

HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
August 30, 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, Kathie Garnier, and Brian Wilson. Absent Tom Hammond and Jim Chapman.

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

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

APPROVAL OF MINUTES: None.

3 PUBLIC COMMENT: None.

4 MATTERS FOR BOARD CONSIDERATION:

4A Operating Budget Workshop

President Wilson opened the workshop and introduced Ian Sims.

Ian Sims opened by stating that it was determined at that the last meeting that aquatic programming would be a driving factor in the budgeting process and invited comments from the public. Staff contacted local schools, fitness centers and other organizations to solicit input.

Josh (public) stated that he worked for the Lassen High School but he was speaking for his personal interests, stating that he would like to see morning swimming as he trains for triathlons and would like to see something besides 12-1pm for open swimming. Also, he requested we consider the pricing as he would end up spending at least \$15 a week which can get expensive.

President Wilson inquired as to whether or not the prices were retrieved from other local pools. Mr. Sims responded yes, and that staff was looking for input on admission fees as the numbers provided are intended as a starting point to promote discussion and input.

Bill McCabe (Representative from Lassen High School) inquired as to what the season dates would be as he would like to have a swim team. He would need dates to determine whether or not they were compatible with the school swim season. He also stated that the schedule would also be weather dependent.

Mr. Hancock inquired as to whether or not the high school schedules were already established for swimming. Mr. McCabe responded yes, winter is from December through March and spring is March through May. Mr. Hancock inquired as to who the school would compete against and if we could get a schedule. Mr. McCabe stated he could provide one.

Vice President Chapman arrived at 3:10.

Jason Waddell (Representing the Susanville School District) continued with the winter sports discussion. Mr. McCabe stated that he closed the pool at his previous school on December 1st each year. They had an uncovered pool and had

the same issue. Swim teams went from 5-6am practices and after school water polo sessions. He stated, to be competitive, they need pool time.

Ian Sims requested confirmation that the schools are looking for practice time outside of the shoulder times, before and after swim season.

Mr. McCabe responded yes, it would be those shoulder seasons. They would like to bring kids down prior to the season starting and after peak season ends. He felt that would be important to create a swim team with lessons etc...

Jason Waddell stated that the Susanville School District is wide open and typically, programming from the high school will set the stage and everyone else goes around their schedule. He added that large scale programming may not be feasible but scheduling pool parties and sporadic events with the elementary age children would help get them to the pool. He concluded that scheduling everything around the high school however, will not allow time for the K-8 age children.

Board member Garnier inquired as to whether or not the college had provided any feedback. Mr. Hancock responded that he has not heard yet but ample time exists for all agencies notified to offer input.

Vice President Chapman reiterated that staffing cannot be determined until programming is determined and the Board cannot create a budget until the all of those items are completed. He reminded the Board that free swim is a must for the public and we cannot over schedule. He continued that this was the reason an "L" shaped pool was chosen as it allows for dual programming.

Mr. Hancock responded that we are discussing blocking out free swim time and also stated that yes, with the "L" shaped pool, free swim could be on one side and the programming on the other side of the pool. He continued that issues can arise if there is free swim during swim lessons.

Suggestions on having adult swimming early in the morning were discussed.

Mr. Sims interjected that the spreadsheet provided was simply created to get everyone thinking about potential options, not to schedule every minute of the day. He continued that an "L" shaped pool is being built so the spreadsheet is not a direct representation of what we will be doing.

Mr. Jonas stated that he had been conducting research being that he was the old pool manager and working for Lassen Aquatics. He stated that the old pool had everything scheduled as they were trying to generate revenue. Peak season was from May 1st through the second week in August. He continued that lap swimmers are typically the first in the pool, that the pool should have a goal of approximately 1000 visitors a day but more realistically speaking 650 visitors. He added that Monday thru Fridays are busy and some pools are closed on the weekends as people are busy going out of town etc... he suggested a block swim period for the weekends and booking 3 parties around that public swim time.

Vice President Chapman suggested letting the schools chose to come to the HLVRA to request time. In addition, provide limited schooling needs and toddler classes and letting the public at large have free swim time. He continued that he is aware that there will be school swim passes that were negotiated as part of the property transfer but stated that the schedule should be less structured the first year and let the budgeting be for the difference of \$30,000 not the entire \$180,000 from the agencies.

President Wilson stated that he agreed with most of what Vice President Chapman suggested except for recouping the money. He stated that they need to work towards a target but yes, the City and County contributions will come to an end and we will need to make up the difference.

