



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 July 20th, 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
Cressa Cruzan: Administrator
Steve Reighart: Caretaker
Stephanie Dodge: Bookkeeper

MEETING 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 held 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

II. ROLL CALL: Directors Isabell Kerins, Kevin Topp, Rusty Morris, and Michele Agopian (arrived late, Director Morris taking notes) were available in person. Stephanie Bailey was available online. Steve Reighart was also present. Meeting was called to order at 6:34 p.m.

III. CONSENT CALENDAR – Director Kerins presented minutes for June 15, 2021, meeting

- a. Action item #1: Approve and file [minutes of the SMRPD Board Meetings dated June 2021](#)

1st ACTION: Director Topp made a motion to accept June 15, 2021, minutes as presented. Director Bailey seconded. Voice vote was unanimous. Motion passed.

IV. FINANCE COMMITTEE

Director Bailey presented financial report for month of June 2021.

SMRPD had a monthly net loss of \$8,888.19. Revenue for the month of June was \$510.79 (hamburger stand and rents/concessions). Total expenses were \$9,398.98(landscaping, legal services).

Fiscal year-to-date, July 2020 to June 2021, total income is \$77,948.13. The fiscal year-to-date total expenses were \$80,733.00 for a total net loss of \$2,784.87 for the year thus far.

According to the Balance Sheet as of June 30, 2021, we had \$137,088 in the County Checking Account and \$116,277.31 in the BofA Rec. Checking Account. The balance sheet reflects assets and money owed, not spent.

Director Bailey noted that bookkeeping fees were not billed from our new bookkeeper, Stephanie Dodge. She will do so from now on, but we will see three months of bookkeeping fees for SMRPD and SCC on next month's financials.

Net income for Silverado Children's Center for May 2021 was \$1,651.24. The gross income was \$35,730.31. This was from tuition and registration fees. Total expenses were \$34,079.07. This was derived from salaries, wages, insurance, advertising, office supplies, building-grounds maintenance, and janitorial costs. Tuition was \$35,009.51. Ideally, tuition should, at a minimum, cover insurance expenses (health, worker's comp), salaries and wages, and payroll expenses. Tuition covered \$19,128.60 for payroll and \$8,398.21 for payroll expenses.

Fiscal year-to-date (July 2020 – Jun 2021) total income was \$238,205.78. Fiscal year-to-date total expenses were \$223,675.24. According to the balance sheet on June 31 there was \$2,374.39 in the BofA Checking, and \$20,552.35 in the Business Savings BofA Account. The balance sheet reflects assets and money owed, not spent.

a. Action item #2: Approve and file Treasurer's Report of [SMRPD](#) and [SCC](#) for June 2021

2nd ACTION: Director Topp makes motion to approve financial report as presented. Director Agopian seconded the motion. All directors present voted aye. Motion passed.

V. TREASURER'S REPORT

Director Bailey reported that she was ready to move \$100,000.00 from the County of Orange account to our BofA account but needed board approval. Even though we previously requested that all current SMRPD directors be added as signatories to our BofA accounts, that request was not approved. This was during COVID-19 and a notary was required when we signed the card. For all board directors to be added, we need to schedule a day and time to meet at a BofA branch together to sign the card. Director Bailey will send a LettuceMeet poll in the next few days to schedule this.

3rd ACTION: Director Bailey makes motion to move funds from our County of Orange account to our BofA account. Director Topp seconded. Vote was unanimous. Motion passed.

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)

Director Kerins reports that all files will be held in the [OneDrive](#) online. All documents have been uploaded and organized from 2018 to date.

SMRPD goals were updated, and a resolution was created. [Resolution #7202021-1 – SMRPD Goals](#)

4th ACTION: Director Morris makes motion to approve Resolutions #7202021-1 SMRPD Goals. Director Agopian seconded. Vote was unanimous. Motion passed.

The [Survey](#) was launched originally in Nov. 2019. The Survey will be sent out again soon, if there are any additional questions the public wants added please send to Director Kerins via email.

Director Kerins reports the Hot Lunch Program will begin mid-[August 2021](#). Program also known as Age Well and Lunch Bunch.

