

**HONEY LAKE VALLEY RECREATION AUTHORITY  
GOVERNING BOARD MEETING  
Regular Meeting Minutes  
February 20, 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 Vice President Teeter.

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

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

**APPROVAL OF AGENDA:** Motion by Board member Hemphill, second by Board member Garnier, to approve the agenda. Motion carried unanimously. Absent: Wilson and Meserve.

**3 APPROVAL OF MINUTES:** Motion by Board member Garnier, second by Board member Hemphill, to approve minutes for the January 16, 2018 meeting. Motion carried unanimously. Absent: Wilson and Meserve.

**4 CORRESPONDENCE:** None.

**5 PUBLIC COMMENT:** None.

**6 MATTERS FOR BOARD CONSIDERATION:**

**6A Financial Reports through February 14, 2018**

Mr. Newton stated that the items presented are the financial reports through February 14, 2018, in the standard format of the County's system, for the Board's review.

**Tony Jonas (public)** inquired as to what the acronym KMTG stood for since it appeared to be a reoccurring cost.

Board member Garnier responded Kronick, Moskvitz, Tiedemann and Girard, the attorneys the HLVA contracts with.

Mr. Newton responded that it is not exactly a reoccurring cost as it varies month to month.

Mr. Jonas then inquired about when the \$20,000 payment was made to Modern.

Mr. Newton responded on January 17, 2018.

Mr. Jonas inquired as to how much money has been spent to date and how much is left, not including pending City reimbursements.

Mr. Newton directed Mr. Jonas to the second report as it is real time.

Board member Garnier asked Ms. Whitlock if the \$122,175 was that number. She confirmed. Board member Garnier stated to Mr. Jonas that the cash available was \$122,175 as reflected on the second report. Ms. Whitlock added that the only number not reflected in that amount is the City staff time that is not yet included in the reimbursement request from December 29 to current.

**6B Discussion Regarding Remaining 2017/2018 Budget**

Mr. Newton stated that this item will continually be placed on the agenda. It is the ongoing daily spreadsheet that is kept in house. He discussed both sheets the first showing all items paid by date. The second is broken down by line item, with budgeted amount and how much is left in that line item. If compared to the County's financial reports there is overlap there. However, there is a little bit of a lag time so these are up to the date the agenda went out.

Mr. Newton stated that this is probably more of a real time representation of where the money is. Mr. Newton inquired as to whether or not the Board had any questions.

Vice President Teeter asked if there were any more questions. No further questions were asked.

**6C Approve City Reimbursement Request through December 29, 2017**

Mr. Newton stated that this is a reimbursement request to pay the City from November 4, 2017 through December 29, 2017. Also included in the bill are other direct costs as noted in the attached spreadsheet.

Motion by Board member Hemphill, second by Board member Garnier, to approved the reimbursement request for the City of Susanville. Motion carried unanimously. Absent: Wilson and Meserve.

**6D Discussion Regarding Susanville School District Inquiry**

Ms. Rice stated that staff has been contacted by the Susanville School District regarding passes for their students to use the pool facilities. She continued that staff is looking for information and direction from the Board to determine how to proceed as, due to staffing changes, she is not fully aware of previous conversations and requires more information regarding previous interactions with the District. Ms. Rice stated that she met with Mr. Waddell and she was made aware that there were discussions about the District receiving approximately \$1,000 in passes as well as getting priority for scheduling pool activities. She concluded that, if the Board wishes to honor this request, she would like to see an agreement or MOU between the two parties as well as an end date. It was stated that the previous discussions may have referenced an end date to match that of when the City and County are no longer making contributions.

Board member Garnier inquired as to who distributed the tickets.

Ms. Rice responded, Mr. Waddell, to be distributed amongst all the schools.

Board member Garnier asked why we would do something like that since it is supposed to be a community pool.

Ms. Rice responded that she was not sure. However, it was her understanding that it was a monetary recognition of when the District provided the land to the HLVRA for \$1.00.

She continued that \$1,000 worth of passes would equal to approximately 250 children so, they would not be showing up all at once for a public swim so the impact may be very limited.

Board member Garnier inquired about the scheduling of those who get passes.

Ms. Rice responded that it would be the District who would get first pick during the allotted school times.

Board member Hemphill asked who approved this.

Mr. Rice responded that she was provided emails from Mr. Waddell.

Mr. Newton stated that the record is not very clear but it is believed the conversations happened between Mr. Waddell and Mr. Hancock when he was still the Executive Officer that laid out a few of the terms of the arrangement. However, it may have been in closed session during the property negotiation. He stated it is very possible that that was the case.

Board member Hemphill stated he was not opposed to the idea as it may bring children who would not otherwise be brought to the pool there.

Board member Garnier expressed her concern with who would get the passes.

