



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, May 18th, 2021 AT 6:30 PM
Modjeska Community Center
28691 Modjeska Canyon Rd, Silverado, CA 92676

Board of Directors

Isabell Kerins: President
Julie "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 was also present.

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

1st ACTION: Director Agopian moves to approve minutes as presented. Director Kerins and Director Topp approve minutes. Director Morris makes motion to table December, January, February, March and April for further review. Director Bailey seconds. No majority was met to meet approval of minutes.

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

SMRPD had a monthly net loss of \$9,066. Revenue for the month of April was \$596, mostly coming from donations/gifts and rents/concessions. Total expenses were \$9,662, the bulk being spent on landscaping, legal fees, waste disposal, portable toilets/septic, donations to bond fire victims, and repairs and renovations.

Fiscal year-to-date, July 2020 to April 2021, total income is \$76,481. The fiscal year-to-date total expenses are \$63,088.

According to the Balance Sheet as of April 30, 2021 there was \$137,088 in the County Checking Account and \$132,455 in the BofA Rec Checking Account. The balance sheet reflects assets and money owed, not spent.

Director Bailey has posted the 2021-2022 Budget in the OC Register and on the door of the Silverado Community Center.

Net loss for Silverado Children's Center for April 2021 is \$3,492. The total income was \$20,869, down about \$10,000, as the previous month included a lump sum payment from the Children's Home Society. Total expenses were \$24,360, of which \$12,825 was from salaries and wages. Tuition was \$17,914. Ideally, tuition should cover insurance expenses (health, worker's comp), salaries and wages, and payroll expenses. For April were \$15,959.

Fiscal year-to-date (July 2020 – April 2021) total income is \$178,460. Fiscal year-to-date total expenses were \$167,703. According to the *Balance Sheet* on Apr. 30th there was \$2,146 in the BofA Checking, and \$18,552 in the Business Savings BofA Account. The balance sheet reflects assets and money owed, not spent. According to the *BofA website*, on Apr. 30, 2021, there was \$4,535 in the BofA Checking Account and \$18,553 in the Business Savings BofA Account.

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

TREASURER'S REPORT – CONTINUED – Director Bailey recommended changing banks from Bank of America to Union Bank. It was discovered that Union Bank is more forgiving, have lower fee's, allow lower balances and our bookkeeper speaks highly of working with them. Director Agopian also mentioned previously positive experiences with Union Bank. There are several branches near Silverado Canyon, which will benefit the district. Director Bailey is working with a Union Bank Specialist to open the new accounts.

Director Kerins presents Resolution 5182021-1.

3rd ACTION: Director Kerins makes a motion to approve Resolution 5182021-1 regarding moving SMRPD & SCC Accounts to Union Bank. All Directors voted aye by roll call.

Director Bailey reports on the budget and opening the floor to public comments on budget as posted – no comments or input. Director Kerins presents Resolution 5182021-2.

4th ACTION: Director Kerins makes a motion to approve Resolution 5182021-2 for approval and adoption of the 2021-2022 budget as presented. All Directors voted aye by roll call.

Lastly, Director Bailey recommends we move forward with the contract with Johnson & Johnson as the board has received bid of \$8,000 to conduct next 3 years of audits for the special district. Our district audit needs are a bit different from other small districts due to the added childcare enterprise. It was discussed that their fees are competitive and this company has worked well with our district over the years. Director Kerins recommends getting another bid. Director Topp stated in the past there have been other bids, however Johnson & Johnson has always been the most competitive bid.

5th ACTION: Director Topp makes motion to approve Johnson & Johnson contract for auditing of SMRPD special district audit for three years consecutive. Director Bailey seconds. All present voted aye.

OTHER DISTRICT BUSINESS

Director Kerins presents Resolution 5182021-3.

6th ACTION: Director Kerins makes a motion to approve Resolution 5182021-3 regarding continuing dates and location of board meetings in person and via online meeting platform. All Directors voted aye by roll call.

Director Kerins presents Resolution 5182021-4.

