



CALWA RECREATION & PARK DISTRICT MEETING AGENDA

www.calwarecreation.org

REGULAR BOARD MEETING NOTICE AND AGENDA June 16, 2020

TIME – 5:30 P.M.

IMPORTANT NOTE:

- Residents may participate via Zoom by entering meeting code: 442 630 5086
- Comments will also be accepted by email at Info@calwarecreation.org

BOARD CHAIRPERSON

Raul Guerra, Chair

DISTRICT ADMINISTRATOR

vacant

BOARD VICE CHAIR

Mary L. Rosales Vice Chair

DISTRICT COUNSEL

Hilda Cantú Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Gabriela Mares, Board Member

Esmeralda Zamora, Board Member

The Calwa Recreation and Park District Board of Directors welcomes you to its meetings and encourages you to participate. This agenda contains a brief general description of each item that will be considered by the Board. All participants who call in are asked to silence pagers, cell phones, and other devices that may disrupt the Board meeting. The Board may consider and act on an agenda item in any order it deems appropriate.

CALL TO ORDER AND ROLL CALL

A. INVOCATION AND FLAG SALUTE

B. APPROVAL OF AGENDA

C. PUBLIC COMMENTS

Members of the public wishing to address the District may do so when the item is called. In order to allow time for all comments, each individual is limited to three minutes, with a fifteen (15) minute maximum per group, per item, per meeting. When addressing the Board, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board Chair.

D. OLD BUSINESS

1. COVID-19 Update – Discussion and Direction by Board on any potential changes to Park operations **(Informational)**

NEW BUSINESS

1. Discussion and presentation of Field lights program through PG&E by Tom Fernett.

2. Bank Account information (all accounts) **(Informational)**

3. Approval of Board Meeting Minutes **(A)**

- Minutes, January 23, 2020
- Minutes, January 30, 2020
- Minutes, February 18, 2020
- Minutes, March 21, 2020
- Minutes, March 30, 2020
- Minutes, April 21, 2020
- Minutes, May 19, 2020
- Minutes, May 26, 2020

4. Update on Swimming Pool Project **(Informational)**

5. Update on Fire and Construction of bathrooms **(Informational)**

6. Update on Park Projects assigned to Calwa Maintenance Staff by Ad Hoc Committee **(Informational)**

7. Discussion and direction regarding hiring of District Administrator, Accountant and Maintenance Worker vacancies. **(A)**

8. Matters Related to November 2020 District Election

- a. Resolution Ordering Board of Directors' Election, Consolidation of Elections, and Specifications of the Election Order **(A)**
- b. Authorizing Completion and Filing of Special District Fact Sheet for Filing with County Registrar of Voters **(A)**

9. Consider selection of Secretary from members of Board since District Administrator position vacant.

10. Adoption of Preliminary Budget for Fiscal Year 20-21 **(A)**

Resolution of the Board of Directors of the Calwa Recreation and Park District Adopting the Fiscal Year 2020-2021 Preliminary Budget- **(A)**

Generally, agenda packets and other public documents are available for inspection by the public at the District Office located at 4545 E. Church Avenue, Fresno, CA. However, due to current COVID-19 emergency, the office is closed. You may request meeting agendas by email, you can ask to be added to the mailing list by calling (559) 264-6867 or send your request by email to info@calwarecreation.org. The agenda packet is posted at www.calwarecreation.org.

NEXT REGULAR MEETING:

July 21, 2020

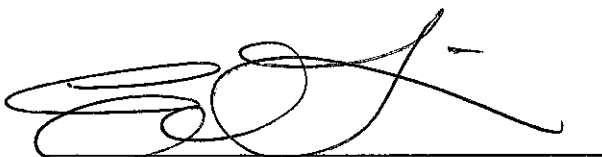
Certification of Posting

State of California

County of Fresno

Calwa Recreation and Park District

I declare under penalty of perjury that I am employed by the Calwa Recreation and Park District and that I posted this Agenda on the bulletin board in the Calwa Recreation District Office, on the front door window of the District Office, and on the website at www.calwarecreation.org on June 12, 2020.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end, positioned above a solid horizontal line.

Signature

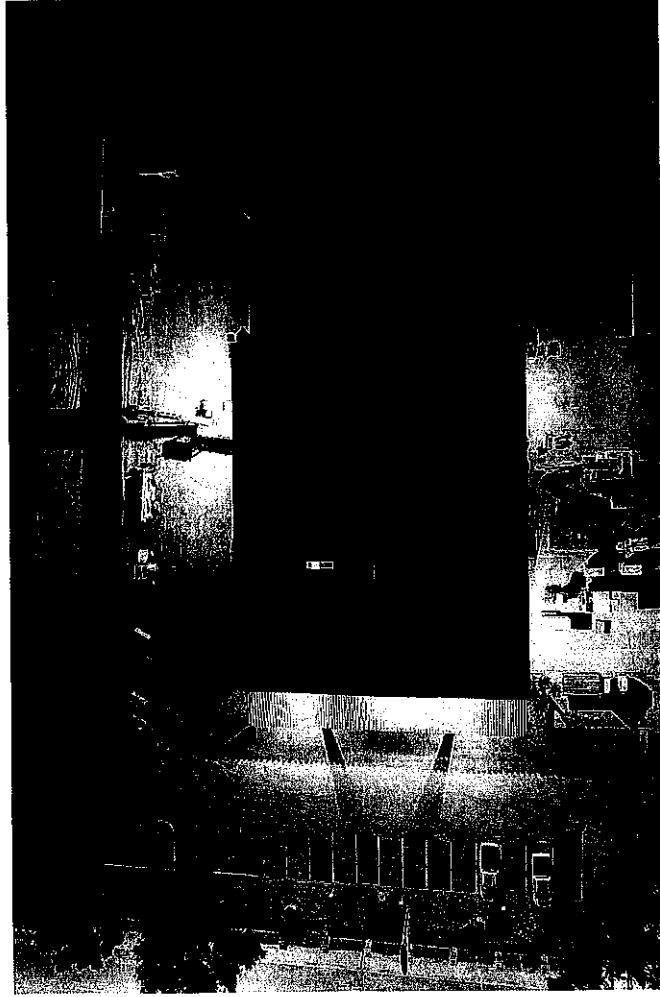
Case Study Volvo Corona, CA

March 2019

Congratulations to Volvo Construction Equipment and Services for doing their part in reducing their impact on the local infrastructure. Volvo hired True North LED and Waveform Electric to convert the existing Metal Halide and T8 fluorescent fixtures to LED. The result was a reduction of 95,955 kWh! In addition measurable light levels increased by nearly 50%!

Now the lighting matches the high quality of Volvo's equipment and services!

Before 250 Watt Metal Halide



After 75 Watt Linmore LED



TRUE NORTH LED | Tom Fernett | 661.205.2199

tam@truenorthled.com

Bank Account Balances

Bank of the West Revenue \$142,522.22

Account 8101 closed and new one is open, and all money has now been transferred into the new account.

Bank of the West Payroll \$4,216.27

Fresno County Account \$302,941.74



BANK OF THE WEST
BNP PARIBAS

P.O. Box 2830, Omaha, NE 68103-2830

Account Statement

May 1, 2020 - May 31, 2020

Page 1 of 4

>000261 4330540 0001 008230 10Z
 CALWA RECREATION & PARK DISTRICT
 4545 E CHURCH AVE
 FRESNO CA 93725-1537

At your service



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1-800-488-2265



1-800-659-5495 TTY

REGULAR BUSINESS CHECKING [REDACTED] 4

CALWA RECREATION & PARK DISTRICT

ACCOUNT SUMMARY

| | |
|--------------------------|-------------------|
| Beginning Balance | \$4,370.41 |
| 1 Credits | 5,000.00 |
| 0 Deposits | 0.00 |
| 7 Withdrawals | -6,834.15 |
| 0 Checks | 0.00 |
| Ending Balance | \$2,536.26 |

EARNINGS SUMMARY

| | |
|--------------------------------|------------|
| Interest this statement period | \$0.00 |
| Interest credited year-to-date | \$0.00 |
| Annual percentage yield earned | 0.00% |
| Average monthly balance | \$2,645.99 |

For your protection:

Examine this statement promptly. Any discrepancy must be reported within 30 days. Consumer customers: A discrepancy regarding an electronic payment or line of credit must be reported within 60 days.

In South Dakota, Bank of the West operates under the name of Bank of the West California.





REGULAR BUSINESS CHECKING [REDACTED] 4 (continued)

ACCOUNT DETAIL

Credits

| <i>Date</i> | <i>Amount</i> | <i>Description</i> |
|---|---------------|---|
| 05/26 | \$5,000.00 | ONLINE TRANSFER TRANSFER FROM CHECKING ***.**8101 |
| 1 credit for a total of \$5,000.00 | | |

Withdrawals

| <i>Date</i> | <i>Amount</i> | <i>Description</i> |
|--|---------------|---|
| 05/08 | \$72.51 | ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 050820 2RJIG 2122997 CCD |
| 05/12 | 639.12 | ELECTRONIC DBT ADP Tax ADP Tax 051220 RRJIG 051210A01 CCD |
| 05/12 | 2,534.27 | ELECTRONIC DBT ADP WAGE PAY WAGE PAY 051220 637073990933JIG CCD |
| 05/22 | 72.51 | ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 052220 2RJIG 3528391 CCD |
| 05/27 | 752.80 | ELECTRONIC DBT ADP Tax ADP Tax 052720 RRJIG 052611A01 CCD |
| 05/27 | 2,751.94 | ELECTRONIC DBT ADP WAGE PAY WAGE PAY 052720 798075417841JIG CCD |
| 05/29 | 11.00 | SERVICE CHARGE |
| 7 withdrawals for a total of \$6,834.15 | | |



IMPORTANT INFORMATION

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

(For accounts that are maintained primarily for personal, family or household purposes.)

Telephone us at (800) 488-2265, or write us at Bank of the West*, Branch Service Center, P.O. Box 2573, Omaha, NE 68103-2573 as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared. We will need to know the following:

1. Tell us your name and account number (if any).
2. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (20 business days for transactions involving new accounts) to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

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Account Statement

May 1, 2020 - May 31, 2020

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>005993 4327075 0001 008230 10Z
 CALWA RECREATION & PARK DISTRICT
 4545 E CHURCH AVE
 FRESNO CA 93725-1537

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CLASSIC BUSINESS CHECKING [REDACTED] 1

CALWA RECREATION & PARK DISTRICT

ACCOUNT SUMMARY

| | |
|--------------------------|---------------------|
| Beginning Balance | \$159,737.94 |
| 2 Credits | 525.00 |
| 0 Deposits | 0.00 |
| 24 Withdrawals | -10,275.49 |
| 9 Checks | -925.15 |
| Ending Balance | \$149,062.30 |

EARNINGS SUMMARY

| | |
|--------------------------------|--------------|
| Interest this statement period | \$0.00 |
| Interest credited year-to-date | \$0.00 |
| Annual percentage yield earned | 0.00% |
| Average monthly balance | \$155,384.79 |

For your protection:

Examine this statement promptly. Any discrepancy must be reported within 30 days. Consumer customers: A discrepancy regarding an electronic payment or line of credit must be reported within 60 days.

