

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 • www.smrpd.org

**REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, NOVEMBER 26, 2013 AT 7:00PM
AT THE SILVERADO COMMUNITY CENTER
27641 SILVERADO CANYON ROAD, SILVERADO 92676**

DIRECTORS

Greg Bates – President
Tom Smisek – Vice-President
Chay Peterson–Secretary
Ron Shepston – Treasurer
Linda Kearns – Director

STAFF

Lindy Epstein – Interim 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; this is to enable Public input to the Board on any Park District relevant subject and is a forum for reasonable courteous discussion of SMRPD-related issues and events. The Chair has the responsibility to determine the length of discussion. Time limit is 3 minutes per person limited to one session per person per issue though the President has responsibility to move the meeting along. Most in-depth discussion on issues is meant to be carried in Standing and ad hoc Committee meetings.

V. CONSENT CALENDAR

A1: Approve and file the Minutes of the October 26, 2013 Special Meeting and Correspondence.

A2: Transmittal 11-13A, Directors' compensation for Regular Board Meeting on October 26, 2012 \$200.00 total

A3: Transmittal 11-13B, District Bills, \$7117.21 total

A4: Transmittal 11-13C, Utility Bills and Reimbursements, \$1468.20 total

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

VI. TREASURER'S REPORT

VII. CHILDREN'S CENTER DIRECTOR'S REPORT

VIII. OTHER DISTRICT BUSINESS

- (A) State of the District public communications - Greg
- (B) Policy on media coverage – Linda
- (C) Changing Dec Board Mtg to Dec 23rd - Greg
- (D) CITC Update – Tom
- (E) Final FEMA Report – Greg
- (F) Video/Audio Archive Policy – Greg
- (G) Ordinance for signage for skateboard equipment usage by public – Chay
- (H) Policy on Board Attendance by Directors - Chay

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** (Peterson)
- (B) **FINANCE** (Shepston, Bates)
- (C) **PERSONNEL** (Shepston)
- (D) **OPEN SPACE AND TRAILS** (Shepston, Bates)
- (E) **FACILITIES MAINTENANCE AND SAFETY** (Bates, Peterson)

AD HOC COMMITTEES & REPRESENTATIVES:

- (F) **MODJESKA PARK USAGE** ()
- (G) **ISDOC REPRESENTATIVE** (Shepston)
- (H) **PRESERVATION & RESTORATION** (Smisek)
- (I) **COMMUNICATIONS & DISTRICT OUTREACH** (Smisek)
- (J) **SILVERADO CHILDREN'S CENTER** (Peterson)
Children's Center Advisory Committee (Peterson) (Public Members: Dawn Lynch, Julia Jones-Tester, Deborah Johnson, Linda Kearns, Joel Robinson)

X. DIRECTOR'S COMMENTS

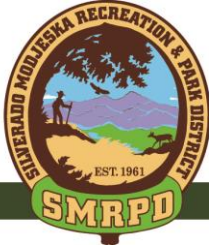
Pursuant to Government Code §54954.2 members of the Board of Directors or Staff may ask questions for clarification, make brief announcements, make brief reports on their activities. The Board or a Board member may provide a reference to Staff or other resources for factual information, request Staff 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 Shepston
- (5) Director Kearns

XI. 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 Monday December 23, 2013.

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.



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SUMMARIZED TREASURER'S REPORT
(As of 10-31-13 unless otherwise noted)
Tuesday, November 26, 2013

Deposits

SMRPD Bank Of America	88,495.42
SMRPD County of Orange	50.00
Christmas In The Canyons	(16.00)
Silverado Children's Center	8,101.54
Silverado Children's Center Savings	0.02
TOTAL DEPOSITS	96,630.98

Expenditures/Withdrawals

SMRPD Bank Of America	6,586.88
SMRPD County of Orange	3,789.49
Christmas In The Canyons	
Silverado Children's Center	7,086.64
Silverado Children's Center Savings	-
TOTAL EXPENDITURES	17,463.01

Account Balances

	Beg	Ending
SMRPD Bank Of America	15,091.80	97,000.34
SMRPD County of Orange	231,935.37	228,195.88
Christmas In The Canyons	2,956.25	2,940.25
Silverado Children's Center	2,988.36	4,003.26
Silverado Children's Center Savings	1,005.79	1,005.81
TOTAL BALANCE		333,145.54

Prepared by: _____
Ron Shepston, Treasurer

1. Amounts for the county could change as adjusting entries are posted by the county.
2. Refer to official financial records as prepared by SMRPD bookkeeper, Meaghan Warner for details

Income

3700 · Taxes & Assessments
60000 · Recreation Program Income

Total 60000 · Recreation Program Income

6210 · Property Taxes -Current Secured
6220 · Property Taxes-Curr Unsecured
6240 · Property Taxes-Prior Unsecured
6280 · Property Tax-Curr Supplemental
6290 · Other Taxes
6300 · Property Taxes-Prior Supplement
6540 · Penalties & Costs on Delinq Tax
6610 · Interest
6620 · Rents and Concessions
6690 · State-Homeowners PR Tax Relief
7000 · Christmas In The Canyons

Total 7000 · Christmas In The Canyons

7680 · 6-mo Expired Checks
7960 · Donations/Gifts

Total Income

Expense

0100 · Salaries & Wages
0702 · Telephone & Telegraph - Other
1100 · Insurance
1400 · Maintenance - Bldgs & Improvs

Total 1400 · Maintenance - Bldgs & Improvs

1600 · Memberships
1700 · Miscellaneous Expense

Total 1700 · Miscellaneous Expense

1800 · Office Expense
1803 · Postage
1806 · Printing Costs - Outside Vendor
1900 · Professional/Specialized Srvcs

Total 1900 · Professional/Specialized Srvcs
1912 · Investment Administrative Fees
2000 · Publications and Legal Notices
2200 · Rents & Leases-Bldgs & Improvs
2800 · Utilities

Total 2800 · Utilities
50000 · Recreation Program Expense

Total 50000 · Recreation Program Expense
8000 · Christmas In The Canyon Expense

Total 8000 · Christmas In The Canyon Expense
99999 · County Reimburseable Expenses

Total Expense

Net Income

Jan - Oct 13

-50.28

60001 - Yoga Fees

4,253.00

4,253.00

12,964.83

930.34

13.02

374.87

180,766.98

8.99

4.41

510.20

4,893.58

175.33

7001 - Booth Rental

1,310.00

7003 - Raffles

675.00

7005 - Wagon Ride

84.00

7006 - Santa Pictures

125.00

7007 - Advertising

655.00

2,849.00

420.00

100.00

208,214.27

1,900.00

2,977.57

5,406.70

14001 - Landscaping

14,228.00

14002 - Repairs & Renovations (Minor)

Storm Damage Reimbursement

-86,421.15

14002 - Repairs & Renovations (Minor) - Other

6,976.05

Total 14002 - Repairs & Renovations (Minor)

-79,445.10

14004 - Janitorial

4,522.91

-60,694.19

1,664.03

17001 - Enterprise Fund

6,725.00

1700 - Miscellaneous Expense - Other

123.00

6,848.00

	1,182.98
	177.66
	1,175.27
19001 · Audit Services	4,435.80
19002 · Legal Services	4,080.00
19004 · Grant Management	1,253.00
19005 · Secretarial	4,900.00
19006 · Bookkeeping	2,825.00
19007 · Instructor Fees	7,000.00
19008 · Caretaker	-1,487.50
1900 · Professional/Specialized Srvcs - Other	746.14
	<u>23,752.44</u>
	120.02
	1,460.91
	20.00
28001 · Electricity	5,525.94
28002 · Waste Disposal	2,274.73
28003 · Portable Toilets/Septic	7,285.00
28004 · Propane	150.00
28005 · Water	2,144.74
	<u>17,380.41</u>
50001 · Hikes/Van Tours	2,850.00
50000 · Recreation Program Expense - Other	516.28
	<u>3,366.28</u>
8001 · Decoration	528.42
8002 · Printing	753.77
8003 · Santa Pictures	78.89
8004 · Porta Potties	395.00
8007 · Raffle Items	21.53
8009 · Canyon Watch	500.00
	<u>2,277.61</u>
	-24,814.41
	<u>-15,798.72</u>
	<u><u>224,012.99</u></u>

