

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



Meeting Date: October 17, 2017

Agenda Item Number: C-1

Wording for Agenda: Discuss Electrical Incentive Program

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: No recommendation. Discussion only.

Summary/Background: Skip Marquez of Alameda Electrical Distributors will be discussing an incentive program the Calwa Recreation and Park District may be interested in pursuing. He will be at meeting to discuss and answer questions.

Prior Board Actions: None:

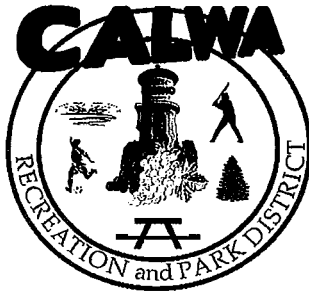
Attachments: None

Recommended motion to be made by Board:

No action on this issue!

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

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



Meeting Date: October 17, 2017

Agenda Item Number: C-2

Wording for Agenda: Discuss After School Program with organizer Oluwatoyin Mixon-Emeseh from Tee 4 Women Inc.

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: No recommendation. Discussion only.

Summary/Background: Oluwatoyin Mixon-Emeseh from Tee 4 Women Inc. will be discussing an After-School Program the Calwa Recreation and Park District may want to pursue. She will be attending the meeting to discuss and answer questions.

Prior Board Actions: None:

Attachments:

Recommended motion to be made by Board:

No action on this issue!

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

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



Meeting Date: October 17, 2017

Agenda Item Number: C-3

Wording for Agenda: Consider request for lease payment adjustment by Jacob Flores of El Cangrejito Playero Concession Stand and discussion of issues with payments due and lease breach.

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: None

Summary/Background: Mr. Flores will be attending the meeting

Prior Board Actions: No action was taken at previous meeting. Mr. Flores did not attend meeting.

Attachments: None

Recommended motion to be made by Board:
Action may be taken to reduce monthly lease amount and/or to amend the lease

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

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



Meeting Date: October 17, 2017

Agenda Item Number: C-5

Wording for Agenda: Approve 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.

Submitting: District Administrator

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

Department Recommendation: Approval of Resolution 2017-21 – Authorizing the District Administrator to sign, pick up, validate checks from the County of Fresno

Summary/Background: By approving this resolution, it will update last resolution regarding check signing and the procedures of the County of Fresno to allow the District Administrator to pick up and validate checks. This will make much easier for staff and Board Members by only having to locate one member instead of two to sign checks.

Prior Board Actions: None:

Attachments: None

Recommended motion to be made by Board:

Motion to approve 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. .

For action by:

District Board

Regular Session:

Consent Calendar

Regular Item

Public Hearing

Review:

**District Administrator
(Initials Required)**

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

RESOLUTION NO. 2017-21

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, Felix Otiz 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: Gabriel Maras
- (d) Board Member: Esmeralda Zamora
- (e) Board Member: Jose Luis Sanchez
- (f) District Administrator: Felix Ortiz

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. Electronic signatures on payroll checks are authorized.

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: District Administrator Felix Ortiz and Office Assistant Erica Linares.

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. 2017-21 was moved by Director _____, seconded by Director _____, and adopted on roll call on _____ by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

Secretary of the Board of Directors

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



Meeting Date: October 17, 2017

Agenda Item Number: C-6

Wording for Agenda: Approve Resolution 2017-22 to allow District Administrator to seek and apply for Federal and State Grants.

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: Approval of Resolution 2017-22 to allow District Administrator to apply for Federal and State Grants. This includes the San Joaquin Valley Air Pollution Control District.

Summary/Background: I will be applying for two vehicles for the Calwa Recreation and Park District with the San Joaquin Valley Air Pollution District. A truck for the Maintenance Staff and Honda Accord for office use. The vehicles will need to be of Alternate Fuel to qualify for the grant so I'm considering Hybrids and/or Compress Natural Gas (CNG). Amount of Grant is \$20,000 per vehicle.

This resolution will also allow me to apply to other Federal and State Grant. Which I presently working on.

Prior Board Actions: None:

Attachments: None

Recommended motion to be made by Board:

Motion to approve Resolution 2017-22 to allow District Administrator to seek and apply for Federal and State Grants.

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

Resolution 2017 – 22

**A RESOLUTION OF THE CALWA RECREATION AND PARK DISTRICT BOARD OF DIRECTORS
AUTHORIZING THE EXECUTION OF A PROGRAM SUPPLEMENT AGREEMENT
WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR FEDERAL FUNDS
APPROPRIATED BY THE STATE**

WHEREAS, Calwa Recreation and Park District is eligible to receive Federal and/or State funding for certain transportation projects through the California Department of Transportation; and

WHEREAS, Master Agreements, Program Supplement Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements need to be executed with the California Department of Transportation before such funds could be claimed; and

WHEREAS, Calwa Recreation District wishes to delegate authorization to execute these agreements and any amendments thereto to the District Administrator so that he is authorized to execute all Master Agreements, Program Supplement Agreements, Fund Transfer Agreements and/or any amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD of the CALWA RECREATION AND PARK DISTRICT that we hereby authorize the District Administrator to execute any documents required to accept these subject funds on behalf of the Calwa Recreation and Park District.

PASSED AND ADOPTED upon motion of Board member _____ and seconded by Board member _____ at a regular Board meeting on this 17th day of October 2017 by the following votes:

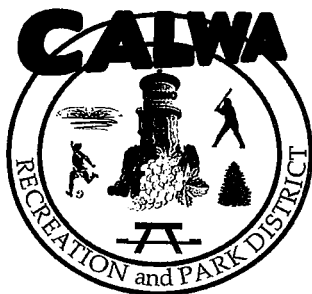
CERTIFICATION

Adoption of the foregoing Resolution No. 2017-22 was moved by Director _____, seconded by Director _____, and adopted on roll call on _____ by the following vote:

- AYES:
- NOES:
- ABSTENTIONS:
- ABSENCES:

Secretary of the Board of Directors

Calwa Recreation and Park District District Administrator's Report



Date: October 10, 2017

GOALS:

Sports Programs to be offered by Calwa Recreation:

Flag Football 1st-6th Grade

Youth Volleyball 1st-6th Grade

Youth Basketball K – 6th Grade

Youth Soccer 3 years – 12 years

Youth Baseball/Softball 3 years – 12 years

Special Events

Trunk & Treat – Pumpkin Carving Contest – Cup Cake Decoration

Easter Egg Hunt

Lip Sync Contest

After School Camp Program

Movies in the Park

Concerts in the Park

Summer Day Camp

PRESENTLY WORKING ON:

Sent out letters to businesses asking for donations.

Organizing Trunk and Treat: Pumpkin Carving Contest & Cup Cake Decorating.

Restroom Repairs: New roof, paint, etc...

