



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 REGULAR MEETING
Tuesday, October 18th, 2022 at 6:30 pm
Silverado Community Center
27641 Silverado Canyon Road**

Board of Directors

Isabell Kerins: President
Julie "Rusty" Morris: Vice-President
Michele Conklin: Treasurer
Jessie Bullis Secretary
Kevin Topp: 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

- I. CALL TO ORDER** - Meeting was called to order at 6:34 PM and was held in person at the Silverado Community Center and via Zoom link.
- II. ROLL CALL** - Director Kerins, Director Topp, Director Bullis, Director Morris, and Director Conklin were present in person. Director Kerins: Read aloud rules of Board meetings.
- III. CONSENT CALENDAR** – Jessie Bullis

SMRPD General Board Meetings dated September 20th, 2022 were tabled.

- IV. TREASURER'S REPORT** – Michele Conklin
Director Conklin reported per Balance Sheet the Bank of America balance on 9/30/2022 was \$140,476 and county account was at \$140,727 totaling \$281,203. The actual amount in the Bank of America account was \$141,697 and county account was \$140,727 totaling \$282,424.

Gross Profit for the month of September was \$3,778. Expenses for the month of September total \$10,327. Net Income for September was (\$6,549). Year to date Gross Profit is \$15,329, Expenses YTD is \$118,062 and YTD Net Income is (\$102,733).

Income for the month was primarily from:

- o Rents and Concessions - \$2,265
- o Rec Program Income - \$1,023

Extra ordinary expenses for the month of September included:

- o Water – \$1,216 – Penalty due to high water usage due to heat wave; gardeners turned up the water so grass wouldn't die.
- o SMRPD Office supplies increased - \$466.25. Portion will be offset by Supervisor Wagoner donation in the amount of \$250 for signs for Canyon Clean-up event
- o Additional expenses are ordinary and within the scope of the SMRPD monthly budgeted expenditures.

Public Comments

Steve Reighart: Advised that water usage increased because we were directed by the Board to keep the grass alive.

2nd Action: Director Bullis makes motion to approve and file Financials for SMRPD September 2022 and SCC September 2022 as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

Director Conklin reported the SCC Financials Balance Sheet reflects the Bank of America checking account balance of \$60,910 and the savings account balance of \$78,055 totaling \$138,965. The actual Bank of America checking account balance as of 9/30/2022 was \$54,801 and the savings account balance was \$78,058 totaling \$132,859 in the Children's Center banking accounts.

Total Income for September was \$38,043 with Tuition Income for September 2022 being \$37,255. YTD Total Income is \$90,705, and YTD Tuition Income is \$85,417. Expenses for September were \$30,490, and YTD Expenses are \$84,296. Net Income for September was \$7,553, with a YTD Net Income of \$6,408.

The finance Committee noticed tuition numbers were not matching the Quickbook numbers. The difference is about \$1,000. This was resolved with a meeting between Director Kerins, Director Conklin, Stephanie Dodge and Laurie Briggs and the discrepancy was decreased to \$65.

To address this item every month SCC Director, Laurie Briggs will send the Activity Report and Specific Summary Report to the bookkeeper so that any errors can be found and cross referenced. In addition the Silverado Children's Center will research moving the school accounts payable method to ProCare Express option, which allows for a Quickbooks link.

It was requested that the Finance Committee Meeting be moved to the 3rd Tuesday of the Month in order to accommodate reporting schedules and that the Regular Meeting be moved to the 4th Tuesday of the month. Also, that the Silverado Children's Center Oversight and Finance Committee meetings be back to back to accommodate the Director of the Silverado Children's Center and bookkeeper's schedules.

3rd Action: Director Morris makes motion to approve and file Financials for SMRPD September 2022 and SCC September 2022 as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

Board Comments:

Director Conklin: Noted that we were able to get a QuickBooks USB so that a quarterly backup can be housed in the Hunt Building. Two thumb drives will be utilized and Quickbook accounts saved and filed on a quarterly basis.

Director Morris: Inquired as to why QuickBook and ProCare are not linked.

Director Kerins: Confirmed that they are looking into compatibility issues.

Director Kerins: Proposed a split of insurance payments between SMRPD and SCC for allocation purposes.

