

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
June 18, 2019 – 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: Wilson, Teeter, Hemphill and Moore. Absent: Riggs.

Staff Present: Dan Newton, Executive Officer, Angelina Chamblee, Administrative Staff Assistant, and Reesa Rice, Pool Director.

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

2 APPROVAL OF MINUTES: Motion by Board Member Teeter, second by Board Member Hemphill, to approve the minutes from the May 21, 2019 meeting. Motion carried. Ayes: Wilson, Teeter, Hemphill and Moore. Absent: Riggs.

3 CORRESPONDENCE: None.

4 PUBLIC COMMENT: No comments.

5 MATTERS FOR BOARD CONSIDERATION:

5A Financial Reports Through June 12, 2019

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.

President Wilson commented that the numbers are looking really good and thanked Ms. Rice for staying on the numbers and it looks like the income will be a little bit higher and expenses are under budget.

5B Consider Approval of City Reimbursement Request May 3rd through May 31st, 2019

Mr. Newton stated that the reimbursement included is for a total of \$17,012.96 from March 9, 2019 through May 3, 2019.

President Wilson asked Ms. Rice if she reached out to some of the other pools in the area to train their lifeguards. Ms. Rice stated she had trained the lifeguards at the Herlong pool and Herlong also paid for the lifeguard training. No other pools have reached out for training. President Wilson asked Ms. Rice to reach out to Bieber next year.

Motion by Board Member Hemphill, second by Board member Moore to approve the reimbursement request for City staff and City administrative services. Motion carried unanimously. Ayes: Wilson, Teeter, Hemphill and Moore. Absent: Riggs.

5C Consider Resolution No. 19-30, Approving Authorized Signers for City Reimbursements 2019 / 2020 Fiscal Year

Mr. Newton stated that the signers are already on record, he is seeking approval to renew the authorized signers.

President Wilson asked if there was a problem with checks and balances. He is concerned about the wording "claims made by the city" Mr. Newton explained that the term "claim" is just a check request.

Motion by Board member Moore, second by Board Member Hemphill to approve the authorized signers list as presented. Motion carried unanimously. Ayes: Moore, Hemphill, Teeter and Wilson. Absent: Riggs.

5D Consider Resolution No. 19-31, Adoption of the Revised 2018 / 2019 Budget

Mr. Newton addressed the line items that were of concern. On the Expenses side Professional Services was decreased as well as Natural Gas and staffing budget for pool employees, with an increase in County Allocations, Maintenance, Communications, Electric Utility Costs, Geothermal, Capital Improvements, Training and Communications and Insurance Costs. On the Revenue side there is a decrease in the swim team and swim lessons to account for the \$9,000 taken out of April.

Motion by Board member Teeter, second by Board Member Moore to approve the fiscal year 18-19 Revised Budget. Motion carried unanimously. Ayes: Wilson, Teeter, Hemphill and Moore. Absent: Riggs.

5E Discussion Regarding 2019 / 2020 Budget

Mr. Newton proposes a discussion to adopt a resolution regarding a Capital Improvements fund. Ms. Rice and Mr. Newton would like to set up a Capital Improvement fund that cash can be transferred into to be held and reserved for future needs.

Mr. Newton also stated that there is an amount set aside for turf in the empty lot east of the pool, and turf may not be a top priority at this time. Ms. Rice stated that a diving board, outdoor showers and a different chlorination system are priorities at this time.

Vice President Teeter agreed with Ms. Rice. He also opened a discussion regarding the windows of the building not having the ability to open. He believes it would be beneficial to the staff to have air flow through the building during the late summer months. He is also concerned about dirt getting into the pool mechanisms.

Board Member Moore agreed it would be a good idea to have a Capital Fund.

Board Member Hemphill stated everyone is on the same page and appreciated Ms. Rice thinking ahead.

President Wilson stated the diving board should be a first priority since the Rotary has donated funding and there is a time stamp on it. Ms. Rice agreed that the diving board should be a top priority since the pool was configured around a diving board. He asked if Ms. Rice had prices for these projects. Ms. Rice stated she is working on the price tags with Mr. Newton now, the diving board is \$18-20,000. She would like to fund raise for some of it as well. President Wilson asked if there is a place where she would like the diving board. Ms. Rice would like it above lane 2 (where the elbow is and between the blocks); as there is a lifeguard there and can help control the diving zone. Board Member Moore asked if research was done for liability insurance for the diving board. Ms. Rice explained the insurance does not change since the pool was configured for the one (1) meter board.

President Wilson would like to see the pool aggressively set aside seed money for future expansions or repairs, large capital repairs. He asked if there is a rough idea of how much we will end up at the end of the June budget. Mr. Newton pointed out the projection where we may end up \$10,000 to \$20,000 better than budget.

President Wilson opened the discussion on how much money to put into the Capital Improvement fund. He would like to know how much should be budgeted for deferred repairs and future improvements. Ms. Rice said annually it is \$5,000 but she would like to push it to \$10,000 a year. Ms. Rice will work on the numbers and bring them in next meeting.

5F General Update on Pool Operations

Ms. Rice stated that there has been 100+ swimmers during public swim and that seems to be the average, family swim has been averaging 30, but it has only been a week, and she would like to see those numbers doubled. Swim lessons are great and running smoothly, although having some trouble booking the level 4.

Ms. Rice said all the school parties went well, they only had to cancel one due to weather, and the high school party was in the paper, the kids seemed to really enjoy it. The schools in the area all reached out, so the pool is on their radar.

6 BOARD MEMBER ISSUES/REPORTS:

Meeting adjourned at 3:42 p.m.


Brian Wilson, President

Respectfully Submitted by:


Angelina Chamblee, Secretary HLVRA