

**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, February 12, 2020
390 W. Oak Valley Parkway Beaumont, CA 92223**

AGENDA

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DISTRICT CLOSED SESSION – None.

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

WORKSHOP SESSION: Workshop Session to Begin at 5:00 pm
Fiscal Year (FY) 19/20 Mid-Year Budget Review Update
10 Year Capital Improvement Project (CIP) Update

REGULAR SESSION: Regular Session to Begin at 5:30 pm

Roll Call:

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

Invocation:

Pledge of Allegiance:

Presentations: None

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

- 1. PUBLIC COMMENT:** Anyone wishing to address the Board on any matter not on the agenda may do so now. All person(s) wishing to speak on an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must fill out a “Request to Speak Form” and give it to the clerk before the start of the meeting. There is a three (3) minute limit on public comments.
- 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 January 8, 2020
 - 2.2 Bank Balances January 2020
 - 2.3 Warrants for January 2020

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

- 3.1 Approval of Lactation Accommodation Policy
- 3.2 Amendment of the November 11, 2020 Board Meeting to November 12, 2020.
- 3.3 Approval of the FY 19/20 Mid-Year Budget Review
- 3.4 Approval of Cellular Telephone Usage and Reimbursement Policy
- 3.5 Approval of 10 Year Capital Improvement Project (CIP)
- 3.6 Approval of Installation of the National Fitness Campaign Equipment

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington
Financial Services Technician/Office Manager: Nancy Law
Activities Coordinator: Kyle Simpson
Athletic Coordinator: Dodie Carlson
Maintenance Foreman: Frank Flores
Maintenance Foreman: Aaron Morris
General Manager: Duane Burk

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

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

March 11, 2020

April 8, 2020

May 13, 2020

5.2. Upcoming Holidays

Monday, February 17, 2020 Presidents Day

5.3. Events

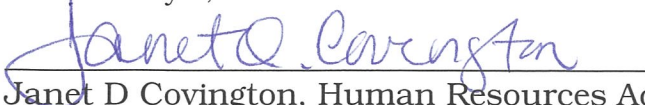
- 1k and 5k Race at Bogart Park – March 14 9:00 am
- Welcome Home Vietnam Veterans Day – March 27, Noble Creek Park Quad area 4:00 pm
- Spring Fling – April 11, Field 1 9:00 am
- Arbor Day – April 24 4:00 pm Location to be Determined
- Fishing Derby – April 25 & 26 – Beaumont-Cherry Valley Water District Ponds

DIRECTORS MATTERS/COMMITTEE REPORTS

6. ADJOURNMENT:

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

DECLARATION OF POSTING: I declare under penalty of perjury, that I am employed by the Beaumont-Cherry Valley Recreation and Park District and the foregoing agenda was posted at the District office and web site February 7, 2020



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



Staff Report

Agenda Item No. **3.3**

To: Board of Directors
From: Nancy Law, Business Services Coordinator
Via: Duane Burk, General Manager
Date: February 12th, 2020
Subject: Approval of FY 19/20 Mid-Year Budget Review

Background and Analysis:

On Wednesday, June 12th 2019 the Board approved FY 19/20 & 20/21 Budget. As a practice for the Board the District suspends expenditures in December and in June respectfully.

On December 16, 2019, District staff suspended expenditures until a meeting with the Finance Committee on Monday, January 6th, 2020, so the Finance Committee could review the mid-year expenses for budget year 2019/2020. This practice gives staff an opportunity to reconcile the first six months of spending and revenues and keeps the public aware of activities. At the January 6th, 2020 Finance Committee meeting staff presented information for revenues and expenditures which were approved by the Committee members.

Consequently, the District assumed a new 300 acre park in Cherry Valley in January 2019 during this past year extra expenses were experienced in the 2019/2020 budget due to some deficiencies and needed upgrades in Bogart Park. During this past year all expenditures were identified to the Finance Committee, Facility Ad Hoc and entire Board during regular scheduled meetings. Additionally, staff utilized Reserve and Foundation account for Bogart expenses.

Fiscal Impact:

No Fiscal Impact

Recommendations:

At the direction of the Finance Committee Staff recommend that the Board review, comment and approve the FY 19/20 Mid-Year Budget.

Respectfully Submitted,


Nancy Law
Business Services Coordinator

**Beaumont-Cherry Valley Recreation & Park District
Mid-Year Budget FY 19/20**

		FY 19/20 Approved 06/12/2019	Actual FY 19-20 Thru 12/31/2019	%	Changes
1	Income				
2	Bogart Park				
3	40201 - Camping	\$ 12,000.00	\$ 11,856.00	99%	
4	40202 - Gate Entrance	\$ 5,000.00	\$ 8,699.75	174%	
5	40203 - Horse/Dog Entrance	\$ 100.00	\$ 172.00	172%	
6	40204 - Wood Sales	\$ 500.00	\$ 72.00	14%	
7	40205 - Annual Passes	\$ 2,000.00	\$ 3,300.00	165%	
8	40206 - Operational Support	\$ -	\$ 98,786.58		
9	40207 - Volunteer Electrical Usage	\$ -	\$ 400.00		
10	40208 - RV Dump	\$ -	\$ 40.00		
11	<i>Total Bogart Park</i>	\$ 19,600.00	\$ 123,326.33	629%	
12	Facility Use				
13	40101 · Registrations (BYB)	\$ 11,000.00	\$ 2,200.00	20%	
14	40103 · Caretaker Rent	\$ 2,400.00	\$ 1,000.00	42%	
15	40104 · Dog House	\$ 1,800.00	\$ 500.00	28%	
16	40105 · Dog Park	\$ 500.00	\$ -	0%	
17	40106 · Equestrian Arena	\$ 1,500.00	\$ 866.28	58%	
18	40107 · Fields	\$ 6,500.00	\$ 3,700.00	57%	
19	40109 · Grange	\$ 25,000.00	\$ 14,280.00	57%	
20	40111 · NCCC/Franco Gardens	\$ 6,500.00	\$ 2,225.00	34%	
21	40112 · Park	\$ 1,000.00	\$ 475.00	48%	
22	40113 · RV Space	\$ 40,000.00	\$ 36,545.00	91%	
23	40114 · Snack Bar	\$ 12,000.00	\$ 10,589.63	88%	
24	40115 · Thunder Alley Racetrack	\$ 3,900.00	\$ 1,980.00	51%	
25	40116 · Women's Club	\$ 15,000.00	\$ 5,075.09	34%	
26	40117 · Dump Station	\$ 1,000.00	\$ 650.00	65%	
27	40118 · Franco Gardens	\$ 4,000.00	\$ 100.00	3%	
28	40119 · NCCC	\$ 10,000.00	\$ 5,943.08	59%	
29	<i>Total Facility Use</i>	\$ 142,100.00	\$ 86,129.08	61%	
30	Special Events Income				
31	40503 · Spring Fling	\$ 5,000.00	\$ -	0%	
32	40504 · Fishing Derby	\$ 6,000.00	\$ -	0%	
33	40505 · Movies	\$ 3,500.00	\$ 530.56	15%	
34	40507 · Oktoberfest	\$ 33,000.00	\$ -	0%	
35	40509 · Tournaments	\$ 80,000.00	\$ 46,158.79	58%	
36	40510 · Winterfest	\$ 8,500.00	\$ 3,724.00	44%	
37	40512 · Pumpkin Carve	\$ 1,500.00	\$ 1,478.05	99%	
38	40513 - Cinco De Mayo	\$ 2,000.00	\$ -	0%	
39	40514 · 1K/5K Run	\$ 2,500.00	\$ -	0%	
40	<i>Total Special Events Income</i>	\$ 142,000.00	\$ 51,891.40	37%	
41	State of California Revenue				
42	40001 · Property Tax Current Secured	\$ 1,429,294.18	\$ 611,042.82	43%	
43	40002 · Property Tax Current Supplement	\$ 15,838.57	\$ 4,209.60	27%	
44	40003 · Property Tax Current Unsecured	\$ 67,757.18	\$ 76,406.79	113%	
45	40004 · Property Tax Prior Supplemental	\$ 8,710.12	\$ 11,463.20	132%	
46	40005 · Property Tax Prior Unsecured	\$ 3,480.92	\$ 3,741.85	107%	
47	40006 · CA Homeowners Tax Relief	\$ 25,587.92	\$ 3,682.74	14%	
48	40007 - Redevelopment (RDA)	\$ 81,581.35	\$ 87,043.77	107%	
49	40401 · Interest - Invested Funds	\$ 2,599.97	\$ (997.72)	-38%	
50	<i>Total State of California Revenue</i>	\$ 1,634,850.21	\$ 796,593.05	49%	
51	40600 · Adult Softball	\$ 25,000.00	\$ 19,116.00	76%	
52	40601 · Banner Sales	\$ 15,000.00	\$ 5,525.00	37%	
53	40602 · Contract Instructor	\$ 3,000.00	\$ 989.00	33%	
54	Total Income	\$ 1,981,550.21	\$ 1,083,569.86	55%	
55	Expense				
56	Bank Fees				
57	50256 · Bank Checks	\$ 800.00	\$ 222.78	28%	
58	50257 · Safe Deposit Box	\$ 150.00	\$ -	0%	

**Beaumont-Cherry Valley Recreation & Park District
Mid-Year Budget FY 19/20**

59	Total Bank Fees	\$ 950.00	\$ 222.78	23%
60	Board of Directors			
61	50225 · Director Fees	\$ 36,000.00	\$ 10,900.00	30%
62	50226 · Training - Strategic Planning	\$ 25,000.00	\$ -	0%
63	50227 · Travel and Conference	\$ 20,000.00	\$ 4,040.56	20%
64	Total Board of Directors	\$ 81,000.00	\$ 14,940.56	18%
65	Contract Services			
66	50170 · Acorn Technology	\$ 21,600.00	\$ 5,835.00	27%
67	50171 · BDL Alarms, Inc.	\$ 3,000.00	\$ 1,344.00	45%
68	50172 · Jani King	\$ 16,500.00	\$ 7,933.20	48%
69	50173 · Memories by Darci Walls	\$ 3,600.00	\$ 1,616.26	45%
70	50175 · Slugg Bugg	\$ 2,100.00	\$ 1,400.00	67%
71	50176 · TLC Landscaping	\$ 12,000.00	\$ 5,566.00	46%
72	50177 · Turf Star	\$ 10,000.00	\$ 3,551.69	36%
73	50178 · Clark Pest Control, Inc.	\$ 6,000.00	\$ 1,155.00	19%
74	50180 · Paychecks Flex	\$ 2,000.00	\$ 165.30	8%
75	50181 · Streamline	\$ 2,400.00	\$ 1,200.00	50%
76	50182 · Star Pro Security	\$ 40,000.00	\$ 18,400.00	46%
77	Total Contract Services	\$ 119,200.00	\$ 48,166.45	40%
78	Dues/Subscriptions/Memberships			
79	50205 · CARPD	\$ 2,000.00	\$ 1,500.00	75%
80	50206 · CSDA	\$ 4,000.00	\$ 3,767.00	94%
81	50207 · The Press Enterprise	\$ 350.00	\$ -	0%
82	50208 - Amazon Prime	\$ 130.00	\$ 128.22	99%
83	50210 · Cal Chamber of Commerce	\$ 200.00	\$ -	0%
84	50212 · Chamber Memberships	\$ 400.00	\$ 35.00	9%
85	50213 · CPRS	\$ 800.00	\$ 550.00	69%
86	50214 · NRPA	\$ 175.00	\$ -	0%
87	50215 · Productive Parks	\$ 2,500.00	\$ 1,186.00	47%
88	50217 · The Record Gazette	\$ 40.00	\$ 39.95	100%
89	Total Dues/Subscriptions/Memberships	\$ 10,595.00	\$ 7,206.17	68%
90	Equipment Purchases - Buildings			
91	50245 · Grange	\$ 800.00	\$ -	0%
92	50246 - Maintenance	\$ 800.00	\$ -	0%
93	50247 · NCCC	\$ 800.00	\$ 61.05	8%
94	50250 · Woman's Club	\$ 800.00	\$ -	0%
95	Snack Bar			
96	50248 · East	\$ 800.00	\$ -	0%
97	50249 · West	\$ 800.00	\$ -	0%
98	Total Snack Bar	\$ 1,600.00	\$ -	0%
99	Total Equipment Purchases - Buildings	\$ 4,800.00	\$ 61.05	1%
100	Human Resources/Risk Management			
101	Employee Training & Seminars			
102	50125 · Conferences	\$ 20,000.00	\$ 7,680.83	38%
103	50126 · License Renewal	\$ 800.00	\$ 105.00	13%
104	50128 · School Tuitions/Books	\$ 4,000.00	\$ 838.00	21%
105	50129 · Workshops/Webinars	\$ 1,500.00	\$ 447.64	30%
106	Total Employee Training & Seminars	\$ 26,300.00	\$ 9,071.47	34%
107	Insurance - Employee's			
108	50105 - 457 Employee Pension Plan	\$ 8,000.00	\$ 2,930.65	37%
109	50107 · Admin Fee	\$ 160.00	\$ 61.52	38%
110	50107 · Dental Insurance	\$ 6,000.00	\$ 2,476.60	41%
111	50109 · Flex Benefit Plan	\$ 7,000.00	\$ 9,208.15	132%
112	50110 · Health Insurance	\$ 80,000.00	\$ 19,761.04	25%
113	50111 · Accident Insurance	\$ 2,500.00	\$ 178.96	7%
114	50112 · Vision Insurance	\$ 900.00	\$ 303.88	34%
115	Total Insurance - Employee's	\$ 104,560.00	\$ 34,920.80	33%
116	50102 · CalPERS - Retirement	\$ 61,000.00	\$ 37,456.01	61%
117	50103 · CalPERS - Unfunded Health	\$ 80,000.00	\$ 1,562.18	2%
118	50104 · CalPERS - Unfunded Retiree	\$ 83,982.00	\$ 28,993.46	35%
119	50114 · Insurance - Liability (Capri)	\$ 32,000.00	\$ 41,555.00	130%

