



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 MONTHLY MEETING

Tuesday, August 22, 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

MINUTES

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.

- I. **CALL TO ORDER** - Meeting was called to order at 6:32 PM and was held in person and via Zoom link.
II. **ROLL CALL** – Director Conklin, Director Martz, Director Nelson and Director Wright were present in person at the Silverado Community Center. Director Kuhn not present.

Board Comments:

Director Wright: Discussed items added to the agenda for the Bob Hunt memorial tree and the closed session discussion.
Director Nelson: Requested a health permit discussion to be added to the agenda.

- III. **PUBLIC COMMENTS** – Non-agendized items
IV. **CONSENT CALENDAR** – Jo Marie Varela

1st Action: Director Wright makes motion to approve and file minutes of the [SMRPD General Board Meeting Dated July 25, 2023](#) and [SMRPD Special Meeting August 15, 2023](#) as presented. Motion seconded by Director Nelson. Director Conklin not present for this vote. All Directors present voted aye. Motion passes.

- V. **SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE** – Laurie Briggs
a. Minutes from [August 2023](#)
b. [SCC Program Report](#) - Laurie Briggs and Ania Behm

Public Comments:

Ania Behm: Discussed the upcoming closure. Confirmed that the drainage company is working in conjunction with the drainage company.

Board Comments:

Director Martz: Inquired if the drainage has been completed.
Director Wright: Confirmed that the check for the paving company is ready for pick up.

- c. Canyon Event Closures – tuition

Public Comments:

Ania Behm: Discussed that this new policy is due to the weather, fire, and other events that allows for school closures for events that impact the school. Ania discussed the normal holiday closures like President's Day, as compared to this policy that covers hazardous closures related to weather, fire, road closures, etc.

Jenny Scott: Inquired if this policy is for one or two days when the parent would have to absorb the closure. Inquired as to what the current policy is.

Board Comments:

Director Wright: Noted that the understanding is that two closure days are permitted under the policy and anything over the 2 closure days would be reimbursed to the parents. Noted that there had not been a hazardous closure policy in the past.

2nd Action: Director Nelson makes motion to approve new closure policy that allows for anything over two closures of scheduled days off will be credited as presented. Motion seconded by Director Wright. All Directors present voted aye. Director Conklin not present for this vote. Motion passes.

- d. Friends of Silverado Children's Center Updates – Sarah Pizzaruso
 - i. [Report](#)

VI. TREASURER'S REPORT –

- a. SCC financial notes –
 - i. Treasurer Report – [SMRPD July 2023](#)

Board Comments:

Director Conklin: Read the SMRPD Treasurer report aloud.

- ii. Treasurer Report – [SCC July 2023](#)

Board Comments:

Director Conklin: Read the SCC Treasurer report aloud. Noted that many children are enrolled and planned to start soon. Noted that going forward, SCC will be budgeting for the workers compensation expense. Waste Management expenses are high because they are for 2 months of expenses. Discussed a journal entry that covers a correction regarding fees paid by SMRPD account rather than the SCC account. Noted that the paving will be broken out into 4 payments, rather than 3 payments.

3rd Action: Director Wright makes motion to approve and file Financials for [SMRPD July Financials](#) as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

4th Action: Director Wright makes motion to approve and file Financials for [SCC July Financials](#) as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

VII. OTHER DISTRICT BUSINESS

- a. Public Record Request 7/27/23 - california@openthebooks.com

Board Comments:

Director Wright: Noted that we have already submitted to the state the payroll without names and noted that the attorney confirmed that we do need to respond to this and provide the names as requested.

- b. Switch employee debit cards to credit cards – update

Board Comments:

Director Conklin: Noted that there is no update on this item yet.

- c. Start Inventory Process
 - i. [Audio Inventory – July 2023](#)

Board Comments:

Director Wright: Discussed the appendix pages that have inventory for the other items.

Director Nelson: Confirmed that he will work on the remaining inventory items that need to be accounted for.

