



Post Office Box 8, Silverado, Calif. 92676

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
THURSDAY, MAY 8, 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 Recreation and Parks District was held on May 8, 2003 at the Silverado Community Center, 27641 Silverado Canyon Rd, Silverado, California. President Hunt, who acted as Chairman, called the meeting to order at 7:15 PM.

Directors and Staff Present

All Directors were present. The Administrative Consultant and Caretaker's spouse was present. The Children's Center Director was on vacation.

Members of the Public Present

Fran Williams, Dana Judd, Sally Murphy, Mary Schreiber

Non-Agenda Items Received After Posting of Agenda

Public – Fran Williams announced that the Park's District received a donated sound system which she would like to store in the electric room.

Consent Calendar

Correspondence – Director Hunt presented a letter received from our auditor, Rick Hale. The letter is for retaining his services for the next audit. Director May stated that she has received a request from another CPA to bid on services. A discussion regarding this will be added to the agenda for the next meeting. A correction was made to the agenda to add the Safety Committee meeting minutes.

Draft minutes of April 24, 2003 – Director Boeck requested a correction to the minutes to reflect his participation on the Safety Committee.

Director Johnson made a motion to approve the consent calendar, which was seconded by Director Levy and passed 5-0.

Treasurer's Report

Director May presented several transmittals for approval. Transmittal 03-05-02 is still awaiting bills so will be held till the next meeting.

Director May made a motion to approve transmittal 03-05-01 for \$4,528.63, which was seconded by Director Johnson and passed 5-0.

Director May made a motion to approved transmittal 03-05-03 for playground equipment and installation in the amount of \$38,778.17, which was seconded by Director Johnson and passed 5-0.

Director May made a motion to approve transmittal 03-05-04 for Director's pay in the amount of \$400, which was seconded by Director Johnson and passed 5-0.

Director May presented the budget report. A discussion ensued as to how individual items fall into reporting categories.

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

Director Boeck inquired whether there's a way to determine that we're paid the appropriate fees from the County. Director May indicated that she has already started the process and will schedule a meeting with the appropriate person. Director Boeck offered to assist. Director May went on to say that we do receive a report with a breakout of the property taxes we're supposed to receive by category.

Silverado Children's Center Director's Report

The Children's Center Director is on vacation and will provide a report at the next meeting.

Caretaker's Report

Jessica Swart attended the meeting in lieu of Craig. Director Hunt requested that signs and hooks be purchased for the fire extinguishers. The April Calendar was reviewed and activity for May discussed.

Other District Business

Community Center Usage Fees – Director Johnson presented a revised fee schedule. Minor changes were recommended. The Administrative Consultant will mock up a contract and waiver. Director Levy requested the Administrative Consultant go on-line and look at what other community centers are charging and what their contract looks like.
Report from Administrative Consultant – Administrative Consultant Paskus Amador provided a report of activity for the last two weeks. She provided a draft of a construction notice to post around the canyon that explains what's happening at the Silverado Park playground. She also presented the Surf Camp waiver using CAPRI approved language and font size. A summary of the RHZ grant was passed out to recap what needs to happen in order to use the grant monies. The Administrative Consultant needs to get documentation from Fran Williams regarding time spent and ICL dollars spent to replace deck members and horizontal posts on the walkway. Director May would like 3 sectioned dividers with a metal bar for paper purchased to store the grant documents in. Director Johnson and Administrative Consultant Paskus Amador met with two candidates for the interim Administrative Consultant position. Their recommendation to the board was to approve hiring Bev Mileham, local Silverado resident. A discussion of Bev's abilities ensued. The board agreed with the recommendation. The Administrative Consultant will train Ms. Mileham before her surgery on May 23.

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

Director May made a motion to retain Bev Mileham as the interim Administrative Consultant while Ms. Paskus Amador is on medical leave, which was seconded by Director Levy and passed 5-0.

The Administrative Consultant will add voting on the Administrative Consultant contract to the next agenda.

Holtz/Silverado Ranch and Resolution supporting recreational elements of Holtz/Silverado Ranch project – These separate items on the agenda were combined for the purposes of discussion. The Directors reviewed the latest version of the contract. Since this last version was only received last night, Director May stressed that the board should not rush to finish tonight. The goal is to have an agreement and resolution passed before they go to the Planning Commission in June. Attorney, Doug Carstens still has some concern regarding the wording in the indemnification clause. Thus far, all important changes requested by the board have been made.

