



Calwa Recreation and Park District

OFFICE OF DISTRICT ADMINISTRATOR
PHONE (559) 264-6867 · CELL (559) 476-9309

4545 E. CHURCH AVENUE
FRESNO, CALIFORNIA 93725

Calwa Recreation and Park District April 20th Agenda Item Report

Meeting Date: 4/20/2021

Agenda Item: D-2

Wording for Agenda: *COVID-19 Update-Discussion and Direction by Board on any Potential Changes to Park Operations (Action)*
Presented By: DA

Submitting: District Administrator
Contact Name & Phone: Adam J. Ramos 559-264-6867

DA Recommendation: Open to the public with limited hours of operations and new COVID Protocols in place. Suggested hours of operations will be Mon-Fri 8am-5pm and Sat-Sun 8am-5pm. Suggested opening date: Monday, 05/24/2021. Limitations: no park rentals which include picnic areas, Zumba indoors classes, and hall rentals.

Summary/Background: As of 4/13/21 according to the Fresno County Metrics our positivity rate is at 3.5 which put us into the orange tier aka "Moderate". Board members did inquire during the last board meeting on what procedures Malaga Recreation Park were implementing and after conversing with their team, they were open to the public as of March 29th 2021. They were taking rentals for dates requested after July of 2021 and were not allowing field rentals. They also stated that they were closing off a section of the parking lot. After evaluating Malaga's Procedures, Fresno County, and City of Fresno Recreation Department, new protocols are listed in the "New COVID Procedures for Calwa Park".

NEW COVID Opening Procedures for Calwa Park:

Staff: all staff, while the park is open to the public, will need to wear a face covering while clocked in at all times. When interacting in the public staff and park vendors must always remain physically 6 feet away from one another. Employees are allowed to remove their face masks when: an employee is alone in a room such as their office or a conference room, while eating/drinking in the workplace provided that a 6 feet distance and outdoors, if indoors solo lunch hours are recommended.

Signage: Signs are posted throughout the entire park targeting entrances which include: front fencing entrance, back fencing entrance, restrooms, playground equipment, offices, picnic areas, etc. Potential Costs: Printing Services on Plastic Signs Est: \$150.00

Cleaning/Disinfecting: Intense cleaning practices are implemented, including rigorous routine cleanings/disinfection of offices, work surfaces, equipment, bathrooms, break rooms, outdoor picnic tables, and other equipment or surfaces used by staff and community members.

Restrooms Office/Public: No limitations for indoor restrooms since staff will only have access to these restrooms-protocols will be followed. Public/Outdoor Restrooms will follow heavy cleaning schedules and be limited, one stall will be available only for each restroom to encourage a single use, single person use.

Youth Sports/Programs: TBD as of now, not offering at Calwa Park.

Water Fountains: Will remain shut off and encourage reusable water bottle use.

Offices: Offices will remain closed to the public and staff will respond to inquiries in person through phone calls to the office ONLY.

Playground Equipment: Limit the number of children on the equipment and the equipment itself. For example: we make available only half the swings, and number limits on the playground equipment such as the Submarine. If the users of the equipment are all related and from the same household then they would not need to be limited to use restrictions.

Use of Soccer Fields/Basketball Courts: Moderate "Orange" Tier allows outdoor high contact sports to resume such as: basketball, football, rugby, and soccer. Face coverings worn by participants during practice, conditioning and during competition, even during heavy exertion as tolerated. See the American Academy of Pediatrics Interim Guidance on Return to Sports [1] for specific exceptions where the face covering may become a hazard. Face coverings to be worn by coaches, support staff and observers always, and in compliance with the CDPH Guidance for the Use of Face Coverings. See attached documents.

COVID Equipment Needed: purchasing touchless hand sanitizer dispensers for office, new south end restrooms, one by the snack bar, and one in a picnic area. These are free standing devices as pictured in the support document. We are looking to purchase 4 at \$69.95/each bringing our costs to \$279.80. We will also need sanitizer gel for each device on a consistent bases that reoccurring expense will be 34.95/gallon of sanitizing gel, weekly use of 3 gallons a week at \$105/week. Personal protective equipment for staff or public will be donated by local non-profits such as UFW Foundation and includes protective masks and small personal sanitizing bottles. Will purchase social distancing stickers for a 30-pack will be \$14.88. Disinfectant Fogger Sanitizer will be \$120.00 and will need to purchase Plug Valves Drinking Fountain Lockout Kits at \$49.45 each (not really needed but can remove water heads if need be).

TOTAL EST OPENING COSTS: \$550.00

TOTAL EST REOCCURING COSTS: \$175/MONTH (sanitizing gel, replacement costs of potential damages/theft of free standing devices).



Updated Expense Report: April 13th 2021

Vendor	Services Rendered	Date	Cost	Invoice Number	Paid and Filed (Y/N)
C-III	Skimmers Autofill Rough Plumbing/Electrical Forming of pool @ grade	12/20/20	\$18,074.26	408	Y
Precision Civil Engineering	Topographic Survey	10/13/20	\$2,900.00	0001	Y
Yellow Dog Signs & Graphics	Groundbreaking Banner	11/21/19	\$160.00	27486	Y
C-III Construction Inc.	Demo of Calwa Pool Demo of concrete deck Remove/haul debris	12/25/19	\$48,000.00	390	Y
C-III Construction Inc.	Removal, haul of palm tree stump	12/25/19	\$2,820.00	390	Y
C-III Construction Inc.	Permit for demo of pool	12/25/19	\$709.00	392	Y
C-III Construction Inc.	Pool import/fill old pool section compact grade Cut/grade new depths	09/10/20	\$22,500.00	400	Y
City of Fresno	Permit	8/17/20	\$334.25	Transaction ID: 126241759	Y
CMG Construction Mg. Inc	Allred Engineering	10/13/20	\$6,000.00	10006	Y Pd to CMG 1/19/21
C-III Construction Inc.	Steel Structural Per Plan Steel increase in price 22.7%	Services Applied: 01/21/20 1/14/21	\$13,479.00	410	Y
C-III Construction Inc.	Gunite Pool, Masonite Park Pool Tile	2/05/2021 (reissued) 02/23/21 2/19/21	\$39,624.00 \$8,328.00	413 414	Y (Stop # 209173433) Y
Total Donations Received:			\$168,700.00		
Totals Spent:			\$162,928.51		
Remaining Budget:			\$5,771.49		
Remaining Expenses: (Rough)	Pool Coping Handicap Lift Pool Concrete Pool Plastering Fence Pool Equipment TOTALS	EST COSTS 	\$3,840.00 \$5,200.00 \$19,296.00 \$31,750.00 \$28,949.00 \$27,682.00 \$111,517.00		

