



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

Mary L. Rosales
Board-Chair

Raul Guerra
Vice-Chair

Sandra Celedon
Secretary

Felicia Salcido
Board Member

Amardeep Gill
District Administrator

www.calwarecreation.org

Hilda Cantú Montoy
District Counsel

REGULAR BOARD MEETING
AGENDA
Tuesday April 26, 2016
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. 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.

For each agenda item considered by the Board there will first be a staff presentation followed by a presentation from the involved individuals. Public comments from those in attendance will then be taken. All public comments will be limited to three minutes per person.

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

4. FLAG SALUTE

5. APPROVAL OF THE AGENDA

6. PUBLIC FORUM

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 Staff for follow up and a report. 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.

7. District Administrator's Report. (*Informational Item*)

8. OLD BUSINESS

- A. Consideration of Resolution Regarding Procedures for Checks, Warrants, or Other Orders for the Payment of Money; Authorizing Persons in Specified Positions to Act as District Signatories; Authorizing Specified Positions to Pick Up Validated Checks and Blank Checks Stock; and Directing Staff to Update All Necessary County and Bank Documents. (*Action Item*)
- B. Consideration of Resolution Amending By-Laws Regarding Date of Regular Meetings. (*Action Item*)

APPROVAL OF MINUTES (*Action Item*)

- i. Regular Board Meeting September 17, 2015
- ii. Special Board Meeting August 27, 2015
- iii. Special Board Meeting December 12, 2015
- iv. Special Board Meeting December 4, 2015

9. NEW BUSINESS

- A. Presentation and discussion regarding District's Financial Reports (*Informational Item*)
 - 1. Financial Status as of April 1, 2016 including Year to Date
 - 2. Bank of the West payroll account reconciliation and bank statement for March 2016
 - 3. Bank of the West revenue account reconciliation and bank statement for March 2016
 - 4. County Account reconciliation and bank statement for March 2016

B. Review, consideration, and introduction of “Ordinance of the Board of Directors of the Calwa Recreation and Park District Establishing Park Use Rules and Regulations. **(Action Item)**

C. Consideration and Approval of Resolution Adopting a Park Reservations Policy **(Action Item)**

D. Authorize District Administrator to issue an RFP for upcoming audits. **(Action Item)**

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

10. Potential Items for Next Agenda

A. Budget

10. Adjournment

Next Regular Meeting:
To be Announced at End of Meeting

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](mailto:info@calwarecreation.org).



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

Felicia Salcido
Board Member

Vacant
Board Member

Aaron Gill
District Administrator

www.calwarecreation.org

STAFF REPORT

April 26th, 2016

From: Aaron Gill, District Administrator

Subject: Status of Southeast Fresno Regional Park and Soccer Complex Authority

Attachments: E-mail from Jose Leon-Barraza

Agenda Item 7 –April 26th, 2016 Board Meeting Agenda

BACKGROUND

Following the presentation by Mr. Leon-Barraza (of the Southeast Fresno Community Economic Development Association) regarding the creation of the Southeast Fresno Regional Park and Soccer Complex Authority, and Mr. Leon-Barraza's invitation to Calwa Recreation and Park District to join and help in the creation of this entity, the Board of Directors directed staff to contact Mr. Leon-Barraza following his meetings with other districts. The intention of this communication was for staff to update the board of the progress made in the establishment of this entity.

EXECUTIVE SUMMARY

Since the previous board meeting, staff has communicated with Mr. Leon-Barraza on several occasions. On one of these occasions, Mr. Leon-Barraza came into the office and answered questions concerning the aforementioned project and the Joint Powers Agreement that he has been updating and presenting to agencies within the area. Mr. Leon-Barraza has also sent several email updates, the most recent of which stating that the deadline for the application of the land intended for use by the Southeast Fresno Regional Park and Soccer Complex Authority has been extended from April 15th, 2016 to April 25th, 2016. Also included in the email correspondence was the announcement that the Malaga County Water District and the City of Sanger have agreed with the Joint Powers Agreement and voted to become members of the Southeast Fresno Regional Park and Soccer Complex Authority. Having at least two member agencies gives the proposed authority the ability to send a proposal to acquire the land to build a regional park and soccer complex.

It is important to note that it is the desire of Mr. Leon-Barraza and the SEFCEDA that agencies within the area, including Calwa Recreation and Park District, become member agencies of the proposed authority. Having more member agencies would go a long way in the development of the authority and in making this project a reality. The staff has found it salient that the proposed complex is adjacent to the district and would have a direct impact on the community that it serves.

RECOMMENDATIONS

Staff recommends that the Board of Directors place the invitation to join the Southeast Fresno Regional Park and Soccer Complex Authority on an upcoming agenda.

FISCAL IMPACT

Time for District Counsel will be required to review the Joint Powers of Agreement and other relevant documents. If a special meeting is deemed necessary, costs related to director's stipends will be incurred. The budget allocates \$15,600 for District Counsel and \$ 10,135 for Director's Stipends for the fiscal year.

Fiscal impact regarding membership to the authority will be detailed after legal review by the District Counsel. While Mr. Leon-Barraza and other member agencies that I have contacted have expressed that there will be no fees for member agencies, participation and contribution of time will be expected for an elected representative from the board and the District Administrator.

ALTERNATIVES

Not placing this matter on the agenda and waiting to determine how the proposed authority forms. Possibly bring this back to the board at a later date.



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

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

Aaron Gill
District Administrator
www.calwarecreation.org

Staff Report

April 26th, 2016

From: Aaron Gill, District Administrator
Subject: Lawn Mower
Attachment: YTD Expenses on Lawn Mower
Agenda Item 7 – April 26th, 2016 Board Meeting Agenda

BACKGROUND

The district park is approximately 20 acres in size. A commercial mower is required to trim the grass quickly and efficiently. The district mower, while currently functional, is in constant need of repairs. Staff estimates that it will be serviceable for several more months.

EXECUTIVE SUMMARY

Staff has compiled a list of repair related expenses in association with the mower for this fiscal year. Staff has also begun requesting quotes from several distributors in the area for a mower that fits the specifications that staff has set. Some of have already sent in quotes and others have offered to come by the park in order to offer a more tailored fit to the district's needs.

Regardless of whether or not a mower is purchased in the near future, there will continue to be expenses for repair. Ultimately, when the mower is no longer functional, it will place the district in a difficult position where immediate action is required to ensure that the park and fields are properly maintained. In effect, waiting to take action until the mower is no longer usable would be more fiscally detrimental than taking action prior.

RECOMMENDATION

Staff recommends that once enough quotes are submitted the Board of Directors place this item on the agenda of an upcoming meeting.

FISCAL IMPACT

The budget has \$2,490 allocated for motor equipment repair; \$811.17 remains in the line item through the end of March. There is a possibility that the remaining budgeted funds in this line item would not be enough to cover unexpected repairs for the mower and other motor equipment jointly through the end of the fiscal year. It is important to consider the expenditure amount that a new mower would represent as well. The

preliminary bids received have ranged between \$10,050-\$10,200. Financing of this equipment has not been discussed, however, and such a purchase could be incorporated into the upcoming fiscal year budget.

ALTERNATIVES

Discontinue quoting from distributors and carry on using and maintaining current mower.



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

Mary L. Rosales Raul Guerra Sandra Celedon Felicia Salcido Vacant

Board Member Board Member Board Member Board Member Board Member
Chair Vice-Chair Secretary

Aaron Gill
District Administrator
www.calwarecreation.org

STAFF REPORT

April 26th, 2016

From: Aaron Gill, District Administrator

Subject: Meeting with District Counsel

Agenda Item 7 – April 26th, 2016 Board Meeting Agenda

BACKGROUND

As a result of the March 29th regular board meeting, the board directed staff to work with the district counsel on several pending matters that required substantial updates. The matters were as followed and listed in order of importance by the board: Rules, rental agreements, fee schedule, vendor contracts, personnel policy, and purchasing policy.

EXECUTIVE SUMMARY

The focus of the staff, since the previous board meeting, has been on developing ordinances for the district. Staff relied heavily upon the Coalinga-Huron Ordinances as well as templates given to staff from District Counsel. Staff met with District Counsel to discuss drafting ordinances for the district. After discussing substance, District Counsel suggested significant formatting revisions to be legally compliant. Per the District Counsel, ordinances are required to be introduced at one meeting and adopted at a subsequent meeting. Moreover, the adoption of ordinances requires a public notice and a vote of at least three board members.

In discussing, drafting, and developing the ordinances, both staff and District Counsel noted the amount of work needed to revise and adopt ordinances, which extends to the rest of the pending matters as well. Staff anticipates the update and revision of all pending matters to be a lengthy process in order for each item to be updated correctly. Staff would need to work closely with the District Counsel to ensure that all items prioritized by the board are legally sound and specific to the park. Staff also sees a need to re-prioritize the items as set by the board at the March 29th regular board meeting. It is in the district's best interest to update all of the vendor contracts, following the review and vote on the ordinances, as they have been expired for some time now.

RECOMMENDATIONS

Staff recommends to the Board of Directors that staff and District Counsel work on each item one at a time in order to guarantee quality and legality. Staff also recommends that

the board re-prioritize vendor contracts to follow ordinances once the ordinances are complete.

FISCAL IMPACT

As stated before, updating and revising these matters will take a significant amount of time for staff, the Board of Directors, and, specifically, District Counsel. The budget allocates \$15,600 for District Counsel, with 6,910.50 remaining budgeted through the end of March. Potential special meetings needed to vote on the prioritized items could increase the expenses in the Director's Stipends line item. \$10,135 is allocated on the budget for Director's Stipends, with \$4,257.25 remaining through the end of March.

As this is anticipated to be a lengthy process and will require a substantial amount of time for District Counsel, potential future costs relating to these matters can be incorporated into the upcoming budget for the new fiscal year.

ALTERNATIVES

Carry on with the current prioritized list of items and work on items simultaneously.



Calwa Recreation & Park District

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

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

Aaron Gill
District Administrator
www.calwarecreation.org

STAFF REPORT

April 26th, 2016

From: Aaron Gill, District Administrator
Subject: Meeting with Michael Cuttone
Agenda Item 7 – April 26th, 2016 Board Meeting Agenda

BACKGROUND

During the March 29th regular board meeting, the Board of Directors inquired to the status of financial audit for the organization. When discussing the subject it came to the attention of the board that the June, 2014 audit, the most recent audit to date, was not presented and, therefore, not accepted by the board. Staff followed up with Michael Cuttone, of Cuttone & Mastro, to ask whether a presentation of the last audit could be scheduled in the upcoming months.

