



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, April 25, 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
John Nelson: 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 Meeting dates March 28, 2023](#) as presented.

- V. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE – Laurie Briggs
 - a. Minutes from [April Committee Meeting](#)
 - b. [SCC Program Report](#) - - Laurie Briggs and Sarah Pizzarusso
 - c. Paving Quotes
 - i. Bid #1 – [Priceless Paving](#) - \$62,925 *preferred vendor by SCC
 - ii. Bid #2 – [Prestige Striping](#) - \$45,836 (same vendor that paved the Silverado Community Center June '22)
 - iii. Bid #3 – [Rose Paving](#) - \$58,050
 - d. Pinecone/Oak Tree and Acorn Roof leak
 - e. 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 March 2023](#)
 - ii. Treasurer Report – [SCC March 2023](#)

Action Item #2: Approve and file Financials for [SMRPD March 2023](#)

Action Item #3: Approve and file Financials for [SCC March 2023](#)

VII. OTHER DISTRICT BUSINESS

- a. Green Vision Coalition Donation Request – [email April 2023](#)

Action Item #4: Approve donation request of \$100 to Green Vision Coalition as presented.

- b. Discuss volunteer acknowledgments
- c. Discuss Committee Assignments, Ad Hoc Committees, and Committee Schedule
 - i. [Updated Committee Assignments](#) – 03/2023
- d. New Director Onboarding Document collection - update

VIII. FINANCE COMMITTEE- Stephanie Dodge

- a. Finance Committee [Minutes April 2023](#)
- b. Verizon Wireless Backpay of SCC to SMRPD

Action Item #5: Approve backpay request of SCC to SMRPD as presented.

- c. Annual Assessor Request for Information - Silverado-Modjeska Recreation & Parks
 - i. Due 2/15/23 – requested the OC Assessor to resend the required documents

IX. AD HOC COMMITTEE FOR PER CAPITA GRANT

- a. Minutes from [April 2023 Meeting](#)
- b. Discussion of Per Capita Grant funds allocation

X. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Minutes from [April 2023 Meeting](#)
- b. Quarterly Safety Inspections – due April
- c. Cleveland Meeting update – Visitor Center – John Nelson
- d. OCFA Public Education Coordinator – education trailer & booth – John Nelson
 - i. Summer concerts and kids camp
- e. Modjeska trail step repair - . Scope of work would include trimming the hillside up to the gazebo and the field overlooking the fire station, clearing 3-4 feet near the trail. Requested an action item on the main meeting to approve this service pending a quote of up to \$1,000 for approval.

Action Item #6: Approve Specialized Tree Works brush clearing project for up to \$1,000 in fees as presented.

- f. Rentals – Jo Marie Varela
 - i. New for approval
 - 1. April 16, 2023 – SCC rental – celebration of life
 - 2. May 6, 2023 – Bldg A (Garcia)
 - 3. June 12, 2023 – wedding (Martinez)
 - 4. December 17, 2023 – Bldg A (Coughlin)

Action Item #7: Approve new Facilities Rental Agreement requests as presented.

XI. RECREATION COMMITTEE

- a. Next Committee meeting in May 2023
- b. [Community Survey](#) – Distributed in April 2023

XII. COMMUNICATIONS COMMITTEE

- a. Next Committee meeting in May 2023

XIII. INSURANCE COMMITTEE

- a. Minutes from [April 2023 Meeting](#)
- b. Add Alliant as an outside insurance policy option for facility rental renters –
 - i. Updated facility rental forms
 - 1. [Facility Rental Agreement](#) and [Special Event Agreement](#)

Action Item #8: Approve new Facilities Rental Agreement and Special Events Agreement with Alliant insurance option as presented.

- ii. Desktop Procedure for issuing Alliant certificates and quarterly reporting

Action Item #9: Approve implementation of new Alliant procedures as presented.

XIV. FUNDRAISING

- a. Minutes from [April 2023 Meeting](#)
- b. Summer concert series – hamburger stand & volunteers needed
- c. Summer concert series – new banner and annual stickers

Action Item #10: Approve SMRPD purchase of new stage banner for summer concert series and annual concert series stickers as presented.

XV. OPEN SPACE

- a. Next Committee meeting in June 2023

XVI. PERSONNEL

- a. Next Committee meeting in May 2023

XVII. AD HOC HANDBOOK COMMITTEE

- a. April Meeting – tabled
- b. Next Committee meeting in May 2023

XVIII. PUBLIC COMMENTS

XIX. BOARD COMMENTS

XX. CLOSED SESSION

XXI. ADJOURNMENT

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, May 23rd, 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.