



*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, August 16th, 2022 at 6:30 pm**  
**Modjeska Community Center**  
**28691 Modjeska 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**

**MINUTES**

- I. CALL TO ORDER** - Meeting was called to order at 6:38 PM and was held in person at the Modjeska Community Center and via Zoom link.
- II. ROLL CALL** – Director Bullis, Director Conklin, Director Kerins, Director Morris, and Director Topp were present in person.
- III. CONSENT CALENDAR** – Jessie Bullis

**1<sup>st</sup> Action: Director Conklin makes motion to approve and file minutes of the SMRPD General Board Meetings dated [July 19th, 2022](#), [July 24<sup>th</sup>, 2022](#) and [Special Meeting dated August 4th, 2022](#) as presented. Motion seconded by Director Morris. All Directors voted aye. Motion passes.**

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

Per Balance Sheet the Bank of America balance on 7/31/2022 was \$225,610 and county account was at \$140,111. The actual amount in the Bank of America account was \$245,769 and county account was \$140,111.

Gross Profit for the month of July was \$7,440. Expenses for the month of July total \$25,523. Net Income for May was (\$18,082). July is the start of our new fiscal year.

Income for the month was primarily from:

- Property Tax – Secured of \$5,828
- Rents and Concessions - \$315
- Donations - \$175 – This was reimbursement for leadership conference attendance for Jessie Bullis. Incorrectly posted.

Extra ordinary expenses for the month of July included:

- Insurance – \$11,089 for six months for liability and worker's comp
- Yearly membership for CARPD of \$2,491
- Water – \$362 Note this has increased about \$130 since June

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

**Board Comments:**

Director Kerins: Noted that prior financials were revised and submitted for approval due to an error of the Covid grant allocation. Financials have been updated for all months affected by this correction.

**2<sup>nd</sup> Action: Director Morris makes motion to approve and file Financials for SMRPD [February 2022](#), [March 2022](#), [April 2022](#), [May 2022](#), [June 2022](#) and [July 2022](#) as presented. Motion seconded by Director Kerins. All Directors present voted aye. Motion passes.**

Director Conklin presented SCC Financial Report for July 2022 and prior months updates:

Per the SCC Financials the Balance Sheet reflects the Bank of America checking account balance of \$45,411.24 and the savings account balance of \$76,054.77. The actual Bank of America checking account balance as of 7/31/2022 was \$40,202.47 and the savings account balance was \$76,057.23.

The Board has moved to an Accrual Based accounting method instead of Cash, as required for government entities. Please note that due to this change the July ledger of accounting will be slightly askew with August, showing everything correctly going forward. This is a new fiscal year, so accrual basis will be utilized moving forward.

Monthly Income for SCC for July was \$24,118 with Tuition Income for July 2022 being \$21,693.

Expenses for the month were \$24,245. Net Income was (\$128).

Extraordinary expenses for the month included a new printer.

#### **JUNE 2022**

Per the SCC Financials the Balance Sheet reflects the Bank of America checking account balance of \$39,708 and the savings account balance of \$75,054. The actual Bank of America checking account balance as of 6/30/2022 was \$49,318 and the savings account balance was \$75,057.

Please note that the discrepancy is due to deposits for future tuitions being made and not applied, this has been revised moving forward.

Monthly Income for SCC for June was \$35,081, with a year-to-date total Income of \$477,484. Of this Monthly Tuition was \$34,706 and year-to-date Tuition was \$400,329.

Expenses for the month were \$27,623 with a year-to-date total expense of \$360,718.

Monthly Net Income for June 2022 was \$7,458 with Year to Date Net Income of \$116,768.

#### **MAY 2022**

Per the SCC Financials the Balance Sheet reflects the Bank of America checking account balance of \$36,300 and the savings account balance of \$74,055. The actual Bank of America checking account balance as of 5/31/2022 was \$43,884 and the savings account balance was \$74,056.

#### **APRIL 2022**

Per the SCC Financials the Balance Sheet reflects the Bank of America checking account balance of \$23,889 and the savings account balance of \$75,054.77. The actual Bank of America checking account balance as of 4/30/2022 was \$33,036 and the savings account balance was \$73,055.

#### **MARCH 2022**

Per the SCC Financials the Balance Sheet reflects the Bank of America checking account balance of \$26,237 and the savings account balance of \$72,055. The actual Bank of America checking account balance as of 3/31/2022 was \$32,088 and the savings account balance was \$72,055.

