



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, October 24, 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 6:36 PM and was held in person and via Zoom link.
- II. **ROLL CALL** - Director Martz and Director Wright were present in person at the Silverado Community Center. Director Conklin present via Zoom.
- III. **PUBLIC COMMENTS** – Non-agendized items

Public Comments:

Public request to add Thanksgiving event to facility discussion.

Board Comments:

Director Conklin requested a closed session item to discuss Silverado Children's Center wages.

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

1st Action: Director Wright makes motion to approve and file minutes of the [SMRPD General Board Meeting Dated September 26, 2023](#) as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

- V. **SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE** – Laurie Briggs
 - a. Minutes from [October 2023](#)
 - b. SCC Program Report - Laurie Briggs and Ania Behm
 - c. Friends of Silverado Children's Center Updates – Sarah Pizaruso
 - i. [Report](#)

Public Comments:

Sarah Pizaruso: Noted that all Friends of SCC activities are on hold until the deck project can be completed. Fundraising is off to a slow start since the Modjeska Wine event was cancelled.

Board Comments:

Director Conklin: Discussed Silverado Children's center program report. Noted that recruiting is underway for lead teacher and other positions for the SCC. Currently at 38 students, and unable to enroll too many more due to teacher staffing issues.

Director Wright: Discussed a recently hired teacher who accepted a position outside of the canyon for higher wages.

VI. TREASURER'S REPORT –

a. SMRPD & SCC financial notes –

i. Treasurer Report –SMRPD Aug 2023 and SMRPD Sept 2023

Board Comments:

Director Conklin: Discussed SMRPD financials and the delays due to bookkeeper transition. SMRPD is on budget and noted that landscaping expenses are higher than expected.

Director Wright: Discussed the upcoming payment to be made for the playground renovations.

2nd Action: Director Wright makes motion to approve and file Financials for [SMRPD Aug Financials](#) and [SMRPD Sept Financials](#) as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

ii. Treasurer Report – SCC Aug 2023 and SCC Sept 2023

Board Comments:

Director Conklin: Discussed the large maintenance expenses that has affected SCC's financials. Noted that the parking pavement is completed. Noted that staffing expenses are higher due to substitute teacher wages. Discussed potential tuition increases for any new students that enroll after February 2024. Discussed the roofing issues they are facing and the potential for a fundraising event to help fund the roof repairs needed.

Director Wright: Noted that in terms of operations the school is in good shape, but the financial issues are due to deferred maintenance that all came due as once. Confirmed that the SCC is taking in more income than they are spending each month so they just need to time to replenish their reserves.

3rd Action: Director Wright makes motion to approve and file Financials for [SCC Aug Financials](#) and [SCC Sept Financials](#) as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

VII. OTHER DISTRICT BUSINESS

a. Community Inquiry - [Tony's Truck Request](#)

Public Comments:

Zachary Duprey: Mentioned Chris Unger is a car collector in the canyon.

Larry Pfaffly: Presented the request for Tony's Truck. Noted that it is in a temporary place for now and that the 30-day deadline has been extended.

Steve Reighart: Suggested that Larry discuss the truck restoration with Chris Unger.

Board Comments:

Director Wright: Discussed the request and opened for discussion.

Director Martz: Noted that this may be more of a private request since SMRPD does not have any property that is a good fit to store a vehicle like this.

Action Item #4: Approve requested community request for Tony's Truck placement as presented. TABLED.

VIII. FINANCE COMMITTEE-

a. Finance Committee Minutes [October 2023](#)

b. Discuss QB Online

Board Comments:

Director Wright: Discussed the transition with the new bookkeeper and that he has agreed to do the transition for SMRPD at no charge.

5th Action: Director Wright makes motion to approve implementation of QB Online for bookkeeping for SMRPD as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

c. Discuss Bill.com

Board Comments:

Director Wright: Discussed the current system for making payments and the delay it causes to getting vendors paid. Noted that Bill.com will eliminate the need for physical checks to be signed and the approval process will become more efficient. Noted that this also makes the annual audit process more efficient. Discussed the ability to create physical and virtual credit cards for volunteers.

