



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, May 17th, 2022 at 6:30 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: 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 allow 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 6:30 PM and was held in person and on Zoom link
- II. ROLL CALL** Director Kerins, Director Morris, Director Topp, and Director Bullis were present in person at the Silverado Community Center and Director Conklin was present via zoom.
- III. CONSENT CALENDAR** – Jessie Bullis

1st Action: Director Morris makes motion to approve and file minutes of the SMRPD General Board Meetings dated April 2022 as presented. Motion seconded by Director Topp. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Topp voted aye. Director Morris voted aye. Motion passes.

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

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

Director Conklin presented SMRPD Financial Report for April 2022.

Per Balance Sheet the Bank of America balance on 4/30/2022 was \$154,775 and county account was at \$186,389. The actual amount in the Bank of America account was \$160,657 and county account was \$186,389.

Gross Profit for the month of April was (\$46,484) with Year-to-Date Gross Profit of \$157,682. Expenses for the month of April total \$9,915. Year to date expenses were \$78,011. Net Income for April was (\$56,398) with a \$79,671 year to date Net Income.

Income for the month was primarily from:

- Property Tax – Secured of \$7,655
- Rents and Concessions for \$2,265

Extra ordinary expenses for the month of April included:

- \$2,205 - Large Waste Bins for Mud Debris Removal – Bond Fire Expenses
- \$57,336 – Return of Covid Grant money
- \$1,348 – Maintenance – New lights for stage
- \$2,250 – Donations - \$1,500 for Fire Dept. Easter Egg Hunts (duplicate \$750 for Modjeska to be voided due to incorrect name on check)
- \$195 – Wedding brochure reprint
- \$172 – Recreation Program Expense for new paddle ball set

Additional expenses are ordinary and within the scope of the SMRPD monthly budgeted expenditures.

Board Comments:

Director Kerins: Noted that the donation portion is inflated for this month's financials since a check was written to the incorrect name and one check needs to be voided. This will be corrected on next month's financials.

2nd Action: Director Kerins makes motion to approve and file Financials for [SMRPD April 2022](#) as presented. Motion seconded by Director Morris. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Topp voted aye. Director Morris voted aye. Motion passes.

II. FINANCE COMMITTEE – Isabell Kerins

- a. Audit update

Board Comments:

Director Kerins: Advised that audit is progressing forward and should be completed by next month.

- b. Transfer funds from SMRPD County Checking Account current balance at \$186,388.72

Action Item #3: [Resolution #5172022-1](#) Distribution of \$100,000 from SMRPD County Checking Account to SMRPD Bank of America Checking Account

Board Comments:

Director Conklin: Read resolution aloud

Director Topp: Noted that it is common for us to moved funds out of the county account and into the SMRPD account.

3rd Action: Director Kerins conducted a roll-call vote to approve and file [Resolution #5172022-1](#) Distribution of \$100,000 from SMRPD County Checking Account to SMRPD Bank of America Checking Account as presented. Director Bullis voted aye. Director Conklin voted aye. Director Kerins voted aye. Director Morris voted aye. Director Topp voted aye. Motion passes.

- c. Debit card for SMRPD Administrator

Action Item #4: [Resolution #5172022-2](#) Debit Card for JoMarie Varela, SMRPD Administrator

4th Action: Director Kerins conducted a roll-call vote to approve and file [Resolution #5172022-2](#) Debit Card for JoMarie Varela, SMRPD Administrator as presented. Director Bullis voted aye. Director Conklin voted aye. Director Kerins voted aye. Director Morris voted aye. Director Topp voted aye. Motion passes.

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 – Grants – Isabell Kerins
 - i. Per Capita Grant Fully Executed Contracts received
 - 1. [\\$177,952 Grant](#)
 - 2. [\\$724 Grant](#)

Board Comments:

Director Kerins: Advised that the next steps are landscape architecture design and to create a proposal to present to the public.

