



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 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

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 6:34 PM.
- II. **ROLL CALL** Directors Wright, Conklin, Kuhn, and Martz were present. Director Nelson was away on a training.
- 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 January 02, 2024](#) as presented. Director Martz made the motion; Director Conklin seconded; All directors present voted aye. Motion passes.

- V. **SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE** – Laurie Briggs
 - a. Minutes from [January 2024](#)
 - b. SCC Program Report - Laurie Briggs

Board Comments: (Director Conklin for SCC Director Briggs who was not able to attend)

- Roofing – The contractor has a 2-month waiting list. As the project is one that they consider small, they are hoping to squeeze it in sooner. No leaks reported in the recent, heavy rains!
- Had the staff Winter staff party Jan 6 on Greg Killingworth's boat; thank you to Greg for hosting!
- Current focus is on hiring and onboarding new staff
 - Miss Emily – Seedling lead
 - Miss Kate – Program aide
 - New enrollment and tuition administrator starting on the 29th
 - Offer is out to new Lead Teacher (OakTrees) who could also fill in as Assistant Director
- Looking at grants for playground improvement
- With increased capacity because of the added staff, they are working on building enrollment at a tour today, one family signed up on the spot and three others are submitting their paperwork
- Current enrollment is 39 with 8 who are local to the Canyons
 - Seedlings- (capacity 12 per day) is at 88% capacity
 - Acorns- - (capacity 12 per day)is at 40% capacity
 - Pinecones, - (capacity 10 per day) is at 76% capacity
 - Oaktree, - (capacity 10 per day) is at 76% capacity

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

Public Comments

Sarah Pizaruso hoped the board would pass Action Item #3

- d. Facility - Laurie Briggs
 - i. Tuition: Proposal to revise the SCC “canyon” discount from a flat \$50 to 5% of tuition

Board Comments

Director Conklin: This change is intended to make these discounts fairer. For example, students who pay to attend half a day, twice a week should not receive the same discount as students who pay to attend all day, five days a week.

Director Martz: asked whether 5% was enough to really make a difference?

Director Wright: noted that, to use Director Conklin’s example, \$50 is roughly the middle of the range between the 5% discount for minimally and maximally enrolled students. However, the SMRPD can certainly consider raising this discount in the future, however, this is a separate issue from whether the discount should be a percentage or a fixed amount.

Action Item #2: Approve the change of the SCC canyon resident discount from a flat \$50 to 5% of tuition.

Director Wright made the motion; Director Kuhn seconded; All directors present voted aye. Motion passes.

- ii. Front playground safety concern – Tabled until we can get further information

- e. SMRPD board member on Friends of the SCC – rather than requiring the representative to be a specifically appointed Director, allow for whichever of the Directors is available to attend each bi-monthly meeting

Action Item #3: Approval of any SMRPD Board member to be on the Friends of SCC Board as presented

Director Wright made the motion; Director Conklin seconded; All directors present voted aye. Motion passes.

VI. TREASURER'S REPORT –

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

Board Comments

Director Conklin: Out of line expenses

- waste disposal for December was over \$1800.
Includes payments for 2 months?
Fee for having WM return in order to empty dumpster due to being blocked during pickup time.
Discussion need to reevaluate impact of events and fees regarding waste management
- telephone expense (AT&T - Hardline for community center) for December was \$750.
Call was not made to bring back down to original contracted rate. – Brittney will call

- ii. Treasurer Report – [SCC Dec](#)

Board Comments

Director Conklin: Out of line expenses

- substitute teacher expenses are high, because of need to cover for missing permanent staff
- Janitorial expense is higher than normal
- There was a one-time purchase of needed outdoor furniture

Action Item #4: Approve and file Financials for [SMRPD Dec 2023](#)

Director Wright made the motion; Director Conklin seconded; All directors present voted aye. Motion passes.

