



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 21, 2017 AT 6:30 PM  
Silverado Canyon Community Center  
Silverado Canyon Rd, Silverado, CA 92676

**Board of Directors**

<b>Kevin Topp:</b>	<b>President</b>
<b>Deborah Johnson:</b>	<b>Vice-President</b>
<b>Tara Saraye:</b>	<b>Secretary</b>
<b>Phil McWilliams:</b>	<b>Treasurer</b>
<b>Francesca Duff:</b>	<b>Director</b>

**Staff**

<b>Laurie Briggs:</b>	<b>SCC Administrator</b>
<b>Cressa Cruzan:</b>	<b>Administrator</b>
<b>Steve Reighart:</b>	<b>Caretaker</b>
<b>Meghan Warner:</b>	<b>Bookkeeper</b>

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**AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. CONSENT CALENDAR
  - A: ACTION ITEM: Approve and file Minutes of the SMRPD Meeting on October 17, 2017
  - B: ACTION ITEM: Approve and file Minutes of the SMRPD Special Meeting on Nov. 8, 2017 and changes to the SMRPD Meeting on September 19, 2017
- IV. TREASURER'S REPORT: Phil McWilliams
  - A. ACTION ITEM: Approval of Octobers' financials and Treasurer's Report.
  - B. ACTION ITEM: Holiday Bonuses.
  - C. ACTION ITEM: Transfer \$100K from OC Account to SMRPD BofA Account
- 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: Verizon update for fiber optic cell service communication.
  - B. ACTION ITEM: Facilities rental requests presented.
  - C. ACTION ITEM: Funding for Give-a-way item, ideas presented
- VI. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE: Deborah Johnson
  - A. ACTION ITEM: Report from Tara.
  - B. ACTION ITEM: Raise for Children's Center Director
- VII. FACILITIES COMMITTEE: Phil McWilliams
  - A. ACTION ITEM: Modjeska Community Center renovation update.
- VIII. RECREATION COMMITTEE: Kevin Topp
  - A. ACTION ITEM: Report on recreation program: current programs and activities,



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**SMRPD MINUTES**

This document is available in PDF format at <http://www.smrpd.org>

**CALL TO ORDER**

The meeting was called to order at 6:34 p.m. by Director Kevin Topp, the SMRPD President.

**ROLL CALL**

Directors Kevin Topp, Deborah Johnson, Phil McWilliams, and Tara Saraye were present. Director Francesca Duff was absent.

**PUBLIC ATTENDANCE**

Cressa Cruzan, Zack Dupree, Fran Williams, Janet Wilson, Linda May, Carl Armbruster, Steve Reinhart, Chay Peterson, Steve Chaix, Pam Ragland, Joel Robinson, Maureen Voghl, Audry DiGiantomasso, Russell Taylor, Rich Pfeiffer, Sonia Ortiz, Erica Carlos, Pat and Bob Hunt, Heather Perkins, Lisa Enochs, Bekah Segien, Christie Olsen, Michael Loson, Linda Unger, Pam Schabel, Scott Breeden, Delma Johnson, Paul Dixon

**CONSENT CALENDAR**

There was a discussion on the September 2017 SMRPD Minutes. Tara Saraye will go back and listen to the recording of the discussion on the Mesa Project and make changes as necessary.

**TREASURER'S REPORT**

Director Phil McWilliams reported on the SMRPD's September income and expenses, as well as the income and expenses of the Silverado Children's Center, which are filed with these minutes.

**1ST ACTION: Director Phil McWilliams made a motion to approve the Treasurer's September report and financials and Director Kevin Topp seconded. All Directors voted Aye.**



## **OTHER DISTRICT BUSINESS**

We are waiting to hear from Verizon fiber optics cell service communication for installation dates.

Erica Carlos from Code Enforcement for Orange County presented information on code enforcement on grading, building, permits, and complaints.

Kevin Topp reported on the SMRPD involvement with the Mesa Project and Transportation Corridor Agencies (TCA). TCA has pulled out of negotiations and is not purchasing the Mesa parcels. The Nature Conservancy was called and they were not interested in acquiring the Mesa land.

Janet Wilson reported that Wildlands realtors said although the TCA acquisition fell through, they are still looking to partner with conservation groups. The current asking price is for developers, but the price of the land would be half if purchased by a land conservation group. The current asking price is \$1.5- \$1.8 million. OC Parks would like to manage the Mesa parcels if it is given to them. The Williams parcel is also for sale. Modjeska's 45-acre parcel is being offered free to Modjeska if the land is permanently preserved. Todd Spitzer will be asked for funds. There is a "Can You Save the Mesa" campaign. If 1,000 people donated \$1,000 each, they could purchase the property. If a nonprofit accepted the \$1,000 as donations, it could be tax deductible. If SMRPD and conservation groups work together, they may be able to acquire property.

Director Kevin Topp discussed re-writing the SMRPD mission statement. Director Phil McWilliams said the Orange County Local Agency Formation Commission (LAFCO) is looking into SMRPD being an Open Space District. Linda May reported that it doesn't have to be an either or district. The mission statement will remain the same as stated, "To promote community well being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life."

## **FACILITIES COMMITTEE**

Director Kevin Topp reported about the Recreation and Programs.

## **SILVERADO CHILDREN'S CENTER (SCC) OVERSITE COMMITTEE**

Director Tara Saraye reported on the Silverado Children's Center and informed the Board of enrollments. Director Deborah Johnson shared about the nature pre-school curriculum and facilities.