Director Kerins reports the Ad Hoc Committee – Canyon Emergency Preparedness, CEPA training will begin January 2022. This will be let by Fire Safe Council. There will also be a Fire and Ice meeting held on 8/8 6PM Library of the Canyons by the Fire Safe Council. For more information contact Mary Schreiber at Fire Safe Council.

A new Ad Hoc Committee for Inter-Canyon Clean-up Day 9/18/2021 was created. Directors Kerins and Morris form this committee. They will be working closely with the County Waste Management and Waste Management hauler.

A new Ad Hoc Committee – Grants was created. Directors Kerins and Bailey form this committee applying to [Per Capita Program](#) grants.

A new Ad Hoc Committee for Park Expansion was created. Directors Kerins and Bailey form this committee to install [Splash Pad Update](#) park expansion at Silverado Park for community use.

Director Kerins reported that she and Steve Reighart met with Phil Buller and OCFA. On the canyon clean-up day this section will be cleaned up with help of woodchipper. Location is 17302 Hardin Canyon Road.

Employee documents required by State are being updated with all staff and board members, this includes [Sexual Harassment Training](#) and record of driver's license and proof of insurance.

Director Kerins reports the CAPRI [Inspection Results](#) were met and we have passed. Regarding CAPRI legal actions, if the board is in compliance, then CAPRI covers legal costs, however no judgements. An ADA Grievance [Policy and Resolution #7202021-2 – ADA Grievance Policy](#) been put in place.

5th ACTION: Director Agopian makes motion to approve Resolutions #7202021-2 – ADA Grievance Policy. Director Morris seconded. Vote was unanimous. Motion passed. All Directors votes aye by roll call.

Capri has required document updates for [Volunteer Waivers](#) to indemnify board from any lawsuits and volunteers will be included in workers comp. Waivers will be good for one year. Log of Volunteers will be electronic and on OneDrive.

Cressa Cruzan and Director Kerins updated the [Facility Agreement](#) with an update on event time and increased deposits. A committee was formed with Director Kerins and Agopian to update the Facility Agreement.

Committee revisions were tabled to next meeting.

LAFCO – Local Agency's Formation Commission will have its Annual Strategic Planning Workshop on Sept. 8.

VII. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE

Director Kerins reports 55 children are currently enrolled with a student ration of 13 canyon children and a full time equivalent of 19.47 as of the end of June. As of this meeting the full-time equivalent is 22.49. There are currently 6 staff members and are interviewing for open positions, soon to hire new staff. A new Administrative Assistant has been hired for office organization. [Report and updates](#) on facilities and enrollments. We are still working with OC Parks on the parking lot, it is OC Parks property and responsibility to get it paved. There was an open house on June 9th touring 19 families with 14 confirmed registered. There was an additional open house on July 14th with 9 families touring and 4 registered. August 30th – September 3rd the SCC will be closed for facility updates, cleaning and staff development. A total of 47 children are registered for Fall 2021 with a full time equivalent of 31.42. Full capacity is 62.

Director Kerins presents the 2021-2022 Budget and [Resolution #7202021-4 – Silverado Children's Center 2021-2022 Budget](#)

6th ACTION: Director Morris makes motion to approve Resolutions #7202021-4 – Silverado Children's Center 2021 – 2022 Budget. Director Bailey seconded. Vote was unanimous. Motion passed.

[Report on Friends of Silverado Children's Center 501c\(3\)](#) Sarah Pizzarusso, President of FSCC, reports that non-profit status was applied for in March. Pizzarusso presents FSCC budget of about \$30,000. The purpose of this group is to raise money for enhancements to the school, play structures, play arts improvement, teacher appreciation, betterment

projects, general play yard purchases, and organizing family participation and engagement. Currently, the structure of the group has been formed and finalized and board recruitment has begun, if you are interested please contact Pizzaruso. Currently, various positions looking to be filled.

Director Kerins reports Children's Center Closure Policy was not located and must be rewritten. To be tabled to next meeting.

