



*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, November 28, 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 6:31 PM and was held in person and via Zoom link.
- II. **ROLL CALL** – Director Nelson and Director Wright were present in person at the Silverado Community Center. Director Martz present via Zoom.
- III. **PUBLIC COMMENTS** – Non-agendized items
- IV. **CONSENT CALENDAR** – Jo Marie Varela

**1<sup>st</sup> Action:** Director Wright makes motion to approve and file minutes of the [SMRPD General Board Meeting Dated October 24, 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 [November 2023](#)
  - b. SCC Program Report - Laurie Briggs and Ania Behm

#### **Public Comments:**

Laurie Briggs: Thanked Director Wright for assisting with the clean up. New teacher recently hired, so looking to enroll more children with the recent staff update.

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

#### **Public Comments:**

Sarah Pizzarusio: Provided an update on Friends.

- d. [Tuition increase Proposal](#)

#### **Public Comments:**

Laurie Briggs: Discussed the need for annual tuition rates to offer competitive rates for staff.

Sarah Pizzarusio: Discussed the increase proposal and the breakdown of the cost per hour encouraging full-day rates. Noted this as a restart since some of the tuition rates were grossly undercharged. Noted that this does not account for the canyon resident discount.

#### **Board Comments:**

Director Wright: Noted that this amounts to a 2-year increase of 5%.

**2<sup>nd</sup> Action:** Director Wright makes motion to approve posting of proposed SCC tuition increase as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- e. Discussion of whether SMRPD should be covering the "canyon" discounts at the SCC.

**Board Comments:**

Director Wright: Discussed the \$50 discount for canyon residents and that this should be covered by SMRPD rather than SCC. Requested that SMRPD look into covering this discount and that the discount be based on the amount of time each child is at the center.

Director Nelson: Agreed with SMRPD covering the discount and increasing the discount to \$100 is agreeable.

Director Martz: Noted that she would like the discussion to continue.

f. SCC Holiday staff appreciation party

**3<sup>rd</sup> Action: Director Nelson makes motion to approve SCC staff appreciation party lunch at Las Brisas or somewhere equivalent as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.**

g. [School closure schedule](#) to SMRPD board for review

**VI. TREASURER'S REPORT –**

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

**Public Comments:**

Laurie Briggs: Noted that the parking repaving used a lot of their resources.

**Board Comments:**

Director Wright: Discussed the SMRPD Treasurer report. Discussed the transfer of county funds and the upcoming availability of an estimated \$90k. Discussed the \$165k payment to Gametime for the playground equipment. Noted an upcoming cash flow problem for the next 6 weeks due to the playground upgrades. Noted that the grant contribution is expected in January. Noted that Rick Schultze had crew availability early and agreed to begin installation while SMRPD is waiting on the grant contributions. Recommending that SMRPD limit all December expenditures until the grant contributions are available.

Director Wright: Discussed the SCC Treasurer report. Noted that SCC saw increased revenues over projections. Noted that Procure and QuickBooks revenue are not matching while the bookkeeper is working on reconciliations. Noted a corrected version of financials will be provided by the bookkeeper.

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

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

**VII. OTHER DISTRICT BUSINESS**

- a. Discuss December SMRPD board meeting timing

**Board Comments:**

Director Wright: Discussed potentially moving each meeting up a week on the calendar. Alternatively, keep the committee meetings on the 19<sup>th</sup> and move the Board meeting into early January.

Director Nelson: Prefers the committee meetings on December 19, 2023 with the main meeting on January 2, 2024.

Director Martz: Agreed with new timing.

**VIII. FINANCE COMMITTEE-**

- a. Finance Committee Minutes [November 2023](#)
- b. Silverado - Modjeska Recreation and Park District Public Records Request - CY2022 Employee Compensation Reports

**Board Comments:**

Director Wright: Discussed that the attorney stated that it is not required to provide names with the salary.

**6<sup>th</sup> Action: Director Wright makes motion to approve refusal to respond to this request as directed by legal counsel. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

- c. Discussion of [SMRPD budget](#) and possible revisions for the current year

**Board Comments:**

Director Wright: Discussed an error with an income on the prior budget that was incorrect. Noted that landscaping expenses are higher than anticipated so those have been adjusted on the new budget. Noted the recreation budget was increased as well. Noted that lunch bunch was also added to the new budget.

**7<sup>th</sup> Action: Director Martz makes motion to revised [SMRPD budget](#) for current year as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

- d. CSDA membership dues - \$567

**Board Comments:**

Director Wright: Noted that he has used some of their resources and finds their information and employees useful.

**8<sup>th</sup> Action: Director Nelson makes motion to approve payment of CSDA membership dues as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.**

**IX. AD HOC COMMITTEE FOR LAND ACQUISITION**

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

**Board Comments:**

Director Nelson: Discussed recent discussion with the Abbey and that they are not ready to make a decision on the land while they work out perimeter fences.

