



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**

MINUTES

- I. CALL TO ORDER** Meeting was called to order at 6:33 PM and was held in person and via Zoom link.
- II. ROLL CALL** – Director Conklin, Director Martz, Director Morris and Director Wright were present in person. Director Kuhn was present via zoom.
- 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

Board Comments:

Director Morris: Read resolution aloud. Requested a correction be made to the Resolution, removing Jessie Bullis and replacing her name with Stephanie Bailey.
Director Conklin: Confirmed that Director Bullis was never added to the Bank of America accounts.

1st Action: Director Conklin makes motion to approve [Resolution #12072022-1](#) to add three new Board members to SMRPD bank accounts with the requested correct of replacing Director Bullis' name with Director Bailey . Motion seconded by Director Wright.

Roll call vote. Director Conklin voted aye, Director Kuhn voted aye, Director Martz votes aye, Director Morris voted aye, Director Wright voted aye. Motion passes.

VII. OTHER DISTRICT BUSINESS

- a. Elect new SMRPD Board into new positions

Board Comments:

Director Conklin: Noted that it is important that the financial position be shared with a new Board member since their terms are for four more years and Director Conklin only has two years remaining.
Director Morris: Presented job descriptions for each Board position.
Director Martz: Nominated Director Wright to the President role, based on Director Wright's experience and future vision for SMRPD.
Director Morris: Confirmed that she agrees with the nomination for Director Wright as President due to his calm and balanced approach.
Director Kuhn: Confirmed that that she agrees with Director Wright's nomination for President.
Director Wright: Noted that as President he would run the Board with a more equal share of the workload.

2nd Action: Director Morris makes motion to nominate Director Wright for President of the SMRPD Board. Motion seconded by Director Kuhn. Director Wright abstained. All remaining Directors present voted aye. Motion passes.

Board Comments:

Director Martz: Discussed nominating Director Conklin for the Treasurer position.

Director Conklin: Noted her preference as Vice President or Director.

Director Kuhn: Noted that she would be willing to accept the Treasurer position, requesting oversight and structured training during the role transition.

3rd Action: Director Morris makes motion to nominate Director Conklin for Treasurer of the SMRPD Board. Motion withdrawn.

4th Action: Director Conklin makes motion to nominate Director Kuhn for Treasurer of the SMRPD Board. Motion seconded by Director Martz. Director Kuhn abstained. All remaining Directors present voted aye. Motion passes.

5th Action: Director Morris makes motion to nominate Director Conklin for Vice-President of the SMRPD Board. Motion seconded by Director Wright. Director Conklin abstained. All remaining Directors present voted aye. Motion passes.

Public Comments:

Jo Marie Varela: Noted that Administrator drafts the minutes for the Secretary to review and finalize.

Board Comments:

Director Martz: Inquired as to the duties and role of the Secretary.

Director Conklin: Read aloud the Secretary job description and the duties.

6th Action: Director Morris makes motion to nominate Director Martz for Secretary of the SMRPD Board. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

7th Action: Director Conklin makes motion to nominate Director Morris for Director of the SMRPD Board. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

8th Action: Director Wright makes motion to approve newly nominated SMRPD Board positions as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

- b. OneDrive authorizations

Board Comments:

Director Conklin: Noted that Treasurer and Bookkeeper have with full access.

9th Action: Director Wright makes motion to approve new SMRPD Board access to OneDrive as it is determined access should be needed. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

- 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

Public Comments:

Jo Marie Varela: Recommended that the contact-us email be forwarded to the Secretary and the Administrator based on the current inquiries that come into that box.

Board Comments:

Director Conklin: Confirmed that the contact-us email should be forwarded to the Secretary and Administrator.

10th Action: Director Conklin makes motion to approve website updates as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

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

Board Comments:

Director Conklin: Requested that this item be tabled until a resolution can be written.

Director Morris: Confirmed that until resolution is passed, Director Conklin can approve the employee timecards.

