



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, March 24, 2015 AT 7:00 PM
Silverado Canyon Community Center
Silverado Canyon Rd, Silverado, CA 92676

Board of Directors

John Olson: President
Kevin Topp: Vice-President
Chay Peterson: Secretary
Phil McWilliams: Treasurer
Deborah Johnson: Director

Staff

Laurie Briggs: SCC Manager
Bev Mileham: Administrative Asst.
Steve Reighart: Caretaker
Meghan Warner: Bookkeeper

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. CONSENT CALENDAR
 - A1: Transmittal 1-15B: *District bills: \$1,506.55 total.*
 - A2: Transmittal 1-15C: *Utility bills and reimbursements: \$2,580.66 total.*
 - A3: Approve and file Minutes of the Regular Meeting on Feb. 24, 2015
- IV. TREASURER'S REPORT: Phil McWilliams
 - A. ACTION ITEM: Treasurer's report and approval of February financials.
- V. OTHER DISTRICT BUSINESS (*Pursuant to Government Code §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. ACTION ITEM: Discussion and possible vote on joining the California Special Districts Association. (\$349)
 - B. ACTION ITEM: Discussion and possible vote on sponsorship or donation to Trails4All for 19th Annual Inner-Coastal Cleanup event.
 - C. ACTION ITEM: Approval of membership in OneOC MOU for participation in court-appointed volunteer program and district policy for same.
 - D. ACTION ITEM: Sponsor Easter Egg hunt at Silverado Easter breakfast. \$350.
 - E. ACTION ITEM: Approval of new retainer agreement with Board Counsel Elizabeth Martyn.

F. ACTION ITEM: Discussion & possible approval of new SMRPD Policy on Purchasing Goods & Services as follows.

The Facilities Committee has discretion to order public works projects and repairs of up to \$5,000 for a month for repairs and maintenance of the District without bidding. For public works projects between \$5,001-25,000, or purchases of supplies and materials between \$5,001-25,000, SMRPD Board approval is required, and three informal bids or quotes must be obtained where possible, unless it is determined that formal bids or additional procedures are required on a case by case basis. "Informal bids" means three written proposals, which may be obtained by phone and documented by email or other writing. In accordance with the Public Contract Code, any order or contract for more than \$25,000 for construction work, repairs, or supplies and materials, shall be by competitive bidding, which must include published notice for at least 10 days. In all cases where the law requires using a registered contractor and paying prevailing wages pursuant to law and regulations promulgated by the Division of Labor Standards Enforcement Public Works Manual, then the Facilities Committee will follow the required procedures, including if applicable, for construction work of \$1,000 or more, using only a state registered contractor, requiring the payment of prevailing wages, and filing a FW-100 form within 5 days of the award of the work. The prevailing wage requirements are separate from bidding requirements. All other applicable Public Contracts Code provisions for bidding and contracting shall be followed for formal bid procedures.

VI. FACILITIES COMMITTEE: Phil McWilliams

- A. ACTION ITEM: Reimbursement for chairs for parks: \$77.67.
- B. ACTION ITEM: Reimbursement for cork for walls in Silverado Bldg A: \$345 & for ping pong paddles and balls \$70.53
- C. ACTION ITEM: Invoice for duct & wall painting in Bldg A: \$990
- D. ACTION ITEM: Invoice for door painting in Silverado buildings A & B: \$560
- E. ACTION ITEM: Reimbursement for skate park signs: \$145
- F. ACTION ITEM: Discussion & possible action on installing gazebo in Silverado Park
- G. ACTION ITEM: Discussion & possible action on purchasing new stove for Silverado kitchen
- H. ACTION ITEM: Discussion & possible action on repairs
 - 1. Silverado kitchen septic system repair
 - 2. New sand for Modjeska playground
 - 3. Succulent plant maintenance
 - 4. Basketball court repair
 - 5. Parking lot repair
 - 6. Others

VII. RECREATION COMMITTEE: Kevin Topp

- A. ACTION ITEM: Discussion and possible action on new recreation programs, including Bingo. Bingo requires a nonprofit organization to run it.
- B. ACTION ITEM: Purchase of recreation equipment
- C. ACTION ITEM: Van maintenance

VIII. FUNDRAISING COMMITTEE: Chay Peterson

- A. ACTION ITEM: Approval of Chili Cook Off banner (up to \$300)

- IX. SILVERADO CHILDREN'S CENTER OVERSIGHT COMMITTEE: Kevin Topp
- A. Report from Oversight Committee
 - B. ACTION ITEM: Update on Summer Camp for School Ageds as an activity of the Silverado Children's Center.
 - C. ACTION ITEM: Discussion of legal requirements for tuition increase in fall (publish legal notice 10 days before meeting).

X. PUBLIC COMMENTS on non-agendized items. This is to enable Public input to the Board on any Park District relevant subject and is a forum for reasonable courteous discussion of SMRPD-related issues and events. The Chair has the responsibility to determine the length of discussion. Time limit is 3 minutes per person limited to one session per person per issue.

XI. BOARD COMMENTS

Pursuant to Government Code §54954.2 members of the Board of Directors may ask questions for clarification, make brief announcements, make brief reports on their activities. The Board or a Board member may provide a reference to other resources for factual information, request reports back at a subsequent meeting concerning any matter, or direct that a matter of business be placed on a future Agenda.

XII. ADJOURNMENT

The next regular meeting of the Board of Directors will be at the Silverado Community Center, 27641 Silverado Canyon Road at 7:00 PM on Tuesday, April 28, 2015.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public inspection at the Silverado Library and posted on the SMRPD website at www.smrpd.org/about/agenda-minutes . Materials prepared by SMRPD will be available at the meeting.
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