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**MINUTES OF THE RESCHEDULED REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
July 30, 2002**

**DIRECTORS**

Robert Hunt - President  
Theodore Metzger - Secretary  
Linda May - Treasurer  
Kristine Ferguson - Vice President

**CHILDREN'S CTR. ADMINISTRATOR**

Judy Lockridge

**CARETAKER**

Craig Swart

A rescheduled regular meeting of the Board of Directors of the Silverado-Modjeska Parks & Recreation District was held on July 30, 2002 at the Silverado Community Center, 27641 Silverado Canyon Road, Silverado, California. Rescheduling was necessary because of the lack of a quorum at regularly scheduled date of July 11. The meeting was called to order at 7:25 PM by President Hunt, who acted as Chairman.

**DIRECTORS AND STAFF PRESENT**

Directors Kris Ferguson, Bob Hunt, Linda May and Caretaker Craig Swart were present.

**DIRECTORS AND STAFF ABSENT**

Director Ted Metzger and Children's Center Administrator Judy Lockridge were absent.

**PUBLIC ATTENDEES**

Mike Boeck, Fran Williams, Judy Myers, Mary Schreiber, Debbie Johnson, Peter Bollinger and Dana Judd

**CONSENT CALENDAR**

**Draft Minutes of May 9, 2002**

A motion was made by Director May to receive and file the Minutes from the June 13, 2002 board meeting, seconded by Director Ferguson, approved unanimously.

**Correspondence**

**PUBLIC COMMENTS**

There were no public comments.

## **APPOINTMENT OF REPLACEMENT DIRECTOR**

President Hunt announced that if there were no objections from the board, the selection of a replacement director for the open position would be moved forward on the agenda and addressed at this time. There were no objections. Debbie Johnson was the only applicant and Director Hunt suggested that a quick vote be conducted to confirm the obvious. Director May stated that past procedure was for each candidate to address the board before a vote, and that she would like to hear what this candidate had to say. Debbie Johnson was then invited to the podium.

She stated that she was interested in being on the board because the next two years are very critical in the canyons. Systems need to be put in place and decisions need to be made that will have far-reaching and important consequences. The park board will need to be active and vigorous in their community dialogs and she feels the need to work together for the benefit of everyone in the canyons. The park board is the only governing body available to help preserve the way of life in our community. Her qualifications include 25 years experience in budgeting, grant writing and administration.

Director May made a motion to confirm Debbie Johnson for the open board position, which was seconded by Director Ferguson, and passed by a vote of 3 Yes, 0 No.

The Oath of Office was administered by President Hunt, sworn to and signed by Deborah Johnson, who then immediately took her seat as the newly appointed director.

## **TREASURER'S REPORT**

### **District Bills for Consideration**

A motion was made by Director Ferguson, seconded by Director May to approve Transmittal No. 07-02 in the amount of \$2,913.43 for the monthly expenses. Approved unanimously.

A motion was made by Director May, seconded by Director Ferguson to approved Transmittal No. 07.02B in the amount of \$150.00. Approved unanimously.

Director May has been in contact with Sandra Barnes of the County of Orange regarding the creation of budget figures for the payment of regular bills. This would enable the County to pay the district bills from the budget without a monthly transmittal.

### **Financial Statements**

Balance Sheet, Income Statement and Draft Budget figures were presented and discussed.

## **SILVERADO CHILDREN'S CENTER ADMINISTRATOR'S REPORT**

A written report was given to the board by Director Ferguson, but the center's administrator was not present and it was therefore not discussed.

Director Hunt reported that a canvassing effort had been started to gather information from other California park districts who run childcare centers to see if any of their methods can be applied to our district, and also to determine what the norm is, or if one exists, for how such activities are handled financially. It was brought out that the heavy Prop.10 funding reported to us by a district in San Bernardino County could not be duplicated here because Orange County's funds are already allotted to established groups.

## **COMMUNITY FACILITIES/SAFETY REPORTS**

### **Modjeska Community Center**

Caretaker reported that all the swinging top trash can lids at Modjeska had been vandalized

beyond repair. Replacements are \$65 each. The board instructed that they be replaced with ordinary plastic lids.

Solutions to the ongoing vandalism were discussed. Some ideas included a Neighborhood Watch Program, getting the word out via a letter, asking neighbors to keep an eye on the park, talk to the children, install a surveillance system, and a security patrol at a cost not to exceed \$100 per month. There have also been some damaged vehicles and break-ins on Olive Hill. A letter is to be written to Jim Clark, Neighborhood Enhancement Program, OC Sheriff's office, attaching past minutes and safety and maintenance reports noting the specific actions that have occurred.

