

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
April 17, 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: Jeff Hemphill, Kathie Garnier, Dave Meserve and Brian Wilson. Absent: David Teeter.

Staff Present: Dan Newton, Executive Officer, Heidi Whitlock, Secretary, Reesa Rice, Pool Director and Tony Jonas, Assistant Pool Manager.

APPROVAL OF AGENDA: President Wilson requested item 6C be moved to the top of the agenda. Motion by Board member Hemphill, second by Board member Garnier, to approve the agenda with the requested change. Motion carried unanimously. Absent: Teeter.

3 APPROVAL OF MINUTES: Approval of minutes for the February 20, 2018 meeting was moved the end of the meeting when all members were present.

Motion by Board member Meserve, second by Board member Garnier, to approve minutes for the March 13, 2018 special meeting. Motion carried unanimously. Absent: Teeter.

4 CORRESPONDENCE: None.

5 PUBLIC COMMENT: None.

6 MATTERS FOR BOARD CONSIDERATION:

6C Approve Agreement with Lassen Aquatics

Ms. Rice read the staff report provided stating that staff has been working with Camille Buehler, with Lassen Aquatics, to finalize an agreement for the use of the Honey lake Valley Community Pool. The agreement permits Lassen Aquatics to utilize the pool as referenced in the agreement for a cost of \$25.00 per enrolled swimmer per month, not to be less than \$1,200 a month.

President Wilson asked what happens if they require the pool on a Saturday for a meet.

Ms. Rice responded that it would be limited to a smaller meet with only one or two other teams there would be an additional cost paid to the pool to offset the pool usage.

Ms. Buehler stated that there will not be able full swim meets this season as she would have already need to let the league know. She continued that they may schedule duel meets once a week but that would be it.

Ms. Buehler continued that, currently, there are 56 kids enrolled in the swim team and people are very dedicated. Motion by Board member Meserve, second by Board member Hemphill, to approve the Agreement with Lassen Aquatics. Motion carried unanimously.

6A Financial Reports through April 9, 2018 and 2017/2018 Budget Discussion

Mr. Newton stated that the same monthly reports are being provided from the County as well as the Chronological Expense Detail Report that staff keep. He added that this additional report shows the actual cash on hand for the

Authority. He continued that an Expense by Line Item Report was also included as well as two 2017/2018 Projected Budget and Revenue Reports.

Mr. Newton directed the Board's attention to the last line on the Projected Budget and Revenue Reports and describes the difference within the two reports. The first report is completely projected March through June with the additional report showing actuals for March and projections for April through June.

Mr. Newton concluded that, if the Board approves of this format, staff will continue to provide them.

President Wilson inquired about the budget and if staff were planning more towards the actuals or the budgeted amounts for this season and next.

Ms. Rice responded that she is going off of the number on the Chronological Expense Detail Report and trying to be reasonable with every purchase.

President Wilson responded that staff should not be planning on the budgeted numbers.

Mr. Newton responded that he agreed and the point was well taken. He added that Ms. Rice is more about the bottom line than the budgetary numbers but she has been reviewing everything especially looking at her revenues versus expenses.

Board member Garnier added that she would still like to see some sort of shade options included in the budget as there are some who need to have shade.

Ms. Rice responded that she is already looking into table options with umbrellas. She added that the budget does not allow for a permanent structure so these may be a good option this season.

Diana King (public) inquired as to whether or not they have thought about using a retractable awning.

Ms. Rice responded that she had not.

6B Approve City Reimbursement Request through April 6, 2018

Mr. Newton stated that this is a routine item, the request for reimbursement of costs associated with the pool. He explained that a summary of those costs are attached for review.

Motion by Board member Garnier, second by Vice President Teeter, to approve the City's reimbursement request. Motion carried unanimously.

6D Update on Pool Heating Calculations

Mr. Newton stated that staff had an Engineer from the City's Public Works Department run numbers for the natural gas a geothermal for the pool. He continued that there are multiple reports based on how we want to look at it including whether or not the pool is covered or uncovered at night. Staff calculated usage from May through October and predict that the use of natural gas, as the pool is charged the raw rate, will be cheaper than utilizing the geothermal. However, it will still be dependent on the other factors such as whether or not is it covered nightly.

President Wilson inquired as to how long it took to cover the pool daily.

Ms. Rice responded that it takes approximately 20 minutes to put on when there is no wind. However, that time goes up dramatically (hours) when tie downs are required.

Board member Garnier inquired about the wear and tear on the cover when utilized daily.

Mr. Rice responded that the covers should be fine as they are made for that. However, they may experience more wear and tear if left out all the time on the reel. They should be used or pulled off and stored.

Tony Jonas added that other items to consider with the covering and uncovering of the pool are related to programming and needed lanes lines which would have to be removed prior to covering the pool, which would be an additional labor cost.

Ms. Rice stated that it would be best if, eventually, staff could purchase a trampoline type, winter cover; when the budget allows for it.

Board member Garnier stated that there will still be times when it should not be as expensive.

Mr. Newton responded that, right now, there is an issue with the geothermal at the pool site, so both are being used. The issue is being looked into.

President Wilson clarified, as Board member Hemphill is newer to the Board, that it was asked of staff to prepare an analysis to see if it would be cheaper to utilize natural gas over geothermal.

Board member Meserve inquired about the costs associated with each as it was not provided on the report.

