



**REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, NOVEMBER 24, 2009 AT 7:00PM
AT THE SILVERADO COMMUNITY CENTER
27641 SILVERADO CANYON ROAD, SILVERADO 92676**

DIRECTORS

Robert Hunt – President
Brett Peterson – Vice-President
Marty Weel – Treasurer
Tricia Evans – Secretary
Mark Levy – Director

STAFF

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

AGENDA

(A: Action Item) This document is available in PDF format at <http://www.smrpd.org>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC AND BOARD INPUT

Receive Public written or oral information/reports only; this is to enable Public input to the Board on any Park District relevant subject and is not a forum for discussion, though Directors may ask for clarification of points. Board input is limited to requests to add urgent items to this Agenda. Time limit is 5 minutes per person.

IV. CONSENT CALENDAR

A1: Approve and file the Minutes of the October 27, 2009 Regular Board Meeting, and Correspondence.

Note: *Directors may remove any item from Consent Calendar to be considered separately.*

V. PAYMENT OF DISTRICT BILLS

A2: Transmittal 11-09A for Directors' compensation for Board Meeting of October 27, 2009, \$200.00 total

A3: Transmittal 11-09B, District Bills, \$4,587.50 total

A4: Transmittal 11-09C, Utility Bills and Reimbursements, \$1,459.53 total

VI. CHILDREN'S CENTER DIRECTOR'S REPORT

VII. GRANTS ADMINISTRATOR'S REPORT

A5: Receive Grants Administrator's report on references for the three bid finalists and select one for award of contract for the Solar Panel Project at Silverado Community Center.

VIII. OTHER DISTRICT BUSINESS

- (A) **A6:** Select a contractor to replace the failed HVAC units in Building B, Silverado Community Center.
- (B) Facilities Committee report on status of estimating costs of Silverado kitchen, outdoor restroom repairs/refurbishment, and asphalt repaving so that the bidding processes previously authorized can begin.
- (C) **A8:** Discuss Volunteer Appreciation event.
- (D) **A9:** Select a vendor for repair of Silverado Community Center roof.
- (E) **DIRECTOR'S COMMENTS: Pursuant to Government Code §54954.2**
members of the Board of Directors or Staff may ask questions for clarification, make brief announcements, make brief reports on their activities. The Board or a Board member may provide a reference to Staff or other resources for factual information, request Staff to report back at a subsequent meeting concerning any matter, or direct that a matter of business be placed on a future Agenda.
(1) Director Evans (2) Director Hunt (3) Director Levy
(4) Director Peterson (5) Director Weel

IX. COMMITTEES

NOTE: There will be no discussion of Committee issues unless agendaized below, or added to the Agenda by majority vote of the Board in Section III to address issues that require immediate attention for reasons to be explained in the motion to add. Other comments can be made under Director Comments.

STANDING COMMITTEES AND REPRESENTATIVES:

- (A) **RECREATION** (Evans, Peterson)
- (B) **FINANCE** (Hunt, Weel)
- (C) **PERSONNEL** (Evans, Levy)
- (D) **OPEN SPACE AND TRAILS** (Hunt, Levy)
- (E) **FACILITIES MAINTENANCE AND SAFETY** (Weel, Peterson)

AD HOC COMMITTEES & REPRESENTATIVES:

- (F) **ISDOC REPRESENTATIVE** (Evans)
- (G) **SILVERADO CHILDREN'S CENTER** (Evans, Weel)
Children's Center Advisory Committee (Evans, Weel, Bryer) (Public Members:
Dawn Lynch, Julia Jones-Tester, Nancy Moore)

X. ADJOURNMENT

The next regular meeting of the Board of Directors will be at the Silverado Community Center, 27641 Silverado Canyon Road at 7:00 PM on December 22, 2009.

Materials related to an item on this agenda submitted after distribution of the agenda packet are either available for public inspection at the Silverado Library, or posted on the SMRPD website at <http://www.smrpd.org/agenda-minutes.html>. Materials prepared by SMRPD will be available at the meeting, those provided by others after the meeting.



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, OCTOBER 27, 2009 AT 7:00 PM
AT THE SILVERADO COMMUNITY CENTER
27641 SILVERADO CANYON ROAD, SILVERADO 92676**

DIRECTORS

Robert Hunt - President
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Marty Weel - Treasurer
Tricia Evans - Secretary
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STAFF

Aimee Bryer - SCC Director
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MINUTES

(A: Action Item) This document is available in PDF format at <http://www.smrpd.org>

CALL TO ORDER

The meeting was called to order at 7:03 PM by Director Hunt who acted as chairperson.

ROLL CALL

Directors Hunt, Levy, Peterson, and Evans; Grants Admin. McWilliams, Silverado Children's Center Director Bryer, and Admin. Assistant Mileham were present

PUBLIC ATTENDANCE

Vince Staskewer, Chris Hammerstone, Courtinie Carvalho, Scott Breeden, Mike Colgan, Chay Peterson

PUBLIC AND BOARD INPUT ON NON-AGENDIZED ITEMS

There were no comments offered.

