



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, May 23, 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 6:33 PM and was held in person and via Zoom link.
- II. **ROLL CALL** – Director Martz, Director Kuhn, Director Nelson and Director Wright were present in person at the Silverado Community Center. Director Conklin was present via Zoom.
- 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 dated April 25, 2023](#) and [SMRPD Special Meeting dated May 08, 2023](#) as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- V. **SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE** – Laurie Briggs
 - a. Minutes from [May Committee Meeting](#)
 - b. [SCC Program Report](#) - Laurie Briggs and Sarah Pizzarusso

Board Comments:

Director Wright: Noted that snake fencing has begun.

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

Public Comments:

Sarah Pizzarusso: Discussed the paving quote and that they are doing a final map before finalizing. Noted that SCC is hiring for a few positions. Discussed Teacher appreciation week. Discussed need for structural engineer to assist with deck plans.

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

Board Comments:

Director Conklin: Inquired if the last check for Carmody was issued. Confirmed with Stephanie that everything reported directly from Nexus with regards to the payroll taxes has been accurate, but the accounts were not separated. The accounts will be separated going forward. Confirmed that the May financials will illustrate the breakout of tax allocations.

Director Wright: Explained the Nexus reports and the tax allocations that were inconsistent.

Director Kuhn: Confirmed that the special department expense was a check written to the County of Orange.

Public Comments:

Stephanie Dodge: Read aloud SCC treasurer report. Discussed new tax account created on the SCC budget to keep payroll taxes separate. Discussed the recently received snake invoice that was received. Read aloud SMRPD treasurer report. Noted income for the month was from secured property taxes. Noted payroll expense allocations were updated. Discussed public question and confirmed that payroll expenses are accurate and that allocation adjustments have been made. Confirmed that federal income tax does not have a separate chart of accounts in the reporting from Nexus. Confirmed that the special department expense was a check written to the County of Orange for the general election expenses.

Francesca Duff: Discussed her recent payroll expense question with regards to the jump from one month to the next in expenses. Inquired as to the special department expense.

2nd Action: Director Wright makes motion to approve and file Financials for [SCC April 2023](#) as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

3rd Action: Director Conklin makes motion to approve and file Financials for [SMRPD April 2023](#) as presented with a note added to the treasurer report about the county check issued. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

Director Wright makes motion to approve SCC snake fence invoice as presented. Motions seconded by Director Nelson. All Directors present voted aye. Motion passes.

VII. OTHER DISTRICT BUSINESS

- a. Start Inventory Process - tabled
- b. Community Emergency Response Team program – sold out
- c. California Special Districts Association Annual Membership - [\\$541 invoice](#)

Board Comments:

Director Wright: Discussed that the CSDA is a lobbying organization for special districts like SMRPD. Noted that there is a lot of educational materials we could gain from this association.

Director Nelson: Inquired as to what CSDA offers districts.

4th Action: Director Wright makes motion to approve payment for annual CSDA membership as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- d. Discuss volunteer acknowledgments - tabled
- e. Discuss Committee Assignments, Ad Hoc Committees, and Committee Schedule
 - i. [Updated Committee Assignments](#) – 03/2023
- f. New Director Onboarding Document collection - update

VIII. FINANCE COMMITTEE- Stephanie Dodge

- a. Finance Committee [Minutes May 2023](#)
- b. Capri Stage Repair Fund

Public Comments:

Stephanie Dodge: Noted that the audit requested that this be addressed. Confirmed that the amount is roughly \$3300.

Board Comments:

Director Wright: Discussed that the stage fund contained monies from Capri for the stage rebuild that were unused.

Director Martz: Inquired as to how much is in the Capri stage repair fund.

5th Action: Director Wright makes motion to approve unspent Stage Repair Fund monies to be moved to the regular fund as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- c. [SCC Budget](#)

Public Comments:

Francesca Duff: Noted that the SCC budget should be posted in the OC Register.

