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**SMRPD REGULAR MEETING**

**Tuesday, June 21st, 2022 at 6:00 pm**

**Silverado Community Center**

**27641 Silverado Canyon Road**

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| **Board of Directors** |  | **Staff** |  |
| **Isabell Kerins:** | **President** | **Laurie Briggs:** | **SCC Director** |
| **Julie “Rusty” Morris:** | **Vice-President** | **JoMarie Varela** | **SMRPD Administrator** |
| **Michele Agopian Conklin:** | **Treasurer** | **Steve Reighart:** | **Caretaker** |
| **Jessie Bullis** | **Secretary** | **Stephanie Dodge:** | **Bookkeeper** |
| **Kevin Topp:** | **Director** | **Sasha Sill:** | **Senior Services** |

**AGENDA**

**NOTE: MEETING WILL BE HELD BY ZOOM ONLY TO ACCOMMODATE PRESENTATION**

[ZOOM LINK](https://zoom.us/j/99049794367)

**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.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **INSURANCE PRESENTATION**
   1. Matthew Duarte – Capri will provide presentation regarding SMRPD insurance
4. **CONSENT CALENDAR** – Jessie Bullis

**Action Item #1: Approve and file minutes of the** [**SMRPD General Board Meetings dated May 17th, 2022**](https://1drv.ms/w/s!An_OKisCbP0Fn21dXZ2vOdiVnr_f?e=Ap38Yy) **and** [**SMRPD Special Meeting dated May 31st, 2022**](https://1drv.ms/w/s!An_OKisCbP0Fn2PMk3fosEGUnSTB?e=SBQTFr)

1. **TREASURER'S REPORT** – Michele Agopian Conklin

**Action Item #2: Approve and file Financials for SMRPD May 2022**

**Action Item #3: Approve and file Financials for SCC for March 2022, April 2022 and May 2022**

1. **FINANCE COMMITTEE** – Michele Agopian Conklin
   1. Audit update – Isabell Kerins
   2. Transfer funds from SMRPD Count Checking Account status – Isabell Kerins
2. **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)*

* 1. Ad Hoc Committee – Silverado Community Center and Silverado Children’s Center Paving - Invitation for Bids – Isabell Kerins
     1. Bid Results
        1. [Silverado Children’s Center](https://1drv.ms/b/s!An_OKisCbP0FnkafTbHNm6YBOVfv?e=juSpjO)
        2. [Silverado Community Center](https://1drv.ms/b/s!An_OKisCbP0FnwESMrXVD8gkaRSO?e=mY9KU6)

**Action Item #4: Approve contract with Prestige Striping Service Inc. for Silverado Children’s Center for $45,158**

**Action Item #5: Approve contract with Prestige Striping Service Inc. for Silverado Community Center for $68,201**

* 1. Committee Calendar
  2. Ad Hoc Committee – Grants
     1. FEMA Grant
  3. CARPD – Isabell Kerins
     1. Conference 5/18
        1. Update
  4. CSDA – Isabell Kerins
     1. Board of Directors election
        1. Ballot
           1. Votes

**Action Item #6: Approve Isabell Kerins, President, to vote for CSDA Election Ballot utilizing majority of votes provided by fellow board members.**

1. **SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE –** Isabell Kerins
   1. Committee Meeting - Minutes
   2. Program Report with updates on facilities and enrollments
   3. Construction Update
      1. Overview of work to be completed

**Action Item #7: Approve First Phase of work to be done at the Silverado Children’s Center not to exceed $10,000**

**Action Item #8: Approve Second Phase of work to be done at the Silverado Children’s Center not to exceed $14,000**

**Action Item #9: Approve Third Phase of work to be done at the Silverado Children’s Center not to exceed $24,500**

* 1. [OC Park Inspection](https://1drv.ms/b/s!An_OKisCbP0FmnxaYBXBGGBjsH7R?e=Sr63qw)
     1. Update
  2. Report on Friends of Silverado Children’s Center 501c(3)
     1. Wheelie Fun Fest – Silverado Community Center – 6/4

