



RECREATION AND PARKS DISTRICT

P.O. BOX 8, SILVERADO, CA 92676

**REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, FEBRUARY 10, 2004 AT 7:00 PM
AT THE MODJESKA COMMUNITY CENTER
28990 MODJESKA CANYON ROAD, MODJESKA 92676**

DIRECTORS

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

STAFF

**Cathie Fountain – SCC Director
Elizabeth Martyn – General Counsel
Bev Mileham – Admin. Assistant
Phil McWilliams – Grants Administrator
Aaron & Cori Combs – Caretakers**

MINUTES, CORRECTED AND APPROVED 3/24/04

President Hunt, acting as Chair, called the meeting to order at 7: 07.

ROLL CALL

All Directors were present, all Staff was present except General Counsel

MEMBERS OF THE PUBLIC PRESENT

Chay Peterson, Debbie Beltz, Judy Myers, Fran Williams, Cindy Hayes

PUBLIC INPUT

The Board was asked if the Bingo group from the Children’s Center could use the closets in the A building for storage. The Board was not opposed.

CONSENT CALENDAR

1st ACTION: Director Johnson made a motion to approve the Draft Minutes of January 27, 2004. Director Levy seconded. Unanimously approved.

SILVERADO CHILDREN’S CENTER

Cathie Fountain, the new Children’s Center Director attended the meeting and gave a report on the current situation at the Center.

Things are coming together nicely, Cathie said they are spending time making plans, sharing new ideas and building up morale. A preschool children’s art show is being organized as a fund raiser for the center on March 20th, featuring original artwork done by the children in the style of several impressionist painters whose work they have viewed and expressed confidence in being able to do as good or better, and questioning sharply if the paintings were really done by adults. A few things are needed for the show

(paints, canvas, etc). Director Johnson suggested that Cindy Hayes ask the Inter-Canyon League for a donation.

The \$35,000 Children and Families Commission grant was discussed. Director Hunt will coordinate setting up a meeting with them to move forward on the grant.

DISTRICT FACILITIES

CARETAKER'S REPORT - The Board discussed with the caretakers using forms for maintenance issues, incidents and accidents. On the evening of Feb. 6, 2004 during the Children's Center Bingo fundraiser at the Silverado Community Center, one of the white plastic chairs collapsed, causing Cindy Hayes (a teacher at the Silverado Children's Center) to be badly bruised in the fall. It was decided to remove all such chairs from both community centers, and Director Boeck volunteered to do this. The proper Cal-OSHA report forms were provided to Cathie Fountain, and the caretakers were directed to interview Cindy Hayes and fill out a Safety Incident Report. The matter will be discussed at the quarterly Safety Meeting held later this month.

The Board asked the caretakers to bring them a report on the facilities next month.

There was a discussion of having credit cards available to the caretakers, and the Children's Center as well. Director Hunt will investigate the requirements with the county auditor-controller's office.

2nd ACTION: Director May made a motion for reimbursement to Cori Combs for establishing a contract with Cox Cable Services. Director Johnson seconded. Unanimously approved.

Director Levy wanted to talk about the pool table, pin ball game and foos-ball games in the A building, noting that they were hardly or ever used at all.

3rd ACTION: Director Levy made a motion to donate these items to the Children's Center to sell or use in any way they wish. Director Johnson seconded. Unanimously approved.

TREASURER'S REPORT

4th ACTION: Director May made a motion to approve reimbursement to Grants Coordinator Phil McWilliams for payments for work done on the playgrounds sandbox and electrical work done for \$1,920.62. Director Johnson seconded. Unanimously approved.

5th ACTION: Director May made a motion to approve payment to Bob Click for doors purchased in the amount of \$502.28. Director Levy seconded. Unanimously approved.

6th ACTION: Director May made a motion to approve payment to the Post Master for the District's post office box in the amount of \$66.00. Director Johnson seconded. Unanimously approved.

7th ACTION: Director May made a motion to approve payment to Cori Combs for cleaning supplies, phone bills and expenditures in the amount of \$195.07. Director Johnson seconded. Unanimously approved.

8th ACTION: Director May made a motion to approve reimbursement to Cori Combs for Cox Internet in the amount of \$34.76. Director Levy seconded. Unanimously approved.

FINANCE REPORT

Director May distributed copies of Budget vs. Actual to discuss revenue and expenses.

9th ACTION: Director May made a motion to approve the finance report. Director Levy seconded. Unanimously approved.

There was a discussion of the mid-year budget. Director May handed out a worksheet to the Directors and gave an explanation to them. It was decided to discuss at the next meeting, since the item was not on the agenda.

OTHER DISTRICT BUSINESS

DISTRICT BOOKKEEPER - A discussion of the need for and qualifications of a bookkeeper for the District was held. It was decided to place ads at the markets and post office in the Canyons and have them mailed to P.O. Box 8.

COMMITTEES

RECREATION

Yoga still popular and may need to be expanded to more days.

Fran Williams reported on the hike to Holy Jim Canyon and said the hike to the waterfall was very nice.

Ceramics is going well.

There is still a need for more instructors to teach a class.

10th Director Hunt made a motion to continue the meeting past 9:30. Director Johnson seconded. Approve 4-YES, 1-NO (Director May opposed)

Several directors expressed dissatisfaction with the typical length of Board meetings.

FACILITIES AND SAFETY

Landscaping - Fran Williams reported on the condition of the Silverado Community Center's landscape. She said the lawn is in terrible shape, with a lot of gopher holes that are trip hazards, and soil is needed for the planters. Director May wants the gopher holes filled in ASAP for safety reasons.

CORRECTION OF MARCH 23, 2004, APPLIES TO 11th ACTION: To add the spending authorization and assignment of hiring responsibility that the Board discussed when taking the 11th Action that follows. Spending authorization for an exterminator was capped at \$500.00. Phil McWilliams was assigned to do the hiring of the exterminator, and Fran Williams to arrange for dirt fill for the planters and gopher holes. Three days later, Fran Williams was administratively assigned both responsibilities by President Hunt when Phil McWilliams declined for personal reasons to participate in the gopher eradication.

11th ACTION: Director Levy made a motion to hire an exterminator. Director Boeck seconded. Unanimously approved.

12th ACTION: Director Levy made a motion to approve paying the landscaping company up to \$250.00 to fill gopher holes and bring in dirt for the planters. Director Johnson seconded. Unanimously approved.

Bob Miller of CAPRI has been in touch with the District regarding the overdue response to his walk-through of July 2003. Director Hunt will respond.

CLOSED SESSION

Meeting went into Closed Session Pursuant to Calif. Govt. Code 54957 at 10:20 PM to discuss hiring of Administrative Assistant.

RETURN TO OPEN SESSION

Meeting returned to open session at 10:40PM. The Board decided to investigate the county's role, if any, in payroll preparation for a District employee before giving further consideration to hiring. Director Hunt will investigate this.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 10:50PM.

Next meeting will be held at the Modjeska Community Center, 28990 Modjeska Canyon Road at 7:00PM on Tuesday February 24, 2004. There is some question whether a quorum will be available since several Directors are traveling.