



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, September 26, 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 August 25, 2023](#) as presented.

- V. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE – Laurie Briggs
 - a. Minutes from [September 2023](#)
 - b. SCC Program Report - Laurie Briggs and Ania Behm
 - c. Friends of Silverado Children's Center Updates – Sarah Pizaruso
 - i. [Report](#)
- VI. TREASURER'S REPORT –
 - a. SCC financial notes –
 - i. Treasurer Report –SMRPD Aug 2023 – will be available for the October meeting
 - ii. Treasurer Report – SCC Aug 2023 – will be available for the October meeting

Action Item #1: Approve and file Financials for SMRPD Aug Financials – TABLED until October Meeting

Action Item #2: Approve and file Financials for SCC Aug Financials – TABLED until October Meeting

- VII. OTHER DISTRICT BUSINESS

- a. Creation of New Ad Hoc Land Acquisition Committee

Action Item #3: Approve the creation of the Ad Hoc Land Acquisition Committee as presented.

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

VIII. FINANCE COMMITTEE-

- a. Finance Committee Minutes [September 2023](#)
- b. Move funds from County account to our B of A account – [Resolution 09262023-01](#)

Action Item #4: Approve Resolution #[09262023-01](#) for \$150,000 of funds being moved from the County account to the SMRPD B of A account as presented.

- c. OC Auditor Controller request - audited financial statements for FY21/22 for Silverado Modjeska – update
- d. Capri Final Payment Report – due 8/30/2023 – update
 - i. [Fillable report](#)
- e. Audit 2021/2022 – website posting status update –
- f. Sound System Upgrade Request
 - i. Need list of components

Action Item #5: Approve Sound system upgrade as requested up to \$2,000 as presented.

- g. Payment Due to of up to \$172,768.00 to Great Western for the playground equipment. Doing this will require either that the transfer from the County be completed or that a large portion of it is covered by the per capita grant.

Action Item #6: Approval of up to \$172,768.00 to Great Western for the playground equipment for the Per Capita Grant project as presented.

IX. AD HOC COMMITTEE FOR PER CAPITA GRANT

- a. No future Committee meetings scheduled.

Action Item #7: Approve closure of the Ad Hoc Per Capita Grant committee and move all future Per Capita Grant discussion to the Facilities Committee as presented.

X. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Next Committee meeting in October 2023
- b. IT proposal – Josh C
 - i. Silverado Community Center IT upgrade proposal - upgrade/overhaul the network – waiting on proposal from Josh C.

Action Item #8: Approve IT upgrade at Silverado Community Center as presented.

- c. Additional Freezer for Silverado storage closet
 - i. Need measurements and to ensure electric is compatible

Action Item #9: Approve purchase of additional freezer for Silverado Storage closet of up to \$1,000 as presented.

- d. Removal of remaining brush in Modjeska – [Specialized Invoice](#)

Action Item #10: Approve Specialized Tree Works invoice to remove the additional brush in Modjeska as presented.

- e. Per Capita Grant – Playground status updates
- f. Discussion regarding AED devices to go with the first-aid kits.
 - i. Estimated cost about \$1,750 each.

Action Item #11: Approve purchase of two AED units of up to \$5,000 as presented.

- g. Modjeska walkway repairs – update
 - i. Board approved up to \$30k 8/25/23
- h. Bob Hunt tree discussion
- i. Rentals – Jo Marie Varela
 - i. New for approval
 - 1. Community Potluck – Nov 25th
 - a. SMRPD Sponsorship request with funds for turkeys and hams
 - 2. [Little Folk Club Instagram](#)
 - a. Requesting fee waiver

- b. Larger kids only Halloween maker's market along with one of her Little Folk Club shows at either Silverado or Modjeska Park.
- c. she does charge for a "family ticket" (usually \$10-\$15) to pay her band and because she brings instruments, props and blankets etc. for the kids to use during the show. It's sort of a sing-a-long type of thing. Since technically this would be a private event for families who purchased tickets, would the fee to use either of the parks be the \$500 if I were to rent it as a canyon resident?
- 3. Canyon Kids Maker's market – holiday event
 - a. Fee waiver
- 4. October 07, 2023- Kirkland celebration of life
 - a. Fee waiver request
- 5. October 21, 2023 – Bob Hunt Celebration of Life
- 6. Baby Shower – October 28th – Nieves
- 7. Baby Shower – October 29th – Doug
- 8. Oct Fair – pending signed agreement and insurance documents

Action Item #12: Approve new Facilities Rental Agreement requests as presented.

