



P.O. BOX 8, SILVERADO, CA 92676

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
TUESDAY, DECEMBER 9, 2003 AT 7:00 PM  
AT THE SILVERADO COMMUNITY CENTER  
27641 SILVERADO CANYON ROAD, SILVERADO 92676**

**DIRECTORS**

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

**GENERAL COUNSEL**

Elizabeth Martyn

**ADMINISTRATOR**

Bev Mileham

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**APPROVED MINUTES**

The meeting was called to order at 7:10 PM by President Hunt, who acted as Chairperson.

**ROLL CALL**

All Directors were present. All staff were present except for Counsel.

**MEMBERS OF THE PUBLIC PRESENT**

Joanne Hubble, Dana Judd, Fran Williams, Gene Robinson, Judy Myers

**CONSENT CALENDAR**

Correspondence

Monique Brisley, a teacher at the Silverado Children's Center submitted a letter of resignation two days previously. In view of the recent nature of this and the importance to address it, **Director Hunt made a motion to hold a closed session to discuss hiring a replacement. Director Johnson seconded. Unanimously approved.**

Director Levy brought up a discussion about attending the CSDA's Governance series conference. The fee for attendance is \$170.00. Director May stated that there was money in the budget for leadership and Board member training. **Director Johnson made a motion to approve attendance for all interested members of the Board. Director Boeck seconded. Unanimously approved.**

The three-day O.C. Leadership Symposium conference was discussed. Director Levy thought it would be a good meeting to attend and said he might like to go. Director Johnson suggested putting in a call to see if they could qualify for a lower rate than the \$575. The Board would like President Hunt to go. He may go if possible or appoint a designee from the Board to attend. Other members have the option to pay their own way if they choose to go. **Director Johnson made a motion to pay for Director Hunt or a designee's way. Director Boeck seconded. Unanimously approved.**

Approval of November 25, Minutes

**Director Johnson made a motion to approve Minutes with corrections to the incorrect date given in the heading. Director May seconded. Director Boeck abstained. Unanimously approved.**

### TREASURER'S REPORT

The Board discussed July-Dec 6 Budget vs Actual sheet. A Balance sheet was also distributed. Questions were asked about the auditor's fee, and it was noted that the utilities have gone up in cost, possibly due to a water leak in Modjeska, which has since been repaired. Director Johnson suggested to Director May that she keep track of the utilities to see how much things are costing and to note if there are any changes.

**Director May made a motion to approve the Finance Report. Director Levy seconded. Unanimously approved.**

Payment of District Bills- **Director May made a motion to approve transmittal 1203B for \$3,374.05. Director Johnson seconded. Unanimously approved.**

**Director May made a motion to approve transmittal 1203A for \$350.00 to pay Directors meeting attendance fees. Director Johnson seconded. Unanimously approved.**

Director May had a suggestion to approve certain bills for payment now, because of the holidays and since the Board won't be meeting again until January 2004. **Director May would like the bookkeeper to prepare, then have Director Hunt sign for approval and then Director May would send in the transmittals for payment. Director Johnson moved to approve this idea, Director Boeck seconded. Unanimously approved.**

Resolution for Petty Cash Fund - **Director May made a motion to establish a petty cash fund, following all Impressed Fund and County procedures, with a copy of policy and procedures from the County to be added to the resolution. Director Johnson seconded.**

**A Roll call was taken: Director Levy-AYE, Director Boeck-AYE, Director Hunt-AYE, Director May-AYE, Director Johnson-AYE**

### SILVERADO CHILDREN'S CENTER

Enrollment status- The total number of children enrolled at the center is 51. There has been a small loss in attendance. Director Johnson will work on a new format for the Center.

A termite inspection was done. Wet areas showed some external fungus growth, and termites were evident. Three different termite control company bids were being considered by the Board. **Director May made a motion to authorize the Children's Center Liaison (Director Hunt) to negotiate with an exterminating company not to exceed \$4,000.00. Director Boeck seconded. Unanimously approved.**

Children's Center Director- Director Johnson brought resumes from interested persons for the Children's Center Director position. Three candidates were interviewed by Director Johnson and the appointed Search Committee. Cathie Fountain really impressed everyone, she has some financial experience and excellent credentials. Her philosophy meshes very well with the Center, she seemed the obvious choice for everyone. Director Johnson is meeting with her to discuss salary possibilities. Director Johnson will draft the contract, to be reviewed by District Counsel. Her background is being checked in the meantime, fingerprinting etc. She has not been formally hired yet.

Status of O.C. Children and Families Commission Grant (\$35,000).- To decide on course of action to make changes necessary to establish SMRPD as the administrative authority, and begin utilizing the funds as soon as possible. The Board decided to wait on making any decisions on this until hiring a Children's Center Director.

Director Hunt reported being at the Children's Center Parents Committee meeting, where the attitude was positive. Concerns were expressed about the need to get a director hired ASAP.

