



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, July 25, 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 6:33 PM and was held in person and via Zoom link.
- II. **ROLL CALL** – Director Martz, Director Kuhn, Director Nelson and Director Wright were present in person at the Silverado Community Center. Director Conklin present via Zoom.
- III. **PUBLIC COMMENTS** – Non-agendized items
- IV. **CONSENT CALENDAR** – Jo Marie Varela

**1<sup>st</sup> Action:** Director Nelson makes motion to approve and file minutes of the [SMRPD General Board Meeting dated June 27, 2023](#) and [SMRPD Special Meeting dated July 10, 2023](#) as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

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

#### **Public Comments:**

Laurie Briggs: Discussed Summer enrollment and summer programs.

- c. Drainage Project

#### **Public Comments:**

Laurie Briggs: Discussed that this is required to be completed before the paving that is scheduled for end of August. Confirmed that the vendor will accept three payments for this work.

#### **Board Comments:**

Director Conklin: Inquired about the financial structure of this bid.

**2<sup>nd</sup> Action:** Director Wright makes motion to approve drainage repair bid for up to \$7,650 for the repairs to be completed before the SCC paving is started as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes

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

#### **Public Comments:**

Sarah Pizzarusio: Discussed three Board members terming off and discussed recruiting efforts for new Board members. Deck contractor has met with a structural engineer to keep the project moving forward.

- VI. TREASURER'S REPORT** – Stephanie Dodge
- a. SCC financial notes – Stephanie Dodge
    - i. Treasurer Report – [SMRPD June 2023](#)

**Public Comments:**

Stephanie Dodge: Read aloud the SMRPD Treasurer report.

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

**Public Comments:**

Stephanie Dodge: Read aloud the SCC Treasurer report. Noted a \$7,500 difference in accounts since 2020 that she has inquired with the accounting firms that were in QuickBooks before her employment. Discussed outstanding accounts receivable as contributing to the difference between statement balance and amount in account. Discussed approving a savings transfer for SCC.

Scott Breeden: Inquired as to the rattlesnake donation mentioned.

**Board Comments:**

Director Wright: Inquired as to the difference between statement balance and the current balance not matching. Confirmed that this rattlesnake donation is for fees to use the facilities for their training.

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

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

**VII. OTHER DISTRICT BUSINESS**

- a. Switch employee debit cards to credit cards

**Board Comments:**

Director Conklin: Expressed that her recommendation is to move from debit cards to credit cards for more fraud protection.

**5<sup>th</sup> Action: Director Conklin makes motion to approve the replacement of current employee Bank of America debit cards with SMRPD issued credit cards to SCC Director, SCC Administrative Director and SMRPD Administrator as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

- b. Recreation Committee Reassignment

**Board Comments:**

Director Wright: Discussed meeting timing being an issue for Director Conklin.

**6<sup>th</sup> Action: Director Wright makes motion to approve the replacement of Director Conklin on the Recreation Committee with Director Wright as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes**

- c. Start Inventory Process

**Public Comments:**

Steve Reighart: Noted that Matt will be able to assist with this as well, possibly at the next concert.

**Board Comments:**

Director Wright: Inquired if there was a Board member that could take the lead on this.

Director Nelson: Agreed to begin this at the end of August.

- d. Annual Certification of Prohibited Interest GC Section 1094 FY 23-24

**Board Comments:**

Director Martz: Confirmed that this was sent it.

Director Nelson: Confirmed that a hard copy was mailed.

Director Conklin: Requested a copy of the required form.

- e. Community Emergency Response Team program – sold out – remove from agenda

- f. Discuss volunteer acknowledgments

**Board Comments:**

Director Kuhn: Volunteered to assist with this.

**VIII. FINANCE COMMITTEE-** Stephanie Dodge

- a. Finance Committee Minutes [July 2023](#)

- b. [CAPRD 2023-2024 dues invoice](#)

**7<sup>th</sup> Action: Director Wright makes motion to approve renewal and payment of dues for [CAPRD 2023-2024 dues invoice](#) as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes**

- c. Capri 2023-2024 Insurance Fees – [50% deposit invoice \\$11,470](#)

**Board Comments:**

Director Wright: Discussed the percentage split between SCC and SMRPD for the liability insurance premiums as 2/3 to SMRPD and 1/3 to SCC for these insurance fees.

Director Conklin: Requested that this not be divided for this payment because of the recent expenses SCC has incurred for their much needed improvements. Suggested that this be reevaluated at a later date.

