



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, November 22nd, 2022 at 6:30 pm
Silverado Community Center
27641 Silverado Canyon Road

Board of Directors

Isabell Kerins: President
Julie "Rusty" Morris: Vice-President
Michele Conklin: Treasurer
Jessie Bullis Secretary
Kevin Topp: Director

Staff

Laurie Briggs: SCC Program Director
JoMarie Varela SMRPD Administrator
Steve Reighart: Caretaker
Stephanie Dodge: Bookkeeper
Sasha Sill: Senior Services
Danny Ater: Maintenance

MINUTES

NOTE: MEETINGS WILL BE HELD IN PERSON AND BY ZOOM, IF POSSIBLE, UNTIL FURTHER NOTICE
[ZOOM LINK](#)

- I. CALL TO ORDER** - Meeting was called to order at 6:31 PM and was held in person and via Zoom link.
II. ROLL CALL – Director Bullis, Director Conklin, Director Morris, and Director Topp were present in person. Director Kerins not present.

Director Conklin makes a motion to add two items to the agenda. Motion seconded by Director Bullis. All Directors present voted aye. Motion passes.

Board Comments:

Director Conklin: Discusses the two items being added to this agenda under the motion:

- 1) Thanksgiving community potluck donation increase
- 2) Worker's comp and General liability allocations between SMRPD and SCC

III. CONSENT CALENDAR – JoMarie Varela

Board Comments

Director Morris: Requests to make a correction to her vote on the November 15, 2022 Special Meeting Minutes, Specifically, Director Morris would like to correct her vote on action item #9 to approve Jessie Bullis check requests for Special District Leadership Academy, Annual CSDA Conference, CARPD Conference in amount of \$4,126.17 as presented. Director Morris requested to change her vote from aye to nay. Director Morris noted that after rereading the resolution regarding travel reimbursements, she confirmed that the stipend per day was limited to \$150 not \$500, which is the reason for the correction to her vote.

Director Bullis: Confirmed that should would not like to amend her reimbursement request at this time.

Director Morris: Noted that this topic needs to be agendized and discussed in more detail at a future meeting since it is related to a resolution requiring the full Board to vote on.

1st Action: Director Conklin makes motion to approve and file minutes of the SMRPD General Board Meetings dated [September 20th, 2022](#) and [October 18th 2022](#) as presented. Motion seconded by Director Topp. Director Conklin, Director Morris, and Director Topp voted aye. Director Bullis abstained. Motion passes.

Action item to approve and file minutes from the [Special Meeting dated November 15th, 2022](#) – tabled.

IV. TREASURER'S REPORT – Stephanie Dodge

Public Comment:

Stephanie read aloud SMRPD Treasurer report

Per the Balance Sheet, the Bank of America balance on 10/31/2022 was \$ 127, 163 and the County Account was \$ 201,765. The actual amount in the Bank of America account was \$ 131, 388
Gross Profit for the month of October was \$ 62,907. Expenses for the month were \$ 8,385.24. The Net Income is a Profit of \$ 54,522. YTD Net Profit is \$ (50,772.) and YTD Expenses are \$ 129,009.

Income for the month was primarily from:

A Distribution to the County Account for the new property development. It is not part of Property Tax Collected. This Distribution was \$ 60,800.00 and is in the County Fund, and is under State-Other, and not Property Tax Collected.

Other Income included \$ 75.00 for Sticker Sales and \$ 80.00 for the Flea Market

Extra ordinary Expenses for the month of October included:

\$ 928. For Website Maintenance and Domain Registration of the Go Daddy Account, this is based on a Yearly Rate

Please note, there is also a credit under the Office Supplies for the month of October, as a DONATION was received from the County Supervisor for the Canyon Clean-up. This donation was used for signage for future clean-ups. Thank you to the County Supervisor for their donation.

All other expenses are within the regular scope of the SMRPD monthly budgeted expenditures.

Stephanie read aloud SCC Treasurer report

Bank of America Checking Balance as of 10/31/2022 was \$ 59,849 and the Savings account Balance is \$ 80, 059.

Monthly Income for SCC for October was \$ 37,151. With Year to Date Income of \$ 127,731. Expenses for the month were \$ 35,037 with the YTD Expenses of \$ 120,413.

The Net Profit for October was \$ 2,114.00 and the net YTD profit was \$ 7,320.

Expenses for the month which are unusual were as follows:

Furniture \$ 777. As there are still additions being made to cabinets that are durable for the outside storage supplies, toys, craft supplies, cleaning items, etc.

All other expenditures at this time are within the regular scope of business, however, November there will be an anticipated increase in expenses as there have been deferred maintenance projects that are now being addressed.

