



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, December 27, 2022 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

NOTE: MEETINGS WILL BE HELD IN PERSON AND BY ZOOM, IF POSSIBLE, UNTIL FURTHER NOTICE

- I. CALL TO ORDER** - Meeting was called to order at 6:38 PM and was held in person and via Zoom link.
- II. ROLL CALL** – Director Morris and Director Kuhn were present in person at the Silverado Community Center. Director Conklin, Director Martz, and Director Wright were present via Zoom.
- III. PUBLIC COMMENTS** – Non-agendized items
- 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 November 22, 2022](#) and [SMRPD Special Meeting dated December 07, 2022](#) as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

- a. 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

Board Comments:

Director Conklin: Requested that this discussion be tabled until January 2023 meeting so that Finance committee can review further before presenting to the Board. The reimbursement vote should have never been brought to the Board for a vote due to state law conflicts as well as not all members were present to vote.

TABLED

2nd Action: Director Kuhn makes motion to approve and file minutes of the [SMRPD Special Meeting dated November 15, 2022](#) as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

- V. TREASURER'S REPORT** – Stephanie Dodge
 - a. SCC financial notes – Stephanie Dodge

Public Comments:

Stephanie Dodge: Read aloud SMRPD Financial Summary

Stephanie Dodge: Confirmed that the legal services are from various previous months due to a carried forward balance and have all been allocated to the appropriate months.

Per the Balance Sheet, the Bank of America balance on 11/30/2022 was \$ 122,478.00 and the County Account was \$ 162,201.00. However, the 728 Fund indicates a balance of \$ 12,201.00 for the County Account, as \$ 150,000.00 was deducted from the account in November, however, wasn't received and deposited into our Operating Account, the Bank of America Account until December, which will be shown in those figures for the month of December. The actual amount in the Bank of America account was \$ 123,848.00.

Gross Profit for the month of November was \$ 6,736.46. Expenses for the month were \$ 5,995.49. The Net Ordinary Income is a Profit of \$ 740.97. YTD Net Profit is \$ (50,788.00) and YTD Expenses are \$ 135,761.00.

For the Month of November, the category Non-Operating Expense was added to the chart of accounts per the accountant to offset the write-off of the Loans owed by the SCC to the SMRPD. Therefore, as shown on the Profit & Loss Statement, the Non-Operating Expense has a Balance of \$ 133,245.95 and these are no longer shown as Assets on the Balance Sheet under "Other Assets", "Interfund Receivables, Load to SCC" in the same amount of \$ 132,245.95. This accounting entry made in November resolves the vote presented by the board in October to write-off the debt owed by the Silverado Children's Center.

Income for the month was primarily from:

Fund 728, Secured Property Taxes, above \$ 5,800.00

Rent for Facilities in the amount of \$ 300.00

SDLA Scholarship for \$ 400.00, categorized as "Donations/Gifts" for Jessie Bullis attending a seminar

(The above SDLA was changed, per Michele Conklin, as a CREDIT to the Expense Category of 2700; "Travel & Transportation-Meetings & Conferences", to lower the amounts Expensed in this category)

The above change was made after the Board Meeting and the Financials were voted on that night.

Extra ordinary Expenses for the month of November included:

\$ 375.40, as a reimbursement to Diane Young for the Thanksgiving Community Dinner expenses

\$750.00, higher, Bookkeeping accounted for the 2 months of Invoices, picked up in one month, as the previous month had none

\$ 19.39, small reimbursement for Summer Concert Expenses for the Concession Stand that wasn't paid until this month

\$ 1,020.00, Legal Services Invoices that were provided, however invoices were erroneously not accounted for, currently they are provided, matched up and approved and payment has been made.

The Other Expense category listed is an accounting General Ledger entry as stated above to account for the write-off from the Loan to the Silverado Children's Center to offset the Assets originally show on the accounting records. This is now show as a Non-Operating Expense, per Kelly at Robert Johnson CPA.

All other expenses are within the regular scope of the SMRPD monthly budgeted expenditures.

Board Comments:

Director Conklin: Noted that the SDLA scholarship should not be categorized as a gift and needs to be classified to offsetting expenses.

