



Luis O. Mendoza
District Administrator

Calwa Recreation & Park District
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Mary L. Rosales Board Member Chair	Raul Guerra Board Member Vice-Chair	Sandra Celedon Board Member Secretary	Paul Garcia Board Member	Felicia Salcido Board Member
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**SPECIAL BOARD MEETING
MINUTES
Tuesday, October 28, 2014
(Approved at the January 15, 2015 Meeting)
6:30 PM**

CALL TO ORDER

PRAYER

FLAG SALUTE

1. ROLL CALL

Board Members Present: Chairwoman Mary L. Rosales, Vice Chairman Raul Guerra, Paul H. Garcia

Also present was District Recreation Leader Veronica Luchessa

2. OLD BUSINESS

A. Boards response to LAFCO. Board to discuss, and respond to the LAFCO recommendations made in a letter dated July 15, 2014. A copy of the pertinent portion of the letter is attached

The board reviewed each recommendation in the letter from LAFCo, discussed how to respond to each item and agreed to the following:

1. Assessment Regarding Conduct of the Board of Directors during Public Meetings

- 1.1. The Board agreed to follow the recommendation to come to the meetings prepared to take actions on the agenda. The consensus was that the Board Members are to be held accountable for their lack of previous knowledge of items on the agenda. Staff is to have all financial information available ahead of time giving Board members ample time to look over the information before the meeting. It is however Board Members responsibility to gain access to the information.
- 1.2. The Board agreed to follow this recommendation. The Board was in agreement to follow the Robert rules of order at every meeting. The Board felt the Chair could utilize better training, and have more control over the audience.
- 1.3. The Board agreed to accept the suggested Rules of Order and to have the Chair enforce them. It was agreed that the suggested rules were easy and accessible and had no reason to question them.

2. Assessment Regarding Staff and Staff Report Procedure

- 2.1. The Board agreed to follow the recommendation that staff prepare a complete report to the Board well ahead of the meeting and other suggestions. The Board felt that the staff was to prepare a complete report with enough time to provide clear directions.
- 2.2. The Board agreed to follow the recommendation that staff and Board members be offered professional-level training to support the tasks that are requested. Board members advocated that everyone attain to the training.
- 2.3. The Board agreed to follow the recommendation that staff's reports should refer to the Board members formally in any of their reports.
- 2.4. The Board agreed to follow the recommendation that staffs report be formally organized in written and verbal reports.
- 2.5. The Board agreed with the decision to follow the recommendation to give clear direction to staff in the form of a motion.
- 2.6. The Board agreed to follow the recommendation that the minutes must record the complete motion and should reflect the Board's discussion up to the motion. The Board felt that the key points in their discussion be included so that they can refer back on the motion.
- 2.7. The Board agreed to follow the recommendation of staff including the Boards previous direction in its report when returning with an item at a different meeting.

3. Assessment Regarding Board Members' Interaction During Meetings and with Park Staff

The Board members agreed to follow the recommendations given to them in all of the points. The Board agreed they would not micro-manage.

4. Assessment Regarding Administrative Procedures

- 4.1. The Board agreed to follow the recommendations on adhering to standard and acceptable contract management including clear terms of the contract and records of receipts and correspondence.
- 4.2. The Board agreed to follow the recommendation to appoint someone to serve as the finance officer per PRC section 5784.9; however it was brought up that perhaps they would have two.
- 4.3. The Board agreed to follow the recommendation that they should budget for and prepare a comprehensive annual financial report in accordance with PRC 5784.9 or periodic financial audit.
- 4.4. The Board felt that this recommendation was not applicable to them at this time due to the fact that they have already paid off its debt to the Elections Department in August of this year. The Board did however note that they would make more of an effort to avoid any more need for loans.

5. Assessment Regarding Civil Discourse

- 5.1. The Board agreed with the recommendation that discussions should avoid personal differences and be better guided so members may explain their points of view.
- 5.2. The Board agreed to recommend that the Chair provide members of the public with the opportunity to present testimony for public hearings on all matters. The Board will ensure that staff types up a clear section on the agenda and that the public present themselves and are instructed on their defined amount of time.

- 5.3. The Board agreed to recommend that if any member of the public disrupt proceedings they will be advised by the chair that they are out of order and reminded to be respectful. The Board agreed that that the Chair must take control so the public will stay in order and if not a recess will be called.
- 5.4. The Board agreed to recommend to the public that they strive to be as accountable to the public as they expect the Board to be. To respect the Board proceedings and to not print anonymous fliers slandering the Board or post less than complete video of the proceedings.

Audience member Rosie Flores voiced her support for the recommendations made in LAFCo's letter and advised that the board needed to comply with the Brown Act if the board was changing the recommendations.

3. NEW BUSINESS

A. Board to approve payment for liability insurance. Board to approve quote given by 800-insurance and direct staff to make down payment.

Ms. Luchessa reviewed the quote from 800-insurance and indicated that it would save the District 49 percent of what it was paying the previous provider. She advised the board that the District would need to pay \$2,164.54 down to get the policy started and then \$122 per month through the end of the policy's term of 1 year.

In response to a question from Board Member Garcia, Ms. Luchessa advised the board that the District's last policy expired in March 2014. She informed the board that most of the policy's provisions were virtually identical to the policy they held previously. She said that staff received quotes from other companies but that 800-insurance had the best policy for the price.

Motion: P. Garcia 2nd: R. Guerra Vote: 3-0
Motion to approve staff's recommendation to pay the down payment of \$2,164.54 and the \$122 monthly payment with 800-insurance.

4.

B. COMMENTS FROM THE PUBLIC

Audience member Rosie Flores asked whether the board had reinstated the district administrator position that it had eliminated in December 19th. She said that a new person was assigned to take on the responsibilities in a new position with a lower pay rate. She indicated that she understood that the video of that board meeting was missing but that several members of the community had the same recollection. She asked that the matter be placed on the next board agenda.

C. COMMENTS FROM THE BOARD

Board member Garcia said that the board should be accountable and it was heading in the right direction. He asked that items brought up during the public comment period be placed on the agenda.

5. CLOSED DOOR SESSION

A. Update from Labor Negotiator on its progress with hiring a new District Administrator.

B. Chair will announce any results if any in regards to a new DA.

Chairwoman Rosales announced that the Labor Negotiators were still negotiating.

The meeting was adjourned.

Minutes were approved at the January 15, 2015 Meeting