



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, September 20th, 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
Danny Ater: Maintenance

AGENDA

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 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**
- II. ROLL CALL**
- III. CONSENT CALENDAR – Jessie Bullis**

Action Item #1: Approve and file minutes of the SMRPD General Board Meetings dated August 16th, 2022

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

Action Item #2: Approve and file Financials for SMRPD August 2022

Action Item #3: Approve and file Financials for SCC for August 2022

II. FINANCE COMMITTEE

- a. Debit Cards Limits – Increase Daily limit to \$1,000 – Michele Conklin

Action Item #4: Approve Resolution 09202022-1: Debit Cards Policy

- b. Removal of SCC Financial Debt from Balance Sheet as per auditor's recommendation – Michele Conklin

Action Item #5 : Approve Resolution 09202022-2: Removal of SCC Financial Debt from Balance Sheet per auditor's recommendation

- c. 2021/2022 Budget to Actual discussion – Isabell Kerins
- d. 20 year summary of SMRPD and SCC Income and SCC Student count – Isabell Kerins
- e. [Audit](#) update – Michele Conklin
 - i. Enterprise System

III. OTHER DISTRICT BUSINESS

- a. SMRPD Yearly Calendar Updates – Isabell Kerins
 - i. Add:
 - Maintenance of parks lawns and weed mitigation to Modjeska hillside
 - Cleaning out of all facility gutters on quarterly basis

Action Item #6: Approve updated SMRPD Calendar

- b. CAPRI Board of Directors– Call for Nominations
- c. Ad Hoc – Candidate Engagement – Isabell Kerins
 - i. Launch Ad Hoc committee

Action Item #7: Approve Ad Hoc Committee for Candidate Engagement

- ii. Introduction of Candidates to SMRPD
 - SMRPD Director’s Handbook versus Pamphlet discussion
 - SMRPD Candidate Introduction Get Together – September 27th, 2022

Action Item #8: Approve Director’s Handbook and Candidates Introduction Pamphlet

- iii. Meet the Candidates Forum - Discussion

Action Item #9: Approve Candidates Forum scheduled for October 11th

- d. Ad Hoc – Per Capita Grant – Isabell Kerins
 - i. Update
 - Status Reports for Silverado and Modjeska Parks submitted to State Grant Administrator
- e. Ad Hoc – Handbooks – Isabell Kerins
 - i. Status update –
 - SCC Employee Handbook
 - Director and Employee Policy and Procedures Manual

IV. SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE – Rusty Morris

- a. Program Report with updates on facilities and enrollments
- b. Friends of Silverado Children’s Center Updates
 - i. 2022 Art and Wine Fundraiser
- c. Construction Update – Isabell Kerins
 - i. Approved Contractor – Insurance and license issues
 - ii. Carmody Construction
 - Quote

Action Item #10: Approve Carmody Construction Quote for work to be done at Silverado Children’s Center

- d. Job Descriptions
 - i. [SCC Program Director](#)
 - ii. [SCC Administrative Director](#)

Action Item #11: Approve Job Description for Silverado Children’s Center Program Director and Administrative Director as presented

V. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Rentals – JoMarie Varela

Action Item #12: Approve new Facilities Rental Agreements as presented

- b. Construction Update – Isabell Kerins
 - i. Approved Contractor – Insurance issues
 - ii. Carmody Construction
 - Quote

Action Item #13: Approve Carmody Construction Quote for work to be done at Silverado Community Center

- c. Cooling Centers – Rusty Morris
 - i. Discussion – What worked/What didn’t/How do we improve experience for residents?
- d. Inventory of concert equipment and keys to cabinet - Michelle Conklin/Kevin Topp
- e. Modjeska Park weed mitigation – Isabell Kerins
 - i. Status Update

VI. RECREATION COMMITTEE

- a. Coastal/Canyon Clean-up Day – September 17th – Isabell Kerins
 - i. Results
- b. Summer Concert Series – Jessie Bullis
 - i. Hamburger Stand and Ice Cream 7/16, 8/20, 9/17 – Results

VII. COMMUNICATIONS COMMITTEE

- a. NextDoor Account Set-up Discussion – Jo Varela/Jessie Bullis
- b. Facebook Admin Info - Jo Varela
- c. Communications – Kevin Topp
 - i. Emails
 - Cooling Center
 - Canyon Clean-up

VIII. PUBLIC COMMENTS

IX. BOARD COMMENTS

X. CLOSED SESSION

- a. **Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Isabell Kerins; Negotiating with unrepresented Employee(s) regarding terms and conditions of employment: Animal Care Coordinator, Assistant Teachers**

XI. ADJOURNMENT

XII. The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, October 18th, 2022 at the Silverado Community Center