



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

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

**REGULAR BOARD MEETING
AGENDA
Thursday, July 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.

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

4. FLAG SALUTE

5. ACTION ITEM: APPROVAL OF THE AGENDA

6. PUBLIC FORUM:

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. ACTION ITEM: APPROVAL OF MEETING MINUTES

1. June 18, 2015 Regular Board Meeting

8. PUBLIC HEARINGS

A. ACTION ITEM: Workshop on FY 2015-16 District Budget and Direction to Staff

9. UNFINISHED BUSINESS

A. ACTION ITEM: Approval of District Counsel contract with the Montoy Law Corporation

B. ACTION ITEM: Consideration and approval of resolutions outlining the governing policies and procedures of the District and Board of Directors

1. Resolution Adopting District Bylaws
2. Resolution Adopting District Code of Conduct

10. NEW BUSINESS

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

1. Account Reconciliations for June
2. Current Account Balances
3. Financial Position on June 30, 2015

B. ACTION ITEM: Consideration and approval of Resolution Adopting District Expense and Reimbursement Policy

C. ACTION ITEM: Consideration and approval of resolution and ballot to elect representative for District on the SDRMA Board of Directors

11. DIRECTOR COMMUNICATIONS/AGENDA ITEMS

12. DISTRICT ADMINISTRATOR REPORT

13. ADJOURNMENT

Next Regular Meeting:
Thursday, August 20, 2015
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.



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**REGULAR BOARD MEETING
MINUTES
Thursday, June 18, 2015
6:30 PM**

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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. 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.



PROPOSED BUDGET

2015-16 FISCAL YEAR

July 1, 2015 – June 30, 2016

CALWA RECREATION & PARK DISTRICT

4545 E. Church Avenue
Fresno, CA

559.264.6867

www.calwarecreation.org

Calwa Recreation & Park District

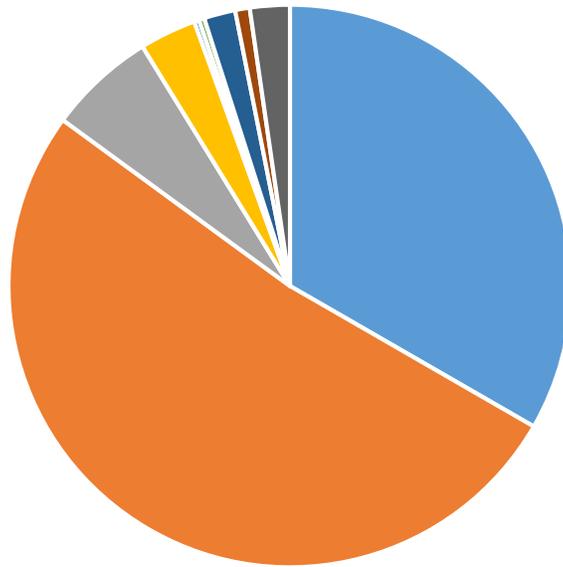
Revenue

The total amount of money received by the Calwa Recreation & Park District in all appropriated funds is shown on this chart:

Revenue Category	2014-15 Budget	2014-15 Actual	2015-16 Budget
Previous Fiscal Year Carryover	\$32,000	\$160,657	\$115,380
Property Taxes	\$234,952	\$249,362	\$230,696
RDA Tax Increment	\$27,766	\$29,742	\$27,462
Events	\$18,382	\$15,700	\$15,700
Hall Rentals	\$10,610	\$1,350	\$2,250
Picnic Rentals	\$2,400	\$1,505	\$1,785
Field Rentals	\$17,250	\$8,700	\$8,200
Zumba	\$3,600	\$4,030	\$6,700
Rent Payments	\$10,800	\$11,046	\$10,800
TOTAL	\$357,760	\$482,092	\$418,973

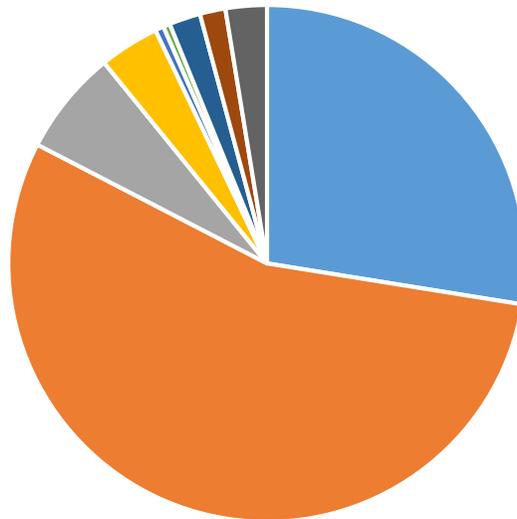
2014-15/2015-16 Fiscal Year Comparison

2014-15 Actual



- | | | | |
|-------------------------|------------------|---------------------|----------|
| ■ Previous FY Carryover | ■ Property Taxes | ■ RDA Tax Increment | ■ Events |
| ■ Hall Rentals | ■ Picnic Rentals | ■ Field Rentals | ■ Zumba |
| ■ Rent Payments | ■ | ■ | ■ |
| ■ | ■ | ■ | ■ |

2015-16 Budget



- | | | | |
|-------------------------|------------------|---------------------|----------|
| ■ Previous FY Carryover | ■ Property Taxes | ■ RDA Tax Increment | ■ Events |
| ■ Hall Rentals | ■ Picnic Rentals | ■ Field Rentals | ■ Zumba |
| ■ Rent Payments | ■ | ■ | ■ |
| ■ | ■ | ■ | ■ |

Background Information:

Previous FY Carryover: Monies held in District bank accounts, excluding outstanding liabilities (uncashed checks, bills received prior to June 30th but unpaid, etc.)

Property Taxes: Property taxes paid by Calwa Recreation & Park District property owners and collected by the Fresno County Auditor-Controller/ Treasurer-Tax Collector through assessments based on property values.

Fifty percent of the funds expected in that fiscal year are deposited into a District account in January of each year. The account is administered by the Fresno County Auditor-Controller/ Treasurer-Tax Collector. Forty-five percent is deposited in April and the remaining 5% in June.

Additional funds from “unsecured property taxes” are deposited in February of each year but can’t be used for budgeting purposes because they fluctuate erratically from year to year and therefore, unreliable.

Expected Property Tax allocations for FY 2015-16 were based on a two percent increase from secured property taxes received in January and June 2015.

RDA Tax Increment: Funds that formerly would have been distributed to redevelopment agencies as tax increment are deposited into a redevelopment trust fund and used to pay obligations listed on the list of redevelopment obligations (EOPS/ROPS). Any remaining funds in the trust fund—plus any unencumbered redevelopment cash and funds from asset sales—are distributed to the local agencies such as the Calwa Recreation & Park District. These “pass-through” funds are deposited into District accounts with the County and deposited in January (50%) and June (50%).

The District also receives additional “ABX1 26” funds which are generated using a formula related to the former redevelopment agency’s debt. Those funds are deposited in February but also can’t be used for budgeting purposes because they can’t be predicted far in advance of when they might be available, if available at all.

Expected RDA Tax Increment allocations for FY 2015-16 were based on a two percent increase from pass-through funds received in January and June 2015.

Event Revenue: Funds collected from special events such as the Hmong New Year Festival, Art Wall and any miscellaneous events that require substantial park space.

Hall Rental Revenue: Monies paid to lease the Community Center Main Hall (excluding deposit fees). Current fees are set at \$75/hour and a \$25 flat fee for the kitchen and \$50 for trash/cleanup. A \$200 deposit is returned if there are no damages to the facility.

Picnic Rental Revenue: Funds collected to reserve any of the five picnic areas at Calwa Park. Renters pay \$25 per picnic area, an additional \$15 if they require electricity (such as for a bounce house or sound system), and \$50 for water (if they are renting a water slide). Eighty percent of the fees collected are refundable if the reservation is canceled at least 7 days prior to the event.

Field Rental Revenue: Monies collected to reserve any of the athletic fields at Calwa Park. The public may rent any of three full-size soccer/baseball fields, the grassy area south of the Community Center, a basketball court, one tennis court and one sand volleyball court. Renters pay \$25/game or two hours; \$30 if they require field lights.

Zumba Revenue: Rent payments made by Zumba or PE instructors to reserve the Community Center for one hour. Instructors with classes in the morning, Monday through Friday pay \$100 per month. Evening instructors pay \$200 per month.

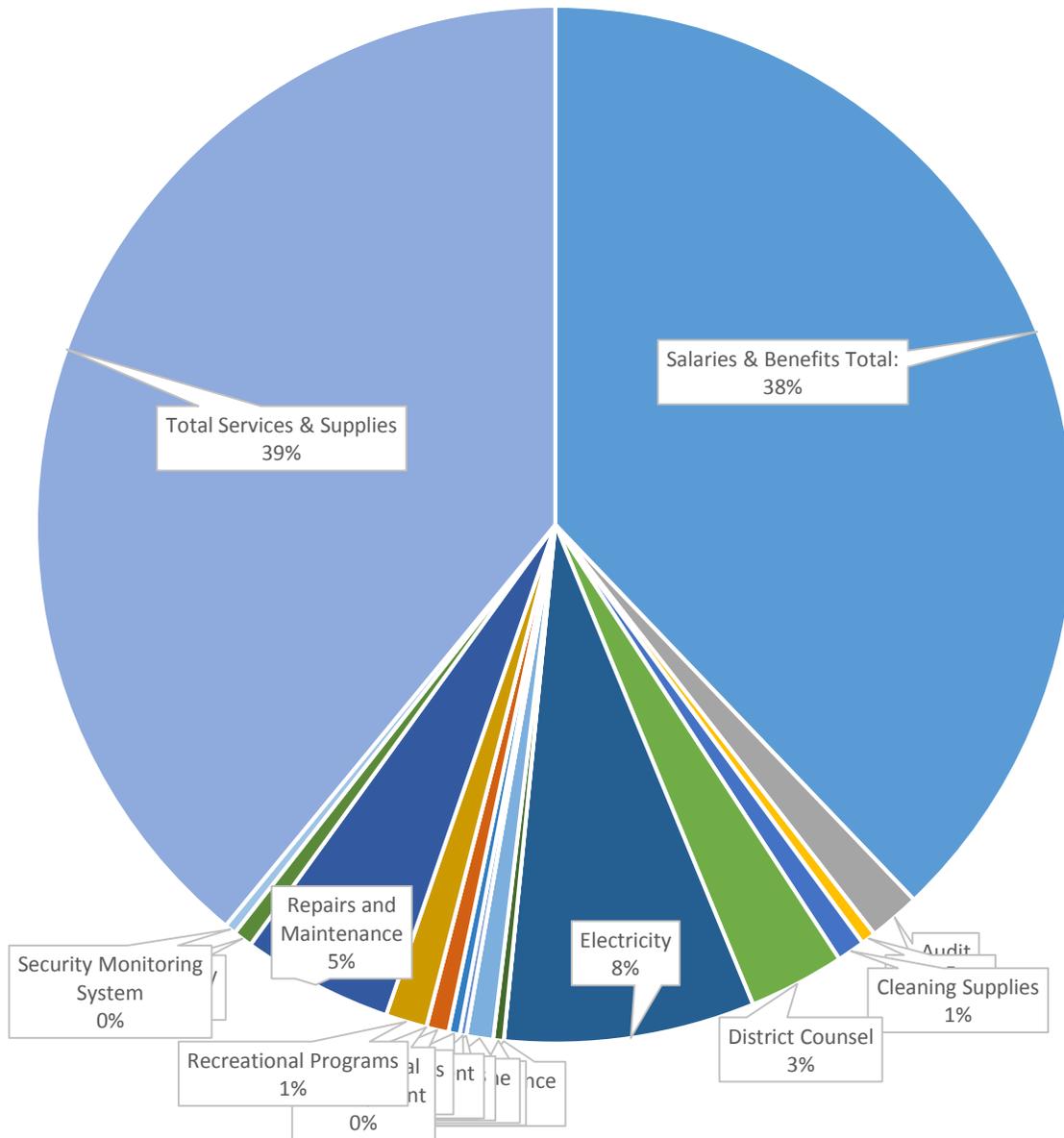
Rent Payments: Revenue collected from holders of long-term leases on certain areas of Calwa Park. These include the concession stand and recycling center. In the past, \$80/month payments have also been collected from mobile vendors selling items on push carts, such as ice cream, corn on the cob, fruit cups and other snacks. Fees collected in the current fiscal year and expected into the 2015-16 Fiscal Year include \$500/month for the recycling center and \$450/month for the concession stand.

Expenses

Budget Category	2014-15	2015-16
Salaries & Benefits	Adopted	Proposed
Employee Salaries	\$131,313	\$136,500
District Payroll Taxes	\$32,135	\$17,900
Payroll Fees	\$3,770	\$4,305
Director Stipends	\$7,000	\$8,000
Workers' Compensation	\$6,420	\$11,150
Human Resources (Misc.)		\$1,200
Salaries & Benefits Total:	\$176,868	\$179,055
Services & Supplies		
Audit	\$7,500	\$7,100
Bank Fees	\$2,120	\$132
Cleaning Supplies	\$4,052	\$2,100
District Counsel	\$13,985	\$15,600
Electricity	\$36,456	\$28,700
Equipment Fuel		\$1,200
Event Costs		\$600
Fresno Co Service Fees		\$120
Liability Insurance	\$0	\$1,620
Internet	\$1,520	\$1,320
Landline Phone	\$3,909	\$840
Mobile Phone		\$396
Special Legal Fees		\$150
Memberships	\$0	\$2,600
Mileage	\$960	\$1,800
Motor Equipment Repair		\$2,490
Office Equipment	\$1,636	\$2,580
Office Supplies	\$3,250	\$2,100
Professional Development	\$0	\$4,800
Recreational Programs	\$6,015	\$4,100
Repairs and Maintenance	\$21,966	\$11,400
Security	\$2,815	\$750
Security Monitoring System	\$1,656	\$5,572
Technology Services		\$1,800
Trash Disposal		\$3,000
Water		\$11,650
Total Services & Supplies	\$182,452	\$114,520
TOTAL	\$359,320	\$293,575

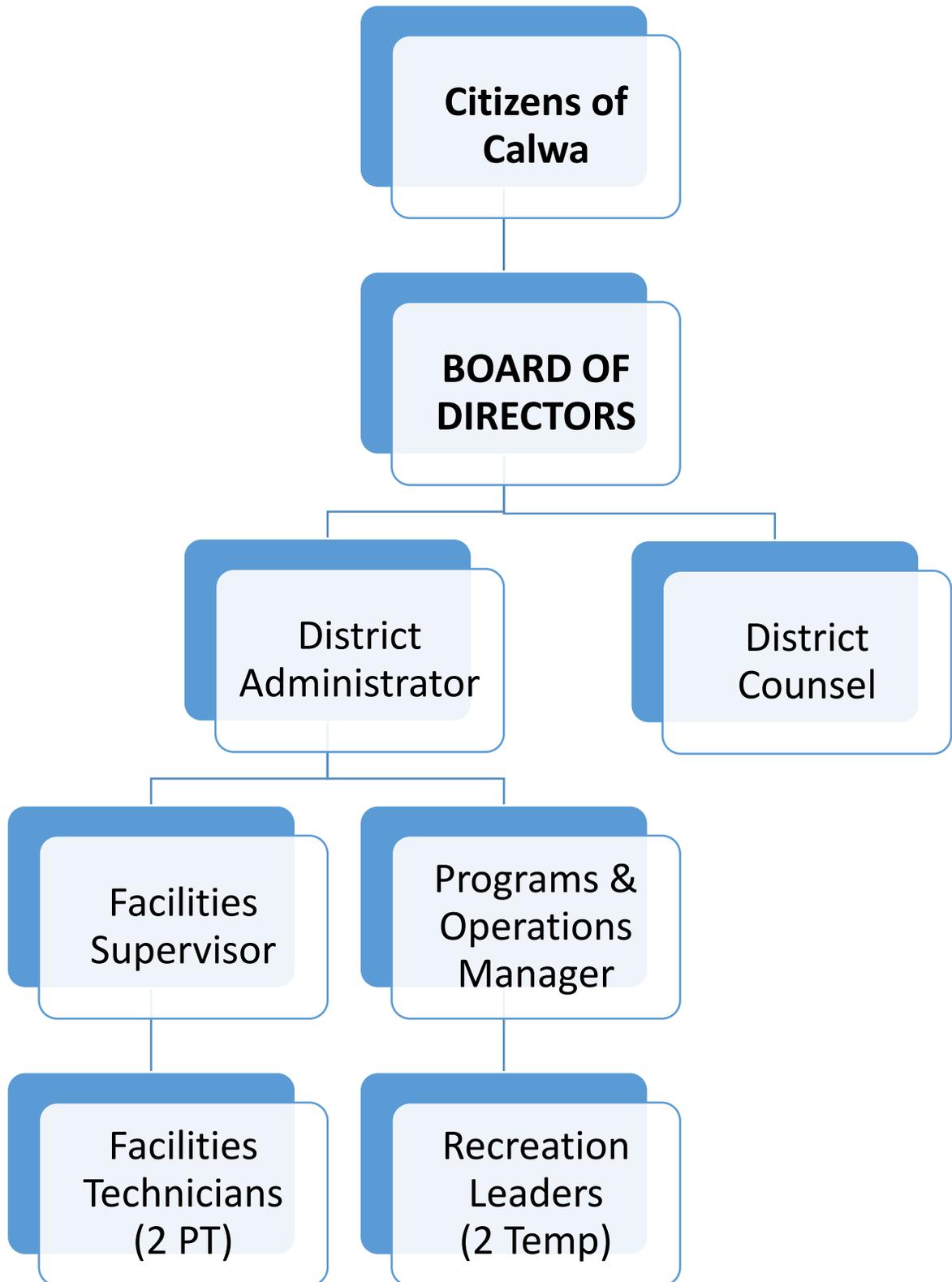
FY 2015-16 Budget

*An error in this chart was discovered during the Board meeting. It was disregarded during the deliberations.