Wood Chip Playground area – Cost \$2600

Working on After School Programs

Calwa Recreation and Park District District Administrator's Report

Updating Budget

Contacted Schools to procedures to hand out fliers

Contacted Fresno Police about possible cameras under the Homeland Security Grant with no outcome.



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

Mary L. Rosales Chair **Raul Guerra** Vice Chair **Jose Luis Sanchez** Director **Gabriela Mares** Director **Esmeralda Zamora** Director

John Flores
District Administrator

Hilda Cantu Montoy
District Counsel

www.calwarecreation.org

REGULAR BOARD MEETING MINUTES

September 19, 2017
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.

Members of the public will have an opportunity to address matters on this agenda. All public comments will be limited to three minutes per person.

1. **CALL TO ORDER** Meeting was called to order by **Chair Mary L. Rosales** at 6:30 pm.
2. **ROLL CALL** Directors Present: **Chair Mary L. Rosales, Director Jose Luis Sanchez, Director Esmeralda Zamora**, Absent was: **Director Gabriela Mares.**
3. **INVOCATION** Lead by **Chair Mary L. Rosales.**
4. **FLAG SALUTE** Lead by **Chair Mary L. Rosales.**
5. **APPROVAL OF THE AGENDA** Motioned to approve agenda by **Chair Mary L. Rosales** seconded by **Director Jose Luis Mendoza Chair.** Passed by vote of 4-0 as follows:

Chair Mary L. Rosales: Aye, Vice Chair Raul Guerra: Aye. Director Jose Luis Sanchez: Aye, Director Esmeralda Zamora: Aye

Mary L. Rosales suggested moving item 9B up before closed session since presenter Monica had arrived and it was approved by all Board Members as well as item 8C due to presenter also arriving. Then it was approved to move on to item 9C due to Carlos Flores being present.

9B. Sonitrol Presentation was done by Sonitrol Representative Monica. Board members debated over camera's and then gave direction to staff about updating internet speed and possible switch to Comcast Business then to bring back topic to next month's agenda.

8C. Air Comfort Solutions Jason Gamboa came to present proposal of acid remover part being replaced to finish the replacement and repairs he had done. He also presented a proposal for a maintenance program that would be twice a year to get the AC unit ready for Summer and Winter time. Both proposals were approved. Motioned by **Director: Jose Luis Sanchez** Seconded by **Director: Esmeralda Zamora**

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 Administrator for follow up and a report. In order to allow time for all comments, each individual is limited to three minutes, with a fifteen (15) minute maximum per group, per item, per meeting. When addressing the Board, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board Chairman.

Community Member Felipe Lemez is Calwa Elementary School Teacher who also coach's Roosevelt youth soccer. His question/concern was that if Calwa had any proposed ideas or plans to have soccer youth leagues anytime soon here at Calwa Park. That a lot of other leagues are placing many regulations as far as finger printing, CPR, liability and other factors that are making it hard for people to want to keep volunteering. Felipe was told that he could contact the office.

Community Member Luis Martinez came in representation of his father **Miguel Martinez**. Miguel Martinez has soccer practices for youth under nineteen and under fourteen out at Calwa Park but due to seasonal changes it's hard to hold practices later than 7:45 p.m. because it is too dark. He was wondering if the lights on those soccer fields are not being turned on or if they are not working if so how he could possibly help getting them fixed.

9C. Carlos Flores came before Board Members to speak with them about Concession Stand Topic but since his Son Jacob Flores was not present they

rescheduled the topic again for October 17, 2017 Regular Board Meeting. Motioned by **Director Raul Guerra** and Seconded by **Director Jose Luis Sanchez**

8C. A proposition of signing of checks was proposed to Board Members where each month two Board Members would be assigned a month to be held responsible for the signing of checks as needed for Calwa Park office. Board Members would be responsible of finding their own back up or replacement in case of not being able to sign checks for their particular month or day needed. Motioned by **Director: Esmeralda Zamora** seconded by **Director: All in Favor 4-0**

8D. Update on Insurance was given by office staff and was directed by Lawyer Hilda to contact insurance and submit claim, find out about deductible and procedures to take. It was also suggested that since this is the second accident out by the back-fence close to the electric box that maybe safety structures should be placed around the electrical box for added security against future car accidents.

9A. Hilda wants to reschedule for a closed session at next Regular Board Meeting October 17, 2017.

9D. Contract for Hmong New Year was presented by Hilda to Board Members. There were items that still needed to be clarified such as Alcohol being present and sold at event, Hours of operation, Issues with County Inspectors at last year regarding sugar cane being sold and not permitted as well as the name of the Organization and or names of two people responsible for Hmong New Year Event. **Direction** was given to office staff to contact Mr. Yang or Mrs. Yang to get information needed for contract as well as that Mr. Felix Ortiz the new District Administrator would be in charge of finishing contract with prices for daily use and deposit fees etc.

9E. Update was not given due to office staff not being knowledgeable about this particular topic and knowing which company was paid for services and which one just came to give estimate for electric box. Hilda was going to bring office staff up to date about this topic and then direction would be given once information was sorted.

10 Upcoming Events are as follows: Guelagisetza Festival is on Sunday September 24, 2017 entire park will be use and maintenance staff will be brought in early to accommodate earlier hours of event.

Rommel event was set to be either October 7th or October 14th but it is pending on confirmation from Mr. Chevez he was emailed and asked to pick date and never returned email response for date so it is still pending and office staff was given direction to email again and give yet another deadline for event date.

7. CLOSED SESSION pursuant to Government Code Section 54957

Public Employment

Title: District Administrator

Back into Regular Session at 8:30 p.m.

8A. Consideration of Approval for new District Administrator was Motioned by **Director: Jose Luis Sanchez** and **Seconded by Director: Esmeralda Zamora** All in favor 4-0.

7. ADJOURNMENT The meeting was adjourned at 8:30 p.m.

Next Regular Meeting: **Tuesday October 17, 2017 6:30 PM**

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



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

Mary L. Rosales Board Chair **Raul Guerra** Board Vice Chair **Jose Luis Sanchez** Board Member **Gabriela Mares** Board Member **Esmeralda Zamora** Board Member

Vacant
District Administrator

Hilda Cantu Montoy
District Counsel

www.calwarecreation.org

MINUTES FOR REGULAR BOARD MEETING OF
August 15, 2017
6:30 PM

1. **CALL TO ORDER:** Chair Rosales called the meeting to order
2. **ROLL CALL:** Board Member Guerra absent
3. **INVOCATION:** given by Chair Rosales
4. **FLAG SALUTE:** led by Chair Rosales
5. **APPROVAL OF THE AGENDA:** Motion to approve by Board Member Zamora and second by Board Member Mares. Vote: 4-0 with Board Member Guerra absent.
6. **PUBLIC FORUM:** No members of the public were present.
7. **PUBLIC HEARING:** The Board held the public hearing on the Fiscal Year 2017-2018 Budget. The Board discussed having further discussion at future meeting and possibly modifying the budget when Board Member Guerra is also present.
 - A. Motion to approve Resolution No. 20 Adopting the Fiscal Year 2017-2018 Budget by Board Member Sanchez and second by Board Member Zamora. Vote: 4-0 with Board Member Guerra absent.
8. **CLOSED SESSION** pursuant to Government Code Section 54957 for the following was held and there was no reportable action.
 - A. Public Employment
Title: District Administrator
 - B. Public Employment

Title: Office Manager

9. AGENDA ITEMS FOR NEXT MEETING: none raised. But Board determined to have a Special Meeting to consider items that were originally going to be held on this evening's agenda but were removed because Chair had to go to a funeral.