V. FINANCE COMMITTEE

- a. [Minutes](#) from Finance Committee meeting dated October 11th, 2022
- b. Quickbooks back-up process – Michele Conklin
- c. Insurance – General Liability and Worker's Comp – SSC Contribution – Isabell Kerins
- d. Removal of SCC Financial Debt from Balance Sheet as per auditor's recommendation – Michele Conklin

Public Comments:

Linda May: Inquired if the Board has considered calling the SCC debt payoff a gift, rather than writing it off. Noted that there was a time when SMRPD spent more money on the SCC than it did itself. Noted that there were many hard feelings within the community and that a major portion of the budget was going to SCC. Mentioned that by calling it a gift, SMRPD would not just be forgiving it, SMRPD would be intentionally saying that the SCC has improved, and that is why the original debt is being gifted.

Jenny Scott: Noted that this was originally a loan and was never intended to be forgiven.

Scott Breeden: Noted that if the SCC is doing better, it may be a good time to have the SCC start paying this debt back.

Francesca Duff: Advised that she was an auditor in the past, and that the annual note left by the auditor is just an accounting procedure.

SMRPD is not required to write off the debt because of the auditor's annual note. Noted that a payment program could be set up and would appease the auditors since this is just an interdepartmental debt. Advised that her preference is that the debt continue to be referenced.

Board Comments:

Director Conklin: Recommended that we remove the bad SCC debt based on the auditor's recommendation.

Director Kerins: Requested any public input on the proposed debt forgiveness for SCC. Advised that they will inquire about considering the debt a gift to the SCC. Will confirm with attorney and auditor as to recommendations.

Director Morris: Noted as per the prior meeting's discussion about noting it as a cautionary tale that this item is covered in the Board handbook for reference to all future board members.

Director Kerins: Explained that the original funds were used to keep the SCC afloat. Noted that the Board at the time allowed the debt to be incurred and paid for the operations of the SCC to ensure it remained open.

Director Bullis: Confirmed that the recommendation from the auditor was to have SMRPD absorb the debt.

Director Kerins: Noted that she will confirm with the auditor as to how the forgiveness is presented to the community.

Director Conklin: Inquired why a payment program was never implemented when Francesca was on the SMRPD Board.

Director Bullis: Inquired as to when the loan was taken out.

Director Kerins: Noted that the initial debt was incurred 25 years ago and has never been collected on.

Director Conklin: Noted that SCC has over \$60,000 in deferred maintenance that needs to be covered by SCC, so there is no available income to begin a payment plan.

4th Action: Director Conklin makes motion to Approve [Resolution 10182022-1](#): Removal of SCC Financial Debt from Balance Sheet per auditor's recommendation as presented. Motion seconded by Director Morris.

4th Action: Roll call vote. Director Bullis voted aye, Director Conklin voted aye, Director Kerins voted aye, Director Morris voted aye, Director Topp voted nay. Motion passes.

e. Tax Assessment for Weed Abatement – Isabell Kerins

Board Comments:

Director Kerins: Advised that a new weed abatement tax was voted on correctly by the Board of Supervisors,

Director Topp: Noted that Director Topp and Francesca Duff requested more taxes from Don Wagner to cover SMRPD costs a few years ago. Noted that he is currently in talks with them to request an additional tax be added through a supervisor resolution so that SMRPD can receive more funds.

Director Kerins: Confirmed that SMRPD gets \$0.25 of every \$100 of property tax collected in our zipcode.

f. 2021/2022 Budget to Actual discussion – Isabell Kerins

i. [SMRPD – Budget to Actual – July-September 2022](#)

g. Revised SMRPD and SCC 2022-2023 Budgets – Isabell Kerins

i. [SMRPD](#)

Public Comments:

Scott Breeden: Noted that the amount of savings being used to cover the expenses is significant and will reduce the savings account significantly.

Linda May: Inquired if the property was being depreciated. Inquired if there was a reserve fund. Inquired as to the dates of the budget since it is being adopted halfway through.