7th ACTION: Director Kerins makes a motion to approve Resolution 5182021-4 regarding approval of current SMRPD rental fees increase and policy updates. All Directors voted aye by roll call.

Director Kerins presents Resolution 5182021-5.

8th ACTION: Director Kerins makes a motion to approve Resolution 5182021-5 regarding approval of updated Silverado Children’s Center tuition and fees increase and policy updates as received by the SCC Director. All Directors voted aye by roll call.

Director Kerins presents Resolution 5182021-6.

9th ACTION: Director Kerins makes a motion to approve Resolution 5182021-6 regarding SMRPD authorization to receive warrants and other documents from the Orange County Auditor-Controller’s Office. All Directors voted aye by roll call.

Director Kerins presents Resolution 5182021-7.

10th ACTION: Director Kerins makes a motion to approve Resolution 5182021-7 regarding the process of public works projects and repairs for repairs and maintenance of District properties without a bidding process of up to \$5,000 a month, all other public works projects will require a minimum of 3 written bids if over \$5,001. All Directors voted aye by roll call.

Director Kerins presents Resolution 5182021-8.

11th ACTION: Director Kerins makes a motion to approve Resolution 5182021-8 regarding records management system and document retention policy. All Directors voted aye by roll call.

Director Kerins presents Resolution 5182021-9.

12th ACTION: Director Kerins makes a motion to approve Resolution 5182021-9 regarding appreciation to Tara Sayare for her devoted service to the District. All Directors voted aye by roll call.

Director Kerins presents Resolution 5182021-10.

13th ACTION: Director Kerins makes a motion to approve Resolution 5182021-10 regarding appreciation to Francesca Duff for her devoted service to the District. All Directors voted aye by roll call.

Director Kerins presents Resolution 5182021-11.

14th ACTION: Director Kerins makes a motion to approve Resolution 5182021-11 regarding appreciation to OCFA Station 14 for service to community during 2020 Silverado and Bond Fires. All Directors voted aye by roll call.

Director Kerins presents Resolution 5182021-12.

15th ACTION: Director Kerins makes a motion to approve Resolution 5182021-12 regarding appreciation to OCFA Station 15 for service to community during 2020 Silverado and Bond Fires. All Directors voted aye by roll call.

Director Kerins presents Resolution 5182021-13.

16th ACTION: Director Kerins makes a motion to approve Resolution 5182021-13 regarding appreciation to OCFA Station 16 for service to community during 2020 Silverado and Bond Fires. All Directors voted aye by roll call.

Director Kerins presents Resolution 5182021-14.

17th ACTION: Director Kerins makes a motion to approve Resolution 5182021-14 regarding appreciation to U.S. Forest Service Silverado Fire Station 26 for service to community during 2020 Silverado and Bond Fires. All Directors voted aye by roll call.

Donation Center – Director Kerins reported that motion from last meeting for donation proceeds for Mike Silberman were incorrectly stated. Original motion was for \$1,022. The correct amount should be \$946 (\$855 from Rattlesnake Aversion Training and \$76 from final donation center event). New motion needed for correct amount.

18th ACTION: Director Agopian makes motion to approve updated funds of \$946 for Mike Silberman. Directors Morris and Topp seconds. All present voted aye.

Senior Lunch Bunch Coordinator – Director Kerins presented that a closed session meeting will be held later to discuss Employee vs. Independent Contractor status.

Silverado Country Fair – Director Kerins presented event update. The Friends of the Silverado Children’s Center will be present and participate by holding the raffle and coordinating children’s area. The event will be slightly different from past events, advertising budget will be much smaller, with a local representation. This event is planned for October 9 & 10.

CARPD and CSDA – Special District Relief and Grant Discussion – Director Kerins reported SMRPD does not qualify for CARPD grants. SMRPD does qualify for CSDA grant, it is required that a qualifying letter be written by directors to lobby COVID funds from California lawmakers in conjunction with the coalition representing 58% of the State of California special districts. The Directors concluded a special meeting will be held to discuss this matter further.

ICL – Vaccination Clinic – Director Kerins reported the ICL requested use of the community center to distribute vaccinations and requested fees associated with this event be waived due to a community based event.

