



## CALWA RECREATION & PARK DISTRICT MINUTES FOR MEETING

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

**TUESDAY, October 17, 2017**

**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

**A. OPENING CEREMONIES — 6:30 P.M.**

**Meeting was called to order at 6:34 P.M. by Director Raul Guerra**

**1. Pledge of Allegiance**

Held by Director Raul Guerra

**2. Invocation**

Led by District Counsel Hilda Cantu Montoy

**3. Roll Call**

Director Raul Guerra, Director Esmeralda Zamora, Director Jose Luis Sanchez and Director Gabriela were all present. Chair Mary Rosales walked in at 6:38 P.M.

**4. Approval of Agenda**

Motion by Director Sanchez to amend agenda by moving Item C3 to become C1; Seconded by Director Mares; VOTE: 4-0 in Favor. **PUBLIC COMMENT**

No public Comment

## C. SCHEDULED MATTERS

1. **Consideration and approval of potential lease amendments regarding request for lease payment adjustment by Jacob Flores of El Cangrejito Playero Concession Stand and discussion of issues with payments due and lease breach. (A)**

Jacob Flores and Carlos Flores presented themselves before the Board Members and was discussed lease amendments and request for lease payment adjustments and issues with payments due

**Motion** by Director Sanchez and Seconded by Director Zamora to approve amendment to lease agreement: (i) add Carlos Flores to the agreement; (ii) reduce rent to \$600.00; (iii) Tenants to pay \$900 past due by October 31, 2017; and (iv) Tenants to pay balance within twelve-month period. **Vote:** 5-0

2. **Discussion and direction to Staff on Presentation of Electrical Incentive Program — Skip Marquez, Alameda Electrical Distributors, Inc. (NA)**

Skip Marquez was not able to attend to present before Board Members. District Administrator Felix Ortiz explained that the program was so that all lighting would be replaced with LED lighting through a loan. Where PG&E bill should be reduced and the difference (savings) would be used towards paying off the loan. **(NA)** Not an Action item but District Administrator was given direction to proceed with program.

3. **Discussion and direction to staff on After School Program — Oluwatoyin Mixon-Emeseh, Tee 4 Women Inc. (NA)**

Emeseh came and presented before Board Members. After School Program would be Monday- Friday from 3:00 P.M. to 6:00 P.M. The program would be free of charge to students and she has 6 volunteers and two of them speak Spanish. Volunteers are all finger printed and background checks are done, she writes grants and receives donations. She just needs the space to hold program, computer room needed and a place to store materials. **(NA)**. Board Members asked for a lay out of After School Program

4. **Consideration and approval of Security Cameras for Park — Jose Sanchez/District Administrator. (A)**

Camera topics were discussed of having surveillance for the park as well as the service fees and quality of service was a concern. District Administrator Ortiz recommended that we pay for the service fee to have the two existing cameras already purchased record plus buy another two cameras.

**Motion** by Director Mares and Seconded by Director Zamora to pay \$100 for service fee of camera recording program (Ring) for already purchased cameras and purchase of two more cameras for Calwa Park.

**Vote:** 5-0.

- 5. Consideration and approval of Resolution 2017-21: 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. (A)**

**Motion** by Director Sanchez and Seconded by Director Mares to adopt Resolution 2017-21

**Vote:** 5-0.

- 6. Consideration and approval of Resolution 2017-22: Authorizing the Execution of a Program Supplement Agreement with the California Department of Transportation for Federal Funds appropriated by the State. (A)**

**Motion** by Director Zamora and Seconded by Chair Rosales to approve the Resolution with added amendment that the "The District Administrator To Execute And Write Program Supplement Agreements For Federal And State Grants With The California Department of Transportation Appropriated By The State".

**Motion** by Director Zamora and Seconded by Chair Mary Rosales

**Vote:** 5-0

#### **D. REPORTS FROM DISTRICT BOARD**

Director Mares: Thanked District Administrator and that she loves that he has thirty plus years in experience and that she has heard from staff that they are happy.

Director Guerra: Thanked District Administrator Felix Ortiz for all that he has done in the short time employed with Calwa Park. He also wanted to thank office staff for their work.

Director Sanchez brought up that the Board may have already approved to have a Message/Bulletin Board put up in Calwa Park so that Calwa Park and the Community could post items to help keep the community informed.

#### **E. REPORT FROM DISTRICT ADMINISTRATOR**

District Administrator Ortiz gave an informative report to Board Members about his goals set for Calwa Park, Events going to be held at Calwa Park and what he is currently working on now. Woodchips for the playground will be presented on next agenda. Hilda Cantú Montoy and Gabriela Mares have volunteered to be judges at Calwa Park Trunk or Treat for pumpkin carving contest.

#### **F. CONSENT CALENDAR**

- 1. Minutes, Meeting September 19, 2017**
- 2. Minutes, Meeting August 15, 22, 29, 2017**
- 3. Minutes, Meeting July 10, 18, 2017**
- 4. Financials September 30, 2017**

**Motion** by Director Zamora and Seconded by Director Mares to approve the minutes except to change by removing "John Flores" from September 19, 2017 Minutes and change "Calwa Community Center" to "Calwa Park Hall."

Vote: 5-0

#### **G. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9**

Conference with Legal Counsel, Initiation of Litigation

District v. Javier Soto

Went into Closed session at 8:03 P.M. and adjourned from Closed Session at 8:15 P.M.

#### **H. REPORT OF FINAL ACTIONS TAKEN IN CLOSED SESSION**

**Report:** The Board by vote of 5-0 determined to sue; debt will not be pursued.

#### **I. ADJOURNMENT**

Meeting adjourned at 8:15 P.M.

