



*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**  
**Tuesday, June 21st, 2022 at 6:00 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

**MINUTES**

**NOTE: MEETING WILL BE HELD BY ZOOM ONLY TO ACCOMMODATE PRESENTATION**  
[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** - Meeting was called to order at 6:06 PM and was held via Zoom link.
- II. ROLL CALL** – Director Conklin, Director Kerins, Director Bullis, and Director Morris were present via zoom. Director Topp was not present.
- III. INSURANCE PRESENTATION**

a. Matthew Duarte, **Executive Director for Capri: Insurance Presentation**

Noted that Capri insures 60 recreational park districts in CA in insurance pools. Capri offers broad insurance because this is a self-insurance pool. Presented information on risk mitigation and risk allocation, along with risk management being the largest concern and requires responsible, contractual practices by the individual districts. Provided examples of district sponsored activities, like yoga, or preschool that require written waivers as a condition of participation, while contrasting larger events like a 4<sup>th</sup> of July event were waivers are not appropriate. Also noted that Capri recommends their template language be used for all of these contractual agreements such as Facility Use Agreements. The Capri template language covers the four main components; 1) indemnification, 2) evidence of insurance, 3) additional insured endorsement, and 4) provisions that require compliance with all laws. This template language has been vetted against other cities, i.e. Irvine, and confirmed that all have the same type of requirements for any facility rentals and use.

**Insurance Question & Answer Segment:**

Geoff Sarkissian: As the president of ICL, Geoff inquired about the volunteer requirements for SMRPD sponsored events. Specifically asked if becoming a volunteer is a mandatory requirement if you are not a renter and the program is not being sponsored by parks. Alternatively, is there a way that a group can participate in activity which is a benefit to the community that may not have a leader. Noted that the volunteer waiver requires a volunteer to give up their right to private medical coverage and be covered by workers comp.

- Answer: Matthew Duarte: Noted that as an outside group, the group should complete the facility use agreement, and provide insurance as required. The district can waive the fee, but the type of group does not change the insurance requirements. If the organizer was a volunteer, SMRPD can bring it under their insurance and allow the activity to become a district sponsored activity. In this case, insurance would not be required. As a volunteer, they are treated as an employee as far as workers compensation and if injured during event.

Geoff Sarkissian: Noted that this creates a problem because not everyone wants to be covered by workers compensation and that the requested paperwork is turning community members off when it should be encouraging. Is that a concern for Capri?

- Answer: Matthew Duarte: These types of agreements are more common practice now, formal agreements are required. Also, noted that many instructors have their own business licenses.

Francesca Duff: Inquired as to why groups that used to meet in the SMRPD facilities, like recycling are being asked to sign up as a volunteer.

- Answer: Director Kerins: Advised that SMRPD offered two options to assure insurance coverage for various types of groups: 1) Become a volunteer for SMRPD and be covered under SMRPD insurance, or 2) Users of facilities can provide Facility Use Agreement with own insurance coverage to sponsor the activity.

Geoff Sarkissian: Inquired for more detail regarding personal use and the difference between homeowners' policy and commercial policy. When is commercial required?

- Answer: Matthew Duarte: This decision is based on a case-by-case analysis weighing factors like the number of people. Capri consults and makes recommendations but generally this requirement is determined on a district-by-district level.  
Director Bullis: Provided an example of a renter that uses a homeowners insurance policy for the rental. Inquired if that person could be held liable for any lawsuits?
- Answer: Matthew Duarte: Yes, if they personally signed the facility use. Noted that if policies were made too welcoming, SMRPD would be exposed to many lawsuits, so a risk assessment balance needs to be evaluated.
- Director Bullis: noted that as a board, the commercial policy protects SMRPD and the renters.

Melody McWilliams: Inquired if the main concern is liability, rather than risks by types. Noted that there must be another way that looks at risk type.

