

PRC 03/05/2020

Item #3 California  
Association of Parks and  
Recreation Commissioners  
and Board Members

Written Communications



# CALIFORNIA ASSOCIATION OF PARK & RECREATION COMMISSIONERS & BOARD MEMBERS

*A NON-PROFIT CORPORATION SINCE 1993*

*Founded - 1968*

February 10, 2020

## OFFICERS 2019

President  
Loretta Herrin  
*Lake Forest*

President Elect  
Betsy Truax  
*Mammoth Lakes*

Vice President  
Bill Lock  
*South San Francisco*

Treasurer  
Steve Hoagland  
*Bay Point*

Secretary  
Dave Benevento  
*Folsom*

Immediate Past President  
Bill Carman  
*Moraga*

Executive Director  
Paul Romero

Jeff Milkes  
Recreation and Community Services Director  
City of Cupertino  
10300 Torre Avenue  
Cupertino, CA 95014-3202

Greetings Director Milkes,

Over the past 50 years, the leadership of the California Association of Parks & Recreation Commissioners & Board Members has engaged with your agency one time or another. Like most organizations, our membership numbers have increased and decreased depending on leadership changes, economy, or fulfilling member needs. Each membership is important to us and we want you back! For some reason we lost your organization; and, regardless of the reason, we believe we have something to offer your City and your Parks & Recreation Commissioners.

To enhance Cupertino's return to the Association, we are currently offering 17 months of membership at the cost of 12 months. If you rejoin today your organization will receive the months of February through June at no cost. Renew today and beat the membership fee increase anticipated to go into effect on July 1, 2020.

CAPRCBM is also presenting four training sessions geared to Planning Commissions this March in conjunction at the CPRS Conference and Expo at Long Beach, CA. Renew now and support Citizen Advocacy in California and the park profession that "Makes Life Better." I have also included brochures to share with your commissioners, as well as a synopsis of Membership Benefits.

We want Cupertino back into the Association of Park Commissioners & Board Members. Go to <https://www.caprcbm.org/2019-2020-renewals.html> or contact us by email at [contact@caprcbm.org](mailto:contact@caprcbm.org). Or, if you have questions call (916) 693-5207 M-F, 8 am to 5 pm.

Sincerely,

Patricia Bentson  
Gilroy Parks & Recreation Commissioner and CAPRCBM Board Member

1750 Prairie City Road - Suite 130-PMB 157 • Folsom, California 95630-9579  
Email [contact@caprcbm.org](mailto:contact@caprcbm.org) • Telephone (916) 693-5207 • Website [www.CAPRCBM.org](http://www.CAPRCBM.org)  
Affiliated with the California Park & Recreation Society and the National Recreation & Park Association, Citizen Branch

## **Membership Benefits 2019-2020**

Agency members receive significant benefits that make joining the Association not only cost effective but also a great value. Benefits include the following:

- Cost to attend the annual CPRS Conference and Expo at the professional member rate. This is a significant cost saving and is extended to all Commissioners who register for the Conference and Expo.
- Participation in workshops or training sessions at minimal or no cost. Sessions offered by the Association may be sponsored by private partners, sponsoring businesses, or a benefactor.
- Participation in YouTube training webinars that require membership access code.
- Monthly newsletter and updates on events and activities.
- Reduced cost for tours and educational trips to selected park sites.
- Legislative support for State and Federal bills affecting parks and recreation.
- Participation in networking at the annual Banquet held in conjunction with the CPRS Conference and Expo.
- Help in problem solving on relevant issues confronting your organization.
- Award and/or recognition for programs or projects, outstanding Commissioner/Board member, outstanding professional, or outstanding Commission. Awards are presented annually and your organization must be an Association member to receive and award.

Undoubtedly, there is value in membership!



Your Name	Agency Name				
Address	Address				
City	State	ZIP	City	State	ZIP
Mobil# ( ) -	Land Line ( ) -	Phone# ( ) -	Fax ( ) -		
E-Mail	E-Mail				
	WWW.				



