



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, April 16th, 2024 at 2:30 PM
Silverado Community Center
27641 Silverado Canyon Road

Committee Members

Michele Conklin: Chair
Brittany Kuhn: Treasurer

Staff

Brad Yochum: Bookkeeper
JoMarie Varela: Administrator
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 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
- b. SCC - ProCare Specific Summary Report – Dec & Jan & Feb Tuition Report - Laurie Briggs
- c. CAPRI 2024/2025 GL & Property Renewal - Due April 1, 2024
- d. LAFCO Sphere of Influence – MSR needs to be submitted
 - a. [Third Cycle \(2013\) MSR Determinations Summary](#)
 - b. [OC LAFCO Central MSR SMRP Survey](#)
- e. Gametime invoices discussion on \$10k balance
- f. ANNUAL ASSESSOR REQUEST FOR INFORMATION- Silverado-Modjeska Recreation & Parks – 2nd request made
- g. Confirm Paid Sick Leave policy conforms with new CA minimum requirements
- h. Draft Budgets
 - a. Summary of previous financials
 - b. Draft proposed 2024-2025 budget
- i. April Calendar items
 - a. Form 700's due 4/1 (online to county)
 - b. SCC – Licensing fee due. Review licensing personnel as required
- j. Feb Calendar Items
 - a. OC possessory interest annual usage report due 2/15
- k. Jan Calendar Items

- a. Government Compensation in California (GCC) Report due to State Controller's Office (SCO)
- l. 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. Rental Insurance Update – request to add liability exception to the event reservation process. – tabled until after capri visit
- b. QB Cure procedure set up
 - a. Emails to submit bills
 - i. SMRPD: smrpdills@bill.com
 - ii. SCC: silveradochildrenscenter@bill.com
 - b. Bills in files can also be dragged and dropped into the Bill.com website
 - c. It is also possible to get a phone app – bills can be photographed with the app for submission
- c. New bank for credit cards to replace debit cards issued to SMRPD staff
- d. Financials – Brad
 - i. SMRPD
 - a. March Financials
 - b. March Treasurer Report
 - ii. SCC
 - a. March Financials
 - b. March Treasurer Report
- e. Financial Task Calendar – Brad
- f. Sept Calendar Item: Begin 2022/2023 audit preparation
- g. [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 May 21st 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.