- b. Ad Hoc Committee – Silverado Community Center and Silverado Children's Center Paving - Invitation for Bids – Isabell Kerins
 - i. Bid Invitations
 - 1. [Silverado Children's Center](#)
 - 2. [Silverado Community Center](#)

Board Comments:

Director Kerins: Noted that most districts are no longer publishing in local papers due to the costs and it was recommended to use PlanetBids. We were expecting 3 sealed bids, but due to time delays in obtaining bonds for contractors bid responses are taking much longer. As a result, the bid period has been extended. A special meeting will be called in two weeks to open the bids.

Director Morris: Inquired if the addendums has been sent out.

Director Kerins: Confirmed addendums were sent out.

- ii. Posting on PlanetBids
- iii. RFIs – completed 5/13/2022 after pre-bid walk
 - 1. [Silverado Children's Center](#)
 - 2. [Silverado Community Center](#)

Action Item #5: Approve posting of Invitations to Bid on PlanetBid for \$1,500**Board Comments:**

Director Kerins: Advised that the cost will be \$1,500 to on this site, instead of the estimated \$60k quoted by OC Register.

5th Action: Director Bullis makes motion to approve posting of Invitations to Bid on PlanetBid for \$1,500 as presented. Motion seconded by Director Morris. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Topp voted aye. Director Morris voted aye. Motion passes.

- c. Committees – Isabell Kerins
 - i. Updated [Committees](#) Information
 - ii. [SMRPD Calendar](#) committee meetings schedule

Board Comments:

Director Kerins: Noted that these are added to the SMRPD calendar and that the committee chairs will need to finalize dates.

- d. CARPD – Isabell Kerins
 - i. Conference 5/18
 - 1. Jessie Bullis will pursue Board Member educational track and Isabell Kerins will pursue General Manager educational track

Board Comments:

Director Kerins: Noted that she and Director Bullis will be attending. Director Kerins obtained a full scholarship from CARPD/Capri.

- e. Capri – Isabell Kerins
 - i. Insurance Update
 - ii. Required Reporting
 - 1. Property Schedule - Complete
 - 2. Vehicle Schedule - Complete

Board Comments:

Kerins: Noted that all reporting has been completed.

Director Morris: Inquired if the van had been completed.

Director Kerins: Advised that it is not complete yet but has been registered.

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

- a. Committee Meeting - [Minutes](#)

Board Comments:

Director Kerins: Advised that the audit for end of the month requires the financials and tuition platform to match for reconciling. Some tuition was being posted in the wrong month and is being corrected. Going forward, tuition needs to be reported in the month it is for being paid for.

Director Morris: Confirmed that this was a prorating issue.

Director Kerins: Noted that Laurie Briggs is on vacation, and the bookkeeper does not have access to ProCare so this will be corrected after her return.

- b. [Program Report](#) with updates on facilities and enrollments

Board Comments:

Director Kerins: Discussed the program report. Noted that SCC is currently at 46% capacity for licensing, and 65% capacity for staffing. Advised that with better staffing, SCC could take on more children and increase profitability. Income projections are needed to manage the deferred maintenance.

Director Morris: Inquired if there is advertising for more staff.

Director Kerins: Confirmed that they are advertising for more staff. Noted that a tour is coming up and a wait list will be created because SCC may hit capacity based on staffing.

Director Kerins: Mentioned that all of the children that attend SCC will be developmentally assessed. She also noted that there was a facility leak in December. There are three bids, so this will be on June agenda.

- c. SCC Policies
 - i. [Covid Policy and Procedure](#)
 - ii. [Withdrawal Policy and Tuition Policy](#)

Action Item #6: Approve Silverado Children’s Center Covid, Withdrawal and Tuition policies

Board Comments:

Director Kerins: Advised that there was a Covid case, so the Covid policy has been updated, as well as two policy changes for withdrawal and late fees.

Director Topp: Advised that he did not read the policies and asked if there is a stipulation that we are calling out mandatory vaccination.

Director Kerins: Confirmed that there are no mandatory vaccine requirements for the children or staff.

6th Action: Director Morris makes motion to approve Silverado Children’s Center Covid, Withdrawal and Tuition policies as presented. Motion seconded by Director Bullis. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Director Topp abstained. Motion passes.

