

OAK TREE PARK AND RECREATION DISTRICT

18847 Oak Tree Road, Nevada City, CA 95959 (530) 362-8182

BOARD OF DIRECTORS

REGULAR MEETING

Monday, July 13, 2020

MINUTES

PRESENT: Michael Travers, Chair; Treasurer; Anne Solik; Tom Wade; Carole Chadima;

ABSENT: Open Position: Treasurer

1. **CALL TO ORDER:** Meeting called to order at 6:00 PM, roll taken, six members present, quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:** Guest speaker announced he would like to have a meeting with school administrators to talk about how to hold classes during Covid19. Discussion about contacts and how to proceed using social distancing.
3. **CONSENT CALENDAR:**
 - A. Approval of July 13, 2020 Agenda –Carole Chadima moved to approve the July 13, 2020 agenda. Tom Wade seconded. Motion approved by unanimous vote.
 - B. Approval of June 6, 2020 Minutes – Carole Chadima moved to approve the June 6, 2020 Minutes. Tom Wade seconded. Motion approved by unanimous vote.
4. **ANNOUNCEMENTS:** No Announcements.
5. **REPORTS:**
 - A. **Library Report** – The library report for June 2020 was presented by Renee Wade. Renee reported that they are open Tuesday and Thursday 12-5, with masks required in building. She also mentioned that the two cats that live in the library need a home, during Covid there is not enough human contact and feels they would be better placed in a home. Library is moving forward with remodel of teen center. A bill for Permits was presented.
 - B. **Board Member Reports**
 - i. **Treasurer's Report** –Anne Solik moving forward with bills until position filled, vacancy notice posted.
 - a. **Warrant Requests to Nevada County**
Warrant Requests: See attached.
Michael Travers moved to approve all expenses as presented. Carole Chadima seconded. Motion approved by unanimous vote.
 - b. **Accounts Receivable-** Have not billed or received Kidz Count and Library. On going search for a bookkeeper.
 - ii. **Maintenance Report – Michael Travers**
 - Insurance paperwork to be completed by next meeting. Tom Wade mentioned that the awnings removed from the Teen Remodel were not

salvageable. He also mentioned the need for a telephone pole, and will soon need to hire PGE to connect. Tom also talked about developing a Land Management Strategy to include grass management.

iii. Construction Report – Library teen center remodel project has been given permit.

iv. Outreach Report – Anne Solik

a. Playground Update – No new bids have been presented, working on obtaining a grant 177,000 that could help cover the cost for installation.

v. Volunteer Report – Carole Chadima

- Helping Anne find contractors for playground

6. NEW BUSINESS

A. A form for a Resolution for General Election was present for signature. **Anne Solik moved to approve the Resolution, second by Carole Chadima, Motion approved by unanimous vote.**

7. Next Meeting: A meeting will be held July 27, 2020 for new board member interviews and election. Next board meeting August 10, 2020.

8. Adjournment: Meeting adjourned at 7:30 PM.

Anne Solik

Anne Solik, Board Director

OAK TREE PARK AND RECREATION DISTRICT
18847 Oak Tree Road, Nevada City, CA 95959 (530) 362-8182

BOARD OF DIRECTORS
SPECIAL MEETING
Special Meeting to elect for open board position
Monday, July 27, 2020
MINUTES

PRESENT: Michael Travers, Chair; Treasurer; Anne Solik; Tom Wade; Carole Chadima;
ABSENT: Open Position: Board Member/Treasurer

1. **CALL TO ORDER:** Meeting called to order at 6:00 PM, roll taken, six members present, quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:** No public comments
3. **CONSENT CALENDAR:**
 - A. Approval of July 27, 2020 Agenda –Carole Chadima moved to approve the July27, 2020 agenda. Tom Wade 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.* No announcements.
5. **NEW BUSINESS**

Interviews of new candidates followed by discussion and vote. **Tom Wade moved to appoint Heidi Herm for open board position. Second by Michael Traverse. Motion approved by unanimous vote.**
6. **Next Regular Board Meeting:** A meeting will be held August 10, 2020.
7. **Adjournment:** Meeting adjourned at 7:30 PM.

Anne Solik

Anne Solik, Board Director

OAK TREE PARK AND RECREATION DISTRICT
18847 Oak Tree Road, Nevada City, CA 95959 (530) 362-8182

BOARD OF DIRECTORS
REGULAR MEETING
August 10, 2020
MINUTES

PRESENT: Michael Travers, Chair; Anne Solik; Tom Wade; Carole Chadima, Heidi Herm;
ABSENT: None

1. **CALL TO ORDER:** Meeting called to order at 6:00 PM, roll taken, five members present, quorum established. Pledge of Allegiance.
2. **OATH OF OFFICE:** Board President, Michael Travers administered the Oath of Office to Ms. Heidi Herm as Board Director. The board thanked her for her support to the community.
3. **PUBLIC COMMENT:** Sandy Jacobson, WNC Rec Coalition Facilitator present to talk about Per Capita Grant.
4. **CONSENT CALENDAR:**
 - A. Approval of August 10, 2020 Agenda –Carole Chadima moved to approve the August 10, 2020 agenda. Anne Solik seconded. Motion approved by unanimous vote.
 - B. Approval of July 12, 2020 Minutes – *Tom Wade moved to approve the July 12, 2020 Minutes. Anne Solik seconded. Motion approved by unanimous vote.*
5. **ANNOUNCEMENTS:** No announcements.
6. **REPORTS:**
 - A. **Library Report** – Library Report on File, averaging 2.5 patrons per hour – new in august, open Saturdays 12-4. Considering Movie Nights in Sept. and Oct.
 - B. **Board Member Reports**
 - i. **Treasurer’s Report** –
 - a. **Warrant Requests to Nevada County**
Warrant Requests: Shawn Olson \$682.89, Calnet \$65.68, PGE \$561.70, Suburban Propane \$235.77, Brian Jones Library Annex Contractor \$2,427.00 (including permit fees).
Tom Wade moved to approve all expenses as presented. Carole Chadima seconded. Motion approved by unanimous vote.
 - b. **Accounts Receivable-** Kidz Count and Library bills still need to be calculated.
 - ii. **Maintenance Report – Michael Travers**
 - No current maintenance report.
 - iii. **Construction Report** –
 - Tom reported monitoring the groundbreaking of the Annex construction, and updated reports of trying to obtain a new power pole, and he will need the park to pay for the installation.
 - iv. **Outreach Report – Anne Solik**
 - a. **Playground Update** – Anne reported that she will start to gather material for the Per Capita Grant, starting with the

Shade structure construction, and moving on to playground structures and installation. Discussion about what other projects that could be started after the playground installation, including ADA bathroom and access, new gate, new room + Solar, fix ball field, repair score board and snack shacks, new bleachers, planting an orchard, and installing a waterfeature.

Further discussion on status of obtaining a bookkeeper, Heidi suggested Catherine Rice, and contacts will be presented at September board meeting.

v. Volunteer Report – Carole Chadima

- No volunteer report.
- 7. NEW BUSINESS** – Sandy Jacobson, WNC Rec Coalition Facilitator talked about the Per Capita Grant. She described the program, what it allowed as acceptable projects for grant eligibility, what would not be considered eligible, and what steps were needed for application. Project must be in master plan. The next step is to sign new resolution for board approval of Per Capita Grant Participation.
 - 8. Next Meeting:** Next meeting will be September 14, 2020.
 - 9. Adjournment:** Meeting adjourned at 7:30 PM.

Anne Solik

Anne Solik Board Secretary

OAK TREE PARK AND RECREATION DISTRICT

18847 Oak Tree Road, Nevada City, CA 95959 (530) 362-8182

BOARD OF DIRECTORS REGULAR MEETING Monday, September 14, 2020 MINUTES

PRESENT: Michael Travers, Chair; Treasurer; Anne Solik; Tom Wade; Carole Chadima;

ABSENT: Heidi Herm

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:** Jake Jacobson, WNC Rec Coordinator from Nevada County, helping to facilitate the Per Capita Grant, Prop 68.
3. **CONSENT CALENDAR:**
 - A. Approval of September 14, 2020 Agenda – Michael Travers moved to approve the Sept. 14, 2020 agenda. Tom Wade seconded. Motion approved by unanimous vote.
 - B. Approval of August 2020 Minutes – Carole Chadima moved to approve the June 6, 2020 Minutes. Tom Wade seconded. Motion approved by unanimous vote.
4. **ANNOUNCEMENTS:** No Announcements.
5. **REPORTS:**
 - A. **Library Report** – The library report for June 2020 was presented by Renee Wade. Report on file. Library observing that more and more customers are using the internet from the parking lot. Also serving children that don't have access to a computer for remote schooling. The library is introducing new cataloging software. The Annex demolition has been completed and they are waiting for permits to begin renovation.
 - B. **Board Member Reports**
 - i. **Treasurer's Report** – Anne Solik moving forward with bills and meeting with bookkeeper Catherine Rice to retrieve and update files as necessary.
 - a. **Warrant Requests to Nevada County**
Warrant Requests: See attached.
Michael Travers moved to approve all expenses as presented. Carole Chadima seconded. Motion approved by unanimous vote.
 - b. **Accounts Receivable-** Have not billed or received Kidz Count and Library. Planning on addressing for October meeting.
 - ii. **Maintenance Report – Michael Travers**
 - Insurance paperwork to be completed by next meeting. Tom talked about getting quotes for installing needed electric pole.
 - iii. **Construction Report** – Library teen center remodel project has been given permit.

iv. Outreach Report – Anne Solik

a. Playground Update – No new bids have been presented, Sandy Jacobson talked about how to structure the packages need to submit for the Per Capita Grant and what items would be allowed. She also asked if we would like to appoint her for the title of Grant Coordinator as detailed in the Per Capita Grant. **Vote will be in October.**

v. Volunteer Report – Carole Chadima

- Helping Anne find contractors for playground. Discussion on Library MOU, decided to wait for October meeting.

6. NEW BUSINESS

A. A resolution for participating in the Per Capita Grant was present for signature.

Michael Travers moved to approve the Resolution, second by Carole Chadima, Motion approved by unanimous vote.

7. Next Meeting: A meeting will be held July 27, 2020 for new board member interviews and election. Next board meeting October 13, 2020.

8. Adjournment: Meeting adjourned at 7:30 PM.

Anne Solik

Anne Solik, Board Director

OAK TREE PARK AND RECREATION DISTRICT
18847 Oak Tree Road, Nevada City, CA 95959 (530) 362-8182

BOARD OF DIRECTORS
REGULAR MEETING
October 12, 2020
MINUTES

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

ABSENT: Open Seat

GUESTS: Sandy Jacobson, Mike Easter

1. **CALL TO ORDER:** Meeting called to order at 5:55 PM, roll taken, four members present, quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:** Sandy Jacobson, WNC Rec Coalition Facilitator present to talk about Per Capita Grant.
3. **CONSENT CALENDAR:**
 - A. Approval of October 12, 2020 Agenda – *Tom Wade moved to approve the September 14, 2020 agenda. Carole Chadima seconded. Motion approved by unanimous vote.*
 - B. Approval of August 9, 2020 Minutes – *Tom Wade moved to approve the September 12, 2020 Minutes. Carole Chadima seconded. Motion approved by unanimous vote.*
4. **ANNOUNCEMENTS:** Tom Wade talked about improvements at the park, weed management and new building construction. Anne Solik asked about the permit for the new building followed by discussion about permitting procedures.
5. **REPORTS:**
 - A. **Library Report** – Library Report on File. Renee talked about the Library providing space for children needing a plate for distance learning. Talk about approaching Head Start, and possibly using the Sheriff's office as well as the district office. Discussion about cleaning per guidelines and liability. Head start asked about storing unused equipment to keep children safe, Michael agreed to talk to Shawn Olson about location as well as talk to the Sheriff about returning to the park office.
 - B. **Board Member Reports**
 - i. **Treasurer's Report** –
 - a. **Warrant Requests to Nevada County**
Warrant Requests: Shawn Olson \$2269.75.00, PG&E \$750.62, ATT – Calnet \$28.8265, Alliant Insurance \$1421.82
Accounts Receivable- Kidz Count and Library bills still need to be calculated.
 - ii. **Maintenance Report** – Michael Travers
 - Track on field has been repaired.

iii. Construction Report –

- Tom reported monitoring the groundbreaking of the Annex construction, and updated reports of trying to obtain a new power pole, and he will need the park to pay for the installation.

iv. Outreach Report – Anne Solik

- a. Playground Update** – Anne reported that she will start to gather material for the Per Capita Grant, starting with the Shade structure construction, and moving on to playground structures and installation. Discussion about paperwork is needed. Further discussion on status of gathering files for the bookkeeper, problems getting the password that Tracy used. Agreed that we should move forward and rebuild files.

v. Volunteer Report – Carole Chadima

- No volunteer report

6. OLD BUSINESS – Review of Lease, Anne will send out copies for board to review and discuss at next meeting.

7. NEW BUSINESS –

A. Open Seat – Posted candidates have until Oct. 22 to apply. A special meeting will be called to choose before next board meeting.

B. Expired User Permit – Sandy Jacobson WNC Rec Coalition Facilitator talked about the park use permit expiration and the need to reapply, and the fees to be paid. She also talked about needing to locate the latest master plan with the listed park projects. Anne Solik will help her. Michael Travers will track down the Shade structure permits and fees for the grant application. Sandy requested a correction to a resolution previously signed, board re-signature **Anne Solik moved to approve amended resolution, Tom Wade second. 4-0 (APPROVED).**

8. Next Meeting: Next meeting will be November 10, 2020.

9. Adjournment: Meeting adjourned at 7:30 PM.

Anne Solik

Anne Solik Board Secretary

To The Oak Tree Park and Recreation District

NSJ Community Library Report November 2020

1. Hours of Operation:
 - a. Open to Patrons on Tuesdays and Thursdays, Noon to 5pm; Saturdays Noon to 4pm.

2. Statistics for October:
 - a. Open Hours: 60
 - b. Attendance: 192 adults, 41 children; 233 total
 - c. Patrons: 52 cards issued on the new Leaf software: 889 on Biblio.
 - d. Collection: 11,098
 - e. Averaging 3.8 patrons/hour
 - f. Items lent per hour: 9.3

3. Programs
 - a. Dog Costume Parade: Held on October 18th. Over 40 people were in attendance with 35 dogs participating. High spirits, great costumes, prizes, and much fun.
 - b. Drive-In Movie Night: Still working on acquiring a Bluetooth device to sync sound to car radios. We have a large screen available; looking for affordable upgrade.

4. The Annex: Our permit is #201887. Info can be found online at mynevadacounty.com, on the building department's "public access portal." The website shows permit fees totaling \$2,254.21 have been paid as of 9/17/2020. The foundation was inspected and passed. The roof nailing inspection happened on November 2nd and it passed. Brian has been getting the roof installed. Window deliveries have been delayed due to Covid-related supply chain issues. He hopes to have them and the siding up near the end of November.

Respectfully submitted by Renee Wade, SJR Community Library Board Secretary,
November 9, 2020

OAK TREE PARK AND RECREATION DISTRICT
18847 Oak Tree Road, Nevada City, CA 95959 (530) 362-8182

BOARD OF DIRECTORS
REGULAR MEETING
November 9, 2020
MINUTES

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

ABSENT: Open Seat

GUESTS: Sandy Jacobson, Bryan McCallister

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:** Sandy Jacobson, WNC Rec Coalition Facilitator and Bryan McCallister from Sierra Land Solutions -present to talk about Per Capita Grant.
3. **CONSENT CALENDAR:**
 - A. Approval of January 11, 2021 Agenda –*Michael Travers moved to approve the November 9, 2020 agenda. Tom Wade seconded. Motion approved by unanimous vote.*
 - B. Approval of November 9, 2020 Minutes – *Michael Travers moved to approve the October 12, 2020 Minutes. Tom Wade seconded. Motion approved by unanimous vote.*
4. **ANNOUNCEMENTS:** No Announcements
5. **REPORTS:**
 - A. **Library Report** – Library Report on File. Renee requesting team to work on new library lease, Anne Solik and Michael Travers volunteered.
 - B. **Board Member Reports**
 - i. **Treasurer's Report** –
 - a. **Warrant Requests to Nevada County**
Warrant Requests: Shawn Olson \$915.37, PG&E \$1300.00
Rice Business Solution \$573.75
Accounts Receivable- Kidz Count 2\$861.43 and Library 25 for PGE
 - ii. **Maintenance Report** – **Michael Travers**
 - Discussion about removing library wall,
 - iii. **Construction Report** –
 - Tom reported the progress being made on Annex
 - iv. **Outreach Report** – **Anne Solik**
 - a. **Playground Update** – No Update
 - v. **Volunteer Report** – **Carole Chadima** - No Update

6. NEW BUSINESS –

A. Swearing in of approved new board member (ACTION) – Michael Easter took his oath as Oak Tree Park and Recreation District Board Member *Michal Travers moved to approve appointing Michael Easter for Open Seat, Anne Solik Second, approved by unanimous vote.*

B. Board discussion/possible hiring Sierra Land Solutions as contract services for prevailing wage and bid management (Action). Discussion about cost of prevailing wage and the advantages and disadvantages of the Per Capita Grant and the possible advance from the grant or the county. Sandy Jacobson offered to investigate and a board decision on moving forward with the grant will be decided by the next board meeting.

C. Board resolution to remove Tracy Corris (deceased) from the BOW Account and add Anne Solik. Discussion about Bank Account. *Tom Wade moved to remove Tracy Corris and adding Anne Solik. Carole Chadima Second, approved by unanimous vote.*

D. Board vote for positions (Action). Discussion about positions keeping Michael Travers as Board President, Tom Wade as Vice President, Mike Easter as Construction, and Anne Solik Project Manager with Carol Chadima as Outreach. *Anne moved to remove positions as discussed, Carole Chadima Second, approved by unanimous vote.*

E. Budget approval 2019-2020 past due budget (Action). Discussion about past due budget. *Tom Wade moved to approve as presented, Michael Travers Second, approved by unanimous vote.*

F. Discussion possible action on power pole and roof repair bid. (Action). Discussion about Pole replacement bid, possibility of roof repair with solar installation later. *Anne Solik moved to approve pole installation not to exceed \$10,000 Tom Wade Second, approved by unanimous vote.*

7. OLD BUSINESS – Review/possible action to update Library/annex lease. Library requested committee to review and create a new lease collaboratively. Volunteers, Michael Travers and Anne Solik.

