



RECREATION AND PARKS DISTRICT

Post Office Box 8, Silverado, Calif. 92676

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
August 8, 2002**

DIRECTORS

Robert Hunt - President
Theodore Metzger - Secretary
Linda May - Treasurer
Deborah Johnson - Vice President

CHILDREN'S CENTER DIRECTOR

Judy Lockridge

CARETAKER

Craig Swart

I. Meeting of the Silverado Modjeska Parks and Recreation District was called to order at 7:10 pm.

II. Roll Call

Board Members Present: Bob Hunt, Linda May and Deborah Johnson.
Board Member Absent: Ted Metzger
Staff Present: Children's Center Director Judy Lockridge
Staff Absent: Caretaker Craig Swart

Members of the Public Present: M. Boeck, F. Williams, J. Myers, P. Bollinger, B. Peterson and C. Peterson.

III. Non-Agenda Items Received After Posting of Agenda:

A. Minutes—As the Board Secretary was not present, President Hunt requested that a Board member take minutes. Director Johnson volunteered.

IV. CONSENT CALENDAR

A. A motion was made by Director May to receive and file the Minutes from the July 30, 2002 Board meeting, seconded by Director Hunt. Unanimously approved. Director May requested that financial reports and other documents reviewed by the Board should be attached to the minutes.

V. Treasurer's Report

A. District Bills for Consideration:

- 1) Director Johnson moved and Director Hunt seconded to approve Transmittal No. 08-02 for monthly expenses. Because an electric bill had not yet arrived the exact amount was uncertain, but the transmittal approximated \$1,000. Unanimously approved.
- 2) Director Johnson moved and Director Hunt seconded a motion to pay Transmittal No. 08.02B to pay Board members. Amount was \$225. Unanimously approved.

B. Financial Statements

- 1) Director May presented the July 1, 2002 to June 30, 2003 budget. Based on prior year expenses, the budget anticipates \$131,359 in income and \$131,359 in expenses. \$52,400 represents "normal" revenues (tax revenue, rents, interest); the other \$78,959 is from one-time grants. She will bring a more polished version to the next meeting. After a motion by Director May and a second by Director Johnson, the Board unanimously adopted the budget.

VI. Silverado Children's Center Director's Report

- A. Director Lockridge gave a summary of summer activity.
- The CA Dept. of Health and Human Services received a complaint that numerous hazardous and maintenance issues existed at the Center. It sent an investigator, who filed an "inconclusive" report.
 - The Center made a profit this summer for the first time.
 - A Pennysaver ad to recruit children resulted in more than 10 phone calls. One family registered so far.
 - Director Lockridge's son is distributing advertising flyers door to door. She also plans to put an ad in local water bills.
 - The monthly Bingo fundraiser brought in \$300 last Friday.
 - Peter Bollinger said that the Center is starting a more aggressive public relations campaign.
 - Fall enrollment begins Sept. 3rd. The last day of the summer session is August 30.
 - The bookkeeper is changing the address for the Board's water and electric bills to the Park Board post office box. Director Lockridge brought the Board members' mail boxes to the community center.
 - Director Lockridge asked that the Board demonstrate its support for the Children's Center staff by visiting and attending events. Director May suggested a picnic with the staff.
 - Director May asked how many staff were at the Center. Director Lockridge said 3 full-time and 2 part-time teachers. She said the turnover is high because of the low pay. A lot of staff leave to take positions with the school district.
 - The school age program (14 spaces) is three-quarters full. The preschool program (40 spaces) is weak. In the preschool program, the Center accepts two to five year olds who are potty-trained.
 - Director Lockridge raised concerns about a CAPRI waiver that parents are requested to sign. The Board assured her that it must be signed and that it was nothing extraordinary.
 - Director May asked for a 2002-3 budget at the next meeting. Director Lockridge thought the Board had approved the budget that Peter Bollinger brought to the last meeting. Director May said the Board had not approved it.

VII. Caretaker's Report

Caretaker Craig Swart was not present, but he had given the reports to Director Hunt.

- The Safety Committee will meet prior to the next Board meeting.
- Locking dumpsters have been installed at both community centers.
- The Board discussed vandalism and other problems. They will be discussed at the next meeting.
- Director May will write up a policy on driver's reimbursement to satisfy CAPRI requirements.

VII. Other District Business

- The Board discussed Director Ferguson's resignation. The filing deadline for candidates has been extended beyond the next day.
- Silverado Canyon (Holtz) Ranch Development—Initial NOP scoping meeting is next Wednesday. Director Hunt has prepared a statement of the Board's position that he will present to Orange County planners.
- The Board discussed the job description for the General Manager. Director Johnson moved and Director May seconded to post the description and job solicitation, with inputs to be received by August 26, 2002. Unanimously approved.

VIII. Committee Reports

- A. Trails – Dana Judd was not present
- B. Landscaping – Fran Williams
 - Met with the landscape company, Snyder & Associates, which said it could solve the brown spot on the lawn by relocating one sprinkler head and cleaning out another. There was discussion as to whether this would work. Fran Williams agreed to seek a second opinion. Director Johnson moved, Director Hunt seconded and the Board approved authorizing \$125 for sprinkler repairs.
- C. Liaison, Planning
 - Mike Boeck reported on the land conservation leadership course which the Board helped fund.

Meeting adjourned at 8:45 to closed session.

IX. Closed Session

No action was taken in the closed session, which focused on job descriptions, salaries, hours, performance standards and expectations and responsibilities. It was agreed that a special session would be called before the next regular Board meeting to discuss these matters with the Children's Center Director if a time could be found that was workable for all who must attend.

X. Adjournment

There being no further business to come before the board, the meeting was adjourned by unanimous consent at 10:05 PM.