- d. [Silverado Children’s Center Family Handbook](#) Update

Director Morris: Looks good. Asked if bound

Kerins: Electronic and hard copy booklet

Director Conklin: Advised that she did not have a chance to review.

7th Action: Director Kerins tables motion to approve Silverado Children’s Center Handbook Revised 5/2022 as presented so directors have opportunity to read it.

- e. [OC Park Inspection](#)
 - i. Update – everything completed with exception of parking lot and backsplash

Board Comments:

Director Morris: Inquired as to who will install the backsplash.

Director Kerins: Advised that it has not been determined yet.

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

Board Comments:

Director Kerins: Noted that Sarah from Friends of SCC was not present and briefly discussed their recent upgrades including upgraded furniture, sofas, easels, and turf. Also, noted that they would like everyone to support their Wheelie Fun Fest.

Director Morris: Inquired as to how funds are made for this event.

Director Kerins: Noted that it is similar to a jogathon, so donations are primarily based on laps.

V. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Facility Meeting – [Minutes](#) and [Safety Inspections](#)
- b. Facility Use Requirements – Discussion

Public Comments:

Scott Breeden: Inquired if the document Director Kerins read was written by the insurance company and attorney and asked why it is different now.

Francesca Duff: Confirmed that Facility Use Agreements completed by ICL for their subcommittee events with ICL insurance works perfect.

Confirmed that ICL was waiting to submit the insurance documents until this meetings discussion.

Scott Breeden: Inquired as to what each form means; what is the difference between the Facility use Agreement and the Volunteer Application.

Inquired if Pilates has always been a volunteer class. Inquired to what is required if someone just wants to meet at the facility and not be a volunteer; for example, a potluck.

Steve Reighart: Provided clarification that if there is a potluck, that is sponsored by SMRPD and open to public, there is no need for Facility Use Agreement or insurance, but if the potluck is private, an Agreement is required.

Mary Schreiber: Inquired as to how to comply if a private person wants to have a potluck, in the building, similar to the events Connie used to host for the community to help with PTSD. Noted that the costs of Chipper Day have tripled so she is worried about the cost of insurance to run the event.

Scott Breeden: Inquired about the art group and if insurance or a log will be required. Inquired if we can table the changing of the lockbox codes and when the deadline is for the paperwork. Noted that he feels it dishonest to sign a volunteer form in these situations and prefers to be called a contact person. Inquired as to what the consequences are if these new rules are not followed.

Board Comments:

Director Kerins: Advised that this discussion would be tabled as Capri was not available for this meeting. Capri will be at next meeting to explain all requirements on insurance and rental agreement requirements. Read aloud a document prepared by the SMRPD attorney and Capri.

Director Conklin: Noted that even in cases where SMRPD approved fee waivers for facility use, all items and forms are still required of any organization before using the facilities.

Director Kerins: Confirmed that this process has always been the same, for all users.

Director Topp: Noted that SMRPD has been very casual; however, Capri has a new attitude and there is a new insurance representative handling the SMRPD account. Capri is very by the book and is watching all of our processes very closely. Director Topp apologized for any inconvenience.

Director Conklin: Confirmed that the Board does not make the rules.

Director Morris: Noted that the Board does want to streamline the process.

Director Kerins: Advised that SMRPD can co-sponsor ICL events as an alternative option, and volunteers were given the opportunity of becoming a SMRPD volunteer so that they would fall under the SMRPD umbrella. Confirmed that anyone who has worked with SMRPD in the past was given the opportunity to be classified as a volunteer. For all SMRPD events, these are volunteer events with signature waivers and logs so that they are covered under the SMRPD insurance policy. For all non-SMRPD events, the entity is required to fill out the Facility Use Agreement and have insurance that covers the use of their event. This is required by Capri for all park uses that are outside the normal use of a park. She further noted that the SMRPD Board is trying to make the process easier for all by offering the volunteer umbrella; however, if an event is sponsored by ICL, then a Facility Use Agreement is required for each event by ICL along with insurance. Noted that we do not currently have ICL insurance documents on file. She confirmed that Pilates is a volunteer class, which allows this class to be covered under the SMRPD insurance policy. Advised that if someone wants to meet or have a potluck in a building, then a Facility Use Agreement is required. She provided the example of the Tai Chi instructor that chose not to be a volunteer so that he could earn money. Tai Chi completed a Facility Use Agreement and provided insurance documents. Advised that a Facility Use Agreement is required for all uses; however, insurance is dependent on whether the event is classified as large or small or poses a risk such as use of alcohol.