8. Next Meeting: Next meeting will be February 8, 2021.

9. Adjournment: Meeting adjourned at 7:45 PM.

Anne Solik

Anne Solik Board Secretary

OAK TREE PARK AND RECREATION DISTRICT
18847 Oak Tree Road, Nevada City, CA 95959 (530) 362-8182

BOARD OF DIRECTORS
REGULAR MEETING
January 11, 202
MINUTES

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

ABSENT: Open Seat

GUESTS: Sandy Jacobson, Bryan McCallister

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:** Sandy Jacobson, WNC Rec Coalition Facilitator and Bryan McCallister from Sierra Land Solutions -present to talk about Per Capita Grant.
3. **CONSENT CALENDAR:**
 - A. Approval of January 11, 2021 Agenda –*Michael Travers moved to approve the November 9, 2020 agenda. Tom Wade seconded. Motion approved by unanimous vote.*
 - B. Approval of November 9, 2020 Minutes – *Michael Travers moved to approve the October 12, 2020 Minutes. Tom Wade seconded. Motion approved by unanimous vote.*
4. **ANNOUNCEMENTS:** No Announcements
5. **REPORTS:**
 - A. **Library Report** – Library Report on File. Renee requesting team to work on new library lease, Anne Solik and Michael Travers volunteered.
 - B. **Board Member Reports**
 - i. **Treasurer's Report** –
 - a. **Warrant Requests to Nevada County**
Warrant Requests: Shawn Olson \$915.37, PG&E \$1300.00
Rice Business Solution \$573.75
Accounts Receivable- Kidz Count 2\$861.43 and Library 25 for PGE
 - ii. **Maintenance Report** – **Michael Travers**
 - Discussion about removing library wall,
 - iii. **Construction Report** –
 - Tom reported the progress being made on Annex
 - iv. **Outreach Report** – **Anne Solik**
 - a. **Playground Update** – No Update
 - v. **Volunteer Report** – **Carole Chadima** - No Update

6. NEW BUSINESS –

A. Swearing in of approved new board member (ACTION) – Michael Easter took his oath as Oak Tree Park and Recreation District Board Member *Michal Travers moved to approve appointing Michael Easter for Open Seat, Anne Solik Second, approved by unanimous vote.*

B. Board discussion/possible hiring Sierra Land Solutions as contract services for prevailing wage and bid management (Action). Discussion about cost of prevailing wage and the advantages and disadvantages of the Per Capita Grant and the possible advance from the grant or the county. Sandy Jacobson offered to investigate and a board decision on moving forward with the grant will be decided by the next board meeting.

C. Board resolution to remove Tracy Corris (deceased) from the BOW Account and add Anne Solik. Discussion about Bank Account. *Tom Wade moved to remove Tracy Corris and adding Anne Solik. Carole Chadima Second, approved by unanimous vote.*

D. Board vote for positions (Action). Discussion about positions keeping Michael Travers as Board President, Tom Wade as Vice President, Mike Easter as Construction, and Anne Solik Project Manager with Carol Chadima as Outreach. *Anne moved to remove positions as discussed, Carole Chadima Second, approved by unanimous vote.*

E. Budget approval 2019-2020 past due budget (Action). Discussion about past due budget. *Tom Wade moved to approve as presented, Michael Travers Second, approved by unanimous vote.*

F. Discussion possible action on power pole and roof repair bid. (Action). Discussion about Pole replacement bid, possibility of roof repair with solar installation later. *Anne Solik moved to approve pole installation not to exceed \$10,000 Tom Wade Second, approved by unanimous vote.*

7. OLD BUSINESS – Review/possible action to update Library/annex lease. Library requested committee to review and create a new lease collaboratively. Volunteers, Michael Travers and Anne Solik.

8. Next Meeting: Next meeting will be February 8, 2021.

9. Adjournment: Meeting adjourned at 7:45 PM.

Anne Solik

Anne Solik Board Secretary

OAK TREE PARK AND RECREATION DISTRICT
18847 Oak Tree Road, Nevada City, CA 95959 (530) 362-8182

BOARD OF DIRECTORS
REGULAR MEETING
February 8, 2021
MINUTES

PRESENT: Michael Travers, Chair; Anne Solik; Tom Wade; Carole Chadima, Mike Easter
GUESTS: Sandy Jacobson,

