

**HONEY LAKE VALLEY RECREATION AUTHORITY  
GOVERNING BOARD MEETING  
Regular Meeting Minutes  
September 19, 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, and Brian Wilson Absent: Kathie Garnier.

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

Prior to approving the agenda as posted, Board member Teeter inquired about the topic of conversation to take place in closed. He stated that, if the position itself was being discussed, it should be discussed in open session. However, if it were to discuss the employee performing the functions of that position, it should be in closed but, being that the current person is a City employee, he felt it should be in closed for that agency, not the HLVRA.

Mr. Hancock responded that there is a provision in the Government Code that states, in the event the Board needs to discuss whether something does qualify to be held in open or closed, the item can be placed in closed to make that determination.

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

2 **PUBLIC COMMENT ON CLOSED SESSION:** None.

3 **CLOSED SESSION:** At 3:04 p.m. the Board entered into Closed Session to discuss the following:

- A PUBLIC EMPLOYMENT – pursuant to Government Code §54957(b)(4):
  - 1 Public Employment: Executive Officer
- B POTENTIAL LITIGATION – pursuant to Government Code §54956.9(d)(2-3): one

5 **RETURN TO OPEN SESSION:** At 3:19 p.m. the Board reconvened in Open Session.

Mr. Hancock reported that the Board met in Closed Session, and recessed at 3:17 p.m. The Board will return to Closed Session at the end of Open Session.

6 **APPROVAL OF MINUTES:** Motion by Board member Meserve, second by Board member Teeter, to approve minutes for the August 1, 2017 meeting. Motion carried unanimously. Absent: Garnier. Board member Hammond Abstain.

7 **CORRESPONDENCE:** None.

8 **PUBLIC COMMENT ON OPEN SESSION:** None.

9 **MATTERS FOR BOARD CONSIDERATION:**

9A **Financial Reports through August 31, 2017**

President Wilson inquired of Mr. Hancock, if we were wanting to look to see if the JPA had any money right now, where would we look. He continued that it was unfortunate the Ms. Wemple was not in attendance to discuss the reports. He

added that the review of the financials should be placed on the following meeting and hope that she can be in attendance at that time to go over the reports.

**9B Consider Reimbursement to City for Overtime Paid to Pool Staffing**

Mr. Hancock stated that this is a quick item and not an actual reimbursement item. He continued that, in the agreement between the City and the HLVRA, the City is to be reimbursed at the rates as listed in the agreement. However, overtime amounts are not listed. He added that we just want to cover it in the event that it happens, as it has for a few hours to date.

President Wilson requested that Mr. Hancock go over the differences in the pay amounts as listed on the appendix.

Mr. Hancock offered the explanation. He continued by stating that direction to staff would simply be to bring back the item at the next meeting for approval.

President Wilson stated that State Labor Laws do not require this, it should be paid.

Mr. Hancock responded that yes, the employees are paid the overtime rate. This item is simply a request to add the overtime rates to the contract to ensure a smooth process when overtime reimbursement is requested by the City. He continued that we have had one instance where someone had overtime and we only requested the regular rate as an overtime rate was not listed in the agreement.

Board member Teeter stated that this should not be an item or a concern, it should be reimbursed.

President Wilson stated it that should be looked into.

Mr. Hancock responded that one could make the argument that the City agreed to the listed rates. This is simply to prevent that argument and we would like to include it prior to it occurring. He added that it would be limited but you never know if staff will be sick etc...

Board member Hammond and Teeter requested the item be brought back at the next meeting to approve the amended appendix.

**9C Consider Resolution No. 17-21, Adopting Credit Card Acceptance Policy**

Mr. Hancock stated that this policy is the same as the County's.

Board member Teeter inquired as to whether this was a set rate or a service fee.

Mr. Hancock responded that this is the credit card acceptance policy, the policy we would implement so that we could accept credit cards.

Motion by Board member Hammond, second by Board member Meserve, approving Resolution No. 17-21, Adopting Credit Card Acceptance Policy. Motion carried unanimously. Absent: Garnier.

