Parking Lots Improvements in the amount of \$150,000.00 was approved for \$58,352.00 and staff has been working on this project to get the Meadow Parking lot up to ADA Standards

The 2023-2024 Community Development Block Grant that was submitted for Bogart Regional Park ADA Parking Lots Improvements Phase II in the amount of \$120,000.00 was approved for \$82,231.00 and staff will be working on this funding once accepted by the Board.

**Recommendations:**

Staff recommends that the Board approve and authorize the submission of the Community Development Block Grant Application for the 2024-2025 program years.

**Fiscal Impact:**

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

Respectfully Submitted,

Nancy Law  
Executive Assistant

**Nancy Law**

**From:** RivCo CDBG <RivCoCDBG@rivco.org>  
**Sent:** Tuesday, September 5, 2023 1:33 PM  
**Subject:** 2024-2025 County of Riverside CDBG-ESG Application  
**Importance:** High

<https://rivcoeda.org/Departments/Housing/Community-Development-Block-Grant/Community-Development/2024-2025-CDBG-ESG-Application>

**COUNTY OF RIVERSIDE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

 **HWS HOUSING AND WORKFORCE SOLUTIONS**  
ENGAGE. ENCOURAGE. EQUIP.

**Application Deadline:  
November 17, 2023**

**2024-2025 Community Development Block Grant Application  
IS NOW AVAILABLE ONLINE**

<https://rivcoeda.org/Departments/Housing/Community-Development-Block-Grant/Community-Development/2024-2025-CDBG-ESG-Application>

Website	CDBG Application	ESG Application
		

**For questions, additional assistance, or to be removed from our mailing list please contact:**  
Nicholas Fonosch, CDBG Program Assistant  
(951) 955-5936 or [RivCoCDBG@rivco.org](mailto:RivCoCDBG@rivco.org)



**OVER 40 YEARS OF BUILDING STRONG COMMUNITIES  
COMMUNITY DEVELOPMENT BLOCK GRANT**

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[County of Riverside California](#)



**Staff Report**

Agenda Item No. **3.9**

**To:** Board of Directors:  
**From:** Nancy Law, Executive Assistant  
**Via:** Duane Burk, General Manager  
**Date:** September 13<sup>th</sup>, 2023  
**Subject:** Gann Appropriations Limit FY 23/24

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**Background and Analysis:**

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

Staff has prepared our Appropriation Limit Calculations based on our prior years limit and applying growth factors, our FY 22/23 limit was \$3,772,252.17 applying growth factor of 1.0164 making our FY 23/24 Gann Appropriation Limit at \$3,833,985.45.

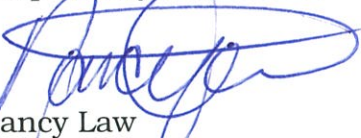
**Fiscal Impact:**

There will be no fiscal impact on these calculations based on our Appropriation Limit of \$3,833,985.45 is greater than our Spending Limit of \$1,105,217.08.

**Recommendations:**

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

Respectfully Submitted,



Nancy Law  
Executive Assistant

# Beaumont Cherry Valley Recreation and Parks District

## Appropriations Limit

### FY 23/24

Description	Year ended June 30, 2024	Comment
<b>Appropriations Subject to Limit:</b>		
Approved FY 23/24 Budget Revenues	\$3,450,964.41	
Less Other Approved FY 23/24 Budget Revenues	-\$722,196.04	
<b>Total Appropriation Subject to Limit</b>	<u>\$2,728,768.37</u>	
<b>Calculation of Appropriation Limit Factor:</b>		
Percent Change in California Per Capita Personal Income	1.007	0.7%
Multiplied by: Change in Population in Riverside County	<u>1.0093</u>	0.94%
<b>Total Appropriation Limit Factor</b>	<u>1.0164</u>	
<b>Appropriation Limit:</b>		
FY 22/23 Appropriation Limit	\$3,772,252.17	
Multiplied by: Total Appropriation Limit Factor	1.0164	
<b>Total Appropriation Limit</b>	<u>\$3,833,985.45</u>	
<b>Spending Limit Surplus</b>	<u>\$1,105,217.08</u>	



