**OAK TREE PARK AND RECREATION DISTRICT**

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

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**June 16, 2025**

**MINUTES**

**PRESENT:** Michael Travers; Chair, Anne Solik, Thom Wade, Carole Chadima

**ABSENT:** Mike Easter

1. **CALL TO ORDER:** Meeting called to order at 6:00 PM, roll taken, four 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.*
3. **CONSENT CALENDAR: (ACTION)** 
   1. Approval of June 2025Agenda – Anne Solik moved to approve the Agenda. Carole Chadima seconded. Motion approved by 4/0 vote.
   2. Approval of April 2025Minutes- Anne Solik moved to approve the Minutes. Carole Chadima seconded. Motion approved by 4/0 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 reports there is another Recreation Coalition meeting coming up and the organization is sending regular newsletters that she will start forwarding to all board members.
5. **REPORTS:** 
   1. **Library Report**; Presented by the Board, see attached.
   2. **Grounds Maintenance Report**
      1. Thom Wade reports that goats and sheep will be at the park from 6/16 thru 6/20 and will be contained within portable electric fencing.
      2. Wade reports that he served a Letter of Termination to Susan McKinney to go into effect 6/16/25. McKinney will be responsible for the park trash and opening and closing the entrance gate until she leaves on 6/30/25. The tool shed will be locked until after her departure. McKinney resigned before the Letter of Termination was given, with 6/30/25 stated as her last day of work and residence.
         1. Travers will call vendors to update contractors qualified to charge to the park account.
         2. Evaluation of trailer to take place after 6/30/25.
      3. Wade is working on Groundskeeper Job Description, along with a clear outline of job priorities by the season.
      4. Shawn Olsen will be filling in to help with park maintenance until the Groundskeeper position is filled.
   3. **Board Member Reports and Projects**
      1. **Chairman of the Board Report** –Michael Travers- Insurance/Legal Matters/Facilities
         1. Travers reports that the renewal of property insurance has been confirmed by Alliant.
         2. Outdoor handwashing station will be set up by the end of the month.
      2. **Treasurer’s Report** – Anne Solik
         1. Accounts Payable & Warrant Requests – *list of expenses owed by the district.- see attached.* **(ACTION)**

A list of warrants presented, signatures gathered. Travers motions to approve warrants as presented. Seconded by Wade. Action approved by 4/0 vote.

* + - 1. Accounts Receivable- Receivables from Library and KidsCommunity

* + 1. **Outreach Report**- Nothing new to report.

1. **NEW BUSINESS** 
   1. Review of 2025/2026 Proposed Budget
      1. Add to July meeting agenda
   2. Annual Tasks Calendar
      1. Add to July Calendar
   3. Park Grounds Maintenance Person Annual Review
      1. Job Description- Wade presents, see attached
      2. Priorities- Wade presents, see attached
2. **OLD BUSINESS**
   1. Solar Project (tabled)
   2. Picnic in the Park, 9/20/25
      1. Continuing conversation
3. **NEXT MEETING:** Next regular meeting is Monday, July 21, 2025
4. **ADJOURNMENT:** Meeting adjourned at 7:30 PM.

Christina Reese

Christina Reese, Board Secretary