



**BEAUMONT CHERRY VALLEY
RECREATION & PARK DISTRICT (BCVRPD)
BOARD OF DIRECTORS MEETING AGENDA**

**Wednesday, October 9th, 2024
Regular Meeting: 5:00p.m.**

Chairman
Chris Diercks

Vice-Chair/Secretary
Denise Ward

Treasurer
John Flores

Directors
Dan Hughes
Richard Lawhead

General Manager
Mickey Valdivia

General Counsel
Albert Maldonado
BB&K

**This meeting is being held in person.
Remote access is available for the convenience of the public.
To join via Zoom, click here: [BCVRPD Board Meeting](#)
To join the meeting by telephone, call: 1(669)900-6833.
Meeting ID: 323 943 4355.**

**TELECONFERENCE LOCATION:
Dan Hughes will be attending via Zoom from
Sheraton Boston Hotel
39 Dalton Street, Boston, MA 02199**

REGULAR SESSION:

1. CALL TO ORDER:

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

- 1.1. Invocation:
- 1.2. Pledge of Allegiance: Vice-Chair/Secretary Denise Ward
- 1.3. Adjustments to the Agenda:

2. PRESENTATIONS:

- 2.2. Nick Hughes, Fire Camp Report
- 2.3. Deidre Chatigny, Election Observer Panel Presentation

3. PUBLIC COMMENT: Anyone wishing to address the Board on any matter not on the agenda may do so now. If you are unable to participate by telephone or via Zoom, you may submit comments and/or questions in writing for the Board's consideration by sending them to deidre@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.

4. 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).

- 4.1. Minutes of September 12, 2024
- 4.2. Bank Balances for September 2024
- 4.3. Warrants for September 2024
- 4.4. Payment of the Legal Invoice for August 2024
- 4.5. Approval of CalPERS Pay Scale for 2024-2025
- 4.6. Approval to Form a Committee for District Community Impact Recognition (Hughes)

5. GENERAL COUNSEL REPORT:

- 5.1. General Counsel, Albert Maldonado

6. ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS:

- 6.1. Approval of Agreement with National Demographics Corporation for Redistricting Services not to exceed \$35,000
- 6.2. Approval of Tolling Agreement with the Southwest Voter Registration Education Project, through their attorneys at Shenkman & Hughes PC, extending the time to adopt an ordinance completing the transition from at-large to district-based elections to March 21, 2025, and capping reimbursement costs
- 6.3. Approval of 2025 Event Dates
- 6.4. Receive and File the Agreement with J&R Landscaping Services for Landscape Services at the Cherry Valley Grange Community Center not to exceed \$4,300

7. DEPARTMENT HIGHLIGHTS:

- 7.1. Aaron Morris, Assistant Maintenance Superintendent
- 7.2. Sarah Salzman, Event Operations Manager
- 7.3. Nancy Law, Executive Assistant

8. GENERAL MANAGER REPORT:

- 8.1. General Manager, Mickey Valdivia
 - Cherry Festival
 - Beaumont Women’s Club and Bogart Park Financial Reports (Flores)
 - Policy for Tips/Gratuities/Donations for Service Groups
 - UCI Funding Agreement
 - Foundation Golf Tournament Update (November 2024)
 - Conferences and Vacations

9. CALENDAR OF EVENTS

- 9.1. Next BCVRPD Board Meeting: NCCC – November 13th, 2024, 5:00p.m.
- 9.2. Next BCVRPIC Board Meeting: NCCC – November 13th, 2024, 5:00p.m.
- 9.3. Committee Meetings
 - Collaborative Agency Meeting – first Wednesday bi-monthly, 5:00p.m., next meeting November 6th, Beaumont Civic Center.
 - Finance Committee – Monday before Board Meeting monthly 9:00a.m., next meeting November 11th, NCCC.
 - Personnel Committee – first Tuesday monthly 12:00p.m.
 - Facility/Bogart Ad Hoc Committee– second Tuesday monthly 10:30a.m.
 - Foundation Golf Tournament Ad-Hoc Committee – third Thursday 4:00p.m., next meeting November 21st, NCCC
 - Government Liaison Committee – third Tuesday monthly 10:30a.m.
 - BYB/SB Meeting – first Tuesday monthly 7:00p.m.
- 9.4. Upcoming Holidays
 - Monday, November 11th, 2024 – ***Veterans Day***
 - Thursday, November 28th – ***Thanksgiving Day***
 - Friday, November 29th – ***Day After Thanksgiving***
 - Tuesday, December 24th – Wednesday, January 1st – ***All BCVRPD Facilities Closed***
- 9.5. BCVRPD Events
 - Friday, October 25th – ***Pumpkin Carve/Movie Night*** at Bogart Regional Park
 - Friday, November 1st – Sunday November 3rd – ***Oktoberfest*** at Noble Creek Regional Park

- Friday, December 13th – **BCVRPD Holiday Party**, TBD
- 9.6. Community Events
- Saturday, November 2nd – **Autumn Elegance**, Soboba Casino Resort, 6:00–9:00p.m.

10. DIRECTORS MATTERS/COMMITTEE REPORTS:

11. TOPICS FOR FUTURE AGENDAS:

12. ADJOURNMENT:

Pending Agenda Items:

<i>Request</i>	<i>Requester</i>	<i>Date of Request</i>	<i>Status</i>
Policy for Memorial Wall Nominations	Board	3/13/2024	Policy expected to be presented to Board summer 2024.
Etiquette Signs for Noble Creek Ball Fields	Aldrich	08/2023	Signs were installed August 1.
Installation of ProCam Keyless Entry System			Outside doors are active, inside doors to be completed soon.
District Community Impact Recognition Policy	Hughes	08/2024	Pending discussion in a committee

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

DECLARATION OF POSTING: I declare under penalty of perjury, that I am employed by Beaumont-Cherry Valley Recreation and Park District, and the foregoing agenda was posted at the District office and District website October 4th, 2024.

Deidre Chatigny

Deidre Chatigny, Clerk of the Board



**BEAUMONT CHERRY VALLEY
RECREATION & PARK DISTRICT (BCVRPD)
BOARD OF DIRECTORS MEETING
Thursday, September 12th, 2024, 5:05p.m.**

MINUTES

This meeting is being held in person.

Remote access is available for the convenience of the public.

To join via Zoom, click here: [BCVRPD Board Meeting](#)

To join the meeting by telephone, call: 1(669)900-6833.

Meeting ID: 323 943 4355.

**PLEASE NOTE THE VENUE CHANGE, DUE TO THE FIRE CAMP, THE
BOARD MEETING WILL BE HELD AT THE FOLLOWING LOCATION:
CHERRY VALLEY GRANGE
10478 BEAUMONT AVENUE
CHERRY VALLEY, CA 92223**

REGULAR SESSION:

Regular session began at 5:13p.m.

1. CALL TO ORDER:

Roll Call:

Director Lawhead: Absent

Director Hughes: Present

Treasurer Flores: Present

Vice-Chair/Secretary Ward: Present

Chairman Diercks: Present

General Manager, Mickey Valdivia and Legal Counsel of Best, Best & Krieger, Albert Maldonado were present

1.1. Adjustments to the Agenda: There were no adjustments to the agenda.

2. PRESENTATIONS:

2.1. Ryann Flores, Activities Manager – Chairman Diercks and General Manager Mickey Valdivia recognized Ryann Flores, Activities Manager for her (almost) ten years of service with the District. The Board wished her the best of luck and support in her pursuits. Ryann started working for the District in 2014 and she has dedicated her time and energy to the District and she will be greatly missed. She has made a large impact during her time here and the Board and Staff wish her well. Ryann thanked the Board for the opportunities she has had at the District. She appreciates her time here and will miss the family she has created here.

2.2. Boots, Brews and BBQ Bash Participants – Chairman Chris Diercks and Activities Manager Ryann Flores recognized the barbecue competitors and participants and thanked Anthony and Angelica Colindres for their co-sponsorship of the event. Cameron Lyles, competition winner, was also recognized for earning awards for Best Pork Ribs and Best Tri-Tip at the event.

Anthony Colindres stated that this year's event was very successful and he is still getting comments about how well it went. He thanked the District for allowing them to host. He would like to see it continue to grow.

Director Hughes stated that he attended the event and it was unbelievable how many people attended and he has received so many positive comments about the event from the public. Chairman Diercks was there both nights and he said the food was fantastic, Staff was great, this event is up there with Oktoberfest. Vice-Chair/Secretary Ward said that she liked the layout, the food, the music, the décor, she thought it was very well planned out. Director Flores also gave kudos to the Staff for their work on the event.

- 2.3. Mickey Valdivia recognized Nicholas Hughes for his efforts with the Fire Camp at Noble Creek. He acknowledged his ability to step in and take charge as the liaison between the District and the fire crews. Nick gave an update on the fire and provided notes from his briefings with the fire crews. He said there were crews from California, Utah, North Dakota, Washington, Texas, etc. There were over 3,300 personnel on the property at the camp. He offered the Board a tour of the camp, to follow immediately after the Board meeting adjourns. He mentioned that some of the staff was able to meet the governor when he stopped by to see the camp. Director Hughes complimented him on his work and thanked him for the time he has spent working with the camp.

3. PUBLIC COMMENT:

Chairman Diercks opened public comment at 5:30p.m.

- 3.1. Boomer Shannon spoke about his volunteer time at the beer tent at the Boots, Brews and BBQ event. He complimented staff on their hard work and their attitudes on Sunday as the event wound down. He said they were in great spirits and he did not see any hint of tiredness even after working hard for several days on the event.

Public comment ended at 5:35p.m.

4. CONSENT CALENDAR:

Nancy Law (via Zoom) confirmed that the Finance Committee has seen and approved items 4.2 to 4.4.

- 4.1. Minutes of August 14, 2024
- 4.2. Bank Balances for August 2024
- 4.3. Warrants for August 2024
- 4.4. Payment of the Legal Invoice for July 2024
- 4.5. Approval to Increase the Price for Memorial Services at Noble Creek Community Center to \$500
- 4.6. Approval of Contract for J&R Landscaping for Bogart Regional Park not to exceed \$25,000, by General Manager

Motion was made to accept items 4.1 to 4.6.

PUBLIC COMMENT OPENED AT: 5:36

PUBLIC COMMENT CLOSED AT: 5:37

Initial Motion: Director Hughes

Second: Vice-Chair/Secretary Ward

Director Lawhead: Absent

Director Hughes: Aye

Treasurer Flores: Aye

Vice-Chair/Secretary Ward: Aye
Chairman Diercks: Aye
Result of Motion: Motion Carries 4-0

5. GENERAL COUNSEL REPORT:

- 5.1. General Counsel, Albert Maldonado presented his report and provided rules about events on District property. He said that the District has a policy that does not allow political canopies or booths for campaigning on District property. Nominees are permitted to campaign and hand out material at events but incumbents cannot campaign while wearing a District logo. State law prohibits the use of public funds for campaigning purposes, it looks like an endorsement. There are no free mics, elected members and non-incumbents are not permitted to perform a campaign speech with District-provided equipment.

6. ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS:

- 6.1. Approval of UCI \$400,000 Funding Agreement
General Manager Mickey Valdivia presented the report, he asked Riverside County to front the money to be reimbursed – not an uncommon practice – because of our fiscal situation. Counsel has been working with Riverside County and the timeframe has shifted, which may require an extension to June 30, 2025. The location is Danny Thomas Ranch.

PUBLIC COMMENT OPENED AT: 5:41

PUBLIC COMMENT CLOSED AT: 5:42

Motion was made to accept item 6.1 to receive UCI funding from the Riverside County Board of Supervisors with the substantive changes as recommended by the General Manager.

Initial Motion: Director Hughes
Second: Chairman Diercks
Director Lawhead: Absent
Director Hughes: Aye
Treasurer Flores: Aye
Vice-Chair/Secretary Ward: Aye
Chairman Diercks: Aye
Result of Motion: Motion Carries 4-0

- 6.2. Approval of 2024-2025 CDBG Funding
Executive Assistant Nancy Law presented the report that we applied for a Riverside County grant in 2023 for \$200,000 to upgrade the restrooms at the Noble Creek Community Center and make them ADA compliant. We were awarded \$10,000 and she would like to request that the Board accept the \$10,000 funding.

PUBLIC COMMENT OPENED AT: 5:43

PUBLIC COMMENT CLOSED AT: 5:44

Motion was made to accept item 6.2 to accept the CDBG funds and authorize the General Manager to enter into an agreement with the HWS project file #5.116-24.

Initial Motion: Director Hughes
Second: Chairman Diercks
Director Lawhead: Absent

Director Hughes: Aye
Treasurer Flores: Aye
Vice-Chair/Secretary Ward: Aye
Chairman Diercks: Aye
Result of Motion: Motion Carries 4-0

- 6.3. Authorization for Submittal of CDBG Application 2025-2026
Executive Assistant Nancy Law asked the Board for authorization to apply for a CDBG grant for \$150,000 to complete phase 2 of the project to upgrade the restrooms to improve ADA accessibility at the Noble Creek Community Center.

PUBLIC COMMENT OPENED AT: 5:45

PUBLIC COMMENT CLOSED AT: 5:45

Motion was made to accept item 6.3 to approve and authorize the submission of the Community Development Block Grant Application for the 2025-2026 program years for Phase II of the Noble Creek Community Center ADA Accessibility Restrooms Project.

Initial Motion: Director Hughes
Second: Treasurer Flores
Director Lawhead: Absent
Director Hughes: Aye
Treasurer Flores: Aye
Vice-Chair/Secretary Ward: Aye
Chairman Diercks: Aye
Result of Motion: Motion Carries 4-0

7. DEPARTMENT HIGHLIGHTS:

- 7.1. Sarah Salzman, Event Operations Manager provided department highlights, all events at the Noble Creek baseball fields have been postponed due to fire camp. The District has received additional funding from Supervisor Gutierrez's office and is planning to add a movie night to the Pumpkin Carve event at Bogart on October 25th. Two additional Hire District Five applications were approved and the District will receive funding for those as well. Open Enrollment begins September 16th and runs through October 11th.
- 7.2. Nancy Law, Executive Assistant left the meeting so General Manager Mickey Valdivia provided a financial report, he mentioned that the highlight of the finance meeting earlier in the week was that we have requested the \$100,000 reimbursement from the City of Beaumont and they are working to expedite the payment. He had a really good meeting with the City Manager and the elements that were included in the submittal were tree services, driveway approaches, ADA walkways, and a consultant fee for engineered stamped plans. Most, if not all of those expenses are one-time fees that will not be incurred for the event next year.
The Cherry Festival Association had a meeting Wednesday, September 11th and we requested that they reimburse \$95,000 for payments that the District made to help facilitate the event. The original number was around \$340,000 and he is expecting them to be favorable to the lower amounts for the costs directly associated with the Cherry Festival. By October he

expects to have an answer to the exact number for the reimbursement. In addition, we received \$40,000 from Riverside County, and the ability to host the Cherry Festival in a tight timeframe makes the event look like a very fruitful experience for the District.

Director Flores asked Mickey to work with CAPRI on the fees we are being charged for liability insurance and they have agreed to drop the fees (almost in half) to make it more affordable. Events where children are involved will remain the same. Director Letulle applied for reimbursement for a conference she attended and he thanked her for doing her due diligence in that regard.

8. GENERAL MANAGER REPORT:

8.1. General Manager, Mickey Valdivia provided his General Manager's report and outlined the following:

- General Manager Employee Evaluation – Deidre Chatigny explained that Staff has received an email to complete an evaluation for the General Manager at his request, the report is not complete yet. He is more than happy to share the results with the Board and the public. It is a mechanism to hear the employees' voices and allow them to evaluate his performance.
- November 5, 2024 Election Update – The Riverside County Registrar of Voters has released the official list of candidates for the upcoming election. The random alphabet draw has been released. There are four candidates running for one short-term seat and five people running for the three open long-term seats. Redistricting will occur rather quickly in response to the Shenkman letter. He recommended that the Board members keep an eye on that. He does not want this to turn into a political issue, public agencies are paying millions to fight the lawsuit and we don't have the resources for that. It does not have any effect on the 2024 election, it will impact 2026, 2028 and beyond.

9. CALENDAR OF EVENTS

9.1. Next BCVRPD Board Meeting: NCCC – October 9th, 2024, 5:00p.m.

9.2. Next BCVRPIC Board Meeting: NCCC – November 13th, 2024, 5:00p.m.

9.3. Committee Meetings

- Collaborative Agency Meeting – first Wednesday bi-monthly, 5:00p.m., next meeting November 6th, Beaumont Civic Center.
- Finance Committee – Monday before Board Meeting monthly 9:00a.m. NCCC.
- Personnel Committee – first Tuesday monthly 12:00p.m.
- Facility/Bogart Ad Hoc Committee– second Tuesday monthly 10:30a.m.
- Foundation Golf Tournament Ad-Hoc Committee – third Thursday 4:00p.m.
- Government Liaison Committee – third Tuesday monthly 10:30a.m.
- BYB/SB Meeting – first and third Tuesdays monthly 7:00p.m.

9.4. Upcoming Holidays

- Monday, November 11th, 2024 – ***Veterans Day***
- Thursday, November 28th – ***Thanksgiving Day***
- Friday, November 29th – ***Day After Thanksgiving***

9.5. BCVRPD Events

- Friday, September 13th – **Foundation Golf Tournament** at Morongo Golf Club at Tukwet Canyon
- Friday, September 20th – **End of Summer Staff Fiesta** at Bogart Regional Park, 2:00p.m.
- Thursday, October 3rd – Sunday October 6th – **Oktoberfest** at Noble Creek Regional Park
- Friday, October 25th – **Pumpkin Carve/Movie Night** at Bogart Regional Park

9.6. Community Events

- Thursday, September 26th – **Calimesa State of the City** at Plantation on the Lake, 11:30a.m.
- Wednesday, October 9th – **Banning State of the City** at Morongo Resort, 11:00a.m. – 3:00p.m.

10. DIRECTORS MATTERS/COMMITTEE REPORTS:

Director Lawhead: Absent

Director Hughes: He has been busy over the last thirty- or forty-days meeting with elected officials; he has met with Congressman Ruiz, State Senator Bogh, Assembly Member Wallis, Assembly Member Reyes, Supervisor Gutierrez, and Governor Newsom, he can't discuss now but they were great meetings and he plans to have more in the future.

Treasurer Flores: He started by congratulating the Boots, Brews, BBQ personnel. He stated that he is unhappy with the Shenkman letter regarding redistricting, he takes offense to the accusation that there is no equal representation on the Board. He is Hispanic and there is currently a woman on the Board so he doesn't like the reasoning behind the letter. He is drafting a letter to that takes great exception to the letter the District received. He thanked Staff for the work at Bogart and with the fire camp, he hasn't been but plans to take the tour. He has read about it and he appreciates it.

Vice-Chair/Secretary Ward: She congratulated Cornerstone and thanked them for their help with the event. She would like to thank everyone and compliment staff on everything going on with the fire camp. It is a wide event and a sight to see, she is looking forward to the tour. She went to the personnel meeting and she enjoyed the Boots, Brews, and BBQ event.

Chairman Diercks: He thanked the Staff for everything during the last few days. Fire camp has been a great success, Staff has done a very good job. Ryann will be missed dearly; she has been a great asset. He attended a conference with Mickey, Nancy, Deidre, and Tammy – we attended several classes and learned a lot.

11. TOPICS FOR FUTURE AGENDAS: None

CLOSED SESSION: The Board went to Closed Session at 6:10 p.m.

12. CALL TO ORDER:

- 12.1. Public comments regarding Closed Session
PUBLIC COMMENT OPENED AT: 6:06

PUBLIC COMMENT CLOSED AT: 6:06

A.1. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to Government Code Section
54956.9(d)(2) – 1 case.

A.1.1 Beaumont Woman’s Club

RECONVENE

13.1. Report out from Closed Session – the Board reconvened at 6:29. There was no reportable action.

13. ADJOURNMENT: The meeting was adjourned at 6:30p.m.

Initial Motion: Vice-Chair/Secretary Ward

Second: Director Hughes

Pending Agenda Items:

<i>Request</i>	<i>Requester</i>	<i>Date of Request</i>	<i>Status</i>
Policy for Memorial Wall Nominations	Board	3/13/2024	Policy expected to be presented to Board summer 2024.
Etiquette Signs for Noble Creek Ball Fields	Aldrich	08/2023	Signs were installed August 1.
Installation of ProCam Keyless Entry System			Outside doors are active, inside doors to be completed soon.

