

**HONEY LAKE VALLEY RECREATION AUTHORITY**  
**GOVERNING BOARD MEETING**  
**Regular Meeting Minutes**  
**August 16, 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 President Wilson.

Roll Call of Board of Directors present: Dave Meserve, Tom Hammond, Kathie Garnier, Jim Chapman and 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 Hammond, second by Board member Garnier, to approve the minutes for July 12, 2016. Motion carried unanimously. Abstain: Wilson.

**5      CORRESPONDENCE:**

**5A      Annual Contributions Letter form R. Egan, Lassen County, CAO**

Mr. Hancock discussed the request letter sent to the County regarding the timeframe to receive their annual contribution. Included in the packet is the letter sent along with the response received from Mr. Egan.

Vice President Chapman stated that Mr. Egan's response clearly spelled out the issues with requesting a specific date as the County budget can be finalized as late as September. It was suggested that the HLVRA request the County's payment when the HLVRA's funds are limited.

President Wilson inquired as to whether or not that would mean the Board would have to request payment every year.

Vice President Chapman responded that it would be dependent upon having the budget. If the funds are there once the budget is adopted (late September early October) the check could be cut but, to ask for payment prior to the adoption of the budget, it would be premature.

President Wilson requested verification that the JPA would or would not be paid prior to the season ending every year.

Mr. Hancock responded that he believed the letter stated that the check would be cut after the budget adoption but, if the funding is needed sooner than later, a special request would have to be made. However, if the JPA is looking for a concrete payment date, it would have to be revisited.

**6      PUBLIC COMMENT:**

**Tony Jonas (Public)** requested an update on the triangular piece of property previously discussed. Mr. Hancock responded that the City has made the property available to use. The JPA has been in negotiations with the City and they are ongoing. Once the negotiations are complete, a report will be given.

Mr. Jonas then asked about the extension of the water line. Again, Mr. Hancock responded stating that the water line extension is a city extension and not a JPA connection and that the utility connections are planned on the property already acquired by the HLVRA or in the right of way

**7      MATTERS FOR BOARD CONSIDERATION:**

**7A      Consider Price Paige and Company for Auditing Services**

Mr. Hancock opened the item by stating that the County has contracted with Price Paige and Company and, as part of that, the County requested a quote for the JPA as well. Price Paige and Company responded with a cost of \$3,500 for fiscal year 15/16, \$4,500 for 16/17 and \$4,500 for 17/18. Mr. Hancock continued that there are cost saving benefits of staying with the same auditing firm that the County is using for their audit.

Motion by Board member Meserve, second by Board member Hammond, to contract with Price Paige and Company for auditing services.

## **7B Annual Operating Budget Proposal**

Mr. Hancock opened that this item is a continuation from the discussion at the last meeting. Staff put together both a fiscal year annual and swim season budget where revenue and expense information from the Idlewild Pioneer Pool and old Roosevelt Pool were used to create a preliminary operating budget but no specific programming had been developed and would need to be discussed.

Vice President Chapman requested to know the peak operating time for the pool, mid-May to mid-October? Mr. Hancock stated that staff could make projections but it is not known at this time. Vice President Chapman continued that it would be a benchmark and he would like to know how long the season will be, especially since geothermal will be used.

President Wilson inquired as to how memberships were being broken down and suggested further discussion.

Board member Hammond requested information on the estimated hours of operation.

Mr. Hancock responded that swim practice is typically from 5:30 a.m. until 8:00 a.m. and would not require much in terms of staffing hours. From 3:30 p.m. to 5:30 p.m., during the school year, there would be more programming but also a balance of free swim time.

Board member Hammond inquired about closing time. Mr. Hancock responded peak hours would typically be from 10:00 a.m. to 8:00 p.m.

Further information was requested, Board recessed at 3:20 p.m. so staff could gather information.

Board reconvened at 3:26 p.m.

Mr. Hancock reviewed the revenue side of the budget discussing member contributions and that \$5,000 had been projected for donations.

Board member Garnier asked if the JPA had the contributions already or if they were anticipated.

Mr. Hancock responded that it would depend on how aggressive the fundraising would be as it could generate more revenue or less if no effort was made.

Vice President Chapman expressed his concern with budgeting the contributions prior to receiving them. He suggested the amount raised this year be placed in next year's budget as the JPA should budget only what they know they have.