| Calwa RPD Budget FY 17-18  |              |              |              |              |               |               |               |
|----------------------------|--------------|--------------|--------------|--------------|---------------|---------------|---------------|
|                            | Jul-17       | Aug-17       | Sep-17       | Oct-17       | YTD TOTAL     | Total         | REMAINING     |
| <b>Employee Cost</b>       |              |              |              |              |               |               |               |
| Employee Salaries          | \$ 12,435.00 | \$ 11,354.00 | \$ 12,320.00 | \$ 12,036.33 |               | \$ 144,223.63 |               |
|                            | \$ 8,025.03  | \$ 5,743.35  | \$ 8,329.87  | \$ 20,654.52 | \$ 42,752.77  |               | \$ 101,470.86 |
| Payroll Taxes              | \$ 1,233.00  | \$ 1,201.00  | \$ 1,217.00  | \$ 1,209.00  |               | \$ 14,554.22  |               |
|                            | \$ 1,165.05  | \$ 2,121.00  | \$ 730.25    | \$ 2,315.60  | \$ 6,331.90   |               | \$ 8,222.32   |
| Payroll Fees               | \$ 111.00    | \$ 106.75    | \$ 108.88    | \$ 107.81    |               | \$ 1,299.89   |               |
|                            | \$ 116.24    | \$ 111.55    | \$ 189.30    | \$ 146.40    | \$ 563.49     |               | \$ 736.40     |
| Director Stipends          | \$ 1,000.00  | \$ 750.00    | \$ 500.00    | \$ 1,500.00  |               | \$ 11,631.04  |               |
|                            | \$ 2,472.92  | \$ -         | \$ -         | \$ 1,834.20  | \$ 4,307.12   |               | \$ 7,323.92   |
| Workers Compensation       | \$ -         | \$ -         | \$ -         | \$ -         |               | \$ 7,489.00   |               |
|                            | \$ -         | \$ -         | \$ -         | \$ 726.44    | \$ 726.44     |               | \$ 6,762.56   |
| HR miscellaneous           | \$ 421.12    | \$ 119.00    | \$ 242.00    | \$ 260.71    |               | \$ 2,872.94   |               |
|                            | \$ -         | \$ -         | \$ -         | \$ 173.81    | \$ 173.81     |               | \$ 2,699.13   |
| <b>Total</b>               | \$ 27,219.36 | \$ 21,586.65 | \$ 23,987.30 | \$ 41,014.35 |               | \$ 184,500.69 |               |
|                            | \$ 11,779.24 | \$ 7,975.90  | \$ 9,249.42  | \$ 25,850.97 | \$ 54,855.53  |               | \$ 129,645.16 |
| <b>Expenses</b>            |              |              |              |              |               |               |               |
| Audit                      | \$ -         | \$ -         | \$ -         | \$ -         |               | \$ 11,200.00  |               |
|                            | \$ -         | \$ -         | \$ -         | \$ -         | \$ -          |               | \$ 11,200.00  |
| Bank Fees                  | \$ 22.00     | \$ 22.00     | \$ 22.00     | \$ 22.00     |               | \$ 264.00     |               |
|                            | \$ 21.00     | \$ 21.00     | \$ 21.00     | \$ 10.00     | \$ 73.00      |               | \$ 191.00     |
| Cleaning Supplies          | \$ 796.00    | \$ 595.00    | \$ 695.50    | \$ 645.25    |               | \$ 8,033.31   |               |
|                            | \$ 1,296.96  | \$ 457.02    | \$ 469.80    | \$ 257.14    | \$ 2,480.92   |               | \$ 5,552.39   |
| District Counsel           | \$ 1,771.00  | \$ 939.00    | \$ 1,675.00  | \$ 955.00    |               | \$ 15,412.37  |               |
|                            | \$ 2,929.50  | \$ 2,121.00  | \$ 1,411.50  | \$ 1,411.50  | \$ 7,873.50   |               | \$ 7,538.87   |
| District Board Elections   | \$ -         | \$ -         | \$ -         | \$ -         |               | \$ -          | \$ -          |
| Electricity                | \$ 2,497.00  | \$ 2,608.00  | \$ 1,952.00  | \$ 2,358.00  |               | \$ 27,854.94  |               |
|                            | \$ 2,350.39  | \$ 1,494.68  | \$ 2,722.96  | \$ 2,588.24  | \$ 9,156.27   |               | \$ 18,698.67  |
| Equipment Fuel             | \$ 108.00    | \$ 75.00     | \$ 83.47     | \$ 88.82     |               | \$ 1,031.34   |               |
|                            | \$ 167.99    | \$ 149.20    | \$ 134.66    | \$ 118.23    | \$ 570.08     |               | \$ 461.26     |
| Event Costs                | \$ 100.00    | \$ 100.00    | \$ 100.00    | \$ 100.00    |               | \$ 1,200.00   |               |
|                            | \$ -         | \$ -         | \$ -         | \$ -         | \$ -          |               | \$ 1,200.00   |
| Fresno Co Service Fees     | \$ -         | \$ -         | \$ -         | \$ -         |               | \$ 747.00     |               |
|                            | \$ -         | \$ -         | \$ -         | \$ -         | \$ -          |               | \$ 747.00     |
| Liability Insurance        | \$ 180.00    | \$ 180.00    | \$ 180.00    | \$ 180.00    |               | \$ 2,160.00   |               |
|                            | \$ -         | \$ 1,380.16  | \$ -         | \$ -         | \$ 1,380.16   |               | \$ 779.84     |
| Internet                   | \$ 109.95    | \$ 175.00    | \$ 142.48    | \$ 158.74    |               | \$ 1,810.90   |               |
|                            | \$ 329.85    | \$ -         | \$ 109.95    | \$ -         | \$ 439.80     |               | \$ 1,371.10   |
| Landline Phone             | \$ 83.49     | \$ 95.49     | \$ 89.49     | \$ 92.49     |               | \$ 1,092.55   |               |
|                            | \$ 195.64    | \$ 55.35     | \$ 120.54    | \$ 120.54    | \$ 492.07     |               | \$ 600.48     |
| Mobile Phone               | \$ 125.39    | \$ 145.26    | \$ 135.33    | \$ 140.29    |               | \$ 1,654.81   |               |
|                            | \$ -         | \$ 5.04      | \$ 118.62    | \$ 118.62    | \$ 242.28     |               | \$ 1,412.53   |
| Memberships                | \$ -         | \$ -         | \$ -         | \$ -         |               | \$ 1,300.00   |               |
|                            | \$ -         | \$ 619.00    | \$ -         | \$ -         | \$ 619.00     |               | \$ 681.00     |
| Mileage                    | \$ 179.12    | \$ 89.25     | \$ 134.19    | \$ 111.72    |               | \$ 1,470.41   |               |
|                            | \$ -         | \$ 71.16     | \$ 55.12     | \$ -         | \$ 126.28     |               | \$ 1,344.13   |
| Office Equipment           | \$ 298.32    | \$ 275.42    | \$ 286.87    | \$ 281.15    |               | \$ 3,406.82   |               |
|                            | \$ 292.06    | \$ 163.69    | \$ 160.07    | \$ 82.97     | \$ 698.79     |               | \$ 2,708.03   |
| Office Supplies            | \$ 328.85    | \$ 375.24    | \$ 352.05    | \$ 363.64    |               | \$ 4,296.71   |               |
|                            | \$ -         | \$ 75.60     | \$ 32.17     | \$ 155.49    | \$ 263.26     |               | \$ 4,033.45   |
| Professional Development   | \$ -         | \$ -         | \$ -         | \$ -         |               | \$ 4,200.00   |               |
|                            | \$ 933.80    | \$ -         | \$ -         | \$ -         | \$ 933.80     |               | \$ 3,266.20   |
| Recreation programs        | \$ -         | \$ -         | \$ 239.44    | \$ 125.00    |               | \$ 1,639.44   |               |
|                            | \$ -         | \$ -         | \$ -         | \$ 50.00     | \$ 50.00      |               | \$ 1,589.44   |
| Repairs and Maintenance    | \$ 2,322.00  | \$ 49,960.00 | \$ 2,320.00  | \$ 5,499.00  |               | \$ 83,306.91  |               |
|                            | \$ 3,005.49  | \$ 7,782.61  | \$ 1,345.74  | \$ 7,200.11  | \$ 19,333.95  |               | \$ 63,972.96  |
| Security                   | \$ 225.00    | \$ 225.00    | \$ 225.00    | \$ 225.00    |               | \$ 2,700.00   |               |
|                            | \$ -         | \$ -         | \$ -         | \$ 450.97    | \$ 450.97     |               | \$ 2,249.03   |
| Security Monitoring System | \$ 180.00    | \$ 145.00    | \$ 162.50    | \$ 153.75    |               | \$ 1,895.55   |               |
|                            | \$ 471.00    | \$ -         | \$ -         | \$ 471.00    | \$ 942.00     |               | \$ 953.55     |
| Technology Services        | \$ 80.00     | \$ 80.00     | \$ 80.00     | \$ 80.00     |               | \$ 960.00     |               |
|                            | \$ -         | \$ -         | \$ -         | \$ -         | \$ -          |               | \$ 960.00     |
| Trash Disposal             | \$ 218.34    | \$ 248.63    | \$ 233.49    | \$ 241.06    |               | \$ 2,848.94   |               |
|                            | \$ 430.95    | \$ -         | \$ 213.97    | \$ 322.59    | \$ 967.51     |               | \$ 1,881.43   |
| Vehicle leasing/Financing  | \$ 457.99    | \$ 478.63    | \$ 489.89    | \$ 475.50    |               | \$ 5,749.74   |               |
|                            | \$ 611.18    | \$ -         | \$ 458.00    | \$ 134.27    | \$ 1,203.45   |               | \$ 4,546.29   |
| water                      | \$ 2,310.00  | \$ 2,432.00  | \$ 897.00    | \$ 1,879.67  |               | \$ 20,676.63  |               |
|                            | \$ 2,989.93  | \$ 4,181.69  | \$ 3,599.70  | \$ 4,316.41  | \$ 15,087.73  |               | \$ 5,588.90   |
| <b>Total</b>               | \$ 28,418.19 | \$ 77,821.12 | \$ 21,469.48 | \$ 27,667.75 |               | \$ 265,980.78 |               |
|                            | \$ 16,025.74 | \$ 18,577.20 | \$ 10,973.80 | \$ 17,808.08 | \$ 63,384.82  |               | \$ 202,595.96 |
|                            | \$ 55,637.55 | \$ 99,407.77 | \$ 45,456.77 | \$ 68,682.09 |               |               |               |
|                            | \$ 27,804.98 | \$ 26,553.10 | \$ 20,223.22 | \$ 43,659.05 | \$ 118,240.35 |               |               |
| <b>Grand Total</b>         |              |              |              |              |               | \$ 450,481.47 | \$ 332,241.12 |