## CAPRCBM

### CONTACT CAPRCBM OFFICE

PMB157  
1750 Prairie City Road, Suite 130  
Folsom CA 95630

Phone: (916) 693-5207  
Email: [contact@caprcbm.com](mailto:contact@caprcbm.com)

Founded in 1968  
A non-profit corporation since 1993  
For additional information visit our website at

**WWW.CAPRCBM.ORG**

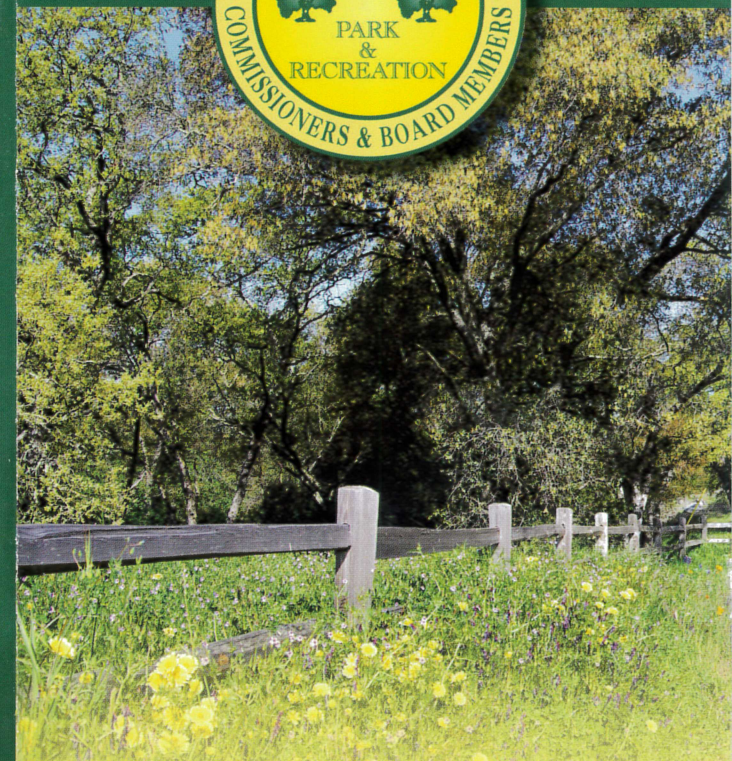


[www.facebook.com/  
pg/CAPRCBM/](https://www.facebook.com/pg/CAPRCBM/)



CAPRCBM  
WEBSITE

## California Association of Park and Recreation Commissioners and Board Members



### CAPRCBM Mission:

California Association of Park & Recreation  
Commissioners and Board Members  
(CAPRCBM) provide education, networking  
and advocacy that enhance the role of  
commissioners and board members.

**AFFILIATED WITH THE CALIFORNIA PARK AND  
RECREATION SOCIETY AND THE NATIONAL  
RECREATION AND PARK ASSOCIATION.**



# Goals & Purpose

- To promote the advancement of the park, recreation and conservation movement throughout the state, through the development of strong individual and group citizen involvement and participation;
- To strengthen and expand the role and effectiveness of all park and recreation boards and commissions for the accomplishment of greater public service.
- To promote the education of citizens and citizen's groups as to the needs, opportunities and potential of recreation, park and conservation services throughout the state;
- To encourage the most efficient and effective organization and administration of park, recreation and conservation services at all levels and to provide a continuous channel of communication at local, state, district, and national levels;
- To work for the proper recognition and financial support of park, recreation, and conservation services at all levels;
- To provide guidelines for government in regards to recreation, parks and conservation matters. Upon request, serve as "expert witnesses" before legislative committees; and,
- To implement and accomplish such programs or proposals consistent with the purpose of this organization.

# The Benefits

- Annual Awards: Members are eligible for, and encouraged to, nominate fellow members for annual awards presented at the Awards Banquet held concurrent with the California Park and Recreation Society annual conference in March. Award categories include:
  - Outstanding Commission or Board Member
  - Outstanding Board or Commission
  - Outstanding Professional
  - Outstanding Project / Program
  - Honorary Life Member / Presidents
 Awards are two additional categories that are infrequently nominated and awarded.
- Reduced registration fees for the CPRS annual conference (member agencies).
- Academy Training: These are intensive, topic driven sessions for our members (at no additional cost) offered in member-centric geographic locations numerous times per year. Topics include:
  - Public finance process
  - Working with elected officials
  - Ethics
  - Conducting public meetings
  - Advocacy
  - Role of Commissioners and Board Members

# Membership Categories



- Agency member—Each Commissioner or Board Member receives the same benefits as part of the agency membership. Annual agency membership is \$225.
- Individual members—Individual members, past presidents, and Commissioners or Board Members who are not part of an agency membership. Individual membership is \$40 and is pro-rated by quarter depending upon when membership commences.
- Sponsoring member—Sponsoring membership of \$200 is open to vendors, business, and supporters of CAPRCBM who do not qualify for agency or individual membership.
- Honorary member—Periodically, CAPRCBM recognizes individuals who have provided outstanding service to the Association and the Board of Directors bestows the recognition of honorary member. Honorary members pay no dues.





