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CALWA RECREATION & PARK DISTRICT MINUTES FOR MEETING

www.calwarecreation.org

TUESDAY, December 19, 2017
Regular Session 6:30 P.M.
CALWA PARK HALL® 4545 E. CHURCH AVE., FRESNO, CALIFORNIA

BOARDCHAIRPERSON

Mary L. Rosales

DISTRICT ADMINISTRATOR

Felix Ortiz

BOARD VICECHAIR

Raul Guerra, Vice Chair

DISTRICT COUNSEL

Hilda Cantu Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Gabriela Mares, Board Member

Esmeralda Zamora, Board Member

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

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

A. Call to Order and Roll Call

Board Meeting was called to order by Chairperson Mary Rosales

B. Invocation and Flag Salute

Invocation and flag salute was led by Chairperson Mary Rosales

C. Approval of Agenda

Agenda was approved, Motioned by Director Raul Guerra and Seconded by Director Esmeralda Zamora. All in favor 4-0 0-opposed

D. Ceremonial Matters (proclamations, awards, guest introductions)

None

E. PUBLIC COMMENT

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

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

1. Minutes, Meeting November 21, 2017
2. Financials, November 30, 2017

Was asked by Board Members that next financial a total of accounts is added to report

Consent Calendar items were approved, Motioned by Director Esmeralda Zamora and Seconded by Director Raul Guerra. All in favor 4-0, 0-opposed

G. New Business

1. Approve Resolution 2017-23 adopting Purchasing Policy for the District **(A)**

Board Members ask for a monthly spending report be sent to them when \$2,500 is spent by District Administrator. Resoulution 2017-23 was approved, Motioned by Director by Esmeralda Zamora and Seconded by Director Gabriela Mares. All in favor 4-0 0-opposed.

2. Approve agreement with Cuttone and Mastro, Certified Public Accountants, to audit the financial statements of the Calwa Recreation and Park District for fiscal year 16/17. Fees not to exceed \$7,800.00. — District Administrator **(A)**

Audit was approved to be completed by Cuttone and Mastro and not to exceed \$7,800.00. Motioned by Director Gabriela Mares and Seconded by Director Esmeralda Zamora. All in favor 4-0, 0-opposed

3. Approve Resolution 2017-24 declaring that Governing Body Members and Volunteers shall be deemed to be employees of the District for the purpose of providing Workers' Compensation coverage for said certain individuals while providing their service. — District Administrator **(A)**

Resolution 2017-24 was approved, Motioned by Director Gabriela Mares and Seconded by Director Raul Guerra. All in Favor 4-0, 0-opposed

4. Discussion and approval of holidays given to full time and part time employees. District Administrator with formal adoption of resolution at next meeting. **(A)**

Approved was to amend holidays given to full time and part time employees from 5 to 12 which are to include to have Christmas eve and New Years eve off with pay,

but the park remains open to Calwa Community. Motioned by Director Gabriela Mares and Seconded by Director Esmeralda Zamora. All in Favor 4-0, 0-opposed.

5. Discuss options to Calwa Recreation and Park District Logo and provide direction to staff. — District Administrator. **(NA)**

Changes to Logo were not approved or liked by Board Members and it was an agreement that the current Calwa Recreation and Park District Logo be left as is with no further changes made to logo. Motioned by Chairperson Mary Rosales and Seconded by Director Gabriela Mares. All in favor 4-0, 0-opposed.

6. Approve License Agreement between the Calwa Recreation & Park District and Oluwatoyin Mixon-Emeseh, to start an After-School Program from 3:00 pm to 6:00 pm Mondays thru Fridays beginning January 2, 2018. - District Administrator. **(A)**

Agreement with Oluwatoyin Mixon-Emeseh was approved. Motioned by Director Gabriela Mares and Seconded by Director Esmeralda Zamora. All in favor 4-0, 0-opposed.

H. REPORT FROM DISTRICT ADMINISTRATOR

- Lights on back soccer fields have been fixed and are now working
- Evaluation Forms are ready and were shared with Board Members
- Christmas Party was a success and thanked those Board Members who attended.
- Basketball signup deadline was postponed to December 31, 2017 due to low turn out for sign ups.
- By law binders were completed the purchasing policy is the only item missing from packet.
- Food drive update that they are doing really well and that Calwa Community is responding really well to the food drive.