Director Conklin: Confirmed that Capri will be at next month's meeting to answer all of these questions. Also, mentioned eventhelper.com as a resource for event insurance.

Director Kerins: Advised that anyone interested in hosting an event should reach out to the SMRPD Administrator, Jo Marie Varela for assistance with required paperwork and to reserve the dates. The Board will have to review any requests for fee waivers.

Director Bullis: Confirmed that if the event is for the community, it may fall under SMRPD insurance.

Director Conklin: Noted that the SMRPD Board prioritizes community held events.

Director Kerins: Confirmed that if the art group is meeting in the building, they must have insurance so either SMRPD would need to sponsor the event with a volunteer running the event or an individual organization would need a Facility Use Agreement, along with insurance.

Director Topp: Requested that the discussion be tabled until Capri is available next month to answer questions.

Director Kerins: Confirmed that the lockbox codes must be changed. Board members are required to follow rules and the insurance company is not permitting anyone to use a facility without the proper paperwork on file.

Director Bullis: Confirmed that the instructor or individual that takes the lead on an event would be considered the volunteer.

Director Kerins: Noted that there are challenges with programs like AA to meet the requested insurance requirements, but Facility Use Agreements are mandatory. Confirmed that the deadline was last month so we cannot table this any further. Inquired to why Mr. Breeden feels a volunteer form is dishonest.

Director Conklin: Advised that the meeting needs to move on and that these are the rules, this is what our attorney has advised us is required and the Board will abide by them.

Director Kerins: Noted that change is difficult, and as Director Topp noted there has been many changes recently. SMRPD is in a pool together with other special districts under the insurance carrier, so we are affected by anything that occurs in the entire state.

Director Topp: Provided an active shooter example and noted that if we did not have proper documents on file along with insurance, SMRPD would not be covered by our insurance carrier since the rules were not followed. SMRPD could be financially responsible and could become bankrupt if the proper coverage is not in place.

Director Bullis: Noted that they may learn more this week at the Capri conference.

Director Conklin: Noted that if OC Parks took over the facilities, it would likely be even harder to use the facilities so if these new document requirements are the only thing being asked by our insurance carrier, we should comply.

- c. Facility Use Documents and Insurance Requirements – Scheduled for June Meeting – Capri Presentation
- d. Cleaning of Facilities

Action Item #8: Approve Hiring of Aria Cleaning Service for three months at \$1,374/month

Board Comments:

Director Kerins: Confirmed that the quote from Aria was for a full deep cleaning and cleaning twice a week.

Director Topp: Expressed concern that cleaning fees at this price are unsustainable.

Director Conklin: Inquired as to what was paid prior for these services.

Director Kerins: Confirmed that Steve Chaix was paid on average \$500 per month, sometime more depending on how many events were held.

Director Bullis: Advised that this is a temporary fix until SMRPD hires a new maintenance worker.

8th Action: Director Kerins makes motion to approve Hiring of Aria Cleaning Service for three months at \$1,374/month as presented. Motion seconded by Director Morris. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Director Topp voted aye. Motion passes.

- e. Lockbox codes – Changing 6/1/2022 and every six months thereafter
- f. Drone Photography Discussion
 - i. Updated document verbiage
 - ii. Abbey notification

Public Comments:

Jo Marie Varela: Noted that a wedding party has requested the use of a drone for wedding pictures.

