



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 October 26th, 2021 at 6:30 pm
Silverado Community Center
27641 Silverado Canyon Road**

Board of Directors

Isabell Kerins: President
Julie "Rusty" Morris: Vice-President
Michele Agopian: Secretary
Stephanie Bailey: Treasurer
Kevin Topp: Director

Staff

Laurie Briggs: SCC Administrator
Administrator
Steve Reighart: Caretaker
Stephanie Dodge: Bookkeeper

MINUTES

NOTE: MEETINGS WILL BE HELD IN PERSON AND BY ZOOM UNTIL FURTHER NOTICE
[ZOOM LINK](#)

PUBLIC COMMENTS: A person wishing to comment on an Agenda item should wait for the President to request comments and then unmute his or her phone, ask to make a comment, and wait for the President to recognize him/her. You have three (3) minutes to complete those comments, unless a longer time is granted. No speaker may allot his or her time to others.

Comments on Agenda items: Comments concerning matters on the Agenda will be heard at the time the matter is considered.

Comments on non-Agenda items: Comments concerning matters not on the Agenda will be heard during the Public Comment section of the Agenda. A speaker's comments should be within the subject matter jurisdiction of the SMRPD.

Please note that if you are addressing the Board on items not on the Agenda, the Brown Act does not allow Board discussion of such items because they are not on the Agenda and thus were not noticed publicly. Therefore, the Board may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response. Your comments may be placed on the Agenda for future discussion. Non-Agenda comments are limited to 3 minutes each with a total of 15 minutes.

I. CALL TO ORDER

Meeting was called to order at 6:32 PM.

II. ROLL CALL

Director Kerins, Director Topp and Director Morris were present. Director Bailey was present on Zoom link. Director Agopian was not present.

III. CONSENT CALENDAR – Michele Agopian

- a. **Action Item #1: Approve and file minutes of the SMRPD Board Meetings dated [August 2021](#), [October 19th, 2021](#), and [Special Meeting dated 10/19/2021](#)**

Director Kerins presented minutes dated August 17th, 2021, October 19th, 2021, and Special Meeting October 19th, 2021 for approval. There were no public comments.

1st Action: Motion to approve and file minutes as presented by Director Topp. Motion seconded by Director Morris. Motion passed by unanimous vote.

IV. FINANCE COMMITTEE – Stephanie Bailey

- a. **Action Item #2: Approve and file Treasurer's Report of SMRPD for [August 2021](#) and [September 2021](#) and SCC for [August 2021](#) and [September 2021](#)**

Finance Committee report delayed due to computer issues.

V. TREASURER'S REPORT – Stephanie Bailey
Treasurer's Report delayed due to computer issues.

VI. OTHER DISTRICT BUSINESS

(Pursuant to Government Code Section 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. Survey– Isabell Kerins
 - i. [Final Results](#) , [Summary](#), [Recommended Projects](#)

No Public comments. Director Kerins presented survey results. 213 responses. 119 responses in 2019. Survey appears to suggest more families with children responded. The survey allows the SMRPD to prioritize projects for grant consideration. Question from Jenny Scott about how to link onto survey responses. Director Kerins replied all comments are included in link seen above.

- b. Ad Hoc Committee for Inter-Canyon Clean-up Day 9/18/2021 – Isabell Kerins

No public comments. Director Kearns stated that the Canyon Clean-Up was very productive. 17 tons of waste were removed from Silverado, 9 tons from Willaims, 3.72 tons from Modjeska, and 1.8 tons from Trabuco Canyon. 50 tires were removed. An issue for next Clean – Up Day is to get signs on all appropriate bins early, because folks got started early. E-Waste and Hazardous waste had to be taken to Sand Canyon site. For hazardous waste it would have cost an extra \$40,000 to provide those to the Canyons so this could not be included and was sent to Sand Canyon site.

IV. FINANCE COMMITTEE

No public comments. Director Bailey presented the [Treasurer's Report August](#) of SMRPD for August 19th, 2021 and [Treasurer's Report September 2021](#) and SCC for August 19th, 2021 and September, 2021 for approval.

In August, SMRPD had a net income loss of \$3,648. The total income was \$3,245. The fiscal year-to-date total income is \$3,425 and the total expenses are \$6,893. According to the Balance Sheet, as of July 31, 2021, we had \$137,088 in the County Checking Account and \$112,829 in the BofA Rec Checking Account.