Action Item #5: Approve and file Financials for [SCC Dec 2023](#) once the two uncategorized purchases (total \$1400) have been clarified

Director Wright made the motion; Director Conklin seconded; All directors present voted aye. Motion passes.

VII. OTHER DISTRICT BUSINESS

- 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 – all received except Director Nelson
- b. Committee Meetings Timing

Action Item #6: Approve a new schedule for committee meetings (not the meeting of the full Board) – instead of holding all meetings on the 3rd Tuesday of the month, allow for splitting meetings between the 2nd and 3rd Tuesdays (with Finance and SCC oversight to remain on the 3rd Tuesday of the month and start at 2:30 PM) – as presented.

Director Wright moved to approve. Director Kuhn seconded. Unanimous in favor. Motion carried

VIII. FINANCE COMMITTEE-

- a. Finance Committee Minutes [January 2024](#)
- b. Move funds from County account to our B of A account –Resolution [01232024-01](#)

Board Comments

Director Wright: The District needs these funds to pay the GameTime invoices

Action Item #7: Approve Resolution [#01232024-01](#) for \$94,000 of funds being moved from the County account to the SMRPD B of A account as presented.

Director Wright moved to approve. Director Kuhn seconded.

Conklin – Aye; Kuhn – Aye; Martz – Aye; Nelson – Absent; Wright- Aye;

Motion carried

- c. Update on Auditor search

Board Comments

Director Wright

RFP is out with a deadline for proposals in early February

At least 2 firms, who seem reasonable, have indicated an interest in applying

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

- e. Capri Invoices

Board Comments

Director Wright: Both charges are divided between the SCC and SMRPD

Worker's Compensation: SMRPD 20% SCC 80%

Liability: SMRPD 70% SCC 30%

Action Item #8: Approve payment of two Capri invoices, one for Worker's Compensation, in the amount of \$721.50, and one for liability insurance, in the amount of \$11,470, as presented.

Director Wright moved to approve. Director Martz seconded. Unanimous in favor. Motion carried

- f. Gametime Invoice Discussion – 2nd invoice received, this one is for Modjeska installation and rubber surfacing

Board Comments

Director Wright: we cannot pay this invoice until we receive the much delayed funds owed to us by the state under the grant that is supporting the playground construction.

Action Item #9: Approve payment of Gametime invoice in amount of \$103932.16, conditional on sufficient SMRPD funds being available, as presented.

Director Wright moved to approve. Director Martz seconded. Unanimous in favor. Motion carried

- g. Proposal for SMRPD to reimburse the SCC for the SCC Canyon-resident discount

Board Comments

Director Wright: This is an SMRPD initiative. This discount is a benefit to canyon residents analogous to the subsidies SMRPD provides to make it possible for residents to participate in other SMRPD initiated activities. It seems reasonable that SMRPD should pay for Canyon residents SCC discounts just as we pay help subsidize other activities.

Action Item #10: Approve proposal to treat the SCC Canyon resident discounts like other SMRPD-initiated community building efforts with the effect that SMRPD will reimburse SCC for these discounts as presented.

Director Wright moved to approve. Director Martz seconded. Unanimous in favor. Motion carried

IX. AD HOC COMMITTEE CAPRI ONSITE VISIT

- a. Committee meeting minutes [January 2024](#)
- b. Appointment of ADA Coordinator position

Action Item #11: Approve appointment of Phil McWilliams as SMRPD ADA Coordinator as presented.

Director Wright made the motion; Director Conklin seconded; All directors present voted aye. Motion passes.

X. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Committee meeting Minutes [January 2024](#)
- b. Quarterly Inspection Reports – Due Jan 2024
 - i. [Silverado](#)
 - ii. [Modjeska](#)
 - iii. [SCC](#)
 - iv. [Supporting pictures](#)

Action Item #12: Approve submission of quarterly safety inspections to Capri as presented.

Director Conklin made the motion; Director Kuhn seconded; All directors present voted aye. Motion passes.

