

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
January 16, 2018 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:00 p.m. by President Wilson.

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

Staff Present: Dan Newton, Executive Officer, Heidi Whitlock, Secretary, Reesa Rice, Pool Director and Nancy Cardenas, Treasurer.

Vice President Garnier arrived at 3:02 p.m.

APPROVAL OF AGENDA: Mr. Newton requested that item 6F be moved to after 6B as the items are related. Motion by Board member Garnier, second by Board member Meserve, to approve the agenda. Motion carried unanimously.

3 APPROVAL OF MINUTES: Motion by Board member Garnier, second by Board member Hammond, to approve minutes for the December 19, 2017 meeting. Motion carried unanimously.

4 CORRESPONDENCE: None.

5 PUBLIC COMMENT: None.

6 MATTERS FOR BOARD CONSIDERATION:

6A Appointment of President and Vice President for 2018

Motion by Board member Garnier, second by Board member Teeter, to nominate Brian Wilson as President for the 2018 year. Motion carried unanimously.

Motion by Board member Garnier, second by Board member Hammond, to nominate David Teeter as Vice President for the 2018 year. Motion carried unanimously.

6B Financial Reports through January 9, 2018

Mr. Newton stated that the reports presented are for the Boards review.

President Wilson inquired as to, bottom line, how much money did the Board have?

Mr. Newton stated that Ms. Whitlock would probably know that answer.

Ms. Whitlock responded, approximately \$130,000.

6F Discussion Regarding Remaining 2017/2018 Budget

Mr. Newton stated that this item is basically a mid-year budget report. He continued that staff have been making projections for the remainder of the year. He continued the Ms. Rice has been working on staffing options and is still completing that project. He stated that staff is looking at how much they have to get through the year. Mr. Newton added that in front of the Board, is basically a month by month breakdown of projected costs with July through

December being actuals and January through June being projections, broken down by line item and by year it was in. He continued that staff budgeted out those amounts and determined the percentage expended. At the bottom of the report were the expected revenues with April represented like October, May like September, and June like July from the last season. Mr. Newton stated that the report is simplified but it is all the information staff has to go off right now.

Mr. Newton then stated that professional services was projected out to what would be needed for the remainder of the year. He added that the project manager position has been taken out of that projection. He added that the attorney and auditors also came out of that line item. He clarified that March had higher hours for staff time as the Pool Director would be training to take over some of the cash handling; however, staff is projecting a savings of approximately \$5,000.

For pool staffing expenses, the operating expenses at the pool itself, used \$82,000 for the first 6 months of operations. Staff is projecting approximately \$71,000 for the remainder of the fiscal year based on the proposed staffing plan although some fine tuning still has to occur.

Mr. Newton continued that, at the bottom of the first spreadsheet, the capital expenses and one-time expenses are also shown however, those categories are not listed on the second sheet as he wanted to show a typical year that would not require all the extra items to be purchased.

President Wilson inquired as to what the \$27,500 was for and Mr. Newton responded that remainder of the Modern contract.

Mr. Newton continued that the \$5,000 in that line was for the security system and additional money was budgeted for the landscaping and diving board.

Board member Garnier stated that \$5,000 was already set aside by Rotary for a diving board and asked if it had to be funded this fiscal year.

Mr. Newton responded no, it did not. The money would stay in that line until the board was purchased.

Mr. Newton continued that an important number to look at now is the revenue which as projected to be at \$245,000 with all of the activities. This would be through selling passes, swim lessons and other programs. However, staff are only projecting \$155,000 now based on last year's numbers. This is a \$90,000 difference. However, our expenses were also under.

He continued that if we expended the limit shown and only generate revenue of \$155,000 we would be looking at a deficit of approximately \$68,000. If this occurred, it would absolutely hit the carryover amount from last season of \$119,000.

Mr. Newton stated that the one-time expenses totaled \$97,000 so, looking at the spreadsheet, excluding the one-time expenses, he believed we are a little ahead.

President Wilson replied that we may be ahead but, we need to review the budget again.

Mr. Newton responded that, after discussions with Ms. Rice, staffing should be more efficient. He added that staff still needed to get into all of the details but the process has been started. He continued that staff will start next year's budget once those numbers are determined.