In September, SMRPD had a net income loss of \$2,648. The total income was \$1,531. The total expenses were \$4,179. The fiscal year-to-date total income is \$6,086. The fiscal year-to-date total expenses are \$23,028. Accord to the Balance Sheet, as of September 30, 2021, SMRPD had \$137,088 in our County Checking Account and \$98,058 in our BofA Rec Checking Account.

In August, the SCC had a net income gain of \$1,639. The total income was \$27,048 and the total expenses were \$25,409. Tuition was \$25,865. The fiscal year-to-date total income is \$27,048 and total xpenses are \$25,409. According to the Balance Sheet, as of July 31, 2021, SCC had \$3,013 in the BofA Checking Account and \$21,552 in the Business Savings BofA Account.

In September, the SCC had a net income gain of \$7,133. The total income was \$35,946. Total expenses were \$28,813. Tuition was \$35,709. The fiscal year-to-date total income is \$86,634 and the total expense are \$79,215. According to the Balance Sheet, as of September 30, 2021, SCC has \$9,437 in the BofA Checking Account and \$16,052 in the Business Savings BofA Account. In August the school was closed and there was a lot of work on all the facilities where \$7,500 was transferred from Savings to Checking in order to pay for these expenses.

2nd ACTION: Motion to approve and file Treasurer's Reports as presented made by Director Morris. Seconded by Director Topp. Motion passed by unanimous vote.

Director Bailey mentioned that payments to Luxe Cleaners were delinquent. The prior bookkeeper failed to print invoices and so they hadn't been paid for four months. We brought our account up to date by paying four months' worth of invoices.

V. TREASURER'S REPORT

Director Bailey shared that we finally got the check from the county for our BofA account. It was held up by the County needing up-to-date signatures of the SMRPD board to release the funds.

It was requested to set up use of Zelle for facility rentals. Stephanie Dodge set up use of Zelle.

c. Ad Hoc Committee – Grants

i. Per Capita Grant – Isabell Kerins

1. Action Item #3: [Resolution #10192021-1](#) – Resolution Approving Applications for Per Capita Grant Funds

No public comments. Grant total is \$177,000. SMRPD would have to provide matching funds of 20%, which is \$44,000.

3RD ACTION: Director Kerins presented [Resolution #10192021-1](#) to approve application for the Per Capita Grant Funds. Motion to approve was made by Director Topp. Seconded by Director Morris. Motion passed unanimously.

2. Recommendations for Per Capita Grant Projects

No public comments. Survey results indicated grant projects. Board members pick their top five projects and return to Director Kerins. Director Topp warned of becoming over-extended and to please be aware of maintenance costs of said projects. Francesca Duff asked to please remember the importance of green space in the parks. Director Topp reminded that SMRPD was given a windfall several years previously and that is why we are solvent.

ii. Regional Park Program – Stephanie Bailey

2. Action Item #4 [Resolution #10192021-2](#) – Resolution Approving Application for Regional Park Program Grant and Rural Recreation Grant.

Director Bailey presented information regarding the Regional Park Program Grant and the Rural Recreation Grant. The application deadline is Jan. 20, 2022. These grants were created to expand Regional Parks. Dog Park and Splash pad would both qualify. These grants are up to \$3million, with only the Rural Recreation Grant needing matching funds. Director Morris asked if SMRPD was considered a “Regional” park and if that mattered. Director Kerins said she would check on it. Director Topp mentioned that he and Francesca Duff had previously gone to Supervisor Wagner to get more tax money for SMRPD. Supervisor Wagner said no.

4TH ACTION: Director Bailey presented Resolution #10192021-2 to approve application for Regional Park Program Grants and Rural Recreation and Tourist Program. Motion to approve made by Director Topp. Seconded by Director Morris. Vote to approve was unanimous.

iii. COVID Grant – Stephanie Bailey

3. Action Item #5 [Resolution #10192021-3](#) – [Resolution Approving Application for COVID Grant](#)

No public comments. Director Bailey has applied for the COVID Grant, because the deadline for application was October 15, 2021. This is not the same thing as the CARES Grant. We do qualify. If we receive funds, it could be up to \$38,000 for SMRPD and \$38,000 for SCC.