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Minutes Completed on 10/4/2024

By: Deidre Chatigny, BCVRPD Clerk of the Board

Beaumont Cherry Valley Recreation Park District
Bank Account Balances
As of 9/30/2024

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
1 HCN Bank - Operating	\$ 193,927.91	\$ 197,677.58	\$ 118,481.69	\$ 114,732.02	
2 HCN Bank- Payroll Account	\$ 5,059.22	\$ 105,878.87	\$ 110,000.00	\$ 9,180.35	
3 HCN Bank - Project Loan	\$ 1,894.34			\$ 1,894.34	
4 HCN Bank - Bogart	\$ 3,058.42	\$ 7,720.58	\$ 28,848.97	\$ 24,186.81	
5 HCN Bank - Money Market	\$ 42,023.71		\$ 7,547.65	\$ 49,571.36	7,500 Monthly Deposits for loan payment 11/2021
6 HCN Bank - Reserve Fund	\$ 82,274.45		\$ 5,001.89	\$ 87,276.34	
7 HCN Bank - Quimby/DIF	\$ 72,278.01		\$ 6.14	\$ 72,284.15	
9 Riverside County Fund	\$ 8,833.12			\$ 8,833.12	
10	\$ 409,349.18	\$ 311,277.03	\$ 269,886.34	\$ 367,958.49	
11 HCN Bank - Reserve Fund	Balance	Payables	Deposits	Ending Balance	Notes/Comments
12 Operating Reserve	\$ 26,708.23		\$ 5,000.00	\$ 31,708.23	NOT to be USED
13 Capital Reserve	\$ 55,566.22		\$ 1.89	\$ 55,568.11	Min Balance of \$50,000
14 TOTAL RESERVE ACCOUNT	\$ 82,274.45	\$ -	\$ 5,001.89	\$ 87,276.34	

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation
Bank Account Balance
As of 9/30/2024

	Starting Balance	Payables	Deposits	Ending Balance	Notes/Comments
16 Department of Parks and Recreation Per Capita Grant Program (Prop 68) <i>Field #8</i>	\$ 29,582.00	\$ -	\$ -	\$ 29,582.00	
17 Department of Parks and Recreation Per Capita Grant Program (Prop 68) <i>Field #8</i>	\$ 177,952.00	\$ 50,069.00	\$ -	\$ 177,952.00	
18 Housing and Workforce Solutions CDBG 2022-2023 <i>Bogart Regional Park ADA Parking Lot Improvements</i>	\$ 58,266.00	\$ 58,266.00	\$ 58,266.00	\$ -	COMPLETED
19 Housing and Workforce Solutions CDBG 2023-2024 <i>Bogart Regional Park ADA Parking Lot Improvements Project Phase II</i>	\$ 82,231.00	\$ -	\$ -	\$ 82,231.00	Working on Bid Package
20 County of Riverside Unincorporated Communities Initiative <i>Danny Thomas Ranch Infrastructure</i>	\$ 400,000.00	\$ -	\$ -	\$ 400,000.00	Signed and hand delivered to the County for Approval
21 Housing and Workforce Solutions CDBG 2023-2024 <i>Bnoble Creek Community Center ADA Restroom Project</i>	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	
22	\$ 758,031.00	\$ 108,335.00	\$ 58,266.00	\$ 699,765.00	

Beaumont Cherry Valley Recreation Park District
Bank Account Balances
 As of 9/30/2024

Beaumont-Cherry Valley Recreation & Park District
Loan Balances
 As of 9/30/2024

		opened date	Funded	Payments	Balance owed	Notes/Comments
22	Citizens Business Bank 2020 Projects	11/6/2020	\$ 400,000.00	\$ 261,651.54	\$ 138,348.46	Yearly Payment - \$87,217.18 Last payment Due: 11/6/2025
23	Ford F150 XLT Maintenance Superintendent Truck	12/16/2019	\$ 45,792.00	\$ 45,792.00	\$ -	Paid Off
24	KS State Bank (10) Radios/ (3) Repeaters	7/1/2022	\$ 37,937.70	\$ 18,007.64	\$ 19,930.06	Yearly Payment - \$9,003.82 Last payment Due: 7/1/2027
25	Huntington National Bank Ventrac 4520P	2/1/2023	\$ 45,534.48	\$ 13,081.15	\$ 32,453.33	Monthly Payment - \$1,065.00 Last payment Due: 2/1/2027
26	Huntington National Bank ToroOutcross 9060	2/1/2023	\$ 64,860.11	\$ 18,579.66	\$ 46,280.45	Monthly Payment - \$1,517.00 Last payment Due: 2/1/2027
27	Municipal Finance Corporation 2023 Projects	11/15/2023	\$ 400,000.00	\$ 49,306.87	\$ 350,693.13	Quarterly Payment - \$23,502.29 Last payment Due: 11/1/2028
28			\$ 994,124.29	\$ 406,418.86	\$ 587,705.43	

Beaumont-Cherry Valley Recreation and Park District

Check Warrant - Bogart Park

September 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
10050 HCN Bank - Bogart Park					
Beginning Balance					
09/03/2024	Check		CCfees09032024	Credit Card Fee %	-85.03
09/05/2024	Bill Payment (Check)	5609	BCVWD 3-004	Bogart Utilities - Water	-5,843.31
09/05/2024	Bill Payment (Check)	5610	Merlin Johnson Construction, Inc.	Bogart Pond - Treatment	-1,000.00
09/05/2024	Bill Payment (Check)	5611	Pro-Pipe & Supply	Repair to leak found at Mainline - Bogart	-169.58
09/05/2024	Bill Payment (Check)	5612	BCVWD 3-001	Bogart Utilities - Water	-53.33
09/05/2024	Bill Payment (Check)	5613	BCVWD 3-003	Bogart Utilities - Water	-186.59
					\$ 16,128.39

Beaumont-Cherry Valley Recreation and Park District

Check Warrant - Operating

September 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
09/01/2024	Check	127166	Michael Vaidivia	August 2024 - 457 Retirement Contribution	-1,562.60
09/01/2024	Check	127167	Michael Vaidivia	Car Allowance	-900.00
09/03/2024	Check	127169	Dan Hughes	Director Fees - August 2024	-600.00
09/03/2024	Bill Payment (Check)	127183	Clean by Design	Monthly Cleaning Service - All Locations	-1,895.00
09/03/2024	Check	MW09032024	Kate Royale	Bus Meal - Personnel Committee - Mickey Vaidivia, Dan Hughes, Darise Ward & Ryan Flores	-71.43
09/03/2024	Check	SV0CHRG	The Home Depot	Service Charge (2 Month Positive Pay - 1 Stop Payment)	-88.00
09/04/2024	Bill Payment (Check)	62147825618763	Blue Shield	Bogart Kiosk - Deadbolt and Security Doors Handles	-63.14
09/04/2024	Check	127184	Joshua Van Groww	Employee - Denial	-486.30
09/04/2024	Check	127185	Justin Escobedo	(111) BBQ Tasting Tickets	-444.00
09/04/2024	Check	127186	Dianna Rogers-Skinner	(81) BBQ Tasting Tickets	-324.00
09/04/2024	Check	127187	Big Daddy's BBQ	(43) BBQ Tasting Tickets	-172.00
09/04/2024	Check	127188	Michelle Kincey	(51) BBQ Tasting Tickets	-204.00
09/04/2024	Check	127189	Hayli Newman	Refundable Security Deposit - Ann. Dinner 08/31/2024 Grange	-500.00
09/04/2024	Check	127190	Keurah Chavez	Refundable Security Deposit - NCCCC 08/25/2024 Baby Shower	-250.00
09/04/2024	Check	127191	Anna Marie Santana	Refundable Security Deposit - Grange Memorial 08/24/2024	-250.00
09/04/2024	Check	127192	Alex Lopez	90th Birthday Party - Grange 09/28/2024 Event Cancelled	-1,100.00
09/04/2024	Check	127193	Regina Hamilton	Refundable Security Deposit - Grange 08/15/2024 Memorial	-250.00
09/04/2024	Check	127194	Elizabeth Davison	Refundable Security Deposit - NCCC - 08/17/2024 Annual Retreat(Emp. Rate)	-250.00
09/04/2024	Check	epx09042024	EPX	Refundable Security Deposit - 08/16/2024 Grange Memorial	-250.00
09/05/2024	Bill Payment (Check)	127195	Best Best & Kieger	Fees - Credit Card Machine	-131.84
09/05/2024	Bill Payment (Check)	127196	Ron's Bee Service	Legal Fees & General Standard - Reviewing State Laws	-9,364.55
09/05/2024	Bill Payment (Check)	127197	Frontier (2091883458) Maint	Pest Control- Bee hive removal - main. yard	-450.00
09/05/2024	Bill Payment (Check)	127199	Beaumont Cherry Valley Water Dist 8-005	Monthly Wifi- Maintenance	-71.45
09/05/2024	Bill Payment (Check)	127200	Diamond Environmental Services	Grange - Utilities - Water	-13.71
09/05/2024	Bill Payment (Check)	127201	Djour Productions	Special Event - Movies Under the Stars - (2) Event Classic Restroom, (2) Event 2 Basin Handwash	-280.60
09/05/2024	Bill Payment (Check)	127202	SCEM Urgent Care Centers	Special Event - Additional Security Guards for BBBB	-1,044.82
09/05/2024	Bill Payment (Check)	127203	Simplo Partners Palm Desert	Medical Exam Expenses - (3) Employee Physicals	-375.00
09/05/2024	Bill Payment (Check)	127204	United Rentals	Repairs and Maintenance - Round up Pro Max & Dimension 2EW - Herbicide for NCRP	-2,120.44
09/05/2024	Bill Payment (Check)	127205	Rosalind Otero	Special Events - BBBB (4) Light Towers & Movies Under the Stars - Cars Movie (4) Light Towers	-2,044.76
09/05/2024	Bill Payment (Check)	127206	Department of Justice	Unfunded Health Payment	-166.25
09/05/2024	Bill Payment (Check)	127207	Awards & Specialties	Employee Fingerprinting - (2) Prints - Jomis Aviala/Lorenzo Aceves	-64.00
09/05/2024	Bill Payment (Check)	127208	Total Compensation Systems, Inc.	Sarah Salzman - Business Cards (250), Door Plate	-216.41
09/05/2024	Bill Payment (Check)	127209	Beaumont Do it Best	Professional Fee - Gasb 75 Roll-Forward Valuation	-1,530.00
09/05/2024	Bill Payment (Check)	127210	James J Hughes	Special Event - Foundation -Banner Program Supplies, & NCCC - Drain Covers (Mouse Trap/Rat Access)	-47.28
09/05/2024	Bill Payment (Check)	127211	Beaumont Cherry Valley Water Dist 8-006	CaIPers - Unfunded Health Payment	-539.69
09/05/2024	Bill Payment (Check)	127212	Patons Steel Corp	Utilities- Water - Grange (fire)	-63.02
09/05/2024	Check	127170	Pete Gerlach	Special Event - Cherry Festival - Welcome Sign Material - Grange / DTR	-701.45
				Adult Softball Umpire	-70.00

Beaumont-Cherry Valley Recreation and Park District

Check Warrant - Operating

September 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
09/05/2024	Bill Payment (Check)	nek09052024	Nexiva	Monthly Telephone Service	-866.93
09/06/2024	Check	127171	Tammy Letulle	Travel/Per-Diem - CSDA Conference - Sept. 9 - 12, 2024 (Tammy Letulle)	-306.76
09/06/2024	Check	127172	Chris Diercks	Travel/Per-Diem - CSDA Conference - Sept. 9 - 12, 2024 (Chris Diercks)	-306.76
09/06/2024	Check	127173	Deidre Chaligoy	Travel/Per-Diem - CSDA Conference - Sept. 9 - 12, 2024 (Deidre Chaligoy)	-306.76
09/06/2024	Check	127174	Nancy Law	Travel/Per-Diem - CSDA Conference - Sept. 9 - 12, 2024 (Nancy Law)	-306.76
09/09/2024	Check	127175	Austin Gilmour	Adult Softball Umpire	-105.00
09/09/2024	Check	127176	James W. Halbrook	Adult Softball Umpire	-35.00
09/09/2024	Check	127178	Jessica Warrick	Payroll Period 7/15/2024 - 7/28/2024	-1,760.00
09/09/2024	Check	127179	Jessica Warrick	Payroll Period 7/15/2024 - 7/28/2024	-1,849.97
09/09/2024	Bill Payment (Check)	127180	Grand American Builders, Inc.	Room	-3,973.07
09/09/2024	Check	127181	Nicholas P Hughes	Vehicle Expense - Mileage	-23.45
09/09/2024	Check	NL09082024	Renaissance Emeraldia Resort & Spa - Indian Wells	CSDA Conference Hotel (2) Nancy Law & Deidre Chaligoy	-3,077.48
09/11/2024	Check	127213	Corrystone BBQ	1st Place Prize Money - BBBB BBQ Competitors	-750.00
09/11/2024	Check	127214	Corrystone BBQ	BBQ Vendor Fee - BBBB - 1/2 of BBQ Vendor Fees	-982.50
09/11/2024	Check	NL09112024	Clover	Monthly Equipment Rental	-204.85
09/12/2024	Check	AF09122024	Jersey Mikes	Meeting Expense - Sub Sandwiches for Board Meeting 9/12/2024	-128.25
09/13/2024	Check	MV09132024	Fast5Xpress	Car Wash - Platinum/Shared	-39.99
09/16/2024	Check	AW09122024	Tenax Dry Cleaners	(85) Tablecloths - Cleaning	-1,214.00
09/16/2024	Check	127230	Damon Valdivia	Refundable Security Deposit - 09/08/2024 Baby Shower Grange	-250.00
09/16/2024	Check	127215	Anthony Tony Gibson	(3) Games - Thursday 08/29/2024	-105.00
09/16/2024	Check	127216	Angelica Martinez	Cancelled Event - Fire Camp - Quinceanera - 9/21/2024	-1,400.00
09/16/2024	Check	MV09162024	Zoom Video Communication Inc.	Monthly Subscription - Mickey Valdivia	-15.99
09/17/2024	Check	al09172024	Amazon.com	(3) Black Stage Skirt	-126.03
09/17/2024	Check	al091724	Amazon.com	Piñata and Candy for Staff BBQ	-94.23
09/18/2024	Check	Ss09182024	Department of Environmental Health	BBBB Health Dept Fee	-453.50
09/19/2024	Bill Payment (Check)	806019216321	SCE (700005100729)	Utilities-Electricity	-6,503.84
09/19/2024	Bill Payment (Check)	806019216909	SCE (700194594370)	Utilities - Electric - Caretaker Trailer	-397.76
09/19/2024	Bill Payment (Check)	806019217148	SCE (700492933735)	Utilities - Electric - Field #1 - 4	-186.18
09/19/2024	Bill Payment (Check)	806019217407	SCE (700494090863)	Utilities - Electric (Fire Camp Lighting/Panel)	-283.48
09/19/2024	Bill Payment (Check)	806019217648	SCE (700518137163)	Utilities - Electric - RV Park	-1,517.39
09/19/2024	Bill Payment (Check)	806019217965	SCE (7005933589625)	Utilities - Electric - General Electricity & Thunder Alley	-4,302.11
09/19/2024	Bill Payment (Check)	806019218141	SCE (700593616907)	Utilities - Electric - Tennis Courts, Horse Arena & Field 5/6	-486.53
09/19/2024	Bill Payment (Check)	806019218315	SCE (700857153476)	Utilities - Electric - DTR	-86.49
09/19/2024	Bill Payment (Check)	1002739314	CalPERS	Employee 457 Plan	-275.00
09/19/2024	Bill Payment (Check)	127217	Pro Care Landscape Services, INC.	Landscape Maintenance at Franco Gardens/WC for month July 2024	-1,175.00
09/19/2024	Bill Payment (Check)	1002739343	CalPERS	Employee - Health Insurance	-5,634.72
09/19/2024	Bill Payment (Check)	1002739351-352	CalPERS	26927/1357 Rate Plan	-7,495.45
09/19/2024	Bill Payment (Check)	1002739354	CalPERS	Rate Plan 30080/26927/1357	-1,050.00
09/19/2024	Bill Payment (Check)	1002739362	CalPERS	Employee 457 Plan	-275.00

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

Date	Transaction Type	Num	Name	Memo/Description	Amount
09/19/2024	Bill Payment (Check)	16432042	Wells Fargo Financial Leasing	Monthly Copier Lease	-1,851.42
09/19/2024	Bill Payment (Check)	1788969676	Huntington Bank	Toro Outcross 9060r Ventrac 4520p - Lease Payments	-2,582.00
09/19/2024	Check	127219	Los Michoacanos	Catering Services (Food) - Staff Picnic/BBO	-1,100.00
09/19/2024	Bill Payment (Check)	470109192024	Chevron	Monthly Gas/Fuel - Chevy (46,939) & F150 (39,583) Gas Car/Fuel Tank - Winterfest Truck fill	-1,660.41
09/20/2024	Check	KG08202024	USPS	Certified Mail - Andrew Troler	-24.28
09/22/2024	Check	a09222024	Amazon.com	Opot and Power Surge Bar/Clothing Rack for events	-71.96
09/23/2024	Check	127221	Jessica Warrick	Payroll Period 8/26/2024 - 9/8/2024	-1,760.00
09/23/2024	Check	127222	Jessica Warrick	Payroll Period 9/9/2024 - 9/22/2024	-1,760.00
09/23/2024	Check	127231	Archange/ Protection Services	Remaining balance from Invoice #1193	-49.14
09/23/2024	Bill Payment (Check)	127232	Frontier (2091883458) Maint	Monthly Wifi - Maintenance	-347.21
09/23/2024	Bill Payment (Check)	127233	IFC Backflow	Backflow Testing - Bogart/NC/Facilities	-300.00
09/23/2024	Bill Payment (Check)	127223	Gophix Gopher Control	Monthly Gopher Maintenance - Aug 2024	-2,500.00
09/24/2024	Bill Payment (Check)	Unnum09242024	UNUM	Employee - Monthly Disability Insurance	-746.61
09/24/2024	Bill Payment (Check)	VSP09242024	VSP-Vision Service Plan	Employee - Vision Insurance	-129.52
09/24/2024	Bill Payment (Check)	1839401835239	Colonial Life	Employee - Accident Insurance	-432.62
09/24/2024	Check	MV09242024	Domenico's Italian Kitchen	Bus. Meal - Oktoberfest - Mickey Valdivia & Christian Linnemann	-49.19
09/25/2024	Check	127224	Chris Diercks	Director Fees - September 2024	-500.00
09/25/2024	Check	op09252024	Beaumont Cherry Valley Water Distr 8-000	Women's Club - July/Aug 2024 - Paid online due to not receiving bill	-250.27
09/25/2024	Check	127225	Kaylee G Gemmell	Mileage Reimbursement - PO Box, UPS, Oak Tree Bricks, Oktoberfest mugs , golf Tournament & water (154)	-103.18
09/25/2024	Check	a09252024	Amazon.com	C-Port USB Cables (2) / Copy Paper	-81.85
09/25/2024	Check	127234	Audrie Crozco	Refundable Security Deposit - 09/19/2024 Grange Memorial	-250.00
09/25/2024	Check	127235	Guillermo Fuentes	Refundable Security Deposit - Retirement Party - Cancelled due to fire camp 09/28/2024 NCCC/FG	-3,050.00
09/25/2024	Check	127236	Emmanuel Fimpong	Refundable Security Deposit - Memorial Grange 09/14/2024	-250.00
09/25/2024	Check	127237	Michelle Boswell	Refundable Security Deposit - Grange 09/15/2024 Memorial	-250.00
09/25/2024	Check	NH09252024	Stater Bros	Breakfast for Meeting on 9/25/2024	-50.30
09/25/2024	Check	AF09252024	Stamps.com	Office - Postage/Stamps - Monthly Service Fee	-19.99
09/26/2024	Check	127226	Jose Luis Gloria	Jose Gloria - Hire D5	-750.00
09/26/2024	Check	127227	Sarah Salzman	Sarah Salzman - Hire D5	-750.00
09/26/2024	Check	127238	Nancy Rodriguez	Refundable Security Deposit - 09/21/2024 - Grange Birthday Party	-500.00
09/26/2024	Check	a109092024	Amazon.com	Laminating Sheets 8.5x11 & 11x17	-62.49
09/26/2024	Check	127228	Christopher M Avila	Fall 2024 Tues Night Men's - NFG (Retund) did not have enough teams.	-400.00
09/27/2024	Check	MV09272024	Ermilio's Mexican Restaurant & Cantina	Bus. Meal - Pass EDA - Mickey Valdivia, Dr. Ralph Berry & Nick Hughes	-58.00
09/27/2024	Check	127229	Michael Valdivia	Bus. Meal - Government Liaison Committee - Chris Diercks, Dan Hughes & Mickey Valdivia	-53.74
09/27/2024	Bill Payment (Check)	3194973574	Verizon Wireless	Employee Monthly Wireless Phone/Pads	-976.47
09/30/2024	Check	127239	Javier E. Coia	Adult Softball Umpire	-35.00
09/30/2024	Check	127240	Austin Gilmour	Adult Softball Umpire	-70.00
09/30/2024	Check	NL09302024	Amazon.com	Signage - Staff ONLY	-58.02
09/30/2024	Check	NL093020242	Amazon.com	Office Supplies - Stapler/Tape Dispenser	-21.54

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

Date	Transaction Type	Num	Name	Memo/Description	Amount
09/30/2024	Check	OCFEES092024	Clover(MRCH BNKCD)	Monthly Credit Card % fees	-1,407.71
					-\$ 14,100.84



BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT

www.bcvparks.com

LEGAL INVOICES

Best Best & Krieger, LLP

Invoice #1005964 General Legal Services (August 2024)	\$4,838.40
Invoice #1005963 Real Estate Services (August 2024)	\$232.80

Total Invoices for approval - \$5,071.20



Staff Report

Agenda Item No. **4.5**

To: Board of Directors
From: Deidre Chatigny, Human Resources Administrator
Via: Mickey Valdivia, General Manager
Date: October 9, 2024
Subject: CalPERS Pay Scale for Fiscal Year 2024-2025

Background and Analysis:

CalPERS regulations require that employee salaries be adopted by the Board and publicly available. When an employee retires, CalPERS may review these resolutions at its discretion.