In South Dakota, Bank of the West operates under the name of Bank of the West California.





CLASSIC BUSINESS CHECKING [REDACTED] 1 (continued)

ACCOUNT DETAIL

Credits

| Date | Amount | Description |
|--|---------|--|
| 05/01 | \$25.00 | SERVICE CHG REBATE VALUED CUSTOMER MONTHLY SERVICE CHARGE REBATE |
| 05/29 | 500.00 | MOBILE DEPOSIT REMOTE DEP TO CHECKING ***-**8101 |
| 2 credits for a total of \$525.00 | | |

Withdrawals

| Date | Amount | Description |
|--|----------|---|
| 05/01 | \$25.00 | MONTHLY SVC CHG PREVIOUS PERIOD ACTIVITY RESULTED IN MONTHLY SERVICE CHARGE |
| 05/04 | 107.96 | POS PURCHASE 442266 AMAZON.COM*U42 SEATTLE WA ##3994 |
| 05/04 | 94.73 | ELECTRONIC DBT VERIZON ONLINE PMT 050420 CKF412279708POS CCD |
| 05/06 | 60.35 | POS PURCHASE 044001 ARCO #42744 FRESNO CA ##3994 |
| 05/07 | 1,000.00 | ELECTRONIC DBT RENAISSANCE GENE ONLINE PMT 050720 CKF412279708POS CCD |
| 05/08 | 168.98 | ELECTRONIC DBT AT&T (PAC BELL) ONLINE PMT 050820 CKF412279708POS CCD |
| 05/08 | 525.93 | ELECTRONIC DBT THE HOME DEPOT R ONLINE PMT 050820 CKF412279708POS CCD |
| 05/08 | 631.39 | ELECTRONIC DBT PACIFIC GAS & EL ONLINE PMT 050820 CKF412279708POS CCD |
| 05/11 | 37.15 | DEBIT CARD POS SITEONE LANDSCAPE SUPP FRESNO CA ON 200510 #3994 |
| 05/15 | 550.00 | ELECTRONIC DBT JEFF PFEIFFER ONLINE PMT 051520 CKF412279708POS CCD |
| 05/18 | 68.46 | POS PURCHASE 044001 ARCO #42744 FRESNO CA ##3994 |
| 05/19 | 44.00 | DEBIT CARD POS SVM*TERMINIX INTL 800-8376464 TN ON 200519 #3994 |
| 05/19 | 289.47 | ELECTRONIC DBT CITY OF FRESNO ONLINE PMT 051920 CKF412279708POS CCD |
| 05/21 | 22.21 | DEBIT CARD POS AT&T*BILL PAYMENT 8003310500 TX ON 200521 #3994 |
| 05/22 | 71.75 | POS PURCHASE 044001 ARCO #42744 FRESNO CA ##3994 |
| 05/26 | 196.23 | DEBIT CARD POS EMEDCO 7166261616 NY ON 200525 #3994 |
| 05/26 | 5,000.00 | ONLINE TRANSFER TRANSFER TO CHECKING ***-**5854 |
| 05/26 | 220.64 | ELECTRONIC DBT UNIFIRST ONLINE PMT 052620 CKF412279708POS CCD |
| 05/26 | 239.14 | ELECTRONIC DBT MID VALLEY DISP ONLINE PMT 052620 CKF412279708POS CCD |
| 05/26 | 690.00 | ELECTRONIC DBT MONTOY LAW CORPO ONLINE PMT 052620 CKF412279708POS CCD |
| 05/27 | 14.99 | DEBIT CARD POS ZOOM.US 8887999666 CA ON 200527 #3994 |
| 05/27 | 134.27 | ELECTRONIC DBT JOHN DEERE CREDIT ONLINE PMT 052720 CKF412279708POS CCD |
| 05/28 | 14.99 | DEBIT CARD POS ADOBE ACROPRO TRIAL 4085366000 CA ON 200528 #3994 |
| 05/28 | 67.85 | POS PURCHASE 690903 AMAZON.COM*M78 SEATTLE WA ##3994 |
| 24 withdrawals for a total of \$10,275.49 | | |

Checks Paid

| Number | Date paid | Amount | Number | Date paid | Amount | Number | Date paid | Amount |
|--|-----------|--------|---------|-----------|--------|---------|-----------|--------|
| 585137 | 05/28 | 150.00 | 985113 | 05/07 | 74.72 | 985129* | 05/14 | 60.16 |
| 985109* | 05/19 | 82.97 | 985120* | 05/01 | 162.53 | 985130 | 05/19 | 75.00 |
| 985112* | 05/07 | 75.00 | 985124* | 05/12 | 161.80 | 985131 | 05/19 | 82.97 |
| 9 checks paid for a total of \$925.15 | | | | | | | | |

* Break in check number sequence.



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Journal Dates 05/01/2020 through 05/31/2020
 Run Time 09:31:24

Journal Jnl Jnl Header
 Date Src ID Description Line Ref Debit Amount Credit Amount
 Fund: 4660 Calwa Park And Recreation Dist SUBCLASS: 10000 ACCOUNT: 0110

| Account: | 0110 | Sub class: 10000 General Subclass | | 269,664.16 |
|----------|---------------------------|-------------------------------------|------------|------------|
| | Beginning Balance | | | |
| | 05/13/2020 AUD | 20 - CURRENT SECURED SUPPL CSS7 | 172.80 | |
| | 05/14/2020 AUD | 20 - CURRENT SECURED SUPP | 1,254.69 | |
| | 05/22/2020 AUD | 2020 - Federal Housing in | 54.15 | |
| | 05/27/2020 AUD | 20 - ROPS 20-21A PASS THRO PASSTHRU | 14,968.69 | |
| | 05/27/2020 AUD | 20 - ROPS 20-21A RESIDUAL FRESNO | 16,827.25 | |
| | Cash In Treasury | Account Total | 33,277.58 | 0.00 |
| | Ending Balance | | | |
| Account: | 3005 | Beginning Balance | -24,030.18 | |
| | 05/27/2020 AUD | 20 - ROPS 20-21A RESIDUAL FRESNO | 16,827.25 | |
| | RDA ABX1 26 Property Tax | Account Total | -40,857.43 | 0.00 |
| | Ending Balance | | | |
| Account: | 3006 | Beginning Balance | -14,968.69 | |
| | 05/27/2020 AUD | 20 - ROPS 20-21A PASS THRO PASSTHRU | 14,968.69 | |
| | Redev Tax Increm Reimb | Account Total | -29,937.38 | 0.00 |
| | Ending Balance | | | |
| Account: | 3011 | Beginning Balance | -3,999.59 | |
| | 05/13/2020 AUD | 20 - CURRENT SECURED SUPPL CSS7 | 172.80 | |
| | 05/14/2020 AUD | 20 - CURRENT SECURED SUPP | 1,254.69 | |
| | Suppl-Current Secured | Account Total | -5,427.08 | 0.00 |
| | Ending Balance | | | |
| Account: | 4369 | Beginning Balance | 0.00 | |
| | 05/22/2020 AUD | 2020 - Federal Housing in | 54.15 | |
| | Federal In Lieu - Housing | Account Total | 54.15 | 0.00 |
| | Ending Balance | | | |
| | Subclass Total | | 33,277.58 | 33,277.58 |
| | Fund Total | | 33,277.58 | 33,277.58 |

End of Report

PeopleSoft

Report ID: GISF9109 MONTHLY GENERAL LEDGER TRIAL BALANCE Page No. 1

Program: GISF9109 Run Date 06/02/2020

Fiscal Year 2020

Through Period 11 Run Time 09:31:24

Fund: 4660

Calwa Park And Recreation Dist

Subclass: 10000

General Subclass

| | Beginning Balance | Year-to-Date Transaction | Current Balances |
|--------------------------------|-------------------|--------------------------|------------------|
| | Debit Accts | Debits | Debits Accts |
| | Credit Accts | Credits | Credit Accts |
| 0110 Cash In Treasury | 279,610.17 | 23,331.57 | 302,941.74 |
| 0315 Interest Receivable | 1,460.13 | 0.00 | 0.00 |
| 1435 Due To Other Governmental | 0.00 | 0.00 | 0.00 |
| 1480 Fiduciary Closing | 0.00 | 0.00 | 0.00 |
| 2230 Fund Balance - Unassigned | 0.00 | 0.00 | 0.00 |
| 3005 RDA ABX1 26 Property Tax | 0.00 | 261,408.99 | -2,941,321.03 |
| 3006 Rdev Tax Increm Reimb | 0.00 | 0.00 | 40,857.43 |
| 3008 Suppl-Prior Secured | 0.00 | 0.00 | 29,937.38 |
| 3009 Suppl-Current Unsecured | 0.00 | 0.00 | 447.52 |
| 3010 Property Taxes-Current | 0.00 | 0.00 | 69.01 |
| 3011 Suppl-Current Secured | 0.00 | 0.00 | 187,199.51 |
| 3013 Supplemental-Curr Unsec | 0.00 | 0.00 | 5,427.08 |
| 3015 Property Taxes-Current | 0.00 | 0.00 | 35.62 |
| 3017 Property Taxes-Curr Unsec | 0.00 | 0.00 | 14,591.62 |
| 3025 Property Taxes-Prior | 0.00 | 0.00 | 134.84 |
| 3030 Penalties & Costs-Delinq | 0.00 | 0.00 | 431.02 |
| 3380 Interest | 0.00 | 0.00 | 127.20 |
| 3475 State In-Lieu Taxes- | 0.00 | 0.00 | 2,472.80 |
| 3565 State-I/L Homeowners Prop | 0.00 | 0.00 | 5.62 |
| 4369 Federal In Lieu - Housing | 0.00 | 0.00 | 1,489.63 |
| SUB CLASS TOTAL | 281,070.30 | 284,740.56 | 302,941.74 |



CALWA RECREATION & PARK DISTRICT SPECIAL MEETING AGENDA

www.calwarecreation.org

NOTICE AND CALL FOR SPECIAL BOARD MEETING

DATE — Thursday January 23, 2020

TIME - 6:30 P.M.

CALWA PARK HALL— 4545 E. CHURCH AVE., FRESNO, CALIFORNIA

BOARD CHAIRPERSON

Raul Guerra, Chair

DISTRICT ADMINISTRATOR

Felix Ortiz

BOARD VICE CHAIR

Mary L. Rosales Vice Chair

DISTRICT COUNSEL

Hilda Cantu Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Gabriela Mares, Board Member

Esmeralda Zamora, Board Member

The Calwa Recreation and Park District Board of Directors welcomes you to its meetings and encourages you to participate. This agenda contains a brief general description of each item that will be considered by the Board. All attendees are advised that pagers, cell phones, and any other communication devices should be powered off upon entering the Board meeting.

The Board may consider and act on an agenda item in any order it deems appropriate. Actual timed items may be heard later but not before the time set on agenda. Persons interested in an item listed on the agenda are advised to be present throughout the meeting to ensure their presence when the item is called.