6th Action: Director Wright makes motion to approve implementation of Bill.com for outbound payables for SMRPD and SCC as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

d. Discuss bookkeeping services payments

Board Comments:

Director Wright: Discussed the additional expenses are to assist the SMRPD Board and would like these to be allocated to SMRPD budgets. Discussed the large amount of work the bookkeeper has done to ensure a smooth transition.

Director Conklin: Discussed the annual evaluation of bookkeeping services and budgets.

7th Action: Director Wright makes motion to approve payment by SMRPD for all bookkeeping services for the remainder of the year as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

- e. Discuss procedure needed to open Bank of America credit cards to replace debit cards issued to SMRPD staff
 - i. [Business Advantage Customized Cash Rewards Mastercard® credit card](#)
 - ii. [Business Advantage Unlimited Cash Rewards Mastercard® credit card](#)

Board Comments:

Director Conklin: Discussed the credit card options that are available and the rewards for each option. The second card was the recommended option. Noted that someone on the Board must be a guarantor.

Director Wright: Discussed that the 2023 audit noted that credit cards are not preferred for employees to use so this is being looked into based on this recommendation from the auditor. Agreed to be the guarantor for the credit cards.

8th Action: Director Wright makes motion to approve Bank of America Unlimited Cash Reward credit card for SCC Director and Administrator to be guaranteed by a director on the Board as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

IX. AD HOC COMMITTEE FOR LAND ACQUISITION

- a. Committee Minutes [October 2023](#)

Board Comments:

Director Wright: Discussed the recent committee meeting and reopening the discussion of the land next to the community center with the Abbey. Discussed some potential ideas for the land including pickleball courts, a dog park, and a community garden.

X. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Committee meeting Minutes [October 2023](#)
- b. Specialized Tree Invoices for approval
 - i. [Donna's Garden](#) - \$1,125 – Cancel this project
 - ii. [Hunt Tree](#) - \$1,335
 - iii. [Pruning](#) - \$2659.50

Board Comments:

Director Martz: Discussed the pending Specialized invoices.

Director Wright: Discussed the garden Donna kept in Modjeska that the community will try to upkeep as a memorial.

9th Action: Director Wright makes motion to approve Specialized Tree invoices ii and iii as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

- c. Moveable barriers are the Riviera to discourage speeders

Public Comments:

Janet: Inquired as to what the barriers would look like. Inquired as to the concern with the speeders.

Scott Breeden: Inquired as to where the speeding occurs throughout the canyon.

Larry Pfaffly: Inquired about dirt and if improving the road would help the speeder situation.

Board Comments:

Director Wright: Discussed the recent concerns for speeders in the Riviera. Noted that the county prohibited any speed bumps being installed. Discussed using barriers to divide the Riviera into sections. Discussed the liability and danger the speeders cause in the community. Noted that this may not be an item we implement immediately.

10th Action: Director Wright makes motion to approve expenses up to \$2,000 for purchase or barriers to be implemented at the Riviera as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

- d. Per Capita Grant – Playground status updates

Board Comments:

Director Wright: Noted that the initial payment would be made soon and that they would work on an updated timeline.

- e. Modjeska walkway repairs – update (Board approved up to \$30k 8/25/23)
- f. Bob Hunt tree – update
- g. Rentals – Jo Marie Varela

- i. New for approval
 1. Canyon Kids Maker's market – holiday event – date?
 - a. Fee waiver
 2. Rattlesnake Event – October 22, 2023
 3. Del Sol

Public Comment:

Zach Duprey: Discussed the Del Sol event and noted that it was not that well attended by the canyon community.

Board Comments:

Director Martz: Inquired as to attendance of the event.

Director Conklin: Requested that the Del Sol event be added to the November agenda to review for approval.