Stephanie Dodge: Confirmed that in the previous year the budget was posted in the OC Register.

Sarah Pizaruso: Inquired if SCC or if SMRPD would be responsible for posting the budget for 30 days.

Board Comments:

Director Conklin: Noted that the budget will be posted for 30 days before we vote to approve the budget. Confirmed that the budget needs to be posted to our SMRPD website. Inquired if we could post to the Sentry.

Director Wright: Discussed the delayed maintenance and the addendum with the capital improvements that need to be made like the paving. Noted that negative amounts are reflected in the front end of the budget due to these capital expenditures. Discussed that the year may end with about a \$17k loss, but that monies in savings are covering over \$60k in deferred expenses. Discussed the monthly net income that SCC is generating will allow them to continue to make improvements.

Action Item #6: Approve SCC Budget as presented. TABLED until posted for 30 days.

IX. AD HOC COMMITTEE FOR PER CAPITA GRANT

- a. Minutes from [May 09, 2023](#) and [May 16, 2023](#) Meetings
- b. Discuss possibility of using SMRPD funds (up to \$150,000) so that both parks can be renovated this year

Public Comments:

Scott Breeden: Inquired if Silverado would no longer have swings.

Board Comments:

Director Wright: Noted that the committee is close to having a final plan for the Silverado Park with an estimated cost of \$112k, plus \$40k for installation, with a total of about \$150k. Discussed the alternatives being reviewed. Discussed the idea of renovating both parks based on this new estimate for \$150k for Silverado. Noted that SMRPD would use \$120k to \$150k of SMRPD funds to complete Modjeska as well to ensure that both playgrounds are compliant. Discussed the age of Modjeska being an older playground and needs updating. Discussed the SMP contract and noted that since there will be no landscape architects needed for the renovation, SMP was not a good fit for the project.

Director Nelson: Agreed with the strategy to renovate both parks. Confirmed that the swings were being removed due to the code requiring swings to have a large zone around them.

Director Martz: Agreed with the strategy to renovate both parks especially because of the needs for both parks.

- c. [SMP Invoice](#) for approval

Board Comments:

Director Wright: Noted that this was an invoice from November that was missed.

7th Action: Director Wright makes motion to approve payment for SMP invoice for \$680 as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- d. SMP Contract Termination

8th Action: Director Wright makes motion to approve termination of SMP contract as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

X. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Minutes from [May 2023 Meeting](#)
- b. Reevaluation/cancellation of internet services for both parks and a bundle with Verizon option

Public Comments:

Steve Reighart: Discussed the HBO and Showtime fees currently on Cox, and that by eliminating those the Cox fees will be reduced. Noted that a new router, new modem, and new connector have been installed. Confirmed that we have a 710 phone number for emergencies. Confirmed that we have AT&T and Verizon phones as emergency backups. Recommended that we keep all 3 companies onsite since the community center acts as an emergency center. Noted that battery backups are installed on the new modem for 24 hours.

Board Comments:

Director Kuhn: Inquired if it is necessary to have 3 different entities and try to bundle to just 2 companies. Note that she will reach out to AT&T to discuss price options to help minimize costs. Agreed with the strategy to keep all three since the Community Center is an emergency center.

Director Martz: Confirmed that Steve Reighart will cancel the TV subscriptions.

Action Item #9: Approve cancellation of Cox internet for the Silverado Community Center with an alternative carrier as presented. TABLED

- c. Quarterly Safety Inspections – due April
 - 1. [Modjeska](#)
 - 2. [Silverado](#)
 - 3. [Children's Center](#)
 - a. [Pic 1](#)
 - b. [Pic 2](#)
 - c. [Pic 3](#)
 - d. [Pic 4](#)

Board Comments:

Director Wright: Noted the repair items for SCC.

Director Nelson: Confirmed the snake fencing, roof, and the fire extinguisher have been repaired.