**Beaumont-Cherry Valley Recreation & Park District
Mid-Year Budget FY 19/20**

120	50115 · Insurance - Workers Comp	\$ 27,000.00	\$ 26,825.00	99%
121	50116 · Payroll Tax Expense	\$ 31,000.00	\$ 12,807.98	41%
122	50117 · Salaries	\$ 870,000.00	\$ 423,585.76	49%
123	50120 · Medical Exam Expense	\$ 1,000.00	\$ 400.00	40%
124	50121 · Employee Fingerprinting	\$ 600.00	\$ 367.00	61%
125	50122 · Employee (Shoe) Reimbursement	\$ 800.00	\$ 775.48	97%
126	<i>Total Human Resources/Risk Management</i>	\$ 1,318,242.00	\$ 618,320.14	47%
127	Janitorial Supplies			
128	50262 - Grange	\$ 4,000.00	\$ -	0%
129	50263 - NCCC	\$ 6,000.00	\$ -	0%
130	50264 · Park/Grounds	\$ 4,000.00	\$ 2,077.38	52%
131	50265 · Supplies	\$ -	\$ 7,323.13	
132	50266 - Woman's Club	\$ 4,000.00	\$ -	0%
133	50267 - Uniform Expense	\$ 3,000.00	\$ 2,665.68	89%
134	<i>Total Janitorial Supplies</i>	\$ 21,000.00	\$ 12,066.19	57%
135	Licenses and Permits			
136	50235 · County Health Department	\$ 1,600.00	\$ 734.00	46%
137	50236 · LAFCO Fees	\$ 500.00	\$ 606.41	121%
138	50239 · Music Permit	\$ 400.00	\$ -	0%
139	<i>Total Licenses and Permits</i>	\$ 2,500.00	\$ 1,340.41	54%
140	Miscellaneous Expenses			
141	50408 · Staff Picnic/BBQ	\$ 2,000.00	\$ 1,674.48	84%
142	50409 · Staff Holiday Party	\$ 5,000.00	\$ 3,181.79	64%
143	50410 - Employee of the Month	\$ 3,500.00	\$ 2,227.57	64%
144	<i>Total Miscellaneous expenses</i>	\$ 10,500.00	\$ 7,083.84	67%
145	Office Expenses			
146	50270 · Copier Lease	\$ 10,000.00	\$ 4,697.68	47%
147	50272 · Office Furniture	\$ 15,000.00	\$ 5,343.25	36%
148	50273 · Office Supplies	\$ 7,000.00	\$ 3,754.79	54%
149	50274 · Postage/PO Box	\$ 1,200.00	\$ 357.94	30%
150	50275 · Recycling/Shredding	\$ 300.00	\$ -	0%
151	<i>Total Office Expenses</i>	\$ 33,500.00	\$ 14,153.66	42%
152	Professional Fee's			
153	50190 · Auditing	\$ 20,000.00	\$ 11,863.50	59%
155	50191 - Professional Services	\$ -	\$ 1,604.00	
156	50192 - Legal Fee's	\$ 50,000.00	\$ 11,447.38	23%
157	50201 - Social Media	\$ -	\$ 3,015.00	
158	50200 - Payroll Processing	\$ 6,500.00	\$ 3,636.20	56%
159	Other Consultants			
160	50195 · CPA Services	\$ 3,000.00	\$ -	0%
161	50196 · GASB 68	\$ 1,050.00	\$ 1,050.00	100%
162	50197 · GASB 74/75	\$ 3,000.00	\$ 2,295.00	77%
163	50198 · State Controller's Report	\$ 1,050.00	\$ -	0%
164	<i>Total Other Consultants</i>	\$ 8,100.00	\$ 3,345.00	41%
165	<i>Total Professional Fee's</i>	\$ 84,600.00	\$ 31,896.08	38%
166	Public Relations			
167	50280 · Business Cards	\$ 700.00	\$ 389.76	56%
168	50281 · Chamber Breakfast/Installation	\$ 2,600.00	\$ 755.39	29%
169	50282 · Flowers	\$ 1,500.00	\$ 441.69	29%
170	50283 · Flag Program	\$ 75.00	\$ -	0%
171	50284 · Holiday Cards	\$ 400.00	\$ 431.89	108%
172	50285 - Marketing	\$ 1,000.00	\$ -	0%
173	<i>Total Public Relations</i>	\$ 6,275.00	\$ 2,018.73	32%
174	Repairs and Maintenance			
175	50290 · Erosion Control	\$ 1,500.00	\$ -	0%
176	50291 · Franco Gardens	\$ 15,000.00	\$ 1,748.86	12%
177	50292 · Hazardous Material Disposal	\$ 1,000.00	\$ -	0%
178	50293 · Keys/Locks	\$ 1,000.00	\$ 1,041.36	104%
179	50294 · Lights & Electrical	\$ 20,000.00	\$ 1,013.29	5%
180	50295 · RV Park	\$ 15,000.00	\$ 378.50	3%
181	50296 · Sewer	\$ 1,500.00	\$ -	0%

**Beaumont-Cherry Valley Recreation & Park District
Mid-Year Budget FY 19/20**

182	50306 · Dog Park	\$ 3,200.00	\$ 445.62	14%	
183	50320 - Horseshoe Pits	\$ 2,500.00	\$ 241.64	10%	
184	50330 · Tennis/Hockey Courts	\$ 4,000.00	\$ -	0%	need 10,000
185	50331 · Bleachers	\$ 1,000.00	\$ -	0%	
186	Buildings				
187	50298 · Equestrian Bldg	\$ 1,500.00	\$ 924.87	62%	
188	50299 · Grange	\$ 2,500.00	\$ 2,797.15	112%	
189	50300 · NCCC	\$ 10,000.00	\$ 6,868.06	69%	
190	50301 · Woman's Club	\$ 25,000.00	\$ 290.70	1%	
191	50305 · Maintenance	\$ 20,000.00	\$ 7,174.86	36%	
192	Snack Bar				
193	50303 - East	\$ 1,000.00	\$ 118.83	12%	
194	50304 - West	\$ 1,000.00		0%	
195	<i>Total Snack Bar</i>	\$ 2,000.00	\$ 118.83	6%	
196	<i>Total Buildings</i>	\$ 61,000.00	\$ 18,174.47	30%	
197	Field Equipment				
198	50308 · Equipment - Fields	\$ 8,000.00	\$ 11,488.71	144%	
199	50309 · Fuel	\$ 8,500.00	\$ 5,142.42	60%	
200	50310 · Baseball Equipment	\$ 2,500.00	\$ -	0%	
201	<i>Total Field Equipment</i>	\$ 19,000.00	\$ 16,631.13	88%	
202	Grounds				
203	50312 · Fertilizer	\$ 3,500.00	\$ 2,722.73	78%	
204	50313 · Irrigation	\$ 10,000.00	\$ 5,799.59	58%	
205	50314 · Pest Control	\$ 500.00	\$ 1,100.00	220%	
206	50315 · Playground/Grounds	\$ 1,500.00	\$ 1,030.00	69%	
207	50326 - Ready Mix Concrete	\$ 200.00	\$ -	0%	
208	50316 · Round-Up/Dye	\$ 1,900.00	\$ 2,310.83	122%	
209	50317 · Sand	\$ 1,500.00	\$ 1,297.84	87%	
210	50318 · Seed	\$ 6,000.00	\$ -	0%	
211	50319 · Soil	\$ 1,500.00	\$ -	0%	
212	50327 · DG	\$ 4,000.00	\$ -	0%	
213	50328 · Grounds - Repair	\$ 8,000.00	\$ 34,485.80	431%	
214	50329 · Mulch Ground Cover	\$ 400.00	\$ -	0%	
215	Fields				
216	50321 - Chalk	\$ 2,500.00	\$ 703.78	28%	
217	50322 - Clay	\$ 9,000.00	\$ -	0%	
218	50323 - Field Topper	\$ 3,000.00	\$ -	0%	
219	50324 - Quick Dry	\$ 1,000.00	\$ -	0%	
220	50325 - Restroom	\$ 2,000.00	\$ 669.50	33%	
221	<i>Total Fields</i>	\$ 17,500.00	\$ 1,373.28	8%	
222	<i>Total Grounds</i>	\$ 56,300.00	\$ 50,120.07	89%	
223	<i>Total Repairs and Maintenance</i>	\$ 202,000.00	\$ 89,794.94	44%	
224	Special Events Expense				
225	50350 · 4th of July Celebration	\$ 8,500.00	\$ -	0%	
226	50351 · Fishing Derby	\$ 7,500.00	\$ -	0%	
227	50352 · Joint Event Expenses	\$ 4,000.00	\$ 1,923.74	48%	
228	50353 · Memorial Wall	\$ 6,000.00	\$ -	0%	
229	50354 · Movies Under the Stars	\$ 3,000.00	\$ 1,832.65	61%	
230	50356 · Oktoberfest	\$ 45,000.00	\$ 22,293.40	50%	
231	50358 · Pumpkin Carve	\$ 2,000.00	\$ 3,327.05	166%	
232	50359 · Spring Fling	\$ 2,500.00	\$ -	0%	
233	50360 · Tournaments	\$ 3,500.00	\$ 2,766.52	79%	
234	50361 · Welcome Home Vietnam Veterans	\$ 4,000.00	\$ -	0%	
235	50363 · Winterfest	\$ 20,000.00	\$ 15,825.07	79%	
236	50364 · Arbor Day	\$ 1,000.00	\$ -	0%	
237	50366 · Meet & Greet	\$ 1,000.00	\$ -	0%	
238	50369 - Cinco De Mayo	\$ 2,500.00	\$ -	0%	
239	50370 - 1K/5K Run	\$ 2,500.00	\$ -	0%	
240	50371 - Leon's Garden	\$ 1,000.00		0%	
241	50372 - Foundation	\$ -	\$ 2,733.68		
242	<i>Total Special Events Expense</i>	\$ 114,000.00	\$ 50,702.11	44%	