Mr. McCabe added that those children involved in other sports will gravitate towards swimming as well. He suggested a survey be distributed to the students to determine the next full season. He added that he believed that the Lassen High School would be actively engaged in the pool but the prices would have to be revised.

Mr. Hancock stated that swim teams have not yet been included in the pricing considerations but during their peak season, they would probably be there before 9 a.m. and after 4 p.m.

Mr. Jonas responded that, at this time, there is no team, so no one knows what is here yet. Although he added that this is peak season to request interest as the Olympics just finished. He responded to the starting date of May 29 or a couple weeks in April for the first work out for the team. He also suggested all evening parties for elementary school aged children and soft opening dates to get school aged children interested early.

Mr. Hancock requested the designation of a summer schedule then identify the shoulder seasons on either side. He added that no one is set on the May 29th opening date, it is just a starting off point for conversation.

Vice President Chapman stated that he liked the idea of a soft opening. However, he wanted to ensure there was ample adult free swim time. He added that, being that this is an open-air pool, consideration must be made for possible weather events and the effect they will have on the schedule. A contingency plan should be in place.

President Wilson stated that May 15 through mid-June will have heavy usage and inquired if there were any specials that could entice the community to use the pool.

Vice President Chapman requested of Mr. McCabe to supply Mr. Sims with all school schedules. Mr. McCabe agreed.

Board member Meserve stated that certification of lifeguards also needed to take place. Mr. Hancock responded that there is enough time to obtain certifications between the ready time and the soft opening to train lifeguards at our pool. Or, we can solicit them earlier and have them sign up for classes in Reno, whichever the Board prefers.

President Wilson asked Mr. Jonas if anywhere local provided such certification. Discussion occurred on possible training options and Mr. McCabe stated that they may be able to provide transportation to Reno if necessary.

President Wilson asked Mr. Sims if further information was required. Mr. Sims responded that this is a good start but more information will be required on fee structure and possibly the amount per person and swim lesson ranges.

Vice President Chapman stated that base fees should be established first, then we can see how to package the rest. He stated that consideration of the City and County contributions also needed to be looked at.

Board member Garnier stated that the \$60 amount listed for swim lessons should be lower as the numbers are higher than all other areas, although she is aware that we need minimums and maximums.

Vice President Chapman stated that they needed to see what price the public is willing to bear in terms of pricing. He added that we will need to see what percentage will be recovered from customers to see how much would be subsidized by the City and County contributions.

Additional discussion occurred on whether or not the pricing should be lower in the first year to promote the pool and assess customer interest. Both positive and negative responses were given as it would be a way to promote the pool however, offering a low price the first year and drastically increasing the following year was not suggested.

Board member Meserve suggested gathering job descriptions. It was stated that the job description for Pool Manager/Director was on this agenda.

Vice President Chapman requested that we budget for maintenance and repairs as it has already been discussed on social media. Additional discussion occurred on depreciation expenses and budgeting for future improvements.

Board member Garnier left the meeting at 4:32 p.m.

Discussion occurs on the soft opening dates.

Vice President Chapman stated that schools are primary in the community but also boy and girl scouts as well as youth groups and seniors however, limited the site and customers is not suggested.

President Wilson requested information on the number of people permitted in the pool at one time. Is was stated that the number would be provided at the next meeting.

Mr. Sims discussed the preliminary breakdown for positions and the rates associated with them but also discussed Obamacare and minimum wage costs.

Mr. Hancock discussed the spreadsheet and the manager position as \$25,000 to \$40,000 and non-benefitted. He continued to cover other considerations such as whether or not that person will also be a certified lifeguard, programming and other needs. He added that the current numbers are only rough estimates.

President Wilson inquired as to how many lifeguards would be required as the lifeguard hours did not seem accurate.

Mr. Hancock responded that the head life guard plus an additional 120 hours of pool time. Mr. Jonas responded that two lifeguards are required to be there at all times. If there are 100 people there, you are looking at 4 lifeguards.

Mr. Hancock stated that staff will also inquire with the insurance company as well on coverage requirements. Board member Meserve and Mr. Jonas stated that the Health Department would have the information.

5 BOARD MEMBER ISSUES/REPORTS:

ADJOURNMENT:

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

Meeting adjourned at 4:50 p.m.



Brian R. Wilson, President

Respectfully Submitted by


Heidi Whitlock, Secretary

Approved October 25, 2016