



Post Office Box 8, Silverado, Calif. 92676

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
THURSDAY, MARCH 27, 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 27, 2003 at the Silverado Community Center, 27641 Silverado Canyon Rd, Silverado, California. President Hunt, who acted as Chairman, called the meeting to order at 7:09 PM.

Directors and Staff Present

All Directors and Administrative Consultant were present. Children's Center Director and Caretaker not required to attend this meeting.

Members of the Public Present

Mary Schreiber, Dana Judd, Judy Myers, Sally Murphy, Robert Amador

Non-Agenda Items Received After Posting of Agenda

Directors – Director Boeck pointed out a correction to the agenda under VIII E. Change Orange County Wilderness Society to O.C. Wild.

Director Boeck made a motion to add to the agenda a discussion of the Irvine Company East Orange plan called East Lake Village Development, which was seconded by Director May and passed 5-0.

Staff – Administrative Consultant Paskus Amador noted a correction to the agenda under XI. Next meeting time should be 7:30 PM instead of 7:00 PM.

Public – nothing to add

Consent Calendar

Correspondence – A discussion was held concerning the letter from Ken Domer of HCD. Director Levy expressed concern that the conditions spelled out in the letter regarding the Children's Center aren't being done now. Our commitment to HCD through 9/12/05 lasts far longer than anyone thought. Specifically the portion dealing with low to moderate income families earning less than 80% of the Orange County median. Children's Center Director Lockridge was previously asked to track this but Sally Murphy said she doesn't think this is happening. No family is being turned away from the Children's Center, but there's no encouragement either. Director Hunt indicated we've been deficient in not

preparing any reports of late. We need to know the income status of new enrollees. Director Levy pointed out that the Children's Center needs to actively look for more low-income students and even go so far as to discuss bussing from downtown with OUSD. Sally Murphy stated that Fred Kemp, who oversees contracts and procurement, is the person to see about this.

Director Boeck brought up information he received regarding the Santa Ana Watershed Project Authority meeting. This is about creating a Santa Ana River Conservancy, which was voted down by the County Board of Supervisors due to interest in extending the 57 freeway down the river. Santiago Creek is the only tributary specifically named in AB946.

Draft minutes of March 13, 2003

Director Johnson made a motion to approve the Consent Calendar, which was seconded by Director May and passed 5-0.

Treasurer's Report

Director May did a budget update by adding the annual budget and percentage at the top as previously requested. The update is still using February numbers.

Director Boeck made a motion to receive and file the budget report, which was seconded by Director Johnson and passed 5-0.

Silverado Children's Center Director's Report

Nothing to report.

Caretaker's Report

Nothing to report.

Other District Business

Community Center Usage Fees – A lengthy discussion was held regarding the current fees in effect. Director Johnson thinks we should charge \$25 to use the center for parties. She would also like to see a letter sent annually to groups who routinely use the center requesting they pay \$100 to cover utility costs. Director May thinks we should implement any changes at the beginning of the new fiscal year but make the announcement earlier. She suggested a charge of \$25 per building used and would like to see a per person fee. Everyone felt the per person fee would be too difficult to track. Director Levy recommended that the charge for using the center be based on a 4-hour block of time. He also stated that we need to stipulate in writing just what that covers. E.G. chairs and tables included in the rate. Director Johnson suggested the board use a sliding scale. Director Hunt thought we should charge for large groups, profit-making entities like Silverado Glass workshops and people from out of the area. He does not think we should charge a usage fee for groups meeting specifically to enhance the community and open to the public. A letter could be sent to the community enhancement groups inviting them to make a contribution to cover utility costs. Though additional discussion will take place at the next meeting, most everyone agreed that events/meetings open to the public for enhancement of the community should be free. Private events should be charged a minimum of \$25 for a 4-hour block of time and \$7 an hour thereafter. Administrative Consultant Paskus Amador to remind the Caretaker that the board must see copies of the booking calendar monthly. Administrative Consultant Paskus Amador will bring copies of the current fee schedule to the next meeting.