10th Action: Director Wright makes motion to approve submission of quarterly safety inspections to Capri as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- d. OCFA Public Education Coordinator – education trailer & booth – John Nelson

- i. Summer concerts and kids camp – July concert

Public Comments:

Zach Duprey: Confirmed that this is a great idea for the kids.

Board Comments:

Director Nelson: Discussed the OCFA trailer with education material to set up at the July concert. Noted that it would be in the parking lot off to the side.

11th Action: Director Wright makes motion to approve OCFA education trailer at July summer concerts series as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

Action Item #12: Approve OCFA kids camp as presented. TABLED

- e. Rentals – Jo Marie Varela
 - i. New for approval
 1. May 18, 2023 – Rattlesnake Event – update
 2. July 20, 2023 – Wards rental 4pm-8pm
 3. August 12, 2023 – entire facility – family reunion

13th Action: Director Wright makes motion to approve new Facilities Rental Agreement requests as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

XI. RECREATION COMMITTEE

- a. Minutes from [May 2023 Meeting](#)
- b. Family Game Nights – Volunteer: Moira Ward

Public Comments:

Zach Duprey: Requested that the 4th of July event being moved to Tuesday, July 4th rather than the 34rd.

Board Comments:

Director Wright: Noted that the family game night concept is approved, but that it cannot be voted on as action item until the completed volunteer agreements are received. Discussed that there were only a few volunteers for the hamburger stand. Discussed the tent and utilizing it more efficiently. Noted that 100 hamburgers were served and 20 hotdogs, and price was increased to \$10 per plate.

Director Kuhn: Noted that the volunteers that had originally agreed to sign up were sick so there were less volunteers than expected. Requested that a procedure be written out going forward, with a diagram so that the hamburger stand runs more efficiently.

Action Item #14: Approve new SMRPD Sponsored Recreation Request for Family Game Nights as presented. TABLED until the volunteer paperwork is received.

XII. COMMUNICATIONS COMMITTEE

- a. Next Committee meeting in July 2023
- b. Community calendar Discussion – tabled

XIII. INSURANCE COMMITTEE

- a. Next Committee meeting in June 2023
- b. Add Alliant as an outside insurance policy option for facility rental renters –
 - i. Updated facility rental forms – reviewing Alliant and alcohol policy
 1. [Facility Rental Agreement](#) and [Special Event Agreement](#)

Board Comments:

Director Wright: Discussed changes to be made to the Facility Agreements to discuss Alliant in more detail. Discussed the alcohol policy and making it more clear with regards to the sale of alcohol.

15th Action: Director Nelson makes motion to approve new Facilities Rental Agreement and Special Events Agreement with Alliant insurance option with the changes discussed. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

- c. [Desktop Procedure](#) for issuing Alliant certificates and quarterly reporting

16th Action: Director Wright makes motion to approve implementation of new Alliant procedures as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

XIV. FUNDRAISING

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

XV. OPEN SPACE

- a. Next Committee meeting in June 2023

XVI. PERSONNEL

- a. Next Committee meeting in July 2023

XVII. AD HOC HANDBOOK COMMITTEE

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

XVIII. PUBLIC COMMENTS

Scott Breeden: Requested that the recycling event be added back to the calendar the 2nd Saturday of each month from 10am to 12pm. Confirmed that the recycling event will work with SMRPD for events that are scheduled on these Saturdays.

XIX. BOARD COMMENTS

XX. CLOSED SESSION

- a. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Ted Wright; Negotiating with unrepresented Employee(s)/Subcontractors regarding terms and conditions of employment – letter review
- b. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Ted Wright; staff appreciation

Closed Session Began: 8:00pm

Closed Session Ends 8:13pm

Board Comments:

Director Wright: Confirmed the letter and staff appreciate gift was discussed and approved during closed session.

XXI. ADJOURNMENT – – Meeting adjourned at 8:18 PM

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, June 27th , 2023 at the Silverado Community Center.