- | | | |
|------------------------------|-----------------------------|----------------------------|
| ■ Salaries & Benefits Total: | ■ Services & Supplies | ■ Audit |
| ■ Bank Fees | ■ Cleaning Supplies | ■ District Counsel |
| ■ Electricity | ■ Equipment Fuel | ■ Event Costs |
| ■ Fresno Co Service Fees | ■ Liability Insurance | ■ Internet |
| ■ Landline Phone | ■ Mobile Phone | ■ Special Legal Fees |
| ■ Memberships | ■ Mileage | ■ Motor Equipment Repair |
| ■ Office Equipment | ■ Office Supplies | ■ Professional Development |
| ■ Recreational Programs | ■ Repairs and Maintenance | ■ Security |
| ■ Security Monitoring System | ■ Technology Services | ■ Trash Disposal |
| ■ Water | ■ Total Services & Supplies | |

Calwa Recreation & Park District
Organizational Chart



Background Information:

Employee Salaries were based on the following pay rates and estimated hours of work:

<u>Position</u>	<u>Rate*</u>	<u>Hours</u>	<u>Total Per Pay Period</u>
(1) District Administrator (FT)	\$1,500 (Salary)	80	\$1,500
(1) Programs & Operations Mgr. (FT)	\$12.50 /hour	80	\$1,000
(1) Facilities Supervisor (FT)	\$13.65 /hour	80	\$1,092
(2) Facilities Technicians (PT)	\$10.50 /hour	50-60	\$1,155
(2) Recreation Leader (FT, Temp)	\$11.00	80	\$1,760
Average per pay period**			\$4,747
Average per pay period – Summer**			\$6,507
Average with Board Member Stipends**			\$6,747
Pay periods with Board Member Stipends – Summer**			\$8,507

FT = Full Time

PT = Part Time

Temp = Temporary (Summer)

Pay Periods = 2 weeks

* Pay rates include a \$0.50/hour increase across the board (except for the District Administrator), contingent on positive performance evaluations at the one-year anniversary of the employee

** Excluding Overtime

Please refer to Figure 1 for 2015-16 Employee Salaries & District Payroll Tax Projections. The expected cost for these two line items total **\$ 154,400** (which includes an additional \$2,048 cushion in addition to 1-2 hours of overtime for each employee in each pay period).

District Payroll Taxes are the portion of Federal and State taxes that are the responsibility of the District.

Payroll Fees are calculated by the District’s payroll processing contractor, ADP, and are based on the number of pay periods, the checks being generated in each of those pay periods and fees charged to process required tax documents (such as the Employer’s Quarterly Federal Tax Return, California Quarterly Contribution Return and Report of Wages).

Workers’ Compensation for the 2015-16 Fiscal Year was paid for in the previous fiscal year as required by our provider, the Special District Risk Management Authority (SDRMA). Funds allocated in the 2015-16 Fiscal Year are reserved for the District’s payment of the anticipated 2016-17 Fiscal Year premium. These are

figures may increase or decrease because they are estimates, based on payroll periods in the 2014-15 Fiscal Year. They are also contingent on the District's active participation in SDRMA's Credit Incentive Program.

If the District underestimated the payroll numbers during the months in which it was covered through SDRMA in the 2014-15 Fiscal, the District will need to pay the difference. If the District overestimated payroll numbers, it will be reimbursed the portion of the premium overpaid. These under/overestimates are not included in budget estimates for the 2015-16 Fiscal Year.

Human Resources (Misc.) expenses are reserved to pay for job announcements or any other costs associated with the functions of hiring an employee, such as background checks.

Audit Fees in the amount of \$7,100 have been allocated to pay for the audit of the 2014-15 Financial Statement, as required by State law.

Bank Fees are charged by our bank, Bank of the West, for maintenance of our Revenue and Payroll accounts.

Cleaning Supplies include bleach, soap graffiti removal chemicals and other cleaning solvents, and things like paper towels, toilet paper, toilet seat liners and trash bags.

District Counsel fees have been budgeted at \$15,600. These funds will cover costs associated with reviewing and drafting legal documents and with providing legal advice to the Board and District Administrator.

Electricity Costs have been drastically reduced (in comparison to the 2014-15 Fiscal Year) due cost-cutting measures implemented in January 2015. These measures include turning lights and appliances off when they aren't in use, and the repair of parking lot lights equipped with light sensors.

Equipment Fuel is purchased to run the District's riding lawn mower, tractor and air blower.

Event Costs are incurred when preparation for an event brings about an expense that the District couldn't foresee and couldn't charge the park user in advance. Expenses in this category include the purchase of items such as caution tape, padlocks, extra trash bags and additional trash disposal (outside of the regular once-a-week schedule).

Fresno County Service Fees are similar to the fees charged by private banks to maintain accounts, but the fees also include charges for collecting property taxes.

Liability Insurance is required by law in order for the Calwa Park to operate. It covers claims from Park visitors who may be injured as a result of alleged negligence.

Internet fees are paid to Unwired Broadband for Internet service.

Landline Phone fees are paid to AT&T for landline phone services, local and long-distance.

Mobile Phone fees are paid to Verizon to the cellular phone assigned to Facilities Staff. Patrons can call this number to report broken fixtures, issues with public restrooms or unsanitary conditions at the Park.

Special Legal fees are budgeted to cover services provided by Notaries and other miscellaneous, small legal fees.

Membership fees have been reserved for the District's participation in the California special Districts Association (CSDA, \$1,100) and the California Association of Recreation and Park Districts (CARPD, \$1,500).

Mileage costs incurred by staff to conduct District business is reimbursable at a rate of \$0.575 per mile.

Motor Equipment Repair costs have been budgeted at \$2,490 to cover the repair of the District's riding lawn mower, tractor and air blower. This category will also track the repair of any replacement equipment.

Office Equipment costs include the lease of the office copier and the occasional purchase of wiring or other devices needed for the District to carry out its operations.

Office Supplies tracked in this category include paper, ink, pens, binders, dividers, filing folders and other miscellaneous supplies.

Professional Development expenses include costs associated with travel and attendance at conferences and professional training seminars, including those organized by the CSDA and CARPD.

Recreational Programs require materials such as sports equipment, art supplies, snacks, small prizes used as incentives for program participants and other recreational equipment. Expenses incurred to carry out program activities will be tracked in this category.

Repairs and Maintenance costs tracked in this line item will cover small expenses to fix anything that gets damaged or defaced on District Property. They include but are not limited to sprinklers, windows, graffiti removal, air conditioning unit repair, faucets, toilets, water lines, lights and door knobs.

Security costs are expected to be minimal and have been budgeted at \$750 for board meetings at which contentious issues are scheduled.

Security Monitoring System fees are paid to Sonitrol to cover monitoring fees from 9 PM to 8 AM every day.

Technology Services will be utilized to maintain the District's website, provide email services and the occasional technical support offered by private consultants.

Trash Disposal fees are paid to Mid Valley Disposal to pick up a regular trash bin, green waste bin and a recyclable material bin once per week.

Water Fees are paid to the City of Fresno. Since the District stopped using its private well and is not completely reliant on City water, costs are expected to increase significantly and have been budgeted according to the most recent, highest bill paid in June 2015, with a small increase to anticipate fluctuations.

2015-16 Employee Salaries and District Payroll Tax Projections

Figure 1

	Salaries	Dist. Taxes	Total	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL									
				Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay										
Summer + Board	\$8,581	\$931	\$9,512																						
Summer	\$6,581	\$654	\$7,235	\$13,162	\$1,308	\$6,581	\$654									\$8,581	\$931								
Regular + Board	\$6,788	\$683	\$7,471			\$6,788	\$683																		
Regular	\$4,788	\$406	\$5,194			\$4,788	\$406	\$4,788	\$406	\$9,576	\$812	\$9,576	\$812	\$9,576	\$812	\$9,576	\$812	\$4,788	\$406	\$9,576	\$812	\$14,364	\$1,218	\$4,788	\$406
Total Pay				\$13,162	\$11,369	\$11,576	\$9,576	\$9,576	\$16,364	\$9,576	\$9,576	\$11,576	\$9,576	\$14,364	\$13,369	\$139,660									
Total Taxes					\$1,308	\$1,060	\$1,089	\$812	\$812	\$1,495	\$812	\$812	\$1,089	\$812	\$1,218	\$12,656									
TOTAL TOTAL																\$152,316									
																Additional Cushion	\$ 2,084								
																Total Budgeted	\$ 154,400								

Calwa Recreation Park District Projected Revenues and Cash Flow 2015-16

Figure 2

Revenue Category	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	TOTAL	
2015 Carryover	\$121,064	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$121,064	
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$122,225	\$0	\$0	\$103,371	\$0	\$5,100	\$230,696	
RDA Tax Increment	\$0	\$0	\$0	\$0	\$0	\$0	\$12,072	\$0	\$0	\$0	\$0	\$15,390	\$27,462	
Events	\$0	\$0	\$0	\$0	\$0	\$14,200	\$1,000	\$0	\$0	\$0	\$500	\$0	\$15,700	
Hall Rentals	\$200	\$200	\$200	\$200	\$200	\$0	\$0	\$200	\$200	\$450	\$200	\$200	\$2,250	
Picnic Rentals	\$150	\$75	\$130	\$185	\$65	\$0	\$40	\$40	\$400	\$200	\$300	\$200	\$1,785	
Field Rentals	\$700	\$700	\$700	\$700	\$700	\$500	\$700	\$700	\$700	\$700	\$700	\$700	\$8,200	
Zumba	\$500	\$500	\$600	\$600	\$600	\$400	\$600	\$600	\$600	\$600	\$600	\$500	\$6,700	
Rent Payments	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$10,800	
TOTAL	\$123,514	\$2,375	\$2,530	\$2,585	\$2,465	\$16,000	\$137,537	\$2,440	\$2,800	\$106,221	\$3,200	\$22,990	\$424,657	
Expenses	\$28,263	\$27,043	\$22,638	\$19,713	\$19,303	\$26,548	\$24,303	\$19,063	\$22,203	\$19,663	\$26,638	\$28,193		
Cash Left	\$95,251	\$70,583	\$50,475	\$33,347	\$16,509	\$5,961	\$119,195	\$102,572	\$83,169	\$169,727	\$146,289	\$141,086		
Carryover to 2016-17													\$141,086	



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

STAFF REPORT

July 11, 2015

From: Luis Mendoza, District Administrator
Subject: District Counsel Contract

Agenda Item 9A – July 16, 2015 Board Meeting Agenda

Background

Following the resignation of District Counsel Paul Pimentel on May 14, 2015, Board Members directed staff at the May 21st Board meeting to solicit proposals from attorneys in the Valley who specialize in public agency law. Several firms were invited to submit proposals and make presentations at the June 18, 2015 Board meeting. During Closed Session, directors reviewed proposals and interviewed attorneys from the firms of Lozano Smith, the Montoy Law Corporation and Casso-Sparks, LLP.

At the conclusion of deliberations, the Board of Directors voted unanimously to appoint Hilda Cantu Montoy as District Counsel. Because of the urgent need, Ms. Montoy agreed to begin providing services that evening, with the expectation that a contract with her firm would be considered at the next regular meeting on July 16, 2015. She has since delved right into the job and started working on several items before the Board at the July 16th meeting and others scheduled for upcoming meetings.

Discussion

In general, the District needs a qualified public agency attorney serve as District Counsel to provide the Board and staff legal advice. But specifically, the District is in the process of developing much-needed and indispensable policies, procedures, contracts and other legal matters that require the immediate attention of an attorney.

As a matter of professional standard and to protect the District’s interests, the District needs to have a contract that outlines the obligations and responsibilities of District Counsel. Ms. Montoy has put those things in writing in the attached agreement. The contract requires that the District pay an hourly fee of \$165 for basic services provided by Ms. Montoy, \$85 for paralegal services and \$235 per hour for administrative hearings, court proceedings and litigation. The agreement covers services provided from June 18, 2015 forward. A \$900 retainer was paid by the District on June 26, 2015, in accordance with the proposal and contract. The contract will remain in effect until it is terminated by the District or until Ms. Montoy’s firm provides a written 60-day notice of termination.

Recommendation

Staff recommends that the Board of Directors approve the attached contract for legal services with the Montoy Law Corporation.

Fiscal Impact

The Preliminary Budget currently allocates \$15,600 for District Counsel. These funds will be disbursed for services provided on an hourly basis up to the Budget imposed limit, unless otherwise authorized by the Board.

LEGAL SERVICES AGREEMENT

This Legal Services Agreement ("Agreement") is entered into by and between Montoy Law Corporation ("FIRM"), and the Calwa Recreation and Park District ("DISTRICT").

RECITALS

A. WHEREAS, DISTRICT desires to contract for professional legal services in the capacity of District Counsel; and

B. WHEREAS, DISTRICT engaged in an informal competitive process for securing District Counsel including transmittal of invitations to law firms to submit letters of interest followed by interviews of the firms by the Board of Directors; and

C. WHEREAS, FIRM has the legal competence and expertise to provide professional legal services as District Counsel; and

D. WHEREAS, DISTRICT desires to retain FIRM'S services.

E. NOW, THEREFORE, DISTRICT and FIRM agree as follows:

AGREEMENT

1. Incorporation of Recitals. The recitals set forth above are incorporated herein by this reference.

2. Scope of Services. FIRM agrees to perform legal services as District Counsel for DISTRICT and to do so in a timely, efficient, and effective manner. FIRM shall provide advice, consultation, and representation in all matters of the DISTRICT. District Counsel services include attendance at regular and special meetings of the DISTRICT; advice as requested by the Board of Directors and District Administrator; preparation and/or review of resolutions, agreements, ordinances, and other documents; preparation of legal opinions; litigation; and negotiation in transactions, as requested by DISTRICT. The specific scope of Litigation Services is attached as Exhibit "A" and incorporated by reference as if fully set forth.

3. Compensation. DISTRICT shall compensate FIRM for legal services as follows:

3.1 *Retainer:* DISTRICT will pay a retainer of \$900 which will cover six (6) hours of Basic Services. No fees will be charged for travel time to District meetings and Staff meetings.

3.2 *The Basic Services include:*

- Attendance at meetings of the Board of Directors (including regular and special meetings).
- Attendance, as needed and as directed by the Board of Directors or District Administrator at District meetings or with District staff.
- Review and/or preparation of resolutions, orders, agreements, forms, notices, declarations, certificates, deeds, leases, and other documents required by the District.
- Consultation with Board Members, District Administrator and District staff as needed – rendering legal advice and opinions concerning legal matters that affect the District, including new legislation, court decisions and issues related to Board of Directors decisions.
- Perform research and interpret laws, court decisions and other legal authorities in order to prepare legal opinions and to advise the Board of Directors, District Administrator and District staff on legal matters pertaining to District operations.

3.3 *Hourly Fees for Basic Services Above Retainer:* The proposed hourly rate for Basic Services above six hours per month is \$165 per hour for attorneys and \$85 for paralegals.

3.4 *Hourly Rate Administrative Hearings, Court Proceedings, and Litigation.* The proposed hourly rate for Administrative Hearings, Court Proceedings, and Litigation is \$235 per hour for attorneys and \$90 per hour for paralegals.

3.5 *Administrative Fees and Reimbursement.* There will no charges for administrative fees. FIRM will not be reimbursed for any secretarial or clerical services, mileage reimbursement, printing expenses of less than 500 pages per particular item, or normal office operating expenses except as set forth in the next paragraph of this Agreement. FIRM will be reimbursed for reasonable and necessary out of pocket expenses directly related to legal services such as required courier charges and extraordinary copying or printing expenses (over 500 pages per particular item), and expenses relating to litigation in accordance with Exhibit A and incorporated herein by reference.

