**OAK TREE PARK AND RECREATION DISTRICT**

**18847 Oak Tree Road, Nevada City, CA 95959**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**September 18, 2023**

**MINUTES**

**PRESENT:** Michael Travers; Chair, Anne Solik, Carol Chadima, Tom Wade, Mike Easter

**ABSENT:**

1. **CALL TO ORDER:** Meeting called to order at 6:00 PM, roll taken, five members present, quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT ON MATTERS NOT ON AGENDA:** *As per the Brown Act, members of the community are free to speak on any item of interest to the public that is within the subject matter jurisdiction of the Board. The Chair will recognize individuals who wish to speak. Comments should be directed to the Board. Each individual shall be given one opportunity to speak. Please limit your comments to five minutes*
   1. Renee Wade comments how lovely the park grounds have been kept up by Shawn.
   2. Anne Solik comments that she talked with Sue Hoek and Sue would like all board members to be present at the Town Hall meeting on 10/4/23 in North San Juan that will focus on solution oriented discussions around security, fire safety, internet, local issues, public transportation, etc.
3. **CONSENT CALENDAR:**
   1. Approval of September 2023Agenda – Solikmoved to approve the August Agenda. Mike Easter seconded. Motion approved by unanimous vote.
   2. Approval of August 2023Minutes- Solik moved to approve the July Minutes. Easter seconded. Motion approved by unanimous vote.
4. **ANNOUNCEMENTS:** *As per the Brown Act, a Board member may make a brief announcement or report on his or her own activities. Board members may also provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.*
   1. Solik announces there’s a board essentials conference, presented by the school district. Solik will bring more info.
   2. Tom Wade is attending a creek water workshop and pond repair program with NID.
   3. Wade reports metal was taken by volunteers to the dump.
5. **REPORTS:** 
   1. Library Report; Renee Wade- see attached.
   2. Board Member Reports and Projects
      1. **Chairman of the Board Report** –Michael Travers- Insurance/Legal Matters/Facilities
         1. Travers reports Alliant liability insurance is due.
         2. Travers reports he approved Shawn’s extra hours to repair the sprinkler system.
      2. **Treasurer’s Report** – Anne Solik
         1. Solik is looking into grants for funding trees for both the orchard idea and the shade tree plan.
         2. Accounts Payable & Warrant Requests – *list of expenses owed by the district.- see attached.*

A list of warrants presented, signatures gathered. Wade motions to approve warrants as presented. Seconded by Solik. Action approved by unanimous vote.

-RE: TRESD Bill for PG&E charges, Travers isn’t sure those are OTP’s responsibility and will contact PG&E for more info. Until more information is gathered OTP will not pay the bill presented by TRESD.

-Board approved support for Christina Reese to go to the CSDA Secretary’s Conference. Reese will also look into scholorships.

* + - 1. Accounts Receivable- Receivables from KidzKount, Library.
    1. **Outreach Report-** Nothing new to report
    2. **Special Projects Reports-** Nothing new to report.

1. **NEW BUSINESS** 
   1. **2023/24 Budget Approval (ACTION)-** Travers moves to approve 2023/24 preliminary budget. Wade seconds the motion. Motion approved with a unanimous vote. The board has submitted the preliminary budget.
   2. **Revenue Draft Audit Report (ACTION)-** Wade moves to approve Revenue Draft Audit Report, Travers seconds the motion. Motion approved with a unanimous vote.
   3. **Library Lease Renewal-** A sub-committee will review the library’s current agreement on 10/8/23 at 9am and discuss any changes that may be made. Solik will print copies of the current lease for the meeting.
2. **OLD BUSINESS**
   1. **Playground Landscaping Proposal (ACTION**)- Travers moves to approve the playground landscaping proposal. Easter Seconds the motion. All in favor, Action approved with a unanimous vote.
3. **NEXT MEETING:** Next regular meeting is Monday, October 16, 2023
4. **ADJOURNMENT:** Meeting adjourned at 6:47 PM.

Christina Reese

Christina Reese, Board Secretary