



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 January 18th, 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

JANUARY MINUTES

MEETING HELD BY ZOOM

I. CALL TO ORDER

Meeting was called to order at 6:33 PM.

II. ROLL CALL

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

III. CONSENT CALENDAR – Michele Agopian

- a. **Action Item #1: Approve and file minutes of the SMRPD Board Meetings dated [July 20, 2021](#), [October 26th, 2021](#), [November 16th, 2021](#), [December 21st, 2021](#), and [Emergency Meeting dated December 16th, 2021](#)**

1st Action: Director Morris makes motion to approve Minutes for July, October, November and December of 2021 as presented with a small correction that Station 15 is not a volunteer fire department in December Minutes. Motion seconded by Director Agopian. All present voted aye.

IV. FINANCE COMMITTEE – Isabell Kerins

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

2nd Action: Director Agopian makes motion to approve Financials for November and December of 2021 as presented for SMRPD and SCC. Motion seconded by Director Morris.

Director Kerins presented Financial Report for November 2021 and December 2021.

According to the SMRPD Treasurer's Report for November 2021 the Bank of America checking account had a balance of \$19,102.55, total income was \$415 from facility rentals, and year-to-date income was \$7,567. Total expenses were \$6,808. The fiscal year-to-date total expenses were \$36,071. Net income for November was (\$6,393) and a year-to-date income of (\$28,504). Expenses for month of November included payroll expenses of \$798 for two months of payroll for Senior Services manager and new payroll set up costs. Also had repair and maintenance for painting for \$2,000, and \$356 for senior lunches.

According to the Treasurer's November 2021 Report, SCC Bank of America checking account had a balance of \$22,047 and the savings account had a balance of \$18,054 as of November 31st, 2021. The total income was \$42,897. Tuition was \$42,397 and the total expenses were \$25,031. The fiscal year-to-date total income is \$155,111, with fiscal year-to-date total expenses at \$136,108. There was a net income of \$17,866 with year to date net income of \$19,003. Unusual expenses were a bathroom leak acquiring extensive work with mold remediation and reflooring, some costs will be seen in Fixed Assets on Balance Sheet.

According to the Treasurer's December 2021 Report, the SMRPD Bank of America balance on 12/31/2021 was \$190,290.66, county account is at \$37,088. Total income was \$160 comprised of \$100 in Storm Fire donations under Bond Fire and \$60 for Flea Market, and year-to-date income was \$7,727. Total expenses were \$7,555, with the fiscal year-to-date total expenses being \$43,626. Net income for December was (\$7,395) and a year-to-date income of (\$35,899). Unusual expenses for the month included payroll expenses for year end bonuses for staff approved by board in December. New plumbing with Insta hot and faucet in kitchen for \$1,567 at Silverado Community Center, \$219 for reordering of Quickbook checks, \$187 reimbursed funds to Diane Young for Community Thanksgiving Dinner, \$1,021.60 Bond Fire storm damage that included lunch for Team Rubicon, snacks, Home Depot costs for supplies. According to the Balance Sheet, as of December 31, 2021, SMRPD had \$37,088 in the county checking account and \$187,583 in the BofA Rec Checking Account. Although COVID Grant money in the amount of \$108,681 was received it has not posted in the account as of date of meeting.

According to the Treasurer's December 2021 Report, SCC Bank of America checking account as of 12/31/2021 had a balance of \$18,133.57 the savings account had a balance of \$19,054. There was a net income of \$26,495. Tuition income was \$33,491 in month of December, what you'll see in the financials is that tuition was \$26,495.50, this is not accurate due to an incorrect posting of the bank of tuition to the SMRPD account on 12/6/2021. This will be corrected as an interfund receivable per CPA. The net profit for December is \$2,047.55 keep in mind that the accurate amount should be a net profit of \$9,043. Unusual expenses for December had a Worker's Compensation bill \$650, wages and salary had staff bonuses \$1,026.42, seminar for instructors, advertising for new teacher, fixed asset for reimbursement for cabinet expenses for new kitchen, down payment for installation of new kitchen, repair and maintenance due to leak in classroom during last rain storm, health and safety we purchased two way radios for teachers, and Covid tests, the total expenses were \$24,448. The fiscal year-to-date total income is \$181,606, with fiscal year-to-date total expenses at \$163,288. Net income of the year thus far at \$18,318. According to the Balance Sheet, as of December 31, 2021, SCC had \$9,906 in the BofA checking account and \$19,0543 in the Business Savings BofA Account. Please note, the tuition posted through the bank was incorrect and will be corrected by journal entries and a transfer from the SMRPD account will be done as some tuition was incorrectly posted to SMRPD.

