



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, January 28, 2025 at 5:30 pm
Silverado Community Center
27641 Silverado Canyon Road

Board of Directors

Charles "Ted" Wright President
Laurie Martz Vice-President
Brittney Kuhn Director
Tamara Beauchamp Treasurer
Melissa Malpass Secretary

Staff

Laurie Briggs: SCC Program Director
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 –
- II. ROLL CALL –
- III. PUBLIC COMMENTS –
- IV. CONSENT CALENDAR –

Action Item #1: Approve and file minutes of the [SMRPD General Board Meeting Dated January 3rd, 2025](#) as presented.

V. Facility Rentals Agreements – Alexa Dixson-Griggs

- a. New for approval –
 - 1. 2/1 – Rick Schulz, – Celebration of Life for Tim Smart, Request to Waive Fees
 - 2. [6/7 – Friends of the Children's Center – SCC Wheelie Days](#)
 - 3. [8/3 – Brain & Body Studio – Sol-Do \(summer festival\)](#),

They are requesting that SMRPD co-sponsor their day long art and music event on August 3.

Facilities committee recommends approval once we receive completed paperwork and a \$500 security deposit

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

VI. SILVERADO CHILDREN'S CENTER (SCC) OVERSIGHT COMMITTEE

- a. Committee [Minutes from January 2025](#)
- b. SCC Program Report – Director Wright
 - i. January Program [Report](#)
 - ii. ProCare [Report](#) – December
- c. Friends of Silverado Children's Center Updates
- d. Facility - Laurie Briggs
 - i. Pest Control - [Orkin](#)
- e. Calendar Items
 - Clean out Gutter at Children's Center
 - Review Enrollment Packets. Provide for SMRPD board approval in Feb
 - Review Family & Employee Handbooks. Provide for SMRPD board approval in Feb
 - Review summer and fall tuition and recruitment plan. Provide for SMRPD board approval in Feb.

VII. TREASURER'S REPORT –

- a. SMRPD & SCC financials
 - i. SMRPD: December Treasurer Report

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

- ii. SCC: December Treasurer Report

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

VIII. FINANCE & ADMINISTRATION COMMITTEE-

- a. Committee [Minutes from January 2025](#)
- b. Special Districts Financial Transaction Report Due – Director Wright
- c. Government Compensation in California (GCC) report due to State Controller’s Office – GM Dixson-Griggs
- d. Switch to Zoho Calendar
The district is switching from Google Calendar to Zoho Calendar to link to the district website. This change will simplify access and permissions problems.
- e. SMRPD Authorized Signers
We need to change the authorized Bank of America signers to remove directors who have left the board and add our new treasurer, Director Beauchamp.+

Action Item #5: Approve Resolution 28012025-1, as presented, to remove bank/signature authorization for former SMRPD Directors and provide authorization to Director Beauchamp.

- f. 728 Account (county) Withdrawal
The District’s account is getting low, but there is somewhat over \$55,000 in our Fund 728 account help by the Country.

Action Item #6: Approve Resolution 28012925-2, as presented, to withdraw \$55,000 from 728 account.

IX. RECREATION/COMMUNICATIONS/FUNDRAISING COMMITTEE

- a. Committee Minutes from [January 2025](#)
- b. Lunch Bunch Updates - [Accounting Sheet](#)

X. FACILITIES, SAFETY, AND MAINTENANCE COMMITTEE

- a. Committee [Minutes from January 2025](#)
- b. Use of the Silverado Community Center as a delivery point for residents receiving deliveries from Azure Standard – Director Malpass
Azure Standard is a family owned, Oregon based company that, sells organic and non-gmo groceries and other health products. Their model is to deliver orders in bulk using monthly drop-offs at a dedicated site for customers to pick up. Presently, there is a drop-off site in Lake Forest and one in Orange. Both of which are relatively inconvenient locations for Canyon folks. One "catch" to the drop off process is it does not take place on the same day or time each delivery, however, it generally takes place the same week (or every 2 weeks depending on demand) each month. Also, a drop-off site must be able to accommodate a small semi-truck.
Director Malpass has determined that there is substantial support and interest for this among residents.
Some issues that need to be addressed
 - Who will coordinate the deliveries and resident pickups?
 - Who will meet the truck and to be sure that the delivery goes smoothly?
 - Will it be a problem is the delivery occurs during a large event (e.g., would it possible for the truck to park in Riveria and for the boxes to be moved across the street?
 - Where at the community center will the delivery be stored until residents pick up their boxes?
 - Who is responsible is something happens to delivered boxes before they are picked up?
 - What will happen to boxes that are not picked up quickly – where and how will they be stored?

Action Item #7: Approve use of the Silverado Community Center as a delivery point for Azure Standard as presented and modified.

- c. Proposed Policy Change: SMRPD sponsorship of celebr4ations of life for canyon residents – Director Wright
Proposal: that SMRPD facility rental policy be changed to allow residents to request District sponsorship for events celebrating the life of canyon residents. (District sponsorship implies a waiver of fees and liability insurance requirements.) To qualify, the requested space must be available, and the event must not serve alcohol, involve high-risk activities, or make excessive demands on district resources.

Action Item #8: Approve new policy of sponsorship of celebration of life events as presented.

- d. Clogged sink drain in the Silverado kitchen – Director Wright
 - This sink appears to have been connected to a septic tank under the new playground that was thought to be abandoned and filled with concrete.
 - Connecting it to the septic system for the bathrooms would be quite expensive and may not be feasible
 - Because this is only gray water all that is needed is a grease trap and a gray-water infiltration system
 - Proposed solution from P&M Plumbing: [Proposal](#) Cost \$10,950Facilities committee recommends that Steve Reighart be authorized to look into alternative quotes from local contractors to that will break this project into smaller pieces (excavation, installation, and finish) keep costs down. Although the ultimate cost may come to somewhat more, the committee recommends approval of up to \$5000 for this project (subject to approval of individual steps by the President and a Facility Committee member).

Action Item #9: Approve initial expenditure of up to \$5000 to resolve the clogged sink problem as presented..

- e. Review of Facility Use Fees, Assigned to Director Beauchamp
- f. Review of District’s Injury & Illness Prevention Plan, Assigned to Director Martz

- g. Review of Abbey Lease, Assigned to Director Martz

XI. OTHER DISTRICT BUSINESS

- a. Need for Updated Policies and Procedures
 - i. Bill.Com
 - ii. New Committees
 - iii. Zoho
 - iv. SimpleTix
 - v. Square
 - vi. Calendar

XII. PUBLIC COMMENTS

XIII. BOARD COMMENTS

XIV. CLOSED SESSION

- a. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Ted Wright; director commission

II. ADJOURNMENT

The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, February 25, 2025 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.