



P.O. BOX 8, SILVERADO, CA 92676

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
THURSDAY APRIL 28, 2005 AT 7:00 PM  
AT THE SILVERADO COMMUNITY CENTER  
27641 SILVERADO CANYON ROAD, SILVERADO 92676**

**DIRECTORS**

**Robert Hunt - President  
Deborah Johnson – Director  
Brett Peterson – Vice-President  
Mike Boeck - Treasurer  
Mark Levy - Secretary**

**STAFF**

**Cathie Fountain – SCC Director  
Elizabeth Martyn – General Counsel  
Bev Mileham – Admin. Assistant  
Phil McWilliams – Grants Admin.  
Steve Reighart – Caretaker  
Meghan McCauley – Bookkeeper**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

All the Directors were present. Silverado Children’s Center Director Cathie Fountain, Grants Administrator Phil McWilliams, Caretaker Steve Reighart, and Admin. Assistant Bev Mileham were present.

**PUBLIC ATTENDANCE**

Judy Myers, Frances Williams, Bruce Newell, Steve and Linda Peterson, Sally Murphy, Peter Bollinger

**PUBLIC AND BOARD INPUT ON NON-AGENDIZED ITEMS**

Architect Bruce Newell requested an expedited reimbursement of a KNK invoice for \$2,106.81 to recover outlays for county plan check fees paid on behalf of the district for the ongoing Renovation Project.

**1st ACTION** Director Hunt made a motion to add a KNK invoice for \$2,106.81 submitted by Bruce Newell to the Agenda for approval. Director Levy seconded. Unanimously approved.

**CONSENT CALENDAR**

Director Levy brought in a newspaper article about the Bat Bridge reporting that it would not be torn down, noting that Supervisor Campbell was instrumental in saving the bridge. He also thanked Director Boeck for his help in saving the bridge.

**2nd ACTION** Director Boeck made a motion to approve the Consent Calendar and the Minutes of April 14, 2005 with corrections. Director Johnson seconded. Unanimously approved.

## TREASURER'S REPORT

**3rd ACTION** Director Boeck made a motion to approve payment of transmittal 04-05D for \$100.00 total for Directors' compensation for the Regular Board Meeting of April 14, 2005 to:

|                |         |
|----------------|---------|
| Director Boeck | \$50.00 |
| Director Levy  | \$50.00 |

Director Johnson seconded. Unanimously approved.

**4th ACTION** Director Boeck made a motion to approve payment of transmittal 04-05E for \$8,065.14 total to:

|                                   |            |                                      |
|-----------------------------------|------------|--------------------------------------|
| Phil McWilliams                   | \$875.00   | Reimbursement and Inv. for 3/3005    |
| Mark Levy                         | \$1,541.23 | Reimbursement                        |
| So. Cal. Edison                   | \$403.44   | Invoice 4/12/05                      |
| SBC                               | \$51.48    | 714-649-2428/2850 4/10/05            |
| H&P Fire                          | \$62.50    | Inv. #AA21973                        |
| Waste Management                  | \$24.68    | Inv. #1426009-2515-0                 |
| Steve Reighart (RSL Construction) | \$3,000.00 | Inv. #2010-03/2005 and #2011-04/2005 |
| Katzmaier, Newell, Kehr           | \$2,106.81 | Reimbursement, plan check fees       |

Director Johnson seconded. Unanimously approved

**5th ACTION** Director Boeck made a motion to approve payment of transmittal 04-05F for \$700.00 to:

|                                     |          |                                  |
|-------------------------------------|----------|----------------------------------|
| California Dept. of Social Services | \$700.00 | Children's Center annual license |
|-------------------------------------|----------|----------------------------------|

Director Johnson seconded. Unanimously approved.

The Board reviewed the financial report. It was noted that the electricity bill appeared to have tripled, although the figure probably included the \$1,280 deposit recently submitted.

Director Johnson asked about the School of the Arts contract and wanted to discuss it at the next meeting. The Board also discussed places the School of the Arts could meet during the remodel.

## SILVERADO CHILDREN'S CENTER

Children's Center Director Cathie Fountain passed out SCC's financial statements. Enrollments have increased, and a salary reimbursement portion of the OCCFC grant money was received and deposited in a savings account to start a cash reserve. The new web site is up and running.

The Steve and Linda Peterson family have very graciously donated new sod, an upgraded sprinkler system and other landscape improvements to the Center. Cathie Fountain thanked them and said that the Center looks wonderful, creating a good impression for prospective client tours of the Center. The District's new marquee sign obtained for Rec Program advertisement and placed at the Children's Center entrance for test evaluation resulted in four calls about the Summer Session despite reduced visibility because of the existing sign and the fence. This appears to confirm the advertising value of a more visible sign at the entrance.

Parents are helping with maintenance to help cut costs at the Center, although the cleaning service was not replaced by parent crews as previously discussed. Director Hunt noted that the suggestion was obviously not popular when it was made, resulting in the loss of one client before it began, and that its potential to alienate others might well outweigh the short-term economic benefit. He then noted that the influx of cash from grant reimbursements and worker's comp refunds would disguise the fact that there was still a negative cash-flow that would continue until repeating income increased or expenses were reduced.