Further conversation occurs and final decision was made to remove the amount from this year's budget, leave at \$0 and add the amount collected this year to next year's budget.

Mr. Jonas inquired as to how many more payments would be received from the City and County. President Wilson responded 11 years after opening.

**Nancy Cardenas (Treasurer)** inquired about the addition of a sponsorship line, for example, State Farm, AP Mortgage, etc.... for sponsorships of the pool.

President Wilson expressed that he liked the idea but we needed to know where to list those funds first. Mr. Hancock suggested we leave the line item at \$0 and then place donations, sponsorships, advertising etc... in that category later.

**Diana Wemple (Auditor)** reminded the Board that the presented budget will end on June 30, 2017.

Mr. Hancock responded that yes, the fiscal year versus calendar year does get confusing for some. The Board needs to look at the operating season but be able to break it down by fiscal year.

President Wilson inquired as to how staff came up with \$42,000 in memberships. Mr. Hancock responded that staff looked at Quincy's budget but added that the JPA budget is more aggressive. To be more specific, family passes were estimated at approximately \$300-\$400 per family but specifics were not decided yet.

**Bill Fierabend (Public)** asked if staff has historical data for the old Roosevelt Pool. Mr. Hancock responded yes and no. The pool was open more than a decade ago and there were not a lot of memberships. But, free swim brought in about \$9,000. Idlewild brings in about \$8,000-\$9,000 in daily swim but does not offer family memberships.

President Wilson stated that there will be a lot of questions about the numbers and the need for deeper discussion on this item. He requested the item be tabled and brought back. Further discussion occurred and it was determined that 84-140 families would have to purchase a membership to reach the \$42,000 mark.

Mr. Hancock stated that he would appreciate the Board's direction on fees. He continued that when he looked at Idlewild and the facility not having family passes, he does not believe the pool can be sustained with the \$8,000-\$9,000 amount.

President Wilson inquired as to how much public support Idlewild receives. Mr. Hancock responded that he did not see a concrete answer but he believed annual revenue was approximately \$40,000-50,000 annually.

Board member Garnier asked how many families in Susanville would be able to afford a \$500 family pass?

Vice President Chapman suggested a monthly pass over a seasonal membership.

**Eileen Spencer (Public)** suggested that the budget should be discussed at a meeting on its own. She suggested Mr. Hancock have adequate time to get everything together and talk about it later. She agreed that the item should be tabled and brought back at a later time.

Board member Meserve suggested a workshop be scheduled.

President Wilson stated that Mr. Hancock was requested specific information from the Board. Mr. Hancock responded yes, we need more information. Staff needs to consider all of these factors but the more information discussed now, the more accurate staff can be in gathering the information to make the most accurate estimates. Staff must consider low income folks, drive time to the pool, grant funding opportunities for low income memberships etc... He continued that the information should be given in a public meeting and that the Board can choose to keep entry rates lower and rent cabana space instead or concessions. There are many options to consider.

Vice President Chapman agreed with the workshop suggestion.

Mr. Jonas responded that revenue generators needed to be discussed. There will almost always be a 25% loss per year, even if you are doing well. He suggested establishing the programming and then the scope of operations as well as an opening date, lifeguard classes etc... Once these items are identified, the Board can put the fee schedule together.

Mr. Hancock responded that, when the Board contracted with Aquatic design Group, they stated that if you strictly do aquatic programming, you will only recover 50% where recreational activities could bring in up to a 90% recovery of costs. We do believe what we are proposing is an aggressive plan but, brings you to only a 25% loss. Even because the \$160,000 payments are not indefinite.

Ms. Cardenas stated that, in her opinion, the Board should only budget for expenses. Use the first year to determine what the Board should include in the top half of the worksheet. She continued that the public will show what they are willing to pay in the first year.

Mr. Hancock responded that the Board needed to come in with a plan. This is not the first time a pool has been in Susanville and we do not want to set up the expectation of low entry fees and then raise them the next year. He added, however, that it is a valid point.

Ms. Cardenas clarified that she is not suggesting bottom of the barrel fees but stated that the budgeted amount is quite high.

Mr. Hancock responded that we will have a higher user base and the median income is higher with higher base salaries than at Quincy.

Mr. Jonas inquired as to what would be included in an annual membership for \$300-\$500.

Mr. Hancock responded that a seasonal pass would be for the entire family. They can also be individual passes, monthly or seasonal. However, it will be tied to programming along with how long the swim season is.

