

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
August 15, 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 Vice President Garnier.

Roll Call of Board of Board members present: Dave Meserve, Tom Hammond, David Teeter, and Kathie Garnier. Absent: Brian Wilson.

Staff Present: Jared G. Hancock, Executive Officer, Heidi Whitlock, Secretary, Nancy Cardenas, Treasurer and Eric Heumann, Pool Director.

APPROVAL OF AGENDA: Motion by Board member Hammond, second by Board member Teeter, to approve the agenda. Motion carried unanimously.

2 **APPROVAL OF MINUTES:** None.

4 **PUBLIC COMMENT:** None.

5 **MATTERS FOR BOARD CONSIDERATION:**

5A **Financial Reports through August 7, 2017**

Mr. Hancock stated that the attached financial documents are those which are typically presented to the Board for review and filing and are through August 7, 2017.

Vice President Garnier asked if there were any questions.

Board member Hammond inquired as to whether we were tracking everything daily as the programming appeared to be a little on the light side.

Mr. Hancock responded yes, however, other lines are a bit higher however, they are not recommending any changes at this time as the current budget takes us through June of next year.

Board member Hammond agreed.

5B **Approve City Reimbursement Request**

Mr. Hancock stated that there are a number of items included in this particular reimbursement request including administrative costs, landscaping, pool staffing prior to opening through the remainder of the fiscal year. He continued that, for the landscaping, the City fronted the money and that is why the reimbursement is being requested. He added that, although the individual invoices were not included in the packet, they are here for your review and will also be attached to the claim which goes to the County.

Vice President Garnier inquired as to whether or not these items were already included in the budget. She also inquired as to the dates the project manager worked.

Mr. Hancock responded that yes, the items were included in the last fiscal year budget and the project manager hours worked were from May 8th through the end of June.

Motion by Board member Teeter, second by Board member Hammond, to approve the City's reimbursement request.
Motion carried unanimously. Absent: Wilson.

5C Review / Adopt Revised 2017/2018 Operating Budget

Mr. Hancock stated that we reviewed the 2017/2018 operating budget on June 20, 2017, and the budget was adopted at that time with a few additional changes. Staff and the Board discussed both a base budget and a program intensive budget. Adjustments have also been made as recommended at the last meeting and it was requested to bring the budget back to fund other options including turf and shower costs and putting funds aside for capital improvements and depreciation costs. The two attachments include the budget as adopted, without the extra items added, and the revised budget, including those changes.

Mr. Hancock added that there has also been a request to add a line item that would allow us to take money on behalf of the swim team and a line in expense possibly expensing out 50% back to the swim team. We do not have an amount yet but, we are looking at place holders.

Board member Teeter inquired as to whether or not Mr. Hancock was comfortable with the revenue numbers.

Mr. Hancock responded yes, stating he was comfortable that we will not go over budget. He added that, with the numbers that came in initially, the monthly amounts were higher than anticipated. However, we have had a hotter summer and it is a new facility with a lot of interest. He continued that we could increase it but, it would be premature to do so and, with school starting this week, it will be interesting to see how usage drops off and that staff is watching it closely. We are ensuring that we are not going over budget.

Vice President Garnier expressed her concern with having concessions listed as a revenue since it has not yet been realized.

Mr. Hancock responded that, although it is in the revenues, concession item costs have also not been incurred. So, the lack of expense will balance out the lack of revenue. He added that we also have to realize that this will go into the start of next season.

Vice President Garnier responded that she had forgotten that the fiscal year goes into next season. She also inquired about the higher than expected chemical costs and asked if we needed to address that issue in the budget.

Mr. Hancock responded that no additional changes are being requested. He continued that there was a faulty unit at the pool and that it has since been fixed. He added that he expected that usage to taper off.

Board member Meserve inquired about the pool covers and if they had been ordered yet.

Mr. Hancock responded that they had not.

Board member Meserve responded that it could help with evaporation.

Ms. Wemple inquired as to whether or not a credit card expense line item was going to be added to show the cost of the credit card fees.

Mr. Hancock responded that he thought that was added in the budget but, we can certainly add it in.

Board member Hammond inquired as to how much the credit card fees were.

Mr. Hancock responded that he did not have that amount in front of him.

Ms. Cardenas responded that they run from 2.75% to 3.5% of the purchase depending on the type of transaction.

Vice President Garnier inquired about staffing and if the \$134,000 would be enough.

Mr. Hancock responded that it was necessary to have more staffing when the pool opened but staffing is still being watched closely as people go to school. He added that staff is not too concerned yet.

