



RECREATION AND PARKS DISTRICT

P.O. BOX 8, SILVERADO, CA 92676

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
TUESDAY, MARCH 23, 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 - Director  
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

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**MINUTES**

The meeting was called to order at 7 :12 by President Hunt, who acted as Chairperson.

**ROLL CALL**

All Directors were present except Director May (excused absence). Grants Administrator Phil McWilliams and Administrative Assistant Bev Mileham were present.

**MEMBERS OF THE PUBLIC PRESENT**

None

**CONSENT CALENDAR**

**1st ACTION:** Director Johnson made a motion to approve the Consent Calendar.  
Director Levy seconded. Unanimously approved.

**OTHER DISTRICT BUSINESS**

**Election of Board Treasurer**

President Hunt opened the floor to nominations for Treasurer.

**2nd ACTION:** Director Johnson made a motion to nominate Director Boeck for the office of Treasurer. There being no other eligible candidates, President Hunt added that the action would confirm election to the position as well.  
Director Levy seconded. Unanimously approved.

## Payment of District Bills

The Board discussed obtaining a credit card, having a petty cash fund and or opening a bank account in order to help with purchases and easier access to money when needed. This item will be added to a future Agenda.

**3rd ACTION:** Director Johnson made a motion to approve payment of transmittal # 0304 in the amount of \$200.00 for Directors fees. Director Levy seconded. Unanimously approved

**4th ACTION:** Director Johnson made a motion to approve payment of transmittal #0304D in the amount of \$152.00 for out of pocket expenses for Bev Mileham, \$2,829.00 for CAPRI, totaling \$2,981.94. Director Levy seconded. Unanimously approved.

**5th ACTION:** Director Levy made a motion to approve payment of transmittal #0304E in the amount of \$1,001. 00 for Canyon Septic. Director Johnson seconded. Unanimously approved.

**6th ACTION:** Director Johnson made a motion to approve payment of transmittal #0304F to Phil McWilliams in the amount of \$2,260.00, payment for services rendered in January and February of 2004. Director Levy seconded. Unanimously approved.

**7th ACTION:** Director Johnson made a motion to approve payment for the following bills received, and have them sent to the bookkeeper for preparation of a transmittal. Edison- \$446.65. Edison- \$436.63. KC Propane-\$52.37. KJ Snyder-\$180.00. Home Depot-\$253.94. Director Levy seconded. Unanimously approved.

**8th ACTION:** Director Johnson made a motion to approve payment to Phil McWilliams for reimbursement for out of pocket expenses for the Playground Grant in the amount of \$4,386.16. Director Levy seconded. Unanimously approved.

**9th ACTION:** Director Johnson made a motion to approve a correction to the previously approved February 10th Minutes, adding the Board discussion and agreement on a \$500 spending limit for eradication of gophers at Silverado Park, the assignment of hiring and purchasing authority to Phil McWilliams to accomplish this, and subsequent administrative reassignment of the hiring and purchasing authority to Fran Williams by President Hunt. Director Levy seconded. Unanimously approved.

**10th ACTION:** Director Johnson made a motion to reaffirm previous Board discussion and agreement to assign Grants Administrator Phil McWilliams the authority to perform hiring and purchasing to complete the Playground Grant before its February 28, 2004 deadline. Director Levy seconded. Unanimously approved.

**11th ACTION:** President Hunt made a motion to transfer \$2,000.00 of Ron Molendyk's returned salary, per his request, from the SMRPD General

Fund to the District's Bank of America checking account for the Recreation Program. Director Johnson seconded. Unanimously approved.

**12th ACTION:** President Hunt made a motion that in lieu of the agendaized Board **Resolution 032304-1**, Director Boeck write and send a letter of appreciation to The Irvine Company for providing indemnification for the use of their land as a parking area for the annual Silverado Firefighters Easter Breakfast, thereby enabling the event to take place this year. Director Levy seconded. Unanimously approved.