Trans #	Type	Date	Num
1,459	Check	10/01/2013	
1,463	Check	10/15/2013	
1,464	Check	10/18/2013	
1,465	Check	10/18/2013	
1,466	Check	10/18/2013	
1,467	Check	10/18/2013	
1,468	Bill	10/01/2013	LAX10130411
1,469	Bill	10/01/2013	LAX10130404
1,470	Bill	10/01/2013	0063545-2884-3
1,471	Bill	10/01/2013	
1,472	Bill	10/01/2013	
1,473	Bill	10/01/2013	
1,474	Bill Pmt -Check	10/18/2013	2110
1,475	Bill Pmt -Check	10/18/2013	2111

1,476	Bill Pmt -Check	10/18/2013	2112
1,477	Check	10/18/2013	2113
1,478	Check	10/18/2013	2114
1,479	General Journal	10/18/2013	10-13A
1,480	General Journal	10/18/2013	10-13B
1,481	General Journal	10/18/2013	10-13C
1,487	Deposit	10/22/2013	
1,488	Deposit	10/22/2013	
1,489	Check	10/22/2013	2115

1,511	Check	10/31/2013
1,512	Check	10/31/2013
1,516	Deposit	10/01/2013
1,517	General Journal	10/08/2013
1,518	General Journal	10/08/2013
1,519	General Journal	10/07/2013
1,520	General Journal	10/07/2013

TOTAL

Name	Memo	Account
		8020 · BofA Rec Checking Account
		17001 · Enterprise Fund
	Transfer to SCC	8020 · BofA Rec Checking Account
	Transfer to SCC	17001 · Enterprise Fund
AT&T	714-649-2428 10/10/13	8020 · BofA Rec Checking Account
AT&T	714-649-2428 10/10/13	99999 · County Reimbursable Expenses
AT&T	714-649-2850 10/10/13	8020 · BofA Rec Checking Account
AT&T	714-649-2850 10/10/13	99999 · County Reimbursable Expenses
Southern California Edison	Silverado	8020 · BofA Rec Checking Account
Southern California Edison	Silverado	99999 · County Reimbursable Expenses
Southern California Edison	Modjeska	8020 · BofA Rec Checking Account
Southern California Edison	Modjeska	99999 · County Reimbursable Expenses
Jani-King		9010 · Accounts Payable
Jani-King		99999 · County Reimbursable Expenses
Jani-King		9010 · Accounts Payable
Jani-King		99999 · County Reimbursable Expenses
Waste Management of OC		9010 · Accounts Payable
Waste Management of OC		99999 · County Reimbursable Expenses
Irvine Ranch Water District		9010 · Accounts Payable
Irvine Ranch Water District	Meter #51441202	99999 · County Reimbursable Expenses
Irvine Ranch Water District		9010 · Accounts Payable
Irvine Ranch Water District	Meter #56569388	99999 · County Reimbursable Expenses
Irvine Ranch Water District		9010 · Accounts Payable
Irvine Ranch Water District	Meter #55418830	99999 · County Reimbursable Expenses
Jani-King		8020 · BofA Rec Checking Account
Jani-King		9010 · Accounts Payable
Waste Management of OC		8020 · BofA Rec Checking Account
Waste Management of OC		9010 · Accounts Payable

Irvine Ranch Water District		8020 · BofA Rec Checking Account
Irvine Ranch Water District		9010 · Accounts Payable
Orange County Fire Authority	INVOICE #S0268463	8020 · BofA Rec Checking Account
Orange County Fire Authority	Multi-use Permit Fee	2000 · Publications and Legal Notices
Cox Communications	Account #001-7601-017265207	8020 · BofA Rec Checking Account
Cox Communications	Account #001-7601-017265207	0702 · Telephone & Telegraph - Other
	Transmittal #10-13A	8010 · County Checking Account
Peterson, Chay	08/27/13 Meeting	0100 · Salaries & Wages
Bates, Greg	08/27/13 Meeting	0100 · Salaries & Wages
Smisek, Tom	08/27/13 Meeting	0100 · Salaries & Wages
	Transmittal #10-13B	8010 · County Checking Account
Cooksmith Landscaping	Invoice #93012	14001 · Landscaping
Cooksmith Landscaping	Invoice #93083	14001 · Landscaping
Cooksmith Landscaping	Invoice #92997	14001 · Landscaping
Cooksmith Landscaping	Invoice #93074	14001 · Landscaping
Warner, Meghan	Invoice #13-120	19006 · Bookkeeping
Home Depot	Invoice Dated: 10/05/13	14002 · Repairs & Renovations (Minor)
Reighart, Steve	Invoice #100029	19008 · Caretaker
Lewis, Brisbois, Bisgaard & Smith	Invoice #1226530	19002 · Legal Services
	Transmittal #10-13C	8010 · County Checking Account
Jani-King	Invoice #LAX10130411	14004 · Janitorial
Jani-King	Invoice #LAX10130404	14004 · Janitorial
Waste Management of OC	Invoice #0063545-2884-3	28002 · Waste Disposal
Irvine Ranch Water District	Meter #55418830 09/2013	28005 · Water
Irvine Ranch Water District	Meter #51441202 09/2013	28005 · Water
Irvine Ranch Water District	Meter #56569388 09/2013	28005 · Water
AT&T	714-649-2850 10/10/13	0702 · Telephone & Telegraph - Other
AT&T	714-649-2428 10/10/13	0702 · Telephone & Telegraph - Other
Southern California Edison	Modjeska 09/2013	28001 · Electricity
Southern California Edison	Silverado 09/2013	28001 · Electricity
	Deposit	8020 · BofA Rec Checking Account
County of Orange, Auditor -Controller	rEIMBURSEMENTS	99999 · County Reimbursable Expenses
	Deposit	8020 · BofA Rec Checking Account
CAPRI	Property Claim - Flood Damage FINAL	Storm Damage Reimbursement
Naturalist for You	10/2013 Invoice	8020 · BofA Rec Checking Account

Naturalist for You

10/2013 Invoice

50001 · Hikes/Van Tours

8020 · BofA Rec Checking Account

1800 · Office Expense

8030 · Christmas In The Canyon Account

1800 · Office Expense

Deposit

8010 · County Checking Account

Deposit

7680 · 6-mo Expired Checks

SUPPL TAX PAID 1985+ #3

8010 · County Checking Account

SUPPL TAX PAID 1985+ #3

6280 · Property Tax-Curr Supplemental

09/2013 COMMINGLED INT

8010 · County Checking Account

09/2013 COMMINGLED INT

8250 · Interest Receivable

09/2013 COMMINGLED EXP

8010 · County Checking Account

09/2013 COMMINGLED EXP

1912 · Investment Administrative Fees

09/2013 ACCRUE COMM INT

8250 · Interest Receivable

09/2013 ACCRUE COMM INT

6610 · Interest

<u>Debit</u>	<u>Credit</u>
	1,500.00
<u>1,500.00</u>	
1,500.00	1,500.00
	2,200.00
<u>2,200.00</u>	
2,200.00	2,200.00
	51.49
<u>51.49</u>	
51.49	51.49
	63.29
<u>63.29</u>	
63.29	63.29
	455.43
<u>455.43</u>	
455.43	455.43
	79.00
<u>79.00</u>	
79.00	79.00
	227.49
<u>227.49</u>	
227.49	227.49
	229.07
<u>229.07</u>	
229.07	229.07
	214.12
<u>214.12</u>	
214.12	214.12
	219.06
<u>219.06</u>	
219.06	219.06
	141.88
<u>141.88</u>	
141.88	141.88
	9.85
<u>9.85</u>	
9.85	9.85
	456.56
<u>456.56</u>	
456.56	456.56
	214.12
<u>214.12</u>	
214.12	214.12

