



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 FINANCE COMMITTEE MEETING

Tuesday, February 21<sup>st</sup>, 2023 at 2 PM  
Silverado Community Center  
27641 Silverado Canyon Road

### Committee Members

Michele Conklin:

Chair

Brittney Kuhn:

Treasurer

### Staff

Stephanie Dodge:

Bookkeeper

JoMarie Varela:

Administrator

## 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 chairperson to request comments and then unmute his or her phone, ask to make a comment, and wait for the chairperson 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. **NEW BUSINESS**

- a. Prepare SCC tuition, SCC summer program and pay scales (Jan calendar item)
- b. Special Districts Financial Transactions Report due (Jan calendar item)
- c. Government Compensation in California (GCC) Report due to State Controller's Office (SCO) (Jan calendar item)
  - i. [Publicpay.ca.gov/reporting](http://publicpay.ca.gov/reporting) for form. Email report to [gccsupport@sco.ca.gov](mailto:gccsupport@sco.ca.gov)
- d. OC possessory interest annual usage report due 2/15 OC Assessor (Feb calendar item)
- e. Present, post and publish budgets, tuition, summer program and Facility Use fees (if revised) in paper (legal notice) for 10 days, must be total of 30 days for input from public (Feb calendar item)
- f. Estimated payroll for Worker's Comp to Capri (Feb calendar item) – due 3/1 to Capri
  - i. Wage estimates [5/22-7/22](#), [8/22-10/22](#), [11/22-1/23](#)
- g. New [Board Reimbursement Policy Resolution draft](#) discussion
- h. SCC Scholarship proposal discussion
  - i. Types: "need based" scholarship, lottery, application based where a committee decides by vote
  - ii. Levels of scholarship compared to part time vs. full time scholarships
  - iii. Example: <https://www.chs-ca.org/child-care-payment-program/eligibility-list-questionnaire>

### IV. **OLD BUSINESS/DISCUSSION**

- a. Financials – Stephanie
  - i. SMRPD

- a. December corrected Financials – waiting on CPA regarding developmental deposit reflecting a negative balance
    - b. [January Financials](#)
  - ii. SCC
    - a. [January Financials](#)
- 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
- c. SCC 2022-2023 budget proposal
- d. SCC savings account transfer request
- e. Carmody Invoices (7) – Silverado Total: \$63,930 | SCC Total: \$75,393 | TOTAL: \$139,323
  - i. 1 remaining to approve & pay
  - ii. 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
  - iii. Unpaid:
    - 1. Inv #2725: [SCC Exterior Repairs & Paint](#) - \$24,710
- f. Audit 2021/2022 - status update – Stephanie Dodge
- g. Update on IRS and One Finch Accounting Services – Stephanie
  - i. Update on pending correction letter
- h. Financial Task Calendar – Stephanie Dodge
- i. Process energy credit for solar panels at Silverado (Dec calendar item)
- j. [Bookkeepers Guide Update](#)

**V. PUBLIC COMMENTS**

**VI. BOARD COMMENTS**

**VII. ADJOURNMENT**

The next regular meeting of the SMRPD Finance Committee will be Tuesday, March 21<sup>st</sup> at 2 PM 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.