CONSENT CALENDAR

1st ACTION: Director Peterson moved to approve and file the Regular Board Meeting Minutes of September 22, 2009, and Correspondence. Director Levy seconded. Unanimously approved.

PAYMENT OF DISTRICT BILLS

2nd ACTION: Director Levy made a motion to approve Transmittal 10-09A, Directors compensation for the Board Meeting of September 22, 2009, \$250 total. Director Peterson seconded. Unanimously approved.

3rd ACTION: Director Peterson made a motion to approve Transmittal 010-09B for District Bills, \$5,429.12 total. Director Evans seconded. Unanimously approved.

4th ACTION: Director Levy made a motion to approve payment of Transmittal 10-09C, Utility Bills and Reimbursements, \$2,689.39 total. Director Peterson seconded. Unanimously approved.

CHILDREN'S CENTER DIRECTOR'S REPORT

Director Bryer gave the Board the financial report to review. Improvements made possible by the grant have been completed. The sod will arrive beginning of December. The center is currently down to 3 employees and will hire temps when needed. Country Fair and raffle fundraiser generated around \$2,800.

GRANTS ADMINISTRATOR'S REPORT

Phil McWilliams gave a report on the Solar Project bidding process. After sharing his recommendations with the Board, it was decided to have Mr. McWilliams gather 3 references for each of the top three picks and report his findings to the Board as soon as possible.

OTHER DISTRICT BUSINESS

5th ACTION: Resolution 102709-1 to update and amend the *District Policy, Board Policy, Personnel Policy (Adopted 3/25/93, Last Modified 12/19/2003)* document as follows:

- (1) **Section 13 BOARD STRUCTURE, ¶13.6 Board Committees:** To the list of Standing Committees, add ¶13.6.5 Open Space and Trails Committee. Remove the open space lands reference from ¶13.6.3 and include it in the description in ¶13.6.5.
- (2) **Section 15 BOARD MEETINGS, ¶15.2 Regular Meetings:** Change the meeting day from "Thursday" to "Tuesday".
- (3) **Section 18 BUDGET:** On the fourth line, between the words "15th and" and "published in" insert "notice of same" so that the final passage reads "...15th and notice of same published in..." This is to effect publishing notice of the Preliminary Budget as California statutes require, and avoid the expense of publishing the Budget figures themselves. The standard notice language includes information on how to obtain or view copies of the Preliminary Budget.
- (4) **Section 19 PURCHASING:** In the first paragraph preceding ¶19.1, change both instances of "\$5,000.00" to "\$15,000.00". This raises the demarcation point between informal and formal bidding processes to a level still substantially below that allowed by the California Public Contracts and California Public Resources Codes. This is a cost and time saving move made in recognition of the increases in costs since the lower figure was adopted 16 years ago. Wording will be added to ensure that multiple bids publicly announced will be a requirement for the District's informal bidding procedures.

After discussion by the Board, Director Hunt opened the floor to Public comment. There being none, the Chair asked for a motion to put the matter to a vote.

Director Levy moved to vote on the Resolution, and Director Evans seconded. A ROLL CALL VOTE WAS TAKEN - Director Hunt-Aye, Director Levy-Aye, Director Evans-Aye, Director Peterson-Aye, Director Weel was absent due to illness.

Director Hunt reported that the litigation, SMRPD, RCCF and Ray Chandos vs. County of Orange and CCRC Farms, Case No. 37-200800087783-CU-WM-CTL, is still in the appeal stage, with no current court action and probably none for several months. A conflict of interest issue was raised because the firm representing the District was also representing the County of Orange in unrelated matters. The District retained the firm of Shute Mihaly & Weinberger to take their place, at no increase in estimated cost.

The Board and Mr. McWilliams opened and discussed bids for the defective HVAC units at the Silverado Community Center. The Board asked for three references from each before selecting one.

The Facilities Committee estimates for renovating the kitchen, outdoor restroom and, asphalt surfaces at Silverado Park and Community Center are ongoing and there is no report at this time.

6th ACTION: Director Hunt made a motion to purchase the drinking fountain chosen by the Board for Modjeska Park, in the amount of \$2,569.00 plus shipping and tax. Director Levy seconded. Unanimously approved.

7th ACTION: Director Hunt made a motion to purchase two metal with green plastic coating trash containers with lids for the parks in the amount of \$880.00 plus tax and shipping. Director Evans seconded. Unanimously approved.

The scheduled closed session was cancelled.

DIRECTORS COMMENTS:

Director Evans is looking for anyone interested in starting a Book Club for the next Recreation Brochure, and is checking into a possible tour of Madame Modjeska's house.

Director Hunt reported that the property tax bills received against three District parcels for the last three years will cease, and the amount paid in the previous two years will be refunded. The amount is less than \$200. SMRPD is classified as wholly exempt from these taxes and the private firm assisting the Metropolitan Water District in levying an increase in their water standby feeds agreed that the billings were a mistake.

Director Peterson reported on the very successful and well attended Silverado Fair.