**9D Review Agreement between Swim Team (Lassen Aquatics) and HLVRA**

Mr. Hancock stated that this agreement is for this season until the pool closes. This was initially started to get kids started in the swim team although, it is already too late to participate in meets this year. He continued however, this offers individuals time to get in and start working out with competitive swimming from after school Monday through Friday. He added that the JPA is currently collecting funds on behalf of the Swim Team at \$110 for the first child, \$90 for the second and so on. The amount would increase if they did not also have a monthly pass. This year, we are suggesting that 50% of those funds get released back to the swim team and the other 50% remain with the pool to cover the costs of insurance, lifeguards etc.... However, once they have instructors who are certified, they will not require pool lifeguards. He repeated that this plan is for the remaining portion of this season only and any agreement for next

year will be restructured if needed. The only portion of this particular agreement we would request be changed is the 8<sup>th</sup> paragraph for the mutual indemnification language as the instructors are signing up as volunteers and cannot get insurance etc... at this time. He added that he has been working with Ms. Buehler and if the Board had any questions of her she was in attendance to respond. He concluded that he thought this was a good partnership and he has heard positive feedback regarding the program.

Board member Hammond inquired as to how many have signed up for the swim team.

Ms. Buehler responded 65 and a lot of the parents swim as well.  
Board member Hammond asked if it was crowded.

Ms. Buehler responded yes, when I look at the pool it appears crowded but, there are 10 kids per lane. The younger kids get the good, shallow side. She added that it has been a great experience and the pool staff is great to work with.

**Tony Jonas** (public) added that fees are for the season and not monthly as stated in the agreement.

Mr. Hancock stated staff could remove "monthly". He also suggested removing the entire paragraph "8" as the insurance paragraph covers everything that is required.

Motion by Board member Meserve, second by Board member Teeter, to approve the agreement with the suggested changes. Motion carried unanimously. Absent: Garnier.

President Wilson encouraged the Board to visit the pool during swim team times. He stated it was good to see how full the pool is at that time.

Mr. Hancock added that the reason the swim team is in only 4 lanes is because of other time commitments of the volunteers etc...

#### **9E Consider Easement for Security Fencing**

Mr. Hancock stated that this item did not need to be resolved at this meeting. He continued that we have a good relationship with the Sheriff's Department and added that he had talked with Sheriff Growden prior to his submission of the request letter. The Sheriff's Department has the storage shed and were hoping to obtain grant funding at some point to build storage elsewhere. However, since the building of the pool, they have realized that it will take longer than expected to do so. He continued that the Department is now requesting that an easement of 24 feet be granted which will allow them to go through the gate and still be able to maneuver and turn around without hitting anything. Normally, property negotiations would be in closed, however, this is only an easement and not an acquisition but, if the Board finds it necessary, we can place the item on closed. He concluded that they are still looking for a long term solution but are only requesting this in the short term.

President Wilson responded that they already have one easement and now they are requesting a second. Originally they were going to be moving but, haven't been able to do so. He expressed his concern and requested that something be worked out on the front end that, in the event that they do find a long term solution, that the HLVR be able to get the easement area back.

Mr. Hancock responded that, in that case, the item should be brought back in closed session to discuss further.

#### **9F Discuss Upcoming Board Member Recruitment**

Mr. Hancock opened the item by stating that Board member Meserve deserved more than one paragraph to discuss his position on the Board however, a discussion needed to occur on the public member recruitment. Per the JPA Agreement, the Board is to consist of 2 members from each agency and they are to choose a fifth, public member. We need to discuss is we would like to recruit or decide what we want to do and we do not want to wait until January when the term expires.

Board member Meserve stated that he has already thought about stepping down and not re-applying. However, if the Board wanted him to stay, he would do so.

Mr. Hancock responded that staff just wanted to give the Board ample time to recruit if needed so we can be ahead of it.

Board member Teeter stated that as long as Board member Meserve wanted to keep going, he would support that.

**10      BOARD MEMBER ISSUES/REPORTS:**

Board member Meserve requested that an item be placed on the agenda regarding the future structure of the HLVRA with the goal of becoming autonomous.

President Wilson requested that a master plan for the site be brought back.

Mr. Hancock responded that he thought staff already had some ideas that can be brought back to the Board for review.

Meeting recessed at 3:55 p.m.

**11      RETURN TO CLOSED SESSION:**

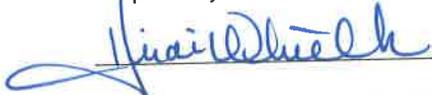
At 3:57 the Board reconvened in Closed Session.

At 6:02 the Board adjourned Closed Session and reconvened in Open Session.

Mr. Hancock announced that direction was given to staff but there was no reportable action taken.

Meeting adjourned at 6:03 p.m.

Respectfully Submitted by



Heidi Whitlock, Secretary HLVRA

  
Brian Wilson, President

*Approved on October 17, 2017*