EXECUTIVE SUMMARY

After being contacted, Mr. Cuttone and staff scheduled a meeting to discuss the status of the district's past and present audits. Mr. Cuttone spoke about significant past audit findings and the current standing of the district regarding future audits. When asked whether he could present the last financial audit to the board, there was confusion on whether the final report for the June 2014 audit was even presented to the board. Mr. Cuttone stated that he was ready to present at the time the report was completed but there were no communication from the district on this matter. Continuing on this subject, Mr. Cuttone advised staff that members of the board could contact him individually if they had any questions.

Following the meeting, staff reviewed meeting minutes and board meeting video recordings and discovered that the audit report was not presented to the board for approval. It was intended to be discussed during the August 20th, 2015 board meeting and presented the following meeting, but, due to unforeseen circumstances with previous staff, this subject was never continued beyond a brief informational discussion.

RECOMMENDATIONS

Staff recommends that the Board of Directors schedule a future board meeting around Mr. Cuttone's pending availability for the most current audit report presentation.

FISCAL IMPACT

In order to work around Mr. Cuttone's availability, a special meeting may be required. A special meeting would increase expenses in the Director's Stipend line item in the budget. \$10,135 is allocated to this line item within the budget with \$4,257.25 remaining through the end of March.

Also to consider to is whether Mr. Cuttone will bill back for the time spent presenting the financial audit. The budget allocates \$7200 for auditing services; currently the \$7200 remains for the line item through the end of March.

ALTERNATIVES

The board may review the latest audit report for approval without a formal presentation from Mr. Cuttone.

Calwa Recreation and Park District
Find Report
All Transactions

	Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance	Part
	Check	03/22/2016	Debit	The Mowers Edge		Bank of The West Revenue		Motor Equipment Repair	-101.59	-191.59	Belt
	Check	02/29/2016	Debit	Fresno Power Equipment		Bank of The West Revenue		Motor Equipment Repair	-90.00	-90.00	Ignition/Wiring
	Check	02/25/2016	Debit	The Mowers Edge		Bank of The West Revenue	√	Repairs and Maintenance	-194.80	-386.39	Starter
	Check	01/25/2016	debit	The Mowers Edge		Bank of The West Revenue	√	Repairs and Maintenance	-48.31	-434.70	Exmark 20-Blade
	Check	12/24/2015	Debit	The Mowers Edge		Bank of The West Revenue	√	Motor Equipment Repair	-62.97	-497.67	
	Check	12/15/2015	Debit	The Mowers Edge		Bank of The West Revenue	√	Motor Equipment Repair	-96.19	-593.86	Cutter Housing
	Check	12/02/2015	Debit	The Mowers Edge		Bank of The West Revenue	√	Motor Equipment Repair	-31.69	-625.55	2 cycle Mix 2 gallons
	Check	12/01/2015	Debit	The Mowers Edge		Bank of The West Revenue	√	Motor Equipment Repair	-14.65	-640.20	Air Filter, Spark Plug, Filter Assy
	Check	10/22/2015	debit	The Mowers Edge		Bank of The West Revenue	√	Repairs and Maintenance	-64.87	-705.07	Maintenance Kit
	Check	10/15/2015	Debit	The Mowers Edge		Bank of The West Revenue	√	Repairs and Maintenance	-332.92	-1,037.99	Muffler
	Check	10/14/2015	debit	The Mowers Edge		Bank of The West Revenue	√	Repairs and Maintenance	-86.27	-1,124.26	Sheave
	Check	09/14/2015	Debit	The Mowers Edge		Bank of The West Revenue	√	Repairs and Maintenance	-52.42	-1,176.68	Exmark 20- Blade
Total									-1,176.68	-1,176.68	

10:09 AM

04/07/16

Calwa Recreation and Park District
Reconciliation Summary
Bank of the West Payroll, Period Ending 03/31/2016

	<u>Mar 31, 16</u>
Beginning Balance	9,589.50
Cleared Transactions	
Checks and Payments - 10 items	-9,162.20
Deposits and Credits - 2 items	8,598.56
Total Cleared Transactions	<u>-563.64</u>
Cleared Balance	<u>9,025.86</u>
Register Balance as of 03/31/2016	9,025.86
Ending Balance	9,025.86

Calwa Recreation and Park District
Reconciliation Detail
Bank of the West Payroll, Period Ending 03/31/2016

Date	Num	Name	Clr	Amount	Balance
Beginning Balance					9,589.50
Cleared Transactions					
Checks and Payments - 10 items					
03/03/2016	10772	Daniel Turrubiatez	X	-685.43	-685.43
03/04/2016	Debit	ADP	X	-138.20	-823.63
03/08/2016	Debit	ADP	X	-2,077.85	-2,901.48
03/08/2016	Debit	ADP	X	-994.00	-3,895.48
03/14/2016	10773	Eleno Hernandez Ortega	X	-529.60	-4,425.08
03/15/2016	10774	Daniel Turrubiatez	X	-642.92	-5,068.00
03/18/2016	Debit	ADP	X	-138.20	-5,206.20
03/22/2016	Debit	ADP	X	-2,077.85	-7,284.05
03/22/2016	Debit	ADP	X	-1,121.17	-8,405.22
03/25/2016	10775	Eleno Hernandez Ortega	X	-756.98	-9,162.20
Total Checks and Payments				-9,162.20	-9,162.20
Deposits and Credits - 2 items					
03/22/2016	65-0254362	Calwa Recreation and Park Di...	X	4,244.37	4,244.37
03/22/2016	65-0254346	Calwa Recreation and Park Di...	X	4,354.19	8,598.56
Total Deposits and Credits				8,598.56	8,598.56
Total Cleared Transactions				-563.64	-563.64
Cleared Balance				-563.64	9,025.86
Register Balance as of 03/31/2016				-563.64	9,025.86
Ending Balance				-563.64	9,025.86

CALWA RECREATION
AND PARK DISTRICT
4545 E CHURCH AVE
FRESNO CA 93725-1537

At your service

 bankofthewest.com

 1-800-488-2265

 1-800-659-5495 TTY/TDD

New Chip Cards on the Way!

In an effort to provide more secure technology, we are sending our customers newly designed chip cards to help prevent counterfeit fraud. If you recently received your new chip card, please activate the new card and begin using it immediately. If you haven't received a chip card yet, watch your mail over the upcoming months. For more information visit bankofthewest.com/chipcards.

Stay informed with email. Remember to confirm your email during your next branch visit or call our Contact Center at 800-488-2265. Our emails keep you educated about our services, products and more.

REGULAR BUSINESS CHECKING

CALWA RECREATION
AND PARK DISTRICT

ACCOUNT SUMMARY

Beginning Balance	\$9,589.50
0 Credits	0.00
1 Deposits	8,598.56
6 Withdrawals	-6,547.27
4 Checks	-2,614.93
Ending Balance	\$9,025.86

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Interest credited prior year	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$6,461.50

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

ACCOUNT DETAIL

Deposits

<i>Date</i>	<i>Amount</i>
03/25	\$8,598.56

1 deposit for a total of \$8,598.56

Withdrawals

<i>Date</i>	<i>Amount</i>	<i>Description</i>
03/04	\$138.20	ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 030416 2RJIG 7860233 CCD
03/08	994.00	ELECTRONIC DBT ADP Tax/401k Tax/401k 030816 RRJIG 030805A01 CCD
03/08	2,077.85	ELECTRONIC DBT ADP EEPAY/GARNWC EEPAY/GARN 030816 410037022662JIG CCD
03/18	138.20	ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 031816 2RJIG 1041142 CCD
03/22	1,121.17	ELECTRONIC DBT ADP Tax/401k Tax/401k 032216 RRJIG 032206A01 CCD
03/22	2,077.85	ELECTRONIC DBT ADP EEPAY/GARNWC EEPAY/GARN 032216 767059853095JIG CCD

6 withdrawals for a total of \$6,547.27

Checks Paid

<i>Number</i>	<i>Date paid</i>	<i>Amount</i>	<i>Number</i>	<i>Date paid</i>	<i>Amount</i>
10772	03/03	685.43	10774	03/15	642.92
10773	03/14	529.60	10775	03/25	756.98

4 checks paid for a total of \$2,614.93

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

March 1, 2016 - March 31, 2016

Page 4 of 6

This space intentionally left blank.



This space intentionally left blank.

12:49 PM

04/07/16

Calwa Recreation and Park District
Reconciliation Summary
Fresno County Account, Period Ending 03/31/2016

	<u>Mar 31, 16</u>
Beginning Balance	122,466.58
Cleared Transactions	
Checks and Payments - 16 items	-13,338.76
Deposits and Credits - 1 item	15,248.25
Total Cleared Transactions	<u>1,909.49</u>
Cleared Balance	<u>124,376.07</u>
Register Balance as of 03/31/2016	124,376.07
Ending Balance	124,376.07

Calwa Recreation and Park District
Reconciliation Detail
Fresno County Account, Period Ending 03/31/2016

Type	Date	Num	Name	Amount	Balance
Beginning Balance					122,466.58
Cleared Transactions					
Checks and Payments - 16 items					
Check	03/22/2016	65-0254346	Calwa Recreation a...	-4,354.19	-4,354.19
Check	03/22/2016	65-0254362	Calwa Recreation a...	-4,244.37	-8,598.56
Check	03/22/2016	65-0254359	Montoy Law Corpora...	-1,360.50	-9,959.06
Check	03/22/2016	65-0254354	PG&E	-799.66	-10,758.72
Check	03/22/2016	65-0254360	Account Temps	-544.00	-11,302.72
Check	03/22/2016	65-0254344	Account Temps	-435.20	-11,737.92
Check	03/22/2016	65-0254345	Account Temps	-435.20	-12,173.12
Check	03/22/2016	65-0254353	Account Temps	-312.80	-12,485.92
Check	03/22/2016	65-0254351	Unwired Broadband ...	-219.90	-12,705.82
Check	03/22/2016	65-0254355	South Bay Acceptan...	-177.08	-12,882.90
Check	03/22/2016	65-0254352	De Lage Landon	-129.87	-13,012.77
Check	03/22/2016	65-0254356	Zoom Imaging Soluti...	-125.83	-13,138.60
Check	03/22/2016	65-0254363	Central Sanitary Sup...	-100.61	-13,239.21
Check	03/22/2016	65-0254361	Terminix	-44.00	-13,283.21
Check	03/22/2016	65-0254358	AT&T	-28.80	-13,312.01
Check	03/22/2016	65-0254357	Home Depot Credit ...	-26.75	-13,338.76
Total Checks and Payments				-13,338.76	-13,338.76
Deposits and Credits - 1 item					
Deposit	03/31/2016			15,248.25	15,248.25
Total Deposits and Credits				15,248.25	15,248.25
Total Cleared Transactions				1,909.49	1,909.49
Cleared Balance				1,909.49	124,376.07
Register Balance as of 03/31/2016				1,909.49	124,376.07
Ending Balance				1,909.49	124,376.07

