



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, June 15th, 2021, AT 6:35 PM
Silverado Community Center
27641 Silverado 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, were available in person. Stephanie Bailey was available online. Michele Agopian was not present. Steve Reighart was also present. Due to Wi-Fi problems, the on-line portion of the meeting was conducted on Director Kerin's phone.

CONSENT CALENDAR:

Director Kerins presented minutes for December 2020, January, February, March, April, and May 2021 meetings.

1st ACTION: Director Bailey made a correction to the minutes of May 18, 2021. Instead of Johnson and Johnson, the correct name is Robert W. Johnson. Director Bailey moved to accept the minutes from December 2020, January, February, March, and April 2021 and to make the corrections to the minutes of May 2021. Director Topp seconded the motion to approve. Motion passed.

FINANCE COMMITTEE:

Director Bailey presented financial report for month of May 2021.

SMRPD had a monthly net loss of \$5,066.83. Revenue for the month of April was 956.29 (hamburger stand and rents/concessions). Total expenses were \$5,972.12 (landscaping).

Fiscal year-to-date, July 2020 to May 2021, total income is \$77,437. The fiscal year-to-date total expenses were \$71,334 for a total net income of \$6,103 for the year thus far.

According to the Balance Sheet as of May 31, 2021, we had \$137,088 in the County Checking Account and \$125,165.50 in the BofA Rec. Checking Account. The balance sheet reflects assets and money owed, not spent.

Director Bailey has sent the audited FY 2019-20 Financial Statements to the Orange County Auditor-Controller's office.

Director Bailey and Director Kerins are working on the request from the Special Properties Section of the Orange County Assessor regarding Annual Reporting of Possessory Interests.

Director Bailey has sent her annual Certificate of Prohibited Interest to the Office of the Orange County Auditor-Controller by email and USPS.

Director Bailey received notice from the Orange County Auditor-Controller that we can transfer funds from property taxes to our bank accounts. Since we had over a \$100,000.00 in our BofA account, Director Bailey didn't think it necessary. After discussion with Directors Topp and Kerins, it was deemed appropriate to apply for the transfer of funds. Director Bailey will do that.

Net income for Silverado Children's Center for May 2021 was \$2,248.54. The gross income was \$24,016. This was from tuition and registration fees. Total expenses were \$21,767. This was derived from salaries, wages, insurance, advertising, office supplies, building-grounds maintenance, and janitorial costs. Tuition was \$22,744. Ideally, tuition should, at a minimum, cover insurance expenses (health, worker's comp), salaries and wages, and payroll expenses. Tuition covered twice the insurance/salaries and wages, and payroll expenses for May.

Fiscal year-to-date (July 2020 – May 2021) total income was \$202,475 Fiscal year-to-date total expenses were \$189,337. According to the balance sheet on May 31 there was \$1849.48 in the BofA Checking, and \$19,552 in the Business Savings BofA Account. The balance sheet reflects assets and money owed, not spent. According to the *BofA website*, on May 31, 2021, there was \$4,836 in the BofA Checking Account and \$19,553 in the Business Savings BofA Account.

2nd ACTION: Director Morris moved to approve financial report as presented. Director Topp seconded the motion. All directors present voted aye. Motion passed.

TREASURER'S REPORT: Director Bailey reported that after working with the Union Bank representative, our monthly costs at Union Bank would be about \$500 per month. Also, Union Bank is not set up to work with Zelle and Paypal. She provided a detailed worksheet of the fees as assessed at Union Bank. Bank of America's monthly fee is \$15. Director Bailey recommends staying with Bank of America and giving Laurie Briggs, Children's Center Director, access to only the SCC savings account. She has already arranged this with Bank of America.

Director Bailey has completed and submitted Vendor lists, as suggested by CAPRI, for SMRPD and SCC. These have been placed in Dropbox and hard copies will be kept in the file in the Hunt Bldg.

OTHER DISTRICT BUSINESS:

Director Kerins provided an update on Canyon Emergency Preparedness (CEPA) Training being organized by Bruce Newell and Danny Graham. This is projected to start in January. Director Kerins suggested an abbreviated program start as soon as possible to address emergency response prior to fire season.

Director Kerins provided explanation of the California Special District Association. This is a lobbying group that advocates for Special District issues in California. They have asked for our support, as an institution, as well as individuals. Their lobbying efforts have resulted in some COVID monies being earmarked for Special Districts in the governor's proposed budget. We might well be able to successfully apply for grants, specifically for expanding parks, under this program should the proposed budget be approved. Director Topp questioned whether our grant use might be constrained in some way by supporting this effort.