RE: Calwa Pool Project

Martinez, Ari (Harim) <hamartinez@fresnocountyca.gov>

Thu 5/13/2021 10:27 AM

To: Adam Ramos <adam@calwarecreation.org>; mike kludjian <mkludjian@gmail.com>

Hi Adam,

You are correct, we are still waiting to further the project due to funding. One of the additional issues is the higher cost due to there being the world wide pool supply shortage, which is one of many industries facing supply chain issues. Supervisor is still committed to the Calwa, and getting the pool completed for the community.

Ari Martinez | Chief of Staff
Board of Supervisors, District 3
Hall of Records

2281 Tulare St., Room 301, Fresno, CA 93721
Main Office: (559) 600-3001
hamartinez@fresnocountyca.gov



From: Adam Ramos <adam@calwarecreation.org>

Sent: Wednesday, May 12, 2021 11:56 AM

To: Martinez, Ari (Harim) <hamartinez@fresnocountyca.gov>; mike kludjian <mkludjian@gmail.com>

Subject: Calwa Pool Project

CAUTION!!! - EXTERNAL EMAIL - THINK BEFORE YOU CLICK

Hello gentlemen,

This is Adam Ramos from Calwa Park, I am reaching out to see if we have any new progress or overall information on our project. Another board meeting is approaching for our district and at last board meeting I had nothing new to report. After that meeting our board members did request if we have any new information regarding the completion of the pool project?

The last time we spoke I am under the understanding that this pool project is still stagnant due to the remaining budget balance, and we were all trying to find new donors to help us complete this project, is that still the case?

Any information would be greatly appreciated. I have faith in your team and Mr. Quintero, and understand as the year moves forward other projects will start as well, I just ask that you provide our district and its community members any information regarding the pool and its progress.

If you would like to be included in our board meeting, please let me know, as the summer months loom closer, I know the community will begin to inquire about the pool and I want to be able to provide some feedback to those inquiries.

APRIL EST VS ACT REPORT

Employee Cost

* = Under
**=Over

	EST	ACT	DIFF	
Employee Salaries	22879	7107.87	15771.13	
Payroll Taxes	2169	1953.78	215.22*	
Payroll Fees	208	149.99	58.01*	
Director Stipends	500	704.39	204.39**	
Workers Comp				
HR Misc.	144	0	144*	
TOTALS	25900	9916.03	15983.97	

Operations Expenses

	EST	ACT	DIFF	
Audit	0	0		
Bank Fees	25	25	0	
Cleaning Supplies	350	0	350*	
District Counsel	1000	780	220*	
Board Elections	0	4764.51	4764.51**	
Electricity	3650	790.95	2859.05*	
Equipment Fuel	118	0	118*	
Event Costs	225	0	*225	
Fresno Co Service Fees	0	0	0	
Liability Insurance	0	0	0	
Internet	210	37.33	172.67*	
Landline Phone	250	184.29	65.71*	
Mobile Phone	120	122.02	**2.02	
Memberships	0	374.03	374.03**	
Mileage	0	0	0	
Office Equipment	150	193.63	43.63**	
Office Supplies	131	37.65	93.35*	
Professional Development	0	0	0	
Recreation Programs	450	0	*308	
Repairs and MT	3500	1442.09	2057.91*	
Security	500	2815.94	2315.94*	
Security Monitoring System	10	0	*10	
Technology Services	90	104.98	14.98**	
Trash Disposal	250	246.7	3.30*	
Vehicle Leasing/Financing	375	162.53	*212.47	
Water	2500	0	2500*	Credit
COVID Vaccine Expense ***	0	147.16	147.16**	
Pool Expense ***	0	0	NA	
TOTALS	13904	12228.81		

District Income	Source	Amount
	SDRMA	12.51
	Valued Customer Rebate	25
	Deposit Fresno county transfer/Recycle	30600
	TOTALS	30625

Business

CHECKING & SAVINGS

CURRENT BALANCE

AVAILABLE BALANCE

CLASSIC BUSINESS CHECKING

\$54,748.06

\$52,851.35

REGULAR BUSINESS CHECKING

\$11,129.86

\$11,129.86

Transfers & Payments

Unpaid eBills

0

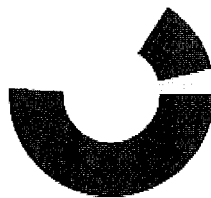
Scheduled transactions

7

My Spending

Eligible Accounts

May 2021



Bills & Utilities	51%	\$478.93
Entertainment	33%	\$310.00
Auto & Transportation	12%	\$113.96
Household	4%	\$37.31
Total		\$940.20

Feedback

ACCT...08 (REV)

