



## Calwa Recreation & Park District

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

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**Mary L. Rosales** **Raul Guerra** **Sandra Celedon** **Vacant** **Vacant**

Board Member  
Chair

Board Member  
Vice-Chair

Board Member  
Secretary

**Amardeep Gill**  
District Administrator

[www.calwarecreation.org](http://www.calwarecreation.org)

**Hilda Cantú Montoy**  
District Counsel

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## Regular Board Meeting Tuesday August 16, 2016 6:30 pm

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The Calwa Recreation and Park District Board of Directors welcomes you to its meetings and encourages you to participate. This agenda contains a brief general description of each item that will be considered by the Board. All attendees are advised that pagers, cell phones, and any other communication devices should be powered off upon entering the Board meeting.

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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **INVOCATION**
4. **FLAG SALUTE**
5. **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 speaker's microphone, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board Chairman.

## **7. CONSENT CALENDAR (*ACTION ITEM*)**

### **A. Approval of Meeting Minutes**

1. Regular Board Meeting May 17, 2016
2. Special Board Meeting May 19, 2016
3. Regular Board Meeting June 28, 2016
4. Regular Board Meeting July 19, 2016

## **8. NEW BUSINESS**

### **A. Receipt of Resignation Letter From Board Member Felicia Salcido Effective July, 30 2016. Consideration and Approval of Resolution No. 2016-17 Regarding Filling Board Vacancy by Appointment (*ACTION ITEM*)**

1. Resolution includes the stipulations required by the County of Fresno for appointments, a notice of vacancy, and an application form for potential applicants.

### **B. Consideration and Approval of Resolution No. 2016-18, Calwa Recreation and Park District Conflict of Interest Code (*ACTION ITEM*)**

### **C. Consideration of Resolution No. 2016-19 Concerning the District's Purchasing Policy (*ACTION ITEM*)**

1. The Board will consider approval of a District purchasing policy that authorizes the District Administrator to spend up to \$1,000 without prior approval and up to \$25,000 in demonstrable emergency situations, details the process of obtaining approval if that amount is between \$1,000-\$25,000, and the formal bid process if the amount of a service, item, or equipment exceeds \$25,000.

### **D. Consideration of Accepting Bids Regarding Property Appraisal of District Structures for Property Insurance (*ACTION ITEM*)**

### **E. Discussion and Direction Concerning Hiring Contingency Counsel for Recovering Losses Caused by Truck Crashing into District Property (*DIRECTION ITEM*)**

### **F. Presentation and Discussion of District Financial Reports (*INFORMATIONAL ITEM*)**

1. Account Reconciliations for July 2016
2. Current Account Balances

**9. District Administrator's Report (*INFORMATIONAL ITEM*)**

**10. Potential Items for Next Agenda**

1. Vendor Contracts
2. Personnel Policy
3. Bids for New Copier
4. Fee Schedule

**11. Adjournment**

**Next Regular Meeting**

September 20, 2016 at 6:30 PM

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**Raul Guerra** Board Member Vice-Chair  
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**Vacant**

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District Counsel

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## **Regular Board Meeting Minutes** **Tuesday May 17, 2016 6:30 pm**

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### **1. CALL TO ORDER**

Meeting was called to order at 6:45 pm

### **2. ROLL CALL**

Directors Present: Chair Rosales, Vice Chair Guerra, and Director Celedon. Director Salcido was absent at roll call, but arrived at 6:51 pm.

### **3. INVOCATION**

Chair Rosales delivered the invocation

### **4. FLAG SALUTE**

Held

### **5. ACTION ITEM: APPROVAL OF THE AGENDA**

**ACTION:** Vice Chair Guerra motioned to move agenda item 9B to be the first item discussed. Seconded by Celedon and carried by a 3-0 vote as follows:

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

### **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. PUBLIC HEARINGS

**A.** The Board will conduct a public hearing on Ordinance No.2016-01 Establishing Park Use Rules and Regulations, waive the full reading, and consider adopting the Ordinance **(Action Item)**

**ACTION:** Director Celedon motioned to adopt Ordinance No.2016-01 as presented. Seconded by Director Salcido and carried by a 4-0 vote as follows:

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

## 8. OLD BUSINESS

**A.** Presentation of Schedule of Meetings for the rest of the year  
**(Informational Item)**

**DISCUSSION:** Dates for a schedule of meeting were discussed, but no action was taken.

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

**DISCUSSION:** Staff recommended to the Board of Directors to cancel the 2016 Summer Program and re-visit the item in 2017. The Board of Directors advised staff to look into partnerships with non-profit organizations to develop a summer program for 2017.

## 9. NEW BUSINESS

**A.** Report on lawn mower including quotes received, consider options for purchase or repair, and get direction from board to accept one of the quotes presented. **(Direction Item)**

**DIRECTION:** The Board of Director's instructed staff to narrow down the quotes and prepare a formal presentation for approval.

**B.** Consideration and approval of License Agreement Between District and Javier Soto, Liga Campesina Cesar Chavez Adult Soccer League for Use of Soccer Fields. **(Action Item)**

**ACTION:** After a discussion regarding the details of the proposed agreement with Mr. Soto, Director Celedon motioned to approve the agreement as presented. Seconded by Director Salcido and carried by a 3-1 vote as follows:

**Chair Rosales:** Aye **Vice Chair Guerra:** No **Director Celedon:** Aye **Director Salcido:** Aye

**C.** Presentation and discussion regarding Districts Financial Reports: **(Informational Item)**

1. Account Reconciliation for April

2. Current Account Balances
3. Financial Position on May 18, 2016

**DISCUSSION:** The Financial statements were discussed, but no action was taken.

**D. Presentation of proposed FY 2016-2017 Budget and Direction of Staff (Directional Item)**

**DIRECTION:** The Board of Directors advised staff to broaden line item categories and schedule a special meeting to review the proposed 2016-2017 budget.

**10. Potential Items for Next Agenda**

- A. Budget Presentation (Special Meeting),
- B. Preliminary Budget
- C. Presentation to Approve Purchase of Lawn Mower

**11. District Administrators Report (Informational Item)**

**12. ADJOURNMENT**

The meeting was adjourned at 9:13 pm

Next Special Meeting

**May 19,2016 at 6:30 PM**

Next Regular Meeting:

**TO BE DETERMINED**

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**Vacant**

**Aaron Gill**  
District Administrator

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**Hilda Cantú Montoy**  
District Counsel

## SPECIAL BOARD MEETING MINUTES

**Location:** 4545 E. Church Avenue, Fresno, CA 93725  
**Date:** Thursday, May 19, 2016  
**Time:** 6:00 PM

The Calwa Recreation and Park District Board of Directors welcomes you to its meetings and encourages you to participate. This Special Board meeting has been called by the Board of Directors. All attendees are advised that pagers, cell phones, and any other communication devices should be powered off upon entering the Board meeting. The sole business to be conducted at this meeting is as follows:

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Rosales at 6:20 pm. Directors present: Chair Rosales, Vice Chair Guerra, Director Celedon, and Director Salcido.

2. INVOCATION AND FLAG SALUTE

Chair Rosales delivered the invocation and the Flag Salute was held.

3. PRESENTATION OF FISCAL YEAR 2013-2014 INDEPENDENT AUDITOR'S REPORT BY CUTTONE & MASTRO, CERTIFIED PUBLIC ACCOUNTANTS

**DISCUSSION:** Michael Cuttone of Cuttone & Mastro, Certified Public Accountants presented the firm's independent auditor's report for the fiscal year 2013-2014.

**ACTION:** Director Celedon motioned to accept the report as presented. Seconded by Director Salcido and carried by a 4-0 vote as follows:

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

Members of the public shall have an opportunity to be heard regarding items on this agenda.