President Wilson stated that he was looking at the 55 percent recovery and it is a concern of his. We continued that the Board was told by Aquatic Design Group that a 60-70 percent return would be feasible. He suggested that the Board pick a percentage they would be comfortable with and then set aside the additional funding for future projects, such as recreational elements, and depreciation. He continued that, the subsidy will go away and, at that time, we need to ensure the other elements are already here to make up that other revenue. He added that keeping the pool open for seven days may no longer be a good idea or, we should look at more limited hours of operation.

President Wilson continued that it was nice to see what an entire year looks like as we know that the pool will have to be supplemented some. However, depreciation and projects need to be accounted for so a higher return at the gate is needed. He continued that we are setting ourselves up for a bigger problem down the road if it was not addressed.

Mr. Newton stated that the second spreadsheet reflected projections minus the one-time expenses. He pointed out the newly projected revenue of \$155,000 and discussed the budgetary expenses less the one-time expenses that have already occurred, taking the amount to \$280,000, which is projected to the end of the year as compared to the \$383,000, from the other spreadsheet. He concluded that it appeared as though we were operating at approximately 55 percent. However, this does not include depreciation but it does include one-time expenses however, one-time expenses will occur periodically.

Mr. Newton continued that since it is a new facility it should not need a lot of repairs. However, it will need to be budgeted in for the future.

Board member Garnier reminded the Board and staff to not forget fundraisers for items like benches or tables. She added that we could add a plaque for their business or memorials if someone would donate.

Mr. Newton stated that discussions have already been made regarding using volunteers for the landscaping.

President Wilson asked Mr. Newton if the \$280,000 had adjustments for City staff.

Mr. Newton responded that there was \$20,955 expended the first half of the year and it is being projected at approximately \$15,000 for the second half. He clarified that he took his time down to about 5% of his workday and 10% of Ms. Whitlock's workday weekly.

President Wilson repeated that the Board should determine an appropriate recovery percentage and stick to it.

Mr. Newton stated that, from his reading, the Board adopted a program intensive budget. We have the option of not scheduling as much as last year and even closing some days.

Board member Hammond stated that this is the first year, we need to get it under our belt to see what we really have to do.

Board member Meserve inquired as to why the \$119,000 in revenues was not carried over into the total revenues on the spreadsheet.

Mr. Newton stated that he did not want the fund balance to be thought of as revenue.

President Wilson stated that it was fund balance, not revenues.

Board member Meserve stated it was however, still cash and should be represented.

Board member Meserve requested that staff represent it somewhere as it does count.

Mr. Newton responded that he did not add it in the percentage but, it would affect the grand total. He also stated that if you were to include it, the negative \$68,000 now becomes a positive \$40,000 approximately. He continued and that the \$119,000 could be available for the capital improvements.

Board member Meserve responded that it should be reflected on the spreadsheet as it does help reflect the overall picture even if it was not going to be carried over into the next year.

President Wilson inquired as to whether or not anyone had comments or questions.

Ms. Cardenas stated her concern with potentially raising rates. She continued that that pool required public support and, based on how it did when it was on the ballot, there is not enough support. She then inquired as to whether or not swim lessons were going to occur this season and stated there may not be a lot that can be done as our hands may be tied being a governmental establishment.

Board member Hammond stated that we have to get the information out there, advertise.

Camille Buehler (Public) stated that word of mouth has helped and, with the changes that Ms. Rice is proposing, she believes that it will help but then, we will need to build on that.

Board member Hammond inquired as to whether or not any groups have been contacted.

Ms. Rice stated that this would be a good segway into discussing 6C as some of the information is under that item if Mr. Newton and the Board were finished discussing the budget.

6C Discussion Regarding Proposed Pool Schedule and Hours of Operation

Ms. Rice stated that her proposed opening date is April 2, 2018. She continued that they were originally planning for mid-March but the revenues will not be there to support it. She added that another change would be the implementation of the spring season block schedule. Programming such as adult lap swim, adult water walking, aqua aerobics, swim team and school related usage will be offered Monday through Friday with Saturdays accommodating open swim, water yoga and party rentals, and closed on Sundays. She clarified that all open time in the spring season will be program specific to prevent the pool being open with no swimmers.

She continued that she is already reaching out to the schools to see if they would like to utilize the times available and even included Westwood and Herlong.

Board member Hammond inquired as to how much it would cost to be open in April.

President Wilson stated \$50,000 if he was looking at the spreadsheet.

President Wilson stated he had further questions if income is \$3,000 and our expenses are \$25,000 as that would be an issue.

