



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, March 28, 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 Martz, and Director Nelson were present in person at the Silverado Community Center. Director Wright was present via Zoom. Director Kuhn was not present.
- III. **PUBLIC COMMENTS** – Non-agendized items

Public Comment:

Rachel Maloof: Requested a donation for the firefighter's breakfast. Inquired about SMRPD funding community events like the fused glass workshop rather than requiring fees for the classes.
Kevin Topp: Requested that finances be moved to the end of the meeting.

Board Comments:

Director Martz: Noted that community activities and affordability for the community are a focus for the Board.
Director Conklin: Noted that recreation activities funded by SMRPD would need to be added into the budget. Noted that financials were moved to beginning of meeting to accommodate the SCC staff.

Director Nelson makes motion to add action item to repair or replace the flea market sign. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

- IV. **CONSENT CALENDAR** – Jo Marie Varela

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

- V. **SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE** – Michele Conklin
 - a. Minutes from [03/21/23 Committee Meeting](#)
 - b. [SCC Program Report](#) – Laurie Briggs and Sarah Pizaruso

Public Comments:

Laurie Briggs: Discussed the SCC family workday and the new tortoise habitat. Discussed the loss of a goat at the facilities.

- c. Paving Quotes update

Public Comments:

Laurie Briggs: Confirmed that 4 bids are in and they are just waiting on one last bid. Noted that a new roof leak has developed that needs to be repaired when the rain stops. Discussed an upcoming workshop for the lead staff that was partially funded by the Friends of Silverado Children's Center.

- d. Pinecone/Oak Tree and Acorn Roof leak
- e. \$500 SCC Director debit card limit discussion – Laurie Briggs

Board Comment:

Director Conklin: Discussed the \$500 limit per transaction can be difficult and the finance committee has recommended to allow the per transaction amount to be the same as the daily limit of \$1,000.

2nd Action: Director Nelson makes motion to approve requested increase to \$1,000 per transaction for the SCC Director's debit card as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

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

Public Comment:

Sarah Pizaruso: Discussed upcoming events.

VI. TREASURER'S REPORT – Stephanie Dodge

- a. SCC financial notes – Stephanie Dodge
 - i. Treasurer Report – [SMRPD Feb 2023](#)
 - ii. Treasurer Report – [SCC Feb 2023](#)

- 1. Pending corrections to financials for developmental deposit reflecting a negative balance – Stephanie

Public Comment:

Stephanie Dodge: Discussed the treasurer reports. Noted issues that arose in paying the AT&T account have been rectified and that it is now caught up. Discussed a negative insurance credit due to the 80% SCC workers compensation allocation. Confirmed that the auditors have everything they need, and she is just waiting to hear back on their recommendations.

Steve Reighart: Noted that there are still paint issues and confirmed that he will reach out to Carmody to discuss.

Board Comments:

Director Conklin: Noted that the legal fees were higher due to the reimbursement discussions. Confirmed that there are two outstanding Carmody invoices due to pending paint issues.

Director Martz: Inquired as to the Carmody invoice payment status.

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

4th Action: Director Nelson makes motion to approve and file Financials for [SCC Feb 2023](#) as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

VII. OTHER DISTRICT BUSINESS

- a. Board Members – Bank of America updated Resolution - [Resolution 03042023-1](#)

5th Action: Director Martz makes motion to approve [Resolution 03042023-1](#) Bank of America account updates as presented. Motion seconded by Director Nelson. Roll call vote held – Director Conklin voted aye, Director Martz voted aye, Director Nelson voted aye, Director Wright not present in person. Director Kuhn not present. Motion passes.

- b. Discuss Committee Assignments, Ad Hoc Committees, and Committee Schedule – tabled
 - i. [Updated Committee Assignments](#) – 03/2023

- c. New Director Onboarding Document collection - update

Public Comments:

Kevin Topp: Noted that the damage is to the sign on located on Jamboree.

Steve Reighart: Confirmed that he will check it out and provide his recommendations to repair or replace.

VIII. FINANCE COMMITTEE- Michele Conklin

- a. Finance Committee [Minutes March 2023](#)
- b. SCC - Current Outstanding Accounts Payable Report – Michele Conklin

Public Comment:

Scott Breedan: Inquired as to how much the late fee is that will be written off.

Laurie Briggs: Confirmed that the write off request is for approximately \$3,300. Services were cut off to the family as soon as the check bounced.

6th Action: Director Conklin makes motion to approve request to write off one outstanding late fee as presented. Motion seconded by Director Nelson. 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

Public Comment:

Stephanie Dodge: Inquired as to which open item this is and confirmed that she will look into.