PRC 03/05/2020

Item #7 Rancho Rinconada  
Recreation & Park District

Written Communications

**From:** [Sophia Badillo Rancho Pool Board Reform](#)  
**To:** [City Council](#) [REDACTED]; [Gopal Kumarappan](#); [Xiangchen Xu](#); [Carol Stanek](#); [Cupertino City Manager's Office](#); [Neesha Tambe](#); [City of Cupertino Parks and Recreation Commission](#); [REDACTED]  
**Subject:** Re: Clarifying misunderstandings from my meeting with Randy Schwartz - Cupertino parks and recs director - on February 10, 2020  
**Date:** Tuesday, March 3, 2020 5:03:32 PM

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I also want to mention Randy's notes says sandy mentioned something about "we thinking there are kickbacks."

I dont know who "we" refers to. I never said anything about kickbacks in any meeting.

I want to clarify this.

Sandy and I are two different people.

She is responsible for what she says.

In the future I would like to meet separately so there is no confusion. This way I have a chance to discuss my own notes and concerns.

Thank you,

Sophia

On Mon, Mar 2, 2020, 9:30 PM Sophia Badillo Rancho Pool Board Reform

<[REDACTED]> wrote:

A number things from Randy's notes from my meeting with him need to be clarified.

I would like to do this at the next parks and recs meeting this thursday March 5.

**Randy's notes what Sophia said: The private rentals schedule and 20 hours of lap swim take all of the pool time**

**Correction:**

I said that an employee's private school - oasis swimming school - has rented the pool on the weekends while residents have problems renting the school for their child's birthday party. Rental time are harder for the tax paying residents to get.

Please see screenshot below of what I was referring to:

<https://photos.app.goo.gl/KuUTzU8UQXdNp1JJ8>

In addition, i said the pool only has lap swim hours during the morning. And while it's only open roughly 20 hours a week during the winter months, the pool doesnt have evening lap swim despite demand as seen as people waiting at Fremont high school and Rancho residents stating more even lap swim hours.

I also mentioned evening and weekend lap swim program was mentioned in a previous Rancho board meeting years ago but never implemented.

Please see screenshot from Dec 2013 Rancho meeting regarding extending lap swim by having the evening and weekend lap swim run concurrently with other programs. However this was never implemented and now an employee's swim school is usually booked on the weekends instead of Rancho's own programs or residents using the pool:

<https://photos.app.goo.gl/68R57Ez3P9ps8EMS6>

<https://photos.app.goo.gl/p9r5JcYeetCgDxcs7>

**Randy's notes what Sophia said:**

**The board does not allow anyone to record the meetings.**

**Correction:**

I mentioned that the Rancho board and management said it was not feasible to buy equipment to record the meetings because people live within 1 to 2 miles of the district. I mentioned that I bought a chromebook and microphone for a total of 200 bucks and streamed the meetings on YouTube for free. This is because most people cant get to the meetings at 630pm on a weekday but still should be able to see the meetings.

I mentioned I got resistance from Rancho District Manager Kevin Davis for recording the meetings as a board member because of AB510 and got an email from him stating AB 510. Kevin told me I should stop recording the meetings in april 2019. However i did more research and AB 510 mentioned nothing regarding my not having permission to record the meetings.

Screenshot of email I'm referring to:

<https://photos.app.goo.gl/zcW2saU5xgqrpZsx7>

**Randy's notes what Sophia said:**

**Sophia was on the board for 5 or 6 months and not allowed to see the budget or audit report**

**Correction:**

I mentioned that I was on the board and had resistance seeing documentation regarding the budget and audit. I never said I was not allowed to see the actual budget or audit. These documents were posted online on the Rancho website. However, I had resistance getting supporting financial documents for the District budget and audit especially since I noticed account amounts didnt match on the audit with the account amounts from the balance sheets from the Rancho board meetings.

