



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, June 21st, 2022 at 6:00 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: MEETING WILL BE HELD BY ZOOM ONLY TO ACCOMMODATE PRESENTATION
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. INSURANCE PRESENTATION**
 - a. Matthew Duarte – Capri will provide presentation regarding SMRPD insurance
- IV. CONSENT CALENDAR – Jessie Bullis**

Action Item #1: Approve and file minutes of the [SMRPD General Board Meetings dated May 17th, 2022](#) and [SMRPD Special Meeting dated May 31st, 2022](#)

- I. 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

- II. FINANCE COMMITTEE – Michele Agopian Conklin**
 - a. Audit update – Isabell Kerins
 - b. Transfer funds from SMRPD Count Checking Account status – Isabell Kerins

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 – Silverado Community Center and Silverado Children's Center Paving - Invitation for Bids – Isabell Kerins
 - i. Bid Results
 - 1. [Silverado Children's Center](#)
 - 2. [Silverado Community Center](#)

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

- b. Committee Calendar
- c. Ad Hoc Committee – Grants
 - i. FEMA Grant
- d. CARPD – Isabell Kerins
 - i. Conference 5/18
 - 1. Update
- e. CSDA – Isabell Kerins
 - i. Board of Directors election
 - 1. Ballot
 - a. Votes

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

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

- a. Committee Meeting - Minutes
- b. Program Report with updates on facilities and enrollments
- c. Construction Update
 - i. 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

- d. [OC Park Inspection](#)
 - i. Update
- e. 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
- b. Facility Use Update
 - i. Drone and Indemnification language
 - ii. 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

- c. Cleaning of Facilities – Update
- d. Cooling Center
 - i. Requirements
- e. Bingo Discussion
- f. Private Event Sign Proposal

Action Item #9: Approve purchase of event signs

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

VI. RECREATION COMMITTEE

- a. Summer Concert Series –
 - i. Hamburger Stand and Ice Cream – Isabell Kerins
 - ii. Inventory of concert equipment and keys to cabinet - Kevin Topp
- b. Classes/Activities Updates – JoMarie Varela
 - i. Insurance status

VII. FUNDRAISING COMMITTEE

- a. [Stickers](#) – Kevin Topp

- b. Flea Market – Isabell Kerins
 - i. June 25th
- c. Blood Drives – Rusty Morris
 - i. 6/7/2022 – Noon – 6 PM - Results

VIII. COMMUNICATIONS COMMITTEE

- a. Report from Communications Committee – Kevin Topp
 - i. Employment Opportunities Added to website
 - ii. Emails sent
 - 1. Employment Opportunities
 - 2. Blood Drive Announcement
 - 3. Blood Drive Results
 - 4. FEMA opportunities

IX. PERSONNEL COMMITTEE

- a. [Debit Cards Policy and Procedure](#)

Action Item #10: Approve Debit Cards Policy and Procedures

- b. [2020 Census Report](#) - Completed
- c. [Maintenance Job Description](#)
 - i. Posted Position – 6/8/2022
- d. [General Manager Job Description](#)
 - i. Posted Position – 6/8/2022

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, July 19th, 2022 at the Silverado Community Center