



*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)

## Insurance Committee Meeting

Thursday, March 16<sup>th</sup> 2023, at 6 PM

Silverado Community Center  
27641 Silverado Canyon Road

### Committee Members

Charles "Ted" Wright: Chair

John Nelson:

### Community Member

Linda May

### Staff

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 6:08 PM and was held in person and via Zoom link.
- II. **ROLL CALL** - Director Nelson and Director Wright were present in person at the Silverado Community Center.
- III. **CONSENT ITEMS**
- IV. **NEW BUSINESS**
  - a. [Capri Estimated payroll Form](#) – submitted 3/8/2023

### **Board Comments:**

Director Wright: Confirmed that this has been submitted.

- b. GL & Property Renewal request - SMRPD inventory of facilities – Due April 3<sup>rd</sup>
  - i. [Vehicle Inventory](#)
  - ii. [Property Schedule Form](#)
  - iii. [Property Schedule Update Form](#)

### **Board Comments:**

Director Wright: Noted that the ratings questionnaire is complete and will be submitted for main agenda. Confirmed that GL & Property Renewal was passed on to the Facilities committee. Discussed the recent brush cleaning notice from the fire authority.

- c. Discuss current insurance requirements for facility renters
  - i. Capri - [Risk assessment document](#)

### **Board Comments:**

Director Wright: Discussed recent call with Matthew Duarte of CAPRI regarding pickleball events organized by SMRPD, canyon clean up events and the summer concerts. Noted Mr. Duarte's assurance that insurance language is purposely broad to cover all public uses of park and all district sponsored events. Noted that Mr. Duarte confirmed the District would be covered for these uses and events but there are instances where the risk may be more appropriately assigned as the responsibility of a renting party or a party providing services to a SMRPD-sponsored event. Discussed services in the community like ceramic class and the insurance coverage for those types of activity. Discussed utilizing Alliant for cases where the Board would reduce Capri's risk and use outside coverage. Noted Alliant would require quarterly reports. Requested that Director Nelson be chair of the insurance committee and take the lead on the insurance projects.

Director Nelson: Discussed outside organizations holding classes and where the classes benefit the community, SMRPD should sponsor those events and cover insurance requirements. Discussed volunteer requirements and forms. Discussed creating a calendar that could be utilized for volunteers that may use the facilities on an ad hoc basis. Inquired what the next steps and cost from Alliant would be for the summer concert series, as well as implementing into our event rental processes. Confirmed that he would be the chair of the insurance committee. Noted that this needs to be agendaized for vote at the next meeting. Requested a resolution to vote for Alliant as supplemental insurance for summer concert series and offer Alliant as an insurance.

- d. Discuss insurance needs for SMRPD Sponsored events
  - i. CA Clean-up day – March 25, 2023
  - ii. Summer Concerts

- V. OLD BUSINESS**
- VI. PUBLIC COMMENTS**
- VII. BOARD COMMENTS**

Director Nelson: Discussed recent conversation for potential visitor center lease and potential insurance needs if the lease is approved.

**VIII. ADJOURNMENT** - Meeting was adjourned at 6:43 PM

**The next regular meeting of the Insurance Committee is June 20, 2023 at 6:30 PM at the Silverado Community Center.**