

**HONEY LAKE VALLEY RECREATION AUTHORITY  
GOVERNING BOARDMEETING  
Special Meeting Minutes  
November 27, 2017 – 3:00 p.m.  
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:00 p.m. by President Wilson.

Roll Call of Board members present: Dave Meserve, David Teeter, and Brian Wilson. Absent: Garnier and Hammond.

Staff Present: Dan Newton, Executive Officer, Ruth Ellis, Administrative Staff Assistant

**APPROVAL OF AGENDA:** Motion by Teeter, second by Board member Meserve, to approve the agenda. Motion carried unanimously. Absent: Garnier and Hammond.

**2      APPROVAL OF MINUTES:** None.

**3      PUBLIC COMMENT:** None.

**4      MATTERS FOR BOARD CONSIDERATION:**

**4A      Discussion regarding Pool Director/Manager Position (vacant) Job Description, Salary and Recruitment**

Mr. Newton explained the Board called a special meeting to discuss the job description of the Pool Board member/Manager position, which is a City job reimbursed through the HLVRA. Mr. Newton directed the Board's attention to the current job description and said there were some proposed changes including moving the range from 930 to 938 and having the employee work under the direction of the City employee appointed as the HLVRA Executive Officer rather than the City Administrator. Language was added to Example of Duties, which stated the employee will oversee the day-to-day financials of the Honey Lake Valley Community Pool, ensures proper cash handling procedures, balances cash drawers, makes deposits and tracks sales.

Under minimum qualifications, the requirement for a Bachelor's Degree in Recreation, P.E. was eliminated and changed to a high school diploma or GED.

Moving to the final change about the job salary, Mr. Newton said the numbers are not correct, because there isn't a salary matrix corresponding with what was listed in the current position. As a result, he was proposing a range close to the original job description, which is 938 and calculated to \$22.44 per hour at the \$46,675.20 scale and \$25.39 per hour at \$52,811.20. With the new range, there is a \$4 to \$5 per hour increase.

Board member Meserve said he wanted to add language under the Duties section, to state "overseeing the evaluation and discipline of staff".

President Wilson stated he wanted to remove the word 'assist' from the hiring, training and scheduling lifeguard duties, as those will be the individual's responsibilities as part of the job.

Board member Meserve said the Board still has to determine if the position is going to be a full time salaried job.

Board member Teeter said it was his understanding that because it is a City position, the City was planning to use the individual during the off season to work on small projects.

Mr. Newton said he was aware of that arrangement, but was unsure if it was specific to the prior Pool Director/Manager.

President Wilson stated the Board had a 3-2 split as to whether it was going to be a full time position during the pool season and part time during the off season. He continued that he still leans toward the part time direction because he does not think it is a full time position in the winter.

Mr. Newton stated that with the special projects the City has during the year, staff would have the ability to find work for that employee during the off season. He added however, that he does not believe there is anything set up in the current budget to pay that person during that time.

President Wilson directed Mr. Newton to ask the Finance Manager if there was budget.

President Wilson then commented that if the Pool Director/Manager is going to have more autonomy, they are going to have to back fill other positions to make that happen. He did not think calling someone the pool manager would automatically ensure that they would do everything as there are not going to be enough man hours and will start running into overtime issues. He added that the Board will also have to look at the structure to ensure they are adequately staffing the pool.

Board member Meserve concurred and said it was important to look at as they moved into spring and future hiring.

Board member Teeter commented that the language stated the current annual salary/range for the position, but if it is an hourly employee, they should talk about the hourly rate.

Mr. Newton responded they could, but explained the word "salary" is generic in that sense, but what they would probably want to say is the position is either "exempt" or "non-exempt" and list the hourly pay range.

**Tony Jonas** (Public) provided a history of the last recruitment cycles based on the minutes from the last year and a half. He stated there were three recruitments and during the last cycle, there were only two applicants. He asked what would happen if the Board ran into that again.

There was general discussion about the past recruitment process.

Mr. Jonas clarified his question and asked if there was going to be a Plan B for filling the position or are there other options.

President Wilson said he thought they were already operating under Plan B and his opinion is to fly the job soon, advertise it for a couple of weeks and then have someone in the position before Christmas.

Mr. Newton said the new pay range has to go to City Council for approval on December 6, 2017. With a 10 day recruitment and interviews, that date could be possible, because all they need is one good applicant.

Board member Meserve asked if it was possible to have at least one of the Board members on the interview panel.

Mr. Newton confirmed.

