

RIM OF THE WORLD RECREATION AND PARK DISTRICT

A G E N D A Regular Meeting of the Board of Directors for the Month of May

JOIN ZOOM MEETING

<https://us02web.zoom.us/j/83358638074?pwd=bWxUbVhObYgEMGhPZjhVZXBOcHNPUTog>

Meeting ID: 833 5863 8074

Passcode: 296755

DATE: Monday, May 24, 2021

TIME: 6:00 p.m.

LOCATION: Zoom Meeting

POSTING: This agenda was

posted prior to 5:00 pm on

May 21, 2021 online www.rim-rec.org

and at the District Office

I. CALL TO ORDER

1. Roll Call:

Mrs. Gigi Bannister, Chair	-----
Mr. Hugh Bialecki D.M.D, Secretary	-----
Ms. Liz Greeban, Director	-----
Mr. Lawrence Mainez, Vice Chair	-----
Mr. Mike Milliorn, Director	-----

Karen Reams, General Manager	-----
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2. Pledge of Allegiance

3. Agenda Posting and Certification

4. Agenda Additions and/or Deletions

II. SPECIAL PRESENTATION

NONE

III. PUBLIC COMMENT VIA ZOOM

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Carly Korn, Administrative Assistant, at (909) 337-7275. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II)

District agendas are posted at least 72 hours in advance of regular meetings on the front window at the District Office, 26577 State Highway 18, Rim Forest. District board of directors meeting agendas are emailed to The Mountain News, The Alpine Mountaineer, and the Mountain Lifestyle at least 72 hours in advance of regular meetings. Regular meetings are held on the fourth Monday of each month unless otherwise posted.

This is the opportunity for members of the public to address the Board of Directors on issues that do not appear on the agenda. For items included in the agenda, public comments will be addressed at the time the item is up for discussion on the agenda.

Members of the public wishing to address the board should email their "Request to Speak" to ckorn@rim-rec.org by 5:00 pm on the day of the Board Meeting. In the subject line, please write "Request to Speak: when sending your email. Please include your name, the item(s) you wish to comment. The General Manager will call the speakers in turn and each speaker will be limited to 3 minutes, per Government Code 54954.3 (a - c) with 30 minutes being allowed for all comments. The chairperson has the discretion to lengthen or shorten the allotted times. State law prohibits the Board of Directors from taking action on items not included on the printed agenda.

IV. CONSENT CALENDAR

1. Approval of Minutes of BOD Meeting 04262021
2. Approval of April 2021 Warrants

V. ACTION ITEMS

1. Approve Proposed Preliminary Budget FY 21/22. Staff will have PowerPoint Presentation.
2. Approve Proposed Fee Schedule FY 21/22

VI. INFORMATION ITEMS AND REPORTS

1. General Manager Report
2. Board Reports from the Finance Committee
3. Board of Directors Announcements

VII. RECESS TO CLOSED SESSION

CLOSED SESSION PURSUANT TO GOVT. CODE SECTION 54957

PUBLIC EMPLOYMENT

General Manager

VIII. ADJOURNMENT

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**RIM OF THE WORLD RECREATION AND PARK DISTRICT
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**

Date: April 26, 2021

Time: 6:00 PM

I. CALL TO ORDER

The April Board Meeting held on April 26, 2021 was called to order at 6:00 pm and was conducted via Zoom.

1. Roll Call:

Present – Gigi Bannister
Present – Dr. Hugh Bialecki, D.M.D
Present – Ms. Liz Greeban
Present – Mr. Lawrence Mainez
Present – Mr. Mike Milliorn

Present - Karen Reams, General Manager and CEO

Others Present:

ROWRPD Staff: Rick De Prisco, Finance Manager; Carly Korn, Marketing/Office Operations Specialist

Media: The Alpine Mountaineer – Mike Harris, Publisher

Request to speak forms: None

Guest/Presenter: Josh Steeber, Centrica Business Solutions; Nathan Godwin, Lake Gregory Recreation Company; Lewis Murry, SB County Second District Supervisor Janice Rutherford

2. Lewis Murry led those present in the Pledge of Allegiance

3. Agenda was posted by Carly Korn on/prior to April 23, 2021 online and at the Park District Office

4. No additions or deletions to the agenda were made

II. SPECIAL PRESENTATION

1. JOSH STEEBER OF CENTRICA BUSINESS SOLUTIONS TO GIVE WORK STATUS REPORT. REPORT WAS RECEIVED AS PRESENTED
2. LEWIS MURRY OF JANICE RUTHERFORD'S OFFICE GAVE A REPORT ON THE HISTORY OF LAKE GREGORY AND HOW THE LAKE GREGORY RECREATION COMPNAY TOOK OVER MANAGEEMNT OF LAKE GREGRORY REGIONAL PARK. NATHAN GODWIN, MANAGER OF LAKE GREGORY RECREATION COMPANY GAVE UPDATES ABOUT THE LAKE AND THE COMPANY'S FUTURE PLANS.

III. PUBLIC COMMENT

No public comment

IV. CONSENT CALENDAR

1. Approval of Minutes of BOD Meeting 02012021 Rescheduled Regular Meeting
2. Approval of Minutes of BOD Meeting 03152021 Special Meeting
3. Approval of Minutes of BOD Meeting 03222021 Special Closed Meeting
4. Approval of January 2021 Warrants
5. Approval of February 2021 Warrants
6. Approval of March 2021 Warrants

A motion was made to approve the Consent Calendar items.

Motion: Bialecki 2nd: Lawrence

Bannister, Aye

Bialecki, Aye

Greeban, Aye

Mainez, Aye

Milliorn, Aye

Minutes of the Meeting of Board of Directors
April 2021 Meeting

Noes: None
Abstentions: None
Absent: None
Motion passes

V. **ACTION ITEMS**

1. Approve Adopt-A-Park Program
A motion was made to wait and approve the program until the board can review the Adopt-A-Park content further. Board failed to see the handbook which was in the April Board Meeting Packet.

