



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, November 17, 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 |
| Diane Fanello: | Bookkeeper |

SMRPD MINUTES

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

Tuesday, November 17, 2020

CALL TO ORDER

The meeting was called to order at 6:34 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 Bailey shared minutes for the meeting on October 20, 2020.
- **1st ACTION:** Director Kerins moves to approve minutes as presented. Director Duff seconds. All voted aye.

FINANCE COMMITTEE

- Director Duff presented the financial report for the month of October. SMRPD had a monthly loss of \$4,067.34. Revenue loss for the month of September was \$321.87 due to refunding \$900 in wedding deposits. Expenses were \$3,745.47. There was a large website maintenance charge of \$775.75. The water bill continues to go up and was \$868.37, larger than last month. It was reported that resident use the hose water for recreation. Additionally, we will investigate a leak.
- The net income for the Silverado Children's Center for October was a loss of \$2,210.76. The total income was \$13,657.87, with \$12,540.81 coming from tuition. The total expenses were \$15,868.72.

- The December tax roll collection is big and coming.
- The audit continues. They are looking at little and big things, trying to get a sense of what we are doing.
- Megan has officially backed away. Diana is doing our book-keeping.
- **2nd ACTION:** Director Saraye moves to approve financials as presented. Director Kerins seconds. All voted aye.
- Regarding the procedures for book-keeping, we need to coordinate with Diana.
- Director Kerins reports that most SCC customers are paying with Zell. But there are about six customers paying with a check. Director Kerins requested a deposit scanner in SCC. Director Duff explained that we need reasonable control. There is a need for internal control and password security is paramount. There must be two people, one who receives and one who deposits.

OTHER DISTRICT BUSINESS

- *Oath of office:* OC Vote has not confirmed all of the votes. They will finish on November 20. So we cannot have anyone take the oath of office. The issue is that the old directors leave November 30. We agreed to swear in new directors at the next SMRPD December 15 meeting.
- *Facilities rental requests presented:* Facilities are closed.
- *Doug Sweeny Gopher removal compensation:* Doug is fine with \$49 per month and does not want to go over \$600 a year. **3rd ACTION:** Director Topp makes a motion to change Kevin's pay for gopher removal to \$49 per month. Director Duff seconds. All voted aye.
- *Mobile vet and groomer to come to community center:* Director Kerins reported that she talked to numerous mobile vets. Because of the situation with COVID, no one is interested at this time. Director Bailey reported that she also talked to numerous mobile pet groomers and they are not interested for the same reason. We agreed to table it until spring time.
- *End of year staff bonuses:* **4th ACTION:** Director Topp makes a motion to give Megan \$250 as a thank you and going away gift. Director Kerins seconds. All voted aye. We agreed on a gift card for American Horse Products in the amount of \$250. **5th ACTION:** Director Saraye makes a motion for \$250 year-end bonuses for our staffers (Steve R., Megan, Laurie, Cressa). Director Duff seconds. All voted aye.
- *Survey results from November 2018 for public input on grant:* Director Kerins sent out survey results from November 2018 public input. There were 117 completed surveys. Please read through results and make suggestions and recommendations to send out again. We should consider the requirements to meet the parameters for the grant. Two major results are trails for Modjeska park and permanent fencing around Modjeska park proper for animals.
- *Did SMRPD have power during the fire and can public have access to power and the phone during an emergency?* We agreed that the best solution is to purchase a generator for the community center to keep wifi up. We will also get a antique phone for the community center that plugs in direct to the wall.
- *Board chooses new positions next month:* If you have something in mind that you would like to do or are skilled at, let a board member know.

SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE

- *Summary:* We added 2 kids. There is another couple we will add by end of year. There are tours being held when children are not there because of COVID. We are holding steady. We might have some more distance learners, depending on what schools are doing. We lost our instructor for distance learning so we are using existing staff to cover as needed. We applied for a monetary award through Capri but we didn't get. We also applied for the Orange County Childcare grant which is \$175 per child. We had great meetings about 501c(3). We had an introduction for families and interested board members. Operating hours are 8:30 am to 3 pm. We want tuition to at least cover staff salaries. We received a waiver up to 8 years and asked for a waiver for up to 12 years. The SCC website needs to be updated. For instance, the COVID guidelines are not on the website.

FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- *Report from Facility and Safety Committee:* Steve put sign back up over SCC. He used lots of concrete in post.
- *Create ADA policy and procedures:* There is an ADA meeting in December that Steve will attend.

RECREATION COMMITTEE

- *Report on recreation program:* Director Topp purchased parts for sound equipment. He went over budget by about \$100 on the iPad. He spent more because it has 132 GB, has cell phone and wifi, and will last many more years without having to upgrade it. The bill was \$797.58 for all the parts/pieces. We have about \$5,600 left from the state.

FUNDRAISING COMMITTEE: Director Topp sold two Silverado stickers. The SCC raffle at the art tour made just under \$600. We will be receiving a check from the Silverado market for money they made from sales on food that morning.

PUBLIC COMMENTS

N/A

BOARD COMMENTS

N/A

MEETING ADJOURNED AT 7:34 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, December 15, 2020 unless otherwise posted.