Date	Check No.	Description	Category	Sub Category	Type	Debit	Credit	Balance
4/30/21		POS AMERIGUARD SECURITY SV 592715984 CA ON 210430 #3381	Uncategorized	Uncategorized	POS	-2815.94		\$28,967.45
4/30/21		POS AMAZON PRIME*OU94H1S03 AMZN.COM/BILL WA ON 210430 #3381	Business & Office	Advertising	POS	-14.03		\$31,783.39
4/29/21		DIRECTDEBIT MONTOY LAW CORPO ONLINE PMT 042921 CKF412279708POS CCD	Uncategorized	Shopping	DIRECTDEBIT	-780		\$31,797.42
4/27/21		POS ADOBE *800-833-6687 ADOBE.LY/ENUS CA ON 210427 #3381	Entertainment	Telephone	POS	-14.99		\$32,577.42
4/27/21		POS ZOOM.US 888-799-9666 SAN JOSE CA ON 210427 #3381	Bills & Utilities	Telephone	POS	-14.99		\$32,592.41
4/27/21		CREDIT REMOTE DEP TO CHECKING *** **6408	Uncategorized	Uncategorized	CREDIT		12.51	\$32,607.40
4/22/21		CHECK	Uncategorized	Uncategorized	CHECK	-76.2		\$32,594.89
4/21/21		POS AT&T*BILL PAYMENT 8003310500 TX ON 210421 #3381	Uncategorized	Telephone	CHECK	-37.33		\$32,671.09
4/19/21		CHECK	Bills & Utilities	Telephone	POS	-82.97		\$32,708.42
4/16/21		DIRECTDEBIT MID VALLEY DISP ONLINE PMT 041621 CKF412279708POS CCD	Uncategorized	Uncategorized	DIRECTDEBIT	-246.7		\$32,791.39
4/16/21		CHECK	Uncategorized	Uncategorized	CHECK	-110.66		\$33,038.09
4/15/21		DIRECTDEBIT JEFF PEIFFER ONLINE PMT 041521 CKF412279708POS CCD	Uncategorized	Uncategorized	DIRECTDEBIT	-550		\$33,148.75
4/15/21		DIRECTDEBIT TERMINIX ONLINE PMT 041521 CKF412279708POS CCD	Uncategorized	Uncategorized	DIRECTDEBIT	-45		\$33,698.75
4/14/21		DIRECTDEBIT AT&T (PAC BELL) ONLINE PMT 041421 CKF412279708POS CCD	Uncategorized	Uncategorized	DIRECTDEBIT	-184.29		\$33,743.75
4/14/21		DIRECTDEBIT VERIZON ONLINE PMT 041421 CKF412279708POS CCD	Uncategorized	Uncategorized	DIRECTDEBIT	-122.02		\$33,928.04
4/14/21		DIRECTDEBIT THE HOME DEPOT R ONLINE PMT 041421 CKF412279708POS CCD	Uncategorized	Uncategorized	DIRECTDEBIT	-14.02		\$34,050.06
4/14/21		DEBIT PREVIOUS PERIOD ACTIVITY RESULTED IN MONTHLY SERVICE CHARGE	Uncategorized	Uncategorized	DIRECTDEBIT	-25		\$34,064.08
4/14/21		POS 998701 THE HOME DEPOT 10 FRESNO CA ##3381	Household	Home Improvement	POS	-201.32		\$34,089.08
4/14/21		CREDIT VALUED CUSTOMER MONTHLY SERVICE CHARGE REBATE	Uncategorized	Home Improvement	CREDIT		25	\$34,290.40
4/13/21		POS 531601 AMIGOS FOOD MA FRESNO CA ##3381	Uncategorized	Uncategorized	CREDIT			\$34,290.40
4/12/21		DIRECTDEBIT PACIFIC GAS & EL ONLINE PMT 041221 CKF412279708POS CCD	Household	Groceries	POS	-8.62		\$34,265.40
4/12/21		POS 302857 TARGET T- 7600 N Fresno CA ##3381	Uncategorized	Uncategorized	DIRECTDEBIT	-790.95		\$34,274.02
4/12/21		POS 274458 DICK'S SPORTING G FRESNO CA ##3381	Household	Groceries	POS	-37.65		\$35,064.97
4/9/21		XFER TRANSFER TO CHECKING *** **5854	Entertainment	Recreation	POS	-138.54		\$35,102.62
4/9/21		POS PRECISION PLASTICS AND CLOVIS CA ON 210409 #3381	Uncategorized	Uncategorized	XFER	-20000		\$35,241.16
4/9/21		POS MICROSOFT MSBILL.INFO WA ON 210409 #3381	Uncategorized	Uncategorized	POS	-256.55		\$55,241.16
4/8/21		DIRECTDEBIT KS STATEBANK ONLINE PMT 040821 CKF412279708POS CCD	Business & Office	Office Supplies	POS	-360		\$55,497.71
4/8/21		CHECK	Uncategorized	Uncategorized	DIRECTDEBIT	-162.53		\$55,857.71
4/7/21		CHECK #	Uncategorized	Uncategorized	CHECK	-150		\$56,020.24
4/5/21		POS ALLBRITTEN THE BAREFOO FRESNO CA ON 210405 #3381	Uncategorized	Uncategorized	CHECK	-4764.51		\$56,170.24
4/2/21		DEP	Household	Home Improvement	POS	-149		\$60,934.75
4/1/21		POS GETSTREAMLINE.COM WEB SACRAMENTO CA ON 210401 #3381	Uncategorized	Uncategorized	DEP		30600	\$61,083.75
4/1/21			Uncategorized	Uncategorized	POS	-75		\$30,483.75

ACCT...su (PR)

Date	Check No.	Description	Category	Sub Category	Type	Memo	Debit	Credit	Balance
4/26/21		DIRECTDEBIT ADP WAGE PAY 042621 000212467611JIG CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-3620.21		\$16,124.55
4/26/21		DIRECTDEBIT ADP Tax 042621 RRJIG 042309A01 CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-999.64		\$19,744.76
4/23/21		DIRECTDEBIT ADP PAYROLL FEES ADP - FEES 042321 2RJIG 2016945 CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-72.51		\$20,744.40
4/21/21		CHECK	Uncategorized	Uncategorized	CHECK		-364.6		\$20,816.91
4/13/21		CHECK	Uncategorized	Uncategorized	CHECK		-339.79		\$21,181.51
4/12/21		DIRECTDEBIT ADP WAGE PAY 041221 345056758257JIG CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-3487.66		\$21,521.30
4/12/21		DIRECTDEBIT ADP Tax 041221 RRJIG 040908A01 CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-954.14		\$25,008.96
4/9/21		DIRECTDEBIT ADP PAYROLL FEES ADP - FEES 040921 2RJIG 9082174 CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-76.98		\$25,963.10
4/9/21		XFER TRANSFER FROM CHECKING *** **6408	Uncategorized	Uncategorized	XFER			20000	\$26,040.08
4/1/21		DIRECTDEBIT DE LAGE LANDEN ONLINE PMT 040121 CKF412279708POS CCD	Uncategorized	Uncategorized	DIRECTDEBIT		-221.58		\$6,040.08

