



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

MINUTES

- I. **CALL TO ORDER** - Meeting was called to order at 6:32 PM and was held in person and via Zoom link.
- II. **ROLL CALL** – Director Conklin, Director Kuhn, Director Martz, and Director Wright were present in person at the Silverado Community Center. Director Morris was not present.
- III. **PUBLIC COMMENTS** – Non-agendized items

Public Comments:

Brendon Moeller: Congressional aid for Representative Kim's office introduced himself as the community representative.

- IV. **CONSENT CALENDAR** – Jo Marie Varela

1st Action: Director Conklin makes motion to approve and file minutes of the SMRPD General Board Meetings dated [SMRPD General Board Meetings dated December 27, 2022](#) as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

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

Public Comments:

Laurie Briggs: Introduced Ania, the new SCC administrative director. Discussed Carmody repairs needed due to rot not being removed and paint chipping. Requested weatherstripping under the new doors that were installed. Noted that bids for paving, drainage issues and chain link fence are coming in for upcoming board review. Noted that walls inside classroom are still bubbled and may need to be replaced as well. SCC is fully staffed. Annual first aid training is scheduled for March. Discussed annual staff holiday party that was hosted in January. Launching tuition express in February.

Sarah Pizzarusso: Discussed new format for the enrollment numbers. Noted that more recent enrollment numbers will be provided since enrollment fluctuates so frequently. Discussed classroom capacity. There is currently no waiting list so any new enrollments are being welcomed.

Board Comments:

Director Wright: Requested details for the invoice was impacted by the paint issues at the SCC.

Director Conklin: Inquired if SCC would like us to send out any email communication to the community on their behalf.

- a. 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. TABLED

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

Public Comments:

Sarah Pizzarusio: Noted that there are two new Friends of SCC board members, including Director Kuhn on behalf of the SMRPD.

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

Board Comments:

Director Wright: Noted that the Treasurer reports are linked for review. Discussed an issue with the SMRPD financials for December 2022 due to a \$32k developmental deposit reflecting a negative balance. Requested that the Dec 2022 SMRPD financials be tabled until this can be resolved.

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

- ii. Treasurer Report – [SCC](#)

4th Action: Director Conklin makes motion to approve and file Financials for [SCC Dec 2022](#) as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

VII. FINANCE COMMITTEE- Stephanie Dodge

- a. Committee [Minutes dated Jan 2023](#)

Board Comments:

Director Conklin: Discussed the remaining prior Board member reimbursement that is pending. Confirmed that the SMRPD attorney is reviewing all of the information so that the next Finance Committee can discuss further and draft a resolution.

- 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

Public Comments:

Laurie Briggs: Noted that #2725 should be held for payment until paint issues are corrected.
Stephanie Dodge: Confirmed that #2708 has been paid.

Board Comments:

Director Conklin: Noted that invoices 1-5 listed above have already been paid.

5th Action: Director Conklin makes motion to approve payment of Carmody invoice #2726 for \$24,123 as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

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

Public Comments:

Stephanie Dodge: Advised that she did not have an update for this.

Board Comments:

Director Conklin: Inquired if Stephanie had an update. Requested that this be tabled until next month.

- d. Nexus/Payroll Resolution – Resolution authorizing Treasurer to review and approve SMRPD employee timecards
 - i. Resolution [01242023-1](#)

Board Comments:

Director Conklin: Read resolution aloud. Noted that the attorney advised that this resolution was allowed as long as overtime was not approved under this resolution.

Director Conklin. Roll call vote held – Director Conklin voted aye, Director Kuhn voted aye, Director Martz voted aye, Director Wright voted aye. Director Morris not present. Motion passes.

VIII. OTHER DISTRICT BUSINESS – Ted Wright

- 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](#)

Board Comments:

Director Wright: Presented Resolutions and thanked Jessie Bullis and Kevin Topp for their service for the SMRPD. Noted that Isabell Kerins was unable to be present and that her certificate would be provided to her at a later date.