**Calwa Recreation and Park District**  
**Profit & Loss Budget vs. Actual**  
**October 2017**

|  | Oct 17     | Budget     |
|--|------------|------------|
| <b>Ordinary Income/Expense</b>                                 |            |            |
| <b>Income</b>  |            |            |
| <b>Park Income (Income recieved from Park Rentals)</b>         |            |            |
| Events   | 0.00       | 500.00     |
| Field Rentals  | 0.00       | 100.00     |
| Hall Rentals   | 0.00       | 200.00     |
| Miscellaneous  | 0.00       | 0.00       |
| Picnic Rental  | 0.00       | 75.00      |
| Rent Payments  |            |            |
| Programs   | 0.00       | 0.00       |
| Rent Payments - Other  | 0.00       | 1,200.00   |
| <b>Total Rent Payments</b>                                     | 0.00       | 1,200.00   |
| Zumba  | 0.00       | 200.00     |
| <b>Park Income (Income recieved from Park Rentals) - Other</b> | 1,485.00   |            |
| <b>Total Park Income (Income recieved from Park Rentals)</b>   | 1,485.00   | 2,275.00   |
| <b>The County of Fresno</b>                                    |            |            |
| 3007-Suppl-Prior Unsecured                                     | 0.00       | 0.00       |
| 3008-Suppl-Prior Secured                                       | 0.00       | 0.00       |
| 3010-Property Taxes  | 0.00       | 0.00       |
| 3011-Suppl-Current Secured                                     | 561.65     | 0.00       |
| 3013-Supplemental Curr unsecure                                | 29.27      |            |
| 3025-Property Taxes-Prior Unsec                                | 172.35     | 0.00       |
| 3030-Penalties & Costs   | 0.00       | 0.00       |
| 3380-Interest  | 118.84     | 0.00       |
| The County of Fresno - Other                                   | 0.00       | 217.60     |
| <b>Total The County of Fresno</b>                              | 882.11     | 217.60     |
| <b>Total Income</b>  | 2,367.11   | 2,492.60   |
| <b>Gross Profit</b>  | 2,367.11   | 2,492.60   |
| <b>Expense</b>   |            |            |
| Audit  | 0.00       | 0.00       |
| Bank Fees  | 10.00      | 22.00      |
| Cleaning supplies  | 257.14     | 645.25     |
| Director stipends  | 1,834.20   | 1,500.00   |
| District counsel   | 1,411.50   | 955.00     |
| District Payroll Taxes   | 2,315.60   | 1,209.00   |
| Elections  | 0.00       | 0.00       |
| Electricity  | 2,588.24   | 2,358.00   |
| Employee Salaries  | 20,654.52  | 12,036.33  |
| Equipment Fuel   | 118.23     | 88.82      |
| Event Costs  | 0.00       | 100.00     |
| Fresno co Service fee  | 0.00       | 0.00       |
| HR miscellaneous   | 173.81     | 260.71     |
| Internet   | 0.00       | 158.74     |
| Landline Phone   | 120.54     | 92.49      |
| Liability Insurance  | 0.00       | 180.00     |
| Memberships  | 0.00       | 0.00       |
| Mileage  | 0.00       | 111.72     |
| Mobile Phone   | 118.62     | 140.29     |
| Motor Equipment Repair   | 0.00       | 0.00       |
| Office Equipment   | 82.97      | 281.15     |
| Office Supply  | 155.49     | 363.64     |
| Payroll Fees   | 146.40     | 107.81     |
| Professional Development                                       | 0.00       | 0.00       |
| Recreation Programs  | 50.00      | 125.00     |
| Repairs and Maintenance  | 7,200.11   | 5,499.00   |
| Security   | 450.97     | 225.00     |
| Security Monitoring System                                     | 471.00     | 153.75     |
| Special Legal Fees   | 0.00       | 0.00       |
| Technology Service   | 0.00       | 80.00      |
| Trash Disposal   | 322.59     | 241.06     |
| Vehicle Leasing  | 134.27     | 475.50     |
| Water  | 4,316.41   | 1,879.67   |
| Workers Compensation   | 726.44     | 0.00       |
| <b>Total Expense</b>   | 43,659.05  | 29,289.93  |
| <b>Net Ordinary Income</b>                                     | -41,291.94 | -26,797.33 |
| <b>Net Income</b>  | -41,291.94 | -26,797.33 |

1:07 PM

11/08/17

**Calwa Recreation and Park District**  
**Reconciliation Summary**  
**Bank of The West Revenue, Period Ending 10/31/2017**

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|  | <u>Oct 31, 17</u>           |
|--|-----------------------------|
| <b>Beginning Balance</b>                 | 2,578.16                    |
| <b>Cleared Transactions</b>              |                             |
| Checks and Payments - 21 items           | -4,645.71                   |
| Deposits and Credits - 6 items           | 2,423.41                    |
|  | <u>                    </u> |
| <b>Total Cleared Transactions</b>        | -2,222.30                   |
|  | <u>                    </u> |
| <b>Cleared Balance</b>                   | <b>355.86</b>               |
|  | <u>                    </u> |
| <b>Register Balance as of 10/31/2017</b> | 355.86                      |
| <b>Ending Balance</b>                    | 355.86                      |

## Calwa Recreation and Park District

## Reconciliation Detail

Bank of The West Revenue, Period Ending 10/31/2017

| Type                                     | Date       | Num   | Name                    | Clr | Amount           | Balance          |
|--|------------|-------|-------------------------|-----|------------------|------------------|
| <b>Beginning Balance</b>                 |            |       |                         |     |                  | 2,578.16         |
| <b>Cleared Transactions</b>              |            |       |                         |     |                  |                  |
| <b>Checks and Payments - 21 items</b>    |            |       |                         |     |                  |                  |
| Check                                    | 09/11/2017 | 1086  | Brianna Caldera         | X   | -200.00          | -200.00          |
| Check                                    | 09/28/2017 | 1089  | Leoncio Vasquez         | X   | -371.00          | -571.00          |
| Check                                    | 10/02/2017 | DEBIT | First String Sports     | X   | -151.17          | -722.17          |
| Check                                    | 10/02/2017 | DEBIT | Bank of the West        | X   | -10.00           | -732.17          |
| Check                                    | 10/04/2017 | DEBIT | AUTO ZONE               | X   | -15.09           | -747.26          |
| Check                                    | 10/05/2017 | DEBIT | Jensen & Watts          | X   | -60.46           | -807.72          |
| Check                                    | 10/10/2017 | DEBIT | Farmers Lumber          | X   | -1,037.67        | -1,845.39        |
| Check                                    | 10/10/2017 | DEBIT | Fresno Ag Hardware      | X   | -63.71           | -1,909.10        |
| Check                                    | 10/10/2017 | DEBIT | Fresno Ag Hardware      | X   | -1.43            | -1,910.53        |
| Check                                    | 10/13/2017 | DEBIT | Shell Gas Station       | X   | -59.37           | -1,969.90        |
| Check                                    | 10/17/2017 | DEBIT | Home Depot Store        | X   | -549.71          | -2,519.61        |
| Check                                    | 10/17/2017 | DEBIT | Fresno Distributing ... | X   | -132.96          | -2,652.57        |
| Check                                    | 10/18/2017 | DEBIT | Home Depot Credit ...   | X   | -150.00          | -2,802.57        |
| Check                                    | 10/18/2017 | DEBIT | Home Depot Store        | X   | -142.29          | -2,944.86        |
| Check                                    | 10/20/2017 | DEBIT | RING.COM                | X   | -440.97          | -3,385.83        |
| Check                                    | 10/20/2017 | DEBIT | RING.COM                | X   | -10.00           | -3,395.83        |
| Check                                    | 10/23/2017 | DEBIT | Home Depot Store        | X   | -95.16           | -3,490.99        |
| Check                                    | 10/26/2017 | DEBIT | Ferguson                | X   | -1,041.42        | -4,532.41        |
| Check                                    | 10/26/2017 | DEBT  | Unifirst                | X   | -31.80           | -4,564.21        |
| Check                                    | 10/27/2017 | DEBIT | Vistaprint              | X   | -22.64           | -4,586.85        |
| Check                                    | 10/30/2017 | DEBIT | Shell Gas Station       | X   | -58.86           | -4,645.71        |
| <b>Total Checks and Payments</b>         |            |       |                         |     | <b>-4,645.71</b> | <b>-4,645.71</b> |
| <b>Deposits and Credits - 6 items</b>    |            |       |                         |     |                  |                  |
| Transfer                                 | 10/17/2017 |       |                         | X   | 150.00           | 150.00           |
| Transfer                                 | 10/17/2017 |       |                         | X   | 150.00           | 300.00           |
| Deposit                                  | 10/18/2017 |       |                         | X   | 138.41           | 438.41           |
| Deposit                                  | 10/18/2017 |       |                         | X   | 680.00           | 1,118.41         |
| Deposit                                  | 10/24/2017 |       |                         | X   | 805.00           | 1,923.41         |
| Transfer                                 | 10/25/2017 |       |                         | X   | 500.00           | 2,423.41         |
| <b>Total Deposits and Credits</b>        |            |       |                         |     | <b>2,423.41</b>  | <b>2,423.41</b>  |
| <b>Total Cleared Transactions</b>        |            |       |                         |     | <b>-2,222.30</b> | <b>-2,222.30</b> |
| <b>Cleared Balance</b>                   |            |       |                         |     | <b>-2,222.30</b> | <b>355.86</b>    |
| <b>Register Balance as of 10/31/2017</b> |            |       |                         |     | <b>-2,222.30</b> | <b>355.86</b>    |
| <b>Ending Balance</b>                    |            |       |                         |     | <b>-2,222.30</b> | <b>355.86</b>    |



**CLASSIC BUSINESS CHECKING xxx-xx8101 (continued)**

**ACCOUNT DETAIL**

**Credits**

| <i>Date</i> | <i>Amount</i> | <i>Description</i>  |
|-------------|---------------|---|
| 10/17       | \$150.00      | ONLINE TRANSFER TRANSFER FROM CHECKING ***-**5854         |
| 10/17       | 150.00        | ONLINE TRANSFER TRANSFER FROM CHECKING ***-**5854         |
| 10/18       | 98.13         | POS CREDIT 445601 THE HOME DEPOT 10 FRESNO CA ##7602      |
| 10/19       | 40.28         | POS CREDIT THE HOME DEPOT #1086 FRESNO CA ON 171019 #7602 |
| 10/25       | 500.00        | ONLINE TRANSFER TRANSFER FROM CHECKING ***-**5854         |

**5 credits for a total of \$938.41**

**Deposits**

| <i>Date</i> | <i>Amount</i> | <i>Date</i> | <i>Amount</i> |
|-------------|---------------|-------------|---------------|
| 10/18       | \$680.00      | 10/24       | \$805.00      |

