

HONEY LAKE VALLEY RECREATION AUTHORITY

GOVERNING BOARD

BRIAN WILSON, PRESIDENT
JIM CHAPMAN, VICE PRESIDENT
LARRY WOSICK
NICK MCBRIDE
DAVID MESERVE

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 21, 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 17, 2013

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. Review appointment of President and Vice President
- B. Discuss estimates cost and scope of completing the engineer's analysis and repair cost analysis to re-furbish
- C. Discuss fiscal year 2013/2014 budget
- D. Discuss Site Analysis results and choose top 2-5 locations

ADJOURN

- ***The next meeting will be held on February 4, 2014 at 3:00 p.m.***

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for January 21, 2014 in the areas designated on January 17, 2014.



Heidi Whitlock, Project Manager

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
December 17, 2013 – 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 of Directors present: Larry Wosick, Nick McBride, Vice President Jim Chapman and President Brian Wilson. Absent: Public member (to be appointed).

Staff Present: Jared Hancock, Executive Officer, Gwenna MacDonald, City Clerk.

APPROVAL OF AGENDA: Motion by Board member McBride, second by Board member Wosick to approve the agenda as submitted; motion carried.

APPROVAL OF MINUTES FOR THE MEETING OF: None

CORRESPONDANCE: No correspondence was presented.

PUBLIC COMMENT:

Bill Feierband commented that he has been of the opinion that the Roosevelt Pool site was the best location for a new facility, however he also would support the proposed location at the Credence School if geothermal is available.

Charles “Moose” Buehler agreed with Mr. Feierband’s comment regarding the Credence School location.

8 MATTERS FOR BOARD CONSIDERATION:

8A Staffing Plan Mr. Hancock reported that the staffing subcommittee met on December 11th to review staffing needs and consider various options to fill the immediate staffing need to move forward with the business of the JPA. It is recognized that there is an immediate need to fill four positions including Executive Officer, Project Manager, Treasurer and Legal Counsel and that some would be filled on a short-term basis. Short term was identified as a three month period with a possible extension to six months. As the need arises for specific tasks and activities to be performed, the creation of individual service contracts could be created.

The Committee proposed that the individuals fill the positions as follows: Jared Hancock, Executive Officer; Heidi Whitlock, Project Manager; Richard Egan, Treasurer and legal counsel to be filled as needed by contract. Mr. Hancock explained that the next step is to meet with the City and County of the respective individuals to discuss staffing cost and commitment of time. He requested comments from the Board and public.

Richard Egan, Treasurer/Lassen County Interim CAO, reviewed the government code requirements for the fulfillment of the Treasurer position for a Joint Powers Authority and discussed the statutory roles of the Treasurer and Auditor. The Treasurer could be appointed by either entity, but it would by default fall to the County Treasurer if no other person was appointed. He stated that the County Treasurer would need

to operate in conjunction with the County Auditor and the cost of utilizing the services of the County Auditor based on the billing methodology, adding that it may be cost prohibitive to utilize that service.

There was a general discussion regarding the independent powers of the County Auditor as well as the costs associated with utilizing that service. It was the consensus of the Board to do additional research regarding the Treasurer position, review staffing proposals with the respective Boards, and bring back for discussion at the January 7th meeting.

8B Review of Proposed Facility Locations Mr. Hancock reviewed the potential sites that were discussed at the December 10th meeting and the objective to begin with a broad list in order to consider every site in or around the City which could be a good location for a pool facility. The locations would be reviewed and ranked according to a pre-determined criteria, and then narrowing the list down to the top 3 to 5 sites which would then be assessed based upon more detailed costs and analysis. He would be presenting a power point to go over each site, identify the location on the map, and then discuss the key points and constraints of each location.

President Wilson clarified to those present that the Board would not be making any decision regarding the location until the public member vacancy was filled.

Mr. Hancock invited any suggestions or comments from the Board and Public throughout the presentation regarding additional locations or site ranking criteria.