Please see here regarding my resistance getting financial information regarding the



budget and audit:

<https://docs.google.com/document/d/1ccHb7vSl-FJesRYxY8chjjE8ifPs2jb3XZaA72vPPXw/edit?usp=drivesdk>

**Randy's notes what Sophia said:**

**City needs to take over RRRPD because the board didn't listen to their ideas**

**Correction:**

I never said the statement above. I mentioned that I had problems getting things on the agenda for example talking about having the pool have cameras for safety issues, increasing lap swim to evenings and having the pool take credit cards.

**Randy's notes what Sophia said:**

**Nancy Clark (County Counsel) was in closed session and has something going on with Kevin.**

**Correction:**

**I never said the above statement.**

**Randy's notes what Sophia said:**

**City needs to lay off Kevin**

**Correction:**

I said that if the city takes over the Rancho rinconada district, the current district manager should not be part of the transition bc I have seen issues with financial mismanagement, lack of outreach to residents and safety issues like people using the pool while it is closed, including board member Steve Wesolowski.

Please see pic of board member using pool:

<https://photos.app.goo.gl/WTDV3QeJvnnJXBST7>

**Randy's notes what Sophia said:**

**The fence is very low, there are no security cameras and there was almost a drowning there once.**

**Correction:**

I never mentioned the height of the fence but said that I had heard of people jumping or climbing the fence to use the pool during closed hours. I also told Randy I brought up my safety and liability concerns at a lafco meeting last year.

Please see screenshot about my safety concerns brought up at the april 2019 lafco meeting:

<https://photos.app.goo.gl/p3E3YisSaWcBemnSA>

Thank you for your time. Please let me know if you have any questions or need me to clarify anything.

Sophia Badillo



Independent audit for FY ending June 2017 was passed by the board in December 2017 yet is filled with inconsistencies.

Audit:

[https://drive.google.com/file/d/1wWjjTRn3X6OO3KMjB6S2qeMxzehNklz\\_/view](https://drive.google.com/file/d/1wWjjTRn3X6OO3KMjB6S2qeMxzehNklz_/view)

***RANCHO RINCONADA BOARD MEETING***

***Minutes***

***6:30 PM, December 14th, 2017 - Rancho Rinconada Recreation Hall***

Sandy called the meeting to order at 6:30 pm

Board present: Miriam Salo (6:32 pm), Patricia Bustamante, Sandra Yeaton, Steve Wesolowski

Staff & Guest: Michael Bryant, Kevin Davis

**DRAFT AUDIT REVIEW & APPROVAL**

Steve made a motion to approve the draft audit

**Motion passed:** In favor Miriam, Patricia, Sandra, Steve

Corresponding data from this audit do not match from the Rancho District's balance sheet for FY ending June 2017. This balance sheet was unanimously approved by the attending board members at the August 2017 meeting.

Balance Sheet:

<https://drive.google.com/file/d/0B5kvNf1FXvNARzBpclQ0eTgzQTQ/view>

***RANCHO RINCONADA BOARD MEETING***

***Minutes***

***6:30 PM, August 10th, 2017 - Rancho Rinconada Recreation Hall***

Sandra called the meeting to order at 6:30 pm

Board present: Julie Jervis, Miriam Salo, Patricia Bustamante, Sandra Yeaton, Steve Wesolowski

Staff present: Kevin Davis

**COMMUNICATIONS**

There were no communications at this time.

**CONSENT CALENDAR**

Julie made a motion to approve the consent calendar

**Motion passed:** In favor - Julie, Miriam, Patricia, Sandra, Steve. Against - None

1. [June financial report](#)

Some financial inconsistencies examples include Current value of fixed assets, Current County cash account balance, checking accounts balances, checking accounts balances, Deferred revenue, Current Liabilities, and Accrued compensation.

