



Post Office Box 8, Silverado, Calif. 92676

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
THURSDAY, MARCH 13, 2003**

DIRECTORS

Robert Hunt – President
Deborah Johnson – Vice President
Linda May – Treasurer
Mike Boeck – Secretary
Mark Levy

CHILDREN'S CENTER DIRECTOR

Judy Lockridge
ADMIN. CONSULTANT
Leslie Paskus Amador
CARETAKER
Craig Swart

A regular meeting of the Board of Directors of the Silverado-Modjeska Parks and Recreation district was held on March 13, 2003 at the Silverado Community Center, 27641 Silverado Canyon Rd, Silverado, California. President Hunt, who acted as Chairman, called the meeting to order at 7:03 PM.

Directors and Staff Present

All Directors, Children's Center Director and Administrative Consultant were present. Caretaker arrived at 8:00 PM.

Members of the Public Present

Chaylynn Peterson, Judy T. Myers, Peter Bollinger

Non-Agenda Items Received After Posting of Agenda

Directors –Director May requested extension of the Administrative Consultant contract is added to the agenda. Director May requested emergency repair of old building be added to agenda.

Director May made a motion that the two aforementioned items be added to the agenda, which was seconded by Director Johnson and passed 5-0.

Consent Calendar

There was no correspondence.

Director May made a motion to approve the minutes of the February 27, 2003 meeting, which was seconded by Director Johnson and passed 5-0.

Treasurer's Report

Director May provided a report on the District bills for consideration. Transmittal 03-03-01 for a sub-total of \$7,494.00 is the normal monthly bills except for the addition of the 6-month premium for insurance from Capri.

Director May made a motion to approve transmittal 03-03-01 with a sub-total of \$7,494.00 for payment, which was seconded by Director Johnson and passed 5-0.

Transmittal 03-03-02 is Director's pay in the amount of \$400.00 for two meetings.

Director May made a motion to approve transmittal 03-03-02 in the amount of \$400.00 for payment, which was seconded by Director Levy and passed 5-0.

Director May reviewed two financial reports with the Directors. One was old format that was currently in use and the second was a new format Director May hopes will replace the old. The new report shows year to date, budget to actual and month, budget to actual. When a question arises or on an as needed basis, Director May proposes to also show a prior year comparison and assets to liabilities. Director Hunt requested the new report show at the top what the target percentage is for the month. He sees it as a statement that says "% for the month of X should be X%." Director Johnson requested the new report show the total budget figure for the year in order to compare to the monthly figures. Director May will add that to the new report. Directors agreed to discontinue the old report effective immediately.

Director Johnson made a motion to accept and file the budget reports, which was seconded by Director Levy and passed 5-0.

Silverado Children's Center Director's Report

Children's Center Director Lockridge passed out Profit and Loss statements and transactions. She offered up a new report that shows enrollments. Director Johnson suggested she create a form that could be completed monthly and provided Children's Center Director Lockridge with the data elements she recommends be reported. Director Levy requested that both reports be done monthly as they show different things. Administrative Consultant Paskus Amador suggested a definition page be created by Children's Center Director Lockridge that can be stapled to the inside of each Director's meeting file. The Directors agreed this would work.

Children's Center Director Lockridge stated that having the parent/teacher conferences scheduled the same day as the Parent Clean Up project worked extremely well. A golf tournament fund-raiser is scheduled for May 31st. Director Hunt indicated that he could round up several golfers and suggested that Gabriel in Silverado be contacted to round up additional players. Director Levy recommended they contact businesses to sponsor specific holes and give prizes for different categories. April 10 at 6 PM the Silverado Children's Center will be holding an Art night and potluck. It was decided that the Board would attend this event and move the Board meeting scheduled back to 7:30 PM.

Director Johnson made a motion to receive and file the Silverado Children's Center report, which was seconded by Director Levy and passed 5-0.

Caretaker's Report

Craig provided 1 copy of the phone log, a list of jobs performed by a sub-contracted cleaning service and a work log. Jessica reported that she has trouble remembering to complete the work log. They hired someone to do some of the work and are trying to complete the logs retroactively. The board reminded Craig that the log is not optional and that the board wants to see the monthly calendar that shows who is using the community centers. It was agreed that Administrative Consultant Packs Matador would contact Craig the Monday prior to the board meeting to obtain his reports. Calendars will be copied for all Directors; remaining reports will be copied to the Facility Committee. Director Hunt stated that it's time for the Safety Committee to meet again. Meeting will be held the fourth Thursday in April at 6 PM. Attendees will be Directors Hunt and Boeck and Craig. Craig reported that the far side of the grassy area by the drinking fountain is squishy, probably due to a leak in the fountain. Director Hunt requested Craig read the water meter for an hour to determine how significant it is. Craig also reported the ongoing problem at Modjeska Park with trashcan lids coming off the cans

and the cans subsequently filling with water. Recommendation made to punch holes in the bottom the trash cans so they don't fill with water. Craig was given the go-ahead to purchase 3 new domed lids for the trash. Last, concern expressed over the continued vandalism of lights and the drinking fountain at Modjeska.

