

## CALWA RECREATION & PARK DISTRICT REPORT TO THE BOARD

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**TO:** Board of Directors  
**FROM:** Tim Chapa, District Administrator  
**SUBJECT:** Bank Signature Authority

**RECOMMENDATION:**

The Board is being asked to consider to update the resolution regarding procedures for checks, signatories and persons authorized to pick up checks.

**SUMMARY:**

With the hiring of the new District Administrator, updating the resolution is necessary as well as updating the names of support staff authorized to pick up checks.

The resolution has two alternatives, A & B. Alternative A would allow checks to be signed by the DA with backup signatures by two Board members in the case of the DA's absence. In this case the DA would provide a check register report at each monthly Board meeting. Alternative B would require two signatures, the DA's and one Board member.

The DA is recommending alternative A for efficiency, with the monthly check report to provide for transparency.

**RESOLUTION NO. 2024-\_\_**

**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**, the District needs to update its procedures by resolution due to the hiring of new District Administrator; and

**WHEREAS**, the Board 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 resolves as follows:

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

Section 2. Each District check shall bear two signatures: the signature of one of the directors listed in Section 3 below and the signature of District Administrator Tim Chapa. In the event, the District Administrator is unavailable, a check may bear the signatures of two directors listed in Section 3.

Section 3. The following are the directors who may sign checks:

- (a) Board Member: Mary Rosales
- (b) Board Member: Raul Guerra
- (c) Board Member: Laura Garcia
- (d) Board Member: Joseph Perez
- (e) Board Member: Esmeralda Zamora

Section 3. 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 District Administrator Tim Chapa and one of the following directors:

- (a) Board Member: Mary Rosales
- (b) Board Member: Raul Guerra
- (c) Board Member: Laura Garcia

- (d) Board Member: Joseph Perez
- (e) Board Member: Esmeralda Zamora

In the event, the District Administrator is unavailable, a check may bear the signatures of two directors listed in this Section 3.

Section 3. 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 Tim Chapa and Office Assistants Brenda Castillo or Gaby Gutierrez.

Section 7. 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. 2024-\_\_ was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ and adopted at a Regular Meeting held on January 16, 2024, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_  
ABSENCES: \_\_\_\_\_

\_\_\_\_\_  
Secretary of the Board of Directors

**RESOLUTION NO. 2024-\_\_**

**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**, the District needs to update its procedures by resolution due to the hiring of new District Administrator; and

**WHEREAS**, the Board 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 resolves as follows:

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

Section 2. Each District check shall bear the signature of District Administrator Tim Chapa. In the event, the District Administrator is unavailable, a check may bear the signatures of two directors listed in Section 3.

Section 3. The following are the directors who may sign checks:

- (a) Board Member: Mary Rosales
- (b) Board Member: Raul Guerra
- (c) Board Member: Laura Garcia
- (d) Board Member: Joseph Perez
- (e) Board Member: Esmeralda Zamora

Section 4. 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 District Administrator Tim Chapa or when bearing the signatures of two of the following directors:

- (a) Board Member: Mary Rosales
- (b) Board Member: Raul Guerra
- (c) Board Member: Laura Garcia

- (d) Board Member: Joseph Perez
- (e) Board Member: Esmeralda Zamora

Section 5. Electronic signatures on payroll checks are authorized.

Section 6. 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 7. The following persons are authorized to pick up validated checks and blank checks stock from the County Auditor Controller/Treasurer-Tax Collector: District Administrator Tim Chapa and Office Assistants Brenda Castillo or Gaby Gutierrez.

Section 8. 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

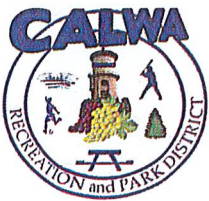
Adoption of the foregoing Resolution No. 2024-\_\_ was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ and adopted at a Regular Meeting held on January 16, 2024, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_  
ABSENCES: \_\_\_\_\_

\_\_\_\_\_  
Secretary of the Board of Directors

For the Meeting of: 1/16/24

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## CALWA RECREATION & PARK DISTRICT REPORT TO THE BOARD

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**TO:** Board of Directors

**FROM:** Tim Chapa, District Administrator

**SUBJECT:** New State-Mandated Sick Leave Requirements

**RECOMMENDATION:** It is recommended that Board adopt Resolution Approving Amendment to Personnel Policies to Comply with New State-Mandated Sick Leave Requirements.

**SUMMARY:**

On October 4, 2023, Governor Gavin Newsom signed Senate Bill (SB) No. 616 into law which amends California's paid sick leave law to expand mandatory paid sick leave from three days or twenty-four hours to five days or forty hours. This law became effective on January 1, 2024. The proposed resolution would approve new sick leave provisions as required by State law. No other changes would be made to the Personnel Policies. The basic change concerns increasing sick leave from 24 hours to 40 hours.