Journal Date	Jrnl Src	Jrnl ID	Header Description	Line Ref	Debit Amount	Credit Amount
Fund: Calwa Park And Recreation Dist SUBCLASS: ACCOUNT:						
Sub class: General Subclass						
Account: Beginning Balance						
			03/03/2016 AUD 0001722911 16- CURRENT UNSECURED FY 2	122,466.58		
			03/03/2016 AUD 0001722922 16-CURRENT UNSECURED SUPPL	CU 2015-16	14,515.70	
			03/03/2016 ALO 0001723006 2nd QTR- 2nd INTEREST DIST	CUS 2015-1	45.40	
			03/07/2016 AUD 0001723234 16- CURRENT SECURED INTERE	int 15 16	122.05	
			03/14/2016 AUD 0001724196 16-MARCH 2013 TAX SALE FY	MAR 13 TS	120.83	
			03/14/2016 AUD 0001724289 16-CURRENT SECURED SUPPLEM	CSS 8 15-1	28.88	
			03/18/2016 ALO 0001724819 01ST QTR- 2016 recalculate		395.88	
			03/18/2016 ALO 001705797A TO REVERSE JV 0001705797		280.55	57.86
			03/18/2016 ALO 001714268A TO REVERSE JV 001714268 AN		255.17	13,338.76
			03/21/2016 REC 0001724887 Op Fund Entry - Main			
			03/22/2016 ALO 0001725208 2nd QTR- 2016 recalculated		135.68	
			03/22/2016 ALO 001717650A TO REVERSE JV 0001717650			27.65
			03/22/2016 ALO 001723006A TO REVERSE JV # 0001723006			122.05
			03/25/2016 AUD 0001725685 16- UNSECURED INTEREST 1ST	CUINT 2015	66.01	
			Cash In Treasury	Account Total	15,710.98	13,801.49
			Ending Balance	124,376.07		
Account: 2230			Beginning Balance	1,640,070.12		
			03/21/2016 REC 0001724887 Op Fund Entry - Main		13,338.76	
			Fund Balance - Unassigned	Account Total	13,338.76	0.00
			Ending Balance	1,653,408.88		
Account: 3009			Beginning Balance	0.00		
			03/03/2016 AUD 0001722922 16-CURRENT UNSECURED SUPPL	CUS 2015-1	0.00	45.40
			Suppl-Current Unsecured	Account Total	0.00	45.40
			Ending Balance	-45.40		
Account: 3011			Beginning Balance	-2,848.43		
			03/14/2016 AUD 0001724289 16-CURRENT SECURED SUPPLEM	CSS 8 15-1	0.00	395.88
			Suppl-Current Secured	Account Total	0.00	395.88
			Ending Balance	-3,244.31		
Account: 3015			Beginning Balance	0.00		
			03/03/2016 AUD 0001722911 16- CURRENT UNSECURED FY 2	CU 2015-16	0.00	14,515.70
			Property Taxes-Current Unsecrd	Account Total	0.00	14,515.70
			Ending Balance	-14,515.70		
Account: 3032			Beginning Balance	0.00		
			03/14/2016 AUD 0001724196 16-MARCH 2013 TAX SALE FY	MAR 13 TS	0.00	28.88
			Prior Tax Sales Taxes	Account Total	0.00	28.88
			Ending Balance	-28.88		

End of Report

Journal Date	Jrnl Src	Jrnl ID	Header Description	Line Ref	Debit Amount	Credit Amount
Fund: Calwa Park And Recreation Dist SUBCLASS: ACCOUNT:						
Account:						
			Beginning Balance	-860.59		
03/03/2016	ALO	0001723006	2nd QTR- 2nd INTEREST DIST			122.05
03/07/2016	AUD	0001723234	16- CURRENT SECURED INTERE	int 15 16		120.83
03/18/2016	ALO	0001724819	01st QTR- 2016 recalculate			280.55
03/18/2016	ALO	001705797A	TO REVERSE JV 0001705797		57.86	
03/18/2016	ALO	001714268A	TO REVERSE JV 001714268 AN		255.17	
03/22/2016	ALO	0001725208	2nd QTR- 2016 recalculated		27.65	
03/22/2016	ALO	001717650A	TO REVERSE JV 0001717650		122.05	
03/22/2016	ALO	001723006A	TO REVERSE JV # 0001723006			66.01
03/25/2016	AUD	0001725685	16- UNSECURED INTEREST 1ST CUI	CUINT 2015	462.73	725.12
Interest			Account Total			
Ending Balance			-1,122.98			
3380			Subclass Total		29,512.47	29,512.47
			Fund Total		29,512.47	29,512.47

End of Report

PeopleSoft
MONTHLY GENERAL LEDGER TRIAL BALANCE

Report ID
Program:
Calwa Park And Recreation Dist
Subclass:
General Subclass

Fiscal Year 2016
Through Period 9

Page No. 1
Run Date 04/04/2016
Run Time 08:50:59

Fund:	Calwa Park And Recreation Dist	Debit Accts	Beginning Balance	Credit Accts	Year-to-Date	Transaction	Debits	Credits	Current Balances	Debits Accts	Credit Accts
0110	Cash In Treasury	118,671.26	0.00	0.00	5,704.81	0.00	0.00	0.00	124,376.07	124,376.07	0.00
1435	Due To Other Governmental	0.00	0.00	1,619,309.92	0.00	0.00	0.00	0.00	0.00	1,619,309.92	0.00
2230	Fund Balance - Unassigned	0.00	0.00	-1,500,638.66	152,770.22	0.00	0.00	0.00	0.00	-1,653,408.88	0.00
3005	RDA ABX1 26 Property Tax	0.00	0.00	0.00	0.00	5,996.91	0.00	0.00	0.00	5,996.91	0.00
3006	Redev Tax Increm Reimb	0.00	0.00	0.00	0.00	9,332.57	0.00	0.00	0.00	9,332.57	0.00
3007	Suppl-Prior Unsecured	0.00	0.00	0.00	0.00	4.09	0.00	0.00	0.00	4.09	0.00
3008	Suppl-Prior Secured	0.00	0.00	0.00	0.00	186.65	0.00	0.00	0.00	186.65	0.00
3009	Suppl-Current Unsecured	0.00	0.00	0.00	0.00	45.40	0.00	0.00	0.00	45.40	0.00
3010	Property Taxes-Current Sec	0.00	0.00	0.00	0.00	121,503.50	0.00	0.00	0.00	121,503.50	0.00
3011	Suppl-Current Secured	0.00	0.00	0.00	0.00	3,244.31	0.00	0.00	0.00	3,244.31	0.00
3013	Supplemental-Curr Unsec Pr	0.00	0.00	0.00	0.00	27.73	0.00	0.00	0.00	27.73	0.00
3015	Property Taxes-Current Uns	0.00	0.00	0.00	0.00	14,515.70	0.00	0.00	0.00	14,515.70	0.00
3017	Property Taxes-Curr Unsec	0.00	0.00	0.00	0.00	515.85	0.00	0.00	0.00	515.85	0.00
3025	Property Taxes-Prior Unsec	0.00	0.00	0.00	0.00	130.88	0.00	0.00	0.00	130.88	0.00
3030	Penalties & Costs-Delinq T	0.00	0.00	0.00	0.00	73.42	0.00	0.00	0.00	73.42	0.00
3032	Prior Tax Sales Taxes	0.00	0.00	0.00	0.00	28.88	0.00	0.00	0.00	28.88	0.00
3380	Interest	0.00	0.00	0.00	0.00	1,122.98	0.00	0.00	0.00	1,122.98	0.00
3475	State In-Lieu Taxes- Fish&	0.00	0.00	0.00	0.00	7.22	0.00	0.00	0.00	7.22	0.00
3565	State-I/L Homeowners Prop	0.00	0.00	0.00	0.00	1,706.10	0.00	0.00	0.00	1,706.10	0.00
4369	Federal In Lieu - Housing	0.00	0.00	0.00	0.00	32.84	0.00	0.00	0.00	32.84	0.00
	SUB CLASS TOTAL	118,671.26	118,671.26	158,475.03	158,475.03	124,376.07	124,376.07	124,376.07	124,376.07	124,376.07	124,376.07

End of Report

PeopleSoft
 MONTHLY GENERAL LEDGER TRIAL BALANCE

Page No. 2
 Run Date 04/04/2016
 Run Time 08:50:59

Report ID
 Program:

Fiscal Year 2016
 Through Period 9

Fund: Calwa Park And Recreation Subclass: General Subclass	Dist	Debit Accts	Beginning Balance Credit Accts	Year-to-Date Debits	Transaction Credits	Current Balances Debits Accts	Credit Accts
			118,671.26	158,475.03	158,475.03	124,376.07	124,376.07
GRAND TOTALS			118,671.26	158,475.03	158,475.03	124,376.07	124,376.07

End of Report

10:29 AM

04/07/16

Calwa Recreation and Park District
Reconciliation Summary
Bank of The West Revenue, Period Ending 03/31/2016

	<u>Mar 31, 16</u>
Beginning Balance	3,153.19
Cleared Transactions	
Checks and Payments - 15 items	-2,150.45
Deposits and Credits - 3 items	2,125.00
Total Cleared Transactions	<u>-25.45</u>
Cleared Balance	<u><u>3,127.74</u></u>
Register Balance as of 03/31/2016	3,127.74
Ending Balance	3,127.74

Calwa Recreation and Park District
Reconciliation Detail
Bank of The West Revenue, Period Ending 03/31/2016

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Open Balance</u>	<u>Amount</u>
Beginning Balance				
Cleared Transactions				
Checks and Payments - 15 items				
03/01/2016	1032	Office Team	-299.20	-299.20
03/01/2016	1033	Office Team	-299.20	-299.20
03/01/2016	1031	Terminix	-42.00	-42.00
03/03/2016	Debit	Jenson & Pilegard	-97.35	-97.35
03/10/2016	1036	Veronica M. Luchessa	-55.70	-55.70
03/10/2016	Debit	Shell Gas Station	-47.69	-47.69
03/10/2016	1035	Minervino Garcia	-44.54	-44.54
03/22/2016	Debit	The Mowers Edge	-101.59	-101.59
03/22/2016	Debit	Microsoft 365	-60.00	-60.00
03/23/2016	Debit	Shell Gas Station	-58.17	-58.17
03/25/2016	Debit	Home Depot Store	-47.07	-47.07
03/28/2016	Debit	PG&E	-800.91	-800.91
03/28/2016	Debit	Target	-93.06	-93.06
03/28/2016	Debit	Costco	-63.97	-63.97
03/28/2016	1037	Yolanda J. Thompson	-40.00	-40.00
Total Checks and Payments			-2,150.45	-2,150.45
Deposits and Credits - 2 items				
03/21/2016			1,215.00	1,215.00
03/25/2016			910.00	910.00
Total Deposits and Credits			2,125.00	2,125.00
Total Cleared Transactions			-25.45	-25.45
Cleared Balance			-25.45	-25.45
Register Balance as of 03/31/2016			-25.45	-25.45
Ending Balance			-25.45	-25.45

Account Statement

March 1, 2016 - March 31, 2016

Page 1 of 4

CALWA RECREATION & PARK DISTRICT
 4545 E CHURCH AVE
 FRESNO CA 93725-1537

At your service

 bankofthewest.com

 1-800-488-2265

 1-800-659-5495 TTY/TDD

New Chip Cards on the Way!