Board member Meserve stated that, at the last meeting and this meeting, that the pool would collect money and give a portion of it to the swim team.

Mr. Hancock responded that direction was received from the Board to support the creation of a swim team. He continued that there have been meetings with the possible coaches and the goal is to be registered with USA swimming and part of their requirement is a fee associated with insurance etc...

Mr. Hancock added that, the team may have to form organically with the kids who are learning to swim now. There will probably need to be a swim academy now and then this will build them up and develop basic skill sets while verifying the level of interest. He added that currently, coaches are looking to volunteer their time but eventually, those funds will assist with equipment, etc... However, they would like to know who would collect the money. Mr. Hancock proposed that the HLVRA accept the money on behalf of the swim team with a percentage of that money to be paid to them and a percentage staying with the pool.

Board member Meserve likes the idea but requested that an agreement be drafted stating the details.

Vice President Garnier clarified for staff that they are to add the swim team academy line item to the budget along with a line item for reimbursements and expenses.

5D Consider Approval of Resolution No. 17-18, Adopting Cash Handling Procedures

Mr. Hancock stated that both City and County staff have been working together and have created a cash handling policy for review and adoption. He added that the original document was that of the County's that has been adjusted to meet the HLVRA's needs.

Vice President Garnier stated that Section 3(d) needed to be changed to HLVRA instead of County. She asked the County/HLVRA Auditor, Diana Wemple, if she was in agreement with this policy.

Ms. Wemple stated the Ms. Whitlock made the changes and presented them to her, she was in agreement with the changes made.

Motion by Board member Hammond, second by Board member Meserve, approving Resolution No. 17-18, Adopting Cash Handling Procedures. Motion carried unanimously. Absent: Wilson.

5E Consider Approval of Resolution No. 17-19, Adopting Petty Cash Guidelines

Mr. Hancock stated that the policy being presented is to establish a small petty cash fund in the event that, after normal business hours, a purchase needs to be made. This policy is also one of the County's which has been altered to meet the needs of the HLVRA.

Ms. Wemple stated that an amount needed to be determined as a range was provided in the policy but not set in the resolution.

Motion by Board member Hammond, second by Board member Meserve, approving Resolution No. 17-19, Adopting Petty Cash Guidelines with a \$200.00 limit. Motion carried unanimously. Absent: Wilson.

5F Consider Approval of Resolution No. 17-20, Adopting Bank Services with US Bank

Mr. Hancock turned the item over to Ms. Cardenas. Ms. Cardenas stated that the item is for the Honey Lake Valley Recreation Authority to open an account at US Bank. The bank is open on the weekends, if needed, and they will issue credit cards to designated individuals.

Board member Hammond inquired as to how much the highest sales day has been.

Mr. Hancock responded that it was about \$2,800.

Vice President Garnier inquired as to whether or not night drops were made or could be made.

Ms. Cardenas responded that they could but, Ms. Whitlock does the deposits and then the credit cards would go directly into the US Bank account. She continued that there are no checks associated with this account and the money goes in only. She continued that Ms. Whitlock would continue to make the deposits, balance the accounts and send the information to the County and added that Ms. Whitlock has already had many discussions with the County regarding cash security issues.

Motion by Board member Meserve, second by Board member Hammond to approve Resolution No. 17-20, adopting Bank Services with US Bank. Motion carried unanimously. Absent: Wilson.

5G HLVRA Credit Card Option

Ms. Cardenas added that she also wanted to go over the credit card option at US Bank and stated that Ms. Wemple requested that everything be included when credit card purchases are included to show that the purchasing policy was not bypassed.

Tony Shaw (County) pointed out a change that he felt may need to be made on page two of the contract regarding the credit card policy.

Mr. Hancock stated that we have already adopted this policy and if it needs to be amended, it must be done so at another meeting with a separate resolution. He offered to bring the item back at a future meeting.

Board member Teeter inquired as to why the item was being presented.

Ms. Cardenas stated that she wanted the Board to know the limits on the credit cards.

Vice President Garnier inquired as to whether or not they should give direction.

Ms. Wemple further added that there would be a monthly limit of \$10,000 on all three cards (total).

Direction to staff to move forward on the credit cards.

5H Shoulder Season Update and Proposed Schedule

Mr. Heumann stated that, in looking forward in the season, staff is proposing morning and evening programming and currently proposing to be open from 6:30 a.m. to 7:00 p.m. but closing between 11:00 a.m. - 3:30 p.m., which would be consistent with the demand and staffing difficulties. However, weekends would remain the same. He continued that, during the shoulder season, we are proposing closing Labor Day and Columbus Day as a cost savings measure.