Action Item #11 – Approve new timecard approval authorization procedure as presented – Tabled.

- e. Discuss Committee Assignments, Ad Hoc Committees, and Committee Schedule
 - i. [Committee Descriptions](#)
 - ii. Current [Committee Assignments](#)

Public Comments:

Linda May: Volunteered to be on the Insurance Committee based her insurance background.

Scott Breeden: Noted that Director Kuhn may have a conflict being on the Personnel Committee due to her volunteer work at the Silverado Children's Center.

Board Comments:

Director Morris: Read aloud the committee descriptions. Noted we may want to table the committee assignments until the new Directors have a chance to attend the committees to determine the best fit.

Director Martz: Inquired as to how many Board members were needed on each committee.

Director Conklin: Discussed the role of the committee being able to discuss items within their scope and bring items to the full Board at monthly meeting. Confirmed that committee meetings are required to be agendaized even though a quorum is not met.

Director Wright: Confirmed that Francesca Duff would be interested in being a community member on the Finance Committee. Noted that Director Kuhn was interested in the Fundraising committee and that this committee would include grants.

Director Conklin: Requested that the community members that are volunteering on committees be added to the Committee Assignment document.

Director Morris: Noted that Pam Doss would be interested in being on the Recreation Committee as a community member.

Director Kuhn: Confirmed that she would reach out to John Nelson to see if he would be interested in being a community member on the committee.

Director Morris: Confirmed the draft committee assignments discussed in meeting that can be finalized at a later date:

Director Conklin – Finance Committee, Personnel Committee,

Director Kuhn – Finance Committee, SCC Oversight Committee and Fundraising Committee

Director Morris – SCC Oversight Committee

Director Wright – Facilities Committee, Insurance Committee, Website Committee, Open Space and Trails Committee

Director Martz – Facilities, Committee, Insurance Committee, Website Committee, Personnel Committee, Recreation Committee

- iii. Current [Committee Calendar](#)

Board Comments:

Director Conklin: Noted that the Finance and Silverado Children's Center Oversight committees need to be on the same day.

- iv. Ad hoc committee for ADA compliance

Board Comments:

Director Conklin: Confirmed that she would be interested in being on the ADA Compliance Committee.

Director Martz: Confirmed that she would be interested in being on the ADA Compliance Committee.

- v. Ad hoc committee for Per Capita Grant

Board Comments:

Director Wright: Noted that this is a committee that Director Martz would be a good candidate for this committee.

Director Kuhn: Noted that she would be okay not to be included on this committee since the grant is already written.

Director Morris: Confirmed that the two new ad hoc committees would be added to the 12/27 agenda as an action item.

- f. New Director Onboarding Document collection
- g. Discuss general Board goals and direction for the upcoming term

Public Comment:

Linda May: Noted that she believes the insurance company may be a better decider than the SMRPD attorney on risk and park use accessibility. Noted that reasonable steps need to be taken to mitigate risk, rather than completely eliminating all risks.

Scott Breeden: Agreed that the prior Board was paralyzed by the advice of Capri. Noted that the Park District advised that the forms were required, but the Capri representative was careful to state that they are recommended, not required and that the forms use was ultimately a Board decision.

Jo Marie Varela: Noted that each Board may have a different risk tolerance and recommended that the new Board keep the current procedures in place until they have a chance to review with Capri. Suggested an introductory webinar from Capri may be a good overview while the Board reviews the policies.

Sarah Pizzarusso: Confirmed that SCC is still hosting tours at least once a month. Noted that after a tour, the SCC has a procedure in place for following up with each family. Noted that tuition rates are set by SMRPD. Advised the new Board that Laurie Briggs had presented scholarship ideas in the past, but it had been rejected by the Board at that time. Also, noted that Friends of Silverado Community Center is unable to present scholarships due to the nature of the non-profit. Confirmed that tuition rates are usually not the challenge for enrollment, and many families bring up other, various reasons for not moving forward with the program.