Ms. Rice continued that staff does not yet have the history but, she would love to bring in more than the projected \$3,000. She continued that contracting with the schools and having parties on Saturdays or Sundays could be another potential revenue source. However, when we contract with the school, it will bring in more revenue as well as with parties.

President Wilson stated \$13,963 for pool employees and asked Ms. Rice if she truly thought it would cost that much with the limited schedule as it seems expensive unless you are already expecting, and budgeting for school usage and private parties.

Ms. Rice confirmed.

Mr. Newton responded that we need to spend more time on this particular item. He added that we could open more but, staff had not had enough time to finish this item completely. He continued that staff was also looking at which direction the Board would want to go.

President Wilson inquired as to how much it would cost to run the programming. Nothing extra including parties and schools because if those two things were taken out, they will be offset with income that you are not showing in the \$3,000 anyway. Doing this would give the Board a more accurate base cost. We are projecting staff costs for something that we are not projecting revenue for.

Board member Garnier inquired as to how long a time block was for a party rental.

Ms. Rice responded 2 hours at \$125 per hour. In addition to this, \$25 per hour will be charged for each additional lifeguard needed per ratio requirements.

Board member Hammond inquired as to whether or not staff would be advertising the party options.

Ms. Rice responded that the parties do have to be marketed and, she used to assist with Roosevelt Pool and the parties should become more popular.

Board member Hammond asked how a parent would schedule a party.

Board member Garnier asked if the pool had a Facebook account.

Ms. Rice responded that she was recommending it but someone said there already was one, but it is not ours. We should contact the person running that page and request the page be shut down.

Ms. Buehler stated that now would also be the time to flood the schools with fliers. She added that she is on the school board and they have every intention of getting the kids into the pool, it is a priority. Board member Hammond inquired as to what would happen if the kids cannot swim.

Ms. Rice responded, we offer them swimming lessons.

Ms. Buehler stated that, if we can get the kids started in the pool, it may provide more information to the parents to have them continue.

Ms. Rice stated that there are no programs scheduled during the school times and they can use the pool however they wish.

Board member Hammond asked if the pool had all the equipment such as water wings etc...

Ms. Rice stated, not yet.

Board member Meserve stated that it may not be legal.

Tony Jonas stated that there is a shallow end to the pool.

Ms. Buehler stated that the school kids go to the water park every year for a school trip anyway. If they are not comfortable swimming, they sit in the shallow end.

Board member Garnier suggested that Ms. Rice also target physical therapy centers.

Ms. Cardenas inquired if there was any way, before April, to contact the schools to get a schedule, to see who would be interested in booking times.

Ms. Rice stated that she planned to call them next week to start scheduling times.

Ms. Cardenas suggested advertising on Susanville Needs also and added that anything that we pre-collect is all revenue.

Board member Hammond added that it should be non-refundable as we are blocking out their time.

President Wilson asked what time we opened last fall.

Ms. Rice responded 6:30 a.m.

President Wilson stated his concern with having staff working a 1.5 hour shift and not finding the type of people that would want to work, leave and then come back. He suggested putting the 6:30 to 8:00 lap swim and 9:00 to 10:00 aerobics closer together.

Ms. Rice responded that, with the employees she currently has, who are young and mostly in school, can come in before classes start up at the college and then a different employee would be scheduled for the 10:00 shift.

President Wilson shared his concern that she may be limiting herself with her staffing.

Board member Meserve asked Ms. Rice if she felt she would have difficulty retaining employees.

Ms. Rice responded no, the same was done during her years at Roosevelt Pool.

President Wilson inquired as to why they were closed from 7:30 to 10:00 a.m. as that is a large void.

Ms. Rice explained that she had a lot of people wanting the 6:30 a.m. lap swim that would not otherwise be able to participate if it was later due to work.

President Wilson asked Ms. Rice to consider that, if it is only a few people, it may not be worth it.

Ms. Rice responded that, although there are not big numbers of people coming in for lap swim, the idea is to get it scheduled and more people may attend. Lap swimming may be more successful simply by offering the half hour earlier opening time, based on many conversations, so people can come in prior to going to work.

Board member Garnier agreed with Ms. Rice.

Board member Hammond suggested that Ms. Rice attend a school board meeting.

Ms. Rice responded that she is absolutely willing to do so. She added that she was planning on calling them but, she is still willing to provide a presentation to the boards.

Mr. Newton stated that he would like the Board to provide direction on the schedule prior to her meeting with people.