I. CLOSED SESSION

None

J. REPORT OF FINAL ACTIONS TAKEN IN CLOSED SESSION

None

K. ADJOURNMENT

Board Meeting was Adjourned at 7:35 P.M.

Agenda packets and other public documents are available for inspection by the public at the District Office located at 4545 E. Church Avenue, Fresno, CA. To receive meeting

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

Calwa Park FY 17-18 Adopted Budget

Calwa RPD Budget FY 17-18								REMAINING		
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD TOTAL	Total	Dollar	Percentage
Employee Cost										
Employee Salaries	\$ 12,675.00	\$ 11,434.00	\$ 12,670.00	\$ 12,259.66	\$ 11,903.44	\$ 12,350.29		\$ 144,223.63		
	\$ 8,025.03	\$ 5,743.35	\$ 8,329.87	\$ 20,654.52	\$ 13,745.50	\$ 15,197.63	\$ 71,695.90		\$ 72,527.73	50%
Payroll Taxes	\$ 1,233.00	\$ 1,201.00	\$ 1,217.00	\$ 1,209.00	\$ 1,213.00	\$ 1,211.50		\$ 14,554.22		
	\$ 1,165.05	\$ 791.09	\$ 730.25	\$ 2,315.60	\$ 1,048.79	\$ 1,271.86	\$ 7,322.64		\$ 7,231.58	50%
Payroll Fees	\$ 111.00	\$ 106.75	\$ 108.88	\$ 107.81	\$ 108.34	\$ 108.08		\$ 1,299.89		
	\$ 166.24	\$ 111.55	\$ 189.30	\$ 146.40	\$ 69.82	\$ -	\$ 683.31		\$ 616.58	47%
Director Stipends	\$ 1,000.00	\$ 750.00	\$ 500.00	\$ 1,500.00	\$ 937.50	\$ 921.88		\$ 11,631.04		
	\$ 2,472.92	\$ -	\$ -	\$ 1,834.20	\$ 365.80	\$ 80.70	\$ 4,753.62		\$ 6,877.42	59%
Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 7,489.00		
	\$ -	\$ -	\$ -	\$ 726.44	\$ -	\$ -	\$ 726.44		\$ 6,762.56	90%
HR miscellaneous	\$ 421.12	\$ 119.00	\$ 242.00	\$ 260.71	\$ 207.24	\$ 236.65		\$ 2,872.94		
	\$ -	\$ -	\$ -	\$ 173.81	\$ -	\$ -	\$ 173.81		\$ 2,699.13	94%
Total	\$ 15,440.12	\$ 13,610.75	\$ 14,737.88	\$ 15,337.19	\$ 14,587.30	\$ 14,827.90		\$ 184,888.83		
	\$ 11,829.24	\$ 6,645.99	\$ 9,249.42	\$ 25,850.97	\$ 15,229.91	\$ 16,550.19	\$ 85,355.72		\$ 99,533.11	54%
Expenses										
Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00		\$ 11,200.00		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 11,200.00	100%
Bank Fees	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00		\$ 264.00		
	\$ 21.00	\$ 21.00	\$ 21.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 93.00		\$ 171.00	65%
Cleaning Supplies	\$ 796.00	\$ 595.00	\$ 695.50	\$ 645.25	\$ 670.38	\$ 657.81		\$ 8,033.31		
	\$ 1,296.96	\$ 457.02	\$ 469.80	\$ 257.14	\$ 550.90	\$ 288.00	\$ 3,319.82		\$ 4,713.49	59%
District Counsel	\$ 1,771.00	\$ 939.00	\$ 1,675.00	\$ 955.00	\$ 1,335.00	\$ 1,226.00		\$ 15,412.37		
	\$ 2,929.50	\$ 2,121.00	\$ 1,411.50	\$ 1,411.50	\$ 660.00	\$ 600.00	\$ 9,133.50		\$ 6,278.87	41%
District Board Elections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0%
Electricity	\$ 2,497.00	\$ 2,608.00	\$ 1,952.00	\$ 2,358.00	\$ 2,353.75	\$ 2,317.94		\$ 27,854.94		
	\$ 2,350.39	\$ 1,494.68	\$ 2,722.96	\$ 2,588.24	\$ 1,962.36	\$ 1,252.80	\$ 12,371.43		\$ 15,483.51	56%
Equipment Fuel	\$ 108.00	\$ 75.00	\$ 83.47	\$ 88.82	\$ 82.43	\$ 84.91		\$ 1,031.34		
	\$ 113.99	\$ 149.20	\$ 134.66	\$ 118.23	\$ 124.77	\$ 63.38	\$ 704.23		\$ 327.11	32%
Event Costs	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 1,200.00		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,200.00	100%
Fresno Co Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 747.00		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 747.00	100%
