



SMRPD's 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."

P.O. Box 8, Silverado California 92676 • www.smrpd.org

SMRPD REGULAR MEETING
Tuesday March 19th, 2019 at 6:30 pm
Silverado Canyon Community Center
27641 Silverado Canyon Rd, Silverado, CA 92676

Board of Directors

Kevin Topp: President
Tara Saraye: Vice-President
Isabell Kerins: Secretary
Francesca Duff: Treasurer
Anjan Purohit: Director

Staff

Laurie Briggs: SCC Administrator
Cressa Cruzan: Administrator
Steve Reighart: Caretaker
Meghan Warner: Bookkeeper

SMRPD MINUTES

This document is available in PDF format at <http://www.smrpd.org>

CALL TO ORDER

The meeting was called to order at 6:31 p.m. by SMRPD Board President Kevin Topp.

ROLL CALL

Directors Kevin Topp, Tara Saraye, and Isabell Kerins were present. Director Anjan Purohit arrived late. Also present were Laurie Briggs and Steve Reighart.

CONSENT CALENDAR

1st ACTION: Director Topp made a motion to approve and file the Minutes of the SMRPD Meeting held on February 19th, 2018. Director Saraye seconded. All Directors voted AYE.

FINANCE COMMITTEE

TREASURER'S REPORT

Director Kerins reported on behalf of Director Duff. The SMRPD had a net loss of \$11,741 for the month of February and a year to date loss of \$31,827. Revenue was \$2,783 composed primarily of wedding revenue of \$2,400. Expenses for the month were \$14,524 made up of a payment of \$7,500 to resolve the viewing of wrestling matches and \$2,870 for repairs. The remainder of the expenses were for utilities, landscaping, and other operating costs.

In February the Silverado Children's Center had net income of \$940 and year to date net income of \$1,653. Total income was \$21,248 comprised of tuition of \$20,867. Expenses were \$20,308 including payroll expenses of \$15,961. The calendar year end payroll was corrected to properly record salaries earned in 2018. The overpaid payroll taxes and State and Federal income taxes will be recovered when the 2018 fourth quarter tax reports are filed. The adjusted director receivable of \$200 will be recovered by payroll deductions.

2nd ACTION: Director Kerins moves to approve Treasurer's Report. Director Topp seconded. All Directors voted AYE.

The 2019-2020 budget will be presented next month so Director Duff requests information on any projects or expenditures that will be coming in the next fiscal year. She estimated \$10,000 for playground improvements at Modjeska Park. Repairs for the outside restroom at Silverado are estimated around \$2,000. Stage repairs should be covered by Capri payment. Director Topp indicated that he hopes to have trails for Modjeska worked on by fire fighters or an Eagle Scout project. He will report on this topic next meeting.

OTHER DISTRICT BUSINESS

Mitzi Perry requested a special rate for Estate Sales since they benefit the community given that most homeowners have limited access and space to hold private estate sales at their homes. She requested a percent of sales as compensation versus the fixed cost. She shared that the entire community attends, there are parking issues for homeowners, and that this is a community center and it should benefit the residents. Director Topp indicated there are other businesses where the SMRPD receives 30% of revenue.

3rd ACTION: Director Topp moves to have a trial of three events with 30% of revenue paid to the community center in lieu of fixed rental amount. Director Purohit seconded. All Directors voted AYE.

Director Kerins requested that the Danube Swabian Association of So. CA receives the same rental rate as last year given their non-profit status.

4th ACTION: Director Topp moves to approve same rate for the Danube Swabian Association of So. CA as last year. Director Purohit seconds. Director Kerins recuses herself from vote. Remaining Directors voted AYE.

Silverado Children's Center proposed dates for the Summer Rec Program has been approved by Cressa Cruzan.

Scott Breen to facilitate signing of ICL agreement by President of their organization for the History Committee contract.

Modjeska wall plaque has been completed per Director Topp.

Director Kerins has sent a letter to the newly elected 3rd District Supervisor, Don Wagner, congratulating him on his success and providing him a copy of the Silverado Modjeska Specific Plan.

Director Kerins shared an update on the 250th Anniversary of the Portola expedition. The event will be called Festival de Santiago. SMRPD will participate in the event.

The time capsule will be part of the festival. Ken Kirkland will provide a steel box to be used.