ADJOURNMENT

The meeting was adjourned at 8:40 PM. The next regular meeting of the Board of Directors will be at the Silverado Community Center, 27641 Silverado Canyon road at 7:00 PM on Tuesday, November 24, 2009

**LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT**

**DATE: 11/18/09
REPORT 11-09A**

Sil-Mod Rec. and Parks Dist. PO Box 8 Silverado, CA 92676	THE COUNTY AUDITOR IS AUTHORIZED TO DRAW THIS CHECK FROM FUND: 728 BUDGET CONTROL: 728
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PAYEE NAME AND ADDRESS SOCIAL SECURITY /TAX ID	DATE INVOICE #	DEPT V700	OBJT REV/ BS ACCT	UNIT 900	AMOUNT	AC'S USE ONLY DOC NUMBER	SC
VC-3280 Robert Hunt 28371 Modjeska Canyon Road Modjeska, CA 92676	10/27/09	V700	0100	900	\$ 50.00		
					\$ 50.00		
VC-4543 Martin Weel 28614 Modjeska Canyon Road Modjeska, CA 92676					\$ -		
VC-2824 Mark Levy 17452 Olive Hill Road Modjeska Canyon, CA 92676	10/27/09	V700	0100	900	\$ 50.00		
					\$ 50.00		
VC-4415 Brett Peterson P.O. Box 613 Silverado, CA 92676	10/27/09	V700	0100	900	\$ 50.00		
					\$ 50.00		
VC-735 Tricia Evans P.O. Box 464 Silverado, CA 92676	10/27/09	V700	0100	900	\$ 50.00		
					\$ 50.00		

The claims listed above totaling **\$200.00** are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken an oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED

**LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT**

DATE: 11/18/09
REPORT: 11-09B

Sil-Mod Rec. and Parks Dist. THE COUNTY AUDITOR IS AUTHORIZED TO
P.O.Box 8 DRAW THIS CHECK FROM FUND: 728 BUDGET CONTROL: 728
Silverado, CA 92676

PAYEE NAME AND ADDRESS SOCIAL SECURITY /TAX ID	DATE INVOICE #	DEPT V700	OBJT REV/ BS ACCT	UNIT 900	AMOUNT	AC'S USE ONLY DOC NUMBER	SC
VC-2027 COOKSMITH LANDSCAPING 630 N. TUSTIN AVE #1518 ORANGE, CA 92867	INVOICE #7187	V700	1400	900	\$340.00		
	INVOICE #7173	V700	1400	900	\$235.00		
					\$575.00		
VC-2760 MEGHAN WARNER P.O. BOX 177 SILVERADO, CA 92676	INVOICE #09-155	V700	1900	900	\$250.00		
					\$250.00		
VC-4497 PHIL McWILLIAMS 28331 MODJESKA CANYON ROAD MODJESKA, CA 92676	INVOICE DATED: 09/2009	V700	1900	900	\$287.50		
					\$287.50		
VC-4647 RICHARD L. HALE, CPA 17502 IRVINE BLVD #F TUSTIN, CA 92780	INVOICE DATED: 10/31/09	V700	1900	900	\$3,475.00		
					\$3,475.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
The claims listed above totaling		\$4,587.50		are approved for payment pursuant to an order entered in the Minutes			

of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken an oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED _____

LOCALLY GOVERNED DISTRICT CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/18/09
REPORT 11-09C

Sil-Mod Rec. and Parks Dist.
P.O.Box 8
Silverado, CA 92676

THE COUNTY AUDITOR IS AUTHORIZED TO
DRAW THIS CHECK FROM FUND: 728 BUDGET CONTROL: 728

PAYEE NAME AND ADDRESS SOCIAL SECURITY /TAX ID	DATE INVOICE #	DEP V700	OBJT REV/ BS ACCT	UNIT 900	AMOUNT	AC'S USE ONLY DOC NUMBER	SC
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF CHECK #1675 PAID TO: JANI-KING						
	INVOICE #LAX11090588	V700	1400	900	\$210.00		
	INVOICE #LAX11090600	V700	1400	900	\$210.00		
					\$420.00		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF CHECK #1676 PAID TO: WASTE MANAGEMENT						
	INVOICE #0053823-2515-0	V700	2800	900	\$159.14		
					\$159.14		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF CHECK #1677 PAID TO: SCE						
	INVOICE DATED: 11/12/09	V700	2800	900	\$410.45		
					\$410.45		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF CHECK #1678 PAID TO: IRWD						
	METER #56569388 11/10/09	V700	2800	900	\$192.42		
					\$192.42		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF DEBITS PAID TO: AT&T						
	714-649-2850 11/10/09	V700	702	900	\$34.75		
	714-649-2428 11/10/09	V700	702	900	\$26.38		
					\$61.13		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF CHECK #1679 PAID TO: CLEAN PRODUCTS						
	INVOICE #300934	V700	1400	900	\$216.39		
					\$216.39		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676							
					\$0.00		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676							
					\$0.00		
					\$0.00		

The claims listed above totaling **\$1,459.53** are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken an oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED _____