



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, April 20th, 2021 AT 6:30 PM
Silverado Canyon Community Center
27641 Silverado Canyon Rd, Silverado, CA 92676

Board of Directors

| | |
|--------------------------|-----------------------|
| Isabell Kerins: | President |
| Rusty Morris: | Vice-President |
| Michele Agopian: | Secretary |
| Stephanie Bailey: | Treasurer |
| Kevin Topp: | Director |

Staff

| | |
|-------------------------|----------------------|
| Laurie Briggs: | SCC Director |
| Cressa Cruzan: | Administrator |
| Steve Reighart: | Caretaker |
| Stephanie Dodge: | Bookkeeper |

SMRPD MINUTES

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

CALL TO ORDER

Directors Isabell Kerins, Kevin Topp, Rusty Morris, Stephanie Bailey, and Michele Agopian were available online. Steve Reighart and Cressa Cruzan were also present.

CONSENT CALENDAR - Director Agopian presented minutes for December 2020, January 2021, February 2021, and March 2021.

1st ACTION: Director Agopian moves to approve minutes as presented. Director Kerins makes motion to table December, January and March for further formatting review. Director Morris seconds. All present voted aye.

FINANCE COMMITTEE – Director Bailey presented financial report for month of April.

SMRPD had a monthly net income of \$1,1556. Revenue for the month of April was \$2,341, mostly coming from donations/gifts, including \$1,801 for Rattlesnake Aversion Training and Flea Market. Total expenses were \$1,185, the bulk being bookkeeping - \$671. There was no water bill due to the overpayment made to IRWD several months prior by previous bookkeeper, there is a credit remaining.

Fiscal year-to-date, July 2020 to March 2021, total income is \$75,885. The fiscal year-to-date total expenses are \$53,428..

According to the Balance Sheet, as of March 31, 2021, there was \$137,088. in our County Checking Account and \$141,242 in our BofA Rec Checking Account. The balance sheet reflects assets and money owed, not spent.

Our new bookkeeper, Stephanie Dodge, will be following up on the AT&T payments Feb. 11 – Mar. 10, 2021, there appears to be some discrepancies in payments.

Ms. Dodge will also be following up on the Waste Management accounts, as there appears to be some discrepancies there regarding three separate accounts (Silverado, Modjeska, SCC). The SCC water payment should be split between SCC and SMRPD due to community gardens. Director Bailey will request that Ms. Dodge review current and previous months and make adjustments accordingly.

Three outstanding items were completed this month, two completed by Director Kerins. See Treasurer Report.

Net income for Silverado Children’s Center for March 2021 is \$14,400. The total income was \$30,320, comprised of tuition, registration, and PayPal fees. Total expenses were \$15,919, of which \$11,001 were from salaries and wages. Tuition was \$29,620. Typically, tuition should cover insurance expenses (health, worker’s comp), salaries and wages, and payroll expenses for March was \$12,676. Tuition was more than double our expenses due to outstanding payments from Child Home Services. The fiscal year-to-date (July 2020 – March 2021) total income is \$157,591. The fiscal year-to-date total expenses are \$143,342, which covered all expenses. According to the *Balance Sheet*, on Mar. 31st there was \$6,638 in the BofA Checking, and \$17,552 in the Business Savings BofA Account. The balance sheet reflects assets and money owed, not spent. According to the *BofA website*, on Mar. 31, 2021, there was \$8,289 in the BofA Checking Account and \$17,552.48 in the Business Savings BofA Account.

The previous bookkeeper was unable to reconcile the books for SCC, however the new bookkeeper was able to determine that \$384.89 was the error difference for the BofA Statement verses QuickBooks input. This was due to a clerical/input error.

2nd ACTION: Director Morris moves to approve financial report as presented. Director Topp seconds. All present voted aye.

