



P.O. BOX 8, SILVERADO, CA 92676

**REGULAR MEETING OF THE BOARD OF DIRECTORS
SATURDAY DECEMBER 16, 2006 AT 8:30 AM
AT THE SILVERADO COMMUNITY CENTER
7431 SANTIAGO CANYON ROAD, SILVERADO 92676**

DIRECTORS

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

STAFF

**Aimee Bryer – SCC Director
Elizabeth Martyn – General Counsel
Bev Mileham – Admin. Assistant
Phil McWilliams – Grants Admin.
Steve Reighart – Caretaker
Meghan Warner – Bookkeeper**

MINUTES

(A: Action Item) These minutes are available in PDF format at <http://www.smrpd.org>

CALL TO ORDER

The meeting was called to order at 8:40 AM by President Hunt, who acted as chairperson.

ROLL CALL

Directors, Hunt, Levy, Johnson, Peterson and Evans were present. Caretaker Steve Reighart, Grants Administrator Phil McWilliams, Assist. Bev Mileham were present.

PUBLIC ATTENDANCE

Fran Williams, Bonnie Smith, Pam White, and Linda May

PUBLIC AND BOARD INPUT ON NON-AGENDIZED ITEMS

Pam White and Linda May requested permission for yoga instructor Christine Taylor to hold a yoga benefit where the proceeds will go to an orphanage in Mexico. A suggestion was made that the normal rules applying to non-commercial uses of the facilities could be used, and the Community Center reserved at no charge aside from cleaning deposit as long as the event is open to the public.

STRATEGIC PLANNING WORKSHOP

This item was taken out of order to because of time constraints for the facilitator. Director Johnson started the meeting, assisted by facilitator Charmaine Alvarado. The Strategic Planning Workshop Minutes of April 3, 2004 were reviewed and completed goals noted:

- Committee meetings have been successful.
- There is wider participation in local regional groups regarding Open Space.

- SMRPD has become more visible and proactive.
- Silverado Children's Center has achieved a stable financial condition.
- New and active Recreation Program
- Completed renovations at the Silverado Community Center.
- Partnering with Tucker Wildlife Sanctuary has been working very well.
- Two marquee signs to advertise community programs and happenings are in use.
- More involvement with LAFCO

Additional Challenges

- More staff is needed.
- Work on increasing tax base
- Adopt a final Master Plan of Trails

Mission Statement was modified as follows: "To promote community well being thru programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life".

Several involved community members gave their inputs to the Board.

Fran Williams gave the Board a written summary of her ideas, which included:

- The floor and rug in Bldg B at the Silverado Comm. Center need to be cleaned.
- More storage is needed.
- There needs to be cleaning supplies in both A and B buildings, with a sign to direct renters to them. Need a better policy for renter clean up because it hasn't been adequate. Consider a cleaning deposit.
- Remove or repair broken equipment in the Bldg.
- The groundskeeper needs better clarification as to what is important. Review their contract, there may need to be a change in their services that aren't currently covered in the existing contract. Holes in the lawn need to be filled, lawn needs work, hole near pit needs filling. Benches need to be oiled.
- Vinca needs trimming.
- B Bldg needs caulking.
- Fran suggested formulating a master plan for things that only need to be done once a year, and reminded the Board about the \$1,000 donation from the Inter Canyon League to be used for a new roof when it's needed.

Steve Reighart will give to the Board, after Jan. 1st., a list of things that need to be done.

Steve says that there are a lot of repairs needed and they can be time-consuming. He is having trouble with the upkeep of the facilities. Director Levy says it would be good to look over the original agreement, and then look at the extras that are being done and consider payment for these.

The Board is considering a janitorial cleaning service.

Bonnie Smith:

- Residents in Modjeska Canyon are asking for a new light above the backboard at the park, with a protective grill if possible to prevent further breakage.
- Chairs or benches are needed for people to sit on at the park.