Board Comments:

Director Kerins: Mentioned that the Abbey has a policy that drones are not allowed unless explicit permission and requested that no drones from SMRPD go within 50 ft, as well as a request to let the Abbey know when drones will be used. Noted that Capri advised that larger parks have specific drone areas, and if drones are to be allowed, they can only be flown by licensed operators.

Director Topp: Noted that most drones are for recreational use, and they need to fly from above the street area to stay 50 feet away from the Abbey. The main picture of the SMRPD facilities was taken above the pine trees in the parking lot.

Director Kerins: Inquired to the Board if we want to permit drones on the property. Noted that if we permit drones, it will need to be added to the Facility Use Agreement language.

Director Bullis: Inquired as to how we verify they are licensed if a guest signs the Agreement and confirms they are licensed.

Director Topp: Confirmed that he wants to permit drone usage.

Director Morris: Noted that we may lose facility renters if we prohibit all drone usage.

Director Conklin: Confirmed that we would likely lose events if drones were not permitted, but that we should require insurance.

Director Kerins: Noted that since all Board members want to permit drones, she will work on updating policy and agreement.

Director Topp: Noted that we should let the Abbey know before each event that will have a drone.

- g. [New Resident Welcome Letter](#)

Public Comments:

Scott Breeden: Noted that the letter should be addressed to “New Resident” not “New Homeowner.” Noted that the OC Alert link was linking to Orange County, FL not Orange County, CA. Inquired as to how SMRPD will locate new residents to distribute the letters.

Mary Schreiber: Advised that the realtors can distribute to the new residents.

Board Comments:

Director Kerins: Noted that the draft of the welcome letter was sent to ICL and the Fire Safety Council for input.

Director Morris: Inquired if this was just for homeowners or renters as well.

Director Kerins: Confirmed Mr. Breeden was correct, and that letter should be addressed to residents and that the OC Alert link would be updated.

Director Conklin: Mentioned that block captain details should be added to the welcome letter.

Director Kerins: Confirmed that she was asked not to include block captain details in the welcome letter by ICL.

- h. Lights added to stage – Kevin Topp
 - i. Update –

Public Comments:

Steve Reighart: Thanked Director Topp and the generous canyon resident that donated all of the new stage lighting.

Board Comments:

Director Topp: Confirmed that the cables that disappeared were replaced and new sound equipment, rope lights, and track lighting with LED bulbs has been installed as a low voltage option.

Director Topp: Confirmed that all fees were waived to switch all lights to LED, for an estimated \$10k value.

- i. Facility Rentals

Previously Approved:

1. Sunday, May 15, 2022 – Celebration of Life – Silverado Park and Bldg. A - Closed to the public
2. Saturday May 21, 2022 | June 18, 2022 | July 16, 2022 | August 20, 2022 | September 17, 2022 – Summer Concert Series – Open to the public
3. Saturday, May 28, 2022 – Private Event – Modjeska Community Center
4. Saturday, June 4, 2022 – Silverado Children’s Center Fundraiser, Wheelie Fun Fest – Open to the public

ii. New for Approval:

1. May 22, 2022 (Sunday) – Rattlesnake Aversion Training
2. June 03, 2022 - Ernie Alonzo, Haunted Orange County - Facility request – Building A for lecture on history with Joel Robinson
3. June 10, 2022 (Friday) - Private Event – Wedding - Closed to the public
4. June 18 – 19, 2022 (Sat & Sun) – Team Rubicon Chainsaw event – stage area and playground
5. July 3rd, 2022 (Sunday) – 4th of July Great American Picnic – Open to the Public

Public Comments:

Zach Duprey: Presented the request for a Great American Picnic Fourth of July celebrated. Noted that it would be great to have SMRPD sponsor event.

Board Comments:

Director Kerins: Noted that SMRPD would offer to sponsor this Fourth of July event.

