

**NOTICE OF CALL OF SPECIAL MEETING
TO THE MEMBERS OF THE HONEY LAKE VALLEY RECREATION AUTHORITY:**

You are hereby notified that a SPECIAL MEETING of the HLVRA will be held in the Council Chambers of City Hall in the City of Susanville at 66 North Lassen Street, Susanville, California on **August 1, 2017 at 3:00 p.m.** to transact the following business:

Call Meeting to Order
Roll Call

1 **APPROVAL OF THE AGENDA:**

2 **APPROVAL OF MINUTES:** Approval of minutes from the June 6, 2017 meeting.

3 **PUBLIC COMMENT:** Members of the public may address the JPA concerning any item on the agenda prior to or during consideration of that item.

4 **MATTERS FOR BOARD CONSIDERATION:**

A. Update on Pool Operations

5 **BOARD MEMBER ISSUES/REPORTS:**

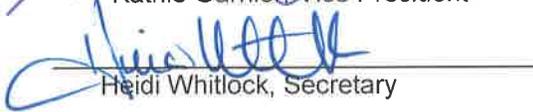
6 **CLOSED SESSION:** None.

7 **ADJOURNMENT:**



Kathie Garnier, Vice President

ATTEST:



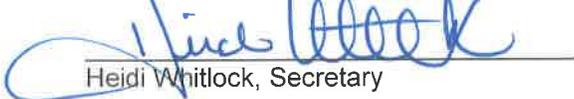
Heidi Whitlock, Secretary

AFFIDAVIT OF MAILING NOTICE

I, the undersigned Secretary for the Honey Lake Valley Recreation Authority, do hereby certify that an original of the **NOTICE OF CALL OF SPECIAL MEETING, August 1, 2017 at 3:00 p.m.** was delivered to each and every person set forth on the list contained herein on the 31st day of July, 2017. A copy of said Notice is attached hereto.

I declare under penalty of perjury that the foregoing is true and correct.

Dated at Susanville, California this the 31st day of July, 2017.



Heidi Whitlock, Secretary

Brian Wilson	emailed
David Teeter	emailed
Kathie Garnier	emailed
Tom Hammond	emailed
David Meserve	emailed

Submitted By: Heidi Whitlock, Secretary

Action Date: August 1, 2017

HLVRA AGENDA ITEM

SUBJECT: Minutes of the HLVRA June 6, 2017 meeting.

SUMMARY: Attached for the Board's review are the minutes of the HLVRA meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of HLVRA June 6, 2017 meeting.

ATTACHMENTS: Minutes: June 6, 2017

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
June 6, 2017 – 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 of Board members present: Jeff Hemphill, David Teeter, Kathie Garnier and Brian Wilson. Absent: Dave Meserve.

Staff Present: Jared G. Hancock, Executive Officer and Heidi Whitlock. Secretary.

APPROVAL OF AGENDA: Motion by Vice President Garnier, second by Board member Teeter. Motion carried unanimously.

2 **APPROVAL OF MINUTES:** None.

3 **PUBLIC COMMENT:**

Bill Feirabend (public) read a letter he drafted to the Board addressing the issue that there are not people already in the pool. He stated that an account has been set up at Susanville Supermarket to help fund a diving board for the pool.

4 **MATTERS FOR BOARD CONSIDERATION:**

4A **Approve City Reimbursement Request for Staff Services and Related Costs**

Mr. Hancock opened this item by stating that the item is for City staff time reimbursements and related costs.

Eileen Spencer (public) inquired as to whether or not the HLVRA is going to continue paying the City. She expressed concern with having to pay the City \$10,000 monthly.

President Wilson responded that the Pool Director will be handling the duties eventually and Mr. Hancock will only be supervising the Pool Director in the future. He added that most of those costs will drop off after this initial time period and also that this is a five-month bill for Mr. Hancock, the Project Manager, Engineer, etc... and those costs will be going away.

Ms. Spencer inquired as to whether or not they will continue to be five month bills.

Mr. Hancock responded that when we transition to the operating costs, the bulk of those costs will go to pool staff. He added that admin costs will still be there as there will still be agendas, meeting and supervision. However, there will be a shift in operations and bills will be only 60-90 days out. Mr. Hancock added that there are countless hours that he has not billed, thus donated to the HLVRA, as the City does not pay him overtime.

Ms. Spencer replied that she just wanted to ensure those types of bills will not continue.

