



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 & Safety Committee Meeting
Tuesday, July 5th, 2022, at 3:00 PM
Silverado Community Center**

Committee Members

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

Staff

JoMarie Varela: Administrator
Steve Reighart: Caretaker

MINUTES

- I. CALL TO ORDER** - Meeting was called to order at 3:04 PM and was held in person at the Silverado Community Center.
- II. ROLL CALL** – Director Conklin, Director Kerins, Director Bullis, and Director Morris were present in person.
- III. NEW BUSINESS**
 - a. Maintenance Job Opening Update

Public Comments:

Steve Reighart: Discussed the recent maintenance interviews and presented his preferred candidate as being more mature and experienced for the position.

Board Comments:

Director Conklin: Inquired as to why the candidate is preferred over the others.
Director Kerins: Confirmed that the Personnel Committee will make the final decision.

- b. Private Event Signage Update

Public Comments:

Jo Marie Varela: Advised that the limit on the debit card does not cover the sign purchase.

Board Comments:

Director Kerins: Advised that she will request approval for a temporary increase to make purchase at next SMRPD Board Meeting.

- c. Silverado Community Center Construction
 - i. Paving

Board Comments:

Director Kerins: Noted that a pre-job walk is scheduled for Wednesday, July 6th at noon with contractor.

- ii. Updates to buildings

Board Comments:

Director Kerins: Discussed upcoming facility upgrades, including adding mirror in Building A and new flooring in the Hunt building. Two quotes came in for the work. Sark is the low bid at an estimated \$16k. Flooring samples were discussed and recommended based on thickness and durability. Noted that flooring will be voted on at the next SMRPD Board Meeting.

- d. Facility Use & Special Event Agreements
 - i. Updated forms approved at 6/30 special meeting

Public Comments:

Melody McWilliams: Requested to discuss the agreements in more detail based on her discussion with Francesca. Discussed concerns about photographic release and requested that SMRPD revise the forms to a friendlier approach that encourages community involvement, allowing for an opt out of the photographic release. Noted that the photographer should ask permission before taking photographs. Also presented alternative language for the Volunteer Acknowledgement Form, Participant Log, and training language.

Scott Breeden: Inquired for more detail on the training and requested examples of training for programs like bible study, or recycling.

Melody McWilliams: Inquired about creating another category for facility renters that do not have a lead.

Scott Breeden: Inquired if there have been any incidents in the last 10 years. Inquired what the costs would be for SMRPD to obtain additional insurance to cover facility uses that are outside the scope of regular park uses.

Scott Breeden: Noted that ICL has not decided if they would sponsor the recycling program.

Melody McWilliams: Noted that recycling is an informal event.

Board Comments:

Director Kerins: Note that the three forms were previously approved by district council and insurance company, but the discussion is being reopened based on community input. Presented the Capri Tenant User Hazard 16-page document that was provided by Capri when assessing risk on a case-by-case basis. Acknowledged Melody McWilliams' concerns on the photographic release and advised that she would present the revised forms to Capri for review and approval.

Director Conklin: Addressed Melody McWilliams' concerns regarding the exclusive language for workers compensation and clarified that the form is written in this way because this is the sole remedy that SMRPD offers to volunteers. The verbiage comes from our insurance carrier and their legal representatives.

Director Kerins: Explained that the training verbiage is relating to the activity the instructor would be teaching.

Director Bullis: Explained that training applies were applicable, like a Pilates instructor. Noted that in cases were exclusive use of a facility is given to a group, then an individual must be a lead for the group, so a third category does not apply. Discussed examples of liability and lawsuits.

Director Kerins: Explained that the Board has a fiduciary duty to ensure policies are in place and adhered to; prior incidents are not at issue. The Board is forward thinking to preserve the future of the facilities. Advised that additional insurance was looked into, and Capri requires that SMRPD have agreements in place for all uses that are outside the scope of regular park uses. Noted that the insurance can be waived by Board approval, but it must be voted on for each type of activity. Noted that there cannot be a list of activities where insurance can be waived, it must be on a case-by-case basis, based risk factor and hazard. Explained that the Board is not required to approval all requests and will consider many factors. Noted that Boards change over time and each may review these approvals differently.

Director Morris: Noted that the Board takes an oath, and it is the Board's responsibility to protect SMRPD.

Director Conklin: Explained that there is an option to present to the Board for approval to waive insurance requirements, but a signed Agreement is required for all uses.

Director Kerins: Inquired as to why ICL does not want to sign a Facility Use form for the recycling program since ICL receives the monetary benefit from the recycling program, and Scott Breeden is on the ICL Board. Noted that all groups need to work together. Advised that recycling is an organized event that is on the calendar.

- e. Risk Level, Group Type Facility Use Discussion
- f. Classes/Activities Updates – JoMarie Varela
 - i. Insurance status

Public Comments:

Jo Marie Varela: Provided update on current activities. Pilates, Ceramics, Community Garden, and Tai Chi have all required paperwork on file. Paperwork is not completed yet for Bible Study, Archive, Art, or Recycling. Noted that the Fair paperwork from ICL is not yet signed but reserved on the calendar.

Board Comments:

Director Bullis: Inquired as to what happens if another party inquires to rent during the dates reserved in October for the fair.

Director Kerins: Requested that we request completed paperwork and insurance from ICL for the Fair as soon as possible so this date can be reserved.

- g. Deposit forfeiture policy – discussion

Public Comments:

Jo Marie Varela: Noted that there is a need for this policy as guidance as to when a deposit is forfeited.