The Board provides oversight of the salaries of the employees of the District through a number of processes:

- Adoption of the District salary schedule
- Consideration and approval, if appropriate, of annual cost-of-living adjustments
- Contracting with the General Manager
- Consideration and approval of the annual financial budgets

The Board authorizes the General Manager to use these tools for the District's benefit to hire and retain quality employees. This action is considered a "housekeeping" item, which adopts any changes that may have taken place since the previously adopted salary scale. This is generally done on an annual basis.

This Staff Report was presented at the August meeting, after reviewing the numbers, the pay scale has been updated based on current July 1 pay scale amounts after raises. These updates were presented to and approved by the Personnel Committee at the October meeting. The attached job descriptions have also been updated to reflect the increased amounts.

Fiscal Impact:

This action has no fiscal impact. Salary disbursements have been approved for Fiscal Year 2024-2025, this is a legal CalPERS requirement, but does not impact any previous Board action.

Recommendations:

Staff recommends that the Board adopt the Agency pay scale for Fiscal Year 2024-2025

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Deidre Chatigny", is written over a light blue circular stamp.

Deidre Chatigny
Human Resource Administrator/Clerk of the Board

Beaumont-Cherry Valley Recreation & Park District
Position Payrate Schedule
FY 2024-2025
July 1, 2024 - June 30, 2025

Position Title	Pay Rate Range	Time Base
Activities Manager	\$66,560 - \$85,000	Annual
Assistant Maintenance Superintendent	\$30.00 - \$42.00	Hourly
Athletic Facilities Manager	\$66,560 - \$85,000	Annual
Casual Recreation Assistant	Min. Wage - \$25.10	Hourly
Executive Assistant	\$77,300 - \$110,000	Annual
Event Operations Manager	\$66,560 - \$85,000	Annual
Financial Services Technician	\$58,240 - \$72,683.52	Annual
General Manager	\$115,000 - \$188,000	Annual
HR Administrator/Clerk of the Board	\$64,480 - \$99,273	Annual
Maintenance III	\$22.00 - \$28.00	Hourly
Maintenance II	\$18.00 - \$27.00	Hourly
PT Maintenance/Maintenance I	Min. Wage - \$25.00	Hourly
Receptionist	Min. Wage - \$24.66	Hourly
Special Projects Associate	\$19.78 - \$32.71	Hourly

This complies with CCR 570.5 requirements for pay schedule information, effective August 10, 2011.



Current Pay Rates and Proposed Changes - July Pay Changes
BCVRPD
10/1/2024

Employee Name	Position Title	Position Pay Range	New APPROVED Rate	Notes
Administration				
Valdivia, Michael	General Manager	\$115,000-\$188,000	\$187,512.50	Board approved June 12
Law, Nancy	Executive Assistant	\$77,300 - \$110,000	\$108,644.00	
Fuimaono, Alyssa	Financial Services Technician	\$58,240-\$72,683.52	\$71,240.00*	Exempt
Chaugny, Deidre	HR Administrator/Clerk of the Board	\$64,480-\$99,273	\$97,760.00	
Valdivia, Lilianna	Receptionist	Min. Wage - \$25.10	\$23.00	Receptionist (full-time)
Maintenance				
Morris, Aaron	Assistant Maintenance Superintendent	\$30.00-\$42.00	\$83,448.00	
Stull, Trevor	Maintenance III	\$22.00-\$28.00	\$26.95	Maintenance III
Gloria, Jose	PT Maintenance	Min. Wage - \$25.00	\$23.86	
McCafferty, Taylor	Maintenance II	\$18.00-\$27.00	\$26.08*	Merit raise is contingent on passing CPSI test
Englert, Aiden	PT Maintenance	Min. Wage - \$25.00	\$19.25	
Grantz, Jackson	PT Maintenance	Min. Wage - \$25.00	\$22.95	
Sanchez, Michael	PT Maintenance	Min. Wage - \$25.00	\$23.86	
Valdivia, Preston	PT Maintenance	Min. Wage - \$25.00	\$19.75	
Gilmour, Austin	PT Maintenance	Min. Wage - \$25.00	\$20.27	
Recreation				
Salzman, Sarah	Activities Manager	\$19,78 - \$32,71	\$77,000.00	Activities Manager (Exempt)
D'Allessandro, Marissa	Casual Recreation Assistant	Min. Wage - \$25.10	\$19.82	
Booher, Ashton	Casual Recreation Assistant	Min. Wage - \$25.10	\$17.75	
Flores, Scarlett	Casual Recreation Assistant	Min. Wage - \$25.10	\$18.91	
Garcia, Matthew	Casual Recreation Assistant	Min. Wage - \$25.10	\$16.69	
Valdivia, Ava	Casual Recreation Assistant	Min. Wage - \$25.10	\$17.34	
Whittle, Averie	Casual Recreation Assistant	Min. Wage - \$25.10	\$16.91	
Athletic/Facilities				
Valdivia, Noah	Athletic Facilities Manager	\$66,560 - \$85,000	\$83,200.00*	Athletic Facilities Manager (Exempt)
Lara, Tom	Special Projects Associate	\$19,78 - \$32,71	\$29.08	
Tickemyer, Jim	Special Projects Associate	\$19,78 - \$32,71	\$26.58	
Wilson, Zachary	Special Projects Associate	\$19,78 - \$32,71	\$25.03	
Hughes, Nicholas	Special Projects Associate	\$19,78 - \$32,71	\$32.03	
June, Sally	Special Projects Associate	\$19,78 - \$32,71	\$25.03	
Gemmell, Kaylee	Special Projects Associate	\$19,78 - \$32,71	\$27.72	Special Projects Associate
Foundation				
Law, Patricia (Chris)	Foundation Associate	\$19,78 - \$32,71	\$25.03	
Morris, Breana	Foundation Associate	\$19,78 - \$32,71	\$28.37*	



Current Pay Rates and Proposed Changes
BCVRPD
7/1/2024

Employee Name	Position Title	Position Pay Range	Current Pay Rate	COLA 4.3% Increase	Current Rate + COLA	Proposed Merit Increase (%)	Proposed Merit Increase (\$)	New Proposed Rate	New APPROVED Rate	Notes
Administration										
Chaigany, Deidre	HR Administrator/Clerk of the Board	\$64,480-\$99,273	\$83,200.00	\$3,577.60	\$86,777.60	13.2%	\$10,982.40	\$97,760.00	\$97,760.00	
Flores, Ryan	Activities Coordinator	\$53,240-\$66,560	\$66,560.00	\$2,862.08	\$69,422.08	6.2%	\$4,168.32	\$73,590.40	\$73,590.40	Activities Manager
Fuimano, Alyssa	Financial Services Technician	\$58,240-\$72,683.52	\$29.00	\$1.25	\$30.25	13.8%	\$4.00	\$71,240.00*	\$71,240.00*	Exempt
Gemmel, Kaylee	Receptionist	Min. Wage - \$24.66	\$24.66	\$1.06	\$25.72	8.1%	\$2.00	\$27.72	\$27.72	Special Projects Associate
Law, Nancy	Executive Assistant	\$74,300-\$99,400	\$99,400.00	\$4,274.20	\$103,674.20	5.0%	\$4,969.80	\$108,644.00	\$108,644.00	
Valdivia, Michael	General Manager		\$175,000.00	\$3,762.50	\$178,762.50	5.0%	\$8,750.00	\$187,512.50	\$187,512.50	Board approved June 12
Valdivia, Noah	Athletic Facilities Coordinator	\$20,000-\$32,000	\$30.00	\$1.29	\$31.29	27.8%	\$18,116.80	\$83,200.00*	\$83,200.00*	Athletic Facilities Manager (Exempt)
Maintenance										
Englert, Aiden	PT Maintenance	Min. Wage - \$22.00	\$17.50	\$0.75	\$18.25	5.7%	\$1.00	\$19.25	\$19.25	
Gilmour, Austin	PT Maintenance	Min. Wage - \$22.00	\$18.00	\$0.77	\$18.77	8.3%	\$1.50	\$20.27	\$20.27	
Gloria, Jose	PT Maintenance	Min. Wage - \$22.00	\$20.00	\$0.86	\$20.86	15.0%	\$3.00	\$23.86	\$23.86	
Grantz, Jackson	PT Maintenance	Min. Wage - \$22.00	\$22.00	\$0.95	\$22.95	0%	\$0	\$22.95	\$22.95	
Hewitt, Cary	PT Maintenance	Min. Wage - \$22.00	\$18.00	\$0.77	\$18.77	0%	\$0	\$18.77	\$18.77	
McCafferty, Taylor	Maintenance II	\$18.00-\$25.00	\$25.00	\$1.08	\$26.08	0%	\$0	\$26.08	\$26.08*	Merit raise is contingent on passing CPST test
Morris, Aaron	Assistant Maintenance Superintendent	\$30.00-\$42.00	\$76,000.00	\$3,268.00	\$79,268.00	5.0%	\$3,800.00	\$83,068.00	\$83,448.00	
Sanchez, Michael	PT Maintenance	Min. Wage - \$22.00	\$20.00	\$0.86	\$20.86	15.0%	\$3.00	\$23.86	\$23.86	
Stull, Trevor	Maintenance II	\$18.00-\$25.00	\$22.00	\$0.95	\$22.95	18.2%	\$4.00	\$26.95	\$26.95	
Valdivia, Preston	PT Maintenance	Min. Wage - \$22.00	\$17.50	\$0.75	\$18.25	8.6%	\$1.50	\$19.75	\$19.75	Maintenance III
Recreation										
Booker, Ashton	Casual Recreation Assistant	Min. Wage - \$25.10	\$16.21	\$0.70	\$16.91	3% - 12.3%	\$0.50 - \$2.00	\$17.40 - \$18.90	\$17.75	
Cooke, Marissa	Casual Recreation Assistant	Min. Wage - \$25.10	\$19.00	\$0.82	\$19.82	0%	\$0	\$19.82	\$19.82	
Flores, Scarlett	Casual Recreation Assistant	Min. Wage - \$25.10	\$16.21	\$0.70	\$16.91	6.1% - 12.3%	\$1.00 - \$2.00	\$17.91 - \$18.91	\$18.91	
Garcia, Matthew	Casual Recreation Assistant	Min. Wage - \$25.10	\$16.00	\$0.69	\$16.69	0%	\$0	\$16.69	\$16.69	
Valdivia, Ava	Casual Recreation Assistant	Min. Wage - \$25.10	\$16.00	\$0.69	\$16.69	4.0%	\$0.65	\$17.34	\$17.34	
Valdivia, Liliana	Casual Recreation Assistant	Min. Wage - \$25.10	\$16.21	\$0.70	\$16.91	6.0%	\$0.97	\$17.88	\$23.00	Receptionist (full-time)
Whittle, Aevre	Casual Recreation Assistant	Min. Wage - \$25.10	\$16.21	\$0.70	\$16.91	0%	\$0	\$16.91	\$16.91	
Wright, Maricella	Casual Recreation Assistant	Min. Wage - \$25.10	\$20.00	\$0.86	\$20.86	5.0%	\$1.00	\$21.86	\$21.86	
Associates										
Hughes, Nicholas	Special Projects Associate	\$19.78 - \$32.71	\$30.22	\$1.30	\$31.52	1.7%	\$0.51	\$32.03	\$32.03	
June, Sally	Special Projects Associate	\$19.78 - \$32.71	\$24.00	\$1.03	\$25.03	0%	\$0	\$25.03	\$25.03	
Lara, Tom	Special Projects Associate	\$19.78 - \$32.71	\$25.00	\$1.08	\$26.08	12.0%	\$3.00	\$29.08	\$29.08	
Law, Patricia (Chris)	Foundation Associate	\$19.78 - \$32.71	\$22.84	\$0.98	\$23.82	5.3%	\$1.21	\$25.03	\$25.03	
Morris, Breana	Foundation Associate	\$19.78 - \$32.71	\$27.20	\$1.17	\$28.37	0%	\$0	\$28.37	\$28.37*	Haven't had meeting yet
Salzman, Sarah	Special Projects Associate	\$19.78 - \$32.71	\$30.00	\$1.29	\$31.29	9.0%	\$2.71	\$70,720.00*	\$70,720.00*	Event Operations Manager (Exempt)
Tickenyer, Jim	Special Projects Associate	\$19.78 - \$32.71	\$25.00	\$1.08	\$26.08	2.0%	\$0.50	\$26.58	\$26.58	
Wilson, Zachary	Special Projects Associate	\$19.78 - \$32.71	\$24.00	\$1.03	\$25.03	0%	\$0	\$25.03	\$25.03	

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT

POLICY AND PROCEDURES MANUAL

TITLE: Job Description - General Manager

Dated: July 1, 2024

Salary Range: \$115,000 - \$188,000

DEFINITION

The General Manager (GM) is an exempt, "Full Time" employee who serves under the administrative directions of the Board of Directors of the District. The GM is subject to the "safety sensitive" guidelines of the District. The GM performs a full range of complex duties related to park district operations. The General Manager is the Executive Officer of the District. He/she has exclusive management and control of the operations of the District, subject to approval by the Board of Directors, and provides day-to-day leadership for the District. He/she has responsibility and control over all property of the District. The GM is an at-will employee of the Board of Directors. The GM's duties often require the GM to work with highly sensitive and confidential information, and therefore the GM's job requires confidentiality as to that information.

The GM must be versatile and will provide professional and technical staff leadership to all departments of the District. The primary schedule of the GM will be Monday – Friday; however the GM must be available evenings, weekends and special events. This position interfaces frequently with public officials, local agencies, other private/public organizations and the general public.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Board of Directors of the District.

Exercises general supervision over District staff.

ESSENTIAL FUNCTIONS

- Develops and implements the mission goals, policies and procedures. Institute measures to insure that Board policies are carried out in a manner which will best serve community interests.
- Carry into effect the policies of the District, including planning the short, medium and long term goals of the District. He/she shall translate the goals and objectives of the Board to the community.
- Identify resource needs; develops and implements policies and procedures required for effective implementation.
- Identify, develop and facilitate new revenue enhancements, both short-term and long-term from but not limited to tax revenues, assessments, etc. Plan, develops and implements.
- Attend all meetings of the District's Board and such other meetings as the Board specifies. Make oral and written presentations to the Board.
- State, County and Local reporting requirements.
- Develop, present and manage the Annual Budget and revenue/expenditure forecasting.
- Employ such employees, as he/she deems necessary for the proper administration and operations of the District. His/her personnel management goal will be to provide a motivating work climate for District employees.
- Facilitate employee evaluations.
- He/she maintains cordial relations with all persons and attempts to resolve all public and employee complaints. He/she shall encourage participation in the affairs of the District.

- Reviews and applies new or revised laws, regulations, and accounting standards.
- Administers capital improvement projects. Coordinates projects and works with contractors, consultants, engineering firms, outside agencies, etc.
- Plans, organizes and conducts a comprehensive risk management program. Responsible for safety programs. Identify and resolve safety issues.
- Carries out competitive bid procedures.
- Writing and administers grants.
- Master Plan update and development of park standards.
- Supervise all functions and operations for the Districts non-profit corporation and provide for the staffing required for operations and management.

MARGINAL FUNCTIONS

- Fundraising.
- Travel as needed.
- Perform other duties, special projects and responsibilities as required.

QUALIFICATIONS:

Education: Must possess at time of hire, a Baccalaureate Degree from an accredited college or university in Public Administration, Recreation Administration or a closely related field. A Master's degree in a related field is highly desirable. Additional top executive administration in government may substitute for some of the education requirements.

Experience: Any combination of experience and training that provides the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

- 5 years of experience in the principles and practices of public administration, including personnel management, human resources, risk management and payroll.
- Fiscal management, including budget preparation and cost control methods.
- Writing and administering grants.
- Contract Administration.
- 3 years of experience in project management.

Other Requirements:

- Must possess and maintain a CA driver's license and insurance.
- Must possess defibrillator, First Aid/CPR (Infant, Child & Adult) certification within six months of hire.
- Must pass fingerprint and background check.
- Dress in an appropriate manner consistent with job expectations.

Knowledge of:

- Public administration.
- Parks and Recreation Management.
- Public administration, budgeting principles, public policies and economics.
- Tax revenues and special assessments.
- Health, fire, safety codes and emergency procedures.
- Advanced computer skills.

- Principles, practices, methods, equipment, and technology used in facilities design, construction and project management, inspection, facility repair and real estate, right-of-way and property management activities.
- Strong fiscal and budgeting skills.
- Grant writing and administration.
- Contract writing and contract administration.
- Employee relations, payroll, risk management and personnel management.
- Occupational hazards and appropriate safety measures. OSHA requirements and safe and efficient work practices.
- Applicable federal, state and local laws and ordinances including California Environmental Quality Act (CEQA) and GASB governmental accounting standards. Knowledge of Parks, Progress, and Public Policy, SB 707 and Recreation & Park District Law.
- Effective communication and problem solving.
- Positive public relations etiquette. Skilled in public speaking.
- Health, fire, safety codes, security and emergency procedures affecting the use of District facilities.
- Time management and effective scheduling.

Ability to:

- Prepare annual budgets.
- Prepare long-term revenue/outlay plans.
- Analyze areas that warrant "consultant" type expertise and produce recommendations accordingly.
- Supervise and direct personnel.
- Communicate and presenting ideas effectively verbally and in writing.
- Identify key issues in complex situations, evaluate options, and initiate strategies for resolution.
- Establish and maintain effective working relationships with personnel, staff, public officials, community groups and the general public.
- Meet and serve the public courteously and efficiently.
- Prepare comprehensive and accurate reports.
- Work effectively with sensitive and confidential information in a political environment.
- Read and interpret plans, blueprints and specifications.
- Understand, identify and resolve safety issues.
- Adjust to shifting priorities and timelines.
- Work as part of a team.
- 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. Communicate effectively in oral and written form.
- Understand, identify and resolve safety issues.
- Manage multiple projects simultaneously. Strong organizational and time management skills. Coordinate, prioritize and work under time pressures.
- Work irregular shifts, holidays, and weekends as assigned.
- Identify, understand and be respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences.

PHYSICAL REQUIREMENTS

Ability to communicate orally with the Board of Directors, staff, and the public. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machine and calculator. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Required to carry, push, pull, reach, lift, walk, climb, bend and lift

up to 50 lbs. routinely. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Read at or above the equivalent to the twelfth grade level.

CONDUCT STANDARD

A successful candidate must have the ability to communicate orally with the Board of Director's, staff, and the public during meetings, events and work day. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Possess an excellent working relationship with outside agencies.

