



*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 November 16th, 2021 at 6:30 pm**  
**Modjeska Community Center**  
**28890 Modjeska 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**  
**Administrator**  
**Steve Reighart: Caretaker**  
**Stephanie Dodge: Bookkeeper**  
**Sasha Sill: Senior Services**

**MINUTES**

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

**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 heard 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**

Meeting was called to order at 6:33 PM.

**II. ROLL CALL**

Director Kerins, Director Topp, Director Agopian and Director Morris were present. Director Bailey was present on Zoom link.

**III. CONSENT CALENDAR – Michele Agopian**

- a. **Action Item #1: Approve and file minutes of the SMRPD Board Meetings dated [August 2021](#), [October 19<sup>th</sup>, 2021](#), and [Special Meeting dated 10/19/2021](#)**

Director Agopian presented minutes for October 2021. Director Kerins tabled approval due to changes and updates by board members.

**IV. FINANCE COMMITTEE – Stephanie Bailey**

- a. **Action Item #2: Approve and file [Treasurer's Report of SMRPD for October 2021](#) and [SCC for October 2021](#)**

Director Bailey presented Financial Report for October 2021 approval will be tabled due to financials needing corrections due to banking errors.

The SMRPD had a net income loss of \$6,219. The total income was \$1,066, total expenses were \$7,285. The fiscal year-to-date total income is \$7,152, and fiscal year-to-date total expenses are \$30,380. According to the Balance Sheet, as of October 31, 2021, SMRPD had \$37,088 in the county checking account and \$194,330 in the BofA Rec Checking Account. There was an error on the original financials that were sent over, so these financials have not been approved by the board at this time.

The SCC had a net income loss of \$6,303. The total income was \$25,579. Tuition was down \$10,000 due to being closed for 2 weeks from September to October due to COVID. The total expenses were \$31,883. The fiscal year-to-date total income is \$112,214, with fiscal year-to-date total expenses at \$113,427. According to the Balance Sheet, as of October 31, 2021, SCC had \$2,134 in the BofA checking account and \$17,052 in the Business Savings BofA Account.

Financials were tabled to next meeting due to errors. No public comments were made.

## V. 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. Board Elections – Director Kerins reported that Board Elections will be held in December per SMRPD Handbook guidelines, see below.
  - i. Per SMRPD Handbook - **Officers**: On an annual basis at the first meeting in December, the Board shall elect new officers. The Board members shall rotate positions of President, Vice-President, Treasurer, Secretary, and unassigned Director. No member shall hold a single position for more than one year without a majority vote of the Board. Majority vote means the vote of a majority of the members of the Board or three members of a five-person Board (*Public Resources Code Section 5784.13*).
- b. Ad Hoc Committee – Grants - Director Kerins presented proposal of all grants. See presentation link below. Director Kerins and Morris are taking proposals and will have more updates for Decembers meeting.
  - i. [Per Capita Grant](#) – Isabell Kerins
    1. [Presentation](#)
  - ii. Regional Park Program – Isabell Kerins
    1. SMRPD does not qualify for this grant – due to having too few members in our community. To qualify we must have at least 5,000 community members.
  - iii. [COVID Grant](#) – Stephanie Bailey – no update at this time.
- c. Administrator Job Opening – Isabell Kerins
  - i. Director Kerins reported that interviews are currently being held and will have more reports for next month.
- d. Personnel – Director Kerins presented all updated documents below.
  - i. [Deposit Form](#)
  - ii. [Employee Checklist](#)
  - iii. [Director Checklist](#)
  - iv. [Time Sheet](#)
  - v. [Pay Schedule](#)
  - vi. [Employment Application](#)
- e. Capri – Director Kerins presented all new documents below.
  - i. Worker’s Comp
    1. New Documents
      - a. [Wallet Card](#)
      - b. [Clinical Consultation Quick Reference](#)
      - c. [Clinical Consultation](#)
      - d. [Worker’s Comp Claim Mgt. Flowchart](#)
      - e. [Form 5020](#)
- f. Blood Drives – Director Morris reports blood drive on 12/21 – 10:30 to 4:30 – Free t-shirt available for all participants.
- g. Zachary Dupre Concert Venue
  - i. **Action Item #3 – [Resolution 11162021-1](#) – Dedication of Silverado Community Park Stage to the Zachary Dupre Concert Venue**

**1<sup>st</sup> Action: Director Agopian makes motion to approve [Resolution 11162021-1](#) – Dedication of Silverado Community Park Stage to the Zachary Dupre Concert Venue as presented. Motion seconded by Director Morris. All present voted aye.**

- h. Senior Services – Sasha Sill reports that Age Well decided to relaunch the pilot program, it's Hot Meals on Wheels, delivered hot. The entire program is by donation. There are 5 volunteers, and about 9-12 regular participants. Meals must be pre-ordered. Head count must be gathered. The group gathers every Thursday at 12 pm unless stated otherwise. Please contact Sasha Sill at 714-600-4084 and [sasha.marisa1@gmail.com](mailto:sasha.marisa1@gmail.com) .
- i. Volunteer Thank you Dinner – Director Kerins reported that a date is coming for this date soon.
- j. Rental Request
  - i. Thanksgiving Potluck – Kevin Topp reports Saturday after thanksgiving 11/27 1 – 6 pm. We need about 7 turkeys, 5 hams, volunteers that sign up to bake turkey or ham. Please contact Diane or Kevin Topp at [kevintopp@smrpd.org](mailto:kevintopp@smrpd.org).
  - ii. Director Kerins made facilities rental request for 12/18 School of Rock Christmas Concert. Director Kerins will check calendar. Facilities Committee will meet separately to approve.
  - iii. Christmas In the Canyon sink request – approved by board. No motion needed for approval.