Board Comments:

Director Wright: Discussed one main goal for the new Board was to focus on the facilities and allowing for an ease of community use.

Discussed focusing the Parks & Recreation District to be more community focused and encouraging toward community involvement.

Director Conklin: Noted that as SMRPD Board members it is important all volunteers are covered by the SMRPD.
Director Morris: Discussed that she agrees with making it more accessible and streamlined for the community.
Director Martz: Discussed the potential of SMRPD and community members offering more programs.
Director Conklin: Agreed with the goals and noted that the prior Board was just listening to the advisement of the SMRPD insurance carrier and attorney.
Director Kuhn: Confirmed that a Capri introductory meeting is a welcome idea for an upcoming meeting.
Director Conklin: Discussed her role as the Treasurer and expressed her concern about the Silverado Children's Center financial situation. One main goal is to increase the Silverado Children's Center profitability to ensure the programs long-term viability.
Director Martz: Noted that she would like to see the Silverado Children's Center offer more affordable rates for the canyon community.
Director Conklin: Recommended that the Silverado Children's Center should consider starting their open house night again. Also, suggested considering a scholarship for the canyon community.
Director Wright: Advised that he would like more clarity as what success means for the Silverado Children's Center.
Director Morris: Noted that she would like Laurie Briggs to be included on any tuition discussions for the center.

- a. Review Cell Phone plans for employees – One main SMRPD plan
 - i. 2 new phones and 2 lines allocated to SCC
 - ii. 2 new phones and 2 lines allocated to SMRPD
 - iii. Expenses will be split in half between the 2 enterprises for budgeting purposes

Director Comments:

Director Conklin: Read aloud the price differences between having one plan versus the two plans.

12th Action: Director Wright makes motion to approve purchase of 4 new cell phones under one SMRPD account with 4 lines for 4 SMRPD employees as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

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

- a. Construction Updates
 - i. [Carmody updated scheduled](#)

Public Comments:

Steve Reighart: Confirmed that the electric issues would be repaired this week by Carmody.

Board Comments:

Director Conklin: Read aloud the updated schedule changes.

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

13th Action: Director Conklin makes motion to approve Director Kuhn to fill open seat of Friends of Silverado Children's Center Board as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

IX. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

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

Public Comments:

Jo Marie Varela: Confirmed that the deposit and fee was received in the mail the day after the event on 11/25/22.

Keith Morris: Expressed concern that this party was not given permission to enter facilities and entered illegally and requested that the deposit should be kept in full.

Board Comments:

Director Morris: Read aloud the maintenance report.

Director Wright: Advised that the full deposit should be kept.

14th Action: Director Conklin makes motion to approve deposit forfeiture letter as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

- b. Discuss updating lockbox codes

Board Comments:

Director Conklin: Discussed looking into an electronic lockbox.

15th Action: Director Wright makes motion to approve updating the lockbox codes at Silverado Community Center and Modjeska Community Center as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

- X. RECREATION COMMITTEE**
- XI. COMMUNICATIONS COMMITTEE**

- a. Discuss Board assignments that will update social media accounts like Facebook, Nextdoor, etc.

Board Comments:

Director Morris: Requested that this be tabled until a later date.

- XII. INSURANCE COMMITTEE**
- XIII. PUBLIC COMMENTS**
- XIV. BOARD COMMENTS**
- XV. CLOSED SESSION**

- a. **CLOSED SESSION: Personnel discussion regarding payroll processing for maintenance staff**
 - b. **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**
 - i. **Request for approval of two salary adjustment approval forms due to change in positions**

Closed session began at 8:15pm

Closed session ended at 8:33pm

Board Comments:

Director Morris: Noted that personnel items were approved during closed session.

- XVI. ADJOURNMENT**– Meeting was adjourned at 8:38PM

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.