

**COALINGA-HURON RECREATION & PARK DISTRICT
MEETING OF THE BOARD OF DIRECTORS – Regular Meeting**

Welborn Center, Coalinga

Thursday, October 15, 2026 @ 6:00 pm

AGENDA

I. OPEN SESSION/CALL TO ORDER

a. Call Public Session to Order

b. Roll Call of Directors

**President – Michelle Martin
Vice President – Wendy Luna
Treasurer/Clerk - Monica Sigler
Director – Jennifer Johnson
Director – Veronica Acosta**

c. Pledge of Allegiance

d. Approval of Agenda (action)

II. PUBLIC COMMENT

This section of the agenda allows members of the public to address the Board of Directors on any item not otherwise on the Agenda. Members of the public, when recognized by the Board President should come forward to the podium and identify themselves. Comments are normally limited to three (3) minutes. The Board is prohibited by law from taking any action on matters not on the Agenda.

III. PRESENTATIONS AND CORRESPONDENCE

IV. CONSENT CALENDAR ITEMS

All Consent Calendar Items are considered routine and will be enacted by one motion. There will be no separate discussion of item(s) unless a Board Member or a citizen requests specific items be discussed and/or removed from the Consent Agenda

- CC-1** Approval of Payroll & Taxes for September 30th, of 2026 for a combined total of \$83,846.51 (\$70,017.60 + \$13,828.51)
- CC-2** Approval of Accounts Payable & Employee Benefits for September 30th, of 2026 for a combined total of \$111,862.72 (\$83,959.11 + \$27,903.61)
- CC-3** Approval of Meeting Minutes for Regular Board Meeting September 10th, of 2026.
- CC-4** Approval of the Donation for use of Keck Hall for West Hills Child Development's (WHCD) Annual end of year BBQ.
- CC-5** Approval of Appointment for Full-Time Employee, Maintenance 1
- CC-6** Approval of Employment Contract between Camp Caretaker, Oscar Alatorre and the Coalinga-Huron Recreation and Park District.

V. NEW BUSINESS

NB-1 Discussion/Potential Action – Off-Leash Dogs in District Parks

NB-2 Discussion – First Reading of Board Policy 4240 Attendance at Meetings

NB-3 Discussion/Action – Acceptance of Resignation for Huron Recreation Coordinator, Kaley Oseguera

VI. OLD BUSINESS

OB-1 Cash Flow – Director of Financial Services, Esmeralda Barriga

VII. STAFF REPORTS

SR-1 Director of Recreational Services, Director of Maintenance and Operations & General Manager Reports.

1. Karla Garibay
2. Mallory Griffith-Wells

VIII. BOARD REPORTS

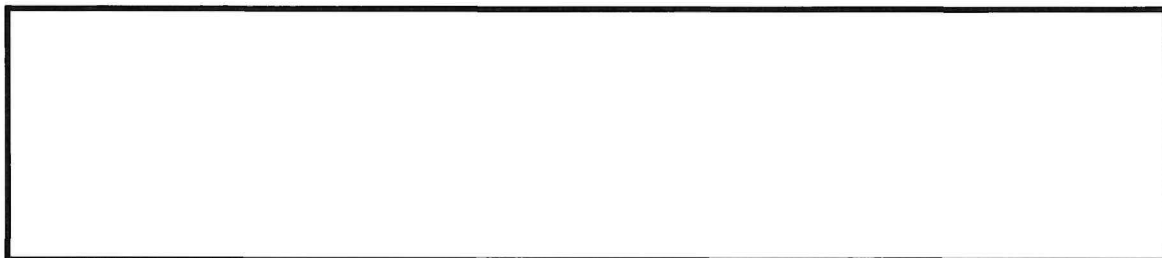
BR-1 Board Reports/Announcement

IX. FUTURE AGENDA ITEMS FOR NEXT REGULAR BOARD OF DIRECTORS MEETING SCHEDULED FOR: *November 12, 2026.*

X. ADJOURNMENT

PUBLIC COMMENT

**PRESENTATIONS
AND
CORRESPONDANCE**



Consent Calendar

1 & 2

**Approval of Payroll, Taxes,
Accounts Payable &
Employee Benefits**

Approval of Payroll & Taxes for SEPTEMBER 30, 2026, for a Combined Total of \$83,846.51 (\$70,017.60+\$13,828.91)

Approval of Accounts Payable & Employee Benefits for SEPTEMBER 30, 2026 for a Combined Total of \$111,862.72 (\$83,959.11+\$27,903.61)

Check Register
Journal Posting Date: 9/23/2026
Register Number: PR-000227

COALINGA-HURON RECREATION & PARK DISTRICT (040)

Check Number	Check Date	Employee Number	Entry Number	Employee Name	Check Amount	Gross Earnings	Federal Withholding	Social Security Tax	Medicare Tax	State Withholding	Disability Tax	Other Taxes	Other Deductions
Bank Code: L FIVE STAR BANK-PAYROLL ACCOUNT													
0000001361	9/30/2026	00-0000300	1	ANGUS L. BRUMBAUGH	175.98	194.35	0.00	0.00	2.82	0.00	0.00	0.00	15.55
0000001362	9/30/2026	00-0000344	1	MOSES M. CHAVARIN	839.26	954.85	25.35	0.00	13.85	0.00	0.00	0.00	76.39
0000001363	9/30/2026	00-0000355	1	TUCKER W. CORONA	137.72	152.10	0.00	0.00	2.21	0.00	0.00	0.00	12.17
0000001364	9/30/2026	00-0000723	1	AURORA GARCIA	1,250.75	1,436.50	50.00	0.00	20.83	0.00	0.00	0.00	114.92
0000001365	9/30/2026	00-0000871	1	RODRIGO G. HUERTA	979.39	1,081.60	0.00	0.00	15.68	0.00	0.00	0.00	86.53
0000001366	9/30/2026	00-0001063	1	LANDON T. KIKER	776.63	857.68	0.00	0.00	12.44	0.00	0.00	0.00	68.61
0000001367	9/30/2026	00-0001974	1	DRAKE S. CULWELL STEVENS	206.59	228.15	0.00	0.00	3.31	0.00	0.00	0.00	18.25
0000001368	9/30/2026	00-0002020	1	DAMYEN A. TAMAYO	191.29	211.25	0.00	0.00	3.06	0.00	0.00	0.00	16.90
0000001369	9/30/2026	00-0002228	1	JOSHUA L. VALENZUELA	153.03	169.00	0.00	0.00	2.45	0.00	0.00	0.00	13.52
0000004919	D 9/30/2026	00-0000015	1	JESUS AMEZCUA									
				Direct Deposit:	1,224.24	1,352.00	0.00	0.00	19.60	0.00	0.00	0.00	108.16
0000004920	D 9/30/2026	00-0000095	1	MARK YANEZ									
				Direct Deposit:	4,919.90	6,206.02	433.62	367.32	85.91	117.84	0.00	0.00	281.43
0000004921	D 9/30/2026	00-0000097	1	ESMERALDA BARRIGA SOLORIO									
				Direct Deposit:	4,620.26	5,392.03	376.04	296.57	69.36	29.80	0.00	0.00	0.00

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COALINGA-HURON RECREATION & PARK DISTRICT (040)

Check Number	Check Date	Employee Number	Entry Number	Employee Name	Check Amount	Gross Earnings	Federal Withholding	Social Security Tax	Medicare Tax	State Withholding	Disability Tax	Other Taxes	Other Deductions
D000004922	D 9/30/2026	00-0000173	1	OSCAR IVAN R. ALATORRE	Direct Deposit: 3,796.09	4,049.69	0.00	205.53	48.07	0.00	0.00	0.00	0.00
D000004923	D 9/30/2026	00-0000189	1	KIMBERLY Y. ARREDONDO	Direct Deposit: 520.30	574.60	0.00	0.00	8.33	0.00	0.00	0.00	45.97
D000004924	D 9/30/2026	00-0000294	1	ASHLEY BURNETT	Direct Deposit: 1,347.18	1,597.05	84.43	0.00	23.16	14.52	0.00	0.00	127.76
D000004925	D 9/30/2026	00-0000326	1	LAURA CERVANTES	Direct Deposit: 757.50	836.55	0.00	0.00	12.13	0.00	0.00	0.00	66.92
D000004926	D 9/30/2026	00-0000327	1	MARIA L. CERVANTES MARTINEZ	Direct Deposit: 215.06	237.50	0.00	0.00	3.44	0.00	0.00	0.00	19.00
D000004927	D 9/30/2026	00-0000353	1	KENNY CRUZ JURADO	Direct Deposit: 612.12	676.00	0.00	0.00	9.80	0.00	0.00	0.00	54.08
D000004928	D 9/30/2026	00-0000702	1	OSCAR GARIBAY	Direct Deposit: 3,542.46	3,982.86	129.95	205.53	48.07	56.85	0.00	0.00	0.00
D000004929	D 9/30/2026	00-0000705	1	VICTOR Y. GARCIA	Direct Deposit: 153.03	169.00	0.00	0.00	2.45	0.00	0.00	0.00	13.52
D000004930	D 9/30/2026	00-0000729	1	KARLA GARIBAY	Direct Deposit: 4,019.81	4,629.94	244.66	244.53	57.19	63.75	0.00	0.00	0.00
D000004931	D 9/30/2026	00-0000767	1	MALLORY LOUISE GRIFFITH	Direct Deposit: 5,226.81	7,058.49	974.70	413.33	96.67	346.98	0.00	0.00	0.00
D000004932	D 9/30/2026	00-0000830	1	EDUARDO LOPEZ MENDOZA	Direct Deposit: 3,358.12	3,862.93	367.89	0.00	46.18	90.74	0.00	0.00	0.00
D000004933	D 9/30/2026	00-0000831	1	LIDIA J. LOPEZ MARTINEZ	Direct Deposit: 1,066.11	1,233.70	51.00	0.00	17.89	0.00	0.00	0.00	98.70