***This notice is given pursuant to CA Government Code Section 54956 and this notice shall also be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public. Please note that because of extenuating circumstances it may not be possible to post this agenda on the District's website. If it is able to be posted, please check [www.calwarecreation.org](http://www.calwarecreation.org)***

6. ADJOURNMENT

The meeting was adjourned at 6:40 pm.



**Mary L. Rosales** Board Member Chair  
**Raul Guerra** Board Member Vice-Chair  
**Sandra Celedon** Board Member Secretary  
**Felicia Salcido** Board Member  
**Vacant** Board Member

**Amardeep Gill**  
District Administrator

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**Hilda Cantú Montoy**  
District Counsel

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## Regular Board Meeting Minutes Tuesday June 28, 2016 6:30 pm

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**1. CALL TO ORDER**

Meeting was called to order at 6:31 pm

**2. ROLL CALL**

Director present: Board Chair Rosales, Vice Chair Guerra, and Director Celedon

Absent: Director Salcido

**3. INVOCATION**

Chair Rosales delivered the invocation

**4. FLAG SALUTE**

Held

**5. APPROVAL OF THE AGENDA**

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

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

**6. PUBLIC FORUM**

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## 7. New Business

### A. Presentation of 2016-2017 Fiscal Year Preliminary Budget (**ACTION ITEM**)

1. Receive Staff Report and Recommendation and adopt Resolution Approving Preliminary Budget for Fiscal Year 2016-2017

**DIRECTION:** The Board of Directors instructed staff to have the actuals of previous fiscal years included in the upcoming budget hearing rather than the adopted budgets themselves.

**ACTION:** Director Celedon motioned to adopt the Resolution approving the Fiscal Year 2016-2017 preliminary budget. Seconded by Vice Chair Guerra and carried by a 3-0 vote as follows:

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

### B. Presentation and Discussion regarding District's Financial Reports (**INFORMATIONAL ITEM**):

1. Account Reconciliations for May
2. Current Account Balances
3. Financial Position on June 28, 2016

**DISCUSSION:** District finances were discussed, but no action was taken.

### C. Consideration and Approval of Resolution Regarding Consolidation November Board Election (**ACTION ITEM**)

1. Resolution includes Fresno County requirements for consolidation of the elections, costs, and, reimbursement of Fresno County Election Official.

**ACTION:** Director Celedon motioned to adopt the Resolution regarding the November Board Election. Seconded by Vice Chair Guerra and carried by a 3-0 vote as follows:

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

### D. Consideration of Report and Resolution on Damage Caused by Truck Crashing into District Property and Necessary Action (**ACTION ITEM**)

1. Receive Staff Report, recommendation, and public input regarding damage caused, quotes received for the damaged fence, circuit breaker, and other costs that will be incurred in order to maintain park operations as a result of the crash.
2. Adopt resolution declaring emergency and authorizing immediate action to procure the necessary equipment, services, and supplies without giving notice for competitive bids, as an emergency caused by crash onto District Property creates a serious health and safety issue and does not permit a delay resulting from formal bids (***In the event that cost for particular purchases or services exceeds \$25,000, a 4/5 vote of the Board is required; all other actions require 4 votes***).

**ACTION:** Director Celedon motioned to adopt the Resolution authorizing the District Administrator to take immediate action to procure the necessary equipment, services and supplies to address the damage done to the District fence and circuit breaker. Seconded by Vice Chair Guerra and carried by a 3-0 vote as follows:

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

## 8. District Administrator's Report (**INFORMATIONAL ITEM**)

**DISCUSSION:** The District Administrator gave the Board of Directors an update on events held at the park since the last board meeting. The District Administrator also discussed services and items that could be purchased by the district to enhance operations.

**9. Potential Items for Next Agenda**

**DISCUSSION:** Items discussed for the next regular board meeting included the final budget, personnel policies, and the purchase of a district mower.

**10. Adjournment**

The meeting was adjourned at 8:02 pm.

**Next Regular Meeting**  
July 19, 2016 at 6:30 PM

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**Amardeep Gill**  
District Administrator

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**Hilda Cantú Montoy**  
District Counsel

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## Regular Board Meeting Minutes Tuesday July 19, 2016 6:30 pm

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### 1. CALL TO ORDER

The meeting was called to order at 6:39 PM.

### 2. ROLL CALL

Present: Board Chair Rosales, Vice Chair Guerra, and Director Celedon  
Absent: Director Salcido

### 3. INVOCATION

Board Chair Rosales delivered the invocation.

### 4. FLAG SALUTE

Held

### 5. APPROVAL OF THE AGENDA

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

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

### 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.

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## **7. CONSENT CALENDAR (*Action Item*)**

- A.** Approval of Meeting Minutes
  - 1. Special Board Meeting February 23, 2016
  - 2. Special Board Meeting March 10, 2016
  - 3. Regular Board Meeting March 29, 2016
  - 4. Regular Board Meeting April 26, 2016

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

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

## **8. PUBLIC HEARING**

- A.** Fiscal Year 2016-2017 District Budget Hearing (*Action Item*)
  - 1. Recommendation by staff to adopt Resolution No. 2016-16, Adopting Fiscal Year 2016-2017 Budget

**ACTION:** Vice Chair Guerra motioned to approve Resolution No. 2016-16, thus adopting Fiscal Year 2016-2017 Budget. Seconded by Director Celedon and carried by a 3-0 vote as follows:

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

## **9. OLD BUSINESS**

- A.** Consideration and Approval of New District Lawn Mower Purchase and Lease Financing (*Action Item*)

**ACTION:** Vice Chair Guerra motioned to approve authorization for staff to purchase and acquire lease financing a new District lawn mower.

Seconded by Director Celedon and carried by a 3-0 vote as follows:

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

## **10. NEW BUSINESS**

- A.** Presentation and Discussion regarding District's Financial Reports (*Informational Item*)
  - 1. Account Reconciliations for April
  - 2. Current Account Balances

**DISCUSSION:** District finances were discussed, but no action was taken.

## **11. Potential Items for Next Agenda**

- A.** Personnel Policies

- B. Vendor Contracts
- C. Purchasing Policy

## **12. District Administrator's Report (*Informational Item*)**

**DISCUSSION:** The District Administrator updated the Board of Directors on bids being solicited for replacing the air conditioning unit and playground equipment. Updates were also given on current events within the District. No action was taken.

## **13. ADJOURNMENT**

The meeting was adjourned at 7:35 pm.

**Next Regular Meeting**  
August 16, 2016 at 6:30 PM

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District Counsel

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### STAFF REPORT

August 16th, 2016

From: Aaron Gill, District Administrator

Subject: Board Member Vacancy

Attachments: Resolution No. 2016-17, Application to Appoint Form, Notice of Vacancy

**Agenda Item 8A-** August 16, 2016 Regular Board Meeting

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### BACKGROUND

On July 30, 2016, Director Salcido tendered her resignation. Her term is set to expire in December of 2018. The District has a short window to fill the vacant Board position.

### EXECUTIVE SUMMARY

Specific procedures, dictated by the Public Resource Code, need to be followed in order to fill the vacancy within the Board of Directors. The Board of Directors has 60 days from the effective date of resignation (July 30, 2016) or notification of resignation to the Board to appoint or host an election in order to fill the present vacancy. Unfortunately, if the District were to hold an election for the vacant position it would not be during the general election, but rather have to be a special election. If no Director is appointed or no election is called after the 60 days (September 28, 2016), the Fresno County Board of Supervisors may appoint a Director or call for an election. If neither the Calwa Recreation and Park District Board of Directors nor the Fresno County Board of Directors fills the vacancy, by appointment or a call for election, within 90 days, the CRPD Board of Directors will call for an election.

