



*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 January 15th, 2019 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 6:30 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 Topp made a motion to approve and file the Minutes of the SMRPD Meeting held on December 18th, 2018. Director Saraye seconded. All Directors voted AYE.**

**FINANCE COMMITTEE**

**TREASURER'S REPORT**

Director Duff reported that the audited financials have been returned and will be filed with the state. There were no reclassification issues. There were issues from last year that were resolved. One item of note is that we will need a budget for Silverado Children's Center moving forward. The fee for the audit was \$4,600.

**2<sup>nd</sup> Action Item: Director Kerins moved to approve payment to Robert Johnson, CPA for this year's audit. Director Saraye seconded the motion. All Directors voted AYE.**

**3<sup>rd</sup> Action Item: Director Duff recommends that we continue with Robert Johnson, CPA as auditor for another four years. Director Saraye seconds the motion. All Directors voted AYE.**

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

SMRPD posted revenue of \$4,700, resulting in a YTD loss of \$51,770 driven by construction improvements. The auditors agreed construction should be classified to Deferred Maintenance. Director Duff indicated that she has received an email from the County regarding funds received from pass-throughs and amounts will vary and may be revised. They estimate around \$60,000, however these revenue streams may fluctuate. There is currently an operating budget of \$148,000 and \$19,851 in county accounts.

Director Duff to schedule a date to meet at BofA to add new and remove old board members.

Director Topp reported that George Hills is the underwriter for the insurance claim, which we have received a check for \$42,023.95 as full-payment for the loss of the stage.

**4<sup>th</sup> Action Item: Director Duff moves to approve the financials as reported, Director Saraye seconds the motion. All Directors vote AYE.**

Director Duff reported Silverado Children's Center (SCC) shows a loss for December of \$4,905. This was due to a mistake by Paychex, the payroll provider for SCC, in an over-payment for the Director's salary. The Director will be paying back through payroll. She owes \$1,021 to date. She did not receive a paycheck this period. With this correction SCC shows a loss of \$1,800.

**5<sup>th</sup> Action Item: Director Duff motions to approve the financials for the SCC with corrections, Director Topp seconded the motion. All Directors voted AYE.**

Director Duff indicated that bi-annual payment for Capri is due in the amount of \$3,703.50.

**6<sup>th</sup> Action Item: Director Kerins moves to pay Capri, Director Duff seconds motion. All Directors voted AYE.**

## **OTHER DISTRICT BUSINESS**

No facilities requests were made.

The Canyon History Committee request for use of Modjeska Community Center was tabled for the next meeting in order to allow Directors an opportunity to tour the site and meet with the committee.

**7<sup>th</sup> Action Item: Adhoc committee for the Santiago 250<sup>th</sup> Year Anniversary was formed. Director Kerins to oversee and work together with other canyon stakeholders such as Santiago Retreat Center, OC Parks, St. Michael's Abbey, ICL, etc. Motion made by Director Topp, seconded by Director Duff. All Directors voted AYE.**

**8<sup>th</sup> Action Committee: Adhoc committee for a "Time Capsule" was formed. Director Purohit to oversee collection, ideas, location, etc. with assistance from Directors Saraye and Duff. Motion made by Director Topp, seconded by Director Duff. All Directors voted AYE.** Director Kerins suggested this is included in the Santiago 250<sup>th</sup> Year Anniversary event.

Director Topp shared the Calendar of upcoming events. They will be posted on the website.

Director Topp shared the following:

- There are currently 620 addresses on E-blast
- There are currently 831 friends on Facebook
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Director Kerins to work on Candidates Forum for the 3<sup>rd</sup> District Supervisor for the Special Election to be held on March 12<sup>th</sup>, 2019.

Director Saraye brought up notice from OC Waste Management. We must determine if the mandatory commercial recycling bin is required for both locations. Steve Reighard will research and report back.

**SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE**

Director Saraye reported that there are seven new children and that the staffing situation has stabilized. Staffing may need increasing depending on wait list. One of the teachers would like to start a TK program.

There is a fundraiser this Friday, January 18<sup>th</sup>. Director Saraye stated tickets can be purchased on-line and all proceeds will benefit the children’s center. Another fundraiser is scheduled for March.

Custodian costs increased from \$30/day to \$50/day.

The Chili Cook-off committee will be meeting January 24<sup>th</sup> at 5:30 at the SCC.

There was a donation to SCC from Deandra Jay for \$250.

**FACILITIES/SAFETY/MAINTENANCE COMMITTEE**

Director Topp stated there was no meeting and that one will be scheduled in the next couple of weeks.

**RECREATION COMMITTEE**

Director Topp stated we are half way into programing and are on-track for same income as last year. He anticipates \$20,000 for the year. He also foresees increase in weddings and an uptick in concert income.

**FUNDRAISING COMMITTEE**

Director Topp indicated that the Flea Market is coming up, as is the Chili Cook-off.

**WEBSITE COMMITTEE**

Director Topp will send an E-Blast promoting the wedding program when Cressa Cruzan returns from vacation in February.

**OPEN SPACE AND TRAILS COMMITTEE**

Director Purohit asked the board if past committee chairs have attended the OC Park meetings and was told yes they had. He will attend the upcoming meetings on 1/31 and 2/7.

Discussed creating a Riviera clean sweep together with Earth Day as a way to thank the Abbey for the use of this site. Director Purohit to oversee together with Director Topp. They will research and report back.

Director Purohit to research how much of Modjeska Park is used versus owned. Will work together with Director Topp and report back. Director Topp shared maps showing ownership and neighboring parcels of Modjeska park and what is currently being utilized.

**PUBLIC COMMENTS**

It was requested that a plaque be placed on the Modjeska mural wall to thank those that helped create it. Director Topp asked for names in order to determine the size of the plaque.

**ADJOURNMENT**

The meeting adjourned at 7:52 p.m.

The next meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, February 19th, 2019 at the Silverado Community Center, 27641 Silverado Canyon Road, Silverado, CA.