Mr. Hancock responded that the amount will probably not go down and it may even go up as it will now include wages to be paid to operational employees. A reimbursement request will still be submitted but it will be for lifeguards, swim instructors, etc...

Ms. Spencer asked if the costs can be broken down and can it be presented that way.

Mr. Hancock responded that yes, it can be broken down like on page 3 of the agenda.

Motion by Board member Teeter, second by Vice President Garnier, to approve the City Reimbursement request. Motion carried unanimously.

4B Resolution No. 17-14 Approving Conflict of Interest Policy

Mr. Hancock stated that this item was something we were recently made aware of. As part of the Design-Build process, we had to adopt a conflict of interest policy. However, we require a general policy, which is attached, which will dovetail into the FPPC requirements and Form 700 requirements. We want to ensure that this is on file and it references the government code so we are not required to update it annually or when the when the language in the code changes.

Vice President Garnier inquired as to whether or not a new Form 700 would need to be filed.

Mr. Hancock responded that her form 700 would be, for this agency, a County-wide declaration. He continued that the HLVRA, when it was created, a specific boundary was not set so, it will be County-wide. He added that also, per Section 3, there is a government Code Section that states, any Board, other than a City, has to have its Conflict of Interest Policy approved by the Board of Supervisors. The Policy will be in effect once the Board of Supervisors approves it.

Motion by Board member Teeter, second by Board member Hemphill to approve Resolution No. 17-14 approving the Conflict of Interest Policy. Motion carried unanimously.

4C Resolution No. 17-15 Approving Authorized Signers for 2017/2018 Fiscal Year

Mr. Hancock stated that the item presented before them is the authorized signers' form which is required to be updated annually. He added that it has been himself and Ms. Whitlock in the past but, at this time, it would make sense to add Mr. Eric Heumann as well, to sign claims but not transfers.

President Wilson asked if the form would need to be changed again as Eric takes on more responsibilities.

Mr. Hancock responded that it should cover us as is.

Motion by Vice President Garnier, second by Board member Teeter, to approve the Authorized Signers' Form. Motion carried unanimously.

4D Review Proposed Fee Schedule

Mr. Hancock stated that he would like to turn this item over the Mr. Heumann, the Pool Director. He added that he would like the Board to look at the programming from two sides. A full schedule including programming while having open swim and also beginning schedule with more open swim to start. He thanked Eric for his work on the schedule and requested he explain from this point.

Mr. Heumann stated that staff reviewed pools in the area such as Redding, Reno, Truckee etc... and we averaged the prices. He continued that the proposed prices are not on the bottom but are in line with our programming and new pool amenities. He stated that he researched anchor prices and suggested that we set our numbers to ensure our pool well be able to sustain themselves. If we start at a lower rate, it would hurt us later if we tried to raise them.

Vice President Garnier requested that the pricing be rounded to the next number.

Mr. Heumann explained the anchor effect and how going with prices that are not rounded offers more opportunity to raise prices when necessary without a lot of negative feedback as people are not as aware of the increase.

Vice President Garnier stated that it would be harder to give change.

Mr. Hancock added that we had brought this items up in a meeting but we wanted to give Mr. Heumann the opportunity to explain. If the Board wishes to go from \$6.00 to \$6.25, patrons will notice that difference. However, it will not be as noticeable to go from one odd number to another.

Vice President Garnier stated that she understood the logic however, the change will end up on the bottom of the pool.

Mr. Hancock responded that the other item we have yet to discuss is sales tax. In general, services are not taxed. Currently, services are not taxed but, the State is looking at doing so. So, if that tax is included, it could round it up to a round dollar amount.

Board member Teeter offered his opinion that there would be less changes and less for the cashiers to handle if the numbers were round. He stated he had a difficult time with the proposed fees.

Vice President Garnier responded that the "taxed" amount would only amount to a small amount and could take the price to another odd number.

Mr. Heumann stated that we could always change it at that time to be a round number.

Ms. Spencer stated that we are in a rural community and that the proposed fees do not make sense. She added that staff and the Board will be laughed at and ridiculed to ask for coins or an off amount. In her opinion, this schedule should not have been proposed or published.

Vice President Garnier responded that this should be proposed as everything should be proposed and reviewed.

Ms. Spencer replied that she has been at multiple meetings where it was stated that this would not be done, that prices would be \$3.00 - \$5.00 only. She inquired as to who would pay \$6.00 to go to the pool and would everyone have to pay that to get in.

