



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 FINANCE COMMITTEE MEETING

Tuesday, March 19th, 2024 at 2:30 PM
Silverado Community Center
27641 Silverado Canyon Road

Committee Members

Michele Conklin:

Brittany Kuhn:

Chair

Treasurer

Staff

Brad Yochum:

JoMarie Varela:

Alexa Dixson-Griggs

Bookkeeper

Administrator

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 chairperson to request comments and then unmute his or her phone, ask to make a comment, and wait for the chairperson 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. **NEW BUSINESS**

- a. Update from Auditor progress
Zoom discussion with Tyler Cook who represents Nigro & Nigro and will be leading our audit to get an overview and discuss the timeline.
- b. SCC - ProCare Specific Summary Report – Dec & Jan Tuition Report - Laurie Briggs
- c. Capri Estimated Payroll form due 3/1/2024
- d. CAPRI 2024/2025 GL & Property Renewal - Due April 1, 2024
- e. LAFCO Sphere of Influence – MSR needs to be submitted
- f. Lunch Bunch payment discussion
- g. SCC Plumbing Invoices for approval
 - a. [Inv #1](#)
 - b. [Inv #2](#)
- h. Canyon Clean Up - update
 - a. This was received from Isabell Kerins
I was just advised that there are funds from the county for one clean-up event a year per contract. In the past this was the Fall Clean-up coinciding with the statewide Coastal Clean-up event. I was able to add a spring clean-up event the last few years, first due to the Bond Fire, then through a grant with Cal-Trans.
Unfortunately, the funds are not available for two events this year. The Spring clean-up event would have to be paid for by either SMRPD or ICL, should we have one. Another option would be

a "Spring Clean" e-mail/social media campaign by SMRPD or ICL utilizing WM existing services. I've asked WM to provide collateral and information for this option, should either of you wish to pursue it.

The cost for bins are approximately \$1,000 each. Last event we had a total of 11 bins (5 at Silverado, 2 at Modjeska, 4 at O'Neill Park). In addition the permit for the county properties (Modjeska Lot and O'Neill Park) cost \$700 each. In addition any overage costs on tonnage would have to be paid. This adds up to almost \$13,000 in cost should a spring event be desired. I am available to assist, should either of your organizations wish to pursue either of these options. Otherwise, I will table the clean-up event until September, when we have our regular community wide event.

ICL has informed us that they are not able to split this cost.

In a subsequent email, Isabell provided three options to reduce the cost

Option 1 - If you hold the event only at the Riviera the cost should be around \$5,000 for five bins. I would suggest to have the event coincide with Fire Safe Council chipper day. Last event I asked WM to provide an extra green waste bin that was utilized by Fire Safe Council. It was a way to provide a service to them, the community and help with costs. I also had the conservation core (tires) and Good Will (electronic waste and household items) there as a free service and provided lunch to their workers.

Option 2 - If you expand and have two bins located at Modjeska lot, that would cost around \$3,000. Two bins for \$2,000 and permit fee for the county for \$700. Signs and a person to monitor that residents do not put items that are not allowed into the bins is important to have on hand.

Option 3 - The final location is O'Neill Park for Trabucco residents. Permit fees are also applicable and cost \$700 in addition to cost of bins at \$1,000 each.

My recommendation would be to utilize Option 1 for the Spring event with a heavy marketing campaign (email and social media) that encourages residents to use the services WM provides.

I believe the marketing campaign should be spearheaded by either SMRPD or ICL since you have the email lists.

What is important to note is that we need more manpower at these events to assist with logistics. That is why it is was helpful to work in conjunction with Fire Safe Council's Chipper Day.

- i. Gametime invoices discussion on \$10k balance
- j. ANNUAL ASSESSOR REQUEST FOR INFORMATION- Silverado-Modjeska Recreation & Parks – 2nd request made
- k. Rental Insurance Update – request to add liability exception to the event reservation process.
 - a. Currently, the District requires all non-sponsored events to provide proof of liability insurance. Recently, residents of the district who use our parks or community centers for fairly small family gatherings (15-30 people for a baby shower, birthday party, etc.) have told us that this requirement can be a problem. They point out that they can have the same event outside, using the picnic tables and the park, without a reservation and the associated liability insurance requirements, but if they move inside and rent our tables and chairs, they must now provide insurance.

