



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, January 02, 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  
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 6:35 PM and was held in person and via Zoom link.
- II. **ROLL CALL** – Director Conklin, Director Nelson and Director Martz were present in person at the Silverado Community Center. Director Wright present via Zoom.

**Director Conklin make a motion add two unagendized items to the agenda, 1) SCC tuition increase and 2) Gametime invoice approval.**

- III. **PUBLIC COMMENTS** – Non-agendized items

#### **Public Comments**

Laurie Briggs: Requested that we add a motion to the agenda for approval of tuition increase.

- IV. **CONSENT CALENDAR** – Jo Marie Varela

**1<sup>st</sup> Action: Director Conklin makes motion to approve and file minutes of the [SMRPD General Board Meeting Dated November 28, 2023](#) and [SMRPD Special Board Meeting Dated December 19, 2023](#) as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

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

- a. Minutes from [December 2023](#)
- b. SCC Program Report - Laurie Briggs

#### **Public Comments:**

Laurie Briggs: Noted that a new teacher started, and that a new child from Silverado started as well.

- c. Friends of Silverado Children's Center Updates – Sarah Pizaruso
- i. Report

#### **Public Comments:**

Sarah Pizaruso: Discussed holiday staff gifts.

- d. Facility - Laurie Briggs
- i. Pinecone/Oak Tree and Acorn Roof leak repair bid

1. [Roofing Standards Quote](#)

#### **Public Comments:**

Laurie Briggs: Noted that they are working on scheduling the roofing repairs.

**2<sup>nd</sup> Action: Director Conklin makes motion to approve SCC roofing repairs to proceed as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

**Add Action: Director Nelson makes motion to approve SCC tuition increase as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.**

**VI. TREASURER'S REPORT –**

- a. SMRPD & SCC financial notes –
  - i. Treasurer Report - SMRPD Nov
  - ii. Treasurer Report – SCC Nov

**Board Comments:**

Director Conklin reviewed bank account balances. As of 1/1/24, \$56,654 in the SMRPD checking because \$166k for the playground equipment. Noted that we are hoping to see the grants funds come in the next 60 days. As of 1/1/24, \$22,048 in SCC checking. Noted that everyone needs to submit a 700 form for the new year. Discussed having each director sign up for bill.com so that invoices can be processed faster. Noted that the B of A credit cards are in process with Director Wright as the guarantor.

**3<sup>rd</sup> Action: Director Conklin makes motion to approve and file Financials for [SMRPD Nov 2023](#) as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

**4<sup>th</sup> Action: Director Conklin makes motion to approve and file Financials for [SCC Nov 2023](#) as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

**VII. OTHER DISTRICT BUSINESS**

- a. Elect officers for next year – Position updates

**Board Comments:**

Director Wright: Noted that Director Kuhn is happy staying in current position.  
Director Nelson: Noted that he preferred to keep the positions the same for year two.  
Director Martz: Noted that she would like to keep them the same as well.

**5<sup>th</sup> Action: Director Conklin makes motion to approve all SMRPD Board of Director positions to stay as they are. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

**VIII. FINANCE COMMITTEE-**

- a. Finance Committee Minutes [December 2023](#)
- b. Move funds from County account to our B of A account –Resolution 01022024-01

**Action Item #6: Approve Resolution #01022024-01 for an amount to be determined of funds being moved from the County account to the SMRPD B of A account as presented. TABLED**

- c. Update on Auditor search

**Board Comments:**

Director Conklin: Noted that they are still researching potential auditors.  
Director Wright: Noted that a RFP has been submitted for responses in February.

- d. Financial Transaction Report due to the State Controller in January

**Board Comments:**

Director Wright: Confirmed that an auditor has completed this in the past, and that Director Wright is working on calculating the numbers required for this report.

**Gametime Invoice Discussion**

**Board Comments:**

Director Conklin: Discussed a Gametime invoice for \$76,585.85 for the Modjeska park playground. Noted that this needs to be submitted for approval and payment.

Director Wright: Discussed the current finances, and the delay on reimbursement from the grant funds. Requested that we discuss a payment plan with Gametime.