- Answer: Matthew Duarte: Advised that this risk analysis was taken into consideration when SMRPD offered to sponsor the low-risk activities, rather than requiring a Facility Use Agreement and insurance for all activities. The SMRPD sponsor option, is the most feasible by allowing one individual be the volunteer that organizes the activity. He stated it was a clever "work around" of insurance requirements to assist the community

Melody McWilliams:- Inquired as to why if one individual becomes a volunteer, everyone needs to sign a waiver and keep a log. Noted that she understands having one person be a volunteer, but not the other requirements.

- Answer: Director Bullis: Advised that the log and waiver is required for participants because if an incident occurs the log allows SMRPD to know who was on the property.
- Answer: Matthew Duarte: Yes, Capri recommends the log, as it is the least intrusive. Noted that it does not need to be called a volunteer log but agrees that it is good practice to keep track of who was in the facility.

Geoff Sarkissian: Inquired if an activity like ceramics could be set up under the ICL, with ICL insurance.

- Answer: Matthew Duarte: Yes, that would be acceptable.
- Francesca Duff: Noted that adding additional activities under ICL may increase ICL insurance costs.

Mary Schreiber: Inquired as to the best way to hold a community potluck under the Fire Safe Council, since they do not have liability insurance.

- Answer: Director Kerins: Offered to sponsor the potluck, similar to Thanksgiving and 4<sup>th</sup> of July events,
- Answer: Matthew Duarte: Advised that if Fire Safe Council is looking for exclusive control of SMRPD facility without calling it a SMRPD sponsored event, Fire Safe Council would need to complete the Facility Use Agreement and provide insurance.

Scott Breeden: Inquired about recycling event. He said the insurance requirements are prohibiting park usage by residents.

- Answer: Director Kerins: Noted that recycling is on ICL agenda and brings in funds to ICL and is therefore an ICL event and their insurance should be used.
- Matthew Duarte: Noted that to say these are prohibiting park usage is an overstatement. These forms are designed for the use of district property, different than walking dog. These are organized events that bring people and risk to the facilities.

Mary Schreiber: Inquired as to what bible study would be considered since there is not a group leader.

- Answer: Matthew Duarte: Advised that the nature of use is not the issue. Any organized event that brings people to a SMRPD facility will require an agreement and insurance.

Question: Melody McWilliams: Inquired if there can be a choice of workers compensation coverage, rather than the exclusive remedy.

- Answer: Matthew Duarte: Yes, the form can be revised to offer an opt out to waive all claims if workers compensation not selected.

Question: Ed Amador: Inquired as to why the volunteer application and acknowledgement mention workers compensation multiple times and then on waiver release form, the coverage is taken away. Noted that the volunteer waiver and release form is written for high hazard type of volunteers, and inquired if there can be a different version for lower risk activities.

- Answer: Matthew Duarte: Capri drafts waivers as broad as possible and noted that many low-risk activities also receive claims, for smaller injuries like broken ankles. Advised that typically, these lower risk groups are completing the Facility Use Agreements. Noted that here SMRPD is offering a creative alternative to make the facility use more available to the public, by sponsoring activities and offering the volunteer form.

#### **GUEST: OC LAFCO Commissioners Segment:**

Doug Davert: Introduced himself and advised that he is attending the meeting tonight as an elected, special district representative. Noted that when the MSR come up, SMRPD should request territory sphere of influence be restored so that SMRPD can regain what it lost to the City of Orange. He is working with Director Kerins on this endeavor.

Jim Fislser: Introduced himself as the Director at Mesa Water District and offered to be a resource for SMRPD, as well as discussing their website and newsletter.

#### **Public Comments:**

Francesca Duff: Thanked the OCLAFCO for their support for SMRPD to get back the territories that were lost.

#### **Board Comments:**

Director Kerins: Noted that SMRPD is working closely and appreciates their support with the expansion of territory.

#### **IV. CONSENT CALENDAR – Jessie Bullis**

**Board Comments:**

Director Kerins: Requested to add an agenda item in closed session regarding employment at SCC. Director Kerins makes motion. Motion seconded by Director Conklin. Director Bullis votes aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Motion passes.