Motion: Greeban 2nd: Mainez
Bannister, Aye
Bialecki, Aye
Greeban, Aye
Mainez, Aye
Milliorn, Aye

Noes: None
Abstentions: None
Absent: None
Motion passes

2. Approve a honorary position for a youth representative/student (ages 15-17) to the Public Relations and Programs Committee.

Motion: Bialecki 2nd: Mainez
Bannister, Aye
Bialecki, Aye
Greeban, Aye
Mainez, Aye
Milliorn, Aye

Noes: None
Abstentions: None
Absent: None
Motion passes

VI. **INFORMATION ITEMS AND REPORTS**

1. General Manager Report
2. Report from the Public Relations and Programs Committee
3. Board of Directors Announcements

Reports were received as presented.

VII. **RECESS TO CLOSED SESSION** – 7:42 PM

CLOSED SESSION PURSUANT TO GOVT. CODE SECTION 54957

PUBLIC EMPLOYMENT

General Manager

VIII. **ADJOURNMENT** - 8:30 PM

No reportable action and therefore meeting was adjourned.

Respectfully submitted,
Carly Korn, Marketing/Office Operations Specialist and
Administrative Assistant to the Board of Directors

Hugh Bialecki, Board Secretary

**RIM OF THE WORLD RECREATION AND PARK DISTRICT
APRIL 2021 FUNDS AND WARRANTS ACTIVITY**

Register: CB&T - account 5795913382 (checking)	From 4/1/21 through 4/30/21		
	Total warrants for operating expenses	\$	25,561.82
	Total bank fees/card discounts	\$	35.09
	Total payroll-related costs (3)	\$	63,560.64
	Total outstanding warrants	\$	10,427.95
	Total warrants/charges/debits	\$	89,157.55
	Total program deposits	\$	26,165.00
	Total Apportionment Tax deposits	\$	242,348.16
	Total deposits in transit	\$	0.00
	Total returned deposit items (and fees)	\$	97.00
	Total net deposits/credits	\$	268,416.16
	Total investment transfers, net	\$	0.00
	QuickBooks ending balance	\$	363,539.18
	QuickBooks balance increase/(decrease)	\$	179,355.61
	Bank statement ending balance	\$	373,967.13
	Bank balance increase/(decrease)	\$	180,992.16
	Outstanding transactions reconciled, net	\$	10,427.95
	Reconciliation difference	\$	0.00

Investment: LAIF - account 6503802285 (gov't. fund)	From 4/1/21 through 4/30/21		
	Total investment transfers, net	\$	0.00
	Earnings posted	\$	0.00
	Total bank fees	\$	0.00
	QuickBooks/Bank ending balances	\$	641,816.56

Foundation: B of A - account 08921-7058 (savings)	From 4/1/21 through 4/30/21		
	Bank statement ending balance	\$	4,805.94
	Bank balance increase/(decrease)	\$	0.00

Rim of the World Recreation and Park District

5/7/2021 9:45 AM

Register: 100-125 · California B & T checking

From 04/01/2021 through 04/30/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2021			100-150 · Undeposited...	Deposit		X	45,445.86	229,629.43
04/01/2021			100-150 · Undeposited...	Deposit		X	125.00	229,754.43
04/01/2021	6707	*L. Richard De Prisco	200-100 · Accounts Pa...		47.04	X		229,707.39
04/01/2021	6708	Crestline Lake Arrow...	200-100 · Accounts Pa...		102.44	X		229,604.95
04/01/2021	6709	Don's Auto Supply 2 ...	200-100 · Accounts Pa...	Wiper blades f...	10.47	X		229,594.48
04/01/2021	6710	Mountain Disposal	200-100 · Accounts Pa...	231002575/95 ...	787.64	X		228,806.84
04/01/2021	6711	NBS	200-100 · Accounts Pa...	4/1/21-6/30/21 ...	1,622.76	X		227,184.08
04/01/2021	6712	Rim Forest Lumber	200-100 · Accounts Pa...		335.58	X		226,848.50
04/01/2021	6713	SecureTech Security,...	200-100 · Accounts Pa...	855/3924	465.00	X		226,383.50
04/01/2021	6714	Southern California ...	200-100 · Accounts Pa...		706.94	X		225,676.56
04/01/2021	6715	Verizon Wireless - C...	200-100 · Accounts Pa...	470734038-00...	98.94	X		225,577.62
04/01/2021		QuickBooks Payroll ...	-split-	Created by Pay...	14,449.43	X		211,128.19
04/02/2021			100-150 · Undeposited...	Deposit		X	165.00	211,293.19
04/02/2021	E-pay	EDD	-split-	499-0555-7 Q...	630.11	X		210,663.08
04/02/2021	E-pay	United States Treasury	-split-	26-3311265 Q...	1,754.46	X		208,908.62
04/02/2021	E-pay	EDD	-split-	499-0555-7 Q...	352.49	X		208,556.13
04/02/2021	10484	[Redacted - paycheck]	-split-		763.13	X		207,793.00
04/02/2021	DD3230	Blandon, Elizabeth M	-split-	Direct Deposit		X		207,793.00
04/02/2021	DD3231	Daigle, Julia R	-split-	Direct Deposit		X		207,793.00
04/02/2021	DD3232	De Prisco, L Richard	-split-	Direct Deposit		X		207,793.00
04/02/2021	DD3233	Hajiahmadi, Julia	-split-	Direct Deposit		X		207,793.00
04/02/2021	DD3234	Hernandez, Brian M	-split-	Direct Deposit		X		207,793.00
04/02/2021	DD3235	Korn', Carly A	-split-	Direct Deposit		X		207,793.00
04/02/2021	DD3236	Meister, Amanda L	-split-	Direct Deposit		X		207,793.00
04/02/2021	DD3237	Miller, Paul J	-split-	Direct Deposit		X		207,793.00
04/02/2021	DD3238	Nelson, Liam R	-split-	Direct Deposit		X		207,793.00
04/02/2021	DD3239	Quintanilla, Priscilla C	-split-	Direct Deposit		X		207,793.00
04/02/2021	DD3240	Reams, Karen L	-split-	Direct Deposit		X		207,793.00
04/02/2021	DD3241	Simmons, Kristel L	-split-	Direct Deposit		X		207,793.00
04/02/2021	DD3242	Stephenson, Casey R	-split-	Direct Deposit		X		207,793.00
04/02/2021	DD3243	Whisner, Mary K	-split-	Direct Deposit		X		207,793.00
04/06/2021	6716	Cantrell's Heating & ...	200-100 · Accounts Pa...		792.00	X		207,001.00
04/06/2021	6717	Charter Communicati...	200-100 · Accounts Pa...	8245-10-080-0...	367.84	X		206,633.16
04/06/2021	6718	Lake Arrowhead Co...	200-100 · Accounts Pa...		406.24	X		206,226.92
04/06/2021	6719	Neu-Art Studio, Inc.	200-100 · Accounts Pa...	2 3' round digit...	321.10	X		205,905.82
04/06/2021	6720	SoCalGas	200-100 · Accounts Pa...	06442333008 /...	432.23	X		205,473.59
04/06/2021	6721	Triple Edge Financia...	200-100 · Accounts Pa...	1/1/21-3/31/21 ...	330.00	X		205,143.59
04/06/2021	6722	*Julia Hajiahmadi	200-100 · Accounts Pa...		109.12	X		205,034.47
04/07/2021			100-150 · Undeposited...	Deposit		X	8,075.50	213,109.97
04/08/2021			-split-	Deposit		X	14,059.03	227,169.00

