

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
December 17, 2019 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:01 p.m. by President Wilson.

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

Staff Present: Dan Newton, Executive Officer, Amy Lopez, Administrative Staff Assistant, and Reesa Rice, Pool Director, Tony Jonas, Assistant Pool Manager.

1 APPROVAL OF AGENDA: Motion by Board Member Riggs, 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 Riggs, second by Board Member Moore, to approve the minutes from the November 19, 2019 meeting. Motion carried. Ayes: Wilson, Teeter, Riggs, Moore. Absent: Hemphill.

3 CORRESPONDENCE: None.

4 PUBLIC COMMENT: None.

5 MATTERS FOR BOARD CONSIDERATION:

Board member Jeff Hemphill entered the meeting at 3:02 p.m.

5A Financial Reports Through December 11, 2019

Mr. Newton presented a financial report that showed expenditures through December 11, 2019. He explained to the Board that the HLVRA now has three funds. Prior to the creation of the pool sustainability fund (534 fund), and the pool improvement fund (535 fund), there was only the operational fund (536 fund). The County Auditor has provided a financial report for the pool sustainability fund (534 fund) which has a cash balance of \$30,000 that was transferred. These funds are restricted for future maintenance of the existing facilities and equipment at the site. Mr. Newton briefly discussed the pool facility improvement fund (535 fund), also known as the diving board project, and the operational fund (536 fund), which is the fund that the board is accustomed to seeing. Financial reports have been provided by the County Auditor's office along with the financials that we keep internally that are more current. Mr. Newton directed the Board's attention to the financial report that was provided and explained that this was the report that is commonly discussed at the meetings and shows where the pool stands financially. This report goes through November 30, so the December numbers are only projections. Mr. Newton pointed out line 36 on the financial report that shows the actual operational revenue from July to October with the projection showing \$53,000 and the actual being \$60,000, leaving it at \$7,000 ahead.

5B Consider Approval of City Reimbursement Request through November 29, 2019

The HLVRA has contracted with the City of Susanville to perform Administrative, Management, and Operational services. The City has submitted a reimbursement request for both administrative and pool staff services related to the pool for the period of November 2, 2019 through November 29, 2019.

Mr. Newton broke down the costs showing \$1,303.91 for Administrative services, and \$1,426.65 for pool employees for a total of \$2,730.56.

Motion by Board Member Moore, second by Board Member Teeter to approve the reimbursement request for both administrative and pool staff services from November 2, 2019 through November 29, 2019. Motion carried unanimously. Aye: Wilson, Riggs, Moore, Teeter, Hemphill.

5C Consider Resolution No. 19-35 approval of amended budget to include Capital Improvement Funds

At the November 19, 2019 HLVRA meeting, the Board approved a fund transfer and the purchase of the diving board for the Honey Lake Valley Community Pool. The action taken did not include the approval of an expenditure budget for the Pool Facility Improvement Fund. The Pool Facility Improvement Fund has been created and is known as the 535 fund.

Mr. Newton informed the Board that the State Controller's office has identified the Honey Lake Valley Recreation Authority as a public agency and thereby is eligible to participate in the CA Uniform Public Construction Cost Accounting Program which allows HLVRA to do projects of up to \$60,000 in cost, with its own forces.

Staff is requesting that the Board consider approval of Resolution No. 19-35, which would approve the expense budget for the HLVRA 535 fund.

President Wilson asked Mr. Newton if the projected ending cash balance of \$158,000, shown on the 2019-2020 HLVRA projected budget and revenues and expenses sheet, takes in account the funds that were moved around.

Mr. Newton responded that it does not and \$20,000 of the \$30,000 is coming from the carryover.

President Wilson asked if the \$21,000 is included in the \$158,000 on the projected budget revenues and expenses

Mr. Newton replied yes, that it is included.

President Wilson stated that it should go down by \$41,000.

Mr. Newton replied yes, and the \$10,000 came from the operational side is not showing, so it may be at \$51,000.

Mr. Newton asked the Board because of the different fund accounts if they would like him to incorporate the two new funds into the budget sheet or keep it for the operational account only.

Board member Hemphill stated to keep it operational so they can see what is going on.

President Wilson said we should be able to see the balances on the other accounts as well.

Board member Riggs agreed with President Wilson by stating that it would be beneficial, especially for someone who is not familiar with the process.

President Wilson stated there should be a budget showing expenses and how much is going into these two other funds as well.

Motion by Board Member Teeter, second by Board member Hemphill to approve Resolution No. 19-35 approval of amended budget to include expenditures related to the purchase and installation of the diving board at the pool. Motion carried unanimously. Aye: Wilson, Riggs, Moore, Teeter, Hemphill.

Board member Riggs asked about the lifeguard training, who is involved with the training to be sure it is getting done.

Ms. Rice responded that anyone lifeguarding at the pool must be acting as a true lifeguard. USA swimming has thier own set of rules and the coaches and team typically handle it. If someone wanted to volunteer, it would be through USA Swim.

Mr. Jonas added that any person accessing the deck must go through a background check, and swimmer protection training.

Ms. Rice added that the training is equivalent to what California requires for all coaches and volunteers that are in immediate contact with children to go through and it is done through USA swimming.

Board member Riggs asked if that includes timers.

Mr. Jonas responded no, they are excluded.

President Wilson announced that the next scheduled meeting will be on January 21, 2020.

Meeting adjourned at 3:17 p.m. by President Wilson.



Brian Wilson, President

Respectfully Submitted by:


Amy Lopez, Secretary HLVRA

Approved January 21, 2020