



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, September 26, 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
QB Cure: Bookkeeper
TBD: 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 6:40 PM and was held in person and via Zoom link.
- II. **ROLL CALL** - - Director Conklin, Director Martz, Director Nelson and Director Kuhn were present in person at the Silverado Community Center. Director Wright present via Zoom.
- III. **PUBLIC COMMENTS** -
- a. Non-agendized items
 - i. Claudia - Brain and Body was added to Recreation.
 - ii. Senior Services was added to Recreation.

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

1st Action: Director Nelson makes motion to approve and file minutes of the [SMRPD General Board Meeting Dated August 25, 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 [September 2023](#) -
 - b. SCC Program Report -

Meeting Notes:

Report given by Director Conklin in lieu of Laurie Briggs and Ania Behm being absent.

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

Meeting Notes:

Sarah Pizaruso reported on the successful fund raising by the Friends of Silverado Children's Center and described the projects these funds supported. The friends noted that there is a need for mulch and asked residents who might be going to Aguinaga Green to bring a load of mulch for the center.

VI. **TREASURER'S REPORT** -

- a. SCC financial notes -

Meeting Notes:

Director Conklin reported these will be tabled for next month due to the changeover of bookkeepers to QBcure and the audit of our financials that they are performing.

- i. Treasurer Report - SMRPD Aug 2023 - will be available for the October meeting
- ii. Treasurer Report - SCC Aug 2023 - will be available for the October meeting

Action Item #2: Approve and file Financials for SMRPD Aug Financials – TABLED until October Meeting

Action Item #3: Approve and file Financials for SCC Aug Financials – TABLED until October Meeting

VII. OTHER DISTRICT BUSINESS

- a. Creation of New Ad Hoc Land Acquisition Committee – Nelson presented and requested.

Meeting Notes:

The focus is only on the land belonging to the abbey to the west of the Silverado park. Director Nelson and Director Wright will be on the committee. Director Nelson will contact the Kerins family and Steve Reighart for additional support.

4th Action: Director Nelson makes motion to approve the creation of the Ad Hoc Land Acquisition Committee as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- b. Public Record Request 7/27/23 - california@openthebooks.com

Meeting Notes:

Director Wright stated this is completed, remove from future agenda.

- c. Switch employee debit cards to credit cards

Meeting Notes:

Director Conklin reported that Capital One required we open a bank account with them, so the plan is to go to Bank of America for credit cards, since they already have all our information.

- d. Inventory Process -

Meeting Notes:

Director Nelson discussed the list of audio equipment produced by Matt. He is working with Steve and Matt to complete insurance needs in this area.

- i. [Audio Inventory – July 2023](#)

- e. Discuss volunteer acknowledgments –

Meeting Notes:

Director Kuhn is putting together a list of all the volunteer's in the canyons who volunteer their time and take care of on going programs to formally acknowledge those assisting the community and keep record. Please contact Director Kuhn if you would like to volunteer or be listed as a volunteer for programs via email.

VIII. FINANCE COMMITTEE-

- a. Finance Committee Minutes [September 2023](#)
- b. Move funds from County account to our B of A account – [Resolution 09262023-01](#)

Meeting Notes:

Director Wright noted that we need to transfer these funds now so that we can make the upfront payment to purchase the playground equipment that is part of the Per Capita grant.

5th Action: Director Conklin makes motion to approve Resolution #09262023-01 for \$150,000 of funds being moved from the County account to the SMRPD B of A account as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- c. OC Auditor Controller request - audited financial statements for FY21/22 for Silverado Modjeska

Meeting Notes:

Director Conklin stated this has been completed, remove from future agendas.

- d. Capri Final Payment Report – due 8/30/2023 – update –
 - i. [Fillable report](#)

Meeting Notes:

Director Conklin confirmed that QB Cure just got access to Nexus yesterday, this is in the process of being taken care of.

- e. Audit 2021/2022 – website posting status update – completed
- f. Sound System Upgrade Request – Kevin Topp requested items listed
 - i. [Need list of components](#)

Meeting Notes

Kevin Topp noted that our success bring in bands to play for free at concerts is aided by have good audio equipment for them to use. The list presented does not all needed to be purchased now. It is possible that after the Country Fair we might receive a donation to cover part of the cost of the full list.

6th Action: Director Conklin makes motion to approve sound system upgrade as requested up to \$2,000 with review of additional funds to be researched. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- g. Payment Due to of up to \$172,768.00 to Great Western for the playground equipment.

Meeting Notes:

Director Wright presented that doing this will require either that the transfer from the County be completed or that a large portion of it is covered by the per capita grant.