Director Kerins reports Children's Center Bad Debt was discussed with the auditor. The board as the option to forgive it, write it off or leave it on the books. The board agrees the bad debt is there as a reminder to other boards that may not be aware of past issues the SCC has had and that a historical reference will be written in the SMRPD handbook. There are two loans. \$82,111 for structures and buildings initially purchased around 1991. The second loan is \$66,447.92 for various expenses, primarily covering salaries. Note that a note payable does not depreciate, however buildings will depreciate over 30 years. The board will decide at the next meeting.

One of the items changed last meetings in terms of Salary and Wage Structure is the [New Employment Agreement for Director](#) and [Profit Share versus Merit based Bonus structure analysis](#). A [Resolution #7202021-3– Silverado Children's Center Wages and Bonus Structure](#) was made.

7th ACTION: Director Agopian makes motion to approve Resolutions #7202021-3 – Silverado Children's Center Wages and Bonus Structure. Director Morris seconded. Vote was unanimous. Motion passed. All Directors votes aye by roll call.

VIII. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

Director Topp reports leaks were recently repaired in sprinklers. There is a portion of the grass that needs repair still. A facility inspection will be scheduled with Director Kerins and Agopian for an update on maintenance with Steve Reighart before the next meeting.

IX. RECREATION COMMITTEE

Director Morris reports a gross \$1,350 from the last concert series and hamburger stand on 7/17. Net is \$1,000. 6/19 netted \$634, we took in about \$1,100 with expenses of \$550. To reiterate regarding 10 PM Park Curfew, all events including facility rentals are required to end by 9:45 PM, so the park can abide by the County wide sound ordinance of 10 PM.

X. FUNDRAISING COMMITTEE

Director Morris reports a check of \$555 from Rattlesnake Aversion Training event with 48 dogs on 7/9. The next event is on 7/31.

Director Kerins reports \$120 was made at 6/26 Swap Meets. The next event is 7/24.

Director Kerins reports Raffles/Silent Auctions must always be operated by Friends of the Children's Center.

XI. COMMUNICATIONS COMMITTEE

Director Topp reports all minutes are updated on website. Facebook page is up to 2,000 followers.

Director Kerins requests Email List - Add Rattlesnake Aversion Training contacts from Director Morris. SMRPD will be a separate list.

XII. OPEN SPACE AND TRAILS COMMITTEE

Director Topp reports that OC Parks Wilderness Access Days have reopened and programs have been re-instated. Groups hikes will be scheduled again, there is a link on the SMRPD website.

XIII. PUBLIC COMMENTS

Jim Kerins – requests pledge of allegiance be re-instated for board meetings. Director Kerins responds this vote will be ajenized for next meeting

XIV. BOARD COMMENTS

Director Topp – CAPRI is making us conform to a lot of things considered “wokeness”. I was elected to the board by a lot of old-timers I consider myself a short timer and I’ve been here 24 years. I’m seeing insurance companies go through small districts and such in California being used as tools for this agenda and applying divisive tactics and I’m really against it. For instance, gender neutral signs for bathrooms, now I’m not opposed to anyone using any bathrooms at any time. I feel that is common sense or “canyon way”. The thing that bothers me is you have less than 1% of the population dictating through our insurance companies, soon it will be our personal insurance companies coming after people. One idea I had was making all bathrooms all gender, but then they said we couldn’t make the women’s bathroom all gender, it had to be the men’s bathroom. So, there is your divisive-ness right there and everything is made to split people instead of having them together. This is the problem with some of the resolutions we have just passed. The other one is requiring a doctor’s note for anyone working for the district, that is implying that you now have to prove you have medical insurance, but what if you don’t want medical insurance? They are just starting to weaponize insurance companies to put through the “agenized stuff”.

XV. CLOSED SESSION

CLOSED SESSION WITH 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.
- b. Michael’s Abbey – Father Miguel. Under negotiation: possible price and terms

XVI. REPORT FROM CLOSED SESSION

The Board of Directors decided to do an appraisal for the potential dog park and will report at next meeting.

XVII. ADJOURNMENT

All Directors voted aye to adjournment of meeting. Meeting was adjourned at 8:40 PM.

XVIII. The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, August 17th , 2021 at the Silverado Community Center and by Zoom link posted at SMRPD.org.