Public Comments

- Francesca Duff – What was the surge in November? Director Kerins shared this was due to being closed in end of September and beginning of October for two weeks due to COVID. A credit was given to families for this closure. December tuition also went down because school was closed for Holidays, so there was a decrease of tuition in the month of December. There was also a lower number of kids in December due to Holidays.
- Joann Hubble – Is there space provided for Canyon kids since there is a waiting list now? Director Kerins responded that yes there is and we will speak more on that in the SCC report.
- Joann Hubble – In November, there was about \$19,000 in the bank account for SMRPD and now there's \$190,000. Where did that money come from and what was it? And what do we get from the County?
Response: Director Kerins stated that in December we transferred \$100,000 from the SMRPD County account. Director Kerins reported the County account has a remaining balance of \$37,088. Director Kerins stated it depends on what we get every year, however it is about \$75,000 to \$120,000 per year from tax income. According to Francesca Duff there may be bumps in tax income throughout the year as monies are allocated the SMRPD account.
- Scott Breeden – Can you describe the storm damages a little more for December SMRPD report?
Response: Director Kerins stated expenses were for lunch for Team Rubicon of \$290 and various expenses Team Rubicon and other emergency responders requested from Home Depot to assist in mud clean up and protection to homes.

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 Appointment
 - i. Submittals
 - Applicants JoMarie Varela and Jessie Bullis presented their letters for candidacy

- Director Kerins noted that the vacant seat made available by resignation will be filled by appointment through the end of November. Elections will be held this November for this seat and two others. If interested in being a board member need to apply to be on the ballot in June, with elections in November. Director Morris offered to assist anyone interested in applying for the board

Public Comments

- Joanne Hubble asked what JoMarie stands for regarding nature of the community. Jo responded she wanted to keep it rural, that is why her family moved here but wants to make sure they are safe and that they thrive. Take advantage of any opportunity available.
- Geoff asked where the applicants lived. Jo responded she's in Silverado Canyon. Jessie is in Modjeska.

Board Comments

- Director Agopian wanted to stress that the board encourages anyone interested to run for elections and that she is happy to assist with the process.

3rd Action: Director Morris makes motion to approve JoMarie Varela for SMRPD Director based on her strong financial background. Director Agopian stated she wanted to deliberate with Director Topp. After discussion Director Kerins seconded the motion. Further discussion between Directors was conducted. Vote was then taken on this motion. Director Morris voted aye, Directors Kerins and Agopian vote nay. Motion does not carry.

Director Agopian makes motion to appoint Jessie Bullis for SMRPD Director. Motion seconded by Director Kerins. After discussion vote was taken. Directors Kerins and Agopian voted aye. Director Morris voted nay. Motion carried. It was noted that it is important that Modjeska Canyon be represented on the board.

- b. Form 700 – Statement of Economic Interest – All Directors need this form submitted by April 1st
- c. Ad Hoc Committee – Bond Fire
 - i. Director Kerins reported the County approved some recommended items from NRCS report at the Board of Supervisors meeting and suggested additional items be addressed by IRWD for Williams Canyon. Only creek projects will be available for repair through the County and NRCS as it affects public road. There is a program we may be able to qualify for known as the Water Shed and Flood Prevention Operations Program, also with the USDA NRCS. The WSFPOP is through the federal government where 75% of funds would be from the program and 25% would be provided through SMRPD or donations/in kind. Director Kerins will continue to research this option.

Public Comments

- Francesca Duff – What is the County flood prevention program doing here in Orange County? Response: Director Kerins stated we have been in discussion with Michelle Anderson's office at the OC Sheriff's Department, she is in charge of Emergency Services, and we are trying to discover why we are in the situation we are in. We are waiting on a date for a meeting to discuss this issue
- Geoff Sarkissian – Curious to find out why they are MIA. Just found out about them the last two weeks.
- Joann Hubble – Be careful what you wish for
 - ii. [Residents affected by road closures](#) – Director Kerins presented an Excel spreadsheet based off the CARES Act money and what we may do with these funds - \$108,681 was received from the CARES Act. Per special district attorney we can use some of those funds for emergency services utilizing careful analysis and criteria. There was a rough estimate of allocation of \$50,000 from the CARES Act presented based on recent response from Bond Fire Debris flow egress locations and funds used to clear emergency egress.