Director Kuhn: Agreed with Director Conklin's recommendation.

Director Nelson: Agreed with Director Conklin's recommendation.

**8<sup>th</sup> Action: Director Wright makes motion to approve insurance deposit payment for [50% deposit invoice \\$11,470](#) as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes**

- d. Capri 2023-2024 Worker's Comp Insurance Fees – [Q1 fees \\$721.50](#)

**9<sup>th</sup> Action: Director Wright makes motion to approve worker's compensation quarterly premium due for [Q1 fees \\$721.50](#) with \$144 being allocated to SMRPD and the remainder to SCC as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes**

- e. SCC Paving Payment Request - \$10k / per month (est paid in full Nov 2023)

**Board Comments:**

Director Wright: Discussed that this was an informational item since the full amount has already been approved to be paid.

**TABLED - 10<sup>th</sup> Action: Motion to approve monthly payments of \$10k each starting in July for the paving work being completed as presented.**

- f. Audit 2021/2022 - status update – Stephanie Dodge

**Public Comments:**

Stephanie Dodge: Confirmed that audit was complete and that she would scan full report for posting on the website.

- g. QB Cure – Bookkeeping Services

**Board Comments:**

Director Wright: Discussed a conflict-of-interest issue with having an employee be the SMRPD bookkeeper. Confirmed that QB Cure would begin working on the books starting July 2023 and requested that Stephanie Dodge stay on for the next month to assist during the transition.

Director Conklin: Expressed gratitude for all of Stephanie Dodge's hard work.

**11<sup>th</sup> Action: Director Nelson makes motion to approve appointment of QB Cure for SMRPD bookkeeping services as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes**

**IX. AD HOC COMMITTEE FOR PER CAPITA GRANT**

- a. Next Committee meeting in August 2023

**Board Comments:**

Director Wright: Noted that a meeting may not be needed in August.

- b. Discuss Modjeska playground design progress

- c. Deed Restriction Paperwork

i. Deed Restriction document – [Silverado](#)

ii. Deed Restriction document – [Modjeska](#)

iii. Review: [Resolution 06272023-1](#)

**Public Comments:**

Scott Breeden: Inquired to ensure that all directors were reviewing the correct version of the deed restriction documents,

**Board Comments:**

Director Wright: Discussed that the resolution is needed to file the deed restrictions and that the state requires that SMRPD maintain the property for park use until 2048.

Director Nelson: Noted that this is a great added layer of protection to ensure that this remains a park for many years to come.

**12<sup>th</sup> Action: Director Wright makes motion to approve [Resolution 06272023-1](#) for submission of deed restriction paperwork to grant administrator as presented. Motion seconded by Director Nelson. Roll call vote conducted. Director Conklin voted aye. Director Kuhn voted aye. Director Martz voted aye. Director Nelson voted aye. Director Wright voted aye. Motion passes**

- a. [Silverado Playground Final Design & Quote](#) - Proposal to improve and install a new play structure in the Silverado Park.
  - a. Review proposal from Great Western for the Silverado Park

**Board Comments:**

Director Wright: Presented the following breakdown of the expenses as funding for the two park renovation proposals.

	Modjeska	Silverado
Equipment	\$89,802.00	\$82,966.00
Surfacing	\$38,673.15	\$42,280.00
Installation	\$62,309.00	\$34,305.84
Discount	(\$15,061.47)	(\$16,477.52)
Freight	\$10,321.51	\$6,120.64
Tax	\$5,792.39	\$5,152.86
<b>Total</b>	<b>\$191,836.58</b>	<b>\$154,347.82</b>
<b>Total Cost</b>	<b>\$346,184.40</b>	
Per Capita Grant	\$178,676.00	
SMRPD	\$167,508.40	
SMRPD Budget	\$180,000.00	
Remaining Uncommitted	\$12,491.60	

He noted that the primary reason for the extra expense of the Modjeska Park renovation is that the Modjeska park, unlike Silverado, has never had a rubberized safety surface and that adding that substantially increased the installation costs. He also noted that the Modjeska picnic tables project is not included in this bid.

Director Nelson: Inquired what the next phase of the project would be.

Director Wright: Confirmed that the next phase for these projects would be the contract phase.