**9<sup>th</sup> Action: Director Wright makes motion to approve closure of Ad Hoc Land Use Committee as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

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

- a. Committee meeting Minutes [November 2023](#)
- b. Quarterly Inspection Reports
  - i. [Silverado](#)
  - ii. [Modjeska](#)
  - iii. [Silverado Children's Center](#)
  - iv. [Supporting Pictures](#)

**Board Comments:**

Director Nelson: Discussed the recent safety reviews and documenting the recent maintenance that Steve Reighart had completed. Discussed Modjeska maintenance and SCC maintenance and upcoming repairs.

**10<sup>th</sup> Action: Director Nelson makes motion to approve submission of quarterly inspection reports to Capri as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.**

- c. Capri onsite inspection (Aug calendar item)
  - i. Create ad hoc committee – Phil McWilliams

**Board Comments:**

Director Wright: Discussed the recent webinar and documents required for the onsite visit. Noted that Phil McWilliams would be happy to assist with Director Nelson and Director Wright on the committee.

**11<sup>th</sup> Action: Director Wright makes motion to approve new Ad Hoc Capri Onsite Visit Committee as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

- d. New Flea Market Signs – request from Jenny
  - i. Banners on the Cheap - user friendly and inexpensive. All of these options do not include sales tax.
    - 1. Banners on the Cheap
    - 2. 4x6 \$56.38 per banner (Grommets and Rope included)
    - 3. There is a sale currently happening now, but the original price is \$102.51 for 1 banner, grommets and rope.
  - ii. On Time Designs
    - 1. 4x6 \$132 per banner (nothing included)
  - iii. Staples
    - 1. 3x6 \$108 per banner (nothing included/ did not have 4x6 option)
  - iv. Vista Print
    - 1. 4x6 \$93.99 per banner (nothing included)

**Board Comments:**

Director Wright: Discussed the requests from Jenny and the estimate would be closer to \$56-\$150.

**12<sup>th</sup> Action: Director Wright makes motion to approve purchase of new flea market signage up to \$200 as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

- e. Moveable barriers are the Riviera to discourage speeders
  - i. Up to \$2k approved in Oct – on hold until Jan 2024

**Public Comment:**

Jim Kerins: Inquired about the k-rails that can be filled with water as a possible alternative solution.

**Board Comments:**

Director Nelson: Discussed the speeder issue and the traffic sawhorses as a solution. Discussed a wood option that is more aesthetically pleasing that can be used to section off the Riviera parking lot. Noted that we would hold off purchasing until January.

Director Martz: Noted that she liked the idea of testing it out before we invest too heavily.

- f. Per Capita Grant – Playground status updates
  - i. The Silverado playground is almost complete. The surfacing should have been poured on Monday. There were two unexpected charges. One to add access to the clean-out ports of the septic tank next to the playground and the second to fill the void from an old cesspool under the playground. The cost of these additions will be about \$2,000. This can be covered by the amount already budgeted for the playground.
  - ii. Work on the Modjeska playground is continuing and should be complete next week. There were two unanticipated charges for this playground. It was determined that we should add an ADA gate directly into the playground. It was also decided to go ahead with the previously discussed project of renovating the picnic area next to the playground. This will include replacing the picnic tables with ADA acceptable ones provided by Rick Schultz. The estimate for this addition is \$9,800. This can be covered by the amount already budgeted for the playground.

**Board Comments:**

Director Wright: Discussed the status of each playground. Silverado’s playground is complete. Modjeska’s playground is waiting on a large piece of equipment before Modjeska is completed. Discussed a few additional expenses that have come up during construction. Noted a septic tank located near the Silverado playground area and the additional \$2k in expenses for the Silverado playground. Discussed an uneven walkway in Modjeska that needed to be repaired to ensure ADA compliance. Discussed an estimate to redo the Modjeska picnic area with a donation from Rick Schultze to allow for the area to be redone for an estimated \$9800. Confirmed that that all of these additions are within the anticipated SMRPD contribution.

**13<sup>th</sup> Action: Director Wright makes motion to approve additional specific expenditures for the playground project including entry gate, picnic area and septic tank areas as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

- g. Modjeska walkway repairs – update (Board approved up to \$30k 8/25/23) – tabled
- h. Rentals – Jo Marie Varela
  - i. New for approval
    - 1. Chipper Day – 6/8/24
    - 2. SCC Wheelie Fun Fest – requesting 6/1/24
      - a. Request fee waiver, insurance waiver
    - 3. Santa in the park – Modjeska – 12/16?
      - a. Do we need a form for this?

**Board Comments:**

Director Martz: Noted that this had been held at the fire station previously.

Director Wright: Noted that he would coordinate with Bruce for paperwork.

