



## BOARD OF DIRECTORS REGULAR MEETING AGENDA

**Kelly J. Gregg** *President*

**James Roberts III** *Vice President*

**Jose Gonzalez** *Director*

**Shawna Irish** *Director*

**Roman Aguilar III** *Director*

**Robert Hernandez** *Acting General Manager*

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### HESPERIA RECREATION AND PARK DISTRICT

Wednesday, September 4, 2024 - 6:00 P.M.

Lime Street Park Community Center

16292 Lime Street, Hesperia, CA 92345

### AGENDA

#### CALL TO ORDER

- a. Roll Call
- b. Approval of Agenda

#### FLAG SALUTE

#### MESSAGE TO THE PUBLIC/PUBLIC COMMENT

Welcome to this Board of Directors Meeting. The Board encourages public participation. If you desire to address the Board on any District-related matter or item on the Agenda, you are asked to please fill out one of the speaker forms in the back of the meeting room and turn it in to the General Manager. When called upon, please come forward, and state your name and address (if you wish) before addressing the Board. Please limit your comments to five minutes per speaker.

Please note that if you address the Board on items NOT on the Agenda, the Brown Act does not allow discussion of such items. Therefore, the Board may only do the following: refer the matter to staff, ask for additional information, request a report back, or give a very limited factual response.

#### CONSENT ITEMS

The following items are expected to be routine and non-controversial and will be acted upon by the Board at one time without discussion, unless a Board member requests that an item be removed from the consent agenda and held for discussion.

- A. Approval of Minutes from August 28, 2024

**PULLED CONSENT ITEMS**

**DISCUSSION/ACTION ITEMS**

- B. **Discussion / Action Item:** Review and approve the SBCERA invoice
- C. **Discussion / Action Item:** Review and approve invoice from JL Group
- D. **Discussion/ Action Item:** Update on status of the grants with Townsend Public Affairs and The Rojas Communications Group
- E. **Discussion/Action Item:** Appoint members to the City Relations Ad Hoc Committee
- F. **Discussion/ Action Item:** Review and approve potential Event Coordinator and Event Specialist Positions

**CORRESPONDENCE/WRITTEN COMMUNICATION**

**GENERAL MANAGER REPORT**

**BOARD MEMBER REPORTS**

Standing Committees:

- Foundation - Gonzalez/ Irish
- Event - Irish/Gonzalez
- Safety, Security, and Maintenance - Gregg/Roberts
- Recreation - Roberts/ Irish
- Policy Review - Aguilar/ Gregg
- Personnel - Gregg/ Aguilar (no meeting held)
- Finance - Aguilar/Gregg (no meeting held)
- Development - Gregg/Roberts (no meeting held)
- Tri-Agency - Aguilar/Gonzalez (no meeting held)

Other:

Association of the San Bernardino County Special Districts

**BOARD MEMBER COMMENTS**

**CLOSED SESSION ITEMS**

G. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Paragraph (1) of subdivision (d) of Government Code 54956.9 - 1 item

**REPORT FROM CLOSED SESSION, IF ANY**

**ANNOUNCEMENTS**

The next Regular Board Meeting is scheduled for September 4, 2024, at 6:00 p.m. and will be held in the Lime Street Community Center at 16292 Lime Street, Hesperia, CA 92345.

**ADJOURNMENT**

It is the intent of the Hesperia Recreation and Park District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Hesperia Recreation and Park District will attempt to accommodate you in every reasonable manner. Please contact the District Office at (760) 244-5488, at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

Board Meeting documents can be reviewed by the public at the District Office, 16292 Lime Street, Hesperia, CA - Monday through Friday, 8:30 a.m. to 5:00 p.m.

**HESPERIA RECREATION AND PARK DISTRICT  
INTER-OFFICE MEMO**

**DATE:** August 30, 2024, **PHONE:** (760) 244-5488  
**FROM:** FRANCES SCHAUWECKER, EXECUTIVE DISTRICT CLERK  
Hesperia Recreation and Park District  
**TO:** BOARD OF DIRECTORS  
Hesperia Recreation and Park District  
**SUBJECT:** EXPANDED AGENDA INFORMATION FOR REGULAR BOARD  
MEETING 9/4/2024

**DISCUSSION/ACTION ITEMS**

**B. Discussion/ Action Item:** Review and approve the SBCERA invoice

**Background:** SBCERA has sent an invoice for services. Please review the enclosed invoices. Employee contribution worksheets has been included as well for reference.

**Recommendation:** Review and approve the SBCERA Invoice

**Reference Materials Included In Tab:**     **YES**                       **NO**

1. SBCERA Invoice
2. Employee #1 Contribution Worksheet
3. Employee #2 Contribution Worksheet

**C. Discussion/ Action Item:** Review and approve invoice from JL Group

**Background:** Review and approve the attached invoices. Services were initiated and carried over from the previous General Manager’s administration.

**Recommendation:** Review and Approval of Invoices from JL Group, LLC

**Reference Materials Included In Tab:**     **YES**                       **NO**

1. JL Invoice #1
2. JL Invoice #2
3. JL Invoice #3

**D. Discussion/ Action Item:** Update on the status of the grants with Townsend Public Affairs and The Rojas Group

**Background:** Updates on upcoming funding opportunities and progress that could meet Hesperia Recreation and Park District's funding needs was requested by the Board of Directors.

**Recommendation:** Direction of the Board

**Reference Materials Included In Tab:**  YES  NO

E. **Discussion/ Action Item:** Appoint members to the City Relations Ad Hoc Committee

**Background:** The Board approved the formation of an Ad Hoc Committee for City Relations. This item is to appoint members of the Board to the committee.