**Beaumont-Cherry Valley Recreation & Park District
Mid-Year Budget FY 19/20**

243	Telephone & Internet				
244	50400 · Telephone/Internet	\$ 8,000.00	\$ 3,834.10	48%	
245	50401 · Wireless Phones	\$ 7,000.00	\$ 3,040.45	43%	
246	<i>Total Telephone & Internet</i>	\$ 15,000.00	\$ 6,874.55	46%	
247	Utilities				
248	50390 · Electricity	\$ 80,000.00	\$ 35,772.64	45%	
249	50391 · Gas	\$ 6,000.00	\$ 1,803.63	30%	
250	50392 · Sewer	\$ 15,000.00	\$ 3,656.34	24%	
251	50393 · Trash	\$ 20,000.00	\$ 19,241.18	96%	
252	50394 · Water	\$ 45,000.00	\$ 31,988.10	71%	
253	50395 · Propane	\$ 5,000.00	\$ 1,965.10	39%	
254	<i>Total Utilities</i>	\$ 171,000.00	\$ 94,426.99	55%	
255	Vehicle Expenses				
256	50375 · Chevy	\$ 2,000.00	\$ 1,444.58	72%	
257	50376 · Fuel	\$ 4,000.00	\$ 4,300.85	108%	
258	50377 · Mileage	\$ -	\$ 515.74		
259	50378 · Chevy Malibu	\$ 1,000.00	\$ 78.60	8%	
260	50379 · Ford - F350	\$ 3,000.00	\$ 888.25	30%	
261	50380 · Ford - F550	\$ 1,000.00	\$ -	0%	
262	50381 · Stage	\$ 20,000.00	\$ -	0%	
263	50382 · Trailer	\$ 1,000.00	\$ -	0%	
264	50383 · Water Trailer	\$ 1,000.00	\$ -	0%	
265	50384 · Chevy Traverse	\$ -	\$ 180.54		
266	50385 · Ford F150 XLT	\$ -	\$ 36.62		
267	<i>Total Vehicle Expenses</i>	\$ 33,000.00	\$ 7,445.18	23%	
268	50100 · Car Allowance	\$ 6,000.00	\$ 3,000.01	50%	
269	50411 · Equipment Purchases	\$ 86,000.00	\$ 39,332.37	46%	
270	50412 · Grounds Equipment	\$ 6,500.00	\$ 6,404.39	99%	
271	50413 · Adult Softball Expense	\$ 25,000.00	\$ 10,967.86	44%	
272	50414 · Advertising & Publicity	\$ 1,000.00	\$ 156.00	16%	
273	50415 · Awards & Recognition	\$ 500.00	\$ 488.02	98%	
274	50416 · Banner Sales Expense	\$ 7,000.00	\$ 2,040.00	29%	
275	50417 · Business Meals	\$ 3,000.00	\$ 3,320.67	111%	
276	50418 · Computer Equip & Maintenance	\$ 25,000.00	\$ 10,474.13	42%	
277	50420 · Meeting Expenses	\$ 2,000.00	\$ 963.56	48%	
278	50421 · Safety	\$ 5,000.00	\$ 9,904.91	198%	
279	50423 · Signage	\$ 5,000.00	\$ 8,739.07	175%	
280	Total Expense	\$ 2,400,162.00	\$ 1,102,510.82	46%	
281	Other income				
282	40400 · Interest income	\$ 500.00	\$ 280.85	56%	
283	Total Other income	\$ 500.00	\$ 280.85	56%	
284	Capital Expenditures				
285	50014 - Field #1 Fencing (L & R)	\$ 15,000.00	\$ -	0%	
286	50016 · #08 - Bathroom Repair	\$ 15,000.00	\$ -	0%	
287	50020 - Field #1 Improvements	\$ 25,000.00	\$ 4,697.83	19%	
288	50021 - Field #1 Netting	\$ 60,000.00	\$ -	0%	
289	50022 - Field #2 & 3 Netting	\$ 120,000.00	\$ -	0%	
290	50028 · NCCC Additional Improvements	\$ -	\$ 161,301.42		
291	50030 - NCCC Roof Project	\$ -	\$ 3,176.40		
292	50032 · Transition Plan ADA	\$ 5,000.00	\$ 53,340.32	1067%	
293	50033 - Woman's Club/Grange Solar	\$ 90,000.00	\$ -	0%	
294	50034 - Playground Equip/Swing Set	\$ 12,000.00	\$ -	0%	
295	50035 - Field #2 Improvements	\$ 25,000.00	\$ -	0%	
296	50036 - Field #3 Improvements	\$ 25,000.00	\$ -	0%	
297	50037 - Woman's Club Floor	\$ 30,000.00	\$ -	0%	
298	50038 - Grange Exterior Wall Insulation	\$ 40,000.00	\$ -	0%	
299	50039 - Field #7 Restrooms	\$ 60,000.00	\$ -	0%	
300	50040 - Outdoor Fitness Court	\$ -	\$ 45,313.51		
301	Total Capital Expenditures	\$ 462,000.00	\$ 267,829.48	58%	
302	Total Net Income	\$ (880,111.79)	\$ (286,489.59)	307%	



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. **3.5**

To: Board of Directors:

From: Nancy Law, Financial Services Technician/Office Manager

Via: Duane Burk, General Manager

Date: February 12, 2020

Subject: Approval of 10 Year Capital Improvement Project (CIP)

Background and Analysis:

On March 28, 2018 the Board of Directors approved a Developer Impact Fee for future capital improvements within the Noble Creek Park also referred to as the Districts Master Plan.

Currently, staff has identified a 10-year Capital Improvement program for the Board to consider, these items were identified as the needs list in David Taussig & Associates Nexus Study.

This Capital Improvement needs list is reviewed annually during our fiscal year budget review. Also, the list can be modified by the Board if the majority wishes to modify the items.

At the direction of the Finance Committee staff would like to increase the Collegiate Fitness Court to \$92,735.00 as approved on January 9th, 2019, and proceed with the field #7 restrooms and Dog Park walkway.

Fiscal Impact:

No Fiscal Impact

Recommendations:

Staff recommends Board approval of the 10-year Capital Improvement Program as submitted, Collegiate Court/National Fitness Court \$92,735.00. Restroom field #7 \$60,000.00 and Dog park walkways \$15,360.00.

Respectfully Submitted:



Nancy Law,
Financial Services Technician/Office Manager



Beaumont-Cherry Valley Recreation and Park District 10 Year Capital Improvement Needs List

Facility	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Funding
A. Park Facilities												
Collegiate Field												\$ 4,489,815
Collegiate Activity Area						\$ 267,300						
Collegiate Playground Area												
Collegiate Exercise Area	\$ 92,735											
Basketball Court		\$ 80,325										
Collegiate Warm Up Areas/Open Space								\$ 492,756				
Southern California Edison Improvements									\$ 1,222,991			
Parking Improvements										\$ 1,929,244		
Equestrian Camp Spots							\$ 464,305					
Existing Park Expansions												
Ball Field #7 Lighting							\$ 336,000					
Restroom Field #7	\$ 60,000											
Open Space Improvements												
Dog Park Walkways	\$ 15,360			\$ 296,635								
B. Community Centers												
Community Center Expansion												
Activity Center Building									\$ 1,498,500			
Community Center Exercise Area									\$ 952,000			
									\$ 46,531			
C. Trails												
Horse Trail											\$ 640,000	
Park Trail					\$ 188,580							
Totals	\$ 168,095	\$ 345,425	\$ 267,300	\$ 296,635	\$ 524,580	\$ 345,790	\$ 2,961,336	\$ 492,756	\$ 1,862,991	\$ 1,929,244	\$ 4,489,815	

DIF Account: **\$ 230,000.00**

Items Paid for thru account:

Car Port Cover	\$ 19,621.43	Return to Account
NFC Gym Equipment	\$ 45,313.51	
Vortex Doors	\$ 35,628.12	
NCCC Front Entrance	\$ 24,800.97	
NCCC Trash Encloser	\$ 5,665.80	
Field #7 Fencing	\$ 6,807.00	
NCCC Tree Removal/Trimming	\$ 9,700.00	
Horseshoe Pit BBQ	\$ 2,253.11	
NCCC Office Remodel	\$ 45,650.38	
NCCC Shade Structure	\$ 20,881.77	
NCCC Washing Well	\$ 4,994.66	
Material Shade Structure	\$ 6,649.55	

Reserve Account: **\$ 90,000.00**

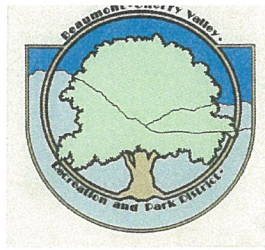
Items Paid thru account

Treaverse	\$ 46,180.93	Return to Account
Tree Trimming (Bogart)	\$ 33,874.00	
Cleaning and Gubbing (Bogart)	\$ 9,800.00	

Foundation account: **\$ 187,403.81**

Items Paid for thru account

Bogart Water Line (Merlin/Inland Water)	\$ 106,442.83	Return to Account
NCCC Cooper Room door	\$ 3,606.13	
Vartous Bills (Bogart)	\$ 63,803.68	



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, January 8, 2020**

MINUTES

DISTRICT CLOSED SESSION – None.

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

WORKSHOP SESSION: None.

REGULAR SESSION: Regular Session to Begin at 5:30 pm
Regular session began at 5:30 pm

Roll Call:

Director De La Cruz X Director Ward Arrived at 5:34pm

Treasurer Diercks X Vice-Chair/Secretary Flores X Chairman Hughes X

Invocation: Reverend Bill Dunn gave the invocation.

Pledge of Allegiance: Director De La Cruz led the Pledge of Allegiance.

Presentations: None

Adjustments to Agenda: None.

1. PUBLIC COMMENT: None.

2. CONSENT CALENDAR:

2.1 Minutes of December 11, 2019

2.2 Bank Balances December 2019

2.3 Warrants for December 2019

Opened public comment. No public comment. Closed public comment.

The general manager reported the finance committee met and reviewed both the bank balances and warrants.

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

Initial Motion: Director Ward

Second: Vice Chair/Secretary Flores

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

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

3.1 Board Reorganization

Nominations were taken for Board Chairman. Vice Chair/Secretary Flores nominated Chairman Hughes. He accepted the nomination. There were no other nominations.

Initial Motion: Vice Chair/Secretary Flores

Second: Treasurer Diercks

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

Nominations were taken for Vice Chair/Secretary. Chairman Hughes nominated Vice Chair/Secretary Flores. He accepted the nomination. There were no other nominations.

Initial Motion: Chairman Hughes

Second: Treasurer Diercks and Director De La Cruz

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

Nominations were taken for Treasurer. Chairman Hughes nominated Treasurer Diercks. He accepted the nomination. There were no other nominations.

Initial Motion: Chairman Hughes

Second: Director Ward

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

3.2 Committee Assignments

Committees will remain the same at this time and are as follows:

Financial Committee (2)

Treasurer Diercks, Vice Chair/Secretary Flores. Alt: Chairman Hughes

Personnel Committee (2)

Chairman Hughes, Director Ward. Alt: Director De La Cruz

Collaborative Agency Committee (2)

Vice Chair/Secretary Flores, Director Ward. Alt: Chairman Hughes

Facilities Ad-Hoc Committee (2)

Vice Chair/Secretary Flores, Treasurer Diercks. Alt: Director De La Cruz

Beaumont Youth Baseball Liaison (2) Director Diercks and Director De La Cruz

City of Beaumont (2)

Chairman Hughes, Vice Chair/Secretary Flores. Alt: Director Ward

Beaumont-Cherry Valley Water District/Bogart Park ad-hoc (2)

Chairman Hughes, Vice Chair/Secretary Flores. Alt: Treasurer Diercks

Beaumont Cherry Valley Recreation & Park Improvement Corporation (2)

Chairman Hughes, Vice Chair/Secretary Flores. Alt: Director Ward

3.3 Bank of Hemet Safe Deposit Box Signature Revision

Motion was made to accept item 3.3 changing signatures at the Bank of Hemet's Safe Deposit Box to Dan Hughes, Duane Burk and Janet Covington.

Opened public comment. No public comment. Closed public comment.

