



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, February 18, 2020 AT 6:30 PM
Silverado Community Center
Silverado Canyon Road, Silverado, CA 92676**

Board of Directors

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

Staff

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

AGEND A

- I. CALL TO ORDER
- II. ROLL CALL
- III. CONSENT CALENDAR: Anjan Purohit
 - A. ACTION ITEM: Approve and file Minutes of the SMRPD Meeting on January 21, 2020.
 - Director Purohit made a motion to approve and file minutes 1/21/2020 meeting. All Directors approved
- IV. TREASURER'S REPORT: Francesca Duff
 - A. ACTION ITEM: Approval of January financials and Treasurer's Report.
 - Net loss \$4024, ytd \$28259; revenue \$6346; ytd revenue \$84705
 - Income came from wedding deposits + 2 large value rentals of \$900 and \$700
 - \$10,371 expenses, \$56446 for year. \$4857 to capri, \$4700 for audit, recovered \$2957 for chili cook off expenses (reimbursed from Children's Center). \$233 carry over for advertising in previous fiscal year (June 2019).
 - Children's center: January net loss of \$6058, ytd positive \$14888, revenue \$24879 ytd income \$186750
 - February includes \$27499 of tuition, expenses were \$30938, expenses for fundraising of \$63 and \$47 from January 16th soup fundraiser;
 - Salaries \$16078; no workers comp paid in January-SCC oversight committee to confirm that SMRPD is paid in advance
 - \$7973 expensed on building and grounds
 - Director Kerins commented that Steve Reighart must begin to invoice SMRPD on a monthly basis.
 - Director Duff made a motion to approve the January financials and treasurers report, Director Saraye seconded. All Directors voted aye.

B. ACTION ITEM: Depreciation Policy

- First draft provided by Director Duff: Purported benefit cash basis report is that all expenses are listed as paid. A capitalized policy buries expenditures on the balance sheet.
- If improvements to children's center leased land are made without expensing the improvement, then the improvement is attached to the land and property leaving no fiscal benefit to SMRPD. If expensed, then improvements are coded to the profit and loss statements. Director Duff recommends to expense improvements
- Director Duff designated three categories of expenses: Land Acquisition, Building and Facility improvements and Equipment and Furniture.
- Director Duff would like to put a vote to this policy in the March 2020 meeting. All Directors agreed.

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: Facilities rental requests presented.

- 3/8/20: Entire facility rental for memorial service for a community member who passed away. All Canyon residents are invited.
- Director Kerins had utilized the facility for a nonprofit group. All directors agreed to waive the fee for the one hour of use.

B. SMRPD Committee assignments

SMRPD Directors discussed and assigned Directors to the following committees:

- Fundraising: Director Saraye
- Children's Center: Director Kerins and Purohit
- Facilities: Directors Saraye and Kerins
- Recreation: Director Topp
- Open Space & Trails: Directors Duff and Purohit
- Website: Director Topp

C. Light pollution

- Director Topp stated that he met with an individual who managed to shut down the lights on Anderson way.
- The light on Silverado Canyon Road near the Ore House remains, subjectively speaking, as bright as before signaling that no adjustment had been made
- It is possible that some shields were placed on the lights. Confirmation required.
- Director Duff recommended that we proposition the Supervisors for a "Dark Sky" initiative, similar to Coto de Caza.
- Consensus is that SMRPD must act since Edison is not taking swift, sufficient action.

VI. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE: Tara Saraye

A. Report and updates on facilities and enrollments

- February: Up to 25.6 FTE more students to be registered in March 2020.
- Determination was made to raise Staff full-time status threshold to 30 hours
- Staff and Director Kerins attended conference in Pasadena: goal is to re-do outdoor classrooms in order to be a first-mover with this sort of teaching environment. This would enable the Children's Center to then host conferences/workshops about the outdoor education teaching model.