Mr. Hancock reviewed the proposed locations, illustrating each location on a satellite view of the City. The locations included Memorial Park/Deal and Davie; Sierra Pacific Industries Property/Riverside Park; Sierra Pacific Industries Property/River Parkway; Main Street/Former Caltrans Lot; Credence School; High School Cart Barn; Skyline West; Skyline East; Skyline City Lot; Sierra Park; Ranch Park; Golf Course; Lassen College; Mesa Street; Banner Hospital; Fairgrounds; Inspiration Point; and Roosevelt Pool.

Board member McBride requested that the location in the old railroad cut behind the Lassen Land and Trails Railroad Depot would be a potential site which could expand on the Bizz Johnston Trail recreation area, and it is adjacent to geothermal.

Mr. Hancock reviewed the following site selection criteria: 3 acre minimum site size; location relative to roads, schools, existing recreation and public facilities; retail, setting and orientation; site acquisition time and associated costs; site preparation costs including demolition and remediation; site utility costs including geothermal, sewer, electric, natural gas; permitting requirements/CEQA time and cost which includes general plan and zoning requirements; adjacent property constraints and/or conflicts; additional funding potential based on neighborhood income level, opportunity cost/lost economic value associated with other possible site uses; potential for expansion and creation of an activity hub and general conditions.

Mr. Hancock added that a point value would be assigned to each of the criteria, and stressed the importance of being able to conduct an equal, like to like comparison of each property. Items such as the availability of geothermal to the site would weigh heavily in favor of a potential location, since approximately twenty-five percent of the operating costs for a swimming pool has to do with heating the water and utilities, making the ability to use geothermal a huge costs savings. Some sites have geo available on site, others have it close proximity, and for some sites the cost of extending geothermal would be cost prohibitive. He discussed the advantages of forming a committee to conduct the more in-depth

cost analysis of the sites after narrowing down the selection, and he will continue working on the selection criteria to bring back for discussion at the January 7th meeting.

8C Deliverables and Timeline for Completion Mr. Hancock explained that at the January 7, 2014 meeting, staff will be providing a draft project timeline for discussion. He proposed the following tasks to be included: Creation of JPA meeting schedule, first and third Tuesday of each month at 3:00 p.m.; public member recruitment and selection; collection of past pool studies; pool site evaluation, site visits and site selection. He anticipated the completion of tasks to be between 3 and 6 months.

8D Fundraising Goal Mr. Hancock reported that at the December 10th meeting, the formation of a fund raising committee would be appropriate, and Board member McBride volunteered to chair the effort. Board member Wosick thanked him for taking the lead and it was the consensus to bring back a proposal for discussion at the January meeting.

It was requested to include a Board Member Reports item to the end of the agenda to allow the Board an additional opportunity to discuss pertinent issues.

ADJOURNMENT: Motion by Vice President Chapman, second by Board member Wosick to adjourn the meeting; motion carried.

Meeting adjourned at 4:40 p.m.

Brian Wilson, President

Respectfully Submitted by

Gwenna MacDonald, City Clerk

Submitted By: Jared G. Hancock, Executive Officer

Action Date: January 21, 2014

AGENDA ITEM

SUBJECT: Review appointment of President and Vice President

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. On December 10, 2013, the two City representatives and two County representatives elected Brian Wilson, President and Jim Chapman, Vice President with the intent to re-evaluate these positions once the fifth (public) member was selected. The fifth member was selected on January 7th, 2014 and we are bringing the appointments and appointment term to the Board for consideration.

FISCAL IMPACT: None.

ACTION REQUESTED: Consider appointment and term of President and Vice President positions.

ATTACHMENTS: None.

AGENDA ITEM NO. 8B

Submitted By: Jared G. Hancock, Executive Officer

Action Date: January 21, 2014

AGENDA ITEM

SUBJECT: Discuss current condition of and options for repair cost estimates for Roosevelt Pool.

SUMMARY: The Honey Lake Valley Recreation Authority has requested cost estimates for an engineer analysis and evaluation of the current condition of the Roosevelt Pool and rehabilitation options. Staff have been in contact with Max Medina from WLC Architects, Inc. and have requested cost estimates on the following three analysis options. Cost estimates for the analysis options were not available at the time of agenda distribution but will be made available at the meeting.