Mr. Newton stated there was only a \$1 difference between the Pool Director/Manager position and the Assistant Manager and suggested one option is to ask the assistant manager to fill in out of class until the job is filled, as there would not be a significant difference in pay.

There was general discussion about where the position would be advertised, other than the local newspaper. Mr. Jonas cited various web sites the job was listed during last year's recruitment.

President Wilson said advertising in other publications is part of Plan B. Plan A is having a short recruitment window and finding someone local to fill the position. If it does not work out, then they should advertise in a wider distribution.

There was general discussion about flying the position in a timely manner and the pay range.

**Reesa Rice** (Assistant Pool Manager) stated it was her understanding that the former Pool Manager/Board member was paid a dollar more than her, plus some change, but it was a benefitted position. She continued that she would be curious if it is no longer a full time benefitted position because if she applied for the job, she does not necessarily need the benefits. Ms. Rice explained she is willing to take the job working full time during half of the year and part time for the other half and would be interested in being compensated more if she did not take the insurance.

Mr. Newton said it would be flown as a full time, temporary position. He continued it is his understanding that there are certain levels of benefits that kick in if you work more than 29 hours a week, but they are minimal compared to what a benefitted fulltime, permanent employee would get.

Ms. Rice explained that the pool employees who did not sign a waiver denying insurance could not work more than 29 hours, but those who did sign the waiver, could work more.

There was further discussion about the timeline and how soon the job could be flown.

Mr. Newton outlined the timeline and said the new hire could be in place as soon as January 16, 2017. Once the job posting closed on December 21, 2017, interviews were held and pre-employment testing was complete.

President Wilson asked if they would have to go through all of the recruitment hoops if there was an internal candidate.

Mr. Newton responded that he did not think they legally had to, but it is the City's practice to fly all of the jobs externally to avoid any appearance of discrimination and that it is not just hiring from within. He stated the process could be modified or dispensed with in an urgent situation.

President Wilson asked if the person currently filling the duties is doing so as the assistant manager or as an acting pool manager.

Mr. Newton responded that she is the Assistant Manager.

Board member Teeter said they should continue following best practices, but they should consider whether to move the assistant pool manager to interim manager at the next meeting.

Mr. Newton responded it is difficult in this situation because they are City employees and the tail end of approval is with the City Council.

Board member Teeter stated if there is an internal candidate they want to give them as much legitimacy to start with and then at the next meeting find a way to reward the person who has been filling in for the efforts they are given.

President Wilson directed staff to add the item of having an interim or acting pool manager at the next meeting.

Mr. Newton stated the scheduling and programming for the pool needs to begin as soon as possible and waiting until mid -January to start those discussions and getting those things dialed in is too long.

Mr. Jonas agreed that they should abide by following best hiring practices to avoid nepotism if they were talking about a full time benefitted position. He continued that he considered the pool to be a special circumstance as there are a number of issues currently going on with the facility that need to be addressed right now. He added, if there is an internal candidate that has merited the position and is willing to step up and take it, he thought it would be a good idea to look at that option.

Mr. Newton responded he feels they have the capacity to address those items with staffing currently in place.

There was further discussion about the hiring and interview timeline.

President Wilson said he would be okay with flying the position, have the job announcement close on December 21, 2017, and then conduct interviews on December 22, 2017.

Mr. Newton said that the interview date could be put in the job flyer.

It was determined Board member Meserve will be the Board member to sit on the interview panel.

**5. BOARDMEMBER ISSUES/REPORTS**

President Wilson stated there are some items that need to be brought back to the Board at future meetings. He said review of the pool scheduling and fee schedule should be on the board's January 16, 2018 agenda in order to give the new Pool Manager enough time to put the information together.

He continued the Board needed to discuss the monthly passes, proposed hours of operation, when the pool will open for the new season, look at the Capital Improvement Plan.

Mr. Newton also added the credit cards, secure line and Point of Sale System should be included in the discussion.

Board member Teeter asked about concessions.

Ms. Rice responded she was fine with selling goggles, caps and possibly bottled water, but she is not a fan of the food. She added however, that it would require additional staffing.

Mr. Jonas asked if, for this upcoming swim season, they would be operating under the same agreement with the City of Susanville for administrative and operational services.

President Wilson said it is looking that way, but the Board is clear the HLVRA wants to be more autonomous.

**6. CLOSED SESSION: None**

Meeting adjourned at 3:54 p.m.

  
Brian Wilson, President

Respectfully Submitted by

  
Ruth Ellis, Administrative Staff Assistant

*Approved December 19, 2017*