



**REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY APRIL 24, 2007 AT 7:00 PM
AT THE SILVERADO COMMUNITY CENTER
27641 SILVERADO 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 7:00 PM by President Hunt, who acted as chairperson.

ROLL CALL

Directors Evans, Hunt, Johnson, and Levy were present. Grants Administrator Phil McWilliams, Admin. Assist. Bev Mileham, and Children's Center Director Aimee Bryer were present.

PUBLIC ATTENDANCE

Scott Breeden, Zachary Dupre, Karta Kalsa

PUBLIC AND BOARD INPUT ON NON-AGENDIZED ITEMS

Zachary Dupree described the various resources lined up for the Summer Rec Program Music in the Park nights. The event will be held at the Silverado Community Center from 6:00 pm until 10:00 pm, and include a BBQ and music by local groups. There is no admission charge.

CONSENT CALENDAR

Director Hunt handed \$25 along with an invoice to the Administrative Assistant to reimburse the District for an accidental charge of \$22 to the District's Visa card. The money and invoice was given to the Bookkeeper for deposit. A letter from IRWD pertaining to the Back Flow tests done was received. The reports need to be sent to IRWD, Phil McWilliams will check into this. Received a request from Registrar of Voters for the use of both Community Centers for elections in 2008. Per long custom, there was no objection to the traditional no-charge use as polling places. Director Hunt will respond to the letter. Director Levy will go to the annual OCLCD awards dinner May 3rd.

1st ACTION: Director Hunt made a motion to approve the Consent Calendar modified to include only the March 27, 2007 Regular Board Meeting Minutes and March 12th, Open Space & Trails Committee Minutes. Director Johnson seconded. Unanimously approved.

PAYMENT OF DISTRICT BILLS

2nd ACTION: Director Hunt made a motion to approve payment of Transmittal 04-07A, Directors Compensation for the Regular Board meeting of March 27, 2007 to Directors Hunt, Peterson and Levy \$150.00 total.

3rd ACTION: Director Hunt made a motion to approve payment of Transmittal 04-07B, District Bills, \$1,532.91 total. Director Evans seconded.

4th ACTION: Director Levy made a motion to approve payment of Transmittal 04-07C, Utility Bills, \$455.72 total. Director Evans seconded. Unanimously approved.

SILVERADO CHILDREN'S CENTER DIRECTOR'S REPORT

Enrollments have increased by two children. A special pre-school parents teacher conference is being planned. Open house is June 6. "Week of the Young Child", and a program encouraging education will be happening April 23 thru 27. New sand is needed to replace the hardened material in the play yard. This will be discussed at the next Ad Hoc meeting. Director Johnson asked why office expenses had risen. A new printer had been purchased. Another fundraiser is planned for May 10th.

GRANTS ADMINISTRATOR'S REPORT

Phil McWilliams is working on the final paperwork for the three grants in progress. The grants covered all expenses and costs for the Silverado Renovation Project, with monies left over. The District will soon receive reimbursements of slightly over \$79,000 for construction project monies spent prior to grant advances. He is inquiring about reallocation procedures for the unused funds.

The CAPRI visit by Bob Miller went well, was very helpful, and new policies are being worked out that will be ready next month. There are going to be some changes in the Safety Committee, which will also involve the Children's Center.

OTHER DISTRICT BUSINESS

Discussed implementing an affordable upgrade in landscaping and janitorial services for the community centers. Director Hunt had a copy of the previous six years of District annual incomes and repeat operating expenses prepared by the Bookkeeper and Director Johnson to use as a guide. He asked all the Directors to give their opinions based on the District's financial situation.

Director Johnson said she would like to keep Snyder Landscaping. There is a great need for janitorial services for both Community Centers. The cost would be \$512 for both a month. She would like to see expenditures cut such as the annual audit and water use.

Director Levy said that money is short; he believes costs will continue to go up and revenues don't match. He asked if some of the leftover grant money could be applied to the new services (they cannot).

