



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
Wednesday, December 07, 2022 at 6:30 pm
Silverado Community Center
27641 Silverado Canyon Road

Board of Directors

Julie "Rusty" Morris **Vice-President**
Michele Conklin: **Treasurer**
Charles "Ted" Wright: **TBD**
Laurie Martz: **TBD**
Brittney Kuhn: **TBD**

Staff

Laurie Briggs: **SCC Program 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 - Best efforts will be made to accommodate Zoom meeting, however meeting will continue in person if Zoom is unavailable.

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. PUBLIC COMMENTS** – Non-agendized items
- IV. CONSENT CALENDAR** – None
- V. TREASURER'S REPORT** – None
- VI. FINANCE COMMITTEE**

- a. Update SMRPD bank accounts
 - i. Remove Director Bullis, Director Kerins and Director Topp as signatories on the SMRPD bank accounts
 - ii. Add newly appointed Directors as signatories on the SMRPD bank accounts

Action Item #1: [Resolution #12072022-1](#) – **Approve resolution to add three new Board members to SMRPD bank accounts and remove the three exiting directors.**

VII. OTHER DISTRICT BUSINESS

- a. Elect new SMRPD Board into new positions

Action Item #2 – **Approve new SMRPD Board positions as presented.**

- b. OneDrive authorizations

Action Item #3 – **Approve new SMRPD Board access to OneDrive as presented.**

- c. Email and Website Updates
 - i. Obtain emails for newly elected Directors
 - ii. Update Board of Director Page
 - 1. Remove Director Kerins, Director Bullis and Director Topp

- 2. Add Director Kuhn, Director Martz, and Director Wright
- iii. Update any director specific emails to generic emails; i.e. in cases were the website lists isabellkerins@smrpd.org to president@smrpd.org, etc.
- iv. Determine which director positions receive bcc copies of the contract-us@smrpd.org email

Action Item #4 – Approve website updates as presented.

- d. Determine which Directors will approve employee time sheets and submit for payroll processing

Action Item #5 – Approve new timecard approval authorization procedure as presented.

- e. Discuss Committee Assignments, Ad Hoc Committees, and Committee Schedule
 - i. [Committee Descriptions](#)
 - ii. Current [Committee Assignments](#)
 - iii. Current [Committee Calendar](#)
 - iv. Ad hoc committee for ADA compliance
 - v. Ad hoc committee for Per Capita Grant
- f. New Director Onboarding Document collection

VIII. SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE

- a. Determine Director that will replace Director Kerins on the Friends of Silverado Children’s Center Board

Action Item #6 – Approve new Director to fill open seat of Friends of Silverado Children’s Center Board

IX. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Discuss issues from unscheduled event 11/24/22
 - i. [Post Event Maintenance Report](#)
 - ii. [Deposit Forfeiture Letter](#)

Action Item #7 – Approve deposit forfeiture letter as presented.

- b. Discuss updating lockbox codes

Action Item #8 – Approve updating the lockbox codes at Silverado Community Center and Modjeska Community Center as presented.

X. RECREATION COMMITTEE

XI. COMMUNICATIONS COMMITTEE

- a. Discuss Board assignments that will update social media accounts like Facebook, Nextdoor, etc.
- b. Discuss general Board goals and direction for the upcoming term

XII. INSURANCE COMMITTEE

XIII. PUBLIC COMMENTS

XIV. BOARD COMMENTS

XV. CLOSED SESSION

XVI. ADJOURNMENT

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, December 27th, 2022 at the Silverado Community Center.

It is the intent of the Silverado Modjeska Recreation and Park District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Silverado Modjeska Recreation and Park District will attempt to accommodate you in every reasonable manner. Please contact the District President at (949) 887-1910, at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in this meeting.