

**HONEY LAKE VALLEY RECREATION AUTHORITY  
GOVERNING BOARD MEETING  
Regular Meeting Minutes  
May 16, 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: Dave Meserve, Tom Hammond, David Teeter, Kathie Garnier and Brian Wilson.

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:**

Approval of Minutes from the April 18, 2017 meeting, Motion by Vice President Garnier, second by Board member Teeter. Motion carried unanimously.

**3      CORRESPONDENCE:** None.

**4      PUBLIC COMMENT:** None.

**5      MATTERS FOR BOARD CONSIDERATION:**

**5A      Financial Reports through May 5, 2017**

Mr. Hancock opened by stating that the financials being presented are in the same format as they are always presented. He continued that, as far as the budget status goes, we are right where we need to be. The expenditure detail list shows those items that have been charged out. He added that there is not much to report unless the Board had specific questions.

President Wilson requested, since the timeline has changed, to know how much money the HLVRA will have at the end of the fiscal year.

Mr. Hancock stated that he anticipated approximately \$25,000-\$30,000. He added that staff brought two budgets last year for consideration, an operating budget and an annual budget, and the data should all still be available to review. He added that we will be bringing back an annual operating budget at the next regular meeting.

He continued that staff is looking at July 1<sup>st</sup> for opening but, it could be earlier. He added that staff is also looking at scheduling a ribbon cutting 2-3 weeks from now. The pool could be ready to open a few weeks before the July 1<sup>st</sup> date but he would let the Board know so staff could set up a time that worked for everyone and to schedule an open house for the public to walk through.

He added that a fee schedule would also be presented at the next regular meeting.

**5B      Review Proposed Landscaping Plan**

Mr. Hancock stated that the landscaping plan previously supplied a cost breakdown in phases to start but continued into the next fiscal year. The items were discussed but hopefully, with the attachment, it can also be visualized.

He continued that the roof drains at the southern end and will be extended to the south as well. He directed them to the area inside the fence, the southeast side is the shed area. In that corner, there will be additional material added for access at grade, it also includes a turf area and a designated area for future outdoor showers. The tan area will be a hardscape area for deliveries with two sheds in the area. Future plans call for a wall as well.

In the front, we are proposing a drought tolerant landscape, including around the monument sign which is already installed, and hydro-seeding around the property perimeter to keep dust down.

Phase II would include the planter islands in the parking lot, the shower area and the rock wall next to the shower area.

This also includes the main lines for irrigation for the main area as well as the parking lot area.

President Wilson inquired about whether or not there were opportunities for volunteers.

Mr. Hancock responded yes, he also wanted to acknowledge Dow Davis and Quincy McCourt for their hard work on the project thus far.

Board member Hammond wanted to also thank Ms. Spencer for her donation of the monument sign.

President Wilson requested that staff also review the shower placement to ensure that there will be no problems in the future if there is another flooding event like the one we just had occurred.

Mr. Hancock responded that there are a lot of different ways to configure the showers. He added that walking over turf to showers may not work well and we should consider concrete instead to prevent grass from getting brought back into the pool.

**Eileen Spencer (Public):** Wanted to let staff know that the monument sign was not supposed to be double sided but it was. She stated that it would not hurt her feelings if we took one side off and put it on the building or did something else with it.

Mr. Hancock responded that we noticed that the two sides and staff discussed the option of storing the second side in the event it was defaced so it could be changed it out quickly.

Ms. Spencer stated that she also had the paint numbers for staff in case it was defaced.

President Wilson inquired about the native grass. He stated that he is still struggling with how it will look and inquired if it would look like a weed field.

Vice President Garnier asked if it would die if weed and feed was used on it.

Mr. Hancock responded that it has not yet been purchased as staff is still researching top soil needs. He continued that obviously, we do not wish for it to look like a weed field.

President Wilson asked if we could use the area to host an event.

Mr. Hancock responded that, at the present time, no. A lot of site prep work and top soil would be needed.

Vice President Garnier asked about the native grass and if it goes to seed.

Mr. Hancock confirmed that native grasses that go to seed are being considered.

Vice President Garnier asked if it would be prickly and if it would be hard to get rid of later if we decided to lay sod.

Mr. Hancock stated that staff could bring more options back at the next meeting. He added that there are multiple grass types, not like sod though. He added that seeding over it later would be difficult. The area would have to be prepped and then sod on topsoil. He added it would get going once it is established.

President Wilson stated that staff should bring back other options but that he was looking to approve the \$21,000 budget.

Motion by Vice President Garnier, second by Board member Meserve, to approve the initial landscaping design. Motion carries unanimously.

