



*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, January 23, 2024 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
Danny Ater:	Maintenance
Alexa Dixson-Griggs	General Manager

## 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**

6:34

### **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 January 02, 2024](#) as presented.**

### **V. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE – Laurie Briggs**

- a. Minutes from [January 2024](#)
- b. SCC Program Report - Laurie Briggs
- Roofing – Waiting for them to squeeze or project in
- Had staff Winter party on Jan 6 of Greg Killingworth's boat
- Lots of hiring
  - Miss Emily – Seedling lead
  - Miss kate – Program aide
  - Strtating on the 29<sup>th</sup> program
  - Offer out to a Oak Tree teacher
- Looking into playgrou9nd grants
- Working on building enrollemnt: 39 and 8 local
- Seedlings 88% 40% 76% 54%
  - c. Friends of Silverado Children's Center Updates – Sarah Pizzarusio
    - i. Report
  - d. Facility - Laurie Briggs
    - i. Tuition

1. canyon discount discussion
2. SMRPD coverage for discount

**Action Item #2: Approve the change of the SCC canyon resident discount from a flat \$50 to 5% of tuition.**

Laurie – Is this reasonable.

- ii. Front playground safety concern
- e. SMRPD board member on Friends of the SCC – rather than requiring it to be a specifically appointed Board member

**Action Item #3: Approval of any SMRPD Board member to be on the Friends of SCC Board as presented**

#### VI. TREASURER'S REPORT –

- a. SMRPD & SCC financial notes –
  - i. Treasurer Report - [SMRPD Dec](#)
  - ii. Treasurer Report – [SCC Dec](#)

Maybe report P&L both with and without the playground expenses.

**Action Item #4: Approve and file Financials for [SMRPD Dec 2023](#).**

**Action Item #5: Approve and file Financials for [SCC Dec 2023](#).**

#### VII. OTHER DISTRICT BUSINESS

- a. All Board Members to complete [Annual Certification for Fiscal Year Certificate of Prohibited Interest Government Code Section 1094](#) per the Auditor-Controller's request
- b. Committee Meetings Timing

**Action Item #6: Approve a new schedule for the scheduling of committee meetings – instead of holding all meetings on the 3<sup>rd</sup> Tuesday of the month allow for splitting meetings between the 2<sup>nd</sup> and 3<sup>rd</sup> Tuesdays (with Finance and SCC oversight to remain on the 3<sup>rd</sup> Tuesday of the month – as presented.**

#### VIII. FINANCE COMMITTEE-

- a. Finance Committee Minutes [January 2024](#)
- b. Move funds from County account to our B of A account –Resolution [01232024-01](#)

**Action Item #7: Approve Resolution [#01232024-01](#) for \$94,000 of funds being moved from the County account to the SMRPD B of A account as presented.**

- c. Update on Auditor search
- d. Financial Transaction Report due to the State Controller in January
- e. Capri Invoices

**Action Item #8: Approve payment of two Capri invoices, one for Worker's Compensation in amount of \$721.50 and one for liability insurance in the amount of \$11,470, as presented.**

- f. Gametime Invoice Discussion – 2<sup>nd</sup> invoice received

**Action Item #9: Approve payment of Gametime invoice in amount of \$103932.16 conditionally on sufficient SMRPD funds availability as presented.**

- g. Proposal for SMRPD to reimburse the SCC for SCC Canyon resident discounts

**Action Item #10: Approve proposal to treat the SCC Canyon resident discounts like other SMRPD-initiated community building efforts with the effect that SMRPD will reimburse SCC for these discounts as presented.**

#### IX. AD HOC COMMITTEE CAPRI ONSITE VISIT

- a. Committee meeting minutes [January 2024](#)
- b. Appointment of ADA Coordinator position

**Action Item #11: Approve appointment of Phil McWilliams as SMRPD ADA Coordinator as presented.**

#### X. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Committee meeting Minutes [January 2024](#)
- b. Quarterly Inspection Reports – Due Jan 2024
  - i. [Silverado](#)
  - ii. [Modjeska](#)
  - iii. [SCC](#)
  - iv. [Supporting pictures](#)

**Action Item #12: Approve submission of quarterly safety inspections to Capri as presented.**

- c. Per Capita Grant – Playground status updates
- d. Modjeska walkway repairs – update (Board approved up to \$30k 8/25/23)
- e. Rentals – Jo Marie Varela
  - i. New for approval
    - 1. January 12, 2024 – Wards birthday event
    - 2. February 04, 2024 – Kanan Shower event
    - 3. Del Sol – requesting Aug 4, 2024 – requested insurance to cover roller skating
      - a. [Proposal](#)
      - b. Requested access to the kitchen
      - c. Requested roller skating, will require waivers. Providing insurance

**Action Item #13: Approve new Facilities Rental Agreement requests as presented.**

**XI. RECREATION COMMITTEE**

- a. Committee meeting Minutes [January 2024](#)
- b. Senior Services Lunch Bunch job opening – update
  - i. Discuss the onboarding/training for Frances
- c. Flea Market Status – starting up January 2024
- d. Planning for Spring Canyon Cleanup Event  
Proposed: Saturday April 20 or April 27  
Possibly have locations in Silverado, Modjeska, and O’Neill  
With FireSafe and ICL?

**XII. COMMUNICATIONS COMMITTEE**

- a. Committee meeting Minutes [January 2024](#)
- b. The website needs a number of minor revisions to clean up material that is no longer needed and prepare for the CAPRI site visit
  - i. Add information about Alexa on the Director’s page of the website
  - ii. Remove the listings for SMRPD RFPs and job opportunities that are no longer needed
  - iii. Add links to submission forms for Whistleblowers and [General Suggestions](#) to the bottom of the Home page
  - iv. Consolidate the two existing links for the ADA Grievance form to a single link at the bottom of the Home page
  - v. Add a note on the bottom of the HomePage that Phil McWilliams in the District’s ADA coordinator and include his contact information
  - vi. Link the currently approved version of the SMRPD Policy and Procedures manual at the bottom of the home page

**Action Item #14: Approve website updates as presented.**

**XIII. INSURANCE COMMITTEE**

- a. Next Committee meeting March 2024

**XIV. FUNDRAISING**

- a. Next Committee meeting in February 2024

**XV. OPEN SPACE**

- a. Next Committee meeting in February 2024

**XVI. PERSONNEL**

- a. Next Committee meeting in February 2024
- b. General Manager position – Alexa has been hired
- c. Lunch Bunch Coordinator -- Update

**XVII. OTHER BUSINESS**

- a. Routine Updates to the Policy & Procedures Manual|  
[Requested Changes and their Resolution](#)  
[Revised Manual](#)
- b. Future changes needed  
There should be a complete review and revision of the SMRPD Finances section to ensure that it reflects our current practices using QuickBooks online, Bill.com, and ProCare.

**Action Item #15: Approve updates to the SMRPD Policy and Procedures Manual as presented**

**XVIII. PUBLIC COMMENTS**

**XIX. BOARD COMMENTS**

Zak: Summer Concerts – Will we continue to organize the hamburgers  
Jenny Scott: Fourth of July Event – Can we tell her how much we spent last year

**XX. CLOSED SESSION**

- a. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Michele Conklin; SCC Director commissions

**Approve Laurie's commission \$1075 – second quarter.**

**XXI. ADJOURNMENT**

**7:50**

**The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, February 27, 2024 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.