Ms. Wemple stated that part time staff would not get holiday pay so that would not be an issue.

Mr. Heumann stated that he thought they did get holiday pay.

Vice President Garnier stated it would only be around \$25.00 so, it would not be an issue.

Board member Teeter stated that we are looking for a profit but, we also need a surplus to build on later.

Board member Meserve stated that income needed to be maximized.

Board member Teeter stated that the Board needed to be thinking of this like a business.

Mr. Heumann responded that it was his understanding that there are projects we need to fund.

Board member Hammond responded that, if we were to close on the holiday, it may save the HLVR \$100.00. However, we may lose more the following weekend as people may assume that the pool is closed.

Vice President Garnier stated that one thing she has heard is how crowded the aerobics classes are. She inquired as to why another class has yet to be scheduled and suggested having another class directly after even if it went into open swim times.

Mr. Heumann responded that something could be done about that. He suggested that they move the water walking class to a different time slot.

Vice President Garnier suggested 10:00 a.m.

Mr. Heumann responded no, in place of water walkers perhaps.

Vice President Garnier inquired as to why as the instructor would already be there, in place, why not utilize them.

Unidentified Member of the Public stated that she would like to see the morning times at 6:30 a.m. as she, and many others, would use the pool prior to going to work etc. She added it would be easier if lights were present.

Mr. Heumann responded that the lights are in the pool but, not on the deck, and that is where the concern lies.

Mr. Hancock stated that part of the difficulty is not knowing the scenario yet. He added that staff wanted to use as much light time as possible for safe swimming. He added that we may want to be flexible to be able to change times as needed due to those factors. He continued that Mr. Heumann had shared a lot with him and he had some of the same concerns that he had. The mid-day closure until 3:30 p.m., when school gets out at 2:30 p.m. may not work however, he stated that he appreciated Mr. Heumann's talking with the users and looking at the demands. Mr. Hancock suggested moving forward with flexibility but with the Board's direction. He continued that is we have a few extra people that are wanting another class, then we can meet those needs. He stated that he appreciated that work that Mr. Heumann has put into this but, believed that the Board's feedback has also been heard.

Board member Hammond stated that there is definitely a learning curve.

Mr. Hancock responded yes, but he valued his opinion. He also stated that yes, if someone sees a closed sign this time of year they may assume that it is closed for the season and not return and that the consistency is important. He added that there is potential around holidays, and the middle of the day closures to make money so, we need to dial in the morning and evening times. He added that they are already seeing changes in park attendance so it will be coming.

Vice President Garnier stated that she has not been here since the beginning so she would like to know how much the deck lighting would be.

Mr. Hancock responded that there are other projects that took priority over the deck lighting but, they were looking at lighting in the four corners.

Vice President Garnier stated that she would like everyone to consider fundraisers for the pool. She continued that this would be their excuse to come in since they may not be able to come in after school.

Mr. Hancock stated that we can also look into temporary lighting options.

Vice President Garnier inquired as to whether or not we could contract with someone locally to do so. She added that she just knows of a lot of people who want the pool to be available in the morning hours.

Mr. Heumann agreed stating that he has seen the same crowding issue as he is there in the morning hours. He went on to state that those there first thing are the diehard swimmers however, he added that he needed to also be aware of attendance numbers and water aerobics is the only time when attendance goes up but, from a budgetary standpoint, it may not be worth it.

Vice President Garnier responded that a little bit of wiggle room may be needed as some people not know about it yet.

Eileen Spencer (Public) expressed her concern with water aerobics having a cost of \$20.00. She added that, at one time, you could sign up for classes through the college and it was cheaper.

Mr. Hancock responded that he has continually looked into and talked with the college and they have two options. The first would be through the athletic classes that students can participate in and the other is a program where they have scholarships, where the college is able to pay a portion of the salaries of college students who are working at the facility. However, no one has come through about that for the pool to date. He continued that there is nothing yet but, the college and high school are looking into it.

Mr. Hancock continued that the other thing that Mr. Heumann alluded to is that a majority of the people who came in for training (and employment) have been high school students. We do not have many in the college category and the adults that we currently have are teachers or already have other employment and have limited hours or availability.

Mr. Heumann stated, in terms of fundraising, we want to set something up with both the college and the high school but we are still putting things into place. However, next year there should be a lot more time to get things ready.

Vice President Garnier responded that she is sure that people want to help, they just may not know how.

