



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, April 25, 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
John Nelson: 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 6:36 PM and was held in person and via Zoom link.
- II. **ROLL CALL** – Director Conklin, Director Kuhn, Director Nelson and Director Wright were present in person at the Silverado Community Center. Director Martz was not present.
- III. **PUBLIC COMMENTS** – Non-agendized items
- IV. **CONSENT CALENDAR** – Jo Marie Varela

1st Action: Director Nelson makes motion to approve and file minutes of the [SMRPD General Board Meeting dates March 28, 2023](#) as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

- V. **SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE** – Laurie Briggs
 - a. Minutes from [April Committee Meeting](#)
 - b. [SCC Program Report](#) - - Laurie Briggs and Sarah Pizaruso
 - c. Paving Quotes
 - i. Bid #1 – [Priceless Paving](#) - \$62,925 *preferred vendor by SCC
 - ii. Bid #2 – [Prestige Striping](#) - \$45,836 (same vendor that paved the Silverado Community Center June '22)
 - iii. Bid #3 – [Rose Paving](#) - \$58,050

Meeting Comments:

SCC Director Briggs requested a special meeting on 5/8 for analysis and follow-up of paving bids, and requested closed session for SCC personnel.

- d. Pinecone/Oak Tree and Acorn Roof leak
- e. Friends of Silverado Children's Center Updates – Sarah Pizaruso
 - i. [Report](#)

Meeting Comments:

Noted that the Cook's event raised \$2,500

- VI. **TREASURER'S REPORT** – Stephanie Dodge
 - a. SCC financial notes – Stephanie Dodge
 - i. Treasurer Report – [SMRPD March 2023](#)
 - ii. Treasurer Report – [SCC March 2023](#)

2nd Action: Director Conklin makes motion to approve and file Financials for [SMRPD March 2023](#) as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

3rd Action: Director Conklin makes motion to approve and file Financials for [SCC March 2023](#) as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

VII. OTHER DISTRICT BUSINESS

- a. Green Vision Coalition Donation Request – [email April 2023](#)

4th Action: Director Wright makes motion to approve donation request of \$100 to Green Vision Coalition as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

- b. Discuss volunteer acknowledgments

Meeting Comments:

Discussed and agreed that this is a great idea. Noted that the Board needs to figure out a time to make these acknowledgements and try to figure out who should be included for the last year. For future years, perhaps we can maintain a running list. Also, discussed how to acknowledge the volunteers, including: Named in a resolution, Kevin volunteered to make certificates, District funded pizza party (This is what ICL does). Noted that this should be made a task of one of the current committees.

- c. Discuss Committee Assignments, Ad Hoc Committees, and Committee Schedule
i. [Updated Committee Assignments](#) – 03/2023
d. New Director Onboarding Document collection - update > John has done sexual harassment and ethics,

VIII. FINANCE COMMITTEE- Stephanie Dodge

- a. Finance Committee [Minutes April 2023](#)
b. Verizon Wireless Backpay of SCC to SMRPD

5th Action: Director Kuhn makes motion to Approve backpay request of SCC to SMRPD as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

- c. Annual Assessor Request for Information - Silverado-Modjeska Recreation & Parks
i. Due 2/15/23 – requested the OC Assessor to resend the required documents

IX. AD HOC COMMITTEE FOR PER CAPITA GRANT

- a. Minutes from [April 2023 Meeting](#)
b. Discussion of Per Capita Grant funds allocation –

Public Comments:

Melissa Malpass: Expressed concern that the funds were being moved from Silverado to Modjeska. Discussed recent discussions with alternative vendors and lead times.

Meeting Comments:

Director Wright: Discussed the upcoming deadlines and goal to have a firm decision by the next board meeting on plans to present to the grant administrator. Discussed condition of Modjeska play structure and that it appears to be moveable as a possible alternative.

Requested that we create one scope of work based on the community feedback, and then we can post for 3 bids,

Director Conklin: Noted that SCC offers to donate their back play structure as well. Noted that current prices are about 20% above last year's estimate from the architect. Noted that this project has not gone to bid yet, since the estimate came in during the transition to the new Board.

Director Kuhn: Discussed recent meeting with Isabell Kerins to discuss the Per Capita Grant prior research. Suggested we take the names of all the community members requesting to be involved in the process.

Director Nelson: proposed having two committee meetings to help with the organization and to continue to keep this project moving forward more quickly. Requesting May 9th added as an Ad Hoc Meeting as well as the regular committee meeting. Noted that by the first meeting, community group proposes to obtain estimates showing that a Silverado Park (and maybe also Modjeska) can be built with the available funds.

