



*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, April 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
- 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 March 26, 2024](#) as presented.**

### I. FACILITY RENTAL AGREEMENTS

- a. Rentals – Jo Marie Varela
  - i. New for approval
    1. 2<sup>nd</sup> Rattlesnake training – update
    2. Bible Study – July – Dec requests

**Action Item #2: Approve new Facilities Rental Agreement requests as presented above.**

- ii. Home School request
  1. Requested additional details and facility use paperwork
  2. homeschool program starting up. Does the homeschool want to (a) put on an event like the marker's market for their students to sell items and they are looking for a space, or (b) are they interested in hosting an event open to everyone.
  3. [Attachment](#)
- iii. Medieval Enactment Request
  1. Update: Board approved 3/26 contingent on liability insurance, \$200 deposit and video of metal work

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

- a. Minutes from [April 2024](#)
- b. SCC Program Report - Laurie Briggs
- c. Friends of Silverado Children's Center Updates – Sarah Pizaruso
  - i. Report
- d. Facility - Laurie Briggs
  - i. 2 new goats adopted
  - ii. Fence to split main yard

**Action Item #3: Approve SCC fence quote for up to \$650 as presented.**

- iii. Roof repairs
- iv. Front playground safety concern
- e. SCC Plumbing update - outside plumbing modifications update
- f. SCC Plumbing Invoices for approval
  - i. [Inv #1 – Bathroom hot water installation - \\$3,950](#)

**Action Item #4: Approve SCC Plumbing repairs [Inv #1 – Bathroom hot water installation - \\$3,950](#) as presented.**

**III. TREASURER'S REPORT –**

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

**Action Item #5: Approve and file Financials for SMRPD [March Financials](#).**

**Action Item #6: Approve and file Financials for SCC [March Financials](#).**

**IV. FINANCE COMMITTEE-**

- a. Finance Committee Minutes [April 2024](#)
- b. Update from Auditor
- c. Draft SMRPD Budget
  - i. [Draft 24-25 budget](#)
  - ii. [Last 12 month financials](#)



**Action Item #7: Approve proposed budget for posting for 30 day requirement as presented.**

- d. Abbey Lease – update

**V. AD HOC COMMITTEE CAPRI ONSITE VISIT**

- a. Committee meeting minutes [April 2024](#)
- b. Onsite visit by CAPRI is scheduled for Monday, April 29<sup>th</sup> starting at about 11 AM

**VI. FACILITIES/SAFETY/MAINTENANCE COMMITTEE**

- a. Committee meeting Minutes [April 2024](#)
- b. Modjeska ADA Gate – Completed
- c. Flea Market Bulletin Board – Chapman
- d. Silverado Pickle Ball court re-pavement
  - i.  [Prestige Proposal Pickleball Court Community Center.pdf](#)
  - ii.  [pickle ball court striping diagram.pdf](#)

**Action Item #8: Approve Silverado pickleball courts repaving for \$1,900 as presented.**

- e. PPE Hazard Assessment
  - i. [PPE Hazard Assessment](#) for review
    - 1. [Completed form](#)
  - ii. [CAPRI model hazard assessment checklist](#)
    - 1. CAL OSHA Hazard Assessment:
    - 2. [Checklist](#)

**Action Item #9: Approve [PPE Hazard Assessment](#) as presented.**

- f. IIPP – category 3
  - i. [Updated policy](#)
  - ii. Resolution [#04232024-3](#)

**Action Item #10: Approve Resolution [#04232024-3](#) IIPP Policy as presented.**

- g. Confirm Paid Sick Leave policy conforms with new CA minimum requirements

- i. New policy Resolution [#04232024-01](#) updated Paid Sick Leave Policy

**Action Item #11: Approve Resolution [#04232024-01](#) updated Paid Sick Leave Policy as presented.**

- h. SMRPD implementation of [equipment use policy](#)
  - i. Resolution [#04232024-4](#)