Initial Motion: Director Ward

Second: Director De La Cruz

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

- The District hired a special project associate for a twelve-month period. One casual recreation assistant left the District. We currently have 29 employees and have interviews scheduled of January 15 for several casual positions.
- The 2019-2020 Statement of Economic Interest, (Form 700s) are due to Janet no later than March 9, 2020 in order to be submitted by the deadline of April 1, 2020.
- There have not been any new worker compensation cases to report. The District does not have any open cases. Staff attended Worker Compensation training in December.
- The Safety Compliance Company provided "Eye Safety" training in the maintenance department.
- Staff celebrated Octobers Employee of the month, Preston Valdivia and Novembers Employee of the Month, Alyssa Zaragoza. Thank you Armando for attending and providing a gift card for the event.
- Staff Celebrated Decembers Employee of the Month, Justin Necochea was selected.
- The holiday party was on December 13. There were approximately 70 guests.
- The 4th quarter safety committee package was submitted to CAPRI.
- Janet participated in the Occupational Employment Statistics program conducted by the California Employment Development Department and U.S. Bureau of Labor Statistics and submitted requested information supporting their education and training programs.
- The Annual Chamber Installation of Officers & Citizens of the Year celebration is Thursday, January 30. Please RSVP.

Financial Services Technician/Office Manager: Nancy Law

- The Finance Committee met on January 7, 2019 and reviewed December 2019 Financial Reports. We have not received deposits into the Riverside County Fund for December 2019.
- \$5,000.00 was transferred into the Reserve fund for December 2019 bringing the balance to \$240,134.28.
- Busy with the Noble Creek Community Center remodel.
- The spending cut off started December 20, 2019 for our Mid-Year Budget.
- Finance and General Manager have been working on the Mid-Year Budget Numbers.
- The wishing well has been installed.
- Working with Polished Images on the Kiosk at Bogart
- The damaged gate at Bogart has been repaired
- Finance has been working with the Auditors for the FY 18/19 Audit.
- Finance has been working on Profit and Loss for our special events.

Activities Coordinator: Kyle Simpson

- Kyle reported facility rentals are steady and the month of June is busy with graduation parties. He has received many nice complements on the upgrades at Noble Creek Community Center and he is looking forward to the construction being completed.
- Facility Use License Agreements are in the process of being signed by the users.
- Working on updating the calendars with the events
- 1k and 5k race at Bogart is March 14. He will be walking and designing the course route. He is planning a St. Patrick's Day theme "Chase the Leprechaun". The "Rabbit" who leads the race will be in leprechaun gear.
- The Welcome Home Vietnam Veterans is March 27 in the quad area at Noble Creek Park. He will be contacting and inviting dignitaries. Derrell Thomas confirmed to sign baseballs to give to the Veterans. He invited all the Directors to attend the event.
- He will be attending the Veterans expo on January 25.
- He will be attending the facilities ad-hoc January 14, the Good Morning Breakfast January 10 and the Installation dinner January 30.
- Spring Fling – the Beaumont Music Center has confirmed to perform. Church for Family and Beaumont Impact Churches will participate and donate eggs.
- Fishing Derby – Walmart is donating prizes. The Kiwanis club will help kids with their hooks. He will get in contact with the Lions club.

Athletic Coordinator: Dodie Carlson

- Dodie reported fall ball finished the Sunday before Christmas.
- The winter program is starting. She is adding a Woman's team on Mondays for a total of four evenings.
- Winterwish – The canned goods that was collected during the fall adult ball season was delivered as well as the gifts. Photos were provided in the board package.
- Currently updating the calendar for 2020. There are four weekends open.
- Dodie thanked the staff for the work they did on field #1 and said it looks good.
- The pancake breakfast is January 25 @ Mountain View Middle School, 7am to 11 am. All is invited.
- Beaumont Youth Baseball (BYB) is in need of coaches. They have some old school returning couches. Terry and Denise Ward are coming back to coach.

Maintenance Foreman: Frank Flores

- Frank wished everyone a Happy New Year.
- Winterfest. It was raining the majority of the time but the attendance was good and it was fun.
- He has spent the majority of his time at Bogart Park. Staff has been digging up the old existing valves. His current goal is to expose and define the current irrigation system, then work on rewiring, upgrading valves and addressing the current sprinkler layout.
- Frank finished his “Leadership” and “Soils/Plant Nutrition” classes. He thanked staff and the District for their continued support. He appreciates it.
- Frank was on vacation the majority of December.

Maintenance Foreman: Aaron Morris

- Field crews assisted in the preparation and installation of the first half of the new irrigation layout for field one. The layout worked great but needs minor adjustments. Staff will try to finish the project prior to the BYB season starting.
- Staff was trained on installing pipe, piecing together sprinklers and how to calculate PSI when installing new irrigation.
- He Verti-cut and leveled the warning track on field 1. He thanked Weaver Grading for bringing his blade and cutting out a 25-foot perimeter around field one.
- Submitted the 4th quarter Safety Committee Packet to CAPRI
- Working with Kyle and Dodie for future scheduling of the fields for the coming year.

General Manager: Duane Burk

- The finance committee has met and he said they have blessed the moving around of money in the accounts. He and Nancy are working on a reconciliation to show where the money was moved and how the money will be repaid to the accounts. It will be brought back to the board. He may work with legal counsel for future money transfer policies.
- He is working with the City of Beaumont on our \$5000.00 month sewer bills. We have not paid the bills as directed by the finance committee. The City wants us to have the BCVWD certify the meter he sent them that we should be using. They base the sewer bill on flow from the meter. The State of California is continuing asking to reduce flows as well as other bills in legislation wanted to reduce water use to 55 gallons per person. You can be looking at larger sewer bills in the future based on the toilet running to long. This building is on septic. Duane sent them a letter letting them know we raised the manholes and paid to pump the septic tank. The City wants to do a sewer die test. We should not have to do the test because we are not tied into the sewer.
- Duane is working on a new sign installation at Bogart Park. The language has been ordered. He intends to have a re-dedication of Bogart Park with Supervisor Jeff Hewitt’s office, Beaumont Cherry Valley Water District (BCVWD) and our District.
- He appreciates the employee’s efforts for the employee of the month event. He appreciates the entire board for letting us have games, lunches, events, etc. for the employees. It provides a positive place to work. It is a lot of effort and work on Janet but he appreciates it.
- He met with BCVWD. They cleaned up trees on the left hand side of International Parkway where people might be living as a request of community members. He attributes it the amount of brushwork we did in the park. The BCVWD is doing a good job of cleaning out the area.

- He met with Joe Zoba of Yucaipa Valley Water District primarily regarding the Shopoff property and the EIR coming up. They have two items being addressed. If it passes the EIR, it may move forward and the Shopoff developer has suggested donating money to Bogart Park and/or building a thirty-five acre park for the District to maintain. We would be receiving water from Yucaipa Valley Water for the park.
- He met with the City of Banning's Public Works Director talking about development on the Banning side and how we can work together for things such as parks.
- He attended the Foundation meeting last night and is planning to have more meetings. The directors asked for certain things in the budget. Rotary used to do the spirit run through Bogart so we thought we would do a 1K and 5k. Kyle is working on the Cinco D mayo event that the Board adopted.
- Duane said he has been in this business since 1982 and has received many accolades over those years with his name being on signs on things he has built. He did a \$34,000,000.00 grade separation, a \$68,000,000.00 Courthouse and he built a \$14,000,000 police station, but nothing is more honorable than your employees recognizing you for something that is important to them. He was truly taken back and honored. He enjoyed the holiday party.
- Duane appreciates 2019 and is looking forward to 2020.

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

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

February 12, 2020

March 11, 2020

April 8, 2020

5.2. Upcoming Holidays

Monday, January 20, 2020 Martin Luther King Day

Monday, February 17, 2020 Presidents Day

5.3. Events

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz

Armando said Happy New Year to everyone. He thanked staff, the general manager and the Board members for all their hard work and dedication to the Park District. He attended Winterfest both days and had a blast. He attended the employee of the month celebration, said it was nice to see all the employees in one room together, and thought the games were cool as well. Armando attended the Historical Societies potluck and contributed a box of Yum-Yum donuts. They had a slide show of Banning and Beaumont from the 1900's. He said the holiday party was fun and looks forward to next year's event. He attended Gilman Ranch's "Ol Time Christmas" event and he signed up his daughter for softball last weekend.

Director Ward

Denise congratulated Duane on his award and said it was well deserved. She said the Christmas party was comical and thanked Janet and everyone who helped her. She also congratulated Frank on the completion of his school. She said staff is doing a great job and she appreciates everything they do. Denise said she is excited and nervous to coach a team. She wished everyone a Happy New Year.

Treasurer Diercks

Chris wished everyone a Happy New Year and dittoed what Denise said. He congratulated Duane on his award and said good job on the Christmas party to Janet. He said everybody is doing a great job and thinks 2020 will be a great year and he can't wait to get into it.

Vice Chair/ Secretary Flores

John looks forward to 2020 and being more involved and present in the District as well as more involved with different entities in the community and clubs that support us. He said he appreciates staffs work under Duane's leadership. John said 2019 was a difficult year for him personally and is looking forward to having a clean slate in 2020.

Chairman Hughes

Dan said the Christmas party was a lot of fun. He saw a magician and thinks it would be a good idea for our holiday party. He will get the business card to Janet. He said he would not be coaching because it is too cold and does not know how he used to handle it. He referred to the older people coming back around to BYB as grandparents, and has been approached by one grandmother, Alice Hebenton asking about sign ups. Dan announced that his daughter gave birth to a baby girl on New Year's Eve. Her name is Raine Emory Rushall Martin. 7lbs. 4 oz. and 18in. long. Her fiancé is one of Morongo's tribal members and the Uncle is the Tribal Chairman. She is a Martin. He attended collaborative agency today and Duane talked about the sewer rates there. He will talk to the elected officials again about solving the problem. He and Duane have worked very close with the Shopoff group from the inception of the building and that is probably why they gave us money and participated in our golf tournament. They want to give us money if it goes through and he has seen renderings of the park. It will be nice. They do not think the two items in the EIR will be a problem. He said he appreciates staff. Dan said he did not expect the board reorganization to go the way it did, but he appreciates it and feels everyone will be ready to move up into the positions soon. He stated we have a good board, staff and attorney and he is happy with what is going on. He looks for the Directors to be a little more involved. One of the biggest problems is everyone thinks we are a city park and even members of the foundation thought it, so that is something the foundation wants to take on. He said its best that we put our signatures on things and then the young people can come on and take over the future. Dan said he looks forward to meeting with each member of the Board about their positions and seeing what they want to do and he thanked them for their work. The vision for this year is "The Vision of 2020".

6. ADJOURNMENT:

Treasure Diercks made a motion to adjourn the meeting.

Second by Vice Chair/Secretary Flores

The meeting adjourned at 6:46 pm.