A. Call to Order and Roll Call

Meeting was called to order at 6:35 P.M. and roll call was as follows: Board Chairperson Raul Guerra was present; Board Vice Chair Mary L. Rosales was present; Board Member Jose Luis Sanchez was present; Board Member Gabriela Mares was present; Board Member Esmeralda Zamora was present.

B. Invocation and Flag Salute

Invocation was led by Board Vicechair Mary L. Rosales and Flag Salute was led by Board Chairperson Raul Guerra.

C. Approval of Agenda

Agenda was approved with item F to be moved after item G. Motion was made by Board Member Jose Luis Sanchez and Seconded by Board Member Gabriela Mares. 5-0 approved and 0-opposed.

D. Ceremonial Matters and Presentations

Each presentation is limited to five (5) minutes.

None

E. PUBLIC COMMENT

Members of the public wishing to address the District on an item that is not on the agenda may do so now. No action will be taken by the Board this evening. But items presented may be referred to the Administrator for follow up and a report. In order to allow time for all comments, each individual is limited to three minutes, with a

fifteen (15) minute maximum per group, per item, per meeting. When addressing the Board, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board Chair.

None

F. CONSENT CALENDAR (all items listed under the Consent Calendar are considered to be routine and will be enacted by one motion. For any discussion of an item on the Consent Calendar, it will be enacted at the request of any member of the Board and made a part of the regular agenda.

1. Minutes, November 19, 2019
 2. Financials, December 31, 2019
 3. Special Meeting Minutes, December 9, 2019
 4. December 17, 2019 Cancellation Notice
 5. Resolution 20-01, Amending Park Facilities Fees, (increase for non-residence)
- Consent Calendar was tabled for the next meeting to be held on January 30, 2020.

G. OLD BUSINESS

1. Update on Prop. 68 Grant— **FBHC**

Sandra Celedon and Cecilia Soto came to present before Board members about Prop. 68 Grant. Cecilia is going to be our direct contact with anything to do with Prop 68. She would oversee contacting us for any meetings that will be held for either the Calwa Park Master Plan or Prop 68. We will be having a Master Plan Meeting January 29, 2020 from 11:30 am -2:30 pm. Calwa Park has made it into the second rounds of Prop. 68 Grant so will be holding more community meetings and stake holders' meetings here at Calwa Park and some may be held off site. Final round of announcements will be made in March of 2020 and if selected the project would be completed in March of 2020.

2. Consider Resolution of the Board of Directors of the Calwa Recreation and Park District Adopting Findings for a Categorical Exemption Relating to Proposition 68 Grant Application — **(A) Staff**

CEQA resolution is to be passed and then the exemption is to be filed and sent to Sandra Celedon so that she could update the representative of the Prop. 68 Grant of where we were at with the CEQA process.

Motion was made by Board Member Jose Luis Sanchez and Seconded by Board Member Esmeralda Zamora. 5-0 approve; 0-opposed.

3. Update on Swimming Pool Construction. — **Louis Brosi of C-III Con**

Louis was not present but direction to staff was to ask for an update about swimming pool project for board members.

4. Discussion of Karate Program and District Relationship with Vincent Santana and direction to staff. — **(A) Staff**

Mr. Santana came to present before board about his karate program so that he could be considered to have a contract with Calwa Park as he didn't have one. Mr. Santana was willing to not hold karate class on Wednesday evenings, but he didn't want to switch Saturday mornings for Sunday morning. It was mentioned that if a hall rental came up then Mr. Santana would be notified, and he would cancel his class as the rental would have priority.

Direction to staff: To start discussion as to what the terms would be that would be put in a contract between Calwa Park and Mr. Vincent Santa. Mr. Santana's daughter was to send over schedule and other paperwork to Calwa Park office staff.

Calwa office staff asked for Mr. Santana to provide a calendar of when karate would not use the hall so Calwa staff would be able to know ahead of time when they wouldn't be using the hall.

5. Update on Retrofitting all Soccer Field Lights. — **Staff**

We have been in contact with Tom Fernett who we have submitted PG&E bills of prior months and have provided other information so that he can help put together information about parks electricity usage concerning the soccer field usage. We have also been in contact with Youran Kim who would be helping Calwa Park through the process. We are waiting to see the conclusions of the study and to see whether we are granted the loan so that it can be presented to the Board Members of Calwa Park to review.

H. NEW BUSINESS

1. Consider and Approve Organization Chart and Job Description for the following positions: District Administrator, Administrative Assistant, Accounting/Office Manager, Program Coordinator, Maintenance Supervisor, and Maintenance Employee. **(A) Staff**

Comparison of old and new Job Description for District Administrator to be tabled for next board meeting January 30, 2020.

2. Consider Actions Necessary for management and operations of Park during Vacancy of District Administrator such as:

A. Designating certain staff members to be responsible for decisions generally made by the District Administrator; and/or

After resuming the board meeting after the closed-door session, the Calwa Board proceeded to appoint Veronica Luchessa as Interim District Administrator for the time being.

Motion was made by Board Chairperson Raul Guerra and Seconded by Board Vice Chair Mary L. Rosales, 5-0 approved and 0-opposed.

B. Hiring Extra Help

Staff was directed to not hire any new employees for now for any new positions for the time being.

3. Consider and approve a Recruitment Process for District Administrator such as:

- (1) Review and approve job description
- (2) Recruitment Timeline
- (3) Folder with Application and Job Description
- (3) Posting Job Opening: office, website, Special Districts Association
- (4) Place Fresno Bee Ad
- (5) Other

Item H3 was tabled for next meeting on January 30, 2020.

I. CLOSED SESSION

Public Employee Appointment pursuant to Government Code Section 54957 Title:
Interim District Administrator

Went into closed session at 7:48 P.M. and resumed back at 8:15 P.M.

J. REPORT OF FINAL ACTIONS TAKEN IN CLOSED SESSION, IF ANY

K. ADJOURNMENT

Meeting was adjourned at 9:03 P.M.

Agenda packets and other public documents are available for inspection by the public at the District Office located at 4545 E. Church Avenue, Fresno, CA. To receive meeting agendas by email, you can ask to be added to the mailing list by calling (559) 264-6867 or send your request by email to info@calwarecreation.org.

Any writings or documents provided to a majority of the Board Members less than 72 hours before a regular meeting regarding any item on this agenda will be made available for public inspection during normal business hours, at District Office and posted on the District

wall. The documents will also be made available on the District's website at www.calwarecreation.org.

NEXT REGULAR MEETING:

February 18, 2020

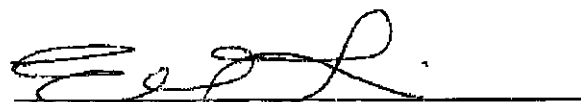
Certification of Posting

State of California

County of Fresno

Calwa Recreation and Park District

I declare under penalty of perjury that I am employed by the Calwa Recreation and Park District and that I posted this Special Meeting Agenda on the bulletin board in the Calwa Recreation District Office, on the front door window of the District Office, and on the District website at calwarecreation.org on January 22-, 2020.


Signature



CALWA RECREATION & PARK DISTRICT SPECIAL MEETING AGENDA

www.calwarecreation.org

NOTICE AND CALL FOR SPECIAL BOARD MEETING MINUTES

DATE – Thursday January 30, 2020

TIME - 5:30 P.M.

CALWA PARK HALL– 4545 E. CHURCH AVE., FRESNO, CALIFORNIA

BOARD CHAIRPERSON

Raul Guerra, Chair

INTERIM DISTRICT ADMINISTRATOR

Veronica Luchessa

BOARD VICE CHAIR

Mary L. Rosales Vice Chair

DISTRICT COUNSEL

Hilda Cantú Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Gabriela Mares, Board Member

Esmeralda Zamora, Board Member

The Calwa Recreation and Park District Board of Directors welcomes you to its meetings and encourages you to participate. This agenda contains a brief general description of each item that will be considered by the Board. All attendees are advised that pagers, cell phones, and any other communication devices should be powered off upon entering the Board meeting.

The Board may consider and act on an agenda item in any order it deems appropriate. Members of the public will have three minutes to comment on items on this agenda.

A. Call to Order and Roll Call

Meeting was called to order by Board Chair Raul Guerra. Roll call was as follows: Board Chairperson Raul Guerra was present; Board Vice Chair Mary L. Rosales was present; Board Member Jose Luis Sanchez was present; Board Member Gabriela Mares was present; Board Member Esmeralda was present.

B. Invocation and Flag Salute

Invocation was led by Board Vice Chair Mary L. Rosales and Flag Salute was led by Board Chair Raul Guerra.

C. Approval of Agenda

Agenda was approved with Motion being made by Board Vice Chair Mary L. Rosales and Seconded by Board Member Jose Luis Sanchez. 5-0 approved and 0-opposed.

D. Action Items

1. Consider and Approve Organization Chart and Job Description for the following positions: District Administrator, Administrative Assistant, Accounting/Office Manager, Program Coordinator, Maintenance Supervisor, and Maintenance Employee.

Changes to District Administrator 2017 Job description was approved with changes to at will change; moving grant functions to essential section; Board Member consensus to include college degree as preferred; changes are to be made to District Administrator job description then it is approved to be used. Direction to staff was to go over all other job descriptions and come back with a presentation for Board Members at following meeting on February 18, 2020.

2. Consider and approve a Recruitment Process for District Administrator such as:
 - a. Review and approve Job Description
Changes as described in item D1 and then it is approved once changes are made.
 - b. Recruitment timeline
Ad and application period to be made open for 30 days, applications and resumes are due by March 5, 2020 so that Board Members can have applications and resumes to review at March 17, 2020 Board Meeting. Application is to be sent to District Counsel to be reviewed and update background section.
 - c. Folder with Application and Job Description
Folder is to be available in Calwa office for applications and job descriptions to hand out as well as a scanned copy so that they can be made available to potential applicants through email as well.
 - d. Posting Job Opening: office, website, Special Districts Association
Staff was directed to post District Administration job opening at sites such as CSDA, City of Fresno Parks Dept., Fresno State, Fresno City, Fresno Pacific. Not to be placed on website such as Indeed.
 - e. Place Fresno Bee Ad
District Administration ad is to be placed through Fresno Bee Ad once it has been sent to District Counsel to review and make any necessary changes.
 - f. Other
None
3. Consider and adopt Resolution regarding procedures for checks, warrants, or other orders for the payment of money; authorizing persons in specified positions to act as district signatories; authorizing specified positions to pick up validated checks and blank checks stock; and directing staff to update all necessary county and bank documents.

Resolution 2020-2 were Felix Ortiz former District Administrator is to be removed as authorized person for anything regarding procedures for checks, warrants, or other orders for the payment of money. Veronica Luchessa is to be added and Erica Linares is to be left on as authorized person to pick up validated checks and blank check stock, update all necessary county and bank documents. Motion was made by Jose Luis Sanchez and Seconded by Board Member Gabriela Mares. 5-0 approved and 0- opposed

H. ADJOURNMENT

Meeting was adjourned at 6:17 P.M.

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NEXT REGULAR MEETING:

February 18, 2020

Certification of Posting

State of California

County of Fresno

Calwa Recreation and Park District

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Signature



CALWA RECREATION & PARK DISTRICT MEETING AGENDA

www.calwarecreation.org

BOARD MEETING MINUTES

February 18, 2020

Regular Session 6:30 P.M.

