



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, October 24, 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 September 26, 2023](#) as presented.

- V. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE – Laurie Briggs
  - a. Minutes from [October 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. SMRPD & SCC financial notes –
    - i. Treasurer Report –SMRPD Aug 2023 and SMRPD Sept 2023
    - ii. Treasurer Report – SCC Aug 2023 and SCC Sept 2023

**Action Item #2:** Approve and file Financials for [SMRPD Aug Financials](#) and [SMRPD Sept Financials](#)

**Action Item #3:** Approve and file Financials for [SCC Aug Financials](#) and [SCC Sept Financials](#)

- VII. OTHER DISTRICT BUSINESS

**VIII. FINANCE COMMITTEE-**

- a. Finance Committee Minutes [October 2023](#)
- b. Discuss QB Online

**Action Item #4: Approve implementation of QB Online for bookkeeping for SMRPD as presented.**

- c. Discuss Bill.com

**Action Item #5: Approve implementation of Bill.com for outbound payables for SMRPD as presented.**

- d. Discuss bookkeeping services payments

**Action Item #6: Approve payment by SMRPD for all bookkeeping services for the remainder of the year as presented.**

- e. Discuss procedure needed to open Bank of America credit cards to replace debit cards issued to SMRPD staff
  - i. [Business Advantage Customized Cash Rewards Mastercard® credit card](#)
  - ii. [Business Advantage Unlimited Cash Rewards Mastercard® credit card](#)

**Action Item #7: Approve Bank of America credit card for SCC Director and Administrator as presented.**

**IX. AD HOC COMMITTEE FOR LAND ACQUISITION**

- a. Committee Minutes [October 2023](#)

**X. FACILITIES/SAFETY/MAINTENANCE COMMITTEE**

- a. Committee meeting Minutes [October 2023](#)
- b. Specialized Tree Invoices for approval
  - i. [Donna's Garden](#) - \$1,125 – Cancel this project
  - ii. [Hunt Tree](#) - \$1,335
  - iii. [Pruning](#) - \$2659.50

**Action Item #8: Approve Specialized Tree invoices as presented.**

- c. Moveable barriers are the Riviera to discourage speeders

**Action Item #9: Approve expenses up to \$2,000 for purchase or barriers to be implemented at the Riviera as presented.**

- d. Per Capita Grant – Playground status updates
- e. Modjeska walkway repairs – update (Board approved up to \$30k 8/25/23)
- f. Bob Hunt tree – update
- g. Rentals – Jo Marie Varela
  - i. New for approval
    - 1. Canyon Kids Maker's market – holiday event – date?
      - a. Fee waiver
    - 2. Rattlesnake Event – October 22, 2023
    - 3. Del Sol

**Action Item #10: Approve new Facilities Rental Agreement requests as presented.**

**XI. RECREATION COMMITTEE**

- a. Committee meeting Minutes [October 2023](#)
- b. Senior Services Lunch Bunch job opening
  - i. [Draft job description](#)

**Action Item #11: Approve posting of Senior Services job opening as presented.**

- c. Flea Market Status
- d. Kids theatre- Dion Sorrell

**Action Item #12: Approve theatre course request as presented.**

- e. Confirmation of reimbursement plan for 'Naturalist for You' upcoming events

**Action Item #13: Approve Naturalist for You program and SMRPD sponsorship as presented.**

- f. Yoga Class

**Action Item #14: Approve weekly yoga course request as presented.**

- g. Children's Soccer program: - start date
  - i. Nextdoor Poll results

**XII. COMMUNICATIONS COMMITTEE**

- a. Consider whether we should be posting information about events on Instagram.
- b. Next Committee meeting in November 2023

**XIII. INSURANCE COMMITTEE**

- a. Committee meeting Minutes [October 2023](#)

**XIV. FUNDRAISING**

- a. Next Committee meeting in November 2023

**XV. OPEN SPACE**

- a. Committee meeting Minutes [October 2023](#)

**XVI. PERSONNEL**

- a. Next Committee meeting in December 2023

**XVII. PUBLIC COMMENTS**

**XVIII. BOARD COMMENTS**

**XIX. CLOSED SESSION**

**XX. ADJOURNMENT**

**The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, November 28<sup>th</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.