For FY ending 6/30/17	Current value of fixed assets	Current County cash account balance	checking accounts balances	Deferred revenue	Current Liabilities	Accrued compensation	
Balance Sheet	1,083,671	819,625	172,335	124,640	176,610	34,922	
Audit	1,016,322	819,625 pg. 9 and 818,199 pg 11	174,780	124,600	127,890	41,348	
DISCREPANCIES BTN BALANCE SHEET AND AUDIT	67,349	1426	2445	40	48720	6426	

Current Value of Fixed Assets:  
Balance Sheet Amount: 1,083,671  
Audit Amount: 1,016,322



### Fixed Assets

Land	\$	286,846	\$	286,846	
Building & Improvements	\$	194,255	\$	194,255	
Swimming Pool - Net Book	\$	533,215	\$	533,215	
Equipment - net book value	\$	69,354	\$	68,474	\$ 880
Total Fixed Assets	\$	1,083,671	\$	1,082,791	\$ 880

#### Note C - Cash and Investments (continued)

GASB, Statement No. 31, "Accounting and Financial Reporting for Certain Investment and for External Investment Pools" establishes accounting and financial reporting standards for all investments held by external governmental investment pools. The statement requires governmental entities to report investments at fair value in the balance sheet. The District's investment policy only authorizes investment in the local government investment pool administered by the County of Santa Clara. The District's investment policy does not contain any specific provisions intended to limit the District's exposure to interest rate risk, credit risk, and concentration of credit risk.

#### Note D - Capital Assets

The capital assets for the year ended June 30, 2017 is as follows:

	2017
Land	\$ 286,846
Building and improvements	724,244
Pool	693,280
Furniture and equipment	116,945
	<u>1,821,316</u>
Less accumulated depreciation	<u>(804,993)</u>
Net property and equipment	<u>\$ 1,016,322</u>

Depreciation expense for the year ended June 30, 2017 was \$56,149.

Current County cash account balance  
 Balance Sheet Amount: 819,625  
 Audit Amount: 819,625 pg. 9 and 818,199 pg 11

Checking accounts balance  
 Balance Sheet Amount: 172,335  
 Audit Amount: 174,780

Petty cash and cash on hand  
 Balance Sheet Amount: 1,599  
 Audit Amount: 1,683

ASSETS	Jun 30, 17	May 31, 17	\$
Current Assets			
Checking/Savings			
Cash - County Account	\$ 819,625	\$ 769,702	\$
Heritage/Focus Bank	\$ 139,788	\$ 184,720	\$
Heritage/Focus Money	\$ 50,218	\$ 50,215	\$
WFB-Business Checkin	\$ 32,547	\$ 32,547	
Petty Cash	\$ 500	\$ 500	
Cash on Hand	\$ 1,099	\$ 1,099	
Total Checking/Savings	\$ 1,043,777	\$ 1,038,784	\$

covered by depository insurance and are (a) uncollateralized, (b) collateralized by the pledging financial institution, or (c) collateralized with securities held in a financial institution's trust department or agent but not in the name of the District. All of the District's cash and investments fall under group 1. Cash not insured, are not registered in the name of the government or the counter party, trust department or agent but not in the name of the District.

Cash at the County Treasurer and in local financial institutions, at times, may exceed federally insured limits of \$250,000. Management believes there is no significant credit risk related to cash.

Assets at June 30, 2017 consisted of the following:

	2017
Cash held with the County	\$ 819,625
Checking	174,780
Money Market	50,218
Petty cash and cash on hand	1,683
	<u>\$ 1,046,305</u>

Rancho Rinconada Recreation Center  
 Statement of Financial Position  
 As of June 30, 2017  
 (with summarized Comparative Balance Sheet for 2016)

ASSETS	Governmental Activities
Current Assets:	
Cash	\$ 98,791
Cash in County Treasury	818,199
Snack bar inventory	-
Receivables	2,127
Prepaid expenses and deposits	14,074
Total Current Assets	933,191
Capital assets, net	1,016,322



Deferred revenue  
 Balance Sheet Amount: 124,640  
 Audit Amount: 124,600

Rancho Rinconada Recreation and Park District Statement of Net Position - Enterprise Funds As of June 30, 2017 (with summarized Comparative Data as of June 30, 2016)				
		Total Enterprise Funds		
	Admission and Lessons	2017	2016	
<b>ASSETS</b>				
Cash and cash equivalents	\$ 127,890	\$ 127,890	\$ 143,597	
Snack bar inventory	-	-	231	
<b>TOTAL ASSETS</b>	<b>\$ 127,890</b>	<b>\$ 127,890</b>	<b>\$ 143,828</b>	
<b>LIABILITIES</b>				
Current Liabilities:				
Refundable security deposits	\$ 3,250	\$ 3,250	\$ 3,150	
Deferred revenue	124,640	124,640	140,678	
<b>Total Current Liabilities</b>	<b>127,890</b>	<b>127,890</b>	<b>143,828</b>	