### RECOMMENDATION

Staff recommends that the Board of Directors fill the vacancy within the Board by appointment.

**RESOLUTION NO. 2016-17**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA RECREATION AND PARK DISTRICT ADOPTING A PROCESS FOR FILLING OF VACANCY ON THE BOARD BY APPOINTMENT**

**WHEREAS**, Director Felicia Salcido submitted her resignation as member of the Board of Directors effective July 30, 2016; and

**WHEREAS**, under Public Resources Code Section 5784.3(d) provides that a vacancy of the Board of Directors shall be filled per Section 1780 of the Government Code; and

**WHEREAS**, Section 1780 of the Government Code provides that the Board must fill a vacancy on the Board of Directors within sixty days from the commencement of the vacancy by election or by appointment; and

**WHEREAS**, the Board has determined that it is in the best interest of the District to fill the vacancy by appointment.

**NOW, THEREFORE**, the Board of Directors of the Calwa Recreation and Park District hereby resolves as follows:

**SECTION 1.** The foregoing recitals are incorporated by reference.

**SECTION 2.** The Board of Directors hereby adopts a process for filling the vacancy on the Board of Directors by appointment as follows:

**A. Invitation for Applications.**

The District Administrator shall post a notice of the vacancy and invite applications from Calwa District area residents for appointment to the vacancy. The notice shall be posted in three or more conspicuous places in the District as required by Government Code Section 1780 and also on the District's website. The District Administrator shall employ the usual communication methods to alert District residents, interested groups, and individuals who have requested copies of Board of Directors agendas. The notice shall provide a deadline for submission of applications and provide that applications may be submitted electronically, in person, or by mail.

**B. Application Form.**

The District Administrator shall post an application form on the District's website and provide a copy of an application form to any person who requests an application. The application form shall be substantially in the form attached as Exhibit A to this resolution. The application must be signed by the applicant.

**C. Consideration of Applications and Appointment.**

1. The District Administrator shall post all applications received on the Board of Directors meeting agenda of \_\_\_\_\_ for consideration by the Board.
2. At that time, or at such other time as the Board may determine, the Board shall consider the applications. Persons who have submitted an application shall have an opportunity to address the Board and the Board may ask question of the applicants.
3. The public shall have the opportunity to comment upon the candidates as a part of the agenda item.
4. No discussion of the candidates may be had in closed session.
5. An appointment will be made upon a motion made and seconded and having received at least three (3) affirmative votes. Upon an appointment having been made, the successful candidate shall, at that meeting or at a subsequent regular Board meeting, take the oath of office and be seated with the Board of Directors. No appointment shall be deemed to have been completed and become effective until the appointee takes the oath of office.

**SECTION 3. Powers and Duties of Appointed Person.**

The person appointed to the Board of Directors shall serve the unexpired term for Director Salcido. The appointed Director shall have all of the rights, privileges, and duties of an elected Director. The appointed Director shall complete and file all conflict of interest disclosure forms as are required by law and shall be bound by and obey all other requirements pertaining to membership on the Board of Directors.

**SECTION 4. Implementation of Appointment Process.**

The District Administrator is authorized and directed to take such actions as may be necessary or convenient to give effect to the foregoing action.

**SECTION 5. Effective Date.**

This resolution shall take effect upon adoption.

\*\*\*\*\*

*Certification on Next Page*



**CERTIFICATION**

Adoption of the foregoing Resolution No. 2016- 17 was adopted on August 16, 2016, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENCES: \_\_\_\_\_

\_\_\_\_\_  
Secretary of the Board of Directors

# APPLICATION FOR APPOINTMENT TO FILL VACANCY CALWA RECREATION AND PARK DISTRICT BOARD OF DIRECTORS

Name of Applicant: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Business Address \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

[ ] Home Phone: \_\_\_\_\_ [ ] Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Statement of Qualifications:** Please briefly describe your qualifications, experience, and special knowledge and why you are interested in serving on the Board of Directors. (You may attach additional information.)

List past or present public service appointments, or elected positions held (please list dates served):

\_\_\_\_\_

List community organizations to which you belong: \_\_\_\_\_

\_\_\_\_\_

Convictions and Penalties – Have you ever been convicted of a felony? If yes, give date(s), location(s), and penalties.

\_\_\_\_\_

List any affiliation you have with public service agencies: \_\_\_\_\_

\_\_\_\_\_

## **CERTIFICATION:**

I certify that I am eighteen years or older; I am a voter of the District; and that the information contained in this application is true and correct. I authorize the verification of the information in this application.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**NOTICE OF VACANCY ON  
CALWA RECREATION AND PARK DISTRICT  
BOARD OF DIRECTORS**

Members of the public are hereby notified that there is a vacancy on the Board of Directors which will be filled by appointment.

The position to be filled is the unexpired term of a Director's seat ending December 2018.

Persons interested in the appointed position are invited to apply. Applications are available at the Calwa Recreation and Parks District Office located at:

4545 E. Church Avenue  
Fresno, California 93725  
Phone: 559-264-6867

and online at [calwarpdistrict-public.sharepoint.com/board-of-directors](http://calwarpdistrict-public.sharepoint.com/board-of-directors).

Applications are due: \_\_\_\_\_, **2016**

**NOTE:** The Board of Directors has 60 days from the date the Board is notified of the vacancy or the effective date of the vacancy, whichever is later, to fill the vacancy by appointment or call a special election. At this time the Board plans to fill the vacancy by appointment at its regular meeting on \_\_\_\_\_.

**As required by Government Code §1780, this notice will be posted for at least 15 days in 3 or more conspicuous locations in the District.**



## Calwa Recreation & Park District

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

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**Mary L. Rosales** **Raul Guerra** **Sandra Celedon** **Vacant** **Vacant**

Board Member  
Chair

Board Member  
Vice-Chair

Board Member  
Secretary

**Aaron Gill**  
District Administrator  
[www.calwarecreation.org](http://www.calwarecreation.org)

**Hilda Cantú Montoy**  
District Counsel

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### STAFF REPORT

August 16th, 2016

From: Aaron Gill, District Administrator

Subject: Conflict of Interest Code

Attachments: Resolution No. 2016-18, Conflict of Interest Code

**Agenda Item 8B-** August 16, 2016 Regular Board Meeting

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### BACKGROUND

The Political Reform Act requires the District to review and update its conflict of interest code every two years, to add or delete designated positions, and to revise disclosure categories. Currently the District does not have a Conflict of Interest Code.

### EXECUTIVE SUMMARY

The District recently received a notice from the County of Fresno concerning the biennial review of the Conflict of Interest Code. Given the District does not have a Conflict of Interest Code, District Counsel has consulted with staff and provided the requisite document. The Conflict of Interest Code presented by District Counsel incorporates the model provisions as recommended by the County of Fresno and California Fair Political Practices Commission.

### RECOMMENDATIONS

Staff recommends that the Board of Directors adopt the Resolution and Conflict of Interest Code.

**RESOLUTION NO. 2016-18**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA  
RECREATION AND PARK DISTRICT ADOPTING  
A CONFLICT OF INTEREST CODE**

**Whereas**, the Political Reform Act, Government Code Section 81000, et seq. requires state and local public agencies to adopt conflict of interest codes; and

**Whereas**, Government Code Section 87306.5 requires that all local agencies periodically review and update their conflict of interest codes.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors as follows:

1. The Board hereby adopts the Conflict of Interest Code attached hereto as Exhibit A.
2. All prior resolutions regarding a Conflict of Interest Code are superseded and have no further force and effect.