	370.79	
<u>370.79</u>		<u>370.79</u>
370.79		370.79
		353.00
<u>353.00</u>		<u>353.00</u>
353.00		353.00
		120.16
<u>120.16</u>		<u>120.16</u>
120.16		120.16
		150.00
50.00		
50.00		
<u>50.00</u>		<u>50.00</u>
150.00		150.00
		2,039.51
340.00		
16.00		
235.00		
16.00		
250.00		
32.51		
450.00		
<u>700.00</u>		<u>700.00</u>
2,039.51		2,039.51
		1,690.68
227.49		
229.07		
214.12		
9.85		
219.06		
141.88		
63.29		
51.49		
79.00		
<u>455.43</u>		<u>455.43</u>
1,690.68		1,690.68
2,024.27		
		<u>2,024.27</u>
<u>2,024.27</u>		2,024.27
86,421.15		
		<u>86,421.15</u>
<u>86,421.15</u>		86,421.15
		200.00

200.00	
<u>200.00</u>	<u>200.00</u>
	3.00
3.00	
<u>3.00</u>	<u>3.00</u>
	16.00
16.00	
<u>16.00</u>	<u>16.00</u>
	50.00
50.00	
<u>50.00</u>	<u>50.00</u>
	86.68
86.68	
<u>86.68</u>	<u>86.68</u>
	70.36
70.36	
<u>70.36</u>	<u>70.36</u>
	16.34
16.34	
<u>16.34</u>	<u>16.34</u>
	70.36
70.36	
<u>70.36</u>	<u>70.36</u>
<u>99,743.66</u>	<u>99,743.66</u>

Trans #	Type	Date	Num
40,399	Invoice	10/01/2013	13-248
40,400	Invoice	10/01/2013	13-249
40,401	Invoice	10/01/2013	13-250
40,402	Invoice	10/01/2013	13-251
40,403	Invoice	10/01/2013	13-252
40,404	Invoice	10/01/2013	13-253
40,406	Invoice	10/01/2013	13-255
40,407	Invoice	10/01/2013	13-256
40,408	Invoice	10/01/2013	13-257
40,410	Invoice	10/01/2013	13-259
40,411	Invoice	10/01/2013	13-260
40,412	Invoice	10/01/2013	13-261
40,413	Invoice	10/01/2013	13-262

40,414	Invoice	10/01/2013	13-263
40,416	Invoice	10/01/2013	13-265
40,417	Invoice	10/01/2013	13-266
40,418	Invoice	10/01/2013	13-267
40,420	Invoice	10/01/2013	13-269
40,421	Invoice	10/01/2013	13-270
40,422	Invoice	10/01/2013	13-271
40,423	Invoice	10/01/2013	13-272
40,424	Check	10/01/2013	6900
40,433	Paycheck	10/01/2013	6893

40,434	Paycheck	10/01/2013	6894
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40,435	Paycheck	10/01/2013	6895
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40,436	Paycheck	10/01/2013	6896
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40,437	Paycheck	10/01/2013	6897
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40,438	Paycheck	10/01/2013	6898
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40,439	Paycheck	10/01/2013	6899
40,441	Bill Pmt -Check	10/01/2013	6901
40,443	Transfer	10/01/2013	
40,446	Invoice	10/01/2013	13-275
40,447	Payment	10/03/2013	1379665
40,448	Payment	10/03/2013	1152
40,449	Payment	10/03/2013	
40,450	Payment	10/03/2013	
40,451	Deposit	10/03/2013	

40,455	Bill Pmt -Check	10/15/2013	6902
40,457	Invoice	10/01/2013	13-278
40,458	Liability Check	10/15/2013	EFT9186
40,459	Liability Check	10/15/2013	EFT
40,461	Liability Check	10/31/2013	EFT0056
40,466	Bill	10/14/2013	
40,468	Bill	10/01/2013	0063558-2884-6
40,469	Bill Pmt -Check	10/15/2013	6903
40,470	Bill Pmt -Check	10/15/2013	6904
40,471	Bill Pmt -Check	10/15/2013	6905
40,472	Payment	10/09/2013	

40,473	Deposit	10/09/2013	
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40,474	Paycheck	10/15/2013	6906
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40,475	Paycheck	10/15/2013	6907
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40,476	Paycheck	10/15/2013	6909
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40,477	Paycheck	10/15/2013	6910
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40,478	Paycheck	10/15/2013	6911
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40,479	Paycheck	10/15/2013	6912
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40,480	Paycheck	10/15/2013	6908
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40,481	Check	10/15/2013	6913
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40,482	Check	10/15/2013	6914
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40,483	Check	10/15/2013	6915
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40,484	Bill	10/16/2013	13-121
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40,485	Bill Pmt -Check	10/16/2013	6916
40,486	Transfer	10/15/2013	
40,487	Check	10/26/2013	eft
40,488	Bill	10/21/2013	
40,489	Bill Pmt -Check	10/22/2013	6917
40,490	Payment	10/14/2013	604
40,491	Payment	10/14/2013	642
40,492	Payment	10/14/2013	1079
40,493	Payment	10/14/2013	5783
40,494	Payment	10/14/2013	5784
40,495	Payment	10/14/2013	2325988342
40,496	Deposit	10/14/2013	

40,497	Payment	10/21/2013	102
40,498	Payment	10/21/2013	356
40,499	Payment	10/21/2013	1514
40,500	Payment	10/21/2013	1197
40,501	Payment	10/21/2013	99004
40,502	Payment	10/21/2013	3063
40,503	Deposit	10/21/2013	
40,504	Payment	10/24/2013	2327033500
40,505	Payment	10/24/2013	1090
40,506	Deposit	10/24/2013	
40,533	Bill	10/27/2013	

40,536	Bill	10/31/2013	13-127
40,549	Payment	10/31/2013	
40,550	Payment	10/31/2013	8129
40,551	Payment	10/31/2013	246
40,552	Payment	10/31/2013	
40,553	Deposit	10/31/2013	
40,555	Invoice	10/01/2013	13-305
40,556	Payment	10/31/2013	
40,557	Payment	10/31/2013	
40,566	Invoice	10/01/2013	13-306
40,568	Bill	10/10/2013	87887454
40,569	Bill	10/26/2013	
40,612	Deposit	10/23/2013	

40,613	Check	10/03/2013
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40,614	Check	10/31/2013
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40,615	Deposit	10/31/2013
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TOTAL

Name	Memo
Andersen, Stefan S.	
Andersen, Stefan S.	Pre-School Three-Quarter Day Program 9:00AM - 3:00PM 3 Day Care (M,W & F) / month
Andersen, Stefan S.	Pre-School Three-Quarter Day Program 9:00AM - 3:00PM 3 Day Care (M,W & F) / month
Andersen, Stefan S.	Family Discount
Ballistrea, Joseph	
Ballistrea, Joseph	Chapman Program
Breiling, Diggy	
Breiling, Diggy	Pre-School Program
Brown, Jana	
Brown, Jana	Chapman Program - Wednesdays
Clemons, Melissa	
Clemons, Melissa	Drop-In: (1) Day per week
Doherty, Melissa & Paul	
Doherty, Melissa & Paul	Pre-School Full Day Program 7:30AM - 3:30PM 2 Day Care / month
Duarte, Christiana	
Duarte, Christiana	Pre-School Three-Quarter Day Program 9:00AM - 2:00PM 5 Day Care (M-F) / month
Folkner, Alison	
Folkner, Alison	Chapman Program
Jones-Tester, Julia	
Jones-Tester, Julia	Transportation Fee
Martin, Sussanne	
Martin, Sussanne	Pre-School Three-Quarter Day Program 5 Day Care (M-F) / month
Mendoza, Isabel	
Mendoza, Isabel	Transportation Fee
Moye, Shonda	
Moye, Shonda	After School Care (M & W) 2PM to 6PM / month
Moye, Shonda	After School Care (M & W) 2PM to 6PM / month
Moye, Shonda	Transportation Fee
Nowel, Cathy & Bruce	
Nowel, Cathy & Bruce	Pre-School Three-Quarter Day Program 9AM - 3:00PM 2 Day Care / month

Angel, Jessica M.
Angel, Jessica M.
Angel, Jessica M.
Angel, Jessica M.
Angel, Jessica M.
Angel, Jessica M.
Angel, Jessica M.