**2 deposits for a total of \$1,485.00**

**Withdrawals**

| <i>Date</i> | <i>Amount</i> | <i>Description</i>  |
|-------------|---------------|---|
| 10/02       | \$151.17      | DEBIT CARD POS FIRST STRING SPORTS, I FRESNO CA ON 171002 #7602             |
| 10/02       | 10.00         | MONTHLY SVC CHG PREVIOUS PERIOD ACTIVITY RESULTED IN MONTHLY SERVICE CHARGE |
| 10/04       | 15.09         | POS PURCHASE 105671 AUTOZONE 4210 E FRESNO CA ##7602                        |
| 10/05       | 60.46         | DEBIT CARD POS JENSEN & WATTS SMALL E FRESNO CA ON 171005 #7602             |
| 10/10       | 1.43          | DEBIT CARD POS FRESNO CO AGRICULTURE JEFFERSONVILL IN ON 171008 #7602       |
| 10/10       | 63.71         | DEBIT CARD POS FRESNO COUNTY AGRICULT FRESNO CA ON 171008 #7602             |
| 10/10       | 1,037.67      | POS PURCHASE 211242 FARMERS LUMBER FRESNO CA ##7602                         |
| 10/13       | 59.37         | POS PURCHASE 775007 SHELL Service S FRESNO CA ##7602                        |
| 10/17       | 549.71        | POS PURCHASE 803801 THE HOME DEPOT 10 FRESNO CA ##7602                      |
| 10/17       | 132.96        | POS PURCHASE 174346 FRESNO DISTRIBUTI FRESNO CA ##7602                      |
| 10/18       | 150.00        | DEBIT CARD POS THE HOME DEPOT #1086 FRESNO CA ON 171018 #7602               |
| 10/18       | 142.29        | POS PURCHASE 854201 THE HOME DEPOT 10 FRESNO CA ##7602                      |
| 10/20       | 10.00         | DEBIT CARD POS RING.COM RING UNLIMITE 8006561918 CA ON 171020 #7602         |
| 10/20       | 440.97        | DEBIT CARD POS RING.COM 8006561918 CA ON 171020 #7602                       |
| 10/23       | 95.16         | POS PURCHASE 047002 THE HOME DEPOT 10 FRESNO CA ##7602                      |
| 10/26       | 1,041.42      | DEBIT CARD POS FERGUSON ENT, INC 690 08448723857 CA ON 171026 #7602         |
| 10/26       | 31.80         | DEBIT CARD POS UFIRST *LAUNDRY SVCS 978-658-8888 MA ON 171026 #7602         |
| 10/27       | 22.64         | DEBIT CARD POS VISTAPR*VISTAPRINT.COM 866-8936743 MA ON 171027 #9455        |
| 10/30       | 58.86         | POS PURCHASE 779678 SHELL Service S FRESNO CA ##7602                        |

**19 withdrawals for a total of \$4,074.71**

**Checks Paid**

| <i>Number</i> | <i>Date paid</i> | <i>Amount</i> | <i>Number</i> | <i>Date paid</i> | <i>Amount</i> |
|---------------|------------------|---------------|---------------|------------------|---------------|
| 1086          | 10/11            | 200.00        | 1089*         | 10/13            | 371.00        |

**2 checks paid for a total of \$571.00**

\* 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

October 1, 2017 - October 31, 2017

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Page 4 of 4

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11/06/17

**Calwa Recreation and Park District**  
**Reconciliation Summary**  
**Bank of the West Payroll, Period Ending 10/31/2017**

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|  | <u>Oct 31, 17</u> |                        |
|--|-------------------|------------------------|
| <b>Beginning Balance</b>                 |                   | 4,501.86               |
| <b>Cleared Transactions</b>              |                   |                        |
| <b>Checks and Payments - 17 items</b>    | -23,255.47        |                        |
| <b>Deposits and Credits - 4 items</b>    | 28,142.30         |                        |
|  | <u>4,886.83</u>   |                        |
| <b>Total Cleared Transactions</b>        |                   |                        |
| <b>Cleared Balance</b>                   |                   | <b><u>9,388.69</u></b> |
| <b>Register Balance as of 10/31/2017</b> |                   | 9,388.69               |
| <b>Ending Balance</b>                    |                   | 9,388.69               |

**Calwa Recreation and Park District**  
**Reconciliation Detail**  
**Bank of the West Payroll, Period Ending 10/31/2017**

| Type                                     | Date       | Num      | Name                  | Clr | Amount            | Balance           |
|--|------------|----------|-----------------------|-----|-------------------|-------------------|
| <b>Beginning Balance</b>                 |            |          |                       |     |                   | 4,501.86          |
| <b>Cleared Transactions</b>              |            |          |                       |     |                   |                   |
| <b>Checks and Payments - 17 Items</b>    |            |          |                       |     |                   |                   |
| Check                                    | 10/03/2017 | DEBIT    | ADP                   | X   | -4,978.15         | -4,978.15         |
| Check                                    | 10/03/2017 | Debit    | ADP                   | X   | -2,332.40         | -7,310.55         |
| Check                                    | 10/06/2017 | 10914    | Daniel Turrubiatez    | X   | -730.54           | -8,041.09         |
| Check                                    | 10/06/2017 | 10911    | Raul Guerra           | X   | -253.20           | -8,294.29         |
| Check                                    | 10/10/2017 | 10912    | Eleno Hernandez Or... | X   | -571.86           | -8,866.15         |
| Check                                    | 10/11/2017 | 10915    | Esmeralda Zamora      | X   | -413.45           | -9,279.60         |
| Check                                    | 10/13/2017 | DEBIT    | ADP                   | X   | -76.58            | -9,356.18         |
| Check                                    | 10/17/2017 | DEBIT    | ADP                   | X   | -4,143.13         | -13,499.31        |
| Check                                    | 10/17/2017 | DEBIT    | ADP                   | X   | -1,789.99         | -15,289.30        |
| Transfer                                 | 10/17/2017 |          |                       | X   | -150.00           | -15,439.30        |
| Transfer                                 | 10/17/2017 |          |                       | X   | -150.00           | -15,589.30        |
| Check                                    | 10/20/2017 | 10916    | Eleno Hernandez Or... | X   | -627.72           | -16,217.02        |
| Check                                    | 10/25/2017 | 10917    | Daniel Turrubiatez    | X   | -764.31           | -16,981.33        |
| Transfer                                 | 10/25/2017 |          |                       | X   | -500.00           | -17,481.33        |
| Check                                    | 10/27/2017 | DEBIT    | ADP                   | X   | -69.82            | -17,551.15        |
| Check                                    | 10/31/2017 | DEBIT    | ADP                   | X   | -4,074.80         | -21,625.95        |
| Check                                    | 10/31/2017 | DEBIT    | ADP                   | X   | -1,629.52         | -23,255.47        |
| <b>Total Checks and Payments</b>         |            |          |                       |     | <b>-23,255.47</b> | <b>-23,255.47</b> |
| <b>Deposits and Credits - 4 Items</b>    |            |          |                       |     |                   |                   |
| Check                                    | 09/29/2017 | 65-02... | Calwa Recreation a... | X   | 10,000.00         | 10,000.00         |
| Check                                    | 10/10/2017 | 65-02... | Calwa Recreation a... | X   | 9,645.40          | 19,645.40         |
| Check                                    | 10/19/2017 | 65-02... | Calwa Recreation a... | X   | 1,000.00          | 20,645.40         |
| Check                                    | 10/19/2017 | 65-02... | Calwa Recreation a... | X   | 7,496.90          | 28,142.30         |
| <b>Total Deposits and Credits</b>        |            |          |                       |     | <b>28,142.30</b>  | <b>28,142.30</b>  |
| <b>Total Cleared Transactions</b>        |            |          |                       |     | <b>4,886.83</b>   | <b>4,886.83</b>   |
| <b>Cleared Balance</b>                   |            |          |                       |     | <b>4,886.83</b>   | <b>9,388.69</b>   |
| <b>Register Balance as of 10/31/2017</b> |            |          |                       |     | <b>4,886.83</b>   | <b>9,388.69</b>   |
| <b>Ending Balance</b>                    |            |          |                       |     | <b>4,886.83</b>   | <b>9,388.69</b>   |

**REGULAR BUSINESS CHECKING xxx-xx5854 (continued)**

ACCOUNT DETAIL

**Deposits**

| <u>Date</u> | <u>Amount</u> | <u>Date</u> | <u>Amount</u> | <u>Date</u> | <u>Amount</u> |
|-------------|---------------|-------------|---------------|-------------|---------------|
| 10/02       | \$10,000.00   | 10/10       | \$9,645.40    | 10/24       | \$8,496.90    |

**3 deposits for a total of \$28,142.30**

**Withdrawals**

| <u>Date</u> | <u>Amount</u> | <u>Description</u>  |
|-------------|---------------|---|
| 10/03       | \$2,332.40    | ELECTRONIC DBT ADP Tax ADP Tax 100317 RRJIG 100320A01 CCD           |
| 10/03       | 4,978.15      | ELECTRONIC DBT ADP WAGE PAY WAGE PAY 100317 943404260597JIG CCD     |
| 10/13       | 76.58         | ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 101317 2RJIG 3553667 CCD |
| 10/17       | 150.00        | ONLINE TRANSFER TRANSFER TO CHECKING ***-**8101                     |
| 10/17       | 150.00        | ONLINE TRANSFER TRANSFER TO CHECKING ***-**8101                     |
| 10/17       | 1,789.99      | ELECTRONIC DBT ADP Tax ADP Tax 101717 RRJIG 101721A01 CCD           |
| 10/17       | 4,143.13      | ELECTRONIC DBT ADP WAGE PAY WAGE PAY 101717 510044715570JIG CCD     |
| 10/25       | 500.00        | ONLINE TRANSFER TRANSFER TO CHECKING ***-**8101                     |
| 10/27       | 69.82         | ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 102717 2RJIG 4916754 CCD |
| 10/31       | 1,629.52      | ELECTRONIC DBT ADP Tax ADP Tax 103117 RRJIG 103122A01 CCD           |
| 10/31       | 4,074.80      | ELECTRONIC DBT ADP WAGE PAY WAGE PAY 103117 929604725808JIG CCD     |

**11 withdrawals for a total of \$19,894.39**

**Checks Paid**

| <u>Number</u> | <u>Date paid</u> | <u>Amount</u> | <u>Number</u> | <u>Date paid</u> | <u>Amount</u> | <u>Number</u> | <u>Date paid</u> | <u>Amount</u> |
|---------------|------------------|---------------|---------------|------------------|---------------|---------------|------------------|---------------|
| 10911         | 10/06            | 253.20        | 10914*        | 10/06            | 730.54        | 10916         | 10/20            | 627.72        |
| 10912         | 10/10            | 571.86        | 10915         | 10/11            | 413.45        | 10917         | 10/25            | 764.31        |


**6 checks paid for a total of \$3,361.08**

\* Break in check number sequence.