**CERTIFICATION**

Adoption of the foregoing Resolution No. 2016-18 was adopted on August 16, 2016, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENCES: \_\_\_\_\_

\_\_\_\_\_  
Secretary of the Board of Directors

**CONFLICT OF INTEREST CODE FOR  
CALWA RECREATION AND PARK DISTRICT**

A. Purpose and Intent.

The Board of Directors hereby intends to implement Government Code Section 87300 through 87313 pertaining to conflict of interest codes for local agencies.

B. Conflict of Interest Code.

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard conflict-of-interest code and may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure requirements shall constitute the conflict-of-interest code of the Calwa Recreation and Park District.

Individuals holding designated positions shall file their statements with the Calwa Recreation and Park District. The original Form 700s for the Board of Directors, District Administrator, and District Counsel will be forwarded to the Clerk to the Board of Supervisors and a copy will be retained by the District. The

District will make the original statements and the copies retained available for public inspection and reproduction. (Gov. Code Section 81008.)

The designated positions are set forth in Appendix A. Said Appendix A is incorporated by reference to this Conflict of Interest Code. The Disclosure Categories are set forth in Appendix B which is incorporated by reference to this Conflict of Interest Code.

C. Prior Conflicts of Interest Codes Superseded.

The provisions of all Conflict of Interest Codes and amendments thereto previously adopted by the District are hereby superseded and have no further force and effect.

D. Effective Date.

This Conflict of Interest Code is deemed effective on August 16, 2012.

E. Appendices.

Appendix A and Appendix B are incorporated herein by reference and deemed a part of this Conflict of Interest Code.

**APPENDIX A  
DESIGNATED POSITIONS**

Designated Positions

- Members of Board of Directors
- District Administrator
- District Counsel

Disclosure Categories

1,2,3,4,5,6,

1,2,3,4,5,6,

1,2,3,4,5,6,



## **APPENDIX B DISCLOSURE CATEGORIES**

Individuals holding designated positions must report their interests according to their assigned disclosure category(ies).

### Disclosure Category 1

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

### Disclosure Category 2

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

### Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.

### Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division or department.

### Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that filed a claim against the agency during the previous two years, or have a claim pending.

### Disclosure Category 6

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources of the type to request an entitlement to use agency property or facilities, including, but not limited to:

- a license
- utility permit
- station vendor permit.



## Calwa Recreation & Park District

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Board Member  
Chair

Board Member  
Vice-Chair

Board Member  
Secretary

**Aaron Gill**  
District Administrator  
[www.calwarecreation.org](http://www.calwarecreation.org)

**Hilda Cantú Montoy**  
District Counsel

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### STAFF REPORT

August 16th, 2016

From: Aaron Gill, District Administrator

Subject: Purchasing Policy

Attachments: Resolution No. 2016-19, Purchasing Policy

**Agenda Item 8C-** August 16, 2016 Regular Board Meeting

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### BACKGROUND

On October 22, 2011, Resolution 201110-02 was adopted by the Board of Directors, giving authorization to the individual in the District Administrator role to spend up to \$1,000 on expenses without Board approval. While that Resolution elaborated a portion of the District purchasing policies, a comprehensive and formal set of provisions is still needed.

### EXECUTIVE SUMMARY

During the March 29, 2016 Regular Board Meeting, the Board directed staff to collaborate with District Counsel to update and draft several key documents. Included in such documents was a purchasing policy. In June, a vehicle crashed into District property and knocked out the power to half of the District. Staff had to wait until the following board meeting to seek approval to contract services to repair the damage, which has affected operations within the District. Included within the policy are provisions which grant authorization for the District Administrator to spend more in a demonstrable emergency situation. Also included within the policy are conditions for bidding procedures and different procedures at different amounts for equipment, services, and supplies.

### RECOMMENDATION

Staff recommends that the Board of Directors approve the attached Resolution.

**RESOLUTION NO. 2016-19**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA RECREATION  
AND PARK DISTRICT ADOPTING A PURCHASING POLICY**

WHEREAS, Government Code Section 54201 provides that local agencies, including districts, “shall adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment”; and

WHEREAS, Public Resources Code Section 5786.15 provides Parks and Recreation Districts shall adopt policies and procedures, including bidding regulations, governing the purchase of supplies and equipment pursuant to Government Code Section 54201; and

WHEREAS, Public Contracts Code Section 20815.1 provides bidding requirements for contracts exceeding \$25,000; and

WHEREAS, a Purchasing Policy needs to be established to ensure compliance with the above-referenced legal requirements.

NOW THEREFORE the Board of Directors of the Calwa Recreation and Park District hereby resolves as follows:

**Section 1.** The foregoing recitals are incorporated by reference as if fully set forth.

**Section 2.** The Board adopts the Calwa Recreation and Park District Purchasing Policy as set forth in EXHIBIT “A.”

**Section 3.** All prior policies, directives, rules, and resolutions in conflict with the Purchasing Policy adopted by this Resolution are superseded and repealed.

**Section 4.** This resolution shall be effective upon its adoption.

\*\*\*\*\*

*Certification on page 2.*

**CERTIFICATION**

The foregoing Resolution No. 2016-19 was adopted on August 16, 2016, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENCES: \_\_\_\_\_

\_\_\_\_\_  
Amardeep Gill  
Secretary of the Board of Directors

## CALWA RECREATION AND PARK DISTRICT PURCHASING POLICY

(ADOPTED BY BOARD OF DIRECTORS RESOLUTION NO. 2016-19)

1. **General** – The rules, regulations and procedures set forth herein shall be known as the “Calwa Purchasing Policy” and shall, among other things, constitute the policies and procedures required by California Government Code sections 54201, *et seq.* and Public Resources Code Section 5786.15.

The purpose of this policy is to establish an efficient procedure for: (i) the purchase of equipment, general services, maintenance work, professional services, equipment, and supplies at the lowest possible cost, commensurate with quality and service needed; and (ii) for public works projects as required by the Public Contract Code. This will enable the District to exercise positive financial control over purchases, to clearly define the authority for the purchasing function, and to maintain the quality of purchases.

2. **Expenditure Authorization** – Purchase and contract expenditures must be authorized in the District’s annual budget which is adopted by Board Resolution or at levels specified in other resolutions approved by the Board. No purchases may be made unless there is an unencumbered appropriation in the fund account against which such purchase is to be charged.

3. **Purchasing Authority** – The District Administrator is charged with authority and responsibility for managing and coordinating the purchase of goods, equipment, and services in accordance with this Policy and applicable laws. The term purchase as used in this Policy includes leases. The District Administrator is authorized to develop, customize, and utilize forms and procedures which are consistent with this Policy and State Laws. Purchase authorizations shall be in writing signed by the District Administrator or his or her designee. Such authorization may be satisfied by purchase order, contract, letter of engagement, notice to proceed or other similar signed document describing the materials, supplies, equipment or services and their cost.

- a. **District Administrator** – Purchases and contracts of less than One Thousand Dollars (\$1,000.00) may be made and awarded by the District Administrator unless the Board expressly reserves approval on a particular purchase or contract or the District Administrator requests Board Approval.
- b. **Board of Directors** – Except for emergency purchases and contracts as set forth below, all purchases and contracts of One Thousand Dollars (\$1,000.00) or more shall be approved by the Board of Directors unless the Board by resolution delegates the District Administrator authority above One Thousand Dollars (\$1,000.00) for a particular purchase or contract.