In an effort to provide more secure technology, we are sending our customers newly designed chip cards to help prevent counterfeit fraud. If you recently received your new chip card, please activate the new card and begin using it immediately. If you haven't received a chip card yet, watch your mail over the upcoming months. For more information visit bankofthewest.com/chipcards.

Stay informed with email. Remember to confirm your email during your next branch visit or call our Contact Center at 800-488-2265. Our emails keep you educated about our services, products and more.

CLASSIC BUSINESS CHECKING

CALWA RECREATION & PARK DISTRICT

ACCOUNT SUMMARY

Beginning Balance	\$3,153.19
1 Credits	10.00
2 Deposits	2,125.00
10 Withdrawals	-1,379.81
6 Checks	-780.64
Ending Balance	\$3,127.74

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Interest credited prior year	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$2,822.62

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>
03/02	\$10.00	SERVICE CHG REBATE VALUED CUSTOMER MONTHLY SERVICE CHARGE REBATE

1 credit for a total of \$10.00

Deposits

<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>
03/21	\$1,215.00	03/25	\$910.00

2 deposits for a total of \$2,125.00

Withdrawals

<i>Date</i>	<i>Amount</i>	<i>Description</i>
03/02	\$10.00	MONTHLY SVC CHG PREVIOUS PERIOD ACTIVITY RESULTED IN MONTHLY SERVICE CHARGE
03/03	97.35	DEBIT CARD POS JENSON & PILEGARD #2 FRESNO CA ON 160303 #2651
03/10	47.69	POS PURCHASE 855830 SHELL Service FRESNO CA ##2651
03/22	101.59	DEBIT CARD POS THE MOWERS EDGE FRESNO CA ON 160322 #2651
03/22	60.00	DEBIT CARD POS MSFT * E07001ZT39 800-642-7676 NV ON 160322 #2651
03/23	58.17	POS PURCHASE 182569 SHELL Service FRESNO CA ##2651
03/25	47.07	POS PURCHASE 461601 THE HOME DEPOT 10 FRESNO CA ##2651
03/28	93.06	POS PURCHASE 401970 TARGET T- 7600 N Fresno CA ##2651
03/28	63.97	POS PURCHASE 571342 COSTCO WHSE #06 FRESNO CA ##2651
03/28	800.91	POS PURCHASE 416268 PG E EZ PAY SAN FRANCISCOCA ##2651

10 withdrawals for a total of \$1,379.81

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>
1031	03/01	42.00	1033	03/01	299.20	1036	03/11	55.70
1032	03/08	299.20	1035*	03/14	44.54	1037	03/30	40.00

6 checks paid for a total of \$780.64

* 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

March 1, 2016 - March 31, 2016

Page 4 of 4

This space intentionally left blank.



COUNTY OF FRESNO
 AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR
 SPECIAL ACCOUNTING DIVISION
 SPECIAL DISTRICT/ORGANIZATION DATA SHEET

FUND: 4660
 SUBCLASS: 10000
 DATE: _____

Special District/Organization: Calwa Recreation and Park District

ADDRESS:	Mailing:	<u>4545 E Church ave</u> <u>Fresno CA 93725</u>	Physical:	<u>4545 E Church Ave</u> <u>Fresno CA 93725</u>
CUSTODIAN:	Of Records:	<u>Amardeep Gill</u> <small>Name</small> <u>A.Gill@calwarecreation.org</u> <small>Email Address</small> <u>(559)264-6867</u> <small>Phone Number</small> <u>4545 E Church Ave</u> <small>Address</small> <u>Fresno CA 93725</u>	Of Checks:	<u>Amardeep Gill</u> <small>Name</small> <u>A.Gill@calwarecreation.org</u> <small>Email Address</small> <u>(559)264-6867</u> <small>Phone Number</small> <u>4545 E Church Ave</u> <small>Address</small> <u>Fresno CA 93725</u>

BOARD MEMBER NAME	TITLE	SIGNATURE
Mary L. Rosales	Chairwoman	
Raul Guerra	Vice-Chair	
Felicia Salcido	Board Member	
Sandra Celedon	Board Member	

When are regular meetings of the governing board held: Third Thursday of month at 6:30 pm

AUTHORIZED SIGNATURES

The following individuals are authorized to sign checks on the Fresno County Treasury by statute or resolution of the governing board:

NAME	TITLE	SIGNATURE
Mary Rosales	Chairwoman	
Raul Guerra	Vice-Chair	
Felicia Salcido	Board Member	
Sandra Celedon	Board Member	
Amardeep Gill	District Administrator	
How many signatures are required on checks?	<u>2</u>	

The employees listed below are authorized to pick up:

VALIDATED CHECKS	BLANK CHECK STOCK
<u>Amardeep Gill</u>	<u>Amardeep Gill</u>
<u>Veronica Luchessa</u>	<u>Veronica Luchessa</u>

COUNTY OF FRESNO
 AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR
 SPECIAL ACCOUNTING DIVISION
 SPECIAL DISTRICT/ORGANIZATION DATA SHEET

FUND: 4660
 SUBCLASS: 10000
 DATE: _____

Special District/Organization: Calwa Recreation and Park District

ADDRESS:	Mailing:	<u>4545 E Church ave</u> <u>Fresno CA 93725</u>	Physical:	<u>4545 E Church Ave</u> <u>Fresno CA 93725</u>
CUSTODIAN:	Of Records:	<u>Amardeep Gill</u> <small>Name</small> <u>A.Gill@calwarecreation.org</u> <small>Email Address</small> <u>(559)264-6867</u> <small>Phone Number</small> <u>4545 E Church Ave</u> <small>Address</small> <u>Fresno CA 93725</u>	Of Checks:	<u>Amardeep Gill</u> <small>Name</small> <u>A.Gill@calwarecreation.org</u> <small>Email Address</small> <u>(559)264-6867</u> <small>Phone Number</small> <u>4545 E Church Ave</u> <small>Address</small> <u>Fresno CA 93725</u>

BOARD MEMBER NAME	TITLE	SIGNATURE
Mary L. Rosales	Chairwoman	
Raul Guerra	Vice-Chair	
Felicia Salcido	Board Member	
Sandra Celedon	Board Member	

When are regular meetings of the governing board held: Third Thursday of month at 6:30 pm

AUTHORIZED SIGNATURES

The following individuals are authorized to sign checks on the Fresno County Treasury by statute or resolution of the governing board:

NAME	TITLE	SIGNATURE
Mary Rosales	Chairwoman	
Raul Guerra	Vice-Chair	
Felicia Salcido	Board Member	
Sandra Celedon	Board Member	

How many signatures are required on checks? 2

The employees listed below are authorized to pick up:

<u>VALIDATED CHECKS</u>	<u>BLANK CHECK STOCK</u>
<u>Amardeep Gill</u>	<u>Amardeep Gill</u>
<u>Veronica Luchessa</u>	<u>Veronica Luchessa</u>
_____	_____
_____	_____

Calwa Recreation and Park District Transactions by Account

Summer Program Cost 2015

Date	Name	Amount
07/01/2015	Office Depot Credit Card	65.27
07/02/2015	Walmart	215.62
07/09/2015	Fresno Chaffee Zoo	100.00
07/10/2015	Walmart	119.36
07/18/2015	Office Depot	63.82
07/23/2015	Family Dollar Store	71.43
07/28/2015	Dollar Tree Stores, Inc	7.58
07/28/2015	Walmart	25.51
07/30/2015	GW School Supply	72.19
06/18/2015	office depot	50.00
06/08/2015	mega-prints	72.00
06/13/2015	big 5	948.75
06/13/2015	GW School Supply	474.99
06/25/2015	Walmart	124.76
06/25/2015	Dollar Tree Stores, Inc	69.81
06/26/2015	big 5	21.60
06/26/2015	Dollar Tree Stores, Inc	11.58
06/23/2015	walmart	32.02
06/14/2016	Walmart	52.43
	Employee Salary	7,825.75
		<u>10,424.47</u>
		<u>10,424.47</u>



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

Mary L. Rosales Board Member Board Member Board Member Board Member
Raul Guerra Board Member Board Member Board Member Board Member
Sandra Celedon Board Member Board Member Board Member Board Member
Paul H. Garcia Board Member Board Member Board Member Board Member
Felicia Salcido Board Member Board Member Board Member Board Member

Luis O. Mendoza
District Administrator

www.calwarecreation.org

Hilda Cant6 Montoy
District Counsel

NOTICE AND CALL OF SPECIAL BOARD MEETING AND SPECIAL BOARD MEETING AGENDA

Location: 4545 E. Church Avenue, Fresno, CA 93725
Date: Thursday, August 27, 2015
Time: 6:30 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 Chair. The agenda contains a brief general description of one 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 sole business to be conducted at this meeting is as follows:

1. CALL TO ORDER

The Meeting was called to order at 6:30 pm.

2. ROLL CALL

All Board Members with the exception of Sandra Celedon were present and on time, along with District counsel Mrs. Montoy. District Administrator Luis Mendoza called out roll call.