**Action Item #1: Approve and file minutes of the [SMRPD General Board Meetings dated May 17th, 2022](#) and [SMRPD Special Meeting dated May 31st, 2022](#)**

**Public Comments:**

Scott Breeden: Noted selling errors in minutes – Dupre is not spelled with a “y” and it is the country fair, not the county fair.

**1st Action: Director Bullis makes motion to approve and file minutes of the SMRPD General Board Meetings dated May 17<sup>th</sup>, 2022 and SMRPD Special Meeting dated May 31<sup>st</sup>, 2022 as presented to include the spelling corrections. Motion seconded by Director Kerins. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Motion passes.**

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

Director Conklin presented SMRPD Financial Report for May 2022.

Per Balance Sheet the Bank of America balance on 5/31/2022 was \$153,907 and county account was at \$233,639. The actual amount in the Bank of America account was \$152,615 and county account was \$233,639. Gross Profit for the month of May was \$51,809 with Year-to-Date Gross Profit of \$209,491. Expenses for the month of May total \$5,774. Year to date expenses were \$82,827. Net Income for May was \$46,035 with a \$126,664 year to date Net Income. Income for the month was primarily from: • Property Tax – Secured of \$46,433 • Rents and Concessions - \$4,308 • Donations - \$200 for sponsorship from Don Wagner for Summer Concert Series. Extra ordinary expenses for the month of April included: • Bank Charges/Fees - \$250 for fee of check cashing machine that was returned to bank • Telephone - \$ 407, includes AT&T and Cox • Maintenance – Bldgs & Improvements \$750 for posting invitation to bid for paving work. Additional expenses are ordinary and within the scope of the SMRPD monthly budgeted expenditures.

Director Conklin presented SCC Financial Report for May 2022.

The actual Bank of America checking account balance at 5/31/2022 was \$43,884 and the savings account balance was \$74,055.98. We are updating financials for March, April and May and will present at the next meeting.

**Board Comments:**

Director Kerins: Noted that they were recently advised by the auditor that posting of tuition needs to be in the given month rather than on a cash basis and that past financials are being updated to reflect this requirement.

**Action Item #2: Approve and file [Financials for SMRPD May 2022](#)**

**2<sup>nd</sup> Action: Director Conklin makes motion to approve and file Financials for SMRPD May 2022 as presented. Motion seconded by Director Kerins. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Motion passes.**

**II. FINANCE COMMITTEE – Michele Agopian Conklin**

- a. Meeting – [Minutes](#)
- b. Audit update – Isabell Kerins noted that audit is completed and in for peer review.
- c. Transfer funds from SMRPD County Checking Account status – Isabell Kerins noted that the check for \$100,000 was received and has been deposited into the SMRPD BofA account.

**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 Committee – Silverado Community Center and Silverado Children’s Center Paving - Invitation for Bids – Isabell Kerins
  - i. Bid Results
    1. [Silverado Children’s Center](#)
    2. [Silverado Community Center](#)

**Board Comments:**

Director Kerins: Advised that bids were opened at the committee meeting and the winning/low bid was Prestige.

**Action Item #3: Approve contract with [Prestige Striping Service Inc. for Silverado Children’s Center for \\$45,158](#)**

**3<sup>rd</sup> Action: Director Conklin makes motion to approve contract with Prestige Striping Service Inc, for Silverado Children’s Center for \$45,158 as presented. Motion seconded by Director Bullis. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Motion passes.**

**Action Item #4: Approve contract with [Prestige Striping Service Inc. for Silverado Community Center for \\$68,201](#)**

**4<sup>th</sup> Action: Director Bullis makes motion to approve contract with Prestige Striping Service Inc, for Silverado Community Center for \$68,201 as presented. Motion seconded by Director Conklin. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Motion passes.**

b. [Committee Calendar](#)

**Board Comments:**

Director Kerins: Noted this item was tabled for Director Topp's input.

- c. Ad Hoc Committee – Grants
  - i. FEMA Grant

**Board Comments:**

Director Kerins: Advised that an in-depth analysis for SMRPD and SCC was performed, and it was concluded that neither met the threshold for this grant since our district did not spend the money that was needed to qualify.