Beaumont Cherry Valley Recreation Park District

Bank Account Balances

As of 1/31/2020

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
1 Bank of Hemet - Operating	\$ 24,279.26	\$ 40,863.42	\$ 43,847.95	\$ 27,263.79	
2 Bank of Hemet - Payroll Account	\$ 9,256.13	\$ 64,172.16	\$ 59,000.00	\$ 4,083.97	
3 Bank of Hemet - Project Account	\$ 21,823.00	\$ 1,490.91	\$ 1,000.00	\$ 21,332.09	
4 Bank of Hemet - Bogart	\$ 11,260.76	\$ 1,000.09	\$ 989.00	\$ 11,249.67	
5 Bank of Hemet MM	\$ 2,584.88	\$ 1,000.00	\$ 0.34	\$ 1,585.22	
6 Bank of Hemet - Reserve Fund	\$ 240,134.28		\$ 5,008.85	\$ 245,143.13	
7 Bank of Hemet - Quimby/DIF	\$ 178,812.68		\$ 3,555.46	\$ 182,368.14	
8 Petty Cash	\$ 500.00			\$ 500.00	
9 Riverside County Fund	\$ 108,782.49		\$ 637,381.55	\$ 746,164.04	
10					
11	\$ 597,433.48	\$ 108,526.58	\$ 750,783.15	\$ 1,239,690.05	
12					
13 Bank of Hemet - Reserve Fund	Balance	Payables	Deposits	Ending Balance	Notes/Comments
14 Operating Reserve	\$ 170,260.79		\$ 5,000.00	\$ 175,260.79	NOT to be USED
15 Capital Reserve	\$ 69,873.49		\$ 8.85	\$ 69,882.34	Min Balance of \$50,000
16					
17 TOTAL RESERVE ACCOUNT	\$ 240,134.28	\$ -	\$ 5,008.85	\$ 245,143.13	

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

Bank Account Balance

As of 1/31/2020

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
18 Bank of Hemet	\$ 150,110.63			\$ 150,110.63	

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

Type	Date	Num	Name	Memo	Amount
10005 - Bank of Hemet - Operating					
Check	01/02/2020	122765	Kaboo Leasing Co.	NCCC - Trash Enclosure Gates (Labor)	-3,000.00
Check	01/02/2020	122766	Dan Hughes	Director Fees - December 2019	-600.00
Bill Pmt -Check	01/02/2020	47010122202	Chevron	Gas Cans - F150 (11,763), Chevy (21,135)	-235.42
Bill Pmt -Check	01/02/2020	266152025	The Home Depot	Grounds Equipment, Winterfest, Rain Equipment & Sand Bags	-890.51
Bill Pmt -Check	01/02/2020	BH01771484	UMPQUA Bank	Staff Holiday Party, Bus. Meals, Foundation Thank you Dinner	-3,136.31
Check	01/02/2020	Fee	Global Pay	Credit Card Machine - \$ Sales	-241.59
Check	01/02/2020	Fees	EPX	Fees - Credit Card Machine	-587.08
Check	01/03/2020	122767	Artwork Paint Company	NCCC - Back Patio Cover, Wishing Well	-1,371.51
Bill Pmt -Check	01/03/2020	01032020	Rosalind Otero	Retired - Employee Health Plan	-169.23
Check	01/06/2020	JC01062020	Cal Chamber of Commerce	2020 Employee Posters	-101.20
Check	01/07/2020	Fee	UMS Banking	Credit Card Fees - Tablets	-26.45
Bill Pmt -Check	01/08/2020	01082020	Nextiva	Monthly Telephone Service	-281.48
Check	01/08/2020	FEE	Exact	Service Fee - Kiosk Bogart	-25.21
Check	01/09/2020	122768	Armando De La Cruz	Director Fees - December 2019	-600.00
Check	01/09/2020	122769	Frank Flores	Soils/Plant Nutrition - Registration/Books	-432.26
Check	01/09/2020	122770	Chris Diercks.	Director Fees - January 2020	-200.00
Check	01/09/2020	122771	Beaumont Chamber of Commerce	Good Morning Breakfast - 1/10/2020 (1) Simpson, Kyle	-10.00
Check	01/09/2020	122772	Artwork Paint Company	NCCC - Paint Shade Structure/Wishing Well/ Trash Enclosure (continued)	-458.01
Check	01/09/2020	122773	Alex Berezcky	Bogart - Refund for 2nd Entry	-10.00
General Journal	01/10/2020	Trans 01101		Transfer to Payroll for PR 01/10/2020	-25,000.00
Check	01/15/2020	122774	Jessica Warrick	Pay Period 12/09/2019 - 12/22/2019 (7.5 hrs)	-225.00
Check	01/15/2020	122775	Jessica Warrick	Pay Period 12/23/2019 - 01/05/2020 (3.5 hrs)	-105.00
Check	01/15/2020	122776	DC Travelball Tournaments	Refundable Security Deposit - Tournaments - 2019	-500.00
Check	01/15/2020	122777	Just Wanna Play Ball	Refundable Security Deposit - Tournaments - 2019	-500.00
Check	01/15/2020	RF01152020	Stamps.com	Stamps	-50.00
Check	01/16/2020	NL01162020	Calimesa Chamber of Commerce	Installation Dinner - 1/16/2020 (4) Hughes, Dan & Lisa & Burk, Duane & Karen	-200.00
Check	01/16/2020	MA01162020	Highland Springs Express	F350 - Full Service Oil Change	-50.06
Check	01/16/2020	NL01162020	Diamond Environmental Services	Tournament Restrooms/Wash Basin - 1/17/20-1/21/20	-125.39
Check	01/16/2020	AF01162020	Amazon.com	Oak 8' Flagpole - NCCC	-42.76
Check	01/16/2020	122778	Frank Flores	Safety Footwear Reimbursement (Flores, Frank)	-100.00
Check	01/16/2020	122779	Andrina Soto	Refundable Security Deposit - Baby Shower - 1/11/2020	-500.00
Bill Pmt -Check	01/16/2020	98624977	ARCO Business Solutions	Gas Cans - Traverse (8,165), F350 (148,116)	-845.60
Check	01/21/2020	JC01212020	Beaumont Chamber of Commerce	Installation Dinner - (13) Guests - Citizen of the Year	-715.00
Check	01/22/2020	122780	Kaboo Leasing Co.	Horseshoe Pit BBQ Shade Structure - Labor	-3,800.00
Check	01/22/2020	122781	Priscilla Paniagua	Refundable Security Deposit - Wedding - 1/4/2020	-500.00
Check	01/22/2020	KS01222020	Big 5 Sporting Goods	Chamber Installation Dinner- Raffle Basket	-122.76
Check	01/22/2020	NL01222020	CSDA	SDL Academy Conference - 4/19/20 - 4/22/20 Law, Nancy	-600.00
Check	01/23/2020	122782	Kaboo Leasing Co.	NCCC - Shade Structure Brackets (Business Office)	-300.00
Check	01/23/2020	122783	Rodrigo Camacho	Refundable Security Deposit - Sweet 116 - 12/07/2019	-250.00
Check	01/24/2020	122784	Mike Aldrich	Banner Sales - November/December 2019	-260.00
Check	01/24/2020	01242020	Stamps.com	Stamps	-17.99
Check	01/28/2020	JC01282020	Domenico's Italian Kitchen	Employee of the Month - Lunch	-210.44
Check	01/28/2020	JC01282021	Stater Bros	Employee of the Month - Drinks & Gift Certificates	-164.68
Check	01/30/2020	RF01302020	Stamps.com	Postage	-50.00
Bill Pmt -Check	01/30/2020	0310409	SoCalGas	Utilities - Gas - NCCC	-414.18
Bill Pmt -Check	01/30/2020	0310609	SoCalGas	Utilities - Gas - Grange	-664.97
Check	01/30/2020	JC01302020	Hobby Lobby	Citizen of the Year Gift - Beaumont Chamber Installation Dinner	-75.37
TOTAL					-48,765.46

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

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10015 - Bank of Hemet - Project Account					
Check	01/16/2020	4546	James W. Halbrook	Umpire	-60.00
Check	01/17/2020	4547	Kristine Carlson	Umpire	-150.00
Check	01/23/2020	4548	James W. Halbrook	Umpire	-240.00
Check	01/23/2020	4549	Pete Gerlach	Umpire	-150.00
Check	01/29/2020	4550	Pete Gerlach	Umpire	-240.00
Check	01/29/2020	4551	James W. Halbrook	Umpire	-180.00
Check	01/29/2020			Service Charge Stop Payment	-10.00
General Journal	01/30/2020	Trans 01301		Transferred from MM for Bills	1,000.00
Bill Pmt -Check	01/31/2020	4552	BMI	Event Music Permit	-364.00
Bill Pmt -Check	01/31/2020	4553	Turf Star, Inc.	SandPro 5040 Engine Replacement	-1,766.91
Bill Pmt -Check	01/31/2020	4554	Beaumont Unified School District	Tournament Custodial Fees	-288.00
				TOTAL	-2,448.91

**Beaumont Cherry Valley Recreation & Park District
 Check Warrant
 Bank of Hemet - Money Market
 January 2020**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10000 · Bank of Hemet - MM					
General Journal	01/30/2020	Trans 01301		Transfer to Project for Bills	-1,000.00
				TOTAL	-1,000.00

**Beaumont Cherry Valley Recreation & Park District
 Check Warrant
 Bank Of Hemet - Bogart Park
 January 2020**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10050 - Bank of Hemet - Bogart Park					
Check	01/03/2020	Fee	UMS Banking	Credit Card Fees -	-61.00
Bill Pmt -Check	01/31/2020	5038	UniFirst Corp	111262/1112632	-109.72
				TOTAL	-170.72



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. 3.1

To: Chairman and Board of Directors

From: Janet Covington, Human Resources Administrator

Date: February 12, 2020

Subject: Approval of the Lactation Accommodation Policy

Background and Analysis:

The purpose of the attached policy is to provide lactation accommodation in compliance with the law and to promote a work environment that is supportive of new mothers and the expression of breastmilk.

The District encourages employees and management to have a positive, accepting attitude of working women and breastfeeding. In accordance with Federal & California laws, this policy will accommodate nursing employees' lactation needs.

Fiscal Impact: None

Recommendations:

The attached draft was forwarded to the Districts attorney for review. Staff recommends approving the lactation accommodation policy dated February 12, 2020, subject to the authority of the Beaumont-Cherry Valley Recreation & Park District Board of Directors and legal counsel to make non-substantive changes.

Respectfully Submitted,

Janet Covington

Human Resources Administrator/Clerk of the Board



<u>Policy</u>	<u>Policy Number</u>	<u>Date Adopted</u>	<u>Date Revised</u>
LACTATION ACCOMMODATION POLICY	TBD	2/12/2020 SUBMITTED	

Purpose

The Beaumont-Cherry Valley Recreation & Park District (District) policy is to provide lactation accommodation in compliance with the law and to promote a work environment that is supportive of new mothers and the expression of breastmilk.

Policy

The District encourages employees and management to have a positive, accepting attitude of working women and breastfeeding. In accordance with Federal & California laws, it is the policy of the District to accommodate nursing employees’ lactation needs by providing:

1. Reasonable break time to express milk (lactation time)

The District shall provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee’s infant child each time the employee has the need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with any rest time authorized for the employee shall be unpaid. Employees must notify their supervisor or other appropriate personnel in writing of their intent to make use of the lactation accommodations offered within this policy.

The District must make separate time available if an employee needs extra or different time than their regularly scheduled breaks. For time that may be needed beyond the usual break times, an employee may use personal available leave, otherwise any time beyond the employee’s regular break time will be unpaid. At management discretion, beginning or ending work times may be adjusted to accommodate these breaks.

2. An appropriate private location

An employer shall provide an employee with the use of a room or other location for the employee to express milk in private. The location may be the place where the nursing mother normally works if there is adequate privacy and the location otherwise suits the requirements of the law (e.g., the employee’s private office, a supervisor’s private office, or a conference room that can be secured).

Areas such as restrooms, closets or storage rooms are not appropriate spaces for lactation purposes. Storage rooms that do not contain noxious materials may be converted to be acceptable private spaces. Where a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over the other uses, but only for the time it is in use for lactation purposes.

A lactation room shall be in close proximity to the employee’s work area, shielded from view, and free from intrusion while the employee is expressing milk. A lactation room or location shall comply with all of the following requirements:

1. Be safe, clean, and free of hazardous materials.
2. Contain a surface to place a breast pump and personal items.
3. Contain a place to sit.



4. Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations needed to operate an electric or battery-powered breast pump.

A sink with running water and a refrigerator suitable for storing milk (or another cooling device) shall be made available in close proximity to the employee's workplace. If a refrigerator cannot be provided, an employer may provide another cooling device suitable for storing milk, such as an employer-provided cooler.

For non-traditional worksites and any required travel, the employee and the supervisor or the District's Human Resources Administrator should enter into a good faith interactive process to identify reasonable accommodations.

3. Notice/Information

The District's Human Resources Administrator shall provide a copy of this policy to employees prior to their maternity leave and should document furnishing the policy to employees.

Lactation Accommodation Request Procedure¹

An employee has the right to request lactation accommodation. An employee who has a need for lactation accommodation should inform her supervisor or the District's Human Resources Administrator and discuss any relevant workload or scheduling issues.

Supervisors or the Human Resources Administrator who receive a lactation accommodation request shall do the following:

1. Review available space in the division and prepare to provide appropriate nearby space and break time.
2. Contact the Human Resources Administrator for advice and assistance if they are unable to locate appropriate space to meet an employee's request.
3. Respond to the employee's request in writing detailing accommodations that will be made.

Zero Tolerance

The District has *zero tolerance* for discrimination on the basis of gender. (See anti-harassment policy). It is prohibited under this policy to discharge, discriminate or retaliate against an employee for exercising or attempting to exercise their right of a lactation accommodation. Any incident of such will be addressed in accordance with the District's policies and procedures for discrimination and harassment.