PeopleSoft
 MONTHLY GENERAL LEDGER TRIAL BALANCE

Fund: 4660

Calwa Park And Recreation Dist
 Subclass: 10000
 General Subclass

Fiscal Year 2021
 Through Period 10

Run Time 14:31:23

	Beginning Balance	Year-to-Date	Transaction	Current	
	Debit Accts	Debits	Credits	Accrs	Credit Accts
0110 Cash In Treasury	320,752.85	48,569.95	0.00	369,322.80	0.00
0315 Interest Receivable	1,338.86	0.00	1,338.86	0.00	0.00
1435 Due To Other Governmental	0.00	0.00	0.00	0.00	0.00
1480 Fiduciary Closing	0.00	0.00	0.00	0.00	1,619,309.92
2230 Fund Balance - Unassigned	0.00	0.00	0.00	0.00	1,644,884.96
3005 RDA ABX1 26 Property Tax	0.00	280,000.00	0.00	0.00	-3,222,103.17
3006 Redevel Tax Increm Reimb	0.00	0.00	27,876.23	0.00	27,876.23
3007 Suppl-Prior Unsecured	0.00	0.00	15,798.65	0.00	15,798.65
3008 Suppl-Prior Secured	0.00	0.00	21.22	0.00	21.22
3009 Suppl-Current Unsecured	0.00	0.00	172.86	0.00	172.86
3010 Property Taxes-Current Sec	0.00	0.00	81.86	0.00	81.86
3011 Suppl-Current Secured	0.00	0.00	254,308.24	0.00	254,308.24
3013 Supplemental-Curr Unsec Pr	0.00	0.00	4,786.72	0.00	4,786.72
3015 Property Taxes-Current Uns	0.00	0.00	56.94	0.00	56.94
3017 Property Taxes-Curr Unsec	0.00	0.00	16,663.89	0.00	16,663.89
3030 Penalties & Costs-Delinq T	0.00	0.00	3,245.76	0.00	3,245.76
3380 Interest	0.00	0.00	70.88	0.00	70.88
3565 State-I/L Homeowners Prop	0.00	0.00	2,972.91	0.00	2,972.91
SUB CLASS TOTAL	322,091.71	328,569.95	328,569.95	369,322.80	1,174.93
					369,322.80

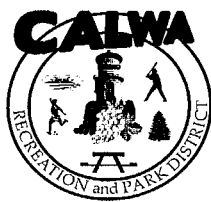
End of Report

Fund:	4660	Beginning Balance	Year-to-Date Transaction	Current Balances
Calwa Park And Recreation Dist	Debit Accts	Debit Accts	Debits	Debits Accts
Subclass: 10000	Credit Accts	Debits	Credits	Credit Accts
General Subclass				
GRAND TOTALS	322,091.71	328,569.95	328,569.95	369,322.80
				369,322.80

End of Report

Fund: 4660	Calwa Park And Recreation Dist	SUBCLASS: 10000	ACCOUNT: 0110	Journal Date	Jrnl Src	Jrnl ID	Header Description	Line Ref	Debit Amount	Credit Amount
		General Subclass								
							Beginning Balance			
				04/01/2021	REC	0001955891	Op Fund Entry - Main	326,329.83		
				04/06/2021	AUD	0001956087	21 - Prior Unsecured		21.22	30,000.00
				04/06/2021	AUD	0001956116	21 - CURRENT SECURED SUPPL CSS7		580.22	
				04/08/2021	AUD	0001956417	21 - CURRENT SECURED SUPPL		443.25	
				04/15/2021	AUD	0001957527	21 - Teeter 2nd FY 2020-21	02435-00	111,840.37	
				04/19/2021	ALO	0001957996	3rd QTR-1st INT DISTB		107.91	
				04/30/2021	REC	0001959495	Op Fund Entry - Main	Account Total	112,992.97	40,000.00
							Ending Balance	369,322.80		70,000.00
Account:	2230						Beginning Balance			
				04/01/2021	REC	0001955891	Op Fund Entry - Main	3,152,103.17		
				04/30/2021	REC	0001959495	Op Fund Entry - Main		30,000.00	
							Fund Balance - Unassigned		40,000.00	
							Ending Balance	70,000.00		0.00
Account:	3007						Beginning Balance			
				04/06/2021	AUD	0001956087	21 - Prior Unsecured	0.00		21.22
							Suppl-Prior Unsecured		0.00	21.22
							Ending Balance			
Account:	3010						Beginning Balance			
				04/15/2021	AUD	0001957527	21 - Teeter 2nd FY 2020-21	02435-00		111,840.37
							Property Taxes-Current Secured			111,840.37
							Ending Balance		0.00	
Account:	3011						Beginning Balance			
				04/06/2021	AUD	0001956116	21 - CURRENT SECURED SUPPL CSS7			580.22
				04/08/2021	AUD	0001956417	21 - CURRENT SECURED SUPPL			443.25
							Suppl-Current Secured		0.00	1,023.47
							Ending Balance			
Account:	3380						Beginning Balance			
				04/19/2021	ALO	0001957996	3rd QTR-1st INT DISTB			107.91
							Interest		0.00	107.91
							Ending Balance			
							Account Total			
							Subclass Total	182,992.97		182,992.97
							Fund Total	182,992.97		182,992.97

End of Report



CALWA RECREATION & PARK DISTRICT MEETING AGENDA

www.calwarecreation.org

REGULAR BOARD MINUTES

NOTICE AND AGENDA

April 20, 2021

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

Esmeralda Zamora, Chair

DISTRICT ADMINISTRATOR

Adam Ramos

BOARD VICE CHAIR

Raul Guerra Vice Chair

DISTRICT COUNSEL

Hilda Cantú Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Laura Garcia, Board Member

Mary L. Rosales, 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 5:37 p.m. and roll call was as follows:

Board Chairperson Esmeralda Zamora was present.