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D000004934	D	9/30/2026 00-0001294	1	STEVEN LUNA	Direct Deposit: 3,788.06	4,324.13	247.90	223.98	52.38	11.81	0.00	0.00	0.00
D000004935	D	9/30/2026 00-0001334	1	LARISA MEJIA VAZQUEZ	Direct Deposit: 474.39	523.90	0.00	0.00	7.60	0.00	0.00	0.00	41.91
D000004936	D	9/30/2026 00-0001380	1	JIMMY MORENO	Direct Deposit: 3,993.13	4,269.49	0.00	223.98	52.38	0.00	0.00	0.00	0.00
D000004937	D	9/30/2026 00-0001569	1	KALEY R. OSEGUERA	Direct Deposit: 3,260.36	3,989.73	383.10	201.50	47.13	97.64	0.00	0.00	0.00
D000004938	D	9/30/2026 00-0001571	1	SANTOS A. ORELLANA VILLANUEVA	Direct Deposit: 137.72	152.10	0.00	0.00	2.21	0.00	0.00	0.00	12.17
D000004939	D	9/30/2026 00-0001633	1	FRANCIA PENA	Direct Deposit: 3,718.48	4,617.75	458.46	244.53	57.19	139.09	0.00	0.00	0.00
D000004940	D	9/30/2026 00-0001634	1	JULIAN PENA	Direct Deposit: 873.64	997.10	29.23	0.00	14.46	0.00	0.00	0.00	79.77
D000004941	D	9/30/2026 00-0001813	1	RYANN J. RAMSEY	Direct Deposit: 787.71	891.48	19.52	0.00	12.93	0.00	0.00	0.00	71.32
D000004942	D	9/30/2026 00-0001815	1	MAGALY I. RAMIREZ	Direct Deposit: 777.41	878.80	18.35	0.00	12.74	0.00	0.00	0.00	70.30
D000004943	D	9/30/2026 00-0001856	1	LUIS E. RODRIGUEZ JIMENEZ	Direct Deposit: 3,726.09	4,049.69	70.00	205.53	48.07	0.00	0.00	0.00	0.00
D000004944	D	9/30/2026 00-0001891	1	MARYIAH G. SIGALA	Direct Deposit: 3,308.35	3,989.73	340.10	201.50	47.13	92.65	0.00	0.00	0.00
D000004945	D	9/30/2026 00-0001921	1	ALECYA SEDANO	Direct Deposit: 681.16	760.50	7.47	0.00	11.03	0.00	0.00	0.00	60.84

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COALINGA-HURON RECREATION & PARK DISTRICT (040)

Check Number	Check Date	Employee Number	Entry Number	Employee Name	Check Amount	Gross Earnings	Federal Withholding	Social Security Tax	Medicare Tax	State Withholding	Disability Tax	Other Taxes	Other Deductions
D000004946	D 9/30/2026	00-0002013	1	CALEB TASI									
				Direct Deposit:	504.99	557.70	0.00	0.00	8.09	0.00	0.00	0.00	44.62
D000004947	D 9/30/2026	00-0002017	1	JOHNNIE TINAJERO									
				Direct Deposit:	770.55	1,081.60	100.68	0.00	15.68	108.16	0.00	0.00	86.53
D000004948	D 9/30/2026	00-0002225	1	MENDY P. VALADEZ									
				Direct Deposit:	1,052.37	1,216.80	49.45	0.00	17.64	0.00	0.00	0.00	97.34
D000004949	D 9/30/2026	00-0002226	1	DAVID A. VALENZUELA									
				Direct Deposit:	971.74	1,073.15	0.00	0.00	15.56	0.00	0.00	0.00	85.85
D000004950	D 9/30/2026	00-0002362	1	HANNAH M. WHITE									
				Direct Deposit:	1,101.82	1,216.80	0.00	0.00	17.64	0.00	0.00	0.00	97.34

Bank Code L Total - Manual:													
		0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Printed:	9		4,710.64	81,734.29	4,461.90	3,033.83	1,064.76	1,169.83	0.00	0.00	0.00	1,986.37
	Direct Deposit:	32		65,306.96									
	Total:	41		70,017.60	81,734.29	4,461.90	3,033.83	1,064.76	1,169.83	0.00	0.00	0.00	1,986.37

Report Total - Manual:													
		0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Printed:	9		4,710.64	81,734.29	4,461.90	3,033.83	1,064.76	1,169.83	0.00	0.00	0.00	1,986.37
	Direct Deposit:	32		65,306.96									
	Total:	41		70,017.60	81,734.29	4,461.90	3,033.83	1,064.76	1,169.83	0.00	0.00	0.00	1,986.37

Coalinga-Huron Recreation and Park District

Bill Payment List
September 1-28, 2026

Date	Num	Vendor	Amount
118000-033 CASH IN BANK-FIVE STAR BOND SERIES C			
09/08/2026	1106	JSN BACKFLOW SERVICE	-21,504.00
09/28/2026	1107	EDDIES SCREENS AND AWNINGS INC	-11,500.00
Total for 118000-033 CASH IN BANK-FIVE STAR BOND SERIES C			-\$33,004.00
115000-000 CASH IN BANK- FIVE STAR CLEARING			
09/03/2026	4273	US BANK PARS #6746022400	-1,717.04
09/03/2026	4274	VISION SERVICE PLAN - (CA)	-104.83
09/03/2026	4268	GLORIA SPRAGUE	-262.62
09/03/2026	4271	LINCOLN NAT'L LIFE INSURANCE	-181.54
09/03/2026	4272	PREMIER ACCESS INSURANCE CO	-447.82
09/03/2026	4270	JESUS AMEZCUA**	-165.00
09/03/2026	4267	COURT-ORDERED DEBT COLLECTIONS	-207.11
09/03/2026	4269	JEAN RODERICK	-150.00
09/03/2026	4266	CALIFORNIA STATE DISBURSEMENT UNIT	-50.00
09/03/2026	4277	WENDI HOWARD	-174.60
09/03/2026	4276	STEVE GARZA	-165.00
09/03/2026	4278	YOLANDA SOLORIO	-199.60
09/03/2026	4275	MARGIE ENOS	-139.60
09/08/2026	4281	BRADY INDUSTRIES, LLC	-1,519.01
09/08/2026	4280	APEX FIRE CONTROL	-461.53
09/08/2026	4288	TURF STAR INC.	-41.50
09/08/2026	4283	CIVICPLUS LLC	-219.80
09/08/2026	4285	MATSON ALARM CO, INC.	-385.50
09/08/2026	4282	CINTAS	-1,752.67
09/08/2026	4286	MISSION COUNTRY DISPOSAL	-1,696.67
09/08/2026	4284	DATA FLOW BUSINESS SYSTEMS	-211.39
09/08/2026	4279	ACC BUSINESS	-772.06
09/08/2026	4287	PRIMO BRANDS	-147.37
09/08/2026	4292	MID VALLEY DISPOSAL	-210.00
09/08/2026	4293	NAPA WEST OF HURON	-25.25
09/08/2026	4295	Spectrum	-411.38
09/08/2026	4296	UNWIRED BROADBAND LLC	-299.98
09/08/2026	4297	VERIZON WIRELESS	-1,152.90
09/08/2026	4289	ARTHURO RUIZ	-55.00
09/08/2026	4290	COALINGA HARDWARE	-394.93
09/08/2026	4294	OREILLY AUTO PARTS	-147.15
09/08/2026	4291	FRESNO OXYGEN/BARNES WELDING	-137.73
09/08/2026	4298	WEST HILLS MACHINE SHOP, INC.	-102.03
09/08/2026	4304	MIRNA PADILLA	-500.00
09/08/2026	4300	BRANDON LOPEZ	-55.00
09/08/2026	4307	SILVIA DURAN	-110.00
09/08/2026	4299	ALBERTA ANGELES	-55.00
09/08/2026	4303	KARLA GARCIA	-44.00