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From 04/01/2021 through 04/30/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/09/2021			-split-	Deposit		X	230.00	227,399.00
04/12/2021			-split-	Deposit		X	240.00	227,639.00
04/13/2021			100-150 · Undeposited...	Deposit		X	140.00	227,779.00
04/13/2021	6723	FWC Data Specialist...	200-100 · Accounts Pa...		2,015.49			225,763.51
04/13/2021	6724	Lloyd Pest Control	200-100 · Accounts Pa...		510.00	X		225,253.51
04/13/2021	6725	Southern California ...	200-100 · Accounts Pa...		122.01	X		225,131.50
04/13/2021	6726	MidAmerica Admini...	-split-	APPLE #21-08	434.98	X		224,696.52
04/14/2021			-split-	Deposit		X	320.00	225,016.52
04/14/2021	6727	Bankcard Center	200-270 · California B ...	4/5/21 CB&T ...	6,954.69	X		218,061.83
04/15/2021		Hudrlik, Lindsey & ...	100-130 · Accounts Re...	Retd ck #221 4...	85.00	X		217,976.83
04/15/2021		Hudrlik, Lindsey & ...	100-130 · Accounts Re...	Retd ck fee 4/5...	12.00	X		217,964.83
04/15/2021			-split-	Deposit		X	735.00	218,699.83
04/15/2021			100-150 · Undeposited...	Deposit		X	252.00	218,951.83
04/15/2021	6728	*Julia Hajiahmadi	200-100 · Accounts Pa...	Dist Ofc / Enri...	229.93	X		218,721.90
04/15/2021	21041608	CalPERS 457 SIP Plan	-split-	SIP ID 450745	2,253.22	X		216,468.68
04/15/2021		QuickBooks Payroll ...	-split-	Created by Pay...	15,004.04	X		201,464.64
04/16/2021	E-pay	EDD	-split-	499-0555-7 Q...	648.90	X		200,815.74
04/16/2021	E-pay	EDD	-split-	499-0555-7 Q...	297.55	X		200,518.19
04/16/2021	10485	[Redacted - paycheck]	-split-		633.93	X		199,884.26
04/16/2021	DD3244	Blandon, Elizabeth M	-split-	Direct Deposit		X		199,884.26
04/16/2021	DD3245	Daigle, Julia R	-split-	Direct Deposit		X		199,884.26
04/16/2021	DD3246	De Prisco, L Richard	-split-	Direct Deposit		X		199,884.26
04/16/2021	DD3247	Hajiahmadi, Julia	-split-	Direct Deposit		X		199,884.26
04/16/2021	DD3248	Hernandez, Brian M	-split-	Direct Deposit		X		199,884.26
04/16/2021	DD3249	Korn', Carly A	-split-	Direct Deposit		X		199,884.26
04/16/2021	DD3250	Meister, Amanda L	-split-	Direct Deposit		X		199,884.26
04/16/2021	DD3251	Miller, Paul J	-split-	Direct Deposit		X		199,884.26
04/16/2021	DD3252	Nelson, Liam R	-split-	Direct Deposit		X		199,884.26
04/16/2021	DD3253	Quintanilla, Priscilla C	-split-	Direct Deposit		X		199,884.26
04/16/2021	DD3254	Reams, Karen L	-split-	Direct Deposit		X		199,884.26
04/16/2021	DD3255	Simmons, Kristel L	-split-	Direct Deposit		X		199,884.26
04/16/2021	DD3256	Stephenson, Casey R	-split-	Direct Deposit		X		199,884.26
04/16/2021	DD3257	Whisner, Mary K	-split-	Direct Deposit		X		199,884.26
04/19/2021			100-150 · Undeposited...	Deposit		X	130.00	200,014.26
04/19/2021			100-150 · Undeposited...	Deposit		X	196,902.30	396,916.56
04/19/2021	E-pay	United States Treasury	-split-	26-3311265 Q...	1,788.64	X		395,127.92
04/19/2021	6729	Home Depot Credit S...	200-100 · Accounts Pa...	6035 3225 409...	90.36	X		395,037.56
04/19/2021	6730	Mountain Sunrise Ro...	200-100 · Accounts Pa...	Mar'21 club ple...	10.00	X		395,027.56
04/19/2021	6731	Running Springs Wat...	200-100 · Accounts Pa...	3/11/21-4/9/21 ...	35.57	X		394,991.99
04/19/2021	6732	SoCalGas	200-100 · Accounts Pa...	06442333008 /...	285.17	X		394,706.82

