



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](http://www.smrpd.org)

**SMRPD REGULAR MEETING**  
**Tuesday, May 17th, 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 Conklin: Treasurer**  
**Jessie Bullis: Secretary**  
**Kevin Topp: Director**

**Staff**

**Laurie Briggs: SCC Director**  
**JoMarie Varela: SMRPD Administrator**  
**Steve Reighart: Caretaker**  
**Stephanie Dodge: Bookkeeper**  
**Sasha Sill: Senior Services**

**AGENDA**

**NOTE: MEETINGS WILL BE HELD IN PERSON AND BY ZOOM, IF POSSIBLE, 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 – Jessie Bullis**

**Action Item #1: Approve and file minutes of the SMRPD General Board Meetings dated April 2022**

- I. TREASURER'S REPORT – Isabell Kerins**

**Action Item #2: Approve and file Financials for SCC March 2022, [SMRPD April 2022](#) and SCC April 2022**

- II. FINANCE COMMITTEE – Isabell Kerins**
  - a. Audit update
  - b. Transfer funds from SMRPD Count Checking Account current balance at \$186,388.72

**Action Item #3: [Resolution #5172022-1](#) Distribution of \$100,000 from SMRPD County Checking Account to SMRPD Bank of America Checking Account**

- c. Debit card for SMRPD Administrator**

**Action Item #4: [Resolution #5172022-2](#) Debit Card for JoMarie Varela, SMRPD Administrator**

**III. 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. Ad Hoc Committee – Grants – Isabell Kerins
  - i. Per Capita Grant Fully Executed Contracts received
    - 1. [\\$177,952 Grant](#)
    - 2. [\\$724 Grant](#)
- b. Ad Hoc Committee – Silverado Community Center and Silverado Children’s Center Paving - Invitation for Bids – Isabell Kerins
  - i. Bid Invitations
    - 1. [Silverado Children’s Center](#)
    - 2. [Silverado Community Center](#)
  - ii. Posting on PlanetBids
  - iii. RFIs – completed 5/13/2022 after pre-bid walk
    - 1. [Silverado Children’s Center](#)
    - 2. [Silverado Community Center](#)

**Action Item #5: Approve posting of Invitations to Bid on PlanetBid for \$1,500**

- iv. Next Steps
- c. Committees – Isabell Kerins
  - i. Updated [Committees](#) Information
  - ii. [SMRPD Calendar](#) committee meetings schedule
- d. CARPD – Isabell Kerins
  - i. Conference 5/18
    - 1. Jessie Bullis will pursue Board Member educational track and Isabell Kerins will pursue General Manager educational track
- e. Capri – Isabell Kerins
  - i. Insurance Update
  - ii. Required Reporting
    - 1. Property Schedule - Complete
    - 2. Vehicle Schedule - Complete

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

- a. Committee Meeting - [Minutes](#)
- b. [Program Report](#) with updates on facilities and enrollments
- c. SCC Policies
  - i. [Covid Policy and Procedure](#)
  - ii. [Withdrawal Policy and Tuition Policy](#)

**Action Item #5: Approve Silverado Children’s Center Covid, Withdrawal and Tuition policies**

- d. [Silverado Children’s Center Family Handbook](#) Update

**Action Item #6: Approve Silverado Children’s Center Handbook Revised 5/2022**

- e. [OC Park Inspection](#)
  - i. Update
- f. [Report on Friends of Silverado Children’s Center 501c\(3\)](#)
  - i. Wheelie Fun Fest – Silverado Community Center – 6/4

**V. FACILITIES/SAFETY/MAINTENANCE COMMITTEE**

- a. Facility Meeting – [Minutes](#) and [Safety Inspections](#)
- b. Facility Use Requirements – Discussion
- c. Facility Use Documents and Insurance Requirements – Scheduled for June Meeting – Capri Presentation
- d. Cleaning of Facilities

