



SILVERADO MODJESKA RECREATION & PARK DISTRICT

- 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."

27641 SILVERADO CANYON RD., PO BOX 8, SILVERADO, CA 92676 | WWW.SMRPD.ORG

Minutes of the SMRPD Regular Meeting

Tuesday, Dec. 20th 6:30PM

Silverado Community Center

7641 Silverado Canyon Rd, Silverado, CA 92676

Board Of Directors:

Kevin Topp: President
Deborah Johnson: Vice-President
Phil McWilliams: Treasurer
Steve Duff: Secretary
Tara Saraye: Director

SMRPD Staff:

Laurie Briggs: Children's Center
Administrator
Cressa Cruzan: SMRPD Administrator
Steve Reighart: Caretaker
Meghan Warner: Bookkeeper

PUBLIC ATTENDANCE:

Francesca Duff, Chay Peterson, Henry Saraye

ROLL CALL:

The meeting was called to order at 6:35PM. Directors Phil McWilliams, Kevin Topp, Deborah Johnson, Steven Duff and Tara Saraye present.

SWEARING IN OF NEWLY-ELECTED BOARD MEMBERS:

Incoming directors Saraye and Duff sworn in by board president Topp.

VOTE TO APPOINT BOARD OFFICER POSITIONS:

Action 1: Motion by Director Johnson nominating Director Topp for president, Director Duff seconded, motion carried unanimously.

Action 2: Motion by Director Topp nominating Director Johnson for vice-president, Director Saraye seconded, motion carried unanimously.

Action 3: Motion by Director Topp nominating Director Duff for secretary, Director Johnson seconded, motion carried unanimously.

Action 4: Motion by Director Topp nominating Director McWilliams for treasurer, Director Duff seconded, motion carried unanimously.

STANDING COMMITTEE ASSIGNMENTS AGREED TO BY THE BOARD:

Facilities/Maintenance: Director McWilliams (chair), Director Johnson (co-chair Silverado), Director Duff (co-chair Modjeska).

Open Space & Trails: Nobody currently assigned.

The board noted that operational costs for holding and maintaining open space are typically quite high, and generally exceed the fiscal constraints of the SMRPD. Director Johnson noted resident



Dana Judd had developed a trails map which are now on the website, but they cross so much private property it would be impossible for SMRPD to maintain or manage this access. However, management of the Riviera in the future would be a simple matter, and partnerships with conservancy organizations are possible. So the committee will be kept. The Abbey has not sent a renewed agreement for the Riviera for 2017. Director McWilliams noted SMRPD is designated as an “open space” special district which confers additional legal rights.

Recreation: Director Topp, Director Johnson

Finance: Director McWilliams (chair), Director Duff (co-chair)

Personnel: Director Johnson (chair), Director Saraye

Director Johnson noted SMRPD’s independent contractors: Meghan Warner, Janet Lang, Steve Chaix, Cressa Cruzan and Steve Reigert.

AD HOC COMMITTEE ASSIGNMENTS:

Website & Communications: Director Topp, with assistance from Alex Bennett, Director Duff in the future

Fundraising & Events: Director Topp, Director Saraye

SCC Oversight: Director Johnson (chair), Director Saraye

Safety: Director McWilliams (chair), Steve Reighart, Director Johnson

Strategic Planning: Director Johnson, Director McWilliams (co-chair)

There was discussion that the strategic planning committee should look into updating and modernizing SMRPD mission statement so that future board members and the community understand the focus and mission limits of SMRPD.

TREASURER’S REPORT:

Director McWilliams presented (refer to attachment A and separate financial documents: “SMRPD Financial Statements – Nov. 30, 2016” and “Silverado Children’s Center Financial Statements – Nov. 30, 2016”)

Action 5: Motion by Director Topp to accept treasurer’s report, seconded by Director Johnson, motion passed unanimously.

Action 6: Director McWilliams moved to provide reimbursement for Directors Duff and Saraye for course fee for AB1234 New Board Members seminar conducted by CSDA, which both attended and passed. Director Topp seconded, motion passed unanimously.

Action 7: Following discussion, Director Johnson moved to provide Christmas bonuses to SMRPD independent contractors and employees per the following:

Steve Reighart, Cressa Cruzan, Meghan Warner, Laurie Briggs, Steve Chaix: \$250
Janet Lang: \$150.

The motion was seconded by Director McWilliams, motion carried unanimously.