Community members wanting to be involved are shown here, as well as Director Kuhn and Director Nelson

Rachael Maloof	RachaelMaloof@gmail.com
Corrie Cisneros	CorrieAnn@yahoo.com
Megan Rael	meaganbreal@gmail.com
Nicholas Rael	NickRael@gmail.com
Angela Wiener	angelaw0741@gmail.com
Allison Landry	ally.landry@yahoo.com
Melissa Malpass	melkel07@hotmail.com

X. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Minutes from [April 2023 Meeting](#)
- b. Quarterly Safety Inspections – due April – happening 5/1 scheduled for Steve and John

Meeting Notes:

Steve Reighart and Director Nelson will complete the inspections May 1st.
Director Wright will advise CAPRI that the safety reports will be submitted a few days late.
c. Cleveland Meeting update – Visitor Center – John Nelson reported...

Public Comment:

Jenny Scott: Inquired if the federal government would cover the volunteers.

Meeting Notes:

Director Nelson: Noted that SMRPD needs to co-staff a visitor center to get the center up and running. Noted that he will attend upcoming ICL meeting to work on a potential volunteer calendar. During phase one the volunteers would be under Cleveland and their liability policies.

Director Wright: Noted that Cleveland noted that establishing an agreement may take 9 months to establish.

- d. OCFA Public Education Coordinator – education trailer & booth – John Nelson reported
 - i. Summer concerts and kids camp

Meeting Notes:

OCFA has a person and educational trailer that we can schedule to for events

Director Nelson suggested it might be possible to organize a 2-3 day kids camp on CERT that would include: Basic fire safety, First aid, How to call 911, For older kids, possibly work with a fire hose. The community enthusiastically encouraged Director Nelson to explore these options.

- e. Modjeska trail step repair - . Scope of work would include trimming the hillside up to the gazebo and the field overlooking the fire station, clearing 3-4 feet near the trail. Requested an action item on the main meeting to approve this service pending a quote of up to \$1,000 for approval.

6th Action: Director Nelson makes motion to Approve Specialized Tree Works brush clearing project for up to \$1,000 in fees as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- f. Rentals – Jo Marie Varela
 - i. New for approval
 1. April 16, 2023 – SCC rental – celebration of life
 2. May 6, 2023 – Bldg A (Garcia)
 3. June 12, 2023 – wedding (Martinez)
 4. December 17, 2023 – Bldg A (Coughlin)

Public Comment:

Scott Breeden: Noted that language is confusing in the alcohol section of the rental agreement.

Board Comments:

Requested that either the insurance or facilities committees to review this.

7th Action: Director Nelson makes motion to Approve new Facilities Rental Agreement requests as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

XI. RECREATION COMMITTEE - Tabled

- a. Next Committee meeting in May 2023
- b. [Community Survey](#) – Distributed in April 2023

Discussion Tabled

XII. COMMUNICATIONS COMMITTEE

- a. Next Committee meeting in May 2023

XIII. INSURANCE COMMITTEE – John Nelson reported that Alliant was added as an outside insurance policy option. Proposed language will be sent to Lawyers for approval.

- a. Minutes from [April 2023 Meeting](#)
- b. Add Alliant as an outside insurance policy option for facility rental renters –
 - i. Updated facility rental forms
 1. [Facility Rental Agreement](#) and [Special Event Agreement](#)

Meeting Comments:

Board tabled this and requested that lawyer can review the language in the new agreements.

Action Item #8: Approve new Facilities Rental Agreement and Special Events Agreement with Alliant insurance option as presented.

TABLED

- ii. Desktop Procedure for issuing Alliant certificates and quarterly reporting

Action Item #9: Approve implementation of new Alliant procedures as presented.

TABLED

XIV. FUNDRAISING

- a. Minutes from [April 2023 Meeting](#)
- b. Summer concert series – hamburger stand & volunteers needed - Brittney this has been taken care of.
- c. Summer concert series – new banner and annual stickers – Kevin Topp presented Banner \$170.00 + Shipping and stickers \$250 for 500.

Action Item #10: Approve SMRPD purchase of new stage banner for summer concert series and annual concert series stickers as presented.

10th Action: Director Conklin makes motion to Approve SMRPD purchase of new stage banner for summer concert series and annual concert series stickers with a budget of \$170 plus shipping for banner, and \$250 for 500 stickers as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

XV. OPEN SPACE

- a. Next Committee meeting in June 2023

XVI. PERSONNEL

- a. Next Committee meeting in May 2023

XVII. AD HOC HANDBOOK COMMITTEE

- a. April Meeting – tabled
- b. Next Committee meeting in May 2023

XVIII. PUBLIC COMMENTS

XIX. BOARD COMMENTS

XX. CLOSED SESSION

XXI. ADJOURNMENT - Meeting was adjourned at 7:57 PM

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, May 23rd, 2023 at the Silverado Community Center.