Director Kuhn: Requested additional information regarding the legal services that had not previously been accounted for.

3rd Action: Director Kuhn makes motion to approve and file Financials for [SMRPD Nov 2022](#) as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

Public Comments:

Stephanie Dodge: Read aloud SCC Financial Summary

The Bank of America Checking Balance as of 11/30/2022 was \$ 68,748.52 and the Savings account Balance is \$ 80,059.17. The actual amount in the Bank of America account was \$ 59,317.17. Monthly Income for SCC for November was \$ 37,625.00, with Year-to-Date Income of \$ 165,540.00. Expenses for the month were \$ 29,345.00 with the YTD Expenses of \$ 151,659.00. The Net Profit for November was \$ 8,280.00 and the net YTD profit was \$ 11,885.00. Expenses for the month which are unusual were as follows:

Recruiting Fees \$ 330.00. This will not be an anticipated expense moving forward, as we are at currently fully staffed.

Janitorial Expenses are underbudgeted and should reflect an average of \$ 850.00/month, billing had not been processed, pending approval, which has been done and currently processed for December and going forward.

Bookkeeping of \$ 750.00 is also underbudget, as the amount was paid for twice in a previous month, and should have been paid from the SMRPD account, so the SMRPD has paid this month twice to reflect the correction in billing.

All other expenditures at this time are within the regular scope of business, however, in December there will be an anticipated increase in expenses as there have been deferred maintenance projects that are now being addressed. The Liabilities for the Loan to the SMRPD have also been entered into the General Ledger to write off the debt previously owed to the SMRPD, per the Board of Director's vote in October 2022. Therefore, the amount of \$ 132,246.16 has been deducted as a Liability from the "Notes Payable" and been CREDITED to Non-Operating Income per the Accountant at Robert Johnson. With these General Ledger transactions, the amount is written off as debt owed to the SMRPD.

Stephanie Dodge: Confirmed that all of the ProCare concerns had been resolved and QuickBooks now matches ProCare exactly. Noted that we would still need to the entry in both QuickBooks and ProCare due to how the tuition system works due to the accrual basis in QuickBooks.

Board Comments:

Director Wright: Inquired if SMRPD would continue to do the double entry in ProCare and QuickBooks that was causing the prior issues.

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

VI. FINANCE COMMITTEE- Stephanie Dodge

- a. Committee [Minutes dated 12/20/22](#)

Board Comments:

Director Conklin: Confirmed that most of the items from the Finance Committee are included in this agenda for Board discussion. Confirmed that CSDA stands for California Special Districts Association. Discussed the benefits of CSDA and the education being offered.

- b. [2023 CSDA MEMBERSHIP RENEWAL](#) - \$541

Board Comments:

Director Conklin: Confirmed that most of the items from the Finance Committee are included in this agenda for Board discussion. Confirmed that CSDA stands for California Special Districts Association. Discussed the benefits of CSDA and the education being offered.

Director Kuhn: Inquired for information on accessing the CSDA materials.

- c. Carmody Invoices (5)

- i. [Hunt Bldg flooring](#) - \$24,832
- ii. [Bldg A interior paint & mirrors](#) – \$16,272
- iii. [Misc repairs at SCC](#) - \$20,204
- iv. [SCC Landing & patio work](#) - \$6,356
- v. [Silverado Exterior Paint](#) - \$22,826
- vi. Discuss warranty for recent maintenance
 1. Fencing paint chipping issue

Board Comments:

Director Conklin: Confirmed that these are all approved and being paid.

Director Wright: Inquired if there were any issues with the work completed.

Public Comments:

Steve Reighart: Noted that he was not given any warranty information for the maintenance performed by Carmody. Advised that many of the problems have been corrected.

- d. Confirm that SMRPD bank accounts have been updated based on [Resolution #12072022-1](#)

Board Comments:

Director Conklin: Confirmed that this is tabled.

- e. Audit 2021/2022 - status update – Stephanie Dodge

Public Comments:

Stephanie Dodge: Confirmed that she is providing the requested invoices to the accountant for the audit.

- f. [SCC Budget](#) – update Michele Conklin

Public Comments:

Sarah Pizzarusio: Advised that the SCC playground budget was a preliminary budget, and Laurie Briggs is looking into utilizing a nature company for the playground update.