ENVIRONMENT

The working environment will vary from the office and outside environment, which may include in inclement weather such as rain, wind, heat and cold. Some travel to events, training and community meetings will be required during and after hours.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT
POLICY AND PROCEDURES MANUAL

TITLE: Job Description – Executive Assistant

Dated: July 1, 2024

Salary Range: \$77,300 - \$110,000

DEFINITION

The Executive Assistant position is an “Exempt”, “Full Time” position as defined by the BCVRPD Employee Handbook and is subject to the “safety sensitive” guidelines of the District. The (FST) acts as the District’s Accounting Clerk, Project Coordinator and Office Manager under the direction of the General Manager. The FST is responsible for the implementation of approved accounting policies and completion of the District’s general accounting needs. Though the District’s financial decisions are made by its Finance Committee and General Manager, the FST assists and advises executive management on accounting issues. The FST provides practical input on accounting issues and is expected to exercise independent judgment, initiative, and follow-through on financial and accounting issues in meeting the District’s stated financial and accounting objectives. The FST also coordinates approved District projects by assisting in the contract bidding process, monitoring project contracts for compliance, and maintaining project files. The FST oversees researching and purchasing for the District. The FST’s duties often require the FST to work with highly sensitive and confidential financial information, and therefore the FST’s job requires confidentiality as to that information. The FST will be responsible for writing and administering grants. The FST will supervise and manage subordinate lower level staff. . This position will received 40 hours of compensatory time annually.

SUPERVISION RECEIVED AND EXERCISED

The FST reports to and receives general direction from the General Manager

The FST exercises supervision over lower level staff such as the Athletic Coordinator, Activities Coordinator and Receptionist as determined by the General Manager.

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

- Provides accounting oversight and assistance to the General Manager.
- Reviews and applies new or revised laws, regulations, and accounting standards as prescribed by professional services.
- Responsible for accounts payable including but not limited to facility user reimbursements, umpire checks, banner sells and employee reimbursements.
- Responsible for accounts receivable.
- Prepare financial and accounting reports. Examine, reconcile, balance and adjust accounting records. Analyze data and draw logical conclusions.
- Review bank balances daily and prepare for weekly meeting updates with the General Manager.

- Prepare for and attend finance meetings. Analyze and explain transactions and inconsistencies and provide follow up documentation request.
- Responsible for researching and comparing best prices for purchasing products.
- Prepares for budget reviews & annual audits to include revenue/expenditure forecasting.
- Will coordinate with the Human Resources Administrator with the execution of employee evaluations.
- Reconciles petty cash and banking activities.
- Responsible for maintaining accounting records including payroll records.
- Attend District meetings as directed and prepare reports pertaining to such meetings.
- Research grant opportunities. Write, apply for and administer grants.
- Coordinates with outside contractors, County and City departments to complete projects.
- Maintains the Districts files relating to projects and act as the District contact for the public seeking such information.
- Determines required licenses, insurance and other related information required for projects. Works with outside contractors to ensure projects complies with those requirements.
- Identify and implement adequate internal controls.
- Review contracts.
- Create and/or update missing or outdated policies and procedures.
- Respond to vendors inquiries in an effective and tactful manner.
- Supervise, assign and participate in the work of subordinates: review work upon completion for conformance according to policies and procedures of the District.
- Supervise, train and evaluate subordinates.
- This position requires cross training from other departments to be utilized as needed.

MARGINAL FUNCTIONS

- Consult with auditors regarding position issues
- Issue credit and debit cards
- Assist with Board meeting preparation.
- Assist in general office duties
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Facilitate financial elements and planning during special events

QUALIFICATIONS

- 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.
- Grant Writing certificate program must be maintained within 18 months of employment.
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.

Knowledge of:

- Quick books accounting applications
- Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) and Generally Accepted Governmental Auditing Standards (GAGAS)
- Relevant State, Federal, and local laws and regulations
- Reporting standards and statutory requirements
- Principles and practices of financial record keeping
- Principles and techniques used in planning, coordinating, and maintaining records for District projects
- Grant writing and administering of grants
- Supervisory skills; Knowledge of recruiting, supervising, training, monitoring, evaluating and motivating personnel
- Advanced computer skills and applicable programs including Quick books, Microsoft office and the Districts web-site.
- Record keeping techniques
- Cash handling practices and controls
- Good public relations etiquette

Ability to:

- Understand and interpret the principles, laws, and procedures involved in fiscal record keeping and accounting functions
- Understand the organization and operation of the District as necessary to perform assigned responsibilities
- Research, analyze and evaluate programs, policies and procedures
- Plan, train and supervise the work of subordinates
- Organize and direct the work of assigned staff
- Analyze data and draw logical conclusions
- Use professional accounting and audit judgment and apply generally accepted auditing standards in all assignments
- Make arithmetical calculations quickly & accurately
- Communicate effectively in oral and written form. Read, write and communicate the English language at a level necessary for efficient job performance
- Prepare and document accounting transactions
- Prepare a variety of financial statements, reports, and analyses
- Compile, analyze, and interpret complex financial data and reports
- Work as part of a team. Establish and maintain effective working relationships with other employees and the public
- Must have the ability to work independently in the absence of supervision
- Multi-task

Experience & Education:

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

Education:

Experience and education that provides the required knowledge and abilities would be qualifying. The completion of a bachelor's degree in public agency or business administration, accounting, finance or related field would be highly desirable.

Experience: 4 years' experience in high level accounting procedures and a minimum of two years' experience supervisory experience. Experience in previous employment in a job of similar duties preferably within a local government environment.

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

Works primarily in an office environment

Occasionally work outside in inclement weather and exposure to water, dust, dirt, noise, and wind.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Maintenance Worker I

Dated: July 1, 2024

Hourly Rate: Minimum Wage - \$25.00 per hour

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

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

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

- Weed, plant, fertilize, and irrigate fields.
- Mow, aerate, rake, sweep, etc. park areas using power and hand tools.
- Prune and trim hedges, bushes, and other shrubbery.
- Clean and maintain restrooms and other public facilities.
- Operate small power equipment and machinery including chainsaws, rototillers, lawnmowers, aerators, spreaders, and other equipment.
- Assist in minor repair of sprinkler systems.
- Required to drive an automobile to perform various duties.
- Set up and tear down scheduled events.
- Occasionally perform on call duties and respond to unforeseen after-hours emergencies such as Fire Camp.

MARGINAL FUNCTIONS

- Work cooperatively with other departments to provide coverage for tournaments, recreational and special events.
- Open and close facilities.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Occasionally perform on call duties.

QUALIFICATIONS:

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

Knowledge of:

- Emergency and safety procedures of the District.
- Operation of various park equipment and machinery.
- Safety procedures involving pesticides, herbicides, and related chemicals used in park maintenance.
- Computers and applicable programs; Microsoft Office, Internet, Excel, Word, Publisher and PowerPoint.

Ability to:

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

- Learn mowing techniques.

EXPERIENCE AND EDUCATION – *Any combination of education and experience that would provide the required knowledge and abilities to perform the job.*

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

PHYSICAL REQUIREMENTS

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

CONDUCT STANDARD

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

ENVIRONMENT

Conditions include working outside, at times in inclement weather, and exposure to water, dust, dirt, chemicals, noise, and wind.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Maintenance Worker II

Dated: July 1, 2024

Hourly Rate: \$18.00 - \$27.00 per hour

DEFINITION

The Maintenance Worker II (MW II) is a “Full Time” Employee as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District. The MW II will work cooperatively with lower-level staff by executing daily tasks given by the Assistant Maintenance Superintendent (AMS). Finally, the MW II will work during special events in cooperation with the Activities Coordinator (AC) and Athletic Coordinator (ATC).

SUPERVISION RECEIVED AND EXERCISED

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

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

- Keeps records of work completed, materials used, and crew time on projects.
- Coordinates maintenance responsibilities for special events.
- Assist in recommending the need of equipment, materials, etc. for projects.
- Perform maintenance as prescribed by the AMS.
- Installation and repair of sprinkler system and adjust operation of irrigation controllers.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- Required to drive an automobile to perform various duties.
- Identify safety issues related to grounds and facilities.
- Identify and implement necessary safety practices while working cooperatively with the AMS to remedy any safety issues.
- Trains maintenance workers maintenance techniques.
- Conduct safety inspections of grounds in coordination with the AMS.

- Maintain necessary records and reports, i.e.: SDS sheets/records.
- Works cooperatively with AMS to mitigate maintenance issues.
- Identify problems and take effective course of action.
- Understand safety and incident procedures.
- Complete incident/accident reports.
- Assists in the development and implementation of long-range goals.
- Occasionally will perform On-Call duties and unforeseen after hour emergencies such as Fire Camp.

MARGINAL FUNCTIONS

- Deals with other public agencies in coordinating special events.
- Work cooperatively with the Activities Coordinator and the Athletic Coordinator during summer, seasonal and special events.
- Make recommendations of equipment needs.
- 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 Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Dress in an appropriate and professional manner consistent with job and safety expectations.
- Within the time frame determined by the District, acquire all certificates, training and permits such as Ethics and Sexual Harassment Avoidance training.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Required to obtain one of the following within 6 months of acquiring position (Qualified Applicators License/Certification, Water Distribution Operator Grade 1 Certificate).

Knowledge of:

- Department operation and procedure manuals.
- Operational knowledge of programming irrigation controllers.
- Fertilizer and pesticide composition and application.
- Plant identification, plant care, pruning and maintenance.
- Mowing techniques and safety procedure.
- Occupational hazards and safety practices.
- Conflict resolution.
- Time management.

PHYSICAL REQUIREMENTS

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

CONDUCT STANDARD

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

ENVIRONMENT

Working conditions include working outside at times in inclement weather and exposure to water, dust, dirt, chemicals, noise, and wind. Occasionally working inside in office environment.



Staff Report

Agenda Item No. **6.1**

To: Board of Directors

From: Deidre Chatigny, Human Resources Administrator

Via: Mickey Valdivia, General Manager

Date: October 9, 2024

Subject: Approval of Agreement with National Demographics Corporation for Redistricting Services not to exceed \$35,000

Background and Analysis:

The Beaumont-Cherry Valley Recreation and Park District holds an election every two years for the Board of Directors. Currently, the District seats are selected on an at large basis. The District received a letter from Shenkman & Hughes, PC in May of 2024 alleging that this violates the California Voting Rights Act of 2001 (CVRA). The argument is that it creates “racially polarized” voting and results in “minority vote dilution”.

After consulting our counsel at Best Best and Krieger, the Board has determined that transitioning to a by-district election is the best option for BCVRPD at this time. It will not affect the upcoming 2024 election, the first election that will be held in this manner will be November 2026. The agreement with Mr. Shenkman is to complete the redistricting process before March 21, 2025.

The District requested bids from several redistricting organizations and received three bids. The lowest responsible bid received was from National Demographics Corporation for \$22,500 with an optional additional expense per meeting. Staff has calculated that the optional fees (\$6,000 for two in-person meetings and \$4,500 for three virtual meetings) would potentially bring the total to \$33,000. If the Board elects to use the other optional project elements the total could increase. The project website fee is \$6,500 and the public mapping tool option is \$4,500 but neither of those expenses are required.

Bear Demographics and Research submitted a proposal for \$40,000 with additional optional fees of \$7,500 for a website and \$8,500 for a mapping tool.

Redistricting Partners submitted a proposal for \$37,000 with a \$1,500 fee for additional meetings (if needed) and \$8,000 for public mapping tools.

All three proposals and scopes of work are attached to this report.

Fiscal Impact:

This action will result in an expense up to \$35,000 to be withdrawn from the general fund. This is an unexpected expense that was not included in the 2024-2025 budget.

Recommendations:

Staff recommends that the Board approve an agreement with National Demographics Corporation to perform Redistricting Services not to exceed \$35,000.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Deidre Chatigny', written in a cursive style.

Deidre Chatigny

Human Resource Administrator/Clerk of the Board



National Demographics Corporation Beaumont-Cherry Valley Recreation & Park District

September 9, 2024

Mr. Mickey Valdivia
General Manager
Beaumont-Cherry Valley Recreation & Park District
390 Oak Valley Pkwy
Beaumont, CA 92223

NDC Standard Districting Scope of Work

- Districting Project Setup and coordination:
 - Match jurisdiction boundaries to Census geography, including analyzing and dividing Census data where necessary if the jurisdiction boundary does not follow Census geography (as most special districts do not);
 - Development of demographic database including Census Bureau and California Statewide Database data of total population, citizen voting age population, voter registration, voter turnout, and socio-economic data on language spoken at home, renters vs homeowners, age, education level, and other factors useful in identifying communities of interest;
 - Incorporation of any Geographic Information System (GIS) data that the jurisdiction wishes to include and provides (often including school locations; school attendance areas; important local landmarks; or local neighborhood boundaries);
 - Initial telephonic discussion with about data, communities of interest, schedule, criteria and special concerns of the jurisdiction;
 - Assist jurisdiction with developing a communications plan for public outreach, including suggestions for webpage content and design, public feedback logistics, and strategies for engaging constituents;
 - Assist jurisdiction with developing a project plan, including a detailed timeline, goals and objectives, and specific deliverables list;
 - Provide progress reports on an as-needed basis as determined by the project manager and meet regularly with project team;
 - Any phone- or web-conference calls to discuss the project's progress or to answer any questions that may arise;
 - Provide education and guidance on required redistricting criteria, and advice on selecting optional redistricting criteria, for staff and elected officials;
 - **[New Statute for 2024]** Preparation and delivery of reports required under Elections Code Section 21130(b);
- Districting Plan Development:
 - Creation of 2 to 4 initial draft maps;
 - Analysis and preparation for presentation of all whole or partial plans submitted by the public;
 - Conversion of all maps and reports to web-friendly versions;
 - Online posting of all maps to an interactive review website;
 - Create any requested additional and/or revised maps as requested;
- Plan implementation:



National Demographics Corporation Beaumont-Cherry Valley Recreation & Park District

- Provide spatial data in GIS-friendly format of any dataset used or created for this project to staff upon request;
- Work with the County Registrar of Voters to implement the final adopted plan;
- Project Options
 - Number of virtual or in-person meetings (and resulting per-meeting fee);
 - Consultant-prepared and -managed project website;
 - Online mapping tool allowing residents to draw and submit maps;
 - Paper-based mapping tool allowing residents to draw and submit maps.

Project Pricing

1. **Redistricting Project Elements** (Covers everything listed above except for per-meeting and optional expenses):..... \$ 22,500
2. **Per-Meeting expense:**
 - In-person attendance, per meeting \$ 3,000
 - Virtual (telephonic, Zoom, etc.) attendance, per meeting..... \$ 1,500

For each meeting, NDC will prepare meeting materials, including presentation materials and maps; present and explain key concepts, including mandatory and traditional redistricting criteria and “communities of interest”; facilitate conversations; answer questions; and gather feedback on existing and proposed boundaries. Per-meeting prices include all travel and other anticipated meeting-related expenses. Telephone calls to answer questions, discuss project status, and other standard project management tasks do not count as meetings and do not result in any charge.

3. **Optional Project Elements:**
 - a) Project website \$ 6,500
 - b) Public mapping tool options:
 - Online and paper system including all elements below \$ 4,500
 - DRA (an easy-to-use online mapping tool, also known as "Dave's Redistricting App")
 - Public Participation Kit paper-based mapping tool
 - c) Public Participation Kit mapping tool alone \$ 3,000



Proposal Acceptance

The terms of this proposal are available for 90 calendar days from its delivery to you. In most situations, NDC is open to extending that period of time to meet any particular needs of your jurisdiction.

If your jurisdiction has specific contract and/or letter of agreement language you prefer to use, please provide it and ignore the signature block below. If you prefer, simply sign two copies of this proposal in the signature block below and return them to NDC. Once signed by NDC, one copy will be returned to you. NDC also accepts electronic transmission of signed documents.

Thank you.

For National Demographics Corporation

For Beaumont-Cherry Valley
Recreation & Park District

Douglas Johnson, President

Date

Date



BEAR

DEMOGRAPHICS & RESEARCH

**BEAUMONT-
CHERRY VALLEY**
Recreation and Park District

Board of Directors District Formation
Consulting Services
PROPOSAL

September 10, 2024

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September 10, 2024

Mickey Valdivia
General Manager
Beaumont-Cherry Valley Recreation and Park District
390 W. Oak Valley Parkway
Beaumont CA 92223

**RE: BOARD OF DIRECTORS DISTRICT FORMATION
CONSULTING SERVICES PROPOSAL**

Dear Mr. Valdivia:

Please accept this submitted proposal as an indication of our genuine and sincere interest to serve as the consultants for the Beaumont-Cherry Valley Recreation and Park District Board of Directors' district formation process. As noted in the proposal, I have served in leadership positions on several projects in the past, including the 2001 California State Assembly map, the 2002 Los Angeles City Council and Los Angeles Unified School District Board of Education (LAUSD) maps, the 2012 Los Angeles City Council map, and the 2021 LAUSD Board of Education map. More recent work includes district formation for the Cities of Alhambra, Desert Hot Springs, Lancaster, Lomita, and Perris, as well as the Palmdale School District. We also served as the redistricting consultants for the Cities of Bradbury, Carson, Lake Forest, Menifee, and San Bernardino, as well as the Chino Basin Water Conservation District, Mojave Water Agency, Palmdale Water District, Peralta Community College District, and Walnut Valley Water District.

My colleague David Ely, owner of Compass Demographics, is a key collaborator on this proposal and has worked on district formation and census-related projects since the 1980s, including the geographic and data sets for the Statewide Database for four decades and too many projects to list here (see Mr. Ely's Curriculum Vita). In our capacities as the Technical Director, Executive Director, or consultant for previous district formation efforts, we provided each process with the administrative and technical expertise to draw a transparent, community-based, legally sustainable plan, including a variety of options and scenarios requested by appointed or elected officials as they deliberated on draft maps and a final plan.

We have also partnered with Tizoc DeAztlan, President of DeAztlan Consulting, who has a decades-long practice specializing in public relations and community outreach services,

particularly in multi-ethnic and multi-lingual communities with respect to district formation. Mr. DeAztlan is available to provide full-service district formation outreach services to the District, including leading the multi-lingual public community engagement process if desired.

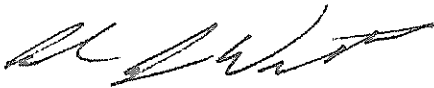
The team's approach to district formation is one of collaboration, working with, and taking direction from staff and the Board of Directors to develop a plan of action that is structured and meets the objectives, criteria, and timeline developed and adopted by the District. This includes satisfying all requirements of local, state, and federal laws, as well as the County Registrar of Voters, at the highest level of excellence. One key objective is to maximize compliance with the California Voting Rights Act while providing the entire spectrum of possibilities and options to the District within the legal parameters of district formation – as the Board of Directors deliberate toward a draft and final map.

Our previous district formation work history indicates that we are thoughtful and flexible individuals who reliably meet deadlines. Over the last few decades, we have performed the tasks required in a timely manner for several jurisdictions including when dictated by a Charter or municipal code. Our consistent ability to complete the task within the time frame allotted by state law, while providing plenty of time for the Registrar of Voters to complete the redrawing of voter precinct boundaries prior to their deadline, will be paramount to meeting the needs of the District under this scope of work. The attentiveness and accountability necessary to produce a trusted and quality map is something our team excels at.

Our understanding of district formation and the Census over the last four decades, including the importance of outreach and public engagement, will be invaluable to the Board of Directors in order to provide best practices for maximizing technical expertise, multi-lingual public input, and collaboration built on ethical competence, communities of interest, compactness, contiguity, and local, federal, and state legal requirements – resulting in a transparent, open, non-partisan, and community-based district formation process conducted by the Board of Directors for the residents of the Beaumont-Cherry Valley Recreation and Park District.

We look forward to the opportunity to personally discuss this proposal in more detail with District staff and the Board of Directors. Please do not hesitate to contact us if you need any further information. Thank you for your time and consideration.