4. Assignment of District Counsel Personnel. The District Counsel under this Agreement shall be Hilda Cantú Montoy. Ms. Montoy shall be personally in attendance at all DISTRICT Board of Directors Meetings and as otherwise requested by DISTRICT. It is understood that from time to time, other counsel and employees of FIRM may assist Ms. Montoy in performing services for DISTRICT.

5. Billings and Payments.

5.1 FIRM shall submit its billing statement monthly in arrears, in increments of one-tenth (.10) of an hour, no later than the tenth of the month following the month service was rendered. The billing statement shall be submitted to the District Administrator.

5.2 Billing statements shall document related tasks on a daily basis. The billing statements shall be prepared and organized in manner that facilitates an efficient review of the services performed and expenses incurred in order to provide DISTRICT with a clear and complete understanding of how time was devoted to specific tasks and the fees and costs associated therewith.

5.3 DISTRICT shall make payments monthly based on a monthly itemized billing statement for the previous month. DISTRICT shall make its best effort to process payments promptly and not later than 30 days after receiving FIRM's monthly billing statement.

6. Term and Termination.

6.1 This Agreement shall be effective on June 18, 2015, and shall continue in full force and effect unless otherwise terminated earlier by one of the parties.

6.2 DISTRICT reserves the right to discharge FIRM and terminate this Agreement at any time. In the event of such discharge or termination, the DISTRICT shall compensate FIRM for services rendered and expenses necessarily incurred up to and including the date of termination. DISTRICT shall terminate services and/or the Agreement by delivering to FIRM a written notice specifying the extent to which services and/or the Agreement are terminated and the effective date of the termination.

6.3 FIRM may terminate this Agreement at any time by giving the DISTRICT not less than sixty (60) days prior written notice. If FIRM elects to terminate this Agreement, DISTRICT's rights under any pending matter which may arise from FIRM's services hereunder shall not be prejudiced due to such termination as required by the Rules of Professional Conduct of the State Bar of California.

7. Insurance and Indemnification. FIRM shall provide and maintain at its own expense during the term of this Agreement the following programs of insurance covering its operations and naming the DISTRICT as additional insured. Insurer(s) satisfactory to DISTRICT Administrator shall provide the insurance. FIRM shall deliver evidence of a satisfactory insurance program as required by this Agreement to the DISTRICT Administrator on or before the effective date of this Agreement. DISTRICT is to be given written notice by FIRM'S carrier at least thirty (30) days in advance of any modification or termination of any program of insurance. It is understood

that Michael P. Slater and his firm Powell and Poole also have the requisite Errors and Omission Insurance. Any litigation work provided by Powell and Poole will be billed separately and submitted to FIRM for review and approval. Any such billing will be attached to FIRM's monthly billing and transmitted to DISTRICT.

7.1 Insurance shall include, but not be limited to:

7.1.1 Professional Liability insurance with limits of coverage of not less than one million dollars (\$1,000,000.00) per claim made, with a three million dollars (\$3,000,000.00) annual aggregate.

7.1.2 Comprehensive general liability insurance with limits of coverage of not less than one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000) aggregate liability. Such insurance shall include automobile liability of at least one million dollars (\$1,000,000) per accident (Combined Single Liability (CSL). A program of Workers' Compensation insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California covering all persons providing services on behalf of FIRM and all risks to such persons under this Agreement. Worker's Compensation Insurance shall provide for at least \$1,000,000 per claim.

7.2 Failure on the part of FIRM to procure or maintain required insurance shall constitute a material breach of contract upon which DISTRICT may immediately terminate this Agreement.

7.3 To the furthest extent allowed by law, FIRM shall indemnify, hold harmless, and defend DISTRICT and each of its officers, officials, employees, agents, and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs, and damages (whether in contract, tort, or strict liability, including but not limited to personal injury, death at any time, and property damage), and from any and all claims, demands, and actions in law or equity (including reasonable Counsel's fees and litigation expense) that arise out of, pertain to, or related to the negligence, recklessness, or willful misconduct of FIRM, its principals, officers, employees, agents, or volunteers in the performance of this Agreement. The obligations under this paragraph are in addition to, and are not limited by any insurance which Contractor is otherwise required to maintain under this Agreement.

8. Independent Contractor. In performance of the work, duties and obligations assumed by FIRM under this Agreement, it is mutually understood and agreed that FIRM, including any and all of FIRM's officers, agents, and employees, will at all times be acting and performing as an independent contractor, and shall act in an independent capacity and not as servant, employee, agent, partner, or associate of DISTRICT. Because of its status as an independent contractor, FIRM and its employees shall have absolutely no right to employment rights and benefits available to DISTRICT employees. FIRM shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, FIRM shall be solely responsible and hold DISTRICT harmless from all matters related to payment of FIRM's

employees, including compliance with social security, withholding, and all other regulations governing such matters.

9. Compliance with Law. FIRM shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, and directives, and all provisions required to be included are incorporated by reference. In particular, FIRM shall comply with all Rules of Professional Conduct of the State Bar of California, with confidentiality laws and regulations and with conflict of interest laws and regulations.

10. Miscellaneous.

10.1 Consent. Whenever in this Agreement the approval or consent of a party is required, such approval or consent shall be in writing and shall be executed by a person having the express authority to grant such approval or consent.

10.2 Controlling Law. The parties agree that this Agreement shall be governed and constructed by and in accordance with the Laws of the State of California.

10.3 Required License and Professional Credentials. FIRM and personnel providing legal services shall maintain all licenses and professional credentials necessary for the provision of such services. FIRM shall promptly notify DISTRICT of changes of status or events that might impact the provision of legal services to DISTRICT.

10.4 Force Majeure. Neither party shall be deemed to be in default on account of any delay or failure to perform its obligations under this Agreement, which directly results from an Act of God or an act of a superior governmental authority.

10.5 Headings. The paragraph headings are not a part of this Agreement and shall have no effect upon the construction or interpretation of any part of this Agreement.

10.6 Incorporation of Documents. All documents constituting the Agreement documents described in Section 1 hereof and all documents which may, from time to time, be referred to in any duly executed amendment hereto are by such reference incorporated in the Agreement and shall be deemed to be part of this Agreement.

10.7 Integration. This Agreement and any amendments hereto between the parties constitute the entire Agreement between the parties. There are no other prior oral or written agreements between the parties that are not incorporated in this Agreement.

10.8 Modification of Agreement. This Agreement shall not be modified or be binding upon the parties unless such modification is agreed to in writing and signed by the parties.

10.9 Provision. Any agreement, covenant, condition, clause, qualification, restriction, reservation, term or other stipulation in the Agreement shall define or otherwise control, establish or limit the performance required or permitted or to be required of or permitted by either party. All provisions, whether covenants or conditions, shall be deemed to be both covenants and conditions.

10.10 Severability. If a court of competent jurisdiction finds or rules that any provision of this Agreement is void or unenforceable, the provisions of this Agreement not so affected shall remain in full force and effect.

10.11 Successors and Assigns. The provisions of this Agreement shall inure to the benefit of, and shall apply to and bind, the successors and assigns of the parties.

10.12 Venue. In the event that suit is brought by either party hereunder, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Fresno or in the United States District Court for the Eastern District of California.

10.13 Recovery of Costs. The prevailing party in any action brought to enforce the terms of this Agreement or arising out of this Agreement may recover its reasonable costs, including reasonable Counsel's fees, incurred or expended in connection with such action against the non-prevailing party.

11. Signatures. The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the FIRM and the DISTRICT.

MONTOY LAW CORPORATION

**CALWA RECREATION AND
PARK DISTRICT**

Hilda Cantú Montoy
President

Mary L. Rosales
Chair

Date: _____, 2015

Date: _____ 2015

EXHIBIT A

Litigation Expenses

DISTRICT shall reimburse FIRM for its actual out-of-pocket expenses but without any additional costs for having advanced the funds. FIRM shall note that DISTRICT is exempt from all filing fee charges.

A. Reimbursable ordinary expenses shall include, but are not limited to:

- i. Deposition fees.
- ii. Transcript fees.
- iii. Messenger service – only when electronic, facsimile or postal delivery would be detrimental to the client.
- iv. Process Service.
- v. Documentation reproduction by outside vendor. FIRM will endeavor to have large photocopy or print jobs of 500 copies or more done by outside vendors at a rate substantially below 10 cents per page. The billing statement shall contain the number of pages reproduced, total number of copies made and cost per copy. Per the Agreement photocopying of less than 500 copies shall not be charged to client.

B. Reimbursable extraordinary expenses shall include charges for which FIRM has obtained DISTRICT's prior approval. Such expenses shall include, but are not limited to: consultants, expert witnesses, investigative services, and all DISTRICT pre-approved travel and lodging outside of Fresno County.

**Calwa Recreation & Park District**

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

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 Administratorwww.calwarecreation.org

STAFF REPORT

June 11, 2015

From: Luis Mendoza, District Administrator

Subject: Governing policies and procedures of the District and Board of Directors

Agenda item 9B – June 16, 2015 Board Meeting Agenda

Background

At the April 16, 2015 meeting of the Board of Directors, staff presented draft District Bylaws to replace the set believed to be in effect from October 2011. Having reviewed the 2011 document at previous meetings, the Board concluded that the bylaws needed to be completely re-written as they were out of date and needed additional good governance provisions.

After exploring the idea of having the draft Bylaws reviewed by a Board Committee, Directors at the May 21st meeting opted instead to have the draft amended at a meeting of the full board, once they had additional time to review the document. The Board directed the District Administrator to schedule the matter for the meeting on July 16, 2015.

Discussion

Like most special districts in California, the District is required to have a set of rules or bylaws that govern how the Board conducts its business and how it oversees the operation of the District. While the draft bylaws presented at the meeting in April went a long way to update and bring order to the Board's policies, they needed to be reviewed by an attorney who could provide advice on their adherence to applicable laws.

With the appointment of new District Counsel, staff asked Counselor Hilda Cantu Montoy to review the draft before the scheduled hearing so that she could provide her legal opinion. Following her review, Ms. Montoy recommended that the document be split into two to make it more readable and to separate provisions that were more appropriately grouped together. The resolutions and related documents included in with this agenda item have grouped the provisions into 1) District Bylaws and 2) a Code of Conduct.

Among other things, the draft bylaws presented with this report:

- Outline the legitimacy of the District
- Document the purpose and mission of the District
- Regulate Board Officer terms of office
- Outline the rules that govern Board meetings
- Enumerate laws and policies that must be followed when developing meeting agendas
- Highlight laws dealing with conflicts of interest
- List the rights of citizens to get involved in the affairs of the District
- and outline how official documents are approved.

A Code of Conduct was generated by aggregating portions of the old draft of the bylaws that dealt with good governance standards in government. It outlines the things that citizens expect of public officials. The policy would apply to Directors, employees and appointees of the District.

While the District isn't obligated to adopt a Code of Conduct, it is a way to communicate to citizens that District officials will adhere to ethical principles relating to fairness, openness, honesty and integrity when conducting the District' business.

Recommendation

Staff recommends that the Board adopt the resolutions adopting District Bylaws and a District Code of Conduct.

RESOLUTION NO. 2015-_____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA RECREATION AND PARK DISTRICT ADOPTING “BY-LAWS OF THE CALWA RECREATION AND PARK DISTRICT” AND REPEALING PRIOR BY-LAWS ADOPTED BY THE BOARD.

WHEREAS, the Calwa Recreation and Park District (“District”) was established under the provisions of the Public Resources Code Sections 5780 to 5791.7; and

WHEREAS, the District is governed by a Board of Directors (“Board”) in accordance with Public Resources Code Section 5784; and

WHEREAS, Public Resources Code Section 5484.13 requires that the Board adopt rules for its proceedings; and

WHEREAS, by-laws define the primary purpose of an organization, prescribe how it should function, and include rules that are so important that they may not be changed without prior notice and formal action at a duly-called meeting of the Board of Directors; and

WHEREAS, the District’s written records concerning its by-laws are incomplete and it appears that: (i) Revised By-Laws were adopted October 22, 2011; and (ii) no other written record of by-laws has been found; and

WHEREAS, the adoption of updated by-laws is necessary for the orderly and efficient operation of the District and for the orderly and efficient conduct of Board Meetings; and

WHEREAS, the adoption of updated by-laws by resolution will contribute to the orderly conduct of the District’s business and will be convenient for members of the public; and

WHEREAS, the Board of Directors has discussed the necessity for updated By-Laws at meetings of the Board of Directors and has directed the preparation of updated By-Laws; and

WHEREAS, the Board has reviewed and considered the updated By-Laws presented and heard public comments on the updated By-Laws.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Calwa Recreation and Park District as follows:

Section 1. The recitals set forth above are true and correct and are incorporated herein by reference.

Section 2. The Board hereby adopts the “By-Laws of the Calwa Recreation and Park District” as set forth in Exhibit A and incorporated herein by reference.

Section 3. The By-Laws of the Calwa Recreation and Park District may only be amended by resolution of the Board except for specific provisions that may provide otherwise.

Section 4. All prior By-Laws and all prior Board actions in conflict with the By-Laws adopted by this resolution are superseded and repealed.

Section 5. This resolution is effective upon adoption.

CERTIFICATION

Adoption of the foregoing Resolution No. 2015- ____, was adopted on _____ by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Secretary of the Board of Directors

BY-LAWS

of the

CALWA RECREATION AND PARK DISTRICT

APPROVED BY THE BOARD OF DIRECTORS

Mary L. Rosales, Board Chair

Raul Guerra, Vice Chair

Sandra Celedon

Paul H. Garcia

Felicia Salcido

July __, 2015

Resolution No. 2015-

BY-LAWS OF CALWA RECREATION AND PARK DISTRICT

(ADOPTED BY BOARD RESOLUTION NO. 2015- __)

ARTICLE 1. GENERAL.

- A. Name and Legal Authority. The name of this public agency is the Calwa Recreation and Park District (“District”). The District is a special district established under the provisions of the California Public Resources Code Sections 5780 to 5791.7.
- B. Purpose of District. The purpose and mission of the District shall be:
1. To provide and maintain recreation facilities and programs for all age groups without regard to sex, color, national origin, ancestry, sex, religion, age, marital status, sexual orientation or disability.
 2. To provide community service to include leadership services, equipment loans, and any other services that will benefit the District but not impair the services of the District.
 3. To provide a staff of well-trained employees in public recreation and leisure activities.
 4. To be familiar with the park and recreation needs of the District, insofar as possible to meet those needs.
 5. To enhance revenues for the benefit of the District through grant-writing requests to private and public agencies, collaboration with other public agencies, and the solicitation and encouragement of gifts of money and property for the benefit of the District’s recreation program.
 6. To provide opportunities that promote physical and mental well-being for residents of the District, through active play, community enrichment, programs and events.

ARTICLE II. PURPOSE OF BY-LAWS.

- A. Name and Legal Authority. The purpose of the By-Laws is to govern the operation of the District and conduct of Board of Directors meetings which shall be in effect upon adoption by the Board of Directors and shall remain in effect until such time as they are amended or repealed at a duly-called meeting of the Board of Directors.

- B. Applicable Laws. These By-Laws are in addition to, and not in place of, applicable state laws.

ARTICLE III. BOARD OF DIRECTORS

Under Public Resources Code 5784, a legislative body known as the Board of Directors (“Board”) is the governing board of the District. The Board consists of five members (“the Directors”) each of whom shall be elected by the voters of the District in accordance with the Public Resources Code, Government Code, and Elections Code. Each Director must be a resident of the District.

- A. Term of Office. Directors are elected to a fixed term of four years commencing at noon on the first Friday in December following their election.
- B. Officers and Their Duties. The officers of the Board of Directors shall be the Chair and Vice Chair and shall be elected annually from among the members of the Board for a one-year term within 45 days after each general district election or their appointment to a fixed term in accordance with Public Resources Code 5784.3. The Chair and Vice Chair shall not serve for more than two successive terms in any office. The District Administrator shall serve as the Board Secretary. The Chair shall preside at all board meetings and sign contracts and other documents authorized by the Board. In the absence of the Chair, the Vice Chair shall assume the role and responsibilities of the Chair. If the Chair and Vice Chair are both absent, the remaining members shall select one among themselves to act as chairperson for board meetings.
- C. Vacancies. Vacancies on the Board shall be governed by the Public Resources Code, Government Code, Elections Code and requirements of the Fresno County Elections Office.
- D. Actions of Board. Per Public Resources Code Section 5784.13 (b), the Board may only take action by ordinance, resolution, or motion.
- E. Authority to Bind the Board of Directors. No Director, officer, employee, or consultant of the Board shall have any power or authority to bind the District or to bind the Board by any statement, writing, contract, or pledge except by express authority by a vote of the Directors which vote shall require three votes.
- F. Board Compensation. Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for up to two meetings attended in each month.
- G. Appointment of Employees and Consultants. The Board may hire a District Administrator who will be responsible for: (i) the administration of the District, (ii) managing and organizing the District’s recreation and park programs, facilities, budget, and (iii) hiring and supervising District employees. The hiring of employees by the District Administrator is subject to the Board’s prior approval of a position.