2nd Action: Director Conklin makes motion to approve and file Financials for [SMRPD October 2022](#) and [SCC for October 2022](#) as presented. Motion seconded by Director Bullis. All Directors present voted aye. Motion passes.

V. FINANCE COMMITTEE

- a. [Minutes from Finance Committee](#) meeting dated November 15th, 2022

Board Comments:

Director Bullis: Inquired if financials have been corrected for Silverado Children's Center.

Director Conklin: Confirmed that they were corrected.

- b. Petty cash discussion – Write-off will be made through 6/22 Audit updates per Auditor

4th Action: Director Bullis makes motion to write off \$500 for missing petty cash as presented. Motion seconded by Director Topp. All Directors present voted aye. Motion passes.

- c. Year end bonuses/gift discussion

5th Action: Director Conklin makes motion to approve gifts for staff as presented. Motion seconded by Director Bullis. All Directors present voted aye. Motion passes.

- d. Silverado Children's Center – Write-off of Covid Credits from 2020 – Stephanie Dodge
 - Update

Public Comments:

Stephanie Dodge: Noted that there are four families that have requested a refund based on the certified letters that were sent out regarding the covid credits. There are 7 that have not responded that may be written off after the December 1st deadline.

Ted Wright: Inquired as to more details on what he covid credit was.

Board Comments:

Director Conklin: Advised that the credits were issued during covid due to the school closure. Tuition is paid at the beginning of the month and SCC closed mid-month due to Covid. The covid credits are tuition paid minus payment made for days school was closed.

VI. OTHER DISTRICT BUSINESS

- a. Commendation for Kevin Topp

Board Comments:

Director Morris: Presented accommodation for Director Topp for his 8 years of service.

Director Conklin: Confirmed the other plaques would be presented at the swearing in ceremony.

Director Conklin makes motion to approve increase for Thanksgiving potluck from \$200 to \$375.40. Director Bullis seconded motion. All Directors present voted aye. Motion passes.

- b. Ad Hoc – Candidate Engagement
 - i. Election Results

Board Comments:

Director Morris welcomed and congratulated the new Board members.

- ii. Swearing in Ceremony 11/30 at Noon at Silverado Community Center
- c. Ad Hoc – Handbooks
 - i. Status update
 - SCC Employee Handbook
 - [SMRPD Director and Employee Policy and Procedures Manual](#)
 - ii. Update to Conference and Travel Reimbursement
 - **Conference and Travel Reimbursement:** Directors and employees are entitled to yearly reimbursement of expenses for seminars, conferences and continuing education not to exceed \$500 for conference or seminar attendance, as well as \$150 per day stipend for lodgings, food or miscellaneous items, and mileage at allowable IRS rates for given year. Additional expenses over and above the agreed upon reimbursement must be approved by the entire Board. Employees must submit a request to the Personnel Committee which will include a statement as to why they desire to attend and how the particular seminar, conference or continuing education benefits the district. **A brief summary of findings including benefit of conference to the district shall be presented to the board within one month of completion.** An expense record must be turned in with receipts to verify each expense.

Public Comments:

Scott Breeden: Inquired if the district should also consider adding in an annual budget maximum amount for conference and travel expenditures.

Director Comments:

Director Morris: Noted that this update does not pertain to past conference and travel reimbursements.

Director Conklin: Noted that the only change to the prior language is adding the request for a brief summary of findings.

Director Topp: Made a suggestion to update verbiage to note within next meeting, rather than within next month.

Director Conklin: Confirmed that an updated verbiage to within three months would be adequate.

Director Conklin: Noted that adding an annual budget item for travel may be difficult but she will add as an action item for the finance committee to review and discuss.

6th Action: Director Bullis makes motion to approve update to Handbook for Conference and Travel Reimbursement as presented with a change to three months rather than one month. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

VII. SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE – Laurie Briggs

- a. [Minutes](#) from Committee Meeting dated November 15th, 2022
- b. [Program Report](#) with updates on facilities and enrollments

Public Comments:

Laurie Briggs: Welcomed the new Board members. Noted 43 students enrolled, 8 from the canyon. 3 new students this month. Currently fully staffed for current enrollment. Discussed new administrative director to assist with the admin duties. Adopted two new goats and a chicken.

- c. [Friends of Silverado Children’s Center](#) Updates – Sarah Pizaruso

Public Comments:

Sarah Pizaruso: Discussed Friends of Silverado Children Center requires a standing member on their Board, so the SMRPD needs to appoint a Board member to fill the open seat. Noted recent upgrades and pending project for the deck. Noted that the Friends of SCC Board meets every two months in person at the school since majority of members are parents at the school. Discussed SCC employee handbook and noted that the SMRPD manual was very similar to the SCC employee handbook so these can be incorporated into one and will be all inclusive in the SMRPD manual.

