



*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](http://www.smrpd.org)

**SMRPD REGULAR MEETING**  
**Tuesday August 17th, 2021 at 6:30 pm**  
**Silverado Community Center**  
**27641 Silverado Canyon Road**

**Board of Directors**

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

**Staff**

**Laurie Briggs: SCC Administrator**  
**Cressa Cruzan: Administrator**  
**Steve Reighart: Caretaker**  
**Stephanie Dodge: Bookkeeper**

**SMRPD MINUTES**

**NOTE: MEETINGS WILL BE HELD IN PERSON AND BY ZOOM UNTIL FURTHER NOTICE**  
[ZOOMLINK](#)

**PUBLIC COMMENTS:** A person wishing to comment on an Agenda item should wait for the President to request comments and then unmute his or her phone, ask to make a comment, and wait for the President to recognize him/her. You have three (3) minutes to complete those comments unless a longer time is granted. No speaker may allot his or her time to others.

**Comments on Agenda items:** Comments concerning matters on the Agenda will be held at the time the matter is considered.

**Comments on non-Agenda items:** Comments concerning matters not on the Agenda will be heard during the Public Comment section of the Agenda. A speaker's comments should be within the subject matter jurisdiction of the SMRPD.

Please note that if you are addressing the Board on items not on the Agenda, the Brown Act does not allow Board discussion of such items because they are not on the Agenda and thus were not noticed publicly. Therefore, the Board may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response. Your comments may be placed on the Agenda for future discussion. Non-Agenda comments are limited to 3 minutes each with a total of 15 minutes.

**I. CALL TO ORDER**

**II. ROLL CALL: Directors Isabell Kerins and Kevin Topp were available in person. Michele Agopian, Julie "Rusty" Morris and Stephanie Bailey were available online. Steve Reighart was also present. Meeting was called to order at 6:33 PM.**

**III. CONSENT CALENDAR: Director Agopian presented minutes from July.**

**a. Action item #1: Approve and file minutes of the SMRPD Board Meeting dated July 2021**

**1st ACTION: Director Agopian made a motion to accept July 2021 minutes as presented. Director Morris seconded. All present voted aye.**

**IV. FINANCE COMMITTEE:**

Director Bailey presented financial report for month of July 2021.

SMRPD had a monthly net loss of over \$3,648.49 Revenue for the month of July was \$3,245. Total expenses were \$6,893.49 (bookkeeping, creational expenses, waste disposal, water utilities bill).

Fiscal year-to-date, July 2021 to June 2022, total income is \$3,425. The fiscal year-to-date total expenses were \$6,893.49.

According to the Balance Sheet as of July 31, 2021, we had \$137,088.35 in the County Checking Account and \$112,628.82 in the BofA Rec. Checking Account.

Director Bailey noted that bookkeeping fees were not billed from our new bookkeeper, Stephanie Dodge. She will do so from now on, but we will see three months of bookkeeping fees for SMRPD and SCC on next month's financials.

Net income for Silverado Children's Center for May 2021 was \$1,638.60. The gross income was \$27,048.02. This was from tuition and registration fees. Total expenses were \$25,409.42. This was derived from salaries, wages, insurance, advertising, office supplies, building-grounds maintenance, and janitorial costs. Tuition was \$35,009.51. Ideally, tuition should, at a minimum, cover insurance expenses (health, worker's comp), salaries and wages, and payroll expenses. Tuition was \$25,865.35 and \$14,192.98 was for payroll expenses.

Fiscal year-to-date (July 2021 – Jun 2022) total income was \$27,048.02. Fiscal year-to-date total expenses were \$25,409.42. According to the balance sheet on July 31 there was \$3,012.99 in the BofA Checking, and \$2,552.35 in the Business Savings BofA Account. The balance sheet reflects assets and money owed, not spent.

**a. Action item #2: Approve and file Treasurer's Report of SMRPD and SCC for July 2021**

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

**V. TREASURER'S REPORT** – Director Bailey presented Action Item #3 as stated below.

- a. **Action Item #3: [Resolution #8172021-1](#) - Approve request for distribution of \$100,000 from SMRPD County Checking Account to SMRPD Bank of America checking account**

**3rd ACTION: Director Morris makes motion to approve Resolutions #817021-1 SMRPD Goals. Director Topp seconded. Vote was unanimous. Motion passed.**

**VI. OTHER DISTRICT BUSINESS**

*(Pursuant to Government Code Section 54954.2 public comments will be allowed during agenda items before Board Discussions. Time limit is 3 minutes per person limited to one session per person per issue)*

