HONEY LAKE VALLEY RECREATION AUTHORITY

**GOVERNING BOARD**
BRIAN WILSON, PRESIDENT
JIM CHAPMAN, VICE PRESIDENT
LARRY WOSICK
NICK MCBRIDE
PUBLIC MEMBER (to be appointed)

**STAFF**
JARED HANCOCK, EXECUTIVE OFFICER
HEIDI WHITLOCK, PROJECT MANAGER
TREASURER, PENDING

# HONEY LAKE VALLEY RECREATION AUTHORITY
# GOVERNING BOARD MEETING

City Council Chambers
66 North Lassen Street, Susanville, CA 96130

**January 7, 2014 – 3:00 p.m.**

Addressing the Board
- Any person desiring to address the Board shall first secure permission of the presiding officer.
- Matters under the jurisdiction of the Board, and not on the Agenda, may be addressed by the public at a time provided in the Agenda under Public Comment
- The Board of Directors will not take action on any subject that is not on the Agenda

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**1 CALL TO ORDER**

**2 ROLL CALL BOARD OF DIRECTORS**

**3 AGENDA APPROVAL**

**4 APPROVAL OF MINUTES:** December 10, 2013 meeting

**5 BOARD MEMBER ISSUES/REPORTS**

**6 CORRESPONDENCE**

**7 PUBLIC COMMENT**
(any person may address the Board at this time to comment on any subject not on the agenda. However, the Board may not take action other than to direct staff to agendize the matter at a future meeting.)

**8 MATTERS FOR BOARD CONSIDERATION**
A. Interview and select fifth board member
B. Site Analysis
C. Review Project Timeline
D. Consider possibility of creating a nonprofit for the pool providing a tax incentive for larger contributions.

**ADJOURN**

- ***The next meeting will be held on January 21, 2014 at 3:00 p.m.***

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for January 7, 2014 in the areas designated on January 3, 2014.

Heidi Whitlock, Project Manager

**HONEY LAKE VALLEY RECREATION AUTHORITY**
**GOVERNING BOARD MEETING**
**Regular Meeting Minutes**
**December 10, 2013 – 3:00 p.m.**
**City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:04 p.m. by Brian Wilson.

Roll Call of Board of Directors present: Jim Chapman, Brian Wilson, Larry Wosick and Nick McBride. Absent: Public member (to be appointed).

Staff Present: Jared Hancock, City Administrator, Heidi Whitlock, City of Susanville Project Manager

**APPROVAL OF AGENDA:**

**APPROVAL OF MINUTES FOR THE MEETING OF:** No minutes were available for approval.

**BOARD MEMBER ISSUES/REPORTS:** Mr. Chapmen requested that item H1 be considered prior to any other business.

**CORRESPONDANCE:** No correspondence was presented.

**PUBLIC COMMENT:** None at this time.

**H MATTERS FOR BOARD CONSIDERATION:**

**H1 Consider appointment of Chair and Vice Chair:**

Motion by Larry Wosick, second by other directors, to appoint Brian Wilson as President and Jim Chapman Vice President with the positions to be reevaluated once the Public member is appointed.

**H2 Consider Staffing Needs and options regarding appointment of other officers**

Jared Hancock offered the utilization of City services and staff on a temporary basis to keep the existing momentum to move the project forward. Mr. Hancock inquires what the Board feels are immediate staffing needs and suggests an executive officer, secretary and treasurer initially. He also suggests that additional services which may require RFP's or additional staffing be revisited at the next meeting. After discussion of potential pool locations, Mr. Hancock suggests setting realistic goals and guidelines to complete the project as efficiently as possible. He suggests a list of tasks to be completed and a timeline be prepared for the January meeting.

Jim Chapman thanks Mr. Hancock for making staff available but states that, in his opinion, an independent staff should eventually be the objective as City and County employees have time constraints. Mr. Chapman would like a person who could offer their full attention and requests that the President and Vice President discuss who, as City and County staff, would be best able to assist temporarily. The Board agreed to have Mr. Chapman and Mr. Wilson meet with Mr. Hancock to discuss a staffing plan and personnel options. Mr. Wosick reiterated the importance of selecting a location for the pool.