3rd ACTION: Director Morris made a motion to approve Resolution 6152021-1 regarding the SMRPD supporting the bipartisan group in requesting relief for California Special Districts. Director Bailey seconded. All Directors present voted aye by roll call. Resolution approved.

Director Kerins introduced the use of Drop Box as a document sharing/storage application for SMRPD to share, edit, and store digital documents.

Director Kerins asked for any modifications to our existing goals. Discussion discovered more thought was need on this and it was tabled until July.

Director Kerins presented the results of the survey from 2019. She proposed reviewing the existing questions, modifying the survey, and re-issuing it. She asked for review and new questions to be submitted by next month's meeting.

Director Kerins is also Commissioner of the Third District of the County of Orange Waste Management District. She would like to see a canyon-wide effort to reduce/recycle organic waste as our landfills are filling up. This effort is reflected in CA SB1383 which is being undertaken to reduce organic waste by recycling. She was considering a survey (separate from the SMRPD survey) to assess the recycling needs of each household in our district. How can Waste Management better address those needs? Some ideas were mattress recycling; e-waste drives, smaller trucks for areas, like Cabinland, partnering with Fire Safe Council when they have Chipper Day and more areas with recycling bins.

Director Kerins and Steve Reighart met with CAPRI for our yearly inspection. All employees must supply driver's license and car insurance information to CAPRI. SMRPD received a letter regarding general liability. A DAC-ADA compliance update was undertaken and the designation of our ADA coordinator, Isabel Kerins, was made. The following were the CAPRI mandated document updates:

Director Kerins presented Resolution 6152021-2.

4th ACTION: Director Morris made a motion to approve Resolution 6152021-2 which was the CAPRI mandated Safety Committee guidelines for approval and adoption. Motion was seconded by Director Bailey. All present Directors voted aye by roll call. Resolution approved.

Director Kerins presented Resolution 6152021-3

5th ACTION: Director Morris made a motion to approve Resolution 6152021-3, the Motor Vehicle Report Policy. This resolution directs employees that use District or personal vehicles for District use to have valid driver's licenses and auto insurance information on file. These will be kept in locked files in the Hunt Bldg. Director Bailey seconded the motion. All directors present voted aye by roll call. Director Topp stated that he would not be submitting his driver's license or insurance information. Resolution approved.

Director Kerins presented Resolution 6152021-4.

6th ACTION: Director Morris made a motion to approve Resolution 6152021-4 regarding Sexual Harassment Prevention Training. This opportunity is available on-line. Director Bailey seconded the motion. All directors present voted aye by roll call. Resolution approved.

Director Kerins presented Resolution 6152021-5.

7th ACTION: Director BAILEY made a motion to approve Resolution 6152021-5 regarding Public Resource Policy as mandated by Public Resources Code 5164. This pertains to those adults working with or around minor children. These adults need to be fingerprinted and have their backgrounds checked. All directors present voted aye by roll call. Resolution approved.

Director Kerins presented Resolution 6152021-6.

The Illness and Injury Prevention Policy resolution is tabled until more information is available.

Director Kerins reminded everyone that positions were still available for the CARPD Board of Directors. June 24, 2021, is the last day to file.

SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE:

Director Kerins reported that as of June 11, 2021, we had 60 children registered (52 of those are currently enrolled). Our FTE (full-time equivalent calculation) is currently 18.81, up from 16.38. We have a wait list and we are hiring new staff. We have six part-time positions. SCC is in the process of recruiting new staff in a variety of positions. Job descriptions are posted on the website. All the OC Parks inspection report items have been fulfilled except for the parking lot which we will partner with OC Parks to complete. Security upgrades and concrete drains have been installed. Wednesday, July 14 will be the next open house for SCC (if we can get staff hired to fill demand). Director Kerins presented proposed raises and bonuses for SCC and a new SCC proposed pay scale (based on units of Early Childhood Education).

Director Morris motioned to accept the new pay scale, bonuses and raises for existing staff. Director Bailey seconded the motion. All directors present voted aye. Motion passed.

Director Kerins shared that the Friends of SCC (FoSCC) Trike-A-Thon was a great success. Gross revenue was \$6,616.30, expenses were 738.05. Net revenue was \$5,878.25. The income generated was as much as the Chili Cook Off with much less work. FoSCC bought retractable awnings for the Pinecone Yard that were installed in May. FoSCC is awaiting final 501-3-C status, once received, it will be retroactive to the date of application.

SCC teachers and staff celebrated Teacher Appreciation Week.