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

Board Comments:

Director Wright: Requested two changes to me made to the committee assignments: 1) Francesca Duff removed as a member of the Finance Committee, and Director Wright replaces Director Martz on the Website Committee.

7th Action: Director Wright makes motion to approve committee assignments as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

- ii. Discuss revisions to committee calendar - Stagger quarterly committee meetings
 - 1. Current [Committee Calendar](#)

Board Comments:

Director Wright: Proposed change to the committee calendar of staggering quarterly meetings so that all meetings do not fall on the same month. Requested that Fundraising and Recreation meet in February, Open Space and Insurance meet in March and the remaining committees meet in April.

Director Martz: Noted that she would like Recreation to meet in February.

Director Kuhn: Requested that the Board consider consolidating some of the committees that cover similar topics, like dissolving Personnel and moving topics regarding SMRPD employees to the Finance committee and topics regarding SCC employees to the SCC Oversight committee.

Director Conkin: Recommended that we keep Personnel separate for now.

8th Action: Director Wright makes motion to approve amended committee schedule as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

- iii. Discuss SMRPD as a community resource during emergencies

Public Comments:

Jessie Bullis: Noted that the former SMRPD President would initiate a call to the county to request Team Rubicon's assistance during emergency situations. Noted that the SMRPD Board needs to consider the parents affected by SCC closures and that it should be a Board decision not a decision made by the SCC Director.

Steve Reighart: Noted that the county has an emergency plan that the SCC may want to follow as a guideline when making emergency policies.

Board Comments:

Director Wright: Discussed recent conversation regarding Team Rubicon and the SMRPD President's role in making the emergency response as efficient as possible. Requested that the board develop a policy for emergency situations where there is a procedure in place that addresses Silverado Children's Center potential closures, as well as procedures for emergency response for other areas affected in the canyon. Requested that this be placed on a future agenda for more discussion.

Director Kuhn: Noted that the concern for the Children's Center was having parents drive inside the canyon, as well as the safety of the students and staff.

- iv. Discuss Zoom options for Committee Meetings

Board Comments:

Director Wright: Discussed that all committee members must be present in the room but would like the Board to consider allowing the community to join committee meetings via zoom, when zoom is able to be made available.

9th Action: Director Wright makes motion to approve Zoom meeting availability for Committee Meetings, in accordance with AB 2449 as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- d. New Director Onboarding Document collection - update

Board Comments:

Director Wright: Reminded new Board members of the requirements and requested that the training be completed.

- e. Discuss recent Waste Management increases for the community

Public Comments:

Stephanie Dodge: Inquired about the Waste Management fees being reduced for SCC and SMRPD and confirmed that she would inquire.

Board Comments:

Director Wright: Discussed the update from Isabell Kerins from Waste Management and that current increases are on hold.

Director Conklin: Requested that we request a refund and credit for the Silverado Children's Center due to the increases this past year.

- f. January 2023 Winter Storms Initial Damage Estimates

- i. [OC Sheriff Worksheet](#)

Board Comments:

Director Wright: Noted that there were no expenses that SMRPD incurred that fall under winter storm damage.

- g. Ad Hoc – Handbooks
 - i. Status update
 - SCC Employee Handbook
 - [SMRPD Director and Employee Policy and Procedures Manual](#) – pending final approval from attorney

Board Comments:

Director Conklin: Confirmed that this is pending the SMRPD attorney’s approval.

IX. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

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

Public Comments:

Steve Reighart: Noted that this will be completed before the end of January.

- c. Specialized schedule – 2-week proposed closure dates: 2/19-3/4/23 (note: Feb flea market would need to be cancelled)

Board Comments:

Director Wright: Noted that this is needed for both Modjeska and Silverado parks.

Director Martz: Inquired if it is warm enough for the grass to germinate.

10th Action: Director Conklin makes motion to approve 2 week closure of the Silverado Community Center park area and the Modjeska park area for Specialized tree Works to perform annual maintenance on the grass area as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

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

Board Comments:

Director Kuhn: Inquired if the treatment is safe for children and pets.

