



**BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, July 8th, 2020
Beaumont Woman's Club 306 E. 6th Street Beaumont, CA 92223**

MINUTES

PUBLIC PARTICIPATION BY TELECONFERENCE ONLY

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

DISTRICT CLOSED SESSION : None

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

WORKSHOP SESSION: None

REGULAR SESSION: Regular Session to Begin at 5:31pm

Roll Call:

Director De La Cruz: via teleconference 5:32

Director Ward: via teleconference

Treasurer Diercks: present

Vice-Chair/Secretary Flores: present

Chairman Hughes: present

Invocation: The invocation was given by Chairman Hughes.

Pledge of Allegiance: The pledge of allegiance was led by Treasurer Diercks.

Presentations: None

Adjustments to Agenda: None

- 1. PUBLIC COMMENT:** Public Comment was opened at 5:32. No public comment, public comment closed at 5:32.

2. CONSENT CALENDAR:

- 2.1 Minutes of June 10th, 2020
- 2.2 Bank Balances June 2020
- 2.3 Warrants for June 2020

The General Manager commented that all Bank Balances, Budget, Check Warrants and potential raises for staff were all approved by the Finance Committee. He also explained that the Board Approved at the last meeting the Budget which included a 4% raise for staff not including himself.

Director Ward asked if she had a question about the Revised Salary Schedule would she ask that now or at 3.1.

Chairman Hughes commented that is up next at 3.1.

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

Initial Motion: Treasurer Diercks

Second: Vice Chair/Secretary Flores

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

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

- 3.1 Approval of Revised Salary Schedule

Chairman Hughes opened for public comment at 5:35 pm., hearing none closed public comment at 5:35pm.

The General Manager explained that the Districts salary schedule was last updated on July 2019, the revised schedule if approved will revise the maximum range for Human Resources, Finance/Office Manager, Activities Coordinator, Maintenance Foreman and Receptionist positions.

Director Ward asked Attorney Joseph Ortiz what is the best way for her to approve the salary schedule but wants to hold off on the raises until a further date after we see how the corona virus is going to affect the District.

Attorney Joseph Ortiz commented that what they have in front of them is to approve the range. But if she would like to approve the range but not the raises she would need to make a motion to that affect and would need a second and a vote.

Director Ward asked would she do that now or at the vote.

Chairman Hughes commented that the revised salary survey is only a draft they are not doing anything but accepting what is put in front of them, then at a later date the Personnel Committee would get together regarding the survey. As far as the raises go, the raises were put in the budget with a 4% across the board.

Director Ward commented she understands 100% and she is not asking for it to be deleted from the budget what she is asking is should they hold off on the raises because it was her understanding that the raises would be given on July 1st.

Attorney Joseph Ortiz commented that he feels that Director Ward wants to make a motion to hold off on the raise implementation, but thought it had already been implemented, and asked the General Manager if that was accurate.

The General Manager commented that his intent in the budget was to give the core staff a 4% increase, while at the same time he presented to the Personnel Committee the CSDA salary survey for all positions and at a later date would bring it to the Board, the budget was something that was covered in the May Board Meeting workshop and again in the June Board Meeting were it was approved unanimously, it was also given to the Finance Committee who were also good with the increase.

Director Ward asked we had our Personnel Committee after the Budget correct?

The General Manager continued that there were no questions raised during any of those meeting so his assumption is that the Board as a whole was good with the numbers, he may have not said 4% but that was the number.

Vice Chair/Secretary Flores commented that he and Treasurer Diercks looked at the Budget several times in the Finance Committee and they along with Duane and Nancy have put a lot of work into it and determined that the District is financial sound. Vice Chair/Secretary Flores continued that the District does a budget review every six months were they could dial it back if needed.

Treasurer Diercks commented that in the Finance Committee meeting they took a look at the Disbursement compared to last fiscal year were Duane predicted 2.5% increase and it was an overall of 5% increase and he feels the District is in a good place.

Chairman Hughes commented that he asked all the Directors in the May Board Meeting that if there was any questions about the budget that those questions were to be taken to the General Manager and there was no response from any Board Member, and this was something that was put in the budget and he was assured that it would not affect the District this year.

Director Ward commented that she wanted to clarify her statement she is saying has nothing to do with the budget, and she respects their opinions very much, to her it is more about public appearance with two shutdowns in the state and no one is giving raises and this is why she is concerned and why she is asking questions.