- a. [Survey](#)– Director Kerins reports the final version of the survey to go out.
- b. Ad Hoc Committee for Inter-Canyon Clean-up Day 9/18/2021 – Director Kerins
- c. Ad Hoc Committee – Grants – Director Kerins reports the identified areas for areas of improvement: dog park, splash pad, children's center.
- d. Employee Checklist  
Director Kerins reports that **Action Item #4: Resolution #8172021-2 Employee Checklist – Tabled to next meeting.**
- e. Employee Documents and Sexual Harassment Training Update – Director Kerins
- f. Capri – Required document updates – Director Kerins reports SMRPD has received an award for recognition for outstanding performance and the placards can be seen in the Hunt building.
- g. Committee revisions – Director Kerins reports committee revisions are underway.
- h. Resolution Log Discussion – Director Kerins reports all resolutions are logged on our OneDrive.
- i. LAFCO – Annual Strategic Planning Workshop – Sept. 8
- j. Blood Drives
  - i. 9/15 – 12 to 7
  - ii. 12/21 – 10:30 to 4:30 – Free t-shirts available
- k. Senior Services Coordinator Discussion

Director Kerins reports that Sasha Sill as Gap Program Administrator and Senior Lunch Bunch coordinator is going well. She recommends the Board create a new job position – Senior Services Coordinator and presented

this job description to the Board. [Job Description: Senior Services Coordinator](#) – renamed as Senior Services Site Manager.

**1. Action Item #5: Approval of Senior Services Job Description**

**4<sup>th</sup> ACTION: Director Topp makes motion to approve the Job Description: Senior Services Site Manager. Director Morris seconded. Vote was unanimous. Motion passed.**

- ii. Director Kerins as personnel committee makes recommendation to hire Sasha Sill hire as new employee and Senior Services Site Manager.

**1. Action Item #6 Approval to hire Sasha Sill as Senior Services Site Manager**

**5<sup>th</sup> ACTION: Director Morris makes motion to approve Sasha Sill as Senior Services Site Manager. Director Bailey seconded. Vote was unanimous. Motion passed.**

- l. Robert Amador Special Event  
Director Kerins reports this event has canceled, no need for further discussion or waiving of facility rental fees.
- m. Dan Golly Special Event – Director Topp reports by proxy. Dan Golly updated all lighting for no cost to SMRPD, but incurred business costs for labor, materials, etc. for all Silverado and Modjeska facilities.
  - i. Action Item #8: Approve waiving of Facility Rental Fee for Dan Golly Special Event

**6<sup>th</sup> ACTION: Director Topp makes motion to approve waiving of Facility Rental Fee for Dan Golly Special Event. Director Agopian seconded. Vote was unanimous. Motion passed.**

- n. Meeting minutes for Committees – Director Kerins iterates that minutes must be recorded at all committees.

**VII. SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE – Director Kerins**

- a. [Report](#) and updates on facilities and enrollments
- b. [Report](#) on Friends of Silverado Children’s Center 501c(3)
- c. Children’s Center Closure Policy Discussion
  - i. **Action Item #9: Resolution #8172021-3 SCC Closure Policy - Tabled**
- d. Children’s Center Bad Debt
  - i. **Action Item #10: Resolution 8172021-2 SCC Bad Debt – Tabled**

**VIII. FACILITIES/SAFETY/MAINTENANCE COMMITTEE**

Director Agopian presents [Facility and Safety Committee Report](#).

**IX. RECREATION COMMITTEE**

- a. Country Fair 10/9 through 10/10 – Director Kerins
- b. Concert Series and Hamburger Stand
  - i. 8/21 – Diane Young will be overseeing this event

**X. FUNDRAISING COMMITTEE**

Director Morris reports Rattlesnake Aversion Training made \$885 on the 7/31 event.

Director Kerins tables Flee Market/Swap Meet update. Next event is 8/28.

**XI. COMMUNICATIONS COMMITTEE**

Director Topp reports an e-blast went out for the Blood Drive; Facebook is gaining followers.

Director Kerins received the previous Email List for Add Rattlesnake Aversion Training and will email to Michele Agopian to put on website.

## **XII. OPEN SPACE AND TRAILS COMMITTEE**

Director Topp reports Open Space and Trails Committee is hoping to put together a crew to clear trails.

## **XIII. PUBLIC COMMENTS**

Danny Graham – Changing positions on Team Rubicon. New contact will be John Cunningham on tactical needs. John will be sending patches to Director Topp.

## **XIV. BOARD COMMENTS**

Director Topp questions if Phil Buller issue was resolved. Danny Graham responded that he would personally take care of this project, that Team Rubicon would not be involved.

Director Kerins reiterate to community and Board that we are representatives for our entire community, old timers, newcomers, old, young, families, when we step through the door we represent everyone and that's how we should behave.

## **XV. ADJOURNMENT at 7:34 PM.**

**The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, September 21<sup>st</sup>, 2021 at the Modjeska Community Center and by Zoom link posted at SMRPD.org.**