Clinton, McKenna S.
Clinton, McKenna S.
Clinton, McKenna S.
Clinton, McKenna S.
Clinton, McKenna S.
Clinton, McKenna S.
Clinton, McKenna S.
Clinton, McKenna S.
Clinton, McKenna S.
Clinton, McKenna S.
Clinton, McKenna S.
Clinton, McKenna S.
Clinton, McKenna S.
Clinton, McKenna S.
Clinton, McKenna S.

Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.

Lang, Janet L.
Lang, Janet L.
Lang, Janet L.

Scott, Griffin D.

Scott, Jenny R.

Scott, Jenny R.

Scott, Jenny R.

Scott, Jenny R.

Scott, Jenny R.

Scott, Jenny R.

Scott, Jenny R.

Scott, Jenny R.

Scott, Jenny R.

Scott, Jenny R.

Scott, Jenny R.

Scott, Jenny R.

Scott, Jenny R.

Scott, Jenny R.

Scott, Jenny R.

Meghan Warner Bookkeeping

Meghan Warner Bookkeeping

Funds Transfer

Funds Transfer

Maddy, Melissa

Maddy, Melissa

After School Care /3-Days: 2PM to 6PM / month

Duarte, Christiana

Duarte, Christiana

Brown, Jana

Brown, Jana

Moye, Shonda

Moye, Shonda

Ballistrea, Joseph

Ballistrea, Joseph

Deposit

Moye, Shonda

Deposit

Ballistrea, Joseph

Deposit

Duarte, Christiana

Deposit

Brown, Jana
Deposit
Reimbursed Petty Cash from Tuition received
Ralph's/Kroger
ADJ

AT&T 714-649-2214 403 7
AT&T 714-649-2214 403 7

Maddy, Melissa
Maddy, Melissa Transportation Fee

EFTPS 33-0050107
EFTPS 33-0050107
EFTPS 33-0050107
EFTPS 33-0050107
EFTPS 33-0050107
EFTPS 33-0050107

Employment Development Department #499-0670-4
Employment Development Department #499-0670-4
Employment Development Department #499-0670-4

Employment Development Department #499-0670-4
Employment Development Department #499-0670-4
Employment Development Department #499-0670-4

Lux Cleaning Services
Lux Cleaning Services

Waste Management Account #111-2771119-2884-6
Waste Management Account #111-2771119-2884-6

Lux Cleaning Services
Lux Cleaning Services

Orkin Pest Control Account # D-2957145
Orkin Pest Control Account # D-2957145

Waste Management Account #111-2771119-2884-6
Waste Management Account #111-2771119-2884-6

Andersen, Stefan S.
Andersen, Stefan S.

Deposit

Andersen, Stefan S.

Deposit

AT&T

Settlement

Angel, Jessica M.

Angel, Jessica M.

Angel, Jessica M.

Angel, Jessica M.

Angel, Jessica M.

Angel, Jessica M.

Angel, Jessica M.

Angel, Jessica M.

Angel, Jessica M.

Angel, Jessica M.

Angel, Jessica M.

Angel, Jessica M.

Angel, Jessica M.

Angel, Jessica M.

Angel, Jessica M.

Clinton, McKenna S.

Clinton, McKenna S.

Clinton, McKenna S.

Clinton, McKenna S.

Clinton, McKenna S.

Clinton, McKenna S.

Clinton, McKenna S.

Clinton, McKenna S.

Clinton, McKenna S.

Clinton, McKenna S.

Clinton, McKenna S.

Clinton, McKenna S.

Clinton, McKenna S.

Clinton, McKenna S.

Clinton, McKenna S.

Lang, Janet L.

Lang, Janet L.

Lang, Janet L.

Lang, Janet L.

Lang, Janet L.

Lang, Janet L.

Lang, Janet L.
Lang, Janet L.
Lang, Janet L.
Lang, Janet L.
Lang, Janet L.
Lang, Janet L.
Lang, Janet L.
Lang, Janet L.
Lang, Janet L.

Roberts, Kelly F.
Roberts, Kelly F.
Roberts, Kelly F.
Roberts, Kelly F.
Roberts, Kelly F.
Roberts, Kelly F.
Roberts, Kelly F.
Roberts, Kelly F.
Roberts, Kelly F.
Roberts, Kelly F.
Roberts, Kelly F.
Roberts, Kelly F.
Roberts, Kelly F.
Roberts, Kelly F.
Roberts, Kelly F.

Scott, Griffin D.
Scott, Griffin D.
Scott, Griffin D.
Scott, Griffin D.
Scott, Griffin D.
Scott, Griffin D.
Scott, Griffin D.
Scott, Griffin D.
Scott, Griffin D.
Scott, Griffin D.
Scott, Griffin D.
Scott, Griffin D.
Scott, Griffin D.
Scott, Griffin D.
Scott, Griffin D.

Scott, Jenny R.

Scott, Jenny R.
Scott, Jenny R.
Scott, Jenny R.
Scott, Jenny R.
Scott, Jenny R.
Scott, Jenny R.
Scott, Jenny R.
Scott, Jenny R.
Scott, Jenny R.
Scott, Jenny R.
Scott, Jenny R.
Scott, Jenny R.
Scott, Jenny R.

Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.
Kerber, Brook A.

Scott, Jenny R.	Reimbursement
Scott, Jenny R.	Reimbursement
Scott, Jenny R.	Reimbursement
Scott, Jenny R.	Reimbursement

Scott, Jenny R.	Fuel for Van/Petty Cash Fund
Scott, Jenny R.	Fuel for Van/Petty Cash Fund

Clinton, McKenna S.	Reimbursement
Clinton, McKenna S.	Reimbursement

Meghan Warner Bookkeeping

Meghan Warner Bookkeeping

Meghan Warner Bookkeeping

Funds Transfer

Funds Transfer

Edison

57-43-485-0104-01 000-8

Edison

57-43-485-0104-01 000-8

State Compensation Insurance Fund

Policy #9045883-13

State Compensation Insurance Fund

Policy #9045883-13

State Compensation Insurance Fund

Policy #9045883-13

State Compensation Insurance Fund

Policy #9045883-13

Ephland, Katia

Ephland, Katia

Ritze, Sheila

Ritze, Sheila

Toledo, Phoebe

Toledo, Phoebe

Tonkovich, Andrew & Alvarez, Lisa

Tonkovich, Andrew & Alvarez, Lisa

Tonkovich, Andrew & Alvarez, Lisa

Tonkovich, Andrew & Alvarez, Lisa

Martin, Sussanne

Martin, Sussanne

Deposit

Ephland, Katia

Deposit

Ritze, Sheila

Deposit

Toledo, Phoebe

Deposit

Tonkovich, Andrew & Alvarez, Lisa

Deposit

Tonkovich, Andrew & Alvarez, Lisa

Deposit

Martin, Sussanne

Deposit

J. Crocker/Sleepover

K. Martin/Raffle Tix
S. Ritze/Raffle Tix
S. Breedan/Raffle Tix
Raffle Tix Sales
ADJ

Maddy, Melissa
Maddy, Melissa

Maddy, Melissa
Maddy, Melissa

Williams, Angela & Jason
Williams, Angela & Jason

Schmidt, Jennifer
Schmidt, Jennifer

Breiling, Diggy
Breiling, Diggy

Nowel, Cathy & Bruce
Nowel, Cathy & Bruce

	Deposit
Maddy, Melissa	Deposit
Maddy, Melissa	Deposit
Williams, Angela & Jason	Deposit
Schmidt, Jennifer	Deposit
Breiling, Diggy	Deposit
Nowel, Cathy & Bruce	Deposit