Director Evans said that the reduction in water use is very important.

Director Hunt said the District's money is tight and is against any changes with the landscaping. Would like to stay with Snyder and retract getting a new landscaping service. But is in favor of hiring a cleaning service at the Silverado facility only on a trial basis.

Directors Hunt and Johnson met with TIC and IRLRT regarding a gate that was placed across the Mesa access road to the Silverado Truck Trail. IRLRT stated that their intent was certainly not to block the truck trail and the gate was removed that same afternoon. TIC is concerned about liability issues for public access across a short final section of the access road that lies inside their Land Reserve property. CAPRI was contacted and said that owner indemnification coverage was a standard issue for park district trail easements.

Dog problems at the Community Centers were discussed, that included dogs off their leash when people are in the park and failure of owners to clean up after their dogs. The Facilities Committee will meet to consider and recommend long-term solutions. The Board agreed to add signage that points out the dog owner's total liability for any damage or injuries caused by their animals. Mary Nyhagen and Karta Kalsa have volunteered to police the lawn and clean up after the negligent owners.

Discussed purchasing procedures and spending limits for routine facility supplies. The Board decided to get a CAL-Card for District purchases that have previously been made out of personal funds by Staff and Directors. Director Johnson will initiate an application, and a Board Resolution will be needed before it can be finalized.

5th ACTION: Director Hunt made a motion to approve that Director Johnson initiate the procedure for obtaining a District CAL-Card (a VISA charge card for public agencies). Director Levy seconded. Unanimously approved.

Director Hunt will write up a Resolution authorizing the card for adoption at the next Regular Board Meeting.

6th ACTION: Director Hunt made a motion, to rescind an earlier approval for a new landscape service; to contract with a cleaning service for the Silverado Community Center, Building A, once a week for \$285 a month; and to hire a cleaning service for a one-time cleaning of the Modjeska Community Center for an amount not to exceed \$250. Director Evans seconded. Unanimously approved.

7th ACTION: Director Hunt made a motion to authorize the purchase of a new copy machine per the recommendations provided by Director Johnson for an amount not to exceed \$650. Director Evans seconded. Unanimously approved.

PURSUANT TO GOVERNMENT CODE 54954.2, Directors Comments:

Director Evans: Will attend an Irvine Company banquet with Robin Leftwich. The Spring Brochures are ready to mail. Bulk Mailing has been difficult and it was suggested that the District obtain its own bulk-mailing permit.

Director Hunt: Will check into insurance requirements for the upcoming Concerts in the Park.

Director Levy: Attended a conservancy task force meeting. Met with Rich Gomez to talk about a potential Santiago Canyon Road lateral parks easement plan. Phil McWilliams purchased an

easement information book for reference in these matters. Would like to generate more income and come up with a summarized report on the District's financial health.

Director Levy and Director Hunt are meeting with Melanie Schlotterbeck April 25, to give her the District's recommendations for Measure M habitat mitigation parcel acquisitions.

Director Johnson: No additional comments

CLOSED SESSION

The Board went into closed session at 9:15PM for a job performance review for Silverado Children's Center Director Aimee Bryer.

The Board returned to open session at 9:35PM and announced that the review was outstanding in every respect. Directors then discussed the financial condition of the Children's Center and the amount of wage increase that could be afforded.

8th ACTION: Director Johnson moved to increase the pay rate for the Silverado Children's Center Director from \$21/hr to \$22/hr effective from April 24, 2007, and to review Aimee Bryer's performance and pay in October 2007. Director Evans seconded, and a Roll Call Vote was taken: Director Johnson - AYE; Director Evans - AYE; Director Levy - AYE; Director Hunt - AYE. Motion approved 4-AYE and 1-Not Present.

ADJOURNMENT

Meeting was adjourned at 9:55PM. The next regular meeting of the Board of Directors will be held at the Silverado Community Center, 27641 Silverado Canyon road at 7:00PM on Tuesday May 22, 2007.