Board Comments:

Director Kerins: Discussed a recent rental that damaged the facility and when the deposit was forfeited the check did not clear. Requested that in any cases of damage, pictures and documentation should be thorough.

Director Bullis: Advised that she will draft a policy for the Board to approve.

- h. [SMRPD Grievance Form](#)

Public Comments:

Scott Breeden: Inquired who the form is for.

Melody McWilliams: Offered to review and update this form.

Board Comments:

Director Kerins: Noted that this was created as a rental grievance mechanism but would like to see this made as a more generic, incident form.

Director Bullis: Clarified that this form can be used if a renter disagrees with SMRPD keeping a deposit, then the form can be completed and presented to the Board.

- i. Facility Rentals
 - i. New for Approval:
 1. AA Request for SMRPD to co-sponsor

Board Comments:

Director Kerins: Noted that this will be on the SMRPD board meeting agenda to review.

2. Joyfest: 3-month series – 1st Sunday of Sept, Oct & Nov - [Proposal](#)

Public Comment:

Jo Marie Varela: Noted that they have agreed to provide insurance and are requesting a reduced fee for use of the facility.

Board Comments:

Director Morris: Prefers to review this on a month-to-month basis, rather than approving the full 3-month series at once. Requested additional information as to if children are involved in the event.

Director Kerins: Requested that the Board review the proposal in more detail so they can review at the next SMRPD Board Meeting.

Director Bullis: Expressed concern that the event is for-profit and that there is a charge to enter.

Director Kerins: Noted that this may be a mid-level risk activity, so increased insurance may be required.

IV. SAFETY BUSINESS

- a. Review and discussion of Silverado Children's Center facilities
 - i. Snake issues

Board Comments:

Director Kerins: Advised that the snake fencing was burned which is why this is occurring.

V. OLD BUSINESS

- a. Cleaning of Facilities

Board Comments:

Director Kerins: Noted that the cleaning crew is doing a great job.

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

Public Comments:

Steve Reighart: Advised that he has the new lockbox for Modjeska and will change it out soon.

VI. PUBLIC COMMENTS

Public Comments:

Scott Breeden: Inquired for more information on AA and why a log is not required for their activity. Inquired for more detail on when these forms are required.

Melody McWilliams: Stated that the Board explained this in detail and that AA has signed a Facility Use Agreement, so the log is not required.

Jo Marie Varela: Clarified that the forms sent with the original letter are for a variety of group types and that the log is only required in cases where the SMRPD volunteer is leading activity.

Scott Breeden: Inquired if SMRPD would sponsor political rallies or church services.

Steve Reighart: Confirmed that he will have Specialized Tree look into repairing the sprinklers at Modjeska.

Melody McWilliams: Inquired for more detail on the purpose of the grievance form and suggested adding a suggestion box.

Board Comments:

Director Kerins: Advised that AA has requested that SMRPD waive the insurance requirement.

Director Kerins: Explained that the insurance carrier required SMRPD to request signed paperwork and indemnification for events that SMRPD does not have control over, with the example of when keys are provided to a renter to use the facilities.

Director Bullis: Advised that Capri provides SMRPD with minimum standards, but the Board can expand on the minimum standards.

Director Kerins: Advised that political candidates or religious affiliation groups can rent the facilities with a Facility Use Agreement, like all others renters.

Director Bullis: Noted that SMRPD sponsor approval is on a case-by-case basis and determined by full board vote.

Director Kerins: Advised that Steve Reighart asked Specialized Tree to perform some tree trimming that will be presented at Facility meeting for approval. Estimate is \$1,800 for areas cited by the fire department.

Director Bullis: Note that the sprinklers at the front of Modjeska Park need to be fixed.

VII. SAFETY COMMITTEE SECTION

Silverado Community Center and Park

Completed:

- New timer for sprinklers system

Needs To Be Completed

- Paving – work to commence 7/7. Preconstruction meeting 7/6 at noon
- Butterfly garden to be added adjacent to stage - Pending
- Grass needs attention – Specialized contacted 5/12. Still working on issue
- Hunt Building new flooring and paint
- Building A mirrors on walls
- Tree trimming along perimeter of buildings per Fire Inspection – Specialized has bid on project and received authorization to complete

Modjeska Community Center and Park

Completed Items

- Lockbox repaired – Need new one in order to revise code
- Illuminated exit sign at main door installed
- New cleaning crew to clean all windows and remove cobwebs around exterior of buildings

Needs To Be Completed

- Threshold needed in main room to hall doorway – add ¼” round

Silverado Children’s Center

Completed Items

- Patio covers/shade structures installed

Needs To Be Completed

- Van serviced
- All facility rooms need room capacity signs posted
- Doors needing replacement – Seedling office door (needs to be steel fireproof)
- Grass hill needs repair, turf has been rejected and a possible rock-climbing gym where grass is not growing has been discussed.
- Snake fencing needs repair post Bond Fire
- Pinecone Playground tables need sanding and resin or should be replaced
- Miscellaneous deferred repair and maintenance projects bid on
- Exterior of Preschool building needs repainting soon
- Sink on Pinecone playground needs hook up, awaiting completion of drainage
- Acorn Room threshold going from outdoor playground steps to inside requires ¼” round

Other Business

- Facility report from OC Parks outstanding items nearing completion. There are few outstanding issues that need to be addressed.
 - Concrete repairs and parking lot pavement – Job walk for bid proposal complete. Awaiting response from OC Parks

VIII. ADJOURNMENT - Meeting was adjourned at 4:19 PM.

The next regular meeting of the Facilities Committee will be Tuesday, August 2, 2022 at the Silverado Community Center.