Mr. Newton responded that geothermal costs \$2,100 per month in the summer and \$379.09 in the winter season.

6E Update on Pool Operations

Ms. Rice stated that prior to the opening of the pool on April 2, 2018, staff hand delivered roughly 3000 fliers to all the schools in Lassen County and one school in Plumas County. The morning show was visited, and Sam Williams with Lassen County times was kind enough to put a front-page article in the newspaper announcing that we are officially up and running. The pool kicked off its opening day with free swimming for everyone; this included all programs and public swim. Public Swim was a huge success with over 100 swimmers in the water and just as many on deck to watch. To date the pool has booked 6 parties, sold 12 punch cards and have 50 people enroll in our classes. We had 90 paying customers for public swim, which is good considering the weather we had at the end of the week. The credit card convenience fees have been very well received by the public as well as the adjusted fees schedule and the Spring schedule. The Lassen Aquatic Swim Team had over 40 children register and have officially begun their practices. Swim Lesson Registrations began yesterday; they have had a lot of interest to date and we anticipate them being very successful.

Ms. Rice continued that, to date, the pool has had 9 staff members return for a second year and anticipates that two more members of the original team will be back for the Summer Season. The city has received 11 new applications. The applicants are currently in various stages of the interview process. The pool is coordinating the Life Guard training to be done by Maria Damos the director of Camp Ronald McDonald. The training will be offered to all applicants at cost which will be roughly \$35/student. The cost will cover the materials needed for the class. In exchange for training the city applicants, Maria will be granted Sunday usage at the pool in which she will train the counselors for Camp Ronald McDonald. The dates for training and the finite details of the agreement are currently being finalized.

She added that they have approximately 60 people signed up for swim lesson and that some classes are already filled and closed to registration.

President Wilson offered that the trade with Camp Ronald McDonald is a great idea and will be a substantial cost savings.

Ms. Rice stated that the Authority will also not be paying for training of others this season. The cost is low enough that making those who want to get certified is a reasonable request as it is approximately the same cost as getting one CPR certified.

6F Update on Concession Items

Ms. Rice stated that a single door fridge has been delivered to the pool by Alpine Beverage and staff will begin selling drinks out of it this week. The fridge was provided for no cost in exchange the drinks will be purchased from Alpine Beverage. We will buy the drinks for list price through the company and determine our own mark-up. She added that staff will start as soon as the Sellers Permit is issued, and staff have been working on acquiring that permit already.

President Wilson inquired as to why they could not sell it under the City as all other operations are through the City. He requested that staff look into that option.

It was asked what type of items would be available in the cooler.

Ms. Rice responded that we can only place items in the cooler which are sold by that company so, Dr. Pepper, RC Cola, etc. She added that she would like to see a 100% markup.

Board member Garnier inquired about recycling as it will start costing people soon.

President Wilson suggested the possibility of donating the recyclables to another party.

Ms. Rice stated that she was already thinking about possibly donating to the swim team.

Board member Hemphill requested that Ms. Rice contact Jim Wolcott at the Lassen County Fair as he just obtained a recycling grant.

Ms. Rice stated that, when it comes to the products she would like to see at the pool, she wants items that are easy to serve with the least amount of work involved. She is still looking into food items.

President Wilson inquired about the possibility of swim diapers.

Ms. Rice responded that she would like them to be available however, she is not interested in making money on them as they are required at the pool. She would just like to be able to enforce it.

6G Discussion Regarding Summer Pool Schedule

Ms. Rice stated that, attached is the approved summer pool schedule. The schedule allows access to several community stakeholders and it is also fiscally responsible. Members of the community and Board members have expressed concern that the schedule does not offer adequate time for open swim. Staff will provide information regarding the merits of the approved schedule at the meeting. She continued that she put a lot of thought into this schedule and, after its approval in February, she made fliers for swim lessons etc... and, if we want to keep swim lessons separate, this may be the only logical way to do so.

Board member Hemphill stated that Saturdays and pool rentals, how flexible are we?

Ms. Rice responded that we already have quite a few Saturday parties booked.

Board member Hemphill stated that she did not answer his question, why would the pool not just be open?

Ms. Rice responded that we need to know when people will be utilizing the pool. We need to ensure that we are adequately staffed with lifeguards and not having lifeguards there when not needed.

Board member Garnier expressed her appreciation of how much time Ms. Rice put into the schedule.

Vice President Teeter stated that, as long as swim lessons were being scheduled, he is willing to try the schedule.

President Wilson stated that it is all about mindset. He continued that we have been talking about this for 3-4 years and people complaining about needing to be on a swim team to use the pool. But, just because it is not labeled "open swim" does not mean the public cannot swim. The public can lap swim and do programs etc...

Ms. Rice stated that yes, we are obviously geared towards the public. She added that she hopes that opening day is indicative of what summer will look like. People have been responsible to both the pricing and the scheduling.

7 BOARD MEMBER ISSUES/REPORTS:

President Wilson requested that vote on the second set of minutes be taken.

Motion by Vice President Teeter, second by Board member Garnier, to approve minutes for the February 20, 2018 special meeting. Motion carried unanimously. Abstain: Wilson and Meserve.

Meeting adjourned at 3:56 p.m.



Brian Wilson, President

Respectfully Submitted by



Heidi Whitlock, Secretary HLVRA

Approved May 15, 2018