



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 FINANCE COMMITTEE MEETING

Tuesday, June 18th, 2024 at 2:30 PM
Silverado Community Center
27641 Silverado Canyon Road

Committee Members

Michele Conklin: Chair
Brittany Kuhn: Treasurer

Staff

Brad Yochum: Bookkeeper
JoMarie Varela: Administrator
Alexa Dixson-Griggs General Manager

AGENDA

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.

PUBLIC COMMENTS: A person wishing to comment on an Agenda item should wait for the chairperson to request comments and then unmute his or her phone, ask to make a comment, and wait for the chairperson to recognize him/her. You have three (3) minutes to complete those comments, unless a longer time is granted. No speaker may allot his or her time to others.

Comments on Agenda items: Comments concerning matters on the Agenda will be heard at the time the matter is considered.

Comments on non-Agenda items: Comments concerning matters not on the Agenda will be heard during the Public Comment section of the Agenda. A speaker's comments should be within the subject matter jurisdiction of the SMRPD.

Please note that if you are addressing the Board on items not on the Agenda, the Brown Act does not allow Board discussion of such items because they are not on the Agenda and thus were not noticed publicly. Therefore, the Board may only do the following: refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response. Your comments may be placed on the Agenda for future discussion. Non-Agenda comments are limited to 3 minutes each with a total of 15 minutes.

I. CALL TO ORDER

II. ROLL CALL

III. NEW BUSINESS

- a. Update from Auditor progress
- b. Discussion of the allocation of QBcure and Bill expenses between entities
Proposal: SCC pays \$800 of the QBcure expense plus their charges on Bill.com. SMRPD pays the rest of QBcure expenses and their Bill.com charges
- c. QB Cure Invoice for Approval
 - a. [Invoice](#)
- d. Scanner for Alexa to work remote
 - a. Brother Wireless Portable Compact Desktop Scanner, Model ADS-1250W,
 - i. Cost to order from Amazon is \$220.
 - ii. Motion at main meeting will be needed
- e. 2024 Biennial Notice for Conflict of Interest Code – due 10/1/24 to OC Board of Supervisors
Notice of our unchanged [COI Code](#) was filed with the County on June 10
- f. LAFCO Sphere of Influence – MSR Survey response (see below) was submitted to LAFCO by Alexa in early June
 - a. [Third Cycle \(2013\) MSR Determinations Summary](#)
 - b. [OC LAFCO Central MSR SMRP Survey](#)
 - c. [Submitted response](#)
- g. Fair Banner / stickers Reimbursement – Kevin Topp

In addition to the stickers, Kevin (at Ted's Request) has designed and is having produced banners to be placed the week of each concert at strategic locations. Cost ~\$300

- h. June Calendar Item
 - a. End Fiscal Year
- i. Dec Calendar Item
 - a. All Board Members to complete [Annual Certification for Fiscal Year Certificate of Prohibited Interest Government Code Section 1094](#) per the Auditor-Controller's request
Just need John to sign revised version

IV. OLD BUSINESS/DISCUSSION

- a. New bank for credit cards to replace debit cards issued to SMRPD staff – Bill.com update
- b. Financials – Brad
 - i. SMRPD
 - a. May Financials
 - b. May Treasurer Report
 - ii. SCC
 - a. May Financials
 - b. May Treasurer Report
- c. Budget
 - a. 30 day notice was posted for the SCC & SMRPD
Budgets will be approved in our July meeting
- d. SCC - ProCare Specific Summary Report – April Tuition Report - Laurie Briggs
- e. [Bookkeepers Guide Update](#)

V. PUBLIC COMMENTS

VI. BOARD COMMENTS

VII. CLOSED SESSION

VIII. ADJOURNMENT

The next regular meeting of the SMRPD Finance Committee will be July 16th at 2:30 PM 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.