**4. Purchasing Procedures for Contracts Up to \$25,000** – The following procedures shall be followed when purchasing or leasing materials, supplies, equipment or services:

- a. \$0 to \$2,500 – The District Administrator shall ensure that the District pays not more than fair market prices and receives commensurate value for amounts expended.
- b. \$2,501 to \$10,000 – Price quotes must be solicited, either verbally or in writing, from a minimum of three vendors, if available. The low price quote must be confirmed in writing.
- c. \$10,001 to \$25,000 – Written specifications describing the delivery schedule, materials, supplies, equipment or services must be prepared. Price quotes must be solicited in writing from a minimum of three vendors, if available. The low price quote must be confirmed in writing.
- d. Emergency Purchases – The foregoing procedures for contracts up to Twenty-five Thousand Dollars (\$25,000.00) may be dispensed with in the case of an emergency. An emergency shall exist when the service, repair, or replacements are immediately necessary to permit the continued performance of the operations or services of the District, to avoid the immediate danger to life, health, or property, or to qualify under certain deadlines for grants, financial aid, or extraordinary acquisition opportunities. The District Board of Directors delegates to the District Administrator the power to act under this section, subject to confirmation by the Board of Directors at its next meeting for any purchase in excess of \$1,000.00 and up to \$25,000.00. A written report by the District Administrator to the Board detailing the emergency and reasons justifying the action taken shall be submitted at such meeting.

**5. Procedures for Purchases and Contracts Over \$25,000** –

- a. General – Bidding procedures in accordance with Section 20815.1 of the California Public Contract Code shall be followed when purchasing or leasing materials, supplies, equipment or services expected to cost in excess of Twenty-five Thousand Dollars (\$25,000.00) or for any public contract for new construction or for any contract for alterations, maintenance or repairs or unrelated materials and supplies estimated to cost in excess of Twenty-five Thousand Dollars (\$25,000.00).

Per Public Contract Code Section 20815.3, bidding procedures shall include, but are not necessarily limited to the following:

- i. Preparation of a notice inviting bids and setting a bid opening date;
- ii. Publication of such notice at least one time in a newspaper of general circulation in the District at least one week before the time specified for receiving bids. The notice shall distinctly state the work to be done;
- iii. A public bid opening;

- iv. Award by the Board to the lowest responsible bidder;
- v. District Board's reservation of the right to reject any or all bids; and
- vi. Execution of a written contract.

The District Administrator is authorized to establish such additional bidding procedures as are not inconsistent with those stated herein.

- b. Board of Directors Authority to Reject, Re-advertise, or Otherwise Award – In its discretion, the District Board may do any of the following:
  - i. Reject all bids presented and readvertise;
  - ii. If two or more bids are the same and the lowest, the District Board may accept the one it chooses; or
  - iii. Reject all bids presented and by a resolution adopted by a four-fifths vote (4 votes), of the Board and elect to contract by force account **or** elect to purchase the materials or supplies furnished in the open market.
- c. Emergency Purchase Over \$25,000 –
  - i. In the case of an emergency, the District, at a Special or Regular meeting, by a four-fifths vote (4 votes) of the Board of Directors may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.
  - ii. Before the Board takes any action pursuant to paragraph (i) above, it shall make a finding, based on substantial evidence as set forth in a resolution or in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency to safeguard life, health, or property.
  - iii. If the Board orders any action specified in (c)(i) above, the Board shall review the emergency action at its next regularly scheduled meeting and, except as specified below, at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action.
  - iv. When the Board reviews the emergency action pursuant to paragraph (b)(iii), it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to contractors.

**6. Consultant and Professional Services** – In accordance with section 4526 of the California Government Code, selection of consultant and professional services including but not limited to architectural, landscape architectural, engineering, environmental, land surveying or construction management firms, and law firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Such contracts are not required to be awarded to the lowest bidder. A request for proposal or request for qualification process will be followed unless the Board authorizes otherwise.

**7. Sole Source Special Circumstances** – The foregoing purchasing procedures shall not apply where the District Administrator determines that one or more of the following circumstances exists: related construction or repair completion dates cannot be met; patented, licensed or proprietary materials or services are required; compatibility with existing equipment is necessary; or prior experience has proven that a particular make or type of equipment, material, supply or service is more satisfactory or economical for District purposes.

When the District wishes to purchase a product over the Twenty-five Thousand Dollar (\$25,000) bid limit from a sole source without competitive bidding as required by Section 5 above, a sole-source resolution is to be prepared and submitted with a Board agenda item. In order to establish a legal basis for a sole-source exception, the following statements and findings must be made and set forth in every sole-source resolution:

- a. A statement describing every unique or specialized feature of the product in question.
- b. A statement of why the District Administrator's efforts to locate all possible suppliers of such product;
- c. A statement that, in spite of its efforts, the District Administrator has been able to locate only one supplier of the product in question;
- d. A statement that indicates the ultimate cost of the product line and the process used to determine the cost of the project.
- e. A finding that it is, therefore, proper for the District to suspend with competitive bidding requirement and to authorize the District Administrator to purchase the product in question under the sole source

**8. Prevailing Wages** – For contracted public works projects in excess of \$1,000, prevailing wages shall be paid in accordance with section 1771 of the California Labor Code.

**9. Conflict of Interest** – No person shall recommend, participate in, or authorize a purchase or lease which would constitute a conflict of interest as defined in the District Conflict of Interest resolution or applicable state law.





## Calwa Recreation & Park District

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

---

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Board Member  
Chair

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Vice-Chair

Board Member  
Secretary

**Aaron Gill**  
District Administrator  
[www.calwarecreation.org](http://www.calwarecreation.org)

**Hilda Cantú Montoy**  
District Counsel

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### STAFF REPORT

August 16th, 2016

From: Aaron Gill, District Administrator

Subject: Property Appraisal

Attachments: Quotes for Appraisal

**Agenda Item 8D-** August 16, 2016 Regular Board Meeting

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### BACKGROUND

The District does not have property insurance. As a result, this has, and is continuing, to put the District at risk for monetary loss as a result of property damage.

### EXECUTIVE SUMMARY

Staff is in the process of applying for a property/liability coverage package with the Special District Risk Management Authority. Given that the District already has workers' compensation insurance through SDRMA, and the fact that they are tailor made for special districts, staff deems them a suitable source for property and liability insurance. Our current commercial liability insurer also offers property insurance; our current liability insurance agency has given low quality service and customer support, however. Moreover, by adding property and liability policies with the SDRMA the District becomes eligible for more discounts for all insurance policies with the organization. A condition that the SDRMA has within its application for property/liability combo coverage is the value of all structures that are to be placed within their policy. The District does not have the monetary values of any of its structures; as a result, staff has solicited quotes from property appraisers in order to meet this requirement.

### FISCAL IMPACT

Given the fact that the District is a government entity and the structures are unique, only two quotes were solicited. James G. Palmer Appraisers quoted staff \$1600 for the appraisal of relevant property structures. Scott Appraisal Co. quoted staff \$1800 for the entire property.

### RECOMMENDATION

Staff recommends that the Board of Directors grant the District Administrator authorization to acquire one of the appraisal services quoted.



Real Estate Appraisals & Consulting Services

Scott E. Rurik, MAI

*NEW ADDRESS:*

The DeWitt Building  
453 Pollasky Avenue, Suite 106  
Clovis, California 93612  
(559) 324-8221 • Fax (844) 272-1432

www.scottappraisal.com  
-mail.scott@scottappraisal.com

July 28, 2016

Delivered via email

Aaron Gill  
Calwa Recreation District  
Email=> A.Gill@CalwaRecreation.org

Re: Proposal for Real Estate Valuation Services  
Calwa Park  
4545 East Church Avenue  
Fresno, California

Mr. Gill:

Pursuant to our recent correspondence, this letter is a proposal for real estate valuation services for the above referenced property. The issue is an estimate of the current value of the structures in Calwa Park. These include, but may not be limited to the recreation building, restrooms, and other above ground structures. The report will use the Cost Approach. Within the Cost Approach, the total replacement cost for each of structures will be estimated. Then the depreciation as estimated by the appraiser, will be estimated and deducted to arrive at the current contributing value for each of the structures.

