



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, March 26, 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 6:38 PM and was held in person and via Zoom link.
- II. **ROLL CALL** – Director Conklin, Director Kuhn, Director Martz and Director Nelson were present in person at the Silverado Community Center. Director Wright present via Zoom.
- III. **PUBLIC COMMENTS** – Non-agendized items
- IV. **CONSENT CALENDAR** – Jo Marie Varela

Director Conklin: Requested the Pro Care reports be removed from the agenda under Friends of Silverado Children's Center.

Director Martz: Requested a vote be made for a resolution be added for LiveScan.

**1<sup>st</sup> Action:** Director Nelson makes motion to approve and file minutes of the [SMRPD General Board Meeting Dated February 27, 2024](#) as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.

### I. **OTHER DISTRICT BUSINESS**

- a. LAFCO - Sphere of Influence follow up

#### **Board Comments:**

Director Wright: Noted that we are still waiting for LAFCO to send the documents for submittal.

### II. **FACILITY RENTAL AGREEMENTS**

- a. Rentals – Jo Marie Varela
  - i. New for approval
  - ii. 2<sup>nd</sup> Rattlesnake training – requested end of March or early April for next event
  - iii. April 13<sup>th</sup> request – bday party – Burton (alliant ins)
  - iv. April 23<sup>rd</sup> request – Kirkland (bday party)
  - v. April 28<sup>th</sup> request – Bday party – Weber
    - 1. Inquired regarding insurance
  - vi. May 11<sup>th</sup> request – Chagoya (bday party w/bounce house)
  - vii. Silverado Easter Pancake Breakfast – Fri 3/29-Sun 3/31 – need paperwork from station 14
    - 1. SMRPD to sponsor egg hunt

#### **Public Comments:**

Jo Marie Varela: Discussed the request for a memorial on the same day as the clean up event.

**Board Comments:**

Director Kuhn: Inquired if the rain impacts the Easter events.

**2<sup>nd</sup> 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.**

**3<sup>rd</sup> Action: Director Conklin makes motion to approve SMRPD sponsorship of up to \$400 for each of the Silverado and Modjeska pancake breakfasts with receipts provided as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.**

viii. Medieval Enactment Request

1. Update:

- a. To give some context, right now our group has a once a month "arts" get together in a member's home, with around 10-15 people who show up. People will bring sewing projects, maybe some paints, or beads, things like that. We also have a once a month meeting in a home where people cast metal objects, like jewelry with about 10 people who attend. And we have a weekly practice in a park where folks who practice fighting meet, with about 10-15 people who show up. All of these individual meetings are open to the public already
- b. I am looking for a place where we could gather for an "all in one" meeting space to do said arts and practices (or whatever you're comfortable with us doing). It is free to attend, and people might have some supplies to share, but if we were to make this into a regular occurrence (once every other month, or maybe a few times a year), attendees might be encouraged to bring some of their own supplies.  
As for total attendance, I would expect from within our own established group around 30 people for the first time, plus whomever from the canyons showed up. It is not a large festival we are proposing, more like a sewing circle, but with multiple circles for different activities. I will talk to my own group about a proposed date and time for this (it would probably last between 2-4 hours, and I think I would pitch some Sunday for it).
- c. Links to our websites: Gyldenholt (Orange County branch of the SCA) <https://places.sca-caid.org/gyldenholt/> | <https://www.sca.org/>

**Board Comments:**

Director Martz: Clarified that this would be three groups of 10-15 people. Noted that weather must be conditional for any activities involving fire.

Director Nelson: Discussed that the trial will allow us to see if this type of event is of interest to the community. Noted 30 people expected for the first trial run.

Director Kuhn: Requested a video of the blacksmith that would be involved.

**4<sup>th</sup> Action: Director Conklin makes motion to approve new a trial event for the Medieval Enactment group with a requirement of liability insurance, and a \$200 deposit, and conditions of blacksmithing objects within fire regulations as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

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

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

**Board Comments:**

Director Conklin: No updates from SCC for this month. Noted that Sarah is on vacation so reports are pending. Noted that three new teachers have been hired.

- c. Friends of Silverado Children's Center Updates – Sarah Pizzarusso
  - i. Reports
- d. Facility - Laurie Briggs
  - i. Roof repairs
  - ii. Front playground safety concern
- e. SCC Plumbing Invoices for approval
  - i. [Inv #1 – Bathroom hot water installation - \\$3,950](#)
  - ii. [Inv #2 – Outside plumbing modifications - \\$6,200 – Priority](#)

**Board Comments:**

Director Conklin: Noted roof repairs will be made when the school is closed in August. Noted that there is a hill that needs to be repositioned and final placement will be decided when the rain season is over. Discussed the plumbing invoices and the priorities for repair. Note that the plumbing invoice #1 can be tabled until May. Discussed the current bank account balances for SCC.