10. ADJOURNMENT

Next Regular Meeting: Tuesday September 19, 2017 6:30 PM

Next Special Meeting: August 22, 2017 at 6:30 PM

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Mary L. Rosales Board Member Chair	Raúl Guerra Board Member Vice-Chair	José Luis Sánchez Board Member	Gabriela Mares Board Member	Esmeralda Zamora Board Member
Vacant District Administrator	www.calwarecreation.org		Milda Cantó Montoy District Counsel	

SPECIAL BOARD MEETING MINUTES

Location: 4545 E. Church Avenue, Fresno, CA 93725
Date: Tuesday, August 22, 2017
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. All attendees are advised that pagers, cell phones, and any other communication devices should be powered off upon entering the Board meeting. Members of the public shall have an opportunity to speak on the agenda items and will be limited to three minutes per item.

The sole business to be conducted at this meeting is as follows:

1. Call to Order.
Meeting was called to order at 6:30 p.m.
2. Roll Call.
Director present: Board Chair Rosales, Director Mares, Director Sanchez, Director Zamora all present. Not present Vice Chair Guerra
3. Invocation and Flag Salute.
Held and Lead by Board Chair Rosales
4. Approval of Agenda
Action: Director Mares mentioned to approve and it was seconded by Director Sanchez and carried by a 4-0 vote as follows:
Aye Chair Rosales, Aye Director Zamora, Aye Director Sanchez, Director Mares
5. CLOSED SESSION
 - A. Public Employment
Title: District Administrator

B. Public Employment
Title: Office Manager

6. Back in Session at 8:39
A. No report of election until next meeting

7. ADJOURNMENT
The meeting was adjourned at 8:40 p.m.

Next Regular Meeting: Tuesday September 19, 2017 6:30 PM
Next Special Meeting: Tuesday August 29, 2017 6:00 P.M.

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 at the District and on the District's website www.calwarecreation.org.

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Next Regular Meeting
Tuesday, September 19, 2017
6:30pm



Calwa Recreation & Park District

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

Mary L. Rosales
Board Member
Chair

Raúl Guerra
Board Member
Vice-Chair

José Luis Sánchez
Board Member

Gabriela Mares
Board Member

Esmeralda Zamora
Board Member

Hilda Cantú Montoy
District Counsel

Vacant
District Administrator

www.calwarecreation.org

MINUTES OF SPECIAL MEETING

Location: 4545 E. Church Avenue, Fresno, CA 93725
Date: Tuesday August 29, 2017
Time: 6:00 PM

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

Members of the public shall have an opportunity to speak on the agenda items and will be limited to three minutes per item. The sole business to be conducted at this meeting is as follows:

1. Call to Order. *Meeting called to order at 6:01.*
2. Roll Call. *All present.*
3. Invocation and Flag Salute.
4. Approval of Agenda. *Mary Rosales moved approval; Jose Luis Sanchez seconded motion. Vote: 5-0.*

5. OLD BUSINESS

A. Camera's for Park: Consider Sonitrol proposal for cameras quotes including seven cameras on either an 8 channel DVR or on a 16 channel DVR for the possibility to add more cameras. **(Action Item)**

Raul Guerra moved tabling item so that Sonitrol can make presentation; Esmeralda Zamora seconded motion. Vote: 5-0.

6. New Business

A. Consider request by Mr. Xoing requesting approval of use of fields for parking for Hmong New Year. **(Action Item)**

The Board heard a lengthy presentation by Mrs. Yang regarding different organization holding the Hmong New Year Event. Board asked for various conditions to be met. Jose Luis Sanchez made motion directing the creation of a contract for Board approval with all the details concerning the term, rate, insurance, repairs, etc. Gabriela Mares seconded the motion. Vote: 5-0.

B. Consider request for lease payment adjustment by Jacob Flores of El Cangrejito Playero Concession Stand and discussion of issues with payments due and lease breach. **(Action Item)**

Appearance made by father of Jacob Flores; Board took no action and explained that needed to talk to lessee Jacob Flores.

C. Tools for Park Repairs and Maintenance: Consider list provided of tools that are needed so that staff does not have to bring own tools. **(Action Item)**

Gabriela Mares made motion to approve the requested tools per list presented. Raul Guerra seconded the motion. Vote: 5-0.

D. UPDATES FOR BOARD ON PENDING MATTERS

(1) Javier Soto Debt

Board Counsel explained information needed and that this would be brought back at future meeting.

7. **CLOSED SESSION** pursuant to Government Code Section 54957

A. Public Employment
Title: District Administrator

B. Public Employment
Title: Office Manager

The Board went into Closed Session at 7:16 and came out of Closed Session at 8 p.m. There was no reportable action.

8. **AGENDA ITEMS FOR NEXT MEETING**

9. Adjournment.

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 at the District and on the District's website www.calwarecreation.org.

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**Next Regular Meeting
Tuesday, September 19, 2017
6:30pm**



Calwa Recreation & Park District

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Mary L. Rosales
Board Member
Chair

Raúl Guerra
Board Member
Vice-Chair

José Luis Sánchez
Board Member

Gabriela Mares
Board Member

Esmeralda Zamora
Board Member

Vacant
District Administrator

www.calwarecreation.org

Hilda Cantú Montoy
District Counsel

MINUTES OF SPECIAL MEETING

Location: 4545 E. Church Avenue, Fresno, CA 93725
Date: Monday, July 10, 2017
Time: 5:30 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. All attendees are advised that pagers, cell phones, and any other communication devices should be powered off upon entering the Board meeting.

Members of the public shall have an opportunity to speak on the agenda items and will be limited to three minutes per item. The sole business to be conducted at this meeting is as follows:

1. Call to Order

Meeting was called to order at 5:35 p.m.

2. ROLL CALL

Director present: Board Chair Rosales, Vice Chair Guerra, and Director Sanchez, Director Mares, Director Zamora walked in at 5:36 p.m.

3. INVOCATION

Chair Rosales delivered the invocation

4. FLAG SALUTE

Held

5. APPROVAL OF THE AGENDA

ACTION: Director Mares motioned to approve the agenda. Seconded by Zamora and

carried by a 5-0 vote as follows:

Chair Mares: Aye Vice Chair Guerra: Aye Director Sanchez: Aye Director Zamora

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 Administrator for follow up and a report. In order to allow time for all comments, each individual is limited to three minutes, with a fifteen (15) minute maximum per group, per item, per meeting. When addressing the Board, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your comments.

