



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, August 16th, 2022 at 6:30 pm
Modjeska Community Center
28691 Modjeska 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
Danny Ater: Maintenance

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 [July 19th, 2022](#), [July 24th, 2022](#) and [Special Meeting dated August 4th, 2022](#)

- I. TREASURER'S REPORT – Michele Agopian Conklin**

Action Item #2: Approve and file Financials for SMRPD [February 2022](#), [March 2022](#), [April 2022](#), [May 2022](#), [June 2022](#) and [July 2022](#)

Action Item #3: Approve and file Financials for SCC for [March 2022](#), [April 2022](#), [May 2022](#), [June 2022](#) and [July 2022](#)

- II. FINANCE COMMITTEE – Michele Agopian Conklin**
 - a. [Audit](#) update
 - i. Completed Audit received and disbursed
 - ii. Enterprise System

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 – Per Capita Grant – Isabell Kerins
 - i. SMP Environment Landscape Quote for Landscape Design
 - [Silverado Community Center](#)
 - [Modjeska Community Center](#)

Action Item #4: Approve Quote for SMP Environment Landscape Design for Modjeska and Silverado Community Centers Playground updates

- b. Ad Hoc – Handbook – Isabell Kerins
 - i. Update – Working on two documents – A Director Handbook and Director and Employee Policy and Procedures Manual
- c. Paving in front of Modjeska Community Center – Isabell Kerins
- d. [ISDOC Elections](#)

IV. SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE – Rusty Morris

- a. Committee Meeting - [Minutes](#)
- b. [Program Report](#) with updates on facilities and enrollments
- c. Friends of Silverado Children’s Center Updates
 - i. [July YE](#)
 - ii. [August](#)
- d. Job Descriptions
 - i. [Program Director](#)
 - ii. [Administrative Director](#)

Action Item #4: Approve Job Description for Silverado Children’s Center Program Director and Administrative Director as presented

V. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Facility Meeting – [Minutes](#)
- b. Facility Use Agreements including insurance requirements
 - i. [Facility Use Agreement](#)
 - ii. [Large Event Use Agreement](#)

Action Item #5: Approve updated Facilities Use Agreements as presented

- c. Rentals – JoMarie Varela
 - i. Previously Approved:
 - August 21, 2022 – Flamenco event day after concert - * IMPORTANT that all hamburger stand clean up is done during the concert to ensure cleanliness for renters *
 - August 26, 2022 –Haunted Orange County - Facility request – Building A for lecture on history with Joel Robinson (date tentative)
 - August 28, 2022 – B&B Del Sol non profit festival
 - September 04, 2022 - Joyfest: 3-month series – 1st Sunday of Sept, Oct & Nov -
 - September 08, 2022 -Fire & Ice Community Potluck
 - October 03-14 (PENDING Insurance) – County Fair – waiting on insurance from ICL
 - October 29, 2022 Wedding
 - December 18, 2022 (Sunday) – Private - Bldg A
 - December 20, 2022 – Red Cross Blood Drive
 - ii. New for Approval:
 - Pending AA meeting request – Looking into insurance for this chapter
 - Aug 21, 2022 – Bible Study
 - Aug 28, 2022 – Bible Study
 - October 15, 2022 – Baby Shower – Building A - Insurance Waiver being requested

Action Item #6: Approve new Facilities Rental Agreements as presented

- d. Inventory of concert equipment and keys to cabinet - Kevin Topp
- e. Modjeska Park weed mitigation – Isabell Kerins
 - i. Meeting with Inspector Brown on 8/18

VI. RECREATION COMMITTEE

- a. Coastal Clean-up Day – September 17th – Isabell Kerins
 - i. Signs – Reached out to Supervisor Wagner to sponsor
 - ii. Communications to Community and Organizations
- b. Summer Concert Series – Jessie Bullis
 - i. Hamburger Stand and Ice Cream 7/16 – Results
 - ii. Upcoming 8/20

VII. FUNDRAISING COMMITTEE

- i. Rattlesnake Aversion Training 7/31 – Results – JoMarie Varela

VIII. COMMUNICATIONS COMMITTEE

- a. NextDoor Account Set-up Discussion – Isabell Kerins
- b. Facebook Admin Info to JoMarie Varela – Kevin Topp
- c. Communications – Kevin Topp
 - i. Emails
 - Cooling Center

- Rattlesnake Avoidance Training

IX. PERSONNEL COMMITTEE

X. OPEN SPACE AND TRAILS COMMITTEE

XI. INSURANCE 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: District Negotiator: Isabell Kerins; Negotiating with unrepresented Employee(s) regarding terms and conditions of employment: Lead Teacher, Teacher, Assistant Teacher**

XV. ADJOURNMENT

XVI. The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, September 20th, 2022 at the Silverado Community Center