



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, June 7th, 2022, at 3:30 PM
Silverado Community Center**

Committee Members

Isabell Kerins: President
Julie "Rusty" Morris: Vice-President
Michele Conklin: Treasurer

Staff

JoMarie Varela: Administrator
Steve Reighart: Caretaker

MINUTES

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-** Meeting was called to order at 3:30 PM and was held in person.
- II. ROLL CALL -** Director Kerins, and Director Morris were present in person at the Silverado Community Center. Director Conklin was not present. Public Guests included Scott Breeden and Jo Marie Varela.
- III. NEW BUSINESS**
 - a. Private Event Signage

Public Comments:

Scott Breeden: Inquired as to the size of the signs. Noted that the white sign was easier to read.

Scott Breeden: Inquired if it was the same local offenders that were attending private events.

Board Comments:

Director Kerins: Displayed the private event sign options and inquired as to the preference of others in the meeting.

Director Morris: Noted that the yellow sign option seemed to be more fun and inviting and the white sign option was more stern. Since the goal of the signs is to maintain the privacy at events, Director Morris preferred the white sign option.

Director Kerins: Noted that the sign is in response to complaints from guests who have rented the facilities and locals have gone into their events and helped themselves to the party's food.

Director Morris: Inquired as to what the next steps are if the signs do not prevent locals from attending these private events.

Director Kerins: Noted that in the past, when uninvited guests attended private events or event when hosts extended their parties past the rental times, Steve Reighart and Director Kerins have had to go to the event and ask people to leave.

Director Kerins: Inquired if we wanted to compare more sign options or combine these two images into one sign.

Director Morris: Inquired as to how many signs are being printed.

Director Kerins: Confirmed that there are some repeat offenders, but often they are different locals that engage in this type of activity.

Action Item #1: Select creative and approve private event signage for printing and sandwich board purchasing.

1st Action: Director Kerins and Director Morris vote for white background private event sign option. Director Kerins will email sign options to Director Conklin for a vote as well. Action tabled until Director Conklin's vote is tallied, and majority is met.

- b. Facility Use & Special Event Agreements
 - i. Bounce House Requirements

Board Comments:

Director Kerins: Noted that due to the large liability and safety issue created by bounce houses, SMRPD has been advised that the whole park should be rented when a bounce house is requested by a renter. Director Kerins researched how similar parks were handling the issue and is waiting for feedback from OC Parks. Noted that all parks require a permit, Facility Use Agreement, and insurance.

Director Morris: Inquired if insurance was a separate policy or through a homeowner's policy.

Director Kerins: Noted that as an alternative, some parks also accept insurance from the bounce house vendor as well as having preferred/approved vendors for bounce house use. Since many locals do not have yards that can accommodate bounce houses at their private residence, she is researching more cost-effective options that protect SMRPD, while still allowing residents to offer bounce houses at their smaller event parties.

Director Morris: Inquired if bounce house must be on grass.

Director Kerins: Confirmed that bounce houses must be on grass.

Director Kerins: Noted that an alternative option would be to allow the resident to rent just the grass area for \$50 for bounce house use. The challenge is to keep the bounce house use restricted to just their party since the park would not be private.

Director Morris: Suggested adding a bounce house provision to the Facility Use Agreement for just the grass, along with a permit.

Director Kerins: Noted that this will be added to the facilities discussion at this month's meeting.

ii. Bingo

Public Comments:

Scott Breeden: Inquired if this was similar to someone wanting to rent the facilities to sell clothes or host an insurance seminar.

Board Comments:

Director Kerins: Noted that a resident recently submitted a Facility Use Agreement for Modjeska to host a monthly bingo event. Advised that she reached out to the SMRPD insurance carrier and attorney and that both confirmed that this type of use is approved.

Director Morris: Inquired if this was part of a fundraiser or if this was considered gambling.

Director Kerins: Confirmed that this was a resident request, and not affiliated with a non-profit. Confirmed that she was advised that Bingo can be allowed at our facilities.

Director Morris: Inquired if the renter would pay for each facility use or split a portion of the fees with SMRPD.

Director Kerins: Noted that this will be added to the agenda for this month's meeting for the full Board to review and vote on before approving the requested use for the resident.