- d. Discuss volunteer acknowledgments

VIII. FINANCE COMMITTEE-

- a. Finance Committee [Minutes August 2023](#)
- b. Enterprise Catalog Document

Board Comments:

Director Wright: Confirmed that this is included on the website revisions document for approval at this meeting.

- c. 2023 Canyon Clean up Sponsorship fee - \$250 invoice to Don Wagner's office

Board Comments:

Director Conklin: Requested that we coordinate with Brad on this. Noted that we may want to request expenses from Mary S and Isabel.

- d. OC Auditor Controller request - audited financial statements for FY21/22 for Silverado Modjeska

Board Comments:

Director Wright: Noted that we are still waiting for the electronic version of the audit.

Director Conklin: Noted that these should be on Stephanie's laptop.

- e. Proposed Website changes from auditors recommendation
 - i. [Changes document](#)

5th Action: Director Wright makes motion to approve proposed SMRPD home page website changes as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- f. Capri Final Payment Report – due 8/30/2023
 - i. [Fillable report](#)

Board Comments:

Director Wright: Noted that this is pending with Brad.

- g. 2023-2024 Budget Approval
 - i. [SCC Budget:](#)
 - ii. [SMRPD Budget](#)

Board Comments:

Director Wright: Noted that posting requirements have been met, so these can now be sent into the county controller.

- h. Audit 2021/2022 – website posting status update

Board Comments:

Director Wright: Confirmed that once this is received electronically, this will be posted on the SMRPD website.

IX. AD HOC COMMITTEE FOR PER CAPITA GRANT

- a. Next Committee meeting in September 2023
- b. Deed Restriction Paperwork – update
- c. Grant paperwork completion letters from the CA Department of Parks and Recreation – received
 - i. [Letter #1](#)
 - ii. [Letter #2](#)
 - iii. [Letter #3](#)
 - iv. Approved to move forward with the contracts for the renovation of the parks.

Board Comments:

Director Wright: Discussed the Notice of Exemption that was filed to meet the environmental impact requirement on the grant. Noted that proposals have been sent to CA Parks as the grant agency. Noted that SMRPD needs to submit the receipts and show that we have spent 125% of what is being requested before funds can be approved and disbursed. Discussed the requirements for creating signs for each site that acknowledges legislatures assistance in creating the new parks. The sign needs to be durable enough to last 4 years and is required to be displayed at both park facilities. Noted that the Per Capita Grant committee can be resolved and can be discussed in the Facilities Committee going forward.

Director Conklin: Inquired as to how the grant fund payments would be sent to SMRPD.

Public Comments:

Steve Reighart: Noted that we have had signs similar to this before and had them placed near the restroom fence for display.

X. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Minutes from [August 2023](#)
- b. Bob Hunt Oak Request
 - i. [Request](#)

Public Comments:

Steve Reighart: Confirmed that the spot is a good location with sun.

Board Comments:

Director Wright: Discussed the request that came from a community member. Noted that SMRPD would like to offer to pay for the tree as well.

Director Nelson: Inquired as to how this will affect the lawn. Requested that the Board review a plan before we plant the tree.

Director Martz: Discussed looking at the location with the proposed layout for the new playground. Noted that the size of the tree requested should be discussed for this request.

6th Action: Director Nelson makes motion to approve Oak Request to honor Bob Hunt with location being tentative. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

- c. Discussion regarding AED devices to go with the first-aid kits.
 - i. Estimated cost about \$1,750 each.
 - ii. Training requirements

Board Comments:

Director Nelson: Noted that CA law requires that any facility that offers fitness courses is required to have an AED on site. Noted that SMRPD would be shielded for liability of use. Inquired as to possibly requiring SMRPD volunteers to have CPR training. Requested that

this be added for a vote at the next meeting. Discussed potential requirement of fitness instructors to have CPR certification within the last 2 years.

Director Conklin: Discussed SMRPD offering a CPR class.