- 4. Canyon Kids Maker's market – holiday event – 12/16/23 – changed to 12/17
  - a. Fee waiver
- 5. Del Sol – requesting Aug 4, 2024
  - a. [Proposal](#)
  - b. Requested access to the kitchen
  - c. Requested roller skating, will require waivers. Providing insurance

**Board Comments:**

Director Nelson: Discussed the event.

Director Wright: Requested that we look into the amount of insurance necessary for them to offer roller-skating.

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

**XI. RECREATION COMMITTEE**

- a. Committee meeting Minutes [November 2023](#)
- b. Music Class
  - i. Request for rug to cover floor in Bldg A

**Public Comments:**

Steve Reighart: Discussed a rug from the shed that may work for these purposes.

**Board Comments:**

Director Martz: Noted that the rug request is for the mommy and me class.

Director Wright: Discussed an option for smaller rugs and each family.

**Action Item #15: Approve purchase of rug for Bldg A of up to \$500 as presented – TABLED**

- c. Senior Services Lunch Bunch job opening – pending applicant review

**Board Comments:**

Director Wright: Discussed the applicant and setting up an upcoming meeting with the senior lunch bunch.

- d. Flea Market Status – starting up January 2024
- e. Confirmation of reimbursement plan for ‘Naturalist for You’ upcoming events
  - i. Pending completed Volunteer Application

**Board Comments:**

Director Martz: Discussed that this may happen in the future.

- f. Yoga Class – beginning Monday November 27, 2023

**Board Comments:**

Director Nelson: Noted that the yoga class should be starting soon.

- g. Celebration of the playground openings

**Board Comments:**

Director Wright: Discussed \$100 budget for each playground re-opening.

Director Nelson: Noted that December 9<sup>th</sup> is Christmas in the Canyon.

**16<sup>th</sup> Action: Director Wright makes motion to approve grand opening events on December 3<sup>rd</sup> for Silverado Playground and a tentative date in December for Modjeska playground once completed, with a food budget of up to \$100 for each event as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

**XII. COMMUNICATIONS COMMITTEE**

- a. Next Committee meeting in January 2024

**XIII. INSURANCE COMMITTEE**

- a. Next Committee meeting in December 2023
- b. Discuss availability for the CAPRI site visit in April

**XIV. FUNDRAISING**

- a. Next Committee meeting in December 2023

**XV. OPEN SPACE**

- a. Next Committee meeting in December 2023

**XVI. PERSONNEL**

- a. Committee meeting Minutes [November 2023](#)
- b. General Manager position discussion
- c. General Manager applicant

**Board Comments:**

Director Wright: Discussed application for General Manager position. Noted that the position would be part time from 10-15 hours per week. Noted that there are funds remaining in the budget to cover these potential costs. Discussed that this position could assist with organizing more recreation activities. Discussed potential funding that SMRPD may be missing that having someone on staff could assist with.

Director Nelson: Inquired if the position is posted on the SMRPD website. Agreed with the need for the position and the capacity of the volunteer board. Discussed potential duties that would include grant research and managing safety inspections.

Director Martz: Discussed that Director Wright has taken on a large load of the Board. Inquired as to the job duties other than the annual Capri visit. Discussed social media duties.

**17<sup>th</sup> Action: Director Wright makes motion to approve general manager position and begin interviewing candidates as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

- d. Senior Services position applicant

**XVII. PUBLIC COMMENTS**

Larry Pfaffly: Discussed Tony’s truck project and discussed placement on the Abbey’s property. Noted that they have until December 15<sup>th</sup> to find placement for the truck.

Jim Kerins: Requested that we order more balls and paddles.

**Board Comments:**

Director Wright: Noted that the Abbey may not be ready to commit to any permanent uses of their land.

Director Nelson: Noted that the Abbey was difficult to coordinate with. Requested that Administrator order an 18 pack of balls with 2 sets of paddles.

**XVIII. BOARD COMMENTS**

**XIX. CLOSED SESSION**

**Closed session begins: 7:50pm**

**Close session ends: 8:01pm**

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

**Action Item #19: Approve SCC staff bonuses as presented.**

**19<sup>th</sup> Action: Director Wright makes motion to approve SCC staff bonuses as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

- b. SCC Staff Pay scale update

**Action Item #20 Approve SCC pay scale update as presented.**

**20<sup>th</sup> Action: Director Wright makes motion to approve SCC pay scale update as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

- c. SCC Director scale update

**Action Item #21 Approve SCC Director pay scale update as presented.**

**21<sup>st</sup> Action: Director Wright makes motion to approve SCC Director pay scale update retroactive to September as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

**XX. ADJOURNMENT**– Meeting adjourned at 8:06PM

**The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, December 26<sup>th</sup>, 2023 at the Silverado Community Center.**