****

**SMRPD REGULAR MEETING**

**Tuesday, October 18th, 2022 at 6:30 pm**

**Silverado Community Center**

**27641 Silverado Canyon Road**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Board of Directors** |  | **Staff** |  |
| **Isabell Kerins:** | **President** | **Laurie Briggs:** | **SCC Program Director** |
| **Julie “Rusty” Morris:** | **Vice-President** | **JoMarie Varela** | **SMRPD Administrator** |
| **Michele Conklin:** | **Treasurer** | **Steve Reighart:** | **Caretaker** |
| **Jessie Bullis** | **Secretary** | **Stephanie Dodge:** | **Bookkeeper** |
| **Kevin Topp:** | **Director** | **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](https://zoom.us/j/99049794367)

**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.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **CONSENT CALENDAR** – Jessie Bullis

**Action Item #1: Approve and file minutes of the SMRPD General Board Meetings dated September 20th, 2022**

1. **TREASURER'S REPORT** – Michele Conklin

**Action Item #2: Approve and file Financials for** [**SMRPD September 2022**](https://1drv.ms/b/s!An_OKisCbP0FpTtux96HfzfUQTXZ?e=NODPJU)

**Action Item #3: Approve and file Financials for** [**SCC for September 2022**](https://1drv.ms/b/s!An_OKisCbP0FpT-p3q6zTn3CqyLU?e=sXjooS)

1. **FINANCE COMMITTEE**
   1. [Minutes](https://1drv.ms/b/s!An_OKisCbP0FpVA0Ch1SFId7N76t?e=8yJhCZ) from Finance Committee meeting dated October 11th, 2022
   2. Quickbooks back-up process – Michele Conklin
   3. Removal of SCC Financial Debt from Balance Sheet as per auditor’s recommendation – Michele Conklin

**Action Item #4 : Approve** [**Resolution 10182022-1**](https://1drv.ms/b/s!An_OKisCbP0FpVF0l0cbtjdin9GA?e=KDYGEM)**: Removal of SCC Financial Debt from Balance Sheet per auditor’s recommendation**

* 1. 2021/2022 Budget to Actual discussion – Isabell Kerins
  2. Revised SMRPD and SCC 2022-2023 Budgets – Isabell Kerins

**Action Item #5: Approve revised 2022/2023 SCC and SMRPD Budgets**

* 1. Silverado Children’s Center – Write-off of Covid Credits from 2020 – Isabell Kerins
     1. [Breakdown](https://1drv.ms/b/s!An_OKisCbP0FpWZbQtr2NPLrrX3_?e=B3Rke7)

**Action Item #6: Approve write-off of Silverado Children’s Center Covid Credit in amount of $3,166.67**

* 1. Silverado Children’s Center Director – Bonus – Isabell Kerins
     1. [Breakdown](https://1drv.ms/b/s!An_OKisCbP0FpVUYA6OfR4xzPQ3h?e=rXaJi6)

**Action Item #7 : Approve bonus for Silverado Children’s Center Director for $2,375 for 1st, 2nd and 3rd quarters of 2022**

1. **OTHER DISTRICT BUSINESS** 
   1. SMRPD General Meeting Format recommendations – Staff to present majority of items moving forward – Isabell Kerins
   2. Revise monthly General Meeting date to 4th Tuesday of the month, revise committee meetings to third week of the month – Isabell Kerins

**Action Item #8:** [**Resolution #100182022-2**](https://1drv.ms/b/s!An_OKisCbP0FpVeuri4d5yduMaJg?e=qtftlM) **: SMRPD General Meeting to be held on 4th Tuesday of the month, Committee meetings to be held the third week of the month or as otherwise agendized**

* 1. [SMRPD Yearly Calendar](https://1drv.ms/b/s!An_OKisCbP0FpXDYdBroWeiqMrBW?e=9SbOKk) Updates – Isabell Kerins
     1. Review Calendar items
     2. Added:
        + Silverado Children’s Center (SCC) tasks

**Action Item #9: Approve updated SMRPD Calendar as presented**

* 1. Ad Hoc – Candidate Engagement – Isabell Kerins
     1. Introduction of Candidates to SMRPD
        + SMRPD Candidate Introduction Get Together – September 27th, 2022
          1. [PowerPoint presentation given to candidates](https://1drv.ms/b/s!An_OKisCbP0FpVmK4SWxtDbnRDKz?e=XGHJEy)
     2. Meet the Candidates Forum - Discussion
  2. Ad Hoc – Per Capita Grant – Isabell Kerins
     1. Update
        + Design Review
          1. Silverado Park

[Drawings](https://1drv.ms/b/s!An_OKisCbP0FpU34bica_kXVEh-W?e=LARBOt)

[Layout](https://1drv.ms/b/s!An_OKisCbP0FpU6VnusQX6lRZ8Mo?e=qCj1de) and Specs

[Budget](https://1drv.ms/b/s!An_OKisCbP0FpXHMygroIpY54Hue?e=ANh6Y2)

* + - * 1. Modjeska Park

[Drawings](https://1drv.ms/b/s!An_OKisCbP0FpWK64F2IDqCe8W_C?e=KbXpbc)