The Board may also authorize the hiring of consultants necessary to conduct the business of the District.

ARTICLE IV. MEETINGS.

- A. Brown Act. All meetings are subject to the Brown Act as set forth in Government Code Sections 54950 *et. seq.* In the event these Meeting Articles are in conflict with the Brown Act, the Brown Act shall prevail.

- B. Location of Meetings. The Board ordinarily meets in the Community Center of the Calwa Recreation and Parks District, 4545 E. Church Avenue, Fresno, CA. The Board may conduct its meetings at other locations within the District Boundaries provided that the alternate location is duly noticed on the posted agenda.

- C. Public Meetings. All meetings (except closed sessions authorized by the Brown Act) of the Board of Directors shall be open to the public. No member of the public shall be required to register his or her name, to provide other information or otherwise to fulfill any other condition precedent to his or her attendance.

- D. Meeting Dates/Time.
 - 1. Regular meetings of the Board of Directors are held on the third Thursday of each month and begin at 6:30 p.m. In the event that the next regular meeting falls on a holiday or if there will not be a quorum for the next regular meeting date, an alternative date for the next regular meeting shall be determined by the Board.

 - 2. Special meetings of the Board of Directors may be held at any time upon the call of the Board Chair or in his or her absence or unwillingness to call such a meeting, upon the call of a majority of the members of Board. Notice of any such meeting shall be given in accordance with the Ralph M. Brown Act, Government Code §§ 54950 *et seq.*, as amended. The Board may also authorize the Board secretary to schedule a special meeting.

- E. Quorum. Three members of the Board constitute a quorum necessary to transact Board business. However, under Public Resources Code Section 5784.13 (c), “a recorded majority of the total membership of the board of directors is required for each action.” This means that all actions require three votes. In the event a quorum is not in attendance, those attending will be named in the minutes. In the event a member of the Board must leave the room as required under the Political Reform Act because of a conflict of interest, that person may not be counted towards a quorum.

- F. Board Action. The Board may only take action by ordinance, resolution or motion. A majority of the total membership of the Board is required on every action taken. (See Public Resources Code Section 5784.13(e).) This means that an affirmative vote of at least three members of the full Board are required for board action.

- G. Minutes of Proceedings. The District Administrator serving as the Board Secretary shall prepare or cause to be prepared minutes of all public proceedings of the Board of Directors. The minutes shall be available for inspection by the public.
- H. Right of Floor. A Director desiring to speak shall first be recognized by the Board Chair and shall confine his or her remarks to the subject under consideration.
- I. Meeting Rules of Order. These By-Laws and applicable laws will govern the proceedings of the Board. The Board of Directors will utilize Robert's Rules of Order as a non-binding guide.
- J. District Administrator. The District Administrator shall attend all meetings of the Board unless excused. In his or her absence, the District Administrator shall designate a substitute. The District Administrator may make recommendations and shall have the right to take part in all discussions of the Board, but shall have no vote.
- K. District Counsel. The District Counsel shall attend all regular meetings of the Board unless excused and shall attend special meetings as requested by the Board or District Administrator. The General Counsel shall give opinions, either written or oral, on questions of law and shall serve as the Board's parliamentarian.

ARTICLE V. TYPES OF BOARD MEETINGS.

- A. Regular Meetings. Regular meetings are meetings occurring at the dates, times, and location set forth by this resolution or other formal action of the Board. Regular meetings are subject to 72-hour agenda posting requirements. See Article VI.
- B. Adjourned Meetings. Adjourned meetings are regular or special meetings that have been adjourned to a time and place specified in the order of adjournment, with no agenda required for regular meetings adjourned for less than five calendar days as long as no additional business is transacted beyond those items on the agenda. Unless otherwise noted, it will be presumed that a meeting has been adjourned until the next regular meeting or a special meeting called as authorized by the Brown Act.
- C. Special Meetings. Special meetings are meetings called by the Board Chair or majority of the Board of Directors to discuss only discreet items on the agenda under the Brown Act's notice requirements for special meetings. To the extent possible the number of special meetings will be limited. This will create efficiencies with a limited staff and limited budget. However, it is understood that special meetings are necessary and special circumstances may even require multiple special meetings in a month.
- D. Emergency Meetings. Emergency meetings are a limited and rare class of meetings which may be held when immediate and prompt action is necessary due to actual or threatened disruption of public facilities. Emergency meetings may be conducted as authorized in Government Code Section 54956.5 in the event of an

“emergency situation” as defined in Government Code Section 54956.5. The special meeting provisions apply except for the 24 hour written notice requirement.

ARTICLE VI. PRESIDING OFFICER AT BOARD MEETINGS.

- A. Board Chair. The Board Chair shall be a member of the Board and shall have all of the powers of a Director. When the terms “Board” and “Member” are used in these Meeting Articles, they include the Board Chair. The Board Chair shall be the presiding officer at all Board meetings and shall have the powers and duties prescribed by law.
- B. Vice Chair. The Vice Chair shall perform the duties of the Board Chair whenever the Board Chair is absent or is unable to perform such duties.
- C. Presiding Officer. The Board Chair shall preside at all Board meetings. In the Board Chair’s absence, the Vice Chair shall preside. In the absence of both, the Directors present shall select a Presiding Officer.
- D. Call to Order. The Presiding Officer shall call the meeting to order at the hour appointed. In the absence of the Board Chair and the Board Vice Chair, the meeting shall be called to order by the Board Secretary and those Directors present shall proceed to select a temporary Presiding Officer.
- E. Preservation of Order. The Presiding Officer shall preserve order and decorum, and shall confine debate to the item under discussion.
- F. Point of Order. The Presiding Officer shall determine all points of order, subject to the right of any Director to appeal the decision to the full Board. If an appeal is taken, the question to the Board shall be: “Shall the decision of the Board Chair be sustained?”
- G. Motion to Be Stated. The Presiding Officer shall state any motion submitted for a vote and shall announce the result of all votes. A roll call vote shall be taken upon the request of any Director.

ARTICLE VII. AGENDAS.

The term “Agenda” as used in these Meeting Articles applies to regular meeting agendas and to special meeting notices. The following shall be the general order of business. The Board retains authority to change the order of a meeting during the Approval of the Agenda to ensure urgent matters are heard timely or to accommodate schedules of Directors. The District Administrator may also prepare an agenda with a different order to meet needs of Directors or consultants.

- A. Order of Business for Regular Meetings.
 - 1. Call to Order and Roll Call.
 - 2. Invocation and Flag Salute

3. Approval of Agenda
4. Ceremonial Matters: Proclamations, Presentations, Awards, Guest Introductions, Ceremonial Resolutions. (No action may be taken on such matters.)
5. Public Forum
6. Consent Calendar
7. Public Hearings
8. Unfinished Business
9. New Business
10. Director Communications/Agenda Items.

(This portion of the meeting is reserved for Directors (i) to make brief reports on boards, committees, and other public agencies, and at public events, (ii) to request information, (iii) and to initiate new agenda items. Under this section the Board may take action only on items specifically agendaized and which meet other requirements for action.)

11. District Administrator Report.
12. Closed Session.
13. Reconvene Public Session and Provide Report from Closed Session if required.
14. Adjournment.

B. Order of Business for Special Meetings.

Agendas for Special Meetings will include the following:

1. Call to Order and Roll Call
2. Approval of Agenda.
3. Description of Item(s) to be Discussed.
4. Statement that members of the public shall have an opportunity to be heard on the item(s) on the agenda.

C. Preparation and Content of Meeting Agendas.

1. The Agenda is prepared by the District Administrator who coordinates with the District Counsel to ensure that items are worded correctly and meet legal requirements and to ensure that required notices, publication, and hearing requirements have been met prior to placement of items on the agenda.
2. The Agenda shall specify the time, date, and location of the meeting and contain a brief description of each item of business to be transacted or discussed at the meeting, including closed sessions items.
3. For Special Meetings, only those matters specified on the Special Meeting Agenda may be discussed at the meeting. The Special Meeting Agenda shall

provide an opportunity for members of the public to address the Board on that item before action is taken. No Public Forum section is required for Special Meetings.

D. Placing Items on the Agenda.

1. The District Administrator in collaboration with the Board Chair shall determine items for placement on the agenda except for Closed Session litigation matters at the request of the District Counsel.
2. A majority of the Board may direct that items be placed on a future meeting agenda.
3. Any Director may call the District Administrator to place an item on a regular meeting agenda at least six days before the beginning of the regular meeting.

E. Posting of Regular Meeting Agendas and Special Meeting Notices. Per the Brown Act, the District Administrator shall post the Agenda for regular meetings at the front entrance of the District Office and the District website at least 72 hours before any regular meeting. The same process shall be followed for the posting of special meeting notices except that the posting is to be done at least 24 hours prior to the meeting as required by the Brown Act. The special meeting notice is referred to as Special Meeting Agenda interchangeably.

F. Availability of Agenda Documents. The documents and materials regarding the Agenda which are provided to Directors within the 72 hours prior to a regular meeting shall be posted to the District's website. A binder with the documents and materials regarding the agenda will be made available at the District Office as soon as they are available.

G. Legal Limitations for Additions to Agenda. At a regular meeting, the Board may add items of business to the Agenda under the following circumstances, after the Board Chair publicly identifies the item if the following requirements are met:

1. Upon a majority vote that an "emergency situation" as defined in Government Code Section 54956.5 exists; **or**
2. Upon a determination by a two-thirds vote (4 votes) or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action **and** that the need for action came to the attention of the District after the Agenda was posted; **or**
3. The item was posted for a prior regular meeting of the Board not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

H. Minutes. Unless requested by any member of the Board, the minutes may be approved without reading if the Secretary previously furnished a copy to each member.

- I. Public Forum. During the Public Forum portion of a regular meeting, any person may address the Board provided that the item is within the subject matter jurisdiction of the Board and is not otherwise on the Agenda. No action may be taken by the Board on any item not on the Agenda. (See Meeting Articles 5. I and 7.B)
- J. Public Hearings. Items requiring a public hearing will be noticed as required by law.
- K. Consent Calendar. Items listed under the Consent Calendar are those items staff believes will not require Board discussion and are routine in content. The Consent Calendar may be approved by one motion. Also listed under the Consent Calendar are resolutions confirming action from previous meetings which are brought back for approval of form rather than approval of action or for minor correction and ratification. Items may be pulled from the Consent Calendar for separate discussion and action upon the request of any Director or member of the public.
- L. Action Limited to Posted Agenda. No action or discussion may be taken on any item not appearing on the posted Agenda, except that Directors or the District Administrator may “briefly respond” (no more than 3 minutes) to statements made or questions posed by persons exercising their public testimony rights under the Public Forum. In addition, on their own initiative, or in response to questions posed by the public, Directors may ask questions for clarification, provide a reference to staff or other resources for factual information, request staff to report back at a subsequent meeting concerning any matter, or direct staff to place a matter of business on a future agenda.

ARTICLE VIII. CONFLICTS OF INTEREST.

Two very important pieces of legislation regarding conflicts of interest must always be kept in mind by the Board and staff.

First, the Political Reform Act prohibits any public official from making, participating in making, or in any way attempting to use his or her official position to influence a governmental decision in which the public official knows or has reason to know he or she has a financial interest. As noted below, the Political Reform Act and the Fair Political Practices Commission (FPPC) allow recusal as long as specific requirements are met.

Second, **Government Code Section 1090 prohibits public officials and employees from having a financial interest in any contract made by them in their official capacity, or by any body or board of which they are members.** Recusal and abstention are not enough. These contracts are forbidden and participation in such contracts will result in forfeiture of office and criminal penalties.

- A. Specific Requirements of Person with Conflict of Interest under the Political Reform Act. A public official who holds an office specified in Government Code Section 87200 and has a disqualifying financial interest in a decision shall identify the conflict of interest or potential conflict of interest, and immediately prior to the consideration of the matter, do all of the following:

1. Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public.
 2. Recuse himself/herself from discussing, participating and voting on the matter, or otherwise acting in violation of Government Code Section 87100.
 3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the Consent Calendar.
- B. Application of this Article. Public officials who must comply with this Article include, but are not limited to, Directors, District Administrator, District, and anyone else required to file a Form 700 with the FPPC.

ARTICLE IX. PUBLIC PARTICIPATION.

- A. Public Comment on Agenda Items. Pursuant to the Brown Act, public testimony is permitted on all agenda items on the Agenda. Members of the public shall be afforded an opportunity to comment before a motion is made on an agenda item. However, members of the public do not have the right to give testimony outside the scope of or unrelated to the agenda item under consideration. Additionally, members of the public should strive to avoid unduly reiterating their own or others' testimony.
- B. Public Forum. Members of the public shall have an opportunity to comment on any matter which is not on the Agenda but is within the Board's jurisdiction under the Public Forum part of the Agenda. Members of the public may not be prohibited from criticism of the policies, procedures, programs, or services of the District or acts or omissions of the Board. The Board of Directors may not take action on any matter raised during the Public Forum.
- C. Manner for Addressing the Board. After being recognized by the Board Chair, each member of the public addressing the Board of Directors shall go to the podium. Each member of the public is encouraged, but not required, to state his or her name and address. All remarks shall be addressed to the Board of Directors as a whole and not to any individual member thereof. After public comment has been closed, no member of the public shall address the Board of Directors on the matter under consideration without first securing Board approval.
- D. Time Limits For Public Comments and for Public Forum. Members of the public shall limit their remarks to *three minutes per agenda item and three minutes under the Public Forum part of the agenda.* If a speaker is being repetitious or discussing matters that are not relevant to the issue under consideration, the Board Chair may limit the speaker's comments. The Board Chair, with the Board's consent, may shorten the time to accommodate a very lengthy agenda or when there is undue repetition on an item. The Board Chair, with the Board's consent may also lengthen the time limit for complicated matters. The Secretary shall monitor the time for each speaker and the Board Chair shall be responsible for enforcing the time limit.

E. Decorum.

1. All remarks shall be directed to the Board Chair and the Board as a body and not to any particular Director or member of staff.
2. A person, other than members of the Board and the person having the floor, shall not be permitted to enter into the discussion unless requested by the Board Chair to speak.
3. Members of the public shall not direct questions to Directors individually or to members of staff except through the Board Chair.
4. Members of the Board shall wait until a person completes his or her public comments before asking questions or commenting. The Board Chair shall then ask Directors if they have comments or questions.
5. While the Board of Directors is in session, all persons must preserve order and decorum. A person who addresses the Board of Directors under public comment for a specific agenda item or under the Public Forum section of the agenda may not engage in speech or conduct which is likely to provoke others to violent or riotous behavior, which disturbs the peace of the meeting by loud and unreasonable noise, which is irrelevant or repetitive, or which disrupts, disturbs, or otherwise impedes the orderly conduct of any Board of Directors meeting.

The Board Chair or other presiding officer shall request that a person who is breaching the Meeting Articles of decorum cease such conduct. If after receiving such a warning, the person persists in breaching the Meeting Articles of decorum, the Board Chair or other presiding officer may order the person to leave the Board of Directors meeting. If such person does not leave, the Board Chair or presiding officer may direct the General Manager to contact law enforcement.

ARTICLE X. ORDINANCES, RESOLUTIONS AND CONTRACTS

- A. Document Approval. All ordinances, resolutions, and contracts shall be approved as to form and legality by the District Counsel and as to content by the District Administrator before submission to the Board and before execution.
- B. Ordinance Introduction/Adoption. Unless a member requests a full reading, a proposed ordinance will be read by title only.
- C. Number of Votes Required. An affirmative vote of at least three members of the full Board shall be necessary to adopt any ordinance, resolution, or motion.
- D. Resolution and Ordinance Preservation. Following adoption of a resolution or ordinance, the Secretary or his or her designee will assign a number to the ordinance, and publish and post the ordinance or a summary thereof as required by law. The ordinance shall be filed and preserved in the District Office.

ARTICLE XI. MISCELLANEOUS MEETING ARTICLES.

- A. Roll Call Votes. Upon demand by any Director, made before the “Ayes” and “Nays” are called for on any vote, a roll call vote shall be taken on the motion before the Board. The Board Chair’s name shall be called last with other member’s names called at random by the Secretary. Members shall not give explanations for their vote during a roll call.
- B. Silence. During a collective vote (Ayes & Nays), silence of any director denotes an affirmative vote.
- C. Abstentions. Directors wishing to abstain from a particular vote shall orally state their abstentions.
- D. Continuance of an Item.
 - 1. Continuance by a Director. Any Director may, as a matter of personal privilege, request that an item which is not subject to a deadline be continued to the next regular Board meeting. This continuance may be overruled by majority vote of the Directors present.
 - 2. Requests for Continuances by Persons Other than Directors. Anyone may request continuance of an item which is not subject to a deadline. The Board, by a majority vote of those present, may grant the continuance.