Board member Hemphill responded that he thought it sounded as though they would be passed out to kids for student of the month etc.

Camille Buehler (Lassen Aquatics) responded that she was on the School Board at that time this took place. She discussed the issues with the Credence site as well as the School District owning the current pool site prior to the transfer. It was negotiated over to the pool since the Board did not need the site however, they do like having big prizes for a couple kids each year, things good for the student population. She continued that they could not request a number of passes since they were unaware of how much anything was at that time so they opted for the \$1,000 and figuring out how to utilize it.

Vice President Teeter if the students to be picked would be those who were most improved etc...

Ms. Buehler agreed but added that it could be for perfect attendance since that is a big money generated for the schools too.

Board member Garnier stated that she wanted to ensure it was fair for everyone.

Ms. Buehler responded that most times, the names are drawn out of a hat but, everyone can be included.

Board member Garnier requested confirmation that it would be \$10,000 total if it goes the full ten years.

Ms. Rice confirmed that it would be as long as the City and County were still providing their contributions. Ms. Rice continued that she is simply concerned with all the parts that need to be addressed. She already has a hard time with the \$1,000 donation every year but she is more concerned with the first priority would come into play as it will affect her schedule. Do we uphold every aspect brought up or just a portion of the items discussed. Ms. Rice asked for clarification on what the Board would like to see.

Board member Garnier inquired as to whether or not the scheduling had to be included.

Ms. Rice responded that she did not feel it needed to be however, it was originally discussed.

Ms. Buehler responded that she believed the email stated \$1,000 which was the final agreement, although we were hoping to get the first come first serve, there was no mention of that in the email and may not have been agreed upon. No one can remember all of the parts discussed but, we know we just want to be able to get pool time.

Ms. Rice stated she would just like to know how the \$1,000 will be split for tracking purposes but, ultimately the item was placed on the agenda to obtain direction from the Board as to whether or not we needed to have an MOU in place and what they wanted to uphold.

Board member Hemphill offered his opinion that she should honor the agreement made prior however, she will have to figure out how to make it work.

Vice President Teeter stated that they will want it to work so Ms. Rice will need to figure out the details although he understands that it somewhat weakens her position.

Board member Garnier asked if Ms. Rice could put something together and bring it back when there is a full Board.

Vice President Teeter offered that if we are trying to honor the essence of the agreement he believed they would do the same.

Ms. Rice stated that she could do so but, inquired as to when they would like to see the agreement end as it was only a verbal from Mr. Waddell, we have nothing in writing stating it.

Board member Garnier inquired as to what the proposed beginning and ending was.

Ms. Rice responded that it was in correlation with the City and County contributions. So, as long as they were still making payments to subsidize, we would honor the \$1,000 for the School District.

Mr. Jonas inquired as to whether or not there was an agreement.

Board member Garnier asked Ms. Whitlock if there was an agreement.

Ms. Whitlock responded that she went back and looked but did not see anything.

Ms. Buehler stated that it was discussed in closed session. It did not include an agreement but it was discussed in closed session.

Mr. Jonas responded, so nothing came out of closed stating a motion was made or anything.

Ms. Buehler responded no.

Mr. Jonas stated that it looked as though there was never an actual agreement.

Mr. Newton stated that it is his belief that it was only in the context of the property transfer. Once the transfer occurred, it was made public that the land was transferring.

Mr. Jonas inquired if those terms were referenced in the transfer.

Mr. Newton and Ms. Buehler both responded, no, it was separate.

Ms. Cardenas stated that it needed to be considered that the School District may not have agreed to the pool if they were not willing to give them the \$1,000 annually.

Ms. Buehler responded that it was about the transfer of the property, not on whether or not they would allow the pool to go there.

Ms. Cardenas continued that maybe the idea was the school would sell the land for \$1 knowing that they would be able to help their children with the annual passes. She added that the topic should probably be discussed again and placed into an agreement.

Mr. Newton stated that he felt an agreement had been made; however, it had never been memorialized. He continued that an agreement or MOU may not be needed but something should be in writing.

Board member Garnier stated that there is no time frame in writing.

Mr. Newton responded that we will need to do something that is reasonable for both parties.

Ms. Rice stated that a true agreement should be written down and finalized that way the interpretation of it would not change.

Ms. Buehler stated that she is sure her Board would also accept passes over the \$1,000 if we wanted to revisit that portion.

Board member Garnier stated that whatever we do just has to be doable.

Vice President Teeter stated that it appeared that Ms. Rice was given direction to come up with something to stay within the spirit of the agreement and asked her if that worked.

Ms. Rice confirmed.