UPDATE ON VERIZON CELLULAR SWITCH SITE:

Director Johnson announced that the Children's Center is no longer under consideration for Verizon's central canyons-area cellular switch site, as the county did not respond to SMRPD's sublease request.

SMRPD is waiting for Verizon to now look at the Silverado Community Center for its site. Director Johnson noted a lot of work has gone into this project and it involves complex legal issues. It may also involve OCFA and adjacent properties. The net footprint for the Verizon equipment likely will be larger than originally proposed, including raised generator and batteries. Verizon's site survey for Community Center has yet to be undertaken. Revenue from Verizon lease is still proposed as before: \$5,000 up-front, with \$650/mo. recurring, which it was noted will greatly help the district's overall fiscal profile.

FACILITIES REQUESTS:

None

RIVIERA SOFA & TRASH REMOVAL:

The District paid \$150 for removal and hauling of trash in the Riviera creek area under the facilities committee rule allowing an expense of up to \$5,000 for exigent repairs and remediation without requiring a formal board motion.

SILVERADO CHILDREN'S CENTER: (SEE ATTACHED):

Children's Center administrator Laurie Briggs reported losing two children in Dec. but will be picking up one in Jan. (Refer to attachment B.)

SCC van's fuel pump needs repair. Safety committee needs SCC roof and siding repaired and replaced; the next regular SMRPD meeting will agendize a determination as to how to allocate funds. Director McWilliams noted that costs for capital improvement at SCC were never fully spelled out, especially for issues involving safety.

BASKETBALL COURT REPAVING:

Will be on a future agenda pending the end of the rainy season.

MURAL ON HANDBALL COURT:

The handball court mural will be getting a name plaque. Names, size and cost are not yet determined. Hay bales remaining from 2016 Country Fair will be removed after the rains by Chay Peterson et al.

CAPRI INSURANCE INSPECTION:

Director McWilliams noted CAPRI inspections will now be every 18 months instead of every 12 months. District was given no written recommendations for improvements or changes, likely the first time that has happened.

RECONFIGURATION OF MODJESKA COMMUNITY CENTER:

Ideas are to expand shed for woodworking, pottery, etc. Will seek input from the community.

RECREATION COMMITTEE:

See attachment C for first 5 months revenue detail for FY 2016-17. Approximately \$3,000 net was received from summer kids program. \$8,792 total received. Directors Topp and McWilliams noted that recreation program revenue is improving consistently on a historical basis.



All-Fools Day Event: Still in concept stage, may have concert, talent & gong show, un-parade, etc. Director Topp suggested this should become an annual canyons tradition. The event likely will need SMRPD to approve use of park and sponsorship.

Open Mic Night: Modjeska resident Geoff Sarkissian has proposed an SMRPD “open mic” night., and has volunteered to form a committee to explore participation, scheduling and locales.

FUNDRAISING COMMITTEE:

Director Topp will chair.

PUBLIC COMMENTS:

None offered.

BOARD COMMENTS:

Director Johnson noted Children’s Center has greatly improved recently under Laurie Briggs. The board thanked outgoing directors Chay Peterson and John Olson for their service.

MEETING ADJOURNED AT 7:45PM

Next meeting will be at the Silverado Community Center, Tuesday, Jan. 17th 2017 at 6:30PM.



Attachment "A"

SMRPD Treasurer's Report Financial Statements as of November 30, 2016 For the December 20, 2016 SMRPD Regular Meeting

November is the fifth month of the 2016/2017 fiscal year for SMRPD. Financial statements were distributed to the board members on Saturday, December 18, 2016.

SMRPD Profit & Loss Statement

Revenue – The total income of \$4,683 was all Tax related, no Recreation Program revenue was recorded in November.

Expenses – Total expenses for the month are slightly lower than normal at \$5,807.

Net Income – Final results are a net loss of \$1,124 for November and a year-to-date net loss of \$27,509.

Note: It is normal to operate at a loss during this period of the fiscal year. The majority of SMRPD's property tax allocations are typically received twice a year, the first around December and again around June. We expect to end the fiscal year in the green.

SMRPD Balance Sheet

The cash position at the end of November is \$258,747 or \$1,124 lower than October, reflecting November's net loss. All other assets and liabilities remain unchanged from October.

SCC Profit & Loss Statement

Revenue – November tuition and fees are \$18,004, the highest recorded in at least five years. Current month revenue also includes \$1,028 from the Country Fair fundraising efforts.