Ms. Rice requested that the Board also review the language on the bottom which states that they are closed on Sundays as well as additional language to be included that should be on every pool document such as the pool can be closed due to emergencies, weather etc... and stated that it may be a good time to discuss the fee schedule.

Item 6D was discussed after 6E

6E Discussion Regarding Proposed Fee Schedule

Ms. Rice stated that this item is in regards to our current fee schedule. She continued that the proposed fee schedule has changed to reflect the new block schedule. Customers will essentially be buying a monthly pass for a designated program in lieu of buying a pass for "public" pool usage. A monthly pass will be offered for Lap Swim and Aqua Aerobics classes and this will eliminate the daily program fees that were previously collected. A "walk in fee" will also be available to customers who may not want to buy a monthly pass for the programs. Customers can still purchase a daily swim pass or a 10 punch card for open public swim and will be able to purchase a true "season pass" for the summer months of June, July and a part of August once there is more open public swim times available. She concluded that those rates will be provided at the next meeting in February.

Ms. Rice went over the spring fees including \$25/month for Adult Lap Swim and Water Walking, \$50/month for Aquatic Aerobics which are instructor led, which results in a higher charge. Daily rates will remain the same for now however,

they are only for a one hour block, unless the Board would like to consider lowering them due to the more limited daily swim hours.

President Wilson asked for confirmation that if someone were to show up on a Saturday for recreation swimming, even if you paid the \$25.00, that would not get you in on Saturday.

Ms. Rice confirmed and stated that we needed to start looking at the pool as a program swim not a public swim while trying to keep it as simple as possible. We still want to offer a 10 daily punch card and a true season pass and we are still developing that option so the fees are not quite ready.

Board member Garnier responded that we cannot forget that this is a public pool. She expressed her concern with taking out the public use and cutting back during the summer months.

Ms. Rice agreed and responded that the summer hours will be increased. She added that people who utilized the pool in the shoulder seasons were lap swimmers and the proposed rate takes the middle ground, close to the senior rate. However, the summer season is a different story and, although a block schedule will be in place, public swim will see more hours than what you see in the shoulder season.

Board member Garnier inquired about the 10 punch card pricing.

Ms. Rice responded that the 10 punch card would cost the rate of 8 daily swims so there is a discount. She added that we will need to make it known that it is only good for this swim season as well.

Ms. Cardenas inquired as to whether the pool passes were going to stay in the budget year or in the calendar year.

Ms. Rice responded that she thought the passes would stick with the calendar year such as 2018 swim season.

Ms. Cardenas requested confirmation that if someone purchased a card in the end of the 2017/2018 fiscal year it could potentially be used in the 2018/2019 season. She requested that staff be very careful about it since it is not how the budget runs.

President Wilson stated that school fees, swim team fees, summer season passes and physical therapy rates should all be shown. We should already know what those other numbers are whether or not they show up on the Spring schedule or if it isn't until summer.

Ms. Rice responded yes, she had all of that information and she has been talking with Ms. Buehler but she wanted to present the idea to her board. She added that she was not able to meet with her prior to the agenda going out so it did not make it into the packet and she did not want to present it until it was ready.

President Wilson stated that both sides needed to know the rates.

Ms. Rice responded that the projection for the swim team, using the pool strictly for that reason when the pool should be closed, would be \$25 per student per month. However, there would be a minimum collection of \$1,200 per month. Meaning, we could potentially make more but, if they are not successful in recruiting swimmers, we will make at least \$1,200 a month as they would make up the difference. They start April 9th and are from 3:30 p.m. through 5:15 p.m.

President Wilson asked Ms. Buehler how many swimmers she had.

Mr. Buehler responded that she was not yet sure. She stated that there were 60 in the swim academy but that did not mean that all of them would participate on the swim team. She continued that a 2 hour time block with 6 lanes should fit the kids they need to get in and that this agreement should work for them based on what they would also be charging.

President Wilson inquired as to how many lifeguards would be needed.

Ms. Rice responded two.

Ms. Buehler stated that there has been discussion that they would also want to get their certifications so that may save on the pool providing lifeguards and them money.

Ms. Rice suggested an hourly rate for school usage such as \$100 per hour, \$25 cheaper than the normal hourly rate.

6D Discussion Regarding Proposed Staffing Plan for Remainder of 2017/2018 Fiscal Year

Ms. Rice stated that this item is the proposed staffing plan and that staff has reviewed the current positions and job descriptions for the upcoming year. She continued that, based on last years' experience, and the needs of the facility, staff is proposing modifications to the existing staffing structure. She added that it is also recommended to modify some position wage rates due to the change in some job duties and the minimum wage rate increase that took effect on January 1, 2018.

