



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, January 21, 2020 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 Director
Cressa Cruzan: Administrator
Steve Reighart: Caretaker
Meghan Warner: Bookkeeper

SMRPD MINUTES

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

CALL TO ORDER

The meeting was called to order at 6:30 PM by SMRPD Board President, Kevin Topp.

ROLL CALL

All Directors were present.

CONSENT CALENDAR

1st ACTION: Director Kerins made a motion to approve and file the Minutes of the SMRPD meeting held on December 17th, 2019. Director Duff seconded. All Directors voted AYE.

FINANCE COMMITTEE

-Director Duff reported December showed Net Income for SMRPD of \$58,850.23 with YTD income of \$32,284.22. Revenue was \$67,320.73 with YTD revenue of \$78,359.35 primarily received from property taxes. Expenses were \$8,470.50 with YTD expenses of \$46,075.13.

-Net Income for Silverado Children Center for December was \$1,404.62 with net YTD net income of \$20,947.15. Revenue was \$23,076.77 for the month and \$161,690.80 for the year. Tuition was \$22,826.77 for the month. Expenses were \$21,672.52 for the month and \$140,790.09 for the year. December expenses were primarily payroll of \$14,614.87 and end of year expenses.

2nd ACTION: Director Duff made a motion to approve Treasurer's Report. Director Topp seconds. All Directors voted AYE.

-Audit has been completed and there are no surprises. There were two reclassifications pertaining to stage cost for SMRPD, and Capital Expense for removal of playground equipment at SCC. Accounting controls

were approved by the auditor. Recommendations are a complete budget for SC and a capital asset policy. Director Duff will prepare this document for next meeting.

3rd ACTION: Director Duff made a motion to transfer \$60,000 from pass-through account into SMRPD operating account. Director Kerins seconds. All Directors voted AYE.

OTHER DISTRICT BUSINESS

Director Topp recommends Tara Saraye be voted in as President of SMRPD. All Directors voted AYE.

-The following Directors were voted into new positions:

Isabell Kerins – Vice President

Francesca Duff – Treasurer

Anjan Purohit – Secretary

Kevin Topp – Director

SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE

-Director Saraye reported there are currently a total of 42 students at the preschool with a FTE of 24.91 students. Payroll switch-over has been completed. OC Parks action items were addressed. Outstanding item is parking lot, which is being discussed with OC Parks representative. Staff attending Outdoor Classroom Conference. All staff will take an 8 hour preventive health, safety and nutrition course hosted at SCC on March 15. Fundraising at Giracci, Soups for the School was successful. Next event is scheduled for March 20th. Work on playground project will commence this month. Payroll company has been changed over.

--Director Kerins presented information regarding Workers' Comp policy.

4th ACTION: Director Kerins moves that Capri become the SCC Workers' Comp carrier. Director Topp seconds. All directors voted AYE. Director Kerins is authorized to sign on behalf of SMRPD and SCC. New Worker's Comp policy is effective 2/4/2020.

FACILITIES/SAFETY/MAINTENANCE COMMITTEE

-Director Kerins reports that all is going well with facilities. A Safety and Facilities meeting was held on January 18th, 2020. Requested approval for two new benches and was granted within meeting, since cost is under threshold. Discussion regarding installation of cameras in the community parks, and the Board requested Director Kerins to investigate the particular signage needed in order to satisfy legal requirements for surveillance in public spaces. Also the lockbox at MCC is currently not functioning, replacement required. Community members report that MCC multipurpose room is not being cleaned well.

-Director Purohit requested that SMRPD take a tougher stand with renters regarding usage windows and cleanup expectations. Purohit suggested that SMRPD begin retaining security deposits for renters who fail to abide by the contract. Purohit requested that Steve Chaix and Steve Reighart begin informing Cressa Cruzan about renters who fail to abide by contract. Board agreed that Director Topp stated that he would let Cressa know about the new procedure. Board agrees that renters should only be able to access facilities during allotted time frame and if setup is required then renters must pay for the time needed to setup for the event. Further discussions required in order to determine "set up rate". Per Cressa: The rate charged for set

up would be the pr rata rate for the rental. If a special event takes place outside of the rental window then a default rate of \$250/hr will be assessed.

-Director Topp suggested that facility rental rates should be once again increased, based on the fact that SMRPD must remain competitive and Canyon residents do NOT pay an HOA. Director Kerins will bring in the document containing rental rates at the February meeting so that we can discuss further.

Gazebo at MCC looks good save for one wooden board which requires replacement.

RECREATION COMMITTEE

-Director Topp will print out recreation numbers for February meeting. He will investigate the reason why the ceramics class is taking place inside instead of outside at the designated area at MCC.

FUNDRAISING COMMITTEE

-Director Topp reported that a special Flea Market will be held on January 25th, 2020. The February Flea Market date is TBD.

WEBSITE COMMITTEE

-Director Topp reported that Facebook followers have increased to 1,008.
Website continues to be updated

OPEN SPACE & TRAILS

-Director Purohit has contacted a number of boy scout troops for the trail cutting project and is waiting to hear back. Director Topp suggested contacting OCFA FS 16 Explorers.

BOARD COMMENTS

-Director Kerins thanked Giracci for their continued support of the SMRPD and its Children's Center. SMRPD will create a certificate of appreciation.

PUBLIC COMMENTS

-None

CLOSED SESSION

- Board approved Silverado Children's Center Director's 4th Quarter Profit Share Bonus
- Silverado Children's Center Tuition to increase. Updated tuition will be presented at next board meeting
- Board decided to put SCC Directors Oversight Committee names on the Children's Center website
- Directors Purohit and Kerins recommended that Children's Center Director receive 100% coverage for health insurance, not 50% as previously discussed
- Director Purohit moves that health insurance be provided at 100% cost for lowest tier of employee monthly premium for Director of Children's Center. Director Kerins seconds. All directors voted AYE.

MEETING ADJOURNED AT 741 PM

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, February 18th, 2019.