

**AMADOR COUNTY RECREATION AGENCY BOARD MINUTES**

**July 12, 2023**

**810 Court Street Jackson, CA, Board of Supervisors Chambers**

**Mission Statement**

“ACRA shall maximize recreational opportunities for all residents of Amador County through sustainable planning, financing, facilities, operations and programs.”

**Chairman Axe called meeting to order at 12:35 p.m. and led the Pledge of Allegiance**

**1. Call To Order ROLL CALL:**

Present:, Frank Axe, Jeff Brown, Russell Robinson(*zoom*), Marianne Akerland (*zoom*),  
Alison Lafayne(*zoom*), Chad Simmons

:Absent: Julia Sierk, James Marzano

Staff: Justin Howard

**3. MEETING AGENDA:**

It was moved by vice Chairman Brown, seconded by director Simmons, to approve the agenda as written.

**AYES:** F. Axe, J. Brown, R. Robinson, M Akerland, A. Lafayne, C. Simmons

**NOES:** None

**ABSENT:** J. Marzano, J. Sierk

**4. PUBLIC MATTERS NOT ON THE AGENDA:**

Vice Chairman Brown noted the need for a meeting between Director Howard, himself, Chairman Axe and General Services Director Jon Hopkins to discuss Pioneer Park lights.

**5. PRESENTATIONS AND INTRODUCTIONS:**

none

**6. CONSENT AGENDA:**

Consent Agenda Items: It was moved by Vice Chairman Brown and seconded by Director Simmons to approve the minutes from June 2023 meeting and June financials.

**AYES:** F. Axe, J. Brown, R. Robinson, M Akerland, A. Lafayne, C. Simmons

**NOES:** None

**ABSENT:** J. Marzano, J. Sierk

**7. PUBLIC HEARING:**

none

**DISCUSSION ITEMS:**

**8. DISCUSSION ITEMS:**

a. Personnel Action Form

Executive Director Howard presented a newly created document that would expedite employee onboarding as well as provide a good reference point for himself and bookkeeper for accessing necessary employee information. The form would be kept in confidential employee files in the director’s office.

It was motioned by Vice Chairman Brown and seconded by director Simmons to approve Personnel Action Form.

**AYES:** F. Axe, J. Brown, R. Robinson, M Akerland, A. Lafayne, C. Simmons

**NOES:** None

**ABSENT:** J. Marzano, J. Sierk

b. New Website Update (*discussion only*)

Director Howard updated the board on website (amadorrec.com) progress noting:

New website now accounts for approximately 85% of transaction opportunities.

- Simpler sign-up process for user
- PayPal secure checkout Encryption allows for all payment types.
- Purchases categorize and populate for admin.
- Each category can be counted for specific department/account code.
- Frees up office staff for additional admin. Tasks.
- Phones are readily available for more complex matters.
- Quick updates to website (within 24 hours)
- Email sign up/general interest significantly increasing.

Vice Chairman Brown noted some old dates still being listed on the website as well as difficulty finding Yoga sign-ups for Pioneer Park.

c. Cell Tower Agreement Update

Vice Chairman Brown discussed the final updated draft on the cell tower agreement, which will bring in rental revenue for Mollie Joyce Park of \$1200 per month appreciating two percent each year for nine separate five year installments.

It was motioned by Vice Chair Brown and seconded by director Simmons to approve signature for cell tower agreement and move forward in next steps.

**AYES:** F. Axe, J. Brown, R. Robinson, M Akerland, A. Lafayne, C. Simmons

**NOES:** None

**ABSENT:** J. Marzano, J. Sierk

d. Membership Fees FY23/24

Director Howard presented proposed membership contributions for fiscal year 2023-2024 and provided population estimates. Director Simmons noted that the Ione population estimates seemed low.

## 9. STAFF REPORTS

Youth Programs Supervisor Sophie Starostina updated board on busy summer camp and future break programs.

Parks Supervisor Dianna Rutledge updated the board on trash issues at Pioneer Park and Lions Park, as well as update on new mower for Mollie Joyce Park.

**11. CLOSED SESSION :**

**12. FUTURE AGENDA ITEMS:**

**13. ADJOURNMENT:** The meeting was adjourned at 1:40pm

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Justin Howard, Executive Director

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Frank Axe, Chair August 9, 2023