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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.

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bankofthewest.com



1-800-488-2265



1-800-659-5495 TTY/TDD

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**REGULAR BUSINESS CHECKING xxx-xx5854**



Bank of the West  
2441 S Madison Ave  
Fresno, CA 93726

Payroll Check Number: 10911  
Pay Date: 10/06/2017

**Payee:** Raul Guerra  
**Amount:** TWO HUNDRED FIFTY THREE AND 00/100 \$253.20

**Bank of the West CA:** Raul Guerra  
2451 S Madison Ave  
Fresno, CA 93726

⑆ 10911⑆ ⑆ 1211007824097005854⑆

**CK# 10911 PAID 10/06/2017 AMT \$253.20**

Bank of the West  
2441 S Madison Ave  
Fresno, CA 93726

Payroll Check Number: 10912  
Pay Date: 10/10/2017

**Payee:** Eleno Hernandez Ortega  
**Amount:** FIVE HUNDRED SEVENTY ONE AND 86/100 \$571.86

**Bank of the West CA:** Eleno Hernandez Ortega  
2715 Martin Luther King  
Apt. 144  
Fresno, CA 93705

⑆ 10912⑆ ⑆ 1211007824097005854⑆

**CK# 10912 PAID 10/10/2017 AMT \$571.86**

Bank of the West  
2441 S Madison Ave  
Fresno, CA 93726

Payroll Check Number: 10914  
Pay Date: 10/06/2017

**Payee:** Daniel Turubiatez  
**Amount:** SEVEN HUNDRED THIRTY AND 54/100 \$730.54

**Bank of the West CA:** Daniel Turubiatez  
3639 West Ave  
Fresno, CA 93705

⑆ 10914⑆ ⑆ 1211007824097005854⑆

**CK# 10914 PAID 10/06/2017 AMT \$730.54**

Bank of the West  
2441 S Madison Ave  
Fresno, CA 93726

Payroll Check Number: 10915  
Pay Date: 10/11/2017

**Payee:** Esmeralda Zamora  
**Amount:** FOUR HUNDRED THIRTY AND 45/100 \$413.45

**Bank of the West CA:** Esmeralda Zamora  
2461 S Madison Ave  
Fresno, CA 93726

⑆ 10915⑆ ⑆ 1211007824097005854⑆

**CK# 10915 PAID 10/11/2017 AMT \$413.45**

Bank of the West  
2441 S Madison Ave  
Fresno, CA 93726

Payroll Check Number: 10916  
Pay Date: 10/17/2017

**Payee:** Eleno Hernandez Ortega  
**Amount:** SIX HUNDRED TWENTY SEVEN AND 72/100 \$627.72

**Bank of the West CA:** Eleno Hernandez Ortega  
2715 Martin Luther King  
Apt. 144  
Fresno, CA 93705

⑆ 10916⑆ ⑆ 1211007824097005854⑆

**CK# 10916 PAID 10/20/2017 AMT \$627.72**

Bank of the West  
2441 S Madison Ave  
Fresno, CA 93726

Payroll Check Number: 10917  
Pay Date: 10/25/2017

**Payee:** Daniel Turubiatez  
**Amount:** SEVEN HUNDRED SIXTY FOUR AND 31/100 \$764.31

**Bank of the West CA:** Daniel Turubiatez  
3639 West Ave  
Fresno, CA 93705

⑆ 10917⑆ ⑆ 1211007824097005854⑆

**CK# 10917 PAID 10/25/2017 AMT \$764.31**

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9:55 AM

11/06/17

**Calwa Recreation and Park District**  
**Reconciliation Summary**  
Fresno County Account, Period Ending 10/31/2017

---

|  | <u>Oct 31, 17</u>        |
|--|--------------------------|
| <b>Beginning Balance</b>                 | 210,986.09               |
| <b>Cleared Transactions</b>              |                          |
| Checks and Payments - 21 items           | -32,864.33               |
| Deposits and Credits - 1 item            | 882.11                   |
|  | <u>-31,982.22</u>        |
| <b>Total Cleared Transactions</b>        |                          |
| <b>Cleared Balance</b>                   | <b><u>179,003.87</u></b> |
| <b>Register Balance as of 10/31/2017</b> | 179,003.87               |
| <b>Ending Balance</b>                    | 179,003.87               |

**Calwa Recreation and Park District**  
**Reconciliation Detail**  
**Fresno County Account, Period Ending 10/31/2017**

| Type                                     | Date       | Num        | Name                     | Clr | Amount            | Balance           |
|--|------------|------------|--------------------------|-----|-------------------|-------------------|
| <b>Beginning Balance</b>                 |            |            |                          |     |                   | 210,986.09        |
| <b>Cleared Transactions</b>              |            |            |                          |     |                   |                   |
| <b>Checks and Payments - 21 items</b>    |            |            |                          |     |                   |                   |
| Check                                    | 10/10/2017 | 65-0255927 | Calwa Recreation a...    | X   | -9,645.40         | -9,645.40         |
| Check                                    | 10/10/2017 | 65-0255925 | PG&E                     | X   | -2,588.24         | -12,233.64        |
| Check                                    | 10/10/2017 | 65-0255929 | SDRMA                    | X   | -726.44           | -12,960.08        |
| Check                                    | 10/10/2017 | 65-0255928 | Verizon Wireless         | X   | -118.62           | -13,078.70        |
| Check                                    | 10/10/2017 | 65-0255924 | Central Sanitary Sup...  | X   | -53.52            | -13,132.22        |
| Check                                    | 10/10/2017 | 65-0255926 | Unifirst                 | X   | -33.30            | -13,165.52        |
| Check                                    | 10/19/2017 | 65-0255944 | Calwa Recreation a...    | X   | -7,496.90         | -20,662.42        |
| Check                                    | 10/19/2017 | 65-0255942 | Air Comfot Solutions...  | X   | -1,489.68         | -22,152.10        |
| Check                                    | 10/19/2017 | 65-0255946 | Calwa Recreation a...    | X   | -1,000.00         | -23,152.10        |
| Check                                    | 10/19/2017 | 65-0255943 | Office Depot Credit ...  | X   | -155.49           | -23,307.59        |
| Check                                    | 10/19/2017 | 65-0255945 | Unifirst                 | X   | -33.30            | -23,340.89        |
| Check                                    | 10/20/2017 | 65-0255940 | City of Fresno-Utilities | X   | -4,316.41         | -27,657.30        |
| Check                                    | 10/20/2017 | 65-0255935 | Home Depot Credit ...    | X   | -2,558.94         | -30,216.24        |
| Check                                    | 10/20/2017 | 65-0255932 | Montoy Law Corpora...    | X   | -1,411.50         | -31,627.74        |
| Check                                    | 10/20/2017 | 65-0255934 | Sonitrol                 | X   | -471.00           | -32,098.74        |
| Check                                    | 10/20/2017 | 65-0255930 | Mid Valley Disposal      | X   | -322.59           | -32,421.33        |
| Check                                    | 10/20/2017 | 65-0255937 | Deere Credit Inc         | X   | -134.27           | -32,555.60        |
| Check                                    | 10/20/2017 | 65-0255933 | AT&T                     | X   | -120.54           | -32,676.14        |
| Check                                    | 10/20/2017 | 65-0255938 | De Lage Landon           | X   | -82.97            | -32,759.11        |
| Check                                    | 10/20/2017 | 65-0255941 | Central Sanitary Sup...  | X   | -71.92            | -32,831.03        |
| Check                                    | 10/20/2017 | 65-0255936 | Unifirst                 | X   | -33.30            | -32,864.33        |
| <b>Total Checks and Payments</b>         |            |            |                          |     | <b>-32,864.33</b> | <b>-32,864.33</b> |
| <b>Deposits and Credits - 1 item</b>     |            |            |                          |     |                   |                   |
| Deposit                                  | 10/31/2017 |            |                          | X   | 882.11            | 882.11            |
| <b>Total Deposits and Credits</b>        |            |            |                          |     | <b>882.11</b>     | <b>882.11</b>     |
| <b>Total Cleared Transactions</b>        |            |            |                          |     | <b>-31,982.22</b> | <b>-31,982.22</b> |
| <b>Cleared Balance</b>                   |            |            |                          |     | <b>-31,982.22</b> | <b>179,003.87</b> |
| <b>Register Balance as of 10/31/2017</b> |            |            |                          |     | <b>-31,982.22</b> | <b>179,003.87</b> |
| <b>Ending Balance</b>                    |            |            |                          |     | <b>-31,982.22</b> | <b>179,003.87</b> |