Liability Insurance	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00		\$ 2,160.00		
	\$ -	\$ 1,380.16	\$ -	\$ -	\$ -	\$ -	\$ 1,380.16		\$ 779.84	36%
Internet	\$ 109.95	\$ 175.00	\$ 142.48	\$ 158.74	\$ 150.61	\$ 154.67		\$ 1,810.90		
	\$ 329.85	\$ -	\$ 109.95	\$ -	\$ 276.61	\$ 216.70	\$ 716.41		\$ 1,094.49	60%
Landline Phone	\$ 83.49	\$ 95.49	\$ 89.49	\$ 92.49	\$ 90.99	\$ 91.74		\$ 1,092.55		
	\$ 195.64	\$ 55.35	\$ 120.54	\$ 120.54	\$ 135.78	\$ 135.64	\$ 627.85		\$ 464.70	43%
Mobile Phone	\$ 125.39	\$ 145.26	\$ 135.33	\$ 140.29	\$ 137.81	\$ 139.05		\$ 1,654.81		
	\$ -	\$ 5.04	\$ 118.62	\$ 118.62	\$ 242.36	\$ -	\$ 484.64		\$ 1,170.17	71%
Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00		\$ 1,300.00		
	\$ -	\$ 619.00	\$ -	\$ -	\$ -	\$ -	\$ 619.00		\$ 681.00	52%
Mileage	\$ 179.12	\$ 89.25	\$ 134.19	\$ 111.72	\$ 122.95	\$ 117.33		\$ 1,470.41		
	\$ -	\$ 71.16	\$ 55.12	\$ -	\$ 81.10	\$ 200.43	\$ 407.81		\$ 1,062.60	72%
Office Equipment	\$ 298.32	\$ 275.42	\$ 286.87	\$ 281.15	\$ 284.01	\$ 282.58		\$ 3,406.82		
	\$ 209.09	\$ 163.69	\$ 160.07	\$ 82.97	\$ 172.46	\$ 174.68	\$ 962.96		\$ 2,443.86	72%
Office Supplies	\$ 328.85	\$ 375.24	\$ 352.05	\$ 363.64	\$ 357.84	\$ 360.74		\$ 4,296.71		
	\$ -	\$ 75.60	\$ 32.17	\$ 155.49	\$ 177.02	\$ 410.28	\$ 850.56		\$ 3,446.15	80%
Professional Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100.00		\$ 4,200.00		
	\$ 933.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 933.80		\$ 3,266.20	78%
Recreation programs	\$ -	\$ -	\$ 239.44	\$ 125.00	\$ 75.00	\$ -		\$ 1,639.44		
	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 25.00	\$ 75.00		\$ 1,564.44	95%
Repairs and Maintenance	\$ 2,322.00	\$ 49,960.00	\$ 2,320.00	\$ 5,499.00	\$ 1,094.00	\$ 3,546.00		\$ 83,306.91		
	\$ 3,005.49	\$ 7,782.61	\$ 1,345.74	\$ 7,200.11	\$ 1,165.22	\$ 5,902.32	\$ 26,401.49		\$ 56,905.42	68%
Security	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00		\$ 2,700.00		
	\$ -	\$ -	\$ -	\$ 450.97	\$ -	\$ -	\$ 450.97		\$ 2,249.03	83%
Security Monitoring System	\$ 180.00	\$ 145.00	\$ 162.50	\$ 153.75	\$ 158.13	\$ 155.94		\$ 1,846.60		
	\$ 471.00	\$ -	\$ -	\$ 471.00	\$ 944.13	\$ 10.00	\$ 1,896.13		\$ (49.53)	-3%
Technology Services	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00		\$ 960.00		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 960.00	100%
Trash Disposal	\$ 218.34	\$ 248.63	\$ 233.49	\$ 241.06	\$ 237.27	\$ 239.16		\$ 2,848.94		
	\$ 430.95	\$ -	\$ 213.97	\$ 322.59	\$ 213.87	\$ 213.87	\$ 1,395.25		\$ 1,453.69	51%
Vehicle leasing/Financing	\$ 457.99	\$ 478.63	\$ 489.89	\$ 475.50	\$ 481.34	\$ 482.24		\$ 5,749.74		
	\$ 611.18	\$ -	\$ 458.00	\$ 134.27	\$ 296.80	\$ 431.07	\$ 1,931.32		\$ 3,818.42	66%
water	\$ 2,310.00	\$ 2,432.00	\$ 897.00	\$ 1,879.67	\$ 1,736.22	\$ 1,504.30		\$ 20,676.63		
	\$ 2,989.93	\$ 4,181.69	\$ 3,599.70	\$ 4,316.41	\$ 2,808.58	\$ 1,848.21	\$ 19,744.52		\$ 932.11	5%
Total	\$ 12,392.45	\$ 59,243.92	\$ 10,495.68	\$ 14,176.08	\$ 12,074.72	\$ 15,767.42		\$ 206,912.37		
	\$ 15,888.77	\$ 18,577.20	\$ 10,973.80	\$ 17,808.08	\$ 9,821.96	\$ 11,782.38	\$ 84,852.19		\$ 122,060.18	59%
	\$ 27,832.57	\$ 72,854.67	\$ 25,233.56	\$ 29,513.27	\$ 26,662.02	\$ 30,595.32				
	\$ 27,718.01	\$ 25,223.19	\$ 20,223.22	\$ 43,659.05	\$ 25,051.87	\$ 28,332.57	\$ 141,875.34			
Grand Total								\$ 391,801.20	\$ 249,925.86	64%