## **Department Report**

Agenda Item No. 4

**To:** Board of Directors  
**From:** Noah Valdivia – Athletic Facilities Coordinator  
**Date:** September 13<sup>th</sup>, 2023  
**Subject:** August 2023

### **Report:**

- August saw intense planning for the Oktoberfest Pickleball event planning.
- Jimmy Doss (who also did the tennis court) resurfaced the hockey arena, painted 4 pickleball courts, and installed a net to divide the two courts.
- Our adult summer slow-pitch softball seasons are running smoothly and quickly approaching playoffs. We will begin our Fall Season Immediately following the summer season. Our Co-Ed leagues alone have 21 teams.
- The outfield turf of fields 4 and 5 were sanded and overseeded, as field 6 was sanded and leveled. Field 7 is our final ball field to be sanded and overseeded. We will then return to full field usage for Fall Ball and weekend tournament usage.
- Our Facilities were extraordinarily busy throughout the month of August, hosting a variety of events.
- The AMS and I held interviews for 4 Casual Recreation Assistant positions and filled them.
- The AMS and I have continued to meet with Dodie Carlson to go over all things related to sports programming.
- Amazon held their employee appreciation event at Bogart Park and estimated 2,300 attendees.
- Our Woman's Club Users CAST started their Now and Then Production, which ended in early September.

### **Other:**

- I was appointed to the Riverside County Park and Open Space Commission on August 21<sup>st</sup>. I also met with Kyla Brown, GM of RivCo Park and Open Space District on August 28<sup>th</sup>.

### **Community/Networking:**

- Calimesa Chamber Breakfast – August 8, 2023
- Good Morning Beaumont Breakfast – August 11, 2023
- Banning Chamber Breakfast – August 16, 2023
- San Geronio Pass Advisory Council Meeting – August 17, 2023
- San Geronio Pass Rotary – August 24, 2023

### **Respectfully Submitted,**

Noah Valdivia  
Athletic Facilities Coordinator



## **Department Report**

Agenda Item No. 4

**To:** Board of Directors  
**From:** Damon Valdivia  
**Date:** September 13, 2023  
**Subject:** August 2023

### **Report:**

In the month of August, Activities worked in accordance with The Foundation bringing to life the first Bogart BBQ event. This event proved to be larger than any of us had expected. As stated in The Foundation report, 650 vehicles had entered Bogart Park by 5:30 pm, which allows us to achieve a rough attendance estimate of 2,000 participants.

For the second consecutive month, we found Bogart Park to be a rather joyous hosting area for events. Attendees from the outside of the Pass Area complimented the park's layout and beauty. The work put into Bogart has clearly paid dividends, as the constituents of the area recognize its benefit, but it can now be recognized by a larger group outside of our standard reach.

Oktoberfest has been moved from The Meadow back to its original home on Field 1. Thank you to Chairman Hughes and Vice Chair Diercks for the recommendation to relocate back to Field 1. The public is familiar with its location and structure, and we look forward to another successful event.

This event will feature 10 food vendors serving authentic German food and German beer. We are happy to host 4 featured German themed bands as well as a performance group. We have a total of 26 local craft vendors who are all excited to participate in this year's Oktoberfest.

### **District Events:**

- 33rd Annual King Ludwig's Oktoberfest Event – September 15-17, 2023
- Market Night Zip Code Day Honoring Beaumont – 9/22/23.

### **District Past Events:**

- Foundation Thank You Dinner - August 11, 2023
- Bogart BBQ Cookoff – August 26, 2023 at Bogart Park

### **Community/Networking:**

- Good Morning Beaumont Breakfast – July 14, 2023
- Banning Chamber Sunrise Breakfast - July 19, 2023
- Beaumont High School Reunion Group – July 24, 2023
- Beaumont PD NNO Meeting – August 23, 2023

**Respectfully Submitted,**

Damon Valdivia  
Activities Coordinator



## Department Report

Agenda Item No. 4

**To:** Board of Directors  
**From:** Aaron Morris, Maintenance Assistant Superintendent  
**Date:** September 13<sup>th</sup>, 2023  
**Subject:** August 2023