LIABILITIES & EQUITY	Jun 30, 17	May 31, 17	\$ Change	% Change
<b>Liabilities</b>				
Current Liabilities				
Accounts Payable				
Accounts Payable	\$ 13,013	\$ 16,269	\$ (3,256)	-20.0%
Total Accounts Payable	\$ 13,013	\$ 16,269	\$ (3,256)	-20.0%
Credit Cards				
Chase Credit Card	\$ 1,320	\$ 1,950	\$ (629)	-32.3%
Total Credit Cards	\$ 1,320	\$ 1,950	\$ (629)	-32.3%
Other Current Liabilities				
Deferred Revenue	\$ 124,600	\$	\$ 124,600	100.0%
Accrued Wages	\$ 16,078	\$ 22,323	\$ (6,146)	-28.0%
Rental Deposits	\$ 2,650	\$ 3,950	\$ (1,300)	-32.9%
Payroll Taxes Payable	\$ 1,286	\$ 1,698	\$ (412)	-24.2%
Accrued Vacations	\$ 17,558	\$ 17,558	\$	0.0%
Sales Tax Payable	\$ 105	\$ 32	\$ 73	231.0%
Total Other Current Li	\$ 162,776	\$ 45,361	\$ 116,715	256.2%
Total Current Liabilities	\$ 176,610	\$ 63,779	\$ 112,830	176.9%
Total Liabilities	\$ 176,610	\$ 63,779	\$ 112,830	176.9%

Current Liabilities:

Balance Sheet Amount: 176,610

Audit Amount: 127,890

**Rancho Rinconada Recreation and Park District**  
**Statement of Net Position - Enterprise Funds**  
**As of June 30, 2017**  
 (with summarized Comparative Data as of June 30, 2016)

ASSETS	Admission and Lessons	Total Enterprise Funds	
		2017	2016
Cash and cash equivalents	\$ 127,890	\$ 127,890	\$ 143,597
Snack bar inventory	-	-	231
<b>TOTAL ASSETS</b>	<b>\$ 127,890</b>	<b>\$ 127,890</b>	<b>\$ 143,828</b>
<b>LIABILITIES</b>			
Current Liabilities:			
Refundable security deposits	\$ 3,250	\$ 3,250	\$ 3,150
Deferred revenue	124,640	124,640	140,678
<b>Total Current Liabilities</b>	<b>127,890</b>	<b>127,890</b>	<b>143,828</b>

LIABILITIES & EQUITY	Jun 30, 17	May 31, 17	\$ Change	% Change
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Accrued compensation:

Balance Sheet Amount: 34,922

Audit Amount: 41,348

**Note F – Accrued Compensation**

Accrued compensation is comprised of accrued compensated absences, accrued wages, and accrued payroll taxes for payroll earned in the last week of the fiscal year but paid in the first week of the subsequent fiscal year. Accrued wages at June 30, 2017 were \$16,078. Total compensated absences at June 30, 2017 were \$23,984. Accrued payroll taxes at June 30, 2017 were \$1,286.

LIABILITIES & EQUITY	Jun 30, 17	May 31, 17	\$ Change	% Change
Liabilities				
Current Liabilities				
Accounts Payable				
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Other Current Liabilities				
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Accrued Wages	\$ 16,078	\$ 22,323	\$ (6,246)	-28.0%
Rental Deposits	\$ 2,650	\$ 3,950	\$ (1,300)	-32.9%
Payroll Taxes Payab	\$ 1,286	\$ 1,698	\$ (412)	-24.2%
Accrued Vacations	\$ 17,558	\$ 17,558		
Sales Tax Payable	\$ 105	\$ 32	\$ 73	231.0%
Total Other Current Li	\$ 162,276	\$ 45,561	\$ 116,715	256.2%
Total Current Liabilities	\$ 176,610	\$ 63,779	\$ 112,830	176.9%



Once again, some FY ending June 30, 2017 financial inconsistencies examples include:

- Current value of fixed assets
- Current County cash account balance
- Checking accounts balances
- Petty cash and cash on hand amounts
- Deferred revenue
- Current Liabilities
- Accrued compensation