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Register: 100-125 · California B & T checking

From 04/01/2021 through 04/30/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/19/2021	6733	Neu-Art Studio, Inc.	200-100 · Accounts Pa...	Karen Reams ...	118.47	X		394,588.35
04/20/2021			-split-	Deposit		X	230.00	394,818.35
04/22/2021			-split-	Deposit		X	533.47	395,351.82
04/26/2021			100-150 · Undeposited...	Deposit		X	130.00	395,481.82
04/27/2021			-split-	Deposit		X	260.00	395,741.82
04/27/2021	6734	Cole Huber LLP	200-100 · Accounts Pa...	10590.000	1,110.00			394,631.82
04/27/2021	6735	CPRS	200-100 · Accounts Pa...	Agency membe...	555.00			394,076.82
04/27/2021	6736	Frontier	200-100 · Accounts Pa...	030988-5 & 02...	112.50			393,964.32
04/27/2021	6737	SB CERA	200-100 · Accounts Pa...	Payment Plan 2...	2,788.35			391,175.97
04/27/2021	6741	Charter Communicati...	200-100 · Accounts Pa...	8245-10-080-0...	214.98	X		390,960.99
04/27/2021	6742	County of San Berna...	200-100 · Accounts Pa...	Labor / materia...	174.00	X		390,786.99
04/27/2021	6743	Running Springs Wat...	200-100 · Accounts Pa...		362.85			390,424.14
04/27/2021	6744	Southern California ...	200-100 · Accounts Pa...		117.49			390,306.65
04/27/2021	6745	Streamline	200-100 · Accounts Pa...	C2247091-0002	200.00			390,106.65
04/27/2021	6746	MidAmerica Admini...	-split-	APPLE #21-09	463.48			389,643.17
04/27/2021	6747	Kaiser Foundation H...	0301 · Payroll Taxes P...	Group ID 3366...	260.13			389,383.04
04/28/2021			-split-	Deposit		X	230.00	389,613.04
04/29/2021	6748	Crestline Lake Arrow...	200-100 · Accounts Pa...		399.40			389,213.64
04/29/2021	6749	Lake Arrowhead Co...	200-100 · Accounts Pa...		524.23			388,689.41
04/29/2021	6750	Lloyd Pest Control	200-100 · Accounts Pa...		210.00			388,479.41
04/29/2021	6751	Rim Forest Lumber	200-100 · Accounts Pa...		345.04			388,134.37
04/29/2021	6752	SoCalGas	200-100 · Accounts Pa...	06442333008 /...	440.68			387,693.69
04/29/2021	6753	Village Hardware	200-100 · Accounts Pa...		130.97			387,562.72
04/29/2021	6754	Verizon Wireless - C...	200-100 · Accounts Pa...	470734038-00...	98.97			387,463.75
04/29/2021	21043009	CalPERS 457 SIP Plan	-split-	SIP ID 450745	2,258.76	X		385,204.99
04/29/2021		QuickBooks Payroll ...	-split-	Created by Pay...	15,212.06	X		369,992.93
04/30/2021			-split-	Deposit		X	310.00	370,302.93
04/30/2021	E-pay	EDD	-split-	499-0555-7 Q...	664.56	X		369,638.37
04/30/2021	E-pay	United States Treasury	-split-	26-3311265 Q...	1,842.28	X		367,796.09
04/30/2021	E-pay	EDD	-split-	499-0555-7 Q...	224.38	X		367,571.71
04/30/2021	10486	[Redacted - paycheck]	-split-		886.54	X		366,685.17
04/30/2021	DD3258	Blandon, Elizabeth M	-split-	Direct Deposit		X		366,685.17
04/30/2021	DD3259	Daigle, Julia R	-split-	Direct Deposit		X		366,685.17
04/30/2021	DD3260	De Prisco, L Richard	-split-	Direct Deposit		X		366,685.17
04/30/2021	DD3261	Hajiahmadi, Julia	-split-	Direct Deposit		X		366,685.17
04/30/2021	DD3262	Hernandez, Brian M	-split-	Direct Deposit		X		366,685.17
04/30/2021	DD3263	Hueter, Jenny A	-split-	Direct Deposit		X		366,685.17
04/30/2021	DD3264	Korn', Carly A	-split-	Direct Deposit		X		366,685.17
04/30/2021	DD3265	Meister, Amanda L	-split-	Direct Deposit		X		366,685.17
04/30/2021	DD3266	Miller, Paul J	-split-	Direct Deposit		X		366,685.17