Stephanie Dodge: Noted the zoom chat request for the Minted link to order holiday cards for SCC donations.

- d. Write-off of \$1,457.09 from accounts payable for miscellaneous items

Public Comments:

Laurie Briggs: Noted that the amount should reflect \$1,433.09 due to two t-shirts being returned.

Director Comments:

Director Conklin: Discussed the items relate to the requested write offs.

Director Bullis: Inquired if this affects the decision to take the past due family to court as compared to these write offs.

Director Topp: Noted that this does not set precedent and that every situation can be handled separately by the Board.

7th Action: Director Conklin makes motion to approval to write-off \$1,433.09 for Children’s Center accounts receivables as presented. Motion seconded by Director Topp. All Directors present voted aye. Motion passes.

Public Comments:

Stephanie Dodge: Discussed funds being paid from SMRPD for workers compensation and liability insurance comparing allocation between SCC and SMRPD. Financials now indicate the portion from SCC since 80% of workers compensation should be paid by SCC (\$1580.14) and 33.33% of general liability to be paid by SCC. Therefore, the amount due from SCC to SMRPD should be \$4,895.47. This will be noted in the Bookkeeping manual so that going forward they will be paid separately by each entity.

Laurie Briggs: Noted that this was not something she was made aware of and inquired as to when the money would be transferred. Noted that it has always been expressed that SCC employees are SMRPD employees and would like to discuss further.

Director Conklin makes a motion to approve the transfer \$4,895.47 from the SCC account to SMRPD account and a general journal entry to be made for the transfer as presented. Motion seconded by Director Topp. All directors present voted aye. Motion passes.

VIII. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. [Minutes](#) from October 24th and November 15th meetings
- b. Safety Inspections
 - i. [Silverado Community Center](#)
 - ii. [Modjeska Community Center/Park](#)
 - iii. [Silverado Children’s Center](#)

Public Comments:

Ted Wright: Inquired as to when the safety inspections occur going forward.

- c. Rentals – JoMarie Varela
 - iii. New for Approval: -
 - December 3, 2022 – Private Event
 - December 17, 2022 – Private Event

Public Comments:

Stephanie Dodge: Inquired as to how the facility renters obtain per day insurance.

Jo Marie Varela: Confirmed insurance is typically obtained from outside insurance providers like eventhelper.com.

8th Action: Director Bullis makes motion to Approve new Facilities Rental Agreements as presented. Motion seconded by Director Topp. All Directors present voted aye. Motion passes.

- d. Insurance required for movie provider

Public Comments;

Jo Marie Varela: Noted that SMRPD is sponsoring this so insurance is not required from the movie provider.

IX. RECREATION COMMITTEE

Public Comment:

Laurie Martz: Inquired if Joyfest use the SMRPD sound equipment.

Board Comments:

Director Topp: Discussed Joyfest and their request to move forward with a 3-month rental with payment made upfront for a discount.

Director Morris: Advised Joyfest to make the request with the SMRPD Administrator so that it can be reviewed at an upcoming Board meeting.

Director Conklin: Requested an inventory of the sound equipment for the depreciation schedule.

X. COMMUNICATIONS COMMITTEE

XI. INSURANCE COMMITTEE

Board Comments:

Director Bullis: Discussed recent walkthrough with Kirk from Capri.

Director Morris: Inquired if there was more than one ADA quote in yet.

XII. PUBLIC COMMENTS

XIII. BOARD COMMENTS

Director Conklin: Thanked Director Topp for everything he has contributed over the last 8 years. Thanked Director Kerins for all of her efforts and time devoted to the SMRPD and the community. Thanked Director Bullis for her efforts.

Director Bullis: Noted that she is owed \$375 from scholarships that SMRPD has already received the funds on.

- a. **CLOSED SESSION Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Laurie Briggs, Director, Silverado Children's Center; Negotiating with unrepresented Employee(s)/Subcontractors regarding terms and conditions of employment**

Closed session begins at 7:50pm

Closed session ends at 8:00pm

Board Comments:

Director Morris: Reported that during closed session the Board approved a new hire as the Animal Care Taker at the Silverado Children's Center at the suggested hourly rate.

XIV. ADJOURNMENT– Meeting was adjourned at 8:05 PM

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. Please note the swearing in ceremony for new directors will be held Friday, November 30th, 2022 at Noon at the Silverado Community Center.

Update: Swearing in ceremony date of November 30, 2022 is a typo. Swearing in is scheduled for Friday, November 25, 2022.