- j. Chapman University Film Request
 - i. A student at Chapman's Dodge College Film and Media Arts has reached out about using Silverado & Modjeska Parks for a senior thesis film called 'Blues For Herold'
 - ii. It would be a three day shoot from December 1-3 and the crew will be no more than 22 people. It will be a quiet shoot with no loud disruptions, stunts, or action sequences.
 - iii. It will mean so much to us if we are permitted to film here. We will also give the property manager and the park credit in our film.

Action Item #13: Approve Chapman University student film request as presented.

XI. RECREATION COMMITTEE

- a. Next Committee meeting in October 2023
- b. Flea Market Status
- c. Look into CPR class offerings by SMRPD
- d. CPR Requirements for Fitness Instructors

Action Item #14: Approve requirement for all fitness course instructors to have a CPR certificate on file valid within the last 24 months as presented.

- e. Second Pickleball Court – Silverado
 - i. Discuss bids and requirements

Action Item #15: Approve restriping of the Silverado sports area for a second pickleball court as presented.

- f. Children's Soccer program:
 - i. Nextdoor Poll results
 - ii. '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
 - iii. [Proposed Flyer](#)

Action Item #16: Approve new SMRPD Sponsored Recreation Request for Little Tykes Soccer program as presented.

- a. FriendlyCenter.org – review request
 - i. "Beer Tasting" fundraising event for non-profit
 - ii. inviting various local breweries and food trucks or pop-up restaurant booths as part of our festival.
 - iii. Tickets will be pre-sold and expecting 300 people.
 - iv. Requesting: Saturday in March or April 2024, first date of choice is April 6th
 - v. Friendly Center, Inc. is a 501(c)(3) nonprofit organization in Orange County providing a variety of prevention and intervention programs to support families experiencing crisis or facing the challenges of poverty. Founded in 1924 to assist impoverished farm workers in Orange and their families, Friendly Center is the oldest Orange County based non-profit to remain true to its founding purpose of helping families in crisis. Today, our mission is to provide stability, opportunity, and hope to children and families in poverty. Proceeds from fundraising events will fund our free programs that help low-income families overcome crisis and the barriers of poverty. These programs include emergency assistance, mental health counseling, food distributions, domestic violence intervention, parenting classes, after-school tutoring, job development workshops, and more.

XII. COMMUNICATIONS COMMITTEE

- a. Next Committee meeting in October 2023

XIII. INSURANCE COMMITTEE

- a. Next Committee meeting in October 2023

XIV. FUNDRAISING

- a. Next Committee meeting in November 2023

XV. OPEN SPACE

- a. Next Committee meeting in October 2023

XVI. PERSONNEL

- a. Next Committee meeting in October 2023

XVII. AD HOC HANDBOOK COMMITTEE

- a. No future Committee meetings scheduled.
- b. Resolution #09262023-2 to approve the current draft of the Policy and Procedures manual

Action Item #17: Approve Resolution #09262023-2 to approve the current draft of the Policy & Procedures Manual as presented.

Action Item #18: Approve closure of the Ad Hoc Handbook committee as presented.

XVIII. PUBLIC COMMENTS

XIX. BOARD COMMENTS

XX. CLOSED SESSION

- a. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Michele Conklin; Annual Review
- b. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Michele Conklin; Animal Care Coordinator Tuition Discount
- c. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Michele Conklin; Employee Discount tier

XXI. ADJOURNMENT

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, October 24th , 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.