Brian Wilson suggests there be a project manager initially, then, once established, someone from "outside" should continue. Mr. Wilson would like to verify the condition of Roosevelt pool and evaluate is repair is an option. In response to Mr. Wilson, Mr. Chapman suggests a field trip to Roosevelt pool and other locations.

Larry Wosick suggested some County employees who could assist. Mr. Wosick expressed the need to pick the location for the pool as soon as possible and proposed that field trips be scheduled to visit existing pools for reference. Mr. Wosick requests photos of existing pools be taken. At that time Tony Jonas, from Public, presents him with disks containing +250 pictures of existing pools. Mr. Wosick also suggests using photos to choose what types of pools we would be interested in, resulting in lower design costs. Mr. Chapman, in response to Mr. Wosick, suggests that the fifth member be chosen prior to picking a pool location but also suggests the site be chosen by late January. Mr. Wilson stated his opinion that options related to the Roosevelt Pool should be fully explored as part of this process.

Direction given. (Field trips and timeline to be completed)

**H3 Consider sending request to surrounding agencies that have conducted prior pool planning for submittal of supporting documentation.**

Jared Hancock presents Board with a draft letter to be sent to surrounding agencies for the purpose of requesting any pool related documents that might be useful for this effort. Some items to be requested include the prior operating costs of the Roosevelt Pool and other related studies. It was suggested that we send the letter to other agencies that operate pool facilities. Mr. Hancock suggests that we make those requests under a separate letter and suggests sending out three types of letters: one requesting information on prior pool efforts for specific sites, another requesting assets/contributions that other agencies may be willing to contribute and a letter to existing pool operators. Mr. Hancock also requests that the Board solicit interest from members of the community who would be willing to volunteer their time.

Larry Wosick agrees that letters drafted should be sent out.

Brian Wilson requests from **Tony Jonas**, from Public, specifics on what studies should be requested in the letters. Mr. Jonas suggests information on Roosevelt Pool Retrofit Project – approved early 1980 and completed approximately 1988, the City Pool Project: Measure K, the high school design concepts and construction pricing and the Roosevelt Pool operating budget. Mr. Jonas also suggests asking the Office of Education, the County and the Elementary School District.

Mr. Wilson inquires whether or not a CEQA analysis was performed on the Skyline Park, Mr. Hancock states that it has been completed and will be made available.

Jim Chapman suggests contacting those with existing pools for reference including the pool in Bieber and Burney. He also states that Burney purchased pool plans from someone for a reasonable fee. Mr. Chapman suggests asking other groups in the area what they are willing to contribute. Example given was the fairgrounds, as they could offer parking.

Staff was directed to send an email to Board members regarding the letters, the items being requested and to move forward with the first letter.

**H4 Select agency to act as trustee of consider creation of separate depository for funds**

Jared Hancock presents second letter to Board discussing consolidation of funds already collected and depository options. Options: County Treasury, City Treasury or HLVRA account and expresses the need for having a checks and balances system. Mr. Hancock then suggests the Board not send out the presented letter until after a list of potential funds and agencies/groups has been compiled.

Jim Chapman suggests appointing a treasurer first then reach out to those who are collecting and deposit in one location. Mr. Chapman believes there is 100K-250K from individuals possibly out there.

Board agrees to hold on sending letter at this time.

**H5 Consider sending request to other agencies and groups that have collected funds for pool construction to be deposited with the HLVRA**

See above as both items H4 and H5 were discussed together.

