

AGENDA PACKET



P.O. BOX 8, SILVERADO, CALIFORNIA 92676

Advocating Open Space Preservation and Public Trails

**REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, DECEMBER 22, 2009 AT 7:00PM
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

AGENDA

(A: Action Item) This document is available in PDF format at <http://www.smrpd.org>

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. Board input is limited to requests to add urgent items to this Agenda. Time limit is 5 minutes per person.

IV. CONSENT CALENDAR

A1: Approve and file the Minutes of the November 24, 2009 Regular Board Meeting, and Correspondence.

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

V. PAYMENT OF DISTRICT BILLS

A2: Transmittal 12-09A for Directors' compensation for Board Meeting of November 24, 2009, \$150.00 total

A3: Transmittal 12-09B, District Bills, \$5,213.98 total

A4: Transmittal 12-09C, Utility Bills and Reimbursements, \$3,517.66 total

VI. CHILDREN'S CENTER DIRECTOR'S REPORT

VII. GRANTS ADMINISTRATOR'S REPORT

A5: Approve payment schedules presented for HVAC, Solar Panel, and Roof Replacement contracts.

A6: Select a contractor from the asphalt repair bids received.

VIII. OTHER DISTRICT BUSINESS

- (A) **A7:** Authorize \$400.00 to transport ore cart from Silverado School and install securely at the Silverado Park and Community Center.
- (B) Facilities Committee report on status of estimating costs of Silverado kitchen, outdoor restroom repairs/refurbishment, and asphalt repaving so that the bidding processes previously authorized can begin.
- (C) **A8:** Consider installation of two removable padlocked posts on concrete entryway in the Silverado Park parking lot to prevent parking of vehicles on the walkway.
- (D) **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 Evans (2) Director Hunt (3) Director Levy
(4) Director Peterson (5) Director Weel

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** (Evans, Peterson)
- (B) **FINANCE** (Hunt, Weel)
- (C) **PERSONNEL** (Evans, Levy)
- (D) **OPEN SPACE AND TRAILS** (Hunt, Levy)
- (E) **FACILITIES MAINTENANCE AND SAFETY** (Weel, Peterson)

AD HOC COMMITTEES & REPRESENTATIVES:

- (F) **ISDOC REPRESENTATIVE** (Evans)
- (G) **SILVERADO CHILDREN'S CENTER** (Evans, Weel)
Children's Center Advisory Committee (Evans, Weel, Bryer) (Public Members: Dawn Lynch, Julia Jones-Tester, Nancy Moore)

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 January 26, 2010.

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



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, NOVEMBER 24, 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 7:00 PM by Director Hunt who acted as chairperson.

ROLL CALL

Directors Hunt, Levy, and Peterson, Grants Admin. Phil McWilliams, Silverado Children's Center Director Bryer, and Admin. Assist. Mileham were present

PUBLIC PRESENT AT THE MEETING

Scott Breeden, Chay Peterson

PUBLIC AND BOARD INPUT – None

CONSENT CALENDAR

1st Action: Director Levy made a motion to approve the Regular Board Meeting Minutes of October 27, 2009, and Correspondence. Director Peterson seconded. Unanimously approved.

PAYMENT OF DISTRICT BILLS

2nd ACTION: Director Hunt moved to pay Transmittal 11-09A, Directors' compensation for the Meeting of October 27, 2009, \$200.00 total. Director Peterson seconded. Unanimously approved.

3rd ACTION: Director Peterson moved to pay Transmittal 011-09B for District Bills, \$4,587.50 total. Director Levy seconded. Unanimously approved.

4th ACTION: Director Levy moved to pay Transmittal 10-09C for Utility Bills and Reimbursements, \$1,459.53 total. Director Peterson seconded. Unanimously approved.

CHILDREN'S CENTER DIRECTOR'S REPORT

Director Bryer gave the Board the financial report to review. The Center has remained stable with no changes in numbers of staff or children. It has \$11,000 in savings, \$2,600 in checking.

A family potluck is planned for December.

GRANTS ADMINISTRATOR'S REPORT

Phil McWilliams gave his report on the Solar Project. He gave top recommendation to the low bidder.

5th ACTION: Director Levy moved to award the contract for solar panel installation at the Silverado Community Center to Progressive Power Group for \$23,356.00 less rebate of approximately \$4,300.00. (Note: Rebate amount was later verified to be \$7,362.00 because of a higher than expected percent sunlight exposure calculation.) Director Peterson seconded. Unanimously approved

OTHER DISTRICT BUSINESS

Phil McWilliams again recommended the low-bidder for the HVAC replacement at the Silverado Community Center.

6th ACTION: Director Hunt moved to hire Bolton Air & Heating Inc. to replace both failed BARD HVAC units at the Silverado Community Center for a price of \$6,987.00, contingent upon verifying contractor's license and executing a mutually acceptable contract before the next meeting. If there is a problem then the job will be awarded to All Seasons for \$10,800.00 for higher tonnage and efficiency units. Director Levy seconded. Unanimously approved.

The Board discussed the bid guarantees and prices received for the roof repair needed at the Silverado Community Center.

7th ACTION: Director Levy move to hire Guardian Roofs at their quoted two-ply replacement roof cost of \$8,371.20, 20/10 guarantee), contingent upon executing a mutually acceptable contract. Director Peterson seconded. Unanimously approved.

