



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, June 27, 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 6:34 PM and was held in person and via Zoom link.
- II. **ROLL CALL** – Director Conklin, Director Martz, Director Kuhn, Director Nelson and Director Wright were present in person at the Silverado Community Center.
- III. **PUBLIC COMMENTS** – Non-agendized items
- IV. **CONSENT CALENDAR** – Jo Marie Varela

1st Action: Director Nelson makes motion to approve and file minutes of the [SMRPD General Board Meeting dated May 23, 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 [June Committee Meeting](#)
 - b. [SCC Program Report](#) - Laurie Briggs and Sarah Pizaruso

Board Comments:

Director Kuhn: Confirmed that the snake fencing is completed. Paving deposit submitted.

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

Board Comments:

Director Wright: Discussed a scholarship fund sponsoring a canyon child.

Director Nelson: Noted that a needs-based scholarship would be a good option.

Public Comments:

Sarah Pizaruso: Noted that she is phasing out of admin duties and transitioning to Ania. Noted \$11k was raised at the Wheelie Fest. Noted that there are a lot of resources and scholarships opportunities funded by the county that are listed on the SCC website. Discussed registration and enrollment over the past few years and that financial needs were not an issue encountered.

Francesca Duff: Discussed a resident that self-selected out of the children's center due to the rates.

Linda May: Confirmed that a policy was drafted and shared with the SCC committee.

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

Board Comments:

Director Conklin: Read aloud the SMRPD treasurer report.

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

Public Comments:

Stephanie Dodge: Read aloud the SCC treasurer report. Discussed coordinating with the accountant to make Bank of America balances match the financials. Noted that the deficit was due to the snake fencing expenses. Discussed staff appreciation night and teacher appreciation week. Noted account #6809 was created to separate taxes on the financials. Discussed the snake training for the students and how effective it has been for the children.

Board Comments:

Director Wright: Inquired as to the details of the new tax breakdown related to payroll.

2nd Action: Director Conklin makes motion to approve and file Financials for [SMRPD May 2023](#) as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

3rd Action: Director Conklin makes motion to approve and file Financials for [SCC May 2023](#) as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

VII. OTHER DISTRICT BUSINESS

- a. Start Inventory Process

Board Comments:

Director Nelson: Inquired as to the inventory being due in July.

Director Conklin: Inquired for Matt Borden contact information to assist with music equipment inventory.

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

Board Comments:

Director Conklin: Confirmed that this was submitted.

- c. [Sentry Article questions](#) from Scott B –

Board Comments:

Director Wright: Noted that a finalized document has been prepared and provided to Scott Breeden in the meeting.

- d. Community Emergency Response Team program – sold out

Board Comments:

Director Nelson: Noted that a new class may be beginning soon.

- e. Discuss volunteer acknowledgments – tabled

VIII. FINANCE COMMITTEE- Stephanie Dodge

- a. Finance Committee [Minutes June 2023](#)
- b. Audit 2021/2022 - status update – Stephanie Dodge

Board Comments:

Director Conklin: Noted that the audit was completed and that it is in the 30-day review period.

Director Wright: Noted that the auditor included items that need to be addressed.

- c. [SMRPD Budget](#)

Board Comments:

Director Conklin: Noted some major changes include the removing of any items that are purple. Noted that recreation program expenses were added to the new budget so that SMRPD can sponsor programs for the community. Confirmed that the Modjeska and Silverado playground renovation estimated expenses are un the new budget. Noted that in previous years we spent about \$1,200 on recreation.

Director Nelson: Inquired as to more details about the recreation programs SMRPD will sponsor.

Director Wright: Confirmed that this must be posted in the OC Register.

Action Item #4: Approve for public posting the SMRPD Budget as presented.

4th Action: Director Martz makes motion to approve public posting the SMRPD Budget as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- d. [SCC Budget](#)

Action Item #5: Approve for public posting the SCC Budget as presented. – approved in May meeting

IX. AD HOC COMMITTEE FOR PER CAPITA GRANT

- a. Minutes from [June 2023 Meeting](#)
- b. Discuss Modjeska playground design progress
- c. Silverado Playground Final Design & Quote

Board Comments:

Director Wright: Confirmed that this is still pending from the playground company. Noted that the Modjeska playground is still in the design phase.

Director Kuhn: Discussed adding cornhole to the Modjeska center.

Action Item #6: Approve final version of the Silverado Playground Design and Quote to move forward to next phase as presented. TABLED

- d. Deed Restriction Paperwork

Board Comment:

Director Wright: Discussed the deed restriction that requires SMRPD to keep the use of the area as a park until 2048.

7th Action: Director Conklin makes motion to approve submission of deed restriction paperwork and passage of Resolution 06272023-01 to grant administrator with the appropriate changes as discussed. 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.

X. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

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

Board Comments:

Director Conklin: Inquired as to the Modjeska walkway.

- b. Discuss Modjeska Movies in the park

Board Comments:

Director Martz: Noted that Greg Killingsworth will coordinate with SMRPD going forward.

- c. Discuss adding policy to website regarding required notice for certain group sizes use of the park

Board Comments:

Director Wright: Discussed the creation of a policy for the website so that larger events are coordinated with SMRPD when there are 20 or more.

Director Martz: Inquired as to the size of the group.

Director Conklin: Suggested that this be added as an action item to the next meeting agenda for the Board to vote on.