TREASURER’S REPORT – CONTINUED – Director Bailey presented that she and Director Kerins worked together to create the SMRPD 2021-2022 budget. She introduced the budget this evening and asked that any comments or revisions from the public be brought to next month’s meeting (May 18th). The budget will be published online and in print for public review. SMRPD 2021/2022 Budget shows that the total income is matching total expenses. For any public questions, please contact Director Bailey. Budget is posted on front doors of Silverado and Modjeska Community Centers. If anyone would like the recording from the meeting, please contact Director Kerins.

Director Kerins recommended changing banks from Bank of America to Wells Fargo, primarily due to lack of tellers and live service. Several Directors recommended various banks and credit unions. Director Topp recommended making a pros and cons list of all recommendations. This ACTION ITEM is to be tabled until further investigation and discussion with SMRPD Attorney. Director Kerins emailed SMRPD Attorney during the meeting to discover if there is a conflict of interest if a member is affiliated with the Credit Union they are recommending.

Later in the meeting SMRPD Attorney responded back to Director Kerins and stated SMRPD cannot use a Credit Union, there would be an issue with 1090. The Directors discussed different banking options and agreed that an AdHoc Committee should be put in place to research banks.

4th ACTION: Director Topp makes motion to approve that an AdHoc Committee be put in place to research banks and report back, he suggests that Director Kerins and Director Bailey chair this Committee. Director Morris seconds. All present voted aye. Please note: this motion happened after 3rd Action Item below.

Lastly, Director Bailey recommended opening a separate account for SCC, as all three accounts are combined (SCC – checking and savings and SMRPD account). Laurie Briggs has the ability to go into accounts due to Zelle. Laurie Briggs brought this issue to the attention of the directors and would feel more comfortable if the directors separated the accounts.

OTHER DISTRICT BUSINESS

COMMITTEE REVISIONS – Due to extensive personnel and employee items Director Kerins made a revision to the Personnel Committee. Moving forward Personnel Committee will be comprised of Director Kerins and Director Topp.

Ad Hoc COMMITTEE – DOG PARK UPDATE Director Kerins reports Abbey representatives are still in discussion on this item. The proposed agreement is in hand; however, the Abbey is not ready to make a decision yet. Proposed agreements concerning all real estate under current negotiations are under closed sessions as advised by SMRPD Attorney.

Ad Hoc COMMITTEE – BOND FIRE Director Kerins reports that final distribution collection of funds obtained from donation center and all items were sold or donated. Sales from final donation center was \$76, all other items taken to Salvation Army or Good Will. Director Kerins discussed the distribution of funds to help the gentlemen who assisted with the clean-up of the mud from the Bond Fire. Director Kerins recommends donating the funds to Mike Silbermann. The total donations came to \$1,022.

3rd ACTION: Director Topp makes motion to approve donation of \$1,022 to Mike Silbermann and request that he show his allocations towards his expenses. Director Morris seconds. All present voted aye.

Ad Hoc COMMITTEE for Bond Fire is dissolved by Director Kerins.

Senior Lunch Bunch – Director Topp presented Sasha Sill for Senior Lunch Bunch Coordinator. She is in the process of completing her Food Handlers Certification and Training. Director Topp will investigate if the program can go straight to serving hot food, or if the program must serve cold food and then move into serving hot food. Director Kerins requests that Ms. Sill create a delivery system for those elderly who are house bound. Director Topp confirmed this is being done and Director Bailey will provide Ms. Sill the money box for collections.

SMRPD Handbook Update – Director Morris reports Handbook was given to SMRPD Attorneys. CAPRI regulations and laws were updated, as well as new forms were incorporated. Director Kerins has requested tabling this ACTION ITEM for all Directors to thoroughly read through new Handbook update. Directors will read the updated handbook prior to the May meeting and present Director Morris with updates by May 11, one week prior to the next meeting.

IRWD Update – Director Agopian presented that IRWD is still in the process of requesting permits regarding the BOND FIRE issues, three permits are in the process of being requested concerning grading and geological issues in Williams Canyon.