Board Comments:

Director Conklin: Noted that some inconsistencies came up so the budget will be updated for January meeting based on current projections. Advised that she will due more due diligence into the playground budget and what the budget was supposed to cover.

Director Wright: Expressed concerns about the \$40,000 that is listed on the budget for the playground upgrade. Noted that we may want to remove that line item for the budget until the design is ready and timeline is established.

- g. Nexus/Payroll Resolution - Determine which Directors will approve employee time sheets and submit for payroll processing

Public Comments:

Steve Reighart: Noted that there have been issues with Danny Ater's payroll.

Francesca Duff: Inquired as to how the Treasurer will be able to validate the timecards for approval.

Board Comments:

Director Conklin: Noted that the finance committee agrees that the Treasurer will be director that the employees report to for payroll. Advised that she is looking into the payroll issues for Danny Ater.

Director Kuhn: Confirmed that she will take on the assignment of payroll approvals starting January 2023.

5th Action: Director Conklin makes motion to approve Director assignment of the SMRPD Treasurer for timecard and payroll processing for SMRPD employees as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

- h. Specialized Tree Works Payment – outstanding Oct bill

Public Comments:

Stephanie Dodge: Confirmed that this was taken care of.

- i. Update on IRS and One Finch Accounting Services – Stephanie Dodge

Public Comments:

Stephanie Dodge: Advised that this needs to be tabled.

- j. Weed abatement property tax update – Stephanie Dodge

Public Comments:

Stephanie Dodge: Confirmed that this is complete, and checks are available for signature for today.

Board Comments:

Director Conklin: Confirmed that SMRPD needs to pay this and is requesting a reimbursement back from the county.

- k. Financial Task Calendar – Stephanie Dodge

Public Comments:

Stephanie Dodge: Advised that this needs to be tabled.

- l. Vendor W9 & insurance – update on letters being sent with payments and responses – Stephanie Dodge

Public Comments:

Stephanie Dodge: Advised that these have been sent with payments.

- m. Special District Property Tax Update

Public Comments:

Stephanie Dodge: Advised that this is the same thing as the weed abatement payment discussed above.

- n. Process energy credit for solar panels at Silverado (Dec calendar item)

Board Comments:

Director Morris: Inquired where this credit was issued from.

VII. OTHER DISTRICT BUSINESS – Rusty Morris

- a. Nov 2022 - Election results certified
 - i. [Certification](#) – Registrar of Voters
 - ii. [Results](#)
 - iii. [Statement of Results Certification page](#)

Board Comments:

Director Morris: Tabled until next month so that documents can be handed out in person.

- b. CARPD Recognition Resolution Presentations

- i. [Jessie Bullis](#)
- ii. [Isabell Kerins](#)
- iii. [Kevin Topp](#)

Board Comments:

Director Morris: Tabled until next month so that prior Board members could be invited, and the certificates can be handed out in person to the prior Board members.

- c. Account verification contacts

- i. Discuss which board member's cell and email should be used as a verification for accounts like Bank of America, Waste Management, etc

Public Comments:

Francesca Duff: Noted that many of these are financial related so she suggested that this be handled by only the Treasurer. Suggested that the other non-financial related accounts be handled by the bookkeeper.

Stephanie Dodge: Noted that this may be a conflict of issue for this to go directly to her without a Board member being notified.

Board Comments:

Director Conklin: Noted that Isabell Kerin's phone was used for this in the past and suggested that this should be transferred over to a SMRPD owned phone.

Director Kuhn: Advised that her phone number can be used for the verification code as the Board member main contact.

Director Wright: Requested that this be codified and added to the SMRPD handbook.

Director Conklin: Requested that this be added to the Treasurer job description.

- d. OneDrive authorizations – confirm Board members have access

Board Comments:

Director Kuhn: Noted some issues with OneDrive connections.

- e. Email and Website Updates – status: completed

Public Comments:

Jo Marie Varela: Advised that due to the Brown Act, many emails are sent to the full Board, but responses are not sent to the full group due to regulations. Emails are more for information only until discussions can be held at open committee or monthly meetings.