ARTICLE XII. Meeting Rules of Debate

- A. Board Chair as Presiding Officer. The Board Chair may move, second, and debate items from the Chair, and shall not be deprived of any rights or privileges of a Director.
- B. Appeals. Any ruling of the Board Chair may be appealed at the request of any Director. The Board Chair shall call for a roll call vote to determine if the ruling is upheld.
- C. Precedence of Motions. When a motion is before the Board, no motion shall be entertained except:
 - 1. Motion to Amend. Amendments which modify a motion on the floor are in order and may be debated only if the modification does not significantly alter the substance of the original motion. The proposed amendment is voted on first; the main motion is voted on last (as amended or in its original form if the amendment is defeated). A motion may be amended more than once with each amendment being voted on separately. There shall be only one amending motion on the floor at any time.

2. Motion to Postpone. A motion to postpone indefinitely is always in order and is subject to debate. If such a motion is adopted, the principal question is lost. A motion to postpone to a definite time is always in order, but is not subject to debate except as to the proposed continued date. If such a motion is adopted, the principal question is not lost.
3. Motion to Table. A motion to table is always in order. It is not subject to debate or to amendment. The purpose of a motion to table is to temporarily bypass the item. If a motion to table is adopted, the item may be taken from the table at any time prior to adjournment of the next regular meeting. Items which are tabled shall automatically be set on the agenda for the next regular meeting. If the item is not taken from the table within the time specified, the principal question is lost.

DRAFT RESOLUTION NO. 2015-_____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA RECREATION AND PARK DISTRICT ESTABLISHING A CODE OF CONDUCT FOR BOARD OF DIRECTORS, OFFICERS, AND EMPLOYEES OF THE DISTRICT

WHEREAS, every resident within the Calwa Recreation and Park District is entitled to have complete confidence in the integrity of the governance and operation of the District; and

WHEREAS, a Code of Conduct will serve to increase public confidence in the District’s governance, assist with decision-making, and encourage high standards of behavior; and

WHEREAS, a Code of Conduct will represent a commitment to uphold a standard of integrity beyond that required by law; and

WHEREAS, the Board is interested in establishing a framework for day to day actions and decision-making by the District and designated employees; and

WHEREAS, the establishment of a Code of Conduct will demonstrate the District’s commitment to ethics.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Calwa Recreation and Park District as follows:

Section 1. The recitals set forth above are true and correct and are incorporated herein by reference.

Section 2. The Board hereby adopts of the “Code of Conduct of the Calwa Recreation and Park District” as set forth in Exhibit A and incorporated herein by reference.

Section 3. All prior Board actions in conflict with the Code of Conduct adopted by this resolution are superseded and repealed.

Section 4. This resolution is effective upon adoption.

CERTIFICATION

Adoption of the foregoing Resolution No. 2015- ____, was adopted on _____ by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Secretary of the Board of Directors

CODE OF CONDUCT

CALWA RECREATION AND PARK DISTRICT

(ADOPTED BY BOARD OF DIRECTORS RESOLUTION NO. 2015- __)

Section 1: **Applicability of Code of Conduct.**

This Code of Conduct shall apply to all members of the Board of Directors, officers, appointees, and employees.

Section 2: **Compliance with all Laws.**

In discharging their duties, Directors, officers, appointees, and employees shall comply with all applicable local, state, and federal laws. The provisions of this resolution are in addition to all local, state, and federal laws.

Section 3: **Fairness, Openness, Honesty and Integrity in District Government.**

- A. Directors, officers, appointees, and employees of the District shall strive to abide by ethical principles relating to fairness, openness, honesty, and integrity in the District's governance and operation.
- B. No Director, officer, appointee or employee of the District shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his or her official duties or which tend to impair his or her independence or judgment or action in the performance of such duties.
- C. No Director, officer, appointee or employee of the District shall engage in any enterprise or activity which results in any of the following:
 - 1. Using the prestige or influence of the District for anyone's private gain or advantage.
 - 2. Using time, facilities, equipment, or supplies of the District for anyone's private gain or advantage.
 - 3. Using confidential information not available to the general public for private gain or advantage.
 - 4. Receiving or accepting money or other consideration from anyone other than the District for the performance of acts done in the regular course of employment or duty.

5. Receiving or accepting, directly or indirectly, any gift or favor from anyone doing business with the District under circumstances from which it could reasonably be inferred that such was intended to influence that Director, officer, appointee or employee in his or her official employment or duties, or as a reward for official action.
- D. Every elected official officer, appointee or employee required to file a Statement of Economic Interests (Form 700) shall disclose on that form all information required by the Political Reform Act, FPPC regulations and the Conflict of Interest Code approved by the Board of Directors in its role as the code reviewing body.

Section 4: Board of Directors.

- A. **Conduct of Directors.** The professional and personal conduct of Directors must be above reproach and avoid the appearance of impropriety. While it is understood that Directors enjoy First Amendment rights, they should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board, staff, or the public that is intended to disrupt and not further the District's business.
- B. **Respect for Process.** Directors shall perform their duties in accordance with the processes and rules of order established by the Board governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board by District staff.
- C. **Decisions Based on Merit.** Directors shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
- D. **Gifts and Favors.** Directors shall follow the laws that apply to the acceptance of gifts or favors as a public official. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of favoritism and bias.
- E. **Confidential Information.** Directors shall respect and maintain the confidentiality of information concerning the property, personnel or affairs of the District which is confidential or privileged. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal financial or other private interests.
- F. **Use of Public Resources.** Directors shall not use public resources, such as District staff time, equipment, supplies or facilities for private gain or personal purposes.
- G. **Advocacy.** Directors shall represent the official policies or positions of the Board to the best of their ability when designated as delegates for this

purpose. When presenting their individual opinions and positions, Directors shall explicitly state they do not represent the opinion of the entire Board.

- H. **Positive Work Place Environment.** Directors shall support the maintenance of a positive and constructive work place environment for District employees, private citizens and businesses dealing with the District. Directors shall recognize their role in individual dealing with District employees.
- I. **Policy Role of Directors.** Directors shall respect and adhere to their role in setting policy and not operating the day to day activities of the District. The Board appoints a District Administrator under the direction and control of the District Board. The District Administrator in turn directs and controls District staff.
- J. **General Requirements.** All members of the Board of Directors have equal votes. No Director has more power than any other, and all shall be treated with equal respect. Directors shall:
 - 1. Demonstrate honesty and integrity in every action and statement.
 - 2. Comply with both the letter and spirit of the laws and policies affecting the operation of the District.
 - 3. Serve as a model of leadership and civility to the community.
 - 4. Inspire public confidence in the District.
 - 5. Work for the District's best interest and not personal interests.
 - 6. Prepare in advance of Board meetings and be familiar with issues on the agenda.
 - 7. Fully participate in Board meetings and other public forums while demonstrating respect, consideration, and courtesy to others.
 - 8. Become familiar with the District By-Laws, the Brown Act, Conflict of Interest laws, and this Code of Conduct.
 - 9. Be responsible for the highest standards of respect, civility and honesty in ensuring the effective maintenance of intergovernmental relations.
 - 10. When communicating with representatives of other governmental entities or constituents, indicate, if appropriate, that the views are their own, and may not represent those of the entire Board.

Section 5: Directors Conduct with One Another.

A District Board is comprised of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals who have chosen to serve in public office in order to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as members may “agree to disagree” on particular issues.

A. In Public Meetings:

1. Practice civility and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.
2. Honor the role of the Presiding Officer in maintaining order and equity. Respect the Presiding Officer’s efforts to focus discussion on current agenda items. Objections to the Presiding Officer’s actions should be voiced politely and with reason.
3. Demonstrate effective problem-solving approaches. Directors have a public forum to show how individuals with different points of view can find common ground and seek a compromise that benefits the community as a whole. Directors are role models for residents, business people and other stakeholders involved in public debate.
4. Be respectful of other people’s time. Stay focused and act efficiently during public meetings.

B. In Private Encounters:

Treat others with respect to maintain public confidence in District government.

11:29 AM

07/02/15

CALWA RECREATION AND PARK DISTRICT
Reconciliation Summary
1500 · Bank of the West Checking, Period Ending 06/30/2015

	Jun 30, 15
Beginning Balance	10,903.14
Cleared Transactions	
Checks and Payments - 44 items	-15,671.71
Deposits and Credits - 8 items	8,748.96
Total Cleared Transactions	-6,922.75
Cleared Balance	<u>3,980.39</u>
Register Balance as of 06/30/2015	3,980.39
Ending Balance	3,980.39

CALWA RECREATION AND PARK DISTRICT
Reconciliation Detail
1500 · Bank of the West Checking, Period Ending 06/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,903.14
Cleared Transactions						
Checks and Payments - 44 items						
Check	05/25/2015	1005	Jose I. Sanchez	X	-200.00	-200.00
Check	06/01/2015		Calwa Recreation a...	X	-5,209.57	-5,409.57
Check	06/01/2015		Home Depot	X	-1,344.54	-6,754.11
Check	06/01/2015		Home Depot	X	-147.03	-6,901.14
Check	06/01/2015		Harbor Frieght	X	-102.80	-7,003.94
Check	06/01/2015		Home Depot	X	-25.94	-7,029.88
Check	06/01/2015		Monthly Service Cha...	X	-10.00	-7,039.88
Check	06/03/2015		Fresno Distributing	X	-73.81	-7,113.69
Check	06/03/2015		Fresno Distributing	X	-11.02	-7,124.71
Check	06/04/2015		CPR Training	X	-40.00	-7,164.71
Check	06/04/2015		CPR Training	X	-40.00	-7,204.71
Check	06/05/2015		Fresno Distributing	X	-46.44	-7,251.15
Check	06/08/2015		shell	X	-72.61	-7,323.76
Check	06/09/2015		Tuff Labels	X	-371.00	-7,694.76
Check	06/10/2015		Mega-Print	X	-77.92	-7,772.68
Check	06/10/2015		vista print	X	-23.79	-7,796.47
Check	06/11/2015		Fresno Distributing	X	-31.41	-7,827.88
Check	06/12/2015		Save Mart	X	-31.98	-7,859.86
Check	06/12/2015		Fresno Distributing	X	-22.16	-7,882.02
Check	06/12/2015		Save Mart	X	-17.07	-7,899.09
Check	06/15/2015		Big 5	X	-948.75	-8,847.84
Check	06/15/2015		GW School Supply	X	-474.99	-9,322.83
Check	06/15/2015		Jet Black Logistics	X	-146.37	-9,469.20
Check	06/15/2015		Ferguson	X	-58.99	-9,528.19
Check	06/15/2015		Ferguson	X	-55.73	-9,583.92
Check	06/15/2015		Walmart	X	-52.43	-9,636.35
Check	06/19/2015		Walmart	X	-751.17	-10,387.52
Check	06/22/2015		Riverside Nursery & ...	X	-386.83	-10,774.35
Check	06/23/2015		EmbroiderMe	X	-1,074.33	-11,848.68
Check	06/23/2015		Walmart	X	-32.02	-11,880.70
Check	06/23/2015		USPS	X	-3.45	-11,884.15
Check	06/24/2015		United Rentals.	X	-800.00	-12,684.15
Check	06/24/2015		Notary Service	X	-32.50	-12,716.65
Check	06/26/2015		Daltile	X	-263.07	-12,979.72
Check	06/26/2015		Walmart	X	-124.76	-13,104.48
Check	06/26/2015		Dollar Tree	X	-69.81	-13,174.29
Check	06/26/2015		Big 5	X	-21.60	-13,195.89
Check	06/26/2015		Dollar Tree	X	-11.58	-13,207.47
Check	06/29/2015		Home Depot	X	-902.95	-14,110.42
Check	06/29/2015		California Special Di...	X	-675.00	-14,785.42
Check	06/29/2015		The Fresno Bee	X	-182.41	-14,967.83
Check	06/29/2015		Fed Ex Office	X	-1.42	-14,969.25
Check	06/30/2015		Country Wide Building	X	-439.39	-15,408.64
Check	06/30/2015		Daltile	X	-263.07	-15,671.71
Total Checks and Payments					-15,671.71	-15,671.71
Deposits and Credits - 8 items						
Deposit	06/01/2015			X	10.00	10.00
Deposit	06/03/2015			X	385.00	395.00
Deposit	06/04/2015			X	25.00	420.00
Deposit	06/05/2015			X	6,000.00	6,420.00
Deposit	06/11/2015			X	1,102.00	7,522.00
Deposit	06/15/2015			X	32.65	7,554.65
Deposit	06/25/2015			X	932.50	8,487.15
Deposit	06/29/2015			X	261.81	8,748.96
Total Deposits and Credits					8,748.96	8,748.96
Total Cleared Transactions					-6,922.75	-6,922.75
Cleared Balance					-6,922.75	3,980.39
Register Balance as of 06/30/2015					-6,922.75	3,980.39
Ending Balance					-6,922.75	3,980.39

Account Statement

June 1, 2015 - June 30, 2015

Page 1 of 6

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EMV: Is your business ready?

Ensure that your business is prepared to accept chip/smart/EMV cards in time for the October 1, 2015, liability shift. You can upgrade your point-of-sale equipment today and be prepared to accept both chip and NFC payments in the future. You'll also be increasing the security of your payments processing and enhancing the level of service you provide to your customers. We're here to help. Contact your banker for more details.

Save time with Bill Pay! Make online or mobile payments to most people and companies in the U.S. You can schedule payments in advance and set payment reminders, too. Visit bankofthewest.com/billpay

CLASSIC BUSINESS CHECKING

CALWA RECREATION & PARK DISTRICT

ACCOUNT SUMMARY

Beginning Balance	\$10,903.14
4 Credits	329.46
4 Deposits	8,419.50
43 Withdrawals	-15,471.71
1 Checks	-200.00
Ending Balance	\$3,980.39

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$7,752.14

For your protection:

Examine this statement promptly. Any discrepancy must be reported within 30 days. Consumer customers: A discrepancy regarding an electronic payment or line of credit must be reported within 60 days.

CLASSIC BUSINESS CHECKING >

ACCOUNT DETAIL

Credits

<i>Date</i>	<i>Amount</i>	<i>Description</i>
06/01	\$10.00	SERVICE CHG REBATE VALUED CUSTOMER MONTHLY SERVICE CHARGE REBATE
06/04	25.00	POS CREDIT CALIFORNIA SPECIAL DIS 09164427887 CA ON 150604 #2651
06/15	32.65	POS CREDIT FERGUSON ENTERPRISES # 559-253-2900 CA ON 150614 #2651
06/29	261.81	POS CREDIT UNITED RENTALS FRESNO CA ON 150628 #2651

4 credits for a total of \$329.46

Deposits

<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>
06/03	\$385.00	06/11	\$1,102.00
06/05	6,000.00	06/25	932.50

4 deposits for a total of \$8,419.50

Withdrawals

<i>Date</i>	<i>Amount</i>	<i>Description</i>
06/01	\$102.80	DEBIT CARD POS HARBOR FREIGHT TOOLS 7 FRESNO CA ON 150601 #2651
06/01	25.94	POS PURCHASE 331101 THE HOME DEPOT 10 FRESNO CA ##2651
06/01	147.03	POS PURCHASE 933801 THE HOME DEPOT 10 FRESNO CA ##2651
06/01	5,209.57	ONLINE TRANSFER TRANSFER TO CHECKING ***-**5854
06/01	10.00	MONTHLY SVC CHG PREVIOUS PERIOD ACTIVITY RESULTED IN MONTHLY SERVICE CHARGE
06/01	1,344.54	ELECTRONIC DBT HOME DEPOT ONLINE PMT 060115 WEB
06/03	11.02	DEBIT CARD POS FRESNO DISTRIBUTING CO FRESNO CA ON 150603 #2651
06/03	73.81	DEBIT CARD POS FRESNO DISTRIBUTING CO FRESNO CA ON 150603 #2651
06/04	40.00	POS PURCHASE 356230 PAYPAL *HEART San Jose CA ##2651
06/04	40.00	POS PURCHASE 376578 PAYPAL *HEART San Jose CA ##2651
06/05	46.44	DEBIT CARD POS FRESNO DISTRIBUTING CO FRESNO CA ON 150605 #2651
06/08	72.61	POS PURCHASE 861196 SHELL Service FRESNO CA ##2651
06/09	371.00	DEBIT CARD POS DOME LABELS TUFF LABEL 435-688-3063 UT ON 150609 #2651
06/10	77.92	DEBIT CARD POS MEGA-PRINTS, INC. FRESNO CA ON 150610 #2651
06/10	23.79	DEBIT CARD POS VISTAPR*VISTAPRINT.COM 866-6148002 CA ON 150610 #2651

