



**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
SEPTEMBER 12, 2002**

**DIRECTORS**

Robert Hunt - President  
Deborah Johnson – Vice President  
Linda May - Treasurer  
Mike Boeck – Secretary  
Mark Levy - Director

**CHILDREN'S CENTER DIRECTOR**

Judy Lockridge

**CARETAKER**

Craig Swart

A regular meeting of the Board of Directors of the Silverado-Modjeska Parks & Recreation District was held on July 30, 2002 at the Silverado Community Center, 27641 Silverado Canyon Road, Silverado, California. The meeting was called to order at 7:08PM by President Hunt, who acted as Chairman.

**Directors and Staff Present**

All Directors and Staff were present.

**Members of the Public Present**

L. Paskus-Amador, P. Bollinger, F. Williams, K. Kasarda J. Myers, S. Murphy, B. Peterson, C. Peterson, G. Stout

**Non-Agenda Items Received After Posting of Agenda**

Directors

Corrections to agenda — Omit reference to draft minutes of May 9, 2002, add draft minutes of the Regular Meeting of August 8, 2002 and the Special Meeting of August 27, 2002 including Safety Committee meeting. Move discussion of General Manager position and of making Children's Center Director's position exempt from closed session to open session, Agenda Section VIII. Add discussion of HCD meeting to Section VIII.

Corrected agenda was accepted by the Board.

**Consent Calendar**

Motion by Director May to receive and file August 8, 2002 and August 27, 2002 minutes and correspondence was seconded and unanimously approved.

Special District Directory request for listings will be responded to by Director Boeck after the November election is held.

### **Treasurer's Report**

No transmittals to sign as they have been misplaced, along with the sign-in sheet. Directors redid sign-in sheet for Regular Meeting of August 8, 2002.

Budget Reports for Silverado Children's Center submitted under agenda Item VI.

### **Public Comments on Non Agenda Items (out of agenda order)**

Karl Kasarda asked for the payroll figures for Children's Center Director and staff for the previous year. Director Boeck to deliver that information to him at the next monthly meeting.

Gibran Stout was concerned with District accruing late fee charges on transmittals not paid in a timely manner. She suggests that the District write their own checks with carbon copies and three signatures. Director May will check into late fee amount to see if they are substantial. As of now the County holds the District's funds and pays the bills after receiving the transmittals. The District works within their budget.

Inquiry was made as to whether the job solicitation for a General Manager was advertised in local newspaper per requirements of Public Resources Code (no section given). Board responded that this will be researched and an answer provided at next regular meeting or sooner.

She asked how many grant applications have been completed, Director May responded that three have been awarded and one is in the application process. Ms. Stout would like to receive the details of such and Director May will respond during or after her vacation.

A request was made for a copy of the SMRPD budget.

Stated that the Silverado Children's Center parent committee was not recognized by the District, why not, and what are the requirements to be recognized? The Board responded that a committee would have to be made up of parents and non-client community members, Director Lockridge would be its representative to the Board, as per her job description, with the next in charge being her Assistant Director. Director Hunt stated that when the Board forms a committee of any sort, the actions of that committee are bound by legal restraints and obligations, and a committee not formed or designated by the Board cannot legally be recognized. However, the Children's Center Director can form any and all assistance committees that may be desired.

### **Silverado Children's Center Director's Report**

The Children's Center is licensed for 79 children. 62 preschool age and 17 school age. Presently enrolled are 15 preschool residents, 6 preschool non-residents, and 14 school age children. She comments that this is traditionally a slow time due to children going back to school.

A Fund Raiser at the Modjeska House is scheduled for Oct. 5; entry fee will be \$5 -\$10 dollars and will include tours of the house. The tours will be led by docents from 12 noon to 2pm. They will have a Silent Auction and Food for sale. Leslie Amador volunteered to look into regulations regarding food sales by non-profits. They are planning on having entertainment, perhaps with a re-enactment of part of Madame Modjeska's fairy tale. The Children's Center needs a proof of insurance certificate to secure the parking lot at the entrance to Modjeska Canyon. Director May offered to help in obtaining this. The County requires 30% of the entrance fee. Director Lockridge commented that the Park Ranger has been very helpful.