Mitzi Perry reported that the Flea Market had issues the last two months. January was cancelled due to weather, February had to be moved to the Silverado Market parking lot due to another event being held at the community center. She recommends that we make the market a permanent back-up location if the SCC is booked. Store owners approve of the idea, however they ask that they receive booth fees if the event is held in their parking lot. They also requested that no food and/or drink booths are allowed when held in front of their store since it competes with their business.

5th ACTION: Director Topp moves that the Flea Market roves back and forth between SCC site and Silverado Market parking lot as needed. Director Purohit seconds. All Directors vote AYE.

Mitzi Perry also requested that more signs be made to assist in making the event more successful. We have one existing board at 4'x8', and banners at 3'x7'.

6th ACTION: Director Kerins moves for two additional Flea Market signs. Director Topp seconds. All Directors vote AYE.

SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE

Laurie Briggs, Director for the Children's Center, reported that there is a new student with more visiting the school. April there will be a CPR class for the teachers and all are invited. Ceiling tiles are needed due to rain damage. Shade structure was written up as not to code, Director Saraye will write to the investigator and request specific code violation. BBQ Fundraiser was very successful and final proceeds will be reported at the next meeting. Chili Cook-off plans are going very well. Rooster Grant is complete.

She also submitted the Summer Rec Program Budget and Proposal.

7th ACTION: Director Kerins moves to approve the Summer Rec Program Budget and Proposal as presented. Director Saraye seconds the motion. All Directors vote AYE.

Laurie Briggs also shared that they met with Paychex last week to discuss ongoing issues with their service. It was a good meeting with their representation, our accountant, Meghan Warner, and Directors Saraye and Kerins. It is recommended that we wait until quarter end to make any changes to their services, if still required. Paychex representative found an issue with paying a past employee a portion of their vacation pay which was resolved.

The tuition increase for next year was presented. Preschools in the area were researched to determine new rates. Directors Saraye and Kerins, together with Laurie Briggs, the Director for the Children's Center, worked together on the proposed tuition increase recommendations. It is proposed that there be an increase in tuition for new families from outside of the area. Existing families will have a 5% increase. It was determined that we must have a competitive rate increase in order to pay our staff required minimum wage, health insurance coverage, maintenance, and animal care costs. Laurie believes we are underselling our resources and that our tuition is significantly lower than the competition.

8th ACTION: Director Kerins moves to increase the tuition 5% for existing families and introduce a new pay schedule for new families with modifications presented. Director Saraye seconds the motion. All Directors vote AYE.

Representative for Lux Cleaning indicated that they must increase their rates. They have been cleaning the Children's Center since 2014 and have increased cleaning from three days to five days a week. There are also two new bathrooms that have been added. In addition, the new floors require more work and special product that is quite expensive. Director Topp indicated that the decision is left to Laurie and Directors Saraye and Kerins to resolve.

FACILITIES/SAFETY/MAINTENANCE COMMITTEE

Director Topp reported that the exterior rest rooms need work after a walk through with the Facilities committee. Identified that the cost to repair should not exceed \$2,000.

9th ACTION: Director Topp moves to repair exterior rest rooms with a budget NTE \$3,000. Director Saraye seconds. All Directors vote AYE.

Work on the stage is progressing. We must wait for dry weather to complete the footings. This is scheduled for next week, pending weather. Will need eight full days of dry weather to complete. First concert is May 18th.

Director Topp indicated that Orange Park Acres is holding their Chili Cook-off this weekend. He is a judge for this event.

RECREATION COMMITTEE

Director Kerins to send a letter to the Yoga instructor that is behind in payment that she must be caught up by next board meeting.

FUNDRAISING COMMITTEE

Director Topp indicated that the flea market is on scheduled for this month.

COMMUNICATIONS COMMITTEE

Director Kerins presented the survey to the board. All Directors have provided input. The survey will be sent out to email list, and posted on Facebook and Next Door.

Director Topp reported that there was a website fishing for Bitcoin payment, which he ignored. He indicated that fraud is out there and we should all be aware of it.

OPEN SPACE AND TRAILS COMMITTEE

Director Topp and Purohit discussed additions to Modjeska trail. Boy scouts will be free labor as part of troop activity. The SMRPD will provide tools and supplies. They will walk and mark the trail. Director Purohit will also discuss with Orange County Fire Association.

PUBLIC COMMENTS

None.

BOARD COMMENTS

None.

ADJOURNMENT

The meeting adjourned at 7:50 p.m.

The next meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, April 16th, 2019 at the Silverado Community Center, 27641 Silverado Canyon Road, Silverado, CA.