- Summary evaluation of existing structure, review of existing engineering report and hazmat survey. Identify structural elements that could remain and basic cost to strip down and rebuild. Cost estimate to rebuild air handling system, rebuild pool deck, pool plumbing and shorten pool to 25 yards.
- Evaluate existing structure, review existing engineering report and hazmat survey. Thorough evaluation of all structural elements and a detailed report of all building deficiencies. Cost estimate to bring entire system up to code, including ADA and structural and mechanical codes, detailed demolition and construction costs. Cost estimate to rebuild pool deck, and pool plumbing, shorten pool to 25 yards and bring pool up to public pool standards.
- Prepare design and complete costs estimates to bring the building into compliance with all necessary rules and regulations for issuance of occupancy permit and permit to operate pool with detailed cost breakdown of all structural and mechanical elements that would need to be retrofitted.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to solicit requests for proposals to prepare analysis at one of the levels listed above.

ATTACHMENTS: None.

AGENDA ITEM NO. 8C

Submitted By: Jared G. Hancock, Executive Officer

Action Date: January 21, 2014

AGENDA ITEM

SUBJECT: Discuss current year budget

SUMMARY: The Honey Lake Valley Recreation Authority needs to begin discussions on adopting a budget for the remainder of the 2013/2014 fiscal year to ensure the continued pace and success of the pool project. At this time, the recommended budget adoption date is set for February 18, 2014.

FISCAL IMPACT: Staff Resources.

ACTION REQUESTED: Begin discussions on the remaining fiscal year budget and direct staff to bring back a final version to adopt at the February 18th meeting.

ATTACHMENTS: Proposed budget.

Community Pool Project

Revenues:

County	\$200,000.00
City	\$200,000.00
Donations	<u>\$50,000.00</u>
Total Revenues	<u><u>\$450,000.00</u></u>

Expenses: (for fiscal year)

Starting Costs

Consultant Services	
Staff Cost Reimbursements	\$20,000.00

Legal Services

Projects Costs:

- Site Selection
- Site Acquisition
- Facility Design
- Construction

Equipment

Materials

Printing

Total Expenses	<u><u>\$20,000.00</u></u>
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revenues over (under) Expenses	\$430,000.00
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Pool

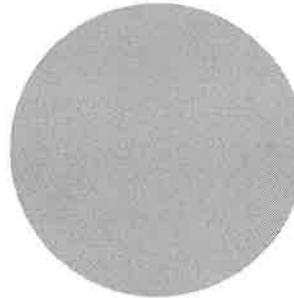
Current Year Budget

PROJECT INFORMATION

Project	Community Swimming Pool
Committee	Honey Lake Valley Recreation Authority: President Brian Wilson (City), Vice President Jim Chapman (County), Nick McBride (City), Larry Wosick (County) and David Meserve (Public).
Staff	Executive Officer, Jared Hancock, City of Susanville and Project Manager, Heidi Whitlock City of Susanville
Website	View agendas and minutes at http://www.cityofsusanville.org

FINANCIAL STATUS

County Contributions	\$200,000
City Contributions	\$200,000
Donations	\$50,000
Total Allotted Funds	\$450,000.00
Funds Used To Date	\$0.00
Funds Remaining	\$450,000.00



■ Funds Used To Date:
\$0.00 (0%)

☐ Funds Remaining:
\$450,000.00 (100%)

AGENDA ITEM NO. 8D

Submitted By: Jared G. Hancock, Executive Officer

Action Date: January 21, 2014

AGENDA ITEM

SUBJECT: Discuss Site Analysis results and choose top 2-5 locations.

SUMMARY: Staff has been completing the preliminary analysis on the recommended 19 sites and have scored them based on the criteria agreed upon by the Honey Lake Valley Recreation Authority. These criteria are: size of lot, location (proximity and access to: roads, schools, existing recreation/public facilities, retail and setting /orientation), time for acquisition, site acquisition cost, site preparation cost, utility extension cost, permitting/CEQA: time and cost, adjacent property constraints/conflicts, additional funding potential, opportunity cost, potential for expansion, and general conditions.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Review completed analysis and narrow sites down to the top 2-5 sites and direct staff to continue with a more in-depth analysis on the remaining sites.

ATTACHMENTS: Completed Pool Site Analysis. Provided to public at meeting.