



**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
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

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