Director Hunt and Phil McWilliams will work together on executing the contracts.

Director Peterson and Director Weel are reviewing bids for the asphalt work needed at Silverado Park. They will report their recommendations at the next Regular Board Meeting. Volunteer appreciation certificates are being sought for an awards ceremony presentation given by the Board to thank the many SMRPD volunteers. The ceremony is being planned for February.

DIRECTORS COMMENTS:

None

ADJOURNMENT

The meeting was adjourned at 8:26 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, December 22, 2009.

**LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT**

**DATE: 12/16/09
REPORT 12-09A**

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

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-3280 Robert Hunt 28371 Modjeska Canyon Road Modjeska, CA 92676	11/24/09	V700	0100	900	\$ 50.00		
					\$ 50.00		
VC-4543 Martin Weel 28614 Modjeska Canyon Road Modjeska, CA 92676					\$ -		
VC-2824 Mark Levy 17452 Olive Hill Road Modjeska Canyon, CA 92676	11/24/09	V700	0100	900	\$ 50.00		
					\$ 50.00		
VC-4415 Brett Peterson P.O. Box 613 Silverado, CA 92676	11/24/09	V700	0100	900	\$ 50.00		
					\$ 50.00		
VC-735 Tricia Evans P.O. Box 464 Silverado, CA 92676					\$ -		

The claims listed above totaling **\$150.00** 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: 12/16/09
REPORT 12-09B**

Sil-Mod Rec. and Parks Dist.
P.O.Box 8
Silverado, CA 92676
PAYEE NAME AND ADDRESS
SOCIAL SECURITY /TAX ID

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 #7288 INVOICE #7275	V700 V700	1400 1400	900 900	\$340.00 \$235.00		
					\$575.00		
VC-2760 MEGHAN WARNER P.O. BOX 177 SILVERADO, CA 92676	INVOICE #09-164	V700	1900	900	\$250.00		
					\$250.00		
VC-4497 PHIL McWILLIAMS 28331 MODJESKA CANYON ROAD MODJESKA, CA 92676	INVOICE DATED: 10/2009	V700	1900	900	\$400.00		
					\$400.00		
VC-6773 LEWIS BRISBOIS BISGAARD & SMITH 221 N. FIGUEROA, STE 1200 LOS ANGELES, CA 90012	INVOICE #742565	V700	1900	900	\$3,988.98		
					\$3,988.98		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		

The claims listed above totaling **\$5,213.98** 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: 12/16/09
REPORT 12-09C**

Sil-Mod Rec. and Parks Dist.
P.O.Box 8
Silverado, CA 92676
PAYEE NAME AND ADDRESS
SOCIAL SECURITY /TAX ID

THE COUNTY AUDITOR IS AUTHORIZED TO
DRAW THIS CHECK FROM **FUND: 728 BUDGET CONTROL: 728**

	DATE INVOICE #	DEP V700	OBJT REV/ BS ACCT	UNIT 900	AMOUNT	AC'S USE ONLY DOC NUMBER
REIMBURSEMENT OF CHECK #1684						
VC-1672	PAID TO: JANI-KING					
SMRPD (BofA Account)	INVOICE #LAX12090585	V700	1400	900	\$210.00	
P.O. Box 8	INVOICE #LAX12090574	V700	1400	900	\$210.00	
Silverado, CA 92676					\$420.00	
REIMBURSEMENT OF CHECK #1685						
VC-1672	PAID TO: WASTE MANAGEMENT					
SMRPD (BofA Account)	INVOICE #0054008-2515-3	V700	2800	900	\$159.14	
P.O. Box 8						
Silverado, CA 92676					\$159.14	
REIMBURSEMENT OF CHECK #1686						
VC-1672	PAID TO: SCE					
SMRPD (BofA Account)	INVOICE DATED: 12/12/09	V700	2800	900	\$401.21	
P.O. Box 8						
Silverado, CA 92676					\$401.21	
REIMBURSEMENT OF CHECK #1682						
VC-1672	PAID TO: IRWD					
SMRPD (BofA Account)	METER #55418830 11/13/09	V700	2800	900	\$31.88	
P.O. Box 8	METER #51441202 11/13/09	V700	2800	900	\$152.10	
Silverado, CA 92676					\$183.98	
REIMBURSEMENT OF DEBITS						
VC-1672	PAID TO: AT&T					
SMRPD (BofA Account)	714-649-2850 12/10/09	V700	702	900	\$36.16	
P.O. Box 8	714-649-2428 12/10/09	V700	702	900	\$26.26	
Silverado, CA 92676					\$62.42	
REIMBURSEMENT OF CHECK #1679						
VC-1672	PAID TO: SHUTE, MIHALY & WEINBERGER					
SMRPD (BofA Account)	INVOICE #228693	V700	1900	900	\$2,227.97	
P.O. Box 8						
Silverado, CA 92676					\$2,227.97	
REIMBURSEMENT OF CHECK #1683						
VC-1672	PAID TO: WASTE MANAGEMENT					
SMRPD (BofA Account)	INVOICE #2388739-2515-6	V700	2800	900	\$62.94	
P.O. Box 8						
Silverado, CA 92676					\$62.94	
					\$0.00	

The claims listed above totaling **\$3,517.66** 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 _____