

HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
January 21, 2020 – 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 Vice President Teeter.

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

Staff Present: Dan Newton, Executive Officer, Kristin Gilman, Administrative Specialist, and Reesa Rice, Pool Director.

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

2 APPROVAL OF MINUTES: Motion by Board Member Hemphill, second by Board Member Moore, to approve the minutes from the December 17, 2019 meeting. Motion carried. Ayes: Teeter, Moore and Hemphill. Absent: Wilson and Riggs.

3 CORRESPONDENCE: None.

4 PUBLIC COMMENT: None.

5 MATTERS FOR BOARD CONSIDERATION:

5A Appointment of President and Vice President for 2020

Honey Lake Valley Recreation Authority considers the appointment of a President and Vice President to serve during the 2020 calendar year. Dan Newton opens nominations for president. Vice President Teeter nominated President Brian Wilson. Motion by Board Member Hemphill to close nominations, second by Board Member Moore. Ayes: Teeter, Moore and Hemphill. Absent: Wilson and Riggs.

Vice President Teeter opens consideration for Vice President nominations. Board Member Hemphill nominated Vice President Teeter. Vice President Teeter closes nominations. Ayes: Teeter, Moore and Hemphill. Absent: Wilson and Riggs.

5B Financial Reports through January 12, 2020

Mr. Newton presented the financial reports for revenue and expenses through January 12, 2020. Mr. Newton stated that the Authority previously had one fund (536) and now has three funds. Those funds are 534, 535, and 536.

In the 534 fund, HLVRA Pool Sustainability- Cash, there is a \$30,000 cash balance. There is no budget for that fund. If there was a project that required those funds, the Authority would need to approve a budget. The 535 fund, HLVRA Pool Improvements, has a cash balance of \$21,000. The 536 fund has budget. The 536 fund is the operational fund.

Mr. Newton referenced the 2019/2020 HLVRA Projected Budget Revenues and Expenses spread sheet. He pointed out the transfers from the 536 fund to the 534 and 535 funds.

5C Consider Approval of City Reimbursement Request through December 27, 2019

Mr. Newton stated that the reimbursement request is for a total of \$1,822.48 for the period of November 30, 2019 through December 27, 2019. Mr. Newton asked the Board to approve the request for reimbursement.

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

5D Consider Resolution No. 20-36, approving Uniform Cost Accounting Policy

Mr. Newton stated that by choosing to adopt this resolution the Board would be choosing to participate in the Uniform Cost Accounting Policy. This must be then submitted to the State.

This policy allows agencies to perform work with their own forces up to a certain threshold, \$60,000 currently. There are also procedures for agencies to follow for an informal bidding process for projects under \$200,000. Agencies would need to adopt this informal bidding process in the future if they choose to participate.

The State Controller determined that HLVR is a public agency that is able to participate in the Uniform Cost Accounting Policy. This would allow the Authority to complete the diving board project with its own forces.

Tony Jonas, employee, made a comment that he felt that it may not be necessary for the Authority to adopt this policy because the HLVR is not employing any employees directly. Mr. Newton stated that the HLVR would need to adopt the policy because the diving board is a HLVR project, not a City of Susanville Project.

Motion by Board Member Moore, second by Board Member Hemphill to approve Resolution 20-36. Motion carried. Ayes: Teeter, Moore and Hemphill. Absent: Wilson and Riggs.

5E Consider Resolution No. 20-37, approving mid-year amended budget

Mr. Newton stated there is a slight increase in projected revenues.

County wide allocation for the Authority is increasing this year significantly, increase by \$13,000. This is based on the County's A-87 program. Mr. Newton stated that he did not have a clear path to reducing that amount.

Mr. Newton stated that it was not critical for the Board to approve this budget amendment today. Board requests staff to bring back item to next meeting. Board requests a separate discussion on the county wide allocation at the next meeting.

5F Consider approval of contract with Cole Huber, LLP for attorney services

Mr. Newton said that the attorney that the Authority has been using is leaving the firm. The Board was asked to consider a fee increase at this time. This prompted staff to research other attorney services options. Cole Huber LLP was identified as knowledgeable in the in the area of municipal law and has a rate of \$80 less per hour than the current attorney services retained by the Authority.

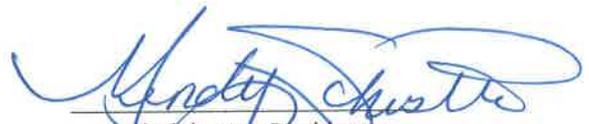
Motion by Board Member Hemphill, second by Board Member Moore to approval of contract with Cole Huber LLP for attorney services. Motion carried. Ayes: Teeter, Moore and Hemphill. Absent: Wilson and Riggs.

6 Board Member Issues / Reports

Meeting adjourned at 3:40 p.m. by Board Member Hemphill.

Respectfully Submitted by:


Kristin Gilman, Secretary HLVR


Mendy Schuster, President

Approved on May 19, 2020