Public Comment:

Linda May: Suggested using scheduled versus reserved for ease of keeping track of all events.

- d. Rentals – Jo Marie Varela
 - i. New for approval
 - 1. June 08, 2023 – Rattlesnake Event – update
 - 2. June 16, 2023 – Birthday Party – Maloof
 - 3. July 02, 2023 – Bible Study Modjeska – Nancy J

8th Action: Director Wright makes motion to approve s 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 [June 2023 Meeting](#)
- b. Family Game Nights – Volunteer: Moira Ward
 - i. Fee waiver request
 - ii. Requesting the last Thursday of each month starting June 29th – suggesting 7/27 start date due to timing
 - 1. This is intended as a “family” event; children under 18 must be accompanied by a parent or guardian.

9th Action: Director Conklin makes motion to approve new SMRPD Sponsored Recreation Request for Family Game Nights as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- c. Music Lessons – Volunteer: Shawna Smith
 - i. Fee waiver request

- ii. Requesting either Tues or Thursdays to offer the classes
 - 1. [Program details](#)

Board Comments:

Director Wright: Noted that this is on a trial basis for 6 months for the keyboard and guitar lessons.

10th Action: Director Wright makes motion to approve new SMRPD Sponsored Recreation Request for Music Lessons at Silverado Community Center as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- d. Kids Maker's Market in Modjeska – Volunteer: Mallary Watson
 - i. Fee waiver request

11th Action: Director Conklin makes motion to approve new SMRPD Sponsored Recreation Request for a Kids Maker's Market in Modjeska as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

- e. Kids Glass Workshop – Volunteer: Alice Phillips
 - i. Fee waiver request
 - ii. SMRPD Subsidize part of the class fees to make classes more affordable for the community.
 - 1. Discussion: potential subsidy of \$45/per student, so the class to the community can be offered at \$25 each
 - 2. Potential classes for 6-12 and 12-16 year olds with a maximum class size of 12 students

Public Comments:

Linda May: Expressed concern over reviewing subsidies on a case-by-case basis.

Board Comments:

Director Conklin: Discussed that the SMRPD subsidy would help keep the costs down for the community. Discussed updating the subsidy amount to \$30 per student. Discussed Alice's process for the class.

Director Kuhn: Discussed her experience with the last class and how educational it was for the children.

Director Wright: Discussed concern for the amount of subsidiary and prefers to cap at \$500 for this program.

12th Action: Director Nelson makes motion to approve new SMRPD Sponsored Recreation Request for a Kids Glass Workshop where SMRPD subsidizes up to \$500 in class fees as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

Board Comments:

Director Wright: Discussed adding Joel's program to a special meeting for a vote.

Director Conklin: Discussed a naturalist program and offering fewer meetings.

Director Martz: Confirmed that Joel would take the live scan required for a children's program.

XII. COMMUNICATIONS COMMITTEE

- a. Next Committee meeting in July 2023
- b. Community calendar Discussion

XIII. INSURANCE COMMITTEE

- a. Minutes from [June 2023 Meeting](#)
- b. Add Alliant as an outside insurance policy option for facility rental renters –
 - i. Updated facility rental forms – reviewing Alliant and alcohol policy
 - 1. [Facility Rental Agreement](#) and [Special Event Agreement](#)

Public Comments:

Scott Breeden: Inquired if the version is the same as the one presented in the Insurance Committee.

Board Comments:

Director Nelson: Discussed Capri's recommendations to the Agreement.

Director Wright: Noted that the agreement has been updated with revisions from Capri.

13th Action: Director Nelson makes motion to approve new Facilities Rental Agreement and Special Events Agreement with Alliant insurance option as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

- c. Alliant Quarterly report – due July 10, 2023
 - i. [Q2 2023 Qtrly Report](#) for approval

14th Action: Director Conklin makes motion to approve submission of quarterly report to Alliant indicating no usage for the quarter as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- d. Capri earthquake policy update
 - i. [Email dated 06/23/2023](#)

Board Comment:

Director Wright: Discussed Capri removing earthquake from their policies. This places more urgency on having the buildings appraised.

XIV. FUNDRAISING

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

Board Comments:

Director Wright: Discussed creating this for next month.

XV. OPEN SPACE

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

XVI. PERSONNEL

- a. Next Committee meeting in July 2023

XVII. AD HOC HANDBOOK COMMITTEE

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

XVIII. PUBLIC COMMENTS

Steve Reighart: Discussed Modjeska trail and clearing the brush with 4 feet on each side. Requesting the bid for Specialized to be approved for the clearing.

Scott Breeden: Inquired as what the needed was for 4 feet clearance on each side.

Zach Duprey: Discussed having SMRPD take over the Great American Picnic.

Jenny Scott: Inquired as to who is funding the Great American Picnic.

XIX. BOARD COMMENTS

Director Nelson: Discussed weed abatement quote coming in over the approved amount so a new vote would be needed. Also, a quote for mulch in both parks.

Director Conklin: Advised that Zach can submit his receipts and expenses for the event.

Director Conklin: Requested special meeting to be scheduled on Monday, July 10, 2023 at 6:30PM.

XX. CLOSED SESSION

XXI. ADJOURNMENT – Meeting adjourned at 8:15PM

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, July 25th , 2023 at the Silverado Community Center.