



BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT (BCVRPD)

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, March 9, 2022 6:00pm

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

AGENDA

www.bcvparks.com

PUBLIC PARTICIPATION BY TELECONFERENCE ONLY

Due to the spread of COVID-19 and in accordance with the Governor's Executive Order N-29-20, the Beaumont Cherry Valley Recreation & Park District and the Beaumont Cherry Valley Recreation & Park Improvement Corporation will be conducting this meeting by teleconference only. Public comments on matters listed on the agenda or on any matter within the District's jurisdiction will be received during Public Comments, Agenda Item No. 1. There will be no public physical location for attending this meeting in person. The District's Board meeting room will be closed to the public until further notice.

The Workshop and Regular Session is available by calling: 1(623) 404-9000. Meeting ID: 471-749-1599
You can also join the meeting at <https://meetings.ringcentral.com/j/4717491599>

DISTRICT CLOSED SESSION – Closed Session to Begin at 6:00pm (3 Items)

1. Conference with Legal Counsel – Pursuant to Government Code Section 54956.8 Property Negotiations. Bogart Park.
2. Conference with Labor Negotiators pursuant to Government Code Section 54957.6

Agency Designated Representative: General Manager

Unrepresented Employee: Human Resources Administrator

3. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One Case

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

WORKSHOP SESSION: None

REGULAR SESSION: Regular Session to Begin at 6:30pm

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

Invocation:

Pledge of Allegiance:

Presentations: 30 Minute Presentation, General Manager

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

1. PUBLIC COMMENT:

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

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

2.1 Minutes of February 9, 2022

2.2 Warrants for February 2022

2.3 Bank Balances for February 2022

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

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

3.1 Approval of Title change, Job Description and Salary Increase

4. **DEPARTMENT REPORTS:**

Human Resources Administrator/Clerk of the Board: Janet Covington

Financial Services Technician/Office Manager: Nancy Law

Activities Coordinator: Kyle Simpson

Maintenance Foreman: Aaron Morris

Athletic Coordinator: Dodie Carlson

General Manager: Duane Burk

5. **CALENDAR OF EVENTS:**

5.1 Committee Meetings

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

April 13, 2022

May 11, 2022

June 8, 2022

5.2. Upcoming Holidays

Monday, May 30, 2022 Memorial Day

5.3. Events

March 12th – Bogart Regional Park Fun Run at Bogart Regional Park Day Use Area 9am

March 25th – Welcome Home Vietnam Veterans at Noble Creek Regional Park Quad 4pm

April 2nd for children and April 3rd for adults – Fishing Derby at Bogart Regional Park 7am

April 16th – Spring Fling at Noble Creek Regional Park F-1 starting at 9am

April 29th – Arbor Day (location to be determined)

Woman's Club COVID testing through March 31, 2022

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 Beaumont-Cherry Valley Recreation and Park District, and the foregoing agenda was posted at the District office and District web site March 4, 2022.

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



BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT (BCVRPD)
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, February 9, 2022 6:00pm

MINUTES

PUBLIC PARTICIPATION BY TELECONFERENCE ONLY

Due to the spread of COVID-19 and the fact that there is a Governor-declared state of emergency, the Beaumont Cherry Valley Recreation & Park District conducted this meeting by teleconference.

DISTRICT CLOSED SESSION – Closed Session to Begin at 6:00pm (3 Items)

1. Conference with Legal Counsel – Pursuant to Government Code Section 54956.8 Property Negotiations. Bogart Park.
2. Conference with Labor Negotiators pursuant to Government Code Section 54957.6
Agency Designated Representative: General Manager
Unrepresented Employee: Human Resources Administrator
3. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One Case

Closed session began at 6:00pm

Roll Call:

Director De La Cruz: Present via teleconference

Director Ward: Present via teleconference

Treasurer Flores: Present

Vice-Chair/Secretary Diercks: Present

Chairman Hughes: Present

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

Closed session ended at 6:08pm.

WORKSHOP SESSION: None

REGULAR SESSION: Regular Session to Begin at 6:30pm

Regular Session began at 6:30pm

Roll Call:

Director De La Cruz: Present via teleconference

Director Ward: Present via teleconference

Treasurer Flores: Present

Vice-Chair/Secretary Diercks: Present

Chairman Hughes: Present

Invocation: General Manger, Duane Burk, gave the Invocation.

Pledge of Allegiance: Treasurer Flores led the pledge of allegiance.

Presentations: None

Chairman Hughes announced the meeting will be opened and closed in the memory of Cole Furtado.

Adjustments to Agenda: None.

Albert Maldonado reported on closed session. There was no reportable action.

1. PUBLIC COMMENT:

Chairman Hughes opened public comment at 6:34pm. John Delongchamp spoke on behalf of DC Tournaments USSSA concerning fees for tournaments. Comment is attached. Public comment closed at 6:42pm.

2. CONSENT CALENDAR:

2.1 Minutes of January 12, 2022

2.2 Warrants for January 2022

2.3 Bank Balances for January 2022

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

Albert Maldonado commented on item 2.4. He stated the Board has voted to hold teleconference meetings under AB361. The District needs to make certain findings every 30 days to continue teleconference meetings. There needs to be a Governor-Declared State of Emergency and then there needs to be two findings. 1) The District needs to consider the circumstance for the State of Emergency. 2) State or Local Officials have recommended social distancing.

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

Initial Motion: Vice Chair/Secretary Diercks

Second: Treasurer Flores

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

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

3.1 Approval of Facility Use License Agreement, Cherry Valley Horsemen's Association.

Chairman Hughes opened public comment at 6:45pm. Hearing none, public comment ended at 6:45pm.

Motion was made to accept item 3.1.

Initial Motion: Vice Chair/Secretary Diercks

Second: Director Ward

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

3.2 Bank of Hemet Account Signer Removal

Chairman Hughes opened public comment at 6:46pm. Hearing none, public comment ended at 6:46pm.

Motion was made to accept item 3.2.

Initial Motion: Vice Chair/Secretary Diercks

Second: Treasurer Flores

Result of Motion: Carried 5-0

Director De La Cruz: Aye

Director Ward: Aye

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

3.3 Salary Survey Range Change

Maintenance Foreman

Finance Services Technician/Office Manager

Chairman Hughes opened public comment at 6:50pm. Hearing none, public comment ended at 6:51pm.

Director Ward requested to continue the action for 30 days to research and get proper documentation along with Director De La Cruz.

Treasurer Flores countered the request and wanted to increase ranges at the meeting.

A case study of a salary survey was requested by Director De La Cruz as he continues to do his own research. The General Manager, Duane Burk, agreed to provide the updated salary schedule coming February 2022.

