



CALWA RECREATION & PARK DISTRICT

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BOARD MEETING MINUTES

MAY 15, 2018

Regular Session 6:30 P.M.

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

BOARD CHAIRPERSON

Mary L. Rosales

DISTRICT ADMINISTRATOR

Felix Ortiz

BOARD VICE CHAIR

Raul Guerra, Vice Chair

DISTRICT COUNSEL

Hilda Cantu Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Gabriela Mares, Board Member

Esmeralda Zamora, Board Member

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

The Board may consider and act on an agenda item in any order it deems appropriate. Actual timed items may be heard later but not before the time set on agenda. Persons interested in an item listed on the agenda are advised to be present throughout the meeting to ensure their presence when the item is called.

A. Call to Order and Roll Call

Board Chairperson Mary L. Rosales called meeting to order at 6:33 P.M. and Roll call was called: Board Chairperson Mary L. Rosales was present, Vice Chair Raul Guerra was present, Board Member Jose Luis Sanchez was present, Board Member Gabriela Mares was present, Board Member Esmeralda Zamora was present.

B. Invocation and Flag Salute

Invocation and Flag Salute was led by Board Chairperson Mary L. Rosales

C. Approval of Agenda

Agenda was approved with the changes that G New Business item 1 and 2 be moved before F consent calendar items. Motion was made by Board Vice Chair Raul Guerra and Seconded by Board Member Jose Luis Sanchez. All in favor 5-0 0-opposed.

D. Ceremonial Matters and Presentations

Each presentation is limited to five (5) minutes.

None

E. PUBLIC COMMENT

Members of the public wishing to address the District on an item that is not on the agenda may do so now. No action will be taken by the Board this evening. But items presented may be referred to the Administrator for follow up and a report. In order to allow time for all comments, each individual is limited to three minutes, with a

fifteen (15) minute maximum per group, per item, per meeting. When addressing the Board, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board Chair.

None

F. CONSENT CALENDAR (all items listed under the Consent Calendar are considered to be routine and will be enacted by one motion. For any discussion of an item on the Consent Calendar, it will be enacted at the request of any member of the Board and made a part of the regular agenda.

1. Minutes, April 17, 2018
2. Financials, April 30, 2018

Consent Calendar was approved with changes to move item G4 before F1 and F2 and the spelling changes as well. Motion was made by Board Member Jose Luis Sanchez and Seconded by Board Member Esmeralda Zamora. Approved 5-0 0-opposed

G. New Business

1. Calwa Recreation and Park District's Audit Review for FY 16/17. - Michael Cuttone

Michael Cuttone presented on findings for Audit 16/17. He had a clean opinion of audit and went on to share what was found in the booklet he had passed out to Board Members. Page 4 in the booklet was a snapshot of the District's financial position, skip page 5 go on to page 6/7 where you would find a break down that was easier to follow. A favorable audit is to be started in August so that it could be presented in September/October. Michael did suggest that receipts were missing and that it would help to keep a monthly record of receipts so that you can better track when receipts are missing. If Board Members had any questions after the presentation that they could contact Michael and ask.

District Administrator would come up with a way to keep better track of receipts. It was also mentioned that vendors have their own individual binders making it easier to access as well as for the auditor.

2. Approve Contract with CBDIO (Leoncio Vasquez) (A) District Administrator

Leoncio Vasquez came to present before board to see if Board Members could work with CBDIO on a couple things on the contract. Event hours would be from 7:00 a.m. to 4:00 p.m. Board Member Gabriela Mares ask that the Calwa Park logo be sent to Leoncio so that it could be included in future advertisement that the event is being held here at Calwa Park.

Motion was made to approve Contract with CBDIO with the following changes:

- Waving fee for use of the Hall, floors be cleaned and use of hall restrooms, only to be used for dancers to change and storage of band equipment.
- Calwa Park outside restrooms are to be closed and use only porta potties brought
- Rent will not increase it will stay the same at 1,500 includes deposit
- Calwa Concession stand (El Dorado Taqueria) will remain open they will not close during event due to having contract with Calwa Recreation & Park District where it states that they will be allowed to be open 363 days out of the year only closing 2 days when Calwa Park is closed.

Security stay the same and check on hall use but not stay all the time. Include a site plan for the event 2 weeks before for District Administrator. Include email on contract for Leoncio.

Motion was made by Board Member Jose Luis Sanchez and Seconded by Vice Chair Raul Guerra. Approved 5-0 0-opposed

3. Adoption of Preliminary Budget for FY 18/19- (A) District Administrator

Changes were made to each month's salary for the month's that have three pay periods. Carryover for next years budget should be higher. Salaries in April went down.... Vice Chair Raul Guerra asked that Salary line in budget be increased. Felix called workers comp to verify amount we are to pay was correct and it was. It was suggested that workers tax may have to be increased. Liability was also verified to make sure amount paid was correct. Revenue needs to show tax apportionment date it was received, by doing this we can monitor and stay in budget since tax apportionment is 90% of income. Vice Chair Raul Guerra asked if Fresno County sees our budget? and made a suggestion that it be set up in a fall/spring to give a better picture to parks carryover total. Fresno County only see's it when it is finished and turned in. In June we will have a preliminary budget hearing and in July we will have a public hearing which is announced in the newspaper.

H. REPORT FROM DISTRICT ADMINISTRATOR

None due to Administrator doing Tid Bits every week for Board Members through email.

Board Member Jose Luis Sanchez did point out that this is the section where District Administrator would be able to share items/topics with the public. He then asked if the kids would be able to receive the free meals even if they didn't sign up for Calwa Fun Summer Camp and he noticed that we were charging when in the past it has always been free. Reason being that the flyer for the Summer Camp makes it seem as if they aren't enrolled in summer camp they will not be eligible to receive free meals during the summer. Which is not the case meals will be available to all children 18 years of age and under. It was suggested we make a flyer stating that the free meals are free to all children 18 years and younger. It was decided that if Calwa Fun Summer Camp would charge then a special meeting would have to be held since in the past it has always been free.

Outcome: District Administrator decided that the summer camp would not be charging a fee to campers and it would be free.

I. CLOSED SESSION

None

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

K. ADJOURNMENT

Meeting Adjourned at 8:35 P.M.

Agenda packets and other public documents are available for inspection by the public at the District Office located at 4545 E. Church Avenue, Fresno, CA. To receive meeting agendas by email, you can ask to be added to the mailing list by calling (559) 264-6867 or send your request by email to info@calwarecreation.org.

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