#### **5C Resolution No. 17-13 Amending the Authority's Purchasing Policy and Adopting Credit Card Policy**

Mr. Hancock offered a reminder to the Board that the HLVRA did not have their own purchasing policy and the County was chosen to be the custodian of HLVRA funds. He continued that a need was identified to be able to use those funds, being that we used the County, the HLVRA Board adopted a version of the County's purchasing policy. Until now, it has worked well. However, now that we are setting up more items, we have identified some weaknesses in the policy. For instance, if the HLVRA needs to order small items online, there is no way to do so. The policy also refers to a purchasing agent, which we do not have. We are proposing a Resolution to adopt an amended purchasing policy, assigning a purchasing agent and adopting the credit card policy.

Ms. Spencer voiced her concern with the credit card policy and inquired as to why checks were not being considered.

President Wilson stated that not a lot of places take checks anymore and he could see the difficulty in having to go to the County to get a check cut just to go to Walmart.

Board member Teeter stated that having a credit card also allows for a competitive advantage in some instances.

Motion by Board member Meserve, second by Vice President Garnier, to adopt Resolution 17-13 amending the authority's purchasing policy, assigning the Executive Officer as the purchasing agent and adopting a credit card policy. Motion carries unanimously.

Mr. Hancock added the City also has a credit card policy and there have not been any issues. He added that the cards can be secured and only used as approved.

#### **5D Approve Purchases(s) of Pool Equipment**

Mr. Hancock stated that the item is tied to the purchasing policy as these items were over \$10,000. Staff originally thought there would be multiple items over the \$10,000, however staff found after quotes were received, that only the starter blocks went over the threshold so that item is being presented for approval.

Vice President Garnier inquired as to what staff was proposing to do with the pennies for the pool money.

Mr. Hancock responded that the funds were already designated by the last approved budget for the lane lines, reels and cover.

Motion by Board member Hammond, second by Vice President Garnier, to approve the purchase of the starter blocks. Motion carried unanimously.

#### **5E Executive Officer Update**

Mr. Hancock stated, now that there is water in the pool, an update should be provided. After a pool is filled, there is a breaking in period for equipment. Training on the equipment occurred last week with himself, the Pool Director and the Project Manager in attendance, and it is a fairly automated system. He added that the pool contractor stated how impressed they were with the City's geothermal and how fast the pool got to temperature. He stated this was a good

thing as it gives the HLVRA more options for winter temperatures as well as while increasing the temperature during the day.

Staff got to see how the heat exchanger worked and, even when it was at the 70 degree range, they were able to see a 50 degree capture before it went back into the system. He continued that there is now an opportunity for the Board members to review. He added that staff is almost ready to accept the bathhouse as there were some other issues that required Moderns attention prior to the HLVRA taking possession.

Mr. Hancock then introduced Eric Heumann, the new Pool Director.

Board member Meserve asked if any other employees were hired.

Mr. Hancock responded that Mr. McCourt was already lining everything up with training and the Red Cross, who will come up here.

Board member Teeter asked about interviews.

President Wilson inquired as to when they would happen.

Mr. Hancock responded that we need to see who has certifications first and if so, they can start sooner.

Vice President Garnier asked why we would train those not hired yet.

Mr. Hancock stated that we would not.

Discussion occurred on the requirements and costs associated with particular modules to be completed.

Mr. Hancock suggested offering a reimbursement to those who complete and pass the course. But, he stated we would only offer employment to those who actually pass the course. He added that other options were being considered.

President Wilson stated that it was a lot of money on the line for someone making \$10-\$11 per hour.

Mr. Hancock responded that, in his experience, kids want to be lifeguards. The parents will pay for the training and then they can apply with a certificate in hand.

President Wilson stated that he did not agree with parents having to pay for it and adds that staff should make an offer to the individuals pending them passing the exam.

**Tony Jonas (public)** stated that there are other things they have to do before the training. For instance, can they even reach the bottom of the pool? That test would typically wipe out the "wannabes".

Eric Heumann, Pool Director, added that there is a swim test prior to training.

Mr. Hancock added that this is a fairly new experience for most people but they want to take the course.

President Wilson stated that he has heard a lot of people talking about the training.

Discussion occurred and it was decided to reimburse those who pass the class/test and ways to subsidize the pool.

President Wilson stated that we are going to be opening later and later. Hire people and put this to bed. We do not want to open after July 1<sup>st</sup>.

Board member Hammond asked what the Red Cross needed.

Mr. Hancock asked Mr. McCourt if we were waiting on the Red Cross.

Mr. McCourt responded that we have called multiple times and we are doing everything to get them here for training. However, worst case, Concord has trainings every two weeks.