Board Comments:

Director Kerins: Noted that gross profit was only off by \$245 for the first quarter. Modjeska weed abatement was not budgeted and Silverado paving was not budgeted. Net income under budget \$93k. Revised budget accounts for these additional expenses. Advised that property taxes projections are estimated. Net income of \$176,000, which includes deferred maintenance and paving, is covered by savings account. Anticipated tax income is \$145,000. Advised Per Capita grant is considered on the revised budgets as well. Noted that there is now a reserve fund being set up with three months of operating expenses for both SMRPD and SCC.

ii. [SCC](#)

Public Comments:

Jenny Scott: Inquired about deferred maintenance expenses.

Board Comments:

Director Kerins: Noted that the net income for the year will be (\$70,000). SCC will use savings to cover these expenses.

Director Bullis: Confirmed that the \$78,000 would be coming from the SCC savings.

5th Action: Director Bullis makes motion to approve revised 2022/2023 SMRPD Budgets as presented. Motion seconded by Director Morris All Directors present voted aye. Motion passes.

5th Action: Director Conklin makes motion to Approve revised 2022/2023 SCC Budgets as presented. Motion seconded by Director Morris All Directors present voted aye. Motion passes.

h. Silverado Children’s Center – Write-off of Covid Credits from 2020 – Isabell Kerins

i. [Breakdown](#)

Public Comments:

Linda May: Inquired if there is a procedure that is required to be followed by the state.

Board Comments:

Director Kerins: Discussed the covid closure credits that were due to the SCC closing mid-month, March 2020. Numerous attempts were made since 2020 regarding these credits with no response.

Director Bullis: Inquired if we have given them a final date of when the credits will be forfeited.

Director Kerins: Noted that one last attempt by certified receipt will be made and if there is no response received by December 1st, the credit will be forfeited. This is to clear up ProCare accounts.

6th Action: Director Kerins makes motion to make one final attempt via certified letter allowing until December 1st, 2022 to request payment of Covid credit. After December 1st, 2022 SMRPD will credit the ProCare account for those remaining. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

i. Silverado Children’s Center Director – Bonus – Isabell Kerins

i. [Breakdown](#)

Board Comments:

Director Kerins: Advised that the bonus amount is based on the SCC Director 's contract and quarterly tuition income.

Director Conklin: Noted that the bonus is well deserved.

Director Bullis: Inquired if we recently raised the SCC tuition and if the contract would be adjusted for the tuition raises.

7th Action: Director Morris makes motion to approve bonus for Silverado Children's Center Director for \$2,375 for 1st, 2nd and 3rd quarters of 2022 as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

VI. OTHER DISTRICT BUSINESS

- a. SMRPD General Meeting Format recommendations – Staff to present majority of items moving forward – Isabell Kerins

Board Comments:

Director Kerins: Noted that moving forward the meeting format will change so that staff present their respective sections of the meeting.

Director Conklin: Noted that moving forward this will be smoother for the new Board members.

- b. LAFCO – Sphere of Influence update and boundaries discussion – Isabell Kerins

Public Comments:

Linda May: Inquired if this is a unique TRA. Noted that if it is its own TRA, there may be property tax monies available for SMRPD.

Board Comments:

Director Kerins: Advised that the Board is attempting to amend the sphere of influence so that SMRPD can recoup more tax dollars since part of the SMRPD boundaries was annexed to Orange.

Director Topp: Noted that there is a go forward from Santiago to Jamboree and it has been reapproved and will be developed.

Director Kerins: Noted that the area mentioned by Director Topp was never part of the SMRPD sphere of influence. LAFCO has pushed back review to 2024. Mentioned that SMRPD can request a special review.

Director Kerins: Advised that she will file an application for special review.

- c. Revise monthly General Meeting date to 4th Tuesday of the month, revise committee meetings to third week of the month – Isabell Kerins

Public Comments:

Francesca Duff: Noted that the Board should be cautious because the books are already three weeks out of date and if the meetings are pushed back further, it will cause the books to be further out of date. Noted that her preference is that the books be closed by the 10th of each month.

Stephanie Dodge: Noted that bills are being monitored in real time.

Board Comments:

Director Kerins: Noted that this is being recommended because of timing issues. The books are closed for the Finance Committee meetings, agenda of which must be sent out by the second Friday of the month. Committee meetings were not being held until this year.

Director Topp: Noted that he changed the meeting dates about seven years ago to utilize the Sentry's issue deadlines.

Director Kerins: Noted that the committee meetings account for the additional week requested.

