

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
April 4, 2019 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 1:01 p.m. by President Wilson.

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

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

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

2 APPROVAL OF MINUTES: Motion by Vice President Teeter, second by Board member Moore to approve minutes from November 13, 2018. Motion carried unanimously. Aye: Moore, Teeter and Wilson. Absent: Hemphill.

Motion by Vice President Teeter, second by Board member Moore to approve minutes from February 19, 2019. Motion carried unanimously. Aye: Moore, Teeter and Wilson. Absent: Hemphill.

3 PUBLIC COMMENT: None.

4 MATTERS FOR BOARD CONSIDERATION:

4A Financial Reports through March 14, 2019

Mr. Newton stated that the attached reports are those typically provided to the Board for review. He continued that there has not been much activity as the pool is still closed but costs should start picking up shortly as Ms. Rice is putting in hours getting everything ready for opening day. He added that everything looks like we are still within our budgeted revenues and, if we stay on track, we may be a little ahead at the end of the year.

President Wilson requested the discussion of item 4E next.

4E Consider Reserve Account for Capital Improvements

Ms. Rice stated that she felt the \$5,000 budget annually to go towards capital improvements has not been building up anywhere. She added that there should be \$15,000 to go towards capital improvements so far but, it is not being put away anywhere. She continued that she would like approval to have the money separated into a different fund for the sole purpose of using it for capital improvements instead of it getting placed in fund balance at the end of every year.

President Wilson stated that he and Mr. Jonas have discussed this very issue.

Ms. Rice that the pump is always on and, within 10-15 years, it will have to be replaced among other things.

President Wilson stated that Mr. Jonas and he thought it would cost approximately \$100,000 in 10 years to fix some of the potential issues that may arise. He added that it would be useful to be able to set aside as much as possible after determining how much will be needed.

Ms. Rice stated that she asked Mr. Jonas how he came up with the \$100,000 and it included plaster, the pump, as well as when the agreement with the City and County ended and additional funds were no longer coming in, they wanted to account for maintenance.

President Wilson responded, assuming we have \$69,000, the Board should be fairly aggressive on what we set aside but agreed that a different fund may be needed.

Ms. Rice stated that we only need Board approval per the Auditor to create a new account for it.

President Wilson suggested two funds. One for fixing existing infrastructure and the other for adding new items.

Ms. Rice stated that there is already \$5,000 budgeted to depreciation, we just want the account to be separated from cash.

President Wilson stated that there should be two separate line items. He added that it should be set at \$5,000 for now and it can be amended to raise the amount later. He continued that the Grand Jury also requires more planning to bring in money etc. and if we show we are setting money aside, it could be better.

Mr. Newton added that it should be memorialized with a policy that it will always be in the budget to ensure we continue to do so.

Ms. Rice stated that she just wanted to confirm that it will be at least the \$15,000 as that is what should be in the account as of now.

President Wilson added that we probably also need something specifying what those funds can be used for.

Motion by Vice President Teeter, second by Board member Moore, to move \$15,000 to a reserve account (\$5,000 for three years open thus far). Motion carried unanimously. Absent: Hemphill.

4B Approval of City Reimbursement Request through March 8, 2019

Mr. Newton stated that the reimbursement is for a total of \$2,816.51 from January 24, 2019 through March 8, 2019.

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

4C Discussion Regarding Appointment of the Executive Officer

Mr. Newton stated that this item is related to the appointment of the EO. Previously, the City Administrator performed the EO duties. However, he took on the duties when he was the Interim City Administrator. He added that, in researching the position, we found that the City assigns the duty to an employee and the HLVRA Board either appoints the EO or can request someone else. He continued that, ultimately, we want to allow the Board to officially appoint the EO.

Motion by Vice President Teeter, second by Board member Moore, to appoint Dan Newton as the Executive Officer for the HLVRA. Motion carried unanimously. Absent: Hemphill.

4D Discussion Regarding Process and Appointment of Public Member

Mr. Newton stated that we again reviewed the Joint Powers Agreement and found that the Board is comprised of two City members, two County members and a public member. With the loss of Board member Meserve we, unfortunately, have to recruit for the vacancy.

Mr. Newton continued that the last time we were filling this position we accepted letters and had those who applied come to the meeting and introduce themselves while providing their reasons for wanting to be on the Board and why they felt they were most qualified. A secret ballot then occurred between the members during open session, the EO tallied the points per person and the person with the most votes was appointed. Mr. Newton requested to know if the Board wanted to follow the same process.

Vice President Teeter suggested bringing back the process as a resolution to memorialize it.

President Wilson suggested a letter of recognition be drafted and sent to Mr. Meserve's wife.

4E Consider Reserve Account for Capital Improvements *Heard after 5A.*

4F Consider Airgas Agreement for CO2 System

Ms. Rice stated her desire to switch from the current muratic acid system to the CO2 system. She added that, between safely transportation of the chemicals and the switch to CO2, it will save time, be safer and should save the pool money. She also recommended not purchasing the tanks but rather leasing them and then Airgas would be responsible for the maintenance.

President Wilson inquired as to where the tank(s) will be located.

Ms. Rice responded that the muratic acid tank is being taken out but staying. The new tanks will be hooked up in the mechanical room. She added that the only reason muratic acid was used, per Jim Dougherty, the pool builder, was due to the cost restraints. But now, the CO2 is cheaper.

President Wilson inquired as to whether or not the CO2 would be safer.

Ms. Rice responded, yes. It is hands off and, if it were to leak, it would go into the air, not like the acid that could get on your skin and the ground causing hazardous material issues. She added the muratic acid would still be used occasionally but, 1-2 gallons a week, not what is currently being used.

Motion by Vice President Teeter, second by Board member Moore, to approve switching to the CO2 system. Motion carried unanimously. Absent: Hemphill.

4G Consider MOU with Lassen Aquatics Swim Team

Ms. Rice stated she revisited the agreement from last year and, we updated the price for the swim team. She continued that last year it was minimum of \$1,200 and now it is a minimum of \$1,500. She added that we are not really making money but we would now be covering the cost of the lifeguards. She also added Section G stating that they must first pass a swim test to say they can be on the swim team as she did not want the swim team teaching kids how to swim and thus affecting the pools main revenue stream as well as providing them an extra half hour of time.

President Wilson stated that he did not like the idea of the swim team getting an extra ½ hour a day.

Ms. Rice suggested we look at the next item as the schedule is part of it.

4H General Update of Pool Operations

Ms. Rice reviewed the updated schedules for Spring, Summer and Fall and asked if there were additional questions regarding the changes and explanations provided. She continued to provide a general update on the updated fee schedules, her reasoning behind the price changes and the swim lesson sessions available this season. She added that sign-ups will begin on April 22nd. Ms. Rice asked for approval on proposed schedules.

4G Continuing Consider MOU with Lassen Aquatics Swim Team

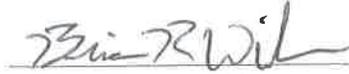
Motion by Vice President Teeter, second by Board member Moore, to approve the schedules. Motion carried unanimously. Absent: Hemphill.

5 BOARD MEMBER ISSUES/REPORTS: None.

6 PUBLIC COMMENT CLOSED SESSION ITEMS:

7 CLOSED SESSION: Postponed until next meeting.

Motion by Vice President Teeter, second by Board member Moore, to adjourn at 3:02 p.m. Motion carried.



Brian Wilson, President

Respectfully Submitted by:



Heidi Whitlock, Secretary HLVRA