**13<sup>th</sup> Action: Director Wright makes motion to approve final version of the [Silverado Playground Final Design & Quote](#) to move forward to next phase as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes**

- b. [Modjeska Playground Final Design & Quote](#) - Proposal to improve and install a new play structure in the Modjeska Park.
  - a. Review proposal from Great Western for the Modjeska Park

**14<sup>th</sup> Action: Director Wright makes motion to approve final version of the [Modjeska Playground Final Design & Quote](#) to move forward to next phase as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes**

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

- a. Minutes from [July 2023](#)
- b. Quarterly Safety Inspections Due – Scheduled for First week in Aug
- c. Air Conditioner Repairs – Silverado Bldg A

**Public Comments:**

Steve Reighart: Confirmed that the air conditioner has been repaired and cost was \$960.84 from Lewis HVAC.

**Board Comments:**

Director Wright: Inquired as to any other maintenance items needed for the air units at Silverado.

**15<sup>th</sup> Action: Director Nelson makes motion to approve repairs and replacement equipment for the air conditioning unit at the Silverado Bldg A not to exceed \$960.84 as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes**

- d. Ward Rental refund – air conditioning broken

**16<sup>th</sup> Action: Director Nelson makes motion to approve Ward rental fee reimbursement for \$100 as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes**

- e. Rentals – Jo Marie Varela
  - i. New for approval
    1. Working on a new date for Rattlesnake Event
    2. November 11, 2023 Team Rubicon Sand Bagging Class – requesting fee waiver
    3. Orizbeth Bible Study Reservations 14 dates Aug – Dec 2023
    4. SMRPD Flea Market scheduled for July 22nd. Goodwill will be onsite from 12pm-3pm
    5. Canyon Clean-up Event (in conjunction with California Coastal Clean-up) for September 23rd. Goodwill is able to attend this event as well.
      - a. Co-sponsorship request: SMRPD is requested to provide insurance for this this event

**Board Comments:**

Director Wright: Inquired as to what was involved with the September Coastal Cleanup.

Director Nelson: Inquired with Steve regarding chipper day and confirmed that OCFA was handling the chipper with separate insurance.

**17<sup>th</sup> Action: Director Nelson makes motion to approve new Facilities Rental Agreement requests as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes**

**18<sup>th</sup> Action: Director Nelson makes motion to approve SMRPD co-sponsorship and insurance request for the Canyon Clean Up event as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes**

**XI. RECREATION COMMITTEE**

- a. Minutes from [July 2023](#)
- b. Dance Class – Silverado (Irene V)
  - i. Fee waiver request

**Board Comments:**

Director Martz: Discussed dance class request. Confirmed that class fees are \$33, with a reduced fee for locals.

Director Nelson: Inquired if the event was reoccurring or just a one-time event. Inquired if there was a fee for the class.

**19<sup>th</sup> Action: Director Martz makes motion to approve new SMRPD Sponsored Recreation Request for Dance Class as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes**

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

**Board Comments:**

Director Wright: Requested this be tabled until the volunteer form is requested,

**TABLED - Action Item #20: Approve new SMRPD Sponsored Recreation Request for Exercise Boot Camp as presented.**

- d. Kids Maker’s Market in Modjeska – Volunteer: Mallary Watson
  - i. Need volunteer paperwork submitted
- e. Kids Glass Workshop – Volunteer: Alice Phillips
  - i. Anticipated class dates in Aug 2023

**Board Comments:**

Director Martz: Discussed music class and live scan required.

Director Wright: Noted that he would reach out to LiveScan to see if we could use the SCC registration numbers.

**XII. COMMUNICATIONS COMMITTEE**

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

**Board Comments:**

Director Wright: Discussed the updated Facilities Page on the SMRPD website.

- b. Community calendar Discussion

**XIII. INSURANCE COMMITTEE**

- a. Next Committee meeting in September 2023

**XIV. FUNDRAISING**

- a. Next Committee meeting in August 2023
- b. Create Volunteer List for acknowledgement

**XV. OPEN SPACE**

- a. Next Committee meeting in September 2023

**XVI. PERSONNEL**

- a. Next Committee meeting in October 2023

**XVII. AD HOC HANDBOOK COMMITTEE**

- a. Minutes from [July 2023 Meeting](#)

**Board Comments:**

Director Wright: Discussed process for handbook committee.

**XVIII. PUBLIC COMMENTS**

Scott Breeden: Inquired if wifi could be installed at Modjeska:

Director Wright: Noted that if there was a demand, we could look into adding internet.

**XIX. BOARD COMMENTS**

**XX. CLOSED SESSION**

**XXI. ADJOURNMENT** – Meeting adjourned at 7:41PM

**The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, August 22<sup>nd</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.