8th Action: Director Conklin makes motion to Approve [Resolution #100182022-2](#) : SMRPD General Meeting to be held on 4th Tuesday of the month, Committee meetings to be held the third week of the month or as otherwise agendized.

Roll call vote. Director Bullis voted aye, Director Conklin voted aye, Director Kerins voted aye, Director Morris voted aye, Director Topp voted aye. Motion passes.

- d. [SMRPD Yearly Calendar](#) Updates – Isabell Kerins
- i. Review Calendar items
 - ii. Added:
 1. Silverado Children's Center (SCC) tasks

9th Action: Director Conklin makes motion to approve updated SMRPD Calendar as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

- e. Ad Hoc – Candidate Engagement – Isabell Kerins
- i. Introduction of Candidates to SMRPD
 1. SMRPD Candidate Introduction Get Together – September 27th, 2022
 - a. [PowerPoint presentation given to candidates](#)
 - ii. Meet the Candidates Forum - Discussion

Public Comments:

Linda May: Noted that the more the public hears from the candidates the better.

Board Comments:

Director Kerins: Inquired if SMRPD should still hold a candidate forum.

- f. Ad Hoc – Per Capita Grant – Isabell Kerins
 - i. Update
 - 1. Design Review
 - a. Silverado Park
 - i. [Drawings](#)
 - ii. [Layout](#) and Specs
 - iii. [Budget](#)
 - b. Modjeska Park
 - i. [Drawings](#)
 - ii. [Layout](#) and Specs
 - iii. [Budget](#)

Public Comments:

Scott Breeden: Noted that the City of Stanton has two splash pads, and they budget \$20k annually for the maintenance.

Jenny Scott: Noted that Santiago Retreat Center pool is not operable and has not been for years.

Board Comments:

Director Kerins: Discussed the plans for the Per Capita Grant. Bid came in much higher than expected and suggested bidding the job out for more quotes.

Director Bullis: Inquired as to the amounts for each playground.

Director Kerins: Silverado budget is \$700k+, and Modjeska budget is \$200k+.

Director Conklin: 25% is what SMRPD would need to cover of the total costs; an estimated \$180,000 for SMRPD.

Director Kerins: Inquired as to next steps for this portion and noted that the states require a deed restriction.

Director Bullis: Inquired as to what the deed restriction is.

Director Kerins: Confirmed that the deed restriction requires that the land remain a park for the next thirty years.

Director Conklin: Agreed with requesting more bids.

Director Topp: Suggested the elimination of the splash pad due to maintenance as well as initial cost.

Action Item #10 : Approval to complete Deed restriction and supporting documents for Per Capita Grant - Tabled

- g. Equipment for employees – Isabell Kerins
 - i. Recommend business phones and laptops for following employees:
 - 1. Silverado Children’s Center Program Director – Phone and Laptop
 - 2. Silverado Children’s Center Administrator Director – Phone and Laptop
 - 3. SMRPD Administrator – Phone and Laptop
 - 4. Bookkeeper - Laptop
 - 5. SMRPD Caretaker - Phone

Public Comments:

Linda May: Noted that the equipment should remain the property of SMRPD.

Board Comments:

Director Morris: Inquired if the costs are \$5,000 each or total.

Director Kerins: Noted that these estimated costs are total for each entity (SMRPD and SCC).

11th Action: Director Conklin makes motion to approve equipment including phone and laptop for SCC Program and Administrative Directors and SMRPD Administrator, laptop for Bookkeeper, and phone for SMRPD Caretaker not to exceed \$5,000 for each entity as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

- h. Ad Hoc – Handbooks – Isabell Kerins
 - i. Director Kerins shared that we are still waiting on attorney input for the SCC Employee Handbook.

VII. SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE – Rusty Morris

- a. [Minutes](#) from Committee Meeting dated October 11th, 2022
- b. [Program Report](#) with updates on facilities and enrollments
- c. Accounts Payable

- i. Director Kerins discussed non-payment of tuition and suspension process discussion relating to a family debt of \$4,127.50 covering June through August 2022. Indicated there will be revised verbiage on SCC Registration Form, Family Handbook, and Financial Responsibility form to address updated processes
- d. [18 month enrollment analysis](#) including Canyon Families Information was presented
- e. [SCC Priority List](#) was presented.
- f. ProCare Express overview was given and the [Family form](#) was presented.

