



*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)

## SMRPD MONTHLY MEETING

Tuesday, July 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

## 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 President to request comments and then unmute his or her phone, ask to make a comment, and wait for the President 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. PUBLIC COMMENTS – Non-agendized items
- IV. CONSENT CALENDAR – Jo Marie Varela

**Action Item #1:** Approve and file minutes of the [SMRPD General Board Meeting dated June 27, 2023](#) and [SMRPD Special Meeting dated July 10, 2023](#) as presented.

- V. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE – Laurie Briggs
  - a. Minutes from [July 2023](#)
  - b. [SCC Program Report](#) - Laurie Briggs and Ania Behm
  - c. Drainage Project

**Action Item #2:** Approve drainage repair bid for up to \$7,650 for the repairs to be completed before the SCC paving is started as presented.

- d. Friends of Silverado Children's Center Updates – Sarah Pizzarusio
  - i. [Report](#)

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

**Action Item #3:** Approve and file Financials for SMRPD [June Financials](#)

**Action Item #4:** Approve and file Financials for SCC [June Financials](#)

## VII. OTHER DISTRICT BUSINESS

- a. Switch employee debit cards to credit cards

**Action Item #5:** Approve the replacement of current employee Bank of America debit cards with SMRPD issued credit cards to SCC Director and SMRPD Administrator as presented.

- b. Recreation Committee Reassignment

**Action Item #6:** Approve the replacement of Director Conklin on the Recreation Committee with Director Wright as presented.

- c. Start Inventory Process
- d. Annual Certification of Prohibited Interest GC Section 1094 FY 23-24
- e. Community Emergency Response Team program – sold out
- f. Discuss volunteer acknowledgments

## VIII. FINANCE COMMITTEE- Stephanie Dodge

- a. Finance Committee Minutes [July 2023](#)
- b. [CAPRD 2023-2024 dues invoice](#)

**Action Item #7:** Approve renewal and payment of dues for [CAPRD 2023-2024 dues invoice](#) as presented.

- c. Capri 2023-2024 Insurance Fees – [50% deposit invoice \\$11,470](#)

**Action Item #8:** Approve insurance deposit payment for [50% deposit invoice \\$11,470](#) as presented.

- d. Capri 2023-2024 Worker's Comp Insurance Fees – [Q1 fees \\$721.50](#)

**Action Item #9:** Approve worker's compensation quarterly premium due for [Q1 fees \\$721.50](#) as presented.

- e. SCC Paving Payment Request - \$10k / per month (est paid in full Nov 2023)

**Action Item #10:** Approve monthly payments of \$10k each starting in July for the paving work being completed as presented.

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

- g. Q B Cure – Bookkeeping Services

**Action Item #11:** Approve appointment of QB Cure for SMRPD bookkeeping services as presented.

## IX. AD HOC COMMITTEE FOR PER CAPITA GRANT

- a. Next Committee meeting in August 2023
- b. Discuss Modjeska playground design progress
- c. Deed Restriction Paperwork
  - i. Deed Restriction document – [Silverado](#)
  - ii. Deed Restriction document – [Modjeska](#)
  - iii. Review: [Resolution 06272023-1](#)

**Action Item #12:** Approve [Resolution 06272023-1](#) for submission of deed restriction paperwork to grant administrator as presented.

- d. [Silverado Playground Final Design & Quote](#) - Proposal to improve and install a new play structure in the Silverado Park.
  - i. Review proposal from Great Western for the Silverado Park

**Action Item #13:** Approve final version of the Silverado Playground Design and Quote to move forward to next phase as presented.

- e. [Modjeska Playground Final Design & Quote](#) - Proposal to improve and install a new play structure in the Modjeska Park.
  - i. Review proposal from Great Western for the Modjeska Park

**Action Item #14:** Approve final version of the Modjeska Playground Design and Quote to move forward to next phase as presented.

## X. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Minutes from [July 2023](#)
- b. Quarterly Safety Inspections Due – Scheduled for First week in Aug
- c. Air Conditioner Repairs – Silverado Bldg A

**Action Item #15: Approve repairs and replacement equipment for the air conditioning unit at the Silverado Bldg A not to exceed \$5,000 as presented.**

- d. Ward Rental refund – air conditioning broken

**Action Item #16: Approve Ward rental fee reimbursement as presented.**

- e. Rentals – Jo Marie Varela
  - i. New for approval
    - 1. Working on a new date for Rattlesnake Event
    - 2. November 11, 2023 Team Rubicon Sand Bagging Class – requesting fee waiver
    - 3. Orizbeth Bible Study Reservations 14 dates Aug – Dec 2023
    - 4. SMRPD Flea Market scheduled for July 22nd. Goodwill will be onsite from 12pm-3pm
    - 5. Canyon Clean-up Event (in conjunction with California Coastal Clean-up) for September 23rd. Goodwill is able to attend this event as well.
      - a. Co-sponsorship request: SMRPD is requested to provide insurance for this this event

**Action Item #17: Approve new Facilities Rental Agreement requests as presented.**

**Action Item #18: Approve SMRPD co-sponsorship and insurance request for the Canyon Clean Up event as presented.**

**XI. RECREATION COMMITTEE**

- a. Minutes from [July 2023](#)
- b. Dance Class – Silverado (Irene V)
  - i. Fee waiver request

**Action Item #19: Approve new SMRPD Sponsored Recreation Request for Dance Class as presented.**

- c. Exercise Bootcamp – Modjeska
  - i. Fee waiver request

**Action Item #20: Approve new SMRPD Sponsored Recreation Request for Exercise Boot Camp as presented.**

- d. Kids Maker’s Market in Modjeska – Volunteer: Mallary Watson
  - i. Need volunteer paperwork submitted
- e. Kids Glass Workshop – Volunteer: Alice Phillips
  - i. Anticipated class dates in Aug 2023

**XII. COMMUNICATIONS COMMITTEE**

- a. Minutes from [July 2023](#)
- b. Community calendar Discussion

**XIII. INSURANCE COMMITTEE**

- a. Next Committee meeting in September 2023

**XIV. FUNDRAISING**

- a. Next Committee meeting in August 2023
- b. Create Volunteer List for acknowledgement

**XV. OPEN SPACE**

- a. Next Committee meeting in September 2023

**XVI. PERSONNEL**

- a. Next Committee meeting in October 2023

**XVII. AD HOC HANDBOOK COMMITTEE**

- a. Minutes from [July 2023 Meeting](#)

**XVIII. PUBLIC COMMENTS**

**XIX. BOARD COMMENTS**

**XX. CLOSED SESSION**

**XXI. ADJOURNMENT**

**The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, August 22<sup>nd</sup>, 2023 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.