

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
December 18, 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 President Wilson.

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

Staff Present: Dan Newton, Executive Officer, Heidi Whitlock, Secretary, and Reesa Rice, Pool Director.

1 APPROVAL OF AGENDA: Motion by Board member Hemphill, second by Vice President Teeter, to approve the agenda. Motion carried. Ayes: Moore, Hemphill, Teeter and Wilson. Absent: Meserve.

2 APPROVAL OF MINUTES: None.

3 CORRESPONDENCE: None.

4 PUBLIC COMMENT: No comments.

5 MATTERS FOR BOARD CONSIDERATION:

5A Financial Reports through December 12, 2018

Mr. Newton stated that the most recent financials were attached for the Board's consideration and review. He listed the reports provided and inquired as to whether or not anyone had questions prior to his moving to the budget worksheet.

No comments.

Mr. Newton stated that in reviewing the projected budget excel sheet, it looks a though we are a little under budget. He continued that the revenues are approximately \$1,000 under budget, so we appear to be on track to take in more than we expend this fiscal year.

President Wilson responded that it is good to know and thanked Mr. Newton for going over the spreadsheet.

5B Approve City Reimbursement Request through November 30, 2018

Mr. Newton stated that the city reimbursement request was for the period of November 3, 2018 through November 30, 2018. He added that the pool is now closed so the operating costs will be lower; however, the Pool Director and Assistant Pool Manager were still on board for maintenance.

Mr. Newton continued that, during the down time, the Pool Director should be working on the operations manual but there will still be some costs for himself and Ms. Whitlock.

Motion by Vice President Teeter, second by Board member Moore to approve the reimbursement request. Motion carried unanimously. Aye: Teeter, Moore, Hemphill and Wilson. Absent: Meserve.

5C Discussion Regarding Long-Term Plan

Mr. Newton stated that the HLVRA was starting to look into a long-term plan for the pool as it is needed, as well as mentioned by the Grand Jury. He continued that, as City staff, there is no recommendation at this time, but he wanted

to bring the item to the Board to obtain a few parameters to know what should be included and to start brainstorming. He added that he has a few rudimentary items and it will be a lot of work but, it would be worth it to also have the long-term financial plan. He concluded that there is a need to identify who would do the plan and what should be included.

President Wilson responded that he did not feel that the Board or staff had to get into it today; however, if they had it, they could review it.

Mr. Newton inquired as to whether the Board has considered reaching out to Mr. Egan, Ms. Cardenas or Ms. Wemple to come up with information to provide to the Board.

President Wilson inquired as to how much longer the HLVR would be receiving contributions from the City and County to which Mr. Newton responded approximately 10 years.

Board member Hemphill responded that the Board has 10 years to figure out how to make up that difference.

President Wilson responded that, from the very beginning, it was told to the Board that recreational elements such as diving boards, water slides, or a therapy pool, would be needed to make up the revenue. He continued that the budget does not show any money in a capital improvement fund and he did not recall the Board talking much about going after grants as the JPA entity, without the City or County staff stepping in to write them. He added that, now that the pool is built, the Board should be more proactive in seeing what is available. If we start putting money aside, we can start thinking about what it would go toward. He added that, when Aquatic Design Group came in, they stated the pool would need the elements to be closer to 80% recovery.

Mr. Newton responded that that was very good insight regarding the future options of the facility. He added that, when we see budget over a years' time, we see how much we lose in the shoulder seasons and one of our first responses is, maybe we shouldn't be open during that time. And, while that may be a business decision that has to be made, we should probably always be working at how to keep the pool open longer. He continued that he remembered hearing about a structure over the pool, allowing for year-round operation; however, it would drive up costs.

President Wilson stated that we also needed to recognize the difference in one-time costs versus ongoing costs. One-time costs may be bad but, it would assist in increasing revenues over time as the additional revenue being generated could go towards operational costs if we increase the usage. He added that if other pools were looked into, like Minden or Carson City, what do their budgets look like. He continued that, even though a facility is covered, it does not mean that it would make enough in revenue during the winter seasons. Even if we must look back at the Roosevelt Pool, it was not always open just because it had a roof on it so, it may not be a logical expense.