Facilities Report – Ms. Cruzan reported rental and events requests has picked up. Director Kerins presented an issue that occurred over Easter weekend, when the facility was rented for a Baby Shower. The event was booked as a “Family Event” ending at 8 PM. Unfortunately, unknown to us, the client held a wedding with a band starting at 8 PM. The Abbey was conducting a silent Easter Vigil. SMRPD had worked together with the Abbey to facilitate this event. This item was resolved after intervention by Director Kerins and Steve Reighart. Director Topp stated the Abbey has offered to rent the park to prevent future conflicts. The Abbey is holding a Gala Event on May 1st and has rented the Community Center. Director Topp recommended board consider charging the Abbey for lost revenue due to noise conflicts and compensation of lost revenues in the future. He also, recommended charging park pricing instead of events pricing. It was discussed that there can be 24 guests at the park without being considered an event. Steve Reighart reminded the board that there are certain sound ordinances that must be adhered to regarding the public and there are certain requirements we must be cognizant of.

Director Morris mentioned her concerns about the bands and the un-concerts playing at the park and the Riviera, this liability does not belong to the Abbey, it belongs to the SMRPD. Director Kerins reported that SMRPD must update legal contract for Dog Park use and the Riviera. The only area SMRPD leases is the parking area as of 2015. Director Kerins recommended we table this subject to next meeting.

Ms. Cruzan questioned pricing of facilities and updates with old pricing. Director Kerins confirmed pricing was updated as of last year. The website was having issues and pricing was reverted back to an old version. Director Topp reported the website issues will be fixed.

Friends of the Silverado Children’s Center (FSCC) 501c3 – Cindee Black a represented of FSCC, presented a fundraiser on June 5th– Trike-A-thon. FSCC requested a waiver of facilities fee’s so that all funds go to the Children’s Center. All funds will be collected through Pledge Star with a \$25 registration fee. FSCC is setting a goal for \$3,000. Director Kerins recommended setting a general donation button. Director Agopian recommended creating a Community “blank” Child, possibly calling it the “Silverado Child.” Director Topp mentioned the Community Center is on solar and waiving the power fees should not be a problem.

5th ACTION: Director Topp makes motion to waive all fees associated with event. Director Bailey seconds. All present voted aye.

Jenny Scott questioned the target age group. FSCC representative indicated that there will be activities for all ages with the exception of the trike race.

Director Topp made a suggestion that bingo nights can be added to FSCC event as a great fundraiser.

Director Morris made a suggestion that an artist walk and artist raffle should be considered.

SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE – Director Kerins reports we have a capacity of 62 kids. It was reported that in March we had 30 registered children, as of April 8th SCC has 48 kids. The SCC has increased the full time equivalent from 10.13 to 15.09. The SCC is looking to hire new staff. Congratulations to the new bookkeeper. SMRPD Oversight Committee is considering asking Ms. Dodge to take on the Accounts Receivable portion of the SCC as she is a doing phenomenal job.

It was reported that SCC facilities completed repairs pursuant to the OC Parks inspections, with exception of the parking lot in coordination with OC Parks. The Friends of the Silverado Children’s Center 501c3 participation has been phenomenal. There was a schoolwork day on April 10th. The SCC is looking at adding more windows to increase lighting. Buildings have been newly painted.

The FSCC will be hosting a fundraiser on June 5th – the Trike-A-thon. The SMRPD Summer Rec Program has been released for ages 5 – 12, see proposed budget online, total expenses of \$2,440. This program is looking to project a net income of \$1,500-2,000.