Report ID: GLSF9100  
 Program: GLSF9100

MONTHLY GENERAL LEDGER TRANSACTION REGISTER  
 Journal Dates 10/01/2017 through 10/31/2017

Page No. 1  
 Run Date 11/02/2017  
 Run Time 09:36:15

Fund: 4660 Calwa Park And Recreation Dist SUBCLASS: 10000 ACCOUNT: 0110

| Journal Date                     | Jrnl Src | Jrnl ID    | Header Description             | Line Ref  | Debit Amount | Credit Amount |
|----------------------------------|----------|------------|--------------------------------|-----------|--------------|---------------|
| Subclass: 10000 General Subclass |          |            |                                |           |              |               |
| Beginning Balance                |          |            |                                |           |              |               |
| 10/03/2017                       | AUD      | 0001793377 | 18 - CURRENT UNSECURED PRI     | CUPS16-17 | 29.27        |               |
| 10/05/2017                       | AUD      | 0001793705 | 18 - PRIOR UNSECURED 2ND F     |           | 172.35       |               |
| 10/09/2017                       | AUD      | 0001793967 | 18 - CURRENT SECURED SUPPL     | CSS2      | 282.83       |               |
| 10/09/2017                       | REC      | 0001793996 | Op Fund Entry - Main           |           |              | 13,165.52 ✓   |
| 10/17/2017                       | AUD      | 0001795037 | 18-CURRENT SECURED SUPPLEM     | CSS3      | 278.82       |               |
| 10/18/2017                       | REC      | 0001795471 | Op Fund Entry - Main           |           |              | 10,175.37 ✓   |
| 10/19/2017                       | REC      | 0001795677 | Op Fund Entry - Main           |           |              | 9,523.44 ✓    |
| 10/20/2017                       | AUD      | 0001795746 | 1st QTR-1st INTEREST           | DISTR     | 118.84       |               |
|                                  |          |            | Cash In Treasury               |           | 882.11 ✓     | 32,864.33 ✓   |
|                                  |          |            | Ending Balance                 |           |              | 179,003.87    |
| Account: 2230                    |          |            |                                |           |              |               |
| Beginning Balance                |          |            |                                |           |              |               |
| 10/09/2017                       | REC      | 0001793996 | Op Fund Entry - Main           |           | 13,165.52    |               |
| 10/18/2017                       | REC      | 0001795471 | Op Fund Entry - Main           |           | 10,175.37    |               |
| 10/19/2017                       | REC      | 0001795677 | Op Fund Entry - Main           |           | 9,523.44     |               |
|                                  |          |            | Fund Balance - Unassigned      |           | 32,864.33    | 0.00          |
|                                  |          |            | Ending Balance                 |           |              | 2,053,050.93  |
| Account: 3011                    |          |            |                                |           |              |               |
| Beginning Balance                |          |            |                                |           |              |               |
| 10/09/2017                       | AUD      | 0001793967 | 18 - CURRENT SECURED SUPPL     | CSS2      | -1,726.07    |               |
| 10/17/2017                       | AUD      | 0001795037 | 18-CURRENT SECURED SUPPLEM     | CSS3      |              | 282.83        |
|                                  |          |            | Suppl-Current Secured          |           | 0.00         | 278.82        |
|                                  |          |            | Ending Balance                 |           | -2,287.72    | 561.65        |
| Account: 3013                    |          |            |                                |           |              |               |
| Beginning Balance                |          |            |                                |           |              |               |
| 10/03/2017                       | AUD      | 0001793377 | 18 - CURRENT UNSECURED PRI     | CUPS16-17 | 0.00         | 29.27         |
|                                  |          |            | Supplemental-Curr Unsec Prior  |           | 0.00         | 29.27         |
|                                  |          |            | Ending Balance                 |           |              | -29.27        |
| Account: 3025                    |          |            |                                |           |              |               |
| Beginning Balance                |          |            |                                |           |              |               |
| 10/05/2017                       | AUD      | 0001793705 | 18 - PRIOR UNSECURED 2ND F     |           | -379.69      | 172.35        |
|                                  |          |            | Property Taxes-Prior Unsecured |           | 0.00         | 172.35        |
|                                  |          |            | Ending Balance                 |           | -552.04      |               |
| Account: 3380                    |          |            |                                |           |              |               |
| Beginning Balance                |          |            |                                |           |              |               |
| 10/20/2017                       | AUD      | 0001795746 | 1st QTR-1st INTEREST           | DISTR     | -1,457.86    | 118.84        |
|                                  |          |            | Interest                       |           | 0.00         | 118.84        |
|                                  |          |            | Ending Balance                 |           | -1,576.70    |               |
| Subclass Total                   |          |            |                                |           |              |               |
|                                  |          |            |                                |           | 33,746.44    | 33,746.44     |
| Fund Total                       |          |            |                                |           | 33,746.44    | 33,746.44     |

End of Report

Fund: 4660 Calwa Park And Recreation Dist SUBCLASS: 10000 ACCOUNT: 0110

| Journal Date                            | Jrnl Src | Jrnl ID    | Header Description         | Line Ref  | Debit Amount   | Credit Amount |
|---|----------|------------|----------------------------|-----------|----------------|---------------|
| <b>Subclass: 10000 General Subclass</b> |          |            |                            |           |                |               |
| Beginning Balance                       |          |            |                            |           |                |               |
| 10/03/2017                              | AUD      | 0001793377 | 18 - CURRENT UNSECURED PRI | CUPS16-17 | 210,986.09     |               |
| 10/05/2017                              | AUD      | 0001793705 | 18 - PRIOR UNSECURED 2ND F |           | 29.27          |               |
| 10/09/2017                              | AUD      | 0001793967 | 18 - CURRENT SECURED SUPPL | CSS2      | 172.35         |               |
| 10/09/2017                              | REC      | 0001793996 | Op Fund Entry - Main       |           | 282.83         |               |
| 10/17/2017                              | AUD      | 0001795037 | 18-CURRENT SECURED SUPPLEM | CSS3      | 278.82         |               |
| 10/18/2017                              | REC      | 0001795471 | Op Fund Entry - Main       |           |                | 13,165.52     |
| 10/19/2017                              | REC      | 0001795677 | Op Fund Entry - Main       |           |                | 10,175.37     |
| 10/20/2017                              | ALO      | 0001795746 | 1st QTR-1st INTEREST       |           |                | 9,523.44      |
| Cash In Treasury                        |          |            |                            |           |                |               |
| Ending Balance                          |          |            |                            |           |                |               |
|   |          |            |                            |           | 118.84         | 32,864.33     |
| <b>Account: 2230</b>                    |          |            |                            |           |                |               |
| Beginning Balance                       |          |            |                            |           |                |               |
| 10/09/2017                              | REC      | 0001793996 | Op Fund Entry - Main       |           | 2,053,050.93   |               |
| 10/18/2017                              | REC      | 0001795471 | Op Fund Entry - Main       |           | 13,165.52      |               |
| 10/19/2017                              | REC      | 0001795677 | Op Fund Entry - Main       |           | 10,175.37      |               |
| Fund Balance - Unassigned               |          |            |                            |           |                |               |
|   |          |            |                            |           | 9,523.44       | 0.00          |
| Ending Balance                          |          |            |                            |           |                |               |
|   |          |            |                            |           | 32,864.33      |               |
| <b>Account: 3011</b>                    |          |            |                            |           |                |               |
| Beginning Balance                       |          |            |                            |           |                |               |
| 10/09/2017                              | AUD      | 0001793967 | 18 - CURRENT SECURED SUPPL | CSS2      | -1,726.07      |               |
| 10/17/2017                              | AUD      | 0001795037 | 18-CURRENT SECURED SUPPLEM | CSS3      | 282.83         |               |
| Suppl-Current Secured                   |          |            |                            |           |                |               |
|   |          |            |                            |           | Account Total  | 278.82        |
|   |          |            |                            |           | Ending Balance | 561.65        |
| <b>Account: 3013</b>                    |          |            |                            |           |                |               |
| Beginning Balance                       |          |            |                            |           |                |               |
| 10/03/2017                              | AUD      | 0001793377 | 18 - CURRENT UNSECURED PRI | CUPS16-17 | 0.00           |               |
| Supplemental-Curr Unsec Prior           |          |            |                            |           |                |               |
|   |          |            |                            |           | Account Total  | 29.27         |
|   |          |            |                            |           | Ending Balance | 29.27         |
| <b>Account: 3025</b>                    |          |            |                            |           |                |               |
| Beginning Balance                       |          |            |                            |           |                |               |
| 10/05/2017                              | AUD      | 0001793705 | 18 - PRIOR UNSECURED 2ND F |           | -379.69        |               |
| Property Taxes-Prior Unsecured          |          |            |                            |           |                |               |
|   |          |            |                            |           | Account Total  | 0.00          |
|   |          |            |                            |           | Ending Balance | 172.35        |
| <b>Account: 3380</b>                    |          |            |                            |           |                |               |
| Beginning Balance                       |          |            |                            |           |                |               |
| 10/20/2017                              | ALO      | 0001795746 | 1st QTR-1st INTEREST       | DISTR     | -1,457.86      |               |
| Interest                                |          |            |                            |           |                |               |
|   |          |            |                            |           | Account Total  | 0.00          |
|   |          |            |                            |           | Ending Balance | 118.84        |
| <b>Subclass Total</b>                   |          |            |                            |           |                |               |
|   |          |            |                            |           | 33,746.44      | 33,746.44     |
| <b>Fund Total</b>                       |          |            |                            |           |                |               |
| End of Report                           |          |            |                            |           | 33,746.44      | 33,746.44     |