In response to this, the SMRPD board was wondering if we could carve out an exception to the liability insurance requirement for small events, that are being hosted by canyon residents (our constituents), and that have no elements that would raise the risk. Risk factors would include number of attendees (the event would need to be fairly small, probably fewer than 30 attendees), not serve alcohol, and involve only low-risk activities like a family gathering or meeting (e.g., no bounce houses, high-energy activities, or otherwise dangerous activities – some of the over-the-top gender reveal events come to mind).

Here is Kirk Andre's (CAPRI Safety Analyst) response to this suggestion

My first thought is all the special districts in the CAPRI pool have an obligation to every other district to have risk management practices in place. One best practice is to transfer the risk to the facility user. This is not only done by special districts but also by cities, counties, and the state.

When a facility is used there should be a person or organization that takes responsibility for that rental and under the contract with your District and agrees to indemnify your District. The facility user needs to have insurance for the event to back up their promise to indemnify the District. I have attached a document with the CAPRI language for your contracts. I believe your District may have already updated your contracts with the language.

Your inquiry about trying to carve out exceptions to certain renters that are probably lower risk than others is not recommended. Common claims such as trip and fall claims can occur with low, medium, or high-risk rentals.

I remember a while back your District reached out to CAPRI explaining that your community has smaller groups including AA, local baby showers, Bible group, etc. that your District kept getting push back on regarding insurance requirements for facility use.

I think the examples above make it even more evident that a contract with indemnification language and insurance requirements is needed.

I may be repeating myself but when renting your facility, you are transferring the risk to the user and therefore the user should have their own insurance, name the District as an additional insured, named on the endorsement, have the CAPRI approved language in the contract (Indemnification language, insurance requirements, force majeure, and abide by local, government, regs, etc.

Even a party of 20-25 people renting your facility for a birthday party should have insurance. You want to transfer the risk to the renter/user.

An A.A. Chapter would be a user of your facility so as the District you would rent out space for their meeting. A.A. should have their own insurance and the District should be an additional insured on the policy and named on the endorsement. There should be a contract between the District and A.A. using a facility use agreement with the approved CAPRI insurance language. This would apply to baby showers, bible study, etc.

Even a bible study is a low-risk event but I wonder if a church in your community would allow a group of people to use the church for their bible study without insurance. Let me know.

We can discuss further at the District Visit on April 29.

- I. March Calendar Items
 - a. Approve SMRPD sponsorship of Easter Egg Hunt at meeting
- m. Feb Calendar Items
 - a. OC possessory interest annual usage report due 2/15
- n. Jan Calendar Items
 - a. Review Abbey lease
 - b. Government Compensation in California (GCC) Report due to State Controller's Office (SCO)
- o. Dec Calendar Item
 - 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

IV. **OLD BUSINESS/DISCUSSION**

- a. QB Cure procedure set up
 - a. Implementation of Bill.com - Discussion of processes for using this
 - b. Emails to submit bills
 - i. SMRPD: smrpdills@bill.com
 - ii. SCC: silveradochildrenscenter@bill.com
 - c. Bills in files can also be dragged and dropped into the Bill.com website
 - d. It is also possible to get a phone app – bills can be photographed with the app for submission

- b. New bank for credit cards to replace debit cards issued to SMRPD staff
- c. Financials – Brad
 - i. SMRPD
 - a. Feb Financials
 - b. Feb Treasurer Report
 - ii. SCC
 - a. [Jan Financials](#)
 - b. [Jan Treasurer Report](#)
 - c. Feb Financials
- d. Financial Task Calendar – Brad
- e. Sept Calendar Item: Begin 2022/2023 audit preparation
- f. [Bookkeepers Guide Update](#)

- V. PUBLIC COMMENTS
- VI. BOARD COMMENTS
- VII. CLOSED SESSION

VIII. ADJOURNMENT

The next regular meeting of the SMRPD Finance Committee will be April 16th at 2:30 PM 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.