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From 04/01/2021 through 04/30/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/30/2021	DD3267	Nelson, Liam R	-split-	Direct Deposit		X		366,685.17
04/30/2021	DD3268	Quintanilla, Priscilla C	-split-	Direct Deposit		X		366,685.17
04/30/2021	DD3269	Reams, Karen L	-split-	Direct Deposit		X		366,685.17
04/30/2021	DD3270	Simmons, Kristel L	-split-	Direct Deposit		X		366,685.17
04/30/2021	DD3271	Stephenson, Casey R	-split-	Direct Deposit		X		366,685.17
04/30/2021	DD3272	Whisner, Mary K	-split-	Direct Deposit		X		366,685.17
04/30/2021	1437		800-300 · Building Lo...	4/27/21 DO loa...	3,057.90	X		363,627.27
04/30/2021	1437		800-300 · Building Lo...	4/16/21 Apr'21 ...	50.00	X		363,577.27
04/30/2021	1437		800-300 · Building Lo...	4/5/21 Mar'21 ...	35.09	X		363,542.18
04/30/2021	1437		800-300 · Building Lo...	4/30/21 Apr'21 ...	3.00	X		363,539.18



Dear Honorable Board Chair and Board Members:

The Rim of the World Recreation and Park District Board of Directors has always placed the highest value on the principles of a balanced budget to encourage public confidence. The budget information presented to you is structurally no different despite the recent health and financial hurdles nearly all sectors of the community have faced.

The attached budget presented to you for adoption includes projections for fiscal year 2021-2022. It represents the collaborative efforts of Staff and the Finance Committee.

Staff request Board of Directors' approval of the proposed budget including the Fee Schedule.

The 2021-2022 fiscal year is expected to maintain a sustainable budget in view of financial planning of the District and transitional budget adjustments made by management in response to the novel coronavirus pandemic and national emergency. Future budgets may prove to be a challenge if the prevailing forecast of regional economic leaders that the novel coronavirus pandemic and national emergency is not contained holds true; the financial impacts could be longer-term. This early, the financial impact of the pandemic is not fully understood, although the District is taking proactive steps to "future-proof" our budgets by forecasting the major probable impacts on the day-to-day operations in various stages of health official orders on restrictions being relaxed or directed.

The proposed budget is structurally sound, and Staff will continue to focus on the Board of Directors' vision of sustainability. Lastly and more importantly, District staff have been very vocal on how appreciative they are for the efforts our organization has put forward during these difficult times; our teamwork and all-hands-on-deck attitude have never been more evident, and we thank our community for putting its trust in us as we continue to navigate through these changing times.

As General Manager and Finance Manager of one of the (if not the) most active Districts in Southern California, we are proud of the work our staff team is doing, and we thank our community and guests for their continued support.

Sincerely,
Karen Reams
General Manager

Sincerely,
Rick De Prisco
Finance Manager

AUTHORIZED POSITIONS:

The District’s compensation philosophy remains focused on fiscal responsibility by offering competitive wages to employees. We also recognize that, in our unique situation, Rim Rec and Park District attracts qualified candidates and retains skilled employees due to our focus on being a purpose-driven agency with high “family values.”

The proposed budget includes recommendations to fulfill a staffing plan including the eight full-time and approximately ten part-time employees. Administration is ready to develop our services strategy in fiscal year 2021/2022.

LOOKING AHEAD:

Knowing where our challenges lie is a critical first step in being able to address them. The Rim Rec and Park District tradition of sound fiscal management has served us well through the tough times of economic volatility and the cost pressures associate with it. We are well equipped for the coming fiscal year to continue our focus on strategies to keep us on a solid financial footing, including investing strategically in community priorities. We will continue to work with partnership agencies where it makes sense to deliver desired services, through efficient and effective business models. This budget allows us to fund core services, implement Board strategic priorities, and live within our means. This coming fiscal year is a dynamic time and brings both challenges and opportunities to our district. However, we are confident that by working together with our community, Board of Directors, and committed staff we will be able to capitalize on opportunities and mitigate challenges, positioning Rim Rec and Park to deal effectively with the changes that come in the year ahead and remain focused on our mission.

Full-Time Positions:

General Manager	1
Finance Manager	1
Maintenance Manager	1
Program Administrator	1
Childcare Director	1
Office Administrator/Clerk of the Board	1
Maintenance Worker	2

Part-Time Positions:

Preschool Teachers	4
Recreation Leaders	6

**RIM OF THE WORLD RECREATION AND PARK DISTRICT
PROPOSED FY 2021/22 BUDGET WITH BUDGET ACTUAL COMPARISONS**

	BUDGET LINE ITEMS	G/L ACCT NUMBER	AUDITED ACTUAL FY 2019/20	FINAL BUDGET FY 2020/21	12 MONTHS ACTUAL 4/2020-3/2021	5TH DRAFT BUDGET FY 2021/22	5TH DRAFT BUDGET VAR FY 2021/22
	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
Fund Balance/Reserves		300-100	949,740	865,751	-----	783,931	-81,820
	Revenue						
	Special Parcel Tax	500-100	767,962	765,000	743,946	755,000	-10,000
	Preschool/Childcare Income	500-200	104,340	92,000	34,574	75,000	-17,000
	Rental Income	500-400	121,752	120,900	103,582	144,616	23,716
	Recreation Programs - Comm	500-501	54,848	57,500	1,851	500	-57,000
	Recreation Programs - Non-Comm	500-502	33,890	23,000	56,789	78,800	55,800
	Recreation Programs - Special Event	500-503	12,503	960	0	0	-960
	Grant Income	500-710	0	0	0	200,000	200,000
	Donations & Other Income	500-900	79,932	21,200	78,285	4,620	-16,580
	Total Revenue		1,175,227	1,080,560	1,019,027	1,258,536	177,976
Total			1,175,227	1,080,560	1,019,027	1,258,536	177,976
	Expense - Service & Supplies						
	Advertising - Printing/Publ/Mktg	600-500	4,887	12,200	5,178	5,070	-7,130
	Bad Debt	600-600	286	600	286	300	-300
	Bank Charges	600-700	2,158	3,120	1,011	1,190	-1,930
	Board Member Expense	600-800	94	1,000	31	300	-700
	Communications	600-900	15,379	15,500	17,566	18,000	2,500
	Equipment and Supplies	700-300	16,569	18,600	17,393	19,500	900
	Auto Expense	700-400	7,096	7,560	12,060	9,000	1,440
	Professional Services	700-500	40,714	46,730	39,684	43,090	-3,640
	Recreation Program Instructors (1099)	700-601	35,364	38,200	4,032	1,200	-37,000
	Program Expenses - Other	700-603	6,972	260	0	0	-260
	Recreation Programs Expense	700-650	2,408	1,200	6,474	6,300	5,100
	Recreation Non-Commission - Regular	800-610	9,380	1,140	255	600	-540
	Recreation Non-Commission - Special Prog	700-620	8,356	14,000	4,335	8,200	-5,800
	Special Event Programs	700-630	10,265	1,200	178	1,800	600
	License Fees	700-800	400	250	400	450	200
	Insurance	700-900	49,370	53,000	54,949	61,000	8,000
	Activities/Preschool/Childcare Expense	800-100	8,204	6,960	3,362	3,960	-3,000
	Building Loan Payment	800-300	36,695	36,700	36,695	36,695	-5
	Meals & Entertainment	800-400	2,820	3,000	1,841	1,440	-1,560
	Memberships	800-500	7,537	7,500	6,831	7,600	100
	Mileage	800-600	423	480	200	240	-240
	Miscellaneous Expense (Audit adj 237K)	800-450	239,490	3,100	237,838	1,320	-1,780
	Rent/Lease of Equipment	800-800	6,597	6,080	951	900	-5,180
	Postage	800-900	383	480	415	480	0
	Facilities Rental Charge	900-200	36,678	37,800	33,148	33,600	-4,200
	Facility Repairs & Maintenance (200K Grant)	900-300	68,737	46,860	133,323	234,860	188,000
	Elections	800-700	0	35,000	0	0	-35,000
	Travel	900-600	2,164	4,500	100	240	-4,260
	Utilities	900-700	74,674	81,500	74,557	68,900	-12,600
	Equipment Repairs/Maintenance	900-800	4,158	6,200	3,917	3,600	-2,600
	SB CERA debt payments	800-310	33,460	33,460	33,460	33,460	0
	Total Service & Supplies		731,718	524,180	730,470	603,295	79,115
	Compensation & Benefits	600-100	584,290	638,200	548,828	660,584	22,384
	Total Expenditures		1,316,008	1,162,380	1,279,298	1,263,879	101,499
	Other Fin Source - Debt Issued (Centrica)	500-700	0	0	103,620	0	0
	Contingency/Carry forward		-140,781	-81,820	-----	-5,343	76,477
	Total Contingencies and Reserves		-140,781	-81,820	-----	-5,343	76,477
Total Appropriations			1,175,227	1,080,560	1,175,678	1,258,536	177,976
Net Changes to New General/Other Reserves			0	0	-----	0	0
Net Change in Non-Reserve Fund Balance			-140,781	-81,820	-156,651	-5,343	76,477
Non-Reserve Fund Balance, end of year		300-100	501,878	476,850	-----	471,507	-5,343
Total Reserves Balance, end of year		300-400	307,081	307,081	-----	307,081	0
Total Reserves and Fund Balance, end of year			808,959	783,931	-----	778,588	-5,343

Rim of the World Recreation and Park District

General Office	Fee
Refund Service Fee	\$10
Returned Check	\$30
Reproduction of Public Doc	\$0.15 per copy
Request for copy of recorded meeting	Direct Cost of Disc or must provide own USB
Late Charge for billings	\$20 per month
Key Deposit	\$60 per Key

Programs	Fee
Contract Classes (Commission)	70/30% split
Youth Track and Field	\$55 per participant
Youth Basketball	\$80 for 1-2 grade, \$90 for 3- 9 grade
Adult Basketball	\$50 per player \$250 per team (max 5 players per team)
Open Play (i.e. Pickle Ball, Table Tennis, and Basketball, etc.)	\$10 per participant per month (ages 5 and under free)
Summer Day Camps	\$95/week per participant \$20/day per participant Additional child discount = 10% off

Special Events	Fee
Run Through the Pines	\$45 per runner open registration until June 30 th at 12:00pm 7/1 until online close \$50. Same day of race \$55. Groups of 10 or more runners registering \$35 per runner. Note: We cannot accept group registrations day of race.
Halloween in the Park	\$2 per person
Special Events Vendor Charges	\$25-\$50 (depending on event) per space for Vendors Selling Products \$20 per space for Non-Profit (501C3) Groups and/or informational services

Childcare/Recreational	Fee			
Registration 1 st Child	\$60			
Registration each additional child	\$30 per child			
Annual Fall re-registration	\$30 per family			
Summer only registration	\$20 per child			
Late Payment	\$20 per child			
Preschool	5 Days Per Week	4 Days Per Week	3 Days Per Week	2 Days Per Week
Full Day (7:00am-6:00pm)*	\$140 \$145	\$130 \$135	\$105 \$110	\$90 \$95
Half Day (9am-noon)	\$85 \$90	\$75 \$80	\$65 \$70	\$55 \$60
Added One Day Rate	\$30 per day			
Lunch Fee	\$5 per meal			
After School	5 Days Per Week	4 Days Per Week	3 Days Per Week	2 Days Per Week
Grade 1-5	\$85	\$68	\$51	\$34
Kindergarten	\$95	\$76	\$57	\$38
Before School	\$45	\$36	\$27	\$18
Preschool & After School Sites close at 6:00pm sharp. Late fees apply after 6:00pm. From 6:00pm to 6:15pm \$10.00, and \$1.00 per minute thereafter.				
**Note: Additional child discount = 10% off				