2:10 PM

01/11/18

Calwa Recreation and Park District
Reconciliation Summary
Fresno County Account, Period Ending 12/31/2017

	<u>Dec 31, 17</u>
Beginning Balance	105,037.11
Cleared Transactions	
Checks and Payments - 23 items	-16,212.37
Deposits and Credits - 1 item	127,250.87
	<u>111,038.50</u>
Total Cleared Transactions	
Cleared Balance	<u><u>216,075.61</u></u>
Register Balance as of 12/31/2017	216,075.61
Ending Balance	216,075.61

**Calwa Recreation and Park District
Reconciliation Detail
Fresno County Account, Period Ending 12/31/2017**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						105,037.11
Cleared Transactions						
Checks and Payments - 23 items						
Check	12/06/2017	65-0256033	PG&E	X	-1,252.80	-1,252.80
Check	12/06/2017	65-0256027	Unwired Broadband ...	X	-216.70	-1,469.50
Check	12/06/2017	65-0256031	KS StateBank	X	-162.53	-1,632.03
Check	12/06/2017	65-0256035	Minervino Garcia	X	-106.78	-1,738.81
Check	12/06/2017	65-0256034	Minervino Garcia	X	-93.65	-1,832.46
Check	12/06/2017	65-0256028	Zoom Imaging Soluti...	X	-91.71	-1,924.17
Check	12/06/2017	65-0256032	Central Sanitary Sup...	X	-34.07	-1,958.24
Check	12/06/2017	65-0256026	Unifirst	X	-33.30	-1,991.54
Check	12/06/2017	65-0256036	Unifirst	X	-33.30	-2,024.84
Check	12/06/2017	65-0256030	Unifirst	X	-33.30	-2,058.14
Check	12/15/2017	65-0256046	Calwa Recreation a...	X	-7,019.64	-9,077.78
Check	12/15/2017	65-0256043	City of Fresno-Utilities	X	-1,848.21	-10,925.99
Check	12/15/2017	65-0256042	A-C Electric Company	X	-882.94	-11,808.93
Check	12/15/2017	65-0256039	Montoy Law Corpora...	X	-600.00	-12,408.93
Check	12/15/2017	65-0256047	Office Depot Credit ...	X	-410.28	-12,819.21
Check	12/15/2017	65-0256038	Mid Valley Disposal	X	-213.87	-13,033.08
Check	12/15/2017	65-0256040	AT&T	X	-135.64	-13,168.72
Check	12/15/2017	65-0256044	John Deere Financial	X	-134.27	-13,302.99
Check	12/15/2017	65-0256037	Central Sanitary Sup...	X	-87.43	-13,390.42
Check	12/15/2017	65-0256041	De Lage Landon	X	-82.97	-13,473.39
Check	12/15/2017	65-0256045	Unifirst	X	-33.30	-13,506.69
Check	12/20/2017	65-0256048	shields agricultural s...	X	-2,672.38	-16,179.07
Check	12/20/2017	65-0256050	Unifirst	X	-33.30	-16,212.37
Total Checks and Payments					-16,212.37	-16,212.37
Deposits and Credits - 1 item						
Deposit	12/31/2017			X	127,250.87	127,250.87
Total Deposits and Credits					127,250.87	127,250.87
Total Cleared Transactions					111,038.50	111,038.50
Cleared Balance					111,038.50	216,075.61
Register Balance as of 12/31/2017					111,038.50	216,075.61
Ending Balance					111,038.50	216,075.61