- c. Per Capita Grant – Playground status updates

Board Comments

Director Wright: Work on both playgrounds is complete. There is, however, still one project associated with each playground that needs work: septic tank access at Silverado and an ADA gate at Modjeska.

- d. Modjeska walkway repairs – update (Board approved up to \$30k 8/25/23)

Board Comments

Director Wright: This project is on hold until at least the summer.

For now, Facilities will make temporary repairs to eliminate the trip hazard

- e. Rentals – Jo Marie Varela
 - i. New for approval
 1. January 12, 2024 – Wards birthday event
 2. February 04, 2024 – Kanan Shower event
 3. 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

Action Item #13: Approve new Facilities Rental Agreement requests as presented.

Director Wright made the motion; Director Conklin seconded; All directors present voted aye. Motion passes.

XI. RECREATION COMMITTEE

- a. Committee meeting Minutes [January 2024](#)
- b. Senior Services Lunch Bunch job opening – Frances Garcia has been hired for this position
- c. Flea Market Status – starting up January 2024
- d. Planning for Spring Canyon Cleanup Event
Proposed: Saturday April 20 or April 27
The plan is to have drop-off locations in Silverado, Modjeska, and O’Neill
This is to be a joint project with FireSafe and ICL

Board Comments

Laurie Martz

- looking into pickleball court improvements
- soccer program starts February 3rd

XII. COMMUNICATIONS COMMITTEE

- a. Committee meeting Minutes [January 2024](#)
- b. The website needs a number of minor revisions to clean up material that is no longer needed and prepare for the CAPRI site visit
 - i. Add information about Alexa on the Director’s page of the website
 - ii. Remove the listings for SMRPD RFPs and job opportunities that are no longer needed
 - iii. Add links to submission forms for Whistleblowers and [General Suggestions](#) to the bottom of the Home page

Board Comments

Directors Conklin and Kuhn suggested changes to the wording of the General Suggestions form

- iv. Consolidate to the two existing links for the ADA Grievance form to a single link at the bottom of the Home page
- v. Add a note on the bottom of the HomePage saying that Phil McWilliams is the District’s ADA coordinator and including his contact information
- vi. Link the currently approved version of the SMRPD Policy and Procedures manual at the bottom of the home page

Action Item #14: Approve website updates as presented.

Director Wright made the motion; Director Martz seconded; All directors present voted aye. Motion passes.

XIII. INSURANCE COMMITTEE

- a. Next Committee meeting March 2024

XIV. FUNDRAISING

- a. Next Committee meeting in February 2024

XV. OPEN SPACE

- a. Next Committee meeting in February 2024

XVI. PERSONNEL

- a. Next Committee meeting in February 2024
- b. General Manager position – Alexa has been hired
- c. Lunch Bunch Coordinator -- Update

XVII. OTHER BUSINESS

- a. Routine Updates to the Policy & Procedures Manual|
[Requested Changes and their Resolution](#)
[Revised Manual](#)
- b. Future changes needed
There should be a complete review and revision of the SMRPD Finances section to ensure that it reflects our current practices using QuickBooks online, Bill.com, and ProCare.

Action Item #15: Approve updates to the SMRPD Policy and Procedures Manual as presented

Director Wright made the motion; Director Conklin seconded; All directors present voted aye. Motion passes.

XVIII. PUBLIC COMMENTS

Zak: Summer Concerts – Is SMRPD willing to continue organizing the hamburger stand at the concerts

Board Comments

Director Kuhn – Yes. We may however look into having the new Senior Lunch coordinator help purchasing supplies

Jenny Scott: Fourth of July Event – Can we tell her how much we spent last year

Director Wright will get back to her with this information.

XIX. BOARD COMMENTS

XX. CLOSED SESSION

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

Approve Laurie’s commission \$1075 – second quarter.

XXI. ADJOURNMENT – Meeting adjourned at 7:50

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, February 27, 2024 at the Silverado Community Center.