The SCC has a new Dell computer system that is cloud based.

Director Kerins and SCC Director, Laurie Briggs presented the 2121-2022 SCC budget and it will be posted in the appropriate places for a final vote next month.

FACILITIES/SAFETY/MAINTENANCE COMMITTEE:

Director Topp had nothing to report. Steve Reighart reported that Petersen's Landscaping had found a leak under the stage, and they will be by tomorrow to further investigate. Steve also mentioned that if we take photos of said leak, we might be able to get some money back from IRWD.

Audience member Phil from Modjeska requested assistance with the weed abatement on the Park's property that adjoins his in Modjeska. Director Kerins has a call into OCFA regarding the problem and will get back to him ASAP.

RECREATION COMMITTEE:

Director Kerins shared the CARPD information on reopening. The issue of masks at SCC is still underway. Director Kerins shared that the Concert Series Hamburger Stand made \$806.

Director Kerins presented Resolution 6152021-6. (Previous named resolution was tabled).

8th ACTION: Director Topp made a motion to approve Resolution 6152021-6 regarding the organization and management of the Silverado Summer Concert Series. Director Kerins seconded the motion. All Directors present voted aye by roll call. Resolution approved.

Director Kerins reported on the Red Cross Blood Drive of 6/15/2021. Our goal was met; but the air conditioning was out. It was repaired that evening.

Director Kerins opened a discussion on the use of "kiddie pools" at the parks. Director Topp shared that the use of kiddie pools and sprinklers were very destructive to the grass. Director Kerins shared that CAPRI said they were okay. Director Bailey shared concerns for the grass and the fact that California was in severe drought conditions. Jim Kerins shared he thought the parks should allow them. An audience member suggested sprinkler pools or use of rubber mats so the pools could be put on the blacktop. Another audience member suggested a splash pad or pop-up fountain. Director Kerins agreed to undertake some research to better understand our costs/options. Audience member Jenny Scott asked if the Community Centers would be open for Cool Zones during the heat. SMRPD policy is that the cooling center at the Community Center is open when temperatures reach 100 degrees.

FUNDRAISING COMMITTEE:

Director Morris reported that the Rattlesnake Aversion Training classes for July 9, 2021, and July 31, 2021, were filling up. We had about thirty sign-ups for the 9th; and about 10 for the 31st.

Director Topp reported that the proceeds from the Swap Meet of 5/22 were \$190. The next Swap Meet is scheduled for June 26, 2021.

COMMUNICATIONS COMMITTEE:

Director Topp reported that he and Director Agopian were unable to meet to discuss social media management. He shared he would like Director Agopian to handle all the social media activities. Director Kerins suggested that Director Topp write down directions for the social media management. Director Topp declined this suggestion.

OPEN SPACE AND TRAILS COMMITTEE:

Director Topp had nothing to report because of COVID closures all trail expansion was stopped.

PUBLIC COMMENTS:

Nicole LaPierre, who runs the Boot Camp class in Modjeska, would please like Cressa to send her the appropriate forms for continuing her class. Director Kerins took her information and will pass on the request.

Jim Kerins passed out flyers that organized a family picnic-sports day celebration for July the 4th. He called it the First Annual Un-Olympics.

9th Action: Director Topp made a motion to approve the July 4th Un-Olympics from 4-8 with use of the facilities and BBQ. Director Morris seconded the motion. Motion passed.

BOARD COMMENTS:

Director Topp will not be running for another term, and he encouraged others to start campaigning.

Director Topp also shared the completed commendations for our local fire organizations, Tara Saraye, and Francesca Duff. Director Topp will have them framed at Hobby Lobby after they are signed.

Director Kerins presented a County of Orange nutritional program that has become available. It is called Nutritional Gap Program and is targeting the over-60 population. Contact info is myagewell.org or (949)382-6098. We will be sharing with Lunch Bunch and Brown Baggers.

CLOSED SESSION REGARDING LABOR NEGOTIATIONS

- 1. PURSUANT TO GOVT. CODE SECTON 5495.9(d)(3) and (4) - possible litigation by the District - 1 case**
- 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – pursuant to Government Code Section 54957.6**
- 3. CONFERENCE WITH LABOR NEGOTIATORS- pursuant to Government Code 54957.8**

CLOSED SESSION REGARDING LABOR ended at 8:43 PM

There is nothing to report from Closed Session.

MEETING ADJOURNED AT 8:45 PM

The next meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, July 20, 2021 at the Silverado Community Center and by Zoom link posted at SMRPD.org.