



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

## Ad Hoc Handbook Committee Meeting

Tuesday, July 18<sup>th</sup>, 2023, at 4 PM

Silverado Community Center

27641 Silverado Canyon Road

### Committee Members

Charles "Ted" Wright: Chair

Michele Conklin:

### Community Member

Linda May

### Staff

JoMarie Varela:

Administrator

## AGENDA

**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.

**PUBLIC COMMENTS:** A person wishing to comment on an Agenda item should wait for the chairperson to request comments and then unmute his or her phone, ask to make a comment, and wait for the chairperson to recognize him/her. You have three (3) minutes to complete those comments, unless a longer time is granted. No speaker may allot his or her time to others.

**Comments on Agenda items:** Comments concerning matters on the Agenda will be heard at the time the matter is considered.

**Comments on non-Agenda items:** Comments concerning matters not on the Agenda will be heard during the Public Comment section of the Agenda. A speaker's comments should be within the subject matter jurisdiction of the SMRPD.

Please note that if you are addressing the Board on items not on the Agenda, the Brown Act does not allow Board discussion of such items because they are not on the Agenda and thus were not noticed publicly. Therefore, the Board may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response. Your comments may be placed on the Agenda for future discussion. Non-Agenda comments are limited to 3 minutes each with a total of 15 minutes.

- I. CALL TO ORDER
- II. ROLL CALL
- III. CONSENT ITEMS
- IV. NEW BUSINESS
  - a. 8010 account:
    - i. Per Stephanie Dodge 7/14/2023 - This account 8010 is not closed, it's the County Account.
  - b. Review Ad Hoc Handbook [June Committee minutes](#)
  - c. Handbook Review
    - i. [Current Version](#)
    - ii. Feedback from attorney
    - iii. Determine which sections to assign to each committee
    - iv. Committee updates based on pending handbook revisions:
      1. insurance committee becoming a part of the facilities committee
      2. personnel committee should include a member from facilities committee and member of the SCC oversight
  - d. SMRPD Policies and Procedures Handbook/Manual – SCC's requests for edits:
    - i. [Revisions Requested](#)
    - ii. [Silverado Children's Center description](#)
    - iii. Additional Feedback from SCC's Admin Director (Ania)
    - iv. Calendar updates:
      1. [SMRPD](#)
      2. [SCC](#)
- V. OLD BUSINESS
- VI. PUBLIC COMMENTS
- VII. BOARD COMMENTS

## **VIII. ADJOURNMENT**

**The next regular meeting of the Ad Hoc Handbook Committee is August 15<sup>th</sup> 2023 at TBD time at the Silverado Community Center.**

It is the intent of the Silverado Modjeska Recreation and Park District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Silverado Modjeska Recreation and Park District will attempt to accommodate you in every reasonable manner. Please contact the District President at (949) 887-1910, at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in this meeting on a regular basis.