**Action Item #12: Approve Resolution [#04232024-4](#) Equipment Use Policy as presented.**

- i. Misc Handbook Updates
  - i. [SMRPD and SCC Policy and Procedures Manual - 20 April 2024 wTracked Changes](#)
  - ii. [SMRPD and SCC Policy and Procedures Manual - 20 April 2024](#)
    - 1. Page numbers refer to the Word file with tracked changes shown.
      - a. Page 19 – SMRPD board member attending Friends of Silverado Children's Center meetings
      - b. Pages 58-62 – Small updates to the IIP policy
      - c. Pages 76-78 – Revised paid sick leave policy
      - d. Pages 121-122 – Revised equipment rental policy
      - e. Page 138 – New forms related to IIP policy
      - f. Page 143 – Links to revised previously Caretaker and SCC Director job descriptions
  - iii. Resolution [#04232024-5](#) Handbook Updates

**Action Item #13: Approve Resolution [#04232024-5](#) Handbook Updates as presented.**

- j. Modjeska Center Improvements
  - i. [Ideas](#)

**Action Item #14: Approve allocating up to \$10,000 for Modjeska Community Center improvements in the 2024-2025 budget as presented.**

- k. Concert Stickers
  - i. Discuss receipts for sticker sales allocation back to SMRPD

**Action Item #15: Approve reimbursement for 500 Summer Concert Series stickers for up to \$350 as presented.**

- l. Quarterly Safety Inspections
  - i. Silverado
  - ii. Modjeska
  - iii. Silverado Children's Center

**Action Item #16: Approve quarterly safety inspections to be submitted to Capri as presented.**

- m. [Alliant Qtrly Report](#) - \$0 due (1<sup>st</sup> use was in Apr '24)

**Action Item #17: Approve [Alliant quarterly report](#) to be submitted to Capri as presented.**

- n. SMRPP received a donation of four rainwater barricades from Susan Hardy
  - i. [Acknowledgement](#)

- o. Modjeska Shredder Day

**Action Item #18: Approve SMRPD sponsorship of shredder day in Modjeska as presented.**

- p. Per Capita Grant – Playground status updates

## **VII. RECREATION COMMITTEE**

- a. Committee meeting Minutes [April 2024](#)
- b. Live Scan Resolution
  - i. Resolution [#042232024-02](#) Live Scan Account Set Up

**Action Item #19: Approve application for SMRPD LiveScan, Resolution [#042232024-02](#) Live Scan Account Set Up as presented.**

- c. Digital signage for event promotion

**Action Item #20: Approve purchase of outdoor digital display boards for Silverado and Modjeska community centers up to \$1,000 as presented.**

- d. Pickleball Court Silverado – requesting bid for restriping for approval at next meeting

## **VIII. COMMUNICATIONS COMMITTEE**

- a. Committee meeting Minutes for [April 2024](#)
- b. GoDaddy – email service updates: will still provide email, but they want \$1.99 per address. However, it does come with actual storage; it is not just a forward.

- i. Looking at options, I think that one attractive possibility might be the Team pricing option (\$9/month) provided by Forward Mail (<https://forwardemail.net/en/private-business-email?pricing=true#team>)

**IX. INSURANCE COMMITTEE**

- a. Next Committee meeting May 2024
- b. 24-25 GL1 certificate holder – due May 6th
  - i. [Request](#)

**X. FUNDRAISING**

- a. Committee meeting in [April 2024](#) – cancelled

**XI. OPEN SPACE**

- a. Committee meeting minutes from [April 2024](#)

**XII. PERSONNEL**

- a. Next Committee meeting in April 2024

**XIII. OTHER DISTRICT BUSINESS**

- a. LAFCO - Sphere of Influence follow up
  - i. Survey with draft responses
- b. LAFCO - Special District voting seat election & candidate discussion
  - i. [Designation](#)
  - ii. Voting is open between May 6 and June 10

**XIV. PUBLIC COMMENTS**

**XV. BOARD COMMENTS**

**XVI. CLOSED SESSION**

**XVII. ADJOURNMENT**

**The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, May 28, 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.