Rim of the World Recreation and Park District

Facility Rentals	Category & Rental Fee	Requirements
Running Springs Robert Hootman Senior/Community Center (Capacity 120) & Twin Peaks Senior/Community Center (Capacity 114)	Category A: No Charge Category B: \$23 /hr. Weekday / \$28 /hr. Weekend Category C: \$48 /hr. Weekday / \$73 /hr. Weekend Category D: \$58 /hr. Weekday / \$83 /hr. Weekend Category E: \$78 /hr. Weekday / \$153 /hr. Weekend	\$100 Administrative Reservation Fee (non-refundable) + \$250 Security Deposit (Refundable)
	10% Off Weekend Packages for Categories C and D 6 hrs. or more (10% off Hourly Fee + 10% Administrative Reservation Fee)	\$250 Security Deposit (Refundable) and Proof of Insurance*
Lake Gregory Education and Community Center LGECC Multi-Purpose Room/Gymnasium (Capacity 700 Auditorium/300 Banquet)	Category A: No Charge Category B: \$43 /hr. Weekday / \$63 /hr. Weekend Category C: \$63 /hr. Weekday / \$88 /hr. Weekend Category D: \$78 /hr. Weekday / \$128 /hr. Weekend Category E: \$113 /hr. Weekday / \$178 /hr. Weekend	\$100 Administrative Reservation Fee (non-refundable) + \$250 Security Deposit (Refundable)
	10% Off Weekend Packages for Categories C and D 6 hr. or more (10% Hourly Fee + 10% Administrative Reservation Fee)	\$250 Security Deposit (Refundable) and Proof of Insurance*
LGECC Gymnasium for Sports Only	All Categories: \$50/hr.	\$100 Security Deposit (Refundable)
LGECC Classroom/Meeting Rooms	All Categories: \$25/hr.	\$100 Security Deposit (Refundable)
District Office Meeting Room (Only available during office hours. This excludes programs or activities of the ROWRPD and/or co-sponsored activities)	Category A: No Charge Category B: No Charge Category C: \$10 /hr. Category D: \$14 /hr. Category E: \$26 /hr.	n/a
Picnic Area/Shelter Reservations (Includes Firehouse Playground Picnic Shelters, Arrowbear Park Picnic Area, and Twin Peaks/Rotary Centennial Park)	Category A: No Charge Category B: No Charge Category C: \$8 /hr. Category D: \$12 /hr. Category E: \$26 /hr.	\$100 Security Deposit (Refundable)
Weekend Rentals are a minimum of 4 hours		
Onsite Security Fee The Park District requires onsite security for any event that serves and/or sells alcohol. \$100 Onsite Security Fee (4 hour minimum) and \$20 per each additional hour		
*Proof of Insurance Please note: A \$1,000,000 Proof of Liability Insurance naming the Rim of the World Recreation and Park District as Additional Insured will be required if the event is either selling and/or serving alcohol. If selling alcohol we require a copy of the "ABC" License.		

Ball Field & League Rental Fees		
Reservation & Category	Independent League/Group	Co-Sponsored League/Program
Basic Fee	n/a	20% of gross registration fees ¹
Insurance Requirements	\$1,000,000 liability certificate naming ROWRPD as Additional Insured. Provided prior to first seasonal use.	Included
Field Reservation Youth ²		Included
Category B	\$8 per hour	"
Category C	\$12 per hour	"
Category D	\$20 per hour	"
Category E	\$22 per hour	"
Field Reservation Adult ²		Included
Category B	\$17 per hour	"
Category C	\$20 per hour	"
Category D	\$24 per hour	"
Category E	\$27 per hour	"

Rim of the World Recreation and Park District

Field Lights	\$25 per hour	\$25 per hour
Concession Stand TP OR RS	\$250 per league per season or \$50 per day for Groups \$250 Refundable Security Deposit \$50 per league season or \$12 per Day for Groups	Included \$250 per league per season \$250 Refundable Security Deposit
<p>*\$100 and/or \$250 Security Deposit is refundable if groups leave the facility on time, in an orderly condition and uphold all agreements made within the signed Facilities Use Application Form and Facility Use Policies. If not, the Security Deposit is forfeited. Please see Facility Use Policies. ¹Example: League has nine teams which pay a league fee of \$400 per team \$3600 X 20% = \$720 due to ROWRPD prior to Opening Day of League</p> <p>²Seasonal Use Field Reservation fees will be determined by the schedule(s) produced at the Pre-Season Field Use/Reservation Meeting. Hours are based upon time reserved, regardless of nature of use (games vs. practice vs. picture day). Each month field users will be billed for the use of the field and lighting (if needed) for the prior month's use. Field users will have two weeks to pay their invoice. If payment is received late, a late fee will be assessed and field usage will be lost. (Credit for in-kind services and projects will be considered on a case-by-case basis. All credit projects must be submitted in writing and approved by the ROWRPD Board of Directors. If approved, the Board of Directors decides the credit allowed. Large comprehensive projects may be eligible for multi-year offsets at ROWRPD Board discretion).</p>		

Category Descriptions	
Category A	A program or activity offered by the Rim of the World Recreation and Park District
Category B	"Non-Profit" groups that operate and have headquarters within the Park District boundaries
Category C	"Private Individuals" who own property or reside within the Park District boundaries
Category D	"Non-Profit" groups or "Private Individuals" that have headquarters or who reside outside the Park District boundaries
Category E	Commercial enterprises whose headquarters are outside the Park District boundaries, but are sponsored by civic, social, or cultural groups, or organizations (for profit or non-profit)
	Non-Profit Organizations must provide a 501(c) (3)