Chairman Hughes called for a motion.

There was an initial motion by Director Ward to continue the action for (30) days followed by a second motion by Director De La Cruz. There was a countermotion to approve item 3.3 as presented by Treasurer Flores followed by a second motion by Vice Chair/Secretary Diercks.

The countermotion was voted on first.

Motion was made to accept item 3.3.

Initial Motion: Treasurer Flores

Second: Vice Chair/Secretary Diercks

Result of Motion: Carried 3-2

Director De La Cruz: Nay

Director Ward: Nay

Treasurer Flores: Aye

Vice Chair/Secretary Diercks: Aye

Chairman Hughes: Aye

4. DEPARTMENT REPORTS:

Human Resources Administrator/Clerk of the Board: Janet Covington

- We hired a new Part-Time Maintenance employee today bringing us to 27 employees.
- **Workers Compensation Cases/Incidents/Accidents** – The District had one worker injured on 1/30/2022. It has been 10 ☹️ days since our last employee accident.
- OSHA Form 300-A has been posted as required.
- Employee W-2s were distributed.

- Janet attended several Podcasts including Business and behavior health and Public sector benefits.
- 2021-2022 Statement of Economic Interest are due to Janet no later than March 1, 2022 in order to submit by the deadline of April 1, 2022.
- Aaron Morris received his Rescrited Materials Permit on February 7, 2022 and it was expire on December 31, 2022.
- January's employee of the month was celebrated on January 26. Nancy Law received the recognition.
- The Senate Bill 114 passed, approving 2022 COVID-19 paid leave. This may have an impact on the District's budget.
- We are now creating welcome baskets for our new hires and Ryann has already made one for our newest employee.

Financial Services Technician/Office Manager: Nancy Law

- The Finance Committee reviewed the January 2022 Financial Reports.
- The District has not received deposits into the Riverside County Fund as of February 2nd, 2022.
- The Financial Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution for January 2022, bringing our Reserve balance to \$143,975.91, and transferred into the Money Market account \$7,500.00 monthly contributions for January 2022 and transferred \$160,206.00 of the COVID-19 Relief funds bringing our balance to \$185,500.15.
- Finance attended a CAPRI Workshop, session three: Property Damage Case Scenario Training.
- Finance attended the Calimesa Annual Installation Dinner.
- Finance attended othe Beaumont Chamber Breakfast.
- Finance and the Maintenance Foreman met with Prudential Uniforms to discuss issues and billing.
- Finance attended a webinar on CSMFO Governmental Accounting.
- Finance attended the Beaumont Annual Citizen of the Year and Installation of Officers Dinner.
- Finance met with Auditors on filing the State Controller's Report.
- Finance completed and mailed out all 1099-NEC/1099-MISC.

Activities Coordinator: Kyle Simpson

- COVID-19 Testing Facility at the Woman's Club will continue through March 31st, 2022.
- The Yoga Connection is at Noble Creek Community Center Monday through Wednesday
- Heart and Soul Line Dancing is at Noble Creek Community Center on Mondays
- Beaumont Library Story Time is at Noble Creek Community Center on Tuesdays and is holding tech classes for ages 60 plus at Noble Creek Community Center Mondays and Tuesday's 2:00pm-3:00pm
- The Bogart 1K/5K Fun Run will I be at Bogart Regional Park March 12. Sign-ups are live on the Districts website. There are 6 people signed up and submissions are coming in quickly. Press release has been completed and will be sent to newspaper 4 weeks prior to event
- The Welcome Home Vietnam Veterans Day is at Noble Creek Regional Park quad March 25th. Kyle has contacted the VFW station Commander about recruiting Veterans to sign up for the event and the submissions will be on the website shortly. Letters to dignitaries are in process. The press release will be sent to newspaper four weeks prior to event.
- The Fishing Derby is April 2nd and 3rd at Bogart Regional Park. Fish have been scheduled for delivery . The Press release will be sent to newspaper four weeks prior to event
- Kyle I attended the Chamber of Commerce Annual Citizen of the Year and Installation of Officers Banquet.
- Kyle attended the Calimesa Chambers Breakfast on 2/8/2022
- Kyle will be attending the Beaumont Chamber Breakfast on 2/11/2022

Maintenance Foreman: Aaron Morris

Aaron reported staff has done a great job battling the cold and keeping up on their daily tasks throughout the week. The District is undergoing several projects and the growth is truly something to look forward to. He said he is grateful that Duane and the District have given him the opportunity to be a part of these projects and looks forward to any and all upcoming projects that will begin this year.

- Merlin Johnson construction has continued throughout the park installing the new mainlines.
- The new shop has started construction up in the Day Use Area in Bogart Regional Park.
- Staff dismantled the wells site up at DTR.
- BYB has started and staff has been giving more attention to the fields.
- Fertilizer quotes are being put together to get the baseball fields and the Bogart Day Use Meadow green for the upcoming season.
- The Grange hall has had a Block Wall built on the northern property line and columns have been installed for future access gates.
- Both playgrounds received new fiber mulch to help resurface the areas that were washed away during the last big storm.
- Maintenance employee, Rodrigo, will be taking a test for a Qualified Applicator Certificate.
- Aaron will be continuing with his education on aquatics.
- Aaron will be applying for his AA in Turf Grass Management, and is planning to attend CalPoly for his BA in Plant Science.

Athletic Coordinator: Dodie Carlson

- Dodie reported winter 2022 adult ball season started January 17 with a rainout. Since then they have been rain free and there is a large turnout for winter. It is normally a slower season due to the weather (cold, wind, rain). Winter 2021 had 18 teams. This season, there are 32. Monday women's 6, Tuesday men's 7, Thursday co-ed 10 and Sunday co-ed 9. Dodie said they are out of lighted field space for our community players and families.
- She reported they have scheduled 118 teams these past few days for either games or practice. This includes BCVRPD, BYB, and rental fields.
- The city of Beaumont has offered 9th & Orange for the month of February. They will be ripping out that diamond after Cherry Festival. It has no backstop or dugouts; it is all gone.. She will be able to get some teams a little bit of work there. The Validivia field is not accessible to BYB.
- The calendar remains very slow due the lack of staff for tournaments. Hopefully we can get some help as it is a new year.
- Dodie thanked the Board of Directors, General Manager, and staff for their constant work for this district and the maintenance staff for the work they having been doing on the fields. The grass is green and is looking better. A lot of the little things are getting caught up.
BYB practices started January 31, 2022. There are approximately 875 players as of now and should finish out around 950 players. Opening day is March 5, 2022, please come and join the fun.

