



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, February 28, 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 January 24, 2023](#) as presented.

- V. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE – Laurie Briggs
 - a. Minutes from [12/20/22 Committee Meeting](#) and [02/21/2023 Committee Meeting](#)
 - b. [SCC Program Report](#) - Laurie Briggs and Sarah Pizzarusso
 - c. 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.

- d. SCC savings account transfer request

Action Item #3: Approve SCC request to transfer \$20,000 from Savings Account to Checking Account as presented.

- e. Threshold for SMRPD Approval/Review – [Resolution #02282023-02](#)– Laurie Briggs and Sarah Pizzarusso

Action Item #4: Approve – [Resolution #02282023-02](#) SCC Threshold Policy as presented.

- f. Construction update
 - i. Status of Carmody repairs
 - ii. Paving Quotes
- g. 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 Jan 2023](#)
 - ii. Treasurer Report – SCC Jan 2023
 - iii. Pending corrections to financials for developmental deposit reflecting a negative balance – Stephanie

Action Item #5: Approve and file Financials for [SMRPD Dec 2022](#)

Action Item #6: Approve and file Financials for [SMRPD January 2023](#)

Action Item #7: Approve and file Financials for [SCC January 2023](#)

VII. OTHER DISTRICT BUSINESS

- a. Board Member Resignation – Julie “Rusty” Morris

Action Item #8: Approve acceptance of Board Member, Julie “Rusty” Morris’ resignation as presented.

- b. Board Position Opening - Candidate Statements and voting

Action Item #9: Board Vote on new Board Candidates as presented.

- c. Discuss Committee Assignments, Ad Hoc Committees, and Committee Schedule – tabled until new Board member assigned.
- d. New Ad Hoc Committee – Handbook Committee

Action Item #10: Approve creation of new Ad Hoc Handbook Committee as presented.

- e. New Director Onboarding Document collection - update

VIII. FINANCE COMMITTEE- Stephanie Dodge

- a. Finance Committee [Minutes dated Feb 2023](#)
- b. New Board Reimbursement Resolution - [Resolution #02282023-01](#)

Action Item #11: Approve Resolution [#02282023-01](#) Board Reimbursement Policy as presented.

- c. 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
 - ii. Reimbursement Documents submitted \$5,104.21 – [Palm Dessert](#) - \$1,373.88, [Leadership Academy](#) - \$2,037.05, [Tahoe Conf](#) - \$1,693.28

Action Item #12: Approve reimbursement to Jessie Bullis as presented.

- d. Silverado Children’s Center Family credits (2)

Action Item #13: Approve refund request for two family credits for the SCC as presented.

- e. Government Compensation in California (GCC) Report due to State Controller’s Office (SCO) (Jan calendar item)
 - iv. Publicpay.ca.gov/reporting for form. Email report to gccsupport@sco.ca.gov

Action Item #14: Approve Government Compensation Report (GCC) for submission as presented.

- f. Special Districts Financial Transactions Report due (Jan calendar item)

Action Item #15: Approve Financial Transactions Report for submission as presented.

- g. Estimated payroll for Worker’s Comp to Capri (Feb calendar item) – due 3/1 to Capri
 - v. Wage estimates [5/22-7/22](#), [8/22-10/22](#), [11/22-1/23](#)

Action Item #16: Approve wage estimates for submission to Capri as presented.

- h. Carmody Invoices (7) – Silverado Total: \$63,930 | SCC Total: \$75,393 | TOTAL: \$139,323

- i. Paid:

- 1. Inv #2700 :[Hunt Bldg flooring](#) - \$24,832, Inv #2701:[Bldg A interior paint & mirrors](#) – \$16,272, Inv #2702 :[Misc repairs at SCC](#) - \$20,204, Inv #2707: [Silverado Exterior Paint](#) - \$22,826, Inv #2708:[SCC Landing & patio work](#) - \$6,356, Inv#2726: [SCC Doors & Windows](#) - \$24,123

- ii. Unpaid:

- 1. Inv #2725: [SCC Exterior Repairs & Paint](#) - \$24,710

Action Item #17: Approve Carmody invoice #2725 as presented.

IX. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Minutes from [Feb 2023 meeting](#)
- b. Q1 2023 Safety Inspections to be reviewed

- i. [Silverado Community Center](#)
- ii. [Modjeska Community Center](#)
- iii. [Silverado Children's Center](#)

Action Item #18: Approve Q1 2023 2023 safety inspections as presented.