Disclosure Requirements

The District's Lactation Accommodation Policy shall be disseminated to every incoming employee,

¹ If necessary, the District may comply with this section by designating a lactation location that is temporary due to operational, financial, or space limitations. The temporary location must otherwise be compliant with the requirements outlined in this policy.



as well as to employees requesting parental leave. A copy of this policy shall be included in the employee handbook. The District must respond to an employee's request for lactation accommodation. If the District cannot provide break time or a location that complies with the accommodation policy or denies the accommodation, then the District shall provide a written response to the employee who requested the accommodation.

Filing a Complaint

Nursing mothers who feel they have been denied appropriate accommodation are encouraged to contact the Human Resources Office. Investigations will be conducted in accordance with the District's Discrimination and Complaint Procedure located in the employee handbook. Complaints may also be filed with the Labor Commissioner.

DRAFT



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. 3.2

To: Chairman and Board of Directors

From: Janet Covington, Human Resources Director

Date: February 12, 2020

Subject: 2020 Board Meeting Date Amendment

Background and Analysis:

Each year the District holds its regular scheduled Board meeting on the second Wednesday of each month. The approved dates for 2020 are as follows.

January 08, 2020, February 12, 2020, March 11, 2020, April 08, 2020, May 13, 2020, June 10, 2020, July 08, 2020, August 12, 2020, September 09, 2020, October 14, 2020, November 11, 2020 and December 09, 2020.

Veterans Day falls on Wednesday November 11 this year and is a Board approved holiday for District employees.

Staff would like to change the date to Thursday, November 12, 2020.

Fiscal Impact: None

Recommendations:

Staff recommends amending the November board meeting to Thursday, November 12, 2020.

Respectfully Submitted,

Janet Covington, Human Resources Administrator/Clerk of the Board



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. 3.4

To: Chairman and Board of Directors

From: Janet Covington, Human Resources Administrator

Date: February 12, 2020

Subject: Approval of Cellular Telephone Usage & Reimbursement Policy

Background and Analysis:

The District understands that employees occasionally need to use their personal cell phones when their position's duties require or will be furthered by cell phone use. Currently, the District provides cell phones to full time employees. The purpose of the attached policy is to provide a stipend for part time, casual or other workers for the use of their personal cell phones for District business.

The stipend is \$10.00 per month. If an employee believes the stipend does not adequately reflect actual usage cost, the employee may submit a request for an additional amount in lieu of the stipend.

Fiscal Impact: The impact to the general fund will be approximately \$190.00 per month or \$2,280.00 per fiscal year.

Recommendations:

The attached policy will replace page 59 of our current employee handbook. We discussed the policy in depth with legal counsel. Staff recommends approving the Cellular Telephone Usage & Reimbursement Policy dated February 12, 2020, subject to the authority of the Beaumont-Cherry Valley Recreation & Park District Board of Directors and legal counsel to make non-substantive changes.

Respectfully Submitted,

Janet Covington

Human Resources Administrator/Clerk of the Board

WORK RULES & POLICIES

SECTION 4. CELLULAR TELEPHONE USAGE & REIMBURSEMENT

Personal Cell Phone Use. The District understands that employees occasionally need to use their personal cell phones to make or receive personal calls or text messages. Unless the matter is an emergency, the employee may use their personal cell phones only during non-work hours (breaks or lunch). Such communications may not reduce the employee's job performance nor be disruptive to other employees or customers. Excessive or disruptive use of a personal cell phone is prohibited and may lead to disciplinary action.

District Cell Phone Use. In certain instances, the District may decide a position's duties require or will be furthered by cell phone usage.

Full-Time Employees: Any full-time, regular employee who will be required to use a cell phone in furtherance of District business will be provided a District-issued cell phone.

Other Employees: All part-time, casual, or other workers whose use is occasional or sporadic, will be provided a reimbursement stipend. As of the time of this policy's drafting, that stipend is \$10 per month. The reimbursement amount is not categorized as wages and is not considered taxable income to you. Eligibility for this program is based on departmental need as recommended by management. The allowance is not an increase in base pay and will not be included in calculations of salary increases or retirement benefits. The reimbursement stipend is based on average costs associated with voice and data charges. Should, for any reason, an employee believe that the stipend does not adequately reflect actual usage, the employee may submit a formal reimbursement request in lieu of the stipend. Consistent with Section 5 of the BENEFITS portion of this Handbook, requests for reimbursement should be submitted within two weeks of receipt of the bill reflecting the usage and expenditure requiring reimbursement.

Cell Phone Use on Behalf of District. When utilizing a cell phone for District business employees must remember that: (1) All employees are required to be professional and conscientious at all times. (2) Employees should not use cell phones to discuss confidential or sensitive information, as cell phone conversations are not secure. And, (3) Employees shall retain no expectation of privacy in any discussion or text message sent or received on a District-Issued Cell Phone.

Driving. The District requires strict adherence to state law concerning the use of cellular phones while driving. For the safety of our employees and others it is required that employees use hands-free devices while driving. Employees are expressly prohibited from checking, sending or receiving emails or text messages while driving. These requirements apply at all times when driving a District issued vehicle and at any time when driving on District business, even if the employee uses his or her own vehicle. Failure to adhere to this Policy is grounds for discipline, up to and including termination.



Staff Report

Agenda Item No. **3.6**

To: Board of Directors:

From: Nancy Law, Financial Services Technician/Office Manager

Via: Duane Burk, General Manager

Date: February 12, 2020

Subject: Approval of Installation of National Fitness Equipment

Background and Analysis:

National Fitness Campaign (NFC) was started in 1979 by founder Mitch Menaged building two outdoor gyms in San Francisco and Stanford University. Between, 1980-1990 the campaign has expanded to over 4,000 communities and has continued to grow, the NFC has launched in 2019 opportunity for grant recipients to build 200 free-to-the-public outdoor gyms paving a way to proactive healthcare, and a powerful way to encourage healthy activity and promote community wellness.

As a result of this opportunity to promote health and wellness here at Noble Creek Regional Park our District received a \$30,000.00 grant, staff has ordered and received the National Fitness equipment, the required concrete slab has been constructed. Therefore, staff is requesting authorization to enter into a single bid contract with Engineering Installation Solutions (EIS) for labor only to install the National Fitness Equipment. EIS is a contracting company that specializes in installation for NFC equipment.

Fiscal Impact:

The Fiscal Impact to the District will be \$19,500.00.

Recommendations:

Staff recommends to the Board to enter into a labor only contract with EIS from Fort Mill, South Carolina.

Respectfully Submitted,

Nancy Law
Financial Services Technician/Office Manager



February 3, 2020

Duane Burk – General Manager
BCV Recreation and Park District
390 W. Oak Valley Parkway
Beaumont CA 92223

Dear Duane:

Engineered Installation Solutions (EIS) is pleased to propose installation assistance for the Fitness Court by National Fitness Campaign for the BCV Recreation and Park District (Owner) as follows:

Installation of the following items is INCLUDED in the installation:

- Fitness Court Tile – approximately 32 feet x 32 feet with sloped edge tiles
- Anchor Bolts as defined in the Installation Instructions
- The Fitness Court as defined in the Installation Instructions
- Floor Marking Paint as defined in the Installation Instructions

EIS agrees to work together with the Owner on the following items:

- Coordination of local tax & regulatory requirements
- Coordination of debris & trash removal and recycling (Owner to supply dumpster or fee applies)
- Coordination of site security fence during installation (Owner to supply site fence or fee applies)
- Hand-off of completed documentation and the maintenance kit
- A final inspection of The Fitness Court® after installation and a completed Assembly Completion Certificate from the Installation Manual

The following items are specifically not included in the installation and must be available and ready for Fitness Court installation on the date agreed:

- Installation of Concrete Slab (must be cured and ready for tile installation per Slab Drawings)
- Installation of Fitness Court Sign Wall Graphics
- Procurement of The Fitness Court®, Fitness Court Tile, and Fitness Court Installation Kit
- Anything else not specifically listed above as included

The price for the installation per the scope defined above and the terms defined herein is **\$19,500.00** (US Dollars). Fifty percent of the price is due upon acceptance. The balance due per this agreement is payable Net 30 days after completion.

EIS looks forward to providing the installation of the Fitness Court for the BCV Recreation and Park District.

Sincerely,

Timothy W. Gunnels, PE
President

Craig J. Ausrud
Vice President



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To: Chairman and Board of Directors

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

Date: February 12, 2020

Employees:

One casual recreation assistant left the District and we promoted Jesse Camacho to part time maintenance. We hired four (4) casual recreation assistants. We have 32 employees

Reports:

I am working on the following reports:

- Statement of Economic Interest. (Form 700's)
- Estimated Payroll Report for 2020-2021.
- State Controller's Office, 2019 Government Compensation in California Report.
- Other Post Employee Benefits (OPEB) Valuation and California Employer's Retiree Benefit Trust (CERBT) Valuation Packet

Workers Compensation Cases/Incidents/Accidents – No Cases. (205 days since our last employee accident).

Training:

- Safety Compliance provided "Back Safety" training in the maintenance department. I feel it is worth mentioning the importance of our safety training programs. On January 12, the training we provided to one of our employees, Aaron Morris, was put into action when he was able to help save the life of his father.
- Aaron Morris completed "Water Distribution System Operation and Maintenance"
- The California Special District's Association held "Understanding the Brown Act" Workshop at Noble Creek Community Center on February 11. Dan Hughes and Janet Covington attended.

Other:

- Staff Celebrated January's Employee of the Month on January 28. Kaily MacKinnon was selected.
- Staff and Board members attended the Beaumont's Chamber of Commerce Installation of Officers and Citizens of the Year celebration on January 30. We had 13 guests attend.
- Our first employee newsletter of 2020 is attached.
- Minimum wage increased from \$12.00 per hour to \$13.00 per hour. This affected five (5) employees.
- I will be on vacation February 13-20, 2020.

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

Respectfully Submitted,

Janet Covington, Human Resources Administrator/Clerk of the Board

What's Happening???

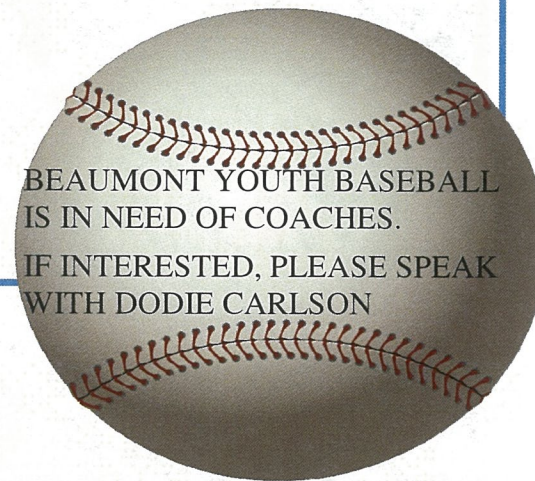
- ⇒ The district will be hosting a re-dedication of Bogart Park. A sign has been installed at the entrance. You will be updated as more information is received.
- ⇒ A shade structure is being built at the horseshoe pits by the BBQ area at Noble Creek Park.
- ⇒ The Noble Creek Community Center, Copper Room was expanded to include new windows and a shade structure.
- ⇒ Stella Parks was recognized for her contributions to the District and the community during Winterfest. Stop by and view the plaque at the flagpole if you haven't seen it.
- ⇒ Board of Director positions will remained the same for this year.

