



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 - ZOOM

Tuesday February 15th, 2022 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
Kevin Topp: Director

Staff

Laurie Briggs: SCC Administrator
Steve Reighart: Administrator
Stephanie Dodge: Caretaker
Sasha Sill: Bookkeeper
Senior Services

FEBRUARY MINUTES

MEETING HELD IN PERSON AT SILVERADO COMMUNITY CENTER AND BY ZOOM

I. CALL TO ORDER

Meeting was called to order at 6:32 PM.

II. ROLL CALL

Director Kerins, Director Morris and Director Topp were present in person at the Silverado Community Center, and Director Agopian was present via on Zoom.

III. CONSENT CALENDAR – Michele Agopian

- a. Action Item #1: Approve and file minutes of the [SMRPD Board Meeting dated January 18th, 2022](#)

1st Action: Director Agopian makes motion to approve Minutes for January 18th, 2022 as presented. Motion seconded by Director Kerins. Director Kerins and Director Agopian voted aye. Director Topp and Director Morris voted nay, unable to review. Tabled until March 2022 meeting.

Public Comments

- o Scott Breeden – Noted that he was having difficulty with some hyperlinks on minutes and agenda on the SMRPD website.
Response: Director Topp explained how the hyperlinks function in the agenda word document. Director Kerins confirmed with Director Morris and Director Agopian that the links were functioning properly for them and that the links were functioning properly on the agenda that was included on the meeting email distribution.

IV. FINANCE COMMITTEE – Isabell Kerins

- a. Action Item #2: Approve and file Financials for [SMRPD for January 2022](#) and [SCC for January 2022](#)

2nd Action: Director Morris makes motion to approve Financials for January of 2022 as presented for SMRPD and SCC. Motion seconded by Director Topp. All present voted aye.

Director Kerins presented Financial Report for January 2022.

According to the Treasurer's January 2022 Report total income was \$109,814, which included \$108,681 from the Covid grant, \$263 instructor fees, \$825 rent and concessions, and \$45 recreation program. Year-to-date income was \$117,540. Total expenses were \$4,968. The fiscal year-to-date total expenses were \$47,581. Net income for January was (\$104,845) and a year-to-date net income of (\$69,959). According to the Balance Sheet, as of January 31, 2022, SMRPD had \$37,088 in the county checking account and \$287,803 in the BofA Rec Checking Account.

According to the Treasurer's January 2022 Report, SCC had an income of \$35,027. Tuition was \$35,027 and the total expenses were \$35,035. The fiscal year-to-date total income is \$224,716, with fiscal year-to-date total expenses at \$197,311. SCC profit for the month of January was \$4,992 and year-to-date profit was \$27,416. According to the Balance Sheet, as of January 31, 2022, SCC had \$19,114 in the BofA checking account and \$20,053 in the Business Savings BofA Account.

Board Comments

- Director Morris – Requested to confirm that SCC tuition posting error from December 2021 financials has been corrected.

Response: Director Kerins confirmed that SCC tuition posting error from December 2021 had been corrected from the SMRPD financials and moved back to the SCC financials.

V. TREASURER'S REPORT – Isabell Kerins

- a. **Action Item #3: Approve [2022-2023 SMRPD Budget](#) as presented**

Public Comments

- Francesca Duff – Questioned where the 25% matching capital expenditures are in the budget as required by the Per Capita Grant.
Response: Director Kerins confirmed that these are in the 2022-2023 budget under the “other” line item. Per Director Kerins, these are spread out across September, February and May since the improvements will take time for public notice and community comments and will be completed in phases.
- Francesca Duff – Questioned why the projected taxes for 2022 are less than the actual for 2021.
Response: Director Kerins advised that the 2022 budget projections are based on a conservative estimate of what is expected for the county to allocate to SMRPD.

Board Comments

- Director Agopian – Requested more information on the projected taxes for 2022.
Response: Director Kerins confirmed that SMRPD is not expecting less taxes, but that the estimate in the budget is a conservative estimate based on an average of the last 5 years.
- Director Agopian – Requested more information on the trails, maintenance, and tree trimming line item in the budget.
Response: Director Kerins advised that SMRPD typically has these services completed at no charge by organizations like Fire Explorers and Team Rubicon, so the budgeted funds are allocated in the event that we are unable to have these services completed by one of these organizations at no cost to SMRPD.
- Director Morris – Asked for confirmation of who prepared the budget.
Response: Director Kerins confirmed that the budget was prepared by herself

3rd Action: Director Topp makes motion to approve 2022-2023 SMRPD Budget as presented. Motion seconded by Director Agopian. All present voted aye.

