



Calwa Recreation & Park District

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

Luis O. Mendoza
District Administrator

www.calwarecreation.org

SPECIAL BOARD MEETING MINUTES

Thursday, March 26, 2015

(Approved on April 16, 2015)

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.

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.

CALL TO ORDER

Meeting was called to order at 6:31 PM.

INVOCATION

Board Member Paul H. Garcia delivered the invocation.

FLAG SALUTE

1. ROLL

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

Board Members absent: Sandra Celedon

Also present were District Administrator Luis Mendoza and District Counsel Paul J. Pimentel (arrived at 6:43 PM).

2. ACTION ITEM: APPROVE THE AGENDA

Board Member Garcia made a motion to approve the agenda.

ACTION TAKEN: MOTION PASSED

Motion: Garcia 2nd: Guerra Vote: 3-0 by the following vote:
Rosales: Yes Guerra: Yes Celedon: Absent Garcia: Yes Salcido: Absent

3. ACTION ITEM: APPROVAL OF MEETING MINUTES

A. February 15, 2015

Board Member Garcia made a motion to approve the minutes as presented.

ACTION TAKEN: MOTION PASSED

Motion: Garcia

2nd: Guerra

Vote: 3-0 by the following vote:

Rosales: Yes

Guerra: Yes

Celedon: Absent

Garcia: Yes

Salcido: Absent

4. CONSENT ITEMS:

A. INFORMATIONAL ITEM: District Administrator's Report

Updating the Board on the ongoing water problems at the park, District Administrator Mendoza told the Board that the City of Fresno agreed to install a 6" water meter, clearing the way for him to get quotes on a 6" backflow prevention device. He reported that he sought quotes from nine different companies, some of which submitted estimates ranging between \$11,000 and \$7,200 and ultimately decided to go with Simplex Grinnell who submitted a quote for \$7,200. Because the contractor and the City had to order the equipment, Mr. Mendoza told the board that he expected the work to be completed on Tuesday and Wednesday of the following week.

Mr. Mendoza also informed the board that the architect hired to draw out the plans for the remodeling of the community center outdoor restrooms submitted the plans to the City of Fresno on Friday, March 20th. Working with City planners, the architect was able to fit two stalls per restroom with one ADA-compliant stall. City planners estimate it will take them three weeks to complete their review.

Administrator Mendoza reported that although the Park Beautification Event held on March 21 was scaled back so that staff could focus on more pressing issues at the District, the event accomplished a great deal. Through a donation made possible by Belmont Nursery, volunteers planted 15 trees and leveled-out Soccer Field 1. Mr. Mendoza reported that he learned that Donaghy Sales made a contribution earlier in the year through their sponsorship of the Cesar Chavez Soccer League (managed by Javier Soto) that was not fully invested in the soccer fields. He told the Board that Alex Contreras (Donaghy Public Affairs) made his sponsorship of the League contingent on Mr. Soto investing several thousand dollars into the restoration of the fields but that Mr. Soto said he spent all the money on the dirt that was used to level the one field. Because Mr. Soto didn't help during the event, staff was forced to rent a small excavator to finish the job that should have been done by Mr. Soto. The Board asked Mr. Mendoza to ask Mr. Contreras to make his contributions directly to the park so that they can ensure the funds are spent appropriately in the future.

Mr. Mendoza reported that staff successfully cut costs associated with several vendor services including:

- A reduction in the AT&T landline bill from about \$328/month to \$55/month
- Internet and cell phone services from approximately \$450/month to \$109 for Internet and \$35 for a cell phone used by facilities staff
- Bringing the District into compliance with AB341 will bring the Districts trash bill from \$373/month to \$125/month by switching out two large 40 gallon trash containers for two smaller recycling containers (one for green waste and the other for recycleables).

Board Member Guerra asked Mr. Mendoza to keep a closer eye on Mr. Soto's use of soccer fields and park facilities because of the increased traffic at the park on weekends, which he wasn't sure was being accounted for in his contract. Mr. Mendoza responded by indicating that he had already

directed staff to keep a daily tally of soccer games that he would review when reconciling fees owed as part of Mr. Soto's agreement for games at the park. Board Member Garcia also asked the staff keep better track of problems caused by alleged beer drinking during soccer games.

5. OLD BUSINESS

A. Consideration of offer by Fresno County Elections Office to discount cost of mailing District Board Elections postcard

Administrator Mendoza gave an overview of the Board's action to move its elections to even-numbered years to coincide with General Elections and the legal requirements for the County Clerk/Registrar of Voters to notify registered voters of the change. He reported that he communicated by email with the County Clerk to ensure that information included in a postcard her office was to mail was correct, including the District's phone number and general email address. He indicated that he learned on March 4th that the postcard was mailed with the wrong phone number on the English side of the postcard but that the Spanish side had the correct phone number. He reported that when the County Clerk learned of the error, she offered to mail a corrected postcard or charge the District \$750 instead of the originally quoted \$3,500 if the District didn't see a need to re-issue the notification. When asked if there was a legal requirement for the postcard to have a contact phone number for the District, the Clerk responded by email that there was not. She said that it was helpful but not required.

Counsel Pimentel concurred with Mr. Mendoza's recommendation to take the County Clerk's offer for a reduced charge, emphasizing that if legal issues arose out of claims of voting rights violations, the District could point to the Clerk's assertions that the law was followed. The mailing of the notice was the legal obligation of the Clerk and not the District.

Board Member Guerra made a motion to take the Fresno County Clerk's offer to pay \$750 for the postcard that was mailed.