CALWA PARK HALL– 4545 E. CHURCH AVE., FRESNO, CALIFORNIA

BOARD CHAIRPERSON

Raul Guerra, Chair

INTERIM DISTRICT ADMINISTRATOR

Veronica Luchessa

BOARD VICE CHAIR

Mary L. Rosales Vice Chair

DISTRICT COUNSEL

Hilda Cantú Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Gabriela Mares, Board Member

Esmeralda Zamora, Board Member

The Calwa Recreation and Park District Board of Directors welcomes you to its meetings and encourages you to participate. This agenda contains a brief general description of each item that will be considered by the Board. All attendees are advised that pagers, cell phones, and any other communication devices should be powered off upon entering the Board meeting.

The Board may consider and act on an agenda item in any order it deems appropriate. Actual timed items may be heard later but not before the time set on agenda. Persons interested in an item listed on the agenda are advised to be present throughout the meeting to ensure their presence when the item is called.

A. Call to Order and Roll Call

Meeting was called to order at 6:30 p.m. roll call was as followed Board Chairperson Raul Guerra was present, Board Vice Chair Mary L. Rosales was present, Board Member Jose Luis Sanchez was present, Board Member Gabriela Mares was present, Board Members was present.

B. Invocation and Flag Salute

Invocation and Flag Salute were led by Mary L. Rosales

C. Approval of Agenda

Approval of agenda approved with moving item H before item F, motion was made by Board Vice Chair Mary L. Rosales; Seconded by Board Member Jose 0-opposed.

D. Ceremonial Matters and Presentations

Each presentation is limited to five (5) minutes.

None

E. PUBLIC COMMENT

Members of the public wishing to address the District on an item that is not on the agenda may do so now. No action will be taken by the Board this evening. But items presented may be referred to the Administrator for follow up and a report. In order to allow time for all comments, each individual is limited to three minutes, with a fifteen (15) minute maximum per group, per item, per meeting. When addressing the Board, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board Chair.

Mari Cruz Gomez who is a instructor for Zumba class came to speak to Board Members about how she was being left "warnings" for having her Zumba class leave late and she didn't like that staff was doing so. That she would then do the same and leave "warnings" for evening staff going through her class when it was being held. She wanted to hold a Zumba-thon outside and she thought that because Calwa canceled her classes she was able to just hold a class whenever she chose to makeup for the prior cancellation which to staff explained that she was told she could have her class outside but would have to pay the electricity fee that was required.

Direction to staff was to meet with Mari Cruz Gomez to go over the polices so that she would be informed of policies carried out by Calwa Park.

H. NEW BUSINESS

1. Receive annual audit overview and the financial statements of the Calwa Recreation and Park District for fiscal year 18/19 from Cuttone and Mastro, Certified Public Accountants. **(A) Mike Cuttone**

Mike Cuttone came to present the 18/19 audit to board members. Mike presented all his findings to board members saying that the audit was good. He suggested that page 16 of his presentation packet would be helpful in using to predict budget for the following fiscal year.

2. Boxing- Presentation from Steve Rivas to discuss his boxing program- **Steve Rivas**

Steve Rivas was unable to stay and present before board members so he left a written note that was left with Interim District Administrator to read aloud. Steve wanted to share how they as a boxing group here at Calwa Park have been able to help so many kids. He currently has 3 kids that he has accepted in his boxing group with out charging them and he is currently total group of kids is

about 30. He wanted to express how staff has been good to him and his group and how they appreciate Calwa staff.

Direction to staff was to tell Steve Rivas that they wanted to thank him for being here at Calwa Park.

3. Authorize Interim District Administrator to renegotiate contracts with the following: Recycling Center, Concession Stand, Boxing, RYSL and Zumba Instructors. Final contracts to be approved by board at later date. **(A) – STAFF**

Interim District Administrator was informing that all the current contracts that Calwa Park had in place as of now had to be renewed and updated.

Direction to Interim District Administrator was that they were given permission to look over all the contracts and have them renewed on a yearly basis or as needed.

F. CONSENT CALENDAR (all items listed under the Consent Calendar are considered to be routine and will be enacted by one motion. For any discussion of an item on the Consent Calendar, it will be enacted at the request of any member of the Board and made a part of the regular agenda.

1. Minutes, November 19, 2019
2. Special Meeting Minutes, December 9, 2019
3. Acceptance of January 2020 Financials

Consent Calendar was approved with Motion made by Board Chair Mary L. Rosales; Seconded by Board Member Esmeralda Zamora 5-0 approved and 0-opposed

G. OLD BUSINESS

1. Consider resolution 2020-3, Amending Park Facilities Fees, (increase for non-residence) **(A) STAFF**

Direction to staff was to keep prices the same until Calwa Park had to increase prices on park rentals then it would be brought back up in a future meeting

2. Personnel Matters
 - a. Consider staffing level and determine whether to add staff and/or addition of a third shift for weekends
Board Chair Raul Guerra was open to make a part time worker a full-time worker to offset cost's but that he would speak to Interim District Administrator about off setting cost. While working on bringing in revenue from events held at park, future pool rentals for classes. Item was to be tabled and be brought back up at a later meeting.
 - b. Consider and approve employee yearly evaluation form.
A system was to be put into place where Calwa staff would be given yearly evaluations and there would be a step process that would be

implemented so that Calwa staff would be getting raises regardless of whether District Administrator position was filled or vacant. Direction to staff was that they present a step increase that is fair across the board to be established in sooner the better. Item was to be tabled for next meeting.

- c. Consider and approve pay increase for staff.

Direction to staff was that this item be tabled for next meeting as well as with yearly evaluation process.

- d. Consider Job descriptions for following positions: Administrative assistant, Accounting/Office Manager, Program Coordinator, Maintenance Supervisor, and Maintenance Employee. **(A) STAFF**

Staff presented each job description and shared that they were all accurate descriptions. Only question we had was that some positions required a physical to be provided by future employees.

Direction to staff was that staff already hired and on payroll would have physical covered by Calwa but new hires would have to pay for it out of pocket.

H. CLOSED SESSION

none

J. REPORT OF FINAL ACTIONS TAKEN IN CLOSED SESSION, IF ANY

K. ADJOURNMENT

Meeting was adjourned at 8:38 P.M.

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NEXT REGULAR MEETING:

March 16, 2020

Certification of Posting

State of California

County of Fresno

Calwa Recreation and Park District

I declare under penalty of perjury that I am employed by the Calwa Recreation and Park District and that I posted this Agenda on the bulletin board in the Calwa Recreation District Office and the front door window of the District Office on February _____, 2020.

Signature



CALWA RECREATION & PARK DISTRICT MEETING AGENDA

www.calwarecreation.org

SPECIAL BOARD MEETING MINUTES NOTICE AND AGENDA MARCH 21, 2020

TIME - 9:00 A.M.

CALWA PARK HALL– 4545 E. CHURCH AVE., FRESNO, CALIFORNIA

IMPORTANT NOTE:

- Residents may participate via telephone by calling 844-854-2222 and entering Passcode 140484 at the prompt.
- Comments will also be accepted by email at gunner@calwarecreation.org

BOARD CHAIRPERSON

Raul Guerra, Chair

DISTRICT ADMINISTRATOR

vacant

BOARD VICE CHAIR

Mary L. Rosales Vice Chair

DISTRICT COUNSEL

Hilda Cantú Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Gabriela Mares, Board Member

Esmeralda Zamora, Board Member

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Call to Order and Roll Call

Meeting was called to order at 9:02 a.m. by Board Chairperson Raul Guerra; Roll call was as follows:

Board Chairperson Raul Guerra was present in person
Board Vice Chair Mary L. Rosales walked in late at 9:06 a.m.
Board Member Jose Luis Sanchez was present in person
Board Member Gabriela Mares present/ called into meeting
Board Member Esmeralda Zamora was present in person

A. Invocation and Flag Salute

Invocation and Flag Salute were led by Board Vice Chair Mary L. Rosales

B. Approval of Agenda

Agenda was approved with Motion being made by Board Member Jose Luis Sanchez and Seconded by Board Member Esmeralda Zamora; approved 5-0 and 0-opposed.

C. PUBLIC COMMENTS

Members of the public wishing to address the District may do so when the item is called. In order to allow time for all comments, each individual is limited to three minutes, with a fifteen (15) minute maximum per group, per item, per meeting. When addressing the Board, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board Chair.

None

D. NEW BUSINESS

1. Discussion on District Administrator Vacancy and actions necessary:

a. Extension of Recruitment of District Administrator (A)

Extension of recruitment of District Administrator to be posted on social media, newspaper was extended until position is filled.

Motion was made by Board Chairperson Raul Guerra and Seconded by Board Member Esmeralda Zamora; 5-0 approved and 0-opposed.

b. Determination on authority for Ad Hoc Committee to provide every day to day instructions to Staff (A)

Ad Hoc Committee was provided authority to provide every day to day instructions to staff, Office staff and Maintenance Supervisor would be allowed to contact Board Chairperson Raul Guerra and Board Vice Chair Mary L. Rosales. Board Chairperson Raul Guerra said that he would be coming in and making himself available when insurance adjuster and Renaissance representative visited Calwa Park.

Motion was made by Board Member Jose Luis Sanchez and Seconded by Board Member Gabriela Mares; 5-0 approved and 0- opposed.

2. Discussion and consideration of issues concerning COVID-19 (Corona Virus and impact on Park and action on the following:

a. Park Closure (A)

Park was to be closed to the public until further notice, inside operations were to continue.

Motion was made by Board Member Gabriela Mares and Seconded by Board Member Esmeralda Zamora; 5-0 approved and 0- opposed.

b. **Staff Hours and Potential Lay Offs (A)**

Hours for Calwa staff were to remain the same until end of March when office staff would give staff notice on March 23, 2020 that a potential reduction of hours and potential layoffs would possible be occurring starting April 1, 2020.

Hours of operation for Calwa staff starting next week would be 8:00 a.m. to 5:00 p.m. and that Full-time staff would be working 40 hours and Part time staff would see a reduction of hours by 50% Ad Hoc Committee would be reassessing to see if staff hours needed to be increased or decreased.

Motion was made by Board Chairperson Raul Guerra and Seconded Board Member Jose Luis Sanchez by; 5-0 approved and 0- opposed

c. **Discussion of Concession Stand rent (A)**

Suspended/ waive rent for Concession Stand and other programs that aren't able to work due to fire at Calwa Park until park is open again. Jeff Pfeiffer (Ground Control) was ok'd to continue work.

Motion was made Board Chairperson Raul Guerra and Seconded by Board Member Gabriela Mares; 5-0 approved and 0- opposed.

d. **Discussion and consideration of Private Security contracted for overnight security at Calwa Park through In House Supportive Security Services (A)**

Ad Hoc Committee recommended a bigger safe that could be bolted down, no new alarm put in due to still having not having full electricity still because of gas leak that must be fixed first. All board members except Board Member Gabriela Mares were in agreement not to hire overnight security for Calwa Park as it was insured through SDRMA.