- b. **Action Item #4: Approve 2022-2023 Silverado Children's Center [Pay scale effective September 2023](#)**

4th Action: Director Morris makes motion to approve 2022-2023 Silverado Children's Center Pay Scale effective September 2023 as presented. Motion seconded by Director Topp. All present voted aye.

- c. **Action Item #5: Approve 2022-2023 Silverado Children's Center [Tuition effective September 2023](#)**

Board Comments

- Director Agopian – Requested more detail on percentage of tuition increase.
Response: Director Kerins advised that SCC tuition increase was estimated between 8%-10% based on a competitive analysis of similar preschool tuition rates.

5th Action: Director Agopian makes motion to approve 2022-2023 Silverado Children’s Center Tuition effective September 2023 as presented. Motion seconded by Director Morris. All present voted aye.

- d. Action Item #6: Approve 2022 Silverado Children’s Center [Summer Program Tuition](#)

6th Action: Director Morris makes motion to approve 2022 Silverado Children’s Center Summer Program Tuition as presented. Motion seconded by Director Topp. All present voted aye.

- e. Action Item #7: Approve 2022-2023 [Silverado Children’s Center Budget](#)

7th Action: Director Agopian makes motion to approve 2022-2023 Silverado Children’s Center Budget as presented. Motion seconded by Director Morris. All present voted aye.

- f. [Tuition Increase posting](#) requirement –Required posting of budgets and tuition increases will be done through OC Register.

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. [Robert’s Rule of Order at a Glance](#)
- b. Board Appointment – Oath of Office – Jessie Bullis was sworn into office by Director Kerins.
- c. Ad Hoc Committee – Bond Fire
 - i. Update – Director Kerins reported that a date is in talks with the County to speak on bettering our emergency services for the Silverado-Modjeska areas. Where we have had issues was on private property. USDA has approved funds for the County and work will be started once the Board of Supervisors approves a budget.
 - ii. County Emergency Information
 - [Presentation from Emergency Services](#)
 - County/Canyon meeting – January 28, 2022
 - [Local Hazard Mitigation Plan](#)
 - Canyon Local Hazard Mitigation Plan – Fire Safe Council to take lead
 - Local Hazard Mitigation Plan was shared. Of note is that SMRPD is not included in this plan. That has been resolved with discussion with Michelle Anderson, Director of Orange County Emergency Services at Sheriff’s Department
- d. Ad Hoc Committee – Grants
 - i. [COVID Grant](#)
 - Covid Grant [FAQs](#) and [Special District Allocations](#)
 - a. Covid Grant details were discussed
 - Action Item #8: Approve [Resolution #02152022-1](#): Resolution to Transfer \$50,000 of Covid Special District Relief Grant to Silverado Children’s Center

Board Comments

- Director Topp – Requested information on how the \$50,000 figure was decided.
Response: Director Kerins advised that it was based on the percentage that was applied for during the grant process by SMRPD and SCC.

8th Action: Director Topp makes motion to approve [Resolution #02152022-1](#): Resolution to Transfer \$50,000 of Covid Special District Relief Grant to Silverado Children’s Center as presented. Motion seconded by Director Morris. All present voted aye.

- e. Donation to ICL for Canyon Watch Radio Communications
 - i. Discussion
 - ii. **Action Item #9: Approve [Resolution #02152022-2](#): Resolution to donate \$2,500 to ICL for Canyon Watch Radio Communications**

9th Action: Director Morris makes motion to approve [Resolution #02152022-2](#): Resolution to donate \$2,500 to ICL for Canyon Watch Radio Communications as presented. Motion seconded by Director Bullis. All present voted aye.

II. SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE

- a. [Report](#) and updates on facilities and enrollments presented by Director Kerins.
- b. Mold remediation and bathroom remodel has been completed, we are waiting on approval by CAPRI for insurance.
- c. New kitchen installation - update
- d. [Report on Friends of Silverado Children’s Center 501c\(3\)](#)

Public Comments

- o Scott Breeden – Inquired if the raffle for the fundraiser was registered.
Response: Director Kerins advised that she will confirm with the Friends of Silverado Children’s Center.

III. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Rental Requests
 - i. Community Accordion Event

Public Comments

- o Jim Kerins requested use of the Silverado Community Center for a Community Dance, where the Accordion Club would play and teach dance lessons to the community at no charge to the public. This would be a potluck style event, the last Sunday of each month. The event would be promoted to The Accordion Club’s email distribution list. Requesting the last Sunday in February and March from 12 – 3 pm.

Board Comments

- o Director Topp noted that SMRPD should request an insurance rider for the event.

10th Action: Director Topp makes motion to approve the waiver of fees for the Polka Dance as presented by Jim Kerins. Motion seconded by Director Morris. All present voted aye.

- b. [Report from Facility and Safety Committee](#) – presented by Director Kerins. There were no further comments on below updates.
- c. Safety Inspections
 - i. [SCC](#)
 - ii. [Silverado](#)
 - iii. [Modjeska](#)
- d. Caretaker’s Residence – Discussion – Kevin Topp

Board Discussion

- o Director Topp opened discussion, and presented that we have a caretakers residence sitting vacant, and would like to see the SMRPD assets used properly, with possible uses including a bridal suite for weddings or an administrative office.
- o Director Topp also noted that he would like to table all discussions of a creating a dog park at the facility. Director Topp’s concerns include the dog poop left behind by community members currently at the facility, and that as a community the neglect of the current park does not warrant a dog park.

Public Comments

- Jim Kerins noted that he believes the priority of the caretaker is to address current community needs and that security and maintenance are the highest priority needs.
- Steve Reighart advised that he is present for all events and maintains the caretaker residence regularly.
- Jo Marie Varela commented from the administrator perspective, that a work space is not necessary to perform her job functions and that working remote is preferred.

Board Comments

- Director Agopian – Requested more detail on what is included in the Caretakers scope of work?
- Director Kerin noted that there is a contract in place that they have been working on with caretaker and attorney. She will update at next meeting.

- e. Lights added to stage –
 - i. Director Kerins discussed with Director Topp the type of lights needed for the stage. Director Topp will work on adding the requested lights to the stage.

IV. RECREATION COMMITTEE

- a. Senior Services – these remain on hold due to COVID.
 - i. Proposal - Pending
 - ii. Calendar - Pending

V. FUNDRAISING COMMITTEE

- a. Blood Drives – Director Morris reports Blood Drive scheduled 3/18/22 10AM – 4PM.
- b. Flea Market – Director Kerins reports 1/22 was cancelled due to wind. The next scheduled Flea Market is 2/19.

Board Comments

- Director Topp – Mentioned current signage for community center and wanted to look into alternative options, similar to electronic road signs.
Response: Director Kerin would look into further, and research sign ordinances that may limit signage options.

VI. COMMUNICATIONS COMMITTEE

- a. Report from Communications Committee – Director Topp
 - i. There was no report. Tabled for next meeting.
 - ii. Requested Director Topp to report on email bounce backs and undeliverable emails
- b. SMRPD Website
 - i. Add Donation Landing page and Donation “Button” on all pages
 - ii. Revision of website

VII. PERSONNEL COMMITTEE – Director Kerins presented the below checklists and announced the new Administrator, Jo Marie Varela.

- i. [New Employee](#) and [New Director](#) Checklists
- ii. New Employee Update
 - Administrator – Jo Marie Varela

VIII. OPEN SPACE AND TRAILS COMMITTEE – no update.

IX. PUBLIC COMMENTS

Scott Breeden – mentioned that a key was missing from Modjeska Community Center.

Response: Steve Reighart confirmed that the key issue was corrected and that the original key was returned.

X. BOARD COMMENTS

Director Kerins – The Modjeska Road bridge is scheduled for repair and we have until March 7th for public comments.

XI. ADJOURNMENT – Meeting was adjourned at 8:04 PM.

XII. The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, March 15th, 2022 at the Silverado Community Center and by Zoom link posted at [SMRPD.org](#).