



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

**Facilities Committee Meeting
Tuesday, August 2nd, 2022, at 3:30 PM
Silverado Community Center**

Committee Members

Isabell Kerins: President
Julie "Rusty" Morris: Vice-President

Staff

JoMarie Varela: Administrator
Steve Reighart: Caretaker
Danny Ater: Maintenance

MINUTES

- I. CALL TO ORDER** - Meeting was called to order at 3:36 PM and was held in person at the Silverado Community Center.
- II. ROLL CALL** – Director Morris, and Director Kerins were present in person at the Silverado Community Center. Staff present included Steve Reighart, Danny Ater and Jo Marie Varela.
- III. NEW BUSINESS**

- a. New Maintenance Worker – Danny Ater – Welcome – Isabell Kerins

Staff Comments:

Danny Ater: Confirmed that he is working on the onboarding documents. Requested a copy of the handbook.

Board Comments:

Director Kerins: Welcomed Danny, discussed onboarding process with new employee checklist.

- b. Per Capita Grant project walk-through – Update – Isabell Kerins

Board Comments:

Director Kerins: Discussed walkthrough and noted that proposal is pending for playground grants. Noted that an update needs to be provided on a 30-day basis to the state.

Director Morris: Inquired if the grant was just for the plans or for part of the plans and installation.

Director Kerins: Stated plans are for design only. Working drawings would commence once designs are approved.

- c. Termination of Aria cleaning services – JoMarie Varela
- i. Deep Clean prior to last day
 - ii. Window cleaning prior to last day
 - iii. Schedule for these services moving forward

Staff Comments:

Jo Marie Varela: Noted that the Aria janitorial contract is terminated effective August 31, 2022. Confirmed that quotes will be requested for deep cleaning and window cleaning options.

Board Comments:

Director Kerins: Inquired if we should plan on using Aria's deep cleaning services on a semi-annual basis. Suggested May and October time frame.

- d. Facility Rentals – JoMarie Varela
- i. New for Approval

Staff Comments:

Jo Marie Varela: Discussed the new request in for a Flamenco event, as well as the two inquiries in for AA.

Scott Breeden: Inquired as to what the insurance guidelines are.

Danny Ater: Discussed the bible study group meeting background.

Board Comments:

Director Kerins: Discussed AA insurance requirements, noting that Capri has requested AA groups have insurance coverage. Mentioned that the Board reached out to the National AA Association to inquire as to how other local chapter handle the insurance requirement. AA advised that this is a common requirement for chapters and that many use funds from donations to cover the insurance costs.

Director Morris: Discussed the Board options for low-risk activities.

IV. OLD BUSINESS

- a. Recycling – Rusty Morris

Public Comments:

Scott Breeden: Confirmed that ICL will sponsor the insurance for the recycling program and discussed facility concert clean-up efforts.

Board Comments:

Director Morris: Noted that the canyon recycling would like to be under ICL and that ICL will complete a Facility Use Agreement and insurance for the recycling program. Requested SMRPD to provide ICL permission to have representatives be allowed to recycle after SMRPD events. Inquired if there is a Facility Use Agreement on file for the Summer Concert Series.

Director Kerins: Confirmed there should be a Facility Use Agreement for the Summer Concert Series.

Director Kerins: Requested that an addendum be included with the Facility Use Agreement from ICL that notes that SMRPD approves ICL's use of the trash receptacles for recycling.

V. BOARD COMMENTS

Director Kerins: Confirmed that OC Public Works will repair the driveway in front on the Modjeska Community Center.

- a. Lockbox codes – Silverado and Modjeska lockboxes codes changed – Steve Reighart

VI. ADJOURNMENT – Meeting was adjourned at 4:00 PM

The next regular meeting of the Facilities Committee will be September 6th, 2022 at the Silverado Community Center AT 3:30PM.