Coalinga-Huron Recreation and Park District

Bill Payment List September 1-28, 2026

Date	Num	Vendor	Amount
09/08/2026	4301	GUSTAVO IBARRA	-100.00
09/08/2026	4305	NOEMI BARRAGAN	-110.00
09/08/2026	4306	ROCIO RUIZ	-55.00
09/08/2026	4302	JUAN RAMIREZ	-44.00
09/08/2026	4308	VICENTE ALVARADO	-44.00
09/08/2026	4316	KALEY OSEGUERA	-20.00
09/08/2026	4311	DANNY VAZQUEZ	-29.00
09/08/2026	4314	JOSEFINA RAYA	-100.00
09/08/2026	4315	JUAN JESUS BARAJAS MEJIA	-500.00
09/08/2026	4310	C.A.P.R.I.	-13,747.00
09/08/2026	4317	MATTHEW GOMES	-500.00
09/08/2026	4312	HUMBERTO GOMEZ	-44.00
09/08/2026	4313	JAN THOMAS	-500.00
09/08/2026	4318	RICARDO ZAMORANO	-44.00
09/08/2026	4309	BARRY CISNEROS	-500.00
09/08/2026	4320	Umpqua Bank Commercial Card OPS	-1,362.45
09/08/2026	4319	KRISTEN ESPOSITO	-792.00
09/08/2026	4321	Umpqua Bank Commercial Card OPS	-602.29
09/08/2026	4322	Umpqua Bank Commercial Card OPS	-1,010.24
09/08/2026	4323	Umpqua Bank Commercial Card OPS	-599.61
09/08/2026	4324	Umpqua Bank Commercial Card OPS	-3,516.49
09/08/2026	4325	Umpqua Bank Commercial Card OPS	-121.38
09/08/2026	4326	Umpqua Bank Commercial Card OPS	-946.56
09/08/2026	4327	Umpqua Bank Commercial Card OPS	-978.64
09/08/2026	4328	Umpqua Bank Commercial Card OPS	-1,067.29
09/08/2026	4329	Umpqua Bank Commercial Card OPS	-1,850.11
09/08/2026	4330	Umpqua Bank Commercial Card OPS	-2,421.24
09/08/2026	4331	PACIFIC GAS & ELECTRIC	-15,251.02
09/08/2026	4332	MARTHA SOTO	-342.00
09/08/2026	4334	PACIFIC GAS & ELECTRIC	-1,963.67
09/08/2026	4335	SoCalGas	-369.47
09/08/2026	4333	AT&T	-108.00
09/08/2026	4337	PACIFIC GAS & ELECTRIC	-93.06
09/08/2026	4336	AT&T	-108.00
09/08/2026	4338	AT&T	-97.20
09/17/2026	4341	CAMBRIA HARDWARE CENTER	-197.20
09/17/2026	4342	CITY OF COALINGA	-14,812.43
09/17/2026	4345	PACIFIC GAS & ELECTRIC	-16.25
09/17/2026	4340	BUG ME PEST CONTROL	-75.00
09/17/2026	4343	CITY OF HURON	-5,423.92
09/17/2026	4347	UNWIRED BROADBAND LLC	-149.99
09/17/2026	4339	AT&T-KECK	-14.75
09/17/2026	4344	OTILIA BRUMANA	-44.00
09/17/2026	4346	ROMAN GOMEZ/QUALITY POOL SERVICE	-787.50
09/17/2026	4348	VERDANT COMMERCIAL CAPITAL	-321.82

Coalinga-Huron Recreation and Park District

Bill Payment List
September 1-28, 2026

Date	Num	Vendor	Amount
09/17/2026	4349	WESTSIDE SUPPLY	-95.17
09/18/2026	4350	ROYALTY COACHES INC.	-900.00
09/22/2026	4351	CITY OF HURON	-25.51
Total for 115000-000 CASH IN BANK- FIVE STAR CLEARING			-\$87,673.87

Consent Calendar

#3

Approval of Meeting Minutes

**COALINGA-HURON RECREATION & PARK DISTRICT
MEETING OF THE BOARD OF DIRECTORS
MINUTES**

Regular Meeting

6:00 P.M

September 10, 2026

I. OPEN SESSION/CALL TO ORDER

- **Call to Order:** by President Michelle Martin at 6:00pm

b. Roll Call of Directors was taken as follows:

Michelle Martin, President – Present
Wendy Luna, Vice President – Present
Monica Sigler, Treasurer/Clerk – Present
Jennifer Johnson, Director – Present
Veronica Acosta, Director - Present

c. Pledge of Allegiance: led by President Michelle Martin

d. Approval of Agenda: Amendments made:

- **Add to NB-3- Approval of the Employee Transfer of Full-Time Maintenance 1 to Full-Time Camp Caretaker**

Motion made by: Vice President Wendy Luna

Motion seconded by: Treasurer/Clerk Monica Sigler

Carried unanimously AYES: (5); NOES: (0); ABSENT: (0); ABSTAINED: (0)

II. PUBLIC COMMENT: None

III. PRESENTATIONS AND CORRESPONDENCE: None

IV. CONSENT CALENDAR ITEMS

CC-1 Approval of Payroll & Taxes for August 31st, of 2026 for a combined total of \$81,311.20 (\$66,826.11 + \$14,485.09)

CC-2 Approval of Accounts Payable & Employee Benefits for August 31st, of 2026 for a combined total of \$208,298.29 (\$176,521.58 + \$31,776.71)

CC-3 Approval of Meeting Minutes for Regular Board Meeting August 13th, of 2026.

CC-4 Approval of Contract for Zumba Instructor Martha Soto

CC-5 Ratification and Approval of Appointment for Full-Time Employee, Maintenance 1

Motion made by: Director Jennifer Johnson

Motion seconded by: Vice President Wendy Luna

Carried unanimously AYES: (5); NOES: (0); ABSENT: (0); ABSTAINED: (0)

V. NEW BUSINESS

NB-1 Discussion/Action – Fitness Center Manager Job Description – Director of Recreational Services Karla Garibay asked for the Boards approval on the job description for the Fitness Manager, which was already a position the description was just updated. The only change made was .75 more in pay.

- **Treasurer/Clerk Sigler** – So you will hire someone new for it, or are you trying to add a whole new position or promote a current employee?
 - o **Garibay** – No, we would promote
 - o **General Manager Griffith-Wells** – We have an opener that is amazing, she is there 15 min early, she is there already doing inventory stuff, she lets us know when other employees are not doing their cleaning task and things like that, so we do have someone in particular that we would like to promote.
- **Vice President Luna** – So it's not necessarily advertising for it, it is basically a change in promotion within.
 - o **General Manager Griffith-Wells** – Yes. Part Time people we don't really bring to you, but because the job description has been updated as well as compensation slightly higher, we brought it for approval.

Griffith-Wells stated that she knows that the name is not particularly fond of, we have come up with some other ideas: Fitness Center Lead, Fitness Center Specialist. The only thing about lead is that they are already Rec. Leaders, so that can be a little tricky.

- **President Martin** – What does she do now, what is her actual job? (candidate for position)
 - o **Griffith-Wells** – She is a Rec. Leader, she is not supposed to be doing all the stuff she is doing now.
 - o **Martin** – I do not think it should be coordinator, it should be Lead.

Motion made by: Treasurer/Clerk Monica Sigler, with the change of title name to Fitness Center Lead

Motion seconded by: Director Veronica Acosta

Carried unanimously AYES: (5); NOES: (0); ABSENT: (0); ABSTAINED: (0)

NB-2 Discussion/Action – Purchase of District Vehicle – SUV or Pickup Truck – General Manager Mallory Griffith-Wells stated that the Board previously approved the purchase of a passenger car for District use. Since that Board approval, staff has further evaluated the requirements associated with operating a large passenger vehicle, including the applicable California licensing and passenger endorsement requirements. Staff has determined that the additional requirements, training, and ongoing considerations associated with operating a larger passenger vehicle may not be practical for the District's current staffing and operational needs. Griffith-Wells stated that staff's recommendation is to purchase an SUV because of its versatility and ability to accommodate the District's varied operational needs. However, a pickup truck would also meet the District's operational needs with the only downside being gas mileage.

- **Vice President Luna** – A Colorado would be a good one maybe not exactly that size but mid-size where you could still fit like 5-6 people.
- **Griffith-Wells** – As long as I could seat 4, that's all we need
- **Director Johnson** – I would say get quotes on both.
 - o **Public Comment** –
 - **Virginia** – I know this is just a discussion item but can I suggest, you guys should qualify as a public entity for San Joaquin Valley Air Pollution Control District Grant Consented Programs that gives you up to \$20,000 per hybrid vehicle, fully electric. There is an approved list of vehicles that you can choose from so it's not just one make.
 - **Griffith-Wells** – We will definitely look into that, thank you.

