



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
Tuesday, November 15th, 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

- I. CALL TO ORDER** - Meeting was called to order at 6:33 PM and was held via Zoom link.
- II. ROLL CALL** - Director Kerins, Director Bullis, Director Morris, and Director Conklin were present via zoom. Director Topp not present.

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

Board Comments:

Director Kerins: Discussed the four items being added to the agenda.

- 1) Noted that SMRPD received its public health permit for Silverado Community Center. This is new for SMRPD and will be helpful for the community to provide food to seniors and low-income members, as well as the ability to provide food during disaster situations through county.
- 2) Discussed the current audit by the Robert Johnson firm. Noted that items are already being uploaded and the audit is in process.
- 3) Discussed the Silverado Children's Center debt write off and noted that both the attorney and CPA strongly suggest that no public notice be made since SCC is an enterprise endeavor of SMRPD, and SMRPD cannot call the debt write off a gift since it must be referred to as a loan that will be written off.
- 4) Received invoice from California Special District yearly membership - \$541.

Director Bullis makes a motion to approve payment for the special district fee of \$541. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

III. PUBLIC COMMENTS – Non-agendized items - None

IV. CONSENT CALENDAR – None

V. TREASURER'S REPORT

a. Finance Committee

- i. Removal of SCC Financial Debt from Balance Sheet as per auditor's and attorney's recommendation, update – Isabell Kerins
- ii. Tax Assessment for Weed Abatement, update – Isabell Kerins

Board Comments:

Director Kerins: Noted that weed abatement fee was discussed with auditor, tax accessor and weed abatement company and that they all confirmed that SMRPD should not be receiving this fee. Board of Supervisors are aware, but it was recommended that SMRPD pay the first installment of \$11.13 for four parcels until the fee can be reversed and refunded to the district.

- iii. 728 Fund Information, update - \$201,765.19 – Isabell Kerins
- iv. BSA 9120 – Developer Deposits, Saddle Crest Home Development - \$151,410.11 – Isabell Kerins

Board Comments:

Director Kerins: Noted a new deposit in BSA account 9120 for Developer Deposits for Saddlecrest Development of \$151,410.11. Timing is unknown. This will be in addition to property taxes.

- v. Silverado Children’s Center – Write-off of Covid Credits from 2020 – Isabell Kerins
 - 1. [Breakdown](#)

Board Comments:

Director Kerins: Confirmed that certified letters have been sent out. Three have requested the credit returned to date.

VI. OTHER DISTRICT BUSINESS

- a. LAFCO – Sphere of Influence update and boundaries discussion – Isabell Kerins

Board Comments:

Director Kerins: Noted that we are currently scheduled for review in 2024 unless a special review is requested.
Director Conklin: Inquired about the boundaries that may be affected by this.

- b. Ad Hoc – Per Capita Grant – Isabell Kerins
 - i. Update
 - 1. Requirements for reimbursement from California Department of Parks and Recreation
 - a. [Deed Restriction](#)
 - i. Deed Restriction
 - ii. Legal Description of Property
 - iii. Grant Contract

Board Comments:

Director Kerins: Noted that the items required are the deed restriction and the new Board will need to take over this project moving forward.

Director Conklin: Requested that be decided after new Board positions are determined.

- c. Distribution of funds from county account

Board Comments:

Director Kerins: Read resolution aloud.

Action Item #1: [Resolution #11152022-1](#) – Distribution of \$150,000 from SMRPD County Checking Account to SMRPD Bank of America Checking Account

1st Action roll call vote – Director Bulls voted aye. Director Conklin voted aye. Director Kerins voted aye. Director Morris voted aye. Motion passes.

- d. Capri Visit update
 - i. [Capri District Visit Report](#)

Board Comments:

Director Kerins: Discussed the items needing updates per Capri’s request.

- ii. Updated items
 - 1. Facility Safety Inspection
 - a. [SMRPD](#)
 - b. [SCC](#)
- iii. Ad Hoc Committee for ADA Compliance including hiring firm for independent assessment and transition plan for District

Board Comments:

Director Kerins: Discussed the three vendors requested quotes and needs for independent assessment.