UNDER DISTRICT BUSINESS AND FACILITIES – NICOLE GASPER represented that her family is a part of a small group home schooling program that assists children in writing and grammar, science, history, math, drama, reading, arts & crafts, amongst other teachings. They are requesting to rent the facilities (Silverado Community Center buildings) on Tuesdays/Thursdays for their program. They will have their own cleaning items and procedures. This group is looking for a facility to gather in person. There are currently 12 participants (6 – 12-year-old) from 9/9:30 – 2/2:30 pm, with a total number of 10 hours per week. The program is looking to start in September. Director Topp stated Senior Lunch Bunch is on Thursdays 11:30 – 2:00 PM. Director Kerins stated we are careful working around any existing programs. Gasper is not requesting that the park be closed to the public, only that the kids be able to use the park. Directors Agopian and Bailey mentioned we should keep the community as our priority and not restrict our community members on the use of the parks and consider a trial period. Director Topp suggested a trial period of one semester and revisit if adjustments need to be made at that time. He also stated the public cannot use the buildings without renting. Director Agopian asked Gasper if this is a short- or long-term solution to their current facility issues. Gasper stated in the past this program would gather in people's homes. Director Topp added that this is a new venture, they are just trying this out to expand on the opportunity to have more kids together. Gasper stated their goal is for the kids to be together again and have fellowship. Director Bailey stated concerns that COVID procedures be abided by; a cleaning crew was also suggested. Gasper confirmed that they will have regular cleaning procedures.

FACILITIES/SAFETY/MAINTENANCE COMMITTEE – Director Topp presented invoices for payments for Home Depot (pressure washer and hedge trimmer for Team Rubicon). Also, presented invoices for tree trimming, regular maintenance for the Specialized Tree Service.

(Added from OPEN SPACE section) Director Topp reported all trees and lawns needing aerating look great. Modjeska sprinkler systems have been fixed; there should not be any more water issues. Director Kerins reported issues with park and community members leaving items at Modjeska Park.

RECREATION COMMITTEE – Director Kerins reported the use of recreation facilities is moving forward with COVID reopening procedures. The first indoors event in Building A went very well. The next event will be the concert series happening in May. SMRPD will need to put in place new procedures for the hamburger stand setup to meet the requirements of OCHHealth for COVID regulations and guidance. SMRPD will need to order a netted and enclosed screen pop-up tent for event – Food Prep Tent. Director Topp to order tent matching already existing. Another wash station will be ordered in accordance with local regulations.

5th ACTION: Director Topp makes motion to purchase a service food pop-up tent 10x20 and wash station. Director Agopian seconds. All present voted aye.

FUNDRAISING COMMITTEE – Director Topp reported receiving funds for March Flea Market of \$170 from space rentals at \$10 per space. Director Topp gave funds to Director Kerins for deposit with Bond Fire donations.

Director Kerins reported the Blood Drive was a success. For future Blood Drives, SMRPD plans a drive every quarter 12:00 PM to 6:00 PM. Once the SMRPD confirms a consistent schedule this will be announced so locals may participate.

COMMUNICATIONS COMMITTEE – Director Topp reported all website malfunctions should be fixed by 12:00 PM April 21. Director Agopian views missed opportunity with community engagement on Instagram and

Facebook. Directors Topp and Agopian will work together on this. Director Agopian suggested Car Clubs could be charged when stopping by for lunch and educated on canyon etiquette. Director Kerins agreed growing a presence on social media would benefit educating our visitors and community.

OPEN SPACE – Director Topp reported there is no map for the Open Space, but the SMRPD could create one and promote the appropriate trails for public use. Director Kerins asked if it is possible to cross reference with government entity approved trails and post links to these maps. Director Agopian recommended putting together a group that regularly hikes to create suggested approved public trails that are appropriate for public use keeping in mind private property rights.

PUBLIC COMMENTS

Jim Kerins – Were we going to honor the Fire Fighters and Police with a pancake breakfast or something?

Director Topp Response: We would love community involvement and it seems like more of an ICL opportunity.

Director Agopian stated that several community members (Jeff Schlom and the Kearns family) were considering hosting an event in support of those that provided emergency response to the Bond Fire.

BOARD COMMENTS

Director Topp – reported band practices have officially ended; concerts will start again on May 15th. SMRPD will not be doing a large-scale promotion for this concert due to COVID, this will be primarily a local event. The Band booked is the Freight Shakers.

CLOSED SESSION REGARDING LABOR begins at 8:25 PM

CLOSED SESSION REGARDING LABOR ended at 8:39 PM

There is nothing to report from Closed Session.

MEETING ADJOURNED AT 8:44 PM

The next meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, May 18th, 2021 at the Modjeska Community Center and by Zoom link posted at SMRPD.org.