Respectfully Yours,



Andrew J. Westall
Principal & Owner

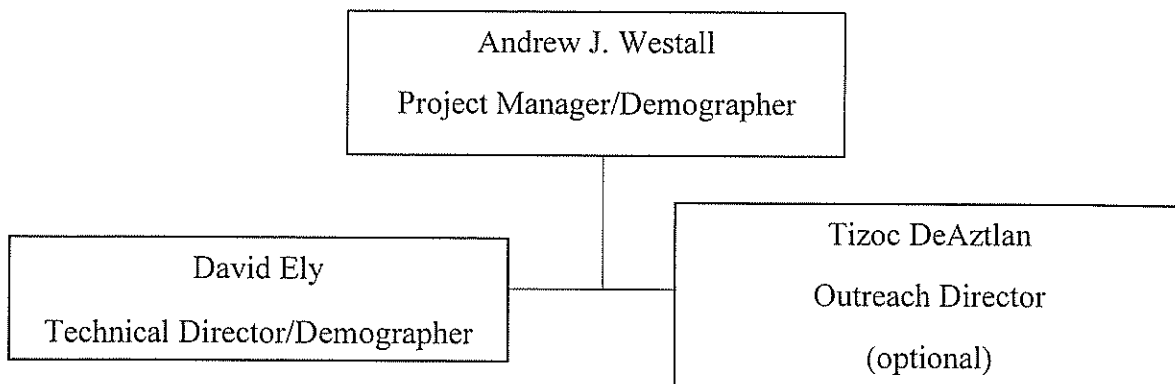
Section 2 – Qualifications

FIRM DESCRIPTION

Bear Demographics & Research LLC
646 E Desert Willow Rd
Azusa, CA 91702
Andrew Westall, Principal & Owner
323.708.2478
ajwestall@gmail.com

After more than two decades in the public sector, Andrew Westall opened Bear Demographics & Research (BDR) in 2021 that specializes in redistricting, demographics, public policy consulting, and local ballot measures. BDR has teamed up with seasoned experts and subcontractors in the fields of district formation, redistricting, demography, and outreach, including: David Ely of Compass Demographics who has specialized in district formation and redistricting for more than three decades; and Tizoc DeAztlan of DeAztlan Consulting who has specialized in public and community outreach for nearly two decades. Consulted with/advised city clients, including the Cities of Alhambra, Bradbury, Carson, Desert Hot Springs, Lake Forest, Lancaster, Lomita, Los Angeles, Menifee, Perris, and San Bernardino. Also served as consultant to Chino Basin Water Conservation District, Mojave Water Agency, Palmdale School District, Palmdale Water District, Peralta Community College District, Walnut Valley Water District, Equal Representation Project, Los Angeles County Federation of Labor, Los Angeles Jazz Festival, SCLC of Southern California, UCBA, and Valley Industry & Commerce Association.

Organizational Chart and Project Team



TEAM MEMBERS

ANDREW J. WESTALL

Mr. Westall has been involved in the redistricting process at the local and state level in the State of California since the late 1990s under the initial tutelage of UCLA's Dr. Leobardo Estrada, a renowned national expert on ethnic and racial demographic trends, particularly in the Latino/a/x community; and Dr. J. Eugene Grigsby III, a renowned social justice advocate and current President & CEO of the National Healthcare Foundation. During this time, Mr. Westall authored the publication "Reapportionment, Redistricting and the Latino Community: 2000 and Beyond" for the NALEO Educational Fund as his master's thesis. The publication was distributed to hundreds of Latino/a/x elected and appointed officials from across the United States at the 2000 NALEO Educational Fund National Conference in Denver, Colorado.

As a staff member to then-Speaker of the Assembly Robert M. Hertzberg, Andrew Westall worked with Assembly consultants (including Mr. David Ely) out of Caltech to build the data sets for the Statewide Database and the 2001 redistricting process, prior to the drafting of plans. He drew 43 of the 80 State Assembly seats in the adopted 2001 California State Assembly map, as well as several draft plans for State Senate and Congressional District maps. Mr. Westall's state experience also includes expert affidavits and testimony during the successful State Supreme Court litigation process with respect to the State Senate district boundaries after the plan was approved. Throughout his tenure with the California State Assembly, Mr. Westall also participated in the technical development and creation of the 2000, 2002, 2003, and 2004 State Elections data sets that also reside on the Statewide Database website.

In 2001-02, Andrew Westall served as the Technical Director for both of the appointed Commissions that recommended the LAUSD and City Council maps to the Los Angeles City Council. During this time, Mr. Westall built the data sets used by each Commission, as well as worked with Commissioners on several draft plans, the final recommended plan, and all associated technical reports.

In 2011-12, Andrew Westall served as the Executive Director for the Los Angeles City Council Redistricting Commission. During this time, Mr. Westall was also the line drawer for the Central Basin Municipal Water District (as a subcontractor to DeAztlan Consulting), as well as provided pro-bono line drawing and analysis for the Los Angeles County Federation of Labor with respect to the 2011 California Citizens Redistricting Commission process.

From 2018 to 2021, Mr. Westall provided expert testimony and affidavits on behalf of the City of Los Angeles and the State of California with respect to the 2020 Census in successful litigation.

From 2021 to the Present, Mr. Westall has served as Principal & Owner for Bear Demographics & Research, serving over 20 clients and \$1.5 million in gross receipts.

Mr. Westall's resume is attached.

DAVID ELY

Mr. Ely is the Founder and President of Compass Demographics, a consulting and database management firm specializing in projects involving Census and Election Data. Mr. Ely has extensive experience in the management of redistricting projects, the analysis of voting behavior, and demographic analysis.

David Ely has served as an expert and testified on behalf of numerous jurisdictions in the United States as well as private plaintiffs in numerous cases involving voting rights and districting issues, and his opinions have been cited and relied on in multiple legal opinions. He has also served as a consultant and expert on behalf of defendant jurisdictions in voting rights litigation challenging election systems or districts. Mr. Ely has also served as a consultant to construct databases, draw district lines or prepare presentation maps and reports for the many jurisdictions in conducting their normal redistricting. These have included statewide congressional and legislative redistricting in California, as well as a variety of County Boards, City Councils, School Boards, Water Districts, Regional Transit Boards and others following the 1990, 2000, 2010, and 2020 Census.

Mr. Ely's most recent clients in the State of California include the City of Fullerton, the City of Garden Grove, the City of Carson, the City of Coalinga, the City of Richmond, and the City of Malibu. Mr. Ely's Curriculum Vitae is attached.

TIZOC DEAZTLAN

Tizoc DeAztlan is the President of DeAztlan Consulting, LLC., and has spent most of his career consulting and advising Southern California government, non-profit, private, and corporate agencies. He has consulted and managed public relations, community outreach, and media campaigns at the federal, state, and local levels.

Mr. DeAztlan specializes in Latino/Spanish speaking media markets and community affairs spearheading programs on issues of water, land use, culture, health, wellness, redistricting, and education. A go-to-person for coalition building and partnership creation, Tizoc maintains a consistent and measured community-centered approach. His adeptness at understanding all angles and creating the best option forward has led to a long track record of success for his clients. Mr. DeAztlan understands that while there are traditional outreach methods that must be utilized, each community is unique and as such his multi-lingual team must be adaptive to provide access to each resident regardless of language and technical capabilities.

Tizoc has consulted on redistricting and has worked alongside municipalities and commissions to maximize community involvement to meet and or exceed all obligations established under the California Voting Rights Act and redistricting law. Mr. DeAztlan partnered with BDR to provide full service outreach services to the Cities of Alhambra, Desert Hot Springs, Menifee, San Bernardino, and the Palmdale School District. Most recently, Mr. DeAztlan has led efforts to increase community participation through multi-layered public education and outreach by producing and implementing culturally competent collateral in English, Spanish, and Tagalog. Mr. DeAztlan's resume is attached.

Andrew Westall

Los Angeles Metropolitan Area

ajwestall@gmail.com

323.708.2478

linkedin.com/in/andrewwestall

Experience

Principal

Bear Demographics & Research

Jan 2021 - Present (3 years 2 months)

Deliver specialized services and consultation to clients related to redistricting, district formation, demographics, GIS, local ballot measures, city/county management, and cannabis regulations.

- Consulted with/advised city clients, including the Cities of Alhambra, Bradbury, Carson, Desert Hot Springs, Lake Forest, Lomita, Los Angeles, Menifee, Perris, and San Bernardino. Also served as consultant to Chino Basin Water Conservation District, Mojave Water Agency, Palmdale School District, Palmdale Water District, Peralta Community College District, Walnut Valley Water District, Equal Representation Project, Los Angeles County Federation of Labor, Los Angeles Jazz Festival, SCLC of Southern California, UCBA, and Valley Industry & Commerce Association.

Executive Director

Los Angeles Unified School District Redistricting Commission

Mar 2021 - Nov 2021 (9 months)

Delivered excellent outcomes for the Board of Education redistricting process, leading two staff members, five contractors, and a \$672K budget in daily operations for the Commission's work.

Conducted comprehensive, districtwide outreach through ten public testimony hearings with more than 1,200 virtual attendees. Received 2,128 written public comments.

- Led seventeen regular/special virtual Commission meetings; and issued a 192-page report to the Los Angeles City Council.

Chief Deputy/Assistant Chief Deputy

Office of Los Angeles City Council President Herb J. Wesson, Jr.

Apr 2012 - Dec 2020 (8 years 9 months)

Chief Deputy (Apr 2016 – Dec 2020)

Asst. Chief Deputy (Apr 2012 – Mar 2016)

As leader/strategist, managed daily operations and publication of Council agendas. Co-managed 27 of City Council President's personal staff and \$7.4M annual budget. Administered grants and all discretionary funds, contracts, city planning, and public improvement approvals/projects for Council District 10. Served as lead for Councilmember's legislative/budget portfolio and assumed role as thought leader for community and media response. Led teams of as many as 50 employees on issues related to budget, revenue strategies, ballot measures, pensions, recreation/parks, environment/utilities, intergovernmental relations, public safety, cultural arts, labor negotiations, housing, planning, economic development, infrastructure, cannabis, and transportation.

- Collaborated on securing \$250M to upgrade all parks/cultural facilities in Council District 10.
- Partnered on successful efforts to pass Proposition HHH, providing \$1.2B in homeless housing and services, as well as the passage of Charter Amendments 1 and 2, consolidating local elections with state/federal elections.
- Facilitated construction of 10,000+ housing units and dozens of commercial projects creating 15,000+ permanent jobs.
- In role as City Council lead, negotiated the dissolution of CRA/LA.
- Assumed integral role for project construction management of the \$1.5B Metro E Line (Expo).
- Acted as lead City Council negotiator for the successful 2028 Olympics and Paralympic Games bid.
- In role as City Council lead, negotiated the successful implementation of the RecycLA Franchise Waste System.
- Led committees, including the HCED Committee, the Rules, Elections and Intergovernmental Relations Committee, the Ad Hoc on the 2028 Olympics and Paralympic Games, and the Ad Hoc on Police Reform chaired by the Council President. Also staffed the Executive Employee Relations Committee, the Ad Hoc on COVID-19 Recovery, and SCAG.

Executive Director

Los Angeles City Council Redistricting Commission

Nov 2011 - Mar 2012 (5 months)

Delivered excellent outcomes for City Council redistricting process, leading six staff members, 27 contractors, and a \$750K budget in daily operations during the Commission's work. Conducted comprehensive citywide outreach, planning and facilitating twenty-two public testimony hearings with more than 5,000 attendees at a variety of city and non-city facilities. Received 6,551 written public comments.

• Led eleven regular/special Commission meetings; and issued a 950-page report to the City Council.

Senior Deputy

Office of Los Angeles City Council Member Herb J. Wesson, Jr.

Nov 2005 - Nov 2011 (6 years 1 month)



Adjunct Professor

Pasadena City College

Jan 2003 - May 2010 (7 years 5 months)



Assistant to the Speaker

California State Assembly

Feb 1999 - Nov 2005 (6 years 10 months)

Education



UCLA

Master of Arts (MA), Urban Planning

Student Body President, Graduate Students Association

Viewpoint Columnist, The Daily Bruin



University of California, Davis

Bachelor of Arts (BA), Political Science-Public Service

President, Chi Phi Fraternity, Sigma Delta Chapter

Skills

Government • Economic Development • Public Policy • Community Development • Public Speaking •
Community Outreach • Non-profits • Project Planning • Redistricting • Demographic Analysis

Honors & Awards

Award of Merit: Comprehensive Plan Award: Large Jurisdiction - APA California

2017

Social Change and Diversity Award - APA Los Angeles

2018

VITA

DAVID R. ELY

Compass Demographics, Inc.

6575 N. Vista Street

San Gabriel, CA 91775

(626) 807-0719

E-mail: ely@compass-demographics.com

Employment:

2007 to present

David Ely is the president and founder of Compass Demographics, a consulting and database management firm specializing in projects involving census and election data, redistricting projects, demographic analysis, and analysis of voting behavior.

1986 to 2007

Director of Research for the Redistricting and Reapportionment practice of Pactech Data and Research, Pasadena, California. As Director of Research, Mr. Ely testified or consulted to counsel in a variety of litigation involving the configuration of election districts as well as providing database construction and redistricting consulting for numerous jurisdictions.

Education:

California Institute of Technology in Pasadena, CA with a B.S. in Social Sciences and Mechanical Engineering in 1987.

Redistricting Consulting

Activities include database construction, demographic and voter analysis, development of districting plans, public hearings and presentation of plans, technical assistance, and analysis of alternative redistricting plans.

2022 Mission Springs Water District Board Redistricting

2022 Desert Hot Springs Council District Formation

2022 Palmdale City Council Redistricting

2022 Alhambra City Council Redistricting

2022 Coalinga City Council Redistricting

2022 Coalinga-Huron Recreation & Parks Board Redistricting

David R. Ely, Vita, page 2

(Redistricting Consulting, cont.)

2022 Garden Grove City Council Redistricting
2021 Compton Unified School District Trustee Area Redistricting
2021 Pasadena City Council Redistricting
2021 Los Angeles County Supervisorial Redistricting
2021 Los Angeles City Council Redistricting
2020 Malibu City Council District Analysis
2020 Mission Springs Water District Board District Formation
2020 Richmond City Council District Formation
2019 Compton Unified School District Trustee District Formation
2019 Carson City Council District Formation
2018 Coalinga City Council District Formation
2018 Coalinga-Huron Recreation & Parks Board Member District Formation
2017 San Marcos Unified School District Trustee Area Formation
2016 Upland City Council District Formation
2016 Costa Mesa City Council District Formation
2015 Garden Grove City Council District Formation
2015 Fullerton City Council District Formation
2014 Saugus Union School District Trustee Area Formation
2014 Whittier City Council District Formation
2014 Sulphur Springs School District Trustee Area Formation
2014 Lancaster Elementary School District Trustee Area Formation
2012 Los Angeles Unified School District Redistricting
2012 Los Angeles City Council Redistricting
2012 Pasadena Unified School Board Districting
2012 Pasadena City Council Redistricting

David R. Ely, Vita, page 3

(Redistricting Consulting, cont.)

- 2011 Bay Area Rapid Transit (BART) Board Redistricting
- 2011 California Legislative Redistricting
- 2011 Los Angeles County Redistricting
- 2008 Ceres Unified School District Redistricting
- 2008 Madera Unified School District Redistricting
- 2008 Merced Elementary School District Redistricting
- 2008 Merced High School District Redistricting
- 2005 Hanford Joint Union High School District Redistricting
- 2003 Oakland City Council and Oakland Unified School Board Redistricting
- 2002 Los Angeles City Council Redistricting
- 2002 Los Angeles Unified School District Board Member Redistricting
- 2002 Pasadena, California, City Council Redistricting
- 2001 California Legislative Redistricting (Senate, Assembly, and Congressional)
- 2001 Los Angeles County Supervisorial Redistricting
- 2001 Bay Area Rapid Transit Board Member Districts Redistricting
- 1992 Rancho Mirage, California, City Council Redistricting
- 1992 Three Valleys Municipal Water District Redistricting
- 1992 Los Angeles Unified School Board Member Redistricting
- 1992 Los Angeles City Council Redistricting
- 1992 Pasadena, California, City Council Redistricting
- 1991 California Congressional Redistricting
- 1991 California State Assembly Redistricting
- 1991 Los Angeles County Board of Supervisors Redistricting
- 1987 City of Boston, Massachusetts Redistricting
- 1986 Los Angeles City Council Redistricting
- 1987 to 2012, California State Legislature, Redistricting Database construction

Litigation Analysis

Activities include database construction, demographic analysis, expert witness testimony, surname matching, geocoding of registered and actual voter lists, and construction of illustrative districting plans.

2000-Present Provided analysis on numerous voting rights investigations not listed.

Milligan v. Allen (2023), Special Master team cartographer (Alabama)

Shafer and Murphey v. Pearland ISD (2023), expert witness (Texas)

Parietti v. Rockland County (2023), expert witness (New York)

Dixon v. Lewisville Independent School District (2022), expert witness (Texas)

Contreras et al v. Illinois State Board of Elections (2021)

Vaughan v. Lewisville Independent School District (2020), expert witness (Texas)

Kumar v. Frisco Independent School District (2020), expert witness (Texas)

Terrebonne Parish NAACP et al vs. Governor of Louisiana et al (2019), Special Master

Tyson v. Richardson Independent School District (2018), expert witness (Texas)

Yumori-Kaku v. City of Santa Clara (2018), expert witness (California)

Loya v. City of Santa Monica (2018), expert witness (California)

Luna v. Kern County (2017), expert witness (California)

Patino v. City of Pasadena (2015), expert witness (Texas)

Garrett v. City of Highland (2015), expert witness (California)

Ramos v. Carrollton-Farmers Branch Independent School District (2015), expert witness (Texas)

Rodriguez v. City of Grand Prairie (2015), expert witness (Texas)

Rodriguez v. Grand Prairie Independent School District (2014), expert witness (Texas)

Navajo Nation v. San Juan County (2014), expert witness (Utah)

Solis v. City of Santa Clarita (2014), expert witness (California)

Jauregui v. City of Palmdale (2013), expert witness (California)

Gonzalez v. City of Compton (2012), expert witness (California)

Fabela v. City of Farmers Branch (2011), expert witness (Texas)

David R. Ely, Vita, page 5

(Litigation Analysis, cont.)

Benavidez v. Irving Independent School District (2008, 2013), expert witness (Texas)

Benavidez v. City of Irving (2008), expert witness (Texas)

Avitia v. Tulare Local Health Care District (2008), expert witness (California)

U.S. v. City of Euclid (2007), election data consultant (Ohio)

Bexar Metropolitan Water District (2007), election data consultant (Texas)

U.S. v. City of Springfield, Massachusetts (2006)

U.S. v. State of Missouri (2006), election data consultant

U.S. v. City of Philadelphia and Philadelphia City Commission (2006), Pennsylvania

State of Georgia v. Ashcroft, (2004) election data consultant

Gomez v. Hanford Joint Union High School District, (2004) California

Sanchez v. City of Modesto, (2004), California

Governor Gray Davis v. Kevin Shelley, (2003) data analysis and declaration (California)

U.S. v. Alamosa County, (2002), expert witness (Colorado)

Cano v. Davis, (2002), election data consultant, (California)

U.S. v. City of Lawrence, (2000), expert witness (Massachusetts)

U.S. v. City of Santa Paula, (2000) voting rights litigation (California)

U.S. v. Upper San Gabriel Valley Municipal Water District, (2000) voting rights litigation (California)

U.S. v. Passaic (2000) voting rights litigation (New Jersey)

U.S. v. City of Lawrence, (1999) voting rights litigation (Massachusetts)

Bonilla v. Chicago City Council (1992-1998), expert witness (Illinois)

Ruiz v. City of Santa Maria, (1992-1998), expert witness (California)

Garza v. County of Los Angeles, (1988-90), Constructed databases and designed remedial plans for Los Angeles County Supervisorial Districts

TIZOC DE AZTLAN

78-115 Calle Estado, #206, La Quinta, CA 92253
tizoc@deaztlanconsulting.com
(C) 310-699-3201

EXPERIENCE HIGHLIGHTS

DEAZTLAN CONSULTING, La Quinta, CA

President

Responsible for setting and directing the strategy and vision for a full-service public relations, research, and governmental affairs firm. Under his direction, the team has built and managed effective communications strategies combining traditional field operations with the most up-to-date media platforms. His bi-lingual team can produce sophisticated and culturally competent collateral material including direct mail, posters, booklets, banners, merch, as well as offer full video services from scripting to production, delivering your message in a direct and persuasive way. In addition, maximizing the use of social media channels, the team's collective expertise allows us to build a new online community or grow an already existing social channel to extend your identity's reach across multiple platforms through custom content, engagement strategies, and advertising campaigns. The team has created effective virtual meeting strategies as well as developed COVID-19 safe protocols for in-person meetings.

