

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
November 13, 2018 – 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 Vice President Teeter.

Roll Call of Board members present: Moore, Meserve and Teeter. Absent: Hemphill and Wilson

Staff Present: Dan Newton, Executive Officer, Gwenna MacDonald, Secretary, and Reesa Rice, Pool Director.

1 APPROVAL OF AGENDA:

Motion by Board member Moore, second by Board member Meserve, to approve the agenda; motion carried. Ayes: Moore, Meserve and Teeter. Absent: Hemphill and Wilson.

2 APPROVAL OF MINUTES:

Motion by Board member Moore, second by Board member Meserve, to approve the minutes of the October 16, 2018 meeting; motion carried. Ayes: Moore, Meserve and Teeter. Absent: Hemphill and Wilson.

3 PUBLIC COMMENT: No comments.

4 MATTERS FOR BOARD CONSIDERATION:

4A Financial Reports through November 6, 2018

Mr. Newton reviewed the financial reports through November 6, 2018, explaining that the revised format presented at the October meeting is again utilized, and compared the projected amount for the remainder of the fiscal year compared to the actuals. As the year progresses, the information becomes more reliable, and in most cases the projected expenses are based on the previous year's actual numbers. Modifications are made by City staff and the goal is to spend less than the budgeted amount. There is not a significant amount budgeted for spring landscaping or building, and revenues are budgeted based upon anticipated numbers, and are expected to remain on track.

Vice President Teeter asked for clarification regarding anticipated expenses for November.

Mr. Newton responded that there was an extra week in the month of October which resulted in a higher billing, and the estimate for November is based upon November 2017 numbers.

There were no more questions or comments.

4B Approve City Reimbursement Request through November 2, 2018

Mr. Newton stated that the City reimbursement request for providing both administrative and operational staffing is \$1,122.99 in administrative costs and \$4,499.89 for operations for a total of \$5,622.88 for the period ending November 2, 2018.

Motion by Board member Meserve, second by Board member Moore to approve the reimbursement request as submitted; motion carried. Ayes: Meserve, Moore and Teeter. Absent: Hemphill and Wilson.

4C Utility Services Agreement with the City of Susanville: Amendment 1

Mr. Newton explained that at the October 16, 2018 meeting, the Board directed staff to request that the City Council consider amending the Utility Services Agreement. The amendment would result in a reduction to the monthly geothermal costs, which based on the current agreement is \$2,100 per month for the period of June through October. Actual pumping costs for electricity over the period have been consistently less than \$2,100 per month, so the

amendment was prepared to specify that the Honey Lake Valley Recreation Authority would pay actual pumping costs and clarifies that the time period for using the system would begin in May, and not June. The City Council considered and approved the amendment at the November 7, 2018 meeting, and the proposed effective date of the agreement is back dated to July 1st.

Motion by Board member Meserve, second by Board member Moore, to approve Amendment No. 1 to the Utility Services Agreement; motion carried. Ayes: Meserve, Moore and Teeter. Absent: Hemphill and Wilson.

4D General Operations Update

Ms. Rice reported that the pool official closed on October 30th, and staff is working to winterize the facility. Over the next few months, she would be working to develop the spring and summer schedule and a Capital Improvement Plan. She discussed an Eagle Scout project that is being coordinated for the installation of a flag pole, and mentioned that Bob Godman has donated the pole for the project.

Board member Teeter congratulated staff on a successful 2018 season, noting that there was a lot of success to build on for the coming year. He added that the Board should be focusing on building a reserve fund for future operations.

Nancy Cardenas thanked Ms. Rice for taking on the facility and doing an amazing job in operating the facility so efficiently.

5 BOARD MEMBER ISSUES/REPORTS:

Board member Meserve congratulated Ms. Rice on a successful season.

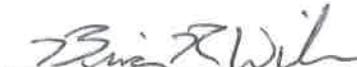
Motion by Board member Meserve, second by Board member Moore, to adjourn the meeting; motion carried. Ayes: Meserve, Moore and Teeter. Absent: Hemphill and Wilson.

Meeting adjourned at 3:25 p.m.

Respectfully Submitted by



Gwenna MacDonald, Acting Secretary HLVRA


Brian Wilson, President

Approved on April 4, 2019