



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, August 22, 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 July 25, 2023](#) and [SMRPD Special Meeting August 15, 2023](#) as presented.

- V. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE – Laurie Briggs
 - a. Minutes from [August 2023](#)
 - b. [SCC Program Report](#) - Laurie Briggs and Ania Behm
 - c. Canyon Event Closures – tuition

Action Item #2: Approve new closure policy that allows for anything over two closures of scheduled days off will be credited as presented.

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

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

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

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

VII. OTHER DISTRICT BUSINESS

- a. Public Record Request 7/27/23 - california@openthebooks.com
- b. Switch employee debit cards to credit cards – update
- c. Start Inventory Process
 - i. [Audio Inventory – July 2023](#)
- d. Discuss volunteer acknowledgments

VIII. FINANCE COMMITTEE-

- a. Finance Committee [Minutes August 2023](#)
- b. Enterprise Catalog Document
- c. 2023 Canyon Clean up Sponsorship fee - \$250 invoice to Don Wagner’s office
- d. OC Auditor Controller request - audited financial statements for FY21/22 for Silverado Modjeska
- e. Proposed Website changes from auditors recommendation
 - i. [Changes document](#)

Action Item #5: Approve proposed SMRPD home page website changes as presented.

- f. Capri Final Payment Report – due 8/30/2023
 - i. [Fillable report](#)
- g. 2023-2024 Budget Approval
 - i. [SCC Budget:](#)
 - ii. [SMRPD Budget](#)
- h. Audit 2021/2022 – website posting status update –

IX. AD HOC COMMITTEE FOR PER CAPITA GRANT

- a. Next Committee meeting in September 2023
- b. Deed Restriction Paperwork – update
- c. Grant paperwork completion letters from the CA Department of Parks and Recreation – received
 - i. [Letter #1](#)
 - ii. [Letter #2](#)
 - iii. [Letter #3](#)
 - iv. Approved to move forward with the contracts for the renovation of the parks.

X. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Minutes from [August 2023](#)
- b. Discussion regarding AED devices to go with the first-aid kits.
 - i. Estimated cost about \$1,750 each.
 - ii. Training requirements
- c. Modjeska walkway repairs
 - i. Estimated grinding costs for safety precautions - \$4000
 - ii. Estimated costs to resurface the asphalt by the picnic benches - \$5,000
 - iii. Anticipated expenses to extend walkway and extend courts to accommodate a pickleball court - \$20,000

Action Item #6: Approve Modjeska walkway, picnic and court upgrades not to exceed \$30,000 as presented.

- d. Quarterly Safety Inspections - Due Aug
 - i. [Silverado](#)
 - ii. [Modjeska](#)
 - iii. [Silverado Children’s Center](#)

Action Item #7: Approve Inspection reports to be submitted to Capri as presented.

- e. Rentals – Jo Marie Varela
 - i. New for approval
 - 1. Working on a new date for Rattlesnake Event
 - 2. September 10, 2023 – Modjeska Bible Study – Nancy J
 - 3. October 21, 2023 – Bob Hunt Celebration of Life
 - a. Fee waiver

Action Item #8: Approve new Facilities Rental Agreement requests as presented.

XI. RECREATION COMMITTEE

- a. Minutes from [August 2023](#)

- b. Second Pickleball Court – Silverado
 - i. Discuss bids and requirements
- c. Cooling Center
 - i. Discussion opening Hunt bldg. from noon to 6pm Sundays and Fridays where the temperature exceeds 90 degrees, as an alternative to the library.
- d. Children’s Soccer program:
 - i. 'little tykes' Challenger soccer program - starting date adjustable, proposed 8 wk program. Once a week - Day of week can be selected. Rev share of \$15 per session
 - ii. [Proposed Flyer](#)

Action Item #9: Approve new SMRPD Sponsored Recreation Request for Little Tykes Soccer program as presented.

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

Action Item #10: Approve new SMRPD Sponsored Recreation Request for Exercise Boot Camp as presented.

- f. Volunteer Forms – updates needed
 - i. Template – [Volunteer Application – current version](#)
 - 1. Proposed combining this form with the Volunteer Release Form
 - ii. Template – [Volunteer Acknowledgement](#)
 - iii. Template – [Volunteer Release Form](#)
 - 1. Proposed Revision
 - iv. Template – [Waiver/Participant Release Form](#)
 - v. Template – [Volunteer Log](#)

Action Item #11: Approve removal of the requirements for the Volunteer Application and approved the updated Volunteer Release Form as presented.

XII. COMMUNICATIONS COMMITTEE

- a. Next Committee meeting in October 2023

XIII. INSURANCE COMMITTEE

- a. Next Committee meeting in September 2023

XIV. FUNDRAISING

- a. Next Committee meeting in November 2023

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 [August 2023](#)

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, September 26th, 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.