Board Comment:

Director Conklin: Inquired as to the status of this with Stephanie Dodge.

Director Nelson: Noted that we requested the form to be resent and we are still waiting to hear back.

IX. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Minutes from [March 2023 meeting](#)
- b. GL & Property Renewal request – Due 4/3/23
 - i. [Vehicle Inventory](#)
 - ii. [Property Schedule Form](#)
 - iii. [Property Schedule Update Form](#)
 - 1. [Updated Form](#) – year built dates corrected

Public Comments:

Scott Breedan: Inquired as to where the fence would be placed.

Rachel Maloof: Inquired as to what would be in the visitor center.

Kevin Topp: Noted the lease should be \$1 per year if we move forward with a visitor center.

Steve Reighart: Noted that if the buildings needed to be replaced, they would need to be brought up to code and the costs to replace would be much higher.

Kevin Topp: Noted that with inflation, SMRPD should increase the value to a higher amount to ensure the costs are covered.

Board Comments:

Director Nelson: Discussed cutting the brush at Modjeska and requested that Specialized do this on an annual basis. Discussed the request for a fence around the playground at Modjeska. Noted that there is not an affordable, solution that we can implement until the park is renovated under the Per Capita grant project. Discussed an upcoming meeting on April 19 with Cleveland National Forest about setting up a visitor center potentially with local art, and historical items. Discussed potentially partnering with ICL or OC Parks to help staff the center.

Director Conklin: Inquired as to the reasoning why some residents do not want a fence around the playground area. Discussed partnering with Cleveland to clean up the potential visitor center facilities.

Director Wright: Noted that the Silverado Community Center value may need to be increased from the \$346k to possibly up to \$500k or more. Mentioned that we may need to consult a real estate agent or builder that could provide advise as to what estimated should be used for insurance purposes.

Director Conklin: Requested that we discuss with Capri before submission and request a few extra weeks to review the values before submitting.

7th Action: Director Conklin makes motion to approve GL & Property forms for submission to Capri with the exception of an extension request and a possible adjustment of total values. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- c. Rentals – Jo Marie Varela
 - i. New for approval
 - 1. Fire Station #14 Annual Easter Pancake Breakfast 4/9

8th Action: Director Nelson makes motion to approve waiver of facility use fees for Volunteer Fire Station #14 Annual Easter Pancake Breakfast as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

- 2. Easter Egg Hunt Donations – Silverado & Modjeska - \$750/each

9th Action: Director Nelson makes motion to approve donations for Easter Egg Hunt Community Events in Silverado and Modjeska up to \$750 pe location with post event presentation of receipts for reimbursements. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

- 3. August 27, 2023 – Sol Do music festival 501c3 (fee waiver request)
 - a. [Proposal](#)

Public Comments:

David from Sol Do: Presented the request for a 2nd annual event, with an estimated 15 bands. Noted that if local artists would like to offer their products, Sol Do has an application process that they can apply for online.

Board Comments:

Director Nelson; Noted that Sol Do would need to provide their own liability insurance. Discussed that at last year's event it was not clear to the community that the event was donation based and free of charge, so the Board is requesting that it be made more clear at this year's event that it is free of charge and donations are optional. Also, requested that a \$500 deposit be provided by Sol Do due to our sceptic system, as security in the event that there are plumbing issues. Discussed SMRPD promoting both the event itself, as well as local artists participating.

Director Conklin: Confirmed that the deposit is needed for the event.

Director Martz: Inquired if local artists can display their art for their event.

10th Action: Director Nelson makes motion to approve fee waiver request for the Sol Do Festival with a requirement of liability insurance and \$500 deposit. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

4. Pickleball Round Robin – every other week
5. April 01, 2023 (Burton) – Birthday rental – grass and Bldg A
6. April 02, 2023 (Perry) - Birthday rental – grass, tables & playground
7. April 15, 2023 (Thoburn) - Celebration of Life (Modjeska) – request to use microphone
8. May 07, 2023 (Boyer) – Modjeska full rental
9. Christmas Eve rental request

Public Comment:

Jenny Scott: Inquired about the splash pad and noted that she is happy with the decision to move forward without the water feature.

Board Comments:

Director Conklin: Confirmed that the splash pad is not within our budget and that the grant funding may need to be focused on one park.

11th Action: Director Conklin makes motion to approve new Facilities Rental Agreement requests as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

X. RECREATION COMMITTEE

- a. Next Committee meeting in May 2023
- b. [Community Survey](#) – Discuss survey distribution

Public Comments:

Kevin Topp: Noted that we should add a link to the survey on the website.

Board Comments:

Director Conklin: Requested a survey question be added regarding a Modjeska playground fence.