**6E Consider Lassen Family Services Donation request for CHAT Program**

Mr. Newton stated that it was his understanding that this request was considered and approved last year. The CHAT Program is requesting 5 daily passes as awards. For the past few years, CHAT has held an art contest for children who have been a victim of abuse. Four of the one-day passes would be awarded to children who win the art contest for their age group. All art submitted will be displayed during the Walk-A-Mile event. The fifth pass would go to the individual who wins the Empathy in Education Award, an award given to someone who is nominated for going above and beyond their role to look out for the needs of students.

Board member Garnier inquired as to whether or not the Board established a charity budget line item and requested to know the value of the 5 passes.

Ms. Rice responded that she did not believe there was that line item but it would cost approximately \$22.00.

Motion by Board member Garnier, second by Board member Hemphill, to approve the donation of 5 daily passes to go to the CHAT Program event. Motion carried unanimously. Absent: Wilson and Meserve.

Board member Hemphill stated that there should be a cap on donation requests or a policy on donations. He added that Ms. Rice should be able to do this budget, she needs the budget to be able to.

Mr. Newton shared that there is an advertising budget item but, not a "donation" so yes, we may need to have a policy for donations or gifts.

Vice President Teeter stated that a policy would be needed that way she will not have issues if the maximum amount is hit and someone is upset.

**6F Consider Resolution No. 18-24, Approving Amendment No. 2 to the Agreement between City and HLVRA**

Mr. Newton stated that this is the same as the last amendment. The Authority approved the creation of, or changing of, certain positions and the corresponding salaries. They are City employees but, the rates are to be approved by the Board for reimbursement. He added that there are also a few format changes. The first four positions will come back annually as City Administrative staff. For instance, the amount he is paid is less than the previous Executive Officer. He continued that we also wanted to give Ms. Rice the authority to give raises to those who merit one. The format change of adding a range will allow for this. He ended that the only other change was regarding the increase in the minimum wage.

Board member Garnier inquired as to whether or not they see this every year.

Mr. Newton responded that it should only be once a year for Administrative Staff.

**Noelle Riggs (public)** inquired about the rates for administrative staff.

Mr. Newton added that it is a weighted amount, the true cost for the Management section of the appendix.

Motion by Board member Garnier, second by Board member Hemphill, to approve Resolution No. 18-24 approving amendment No. 2 to the agreement between the City and the HLVRA. Motion carried unanimously. Absent: Wilson and Meserve.

**6G Consider Resolution No. 18-25, Approving Contract with PayGov**

Ms. Rice stated that the Board, at its January 16, 2018 meeting, discussed the option of using PayGov for credit card purchases at the pool. Staff was directed to look into the system and they believed PayGov would be the best fit for

purchases as the vendor would be responsible for all customer information as it would not be held at the local level. There would also be no cost to the HLVRA as PayGov passes the charge to the customer.

Ms. Rice stated that the setup is free, there is little to no maintenance and the convenience fee gets passed to the customer which is also not as high as what square charged.

Board member Hemphill asked for clarification on how much would be charged.

Board member Teeter asked Ms. Cardenas if she liked the system.

Ms. Cardenas confirmed stating that this is the program she would like the County to go to.

Motion by Board member Hemphill, second by Board member Garnier, to approve Resolution No. 18-25 approving the contract with PayGov. Motion carried unanimously.

Ms. Cardenas added that if we did not like it, it is only a month to month contract so there is not much needed to get out of it.

Board member Hemphill asked if it will be easy to balance.

Ms. Cardenas responded yes, it can be done daily.

#### **6H Discussion Regarding Summer Schedule and Season Pass Rates**

Ms. Rice stated that the Board requested that a proposed summer schedule be presented for consideration. Staff has projected the needs for the upcoming summer season and is proposing a block schedule where lap swim, swim team, aqua aerobics and lessons will be offered in the mornings. She continued that the pool will take one hour off for lunch and maintenance then return for a 4-hour block of open swim and with evening lap swim and aerobics/yoga. Open swim and party rentals will be offered on Saturdays and a block of open swim will also be offered on Sundays as represented in the attached proposed schedule. She concluded with true season pass rates (June through August when school is out) family passes at \$150, adults at \$100 and senior/youth passes being \$75.

Board member Garnier asked when the rates would take effect.

Ms. Rice responded that she believed it was June 15<sup>th</sup> through mid-August, possibly the 20<sup>th</sup>.

Board member Garnier expressed her concern with the open swim times becoming shorter and shorter. She stated that she remembered when public swim used to be all day long.

Ms. Rice stated that she believed Saturday and Sundays were a little longer for open swim, about 4 or 5 hours. She added that there are only so many hours in the day and everyone wants swim lessons but wanted to add that open swim is also her current unknown along with the labor costs associated with it.

Vice President Teeter stated that he took his children elsewhere and they learned to swim but the programming there consisted of lessons in the morning and open swim in the afternoon to avoid confusion.

Ms. Rice responded that she understood and added that our open swim is also a true public swim. There will be no lap swimming or any other scheduled items during that time. Patrons will be able to jump in anywhere.