Director Kerins: Confirmed that the resident is reserving the building on a monthly basis, as compared to the flea market that is a sponsored SMRPD event.

iii. Expanding indemnification clause

iv. Drone

Public Comments:

Scott Breeden: Inquired as to how the updated indemnification clause language would read and noted that this is another item that the district cannot be blamed for. Also, inquired who the enforcer of this will be and if the drone language would be used for just agreements where drones are used or for all.

Jo Marie Varela: Noted that the language would be updated to all Facility Use Agreements but only applicable when drones are utilized.

Board Comments:

Director Kerins: Mentioned that at the last meeting, the Board wanted to move forward with allowing drones; however subsequent to that meeting, she was advised that it is difficult to keep up with FAA drone regulations. SMRPD advisors are recommending that we do not allow drones, and if SMRPD does allow drones that the indemnification clause language be expanded to include unmanned ariel systems.

Director Morris: Inquired if this will be a resolution.

Director Kerins: Confirmed that this will be part of a resolution.

Director Kerins: Read aloud the indemnification clause language from the draft agreement and advised that all drone operators would be required to have a FAA license and insurance as a drone pilot, so all risk is placed on the drone operator, so SMRPD is indemnified since SMRPD has no control over the drone.

Director Kerins: Advised that it is the job of the SMRPD Board to protect the park and the updated language is to protect and enforce the drone operator requirements.

c. Deposit forfeiture policy – discussion

Board Comments:

Director Kerins: Noted that there was recently a party that hosted an event where the following day the sink was backed up with grease.

Director Morris: Confirmed that she saw photographs of the facility damage.

Director Kerins: Advised that the renter is disputing that they caused the damage, so Director Kerins completed due diligence by researching and confirming with three independent sources the condition of the facilities before and after the event in question.

Director Kerins: Requested that the Administrator confirm with the bookkeeper that the deposit check cleared the bank.

d. [SMRPD Grievance Form.](#)

Public Comments:

Scott Breeden: Inquired as to who this form is used by since the title of the form did not sound like it handled issues with deposits and facility damage.

Board Comments:

Director Morris: Inquired if there was a timeframe on the form.

Director Kerins: Confirmed that the form included a 15-day timeframe.

Director Kerins: Confirmed that SMRPD holds deposits until after the event, and if damage is realized the deposit check will be deposited. In the Facility Use Agreement, there is a forfeiture clause if the facilities are not returned to the same condition. In instances where the renter disputes the damages, this grievance form can be completed and submitted for the Board to review as a way to appeal the loss of the deposit,

Director Kerins: Noted that the grievance form could also be used as a complaint form and a form for other types of inquiries to the Board.

Director Morris: Noted that this type of form and procedure protects the renter as well as SMRPD.

e. Facility Rentals

i. New for Approval:

1. July 12, 2022: Facility Use Agreement & payment received - request in for twice a month, evenings in Modjeska- Bingo request
2. August 27, 2022 – B&B Del Sol non-profit request – Fee waiver requested
 - a. This is the same day as Flea market – should we request that they select a different day?
 - b. Should the Silverado Children’s Center consider having a booth at this event

Public Comments:

Jo Marie Varela: Inquired if the Del Sol event should be on a different day due to the conflict with the flea market.

Board Comments:

Director Kerins: Confirmed that we should ask that they chose a different day for this event due to the conflict.

IV. OLD BUSINESS

a. Cleaning of Facilities – Deep Cleaning update

Board Comments:

Director Kerins: Requested that Administrator find out what days the weekly cleanings will occur now that the initial deep cleaning is complete.

b. Lockbox codes – Silverado lockbox code changed, Modjeska TBD

Board Comments:

Director Kerins: Noted that we are waiting on the Modjeska lockbox to be changed.

V. PUBLIC COMMENTS

VI. BOARD COMMENTS

Director Morris Inquired if everything went well with the hamburger stand.

Director Kerins: Confirmed that event went well and many volunteers would be continuing to volunteer with the hamburger stand this summer.

VII. ADJOURNMENT – Meeting was adjourned at 3:58 PM.

The next regular meeting of the Facilities Committee will be TBD at the Silverado Community Center.