



CALWA RECREATION & PARK DISTRICT MEETING AGENDA

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BOARD MEETING MINUTES

February 18, 2020

Regular Session 6:30 P.M.

CALWA PARK HALL– 4545 E. CHURCH AVE., FRESNO, CALIFORNIA

BOARD CHAIRPERSON

Raul Guerra, Chair

INTERIM DISTRICT ADMINISTRATOR

Veronica Luchessa

BOARD VICE CHAIR

Mary L. Rosales Vice Chair

DISTRICT COUNSEL

Hilda Cantú 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.

A. Call to Order and Roll Call

Meeting was called to order at 6:30 p.m. roll call was as followed Board Chairperson Raul Guerra was present, Board Vice Chair Mary L. Rosales was present, Board Member Jose Luis Sanchez was present, Board Member Gabriela Mares was present, Board Members was present.

B. Invocation and Flag Salute

Invocation and Flag Salute were led by Mary L. Rosales

C. Approval of Agenda

Approval of agenda approved with moving item H before item F, motion was made by Board Vice Chair Mary L. Rosales; Seconded by Board Member Jose 0-opposed.

D. Ceremonial Matters and Presentations

Each presentation is limited to five (5) minutes.

None

E. 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 Chair.

Mari Cruz Gomez who is a instructor for Zumba class came to speak to Board Members about how she was being left "warnings" for having her Zumba class leave late and she didn't like that staff was doing so. That she would then do the same and leave "warnings" for evening staff going through her class when it was being held. She wanted to hold a Zumba-thon outside and she thought that because Calwa canceled her classes she was able to just hold a class whenever she chose to makeup for the prior cancellation which to staff explained that she was told she could have her class outside but would have to pay the electricity fee that was required.

Direction to staff was to meet with Mari Cruz Gomez to go over the polices so that she would be informed of policies carried out by Calwa Park.

H. NEW BUSINESS

1. Receive annual audit overview and the financial statements of the Calwa Recreation and Park District for fiscal year 18/19 from Cuttone and Mastro, Certified Public Accountants. **(A) Mike Cuttone**

Mike Cuttone came to present the 18/19 audit to board members. Mike presented all his findings to board members saying that the audit was good. He suggested that page 16 of his presentation packet would be helpful in using to predict budget for the following fiscal year.

2. Boxing- Presentation from Steve Rivas to discuss his boxing program- **Steve Rivas**

Steve Rivas was unable to stay and present before board members so he left a written note that was left with Interim District Administrator to read aloud. Steve wanted to share how they as a boxing group here at Calwa Park have been able to help so many kids. He currently has 3 kids that he has accepted in his boxing group with out charging them and he is currently total group of kids is

about 30. He wanted to express how staff has been good to him and his group and how they appreciate Calwa staff.

Direction to staff was to tell Steve Rivas that they wanted to thank him for being here at Calwa Park.

3. Authorize Interim District Administrator to renegotiate contracts with the following: Recycling Center, Concession Stand, Boxing, RYSL and Zumba Instructors. Final contracts to be approved by board at later date. **(A) – STAFF**

Interim District Administrator was informing that all the current contracts that Calwa Park had in place as of now had to be renewed and updated.

Direction to Interim District Administrator was that they were given permission to look over all the contracts and have them renewed on a yearly basis or as needed.

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, November 19, 2019
2. Special Meeting Minutes, December 9, 2019
3. Acceptance of January 2020 Financials

Consent Calendar was approved with Motion made by Board Chair Mary L. Rosales; Seconded by Board Member Esmeralda Zamora 5-0 approved and 0-opposed

G. OLD BUSINESS

1. Consider resolution 2020-3, Amending Park Facilities Fees, (increase for non-residence) **(A) STAFF**

Direction to staff was to keep prices the same until Calwa Park had to increase prices on park rentals then it would be brought back up in a future meeting

2. Personnel Matters
 - a. Consider staffing level and determine whether to add staff and/or addition of a third shift for weekends
Board Chair Raul Guerra was open to make a part time worker a full-time worker to offset cost's but that he would speak to Interim District Administrator about off setting cost. While working on bringing in revenue from events held at park, future pool rentals for classes. Item was to be tabled and be brought back up at a later meeting.
 - b. Consider and approve employee yearly evaluation form.
A system was to be put into place where Calwa staff would be given yearly evaluations and there would be a step process that would be

implemented so that Calwa staff would be getting raises regardless of whether District Administrator position was filled or vacant. Direction to staff was that they present a step increase that is fair across the board to be established in sooner the better. Item was to be tabled for next meeting.

- c. Consider and approve pay increase for staff.

Direction to staff was that this item be tabled for next meeting as well as with yearly evaluation process.

- d. Consider Job descriptions for following positions: Administrative assistant, Accounting/Office Manager, Program Coordinator, Maintenance Supervisor, and Maintenance Employee. **(A) STAFF**

Staff presented each job description and shared that they were all accurate descriptions. Only question we had was that some positions required a physical to be provided by future employees.

Direction to staff was that staff already hired and on payroll would have physical covered by Calwa but new hires would have to pay for it out of pocket.

H. CLOSED SESSION

none

J. REPORT OF FINAL ACTIONS TAKEN IN CLOSED SESSION, IF ANY

K. ADJOURNMENT

Meeting was adjourned at 8:38 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 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.

Any writings or documents provided to a majority of the Board Members less than 72 hours before a regular meeting regarding any item on this agenda will be made available for public inspection during normal business hours, at District Office and posted on the District wall. The documents will also be made available on the District's website at www.calwarecreation.org.

NEXT REGULAR MEETING:

March 16, 2020

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 and the front door window of the District Office on February _____, 2020.

Signature