Motion made by: Vice President Wendy Luna, to approve GM to obtain quotes for SUV and Truck

Motion seconded by: Director Veronica Acosta

Carried unanimously AYES: (5); NOES: (0); ABSENT: (0); ABSTAINED: (0)

NB-3 Discussion/Action – Employee Transfer of Full-Time Maintenance 1 to Full-Time Camp Caretaker – General Manager Mallory Griffith-Wells stated, as you are all aware, Oscar Alatorre generously assisted us by taking on the Caretaker position temporarily while we searched for a suitable permanent replacement. I have spoken with Oscar multiple times over the past few months to gauge his interest in becoming the full-time Caretaker, as I believe he has been performing an excellent job. Currently Oscar is at Step C on the Maintenance 1 salary schedule. Given his years of service with the District and his performance in this role, I believe it would be appropriate to moved him to Step C of the salary schedule for the Caretaker position.

Motion made by: Vice President Wendy Luna

Motion seconded by: Treasurer/Clerk Monica Sigler

Carried unanimously AYES: (5); NOES: (0); ABSENT: (0); ABSTAINED: (0)

VI. OLD BUSINESS

OB-1 Discussion - Project Reports – General Manager Mallory Griffith-Wells

- **KECK:**
 - Backflow and Basketball lights are done
- **FITNESS CENTER:**
 - Awning is in progress, should be done in about 2 weeks. Color is a dark red and almost matches the lettering outside the building.
- **POOL**
 - Ramon had to drain the pool to find the proper float inside the pit. What's taking so long is him having to match it without having to buy a whole new float system, which would cost possibly a couple thousands of dollars.
 - The Float was not replace when we redid the pool.
 - President Martin – How long has the pool been drained?
 - Griffith-Wells – I say more than a month.

OB-2 Cash Flow – Director of Financial Services Esmeralda Barriga –

- Received \$543,455 in total Cash Receipts which included:
 - \$43,455 in additional program related inflows
 - \$500,000 transfer from Fresno County
- Accounts payable for August was approximately \$78, 132.50 higher than July because we paid:
 - CAPRI \$65,385
 - Workers Comp \$13,747

OB-3 Discussion – Huron Pool Update – General Manager Mallory Griffith Wells – Staff prepared a report on the end-of-year budget figure for pool expenses, which vary depending on whether the pool is open or closed, along with supporting documentation. This report covers the fiscal. Years from 202/2021 through 2025/2026. The biggest changes on the report would be the electricity and chemicals and if we are looking at a estimation of what 2027 would look like, we are looking at maybe around \$14,597 kw and our monthly bill for that month would be \$6,873.39 and this is just based off our current rates they do go up about every year. With this being said if the City of Huron wanted to run the Pool we have money that is allocated for lifeguards, we can potentially reallocate that money to split it between chemicals and electricity to make it work. I was not able to base the numbers of running our pool off of electricity and the chemicals because we haven't opened it in so long. What I usually do is I create the next year's budget based off the previous year and I didn't have anything to compare it to. Currently electricity and chemicals are not fully budgeted for, we do have money allocated there

but not enough, but that not to say we can't reallocate the money we are planning on lifeguards to somewhere else. So, it is still an option if we want to give it like a test run, I know numbers are really important to us, but it will be your decision if we do go with something like that or not. Griffith-Wells stated this is information only, Treasurer/Clerk Sigler wanted to see some numbers, we are more than welcome to have a discussion on it but I don't have anything but the numbers for you guys today.

- Vice President Luna – Has there been a discussion with CHRPD and the City of Huron on this.
 - Griffith-Wells – Virginia and I have discussed it and we are waiting on her to prepare a proposal for it, and we would have to run that through our insurance (Kirk) and then make sure everything is good, I would not want to send anything over to our Attorney until insurance has been approved.
 - Virginia (City of Huron) – Can you send over what we would need for the Insurance, I know it was talked about at your last meeting.
 - Griffith-Wells – Yes I can send that over.
 - Virginia – I would like to work with you guys to get this pool up and running, it's not about either entity it's about the community and them having a pool. I'm sure you hear this all the time Coalinga, Coalinga, Coalinga and Huron doesn't get anything and of course people are not here to know why.
 - Griffith-Wells – We don't own the Coalinga pool, it is own by the School District that has a much larger budget.
 - President Martin – The problem with our pool is we couldn't get lifeguards, and we actually had a company that came in to train lifeguards and found out they really weren't training them properly.
 - Virginia – I met with the School District and I followed up when this conversation started about running the pool. The School District is very interested in helping us with finding lifeguards and certifications. I attentively meant to sit in on one of their meetings to see what that would look like, but since this season will not be a possibility then there is no need to rush things. We are getting ready for all our holiday events, but I will work on a proposal and see if we can make it work.
 - President Martin – I heard that school was even having trouble finding lifeguards.
 - Virginia – He didn't mention that to me, I spoke to the Superintendence and they are the ones that offered to help, it doesn't hurt to go back to that, it was Johnny Garza.

VII. STAFF REPORTS

R-1 Staff Reports/Announcements

- **Director of Recreational Services Karla Garibay**
 - **Sports and Events**
 - Soccer has been pushed back, will start on the 15th, due to background checks
 - Trunk for Treats- Oct. 24th for Coalinga and Oct. 16th for Huron

- Candy from Faith Christian
 - Candy donation flyer will be put out on Monday
 - Do participants provide their own Candy?
 - Yes, we only provide if we have some left over
 - Down Syndrome event will be at the Sports Complex
 - Food and Informational Booths
 - Kickball games in inflatables
 - Wings over the West side, we will be helping again and giving a donation.
 - Senior Field trip to the Fresno Fair
 - Only taking 20 participants
 - Not advertised yet
 - Kids in the Kitchen in Huron
 - Turned out good, had 9 kids
 - Galleria Pizza Donated
- **General Manager Mallory Griffith-Wells**
 - We were the victims of Fraud, as we were processing the credit cards Esme and Francia noticed that we had a finance charge and a late fee on Jimmy's card, so we dug into it to figure out what happen, because all payments were sent off at the same time. So what happened was someone cloned the check it was written out to Hannah Saint John who then mobile deposited it and it was about \$1,400. So what we did was contact 5 star bank and they already started the process and it will be about 30-60 days if we are able to get that money back. Our accounts were locked for about a day and a half to make sure everything was safe, we went through the books on our end to make sure nothing else was off. We have now changed our procedures to make sure this doesn't happen again, so now I'm involved in not only the signing of the checks but as well as approving them once sent to be deposited.
 - I have handed you all some forms, if all goes right I would like to make it an amendment to the Attendance at the Meeting Policy for the Board of Directors. What it is, the current policy is on top, through out that packet there is going to be a bunch of questions that I'd like for you guys to answer. It will be better than us wasting an hour at our Board meeting and discussing all the questions that I have to make the amendments to the policy, I'd rather you guys do it on your own time and you get it back to me by the 17th and ill have an amended policy for approval at the next meeting.
 - Other than that, it's been business as usual. I've spent a lot of time this month working on the van situation and now we are going to spend a lot of time working on an SUV and Truck situation. I will try to get quotes to you by this upcoming month and I'm also going to look into the grant that Virgin had mentioned. So hopefully, I will have something for you this coming month if not expect it for the following month.

VIII. BOARD REPORTS/ANNOUNCEMENTS

- **President Michelle Martin** – This is the First year that we have not been in the red. You all are doing a great job, we really appreciate everything you do. Keep up the good work.
- **Vice President Wendy Luna** – The Finance portion is just wow! Great job. Looking forward to more good news.

- **Treasurer/Clerk Monica Sigler** – Thank you guys, as always. Super excited about our financials, and not needing an advance. Good Job
- **Director Jennifer Johnson** – I did meet with my CTE team, there was some apprehension just because it is early on in the year, and what we are finding with our students is that they love AI. So there was some discussion that the students are not quite ready to do logos just yet. Listening and talking to a couple of industry professionals that are in my group, that it might be a thought that we don't want to just change that logo, it would be a branding thing. If you change that logo that affects every single thing that we would send out, so we would might want to thing about rebranding. So right now they don't think the kids are ready to take that on.
- **Director Veronica Acosta**- Keep up the Good Work ladies, and Good job

IX. FUTURE AGENDA ITEMS FOR NEXT REGULAR BOARD OF DIRECTORS MEETING SCHEDULED FOR – October 8, 2026

- WHCD End of the Year BBQ
- Oscar A. Contract
- Quotes for SUV & Truck

X. ADJOURNMENT

There being no further business before the Board of Directors the meeting was adjourned at 7:23pm.

Motion made by: Vice President Wendy Luna

Motion seconded by: Director Veronica Acosta

Carried unanimously AYES: (5); NOES: (0); ABSENT: (0); ABSTAINED: (0)

APPROVAL OF THE MINUTES

The Board Minutes for *September 10th, of 2026* were reviewed and approved by the Coalinga-Huron Recreation & Park District Board of Directors on *October 15th, of 2026*.