All speakers are requested to wait until recognized by the Board Chairman.

A. Recruitment of District Administrator Tasks needed:

- (1) Post new Job opening, new job description and application on website
- (2) Have job applications and Job descriptions available at office in case someone comes in and asks.
- (4) pricing for Fresno bee ad in Sunday's paper two in a row.
- (5) Change job description to new one on the Calwa website

Asked office staff to look into Fresno Bee Advertisement

Board Chair Rosales asked if all were in agreement and yes all 5 board members were in consensus.

B. Recruitment of Program & Operations Manager

(1) To proceed with Temp agency as well as that Director Mares knows of a possible candidate (Manuel), Director Mares was going to meet with him to see if he showed any interest in the position. Also discussed possibility of an interim being a good idea

(2) Offer made from former Programs and Operations Manager to assist a few hours in training office staff. Veronica would only be coming back as a temporary status. Veronica was given 20 hours a week to use as needed to come in and train office staff.

Action- approved 20 hrs. a week to Veronica for training purposes if needed.

Motioned by Director- Zamora Seconded by Director- Mares and carried by a 5-0 vote as follows

Directo Zamora: Aye Vice Chair Guerra: Aye Director Sanchez: Aye Director Mares

(3) Recruitment of Permanent Position

(a) post job opening with new job description for Programs and Operations Manager along with applications on website. Is Operations Manager to be a full-time position or a part time position job?

Director Mares motioned to keep Job description as is as permanent programs/operations includes book keeping.

(b) Have folder with job applications and job descriptions available.

(c) post Job announcements on other websites such as special district association and others on the internet.

Chair Rosales motioned to bring back the for next meeting to decide if Operations Manager would be a Full-time position job.

Motioned by Chair Rosales Seconded by Director Guerra carried by a 3 in favor 2 in absolute

C. EDD Claim

Time sensitive form came in for employee Jennifer Duran. It was filled out due by 7-11-2017 Former DA stated that she resigned given her 2 weeks' notice.

D. AC Unit

All American Sheet Metal does not work with prevailing wages. Everything was looking good with contract but then he noticed the prevailing wages and they didn't take that into account in the estimate that was turned into Calwa Park. Ask Veronica if there were any other companies contacted. Have office staff call Contractors for quotes.

Motioned by Director Guerra and Seconded by Director Zamora 5-0 all in favor

E. AC Temporary units

4 rental units should be provided for hall rental and look into renting for 2 days to make sure we have them for the events. We should not have any other events booked for the Hall until further notice until the AC is fixed.

F. Events Scheduled at Hall

Will not rent out hall until further notice due to the AC not working.

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 at the District and on the District's website www.calwarecreation.org.

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 be added to the mailing list by calling (559) 264-6867 or sending your request by email to info@calwarecreation.org.

**Next Regular Meeting
Tuesday, July 18, 2017
6:30pm**



Calwa Recreation & Park District

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

Mary L. Rosales Board Chair Raul Guerra Board Vice Chair Jose Luis Sanchez Board Member Gabriela Mares Board Member Esmeralda Zamora Board Member

VACANT
District Administrator

www.calwarecreation.org

Hilda Cantú Montoy
District Counsel

REGULAR BOARD MEETING Minutes
July 18, 2017
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.

1. CALL TO ORDER

Meeting was called to order at 6:35 pm

2. ROLL CALL

Director present: Board Chair Rosales, Vice Chair Guerra, and Director Sanchez, Director Mares, Director Zamora

3. INVOCATION

Chair Rosales delivered the invocation

4. FLAG SALUTE

Held

5. APPROVAL OF THE AGENDA

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

Chair Mares : Aye Vice Chair Guerra: Aye Director Sanchez: Aye Director Zamora

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 Administrator for follow up and a report. In order to allow time for all comments, each individual is limited to three minutes, with a fifteen (15) minute maximum per group, per item, per meeting. When addressing the Board, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board Chairman.

Monica Pena: 1. Concerns with air conditioner. 2. Rudy is not being notified of special meetings request to do Zumba outside of building.

Carmen Vega: Air conditioner concerns.

Discussion: Hilda Montoya explained how board members have to discuss and make decision upon changes to Calwa Park.

Public member Kevin president of truck club (Unique street trucks) request to use park (parking lot) 15 cars in Fresno has been at the park with no problems. Request to use parking/park area every 2wks on Fridays. His club would like to volunteer to place benches, flowers near rocket and veterans plaque at park. Hoover High school donates wood, Dukin high donates needs and material Kevin bring upon their boards. Vice Chair Guerra volunteer to be contact for car club if any questions. Informed Kevin to go in office for volunteer forms, Hilda suggest to contact police in district on truck club using park as such for volunteering if applicable in the future.

A. Presentation of 2015-2016 Audit Report by Michael Cuttone of Cuttone & Mastro, Certified Public Accountants. Presented along with pamphlet to board member for review.

(Action) motion to move 7A before Public Forum Director Sanchez motioned Seconded by Chair Mares and carried by a 3-0 vote as follows:

Chair Rosales: Aye Vice Chair Guerra: Aye Director Zamora: Aye

B. Consider updating 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.

Discussion: Chair Rosales and Chair Mares, Admin. assistant Erica to pick up checks to county. Ad Hock members Chair Mares and Chair Rosales

(Action Item): Director Guerra motioned Seconded by Chair Sanchez and carried by a 3-0 vote as follows:

Chair Rosales: Aye Director Mares: Aye Director Zamora: Aye

C. Consider Purchase of Cell Phone for use by Minervino Garcia to have access to City Cameras

Discussion: Have Erica look into purchase of new cell phone carrier vs current cell carrier asks how much to get out of contact. Purchase of smart phone.

(Action Item) Director Sanchez motioned Seconded by Chair Zamora and carried by a 3-0 vote as follows:

Chair Rosales: Aye Director Mares: Aye Director Guerra: Aye

D. Authorize Erica Linares to make purchases up to designated amount.

Discussion: Erica okay to make purchase of any routine office purchase to not exceed \$1000 per purchase.

(Action Items) Director Guerra motioned Seconded by Chair Sanchez and carried by a 3-0 vote as follows:

Chair Rosales: Aye Director Mares: Aye Director Zamora: Aye

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- E. Reconsider Job description adopted for Programs and Operations manager including renaming the position and consider job description duties for Administrative assistant position.

Discussion: Change Program & Operations manager to Office Manage. **(Action Item)** Director Guerra motioned Seconded by Chair Mares and carried by a 3-0 vote as follows:

Chair Rosales: Aye Director Sanchez: Aye Director Zamora: Aye

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- F. Updating on hiring of temp for programs and operational manager. (Information Item)
Discussion: Director Mares current at this time with temp agency she has 3 profile board to review once Director Mares speaks to temp agency.