Public Comments:

Stephanie Dodge: Expressed concern with forgiving the debt and not pursuing further. Confirmed that letters have been sent via mail and sent home with the children.

Jenny Scott: Advised that she has been with the SCC since 1991, and that she has seen families in similar situations. Noted that the children should have been dropped from enrollment within 90 days.

Sarah Pizzaruso: Advised that 18 month enrollment analysis was created as feedback regarding canyon families that enroll. Inquired if there were any community questions about the level of canyon community enrollment at this time.

Sarah Pizzaruso: Noted that three schools have been contacted that use ProCare Express and the feedback was positive with no concerns.

Francesca Duff: Noted that if this program is accessing the SCC checking account, that it may compromise the SMRPD checking accounts.

Board Comments:

Director Morris: Presented the SCC program report. Noted 42 children, FTE is 23.65 and still actively searching for additional staff. Projected revenue is expected to increase.

Director Kerins: Noted that there is a family debt that is over \$4,000. Collection attempts have been unsuccessful. Noted that the family was initially very involved and that SMRPD will be looking for alternative collection methods.

Director Bullis: Inquired if a timeline has been set regarding the next steps for collections.

Director Kerins: Recommended a certified letter offering a payment plan, and if payments are missed then small claims will be pursued.

Director Bullis: Confirmed that the letter should be the next step requesting first payment by December 1st, 2022.

Director Topp: Noted that the SCC debt was just forgiven in this meeting and mentioned that SMRPD should consider forgiving this family's debt.

Director Kerins: Noted that SCC partners with the Children's Home Society for families in need that qualify. Noted that there is no waiting list and that all leads are contacted within 24 hours.

Director Kerins: Discussed the SCC's use of ProCare and the need for ProcCare Express.

Director Topp: Inquired if there was any experience with ProCare financial system and their security integrity. Requested more inquiries into security and access into the SMRPD accounts and if there is insurance that covers any hacking.

Director Conklin: Advised she will research ProCare's financial history.

Action Item #12: Approve ProCare Express for Silverado Children's Center tuition – Tabled

- g. [Friends of Silverado Children's Center Updates](#) – Sarah Pizzaruso

Public Comments:

Sarah Pizzaruso: Discussed October events and recent funds raised. Noted that a permit is required for the deck to be built.

- i. 2022 Art and Wine Fundraiser – Results
- ii. Country Fair - Results
- h. Construction Update – Isabell Kerins
 - i. Insurance and license information received
 - ii. Phase One work scheduled beginning November 14th, 2022
 - iii. Phase Two
 - 1. [Quote](#)
 - 2. [Revised cost analysis](#)

13th Action: Director Morris makes motion to Approve Carmody Construction Quote for Phase Two work to be done at Silverado Children's Center as presented. Motion seconded by Director Bullis. All Directors present voted aye. Motion passes.

VIII. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Silverado Community Center, Hunt Building – OC Health Permit – update – Isabell Kerins
- b. Rentals – JoMarie Varela
 - i. No Waivers
 - 1. October 23, 2022 - Bible study (Modjeska - Nancy)
 - 2. November 19, 2022 - Private event (Bldg. A) - family dinner

Public Comments:

Jo Marie Varela: Confirmed that there is no insurance for the bible study.

Keith Morris: Inquired as to what constitutes normal use where insurance would not be required.

Board Comments:

Director Kerins: Noted that the kitchen health permit was issued under a prior senior meals provider and that it is now approved in SMRPD's name. The SMRPD Senior Services manager has a food handler license, as required.

Director Bullis: Inquired if insurance was provided for both of these rentals. Expressed concern that insurance must be present for all renters.

14th Action: Director Bullis makes motion to Approve the private event on November 19, 2022 as presented. Motion seconded by Director Kerins. All Directors present voted aye. Motion passes.

- c. Construction Update – Isabell Kerins
 - i. Insurance and license information received
 - ii. Phase Two
 - 1. [Quote](#)
 - 2. [Revised cost analysis](#)

15th Action: Director Bullis makes motion to Approve Carmody Construction quote for Phase Two work to be done at Silverado Community Center as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

- d. [ICL Archive Contract](#)

Public Comments:

Scott Breeden: Stated the current agreement is valid for four years. Noted that in the proposed agreement a person is noted by name in the Agreement. Noted that the numbering on the Agreement is off and needs to be corrected. Inquired that Section 4 discusses what the district will provide. Inquired about the section that discusses the equipment and fixtures will remain in the community center.