3. INVOCATION

4. FLAG SALUTE

5. CLOSED SESSION pursuant to Government Code Section 54957

A. Public Employee Performance Evaluation Position Title: District Administrator

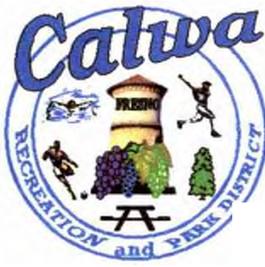
Board returned and made their report NO ACTION TAKEN

6. RECONVENE PUBLIC SESSION AND REPORT

7. ADJOURNMENT

Members of the public shall have an opportunity to be heard on this matter prior to the closed session. 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 and on the District's website: www.calwarecreation.org

Next Regular Meeting: Thursday, September 17, 2015, at 6:30 PM



Calwa Recreation and Park District
4545 E Church Avenue, Fresno CA 93725 `PHONE (559) 264-6867

Mary Rosales
*Board Member
Chairman*

Raul Guerra
*Board Member
Vice-Chair*

Sandra Celedon
*Board Member
Secretary*

Felicia Salcido
Board Member

Paul Garcia
Board Member

Luis O. Mendoza
District Administrator

Hilda Cantu Montoy
District Counsel

BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES
September 17, 6:30 PM

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:30. All Board Members were present and on time along with District Counsel Mrs. Montoy. District Administrator Luis Mendoza was not present and Veronica Luchessa called out roll call.

2. INVOCATION AND FLAG SALUTE

Invocation was given by Board Member Paul Garcia followed by the flag salute.

3. APPROVAL OF AGENDA

ACTION: Board Chair Mary Rosales resolved to switch agenda item 6C with agenda item 7. Board Member Garcia motioned the switch second by Board Member Guerra. 5-0 vote

Rosales: Aye Guerra: Aye Celedon: Aye Garcia: Aye Salcido: Aye

4. PUBLIC FORUM.

5. CONSENT CALENDAR

A. Approval of Meeting Minutes

1. July 16, 2015 Regular Board Meeting

Board Celedon pointed out the type-o of the numbering

ACTION: Board Member Garcia made a motion to approve the minutes with the corrections suggested by Board Member Celedon. The motion was seconded by Vice Chairman Guerra and carried by a 4-0-1 vote as follows

Rosales: Aye Guerra: Aye Garcia: Aye Celedon: Aye Salcido: Abstain

2. July 30, 2015 Special Board Meeting

ACTION: Board Member Garcia made a motion to approve the minutes seconded by Vice Chairman Guerra and carried by a 3-0-2 vote as follows

Rosales: Aye Guerra: Aye Garcia: Aye Celedon: Abstain Salcido: Abstain

6. NEW BUSINESS

A. Presentation and discussion regarding District's Financial Reports (Informational Item):

1. Account Reconciliations for August
2. Current Account Balances
3. Financial Position on August 31, 2015

B. Report on status of district tractor and direction to staff

ACTION: A special Board Meeting was decided to be scheduled either Monday or Tuesday with the intention of it being held on the 24th dependent on how fast staff could receive quotes. Board Member Celedon motioned that the item be tabled until three finance quotes and all year to date expenses and the cost so that the Board has enough information to make a decision. The motion was seconded by Board Member Salcido and passed with a 5-0 vote

Rosales: Aye Guerra: Aye Celedon: Aye Garcia: Aye Salcido: Aye

7. CLOSED SESSION pursuant to Government Code Section 54957 A. Public Employee Performance Evaluation

Position Title: District Administrator

B. Public Employee Discipline/ Dismissal/Release

8. RECONVENE PUBLIC SESSION AND REPORT

ACTION: With a 5-0 vote in closed session it was decided that the current District Administrator Luis O. Mendoza is to be relieved of his position effective immediately. An ad hoc committee consisting of Board Garcia and Vice Chair Guerra was formed to commence proceeding to advertise and start hiring of a new district administrator.

Rosales: Aye Guerra: Aye Celedon: Aye Garcia: Aye Salcido: Aye

C. CONSIDER ADOPTION OF RESOLUTION REGARDING CHECKS AND PAYMENT OF MONEY, PROCEDURES, AND AUTHORIZED SIGNATURES

1. Resolution Regarding Procedures for Checks, Warrants, or Other Orders for the Payment of Money; Authorizing Persons in Specified Positions to Act as District Signatories; Authorizing Specified Position to Pick Up Validated Checks and Blank Checks Stock; and Directing Staff to Update all Necessary County and Bank Documents

ACTION: It was voted that Veronica Luchessa be added authorization to drop off and pick up checks from the county for validation. Procedure of having three Board Members sign checks was reduced to only requiring two board member signatures for a check to be valid

Rosales: Aye **Guerra:** Aye **Celedon:** Aye **Garcia:** Aye **Salcido:** Aye

9. ADJOURNMENT

Meeting was adjourned at 8:30 pm

Next Regular Meeting: Thursday, October 16, 2015, at 6:30 PM



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

District Administrator

www.calwarecreation.org

Hilda Cantú Montoy
District Counsel

NOTICE AND CALL OF SPECIAL BOARD MEETING AND SPECIAL BOARD MEETING AGENDA

Location: 4545 E. Church Avenue, Fresno, CA 93725
Date: Friday, December 4, 2015
Time: 5:00 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 Chair. 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
2. INVOCATION AND FLAG SALUTE

3. Discussion, Consideration, Direction, and Action Concerning District Administration and Operations as Result of Current District Administrator Vacancy and Absence of Programs and Operations Manager Including the Following Alternatives:

- a. Consider Reduced Hours for Park
ACTION: The district office will be closed on Monday December 7th and Tuesday December 8th
- b. Consider Closure of Park On Certain Days
ACTION: The park itself will remain open
- c. Consider Hiring of Interim Staff to Ensure Basic Administration and Operations are Handled
ACTION: Chair Rosales received authorization to contact previous candidates for the vacant District Administrator position that were interested in part-time work for an interim basis. Chair Rosales is directed to contact Malaga County Water District and the Coalinga-Huron Recreation and Park District to inquire about assistance as well.
- d. Consider Authorizing Board Ad Hoc Committee to Handle Basic Administration and Operations.
- e. Consider other direction and action under the circumstances.
ACTION: Mrs. Luchessa is granted authorization to use the district laptop to work from home under the following circumstances:
 - (i) If her physician states that it is permissible
 - (ii) Until the board directs otherwise; and
 - (iii) Only if she is unable to come to work based on her physician's direction**ACTION:** Board member Celedon is authorized to contact CSDA to see if they are able to provide assistance. Authorization will also be given for Board Member Celedon to contact other services to inquire about temporary bookkeeping services

4. Discussion regarding lack of full board to meet at December 10, 2015, Special Board Meeting and consider rescheduling the interviews for District Administrator.

ACTION: The December 10th Special Meeting is canceled. A special meeting will be held on Saturday December 12th at 8:00 am to address continuing staffing problems

DIRECTION: Mrs. Luchessa will contact the two remaining candidates for the District Administrator position and advise them that the interviews are rescheduled for the regular meeting on December 17th

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.calwarcreeation.org

6. ADJOURNMENT

Next Special Meeting: Saturday, December 12, 2015, at 8:00 am



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

District Administrator

www.calwarecreation.org

Hilda Cantu Montoy
District Counsel

NOTICE AND CALL OF SPECIAL BOARD MEETING AND SPECIAL BOARD MEETING AGENDA

Location: 4545 E. Church Avenue, Fresno, CA 93725
Date: Saturday, December 12, 2015
Time: 8:00 AM

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. 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 at by Chair Rosales at 8:02 am
Directors Present: Chair Rosales, Vice-Chair Guerra, Board Member Celedon, Board Member Garcia, and Board Member Salcido were present

2. INVOCATION AND FLAG SALUTE

Board member Garcia led the invocation and the flag salute

3. Discussion, Consideration, Direction, and Action Concerning District Administration and Operations As Result of Current District Administrator Vacancy and Absence of Programs and Operations Manager:

- a. **Receive Report from Board Chair regarding (i) return status of Programs and Operations Manager and (ii) contacts she has made regarding potential temporary staffing.**

DISCUSSION: Chair Rosales reported the Mrs. Luchessa has been cleared to work up to 6 hours a week by her medical provider. It has been noted that Mrs. Luchessa cannot drive and that she would have to rely on her husband for transportation, specifically for making deposits. Board Member Garcia inquired to whether that would be a liability issue for the district

DIRECTION: The board will seek clarification from legal counsel on potential liability issues
DISCUSSION: that the interim candidates for the District Administer role are unavailable. Chair Rosales also reported that the Malaga County Water District is unavailable to provide assistance and that the Chair was unable to contact the Coalinga-Huron Recreation and Park District

- b. **Receive Report from Board Member Celedon regarding contacts she has made with CSDA and bookkeeping services.**

DISCUSSION: Board Member Celedon contacted the CSDA and the reported that they had provided a limited business directory and shared that the board can post the District Administrator position and other job announcements

c. Consider Closure Of Office Until Temporary staffing in place or until Programs and Operations Manager returns.

DISCUSSION: Board member Celedon contacted three temporary staffing agencies. Two replied; Robert Half and Command Center

d. Consider Hiring of Interim Staff and/or Appointment of Ad Hoc Board Committee (must be without pay) to Ensure Basic Administration and Operations are Handled.

Designate who will have access to computers and emails.

Define tasks to be performed such as:

- **Review of mail**
- **Answer phones**
- **Going to bank and making deposits**
- **Handling of payroll**
- **Answering questions received from phone messages**
- **Management and administration of contracts for Art Wall, Hmong New Year, and other potential bookings. This will include receipt of fees regarding contracts**

ACTION: The board agreed contact Robert Half to secure a bookkeeper at a range of \$16-18/hour and an office assistant at a range of \$10-12/hour within the following parameters:

- Each position will be assigned to work 20 hours per week
- Initial placement will be two weeks
- The bookkeeper will work from 10 am- 2 pm
- The office assistant will work from 1 pm – 5pm
- Bookkeeper will be responsible for accounts payable/receivable, payroll, deposits, and other typical bookkeeping duties
- Office assistant will be responsible for answering phones, customer service, scheduling appointments, clerical duties, and other duties as assigned

- And other tasks to be discussed at Board Meeting.

e. Consider other direction and action under the circumstances.