Director May expressed concern regarding the wording of resolution 050803-2. She thinks there should be two separate resolutions between the Parks District and the County and CCRC. After some discussion, Director May withdrew her objections.

Director Boeck made a motion to adopt resolution 050803-2, which was seconded by Director Johnson and passed 5-0.

Public input on recreational plan for new fiscal year – this will be continued to the next meeting.

Resolution to join Orange County Council of Governments – Director Hunt passed out the resolution for review by Directors and added that there is no charge to join.

Director Hunt made a motion to adopt resolution 050803-1, which was seconded by Director Johnson and passed 5-0.

Committee Reports

Recreation (Directors Johnson & Levy) – Director Levy indicated that he has information from different Parks & Recreation districts which he will bring to the next meeting. He stated that he feels the board should take the “long view” and begin working on 2004 activities. Director Levy also wants to identify “circuit teachers” (e.g. instructors that hold classes from one district to the next) and offer 4 or 5 different classes.

Parents of the Silverado Children’s Center (ad hoc Directors Levy and May, Sally Murphy, Peter Bollinger) – Sally Murphy reported that they are on the agenda for the OUSD meeting on May 22. The Director’s expressed concern that this might be premature. The parent’s committee will ultimately require an MOU from the board indicating an interest in severing the lease with OUSD if certain conditions are met. Director Hunt stated that any letter drafted would be similar to what was sent to HCD. Director Hunt will call Fred Kemp who is an attorney in charge of Contracts and Procurement for the OUSD. Directors May and Levy will schedule a meeting with Sally Murphy and Peter Bollinger to review the conditions that need to be met. Director May requested a revised list of action items. Based on Sally Murphy’s discussion with Mr. Kemp, a lease can be transferred.

Sally Murphy reported that there are 3 new students and 4 new inquiries since the last meeting. The parent’s committee has applied for a \$67,000 grant to obtain funds for a van and other needed services.

Friends of Tucker (ad hoc Directors Levy and May, Jim Sill) Director Levy says the group knows of 2 qualified candidates that would demonstrate the university commitment to a good plan. Director Levy met with representatives of Planning and Facilities regarding the Harding road.

Finance (Directors May & Johnson) – nothing to report

Personnel (Directors Levy & May) – A revision of the Caretaker's Job Description was passed out. Director Levy requested that review and discussion of this be deferred to a future closed session.

Facilities (Directors Boeck & Hunt, Fran Williams) – Director Hunt approached Dan Benson to take a look at some of the little things needing repair in Modjeska. Director Boeck brought up the recent quote from Reef Electric for work at Silverado Park which was over \$3,000. Directors Boeck and Hunt felt this was approximately \$1,000 higher than appropriate.

Trails and Open Space Acquisition (sub-committee Director Boeck & Dana Judd) – see comments under East Lake Village.

East Lake Village (ad hoc Directors Boeck & May) –Dana Judd, Trails & Open Space committee member spoke with Robin Leftwich. One of the concerns regarding the Land Reserve is if it winds up being too fragmented, there will be conflicting uses. Ms. Leftwich suggested a meeting be scheduled to discuss this. Director Johnson will be meeting with Kathy Crowley of The Irvine Company on Wednesday. During their last conversation, Ms. Crowley stated that she would like to have a detailed plan completed by the fall. The Nature Conservancy has the conservation easements on the land reserve. Director Boeck requested each Director prepare a brief CV of 1/2 page before the next meeting.

Landscaping (sub-committee Director Boeck & Fran Williams) – Fran Williams provided a report. Moving the sprinklers to make way for the playground turned out to be a much larger job than anyone anticipated. Old footing were found during excavation which had to be jack hammered out. All the irrigation lines had to be moved as well. With regard to the demonstration garden, Ms. Williams has heard nothing further from the Eagle Scout.

Legal Compliance (Director Boeck & Hunt) nothing to report

Safety (Directors Hunt & Boeck, Craig Swart) – previously discussed

Closed Session

No closed session held.

Adjournment

The meeting was adjourned at 11:30 PM on May 8, 2003 to the adjourned meeting scheduled for May 14, 2003 at 6:30 PM at the Silverado Community Center.