Silverado Modjeska - Equipment \$74,740.52 | Tax \$5,792.39 | Freight \$7,371.51 | Total \$87,904.42
Silverado Community Center - Equipment \$66,488.48 | Tax \$5,152.86 | Freight \$6,120.64 | Total \$77,761.98
Total payment required \$165,666.40

This amount is less than it might be because of the discount we are receiving.

7th Action: Director Wright makes motion to approval of up to \$172,768.00 to Great Western for the playground equipment for the Per Capita Grant project as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

IX. AD HOC COMMITTEE FOR PER CAPITA GRANT

- a. No future Committee meetings scheduled.

8th Action: Director Conklin makes motion to approve closure of the Ad Hoc Per Capita Grant committee and move all future Per Capita Grant discussion to the Facilities Committee as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

X. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Next Committee meeting in October 2023
b. [IT proposal](#) – Josh C
i. Silverado Community Center IT upgrade proposal - upgrade/overhaul the network – waiting on proposal from Josh C.

Meeting Notes:

Director Neslson reported the ICL paid for this and has donated this to the SMRPD. Thank you to the ICL for gifting this to the SMRPD as an emergency facility upgrade. There's still a little more work to be done, but it is almost complete.

Action Item #9: Approve IT upgrade at Silverado Community Center for up to \$2,300 as presented – TABLED

- c. Additional Freezer for Silverado storage closet –

Meeting Notes:

Director Conklin reported in lieu of Martz that a Freezer is being requested by the concert series and others who use the facility due to there not being enough room for ice and any other additional items. Steve will get measurements and electricity taken care of.

- i. Need measurements and to ensure electric is compatible

10th Action: Director Conklin makes motion to approve purchase of additional freezer for Silverado Storage closet of up to \$1,000 as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

- d. Removal of remaining brush in Modjeska – [Specialized Invoice](#) Nelson presented.

11th Action: Director Conklin makes motion to approve Specialized Tree Works invoice to remove the additional brush in Modjeska as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- e. Per Capita Grant – Playground status updates by Wright, this is underway with the approval of funds being transferred.
f. Discussion regarding AED devices to go with the first-aid kits.

Meeting Notes:

Director Nelson presented, link below.

<https://americanaed.com/aed-solutions/business-aed->

package?msclkid=9ed4c7c732be19df24c9a2d4bb3436a6&utm_source=bing&utm_medium=cpc&utm_campaign=Products%20%20Shopping&utm_term=4576992030648711&utm_content=Philips%20%26%20Zoll%20Only

- i. Estimated cost about \$1,750 each.

12th Action: Director Nelson makes motion to approve purchase of two AED units of up to \$5,000 as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

- g. Modjeska walkway repairs – no update
i. Board approved up to \$30k 8/25/23
h. Bob Hunt tree discussion –

Meeting Notes:

Director Nelson reported we are still waiting on a proposal from Specialized.

- i. Rentals – Presented by Conklin in luei of Jo Marie Varela being absent.
i. New for approval
1. Community Potluck – Nov 25th
a. SMRPD Sponsorship request with funds for turkeys and hams
2. [Little Folk Club Instagram](#)
a. Requesting fee waiver
b. Larger kids only Halloween maker's market along with one of her Little Folk Club shows at either Silverado or Modjeska Park.
c. she does charge for a "family ticket" (usually \$10-\$15) to pay her band and because she brings instruments, props and blankets etc. for the kids to use during the show. It's sort of a sing-a-long type of thing. Since technically this would be a private event for families who purchased tickets, would the fee to use either of the parks be the \$500 if I were to rent it as a canyon resident?

3. Canyon Kids Maker's market – holiday event
 - a. Fee waiver
4. October 07, 2023- Kirkland celebration of life
 - a. Fee waiver request
5. October 21, 2023 – Bob Hunt Celebration of Life
6. Baby Shower – October 28th – Nieves
 - a. Is insurance required if just the grass is being rented?
7. Baby Shower – October 29th – Doug
8. Oct Fair – pending signed agreement and insurance documents

Meeting Notes:

No additional notes for any events listed above. The approval includes requested fee waivers.

13th Action: Director Conklin makes motion to approve new Facilities Rental Agreement requests as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- j. Chapman University Film Request
 - i. A student at Chapman's Dodge College Film and Media Arts has reached out about using Silverado & Modjeska Parks for a senior thesis film called 'Blues For Herold'
 - ii. It would be a three day shoot from December 1-3 and the crew will be no more than 22 people. It will be a quiet shoot with no loud disruptions, stunts, or action sequences.
 - iii. It will mean so much to us if we are permitted to film here. We will also give the property manager and the park credit in our film.

