

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
July 16, 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, Riggs and Moore. Absent: Hemphill.

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

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

2 APPROVAL OF MINUTES: Motion by Board Member Moore, second by Board Member Teeter, to approve the minutes from the June 18, 2019 meeting. Motion carried. Ayes: Wilson, Teeter, Riggs and Moore. Absent: Hemphill.

3 CORRESPONDENCE: None.

4 PUBLIC COMMENT: No comments.

5 MATTERS FOR BOARD CONSIDERATION:

5A Financial Reports Through July 9, 2019

Mr. Newton requested to address the board: Angelina Chamblee works in Public Works as an Administrative Staff Assistant and fills in occasionally for Ms. Whitlock. Mr. Newton would like Ms. Chamblee to continue doing the minutes, as it is a more cost-effective way to get the work done.

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 from the General Ledger Summary and the Total Revenues has a substantial difference. The General Ledger shows \$250,794 and the Total Revenues \$270,000. Mr. Newton stated that the numbers are estimated for June. Ms. Whitlock advised that pool staff has not submitted any revenue spreadsheets for June. Mr. Newton advised there will be new numbers at the next meeting. This does not account for the approximate \$11,000 in April and May for passes that will not be earned until this fiscal year.

5B Consider Approval of City Reimbursement Request June 1st through June 28th 2019

Mr. Newton stated that the reimbursement included is for a total of \$27,628, asking the Board to approve the request for reimbursement.

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

5C Consider Resolution No. 19-32 Adopting 2019/2020 Budget

Mr. Newton informed the Board item 5C is a 3-part request for action. The first request considering the proposed fiscal year 2019/2020 budget, also considering approval of Resolution No. 19-32 which would adopt that budget. There have been discussions at previous meetings regarding a Reserve Fund for future maintenance costs. Mr. Newton proposed

a discussion regarding the Reserve Fund and would like to provide some direction. He added that the county Auditor said she can create the fund with a Minute Order from the Board. The Board would need to implement a policy in order to restrict a certain amount of money in the Reserve Fund.

Mr. Newton opened with explanation of the proposed 2019/2020 budget; including the proposed pool enhancements, and how to solidify the financial planning of the Reserve Fund for the diving board, showers and a new chlorination system. Mr. Jonas has investigated the estimate for the plans for the showers and possibly the diving board. The estimation is higher by \$2,500 dollars for engineer plans.

In previous meetings there had been a proposal to take \$10,000 dollars from each year and transfer this to the Reserve Fund. The 19/20 proposed budget has a line item under Revenues for \$20,000 dollars. This is \$10,000 dollars from fiscal year 17/18 and \$10,000 dollars from 18/19. Under Expenses there is a line item for \$30,000 which consists of the previously mentioned \$20,000 from the two previous years and included an additional \$10,000 for the current fiscal year (19/20).

Board Member Riggs asked if the \$25,000 dollars from NST would cover the plans and design work. Mr. Jonas said he has an actual written estimate from NST.

Mr. Newton pointed out that the estimated pool staffing amount of \$135,000 has increased since the last meeting. Mr. Newton suggests increasing Pool Staffing another \$7,000 and decreasing line item 3002300-Professional & Specialized Services by \$7,000. President Wilson asked if the higher staffing costs include the minimum wage increase. Mr. Newton advised it does not and apologized for the oversight. After a discussion between the Board and Staff, Mr. Newton proposed that the Board adopts the 19/20 budget as is and bring an analysis of staffing costs to the next board meeting.

Mr. Newton moved on to explain the outline of the proposed restricted fund to the Board.

President Wilson would like to see a restriction on future maintenance in the Restricted Facility Improvement Fund designated to capital improvements rather than little things.

Mr. Jonas said that within 3 years the exterior of the building would need to be repainted. He would like to know which fund this would come out of.

President Wilson would like to see a dollar amount placed on maintenance. He suggested any maintenance cost over \$5,000 dollars should be taken from the Restricted Facility Improvement Fund instead of regular maintenance that is allocated in the budget. Board Member Teeter suggested \$2,000 or \$3,000 dollars.

Board Member Riggs believed it should be a larger number than the \$3,000 amount.

Board Member Riggs asked why a new HVAC system was needed since the building is new. Board Member Teeter advised that this policy is being set for future years. Mr. Newton explained that the HVAC system is something to investigate long term. The Geothermal system is not reliable and the pool building needs to have a back up heating system. Tony stated last year when the Geo went down, they used space heaters to keep the temperature above freezing.

President Wilson said the Board agrees that maintenance costs over \$5,000 need to come from the Restricted Facility Improvement Fund for Capital Repairs. President Wilson would like to see two separate accounts, one for Facility Maintenance and one for Capital Repairs.

Mr. Newton suggested calling the second fund Facility Improvement Fund. Mr. Newton also explained the policy override of 4/5 vote to use money in the Facility Improvement Fund for any purpose under the jurisdiction of the HVLRA Governing Board. Mr. Newton will draw up a resolution for the above-mentioned changes in the Restricted Funds.

Motion by Board Member Moore, second by Board member Teeter to approve Resolution 19-32 adopting fiscal year 2019/2020 HVLRA budget. Motion carried unanimously. Ayes: Wilson, Teeter, Riggs and Moore. Absent: Hemphill.

5D General Update on Pool Operations

Ms. Rice updated the Board on a recent donation from Marine Corps League of \$5,200 dollars. When it is time to write a check for the diving board there needs to be action from the Board Members during a board meeting to allocate the \$5,200 from the donation fund to the diving board. President Wilson would like Ms. Rice to reach out to the Marine Corps League to attend the next board meeting to recognize their donation. Ms. Rice advised that the Lassen County Times was present when the Marine Corps League handed the check over. President Wilson suggested dropping a letter since they had a photo op already, but they are more than welcome to come to the next meeting. He is hoping that the new diving board will go in this coming fall.

Ms. Rice said that she is focusing on getting numbers and quotes for the showers and the chlorine systems. President Wilson would like Ms. Rice to assess the space in the front of the pool that was designated for grass, if this is still going in then it needs to be done in the fall.

Board member Riggs asked Ms. Rice about the pool temperature. The pool is kept around 85 degrees and one of the children on the swim team had overheated. Ms. Rice explained that the temperature is kept at a middle ground so that all the people that access the pool are comfortable. Ms. Rice also explained that if the swim team was having a swim competition, they would lower the temperature of the water for the swim teams. Board Member Riggs asked how much the water temperature changes through the day. Ms. Rice explained it is usually 83 degrees in the morning and the temperature rises to 85 after 11am. The pool temperature is also lowered over the weekends. Board Member Riggs asked about the person to be trained for the heat exchanger, pumps and systems. Mr. Newton advised that the training has not taken place yet.

6 BOARD MEMBER ISSUES/REPORTS:

Board Member Riggs advised Mr. Newton that the swim team is no longer Lassen Aquatics, they are awaiting the EIN from the IRS to change the name to Lassen Volcano's. She asked Mr. Newton to change the name on the budget line item. Next year the agreements will need to be modified to reflect the new entity, Lassen Volcano's.

Meeting adjourned at 4:06 p.m. by President Wilson


Brian Wilson, President

Respectfully Submitted by:


Angelina Chamblee, Secretary HLVRA

Approved on September 17, 2019