LOYOLA MARYMOUNT UNIVERSITY, Los Angeles, CA

Research Project Manager/ Grant Acquisition and Management Specialist

Generate and implement media and community outreach efforts for The Leavey Center for the Study of Los Angeles "LCSLA." Effectively promote and foster positive relationships with City, County, State, and National government, corporate, and community organizations. Advocate LCSLA's capabilities to Legislators and their staff; cultivate constructive partnerships. Develop and produce televised weekly seminars that attract elected officials and leaders. Expand the presence of LCSLA through representation at public events. Conduct Research for an integrative study on leadership and community in Los Angeles. Track and analyze public policy and legislation for studies on local health, government, transportation, education, economy, and governance. Implement existing grants including hiring and overseeing of field staff, creation of project literature, reporting to grant representative, and write reports on expectation and progress for existing grants. Lead and manage compliance effort for grant proposals.

FORDHAM UNIVERSITY, New York, NY

Development Services Coordinator

Served as advocate and liaison between Communications, Alumni Relations, IT and Stewardship departments; develop strategic tactical plans to improve efficiency and data integrity of University database and record systems. Directed donor acknowledgements and produced progress reports to support the \$400 million Excelsior capital campaign.

In earlier role, directed diverse marketing projects to support annual fundraising efforts; coordinated market research, monitored web site, and developed promotional material and direct mail campaigns. Spearheaded launch and execution of key marketing projects that led to notable increases in gift contributions.

NEW HORIZONS FAMILY CENTER, Glendale, CA

Government Program Administrator

Served integral role for a progressive non-profit Development and Management team responsible for the expansion of community services to the under privileged community of Glendale; conducted prospect research and gift solicitation. Member of Grant writing and acquisition team that was successfully awarded grants from the City of Los Angeles, The County of Los Angeles, The State of California Prepared and administered budgets for city, county and state contracts. Tracked and monitored Youth Program goals to meet or exceed government grant guidelines. Tracked legislation pertinent to children and mental health organizations. Key representative for all public relations events such as galas and forums. Collaborated with local Fire, Police Departments, and School Districts to plan festivals, child health days, and other community events. Booked health and human services leadership to speak at community events, and piloted centers Higher Education for Me program. Coordinated fundraising efforts with Glendale and Los Angeles City Councils, California State Assembly, Senate Members and County Supervisors. Championed multimedia events and gained PR exposure via press releases, television, print and Internet campaigns.

RAND CORP, Santa Monica, CA

Field Researcher,

Was part of the initial group of researchers to work on the Los Angeles Family and Neighbor Study. Field research was conducted in randomly selected homes through-out Los Angeles County to study the effects neighborhood has on a family's health, religion, economics, education, culture, and inter-family cohesiveness. Specialized in impoverished, and Spanish speaking communities. This study's data has been used for the creation of Los Angeles County health and human services public policy.

EDUCATIONAL BACKGROUND

Bachelor of Arts, Communications and Media Studies, 2009

FORDHAM UNIVERSITY, New York, NY

Extra-Curricular

Run with Los Muertos

Founder/Race Director

This annual day of the dead celebration was created to promote health and wellness in the Latino Community. Through varied programming including a 5k run, art show, clinics, and block party, the festivities bring together organizations, teams, and thousands of participants from around the country.

The Mobius Conference

Founder/Executive Director

A conference for thought leaders, artists, and scholars to engage, connect and share evolving topics in art, politics, and culture. The core mission of Mobius is to create spaces for dialogue amongst varied disciplines. Past conference participants have included civil rights icon Dolores Huerta, California State Treasurer Fiona MA, Actor Emilio Rivera, and internationally renowned Burkinabè architect Francis Kéré.

Select Current and Past Clients:

Alianza Coachella Valley	Congressman Raul Ruiz
Assemblymember Eduardo Garcia	Goldenvoice
Building Healthy Communities	Governor's Office of Planning and Research
City of Alhambra	HRI Development
City of Coachella	Imagine Schools
City of Coachella Mayor Steven Hernandez	Indio City Council Member Waymond Fermon
City of Desert Hot Springs	Loyola Marymount University
City of Menifee	Leavey Center for the Study of Los Angeles
City of Palm Springs	Palm Dale Unified School District
City of Palm Springs Mayor Grace Garner	Palm Springs City Council Member Christy Holstege
Coachella Stakeholders Association	Palm Springs CENSUS Committee
Coachella Valley Association of Governments	Riverside County Supervisor V. Manuel Perez
Coachella Water Authority & Sanitary District	Sandstone Properties
College of the Desert Foundation	Southwest Voter Registration and Education Project
CVUSD Trustee Adonis Galarza	

Section 3 – Scope of Work

Having served several different jurisdictions in a similar capacity with over 50 years of combined experience in the district formation process, the team is poised to approach this project with a determined structure and timeline that fully develops all of the District’s abilities and opportunities to maximize public input, while delivering the expert guidance, technical reports, and tasks necessary to complete the Board of Director’s work in a non-partisan and transparent manner. The Beaumont-Cherry Valley Recreation and Park District will have plenty of time to implement new Board of Directors districts for the next election. General objectives include:

- Collaborating, working with, and taking direction from the Board of Directors to develop a plan of action that is structured and meets the objectives, criteria, and timeline developed and adopted by the District in coordination with general counsel and District staff.
- Providing the entire spectrum of technical and geographic possibilities and options to the District within the legal parameters of district formation.
- Maintaining flexibility, efficiency and nimbleness to ensure all deadlines are met consistently and within budget.
- Continuous and open lines of communication with the District staff, general counsel, the Board of Directors, and members of the public (at the direction of the District). This can be achieved by email, phone, virtual online meeting, or in-person.

With respect to analytical resources and quantitative capabilities, the project team uses Maptitude for Redistricting by the Caliper Corporation, as well as has expertise in ESRI ArcGIS, Adobe Acrobat, Microsoft Access, Excel, Word, and SQL and OCB database platforms. With respect to databases, the firm has access to Census data going back to the 1990 Census including all sets of PL 94-171 data, as well as American Community Survey data and historical statewide elections data (1990-) on the Statewide Database hosted by UC Berkeley. For the user-friendly online mapping and digital interface tool, our team uses DistrictBuilder by Azavea.

Below is a standard methodology for the District process that serves as a baseline of the many steps necessary to complete the District’s work with plenty of time for the Registrar of Voters to begin the redrawing of voter precinct boundaries prior to the next election cycle, essential for the District to satisfy its legal requirements.

1. Work with District staff to finalize and gain staff approval of consultant-developed training materials and presentation on district formation.
2. Work with District staff to identify all scope of work written tasks that shall be translated into any languages. All written translation will be conducted at the District’s cost unless otherwise negotiated. All materials that require translation shall be submitted to District staff or the requisite vendor at least seven business days in advance of publication.
3. Create a user-friendly digital interface that allows the Board of Directors, and members of the public to draw their own district boundaries. The DistrictBuilder program will also guide the user in complying with all applicable laws and requirements to the extent practicable. (**online mapping tool option**)
4. Work with District staff to finalize and gain staff approval of the digital interface for public

distribution and made available as a link on the District's website.

5. Work with the District staff to finalize and gain approval of public training workshop materials and presentation of the digital interface.
6. Work with the District staff to finalize and provide data summary and geographic files in standard map and data formats (e.g. ArcGIS, Maptitude, MapInfo, .DBF, etc.) for public distribution.
7. Work with the District staff to finalize and gain staff approval of consultant-developed 2020 Census materials and presentation.
8. First Board of Directors Meeting – Train the Board of Directors during a regular meeting on the district formation process, California Voting Rights Act, federal Voting Rights Act, and all other applicable state and federal election laws; provide an overview of the 2020 Census data, demographic profile, and public workshop presentation.
9. Conduct outreach for two public workshops and public hearings to the public (e.g., evening and weekend) on district formation and the digital interface in an objective, non-partisan informational manner. Verbal translation for training workshops and written materials will be provided by the District as required by state and federal law or otherwise negotiated.
(full-service outreach services option)
10. Provide training via public workshops to the public (e.g., evening and weekend) on district formation and the digital interface in an objective, non-partisan informational manner.
11. Second Board of Directors Meeting – Provide a summary to the Board of Directors of current outreach and other activities undertaken to date, and field questions during the hearing.
12. Evaluate draft maps prepared by the public to determine whether they are population balanced and satisfy the requirements of the Voting Rights Acts, including all other applicable laws, and share findings with the District staff.
13. Work with the District staff to finalize and gain staff approval of a written summary of all public input submitted at the public input hearings, in writing, as a proposed map, or during other Board of Directors conducted comment periods prior to the release of a draft map.
14. Propose new district boundaries to District staff based on feedback provided by the community and criteria set by the Board of Directors that are population balanced and satisfy the requirements of federal, state, and local laws.
15. Work with District staff to finalize and gain staff approval of the proposed initial draft maps and accompanying technical report for public release and presentation to the District.
16. Conduct outreach for three additional public input hearings on the initial draft maps. Verbal translation for input hearings and written materials will be provided by the District as required by state and federal law or otherwise negotiated. **(full-service outreach services option)**
17. Third Board of Directors Meeting - Present staff recommended initial draft map(s) and accompanying technical report to the Board of Directors during a regular meeting, along with public

comment and submitted proposed maps analysis. Proposed draft maps and technical report will be published seven days in advance in accordance with state law.

18. Make modifications to the initial draft map(s) based on input from the Board of Directors and the community in coordination with District staff.
19. Work with District staff to finalize and gain staff approval of revised final draft map and accompanying technical and written reports summarizing all public input on the proposed initial draft maps.
20. Fourth Board of Directors Meeting – Hold a public input hearing to get feedback from residents on the draft map(s).
21. Make modifications to the final draft map(s) based on input from the Board of Directors and the community in coordination with District staff.
22. Work with the District staff to finalize and gain staff approval of revised final draft map and accompanying technical and written reports summarizing all public input on the proposed draft maps.
23. Fifth Board of Directors Meeting - Present consultant recommended, and District staff approved, revised final draft map and accompanying technical report to the Board of Directors along with public comment and analysis of all available public input. Proposed revised final draft map and technical report will be published seven days in advance in accordance with the California FAIR MAPS Act. Adoption of final map and resolution by the Board of Directors.
24. Assist the Board of Directors and District staff in all facets of implementing the final district boundary map, including all deliverables needed for the Registrar of Voters to implement new voter precinct boundaries and District archives.
25. Actively participate in all meetings and public hearings scheduled by the Board of Directors that address the district formation process. The team is located in Southern California and is available to participate or meet in person as required.
26. Provide additional Census, PL 94-171, Statewide Database, and American Community Survey demographic data upon request as practicable during the term of the contract.

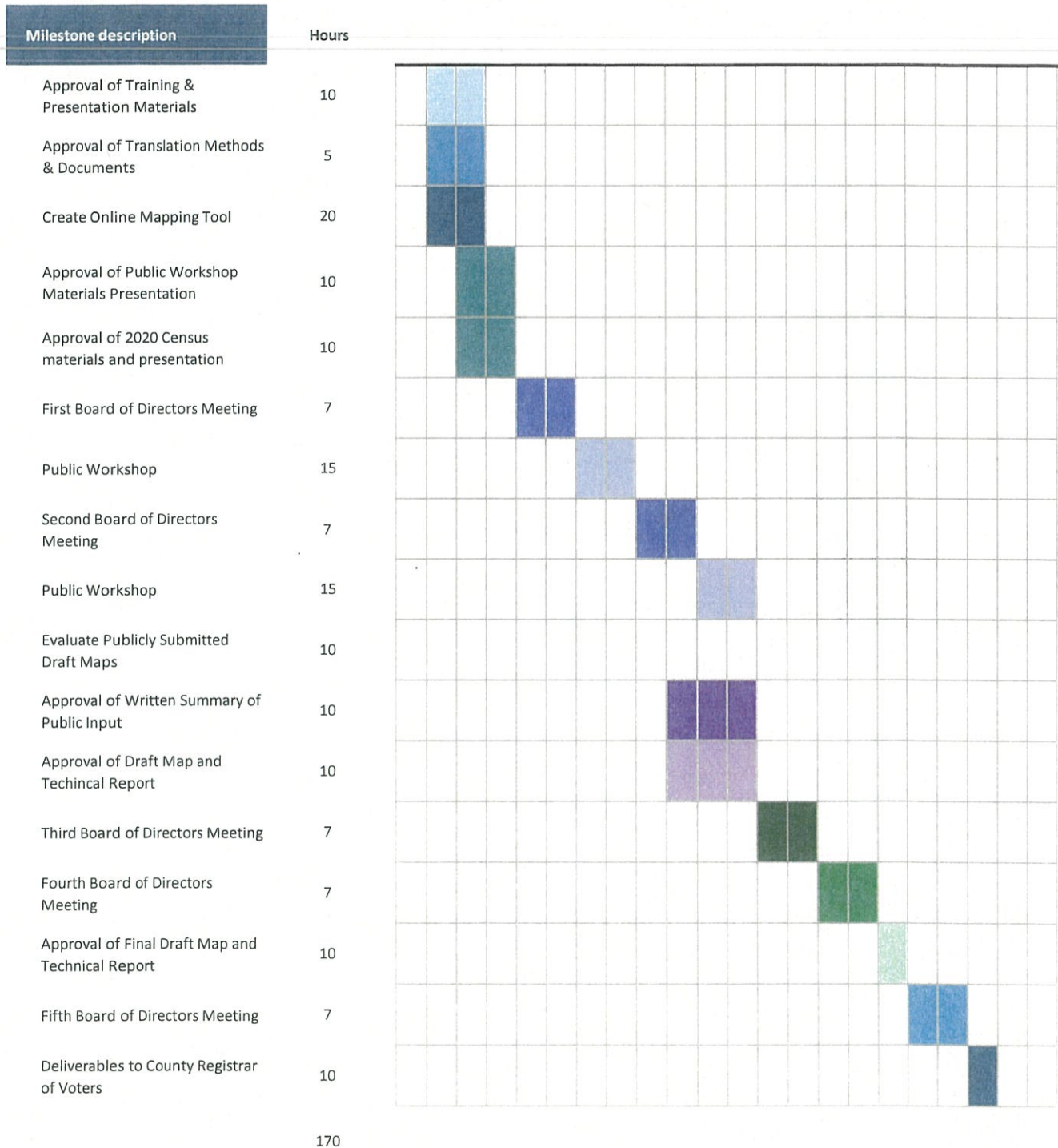
Board of Directors District Formation

Beaumont-Cherry Valley Recreation and Park District

Bear Demographics and Research LLC

Andrew J. Westall - Project Manager

Project Start Date: TBD



Section 4 – References

Palmdale School District (2022-23) District Formation

Raul Maldonado
Superintendent of Schools
Palmdale School District
39139 10th Street East
Palmdale, CA 93550
661.947.7191
r Maldonado@palmdalesd.org
<https://www.palmdalesd.org/Page/6458>

Palmdale Water District (2021-22) Redistricting

Adam C. Ly
Assistant General Manager
Palmdale Water District
2029 East Avenue Q
Palmdale, CA 93550
562.417.8841
aly@palmdalewater.org
<https://www.palmdalewater.org/governance/redistricting/>

City of Lomita (2022-23) District Formation

Barry Waite
City Councilmember
City of Lomita
24300 Narbonne Avenue
Lomita, CA 90717
310.569.0523
waite@lomitacity.com
<https://lomitacity.com/districting/>

City of Desert Hot Springs (2021-22) District Formation

Luke Rainey
City Manager
City of Desert Hot Springs
11999 Palm Drive
Desert Hot Springs, CA 92240
760.329.6411 x108
lrainey@cityofdhs.org
<https://www.cityofdhs.org/district-elections/>

City of Perris (2021-22) District Formation

Eric Dunn
City Attorney, City of Perris
Partner, Aleshire & Wynder, LLP
3880 Lemon Street, Suite 520
Riverside, CA 92501
951.241.7338
edunn@awattorneys.com
<https://www.cityofperris.org/government/city-council/district-elections-information>

Los Angeles Unified School District Redistricting Commission (2021)

Luis Sanchez
Chair (ret.)
LAUSD Redistricting Commission
200 N. Spring Street, Room 285
Los Angeles, CA 90012
323.376.9370
luis@powercalifornia.org
https://redistricting2021.lacity.org/lausdrc/html/about_vision.html

City of Alhambra (2021-22) District Formation/Redistricting

The Honorable Lauren Myles
City Clerk
City of Alhambra
111 South First Street
Alhambra, CA 91801
626.570.5090
lmyles@cityofalhambra.org
<https://www.cityofalhambra.org/553/City-of-Alhambra-Redistricting-Process>

City of San Bernardino (2021) Redistricting

The Honorable Genoveva Rocha
City Clerk
City of San Bernardino
201 North "D" Street
San Bernardino, CA 92401
909.384.5002 x3212
rocha_ge@sbcity.org
<https://www.sbcityredistricting.org/>

Chino Basin Water Conservation District (2021-22) Redistricting

Elizabeth Skrzat
General Manager
Chino Basin Water Conservation District
4594 San Bernardino Street
Montclair, CA 91763
909.267.3220
eskrzat@cbwcd.org
<https://www.cbwcdredistricting.org/>

Mojave Water Agency (2021-22) Redistricting

Yvonne Cox
Interim Assistant Manager of Special Projects
Mojave Water Agency
13846 Conference Center Drive
Apple Valley, CA 92307
760.221.2428
ycox@mojavewater.org

Section 5 – Cost Proposal

The Cost Proposal listed below is all-inclusive of the work and costs that the project team will undertake. The only exception to this proposal is the translation of documents into any languages, and the team would be happy to work with District staff to ensure such translation occurs in a timely manner as outlined in the proposal. The project team can provide several options as well, including full-service outreach services, an online mapping tool, and developing and maintaining the District's district formation website as a separate site from the District's current website.

We look forward to discussing this proposal further with you. Once again, thank you for your time and consideration.

Cost of Scope of Work

\$40,000 Demographer, Technical, Mapping Consulting

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\$40,000 Total Cost of Bid Proposal (not to exceed)

Optional Services

\$ 8,500 User-friendly online Mapping Tool (DistrictBuilder)

\$ 7,500 Website Development and Maintenance (if separate from City website)

\$20,000 Full-Service Outreach Services

Additional Services

\$250 per hour for additional demographic/mapping/technical services not within the scope of the contract.

\$175 per hour for additional outreach services not within the scope of the contract.

\$300 per hour for redistricting/demographic legal expert witness analysis/testimony after the expiration of the contract.

Hourly Rates by Classification

Project Manager \$250 per hour

Technical Director \$250 per hour

Outreach Director \$175 per hour



October 3, 2024
Deidre Chatigny
Human Resources Administrator/Clerk of the Board
Beaumont-Cherry Valley Recreation and Park District
390 Oak Valley Pkwy,
Beaumont, CA 92223

Dear Ms. Chatigny,

Thank you for reaching out to Redistricting Partners about the CVRA conversion process. We have worked with over 100 agencies, large and small, on their decennial redistricting process, conversions to districted elections under the California Voting Rights Act, and other related projects, such as racially polarized voting analyses. Our client list from over the last redistricting cycle includes more than 20 counties, 25 cities, and numerous school and special districts, with many clients in your region, including the City of Riverside.

Our responsibilities include walking elected officials, staff and the public through the background of the CVRA districting process, building a record of community input on potential new lines, and overseeing the technical aspects of implementing the new lines with the relevant local county elections offices.

I have attached an outline of our scope of services for agencies converting to by-district elections under the CVRA. In most cases, for a city CVRA conversion using a five-hearing structure, multiple draft maps, assistance in outreach, and analysis of public input, the cost would be \$37,000, with potential additional costs if the district wants features such as an online mapping tool or additional subcontracted outreach services.

We are confident that our experience and professionalism will exceed your expectations and will help make your conversion process as smooth as possible. We look forward to working with the Beaumont-Cherry Valley Recreation and Park District on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Mitchell", written in a cursive style.

Paul Mitchell
Owner, Redistricting Partners

Scope of Services – CVRA Conversion

Redistricting Partners has been working for the past two decades assisting municipalities, school and community college districts and special districts with conversion to districted election systems under the California Voting Rights Act (CVRA).

The CVRA requires all agencies to convert to by-district election systems if they have signs of racially polarized voting. Amendments to this law allow for a faster, easier transition provided that the agency follow specific “safe harbor” rules regarding the timing, structure, and transparency in the districting process. Additionally, recent amendments to the FAIR MAPS Act expanded its measures on transparency and communities of interest inclusion to all agencies, not just to cities and counties as required prior to 2024.