Board member Meserve stated that he does not think a budget can be completed without programming.

Vice President Chapman stated that he does not want to think of this pool as a golf course etc... He added that the first month will be extremely busy. He does not want anyone to have a negative experience and not return. He inquired as to how the memberships would be broken down and agreed that the programming and preferred season should be focused on. He added that he did not see scholarship funding for Susanville School District for donating the land. He also added that concessions are not mentioned as expenses and that they cannot be counted as revenue unless you count them first as an expense. He ended by stating that he wanted a breakdown on how all numbers were calculated.

Mr. Hancock stated that the Board needed to have a plan for operations and programming including schools and the college. He brought up that Vice President Chapman stated that everyone would be there on day one. He added that the first three years may be busy for swimming lessons and then he predicts it will slow down. He suggested that we focus on what we need right now and go from there based on the numbers.

Vice President Chapman added that there needed to be guaranteed free swim times as complaints have been heard about the previous pool being inaccessible.

Mr. Jonas reminded Vice President Chapman of the "L" shaped pool being chosen for that very reason.

Ms. Spencer inquired as to what the optimum free time would be? Mr. Jonas responded around noon and then again in the evening.

President Wilson suggested the item be brought back at a later meeting.

### **7C Update on Project Timeline**

Mr. Hancock stated that we are looking at the timeline and it may be more specific than the Board requested but we wanted to include what Modern provided the JPA with the caveat that it does not currently include time for weather delays.

President Wilson added that it looks like the timeline also allows for some wiggle room with a December time.

Mr. Hancock also added that a 30 day training period with staff is also included.

Vice President Chapman stated that we haven't even discussed staffing yet. Mr. Hancock responded that it was interesting that he stated that as it is coming up later in the agenda.

#### **7D Update on Pump and Well**

Mr. Hancock opened this item by stating that an update was provided including photos of the well and casing. The pump was around 220' below the surface and also provided information on the casing and motor. He continued that testing is scheduled to occur for the motor, the actual pump (the bowls) noted corrosion on both the exterior and interior on the bowls and the drive shaft was broken off. We are still working with the County Environmental Health Department and we requested a complete copy of the file. We are also requesting a punch list of everything needed to get this well back online or to get another drilled. We know they are busy but we appreciate their assistance. The tests we are looking to have performed are the yield/quality test the pump test and a complete water screen and more options will be available once power is on site. Mr. Hancock concluded his update asking for Board feedback and if they had questions or desired more information.

Vice President Chapman responded that this is something the Board must stay on top of. He added that the Board needed to reestablish or re-drill this well so as to not be dependent on City resources, especially since it was one of the primary reasons for choosing this site.

Mr. Hancock responded that he had questions on wooden forms being put up on the site. He wanted to clarify that the forms are ready to put in and then the concrete would be poured. The top of the forms is finish grade of the pool and then the contractor will backfill around it.

Vice President Chapman stated that you can see it from the road and it is rather impressive to watch the process.

Mr. Hancock responded that the Sanitary District is offering a new sewer connection solution. Staff is currently in discussions with them and it looks like the cost may be fairly minimal and below what was budgeted.

#### **7E Discuss Naming of the Pool**

Mr. Hancock stated that, sooner than later, we need to discuss the name of the pool and the community may be ahead of them on this one.

Vice President Chapman proposed that the pool be called the "*Honey Lake Valley Community Pool*" as it is not limited to only those in Susanville but open to the entire valley. He added that he preferred the name stay away from something personal and make it regionally named.

Mr. Fierabend agreed with Vice President Chapman as did President Wilson and Board member Garnier.

Vice President Chapman requested that we bring it back at the next meeting to take action.

Motion by Vice President Chapman, second by Board member Garnier, to bring back at the next meeting.

Ms. Spencer requested the Board take action now and not wait, as it is already on the agenda.

Motion to modify the existing motion by Vice President Chapman, second by Board member Garnier, to adopt "*Honey Lake Valley Community Pool*" as the name of the new community pool. Motion carried unanimously.

Ms. Spencer reminded the Board that her and her husband agreed to pay for the sign for the pool.

