



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 SPECIAL MEETING
Thursday, August 4th, 2022 at 10:00 AM
Silverado Community Center
27641 Silverado Canyon Road

Board of Directors

Isabell Kerins: President
Julie "Rusty" Morris: Vice-President
Michele Agopian: Treasurer
Jessie Bullis: Secretary
Kevin Topp: Director

Staff

Laurie Briggs: SCC Administrator
JoMarie Varela: Administrator
Steve Reighart: Caretaker
Stephanie Dodge: Bookkeeper
Sasha Sill: Senior Services Manager
Danny Ater: Maintenance

SPECIAL MEETING MINUTES

- I. CALL TO ORDER** - Meeting was called to order at 10:01 AM and was held in person at the Silverado Community Center and via zoom.
- II. ROLL CALL** - Director Morris, Director Kerins, Director Bullis and Director Topp were present in person at the Silverado Community Center.
- III. DISTRICT BUSINESS**

1st Action: Director Kerins makes a motion to revise the agenda and add facility requests, and a closed session for new hire discussions. Motion seconded by Director Morris. All voted aye. Motion passes.

a. Financials

i. Approve following invoices for payment

1. Irvine Ranch Water District - \$253.91 (Silverado Park)
2. Irvine Ranch Water District - \$271.76 (Modjeska Park)
3. Irvine Ranch Water District - \$14.32 (Modjeska Community Center)
4. Waste Management - \$315.87
5. Wild Wonders - \$550
6. Franklin Hayes Marionettes - \$450
7. HCD (Department of Housing & Community Development) - \$39
8. Robert W. Johnson - \$8,000 (Audit)
9. Bennett Design - \$583.50
10. One Counted Finch Bookkeeping - \$750 (SMRPD)
11. One Counted Finch Bookkeeping - \$750 (SCC)
12. Juan Soriano - \$260 (June)
13. Julie Morris - \$340 (SCC – BooBoo Disposal)
14. ANBS Building Services - \$1,374 (Cleaning Crew, July)
15. Sasha Sill - \$36.46 (Reimbursement)

2nd Action: Director Morris makes a motion to approve payment of the above mentioned invoices as presented. Motion seconded by Director Topp. All voted aye. Motion passes.

b. SCC

- i. Extend Laurie Briggs, Director of SCC, debit card amount to NTE \$1,500 for the purpose of renewing registration of van. Registration delinquent from 2020

Board Comments:

Director Topp: Inquired as to why the van registration fees are being paid late.

Director Kerins: Advised that there was a miscommunication on who handles the registration due to a conflict between the SMRPD and SCC handbooks.

3rd Action: Director Morris makes a motion to approve increase of Laurie Briggs, Director of SCC debit card amount Not To Exceed \$1,500 for purpose of renewing registration of van. Motion seconded by Director Topp. All voted aye. Motion passes.

- c. Facility Requests - Jo Marie Varela: Presented pending facility requests for approval to the Board.
 - i. Recycling – Facility Use Agreement in house from Scott Breeden on behalf of ICL
 - 1. Requesting approval for both monthly events as well as after concerts/events
 - 2. ICL insurance is not yet received
 - ii. 9/8/22 community Potluck 4pm -10pm - Fire Safe Council (Mary S) – Facility Use Agreement in house
 - 1. Requesting fee waiver (event will be open to the public)
 - 2. Requesting insurance waiver
 - iii. 8/21/22 Flamenco – Facility Use Agreement in house, as well as rental fee and deposit checks
 - 1. Renter will provide insurance once Board approves the event
 - 2. Additional details from Flamenco school read aloud

Board Comments:

Director Kerins: Advised that ICL is still working with their insurance carrier for the required insurance documents for all of their events/rentals. Recommended that the Board waive the fees and insurance for the Fire & Ice community potluck, noting that SMRPD insurance can cover the event if SMRPD is a sponsor with the logo included on promotional materials.

Director Bullis: Noted that she would coordinate with Mary on the logo for the materials.

4th Action: Director Topp makes a motion to approve the facility rental requests as presented. Motion seconded by Director Morris. All voted aye. Motion passes.

- iv. New Hire approvals
 - 1. Program Aide
 - 2. Program Aide
 - 3. Teacher
 - 4. Animal Care Coordinator

5th Action: Director Morris makes a motion to approve new SCC hires as presented. Motion seconded by Director Topp. All voted aye. Motion passes.

IV. BOARD COMMENTS

Director Topp: Presented Tustin recreation programs including music, sports for the recreation committee to review.

Director Bullis: Inquired on the insurance requirements if we offered similar youth recreation programs.

Director Kerins: Advised that the person or program that runs the youth recreation activity would need to provide the necessary insurance for the programs to be offered by SMRPD.

Director Morris: Suggested offering seasonal sports programs.

Director Kerins: Suggested SMRPD review recent community surveys, as well as discuss with Abbey.

Director Topp: Suggested offering a parent's night out type event along with these youth recreation activities.

V. CLOSED SESSION:

VI. Closed session begins - 10:12 AM

VII. Closed session ends – 10:14 AM

VIII. AJOURNMENT– Meeting was adjourned at 10:19 AM

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, August 16th, 2022 at the Modjeska Community Center and by Zoom link posted at SMRPD.org.