Estimates based on 917 homes in the 92676 zip code where district receives funds. This is presented as an example of processes that could be utilized to respond to emergency egress clean up on private roads.

Public Comments

- Joann Hubble stated most of the recommendations for Williams Canyon were addressed in the second NRCS report for Williams Canyon. Director Kerins stated this was based off the costs and we don't have the costs of what Williams Canyon would cost.
- Geoff Sarkissian – While the effort to proportion things out by the homes effected is a good start, as mentioned it leaves out Williams and it leaves out Modjeska Canyon. He would not want to see this be used as a template exactly for the future, but thought it was a good first stab at it, but a little more work needs to be done to figure out what's going to happen. He stated his assumption was this estimation is for what needs to be done in order to get emergency vehicles in and out. He liked the idea of being prepared, because it is going to happen again. He appreciated the effort and that it's a good start. Also stated that there is no plan in place to get rid of the mud. Director Kerins responded his assumption was correct and that the analysis was based on emergency blockage of private roads where SMRPD could assist with private property egress to primarily assist with getting residents out for mandatory evacuations. The idea is that the Board would set aside funds for emergency services by private operators since the county is unable to assist on private roads.
- Francesca Duff – Modjeska has a number of private roads that could easily be blocked that are not serviced by the county. Thinks it's a good estimate of what happened for this incident, but should not be used as a template. Director Kerins stated that if the board members decided to set aside an amount to go towards emergency services this is a template of how a formula could be put into place to respond to future events. At this time there are no resolutions or anything regarding this...It is only a process that the board could research and how we could contribute towards emergency egress in the future.
- Scott Breeden – What happens if there is not enough money? How do you decide who gets what? Director Kerins stated this was all subjective until we have money set aside for service, however it is based upon number of homes in the 92676 area code and the percentage of homes that could be affected by various private road closures or impact on emergency egress. The proposed \$50,000 was used to give examples of monies that could be allocated towards specific impact areas
- Jessie Bullis – Is there a certain amount of the \$108,681 that we can use for this? Director Kerins responded that 51% will go to SMRPD and 49% will go to SCC in the same percentage that COVID Grant was broken down. She further stated she thought this was a good use of our funds, as it directly impacts our community, and had this option verified by special district council. As of now there are no funds set aside for emergency services.
Geoff Sarkissian – He asked about what would cause these funds to be used, would a formal declaration of emergency need to be declared? Director Kerins expressed concern that we wait for formal declaration since we've seen how long it takes to have emergency declarations declared. Needs are immediate. We need immediate response based on past experiences. She further stated that public funds need to be approved and set aside for this use. Director Agopian also stated that resolutions must be made to be set aside.
Joann Hubble – Suggested to keep it in the general account. Director Agopian – Any allocation of funds would need resolution and voting by the SMRPD Board of Directors.

Director Comments

- Director Agopian – Does not see anything concerning Williams Canyon Road in this estimate, was this considered? Director Kerins stated estimates were strictly for emergency egress issues on private roads and that she did not have the costs for Williams Canyon as private citizens took care of it.
- d. Ad Hoc Committee – Grants
 - i. [Per Capita Grant](#) - Director Kerins stated this was submitted and accepted by the administrator of the grant. Grants submitted for Silverado and Modjeska playgrounds.
 - ii. [COVID Grant](#) - Use of Funds discussion - Director Kerins reports that \$108,681 was received for CARES Act and that \$50,000 will be going towards the SCC and \$58,681 will go to SMRPD based on percentages submitted to the State. Director Kerins suggested donating \$2,500 of the Covid monies to ICL for Canyon Watch Radio Communications.

Public Comments

- Francesca Duff – Would like to see the SMRPD keep options open. Suggests that funds not be earmarked for special accounts. Suggests that three years of operating expenses should be kept aside. Director Kerins shared there was \$109,000 in the county bank account.
- Joann Hubble – If you plan on sponsoring something in the future, put the money in the general fund.
- JoMaire Valero – Does parks board have a reserve fund? Suggests that extra be kept aside in each fund so if emergency comes up you can use it there. Director Kerins responded that is the approximately \$190,000 SMRPD currently has in the bank account. There is no separate reserve fund.
- Francesca Duff – Stated when money is donated or designated for a specific purpose it must use it for that purpose, that is why she thinks we should put the money in the general fund instead of designating it.