5TH ACTION: Director Bailey presented Resolution #10192021-3 to approve application for the COVID Grant. Motion to approve was made by Director Topp. Seconded by Director Morris. The vote to approve was unanimous.

d. Administrator Job Opening – Isabell Kerins

Public comments: Jenny Scott asked for a copy of the job description. Director Kerins explained that it was linked in the agenda.

i. [Job Description](#)

ii. Action Item #6 - Approve SMRPD Administrator Job Description

6TH ACTION: Director Kerins presented the new job description for the job of Administrator for SMRPD. The job has expanded somewhat since it was last posted. Motion to approve the job description was made by Director Morris. Seconded by Director Topp. Vote to approve was unanimous.

iii. Post Job Opening

Director Kerins will post at the Post Office, and both Community Centers. Director Topp will post on Next Door, Face Book and our website.

e. SMRPD Payroll Set-up Complete – Isabell Kerins

The packet will be available soon. This was necessary to accommodate new employees as opposed to independent contractors.

f. Personnel – Isabell Kerins

i. SMRPD – [Employee Direct Deposit Authorization form](#)

This is part of the SMRPD payroll set-up. See link.

g. Employee Data Request – Isabell Kerins

i. [Transparent California](#)

Every year, the State of California allows for transparent publishing of some personnel information. This was submitted by Director Kerins. Due to the mandates of the Brown Act, certain information must be available to the public.

- h. Document Updates – Isabell Kerins
 - iv. [Reimbursement Form](#)
 - v. [Check Request](#)
- i. Employee Required Insurance Documents and [Sexual Harassment Training](#) – Isabell Kerins
- j. Capri – Isabell Kerins
 - i. [Worker’s Comp Annual Update](#)
- k. [Brown Act](#) Legislation – update legislation, agenda’s needing to be posted 72 hours prior to meetings which resulted in the push back of the meeting.
- l. Blood Drives – Rusty Morris
 - i. 9/15 – 12 to 7 – Results, there were 22 people showed up. We had 59 units that can go into the bank.
 - ii. Next Blood Drive is 12/21 – 10:30 to 4:30 – Free t-shirt while supplies last.
- m. Zachary Dupre Concert Venue – Kevin Topp reports the new stage has been completed and we continue to improve the sound system. We’ve had a successful music in the park concert series. Mr. Dupre had secured talent for free on several occasions, it is in Director Topp’s recommendation that the SMRPD make a small plack dedicating the stage to him.
 - a. Board Comments – Director Morris asked when a dedication would be organized. Director Topp responded with next beginning of next year. Director Kerins reports a Resolution to be made for next meeting.
- n. Senior Services – Isabell Kerins reports the Senior Services Manager that’s started and the program has been going weekly. The Age Well program is every Thursday 11 – 1 pm starting 11/14. Bingo is played afterwards for free. Please attend if you are interested.
- o. Rental Policy– Isabell Kerins
 - i. Special Event Wavier Discussion – Director Kerins reports that waiving the fee’s is a gift of public funds. Waiving of funds must be non-discriminatory. An updated policy will be put together.
 - 1. Public comments – Scott Breeden asks if SCC is receiving gifts from Rattle Snake Avoidance from SMRPD. Director Topp and Kerins responded that the SCC is an enterprise and should not be reliant on SMRPD tax payer money due to the past updated policy by the previous board in order to stay open. However, the SCC can receive money from fundraisers. Scott questioned if funds from RSA is tax payer money, Director Kerins to investigate.
 - 2. No Board comments.
- p. Modjeska – Unapproved Pilates program – Kevin Topp – this is to be tables until a member can go to verify if it is actually happening. Supposedly happening on Saturday mornings.

VI. SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE – Isabell Kerins

- a. [Report](#) and updates on facilities and enrollments.
- b. [Report](#) on Friends of Silverado Children’s Center 501c(3).

- c. [Staff Covid Survey](#)
- d. Follow up to [Canyon Beat article](#).
 - i. Director Kerins recommends the Board write a follow up to this article of all the accurate updates of recent years and the turnaround of the SCC. Director Kerins to write article and rest of Board to reply and approve post input.