**Recommendation:** Chooses chairman, vice chair, and an alternate for the committee.

**Reference Materials Included In Tab:**  YES  NO

F. **Discussion/ Action Item:** Review and approve potential Event Coordinator and Event Specialist Positions

**Background:** Event Coordinator and Event Specialists positions had been previously approved by the board of directors; staff is seeking approval to move forward with filling these positions. Salary range or benefits will need to be determined by the Board.

**Recommendation:** Review and advise on the two positions

**Reference Materials Included In Tab:**  YES  NO

1. Event Coordinator Job Description
2. Event Specialist Job Description

**HESPERIA RECREATION AND PARK DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
August 28, 2024**

**MINUTES**

**CALL TO ORDER**

The Hesperia Recreation and Park District Board of Directors Regular Meeting was called to order by President Gregg at 6:01 p.m., at the Lime Street Park Community Center, located at 16292 Lime Street, Hesperia, CA 92345.

**ROLL CALL  
ATTENDANCE**

|                       |   |
|-----------------------|---|
| <b>BOARD PRESENT:</b> | Aguilar, Roberts, Gonzalez, Gregg, Irish                      |
| <b>BOARD ABSENT:</b>  | None  |
| <b>STAFF PRESENT:</b> | Hernandez, Schauwecker, Varner, Artola, Chavez,<br>Richardson |
| <b>OTHERS:</b>        | Mike Mellnor  |

**APPROVAL OF AGENDA**

It was moved by Director Aguilar and seconded by Director Irish to approve the Agenda. The motion passed by the following roll call vote:

|                 |  |
|-----------------|--|
| <b>AYES:</b>    | Aguilar, Roberts, Gonzalez, Irish, Gregg |
| <b>NOES:</b>    | None                                     |
| <b>ABSENT:</b>  | None                                     |
| <b>ABSTAIN:</b> | None                                     |

**FLAG SALUTE**

The Flag Salute was led by Director Irish.

**MESSAGE TO THE PUBLIC/PUBLIC COMMENT**

Ms. Leticia Cisneros gave comment on the homeless situation at Hesperia Civic Plaza Park. She stated there was a homeless encampment at the park. Their presence there is deterring families from enjoying the use of the park. She is looking to the Park District and Park Rangers for assistance with the situation.

**CONSENT ITEMS**

**A. Approval of Minutes of August 14, 2024**

**B. Claims for Payment**

**MOTION:** It was moved by Director Aguilar and seconded by Director Gonzalez to approve Item A and pull item B. The motion passed by the following roll call vote:

**AYES:** Gonzalez, Irish, Aguilar, Roberts, Gregg  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

### **PULLED CONSENT ITEMS**

**Item B: Claims for Payment:** President Gregg would like this item moved from consent items, to Discussion/ Action items, so the board can clarify some items.

**MOTION:** It was moved by President Gregg and seconded by Director Aguilar to approve Item B. The motion passed by the following roll call vote:

**AYES:** Aguilar, Gonzalez, Irish, Roberts, Gregg  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

### **DISCUSSION/ACTION ITEMS**

**C. Discussion/Action Item:** Rebranding of the Rick Novack Center

**MOTION:** It was moved by President Gregg and seconded by Director Irish to approve naming the gym, the James W. Roberts III Gymnasium to honor one of our board members who is still with us. The motion passed by the following roll call vote:

**AYES:** Irish, Aguilar, Gonzalez, Gregg  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** Roberts

**D. Discussion/ Action Item:** Update on the splashpad with Kya.

- Mike Mellor gave an update on the status of the installation of the splash pad.

**MOTION:** No motion was made

**AYES:** None  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**E. Discussion/Action Item:** Review and Approve P.O.S.T. letter of interest

**MOTION:** It was moved by Director Aguilar and seconded by Vice President Roberts to approve the letter of interest for participation in the P.O.S.T Program. The motion passed by the following roll call vote:

**AYES:** Roberts, Gonzalez, Irish, Aguilar, Gregg  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**F. Action Item: Adoption of Ordinance No. 24-01, Ordinance for Commission on Peace Officer Standards and Training/ P.O.S.T.**

**MOTION:** It was moved by Director Aguilar and seconded by Director Irish to approve the Ordinance for Commission on Peace Officer Standards and Training. The motion passed by the following roll call vote:

**AYES:** Gonzalez, Irish, Aguilar, Roberts, Gregg  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**G. Discussion/Action Item: Update on funds generated from the Concerts in the Park Beer Garden**

- The General Manager gave an update on the funds generated by the Concert in the Park series.

**H. Discussion/Action Item: Update on Granicus Agenda Automation**

- The General Manager presented the Board with the available dates for training. Most board members will take the training via Teams meetings.

**I. Discussion/Action Item: Review and approve security cameras at Percy Bakker Center**

- The board of directors gave direction to hold off on the installation of the cameras until the quarterly budget review.

**J. Discussion/Action Item: Review of Updated Purchasing/Procurement Policy**

**MOTION:** It was moved by President Gregg and seconded by Director Aguilar to approve the updated policy with a 10K spending limit for the General Manager.

**AYES:** Irish, Aguilar, Roberts, Gonzalez, Gregg  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**K. Discussion Item: Review of Updated Board and Management Travel Reimbursement Policy**



**MOTION:** It was moved by Director Irish and seconded by Vice President Roberts to approve the updated policy with updates to be made in the Policy and Board Manuals.

