



*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 SPECIAL MEETING**  
**Tuesday, December 27, 2022 at 6:30 pm**  
**Silverado Community Center**  
**27641 Silverado Canyon Road**

**Board of Directors**

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

**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** – Jo Marie Varela

**Action Item #1: Approve and file minutes of the [SMRPD General Board Meetings dated November 22, 2022](#) and [SMRPD Special Meeting dated December 07, 2022](#) as presented.**

- a. Discuss research results of reimbursement vote amendment request from the November 15, 2022, Special meeting
  - i. reimbursement vote made was not in accordance with state laws

**Action Item #2: Approve and file minutes of the [SMRPD Special Meeting dated November 15, 2022](#) as presented.**

- V. TREASURER'S REPORT** – Stephanie Dodge
  - a. SCC financial notes – Stephanie Dodge

**Action Item #3: Approve and file Financials for [SMRPD Nov 2022](#)**

**Action Item #4: Approve and file Financials for [SCC Nov 2022](#)**

- VI. FINANCE COMMITTEE-** Stephanie Dodge
  - a. Committee [Minutes dated 12/20/22](#)
  - b. [2023 CSDA MEMBERSHIP RENEWAL](#) - \$541
  - c. Carmody Invoices (5)
    - i. [Hunt Bldg flooring](#) - \$24,832
    - ii. [Bldg A interior paint & mirrors](#) – \$16,272

- iii. [Misc repairs at SCC](#) - \$20,204
- iv. [SCC Landing & patio work](#) - \$6,356
- v. [Silverado Exterior Paint](#) - \$22,826
- vi. Discuss warranty for recent maintenance
  - 1. Fencing paint chipping issue
- d. Confirm that SMRPD bank accounts have been updated based on [Resolution #12072022-1](#)
- e. Audit 2021/2022 - status update – Stephanie Dodge
- f. [SCC Budget](#) – update Michele Conklin
- g. Nexus/Payroll Resolution - Determine which Directors will approve employee time sheets and submit for payroll processing

**Action Item #5: Approve Director assignment for timecard and payroll processing as presented.**

- h. Specialized Tree Works Payment – outstanding Oct bill
- i. Update on IRS and One Finch Accounting Services – Stephanie Dodge
- j. Weed abatement property tax update – Stephanie Dodge
- k. Financial Task Calendar – Stephanie Dodge
- l. Vendor W9 & insurance – update on letters being sent with payments and responses – Stephanie Dodge
- m. Special District Property Tax Update
- n. Process energy credit for solar panels at Silverado (Dec calendar item)

**VII. OTHER DISTRICT BUSINESS – Rusty Morris**

- a. Nov 2022 - Election results certified
  - i. [Certification](#) – Registrar of Voters
  - ii. [Results](#)
  - iii. [Statement of Results Certification page](#)
- b. CARPD Recognition Resolution Presentations
  - i. [Jessie Bullis](#)
  - ii. [Isabell Kerins](#)
  - iii. [Kevin Topp](#)
- c. Account verification contacts
  - i. Discuss which board member’s cell and email should be used as a verification for accounts like Bank of America, Waste Management, etc
- d. OneDrive authorizations – confirm Board members have access
- e. Email and Website Updates – status: completed
- f. Discuss Committee Assignments, Ad Hoc Committees, and Committee Schedule
  - i. Updated [Committee Assignments](#)

**Action item #6: Approve updated Committee Assignments as presented.**

- ii. Current [Committee Calendar](#) – Laurie Martz
  - 1. Discuss potential new committee meeting times – splitting the qtrly meetings between Tues & Thur so there are not 10 on one day

**Action Item #7: Approve updated Committee Calendar as presented.**

- iii. Discuss Zoom options for Committee Meetings
  - 1. In order to accommodate the schedules and the health status of board and community members of the various SMRPD committees and in accordance with the provisions of the newly enacted AB 2449 to “authorize a member to participate remotely under specified circumstances, including participating remotely for just cause or due to emergency circumstances,” we will, when it is possible, arrange for committee members to participate remotely using Zoom.