Director Morris: Inquired as to cost of the assessment. Noted that positions for this Ad Hoc Committee should be determined once new Board positions are established.

2nd Action: Director Bullis makes motion to approve formation of Ad Hoc Committee for ADA Compliance including hiring firm for independent assessment and transition plan for District as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes

- iv. Adoption of Cal/Osha IIP
 - a. [IIP Program](#)

Director Comments:

Director Kerins: Noted that Capri offers benefits by adopting the Cal/Osha IIP program.

Director Morris: Confirmed that this would be added to the handbook.

3rd Action: Director Conklin makes motion to approve revised [Injury, Illness, Prevention Policy](#) revision as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

Board Comments:

Director Kerins: Read resolution aloud.

Director Morris: Noted the date change needed.

Action Item #4: Approve [Resolution #11082022-3 Cal/Osha IIP Program](#) as presented.

4th Action roll call vote – Director Bulls voted aye. Director Conklin voted aye. Director Kerins voted aye. Director Morris voted aye. Motion passes.

v. [Cyber Security Policy](#)

Board Comments:

Director Conklin: Confirmed that this was verbiage provided by Capri.

5th Action: Director Conklin makes motion to approve [Cyber Security Policy](#) as presented. Motion seconded by Director Bullis. All Directors present voted aye. Motion passes.

Board Comments:

Director Kerins: Read resolution aloud.

Director Morris: Noted that this should be provided to all of the employees that received computers and phones.

Action Item #6: Approve [Resolution #11082022-2 – Cyber Security Program](#)

6th Action roll call vote – Director Bulls voted aye. Director Conklin voted aye. Director Kerins voted aye. Director Morris voted aye. Motion passes.

e. SMRPD Handbook – Revisions

a. Personnel Committee update regarding reviews and bonuses to be amended as follows:

Personnel Committee: Assesses personnel needs, reviews personnel and administrative procedures, oversees annual reviews, and recommends personnel actions and salary adjustments as needed. The committee is responsible for making sure personnel files are complete and accurate and that contracts are updated at the end of every year. It also interfaces with employees regularly and as needed. In November, the committee may make recommendations for holiday bonuses **based upon input from direct supervisors. Reviews will be completed by direct supervisors i.e. Facilities Committee will review Caretaker and Maintenance, Silverado Children’s Center Director(s) will review Children’s Center personnel, Silverado Children’s Center Oversight Committee will review Director(s) of Children’s Center.**

7th Action: Director Bullis makes motion to Approve revision to SMRPD Handbook - Personnel Committee description as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

b. [Employee Practices Including Equal Employment Opportunity, ADA Accommodation, Harassment, Violence and Bullying Policy](#)

Board Comments:

Director Kerins: Noted that this also was a requirement from the recent Capri visit.

Director Morris: Confirmed that this is verbiage provided by Capri.

Director Conklin: Noted that format of this policy may need to be updated but content is adequate.

8th Action: Director Conklin makes motion to Approve revision to SMRPD Handbook - Employee Practices Including Equal Employment Opportunity, ADA Accommodation, Harassment, Violence and Bullying Policy as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

f. Approval of Jessie Bullis check requests

- i. [Special District Leadership Academy/Annual CSDA Conference - \\$1,830.13](#)
- ii. [CARPD Conference - \\$1,317.36](#)
- iii. [Leadership Academy Flight/Hotel - \\$978.68](#)

9th Action: Director Conklin makes motion to approve Jessie Bullis check requests for Special District Leadership Academy, Annual CSDA Conference, CARPD Conference in amount of \$4,126.17 as presented. Motion seconded by Director Morris. Director Conklin voted aye. Director Morris voted aye. Director Kerins voted aye. Director Bullis abstained. Motion passes.

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

a. ProCare Express

- i. Overview
- ii. [Family form](#)

Board Comments:

Director Conklin: Discussed her research on the ProCare express system and specific questions that were discussed regarding security and banking concerns. ProCare confirmed that their system is linked to Wells Fargo and that SCC bank information will need to be shared, however district accounts will not be assessible. Advised that the answers to all of the specific questions are available upon request. Also noted their systems have never had a hacking issue.