- The picnic table is splintery and needs repair.
- Gazebo area needs trimming and a cigarette can is needed.
- Grounds keeper not doing enough. Need to ask them for a bid to do more. Reliable Landscape Service was recommended for another bid.
- Sprinkler nozzles need fixing. Satellite clocks were discussed. Bonnie said she would walk with IRWD smart sprinkler inspection team to learn what is needed in the park to implement the new system and cut water use by 30%.
- Shed has rats, needs cleaning.
- Parking sign working well. Would like a warning card to put on regular abusers' cars.
- The families living behind Modjeska Comm. Center would like a better visual there.
- Would like a TV, VCR given or donated to the Center
- Need better motion sensor lights at doors, cigarette urns for outside, bulletin board looks tacky, and a nice little bench outside.

The Board discussed repairs and maintenance of the Modjeska Community Center.

Director Evans is going to check into SMRPD working with the Madame Modjeska House. Could it be used for community events etc? Director Johnson would like to see if there are volunteers who would be willing to help clean up and repair, do some needed trimming, and donate needed items (TV, etc).

Aimee Bryer, Silverado Children's Center Director, would like to meet with Directors to discuss the work that SCC will be doing behind Modjeska Community Center. They are looking for volunteers from Ameriquest and SCC Parents. Bonnie Smith volunteered to help advise.

Aimee thanked the Board for their support during the hard times that the Children's Center endured, and stated that they are now looking forward to a great future. The Center has established cash reserves in a savings account, has received two grants and had two successful fundraisers. A 5-year working budget was created; mandatory parent workdays will be scheduled, as well as more fundraisers and investigations into more grants. Need to increase enrollment and use better advertising.

The Board commended Aimee for doing such a good job. Her number one priority is the children and she is doing an excellent job at that. They advised to continue to focus on program quality and working closely with staff. She is developing a good working relationship with Silverado Elementary School, with periodic ad hoc meetings. Still working on maintenance issues, bringing everything up to code, and having twice a year Sat. cleanup workdays with parents.

Phil McWilliams commented that he has seen tremendous progress by SMRPD. He has been working on two main responsibilities, grants and facilities. He suggested that he spend more time working on facilities issues and the Board agreed. He anticipates that the Silverado construction will be finished soon and is waiting for reimbursements applied for to come in. New grants are being investigated. Funds are left over from previous grants and he is researching to see if it can be reallocated to a new project.

THE REGULAR BUSINESS PORTION OF THE BOARD MEETING RESUMED AT 11:30 AM

CONSENT CALENDAR

Correspondence, Director Levy will check into seeing if the Board belongs to CSDA. If not, he would like to have this put on the next Agenda to vote on becoming members.

1ST ACTION: Director Johnson made a motion to approve Consent Calendar with the Minutes of November 28, 2006 Regular Board Meeting. Director Peterson seconded. Unanimously approved.

PAYMENT OF DISTRICT BILLS

2ND ACTION: Director Peterson made a motion to approve payment of Transmittal 12-06A for Directors compensation for the Regular Board meeting of November 28, 2006 to Directors Hunt, Peterson, Evans, Johnson & Levy, \$250.00 total. Director Evans seconded. Unanimously approved.

3RD ACTION: Director Johnson made a motion to approve payment of Transmittal 12-06B, District Bills, \$1,554.81 total. Director Evans seconded. Unanimously approved.

GRANTS ADMINISTRATION REPORT

Phil McWilliams said that the Silverado Comm. Center renovation should be complete by end of December. He will work on the final accounting when it's finished.

OTHER DISTRICT BUSINESS

4TH ACTION: Director Johnson made a motion to accept and file FY2004-2005 and FY2005-2006 Audits. Director Peterson seconded. Unanimously approved.

5TH ACTION: Following a review of three competitive bids Director Johnson made a motion to select the low bidder, Dynamic Termite Control Company at \$975.00, to fumigate the recently renovated building at the Silverado Community Center. Director Evans seconded. Unanimously approved.

6TH ACTION: Director Johnson made a motion to authorize payment of up to \$700.00 for chairs and tables for Silverado Community Center, including shipping and handling. Director Peterson seconded. Unanimously approved.