**H6 Discussion regarding fund raising options and disposition of funds including the solicitation of pledges and donations and disposition of said funds.**

Jared Hancock discusses fund raising options and suggests that we should put together something measureable so people know where their money is going. He requests they provide an avenue such as a public website for people to continue to contribute and monitor how much has been raised, resulting in more funds, and potentially adding additional features to the pool. He continues that it would be a good way to gauge the public's involvement while tracking where the funds are coming from. Then, again asks, where will the collected funds be held? Mr. Hancock suggests that the City's Finance department could set up a Pennies for the Pool collection point. He volunteers to set up a webpage or link on the City's website for the HLVRA to show those people contributing where the pool fund stands (will send members a print screen prior to posting for review).

Larry Wosick suggests selling bricks to be used in construction or plaques mentioning those who have contributed. However, until the site is chosen, it was suggested that we hold off on asking for donations.

Jim Chapman suggested the possibility of matching private funds with public funds, but felt we should accept any amount of money people are willing to give. Mr. Chapman responded to Mr. Hancock's question of where funds are held stating the "Pennies for the Pool" account or the treasury. Mr. Chapman also suggests Sierra Pacific could be a source of contributions.

Nick McBride suggests setting a large goal, possibly $1 million, for the pool fund and to have a list of all possible sites by the next meeting. In response to Mr. McBride's request for a site list, Mr. Chapman states he knew four or five places were still on the short list.

The Board decided to revisit all of the potential sites.

**Jill Poulsen (audience member)** suggested creating a sub-committee of community members to assist in fundraising activities. Nick Mcbride offered to be on the Committee and Mr. Hancock suggested putting it on the next agenda. It was decided to put it on the next agenda.

**H7 Discussion regarding appointment process for 5th member (Public Member). Recruitment to close December 31, 2013.**

Jared Hancock informs Board that an advertisement has been in the paper and will continue to be until December 31, 2013 for the fifth member position. At this time, only one application has been received.

Jim Chapman suggests that at the January 7, 2014 meeting, all persons who applied should attend and be interviewed by the board during the public meeting with the goal of appointing them at that meeting.

**H8 Discussion regarding future meeting schedule**

Discussion between all members results in Tuesday meetings at 3 p.m., staff are reviewing schedules and trying to set up meetings for the first and third Tuesdays of the month. To be determined. Next meetings will be held December 17, 2013 and January 7, 2014 at 3 p.m.

Brian Wilson suggests the Board also set up times for the proposed pool field trips to the Roosevelt Pool and Reno Pools. He requests staff start looking into financing options and how much is available versus day-to-day operating costs. At what point is the $200,000 required from both the City and County.

Jim Chapman states that he believes Board members "Chair" and "Vice Chair" should be President and Vice President per the language in the JPA. Members agreed.

I **ADJOURNMENT**: Meeting adjourned at 4:20 p.m.

Brian Wilson, President

Respectfully Submitted by

Heidi Whitlock, City of Susanville Project Manager

AGENDA ITEM NO. 8A

**Submitted By:** Jared G. Hancock, Executive Officer

**Action Date:** January 7, 2014

## AGENDA ITEM

**SUBJECT:** Selection of Public Board member (fifth member)

**SUMMARY:** The Honey Lake Valley Recreation Authority is made up of two representatives from the City, two representatives from the County and one Public member. An advertisement was placed in the local newspaper to solicit interest for this fifth Public member and letters of interest were accepted from December 1st through December 31st. On January 2nd, all nine letters received were opened, scanned and emailed to the Board members. Letters were drafted and mailed the same day inviting all interested parties to attend the January 7th meeting. Phone calls were also placed to the applicants on the morning of January 3rd. Applicants will be invited to address the Board and participate in an informal interview and discussion.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Review letters of interest, interview interested parties and select the best qualified applicant for the fifth Board member.

**ATTACHMENTS:** None.

AGENDA ITEM NO. 8B

**Submitted By:** Jared G. Hancock, Executive Officer

**Action Date:** January 7, 2014

## AGENDA ITEM

**SUBJECT:** Site analysis of possible pool locations

**SUMMARY:** The Honey Lake Valley Recreation Authority is analyzing a number of sites best suited for the location of the future swimming pool. At the December 17th meeting, Board members approved 12 criteria to be used in analyzing potential sites. Since that time, HLVRA staff members have been gathering the information needed to analyze and rate the 19 potential sites.