Director Wright: Noted that if the invoices are being split then the \$6200 may be too low to complete invoice #2.

**5<sup>th</sup> Action: Director Wright makes motion to approve up to \$6500 for SCC Plumbing repairs [Inv #2 – Outside plumbing modifications - \\$6,200 – Priority](#) as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

**IV. TREASURER'S REPORT –**

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

**Board Comments:**

Director Conklin: Read aloud the treasurer reports. Noted that with 3 new teachers starting for SCC, new students will be able to be added soon.

Director Kuhn: Inquired if the SCC budget would be updated to current salary rates and other adjustments made recently.

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

**7<sup>th</sup> Action: Director Conklin makes motion to approve and file Financials for SCC [Jan Financials](#) and SCC [Feb Financials](#). Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

**V. FINANCE COMMITTEE-**

- a. Finance Committee Minutes [March 2024](#)
- b. Update from Auditor
- c. Canyon Clean Up event – SMRPD would have to pay for the event
  - i. ICL cannot assist with any of the funding needed
  - ii. Option 1 - If you hold the event only at the Riviera the cost should be around \$5,000 for five bins. I would suggest to have the event coincide with Fire Safe Council chipper day. Last event I asked WM to provide an extra green waste bin that was utilized by Fire Safe Council. It was a way to provide a service to them, the community and help with costs. I also had the conservation core (tires) and Good Will (electronic waste and household items) there as a free service and provided lunch to their workers.
  - iii. Option 2 - If you expand and have two bins located at Modjeska lot, that would cost around \$3,000. Two bins for \$2,000 and permit fee for the county for \$700. Signs and a person to monitor that residents do not put items that are not allowed into the bins is important to have on hand.
  - iv. Option 3 - The final location is O'Neill Park for Trabucco residents. Permit fees are also applicable and cost \$700 in addition to cost of bins at \$1,000 each.

**Public Comment:**

Jenny Scott: Noted that her Waste Management bill allows for 3 major pick ups per year.

**Board Comments:**

Director Conklin: Discussed minutes and recent updated from new auditor. Noted that the accountant and auditor are working well together and are on track. Inquired about the development deposit account. Noted that the document queries should be completed in the next week, and then a final audit can be prepared. Discussed the canyon clean up and that the county sponsors the fall event; however, the spring event is no longer being funded for the spring. Noted that there have not been any weather-related issues with fire, mud, etc. Noted that the spring clean-up should be focused on brush and safety clean up.

Director Wright: Noted a recent request from the auditor regarding reconciling the prior audit to the QuickBooks account. Noted that he would prefer to use funds to ensure that chipper day.

Director Kuhn: Noted that in the past there were funds set aside for the spring event, but that money has been used so all future spring canyon clean up events would need to be funded by SMRPD. Noted that in the future, we can look into grants to offer a spring event. Discussed Trabuco as a part of the canyon culture, but it is located in a separate tax district.

Director Martz: Inquired if there would be a chipper day in the spring/summer.

**Action Item #8: Approve to move forward with Canyon Clean Up event funded and sponsored by SMRPD as presented. TABLED**

- d. Abbey Lease – update

**Public Comments:**

Jenny Scott: Inquired about the riff raff that the Abbey is concerned about. Expressed concern over fencing off the Riviera. Noted that option 2 is preferred.

**Board Comments:**

Director Nelson: Noted that the Abbey lease can be renewed for \$30 for renewal until 2025. Noted that the Abbey would not agree to a 10-year extension and that the Abbey noted that the liability that comes with the Riviera is a concern. Father Miguel proposed two options: 1) cost sharing to install fence where it can be opened for large events, and 2) SMRPD purchasing the land and taking ownership down the road. Noted that option 3 would be for the Abbey to sell the land to the county to store heavy machinery.

Director Wright: Noted that the Riviera is not land that the SMRPD controls.

#### **VI. AD HOC COMMITTEE CAPRI ONSITE VISIT**

- a. Committee meeting minutes [March 2024](#)
- b. Onsite visit by CAPRI is scheduled for Monday, April 29<sup>th</sup> starting at about 11 AM
  - i. Next Ad Hoc Capri Visit committee meeting scheduled for April 4<sup>th</sup> at 5pm

#### **Board Comments:**

Director Wright: Noted that we are ahead of where we expected for preparation.

