



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, April 23, 2024 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
Alexa Dixson-Griggs	General Manager

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 6:30 PM and was held in person and via Zoom link.
- II. **ROLL CALL** – Director Martz, Director Kuhn, Director Nelson, and Director Wright were present in person at the Silverado Community Center. Director Conklin was present via Zoom.
- III. **PUBLIC COMMENTS** – Non-agendized items

Public Comments:

Jim Fisler: Presented to the community on behalf of LAFCO Commissioner position. Discussed his last 14 years as commissioner and the continued culture change and becoming more of a resource. Discussed increasing outreach to the special districts including the LAFCO newsletter. Discussed upcoming election and representation of south county and north county. South county has 6 of the 9 current seats.

Board Comments:

Director Wright: Discussed adding two items to the agenda. Discussed the Abbey's request for a fence on the Riviera. Also, discussed sending Alexa to a General Manager educational seminar.

Director Wright makes motion to pay for registration CSDA for Alexa to attend upcoming conference as presented. Motion seconded by Director Nelson. All Directors presented voted aye. Motion passes.

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

1st Action: Director Wright makes motion to approve and file minutes of the [SMRPD General Board Meeting Dated March 26, 2024](#) as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

I. **FACILITY RENTAL AGREEMENTS**

- a. Rentals – Jo Marie Varela
 - i. New for approval
 1. 2nd Rattlesnake training – update
 2. Bible Study – July – Dec requests

2nd Action: Director Nelson makes motion to approve new Facilities Rental Agreement requests as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- ii. Home School request

1. Requested additional details and facility use paperwork
2. homeschool program starting up. Does the homeschool want to (a) put on an event like the marker's market for their students to sell items and they are looking for a space, or (b) are they interested in hosting an event open to everyone.
3. [Attachment](#)

Board Comments:

Director Martz: Discussed this kids marker market request. The minimum requirement is 50 kids offering their products. Confirmed that the fees collected would not be shared with SMRPD.

Director Wright: Inquired if the home school would be bringing in kids to participate. Noted that they require 6,000 square feet.

iii. Medieval Enactment Request

1. Update: Board approved 3/26 contingent on liability insurance, \$200 deposit and video of metal work

II. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE – Laurie Briggs

- a. Minutes from [April 2024](#)
- b. SCC Program Report - Laurie Briggs

Public Comments:

Laurie Briggs: Discussed staffing and upcoming tours.

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

Public Comments:

Sarah Pizzarusio: Discussed upcoming Wheelie Fun Fest.

- d. Facility - Laurie Briggs
 - i. 2 new goats in the process of being adopted until they are old enough
 - ii. Fence to split main yard

Board Comments:

Director Wright: Requesting this to be scheduled in May.

Public Comments:

Steve Reighart: Discussed the recent plumbing issues for an estimated \$3k-\$4k for the crushed pipes.

Director Nelson makes a motion for replacing an existing drain line that has been clogged with a better drain along with concrete repairs for up to \$4,000 as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

3rd Action: Director Nelson makes motion to approve SCC fence quote for up to \$2200 as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.

Public Comments:

Scott Breedan: Inquired if the \$2200 included the material costs.

- iii. Roof repairs – scheduled in Aug

Public Comments:

Laurie Brigg: Noted that this is scheduled in August.

- iv. Front playground safety concern
- e. SCC Plumbing update - outside plumbing modifications update
- f. SCC Plumbing Invoices for approval
 - i. [Inv #1 – Bathroom hot water installation - \\$3,950](#)

Board Comment:

Director Wright: Requested that this be tabled until August.

Action Item #4: Approve SCC Plumbing repairs [Inv #1 – Bathroom hot water installation - \\$3,950](#) as presented. TABLED

III. TREASURER'S REPORT –

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

Board Comments:

Director Conklin: Read the SMRPD treasurer report aloud. Read the SCC treasurer report aloud. Discussed the recent repairs and renovations as well as website maintenance.

Director Wright: Discussed the playground grant reimbursement check that will be applied to capital development account. Noted that the SCC budget numbers are still from the old budget and Quickbooks would be corrected.

Public Comments:

Scott Breedan: Inquired if SMRPD pays property taxes.

Steve Reighart: Discussed the itemization between SCC and SMRPD Home Depot charges. Noted that SCC has their own Home Depot supplies with an SCC card.

5th Action: Director Conklin makes motion to approve and file Financials for SMRPD [March Financials](#). Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

6th Action: Director Conklin makes motion to approve and file Financials for SCC [March Financials](#). Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

IV. FINANCE COMMITTEE-

- a. Finance Committee Minutes [April 2024](#)
- b. Update from Auditor

Board Comments:

Director Wright: Discussed new questions from the auditor.

- c. Draft SMRPD Budget
 - i. [Draft 24-25 budget](#)
 - ii. [Last 12 month financials](#)

Board Comments:

Director Wright: Requested that this be approved in May.