Director Johnson made a motion to receive and file the Caretaker's Report, which was seconded by Director May and passed 5-0.

Other District Business

Fax World - Concern was expressed that combination copier/faxes tend not to work well. Director Hunt offered to visit Fax World and review the copiers there. Administrative Consultant Paskus Amador will contact Director Hunt for the name and number of the company his business uses for their copier needs. It was recommended that the copier have a locking mechanism or be placed in a locked cabinet.

Director May made a motion to authorize spending up to \$750.00 on a copier at the discretion of Director Hunt and Administrative Consultant Paskus Amador, which was seconded by Director Levy and passed 5-0

Administrative Consultant Report - Administrative Consultant Paskus Amador reported on activity. After review by Director's Johnson and Hunt, it was decided that pursuit of the grant for Land & Water Conservation would consume tremendous time and have little chance of success without assistance by Director Johnson. Director May requested the opportunity to review the procedural guide and will obtain from Director Johnson. Administrative Consultant Paskus Amador reported on the successful meeting with the Bookkeeper and Director May. Some new procedures are in place to streamline the transmittal and payment process.

Briefly mentioned the meeting held with GameTime and their Installer but allowed that Director Boeck would report in greater detail.

The semi-annual report for the Playground Grant is due by the end of the month so the Administrative Consultant will be working on that and clearing up some vagaries in the contract language with the Grant Mgr., Jesse Adams.

Extension of Administrative Consultant contract - Director May spoke with Sandra Barnes regarding a contract consultant versus employee status. Director May feels that ultimately the position should be one as an employee.

Director May made a motion to extend the Administrative Consultant contract through the end of the fiscal year (June 30, 03) and add an additional \$3,000 to the contract not to exceed \$6,000, which was seconded by Director Levy and passed 5-0.

Formation of ad hoc Parent Committee – The Parent Committee proposed Peter Bollinger and Sally Murphy as rotating liaison's to report to the Park's board. The committee is currently waiting for an insurance bid. A timeline has been put together for obtaining non-profit status. The group is also researching grants. In two weeks they expect to have a master document that will answer all the questions the Park's board has. Pat Evans, Silverado Elementary Principal, sent a letter supporting the change in lease to OUSD. The Park's board decided to formally recognize the formation of the Children's Center Committee (ad hoc) with the request that Directors Levy and May continue to attend those meetings.

Operational Audit – Director Johnson passed out copies of Frieda Metwally's resume and spoke about her extensive background and capabilities. She is recommended to do the operational audit of the Children's Center. If approved, Ms. Metwally will fly in next Wednesday evening, and then spend Thursday, Friday and Monday doing the Audit. She would then debrief with the Board and meet attendees Monday evening.

Director Levy made a motion to hire Frieda Metwally for \$1400 to conduct an operational audit of the Silverado Children's Center, which was seconded by Director May and passed 4-0 with Director Johnson abstaining.

There will be a special meeting of the Board on Monday, March 24th at 7 PM at the Silverado Community Center to hear the preliminary results of the operational audit. *Sponsorship of Eternal Summer Surf Camp* – Director Johnson stressed to Chay Peterson that the \$150 sponsorship cost for each child attending Surf Camp should be run through the Inter-Canyon League in order to take advantage of the tax write-off. 20 canyon kids can attend this event. Bible study occurs every evening but it is an option to participate.

Administrative Consultant Paskus Amador will send Capri a letter confirming coverage for Surf Camp as well as pull the most recent waivers to be used for registration.

Director Levy made a motion to have the SMRPD officially sponsor Eternal Summer Surf Camp and support the recreational aspects of camp, which was seconded by Director Johnson and passed 5-0

Holtz/Silverado Ranch – Director Hunt is in the process of trying to schedule a meeting to discuss the lease and trails. Attendees will be Directors Hunt and May with Director Boeck as an alternate, Dana Judd, Bob Hamilton and Bob Tunstall representing the County Supervisor's office.