Board Vice Chair Raul Guerra was present.

Board Member Jose Luis Sanchez was present.

Board Member Mary L. Rosales was not present; Joined meeting at 6:48 p.m.

Board Member Laura Garcia was present.

4-0 approved 0-opposed 1-absente.

A. INVOCATION AND FLAG SALUTE

Invocation and flag salute were led by District Administrator Adam Ramos.

B. APPROVAL OF AGENDA

Agenda was approved with Motion made by Board Member Jose Luis Sanchez and Seconded by Board Member Laura Garcia. Roll call vote was as follows:

Board Chairperson Esmeralda Zamora voted yes.

Board Vice Chair Raul Guerra voted yes.

Board Member Jose Luis Sanchez voted yes.

Board Member Mary L. Rosales was absent.

Board Member Laura Garcia voted yes.

4-0 approved 0-opposed and 1-absent.

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. Prop 68 Financial Workshop Presentation
Discussion and direction from Board. **(Action)**
Presented by WRT and Sheila Hakimipour. Pages (A-L)

Sheila Hakimipour introduced herself and Sara Mares, they would be presenting Prop 68 Master Plan that would include what the park would look like with 20 years of improvement and financial recommendations that would be presented to the community for a month to get feedback as well as to the board that would be a great tool for Calwa Park. Master Plan is not only about improvements you must think about operations and maintenance. Everyone overlooks the cost of replacements of items such as picnic table, slide etc.

Sara presented different methods or examples of how Calwa Park could use special tax methodologies that is a legal requirement that would reasonably allocate the taxes to property owners within the Calwa district. The residents within the district would vote to tax themselves for any services. We would have to see what the local rules or policies are and then the approval mechanism is that 2/3 of registered voters would have to approve or if there aren't enough

registered voters than 2/3 of landowners would have to approve of tax. Fiscal Impact analysis that the landowners are only paying for additional services cost. An example given was Measure P that currently would not include Calwa Recreation and Park District unless Calwa would do equity mapping to show that we should be receiving funds as the district provides services to people outside of its community and that the current groups benefitting would be willing to share and give Calwa Park a share. The city and county would have to be contacted to see who would want to share their profits with us. As well as to renegotiate the special district boundaries being increased of any new property being annexed. It was mentioned that this process would be a long process to go through that it would not be a quick fix and that it would take a couple of years assuming all parties were willing to share the profits.
It was all informational for board members

2. COVID-19 Update – Discussion and Direction by Board on any potential changes to Park Operations **(Action)**

Presented By: DA Pages (4-12)

District Administrator shared that he believed Fresno to be in the Orange tier. He suggested that Calwa Park have a soft reopening on May 24, 2021 where community is welcomed by back to the park following CDC Guidelines and with limited open park hours.

Motion was made by Board Member Laura Garcia to open with tentative date set and with new changes implemented to ensure Covid-19 safety for community and Calwa staff. Seconded by Board Chairperson Esmeralda Zamora. Roll call vote was as follows:

Board Chairperson Esmeralda Zamora voted yes.

Board Vice Chair Raul Guerra voted yes.

Board Member Jose Luis Sanchez voted yes.

Board Member Mary L. Rosales voted yes.

Board Member Laura Garcia voted yes.

5-0 approved; 0-opposed and 0-absent.

E. NEW BUSINESS

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

Presented By: DA Pages (13-14)

District Administrator reached out to all parties. C-III Construction had shared that a local company was wanting to donate towards some of the fence cost. The three bids that were submitted to the board dating back to 2019 all will change, as price's have increased due to raw material increase. One invoice was no longer valid and the other two were only valid until June.

It is estimated that to complete the Swimming Pool Project it would be around a estimated \$75,000.

No comments, questions, or concerns from Board Members.

2. Bank Account information (all accounts) **(Informational)**
Presented By: DA Pages (15-22)
District Administrator presented a breakdown of all three accounts to Board Members.
Page 16 reviews Revenue details
Page 17 reviews Payroll details
Page 18 reviews Fresno County details
Page 19 shows current amount in Fresno County Ledger
Page 20 show Fresno County grand total
Board Member Laura Garcia had a question regarding a \$550.00 transaction. That is the payment for Ground Control Jeff Pfeiffer who is providing services to control squirrels and gophers at Calwa Park.
No comments, questions, or concerns from Board Members.

3. Approval of Board Meeting Minutes **(Action)**
Minutes- April 20, 2021 Pages (23-29)

Minutes from Board Meeting March 20, 2021 were approved as is just the change to correct date on Agenda.

Motion was made Board Member Mary L. Rosales and Seconded by Laura Garcia.
Roll Call was as follows:

Board Chairperson Esmeralda Zamora's vote was a yes.

Board Vice Chair Raul Guerra's vote was a yes.

Board Member Jose Luis Sanchez's vote was a yes.

Board Member Mary L. Rosales vote was a yes.

Board Member Laura Garcia vote was a yes.

5-0 approved and 0-opposed and 0-absente.

4. Consider approval of purchase of Point-of-Sale device from Clover and Square. **(Action)**

Presented By: DA Pages (30-40)

District Administrator presented the prices for equipment and fees of each product to Board Members.

Board Member Raul Guerra asked to be provided with a report on revenue of a full year to see how much revenue was generated.

Motion was made by Board Member Laura Garcia to approve Clover Point of Sale device with one years' worth of revenue report to be provided. Seconded by Board Member Mary L. Rosales. Roll call vote was as follows:

Board Chairperson Esmeralda Zamora's vote was a yes.

Board Vice Chair Raul Guerra vote was a yes.

Board Member Jose Luis Sanchez's vote was a yes.

