



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, March 15th, 2022 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
Jessie Bullis: Director
Kevin Topp: Director

Staff

Laurie Briggs: SCC Administrator
JoMarie Varelo: Administrator
Steve Reighart: Caretaker
Stephanie Dodge: Bookkeeper
Sasha Sill: Senior Services

AGENDA

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**
- II. ROLL CALL**
- III. CONSENT CALENDAR – Michele Agopian**
 - a. Action Item #1: Approve and file minutes of the SMRPD Board Meeting dated [January 2022](#) and [February, 2022](#)**
- IV. FINANCE COMMITTEE – Isabell Kerins**
 - a. Action Item #2: Approve and file Financials for SMRPD for [April 2021](#), [May 2021](#), [June 2021](#), [July 2021](#), [August 2021](#), [September 2021](#), [October 2021](#), [November 2021](#), [December 2021](#), [January 2022](#), and [February 2022](#) and SCC for February 2022**
- V. TREASURER'S REPORT – Isabell Kerins**
 - a. Action Item #3: Approve [2022-2023 SMRPD Budget](#)**
 - b. Action Item #4: Approve [2022-2023 Silverado Children's Center Budget](#)**
 - c. Action Item #5: Approve [2022-2023 Silverado Children's Center Tuition](#)**
 - d. Action Item #6: Approve [2022 Pay scale](#)**
 - e. Action Item #7: [Resolution 03152022-1 – Addition of Jessie Bullis to Bank of America Signature Card](#)**

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. Voting of Officers
 - i. Treasurer
 - ii. Secretary
- b. Committees

- i. Brown Act Requirements
 - ii. Committees Update
 - iii. Standing Committee Schedule
 - iv. [Sample Standing Committee Agenda](#)
- c. Document Retention Update
 - i. **Action Item #8: [Resolution 03152022-2 – Document Retention Policy](#)**
- d. SMRPD Calendar
 - i. **Action Item #9: Approve [SMRPD Calendar](#)**
- e. Ad Hoc Committee – Bond Fire
 - i. Update
- f. Ad Hoc Committee – Grants
 - i. [COVID Grant](#)
 - 1. State Finance Department notified regarding incorrect SMRPD Financials due to Fund 728 posting oversight. Updated Financials provided.
- g. Password – Updates
- h. CSDA – Scheduled Webinars
- i. CARPD Conference - Update
- j. Katie Porter Meeting – Update
- k. LAFCO Meeting – Update

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

- a. [Program Report](#) with updates on facilities and enrollments
- b. [OC Park Inspection](#)
- c. Children’s Center Purchasing Policy
 - i. Forms
 - 1. [Silverado Children’s Center Purchase Approval](#)
 - 2. [Facility Enhancement Proposal](#)
 - ii. **Action Item #10: [Resolution 03152022-3 – Silverado Children’s Center Purchasing Policy](#)**
 - iii. **Action Item #11: [Resolution 03152022-4 – Friends of Silverado Children’s Center Facility Enhancement Proposal](#)**
- d. [Report on Friends of Silverado Children’s Center 501c\(3\)](#)
 - i. Cook’s Corner 3/19
 - ii. Wheelie Fun Fest – Silverado Community Center – 6/4
 - iii. Raffle Update

VIII. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Rental Policy– Isabell Kerins
 - i. Car Events discussion
 - ii. Community Center and Park Policy and Use Fees
 - 1. **Action Item #12: [Approve revised Community Center and Park Policy and Use Fees](#)**
 - iii. Use Application For Wedding or Large Special Event at Silverado Park
 - 1. **Action Item #13: [Approve revised Use Application for Wedding or Large Special Event at Silverado Park](#)**
 - iv. Special Event Wavier Discussion
 - 1. **Action Item #14: Approve Special Event Waiver Policy - TBD**
 - v. Instructor Use Agreements
 - 1. **Action Item #15: Approve revised [Rec Program Instructor Agreement](#)**
 - 2. **Action Item #16: Approved revised [Rec Program Waiver](#)**
 - vi. Posting of updated Use Fees
- b. Rental Requests
 - i. Wedding Reception – 4/8
 - ii. Birthday Party – 4/9
 - iii. Fire Station #14 Annual Easter Pancake Breakfast 4/17
 - 1. **Action Item #17: Approve waiver of facility use fees for Volunteer Fire Station #14 Annual Easter Pancake Breakfast**
 - 2. **Action Item #18: Donate \$750 towards Easter Egg Hunt for Easter Pancake Breakfast**
 - iv. Birthday Party – 4/1 5-9PM (Building A)
 - v. Specialize Treeworks – 4/20 8 hours (Building A)
 - vi. California and Empress Chinchilla Breeders Cooperative – 4/23 6 AM – 6 PM (Building A)

- vii. Baptism – 4/24
 - 1. Request approval to deduct \$150 from Facility Use Fee due to accommodation of Fire Fighter’s Annual Pancake Breakfast
 - a. **Action Item #19: Approve reduction of \$150 in fees for Baptism event**
- viii. Bible Studies – 4/20 and 4/27
- ix. Wheelie Fun Fest – 6/6
 - 1. **Action Item #20: Approve waiver of facility use fees for Friends of Silverado Children’s Center Wheelie Fun Fest**
- c. Lights added to stage
 - i. Update

IX. RECREATION COMMITTEE

X. FUNDRAISING COMMITTEE

- a. Blood Drives – Rusty Morris
 - i. Blood Drive scheduled 6/7/2022 – Noon – 6 PM
- b. Flea Market – Isabell Kerins
 - i. 2/26 – \$100 received
 - ii. 3/26 next event

XI. COMMUNICATIONS COMMITTEE

- a. Report from Communications Committee
 - i. Report on email bounce backs and undeliverable emails
- b. Wedding Collateral – Kevin Topp
 - i. Timing
- c. SMRPD Website
 - i. [Revision of website](#)
 - 1. Volunteer to update copy
 - 2. Add Donation Landing page and Donation “Button” on all pages

XII. PERSONNEL COMMITTEE

- a. Caretaker/Security Contract - Pending
- b. Privacy Policy – Required by state and federal governments
 - i. Passwords
 - ii. Website

XIII. OPEN SPACE AND TRAILS COMMITTEE

XIV. PUBLIC COMMENTS

XV. BOARD COMMENTS

XVI. ADJOURNMENT

XVII. The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, April 19th, 2022 at the Modjeska Community Center