

HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
July 12, 2016 – 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 Vice President Chapman.

Roll Call of Board of Directors present: Dave Meserve, Tom Hammond, Kathie Garnier, and Jim Chapman. Absent: Brian Wilson.

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

APPROVAL OF AGENDA: Motion by Board member Hammond, second by Board member Meserve, to approve the agenda as posted; motion carried unanimously.

APPROVAL OF MINUTES: Motion by Board member Meserve, second by Board member Hammond, to approve the minutes for May 31, 2016. Motion carried unanimously. Abstain: Garnier. Absent: Wilson.

3 PUBLIC COMMENT: None.

4 MATTERS FOR BOARD CONSIDERATION:

4A Financial reports to June 30, 2016

Mr. Hancock opened that Ms. Wemple was in attendance and, as we have received recent financial documents, she would be presenting the information.

Ms. Wemple discussed the documents provided and stated that the current cash balance is \$2,818,549.28. She added that there are a few accounts payables still in progress for the previous year and they are attached on the accounts payable log.

Motion by Board member Garnier, second by Board member Hammond to receive and file the current HLVRA financial documents. Motion carried unanimously. Absent: Wilson.

4B Tax Exempt Contribution Discussion

Mr. Hancock stated that this item is for those who wish to contribute money to the JPA and it be tax exempt. While the may not qualify, the cost to obtain a private letter ruling is \$28,300 so the Board chose not to continue on that path. Discussions have started with the County to accept funds on a tax exempt basis and later transfer to the JPA.

Richard Egan (County CAO) stated that individuals can donate as they previously have done but fears that there is a glitch somewhere. They can make the donation but they cannot make it with the condition that it is to go strictly to the JPA. Mr. Hancock responded that those donating will have to know they are donating to the County. Mr. Egan responded that they are looking into being able to accept without conditions.

Vice President Chapman stated that there needs to be a way for contributions to be made and be able to funnel back down into the pool project. Mr. Egan responded that the mechanism chosen to do so may want to be approved by the JPA's attorney, not the IRS. Vice President Chapman agreed.

4C 2016/2017 Draft Budget

Mr. Hancock opened that item 4C and 4D go together and will be discussed together. The 2016/2017 budget covers administration time and construction costs but, other items needed to be discussed such as anticipated income and place holders for other items.

Item 4D shows a calendar year swim season and how those numbers were generated. We have looked at the old Roosevelt pool numbers as well as those from East Quincy and the Idlewild Pool.

Mr. Hancock continued with item 4C by stating that staff was looking for direction from the Board and, once approved, the items would be dissolved into the County's line items.

Vice President Chapman and Mr. Hancock discussed the revenue potential, programming, passes etc... and the need to get going on those items.

Motion by Board member Garnier, second by Board member Hammond to adopt the budget for the 2016/2017 fiscal year. Vote polled: Meserve, aye, Hammond, aye, Garnier, aye, and Chapman, aye. Absent: Wilson.

4D Annual Operating Budget Proposal

Discussed during previous item.

4E Updated Reimbursement and Authorized Signer Designation Resolution No, 16-04

Mr. Hancock stated that the resolution brought to the Board last year took care of the Authorized Signers for the JPA however, the forms have been updated along with a resolution updating the process of City staff reimbursement requests.

Motion by Board member Hammond, second by Board member Meserve, to approve Resolution No. 16-04 designating the authorized signers for fiscal year 2016/2017. Motion carried unanimously.

4F Reimbursement request for Administrative Services

Mr. Hancock opened that the item was for City staff reimbursements from July 2015 to June 16, 2016.

Board member Meserve inquired about the difference in Project Manager and Project Manager/Admin. Mr. Hancock responded that Project Manager/Admin was Heidi Whitlock and Project Manager was Ian Sims.

Motion by Board member Hammond, second by Board member Garnier, approving the City reimbursement request for \$31,226.64. Absent: Wilson.

4G Pool Construction Update

Mr. Hancock stated that the project is well underway and projects are starting to be completed. The geothermal well has been raised and the excavation has begun and additional site work is being completed.

Board member Hammond inquired as to the condition of the well. Mr. Hancock responded that there had been a lot of corrosion but we are ensuring that the casing brought to grade.

Board member Hammond requested an update on the well condition be provided via email and given at the next meeting.

Mr. Hancock agreed and added that the quality of the casing is the main concern.

Vice President Chapman stated that the Board will have to determine whether or not to refurbish or re-drill the well to make the resource available in the future and seconded Board member Hammond's request for an update.

5 BOARD MEMBER ISSUES/REPORTS:

Board member Meserve stated that he has enjoyed seeing the activity on the site. Vice President Chapman requested people watch them work and offered gratitude towards Mr. Hancock and City staff with the ground breaking ceremony. Board member Garnier shared comments that she has heard about the project.

Vice President Chapman continued that he also wanted staff to start coming up with a solution for staffing, a stand-alone entity not tied to the City or County. Staff was asked to start the process of creating positions and starting the recruitment process so that we can start interacting with the new staff and time to get them adequately trained. He reiterated that this needed to be completed as soon as possible.

Conversations regarding meeting schedule occurred. The Board agreed to cancel the August 2, 2016 meeting and to discuss a revised meeting schedule at the August 16, 2016 meeting.

Mr. Hancock and Vice President Chapman discussed item 4D and it was requested that the item be brought back at the August 16th meeting when additional information is available.

6 PUBLIC COMMENT CLOSED SESSION ITEMS: None.

7 CLOSED SESSION: At 3:52 p.m. the Honey Lake Valley Recreation Authority recessed to closed session to discuss the following;

A. Conference with Real Property Negotiator - pursuant to Government Code §54956.8.

8 RETURN TO OPEN SESSION: At 4:15 p.m. the Honey Lake Valley Recreation Authority reconvened in open session.

Mr. Hancock stated that in closed session the Board gave direction to staff but there was no reportable action.

ADJOURNMENT:

Motion by Board member Hammond, second by Board member Garnier, to adjourn; motion carried unanimously.
Absent: Wilson.

Meeting adjourned at 4:18 p.m.



Brian Wilson, President

Respectfully Submitted by



Heidi Whitlock, Project Manager

Approved August 16, 2016