#### **FEB 2022**

Per the SCC Financials the Balance Sheet reflects the Bank of America checking account balance of \$15,342 and the savings account balance of \$71,052. The actual Bank of America checking account balance as of 2/28/2022 was \$16,932 and the savings account balance was \$71,054.

#### **Public Comments:**

Joanne Hubble: Inquired for an itemized list of furniture that was purchased. Inquired about the profitability of the Silverado Children's Center.

#### **Board Comments:**

Director Morris: Noted that the financial revisions were recommended by the auditor to be corrected.

Director Conklin: Noted that the furniture that was purchased included cabinets for start of school and other items needed for the school year.

Director Conklin: Advised that there has been a significant increase of income for the Silverado Children's Center because there are more children enrolled.

**3<sup>rd</sup> Action: Director Morris makes motion to approve and file Financials for SCC for [March 2022](#), [April 2022](#), [May 2022](#), [June 2022](#) and [July 2022](#) as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.**

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

- a. [Audit](#) update
  - i. Audit received and disbursed
  - ii. Enterprise System

#### **Board Comments:**

Director Conklin: Advised that the audit findings included the recommendation to remove the financial debt of the Silverado Children's Center. Noted that the Board has decided to keep the debt on the books year over year since it is a cautionary tale.

Director Kerins: Advised that the removal of this past debt will be added as an action item on the agenda for next month's meeting.

Director Kerins: Confirmed that the auditor noted public documents Enterprise Community Systems legal requirements that SMRPD needs to begin doing to be in compliance. This item was started last year by previous Director Bailey, however, it was not completed or posted.

### III. OTHER DISTRICT BUSINESS

- a. Ad Hoc – Per Capita Grant – Isabell Kerins
  - i. SMP Environment Landscape Quote for Landscape Design
    - [Silverado Community Center](#)
    - [Modjeska Community Center](#)

#### Public Comments:

Laurie Martz: Inquired as to the process that the Board anticipates to follow once the preliminary design is complete, as well as more detail on the budget.

Francesca Duff: Inquired if a splash pad would be added in Modjeska. Inquired as to potential water restriction that IRWD may impose.

Scott Breeden: Inquired as to who the grant administrator was for this project.

#### Board Comments:

Director Kerins: Advised that SMRPD is required to provide grant updates every 30 days to the state.

Director Conklin: Confirmed that SMP quoted prices for the record as \$11,775 for Silverado and \$5,925 for Modjeska. Discussed the efficiency of the splash pad and the use of recycled water.

Director Kerins: Noted that a survey was used to determine what the community wanted in their parks. Advised that there will be a public comment phase as the project progresses.

Director Conklin: Advised that IRWD has not placed any water usage restrictions on the area.

Director Kerins: Advised that there will be a timer button on the splash pad, so it will be a more effective use of water play. Confirmed that she is working with Melinda Steinart, from the state park district on the project.

Director Topp: Advised that once a splash pad is approved, the Board should set aside at least \$30k per year for maintenance to ensure fiscal responsibility.

Director Conklin: Requested additional information from Director Topp regarding splash pad maintenance issues that the Board can review.

**4<sup>th</sup> Action: Director Bullis makes motion to Approve Quote for SMP Environment Landscape Design for Modjeska and Silverado Community Centers Playground updates as presented. Motion seconded by Director Morris. Directors Bullis, Conklin, Kerins and Morris voted aye. Director Topp abstained. Motion passes.**

- ii. Process update with Grant Admin
- b. Ad Hoc – Handbook – Isabell Kerins
  - i. Update – Working on two documents – A Director Handbook and Director and Employee Policy and Procedures Manual

#### Public Comments:

Laurie Martz: Noted that she feels the current Board is too rule oriented and advised that she is not in favor of handbooks being released.

Joanne Hubble: Noted that the handbooks have not been this extensive in the past.

#### Board Comments:

Director Kerins: Advised that there will be two versions of the handbook, a director version and a director/employee policy and procedures manual. Noted that handbooks are required by law.

Director Topp: Mentioned that as a Board, they can govern the SMRPD District how the Board sees fit for the constituents. Noted that he agrees with public comments.

- c. Paving in front of Modjeska Community Center – Isabell Kerins

#### Public Comments:

Caroline Day: Inquired if traffic will be restricted and mentioned her concern for emergency access during the paving.