**Added Action Item: Director Nelson makes motion to approve Gametime Invoice #PJI-0225141 for \$76,585.84 conditionally on sufficient SMRPD funds availability. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.**

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

- a. Committee meeting minutes [December 2023](#)

**Board Comments:**

Director Nelson: Discussed the prior year's site visit and the new checklist. Noted that a plan is in place and the new General Manager will be integral.

Director Conklin: Noted a Capri invoice that just came in for \$11k for the 2<sup>nd</sup> half of 2023. Noted that she would reach out to Capri to request an extension for the balance owed to Capri.

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

- a. Committee meeting Minutes [December 2023](#)

##### **Board Comments:**

Director Nelson: Noted that the barriers are on hold until tax and grant funds are in. Quarterly inspections will be completed this week.

Director Conklin: Discussed the \$3k audio funds that were located.

- b. Quarterly Inspection Reports – Due Jan 2024
- c. Per Capita Grant – Playground status updates

##### **Board Comments:**

Director Wright: Noted that Modjeska is complete with the exception of the flooring, as weather has caused delays. Discussed temporary fixes for Modjeska pathway.

- d. Modjeska Oak

##### **Board Comments:**

Director Martz: Noted that the oak is declining in health.

Director Conklin: Inquired as to the difference between Specialized and SIMS. Inquired if we can extend Specialized to service every other week during the winter.

**7<sup>th</sup> Action: Director Conkin makes motion to approve spraying Modjeska Oak up to \$300 as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

- e. Modjeska walkway repairs – update (Board approved up to \$30k 8/25/23)
- f. Rentals – Jo Marie Varela
  - i. New for approval
    1. 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

#### **XI. RECREATION COMMITTEE**

- a. Committee meeting Minutes [December 2023](#)

##### **Board Comments:**

Director Nelson: Discussed the new General Manager and new Senior lunch coordinator.

Director Martz: Noted that a Little Tykes soccer program should begin in early February for ages 2-6 years old Saturday mornings at 9:30am.

- b. Senior Services Lunch Bunch job opening – update
  - i. Discuss the onboarding/training for Frances

##### **Board Comments:**

Director Wright: Confirmed that Frances has accepted the position and is working on her ServSafe certificate. Requested that Director Kuhn and Diane Young meet with Frances to discuss expectation.

Director Conklin: Discussed the ServSafe requirements as well as a manager position that passes a proctored zoom exam. Frances will be required to have the ServSafe manager certificate.

##### **Public Comments:**

Jenny Scott: Discussed the course requirements and that it can be taken online.

- c. Flea Market Status – starting up January 2024

#### **XII. COMMUNICATIONS COMMITTEE**

- a. Next Committee meeting in January 2024

#### **XIII. INSURANCE COMMITTEE**

- a. Committee meeting Minutes [December 2023](#)

##### **Board Comments:**

Director Nelson: Requested that the Alliant qtrly report be set up for electronic signature.

- b. Discuss availability for the CAPRI site visit in April

**Board Comments:**

Director Nelson: Noted that April schedule will not be available until February.

Director Wright: Confirmed with Capri that we can schedule this in February once everyone's availability is known.

c. Alliant – Qtrly Report Due Jan 2024

i. [Report](#)

**8<sup>th</sup> Action: Director Conklin makes motion to approve submission of Alliant qtrly report as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

**XIV. FUNDRAISING**

a. Next Committee meeting in January 2024

**Board Comments:**

Director Wright: Requested that this be removed from the January committee schedule and be moved to February.

**XV. OPEN SPACE**

a. Next Committee meeting in January 2024

**Board Comments:**

Director Wright: Requested that this be removed from the January committee schedule and be moved to February.

**XVI. PERSONNEL**

a. Next Committee meeting in January 2024

**Board Comments:**

Director Wright: Requested that this be removed from the January committee schedule and be moved to February.

b. General Manager position – update

i. Alexa Dixon-Griggs has accepted the SMRPD offer and will start in time for the January committee and board meetings

**Board Comments:**

Director Conklin: Confirmed that this role has been filled.

**XVII. PUBLIC COMMENTS**

**XVIII. BOARD COMMENTS**

Director Conklin: Requested that a closed session agenda item be added to the January meeting for SCC Director commission approvals.

**XIX. CLOSED SESSION**

**XX. ADJOURNMENT**– Meeting adjourned at 7:27PM

**The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, January 23<sup>rd</sup>, 2023 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.