



*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**  
**Monday, July 25th, 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**

- a. Note –Regular Meeting scheduled 7/19/2022 was continued and adjourned.

**II. ROLL CALL**

**III. CONSENT CALENDAR – Jessie Bullis**

**Action Item #1: Approve and file minutes of the [SMRPD General Board Meetings dated June 21st, 2022](#) and [SMRPD Special Meeting dated June 30<sup>th</sup>, 2022](#)**

**I. TREASURER'S REPORT – Michele Agopian Conklin or Isabell Kerins**

**II. FINANCE COMMITTEE – Michele Agopian Conklin or Isabell Kerins**

- a. [Minutes from Finance Committee](#)  
b. Update regarding SCC Financials  
c. Audit update – Isabell Kerins  
d. Employer's Quarterly Federal Tax Return completed and submitted to IRS  
e. Invoice Payments  
i. Orange County Treasurer-Tax Collector – Allocation of FY 2022-2023 LAFCO Costs \$491.09  
ii. Reimbursement to Isabell Kerins for following items:  
1. Zoom - \$14.99  
2. Trader Joe's – SCC Food - \$95.24  
3. Smart and Final – SCC Paper Goods - \$191.97  
4. Trader Joe's – SCC Food \$140.89  
5. CostCo – SCC Printer \$560.18  
iii. Reimbursement to Rusty Morris for following item:  
1. Trader Joe's – SCC Food - \$158.48  
iv. Discount School Supply – SCC - \$635.48  
v. Cole/Huber - \$855

**Action Item #2: Approve payment of invoices presented**

### 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. CARPD Membership Due

**Action Item #3: Approval to pay yearly CARPD Membership in amount of \$2,000**

- b. SMRPD Policy Manual and Handbook updates
- i. Handbook Discussion
    1. [Previously approved Handbook – 7/11/2011](#)
    2. [Currently Utilized Handbook – 10/27/2018](#)
  - ii. Personnel Items Updates – [Current and proposed revisions](#) summary
    1. [Proposed revisions to Personnel items](#)

**Action Item #4: Update Personnel Items in SMRPD Handbook as proposed**

- iii. Finance Items Updates – [Current and proposed revisions](#) summary
  1. [Proposed revisions to SMRPD Financial Processes:](#)

**Action Item #5: Update Finance Items in SMRPD Handbook as proposed**

- iv. Website Committee description updates – [Current and proposed revisions summary](#)
  1. [Proposed revisions to SMRPD Website and Communications Committee description](#)

**Action Item #6: Update description of Website Committee in SMRPD Handbook as proposed**

- v. Insurance Committee – New committee recommended
  1. Proposed description to Insurance Committee:  
**Insurance Committee:** Oversees and interacts with insurance carrier to assure that all insurance requirements are met. President and another board member will be on this committee. President will be the chair and interact with CAPRI. Committee responsible for ensuring that insurance requirements are met with regard to Facilities, vendors and that necessary SMRPD Certificates of Insurance are provided to St. Michael's, OCParks, and other entities as required.

**Action Item #7: Add Insurance Committee to SMRPD Handbook as proposed**

- c. [Committees Update](#) – Only two Board members allowed on standing committees. Due to personal issues Director Conklin has requested being assigned to two committees only.
- d. [Committee Calendar](#)

**Action Item #8: Approve Committee Calendar as presented**

- e. Ad Hoc Committee – Silverado Community Center and Silverado Children's Center Paving
- i. Paving at Silverado Community Center is complete

**Action Item #9: Approve payment to Prestige of \$68,201 for redoing of pavement at Silverado Community Center**

- ii. Awaiting response from OC Parks regarding deferral of Silverado Children's Center paving until August 2023

### IV. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE – Laurie Briggs and/or Isabell Kerins

- a. [Minutes from July Committee Meeting](#)
- b. [Program Report](#) with updates on facilities and enrollments
- c. SCC New Job Descriptions
  - i. [Animal Coordinator](#)
  - ii. [Program Aide](#)
- d. Friends of SCC Year End Report – Sarah Pizzarusso
- e. [OC Park Inspection](#)
  - i. Update
- f. New Hires and Promotions
  - i. [New Hire Form](#)

### V. INSURANCE COMMITTEE – Jessie Bullis

- a. [Contractual Risk Transfer Manual](#)
- b. [Insurance Requirements in Contracts](#)
- c. County Fair Insurance Recommendations from CAPRI - 100-200 people (small crowd) they recommend \$2M per occurrence and \$4M general aggregate. Liquor liability should be included. ICL has been advised

**Action item #10: Approve CAPRI recommendations for ICL County Fair insurance requirement of \$2M per occurrence and \$4M general aggregate liquor liability included.**

- d. Insurance Premiums Due
  - 1. General Liability, Auto and Property \$20,284 total - \$10,142 now due
  - 2. Worker's Compensation Coverage Member Contribution \$3,787 total - \$946.75 now due

**Action Item #11: Approval to pay CAPRI yearly invoices for General Insurance in amount of \$10,142 and Worker's Comp in amount of \$946.75**