#### Board Comments:

Director Kerins: Confirmed that OCPW will pave the entire canyon next year, the first phase will be road repairs.

Director Conklin: Noted that this is a OC Public Works project so they would be handling all traffic impediments during the project.

- d. [ISDOC Elections](#)

#### Board Comments:

Director Kerins: Noted that ISDOC is looking for candidates for their open positions for 2 year terms.

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

- a. Committee Meeting - [Minutes](#)
- b. [Program Report](#) with updates on facilities and enrollments
- c. Friends of Silverado Children’s Center Updates
  - i. [July YE](#)
  - ii. [August](#)
- d. Job Descriptions

- i. [Program Director](#)
- ii. [Administrative Director](#)

**Public Comments:**

Joanne Hubble: Inquired as to a 20 year comparison on the Silverado Children's Center.

Sarah Pizzaruso: Discussed Friends of the Silverado Community Center overview aloud. Noted the garden club successes, the upcoming Modjeska Wine festival being back on with Friends of the Silverado Children's Center as one of the beneficiaries. Discussed the deck proposal and forward progress.

**Board Comments:**

Director Morris: Presented the Program Report.

Director Conklin: Mentioned that eight years ago there were eight students, and now the Silverado Children's Center has over 40 students. Confirmed that the Friends of Silverado Children's Center is a non-profit that supports the Children's Center.

**Action Item #5: Approve Job Description for Silverado Children's Center Program Director and Administrative Director as presented. This item was tabled.**

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

- a. Facility Meeting – [Minutes](#)
- b. Facility Use Agreements including insurance requirements
  - i. [Facility Use Agreement](#)
  - ii. [Large Event Use Agreement](#)

**Public Comments:**

Joanne Hubble: Inquired as to how the volunteer hours are logged.

**Director Comments:**

Director Kerins: Noted that the updates to the agreements include disclosure that all users must have insurance to rent the SMRPD facilities.

Director Morris: Advised that the main part of the Facility Use Agreement is one page, the following pages are explanatory.

Director Conklin: Confirmed that fees can be requested to be waived, but that insurance is required for all.

Director Kerins: Advised that volunteer hours are logged on the SMRPD forms.

**6<sup>th</sup> Action: Director Conklin makes motion to Approve updated Facility Use Agreements as presented. Motion seconded by Director Bullis. All Directors presented voted aye. Motion passes.**

- c. Rentals – JoMarie Varela
  - i. Previously Approved:
    - August 21, 2022 – Flamenco event day after concert - \* IMPORTANT that all hamburger stand clean up is done during the concert to ensure cleanliness for renters \*
    - August 26, 2022 – Haunted Orange County - Facility request – Building A for lecture on history with Joel Robinson (date tentative)
    - August 28, 2022 – B&B Del Sol non profit festival
    - September 04, 2022 - Joyfest: 3-month series – 1st Sunday of Sept, Oct & Nov -
    - September 08, 2022 - Fire & Ice Community Potluck
    - October 03-14 (PENDING Insurance) – Country Fair – waiting on insurance from ICL
    - October 29, 2022 Wedding
    - December 18, 2022 (Sunday) – Private - Bldg A
    - December 20, 2022 – Red Cross Blood Drive
  - ii. New for Approval:
    - Pending AA meeting request – Looking into insurance for this chapter
    - Aug 21, 2022 – Bible Study
    - Aug 28, 2022 – Bible Study
    - October 15, 2022 – Baby Shower – Building A - Insurance Waiver being requested

**Public Comments:**

Francesca Duff: Noted that ICL is obtaining insurance, \$1,000 additional per year to carry the coverage, and will provide an umbrella to go on top of existing coverage for the fair.

Joanne Hubble: Inquired for more detail on the insurance requirements.

Steve Reighart: Inquired if ICL will have security for the fair.

Caroline Day: Put in a request for an art event. Bruce Day is a professional artist and would like to offer a free program for the community. Part of the event may include a raffle for a piece of art. Requesting the facilities for a one time use, possible annually.

Laurie Martz: Noted that she feels art events like this are a huge benefit for the community and asked the Board not to focus on funds from renting facilities.

**Board Comments:**

Director Kerins: Detailed the insurance required for the fair, since ICL is required to carry increased coverage for the multi-day event. She requested that Caroline Day work with the Administrator to fill out appropriate paper work the event.