4. Modjeska Halloween event - 6pm to 8 pm on Oct. 31, 2023 (set up at 3 pm)
 - a. Fee and insurance waiver request

11th Action: Director Wright makes motion to approve items 1, 2 and 4 of the new Facilities Rental Agreement requests as presented. Noted that the Del Sol event is tabled. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

Community Agenda Item added:

Thanksgiving Dinner Discussion:

Public Comment:

Janet: Discussed that it is too early to request pricing for the Thanksgiving meal. Noted that there are many volunteers willing to help and that the need is for 6 turkeys and 6 hams. Saturday following Thanksgiving.

Zach Duprey: Discussed that there will be a Rockabilly band at the event this year,

Board Comments:

Director Wright: Noted that the estimated SMRPD contribution would be \$300-\$400 for the turkeys and hams.

Director Wright makes motion to approve a SMRPD contribution of up to \$400 for the Thanksgiving Event as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

XI. RECREATION COMMITTEE

- a. Committee meeting Minutes [October 2023](#)
- b. Senior Services Lunch Bunch job opening
 - i. [Draft job description](#)

Public Comments:

Diane Young: Discussed the lunch bunch and changes over the year. Requested that we post the job opening.

Board Comments:

Director Martz: Discussed the job description for the position. Noted that the lunch bunch needs additional grocery cards for the weekly events.

Director Conklin: Requested that the position be called Senior Lunch Coordinator. Requested that the approval be tentative while the budget for this is confirmed. Noted that this may come from the salaries budget versus the recreation budget. Discussed a prior line item for lunch bunch of \$1150.

Director Wright: Noted that the individual will need a Servsafe certificate. Requested that this project be incorporated into the SMRPD budget. Noted that this utilizes the entire current recreation budget for the year so we may need to reconsider budget allocations.

12th Action: Director Wright makes motion to approve posting of Senior Services job opening and create a budget line up to \$5,000 annually as presented. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.

- c. Flea Market Status

Board Comments:

Director Martz: Discussed that Jenny Connor would like to head up the flea market.

- d. Kids theatre- Dion Sorrell

Action Item #13: Approve theatre course request as presented. TABLED.

- e. Confirmation of reimbursement plan for 'Naturalist for You' upcoming events

Board Comments;

Director Wright: Discussed the invoicing process and the SMRPD sponsorship requirements for this new program.

Director Martz: Confirmed that these walks would begin in November.

Action Item #14: Approve Naturalist for You program and SMRPD sponsorship as presented. TABLED

f. Yoga Class

i. Requesting Mon or Tues evenings (music is Tues, so Monday may be best for this)

15th Action: Director Martz makes motion to approve weekly yoga course for request for Mondays as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

g. Children's Soccer program: - start date

i. Nextdoor Poll results

XII. COMMUNICATIONS COMMITTEE

a. Consider whether we should be posting information about events on Instagram.

Board Comments:

Director Wright: Discussed Director Nelson managing the social media accounts.

b. Next Committee meeting in November 2023

XIII. INSURANCE COMMITTEE

a. Committee meeting Minutes [October 2023](#)

XIV. FUNDRAISING

a. Next Committee meeting in November 2023

XV. OPEN SPACE

a. Committee meeting Minutes [October 2023](#)

XVI. PERSONNEL

a. Next Committee meeting in December 2023

XVII. PUBLIC COMMENTS

XVIII. BOARD COMMENTS

XIX. CLOSED SESSION

Grocery cards disbursed for Lunch Bunch: \$200 to Diane Young at Nov meeting and \$200 at Oct meeting.

Closed Session Item added

Closed Session begins 8:08

Closed session ends: 8:42

Board voted to raise SCC Director salary to \$60k.

Board voted to approve commission for SCC Director for last quarter of \$750, plus a \$175k adjustment for prior commission mistakes between April & June.

Board voted to approve giving authority to the SCC Director raise SCC teacher wages by up to \$.50/hr.

Board voted that SMRPD would provide the SCC Director with a thank you gift (estimated value \$250)

I. ADJOURNMENT – Meeting adjourned at 8:44PM

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, November 28th, 2023 at the Silverado Community Center.