- G. Reconsideration of Decision to purchase Security Camera in amount not to exceed \$3,000

Discussion: Consider to look into current security company for efficient cameras. Chair Zamora concern board member Sanchez in personally installing cameras and access to view, once park office is fully staffed. Office staff is to review in looking into other options of camera installation and current security company responsibility securing of park.

(Action Item) (Action Item) Director Zamora motioned Seconded by Chair Guerra and carried by a 3-2 vote as follows:

Chair Rosales: Aye Director Sanchez: Oppose Director Mares: obtained

- H. Consider License Agreement with Rudy Sabalsa to conduct Zumba and physical fitness Classes

Discussion: Director Mares to follow up with morning Zumba.

Look into contact for Zumba on prorating amount due to meeting or other options.

(Action Item) Director Mares motioned Seconded by Chair Sanchez and carried by a 3-0 vote as follows:

Chair Rosales: Aye Director Guerra: Aye Director Zamora: Aye

- I. Updating Purchasing of signs decision; provide direction as necessary

Discussion: To purchase of 14 signs to be followed up by Chair Sanchez and Chair Mares as previous working on design of signs.

(Action Item) Director Sanchez motioned Seconded by Chair Rosales and carried by a 3-0 vote as follows:

Chair Mares: Aye Director Guerra: Aye Director Zamora: Aye

- J. Update on Air Conditioner situation; possibly of air condition being repaired versus being replaced.
Discussion: Present was Jason Gamboa from Air Comfort Solutions presented 3 proposals.
Agreed to proposal #28-32390
(Action Item) Director Guerra motioned Seconded by Chair Mares and carried by a 3-0 vote as follows:
Chair Sanchez: Aye Director Rosales: Aye Director Zamora: Aye
- K. Update on Schedule Events and Programs. Staff report (information Items)

8. Agenda Items for Next Meeting

- A. Javier Soto Debt act Person
- C. Update on Finances
- D. Adoption of Final Budget

9. ADJOURNMENT

The meeting was adjourned at 9:40 pm.

Next Regular Meeting
Tuesday August 15, 2017 6:30PM

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Calwa Recreation and Park District Profit & Loss Budget Overview September 2017

	Sep 17	Budget
Ordinary Income/Expense		
Income		
Park Income (Income recieved from Park Rentals)		
Events	-371.00	0.00
Field Rentals	0.00	100.00
Hall Rentals	-400.00	250.00
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
Total Rent Payments	0.00	1,200.00
Zumba	0.00	200.00
Park Income (Income recieved from Park Rentals) - Other	2,385.00	
Total Park Income (Income recieved from Park Rentals)	1,614.00	1,825.00
The County of Fresno		
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	0.00	0.00
3017-Property Taxes-Curr Unsec	425.14	
3025-Property Taxes-Prior Unsec	0.00	0.00
3030-Penalties & Costs	0.00	0.00
3380-Interest	919.46	0.00
5804-ABX126 Other Revenue	12,100.42	
The County of Fresno - Other	0.00	0.00
Total The County of Fresno	13,445.02	0.00
Total Income	15,059.02	1,825.00
Gross Profit	15,059.02	1,825.00
Expense		
Audit	0.00	0.00
Bank Fees	21.00	22.00
Cleaning supplies	469.80	695.50
Director stipends	0.00	500.00
District counsel	1,411.50	1,675.00
District Payroll Taxes	730.25	1,217.00
Elections	0.00	0.00
Electricity	2,722.96	1,952.00
Employee Salaries	8,329.87	12,320.00
Equipment Fuel	134.66	83.47
Event Costs	0.00	100.00
Fresno co Service fee	0.00	0.00
HR miscellaneous	0.00	242.00
Internet	109.95	142.48
Landline Phone	120.54	89.49
Liability Insurance	0.00	180.00
Memberships	0.00	0.00
Mileage	55.12	134.19
Mobile Phone	118.62	135.33
Motor Equipment Repair	0.00	0.00
Office Equipment	160.07	286.87
Office Supply	32.17	3,525.05
Payroll Fees	189.30	108.88
Professional Development	0.00	0.00
Recreation Programs	0.00	239.44
Repairs and Maintenance	1,345.74	2,320.00
Security	0.00	225.00
Security Monitoring System	0.00	162.00
Special Legal Fees	0.00	0.00
Technology Service	0.00	80.00

1:15 PM

10/09/17

Accrual Basis

Calwa Recreation and Park District
Profit & Loss Budget Overview
September 2017

	<u>Sep 17</u>	<u>Budget</u>
Trash Disposal	213.97	233.49
Vehicle Leasing	458.00	489.89
Water	3,599.70	897.00
Workers Compensation	0.00	0.00
Total Expense	<u>20,223.22</u>	<u>28,056.08</u>
Net Ordinary Income	<u>-5,164.20</u>	<u>-26,231.08</u>
Net Income	<u><u>-5,164.20</u></u>	<u><u>-26,231.08</u></u>