Report ID:
Program:

PeopleSoft
MONTHLY GENERAL LEDGER TRANSACTION REGISTER
Journal Dates 12/01/2017 through 12/31/2017

Page No. 1
Run Date 01/03/2018
Run Time 11:10:28

Fund: 4660	Calwa Park And Recreation Dist	SUBCLASS:	ACCOUNT:	Journal Date	Jrnl Src	Jrnl ID	Header Description	Line Ref	Debit Amount	Credit Amount	
ACCOUNT:											
Sub class: General Subclass											
Account: Cash In Treasury											
							Beginning Balance			278.82	
				12/04/2017	AUD	0001801415	18-CURRENT SECURED SUPPLEM CSS3	105,037.11			
				12/05/2017	AUD	0001801423	18-CURRENT SECURED SUPPLEM CSS3		278.82		
				12/06/2017	REC	0001801575	Op Fund Entry - Main			2,058.14	
				12/14/2017	REC	0001802727	Op Fund Entry - Main			11,314.28	
				12/15/2017	AUD	0001802801	18-TEETER 1ST FY 2017-2018 TEETER1ST2		126,385.51		
				12/20/2017	REC	0001803396	Op Fund Entry - Main			2,839.95	
				12/26/2017	ALO	0001804070	1st QTR-2nd INTEREST DISTR		865.36		
							Cash In Treasury	Account Total	127,529.69	16,491.19	
							Ending Balance	216,075.61			
Account: Fund Balance - Unassigned											
							Beginning Balance			0.00	
				12/06/2017	REC	0001801575	Op Fund Entry - Main		2,058.14		
				12/14/2017	REC	0001802727	Op Fund Entry - Main		11,314.28		
				12/20/2017	REC	0001803396	Op Fund Entry - Main		2,839.95		
							Fund Balance - Unassigned	Account Total	16,212.37	0.00	
							Ending Balance	2,176,516.60			
Account: Property Taxes-Current Secured											
							Beginning Balance			126,385.51	
				12/15/2017	AUD	0001802801	18-TEETER 1ST FY 2017-2018 TEETER1ST2			0.00	
							Property Taxes-Current Secured	Account Total	0.00	126,385.51	
							Ending Balance	-126,385.51			
Account: Suppl-Current Secured											
							Beginning Balance			278.82	
				12/04/2017	AUD	0001801415	18-CURRENT SECURED SUPPLEM CSS3		278.82		
				12/05/2017	AUD	0001801423	18-CURRENT SECURED SUPPLEM CSS3			278.82	
							Suppl-Current Secured	Account Total	278.82	278.82	
							Ending Balance	-2,703.13			
Account: Interest											
							Beginning Balance			865.36	
				12/26/2017	ALO	0001804070	1st QTR-2nd INTEREST DISTR			865.36	
							Interest	Account Total	0.00	865.36	
							Ending Balance	-2,442.06			
Subclass Total											
									144,020.88	144,020.88	
Fund Total											
									144,020.88	144,020.88	