#### **7F Discuss Employee Position List**

Mr. Hancock stated that the employee list presented on the staff report are the five basic positions staff believed are warranted to start developing job description and recruitments. The first two positions are the primary and most important. He added that he is looking for actual titles so staff can create the job description. He added that the first can be split or combined but Pool Manager would typically handle hiring, training etc... where the Director would handle Board interactions and be familiar with Brown Act and agenda preparation requirements.

Board member Hammond, Meserve and Garnier both agree with keeping it as one position. Vice President Chapman stated that it will be a small organization and, in the beginning, most employees will have to wear multiple hats.

Mr. Hancock stated that the second positions listed would be trained to fill in for the first position but also to fill the mechanical role. He then added that obviously, lifeguards, swim instructors and the admission/concession clerk would be needed. He requested input on any overlooked positions or thoughts.

Board member Garnier inquired as to whether or not the maintenance person would also handle janitorial duties. Mr. Hancock responded that repairs of a significant type would be performed by the person however, everyday janitorial duties would be the responsibility of the lifeguards or concession person. Board member Garnier then discussed the Assistant and if that person would be responsible for money handling and timecards. Mr. Hancock responded yes, and job descriptions would need to be created for each position.

Ms. Wemple inquired as to whether or not City or County staff would be used as JPA employees. Vice President Chapman responded that the discussion has already occurred and that staff for the JPA would be employed outside of the two agencies. Ms. Wemple added that the JPA would then be required to obtain an Employee ID number from the state. Vice President Chapman stated that he would like to the County still filling the treasurer role in the beginning.

Ms. Spencer inquired as to who these employees would report to? Would it be Mr. Hancock?

President Wilson responded no, they would respond to the Director who reports to the Board.

Mr. Hancock stated that Ms. Wemple brought up something that he wanted confirmation on. The Director is to have Human Resources responsibilities or does the Board want to contract with an HR firm?

Vice President Chapman responded that the person who is filling the position of Director should be able to perform these duties.

Board member Garnier inquired about the salary of \$15,000 annually if they would be filling that role as well. Mr. Hancock responded that that dollar amount was just for the peak season and would have to be revisited based on job duties and operating schedule. He added that he would start putting the information together. President Wilson requested that both options be looked into as it may be cheaper to contract with a firm for HR services.

Vice President Chapman added that whoever is hired for the Director position may not have to do it but should be have enough knowledge to be able to assist in choosing the firm.

## **7G      Discuss Meeting Schedule**

Mr. Hancock opened the item by stating that the Board is in need of, agreeing on an updated meeting schedule. Board member Meserve and Vice President Chapman suggested the previous schedule of every first and third Tuesday, to be reestablished.

Mr. Hancock suggested once a month and add special meetings as necessary. He added that the turnaround time from one meeting to another is only two weeks and is shortened to 5-7 working days when including agenda noticing requirements and does not provide enough time to get information together and included on the upcoming agenda.

Vice President Chapman suggested the first Tuesday of the month and then a determination can be made on whether or not we have one on the third.

President Wilson requested a special meeting on the 30<sup>th</sup> to go over the budget.

Vice President Chapman suggested the second Tuesday of the month for regular meetings (next to be held on the 13<sup>th</sup> of September) with a special meeting on the 30<sup>th</sup> for the budget.

Board agreed to dates provided.

**8** BOARD MEMBER ISSUES/REPORTS:

Vice President Chapman expressed his concern with how tightly packed everything will be in the utility space. He continued that his concern is based on if an emergency occurs.

President Wilson suggested that Jim Dougherty of Holiday Pools come back up to discuss gutter system, the tile and natural gas back up further.

Mr. Hancock responded that we may already have the information that you are looking for in the file in regards to the tile, it should be fine if taken care of correctly.

Vice President Chapman provided pictures of another pool with tile and the issues they are having with it. Mr. Hancock responded that Mr. Dougherty has already provided an alternative and he is putting together those options. Vice President Chapman requested further dialogue on this item as he wants to be proactive.

President Wilson added that he also did not want the pool cover to be forgotten. What are we going to do to provide coverage? Mr. Hancock responded that they have covers that extend past the gutter.

**9** PUBLIC COMMENT CLOSED SESSION ITEMS: None.

**10** CLOSED SESSION: None.

**ADJOURNMENT:**

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

Meeting adjourned at 5:05 p.m.

Respectfully Submitted by

  
Heidi Whitlock, Project Manager

  
Brian R. Wilson, President

*Approved at September 13, 2016 meeting*