6. July 23, 2022 (Saturday) - Private Event – Wedding - Closed to the public
7. August 05, 2022 (Friday) – Sweet 16 Birthday – Bldg A
8. October 03-14 (PENDING) – County Fair – waiting for Facility Use Agreement from ICL, but have requested we reserve the week before and after event for prep and tear down
9. December 18, 2022 (Sunday) – Janet C - Bldg A

VI. RECREATION COMMITTEE

- a. Coastal Clean-up Day – September 17th – Isabell Kerins
- b. Summer Concert Series – Kevin Topp
 - i. Sponsors –

Board Comments:

Director Topp: Noted that there are no sponsor updates, and that Supervisor Wagner is the only banner sponsor to date.

Director Morris: Inquired if we are selling banner space for the summer concert.

Director Topp: Confirmed that banner space is available if desired.

Director Bullis: Inquired to the cost of the banner space.

Director Kerins: Advised the banner costs are \$200 for the entire concert season.

- ii. Hamburger Stand and Ice Cream

Public Comments:

Zach Duprey: Advised that the raffle booth will have an easy up with chairs for the hamburger stand volunteers to watch the show.

Board Comments:

Director Kerins: Noted that we need additional volunteers for the hamburger stand.

Director Morris: Confirmed that she will do the shopping for the event.

Director Bullis: Inquired as to the times that volunteers are needed.

Director Kerins: Confirmed that 5:45pm is when the serving begins for volunteers.

- iii. Inventory of concert equipment and keys to cabinet

Action Item #9: Approve Hamburger Stand Operations and free Ice Cream at Summer Concert Series

Public Comments:

Jenny Scott: Inquired if free water would be handed out.

Mary Schreiber: Noted that Scott Breeden handles the recycling after the concerts.

Zach Duprey: Noted that the ice machine previously used is no longer available.

Mary Schreiber: Noted that ice cream can be kept in freeze and served from an ice chest to eliminate the need for ice.

Board Comments:

Director Kerins: Confirmed that free water would be sponsored by SMRPD.

Director Topp: Thanked Scott Breeden for his cleanup efforts.

Director Morris: Noted that the rattlesnake aversion training is the day after the concert.

Director Topp: Confirmed that he will ask the sound man to complete an inventory, as well as isolate the equipment that is no longer being used and sell the old equipment to offset costs for new mics and stands.

Director Bullis: Mentioned an ice trailer as a possible solution to the ice needed.

Director Kerins: Requested that Director Bullis research the ice trailer option.

9th Action: Director Topp makes motion to approve Hamburger Stand operations and free ice cream and water at Summer Concert Series as presented. Motion seconded by Director Bullis. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Topp voted aye. Director Morris abstained. Motion passes.

- c. Classes/Activities Updates – JoMarie Varela

VII. FUNDRAISING COMMITTEE

- a. [Stickers](#) – Kevin Topp

Action Item #10: Approve order for canyon stickers

Public Comments:

Zach Duprey: Inquired if the stickers would be for sale or free.

Mary Schreiber: Inquired where the stickers would be sold and who was making them.

Board Comments:

Director Topp: Recommends 1000 Silverado, and 500 Modjeska stickers. Noted that the store has requested to sell the stickers and that they would be available for sale at all SMRPD events.

Director Topp: Noted that these prices are practically wholesale and the company he contracts with just makes 10% over cost.

10th Action: Director Topp makes motion to approve order for canyon stickers, 1000 Silverado and 500 Modjeska as presented. Motion seconded by Director Kerins. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Director Topp voted aye. Motion passes.

- b. Flea Market – Isabell Kerins
 - i. 4/23 – Results \$50

Public Comments:

Mary Schreiber: Noted that the May flea market is cancelled due to the Memorial Day holiday.

Steve Reighart: Confirmed that June is the next flea market.

- c. Blood Drives – Rusty Morris
 - i. Scheduled 6/7/2022 – Noon – 6 PM

VIII. COMMUNICATIONS COMMITTEE

- a. Report from Communications Committee – Kevin Topp
 - i. Report on email bounce backs and undeliverable emails
- b. Wedding Collateral – Kevin Topp
 - i. Received
- c. SMRPD Website – Kevin Topp
 - i. [Revision of website](#)
 - 1. Committee Meeting Drop-down - Completed
 - 2. Add Donation Landing page and Donation “Button” on all pages
 - 3. History –Completed by Director Morris. Discussion on format

Board Comments:

Director Kerins: Discussed format of the history page and asked if there was a preference for a timeline format with clickable pictures.