Director Levy suggested a Resolution at a future Board meeting for Steve Peterson's company, Specialized Tree Works, to thank them for their generous contribution to the Children's Center. Director Johnson suggested a thank-you letter instead.

There was a discussion of the District's requirements for assumption of operation or ownership by a parent-formed 501c3. Director Hunt read a draft list of 10 suggested conditions. Director Johnson questioned some of the wording in it, and it was decided to seek advice of counsel for any needed corrections and be ready for review and Board approval in two weeks. Peter Bollinger agreed with the draft of suggested conditions and saw no problems with it.

Overdue parent accounts were discussed. Director Hunt suggested implementing a clear policy to eliminate the problem beginning with the summer session. Cathie Fountain thought it might help if the Board would send a letter to the parents with past-due tuition balances. The matter was tabled to the next Board meeting, when the ad hoc Children's Center Committee will present a formal outline. Reduction of the large overdue amounts by bartering for needed maintenance such as painting and plumbing was suggested. Cathie Fountain suggested a scholarship fund, with Director Hunt responding that the District and Center were in the red trying to meet normal operating expenses, and he did not see where funding could be obtained for the otherwise laudable proposal. It was suggested that the District offer a discount for payments that are made current by a specified date before being referred for collection.

## **CARETAKER'S REPORT**

**6th ACTION** Director Boeck made a motion to approve payment of the additional \$1,500 invoice from Steve Reighart that was included on Transmittal 04-05E for Caretaker's work in the month of April without occupation of residence due to ongoing repairs to it. Director Johnson seconded. Unanimously approved.

Fran Williams passed out the schedule calendar of April. Keeping track of money received for rental and cleaning deposits was discussed. It was decided to have Bev Mileham keep a ledger and purchase a receipt book. A special PO Box may be used for rental checks.

Lorraine Brown generously gave \$225.00 for a new sprinkler drip system at Silverado. Director Johnson offered to write a thank-you letter on behalf of the Board.

It was discussed that the liability waiver in the facilities use agreement is very important, and all who use the facilities should sign an agreement. A lock box for the keys to the facilities is being purchased.

A Modjeska resident called Director Hunt about a group of five children vandalizing Modjeska Park at 5:30PM on April 21. The children were confronted at the park and told that any recurrence would result in a criminal complaint. A power box was damaged and subsequently repaired by Steve Reighart. There have been additional recent incidents of fire damage to trash

containers and the portable toilet. Director Peterson suggested thinning the dense bushes that surround the park in order to make the park more visible and reduce the vandalism. He will speak to Steve Peterson and Bonnie Smith about this.

Director Hunt asked Steve Reighart to keep his eyes open for future problems. The Board felt that a police report should be filed for the April 21<sup>st</sup> incident and that costs of vandalism repairs be billed to parents when a child's responsibility is established.

**7th ACTION** Director Boeck made a motion to continue the meeting past 9:30. Director Johnson seconded. Unanimously approved.

Phil McWilliams said that trashcan lids in Modjeska Park are needed (they are routinely vandalized). He asked if Steve Reighart could be authorized to use up to \$200.00 per occurrence for emergency repairs involving safety issues. The Board agreed that this was in keeping with past policy and required no specific action to implement.

#### **GRANTS ADMINISTRATORS REPORT**

Phil McWilliams had the Site Plans have been provided by architect Bruce Newell for Board review. He then gave the Board estimates of \$4,100 for asbestos work that is needed at both community centers before construction starts.

**8th ACTION** Director Johnson made a motion to authorize Phil McWilliams to solicit quotes for asbestos removal not to exceed \$4,100 and to proceed with the low bidder. Director Levy seconded. Unanimously approved.

#### **OTHER DISTRICT BUSINESS**

**9th ACTION** Resolution #042805-1, to bring District into compliance with statutory and procedural requirements by adopting updated amendments to the District's Conflict of Interest Code. Director Boeck made a motion to conduct a Roll Call Vote on Resolution #042805-1. Director Johnson seconded, and the Board unanimously approved.

A Roll Call Vote was taken: Director Boeck, AYE; Director Hunt, AYE; Director Johnson, AYE; Director Levy, AYE; Director Peterson, AYE

**10th ACTION** Director Boeck made a motion to authorize payment of \$400.00 to Roger Seeman for services rendered in cleaning out the storage shed at Modjeska Community Center, and for agreeing to relinquish his right to remove and take ownership of same per earlier demolition and removal agreement with the District. Director Johnson seconded. Unanimously approved.

#### **COMMITTEES**

Director Levy and the Board had a discussion of the new sign placement. The sign is being used at the Children's Center. It will also be used to advertise Recreation events coming up in the communities. Director Boeck said he would like the sign(s) to be in front of the community centers for safety reasons.

#### **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:30PM. The next regular meeting of the Board of Directors will be at the Modjeska Community Center/Fire Hall 16, 28990/28951 Modjeska Canyon Road at 7:00PM Thursday, May 12, 2005.