Mr. Heumann replied, only swimming patrons.

Ms. Spencer replied and asked about those who may be required to jump in.

Mr. Heumann responded that, we have lifeguards, there would be no reason for anyone else to jump in.

Mr. Hancock stated that we are looking at rounding to round numbers.

Board member Hemphill inquired as to whether or not a sustainability study was done.

Mr. Hancock responded that in the beginning, we had Aquatic Design Group assisting us and they provided a lot of good information. First, pools do not make money and they will not sustain themselves. It has been shown that recreational elements such as splash parks etc... will give you a 96% cost recovery where if you only provide swim lessons, swim teams etc... you are only looking at approximately a 50% recovery rate. With the proposed prices, we have an annual estimate of operating costs and are seeing how close we can get. If we have a really good year with lessons and other programs, we may break even. With an okay year, we may have to provide a \$20,000 subsidy. We do not want to set ourselves up for failure and want the money to go into an account to perform maintenance or upkeep.

Mr. Hancock continued that we are looking at approximately \$20,000 for a subsidy but lower rates equal less profits and higher rates could mean less patrons and less money coming in. We are going to have to find the balance.

Board member Hemphill inquired about whether or not a Prop 218 analysis was completed.

Mr. Hancock responded that we did not. But, we will look into it. He added that he thought if your fee still required a subsidy then you would be okay. It would only be a problem if the pool made a huge profit.

Mr. Heumann reiterated that it is easier to lower the pricing later than to raise it.

President Wilson added that, when we first started this, we wanted to charge the lowest fee possible. We want to create the balance between the lowest cost and the best price. He continued that he thought that \$5.00 was the amount thrown out at that time. He added that the Board can argue one way or another but, he would like to see something that was an average. He also added that he would prefer not to have a family pass as he did not want people to have to prove who was in their family, just pay by person.

Mr. Heumann responded that he attempted to get a cost from a fitness center and they offer \$44 a month or \$77 for two adults. It would provide an incentive for people to purchase a pass over a person, daily rate.

Mr. Jonas requested to know if this was still supposed to be a public pool or if it was going to be treated as an enterprise.

Ms. Spencer inquired about Bieber's pricing for pool entry.

Mr. Hancock responded that it was determined early on that Bieber would not be used as most of their staff is made up of volunteers and children of those volunteers.

Mr. Jonas and Vice President Garnier also respond that there is no comparison.

Ms. Spencer inquired as to whether or not the pool would have one free day a year?

President Wilson responded that we can come back to that but it's not a point of discussion currently.

Reesa Rice (public) offered that a photo ID card would work best when people are talking about family passes, they would know based on their photo.

Mr. Hancock responded that the City already possesses a card machine that we may be able to upgrade to have a readable strip. He added that staff is looking at all of this and wants it to be reasonable yet sustainable but we know that the community has been waiting. The prices are not yet set and they can still be changed if we are directed to do so. We can make them whatever you want and can discuss pricing forever but, we need to decide. He requested that the Board go through the list and set pricing.

Tony Shaw (Lassen County Deputy CAO) offered pricing for Big Valley Pool.

President Wilson suggested for daily entrance fee \$6, \$4, \$5, \$4. Board member Teeter responded to the proposed costs.

Ms. Spencer asked if one can swim all day for that price.

Mr. Heumann responded that this is a day pass and there could be some overlap but they may have to be out of the pool for an hour.

Mr. Hancock also responded that sometimes it will continue to be available and other times they will have to get out.

Ms. Spencer responded that she thought it was designed so that, almost at all times, open swim would be available.

Mr. Hancock responded to President Wilson and verified \$6, \$4, \$4, and \$4.

Board member Teeter agreed with \$6, \$4, \$4, and \$4.

Board member Hemphill asked about a \$1 cost for non-swimmers.

President Wilson and Board member Teeter both stated they did not care to charge a non-swimmer.

Mr. Heumann responded that it would not be a deal breaker but could be a source of frustration if we charge non-swimmers.

Mr. Hancock continued with the pricing and stated non-swimmers or under 2 years of age would be free. Youth age 2-17 would be \$4.00.

Vice President Garnier suggested \$60 for a family pass to include 2 adults and 2 children and \$10 per additional child.

Taya Morrison (Public/County) stated that she felt the pricing was too high when people can just go swim in the Susan River.