[Layout](https://1drv.ms/b/s!An_OKisCbP0FpWFFGT3XAinzB5Cb?e=yuUU1B) and Specs

[Budget](https://1drv.ms/b/s!An_OKisCbP0FpXJTLPAopt7iRuj7?e=flYYDR)

* + - * Discussion on next steps – Pursue additional grants/funding sources
      * Public Presentation discussion and options
        1. In person
        2. Survey
        3. Social Media
        4. Or Hold off?
      * Requirements for reimbursement from California Department of Parks and Recreation
        1. [Deed Restriction](https://www.parks.ca.gov/pages/1008/files/Per_Capita_Program_Procedural_Guide_Sept_2020_9.1.20%20_8.4.21.pdf)

Deed Restriction

Legal Description of Property

Grant Contract

**Action Item #10 : Approval to complete Deed restriction and supporting documents for Per Capita Grant**

* 1. Equipment for employees – Isabell Kerins
     1. Recommend business phones and laptops for following employees:
        + Silverado Children’s Center Program Director – Phone and Laptop
        + Silveardo Children’s Center Administrator Director – Phone and Laptop
        + SMRPD Administrator – Phone and Laptop
        + Bookkeeper - Laptop
        + SMRPD Caretaker - Phone

**Action Item #11: Approve Equipment including phone and laptop for SCC Program and Administrative Directors, and SMRPD Administrator, laptop for Bookkeeper, and phone for SMRPD Caretaker not to exceed $5,000 for each entity**

* 1. Ad Hoc – Handbooks – Isabell Kerins
     1. Status update –
        + SCC Employee Handbook
        + SMRPD Director and Employee Policy and Procedures Manual

1. **SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE –** Rusty Morris
   1. [Minutes](https://1drv.ms/b/s!An_OKisCbP0FpVs1s-Ypj3oXWsNM?e=3h76bV) from Committee Meeting dated October 11th, 2022
   2. [Program Report](https://1drv.ms/b/s!An_OKisCbP0FpUoZxrsQbhSwH6IY?e=o4WkJJ) with updates on facilities and enrollments
   3. [18 month enrollment analysis](https://1drv.ms/b/s!An_OKisCbP0FpUsBHwKe6owUK3Vw?e=mFMGir) including Canyon Families Information
   4. [SCC Priority List](https://1drv.ms/x/s!An_OKisCbP0FpV6lhWDN7GTVL8XW?e=8evZSf)
   5. ProCare Express
      1. Overview
      2. [Family form](https://1drv.ms/b/s!An_OKisCbP0FpW5PCnEf_ifJ6DnK?e=b263cH)

**Action Item #13: Approve ProCare Express for Silverado Children’s Center tuition**

* 1. [Friends of Silverado Children’s Center Updates](https://1drv.ms/b/s!An_OKisCbP0FpW0qj15xklfZaL3Y?e=a77YKc) – Sarah Pizzaruso
     1. 2022 Art and Wine Fundraiser – Results
     2. Country Fair - Results
  2. Construction Update – Isabell Kerins
     1. Insurance and license information received
     2. Phase One work scheduled beginning November 14th, 2022
     3. Phase Two
        + Quote
        + Revised cost analysis

**Action Item #14: Approve Carmody Construction Quote for Phase Two work to be done at Silverado Children’s Center**

1. **FACILITIES/SAFETY/MAINTENANCE COMMITTEE** 
   1. Rentals – JoMarie Varela
      1. No Waivers
         * October 23, 2022 - Bible study (Modjeska - Nancy)
         * November 19, 2022 - Private event (bldg A) - family dinner

**Action Item #14: Approve new Facilities Rental Agreements as presented**

* 1. Construction Update – Isabell Kerins
     1. Insurance and license information received
     2. Phase Two
        + Quote
        + Revised cost analysis

**Action Item #15: Approve Carmody Construction Quote for Phase Two work to be done at Silverado Community Center**

* 1. [ICL Archive Contract](https://1drv.ms/b/s!An_OKisCbP0FpWvtZCskwq6gxrV4?e=yucV1J)

**Action Item #16: Approve contract with ICL for use of Modjeska Community Center office for archive storage**

* 1. [Mobile Library proposal](https://1drv.ms/w/s!An_OKisCbP0FpWyuBGQzrqPyUdUk?e=AqDP9W)

**Action Item #17: Approve Mobile Library quarterly during Flea Markets**

1. **RECREATION COMMITTEE**
   1. Movie Night Presentation – Kevin Topp
   2. Sound equipment update – Kevin Topp

**Action Item #19: Approve upgrades to sound equipment not to exceed $5,600**

* 1. Summer Concert Series – Jessie Bullis
     1. Hamburger Stand and Ice Cream Season – Results
  2. Swap Meet
     1. 9 /24 – Results
     2. Revise to Quarterly basis?

1. **COMMUNICATIONS COMMITTEE**
2. **INSURANCE COMMITTEE**
   1. Status of vendor insurance receipts – JoMarie Varela
3. **PUBLIC COMMENTS**
4. **BOARD COMMENTS**
5. **CLOSED SESSION** 
   1. **Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Isabell Kerins; Negotiating with unrepresented Employee(s)/Subcontractors regarding terms and conditions of employment**
6. **ADJOURNMENT**
7. **The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, November 15th , 2022 at the Silverado Community Center**