### **Report:**

Good evening, Board,

Here are a few other items that the Maintenance Department has been working on:

### **Other:**

- Fields 4, 5, 6, and 7 had their turf outfields renovated.
- Staff are preparing for our annual Oktoberfest event.
- I have been training staff on pest abatement to help reduce the numbers of visible weeds, gophers, and squirrels throughout the park.
- The District had it's annual site inspection from the Agricultural Commissioner where our storage and documentation related to pesticide application were evaluated and we passed.
- The Noble Creek Park Meadow had perimeter fencing installed.
- RV Sites 1, 2, 3, and 4 had their landings paved with concrete.
- The District lent it's stage and large generator to the City of Banning to help accommodate their performers for their annual Stagecoach Days Event on September 8<sup>th</sup> and 9<sup>th</sup>.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "A. Morris", written over a large, stylized, circular flourish.

Aaron Morris  
Assistant Maintenance Superintendent



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

## **Department Report**

Agenda Item No. 4

**To:** Board of Directors  
**From:** Nancy Law, Executive Assistant  
**Date:** September 13<sup>th</sup>, 2023  
**Subject:** August 2023

### **Report:**

The Finance Committee met Monday, September 11<sup>th</sup>, 2023 to review August 2023 Financial Reports for Fiscal Year 2023-2024.

Property Tax Disbursement – The Executive Assistant has not received deposit for August 2023 as of 9/8/2023.

The Executive Assistant has transferred into the Reserve fund the \$5,000.00 monthly contribution for August 2023 bringing our Reserve balance to \$97,171.70 and transferred into the Money Market account \$7,500.00 monthly contributions for August 2023 bringing our balance to \$241,467.04.

### **Other:**

- ❖ Working with the Auditors for Fiscal Year 21/22 and conducted the last site visit on Thursday, August 31<sup>st</sup>, 2023.
- ❖ Setup and completed minutes for the Special Meeting on August 9<sup>th</sup>, 2023.
- ❖ Completed Employee deduction analysis and updated all deductions.
- ❖ Completed Gann Appropriation Limits.
- ❖ Working on District Transparency Certificate.
- ❖ Completed the shredding of 2023 Boxes.
- ❖ Posted employment opportunities for Human Resources Administrator and Part Time Maintenance positions.

### **Community/Networking:**

- ❖ Executive Assistant attended the Beaumont Chamber Breakfast on 8/11/2023.

**Recommendations:** This report is for informational purposes only.

Respectfully Submitted,

Nancy Law  
Executive Assistant





**Department Report**

Agenda Item No. 4

**To:** Board of Directors  
**From:** Mickey Valdivia – Assistant General Manager  
**Date:** September 13th, 2023  
**Subject:** September 2023

**Report:**

1. Personnel Committee met on 9/5/2023.
  - a. Oral report
2. The AGM and GM are working with the Cherry Festival Committee for 2024, seeking MOU.
3. City of Calimesa MOU (pending)
4. UCI grant update
5. Relationship with Supervisor Yxtian Gutierrez, excellent! Thanks to Jaime Hurtado, Thomas Miranda, & Lilian Averette – District 5 Staff
6. Boardroom upgrades – IT/AV, and a new clock!

**Other:**

1. The AGM has examined internal controls regarding facility rentals. There are some deficiencies, and the staff is collectively working to remedy these issues. We have developed short, medium, and long-range plans to improve our overall efficiencies. (Update)
2. Regional Trail Committee – Bogart, Noble Creek, Brookside.
  - a. Beaumont Ave. Interchange
    - i. “Welcome to Cherry Valley” – Cherry Valley Chamber of Commerce
3. Shared use of our mobile stage – City of Banning & Calimesa Chamber

**Community/Networking:**

San Gorgonio Municipal Advisory Council – 8/17/2023  
SGPWA – All of August meetings as posted  
Regional Chamber Breakfast – Calimesa, Beaumont, and Banning  
Staff Summer Picnic was a success 8/4/2023  
Noah Valdivia – appointment to Riverside County Parks & Open Space Commission

**Respectfully Submitted,**

Mickey Valdivia  
Assistant General Manager / Human Resources Manager