Public Comments – Scott Breeden commented on Grants and water features and cutting back on 15% water.

Director Kerins responded that while working with the architect we stated that conservation of water use was a priority.

Director Agopian stated that the water feature was a top priority in the community based off the survey with the amount of children now in our community. Also, that during the Summer time there was a large water bill due to the use of the hose and this is one way to mitigate that issue while still meeting community wants and needs.

Breeden asked if there was a deadline.

Director Kerins responded there was a deadline for the board to make up their mind by this month.

Breeden asked if it would still be a good idea if we didn't get any grant money for this project.

Director Agopian confirmed this project would not be available to the community due to insufficient funds without the Grant.

Director Kerins stated the per capita grant is not a competitive grant and the funds are set aside no matter what for our community. The SMRPD is trying to meet the needs to the community and its requests.

**VI. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE – Isabell Kerins**

- a. [Report](#) and updates on facilities and enrollments – Director Kerins presented report. The SCC had an increase of 5 new students and is looking for one new credentialed teacher, if you know anyone interested please apply to Director Kerins or SCC Administrator Laurie Briggs. The school made \$1,555.88 at the Country Fair from the raffle fundraiser. The SCC has started a waiting list effective December 1<sup>st</sup>, as we have met capacity for seedlings classroom due to teacher capacity being met. Recently staff salary and wages were increased as mentioned in the Financial Report due to additional teachers staffing up in September and POD separation. The SCC has made the decision to group up the kids in order to mitigate COVID interaction and instead of closing down for a full two weeks, instead a singular POD would close. There was also an increase in the day's hours as well. There was a decrease in tuition due to the COVID incident and closing for two weeks in October where families were refunded for those two weeks. The kids practiced fire drills. SCC was closed for Veterans Day and will be closed for Fall Break November 25-26.
- b. [Report on Friends of Silverado Children's Center 501c\(3\)](#) – Director Kerins reports there are 5 Directors and 3 other board members responsible for fundraising and family engagement. They recently acquired two outdoor sinks, they are redoing the exit gate, bidding for the deck, and they are also getting bids for the outdoor seating area for artificial grass. They are put together the Emergency Notification Plan Procedures and it was sent out to all the families, phone tree style. There was a photographer that hosted a photoshoot, those funds went to the SCC. They raised \$900. 10 families showed up to the family work day. They will be participating in the Christmas in the Canyons event to fundraise as well.

- c. [Staff Covid Survey – Results](#) – Director Kerins reports results, there was an error as the last question should all be answered as no.

Board Comments – Director Bailey asked what measures are being taken to prevent another COVID closure.

Director Agopian responded that only a pod will be closed due to separating the younger kids from older kids. If there is a COVID issue then you would only close down that pod or group in an ideal situation. No teachers or children will be overlapping in the groups.

Director Kerins responded that all teachers are going through COVID measures and guidelines that are currently in place for licensing by OSHA.

Public Comments – Jenny Scott asked if the climbing structure was still on site.

Director Kerins responded that yes, the playground was still on site.

Scott responded that it was not supposed to be there.

Director Agopian asked who told you that.

Scott responded that no children are allowed on that structure under the age of 5 due to height.

Director Kerins responded that licensing was last out about 3 months prior and all height issues were taken care of and approved. Also, no children below the age of 5 are allowed in that area. This playground structure meets all licensing requirements.

## **VII. FACILITIES/SAFETY/MAINTENANCE COMMITTEE**

- a. [Report](#) from Facility and Safety Committee – Director Agopian presented this report. See link.

Public Comments – Francesca Duff recommends an adjustable hoop due to small children being able to also play basketball. Also, there are a lot of community members that would be opposed to enclosing the walkway with concrete for a variety of reasons.

Director Kerins and Director Agopian responded that the walkway enclosed with concrete wouldn't be where funds would be best served and the SMRPD will not be moving forward with that option.

Director Kerins commented that the adjustable hoop was also out of budget and was not exactly an option based off of the survey responses and priority.

- b. Modjeska

- i. Items left at park bench/Monthly Flea Market in Modjeska - Sign posted – Director Kerins reports she put a sign on the bulletin board about not leaving items on park bench as it is becoming an issue.

## **VIII. RECREATION COMMITTEE**

Director Kerins reports an instructor will be doing Sound Baths at the Silverado Community Center soon.

## **IX. FUNDRAISING COMMITTEE**

- a. Flea Market – Director Kerins reports no Flea Market in November due to Thanksgiving. The next Flea -Market is December Flea Market on 12/18.

## **X. COMMUNICATIONS COMMITTEE**

- a. Report from Communications Committee – Kevin Topp reports an email blast will be sent out about the Potluck and Director Agopian will add the Rattlesnake aversion emails to SMRPD emails.
- b. SMRPD Website
  - i. Financials now on OneDrive – All financials have been added to the website with the exception of March.

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

- a. Report on Open Space and Trails Committee – Kevin Topp reports it's been difficult to find anyone to assist with cutting trails. Director Kerins to investigate and speak with Team Rubicon on the new classes they plan to have.

## **XII. PUBLIC COMMENTS**

Scott Breeden – comment about website, agenda's should be in a searchable form. Word isn't acceptable, but PDF is. Two most recent agenda's were in Word and should be in PDF.

Director Kerins responded she will look into this as the PDF eliminates the hyperlinks to the supporting documents.

Jenny Scott – could not find visual and audio recordings for Zoom meetings.

Director Kerins responded she would send the meeting links via email for October and November.

**XIII. BOARD COMMENTS**

**XIV. ADJOURNMENT – 7:48 PM.**

**XV. The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, December 21st, 2021 at the Silverado Community Center and by Zoom link posted at SMRPD.org.**