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:** No Public Comment.
3. **CONSENT CALENDAR:**
 - A. Approval of February 8, 2021 Agenda –*Anne Solik moved to approve the January 9, 2021 agenda. Tom Wade seconded. Motion approved by unanimous vote.*
 - B. Approval of January 11, 2020 Minutes – *Anne Solik moved to approve the January 9, 2020 Minutes as amended. Tom Wade seconded. Motion approved by unanimous vote.*
4. **ANNOUNCEMENTS:** No Announcements
5. **REPORTS:**
 - A. **Library Report** – Library Report on File. Team still working on MOU, very close to finalizing. Annex to have final inspection this week, braille signs will be placed soon. The Library is planning on having a movie drive-in sometime in March now that they have found a radio transmitter.
 - B. **Board Member Reports**
 - i. **Treasurer's Report** –
 - a. **Warrant Requests to Nevada County**
Warrant Requests: Shawn Olson \$740 Rice Bookkeeping \$191.25
PG&E \$1310.48
Accounts Receivable- Kidz Count \$910.04
 - ii. **Maintenance Report – Michael Travers**
 - Michael moved debris from access closer to shed, and put excess ramp equipment up for sale on Craigslist.
 - iii. **Construction Report** –
 - Mike Easter presented bids for Electric pole replacement, and will proceed to have installed. Mike is also going to order several full size blue prints for ease of use and to be place on office walls.

iv. Outreach Report – Anne Solik

a. Playground Update – Carole contacted Louie Lester, he is not in a hurry to get rid of our boxes of playground equipment and won't charge us, he may however charge us to move it to our property.

v. Volunteer Report – Tom Wade – Tom reported that he managed a group of volunteers to cut scotch broom and they plan to learn about bio char. Shawn Olson, resident fireman offered to oversee.

6. NEW BUSINESS –

A. Board Discussion on park future projects.

F. Board Discussion and possible action on field repair for Softball teams. (Action).

Discussion with Richard who plans to have teams meeting on the field for standing games on Saturday and Sundays. He will present a list of what he needs to help volunteers for field repair.

7. OLD BUSINESS

A. Review/possible action to update Library/annex lease. Library is going over final edits, plan to have a vote for the March OTPR Board meeting.

B. Board discussion/possible action for advance from county and/or Per Capita Grant.

Sandy Jacobson presented a sample letter to send to county. Sandy plans to review and resend, Anne will print on letterhead and Michael will sign and mail.

8. Next Meeting: Next meeting will be March 8, 2021.

9. Adjournment: Meeting adjourned at 7:22 PM.

Anne Solik

Anne Solik Board Secretary

OAK TREE PARK AND RECREATION DISTRICT
18847 Oak Tree Road, Nevada City, CA 95959 (530) 362-8182

BOARD OF DIRECTORS
REGULAR MEETING
March 8, 2021
MINUTES

PRESENT: Michael Travers, Chair; Anne Solik; Tom Wade; Carole Chadima, Mike Easter
GUESTS: Sandy Jacobson, Volunteer Committee for a new “Food Forest”

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:** No Public Comment.
3. **CONSENT CALENDAR:**
 - A. Approval of March 8, 2021 Agenda –*Tom Wade moved to approve the March 8, 2021 agenda amended to include volunteer report. Mike Easter seconded. Motion approved by unanimous vote.*
 - B. Approval of January 11, 2020 Minutes – *Tom Wade moved to approve the February 9, 2020 Minutes. Mike Easter seconded. Motion approved by unanimous vote.*
4. **ANNOUNCEMENTS:** No Announcements
5. **REPORTS:**
 - A. **Library Report** – Library Report on File. Library is tentatively planning on a Open House Celebration for the Annex on March 27th. Grand total for building costs \$56400, \$50,000 from a grant. Many items donated such as blinds, molding, air purifier, project and security cameras from Telestream.
 - B. **Board Member Reports**
 - i. **Treasurer’s Report** –
 - a. **Warrant Requests to Nevada County**
Warrant Requests: Shawn Olson \$815 Rice Bookkeeping \$191.25 PG&E \$493.52, Siteline \$166.41, Calnet \$44.42, Anne reimbursed for year contract for Website \$168.39
 - ii. **Maintenance Report – Michael Travers**
 - Michael removed excess ramp equipment, and planning on removing wood bench ring from around tree.
 - iii. **Construction Report** –
 - Mike Easter is moving forward with Electric pole replacement after notifying Library and Head start of power outage dates and will then proceed to have installed. Mike also purchased several large park site

plans for working with contractors. Mike reported he received a playground bid for \$154,000.

iv. Outreach Report – Anne Solik

a. Playground Update – Anne talked about working with Jake Jacobson to move forward with County Gap Funding due March 15, and requesting pre-funds from Per Capita Grant, Anne will download and start prepping for next phase in the Grant funding.

v. Volunteer Report – Tom Wade – Tom reported that he is busy pulling and burning scotch broom using volunteers and the program is going well.

6. NEW BUSINESS –

A. Board Discussion on Food Forest project. Connie Munger was present with a few other that proposed to form a group to possibly start a Garden “landscaping” project on the grounds of the park, discussion about permits, watering, CEQA and sharing contact information. They will present a plan before moving forward.

7. OLD BUSINESS

A. Review/possible action to update Library/annex lease. Michael Travers handed out copies of final Library Lease for board to read and vote at April Meeting.