General Manager: Duane Burk

Duane has set up a project meeting with Shopoff and graders regarding the well clean-up. The wells have to be vertically lifted up to 18 ft in the air and they are currently working on logistics to get the tenant water. He is also scheduling a shut down test after the third phase of the waterline projects is complete to prove we are independent on irrigation and domestic. This will bring new separate irrigation and domestic systems to the park. The District had owned property on Avenida Miravilla between Vineland St. and Orchard St. and had traded that property for three 2" water meters for nonportable water. With this, if nonportable water comes to the park, it will be set up and ready for it. Duane also met with Todd Parton regarding the sewer bill and it is currently being adjusted. He stated that all grindings found at Bogart have been successfully removed from the property and the District has been given jurisdictional distinction from Fish and Wildlife. The grading designs have been completed for fields 8, 9, and 10. Duane has also attended all of the following:

- Calimesa Chamber Installation dinner on 1/13/22

- City of Beaumont Council Meeting on 1/18/22
- City of Beaumont Board Meeting via YouTube on 2/1/22
- Did a presentation for Calimesa Chamber Breakfast on 2/8/22

5. CALENDAR OF EVENTS:

5.1 Committee Meetings

- Collaborative Agency – First Wednesday Bi-Monthly, 5:00pm at the Beaumont Library.
- Finance – 1st Thursday of Every Month 5:00 pm NCCC.
- Facility Use Ad Hoc- Second & Fourth Tuesday Monthly @ 5:30 pm
- BCVRPD Board Meeting Schedule, NCCC
 - March 9, 2022
 - April 13, 2022
 - May 11, 2022

5.2. Upcoming Holidays

Monday, February 21, 2022 President's Day
 Monday, May 30, 2022 Memorial Day

5.3. Events

March 12th, 2022 - Bogart 1K/5K Fun Run
 March 25th, 2022 – Welcome Home Vietnam Veterans Day
 Woman's Club COVID testing through March 31, 2022

DIRECTORS MATTERS/COMMITTEE REPORTS

Director De La Cruz:

Armando left the meeting at 7:27pm and was unable to comment.

Director Ward:

Denise had no comments and left the meeting at 7:41pm.

Treasurer Flores:

John is very pleased with the District and with what Duane has done for the District. He stated that sometimes less is more and he believes that the District does a great job showing that as the facilities and park continue to flourish. He is looking forward to the community getting back to enjoying our parks and facilities as the COVID-19 mandates continue lifting. John appreciates all that staff has done and continues doing and would like to see pay increases across the board.

Vice Chair/Secretary Diercks:

Chris said that the General Manager and staff are doing a great job and to keep up the good work.

Chairman Hughes:

Dan met with Mayor of the City of Beaumont, Lloyd White who is also the representative for the discussions with the city along with Rey Santos, Direct Flores, Chairman Hughes, Duane Burk, and Todd Parton. He also requested a meeting with John Pinkney, City of Beaumont attorney, and our attorney, Albert Maldonado, for mitigating the MOU. Dan also attended the following:

- Calimesa Chamber Installation Dinner on 1/13/22
- City of Beaumont Council Meeting on 1/18/22
- Mayor's Meeting with Duane on 2/3/22
- Personnel Meeting on 2/7/22
- Calimesa Chamber Breakfast 2/8/22

6. ADJOURNMENT:

Motion made to adjourn the meeting at 7:44pm.

Initial Motion: Vice Chair/Secretary Diercks

Second Motion: Treasurer Flores

Meeting closed in memory of Cole Furtado.

Beaumont Cherry Valley Recreation & Park District Check Warrant Bank of Hemet - Operating February 2022

Type	Date	Num	Name	Memo	Amount
10005 · Bank of Hemet - Operating					
Bill Pmt -Check	02/01/2022	124486	San Gorgonio Builders	CMU Wall, Installation of #4 steel and 2500 psi 6-1/2 sack concrete - Grange	-14,118.08
Check	02/01/2022	124485	Dan Hughes	Director Fees - January 2022	-600.00
General Journal	02/01/2022	Trans 21221		Transfer to Reserve for Monthly Transfer	-5,000.00
General Journal	02/01/2022	Trans 21222		Transfer to Money Market for Monthly Transfer	-7,500.00
Bill Pmt -Check	02/02/2022	2752029079	Ford Credit	Monthly F150 XLT Payment	-763.20
General Journal	02/02/2022	Trans 02222		Transfer to Payroll for PR 2/4/2022	-35,000.00
Check	02/02/2022	KS02022022	Jon's Flags & Poles	Flags - All Buildings	-720.85
Check	02/02/2022	Fees	EPX	Fees - Credit Card Machine	-116.84
Check	02/03/2022	124487	Teresa Cole	Cancelled Event - 2/25/2022	-150.00
Check	02/03/2022	124488	Pete Gerlach	Adult Softball Umpire	-90.00
Check	02/03/2022	124489	Michael Ruffolo	Adult Softball Umpire	-60.00
Check	02/03/2022	124490	Anthony Tony Gipson	Adult Softball Umpire	-120.00
Check	02/03/2022	124491	Malik Coleman	Adult Softball Umpire	-150.00
Check	02/03/2022	RC02032022	Angel Hands Towing	Lock out - F350	-60.00
Bill Pmt -Check	02/03/2022	124492	All Purpose Rentals	Kubota Excavator Block wall Project Grange	-228.29
Bill Pmt -Check	02/03/2022	124493	Awards & Specialties	Business Cards - De La Cruz, Aramando	-59.81
Bill Pmt -Check	02/03/2022	124494	Beaumont Do it Best	Irrigation Parts NCRP/Main Water Line Project Parts & Tarp Restaurant Booths	-641.71
Bill Pmt -Check	02/03/2022	124495	Clark Pest Control	Monthly Pest Control Service	-384.00
Bill Pmt -Check	02/03/2022	124496	Inland Water Works Supply Co.	Monthly Main Line Project - Phase II	-3,793.62
Bill Pmt -Check	02/03/2022	124497	Land Engineering Consultants, Inc.	DTR - Document Preparation/NCRP Site Improvement Plan	-6,264.00
Bill Pmt -Check	02/03/2022	124498	Luther's Truck & Equipment, Inc.	Roadside Service - Tire Repair F550	-265.00
Bill Pmt -Check	02/03/2022	124499	Merlin Johnson Construction, Inc.	Bogart Clean up after Storm	-18,608.83
Bill Pmt -Check	02/03/2022	124500	Pro-Pipe & Supply	Main Water Line Project - Phase II	-1,265.62
Bill Pmt -Check	02/03/2022	124501	Prudential Overall Supply	Weekly Uniform Service/Janitorial Supplies	-208.18
Bill Pmt -Check	02/03/2022	124502	Safety Compliance Company	Safety Meeting 01/19/2022 1pm Topic: #26 - Hearing Protection	-250.00
Bill Pmt -Check	02/03/2022	124503	SiteOne Landscape Supply, LLC	1089565	-3,324.72
Bill Pmt -Check	02/03/2022	124504	Star Pro Security Patrol Inc.	Main Water Line Project - Phase II	-1,090.00
Bill Pmt -Check	02/03/2022	124505	Turf Star, Inc.	Jan 2022 - PM Contract (8)units - (68) hrs	-314.60
Bill Pmt -Check	02/03/2022	124506	Inland Water Works Supply Co.	Main Water Line Project - Phase II	-176.81