Director Morris: Noted that the copy did not have embedded links (12) set up as click to know more, with subject headings.

Director Conklin: Noted that the history draft was really good and that the proposed format was digitally appealing.

Director Morris: Noted that the history section was also sourced and that she was comfortable with any format for presenting the information.

IX. PERSONNEL COMMITTEE

- a. Committee Meeting – [Minutes](#) – Isabell Kerins
- b. [Maintenance Job Description](#)
 - i. Posting Position – Until filled
- c. [General Manager Job Description](#)
 - i. Posting Position – Until filled

Action Item #11: Approval to post Maintenance and General Manager positions for minimum of 10 days until position filled.

Public Comments:

Scott Breeden: Inquired as to why a general manger was needed and if it was worth the cost. Mentioned that if too many hours are being put in, that Board members can cut back their time. He also inquired if the SMRPD can afford a GM.

Mary Schreiber: Inquired as to the salary range being offered. Noted that she understands the commitment since she is putting in 10-20 hours a week for the Fire Safe Council. Noted that the GM position should be filled with someone who has a tribal memory of SMRPD and that will carry on in the spirit of prior boards. Confirmed that she agrees that this person would be a constant and can assist so that it does not take new Board members two years to get up to speed.

Francesca Duff: Noted the estimated GM salary would be \$48k and inquired if the \$51k from the Covid grant has been repaid.

Scott Breeden: Mentioned that after two years, the GM may want to work for a larger district so we may risk losing them over time.

Mary Schreiber: Inquired as to what the minimum requirement is to offer benefits. Inquired as to where funding for this position was coming from.

Board Comments:

Director Kerins: Noted that she is currently working at least 20 hours per week on tasks that should be completed by a general manager. It is not possible to cut back on those hours and meet all of the requirements of the special district.

Director Bullis: Advised that Board members are volunteers and should not be expected to do the work of a general manager.

Director Conklin: Noted that there is a limit on what Board members can be paid in the bylaws and it would not be close to compensating for the hours currently being put in by Director Kerins. Noted that Director Kerins works diligently to help the community and after having been on a lot of Capri webinars and public meetings by the county has seen that almost all other special districts have a GM that handles these tasks. Also, the GM position would be a constant so that as Board members change, the GM would be able to keep consistency for SMRPD.

Director Kerins: Noted that SMRPD has had a GM in the past.

Director Topp: Inquired if the GM would have graphic design as part of their job description.

Director Kerins: Confirmed that many Board members are putting in a lot of their time presently and in the past.

Director Conklin: Confirmed that Director Topp puts in a lot of time for graphics and website as well.

Director Kerins: Noted that as Board member there is a fiduciary responsibility to do what is right for SMRPD and currently having a GM is needed to ensure that past mistakes are not made again such as what we have seen most recently when the treasurer and bookkeeper left at the same time.

Director Topp: Mentioned that the focus should be on P & L to ensure that the position is viable.

Director Kerins: Confirmed that the GM position will be part of the budget and we can afford the estimated salary of \$40k. She confirmed that the wages will be \$40-\$50 per hour, not to exceed 20 hours a week.

Director Morris: Inquired if we should combine the GM and Administrator position.

Director Conklin: Advised that both are vital positions, and it may be difficult to find someone qualified for both positions.

Director Kerins: Confirmed the Board will look for someone with institutional experience.

Director Conklin: Noted that the amount of work board members are putting in is a deterrence for people to apply, so having a GM in place will allow for more people to be interested in serving on the Board.

Director Kerins: Noted that the Board should be policy setters.

Director Topp: Noted that although finding someone with all of the qualifications may be difficult, we should attempt to find someone with partial qualifications and assume a learning curve.

Director Conklin: Noted that we will have a trial period so if the person is not a fit, we can begin to look for another candidate.