Board Comments:

Director Martz: Inquired as to how the information coming in over via email should be handled.

- f. Discuss Committee Assignments, Ad Hoc Committees, and Committee Schedule

- i. Updated [Committee Assignments](#)

Board Comments:

Director Wright: Noted that he would like the staff moved to attendees rather than committee members. Requested further discussion before Isabell Kerins' be added as a community member to the Finance Committee.

Director Martz: Inquired as to why the Recreation Committee is listed as quarterly.

Director Conklin: Expressed her preference that Isabell Kerins be strongly considered as a community member for the Finance Committee due to her detailed involvement with past financial issues and deferred maintenance, as well as upcoming SCC pavement.

Director Kuhn: Advised that she will continue with the onboarding process and will continue conversations with Isabell to become more of an expert on the finances as the SMRPD Treasurer.

Director Conklin: Noted that another past SMRPD directors are on the Finance Committee and expressed desire for the Board to consider approving Isabell Kerins to be added to the committee as well.

6th Action: Director Kuhn makes motion to approve updated Committee Assignments as amended. Motion seconded by Director Morris. Director Kuhn voted aye, Director Morris voted aye, Director Martz voted aye, and Director Wright voted aye. Director Conklin abstained. Motion passes.

- ii. Current [Committee Calendar](#) – Laurie Martz

- 1. Discuss potential new committee meeting times – splitting the qtrly meetings between Tues & Thur so there are not 10 on one day

Board Comments:

Director Wright: Proposed moving the Thursday meetings to Wednesday meetings.

Director Conklin: Requested that the Tuesday meetings be moved to Monday.

Director Kuhn: Noted that she may have conflicts on Monday, Wednesday and Fridays.

Director Morris: Noted that this should be discussed with the Laurie Briggs as well. Suggested that for January we leave as is for Tues & Thursdays and discuss changes for February.

Director Wright: Confirmed that January schedule will remain as presented and a new schedule will be reviewed for February.

7th Action: Director Morris makes motion to approve updated Committee Calendar for month of January 2023 as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

- iii. Discuss Zoom options for Committee Meetings

- 1. In order to accommodate the schedules and the health status of board and community members of the various SMRPD committees and in accordance with the provisions of the newly enacted AB 2449 to “authorize a member to participate remotely under specified circumstances, including participating remotely for just cause or due to emergency circumstances,” we will, when it is possible, arrange for committee members to participate remotely using Zoom.

Board Comments:

Director Wright: Advised that he feels Zoom is appropriate for committee meetings. Requested that this be tabled while he confirms with the SMRPD attorney.

Action Item #8: Approve Zoom meeting availability for Committee Meetings, when possible, in accordance with AB 2449 as presented. TABLED

- iv. Ad hoc committee for ADA compliance
 - 1. Community Member: Phil McWilliams is available to be on this committee

Board Comments:

Director Morris: Confirmed that the committee would consist of Director Conklin, Director Martz, Phil McWilliams and SMRPD Staff, Steve Reighart.

9th Action: Director Morris makes motion to approve new ADA Compliance Ad Hoc Committee as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

- v. Ad hoc committee for Per Capita Grant

Board Comments:

Director Morris: Confirmed that the committee would consist of Director Wright and Director Martz.

10th Action: Director Morris makes motion to approve new Per Capita Grant Committee as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- g. New Director Onboarding Document collection - update

Board Comments:

Director Wright: Noted that he has completed the sexual harassment training. Requested that all Directors complete these trainings and forward the certificates to the Administrator.

- h. Ad Hoc – Handbooks
 - i. Status update
 - SCC Employee Handbook
 - [SMRPD Director and Employee Policy and Procedures Manual](#) -Table review & approval to Jan 2023 meeting

VIII. SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE – Laurie Briggs

- a. Minutes from [12/20/22 Committee Meeting](#) dated
- b. Program Report with updates on facilities and enrollments – working on a new format, on hold until January meeting
- c. Friends of Silverado Childrens Center Updates – Sarah Pizzarusso - on hold until January meeting
- d. ProCare Update
- e. Construction Updates – estimated completion 12/29/22
- f. Current Outstanding Accounts Payable Report – Laurie Briggs

Board Comments:

Director Morris: Requested that the SCC discussion be tabled until next month.

- g. Covid Credit Report Updates – Stephanie Dodge

Public Comments:

Stephanie Dodge: Advised that the credit of \$1,631.40 consists of Covid credits not yet taken.

11th Action: Director Conklin makes motion to approve final Covid credit report as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

- h. Landscape Architect Proposal (Nature Explore) - Laurie Briggs
 - i. Discuss exploring grant and other funding options to move forward with nature playground at SCC
 - ii. Review [Dimensions Educational Research Foundation Design quote](#) - \$12,500

Board Comments:

Director Martz: Noted that there is very little description included in the quote and inquired if schematics were included in this proposal.
Director Conklin: Requested that this be tabled so that Laurie Briggs can present to the Board in more detail.

- i. Holiday Pay Time Request:
 - i. Anticipated holiday pay costs – Stephanie Dodge
 - 1. SCC is now closed for 7 days for Winter Break, December 23- January 2.
 - 2. Staff who are regularly scheduled to work are paid for Christmas Eve, Christmas day, New Year’s Eve and New Year’s day (or days observance) as part of regular holiday pay
 - 3. SCC is requesting 3 days at 4 hours holiday pay for part time staff who were scheduled to work on those days. (T-W-Th/December 27,28,29)
 - 4. Staff who have not completed their 90 Orientation Period do not qualify for Holiday pay. (Currently that would be 3 staff)

Board Comments:

Director Conklin: Requested that this be discussed under closed session.

Action Item #:12: Approve holiday pay for 5 days at 4 hours per day for staff that is scheduled between 12/26/22-12/30/22 as presented. Moved to Closed Session

- j. Purchase Requests:
 - i. Outdoor storage – Laurie Briggs

Board Comments:

Director Morris: Discussed the needs for the replacement for the Explorers storage that has rotted over time.

13th Action: Director Wright makes motion to approve outdoor storage bin purchases by SCC Director not to exceed \$1,000 between January and March 2023 as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

IX. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Minutes from [11/15 meeting](#) and [12/20/22 meeting](#)

Board Comments:

Director Martz: Confirmed that minutes looked good.

Director Morris: Confirmed that minutes looked good.

- b. Safety Inspections - next one due January 2023

Board Comments:

Director Wright: Requested that the new Board members walk all of the SMRPD facilities to become more familiar with the property. Requested that a date for the safety inspection be set so new Board members can join to review all of the facilities.

- c. Modjeska Park dog bags

Public Comments:

Steve Reighart: Discussed the prior set up where a community member had been handling this in the past. Requested details on where the prior bags had been ordered from so that SMRPD can order the bags so this can continue for the community in Modjeska.

Board Comments:

Director Conklin: Noted that this item is included in the maintenance job description.

Director Wright: Noted that John Williams from Modjeska has offered to pick up this responsibility. Requested that SMRPD ordered the preferred dog bags.

- d. Mobile Library – Rusty Morris
 - i. Checking with the senior lunch and brown bagger groups for interest in program

Board Comments:

Director Morris: Noted that the senior lunch groups are interested in this program. Requesting that service be offered monthly on Thursday at 1:30pm and requested large print books.

- e. Silverado Community Center tree work needed (3 trees in center) - [Specialized Tree Works](#)

Public Comments:

Steve Reighart: Confirmed that the trees were trimmed today, and that the work completed was good.

14th Action: Director Wright makes motion to approve Specialized Tree Works tree trim quote as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

- f. Tree health evaluation needed – Laurie Martz
 - i. The Sycamore in the grass area needs treatment for what appears to be Anthracnose fungal disease. I recommend contacting SIMS Tree Health Specialists for treatment of pests and disease.
 - ii. SIMS: <https://www.simsths.com/> - (951) 685-6662

Board Comments:

Director Martz: Noted that she has proposals in from SIMS but may request additional quotes. The proposal also includes an oak in Modjeska that needs to be treated as well.

Director Wright: Advised that this would be tabled until more information can be gathered.

- g. Post Event Report – Laurie Martz
 - i. [Ward 12/3/22 event](#)

Board Comments:

Director Martz: Confirmed that this has been resolved and that the current protocol in place is adequate.

- h. Board Phone Call Log

- i. Folder added to OneDrive for Board members to file conversation details for reference

Board Comments:

Director Morris: Advised that this may be redundant and is not necessary.
Director Wright: Requested the link for this folder.

- i. Rentals – Jo Marie Varela
 - i. Several prospective wedding tours given, no new reservations to review

Public Comments:

Jo Marie Varela: Advised that one request just came in for a facility rental on Saturday, December 31, 2022 due to the rain.

- j. ADA Compliance Bids to review
 - i. [Martin Brothers](#) – bid estimated at \$6,000
 - ii. [Compliance Design Consultants](#) – bid estimated at \$10,280
 - iii. Discuss self-compliance as an option
 1. Community Member – Phil McWilliams will make himself available to assist with the self-assessment.
 2. [2015 ADA site survey](#)

Public Comment:

Phil McWilliams: Noted that recommendations are from Capri for SMRPD to consider and the CDC example that was provided by Capri included 1800 pages of recommendation. Advised that when conducting the inspection in the past, there were very few issues and would be willing to conduct again this year. Noted that certain things remain the same with structures and buildings, so the 2015 self-assessment may be very similar to the one needed this year.

Francesca Duff: Noted that the self-assessment from 2015 was comprehensive, and believes it is a good option for SMRPD to pursue.

Board Comments:

Director Martz: Noted that the bids may be expenses that are not justified if this is an assessment that SMRPD can conduct itself.

15th Action: Director Conklin makes motion to approve allowing the SMRPD Caretaker to conduct an ADA Compliance self-assessment for 2023 as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

- k. Updating lockbox codes – update
 - i. Research on electronic lockboxes

Public Comments:

Steve Reighart: Confirmed that these passcodes will remain the same.

Board Comments:

Director Martz: Noted that she will research electronic lockboxes.

X. RECREATION COMMITTEE

XI. COMMUNICATIONS COMMITTEE

- a. Email Blast Credits needed
 - i. Send In Blue: ~845 recipients per blast
 1. Pay-as-you-go credits: 5000 credits for \$40
 2. or \$25 monthly subscription to send unlimited emails each month.

Public Comments:

Jo Marie Varela: Recommended signing up for the subscription service.

Stephanie Dodge: Advised that we spent around \$2400 in the last year.

Board Comments:

Director Wright: Noted that we should get about eight blasts per 5,000 credits.

16th Action: Director Morris makes motion to approve Send In Blue monthly subscription to be charged to Administrator debit card monthly as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- b. Discuss Board assignments that will update social media accounts like Facebook, Nextdoor, etc.
 - i. NextDoor account – assign director to manage

Board Comments:

Director Morris: Confirmed that Director Wright and Director Martz are on communications committee.

Director Conklin: Noted that Kevin Topp advised he would be available to be on the Communications Committee. Advised that only a Board member should be responding to public inquiries on the SMRPD social media accounts.

Director Conklin: Confirmed that she would be the Director that assists in monitoring the social media account.

Director Wright: Requested that this be tabled until next month.

Action Item #17: Approve Board assignments for social media account management and posting as presented.

TABLED

XII. INSURANCE COMMITTEE

XIII. PUBLIC COMMENTS

XIV. BOARD COMMENTS

Director Conklin: Advised that the general store needed more stickers so 20 Silverado and 10 Modjeska stickers totaling \$75 for Stephanie.

Director Morris: Requested approval for staff Sasha Sills holiday gift reimbursement.

Director Conklin makes motion to approve reimbursement for Director Morris for holiday gift purchase for Sasha Sills. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

XV. CLOSED SESSION

a. SCC Teacher gifts to be discussed based on recommendation from Oversight Committee.

b. SCC Seasonal Party held in January – budget will be discussed in closed session based on Finance Committee recommendation,

Closed session begins at 8:50pm

Closed session ends at 8:59pm

Board Comments:

Director Morris: Advised that during closed session the Board approved holiday pay and a SCC seasonal party.

XVI. ADJOURNMENT– Meeting was adjourned at 9:04 PM

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, January 24th, 2022 at the Silverado Community Center.