**Calwa Recreation and Park District
Transaction List by Vendor
September 2017**

Type	Date	Num	Memo	Account	Clr	Split	Amount
ADP							
Check	09/01/2017	DEBIT		Bank of the West Payroll (...)	X	Payroll Fees	-55.06
Credit Card Charge	09/05/2017			ADP		Employee Salaries	-544.79
Credit Card Charge	09/05/2017			ADP		District Payroll Taxes	-375.57
Check	09/06/2017	DEBIT		Bank of the West Payroll (...)	X	ADP	-920.36
Check	09/06/2017	DEBIT		Bank of the West Payroll (...)	X	Employee Salaries	-2,220.79
Check	09/15/2017	DEBIT		Bank of the West Payroll (...)	X	Payroll Fees	-68.47
Check	09/19/2017	DEBIT		Bank of the West Payroll (...)	X	ADP	-887.70
Check	09/19/2017	DEBIT		Bank of the West Payroll (...)	X	Employee Salaries	-1,908.02
Credit Card Charge	09/19/2017			ADP		Employee Salaries	-639.02
Credit Card Charge	09/19/2017			ADP		District Payroll Taxes	-354.68
Check	09/29/2017	DEBIT		Bank of the West Payroll (...)	X	Payroll Fees	-65.77
AT&T							
Check	09/18/2017	65-0255910		Fresno County Account (fu...)	X	Landline Phone	-120.54
Bank of the West							
Check	09/01/2017	DEBIT		Bank of The West Revenue	X	Bank Fees	-10.00
Check	09/29/2017	DEBIT		Bank of the West Payroll (...)	X	Bank Fees	-11.00
Calwa Recreation and Park District							
Check	09/09/2017	65-0255683		Fresno County Account (fu...)	X	Bank of the West Payroll (This	-4,228.71
Check	09/27/2017	65-0255917		Fresno County Account (fu...)	X	Bank of the West Payroll (This	-4,148.05
Check	09/29/2017	65-0255923		Fresno County Account (fu...)	X	Bank of the West Payroll (This	-10,000.00
Central Sanitary Supply							
Check	09/30/2017	65-0255919	18950	Fresno County Account (fu...)	X	Cleaning supplies	-197.35
City of Fresno-Utillities							
Check	09/18/2017	65-0255912		Fresno County Account (fu...)	X	Water	-3,599.70
Daniel Turrubiatez							
Check	09/01/2017	10906		Bank of the West Payroll (...)	X	Employee Salaries	-683.36
Check	09/12/2017	10908		Bank of the West Payroll (...)	X	Employee Salaries	-538.31
Check	09/22/2017	10910		Bank of the West Payroll (...)	X	Employee Salaries	-706.18
De Lage Landon							
Check	09/08/2017	65-0255909		Fresno County Account (fu...)	X	Office Equipment	-82.97
Elena Hernandez Ortega							
Check	09/11/2017	10907		Bank of the West Payroll (...)	X	Employee Salaries	-549.25
Check	09/20/2017	10909		Bank of the West Payroll (...)	X	Employee Salaries	-646.15
Erica Linares							
Check	09/08/2017	65-0255680		Fresno County Account (fu...)	X	Mileage	-55.12
Home Depot Credit Card Services							
Check	09/05/2017	850		Bank of The West Revenue	X	Repairs and Maintenance	-589.06
Jenson & Pilegard							
Check	09/05/2017	DEBIT		Bank of The West Revenue	X	Repairs and Maintenance	-38.76
Check	09/13/2017	DEBIT		Bank of The West Revenue	X	Repairs and Maintenance	-84.98
Check	09/19/2017	DEBIT		Bank of The West Revenue	X	Repairs and Maintenance	-539.82
John Deere							
Check	09/09/2017	65-0255686		Fresno County Account (fu...)	X	Vehicle Leasing	-132.94
KS StateBank							
Check	09/08/2017	65-0255908		Fresno County Account (fu...)	X	Vehicle Leasing	-162.53
Check	09/27/2017	65-0255918		Fresno County Account (fu...)	X	Vehicle Leasing	-162.53
Leonilo Vasquez							
Check	09/28/2017	1089		Bank of the West Payroll (...)		Events	-371.00
Mid Valley Disposal							
Check	09/18/2017	65-0255913		Fresno County Account (fu...)	X	Trash Disposal	-213.97
Montoy Law Corporation							
Check	09/08/2017	65-0255685		Fresno County Account (fu...)	X	District counsel	-1,411.50
Office Depot Credit Card							
Check	09/18/2017	65-0255914		Fresno County Account (fu...)	X	Office Supply	-32.17
PG&E							
Check	09/08/2017	65-0255684		Fresno County Account (fu...)	X	Electricity	-2,722.96
Shell Gas Station							
Check	09/13/2017	DEBIT		Bank of The West Revenue	X	Equipment Fuel	-75.00
Check	09/22/2017	DEBIT		Bank of The West Revenue	X	Equipment Fuel	-59.66
Unifirst							
Check	09/01/2017	65-0255678		Fresno County Account (fu...)	X	Cleaning supplies	-31.80
Check	09/01/2017	65-0255677		Fresno County Account (fu...)	X	Cleaning supplies	-109.95
Check	09/08/2017	65-0255682		Fresno County Account (fu...)	X	Cleaning supplies	-31.80
Check	09/18/2017	65-0255911		Fresno County Account (fu...)	X	Cleaning supplies	-31.80
Check	09/27/2017	65-0255916		Fresno County Account (fu...)	X	Cleaning supplies	-33.30
Check	09/30/2017	65-0255921		Fresno County Account (fu...)	X	Cleaning supplies	-33.80
Unwired Broadband Inc.							
Check	09/30/2017	65-0255922		Fresno County Account (fu...)	X	Internet	-109.95
Verizon Wireless							
Check	09/08/2017	65-0255681		Fresno County Account (fu...)	X	Mobile Phone	-118.62
Yellow Dog Signs & Graphics							
Check	09/05/2017	DEBIT		Bank of The West Revenue	X	Repairs and Maintenance	-93.12
Zoom Imaging Solutions, INC							
Check	09/01/2017	65-0255676		Fresno County Account (fu...)	X	Office Equipment	-38.55
Check	09/30/2017	65-0255920		Fresno County Account (fu...)	X	Office Equipment	-38.66

11:21 AM

10/09/17

Accrual Basis

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Picnic Rental	0.00	75.00
Rent Payments		
Programs	0.00	0.00
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11:21 AM

10/09/17

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Profit & Loss Budget vs. Actual
September 2017

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Check	09/19/2017	DEBIT		Bank of the West Payroll (. . .	X	Employee Salaries	-1,908.02
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AT&T							
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Check	09/27/2017	65-0255917		Fresno County Account (fu . . .	X	Bank of the West Payroll (This . . .	-4,148.05
Check	09/29/2017	65-0255923		Fresno County Account (fu . . .	X	Bank of the West Payroll (This . . .	-10,000.00
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De Lage Landon							
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Check	09/13/2017	DEBIT		Bank of The West Revenue	X	Repairs and Maintenance	-84.98
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Check	09/27/2017	65-0255918		Fresno County Account (fu . . .	X	Vehicle Leasing	-162.53
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Office Depot Credit Card							
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PG&E							
Check	09/08/2017	65-0255684		Fresno County Account (fu . . .	X	Electricity	-2,722.96
Shell Gas Station							
Check	09/13/2017	DEBIT		Bank of The West Revenue	X	Equipment Fuel	-75.00
Check	09/22/2017	DEBIT		Bank of The West Revenue	X	Equipment Fuel	-59.66
Unifirst							
Check	09/01/2017	65-0255678		Fresno County Account (fu . . .	X	Cleaning supplies	-31.80
Check	09/01/2017	65-0255677		Fresno County Account (fu . . .	X	Cleaning supplies	-109.95
Check	09/08/2017	65-0255682		Fresno County Account (fu . . .	X	Cleaning supplies	-31.80
Check	09/18/2017	65-0255911		Fresno County Account (fu . . .	X	Cleaning supplies	-31.80
Check	09/27/2017	65-0255916		Fresno County Account (fu . . .	X	Cleaning supplies	-33.30
Check	09/30/2017	65-0255921		Fresno County Account (fu . . .	X	Cleaning supplies	-33.80
Unwired Broadband Inc.							
Check	09/30/2017	65-0255922		Fresno County Account (fu . . .	X	Internet	-109.95
Verizon Wireless							
Check	09/08/2017	65-0255681		Fresno County Account (fu . . .	X	Mobile Phone	-118.82
Yellow Dog Signs & Graphics							
Check	09/05/2017	DEBIT		Bank of The West Revenue	X	Repairs and Maintenance	-93.12
Zoom Imaging Solutions, INC							
Check	09/01/2017	65-0255676		Fresno County Account (fu . . .	X	Office Equipment	-38.55
Check	09/30/2017	65-0255920		Fresno County Account (fu . . .	X	Office Equipment	39.65