Action Item #7: Approve proposed budget for posting for 30 day requirement as presented. TABLED

- d. Abbey Lease – update

Board Comments:

Director Nelson: Discussed last conversation with the Abbey. Noted that he was under the impression that they Abbey was getting bids for the fence.

Public Comments:

Steve Reighart: Discussed being proactive and start to get bids for fencing. Noted that the quote would be similar to how Modjeska is fenced in. Noted that only the front side with two gates. Confirmed 10 feet off of main road. Confirmed that pedestrians would be permitted but the Abbey would like to restrict vehicle traffic. Noted that they Abbey agreed to pay for half of the fencing fees.

V. AD HOC COMMITTEE CAPRI ONSITE VISIT



- a. Committee meeting minutes [April 2024](#)
- b. Onsite visit by CAPRI is scheduled for Monday, April 29th starting at about 10:30AM

VI. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Committee meeting Minutes [April 2024](#)
- b. Modjeska ADA Gate – Completed
- c. Flea Market Bulletin Board – Chapman

Board Comments:

Director Wright: Discussed the damaged sign. Noted that it would not be replaced as a community is being developed. Discussed the possibility of adding a pole to string a banner.

- d. Silverado Pickle Ball court re-pavement
 - i.  [Prestige Proposal Pickleball Court Community Center.pdf](#)
 - ii.  [pickle ball court striping diagram.pdf](#)

Board Comments:

Director Martz: Discussed requesting an updated bid and looking into alternative options.

Action Item #8: Approve Silverado pickleball courts repaving for \$1,900 as presented. TABLED

- e. PPE Hazard Assessment
 - i. [PPE Hazard Assessment](#) for review
 - 1. [Completed form](#)
 - ii. [CAPRI model hazard assessment checklist](#)

1. CAL OSHA Hazard Assessment:
2. [Checklist](#)

Board Comments:

Director Nelson: Discussed the completed PPE assessment as well as the checklist. Confirmed that gloves and non-slip soles need to be worn when working with cleaning supplies.

9th Action: Director Nelson makes motion to approve [PPE Hazard Assessment](#) as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

- f. IIPP – category 3
 - i. [Updated policy](#)
 - ii. Resolution [#04232024-3](#)

10th Action: Director Wright makes motion to approve Resolution [#04232024-3](#) IIPP Policy as presented. Motion seconded by Director Nelson. Roll call vote conducted. Director Martz voted aye, Director Conklin voted aye, Director Kuhn voted aye, Director Nelson voted aye, Director Wright voted aye. Motion passes.

- g. Confirm Paid Sick Leave policy conforms with new CA minimum requirements
 - i. New policy Resolution [#04232024-01](#) updated Paid Sick Leave Policy

11th Action: Director Wright makes motion to approve Resolution [#04232024-01](#) updated Paid Sick Leave Policy as presented. Motion seconded by Director Nelson. Roll call vote conducted. Director Martz voted aye, Director Conklin voted aye, Director Kuhn voted aye, Director Nelson voted aye, Director Wright voted aye. Motion passes.

- h. SMRPD implementation of [equipment use policy](#)
 - i. Resolution [#04232024-4](#)

Board Comments:

Director Wright: Requested that this version be updated to the one listed in the manual. Noted that an equipment rental request form needs to be created.

12th Action: Director Wright makes motion to approve Resolution [#04232024-4](#) Equipment Use Policy as amended. Motion seconded by Director Nelson. Roll call vote conducted. Director Martz voted aye, Director Conklin voted aye, Director Kuhn voted aye, Director Nelson voted aye, Director Wright voted aye. Motion passes.

- i. Misc Handbook Updates
 - i. [SMRPD and SCC Policy and Procedures Manual - 20 April 2024 wTracked Changes](#)
 - ii. [SMRPD and SCC Policy and Procedures Manual - 20 April 2024](#)
 1. Page numbers refer to the Word file with tracked changes shown.
 - a. Page 19 – SMRPD board member attending Friends of Silverado Children's Center meetings
 - b. Pages 58-62 – Small updates to the IIP policy
 - c. Pages 76-78 – Revised paid sick leave policy
 - d. Pages 121-122 – Revised equipment rental policy
 - e. Page 138 – New forms related to IIP policy
 - f. Page 143 – Links to revised previously Caretaker and SCC Director job descriptions
 - iii. Resolution [#04232024-5](#) Handbook Updates

13th Action: Director Wright makes motion to approve Resolution [#04232024-5](#) Handbook Updates as presented. Motion seconded by Director Kuhn. Roll call vote conducted. Director Martz voted aye, Director Conklin voted aye, Director Kuhn voted aye, Director Nelson voted aye, Director Wright voted aye. Motion passes.

- j. Modjeska Center Improvements
 - i. [Ideas](#)

Board Comments:

Director Wright: Discussed setting aside money in next years budget to incorporate some of the requested upgrades.

Action Item #14: Approve allocating up to \$10,000 for Modjeska Community Center improvements in the 2024-2025 budget as presented. TABLED

- k. Concert Stickers
 - i. Discuss receipts for sticker sales allocation back to SMRPD

Board Comments:

Director Wright: Discussed that last year funds were not reimbursed to SMRPD.