1. **FACILITIES/SAFETY/MAINTENANCE COMMITTEE** 
   1. Facility Meeting – Minutes
   2. Facility Use Update
      1. Drone and Indemnification language
      2. Discussion to add additional rental location of grass area only for $50 to accommodate bounce house rentals

**Action Item #10: Approve addition of grass area only rental option for $50 at Silverado Community Center**

* 1. Cleaning of Facilities – Update
  2. Cooling Center
     1. Requirements
  3. Bingo Discussion
  4. Private Event Sign Proposal

**Action Item #9: Approve purchase of event signs**

* 1. Lockbox codes – Changing 6/1/2022 and every six months thereafter
  2. Facility Rental Requests
     1. Presentation by Craig Christy and Tom Cards for three monthly concert series
     2. June 22, 2022 – Canyon Healing Arts (insurance submitted did not name SMRPD)
     3. June 25, 2022 – Canyon Healing Arts (insurance submitted did not name SMRPD)
     4. June 24, 2022 Rehearsal dinner at Modjeska – Geoff Sarkissian
     5. July 3, 2022 Pending paperwork - Ernie Alonzo, Haunted Orange County - Facility request – Building A for lecture on history with Joel Robinson
     6. July 12, 2022 – Canyon Healing Arts (insurance submitted did not name SMRPD)
     7. July 12, 2022 - Modjeska – BINGO - request denied - non profit status required
     8. July 16, 2022 – Canyon Healing Arts (insurance submitted did not name SMRPD)
     9. August 28, 2022 – B&B Del Sol non profit request – Board needs to approve use and fee waiver
     10. October 29, 2022 Wedding – Mandoki

1. **RECREATION COMMITTEE**
   1. Summer Concert Series –
      1. Hamburger Stand and Ice Cream – Isabell Kerins
      2. Inventory of concert equipment and keys to cabinet - Kevin Topp
   2. Classes/Activities Updates – JoMarie Varela
      1. Insurance status
2. **FUNDRAISING COMMITTEE** 
   1. [Stickers](https://1drv.ms/x/s!An_OKisCbP0FnmNOPQgHWV6kiJCq?e=y7f71D) – Kevin Topp
   2. Flea Market – Isabell Kerins
      1. June 25th
   3. Blood Drives – Rusty Morris
      1. 6/7/2022 – Noon – 6 PM - Results
3. **COMMUNICATIONS COMMITTEE** 
   1. Report from Communications Committee – Kevin Topp
      1. Employment Opportunities Added to website
      2. Emails sent
         1. Employment Opportunities
         2. Blood Drive Announcement
         3. Blood Drive Results
         4. FEMA opportunities
4. **PERSONNEL COMMITTEE**
   1. [Debit Cards Policy and Procedure](https://1drv.ms/b/s!An_OKisCbP0FoDeQmoRZWtwBA1xI?e=ypo5hM)

**Action Item #10: Approve Debit Cards Policy and Procedures**

* 1. [2020 Census Report](https://1drv.ms/b/s!An_OKisCbP0FoAGrGjIMia3aa9sT?e=oUm1X3) - Completed
  2. [Maintenance Job Description](https://1drv.ms/b/s!An_OKisCbP0Fnmj61-wHz5xw5Gfp?e=pQfoDf)
     1. Posted Position – 6/8/2022
  3. [General Manager Job Description](https://1drv.ms/b/s!An_OKisCbP0FnmY6Ab3NhxSW0dsK?e=Kuud4I)
     1. Posted Position – 6/8/2022

1. **OPEN SPACE AND TRAILS COMMITTEE**
2. **PUBLIC COMMENTS**
3. **BOARD COMMENTS**
4. **ADJOURNMENT**
5. **The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, July 19th, 2022 at the Silverado Community Center**