Report from Administrative Consultant – Administrative Consultant Paskus Amador obtained Director Hunt's signature on the orders for the playground equipment and use of GameTime's installer. A brief discussion was held regarding the upcoming surgery the Administrative Consultant would be having. Someone needs to be hired part-time until the Administrative Consultant can resume duties. Director Johnson recommended contacting Morgan Yorba as a possible replacement. A letter was sent to the Grant Manager for the Playground grant confirming changes approved in the Work Schedule and asking for clarification on a couple of contract issues. The Administrative Consultant will be preparing a semi-annual report for the Grant Manager due March 31st. Information on the

RZH grant was shared with the Directors. This is a grant for \$5,000, which we must match with 30% matching funds. The Administrative Consultant spent an hour going through the Capri files and was unable to locate anything referencing the Children's Center playground equipment or the Loss Control Manual, which has the most recent waiver/release forms. These items may be in the locked cabinets we haven't found keys for. Calls will be made to Judy Myers and Sam Wyngaarden to see if they have keys. As the Administrative Consultant is already dealing with Capri, a request was made that she also discuss with them coverage for the storage container on land owned by the Water District.

Holtz/Silverado Ranch – Dana Judd will compose a letter addressed to Kevin Thomas of Harbors, Beaches and Parks with a cc to Supervisor Bill Campbell. Once the draft is complete, she'll finalize language with Director Hunt. Director Boeck stated that the Friends of Harbors, Beaches and Parks would support us. Director Hunt has not heard back from Carol regarding the agreement or change of nullification language. He asked the Directors whether legal counsel should review the contract at this time. Director May says the current language reads that if it is the developer's fault the trails aren't completed we still don't get our money. Failure to perform could be a gifting of public funds if done the way other developers have. Page 4, number 4 of the draft agreement should exclude property taxes specifically. Director May feels we need clarification here. She asks whether this applies only to the Riviera. Director Hunt has copies of the map and did a written description of the property.

Facilities Repair List – Director Hunt passed out a 2-page list of Facilities Repair & Rehab the Facilities Committee put together. After some discussion it was determined that carpet or a Pergo floor may be added to the list for the old building at the Silverado Community Center. Asbestos tile is underneath the current flooring so anything done will be floated on top of the existing. Director Johnson asked how much it would cost to add a window at the Modjeska Community Center. Director Hunt stated that he's not sure what the structural issues are there. Skylights at Modjeska are a possibility. Director May requested that the lists be redone by priority and in biddable groupings. Mary Schreiber will check on the cost of Pergo flooring and agreed to join the committee if invited to do so. After some discussion it was decided that number 1-3 were priority for Silverado Community Center. This will require bids from a carpenter, roofer and termite company. For Modjeska Community Center numbers 1 & 2 are priority and will require bids from a roofer, termite company, contractor and painter. Bid requests need to be advertised throughout the canyons and in the Silverado Settler. A form needs to be developed that can be completed by any building tradesman interested in bidding on these projects. The Administrative Consultant will work with Fran Williams on a draft of that form. Because of liability issues, it will be necessary to hire individuals who carry their own Workman's Comp. Coverage and Liability Coverage. Director May said that obtaining a Certificate of Insurance is a very simple process. A call merely needs to be placed to the carrier.

Orange County Wild – Director Boeck and Dana Judd recommend the Parks District join this organization. The members of this group hear about grant opportunities before the world at large does. It would require the Parks Board sponsoring 2 interpretive activities a year. Director Boeck and Dana Judd will report back with more information at a future meeting.

Director May made a motion to authorize Director Boeck and Dana Judd to pursue the Parks Board joining Orange County Wild, which was seconded by Director Johnson and passed 5-0.

Renewal of Children's Center Director Contract

Director Levy made a motion to extend the Children's Center Director contract 30 days, which was seconded by Director Johnson and passed 4-1 with Director Boeck opposing.