End of Report

Fiscal Year 2018
Through Period 6

Fund: Subclass: General Subclass	Beginning Balance		Year-to-Date Transaction		Current Balances	
	Debit Accts	Credit Accts	Debits	Credits	Debits Accts	Credit Accts
Cash In Treasury	270,452.17	0.00	0.00	54,376.56	216,075.61	0.00
Due To Other Governmental	0.00	1,619,309.92	0.00	0.00	0.00	1,619,309.92
Fiduciary Closing	0.00	628,472.15	0.00	0.00	0.00	628,472.15
Fund Balance - Unassigned	0.00	-1,977,329.90	199,186.70	0.00	0.00	-2,176,516.60
RDA ABX1 26 Property Tax	0.00	0.00	0.00	0.00	0.00	0.00
Redev Tax Increm Reimb	0.00	0.00	0.00	0.00	0.00	0.00
Suppl-Prior Secured	0.00	0.00	0.00	0.00	0.00	0.00
Property Taxes-Current Sec	0.00	0.00	0.00	134.40	0.00	134.40
Suppl-Current Secured	0.00	0.00	0.00	126,385.51	0.00	126,385.51
Supplemental-Curr Unsec Pr	0.00	0.00	0.00	2,703.13	0.00	2,703.13
Property Taxes-Curr Unsec	0.00	0.00	0.00	29.27	0.00	29.27
Property Taxes-Prior Unsec	0.00	0.00	0.00	425.14	0.00	425.14
Penalties & Costs-Delinq T	0.00	0.00	0.00	552.04	0.00	552.04
Interest	0.00	0.00	0.00	31.37	0.00	31.37
State In-Lieu Taxes- Fish&	0.00	0.00	0.00	2,442.06	0.00	2,442.06
ABX126 Other Revenue	0.00	0.00	0.00	6.80	0.00	6.80
SUB CLASS TOTAL	270,452.17	270,452.17	199,186.70	199,186.70	216,075.61	216,075.61

End of Report

Report ID
Program:

PeopleSoft
MONTHLY GENERAL LEDGER TRIAL BALANCE

Page No. 2
Run Date 01/03/2018
Run Time 11:10:29

Fiscal Year 2018
Through Period 6

Fund: Callwa Park And Recreation Dist
Subclass: General Subclass

Beginning Balance
Debit Accts Credit Accts

Year-to-Date Transaction
Debits Credits

Current Balances
Debits Accts Credit Accts

GRAND TOTALS 270,452.17 270,452.17 199,186.70 199,186.70 216,075.61 216,075.61

End of Report

11:30 AM

01/11/18

Calwa Recreation and Park District
Reconciliation Summary
Bank of The West Revenue, Period Ending 12/31/2017

	<u>Dec 31, 17</u>
Beginning Balance	675.15
Cleared Transactions	
Checks and Payments - 12 items	-2,589.65
Deposits and Credits - 2 items	31,305.00
	<hr/>
Total Cleared Transactions	28,715.35
	<hr/>
Cleared Balance	29,390.50
	<hr/>
Register Balance as of 12/31/2017	29,390.50
Ending Balance	29,390.50

**Calwa Recreation and Park District
Reconciliation Detail
Bank of The West Revenue, Period Ending 12/31/2017**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						675.15
Cleared Transactions						
Checks and Payments - 12 items						
Check	12/01/2017	Debit	Fence Factory	X	-153.37	-153.37
Check	12/01/2017	Debit	Shell Gas Station	X	-63.38	-216.75
Check	12/01/2017	Debit	Bank of the West	X	-10.00	-226.75
Check	12/06/2017	Debit	Home Depot Store	X	-88.11	-314.86
Check	12/08/2017	2156	Home Depot Store	X	-1,390.44	-1,705.30
Check	12/14/2017	Debit	Walmart	X	-25.00	-1,730.30
Check	12/19/2017	1091	John Deere Financial	X	-134.27	-1,864.57
Check	12/20/2017	Debit	RING.COM	X	-10.00	-1,874.57
Check	12/26/2017	Debit	Home Depot Store	X	-485.37	-2,359.94
Check	12/27/2017	Debit	Home Depot Store	X	-63.60	-2,423.54
Check	12/28/2017	Debit	Home Depot Store	X	-93.09	-2,516.63
Check	12/28/2017	Debit	Home Depot Store	X	-73.02	-2,589.65
Total Checks and Payments					-2,589.65	-2,589.65
Deposits and Credits - 2 items						
Check	11/27/2017	65-02...	Calwa Recreation a...	X	30,000.00	30,000.00
Deposit	12/21/2017			X	1,305.00	31,305.00
Total Deposits and Credits					31,305.00	31,305.00
Total Cleared Transactions					28,715.35	28,715.35
Cleared Balance					28,715.35	29,390.50
Register Balance as of 12/31/2017					28,715.35	29,390.50
Ending Balance					28,715.35	29,390.50