A. Review/possible action action for possible advance from county and/or grant. Jake Jacobson talked about the process and how and when the next steps will take place. No actions needed at this time.

B. Board Discussion and possible action on field repair for Softball teams. (Action). Richard Ramirez presented plans for field improvement that included donations of gravel from Hansen brothers, hauling rock from Cheryl and Siggy, lumber from Moonshine lumber for bleachers, paint from Knights Paint, signs (banners) from Grass Valley Printers, CJ Rist work to restore infield, and Brian Jones for rebuilding or restoring sheds, booths, dug-outs, as well as obtaining bids for dug-out rebuilding, fencing for safety, and netting from backstop to fence repair. *Tom Wade moved to approve presented plans and financially support fencing costs. Michael Travers second. Motion approved by unanimous vote.*

8. Next Meeting: Next meeting will be April 12, 2021.

9. Adjournment: Meeting adjourned at 7:42 PM.

Anne Solik

Anne Solik, OTP Board

OAK TREE PARK AND RECREATION DISTRICT
18847 Oak Tree Road, Nevada City, CA 95959 (530) 362-8182

BOARD OF DIRECTORS
REGULAR MEETING
April 12, 2021
MINUTES

PRESENT: Michael Travers, Chair; Anne Solik; Tom Wade; Carole Chadima, Mike Easter
GUESTS: Sandy Jacobson (Phone), New Board Member from the Library

1. **CALL TO ORDER:** Meeting called to order at 6:05 PM, roll taken, four members present, quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:** No Public Comment.
3. **CONSENT CALENDAR:**
 - A. Approval of April 12, 2021 Agenda – *Tom Wade moved to approve the March 8, 2021 agenda amended to correct date of minutes. Mike Easter seconded. Motion approved by unanimous vote.*
 - B. Approval of March 8, 2020 Minutes – *Tom Wade moved to approve the February 9, 2020 Minutes. Mike Easter seconded. Motion approved by unanimous vote.*
4. **ANNOUNCEMENTS:** No Announcements
5. **REPORTS:**
 - A. **Library Report** – Library Report on File. Library is planning on re-opening it's doors, including the annex. Mike Easter said he'd like to start attending their board meetings.
 - B. **Board Member Reports**
 - i. **Treasurer's Report** –
 - a. **Warrant Requests to Nevada County**
Warrant Requests: Shawn Olson \$1,000 Suburban Propane \$65, Hill Flat Lumber \$408.49 PG&E \$655.84, Siteline \$655.84, Calnet \$32.45
Anne reimbursed for Annex Grand Opening Drinks \$69.76
 - ii. **Maintenance Report – Michael Travers**
 - Michael removed excess ramp equipment, and planning on removing wood bench ring from around tree.
 - iii. **Construction Report** –
 - Mike Easter is moving forward with Electric pole replacement after notifying Library and Head start of power outage dates and will then proceed to have installed.

iv. Outreach Report – Anne Solik

- a. Playground Update** – Anne talked about meeting with Site Line Architects and the changes needed to the playground. Present were Anne Solik , Michael Travers and Sandy Jacobson. New sketches will be presented at next meeting

Sandy present (phone) talked about entering phase 2 of per capita grant, Lydia Willet from the State Per Capita program needs some clarification of our project, We have requested funds (25K) loan from county – agreements are being written, possible meetings with BOS coming late April – mid-May.

- v. Volunteer Report – Tom Wade** – Tom reported that he is busy creating a fire break and burning piles with Shawn’s help.

6. NEW BUSINESS –

- A. Board Discussion on Future project.** No Comment

7. OLD BUSINESS

A. Review/possible action to update Library/annex lease. No discussion, tabled for future meeting.

B. Board Discussion and possible action on Food Forest project. No representatives present, no report.

8. Next Meeting: Next meeting will be May 10, 2021.

9. Adjournment: Meeting adjourned at 7:42 PM.

Anne Solik

Anne Solik, OTP Board

OAK TREE PARK AND RECREATION DISTRICT
18847 Oak Tree Road, Nevada City, CA 95959 (530) 362-8182

BOARD OF DIRECTORS
REGULAR MEETING
June 14, 2021
MINUTES

PRESENT: Michael Travers, Chair; Tom Wade; Carole Chadima, Anne Solik; Mike Easter
ABSENT: None