The following is an outline of the services provided in this districting effort.

Public Engagement

The CVRA sets a structure for public engagement which includes five public hearings: two conducted prior to line drawing, two more held for public input and changes after maps have been made public, and one final hearing for adoption of a map that has been made public for 7 days prior to adoption.

Redistricting Partners will work with the municipality in conducting these presentations, gathering and documenting public input, and utilizing these hearings as a means for determining initial criteria for draft maps and amending maps that have been produced.

In addition, Redistricting Partners traditionally utilizes three methods for soliciting public input during this process.

- 1) The use of a simple community of interest worksheet, which allows the public to describe their community of interest, give evidence of what binds that community together and defines it, and provide any kind of drawing or map of that area. This can be used in-person at public hearings or completed by the public and emailed as a form of submitted testimony.
- 2) An in-person or online interactive workshop where physical maps are provided showing population densities, and the public is assisted in either drawing their communities of interest or drawing draft maps.

- 3) An online mapping option to facilitate deeper community engagement by allowing members of the public to draw and describe their community of interest or draw potential district lines.

Our staff includes experts in civic engagement and community outreach, and we will assist in communicating needs for public engagement at client direction.

GIS and Data

The GIS backbone of redistricting is the Topologically Integrated Geographic Encoding and Referencing, or TIGER, a format used by the United States Census Bureau. The core TIGER/Line Files and Shapefiles do not include demographic data but do contain information about the external boundaries of cities, counties and other districts, and often are the same geography used in the creation of precincts.

Other districts, such as community colleges, water boards, and other special districts may utilize other geographic layers for their external boundaries, such as parcel layers, and some counties rely on parcel layers entirely for the creation of their precincts. Redistricting Partners has more than a decade of experience dealing with these issues and working with county registrars to process the redistricting files in both formats.

Decennial census districting data specifically tailored to each jurisdiction will be utilized within this TIGER geography. This data, under California law, will also include the reallocation of incarcerated population, and be supplemented with the most recent American Community Survey (ACS) dataset, including estimated total population and Citizen Voting Age Population (CVAP) which quantifies ethnic populations for the purposes of the Federal Voting Rights Act.

Redistricting Partners will create a statement for legal counsel that confirms the presence (or lack of) a majority-minority district using the CVAP dataset prior to generating the first set of draft maps. This helps to ensure that the municipality remains in compliance with the federal Voting Rights Act.

Additional datasets can be utilized in districting based on the client's needs. For example, in a healthcare district, there could be a geographic dataset of underlying service areas or facilities, or at a community college there might be information on campuses and feeder high schools that serve as a geographic dataset to inform the districting process. Redistricting Partners is adept at helping agencies utilize these different pieces of geographic information within one project.

Meetings & Creation of Lines

Redistricting Partners will participate in public hearings, either remotely or in-person.

Once mapping can be conducted, Redistricting Partners will create three sets of potential lines following traditional redistricting criteria as ranked in the FAIR MAPS Act (2019). These criteria require that election districts are contiguous, compact, maintain neighborhoods and communities of interest, and follow input from the public.

All maps submitted by the public will be analyzed to ensure they comply with the FAIR MAPS Act requirements.

Maps that are created are provided in four formats:

- Printable 8.5x11 Mapping and Data PDFs for dissemination with meeting agenda or posting on the public-facing website. These maps provide an overview and will often show neighborhoods, significant landmarks or key facilities, but do not go down to the street-level.
- Interactive online maps, like Google Maps, with the proposed district boundaries, including the embedded data calculations for population, ethnicity, and any other factors that are key to the district analysis.
- Printable large-format maps that can be utilized for any posters or other presentations requiring more detail to the street level.
- Shapefile and census block equivalency files for use by any GIS staff or members of the public with GIS mapping capabilities.

Following the presentation of maps at the third public hearing, Redistricting Partners will take any information gleaned from public comments or elected official input to create additional amended maps and engage in a process of selecting and finalizing mapping options for the fourth public hearing. Alternatively, Redistricting Partners could continue to collect public information and only create new versions after the fourth public hearing.

Under the California Voting Rights Act, the final hearing will be for a vote only on the map which has been finalized and published within seven days prior to adoption. This mapping option will be produced by Redistricting Partners with all the additional technical elements necessary for the final resolution.

Adoption/Processing of new lines

Once lines are adopted, Redistricting Partners will work with the County Registrar staff in order to complete the process and make new lines available for the next available election. This processing includes:

- Documentation from public meetings, signed resolution
- Electronic PDF maps of new election district boundaries
- GIS Shapefiles for county staff to assign precincts
- Metes and Bounds legal document with written description of district boundaries
- Census Block equivalency files and shapefiles for a backup of district lines in latest US Census geographic data.

Post-Districting Report

As required under AB 764, most municipalities and other agencies are required to post a final redistricting report to their website within 21 days of adoption. Redistricting Partners will generate a draft of this report for staff's approval to ensure compliance with this new requirement. This includes a summary of how the map fulfills all the ranked list of criteria and why communities of interest were split, if at all.

An example of a post-districting report created by Redistricting Partners can be found on the City of Laguna Niguel's [website](https://www.cityoflagunaniguel.org/DocumentCenter/View/26331/Final-Report---Transition-from-At-Large-to-By-District-Elections-Adopted-Map) here:

<https://www.cityoflagunaniguel.org/DocumentCenter/View/26331/Final-Report---Transition-from-At-Large-to-By-District-Elections-Adopted-Map>

Optional Elements

Beyond the CVRA Safe Harbor five meeting structure, contracts can be adjusted to allow for additional public meetings or interactive workshops.

Additional outreach programs, including in-language outreach, are available through Redistricting Partners sub-vendors. These can range from small engagements to create materials and promotions for public engagement, and grow into large emailing, mass-mailing, digital, radio and cable TV ads promoting the redistricting process. Language services are also available through a sub-vendor contract.

Redistricting Partners recommends Districtr if your municipality chooses to provide an online mapping tool for the public to use in this process. It was developed by researchers at the MGGG Redistricting Lab and is managed by Redistricting Partners. It contains all the necessary population and geographic data for the public to draw their communities of interest and/or balanced districted maps for consideration.

TYPICAL FIVE HEARING STRUCTURE

	Purpose of Hearing
1 st Public Hearing	<p>Public Hearing with information about the redistricting process, descriptions of the data and mapping tools, introduction of ways the community can provide input.</p> <p>The purpose of this introductory hearing is to provide information to the public and solicit input from the public and elected officials on where community of interests exist, and how those can contribute to the building of potential districts.</p>
2 nd Public Hearing	<p>Repeat of first hearing, with additional emphasis on tools for providing input, potentially an overview or training for online mapping tools, emphasis on receiving community of interest testimony for the purposes of driving map creation.</p>
3 rd Public Hearing	<p>Public Hearing with presentation of maps of new potential district boundaries produced by the demographer and published seven days in advance, with a summary of how mapping options were drawn from testimony and public input received during the previous hearings. These maps are expected to drive additional feedback from the public and elected officials.</p>
4 th Public Hearing	<p>Public Hearing with revised map(s) of proposed district boundaries produced by the demographer and published seven days in advance. Additional public input regarding the revised map(s) and concluding with direction from the council on a final map that will be placed on the calendar for an upcoming up/down vote on the completed districting plan.</p>
5 th Public Hearing	<p>Public Hearing to adopt final map.</p>

Full CVRA Districting

The minimum required five-meeting structure before the Board of Directors as required by the CVRA and working with staff on the districting process, methodologies, technology, population data and any related VRA requirements and timeline.

Creation of mapping options, evaluation of public testimony, working with legal counsel on analyzing compliance with state and federal laws, other laws, and traditional districting criteria. Assisting with final map and staff reports. Additional duties as required.

Principal Staff: Paul Mitchell & Liz Stitt

Cost: \$37,000

Cost of additional meeting(s) if needed: \$1,500/meeting

Public Mapping Tools

DistrictR – an online tool developed by the MGGG Redistricting Lab, a team of researchers at Tisch College of Tufts University allowing for mapping of communities of interest and drawing of district lines.

Online Public Software + Training: \$8,000



Staff Report

Agenda Item No. **6.2**

To: Board of Directors

From: Best Best & Krieger LLP, General Counsel

Date: October 9, 2024

Subject: Approval of Tolling Agreement with the Southwest Voter Registration Education Project, through their attorneys at Shenkman & Hughes PC, extending the time to adopt an ordinance completing the transition from at-large to district-based elections to March 21, 2025, and capping reimbursement costs.

Background and Analysis:

On May 2, 2024, the District received a letter from attorney Kevin Shenkman of the law firm Shenkman & Hughes, PC, on behalf of SVREP, asserting that the District's at-large election system might violate the California Voting Rights Act ("CVRA"), found at Elections Code section 14025 et seq., and threatening litigation if the District does not voluntarily transition to a by-district election system.

On August 14, 2024, the District Board adopted a resolution of intention stating its intent to transition from at-large elections to district-based elections by December 21, 2024.

Elections Code section 10010 provides that if the public entity timely adopts a resolution stating its intent to transition from at-large to district-based elections, no action to enforce the CVRA may be initiated within 90 days of the resolution's passage. Elections Code section 10010(e)(3)(C)(i) permits the Parties to mutually agree to extend this 90-day period to 180 days.

The proposed extension would provide the necessary time for the District to conduct public outreach, encourage public participation, and receive meaningful public input about a transition from at-large to by-district elections. This extra time would be very beneficial given that we are entering the holiday season very soon. The extension was mutually negotiated by the District's General Counsel and Mr. Shenkman.

The attached draft tolling agreement extends the 90-day period to 180 days, to March 21, 2025. On or before March 21, 2025, the District will need to adopt an ordinance completing the transition from at-large to district-based elections.

The tolling agreement also caps the reimbursement costs below what normally would be due by the District, which would be closer to \$40,000.

Fiscal Impact:

By approving this tolling agreement, the District will be limiting its potential liability by having the parties commit to a fixed dollar amount of reimbursement costs.

Recommendations:

Staff recommends that the Board approve the tolling agreement, to provide the District more time to complete the re-districting process, and to limit its potential liability by agreeing to a fixed dollar amount of reimbursement costs.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Deidre Chatigny'. The signature is fluid and cursive, with a large initial 'D' and 'C'.

Deidre Chatigny

Human Resource Administrator/Clerk of the Board

**TOLLING AGREEMENT BETWEEN THE BEAUMONT-CHERRY VALLEY
RECREATION AND PARK DISTRICT AND THE SOUTHWEST VOTER
REGISTRATION EDUCATION PROJECT**

This Tolling Agreement (“Agreement”) is entered into on October 9, 2024 (“Effective Date”), by and among the Beaumont-Cherry Valley Recreation and Park District, a California special district (“District”) and the SOUTHWEST VOTER REGISTRATION EDUCATION PROJECT, a 501(c)(3) nonprofit organization (“SVREP”), through their attorneys at Shenkman & Hughes PC. “District” and “SVREP” are individually referred to herein as “Party” and collectively as “Parties.”

RECITALS

WHEREAS, on May 2, 2024, the District received a letter from attorney Kevin Shenkman of the law firm Shenkman & Hughes, PC, on behalf of SVREP, asserting that the District’s at-large election system might violate the California Voting Rights Act (“CVRA”), found at Elections Code section 14025 *et seq.*, and threatening litigation if the District does not voluntarily transition to a by-district election system; and

WHEREAS, Elections Code section 10010 sets forth a process by which a jurisdiction may expeditiously transition to a by-district election system and avoid the high cost of litigation under the CVRA; and

WHEREAS, Elections Code section 10010 delays the initiation of CVRA litigation and limits attorneys’ fees associated with a CVRA claim if, within forty-five (45) days of receipt of written notice of a potential violation of the CVRA, the District adopts a resolution stating its intent to transition from at-large to district-based elections, and then, within ninety (90) days of adoption of the resolution of intent, the District adopts an ordinance establishing district-based elections for all future elections for its governing board; and

WHEREAS, on August 14, 2024, the District Board adopted a resolution of intention stating its intent to transition from at-large elections to district-based elections by December 21, 2024; and

WHEREAS, Elections Code section 10010 further provides that if the public entity timely adopts a resolution stating its intent to transition from at-large to district-based elections, no action to enforce the CVRA may be initiated within 90 days of the resolution’s passage; and

WHEREAS, Elections Code section 10010 (e)(3)(C)(i) permits the Parties to mutually agree to extend this 90-day period to 180 days; and

WHEREAS, the District and SVREP, through their attorney Mr. Shenkman, have negotiated to extend the 90-day period to 180 days, to complete the transition from at-large to district-based elections by March 21, 2025; and

WHEREAS, the proposed extension would provide the necessary time for the District to conduct public outreach, encourage public participation, and receive meaningful public input about a transition from at-large to by-district elections; and

WHEREAS, Elections Code section 10010(f) provides that within thirty (30) days of the adoption of an ordinance establishing district-based elections, SVREP may demand reimbursement for the cost of the work product generated to support the notice letter (“reimbursement costs”) provided to the District on May 2, 2024; and

WHEREAS, given the District’s limited financial resources, the District and SVREP, through their attorney Mr. Shenkman, have agreed that the reimbursement costs shall be \$30,000 total, which shall be paid over three equal monthly payments in the ninety (90) days following the District receiving the written demand letter and substantiating invoice(s) for the reimbursement costs.

NOW, THEREFORE, in consideration of the mutual terms, covenants, conditions and promises contained herein, the Parties hereto agree as follows:

1. Recitals. All of the foregoing recitals are true and correct and are incorporated herein by reference.

2. Tolling. In accordance with Elections Code section 10010 (e)(3)(C)(i), the Parties hereby agree to extend the 90-day period under Elections Code section 10010(e)(3)(B), during which time SVREP shall not commence an action to enforce the CVRA, to 180 days. SVREP agrees that no legal action shall be commenced by it against the District under the CVRA or Elections Code section 10010 before Monday, March 24, 2025, assuming the District adopts an ordinance completing the transition from at-large to district-based elections on or before March 21, 2025.

3. Reimbursement Costs; Timeline. As permitted by Elections Code Section 10010(f)(1), the Parties agree that the reimbursement costs owed by District to SVREP shall be \$30,000 total. Upon the District receiving a written demand letter and substantiating invoices for the reimbursement costs within thirty (30) days of the District ordinance’s adoption, the District shall pay SVREP or its representative \$30,000 in three equal monthly payments over the period of ninety (90) days. The District will notify SVREP at the time the ordinance is taken to the District Board for introduction and a first reading, and when it is taken to the District Board for second reading and adoption.

4. Termination. This Agreement will automatically terminate on August 1, 2025 (the “Termination Date”) unless extended in writing by the Parties. Notwithstanding the foregoing, this Agreement will automatically terminate on March 24, 2025 if the District does not adopt an ordinance completing the transition from at-large to district-based elections on or before March 21, 2025.

5. No Admission of Liability. This Agreement shall not be construed as an admission of any fact or actual or potential liability on the part of any Party. This Agreement may not be offered as evidence of an admission of any liability or fact in any court proceedings.

6. Binding Effect. Except as otherwise provided in this Agreement, this Agreement is binding upon and inures to the benefit of the Parties and their respective successors and permitted assigns. Except as expressly provided herein, nothing in this Agreement is intended to confer on

any person, other than the Parties hereto and their respective successors and permitted assigns, any rights or remedies under or by reason of this Agreement.

7. Authority to Bind Parties. Each person executing this Agreement warrants that he or she is empowered and authorized to so execute and has the authority to fully bind the entities in the manner herein described.

8. Notices. Any further notices shall be delivered:

TO DISTRICT:

Beaumont-Cherry Valley Recreation and Park District
390 W Oak Valley Parkway
Beaumont, CA 92223
Attn: General Manager
mickey@bcvparks.com

with a copy to:

Albert J. Maldonado
Best Best & Krieger LLP
2855 E Guasti Rd, Suite 400
Ontario, CA 91761
Albert.Maldonado@bbklaw.com

TO SVREP:

Southwest Voter Registration Education Project
2914 N. Main St., 1st Floor, Suite B
Los Angeles, CA 90031
Attn: Lydia Camarillo, President
lcamarillo@svrep.org

with a copy to :

Kevin I. Shenkman
Shenkman & Hughes, PC
28905 Wight Road
Malibu, CA 90265
kishenkman@shenkmanhughes.com

9. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California and is binding upon the Parties. Venue for any action arising from this Agreement shall be in Riverside County.

10. Counterparts. This Agreement may be executed in any number of counterparts with the same effect as if the Parties had signed the same document. All counterparts shall be construed together and shall constitute one agreement.

11. Entire Agreement. This Agreement constitutes the entire agreement among the Parties hereto pertaining to the subject matter thereof; fully supersedes any and all prior understandings and/or agreement between the Parties hereto, or any of them, pertaining to the subject matter thereof; and may be modified only by written agreement signed by all of the Parties thereto.

12. Captions. The captions of this Agreement are for convenience only and are not a part of this Agreement and do not in any way limit or amplify the terms and provisions of this Agreement.

13. Electronic Signatures. The Parties hereto hereby agree that electronic signatures are acceptable and shall have the same force and effect as original wet signatures.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed the day and year first written above.

DISTRICT:

Beaumont-Cherry Valley Recreation and Park District, a California special district

SVREP:

Southwest Voter Registration Education Project, a 501(c)(3) nonprofit organization

By: _____
Mickey Valdivia, General Manager

By: _____
Kevin Shenkman, its Attorney

ATTEST:

By: _____
Deidre Chatigny, District Board Clerk

APPROVED AS TO FORM:

By: _____
Albert J. Maldonado, General Counsel



Staff Report

Agenda Item No. **6.3**

To: Board of Directors
From: Sarah Salzman, Activities Manager
Via: Mickey Valdivia, General Manager
Date: October 9, 2024
Subject: Approval of 2025 Event Dates

Background and Analysis:

Staff has evaluated 2024 event dates and determined the best dates to schedule events for 2025. Based on the findings, Staff proposes the following dates for the 2025 calendar year. Staff is presenting this report to the Board in an effort to secure early approval so the District can book and sign contracts with authentic entertainment for each event.

Date	Day of the Week	Event Name	Location	Foundation	Alcohol
3/28/2025	Friday	Welcome Home Vietnam Veterans	Copper Room	No	No
3/29/2025	Saturday	Spring Fling	Meadow	No	No
4/12/25 and 4/13/25	Saturday and Sunday	Fishing Derby	Bogart Park	No	No
4/25/2025	Friday	Arbor Day	Noble Creek Park	No	No
5/2/25 and 5/3/25	Friday and Saturday	Fiesta De Mayo	Meadow	Yes	Yes
TBD		Memorial Wall Dedication	Noble Creek Park	No	No
6/16/25 and 7/14/25	Mondays	Movie Nights	Meadow	Yes	No
8/22/25 and 8/23/25	Friday and Saturday	Boots, Brews, and BBQ	Field 1	Yes	Yes
9/12/2025	Friday	Foundation Golf Tournament	Off Site	Yes	Yes
10/2/25 - 10/5/25	Thursday-Sunday	Oktoberfest	Field 1	Yes	Yes
10/25/2025	Friday	Pumpkinfest	Bogart Park	No	Yes
12/5/25 and 12/6/25	Friday and Saturday	Winterfest	Meadow/Parking Lot	No	Yes

Fiscal Impact:

There is no fiscal impact if the Board decides to approve the dates above.

Recommendations:

Staff recommends the Board approve the dates for the 2025 calendar year. The Activities Department is excited to start planning these events to ensure that the authentic entertainment is booked well ahead of time.

Respectfully Submitted,

Sarah Salzman
Activities Manager



Staff Report

Agenda Item No. **6.4**

To: Board of Directors

From: Deidre Chatigny, Human Resources Administrator/Clerk of the Board

Via: Mickey Valdivia, General Manager

Date: October 9, 2024

Subject: Receive and File the Agreement with J&R Landscaping Services for Landscape Services at the Cherry Valley Grange Community Center not to exceed \$4,300

Background and Analysis:

The Beaumont-Cherry Valley Recreation and Park District owns and maintains several different properties that require constant landscape maintenance. The services required include maintaining all landscaping, maintaining and repairing irrigation systems, cleaning the parking lots, fertilizing and cutting grass, applying chemicals, removing debris, trimming trees, controlling weeds, cleaning exterior facilities, and performing other landscaping duties.