Ms. Rice continued that last year, the pool had both lifeguards and swim instructors and those two positions made a different hourly wage which could cause some issues such as when some people were utilized to assist in some other duties were making less than those they were supervising.

Ms. Rice added that there were no program instructors as there were only lifeguards and swim instructors. She continued that the current and newly proposed wages were attached for review a well.

Mr. Newton added that, regardless of everything else, the minimum wage went up this year and the current rates for the City and the proposed rates are attached for review.

President Wilson inquired as to how long an individual has to be at a step prior to meriting an increase.

Mr. Newton responded that the City typically provides an increase, if they merit one, annually, but, it would be about what is fair and employee retention.

Ms. Rice stated that there were no program instructors last season. She continued that those who typically fill those positions would be educated people with experience. She added that some staff felt as though their experience or education was not recognized and it may have rubbed them the wrong way if they were held at a lower salary and not used to the best of their abilities.

Board member Garnier inquired about the "no fiscal impact" as listed on the staff report.

Ms. Rice responded that a lot of the cost was associated with the assistant manager however, with the new schedule it looks as though it would be a wash.

Ms. Rice continued that the program instructors would be limited to the hours of programs as well as the two lead lifeguards as there would be no reason to have both scheduled at the same time or past the hours of programming. In addition, the assistant manager would be assuming some of the responsibilities of current city staff so the increase in salary would be reflected in the professional services line item. She concluded that her decision to raise the assistant manager to the suggested range was to continue with the three range separation from the previous year.

President Wilson responded that he liked where Ms. Rice was going with things however, it will all come down to the budget as there will be a fiscal impact. He stated that he understood that she was trying to transfer responsibilities from City hall to the pool, which he agreed with but, there will still be an impact. He added that he is still looking at the \$3,000 projected revenue for April and October since we are really subsidizing these months. He also expressed his concern with the anticipated \$4,700 cost of maintenance for the pool and stated that we needed to sharpen our pencils as much as we can right now. He requested that she revisit the numbers and determine the actual impact. President Wilson concluded with asking whether or not the \$13,000 number provided included all of the proposed wage changes.

Mr. Newton responded that there are still a lot of items to fine tune however, that number included everyone but the assistant manager's increase. He added that its' a moving target as they are not all working 40 hours and you do not know if it is a manager or a lifeguard working etc...

President Wilson inquired as to how much it costs to operate the facility and added that everything else can be looked at afterwards.

Mr. Newton responded that yes, if we look at the spreadsheet we have a lot of that information however, some items still need to be dialed in. He reviewed the positions proposed and added that some positions will not even start until February or March. Mainly because we need to fly the positions still but also due to not being open yet. But, for instance, the assistant manager will be part time once hired until peak season where it may change to a full time commitment that would then taper off in the shoulder season. He reviewed the sheet provided that showed rates and stated that the assistant manager would be roughly \$29 per hour. So, if added to the spreadsheet and refreshed, there appears to be a \$4,000 increase.

Ms. Rice stated that she would rather provide a higher estimate to the Board and then come in under than to under estimate the costs. She continued that she does not work 30 hours currently, it would be closer to 20 or 25. However, there are some weeks that it is more than that.

Board member Garnier inquired about the \$29 per hour for the assistant manager.

Mr. Newton stated that it would depend on whether or not healthcare had to be provided, it is the weighted amount. Mr. Newton continued by pointing out that the manager and assistant manager positions are the two most likely to be eligible for healthcare coverage as they would be working more than 29 hours per week.

Ms. Cardenas added that the City's Project Manager was taken out of the calculations and, with that position having a higher weighted average of around \$50 per hour, she can see where this should ultimately save money and create a budget savings.

Vice President Teeter requested confirmation that the savings that was being projected was the \$5,000 previously discussed.

Board member Garnier stated that she thought that amount should be higher.

Mr. Newton responded by stating that he worked with staff to project how many hours City staff would be utilized. There may be times that we work over that amount as it was cut down quite a bit. He added that he would like to see us down to only that many hours, or none at all, but there may be times that it goes over due to minutes or agendas and meetings, not to mention trainings that will have to occur.

President Wilson also inquired about a few extra expenses that occurred in certain months and Mr. Newton offered explanations such as when auditor payments or the county allocation is paid. Total auditor charges were discussed and Ms. Whitlock offered that the total contracted amount for them was \$4,500.