The total fee for this assignment is \$1,800. The report can be written and delivered within three weeks of your notice to proceed.

Upon acceptance of this proposal, please provide all information you want to be considered in the analysis for the valuation of the subject property. This type of information includes, but is not limited to; title reports, environmental studies, recent renovation or repair costs, or anything other item thought to be of relevance. Should such information be presented *after* the delivery of the finished report, any subsequent analysis, consideration, or revisions to the original report will be billed at a rate of \$240 hour.

Initial Page 1 \_\_\_\_\_

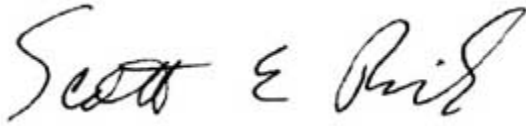
Aaron Gill  
Page 2 of 2

If the terms of this appraisal assignment are acceptable, please sign the bottom of this letter either by yourself or your authorized representative, and return it via email, fax or U.S. Mail. You may also reply to this email, stating the approval to proceed. This letter will serve as notice for my office to proceed with this appraisal assignment.

Thank you for considering the Scott Appraisal, Inc. for your real estate valuation needs, and we look forward to working on this project. If you have any questions, please call.

Sincerely yours,

Accepted by:



---

Scott E. Rurik, MAI

---

Aaron Gill, or Authorized Representative

# Fwd: Insurable Values

Deborah Tsaris <deb@jgpinc.com>

Thu 7/28/2016 3:01 PM

To: Amardeep Gill <A.Gill@calwarecreation.org>;

Resending to correct email address.... please read below... thank you, Deb

Begin forwarded message:

**From:** Deborah Tsaris <deb@jgpinc.com>  
**Subject:** Insurable Values  
**Date:** July 28, 2016 at 2:34:51 PM PDT  
**To:** [Aa.gill@calwarecreation.org](mailto:Aa.gill@calwarecreation.org)

Hello Aaron:

Thank you for the request for an appraisal setting forth the insurable value on the improvements located sat the Calwa Park. The appraisal will include all buildings, the playground structure, 2 backstops and the basketball/tennis court.

The fee for the service is \$1600. Kindly allow 40 days from the notice to proceed for delivery of the completed appraisal.

Thank you for this opportunity to be of service.

Sincerely,  
James G. Palmer, MAI  
AG002881

sent by:  
Deb Tsaris  
Admin Asst.  
James G. Palmer Appraisals, Inc.  
1285 W. Shaw Ave #108  
Fresno, CA 93711  
559.226.5020  
[deb@jgpinc.com](mailto:deb@jgpinc.com)

11:42 AM  
08/02/16

**Calwa Recreation and Park District**  
**Reconciliation Summary**  
Fresno County Account, Period Ending 07/31/2016

---

	<u>Jul 31, 16</u>
Beginning Balance	186,639.06
Cleared Transactions	
Checks and Payments - 22 items	-21,421.52
Deposits and Credits - 1 item	12,660.54
Total Cleared Transactions	<u>-8,760.98</u>
Cleared Balance	<u><u>177,878.08</u></u>
Register Balance as of 07/31/2016	177,878.08
Ending Balance	177,878.08

**Calwa Recreation and Park District**  
**Reconciliation Detail**  
**Fresno County Account, Period Ending 07/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						186,639.06
<b>Cleared Transactions</b>						
<b>Checks and Payments - 22 items</b>						
Check	07/12/2016	65-02...	PG&E	X	-1,952.77	-1,952.77
Check	07/12/2016	65-02...	Sonitrol	X	-456.00	-2,408.77
Check	07/12/2016	65-02...	Arctic Circle	X	-453.36	-2,862.13
Check	07/12/2016	65-02...	Mid Valley Disposal	X	-319.11	-3,181.24
Check	07/12/2016	65-02...	The Fresno Bee	X	-193.55	-3,374.79
Check	07/12/2016	65-02...	Unifirst	X	-192.38	-3,567.17
Check	07/12/2016	65-02...	Central Sanitary Sup...	X	-146.92	-3,714.09
Check	07/12/2016	65-02...	John Deere Financial	X	-134.27	-3,848.36
Check	07/12/2016	65-02...	Verizon Wireless	X	-85.18	-3,933.54
Check	07/12/2016	65-02...	AT&T	X	-83.12	-4,016.66
Check	07/12/2016	65-02...	Home Depot Credit ...	X	-20.50	-4,037.16
Check	07/15/2016	65-02...	Calwa Recreation a...	X	-6,602.80	-10,639.96
Check	07/15/2016	65-02...	City of Fresno-Utilities	X	-1,818.08	-12,458.04
Check	07/15/2016	65-02...	Montoy Law Corpora...	X	-810.00	-13,268.04
Check	07/15/2016	65-02...	De Lage Landon	X	-129.87	-13,397.91
Check	07/22/2016	65-02...	KS StateBank	X	-2,000.00	-15,397.91
Check	07/22/2016	65-02...	Office Depot Credit ...	X	-328.85	-15,726.76
Check	07/22/2016	65-02...	KS StateBank	X	-162.53	-15,889.29
Check	07/22/2016	65-02...	Unwired Broadband ...	X	-109.95	-15,999.24
Check	07/22/2016	65-02...	Fence Factory	X	-50.00	-16,049.24
Check	08/01/2016	65-02...	Calwa Recreation & ...	X	-5,273.56	-21,322.80
Check	08/01/2016	65-02...	Zoom Imaging Soluti...	X	-98.72	-21,421.52
<b>Total Checks and Payments</b>					<b>-21,421.52</b>	<b>-21,421.52</b>
<b>Deposits and Credits - 1 item</b>						
Deposit	07/31/2016			X	12,660.54	12,660.54
<b>Total Deposits and Credits</b>					<b>12,660.54</b>	<b>12,660.54</b>
<b>Total Cleared Transactions</b>					<b>-8,760.98</b>	<b>-8,760.98</b>
<b>Cleared Balance</b>					<b>-8,760.98</b>	<b>177,878.08</b>
<b>Register Balance as of 07/31/2016</b>					<b>-8,760.98</b>	<b>177,878.08</b>
<b>Ending Balance</b>					<b>-8,760.98</b>	<b>177,878.08</b>

PeopleSoft  
MONTHLY GENERAL LEDGER TRANSACTION REGISTER  
Journal Dates 07/01/2016 through 07/31/2016

Report ID:  
Program:

Run Time 09:00:00

Journal Date	Jrnl Src	Jrnl ID	Header Description	Line Ref	Debit Amount	Credit Amount
Fund: 4660 Calwa Park And Recreation Dist SUBCLASS: 10000 ACCOUNT						
Sub class: 10000 General Subclass						
Account: 0110						
Cash In Treasury						
			Beginning Balance	186,639.06		
07/11/2016	REC	0001739588	Op Fund Entry - Main			4,037.16
07/14/2016	REC	0001740024	Op Fund Entry - Main			9,360.75
07/19/2016	ALO	0001740379	4th QTR-1st INTEREST DISTR		93.65	
07/20/2016	AUD	0001740513	17-UNSECURED INTEREST 2ND CUINT 2ND		120.47	
07/21/2016	REC	0001740746	Op Fund Entry - Main			2,651.33
07/27/2016	AUD	0001741376	17-TO DISTRIBUTE FUNDS FRO		12,446.42	
07/29/2016	REC	0001741653	Op Fund Entry - Main			5,372.28
			Cash In Treasury		12,660.54	
			Ending Balance			21,421.52
Account: 2230						
Fund Balance - Unassigned						
			Beginning Balance	1,727,783.28		
07/11/2016	REC	0001739588	Op Fund Entry - Main			4,037.16
07/14/2016	REC	0001740024	Op Fund Entry - Main			9,360.75
07/21/2016	REC	0001740746	Op Fund Entry - Main			2,651.33
07/29/2016	REC	0001741653	Op Fund Entry - Main			5,372.28
			Fund Balance - Unassigned		21,421.52	
			Ending Balance			0.00
Account: 3380						
Interest						
			Beginning Balance	0.00		
07/19/2016	ALO	0001740379	4th QTR-1st INTEREST DISTR			93.65
07/20/2016	AUD	0001740513	17-UNSECURED INTEREST 2ND CUINT 2ND			120.47
			Interest		0.00	
			Ending Balance			214.12
Account: 5804						
ABX126 Other Revenue						
			Beginning Balance	0.00		
07/27/2016	AUD	0001741376	17-TO DISTRIBUTE FUNDS FRO			12,446.42
			Ending Balance		0.00	12,446.42
Subclass Total						
					34,082.06	34,082.06
Fund Total						
					34,082.06	34,082.06

End of Report

PeopleSoft  
MONTHLY GENERAL LEDGER TRIAL BALANCE

Page No. 1  
Rpt. Date 08/02/2016  
Run Time 09:00:01

Report ID:  
Program

Fiscal Year 2017  
Through: Period :

Fund:	4660	Beginning Balance	Year-to-Date	Transaction	Current Balances
Calwa Park And Recreation Dist		Debit Accts	Debits	Credits	Debits Accts
Subclass: 10000		Credit Accts			Credit Accts
General Subclass					
0110 Cash In Treasury	186,639.06	0.00	0.00	8,760.98	177,878.08
1435 Due To Other Governmental	0.00	1,619,309.92	0.00	0.00	1,619,309.92
1480 Fiduciary Closing	0.00	295,112.42	0.00	0.00	295,112.42
2230 Fund Balance - Unassigned	0.00	-1,727,783.28	21,421.52	0.00	-1,749,204.80
3380 Interest	0.00	0.00	0.00	214.12	214.12
5804 ABX126 Other Revenue	0.00	0.00	0.00	12,446.42	12,446.42
SUB CLASS TOTAL	186,639.06	-86,639.06	21,421.52	21,421.52	177,878.08

End of Report



Peoplesoft  
 MONTHLY GENERAL LEDGER TRIAL BALANCE

Fiscal Year 2017  
 Through Period 1

Report ID: --  
 Program: --

Fund: 4660  
 Calwa Park And Recreation Dist  
 Subclass: 10000  
 General Subclass

Beginning Balance	Year-to-Date Transaction	Current Balances
Debit Accts	Debits	Debits Accts
Credit Accts	Credits	Credit Accts
186,639.06	21,421.52	177,878.08
186,639.06	21,421.52	177,878.08
GRAND TOTALS		

End of Report

**Calwa Recreation and Park District**  
**Reconciliation Summary**  
**Bank of the West Payroll, Period Ending 07/31/2016**

---

	Jul 31, 16	
Beginning Balance	13,759.82	
Cleared Transactions		
Checks and Payments - 13 items	-10,667.19	
Deposits and Credits - 1 item	6,602.80	
Total Cleared Transactions	-4,064.39	
Cleared Balance	9,695.43	
Uncleared Transactions		
Checks and Payments - 3 items	-968.83	
Total Uncleared Transactions	-968.83	
Register Balance as of 07/31/2016	8,726.60	
Ending Balance	8,726.60	

**Calwa Recreation and Park District**  
**Reconciliation Detail**  
**Bank of the West Payroll, Period Ending 07/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						13,759.82
<b>Cleared Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Check	07/08/2016	Debit	ADP	X	-52.14	-52.14
Check	07/11/2016	10804	Eleno Hernandez Or...	X	-648.30	-700.44
Check	07/11/2016	10801	Daniel Turrubiatez	X	-597.31	-1,297.75
Check	07/11/2016	10808	Daniel Turrubiatez	X	-455.37	-1,753.12
Check	07/11/2016	10802	Sandra F. Celedon...	X	-365.80	-2,118.92
Check	07/11/2016	10805	Robert Otero	X	-122.03	-2,240.95
Check	07/12/2016	Debit	ADP	X	-2,645.59	-4,886.54
Check	07/12/2016	Debit	ADP	X	-1,396.88	-6,283.42
Check	07/14/2016	Debit	ADP	X	-220.34	-6,503.76
Check	07/22/2016	Debit	ADP	X	-58.90	-6,562.66
Check	07/26/2016	Debit	ADP	X	-2,902.20	-9,464.86
Check	07/26/2016	Debit	ADP	X	-1,086.94	-10,551.80
Check	07/29/2016	10810	Robert Otero	X	-115.39	-10,667.19
Total Checks and Payments					-10,667.19	-10,667.19
<b>Deposits and Credits - 1 item</b>						
Check	07/15/2016	65-02...	Calwa Recreation a...	X	6,602.80	6,602.80
Total Deposits and Credits					6,602.80	6,602.80
Total Cleared Transactions					-4,064.39	-4,064.39
Cleared Balance					-4,064.39	9,695.43
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	07/11/2016	10806	Mary L. Rosales		-365.80	-365.80
Check	07/11/2016	10803	Raul Guerra		-334.45	-700.25
Check	07/11/2016	10807	Felicia A. Salcido		-268.58	-968.83
Total Checks and Payments					-968.83	-968.83
Total Uncleared Transactions					-968.83	-968.83
Register Balance as of 07/31/2016					-5,033.22	8,726.60
<b>New Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Check	08/01/2016	65-02...	Calwa Recreation & ...		5,273.56	5,273.56
Total Deposits and Credits					5,273.56	5,273.56
Total New Transactions					5,273.56	5,273.56
<b>Ending Balance</b>					<b>240.34</b>	<b>14,000.16</b>

# Account Statement

July 1, 2016 - July 31, 2016

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CALWA RECREATION  
 AND PARK DISTRICT  
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## REGULAR BUSINESS CHECKING

CALWA RECREATION  
 AND PARK DISTRICT

### ACCOUNT SUMMARY

<b>Beginning Balance</b>	<b>\$13,759.82</b>
0 Credits	0.00
1 Deposits	6,602.80
7 Withdrawals	-8,362.99
6 Checks	-2,304.20
<b>Ending Balance</b>	<b>\$9,695.43</b>

### EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$12,705.20

### 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**

**Deposits**

<u>Date</u>	<u>Amount</u>
07/15	\$6,602.80

**1 deposit for a total of \$6,602.80**

**Withdrawals**

<u>Date</u>	<u>Amount</u>	<u>Description</u>
07/08	\$52.14	ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 070816 2RJIG 4251687 CCD
07/12	1,396.88	ELECTRONIC DBT ADP Tax/401k Tax/401k 071216 RRJIG 071103A01 CCD
07/12	2,645.59	ELECTRONIC DBT ADP EEPAY/GARNWC EEPAY/GARN 071216 932300122084JIG CCD
07/14	220.34	ELECTRONIC DBT ADP Tax/401k Tax/401k 071416 RRJIG 8298691VV CCD
07/22	58.90	ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 072216 2RJIG 7673194 CCD
07/26	1,086.94	ELECTRONIC DBT ADP Tax/401k Tax/401k 072616 RRJIG 072503A01 CCD
07/26	2,902.20	ELECTRONIC DBT ADP EEPAY/GARNWC EEPAY/GARN 072616 574038048574JIG CCD

**7 withdrawals for a total of \$8,362.99**

**Checks Paid**


<u>Number</u>	<u>Date paid</u>	<u>Amount</u>	<u>Number</u>	<u>Date paid</u>	<u>Amount</u>	<u>Number</u>	<u>Date paid</u>	<u>Amount</u>
10801	07/11	597.31	10804*	07/18	648.30	10808*	07/19	455.37
10802	07/20	365.80	10805	07/15	122.03	10810*	07/29	115.39

**6 checks paid for a total of \$2,304.20**

\* Break in check number sequence.