Ms. Rice stated that the Lassen Community College, at that time, utilized the Roosevelt Pool and helped with shoulder season revenue. She added that, unfortunately, it doesn't mean that those programs would run the same way as there would be limited usage, about half, as a lot of programming clientele leave during the winter months now.

Vice President Teeter asked if the long-term plan would be an actual written document.

Mr. Newton responded that it should be a written document.

President Wilson added that the document needed to address at least the next ten years.

Mr. Newton responded that it should address how it would grow, the elements, and the overall goal of the facility. He added that there should also be a financial plan. He continued that Ms. Rice had mentioned that the HLVR may want to look more closely at partnering with other agencies. However, every agreement that is made will also, potentially, take time away from public swim. He concluded by stating that the plan would be a very significant endeavor.

President Wilson responded that it would also help new members if a plan could be provided to them.

Board member Moore inquired as to whether or not insurance costs would go up if elements were added.

Ms. Rice responded that it was her understanding that no, the pool is 13 feet deep and most types of elements would already be covered with a pool of that depth.

President Wilson suggested that a wish list be drafted. The list should include how items would affect income, so they could pick the best elements. He continued, for instance, the additional of a therapy pool may allow for more free-swim in the regular pool if lessons were in the held in it. He continued that it needs to be looked at logistically, as we will also need to acquire more employees if there are more elements.

President Wilson inquired as to whether a diving board would affect usage. For instance, would 30-40 people be told to relocate to the other end so 1-2 could dive.

Vice President Teeter inquired as to whether Mr. Newton would be the best person to do this after the Board just complemented staff for keeping costs down.

Mr. Newton thanked the Board but added that he did not know if he would be the best option to complete the plan. He added that Ms. Rice may be a good choice but he would like Board input on who they would feel would be the best person to tackle the plan.

Vice President Teeter offered that Mr. Newton could possible do it, or the next City Administrator. No further comment on who the Board would prefer.

Board member Hemphill responded that the main thing he would like to see if the numbers for other pools as it could be busier now for programming as the summer could be more for recreational usage.

Ms. Rice stated that winter season, or the shoulder seasons, are a struggle due to low public usage. She added that she was not convinced that a cover would bring in more customers but added that it could be the slide etc.

President Wilson responded that perhaps she should contact other enclosed pools to find out whether there is a difference in attendance. He added that, in the next 10 years, we need to be to recoup as much as possible. He continued that whether there is a city tax or if the City or County continues to contribute or if the pool is only seasonal, we need a plan and we need to consider capital improvement to get closer to our 80%.

President Wilson discussed the potential cost of the therapy pool being estimated at \$300,000-\$400,000, including a new mechanical room, and asked if a splashpad added to Riverside Park would pull people away from the pool.

Ms. Rice responded that it absolutely would.

President Wilson responded that the splash pad at the pool would open more options for families at the pool since small children may prefer the splash pad when older siblings use the pool.

Vice President Teeter responded that there has already been input from the public that the splash pad is wanted but maintenance must be considered as well.

President Wilson responded that, if the elements are different enough, they may not pull from each other.

Mr. Newton thanked the Board for their input. He added that staff can come up with an idea for the plan and how we can roll it out but, the scope may need to be scaled down to make it manageable as well as identifying who the Board wants to work on it. He added, if the Board wanted him or Ms. Whitlock to work on it, obviously there would be the cost associated with it but, maybe we can come up with ideas on how to proceed staffing wise as well with putting it together.

Mr. Newton continued that the plan, once started, could be brought back every month for review.

President Wilson responded that the Board may not need to see it every month, just when needed.

Mr. Newton responded that it would show the Board that staff is reviewing it.

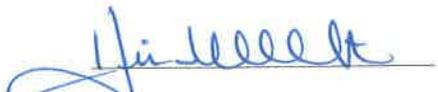
Board member Hemphill reiterated that the Board would like to see the numbers for other agencies.

6 **BOARD MEMBER ISSUES/REPORTS:**

Meeting adjourned at 3:42 p.m.


Brian Wilson, President

Respectfully Submitted by


Heidi Whitlock, Secretary HLVRA

Approved on February 19, 2019