**AYES:** Aguilar, Roberts, Gonzalez, Irish, Gregg

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

- L. Discussion Item:** Consideration of Operations Consultant for Grant Projects
- Direction was given to staff to start looking for an Operations Consultant

**MOTION:** No Motion was made

**GENERAL MANAGER/STAFF REPORTS** - The General Manager will report on the following topics, report on committees, or other activities.

- Recreation Programs
- Lake
- Parks Division
- Park Ranger
- Marketing
- General Manager - Mr. Hernandez highlighted the many projects we are working to move forward on. There is a lot of behind the scenes work being done. He also highlighted the float idea for participation in the Hesperia Days Parade.

#### **BOARD MEMBER COMMENTS**

- Vice President Roberts gave kudos to the Acting General Manager. Hes doing a fantastic job. Knows he is getting things done, can see the progress and he is changing the culture of the district in a positive way.
- Director Aguilar thanked staff and the General Manager for all they are doing.
- Director Gonzalez thanked staff and encourages them to keep things moving forward in a positive direction. He appreciates staff for all they do.
- Director Irish thanked everyone.
- President Gregg stated that today he truly wants to say thank you to staff and is happy to see we are working our Vision Statement. He is hoping we can stay the course but reminded staff to keep moving the projects forward. He would also like to see the same flags as Percy Bakker Center, here at the District Office.

Meeting recessed from open session at 7:25 p.m.

Meeting reconvened into closed session at 7:30 p.m.

#### **CLOSED SESSION ITEMS**

- A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Paragraph (1) of subdivision (d) of Government Code 54956.9 - 4 items

**B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Paragraph (1) of subdivision (d) of Government Code 54956.9

Name of Case: Kyle Woolley v. Hesperia Recreation and Park District

Meeting recessed from closed session at 7:56 p.m.

Meeting reconvened into open session at 7:56 p.m.

**REPORT FROM CLOSED SESSION, IF ANY**

None

**ANNOUNCEMENTS**

The next Regular Board Meeting is scheduled for Wednesday, September 4, 2024, at 6:00 p.m. and will be held in the Lime Street Community Center at 16292 Lime Street, Hesperia, CA 92345.

**ADJOURNMENT**

The meeting was adjourned by declaration by President Gregg at 7:57 p.m.

Respectfully submitted,

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Robert Hernandez  
Acting General Manager

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Frances Schauwecker  
Board Secretary/Clerk of the Board

July 23, 2024

Robert Hernandez, Acting General Manager  
Hesperia Recreation & Parks District  
16292 Lime Street  
Hesperia, CA 92345

Dear Robert Hernandez,

This letter is in response to your inquiry regarding Hesperia Parks and Recreation's (District) obligation to report and collect employer and employee contributions to San Bernardino County Employees' Retirement Association (SBCERA). This inquiry follows a request made by the District to determine whether certain employees were classified in the correct retirement tier and if such employees' past and current service rendered should be covered by SBCERA.

First, to address the determination regarding the correct retirement tier. It has been determined that the following employees were (1) classified incorrectly as Tier 2 members and (2) that the past and current service rendered should have been covered by SBCERA for retirement purposes.

- [REDACTED] – Hired by the District on April 4, 2009, and enrolled in "part-time retirement". An audit of [REDACTED] payroll documents revealed he was hired into a regular, full-time position as Maintenance Worker I, and meets the requirement of SBCERA membership as defined in our By-Laws effective on his date of appointment on April 4, 2009. We have adjusted [REDACTED] SBCERA entry date to April 4, 2009, and corrected his retirement plan to Tier 1. This adjustment has resulted in a net total to be paid to SEBCERA of **\$68,168.17**.
- [REDACTED] - Hired by the District on April 25, 2009, and enrolled in "part-time retirement". An audit of [REDACTED] payroll documents revealed she was in part-time employment but was transferred to regular, full-time employment on June 19, 2010, as Recreation Leader II. This meets the requirement of SBCERA membership as defined in our By-Laws on her date of appointment on June 19, 2010. We have adjusted [REDACTED] SBCERA entry date to June 19, 2010, and corrected her retirement plan to Tier 1. This adjustment has resulted in a net total to be paid to SBCERA of **\$66,424.45**.

Given the determination above, the District, as an SBCERA participating employer, is legally obligated to transmit employer contributions and employee contributions to SBCERA. There is no authority that would allow a participating employer to not transmit employer and employee contributions. SBCERA is a public retirement system established under the County Employees' Retirement Law of 1937 ("CERL"), where the Board has plenary authority and fiduciary responsibility for the administration of the retirement system. (Cal. Const., art. XVI, § 17, subdiv. (a),(e). SBCERA is funded by both employer and employee contributions. (See Gov. Code §§ 31580-31607). The two ways an employer "pays into" the system are: (1) by transmitting the

employer's contributions on the basis of a normal contribution rate computed as a level percentage of compensation together with required member [employee] contributions, which together will be sufficient to provide for a payment of all perspective benefits (Gov. Code §§ 31453.5 31454.) and (2) payment of any deficit, i.e. the unfunded liability (Gov. Code §§ 31545.5, 31454.6.). Therefore, the statutory framework places a legal obligation on a participating employer to transmit all mandatory contributions (employer and member/employee contributions) to SBCERA.

