



Calwa Recreation & Park District

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

Mary L. Rosales
Board-Chair

Raul Guerra
Vice-Chair

Sandra Celedon
Secretary

Felicia Salcido
Board Member

Amardeep Gill
District Administrator

www.calwarecreation.org

Hilda Cantú Montoy
District Counsel

REGULAR BOARD MEETING MINUTES

Tuesday April 26, 2016

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.

For each agenda item considered by the Board there will first be a staff presentation followed by a presentation from the involved individuals. Public comments from those in attendance will then be taken. All public comments will be limited to three minutes per person.

1. CALL TO ORDER

Board Chair Rosales called the meeting to order at 6:38 p.m.

2. ROLL CALL

Directors present: Board Chair Rosales, Vice-Chair Guerra, Director Celedon, and Director Salcido (arrived at 6:50)

3. INVOCATION

Board Chair Rosales delivered the invocation

4. FLAG SALUTE

Held

5. APPROVAL OF THE AGENDA

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

Chair Rosales: Aye Vice Chair Guerra: Aye Director Celedon: Aye

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 Staff for follow up and a report. 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.

DISCUSSION: Cloteal Jones of the Calwa community spoke on deficiencies within the district infrastructure that is negatively affecting the community. A non-functioning pool, old playground equipment, lack of water fountains, and other issues were emphasized. Mrs. Jones suggested obtaining grants and soliciting donations to help fund renovation and reinvestment into the park. Mrs. Jones also offered to partner with the district to raise funds and help with projects.

7. District Administrator's Report (Informational Item)

DISCUSSION: The District Administrator presented several reports to the board covering different topics. Among these reports were staff meetings as a result of board direction from previous meetings. Meetings with Mr. Leon-Barraza, of the Southeast Fresno Regional Park and Soccer Authority were discussed. Mr. Leon-Barraza was present as a member of the public and helped clarify questions on the topic. Meetings with District Counsel were presented to the board as an informational update. A report regarding the ongoing bid process for purchasing a district mower was offered as well. The report of the meeting between staff and Michael Cuttone, CPA, was moved to agenda item 9D due to similar subject matter.

8. OLD BUSINESS

- A. Consideration of 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. **(Action Item)**

ACTION: Director Celedon motioned to amend Section 3 of the Resolution to include allowing for electronic signatures to be uploaded online for payroll checks exclusively. Seconded by Director Salcido with a 4-0 vote as follows:

Chair Rosales: Aye Vice Chair Guerra: Aye Director Celedon: Aye

Director Salcido: Aye

ACTION: Director Celedon motioned to amend Section 5 of the Resolution to insert Veronica Luchessa, the name of the district's Operations and Programs Manager. Seconded by Director Salcido with a 4-0 vote as follows:

Chair Rosales: Aye Vice Chair Guerra: Aye Director Celedon: Aye

Director Salcido: Aye

ACTION: Director Celedon motioned to pass the Resolution as amended. Seconded by Director Salcido with a 4-0 vote as follows:

Chair Rosales: Aye Vice Chair Guerra: Aye Director Celedon: Aye

Director Salcido: Aye

- B. Consideration of Resolution Amending By-Laws Regarding Date of Regular Meetings. **(Action Item)**

ACTION: Director Celedon motioned to pass the Resolution. Seconded by Director Salcido with a 4-0 vote as follows:

Chair Rosales: Aye Vice Chair Guerra: Aye Director Celedon: Aye

Director Salcido: Aye

APPROVAL OF MINUTES **(Action Item)**

- i. Regular Board Meeting September 17, 2015
- ii. Special Board Meeting August 27, 2015
- iii. Special Board Meeting December 12, 2015
- iv. Special Board Meeting December 4, 2016

DISCUSSION: The District Administrator brought to the Board of Directors' attention several formatting errors within the August 27th special board meeting, the December 4th special board meeting, and the December 12th special board meeting.

ACTION: Director Celedon motioned to approve the minutes on the condition that the formatting errors are corrected. Seconded by Vice Chair Guerra and approved with a 4-0 vote as follows:

**Chair Rosales: Aye Vice Chair Guerra: Aye Director Celedon: Aye
Director Salcido: Aye**

9. NEW BUSINESS

A. Presentation and discussion regarding District's Financial Reports (*Informational Item*)

1. Financial Status as of April 1, 2016 including Year to Date
2. Bank of the West payroll account reconciliation and bank statement for March 2016
3. Bank of the West revenue account reconciliation and bank statement for March 2016
4. County Account reconciliation and bank statement for March 2016

DISCUSSION: Each topic concerning the district's financial reports were discussed, but no action was taken.

B. Review, consideration, and introduction of "Ordinance of the Board of Directors of the Calwa Recreation and Park District Establishing Park Use Rules and Regulations. (*Action Item*)

ACTION: The board discussed the ordinance in detail section by section and clarified the following: Chapter 11, prohibiting using the park for private financial gain, will be converted to a reservation policy; deleted the following: ride, drive, or propel only on designated pathways; and added the following: the park playground equipment must be used in a safe manner. Director Celedon moved that the ordinance be introduced as amended. Director Salcido seconded the motion. The motion was approved by a 4 to 0 vote as follows: **Chair Rosales: Aye Vice Chair Guerra: Aye Director Celedon: Aye Director Salcido: Aye**

ACTION: Chair Rosales called for a 5-10 minute recess. General consent was given by the Board of Directors and the recess was commenced at 8:34 pm. Recess concluded at 8:42 pm.

C. Consideration and Approval of Resolution Adopting a Park Reservations Policy
(Action Item)

DISCUSSION: Staff communicated to the board that although a resolution to address unauthorized usage of Park facilities was created, it would have been inadequate in addressing the issue completely. Staff looked to the Board of Directors for direction regarding developing policies on how to address unauthorized use of District facilities, and particularly field usage.

DIRECTION: The Board of Directors advised to develop a schedule for practices that includes priority for residents of the community. The Board of Directors advised staff to make stringent contractual requirements for all current and future sports and recreation leagues that make use of the District Fields.

NOTE: Director Salcido left the meeting at 9:10 pm.

D. Authorize District Administrator to issue an RFP for upcoming audits. **(Action Item)**

ACTION: Director Celedon motioned to authorized an issuance of a RFP for upcoming audits following the presentation of the and approval of the most recent audit conducted. Seconded by Vice Chair Guerra and passed with a 3-0 vote as follows:

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

E. Discussion regarding financial feasibility of 2016 Summer Program. **(Action Item)**

ACTION: Item was tabled to an upcoming meeting

10. Potential Items for Next Agenda

A. Budget

10. Adjournment

The meeting was adjourned at 9:48 pm.

Next Regular Meeting:
Tuesday May 17, 2016 at 6:30 pm

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.

