



## Calwa Recreation & Park District

4545 E. Church Avenue, Fresno, CA 93725 • Phone: (559) 264-6867

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

**VACANT**  
District Administrator

[www.calwarecreation.org](http://www.calwarecreation.org)

**Hilda Cantú Montoy**  
District Counsel

### REGULAR BOARD MEETING Minutes July 18, 2017 6:30 PM

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.

#### 1. CALL TO ORDER

Meeting was called to order at 6:35 pm

#### 2. ROLL CALL

Director present: Board Chair Rosales, Vice Chair Guerra, and Director Sanchez, Director Mares, Director Zamora

#### 3. INVOCATION

Chair Rosales delivered the invocation

#### 4. FLAG SALUTE

Held

#### 5. APPROVAL OF THE AGENDA

**ACTION:** Vice Chair Rosales motioned to approve the agenda. Seconded by Chair and carried by a 3-0 vote as follows:

**Chair Mares : Aye Vice Chair Guerra: Aye Director Sanchez: Aye Director Zamora**

#### 6. PUBLIC FORUM

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 Chairman.

Monica Pena: 1. Concerns with air conditioner. 2. Rudy is not being notified of special meetings request to do Zumba outside of building.

Carmen Vega: Air conditioner concerns.

Discussion: Hilda Montoya explained how board members have to discuss and make decision upon changes to Calwa Park.

Public member Kevin president of truck club (Unique street trucks) request to use park (parking lot) 15 cars in Fresno has been at the park with no problems. Request to use parking/park area every 2wks on Fridays. His club would like to volunteer to place benches, flowers near rocket and veterans plaque at park. Hoover High school donates wood, Dukin high donates needs and material Kevin bring upon their boards. Vice Chair Guerra volunteer to be contact for car club if any questions. Informed Kevin to go in office for volunteer forms, Hilda suggest to contact police in district on truck club using park as such for volunteering if applicable in the future.

**A.** Presentation of 2015-2016 Audit Report by Michael Cuttone of Cuttone & Mastro, Certified Public Accountants. Presented along with pamphlet to board member for review.

**(Action)** motion to move 7A before Public Forum Director Sanchez motioned Seconded by Chair Mares and carried by a 3-0 vote as follows:

**Chair Rosales: Aye Vice Chair Guerra: Aye Director Zamora: Aye**

**B.** Consider updating 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.

**Discussion:** Chair Rosales and Chair Mares, Admin. assistant Erica to pick up checks to county. Ad Hock members Chair Mares and Chair Rosales

**(Action Item):** Director Guerra motioned Seconded by Chair Sanchez and carried by a 3-0 vote as follows:

**Chair Rosales: Aye Director Mares: Aye Director Zamora: Aye**

**C.** Consider Purchase of Cell Phone for use by Minervino Garcia to have access to City Cameras

**Discussion:** Have Erica look into purchase of new cell phone carrier vs current cell carrier asks how much to get out of contact. Purchase of smart phone.

**(Action Item)** Director Sanchez motioned Seconded by Chair Zamora and carried by a 3-0 vote as follows:

**Chair Rosales: Aye Director Mares: Aye Director Guerra: Aye**

**D.** Authorize Erica Linares to make purchases up to designated amount.

**Discussion:** Erica okay to make purchase of any routine office purchase to not exceed \$1000 per purchase.

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**(Action Items)** Director Guerra motioned Seconded by Chair Sanchez and carried by a 3-0 vote as follows:

**Chair Rosales: Aye Director Mares: Aye Director Zamora: Aye**

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- E. Reconsider Job description adopted for Programs and Operations manager including renaming the position and consider job description duties for Administrative assistant position.

**Discussion:** Change Program & Operations manager to Office Manage. **(Action Item)** Director Guerra motioned Seconded by Chair Mares and carried by a 3-0 vote as follows:

**Chair Rosales: Aye Director Sanchez: Aye Director Zamora: Aye**

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- F. Updating on hiring of temp for programs and operational manager. (Information Item)  
Discussion: Director Mares current at this time with temp agency she has 3 profile board to review once Director Mares speaks to temp agency.

- G. Reconsideration of Decision to purchase Security Camera in amount not to exceed \$3,000

**Discussion:** Consider to look into current security company for efficient cameras. Chair Zamora concern board member Sanchez in personally installing cameras and access to view, once park office is fully staffed. Office staff is to review in looking into other options of camera installation and current security company responsibility securing of park.

**(Action Item) (Action Item)** Director Zamora motioned Seconded by Chair Guerra and carried by a 3-2 vote as follows:

**Chair Rosales: Aye Director Sanchez: Oppose Director Mares: obtained**

- H. Consider License Agreement with Rudy Sabalsa to conduct Zumba and physical fitness Classes

**Discussion:** Director Mares to follow up with morning Zumba.

Look into contact for Zumba on prorating amount due to meeting or other options.

**(Action Item)** Director Mares motioned Seconded by Chair Sanchez and carried by a 3-0 vote as follows:

**Chair Rosales: Aye Director Guerra: Aye Director Zamora: Aye**

- I. Updating Purchasing of signs decision; provide direction as necessary

**Discussion:** To purchase of 14 signs to be followed up by Chair Sanchez and Chair Mares as previous working on design of signs.

**(Action Item)** Director Sanchez motioned Seconded by Chair Rosales and carried by a 3-0 vote as follows:

**Chair Mares: Aye Director Guerra: Aye Director Zamora: Aye**

- J. Update on Air Conditioner situation; possibly of air condition being repaired versus being replaced.  
**Discussion:** Present was Jason Gamboa from Air Comfort Solutions presented 3 proposals.  
**Agreed to proposal #28-32390**  
**(Action Item)** Director Guerra motioned Seconded by Chair Mares and carried by a 3-0 vote as follows:  
**Chair Sanchez: Aye Director Rosales: Aye Director Zamora: Aye**

- K. Update on Schedule Events and Progrmas. Staff report (information Items)

8. Agenda Items for Next Meeting

- A. Javier Soto Debt  
act Person
- C. Update on Finances
- D. Adoption of Final Budget

9. ADJOURNMENT

The meeting was adjourned at 9:40 pm.

**Next Regular Meeting**

Tuesday August 15, 2017 6:30PM

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 sending your request by email [to info@calwarecreation.org](mailto:info@calwarecreation.org).