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
February 2022**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/03/2022	124507	Beaumont Safe & Lock	File Cabinet Repair - Finance	-74.00
Bill Pmt -Check	02/03/2022	124508	Wash Master	Field Equipment and Vehicle Wash	-1,290.00
Bill Pmt -Check	02/04/2022	165944911	ARCO Business Solutions	Gas - Traverse (37,852)	-295.87
Bill Pmt -Check	02/04/2022	1002039814	CalPers	Employee - 457 Plan	-25.00
Bill Pmt -Check	02/04/2022	2039818-820	CalPers	Employee - Retirement	-5,410.55
Bill Pmt -Check	02/04/2022	p225D5ZHX2	Frontier (9518450886) NC	Monthly Wifi - NCCC	-125.98
Bill Pmt -Check	02/04/2022	2288618476	Office Depot	Office Supplies	-157.25
Bill Pmt -Check	02/04/2022	02042022	Rosalind Otero	Unfunded Health Payment	-131.09
Bill Pmt -Check	02/04/2022	80044051753	Waste Management of the IE	Utilities - Trash - Woman's Club & NCRP	-1,514.69
Bill Pmt -Check	02/04/2022	10331877	Wells Fargo Financial Leasing	Monthly Copier Lease	-884.66
Bill Pmt -Check	02/04/2022	2735-0648	Streamline	Monthly Website Services	-420.00
Check	02/04/2022	KS02042022	United Site Services	Sales Tax missed on payment	-18.60
Check	02/06/2022	NL02062022	HP Store	Insta Ink - Finance Printer	-12.92
Check	02/07/2022	AM02072022	NRPA	Certified Playground Safety Inspector Practice Exam	-120.00
Check	02/07/2022	124509	Kaboo Leasing Co.	Bogart - Fabricate pole for Shade Structure	-400.00
Check	02/07/2022	124510	Kaboo Leasing Co.	Fabricate/ cut off Post Grange	-600.00
Check	02/08/2022	NL02082022	Kafe Royale	Calimesa Chamber Breakfast - (5) Guests	-91.65
Check	02/08/2022	RF2082022	Beaumont Chamber of Commerce	Beaumont Chamber Breakfast - (3) Attendees	-66.00
Check	02/09/2022	124511	Pete Gerlach	Adult Softball Umpire	-90.00
Check	02/09/2022	124512	Michael Ruffolo	Adult Softball Umpire	-150.00
Check	02/09/2022	124513	Anthony Tony Gipson	Adult Softball Umpire	-210.00
Check	02/09/2022	124514	Malik Coleman	Adult Softball Umpire	-150.00
Check	02/09/2022	124515	Nicholas P Hughes	Refundable Security Deposit - Birthday - 1/9/2022	-250.00
Check	02/09/2022	KG02092022	University of California ANR	Agriculture School Books - Aaron Morris & Rodrigo Camacho	-175.22
Check	02/09/2022	KS02092022	My Safety Sign	Signage - Notice Property under 24hr surveillance	-192.66
Check	02/10/2022	124516	Chris Diercks.	Director Fees - February 2022	-200.00
Bill Pmt -Check	02/10/2022	124517	Acorn Technology Services	Monthly IT Service/Replacement Monitor Finance, New Monitors for HR Assistant	-2,539.68
Bill Pmt -Check	02/10/2022	124518	Beaumont Cherry Valley Water Distr 8-005	Utilities - Water - Grange	-186.55
Bill Pmt -Check	02/10/2022	124519	Beaumont Do it Best	Main Water Line Project - Phase II	-398.24
Bill Pmt -Check	02/10/2022	124520	Beaumont Power Equipment, Inc.	Repair Weed Whip (6)	-684.95

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
February 2022**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/10/2022	124521	Beaumont Print	Pumpkin Carve/ Beers, Brats and Bogart Bash Law Signage	-1,357.65
Bill Pmt -Check	02/10/2022	124523	Department of Justice	Employee - Fingerprinting - Grantz, Jackson	-32.00
Bill Pmt -Check	02/10/2022	124524	Grand American Builders, Inc.	Replace Valve F1 W RR, Repair F1 M Urinal/ DTR - Disassemble & dispose of pump house/ Grange cut, prep, set and paint 6 x 6 steel gate posts for trash enclosure.	-8,006.88
Bill Pmt -Check	02/10/2022	124525	Inland Water Works Supply Co.	Main Water Line Project - Phase II	-1,728.35
Bill Pmt -Check	02/10/2022	124526	Jani-King of California, Inc	Monthly Janitorial Service	-2,561.38
Bill Pmt -Check	02/10/2022	124527	Prudential Overall Supply	Weekly Uniform Service/Janitorial Supplies	-1,988.35
Bill Pmt -Check	02/10/2022	124528	Respond Systems	Crity First Aid Kit Service	-527.49
Bill Pmt -Check	02/10/2022	124529	Safety Compliance Company	Safety Meeting 01/05/2022 Topic #04 Fire Protection	-250.00
Bill Pmt -Check	02/10/2022	124530	San Gorgonio Builders	CMU Wall; Installation of #4 steel and 2500 psi 6-1/2 sack concrete - Grang	-19,215.13
Bill Pmt -Check	02/10/2022	124531	Star Pro Security Patrol Inc.	one unarmed officer 8hrs/5 days - 01/31/2022-02/06/2022	-1,080.00
Bill Pmt -Check	02/10/2022	124532	Stotz Equipment	Tractor Service and Repairs	-1,878.95
Bill Pmt -Check	02/10/2022	124533	USPS	Annual PO Box Fee	-404.00
Bill Pmt -Check	02/10/2022	124534	Well Tec Services Inc.	DTR - Cut all pipe from concrete slab except gas line, cut electrical panel down and cut plumbing from old storage tank./Dug up, found leak on existing 2" pvc, replaced leaking fittings and cut in new 3" valve. Pulled bladder tank, booster and panel and took back to park and rec yard.	-3,600.00
Check	02/10/2022	RF02102022	Amazon.com	Fire Extinguisher/ Plastic Folder - Travers/F150	-68.90
Bill Pmt -Check	02/11/2022	1002045445	CalPERS-OPEB	Accrued Liability as of June 30, 2019 - Rate Plan: 1357	-5,507.67
Bill Pmt -Check	02/11/2022	64789238	Ford Credit	Monthly F150 XLT Payment	-763.20
Bill Pmt -Check	02/11/2022	102112022	Chevron	Gas/Fuel - F150 (26,456), Chevy (36,662), F350 (158,530), F550 (67,682), Gas/Fuel Tank/Cans	-1,622.27
Bill Pmt -Check	02/11/2022	02082022	Nextiva	Monthly Telephone Service	-351.68
Bill Pmt -Check	02/11/2022	16190121	SCE (700558511896)	Utilities - Electric - Bogart	-437.32
Bill Pmt -Check	02/11/2022	0420509-409	SoCalGas	Utilities - Gas - NCCC & Grange	-974.76
Bill Pmt -Check	02/11/2022	BH02728584	UMPQUA Bank	Bus. Meals/ Grange Wail/ Traverse Sirius XM and Oil change/ Ring Central/ Gopher X Machine and Oil./ Office Chair/Chamber Breakfast	-5,957.02
Bill Pmt -Check	02/11/2022	02112022	UNLUM	Employee - Monthly Disability Insurance	-542.96
Bill Pmt -Check	02/11/2022	1444757434	Verizon Wireless	Monthly Wireless Phone Service	-642.46
Bill Pmt -Check	02/11/2022	44338855	Waste Management of the IE	Utilities - Trash - Grange & Woman's Club	-1,678.96
Check	02/11/2022	RF02112022	Dog Waste Depot	Dog Bag Station (5) - Dog Bags - Bogart Regional Park	-1,731.40