Martin, Sussanne
Martin, Sussanne

Doherty, Melissa & Paul
Doherty, Melissa & Paul

	Deposit
Martin, Sussanne	Deposit
Doherty, Melissa & Paul	Deposit

Lux Cleaning Services

Lux Cleaning Services

Meghan Warner Bookkeeping
Meghan Warner Bookkeeping

Ballistrea, Joseph
Ballistrea, Joseph

Tafolla, Fernando
Tafolla, Fernando

Smith, Daniela
Smith, Daniela

Maddy, Melissa
Maddy, Melissa

	Deposit
Ballistrea, Joseph	Deposit
Maddy, Melissa	Deposit
Tafolla, Fernando	Deposit
Smith, Daniela	Deposit

Andersen, Stefan S.	
Andersen, Stefan S.	Fall Registration - (2) Children

Andersen, Stefan S.
Andersen, Stefan S.

Lenk, Marcella
Lenk, Marcella

Tafolla, Fernando	
Tafolla, Fernando	Fall Registration

Orkin Pest Control	Account # D-2957145
Orkin Pest Control	10/2013

AT&T	130242553
AT&T	130242553

Deposit
Electronic Scrip DES:Rebate

AT&T

714-649-2214

AT&T

714-649-2214

Service Charge

Service Charge

Deposit

Deposit

Account	Debit	Credit
1200 · Accounts Receivable	845.50	
4090 · Tuition		445.00
4090 · Tuition		445.00
4090 · Tuition	44.50	
	<u>890.00</u>	<u>890.00</u>
1200 · Accounts Receivable	164.58	
4090 · Tuition		164.58
	<u>164.58</u>	<u>164.58</u>
1200 · Accounts Receivable	285.00	
4090 · Tuition		285.00
	<u>285.00</u>	<u>285.00</u>
1200 · Accounts Receivable	90.00	
4090 · Tuition		90.00
	<u>90.00</u>	<u>90.00</u>
1200 · Accounts Receivable	125.00	
4090 · Tuition		125.00
	<u>125.00</u>	<u>125.00</u>
1200 · Accounts Receivable	475.00	
4090 · Tuition		475.00
	<u>475.00</u>	<u>475.00</u>
1200 · Accounts Receivable	607.75	
4090 · Tuition		607.75
	<u>607.75</u>	<u>607.75</u>
1200 · Accounts Receivable	164.58	
4090 · Tuition		164.58
	<u>164.58</u>	<u>164.58</u>
1200 · Accounts Receivable	50.00	
4036 · Transportation Income		50.00
	<u>50.00</u>	<u>50.00</u>
1200 · Accounts Receivable	555.00	
4090 · Tuition		555.00
	<u>555.00</u>	<u>555.00</u>
1200 · Accounts Receivable	50.00	
4036 · Transportation Income		50.00
	<u>50.00</u>	<u>50.00</u>
1200 · Accounts Receivable	500.00	
4090 · Tuition		225.00
4090 · Tuition		225.00
4036 · Transportation Income		50.00
	<u>500.00</u>	<u>500.00</u>
1200 · Accounts Receivable	350.00	
4090 · Tuition		350.00
	<u>350.00</u>	<u>350.00</u>

	350.00	350.00
1200 · Accounts Receivable	90.00	
4090 · Tuition		40.00
4036 · Transportation Income		50.00
	<u>90.00</u>	<u>90.00</u>
1200 · Accounts Receivable	680.00	
4090 · Tuition		680.00
	<u>680.00</u>	<u>680.00</u>
1200 · Accounts Receivable	350.00	
4090 · Tuition		350.00
	<u>350.00</u>	<u>350.00</u>
1200 · Accounts Receivable	600.00	
4090 · Tuition		200.00
4090 · Tuition		350.00
4036 · Transportation Income		50.00
	<u>600.00</u>	<u>600.00</u>
1200 · Accounts Receivable	285.00	
4090 · Tuition		285.00
	<u>285.00</u>	<u>285.00</u>
1200 · Accounts Receivable	140.00	
4090 · Tuition		90.00
4036 · Transportation Income		50.00
	<u>140.00</u>	<u>140.00</u>
1200 · Accounts Receivable	450.00	
4090 · Tuition		400.00
4036 · Transportation Income		50.00
	<u>450.00</u>	<u>450.00</u>
1200 · Accounts Receivable	332.50	
4090 · Tuition		175.00
4090 · Tuition		175.00
4090 · Tuition	17.50	
	<u>350.00</u>	<u>350.00</u>
1000 · B of A Checking		463.32
6090 · Dues & Subscriptions	463.32	
	<u>463.32</u>	<u>463.32</u>
1000 · B of A Checking		420.05
6792 · Regular	485.00	
6801 · ETT	0.00	
2105 · ETT	0.00	
2106 · Federal Withholding		23.00
6804 · Social Security	30.07	
2111 · Social Security - Company		30.07
2112 · Social Security - Employee		30.07

6803 · Medicare	7.03	
2109 · Medicare - Company		7.03
2110 · Medicare - Employee		7.03
2102 · CA Withholding	0.00	
2103 · CA SDI		4.85
6805 · SUI	30.07	
2113 · SUI		30.07
	<u>552.17</u>	<u>552.17</u>
1000 · B of A Checking		434.43
6792 · Regular	492.00	
6801 · ETT	0.00	
2105 · ETT	0.00	
2106 · Federal Withholding		15.00
6804 · Social Security	30.51	
2111 · Social Security - Company		30.51
2112 · Social Security - Employee		30.51
6803 · Medicare	7.14	
2109 · Medicare - Company		7.14
2110 · Medicare - Employee		7.14
2102 · CA Withholding	0.00	
2103 · CA SDI		4.92
6805 · SUI	30.51	
2113 · SUI		30.51
	<u>560.16</u>	<u>560.16</u>
1000 · B of A Checking		54.81
6792 · Regular	60.00	
6801 · ETT	0.00	
2105 · ETT	0.00	
2106 · Federal Withholding	0.00	
6804 · Social Security	3.72	
2111 · Social Security - Company		3.72
2112 · Social Security - Employee		3.72
6803 · Medicare	0.87	
2109 · Medicare - Company		0.87
2110 · Medicare - Employee		0.87
2102 · CA Withholding	0.00	
2103 · CA SDI		0.60
6805 · SUI	3.72	
2113 · SUI		3.72
	<u>68.31</u>	<u>68.31</u>
1000 · B of A Checking		621.18
6792 · Regular	680.00	
6801 · ETT	0.00	

2105 · ETT	0.00	
2106 · Federal Withholding	0.00	
6804 · Social Security	42.16	
2111 · Social Security - Company		42.16
2112 · Social Security - Employee		42.16
6803 · Medicare	9.86	
2109 · Medicare - Company		9.86
2110 · Medicare - Employee		9.86
2102 · CA Withholding	0.00	
2103 · CA SDI		6.80
6805 · SUI	42.16	
2113 · SUI		42.16
	<u>774.18</u>	<u>774.18</u>
1000 · B of A Checking		241.35
6792 · Regular	285.00	
6801 · ETT	0.00	
2105 · ETT	0.00	
2106 · Federal Withholding		19.00
6804 · Social Security	17.67	
2111 · Social Security - Company		17.67
2112 · Social Security - Employee		17.67
6803 · Medicare	4.13	
2109 · Medicare - Company		4.13
2110 · Medicare - Employee		4.13
2102 · CA Withholding	0.00	
2103 · CA SDI		2.85
6805 · SUI	17.67	
2113 · SUI		17.67
	<u>324.47</u>	<u>324.47</u>
1000 · B of A Checking		342.27
6792 · Regular	390.00	
6801 · ETT	0.00	
2105 · ETT	0.00	
2106 · Federal Withholding		14.00
6804 · Social Security	24.18	
2111 · Social Security - Company		24.18
2112 · Social Security - Employee		24.18
6803 · Medicare	5.65	
2109 · Medicare - Company		5.65
2110 · Medicare - Employee		5.65
2102 · CA Withholding	0.00	
2103 · CA SDI		3.90
6805 · SUI	0.00	