Mr. Hancock responded that if she knows of those who want to help, to let him know. He continued that staff needs to hear that feedback if people are wanting to support it. We have yet to go out businesses but we have not heard of any who would like to assist. We were hoping a lot of the bigger companies and people would want to assist.

Elaine (Public) inquired as to whether or not there would be a swim team schedule.

Vice President Garnier responded that swim team times are listed on the schedule. She then requested confirmation that the budget would support the schedule provided.

Mr. Hancock responded that a lot of the provided information is based on estimates. However, staff is watching closely. He then brought up the need for an overtime discussion as staff may periodically receive overtime and it is not addressed in the contract.

5I Update on Landscaping Options

Mr. Hancock stated that he, since it has been a topic in recent meetings, wanted to discuss turf and cost estimates. Staff has received estimates for the area, being approximately 16,000 square feet. He continued that, the attachments show both sod and hydroseed costs and it is expensive and added that, although it was included in the budget, it was not enough to cover the estimated costs. Mr. Hancock suggested that local estimates be requested as they may be able to provide a better cost.

Elaine (public) inquired as to why staff does not want to seed it.

Board member Hammond inquired about installing fake grass.

Mr. Hancock responded that it can be expensive and, if not all shaded it may not hold up and will look bad after only a few seasons.

Mr. Shaw stated that the County used hydroseed for Ranch Park and it was difficult to keep wet and it blew away, it was horrible.

Vice President Garnier stated that she felt it would make another good volunteer project. She added that top soil could be brought in, as well as water stations. She continued that the water lines could be placed and stubbed off until such time that it could be completed, even it was a portion every year. She added that she felt \$32,000- \$48,000 was a ridiculous amount.

Board Member Teeter suggested that someone may offer to complete the landscaping at a reduced amount if we give them space to advertise, but added that it may not be realistic to think a company would do so.

Mr. Hancock responded that even if staff were able to get sod for \$1 a square foot, we would still be looking at \$16,000. Plus the costs of irrigation and top soil. He then stated that one of his recommendations would be to phase it in. It may be a good idea to do a little at a time or just get it done since there would be consistency if it were done all at once. So, we will keep working on a way to get it done.

5J Update on Concession Options

Mr. Heumann stated that he felt that the best course of action would be to install vending machines. However, they may be too big to have inside the bathhouse. He continued that, although they are more expensive, he would prefer to see the insulated vending machine outside. He added that, at the time that the agenda went out for this meeting, the best deal that he could find was approximately \$6,000. However, he has since received another estimate for \$5,600. He added that there are also other options such as snow cones or hot dog machines to be kept inside.

Board member Hammond inquired about hiring a vending machine company.

Board member Teeter responded that if that happened, all revenue would go to someone else.

Board member Meserve stated his concern as someone could get over the fence and vandalize the machine.

Vice President Garnier stated that we didn't have \$6,000 for the machine.

Mr. Heumann responded that the outside machines are more tamper resistant. He added that another thing to consider is that we would not be required to spend money to make money.

Board member Hammond inquired as to what happens if the refrigeration unit goes down and associated maintenance costs.

Mr. Heumann responded that he was not sure however, he knew that if we were to bring in a vendor, we would only lose potential revenue.

Vice President Garnier inquired about whether or not the bathhouse was going to have cabinets and if so, we could have space to offer small snacks and also maybe a water and soda machine.

Mr. Heumann stated that a consideration should be made regarding the addition of future office and food space. He continued that food is where we can control revenues. He stated that you can ban all outside food however, you cannot tell them no swim caps, swim diapers etc...

Mr. Heumann continued that he is also concerned with the maintenance of the vending machines however he felt strongly about pushing the food side.

Vice President Garnier responded that other options need to be reviewed.

5K Way-finding Update

Mr. Hancock stated that everyone has seen this item but he wanted to offer a quick update. He continued that there is a program through Caltrans to get a few signs. A few years ago, we asked Caltrans and they responded that we had to give them a plan. Then, after they reviewed, they may be okay with it. The City and County have both approved however, it has not been worked on since that time as staffing has changed. However, we would like to work with Caltrans for a few signs only as we know someone, Dan, will be working on it.

Mr. Hancock continued that in the packet is a copy and we are working on it but, we are only requesting a couple of signs for now. However, the sign on Main Street will give us the most problems to place.