Account Statement


December 1, 2017 - December 31, 2017


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

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

CLASSIC BUSINESS CHECKING

CALWA RECREATION & PARK DISTRICT

ACCOUNT SUMMARY

Beginning Balance	\$675.15
0 Credits	0.00
2 Deposits	31,305.00
10 Withdrawals	-1,064.94
2 Checks	-1,524.71
Ending Balance	\$29,390.50

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$29,591.08

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.



CLASSIC BUSINESS CHECKING

ACCOUNT DETAIL

Deposits

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
12/01	\$30,000.00	12/21	\$1,305.00

2 deposits for a total of \$31,305.00

Withdrawals

<u>Date</u>	<u>Amount</u>	<u>Description</u>
12/01	\$153.37	DEBIT CARD POS ELCO FENCE SUPPLY FRESNO CA ON 171201 #7602
12/01	63.38	POS PURCHASE 776063 SHELL Service S FRESNO CA ##7602
12/01	10.00	MONTHLY SVC CHG PREVIOUS PERIOD ACTIVITY RESULTED IN MONTHLY SERVICE CHARGE
12/06	88.11	POS PURCHASE 180801 THE HOME DEPOT 10 FRESNO CA ##7602
12/14	25.00	POS PURCHASE 045423 WAL-MART #2001 FRESNO CA ##7602
12/20	10.00	DEBIT CARD POS RING.COM RING UNLIMITE 8006561918 CA ON 171220 #7602
12/26	485.37	POS PURCHASE 212501 THE HOME DEPOT 10 FRESNO CA ##7602
12/27	63.60	POS PURCHASE 716601 THE HOME DEPOT 10 FRESNO CA ##7602
12/28	93.09	POS PURCHASE 757501 THE HOME DEPOT 10 FRESNO CA ##7602
12/28	73.02	POS PURCHASE 334701 THE HOME DEPOT 10 FRESNO CA ##7602

10 withdrawals for a total of \$1,064.94

Checks Paid

<u>Number</u>	<u>Date paid</u>	<u>Amount</u>	<u>Number</u>	<u>Date paid</u>	<u>Amount</u>
1091	12/26	134.27	2156*	12/08	1,390.44

2 checks paid for a total of \$1,524.71

* Break in check number sequence.



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(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.

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Calwa Recreation and Park District
Reconciliation Summary
Bank of the West Payroll, Period Ending 12/31/2017

	<u>Dec 31, 17</u>	
Beginning Balance		30,006.50
Cleared Transactions		
Checks and Payments - 8 Items	-16,550.19	
Deposits and Credits - 1 item	7,019.64	
	<u>-9,530.55</u>	
Total Cleared Transactions		
		<u>20,475.95</u>
Cleared Balance		20,475.95
Register Balance as of 12/31/2017		20,475.95
Ending Balance		20,475.95

Calwa Recreation and Park District
Reconciliation Detail
Bank of the West Payroll, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						30,006.50
Cleared Transactions						
Checks and Payments - 8 items						
Check	12/04/2017	10925	Daniel Turrubiatez	X	-764.31	-764.31
Check	12/12/2017	Debit	ADP	X	-3,946.42	-4,710.73
Check	12/12/2017	Debit	ADP	X	-1,585.02	-6,295.75
Check	12/13/2017	10926	Eleno Hernandez Or...	X	-703.31	-6,999.06
Check	12/15/2017	10927	Daniel Turrubiatez	X	-784.89	-7,783.95
Check	12/27/2017	Debit	ADP	X	-5,672.98	-13,456.93
Check	12/27/2017	Debit	ADP	X	-2,367.48	-15,824.41
Check	12/29/2017	10931	Daniel Turrubiatez	X	-725.78	-16,550.19
Total Checks and Payments					-16,550.19	-16,550.19
Deposits and Credits - 1 item						
Check	12/15/2017	65-0256046	Calwa Recreation a...	X	7,019.64	7,019.64
Total Deposits and Credits					7,019.64	7,019.64
Total Cleared Transactions					-9,530.55	-9,530.55
Cleared Balance					-9,530.55	20,475.95
Register Balance as of 12/31/2017					-9,530.55	20,475.95
Ending Balance					-9,530.55	20,475.95