Director Kerins: Noted that the GM can assist with the budgets to ensure that we comply with all requests from the auditor. She confirmed the position would be offered on a not to exceed basis to ensure that the GM role stays within the budget set for it. Once a GM is on staff, tasks should move much smoother, so she does not anticipate it will be 20 hours per week all of the time, just in the beginning and during certain busier times of the year. She advised that they will look for someone that is a part of the community, possibly retired with anticipated stability to stay in the role for the long term. Confirmed benefits need to be provided if 30+ hours a week are offered.

Director Bullis: Noted that when she was involved with the water district, there was a GM while she was secretary, and the GM would prepare everything for the Board and the Board would just be required to review and approve so the Board was just concerned with policy decisions.

Director Kerins: Noted that funding for the position was coming from the operating budget, not the reserve. Year to date, the operating budget has an over \$79k surplus. Noted that as home prices have risen tax dollars coming in the past few years have been larger than in the past.

Director Topp: Noted that income should go up with facility rentals beginning again, an estimated \$24k came in from rentals pre-Covid.

Director Kerins: Noted that facility rental fees are very small in comparison to rest of budget. Confirmed that the \$51k Covid grant monies were already repaid and the surplus is remaining.

Director Topp: Noted that he would like to review a business plan for the new GM role.

11th Action: Director Bullis makes motion to approve to post Maintenance and General Manager positions for minimum of 10 days until position filled as presented. Motion seconded by Director Topp. Director Bullis voted aye. Director Conklin votes aye. Director Kerins voted aye. Director Morris voted aye. Director Topp voted aye. Motion passes.

X. OPEN SPACE AND TRAILS COMMITTEE

XI. PUBLIC COMMENTS

Public Comments:

Devon: Attended meeting as representative from B&B Music Studio. B&B is a 501c3 non-profit, local organization in Orange, California. The goal of this non-profit is to bring art, culture and music as a way of healing to the community. B&B is requesting the use of the SMRPD facilities to host a festival for local artists. The festival will feature students as well as local inspirational artists. The festival will be free to public, and open to all ages. Requested use of the stage and grass areas, with a possible date of August 27, 2022.

Zach Duprey: Noted that he would also reach out to B&B Music for the upcoming July 3rd event.

Board Comments:

Director Morris: inquired to what part of the facilities they would need.

Director Topp: Noted that he spoke with Brianna and that he believes this to be a great cause and this is a fundraiser with original music.

Director Kerins: Advised Devon that the Board we will need a Facility Use Agreement and Insurance in place before the Board can vote on the use.

XII. BOARD COMMENTS

Board Comments:

Director Conklin: Noted that the Board members are all here to help the community and recently there was scrutiny and inaccurate information written in a local paper. She wants to address this for the record. Board members are public servants and it is not acceptable to berate a board member, point fingers and spread misinformation. This type of activity does not benefit our community. As a community, we need to come together and she hopes that more people will get involved in a positive way. She mentioned that there is a lot of hearsay being spoken and if any member of the public has questions they can ask the Board directly. The Board members are transparent and welcome any interaction with community. Noted that all members of the Board are volunteering their time, especially Director Kerins who is putting in at least 20 hours a week to help the community and this misinformation will not bring anyone together.

Director Morris: Inquired as to where the information was printed.

Director Conklin: Noted that she prefers not to say but noted that we need to find a way to support one another so we all benefit as a common goal. She thanked Director Kerins and all Board members for their time and efforts.

Director Kerins: Mentioned the recent thank you note received from firefighters for sponsoring the Easter breakfast. Noted an upcoming public meeting on 5/19 at the Library of the Canyons at 6 PM regarding a replacement bridge in Silverado. She shared that there will be three Board positions opening in upcoming elections. Mentioned there will be a special meeting held on 5/31 to review the paving contractor bids.

XIII. ADJOURNMENT– Meeting was adjourned at 8:21 PM

XIV. The next regular meeting of the SMRPD Board of Directors will be at 6:00 PM on Tuesday, June 21st, 2022 at the Silverado Community Center