**CALWA RECREATION & PARK DISTRICT
MINUTES FOR MEETING**

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

**TUESDAY, December 19, 2017**

**Regular Session 6:30 P.M.**

**CALWA PARK HALL® 4545 E. CHURCH AVE., FRESNO, CALIFORNIA**

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| **BOARDCHAIRPERSON** | **DISTRICT ADMINISTRATOR** |

Mary L. Rosales Felix Ortiz

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| **BOARD VICECHAIR** | **DISTRICT COUNSEL** |

Raul Guerra, Vice Chair 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.

1. **Call to Order and Roll Call**

Board Meeting was called to order by Board Chairperson Mary Rosales, Board Chairperson Mary L. Rosales was present, Vice Chair Raul Guerra was present, Director Esmeralda Zamora was present, Director Gabriela Mares was present, Director Jose Luis Sanchez was absent.

1. **Invocation and Flag Salute**

Invocation and flag salute was led by Chairperson Mary Rosales

1. **Approval of Agenda**

Agenda was approved, Motioned by Director Raul Guerra and Seconded by Director Esmeralda Zamora. All in favor 4-0 0-opposed

1. **Ceremonial Matters (proclamations, awards, guest introductions)**

 None

1. **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 Chairperson.

**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, Meeting November 21, 2017
2. Financials, November 30, 2017

Was asked by Board Members that next financial a total of accounts is added to report

Consent Calendar items were approved, Motioned by Director Esmeralda Zamora and Seconded by Director Raul Guerra. All in favor 4-0, 0-opposed

**G. New Business**

1. Approve Resolution 2017-23 adopting Purchasing Policy for the District **(A)**

Board Members ask for a monthly spending report be sent to them when $2,500 is spent by District Administrator. Resolution 2017-23 was approved, Motioned by Director by Esmeralda Zamora and Seconded by Director Gabriela Mares. All in favor 4-0 0-opposed.

1. Approve agreement with Cuttone and Mastro, Certified Public Accountants, to audit the
financial statements of the Calwa Recreation and Park District for fiscal year 16/17. Fees not to exceed $7,800.00. — District Administrator **(A)**

Audit was approved to be completed by Cuttone and Mastro and not to exceed $7,800.00. Motioned by Director Gabriela Mares and Seconded by Director Esmeralda Zamora. All in favor 4-0, 0-opposed

1. Approve Resolution 2017-24 declaring that Governing Body Members and Volunteers shall be deemed to be employees of the District for the purpose of providing Workers' Compensation coverage for said certain individuals while providing their service. — District Administrator **(A)**

Resolution 2017-24 was approved, Motioned by Director Gabriela Mares and Seconded by Director Raul Guerra. All in Favor 4-0, 0-opposed

1. Discussion and approval of holidays given to full time and part time employees. District Administrator with formal adoption of resolution at next meeting. **(A)**

Approved was to amend holidays given to full time and part time employees from 5 to 12 which are to include to have Christmas eve and New Years eve off with pay, but the park remains open to Calwa Community. Motioned by Director Gabriela Mares and Seconded by Director Esmeralda Zamora. All in Favor 4-0, 0-opposed.

1. Discuss options to Calwa Recreation and Park District Logo and provide direction to staff. — District Administrator. **(NA)**

Changes to Logo were not approved or liked by Board Members and it was an agreement that the current Calwa Recreation and Park District Logo be left as is with no further changes made to logo. Motioned by Chairperson Mary Rosales and Seconded by Director Gabriela Mares. All in favor 4-0, 0-opposed.

1. Approve License Agreement between the Calwa Recreation & Park District and Oluwatoyin Mixon-Emeseh, to start an After-School Program from 3:00 pm to 6:00 pm Mondays thru Fridays beginning January 2, 2018. - District Administrator. **(A)**

Agreement with Oluwatoyin Mixon-Emeseh was approved. Motioned by Director Gabriela Mares and Seconded by Director Esmeralda Zamora. All in favor 4-0, 0-opposed.

**H. REPORT FROM DISTRICT ADMINISTRATOR**

 **-**Lights on back soccer fields have been fixed and are now working

 **-** Evaluation Forms are ready and were shared with Board Members

 **-**Christmas Party was a success and thanked those Board Members who attended.

 **-** Basketball signup deadline was postponed to December 31, 2017 due to low turn out for sign ups.

 **-** By law binders were completed the purchasing policy is the only item missing from packet.

 **-**Food drive update that they are doing really well and that Calwa Community is responding really well to the food drive.

**I. CLOSED SESSION**None

**J. REPORT OF FINAL ACTIONS TAKEN IN CLOSED SESSION**

 **None**

**K. ADJOURNMENT**

Board Meeting was Adjourned at 7:35 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