**Action Item #8: Approve Zoom meeting availability for Committee Meetings, when possible, in accordance with AB 2449 as presented.**

- iv. Ad hoc committee for ADA compliance
  - 1. Community Member: Phil McWilliams is available to be on this committee

**Action item #9: Approve new ADA Compliance Ad Hoc Committee as presented.**

- v. Ad hoc committee for Per Capita Grant

**Action item #10: Approve new Per Capita Grant Committee as presented.**

- g. New Director Onboarding Document collection - update
- h. Ad Hoc – Handbooks
  - i. Status update
    - SCC Employee Handbook

- [SMRPD Director and Employee Policy and Procedures Manual](#) - Table review & approval to Jan 2023 meeting

#### VIII. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE – Laurie Briggs

- a. Minutes from [12/20/22 Committee Meeting](#) dated
- b. Program Report with updates on facilities and enrollments – working on a new format, on hold until January meeting
- c. Friends of Silverado Childrens Center Updates – Sarah Pizzarusso - on hold until January meeting
- d. Procure Update
- e. Construction Updates – estimated completion 12/29/22
- f. Current Outstanding Accounts Payable Report – Laurie Briggs
- g. Covid Credit Report Updates – Stephanie Dodge

**Action Item #11: Approve final Covid credit report as presented.**

- h. Landscape Architect Proposal (Nature Explore) - Laurie Briggs
  - i. Discuss exploring grant and other funding options to move forward with nature playground at SCC
  - ii. Review [Dimensions Educational Research Foundation Design quote](#) - \$12,500
- i. Holiday Pay Time Request:
  - i. Anticipated holiday pay costs – Stephanie Dodge
    1. SCC is now closed for 7 days for Winter Break, December 23- January 2.
    2. Staff who are regularly scheduled to work are paid for Christmas Eve, Christmas day, New Years Eve and New Years day (or days observance) as part of regular holiday pay
    3. SCC is requesting 3 days at 4 hours holiday pay for part time staff who were scheduled to work on those days. (T-W-Th/December 27,28,29)
    4. Staff who have not completed their 90 Orientation Period do not qualify for Holiday pay. (Currently that would be 3 staff)

**Action Item #12: Approve holiday pay for 5 days at 4 hours per day for staff that is scheduled between 12/26/22-12/30/22 as presented.**

- j. Purchase Requests:
  - i. Outdoor storage – Laurie Briggs

**Action Item #13: Approve outdoor storage bin purchases by SCC Director not to exceed \$1,000 between January and March 2023 as presented.**

#### IX. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Minutes from [11/15 meeting](#) and [12/20/22 meeting](#)
- b. Safety Inspections - next one due January 2023
- c. Modjeska Park dog bags
- d. Mobile Library – Rusty Morris
  - i. Checking with the senior lunch and brown bagger groups for interest in program
- e. Silverado Community Center tree work needed (3 trees in center) - [Specialized Tree Works](#)

**Action Item #14: Approve Specialized Tree Works tree trim quote as presented.**

- f. Tree health evaluation needed – Laurie Martz
  - i. The Sycamore in the grass area needs treatment for what appears to be Anthracnose fungal disease. I recommend contacting SIMS Tree Health Specialists for treatment of pests and disease.
  - ii. SIMS: <https://www.simsths.com/> - (951) 685-6662
- g. Post Event Report – Laurie Martz
  - i. [Ward 12/3/22 event](#)
- h. Board Phone Call Log
  - i. Folder added to OneDrive for Board members to file conversation details for reference
- i. Rentals – Jo Marie Varela
  - i. Several prospective wedding tours given, no new reservations to review
- j. ADA Compliance Bids to review
  - i. [Martin Brothers](#) – bid estimated at \$6,000
  - ii. [Compliance Design Consultants](#) – bid estimated at \$10,280
  - iii. Discuss self-compliance as an option
    1. Community Member – Phil McWilliams will make himself available to assist with the self-assessment.
    2. [2015 ADA site survey](#)

**Action Item #15: Approve allowing the SMRPD Caretaker to conduct an ADA Compliance self-assessment for 2023 as presented.**

- k. Updating lockbox codes – update

- i. Research on electronic lockboxes

**X. RECREATION COMMITTEE**

**XI. COMMUNICATIONS COMMITTEE**

- a. Email Blast Credits needed
  - i. Send In Blue: ~845 recipients per blast
    - 1. Pay-as-you-go credits: 5000 credits for \$40
    - 2. or \$25 monthly subscription to send unlimited emails each month.

**Action Item #16: Approve Send In Blue monthly subscription to be charged to Administrator debit card monthly as presented.**

- b. Discuss Board assignments that will update social media accounts like Facebook, Nextdoor, etc.
  - i. NextDoor account – assign director to manage

**Action Item #17: Approve Board assignments for social media account management and posting as presented.**

**XII. INSURANCE COMMITTEE**

**XIII. PUBLIC COMMENTS**

**XIV. BOARD COMMENTS**

**XV. CLOSED SESSION**

- a. SCC Teacher gifts to be discussed based on recommendation from Oversight Committee.
- b. SCC Seasonal Party held in January – budget will be discussed in closed session based on Finance Committee recommendation,

**XVI. ADJOURNMENT**

**The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, January 24<sup>th</sup>, 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.