Report ID: GLSF9109  
 Program: GLSF9109

PeopleSoft  
 MONTHLY GENERAL LEDGER TRIAL BALANCE  
 Fiscal Year 2018  
 Through Period 4

Page No. 1  
 Run Date 11/02/2017  
 Run Time 09:36:16

| Fund:<br>Calwa Park And Recreation Dist<br>Subclass: 10000<br>General Subclass | Debit Accts       | Beginning Balance | Credit Accts      | Year-to-Date Debits | Transaction Credits | Current Balances  |                   |
|--|-------------------|-------------------|-------------------|---------------------|---------------------|-------------------|-------------------|
|  |                   |                   |                   |                     |                     | Debits Accts      | Credit Accts      |
| 0110 Cash In Treasury  | 270,452.17        | 0.00              | 0.00              | 0.00                | 91,448.30           | 179,003.87        | 0.00              |
| 1435 Due To Other Governmental   | 0.00              | 1,619,309.92      | 0.00              | 0.00                | 0.00                | 0.00              | 1,619,309.92      |
| 1480 Fiduciary Closing   | 0.00              | 628,472.15        | 0.00              | 0.00                | 0.00                | 0.00              | 628,472.15        |
| 2230 Fund Balance - Unassigned   | 0.00              | -1,977,329.90     | 108,585.36        | 0.00                | 0.00                | 0.00              | -2,085,915.26     |
| 3008 Suppl-Prior Secured   | 0.00              | 0.00              | 0.00              | 0.00                | 134.40              | 0.00              | 134.40            |
| 3011 Suppl-Current Secured   | 0.00              | 0.00              | 0.00              | 0.00                | 2,287.72            | 0.00              | 2,287.72          |
| 3013 Supplemental-Curr Unsec Pr  | 0.00              | 0.00              | 0.00              | 0.00                | 29.27               | 0.00              | 29.27             |
| 3017 Property Taxes-Curr Unsec   | 0.00              | 0.00              | 0.00              | 0.00                | 425.14              | 0.00              | 425.14            |
| 3025 Property Taxes-Prior Unsec  | 0.00              | 0.00              | 0.00              | 0.00                | 552.04              | 0.00              | 552.04            |
| 3030 Penalties & Costs-Delinq T  | 0.00              | 0.00              | 0.00              | 0.00                | 31.37               | 0.00              | 31.37             |
| 3380 Interest  | 0.00              | 0.00              | 0.00              | 0.00                | 1,576.70            | 0.00              | 1,576.70          |
| 5804 ABX126 Other Revenue  | 0.00              | 0.00              | 0.00              | 0.00                | 12,100.42           | 0.00              | 12,100.42         |
| <b>SUB CLASS TOTAL</b>   | <b>270,452.17</b> | <b>270,452.17</b> | <b>108,585.36</b> | <b>108,585.36</b>   | <b>108,585.36</b>   | <b>179,003.87</b> | <b>179,003.87</b> |

End of Report

Report ID: GLSF9109  
Program: GLSF9109

PeopleSoft  
MONTHLY GENERAL LEDGER TRIAL BALANCE  
Fiscal Year 2018  
Through Period 4

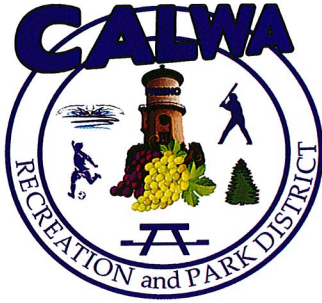
Page No. 2  
Run Date 11/02/2017  
Run Time 09:36:16

| Fund:                          | 4660 | Beginning   | Balance      | Year-to-Date | Transaction | Current      | Balances     |
|--------------------------------|------|-------------|--------------|--------------|-------------|--------------|--------------|
| Calwa Park And Recreation Dist |      | Debit Accts | Credit Accts | Debits       | Credits     | Debits Accts | Credit Accts |
| Subclass: 10000                |      |             |              |              |             |              |              |
| General Subclass               |      |             |              |              |             |              |              |
| GRAND TOTALS                   |      | 270,452.17  | 270,452.17   | 108,585.36   | 108,585.36  | 179,003.87   | 179,003.87   |

End of Report



**Calwa Recreation and Park District  
Agenda Item Transmittal**



**Meeting Date:** November 21, 2017

**Agenda Item Number:** G - 1

**Wording for Agenda:** Discussion and direction to Staff on trouble shooting marque sign and two soccer light poles to determine cost of repairing.

**Submitting:** District Administrator

**Contact Name and Phone Number:** Felix Ortiz  
559-264-6867

**For action by:**

District Board

**Regular Session:**

Consent Calendar  
 Regular Item  
 Public Hearing

**Review:**

**District Administrator  
(Initials Required)**

\_\_\_\_\_

**Department Recommendation:** Approve \$1850.00 to allow A-C Electric Company to evaluate both, marque sign and soccer field lights, and give us a cost estimate for repairing them.

**Summary/Background:** The marque sign and the north-east soccer lights have not been functional for quite some time. By having A-C Electric Company of Fresno, evaluate the problem, we will have an idea of the cost to repair them both.

**Prior Board Actions:** None:

**Attachments:** Proposal from A-C Electric Company

**Recommended motion to be made by Board:**

Motion to approve \$1850.00 to allow A-C Electric Company to evaluate and trouble shoot marque sign and soccer field lights so an estimate of repairs can be acquired.

Copies of this report have been provided to: Board Members and District Counsel



# *A-C Electric Company* — CALIFORNIA C-10 LICENSE 99849

ENGINEERING-CONSTRUCTION-AUTOMATION-SERVICE

**FRESNO DIVISION**  
 Box 2425 (93745-2425)  
 2580 S East Avenue  
 Fresno, CA 93706  
 Phone 559/233-2208  
 Fax 559/233-6849  
[www.a-electric.com](http://www.a-electric.com)

October 31, 2017

Calwa Recreational Center  
 Attn: Felix Ortiz

Subject: Time & Material NTX \$1,850

A-C Electric Company is pleased to provide the following proposal.

## **SCOPE OF WORK: Time & Material Not To Exceed \$1,850.00**

1. Trouble shoot Marque sign.
2. Troubleshoot (2) light poles.
3. Evaluate both of the above items. Advise Felix of the cost for repairing before proceeding.
4. Provide articulating lift to trouble shoot Marque sign.

## **EXCLUSIONS:**

1. Overtime & shift work. This proposal is based on all work being performed 7:00 a.m. to 3:30 p.m. Monday-Friday.
2. All Material.
3. All permits and fees.
4. All Utility Company fees.
5. This proposal excludes any PE stamped permit drawings.
6. Bond – our bond rate is 0.898%.
7. Liquidated damages due to evens not under our control.
8. Temporary power and lighting.
9. All painting and patching.
10. Structural backing within walls and ceiling for electrical equipment.
11. Plywood backboards.
12. Troubleshooting and/or repairing existing electrical equipment, devices and circuitry.

**PAYMENT TERMS:**  
Upon Completion, Net-30

**T&M NTX \$1,850.00**

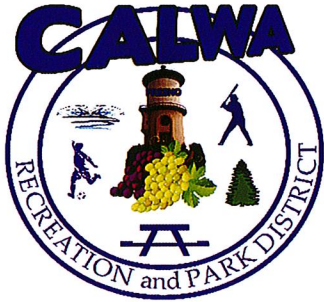
**Offered By:**  
A-C Electric Company

Ray Rocha for Ty Barber  
Signed

Ty Barber  
Service & Special Projects Manager  
Name, Title

10/31/17  
Date

**Calwa Recreation and Park District  
Agenda Item Transmittal**



**Meeting Date:** November 21, 2017

**Agenda Item Number:** G - 2

**Wording for Agenda:** Approval to allow Tee 4 Women to offer an After-School Program at the Calwa Recreation and Park District's Community Hall beginning January 2, 2018.

**Submitting:** District Administrator

**Contact Name and Phone Number:** Felix Ortiz  
559-264-6867

**For action by:**

District Board

**Regular Session:**

Consent Calendar

Regular Item

Public Hearing

**Review:**

**District Administrator  
(Initials Required)**

\_\_\_\_\_

**District Recommendation:** Approval to allow Tee 4 Women to offer an After-School Program at the Calwa Recreation and Park District's Community Hall.

**Summary/Background:** At the last Board of Directors Meeting held October 17, 2017, Tee for Women, explained the After-School Program to the Board. The After-School Program would be using the Main Hall room, Arts and Crafts room, side room and need a possible computer room (lounge room). Reason being that all the above rooms are needed is because they will be separating the children into smaller groups as well as by age.

