



*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 December 18, 2018 at 6:30 pm**  
**Silverado Canyon Community Center**  
**27641 Silverado Canyon Rd, Silverado, CA 92676**

**Board of Directors**

**Kevin Topp: President**  
**Tara Saraye: Vice-President**  
**Isabell Kerins: Secretary**  
**Francesca Duff: Treasurer**  
**Anjan Purohit: Director**

**Staff**

**Laurie Briggs: SCC Administrator**  
**Cressa Cruzan: Administrator**  
**Steve Reighart: Caretaker**  
**Meghan Warner: Bookkeeper**

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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 6:33 p.m. by SMRPD Board President Kevin Topp.

**ROLL CALL**

Directors Kevin Topp, Tara Saraye, Francesca Duff, Isabell Kerins, and Anjan Purohit, and staff member Steve Reighart were present.

**CONSENT CALENDAR**

**1st ACTION: Director Kerins made a motion to approve and file the Minutes of the SMRPD Meeting on Nov 20, 2018. Director Topp seconded. All Directors voted AYE.**

**2nd ACTION: Director Duff made a motion to approve and file the Minutes of the SMRPD Special Meeting on December 7, 2018. Director Saraye seconded. All Directors voted AYE.**

**FINANCE COMMITTEE**

**TREASURER'S REPORT**

Director Duff reported on November's income and expenses, as well as the income and expenses of the Silverado Children's Center (SCC).

SMRPD posted revenue of \$4,871, with expenses of \$8,870 resulting in a loss of \$3,999. This primarily reflects payment of bonuses and electrical work in bathrooms. In addition, she noted a reclassification of \$540 for the cost of the Summer Concerts that should be reallocated to Repairs. The SMRPD has a net YTD loss of \$56,480 which reflects completion of overdue repairs to the Modjeska community center and other park buildings. She also indicated that the audit went smoothly and the auditors commented on the improvement in internal controls

implemented this year. They also commented on the need for a budget for the Silverado Children's Center (SCC).

The SCC had income of \$17,055, expenses at \$17,082 reflecting in a net loss of \$26. YTD net income is \$737. Tuition was lower than expected at \$16,854. Lower payroll expense reflects the temporary leave of one employee and the need to replace another who left the children's center. The staffing crunch will be covered by the director and substitute teachers as the search for a new employee continues. The balance sheet shows petty cash of \$250 which has been expensed. The bookkeeper is waiting for detail from the director to record the expenses. Accounts receivable should be updated with a possible writing-off of stale receivable from one family. The SCC needs to prepare a monthly and annual budget for the current year.

Financials will be amended and posted

**3<sup>rd</sup> ACTION: Director Saraye moved to approve Treasurer's report with revisions, Director Topp seconded. All Directors voted AYE.**

### **OTHER DISTRICT BUSINESS**

No facilities requests were made. A guest had a question regarding a Birthday party she will be hosting, requesting procedure for bringing in snow. Directors recommended she obtain insurance for this item. She also asked regarding guests bringing in alcohol. Directors indicated she must have insurance waiver in place for alcohol and that she will be responsible for any alcohol on premises while renting the facility.

ICL will be moving their meeting date to 1/8/19.

Tai Chi at Modjeska will be in the park at 9:00 a.m. A ceramics group and Mindful Yoga class will be added to the schedule.

A report for the stage damage has been received, reviewed, and the claim was accepted. Stage was viewed a total loss. Final reimbursement for the claim is \$44,024 with a \$2,000 deductible. Director Topp indicated that the Proof of Loss statement has been executed and returned. The goal is to have the stage rebuilt by May in time for the Chili Cook-off.

ISDOC is asking for membership dues.

**4<sup>th</sup> ACTION: Director Topp moves to send in dues to ISDOC. Motion seconded by Director Duff. All Directors voted AYE.**

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

Director Saraye reported that the director for the children's center was not present and no report had been submitted. There is a new student that will be starting after the new employee is hired. A fundraiser will be held at Giracchi Vineyards on 1/18. Director Topp recommended adding the SCC logo to all flyers and correspondence. The OC Community Resources Inspection report was presented. Director Saraye will provide a schedule of work in 10 days and will request a more thorough report.

### **FACILITIES/SAFETY/MAINTENANCE COMMITTEE**

Director Topp reported there is a list of ongoing maintenance issues and the committee is working down the list. They have ground down sidewalks, repaired picnic table, and will be repairing the slide at Modjeska Park. The next safety committee meeting will be scheduled in January.

## **RECREATION COMMITTEE**

Director Duff recommends obtaining a copyright license fee for this year in order to present movies. This item was tabled and will be discussed at a later meeting.

## **FUNDRAISING COMMITTEE**

Director Topp indicated that the Flea Market will be held in January.

## **WEBSITE COMMITTEE**

Director Topp stated that he had provided a PDF to other Directors for use in printing business cards. He also shared that he had updated files with gigabyte.

## **OPEN SPACE AND TRAILS COMMITTEE**

No report presented.

## **COMMITTEE APPOINTMENTS**

Director Topp, as President of the Board, appointed the following directors for committee positions:

- Finance – Director Topp as chair, Director Duff
- Personnel – Director Purohit as chair, Director Saraye
- Facilities – Director Topp as chair, Director Kerins
- Recreation – Director Topp as chair, Director Purhit
- Open Space and Trails – Director Purohit as chair, Director Duff
- Children’s Center – Director Saraye as chair, Director Kerins
- Fundraising – Will add grants to this category. All directors
- Website – Director Topp

## **PUBLIC COMMENTS**

Director Duff, representing ICL, shared that the Holiday Helper website is active and being worked on by Pam Ragland. Asked that word is spread about this community resource.

## **BOARD COMMENTS**

Director Topp shared that there was a theft of tools from a truck parked at the community center and therefore a camera will be installed for security reasons.

Director Purohit suggested that candidates for the vacant Board of Supervisor seat be asked to present at a future SMRPD meeting.

## **ADJOURNMENT**

The meeting adjourned at 7:32 p.m.

The next meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, January 15th, 2019 at the Silverado Community Center, 27641 Silverado Canyon Road, Silverado, CA.