



*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](http://www.smrpd.org)

## SMRPD MONTHLY MEETING

Tuesday, March 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  
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 Meetings dated February 28, 2023](#) as presented.**

- V. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE – Laurie Briggs
  - a. Minutes from [03/21/23 Committee Meeting](#)
  - b. [SCC Program Report](#) – Laurie Briggs and Sarah Pizaruso
  - c. Paving Quotes update
  - d. Pinecone/Oak Tree and Acorn Roof leak
  - e. \$500 SCC Director debit card limit discussion – Michele Conklin –

**Action Item #2: Approve requested increase for the SCC Director's debit card as presented.**

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

### VI. TREASURER'S REPORT – Stephanie Dodge

- a. SCC financial notes – Stephanie Dodge
  - i. Treasurer Report – [SMRPD Feb 2023](#)
  - ii. Treasurer Report – [SCC Feb 2023](#)
    1. Pending corrections to financials for developmental deposit reflecting a negative balance – Stephanie

**Action Item #3: Approve and file Financials for [SMRPD Feb 2023](#)**

**Action Item #4: Approve and file Financials for [SCC Feb 2023](#)**

## **VII. OTHER DISTRICT BUSINESS**

- a. Board Members – Bank of America updated Resolution - [Resolution 03042023-1](#)

**Action Item #5: Approve [Resolution 03042023-1](#) Bank of America account updates as presented.**

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

## **VIII. FINANCE COMMITTEE- Stephanie Dodge**

- a. Finance Committee [Minutes March 2023](#)
- b. SCC - Current Outstanding Accounts Payable Report – Michele –

**Action Item #6: Approve request to write off one outstanding late fee 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. FACILITIES/SAFETY/MAINTENANCE COMMITTEE**

- a. Minutes from [March 2023 meeting](#)
- b. GL & Property Renewal request – Due 4/3/23
  - i. [Vehicle Inventory](#)
  - ii. [Property Schedule Form](#)
  - iii. [Property Schedule Update Form](#)
    1. [Updated Form](#) – year built dates corrected

**Action Item #7: Approve GL & Property forms for submission to Capri as presented.**

- c. Rentals – Jo Marie Varela
  - i. New for approval
    1. Fire Station #14 Annual Easter Pancake Breakfast 4/9

**Action Item #8: Approve waiver of facility use fees for Volunteer Fire Station #14 Annual Easter Pancake Breakfast as presented.**

2. Easter Egg Hunt Donations – Silverado & Modjeska - \$750/each

**Action Item #9: Approve donations for Easter Egg Hunt Community Events in Silverado and Modjeska of \$750 each as presented.**

3. August 27, 2023 – Sol Do music festival 501c3 (fee waiver request)
  - a. [Proposal](#)

**Action Item #10: Approve fee waiver request for the Sol Do Festival as presented.**

4. Pickleball Round Robin – every other week
5. April 01, 2023 (Burton) – Birthday rental – grass and Bldg A
6. April 02, 2023 (Perry) - Birthday rental – grass, tables & playground
7. April 15, 2023 (Thoburn) - Celebration of Life (Modjeska) – request to use microphone
8. May 07, 2023 (Boyer) – Modjeska full rental
9. Christmas Eve rental request

**Action Item #11: Approve new Facilities Rental Agreement requests as presented.**

## **X. RECREATION COMMITTEE**

- a. Next Committee meeting in May 2023
- b. [Community Survey](#) – Discuss survey distribution

## **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 – 3/27/23

## **XII. INSURANCE COMMITTEE**

- a. Minutes from [March 2023 meeting](#)
- b. [Capri Annual Ratings Questionnaire](#)

**Action Item #12: Approve submission of Capri Ratings Question as presented.**

- c. Director Nelson appointment as Chair of this committee

**Action Item #13: Approve Director Nelson’s appointment as Insurance Committee Chair as presented.**

- d. Discuss use Alliant for supplemental insurance for large events, like the summer concert series – [Resolution #03282023-01](#)

**Action Item #14: Approve [Resolution #03282023-01](#) for utilizing Alliant as a supplemental insurance policy for large events as presented.**

- e. Discuss offering Alliant as an outside insurance policy option for facility rental renters

**Action Item #15: Approve offering Alliant as an outside insurance policy option for facility renters as presented.**

**XIII. FUNDRAISING**

- a. Next committee meeting May 2023
- b. Summer concert series – food vendors – update
- c. Summer concert series – [sponsorship program](#) – timing for distribution

**XIV. OPEN SPACE**

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

**XV. PERSONNEL**

- a. Next Committee meeting in April 2023

**XVI. AD HOC HANDBOOK COMMITTEE**

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

**XVII. AD HOC COMMITTEE FOR PER CAPITA GRANT**

- a. Minutes from [March 2023 meeting](#)
- b. Updates from Grant Administrator:
  - i. Reallocation of grant funds to focus on one park – forms required:
    - 1. Application Form, Cost Estimate, Funding Sources Form, Site Plan

**Action Item #16: Approve reallocation of Per Capita Grant funds from Silverado Splash Pad to Modjeska as presented.**

**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, April 25<sup>th</sup>, 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.