- ii. Discussion regarding waiving of fees and/or insurance
- iii. Discussion regarding recycling
- iv. Vendor Insurance
  - 1. [Letter to request W-9 and Insurance updates](#)

## **VI. FACILITIES/SAFETY/MAINTENANCE COMMITTEE**

- a. Facility Meeting – Minutes and Safety Inspections – Isabell Kerins
  - i. [Minutes](#)
  - ii. Safety Inspections:
    - 1. [Silverado Community Center](#)
    - 2. [Modjeska Community Center and Park](#)
    - 3. [Silverado Children's Center](#)
- b. Facility Rentals – JoMarie Varela
  - i. Previously Approved:
    - 1. July 23, 2022 (Saturday) - Private Event – Wedding closed to the public
    - 2. August 05, 2022 (Friday) – Sweet 16 Birthday – Bldg. A
    - 3. August 28, 2022 – B&B Del Sol Non-Profit Festival
    - 4. October 3-12 (PENDING) – County Fair – waiting on insurance from ICL
    - 5. October 29, 2022 Wedding – Mandoki
    - 6. December 18, 2022 (Sunday) – Janet C - Bldg A
  - ii. New for Approval:
    - 1. July 16, 2022 – Canyon Healing Arts (insurance submitted did not name SMRPD)
    - 2. July 20, 2022 – 6 PM to 8 PM OCPW Creek Cleaning Resident Meeting – Pre-approved by Facilities Committee due to time constraints
    - 3. July 31, 2022 – Rattlesnake Aversion
    - 4. August 26, 2022 – Ernie Alonzo, Haunted Orange County - Facility request – Building A for lecture on history with Joel Robinson (date tentative)
    - 5. Joyfest: 3 month series - 1st Sunday - Sept, Oct & Nov - [Proposal](#)

**Action Item #12: Approve Facility Rentals as presented**

- c. Event Signs – Pricing

**Action Item #13: Approve increase of Administrator's debit card limit to \$1,000 to process this payment**

- d. Inventory of concert equipment and keys to cabinet - Kevin Topp
- e. Tree Trimming Silverado Community Center – Update
- f. Dead grass at Silverado Community Center - Update
- g. Facility Construction
  - i. Bids update
  - ii. Flooring selections
- h. Facility Forms – Update
  - i. Revised [Participant Log](#)
  - ii. Waiver and Volunteer Acknowledgement to remain as approved per insurance carrier and attorney
  - iii. [Deposit Forfeiture letter - Sample](#)
- i. Cooling Center
  - i. [OC – Excessive Temperature Emergency Annex](#)

**Action Item #14: [Resolution #7192022-1 SMRPD Cooling Centers](#) policy**

## **VII. RECREATION COMMITTEE**

- a. Modjeska 4<sup>th</sup> of July event

**Action Item #15: Donation of NTE \$300 for Modjeska 4<sup>th</sup> of July event**

- b. Coastal Clean-up Day – September 17<sup>th</sup> – Isabell Kerins
  - i. Signs – Reached out to Supervisor Wagner to sponsor
  - ii. Communications to Community and Organizations
- c. Clean California – Cal Trans Event – Isabell Kerins
- d. Summer Concert Series –
  - i. Hamburger Stand and Ice Cream – Jessie Bullis
    - 1. June Concert – Results
    - 2. July Concert - Results

**VIII. FUNDRAISING COMMITTEE**

- a. [Stickers](#) – Kevin Topp
- b. Rattlesnake Aversion Training – JoMarie Varela
  - i. Silverado Community Center 7/31
  - ii. Increase pricing to \$80/dog
- c. Blood Drives – JoMarie Varela
  - i. 12/20/2022 – Noon – 6 PM
- d. Flea Market – Isabell Kerins
  - i. June Results - \$90
  - ii. July is cancelled due to wedding

**IX. COMMUNICATIONS COMMITTEE**

- a. Communications
  - i. Emails
    - 1. Board of Directors Election information
    - 2. Rattlesnake Aversion Training
  - ii. [Letter to the Sentry](#)
- b. SMRPD Website
  - i. Training of Administrative for website updates and FB login

**X. PERSONNEL COMMITTEE**

- a. [Minutes from Personnel Committee](#)
- b. [SMRPD and SCC Staff Appraisal Form](#)

**Action Item #16: Approve SMRPD Staff Appraisal Form as presented**

- c. [Maintenance Job Description](#)
  - i. Recommendations from Personnel Committee and Steve Reighart

**XI. OPEN SPACE AND TRAILS COMMITTEE**

**XII. PUBLIC COMMENTS**

**XIII. BOARD COMMENTS**

**XIV. CLOSED SESSION**

- a. Public Employment pursuant to Govt. Section 54957: Silverado Children’s Center Director
- b. Labor Negotiations pursuant to Govt. Code Section 54957.6 District Negotiator: Isabell Kerins; Negotiating with unrepresented Employee(s) regarding terms and conditions of employment: Maintenance, Summer Program Aide, Lead Teacher

**XV. ADJOURNMENT**

- XVI. The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, August 16th, 2022 at the Modjeska Community Center**