Clerk, Board of Directors

Consent Calendar

#4

Coalinga-Huron Recreation and Park District

Agenda Item:

Approval of the Donation for Use of Keck Hall for West Hills Child Development's (WHCD) Annual End of Year BBQ

Prepared By:

Mallory Griffith-Wells

Summary:

Planning for the WHCD's Annual End of Year BBQ has begun. WHCD is hoping to secure May 22nd, 2027 at Keck Hall from 8am-1pm. The date is available. This is an annual request that our Board has approved many times in the past.

Recommendation:

Approval.

Action Requested:

Motion to approve the donation of Keck Hall on May 22nd, 2027 from 8am-1pm to WHCD for the purpose of their Annual End of Year BBQ.



Outlook

Venue

From maria c [REDACTED] <mcelis_ahs@yahoo.com>**Date** Fri 9/4/2026 10:13 AM**To** Griffith, Mallory <mgriffith@chrpd.org>

I am reaching out on behalf of West Hills Child Development Center regarding our End of the Year BBQ event for our children, families, and staff.

We are planning our celebration May 22nd 2027 from 8am-1pm that's including set up time and clean up time. This event will be a wonderful opportunity for our daycare community to come together, celebrate the children, and recognize the support of our families and staff throughout the year.

Thank you

[Sent from Yahoo Mail for iPhone](#)

Consent Calendar

#5

Coalinga-Huron Recreation and Park District

Agenda Item:

Approval of Appointment for Full-Time Employee, Maintenance I

Prepared By:

Mallory Griffith-Wells

Summary:

The Coalinga-Huron Recreation and Park District has had an open full-time Maintenance I position within the Maintenance & Operations Department since April when the previous Maintenance I employee, Oscar Alatorre, agreed to cover the Camp Caretaker position. Last month Mr. Alatorre accepted the Caretaker position full-time leaving his previous position open.

Following the recruitment and selection process, staff selected Jose Zamora Lujano for the position.

Mr. Zamora Lujano's employment with the District is set to begin on November 2, 2026, with the understanding that his employment is contingent upon approval by the Board of Directors. Mr. Zamora Lujano was informed of this condition prior to accepting the conditional offer.

Mr. Zamora Lujano has been placed at Step A (first step) of the Maintenance I salary schedule, in accordance with the District's adopted salary schedule and applicable personnel policies.

Recommendation:

Staff recommends the Board of Directors approve the appointment of Jose Zamora Lujano to the full-time position of Maintenance I, effective November 2, 2026.

Action Requested:

Motion to approve the appointment of Jose Zamora Lujano as a full-time Maintenance I employee, effective November 2, 2026, at Step A of the adopted salary schedule.

Consent Calendar

#6

Coalinga-Huron Recreation and Park District

Agenda Item:

Approval of Employment Contract between Camp Caretaker, Oscar Alatorre and the Coalinga-Huron Recreation and Park District

Prepared By:

Mallory Griffith-Wells

Summary:

General Manager, Mallory Griffith-Wells alongside Director Maintenance and Operations, Mark Yanez worked with Oscar Alatorre and Board President, Michelle Martin to negotiate the Camp Caretaker Employment contract.

Camp Caretaker, Oscar Alatorre has accepted all stipulations within the contract.

Recommendation:

Staff recommends approval.

Action Requested:

Motion to approve the employment contract between Camp Caretaker, Oscar Alatorre and the Coalinga-Huron Recreation and Park District.

CAMP CARETAKER AGREEMENT

Coalinga-Huron Recreation and Park District
Camp Yeager – Cambria, California

INTENT OF AGREEMENT:

This document is intended to establish an agreement between the COALINGA-HURON RECREATION AND PARK DISTRICT (herein referred to as the "District") and OSCAR ALATORRE (herein referred to as the "Caretaker") for job duties related to the position of Camp Caretaker at the District' Camp Yeager facility in Cambria, CA. The Camp Caretaker position is a full-time position with the District.

SHORT DESCRIPTION OF THE POSITION:

Under the direction of the Director of Maintenance and Operations and the Maintenance II, this position performs a variety of semi-skilled and skilled tasks of the maintenance/repair of CHRPD's Camp Yeager facilities, equipment, trees, and meadow. While this position joins an existing maintenance team, most work is performed independently requiring a wide variety of tasks and skills at Camp Yeager in Cambria. The position is expected to exercise good judgment and show strong initiative; performing independently under general supervision.

CONDITIONS OF EMPLOYMENT: (District will abide by all CA Labor Laws appropriate to this relationship)

Motor Vehicle Report: As per District Policy, the Caretaker position participates in the DMV PULL Program.

District Employee Handbook and Policies: The Caretaker is responsible for reading and understanding the information presented in the District's Employee Handbook. All District personnel policies will apply to this employment relationship unless otherwise specified in this document.

Essential Duties: The Caretaker must successfully complete all duties listed in the "Essential Duties" section in this agreement.

Reports: The Caretaker must make monthly written reports about tasks accomplished. This may require use of an IPAD: to be delivered to the Director of Maintenance and Operations via email, or text.

Rental Check-Ins: The Caretaker will be responsible for "checking-in" all rental groups. It is the Caretaker's responsibility to respond to the needs and emergencies of all groups while they are in camp. The majority of rentals happen on the weekend.

- **Standard Method:** To accommodate weekend rentals, the Caretaker will be afforded two hours of flextime to be taken with the Director of Maintenance and Operations's prior approval. The Caretaker is on call during rentals to respond to their needs while in camp. Hours worked beyond regular work hours to respond to such needs may be flexed during regular hours with approval of the Director of Maintenance and Operations. This Standard Method is to be in effect unless other options are agreed upon with the Director of Maintenance and Operations.

Represent the District: The Caretaker is the District representative and the public relations representative for all users of Camp and for the Camp's residential neighbors. The Caretaker must at all times act in a professional and courteous manner.

Authorization for Agreements: The Caretaker is not authorized to make policy decisions or establish agreements with outside groups. All camp rentals are processed through the District Office in Coalinga, CA.

Visits from CHRPD Staff: The Caretaker understands and accepts that CHRPD staff may visit the Camp Yeager facility on occasion. Most visits will be from the Director of Maintenance and Operations and the Maintenance staff, but on occasion there may be visits from the General Manager, Office Staff, or Recreation Staff. Sometimes these visits will be planned, other times these visits will be unannounced. The Caretaker must accept that these visits are merely operational in nature and do not reflect negatively on the Caretaker or his performance.

Physical Ability: The Caretaker understands that the job requires various physical labors to include but not limited to: climbing ladders, lifting up to 50 pounds, walking up and down hills, operating landscape equipment, etc. The Caretaker is required to maintain the physical ability to complete all tasks listed in the "Essential Duties" section.

Personal Property & Tools: All Caretaker's personal items (such as tools, equipment, etc.) must be confined to stay within the Caretaker's Residence (as defined above). All other storage sheds or garages on the Camp grounds are for CHRPD purposes, and not for personal use.

Personal Use of Camp Grounds: The Caretaker must not use the Camp Grounds (Buildings, Meadow, etc.) with his family or friends for personal use. The Caretaker's family and friends should remain confined to the Caretaker's Residence and may not be on Camp Grounds.

Cleanliness of Camp: The Camp Yeager grounds and building (including Caretaker Residence) must be kept in a state of order and cleanliness so as to be "presentable" to all visitors.

CARETAKER RESIDENCE:

The District shall provide the Camp Caretaker with use of the designated Caretaker Residence located at Camp Yeager for the duration of his employment as Camp Caretaker. The Caretaker Residence and surrounding property remain the property of the District and shall be maintained in a clean, orderly, safe, and well-kept condition.

The Caretaker shall be responsible for the general care and upkeep of the Residence and its surrounding yard, including maintaining the property to a high standard of cleanliness and appearance consistent with the District's expectation that Camp Yeager and its facilities remain safe, attractive, and well maintained.

The Caretaker shall use the Residence and surrounding property in a courteous and responsible manner and shall ensure that the use of the property does not create a nuisance, disturbance, safety concern, damage, or disrepair or otherwise negatively impact Camp Yeager operations, District property, or neighboring properties.

Failure to maintain the Residence and surrounding property in accordance with these requirements may result in corrective or disciplinary action.

Occupancy: The Caretaker's spouse and dependent children may reside in the Caretaker Residence. No other person may move into or establish residency at the Caretaker Residence without the prior written approval of the Board of Directors. Temporary guests are permitted provided that their presence does not create a nuisance, safety concern, damage to District property, or interfere with Camp Yeager operations.

Animals and Fencing: The Caretaker may keep personal pets at the Caretaker Residence; however, the number and type of animals shall be reasonable and shall not create a nuisance, health or safety concern, excessive noise, damage to District property, or interfere with Camp Yeager operations. The Caretaker shall be responsible for the proper care, containment, and cleanup of all animals kept at the Residence.