When any district becomes part of the retirement system, the same appropriations and transfer of fund are required to be made as those required by of the county in the CERL, and such charges are legal charges against the funds of the district. (Gov. Code §§ 31585, 31582. 31584). Such requirements of the County as seen in Government Code section 31582, mandates that both the compensation earnable, as defined by Section 31461 and the pensionable compensation, as defined in Section 7522.34, paid to all members of the retirement association are certified and the appropriation is transferred to the retirement fund the applicable percentage of this amount set by the SBCERA Board. (See Gov. Code §§ 31453, 31453.4.) This further establishes the legal obligation of the District to transmit the mandatory contributions to SBCERA.

Moreover, all payments of each SBCERA participating employer into the retirement fund are obligations of the respective employer. (Gov. Code § 31586.) The District has an obligation to transmit to SBCERA the mandatory contributions, i.e. employer and/or employee. Again, such obligations are not optional, but legally required as an SBCERA participating employer.

The CERL mandates that such contributions are to be made on timely basis, otherwise Government Code section 31580.1 would permit SBCERA to asses a reasonable amount to cover costs incurred because of the failure to submit reports and forward contributions on a timely basis. Based on the determination outlined above, the specified employees should have been reported as members since the commencement of their employment with the District and as a result, employer and employee contributions are required for this period. For reasons cited above, SBCERA has the authority and responsibility to collect employer and employee contributions by requiring the District to transmit the mandatory contributions to SBCERA. Therefore, SBCERA requests the District transmit the mandatory employer and employee contribution no later than August 31, 2024.

If you have any additional questions, you can email us at [employers@sbcera.org](mailto:employers@sbcera.org) or call us at (909) 765-2883.

Sincerely,



Amy McInerney  
Chief Financial Officer  
SBCERA

Member Name: ██████████  
 Employee ID#: ██████████  
 SBCERA ID: ██████████  
 Plan: General Tier II to General Tier I  
 Tier I Contribution Basis Age: 51  
 Employer: Hesperia Rec and Park Dist #003  
 Memo Type: Contributions Due

Prepared By Initials: \_\_\_\_\_

Reviewed By Initials: \_\_\_\_\_

5/30/2024

|                |            |           |            | Member Refundable Contribution |             |       |           | Survivor Benefit |      |        |      | Employer Match |        |           |       |       |   |            |        |
|----------------|------------|-----------|------------|--------------------------------|-------------|-------|-----------|------------------|------|--------|------|----------------|--------|-----------|-------|-------|---|------------|--------|
|                |            |           |            |                                |             |       |           |                  |      |        |      |                |        |           |       |       |   |            |        |
| 25             | 12/3/2010  | 80.00     | 740.00     | 3.72%                          | 27.53       | 9.50% | 70.30     | 0.99             | 0.99 | 0.99   | 0.99 | 16.11%         | 119.21 | 4.28%     | 31.67 | 0.00% | - | 20.39%     | 150.88 |
| 24             | 11/19/2010 | 80.00     | 740.00     | 3.72%                          | 27.53       | 9.50% | 70.30     | 0.99             | 0.99 | 0.99   | 0.99 | 16.11%         | 119.21 | 4.28%     | 31.67 | 0.00% | - | 20.39%     | 150.88 |
| 23             | 11/5/2010  | 80.00     | 740.00     | 3.72%                          | 27.53       | 9.50% | 70.30     | 0.99             | 0.99 | 0.99   | 0.99 | 16.11%         | 119.21 | 4.28%     | 31.67 | 0.00% | - | 20.39%     | 150.88 |
| 22             | 10/22/2010 | 80.00     | 740.00     | 3.72%                          | 27.53       | 9.50% | 70.30     | 0.99             | 0.99 | 0.99   | 0.99 | 16.11%         | 119.21 | 4.28%     | 31.67 | 0.00% | - | 20.39%     | 150.88 |
| 21             | 10/8/2010  | 80.00     | 740.00     | 3.72%                          | 27.53       | 9.50% | 70.30     | 0.99             | 0.99 | 0.99   | 0.99 | 16.11%         | 119.21 | 4.28%     | 31.67 | 0.00% | - | 20.39%     | 150.88 |
| 20             | 9/24/2010  | 80.00     | 740.00     | 3.72%                          | 27.53       | 9.50% | 70.30     | 0.99             | 0.99 | 0.99   | 0.99 | 16.11%         | 119.21 | 4.28%     | 31.67 | 0.00% | - | 20.39%     | 150.88 |
| 19             | 9/10/2010  | 80.00     | 740.00     | 3.72%                          | 27.53       | 9.50% | 70.30     | 0.99             | 0.99 | 0.99   | 0.99 | 16.11%         | 119.21 | 4.28%     | 31.67 | 0.00% | - | 20.39%     | 150.88 |
| 18             | 8/27/2010  | 80.00     | 740.00     | 3.72%                          | 27.53       | 9.50% | 70.30     | 0.99             | 0.99 | 0.99   | 0.99 | 16.11%         | 119.21 | 4.28%     | 31.67 | 0.00% | - | 20.39%     | 150.88 |
| 17             | 8/13/2010  | 80.00     | 740.00     | 3.72%                          | 27.53       | 9.50% | 70.30     | 0.99             | 0.99 | 0.99   | 0.99 | 16.11%         | 119.21 | 4.28%     | 31.67 | 0.00% | - | 20.39%     | 150.88 |
| 16             | 7/30/2010  | 80.00     | 740.00     | 3.72%                          | 27.53       | 9.50% | 70.30     | 0.99             | 0.99 | 0.99   | 0.99 | 16.11%         | 119.21 | 4.28%     | 31.67 | 0.00% | - | 20.39%     | 150.88 |
| 15             | 7/16/2010  | 80.00     | 740.00     | 3.72%                          | 27.53       | 9.50% | 70.30     | 0.99             | 0.99 | 0.99   | 0.99 | 16.11%         | 119.21 | 4.28%     | 31.67 | 0.00% | - | 20.39%     | 150.88 |
| 14             | 7/2/2010   | 80.00     | 740.00     | 3.72%                          | 27.53       | 9.50% | 70.30     | 0.99             | 0.99 | 0.99   | 0.99 | 16.11%         | 119.21 | 4.28%     | 31.67 | 0.00% | - | 20.39%     | 150.88 |
| Totals         |            | 26,960.00 | 486,981.80 |                                | 27,216.06   |       | 46,263.34 | 441.67           |      | 441.67 |      | 135,667.47     |        | 36,169.05 |       | -     |   | 171,836.52 |        |
| Net Difference |            | 4,240.00  | 57,816.20  |                                | (12,523.34) |       | 46,263.34 | 49.77            |      | 49.77  |      | 27,653.61      |        | 4,931.30  |       | -     |   | 32,584.91  |        |