10th Action: Director Morris makes motion to Approve ProCare Express for Silverado Children’s Center tuition as presented. Motion seconded by Director Bullis. All Directors present voted aye. Motion passes.

- b. Construction Update – Isabell Kerins
 - i. Phase One work scheduled began November 14th, 2022
 - ii. Phase Three
 - 1. [Quote 3547R2](#)
 - 2. [Cost analysis](#)

Public Comment:

Ted Wright: Inquired as to the Modjeska overhead structure and if that was considered deferred maintenance.

Board Comments:

Director Kerins: Discussed the current construction on the SCC and the Community Center. Confirmed that Modjeska overhead structure was included in the Per Capita bid for renovation.

Director Conklin: Noted that this is deferred maintenance that needs to be completed to avoid additional damage.

11th Action: Director Bullis makes motion to Approve Carmody Construction Quote for Phase Three work to be done at Silverado Children’s Center as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

VIII. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. ICL Archive Contract – Isabell Kerins
 - i. Update

Board Comments:

Director Kerins: Noted that revised contract has been sent to ICL and we are waiting for executed agreement. Discussed the revisions that were made.

- b. Construction Update – Isabell Kerins
 - i. Phase Three
 - 1. [Quote 3550](#)
 - 2. [Cost analysis](#)

12th Action: Director Conklin makes motion to Approve Carmody Construction Quote for Phase Three work to be done at Silverado Community Center as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

IX. RECREATION COMMITTEE

- a. Community Thanksgiving Potluck

13th Action: Director Morris makes motion to donate \$200 for Community Thanksgiving Potluck as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

- a. Movie Night – Kevin Topp
 - i. Update

Public Comments:

Jo Marie Varela: Inquired as to the paperwork required for this event.

Board Comments:

Director Kerins: Confirmed that a Facility Use Agreement is needed.

- b. Christmas In the Canyon – SMRPD booth – Jessie Bullis

Board Comments:

Director Bullis: Discussed SMRPD booth at Christmas in the Canyon event to collect emails for future newsletter.

Director Conklin: Noted that this is a good opportunity for SMRPD. Inquired as to the cost.

X. COMMUNICATIONS COMMITTEE

- a. Emails sent:
 - i. Team Rubicon – Sand bagging class – 11/4
 - ii. SMRPD Meetings Moving Date
 - iii. Fire Safety for the Holiday Season
 - iv. Wildfire Safety
 - v. Thanksgiving Potluck
 - vi. Blood Drive

XI. INSURANCE COMMITTEE

- a. Status of vendor insurance receipts – JoMarie Varela
 - i. [Letter to Vendor](#)
 - ii. Status breakdown

Public Comments:

Jo Marie Varela: Discussed current status on the W9 and insurance requests. Inquired as to any ramifications for withholding payment for missing W9's.

Director Comments:

Director Bullis: Noted that no payments should be issued without a W9 on file.

Director Kerins: Noted that she will research any special requirements before withholding vendor payments.

XII. PUBLIC COMMENTS

Public Comments:

Jo Marie Varela: Reviewed Zoom options and recommended the \$149 per year version for SMRPD as it allows 100 uses, with unlimited length meetings.

Board Comments:

Director Kerins: Noted that many organizations are reverting to in person so the new Board may want to review the continuance of Zoom versus just in person meetings.

Director Morris: Inquired if there are any specific reasons to discontinue Zoom.

14th Action: Director Bullis makes motion to approve \$149 per year for SMRPD Zoom account on Administrator's debit card. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

XIII. BOARD COMMENTS

XIV. CLOSED SESSION

- a. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Isabell Kerins; Negotiating with unrepresented Employee(s)/Subcontractors regarding terms and conditions of employment
- b.

Closed session begins – 7:30 PM

Closed session ends – 9:20 PM

XV. ADJOURNMENT – Meeting was adjourned at 9:26 PM

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, November 22nd, 2022 at the Silverado Community Center. Please note the swearing in ceremony for new directors will be held Friday, November 25th, 2022 at Noon at the Silverado Community Center.