



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, July 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

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** - Meeting was called to order at 6:31 PM and was held in person and via Zoom link.
- II. **ROLL CALL** Director Martz, Director Kuhn, Director Conklin, Director Wright, and GM Alexa Dixson-Griggs were present in person at the Silverado Community Center. Laurie Briggs attended over zoom. Director Nelson had to be absent.
- III. **PUBLIC COMMENTS** – Non-agendized items
- IV. **CONSENT CALENDAR**

Action Item #1: Approve and file minutes of the [SMRPD General Board Meeting Dated June 25 2024](#) as presented.

All Directors presented voted aye. Motion passes.

I. FACILITY RENTAL AGREEMENTS

- a. Rentals – Jo Marie Varela
 - i. New for approval
 - 1. 4th 3rd Rattlesnake training – 7/29/24
 - 2. 12 Steps Program – August 8th request – Alliant insurance

Director Wright: Noted that the 12-Step Program can be considered either an "event" or a class. The insurance for classes is less expensive and covers multiple meetings but requires participants to submit signed waivers. Agreed to present the sponsor with both options.

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

All Directors presented voted aye. Motion passes.

- ii. 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 [July 2024](#)
- b. SCC Program Report - Laurie Briggs
 - i. [April, May, June](#)

SCC Director Briggs:

- Planning is ongoing for work to be done during the August closure, including roof repairs and reconstruction of the mud kitchen
 - Looking to hire an additional staff member to provide more scheduling flexibility
 - New baby goats are doing well; Elizabeth is the new animal care coordinator.
- c. Friends of Silverado Children’s Center Updates – Sarah Pizzarusso
Friends installed new faux grass in the area around the outside sink
 - 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)

Board comments: General support for the concept. Noted the importance of regular staff meetings and in-service time

Public (SCC Parent): Expressed concern that this would be a burden for working parents. Pointed out that the center already only opens at 8:30. Asked whether the reduction in hours would mean a reduction in tuition?

Director Wright: Suggested that the center might be able to arrange for substitute teachers to come in and supervise the children while the regular teachers were meeting.

Action Item #3: Approve SCC staff to explore with parents how best to structure Monthly Staff Inservice Day for SCC as presented above. All Directors presented voted aye. Motion passes.

- e. [Draft SCC Budget](#) – 30 day posting complete

Action Item #4: Approve new SCC Budget as presented above. All Directors presented voted aye. Motion passes.

III. TREASURER'S REPORT –

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

Director Wright: The transfer of funds from our County account to SMRPD checking, which was authorized last month, did not go through because of an error in the formatting of the header line on the email request. Also, we are expecting a reimbursement of \$50,539 from the state for the playground construction.

- ii. Treasurer Report – SCC – [June Treasurer Report](#)

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

Public Comment: Asked whether the \$6,000 projected in wedding revenue is realistic.

Board Discussion: The projected wedding revenue is based on historical averages but may well not be accurate. The small projected surplus in this budget does not provide much of a cushion. However, there is reason to think that the revenue projections are conservative. Clearly, the board will need to look closely at expenditures and also try to find fund-raising opportunities this year. However, once we receive the reimbursement from the state grant for the playgrounds, SMRPD will have over \$100,000 in the bank, so the district is still financially solid.

All Directors presented voted aye. Motion passes.

Action Item #6: Approve and file Financials for SCC [June Financials](#) as presented. All Directors presented voted aye. Motion passes.

IV. FINANCE COMMITTEE-

- a. Committee Minutes from [July 2024](#)
- b. Community Service District – Discussion
The LAFCO reviewers asked if we had considered becoming a Community Service District (CSD). CSDs can do what a Recreation & Parks District (RD) can but can also assume many other functions.
 1. Water services - including water treatment, delivery, and management
 2. Wastewater management and sewage collection/disposal
 3. Garbage collection and waste disposal
 4. Fire protection

5. Security and police services
6. Parks and recreation facilities/services
7. Street lighting
8. Road maintenance and infrastructure
9. Mosquito abatement
10. Library services
11. Ambulance services
12. Graffiti abatement
13. Conversion of overhead utilities to underground
14. Airport management
15. Animal control
16. Cemetery management

The more functions a CSD takes on, the more tax revenue it can receive. However, it is not clear whether, if SMRPD became a CSD, it would make sense to assume any of these functions. Given this, there may be no benefit to making this change.

c. Employee Credit Cards

Director Wright has finally succeeded in getting a DIVVY Spend & Expense account approved. These credit cards will be linked to our Bill.com accounts, the board can easily create virtual cards, and adjust spending limits associated with each card. This solution also will not require that we open accounts with 5 Star Bank, the fallback solution we had been considering.

d. Update from Auditor

The audit is wrapping up. The auditors communicated to Director Wright that they are finishing the draft report this week and starting their internal review process as well.

e. Capri Invoices

- i. CARPD invoice for annual dues: \$2000, same as last year

Board Comments: SMRPD gets access to valuable resources by being members of CARPD, including the conference for General Managers that Alexa recently was able to attend. Presumably, we also benefit from the lobbying this organization does on behalf of special districts. However, at a time when the SMRPD budget is tight, \$2000 seems like a lot.