Reports requested were presented. (aging, balance sheet, profit-loss statement, acct's receivable, sales by item summary) Director Johnson noted that these titles are from "Quick Books" and don't accurately portray the categories involved.

List of repairs needed was presented: copy machine, estimate of \$150; stairs to Silverado Elementary School, no estimate. Director May responded that she will need more detailed information and then she will send these requests, (when applicable) to HCD. HCD will send a representative to do estimates.

Budget was compiled by Peter Bollinger and the Board will comment on it at next month's meeting.

Copy of operating license was requested by Director Boeck. He stated that the Children's Center has not been approved for the full hours of operation apparently being implemented. Director Lockridge will call and inquire about this.

Director Johnson commented on the expense for use of an employment agency. She suggested that the Center keep a list of local subs to call when the need arises.

Board discusses high cost of workshops and seminars. Director Lockridge explained the invaluable resources and education that she and her staff receive at these workshops. One session enabled the Center to receive over \$200 in hardcover Caldecott Award winning books at no cost to the District. She also deems them important for morale.

Director Lockridge and Cybelle Rowe were congratulated by the Board on the beautiful billboard type ad on the Peltzer Farms property. This space was donated by Peltzer Farms.

Profit concerns were raised and Director Lockridge explained the difficulty in obtaining subsidized child care. The Children Center doesn't have enough low income families to qualify for State Aid. She attends monthly meetings with other childcare center directors to discuss this problem.

Director Boeck commented on the cleanliness and attractiveness of the Children's Center. Director Lockridge said that she thanked the parents for their support.

Enrollment concerns - Director May said that the school age population seems the most stable in enrollment time. There is a new Salvation Army facility with a gymnasium open on Jamboree and they are offering transportation from Silverado Elementary. The Silverado Children's Center school age rate of \$325 per month has not been raised in 3 years.

Director May asked how the Children's Center employees are paid. Director Lockridge replied that they are paid through the Center's Bank of America account. She is the sole signer on this account. Taxes and monthly books are done by her bookkeeper Lori Kurtzman, listed as an expense under Professional Services in the budget. Director May commented that this seems problematic for Director Lockridge to be the only signer on the account. Director Lockridge explained that she needs to take care of expenses in a timely fashion and that once a month District meetings don't facilitate this. Amy Breyer is the Center's Assistant Director, assuming all the duties that fall within that position.

Director Hunt thanked Director Lockridge for the reports.

Director Boeck commented that he now has a better appreciation for the amount of paperwork involved with the Children's Center.

Director Hunt commented on a letter that was provided for the parents of children attending the Center. He said that the Board was not and is not trying to close the Center, despite persistent rumors to that effect, and further that they could not do so even if they wanted to due to contractual obligations to HCD and Orange Unified. He discussed the structuring of committees and protocol of Board meetings.

### **Caretaker's Report**

Silverado Park's Men's restroom window is broken; estimate is \$150.00 to fix, and the Board authorized this expense.

Air conditioning in the housing unit was out; caretaker had this replaced with a used unit at no cost to the District.

The east-side heater/air-conditioner on the new wing keeps going off line because it has a 30 amp breaker and this should be 40 or 50 amps. Caretaker will look into getting this replaced.

Ongoing problem with reservation messages at the Silverado Community Center. Caretaker will look into getting a tape type answering machine or answering service from PacBell. The present digital answering machine dumps all messages from memory when there is a power glitch.

The backstops on the horseshoe pits will be replaced, until then there will be guards put in place over the stakes to prevent injuries from falling on them.

No more vandalism has been reported.

Six sets of keys to be made and distributed to Directors. The sets will include keys to both community centers and the filing cabinet.

The late night call to Station 15 in early August for the couch fire in the vacant lot to the west of Silverado Park produced a response time of 6 minutes.