Director Comments

- Director Agopian – Stated that although SMRPD is here to serve the community she does not think it fair for all financials to ride on SMRPD and \$50,000 is not a lot for emergency services when talking about the entire Canyon. She shared clean-up of Giracci cost \$250,000 in 2010 and that is only 10 acres, it probably cost more this time. Giracci is on Santiago Canyon however it is at the mouth of Williams Canyon and often receives the brunt of what happens in Williams Canyon. Insurance does not cover anything as it is commercial and residential, so often Giracci, unfortunately, gets the short end of the stick in these situations. She stated she did not think \$50,000 would be worth it to set aside and feels that it should be used for other purposes, while continuing to apply for grants and other programs.
- Director Kerins asked for input to write press release for Covid grant.
 - e. Notice of Intent – Silverado Bridge Replacement – Director Kerins reported that this will be discussed at a Board of Supervisors meeting (date pending), it was posted on the Silverado Community Center door. This bridge is at Ladd Canyon Road, other bridges will be replaced by county and will be appropriately noticed.

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

- a. [Report](#) – Director Kerins reported that we will be slowly adding more children from the inquiry list as we have filled the teacher position, while keeping Canyon children a priority.
- b. [Report on Friends of Silverado Children’s Center 501c\(3\)](#) – Sarah Pizzarusso reported that they have finished their first year, which the report link shows the highlights of the year. All paperwork has been submitted, official status received in June 2021, and FSCC has just over \$10,000 in the bank from donations and fundraising. FSCC will be starting to work on various projects on the hit list which is posted online. Focus will be on Outdoor Classroom certification. Garden Club will be started soon and will be incorporated into the curriculum to assist the staff and create community with the families.
- c. [Pay Scale Revision](#) – Director Kerins reported this change, effective 1/1/2022, was adjusted to meet minimum wages required by the State of California. A more comprehensive update on Pay Scale is forthcoming.
- d. [Director Quarterly Bonus - 3rd and 4th Quarter](#) – Director Kerins presented total bonus will be \$1,000 for 3rd and 4th quarter. Bonus structure is based on tuition income.

VII. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Rental Request – Director Kerins reported there will be an event at Modjeska Park – 1/22/22 – Noon to 4 PM
- b. Report from Facility and Safety Committee – Michele Agopian tabled, no update.
- c. SMRPD will move forward putting lights on stage on timer. This was approved by the board previously.

VIII. RECREATION COMMITTEE – No update.

IX. FUNDRAISING COMMITTEE

- a. Blood Drives – Director Morris reported the blood drive on 12/21 was successful with 11 units collected. Goal was met. There is another Blood Drive scheduled for 3/18/22. Blood situation in Orange County is dire.
- b. Flea Market – Director Kerins reported the next Flea Market will be held on 1/22/22.

X. COMMUNICATIONS COMMITTEE

- a. Report from Communications Committee – Tabled due to Director Topp’s absence.
- b. SMRPD Website – Isabell Kerins
 - i. Add Donation Landing page and Donation “Button” on all pages . This should be added to the SMRPD website because the SMRPD qualifies for tax deductions.

XI. PERSONNEL COMMITTEE

i. Administrator – Update will be tabled until next meeting.

XII. OPEN SPACE AND TRAILS COMMITTEE – No update.

XIII. PUBLIC COMMENTS

XIV. BOARD COMMENTS

Director Kerins welcomes Jessie Bullis to the Board of Directors. Looking forward to working together with her. Will reach out to do the on-boarding process.

Directors Agopian and Morris also welcomed Jessie Bullis to the Board. Good that we have a representative from Modjeska Canyon.

XV. CLOSED SESSION

a. **REAL PROPERTY NEGOTIATIONS – PURSUANT TO GOVT. CODE SECTION 54956.8**

i. **Conference with Real Property Negotiators APN of the Hub Tower. District Negotiators: Isabell Kerins and Kevin Topp. Negotiating with Robert Ballmaier on behalf of Verizon. Under negotiation: Price and terms of agreement.**

XVI. ADJOURNMENT 8:10 PM

XVII. The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, February 15th, 2022 at the Silverado Community Center and by Zoom link posted at SMRPD.org.