Vice President Garnier responded that some people will do just that but, some will not go into the water because of rashes etc...

Board member Teeter offered that we can look into a low-income fee schedule if needed.

Mr. Hancock continued for pass prices, Adult \$25, Youth 2-17 \$25, Senior \$20 and a 10-day pass can be 8 times the daily rate.

Ms. Rice inquired as to why we would offer a 10 punch card.

Mr. Hancock responded that it would last all season and would carry over month to month.

Ms. Rice understood.

Mr. Hancock then stated that it would be beneficial for Mr. Heumann to discuss swim lessons.

Mr. Heumann stated that there are two prices, those for pass holders and those who do not have passes. He continued that we are not trying to draw people in with the programs, this is basically the entry fee plus a couple dollars.

President Wilson inquired as to how many days swim lessons would be.

Mr. Heumann responded, 8 days at 30 minutes.

President Wilson stated that the group lesson are so varied,

Mr. Heumann stated that some are subsidized while others are not.

President Wilson replied that his kids went 4 times a week and suggested that we get the kids in the pool sooner.

Mr. Heumann agreed.

Board member Hemphill offered that he felt it should be completed in a week.

Mr. Hancock responded that it will really be a balance between the kids motor skill ability and going every day, they could be tired. He continued that they may not be able to retain what they are taught if they are tired. He suggested a Monday and Wednesday or Tuesday and Thursday option to get lessons completed sooner.

Ms. Rice stated that they also needed to look at the transition from one level to the next. There may not be enough time this summer to get kids through all levels but parents are always wanting to sign their children up for the next level.

Mr. Hancock offered that, in his experience, swim lessons typically took 2 weeks.

Mr. Heumann responded that he will look into those options.

Mr. Hancock responded that, in his experience, Ms. Rice is correct. Offering also that he is aware that parents are overloaded with bringing their children to a variety of extra-curricular activities and offering a two-week schedule for swim lessons may work better along with being flexible with days if needed.

President Wilson asked Camille Buehler how much swim lessons typically run. She responded that it could be \$100 per 30-minute session not including the drive and stay in Reno during that time.

Vice President Garnier inquired about the difference in the aquatic programming for instance, \$7.97 and \$1.46 for the same class.

Mr. Heumann responded that the programs are a luxury and the cost of \$7.97 is the full cost of the class. However, those who paid for a monthly pass, are already paying the entry fee so they pay the \$1.46.

Vice President Garnier asked if there was a way to make the fees more reasonable.

Mr. Heumann asked if \$8 and \$2 seemed more reasonable.

She agreed.

President Wilson offered that he felt the pool rental fee was too low.

Mr. Hancock responded that it would only be for a portion of the pool, not the entire pool.

Mr. Heumann responded that it was the entire pool however, there is a possibility that it may only be the shallow end for a 2.5-hour block. Included in that amount is the cost of one lifeguard. Any additional lifeguards would have to be paid for.

President Wilson inquired if it would be a \$50 charge per guard.

Mr. Heumann confirmed.

Ms. Rice stated that she wanted to ensure that children had ample swim lesson time.

President Wilson responded that it would be no more than 5 children per lesson.

Ms. Spencer suggested that programming that is timed should be clearly stated, 30 minutes only etc...

President Wilson inquired as to whether or not an official fee schedule is required.

Mr. Hancock responded that it would be up to the board. He added that they can give direction to staff to approve the fees. He also stated that, in the event something needed to be changed after approved officially, it would be more cumbersome to make that adjustment.

President Wilson stated that, even if it is a formality, he would like the Board to adopt it.

Mr. Hancock agreed but requested that they also give staff approval to change the fees if needed.

Motion by Vice President Garnier, second by Board member Teeter, to approve the fee schedule and giving staff approval to change fees if needed. Motion carried unanimously.

4E Review Proposed Programming Schedule

Mr. Heumann stated that he was still in the process of getting programming times solidified but he is working with the instructors. He added that the schedule provided in the packet is more scheduled out than what would be offered from the start and offered another less-scheduled option for review.

President Wilson stated that he remembered why they built the pool and requested that Mr. Heumann please include another 2-hour block for open swim. He added that he wanted people to get their monies worth.

Vice President Garnier responded that she would also like Mr. Heumann to consider rescheduled the Parents & Tots class as it is scheduled at a later than preferred time for those children. Mr. Heumann agreed and added that he had a young son so he gets it.