19th ACTION – Director Bailey makes motion to waive any fees associated with the ICL vaccination clinic held on May 12th. Director Topp seconds. All present vote aye.

SMRPD Handbook Update – Director Morris reported waiting on recent resolutions passed at this May 2021 meeting for the final presentation of the updated Handbook to the board.

SMRPD – Goals Update – Director Kerins requests all directors look over existing goals and recommended revisions to be submitted to her. Director Morris will mail out currently goals to directors.

SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE – Director Kerins reported that in March 2020 we had 53 registered children, as of April 8th SCC has 39 kids currently enrolled. The SCC has increased staff to 6 and is looking to hire another teacher. The Open House went very well. Of the 14 tours given, 11 have registered. Conversion rate is high.

Trike -A-Thon aka Wheelie Fun Festival – Event happening on June 5th.

Donation from Giracci Vineyards & Farms – Director Agopian presented Giracci Vineyards donation of \$527 from December 2020 Raffle for SCC. 100% of the proceeds went to the SCC.

FACILITIES/SAFETY/MAINTENANCE COMMITTEE – Director Topp reported fence maintenance and painting quote submitted. CAPRI visit will be handled by Director Kerins and Steve Reighart. Back flow will also be tested and taken care of at the end of May.

Director Kerins reported concerns regarding functionality of sink in kitchen in Building A.

RECREATION COMMITTEE – Director Kerins reported reopening criteria has been met, Concert Series and Hamburger Stand requirements have met COVID requirements. The proceeds from the Hamburger Stand sales were \$1,542 with expenses of \$728. The profit was \$814. The Blood Drive has been scheduled for June 15th. Art Classes will begin soon. The Summer Rec Program has 7 children signed up; the goal is 12. The program is one month away from starting. We are waiting on all the paperwork from the Home School Program. We are working very closely with them to make sure that their schedule compliments the rest of the activities on the calendar.

Director Topp reported there is an individual giving physical training courses at Modjeska Park. Businesses are not allowed to conduct services on district property without releasee form due to liability exposure. Director Bailey made mention of the guitar repair truck that comes to the parking lot to repair guitars. Director Kerins will research and check with our district attorney and report back with findings. Director Kerins reported receiving three checks from rentals.

FUNDRAISING COMMITTEE – Director Topp reported income from the April Flea Market of \$170 from space rentals at \$10 per space. Director Topp gave funds to Director Kerins for deposit.

COMMUNICATIONS COMMITTEE – Director Topp reported he is adding Director Agopian as an Admin to the Facebook page. Director Agopian will open an Instagram account once added to the Facebook page. Maintenance is being managed by Alex at a great rate.

OPEN SPACE AND TRAILS COMMITTEE – Director Topp reported no new maintenance updates. Steve Reighart took down an unauthorized rope swing. Weed abatement has been cleared up.

PUBLIC COMMENTS

Steve Reighart – Friends of the Library representative is looking for a new storage facility. If anyone knows of storage area or space available, please let her know.

Aedon Rasch – Proposed Art Camp for Summer at the Rec Center. This program would be three weeks long exploring various mediums Monday – Friday from 9 AM – 1 PM for ages 6 – 12 years old with a maximum of 12 children allowed. Proposed cost of program is \$250 per week per child from July 12 – July 30. Her contact information is aedonrasch@gmail.com

BOARD COMMENTS

No Board Comments

CLOSED SESSION REGARDING LABOR begins at 8:26 PM

- 1. PURSUANT TO GOVT. CODE SECTON 5495.9(d)(3) and (4) - possible litigation by the District - 1 case**
- 2. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Govt. Code Section 54957.6**
 - a. Agency designated representative - Board President**
 - b. Unrepresented employees: Caretaker, Senior Lunch Bunch Coordinator**

CLOSED SESSION REGARDING LABOR ended at 8:54 PM

There is nothing to report from Closed Session.

MEETING ADJOURNED AT 9:00 PM

The next meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, June 15th, 2021 at the Silverado Community Center and by Zoom link posted at SMRPD.org.