| Summary of Contributions         |                  |
|----------------------------------|------------------|
| Due to Employee                  | (12,473.57)      |
| Due to SBCERA - Employer Portion | 78,898.02        |
| <b>Net due to SBCERA</b>         | <b>66,424.45</b> |



Member Name: ██████████  
 Employee ID#: ██████████  
 SBCERA ID: ██████████

Prepared By Initials: \_\_\_\_\_

Reviewed By Initials: \_\_\_\_\_

Plan: General Tier II to General Tier I  
 Tier I Contribution Basis Age: 32  
 Employer: Hesperia Rec and Park Dist #003  
 Memo Type: Contributions Due

5/30/2024

|                |           |           |            | Member Refundable Contribution |             |       |           | Survivor Benefit |      |        |      | Employer Match |           |       |       |       |   |        |            |
|----------------|-----------|-----------|------------|--------------------------------|-------------|-------|-----------|------------------|------|--------|------|----------------|-----------|-------|-------|-------|---|--------|------------|
|                |           |           |            |                                |             |       |           |                  |      |        |      |                |           |       |       |       |   |        |            |
| 0              | 10/9/2009 | 80.00     | 1,079.20   | 0.21%                          | 2.27        | 9.50% | 102.52    | 1.57             | 1.57 | 1.57   | 1.57 | 15.24%         | 164.47    | 4.18% | 45.11 | 0.00% | - | 19.42% | 209.58     |
| 0              | 9/25/2009 | 80.00     | 1,079.20   | 0.21%                          | 2.27        | 9.50% | 102.52    | 1.57             | 1.57 | 1.57   | 1.57 | 15.24%         | 164.47    | 4.18% | 45.11 | 0.00% | - | 19.42% | 209.58     |
| 0              | 9/11/2009 | 80.00     | 1,079.20   | 0.21%                          | 2.27        | 9.50% | 102.52    | 1.57             | 1.57 | 1.57   | 1.57 | 15.24%         | 164.47    | 4.18% | 45.11 | 0.00% | - | 19.42% | 209.58     |
| 0              | 8/28/2009 | 80.00     | 1,079.20   | 0.21%                          | 2.27        | 9.50% | 102.52    | 1.57             | 1.57 | 1.57   | 1.57 | 15.24%         | 164.47    | 4.18% | 45.11 | 0.00% | - | 19.42% | 209.58     |
| 0              | 8/14/2009 | 80.00     | 1,032.80   | 0.21%                          | 2.17        | 9.50% | 98.12     | 1.57             | 1.57 | 1.57   | 1.57 | 15.24%         | 157.40    | 4.18% | 43.17 | 0.00% | - | 19.42% | 200.57     |
| 0              | 7/31/2009 | 80.00     | 1,032.80   | 0.21%                          | 2.17        | 9.50% | 98.12     | 1.57             | 1.57 | 1.57   | 1.57 | 15.24%         | 157.40    | 4.18% | 43.17 | 0.00% | - | 19.42% | 200.57     |
| 0              | 7/17/2009 | 80.00     | 1,032.80   | 0.21%                          | 2.17        | 9.50% | 98.12     | 1.57             | 1.57 | 1.57   | 1.57 | 15.24%         | 157.40    | 4.18% | 43.17 | 0.00% | - | 19.42% | 200.57     |
| 0              | 7/3/2009  | 80.00     | 1,032.80   | 0.21%                          | 2.17        | 9.50% | 98.12     | 1.57             | 1.57 | 1.57   | 1.57 | 15.24%         | 157.40    | 4.18% | 43.17 | 0.00% | - | 19.42% | 200.57     |
| 0              | 6/19/2009 | 80.00     | 1,032.80   | 0.18%                          | 1.86        | 9.50% | 98.12     | 2.45             | 2.45 | 2.45   | 2.45 | 15.72%         | 162.36    | 4.25% | 43.89 | 0.00% | - | 19.97% | 206.25     |
| 0              | 6/5/2009  | 80.00     | 1,032.80   | 0.18%                          | 1.86        | 9.50% | 98.12     | 2.45             | 2.45 | 2.45   | 2.45 | 15.72%         | 162.36    | 4.25% | 43.89 | 0.00% | - | 19.97% | 206.25     |
| 0              | 5/22/2009 | 80.00     | 1,032.80   | 0.18%                          | 1.86        | 9.50% | 98.12     | 2.45             | 2.45 | 2.45   | 2.45 | 15.72%         | 162.36    | 4.25% | 43.89 | 0.00% | - | 19.97% | 206.25     |
| 0              | 5/8/2009  | 80.00     | 1,032.80   | 0.18%                          | 1.86        | 9.50% | 98.12     | 2.45             | 2.45 | 2.45   | 2.45 | 15.72%         | 162.36    | 4.25% | 43.89 | 0.00% | - | 19.97% | 206.25     |
| 0              | 4/24/2009 | 80.00     | 1,032.80   | 0.18%                          | 1.86        | 9.50% | 98.12     | 2.45             | 2.45 | 2.45   | 2.45 | 15.72%         | 162.36    | 4.25% | 43.89 | 0.00% | - | 19.97% | 206.25     |
| 0              | 4/10/2009 | 40.00     | 516.40     | 0.18%                          | 0.93        | 9.50% | 49.06     | 2.45             | 2.45 | 2.45   | 2.45 | 15.72%         | 81.18     | 4.25% | 21.95 | 0.00% | - | 19.97% | 103.13     |
| Totals         |           | 31,480.00 | 599,874.80 |                                | 9,914.89    |       | 56,987.84 | 516.44           |      | 516.44 |      | 158,697.28     | 41,898.94 |       | -     |       |   |        | 200,596.22 |
| Net Difference |           | 9,480.00  | 141,878.80 |                                | (40,725.50) |       | 56,987.84 | 136.03           |      | 136.03 |      | 42,986.97      | 8,646.80  |       | -     |       |   |        | 51,633.77  |