11th Action: Director Wright makes motion to 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. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- 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

12th Action: Director Wright makes motion to 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. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- 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

13th Action: Director Kuhn makes motion to approve new Facilities Rental Agreements except February 05, 2023 filming request as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

X. RECREATION COMMITTEE

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

Board Comments:

Director Martz: Discussed offering more programs for adults and children, as well as parents’ night out events.

Director Wright: Noted that all events involving children would be staffed by SCC employees that have already met all background check requirements to work with children.

Director Conklin: Discussed the potential of working with the Abbey for a basketball event and Marsha Judd for an arts program. Discussed a photography event with Vivi as well.

Director Kuhn: Noted that we should look into offering an astronomy event as well.

- b. New recreation program ideas – update from Laurie Martz
 - i. SMRPD sponsored pickleball event

Board Comments:

Director Martz: Discussed starting with a pickleball event for the community. Noted a February or March date for the event.

14th Action: Director Conklin makes motion to approve SMRPD sponsored pickleball event as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

XI. COMMUNICATIONS COMMITTEE

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

Board Comments:

Director Conklin: Discussed the recent committee meeting. Advised that a privacy policy and mission statement would be added to the SMRPD website. Noted that the Board should also consider an emergency policy that included block captains. Discussed the need to communicate with new community members as well, whether it is through real estate agents or other methods.

- 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

Board Comments:

Director Wright: Discussed the Brown act and that only one Board member should be commenting and posting on social media accounts to ensure SMRPD stays compliant.

Director Conklin: Noted that she would be the SMRPD representative that manages the social media accounts. Discussed that the Board has requested that all documents on OneDrive with personal information be encrypted.

XII. INSURANCE COMMITTEE

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

Public Comments:

Jessie Bullis: Inquired if Capri would cover events where insurance is not required.

Jo Marie Varela: Noted that Capri advised in their annual meeting that they have a duty to defend SMRPD.

Board Comments:

Director Wright: Discussed that more research is being conducted to make events more accessible and level of risks are being reviewed to see what alternatives are available that are in compliance with Capri requirements.

XIII. FUNDRAISING

XIV. OPEN SPACE

XV. PERSONNEL

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

Board Comments:

Director Conklin: Noted that most items were tabled for the next SCC Oversight Committee.

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

Public Comments:

Steve Reighart: Noted that Modjeska will be completed by next month.

Jenny Scott: Inquired as to more details on items that need to be completed for ADA requirements that have been put off.

Board Comments:

Director Conklin: Confirmed that the ADA self-assessment for Silverado has been completed. Discussed the website ADA compliance that is in progress. Advised that no items have been put off and confirmed that the facilities are fully ADA compliant because we are grandfathered in. Mentioned that the Modjeska Community center has been made as compliant as possible with the bathroom placed outside of the facilities for ADA access. Advised that IRWD would be repairing the driveway for Modjeska.

Director Wright: Explained that the website updates that are needed mainly require adding text on pictures under ADA rules.

XVII. AD HOC COMMITTEE FOR PER CAPITA GRANT

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

Board Comments:

Director Wright: Discussed the current status of the Per Capita Grant and the Boards current direction and budget constraints. Noted that about \$6k has been spent on design plans to date under this grant.

Director Conklin: Inquired when the grant construction needed to be completed.

XVIII. PUBLIC COMMENTS

Jessie Bullis: Inquired if the Silverado Children’s Center paid for the water heater repairs that were denied under the Capri claim.

Geoff Sarkissian: Noted that the meeting was thorough and fast paced.

Jenny Scott: Agreed that the pace of the meeting was good.

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.

Board Comments:

Board noted that they approved unrepresented employee’s commissions.

- 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

Closed session begins at 7:57pm

Closed session ends at 8:20pm

XXI. ADJOURNMENT Meeting was adjourned at 8:25 PM

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.