**13th ACTION:** President Hunt made a motion to authorize retroactively the hiring of Julie Chung as District Bookkeeper in July of 2003, and the execution of a contract covering date of hire forward, said contract defining her scope of work and compensation. Copy of executed contract to be forwarded to Sandra Barnes in the Orange County Auditor-Controller's office Director Levy seconded. Unanimously approved.

**14th ACTION:** President Hunt made a motion to expand on previous Board discussion and action to renew Administrative Consultant Bev Mileham's contract. Said contract is retroactively approved from January 2nd, 2004, to be renewed at 6 month intervals, Secretary Levy to execute contract and forward a copy to Sandra Barnes in the Orange County Auditor-Controller's office. Director Johnson seconded. Unanimously approved.

The Board discussed the Children & Families Commission grant for the Silverado Children's Center, and forming a 501c3 corporation/foundation to enable additional assistance from C&FC. It was decided to immediately act to pursue the grant under the direct aegis of SMRPD, with Director Hunt and Director Johnson to meet with Children's Center Director Cathie Fountain to discuss further.

Per Board discussion at the previous meeting and this one, it was agreed to hold a Special Meeting of the Board for a Strategic Planning Session on April 3, 2004, where the Board will conduct an all-day workshop to determine short and long term directions for the District. There will be no actions taken at this meeting unless an emergency situation should arise.

**15th ACTION:** Director Levy made a motion to participate in the CSDA signature drive to oppose state redirecting of revenues away from special districts to counteract the state deficit. Director Boeck seconded. Unanimously approved.

**16th ACTION:** Director Levy made a motion to spend up to \$300.00 for two banners and other display equipment for SMRPD staffed tables distributing information about upcoming SMRPD recreational events at the Silverado and Modjeska Firefighters Easter Breakfasts. Director Hunt seconded. Unanimously approved.

## **COMMITTEES**

Recreation- Director Levy gave a report on the Recreation Program. There was discussion of possibly lowering the prices of the classes in order to help make them

more affordable, but the Board's consensus was that it would be best to wait until it can be determined whether the current fees will cover expenses or generate revenue, and then to revisit the fee structure.

Programs/events being offered in the Spring are, so far, ceramics, yoga and hikes. More programs are being planned in partnership with Tucker Wildlife Sanctuary, the Silverado Children's Center, and other interested individuals.

Director Boeck met with Vulcan Materials and discussed the possibility of purchasing the Bat Bridge which connects Hicks Haul Road over Santiago Canyon Road. The meeting had some interesting possibilities. Director Boeck will continue to look into this and report his findings to the Board.

**17th ACTION:** President Hunt made a motion to continue the meeting past 9:30. Director Johnson seconded. Unanimously approved.

**18th ACTION:** Director Boeck made a motion to authorize up to \$100.00 to pay for sandwiches at the TNC co-sponsored Wildflower Hike, and supplies for an SMRPD booth/table at the SMRPD co-sponsored Creek Week event. Director Johnson seconded. Unanimously approved.

**1st RESOLUTION:** #032304-2 Director Boeck made a motion to declare April 17-24 as Santiago Creek Week and urge residents to increase their awareness of local watersheds. Director Johnson seconded. A Roll Call Vote was conducted: Director Boeck-AYE, Director Hunt-AYE, Director Johnson-AYE, Director Levy-AYE. Resolution carried unanimously.

Dean Brown has offered to make copies of any minutes or information that may be needed by Director Levy if Director May's LAFCO notebook is not available to him.

The search for a District bookkeeper by the *ad hoc* Search Committee (Hunt, Johnson) is still in progress. There are 7 or 8 applicants so far. Director Johnson will narrow the field to conduct interviews, and the Search Committee will submit a report to the Board as soon as possible.

## **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 9:52PM. There will be a Special Board Meeting, Strategic Planning Workshop, held at the Silverado Community Center at 9:00AM on Saturday April 3, 2004. The next Regular Board Meeting will be held at the Silverado Community Center at 7:00PM on Tuesday April 13, 2004.