Account Statement


December 1, 2017 - December 31, 2017


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REGULAR BUSINESS CHECKING

CALWA RECREATION & PARK DISTRICT

ACCOUNT SUMMARY

Beginning Balance	\$30,006.50
0 Credits	0.00
1 Deposits	7,019.64
4 Withdrawals	-13,571.90
4 Checks	-2,978.29
Ending Balance	\$20,475.95

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$26,009.75

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.

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REGULAR BUSINESS CHECKING

ACCOUNT DETAIL

Deposits

<u>Date</u>	<u>Amount</u>
12/21	\$7,019.64

1 deposit for a total of \$7,019.64

Withdrawals

<u>Date</u>	<u>Amount</u>	<u>Description</u>
12/12	\$1,585.02	ELECTRONIC DBT ADP Tax ADP Tax 121217 RRJIG 121225A01 CCD
12/12	3,946.42	ELECTRONIC DBT ADP WAGE PAY WAGE PAY 121217 933705481310JIG CCD
12/27	2,367.48	ELECTRONIC DBT ADP Tax ADP Tax 122717 RRJIG 122626A01 CCD
12/27	5,672.98	ELECTRONIC DBT ADP WAGE PAY WAGE PAY 122717 524067395776JIG CCD

4 withdrawals for a total of \$13,571.90

Checks Paid

<u>Number</u>	<u>Date paid</u>	<u>Amount</u>	<u>Number</u>	<u>Date paid</u>	<u>Amount</u>
10925	12/04	764.31	10927	12/15	784.89
10926	12/13	703.31	10931*	12/29	725.78

4 checks paid for a total of \$2,978.29

* Break in check number sequence.



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Account Statement

December 1, 2017 - December 31, 2017

Page 4 of 6

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**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA
RECREATION AND PARK DISTRICT AMENDING PERSONNEL
POLICIES RELATING TO HOLIDAYS**

WHEREAS, the Board of Directors of the Calwa Recreation and Park District adopted By-Laws pursuant to Resolution No. 2018-1_; and

WHEREAS, Rule 6.1 sets forth the holidays for District employees; and

WHEREAS, at its regular meeting on December 19, 2017, the Board voted to amend Rule 6.1 by adding holidays and directed that a resolution specifying the changes be added to this agenda.

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

Section 1. Rule 6.1 of the Personnel Policies is amended to read as set forth in Exhibit A to this Resolution which is incorporated herein.

Section 2. All other provisions of the Personnel Policies of the Calwa Recreation and Park District shall remain in full force and effect.

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

CERTIFICATION

Adoption of the foregoing Resolution No. 2018- 1 was adopted on January 16, 2018, by the following vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENCES: _____

Secretary of the Board of Directors

RULE 6: EMPLOYEE BENEFITS

Section 6.1 Holidays

A. Full-Time Employees.

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

- January 1 (New Year's Day)
- Third Monday in January (Martin Luther King Birthday)
- Third Monday in February (Washington's Birthday)
- Last Monday in May (Memorial Day)
- July 4 (Independence Day)
- First Monday in September (Labor Day)
- November 11 (Veterans Day)
- Fourth Thursday in November (Thanksgiving Day)
- Fourth Friday in November (Day After Thanksgiving Day)
- December 24 (Christmas Eve)
- December 25 (Christmas Day)
- December 31 (New Year's Eve)

- (1) The District will be closed on the Thanksgiving and Christmas holidays. 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.
- (2) The District will be open on the other holidays referenced above. When an employee works on those holidays, 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.
- (3) The District shall make reasonable effort to assure equal distribution of required work on holidays worked by employees.

- (4) Employees on unpaid leave of absence do not receive holiday pay on holidays that fall while during 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.