



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 MONTHLY MEETING

Tuesday, January 24, 2023 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 December 27, 2022](#) as presented.

- V. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE – Laurie Briggs
 - a. SCC [Jan 2023 Program Report](#) - Laurie Briggs and Sarah Pizzarusso
 - b. Proposed Updated 2022-2023 SCC Budget – Laurie Briggs and Sarah Pizzarusso

Action Item #2: Approve and replace the current SCC budget with newly proposed SCC Budget for this fiscal year as presented.

- c. Friends of Silverado Children's Center Updates – Sarah Pizzarusso
 - i. [Report](#)

- VI. TREASURER'S REPORT – Stephanie Dodge
 - a. SCC financial notes – Stephanie Dodge
 - i. Treasurer Report – [SMRPD](#)
 - ii. Treasurer Report – [SCC](#)

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

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

VII. FINANCE COMMITTEE- Stephanie Dodge

- a. Committee [Minutes dated Jan 2023](#)
 - b. Carmody Invoices (7) – 2 additional invoices received 12/30/22
 - i. Inv #2700 :[Hunt Bldg flooring](#) - \$24,832
 - ii. Inv #2701:[Bldg A interior paint & mirrors](#) – \$16,272
 - iii. Inv #2702 :[Misc repairs at SCC](#) - \$20,204
 - iv. Inv #2707: [Silverado Exterior Paint](#) - \$22,826
 - v. Inv #2708:[SCC Landing & patio work](#) - \$6,356
 - vi. Inv #2725: [SCC Exterior Repairs & Paint](#) - \$24,710
 - vii. Inv#2726: [SCC Doors & Windows](#) - \$24,123
1. Silverado Total: \$63,930 | SCC Total: \$75,393 | TOTAL: \$139,323

Action Item #5: Approve Carmody invoices as presented.

- c. Special Districts Financial Transactions Report due (Jan calendar item)
- d. Nexus/Payroll Resolution – Resolution authorizing Treasurer to review and approve SMRPD employee timecards
 - i. Resolution [01242023-1](#)

Action Item #6: Approve Resolution [01242023-1](#) Timecard Approval Policy as presented.

VIII. 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. Discuss Committee Assignments, Ad Hoc Committees, and Committee Schedule
 - i. Updated [Committee Assignments](#)

Action item #7: Approve updated Committee Assignments as presented.

- ii. Discuss revisions to committee calendar - Stagger quarterly committee meetings
 - 1. Current [Committee Calendar](#)
- iii. Discuss SMRPD as a community resource during emergencies
- iv. Discuss Zoom options for Committee Meetings

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

- d. New Director Onboarding Document collection - update
- e. Discuss recent Waste Management increases for the community
- f. January 2023 Winter Storms Initial Damage Estimates
 - i. [OC Sheriff Worksheet](#)
- g. Ad Hoc – Handbooks
 - i. Status update
 - SCC Employee Handbook
 - [SMRPD Director and Employee Policy and Procedures Manual](#) – pending final approval from attorney

IX. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Minutes from [Jan 2023 meeting](#)
- b. Q1 2023 Safety Inspections to be reviewed
- c. Specialized schedule – 2-week proposed closure dates: 2/19-3/4/23 (note: Feb flea market would need to be cancelled)

Action Item #9: Approve 2 week closure of the Silverado Community Center park area for Specialized tree Works to perform annual maintenance on the grass area as presented.

- d. Tree health evaluation needed – Laurie Martz
 - i. Sycamore in Silverado and oak in Modjeska

Action Item #10: Approve SIMS Tree Health Specialists to evaluate both trees health and provide treatment for an amount not to exceed \$1,500 per tree as presented.

- e. Sponsor request for CA Clean up day – March 25, 2023
 - i. OC Waste Commissions is requesting use of the Riviera and SMRPD insurance to cover the event

Action Item #11: Approve SMRPD sponsorship of CA Clean Up Event for OC Waste Commission for use of the Riviera and SMRPD insurance coverage for event as presented.

- f. Rentals – Jo Marie Varela
 - i. New for approval
 - 1. Bible Study (O.Cortes) – 6 dates Jan -Mar’2023 (insurance certificate on file)
 - 2. OCPL Mobile Library – 2nd Thursday of each month
 - 3. Birthday party – Sunday, January 29, 2023
 - 4. Haunted OC (Ernie) – requesting Saturday, Feb 18, 2023 7pm-10pm
 - 5. CA Clean up day – March 25, 2023
 - a. OC Waste Commissions is requesting SMRPD sponsor the event and provide use of the Riviera and SMRPD insurance to cover the event
 - 6. Chapman Filming Request –Sunday 2/5/2023 requesting Modjeska Community Center & Park
 - a. Facility Committee requests that this rental request be denied due to request for a 12-hour filming period, campfires and prop weapons.
 - 7. Memorial Event – April 15, 2023- full park rental
 - 8. Christmas in the Canyons – requested December 09, 2023
 - a. Request for fee waiver – insurance with alcohol rider will be provided by Christmas in the Canyons

Action Item #12: Approve new Facilities Rental Agreements except February 05, 2023 filming request as presented.

X. RECREATION COMMITTEE

- a. Minutes from [Jan 2023 meeting](#)
- b. New recreation program ideas – update from Laurie Martz
 - i. SMRPD sponsored pickleball event

Action Item #13: Approve SMRPD sponsored pickleball event as presented.

XI. COMMUNICATIONS COMMITTEE

- a. Minutes from [Jan 2023 meeting](#)
- b. Website – mission statement
 - i. [Current Mission Statement & Goals](#) from handbook
- c. Discuss recent CARPD webinar that discussed social media and rules for Board members – Director Wright

XII. INSURANCE COMMITTEE

- a. Minutes from [Jan 2023 meeting](#)

XIII. FUNDRAISING

XIV. OPEN SPACE

XV. PERSONNEL

- a. Minutes from [Jan 2023 meeting](#)

XVI. AD HOC COMMITTEE FOR ADA COMPLIANCE

- a. Minutes from [Jan 2023 meeting](#)
- b. Website ADA browser extension – in progress
- c. Self-Assessment – will be complete by February meeting

XVII. AD HOC COMMITTEE FOR PER CAPITA GRANT

- a. Minutes from [Jan 2023 meeting](#)

XVIII. PUBLIC COMMENTS

XIX. BOARD COMMENTS

XX. CLOSED SESSION

- a. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Michele Conklin. Negotiating with unrepresented Employee(s) regarding commissions to be voted and approved for October – December 2022.
- b. 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

XXI. ADJOURNMENT

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, February 28th, 2023 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.