



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 SPECIALMEETING
Tuesday April 5th, 2022 at 6:00 PM
Silverado Community Center
27641 Silverado Canyon Road

Board of Directors

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

Staff

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

SPECIAL 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: (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) **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 6:06 PM and was held in person and on Zoom link
- II. ROLL CALL -** Director Kerins, Director Topp, Director Bullis, and Director Agopian were present in person at the Silverado Community Center. Director Morris was not present.
- III. DISTRICT BUSINESS**
 - i. Covid Grant**
 1. Discussion on return of \$57,336 required by State Department due to incorrect Financials submitted - Director Kerins: reviewed the financials in detail from the SMRPD Covid Analysis document attached. This is being brought to the Board for discussion only so that a resolution can be presented at the next meeting. There was a resolution passed by a prior Board that established if SCC was unable to supports its bills, SCC needed to be shut down within 30 days.

Public Comments:

Scott Breeden: Inquired if SMRPD could take back the \$50k Covid Grant monies that were disbursed to SCC, as well as requested more information as to whether there were any options that allowed SMRPD to avoid the 30 day shut down.

Steve Reighart: Noted that SCC had prior loans owed to SMRPD in the past that went unpaid and recommended that we should protect against the same happening again.

Jo Marie Varela: Questioned if there was a formal appeal process with the OC Parks regarding their decision not to pay for the paving.

Board Comments:

Director Kerins: Noted that SMRPD is holding this special meeting to determine if SMRPD can take back the \$50,000 Covid funds, as that is one of the options before the Board. Another option may be to make a new resolution for SCC.

Director Topp: Noted that another option may be to have SCC take out a loan for the repairs being required. On the books, SCC is profitable and able to sustain a monthly loan payment since they do not have any rent for the leased land in their overhead expenses.

Director Topp: Confirmed that the prior SCC loans are still on books.

Director Kerins: Noted that our auditors have suggested that we forgive these past SCC loans and remove them from the books.

Director Agopian: Mentioned that Director Kerins wrote a document that briefed the historical facts about these prior loans. Also, noted that SMRPD could add stipulations to a new loan regarding payback terms.

Director Topp: Inquired into the collateral that can be used to guarantee the payback of the loan. The Covid Grant money could be considered a down payment against the full loan amount.

Director Bullis: Requested that we have a resolution regarding the payback options if a loan is issued from SMRPD to SCC.

Director Kerins: Confirmed that appeal options were already exhausted and that SMRPD has no additional recourse.

Director Topp: Agreed to allow SCC to keep the Covid Grant funds that were already disbursed to SCC.

Director Bullis: Agreed to allow SCC to keep the Covid Grant funds that were already disbursed to SCC.

Director Kerins: Noted that SCC could use the Covid Grant money for the building repairs being requested in the short term, to allow SMRPD more time to decide future actions for the paving requirements.

Director Agopian – Mentioned that many canyon families utilize the SCC and that SMRPD should make efforts to ensure that it is not required to shut down.

ii. Concert Series Details – need to get flier ready

1. Raffle

Public Comments:

Scott Breeden: Questioned if we change the program from a raffle to a donation, if prizes were still required.

Zach Dupree: Confirmed the program change to donations was a great idea.

Board Comments:

Director Kerins: Advised that due to new laws, in order for SMRPD to hold a raffle at these events, SMRPD would need to be registered with the state. Offered the alternative of having a donation program rather than a raffle for this year. Confirmed that SMRPD will not need prizes for a donation program.

2. Food Service – Hamburger stand: Director Morris had shared it was lots of work for little money and suggested exploring option of food trucks

Public Comments:

Zach Dupree: Confirmed that food trucks were used in the past and he had to pay out of pocket since minimums were not met. Noted that he takes pride that SMRPD offers a good plate at an affordable price and that we use the hamburger stand to feed the bands and vendors during each event.

Board Comments:

Director Agopian: Advised that food truck minimums are high and that SMRPD will likely lose money this is the route taken. Also, noted that it is difficult to always expect a Board member to run the food service at these events.

Director Kerins: Confirmed that our hamburger stand is up to OC Health code requirements.

Director Topp: Confirmed that hamburger stand money was raised in the past to upgrade the stage and equipment.

Director Kerins: Agreed that we will keep the hamburger stand for the Summer concert Series.

iii. Paving – All bids submitted utilizing prevailing wage, as required. Please note difference of new material quantity depth per bid. All contractors recommend removal of old asphalt and laying of new asphalt due to quality of sub-base in lieu of slurry coating which will not hold up for long due to extent of damage. This is over the \$25,000 threshold and requires a formal bid process in accordance with Public Contract Code and SMRPD policy. Discussion on slurry versus new asphalt and Invitation for Bid process requirement.

