



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, 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

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.

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 6:30 PM and was held in person and via Zoom link.
- II. **ROLL CALL** - Director Martz, Director Wright, and Steve Reighart were present in person at the Silverado Community Center. Director Conklin, Director Nelson, and Alexa Dixson-Griggs were present via Zoom
- 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.

Director Martz made the motion that was seconded by Director Nelson and approved by unanimous vote of the directors present.

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 an additional date
 - a. SMRPD sponsor request
 4. Linda May has submitted a rental request for a private party in the Hunt room to watch the debate on the evening of October 1. They will need the TV. Food will be served. An application and check for the fee have been received.
 5. Mallary Watson would like approval (pending submission of paperwork) for another Canyon Kids Maker's Market on either 11/16 or 11/30. Last year we sponsored this and waived fees.

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

Director Martz made the motion that was seconded by Director Nelson and approved by unanimous vote of the directors present.

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

Board Comments:

- Agreed on a \$500 deposit that has been submitted.
- No fee is being charged but it was noted that, in the past, ICL has supported SMRPD in several ways. Last year they funded the upgrade of the WIFI system.

Action Item #3: Approve fee waiver for the Country Fair.

Director Wright made the motion that was seconded by Director Nelson and approved by unanimous vote of the directors present.

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

Board Comments

- Closed for a week at the end of August to allow deep cleaning and many repairs including the roof of one of the buildings and the mud kitchen
- They are now fully staffed
- Although the SCC lost a small amount of money during the summer months when enrollment is always down, as new children start, both now and in January, they expect to be showing a positive balance for the rest of the year especially now that most of the major deferred maintenance issues have been addressed.

III. TREASURER'S REPORT –

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

Board Comments

- Water bill was quite high in August, probably due to overwatering of the Modjeska Park that has now been fixed
- We should receive the final payment of about \$50,000 from the per capita grant for the rebuilding of the park before our next meeting

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

Director Wright made the motion that was seconded by Director Martz and approved by unanimous vote of the directors present.

Action Item #5: Approve and file Financials for SCC August Financials as presented.

Director Wright made the motion that was seconded by Director Martz and approved by unanimous vote of the directors present.

IV. FINANCE COMMITTEE-

- a. Committee Minutes from [September 2024](#)
- b. SCC Roofing Expenses
There are insufficient funds in the checking account to cover the \$17,000 repair to the roof, which is a capital improvement. It seems appropriate to cover this expense using savings.

Action Item #6: Approve moving \$17,000 from SCC savings to SCC checking account to cover roofing expenses as presented.

Director Wright made the motion that was seconded by Director Martz and approved by unanimous vote of the directors present.

- 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 Forms 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 #7: Approve IRS Submission section addition to the SMRPD Policy & Procedures Manual audit as presented.

Director Wright made the motion that was seconded by Director Martz and approved by unanimous vote of the directors present.

- d. Audit summary
 - i. [SMRPD Financials 2022-23 - Fina](#)

- ii. [Auditor Presentation](#)
- iii. [N&N Final Communication with Governance Letter](#)
- iv. [SMRPD Representation Letter](#)
- v. [SMRPD Legal Letter](#)

Presentation by Paul Kaymark – Nigro & Nigro

- Explained that the problem last month had to do with the necessity of creating a special item for the cancelation of the interfund loan from SMRPD to the SCC. They had originally thought the adjustment had happened in the previous year.
- Explained that an especially large depreciation expense was taken for the audit year to clean up the books and reset the depreciation schedule. Going forward our depreciation will be much less.

Board Comments

- Discussion the Representation and Legal letters that the SMRPD President will now sign and return to Nigro and Nigro

Action Item #8: Approve audit as presented and authorize the President to sign and return the Representation and Legal letters
 Director Martz made the motion that was seconded by Director Wright and approved by unanimous vote of the directors present.

- e. Nigro & Nigro audit [invoice](#)

Discussion

- In response to a question from Director Conklin, Paul Kaymark said that they expected the FY 2023-2024 to be complete by the end of January

Action Item #9: Approve payment of the invoice of \$7000 to Nigro & Nigro for the 2023 audit as presented.

Director Wright made the motion that was seconded by Director Martz and approved by unanimous vote of the directors present.

- f. Capri - [2023-2024 Final Payroll](#) - Completed Forms Due August 30th
- g. No candidates filed with OC Registrar of Voters for the two SMRPD Director seats that open this year
 - i. As a result the Board of Supervisors must fill the vacancies
 - ii. The SMRPD board has been asked to suggest names to the supervisors

Board Comments

- At the Board meeting next month we will consider any residents who have made their interest know and select at most two to forward on to the Board of Supervisors
 - h. Employee Credit Cards
 SMRPD is now approved to use the Bill Spend & Expense system
 - We can make virtual cards – either credit cards tied to the S&E system or, essentially debit cards tied to our Bank of America account to pay specific bills or vendors
 - Physical credit cards have been ordered for Alexa, Jo, and Director Wright
 - These cards all must have specific limits on how much can be spent using them. Currently Director Wright is the administrator of this system; however, once it is in place this responsibility will pass to the Treasurer.

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 21st
 - i. The Clean Up Event was well organized and quite successful
 - ii. Because of the fire, OC Parks was not willing to let the Modjeska lot be used so there were only dumpsters at Silverado
- e. AED purchase – being installed now
- f. PickleBall
 - i. Silverado repaint / restriping – This will happen after the Country Fair

VI. RECREATION COMMITTEE

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

Action Item #10: Approve SMRPD sponsorship (no fee) of new Modern Homesteading class as presented.

Director Martz made the motion that was seconded by Director Wright and approved by unanimous vote of the directors present.

- c. CPR class offerings by SMRPD 10/27
 - i. [Proposal](#)

Action Item #11: Approve CPR proposal as presented.

Director Wright made the motion that was seconded by Director Martz and approved by unanimous vote of the directors present.

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

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

XVI. ADJOURNMENT- meeting adjourned at 7:36 pm

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.