ACTION: The board agreed to temporarily adjust the office hours to 10 am-5 pm until further notice

ACTION: The board agreed to appoint an Ad Hoc committee to work with Robert Half and the select the temporary personnel in an expedited process

ACTION: Board Member Celedon and Vice Chair Guerra were appointed to the committee on a 3-1 vote as follows

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

4. ADJOURNMENT

Meeting adjourned at 8:57 AM

Next Regular Meeting: Thursday, December 17, 2015, at 5:30 PM



Type here to search

Entire Mailbox



Privacy



Options



Sign out

Mail



Close



- Deleted Items (13)
- Drafts [17]
- Inbox (10)
- Junk Email [41]
- Sent Items

[Click to view all folders](#)

- Clutter (260)
- Soccer (5)

[Manage Folders...](#)

Re: Revisions to the JPA Agreement

Jose Leon-Barraza [joseleonbarraza@sefceda.org]

To help protect your privacy, some content in this message has been blocked. If you're sure this message is from a trusted sender and you want to re-enable the blocked features, [click here](#).

Sent: Tuesday, April 12, 2016 4:26 PM

To: Tim Chapa [TChapa@ci.sanger.ca.us]

Cc: Becky Hernandez [BHernandez@ci.sanger.ca.us]; Jim Anderson [ja@malagacwd.org]; Veronica Luchessa; Amardeep Gill; drsd@pacbell.net

Attachments: [JOINT POWERS AGREEMENT4-1~1.docx \(41 KB\)](#); [JOINT POWERS AGREEMENT4-1~2.docx \(40 KB\)](#)

Hi Tim:

Per your request I have made changes to the Joint Powers Authority Agreement to reflect the conditions stated by your Council in approving this agreement. The main point being that the Authority will not assess membership fees to the Member Agencies and that the Member Agencies are not obligated to fund the construction and operations of the Regional Park and Soccer Complex. Attached is a draft document that shows where the changes are tracked and also attached is the final version that you may use to add your signature..

I am also copying the Manager of the Malaga Water District and the managers of the Calwa Recreation and Parks District and Del Rey Service Districts. As you know Malaga is already on Board and I will be making a presentation to Calwa on April 19, 2016 and Del Rey on April 21, 2016. The documents attached contain all the changes requested by Malaga and Sanger. We hope that Calwa and Del Rey also become members of the Authority for the implementation of this very important regional park and soccer sports complex that will benefit us all.

Please note that the latest version of the Agreement makes it clear that the Agreement does not obligate the Member Agencies to pay any fees or fund any cost associated with the construction and operations of this project but it does not preclude Member Agencies to voluntarily share resources with the Authority when conditions allow it.

I would also like to inform you that after presenting a status report to the National Park Service, I have received an extension to our filing deadline from April 15 to April 25. This would allow us to include Calwa and Del Rey if they approve their participation on this project. I am now targeting to have the first meeting of the Authority (the Board and Executive Committee) on Friday, April 22 or Saturday, April 23. I will soon send you a draft agenda and will be asking for possible time options.

I hope the following changes address your concerns, if not please let me know. Following is a review of those changes:

ARTICLE 14. ASSESSMENT OF FEES-Page 8

Deleted the following text:

...and may establish assessments to the Member Agencies as necessary to pay for the administration of the Authority as shown in the adopted budget....and shall be provided a period of ninety(90) days after July 1 of each year of which to make payment.

ARTICLE 17. MEMBER AGENCY RESPONSIBILITY-Page 9

Deleted the following text:

b) To pay its assessments, costs and fees, and any adjustments thereto, promptly when due to the Authority, its share of any unpaid costs and fees, when and if required by the Board under Article 19 & 20 of this Agreement.

ARTICLE 18 CANCELLATION

Deleted reference to Affiliate Member.

Deleted the following text:

...for non-payment of assessments or other.....

ARTICLE 22. LIABILITY OF MEMBER AGENCIES, DIRECTORS, OFFICERS AND COMMITTEE MEMBERS.

ADDED the following text:

Nothing contained in the provisions of this Agreement shall obligate the Member Agencies to pay for any membership fees, or make contributions to fund the cost of construction and operations of the Southeast Fresno Regional Park and Soccer Complex.

Please contact me if you have any questions. My Phone number here is 453-0124, my cell is 301-0695,

Year to Date Calwa Recreation and Park District 2015-2016

Budget Category	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	2015-16	
Salaries & Benefits										BUDGET	Diff
Employee Salaries	\$ 14,244.00	\$ 12,359.00	\$ 11,135.00	\$ 9,600.00	\$ 6,909.00	\$ 10,147.12	\$ 7,402.98	\$ 9,636.00	\$ 8,696.83	\$ 137,244.00	\$ 47,114.07
District Payroll Taxes	\$ 1,254.00	\$ 1,089.00	\$ 1,087.00	\$ 824.09	\$ 640.00	\$ 1,046.00	\$ 1,025.34	\$ 1,042.91	\$ 1,070.16	\$ 13,734.00	\$ 4,655.50
Payroll Fees	\$ 290.00	\$ 280.00	\$ 283.00	\$ 270.00	\$ 276.00	\$ 289.45	\$ 403.12	\$ 403.12	\$ 276.40	\$ 4,245.00	\$ 1,473.91
Director Stipends	\$ 2,135.00	\$ -	\$ 2,000.00		\$ -	\$ 1,742.75	\$ -	\$ -	\$ -	\$ 10,135.00	\$ 4,257.25
Workers' Compensation		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,150.00	\$ 11,150.00
HR Miscellaneous	\$ 100.00	\$ -	\$ -	\$ 100.00	\$ 740.00	\$ 400.00	\$ -	\$ -	\$ -	\$ 1,200.00	\$ (140.00)
Salaries & Benefits Total:	\$ 18,023.00	\$ 13,728.00	\$ 14,505.00	\$ 10,794.09	\$ 8,565.00	\$ 13,625.32	\$ 8,831.44	\$ 11,082.03	\$ 10,043.39	\$ 177,708.00	\$ 68,510.73
Services & Supplies											
Audit	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,200.00	\$ 7,200.00
Bank Fees	\$ 11.00	\$ 10.00	\$ 10.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 21.00	\$ 116.00	\$ -	\$ 132.00	\$ (69.00)
Cleaning Supplies	\$ 200.00	\$ 650.00	\$ 37.00	\$ 170.00	\$ 67.99	\$ 106.44	\$ 816.43	\$ 268.94	\$ 100.61	\$ 2,100.00	\$ (317.41)
District Counsel	\$ 1,300.00	\$ 1,527.00	\$ 1,230.00	\$ 1,700.00	\$ -	\$ 375.00	\$ -	\$ 1,197.00	\$ 1,360.50	\$ 15,600.00	\$ 6,910.50
Electricity	\$ 4,934.00	\$ -	\$ 2,566.00	\$ 2,300.00	\$ 2,134.00	\$ 2,193.02	\$ 1,775.34	\$ 3,290.05	\$ 1,600.57	\$ 30,800.00	\$ 10,007.02
Equipment Fuel	\$ 100.00	\$ 70.00	\$ 66.00	\$ 100.00	\$ 62.00	\$ 56.31	\$ 65.35	\$ 101.18	\$ 105.86	\$ 1,200.00	\$ 473.30
Event Costs		\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 157.03	\$ 600.00	\$ 342.97
Fresno Co Service Fees	\$ 10.00	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 974.00	\$ 954.00
Liability Insurance	\$ 135.00	\$ -	\$ -	\$ 135.00	\$ 271.00	\$ -	\$ 371.86	\$ 185.93	\$ 177.08	\$ 1,620.00	\$ 344.13
Internet	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ -	\$ 109.95	\$ 109.95	\$ 219.90	\$ 1,320.00	\$ 330.20
Landline Phone	\$ 70.00	\$ 66.00	\$ 66.00	\$ 70.00	\$ 66.00	\$ -	\$ 67.19	\$ 107.05	\$ 28.80	\$ 840.00	\$ 298.96
Mobile Phone	\$ 33.00	\$ 32.00	\$ 32.00	\$ 33.00	\$ 33.00	\$ 37.34	\$ 179.96	\$ 17.52	\$ -	\$ 396.00	\$ (1.82)
Special Legal Fees		\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ 125.00
Memberships	\$ 1,500.00	\$ -	\$ -		\$ -	\$ -	\$ 960.00	\$ -	\$ -	\$ 2,600.00	\$ 140.00
Mileage	\$ 150.00	\$ 22.00	\$ 152.00	\$ 150.00	\$ 152.00	\$ 106.54	\$ -	\$ 168.50	\$ 100.24	\$ 1,800.00	\$ 798.72
Motor Equipment Repair	\$ 415.00	\$ 130.00	\$ 4.00		\$ 145.95	\$ 608.31	\$ 136.99	\$ 136.99	\$ 101.59	\$ 2,490.00	\$ 811.17
Office Equipment	\$ 215.00	\$ 165.00	\$ 379.00	\$ 215.00	\$ 242.00	\$ 98.72	\$ 658.97	\$ 231.18	\$ 255.70	\$ 2,580.00	\$ 119.43
Office Supplies	\$ 150.00	\$ 49.00	\$ -	\$ 200.00	\$ 127.00	\$ 569.30	\$ 133.00	\$ 603.82	\$ -	\$ 2,100.00	\$ 267.88
Professional Development	\$ 1,000.00	\$ 650.00	\$ -	\$ -	\$ -	\$ -	\$ 358.21	\$ -	\$ -	\$ 4,800.00	\$ 2,791.79
Recreation Programs	\$ 500.00	\$ 162.00	\$ -	\$ 200.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 4,100.00	\$ 3,138.00
Repairs and Maintenance	\$ 5,000.00	\$ 1,463.00	\$ 1,751.00	\$ 800.00	\$ 383.62	\$ 250.94	\$ 690.44	\$ 1,536.40	\$ 257.17	\$ 20,398.00	\$ 8,265.43
Security	\$ 250.00	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	\$ 250.00
Security Monitoring System	\$ 464.00	\$ 155.00	\$ -	\$ 464.00	\$ 420.00	\$ -	\$ -	\$ -	\$ -	\$ 5,572.00	\$ 4,069.00
Technology Services	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 1,500.00
Trash Disposal	\$ 250.00	\$ 205.00	\$ 204.00	\$ 250.00	\$ 204.00	\$ 204.00	\$ 211.05	\$ 208.03	\$ -	\$ 3,000.00	\$ 1,263.92
Water	\$ 1,300.00	\$ 1,409.00	\$ 1,867.00	\$ 1,100.00	\$ 1,867.00	\$ 1,867.00	\$ 1,970.43	\$ 1,484.89	\$ -	\$ 11,650.00	\$ (1,215.32)
Total Services & Supplies	\$ 18,247.00	\$ 6,875.00	\$ 8,474.00	\$ 8,543.00	\$ 6,396.56	\$ 6,483.92	\$ 8,526.17	\$ 9,763.43	\$ 4,465.05	\$ 126,572.00	\$ 48,797.87
TOTAL	\$ 36,270.00	\$ 20,603.00	\$ 22,979.00	\$ 19,337.09	\$ 14,961.56	\$ 20,109.24	\$ 17,357.61	\$ 20,845.46	\$ 14,508.44	\$ 304,280.00	\$ 117,308.60

RESOLUTION NO. 2016-

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA RECREATION AND PARK DISTRICT AMENDING BYLAWS RELATING TO DATE OF REGULAR MEETINGS

WHEREAS, the Board of Directors of the Calwa Recreation and Park District adopted By-Laws pursuant to Resolution No. 2015-6; and

WHEREAS, Article IV, Section D of the By-Laws sets forth the regular meeting date; and

WHEREAS, the District desires to amend the regular meeting date.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE DISTRICT OF CALWA RECREATION AND PARK DISTRICT, hereby resolves as follows:

Section 1. Article IV, Section D of the By-Laws is amended to read as follows:

A. Meeting Dates/Time.

1. Regular meetings of the Board of Directors are held on the third Tuesday 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.

