



P.O. BOX 8, SILVERADO, CA 92676

**REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY JANUARY 13, 2004 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
Mark Levy - Secretary
Mike Boeck - Director

GENERAL COUNSEL

Elizabeth Martyn

ADMINISTRATOR

Bev Mileham

APPROVED MINUTES

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The meeting was called to order at 7:08 by President Hunt, who acted as Chairperson.

ROLL CALL

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

MEMBERS OF THE PUBLIC PRESENT

Lea Peterson-Brown, Phil McWilliams, Judy T. Myers, Joanne Hubble, Fran Williams

CONSENT CALENDAR

DRAFT MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 9, 2003 AND THE SPECIAL BOARD MEETING OF DECEMBER 20, 2003

Director Johnson made a motion to approve and file the Minutes, Director May seconded. Unanimously approved.

CORRESPONDENCE

A letter of resignation from the bookkeeper of the Children's Center will be added to the meeting under the heading of The Children's Center Item D. Director Hunt made a motion to approve the addition. Director Johnson seconded the motion. Unanimously approved.

Director May said she would get the Budget report together to send to the auditors.

Director Hunt has the annual facilities questionnaire from Capri that he will be working on. It was due in their office by October 31, 2003.

Director Johnson made a motion to accept and file the correspondence. Director May seconded. Unanimously approved.

TREASURER'S REPORT

Director May made a motion to approve Transmittal 1203E for Ware Disposal for \$208.22. Director Johnson seconded. Unanimously approved.

Director May made a motion to approve Transmittal 1203D; Snyder and Associates for \$180.00; General Counsel Elizabeth Martyn for \$3,170.00; Caretakers out of pocket expenses and Cox services for \$375.32. Director Johnson seconded. Unanimously approved

Director May made a motion to approve Transmittal 1203F for the Caretakers work done before moving into the residence for \$250.00 that was previously approved by vote of the board. Director Johnson seconded. Unanimously approved.

Director May made a motion to approve Transmittal 1203C for Directors' attendance at Board Meetings for \$200.00. Director Johnson seconded. Unanimously approved.

Director May made a motion to approve Transmittal 104A, SBC telephone \$24.00 and Edison \$530.93. Director Johnson seconded. Unanimously approved

Director May discussed with the Board members the late utility bill problems we've been having. She spoke with the Edison Company and they suggested combining all billing to one bill. Another idea Director May had was to talk to Sandra Barnes and to Julie Chung about making a special blank transmittal to send the bills out immediately upon receiving at the post office. The Administrator was asked to retrieve the mail every day.

FINANCE REPORTS

Director May passed out the Balance sheet, showing assets and liabilities.

She also distributed to the Board the Budget vs. Actual, which were reviewed by the Directors. At the next Board Meeting which will be a planning meeting they will discuss this at more length.

Director May is working on a policy for a Petty Cash Fund and will present it to the Board for approval later.

SILVERADO CHILDREN'S CENTER

Enrollment- There has been a slight net gain in enrollment.

Termites- the company doing the termite work has not been given the go ahead yet. A few things need to be prepared first. (Animals and plants need to be put away etc.)

Cathie Fountain begins her job as new Director of the Children's Center starting January 20, 2004. The Directors discussed having Director Fountain attend meetings in order to keep everyone in touch with the Children's Center. It was decided to have Director Johnson ask her to attend the Board Meetings once a month.

Director Hunt has resumes for two people interested in the bookkeeping position. President Hunt assigned himself and Director Johnson the ad hoc responsibility for interviewing candidates for the position and returning to the Board with recommendations. Director May said that the current bookkeeper for the District will likely resign this summer so we should consider covering both jobs with the same bookkeeper if possible.

PUBLIC INPUT ON CHILDREN'S CENTER

Judy Myers is willing to donate plants to the Children's Center if someone will help prepare the soil on the north side of the building to accept them.

Bingo is going well.

Director Hunt reported that there has been a minor theft at the Children's Center. Some things missing are a bike and a wagon.

There have been complaints about the landscapers Snyder and Associates' work. Phil McWilliams will get bids from other companies.

OTHER DISTRICT FACILITIES

Director Levy reported caretakers are doing a good job. They will be asked to attend the first meeting of each month to report to the Directors how things are going.

MODJESKA COMMUNITY CENTER REHAB STATUS

Phil McWilliams was asked by the Board to check into a grant to see if it could be used for the rehab project. He was also asked to attend the up coming monthly planning meeting to discuss this at more length.

OTHER DISTRICT BUSINESS

Sponsorship of an Earth Day Marathon Race was discussed. Director Boeck talked to Patrick Mitchell, a Park Naturalist about the Earth Day Race. We will be co sponsors with the City of Orange, Wild Lands Conservancy, the City of Santa Ana and more. On April 17th, a Saturday, the marathon will be a run to the top of Santiago Peak and back. Other races are planned also. There will be a Fair at Santiago Park where we may have a booth. They are trying to organize a creek tour to generate interest in getting grant funds to rehabilitate Santiago Creek.

The Board liked the idea. Director Boeck made a motion that the SMRPD join as a sponsor to Creek Week 2004. Director Levy seconded. Unanimously approved. The dates are April 16th thru April 24th.

COMMITTEE REPORTS

RECREATION

The Winter Program is off and running. The programs went out in the mail. A "Meet and Greet" the Instructors day is planned for Saturday 17 from 10:00-12:00, sign ups will also take place on that day.

It was discussed including Trabuco Canyon on the next program mailing. The Board thanked Director Levy for all his hard work in putting together this Recreation Program for the community.

Director Hunt made a motion to continue the meeting past 9:30. Director Johnson seconded. Approved 3-YES, 2-NO (Boeck, May).

Director Hunt made a motion to adopt the Winter 2004 Recreation Program. Director Boeck seconded. Unanimously approved.

FINANCE

Phil McWilliams will look into the Grant situation and report to the Directors how they are doing financially. The Board asked him to look into getting lights for the play area at the Community Center. He is also looking into sod, sprinklers and a bench at the Silverado Center as wrap-up items for the playground grant.

Director May handed out a packet for "contractors" to the Directors to review.

FACILITIES MAINTENANCE AND SAFETY

LANDSCAPING - Fran Williams mentioned a dangerous tree at the Silverado Center, inside the fence at the Caretaker's residence. The Board decided the tree would be cut down and replaced with another one. Fran will ask the landscaper to cut it down, and to remove the stump if possible.

Phil McWilliams will have someone come out to the Community Centers and check both sprinkler systems.

AD HOC COMMITTEE REPORTS

Director Boeck reported delivering trail maps and working with Jeff Dickman. He will report on this at the next meeting.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 10:45PM. The next Regular Board Meeting is at 7:00PM Tuesday 27, 2004 at the Modjeska Community Center.