- Survey for Children's Center sent to SMRPD email list, but responses were inadequate. Director Kerins stated that a revised survey is being created and sent out to the Children's Center families.
- Center popularity is very high: Director of Children's Center has created a schedule for prospective student/parent tours.
- Children's Center staff is being trained on preventive health, safety and nutrition on March 15th, 2020.
- Snake fencing completed
- BBQ fundraiser @ Giracci on 3/20/20
- Fundraiser @ Cooks Corner on 4/4/20
- Circle S ranch would like to host a hoedown fundraiser rather than a chili cookoff, but SMRPD must be mindful of managing food vendors during inclement weather. Recommendation is to bring in food trucks to keep food prep far off the ground.
- B. Health Benefits for SCC full time staff
- Workers Compensation: Went into effect 2/4/20, saving \$2500/year and will again go down in July 2020, when the multi-policy goes into effect
- Regarding insurance coverage for staff:
- FT, non-exempt employees: 100% paid from SMRPD
- Hourly, >30 hours/week employees: 50% paid from SMRPD
- Possibility of having a 2-3 year old class ("sprouts"), with accompanying tuition increase
- C. TK student program
- Director Saraye: Children's Center will be adding this program
- D. ACTION ITEM: Increase of tuition for 2020-2021 school year
- Tuition increase draft prepared by Director Kerins and presented to SMRPD at large.
- Director Kerins recommended that a Special Meeting be held to approve the 2020-2021 tuition increase.

VII. FACILITIES/SAFETY/MAINTENANCE COMMITTEE: Isabell Kerins

- A. Report from Facility and Safety committee
- Lock from bulletin board at Modjeska is fixed
- Benches that were ordered for Silverado Community Center have been received and installed
- Evacuation floor plan needed for Modjeska Community Center-Director Kerins to create
- B. Signage for security cameras
- Signage not required, but rather at SMRPD discretion
- Director Kerins proposed using Ring system so that Steve Reighart can be alerted, but Director Purohit disagreed, stating that Steve Reighart's work/balance is important and that he should not be expected to monitor the security system 24/7.
- SMRPD should add a clause in rental agreements stating that video monitoring is taking place
- C. Rental cost comparisons
- Director Kerins presented updated rental costs, taking into consideration other localities and their comparable facilities
- Director Kerins is not proposing a rental fee increase for residents, but rather only for non-canyon residents
- Proposed to create an additional rental category entitled "Full-Facility/non-wedding" rental, in order to close loophole whereby someone could rent the whole facility without calling their event a wedding in name.
- Non-resident deposit to increase, so that SMRPD can enforce rental windows.
- Director Purohit recommended to increase deposits for residents.
- Director Kerins made a motion to increase facilities fees as proposed with the exception that the resident deposit rate will match the non-resident deposit rate. Director Purohit seconded. All voted Aye

D. Update on new lock box

-Installed at Silverado Community Center

VIII. RECREATION COMMITTEE: Kevin Topp

A. Report on recreation program: current programs and activities, Instructor fee collections, facility rentals and Winter Recreation Programs

-Director Topp stated that preparation and flyers are under way for the summer concert series

-Call out for any recreation programs

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IX. FUNDRAISING COMMITTEE: Kevin Topp

A. Next Flea Market is February 22.

B. Rattlesnake Aversion Training March 15th in Modjeska and April 5th in Silverado

-Director Kerins requested that Kevin Law put together a proposal to have a rattlesnake presentation to the community, similar to the Mountain Lion informational session given to the Community.

Kevin Law will charge \$300. Director Duff recommended looking to see if Tucker Wildlife Sanctuary has anyone willing to do the same, but for less cost. Director Duff will inquire

X. WEBSITE COMMITTEE: Kevin Topp

A. Report on updates and new listings

-Director Topp: Suggested broadcasting the concerts. Director Purohit suggested using Facebook Live.

XI. OPEN SPACE AND TRAILS COMMITTEE: Anjan Purohit

A. Modjeska Park Trails cutting

-Director Purohit is in contact with local boy scout troops, but thus far no response has been given.

XII. CLOSED SESSION:

XIII. PUBLIC COMMENTS on non-agenized 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.

XIV. 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.

XV. ADJOURNMENT - The next regular meeting of the Board of Directors will be at the Silverado Community Center, Silverado Canyon Road, Silverado at 6:30 PM on Tuesday, March 17, 2020.



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