



SMRPD's Mission Statement -

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

P.O. Box 8, Silverado California 92676 • <http://www.smrpd.org>

**REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, JANUARY 24, 2012 AT 7:00PM
AT THE SILVERADO COMMUNITY CENTER
27641 SILVERADO CANYON ROAD, SILVERADO 92676**

DIRECTORS

Ron Shepston – President
Tom Smisek – Vice-President
Marty Weel – Treasurer
Greg Bates – Secretary
Brett Peterson – Director

STAFF

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

AGENDA

(A: Action Item) This document is available in PDF format here <http://www.smrpd.org/about/agenda-minutes/>

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. Time limit is 3 minutes per person. Board input is limited to requests to add urgent items to this Agenda.

V. CONSENT CALENDAR

A1: Approve and file the Minutes of the December 27, 2011 Regular Meeting and Correspondence.

A2: Transmittal 01-12A for Directors' compensation for Regular Board Meeting on October 25, 2011 \$250.00 total

A3: Transmittal 01-12B, District Bills, \$5823.75 total

A4: Transmittal 01-12C, Utility Bills and Reimbursements, \$1298.08 total

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

VI. CHILDREN'S CENTER DIRECTOR'S REPORT

VIII. OTHER DISTRICT BUSINESS

(A) Board Officer Elections

- (B) Christmas In The Canyons Event – Tom Smisek
- (C) Saddleback Vineyards 100 Committee – Ron Shepston
- (D) Committee Restructuring – Ron Shepston
- (E) Appoint Greg Bates as SMRPD agent to the county for CalEMA/FEMA Project
- (F) Approve Application to County – Greg Bates
- (G) Approve \$2000 permit fees deposit at county – Greg Bates
- (H) CalEMA/FEMA Update – Linda May
- (I) **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 Smisek (2) Director Bates (3) Director Peterson
- (4) Director Weel (5) Director Shepston

IX. COMMITTEES

NOTE: There will be no discussion of Committee issues unless agendized 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** (Peterson)
- (B) **FINANCE** (Weel)
- (C) **PERSONNEL** (Shepston)
- (D) **OPEN SPACE AND TRAILS** (Peterson, Bates)
- (E) **FACILITIES MAINTENANCE AND SAFETY** (Weel, Peterson)

AD HOC COMMITTEES & REPRESENTATIVES:

- (F) **ISDOC REPRESENTATIVE** (Shepston)
- (G) **PRESERVATION & RESTORATION** (Smisek)
- (H) **COMMUNICATIONS & DISTRICT OUTREACH** (Smisek)
- (I) **SILVERADO CHILDREN’S CENTER** (Shepston)
Children’s Center Advisory Committee (Shepston, Bryer) (Public Members: Dawn Lynch, Julia Jones-Tester, Deborah Johnson)

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 February 28, 2012.

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, and posted on the SMRPD website at <http://www.smrpd.org/about/agenda-minutes/>. Materials prepared by SMRPD will be available at the meeting, those provided by others after the meeting.

Proposed Committee Restructure

Ron Shepston
January 24, 2012

Recreation and District Facility Usage Committee is responsible for managing existing events and for bringing ideas for new events to the full board for public discussion and board vote.

Open Space and Trails Committee is responsible for management of district owned and/or managed properties and for adherence and compliance with requirements of ownership or management.

Acquisitions and Growth Committee is responsible for exploration of new property/entity acquisitions and/or management that will contribute to district growth consistent with community needs and district designation as a Recreation and Park District with Open Space authority.

Personnel Committee – (I need some wording here)

Facilities, Grounds & Communications Committee is responsible for district infrastructure and maintenance including communications and utilities.

Safety and Security Committee is responsible for compliance with applicable laws and regulations regarding safety and security of district property whether owned or managed.

Finance Committee is responsible for accurate records and the timely reporting in compliance with applicable laws regarding district finances and financial records

**LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT**

**DATE: 01/21/12
REPORT 01-12A**

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-4415 Brett Peterson P.O. Box 613 Silverado, CA 92676	12/27/2011	V700	0100	900	\$ 50.00	1099	
VC-4543 Martin Weel 28614 Modjeska Canyon Road Modjeska, CA 92676	12/27/2011	V700	0100	900	\$ 50.00	1099	
VC- 9989 Ron Shepston P.O. Box 31311 Silverado Canyon Road Silverado, CA 92676	12/27/2011	V700	0100	900	\$ 50.00	1099	
VC-9990 Greg Bates 28100 Modjeska Canyon Road Modjeska, CA 92676	12/27/2011	V700	0100	900	\$ 50.00	1099	
VC-1539 Tom Smisek P.O. Box 374 Silverado, CA 92676	12/27/2011	V700	0100	900	\$ 50.00	1099	
					\$ 50.00	1099	

