



*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](http://www.smrpd.org)

## SMRPD MONTHLY MEETING

Tuesday, Aug 27, 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

## 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 President to request comments and then unmute his or her phone, ask to make a comment, and wait for the President 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. PUBLIC COMMENTS – Non-agendized items
- IV. CONSENT CALENDAR – Jo Marie Varela

**Action Item #1: Approve and file minutes of the [SMRPD General Board Meeting Dated July 23 2024](#) and [SMRPD Special Meeting Dated August 20, 2024](#) as presented.**

### I. FACILITY RENTAL AGREEMENTS

- a. Rentals – Jo Marie Varela
  - i. New for approval – n/a
  - ii. ICL County Fair – pending application, deposit and insurance
  - iii. Christmas in the Canyons discussion
  - iv. 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. Committee Minutes from [August 2024](#)
- b. SCC Program Report - Laurie Briggs
  - i. [Aug Program Report](#)
  - ii. ProCare Report - [Aug](#)
- c. Friends of Silverado Children's Center Updates – Sarah Pizzarusio
  - i. Report
- d. Monthly Staff Inservice day

- i. Requesting minimum day once a month to facilitate staff meetings. Suggested one Friday or Wednesday on which they close early (1 PM)

**Action Item #2: Approve Monthly Staff Inservice Day for SCC as presented above.**

- e. NAEYC Conference
  - i. \$300-\$500 per attendee – proposal

**Action Item #3: Approve NAEYC Conference proposal as presented above.**

- f. Facility - Laurie Briggs
  - i. Roof repairs – scheduled in Aug
  - ii. Counter replacement

**Action Item #4: Approve counter replacement at SCC for up to \$XXXX as presented above.**

### **III. TREASURER'S REPORT –**

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

**Action Item #5: Approve and file Financials for SMRPD [July Financials](#) as presented.**

**Action Item #6: Approve and file Financials for SCC [July Financials](#) as presented.**

### **IV. FINANCE COMMITTEE-**

- a. Committee Minutes from [August 2024](#)
- b. Cash Flow Discussion
  - i. [Updated Promissory Note](#) – Approved August 20, 2024
- c. Audit summary
  - i. [Draft](#)

**Action Item #7: Approve audit as presented.**

- d. Capri - 2023-2024 Final Payroll - Completed Forms Due August 30<sup>th</sup>
  - a. QBCure Audit Bill  
[Invoice](#) - \$2,687.50

**Action Item #8: Approve QB Cure Invoice as presented.**

- e. Board candidates file with OC Registrar of Voters
  - i. Discuss SMRPD appointing two community members to fill those seats.
- f. Employee Credit Cards – update

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

- a. Committee Minutes from [August 2024](#)
- b. Alliant Qtrly Insurance - \$87 due - [Report](#)

**Action Item #9: Approve submission of quarterly report to Alliant along with payment as presented.**

- i.
- c. Canyon Clean Up Event – Sept 21<sup>st</sup>
  - i. SMRPD to submit the application to use the Modjeska Lot to OC Parks.  
Requesting SMRPD insurance
- d. AED purchase – update
- e. PickleBall
  - i. Silverado repaint / restriping – updated

### **VI. RECREATION COMMITTEE**

- a. Committee Minutes from [August 2024](#)
- b. CPR class offerings by SMRPD
  - i. [Proposal](#)

**Action Item #10: Approve CPR proposal as presented.**

### **VII. COMMUNICATIONS COMMITTEE**

- a. Next Committee meeting April 2025

### **VIII. INSURANCE COMMITTEE**

- a. Next Committee meeting October 2024

**IX. FUNDRAISING**

- a. Committee Meeting cancelled - August 2024

**X. OPEN SPACE**

- a. Next Committee meeting October 2024

**XI. PERSONNEL**

- a. Next Committee meeting October 2024

**XII. OTHER DISTRICT BUSINESS**

- a. LAFCO Sphere of Influence – MSR submitted – pending results
- b. CSDA dues - \$2000

**Action Item #11: Approve payment of CSDA dues of \$2000 as presented.**

**XIII. PUBLIC COMMENTS**

**XIV. BOARD COMMENTS**

**XV. CLOSED SESSION**

- a. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Michele Conklin; Personnel Discussion

**XVI. ADJOURNMENT**

**The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, September 24, 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.