## **FACILITIES COMMITTEE**

Director Phil McWilliams reported that the construction at the Modjeska Community Center is a little behind schedule. The oak tree in front of the Center does not look well and the County will be contacted to can come out and make a decision about the tree.

## **RECREATION COMMITTEE**

Director Kevin Topp reported on the recreation programs available. A printed program guide will be made quarterly to advertise classes and events.

**2ND ACTION: Director Kevin Topp made a motion to use \$300 for a volunteer appreciation dinner at Wise Guys Pizza for helping at the summer concerts and Director Phil McWilliams seconded. All Directors voted Aye.**

Cressa Cruzan talked about funding for advertising on Facebook to promote facilities rental and programs.

**3RD ACTION: Director Deborah Johnson made a motion to spend \$250 for Facebook advertising and Tara Saraye seconded. All Directors voted Aye.**

**PUBLIC COMMENTS**

Fran Williams would like SMRPD to advertise the library event using a e-blast.

**4TH ACTION: Director Kevin Topp made a motion to approve to send an eblast monthly for 3 months for the Friends of the Library. Director Deborah Johnson seconded. All Directors voted Aye.**

**BOARD COMMENTS**

None

**ADJOURNMENT**

The meeting adjourned at 8:50 p.m. The next regular meeting of the Board of Directors will be at the Silverado Community Center, 27641 Silverado Canyon Road at 6:30 PM on Tuesday, November 21, 2017.

**SMRPD Treasurer's Report**  
**Financial Statements as of October 31, 2017**  
For the November 21, 2017 SMRPD Regular Meeting

October is the fourth month of the 2017/2018 fiscal year for SMRPD. Financial statements were distributed to the board members on Friday, November 17, 2017.

**SMRPD Profit & Loss Statement**

**Revenue** – SMRPD received a \$525 donation from Natural Solutions, the group that conducts snake training for dogs. Overall, there was little revenue activity in October (summarized below):

	<u>October</u>	<u>YTD</u>
Tax and tax related revenue	\$230	\$1,504
Facility rentals and Recreation programs	\$225	\$4,828
Donations	\$525	\$525
Miscellaneous revenue	\$0	\$12,500

**Expenses** – Total expenses of \$15,744 continue to be moderately higher than normal as the Modjeska Community Center renovations continue:

- \$6,575 construction costs for the Modjeska Community Center renovations
- \$1,835 misc. supplies and equipment for the Modjeska Community Center renovations
- \$7,334 ordinary monthly expenses

**Net Loss** – The current month results are a net loss of \$14,765 and year-to-date a net loss of \$53,067. SMRPD typically receives the bulk of our tax revenue twice annually, mid-year and year-end (fiscal year).

**Note:** SMRPD has maintained an unusually strong cash position for the last five years, in the high \$200 thousands. This year we plan to invest in facilities improvements and expect to end the year at a loss resulting in a net reduction of our cash assets.

**SMRPD Balance Sheet**

The cash position at the end of October is \$241,873 or \$14,765 lower than September, reflecting October's net loss. All other assets and liabilities remain unchanged.

**SCC Profit & Loss Statement**

**Revenue** – October tuition is slightly lower than last month at \$13,619, which was not enough to cover the month's expenses.

**Expenses** – There are no unusual expenditures in the current month except a slight increase in staff costs.

**Net Loss** – October results are a net loss of \$2,891 and year-to-date is a net income of \$2,324.

**SCC Balance Sheet**

The cash position at the end of October is \$20,103 or \$2,891 lower than September, reflecting October's net loss. All other assets and liabilities remain unchanged.



**SILVERADO CHILDREN'S CENTER**  
*Monthly Statistics*

October 2017

<b>Total licensed Capacity- 62</b>	<b>Sept</b>	<b>Oct</b>
<b>Total number enrolled</b>	25	25
<b>Two's (Seedlings)</b>	9	8
<b>Three's (Acorns)</b>	6	5
<b>Four-Six Years (Pinecones)</b>	10	12
<b>Seasonal</b>		
<b>No. of Canyon children enrolled (92676 zip)</b>	6	7
Total days/hours of child care provided:		
<b>Full days-</b> children enrolled	15	14
<b>P/T days-</b> children enrolled	10	11
(*FTE denotes Full-time Equivalent- calculation based on .20 for full day/.15 for ¾ day/ .10 for ½ day)	13.10	14.40
<b>Enrollments</b>		
<b>Withdrawals</b>		
<b>Tours</b>		
<b>Total number of direct Teaching staff used: (not including Director)</b>		
<i>Full-time (40+ hours)</i>	3	1
<i>Part-time (less than 40)</i>	1	4
<i>Temporary/contract</i>	1	
<b>PROFESSIONAL DEVELOPMENT:</b> Laurie is enrolled and attending Outdoor Classroom Specialist Level 1 Training. Training consists of 3 Levels with 3 classes per level. Should take 9 months to complete (depending on dates offered) Once all levels are complete, SCC will be a certified Outdoor Classroom Site.		
<b>FACILITY UPKEEP/REPAIRS:</b> <ul style="list-style-type: none"> <li>• 3 Estimates in process for replacement of vinyl flooring.</li> <li>• Handyman hired to install Reverse Osmosis System.</li> <li>• Some areas of facility concern (discussed with Phil during Nov Safety Visit)</li> </ul>		
<b>FUNDRAISING PROPOSED/PLANNED/RESULTS:</b> Giracci Soups for the School January 19, 2018		
<b>MARKETING EVENTS:</b> New website launched.		
<b>PROGRAM UPDATES –</b> Tuition increase proposal for 2018-2019, will submit recommendations by December 2017 for Board consideration and approval.		