Programs Administrator – Casey Stephenson Kraus

- Summer Day Camp 2021 Planning and Implementation
- Prepared for Pickleball opening at LGECC with staff and maintenance
- Monitoring Online Registrations and payments for Enrichment Program, Sunrise Children’s Club Preschool, and Summer Day Camp 2021
- Scheduling Administration & billing of Field Use and Field Lights from leagues
- Facilities Rentals (calendars, required documentation such as waivers and insurance, taking rental fees, etc.)
- Continue to run the Enrichment center program until June 9th at LGECC and the Rimforest Kindergarten
- Cleaned LGECC in preparation for opening of programs, public, etc.
- Secured LGECC’s Enrichment Center Program for participating children for when other programs are running simultaneously
- Running Front Desk with Carly until Priscilla gets back
- Supervising Recreation Staff, Training for Summer Day Camp, and Coordinating staff scheduling
- Updating agreements with Charter School: We are servicing 7 charter schools. Renewing all charter schools service and insurance agreements for the new school year 2021-2022
- Organizing and going through old files
- Helping Preschool Staff when needed

Marketing/Office Operations Specialist – Carly Korn

- Setting up training sessions and instructions for Jenny Hueter for when I’m on maternity leave
- Working with Maintenance and Instructor/Renters with facility request for new programs
- Worked with Maintenance and Casey to get front desk ready for opening (all of April) and CDPH Compliant – Completed
- Pickleball Marketing Materials, eblast, website, CivicREC, etc. – Completed
- Summer Day Camp 2021 Marketing Materials, eblast, website, CivicREC, etc. – Completed
- Summer Day Camp 2021 Flyers out to schools – Working
- Adopt-A-Park Program – Completed waiting for Board Approval
- Instructor/Renter Programs (waivers, contracts, insurance requirements, procedures, etc.) worked with Karen, Rick, and Casey – Completed and ready for new Instructor/Renter Programs
- Updating Recreation Documents (reg. forms, waivers, etc.) – Completed

- Online Recreation Catalog CivicREC Updates as programs are prepared
- Operation Update & COVID-19 Announcements on Website – Ongoing
- Virtual Activities Website Update
- Using Adobe Creative Cloud and Practicing/Using Illustrator and Photo Shop and other programs
- Website Updates and Posts – Ongoing
- Creating/Sending Marketing emails to send via iContact that also go on Facebook
 1. Summer Day Camp 2021
 2. Operations Update – COVID-19 Tentative Opening Date May 10th
 3. Enrichment Center Program Update – Now offering After School Program
 4. COVID-19 Closure Announcement Update
- Press Releases:
 1. Adopt-A-Park Program & Community Volunteer Recognition - Waiting for Board Approval
 2. Summer Day Camp 2021 – Registration Now Open
 3. Pickleball/Table Tennis at LGECC – Registration Now Open
 4. Operations Updated – Covid-19 Tentative Open Date May 10th
 5. RIMREC After School Program and Enrichment Center Program Updates
 6. Survey Notice: RIMREC After School Program & Enrichment Center Program Participant Input with New Hybrid School Schedule
 7. COVID-19 Closure Announcement Update
 8. Park District Applies for Prop 68 Grant Funding
- New Instructor/Renter Program Proposals – Aerial Fitness by Michele Bryer
- Ongoing Marketing/Office Operations Specialist Duties
 - a. Misc. Office Operations Duties / Phone Calls / ensuring Customer Service / Accommodations / Adjustments / Interludes, etc.
 - b. Facility Rental Process Updates
 - c. Updating Park District Outlook Calendars
 - d. Updating the Website with current Park District Happenings
 - e. Updating the Facebook Pages and other Social Media Accounts
 - f. Collecting Interest List and eMarketing Subscribers of iContacts
 - g. Public Outreach: Crestline Connect, RCRN, local media/newspaper communication
 - h. Oversee Instructor/Renter Programs and visiting classes
 - i. Administrative Assistant to the Board of Directors
 - I. Prepares Agenda per GM
 - II. Schedules Meetings accordingly via in person or zoom

- III. Prepares Meeting Minutes
- IV. Prepares Resolutions per GM
- V. Prepares documents and items/projects for approval at board meetings
- VI. Prepares and distributes meeting packets to board of directors
- VII. Files information accordingly (recordings, records, etc.)
- VIII. Makes board information public via Park District Website and communicates to local media via press release or emails to lead publishers

Maintenance Manager – Brian Hernandez

- Running Springs Ball Field leak repair
- Repaired a break in irrigation line at Arrowbear Park
- Hung New Door at Twin Peaks Ball field – Mountain Little League Storage
- Cleaned and Opened all restrooms
- Installed backstop at LGECC Ball Field
- Installed new toilet paper dispensers in LGECC Outdoor Restrooms
- Opened both Senior/Community Centers
- Fixed Furnace at Twin Peaks Senior/Community Center
- Seeding and Fertilizing at all Ball Fields
- Installed planters for Mini Garden in Sunrise Children’s Club Preschool Playground
- Repairing and adjusting sprinkler heads at all Ball Fields
- Weed Abatement at all facilities
- Dialed in new WIFI thermostats and programed them through the Pelican Thermostat System
- Running Springs Ball Field Snack Bar/Restrooms have been completed and maintained during spring league use & users are required to keep facility cleaned and sanitized
- Sanitizing all Facilities after program usage
- Trimming Trees
- Daily Routine Maintenance

Preschool Director – Julia Hajjamadi

- Planted a garden
- Eric Carle Month- May
- Picture Day on May 14, 2021
- Classroom pet: Hulk the goldfish

- Practice & Preparing Preschool Graduation
- Maintaining compliance with Community Care licensing and CDC Health with COVID-19 regulations
- Help with Enrichment Center Program Kindergarten
- Daily Health Checks
- Deep Cleaned all toys and manipulative materials, etc.
- Enrollment full I have a waitlist.
- Maintain preschools social media: Facebook