VII. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. [Report from Facility and Safety Committee](#) – Michele Agopian, Director Kerins presented minutes due to Director Agopian’s absence.
- b. Health Permit Update – Rusty Morris/Michele Agopian – Director Agopian obtained permit and confirmation that SMRPD was always in compliance. A hard copy should be mailed to SMRPD shortly. Health permit will be posted in Kitchen.
- c. Modjeska Canyon Signage
 - i. Bulletin board at Santiago Canyon Road and Modjeska Canyon – Rusty Morris reports concern from a constituent of the use of the Modjeska board at the mouth of the canyon. Director Morris took pictures of board, constituent recommended a changeable sign like the Modjeska used to have for posting current events. SMRPD will have to purchase new letters for sign. Director Topp said a digital display was priced out starting at \$3,500 and electricity was required. Director Morris to investigate trying to find letters and to respond to constituent on update.
 - ii. Items left at park bench/Monthly Flea Market in Modjeska discussion – Isabell Kerins reports concerned constituents of misuse of park bench. This led to another email to some other Modjeska residents wanting to meet at the park to talk about their concerns. Director Kerins recommended going to the survey to address voicing their needs. Francesca Duff mentioned this was a common practice of a “curb alert” for Modjeska residents – leaving items out, however Director Kerins responded it cannot be on park property and recommended a flea market option. The only issue is parking mentioned by Director Topp. Francesca Duff did not think this was a good solution. Often when stuff was left out for a prolonged period of time, these items would be thrown away. Notice will be sent out by Board of not leaving items on bench. Bulletin board to also be improved/refurbished for updates.
 - iii. Meeting held with Modjeska residents – Isabell Kerins – see notes above.

VIII.

IX. RECREATION COMMITTEE

- a. Concert Series and Hamburger Stand
 - i. 9/18 Results – Rusty Morris reports \$660 were spent on supplies and the event was rained out. \$200 were made after expenses. Director Morris recommends food trucks for future events and will get information from Director Agopian.
 - ii. September Ice Cream tips – reported by Director Topp, out of the Ice Cream money \$XX was spent to cover Ice cost and \$XX was made. **Need amounts from Director Topp.**
 - iii. Review [policy](#) - Director Kerins presented resolution of review of policy and wanted to make sure the Board takes inventory of items on site and label all equipment belonging to SMRPD. If this policy is not funding the equipment then this policy needs to be updated. Director Topp states an inventory will be done soon for list of items to be sold in order to purchase new equipment. Board agree’s policy to offset equipment costs should be updated/reworded possibly after further investigation into costs and inventory. In addition, part of the facility walk, that committee has agreed lights and a switch will be added for events use.

- iv. Team Rubicon – 11/5 event would like to utilize both buildings for their courses for their new recruits. They are estimating about 35 people. Director Kerins recommends waiving facility fee's due to all the work Team Rubicon has done for the Canyons. They said we could have 5-7 participants in this course for disaster training.

7TH ACTION: Motion to approve waiver of facility rental fee's for Team Rubicon event on 11/5 was made by Director Morris. Seconded by Director Topp. Vote to approve was unanimous.

X. FUNDRAISING COMMITTEE

- a. Flea Market – Isabell Kerins
 - i. Revenue from each month was July - \$70, August - \$90, September - \$90, October was rained out.
 - ii. No Flea Market in November due to Thanksgiving. The next Flea Market will be in December – 12/18.

XI. COMMUNICATIONS COMMITTEE

- a. Report from Communications Committee – Kevin Topp reports everything has been posted and updated.
- b. Email List - Add Rattlesnake Aversion Training contacts – Michele Agopian tabled due to Director Agopians absence.
- c. SMRPD Website – Financials will need to be posted May – present on the About page. Director Topp will reiterate from Board packet.

XII. OPEN SPACE AND TRAILS COMMITTEE

- a. Report on Open Space and Trails Committee – Kevin Topp reports difficulty finding appropriate person to assist with cutting trails. No update on new trails have been made.

XIII. PUBLIC COMMENTS

- a. Jenny Scott – praising all those at the meeting and especially Director Kerins for all her hard work and dedication.

XIV. BOARD COMMENTS

- a. No Board comments.

XV. CLOSED SESSION: REAL PROPERTY NEGOTIATIONS – PURSUANT TO GOVT. CODE SECTION 54956.8

- a. Property- Riviera and parcel adjacent to Silverado Community Center, Agency Negotiator: Board Ad Hoc Committee. Negotiation with St. Michael's Abbey – Father Miguel. Under negotiation: possible price and terms

XVI. ADJOURNMENT

- XVII. The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, November 16th, 2021 at the Modjeska Community Center and by Zoom link posted at SMRPD.org.**