Section 2. All other provisions of the By-Laws of the Calwa Recreation and Park District shall remain in full force and effect.

Section 3. This resolution shall be effective upon its adoption.

* * * * *

CERTIFICATION

Adoption of the foregoing Resolution No. 2016-___ was adopted on April 19, 2016, by the following vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENCES: _____

Secretary of the Board of Directors

RESOLUTION NO. 2016-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA RECREATION AND PARK DISTRICT REGARDING PROCEDURES FOR CHECKS, WARRANTS, OR OTHER ORDERS FOR THE PAYMENT OF MONEY; AUTHORIZING PERSONS IN SPECIFIED POSITIONS TO ACT AS DISTRICT SIGNATORIES; AUTHORIZING SPECIFIED POSITIONS TO PICK UP VALIDATED CHECKS AND BLANK CHECKS STOCK; AND DIRECTING STAFF TO UPDATE ALL NECESSARY COUNTY AND BANK DOCUMENTS.

WHEREAS, the County Auditor-Controller/Treasure-Tax Collector and Banks that District does business with require documentation of authorized signatories and signatures; and

WHEREAS, former District Administrator Luis Mendoza was listed as authorized to sign checks and his last date of employment with the District was September 17, 2016; and

WHEREAS, Paul Garcia was listed as authorized to sign checks and he resigned from the Board of Directors effective December 14, 2016; and

WHEREAS, Amardeep Gill has been hired as new District Administrator; and

WHEREAS, the District needs to update its procedures by resolution; and

WHEREAS, the District determines that it is necessary for the efficient administration of the fiscal affairs of the District that this resolution be passed and adopted.

NOW, THEREFORE, the Board of Directors hereby resolve as follows:

Section 1. The foregoing recitals are incorporated herein by reference.

Section 2. Each bank doing business with the District is hereby authorized to honor checks, warrants, or other orders for the payment of money drawn in the name of the District on all its accounts when bearing the signature of at least two of the following signatures:

- (a) Board Member: Mary Rosales
- (b) Board Member: Raul Garcia
- (c) Board Member: Sandra Celedon
- (d) Board Member: Felicia Salcido

(e) District Administrator: Amardeep Gill

Section 3. Internally, the process that will be followed is that each check shall be signed by the District Administrator and the Chair. In the event, the District Administrator is not available each check shall be signed by the Chair and another Board Member. In the event neither the District Administrator nor the Board Chair is available, each check shall be signed by two Board Members.

Section 4. Staff is directed to cause the completion and submission of necessary documents regarding this resolution as required by the County Auditor Controller/Treasurer-Tax Collector and Banks doing business with the District.

Section 5. The following persons are authorized to pick up validated checks and blank checks stock from the County Auditor Controller/Treasurer-Tax Collector: Amardeep Gill and Operations and Programs Manager.

Section 6. This resolution shall become effective immediately upon its passage and adoption. All previous resolutions and approvals authorizing the honoring of signatures of District officials other than those set forth in this resolution are hereby rescinded.

CERTIFICATION

Adoption of the foregoing Resolution No. 2016-____, was adopted on _____ by the following vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____
ABSENCES: _____

Secretary of the Board of Directors

ORDINANCE NO.____

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
CALWA RECREATION AND PARK DISTRICT
ESTABLISHING PARK USE RULES AND REGULATIONS**

The Board of Directors of the Calwa Recreation and Park District ordains as follows:

SECTION 1. This ordinance is adopted to read as follows:

CALWA PARK RULES AND REGULATIONS

Chapters:

Chapter 1.	Title.
Chapter 2.	Definitions.
Chapter 3.	Applicability.
Chapter 4.	Authority.
Chapter 5.	Unacceptable Conduct.
Chapter 6.	Violations
Chapter 7.	Park Hours.
Chapter 8.	Park or Facility Application.
Chapter 9.	Denial or Cancellation of Permit.
Chapter 10.	Liability.
Chapter 11.	No Commercial Events
Chapter 12.	Right to Appeal.
Chapter 13.	Prohibited Acts and Conduct – General.
Chapter 14.	Dogs and Animals in Park.
Chapter 15.	Obstructing Pathways in Park.
Chapter 16.	Health and Safety.
Chapter 17.	Drug Free Zone.
Chapter 18.	Soliciting.
Chapter 19.	Trespass.
Chapter 20.	Parking Space – Disabled Persons.
Chapter 21.	Parking – General.
Chapter 22.	Automobiles, Bicycles, and Other Conveyances.
Chapter 23.	Severability

CHAPTER 1. TITLE.

This ordinance shall be known as the Calwa Park Use Rules and Regulations.

CHAPTER 2. DEFINITIONS.

A. “Board” means the Board of Directors of the Calwa Recreation and Park District.

- B. “Calwa Park” or “Park” as used in this ordinance shall mean the District-owned and maintained park located at 4545 E. Church Street, Fresno, California, 93725.
- C. “District” means the Calwa Recreation and Park District, and includes all lands owned, controlled, or managed by the Calwa Recreation and Park District.
- D. “Permission.” Unless otherwise expressly provided, “permission” means written permission granted by the District per approved permits, contracts, or Board approval.
- E. “Person” means any natural person, firm, corporation, club, municipality, district, or public agency, and all association or combinations of persons whenever acting for themselves or by any agent, servant, or employee.

CHAPTER 3. APPLICABILITY

All persons entering upon Calwa Park shall abide by the rules and regulations of the District and the laws of the State of California.

The provisions of this Ordinance shall not apply to employees of the District engaged in and acting within the scope of their authorized duties. However, the District employees shall abide by the laws of the State of California and all applicable county and/or municipal ordinances.

CHAPTER 4. AUTHORITY.

This ordinance is adopted pursuant the Recreation and Park District Law as set forth in Public Resources Code Section 5780 to 5780.9.

CHAPTER 5. UNACCEPTABLE CONDUCT.

No person shall continue to engage in any course of conduct in the Park after he or she is advised by a District employee, agent, or concessionaire having authority to regulate or manage the area, that such conduct unreasonably or unnecessarily interferes with obstructs the lawful use and enjoyment of such facility or area by other persons, or unreasonably impairs the ability of any District employee, agent, or concessionaire to perform his or her authorized duties and activities.

CHAPTER 6. VIOLATIONS

Pursuant to Public Resources Code Section 5786.17, any violation of this Ordinance is punishable as a misdemeanor or infraction. Public Resources Code Section 5786.17 provides:

- A. Violation of this ordinance is a misdemeanor punishable pursuant to Section 19 of the Penal Code.
- B. Any citation issued by District for violation of this ordinance may be processed as an infraction pursuant to subdivision (d) of Section 17 of the Penal Code.

- C. To protect property and to preserve the peace at Calwa Park, the Board of Directors may confer on designated District employees the power to issue administrative citations pursuant to Government Code 54951.

CHAPTER 7. PARK HOURS.

Park hours are from 8:00 a.m. to 9:00 p.m. No person shall be in, on, or within Calwa Park between 9:00 p.m. and 8:00 a.m. unless a Special Permit or Contract provides otherwise. Persons with a valid Special Permit or Contract shall be permitted to use the Park as specified in the Permit or Contract after which they shall leave the Park without delay.

CHAPTER 8. PARK OR FACILITY APPLICATION.

Any person applying for a required permit for use of the Park shall file an application (in the form and time schedule established by the District) for such permit. All applications for such use must be signed or co-signed by an adult, which adult shall agree to be responsible for said use. No use permit will be granted if, prior to the time the application was filed, the District has scheduled a District event or general public use at the same time and place as the activity proposed in the application.

CHAPTER 9. DENIAL OR CANCELLATION OF PERMIT.

A permit shall be denied or canceled if the proposed use or activities:

- A. Cause injury or damage to park resources; or
- B. Are contrary to the purposes for which involved park areas were established; or
- C. Unreasonably interfere with interpretive programs, visitor services, or other District program activities, or with Public Safety or administrative activities of the District; or
- D. Substantially impair the operation of public use facilities or services; or
- E. Present a clear and present danger to the public health and safety; or
- F. Result in significant conflict with other existing uses; or
- G. Insurance or other permit conditions cannot be complied with by the applicant; or
- H. Affects the aesthetics of or alters the landscape of the Park.

CHAPTER 10. LIABILITY.

All persons to whom an exclusive use or special event permit has been granted must agree in writing to indemnify and hold the District harmless for injury or damage in any way caused by the activity sponsored by the permittee, and said person shall be liable to the District for any and all injury to persons or damage to Park and facilities owned by the District which results from the activity of the permittee or is caused by any participant in said activity, and provide insurance

coverage at levels set by the General Manager or his/her designee, sufficient to provide reasonable insurance coverage for such use or event.

CHAPTER 11. NO COMMERCIAL EVENTS.

Events shall not be authorized for the purpose of private financial gain.

CHAPTER 12. RIGHT TO APPEAL.

An applicant whose application has been denied or canceled or any person claiming to be adversely affected by the issuance of a permit may appeal the decision of the Assistant Director, Operations and Interpretation, to the District Manager or his/her designee. The District Manager or his/her designee shall hold a hearing within 30 days of the filing of said appeal at the office of the District Manager, at which time the individual filing the appeal may present any and all evidence, testimony, and information relevant to the application. The District Manager or his/her designee shall issue a final written decision within 7 business days after the close of the hearing either approving the permit or modifying the permit conditions sufficiently to approve the permit, or upholding the denial or cancellation. The District Manager shall notify the Board of any changes in the permit required to approve the event.