**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.



# Account Statement

July 1, 2016 - July 31, 2016

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**Calwa Recreation and Park District**  
**Reconciliation Summary**  
**Bank of The West Revenue, Period Ending 07/31/2016**

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	<u>Jul 31, 16</u>
Beginning Balance	14,128.53
Cleared Transactions	
Checks and Payments - 14 items	-1,113.97
Deposits and Credits - 6 items	2,600.00
Total Cleared Transactions	<u>1,486.03</u>
Cleared Balance	<u><u>15,614.56</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	<u>-60.00</u>
Total Uncleared Transactions	<u>-60.00</u>
Register Balance as of 07/31/2016	<u><u>15,554.56</u></u>
Ending Balance	15,554.56

**Calwa Recreation and Park District**  
**Reconciliation Detail**  
**Bank of The West Revenue, Period Ending 07/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						14,128.53
<b>Cleared Transactions</b>						
<b>Checks and Payments - 14 items</b>						
Check	06/24/2016	1047	Hmong New Year Inc	X	-500.00	-500.00
Check	07/01/2016		Shell Gas Station	X	-51.75	-551.75
Check	07/01/2016		Home Depot Store	X	-15.05	-566.80
Check	07/06/2016		Home Depot Store	X	-17.12	-583.92
Check	07/07/2016		Blick Art Materials	X	-50.37	-634.29
Check	07/11/2016		Home Depot Store	X	-83.64	-717.93
Check	07/12/2016		Big 5	X	-37.27	-755.20
Check	07/15/2016		California Special Di...	X	-65.00	-820.20
Check	07/19/2016		A1 Tarps	X	-89.68	-909.88
Check	07/19/2016		Home Depot Store	X	-54.63	-964.51
Check	07/22/2016		California Special Di...	X	-55.00	-1,019.51
Check	07/25/2016		Home Depot Store	X	-42.91	-1,062.42
Check	07/25/2016		Platt Electric	X	-21.41	-1,083.83
Check	07/28/2016		Verizon Wireless	X	-30.14	-1,113.97
Total Checks and Payments					-1,113.97	-1,113.97
<b>Deposits and Credits - 6 items</b>						
Deposit	07/06/2016			X	375.00	375.00
Deposit	07/11/2016			X	460.00	835.00
Deposit	07/12/2016			X	250.00	1,085.00
Deposit	07/15/2016			X	625.00	1,710.00
Deposit	07/22/2016			X	765.00	2,475.00
Deposit	07/29/2016			X	125.00	2,600.00
Total Deposits and Credits					2,600.00	2,600.00
Total Cleared Transactions					1,486.03	1,486.03
Cleared Balance					1,486.03	15,614.56
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	06/09/2016	1045	Juan Ramirez		-40.00	-40.00
Check	07/05/2016	1048	DMV		-20.00	-60.00
Total Checks and Payments					-60.00	-60.00
Total Uncleared Transactions					-60.00	-60.00
Register Balance as of 07/31/2016					1,426.03	15,554.56
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	08/01/2016	1049	DMV		-25.00	-25.00
Total Checks and Payments					-25.00	-25.00
<b>Deposits and Credits - 1 item</b>						
Deposit	08/01/2016				400.00	400.00
Total Deposits and Credits					400.00	400.00
Total New Transactions					375.00	375.00
<b>Ending Balance</b>					<b>1,801.03</b>	<b>15,929.56</b>


# Account Statement


July 1, 2016 - July 31, 2016


Page 1 of 4

CALWA RECREATION & PARK DISTRICT  
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## CLASSIC BUSINESS CHECKING

CALWA RECREATION & PARK DISTRICT

### ACCOUNT SUMMARY

<b>Beginning Balance</b>	<b>\$14,128.53</b>
1 Credits	10.00
6 Deposits	2,600.00
14 Withdrawals	-623.97
1 Checks	-500.00
<b>Ending Balance</b>	<b>\$15,614.56</b>

### EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$14,919.41

### 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**

(continued)

**ACCOUNT DETAIL**

**Credits**

<u>Date</u>	<u>Amount</u>	<u>Description</u>
07/01	\$10.00	SERVICE CHG REBATE VALUED CUSTOMER MONTHLY SERVICE CHARGE REBATE
<b>1 credit for a total of \$10.00</b>		

**Deposits**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
07/06	\$375.00	07/12	\$250.00	07/22	\$765.00
07/11	460.00	07/15	625.00	07/29	125.00
<b>6 deposits for a total of \$2,600.00</b>					

**Withdrawals**

<u>Date</u>	<u>Amount</u>	<u>Description</u>
07/01	\$51.75	POS PURCHASE 779783 SHELL Service S FRESNO CA ##9455
07/01	15.05	POS PURCHASE 808901 THE HOME DEPOT 10 FRESNO CA ##9455
07/01	10.00	MONTHLY SVC CHG PREVIOUS PERIOD ACTIVITY RESULTED IN MONTHLY SERVICE CHARGE
07/06	17.12	POS PURCHASE 196001 THE HOME DEPOT 10 FRESNO CA ##9455
07/07	50.37	DEBIT CARD POS DBC*BLICK ART MATERIAL 800-447-1892 IL ON 160707 #9455
07/11	83.64	POS PURCHASE 455702 THE HOME DEPOT 10 FRESNO CA ##9455
07/12	37.27	POS PURCHASE 054749 BIG 5 SPORTING GO FRESNO CA ##9455
07/18	65.00	DEBIT CARD POS CALIFORNIA SPECIAL DIS 09164427887 CA ON 160717 #9455
07/19	54.63	POS PURCHASE 915101 THE HOME DEPOT 10 FRESNO CA ##9455
07/20	89.68	DEBIT CARD POS A-1 TARPS 05624081984 CA ON 160720 #9455
07/22	55.00	DEBIT CARD POS CALIFORNIA SPECIAL DIS 09164427887 CA ON 160722 #9455
07/25	42.91	POS PURCHASE 448101 THE HOME DEPOT 10 FRESNO CA ##9455
07/26	21.41	DEBIT CARD POS PLATT ELECTRIC 126 FRESNO CA ON 160726 #9455
07/29	30.14	DEBIT CARD POS VZWRLSS*MY VZ VB P 800-922-0204 GA ON 160729 #9455
<b>14 withdrawals for a total of \$623.97</b>		

**Checks Paid**

<u>Number</u>	<u>Date paid</u>	<u>Amount</u>
1047	07/15	500.00
<b>1 check paid for a total of \$500.00</b>		

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# Account Statement

July 1, 2016 - July 31, 2016

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## Calwa Recreation & Park District

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Chair

Board Member  
Vice-Chair

Board Member  
Secretary

**Aaron Gill**

District Administrator  
[www.calwarecreation.org](http://www.calwarecreation.org)

**Hilda Cantú Montoy**  
District Counsel

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### DISTRICT ADMINISTRATOR'S REPORT

August 16, 2016

From: Aaron Gill, District Administrator

Subject: Administrator's Report

**Agenda Item 9-** August 16, 2016 Regular Board Meeting

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- Air conditioner proposals
- Personnel Policy
- Park events
- Lawn mower