Director Wright: Noted that the prices quoted include the required cases as well.

Director Martz: Noted that for Silverado would have this in Bldg A.

- d. Modjeska walkway repairs
 - i. Estimated grinding costs for safety precautions - \$4000
 - ii. Estimated costs to resurface the asphalt by the picnic benches - \$5,000
 - iii. Anticipated expenses to extend walkway and extend courts to accommodate a pickleball court - \$20,000

Board Comments:

Director Wright: Confirmed that these are new expenses and not included on the current budget. Noted that one project to repair the walkway that has been impeded by the tree roots must be completed for the Per Capita Grant to ensure that the new playground areas is ADA accessible. Discussed the picnic table project to make the picnic area useful. Discussed the sports court expansion project and noted that the community is in favor of this. Noted that the few community members not in favor of the extended walkway because they are concerned that (a) a section of the lawn will be removed, causing grading issues, (b) the project will be expensive, or (c) that kids may race around the new walkway.

Director Conklin: Inquired if any of these costs are included in the playground or the budget. Recommended Dave Lease to bid on this project. Discussed using railroad ties for the picnic project for a more aesthetically pleasing appearance. Inquired about the community members that are not in favor of the court expansion project. Inquired as to the sprinklers that would be repaired.

Director Martz: Inquired on the grading and when a handrail is required.

Director Nelson: Noted that slope requirements for sidewalks are 1-20, and the requirements for a ramp are different.

7th Action: Director Conklin makes motion to approve Modjeska walkway, picnic and court upgrades not to exceed \$30,000 as presented with a tentative research on ADA handrail requirements. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- e. Quarterly Safety Inspections - Due Aug
 - i. [Silverado](#)
 - ii. [Modjeska](#)
 - iii. [Silverado Children's Center](#)

Added Health Inspector Discussion

Board Comments:

Director Nelson: Discussed conversation with the health inspector. Noted that in the past, due to our senior food service site. SMRPD was held to different requirements for the permit. Noted that without the senior lunch bunch, we may need to be qualified as a commercial kitchen.

Director Wright: Confirmed that the senior lunches have not stopped. Noted that Barb began heading this up and that they continue to meet weekly.

Board Comments:

Director Nelson: Confirmed that pictures were submitted to the Administrator to be sent along with the safety inspections. Confirmed that Director Wright removed one safety hazard with the rebar. Confirmed that we are waiting for a quote from Specialized for the remaining clearing that needs to be done in Modjeska. Discussed the policy manual that allows for committees to pass certain actions that can later be ratified at the following Board meeting.

8th Action: Director Nelson makes motion to approve Inspection reports to be submitted to Capri as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

Board Comments:

Director Wright: Discussed looking into an extra freezer for the storage closet in Modjeska.

Public Comments:

Steve Reighart: Discussed the need to check power before adding the freezer to the storage closet.

- f. Rentals – Jo Marie Varela
 - i. New for approval
 - 1. Working on a new date for Rattlesnake Event
 - 2. September 10, 2023 – Modjeska Bible Study – Nancy J
 - 3. October 21, 2023 – Bob Hunt Celebration of Life
 - a. Fee waiver

9th Action: Director Nelson makes motion to approve new Facilities Rental Agreement requests as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

XI. RECREATION COMMITTEE

- a. Minutes from [August 2023](#)
- b. Second Pickleball Court – Silverado
 - i. Discuss bids and requirements

Board Comments:

Director Martz: Confirmed that the glass workshop is rescheduled for 8/25 due to the hurricane delay. Discussed the original restriping bids as well as the possibility of adding additional asphalt and padding to protect the stage.

Director Nelson: Inquired as to the proposed new layout and the proximity to the stage.

Director Wright: Noted that this would allow a pickleball game and half-court basketball game at the same time. Requested this to be added for a vote for the next meeting.

- c. Cooling Center
 - i. Discussion opening Hunt bldg. from noon to 6pm Sundays and Fridays where the temperature exceeds 90 degrees, as an alternative to the library.