12:58 PM

10/09/17

Calwa Recreation and Park District
Reconciliation Summary
Bank of the West Payroll, Period Ending 09/30/2017

	<u>Sep 30, 17</u>
Beginning Balance	5,385.52
Cleared Transactions	
Checks and Payments - 13 items	-9,260.42
Deposits and Credits - 2 items	8,376.76
	<u>-883.66</u>
Total Cleared Transactions	
Cleared Balance	<u>4,501.86</u>
Register Balance as of 09/30/2017	4,501.86
Ending Balance	4,501.86

12:58 PM

10/09/17

Calwa Recreation and Park District
Reconciliation Detail
Bank of the West Payroll, Period Ending 09/30/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,385.52
Cleared Transactions						
Checks and Payments - 13 items						
Check	09/01/2017	10906	Daniel Turrubiatez	X	-683.36	-683.36
Check	09/01/2017	DEBIT	ADP	X	-55.06	-738.42
Check	09/06/2017	DEBIT	ADP	X	-2,220.79	-2,959.21
Check	09/06/2017	DEBIT	ADP	X	-920.36	-3,879.57
Check	09/11/2017	10907	Eleno Hernandez Or...	X	-549.25	-4,428.82
Check	09/12/2017	10908	Daniel Turrubiatez	X	-538.31	-4,967.13
Check	09/15/2017	DEBIT	ADP	X	-68.47	-5,035.60
Check	09/19/2017	DEBIT	ADP	X	-1,908.02	-6,943.62
Check	09/19/2017	DEBIT	ADP	X	-887.70	-7,831.32
Check	09/20/2017	10909	Eleno Hernandez Or...	X	-646.15	-8,477.47
Check	09/22/2017	10910	Daniel Turrubiatez	X	-706.18	-9,183.65
Check	09/29/2017	DEBIT	ADP	X	-65.77	-9,249.42
Check	09/29/2017	DEBIT	Bank of the West	X	-11.00	-9,260.42
Total Checks and Payments					-9,260.42	-9,260.42
Deposits and Credits - 2 items						
Check	09/08/2017	65-02...	Calwa Recreation a...	X	4,228.71	4,228.71
Check	09/27/2017	65-02...	Calwa Recreation a...	X	4,148.05	8,376.76
Total Deposits and Credits					8,376.76	8,376.76
Total Cleared Transactions					-883.66	-883.66
Cleared Balance					-883.66	4,501.86
Register Balance as of 09/30/2017					-883.66	4,501.86
Ending Balance					-883.66	4,501.86


Account Statement


September 1, 2017 - September 30, 2017


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CALWA RECREATION & PARK DISTRICT
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REGULAR BUSINESS CHECKING

CALWA RECREATION & PARK DISTRICT

Payroll

ACCOUNT SUMMARY

Beginning Balance	\$5,385.52
0 Credits	0.00
2 Deposits	8,376.76
8 Withdrawals	-6,137.17
5 Checks	-3,123.25
Ending Balance	\$4,501.86

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$3,232.96

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.

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



REGULAR BUSINESS CHECKING

(continued)

ACCOUNT DETAIL

Deposits

<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>
09/08	\$4,228.71	09/29	\$4,148.05

2 deposits for a total of \$8,376.76

Withdrawals

<i>Date</i>	<i>Amount</i>	<i>Description</i>
09/01	\$55.06	ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 090117 2RJIG 8183564 CCD
09/06	920.36	ELECTRONIC DBT ADP Tax ADP Tax 090617 RRJIG 090518A01 CCD
09/06	2,220.79	ELECTRONIC DBT ADP WAGE PAY WAGE PAY 090617 700049522666JIG CCD
09/15	68.47	ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 091517 2RJIG 0157074 CCD
09/19	887.70	ELECTRONIC DBT ADP Tax ADP Tax 091917 RRJIG 091919A01 CCD
09/19	1,908.02	ELECTRONIC DBT ADP WAGE PAY WAGE PAY 091917 765066374124JIG CCD
09/29	65.77	ELECTRONIC DBT ADP PAYROLL FEES ADP - FEES 092917 2RJIG 1606513 CCD
09/29	11.00	SERVICE CHARGE

8 withdrawals for a total of \$6,137.17

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>
10906	09/01	683.36	10908	09/12	538.31	10910	09/22	706.18
10907	09/11	549.25	10909	09/20	646.15			

5 checks paid for a total of \$3,123.25

IMPORTANT INFORMATION**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS**

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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

September 1, 2017 - September 30, 2017

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REGULAR BUSINESS CHECKING :

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1:00 PM

10/09/17

Calwa Recreation and Park District
Reconciliation Summary
Bank of The West Revenue, Period Ending 09/30/2017

	<u>Sep 30, 17</u>
Beginning Balance	2,133.56
Cleared Transactions	
Checks and Payments - 10 items	-1,940.40
Deposits and Credits - 4 items	2,385.00
	<u>444.60</u>
Total Cleared Transactions	
Cleared Balance	<u><u>2,578.16</u></u>
Register Balance as of 09/30/2017	2,578.16
Ending Balance	2,578.16

1:00 PM

10/09/17

Calwa Recreation and Park District
Reconciliation Detail
Bank of The West Revenue, Period Ending 09/30/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,133.56
Cleared Transactions						
Checks and Payments - 10 items						
Check	08/14/2017	1084	Rosalba Arrgon Barr...	X	-250.00	-250.00
Check	09/01/2017	DEBIT	Bank of the West	X	-10.00	-260.00
Check	09/05/2017	850	Home Depot Credit ...	X	-589.06	-849.06
Check	09/05/2017	DEBIT	Yellow Dog Signs & ...	X	-93.12	942.18
Check	09/05/2017	DEBIT	Jenson & Pilegard	X	-38.76	-980.94
Check	09/11/2017	1088	Carlos Silva	X	-200.00	-1,180.94
Check	09/13/2017	DEBIT	Jenson & Pilegard	X	-84.98	-1,265.92
Check	09/13/2017	DEBIT	Shell Gas Station	X	-75.00	-1,340.92
Check	09/18/2017	DEBIT	Jenson & Pilegard	X	-539.82	-1,880.74
Check	09/22/2017	DEBIT	Shell Gas Station	X	-59.66	-1,940.40
Total Checks and Payments					<u>-1,940.40</u>	<u>-1,940.40</u>
Deposits and Credits - 4 items						
Deposit	09/01/2017			X	85.00	85.00
Deposit	09/08/2017			X	200.00	285.00
Deposit	09/15/2017			X	450.00	735.00
Deposit	09/21/2017			X	1,650.00	2,385.00
Total Deposits and Credits					<u>2,385.00</u>	<u>2,385.00</u>
Total Cleared Transactions					<u>444.60</u>	<u>444.00</u>
Cleared Balance					<u>444.60</u>	<u>2,578.16</u>
Register Balance as of 09/30/2017					<u>444.60</u>	<u>2,578.16</u>
Ending Balance					<u><u>444.60</u></u>	<u><u>2,578.16</u></u>