- c. Specialized schedule – 2-week proposed closure dates – updated: 4/16-4/30/23 (note: April flea market and Modjeska Tai Chi program would need to be cancelled during this time)

Action Item #19: Approve 2-week closure of the Silverado Community Center park area and Modjeska Park Area for Specialized tree Works to perform annual maintenance on the grass area as presented.

- d. Rentals – Jo Marie Varela
 - i. New for approval
 - 1. Wheelie Fun Fest – June 10, 2023
 - a. Request for fee waiver
 - b. Request for bounce house (bounce house placement on pavement)

Action Item #20: Approve SCC Wheelie Fun Fest sponsorship and fee waiver request as presented.

- 2. Great American Picnic – Monday July 3rd –
 - a. Request for fee waiver and SMRPD insurance sponsorship (Kevin Topp & Zach Dupre)
 - b. In the past, SMRPD also donated funds for the food to BBQ for the event - [Flyer](#)

Action Item #21: Approve Great American Picnic sponsorship request and donation not to exceed \$350 for food for event as presented.

- 3. April 29, 2023 – [Fused Glass Art Workshop](#) – Alice Phillips
 - a. Request for fee waiver, and SMRPD insurance sponsorship

Action Item #22: Approve Fused Art Glass workshop fee waiver and insurance sponsorship as presented.

- 4. Bible Study (O.Cortes) – 6 dates Jan -Mar'2023 (insurance certificate on file)
- 5. February 26, 2023 – Lange event (waiting on insurance)
- 6. March 04, 2023 – SMRPD Pickleball Round Robin
- 7. March 11, 2023 – Birthday party – insurance on file, bounce house will be at event
- 8. March 25, 2023 – Canyon Clean up event – [Flyer](#)
- 9. April 02, 2023 – 1st birthday party (Darby)
- 10. June 03, 2023 – Privat Event – Wedding – Judy B
- 11. June 30, 0223 – Private Event – Wedding – Nieves
- 12. OCPL Adult event offerings 2022 – 4 dates – [flyer](#)
- 13. December 30, 2023 – Dietrich wedding

Action Item #23: Approve new Facilities Rental Agreement requests as presented.

X. RECREATION COMMITTEE

- a. Minutes from [Feb 2023 meeting](#)
- b. [Community Survey](#) – Review
 - i. Preferred methods of distribution

Action Item #24: Approve distribution of community survey as presented.

XI. COMMUNICATIONS COMMITTEE

- a. Next Committee meeting in April 2023
- b. Presentation: Mike Boeck to discuss a community meeting to get out the word on GSOB

XII. INSURANCE COMMITTEE

- a. Next Committee meeting in March 2023
- b. Capri - [Risk assessment document](#)

XIII. FUNDRAISING

- a. Minutes from [Feb 2023 meeting](#)
- b. Summer concert series – food vendors

Action Item #25: Approve taco truck as food alternative to hamburger stand for 2023 summer concert series as presented.

- c. Summer concert series – [sponsorship program](#) draft

Action Item #26: Approve sponsorship program for 2023 summer concert series as presented.

XIV. OPEN SPACE

- a. Next Committee meeting in March 2023

XV. PERSONNEL

- a. Next Committee meeting in April 2023
- b. Payroll Period Adjustment
 - i. Pay on the 1st - 8-23th
 - ii. Pay on the 15th - 24 - 7th

Action Item #27: Approve new payroll periods and pay dates as presented.

XVI. AD HOC COMMITTEE FOR ADA COMPLIANCE

- a. Minutes from [Feb 2023 meeting](#)
- b. Website ADA - Alex is recommending spending a few hours making updates since the WordPress ADA plug in is limiting.

Action Item #28: Approve up to 5 hours of outside work in reviewing the ADA compliance of the SMRPD websites as presented.

- c. Self-Assessment
 - i. [Summary of findings 2023](#)
 - ii. [Silverado Community Center](#)
 - iii. [Modjeska Community Center](#)
 - iv. [Silverado Children's Center](#)

Action Item #29: Approve the submission of the 3 safety assessments to Capri as presented.

- d. Closure of Ad Hoc ADA Committee

Action Item #30: Approve the closure of the Ad Hoc ADA Committee as presented.

XVII. AD HOC COMMITTEE FOR PER CAPITA GRANT

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

XVIII. PUBLIC COMMENTS

XIX. BOARD COMMENTS

XX. CLOSED SESSION

- a. Annual OSHA report request from Capri – completed by SCC – Board to Review
- b. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Laurie Briggs. Negotiating with unrepresented Employee(s) regarding terms and conditions of employment.
- c. Workers Comp discussion

XXI. ADJOURNMENT

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