



*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, Sept 24, 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 August 27 2024](#) as presented.**

### I. FACILITY RENTAL AGREEMENTS

- a. Rentals – Jo Marie Varela
  - i. New for approval –
    1. Nov 10 – grass & tables request with bounce house (Weber)
    2. Christmas in the Canyons – paperwork received
      - a. Requesting sponsorship with fees and insurance waived
    3. Death over Pizza Event – Karen Hunt request – 10/20 is booked – looking for a new date
      - a. SMRPD sponsor request

**Action Item #2: Approve new Facilities Rental Agreement requests as presented above.**

- ii. ICL County Fair – application received, pending deposit and insurance

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

- a. Committee Minutes from [September 2024](#)
- b. SCC Program Report - Laurie Briggs
  - i. [Sept Program Report](#)
  - ii. ProCare Report – [Sept](#)

- c. Friends of Silverado Children's Center Updates – Sarah Pizzarusso
  - i. Report
- d. Facility - Laurie Briggs

### III. TREASURER'S REPORT –

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

**Action Item #3: Approve and file Financials for SMRPD August Financials as presented.**

**Action Item #4: Approve and file Financials for SCC August Financials as presented.**

### IV. FINANCE COMMITTEE-

- a. Committee Minutes from [September 2024](#)
- b. SCC Roofing Expenses

**Action Item #5: Approve moving \$17,000 from SCC savings to SCC checking account to cover roofing expenses as presented.**

- c. IRS Forms
  - i. Due to missing forms over the last 10 years, it is proposed that the following to the Policy & Procedures manual

#### IRS SUBMISSIONS

After every quarter (so in April, July, October, and January), the District must file IRS Form 940 (Employer's Federal Quarterly Tax Return). This form is prepared by the payroll company and sent to the designated director, either the Treasurer or the President, to be signed and sent to the IRS.

Each year in January, the District must file IRS Form 940 (Employer's Federal Annual Unemployment Return). This form is prepared by the payroll company and sent to the designated director, either the Treasurer or the President, to be signed and sent to the IRS.

**Action Item #6: Approve IRS Submission section addition to the SMRPD Policy & Procedures Manual audit as presented.**

- d. Audit summary
  - i. [Draft](#)

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

- e. Capri - [2023-2024 Final Payroll](#) - Completed Forms Due August 30<sup>th</sup>
- f. Board candidates file with OC Registrar of Voters
  - i. Discuss SMRPD appointing two community members to fill those seats.
- g. Employee Credit Cards – update

### V. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Committee Minutes from [September 2024](#)
- b. Quarterly Safety Reports – will be completed next week
- c. Silverado Concert Series
  - i. [Hamburger stand profits](#)
- d. 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
- e. AED purchase – update
- f. PickleBall
  - i. Silverado repaint / restriping – updated

### VI. RECREATION COMMITTEE

- a. Committee Minutes from [September 2024](#)
- b. New Class: Modern Homesteading' offered by Keely Thompson
  - i. [Syllabus](#)

**Action Item #8: Approve SMRPD sponsorship of new Modern Homesteading class as presented.**

- c. CPR class offerings by SMRPD
  - i. [Proposal](#)

**Action Item #9: 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. Next Committee Meeting - December 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

**XIII. PUBLIC COMMENTS**

**XIV. BOARD COMMENTS**

**XV. CLOSED SESSION**

**XVI. ADJOURNMENT**

**The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, October 22, 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.