



*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 FINANCE COMMITTEE MEETING

Tuesday, January 17th, 2023 at 2 PM  
Silverado Community Center  
27641 Silverado Canyon Road

### Committee Members

**Michele Conklin:** Chair  
**Charles "Ted" Wright:** President

### Staff

**Stephanie Dodge:** Bookkeeper  
**JoMarie Varela:** Administrator

## MINUTES

- I. **CALL TO ORDER** - Meeting was called to order at 2:04 pm.
- II. **ROLL CALL** - Director Conklin and Director Wright (in place for Director Kuhn) were present in person at the Silverado Community Center. Stephanie Dodge, Laurie Briggs, Sarah and Ania Behm were present in person.
- III. **NEW BUSINESS**
  - a. Prepare SMRPD & SCC budgets, SCC tuition, SCC summer program and pay scales (Jan calendar item)

### **Public Comments:**

Sarah Pizzaruso: Advised that the 2022-2023 budgets have been updated to present a more realistic budget. Requested clarity on the way things are showing on financials versus how they are being billed. Sarah will send speaking notes and the revised budget to Jo Marie.

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

### **Board Comments:**

Director Conklin: Requested more information on this item.

- c. Government Compensation in California (GCC) Report due to State Controller's Office (SCO) (Jan calendar item)
  - i. [Publicpay.ca.gov/reporting](http://publicpay.ca.gov/reporting) for form. Email report to [gccsupport@sco.ca.gov](mailto:gccsupport@sco.ca.gov)

### **Public Comments:**

Stephanie Dodge: Noted that she would take care of this.

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

### **Public Comments:**

Stephanie Dodge: Noted that the reported CP575 form was sent and is waiting on correction letter.

- e. Financial Task Calendar – Stephanie Dodge

### **Public Comments:**

Stephanie Dodge: Confirmed that this is in progress with updated SCC items.

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

### **Public Comments:**

Stephanie Dodge: Noted that she would contact SCE for this item.

## IV. **OLD BUSINESS/DISCUSSION**

- a. Financials – Stephanie
  - i. SMRPD
    - a. [Financials](#)

- ii. SCC
  - a. [Financials](#)

**Public Comments:**

Stephanie Dodge: Noted that she will inquire with the county regarding the \$60,800 assets under state, as this probably should be under the developmental fund. Discussed CAPRI stage insurance amount and that she will forward details to Director Conklin to research.

**Board Comments:**

Director Wright: Noted that \$60,800 of assets from Oct was under state. Inquired about a funds transfer. Noted that the 728 form was recorded as 9120.

Director Conklin: Noted that the financials need to be updated to 12/30/22.

- 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

**Board Comments:**

Director Conklin: Provided receipts and will continue to research.

- c. 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

**Board Comments:**

Director Conklin: Discussed additional Carmody invoices for SCC including back fence for \$11,670 and a temporary retaining wall for \$2,000. Noted that Laurie Briggs would be talking to OC parks regarding the paving.

- d. Audit 2021/2022 - status update – Stephanie Dodge
- e. [SCC Budget](#) – update Michele Conklin
  - i. SCC Playground budget research
- f. Nexus/Payroll Resolution – Resolution authorizing Treasurer to review and approve SMRPD employee timecards
  - i. [Draft resolution](#)

**Board Comments:**

Director Conklin: Noted that resolution should be limited to just SMRPD only not SCC. Noted a clocking-in app should be looked into.

- g. Update on IRS and One Finch Accounting Services – Stephanie
- h. [Bookkeepers Guide Update](#)

**V. PUBLIC COMMENTS**

Linda May: Inquired as to why on the SCC Budget the line item for Outside Services was removed. Requested more details as to if SCC is paying its own way.

**Board Comments:**

Director Conklin: Clarified budget issues with Director Wright, Laurie B and Sarah P.

**VI. BOARD COMMENTS**

**VII. ADJOURNMENT** – Meeting adjourned at 3:16 PM.

The next regular meeting of the SMRPD Finance Committee will be Tuesday, February 21<sup>st</sup> at 2 PM at the Silverado Community Center.