## **Other District Business**

Director Johnson made a motion that the District seek legal counsel on the land use issue for the 47 acres known as the "Rivera." Motion passed with 3 Yeas (Boeck, Johnson & Levy) and 2 Abstain (Hunt & May). Director Boeck to pursue this.

Director Boeck noted that the property owner has offered to donate an unspecified amount to help with cleanup of the parcel. Director Johnson commented that the District shouldn't pinch pennies for legal aid, and Director May reminded the Board of fixed income restraints.

Director Boeck reported on research done regarding early formation of the Silverado Children's Center. He also reported on attending a class offered by the Department of Social Services to familiarize licensees with the required paperwork associated with operating a childcare center. The aim was to enable the board to better understand its obligations in this regard. Director May thanked him and requested that the board look to the main focus of the District as outlined in its own Policy document. She quoted article 2.01 of the District Policy, "To adopt a well-considered overall Master Plan of recreation facilities providing for the comprehensive design, development, operation, and maintenance of recreational facilities within the District." See attached for complete document. There was discussion that the District should begin implementing the contents of this policy document, and Director May directed specific attention to the standing committees it calls for. It was decided that this item would be added to next month's agenda for action.

Discussion of establishing exempt status for the Children's Center Director position. Salary would be commensurate with the present hourly rate and a 40 hour week. It was noted that the hourly rate does not include benefits. Director Johnson moved that the position of Silverado Children's Center Director be changed to exempt status, and to begin negotiations with Director Lockridge in a closed session. Motion passed unanimously. This change in the position will be accomplished as soon as possible.

HCD needs a letter in paragraph form in 10 days stating needed repairs to get established in the next year or two year grant cycle. HCD will provide the estimates. Director Johnson moved that such a letter shall be written by Director Levy. Motion passed unanimously.

Appointment of the sole applicant as General Manager to be postponed until the Board can research the issue raised about recruiting procedures (what they are if there are any). In the interim, the position will be carried as an administrative consultant on a month by month basis. Thanks were extended to Gibran Stout for raising the issue.

## **Committee Reports**

Safety Committee — Established that bigger fire extinguishers are not needed. Signs stating 10:00PM closing time at the parks have been installed. First meeting of the standing Safety Committee was held on 8/27/02 and the minutes were submitted at this meeting.

Trails – Dana Judd reports on the large number of letters written by trail groups supporting keeping the trails open on the Holtz Ranch property. One available grant was brought to Director May's attention.

The Chair invited a motion to continue the meeting past 9:30PM, as required by District Policy. Director Boeck made such motion, which was seconded and approved unanimously.

Director May moved that a letter be written to Supervisor Spitzer asking that Dana Judd be appointed as this District's representative on the Orange County Trail Advisory Committee. Director Boeck will draft the letter. Motion passed unanimously.

Landscaping – Fran Williams reported that one sprinkler has been fixed, work on the other one should wait until final configuration of playground is complete. The District approved the purchase of 2 oscillating sprinkler heads and a timer.

Liaison – Director Boeck attended a "Santiago Creek Watershed" group meeting and reported that some funds may be available through them. The arundo is not being eradicated completely and is already growing back. It may soon be declared a noxious weed. This would allow the county to require property owners to get rid of it completely.

### **CLOSED SESSION**

Meeting adjourned to closed session at 10:00pm for discussion of personnel issues. No actions were taken.

### **RETURN TO OPEN SESSION**

Discussion of the District's immediate need for assistance in handling of paperwork, particularly in the processing of grants. Director Hunt made a motion to hire Leslie Paskus Amador for one month as a part-time administrative consultant, to be paid \$20 per hour for 10 hours a week. Director Johnson seconded the motion. Four directors were in favor and Director Boeck abstained. Contract to be negotiated, extensions on an as-needed basis requiring Board vote.

### **ADJOURNMENT**

There being no further business to come before the board, the meeting was adjourned at 11:10PM. Next regular meeting is on October 10, 2002 at 7:00PM.