Board Comments:

Director Kerins: Discussed ICL archives agreement and would like to have proper paperwork in place.

Director Bullis: Confirmed that we do not charge for the archive storage.

Director Bullis: Advised that the name does need to be included in the Agreement giving the named person permission to execute the Agreement.

Director Conklin: Confirmed that the Agreement will not be changed.

Director Kerins: Noted that the district will not provide storage boxes and will amend the Agreement.

Director Conklin: Advised the section does not state construction and read aloud the section.

Director Bullis: Explained that equipment and fixtures refers to just the SMRPD property that is contained within the community center.

16th Action: Director Bullis makes motion to approve contract with ICL for use of Modjeska Community Center office for archive storage with two corrections on item 4B (removing storage boxes) and the numbering correction and change “occur” Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

- e. [Mobile Library proposal](#)

Public Comments:

Laurie Martz: Inquired as to details of the program.

Board Comments:

Director Kerins: Read aloud the library proposal.

17th Action: Director Conklin makes motion to approve Mobile Library on a quarterly basis during Flea Markets as presented. Motion seconded by Director Morris. All Directors present voted aye. Motion passes.

IX. RECREATION COMMITTEE

- a. Christmas In the Canyon – SMRPD booth – Jessie Bullis

Board Comments:

Director Bullis: Recommends that a SMRPD booth be set up and manned requesting contact information to expand our email list. Christmas in the Canyon is being held on December 10th.

- b. Movie Night Presentation – Kevin Topp

Board Comments:

Director Topp: Advised that a company would like to offer movie nights for no charge, and they provide all equipment at no charge. They would be promoting their service.

Director Morris: Inquired if this was a one-time event or reoccurring.

Director Kerins: Confirmed that no agreement is required since SMRPD would be sponsoring.

- c. Sound equipment update – Kevin Topp

Board Comments:

Director Topp: Advised that Matt Bordon, the volunteer that provides sound for SMRPD during events, has not had time to update the inventory. Advised that a resident has located the subwoofers we need for \$1,600 total as compared to their retail value of \$3,800. Discussed an offer for a free giant, mount on movie screen. The movie screen would allow for background effects bands and many other uses.

18th Action: Director Bullis makes motion to approve upgrades to two subwoofers not to exceed \$1,600 as presented. Motion seconded by Director Kerins. All Directors present voted aye. Motion passes.

Director Bullis amends her motion to approve upgrades to two subwoofers not to exceed \$2,400 as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

- d. Summer Concert Series – Jessie Bullis
 - i. Hamburger Stand and Ice Cream Season – [2022 Season Results](#)

Board Comments:

Director Bullis: Discussed total sales and income over the course of the series of \$2,220.92.

- e. Flea Market

Board Comments:

Director Kerins: Advised that SMRPD received \$30 from the last Flea Market and that attendance has slowed down and is recommending that the flea market be held quarterly rather than monthly. She will discuss recommendations with volunteer, Mitzi Perry, who operates the Flea Market, for her input.

X. INSURANCE COMMITTEE

- a. Status of vendor insurance receipts – JoMarie Varela

Public Comments:

Jo Marie Varela: Noted that 20 letters were mailed requesting insurance & W9's on 8/15/22. There were three responses to date. A total of 13 vendors did not have mailing addresses. Requested alternative contact methods to reach vendors. She will work with the bookkeeper and others to obtain contact information.

Board Comments:

Director Kerins: Requested that the list be printed for the insurance committee meeting.

XI. BOARD COMMENTS

Director Kerins: Noted that the creek clean-up is going well and Steve Reighart is working with the crews.

XII. CLOSED SESSION

- a. **Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Isabell Kerins; Negotiating with unrepresented Employee(s)/Subcontractors regarding terms and conditions of employment**

Closed Session begins – 9:09 PM

Closed Session ends – 9:28 PM

XIII. ADJOURNMENT– Meeting was adjourned at 9:33 PM

XIV. The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, November 22th, 2022 at the Silverado Community Center