Director Topp: Noted that he would like to suggest that the Board waives all fees since the proposed art event is for the community and open to public.

Director Bullis: Discussed the benefits of renting the facilities and that the funds are budgeted to help the community.

Director Kerins: Noted it is the Board’s fiduciary responsibility to legally maintain and operate facilities to ensure there is a parks district for future years to come.

**7<sup>th</sup> Action: Director Morris makes motion to Approve new Facilities Rentals as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.**

- d. Inventory of concert equipment and keys to cabinet - Kevin Topp

**Director Comments:**

Director Kerins: Requested Matt’s inventory for audit.

Director Conklin: Offered to coordinate with Matt directly to help facilitate the inventory.

- e. Modjeska Park weed mitigation – Isabell Kerins
  - i. Meeting with Inspector Brown on 8/18

**Public Comments:**

Phil Buller: Read aloud a letter to the Board to Bob Hunt in 2007. Expressed concern about parts of Modjeska being indefensible. Requested more information on what will be done with the new fire inspector.

Steve Reighart: Confirmed that Team Rubicon and the fire department have been out to the area in question and confirmed that the area is fire safe. There is a meeting scheduled on 8/18 with the new fire inspector to review the area again.

Laurie Martz: Requested that the Board maintain the hill.

**Board Comments:**

Director Kerins: Confirmed that OCFA and Team Rubicon have been out to look at the area and addressed the concerns noted by the OCFA inspector.

Director Topp: Noted the upcoming new date to start fresh with the new inspector. Everyone will be there Thursday of this week, so these concerns are better addressed at that time.

Director Conklin: Advised that no one wants anyone to lose their home, and discussed her home and recent property losses. Noted that the Board will do everything that they can but ultimately the fire authority has jurisdiction over the property.

**VI. RECREATION COMMITTEE**

- a. Coastal Clean-up Day – September 17<sup>th</sup> – Isabell Kerins
  - i. Signs – Reached out to Supervisor Wagner to sponsor
  - ii. Communications to Community and Organizations

**Public Comments:**

Laurie Martz: Inquired if anyone was assigned to solicit help from canyon community for the event.

**Board Comments:**

Director Kerins: Confirmed that more details about the event will be available as it gets closer.

- b. Summer Concert Series – Jessie Bullis
  - i. Hamburger Stand and Ice Cream 7/16 – Results
  - ii. Upcoming 8/20

**Board Comments:**

Director Bullis: Confirmed that an estimated \$700 was sold for the July hamburger stand.

Director Kerins: Approved storing of the wood for the Flamenco event.

**VII. FUNDRAISING COMMITTEE**

- i. Rattlesnake Aversion Training 7/31 – Results – JoMarie Varela

**Public Comments:**

Jo Marie Varela: Discussed rattlesnake event, \$465 collected for SMRPD, as well as possible next event in September or October.

**VIII. COMMUNICATIONS COMMITTEE**

- a. NextDoor Account Set-up Discussion – Isabell Kerins

**Board Comments:**

Director Kerins: Noted that she is filling out the SMRPD forms to set up the account.

Director Bullis: Offered to assist and take the lead on the set up.

- b. Facebook Admin Info to JoMarie Varela – Kevin Topp

**Board Comments:**

Director Topp: Advised that he received a notice of the account becoming a gray account because he does not have a personal account. Noted he prefers scrapbooking or Facebooking.

- c. Communications – Kevin Topp

- i. Emails

- Cooling Center
- Rattlesnake Avoidance Training

**Board Comments:**

Director Topp: Noted that there are more sticker sales, and sales to the market. Presented cash to the Board for deposit.

**IX. PUBLIC COMMENTS - None**

**X. BOARD COMMENTS**

Director Bullis: Noted that there are three open Board positions with six people running for them.

Director Kerins: Noted that once candidates are interested, there is an introduction session and then there will be candidates' night before the election.

**XI. CLOSED SESSION**

- a. **Public Employment pursuant to Govt. Section 54957: Silverado Children's Center Director**
- b. **Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Isabell Kerins; Negotiating with unrepresented Employee(s) regarding terms and conditions of employment: Lead Teacher, Teacher, Assistant Teacher**

Closed session began 8:10pm

Closed session ended – 8:25pm

**XII. ADJOURNMENT - – Meeting was adjourned at 8:30 PM**

**XIII. The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, September 20th, 2022 at the Silverado Community Center**