#### **VII. FACILITIES/SAFETY/MAINTENANCE COMMITTEE**

- a. Committee meeting Minutes [March 2024](#)
- b. Modjeska ADA Gate
  - i. [Inv 1](#)
  - ii. [Inv 2](#)
  - iii. [Mighty Electric Gates](#)

#### **Board Comments:**

Director Nelson: Noted that SCC Children's Center fire inspection was completed and in good condition. Noted quarterly inspections are coming due.

Director Wright: Noted that in order to finish the playground and receive the final grant funds, an ADA gate is required. Recommended that we move forward with Mighty Electric gates since it covers both the concrete and the gate. Noted that sleeves for irrigation would need to be added for \$300. Noted that with the ADA gate, we may have exceeded the anticipated playground budget by a few hundred dollars.

Director Conklin: Inquired as to where we are with the budget for the playground.

**9<sup>th</sup> Action: Director Wright makes motion to approve installation of Modjeska ADA gate and surfacing through Mighty Electric Gates up to \$5200 as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

- c. Sims tree health to treat the Sycamore near the Silverado gazebo - April 2
  - i. treatment for anthracnose on the sycamore. (\$260/ visit by Sims tree health).

**10<sup>th</sup> Action: Director Nelson makes motion to approve tree treatment with Sims for one visit as presented. Motion seconded by Director Conklin. All Directors present voted aye. Motion passes.**

- d. Per Capita Grant – Playground status updates

#### **Board Comments:**

Director Wright: Noted that almost complete, last item pending is the ADA gate.

- e. Modjeska walkway repairs – update (Board approved up to \$30k 8/25/23)

#### **Board Comments:**

Director Wright: Noted that these repairs will no longer be needed since the new ADA gate is being added, realizing a cost savings.

#### **VIII. RECREATION COMMITTEE**

- a. Committee meeting Minutes [March 2024](#)
- b. SMRPD implementation of equipment use policy

#### **Board Comments:**

Director Martz: Discussed SMRPD equipment may be a resource for the community, so implementing a policy in place that would allow this.

Director Wright: Noted that a policy would be written based on this discussion.

Director Conklin: Discussed creating an inventory and way to track and check in and out items for use and condition of the item.

**11<sup>th</sup> Action: Director Wright makes motion to approve the historical society use of SMRPD equipment for a community event as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.**

- c. Signage for event promotion

#### **Board Comments:**

Director Nelson: Discussed recent issues with event promotion. Noted that the bulletin board is small, so discussed a larger bulletin board near the entrance.

Director Martz: Noted that a board without glass is preferred.

Director Kuhn: Discussed the large banners used for the fair. Discussed looking into an investment.

**Action Item #12: Approve purchase of new bulletin boards for placement at the Silverado Community Center of up to \$300 as presented. TABLED**

d. Senior Services Lunch Bunch – update

**Public Comments:**

Jenny Scott: Inquired as to how this differs from when Sasha ran the program.

**Board Comments:**

Director Wright: Noted that the lunches are successful, and the petty cash would be helpful for ease of function for the weekly events.

Director Conklin: Noted that the monies collected during the lunch from attendees covers the lunch but some additional funds in a petty cash fund will allow for the process to continue.

Director Kuhn: Noted that this was posted as a new job with the duties detailed.

**13<sup>th</sup> Action: Director Nelson makes motion to approve implementation of \$200 petty cash fund for Senior Services Lunch Bunch as presented. Motion seconded by Director Kuhn. All Directors present voted aye. Motion passes.**

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

**Board Comments:**

Director Martz: Noted that the bid is pending,

**IX. COMMUNICATIONS COMMITTEE**

a. Next Committee meeting in April 2024

**X. INSURANCE COMMITTEE**

a. Next Committee meeting May 2024

**XI. FUNDRAISING**

a. Next Committee meeting in April 2024

**XII. OPEN SPACE**

a. Next Committee meeting in April 2024

**XIII. PERSONNEL**

a. Next Committee meeting in July 2024

**XIV. PUBLIC COMMENTS**

Zach Duprey: Requested new stickers for concert. Estimated \$350 for 500 stickers.

Alexa Dixson-Briggs: Discussed new CA law requiring 40 hours of PTO.

Jenny Scott: Noted that even part-time employees are eligible for PTO under the CA labor board. Requested the information on the attorney that would be negotiating for the sale of the Riviera land.

**XV. BOARD COMMENTS**

Director Conklin: Requested a quote from Kevin Topp for approval at next meeting.

Director Conklin: Noted that a committee was not formed for land acquisition, and that public disclosure is not required under the Brown Act.

Director Martz: Requested that a resolution be created for approval at next meeting so that LiveScan can be obtained.

**XVI. CLOSED SESSION**

**XVII. ADJOURNMENT** – meeting adjourned at 8:21pm

**The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, April 23, 2024 at the Silverado Community Center.**