- d. CARPD – Isabell Kerins
  - i. Conference 5/18
    - 1. Update

**Public Comments:**

Francesca Duff – Inquired if we were considered a small district at the conference, with regards to revenues specifically.

**Board Comments:**

Director Kerins: Discussed conference recently attended noting that it was informative with two days of special district and insurance training focusing on doing what can be done to accommodate the community while working within the parameters of the insurance carrier.

Director Bullis: Discussed the conference and noted the horror stories shared from other districts as an eye opener.

Director Kerins: Advised that we are not a small district in comparison, there was one in attendance that is only two square miles. Noted that districts were not compared by revenues but that many special districts had very similar issues and concerns as SMRPD.

Director Morris: Inquired if SMRPD was the only district without a GM.

Director Kerins: Confirmed that SMRPD is one of the only districts without a GM.

- e. CSDA – Isabell Kerins
  - i. Board of Directors election
    - 1. Ballot
      - a. Votes

**Board Comments:**

Director Kerins: Advised that SMRPD needs to submit its vote and wanted to get votes from each director.

Director Conklin: Voted for the incumbent, Don Bartz

Director Morris: Voted for Don Bartz

Director Bullis: Voted for Don Bartz

**5<sup>th</sup> Action: Director Conklin makes motion to approve Isabell Kerins, President, to vote for CSDA Election Ballot utilizing majority of votes provided by fellow board members as presented. Motion seconded by Director Bullis. Director Bullis voted aye. Director Conklin votes aye. Director Morris voted aye. Motion passes.**

**IV. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE – Isabell Kerins**

- a. Silverado Children's Center Oversight Committee Meeting - [Minutes](#)

**Public Comments:**

Scott Breeden: Noted a correction on minutes from "community" to "children's" center.

**Board Comments:**

Director Kerins: Confirmed that update request would be made to minutes.

- b. Program Report with updates on facilities and enrollments

**Board Comments:**

Director Kerins: Read aloud from program report noting that the center could have more children but does not have the staff required to accommodate more students.

- c. Construction Update
  - i. [Overview of work to be completed](#)

**Board Comments:**

Director Kerins: Read aloud from Overview of work to be completed and discussed the 4 phases.

**6<sup>th</sup> Action: Director Conklin makes motion to approve First Phase of work to be done at the Silverado Children’s Center not to exceed \$10,000 as presented. Motion seconded by Director Bullis. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Motion passes.**

**7<sup>th</sup> Action: Director Bullis makes motion to approve Second Phase of work to be done at the Silverado Children’s Center not to exceed \$14,000 as presented. Motion seconded by Director Conklin. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Motion passes.**

**8<sup>th</sup> Action: Director Conklin makes motion to approve Third Phase of work to be done at the Silverado Children’s Center not to exceed \$24,000 as presented. Motion seconded by Director Morris. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Motion passes.**

- d. [OC Park Inspection](#)
  - i. Update

**Board Comments:**

Director Kerins: Advised that everything has been completed with the exception of the parking lot. A request to OC Parks is currently out to defer SCC paving until next year.

- a. [Report on Friends of Silverado Children’s Center 501c\(3\)](#)
  - ii. Wheelie Fun Fest – Silverado Community Center – 6/4

**Board Comments:**

Director Kerins: Discussed success of event and that \$9,000 was raised. Noted that the Friends of Silverado Children’s Center recently purchased a new washer and dryer for the school and they are currently working on family participation projects.

**V. FACILITIES/SAFETY/MAINTENANCE COMMITTEE**

- a. Facility Meeting – [Minutes](#)
- b. [Facility Use Update](#)
  - i. Drone and Indemnification language
  - ii. Discussion to add additional rental location of grass area only for \$50 to accommodate bounce house rentals

**Board Comments:**

Director Kerins: Advised that a community resident was recently concerned that they had to rent the entire park to have a bounce house, so this updated agreement includes updates to make it more affordable for the community, as well as adding language for indemnification primarily due to drone usage.