CHAPTER 13. PROHIBITED ACTS AND CONDUCT – GENERAL

Within the limits of the Park, no person shall:

- A. Sell any tickets for a performance or activity or seek contributions for a performance or activity, whether conducted in the Park or elsewhere, except with the prior written permission of the District Administrator.
- B. Cut, break, injure, deface, or disturb any tree, shrub, plant, rock, building, cage, pen, monument, fence, bench, or other structure, apparatus, or property; or pluck, pull up, cut, take, or remove any shrub, bush, plant, or flower, or mark or write upon any building, monument, fence, bench, or other structure, or carry any flowers, shrubs, or branches into or through any Park.
- C. Cut or remove any wood, turf, grass, soil, rock, sand, or gravel.
- D. Distribute any commercial handbills, or circulars, or post, place, or erect a commercial advertising device of any kind.
- E. Make or kindle a fire for any purpose.
- F. Camp or lodge at any place in Calwa Park.
- G. Ride, drive, or propel any vehicle elsewhere than on the paths, roads, or drives provided for such purpose with the exception of wheelchairs or other power-driven mobility devices used by persons with mobility disabilities, if those devices can be safely operated pursuant to District policy and consistent with the Americans with Disabilities Act.

- H. Indulge in riotous, threatening, indecent, or immoral conduct, or abusive, threatening language or throwing stones or missiles.
- I. Play or practice golf or archer, or fly motor driven models.
- J. Play or bet at or against any game which is played, conducted, dealt or carried on with cards, dice, or other device, for money, chips, shell, credit, or other representative of value, or maintain or exhibit any gambling table or other instrument of gambling or gaming, or play any game prohibited by any provision of state law.
- K. Practice, carry on, conduct, or solicit for any trade, occupation, business, or profession, without the written permission of the District Administrator.
- L. Enter, remain, stay, loiter, park or leave standing any vehicle between the hours of 9 p.m. and 8 a.m., without the written permission of the District Administrator.
- M. Take into, exhibit or use in any park any firearm, air gun, sling shot, firecrackers, torpedoes, rockets, or other fireworks, or other articles of like character.
- N. Go upon any lawn or grass plot, where prohibited by the District Administrator and which prohibition is indicated by legible signs.
- O. Open, expose, or interfere with any water or gas pipe, hydrant, stopcock, sewer, basin, or other construction, in any park.
- P. Throw or place any paper, bottle, trash, or refuse matter of any kind whatsoever, or any other article or thing, upon the grounds of Calwa Park.
- Q. Hunt, pursue, annoy, throw stones or missiles at, or molest or disturb in any way, any animal, bird or reptile.
- R. Remain in, or place anything in, any public place or way in a park so as to obstruct, or unreasonably hinder the use for which such place was designed.
- S. Take into the Park any wild animal or fowl.
- T. Allow or leave unattended children under the age of 12 in the Park.

CHAPTER 14. DOGS AND ANIMALS IN PARK.

- A. Dogs on Leash. No person having the control or care of any dog shall suffer or permit such dog to enter or remain in Calwa Park unless it be led by a leash of suitable strength not more than six (6) feet in length.

The owner of the dog and/or the person in control or care of the dog shall be responsible for, and to make good, any damage caused in any event, by such dog, whether or not leashed. The provisions of this subsection do not relieve the owner and/or person in control or care of said dog from liability to the District for violation of this Section.

- B. Removal of Dog Feces. Any person bringing a dog onto the Park shall immediately remove the excrement deposited by such animal. Animal waste must be placed in garbage cans or removed from the Park.
- C. Dangerous Animals. No person shall bring into or permit any dangerous animal to enter or remain on Park property or any part thereof. For purposes of this subsection, a dangerous animal is defined as any animal, which is declared a dangerous animal by a County or City, an exotic animal, or an animal which demonstrates any of the following behavior:
- i. An attack which requires a defensive action by any person to prevent bodily injury and/or property damage.
 - ii. An attack on another animal, domestic or wild, or livestock.
 - iii. An attack that results in any injury to any person.
 - iv. Any behavior that constitutes a physical threat of bodily harm to a person.
- D. Abandoned Animals. No person shall abandon a dog, cat, fish, fowl, or other animal within the Park.

CHAPTER 15. OBSTRUCTING PATHWAYS IN PARK.

No person or persons shall assemble, collect or gather together in any walk, driveway, passageway or pathway in any park or in any other place set apart for the travel of persons or vehicles in or through any park in such a manner that the free passage or use thereof by persons or vehicles passing along the same shall be obstructed.

CHAPTER 16. HEALTH AND SAFETY.

- A. Consumption of Alcoholic Beverages Prohibited. No person shall consume or possess any alcoholic beverage in Calwa Park. "Alcoholic beverage" includes alcohol, spirits, liquor, wine, beer and any liquid or solid containing one half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances. Notwithstanding beer and wine may be permitted under a Special Event Permit pursuant to terms and conditions established by the Board of Directors.
- B. Smoking on District Property Prohibited. Smoking or disposal of any cigarette, cigar, or tobacco product, or any combustible plant, weed, or substance, including medical marijuana, is prohibited in Calwa Park.

CHAPTER 17. DRUG FREE ZONE.

Calwa Park is a designated "drug free zone" pursuant to state law. This section applies and is enforceable only if notice of this section is posted at the park. No person shall possess drug paraphernalia as defined in Section 11364 of the Health and Safety Code.

CHAPTER 18. SOLICITING.

- A. General. No person nor group of persons shall solicit, sell, hawk, or otherwise peddle or rent any goods, wares, merchandise, liquids, or edibles for human consumption or services, except by the concessionaires and groups authorized so in writing by the Board of Directors or the District Administrator, and such written authority is in the possession of a representative of the group while soliciting. However, groups who are using the District property may sell, or raise funds for non-profit, charitable, or political purposes in conjunction with a facility reservation or with an approved special event. In no event may selling or soliciting be extended to members of the general public using District parklands.
- B. Commercial. No person, group of persons, nor any business or commercial entity shall solicit, sell, merchandise, liquids or edibles for human consumption or service, or give any lessons, classes, or instruction whether for profit or otherwise, except by those concessionaires or groups so authorized by the Board of Directors or the District Manager. For the purposes of this section, soliciting and selling shall include leafletting or distribution of advertisements or other promotional devise, the collection of any monies for the use of Park District property, or delivering any goods or services for fee.

CHAPTER 19. TRESPASS.

- A. Refusing or failing to leave the Park immediately upon being requested by a District employee to immediately leave the land is trespass. The following also constitute trespass:
- i. Tearing down, mutilating, or destroying any sign, sign board, or notice forbidding trespassing on the land; or
 - ii. Removing, injuring, unlocking, or tampering with any lock on any gate on or leading to the Park; or
 - iii. Refusing or failing to leave the Park including real property areas or structures not open to the general public, upon being requested to leave by a peace officer at the request of the District and upon being informed by the peace officer that he or she is acting at the request of the District; or
 - iv. Willfully tearing down, or otherwise destroying any fence on the enclosed land or another, or opening any gate, bar, or fence of another willfully leaving it open without written permission of the District.

CHAPTER 20. PARKING SPACE – DISABLED PERSONS.

- A. Parking Spaces. Certain parking stalls or spaces at Calwa Park shall be designated for the exclusive use of disabled persons' vehicles that display a distinguishing license plate or placard issued pursuant to Section 22511.5 of the California Vehicle Code or the disabled veteran as specified in Section 9105 of the California Vehicle Code.

- B. Removal. Any vehicle parked or left standing in violation of this provision shall be removed from the Park property posted disabled persons' parking spaces in accordance with Section 22511.8 of the California Vehicle Code.

CHAPTER 21. PARKING – GENERAL.

Motor vehicles or other motorized conveyances shall only park in a District established or designated parking area. The parking lots are to be used by Park patrons during District Park hours. No person shall park a motor vehicle, except an authorized emergency vehicle or when in compliance with the direction of a peace officer, in any of the following places:

- A. In areas where prohibited by “NO PARKING” signs.
- B. Blocking or obstructing any gate, entrance, or exit.
- C. On any lawn or grassy area.
- D. On any picnic area.
- E. In such a manner as to take up more than one “marked” parking place in any authorized parking area.
- F. In any area where such vehicle blocks or obstructs the free flow of traffic.
- G. Within 15 feet of a fire hydrant.
- H. Adjacent to any curb painted red.

CHAPTER 22. AUTOMOBILES, VEHICLES, AND OTHER CONVEYANCES.

- A. Limited Areas for Driving or Operating. No person shall operate or drive an automobile, bicycle, motorcycle, truck, trailer, wagon, motor scooter, or other conveyance on other than roads or parking lot designated by the District for that purpose.
- B. Safe Driving and Operation. Bicycles, skateboards, roller skates, roller blades, self-propelled scooters and other like vehicles and conveyances shall not be operated in a negligent, unsafe, or reckless manner or in a way that potentially endangers the safety, well-being, or property of any person, not at excessive speeds, especially when passing other Park users. Bicycles are permitted on designated paths only.
- C. No Washing or Repairs. No person shall wash, service, or repair any motor vehicle within the Park.
- D. Safety Gear. Individuals using bicycles, skateboards, roller skates, roller blades, self-propelled scooters, and other like vehicles and conveyances in and through the Park must wear a helmet while using such vehicles and conveyances while in the Park.

E. Speed Limits. No person shall drive a vehicle within the Park at a speed greater than is reasonable or prudent having due regard for children, seniors, adults, pets, and other vehicles.

CHAPTER 23. SEVERABILITY.

If any chapter, section, subsection, paragraph, subparagraph, sentence or clause of this Ordinance is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance; and the Board of Directors declares that this Ordinance, and each chapter and section would have been adopted irrespective of such possible findings of invalidity or unconstitutionality and, to that end, the provisions of this Ordinance are hereby declared to be severable.

SECTION 2. CEQA. This ordinance is exempt from CEQA pursuant to Title 14, California Code of Regulations Section 15061(b)(3) under the general rule that CEQA does not apply to activities which can be seen with certainty to have no effect on the environment. Adopting regulations relating to massage establishments will not create any environmental impacts.

SECTION 3. Publication. This ordinance shall be published in accordance with the provisions of Government Code Section 25124.

SECTION 4. Effective Date. This ordinance shall become effective thirty days after its adoption.

The foregoing ordinance, Ordinance No. _____ was adopted at a regular meeting of the Board of Directors of the Calwa Recreation and Park District held on _____, 2016, and was passed and approved by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing ordinance is hereby approved.

Mary Rosales,
Board Chairperson

ATTEST:

Amardeep Gill, Secretary