8230-OPS-00002



CLASSIC BUSINESS CHECKING

ACCOUNT DETAIL

Withdrawals

<i>Date</i>	<i>Amount</i>	<i>Description</i>
06/11	\$31.41	DEBIT CARD POS FRESNO DISTRIBUTING CO FRESNO CA ON 150611 #2651
06/12	22.16	DEBIT CARD POS FRESNO DISTRIBUTING CO FRESNO CA ON 150612 #2651
06/12	31.98	POS PURCHASE 147078 SAVEMART #83 V VISALIA CA ##2651
06/12	17.07	POS PURCHASE 116693 SAVEMART #83 V VISALIA CA ##2651
06/15	55.73	DEBIT CARD POS FERGUSON ENTERPRISES # 559-253-2900 CA ON 150614 #2651
06/15	58.99	DEBIT CARD POS FERGUSON ENTERPRISE #1 559-229-0929 CA ON 150614 #2651
06/15	146.37	DEBIT CARD POS JET BLACK LOGISTICS IN FRESNO CA ON 150615 #2651
06/15	948.75	POS PURCHASE 026188 BIG 5 SPORTING GO FRESNO CA ##2651
06/15	474.99	POS PURCHASE 000031 GW SCHOOL SUPPLY FRESNO CA ##2651
06/15	52.43	POS PURCHASE 377354 WAL-MART #5394 DINUBA CA ##2651
06/19	751.17	POS PURCHASE 864162 WAL-MART #2001 FRESNO CA ##2651
06/22	386.83	DEBIT CARD POS RIVERSIDE NURSERY AND FRESNO CA ON 150621 #2651
06/23	1,074.33	DEBIT CARD POS EMBROIDME - CLOVIS CLOVIS CA ON 150623 #2651
06/23	32.02	POS PURCHASE 299032 WAL-MART #2001 FRESNO CA ##2651
06/23	3.45	POS PURCHASE 003401 USPS 052893040 FRESNO CA ##2651
06/24	800.00	DEBIT CARD POS UNITED RENTALS FRESNO CA ON 150624 #2651
06/24	32.50	DEBIT CARD POS SQ *ANGELS MOBILE NOTA FRESNO CA ON 150624 #2651
06/26	263.07	DEBIT CARD POS DAL-TILE #134 FRESNO FRESNO CA ON 150626 #2651
06/26	69.81	POS PURCHASE 091501 DOLLAR TREE #0 FRESNO CA ##2651
06/26	124.76	POS PURCHASE 572470 WAL-MART #2001 FRESNO CA ##2651
06/26	21.60	POS PURCHASE 019494 BIG 5 SPORTING GO FRESNO CA ##2651
06/26	11.58	POS PURCHASE 174267 DOLLAR TREE #0 FRESNO CA ##2651
06/29	182.41	DEBIT CARD POS FRESNO BEE AD 1 05594416271 CA ON 150629 #2651

CLASSIC BUSINESS CHECKING (continued)

ACCOUNT DETAIL

Withdrawals

<i>Date</i>	<i>Amount</i>	<i>Description</i>
06/29	\$1.42	DEBIT CARD POS FEDEXOFFICE 00051813 VISALIA CA ON 150629 #2651
06/29	675.00	DEBIT CARD POS CALIFORNIA SPECIAL DIS 09164427887 CA ON 150629 #2651
06/29	902.95	POS PURCHASE 200901 THE HOME DEPOT 10 FRESNO CA ##2651
06/30	263.07	DEBIT CARD POS DAL-TILE #134 FRESNO FRESNO CA ON 150630 #2651
06/30	439.39	POS PURCHASE 002828 COUNTRY WIDE B FRESNO CA ##2651

43 withdrawals for a total of \$15,471.71

Checks Paid

<i>Number</i>	<i>Date paid</i>	<i>Amount</i>
1005	06/09	200.00

1 check paid for a total of \$200.00

IMPORTANT INFORMATION

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

(For accounts that are maintained primarily for personal, family or household purposes.)

Telephone us at (800) 488-2265, or write us at Bank of the West*, Branch Service Center, P.O. Box 2573, Omaha, NE 68103-2573 as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared. We will need to know the following:

1. Tell us your name and account number (if any).
2. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (20 business days for transactions involving new accounts) to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

*In South Dakota, Bank of the West operates under the name of Bank of the West California.



3:46 PM

07/02/15

CALWA RECREATION AND PARK DISTRICT
Reconciliation Summary
1300-0 Bank of the West Payroll, Period Ending 06/30/2015

	Jun 30, 15
Beginning Balance	2,856.59
Cleared Transactions	
Checks and Payments - 11 items	-16,747.01
Deposits and Credits - 3 items	16,106.85
Total Cleared Transactions	-640.16
Cleared Balance	<u>2,216.43</u>
Register Balance as of 06/30/2015	2,216.43
Ending Balance	2,216.43

CALWA RECREATION AND PARK DISTRICT
Reconciliation Detail

07/02/15

1300-0 Bank of the West Payroll, Period Ending 06/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,856.59
Cleared Transactions						
Checks and Payments - 11 items						
Check	06/02/2015		ADP Payroll Direct ...	X	-2,910.52	-2,910.52
Check	06/02/2015		ADP Payroll	X	-1,267.56	-4,178.08
Check	06/08/2015	10712	Daniel Turrubiatez	X	-648.14	-4,826.22
Check	06/08/2015	10711	Eleno Hernandez	X	-570.06	-5,396.28
Check	06/12/2015		ADP Payroll	X	-135.00	-5,531.28
Check	06/16/2015		ADP Payroll Direct ...	X	-3,062.11	-8,593.39
Check	06/16/2015		ADP Payroll	X	-1,287.93	-9,881.32
Check	06/19/2015	10713	Eleno Hernandez	X	-531.37	-10,412.69
Check	06/26/2015		ADP Payroll	X	-137.50	-10,550.19
Check	06/30/2015		ADP Payroll Direct ...	X	-3,912.42	-14,462.61
Check	06/30/2015		ADP Payroll	X	-2,284.40	-16,747.01
Total Checks and Payments					-16,747.01	-16,747.01
Deposits and Credits - 3 items						
Deposit	06/01/2015			X	5,209.57	5,209.57
Transfer	06/02/2015			X	5,396.28	10,605.85
Transfer	06/16/2015			X	5,501.00	16,106.85
Total Deposits and Credits					16,106.85	16,106.85
Total Cleared Transactions					-640.16	-640.16
Cleared Balance					-640.16	2,216.43
Register Balance as of 06/30/2015					-640.16	2,216.43
Ending Balance					-640.16	2,216.43

Account Statement

June 1, 2015 - June 30, 2015

Page 1 of 6

CALWA RECREATION
 AND PARK DISTRICT
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REGULAR BUSINESS CHECKING

CALWA RECREATION
 AND PARK DISTRICT

ACCOUNT SUMMARY

Beginning Balance	\$2,856.59
1 Credits	5,209.57
2 Deposits	10,897.28
8 Withdrawals	-14,997.44
3 Checks	-1,749.57
Ending Balance	\$2,216.43

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$6,167.82

For your protection:

Examine this statement promptly. Any discrepancy must be reported within 30 days. Consumer customers: A discrepancy regarding an electronic payment or line of credit must be reported within 60 days.

REGULAR BUSINESS CHECKING

(continued)

ACCOUNT DETAIL

Credits

<i>Date</i>	<i>Amount</i>	<i>Description</i>
06/01	\$5,209.57	ONLINE TRANSFER TRANSFER FROM CHECKING ***-**8101

1 credit for a total of \$5,209.57

Deposits

<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>
06/05	\$5,396.28	06/25	\$5,501.00

2 deposits for a total of \$10,897.28

Withdrawals

<i>Date</i>	<i>Amount</i>	<i>Description</i>
06/02	\$1,267.56	ELECTRONIC DBT ADP TX/FINCL SVC ADP - TAX 060215 RRJIG 060211A01 CCD
06/02	2,910.52	ELECTRONIC DBT ADP TX/FINCL SVC ADP - TAX 060215 611034713131.JIG CCD
06/12	135.00	ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 061215 2RJIG 2992773 CCD
06/16	1,287.93	ELECTRONIC DBT ADP TX/FINCL SVC ADP - TAX 061615 RRJIG 061512A01 CCD
06/16	3,062.11	ELECTRONIC DBT ADP TX/FINCL SVC ADP - TAX 061615 427523410268.JIG CCD
06/26	137.50	ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 062615 2RJIG 3562507 CCD
06/30	2,284.40	ELECTRONIC DBT ADP TX/FINCL SVC ADP - TAX 063015 RRJIG 062913A01 CCD
06/30	3,912.42	ELECTRONIC DBT ADP TX/FINCL SVC ADP - TAX 063015 588034054498.JIG CCD

8 withdrawals for a total of \$14,997.44

Checks Paid

<i>Number</i>	<i>Date paid</i>	<i>Amount</i>	<i>Number</i>	<i>Date paid</i>	<i>Amount</i>	<i>Number</i>	<i>Date paid</i>	<i>Amount</i>
10711	06/08	570.06	10712	06/08	648.14	10713	06/19	531.37

3 checks paid for a total of \$1,749.57



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*In South Dakota, Bank of the West operates under the name of Bank of the West California.

Account Statement

June 1, 2015 - June 30, 2015

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REGULAR BUSINESS CHECKING :

Check images removed to protect the personal information of District Employees.

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07/02/15

CALWA RECREATION AND PARK DISTRICT
Reconciliation Summary
1400-0 County of Fresno Account, Period Ending 06/30/2015

	Jun 30, 15	
Beginning Balance		118,178.53
Cleared Transactions		
Checks and Payments - 25 items	-28,592.62	
Deposits and Credits - 1 item	29,085.35	
Total Cleared Transactions	492.73	
Cleared Balance		<u>118,671.26</u>
Register Balance as of 06/30/2015		118,671.26
Ending Balance		118,671.26

3:27 PM
07/02/15

CALWA RECREATION AND PARK DISTRICT
Reconciliation Detail
1400-0 County of Fresno Account, Period Ending 06/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						118,178.53
Cleared Transactions						
Checks and Payments - 25 items						
Transfer	06/02/2015			X	-5,396.28	-5,396.28
Check	06/02/2015	244752	Pacific Gas & Electric	X	-2,147.99	-7,544.27
Check	06/02/2015	245019	South Bay Acceptan...	X	-132.14	-7,676.41
Check	06/02/2015	244753	Luis O. Mendoza	X	-57.13	-7,733.54
Check	06/04/2015	244749	Central Sanitary Sup...	X	-237.77	-7,971.31
Check	06/04/2015	244755	South Bay Acceptan...	X	-132.44	-8,103.75
Check	06/04/2015	244756	Minervino Garcia	X	-101.04	-8,204.79
Check	06/04/2015	244760	Fresno Council on C...	X	-100.00	-8,304.79
Check	06/04/2015	244751	Zoom Imaging Soluti...	X	-85.10	-8,389.89
Check	06/04/2015	244758	AT&T	X	-64.30	-8,454.19
Check	06/04/2015	244759	Verizon Wireless	X	-32.08	-8,486.27
Deposit	06/05/2015	0244757		X	-6,000.00	-14,486.27
Check	06/08/2015	244761	Home Depot	X	-353.04	-14,839.31
Check	06/08/2015	244762	Mid-Valley Disposal	X	-280.55	-15,119.86
Check	06/09/2015	244763	City of Fresno Utilities	X	-1,150.08	-16,269.94
Transfer	06/16/2015			X	-5,501.00	-21,770.94
Check	06/16/2015	245015	Office Depot	X	-92.30	-21,863.24
Check	06/18/2015	244754	De Lage Landen	X	-129.86	-21,993.10
Check	06/18/2015	245018	Unwired BroadBand	X	-109.95	-22,103.05
Check	06/18/2015	245020	Terminix	X	-40.00	-22,143.05
Check	06/18/2015	245017	Eleno Hernandez	X	-15.00	-22,158.05
Check	06/24/2015	245021	Cuttone & Mastro	X	-4,000.00	-26,158.05
Check	06/24/2015		Billing for Taxes	X	-702.50	-26,860.55
Check	06/26/2015	245023	Montoy Law Corpora...	X	-900.00	-27,760.55
Check	06/26/2015	245022	Home Depot	X	-832.07	-28,592.62
Total Checks and Payments					-28,592.62	-28,592.62
Deposits and Credits - 1 item						
Deposit	06/29/2015			X	29,085.35	29,085.35
Total Deposits and Credits					29,085.35	29,085.35
Total Cleared Transactions					492.73	492.73
Cleared Balance					492.73	118,671.26
Register Balance as of 06/30/2015					492.73	118,671.26
Ending Balance					492.73	118,671.26

Report ID:
Program:

PeopleSoft
MONTHLY GENERAL LEDGER TRANSACTION REGISTER
Journal Dates 06/01/2015 through 06/30/2015

Page No. 1
Run Date 06/30/2015
Run Time 19:32:10

Journal Date	Jrnl Src	Jrnl ID	Header Description	Line Ref	Debit Amount	Credit Amount
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Fund: Calwa Park And Recreation Dist SUBCLASS: ACCOUNT:

Sub class:	General Subclass					
Account:						
	Cash In Treasury					
	Beginning Balance					
	06/01/2015 AUD	0001689149	15 - Redevelopment 15-16A, PASSTHRU	118,178.54	7,544.75	
	06/03/2015 REC	0001689425	Op Fund Entry - Main			14,287.62
	06/04/2015 AUD	0001689652	15-PRIOR UNSECURED 1ST FY PUI3-14 1s		618.33	
	06/08/2015 AUD	0001689936	15-PRIOR UNSECURED SUPPLEM PUS 1ST 20		10.81	
	06/10/2015 AUD	0001690164	15-HOMEOWNERS APPOINTIONMEN HOA 2ND 14		1,782.35	
	06/11/2015 REC	0001690669	Op Fund Entry - Main			1,980.05
	06/17/2015 AUD	0001691334	15-CURRENT SECURED SUPPL. CSS 9 14-1		1,191.97	
	06/22/2015 AIO	0001692051	3rd QTR- 2nd INTEREST DIST		324.24	
	06/24/2015 AUD	0001692240	15 - Teeter 3rd 14-15 tee 3 1415		14,791.81	
	06/24/2015 AUD	0001692251	15-14-15 BILLING FOR TAXES Bill. 14-1			702.50
	06/24/2015 REC	0001692305	Op Fund Entry - Main			5,890.39
	06/26/2015 REC	0001692786	Op Fund Entry - Main			5,732.07
	06/26/2015 REC	0001692834	Void placed on 650244737		4.00	
	06/29/2015 AUD	0001693189	15 - Transfer Residual fro fresno		2,817.09	
	06/30/2015 LCU	0001693425	Ledger Cleanup: Step4			16,655.81
	06/30/2015 LCU	0001693425	Ledger Cleanup: Step4		45,412.92	
	06/30/2015 LCU	0001693425	Ledger Cleanup: Step4			10.81
	06/30/2015 LCU	0001693425	Ledger Cleanup: Step4			28,746.30
	06/30/2015 LCU	0001693425	Ledger Cleanup: Step4			74,005.55
	Cash In Treasury		Account Total			
	Ending Balance		118,671.26			

Account:						
	Fund Balance					
	Beginning Balance					
	06/03/2015 REC	0001689425	Op Fund Entry - Main	1,472,050.03		
	06/11/2015 REC	0001690669	Op Fund Entry - Main			14,287.62
	06/24/2015 AUD	0001692251	15-14-15 BILLING FOR TAXES Bill. 14-1		1,980.05	
	06/24/2015 REC	0001692305	Op Fund Entry - Main			702.50
	06/26/2015 REC	0001692786	Op Fund Entry - Main			5,890.39
	06/26/2015 REC	0001692834	Void placed on 650244737			5,732.07
	06/30/2015 LCU	0001693425	Ledger Cleanup: Step4			4.00
	06/30/2015 LCU	0001693425	Ledger Cleanup: Step4			45,412.92
	06/30/2015 LCU	0001693425	Ledger Cleanup: Step4			45,412.92
	Fund Balance		Account Total			
	Ending Balance		1,500,638.66			

Account:						
	Beginning Balance					
	06/29/2015 AUD	0001693189	15 - Transfer Residual fro fresno	-11,835.71		
	RDA ABX1 26 Property Tax		Account Total			2,817.09
	Ending Balance		-14,652.80		0.00	

Account:						
	Beginning Balance					
	06/01/2015 AUD	0001689149	15 - Redevelopment 15-16A, PASSTHRU	-7,544.75		
	Redev Tax Increm Reimb		Account Total			7,544.75
	Ending Balance		-15,089.50		0.00	

End of Report

Report ID:
Program:

PeopleSoft
MONTHLY GENERAL LEDGER TRANSACTION REGISTER
Journal Dates 06/01/2015 through 06/30/2015

Page No. 2
Run Date 06/30/2015
Run Time 19:32:10

Fund: Calwa Park And Recreation Dist SUBCLASS: ACCOUNT: | Journal Date | Jnl Src | Jnl ID | Header Description | Line Ref | Debit Amount | Credit Amount