Motion was made by Board Member Jose Luis Sanchez and Seconded by Board Member Esmeralda Zamora. 4-0 approved and 1-opposed Board Member Gabriela Mares.

e. **Other action deemed necessary**

Meeting was adjourned at 12:00 p.m.

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NEXT REGULAR MEETING:

April 21, 2010

Certification of Posting

State of California

County of Fresno

Calwa Recreation and Park District

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Signature



CALWA RECREATION & PARK DISTRICT MEETING AGENDA

www.calwarecreation.org

SPECIAL BOARD MEETING MINUTES NOTICE AND AGENDA MARCH 31, 2020

TIME – 5:30 P.M.

IMPORTANT NOTE:

- **Residents may participate via Zoom by entering meeting code: 442 630 5086**
- **Comments will also be accepted by email at Info@calwarecreation.org**

BOARD CHAIRPERSON

Raul Guerra, Chair

DISTRICT ADMINISTRATOR

vacant

BOARD VICE CHAIR

Mary L. Rosales Vice Chair

DISTRICT COUNSEL

Hilda Cantú Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Gabriela Mares, Board Member

Esmeralda Zamora, Board Member

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CALL TO ORDER AND ROLL CALL

Meeting was called to order by Board Chairperson Raul Guerra at 5:31 p.m. and roll call was as follows: Board Chairperson present via Zoom; Board Vice Chair Mary L. Rosales was present via Zoom; Board Member Jose Luis Sanchez was present via Zoom; Board Member Gabriela Mares was present via Zoom; Board Member Esmeralda Zamora was present via zoom.

A. INVOCATION AND FLAG SALUTE

Invocation and Flag Salute were led by Board Vice Chair Mary L. Rosales.

B. APPROVAL OF AGENDA

Agenda was approved; Motion was made by Mary L. Rosales Seconded by Board Member Esmeralda Zamora.

Board Chairperson Raul Guerra vote was a yes

Board Vice Chair Mary L. Rosales was a yes

Board Member Jose Luis Sanchez was a yes

Board Member Gabriela Mares was a yes

Board Member Jose Luis Sanchez was a yes

5-0 approved 0- opposed

C. PUBLIC COMMENTS

Members of the public wishing to address the District may do so when the item is called. In order to allow time for all comments, each individual is limited to three minutes, with a fifteen (15) minute maximum per group, per item, per meeting. When addressing the Board, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board Chair.

None

D. OLD BUSINESS

COVID-19 update

1. Review new state and local executive orders

District Counsel gave update of COVID-19 shelter in place had ben extended through end of April 2020 by Governor Newsome. Calwa Staff had asked about Families First Coronavirus Response Act (FFCRA or Act) if the qualifying reasons for leave related to COVID-19 would apply to Calwa staff. District counsel said she would investigate and would get back with answers.

2. Consider Staff Hours and Potential Lay Offs (A)

Ad Hoc Committee is in communication with staff, outside bathrooms have still not been repaired. Hours for staff are being limited to what is approved and any over time would have to be approved by Ad Hoc Committee. Full time Staff are to work their regular 40 hours and Part time staff are allotted 15 hours per week. Hours would be revisited by Ad Hoc Committee to see if any additional hours are needed. Any call out's among part time maintenance staff is when Maintenance Supervisor was instructed to check in with Ad Hoc Committee if they approved for more hours or to just have park remain closed and no staff onsite.

Motion was made by Board Member Gabriela Mares and Seconded by Esmeralda Zamora; Roll call vote was as follows:

Board Chairperson Raul Guerra vote was a yes
Board Vice Chair Mary L. Rosales vote was a yes
Board Member Jose Luis Sanchez vote was a yes
Board Member Gabriela Mares vote was a yes
Board Member Esmeralda Zamora was a yes
5-0 approved and 0- opposedr

E. NEW BUSINESS

1. Informational updates on Park
 - a. Presentation of last year's tax appropriations
Last years tax appropriations came in around April/May and December/January. Board Chairperson Raul Guerra shared that property taxes payment date had not been extended so that we should plan on getting the tax appropriation payments distributed at the end of April early May.
 - b. Bank account balances for all accounts
Calwa Staff provided the balances of all accounts to Board Members with the only one needing double checking was Fresno County due to staff not being able to read Fresno County Ledgers.
 - c. Copy of Budget
Budget was sent to Board Chairperson Raul Guerra but unfortunately it was sent to a email that he couldn't access so it was something that he was going to look at later but he did mention that the Calwa Board may consider looking into approving a roll over budget of this 19/20 Fiscal's budget for 20/21 Fiscal Year
 - d. Receive report on broken water pipe and authorize necessary expenditures for services and/or equipment.
Calwa Staff updated Board Members on pipe that was found to be broken by Maintenance Supervisor while working. It led to water being having to be shut off so that Supervisor could access the pipe damage and if it was something that he could fix or not. Maintenance Supervisor had to stay late and then came in over the weekend to attend to broken pipe, he was able fix it on Sunday.

Meeting was adjourned at 7:05 p.m.

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NEXT REGULAR MEETING:

April 21, 2010

Certification of vPosting

State of California

County of Fresno

Calwa Recreation and Park District

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Signature



CALWA RECREATION & PARK DISTRICT MEETING AGENDA

www.calwarecreation.org

SPECIAL BOARD MEETING MINUTES NOTICE AND AGENDA April 21, 2020

TIME – 6:30 P.M.

IMPORTANT NOTE:

- **Residents may participate via Zoom by entering meeting code: 442 630 5086**
- **Comments will also be accepted by email at Info@calwarecreation.org**

BOARD CHAIRPERSON

Raul Guerra, Chair

DISTRICT ADMINISTRATOR

vacant

BOARD VICE CHAIR

Mary L. Rosales Vice Chair

DISTRICT COUNSEL

Hilda Cantú Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Gabriela Mares, Board Member

Esmeralda Zamora, Board Member

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CALL TO ORDER AND ROLL CALL

Meeting was called to order at 6:30 p.m. by Board Chairperson Raul Guerra and Roll Call was follow:

Board Chairperson Raul Guerra was present
Board Vice Chair Mary L. Rosales was present
Board Member Jose Luis Sanchez was present
Board Member Gabriela Mares was present
Board Member Esmeralda Zamora was present

A. INVOCATION AND FLAG SALUTE

Invocation and Flag Salute were led by Board Vice Chair Mary L. Rosales.

B. APPROVAL OF AGENDA

Agenda was approved with roll call vote as follows:

Board Chairperson Raul Guerra's vote was a yes

Board Vice Chair Mary L. Rosales vote was a yes

Board Member Jose Luis Sanchez's vote was a yes

Board Member Gabriela Mares vote was a yes

Board Member Esmeralda Zamora vote was a yes

C. PUBLIC COMMENTS

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None

D. OLD BUSINESS

COVID-19 update

1. Review new state and local executive orders
 - a. Pending update on employee benefits due to Covid-19
District counsel shared that employee's temperature should be being taken. Federal laws applicable to Calwa but they cover all public employees, District Counsel was going to send rules.

2. Consider Staff Hours and Potential Lay Offs revisited by Ad hoc to adjust as needed **(A)**

- a. Discussion of offsite work hours for employees **(A)**

Ad Hoc recommended keep hours for employees the same, they have asked employees to submit daily tasks of each staff members to be turned in. Office assistant was going to be allowed to work from home on Tuesday's and Thursday's; Monday, Wednesday and Friday's work in Calwa office taking it week by week with Ad Hoc being flexible as to making appointments to where Erica comes into office as needed and then replaces the day with a work from home day.

Motion was made by Board Member Gabriela Mares and Seconded by Jose Luis Sanchez.

Roll call vote was as follows:

Board Chairperson Raul Guerra vote was a yes

Board Vice Chairperson Mary L. Rosales vote was a yes

Board Member Jose Luis Sanchez vote was a yes

Board Member Gabriela Mares vote was a yes

Board Member Esmeralda Zamora vote was a yes
5-0 approved and 0- opposed

b. Discussion of potential hire to help with maintaining Quickbooks and Financials in office through Mike Cuttone's office **(A)**
Office Staff was to contact temp agencies to see if they are open and available to send someone out to update finances in QuickBooks. with Board Chairperson executing agreement to move along with hiring.

Motion was made by Board Chairperson Raul Guerra and Seconded by Board Vice Chair Mary L. Rosales.

Roll call vote was as follows:
Board Chairperson Raul Guerra vote was a yes
Board Vice Chairperson Mary L. Rosales vote was a yes
Board Member Jose Luis Sanchez vote was a yes
Board Member Gabriela Mares vote was a yes
Board Member Esmeralda Zamora vote was a yes
4-0 approved and 0- opposed

NEW BUSINESS

1. Bank Account information of all accounts
Calwa Staff updated balances on Bank of The West accounts and Fresno County accounts.
2. Roll Over Budget for FY 20-21**(A)**
Board Chairperson Raul Guerra had suggested that Calwa Board Members consider doing a rollover budget for the upcoming fiscal year 20-21. The roll over budget would be the exact copy of this year's fiscal year budget, keep same projected budget amounts. Office staff was instructed to print out last years budget and for 20/21 and present. Once a District Administrator was hired, they could bring a new budget in September.

Motion was made by Board Vice Chairperson Mary L. Rosales Seconded by Board Member Jose Luis Sanchez

Roll Call vote was as follows:
Board Chairperson Raul Guerra's vote was a yes
Board Vice Chairperson Mary L. Rosales vote was a yes
Board Member Jose Luis Sanchez's vote was a yes
Board Member Gabriela Mares votes was a yes
Board Member Esmeralda Zamora's vote was a yes
5-0 approved and 0- opposed

3. Informational updates on Park

a. Update on Swimming Pool Project

Calwa Staff updated Board Members with information provided from Steve Rapada. He had e-mailed Kaiser for an extension for swimming pool completion as well as that they were still raising money to cover the remaining costs of new swimming pool being built. An update was given that a swimming pool permit had been paid by Councilmen Luis Chavez to keep the process moving forward.

b. Update on Fire and Construction of bathrooms

Calwa Staff contacted Clark from Renaissance repair company and he shared that he was waiting to hear from the City of Fresno about the permits that they also had to be looked at by a historical representative to be approved but he didn't see it being an issue since we were a community center.

Staff was instructed to tell Clark to get gather more estimates on the pipe repair. Ad Hoc was to be made eligible to approve and push through with estimate to get work done.

Motion was made by Board Vice Chairperson Mary L. Rosales and Seconded by Board Member Esmeralda Zamora.

Roll call vote was as follows:

Board Chairperson Raul Guerra's votes was a yes

Board Vice Chairperson Mary L. Rosales vote was a yes

Board Member Jose Luis Sanchez's vote was a yes

Board Member Gabriela Mares vote was a yes

Board Member Esmeralda Zamora's vote was a yes

5-0 approved and 0- opposed

c. Update on Funding Information for Calwa Park

Board Chairperson Raul Guerra shared that the property taxes payment would not be delayed but that the apportionment payments of property taxes may be delayed as well as a decrease in the amount that we received.