15th Action: Director Wright makes motion to approve reimbursement for 500 Summer Concert Series stickers for up to \$350 as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- l. Quarterly Safety Inspections

- i. [Silverado, Modjeska, and Silverado Children's Center](#)
- ii. [Supporting Pics](#)

Board Comments:

Director Nelson: Discussed current safety reports. Noted that the ADA gate was completed, and a new light added to handball court at Modjeska. Noted that the main door at Modjeska has been repaired. Discussed debris on Modjeska roof. Noted a crack in the Modjeska mirror. Discussed water issues at the Children's Center. Noted that MSDS was updated.

16th Action: Director Wright makes motion to approve verbal quarterly safety inspections reports to be submitted to Capri as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

Public Comment:

Jo Marie Varela: Inquired if an agenda needed to be posted for the upcoming Capri visit.

Board Comments:

Director Wright: Confirmed no more than two Directors would be present so a public meeting was not required.

- m. [Alliant Qtrly Report](#) - \$0 due (1st use was in Apr '24)

17th Action: Director Wright makes motion to approve [Alliant quarterly report](#) to be submitted to Capri as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.

- n. SMRPP received a donation of four rainwater barricades from Susan Hardy
 - i. [Acknowledgement](#)

Board Comments:

Director Wright: Discussed another community member offering to donate a few more rainwater barricades.

- o. Modjeska Shredder Day

Board Comments:

Director Wright: Discussed obtaining quotes for this event.

Action Item #18: Approve SMRPD sponsorship of shredder day in Modjeska as presented. TABLED

- p. Per Capita Grant – Playground status updates

Board Comments:

Director Wright: Noted that the bench is still pending. Noted that the last reimbursement is not expected until late summer as an onsite inspection is required.

VII. RECREATION COMMITTEE

- a. Committee meeting Minutes [April 2024](#)
- b. Live Scan Resolution

Public Comments:

Alexa Dixson-Griggs: Discussed the Live Scan application process through the DOJ. Discussed the policy requirements.

- i. Resolution [#042232024-02](#) Live Scan Account Set Up

19th Action: Director Wright makes motion to approve application for SMRPD LiveScan, Resolution [#042232024-02](#) Live Scan Account Set Up as presented. Motion seconded by Director Nelson. Roll call vote conducted. Director Martz voted aye, Director Conklin voted aye, Director Kuhn voted aye, Director Nelson voted aye, Director Wright voted aye. Motion passes.

- c. Digital signage for event promotion

Board Comments:

Director Wright: Discussed LED signage for event promotion for a 40 x 18 sign.

Director Kuhn: Discussed testing this out in Modjeska.

Action Item #20: Approve purchase of outdoor digital display boards for Silverado and Modjeska community centers up to \$1,000 as presented. TABLED

- d. Pickleball Court Silverado – requesting bid for restriping for approval at next meeting

VIII. COMMUNICATIONS COMMITTEE

- a. Committee meeting Minutes for [April 2024](#)
- b. GoDaddy – email service updates: will still provide email, but they want \$1.99 per address. However, it does come with actual storage; it is not just a forward.

- i. Looking at options, I think that one attractive possibility might be the Team pricing option (\$9/month) provided by Forward Mail (<https://forwardemail.net/en/private-business-email?pricing=true#team>)

Board Comments:

Director Wright: Discussed GoDaddy's new policy and monthly options. Discussed the forward only options. Discussed replacements for google calendar.

Director Kuhn: Requested more storage. Inquired as to how long emails be archived.

Public Comments:

Scott Breedan: Noted that storage may be required.

IX. INSURANCE COMMITTEE

- a. Next Committee meeting May 2024
- b. 24-25 GL1 certificate holder – due May 6th
 - i. [Request](#)

Public Comment:

Alexa Dixon-Griggs: Confirmed that this is being handled with SCC Director.

X. FUNDRAISING

- a. Committee meeting in [April 2024](#) – cancelled

XI. OPEN SPACE

- a. Committee meeting minutes from [April 2024](#)

XII. PERSONNEL

- a. Next Committee meeting in April 2024

XIII. OTHER DISTRICT BUSINESS

- a. LAFCO - Sphere of Influence follow up
 - i. Survey with draft responses

Board Comments:

Director Wright: Confirmed that this is being worked on.

- b. LAFCO - Special District voting seat election & candidate discussion
 - i. [Designation](#)
 - ii. Voting is open between May 6 and June 10

Board Comments:

Director Nelson: Inquired as to the resources LAFCO offers.

Director Wright: Discussed LAFCO website and resources for community purchases. Requested that a vote be added the May agenda to pick a candidate.

XIV. PUBLIC COMMENTS

XV. BOARD COMMENTS

XVI. CLOSED SESSION

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

Closed session begins: 8:03

Closed session ends: 8:08

Board moved to approve the SCC Director's commission.

XVII. ADJOURNMENT – meeting adjourned at 8:13pm

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, May 28, 2024 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.