Account Statement


September 1, 2017 - September 30, 2017


Page 1 of 4

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CLASSIC BUSINESS CHECKING

CALWA RECREATION & PARK DISTRICT

Revenue

ACCOUNT SUMMARY

Beginning Balance	\$2,133.56
0 Credits	0.00
4 Deposits	2,385.00
7 Withdrawals	-901.34
3 Checks	-1,039.06
Ending Balance	\$2,578.16

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$1,840.10

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CLASSIC BUSINESS CHECKING

ACCOUNT DETAIL

Deposits

<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>
09/01	\$85.00	09/15	\$450.00
09/08	200.00	09/21	1,650.00

4 deposits for a total of \$2,385.00

Withdrawals

<i>Date</i>	<i>Amount</i>	<i>Description</i>
09/01	\$10.00	MONTHLY SVC CHG PREVIOUS PERIOD ACTIVITY RESULTED IN MONTHLY SERVICE CHARGE
09/05	93.12	DEBIT CARD POS YELLOW DOG SIGNS & GRA FRESNO CA ON 170904 #7602
09/05	38.76	DEBIT CARD POS JENSON & PILEGARD #2 FRESNO CA ON 170904 #7602
09/12	75.00	POS PURCHASE 779972 SHELL Service S FRESNO CA ##7602
09/13	84.98	DEBIT CARD POS JENSON & PILEGARD #2 FRESNO CA ON 170913 #7602
09/18	539.82	DEBIT CARD POS JENSON & PILEGARD #2 FRESNO CA ON 170918 #7602
09/22	59.66	POS PURCHASE 773832 SHELL Service S FRESNO CA ##7602

7 withdrawals for a total of \$901.34

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>
850	09/05	589.06	1084*	09/01	250.00	1088*	09/18	200.00

3 checks paid for a total of \$1,039.06

* Break in check number sequence.



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Peoplesoft
MONTHLY GENERAL LEDGER TRIAL BALANCE

Report ID
Program: (

Fiscal Year 2018
Through Period 2

Page No. 1
Run Date 09/05/2017
Run Time 13:07:56

Fund:	Debit Accts	Beginning Balance	Credit Accts	Year-to-Date	Transaction	Debits	Credits	Current Balances	Debits Accts	Credit Accts
Calwa Park And Recreation Dist	270,452.17	0.00	0.00	0.00	45,242.24	0.00	0.00	225,209.93	225,209.93	0.00
Subclass:										
General Subclass										
0110 Cash In Treasury	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	1,619,309.92
1480 Fiduciary Closing	0.00	0.00	628,472.15	0.00	0.00	0.00	0.00	0.00	0.00	628,472.15
2230 Fund Balance - Unassigned	0.00	0.00	-1,977,329.90	48,052.17	0.00	0.00	0.00	0.00	0.00	-2,025,382.07
3008 Suppl-Prior Secured	0.00	0.00	0.00	0.00	134.40	0.00	0.00	0.00	0.00	134.40
3011 Suppl-Current Secured	0.00	0.00	0.00	0.00	1,726.07	0.00	0.00	0.00	0.00	1,726.07
3025 Property Taxes-Prior Unsec	0.00	0.00	0.00	0.00	379.69	0.00	0.00	0.00	0.00	379.69
3030 Penalties & Costs-Delinq T	0.00	0.00	0.00	0.00	31.37	0.00	0.00	0.00	0.00	31.37
3380 Interest	0.00	0.00	0.00	0.00	538.40	0.00	0.00	0.00	0.00	538.40
SUB CLASS TOTAL	270,452.17	270,452.17	48,052.17	48,052.17	48,052.17	48,052.17	48,052.17	225,209.93	225,209.93	225,209.93

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: 0110						
Sub class: General Subclass						
Account: Beginning Balance 251,300.80						
08/07/2017	REC	0001786477	Op Fund Entry - Main			
08/09/2017	REC	0001786676	Op Fund Entry - Main			10,525.47
08/16/2017	AUD	0001787580	18-PRIOR UNSECURED FY 15-1 PUI5-16 1		258.36	7,969.43
08/16/2017	AUD	0001787592	18 - SECURED INTEREST 2ND CSINT2NDI6		277.15	
08/16/2017	REC	0001787816	Void placed on 650255368		109.95	
08/17/2017	REC	0001788012	Op Fund Entry - Main			4,567.13
08/24/2017	REC	0001788750	Op Fund Entry - Main			5,220.07
08/29/2017	AUD	0001789053	18-CURRENT SECURED SUPPLEM CSS12&117-		1,726.07	
08/31/2017	REC	0001789402	Op Fund Entry - Main		2,371.53	180.30
			Cash In Treasury	Account Total		28,462.40
			Ending Balance	225,209.93		
Account: 2230						
Fund Balance - Unassigned						
Beginning Balance 1,997,029.62						
08/07/2017	REC	0001786477	Op Fund Entry - Main			
08/09/2017	REC	0001786676	Op Fund Entry - Main			10,525.47
08/16/2017	REC	0001787816	Void placed on 650255368		7,969.43	
08/17/2017	REC	0001788012	Op Fund Entry - Main			109.95
08/24/2017	REC	0001788750	Op Fund Entry - Main			4,567.13
08/29/2017	AUD	0001789053	18-CURRENT SECURED SUPPLEM CSS12&117-		1,726.07	
08/31/2017	REC	0001789402	Op Fund Entry - Main		180.30	109.95
			Fund Balance - Unassigned	Account Total		28,462.40
			Ending Balance	2,025,382.07		
Account: 3011						
Beginning Balance 0.00						
08/29/2017	AUD	0001789053	18-CURRENT SECURED SUPPLEM CSS12&117-			1,726.07
			Suppl-Current Secured	Account Total	0.00	1,726.07
			Ending Balance	-1,726.07		
Account: 3025						
Beginning Balance -121.33						
08/16/2017	AUD	0001787580	18-PRIOR UNSECURED FY 15-1 PUI5-16 1			258.36
			Property Taxes-Prior Unsecured	Account Total	0.00	258.36
			Ending Balance	-379.69		
Account: 3380						
Beginning Balance -261.25						
08/16/2017	AUD	0001787592	18 - SECURED INTEREST 2ND CSINT2NDI6			277.15
			Interest	Account Total	0.00	277.15
			Ending Balance	-538.40		
Subclass Total 30,833.93						
Fund Total 30,833.93						

End of Report