Expenses – The current month's Salary and Payroll costs of \$11,045 are consistent with last month. Repairs, maintenance and utilities are up slightly.

Net Income – The net profit for November is \$2,406 resulting in a fiscal year-to-date net income of \$2,989.

SCC Balance Sheet

SCC's operating cash is \$11,995 or \$4,331 higher than October reflecting:

- (+) \$2,406 - November's net income
- (+) \$900 - Lower accounts receivable balance
- (+) \$930 - The recording of October's undeposited funds
- (+) \$95 - The change in payroll liabilities

All other assets and liabilities remain unchanged.



Attachment "B"

Silverado Children's Center
 Monthly Statistics: Nov. 2016

Total licensed Capacity- 62	Previous Month September	Current Month October
Total number enrolled	30	30
Two's (Seedlings)	7	7
Three's (Acorns)	10	10
Four-Six Years (Pinecones)	13	13
No. of Canyon children enrolled (92676 zip)	9	9
Total days/hours of child care provided: Full days- children enrolled	16	16
P/T ½ days- children enrolled	14	14
(*FTE denotes Full-time Equivalent- calculation based on .20 for full day/.15 for ¾ day/ .10 for ½ day)	17.01	16.91
Enrollments	2	
New Enrollments for Fall 2016		
Withdrawals	1	



Total licensed Capacity- 62	Previous Month September	Current Month October
TOURS	2	
Total number of direct Teaching staff used: (not including Director)	6	
Full-time (30+ hours)	2	2
Part-time (less than 30)	4	4
Temporary/contract		
STAFF IN SERVICE PROFESSIONAL DEVELOPMENT: UPCOMING PROFESSIONAL DEVELOPMENT		
FACILITY UPKEEP/REPAIRS needed:		
FUNDRAISING PROPOSED/PLANNED/RESULTS:		
MARKETING:		
FACILITY EVENTS:		



Program & Facilities Rentals Gross Revenues FY 2016-2017 to date (unreconciled)

2016-2017 Program	Last	First	Contract	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
RECREATION PROGRAM																
Zumba Fitness!	Croissant	Dawn	4/1/2017	0.00	0.00	70.00	0.00	0.00	0.00			0.00			0.00	70.00
AA Meetings	Meadows	Lora	4/30/2017	0.00	0.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	45.00
Discover Yoga	Taylor	Christine	3/30/2017	14.40	0.00	74.00	24.00	24.00	0.00		0.00		0.00	0.00	0.00	136.40
Tai Chi	Salat	John	4/15/2017	0.00	0.00	0.00	0.00	0.00					0.00		0.00	0.00
Level 1 Yoga	Trumpfeller	Linda	10/31/2017	224.40	165.30	243.30	163.80	0.00	0.00	0.00	0.00	0.00	0.00		0	796.80
Basic Manners Dog	Reynaud	Tara	12/31/2016	0.00	0.00	0.00	181.50	0.00	0.00	0.00	0.00	0.00	0.00		0	181.50
Silent Meditation	Voehl	Maureen	2/15/2017	Free												0.00
Pilates	Reeves	Geron	10/1/2016	Free												0.00
Kids Club						3034.25										
SUBTOTAL				238.80	165.30	432.30	369.30	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,229.70
RENTALS																
County of Orange	Polling Place								100.00							
ICL	Sarkissian	Geoffrey	12/31/16													
Barefoot Vet	Boldrick	Lorrie	4/1/2017	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00				100.00
Recycling		Scott	12/31/16	0.00												-
Bible Study	Mylem	Bev	5/1/2017	30.00	30.00	30.00	30.00	30.00	30.00	0.00	0.00	0.00	0.00		0.00	180.00
Chili Cook Off	Peterson	Chay										0.00	0.00	0.00		-
Summer Concert Series	Topp	Kevin		520.00	480.00	708.00								0.00		1,708.00
Country Fair	Bove	Jane				350.00										350.00
Rattlesnake Aversion	Peterson	Chay			465.00							0.00	0.00			465.00
Wedding	Misc.			0.00	500.00	500.00										1,000.00
OTHER	Misc			250.00	0.00	90.00	235.00	150.00	0.00	0.00	0.00	0.00	0.00	0	0.00	725.00
SUBTOTAL				800.00	1475.00	1678.00	365.00	180.00	130.00	0.00	0.00	0.00	0.00	0.00	0.00	4,628.00
Total:				1,038.80	1,640.30	2,110.30	734.30	204.00	130.00	-	-	-	-	-	-	5,857.70