The Irvine Company East Orange Plan – A planning meeting is scheduled for April 17, 03. Director Boeck stressed to the Irvine Company that they should be meeting with the Parks District, since we're a local government entity. Director Hunt and Director Boeck will be meeting Robin Leftwich for lunch on 4/16. State law is on our side. This poses huge jurisdictional problems. LAFCO needs to be contacted to obtain clarification. The tax base and in-lieu developer fees at stake are huge. The city of Orange's sphere of influence runs all the way out to the red bluffs. Dana Judd suggested the board consider a joint powers of authority contract. She's of the belief that The Irvine Company would love to see us draw our Parks District boundary back to the Sil-Mod boundary in return for a big pay-off. We could stand to receive in-kind acreage from the stewardship program with endowments.

Director Johnson made a motion to extend the meeting past 9:30PM after a 5-minute break, which was seconded by Director Levy and passed 3-2 with Directors May and Boeck opposing.

Director Levy stated that CSDA should be consulted with as to where we fit in the pecking order. Director Hunt cautioned that LAFCO could do a service review on us and say we're not up to par. In order to get the in-lieu developer fees from this massive project, the city of Orange would have to annex the property before homes are built. Director May said we should make a policy grab and a money grab. Director Hunt mentioned that The Irvine Company said they would adhere to the Sil-Mod plan but knows for a fact that planners don't like it. Dana Judd felt that if we are given land, we should do our own stewardship program. Director Hunt will contact Sat Tamaribuchi, Vice President Environmental Affairs TIC and LAFCO. Director May will contact Pamela Galera, city of Orange. Everyone agreed there needs to be an alternate for the lunch scheduled with TIC. Director May agreed to be that alternate. The purpose of the meeting is to clue TIC in that SMRPD is very much a part of their development plans and cannot be ignored. Director Levy will contact CSDA, verify our status as members and find out how they'd represent us with legal assistance in our position. Director Boeck will contact Doug Carstens.

Dana Judd provided a Forest Plan update. The Forest Service is negotiating with the Trust for Public Land. They're trying to get Lot A next to Harding Truck Trail so they have alternate vehicular access. We need to draft letter to the District Ranger, Trabuco District, Cleveland National Forest that recommends that the forest gate at the Modjeska Canyon end of the Harding Truck Trail be kept closed and locked to all vehicular traffic except emergency and authorized vehicles. Dana Judd offered to do the draft. Director Hunt will sign the letter. Director Levy thought some kind of petition should also be circulated.

Director Johnson made a motion that a letter be sent by Director Hunt to the District Ranger, Trabuco District, Cleveland National Forest that recommends the forest gate at the Modjeska Canyon end of the Harding Truck Trail be closed and locked to all vehicular traffic except emergency and authorized vehicles, which was seconded by Director May and passed 5-0.

Committee Reports

Recreation (Directors Johnson & Levy) – Director Johnson provided a handout that covered the proposed programs and budget of \$5,100 for the up-coming fiscal year.

After some discussion regarding the need for a trail map, it was determined that there are currently no legal trails. As led hikes are something the Recreation Committee wants to see done, Director Johnson will start collecting trail information over the next year. Something called Franco's Map is hand drawn and shows illegal and unauthorized trails so it's inappropriate for the Park's Board to make available to the public. Director May

requested that the Trails Committee organize 2 public hikes in the next fiscal year. Dana Judd, Trail Committee member refused, stating that what we need are people willing to work on getting trail easements. She further stated that the Trails Committee is not responsible for the recreational aspect of trails, but rather the politics of obtaining them. She doesn't feel she has any time in her schedule to accommodate Director May's request. She suggested that the Parks District hook up with The Nature Conservancy for public hikes. The District organizes supplies like water and granola and charges the public for it. This is something already being done by the City of Lake Forest. Director Hunt suggested we make a map of the existing truck trails. If we join OC Wild and put together 2 hikes with The Nature Conservancy we will have fulfilled our obligation with OC Wild. Director Johnson reiterated that she would collect trail information from the USFS, Franco's Map, a hiking book she owns, talk to people and work on this separately. Director Hunt suggested that the Harding Truck Trail to the Goat Shed would be an easy breakfast hike. Director Levy indicated that we should subsidize this hike. Director Boeck will call Lori and find out what the two most popular hikes are and report back.