**Prior Board Actions:** None:

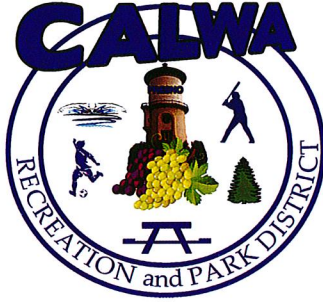
**Attachments:** None

**Recommended motion to be made by Board:**

Motion to approve allowing Tee 4 Women to run an After-School Program starting January 2, 2018

Copies of this report have been provided to: Board Members and District Counsel

**Calwa Recreation and Park District  
Agenda Item Transmittal**



**Meeting Date:** November 21, 2017

**Agenda Item Number:** G - 3

**Wording for Agenda:** Discussion and direction to staff on improving playground equipment by painting and using wood chips for ground cover for safety of the children.

**Submitting:** District Administrator

**Contact Name and Phone Number:** Felix Ortiz  
559-264-6867

**For action by:**

District Board

**Regular Session:**

Consent Calendar

Regular Item

Public Hearing

**Review:**

**District Administrator  
(Initials Required)**

\_\_\_\_\_

**Department Recommendation:** Approve \$3,500.00 for playground improvements at Calwa Park. (Paint, wood chips, sand, etc.. )

**Summary/Background:** While I was inspecting the playground equipment at the park, I noticed that improvements needed to be made such as repainting the playground equipment and improving the ground cover with wood chips. Sand is also needed and will be used in the swing area if approved by the Board.

**Prior Board Actions:** None:

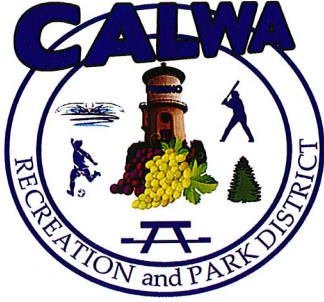
**Attachments:** None

**Recommended motion to be made by Board:**

Motion to approve \$3,500.00 for improvements at the Park to paint and add ground covering to playground equipment.

Copies of this report have been provided to: Board Members and District Counsel

**Calwa Recreation and Park District  
Agenda Item Transmittal**



**Meeting Date:** November 21, 2017

**Agenda Item Number:** G - 4

**Wording for Agenda:** Discussion and approval of salary increases and amend number of holidays given to full time and part time employees.

**Submitting:** District Administrator

**Contact Name and Phone Number:** Felix Ortiz  
559-264-6867

**For action by:**

District Board

**Regular Session:**

Consent Calendar

Regular Item

Public Hearing

**Review:**

**District Administrator  
(Initials Required)**

\_\_\_\_\_

**Department Recommendation:** Approve an increase of \$2.00 an hour for two (2) full time employees, \$1.00 increase for four (4) part time employees and amend number of holidays given to employees.

**Summary/Background:** It has been a few years since the employees of Calwa Recreation and Park District have received an increase in salary. It is my understanding that the employees, at one time, didn't receive a payroll check and waited till the next payroll date to receive a check. The employees are happy working for Calwa and they do a wonderful job. I'm very proud how they come together to make the activities and events successful. Attached is the amount employees are receiving per hour and holiday I wish to have them observe. Increases to begin 1/1/2018 unless Board recommends differently.

**Prior Board Actions:** None:

**Attachments:** Regular Holidays and Salary Increase

**Recommended motion to be made by Board:** Motion for approval of salary increases and amend number of holidays given to full time and part time employees.

Copies of this report have been provided to: Board Members and District Counsel



G-4

# Calwa Recreation and Park District

OFFICE OF DISTRICT ADMINISTRATOR  
PHONE (559) 264-6867 □ CELL (559) 476-9309

4545 E. CHURCH AVENUE  
FRESNO, CALIFORNIA 93725

November 14, 2017

TO: Calwa Board of Directors  
FROM: Felix Ortiz, District Administrator  
SUBJECT: Employee Salary Increases

Below are the proposed increases for the Calwa Recreation and Park District Employees:

Full Time Employees;

One at: \$15.00      Increase to \$17.00  
One at: \$13.00      Increase to \$15.00

Part Time Employees;

One at: \$15.00      Increase to \$16.00  
Two at: \$13.00      Increase to \$14.00  
One at: \$12.00      Increase to \$13.00

The increase for this fiscal year (17/18) will be approximately **\$7,288.00**. My Recommendation is to shift money from one account to another to fund the increases. See Attachment!

**Calwa RPD Budget FY 17-18**

|                      | <b>Budgeted</b> | <b>Need</b>   | <b>Difference</b> |
|----------------------|-----------------|---------------|-------------------|
| <b>Employee Cost</b> |                 |               |                   |
| Employee Salaries    | \$ 144,223.63   | \$ 150,790.00 | \$ (6,566.00)     |
| Overtime             | \$ 2,429.97     | \$ 1,200.00   | \$ 1,230.00       |
| Payroll Taxes        | \$ 14,554.22    | \$ 15,276.00  | \$ (722.00)       |
| Payroll Fees         | \$ 1,299.89     | \$ 1,299.89   | \$ -              |
| Director Stipends    | \$ 11,631.04    | \$ 7,500.00   | \$ 4,131.00       |
| Workers Compensation | \$ 7,489.00     | \$ 6,815.69   | \$ 674.00         |
| HR miscellaneous     | \$ 2,872.94     | \$ 500.00     | \$ 2,373.00       |
|                      | \$ 184,500.69   | \$ 183,381.58 | \$ (1,119.11)     |



## **AMENDMENT: NOVEMBER 21, 2017**

### **RULE 6: EMPLOYEE BENEFITS**

#### ***Section 6.1 Holidays***

##### **A. Full-Time Employees.**

The following holidays will be observed by the District as paid holidays:

1. January 1 (New Year's Day)
2. The 3rd Monday in January (Birthday of Martin Luther King, Jr.)
3. The 3rd Monday in February (Washington's Birthday)
4. The last Monday in May (Memorial Day)
5. July 4<sup>th</sup> (Independence Day)
6. The 1<sup>st</sup> Monday in September (Labor Day)
7. November 11 (Veterans' Day)
8. The 4th Thursday in November (Thanksgiving Day)
9. The 4th Friday in November (Thanksgiving Day)
10. December 25 (Christmas Day)
11. Employees will not work on those holidays and will receive eight hours pay for the holiday. When one of the above holidays falls on a Saturday, the preceding Friday shall be observed as the authorized holiday. When one of the above holidays falls on Sunday, the following Monday shall be observed as the authorized holiday. If the holiday falls during an employee's vacation, the employee shall receive an additional vacation day off with pay. When one of the above holidays falls on one of an employee's regularly scheduled days off, 8 hours shall be credited to the employee's vacation accrued leave balance.
12. The District will be open on the New Year's Day, Labor Day, and Fourth of July holidays. When an employee works on a holiday, the employee will be paid for work performed and will be paid straight-time for the holiday. The employee may opt to take a future paid day off in-lieu of straight-time holiday pay.
13. The District shall make reasonable effort to assure equal distribution of required scheduled holidays worked by employees.

14. Employees on unpaid leave of absence do not receive holiday pay on holidays that fall while on unpaid leave.

B. Part-Time Employees.

Part-Time employees working at least twenty (20) hours per work week shall receive the same holidays as full-time employees on a prorated basis. For example, if a part-time employee was scheduled to work twenty (20) hours per week, he/she would receive four (4) hours of holiday pay for each holiday observed.

C. Temporary Employees.

Temporary employees do not receive paid holidays

**Calwa Recreation and Park District**

**Director's Report 11-21-2017**

**1. UPCOMING EVENTS:**

|                   |   |
|-------------------|---|
| December 09, 2017 | Employee Christmas Dinner<br>6:00 pm – 9:00 pm  |
| December 16, 2017 | Hot Coco and Cookies Meet and Great with Santa!<br>10:00 am – 2:00 pm.  |
| January 02, 2018  | After School Program is set to Begin<br>(TTBD)  |
| January 13, 2018  | Youth Basketball Begins<br>(TTBD)   |
| January 15, 2018  | MLK Day Snow Day at Calwa<br>10:00 am – 4:00 pm   |
| January 27, 2018  | ART BIZZARE!!!  |
| February 19, 2018 | Presidents Day Kid's Fun Day<br>10:00 am – 4:00 pm Kid Fun<br>Sack Race/Jump Rope//Ring Toss/Story Reader Lunch Time<br>Fruit/ Drinks/Water |
| March 31, 2018    | Easter Celebration/Earth Day Combo<br>10:00 am – 4:00 pm<br>Games & Candy, Easter Basket Decoration Competition , Prize                     |

2. Received letter from San Joaquin Valley Air Pollution Control District regarding Alternative Fuel Component Grant. This is for a 2016 Toyota Hybrid Camry. (Letter Attached) I'm still trying to locate a truck for maintenance which I'm having problems meeting the price range.
3. Boxing began on November 1, 2017. So far, things are going well.
4. Met with Fresno Building Healthy Communities on ways we can take advantage of their services and the possibility of partnering certain events.
5. Met with KMGV MEGA 97.9 about hosting a Car Show and Concert in the Park on Saturday April 14, 2018.