The Caretaker is authorized to have a fence installed around the backyard for the purpose of safely containing his dogs. The fence has been approved by the District and shall be installed at the District's expense using a practical and cost-effective design and materials appropriate for the property. The Director of Maintenance and Operations shall coordinate and approve the final design, materials, and installation method to ensure the project is completed in the most cost-efficient manner reasonably possible while providing adequate containment and maintaining the appearance of the Camp Yeager property.

Parking and Driveway: The driveway and surrounding areas of the Caretaker Residence shall be used for ordinary residential parking and access. The driveway shall not be used by family members not currently living within the residence or other guests to park or occupy recreational vehicles, trailers, campers, or similar vehicles for overnight stays or residential use. The Caretaker shall ensure that such use does not interfere with Camp operations, access, emergency response, or District property.

Repairs and Improvements: All maintenance and repair needs involving the Caretaker Residence or District-owned property shall be promptly communicated to the Director of Maintenance and Operations. No repairs, alterations, improvements, installations, or modifications to the Residence or property shall be performed or arranged by the Caretaker without prior approval from the Director of Maintenance and Operations. This includes, but is not limited to, plumbing, electrical, structural, fencing, landscaping, and other property improvements.

Notwithstanding the above, when an immediate repair or action is reasonably necessary to address a condition that presents an imminent danger to the health or safety of the Caretaker or his family, the Caretaker may take reasonable immediate action to protect themselves and their family. The Caretaker shall notify the Director of Maintenance and Operations as soon as reasonably feasible following the emergency.

Separation from the District: Upon separation from the District, the Caretaker is responsible for thoroughly cleaning the Caretaker Residence and removing all personal belongings from the property. No items are to be left behind. If the Caretaker wishes to donate any personal belongings to the District, written approval from the General Manager must be obtained prior to the donation, and the donation should be included in the next Board Agenda for ratification.

Supplemental Income and Use: The Caretaker Residence shall not be used to generate supplemental income or for any commercial purpose. The Caretaker shall not rent, sublease, advertise, list, or otherwise allow the Residence, any portion of the Residence, or the surrounding property to be used for short-term or long-term rental, lodging, vacation rental, or other income-producing activity.

Regular Work Week and Schedule

The Camp Caretaker shall generally work a 40-hour workweek, with regular working hours generally scheduled from 7:00 a.m. to 3:00 p.m. Due to the nature of Camp Yeager operations and the varying rental schedule, the Caretaker's regular workdays and days off may fluctuate based on facility rentals, scheduled events, maintenance needs, and other operational requirements. The specific work schedule, including regular days off, shall be worked out between the Camp Caretaker and the Director of Maintenance and Operations based on the Camp Yeager rental schedule and the operational needs of the District. When practical, the District will provide reasonable advance notice of schedule changes.

The Caretaker may occasionally be required to perform work outside of regularly scheduled hours in response to facility needs, rental-related matters, or other District business. All time actually worked shall be accurately recorded and compensated in accordance with applicable Federal and California wage and hour laws. When additional work is required, the District may adjust the Caretaker's schedule within the same workweek, when practical, to maintain the regular 40-hour workweek and avoid unnecessary overtime. For example, the Caretaker may work a portion of a normally scheduled weekday on a weekend day when operationally appropriate and agreed upon with the Director of Maintenance and Operations. When qualifying overtime is worked, the District may provide compensatory time off in lieu of overtime pay at a rate of one and one-half (1.5) hours of compensatory time for each hour of qualifying overtime worked, consistent with applicable Federal and California law and District policy. Residence at Camp Yeager does not, by itself, constitute hours worked. Only time during which the Caretaker is actually performing work or is otherwise considered to be working under applicable wage and hour laws shall be recorded as hours worked.

ESSENTIAL DUTIES:

The Camp Caretaker's duties may include, but are not limited to the following;

- Safety Inspections: Inspect Camp facilities, buildings and grounds for potential hazards, repair as needed. Regularly inspect the condition of District buildings and facilities, report as needed.
- Safety Precautions: Utilize proper safety precautions related to all work performed.
- Operation Equipment including: Mowers, tractors, trenchers, tree pruning lift, chain saws, stump grinder and chipper, various vehicles and other equipment.
- Utilize a variety of hand and power tools in facility and landscape maintenance work.
- Conduct routine maintenance of equipment.
- Landscape Maintenance including: Removing weeds and brush, tree trimming, clearing trails, removing poison oak, removing downed trees and cutting wood for use in the outdoor fire pit.
- Painting including: of Cabins, Rec Hall, Chuck Wagon, etc. as needed.
- Electrical Repair including: Wiring fuses, light switches, light fixtures, motors, generators, lighting systems, smoke alarms, and other fixtures and equipment. Identify damage or worn electrical components and take corrective action as assigned.
- Plumbing Repair including: Faucets, sinks, toilets, water heaters, pipes, and unclogging drains.

- Carpentry Repair including: Perform semi-skilled carpentry; finish cabinets and countertops, install tile and carpet, make repairs on doors, windows, floors, lockers, gates, roofs and ceilings.
- Natural Gas Fixture Repair: Check, service, install and repair natural gas fixtures, heating and ventilating equipment, and air conditioning equipment.
- Minor Welding Repair including: Perform fabrications requiring welding, cutting and drilling.
- Glass Repair: Replace glass in windows and doors; install weather stripping.
- Work with Plans: Read and interpret buildings, landscape and electrical plans.
- Oversee Contractors: Assist in monitoring of contractor performance as necessary. Coordinate large scale projects with local commercial vendors. Work with government agencies on environmentally sensitive projects.
- Excellent Communication: Communicate well with fellow staff, supervisors and renters. Prepare monthly reports to the Director of Maintenance and Operations regarding rentals, and also monthly work accomplishments.
- Oversee Renters: Oversee the use of camp by private groups to ensure compliance with District policy, local law and Camp rules. Conduct a "Check-In" and a "Check-Out" with each renter to document the condition of facilities before and after their rental.
- Custodial Duties: Maintain janitorial supplies. Clean restrooms, cabins, kitchens, etc. If the renters did not do so properly.
- Oversee Volunteers or other Part-Time Staff: Occasionally there may be volunteer labor and/or part-time staff at camp to complete projects.
- Other Related Duties: Perform related duties as assigned.

EMPLOYEE BENEFITS:

ANNUAL SALARY: The Board approved Step C for the Caretaker's annual salary at \$37,740. The Caretaker is paid on a monthly basis, one time per month at the end of the month. The District offers an option for "direct deposit."

ONSITE HOUSING: The Caretaker Residence on site is provided as a part of the employment agreement for personal living only and may not be used to produce supplemental income, same goes for the entirety of Camp Yeager. Use of the Caretaker Residence must be conducted in a courteous manner for all of Camp's neighbors. The District will provide materials to maintain the home as per routine maintenance with prior approval of the Director of Maintenance and Operations.

HOUSING UTILITIES: The District will provide house utilities including; water, sewer, garbage, and electricity. The District also provides Wifi. The District will pay for business phone only.

TIME OFF: The Caretaker will receive sick leave, holiday and vacation time as per the District policy for all full-time positions.

WORKERS COMPENSATION: The District will provide Workers Compensation Coverage.

PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS): The District will provide a PERS contribution rate as per the District policy for all full-time positions.

CAFETERIA BENEFIT PACKAGE: The District will provide a cafeteria package for medical, dental, vision & life insurance benefits. The District will provide a monthly contribution (Currently at \$1,002) towards premiums as per the District policy for all full-time positions. Should you choose to not take the benefits offered, the \$1,002 can instead be added to your monthly check.

SOCIAL SECURITY: The District participates in Social Security.

FACILITY RENTALS: The District allows all full-time staff to rent CHRPD facilities at a 50% discount providing it is for their family (themselves, spouses, or Children living in the house).

SIGNATURES

By signing below, the parties acknowledge that they have read, understand, and agree to the terms of this Camp Caretaker Agreement.

COALINGA-HURON RECREATION AND PARK
DISTRICT

Signature: _____

Printed Name: _____

Date: _____

CARETAKER

Signature: _____

Printed Name: Oscar Alatorre

Date: _____

**Coalinga-Huron Recreation & Park District
Office of the General Manager
Board Meeting Date of: October 15, 2026**

TO: Board of Directors

PREPARED BY: Board Secretary

PRESENTED BY: General Manager Mallory Griffith-Wells

AGENDA TITLE: NB-1 Off- Lease Dogs in District Parks

☒ POTENTIAL ACTION	☐ STAFF REPORTS	☐ PUBLIC HEARING
☒ DISCUSSION	☐ ROUTINE ACTION	☐ MINUTES
☐ BIDS/ACTION	☐ SCHEDULED COMMUNICATIONS	☐ CLOSED SESSION

BACKGROUND/SUMMARY: Discussion and Potential Action on seeking Boards direction on 1. Implementation of a Policy and 2. Signage and number of signs for each park.