**FISCAL IMPACT:** Staff Resources.

**ACTION REQUESTED:** Review coversheet and summary for each site and consider review criteria and ranking. Provide direction to staff regarding continued analysis of each site.

**ATTACHMENTS:** Site Analysis package to be provided at meeting.

AGENDA ITEM NO. 8C

**Submitted By:** Jared G. Hancock, Executive Officer

**Action Date:** January 7, 2014

## AGENDA ITEM

**SUBJECT:** Draft Project Timeline

**SUMMARY:** At the December 17th, 2013 meeting, the Honey Lake Valley Recreation Authority gave input staff as to what should be included on the project timeline.

- Creation of JPA
- Meeting Schedule: First and third Tuesday of each month at 3:00 p.m.
- Public member recruitment
- Public member selection
- Collection of past pool studies
- Pool site evaluation
- Site visits
- Site selection

**FISCAL IMPACT:** Staff Resources.

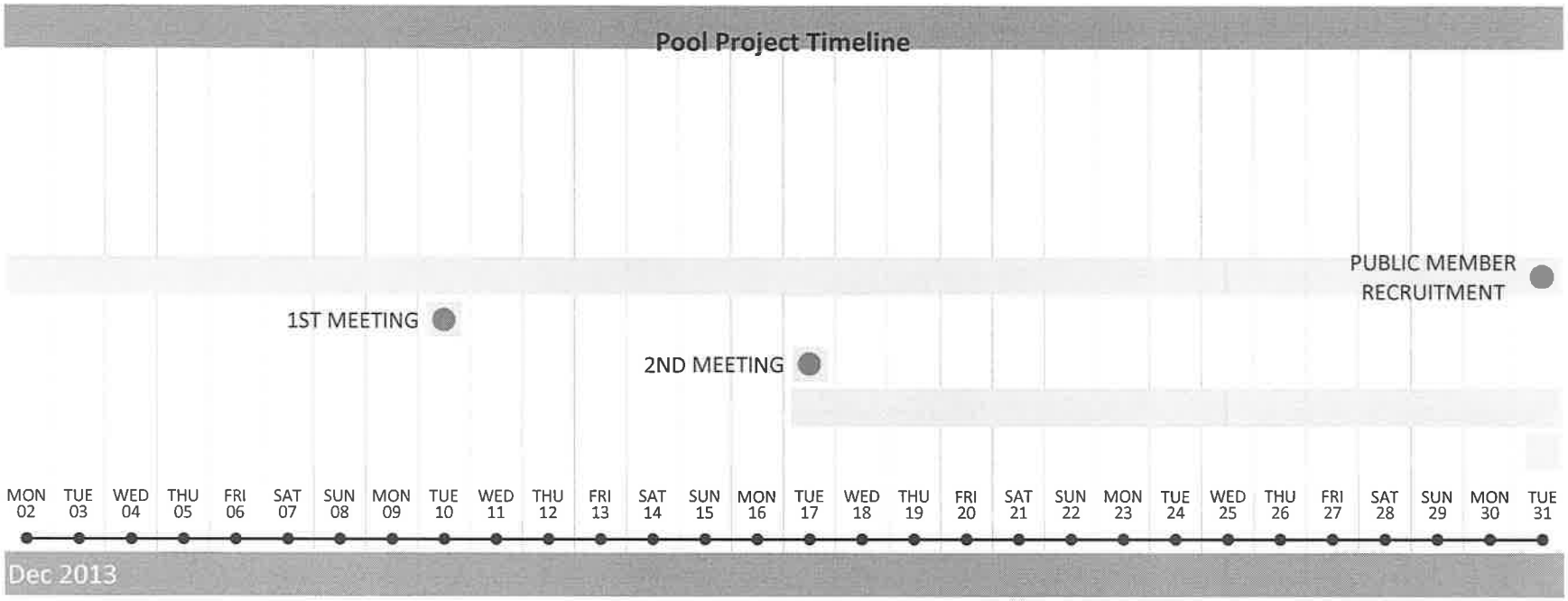
**ACTION REQUESTED:** Direction regarding other items to include.

