



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, 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

## 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 6:32 PM and was held in person and via Zoom link.
- II. **ROLL CALL** – Director Martz, Director Nelson, and Director Wright were present in person at the Silverado Community Center. Director Conklin present via Zoom.
- III. **PUBLIC COMMENTS** – Non-agendized items
- IV. **CONSENT CALENDAR** – Jo Marie Varela

**1<sup>st</sup> Action:** Director Wright makes motion to approve and file minutes of the [SMRPD General Board Meeting Dated July 23 2024](#) and [SMRPD Special Meeting Dated August 20, 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 – n/a
    - 1. September 10<sup>th</sup> request – debate viewing party – requesting insurance waived
    - 2. Director Nelson – request September 20<sup>th</sup> reservation for birthday party . Will use Alliant

#### **Board Comments:**

Direct Wright: Discussed SMRPD sponsoring the debate watch party.

**2<sup>nd</sup> Action:** Director Wright makes motion to approve new Facilities Rental Agreement requests as presented above. Motion seconded by Director Martz. Director Nelson abstained. All Directors present voted aye. Motion passes.

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

#### **Board Comments:**

Direct Wright: Noted that rental application has been received, insurance pending.

- iii. Christmas in the Canyons discussion

#### **Public Comments:**

Jessie Bullis: Confirmed that the rental application has been submitted and that reservation is needed 2 days before and 2 days after.

Mary Schrieber: Discussed upcoming Fire & Ice meeting on September 12<sup>th</sup>. Encouraging new community members to attend. Noted that September 21<sup>st</sup> is the Canyon Clean Up.

**Board Comments:**

Director Wright: Noted that this would be sponsored by SMRPD and voted on next month.

iv. Medieval Enactment Request

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

**Board Comments:**

Director Wright: Requested that Medieval event be removed.

**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](#)

**Board Comments:**

Director Wright: Discussed the current status of the SCC and expected enrollment increases.

- c. Friends of Silverado Children's Center Updates
  - 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)

**Board Comments:**

Director Wright: Noted that this may be once every other month.

Director Conklin: Discussed the importance of teacher collaboration and these staff development days.

**Public Comments:**

SCC Parent (Jerry): Noted that information regarding the inservice day was not circulated to the parents.

**Action Item #3: Approve Monthly Staff Inservice Day for SCC as presented above. TABLED.**

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

**Board Comments:**

Director Wright: Discussed 7 employees attending with anticipated expense of \$2500.00

Director Conklin: Noted that the NAEYC conference is in the SCC handbook as an event that is attended.

**Public Comments:**

Jenny Scott: Discussed the benefits of NAEYC for the teachers to attend.

**4<sup>th</sup> Action: Director Conklin makes motion to approve NAEYC Conference proposal for up to \$2,500 as presented above. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.**

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

**5<sup>th</sup> Action: Director Wright makes motion to approve carpet cleaning for up to \$700 as presented above. Motion seconded by Director Martz. All Directors present voted aye. Motion passes.**

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

**III. TREASURER'S REPORT –**

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

**Board Comments:**

Director Conklin: Read aloud the SMRPD and SCC Treasurer reports.

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

**IV. FINANCE COMMITTEE-**

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

**Board Comments:**

Director Wright: Discussed the missing \$46k. Confirmed that the replacement check arrived before the promissory note needed to be executed.

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

**Board Comments:**

Director Wright: Discussed the new auditors and that there is one pending item that they are looking into. Discussed an increased depreciation being added to the 2022 audit that is in progress.

**Action Item #8: Approve audit as presented. TABLED.**

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

**9<sup>th</sup> Action: Director Wright makes motion to approve QB Cure Invoice as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

- e. Specialized Tree – Grass Seeding inv to review (previously approved)
  - i. [Invoice](#)

**Board Comments:**

Director Wright: Noted that this was approved in May but costs seem expensive.

- f. Board candidates file with OC Registrar of Voters
  - i. Discuss SMRPD appointing two community members to fill those seats.

**Board Comments:**

Director Wright: Noted that no one has applied for the open seats. Betsy has confirmed that the two open seats can be appointed before the election. Confirmed that the two board members leaving are not eligible to vote for the seats that will be replaced.

- g. Employee Credit Cards – update

**Board Comments:**

Director Wright: Noted that the credit cards are in process.

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

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

**Board Comments:**

Director Nelson: Noted that there may be a new fee schedule for 2025.

**10<sup>th</sup> Action: Director Wright makes motion to approve submission of quarterly report to Alliant along with payment as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

- 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

**Board Comments:**

Director Wright: Noted that Isabell requested SMRPD reserve the Modjeska lot.

- d. AED purchase – update

**Board Comments:**

Director Wright: Confirmed that these have been received and are in the process of being installed.

- e. PickleBall
  - i. Silverado repaint / restriping – updated

**Board Comments:**

Director Wright: Confirmed stencils and paint have arrived and will need to schedule a day to close the court. Discussed the pending quotes for sound updates to Modjeska community center.

**VI. RECREATION COMMITTEE**

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

**Board Comments:**

Director Martz: Discussed the 3 hour CPR class, \$50 per person offered by Mark Grossman, 40 year Modjeska firefighter. Noted that Mark is flexible on dates.

Director Nelson: Noted that he would like SMRPD to cover Francis and Steve's certifications.

**Public Comment:**

Jenny Scott: Inquired if this is pediatric and adult classes.

**11<sup>th</sup> Action: Director Nelson makes motion to approve CPR proposal with 2 SMRPD staff members covered as presented. Motion seconded by Director Wright. All Directors present voted aye. Motion passes.**

**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

**12<sup>th</sup> Action: Director Wright makes motion to approve payment of CSDA dues of \$2000 as presented. Motion seconded by Director Nelson. All Directors present voted aye. Motion passes.**

**XIII. PUBLIC COMMENTS**

Jenny Scott: Inquired about CPR, AED and asked if First Aid training could be added.

**Board Comments:**

Director Martz: Noted that Mark believes that First Aid may be better being held as a separate session.

**XIV. BOARD COMMENTS**

**XV. CLOSED SESSION**

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

**XVI. ADJOURNMENT** – meeting adjourned at 7:35 pm

**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.**