Coalinga-Huron Recreation and Park District

Agenda Item:

Discussion and Potential Action Regarding Off-Leash Dogs in District Parks

Prepared By:

Mallory Griffith-Wells

Summary:

We recently received a concern regarding a dog being off-leash at Keck Park and growling at a community member's child. Currently there is no policy explicitly prohibiting off-leash animals. Given the community member's concern and the potential safety implications, the Board should determine our position on this matter.

Considerations under review:

1. Establishing a policy that requires all dogs in our parks to be leashed.
2. Determining appropriate signage and the number of signs needed for each park should we choose to implement a leashing policy.

Factors to consider before taking action:

1. This is the first complaint related to this issue dating back to 2021.
2. There are at least 6-8 groups of individuals who walk their dogs off-leash or play fetch daily in Keck Park. Aside from this one concern, the other dogs in our parks do not appear to cause any problems.
3. How would enforcement of such a policy be managed?

Recommendation:

Staff recommends giving consideration to those whose pets have not caused any issues. That said, it is our responsibility to do everything within our power to ensure the safety of children who use our parks.

Action Requested:

No action requested. Seeking Board Direction on:

- 1) Implementation of a policy
- 2) Signage and number of signs for each park

**Coalinga-Huron Recreation & Park District
Office of the General Manager
Board Meeting Date of: October 15, 2026**

TO: Board of Directors

PREPARED BY: Board Secretary

PRESENTED BY: General Manager Mallory Griffith-Wells

AGENDA TITLE: NB-2 First Reading of Board Policy 4240 Attendance at Meetings

☐ ACTION	☐ STAFF REPORTS	☐ PUBLIC HEARING
☒ DISCUSSION	☐ ROUTINE ACTION	☐ MINUTES
☐ BIDS/ACTION	☐ SCHEDULED COMMUNICATIONS	☐ CLOSED SESSION

BACKGROUND/SUMMARY: Discussion on first reading of Board Policy 4240 and seeking direction on any requested changes made by the Board.

Coalinga-Huron Recreation and Park District

Agenda Item:

First Reading of Board Policy 4240 Attendance at Meetings

Prepared By:

Mallory Griffith-Wells

Summary:

At our last meeting, General Manager, Mallory Griffith-Wells provided the Board with a questionnaire with questions regarding Board attendance at meetings. Griffith-Wells used majority ruling from the questionnaire to form this new policy.

Recommendation:

None.

Action Requested:

Staff is seeking direction on any changes requested by the Board during our meeting.

4240 Attendance at Meetings

4240.1 Attendance at Meetings

4240.1.1 Members of the Board of Directors are expected to and shall attend all regular and special meetings of the Board unless there is good cause for absence.

4240.1.2 For purposes of this policy, special meetings shall be treated in the same manner as regular meetings for attendance purposes. Once a special meeting has been properly scheduled and noticed, Board Members are expected to attend. An absence from a special meeting shall count toward the Board Member's allowable absences and any consecutive-meeting attendance requirements established by this policy.

4240.2 Annual Attendance

4240.2.1 Each Board Member may be absent up to two (2) meetings per calendar year for personal reasons. These two absences are generally not considered "Good Cause". Personal-reason absences shall be communicated to the Board President prior to the meeting whenever reasonably possible.

4240.2.2 Medical absences shall be considered good cause and are not subject to a fixed annual limit. Medical absences shall be evaluated on a case-by-case basis. Board Members are expected to remain mindful of their responsibility to regularly participate in Board meetings and fulfill the duties of their office. If ongoing medical absences substantially interfere with a Board Member's ability to fulfill those responsibilities, the Board may review the attendance and discuss appropriate action, including whether the Board Member is able to continue effectively serving in the position. Any action concerning a vacancy, resignation, removal, or incapacity shall be taken only as authorized by applicable law.

4240.2.3 A Board Member who has missed two (2) consecutive meetings without good cause shall automatically have their attendance reviewed by the Board at the next regularly scheduled Board meeting, regardless of whether the Board Member is present or absent at the meeting where the review occurs.

4240.2.4 The attendance reviews shall be conducted in open session and shall be reflected in the meeting minutes. The Board may consider the circumstances surrounding the absences, whether the absences were for good cause, and whether any further action is appropriate or authorized by law.

4240.3 Attendance in Both District Communities

4240.3.1 Board Members are expected to attend Board meetings held in both communities served by the District, including Coalinga and Huron. Board Members shall make a reasonable effort to attend meetings regardless of the meeting location.

4240.3.2 If a pattern is identified in which a Board Member is consistently absent from meetings held in one community while attending meetings held in the other community, the Board Member's attendance shall be reviewed by the Board at the next regularly scheduled Board meeting.

4240.3.3 Such review shall be conducted in open session and shall be reflected in the meeting minutes. The Board may consider the frequency and circumstances of the absences and whether the pattern of attendance is consistent with the Board Member's responsibility to represent the entire District.

4240.3.4 Attendance at meetings in one community shall not be considered a substitute for attendance at meetings held in the other community. This provision does not prevent the Board from considering documented good cause or circumstances beyond the Board Member's reasonable control.

4240.4 Good Cause for Absence

4240.4.1 Good cause for absence may include, but is not limited to:

1. Temporary personal illness or other medical circumstances that prevent attendance;
2. A family emergency or other unavoidable emergency;
3. Jury duty or required court appearance;
4. Death or serious illness of an immediate family member;
5. Attendance at a conference, training, or meeting directly related to the functions and interests of the District, when authorized by the Board;
6. Attendance at a meeting of another public agency when representing the District in an official capacity, when authorized by the Board; or
7. Other circumstances determined by the Board to constitute good cause or otherwise authorized by law.

4240.4.2 Good cause does not automatically excuse a Board Member from notifying the Board President. A Board Member who will be absent for good cause shall notify the Board President by electronic transmission (email), text message, or written notice as soon as reasonably feasible and, whenever possible, prior to the meeting.

4240.4.3 The President shall notify the General Manager and the Board of absences reported as good cause. The minutes shall accurately reflect the Board Member's attendance status.

4240.5 Circumstances Not Generally Considered Good Cause

4240.5.1 The following circumstances shall generally not be considered good cause for missing a scheduled Board meeting and will count towards the two (2) allowed personal absences:

1. Vacation or recreational travel;

2. Personal appointments that could reasonably be scheduled at another time;
3. Work or employment obligations;
4. Social events, parties, family gatherings, or other personal activities;
5. Transportation difficulties that could reasonably have been anticipated or avoided;
6. Forgetting the meeting or failing to review the Board meeting calendar;
7. Failure to make reasonable arrangements to attend a properly scheduled meeting; or
8. Any other personal activity or circumstance that does not constitute an emergency, unavoidable circumstance, or other good cause recognized by this policy or applicable law.

4240.5.2 The Board may consider unusual or extraordinary circumstances on a case-by-case basis.

4240.6 Three Consecutive Meeting Absences

4240.6.1 A Board Member who is absent from three (3) consecutive Board meetings without good cause may be subject to a declaration of vacancy, except as otherwise provided by law or authorized by the Board.

4240.6.2 For purposes of this section, both regular and special meetings shall count as Board meetings.

4240.6.3 The Board shall consider the circumstances surrounding the absences before taking any action concerning a potential vacancy. Any action taken by the Board shall comply with applicable law.

4240.7 Timeliness and Duration of Attendance

4240.7.1 Board Members are expected to arrive on time and remain present for the entire duration of each Board meeting, unless an emergency or other good cause prevents them from doing so.

4240.7.2 A Board Member who arrives more than fifteen (15) minutes after the scheduled start of the meeting shall not be considered present for purposes of any action or vote that occurred before the Board Member's arrival.

4240.7.3 A Board Member who leaves a meeting more than fifteen (15) minutes before the meeting adjourns shall not be considered present for purposes of any action or vote taken after the Board Member's departure.

4240.7.4 The Board Member's late arrival or early departure shall be recorded in the meeting minutes, including the approximate time of arrival or departure when reasonably feasible.

4240.7.5 Nothing in this section shall be construed to authorize the Board to take action without the quorum required by law. The Board President and General Manager shall ensure that

the attendance and voting record accurately reflects which Board Members were present for each action.

4240.7.6 A Board Member who arrives late or leaves early due to an emergency or other good cause shall notify the Board President as soon as reasonably feasible.

4240.8 Notice of Absence

4240.8.1 A Board Member who will be absent from a meeting shall notify the Board President as soon as reasonably feasible and, whenever possible, prior to the scheduled meeting. Notice may be provided by electronic transmission (email), text message, or written notice.

4240.8.2 The Board President shall notify the General Manager and the Board of reported absences. The minutes shall indicate the Board Member's attendance, absence, late arrival, or early departure.