Board member Hemphill requested clarification that lap swim was from 6:00 a.m. to 7:15 a.m.

Ms. Rice confirmed adding that she hopes to get more people than last year but, she knows it will be utilized at that time.

Ms. Riggs agreed that an atmosphere is being built and more people will attend.

Ms. Rice stated that if patrons looked at swimming only four hours a day, that is a lot for what is paid to use the pool. She added that she hopes she can find the balance between open swim while navigating the programming that people want to see and will utilize.

Direction was given to staff to continue with the summer schedule and to possibly bring back at the next regular meeting.

## **6I Discussion Regarding Swim Lessons and Associated Fee Schedule**

Ms. Rice stated that staff has been working on developing a swim lesson schedule and the associated fees. It is being proposed that swim lessons be offered for a two-week session to be held four days a week (Monday through Thursday) to allow make up sessions on Friday if needed due to weather or other pool closures. Classes will be for 45 minutes in length and begin at the top of the hour allowing staff to have breaks between classes for personal needs and to reset the training stations without delay between classes. She requested the Board consider lowering the swim lesson rates as there will be no other discounts given due to monthly memberships this season. Fees of \$60 per session were requested. Ms. Rice added that she found there to be too many children per class last season, no time for sunscreen application and no water/restroom breaks. She continued that, after researching other facilities, \$60 is still on the high side but doable.

Board member Garnier inquired as to whether or not it will be limited to 5 children.

Ms. Rice responded that she would like to see five levels of swim lessons in the pool at once with each group having 5-8 kids. The lessons have been bumped up from 30 to 45 minutes and the change should allow for the appropriate time per student.

Board member Hemphill inquired as to whether or not we ran out of kids for swim lessons last season.

Ms. Rice responded no, but it definitely slowed down. She added that it was successful last year however, there were issues that came up and she would like to fix them. She added that, being our second year, we would receive more criticism if we do not take the time to fix the issues brought to our attention last season.

Board member Garnier stated she was for lowering the rate as she felt it was high last year.

Board member Hemphill agreed.

Motion by Hemphill, second by Board member Garnier, to approve the summer schedule and associated rates. Motion carried unanimously. Absent: Wilson and Meserve

## **6J Update on Point of Sale System**

Ms. Rice stated that, for clarification purposes, PayGov is not a true POS System as it is only a credit card system. She continued that staff have been researching multiple systems as well as addressing issues that presented themselves last season. She continued that she would like to still utilize the Square POS system already in place but with using PayGov for the credit card portion. This would provide a savings as we would not be required to purchase a new system or train staff on a new system.

Ms. Rice inquired as to whether or not the Board would still like to see a card pass system. She stated that she researched that item as well and it can be expensive. She added that she thought Square offered this function but they do not. She requested feedback and direction from the Board on whether or not they still desired to have the pass card and if they wanted a new POS system or continue with Square.

Board member Garnier that swiping would go faster.

Ms. Rice responded not necessarily. For instance, if there is a family pass, each person needs to be scanned in individually. Also, where will they keep the card, the price associated with the cards themselves and printer and replacing the cards when they are lost. She was not sure there would be an actual time savings.

Ms. Rice continued that she would still prefer to stick with the Square program and utilize it as the cash register whether or not the Board chose to go with a card reader system.

Direction was given to continue utilizing the Square program and to not continue with the card readers.

#### **6K Discussion Regarding March 20<sup>th</sup> Meeting**

Mr. Newton stated that staff is proposing moving the next meeting forward by one week as the Council Chambers and two members of the Board would already not be available. He requested that we cancel the meeting on the 20<sup>th</sup> and schedule a special meeting for March 13, 2018.

Direction was given to cancel the meeting on the 20<sup>th</sup> and hold a special meeting on March 13, 2018.

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

Board member Garnier stated that, as Rotary President, she knows there is \$5,000 set aside for the purpose of purchasing a diving board. She inquired as to where staff was on that project and have we been advertising to obtain donations.

Mr. Newton responded that he believed we were still looking at placement and the cost looks to be around \$17,000 to \$25,000.

Mr. Jonas suggested staff contact the high school as they may be willing to partner with the HLVRA to obtain the board.

Mr. Rice responded that she has a meeting already set to talk with Bill McCabe this week. She continued that they never contacted her but she wanted to reach out to them as she heard of conversations being had regarding their swim program.

Board member Garnier added that the school district may have the funds to contribute for the diving board.

Vice President Teeter stated that would be great if they would participate.

Board member Garnier stated that it may have to be corded off when not in use but, it should be there.

Meeting adjourned at 4:29 p.m.

Respectfully Submitted by



Heidi Whitlock, Secretary HLVRA



Brian Wilson, President

*Approved on April 17, 2018*