



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, February 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
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
[ZOOM LINK](#) - Best efforts will be made to accommodate Zoom meeting, however meeting will continue in person if Zoom is unavailable.

- I. **CALL TO ORDER** - Meeting was called to order at 6:31 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
- IV. **CONSENT CALENDAR** – Jo Marie Varela

1st Action: Director Wright makes motion to approve and file minutes of the SMRPD General Board Meetings dated [SMRPD General Board Meetings dated January 24, 2023](#) as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

- V. **SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE** – Laurie Briggs
 - a. Minutes from [12/20/22 Committee Meeting](#) and [02/21/2023 Committee Meeting](#)
 - b. [SCC Program Report](#) - Laurie Briggs and Sarah Pizzarusio

Public Comments:

Laurie Briggs: Discussed the SCC Program report. Annual fire inspection and OC Parks inspections have been completed. Discussed upcoming tour. 45 students enrolled, 7 students from the canyon.

- c. Proposed [Updated 2022-2023 SCC Budget](#) – Laurie Briggs and Sarah Pizzarusio

Board Comments:

Director Wright: Noted that budget has been to reflect a more accurate picture for the 2022-2023 year. These revisions involved rationalizing some of the budget categories and removing planned expenses for a project that will not be done this year. SCC also developed a list of major projects that need to be completed, that includes the upcoming paving.

2nd Action: Director Martz makes motion to approve and replace the current SCC budget with newly proposed SCC Budget for this fiscal year as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- d. SCC savings account transfer request

3rd Action: Director Conklin makes motion to approve SCC request to transfer \$20,000 from Savings Account to Checking Account as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- e. Threshold for SMRPD Approval/Review – [Resolution #02282023-02](#)– Laurie Briggs and Sarah Pizzarusio

Board Comments:

Director Wright: Discussed the resolution as a clarification of the oversight required for the SCC expenses.

4th Action: Director Kuhn makes motion to approve [Resolution #02282023-02](#) SCC Threshold Policy as presented. Motion seconded by Director Martz. 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.

- f. Construction update
 - i. Status of Carmody repairs

Public Comments:

Laurie Briggs: Confirmed that all construction is complete, and the final invoices can be paid once Steve Reighart and her do a final walkthrough.

- ii. Paving Quotes

Public Comments:

Laurie Briggs: Noted that she is collecting as many quotes as possible to find the most affordable option.

- g. Friends of Silverado Children’s Center Updates – Sarah Pizzarusio
 - i. [Report](#)

Public Comments:

Sarah Pizzarusio: Discussed the Friends of Silverado Children’s Center upcoming events and fundraising events.

Board Comments:

Director Conklin: Requested that the SMRPD promote the upcoming SCC fundraising events.

VI. TREASURER'S REPORT – Stephanie Dodge

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

Board Comments:

Director Conklin: Read aloud the SCC Treasurer Report

Director Conklin: Discussed the \$60k discrepancy that was noticed on the December 2022 SMRPD Financials. Journal entry was made in January for this correction.

5th Action: Director Conklin makes motion to approve and file financials for [SMRPD Dec 2022](#) as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

6th Action: Director Conklin makes motion to approve and file financials for [SMRPD January 2023](#) as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

7th Action: Director Conklin makes motion to approve and file financials for [SCC January 2023](#) as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

VII. OTHER DISTRICT BUSINESS

- a. Board Member Resignation – Julie “Rusty” Morris

Public Comments:

Steve Reighart: Thanked Rusty for her knowledge and time on the Board.

8th Action: Director Wright makes motion to approve acceptance of Board Member, Julie “Rusty” Morris’ resignation as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- b. Board Position Opening - Candidate Statements and voting

Public Comments:

John Nelson: Presented candidate statement. Discussed focusing on the visitor center at Maple Spring and utilizing it for more community offerings.

Mike Boeck: Presented candidate statement. Discussed experience on prior SMRPD Boards, Brown Act, and position on LAFCO. Discussed master plan of trails.

Board Comments:

Director Wright: Cast vote for John Nelson.

Director Conklin: Cast vote for Mike Boeck.

Director Martz: Cast vote for John Nelson.

Director Kuhn: Cast vote for John Nelson.

9th Action: Director Wright makes motion to approve appointment of new board candidate, John Nelson as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

Board Comments:

Director Martz: Read aloud the Oath of Office for the swearing in of John Nelson.

Note: All action item votes going forward during this meeting include Director Nelson.

- c. Discuss Committee Assignments, Ad Hoc Committees, and Committee Schedule – tabled until new Board member assigned.

Board Comments:

Director Wright: Discussed John Nelson replacing Director Martz on the Personnel Committee.

- d. New Ad Hoc Committee – Handbook Committee

Board Comments:

Director Conklin: Agreed to be on the Ad Hoc Handbook Committee along with Director Wright.

10th Action: Director Conklin makes motion to approve creation of new Ad Hoc Handbook Committee as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- e. New Director Onboarding Document collection - update

VIII. FINANCE COMMITTEE- Stephanie Dodge

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

Public Comments:

Laurie Briggs: Confirmed that she is in the process of updating ProCare and QuickBooks.

Board Comments:

Director Conklin: Discussed Finance Committee meeting and the items that are removed from the agenda. Noted that the registration fees for SCC did not match, but this has been updated and the sync with QB should correct this going forward.

- b. New Board Reimbursement Resolution - [Resolution #02282023-01](#)

Public Comments:

Scott Breeden: Inquired if the prior policy was illegal.

Kevin Topp: Noted that prior Board members had not traveled to conferences in the past.

Board Comments:

Director Conklin: Discussed the \$5,104 being requested by Jessie Bullis. Reimbursement recommendation is to pay out \$3,786 to Jessie Bullis. Noted that the Board was under the impression that \$500 per conference was allowed; however, the attorney clarified that state law only allows a maximum of \$500 per year.

Director Wright: Discussed the policy revisions to make the reimbursement policies clearer.

Director Nelson: Noted that the previous policy was written vague and did not meet state law requirements.

11th Action: Director Conklin makes motion to approve resolution #02282023-01 Board Reimbursement Policy as presented. Motion seconded by Director Martz. Roll call vote held – Director Conklin voted aye, Director Kuhn voted aye, Director Martz voted aye, Director Wright voted aye. Director Nelson voted aye. Motion passes.

- c. 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
 - ii. Reimbursement Documents submitted \$5,104.21 – [Palm Desert](#) - \$1,373.88, [Leadership Academy](#) - \$2,037.05, [Tahoe Conf](#) - \$1,693.28

12th Action: Director Wright makes motion to approve reimbursement to Jessie Bullis of \$3,786 as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- d. Silverado Children’s Center Family credits (2)

Board Comments:

Director Conklin: Discussed that there were two families on autopay and were charged after they had moved on.

13th Action: Director Conklin makes motion to approve refund request for two family credits for the SCC as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- e. Government Compensation in California (GCC) Report due to State Controller’s Office (SCO) (Jan calendar item)
 - iv. Publicpay.ca.gov/reporting for form. Email report to gccsupport@sco.ca.gov

Board Comments:

Director Conklin: Noted that Stephanie Dodge prepared this.

14th Action: Director Conklin makes motion to approve Government Compensation Report (GCC) for submission as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

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

15th Action: Director Conklin makes motion to approve Financial Transactions Report for submission as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

- g. Estimated payroll for Worker’s Comp to Capri (Feb calendar item) – due 3/1 to Capri
 - i. Wage estimates – [form submitted](#)

16th Action: Director Conklin makes motion to approve wage estimates for submission to Capri as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

- h. Carmody Invoices (7) – Silverado Total: \$63,930 | SCC Total: \$75,393 | TOTAL: \$139,323
 - i. 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
 - ii. Unpaid:
 - 1. Inv #2725: [SCC Exterior Repairs & Paint](#) - \$24,710

17th Action: Director Conklin makes motion to approve Carmody invoice #2725 as presented contingent on approval from Laurie Briggs and Steve Reighart that repairs and paint are approved. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

IX. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Minutes from [Feb 2023 meeting](#)
- b. Q1 2023 Safety Inspections to be reviewed
 - i. [Silverado Community Center](#)
 - ii. [Modjeska Community Center](#)
 - iii. [Silverado Children’s Center](#)

18th Action: Director Martz makes motion to approve Q1 2023 2023 safety inspections as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- c. Specialized schedule – 2-week proposed closure dates – updated: 4/16-4/30/23 (note: April flea market and Modjeska Tai Chi program would need to be cancelled during this time)

19th Action: Director Wright makes motion to approve 2-week closure of the Silverado Community Center Park area and Modjeska Park Area for Specialized Tree Works to perform annual maintenance on the grass area as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- d. Rentals – Jo Marie Varela
 - i. New for approval
 - 1. Wheelie Fun Fest – June 10, 2023
 - a. Request for fee waiver
 - b. Request for bounce house (bounce house placement on pavement)

20th Action: Director Kuhn makes motion to approve SCC Wheelie Fun Fest sponsorship and fee waiver request as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

- 2. Great American Picnic – Monday July 3rd –
 - a. Request for fee waiver and SMRPD insurance sponsorship (Kevin Topp & Zach Dupre)
 - b. In the past, SMRPD also donated funds for the food to BBQ for the event - [Flyer](#)

21st Action: Director Wright makes motion to approve Great American Picnic sponsorship request and donation not to exceed \$350 for food for event as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- 3. April 29, 2023 – [Fused Glass Art Workshop](#) – Alice Phillips
 - a. Request for fee waiver, and SMRPD insurance sponsorship

Public Comment:

Alice Phillips: Presented plans for a fused glass workshop for ages 6-10. Noted the upcoming art tour on May 6th. Proposed \$65 fee of per student for a 3-hour event for an estimated 20 students. Alice confirmed that she has been fingerprinted to work with children. Confirmed that no equipment was needed as she would kiln the pieces at her home.

Scott Breeden: Inquired as to the equipment required for event.

Steve Reighart: Inquired if this could be promoted at the children’s center as well.

Board Comments:

Director Wright: Confirmed that SMRPD would look into insurance coverage for the event.

22nd Action: Director Wright makes motion to approve Fused Art Glass workshop fee waiver and insurance sponsorship as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

- 4. Bible Study (O.Cortes) – 6 dates Jan -Mar’2023 (insurance certificate on file)
- 5. February 26, 2023 – Lange event
- 6. March 04, 2023 – SMRPD Pickleball Round Robin
- 7. March 11, 2023 – Birthday party – insurance on file, bounce house will be at event
- 8. March 25, 2023 – Canyon Clean up event – [Flyer](#)
- 9. April 02, 2023 – 1st birthday party (Darby)

10. June 03, 2023 – Privat Event – Wedding – Judy B
11. June 30, 2023 – Private Event – Wedding – Nieves
12. OCPL Adult event offerings 2022 – 4 dates – [flyer](#)
13. December 30, 2023 – Dietrich wedding

23rd Action: Director Conklin makes motion to approve new Facilities Rental Agreement requests as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

X. RECREATION COMMITTEE

- a. Minutes from [Feb 2023 meeting](#)
- b. [Community Survey](#) – Review
 - i. Preferred methods of distribution

Public Comments:

Isabell Kerins: Noted that there were 208 responses to the last survey.

Board Comments:

Director Wright: Noted that he received the prior community survey to review as well.

Director Nelson: Inquired as to how this would be distributed and as to how many responses have been received in the past.

Director Conklin: Noted that this would be emailed and posted on NextDoor, and distributed through Joanne Hubble.

Director Martz: Noted that some of our community may not be on email, so NextDoor may reach that segment of the community.

24th Action: Director Wright makes motion to approve distribution of community survey as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

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

Public Comments:

Mike Boeck: Discussed upcoming program for the community to educate about the GSOB, at the Library of the Canyons. The emergence of the adult GSOB's has been moved up from May to April so the urgency is heightened. Looking into grant funding option for this as well. Looking to lock in a date for the event. One issue that has come up is the firewood coming into the canyon.

Geoff Sarkissian: Discussed signage for the road. Sign will be 2 ft by 3 ft. Requested that SMRPD add a sign near the marquee regarding the GSOB issue.

Director Comments:

Director Wright: Noted that SMRPD would assist in spreading the word once a date has been locked in for the community meeting.

XII. INSURANCE COMMITTEE

- a. Next Committee meeting in March 2023
- b. Capri - [Risk assessment document](#)

Board Comments:

Director Wright: Requested insurance committee meet the week of 14th. Confirmed that events like pickleball are covered and has more information about what is needed for the events like the Canyon Cleanup. Discussed a program that allows SMRPD to collect insurance fees for special events, rather than requiring renters to provide outside insurance.

Director Conklin: Inquired as to coverage for the Summer Concert Series.

Director Nelson: Inquired as to how the insurance company handles fitness classes, and similar events.

XIII. FUNDRAISING

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

Board Comments:

Director Conklin: Noted that sticker sales for February was for 50 stickers and that she has \$125 for Stephanie; 30 Silverado, 20 Modjeska

- b. Summer concert series – food vendors

Public Comments:

Isabell Kerins: Noted that this has been explored and expressed concern over minimums required buy some food trucks.

Board Comments:

Director Wright: Discussed option to replace hamburger stand with taco truck.

Director Kuhn: Noted that this is still in the planning phase and the taco vendor option. Noted that the band and Zac would be still have complimentary food.

25th Action: Director Wright makes motion to approve taco truck as food alternative to hamburger stand for 2023 summer concert series as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

- c. Summer concert series – [sponsorship program](#) draft

26th Action: Director Nelson makes motion to approve sponsorship program for 2023 summer concert series as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

XIV. OPEN SPACE

- a. Next Committee meeting in March 2023

Public Comments:

Mike Boeck: Noted that he would be interested in attending if available when the next committee meeting is scheduled.

Board Comments:

Director Wright: Requesting the meeting being moved to the week of 3/14.

XV. PERSONNEL

- a. Next Committee meeting in April 2023
- b. Payroll Period Adjustment
 - i. Pay on the 1st - 8-23th
 - ii. Pay on the 15th - 24 - 7th

27th Action: Director Conklin makes motion to approve new payroll periods and pay dates as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

XVI. AD HOC COMMITTEE FOR ADA COMPLIANCE

- a. Minutes from [Feb 2023 meeting](#)
- b. Website ADA - Alex is recommending spending a few hours making updates since the WordPress ADA plug in is limiting.

28th Action: Director Conklin makes motion to approve up to 5 hours of outside work in reviewing the ADA compliance of the SMRPD websites as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

- c. Self-Assessment
 - i. [Summary of findings 2023](#)
 - ii. [Silverado Community Center](#)
 - iii. [Modjeska Community Center](#)
 - iv. [Silverado Children's Center](#)

29th Action: Director Conklin makes motion to approve the submission of the 3 ADA self-assessments to Capri as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

- d. Closure of Ad Hoc ADA Committee

30th Action: Director Conklin makes motion to approve the closure of the Ad Hoc ADA Committee as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

XVII. AD HOC COMMITTEE FOR PER CAPITA GRANT

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

Public Comments:

Isabell Kerins: Noted that the grant funds require all new equipment and that renovated playgrounds be brought up to code. She added that this requirement will add substantially to the cost of installing new equipment.

Board Comments:

Director Wright: Discussed a recent meeting with SMP to discuss the constraint that only \$222k is available from the grant. By stripping out the splash pad and other features, the cost is still estimated at \$500k. Current options may be to scale back the current plan or chose one park to move forward with for this current grant. Noted that the cost of installation is about 40% of the total cost of the proposal and equipment is roughly 30%, so simply scaling back the equipment does not solve the problem

Director Conklin: Suggested that we focus these funds to the park that poses the most safety issues, which would be Modjeska.

Director Kuhn: Inquired if any of the newer home builders in the canyon would be willing to contribute to our community park.

Director Conklin: Inquired if Isabell Kerins would be a part of the Ad Hoc committee.

XVIII. PUBLIC COMMENTS

Zach Dupre: Requested that he be kept in the loop for the food decisions for the summer concert series.

XIX. BOARD COMMENTS

XX. CLOSED SESSION

- a. Annual OSHA report request from Capri – completed by SCC – Board to Review

Board Comments:

Director Conklin: Confirmed that this was approved.

- b. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Laurie Briggs. Negotiating with unrepresented Employee(s) regarding terms and conditions of employment.

Board Comments:

Director Conklin: Confirmed that this was approved.
c. Workers Comp discussion

Closed session begins at 8:31pm

Closed session ends at 9:02pm

XXI. ADJOURNMENT- Meeting was adjourned at 9:07 PM

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, March 28th, 2023 at the Silverado Community Center.