4. Gas Leaks Emergency: Consider adoption of Resolution Of The Board of Directors of the Calwa Park And Recreation District Declaring Emergency And Authorizing Immediate Action To Procure The Necessary Equipment, Services, And Supplies Without Giving Notice For Competitive Bids Due To Emergency Health And Safety Issues Which Do Not Permit A Delay Resulting From Formal Competitive Bids **(A)**

District Counsel had us add this item since she understood that we needed to take this precautionary step but it was clarified that we didn't have to.

Meeting was adjourned at 8:56 p.m.

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NEXT REGULAR MEETING: May 19, 2020

Certification of Posting

State of California

County of Fresno

Calwa Recreation and Park District

I declare under penalty of perjury that I am employed by the Calwa Recreation and Park District and that I posted this Agenda on the bulletin board in the Calwa Recreation District Office, on the front door window of the District Office, and on the website at www.calwarecreation.org on April 17, 2020.

Signature



CALWA RECREATION & PARK DISTRICT MEETING AGENDA

www.calwarecreation.org

SPECIAL BOARD MEETING MINUTES NOTICE AND AGENDA May 19, 2020

TIME – 6:30 P.M.

IMPORTANT NOTE:

- Residents may participate via Zoom by entering meeting code: 442 630 5086
- Comments will also be accepted by email at Info@calwarecreation.org

BOARD CHAIRPERSON

Raul Guerra, Chair

DISTRICT ADMINISTRATOR

vacant

BOARD VICE CHAIR

Mary L. Rosales Vice Chair

DISTRICT COUNSEL

Hilda Cantú Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member
Gabriela Mares, Board Member
Esmeralda Zamora, Board Member

The Calwa Recreation and Park District Board of Directors welcomes you to its meetings and encourages you to participate. This agenda contains a brief general description of each item that will be considered by the Board. All participants who call in are asked to silence pagers, cell phones, and other devices that may disrupt the Board meeting. The Board may consider and act on an agenda item in any order it deems appropriate.

CALL TO ORDER AND ROLL CALL

Meeting was called to order at 6:32 p.m. roll call was as follows:

Board Chairperson Raul Guerra was present
Board Vice Chair Mary L. Rosales was present
Board Member Jose Luis Sanchez was present
Board Member Gabriela Mares was present
Board Member Esmeralda Zamora was present

A. INVOCATION AND FLAG SALUTE

Invocation and flag salute were led by Board Vice Chair Mary L. Rosales

B. APPROVAL OF AGENDA

Agenda was approved; Motion was made by Board Vice Chair Mary L. Rosales and Seconded by Board Member Jose Luis Sanchez. Roll call was as follows:

Board Chairperson Raul Guerra vote was a yes.

Board Vice Chair Mary L. Rosales vote was a yes.

Board Member Jose Luis Sanchez votes was a yes.

Board Member Gabriela Mares vote was a yes.

Board Member Esmeralda Zamora vote was a yes.

5-0 approved and 0- opposed

C. PUBLIC COMMENTS

Members of the public wishing to address the District may do so when the item is called. In order to allow time for all comments, each individual is limited to three minutes, with a fifteen (15) minute maximum per group, per item, per meeting. When addressing the Board, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board Chair.

None

D. OLD BUSINESS

1. COVID-19 update (Informational)

Ad Hoc Committee update to Board and Calwa staff was Board Chairperson Raul Guerra thought in their best opinion it was best to leave Calwa Park closed at this time. Board Vice Chair Mary L. Rosales also recommended to leave Calwa Park closed due to social distancing remaining the same and not having enough staff to sanitize everything.

NEW BUSINESS

1. Bank Account information of all accounts (Informational)

Calwa staff provided account balances for all three accounts, Calwa staff informed board of update with having contacting e*trade and the suspicious transaction that the board had to contact bank to have them recall the money as it was just sitting in that account that was flagged as suspicious since it was created. Staff was told to contact Board Vice Chairperson Mary or Board Chairperson Raul if there were any issues with the Bank.

2. Informational updates on Park **(Informational)**

a. Update on Swimming Pool Project **(Informational)**

Swimming pool has been filled with dirt in the deep end, pipes were taken out and the ground was leveled out by Lou's company. Next items were going to be the electrical and plumbing but no set date was given to Calwa staff by Lou. Steve Rapada did extend the estimated completion of the swimming pool project with Kaiser until August 31, 2020.

b. Update on Fire and Construction of bathrooms **(Informational)**

Calwa Staff updated Board Members that Clark was informed of Board Members direction to gather more estimates for main gas pipe replacement. Board Chairperson Raul Guerra would be calling Clark to follow up on bathroom repairs and the replacement of the main gas pipes.

c. Update on Park Projects assigned to Calwa Maintenance Staff by Ad Hoc Committee **(Informational)**

Ad Hoc Committee informed the rest of the Board Members that they meet with Calwa Maintenance Staff to give instructions on cleaning up around the park, painting the garage and shed as well as the tree project. Board Chairperson Raul Guerra suggested putting up sensor lights in the back of the park as well since the sensor lights that were placed around garage and shed have worked out very well.

d. Revisiting Calwa Logo Update **(Informational)**

An updated Calwa Logo was provided through the process of the Calwa Park's Master Plan where they updated the Calwa logo and were going to provide a white and color copy to Calwa Park. Board Members each shared their opinions about the Calwa Logo update. Majority of Board likes current Calwa Logo but would like to see the rocket incorporated into it somehow.

e. Former staff resignation **(Informational)**

Board Member Gabriela Mares wanted to see if there was any additional information to share by Ad Hoc Committee about former staff resignation with the rest of the Calwa Board. There was not any other information on behalf of the Ad Hoc Committee about former staff resignation. District Counsel advised Board Members to add to agenda a closed door session where they could discuss this topic without going into specific detail about former employees.

3. Adoption of Fiscal Year 20-21 Adoption (A)

Direction to staff: Not changing anything on budget; Staff was told not to worry about taking anything out for example: that the money that was set aside to purchase the Calwa Park car could remain on preliminary budget. This will be used a Preliminary budget passed in June with a

public hearing held in July. Board Chairperson Raul Guerra would be helping with the budget for fiscal year 20-21.

Meeting was adjourned at 8:18 p.m.

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NEXT REGULAR MEETING:

June 16, 2020

Certification of Posting

State of California

County of Fresno

Calwa Recreation and Park District

I declare under penalty of perjury that I am employed by the Calwa Recreation and Park District and that I posted this Agenda on the bulletin board in the Calwa Recreation District Office, on the front door window of the District Office, and on the website at www.calwarecreation.org on May 15, 2020.

Signature



CALWA RECREATION & PARK DISTRICT MEETING AGENDA

www.calwarecreation.org

SPECIAL BOARD MEETING MINUTES

CALL, NOTICE, AND AGENDA

May 26, 2020

TIME- 5:30 P.M.

IMPORTANT NOTE:

- **Residents may participate via Zoom by entering meeting code: 442 630 5086**
- **Comments will also be accepted by email at Info@calwarecreation.org**

BOARD CHAIRPERSON

Raul Guerra, Chair

DISTRICT ADMINISTRATOR

vacant

BOARD VICE CHAIR

Mary L. Rosales Vice Chair

DISTRICT COUNSEL

Hilda Cantú Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Gabriela Mares, Board Member

Esmeralda Zamora, Board Member

The Calwa Recreation and Park District Board of Directors welcomes you to its meetings and encourages you to participate. This agenda contains a brief general description of each item that will be considered by the Board. All participants who call in are asked to silence pagers, cell phones, and other devices that may disrupt the Board meeting. The Board may consider and act on an agenda item in any order it deems appropriate.

CALL TO ORDER AND ROLL CALL

Meeting was called to order at 5:30p.m. and roll call was as follows:

Board Chairperson Raul Guerra was present

Board Vice Chair Mary L. Rosales was present

Board Member Jose Luis Sanchez was present

Board Member Gabriela Mares was present

Board Member Esmeralda Zamora was present

A. INVOCATION AND FLAG SALUTE

Invocation and flag salute were led by Board Vice Chair Mary L. Rosales

B. APPROVAL OF AGENDA

C. Agenda was approved Motion was made by Board Vice Chair Mary L. Rosales and Seconded by Board Member Esmeralda Zamora. Roll call vote was as follows:

Board Chairperson Raul Guerra's vote was a yes.

Board Vice Chairperson Mary L. Rosales vote was a yes.

Board Member Jose Luis Sanchez vote was a yes.

Board Member Gabriela Mares vote was a yes.

Board Member Esmeralda Zamora's vote was a yes

5-0 approved and 0- opposed

D. PUBLIC COMMENTS: Members of the public will have an opportunity to comment on the agenda item at this meeting.

None

E. The Board will consider adoption of the following resolution:

A Resolution of the Board of Directors of the Calwa Recreation and Park District Regarding Procedures For Checks, Warrants, Or Other Orders for the Payment of Money; Authorizing Persons In Specified Positions To Act As District Signatories; Authorizing Specified Positions To Pick Up Validated Checks and Blank Checks Stock; Approving the Closing Of Bank Account And Opening Of New Bank Account; And Directing Staff To Update All Necessary County And Bank Documents.

Resolution 2020-2 was approved; Motion was made by Board Member Jose Luis Sanchez and Seconded by Board Vice Chairperson Mary L. Rosales. Roll call vote was as follows:

Board Chairperson Raul Guerra's vote was a yes.

Board Vice chairperson Mary L. Rosales vote was a yes.

Board Member Jose Luis Sanchez vote was a yes.

Board Member Gabriela Mares votes was a yes.

Board Member Esmeralda Zamora's vote was a yes.

5-0 approved and 0- opposed

Meeting was adjourned at 5:41 p.m.

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NEXT REGULAR MEETING:

June 16, 2020

Certification of Posting

State of California

County of Fresno

Calwa Recreation and Park District

I declare under penalty of perjury that I am employed by the Calwa Recreation and Park District and that I posted this Agenda on the bulletin board in the Calwa Recreation District Office, on the front door window of the District Office, and on the website at www.calwarecreation.org on March 30, 2020.

Signature

Staff Report on Swimming Pool update

After the completion of filling in old swimming pool and leveling out the ground there has not been any other work done by anybody on the swimming pool.

On June 5, 2020 we received a donation check in the amount of \$5,000.00 from SmittCamp Enterprises.

We now have \$113,000.00 as the swimming pool balance. Steve Rapada has shared that they are still sending out letters asking for donations as well as that they are trying to see if the City of Fresno can waive the remaining fees for the swimming pool process.

Staff Reports on Fire Repairs and Gas pipes

Nothing new to report, we are still waiting on permits to be approved by City of Fresno but Renaissance staff did come out to see the extent of the damage that was done and to set up lock boxes in order to leave keys that would be available to them once the permits are approved and work can begin. No beginning date was given yet as permits have not been approved.

I called Clark on 6-12-2020 and left a message as I was unable to reach him to contact me about the information for the company that is going to replace the gas pipes.

BEFORE THE BOARD OF DIRECTORS OF THE
CALWA RECREATION AND PARK DISTRICT
FRESNO COUNTY, STATE OF CALIFORNIA

**Resolution Ordering Even-Year
Board of Directors' Election, Consolidation
of Elections, and Specifications of the
Election Order**)
)
)
) **RESOLUTION NO. 2020 - 3**

WHEREAS, the California Elections Code requires a general district election to be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and is to the advantage of the district to consolidate pursuant to Election Code 10400.