Staff created and released a Request for Proposal (RFP) to allow outside vendors the opportunity to submit bids to perform the necessary services for the District. At this time the District would like to recommend that the Board award a contract for the Cherry Valley Grange Hall to J&R Landscaping Services. The bid was \$152.00 per week for landscape services and the proposal is for a 6-month contract, which results in a total of \$3,952.00 before taxes.

Fiscal Impact:

This agreement will result in an expenditure not to exceed \$4,300.00 over six months from the Landscaping Service account, #50176. This agreement falls within the scope of the General Manager's signing authority. The current amount budgeted in that account for FY 24/25 is \$50,000.

Recommendations:

Staff recommends that the Board receive and file the agreement with J&R Landscaping for Landscape Services at the Cherry Valley Grange in an amount not to exceed \$4,300.00.

Respectfully Submitted,

Deidre Chatigny
Human Resources Administrator/Clerk of the Board



QUOTE

DATE	10/2/2024
QUOTE #	221-02
CUSTOMER ID	221
VALID THRU	11/1/2024

CUSTOMER:

BCV Recreation and Park District
 390 West Oak Valley Parkway
 Beaumont, Ca 92223
 951-845-9555

SERVICE ADDRESS:

Cherry Valley Grange Hall
 10478 Beaumont Ave.
 Cherry Valley, Ca 92223

DESCRIPTION	FREQUENCY	AMOUNT
Mowing, Edging, weed abatement in planters, clearing off parking lot and keep expansion joints free of weeds. We recommed only once a month washing of the buildings with a high temperature soft wash. Washing with more frequency could lead to exterior damage. Sidewalks surrounding the building would also be washed at that time. Windows without screens to be wiped clean. Dry brushing to remove dust and spider webs on weeks where washing is not done.	Weekly, billed monthly	\$152.00 Per Week

OTHER COMMENTS
 Detailed Scope of Work and Contract will be provided upon acceptance of this quote.

Signature below accepts above quote.
Customer Acceptance (sign below):

Signature: _____

Print Name: _____

Subtotal	-
Taxable	-
Tax rate	7.750%
Tax due	-
Other	-
TOTAL	\$ -

J&R Landscape Managment, LLC.
 Po Box 114
 Beaumont, Ca 92223
 License No. 1087515

If you have any questions about this quote, please contact us at 909-528-9413 or info@jandrlandscapemanagement.com.

Thank You For Your Business!



BEAUMONT – CHERRY VALLEY
RECREATION AND PARK DISTRICT
Creating Opportunities for a Healthy Community



**Beaumont-Cherry Valley
Recreation and Park District**
390 W. Oak Valley Parkway
Beaumont, CA. 92223

Phone: (951) 845-9555
Email: aaron@bcvparks.com

Request for Proposal: Landscape and Maintenance **Date: Tuesday, July 2, 2024**

SCOPE OF WORK:

Work includes, but is not limited to, providing all labor, materials, equipment, tools and services required to provide full professional landscape maintenance on properties owned or operated by the Beaumont-Cherry Valley Recreation & Park District at the following locations:

1. Cherry Valley Grange Hall Community Center (Exhibit 3)
10478 Beaumont Ave.
Cherry Valley CA, 92223

***Each contractor, vendor or bidder shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services presented in the scope of work. Maintenance of plant materials shall include de-weeding, pruning, fertilizing and cleanup. The contractor is responsible for providing adequate equipment and staff to perform the services specified under the contract.**

In general, the work includes:

- Maintenance of all Landscaping
- Maintenance and Repair of all Irrigation Systems
- Parking Lot Cleaning
- Fertilization
- Chemical Applications
- Debris Removal
- Weed Control
- Tree Trimming up to 18ft.
- Bush and Hedge Trimming up to 7ft.
- Exterior Facility Cleanliness

FACILITY MAINTENANCE EXPECTATIONS

1. Contractor/Vendor will communicate any scheduled routine maintenance issues and will provide the Maintenance Supervisor with the locations of all areas that will be in that given time frame.
2. Contractor/Vendor will perform weekly property inspections to check for areas that need repair, renovation, pesticide applications, excess watering and or fertilization. This includes District scheduled Events, District Athletic Events and Emergency Events such as Fire Camp.
3. The Maintenance Supervisor or District Staff will inspect the work of the Contractor/Vendor during or following the completed services to determine that the quality of work has been met.

FREQUENCY OF WORK

1. Vendors shall complete scheduled services weekly on (Day/Days Requested by District). It is the vendor's responsibility to inform the Maintenance Supervisor if service days need to be rescheduled.
2. The frequency may change due to larger events scheduled at each facility where more than one day may be scheduled in advance with the vendor.
3. The frequency of some duties may change depending on the season and time of the year. This could include mowing, tree trimming, hedging, and other landscaping duties. (Refer to the Calendar exhibit provided in the scope of work.)
4. The frequency in which the vendor is scheduled may change depending on the season and time of the year. This may also come at the Park District's request.

SCOPE OF WORK SPECIFICATIONS:

GENERAL MAINTENANCE

1. Vendor shall provide sufficient labor and materials needed to perform landscape maintenance duties as specified herein.
2. Remove leaves, litter and weeds in landscape areas, parking lots and pathways.
3. Hose off, blow off, or sweep mentioned areas after completion of trimming, edging and de-weeding activities.
4. The vendor will inspect all landscape areas weekly for pest and disease problems. Control by an approved method - whether chemical or mechanical - conforming to all safety rules and regulations regarding the use of pesticides and chemicals and as stated herein.
5. Perform weekly inspections of surface drain systems. Remove overgrowth and collect debris from benches, bleachers and drainage areas when noted.

6. Field employees will wear reflective, high-visibility identifiable uniforms, safety vests or shirts which clearly display a company name or logo.
7. A qualified supervisor, able to communicate in English, shall be assigned to the job sites and shall be available to meet with the District's representative upon request.

TURF MAINTENANCE

1. Maintain all turf areas in a clean and tight appearance by mowing, de-weeding, raking, blowing, and performing other necessary operations including pest control.
2. Eliminate broadleaf and grassy weeds as they appear by using either manual or turf-safe chemical methods.
3. Fertilization of turf will occur 3 times per year (as recommended by the label). One application should include "weed and feed" blend.
4. Fill in and level any low spots, potholes, or tripping hazards present in the turf with a divot mix provided by the Park District.
5. Report damaged, dry, compacted or tattered areas in the turf to the Maintenance Supervisor immediately upon discovery.

HEDGE, SHRUB AND GROUND COVER MAINTENANCE

1. Trim and prune all shrubs to maintain a clean and tight appearance.
2. Trim and edge as necessary to restrict growth from encroaching on walkways and other adjacent areas.
3. Trim and maintain perimeter hedges at a height no greater than seven feet.
4. Irrigate as necessary to maintain proper growth and healthy appearance.
5. Maintain shrubs and ground cover areas in a weed-free condition using either a manual or chemical method. Vendor fertilization of shrubs will occur 2 times per year (as recommended by the label).
6. Cultivate and rake clean bare areas, "DG" areas, planter beds and rock beds.
7. Report any replacements or materials needed to the Maintenance Supervisor.

TREE MAINTENANCE

1. Relief pruning of trees to eighteen feet as needed to maintain a natural appearance without compromising the tree's canopy, using natural pruning techniques, unless otherwise specified by the Park District. Any

hanging tree limbs over eighteen feet will be maintained by the Beaumont-Cherry Valley Recreation & Park District.

2. Remove competing branches and damaged limbs where visible stress is present and can potentially break or split. Tree removal and full branch removal shall be included up to eighteen feet.
3. Check and adjust tree stakes and ties regularly. Replacement trees and parts shall be purchased and provided by the Park District and installed by the Contractor/Vendor. Any damaged trees or posts must be reported to the Maintenance Supervisor prior to replacement or repair.
4. Any foliage, limbs, or brush created from the trimming or cleanup of trees must be removed from the property by the Contractor/Vendor. Limbs with a diameter of six inches or greater must be cut into two-foot-long logs and left for the Park District to harvest.

IRRIGATION MAINTENANCE

1. Irrigation systems shall be maintained in an operable condition. Irrigation systems shall be checked for efficient operation weekly. This includes any repairs after the valve. Any repairs made need to be reported to the Maintenance Supervisor.
2. The Maintenance Supervisor will provide credentials to the Park District's Hydropoint WeatherTrak system for Noble Creek Park and Bogart Regional Park. This will grant the Contractor/Vendor limited access by disabling any programming and will only allow them to manually operate the irrigation system remotely from their mobile devices. Seasonal adjustments and programming will be made by the Maintenance Supervisor for Noble Regional Park and Bogart Regional Park.
3. All other irrigation controllers shall be maintained in accordance with the manufacturer's recommendations. Inspect controllers on a weekly basis for proper timing operation and scheduling, or as required by weather conditions and to minimize "runoff".
4. Maintain sprinkler heads in working order, which shall include adjustment for proper coverage and adjustment for height and angle of risers to accommodate plant growth. Replacement of any heads due to normal wear and tear is covered as part of the normal scope maintenance.
5. Irrigation boxes must be cleaned out to prevent any damage to the valves or wiring. This includes reporting any broken boxes or lids to the Maintenance Supervisor to expedite replacement.
6. Irrigation problems due to vandalism, poor coverage, broken mainlines, valves issues, severed wires, damaged solenoids and controllers' units shall be reported to the Maintenance Supervisor immediately. The cost of labor to repair irrigation problems will be billed as extra, after approval by the Park District. All parts will be purchased and provided by the Park District.
7. Any replacement of irrigation sprinkler heads, valves, or drip emitters must be approved by the Maintenance Supervisor. Only commercial Rainbird products are to be used when replacing sprinkler

heads, valves, or drip emitters. The use of any other brand such as Toro, Orbit, or Hunter shall not be installed by the Contractor/Vendor.

8. Any unfinished work will be temporarily covered and left in a safe condition by the Contractor/Vendor, clearly and appropriately marked.

PEST CONTROL

1. Treat shrubs, roses and ground cover as needed with a pesticide utilizing appropriate methods of control.
2. Treat mollusks, such as snails, sow or pill bugs as needed utilizing appropriate methods of control.
3. Treat turf with a broadleaf pre-emergent mix as recommended by the label to reduce the number of weeds present within the turf.
4. Treat ground squirrels, gophers, and any weed abatement accordingly. The Maintenance Supervisor must approve any pesticide use before each service and the vendor will report how much pesticide was used and what it was used for to the Maintenance Supervisor weekly.
5. The use of Restricted Materials is strictly prohibited by contracted services unless the vendor is registered and licensed with the Department of Pesticide Regulations (DPR). Any pesticides used shall be reported to DPR or the County Agricultural Commissioner of San Jacinto and a copy of each use report must be attached to the invoice after the pesticide application has been completed.

PARKING LOTS, WALKWAYS AND PLAYGROUND AREAS

1. All parking lots are to be cleaned and de-weeded. This includes removing any trash, weed, hazardous materials and washing down any stains when present.
2. Any damage to parking stalls or concrete platforms needs to be reported to the Maintenance Supervisor immediately.

PURPOSE AND KEY OBJECTIVE:

The intent is to maintain a pristine and safe appearance of the properties determined by the Maintenance Supervisor, to the Park District's satisfaction and standards.

CODES AND STANDARDS:

The contractor shall be responsible for complying with all regulations of local, state, and federal agencies having authority over any portion of the work to be performed under this contract. The contractor, at a minimum, shall meet or exceed the applicable requirements of the latest revisions of the codes and specifications published by the following organizations:

DOT	DEPARTMENT OF TRANSPORTION
EPA	ENVIRONMENTAL PROTECTION AGENCY
OSHA	OCCUPATIONAL SAFETY AND HEALTH ACT
DOL	DEPARTMENT OF LABOR

CLSB CONTRACTORS STATE LICENSE BOARD

All normal work for this contract shall be performed between 6:00a.m. and 4:00p.m. Monday through Friday. Any exceptions will require the written approval of the Maintenance Supervisor.

The contractor shall inspect landscaped areas for indications of pest problems and advise the Maintenance Supervisor of such problems.

The Maintenance Supervisor may request additional information, samples, or presentations in support of proposals. Additionally, the Maintenance Supervisor may perform an interview with contractors under consideration to clarify any information provided, or to gather more evidence of managerial, financial, and technical abilities.

Due to special events on district property, some areas may be inaccessible during certain seasons. In these situations, no billing will occur for that scheduled service unless the Maintenance Supervisor has approved and rescheduled the services to another day within the same week.

PROPERTY JOB WALK:

Before submitting a bid, each bidder shall have the opportunity to thoroughly examine the property and fully understand the conditions that may affect the work proposed. Failure to inspect the sites in no way relieves the successful contractor from the necessity of furnishing materials or performing any labor necessary for the satisfactory completion of the work.

Property tour dates and times will be established by the Park District. All bidders are invited to tour the property at that time. Each bidder will be allowed to ask questions and will be provided with property information. Inquiries for specific information will not be entertained prior to the job walk.

TERMS AND CONDITIONS:

The term of this agreement shall be twelve (12) months.

PAYMENT

The contractor shall commence work upon the issuance of a signed contract and verification of insurance requirements naming the Beaumont-Cherry Valley Recreation & Park District as additional insured.

- Each billing must be accompanied by a progress report for the work completed including any extra services applied and pesticides used.
- The successful vendor will supply the Park District with an invoice for services.
- No invoice will be processed for payment until the Maintenance Supervisor has approved the progress report and accompanying invoice.
- The Park District will make payments based on a negotiated payment schedule.

All invoices should be directed to:

Beaumont-Cherry Valley Recreation & Park District
Attn: Accounts Payable
390 W. Oak Valley Parkway
Beaumont, Ca. 92223

Insurance Requirements

The vendor, at its sole cost and expense, shall provide proof of insurance upon execution of this agreement by submitting a Certificate of Liability Insurance to Beaumont-Cherry Valley Recreation & Park District. At a minimum, the vendor shall provide and maintain the following coverage and limits and identify BCVRPD as an additional insured on such Certificate:

Worker's Compensation Insurance:

If the contractor has employees as defined by the State of California, the contractor shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. The policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of the DISTRICT and the County of Riverside.

Commercial General Liability Insurance:

The vendor shall provide and maintain Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000.00 per occurrence and/or aggregate combined single limit.

Automobile Liability Insurance:

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, the contractor shall maintain Liability Insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per accident for bodily injury and property damage.

Requirements:

Providing and maintaining adequate insurance coverage is a material obligation of the vendor and is of this agreement's essence. All such insurance shall comply with the laws of the State of California. Insurance shall be obtained from companies authorized to provide such coverage and authorized by the Commissioner of Insurance to do business in California. The vendor shall always comply with the terms of such insurance policy(s) and all requirements of the insurer under such insurance policy(s), except as they may conflict with the laws of California or this agreement. The prescribed limits of coverage within each insurance policy(s) maintained by the vendor shall not be interpreted as limiting the vendor's liability and contractual obligations under this agreement.

TERMINATION

If either party wishes to cancel this agreement for services, written notice thirty (30) days in advance will be required of either party.

RFP TIMELINE:

Requests for Proposals released: Tuesday, July 2nd, 2024

Property Job Walk: Thursday July 11, 2024, 11:00a.m.
Proposals Due: Friday July 19, 2024, before 10:00a.m.
Award Contract: Thursday July 25, 2024
Project Plan commences: Thursday August 1, 2024

PROPOSAL OUTLINE AND EVALUATION:

A. Evaluation Procedure: Proposals received that conform to the proposal instructions and are deemed responsive will be evaluated. The evaluation will take place using the evaluation criteria identified in the following section. Interviews/presentations may be requested prior to the final selection of one firm.

B. Evaluation Criteria: This section describes the criteria used in the evaluation of the proposals submitted.

1. Demonstration of understanding project objectives
2. Project experience
 - *Please give a list of references exhibiting previous experience in similar projects
3. Projected cost of proposed work plan/approach

PROPOSAL ACCEPTANCE SIGNATURE SHEET
(Please type or print clearly in ink only)

****TO BE COMPLETED BY THE BIDDER AND SUBMITTED WITH PROPOSAL****

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in the RFP. My signature also certifies that the attached proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as Representative for the Firm: _____

Complete Legal Name of Firm: _____
Remit to Address: _____
Telephone No.: _____
Facsimile: _____
Fed ID No.: _____
Contractors C-27 License No.: _____

Signature: _____
Name (type/print): _____
Title: _____
Cellular: _____
Email: _____
Date: _____

To receive consideration for award, this *Signature Sheet* must be returned to the Beaumont-Cherry Valley Recreation & Park District, attached to the proposal as it shall be part of your response.

Exhibit 1: Cherry Valley Grange Hall Community Center (Updated)

Address: 10478 Beaumont Ave. Cherry Valley CA, 92223



In Scope:	
Out of Scope:	 



Department Report

Agenda Item No. 7.1

To: Chairman and Board of Directors

From: Deidre Chatigny, Human Resources Administrator
Aaron Morris, Assistant Maintenance Superintendent

Date: October 9, 2024

Subject: September 2024 Department Updates

Report:

Activities Manager, Sarah Salzman:

- Oktoberfest has been postponed; the new dates are November 1st to the 3rd.
- Pumpkinfest and Movie Night (Casper) is scheduled to take place at Bogart Park on October 25th.
- Winterfest is scheduled for December 6th and 7th, we are in the planning stages.
- During fire camp, all events were successfully moved to different locations or postponed.

Assistant Maintenance Superintendent, Aaron Morris:

- Sand grading has been completed, Staff is planning on overseeding and fertilizing before the end of October.
- Maintenance staff is going to be doing all landscaping services for Noble Creek Park only.

Athletic Facilities Manager, Noah Valdivia:

- Our Fall 2024 Adult Softball season has begun and we are scheduled to continue until just after Thanksgiving.
- Due to Fire Camp, Beaumont Youth Baseball/Softball's Fall season is set to begin on October 7th and will now run through December 12th.
- Baseball and softball tournaments are scheduled for every weekend during the month of October, most notably the annual Engine 57 Tournament October 18th through the 20th.
- I want to give a huge shoutout to all staff and volunteers who helped make the 5th annual Foundation Golf Classic happen, it was truly a team effort and I couldn't have done it without everyone's help!

Human Resources Administrator/Clerk of the Board, Deidre Chatigny:

- Hire District 5 Program – we have received payment for two additional employees, the total expected amount will be \$13,000 after our final payment comes in.
- Open Enrollment has begun and will run through October 11th.
- As of today, (72%) of the staff and (100%) of the Board have completed AB 1825 Sexual Harassment Avoidance Training.
- The District has 29 employees. Personnel changes include:
 - o New/Pending Hires: none
 - o Resignations/Terminations:
 - Aiden Englert
- It has been 984 days since our last employee accident.

Community/Networking:

- Calimesa Chamber Breakfast: Nick Hughes, Deidre Chatigny
- Calimesa State of the City Luncheon: Mickey Valdivia, Noah Valdivia, Sarah Salzman, Deidre Chatigny, Nick Hughes
- Student of the Month Breakfast: Nick Hughes, Sarah Salzman
- San Geronio Pass Water Agency Board Meeting: Mickey Valdivia

Upcoming Events:

- Banning Sunrise Breakfast – Wednesday, October 16th
- San Geronio Pass Water Agency Board Meeting – Monday, October 21st, 6:00p.m.
- Pumpkifest and Movie Night – Friday, October 25th
- Oktoberfest – Friday, November 1st – Sunday, November 3rd
- Good Morning Beaumont Breakfast – Friday, November 5th
- Calimesa Chamber Breakfast – Tuesday, November 12th

Respectfully Submitted,



Deidre Chatigny

Human Resources Administrator/Clerk of the Board



BEAUMONT-CHERRY VALLEY

RECREATION & PARK DISTRICT

Finance Report

Agenda Item No. **7.3**

- The Finance Committee met Monday, October 7th, 2024
 - Legal Invoices were reviewed.
 - Profit & Losses were reviewed.

- Property Tax Disbursement –
 - Report for September Preliminary as of October 3rd, 2024 - \$3,758.53

- Completed the Transfers
 - Reserve - \$5,000.00 – September 2024
 - Money Market - \$7,500.00 – September 2024

- Finance Department (September 2024)
 - Attended CSDA Conference
 - Fire Camp – Started September 7th, 2024 – September 30th, 2024 for a total of (24) days at a negotiated rate of \$5,500.00 - \$132,000.00.