GM Dixon-Griggs: Pointed out that CARPD dues are tied to the budget of a special district, and, given the size of the SMRPD budget, our dues should probably be \$1250.

- ii. Invoices from CAPRI

1. Semi-annual Liability Insurance: \$11,705.50, split SCC 1/3 and SMRPD 2/3
2. Quarterly Worker's Compensation: \$711,25, split SCC 80% and SMRPD 20%.

Action Item #7: Approve CAPRI invoices for payment as presented and payment of the CARPD dues up to \$1250.

All Directors presented voted aye. Motion passes.

f. Draft SMRPD Budget – 30 day posting complete

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

Action Item #8: Approve new SMRPD Budget as presented above.

All Directors presented voted aye. Motion passes.

V. FACILITIES/SAFETY/MAINTENANCE COMMITTEE

- a. Committee Minutes from [July 2024](#)
- b. Quarterly Inspection reports
 - i. [Silverado | Silverado Children's Center | Modjeska | Playgrounds](#)
 - ii. [Supporting pictures](#)

The board reviewed the many improvements made during the last quarter along with a few newly identified issues that need to be corrected.

Silverado

- Done: New Freezer installed that is proving useful for the concert food
- Done: Gazebo has been resealed
- **ToDo:** Wood rot noted on benches – Steve is looking into repairs

Modjeska

- Done: Community center roof and gutters were cleaned
- Done: New cabinet installed in the community center bathroom

- Done: New sanitizer dispenser installed in park Porta Potty
- In Progress: Overgrown brush above the park is being cleared – Work is no 70% complete
- Done: New benches and tables installed by the playground
- **ToDo:** Water fountain in the park is rusting and needs repair

Children’s Center

- Done: Bees were removed from under a play structure
- Done: A hill in the play area was terraced
- Done: A hose bib was replaced
- Done: A new fence was installed to allow the main play area to be divided into smaller sections
- **ToDo:** One of the play houses is rotting and needs to be replaced – Steve is looking into this

Action Item #9: Approve submission of quarterly inspection reports to Capri as presented. All Directors presented voted aye. Motion passes.

- c. AED purchase – update
 - i. [Quote #2](#) - \$3,923 – approved June 2024

The new units have arrived. There is some question where the AED for Silverado should be placed. Members of the board present at the meeting suggested the Hunt room.

- d. Modjeska Weed Abatement – updated
 - i. Moreno - [Invoice](#) – approved June 2024

This work has started and is now about two-thirds done. The result looks great.

- e. PickleBall
 - i. Silverado repaint / restriping – updated
 - 1. Geoff Quote - \$250 approx – approved June 2024
- This should be done in late August.

VI. RECREATION COMMITTEE

- a. Committee Minutes from [July 2024](#)
- b. Instagram sponsored posts – update
- c. Modjeska Shakespear Players LLC – Dion – update
- d. Lunch Bunch

Director Wright: Reported that Frances had found a new, full-time job. As a result, it looked like she would no longer be able to do these lunches on Thursdays. Fortunately for the group, she was able to arrange to be free for this on Thursdays with her new employer.

Looking at the attendance and financial summary, the fund that pays for groceries and into which the attendee contributions go has sunk this summer (from \$250 to about \$80). Frances reports that this is due to a somewhat smaller participation in the summer, which makes it difficult to produce meals at the target price point.

Board: Rather than raising the fee, for now the Board will add \$100 to the fund in the expectation that attendance will increase again in the fall and the current meal price will work again.

- e. Challenger Soccer program – update
 - i. Modjeska Program – July 13th
 - ii. Ages 2-5

Director Conklin: We need a better way of getting information about upcoming events into the minds of community members. We could send a one-page mailing with listing of events for the coming month to all residents in the 92676 zip code for under \$100. Alexa will explore this.

VII. COMMUNICATIONS COMMITTEE

- a. Committee Minutes from [July 2024](#)

VIII. INSURANCE COMMITTEE

- a. Next Committee meeting October 2024

IX. FUNDRAISING

- a. Next Committee meeting 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

XIII. PUBLIC COMMENTS

XIV. BOARD COMMENTS

XV. CLOSED SESSION

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

Closed section begins: 7:51 pm

Closed section end: 7:55pm

XVI. ADJOURNMENT meeting adjourned at 8:00 pm

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, August 25, 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.