5L Review Credit Card options for Upcoming Season

Ms. Cardenas stated that she wanted to provide options to the Board for the upcoming season in terms of credit cards options. She continued that she is for Official Payments as that is what the County uses but, that system does not offer the POS system. They charge \$2.00 per transaction as well, to the customer. But, there are no fees to the HLVRA. She continued that Board member Teeter also asked her to review options with US Bank. US Bank charges .05 per item or 1.09% on credit cards. It also includes a POS system but there should not be too much of a learning curve. She added that she has reviewed the Square contract and it only protects the rights of Square, not the HLVRA.

Board member Hammond inquired if anyone charges a percentage.

Ms. Cardenas responded that if you are a service provider, you should set the fees and they should be passed on to the customer.

Mr. Hancock responded that Official Payments could charge a \$2.00 or \$4.00 fee. US Bank could still be a happy medium. We will still need to get a secure, dedicated line as right now it is not. We would have to work with US Bank to get everything. He continued that this is not currently an action item and it should be brought back around January. He concluded by stating that himself, Mr. Heumann and Ms. Whitlock needed to review and continue with the item.

Board member Hammond stated his opinion that Square may not be the best way to go.

Board member Meserve stated that his church utilizes Square for fireworks.

Ms. Cardenas also offered clarification to Board member Hammond that the JPA has an account with US Bank and not just with the County because, as the County, they are not permitted to pay credit card fees, it has to get passed on to the customer.

Mr. Heumann stated that the fee would be a set \$2.00 fee for Official Payments. Ms. Cardenas confirmed.

Mr. Hancock stated that the County does charge a transaction fee, which is a set amount per transaction, no matter the amount. However, another option would be to add that amount into the transaction.

Board member Teeter requested the item be tabled until January.

Mr. Hancock responded that a discussion should also occur on the POS System as this is the first time he had heard that there was a POS option through US Bank.

Mr. Shaw offered that a procedure would need to be set to charge a fee to a customer. If a fee is being charged, the data will have to be presented to show how much the service costs the pool and the justification for the fee. He referenced Prop 26 and the cost recovery from setting user fees.

5M Consider Additional Training Option

Mr. Hancock stated that we have already covered most of this item already but, ultimately, we may need to get more people identified and offer more training options.

Vice President Garnier responded that we should have done this already.

Mr. Hancock replied that we have already been trying to identify them but people have not come forward.

Vice President Garnier inquired as to whether or not those who participate in swim team can do it.

Camille Buehler (Swim Team Coach) responded that they would need to go through training.

Mr. Hancock stated that he thought more charter school kids would be applying.

Vice President Garnier shared that she thought they were not permitted to work prior to 3:00 p.m. during the school week.

Mr. Hancock responded that staff simply wanted the Board to be aware of what was going on and what staff was planning.

Vice President Garnier asked if there was budget for it.

Mr. Hancock responded that it is not budgeted at this time.

Ms. Buehler inquired as to whether or not 15 year old would be permitted to obtain the training so they would be ready to go next season.

Mr. Hancock responded that it was his belief that those under 16 trigger insurance issues and there are limitations on what are permitted and not permitted to do. We would have discuss them participating in the trainings.

Ms. Buehler stated that she was interested in knowing as there would be a large group of kids coming to age next season.

5N Diving Board Funding Proposal

Mr. Hancock stated that this is an exciting item. In almost no time at all, Bill Feierabend started a campaign to raise money for the purchase and installation of a diving board. In addition to that amount, the HLVRA has also secured an additional \$5,000 from the afternoon Rotary Club. He added that it should be requested of the morning Rotary as well to see if they can donate. He continued that we are currently getting a flyer together to start advertising the diving board and have collection boxes to raise the funding.

Vice President Garnier suggested GoFundMe.

Mr. Hancock responded that it may work but he simply wanted to ensure he shared the good news with the Board and the large contributions are something to be excited about.

6 BOARD MEMBER ISSUES/REPORTS:

Vice President Garnier inquired as to where we were on the ordering of the shower mats and the skimmer net.

Mr. Hancock stated that he skimmer has already been ordered.

Mr. Heumann responded that he is still getting the measurements for the mats and researching ADA requirements etc... since there will be a lip. He continued that he has seen textured mats that could work for the collection of water however, they are too painful to walk on as they are too deep.

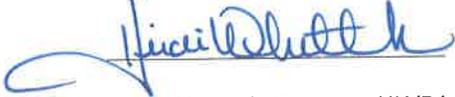
7 **CLOSED SESSION:** None.

Meeting adjourned at 5:13 p.m.



Brian Wilson, President

Respectfully Submitted by



Heidi Whitlock, Secretary HLVRA

Approved on October 17, 2017