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
February 2022**

Type	Date	Num	Name	Memo	Amount
Check	02/11/2022	Fee	UMS/Celero Banking	Credit Card Monthly Fee	-6.50
Check	02/11/2022	fee	Global Pay	Credit Card Machine Monthly Fee	-66.00
Check	02/15/2022	124535	Pete Gerlach	Adult Softball Umpire	-60.00
Check	02/15/2022	124536	Anthony Tony Gipson	Adult Softball Umpire	-180.00
Check	02/15/2022	124537	Michael Ruffolo	Adult Softball Umpire	-60.00
Check	02/15/2022	124538	Malik Coleman	Adult Softball Umpire	-90.00
Check	02/15/2022	124539	Burrow Blocker	Equipment Purchase - Burrow Blocker 2500	-13,699.36
Check	02/15/2022	NL02152022	Banning Chamber of Commerce	Banning Chamber Breakfast - (2) Nick Hughes & Kyle Simpson	-51.26
Check	02/15/2022	RF02152022	Amazon.com	USB Charging Ports AC Outlet - F150	-21.54
Bill Pmt -Check	02/16/2022	124540	San Gorgonio Builders	Masonry Materials/Concrete Materials - Grange Wall & River Rock Columns	-12,456.40
Check	02/16/2022	124541	Beaumont Bears Fundraiser	Refundable Security Deposit - Tournament 11/6/2021 - 11/7/2021	-460.00
Check	02/16/2022	NH02162022	Jon's Flags & Poles	Flag Pole Items for Maintenance Shop "C" Flag Pole	-362.57
Bill Pmt -Check	02/17/2022	124542	Beaumont Do it Best	Main Water Line Project - Phase II, Ford F350 Key, PPE, Shop Tools	-298.38
Bill Pmt -Check	02/17/2022	124543	BMI	2022 Music Permit	-391.00
Bill Pmt -Check	02/17/2022	124544	Cherry Valley Feed & Pet Supply	Winterfest 2021 - Hay Bales	-775.05
Bill Pmt -Check	02/17/2022	124545	Imperial Security Patrol Service	Winterfest Security	-826.00
Bill Pmt -Check	02/17/2022	124547	SRS Electric	RC Track Install new Meter/Install new outlet RV Space #1, Install new LED spot light Maintenance Shop "C"/Install light fixture over Ice Machine/Install underground conduit to storage containers/Repair to wires that were dug up.	-6,151.00
Bill Pmt -Check	02/17/2022	124548	Star Pro Security Patrol Inc.	one unarmed officer hr/5days - 02/07/2022-02/13/2022	-1,080.00
Check	02/17/2022	124549	Doss Tennis Courts	1st Payment for Tennis Court Resurfacing	-3,387.40
General Journal	02/17/2022	Trans 21723		Transfer to Payroll for PR 02/18/2022	-35,000.00
Check	02/17/2022	NL02172022	Lake Tahoe Resort Hotel	CARPD 2022 Conference - Hotel - Burk, Duane	-811.80
Check	02/17/2022	NL02172022	Lake Tahoe Resort Hotel	CARPD 2022 Conference - Hotel - Flores, John	-811.80
Check	02/17/2022	NL02172022	Lake Tahoe Resort Hotel	CARPD 2022 Conference - Hotel - De La Cruz, Armando	-811.80
Check	02/17/2022	NL02172022	Lake Tahoe Resort Hotel	CARPD 2022 Conference - Hotel - Ward, Denise	-811.80
Check	02/17/2022	RF02172022	Best Best & Krieger	Ethics Training - De La Cruz, Armando	-75.00
General Journal	02/18/2022	Trans 21822		Transfer to Payroll for Retro Checks Issued	-3,000.00
Bill Pmt -Check	02/18/2022	124550	Slugg Bugg Pest Control	Bi-monthly Pest Control Service	-550.00
General Journal	02/18/2022	RCF 21822		Transferred from Riverside Count Fund for Bills & Payroll	200,000.00
Check	02/18/2022	NL02182022	Amazon.com	Printer - Bogart Kiosk	-129.18

**Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Operating
February 2022**

Type	Date	Num	Name	Memo	Amount
Check	02/22/2022	099355	Cash	Cashiers Check - Russ Ziliak - Grange Block Wall Materials	-9,000.00
Check	02/22/2022	RF02222022	Amazon.com	Employee of the Month Lunch	-26.93
Check	02/22/2022	RF02222023	Amazon.com	Employee of the Month - Prizes	-139.24
Check	02/23/2022	124551	Janet Penn-Morris	Refundable Security Deposit - Birthday Party - 1/1/2022	-500.00
Check	02/23/2022	124552	Carleen Fiske	Refundable Security Deposit - Birthday Party - 2/12/2022	-500.00
Check	02/23/2022	124553	Ginger Soriano	Refundable Security Deposit - Birthday Party - 2/19/2022	-500.00
Check	02/23/2022	124554	Malik Coleman	Adult Softball Umpire	-30.00
Check	02/23/2022	RF02232022	Stater Bros	Employee of the Month/Office Water	-229.93
Check	02/24/2022	124555	Michael Ruffolo	Adult Softball Umpire	-90.00
Check	02/24/2022	124556	Anthony Tony Gipson	Adult Softball Umpires	-60.00
Check	02/24/2022	RF02242022	Amazon.com	Office Supplies - Lockly Smart Hub	-85.27
Check	02/24/2022	RF02242023	Amazon.com	Office Supplies- Phone Cover/Box and Charger	-78.93
Check	02/25/2022	124557	Kaboo Leasing Co.	Fabricate & Install Shed Structure at Bogart	-7,200.00
Check	02/25/2022	124558	Johnson Concepts	Crown Portable Concrete Mixer	-4,500.00
General Journal	02/25/2022	Trans 02251		Transfer to Reserve for Monthly Transfer	-5,000.00
General Journal	02/25/2022	Trans 02252		Transfer to Money Market for Monthly Transfer	-7,500.00
Check	02/25/2022	AM02252022	Amazon.com	Wheel locks/Trailer lock	-372.70
Check	02/28/2022	CCFEES	Clover(MRCH BNKCD)	Credit Card Fees	-829.38
Check	02/28/2022			Service Charge (Positive Pay/Stop Payment on check Reissue)	-49.00
				TOTAL	-100,203.72
					-100,203.72

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Money Market
February 2022

<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	02/01/2022	Trans 21222		Transferred from Operating for January 2022 Monthly Transfer	7,500.00
General Journal	02/25/2022	Trans 02252		Transferred from Operating for February 2022 Monthly Transfer	7,500.00
				TOTAL	<u>15,000.00</u>
					<u>15,000.00</u>

Beaumont Cherry Valley Recreation & Park District
Check Warrant
Bank of Hemet - Reserve
February 2022

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
10025 - Bank of Hemet - Reserve Fund					
General Journal	02/01/2022	Trans 21221		Transferred from Operating for January 2022 Monthly Transfer	5,000.00
General Journal	02/25/2022	Trans 02251		Transferred from Operating for February 2022 Monthly Transfer	5,000.00
				TOTAL	<u>10,000.00</u>
					<u>10,000.00</u>

Beaumont Cherry Valley Recreation & Park District
Check Warrant

Bank of Hemet - Bogart Park
February 2022

Type	Date	Num	Name	Memo	Amount
10050 · Bank of Hemet - Bogart Park					
Bill Pmt -Check	02/03/2022	5221	Clark Pest Control	Weekly Pest Control	-564.00
Bill Pmt -Check	02/03/2022	5222	Department of Forestry & Fire Protection	Bogart Grounds Clean up - Oak Glen Conservation Camp 05/21/2021-05/27/2021	-1,360.68
Bill Pmt -Check	02/03/2022	5223	Land Engineering Consultants, Inc.	Mtg/Coord. & Environmental Reports	-8,623.00
Bill Pmt -Check	02/04/2022	p225D5ZHDF	Frontier (9518453887) B	Monthly Wifi Service	-136.76
Bill Pmt -Check	02/10/2022	5224	BCVWD 3-001	Utilities - Water	-109.10
Bill Pmt -Check	02/10/2022	5225	BCVWD 3-002	Utilities - Water	-175.56
Bill Pmt -Check	02/10/2022	5226	BCVWD 3-003	Utilities - Water	-152.30
Bill Pmt -Check	02/10/2022	5227	BCVWD 3-004	Utilities - Water	-986.25
Check	02/10/2022	Fee	UMS/Celero Banking	Credit Card Monthly Fee	-6.50
Bill Pmt -Check	02/11/2022	44338946	Waste Management of the IE	Utilities - Trash	-1,346.89
Bill Pmt -Check	02/17/2022	5228	Calaveras Trout Farm Inc.	Pond Stocking February 11th, 2022	-5,500.00
Check	02/28/2022	CCFEES	Clover(MRCH BNKCD)	Monthly Clover Equipment rental	-385.43
TOTAL					-19,346.47
					-19,346.47

Beaumont Cherry Valley Recreation Park District

Bank Account Balances

As of 2/28/2022

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
1 Bank of Hemet - Operating	\$ 178,652.05	\$ 348,548.55	\$ 297,556.78	\$ 127,660.28	
2 Bank of Hemet - Payroll Account	\$ 3,466.59	\$ 75,665.20	\$ 73,000.00	\$ 801.39	
3 Bank of Hemet - Project Loan	\$ 1,588.70			\$ 1,588.70	
4 Bank of Hemet - Bogart	\$ 28,784.24	\$ 18,205.89	\$ 14,874.00	\$ 25,452.35	
5 Bank of Hemet MM	\$ 185,500.15		\$ 7,511.23	\$ 193,011.38	7,500 Monthly Deposits for loan payment 11/2021
6 Bank of Hemet - Reserve Fund	\$ 143,975.91		\$ 5,011.10	\$ 148,987.01	
7 Bank of Hemet - Quimby/DIF	\$ 82,198.24		\$ 34,506.30	\$ 116,704.54	
8 Petty Cash	\$ 500.00			\$ 500.00	
9 Riverside County Fund	\$ 639,513.42		\$ 526,471.60	\$ 1,165,985.02	1/1/2022
10	\$ 1,264,179.30	\$ 442,419.64	\$ 958,931.01	\$ 1,780,690.67	
11 Bank of Hemet - Reserve Fund	Balance	Payables	Deposits	Ending Balance	Notes/Comments
12 Operating Reserve	\$ 63,690.42			\$ 63,690.42	NOT to be USED
13 Capital Reserve	\$ 80,285.49		\$ 5,011.10	\$ 85,296.59	Min Balance of \$50,000
14 TOTAL RESERVE ACCOUNT	\$ 143,975.91	\$ -	\$ 5,011.10	\$ 148,987.01	

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

Bank Account Balance

As of 2/28/2022

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
15 Bank of Hemet	\$ 104,963.07	\$ 1,861.66	\$ 450.00	\$ 103,551.41	



Staff Report

Agenda Item No. **3.1**

To: Board of Directors

From: Ryann Flores, Receptionist

Via: Duane Burk, General Manager

Date: March 9, 2022

Subject: Title Change, Job Description, and Salary Range for Ryann Flores

Background and Analysis:

September 29, 2014 Ryann was hired as a Casual Recreation Assistant. She was promoted to Part-Time Receptionist on September 18, 2017 and has become Full-Time Receptionist starting November 22, 2021. As she has been cross training in different departments such as Human Resources, her duties and responsibilities have increased such as payroll, and assisting in Board meetings with clerk duties.