Mr. Hancock stated that we can change or shift all of these as needed. He continued that staff has received a lot of complaints about open swim never being available. He added that open swim is in the shallow end but, we need to ensure swimming lessons get ample time as well and that everything is consistent so people remember the time.

Vice President Garnier requested that the schedule be posted on the website.

Mr. Hancock responded that we have looked at other opportunities too as a lot of people are on Facebook it could be easy to post something there.

Vice President Garnier inquired about having 2 schedules.

Mr. Heumann reiterated that the schedule in the packet was the fully scheduled season but the one handed out today was the start up schedule.

Ms. Spencer inquired as to whether or not people would be permitted to bring in personal stuff, like chairs.

Mr. Heumann responded that the rules will be posted but chairs and equipment will be there. He added that he is not against individuals bringing their own chairs but it had not yet been addressed.

Ms. Spencer responded that it was the first time she has heard of chairs being available.

Mr. Jonas asked if the pool will be closed 3 times a day.

Mr. Heumann responded yes, but not the deck so people could stay during that time.

Ms. Spencer asked if there would be a snack bar.

Mr. Heumann responded that it was in the works.

Mr. Hancock added that discussion has started regarding the need for items such as swim diapers, sunscreen, vending machines and other options in terms of snacks.

The Board offered thanks to Mr. Heumann.

4F General Pool Status update and Open house Update

Mr. Hancock stated that the main updates to mention that we had a few good planting days, the water connections have been made and the trenching has been completed for the sprinkler system. He continued that crews have come in for landscaping and sod is scheduled to be delivered early next week. We are looking at a July 1st opening date. We were initially looking at the 20th for the ribbon cutting but, we should open the same day. Staff is proposing the 27th of June, at 3:00 p.m. We will have to check the availability of a fourth Tuesday for all involved then a soft opening on the 28th and opening the next week.

He continued that we want to ensure we recognize everyone who has had a part in the process. Bill, with his \$10,000, Eileen, with her sign contribution, the Board of Supervisors, the City, staff, community leaders etc... and also to showcase some opportunities for people to donate to the pool. He added that we want to ensure everything is in place and asked the Board if that worked for them. He concluded by stating that staff is excited to get it open and to get people swimming but we are looking for feedback.

President Wilson inquired as to whether or not a special meeting had to be scheduled for the ribbon cutting.

Mr. Hancock responded no, it is just an event.

5 BOARD MEMBER ISSUES/REPORTS:

5A Swim Team Proposal/Discussion – President Wilson

Mr. Hancock stated that staff was contacted about potential swim teams so the item was placed on the agenda.

President Wilson stated that he thought he heard for the past 3-4 years that the old swim team would reform. He added that Mr. Jonas is in attendance and he would like to speak on the subject.

Mr. Jonas responded that they do not have a Board but, he has people ready to make up one. He added that they are looking at a summer swim team, a separate 501(c)3 than the last. He added that he is looking forward to putting the team back together as it started in the 70's and went until the pool closed.

President Wilson stated that fees for the swim team were not discussed. He added that he would like Mr. Jonas to work with Mr. Heumann.

Vice President Garnier questioned President Wilson on adding an additional program as they were just stating there was not enough room.

Mr. Heumann offered that he has a lot of experience with swim teams and, when he took the position, he thought it would be something he would be doing. He added that he wanted to help as much as possible. He also added that he would like to see a water polo team eventually.

Vice President Garnier inquired as to what a swim team did.

Mr. Jonas responded that they compete against other pools, like those they have been mentioning all along.

5:23 p.m. Board member Hemphill exits.

Mr. Jonas stated that a swim team will bring 250+ people to the City for 3 years.

Vice President Garnier inquired as the benefits of a 501(c)3.

Mr. Jonas responded, raising money.

President Wilson stated that people in the community who used to be on the swim team now have children who they would like to see have the same opportunity. He added that more people will donate to a nonprofit over a government agency.

Mr. Heumann stated that he felt the renting out of the pool may be difficult.

Vice President Garnier inquired as to why Mr. Jonas shook his head.

Mr. Jonas responded that he has heard all of this before. He added that, if they had a Masters swim, they would have adults who wanted to swim.

Mr. Heumann added that seniors may also be able to be in masters, he has seen it done.

Mr. Jonas stated that he would assemble a board and bring back a proposal to be considered.