The General Manager commented that in his opinion the Board as a whole has tightened the purse straps for many years and this is not a one size fits all approach, the District brought on a 300 acre park and the Board and Staff have tighten up their boot straps and has put in the work and as their General Manager if he didn't think the District could afford it he would not have put it in the budget and if COVID sets the District back he will tell everyone they need to take a pay cut, but they have done well and they deserve the increase.

Attorney Joseph Ortiz commented that they have an agenda item on Salaries and he doesn't believe they can go much further into this, that it seems to him that the raises have already been approved through the budget and implemented and there would be problems if they were to undo it, even to just discuss it they would need a separate agenda item perhaps if Director Ward feels passionately about it he would recommend they do a special session to discuss it.

Chairman Hughes asked since this already has been approved how should Director Ward do this? Would the appropriate action be that she just makes a motion to hold it off.

The General Manager stated that what really drives this is minimum wage requirement in January they will go up to \$14.00/hr, so what is happening with these automatic increases is the new hires are getting paid by mandate and then you have employees who have worked here for 16 years who are only making \$3.00 more than the new hires.

Chairman Hughes commented that he agrees with the General Manager, and asked Attorney Joseph Ortiz how we move forward from here, what is the procedure?

Attorney Joseph Ortiz to put a motion on the floor is a separate matter, but I do agree if it was approved in the finances and already implemented, we can hit it at a special meeting if there is a desire to do so but he think it would be very difficult to unring that bell at a different meeting.

Chairman Hughes and Director Ward both feel that a special meeting is unnecessary.

The General Manager commented that he wanted everyone to know that the positions in the report were made by Janet and it has nothing to do with the General Managers salary.

Chairman Hughes commented that the General Manager Contract went to Personnel but it had not been completely resolved so they removed it from this meeting.

Director Ward commented that she does not need another meeting and that she just wanted to express her concern about public appearance during these times and just wanted to move on. She also commented that she appreciates everyone, the General Manager and staff and feels they all do a superior job.

The General Manager clarified that the staff report has nothing to do with the salary survey, it is asking for the positions marked in red that are currently topped out be given a increase these include the following:

- Human Resources Administrator/Clerk of the Board (Janet Covington) will be increased to \$82,904.60
- Financial Services Technician/Office Manager (Nancy Law) will be increased to \$69,222.40
- Receptionist – PT (Alyssa Fuimaono and Ryann Flores) will be increased to \$17.16
- Maintenance Foreman (Frank Flores and Aaron Morris) will be increased to \$28.14
- Activities Coordinator (Kyle Simpson) will be increased to \$56,243.20

The reason they are asking for this is because staff needs to send the minutes of this meeting to CalPERS that the Board as a whole approves for these positions to go above what their maximum salary is currently.

Motion was made to accept items 3.1

Initial Motion: Treasurer Diercks

Second: Vice Chair/Secretary Flores

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Diercks: Aye

Vice Chair/Secretary Flores: Aye

Chairman Hughes: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington – Presented by Duane Burk

Janet reported the District has 29 employees on the books and was able to bring back 4 furlough employees. Currently we have 14 employees working.

Reports:

- Submitted California Employer's Retiree Benefit Trust (CERBT) valuation packet and actuarial study.
- Submitted the CAPRI 20/21 renewal certificates of coverage for Workers Compensation and General Liability.

Janet will be working on the following report(s):

- 2020 Biennial Notice for Conflict of Interest Codes
- CERBT FY-End contribution summary

Workers Compensation Cases/Incidents/Accidents – No employee cases. (451 days since our last employee accident).

Training:

- Safety Compliance provided “Emergency Earthquake Procedures” and “COVID” training in June.
- Noble Creek Community Center is a testing location for COVID-19. Our agreement is through July 31st.
- Beaumont Woman's Club will provide COVID antibodies testing Friday – Monday from 8am – 5pm July 10th – July 13th and July 17th – July 20th.
- Election packages will be available July 13th, 2020.

Financial Services Technician/Office Manager: Nancy Law

The Finance Committee met and reviewed June 2020 financial reports consisting of the profit & loss budget vs. actual, bank account balances and warrant registers. The District received deposits into the county fund for June \$95,348.87. \$5,000.00 was transferred into the Reserve fund for June bringing the balance to \$358,409.47.