With the retirement of Human Resource Administrator it is essential to shift some work duties to other positions in event of employee absence. Currently, Ryann is acting in a supporting role for many different job responsibilities. Therefore, I am changing her job title from Receptionist to Human Resources Assistant/Clerk of the Board. With this title change, she will elevate in pay in a hourly increase from \$19.16 to \$22.00 to compensate not only the additional duties and responsibilities, but also her excellent achievement of her Associates degree. Attached is the proposed job description.

Fiscal Impact:

The impact to the general fund will be account #50117, salaries, and will be retroactive back to January 1, 2022.

Recommendations:

Staff recommends that the Board review, comment, and approve the title change from Full-Time Receptionist to Human Resources Assistant/Clerk of the Board and an increase in pay this position.

Respectfully Submitted,

Ryann Flores
Receptionist

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT
POLICY AND PROCEDURE MANUAL

TITLE: Human Resources Assistant/Clerk of the Board

Dated: February 23, 2022

Salary Range: \$17.00 - \$25.25

DEFINITION

The Human Resources Assistant/Clerk of the Board position is classified as “Full Time” as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District. This position is the District's first contact with the public and acts as the District's receptionist, greeting customers, answering phones, taking messages and referring customers to the appropriate person while also assisting Human Resources and Clerk of the Board duties. This position must be flexible and will assist all departments of the District with a full range of duties including office procedures, the District's web-site and special events. The Human Resources Assistant/Clerk of the Board takes registrations, collects fees, answers questions about various programs, facilities and events offered by the District, completes payroll and the Employee Newsletter, helps with staff events, and completes the Board Meeting agendas and minutes. This position must be available to work evenings, Saturdays and Sundays.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Financial Services Technician.

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

Exercises no supervision over others.

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

- Performs all clerical duties and functions for the District office, including office duties, answering phones and phone messages, filing, photocopying, etc.
- Greets the public and assists customers with information about the District and its programs.
- Responsible for processing RV reservations including but not limited to booking sites, sending/ receiving required paperwork, receiving payments and posting of the RV schedule weekly. Maintain the RV files and verify departure dates are followed. Send out daily RV emails to maintenance to help keep track of campers.
- Responsible for maintaining the District's Key Log including distributing and collecting keys.
- Takes registrations and facility user agreements for District events, programs and facilities. Ensure all District calendars are updated accordingly.

- Collection and receipt of fees for events, parking, RV reservations and various programs of the District and process accordingly.
- Post security schedule on Staff Portal for reference.
- Maintain and update Districts web-site and social media site(s) items such as event flyers, adult ball schedules, post Board/Finance/Improvement Corporation meeting information/classes, etc...
- Maintain and update Staff Portal (calendar, Engage, staff forms and schedules, District documents, security schedule, facility event packages, etc...)
- Update/carryover the staff work schedule tabs on Excel.
- Send work schedules via email to employees and post in correct locations.
- Request quotes for repairs, supplies and equipment pertaining to the office and follow proper purchase procedures and follow through to completion ensuring coworkers are notified of such.
- Update department procedures.
- Required to drive an automobile to perform various duties.
- Create and maintain power point presentations for meetings and events.
- Maintain the General Managers calendars.
- Help with the Foundation events (golf tournaments/summer concerts/updating brochures)
- Assist other departments in various aspects of their job including but not limited to the Human Resources Administrator, Financial Services Technician, Activities Coordinator, Athletic Coordinator, Recreation Assistants, Maintenance and the General Manager.
- **Clerk of the Board:**
- Must assemble, deliver, and post Board packages on website, post agenda to the facility, and email packages to Board, staff, and Attorney.
- Create and complete Board Meeting agenda and minutes.
- Prepare Form 700's for Board and staff.
- Prepare Form 470's for Board.
- Prepare paperwork needed for Election years.
- Have professional communication and interaction with the Board.
- Inform Board members of trainings such as Sexual Harassment and Ethics training.
- **Assisting Human Resources:**
- Complete and process payroll (Excel payroll form, Paychex Flex-time cards/reporting/submitting, CalPERS reporting).
- Be able to add or remove an employee in CalPERS.
- Be able to add an employee into UNUM, Health, Vision, and Dental insurance.
- Be able to add and receive employee files from the DMV.
- Complete the quarterly Employee Newsletter.

- Employee of the Month (ordering food/planning games/certificate) and Holiday Party planning
- **Assisting Financial Services Technician:**
- Be able to count money, do deposits, create cash boxes for events, end of the year filing/box destruction, and mail checks.
- Be able to process Development Impact Fees.
- **Assisting Activities Coordinator:**
- Work cooperatively and assist the Activities Coordinator with all aspects of the position including but not limited to events, facility rentals, programs, donation request, correspondences, licenses, permits, vendors, advertisement, scheduling, review of facility use license agreements and budget preparation.
- Help plan community events (order décor, order supplies, post events on website, Patch, and Peachjar, reach out to vendors/take vendors applications and payments, create spreadsheets for approved vendors, and set-up and tear down events)
- **Assisting Athletic Coordinator:**
- Create spreadsheets for adult softball sign ups.
- Create/post adult ball registrations and update schedules on the website.
- Receive and take payment for ball field applications.
- **Assisting Maintenance:**
- Create Purchase Requests and place orders.
- Create and maintain power point presentations for meetings and events.
- Maintain the General Managers calendars.
- Help with the Foundation events (golf tournaments/summer concerts/updating brochures)

MARGINAL FUNCTIONS

- Receive, open, mail and distribute mail daily.
- Maintain records of Employee and Directors annual use of facilities.
- Assist with employee scheduling.
- Assist in budget preparation as it pertains to department.
- Assist employees with table, chair and equipment checkout.
- Attend meetings as directed and prepare reports pertaining to such meetings.
- Attend related conferences, seminars and District trainings at the direction of the General Manager and when required.
- Cross train in all office departments of the District.
- Contact local business and individuals for donations.
- Update District's bulletin boards.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.

QUALIFICATIONS

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

Knowledge of:

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

Ability to:

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

Experience and Education:

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

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

Equivalent to the completion of the twelfth grade.

A.A. or A.S. Degree preferred.

Advanced computer skills.

PHYSICAL REQUIREMENTS

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

CONDUCT STANDARD

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

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

ENVIRONMENT

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



BEAUMONT-CHERRY VALLEY

RECREATION & 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: March 9, 2022

Employees:

We have 29 employees. Zina Kaboo has been hired for the Human Resources Administrator/Clerk of the Board position. We hired two Part Time Maintenance employees. Ryann Flores has been promoted to a new District position; Human Resources Assistant/Clerk of the Board. George Ramirez has been promoted to Full Time Maintenance II.