XI. COMMUNICATIONS COMMITTEE

- a. Next Committee meeting in April 2023
- b. Presentation: Mike Boeck to discuss a community meeting to get out the word on GSOB – 3/27/23

Board Comment:

Director Conklin: Discussed the GSOB and the impacts on our community.

XII. INSURANCE COMMITTEE

- a. Minutes from [March 2023 meeting](#)
- b. [Capri Annual Ratings Questionnaire](#)

Board Comments:

Director Nelson: Discussed using Alliant as a recommended insurer as a way to streamline the renter application process. Noted that the insurance committee also discussed using Alliant for supplemental insurance for larger events, like the concerts.

Director Wright: Noted that he has reached out to Alliant and is waiting to hear back so that SMRPD can be signed up. Noted that he recently discussed the concerts with Capri and they confirmed that no additional insurance is required but recommended using Alliant as an inexpensive supplemental policy for large events like this.

Director Conklin: Noted that the number of employees was not included on the form. Requested that that her name be corrected as well since it was legally changed to Conklin.

12th Action: Director Nelson makes motion to approve submission of Capri Ratings Question with addition of number of employees and name change for Director Conklin. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

- c. Director Nelson appointment as Chair of this committee

13th Action: Director Conklin makes motion to approve Director Nelson’s appointment as Insurance Committee Chair as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

d. Discuss use Alliant for supplemental insurance for large events, like the summer concert series – [Resolution #03282023-01](#)

14th Action: Director Conklin makes motion to approve [Resolution #03282023-01](#) for utilizing Alliant as a supplemental insurance policy for large events as presented. Motion seconded by Director Nelson. Roll call vote held – Director Conklin voted aye, Director Nelson voted aye, Director Martz voted aye, Director Wright not present in person. Director Kuhn not present. Motion passes.

e. Discuss offering Alliant as an outside insurance policy option for facility rental renters

15th Action: Director Conklin makes motion to approve offering Alliant as an outside insurance policy option for facility renters as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

XIII. FUNDRAISING

- a. Next committee meeting May 2023
- b. Summer concert series – food vendors – update
- c. Summer concert series – [sponsorship program](#) – timing for distribution

Public Comments:

Zach Duprey: Expressed opposition to adding fundraising opportunities to the concert series. Requested that we keep the hamburger stand rather than a taco truck.

Kevin Topp: Noted that this is usually a grass roots event and feels that offering vending space would commercialize the concerts too much. Noted that there are volunteers in place to man the hamburger stand.

Board Comments:

Director Conklin: Requested that this discussion be tabled until Director Kuhn is available to discuss more. Requested moving the Fundraising committee to April to discuss some of these concerns.

XIV. OPEN SPACE

- a. Minutes from [March 2023 meeting](#)

Board Comments:

Director Nelson: Discussed recently meeting with Harbors, Beaches and Parks to look into ways to expand.

Director Conklin: Noted that she has a trails map that we can review and put on the SMRPD website.

Director Martz: Inquired if we have a Francos map on the website.

XV. PERSONNEL

- a. Next Committee meeting in April 2023

XVI. AD HOC HANDBOOK COMMITTEE

- a. Minutes from [March 2023 meeting](#)

Board Comments:

Director Conklin: Noted that at the meeting they covered a portion of the handbook and started to make updates. Noted that the handbook will be divided between the committees assist with the review.

XVII. AD HOC COMMITTEE FOR PER CAPITA GRANT

- a. Minutes from [March 2023 meeting](#)
- b. Updates from Grant Administrator:
 - i. Reallocation of grant funds to focus on one park – forms required:
 1. Application Form, Cost Estimate, Funding Sources Form, Site Plan

Board Comments:

Director Wright: Discussed the scope of work as compared to the budget. Noted that the proposal would be to move forward with the refurbishment of the Modjeska Park area since it is the older of the playgrounds. Noted that we could utilize some SMRPD funds to add some upgrades to the Silverado Park.

Director Conklin: Noted that the Modjeska playground has more safety upgrades that are needed and the funds are better focused on one park area.

16th Action: Director Conklin makes motion to approve reallocation of Per Capita Grant funds from Silverado Splash Pad to Modjeska as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

XVIII. PUBLIC COMMENTS

Jenny Scott: Inquired as to the status of the splashpad.

Board Comments:

Director Conklin: Confirmed that the splash pad is beyond the scope of the budget and that the grant funds would be focused towards the Modjeska park upgrades.

XIX. BOARD COMMENTS

XX. CLOSED SESSION

XXI. ADJOURNMENT- Meeting was adjourned at 8:08 PM

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, April 25th, 2023 at the Silverado Community Center.