Nancy attended the following trainings;

- CSMFO – COVID-19 and Getting Reimbursements from FEMA.
- Community Update (Jeff Hewitt and Sean Thuilliez)

Activities Coordinator: Kyle Simpson

Kyle reported facility rentals have been cancelled and moved through the end of July, and all community events and meetings have been cancelled until further notice due to COVID-19. Church for Family will be back in the Grange starting on July 12th, Thunder Ally RC Raceway has reopened on a limited weekend basis, Heart and Soul Line Dancing will be resuming class at the Grange in July. And the decals for the fitness court have been installed.

Kyle gave an update on District Events;

- Bogart 1K/5K Fun Run is being rescheduled for October 10th, he contacted a few of the runners and majority of them did not feel comfortable and were going on vacation.
- Movies Under the Stars is still ready to be to go for the year pending social distancing and regulations.
- Oktoberfest is still being planned for September 18th – 20th, 2020.

Kyle has been working with maintenance and is learning about the irrigation throughout the parks.

Athletic Coordinator: Dodie Carlson – No report

Maintenance Foreman: Frank Flores

Frank reported that maintenance has been working on preparing and opening certain areas to the public with proper rules and regulation set by the County. Noble Creek Park had 900 gallons of herbicide sprayed; they have also dragged the Equestrian and have been working on improving the condition of the infield skins.

Frank has completed staff review and attended the safety committee meeting; he's been working on back filling the trenches in the meadow and working on the lighting which should be completed in July.

Maintenance Foreman: Aaron Morris – Presented by Duane Burk

Aaron reported that the department is very grateful to bring back some of the staff and they have been very compliant to the new safety guidelines, they have also been training them on how to operate the bigger equipment.

Aaron reported he has worked on the following projects:

- Bogart Regional Park Pond Project which included calculating flow from the well and domestic line to the tank and pond and filling in the rock border with concrete slurry mix
- Preparing to install new sprinkler heads in the Day Use at Bogart, then he will map out the system through the Weather TRAK program.
- Completed and submitted the 2nd Quarter Safety Committee packet to CAPRI.
- Ballfields getting the back in shape.

General Manager: Duane Burk

Duane reported it has been a busy month he has been working on the following items:

- Huffman Roofing that was awarded the Roof Project should be done the first part of next week.
- Officially July 1st the 80 acres at Bogart Park is now owned by the District, the other 220 acres he is working with the Water District on

extending the lease, and he has also been in contact with Fish and Game it appears he has not been compliant on what the District has done in Bogart but he will be working with them to resolve it.

- Work is being completed at the Woman's Club; including painting, took down the hazardous chimney, and adding handrail on the steps out back.
- Working on getting a group together and have a BBQ at Bogart Park in celebration of the Pond

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly 5:00 pm
- Finance – 1st Thursday of Every Month 5:00 pm NCCC.
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 5:30 pm
- BCVRPD Board Meeting Schedule, NCCC
August 12th, 2020

5.2. Upcoming Holidays

Monday, September 7th, 2020

5.3. Events

- All events have been cancelled or postponed at this time due to State and County Health Official orders pertaining to COVID-19

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz

Armando said he just hopes everyone is being safe and taking proper precautions with the COVID-19, he recently lost an Aunt to the virus so he hopes we all stay safe out there.

Director Ward

Denise had to leave meeting early.

Treasurer Diercks

Chris said he wanted to thank everyone for all their hard work and hopes everyone stays safe during these tough times.

Vice Chair/Secretary Flores

John said the Board is no more important than a doorknob we serve a purpose just as the doorknob does. He wanted Director Ward to know that he understands she was not saying the staff didn't deserve the raises and that it was about the appearance of giving them raises. He would also like to see Board make a mandatory Budget workshop for the next budget, wanted

to compliment the achievement of the safety numbers and would like to see us celebrate those numbers.

Chairman Hughes

Dan said he agrees with Vice Chair Flores 100% and he wants everyone to understand that you may not understand everything and the workshops are important for that reason. He wants to remind the Directors that they can contact the General Manager before the meetings if they need clarification on what is on the agenda, and or contact him and if he doesn't have the answer he will get the answer for them. He commented that he tested negative for the COVID-19 and to keep your loved ones safe.

6. ADJOURNMENT:

Motion was made to adjourn the meeting at 6:36pm

Initial Motion: Treasurer Diercks

Second: Vice Chair/Secretary Flores