



Calwa Recreation & Park District
4545 E. Church Avenue, Fresno, CA 93725 • Phone: (559) 264-6867

Mary L. Rosales Board Member Chair
Raul Guerra Board Member Vice-Chair
Sandra Celedon Board Member Secretary
Paul H. Garcia Board Member
Felicia Salcido Board Member

Luis O. Mendoza
District Administrator

www.calwarecreation.org

**REGULAR BOARD MEETING
MINUTES**
Thursday, June 18, 2015
(Approved at the July 16, 2015 Meeting)

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.

Disclaimer: This agenda includes proposed actions and activities with respect to each agenda item as of the date of posting. As such, it does not preclude the Board from taking other actions on any item on the agenda that is different or in addition to what may have been recommended.

1. CALL TO ORDER

Meeting was called to order at 6:36 PM.

2. INVOCATION

Board Member Garcia delivered the invocation.

3. FLAG SALUTE

Held.

4. ROLL CALL

Board Members Present: Chairwoman Mary L. Rosales, Vice Chairman Raul Guerra, Sandra Celedon (arrived at 6:39 PM), Paul H. Garcia and Felicia Salcido

Also present was District Administrator Luis Mendoza and attorneys interviewing for District Counsel: Gary Bell (Lozano Smith), Hilda Cantu Montoy (Montoy Law Corporation) and Bianca Sparks (Casso-Sparks).

5. ACTION ITEM: Approve the Agenda

MOTION: Approve the agenda as presented

ACTION: Motion Passed

Motion: Salcido **2nd: Garcia** **Vote: 4-0 by the following vote:**
Rosales: Yes **Guerra: Yes** **Celedon: Absent** **Garcia: Yes** **Salcido: Yes**

6. ORAL COMMUNICATIONS:

A. COMMENTS FROM THE PUBLIC. 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 speakers microphone, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board Chairman.

7. INFORMATIONAL ITEM: Introduction of new Summer Recreation Leader, Nancy Aguilar

District Administrator introduced newly-hired Summer Recreation Leader Nancy Aguilar and gave a brief overview of her responsibilities, overseeing summer activities for children between 5 and 18 years of age. Ms. Aguilar told the Board about her interest in becoming a teacher, shared her enthusiasm for the weeks ahead and answered questions from Board Members about some of the details of the Summer Program and her personal background.

8. CLOSED SESSION:

Public Employee Appointment: District Counsel - pursuant to Government Code Section 54957

District Administrator Mendoza excused the attorneys present and informed them that they would be called one at a time during the Closed Session.

When the Closed Session concluded, Chairwoman Rosales called the meeting back to order and announced that the Board unanimously voted to appoint Hilda Cantu Montoy of the Montoy Law Corporation as District Counsel. Administrator Mendoza reported that a contract for services would be presented to the Board for approval at the next board meeting in July.

9. ACTION ITEM: Consideration of Meeting Minutes

A. May 14, 2015

MOTION: Approve the minutes of May 14, 2015

ACTION: Motion Passed

Motion: Garcia 2nd: Salcido Vote: 5-0 by the following vote:
Rosales: Yes Guerra: Yes Celedon: Yes Garcia: Yes Salcido: Yes

B. May 21, 2015

MOTION: Approve the minutes of May 21, 2015

ACTION: Motion Passed

Motion: Garcia 2nd: Salcido Vote: 4-0-1 by the following vote:
Rosales: Yes Guerra: Yes Celedon: Yes Garcia: Yes Salcido: Abstain

10. INFORMATIONAL ITEM: Administrator's Report

A. Presentation on District website

Mr. Mendoza drew the Board's attention to the projector screen that displayed the District's website (www.calwarecreation.org) and guided the board through tabs at the top of the page

and reviewed the content on each, including pages for the Board of Directors, Board Meetings (the schedule and links to previous agendas and meeting minutes), Art Wall, Calwa Park Calendar, Picnic Reservations, Summer Programs, Programas del Verano (Spanish version of the "Sumer Programs" page) and District Contact [Information]. He also showed the Board the District's Facebook and Twitter pages, which he said were used to promote District activities.

Board Members expressed their appreciation for the amount of information and work put into the website and suggested that photos could highlight the numerous things happening at the park. Specifically, Chairwoman Rosales asked that a picture of the Calwa Rocket be placed on the website. Mr. Mendoza said that the site was a work in progress and staff was working on it as updates were needed. He also said he was in the process of getting the calwarecreation.gov domain secured to make clearer to the public that the District was a government entity.

B. Miscellaneous items

Mr. Mendoza reported that the food distribution to the needy was canceled due to construction issues at the food pantry that provides food to the District.

11. NEW BUSINESS

A. ACTION ITEM: Election of Board Officers:

1. Chair
2. Vice-Chair
3. Secretary

Administrator Mendoza reported that under the old District's Bylaws, the Board was required to elect new Board Officers in June of every year and hence placed the item on the agenda. Board Member Celedon raised the issue of the Board adopting a resolution in 2014 that changed the terms for the election of officers and asked Mr. Mendoza to research and bring back information on the matter. Mr. Mendoza indicated that he wasn't aware of the resolution and agreed to look into the matter.

MOTION: Table the agenda item

ACTION: Motion Passed

Motion: Celedon 2nd: Salcido Vote: 4-1 by the following vote:
Rosales: Yes Guerra: Yes Celedon: Yes Garcia: No Salcido: Yes

B. INFORMATIONAL ITEM: Presentation and discussion regarding District's Financial Reports:

1. Account Reconciliations for May

Mr. Mendoza reviewed the material presented in the agenda packet.