| Summary of Contributions         |                  |
|----------------------------------|------------------|
| Due to Employee                  | (40,589.47)      |
| Due to SBCERA - Employer Portion | 108,757.64       |
| <b>Net due to SBCERA</b>         | <b>68,168.17</b> |

JL Group, LLC  
30025 Alicia Parkway #327  
Laguna Niguel, CA 92677 US  
jlove@jlggroup.net  
https://www.jlggroup.net/



# INVOICE

**BILL TO**  
Hesperia Recreation and Parks  
District  
C/O:Channing Hawkins

**INVOICE #** 23090JK.2  
**DATE** 03/19/2024  
**DUE DATE** 04/18/2024  
**TERMS** Net 30

**MATTER**  
[REDACTED]

| DATE       | ACTIVITY       | DESCRIPTION | QTY  | RATE   | AMOUNT   |
|------------|----------------|-------------|------|--------|----------|
| 01/23/2024 | Investigation  | [REDACTED]  | 1.30 | 350.00 | 455.00   |
| 01/23/2024 | Investigation  | [REDACTED]  | 4.50 | 250.00 | 1,125.00 |
| 01/30/2024 | Investigation  | [REDACTED]  | 1.30 | 350.00 | 455.00   |
| 02/07/2024 | Report Writing | [REDACTED]  | 4    | 250.00 | 1,000.00 |
| 02/08/2024 | Report Writing | [REDACTED]  | 4    | 250.00 | 1,000.00 |
| 02/08/2024 | Investigation  | [REDACTED]  | 0.90 | 350.00 | 315.00   |
| 02/22/2024 | Report Writing | [REDACTED]  | 3    | 250.00 | 750.00   |
| 02/23/2024 | Report Writing | [REDACTED]  | 3    | 250.00 | 750.00   |
| 02/24/2024 | Report Writing | [REDACTED]  | 4    | 250.00 | 1,000.00 |
| 02/25/2024 | Report Writing | [REDACTED]  | 4    | 250.00 | 1,000.00 |
| 02/26/2024 | Investigation  | [REDACTED]  | 3.20 | 350.00 | 1,120.00 |
| 02/26/2024 | Report Writing | [REDACTED]  | 3    | 250.00 | 750.00   |
| 02/28/2024 | Investigation  | [REDACTED]  | 1.40 | 350.00 | 490.00   |

ATTORNEY CLIENT PRIVILEGED/ATTORNEY WORK PRODUCT

| DATE       | ACTIVITY      | DESCRIPTION | QTY  | RATE               | AMOUNT             |
|------------|---------------|-------------|------|--------------------|--------------------|
| 02/28/2024 | Investigation |             | 1.30 | 350.00             | 455.00             |
| 03/11/2024 | Investigation |             | 1    | 250.00             | 250.00             |
| 03/11/2024 | Investigation |             | 1    | 350.00             | 350.00             |
| 03/11/2024 | Investigation |             | 0.60 | 350.00             | 210.00             |
|            | Transcripts   |             | 1    | 3,094.00           | 3,094.00           |
|            | Milage        |             | 1    | 121.83             | 121.83             |
|            |               |             |      | <b>BALANCE DUE</b> | <b>\$14,690.83</b> |



JL Group, LLC  
30025 Alicia Parkway #327  
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https://www.jlgroup.net/



# INVOICE

**BILL TO**  
Hesperia Recreation and Parks  
District  
C/O: Channing Hawkins

**INVOICE #** 24014JK.1  
**DATE** 03/19/2024  
**DUE DATE** 04/18/2024  
**TERMS** Net 30

**MATTER**

[Redacted] Matter

| DATE       | ACTIVITY       | DESCRIPTION | QTY  | RATE   | AMOUNT   |
|------------|----------------|-------------|------|--------|----------|
| 02/04/2024 | Investigation  | [Redacted]  | 1.80 | 350.00 | 630.00   |
| 02/04/2024 | Report Writing | [Redacted]  | 6    | 250.00 | 1,500.00 |
| 02/05/2024 | Report Writing | [Redacted]  | 4    | 250.00 | 1,000.00 |
| 02/06/2024 | Investigation  | [Redacted]  | 3.20 | 350.00 | 1,120.00 |
| 02/06/2024 | Investigation  | [Redacted]  | 1.30 | 350.00 | 455.00   |
| 02/06/2024 | Report Writing | [Redacted]  | 5    | 250.00 | 1,250.00 |
| 02/08/2024 | Investigation  | [Redacted]  | 1.20 | 350.00 | 420.00   |
| 02/08/2024 | Investigation  | [Redacted]  | 1.20 | 350.00 | 420.00   |