2113 · SUI	0.00	
	419.83	419.83
1000 · B of A Checking		790.68
6792 · Regular	947.70	
6801 · ETT	0.00	
2105 · ETT	0.00	
2106 · Federal Withholding		60.00
6804 · Social Security	58.76	
2111 · Social Security - Company		58.76
2112 · Social Security - Employee		58.76
6803 · Medicare	13.74	
2109 · Medicare - Company		13.74
2110 · Medicare - Employee		13.74
2102 · CA Withholding		15.04
2103 · CA SDI		9.48
6805 · SUI	58.76	
2113 · SUI		58.76
	1,078.96	1,078.96
1000 · B of A Checking		120.00
2000 · Accounts Payable	120.00	
	120.00	120.00
2201 · SMRPD		1,500.00
1000 · B of A Checking	1,500.00	
	1,500.00	1,500.00
1200 · Accounts Receivable	240.00	
4090 · Tuition		240.00
	240.00	240.00
1499 · Undeposited Funds	608.00	
1200 · Accounts Receivable		608.00
	608.00	608.00
1499 · Undeposited Funds	95.00	
1200 · Accounts Receivable		95.00
	95.00	95.00
1499 · Undeposited Funds	500.00	
1200 · Accounts Receivable		500.00
	500.00	500.00
1499 · Undeposited Funds	150.00	
1200 · Accounts Receivable		150.00
	150.00	150.00
1000 · B of A Checking	1,362.81	
1499 · Undeposited Funds		500.00
1499 · Undeposited Funds		150.00
1499 · Undeposited Funds		608.00

1499 · Undeposited Funds		95.00
6026 · Transportation Expense	90.00	
4030 · Fundraiser Income		100.06
4030 · Fundraiser Income	0.25	
	<u>1,453.06</u>	<u>1,453.06</u>
1000 · B of A Checking		139.00
2000 · Accounts Payable	139.00	
	<u>139.00</u>	<u>139.00</u>
1200 · Accounts Receivable	25.00	
4036 · Transportation Income		25.00
	<u>25.00</u>	<u>25.00</u>
1000 · B of A Checking		1,387.74
2106 · Federal Withholding	267.00	
2111 · Social Security - Company	454.14	
2112 · Social Security - Employee	454.14	
2109 · Medicare - Company	106.23	
2110 · Medicare - Employee	106.23	
	<u>1,387.74</u>	<u>1,387.74</u>
1000 · B of A Checking		122.67
2102 · CA Withholding	49.41	
2103 · CA SDI	73.26	
	<u>122.67</u>	<u>122.67</u>
1000 · B of A Checking		675.33
2113 · SUI	675.33	
2105 · ETT	0.00	
	<u>675.33</u>	<u>675.33</u>
2000 · Accounts Payable		150.00
6905 · Janitorial	150.00	
	<u>150.00</u>	<u>150.00</u>
2000 · Accounts Payable		183.27
6943 · Trash	183.27	
	<u>183.27</u>	<u>183.27</u>
1000 · B of A Checking		775.00
2000 · Accounts Payable	775.00	
	<u>775.00</u>	<u>775.00</u>
1000 · B of A Checking		63.27
2000 · Accounts Payable	63.27	
	<u>63.27</u>	<u>63.27</u>
1000 · B of A Checking		183.27
2000 · Accounts Payable	183.27	
	<u>183.27</u>	<u>183.27</u>
1499 · Undeposited Funds	845.50	
1200 · Accounts Receivable		845.50
	<u>845.50</u>	<u>845.50</u>

	845.50	845.50
1000 · B of A Checking	867.12	
1499 · Undeposited Funds		845.50
6970 · Telephone		21.62
	<u>867.12</u>	<u>867.12</u>
1000 · B of A Checking		334.13
6792 · Regular	380.00	
6801 · ETT	0.00	
2105 · ETT	0.00	
2106 · Federal Withholding		13.00
6804 · Social Security	23.56	
2111 · Social Security - Company		23.56
2112 · Social Security - Employee		23.56
6803 · Medicare	5.51	
2109 · Medicare - Company		5.51
2110 · Medicare - Employee		5.51
2102 · CA Withholding	0.00	
2103 · CA SDI		3.80
6805 · SUI	23.56	
2113 · SUI		23.56
	<u>432.63</u>	<u>432.63</u>
1000 · B of A Checking		131.56
6792 · Regular	144.00	
6801 · ETT	0.00	
2105 · ETT	0.00	
2106 · Federal Withholding	0.00	
6804 · Social Security	8.92	
2111 · Social Security - Company		8.92
2112 · Social Security - Employee		8.92
6803 · Medicare	2.08	
2109 · Medicare - Company		2.08
2110 · Medicare - Employee		2.08
2102 · CA Withholding	0.00	
2103 · CA SDI		1.44
6805 · SUI	8.92	
2113 · SUI		8.92
	<u>163.92</u>	<u>163.92</u>
1000 · B of A Checking		484.15
6792 · Regular	530.00	
6801 · ETT	0.00	
2105 · ETT	0.00	
2106 · Federal Withholding	0.00	
6804 · Social Security	32.86	

2111 · Social Security - Company		32.86
2112 · Social Security - Employee		32.86
6803 · Medicare	7.69	
2109 · Medicare - Company		7.69
2110 · Medicare - Employee		7.69
2102 · CA Withholding	0.00	
2103 · CA SDI		5.30
6805 · SUI	32.86	
2113 · SUI		32.86
	<u>603.41</u>	<u>603.41</u>
1000 · B of A Checking		228.64
6792 · Regular	270.00	
6801 · ETT	0.00	
2105 · ETT	0.00	
2106 · Federal Withholding		18.00
6804 · Social Security	16.74	
2111 · Social Security - Company		16.74
2112 · Social Security - Employee		16.74
6803 · Medicare	3.92	
2109 · Medicare - Company		3.92
2110 · Medicare - Employee		3.92
2102 · CA Withholding	0.00	
2103 · CA SDI		2.70
6805 · SUI	16.74	
2113 · SUI		16.74
	<u>307.40</u>	<u>307.40</u>
1000 · B of A Checking		200.06
6792 · Regular	219.00	
6801 · ETT	0.00	
2105 · ETT	0.00	
2106 · Federal Withholding	0.00	
6804 · Social Security	13.57	
2111 · Social Security - Company		13.57
2112 · Social Security - Employee		13.57
6803 · Medicare	3.18	
2109 · Medicare - Company		3.18
2110 · Medicare - Employee		3.18
2102 · CA Withholding	0.00	
2103 · CA SDI		2.19
6805 · SUI	0.00	
2113 · SUI	0.00	
	<u>235.75</u>	<u>235.75</u>
1000 · B of A Checking		767.29