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:** Sandy Jacobson, WNC Rec Coalition Facilitator on Phone, Lucille and Richard from NCASA Sporting Leagues. Talked about progress on the field, the donations, and the plans for the upcoming Fathers Day Weekend.
3. **CONSENT CALENDAR:**
 - A. Approval of April 12, 2020 Agenda –Carole Chadima moved to approve the August 10, 2020 agenda. Anne Solik seconded. Motion approved by unanimous vote.
 - B. Approval of July 12, 2020 Minutes – *Michael Travers second moved to approve the amended (date correction) April 10, 2020 Minutes. Motion approved by unanimous vote.*
4. **ANNOUNCEMENTS:**
5. **REPORTS:**
 - A. **Library Report** – Library Report on File, new expandedhours Tues and Thursday 10 - 6, open Saturdays 12-4.
 - B. **Board Member Reports**
 - i. **Treasurer’s Report** –
 - a. **Warrant Requests to Nevada County**
Warrant Requests: Michael Easter reimbursement wood for Field (561.74) Shawn Olson 2783.75, Calnet \$.91, PGE \$492.53, Sierra Plumbing 63.01, Michael Travers (PO Box reimbursement) \$92 Anne Solik \$40.00 (reimbursement filing fees, notary fees) NCASA Rich Ramirez, ball field \$1986.70
Tom Wade moved to approve all expenses as presented. Anne Solik seconded. Motion approved by unanimous vote.
 - b. **Accounts Receivable-** Kidz Count \$695.46
 - ii. **Maintenance Report** – **Michael Travers**
 - Michael Travers discussed work needed on pump house.

- iii. **Construction Report –**
Mike Easter reported delivery of wood for ball field backstop, adding he donated half the cost.

- iv. **Outreach Report – Anne Solik**
 - a. **Playground Update –** Sandy Jacobson (on phone) talked about the Per Capita Grant – clock ticking on the 6-8 weeks wait for advance check. Brian McAlister and Architect Andrew Palowski still firming up final plans. Sandy also talked about the AdHoc Committee with Sue Hoek and the possibility of consolidating admin needs of several park districts. Details forthcoming.

- v. **Volunteer Report – Tom Wade –** No Report.

6. **Next Meeting:** Next meeting will be July 12, 2021.

7. **Adjournment:** Meeting adjourned at 6:55 PM.

Anne Solik

Anne Solik Board Secretary

OAK TREE PARK AND RECREATION DISTRICT
18847 Oak Tree Road, Nevada City, CA 95959 (530) 362-8182

BOARD OF DIRECTORS
REGULAR MEETING
May 10, 2021
MINUTES

PRESENT: Michael Travers, Chair; Tom Wade; Carole Chadima, Anne Solik; Mike Easter
ABSENT: None

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:** Sandy Jacobson, WNC Rec Coalition Facilitator on Phone, Lucille from NCASA Sporting Leagues. Talked about progress on the field and process to receive reimbursements and the need for a sod cutter and lumber.
3. **CONSENT CALENDAR:**
 - A. Approval of April 12, 2020 Agenda –Carole Chadima moved to approve the August 10, 2020 agenda. Anne Solik seconded. Motion approved by unanimous vote.
 - B. Approval of July 12, 2020 Minutes – *Michael Travers second moved to approve the amended (date correction) April 10, 2020 Minutes. Motion approved by unanimous vote.*
4. **ANNOUNCEMENTS:** Anne Solik talked about CSDA and the benefits available through their programs.
5. **REPORTS:**
 - A. **Library Report** – Library Report on File, new hours Tues and Thursday 10 - 6, open Saturdays 12-4.
 - B. **Board Member Reports**
 - i. **Treasurer's Report** –
 - a. **Warrant Requests to Nevada County**
Warrant Requests: Shawn Olson \$1050.48, Calnet \$67.18, PGE \$435.56, Cannon Electric \$9,500.00 (power pole), Anne Solik \$40.00 (reimbursement filing fees, notary fees) NCASA Rich Ramierz \$1,191.13, Sitaline \$888.67
Tom Wade moved to approve all expenses as presented. Carole Chadima seconded. Motion approved by unanimous vote.
 - b. **Accounts Receivable-** Kidz Count \$695.46
 - ii. **Maintenance Report** – **Michael Travers**
 - Michael met with Richard Ramierz to go over ball field changes. Discussion to start documenting any work Shawn does for ball field

for grant paperwork.

- iii. **Construction Report –**
Mike Easter reported the power pole is in! Talk about possible Solar and the loan costs.
 - iv. **Outreach Report – Anne Solik, Carole Chadima.**
 - a. **Playground Update –** Anne reported that there will be a meeting with the architect to finalize plans for playground, Bryan McCalister will be there for input and get information to start bidding process. Anne discussed wanting to hire help for accounting.
 - v. **Volunteer Report – Tom Wade –** Volunteers successful and have done a great job removing scotch broom/ burn piles and bio char additives to field.
6. **NEW BUSINESS –** Sandy Jacobson, WNC Rec Coalition Facilitator talked about the county agreement and process to approve advance fees and details of short term loan.
7. **Next Meeting:** Next meeting will be June 14, 2020.
8. **Adjournment:** Meeting adjourned at 7:30 PM.

Anne Solik

Anne Solik Board Secretary