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words, may estimate the cost, and state the estimate must be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the 16th **day of June 2020**, for the purpose of electing members to the board of directors of said district and in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, **the 3rd day of November 2020**. The purpose of the election is to choose members of the board of directors for the following seats:

Director Mary L. Rosales

Four-year term to expire 12/2020

2. The District has determined that the Candidate will pay for the optional Candidate's Statement. The Candidate's Statement will be limited to 200 words. As a condition of having the Candidate's Statement published, the candidate shall pay the estimated cost at the time of filing. The District accepts the estimated cost to be determined by the County Clerk.

3. The District directs that the County Registrar of Voters of the County of Fresno publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.

4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to the Elections Code 10400.

5. The District will reimburse the County for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due is determined by the elections official.

6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters.

7. The Clerk of this Board is authorized to make any clerical or technical corrections to this resolution as may be requested by the county elections official.

8. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director _____, seconded by Director _____, at a regular meeting on this day of June 16, 2020, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

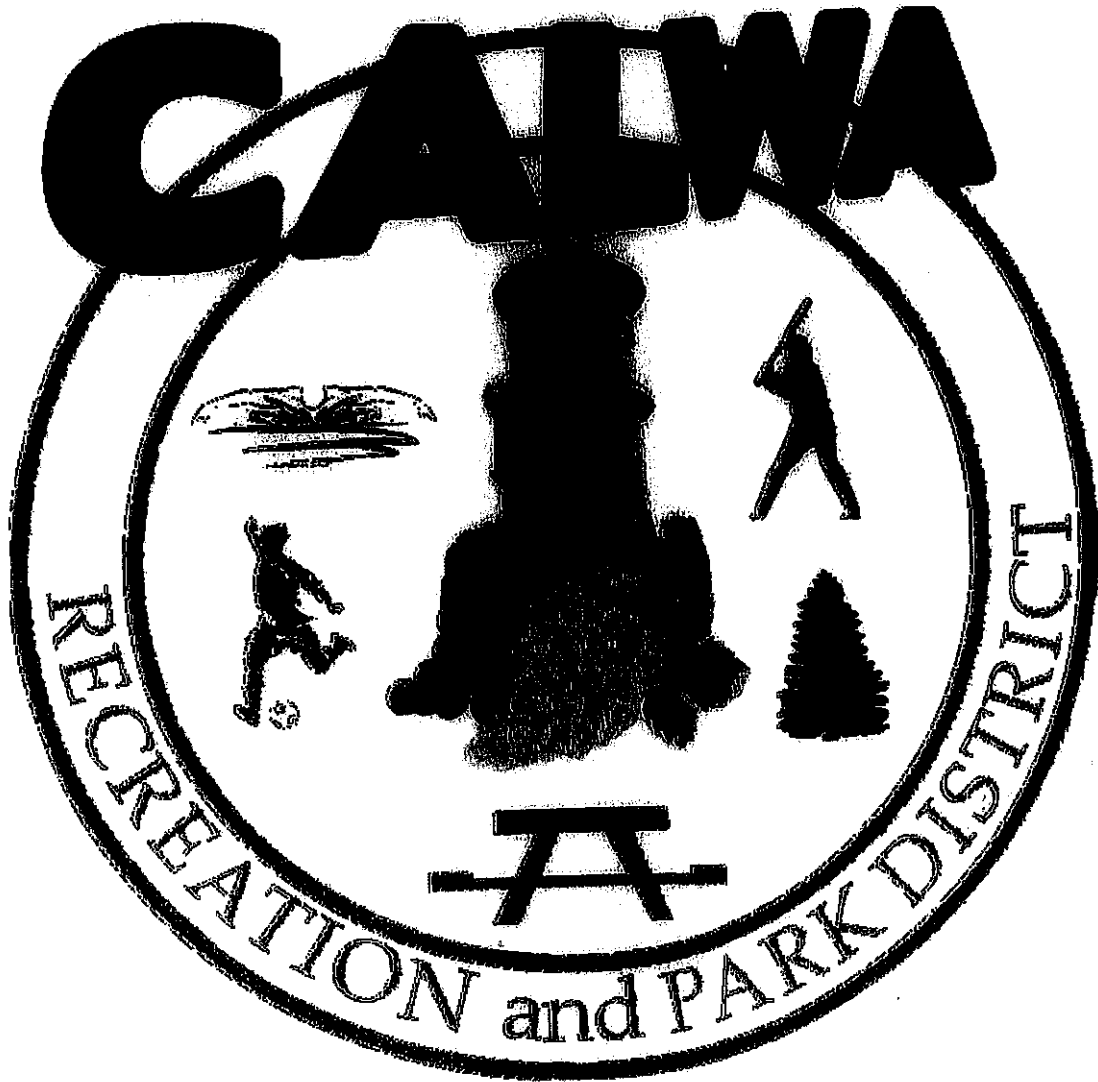
DATED: 6/16/2020

_____, Secretary
Calwa Recreation and Park District

Calwa Recreation and Park District

Adoption of Budget

FY 2020/2021



4545 E. Church Ave, Fresno Ca. 93725

Calwa Recreation and Park District

Board Members and Employees

FY 2020/2021

Chair - Raul Guerra

Vice Chair - Mary Rosales

Board Member - Jose Luis Sanchez

Board Member - Gabriela Mares

Board Member - Esmeralda Zamora

Board Secretary

Vacant

Full-Time Employees

Erica Linares - Office Manager

Daniel Turrubiatez - Maintenance Supervisor

Part-Time Employees

Vacant- Financials

Joseph Jimenez- Maintenance

Vacant- Maintenance

- As Needed

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FY20/21

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Project Revenue

- 4 Summary of estimated revenues
 - 5-6 Background information on revenue
- ### Projected Expense
- 7 Summary of estimated expenses
 - 8 Expense Comparison to FY 19/20
 - 9-10 Background information on expenses

| Calwa Recreation and Park Revenue FY 20-21 | | | | | | | | | | | | | |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 20-Jul | 20-Aug | 20-Sep | 20-Oct | 20-Nov | 20-Dec | 21-Jan | 21-Feb | 21-Mar | 21-Apr | 21-May | 21-Jun | Total |
| \$ 322,772.51 | | | | | | | | | | | | | |
| FY 19-20 Carryover | \$ 379,145.00 | | | | | | | | | | | | \$ 379,145.00 |
| Tax Apportionment | | | | | | \$ 145,000.00 | \$ 15,000.00 | | | | | | \$ 145,000.00 |
| Other Taxes | \$ 110.00 | \$ 1,500.00 | \$ 2,500.00 | \$ 1,200.00 | | \$ 1,100.00 | \$ 1,200.00 | \$ 6,500.00 | \$ 1,000.00 | | \$ 1,200.00 | \$ 15,000.00 | \$ 31,310.00 |
| Event Rental | \$ 2,450.00 | \$ 2,450.00 | \$ 2,450.00 | \$ 2,450.00 | \$ 2,450.00 | \$ 2,450.00 | \$ 2,450.00 | \$ 2,450.00 | \$ 2,450.00 | \$ 2,450.00 | \$ 2,450.00 | \$ 2,450.00 | \$ 29,400.00 |
| Donations/Grant/Pool | | | \$ 50,000.00 | | \$ 30,000.00 | | \$ 17,300.00 | \$ 39,000.00 | | | \$ 15,000.00 | | \$ 151,300.00 |
| Total | \$ 381,705.00 | \$ 3,950.00 | \$ 54,950.00 | \$ 3,650.00 | \$ 32,450.00 | \$ 148,550.00 | \$ 35,950.00 | \$ 47,950.00 | \$ 3,450.00 | \$ 2,450.00 | \$ 18,650.00 | \$ 162,450.00 | \$ 896,155.00 |
| Adopted Cost | \$ 46,717.00 | \$ 35,178.00 | \$ 119,898.00 | \$ 41,740.00 | \$ 34,153.00 | \$ 83,694.00 | \$ 44,618.00 | \$ 31,969.00 | \$ 81,896.00 | \$ 40,001.00 | \$ 31,855.00 | \$ 106,590.00 | \$ 698,309.00 |
| Balance | \$ 334,988.00 | \$ 303,760.00 | \$ 238,812.00 | \$ 200,722.00 | \$ 199,019.00 | \$ 263,875.00 | \$ 255,207.00 | \$ 271,188.00 | \$ 192,742.00 | \$ 155,191.00 | \$ 141,986.00 | \$ 197,846.00 | \$ 197,846.00 |
| Carryover FY 20-21 | | | | | | | | | | | | \$ 431,490.00 | \$ 197,846.00 |

Background Information

Previous FY Carryover: Funds held in District Bank Accounts, excluding outstanding liabilities. (uncashed checks, bills received prior to June 30th but unpaid, etc...)

PROPERTY TAXES: Property taxes paid by Calwa Recreation & Park District property owners which is collected by the Fresno County Auditor-Controller/Treasure-Tax Collector through assessments based on property values.

***Fifty percent of the funds expected in the fiscal year are deposited into the District's Account in January of each year. The account is administered by the Fresno County Auditor-Controller/Treasurer-Tax Collector's Office. Forty-Five percent is deposited in April and the remaining five percent in June.**

***Additional funds from 'unsecured property taxes' are deposited in February of each year but can't be used for budgeting purposes because they fluctuate erratically from year to year and therefore very unreliable.**

RDA TAX INCREMENT: These are funds that formerly would have been distributed to Redevelopment Agencies as a tax increment are deposited in a Redevelopment Trust Fund and used to pay obligations listed on the Redevelopment Obligations (EOPS/ROPS). Any remaining funds in the trust fund, plus any unencumbered redevelopment cash and funds from asset sales, are redistributed to the local agencies such as the Calwa Recreation & Park District. These 'pass-through' funds are deposited in the District's accounts by the County and deposited in January and June.

***The District also receives additional 'ABX1 26' funds which are generated using a formula related to the former Redevelopment Agency's debt. Those funds are deposited in February but also can not be used for budgeting purposes because they can't be predicated in advance of when they might be available, if available at all.**

EVENT REVENUE: Funds collected from special events such as the Homong New Year Festival, Art Wall Festival and any miscellaneous events that require substantial park space.

HALL RENTAL REVENUE: Monies paid to lease the Community Center Main Hall (excluding deposit fees). Current fees are set at \$100.00 for the first two hours and \$75.00 each additional hour or \$400.00 for the whole day. A \$250.00 deposit is required but returned if there are no damages to the facility.

PICNIC RENTAL REVENUE: Funds collected to reserve any of the five picnic areas at Calwa Park. Renters pay \$35.00 per picnic area, an additional \$15.00 if they require electricity.