Account:	Beginning Balance						
	06/08/2015 AUD 0001689936 15-PRIOR UNSECURED SUPPLEM PUS 1ST 20				-50.06		10.81
	Suppl-Prior Unsecured			Account Total		0.00	10.81
	Ending Balance				-60.87		
Account:	Beginning Balance						
	06/24/2015 AUD 0001692240 15 - Teeeter 3rd 14-15				-221,173.89		14,791.81
	Property Taxes-Current Secured			tee 3 1415			14,791.81
	Ending Balance			Account Total		0.00	
					-235,965.70		
Account:	Beginning Balance						
	06/17/2015 AUD 0001691334 15-CURRENT SECURED SUPPL. CSS 9 14-1				-2,989.54		1,191.97
	Suppl-Current Secured			Account Total		0.00	1,191.97
	Ending Balance				-4,181.51		
Account:	Beginning Balance						
	06/04/2015 AUD 0001689652 15-PRIOR UNSECURED 1ST FY PUI3-14 1s				-1,362.86		618.33
	Property Taxes-Prior Unsecured			Account Total		0.00	618.33
	Ending Balance				-1,981.19		
Account:	Beginning Balance						
	06/22/2015 AIO 0001692051 3rd QTR- 2nd INTEREST DIST				-911.42		324.24
	Interest			Account Total		0.00	324.24
	Ending Balance				-1,235.66		
Account:	Beginning Balance						
	06/10/2015 AUD 0001690164 15-HOMEOWNERS APPORTIONMEN HOA 2ND 14				-1,782.35		1,782.35
	State-I/L Homeowners Prop Tax			Account Total		0.00	1,782.35
	Ending Balance				-3,564.70		
				Subclass Total		148,503.82	148,503.82
				Fund Total		148,503.82	148,503.82

End of Report

Fund:	Calwa Park And Recreation Dist	Beginning Balance	Year-to-Date	Transaction	Current	
Subclass:	Debit Accts	Credit Accts	Debits	Credits	Debits Accts	
General Subclass					Credit Accts	
0110	Cash In Treasury	134,364.83	0.00	15,693.57	118,671.26	0.00
0388	Due From Other Governments	0.00	0.00	0.00	0.00	0.00
1435	Due To Other Governmental	0.00	0.00	0.00	0.00	1,328,725.69
1438	Due To County General Fund	0.00	0.00	0.00	0.00	0.00
2230	Fund Balance	0.00	306,277.80	0.00	0.00	-1,500,638.66
3005	RDA ABX1 26 Property Tax	0.00	0.00	14,652.80	0.00	14,652.80
3006	Redev Tax Increm Reimb	0.00	0.00	15,089.50	0.00	15,089.50
3007	Suppl-Prior Unsecured	0.00	0.00	60.87	0.00	60.87
3008	Suppl-Prior Secured	0.00	0.00	231.23	0.00	231.23
3009	Suppl-Current Unsecured	0.00	0.00	29.30	0.00	29.30
3010	Property Taxes-Current Sec	0.00	0.00	235,965.70	0.00	235,965.70
3011	Suppl-Current Secured	0.00	0.00	4,181.51	0.00	4,181.51
3013	Supplemental-Curr Unsec Pr	0.00	0.00	9.44	0.00	9.44
3015	Property Taxes-Current Uns	0.00	0.00	13,396.77	0.00	13,396.77
3017	Property Taxes-Curr Unsec	0.00	69.12	0.00	0.00	-69.12
3025	Property Taxes-Prior Unsec	0.00	0.00	1,981.19	0.00	1,981.19
3030	Penalties & Costs-Delinq T	0.00	0.00	105.42	0.00	105.42
3032	Prior Tax Sales Taxes	0.00	0.00	7.57	0.00	7.57
3380	Interest	0.00	0.00	1,235.66	0.00	1,235.66
3565	State-I/L Homeowners Prop	0.00	0.00	3,564.70	0.00	3,564.70
4369	Federal In Lieu - Housing	0.00	0.00	117.09	0.00	117.09
5804	ABX126 Other Revenue	0.00	0.00	24.60	0.00	24.60
	SUB CLASS TOTAL	134,364.83	306,346.92	306,346.92	118,671.26	118,671.26

End of Report

Report ID:
Program:

PeopleSoft
MONTHLY GENERAL LEDGER TRIAL BALANCE

Page No. 2
Run Date 06/30/2015
Run Time 19:31:59

Fiscal Year 2015
Through Period 12

Fund:	Debit Accts	Beginning Balance Credit Accts	Year-to-Date Transaction Debits	Credits	Current Balances Debits Accts	Credit Accts
Calwa Park And Recreation Dist						
Subclass:						
General Subclass						
GRAND TOTALS	134,364.83	134,364.83	306,346.92	306,346.92	118,671.26	118,671.26

End of Report

Calwa Recreation & Park District
Current Account Balances
July 15, 2015

Fresno County Account:	\$106,488.53
Bank of the West 8101 (Payroll):	\$2,113.88
Bank of the West 5854 (Revenue):	\$3,812.07
<hr/>	
TOTAL Cash On Hand:	\$112,414.48

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Budget Category	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	YTD Total	2014-15	Over/Under
2	Salaries & Benefits														Budget	
3	Employee Salaries	\$ 7,620.19	\$ 11,866.14	\$ 8,787.95	\$ 9,220.21	\$ 5,915.13	\$ 14,871.84	\$ 9,489.44	\$ 6,848.52	\$ 9,845.73	\$ 9,407.19	\$ 9,654.34	\$ 16,042.14	\$ 119,568.82	\$ 131,313.00	\$ 11,744.18
4	District Payroll Taxes	\$ 726.96	\$ 1,242.49	\$ 949.01	\$ 875.78	\$ 683.96	\$ 1,701.39	\$ 1,314.29	\$ 948.53	\$ 1,239.64	\$ 1,329.19	\$ 899.51	\$ 904.64	\$ 12,815.39	\$ 32,135.00	\$ 19,319.61
5	Payroll Fees	\$ 407.00	\$ 389.50	\$ 265.00	\$ 420.00	\$ 277.50	\$ 270.00	\$ 571.90	\$ 267.50	\$ 270.00	\$ 282.50	\$ 405.00	\$ 272.50	\$ 4,098.40	\$ 3,770.00	\$ (328.40)
6	Director Stipends	\$ 2,400.00				\$ 2,400.00					\$ 2,200.00	\$ -	\$ 2,400.00	\$ 9,400.00	\$ 7,000.00	\$ (2,400.00)
7	Workers' Compensation							\$ 9,499.99			\$ 2,459.00	\$ 9,350.92	\$ -	\$ 21,309.91	\$ 6,420.00	\$ (14,889.91)
8	Human Resources	\$ 21.98	\$ 439.94										\$ 31.98	\$ 493.90	\$ -	\$ (493.90)
9	Salaries & Benefits Total:	\$ 11,176.13	\$ 13,938.07	\$ 10,001.96	\$ 10,515.99	\$ 6,876.59	\$ 19,243.23	\$ 11,375.63	\$ 17,564.54	\$ 11,355.37	\$ 15,677.88	\$ 20,309.77	\$ 19,651.26	\$ 167,686.42	\$ 176,868.00	\$ 9,181.58
10	Services & Supplies															
11	Audit	\$ 985.00	\$ 565.00		\$ 395.00		\$ 3,750.00	\$ 1,270.00	\$ 595.00		\$ 3,200.00		\$ 4,000.00	\$ 14,760.00	\$ 7,500.00	\$ (7,260.00)
12	Bank Fees		\$ 11.00				\$ 75.00	\$ 11.00	\$ 29.95	\$ 40.95		\$ 21.00	\$ 10.00	\$ 198.90	\$ 2,120.00	\$ 1,921.10
13	Cleaning Supplies	\$ 695.96			\$ 171.80		\$ 410.51			\$ 275.54	\$ 151.25	\$ 145.24	\$ 284.21	\$ 2,134.51	\$ 4,052.00	\$ 1,917.49
14	District Counsel	\$ 1,287.00	\$ 1,419.00	\$ 2,178.00			\$ 9,401.06		\$ 594.00	\$ 1,600.50	\$ 561.00	\$ 4.00	\$ 900.00	\$ 17,944.56	\$ 13,985.00	\$ (3,959.56)
15	Elections	\$ 1,750.00	\$ 48,005.77								\$ 750.00		\$ -	\$ 50,505.77	\$ 50,000.00	\$ (505.77)
16	Electricity	\$ 2,822.51	\$ 3,415.35	\$ 2,854.97	\$ 2,359.14	\$ 3,229.70	\$ 2,577.86	\$ 2,478.10	\$ 2,855.93	\$ 2,386.94	\$ 1,919.76	\$ 1,682.93	\$ 2,147.99	\$ 30,731.18	\$ 36,456.00	\$ 5,724.82
17	Equipment Fuel	\$ 292.74	\$ 312.03	\$ 157.12	\$ 144.14	\$ 62.24	\$ 139.39	\$ 54.81	\$ 69.43	\$ 97.76	\$ 137.64		\$ 87.61	\$ 1,554.91		\$ (1,554.91)
18	Event Costs	\$ 312.38	\$ 102.35		\$ 63.48			\$ 35.99		\$ 121.45		\$ 15.00	\$ 25.94	\$ 676.59		\$ (676.59)
19	Fresno Co Service Fees								\$ 69.12				\$ 702.50	\$ 771.62		\$ (771.62)
20	Liability Insurance					\$ 2,164.54	\$ 132.14	\$ 270.23		\$ 132.14	\$ 132.14	\$ 132.14	\$ 264.58	\$ 3,227.91	\$ -	\$ (3,227.91)
21	Internet	\$ 230.23	\$ 470.74	\$ 162.55	\$ 138.16		\$ 862.44	\$ 944.83	\$ 160.28	\$ 239.09	\$ 271.36	\$ 109.95	\$ 109.95	\$ 3,699.58	\$ 1,520.00	\$ (2,179.58)
22	Landline Phone	\$ 221.69	\$ 127.35	\$ 141.57	\$ 227.45	\$ 107.81	\$ 419.13	\$ 186.93	\$ 338.08	\$ 10.14	\$ 64.21	\$ 64.35	\$ 64.30	\$ 1,973.01	\$ 3,909.00	\$ 1,935.99
23	Mobile Phone										\$ 32.08	\$ 32.08	\$ 32.08	\$ 64.16		\$ (64.16)
24	Special Legal Fees						\$ 10.99	\$ 65.00	\$ 27.50				\$ 214.91	\$ 318.40		\$ (318.40)
25	Memberships								\$ 849.60				\$ -	\$ 849.60	\$ -	\$ (849.60)
26	Mileage	\$ 240.32					\$ 228.23	\$ 117.17	\$ 131.49	\$ 70.53	\$ 156.83	\$ 200.86	\$ 158.17	\$ 1,303.60	\$ 960.00	\$ (343.60)
27	Motor Equipment Repair	\$ 88.53	\$ 116.72	\$ 39.91	\$ 263.72		\$ 2,347.53	\$ 468.16				\$ 235.00	\$ -	\$ 3,559.57		\$ (3,559.57)
28	Office Equipment	\$ 637.99	\$ 203.23	\$ 219.70	\$ 221.47		\$ 109.49	\$ 299.97	\$ 375.07	\$ 217.82	\$ 214.97	\$ 214.97	\$ 214.96	\$ 2,929.64	\$ 1,636.00	\$ (1,293.64)
29	Office Supplies	\$ 448.12			\$ 154.04	\$ 35.69	\$ 341.45	\$ 1,137.43	\$ 124.94	\$ 127.39	\$ 114.61	\$ 163.86	\$ 468.17	\$ 3,115.70	\$ 3,250.00	\$ 134.30
30	Professional Development								\$ 655.00		\$ 119.00	\$ 75.00	\$ 675.00	\$ 1,524.00	\$ -	\$ (1,524.00)
31	Recreational Programs					\$ 1,000.00							\$ 4,247.05	\$ 5,247.05	\$ 6,015.00	\$ 767.95
32	Repairs and Maintenance	\$ 3,527.63	\$ 1,382.87	\$ 710.68	\$ 17.95	\$ 1,661.10	\$ 4,765.26	\$ 5,980.56	\$ 3,495.62	\$ 3,682.98	\$ 11,136.15	\$ 5,077.76	\$ 5,887.45	\$ 47,326.01		\$ (47,326.01)
33	Security						\$ 105.00	\$ 423.60	\$ 258.28				\$ -	\$ 786.88	\$ 2,815.00	\$ 2,028.12
34	Security Monitoring System	\$ 591.00	\$ 804.64		\$ 464.32		\$ 386.35	\$ 719.76	\$ -	\$ 155.00	\$ 426.00		\$ -	\$ 3,547.07	\$ 1,656.00	\$ (1,891.07)
35	Technology Services						\$ 314.95	\$ 935.00						\$ 1,249.95		\$ (1,249.95)
36	Trash Disposal	\$ 248.98	\$ 405.63	\$ 373.47	\$ 373.47		\$ 752.54	\$ 373.47	\$ 702.43	\$ 254.99	\$ 246.77	\$ 253.49	\$ 280.55	\$ 4,265.79		\$ (4,265.79)
37	Water		\$ 682.00				\$ 1,345.32	\$ 101.82	\$ 102.05	\$ 84.52	\$ 280.95	\$ 529.18	\$ 1,150.08	\$ 4,275.92	\$ 2,560.00	\$ (1,715.92)
38	TOTAL	\$ 25,556.21	\$ 71,961.75	\$ 16,839.93	\$ 15,510.13	\$ 15,137.67	\$ 47,391.93	\$ 26,575.40	\$ 29,970.81	\$ 20,880.61	\$ 35,592.60	\$ 29,266.58	\$ 41,576.76	\$ 376,228.30	\$ 359,320.00	\$ (16,908.30)



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

STAFF REPORT

June 11, 2015

From: Luis Mendoza, District Administrator

Subject: Financial Position on June 30, 2015

Agenda item 10.A.3 – June 16, 2015 Board Meeting Agenda

According to our accounting records on June 30, 2015, the **District spent a total of \$376,228.30 for the 2014-15 Fiscal Year**, with bank balances of:

\$118,671.26 – Fresno County Account
\$ 3,980.39 – Bank of the West Revenue Account
\$ 2,216.43 – Bank of the West Payroll Account

\$124,248.80 Total Cash on June 30, 2014

Subtracting \$3,184.12 in outstanding uncashed payroll checks, leaves a final balance of **\$121,064.37** to carry over into the 2015-16 Fiscal Year.

This amount needs to be updated in the Preliminary 2015-16 Budget.



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District Administrator

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STAFF REPORT

June 13, 2015

From: Luis Mendoza, District Administrator

Subject: District Expense and Reimbursement Policy

Agenda item 10B – June 16, 2015 Board Meeting Agenda

Background

In order to comply with AB 1234 (2005), special districts are required to adopt an expense and reimbursement policy. The legislation contains certain requirements and restrictions on local agency practices relating to reimbursing local elected and appointed officials' expenses. AB 1234 requires local agencies to:

- Adopt expense reimbursement policies that specify the *kinds of activities* that will be reimbursable;
- Identify a "reasonable time" within which requests for reimbursement must be submitted in those policies;
- Use expense report forms; and
- Require that all expenses be documented with receipts (these documents are public records subject to disclosure).

AB 1234 says that such a reimbursement policy may specify what constitutes reasonable rates for travel, meals, lodging and other expenses. If a local policy does not specify reimbursement rates, then the reimbursable rates default to those in the IRS guidelines. The law also provides that if a legislative body member wants to seek reimbursement for levels of expenses not otherwise authorized under the agency's reimbursement policy, then the official may seek *prior* approval for such reimbursement from the governing body (before incurring the expense).

Discussion

The Calwa Recreation and Park District doesn't have an expense and reimbursement policy so as the District continues to professionalize and grow its operations, the need will arise for Directors and staff members to attend trainings, conferences and meetings that will yield substantial benefits to the District and the Calwa community. Attendance at California Special Districts Association (CSDA), California Association of Recreation and Park Districts (CARPD) and other gatherings provide District officials with the opportunity to improve skill and information levels, and they give us a chance to discuss community concerns with local, state and federal public officials, which in turn could result in additional funding or support for District programs.

In order to reimburse expenses that can't be paid in advance using District funds or qualifying expenses that come up unexpectedly, it's important for the District to have a policy that governs the conditions and levels at which they will be paid back to employees and Directors who incur them. Since it is required by State law, staff and District Counsel are presenting the accompanying Expense and Reimbursement Policy.

Recommendation

Staff recommends that the Board approve the resolution adopting a District Expense and Reimbursement Policy.

Fiscal Impact

Expenditures approved under this policy are subject to availability in the District's Annual Budget. Staff requests to participate in trainings and conferences will not be approved unless funding is available.