6792 · Regular	917.33	
6801 · ETT	0.00	
2105 · ETT	0.00	
2106 · Federal Withholding		57.00
6804 · Social Security	56.87	
2111 · Social Security - Company		56.87
2112 · Social Security - Employee		56.87
6803 · Medicare	13.30	
2109 · Medicare - Company		13.30
2110 · Medicare - Employee		13.30
2102 · CA Withholding		13.70
2103 · CA SDI		9.17
6805 · SUI	56.87	
2113 · SUI		56.87
	<u>1,044.37</u>	<u>1,044.37</u>
1000 · B of A Checking		54.81
6792 · Regular	60.00	
6801 · ETT	0.00	
2105 · ETT	0.00	
2106 · Federal Withholding	0.00	
6804 · Social Security	3.72	
2111 · Social Security - Company		3.72
2112 · Social Security - Employee		3.72
6803 · Medicare	0.87	
2109 · Medicare - Company		0.87
2110 · Medicare - Employee		0.87
2102 · CA Withholding	0.00	
2103 · CA SDI		0.60
6805 · SUI	3.72	
2113 · SUI		3.72
	<u>68.31</u>	<u>68.31</u>
1000 · B of A Checking		66.79
6951 · Animal Supplies	10.09	
6955 · Groceries	23.08	
6905 · Janitorial	33.62	
	<u>66.79</u>	<u>66.79</u>
1000 · B of A Checking		200.00
6026 · Transportation Expense	200.00	
	<u>200.00</u>	<u>200.00</u>
1000 · B of A Checking		26.09
6952 · Curriculum Supplies	26.09	
	<u>26.09</u>	<u>26.09</u>
2000 · Accounts Payable		240.00

6644 · Bookkeeping	240.00	
	240.00	240.00
1000 · B of A Checking		240.00
2000 · Accounts Payable	240.00	
	240.00	240.00
2201 · SMRPD		2,200.00
1000 · B of A Checking	2,200.00	
	2,200.00	2,200.00
1000 · B of A Checking		202.71
6941 · Gas & Electric	202.71	
	202.71	202.71
2000 · Accounts Payable		634.08
6202 · Worker's Comp	634.08	
	634.08	634.08
1000 · B of A Checking		634.08
2000 · Accounts Payable	634.08	
	634.08	634.08
1499 · Undeposited Funds	20.00	
1200 · Accounts Receivable		20.00
	20.00	20.00
1499 · Undeposited Funds	680.00	
1200 · Accounts Receivable		680.00
	680.00	680.00
1499 · Undeposited Funds	50.00	
1200 · Accounts Receivable		50.00
	50.00	50.00
1499 · Undeposited Funds	365.00	
1200 · Accounts Receivable		365.00
	365.00	365.00
1499 · Undeposited Funds	85.00	
1200 · Accounts Receivable		85.00
	85.00	85.00
1499 · Undeposited Funds	550.00	
1200 · Accounts Receivable		550.00
	550.00	550.00
1000 · B of A Checking	2,239.00	
1499 · Undeposited Funds		20.00
1499 · Undeposited Funds		680.00
1499 · Undeposited Funds		50.00
1499 · Undeposited Funds		365.00
1499 · Undeposited Funds		85.00
1499 · Undeposited Funds		550.00
4030 · Fundraiser Income		50.00

4030 · Fundraiser Income		20.00
4030 · Fundraiser Income		20.00
4030 · Fundraiser Income		20.00
4030 · Fundraiser Income		284.00
4030 · Fundraiser Income		95.00
	<u>2,239.00</u>	<u>2,239.00</u>
1499 · Undeposited Funds	165.00	
1200 · Accounts Receivable		165.00
	<u>165.00</u>	<u>165.00</u>
1499 · Undeposited Funds	75.00	
1200 · Accounts Receivable		75.00
	<u>75.00</u>	<u>75.00</u>
1499 · Undeposited Funds	332.50	
1200 · Accounts Receivable		332.50
	<u>332.50</u>	<u>332.50</u>
1499 · Undeposited Funds	350.00	
1200 · Accounts Receivable		350.00
	<u>350.00</u>	<u>350.00</u>
1499 · Undeposited Funds	285.00	
1200 · Accounts Receivable		285.00
	<u>285.00</u>	<u>285.00</u>
1499 · Undeposited Funds	285.00	
1200 · Accounts Receivable		285.00
	<u>285.00</u>	<u>285.00</u>
1000 · B of A Checking	1,492.50	
1499 · Undeposited Funds		165.00
1499 · Undeposited Funds		75.00
1499 · Undeposited Funds		332.50
1499 · Undeposited Funds		350.00
1499 · Undeposited Funds		285.00
1499 · Undeposited Funds		285.00
	<u>1,492.50</u>	<u>1,492.50</u>
1499 · Undeposited Funds	555.00	
1200 · Accounts Receivable		555.00
	<u>555.00</u>	<u>555.00</u>
1499 · Undeposited Funds	385.00	
1200 · Accounts Receivable		385.00
	<u>385.00</u>	<u>385.00</u>
1000 · B of A Checking	940.00	
1499 · Undeposited Funds		555.00
1499 · Undeposited Funds		385.00
	<u>940.00</u>	<u>940.00</u>
2000 · Accounts Payable		425.00

6905 · Janitorial	425.00	
	425.00	425.00
2000 · Accounts Payable		80.00
6644 · Bookkeeping	80.00	
	80.00	80.00
1499 · Undeposited Funds	200.00	
1200 · Accounts Receivable		200.00
	200.00	200.00
1499 · Undeposited Funds	380.00	
1200 · Accounts Receivable		380.00
	380.00	380.00
1499 · Undeposited Funds	500.00	
1200 · Accounts Receivable		500.00
	500.00	500.00
1499 · Undeposited Funds	25.00	
1200 · Accounts Receivable		25.00
	25.00	25.00
1000 · B of A Checking	1,105.00	
1499 · Undeposited Funds		200.00
1499 · Undeposited Funds		25.00
1499 · Undeposited Funds		380.00
1499 · Undeposited Funds		500.00
	1,105.00	1,105.00
1200 · Accounts Receivable	125.00	
4080 · Registration Fees		125.00
	125.00	125.00
1499 · Undeposited Funds	970.50	
1200 · Accounts Receivable		970.50
	970.50	970.50
1499 · Undeposited Funds	80.00	
1200 · Accounts Receivable		80.00
	80.00	80.00
1200 · Accounts Receivable	75.00	
4080 · Registration Fees		75.00
	75.00	75.00
2000 · Accounts Payable		63.27
6901 · Building/Grounds	63.27	
	63.27	63.27
2000 · Accounts Payable		30.00
6551 · Internet Access	30.00	
	30.00	30.00
1000 · B of A Checking	4.84	
4030 · Fundraiser Income		4.84

	4.84	4.84
1000 · B of A Checking		253.69
6970 · Telephone	253.69	
	<u>253.69</u>	<u>253.69</u>
1000 · B of A Checking		19.00
6050 · Bank Service Charges	19.00	
	<u>19.00</u>	<u>19.00</u>
1030 · Bus. Savings-BofA	0.02	
7010 · Interest Income		0.02
	<u>0.02</u>	<u>0.02</u>
	<u>42,066.40</u>	<u>42,066.40</u>

**LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT**

**DATE: 11/23/13
REPORT 11-13A**

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-13598 Chay Peterson P.O. Box 613 Silverado, CA 92676	10/26/2013	V700	0100	900	\$ 50.00	1099	
VC-1539 Tom Smisek P.O. Box 374 Silverado, CA 92676	10/26/2013	V700	0100	900	\$ 50.00		
VC- 9989 Ron Shepston P.O. Box 31311 Silverado Canyon Road Silverado, CA 92676	10/26/2013	V700	0100	900	\$ 50.00		
VC-9990 Greg Bates 28100 Modjeska Canyon Road Modjeska, CA 92676	10/26/2013	V700	0100	900	\$ 50.00		
					\$ 50.00		
					\$ 200.00		

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: 11/23/2013
REPORT 11-13B**