FIELD RENTAL REVENUE: Monies collected to reserve any of the athletic fields at Calwa Park. The public may rent any of the three full size soccer/baseball fields, the grassy area south of the Hall, a basketball court and one tennis court, Renters pay:

Soccer Fields

Regular Adults: \$50.00/game with lights an extra: \$30.00 an hour

Non Profit Adults: \$35.00/game with lights an extra \$25.00 an hour

Regular Youth \$50.00/game with lights an extra \$30.00 an hour

Non Profit \$30.00/game with lights an extra \$20.00 an hour

Softball Fields: \$25.00/game or two hours with lights an extra: \$30.00 an hour

ZUMBA REVENUE: Rent Payments made by Zumba Instructors to reserve the Center Hall for one hour Monday's through Friday's. Instructors in the morning pay \$100.00 monthly and evening instructor's pay \$200.00 monthly.

RENT PAYMENTS: Revenue collected from holders of long term leases on certain areas of Calwa Park. These include the Concession Stand, Recycle Center, and Boxing.

Concession Stand: \$500.00/monthly

Recycling Center: \$500.00/monthly

Boxing \$400.00/monthly

| Actual Budget FY 19-20 | | Calwa RPD Budget FY 20-21 | |
|----------------------------|----------------------|----------------------------|----------------------|
| | Total | | Total |
| Employee Cost | | Employee Cost | |
| Employee Salaries | \$ 153,567.66 | Employee Salaries | \$ 208,882.00 |
| Overtime | \$ 3,302.83 | Overtime | \$ 1,525.00 |
| Payroll Taxes | | Payroll Taxes | \$ 18,258.00 |
| Payroll Fees | \$ 2,132.52 | Payroll Fees | \$ 2,496.00 |
| Director Stipends | \$ 4,552.17 | Director Stipends | \$ 7,500.00 |
| Workers Compensation | \$ 179.46 | Workers Compensation | \$ 8,000.00 |
| HR miscellaneous | \$ 1,064.09 | HR miscellaneous | \$ 1,728.00 |
| | | | |
| Total | \$ 164,798.73 | Total | \$ 248,389.00 |
| | | | |
| Expenses | | Expenses | |
| Audit | \$ 7,930.00 | Audit | \$ 8,000.00 |
| Bank Fees | \$ 515.91 | Bank Fees | \$ 264.00 |
| Cleaning Supplies | \$ 4,873.71 | Cleaning Supplies | \$ 6,400.00 |
| District Counsel | \$ 5,880.00 | District Counsel | \$ 12,000.00 |
| District Board Elections | \$ - | District Board Elections | \$ 3,000.00 |
| Electricity | \$ 28,294.69 | Electricity | \$ 36,198.00 |
| Equipment Fuel | \$ 1,230.37 | Equipment Fuel | \$ 1,505.00 |
| Event Costs | \$ 515.45 | Event Costs | \$ 2,700.00 |
| Fresno Co Service Fees | | Fresno Co Service Fees | \$ 750.00 |
| Liability Insurance | \$ (40,675.42) | Liability Insurance | \$ 10,000.00 |
| Internet | \$ 1,439.91 | Internet | \$ 2,303.00 |
| landline Phone | \$ 1,814.32 | landline Phone | \$ 1,870.00 |
| Mobile Phone | \$ 954.04 | Mobile Phone | \$ 1,440.00 |
| Memberships | \$ 1,966.00 | Memberships | \$ 1,920.00 |
| Mileage | \$ - | Mileage | \$ 100.00 |
| Office Equipment | \$ 1,811.19 | Office Equipment | \$ 2,100.00 |
| Office Supplies | \$ 1,945.92 | Office Supplies | \$ 1,572.00 |
| Professional Development | \$ 732.45 | Professional Development | \$ 1,000.00 |
| Recreation programs | \$ 1,164.16 | Recreation programs | \$ 4,858.00 |
| Repairs and Maintenance | \$ 33,093.16 | Repairs and Maintenance | \$ 52,300.00 |
| Security | \$ 4,383.00 | Security | \$ 2,350.00 |
| Security Monitoring System | \$ 477.17 | Security Monitoring System | \$ 620.00 |
| Technology Services | \$ 2,236.89 | Technology Services | \$ 1,170.00 |
| Trash Disposal | \$ 2,798.29 | Trash Disposal | \$ 3,000.00 |
| Vehicles /Financing | \$ (14,378.50) | Vehicles /Financing | \$ 4,500.00 |
| water | \$ 30,878.39 | water | \$ 35,000.00 |
| | | Swimming Pool Construction | \$ 250,000.00 |
| | | Swimming Pool Maintenance | \$ 3,000.00 |
| | | | |
| Total | \$ 79,881.10 | Total | \$ 449,920.00 |
| | | | |
| Grand Total | \$ 244,679.83 | Grand Total | \$ 698,309.00 |

Position

| | |
|---|---------------------|
| (1) District Administrator (FT): | \$58,000.00 |
| (1) Operations Mgr. (FT): | \$32,750.00 |
| (1) Maint. Supervisor (FT): | \$32,750.00 |
| (2) Park Maint. (PT): | \$38,220.00 |
| (1) Finance (PT): | \$17,472.00 |
| (1) Park Maint. (As needed): | \$3,000.00 |
| (1) Fun Camp Supervisor (PT) | \$4,200.00 |
| (1) Life guard (PT) | \$3,500.00 |
| 10% Contingency: | \$18,990.00 |
| | |
| TOTAL: | \$208,882.00 |

FT= Full Time

PT=Part Time

Pay Periods = 2 weeks

District Person Taxes are the portion of the Federal and State taxes that are the responsibility of the District.

Payroll Fees are calculated by the District payroll processing contractor, ADP, and are based on the number of pay periods, the checks being generated in each of those pay periods and fees charged to process required tax documents (such as the Employer's Quarterly Federal Tax Return, California Quarterly Contribution Return and Report of Wages).

Workers Compensation: For the 2020/21 FY was paid for in the previous FY as required by our provider, the Special District Risk Management Authority (SDRMA). Funds allocated in the 2019/2020 Fiscal Year are reserved for District's payment of the anticipated 2020/21 Fiscal Year premium. These figures may increase or decrease because they are estimates, based on payroll periods in the 2018/2019 Fiscal Year. They are also contingent on the District's active participation in SDRMA's Credit Incentive Program.

If the District underestimates the payroll numbers during the months in which it was covered through **SDRMA** in

the 2019/20 Fiscal, the District will need to pay the difference. If the District overestimated payroll numbers, it will be reimbursed the portion of the premium overpaid. These under/overestimates are not included in the budget estimates for the 2019/20 Fiscal Year.

Human Resources (Misc.) expenses are reserved to pay for job announcements or any other costs associated with the functions of hiring an employee, such as background checks.

Bank Fees are charged by our bank, Bank of the West, for maintenance of our Revenue and Payroll accounts

Cleaning Supplies include bleach, soap graffiti removal chemicals and other cleaning solvents, and things like paper towels, toilet paper, toilet seat liners and trash bags.

District Counsel fees have been budgeted at \$12,000.00 These funds will cover costs associated with reviewing

and drafting legal documents and with providing legal advice to the Board and District Administrator.

Electricity & Gas Costs are paid to PG&E Utilities

Equipment Fuel is purchased to run the District's riding lawn mower, tractor and air blower.

Event Costs are incurred when preparation for an event brings about an expense that the District couldn't foresee and couldn't charge the park user in advanced. Expenses in this category include the purchase of items such as caution tape, padlocks, extra trash bags and additional trash disposal (outside of the regular once-a-week schedule).

Fresno County Service Fees are similar to the fees charged by private banks to maintain accounts, but the fees also include charges for collecting property taxes.

Liability Insurance is required by law in order for the Calwa Park to operate. It covers claims from park

visitors who may be injured as a result of alleged negligence.

Internet Fees are paid to Unwired Broadband for Internet service.

Landline fees are paid to AT&T for landline phone services, local and long distance.

Mobile Phone fees are paid to Verizon to the cellular phone assigned to Facilities Staff. Patrons can call this number to report broken fixtures, issues with public restrooms or unsanitary conditions at the Park.

Special Legal Fees are budgeted to cover services provided by Notaries and other miscellaneous, small legal fees.

Mileage Costs incurred by staff to conduct District business is reimbursable at a rate of \$0.575 per mile.

Office Equipment costs include the lease of the office copier and the occasional purchase of wiring or other devices needed for the District to carry out operations.

Office Supplies tracked in this category include paper, ink, pens, binders, dividers, filing folders and other miscellaneous supplies.

Professional Development expenses include costs associated with travel and attendance at conferences and professional training seminars, including those organized by the CSDA and CARPD.

Recreational Programs require materials such as sports equipment, art supplies, snacks, small prizes used as incentives for program participants and other recreational equipment. Expenses incurred to carry out program activities will be tracked in this category.

Repairs and Maintenance costs tracked in this line item will cover small expenses to fix anything that gets damaged or defaced on District Property. They include but are not limited to sprinklers, windows, graffiti removal, air conditioning unit repair, faucets, toilets, water lines, lights and doorknobs.

Security fees are paid to Sonitrol to cover monitoring fees from 9 p.m. to 8 a.m. every day.

Security Monitoring System fees for Ring Camera system.
Purchase new cameras.

Technology Services will be utilized to maintain the Districts website, provide email services and the occasional technical support offered by private consultants.

Trash Disposal fees are paid to Mid Valley Disposal to pick up a regular trash bin, green waste and a recycle material bin once per week.

Water Fees are paid to the City of Fresno since we are connected to their system.

RESOLUTION NO. 2020- 4

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA
RECREATION AND PARK DISTRICT ADOPTING THE FISCAL YEAR
2020-2021 PRELIMINARY BUDGET**

WHEREAS, the Board of Directors is required to adopt a Preliminary Budget by June 30, 2020; and

WHEREAS, the Board at its regular meeting of May 19, 2020, discussed the budget and gave direction to staff; and

WHEREAS, at its meeting of June 16, 2020, the Board considered the Preliminary Budget; and

WHEREAS, after adoption of the Preliminary Budget, the Board will hold a public hearing regarding adoption of the Final Budget pursuant to published notice as required by law.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Calwa Recreation and Park District as follows:

SECTION 1. FINDINGS. The Board finds and declares as follows:

A. The Board has reviewed the budget documents and recommended Preliminary Budget for Fiscal Year 2020-2021 which as attached as Exhibit A; and

B. The proposed Final Budget is based upon appropriate estimates and financial planning for the District's operations, and services; and

C. The proposed Final Budget provides continued services at current levels to the District.

D. This budget also includes continuation and/or completion of projects to enhance the community; and

E. All procedural requirements for adopting the District's Preliminary Budget have been fulfilled by the Board of Directors; and

F. It is in the public interest for the Board to adopt the Preliminary Budget.

A public hearing for the Final Budget will be noticed and held in accordance with legal requirements.

SECTION 2. ADOPTION OF PRELIMINARY BUDGET. The Fiscal Year 2020-2021 Preliminary Budget presented, amended, and incorporated by reference together with the anticipated revenues for Fiscal Year 2020-2021 is approved and adopted.

SECTION 3. EFFECTIVE DATE. This Resolution will become effective immediately upon adoption and will remain effective unless repealed, amended, or superseded.

CERTIFICATION

Adoption of the foregoing Resolution No. 2020 -4 was moved by Director _____, seconded by Director _____, and adopted on roll call at a regular meeting on June 16, 2020, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Raul Guerra, Board Chair

ATTEST:

District Secretary