Reports:

Workers Compensation Cases/Incidents/Accidents – No open cases. It has been 38 days since our last employee accident.

Workers Compensation Estimated Payroll Report for FY 22/23 was submitted.

2021-2022 Statement of Economic Interest are due.

Training:

Director De La Cruz attended a refresher course on Ethics.

Rodrigo Camacho completed the following courses from Keenan Safe Schools Training;

- Workplace Bullying
- HIPPA Overview
- Drug Free Workplace
- General Ethics in the Workplace
- Conflict Management- Staff to Staff
- Discrimination Awareness in the Workplace
- Workplace Violence; Awareness & Prevention
- Back Injury & Lifting
- Emergency Operations Planning
- Sexual Harassment; Staff to Staff

Jesse Camacho completed Heavy Equipment Operations – Level I & II

Ryann Flores completed “The Conference for Administrative Excellence” seminar.

CSDA has a new Board Member Resource page on their website that board members can utilize for training opportunities, best practices, upcoming event dates and resources.

Other:

- January's employee of the month was celebrated on February 24. Dodie Carlson received the recognition. The next luncheon is scheduled for March 23 @noon in the Copper room or Franco Gardens depending on weather.

It has been a pleasure working for the District. During the last sixteen years, I have gained considerable knowledge and worked hard for the success and development of the District. I wish to thank everyone who supported me. I have enjoyed my time here, with the unique bunch of co-workers and board members that have come and gone over the years.

On a personal level, I look forward to traveling and spending time with my family and friends.

I wish the District and staff the very best in all their future endeavors, both professional and personal.

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

Respectfully Submitted,

Janet Covington

Janet Covington, Human Resources Administrator/Clerk of the Board



Department Report

Agenda Item No. 4

To: Chairman and Board of Directors
From: Nancy Law, Financial Services Technician/Office Manager
Date: March 9th, 2022

The Finance Committee met March 7th, 2022 to review February 2022 Financial Reports for Fiscal Year 2021-2022.

The Monthly Financial Report consisted of the Apportionment Schedule Spreadsheet and Historical Graph, Profit & Loss Budget vs. Actual, Trial Balance, 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 as of March 3rd, 2022.

The Financial Services Technician has transferred into the Reserve fund the \$5,000.00 monthly contribution for February 2022, bringing our Reserve balance to \$148,987.01, and transferred into the Money Market account \$7,500.00 monthly contributions for February 2022 bringing our balance to \$193,011.38.

Additional items:

- ❖ Finance attended on 2/8/2022 The Calimesa Chamber Breakfast, Guest Speaker Duane Burk.
- ❖ Finance attended on 2/11/2022 Beaumont Chamber Breakfast.
- ❖ Finance and Maintenance Foreman attended on 2/17/2022 a webinar regarding the work order program UpKeep.
- ❖ Finance attended on 2/23/2022 1K/5K & Fishing Derby Meeting.
- ❖ Finance worked with Auditors on Sample Selection.

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: March 9th, 2022

Facility Users:

COVID-19 Testing Facility at the Woman's Club will continue through March 31st, 2022.

Beaumont Library Story Time is at Noble Creek Community Center on Tuesdays

Beaumont Library is doing tech classes for ages 60 plus at Noble Creek Community Center Mondays and Tuesday's 2:00pm-3:00pm

District Events:

Bogart 1K5K Fun Run

Will be at Bogart Regional Park March 12th

Sign-ups are live on the website

There are 29 people signed up for the 5k run, 30 signed up for the 5k walk, and 14 for the 1k

Press release has been printed in the paper

Advertising signs will be placed out 3/2/2022

Welcome Home Vietnam Veterans Day

Noble Creek Regional Park quad March 26th

I have contacted the VFW station Commander about recruiting Veterans to sign up for the event

We currently have two submissions

Letters have been sent out to dignitaries

Press release has been printed in the paper

Fishing Derby

April 2nd and 3rd at Bogart Regional Park

Fish have been scheduled for delivery

Press release is complete and has been sent to the Record Gazette

Spring Fling

April 16th at Noble Creek Regional Park Field 1

4 Churches have been contacted for participation

We have 3 vendors signed up so far

Community Events/Meetings/Networking

I will be attending the Beaumont Chamber Breakfast on 3/11/2022

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: Aaron Morris, Maintenance Foreman
Date: 03/09/2022

Report:

Good Evening Board,

It's great to see the youth league is starting up this week. As our annual collaboration with BYBSB begins, staff will be working on the fields to ensure that our users have a safe playing field to use throughout the season.

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

Work Items:

- Staff assisted in Opening Day for BYBSB by setting out the stage for their announcements as well as setting up the parking fee booth for staff.
- Maintenance is getting ready for the Bogart 1K, 5K Race up in Bogart Regional Park.
- SRS Electric Installed new lighting bellow the memorial wall monument and above in the rose garden for the flag pole.
- Staff has been using the new Burrow Blocker trailer to fill squirrel holes at both parks.
- Staff installed 5 new dog waste stations throughout Bogart Regional Park to help promote users to clean up after their dogs during their visits.
- Merlin Johnson Construction has completed both mainline installations. Now staff has been going throughout the park and repairing or replacing any sprinkler heads that were damaged or clogged during the project.
- Bogart Regional Park Day Use and all of the Baseball Fields including the meadows were fertilized.

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

Respectfully Submitted,

Aaron Morris
Maintenance Foreman



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Department Report

To: Chairman and Board of Directors
From: Dodie Carlson, Athletic Coordinator
Date: March 2, 2022

Reports:

The winter 2022 adult ball season is going strong, even with rain delays. The spring season will be starting on April 3, 2022 as long as we stay on schedule.

As of March 7, 2022 we will be running appx. 1300 players thru the park on a weekly basis. It will be a packed park for the next 3 months.

The calendar remains very slow due the lack of staff for tournaments. Hopefully we can get some help as things start to loosen up.

I would like to thank the Board of Directors, General Manager, and staff for their constant work for this district. I would like to thank the maintenance staff for the work they having been doing on the fields. The grass is green and the gopher/squirrel holes are getting filled. We now have all the bathrooms open since the water construction has been completed.

The district has provided the division MVP award to the player of the year for at least the last 15years and we would like to get those ordered now with your approval.

Other:

BYB practices have started on January 31, 2022 they are sitting at about 875 as of now and should finish out around 950 players. Opening day is March 6, 2022 moved due to weather.

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

Respectfully Submitted,

Dodie Carlson, Athletic Coordinator