Director Levy said things like Darla Toker offering Pilates are activities we should encourage. Even one yoga class would be a boon. Mark will contact Lori Christensen to obtain a referral to an instructor. As an aside, Frieda Metwally stated that a 60/40 split with 60% of the fee going to the instructor and 40% to the Parks District is pretty common. Money for planned activities should be funneled through the Inter-Canyon League. The YMCA may have recreation aides for hire to do activities like Saturday morning games. Director May broached organized baseball as a potential activity but Director Levy pointed out that it wasn't a big item on the survey.

Director Levy made a motion to buy cloth basketball nets for the court, which was seconded by Director Johnson and passed 5-0.

Trails (sub-committee Director Boeck & Dana Judd) – discussion previously held

Landscaping (sub-committee Director Boeck & Fran Williams) – nothing to report

Finance (Directors May & Johnson) – Director May will turn the Recreation Committee report into blank forms that may be utilized by the other committees. Director May passed out the old fiscal calendar for review. She stated that she currently has the information necessary to do the budget. She requested Director Johnson put something in The Settler inviting the public to attend the first meeting in May and bring up any requests they may have for specific recreational activities.

Personnel (Director Levy & May) – Director May still needs to complete the job description for the Caretaker and schedule the frequency of specific duties. Director Levy pointed out that the Administrative Consultant forgot to add the Silverado Children's Center Parent Committee to the agenda. In discussion, Frieda Metwally indicated that there's a problem with the retirement benefit. A policy needs to be in place that covers full-time employees not to exceed \$xxx after continuous employment for 5 years. Director Johnson said that all of the policies need to be reviewed and rewritten. Director May suggested amending policies might be easier.

Director Johnson made a motion to offer \$165 a month in retirement benefits to any full-time employee after 5 years of continuous employment which was seconded by Director Levy and passed 4-1 with Director Boeck opposing.

Facilities (Directors Boeck & Hunt, Fran Williams) – previously covered in the meeting

Parents of the Silverado Children's Center (ad hoc Directors Levy & May, Peter Bollinger, Sally Murphy) – nothing to report

Friends of Tucker (ad hoc Directors Levy & May) – no attendees

Legal Compliance (Director Boeck & Hunt) nothing to report

Safety (Director Hunt & Craig Swart) – the next meeting of the Safety Committee will be at 6 PM on April 24, 2003.

Adjournment

The meeting adjourned at 11:14 PM.

The next regular meeting is April 10, 2003, Silverado Community Center, 7:00 PM.

SMRPD Board Motions, 3-27-03 Meeting

32703-1 Director Boeck made a motion to add to the agenda a discussion of the Irvine Company's East of Orange project. Unanimously approved.

32703-2 Director Johnson made a motion that the minutes of the 3-13-03 meeting be approved. Unanimously approved.

32703-3 Director Boeck made a motion to accept and file the updated 7-1-02 through 3-13-03 budget report. Unanimously approved.

32703-4 Director May made a motion to authorize the SMRPD Trails Committee to work with/join the Orange County Wild program. Unanimously approved.

32703-5 Director Levy made a motion to extend the employment contract for Silverado Children's Center Director Judy Lockridge for 30 days. Directors Hunt, Johnson, May, and Levy approved. Director Boeck opposed. Motion passed.

32703-6 Director Johnson made a motion to continue the meeting past the normal 9:30 PM ending time after a five minute break. Directors Hunt, Johnson, and Levy approved. Directors May and Boeck opposed. Motion passed.

32703-7 Director Johnson made a motion that the SMRPD Board write a letter to send to Keith Fletcher, Trabuco District Ranger of the Cleveland National Forest, requesting that the locked gate at the Modjeska Canyon end of the Harding Truck Trail be kept closed to all motor vehicle traffic except for emergency and forest service vehicles. Unanimously approved.

32703-8 Director Levy made a motion to purchase three cloth basketball nets for the community center basketball hoops. Unanimously approved.

32703-9 Director Johnson made a motion to offer \$165 per month retirement benefits to every full time Silverado Children's Center employee who has been employed continuously by the SCC for five years. Directors Hunt, Johnson, Levy, and May approved. Director Boeck opposed. Motion passed.