RESOLUTION NO. 2015-_____

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA
RECREATION AND PARK DISTRICT ADOPTING AN EXPENSE
AND REIMBURSEMENT POLICY**

Whereas, the Calwa Recreation and Park District (“District”) takes its stewardship over the use of its limited public resources seriously; and

Whereas, public resources should only be used when there is substantial benefit to the District; and

Whereas, such benefits include:

1. The opportunity to discuss the community’s concerns with local, state and federal public officials;
2. Participating in a regional and state organizations whose activities affect the District;
3. Attending educational seminars designed to improve skill and information levels; and
4. Promoting public service and morale by recognizing such service; and

Whereas, an expense and reimbursement policy provides guidance to elected and appointed officials on the use and expenditures of the District’s resources, as well as the standards against which those expenditures will be measured;

Whereas, this policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources;

Whereas, the District is in need of a written policy on reimbursement of expenses that satisfies the requirements of California Government Code sections 53232.2 and 53232.3.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Calwa Recreation and Park District as follows:

Section 1. The recitals set forth above are true and correct and are incorporated herein by reference.

Section 2. The Board hereby adopts of the “Expense and Reimbursement Policy” as set forth in Exhibit A and incorporated herein by reference.

Section 3. This resolution is effective upon adoption.

CERTIFICATION

Adoption of the foregoing Resolution No. 2015- ____ was adopted on _____ by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Secretary of the Board of Directors

CALWA RECREATION & PARK DISTRICT EXPENSE AND REIMBURSEMENT POLICY

Purpose and Scope

To provide Directors and District employees with direction on the types of District-related expenditures that be made and the requirements that must be met for reimbursement.

POLICY

A. Authorized Expenditures

District expenses shall include, but not be limited to, the following: meeting stipends, transportation, lodging, meals, tips and registration/attendance fees for official functions.

District funds, equipment, supplies, and staff time shall only be used for authorized District business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses of Directors and District employees that may be reimbursed, as long as the other requirements of this policy are met:

1. Communicating with representatives of regional, state and national government on District adopted policy provisions;
2. Attending educational seminars designed to improve a Director's or employee's skills and information levels;
3. Participating in regional, state and national organizations whose activities affect the Districts interests; including attendance at conferences of the California Special Districts Association (CSDA) and the California Association of Recreation and Park Districts (CARPD).
4. Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
5. Attending District events; including but not limited to, meetings of the Board, standing committees of the Board, or temporary committees of members of the Board.
6. Attendance at a meeting with members of the legislative, executive or judicial branch of the State or Federal governments when attendance is authorized by the Board or Chair.
7. Attendance at a meeting with leadership of any local agency when authorized by the Board or the President to discuss District business.
8. Attendance at a meeting with Chair, Vice Chair or a committee, when authorized by the Chair or Board.

For purposes of this section, attendance includes:

- (a) Physical presence at the majority of the meeting, event, or occurrence listed above, unless presence for a lesser period is authorized by the Chair or by the Board or committee, respectively.
- (b) Lawful participation by teleconference in any other meeting listed in this policy.
- (c) Participation in an approved home study or online ethics course to meet the requirements of Government Code Sections §53234 – §53235.5.

B. Board Approval Required for Expenditures.

The following expenses also require prior Board approval:

- 1. International and out-of-state travel for Directors and District employees;
- 2. Expenses which exceed the limits established for Directors and District employees if the District establishes such limits (budgeted).

C. Personal Expenses Not Reimbursable.

Personal expenses are **not** reimbursable. Examples of personal expenses that the District will **not** reimburse include, but are not limited to:

- 1. The personal portion of any trip;
- 2. Political or charitable contributions or events;
- 3. Family expenses, including partner's expenses when accompanying a Director(s), Manager(s), or Staff member(s) on agency-related business, as well as children or pet-related expenses;
- 4. Entertainment expenses, including theater, movies (either in-room or at the cinema), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
- 5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance, commuting mileage, or gasoline;
- 6. Alcohol, laundry service, and personal telephone calls; and
- 7. Personal losses not related to the District's business incurred while on District business.

Any questions regarding the propriety of a particular type of expense should be resolved before the expense is incurred.

D. Reimbursement Requirements

To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District may be limited to the costs that fall within the guidelines.

Unless the Board or this policy establishes other permitted reimbursement rates for travel, meals, lodging and other actual and necessary expenses, the District will reimburse expenses at the U.S. General Services Administration (GSA) rate for travel, meals, lodging, and other actual and necessary expenses as established in Publication 463, or any successor publication.

1. Conferences/Education

Reimbursement of expenses of attendance at an authorized conference or organized educational activity shall include any registration, attendance, tuition, materials or other similar charge of the conference organizer or activity provider.

2. Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements should be used, using the most direct and time-efficient route. Government and group rates offered by a provider of transportation shall be used when available.

Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). For 2015, the rate is 57.5 cents per mile. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service mileage rates will not be paid in conjunction with rental vehicles; only receipted fuel expenses and the cost of the rental vehicle will be reimbursed.

Taxi or shuttle fares may be reimbursed, including gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time efficiency.

3. Lodging

Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay.

If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.

Directors and District employees must request government rates when available. Lodging rates that are equal to or less than government rates are presumed to be

reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates equal to or less than the rate shown on the GSA schedule for the city/state or area of travel will be used (see www.gsa.gov). Lodging rates that do not exceed this amount per night are presumed reasonable and hence reimbursable. Other rates must be approved by the Board.

4. **Meals**

The maximum daily amount reimbursable for local meals including beverages and tips will be based on the GSA schedule for the current year¹. In certain high cost cities the maximum daily amount reimbursable for meals including beverages and tips is \$71.00². Such amounts will be annually adjusted to reflect changes in the GSA schedule for the current year. The District may not pay for tips greater than 18%.

5. **Telephone/Fax/Cellular**

Directors and District employees will be reimbursed for actual telephone, cellular, and fax expenses incurred on District business. Telephone and cellular bills must identify which calls were made on District business.

6. **Internet**

Directors and District employees will be reimbursed for Internet access connection and/or usage fees away from home, if Internet access is necessary for District-related business. Reimbursement will not exceed the actual amount charged by the out-of-town accommodation.

7. **Airport Parking**

Long-term airport parking must be used for travel exceeding 24-hours.

E. Credit Card Use Policy.

The District does issue debit/credit cards to individual District employees for selected District expenses. Directors and Managers may use the District's debit/credit card for such purposes as meal purchases and hotel reservations by following the same procedures listed in this policy. Receipts documenting expenses incurred on the District credit card and compliance with this policy must be submitted within ten (10) business days of use or upon return from the business trip.

There shall be no personal or unauthorized expenses charged on District credit cards.

F. Cash Advance / Per Diem.

Staff members traveling without a District credit card may receive a cash advance based on the per diem rates published by the GSA. Advances will be given to each employee one business day prior to the date of departure. Each employee is required to sign the Cash

¹ Example: U.S. General Services Administration, Fresno, California, \$61.00 per day which includes gratuity (for 2009).

² U.S. General Services Administration, Los Angeles, California, \$71 per day which includes gratuity.

Advance Form upon receiving the advance. Upon return, receipts and cash must be submitted totaling the amount of the advance.

G. Expense Report Content and Submission Deadline.

All cash advance expenditures and expense reimbursement requests must be submitted on an expense report form provided by the District. Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the Director should explain whose meals were purchased and the nature of the meeting.

Directors and District employees must submit their expense reports within thirty (30) days of an expense being incurred, accompanied by receipts documenting the expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Inability to provide such documentation in a timely fashion may result in the expense being denied for reimbursement.

H. Audits of Expense Reports.

All expenses are subject to verification that they comply with this policy.

I. Compliance with Laws.

Directors should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expenditures are public records subject to disclosure under the Public Records Act and other laws.

J. Authorized Employees.

The Board may determine if the activities of any staff person is authorized and subject to this policy and therefore subject to reimbursement.

K. Violation of This Policy.

In compliance with AB1234 (Government Code Section §53232), the following are the causes of action that may be pursued for violation of this policy:

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the District, 3) the District reporting the expenses as income to the Director to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.

EFFECTIVE REVISION DATE: July 16, 2015

Adopted by the Calwa Recreation & Park District Board of Directors:

Date: _____

Attest: _____
Chair, Board of Directors

Attest: _____
Secretary to the Board of Directors



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2015 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION RESOLUTION BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Resolution Ballot (Action Required)
- Candidate's Statements of Qualifications (4)
- Self-addressed, Stamped Envelope

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2015.

On May 6, 2015, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2015-01 Establishing Guidelines for Director Elections. The Election Committee confirmed that four (4) candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution Ballot MUST be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Tuesday, August 25, 2015 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2016 and terminate on December 31, 2019.
6. Important balloting and election dates are:

August 25, 2015 - Deadline for members to return the signed Official Election Resolution Ballot

August 26, 2015 - Ballots are opened and counted

August 27, 2015 - Election results are announced and candidates notified

September 23, 2015 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

October 28-29, 2015 - Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)

January 2016 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.

RESOLUTION NO. _____

**A RESOLUTION OF THE GOVERNING BODY OF THE
Calwa Recreation and Park District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2015-01 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2015-01 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Calwa Recreation and Park District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



**OFFICIAL 2015 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 25, 2015. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN**
Director/President, Groveland Community Services District
- ED GRAY (INCUMBENT)**
Director/President, Chino Valley Independent Fire District
- R. MICHAEL WRIGHT**
Director/President, Los Osos Community Services District
- SANDY SEIFERT-RAFFELSON (INCUMBENT)**
District Clerk, Herlong Public Utility District

ADOPTED this ____ day of _____, 2015 by the Calwa Recreation and Park District by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Robert Swan
District/Agency Groveland Community Services District
Work Address P.O. Box 350, Groveland, CA 95321
Work Phone 209-962-7161 Home Phone 209-962-6535

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

SDRMA's services are particularly important to the successful operation of smaller special districts, such as the one I serve. I would like to contribute what I can to ensuring that SDRMA continues to provide its vital services to its member agencies, prudently and cost-effectively.

Board oversight can be time-consuming. Due to my personal circumstances (retired, single, two hours from Sacramento), I will be able to participate regularly in Board activities.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have been a member of the governing Board of the Groveland Community Services District (water, sewer, fire and parks district) since June 2013. I've served as Board President since January 2014.

Since February of 2010, member of the Board of Pine Cone Performers, a community choral and drama organization.

During 1995 to 2001, I was a delegate to the Institute of Electrical and Electronics Engineers (IEEE) committees working on standards development in the area of wireless communications.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

In my work career in the semiconductor industry, I managed business operations and organizations with annual budgets in the range of ten to twenty million dollars, so I have a good working knowledge of budgeting and accounting principles. My academic background (BS in Physics, MS in Computer Science) and work experience have given me a solid understanding of statistical modeling and economic cost-benefit analysis.

What is your overall vision for SDRMA? (Response Required)

SDRMA has a well-defined role in providing comprehensive insurance coverage to member agencies. Clearly, continuing this function is central to its future operations. I would like to see continued expansion of the educational and loss-prevention aspects of the operation, as these are the keys to improving cost-effectiveness. However, as an insurance entity, prudent financial management is of paramount importance, and functional expansion must be thoughtfully controlled.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-9-15

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Ed Gray
District/Agency Chino Valley Independent Fire District
Work Address 14011 City Center Drive, Chino Hills, CA 91709
Work Phone 909 902-5260 Home Phone 909 9627-4821

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

When appointed to the Board of Directors of SDRMA in November of 2010, and my election to the Board 2012, I made a commitment to be an effective member of the SDRMA team and to work hard to ensure the continued success of the organization. As a Board member, I believe I have shown that I seek to understand issues and use common sense when making decisions. I wish to continue my service to SDRMA, as I can be a positive member of the SDRMA team and an asset to the members, Board and staff.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I currently serve on the Board of Directors of the SDRMA and serve as Secretary. I have been an elected Director of the Chino Valley Independent Fire District since 2004. During my tenure, I have served multiple terms as President and Vice-President, and as a member of our Finance, Planning, and Personnel Committees. I have served as Liaison to the City Councils of Chino and Chino Hills and to the San Bernardino County Board of Supervisors. I am also the District's representative and current Chairman of the Citizens Advisory Committee for the California Institution for Men in Chino. I am a member of the Chino Valley Lions Club. I also serve on the Governing Board of the Green Valley Lake Mutual Water Company.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

After serving in the US Army, I enjoyed a lengthy career in law enforcement retiring in 2004 as a Police Lieutenant. I learned early in my career, that to be an effective individual and leader, it was important to actively listen to people; to seek understanding of all sides of an issue; and make decisions based on common sense and "rightness".

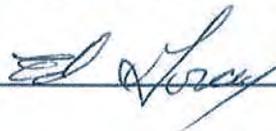
My experience as an elected official has broadened my knowledge and reinforced my belief that decisions must be made based on what is right, and not on what is a personal preference.

What is your overall vision for SDRMA? (Response Required)

I see SDRMA as continuing its journey as a successful, effective and efficient service provider through innovation, right thinking and conservative business strategies. I can visualize the organization exploring other avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

3-30-2015

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate R. MICHAEL WRIGHT
District/Agency LOS OSOS COMMUNITY SERVICES DISTRICT
Work Address 2122 9TH STREET, LOS OSOS CA 93402
Work Phone 805-528-9370 Home Phone 805-234-4513

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

WITH 38 YEARS EXPERIENCE IN THE INSURANCE FIELD, I BELIEVE I HOLD THE SKILL SET THAT WILL BENEFIT THE OPERATIONS OF THE SDRMA. I HAVE OWNED AND OPERATED MY OWN INSURANCE AGENCY SUCCESSFULLY AND HAVE SOLD AND SERVICED ALL LINE OF INSURANCE INCLUDING COMMERCIAL AND WORK COMP.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I AM CURRENTLY THE PRESIDENT OF THE LOS OSOS CSD. I WAS VICE PRESIDENT THE YEAR BEFORE. BEFORE I WAS ON THE LOS OSOS CSD BOARD, I WAS A MEMBER OF THE LOS OSOS CSD EMERGENCY SERVICES COMMITTEE FOR SIX YEARS.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

(Response Required)

LICENSED PROPERTY CASUALTY INSURANCE AGENT
SINCE 1977. OVER 730 HOURS OF INSURANCE
CONTINUING EDUCATION
I ALSO HOLD A 6 AND 63 SECURITIES LICENSE.

What is your overall vision for SDRMA? **(Response Required)**

THE OVERALL VISION OF THE SDRMA IS TO
PROVIDE THE BEST POSSIBLE COVERAGE AND SERVICE
TO ITS MEMBERS AND TO ALSO EDUCATE THEIR MEMBERS
TO ALERT THEM TO COST EFFECTIVE SAFETY PROGRAMS
TO SAFE GUARD THEIR EMPLOYEES HEALTH AND WELFARE

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature R. Michael Wright

Date April 20, 2015

**Special District Risk Management Authority
Board of Directors
Candidates' State of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA

Nominee/Candidate: Sandy Seifert-Raffelson
District/Agency: Herlong Public Utility District
Work Address: 447-855 Plumas St, P O Box 515, Herlong CA 96113
Work Phone: (530) 827-3150 Home Phone: (530) 254-0234

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I have learned a lot about insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in business and my 29 years' experience in accounting and auditing. I have audited small districts and know what they need and what they can afford.

I understand the challenges that small District face every day when it comes to managing liability insurance and worker's compensation for a few employees with limited revenues and staff. My education and experience gives me an appreciation of the importance of risk management services and programs, especially for smaller district's that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board and would love a chance to stay on the Board for 4 more years.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I have worked as the District Clerk for the Herlong PUD for the last 7 years. Before that, I served as the Secretary to the Board of Herlong Utilities, Inc. and Office Administrator. I worked directly with the formation of our District which included working for 2 separate Board's of Directors and the transfer of assets from a public benefit corporation to a special district. As part of the team that worked to form the District I was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the District's initial Board of Directors as well as the transfer of multiple permits and closure procedures from multiple agencies for the seamless transition of our District operations. I closed out the Corporation books and established the books for the District transitioning to fund accounting. I have also administered the financial portion of a large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on HPUD's 2nd loan/grant for 4.8 million with USDA to improve the community's sewer system. I also am the primary administrator of a federal contract for utility services with the Federal Bureau of Prison.

While on the SDRMA Board, I have served on the nomination committee and SDLF Board. I have enjoyed learning and completing my duties on both boards and feel I have been an asset to both. I have served on CSDA's Audit and Financial Committee's for the last 2 years. In the last 20 years I have served on several Boards including school, church, 4-H, County and U.C. Davis.

**Special District Risk Management Authority
Board of Directors
Candidates' State of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelors Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for 10 years and have 25 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committees. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage Incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance coursework through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I have helped my small District obtain their District of Transparency and currently we are working on the District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also my District is currently working on a consolidation through LAFCo with another small District to better serve our small community. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and have all of the Special Districts in the State utilizing their quality insurance and support at a price all California Special Districts can afford.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature: _____

Sandy Infante-Raffelson

Date: _____

4/2/15