Chairman, Dan Hughes

Vice Chair/Secretary, John Flores

Treasurer, Chris Diercks

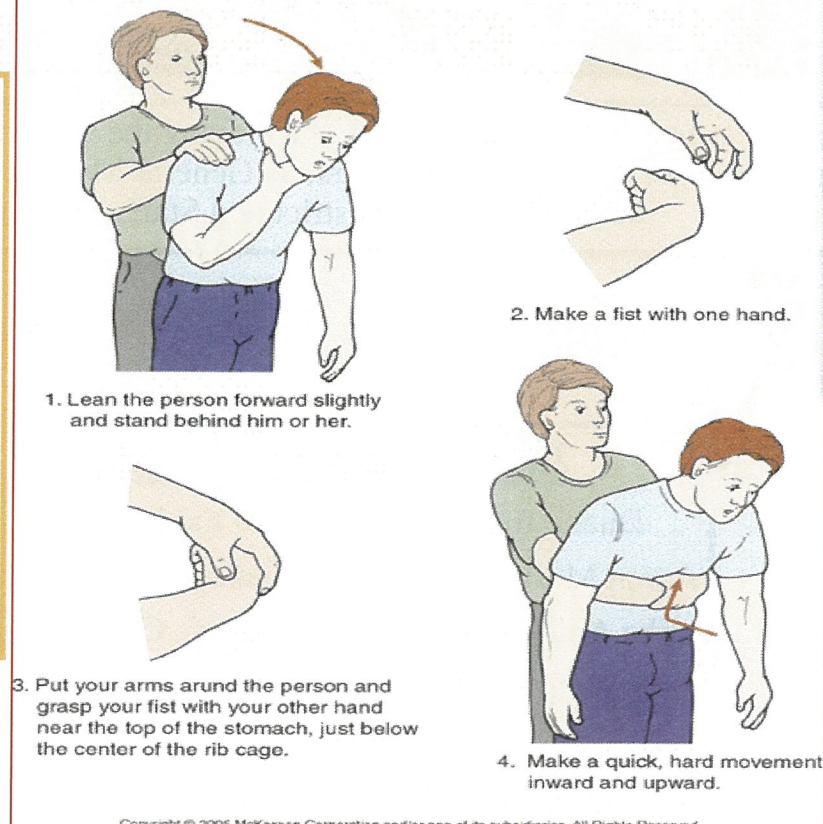
Directors, Denise Ward and Armando De La Cruz.



BEAUMONT YOUTH BASEBALL
IS IN NEED OF COACHES.
IF INTERESTED, PLEASE SPEAK
WITH DODIE CARLSON

Congratulations to Aaron Morris. He utilized life saving techniques learned at the District to help his father!

Heimlich Maneuver



1. Lean the person forward slightly and stand behind him or her.

2. Make a fist with one hand.

3. Put your arms around the person and grasp your fist with your other hand near the top of the stomach, just below the center of the rib cage.

4. Make a quick, hard movement, inward and upward.

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Healthy Corner

KETO TACOS (Keto Tacos made with Cheese Taco Shells are perfect for keto diets with only 1 net carb !)

Ingredients

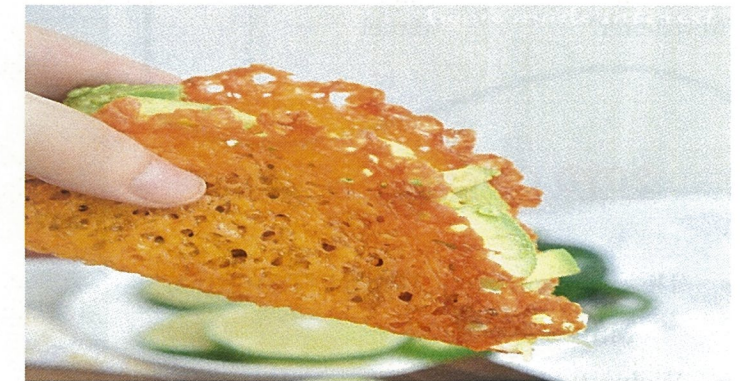
2 c. Cheddar Cheese, shredded

1 lb. Ground Beef

2 T. Taco Seasoning, homemade

1/4 c Water

Add toppings (sour cream, avocado, cheese, lettuce)



HOW TO MAKE KETO TACO SHELLS:

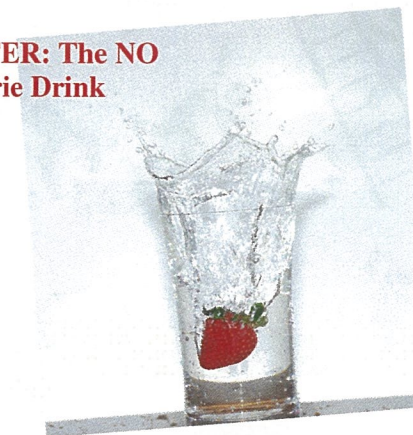
Start by lining a baking sheet. You can use a baking sheet with parchment paper but a silicone mat is the best because the cheese comes off easily. Drop little piles of grated cheese onto the baking sheet. (about 1/4 cup of cheddar cheese per shell).

1. **Place the baking sheet in the oven and bake at 350 degrees for 5-7 minutes**, or until the shredded cheese has melted and the edges begin to brown. *Note: Cheese releases grease as it bakes. You can dab your shells lightly with a paper towel to remove some of the excess grease.* **Shape your cheese taco shells.** Let the shells cool for a minute and then lift it off the baking sheet. Fold in half to shape and cradle them on an upside down cupcake pan to hold the shells in place. Let them cool completely, about 5 minutes, and you have a low carb taco shell!

Make your ground beef filling with homemade taco seasoning. Packaged seasoning can contain a lot of carbs. This seasoning recipe is lower in carbs: 1/4 c Chili Powder, 2t each onion powder and garlic powder, 1t each dried oregano and paprika and 1/2 t black pepper.

Assemble your tacos as usual.

WATER: The NO Calorie Drink



The body is comprised mostly of water

Your Trash - My Treasure



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

January 24, 2020

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

2020 Calendar of Events

- 1k and 5k Run at Bogart (Tentative)
March 14, 2020
- Welcome Home Vietnam Veterans Day
March 27, 2020
- Spring Fling
April 11, 2020
- Arbor Day
April 24, 2020
- Fishing Derby
April 25 & 26, 2020
- Cinco De Mayo Festival
May 2, 2020
- Memorial Wall Dedication
May 15, 2020
- Movies Under the Stars
Mondays June 15—July 20, 2020
- Oktoberfest
September 18 -20, 2020
- Pumpkin Carve
October 31, 2020
- Winterfest
December 4-5, 2020



HAPPY BIRTHDAY

- Patricia Law—March 6
- Duane Burk—March 10
- Kristine Carlson—March 14
- Dodie Carlson—March 21

Human Resources Corner

Check with your tax consultant for the new W-4 withholdings!

Have a suggestion for the Summer Picnic? See Janet

BCVRPD LIBRARY

For those of you who don't know, we started a library last November that all employees are welcome to utilize. We currently have 22 books available on different topics such as Robert's Rules of Order, computer help guides, performance evaluations, Human Resources and motivational books. Come check it out and let me know if there is a book you would like to see in our library.

It makes a big difference in your life when you stay positive – Ellen DeGeneres

SAFETY ON THE JOB

Number of days since the last employee injury:

185!



f u txt n drV u may nt cum hom aliv

EMPLOYEE NEWSLETTER

Beaumont-Cherry Valley Recreation & Park District

January 24, 2020



Employee of the year
Duane Burk



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Healthy Corner	3
Your Trash My Treasurer	3
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Congratulations to Duane Burk for achieving the Employee of the year award of 2019. Duane has been with the District 4½ years, as General Manager. Thank you for your hard work and dedication to the District and Staff. We cant wait to see what 2020 has in store!

Hot Company News

Take a look at the article inside from 1975 of Mike Aldrich's Army days!

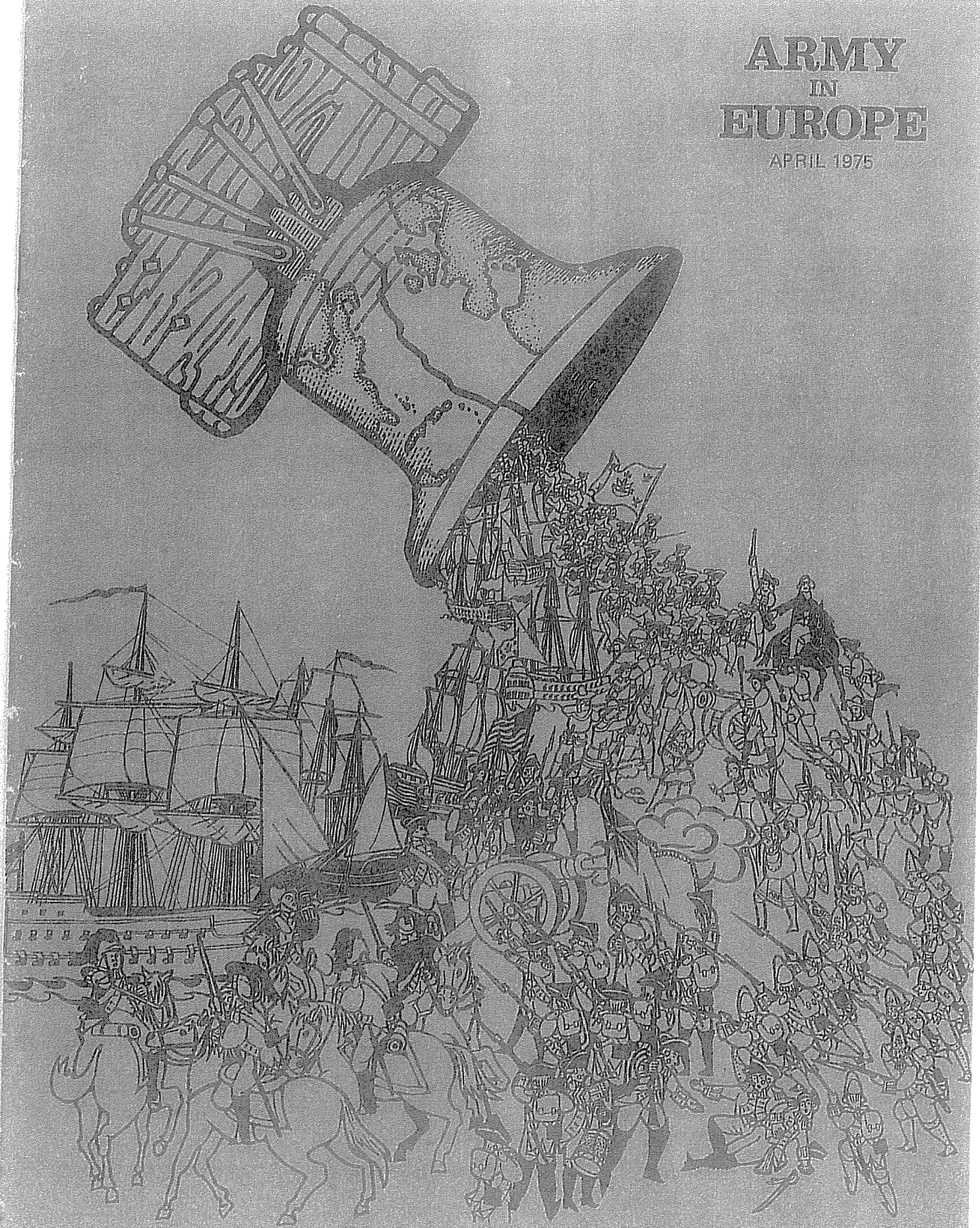
2019 Employee Awards

- Duane Burk—Employee of the Year
- Aaron Morris—Director's Choice
- Mike Aldrich—General Manager's Choice
- Rodrigo Camacho—Part Timer of the Year
- Jesse Camacho—"Make it Happen"
- Ryann Flores—5 Years of Service



ARMY IN EUROPE

APRIL 1975



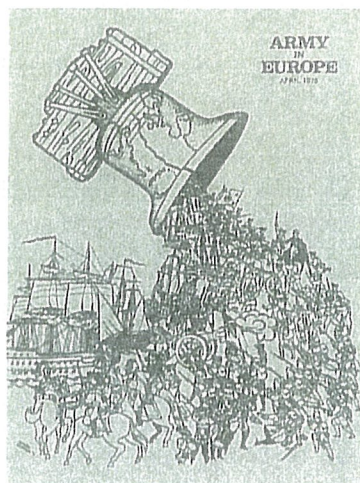
ARMY IN EUROPE

VOLUME 13, No. 11

APRIL

1975

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Chief Public Affairs
COL Erik G. Johnson Jr.

Chief, Command Information
LTC Billy A. Arthur

STAFF:

H. George Baker
Editor

MSG Marty Badger
Associate Editor

Lynn Baker
Art Director

PFC Richard W. Hasenauer
Illustrator

THIS MONTH'S COVER

The battle for American independence nearly sparked a world war, as depicted by the pen of AE's illustrator, PFC Richard Hasenauer. To learn how most of today's NATO nations became entangled with the American Revolution, see Page 22.