Silverado Children's Center Policy & Procedures – Director Hunt indicated that the board should be involved. He will look at what the previous board said regarding this but will wait until Frieda Metwally completes her review of the Children's Center.

Emergency Door Repair – Director Boeck worked with Bob Click in replacing the doors of the old building with new steel doors. He believes the total cost is \$1,200 of which the Inter-Canyon League can pay \$950. Administrative Consultant to confer with Director Boeck when the bill is received.

Director Johnson made a motion to continue the meeting past 9:30 PM, which was seconded by Director Levy and passed 4-1 with Director May opposing.

Committee Reports

Recreation (Directors Johnson & Levy) – Director Johnson reported that the survey is complete. The next step is to schedule focus groups with children. Due to time constraints this won't happen immediately.

Finance (Directors Johnson & May) – Director May stated that it is time to begin the planning process for next years budget. She requests that all committees determine what projects they would like to undertake next year and determine at what cost. To aid in this process, Director May will pass out a form at the next meeting. For the second board meeting in April, Director May wants the following added to the agenda: "Solicit public comment on things they'd like to see done in the next fiscal year."

Personnel (Directors Levy & May) – Report will be deferred until closed session.

Facilities (Directors Boeck & Hunt, Fran Williams) – Director Hunt proposed that the committee identify specific items for rehab/repair that cost between \$1000 and \$10,000 and bring to the next meeting. Director Boeck indicated we need bids from 2 electricians to bid on 2 separate items; repair of the fallen light pole and installation of lights by the Community Center sign.

It was recommended that a form be developed to give us a database on contractor specialties in the canyon. A sign can be posted at the markets and Post Office that

encourages contractors to call the Administrative Consultant to obtain a form to complete. Data elements on the form would include: Name, License, Specialty, willingness to do volunteer work, Liability Coverage and Worker's Compensation Insurance to name a few. A contractor's contract needs to be developed with a penalty clause that states "if the job is not completed by X date, job will be given to another individual to complete. Director Hunt will give the Administrative Consultant the Expansion Manual that covers a lot of these things.

Director Boeck recommended the following color selections for the playground equipment and poured-in-place material. Green will be used for the play unit roof and slide, red for the uprights and yellow for all accents. Surfacing will be 50% black and 50% brick. All agreed to colors.

Legal Compliance (Directors Boeck & Hunt) – Director Hunt stated that if we receive a written information request without a signature and contact named, in other words, from an identifiable source who can be contacted for verification, we are under no obligation to respond to that request.

Friends of Tucker (ad hoc) – Director Hunt will write up a position paper on the Parks District for the meeting with the Audubon Society on Saturday.

Safety (Director Hunt and Craig Swart) – The next Safety Meeting has been scheduled.

Closed Session

Entered into closed session at 10:30 PM and ended at 11:55 PM. No reportable actions or discussions.

Adjournment

The meeting adjourned at 11:55 PM.

The next regular meeting is March 27, 2003, Silverado Community Center, 7:30 PM.

SMRPD Board Motions, 3-13-03 Meeting

31303-1 Director May made a motion to add to the agenda two items: 1) extension of Administrative Consultant Paskus Amador's contract, and 2) discussion of the emergency door repairs to the Silverado Community Center's A building. Unanimously approved.

31303-2 Director May made a motion to approve transmittal #03-03-01. Unanimously approved.

31303-3 Director May made a motion to approve transmittal #03-03-02. Unanimously approved.

31303-4 Director Johnson made a motion to accept the budget report for the period of 7-1-02 through 3-13-03. Unanimously approved.

31303-5 Director Johnson made a motion to accept the Silverado Children's Center monthly report. Unanimously approved.

31303-6 Director Levy made a motion to approve the payment of \$1400 for an operational audit of the Silverado Children's Center. Directors Hunt, May, Levy, and Boeck approved. Director Johnson abstained. Motion passed.

31303-7 Director Levy made a motion to officially sponsor the summer surf camp program. Unanimously approved.

31303-8 Director Johnson made a motion to accept the caretaker reports. Unanimously approved.

31303-9 Director May made a motion to authorize Administrative Consultant Paskus Amador and President Hunt to spend up to \$750 on a copy machine of their choosing to be used for District business. Unanimously approved.

31303-10 Director May made a motion to extend Administrative Consultant Paskus Amador's contract through the end of the fiscal year and add \$3000 to the total contract amount. Unanimously approved.

31303-11 Director Johnson made a motion to continue the meeting past the normal 9:30 PM ending time. Directors Hunt, Johnson, Levy, and Boeck approved. Director May opposed. Motion passed.