**Coalinga-Huron Recreation & Park District
Office of the General Manager
Board Meeting Date of: October 15, 2026**

TO: Board of Directors

PREPARED BY: Board Secretary

PRESENTED BY: General Manager Mallory Griffith-Wells

AGENDA TITLE: NB-3 Acceptance of Resignation for Huron Recreation Coordinator,
Kaley Oseguera

☒ ACTION	☐ STAFF REPORTS	☐ PUBLIC HEARING
☒ DISCUSSION	☐ ROUTINE ACTION	☐ MINUTES
☐ BIDS/ACTION	☐ SCHEDULED COMMUNICATIONS	☐ CLOSED SESSION

BACKGROUND/SUMMARY: Discussion and Action to accept the resignation of Huron Recreation Coordinator, Kaley Oseguera, effective October 19, 2026.

Coalinga-Huron Recreation and Park District

Agenda Item:

Acceptance of Resignation for Huron Recreation Coordinator, Kaley Oseguera

Prepared By:

Mallory Griffith-Wells

Summary:

It is with a very heavy heart that I recommend the Board accept the resignation of Huron Recreation Coordinator, Kaley Oseguera.

Kaley's journey with the Coalinga-Huron Recreation & Park District is one that I believe is truly special. She first came to us as a volunteer while she was still in high school. It did not take long for us to recognize her strong work ethic, kind heart, and genuine care for the people in our community. We knew then that she was someone we wanted to keep around.

Kaley went on to become a part-time Recreation Leader and later served as a camp counselor. It was during her time as a camp counselor that we really saw her shine. She demonstrated leadership, responsibility, creativity, and a natural ability to connect with the children we serve. It became very clear that Kaley had much more to offer the District.

She was eventually promoted to Huron Recreation Coordinator, a position she has held for more than a year. During that time, she has made a tremendous impact on our Huron Farmer's Market, Powerhouse and on the people she has served. She has grown tremendously as an employee and as a young professional, and it has been incredibly rewarding to watch that growth.

I will be very honest in saying that I do not want to see Kaley leave. She has been a wonderful employee, a wonderful coworker, and a wonderful representative of the District. Her shoes will be very difficult to fill, and she will be deeply missed by our staff, our participants, and the District as a whole.

At the same time, I am incredibly proud of Kaley for taking the next step in her life and career. She is moving out of state to pursue new opportunities and begin a new chapter in her life. While we are sad to see her leave, we are also excited for her and proud that she is taking this opportunity to grow, experience new things, and continue building her future.

Kaley is leaving the District in good standing, and we are extremely grateful for the years of service she has given to our communities. Her journey with CHRPD, from a high school volunteer to a Recreation Coordinator, is something she should be very proud of.

While we are saying goodbye for now, I hope Kaley knows that she will always have a place in the CHRPD family. If life brings her back to our area in the future and an appropriate opportunity is available, we would be very happy to welcome her back.

Kaley has made a lasting impact on the District, and I hope she leaves knowing just how much she has been appreciated. We are proud of the young professional she has become and grateful for everything she has contributed to CHRPD.

Thank you, Kaley, for everything you have done for the District and for the Huron community. You will be deeply missed, but we will be cheering you on every step of the way. We wish you nothing but success, happiness, and great things in this next chapter.

Recommendation:

Accept the resignation of Huron Recreation Coordinator Kaley Oseguera, effective October 19, 2026.

Action Requested:

Motion to accept the resignation of Huron Recreation Coordinator, Kaley Oseguera, effective October 19, 2026.

Dear Karla Garibay,

Please accept this letter as my formal resignation from my position at Coalinga-Huron Recreation and Park District. My last day will be Monday, October 19, 2026.

I want to thank you for the opportunity to work here and for everything I have learned during my time with the organization. This experience has been helpful to me, both personally and professionally, and I truly appreciate the opportunities and support I have received.

Thank you for your guidance and for making my time here a meaningful experience. I am grateful for everything you have done for me and for the chance to have been part of the team.

Before my last day, I am more than willing to give you all of the information and details I have regarding my responsibilities and current work. I would also be happy to help train anyone you choose to hire so that the transition can be as smooth as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Karla Garibay", written in a cursive style.

OLD BUSINESS

1

Cash Flow

Director of Financial Services

Esmeralda Barriga

**Coalinga-Huron Recreation & Park District
Office of the General Manager
Board Meeting Date of: October 15, 2026**

TO: Board of Directors

PREPARED BY: Board Secretary

PRESENTED BY: Director of Financial Services Esmeralda Barriga

AGENDA TITLE: OB - Cash Flow

☐ ACTION	☐ STAFF REPORTS	☐ PUBLIC HEARING
☐ DISCUSSION	☒ CASH FLOW	☐ MINUTES
☐ BIDS/ACTION	☐ SCHEDULED COMMUNICATIONS	☐ CLOSED SESSION

BACKGROUND/SUMMARY: Discussion on the Cash flow for September of 2026

COALINGA-HURON RECREATION & PARK DISTRICT

	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	TOTAL
1. Cash On Hand													
Fresno Co Levy						\$846,187.48				\$716,212.99			1,562,400
Levy Advance/Repayment													-
RDA/Secured-Unsecured/Interest	\$228.37	\$3,848.22	\$12,857.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	16,934
													1,579,334
(Beginning of month)	\$581,476	\$692,477	\$940,161	\$798,473	\$798,473	\$798,473	\$798,473	\$798,473	\$798,473	\$798,568	\$798,568	\$798,568	
2. Cash Receipts													
Program & Event Revenue	\$50,495	\$43,455	\$33,116	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$127,066
US BANK TO FUND FIVE STAR BANK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
County Transfer to Clearing FSB	\$300,000	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000
Transfers		\$0.00	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00	\$95	\$0.00			\$95
Miscellaneous	\$9,771.75		\$22,836	\$0	\$0.00	\$0	\$0.00	\$0.00			\$0.00		\$32,608
3. Total Cash Receipts													\$0
[2a + 2b + 2c-3]	\$360,267	\$543,455	\$55,952	\$0	\$0	\$0	\$0	\$0	\$95	\$0	\$0	\$0	\$959,768
4. Total Cash Available													\$0
(Before cash out) (1 + 3)	\$941,743.00	\$1,235,931	\$996,112	\$798,473	\$798,473	\$798,473	\$798,473	\$798,473	\$798,568	\$798,568	\$798,568	\$798,568	\$0
5. Cash Paid Out													\$0
(b) Wages	\$109,918	\$66,826	\$70,018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$246,761
(c) Payroll Expenses (Taxes, etc.)	\$15,256	\$18,755	\$14,485	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48,496
(e) Benefits	\$26,806	\$31,777	\$27,904	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$86,486
(f) Accounts Payable	\$85,868	\$176,522	\$83,959	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$356,348
Bank Fees FSB	\$853	\$1,168	\$751	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,772
(q) Miscellaneous Bank Fees US Bank	\$586	\$723	\$522	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,812
(r) Subtotal	\$249,266	\$295,771	\$197,539	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$742,676
6. Total Cash Paid Out													\$0
[Total 5a thru 5w]	\$249,266	\$295,771	\$197,539	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$742,676
7. Cash Position													
(End of month) (4 minus 6)	\$692,477	\$940,161	\$798,473	\$798,473	\$798,473	\$798,473	\$798,473	\$798,473	\$798,568	\$798,568	\$798,568	\$798,568	\$217,092
Fresno Co 10K-General Fund	\$ 1,057,883.01	\$ 552,105.78	\$ 564,963.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
LAIF CA CLASS	\$ 524,286.03	\$ 525,964.83	\$ 527,615.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Clearing Account US Bank	\$ 205,084.24	\$ 225,037.85	\$ 245,845.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Clearing Account Five Star Bank	\$ 182,345.90	\$ 406,843.60	\$ 245,562.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Five Star Bank Bond Series A	\$ 1,462.28	\$ 1,467.05	\$ 1,471.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Five Star Bank Bond Series B	\$ 122,522.09	\$122,921.50	\$ 123,311.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Five Star Bank Bond Series C	\$ 243,792.08	\$ 242,323.70	\$ 220,819.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fresno Co Bond Series A	\$ 1.95	\$ 1.95	\$ 1.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fresno Co Bond Series B	\$ 263.94	\$ 263.94	\$ 263.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fresno Co Bond Series C	\$ 2,306.60	\$ 2,306.60	\$ 2,306.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fresno County Bond Series C	\$ 8,213.33	\$ 8,213.33	\$ 8,357.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fresno Co LLMD	\$ 58,837.38	\$ 57,022.67	\$ 57,203.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Five Star Bank LLMD	\$ 177,406.49	\$ 186,557.44	\$ 187,148.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Five Star Bank Impact Fees	\$ 61,467.39	\$ 61,667.77	\$ 62,279.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Donations, Grants, Sponsorships													
DETAIL FRESNO CO - TEETER (LEVY)													

**PROJECTED EXPENSES ARE BASED ON PRIOR MONTHS NUMT Note: Program and events revenues surpassed the projection of

Checking Calculation Verification

STAFF REPORTS

BOARD REPORTS