ACTION TAKEN: MOTION PASSED

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

6. NEW BUSINESS

A. INFORMATIONAL ITEM: Financial reports

1. Account reconciliations for February
2. Current account balances
3. FY2015 Financial Snapshot

Administrator Mendoza summarized the reports included in the agenda packet. He highlighted a \$13,396 deposit of redevelopment monies that were deposited to the Fresno County account due to the elimination of redevelopment agencies across the state (several years ago).

Vice Chairman Guerra suggested that a year-to-date expenditure report be included so that expected expenditures and projected revenues could provide a better snapshot of the District's financial position through the end of the fiscal year. Mr. Mendoza responded that he would do try to do that in the current fiscal year but that it would be more easily generated when the 2015-2016 budget is set up in Quickbooks instead of the Excel spreadsheet used in the current year.

B. Matters related to purchasing workers compensation insurance policy through the Special District Risk Management Authority (SDRMA)

Administrator Mendoza reviewed the history of the District's efforts to secure a workers' compensation policy following the lapse that was discovered at the end of January 2015. He indicated that because of the urgency of the situation, the District settled on a policy through the State Compensation Insurance Fund (SCIF) which came at a high premium of \$21,256. He told the board that after that policy was secured he went about securing a policy that wasn't attainable before because of the preparation needed to join a joint powers authority (JPA). He briefly described how purchasing a policy through the Special District Risk Management Authority (SDRMA) required joining that organizations JPA, the risks associated with joining it and the benefits of the reduced premium and added benefits such as more affordable general liability insurance.

Responding to questions from Vice Chairman Guerra, Board Member Garcia and Counsel Pimentel, Mr. Mendoza described the coverage provided through the SDRMA policy which included the Board of Directors, employees and volunteers, which the more expensive SCIF policy didn't cover. He also reviewed the fees already paid to SCIF, the cancelation process and fees through SCIF and how those compared with the savings expected through SDRMA.

1. ACTION ITEMS: Joining SDRMA:

- I. Adopt Resolution Approving the Form of and Authorizing the Execution of a Sixth Amended and Restated Joint Powers Agreement and Authorizing Participation in the Special District Risk Management Authority Workers' Compensation Program.
- II. Execute Sixth Amended and Restated Joint Powers Agreement Relating to the Special District Risk Management Authority
- III. Adopt Resolution Authorizing Application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities.
- IV. Approve State of California Application for a Public Entity Certificate of Consent to Self-Insure
- V. Adopt Resolution Declaring that Volunteers, Work-Study Participants and Interns Shall Be Deemed Employees of the District For the Purpose of Providing Workers Compensation Coverage While Providing Services

Board Member Garcia made a motion to approve the items required to join the SDRMA, specifically Agenda Items 6B1 I, II, III, IV and V.

ACTION TAKEN: MOTION PASSED

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

2. ACTION ITEM: Accept quote and authorize District Administrator to purchase workers compensation insurance policy through the SDRMA

Board Member Garcia made a motion to accept the quote and authorize the District Administrator to purchase workers' compensation insurance through the SDRMA.

ACTION TAKEN: MOTION PASSED

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

3. ACTION ITEM: Direct District Administrator to cancel State Compensation Insurance Fund workers' compensation policy when SDRMA policy takes effect

Board Member Garcia made a motion to direct the District Administrator to cancel the State Compensation Insurance Fund workers' compensation policy when SDRMA policy takes effect.

ACTION TAKEN: MOTION PASSED

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

E. ACTION ITEM: Discussion and direction for Board workshops on Brown Act, Political Reform Act, Public Records Act and AB1234 (Ethics Training)

Administrator Mendoza said that he placed the item on the agenda to discuss and get general direction on the request of some board members to have trainings on topics they felt the Board should be knowledgeable about, including the Brown Act, the handling of public records and conflicts of interest. The Board discussed the requirements to have the trainings in an open session during a public meeting, which would be organized and announced as a Special Meeting and whether Board Members needed to be compensated for attending. They agreed that the meetings wouldn't be mandatory and individual board members could opt out of their stipends if they attended.

Board Member Garcia made a motion to schedule Special Board Meetings for the second Thursday of the next three months to conduct workshops on the Brown Act, Political Reform Act, Public Records Act, and AB1234 (ethics training).

ACTION TAKEN: MOTION PASSED

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

7. CLOSED SESSION

8. UNSCHEDULED ORAL COMMUNICATIONS:

A. COMMENTS FROM THE PUBLIC. The public may address the Calwa Recreation and Park District Board on any item of interest within the jurisdiction of the Board, even though it is not on the agenda. The Board will listen to the comments presented; however, in compliance with the Brown Act, the Board may only briefly discuss the item, but it cannot take any action at the meeting. The purpose of the discussion is to permit a member of the public to raise an issue or problem with the Board or to permit the Board to provide information to the public, provide direction to its staff, or schedule the matter for a future meeting. All speakers are requested to wait until recognized by the Board Chairman.

Public Comment Time Limitations: All comments are limited to three (3) minutes per individual, with a fifteen (15) minute maximum per group, per item, per meeting.

B. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Board Member Garcia asked that an item be placed on the agenda to recognize the community members who volunteered at the Park Beautification Event on March 21st. He also thanked the administrator for his leadership and the employees for their work on the difficult projects the District has undertaken over the past several months. Chairwoman Rosales concurred.

9. ADJOURNMENT

Meeting was adjourned at 8:29 PM.

Minutes approved at the April 16, 2015 Board Meeting