Board Member Mary L. Rosales vote was a yes.

Board Member Laura Garcia vote was a yes.

5-0 approved and 0-opposed and 0-absente.

5. Discussion of Potential Accounting Service Contract with CPA Firms **(Action)**

Presented By: DA Pages (41-42)

District Administrator asked Board Members for permission to seek bids from potential CPA's to submit proposals to be presented to Board Members at next Board Meeting. Board Members recommended to District Administrator that he have CPA's be specific of what services would be offered by CPA's to clarify the work they would carry out as well as the hours they work. District Counsel would assist with request for proposal narrative of services needed.

6. Consider Approval of Security Alarm Proposal with Amerigaurd (**Action**)
Presented By: DA Pages (43-44)

Motion was made by Board Member Mary L. Rosales to move forward with original estimate from Amerigaurd of 4 glass break detectors and it was Seconded by Board Member Laura Garcia. Roll call vote was as follows:

Board Chairperson Esmeralda Zamora vote was a yes.
Board Vicechair Raul Guerra's vote was a yes.
Board Member Jose Luis Sanchez vote was a yes.
Board Member Mary L. Rosales vote was a yes.
Board Member Laura Garcia vote was a yes.
5-0 approved and 0-opposed and 0-absente.

7. Approval of Updated Calwa Recycling Center Lease Agreement (**Action**)
Presented By: DA Pages (45-56)

Motion was made by Board Member Laura Garcia to approve Updated Calwa Recycling Center Lease Agreement and Seconded by Board Member Jose Luis Sanchez. Roll call vote was as follows:
Board Chairperson Esmeralda Zamora vote was a yes.
Board Vicechair person Raul Guerra's vote was a yes.
Board Member Jose Luis Sanchez's vote was a yes.
Board Member Mary L. Rosales vote was a yes.
Board Member Laura Garcia's vote was a yes.
5-0 approved and 0- opposed and 0-absente.

8. District Administrator Report (**Informational**)
Presented By: DA

District Administrator read his report to Board Members

A. CLOSED SESSION

None

B. REPORT OF FINAL ACTIONS TAKEN IN CLOSED SESSION

None

C. ADJOURNMENT

Meeting was adjourned at 6:44 p.m.

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:

May 18, 2021

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 15, 2021.

Signature



CALWA RECREATION & PARK DISTRICT MEETING AGENDA

www.calwarecreation.org

SPECIAL BOARD MEETING AGENDA NOTICE AND AGENDA April 29, 2021

TIME – 5:30 P.M.

IMPORTANT NOTE:

- Residents may participate via Zoom by entering meeting code: 898 4643 3983
- Comments will also be accepted by email at Info@calwarecreation.org

BOARD CHAIRPERSON

Esmeralda Zamora, Chair

BOARD VICE CHAIR

Raul Guerra, Vice Chair

DISTRICT ADMINISTRATOR

Adam Ramos

DISTRICT COUNSEL

Hilda Cantú Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Laura Garcia, Board Member

Mary L. Rosales, 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.

Members of the public may address the Board on items under this Agenda.

CALL TO ORDER AND ROLL CALL

Meeting was called to order at 5:40 p.m. and Roll call was as follows:

Board Chairperson Esmeralda Zamora was present.

Board Vice Chair Raul Guerra was not present.

Board Member Jose Luis Sanchez was present.

Board Member Laura Garcia was present.

Board Member Mary L. Rosales was present.

A. INVOCATION AND FLAG SALUTE

Invocation was led by Board Member Mary L. Rosales and Flag Salute was led by District Administrator.

B. NEW BUSINESS

1. **Donaghy Sales LLC tour**

ADJOURNMENT

Meeting was adjourned at 6:50 p.m.

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:

May 18, 2021

Certification of Posting

State of California

County of Fresno

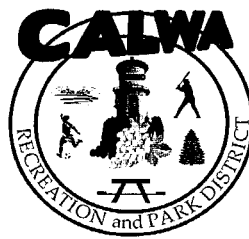
Calwa Recreation and Park District

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 28, 2021.

Signature

Prop 68





Calwa Recreation and Park District
May 18th Agenda Item Report

Meeting Date: 05/18/2021

Agenda Item: E-5

Wording for Agenda: *Consider Approval of Purchase of Point-of-Sale device Clover and Streamline POS Website Option (Action)*

Submitting: District Administrator
Contact Name: Adam J. Ramos 559-476-9309

Summary Background: Per last board meeting, we discussed the option of purchasing a POS device for payment processing when completing transactions through Clover. I was instructed by the Board to wait until we open to full operation hours on purchasing the device and was instructed on looking into our websites abilities on processing payments electronically. Information was requested from our website provider Streamline, which is as follows:

- Transaction Fee: 3.9% + 0.30 per transaction
- Can create events, services, etc... for sale and provide service descriptions, waivers, and other information necessary to complete transaction.
- Can pass transactions fees onto the customer through the website itself
- Can create picnic rentals, art wall, hall rentals, etc...for online reservations and purchases
- Receipts will be processed electronically and emailed to customer as well as District
- Website provides detailed reports on transactions at the end of each month
- Public can also financially donate through the website to District
- No additional costs to District to use additional services

DA Recommendation: Recommend we utilize Streamlines online payment services for our Districts reservations and payments services. Recommend we pass transaction fees onto the customer to use service. We will still be able to take payments in person, over the phone, etc...but would only accept debit/credit cards for all transactions. Pros: quicker registrations, less staff labor towards assisting in registration process, donation option present for quicker donations and detail descriptions on how funds would be used, easier payment processing. Cons: lose one on one interactions with community members, inputting service data into system could be tedious.

See support documents attached



Streamline Payments

Accept payments, sell products + receive donations directly through your website.

The easy online payment tool, *Streamline Payments* fully integrates with the Streamline platform.

No setup cost. No hassle. Easy to use.