14th Action: Director Kuhn makes motion to approve Chapman University student film request with contingency on agreeable dates and usage of the parks to better understand logistics. Director Kuhn has authority by the board to approve or unapproved upon further details as a final decision. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.

XI. RECREATION COMMITTEE

- a. Next Committee meeting in October 2023
- b. Flea Market Status
 - i. Volunteer to head it up – Jennifer Conner – Diane Young will facility with Nora Ajion to volunteer with Jennifer.
- c. Look into CPR class offerings by SMRPD –Wright reported we have not found anyone to run these classes yet. Nelson stated he would research this.
- d. CPR Requirements for Fitness Instructors

15th Action: Director Conklin makes motion to approve requirement for all fitness course instructors to have a CPR certificate on file valid within the last 24 months and that this is required to be obtained within next 3 months. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- e. Second Pickleball Court – Silverado – tabled as Martz was not present.
 - i. Discuss bids and requirements

Action Item #16: Approve restriping of the Silverado sports are for a second pickleball court as presented. - TABLED

- f. Children's Soccer program:
 - i. Nextdoor Poll results
 - ii. 'little tykes' Challenger soccer program - starting date adjustable, proposed 8 wk program. Once a week - Day of week can be selected. Rev share of \$15 per session
 - iii. [Proposed Flyer](#)

17th Action: Director Nelson makes motion to approve new SMRPD Sponsored Recreation Request for Little Tykes Soccer program as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- a. FriendlyCenter.org
 - i. "Beer Tasting" fundraising event for non-profit
 - ii. inviting various local breweries and food trucks or pop-up restaurant booths as part of our festival.
 - iii. Tickets will be pre-sold and expecting 300 people.
 - iv. Requesting: Saturday in March or April 2024, first date of choice is April 6th
 - v. Friendly Center, Inc. is a 501(c)(3) nonprofit organization in Orange County providing a variety of prevention and intervention programs to support families experiencing crisis or facing the challenges of poverty. Founded in 1924 to assist impoverished farm workers in Orange and their families, Friendly Center is the oldest Orange County based non-profit to remain true to its founding purpose of helping families in crisis. Today, our mission is to provide stability, opportunity, and hope to children and families in poverty. Proceeds from fundraising events will fund our free programs that help low-income families overcome crisis and the barriers of poverty. These programs include emergency assistance, mental health counseling, food distributions, domestic violence intervention, parenting classes, after-school tutoring, job development workshops, and more.

Meeting Notes:

Director Conklin presented with discussion by the board. The board agreed this was an event good for the community and once a date is agreed upon by the Friendly Center and action item will be presented at a following meeting.

- g. Senior Services

Meeting Notes:

The board has decided, after much discussion that a job posting will go online for the position of Senior Services Lunch Bunch. Director Conklin will find the gift cards to give to Diane Young, \$200 was agreed on to last for one month, while the board searches for a new employee to head Senior Services.

- h. Sol-Do –

Meeting Notes:

Claudia Che presented the attached documents below and a description of the event. Claudia is proposing to host Sol-Do next summer on Aug. 4th, 2024 or July 28th, 2024. Director Nelson asked if they were open to June dates, Claudia said yes. Director Conklin said to send all documents to Jo Maire and her facility request for approval at next months meeting.

Commented [CW1]: Need to get and link these

XII. COMMUNICATIONS COMMITTEE

- a. Next Committee meeting in October 2023

XIII. INSURANCE COMMITTEE

- a. Next Committee meeting in October 2023

XIV. FUNDRAISING

- a. Next Committee meeting in November 2023

XV. OPEN SPACE

- a. Next Committee meeting in October 2023 - tentative

XVI. PERSONNEL

- a. Next Committee meeting in October 2023

XVII. AD HOC HANDBOOK COMMITTEE

- a. No future Committee meetings scheduled.
- b. Resolution [#09262023-2](#) to approve the current draft of the [SMRPD Policy and Procedures Handbook](#)

18th Action: Director Conklin makes motion to approve Resolution [#09262023-2](#) to approve the current draft of the [SMRPD Policy & Procedures Handbook](#) as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

19th Action: Director Conklin makes motion to approve closure of the Ad Hoc Handbook committee as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

XVIII. PUBLIC COMMENTS

XIX. BOARD COMMENTS

XX. CLOSED SESSION

- a. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Michele Conklin; Annual Review
- b. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Michele Conklin; Animal Care Coordinator Tuition Discount
- c. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Michele Conklin; Employee Discount tier – tabled to next meeting.

20th Action: Director Wright makes motion to approve 10% tuition discount as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- I. **ADJOURNMENT** – Meeting adjourned at 8:30 PM

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, October 24th, 2023 at the Silverado Community Center.