BALANCE DUE

**\$6,795.00**

**JL Group, LLC**  
 30025 Alicia Parkway #327  
 Laguna Niguel, CA 92677 US  
 jlove@jlggroup.net  
 https://www.jlggroup.net/



# INVOICE

**BILL TO**  
 Hesperia Recreation and Parks  
 District  
 C/O: Channing Hawkins

**INVOICE #** 23010JB.1  
**DATE** 03/19/2024  
**DUE DATE** 04/18/2024  
**TERMS** Net 30

**MATTER**

[REDACTED] Investigation

| DATE       | ACTIVITY       | DESCRIPTION | QTY | RATE   | AMOUNT   |
|------------|----------------|-------------|-----|--------|----------|
| 12/18/2023 | Investigation  | [REDACTED]  | 2   | 250.00 | 500.00   |
| 12/21/2023 | Investigation  | [REDACTED]  | 2   | 250.00 | 500.00   |
| 01/03/2024 | Investigation  | [REDACTED]  | 4   | 250.00 | 1,000.00 |
| 01/09/2024 | Investigation  | [REDACTED]  | 9   | 250.00 | 2,250.00 |
| 01/10/2024 | Investigation  | [REDACTED]  | 4   | 250.00 | 1,000.00 |
| 01/16/2024 | Investigation  | [REDACTED]  | 5   | 250.00 | 1,250.00 |
| 01/17/2024 | Investigation  | [REDACTED]  | 4   | 250.00 | 1,000.00 |
| 01/21/2024 | Investigation  | [REDACTED]  | 5   | 250.00 | 1,250.00 |
| 01/22/2024 | Investigation  | [REDACTED]  | 10  | 250.00 | 2,500.00 |
| 01/24/2024 | Investigation  | [REDACTED]  | 2   | 250.00 | 500.00   |
| 02/01/2024 | Investigation  | [REDACTED]  | 3   | 250.00 | 750.00   |
| 02/05/2024 | Investigation  | [REDACTED]  | 1   | 250.00 | 250.00   |
| 02/06/2024 | Investigation  | [REDACTED]  | 2   | 250.00 | 500.00   |
| 02/08/2024 | Investigation  | [REDACTED]  | 6   | 250.00 | 1,500.00 |
| 02/12/2024 | Investigation  | [REDACTED]  | 1   | 250.00 | 250.00   |
| 02/19/2024 | Report Writing | [REDACTED]  | 8   | 250.00 | 2,000.00 |
| 02/20/2024 | Report Writing | [REDACTED]  | 8   | 250.00 | 2,000.00 |
| 02/21/2024 | Report Writing | [REDACTED]  | 8   | 250.00 | 2,000.00 |
| 02/22/2024 | Report Writing | [REDACTED]  | 8   | 250.00 | 2,000.00 |

ATTORNEY CLIENT PRIVILEGED/ATTORNEY WORK PRODUCT

| DATE       | ACTIVITY        | DESCRIPTION | QTY | RATE     | AMOUNT   |
|------------|-----------------|-------------|-----|----------|----------|
| 02/23/2024 | Report Writing  | [REDACTED]  | 2   | 250.00   | 500.00   |
| 02/28/2024 | Report Writing  | [REDACTED]  | 1   | 250.00   | 250.00   |
|            | Transcripts     |             | 1   | 1,618.19 | 1,618.19 |
|            | Milage          |             | 1   | 449.50   | 449.50   |
|            | Credit Discount | [REDACTED]  | 1   | -817.69  | -817.69  |

BALANCE DUE

**\$25,000.00**

## **Position Summary: Event Coordinator**

The Event Coordinator for the Hesperia Recreation and Park District plays a pivotal role in orchestrating and executing diverse events, programs, and activities within the community. This position demands creativity, organization, and exceptional interpersonal skills to ensure the success and seamless operation of various events hosted by the district.

### **Key Responsibilities:**

1. **Event Planning and Execution:** Coordinate all aspects of events from conceptualization to completion. This includes venue selection, logistics, scheduling, vendor management, and budget oversight.
2. **Program Development:** Collaborate with internal teams to develop innovative and engaging event concepts that cater to the interests and needs of the community. Continuously seek opportunities to enhance the quality and variety of programs offered.
3. **Community Engagement:** Act as a liaison between the district and the community, fostering positive relationships and soliciting feedback to inform future event planning efforts.
4. **Marketing and Promotion:** Develop comprehensive marketing strategies to promote events and programs effectively. Utilize various channels such as social media, email campaigns, and traditional advertising to maximize outreach and attendance.
5. **Resource Management:** Manage resources efficiently, including staff, volunteers, equipment, and materials, to ensure the smooth execution of events while adhering to budgetary constraints.
6. **Evaluation and Improvement:** Conduct post-event evaluations to assess the success of each program and identify areas for improvement. Implement changes and adjustments based on feedback and performance metrics.
7. **Compliance and Safety:** Ensure that all events and activities comply with relevant regulations, permits, and safety protocols. Implement measures to mitigate risks and maintain a safe environment for participants and staff.