Ms. Camille Buehler stated that we may be forgetting where we are. She added that it may not be something stellar in this area as they may not trust a swim team through the JPA. She continued that people here do not know the commitment it takes or what a swim team is.

Vice President Garnier offered that she felt the first year will be a learning curve, period. Maybe the answer is to start there and grow.

Ms. Buehler responded that she wanted to see her kids have the same opportunity that she had and they are running out of time.

Mr. Heumann stated that an HLVRA swim team would be very pro-parents and require parent involvement. He added that he had already created a manual etc... He added that if the JPA had their own swim team, there is a good chance that we would employ Ms. Buehler.

President Wilson responded that there is a good possibility that it's a political thing. He added that we do not want the City to look like they are overtaking everything. He continued that staff should let the swim team go and take shape on its own.

Board member Teeter inquired as to how many people were in the 501(c)3?

Mr. Jonas responded five or six.

Vice President Garnier inquired as to how many would participate in the swim team?

Mr. Jonas responded that he did not know at this time as they have not been told to follow through with the plan of starting one.

Mr. Hancock responded that the swim team has come up a lot over the years, indirectly. The priority has been to first get a public pool established. Some people wanted the pool for a swim team, others just wanted the pool. He continued that he felt the JPA is in a good position since hiring Mr. Heumann as he is a good resource. He added however, that if the Board desired to not have him do so, that would be okay as he has other things he can work on at this point. He continued that working with another group would require a contract for them to utilize that pool. Insurance and liability is also an issue that will require attention and Mr. Hancock inquired as to what would be required if an outside entity did this.

President Wilson stated he did not think that this was true and added that he did not feel that the Board could require every group to be responsible for liability insurance.

Mr. Hancock responded that if they are coming in as their own, separate services and lifeguards, why would we keep it separate, why would the Board not want everything kept together (review audio).

President Wilson inquired as to whether or not Mr. Hancock was only stating this because of Mr. Jonas.

Mr. Hancock stated that it would only be if they were coming in as their own independent entity and that the college may also want to be separate along with the high school. He continued that, if the Board preferred that they work on other things, that would be fine but, both groups had the same interest, to have kids learn how to swim.

Vice President Garnier inquired as to why Mr. Heumann would not start his own.

Mr. Heumann stated that it could work but there would not be enough people for two youth teams.

Vice President Garnier inquired as to how many people to which Mr. Heumann responded 75-80 people.

Vice President Garnier was thinking around 15.

Mr. Heumann added that there are also different age groups that makes the number higher than she thought but, he added that he thought it made more sense to only have one team.

Ms. Buehler responded that the kids needed to learn how to swim first.

Board member Teeter inquired as to why Mr. Heumann would not assist with Lassen Aquatics.

Mr. Jonas inquired as to why that was being suggested.

Board member Teeter responded that we want to keep everything open and we cannot keep a swim team if we do not have a pool. He added that it would assist the Board in knowing what is going on. He inquired as to what would prevent Mr. Heumann from being on the Board (Lassen Aquatics).

Mr. Jonas responded, nothing. He continued that Mr. Heumann and the Board were correct that the Lassen High School and the college are a possibility.

Vice President Garnier added that it is essential to work together, all of us. Mr. Jonas agreed. Vice President Garnier continued that she felt Mr. Heumann should be involved as much as possible and should work closely with Mr. Jonas and asked Mr. Heumann if he was willing to do so.

Mr. Heumann agreed.

Vice President Garnier stated that she did not want to hold back either Lassen Aquatics or Mr. Heumann.

President Wilson asked if that was her direction.

Mr. Jonas requested information on the shoulder seasons, extension dates.

Vice President Garnier requested that dates be brought back to the Board so they can determine season hours of operation.

6 **PUBLIC COMMENT ON CLOSED SESSION ITEMS:** None.

7 **CLOSED SESSION:** None.

Meeting adjourned at 6:03 p.m.

Brian Wilson, President

Respectfully Submitted by

Heidi Whitlock, Secretary HLVRA

Submitted By: Quincy McCourt, Project Manager

Action Date: August 1, 2017

HLVRA AGENDA ITEM

PRESENTED BY: Jared G. Hancock, Executive Officer

SUBJECT: Update on Pool Operations

SUMMARY: Included for Board's review is an update on various areas of operation:

Sales

Total sales have exceeded initial estimates as a result of strong community interest. Revenues between June 28, 2017 and July 21, 2017 were \$41,384. Revenue consisted of \$12,874 in swim lessons, \$16,273 in monthly passes, \$10,634 in daily passes, and \$897 in aquatic programs. We anticipate \$36,000 in total revenue for the month of August with most schools going back in session in mid-late August.