**9<sup>th</sup> Action: Director Bullis makes motion to approve addition of grass area only rental option for \$50 at Silverado Community Center as presented. Motion seconded by Director Morris. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Motion passes.**

- c. Cleaning of Facilities – Update

**Board Comments:**

Director Kerins: Mentioned that cleaning is going well and that SMRPD will continue with the current contract for next two months, while a new maintenance worker is hired.

- d. Cooling Center
  - i. Requirements

**Public Comments:**

Jo Marie Varela: Inquired as to what is done if the temperature rises to enact the cooling center, when the facilities are rented for a private event.  
Francesca Duff: Noted that Modjeska community center has utilized the cooling centers in the past.

**Board Comments:**

Director Kerins: Inquired directors’ input for temperature as to when cooling center would be open.

Director Conklin: Suggested 90-95 degrees.

Director Morris: Suggested 90 degrees.

Director Bullis: Suggested 90-95 degrees.

Director Kerins: Confirmed that she will use 90 degrees and will create a policy.

Director Conklin: Inquired if a director or employee needs to be present if the facilities are opened as a cooling center.

Director Bullis: Inquired if the community members need to advise SMRPD of need to open the facility.

Director Kerins: Confirmed that the community member does need to request the opening of the cooling center and that a director or employee needs to be present while the facilities are opened.

Director Kerins: Noted that the policy will address situations where the facilities are rented.

- e. Bingo Discussion

**Board Comments:**

Director Kerins: Advised that bingo has been researched and because the recent request came in from an individual, not a nonprofit organization, SMRPD declined the request. Noted that there was some concern from the community about having bingo in general.

f. [Private Event Sign Proposal](#)

**Board Comments:**

Director Kerins: Advised that due to prior issues with community members not respecting private events, private event signage is being proposed as a method to encourage community members to allow private events to remain private.

**10<sup>th</sup> Action: Director Conklin makes motion to approve and purchase event signs as presented. Motion seconded by Director Bullis. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Motion passes.**

g. Lockbox codes – Changing 6/1/2022 and every six months thereafter

**Board Comments:**

Director Kerins: Advised that Silverado has been changed, and that the Modjeska lockbox cannot be changed, so a new lockbox will be added shortly.

h. Facility Rental Requests

i. Presentation by Craig Christy and Tom Carns for three monthly concert series

**Public Comment:**

Tom Carns: Noted that he is a canyon resident that has been working with Craig for this proposal for a series of events in the canyons.

Craig Christy: Noted that he is a resident of Orange, and introduced his proposal for the Joyfest event. Joyfest will be a 4-hour family event held on Sundays from 1:30 PM – 5:30 PM with a variety show and live music with kid centric activities. Noted that Joyfest is looking to establish a summer base at Silverado community center to host this event series with a crew of permanent players. Advised that they have reviewed all of documents online and are requesting the 3<sup>rd</sup> Sunday of each month with a prospective start date in August. Advised that SMRPD could host a hamburger stand to raise money for SMRPD as well.

**Board Comments:**

Director Kerins: Advised that the summer concert series is the 3<sup>rd</sup> Saturday of each month, so it would have to be a different weekend and advised that SMRPD Administrator would reach out to coordinate dates that are available.

- ii. June 22, 2022 – Canyon Healing Arts (insurance submitted did not name SMRPD)
- iii. June 25, 2022 – Canyon Healing Arts (insurance submitted did not name SMRPD)
- iv. June 24, 2022 - Rehearsal dinner at Modjeska – Private Event
- v. July 2, 2022 - Pending paperwork - Ernie Alonzo, Haunted Orange County - Facility request – Building A for lecture on history with Joel Robinson
- vi. July 12, 2022 – Canyon Healing Arts (insurance submitted did not name SMRPD)
- vii. July 12, 2022 - Modjeska – BINGO - request denied - nonprofit status required
- viii. July 16, 2022 – Canyon Healing Arts (insurance submitted did not name SMRPD)
- ix. August 28, 2022 – B&B Del Sol nonprofit request – Board needs to approve use and fee waiver
- x. October 29, 2022 - Wedding – Private Event

**Public Comments:**

Mary Schreiber: Advised that the June 25<sup>th</sup> potluck has been cancelled. Noted that fireworks are not permitted in the canyon in any form.