## **RULE 7: EMPLOYEE LEAVE**

### *Section 7.2 Sick Leave*

- A. Full-time, Part-time, and Temporary Employees accrue state-mandated Paid Sick Leave (“PSL”) beginning the first date of employment.
- B. PSL accrues at the rate of one hour per every 30 hours worked. An employee is entitled to use accrued PSL beginning on the 90th day of employment.
- C. Up to forty (40) hours, or five (5) days, whichever is greater, of accrued and available sick leave each year is protected and may be used for any of the purpose stated in this policy. The year is measured beginning on the employee’s anniversary of hire date.
- D. PSL is paid leave from work that an employee may use for the following purposes:
  - a. Diagnosis, care or treatment of an existing health condition of, or preventive care for the employee or for a family member. Family members include a child of any age or dependency status (biological, adopted, foster, step); a parent (biological, adoptive, step); a parent-in-law; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling, or designated person. A “designated person” means a person identified by the employee at the time the employee requests paid sick days. An employee may designate a person at the time of their request. An employee is limited to identifying one designated person per 12-month period.
  - b. For an employee who is a victim of domestic violence, sexual assault, stalking, or other crime in order for the employee to engage in any of the following activities: (1) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or their child; or (2) obtain medical attention or psychological counseling, services from a shelter, program or crisis center, or (3) participate in safety planning or other actions to increase safety.
- E. To request to use PSL if the need for leave is foreseeable, an employee must give the immediate supervisor reasonable advance written or oral notice. If the need for PSL is not foreseeable, the employee shall provide written or oral notice of the need for the leave as soon as practicable. If the employee is required to be absent on PSL for more than one day, the employee must keep the immediate supervisor informed each day as to the date the employee expects to return to work and the purpose of the leave. Failure to request PSL as required by this policy without good reason, may result in the employee being treated as absent without leave. Upon an oral or written request, an employee may use PSL for the diagnosis, care or treatment of an existing condition, or preventive care, for the employee or for a family member. PSL can also be taken by an employee who is a victim of domestic violence, sexual assault, or stalking. The employee should provide notice of the need for leave as soon as practicable, and in advance if foreseeable. Family members include a

child (biological, adopted, foster, step), legal ward, child to whom the employee stands in loco parentis; parent (biological, adoptive, step), legal guardian of employee or employee's spouse or registered domestic partner, person who stood in loco parentis when employee was a minor; spouse; registered domestic partner; grandparent; grandchild; and sibling. Employees must use accrued PSL in a minimum increment of at least two-hour increments.

- F. Employees who use PSL to address issues related to domestic violence, sexual assault, stalking, or other crimes and who cannot provide advance notice of their need for leave must provide certification of the need for leave within a reasonable time thereafter.
- G. Unused PSL will not be paid to the employee at the separation of employment. However, if the employee is rehired within one year of the date of separation, previously accrued but unused PSL will be reinstated at rehire.
- H. PSL will be paid at the employee's regular hourly rate of pay.
- I. The District will maintain records documenting hours worked and PSL awarded and used. The employees' paystubs will reflect that information.



**RESOLUTION NO. 2024-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA  
RECREATION AND PARK DISTRICT APPROVING AMENDMENT TO  
PERSONNEL RULES AND REGULATIONS RELATING TO SICK LEAVE**

**Whereas**, the Calwa Recreation and Park District has adopted personnel rules and regulations; and

**Whereas**, on October 4, 2023, Governor Gavin Newsom signed Senate Bill (SB) No. 616 into law which amends California's paid sick leave law to expand mandatory paid sick leave from three days or twenty-four hours to five days or forty hours.

**Whereas**, the increased paid sick leave requirements took effect on January 1, 2024.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors as follows:

1. The foregoing recitals are true and correct and are incorporated by reference as if fully set forth.
2. The Board hereby amends Section 7.2 of Rule 7 of the Personnel Rules and Regulations as set forth in Attachment A.
3. This resolution shall be effective upon adoption.

**CERTIFICATION**

Adoption of the foregoing Resolution No. 2024- \_\_\_\_ was adopted on \_\_\_\_\_, 2024, by the following vote of the Calwa Board of Directors:

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

\_\_\_\_\_  
Secretary of the Board of Directors

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## Calwa Recreation and Park District

### DA Park Updates

1/16/24

#### Staff

Staff attended the Christmas Party on 12/29/23 and wanted to let the Board know that it was much appreciated. Staff also had MLK Day off yesterday and the park was closed.

We had four applicants for the PT Maintenance position. Interviews were held on Friday, 1/5/24. A candidate has been provisionally offered the job subject to successful background check. The candidate is currently in the DOJ fingerprint background process.

The Mid-Year Budget will be presented at the February meeting. Now that the holidays are over, staff will also be initiating the process to recruit for an Office Clerk or Bookkeeping Services.

#### Events

The Winter Break Camp was a success, with over 10 participants served over the first two weeks of break. We are planning a Spring Break Camp if it can be coordinated with staff's college break schedule.

The Christmas Toy Giveaway was a success. We provided toys, hot chocolate, pan dulce, free meal certificates to Canes Restaurant, candy bags from the Girl Scouts as well as pictures with Santa Claus. We had reservations for 300 children, and about 260 students showed up for the event. Thanks to members Garcia and Rosales for helping out at the event.

#### Projects

Miscellaneous. Office Blinds were installed in the main office, the front rolling gates were repaired/replaced, the HVAC heater was repaired (bad belt), and smoke/carbon dioxide detectors have been installed.

BHC Renovation Project. The project update reflects a 2 week slip from last month's report, attached. Construction is expected to start late April 2024. Updates include pictures of the playground equipment being manufactured, construction fencing and access, as well as reminder of an eventual groundbreaking ceremony. Again, the snack bar vendor has been advised and will be submitting plans for bringing in a food truck during construction; we will have to adjust the rent amount accordingly but are keeping the rental amount consistent for now.

Pool Project. Staff forwarded the request letter for the additional allocation of \$400,000 for the project, that was approved by the Board. This initiated the process for an amendment to the agreement to add the funds to the project for the County Board of Supervisors consideration February 6, 2024. Total

County ARPA funding would then be \$675,000. (An action item has been added to the January 23 Special Meeting agenda to consider and approve the amendment to include the \$400K.)

Staff is in the process of determining if we have sufficient budget to complete the project. For example, Wildwood Pools has provided an estimate for the remaining pool construction work. I have a separate document to review project costs and budget.

Futsal Project. Like the pool project, staff is determining if we have sufficient budget to complete the project. For example, several concrete/asphalt estimates have been secured for site preparation. I have a separate document to review project costs and budget.