The claims listed above totaling **\$250.00** 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: 1/21/2012
REPORT 01-12B**

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 #	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 #10486 INVOICE #10470	V700 V700	1400 1400	900 900	\$340.00 \$235.00		
					\$575.00		
VC-2760 MEGHAN WARNER P.O. BOX 177 SILVERADO, CA 92676	INVOICE #11-176	V700	1900	900	\$250.00		
					\$250.00	1099	
VC-2865 STEVE REIGHART 27641 SILVERADO CANYON ROAD SILVERADO, CA 92676	INVOICE #3020 INVOICE #3021 INVOICE #3022	V700 V700 V700	1900 1900 1900	900 900 900	\$180.00 \$697.50 \$45.00		
					\$922.50	1099	
VC-6773 LEWIS BRISBOIS BISGAARD & SMITH 221 N. FIGUEROA ST #1200 LOS ANGELES, CA 90012	INVOICE #985214	4700	1900	900	\$1,000.00		
					\$1,000.00	1099	
VC-10199 SHUTE, MIHALY & WEIBERGER 396 HAYES STREET SAN FRANCISCO, CA 94102	INVOICE #235867	V700	1900	900	\$ 67.75		
					\$67.75	1099	
VC-5036 CAPRI 6341 AUBURN BLVD, SUITE A CITRUS HEIGHTS, CA 95621	2011-2012 / 2ND HALF DUE	V700	1100	900	\$3,008.50		
					\$3,008.50	1099	

The claims listed above totaling **\$5,823.75** 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: 01/21/12
REPORT 01-12C**

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 #1908 PAID TO: JANI-KING INVOICE #LAX01120457 INVOICE #LAX01120450	V700	1400	900	\$220.38		
		V700	1400	900	\$221.49		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF CHECK #1909 PAID TO: WASTE MANAGEMENT INVOICE #0059038-2884-5	V700	2800	900	\$214.90		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF CHECK #1910 PAID TO: IRWD METER #55418830 12/20/11 METER #51441202 12/20/11 METER #56569388 12/20/11	V700	2800	900	\$8.75		
		V700	2800	900	\$46.54		
		V700	2800	900	\$57.32		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF DEBITS PAID TO: SCE ACCOUNT #2-25-699-8121 01/14/11 ACCOUNT #2-32-988-1767 01/14/11	V700	2800	900	\$71.23		
		V700	2800	900	\$373.67		
				\$112.61			
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF DEBITS PAID TO: AT&T 714-649-2850 01/10/12 714-649-2428 01/10/12	V700	702	900	\$45.68		
		V700	702	900	\$38.12		
				\$83.80			

The claims listed above totaling **\$1,298.08** 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 _____



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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

TUESDAY DECEMBER 27, 2011 AT 7:00 PM

AT THE SILVERADO COMMUNITY CENTER

27641 SILVERADO CANYON ROAD, SILVERADO 92676

DIRECTORS

Ron Shepston - President

Tom Smisek - Vice President

Greg Bates – Secretary

Marty Weel - Treasurer

Brett Peterson - Director

STAFF

Aimee Bryer - Scc Director

Elizabeth Martyn - General Counsel

Bev Mileham - Admin. Assistant

Steve Reighart - Caretaker

Meghan Warner - Bookkeeper

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 7:05 PM by Director Shepston, who acted as chairperson.

ROLL CALL

Directors, Shepston, Smisek, Weel, Peterson and Bates, Caretaker Steve Reighart, Silverado Children's Center Aimee Bryer, and Admin. Assist. Mileham

PUBLIC ATTENDANCE

Linda May, Chay Peterson, Robin Chapman

PUBLIC AND BOARD INPUT ON NON-AGENDIZED ITEMS

Received checks written for Christmas in the Canyons from Robin Chapman.
Discussed mobile home purchase. Linda May said, as a result of the former bids not being successful they are now open and free again to shop for potential mobile home vendors.

Director Bates and Steve Reighart are going to visit various mobile home facilities.

CONSENT CALENDAR

1ST ACTION: Director Smisek made a motion to approve and file the consent items including the Minutes of October 25, 2011 Board Meeting and correspondence and Transmittals. All Directors said Aye.

ADJOURNMENT

The Meeting was adjourned AT 7:30 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 24th 2012.