



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 FINANCE COMMITTEE MEETING

Tuesday, March 21st, 2023 at 2 PM
Silverado Community Center
27641 Silverado Canyon Road

Committee Members

Michele Conklin: Chair
Brittney Kuhn: Treasurer

Staff

Stephanie Dodge: Bookkeeper
JoMarie Varela: Administrator

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 2:16 PM and was held in person.
- II. **ROLL CALL**- Director Conklin and Director Kuhn were present in person at the Silverado Community Center. Laurie Briggs and Sarah Pizzarusio were present in person. Stephanie Dodge and Ania Behm were present via zoom.
- III. **NEW BUSINESS**
 - a. Updated USB - tabled
 - b. Verizon Wireless Backpay of SCC to SMRPD - tabled
 - c. Anthem Check request - Laurie Briggs –

Public Comments:

Laurie Briggs: Confirmed this as received and will be deposited this week or next week with the next deposit.

- d. Hunt Building Mailbox – Laurie Briggs –

Public Comments:

Laurie Briggs: Requested this item be removed as a non-issue. New labels will be made for the updated mailboxes for everyone.

- e. SCC - ProCare Specific Summary Report (covering the months of December 2022 and January 2023) - Laurie Briggs –

Public Comments:

Laurie Briggs: Noted that this report is only for February. Discussed looking up Donations of \$1692, under the Summary Report it is listed as Misc. items. Noted that salary was over by \$878, but Tuition was over also. Noted that SCC is using more heat right now, so electric bill was high in February. Everything else was in scope of the budget.

- f. SCC - Current Outstanding Accounts Payable Report – Laurie Briggs –

Public Comments:

Laurie Briggs: Noted that there is 1 late fee. This is a separate family matter that has been lingering since the Summer, it is Laurie Briggs recommendation to vote to right this off as a loss instead of having it linger on the books.

- g. ProCare/Quickbooks merge update – Laurie Briggs and Ania Behm –

Public Comments:

Laurie Briggs: Noted that they are waiting for a time for Stephanie, Ania and Laurie to get together to make sure everything matches up for the merge.

- h. ProCare Program Credit - Laurie Briggs –

Public Comments:

Laurie Briggs: Noted that there is a credit of about \$1600 from ProCare, so SCC will not be paying the monthly fees for next 31 months.

- a. CPR expense potential reimbursement - Laurie Briggs –

Public Comments:

Laurie Briggs: Confirmed that they will be sending in their reimbursement after 1 more person does their CPR class.

- a. OC possessory interest annual usage report due 2/15 OC Assessor (Feb calendar item) – requested the OC Assessor to resend the required documents –

Board Comments:

Director Conklin: Confirmed that her and Stephanie would be looking on the OneDrive for a previous report and will be submitting this asap.

- b. Present, post and publish budgets, tuition, summer program and Facility Use fees (if revised) in paper (legal notice) for 10 days, must be total of 30 days for input from public (Feb calendar item) –

Board Comments:

Director Conklin: Requested that this be removed for SCC. Confirmed that SMRPD budget is being done this month by Director Conklin and Director Kuhn to be presented at next month's meeting.

IV. OLD BUSINESS/DISCUSSION

- a. Financials – Stephanie
 - i. SMRPD

- a. February Financials
- ii. SCC
 - a. February Financials

Board Comments:

Director Conklin: Discussed Donations from the CHS \$1692. Noted that the Verizon Feb bill was not showing as paid, but it will be added to the March financials. Confirmed that the Journal entry for Feb will be in March financials to show payment due to lapse in services.

Director Kuhn: Inquired if we can look into Verizon for internet.

- b. Estimated payroll for Worker's Comp to Capri (Feb calendar item) – due 3/1 to Capri - confirm submitted; confirmed by Ted
- c. Special Districts Financial Transactions Report due (Jan calendar item) –

Public Comment:

Stephanie Dodge: Confirmed that this has not been submitted. Noted that we need it printed, signed by a board member and turned in.

- d. Government Compensation in California (GCC) Report due to State Controller's Office (SCO) (Jan calendar item) –

Public Comment:

Stephanie Dodge: Confirmed that this has not been submit, needs to be submitted asap.

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

Public Comment:

Stephanie Dodge: Noted that there were a couple items/receipts sent via email. Hoping that this is the final request and the audit will be complete.

- f. Update on IRS and One Finch Accounting Services – Stephanie
 - i. Update on pending correction letter –

Public Comment:

Stephanie Dodge: Noted that this has been confirmed and completed.

- g. SCC Scholarship proposal discussion – update – tabled to next meeting.
 - i. Types: "need based" scholarship, lottery, application based where a committee decides by vote
 - ii. Levels of scholarship compared to part time vs. full time scholarships
 - iii. Example: <https://www.chs-ca.org/child-care-payment-program/eligibility-list-questionnaire>
- h. Financial Task Calendar – Stephanie Dodge
 - i. Process energy credit for solar panels at Silverado (Dec calendar item) –

Public Comment:

Stephanie Dodge: Noted that she has called them several times with no response.

Board Comments:

Director Kuhn: Noted that she will do some research on solar panel credit and get back with solution.

- j. [Bookkeepers Guide Update](#) – Stephanie will update it asap.

V. PUBLIC COMMENTS

Laurie Briggs: Noted that when SCC closed for COVID, a lot of people got credits I have a list of final COVID credits that were not requested for reimbursement. I would like to request the board vote to absorb these credits and zero the accounts as these families were given several opportunities to claim these credits.

VI. BOARD COMMENTS

Director Conklin: Noted that unfortunately Zoom was not working due to weather and technological issues. Our apologies to those community members who wanted to join via Zoom.

VII. ADJOURNMENT – Meeting adjourned at 2:58 PM

The next regular meeting of the SMRPD Finance Committee will be Tuesday, April 18th at 2 PM at the Silverado Community Center.