Point Of Sale

The sales at the pool have been strong and have been managed through a modern system POS. A number of program updates and modifications have been incorporated to increase efficiency and customer satisfaction. Staff continues to work on training staff, implementing additional internal controls along with solutions to credit card tracking and deposits and the adoption of cash handling procedures at our next regular meeting. Pool management continues to look for ways to reduce the time it takes to ring up customers, track daily pass holders, and improve scheduling of swim lessons and other programs.

Some of the options being considered are as follows:

1. Swiping system for punch cards
2. Scanner for monthly passes
3. Stamp system for re-entry
4. Swim Lesson Scheduler incorporated with the POS

Staffing

Staffing consists of one full time Pool Manager, one part time Assistant Pool Manager, one part time Head Lifeguard and one part time Head Swim Instructor and approximately

17 part time lifeguards. All staff are Red Cross Certified Lifeguards and are receiving ongoing operational and procedural training.

We have a very enthusiastic staff with a range of experience. For many, this is their first job. Scheduling staff coverage as people go back to school and return to other employment is a primary focus.

Safety

Safety is the highest priority at the pool. All lifeguards are Red Cross Certified and are equipped with gloves, pocket breathing masks, alcohol wipes, and band-aids in their fanny packs. On site there are rescue tubes, backboard, breathing valve masks and an AED unit for emergency use. There have been a few very safety incidents to date. In two instances, lifeguards were able to practice their skills. Each occurrence is logged in the incident report binder. The Emergency Response Plan prepared for the pool acts as a resource to staff in the event of an emergency. For day to day safety, ear plugs, a face mask, gloves, apron, dust masks, and a re-breather for working within the equipment room.

Chemicals are stored locked in the exterior chemical sheds in conformity with the chemical layout plan. The schematic is in the same binder as the SDS material mounted in the shed. Video cameras are operational and act as a deterrent for inappropriate behaviors. Martin Security has installed sensors at all the doors to the main building.

Floor mats have been ordered and are scheduled to arrive on Wednesday, August 2nd. Staff is still researching the mat options to be ordered for the shower areas and hooks to be mounted on the perimeter fence to support safety equipment.

Concessions

Pool management has prepared a proposal for the purchase and installation of vending machines for snacks and beverages. They are also looking into snow cone machines and other low prep food items. The proposals will also include the need for climate controlled storage for food and small snacks. Small food carts are also being considered for parties and events. To serve food using staff would require another investment, however long term may provide more income than renting space to vendors.

Swim Team

Staff has also had an opportunity to work with swim team organizers which has resulted in the following proposal:

Coaching staff of the Lassen Aquatics Swim Team intends to put on a swim academy during the fall season at the Honey Lake Community Pool. They have three coaches: Camille Buehler, Amy Clingensmith and Tina Hilburn. They are currently in the process of acquiring their coaching certifications. They have proposed a five day a week academy which would meet for one hour a day in the afternoon. The purpose of the camp would be to prepare some of the better swimmers who have possibly had lessons through our program, for what the dynamics of a swim team environment would be. This would help them to identify some children who will have the ability to participate in the swim team next season and give them a means to get some training this season. They propose the start of the camp on August 28, 2017 and it would run for 6-8 weeks depending on how long

the pool will remain open. Their start and end dates can be flexible, however, they are looking to have a time slot from 3:30 p.m. to 4:30 p.m. to avoid conflicts with as many other sport activities in town that are already scheduled.

It is currently proposed that the coaching staff be volunteers for this academy and to split the fees between the JPA and the swim team to provide a small funding mechanism for the startup of the team.

We feel that this is a good proposal and with direction from the Board, will bring a budget item to the next meeting what would allow the JPA to collect fees on behalf of the Lassen Aquatics and transfer 50% of the fees collected to the Lassen Aquatics.

Chemicals

More chemicals have been used than originally predicted. This is due to a number of variables such as wind and debris and a large volume of swimmers. A better assessment will be provided at the next meeting comparing chemical usage to volume of patrons as well as staffing. Staff is continuing to manually monitor chemical levels to ensure that automated units are functioning correctly.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Information only.

ATTACHMENTS: None.