The lock placed on the meter box in the park was removed. It was an old lock and may have been defective, as there was no damage to the hasp. Director Hunt and caretaker Craig Swart have both ordered keyed locks from Edison to put on all the meter boxes.

Bids on painting, repairs, etc. will be overseen by the impending General Manager. Modjeska Park is in dire need of painting at the entrance as well as the gazebo above.

### **Silverado Community Center**

The center was rented for the weekend preceding this meeting for a wedding, with a \$200 check for rental fee and a \$250 cleaning deposit. The use agreement states that the facilities are to be left in the same condition as found, which they definitely were not. Director Hunt observed on Sunday evening that all the furniture in the new wing was up against the wall, and there was considerable debris on the floor plus perishable materials in the trash cans. The old building was in even more disarray. It took the caretakers six hours to set things back in order. The board decided by unanimous vote that the cleaning deposit should be forfeited in this case.

The caretaker is charging center use fees of \$4/hour for community users and \$10/hour for users from out of the district and for business activities. He was asked by Director Johnson to write up a policy for center use, including fee structure.

A unanimous vote of thanks was extended to Judy Myers and all who helped clear the brush from behind the community center buildings to eliminate a severe fire hazard at no cost to the district. The hours spent can also be used as credits in our matching funds grants.

### **Safety Report**

It was noted that there are now gaps in the balcony railing (as a result of the repair efforts there) that are large enough for small children to crawl through. Caretaker to investigate.

Director Hunt made a motion, pursuant to instructions from CAPRI, to form a standing Safety Committee that will meet quarterly with minutes and reports forwarded to CAPRI. This was seconded by Director May and approved by unanimous vote. Initial committee members are Directors Hunt and Johnson, and Caretaker Craig Swart.

### **CAPRI Inspection Followup**

DMV Pull Notice Program - Director Hunt has ordered an application package for this program, which applies to all drivers for the district. Driver's license numbers will be submitted to Sacramento DMV, and a local proof of insurance file created. Policy must be established to define unacceptable driving.

A number of items that appeared on the CAPRI checklist were discussed. Most have been resolved and it is anticipated that the others will be by the end of August.

## **OTHER DISTRICT BUSINESS**

### **Silverado Canyon (Holtz) Ranch Development**

The landowner's representatives have reserved the Silverado Community Center for an EIR Notice of Preparation Scoping Meeting to be held at 7:00 on August 14. The public is invited and encouraged to submit comments that apply to the environmental impacts of this project. Board members will work to develop a management plan for the Riviera parcel, to be completed before August 14 if possible.

### **General Manager**

There was a discussion of how much funding could be put into paying a General Manager. Directors Johnson and Hunt were in favor of allocating at least \$10,000 a year which obviously must come from dwindling reserve funds. Director May urged a more conservative approach, and suggested limiting it to \$5,000 for a shorter period of time. A motion was made by Director May to authorize \$5,000 in the 2002/03 budget for a General Manager position, seconded by Director Johnson, passed unanimously. Director Johnson and Director Hunt to work out the details of the job description.

### **EXTENSION OF MEETING**

Director Johnson made a motion, as required by District Policy, to approve continuance of the meeting past 9:30. It was seconded by Director Ferguson and passed unanimously.

### **COMMITTEE REPORTS**

#### **Trails**

Please see committee report

#### **Landscaping**

Fran Williams reported that:

- Water bills are down
- Modjeska - system shut down/timer frozen and replaced, 2 sprinklers in front to be evaluated the end of this week. Craig has been manually turning the sprinklers on.
- Silverado - bare areas, fairly noticeable; unique area, keep grass in good shape
- Roger from Snyder has been flexible and works where needed as instructed; once we have a General Manager in place, get some bids to evaluate landscape maintenance costs

#### **Liason, Planning**

Mike Boeck will be attending a seminar relating to this subject and he will be paying his own costs for food and lodging, He has received donations and the park board has agreed to supplement the balance of the seminar fee in the approximate amount of \$170.

### **CLOSED SESSION**

The meeting retired to closed session at 10:25 to discuss personnel issues. Returned to open session at 10:55, no actions were taken during the closed session.

### **MEETING ADJOURNED**

There being no further business to come before the board, the meeting was adjourned at 11:00PM by unanimous consent.