1. SMRPD

- a. [Prestige Striping Services](#)
- b. [Carmody Construction Company](#)
- c. [National Paving Company Inc](#)
- d. [Map](#)

2. SCC

- a. Slurry coat versus re-asphalt

- i. [Map Parking Lot](#) and [Access Road](#)
- ii. Re-asphalt
 - 1. [Prestige](#)
 - 2. [Carmody](#)
 - 3. [National](#)
- iii. Slurry coat bids
 - 1. [Prestige](#)
 - 2. [National](#)

Director Kerins detailed the major repair items that were called out for repair by OC Parks in their yearly inspection as the SCC grounds are leased from OC Parks.

- Largest expense is parking lot paving. On 3/22/2022 OC Parks denied providing any financial assistance with these repairs. Despite a slurry coat being recommended by OC Parks, all three bidding contractors confirmed that a full paving was needed on the grounds. As all bids are higher than the \$25,000 threshold, a formal bidding process would need to be posted along with a scope of work.
- Additional large repairs include:
 - o Roof repairs estimated at \$13,600
 - o Painting, prep, and trellis work estimated at \$15,680
 - o Chain link fence repairs estimated at \$11,670. Note fence was burned during the Bond Fire. Director Kerins will reach out to Capri to research reimbursement of this cost
 - o Doors repairs estimated at \$4,000

Public Comments:

Jo Marie Varela: Inquired as to whether the requested repairs be broken into smaller bids.

Steve Reighart: Inquired as to whether we could break the paving repairs into sections.

Board Comments:

Director Kerins: Confirmed that the building repairs could be done individually, as smaller jobs, but that the paving needed to be completed at one time. Additionally, paving would not be able to begin until SCC is not in session, during August or September. Director Agopian: Requested information as to what items are imperative to complete immediately and if the Friends of Silverado Children’s Center could assist with the repairs.

Director Kerins: Confirmed that the Friends of Silverado Children’s Center are not permitted to assist with regular maintenance repairs as dictated by their bylaws.

Director Agopian: Requested more details on who issued the OC Parks denial letter and questioned if we could request assistance from the OC Board of Supervisors.

Director Kerins: Confirmed that the letter was from Ronald Inouye, CEO Real Estate, and noted that this was not within the scope of the OC Board of Supervisors.

Director Topp: Requested if our fire insurance would cover the burned fence repairs.

Director Kerins: Agreed that this was something we should research further and will inquire with insurance provider. Director Kerins will put together the Invitation to Bid package for next meeting.

- iv. [Board Member and Employee Seminar, Conference, Continuing Education Reimbursement Policy](#)

ACTION ITEM #3 : [RESOLUTION 4052022-1](#) – BOARD MEMBER AND EMPLOYEE SEMINAR, CONFERENCE, CONTINUING EDUCATION REIMBUSREMENT POLICY

Board Comments:

Director Kerins: Noted that most agencies have similar education policies. Confirmed that the base rate for hotels for the CARPD conference is \$150 per night.

Director Bullis: Questioned whether the \$500 is per conference or per year.

Director Kerins: Confirmed that the \$500 is an annual limit; however, if the \$500 threshold is met, additional conferences can be presented to the Board for approval. Noted the importance of the Board members to gain more education to understand the requirements of Special Districts like SMRPD.

3rd Action: Director Kerins conducted a roll-call vote to approve Resolution #4052022-1 Board Member and Employee Seminar, Conference, Continuing Education Reimbursement Policy as presented. Director Bullis voted aye. Director Agopian voted aye. Director Kerins voted aye. Director Topp voted aye. Director Morris was not present. Motion passes.

v. CARPD – Nomination of Team Rubicon for Outstanding Community Organization/Partner

1. [Award Information](#)
2. Proposed Nomination - TBD

ACTION ITEM #4 : RESOLUTION 04052022-2 – NOMINATE TEAM RUBICON FOR OUTSTANDING COMMUNITY ORGANIZATION/PARTNER FOR 2022 CARPD AWARD - TBD

Public Comments:

Zach Dupree: Noted that Team Rubicon saved his home.

Steve Reighart: Thanked Team Rubicon and agrees with nomination.

Danny Graham, Team Rubicon: Noted that Team Rubicon is honored for the nomination.

Board Comments:

Director Topp: Questioned if there was any supporting material SMRPD or the residents could provide to support their nomination.

Director Agopian: Noted that this nomination was well deserved.

Director Kerins: Confirmed that no additional documentation could be submitted. Advised that a resolution for this nomination will be presented at the next meeting for the Board to vote on.

4th Action: Director Kerins tabled the vote to approve Resolution #4052022-2 NOMINATE TEAM RUBICON FOR OUTSTANDING COMMUNITY ORGANIZATION/PARTNER FOR 2022 CARPD AWARD.

IV. PUBLIC COMMENTS

V. BOARD COMMENTS

Director Bullis: Confirmed details of the CARPD webinar she would like to attend on 4/13-4/14/2022.

Director Agopian: Requested that the details be shared with all Board members.

VI. AJOURNMENT– Meeting was adjourned at 6:51 PM

VII. 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 and by Zoom link posted at SMRPD.org.