Board Comments:

Director Martz: Noted that these are the days that the library is closed, so we would offer this to residents, when available and not rented without the need for a resident to call to request the center to be opened.

- d. Children's Soccer program:
 - i. 'Little Tykes' Challenger soccer program - starting date adjustable, proposed 8 wk program. Once a week - Day of week can be selected. Rev share of \$15 per session
 - ii. [Proposed Flyer](#)

Board Comments:

Director Martz: Discussed the new, proposed soccer program.

Director Wright: Inquired as to the dates that we should offer this program,

Director Conklin: Requested that we add a poll on Nextdoor asking the best days and times for offering this program.

10th Action: Director Conklin makes motion to approve new SMRPD Sponsored Recreation Request for Little Tykes Soccer program as presented with a tentative day change as needed. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- e. Exercise Bootcamp – Modjeska
 - i. Fee waiver request

11th Action: Director Nelson makes motion to approve new SMRPD Sponsored Recreation Request for Exercise Boot Camp as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- f. Volunteer Forms – updates needed
 - i. Template – [Volunteer Application – current version](#)
 1. Proposed combining this form with the Volunteer Release Form
 - ii. Template – [Volunteer Acknowledgement](#)
 - iii. Template – [Volunteer Release Form](#)
 1. Aug 2023 updated Form for approval - [Proposed Revision](#)
 - iv. Template – [Waiver/Participant Release Form](#)
 - v. Template – [Volunteer Log](#)

Public Comments:

Scott Breeden: Inquired as to where the agreement is on the new proposed revised form. Inquired about the photographic release section.

Board Comments:

Director Wright: Discussed the existing volunteer forms and the consolidation of the forms into one release form. Confirmed that the volunteer would sign the new proposed form, and the volunteer would request the participants to sign the waiver and the log. Confirmed that the agreement is located at the bottom of the form.

Director Nelson: Inquired if there is a process for volunteers to request classes.

Director Conklin: Noted that the photographic release was discussed in prior Board meetings.

12th Action: Director Conklin makes motion to approve removal of the requirements for the Volunteer Application and approve the updated Volunteer Release Form as presented with pending grammatical corrections. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

Board Comments:

Director Martz: Noted that she was looking into LiveScan for SMRPD to be an entity.

XII. COMMUNICATIONS COMMITTEE

- a. Next Committee meeting in October 2023

XIII. INSURANCE COMMITTEE

- a. Next Committee meeting in September 2023

Board Comments:

Director Wright: Noted that he will not be available for this in September so that this will be moved to October.

XIV. FUNDRAISING

- a. Next Committee meeting in November 2023

XV. OPEN SPACE

- a. Next Committee meeting in September 2023

Board Comments:

Director Wright: Noted that he will not be available for this in September so that this will be moved to October.

XVI. PERSONNEL

- a. Next Committee meeting in October 2023

Board Comments:

Director Conklin: Noted that an employee evaluation is coming due that will be covered by this committee.

XVII. AD HOC HANDBOOK COMMITTEE

- a. Minutes from [August 2023](#)

Board Comments:

Director Conklin: Requested that the Ad Hoc Handbook Committee be closed.

XVIII. PUBLIC COMMENTS

Scott Breeden: Noted that there is a weed located near the shed at the Silverado Community Center and discussed removing the weed. Expressed gratitude for the new Boards and how the Board is being run.

Jenny Scott: Expressed appreciation for the Board.

XIX. BOARD COMMENTS

Director Nelson: Discussed starting a land acquisition ad hoc committee.

XX. CLOSED SESSION

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

Closed Session Begin: 8:13pm

Close Session Ends: 8:23pm

Wage increase for SCC employees with recommendations from the SCC director approved.

All Directors present voted aye. Motion passes.

XXI. ADJOURNMENT – Meeting adjourned at 8:28PM

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, September 26th, 2023 at the Silverado Community Center.