What you need to know about Streamline Payments



Fast + simple, built into Streamline Web



Flexibility for a variety of payment types



Easily manage orders, inventory, revenue, and download reports



No setup costs or subscription fees



Ability to connect to accounting software



Encrypted and secure PCI level 1 certified

Ready to learn more?

Schedule a demo consultation

Re: Proposal for Accounting Services

Adam Ramos <adam@calwarecreation.org>

Thu 5/13/2021 10:13 AM

To: Lari Nakamura <info@559bookkeeping.com>

Looks great Lari! Thank you for the information,
I will add it to our agenda for our board members to review!

Thank You again,

-Adam

Get [Outlook for iOS](#)

From: Lari Nakamura <info@559bookkeeping.com>

Sent: Wednesday, May 12, 2021 6:47:50 PM

To: Adam Ramos <adam@calwarecreation.org>

Subject: Proposal for Accounting Services

Hi, Adam,

per our conversation, I am submitting a proposal. Here is a video presentation of services 559 Bookkeeping would be able to offer

<https://youtu.be/sq3A8JvytaE>

A couple things I noticed when I reviewed the video: I said "March" in the video, but I meant "May"; during the recording process, a bit of the video was cut out...and it was the important money bit. Basically, I charge a flat fee per month based on the number of transactions. The fee schedule is as follows:

- 200 - 299 Transaction a month -- \$1,499
- 100-199 Transactions a month -- \$999
- 0-99 Transactions a month -- \$499

The first engagement letter (contract) would be for the first three months, while we iron out all the fun details. If we decide to continue working together, the second engagement letter would be for a six month duration.

Some add ons that are available:

- Accounts Receivable (A/R) - calling overdue accounts to remind them of their debt, and working with the debtor to resolve their overdue status. Following up until resolved.
- Accounts Payable (A/P) - paying bills on behalf of CP&R (Calwa Parks & Rec)
- Payroll - bi-weekly
- And much, much more

Accounting services are prepaid via ACH deposit on the first of every month. Payment includes unlimited emails, but phone calls are limited to appointment only.

Most things nowadays can be handled virtually, and, as I have other clients, my time spent on site will be little to none.

I am very excited for this opportunity to serve Calwa Parks & Rec's financial health, while Calwa Parks & Rec serves our community.

I will follow up with you next week. I look forward to speaking with you then.

Warmest Regards,

559 Bookkeeping
Lari Nakamura
559-743-2143

info@559bookkeeping.com

OVERVIEW

MBS Accountancy is pleased to submit this proposal for services to support Calwa Recreation and Park District in achieving its goals for improving its accounting department's transparency and accuracy by providing proper set up and installation of a new accounting system, as well as monthly bookkeeping and accounting services. We have partnered with dozens of non-profits and helped them improve their accounting processes and financial management with great success.

THE OBJECTIVE

- Transition Calwa Recreation and Park District to QuickBooks Online and Bill.com
- Provide monthly client accounting services to Calwa Recreation and Park District

QUALIFICATIONS

MBS Accountancy is continually proven to be an industry leader for high quality timely accounting services. We pride ourselves on our abilities to meet our clients' needs accurately and professionally on a timely basis. We have worked with several non-profits throughout California including Resources for Independence Central Valley, Rape Counseling Services of Fresno, Fresno County EDC, and Western United Dairies among others. With each of these clients we were able to:

- Implement a new accounting system, processes, and procedures
- Streamline and implement accurate bookkeeping and reconciliations
- Complete monthly client accounting services to include Bill.com

PRICING

Calwa Recreation and Park Districts monthly client accounting services including Bill.com processing at a rate of **\$850.00 per month** (See Appendix A).

Implementation fee for transition to QuickBooks online and Bill.com at a one-time rate of **\$2,000.00.**

CONCLUSION

We look forward to working with Calwa Recreation and Park District and supporting your efforts to improve your accounting services and financial records. Our team is confident that we can meet the challenges ahead and stand ready to partner with you in delivering an effective accounting solution.

If you have any questions on this proposal, feel free to contact Edie Daly (edie@mbsaccountancy.com) or Riccardo Vallejo (riccardo@mbsaccountancy.com) by email or by phone at (559) 421-7033.

Thank you for your consideration,

MBS Accountancy Corporation

Appendix A

Client Accounting Services to be Provided

Type of Service	Included in Your Package	Frequency
Accounting Data File Analysis (required to initiate all other services if an existing accounting file will be used)	X	One Time (Implementation)
Accounts Payable Processing – no Job Costing – using Bill.com®	X	Weekly
Accounts Payable Processing – with Job Costing - using Bill.com®		
Expense Tracking using Receipt Bank		
Download/Data Entry and Coding of Credit Card transactions		
Download/Data Entry and Coding of “other” banking and transaction activity	X	Monthly
Creating Invoices and recording Deposits (including recording of revenues from 3 rd party revenue reports)		
Posting of Journal Entries (Depreciation, Amortization, Other)	X	Monthly
Bank Account Reconciliations (including loans & lines of credit)	X	Monthly
Credit Card Account Reconciliations (for business expenditures)		
Other Balance Sheet Account Reconciliations	X	Monthly
Accounting Software (QuickBooks Online) Generated Reports including Statement of Financial Position and Statement of Activities	X	Monthly
Payroll Processing and Payroll Tax Preparation		
Preparation of Sales Tax Return for the State of California		
Telephone Conference(s) with Your MBS Accountancy Corporation Accountant(s) to answer any questions specifically relating to the services outlined in this Engagement.	X	As Needed
Board Reporting and Consultation Meeting with your MBS Accountancy Corporation Accountant(s) (via conference call or video conference)	X	Quarterly



Calwa Recreation and Park District
May 18th Agenda Item Report

Meeting Date: 05/18/2021

Agenda Item: E-8

Wording for Agenda: *Consideration of Creating New "Reserve Account" for District (Direction) Presented by: DA.*

Submitting: District Administrator
Contact Name: Adam J. Ramos 559-476-9309

Summary Background: District currently operates with 3 financial accounts. First is payroll account that covers the expenses of staffs salaries, director stipends, payroll taxes, and processing fees. The second account is a Revenue Account that covers all of the operation costs of the District which includes but is not limited to, maintenance expenses, water, electrical, waste disposal, etc...Lastly, the third account is our County Reserve Account. This account stores a majority of the funds the District currently possesses, it is only accessible through a three step in person procedure. The DA requests opening an additional account separate from the last three for the purpose of creating a separate reserve account in our Bank of the West accounts. This account would possess funds that would not be accessible unless authorized by all Board Members, DA, and Chair. The accounts purpose use would be for: debt payoffs, visually see the carryover into the next FY and separate from County ACCT, can develop interest, cover unexpected large expenses, good for future project development, and be the only account where the Districts revenue would be stored. This account would store the revenues the district brings in and leaves ACCT ...81 strictly as an operations expense account.