**ATTACHMENTS:** Draft Project Timeline.

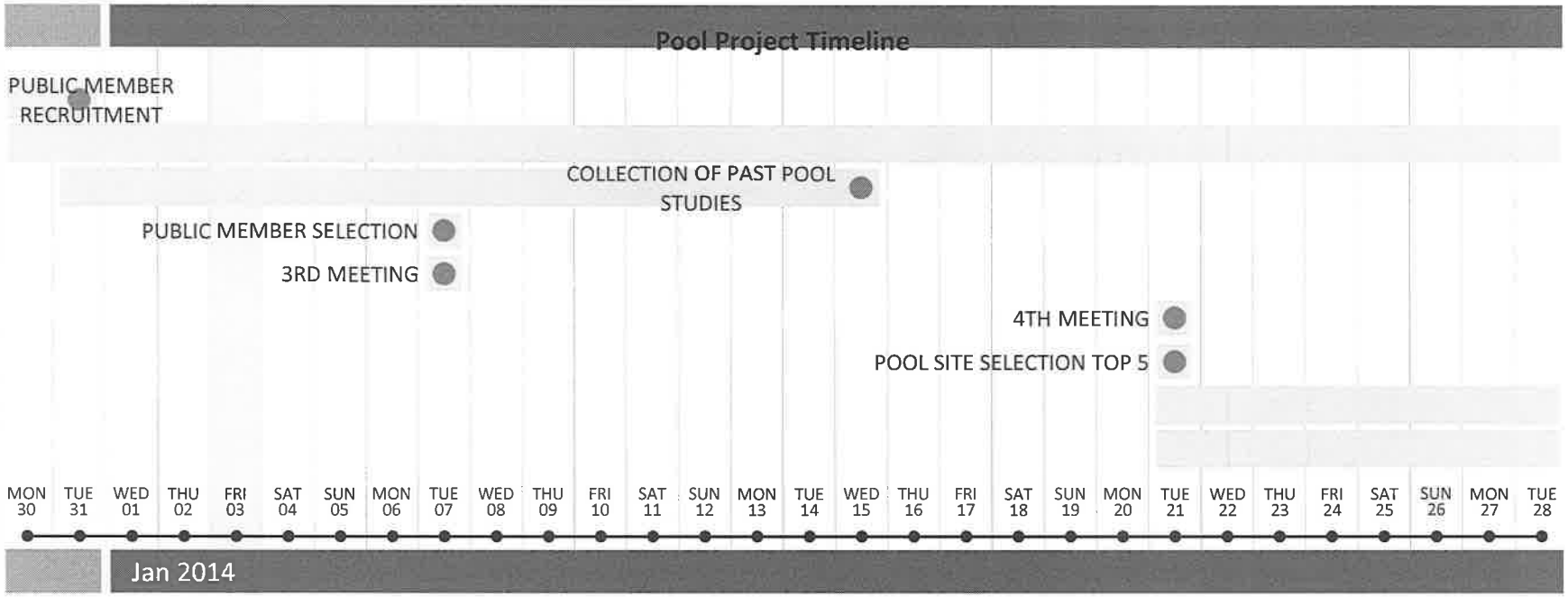
ENTER START DATE: 11/18/2013

| ACTIVITY | START | END | NOTES |
|---|---|---|---|
| Creation of JPA | 11/18/2013 | | |
| Public Member Recruitment | 12/1/2013 | 12/31/2013 | |
| 1st Meeting | 12/10/2013 | | |
| 2nd Meeting | 12/17/2013 | | |
| Pool Site Evaluation Top 20 | 12/17/2013 | 2/4/2014 | |
| Collection of past Pool Studies | 12/31/2013 | 1/15/2014 | |
| Public Member Selection | 1/7/2014 | | |
| 3rd Meeting | 1/7/2014 | | |
| 4th Meeting | 1/21/2014 | | |
| Pool Site Selection Top 5 | 1/21/2014 | | |
| Pool Site Evaluation Top 5 | 1/21/2014 | 2/4/2014 | |
| Roosevelt Pool Condition Analysis | 1/21/2014 | 2/4/2014 | |
| Site Visits | 01/28/2014 | | |
| 5th Meeting | 02/04/2014 | | |
| Site Selection | 02/04/2014 | | |
| 6th Meeting | 02/18/2014 | | |
| Budget Adoption | 02/18/2014 | | |
| 7th Meeting | 03/04/2014 | | |
| 8th Meeting | 03/18/2014 | | |
| Construction Financing Options | 03/18/2014 | | |