Direction was given to staff to keep moving forward and to present the changes to the City Council for approval.

President Wilson asked if the Board wanted to change the fee schedule.

Board member Garnier stated if it is not broke do not fix it.

Vice President Teeter stated that this would just be for the shoulder season.

Ms. Rice responded that it would also be for the summer. However, public swim would be Monday through Friday

and it would be based on last year's usage meaning, the busiest time for public swim last year would be when it is scheduled for this year, while also keeping it away from the swim lesson times. The first week that the schools are closed and the pool is open will be the first really busy week at the pool. That is when we will be rotating from the spring to the summer schedule. That is when we will also need to ensure the lap swims and other classes are in the mornings to ensure those bigger blocks of public swim are available in the afternoon. She added that it may not be as much as last year however, it will still be a good chunk of time.

Direction was given to go with the proposed fee and block schedule.

6G Discussion Regarding Point of Sale System

Ms. Rice stated that again, looking at last season, and after having conversations with Ms. Cardenas, some people would like us to move away from the Square system and possibly look at options provided through US Bank of with PayGov. With the US Bank option, they would assist in setting up the system and charge a percentage per transaction, like square currently does. However, square also had other charges, such as a \$5 charge per person to individually track their transactions. PayGov also charges a percentage but it is added to the charge instead of taken off the charge. So, it does get charged to the customer. It could be that anything under \$40 would be assessed a \$1 fee. She added that she is looking for suggestions as she knows that Board has not wanted to pass on the fees. However, this option would not be as much.

Ms. Cardenas also spoke on the matter and asked Ms. Whitlock if she was aware of the total fees paid to the credit card company from the using the square, what amount did the pool lose due to us not passing the fee on to the customer.

Ms. Whitlock responded, from the very beginning, it was just under \$1,500.

Ms. Rice commented that amount is what the pool lost which could have been still in the budget and, when we have such a tight budget, only making a 55 percent recovery, is a lot.

Ms. Rice continued that US Bank charges approximately 1.75 percent, still less than square. She added that she liked the option of PayGov so far but, it is ultimately up to the Board.

Board member Garnier asked if the PayGov system kept any information as Square did.

Ms. Cardenas responded no, they retain no information. She continued that it is actually a system that she would love to see the County start utilizing. She added that the pool would see 100 percent of the credit card purchase.

Ms. Rice stated that she would like it to be easy. She will learn whatever system we utilize but she would like to see the pool receive the amount they should.

Tony Jonas (public) inquired as to what the set up costs would be for the new system.

Ms. Rice responded that there would be a set up cost for PayGov but then they provide the terminals.

Vice President Teeter responded that he was comfortable and would rather not pass the fee on to the customer however, if the Board desires to now, he will support it.

Board member Hammond stated that, it will discourage people from paying with a card. In his place of business, he would also have multiple people charging a small amount but he then started charging them. Now people come in with the money instead of using a card.

Ms. Cardenas stated that there is also an e-check option. There may also be a way that people can log in and buy their passes prior online, prior to showing up at the pool, which offers the customers more options.

Board member Hammond stated that we would just need a big sign stating that there will be an extra fee, no surprises for those using their cards.

Ms. Cardenas stated that it would be listed on the receipt, how much for the purchase and how much for the convenience fee.

Board member Garnier inquired about how staff handled personal checks.

Ms. Rice stated that they used their discretion on whether or not to except them based on what it was for.

Ms. Cardenas responded that, to date, we have only had one bounced check and we were able to recover that with a credit card payment.

Ms. Rice responded that we would probably still allow people to use checks in the event they are purchasing a monthly or season pass but, not daily.

Ms. Rice stated that staff would get the meeting with PayGov scheduled to start reviewing options and an update, hopefully, could be provided at the next meeting.

7 BOARD MEMBER ISSUES/REPORTS:

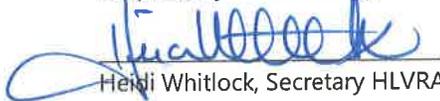
President Wilson stated that he would like to see the budget at every meeting. He continued that the Board needed to decide what recovery percentage they required and then see if there is a way to get one of the supplemental funding payments to be set aside for future improvements.

Meeting adjourned at 5:05 p.m.



David Teeter, Vice President

Respectfully Submitted by



Heidi Whitlock, Secretary HLVRA

Approved February 20, 2018