

**HONEY LAKE VALLEY RECREATION AUTHORITY  
GOVERNING BOARD MEETING  
Regular Meeting Minutes  
September 17, 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, Riggs and Moore. Teeter joined at 3:01pm. Absent: Hemphill.

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

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

**2 APPROVAL OF MINUTES:** Motion by Board Member Riggs, second by Board Member Teeter, to approve the minutes from the July 16, 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 September 9, 2019**

Mr. Newton explained to the Board that the County books have not fully closed, and the Auditor has not submitted their financials. Attached to the agenda are the "in house" financials, the chronological expense detail, and an updated donation number from the Marine Corps League that had not shown up on the paperwork yet. Mr. Newton went over the financial reports for the Board. President Wilson asked if the city contributions were included in September. Mr. Newton said the City's Finance Manager will have those numbers the following week. There is also an increase in expenses to account for the increase of minimum wage that was not projected in this fiscal year's budget. Board Member Riggs addressed the increase in insurance costs. Mr. Newton stated the premiums went up in July. Board Member Riggs asked if the City renegotiates with the insurance and Mr. Newton said it is not through the City, it is based on coverage amounts.

**5B Consider Approval of City Reimbursement Request June 29<sup>th</sup> through September 6<sup>th</sup>, 2019**

Mr. Newton stated that the reimbursement included is for a total of \$53,590.66, 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 General Update on Pool Operations**

Ms. Rice updated the Board on the recent activities, including the swim team and aqua aerobics. Ms. Rice spoke about the diving board project, as she received bids for the stand and board and the cheapest diving board was around \$16,000 dollars, and \$20,000 including labor for installation. Ms. Rice said there are items that need to be agendized and addressed by the Board before the installation and would like to have the diving board installed in November.

**5D Approve Resolution No. 19-33, creating a restricted fund entitled Pool Facility Improvement Fund**

Mr. Newton advised the Board that this fund is for new improvements or expansion of the pool site for costs over \$5,000 dollars. This is a voluntary restriction of these funds, not a legal restriction, that can be changed later with a 4/5 vote of the board to override the restriction. Mr. Newton also advised that Ms. Wemple can set up categories for projects within this fund ex: the diving board project.

Motion by Board Member Riggs, second by Board Member Moore to approve resolution 19-33. Motion carried unanimously. Ayes: Wilson, Teeter, Riggs and Moore. Absent: Hemphill.

**5E Approve Resolution No. 19-34, creating a restricted fund entitled Pool Facility Sustainability Fund**

Mr. Newton explained the purpose of this resolution is to fund significant maintenance and repair to the pool over the cost of \$5,000 dollars.

Motion by Board Member Teeter, second by Board Member Riggs to approve resolution 19-34. Motion carried unanimously. Ayes: Wilson, Teeter, Riggs and Moore. Absent: Hemphill.

**5F Receive Audit Report for fiscal year ending 2018 and 2017**

Mr. Newton went over the audit report with the board. The audit is a clean audit with no findings of material weakness in the internal accounting controls for the HLVRA.

Motion by Board Member Teeter, second by Board Member Moore to receive and file Audit Report. Motion carried unanimously. Ayes: Wilson, Teeter, Riggs and Moore. Absent: Hemphill.

**5G Consider engagement letter from Price Page and Company for fiscal year ending 2019 Audit**

Mr. Newton explained the engagement letter is to conduct the fiscal year ending 2019 HLVRA financial audit. The audit of the HLVRA financials will be conducted at the same time as the firm is conducting the Lassen County Audit.

Motion by Board Member Teeter, second by Board Member Riggs to authorize Executive Officer and Board President to sign the engagement letter. Motion carried unanimously. Ayes: Wilson, Teeter, Riggs and Moore. Absent: Hemphill.

Meeting adjourned at 4:04 p.m. by President Wilson.

Respectfully Submitted by:

  
Angelina Chamblee, Secretary HLVRA

  
Brian Wilson, President

*Approved on November 19, 2019*