The Board discussed contacting Cal Trans or the CHP to check into traffic safety issues in front of the Silverado Children's Center (illegal passing on shoulder and in center median).

COMMITTEES

Phil McWilliams discussed Open Space and Green Vision. He said they need data on parcels that are part of the land acquisition for mitigation. Melanie and Claire need preliminary evaluation of 77 parcels. They need info on endangered species, Native Americans, wildlife, fossils, etc. Director Johnson would like for the District to be involved in this data search, to be in partnership with them so they can be involved in our vision and work with us.

Director Hunt said IRWD establishes water-filtering wetlands in flood control areas and SMRPD may be able to work with them on this if suitable locations are found.

ELECTION OF BOARD OFFICERS

7th Action: Director Levy moved that all officers retain their present positions through 2007. Director Peterson seconded. Unanimously approved.

This completed the business part of the Regular Board Meeting

THE STRATEGIC PLANNING WORKSHOP WAS RESUMED

Reviewing priorities:

- Youth and children's programs
- Children's Center programs
- Political outreach
- Staff issues
- Trail system, implementing master plan
- Open Space
- Modjeska
- Tax hike
- Maintenance
- Community involvement
- Comm. Center improvements
- Expand District boundaries
- Rec Program, expand, policies & procedures
- Review and revise internal procedures

Rated the order of importance of goals over the next 5 years:

- (1) Open Space and Trails
- (2) Grants, community involvement
- (3) Political outreach pr/media
- (4) Youth program, Internal procedures
- (5) Staffing
- (6) Tax hike
- (7) Expand district boundaries

A more complete summary of the Strategic Planning Session was prepared by facilitator Charmaine Alvarado and is attached as an addendum to these Minutes.

ADJOURNMENT

The meeting was adjourned at 3:00 PM. The next regular meeting of the Board of Directors will be at the Silverado Community Center, 27641 Silverado Canyon Road at 7:00PM on Tuesday January 23, 2007.

Silverado Modjeska Recreation and Park District
Strategic Planning Workshop
December 16, 2006
Silverado Community Center
Addendum

Attendees:

Robert Hunt
Deborah Johnson
Mark Levy
Brett Peterson
Tricia Evans
Beverly Mileham – Administrative Assistant

Visitors:

The following visitors attended the meeting to communicate the needs/wants/concerns and improvements for their respective locations/positions.

Fran Williams – Silverado Park and Community Center

Points of highlight were the following;

1. Address immediate building maintenance issues- Caulk building. Carpet/flooring clean. Bench top-refinish. Fill holes in grass. Roof repairs. Pit near fence.
2. Prioritize regular maintenance tasks esp. in regards to buildings and grounds. A building and grounds calendar will be established to manage regular monthly maintenance issues.
3. Establish a master plan for improvements.
4. Facility rental management – review policies and procedures. Maintain stock of cleaning supplies.
5. Review signage; make corrections and improvements where necessary.
6. Fix and/or remove broken equipment. Plan for storage issues.

Steve Reighart- Park and Community Centers

Will submit a project list in January 2007 for Silverado and Modjeska. Current responsibilities include repairs and cleaning. Some discussion occurred regarding the hiring of a cleaning service (1x or 2 xs monthly) to provide consistent cleaning service. This would allow for slightly more time to address repair needs at each location. Will make immediate improvement to the backboard light at Modjeska.

Bonnie Smith – Modjeska Park and Community Center

Points of highlight are as follows:

1. Repair backboard light. Consider alternative commercial grade.
2. Increase outdoor seating. Refinish tables and current seating.
3. Address water/sprinkler concerns. Requesting purchase of a satellite timer. Address lawn care issues – fertilization, holes, gophers, etc.

4. Address grounds maintenance issues. Current maintenance co. service is limited. The current system for checking equipment and making repairs is not regular. Establishment of a grounds maintenance calendar will be designed. Consideration for an alternative maintenance crew will be researched.
5. Add cigarette cans in multiple locations.
6. Address rodent problem in shed.
7. Clean up weeds, bushes etc. on grounds.
8. Parking procedures have improved due to improvement of signage. Establish parking reminder cards regarding parking policies at center.
9. Will establish a donation list for equipment.
10. Improve appearance of structure – paint, remove bulletin board; repair fence.
11. Will work with Aimee Bryer to establish children’s garden concept at Modjeska.