### **Qualifications:**

- Bachelor's degree in Event Management, Hospitality, Marketing, or related field preferred.
- Proven experience in event planning and coordination, preferably in a community or recreational setting.
- Strong organizational skills with the ability to manage multiple projects simultaneously and meet deadlines.
- Excellent communication and interpersonal skills, with a customer-focused approach.

- Proficiency in project management software, Microsoft Office suite, and social media platforms.
- Knowledge of relevant regulations and safety standards pertaining to event management.
- Flexibility to work evenings, weekends, and holidays as required by event schedules.

The Event Coordinator role offers an exciting opportunity to contribute to the vibrancy and enrichment of the Hesperia community through engaging and memorable events and programs. The successful candidate will demonstrate enthusiasm, creativity, and a commitment to fostering community connections through recreational experiences.

## **Position Summary: Event Specialist**

The Event Specialist at the Hesperia Recreation and Park District is a dynamic role designed to support the Event Coordinator in the planning, execution, and coordination of various community events and programs. This position requires a proactive and detail-oriented individual who thrives in a fast-paced environment and is passionate about delivering exceptional experiences to the community.

### **Key Responsibilities:**

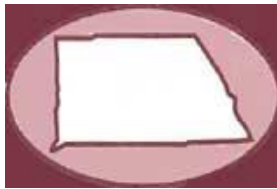
1. **Event Logistics:** Assist in the logistical planning and coordination of events, including venue setup, equipment rentals, transportation arrangements, and vendor management.
2. **Vendor and Volunteer Coordination:** Collaborate with vendors, contractors, and volunteers to ensure all necessary resources are secured and available for each event. Coordinate schedules, responsibilities, and communications to facilitate smooth operations.
3. **Participant Engagement:** Interact with event participants and attendees to provide information, assistance, and support throughout the duration of events. Foster a welcoming and inclusive atmosphere that promotes community engagement and participation.
4. **Marketing Support:** Assist with the development and implementation of marketing strategies to promote events and programs. Contribute ideas for promotional materials, social media campaigns, and outreach initiatives to maximize event visibility and attendance.
5. **Administrative Support:** Provide administrative assistance to the Event Coordinator, including data entry, recordkeeping, and correspondence management. Assist in the preparation of event budgets, reports, and evaluations as needed.
6. **Safety and Compliance:** Ensure compliance with relevant regulations, permits, and safety standards during event setup, operation, and breakdown. Monitor event activities to identify and address potential safety hazards or concerns.
7. **Problem Solving and Adaptability:** Proactively identify challenges and obstacles that may arise during events and propose effective solutions in real-time. Remain flexible and adaptable to changing circumstances and priorities to ensure successful event outcomes.

### **Qualifications:**

- High school diploma or equivalent required; Associate or Bachelor's degree in Event Management, Hospitality, or related field preferred.
- Previous experience in event planning, customer service, or hospitality industry highly desirable.
- Strong organizational skills with keen attention to detail and accuracy.

- Excellent interpersonal and communication skills, with the ability to interact professionally with diverse audiences.
- Proficiency in Microsoft Office suite and familiarity with event management software or tools.
- Ability to work collaboratively in a team environment while also capable of working independently with minimal supervision.
- Flexible schedule to accommodate evening, weekend, and holiday events as required.

The Event Specialist role offers an exciting opportunity to gain valuable experience in event management while contributing to the vibrant and thriving community of Hesperia. The ideal candidate will demonstrate enthusiasm, initiative, and a genuine commitment to creating memorable experiences for residents and visitors alike.



**Association of The  
San Bernardino County  
Special Districts**



**Best, Best & Krieger**  
will be hosting the September 16, 2024 Membership Meeting at:

**The Old Spaghetti Factory  
11896 Foothill Blvd.  
Rancho Cucamonga, CA 91730**

**5:30p.m. – Registration & Social Hour  
6:30p.m. – Call to Order**

**Menu**

**Choice of: Chicken Parmigiana, Famous Baked Lasagna, or Mizithra Cheese &  
Browned Butter Pasta**

***All entrees include a house salad with creamy pesto ranch, bread, and spumoni  
ice cream***

**Also includes soft drinks  
(Please let us know if you need a Vegetarian Entree)**

**Cost: \$39.00 per person**

**Topic: What the Bleep! The Limits of Public Comment in a Brown Act Meeting**

**Presentation by Holland Stewart, Attorney at Best Best & Krieger LLP**

**RSVP with your entrée choice by Wednesday, September 11, 2024 to:  
Brittney at [brittney.dales@bbklaw.com](mailto:brittney.dales@bbklaw.com)**

**District/Associate Attendee**

- ✓ Payment Due – September 30, 2024
- ✓ Please make your reservation by the deadline.
- ✓ Credit Card payments: visit our website [asbcasd.specialdistrict.org](http://asbcasd.specialdistrict.org) and click on the Purchase tab.
- ✓ Make checks payable to: ASBCSD, mail checks to ASBCSD, 11081 Muirfield Drive, Rancho Cucamonga, CA 91730
- ✓ You will be billed for the dinner if your cancelation is not received prior to the posted deadline.

**[asbcasd.specialdistrict.org](http://asbcasd.specialdistrict.org)**

**ASBCSD                      11081 Muirfield Dr.                      Rancho Cucamonga, CA 91730                      562-433-9448**  
**President - T. Milford Harrison, Vice-President – Rebecca Kujawa, Secretary/Treasurer – Randall J. Reed,**  
**Director – Ronald L. Coats, Director – Kelly J. Gregg, Director – Melody McDonald, Director - Kati Parker**