

**HONEY LAKE VALLEY RECREATION AUTHORITY  
GOVERNING BOARD MEETING  
Regular Meeting Minutes  
May 15, 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, David Teeter and Brian Wilson.

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

**APPROVAL OF AGENDA:** Mr. Newton shared that there is an additional item 6E within the packet that should be removed. Motion by Board member Hemphill, second by Vice President Teeter, to approve the agenda with the requested change. Motion carried unanimously.

**3 APPROVAL OF MINUTES:** Motion by Board member Garnier, second by Vice President Teeter, to approve minutes for the April 17, 2018 meeting. Motion carried unanimously.

**4 CORRESPONDENCE:** None.

**5 PUBLIC COMMENT:** None.

**6 MATTERS FOR BOARD CONSIDERATION:**

**6A Acceptance of Annual Audit for Fiscal Year 2017 and 2016**

Mr. Newton stated that the attached audit was for 2017 and 2016 for the Board's review and acceptance.

Motion by Vice President Teeter, second by Board member Hemphill, to accept and file the annual audit. Motion carried unanimously.

**6B Financial Reports through May 9, 2018 and 2017/2018 Budget Discussion**

Mr. Newton stated that the reports attached were the reports that are typically presented to the Board including those provided by the County as well as the reports kept by the City. He continued that the actual revenues were slightly higher than predicted and the expenses were about \$3,000 less than projected.

President Wilson inquired as to what is happening with swim lesson revenues and if they are being attached to the month purchased or the month used.

Ms. Rice stated that, if they were to go to the month used, approximately \$9,000 would fall into the next fiscal year.

Ms. Wemple responded that staff would just need to provide a number, as of June 30<sup>th</sup>, for how much is to be deferred revenue so that it corresponds with the correct fiscal year.

Motion by Board member Garnier, second by Board member Meserve, to accept the financial reports. Motion carried unanimously.

**6C Approve Resolution No. 18-27, Notice of Completion for Modern Building**

Mr. Newton stated that the HLVRV contracted with Modern Building Inc. and, as part of that contract, a Notice of Completion is to be filed upon completion. He continued that there were items that required attention and those items have now been completed or fall under the warranty.

Board member Hemphill inquired as to when the warranty starts.

Mr. Newton responded that he will look into it, as well as the terms of the warranty, and let the Board know.

Motion by Board member Garnier, second by Vice President Teeter, to approve Resolution No. 18-27, approving the filing of the Notice of Completion. Motion carried unanimously.

#### **6D Approve City Reimbursement Request through May 4, 2018**

Mr. Newton stated that the reimbursement request is for the period of April 7, 2018 through May 4, 2018. He continued that it is for both administrative and operational services in the amount of \$14,519 with \$1,168 being for administrative costs and \$13,352 being for pool staff.

Vice President Teeter stated that he liked the efficiency that he is seeing in the costs.

Motion by Board member Garnier, second by Board member Meserve, to approve the reimbursement request. Motion carried unanimously.

#### **6E Update on Pool Operations**

Ms. Rice stated that to date, the pool operations have run very smoothly. Staff have sold well over 100 swim lessons and have acknowledged the need to add more levels 1, 2 and Waterbabies classes. Exercise classes have been successful and have continued to grow as the weather has warmed up. Maria Damos, with Camp Ronald McDonald, has now completed the Life Guard training and certification process with all the potential new hires. Twelve new life guards will be added this season, for a total of 22 employees, which sets staff up for a successful summer. The Visu Cooler has been stocked and staff have begun selling drinks. Half of the tables and benches have arrived on site and umbrellas have been ordered as well as two shade canopies, which will be a temporary solution to shade problem. When the budget allows, staff will order and install a more permanent solution.

Ms. Rice continued that they are right at 200 for those signed up for swimming lessons.

Board member Meserve expressed his gratitude to Ms. Rice on the pool and the job being done.

Board member Hemphill stated that his sister-in-law visited and went to the pool and stated that it rivaled all pools in her area with the only complaint referring to the lack of food.

Ms. Rice responded that food is on the way; however, it will be prepackaged food only.

#### **6F Update on Landscaping Options**

Ms. Rice stated that Mr. Jonas has been exploring budget friendly landscaping options. She continued that the intent is to install sod to cover roughly a 5,200 square foot area off the east side for the fence where the large dirt patch is currently located. The grass will go down the length of the fence and 30 feet out. She concluded that, when budget allows, the berms on the west and south sides will also be covered.

Mr. Jonas discussed the cost associated with the area they are anticipating planting sod with the total coming to approximately \$6,000.

Ms. Rice stated that she and Mr. Jonas have looked at budget and the options and are comfortable doing this in stages, as they are running out of time this season if they plan on planting. She continued that they will be starting in 1-2 weeks and the project should be completed by the next meeting date.

Mr. Jonas added that everything is currently prepped and ready to go. He added that he has Boy Scouts who are also willing to assist in laying the sod.

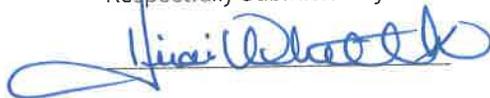
President Wilson shared that he felt that was a good option.

**7**     **BOARD MEMBER ISSUES/REPORTS:** None.

Meeting adjourned at 3:30 p.m.

  
Brian Wilson, President

Respectfully Submitted by



Heidi Whitlock, Secretary HLVRA

*Approved on August 21, 2018*