**Action Item #8: Approve Hiring of Aria Cleaning Service for three months at \$1,374/month**

- e. Lockbox codes – Changing 6/1/2022 and every six months thereafter
- f. Drone Photography Discussion
  - i. Updated document verbiage
  - ii. Abbey notification
- g. [New Resident Welcome Letter](#)
- h. Lights added to stage – Kevin Topp
  - i. Update
- i. Facility Rentals

Previously Approved:

1. Sunday, May 15, 2022 – Celebration of Life – Silverado Park and Bldg. A - Closed to the public
  2. Saturday May 21, 2022 | June 18, 2022 | July 16, 2022 | August 20, 2022 | September 17, 2022 – Summer Concert Series – Open to the public
  3. Saturday, May 28, 2022 – Private Event – Modjeska Community Center
  4. Saturday, June 4, 2022 – Silverado Children’s Center Fundraiser, Wheelie Fun Fest – Open to the public
- ii. New for Approval:
1. May 22, 2022 (Sunday) – Rattlesnake Aversion Training
  2. June 03, 2022 - Ernie Alonzo, Haunted Orange County - Facility request – Building A for lecture on history with Joel Robinson
  3. June 10, 2022 (Friday) - Private Event – Wedding - Closed to the public
  4. June 18 – 19, 2022 (Sat & Sun) – Team Rubicon Chainsaw event – stage area and playground
  5. July 3<sup>rd</sup>, 2022 (Sunday) – 4<sup>th</sup> of July Great American Picnic – Open to the Public
  6. July 23, 2022 (Saturday) - Private Event – Wedding - Closed to the public
  7. August 05, 2022 (Friday) – Sweet 16 Birthday – Bldg A
  8. October 03-14 (PENDING) – County Fair – waiting for Facility Use Agreement from ICL, but have requested we reserve the week before and after event for prep and tear down
  9. December 18, 2022 (Sunday) – Janet C - Bldg A

**VI. RECREATION COMMITTEE**

- a. Coastal Clean-up Day – September 17<sup>th</sup> – Isabell Kerins
- b. Summer Concert Series – Kevin Topp
  - i. Sponsors
  - ii. Hamburger Stand and Ice Cream
  - iii. Inventory of concert equipment and keys to cabinet

**Action Item #9: Approve Hamburger Stand Operations and free Ice Cream at Summer Concert Series**

- c. Classes/Activities Updates – JoMarie Varela

**VII. FUNDRAISING COMMITTEE**

- a. [Stickers](#) – Kevin Topp

**Action Item #10: Approve order for canyon stickers**

- b. Flea Market – Isabell Kerins
  - i. 4/23 – Results \$50
  - ii. 5/28 - Next Event
- c. Blood Drives – Rusty Morris
  - i. Scheduled 6/7/2022 – Noon – 6 PM

**VIII. COMMUNICATIONS COMMITTEE**

- a. Report from Communications Committee – Kevin Topp
  - i. Report on email bounce backs and undeliverable emails
- b. Wedding Collateral – Kevin Topp
  - i. Received
- c. SMRPD Website – Kevin Topp
  - i. [Revision of website](#)
    1. Committee Meeting Drop-down - Completed
    2. Add Donation Landing page and Donation “Button” on all pages
    3. History –Completed by Director Morris. Discussion on format

**IX. PERSONNEL COMMITTEE**

- a. Committee Meeting – [Minutes](#) – Isabell Kerins
- b. [Maintenance Job Description](#)
  - i. Posting Position – Until filled
- c. [General Manager Job Description](#)
  - i. Posting Position – Until filled

**Action Item #11: Approval to post Maintenance and General Manager positions for minimum of 10 days until position filled.**

**X. OPEN SPACE AND TRAILS COMMITTEE**

**XI. PUBLIC COMMENTS**

**XII. BOARD COMMENTS**

**XIII. ADJOURNMENT**

**XIV. The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, June 21st, 2022 at the Silverado Community Center**