2. Current Account Balances

Administrator Mendoza reported balances of \$111,867.11 in the Fresno County Account, \$3,581.12 in the Bank of the West Payroll Account and \$8,821.44 in the Bank of the West Revenue Account.

3. Financial Snapshot

Mr. Mendoza briefly reviewed the District's expenses through June 16, 2015, included in the agenda packet material. He then reported what he thought were the expected expenses through the end of the fiscal year and estimated that the District would spend more than

\$22,000 than what it budgeted for the 2014-15 Fiscal Year. He said he used those estimates to compile the updated draft budget, which he would discuss later in the meeting.

C. ACTION ITEM: Consideration of ballot to elect a representative for the District on the CSDA Board of Directors

After a brief discussion on need to elect a representative on the CSDA Board, the location of the candidates running and their duties on the CSDA Board, Directors decided to take no action on the agenda item, since consensus couldn't be reached.

12. OLD BUSINESS:

A. ACTION ITEM: Consideration of additional funding for Community Center outdoor restroom remodeling project

Administrator Mendoza gave an overview of the work completed on Community Center outdoor restroom remodeling project, using the architect's plans to highlight changes to the original design. He indicated that the project timeline was not going as expected because of complications in moving sewer and water lines that also resulted in increased costs. He reported that more than \$9,000 had been spent, bringing the project just below the \$10,000 approved by the board in March. He reviewed the additional expenses he expected to complete the project and requested Board authorization to spend up to \$15,354. He expressed his frustration with the complications in the project but said he felt comfortable having pursued the project in-house because of the costs associated with hiring a contractor to complete the project. He said he felt that the District was still saving a significant amount of money when compared to what it would have cost to hire a contractor.

Board Member Garcia also expressed his frustration with the project but said that it was an important one that needed to get done.

MOTION: To give the District Administrator the authority to spend up to \$15,354.36 on the Community Center outdoor restroom remodeling project

ACTION: Motion Passed

Motion: Salcido **2nd: Garcia** **Vote: 5-0 by the following vote:**
Rosales: Yes **Guerra: Yes** **Celedon: Yes** **Garcia: Yes** **Salcido: Yes**

B. ACTION ITEM: Adopt preliminary 2015-16 District Budget

Mr. Mendoza reported that following his initial presentation on the 2015-16 District Budget at the May Board meeting, he went back and made the changes the Board suggested and he reviewed them as he went through the Preliminary Budget in the agenda packet. He indicated that he included the property tax apportionments expected in April and June 2015 and set aside monies not spent in the 2015-16 Fiscal Year as "Carryover" for the 2016-17 Fiscal Year. He said that having accounted for actual spending in May and projected spending for June, he expected the District to carry over \$115,380, as he indicated in the 2015-16 Cash Flow spreadsheet.

Vice Chairman Guerra asked detailed questions about how costs were broken up in comparison to the current fiscal year, specifically about repairs and maintenance. He expressed his concern that monies weren't being accurately budgeted in that line item because of how they compared to actual expenses in the current fiscal year. Mr. Mendoza stated that he broke out expenses that were previously lumped into that category because it

would be more useful to track them separately. He said he separated-out cleaning supplies, equipment fuel, motor equipment repair and trash disposal, which were classified as “repairs and maintenance” in the current fiscal year. He also indicated that spending on some repairs and maintenance in the current fiscal year wasn’t budgeted and therefore threw off what a typical year would look like. He said the District spent a significant amount of money on the remodeling of the Community Center outdoor restrooms and the backflow devices that urgently had to be replaced earlier in the year. Following questions from Board Member Celedon, Mr. Mendoza stated that the repairs and maintenance budget presented included typical and expected things such as fixing broken windows, painting over graffiti, and fixing broken equipment and other fixtures.

Vice Chairman Guerra commended Mr. Mendoza for the more realistic estimates he built into the budget but said he was concerned that more of the carryover into the 2016-17 Fiscal Year wasn’t being spent on things that also needed repair. He highlighted the need to fix the basketball court lights, restrooms and other things that weren’t contemplated in the budget being presented.

Following extensive discussion about the requirements and deadline to approve the Preliminary Budget, and the potential need for a Special Meeting, Mr. Mendoza read a memo from the previous District Counsel that outlined the process. He also apologized that he didn’t include a budget narrative that described the facts, expectations and rationale he used when developing the budget, and that could have answered many of the questions the Board asked.

MOTION: Approve the Preliminary Budget with three conditions: 1) That the “Carryover” be classified as a “Reserve,” 2) That the repairs and maintenance budget be bumped up to a total of \$20,000, and 3) the District Administrator present a budget narrative prior to the approval of the final budget.

ACTION: Motion Failed

**Motion: Celedon 2nd: Salcido Vote: 2-3 by the following vote:
Rosales: No Guerra: No Celedon: Yes Garcia: No Salcido: Yes**

Vice Chairman Guerra said that the Board needed to designate what the extra repairs and maintenance money should be used for and that he couldn’t support an action that didn’t give those specifics.

Further discussion ensued about how the board could proceed if they didn’t need to have a final budget approved until August 30th. The Board agreed to publish the notice before July 1, 2015, schedule a public hearing (workshop) on the budget for the July meeting and vote on the final budget at the regular meeting in August. This would give the public ample time to participate.

MOTION: Approve the Preliminary Budget as presented and direct the District Administrator to prepare a budget narrative

ACTION: Motion Passed

**Motion: Garcia 2nd: Guerra Vote: 4-1 by the following vote:
Rosales: Yes Guerra: Yes Celedon: No Garcia: Yes Salcido: Yes**

13. Board Member Comments & Announcements

Board Member Garcia thanked District staff for their hard work.

14. ADJOURNMENT

Meeting was adjourned at 10:29 PM.