DA Recommendation: Recommend we open an additional account for savings, project development, and earned revenue. Account would be created after close review of new FY budget and advice from CPA team.

No support documents present.



DA Report
May 18th 2021
Regular Board Meeting

COVID Update: See Report Provided in Agenda

The state of CA is opening up slowly as our county enters into the red tier. This allows flexibility for our park and as will need to decide on a tentative opening date. New rules and new protocols will be put into place for the hall/office building, new signage around the park and of course staff trainings will occur to comply with new protocols.

Vaccinations Updates: aside from our partnership with St. Agnes, Fresno State Mobile Health Unit, and Dr. Joaquin Arambula's office, we were able to vaccinate over 1,000+ Fresno/Calwa Residents. We will continue to act as a vaccination site for our residents but as the state provides more access to the vaccines, without qualifying restrictions, the demand will decrease, and at that point we will act as an information hub for promotion and education on the vaccines to our community. The "grant" of \$10,00.00 will be submitted for final approval this week per Eliana who confirmed submission, who is the Public Health Coordinator working with Ivonne from St. Agnes Hospital. As of now, Calwa Park will no longer be a vaccine site through St. Agnes, we will continue to advocate for vaccine registrations and present information to the public.

Update on Swimming Pool: Reached out to Mike, Ari, and Lou has had some communication with me during this last month. According to the email I provided in the packet, we have bids that are going to expire. We will have to let these bids expire due to the lack of funding in the pool project. As you can see, the remaining budget for the pool project sits just over \$5,000.00 and with the remaining line items left for the pool completion we will have to wait on any future moves until complete funding can be delivered per Sal's team. Lou did provide those numbers and we are looking at a remaining cost of \$75,000.00 including perimeter fencing needed as well as bathrooms and shower upgrades. Ari that this is a priority of Sal and his team and COVID has impacted many businesses who would normally donate willingly. Last point of communication with Ari was on 05/12/21 and email is provided.

Staff Updates: Two staff members are underway for finalization of employment. They are PT MT Staff and we are waiting on their completion of 2-week notices as well as background checks for one individual. They have start dates of the 5/17/21.

Hall Project Update: painting is complete on the hall, please find some time to look at the paint inside the hall.. We submitted a \$5,000 grant proposal to Home Depot regarding receiving a \$5,000.00 gift card for the flooring cost as well as the machine rental to demo the existing flooring, unfortunately our application WAS NOT accepted and we are looking into finding other donors for the project.

Audit Completion: Audit is being finalized, and will be completed by the end of May, we are in constant communication with our CPA firm completing the audit and additional information is needed from our end, which is under way. All entities have been notified of Calwa's small delay in completing the audit and when I spoke with SDRMA as well as the State of CA they both accepted the extension request and will not result in any fines to the District.

Lighting Project Upgrades Update: all financial information has been submitted and we are waiting final approval of our loan contract, work will be scheduled for late May, early June, and should not exceed 4 days of work according to the installers estimates.

Donaghy Proposal Items/Wish Lists: attached is a rough draft proposal of the items the park wishes to upgrade or include in our partnership with Donaghy. If you would like to add anything to this list, please provide information to me in an email on your idea and I will update the list with your request.

Prop 68 Update: Prop 68 Team has begun site testing at the park. Provided in the agenda under E-4 is a map of the final outline of Prop 68.

Opening Night Plan: we are planning on having an official grand re-opening to the public. This will be a public event where members from the community can come out and see the parks new facelift. We will also have a information booth on Prop 68, showcasing to the community what the changes will look like and the new additions. "Family Movie in the Park" is the event. We will take budget of "recreation programs" for the month of May which is \$450 and create an amazing chance for the community to come out and watch a movie on our lawn. Input welcome, resource vendors will be present in our grass areas. Will follow all COVID protocols for hosting large scale event, since outdoors, facemasks are not required if public is vaccinated.

New FY Budget: working on new FY budget, including new line items such as Lighting Upgrade Loan, Accounting Services, Internet, etc...will have detailed outline of what's changed and where money has been moved. Will not be ready until June agenda meeting.

New Position Created: We are currently seeking a temp summer recreation programs director for summer programs that the park will offer to the public. Created a job posting on website and will post on Facebook as well. If you know anyone interested or that you think would be a great candidate please forward me some information or forward them my information and we can get them an application.



**Wish Lists/Goals/Ideas for the Park
Upgrades, Projects, Etc...**

"ROUGH DRAFT"

Computer/Tech Room: 8 computers, a TV, videogame systems, programs for coding, internet access, resource center for adults.	Complete Renovation of Basketball Court: Lighting, Concrete/Blacktop, Fencing, Equipment
Update/Repair outdoor restrooms	Water Facets (Outdoor)
Fix Marquee	Sports Leagues: adults, children.
Walking Trail Around Park	New perimeter fencing throughout the park
Splash Area for Toddlers/Children	(2) Outdoor Soccer Field: Turf Design (See Attachment) -children friendly size field -adult full size field
Renovate Hall Building Floor	Volleyball Area Upgrade
Replace and Tint Windows of the Hall	Guaranteed funding or sponsorships for youth programs
Purchase a truck for Maintenance Staff	Purchase Sound System: board meetings, movie nights, etc.