Joanne Hubble spoke at the podium, she told the Board that Cathie Fountain should be made an offer as soon as possible. She asked if the entire Board needed to meet her for approval.

She mentioned a lady named Regina (no last name given) was interested in working at the center. She said that the center needed to have a floating teacher for consistency for the children, noting that having continuous substitutes was too hard on the children. Health benefits were an issue at the center and she asked what Cathie Fountain would be offered.

Hot water is needed at the center. She also recommended an air purifier, and wanted to know why the Board felt the center should pay for the termite problem. Director Hunt responded that the District paid for all outlays and that the notion of the Children's Center as an entity apart from the District was and always had been incorrect. The Children's Center is an Enterprise Activity that is wholly owned and operated by the District, and it is necessary to keep expenses for the Enterprise and the General Funds separately accounted to avoid subsidizing the Enterprise with tax monies.

## **DISTRICT FACILITIES**

Caretakers Report - The Board discussed whether they need to get Safety Reports from the caretakers.

Modjeska Community Center rehab status - The Board will solicit bids by January.

## **OTHER DISTRICT BUSINESS**

Election of Board Officers for 2004

**Director Levy made a motion to nominate Director Hunt for President. Director Johnson seconded. Approved 3-AYE, Directors Boeck and Hunt abstained.**

**Director Levy made a motion to nominate Director May as Treasurer. Director Johnson seconded. Approved 3-AYE, Directors Boeck and May abstained.**

**Director Hunt made a motion to nominate Director Levy as Secretary. Director Johnson seconded. Approved 4-AYE, Director Levy abstained.**

**Director Levy made a motion to nominate Director Johnson as Vice President. Director May seconded. Approved 3-AYE, Directors Boeck and Johnson abstained.**

LAFCO Municipal Services Review Working Committee process report and selection of District representative and alternate.- **Director Hunt made a motion to nominate Director May to be the primary representative. Director Johnson seconded. Unanimously approved.**

**Director Johnson made a motion to approve Director Levy as the alternate. Director May seconded. Unanimously approved.**

Continuation of discussion regarding assignment of Director management responsibilities. Included brief presentation of the legal and financial liabilities of unstructured Board micromanagement and inappropriate interference of individual Directors with Staff activities.

Director Hunt discussed with CAPRI and also with District Counsel for advice in this matter. The Board was presented with a packet of information from Director Hunt to review and discuss at a future time. Updating the District Policy Manual was discussed.

Status of Grants- The Board discussed looking for someone to handle the grants. Director May met with Phil McWilliams and thought he would be good candidate for the job. Director Hunt suggested the Finance Committee contact him to try to get him on board ASAP. **Director May made a motion to appoint Phil McWilliams to work strictly with the Finance Committee to handle the grants. Director Levy seconded. Unanimously approved.**

**Resolution 120903-1 to establish that the second Regular Board Meeting on the fourth Tuesday of each month, from this point forward be held at the Modjeska Community Center. Director Levy made a motion to adopt Resolution 120903-1. Director May seconded. A roll call vote was taken: Director Levy-AYE, Director Boeck-NAY, Director Hunt-AYE, Director May-AYE, Director Johnson-AYE.**

Due to the holidays the Board voted on whether or not to have a December Board Meeting. **Director Boeck made a motion to cancel the regular meeting of December 2003. Director Johnson seconded. Unanimously approved.**

Status of Flying-B Ranch acquisition Investigations. Director May has been trying to get in touch with owner of the Flying-B Ranch and has not heard from him yet.

## **COMMITTEE REPORTS**

### **Recreation**

Director Levy passed out a Winter Program brochure. Things are looking really good with all kinds of classes being planned. Registration is January 10, 2004 and classes will start on

January 19<sup>th</sup>. Some of the classes are nature hikes, yoga, ceramics, and a cooking class. Classes are offered to children, families and seniors. Director Boeck and Dana Judd are working together with the Nature Conservancy on future hikes which they're hoping will be ready around March of 2004, they have a lot great ideas with hiking.

The Board discussed having an independent checking account. They also talked about expanding the program to other adjacent areas.

#### **Facilities**

Fran Williams reported that Judy Myers had the rugs and the upholstery in the Community Center cleaned, and it looked great.

#### **Children's Center, *ad hoc***

Director Hunt and Director May reported the meeting at the Children's went very well.

#### **CLOSED SESSION**

At 11:30PM the meeting adjourned to Closed Session pursuant to Calif. Govt. Code § 54957, Public Employment, Child Care Center Employees. \*

The Board returned to Open Session at 11:53PM. No actions were taken in Closed Session. It was decided to delay replacement of the departed teacher until a new Children's Center Director is in place.

#### **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 11:55PM. The next Regular Board Meeting is at 7:00PM on Tuesday January 13, 2004 at the Silverado Community Center.