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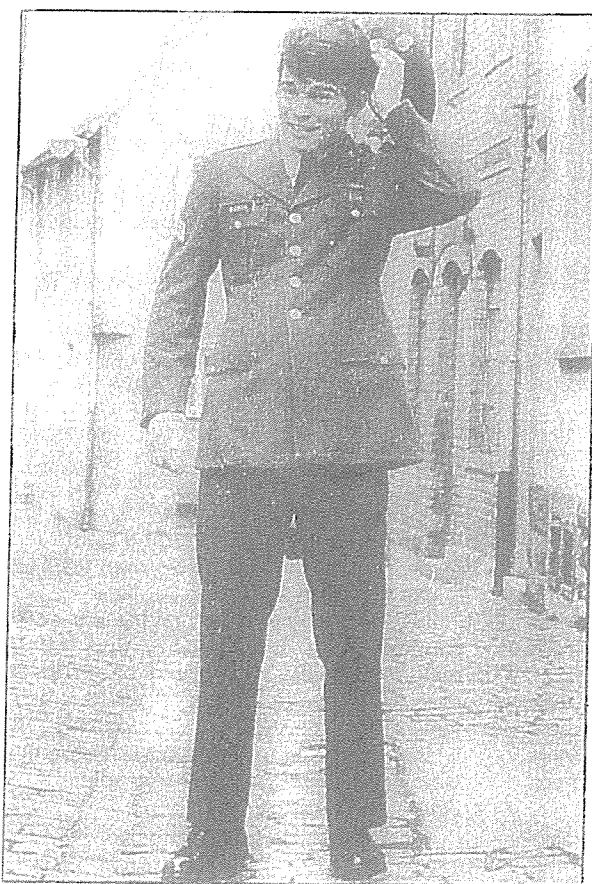
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Hey Mike!

Story and photos by SFC James F. Klett



"Well, I thought I knew the city!" Mike scratches his head while temporarily lost tracing out a new city tour for the new soldiers of the command.

HHEY, MIKE, LOOK AT THIS!"

Willie Keck, a German artist, yelling from across the street, wants to show the young GI his latest painting.

"I'm taking it down to the art store right now," he says proudly as he holds it up for Mike (and everyone else) to see. Mike congratulates Willie on the painting.

It's not the first time someone has stopped Mike on the streets of Ettlingen.

A few moments later, Mike enters a crowded, smoke-filled snackbar at the Ettlingen bahnhof. He gets no farther than the first stool. An extended hand blocks the way.

"Mike! Come Stå!"

"This is my Italian friend," Mike tells me. Other hands catch Mike as he slowly progresses through the snackbar. He accounts for each one. "This is my Yugoslavian friend; this is my German friend. . . ."

Then Mike spots a mustachioed beer drinker and he reaches over to shake his hand.

"This guy," Mike explains as he pumps away, "is a Turkish guest worker. He and his 60-year-old uncle were beaten up by American soldiers about four months ago. The Turks were really mad and out to get the Americans. But I came down here and explained what we were doing and what the German police were doing to catch the men. And we finally did catch them. But I had to cool the situation, and it worked."

Who is Mike and what's he doing in Ettlingen?

He is 21-year-old SGT Mike Aldrich from Los Angeles, a member of the 78th Engineer Battalion. The unit is headquartered at Rheinland Kaserne, set smack in the middle of Ettlingen, a quiet, traditional town of 36,000 people. The nearest American unit is on the other side of Karlsruhe, a half hour's drive away.

Just what's Mike doing in Ettlingen?

Being there is part of his job. He was picked by his battalion commander, LTC Albert F. Dorris, to see that Americans get along with the population surrounding Rheinland Kaserne.

Just a few minutes after leaving the bahnhof, the atmosphere changes. With me in tow, Mike steps confidently up into the marble and stain glass austerity of the Ettlingen Rathaus. Without hesitation he walks into an office next to the bürgermeister's. He's there to see the representative of the city's combined sports organizations.

Mike begins rapping in local German dialect, arguing and pleading for a few slots for American troops at the indoor tennis courts. At first, the official protests because of an already crowded schedule.

Mike sits patiently, gently letting the official twist his own arm as he recalls that it was, after all, the 78th Engineer Bn that leveled the town's new soccer and kindergarten areas. Then the official recalls that the 78th Engineers had put up a combat bridge that helped relieve the city's traffic problems.

The official finally gives in: "I'll see what I can do."

As he leaves the office, Mike is clearly proud that his German speaking ability has held up long enough to let him get his way.

"I've never cracked a German text book," he declares. "Everything I've learned has been picked up from the local people. When I first came here three years ago, I fell in love with this town. You have to admit that Ettlingen is a beautiful city."

Minutes later Mike is swinging his 1969 Pontiac into a parking spot in front of the police station.

Police Captain Herbert Poeschel turns out to be heavy-set, of the Sidney Greenstreet cut. He points out that Mike translates for the police when they need help.

"Mike is important," the captain says as he hands him police reports, "because he takes no sides, either German or American. Everyone profits from this circumstance."

"The situation was very bad at Rheinland Kaserne—especially with your Vietnam returnees." That was more than two years ago.

An all-out effort to improve relations began in late 1973, and attitudes began to turn around. One of those exerting effort



was Mike Aldrich, who launched a "Meet the Germans" program that still has German-American friendships going on today.

The Americans weren't the only ones interested in reversing the direction of relations. Hugo Rimmelpacher, Ettlingen mayor at the time, met many times with 78th Engineer Bn members—including Mike—to work on problems.

Mike says his proudest moment took place last September. All the various local German sports organizations gathered in Ettlingen to plan for the year's events and Mike represented the Americans. When it was time for him to speak, he said, "You were just talking about the Americans entering a team. But isn't our Rheinland Kaserne right in the city of Ettlingen? We're a part of Ettlingen . . . Let the American soldiers join German teams and participate as part of the German teams."

He sat down to ringing applause.

Heading home after making his daily rounds, Mike is confident that he is making progress. He should be. With at least five special German-American projects in various states of development, he is the vital link—the go-between—for the Germans, guest workers and soldiers of Rheinland Kaserne.

SGT Mike Aldrich draws the personal attention of many Ettlingen citizens, including Police Sergeant Walter Kasten, left, and Police Captain Herbert Poeschel, who points out one of the city's landmarks.

SFC Klett is assigned to the 7th Engr Bde, Ludwigsburg, Germany.



Department Report

Agenda Item No. 4

To: Chairman and Board of Directors
From: Nancy Law, Financial Services Technician/Office Manager
Date: February 12th, 2020

The Finance Committee met Thursday, February 6th, 2020 to review January 2020 Financial Reports for Fiscal Year 2019-2020.

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

Property Tax Disbursement – The Financial Services Technician has not received deposits into the Riverside County Fund for January 2020.

The Finance Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution for December 2019 bringing our balance to \$245,143.13.

Additional items:

- ❖ Finance has been working with contractors on the Noble Creek Community Center remodel.
- ❖ Finance has been working with our General Manager on the Mid-Year Budget.
- ❖ Finance has been working with our General Manager on updating the Capital Improvement Needs List.
- ❖ Finance has been working with the Auditors for the FY 18/19 Audit.
- ❖ Finance has been working on Profit and Loss for our special events.
- ❖ Finance has met twice with Polished Images for the Bogart main gate.
- ❖ Finance attended the Citizen of the Year/Installation Dinner for the Beaumont Chamber.
- ❖ Finance and General Manger met with Cal Fire representatives to discuss a new 3 year contract.

Recommendations: This report is for informational purposes only.

Respectfully Submitted,

Nancy Law
Financial Services Technician/Office Manager



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To: Chairman and Board of Directors
From: Kyle Simpson, Activities Coordinator
Date: February 12th, 2020

Facility Users:

Facility Rentals have been steady throughout the New Year and there are a lot of positive comments about the upgrades done at Noble Creek Community Center.

I am in talks with a potential new Contract Instructor to teach art classes at Noble Creek.

Upcoming District Events:

1K and 5K Race at Bogart

The 1K course has been mapped out the 5K Course will be mapped this week

The Flyer has been finished and will be put on the website for sign ups

The sign for advertising has been put up at the Grange

Welcome Home Vietnam Veterans March 27th at Noble Creek Park snack bar

All letters to dignitaries have been sent out and I am starting to get responses back from those who will be in attendance

I brought Flyers to the Veterans Expo and spoke with a few people in attendance who were planning to sign up for our event

Community Events/Meetings/Networking

I am performing playground inspections for City of Beaumont Parks and so far have inspected Fallen Heroes, The Sports Park and I will be inspecting Mt. View Park on February 7th.

I attended BYB's Pancake breakfast on January 25th

I also attended the Veterans Expo at Beaumont Civic Center on January 25th

Facilities ad hoc February 11th, 2020

Good Morning Beaumont Breakfast February 14th, 2020

Next Facilities ad hoc February 25th, 2020

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

Respectfully Submitted,

Kyle Simpson, Activities Coordinator



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To: Chairman and Board of Directors
From: Dodie Carlson, Athletic Coordinator
Date: February 5, 2020

Reports:

The winter adult slow pitch season is under way. We play 4 nights a week, Monday Women's 5 teams, Tuesday Men's 6 teams, Thursday Co-ed 9 teams, and Sunday Co-ed 6 teams. We are up 9 teams over winter 2019 season. We continue to grow with the adult ball program.

The tournament calendar is filling fast. We are booked thru the end of July with the exception of 5 weekends. I am working on getting those filled. With the BYB season upon us, the space is very tight for travel teams getting any practice fields.

I would like to thank the Board of Directors, General Manager, and staff for the continued improvements and field restoration. It will be really nice when field 1 is completed and all green again.

Other:

BYB would like to thank everyone who attended the Pancake breakfast, it was noticed and appreciated. BYB would like to invite you to attend Opening day on February 29, 2020 anytime between 8am-2pm, Team pictures, great food, carnival.

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

Respectfully Submitted,

Dodie Carlson, Athletic Coordinator



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To: Chairman and Board of Directors
From: Frank Flores, Maintenance Foreman
Date: January 2020

Maintenance Report:

Bogart Park's landscape is progressing on a daily basis; in January staff has worked with CDF on three occasions focusing on weed abatement. Staff rented a wood chipper for the brush clearing project and used the woodchips as a natural ground cover. I have received a quote for renovation our current irrigation system and will began work on this project in February. This project will include new irrigation wire ran to 22 new irrigation valves; the current system was not working correctly. We are currently revamping our iron ranger located by the south entrance of Bogart Park.

Noble Creek Park is still under construction in many different areas. The field 1 project is near completion, the concrete has been poured for the new outdoor gym and Noble Creek Community Center is still under renovations. The Grange Hall and Women's Club has been status quo, staff has stored holiday decorations and replaced an old flag at the Women's Club.

I again apologies for not attending this board meeting; I will again be attending College of the Desert on Wednesday nights. I would like to thank the district for their continued support during this semester.

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

Respectfully Submitted,

Frank Flores
Maintenance Foreman



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

Agenda Item No. 4

To: Chairman and Board of Directors
From: Aaron Morris, Maintenance Foreman
Date: 02/12/2020

Report:

The field crew has been hard at work finishing up the field 1 renovations this last month. We are almost complete just in time for the BYB season this year. Staff has been doing a great job staying organized and keeping track of our field materials utilized during events. Here are a few items that we have accomplished this last month.

Work Items:

- The new field 1 irrigation layout has been completed. Staff installed and separated 8 working circuits reusing 5 existing valves and installing 3 new valves. Staff installed all new sprinkler heads to provide complete water coverage.
- Field 1 warning track had a clay track mix installed on the outfield perimeter. Approximately 100 tons of warning track clay mix was used. The next step will be to install clay on the left and right field lanes.
- The Maintenance Department has been training and working with current and new staff to refresh our work practices and to improve our work quality standards and safety.
- I Completed the "Water Distribution System Operation and Maintenance, 7th Edition" online course from the Water Programs of Sacramento State. I am registered for the State Certification Exam in September of this year.

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

Respectfully Submitted,

Aaron Morris
Maintenance Foreman