



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, October 20, 2020 AT 6:30 PM
Zoom meeting

Board of Directors

Tara Saraye:	President
Isabell Kerins:	Vice-President
Stephanie Bailey:	Secretary
Francesca Duff:	Treasurer
Kevin Topp:	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://smrpd.org>

Tuesday, October 20, 2020

CALL TO ORDER

The meeting was called to order at 6:36 PM by SMRPD Board President, Tara Saraye.

ROLL CALL

Directors Tara Saraye, Isabell Kerins, Francesca Duff, Kevin Topp, and Stephanie Bailey were present online.

CONSENT CALENDAR

- Director Kerins read minutes for the meeting on September 15, 2020.
- **1st ACTION:** Director Kerins moves to approve minutes as presented. Director Topp seconds. All voted aye.

FINANCE COMMITTEE

- Director Duff presented the financial report for the month of September.
- SMRPD had a monthly loss of \$2,132.42. Revenue for the month of September was \$503.24. Expenses were \$2,635.66.
- The water bill was high (\$624.24), most likely because of extra watering due to the summer heat and public use of water for their pool/kids to play. Normally, the monthly water bill is around \$200.
- The net income for the Silverado Children's Center for September was \$982. September saw revenue of \$22,081.41. There were payroll related costs of \$15,590.52. In the past,

the SCC has had enough income to cover payroll. Making payroll is one of the biggest challenges.

- **2nd ACTION:** Director Duff moves to approve financials as presented. Director Saraye seconds. All voted aye.
- Auditors are doing a remote audit. We are sending them our database from QuickBooks. It appears to be going smoothly.
- The new bookkeeper purchased a desktop version of QuickBooks and will keep our books in a separate account. Please confirm she backs up our records.

OTHER DISTRICT BUSINESS

- *Facilities rental:* SKIP
- *Candidate Mark Monin running for ISDOC President:* Mark Monin addressed our group tonight. This is his third time addressing the SMPRD. He is the ISDOC vice-president and is now running for the office of president. He explained that he knows the issues and hasn't missed one meeting in five years. He is asking for our vote. As a side note, he was a former fireman with the OC Fire Authority. Also, ISDOC just won chapter of the year.
- *Hire bookkeeper Diane Fanello:* Director Duff reported that the interview with Dianel Fanello was good. Diane is already working with Megan. Megan was also part of the process that sent out financials this month. Director Topp requested that all procedures during this training be documented for future use. Diane prefers to work from her home so Steve doesn't have to clean up anything. We agreed that we would like to meet her.
- *Doug Sweeny Gopher removal compensation:* Director Topp reports that we are giving Doug \$40/month to eradicate gophers. He added that professional gopher removers can be costly. Director Topp suggested that we double his pay from \$40 to \$80 because he is doing a great job and travels back and forth between Modjeska and Silverado. Director Duff recommended that we discuss this with Doug prior to making a motion.
- *Vote on CAPRI Board of Directors:* It was noted that no one has presented anything from CAPRI. Director Duff commented that Mark Monin is moving up in the organization. We voted for Mark Monin for ISDOC President.
- *Mobile vet to come to community center:* Director Bailey suggested that we arrange for a mobile vet and mobile groomer to come to the community center once a month. In the past, we had a mobile vet that paid a small charge (everything was self-contained). We need to identify a vet and groomer and confirm that they are willing to make a donation to the park. Director Kerins knows of a vet and will follow-up. Director Bailey will take the lead on finding a groomer.

SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE

- *Summary:* SCC has a total capacity for 62 children. The number of children registered pre-covid was 47. The number of children registered was 33 and 28 in September and October, respectively. The number of registered children is low due to the fact that school is back in session and children have left SCC and returned to school. Seedlings (2 year olds) must have a 6:1 ratio. In March, SCC had 18 seedlings. In September and October, SCC had 7 seedlings. In March, there were 14 Acorns (3 year olds) enrolled. In September and October, there were 7 and 8 Acorns enrolled, respectively. In March, there were 15 Pinecones (4-6 year olds) enrolled. In September, that number dropped to 10. The numbers of enrolled children are slowly moving up but remain way behind. The

biggest issue is regarding full days. The full-time equivalent in March was 25.91 children. In September, that number dropped to 11.27 children, less than half of the full-time equivalent when we look at hours. Teachers are working a lot less because they are not there the entire day. They are taking a big hit. COVID requires extensive cleaning including a mandatory 30 minutes before and after instruction.

- *Internet:* The internet connection keeps going out. COX is more expensive. But hard wire requires digging and permits. We don't own the land for the SCC so trenching etc requires permission from the county who leases us the land (which makes improvements more difficult). It is more than just paying mileage to cox (Also we will not recoup any expenditures since we are improving someone else's land). We want to maintain a 10K minimum threshold in our savings account.
- *Main water leak repair:* There was a water main leak due to the roots of a pepper tree interfering with plumbing. But fortunately, OC Parks paid for the repair. This has been resolved in the short term.
- *Provide partial scholarships for Canyon kids to attend SCC:* SMRPD was approached by families that would like their children to attend SCC but are not able to afford it. Canyon residents already get 10% discount. We discussed the idea of scholarships for canyon families and asking local businesses and individuals to sponsor a child. We will continue this conversation when we have achieved 501(c)(3) status.
- *Donation for April 24th raffle:* There is an un-event scheduled on October 24 in Silverado Center. There will be hot dogs and a band. A raffle table will be set up in the parking lot to support the SCC. If you want to donate a gift card for the raffle, please contact Director Kerins.
- *Dance classes:* Dance classes started outdoors. Pre-Covid, the hours of operation were 8 am to 5:45 pm. Currently, the hours of operation are 8:30 am to 3 pm. Staff are required to clean for half an hour on either side of that.
- *Outstanding debts:* There are two account receivables that are dated Jan 2019. One is for \$733 and the other for \$354. **3rd ACTION:** Director Kerins moves to forgive the outstanding debts for those two families involved. Director Topp seconds. All voted aye.

FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- *ADA compliance:* Director Saraye attended the ADA compliance webinar this week. By doing so, we were able to get a break on insurance. There is a repeat training on November 4 which Steve should probably attend. The facilities committee needs to take this over. We need to assign a special ADA liason to the community. This individual will work with staff and talk about compliance issues. We need to document things we are doing. We need an accommodation statement for events or classes.
- *Upgraded sound system and board:* We need new mic stands and an iPad. The app is free to work our sound board. The sound board works from anywhere on the facility. A new iPad is about \$500. We have \$6,400 left of insurance money from the stage rebuild. **4th ACTION:** Director Topp moves to spend \$500-\$700 on new mic stands out of insurance money. Director Saraye seconds. All voted aye.

RECREATION COMMITTEE

NA

FUNDRAISING COMMITTEE

- There was a rattlesnake aversion training on September 19th in Silverado. **5th ACTION:** Director Saraye makes a motion to donate the proceeds of the next aversion training to SCC. Director Kerins seconds. All voted aye.

PUBLIC COMMENTS

- A concern was raised about booking the community center for events during the COVID-19 pandemic. It is difficult to plan events at the community center due to COVID required cancellations. Our insurance carrier says we must be in compliance with state guidelines. We decided to put a freeze on rentals of the community center until further notice.

BOARD COMMENTS

- Election is November 3, 2020
- We have survey results from November 2018 about what the public wants us to do with our parks. Due to computer issues, we postponed this discussion to next month.

MEETING ADJOURNED AT 7:47 PM

The next regular meeting of the Board of Directors will be at the Silverado Community Center, 27641 Silverado Canyon Road at 6:30 PM on Tuesday, November 17th, 2020 unless otherwise posted.