Aimee Bryer – Silverado Children’s Center

Highlights:

1. Will work with Bonnie Smith on a plan for the \$5000 grant for the community center. Paint shed, repair and paint fence. Birdbath. Seating. Strolling paths. Will establish area as a children’s garden with a bit of whimsy.
2. Currently within budget for 2006, despite past 10 year deficit. Committed to maintaining financial stability.
3. Appreciation for board support and regular ad hoc meetings and attendance at board meetings.
4. Establish list for maintenance repairs short-term and long-term.
5. Addressing procedures for financial expenditures.
6. Enrollment has increased.
7. Plan for 2007 will address curriculum while increasing program quality.
8. Provided copies of operational and fiscal plan.

Phil Mc Williams – Community Center Oversight and Grants

1. Consider a media meeting/plan to determine visibility in Sentry, OC Register and OC News.
2. Anticipates completion by Vargas in early 2007.
3. Looking for more grants. Current grants may have additional funds available.

Review Minutes from April 2004 Planning Session

A. *Successes*

- (1) Committee functions
- (2) Participation and partnerships with programs/partners
- (3) Increase visibility of park board
- (4) Children’s center operations
- (5) Renovations to Silverado community center
- (6) Increase in number and quality of recreation programs.
- (7) Increased community center usage.

B. Challenges

- (1) Increase programming for youth.
- (2) Establish master plan for trail system.
- (3) Need for increased tax base.
- (4) Acquisition and maintenance of open space.
- (5) Public Relations
- (6) Process for appreciation and recognition.

Revise Mission Statement

New: To promote well-being through programs and activities that protect preserve and enrich the canyons' heritage, open space and unique way of life.

Vision Planning – Future

The following topics were discussed and are listed in order of importance after board members completed a survey of priorities for the park board. The list reflects the priorities of the board for the next five years. The results are as follows:

1. Open Space/Trails
2. Community Involvement
3. Grants
4. Political Outreach
5. Youth and Kids Programs/Services
6. Children's Center
7. Recreation Programs
8. Staffing
9. Finances – tax increase
10. Expand District Boundaries

Political Outreach

Facilitate meetings with open space players. The issue of political outreach raised the point that this responsibility takes a huge commitment from board members to nurture these relationships. Some discussion occurred regarding the reality of the execution of this responsibility.

Personnel Recommendations

1. Hire cleaning company for community centers 1x – 2xs monthly.
2. Review current personnel responsibilities & policies/procedures for facility rental, etc.

Recognition

Need to establish system for correspondence – follow up, thank you's, recognition, certificates, etc.

Financial Goals

1. Consider tax increase in 2007. Concern for future monies for current expenses, cost of utilities, etc continue to increase.
2. Request a statement of all accounts for this district.

Recreation Programs

1. Limitations for providers to earn income – consider alternatives - subsidize.
2. Youth Programs
 - a. Construction of skate ramps for community centers – will look into costs, construction, etc.

Open Space issue – Riviera, Holtz Ranch, Green Vision representation and interaction

Discussed during regular board meeting. Will continue to be a point of discussion and action at future meetings. Committee will continue working on these issues and provide updates to the board.

Web site maintenance and use

www.smrpd.org

Recreation programs, meeting agenda and meeting minutes, community centers calendar are available at the web site.

Facility Use

1. Hire cleaning service
2. Maintain regularly stocked cleaning supplies
3. Establish a monthly calendar for grounds maintenance and facility maintenance.
4. Reservation calendar for community centers is available on-line.
5. Consider remodeling Silverado kitchen
6. Encourage community donations for community centers equipment – TV, DVD player, etc.

Children's Center

1. Focus on development of academic programming in 2007.
2. Children's Center should be modeling cleanliness and organization for preschoolers.
3. Address energy use issues.
4. Address cleanliness of animal care.