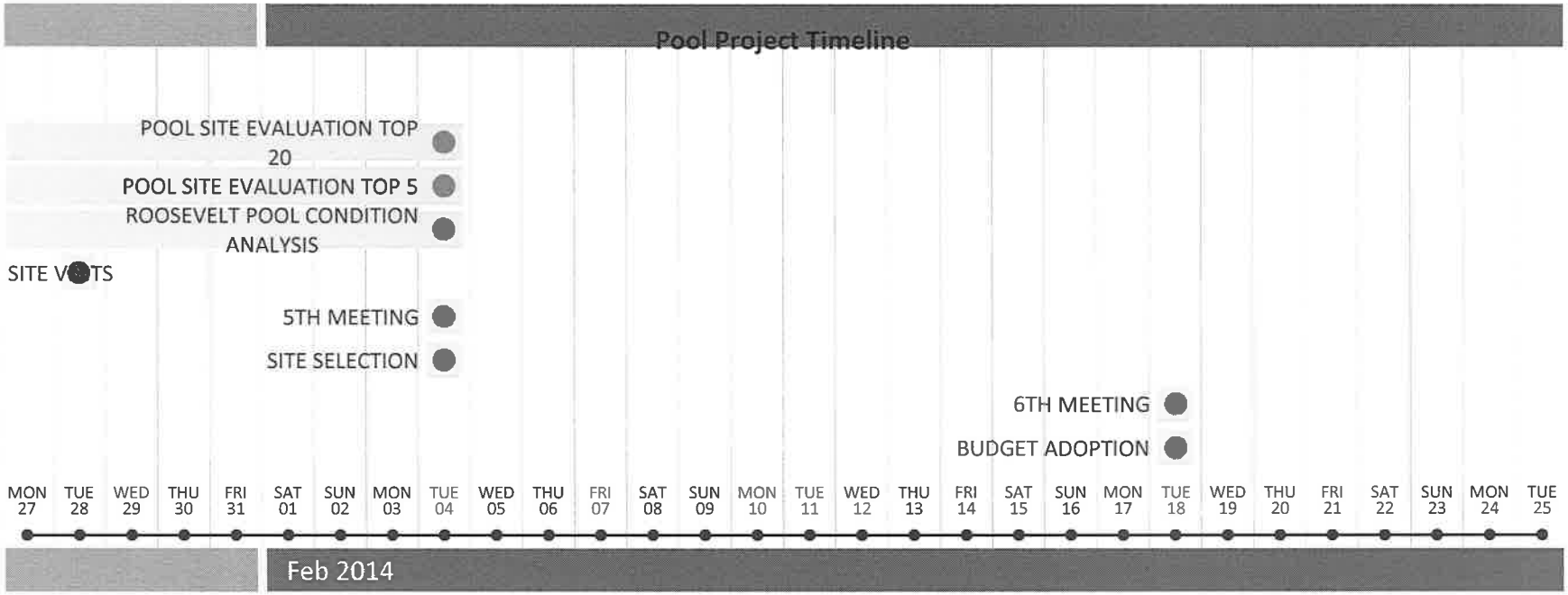
# Pool Project Timeline



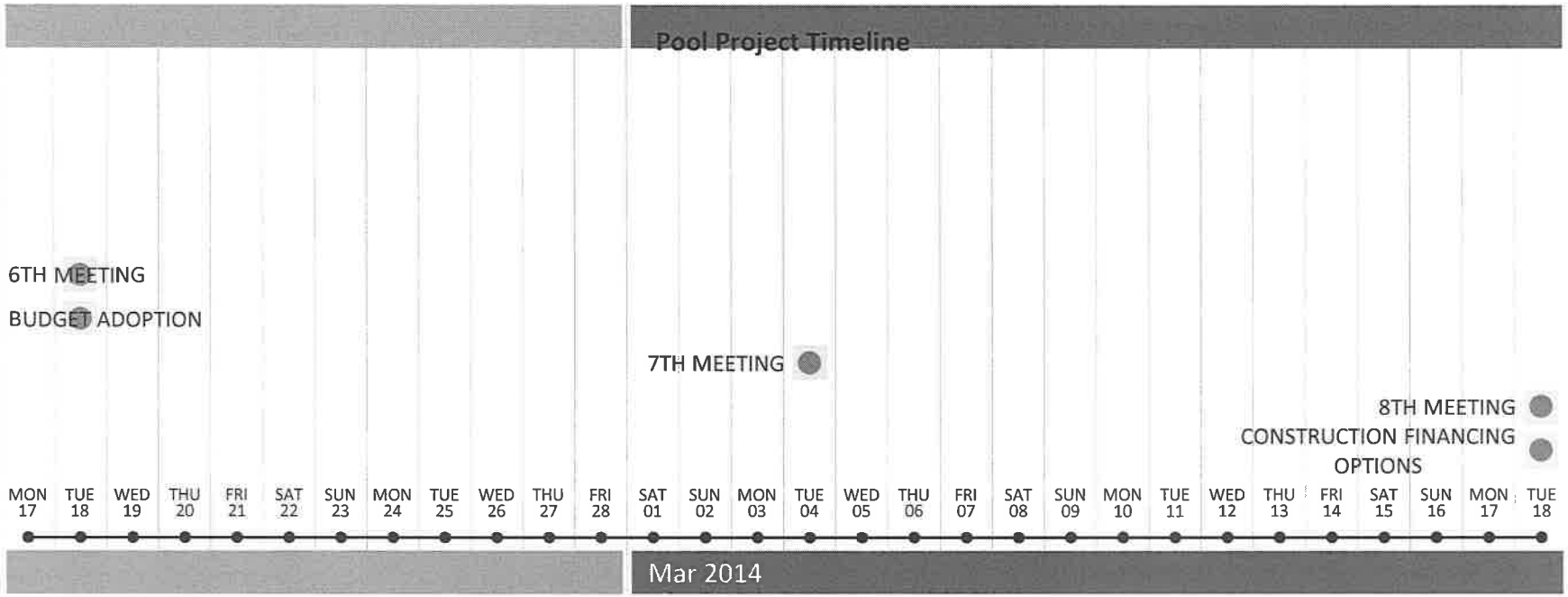
# Pool Project Timeline



# Pool Project Timeline



# Pool Project Timeline



AGENDA ITEM NO. 8D

**Submitted By:** Jared G. Hancock, Executive Officer

**Action Date:** January 7, 2014

## AGENDA ITEM

**SUBJECT:** Consider creating a non-profit for the pool

**SUMMARY:** The option of setting up a non-profit organization for the pool project has been suggested. A few of the benefits of being a non-profit organization include tax exemption and the ability to accept donations and grants, both private and public. The disadvantages include following strict regulations, maintaining paperwork and California laws state that if the non-profit organization does not succeed, all assets must be given to another non-profit organization. Legal-council will be required to ensure the pool project qualifies under California state non-profit and/or tax-exempt requirements.

**FISCAL IMPACT:** Non at this time.

**ACTION REQUESTED:** Direction to staff regarding the possible creation of a non-profit entity that could provide a tax advantage for large donations.

**ATTACHMENTS:** None.