Mr. Hancock responded that they will commit once we have 8 people.

President Wilson inquired if we had to go to them directly.

Mr. Hancock responded yes, things have changed since he was a trainer. They directed us to the national level and they set up the training at a regional level.

President Wilson stated that he had talked with Mr. Jonas and he stated we can go directly to a trainer.

Mr. Jonas confirmed.

Mr. McCourt stated that now they are required to go through the Red Cross, in Utah, the corporate office.

Mr. Hancock requested that if Mr. Jonas had the name and number of someone else to please provide the information. He added that it was stated that that door was no longer an option but, we want this to be completed as quickly as possible.

Mr. Hancock added that after this initial process, we should be able to have our Pool Director train the employees as we were going to send him to a class to get certified to train others.

Vice President Garnier asked if there was more liability if we went with another certification program.

Mr. Hancock responded that it would be in the best interest of the HLVRA if it stayed with Red Cross.

Mr. Heumann agreed that the Red Cross is the gold standard although, there are others available.

President Wilson stated that we are down to the wire and expresses his frustration in not thinking staff was ready. He added that we are already cutting into the swim season and swim training and that this is a weak position to be in if we are waiting for the phone to ring. We added that we need to line things up.

Mr. Hancock apologized stating that if the presentation made it appear that staff was not ready and we were sitting here waiting. That is not the case.

Board member Hammond stated that there is always a waiting period. There are always unforeseen concerns that will be presented.

President Wilson responded that he wanted staff to look at plan A and B but also look at other options.

Mr. McCourt offered that there are back up plans in place.

President Wilson asked Mr. McCourt to share those plans.

Mr. McCourt stated that traveling to Concord would be an option and possibly Reno. He is still looking at dates.

Vice President Garnier inquired about training available in Quincy.

Mr. Jonas responded that the Red Cross is currently there, now.

Vice President Garnier stated that she preferred to stay with the Red Cross.

Board member Hammond stated that he wanted us to get in touch with the Red Cross as soon as possible to see what they can do and other options if that cannot perform the training in the allowable timeframe.

Mr. Hancock responded that he would keep the Board informed via email about the progress in obtaining the training. He added that, the last time he checked, it would be about 48 hours of training total because of all the necessary modules. There are different models out there, such as doing it over a two week period, in the evenings, a few hours a day or for a one week period during the day, full days. He continued that there are so many advantages to having the Red Cross come up here. Lassen High School students not having to leave school early to attend etc... We are wanting to keep the fire going here and cut down on travel time.

Mr. Hancock continued that he was surprised that this has been a topic of discussion for so long. There were other ideas, partnerships with the college etc... However, all of the information he had up until recently with the Red Cross stated that a representative could come up here but it is not done in the same way anymore. They need to be involved and have to assign someone to come up here to conduct the training. He reiterated that staff is not waiting on a call back.

Mr. Hancock stated, to go back to President Wilson's point, we can budget additional funding for the training as it will be more than the \$3,500 budgeted amount to cover more people. There is a possibility to use contingency funds if needed. The Board could also give direction on that.

President Wilson inquired as to whether or not they could give direction on the item.

Mr. Hancock responded yes, but he just wanted to know which way the Board was leaning so they could be prepared if a budget amendment would need to be brought back.

Mr. Hancock requested we put more money in that line item but the question was still how the applicants would pay for the class or be reimbursed. Another option would be to set up a subsidized course that anyone could sign up for or reimburse those who initially applied, signed up and passed the course. But, they could still take the money and quiet after a week but, there is nothing we could do about that. It was decided that those who submitted applications and signed up for the class would pay \$100 of the cost and the HLVRA would subsidize the remaining amount. Those who received certifications and were hired would be reimbursed the \$100 they paid.

## **6      BOARD MEMBER ISSUES/REPORTS:**

Board member Meserve stated that he would not be in town during the ribbon cutting as he would be out of town from May 26<sup>th</sup> through June 16<sup>th</sup>. He added that if a flyer is created this time, he would like to see all members, even prior members, included in the flyer.

Vice President Garnier added that she would be gone for a few days during the end of May.

Mr. Hancock responded to Board member Meserve that staff will also have plaques ready to present to the Elementary School District, the County etc...

President Wilson requested that the fee schedule be on the next agenda as well as programming.

Mr. Hancock responded that they would be included.

President Wilson stated that he sent prior Board member Wosick a photo of the pool and he was very pleased.

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

**8      CLOSED SESSION:** None.

Meeting adjourned at 4:39 p.m.



Brian Wilson, President

Respectfully Submitted by

  
Heidi Whitlock, Secretary HLVRA

*Approved on June 20, 2017*