**Board Comments:**

Director Morris: Inquired if there be fireworks for the Fourth of July event.

Director Kerins: Advised that fireworks are not permitted,

**VI. RECREATION COMMITTEE**

- a. Summer Concert Series –
  - i. Hamburger Stand and Ice Cream – Isabell Kerins

**Board Comments:**

Director Kerins: Discussed results from June hamburger stand. Expense was \$506.12, income was \$904, net proceeds was \$389.90

- b. Classes/Activities Updates – JoMarie Varela
  - i. Insurance status

**Board Comments:**

Director Kerins: Tabled this topic until discussions are furthered with the insurance carrier.

**VII. FUNDRAISING COMMITTEE**

- a. [Stickers](#) – Kevin Topp

**Public Comments:**

Mary Schreiber: Inquired on quantity of stickers ordered.

**Board Comments:**

Director Morris: Advised that 1,000 Silverado stickers and 500 Modjeska stickers were ordered.

Director Morris: Advised that the Red Cross event held on 6/7/22 was a success and noted that Red Cross was fully staffed and SMRD met its goal. A new date will be scheduled shortly.

Director Kerins: Noted that the new proposed date by Red Cross is December 20<sup>th</sup>. Confirmed that the SMRPD blood drive saved 56 lives with the blood collected.

Director Conklin: Inquired as to the next rattlesnake aversion event.

Director Kerins: Confirmed that a new date is pending on the rattlesnake training.

### **VIII. COMMUNICATIONS COMMITTEE**

#### **Board Comments:**

Director Kerins: Confirmed that the website has been updated to include employment opportunities and fillable applications. Following emails sent to those in the SMRPD data base:

1. Employment Opportunities
2. Blood Drive Announcement
3. Blood Drive Results
4. FEMA opportunities

### **IX. PERSONNEL COMMITTEE**

#### **a. [Debit Cards Policy and Procedure](#)**

#### **Public comments:**

Francesca Duff: Noted that auditors have always advised that debit cards pose the biggest risks and requested that SMRPD Board monitor all purchases.

#### **Board Comments:**

Director Kerins: Read aloud the policy.

Director Kerins: Agreed with public comments about risk and confirmed that a checks and balances system has been implemented, as well as noting that all purchases must include receipts and be signed off by a director.

**11<sup>th</sup> Action: Director Bullis makes motion to approve Debit Cards Policy and Procedures as presented. Motion seconded by Director Morris. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Motion passes.**

#### **b. [2020 Census Report](#) – Completed**

#### **Public Comments:**

Scott Breeden: Inquired if this was for 2020 or 2022.

#### **Board Comments:**

Director Kerins: Advised that the full reports are attached and confirmed that this is for the 2022 census.

#### **c. [Maintenance Job Description](#)**

- i. Posted Position – 6/8/2022**

#### **d. [General Manager Job Description](#)**

- i. Posted Position – 6/8/2022**

#### **Board Comments:**

Director Kerins: Noted that some resumes have been received, and that interviews will be held in the next few weeks and positions will remain open until filled.

### **X. OPEN SPACE AND TRAILS COMMITTEE**

#### **XI. PUBLIC COMMENTS**

#### **XII. BOARD COMMENTS**

Director Bullis: Noted that she registered for the conference in Napa and received a scholarship, as well as registered for the Palm Springs conference.

### **XIII. CLOSED SESSION**

#### **a.**

Director Kerins: Advised that the Board was moving into a closed session regarding employee issue and that zoom would resume for five minutes post closed section.

**XIV. ADJOURNMENT-** – Meeting was adjourned at 9:08 PM

**XV. The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, July 19th, 2022, at the Silverado Community Center**