Sil-Mod Rec. and Parks Dist. P.O.Box 8	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-2027 COOKSMITH LANDSCAPING P.O. BOX 5606 ORANGE, CA 92863	INVOICE #93165	V700	1400	900	\$340.00		
	INVOICE #93235	V700	1400	900	\$8.00		
	INVOICE #93152	V700	1400	900	\$235.00		
	INVOICE #93227	V700	1400	900	\$8.00		
	\$591.00						
VC-2760 MEGHAN WARNER P.O. BOX 177 SILVERADO, CA 92676	INVOICE #13-132	V700	1900	900	\$250.00		
	\$250.00						
VC-4740 HOME DEPOT P.O. BOX 9055 DES MOINES, IA 50368	INVOICE DATED: 11/05/13	V700	1400	900	\$899.96	1099	
	\$899.96						
VC-2865 STEVE REIGHART 27641 SILVERADO CANYON ROAD SILVERADO, CA 92676	INVOICE #100030	V700	1900	900	\$1,316.25	1099	
	\$1,316.25						
VC-6773 LEWIS BRISBOIS BISGAARD & SMITH 221 N. FIGUEROA ST #120 LOS ANGELES, CA 90012	INVOICE #1242866	V700	1900	900	\$860.00	1099	
	\$860.00						
VC-10921 LINDA J. MAY P.O. BOX 244 SILVERADO, CA 92676	INVOICE #2013-11-01	V700	1900	900	\$3,200.00	1099	
	\$3,200.00						
\$7,117.21							

The claims listed above totaling **\$7,117.21** 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: 11/23/13
REPORT 11-13C**

Sil-Mod Rec. and Parks Dist.
P.O.Box 8

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 #2116 PAID TO: JANI-KING INVOICE #LAX11130408 INVOICE #LAX11130401	V700	1400	900	\$227.49		
		V700	1400	900	\$229.07		
					\$456.56		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF CHECK #2117 PAID TO: WASTE MANAGEMENT INVOICE #0063715-2884-2	V700	2800	900	\$214.12		
					\$214.12		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF CHECK #2118 PAID TO: IRWD METER #55418830 10/25/13 METER #51441202 10/25/13 METER #56569388 10/25/13	V700	2800	900	\$9.85		
		V700	2800	900	\$167.32		
		V700	2800	900	\$100.54		
						\$277.71	
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF DEBITS PAID TO: AT&T 714-649-2850 11/10/13 714-649-2428 11/10/13	V700	702	900	\$68.54		
		V700	702	900	\$50.49		
					\$119.03		
VC-1672 SMRPD (BofA Account) P.O. Box 8 Silverado, CA 92676	REIMBURSEMENT OF DEBITS PAID TO: SCE ACCOUNT #2-25-699-8121 10/2013 ACCOUNT #2-32-988-1767 10/2013	V700	2800	900	\$ 74.19		
		V700	2800	900	\$ 326.59		
					\$400.78		

The claims listed above totaling **\$1,468.20** 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 _____



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 • www.smrpd.org

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
SATURDAY OCTOBER 26, 2013 AT 2:00 PM
AT THE SILVERADO COMMUNITY CENTER
27641 SILVERADO CANYON ROAD, SILVERADO 92676**

DIRECTORS

**Greg Bates - President
Tom Smisek -Vice President
Chay Peterson -Secretary
Ron Shepston- Treasurer
Linda Kearns - Director**

STAFF

**Elizabeth Martyn - General Counsel
Lindy Epstein- Interim SCC Director
Bev Mileham -Admin. Assist
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 2:14PM by Director Bates, who acted as chair person.

ROLL CALL

Directors Greg Bates, Tom Smisek, Chay Peterson, Ron Shepston. Caretaker Steve Reighart, and Admin. Assist. Bev Mileham

PUBLIC ATTENDANCE

Marion Schuller, Stephanie Mardher (sp?) Jane Bove, Paul Bove, Hank Rodgers, Linda Unger, Pam

Schnabel, Annie King, Scott Breeden, Wendy Hayter, Debbie Seltzer, Judy Bruno, Bob Hunt, Pat Hunt, Linda Kearns, Chad Kearns, Debbie Johnson, Jeff Wilson, Dan Dulac, Jenny Scott, Griffin Scott, Douglas Scott, Linda May, Natalie Garth, signed in.

PUBLIC AND BOARD INPUT ON NON-AGENDIZED ITEMS

Judy Bruno had an appeal for a propane generator for medical equipment needed by a resident.

Dan Dulac said residents can contact him with any questions pertaining to the fire that recently occurred on the Aquanagua lot. Mr. Dulac said that 24 hr security has been put into place.

Silverado Children's Center thanked Mr. Dulac for his generous donation of much needed wood chips for the children's playground.

CONSENT CALENDAR

1st ACTION: Director Shepston made a motion to approve the Consent Calendar with the Regular Minutes of September 24th, 2013, correspondence and Transmittals 10-13A, 010-13B and 010-13C All Directors were in favor. Unanimously approved.

TREASURERS REPORT

None to report

CHILDRENS CENTER DIRECTORS REPORT

SCC interim Director Lindy Epstein gave a 21 page report to Director Bates that has a list of what's needed at the center and an action plan to review and consider.

OTHER DISTRICT BUSINESS

(A) Director Position to fill vacant SMRPD board Director seat.

Jane Bove, and Linda Kearns, both candidates, were given a chance to speak to the public with their qualifications and visions.

2nd ACTION: Director Smisek made a motion to appoint Linda Kearns as the new Director for SMRPD. Director Shepston seconded.

A roll call vote to appoint Linda Kearns was taken, Directors Bates, Smisek and Shepston said Aye. Director Peterson said no.

(B) Director Peterson wants to contact general counsel for advise on handling personnel files. Director Peterson and Jenny Scott will ask counsel for a memo on the matter.

Currently files are under lock and key.

DIRECTORS COMMENTS

Director Peterson thanked Jane Bove for all that she does in the community.

ADJOURN 4:25PM. Next regular meeting of the Board of Directors will be at the Silverado Community Center, 27641 Silverado Canyon Road at 7:00PM on Tues. November 26, 2013.

SMRPD

ADMINISTRATION POLICY AND PROCEDURE MANUAL

1508

EFFECTIVE DATE

REVISION DATE

PAGE

1 of 2

MEDIA CONTACTS	APPROVED BY / TITLE:	APPROVED BY / TITLE
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RESPONSIBLE PERSONS: All Employees, Volunteers, Affiliates and Board Members

I. POLICY:

- A. It is policy to cooperate fully with any media contacts. However, it is critical that the respondent to any inquiries be someone who has all the necessary facts and a clear understanding of the business issues involved.
- B. The President shall be notified prior to making any response to media. The President will prepare a response or designate person who will make a response to the media. If the president is not available the Vice President will be the designee.
- C. Press releases will be submitted to designated board members for review. It is recommended that at least 2 board members review and approve the release prior to circulating to the media.
- D. A Consent shall be obtained prior to use of statements, photographs of clients, volunteers, affiliates and/or employee.

II. PROCEDURE: Media Response.

- A. The person receiving the call should indicate that the organization policy requires pre-approval of media questions, but if they give their name, telephone, TV, radio, magazine or newspaper, someone will get back to them.
- B. The President of the SMRPD should be notified immediately for approval of the contact. In the absence of the President the designated responsible person noted on the contingency plan will be notified.
- C. The President of the SMRPD or assigned contingent will be the spokesperson for all media coverage.

III. PROCEDURE: Press Release.

- A. Press releases submitted for public circulation will be sent to designated board members for review and approval prior to release.

SMRPD

ADMINISTRATION POLICY AND PROCEDURE MANUAL

		1508		
		EFFECTIVE DATE	REVISION DATE	PAGE
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MEDIA CONTACTS	APPROVED BY / TITLE:	APPROVED BY / TITLE		

- B. Board members are required to review and comment within two days. Submission of comments will be made to originator of the press release.
- C. It is recommended that there be approval by at least 2 board members prior to public circulation.
- D. If no response is received within two days the information may be released.
- E. Board members may send suggestions/corrections to the originator only, and if on subsequent release any board member still wants to object to the release it will be taken up at the next regular or special meeting of the board prior to release.