

HONEY LAKE VALLEY RECREATION AUTHORITY

GOVERNING BOARD

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

STAFF

JARED G. HANCOCK, EXECUTIVE OFFICER
HEIDI WHITLOCK, PROJECT MANAGER
TREASURER, NORMA SCHEETZ

HONEY LAKE VALLEY RECREATION AUTHORITY GOVERNING BOARD MEETING

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

October 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: Approve minutes for August 19, 2014, and September 16, 2014, meetings.

5 CORRESPONDENCE: None.

6 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.)

7 MATTERS FOR BOARD CONSIDERATION:

- A. Discuss audit options
- B. Construction Financing Options
- C. Finalize Fundraising Options
- D. General Update on current activities

8 BOARD MEMBER ISSUES/REPORTS:

9 PUBLIC COMMENT ON CLOSED SESSION ITEMS (if any): Any person may address the Board at this time upon any discussion item under consideration during Closed Session.

10 CLOSED SESSION:

- A. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d) (2) of Government Code Section §54956.9 (if needed).

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

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


Heidi Whitlock, Project Manager

Submitted By: Jared G. Hancock, Executive Officer

Action Date: October 7, 2014

AGENDA ITEM

SUBJECT: Minutes of the HLVRA August 19, 2014, and September 16, 2014, meetings.

SUMMARY: Attached for the Board's review are the minutes of the HLVRA August 19, 2014, and September 16, 2014, meetings.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** None.

ATTACHMENTS: Minutes: August 19, 2014
September 16, 2014

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
August 19, 2014 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:05 p.m. by President Brian Wilson.

Roll Call of Board of Directors present: David Meserve, Larry Wosick, Nick McBride, and Brian Wilson. Absent: Jim Chapman.

Staff Present: Jared Hancock, Executive Officer, Heidi Whitlock, Project Manager.

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

APPROVAL OF MINUTES: Motion by Board member Meserve, second by Board member McBride to approve the minutes from the July 15, 2014, meeting; motion carried unanimously. Absent: Chapman.

Vice President Chapman arrives at 3:07 p.m.

5 CORRESPONDANCE:

Vice President Chapman reported that the County took action to work with the JPA on the old Roosevelt School rear parking area along with the Susanville Elementary School District to enter into a contract with the JPA.

PUBLIC COMMENT:

Bill Feierabend (public) inquired as to whether or not any money was involved in that transfer. Mr. Hancock responded that yes, but only with the cost of transferring the property along with \$1.00.

7 MATTERS FOR BOARD CONSIDERATION:

7A Aquatic Design Group

Mr. Hancock starts this item by stating it's been a few months since the Board and staff have discussed the Aquatic Design firm and the preliminary design. There are basically two components. The first component is a preliminary design and layout plan which would include features to generate revenues and looking at the budgets and creating a schematic that would be detailed enough to create a model that people could see what the project could look like. However, the cost for this phase does not include the engineered designs and specifications for the pool (the second component), simply design concepts. On March 18, 2014, the Board reviewed proposals and directed staff to enter into an agreement with Aquatic Design group for \$7,500.00 for this purpose. At that time, staff was asked to wait until the close of escrow on the property. Currently, staff is requesting we move forward with Aquatic Design Group at this time and would like to know if the Board is still in agreement with that direction.

Motion by Board member Wosick, second by Vice President Chapman to authorize the Executive Officer to sign the contact with Aquatic Design Group; motion carried unanimously.

7B Adopt Updated Timeline

Mr. Hancock opens that with the developments recently taking place, staff has updated the existing timeline. Being that there are two properties with the currently chosen location, a lot line adjustment is necessary. With this, we have had to add a few extra steps. The timeline is rather compressed for the next 45 days for escrow related items. Also, moving forward with the preliminary design, fundraising and adding money for extra features, awarding the contract for the abatement and demolition of the old Roosevelt Pool and CEQA analysis. In October, we can have a public workshop

then adopt a design in November. The purpose of us bringing forward an updated timeline is to show we still have an aggressive timeline and that we are hoping and planning for the best case scenario so the community can see the continued progress.

President Wilson asks Mr. Hancock if he feels comfortable closing escrow prior to completing the CEQA analysis. Mr. Hancock replies yes because typically, you must own the property prior to getting the CEQA findings. President Wilson asks if many of the questions we have will be answered prior to closing. Again, Mr. Hancock responds, yes. President Wilson then inquires as to when the next Board of Supervisor's meeting will be held. Mr. Hancock stated that at the last meeting, the action the Board took included comments and the agreement has already been prepared reflecting those changes. It is ready to go to them.

Vice President Chapman states that once the school site is completed, then the lot line adjustment can be completed. The Board has already given their approval. Mr. Hancock states that the lot line adjustment and other items can be completed at the same time.

7C Survey Services

Mr. Hancock starts by stating that, related to what we just finished discussing, the lot line adjustment will need to be completed. We will need a record of survey to show the new lot lines. We would like to go out to solicit surveyors and, if necessary, the contract will come to the Board prior to signing, but we were looking for approval to continue.

Motion by Board member Meserve, second by Board member Wosick to approve staff to solicit surveyor services; motion carried unanimously.

8 BOARD MEMBER ISSUES/REPORTS:

8A Discussion regarding regular meeting schedule

Mr. Hancock states that it was brought to his attention that we may want to revisit the HLVRA meeting schedule. He then asks the Board if the first and third Tuesdays at 3:00p.m. still work for all members. Vice President Chapman responds that, for the most part, this day and time do work for him. Board member Wosick responds that this is the only time that would work for him as other commitments have been made on his time. He signed up for the Board because he wanted to be a part of it. However, if the time changed, he would have to step down. Members agreed to keep the schedule as is. President Wilson just requests if a member will not be present to let the other members know. Both President Wilson and Board member Wosick will not be in attendance on September 2, 2014.

PUBLIC COMMENT TO CLOSED SESSION ITEMS: (if any): Any person may address the Board at this time upon any discussion during Closed Session.

Tony Jonas (Public) – prior to going into closed session Mr. Jonas requests to see a copy of the map that Mr. Hancock will be using as part of the closed session discussion. Mr. Hancock then shares that, per the County's request, staff prepared three options on the property. Then shares that the JPA liked option 1, as it offered the most space, option 2 was most of the existing parking lot and option 3 offered the least amount of space. Option 2 was chosen by the Board of Supervisors. Mr. Jonas inquired about the acreage and Mr. Hancock responded with approximately 2.22 acres.

Recessed before going to closed session at 3:36 p.m.

CLOSED SESSION: At 3:46 p.m. the Honey Lake Valley Recreation Authority recessed to closed session to discuss the following:

A. 1a) PROPERTY NEGOTIATIONS – Roosevelt School site, APN # 107-160-03, 720 Richmond Road. Negotiator – Jared Hancock. Negotiation with Lassen County.

1b) PROPERTY NEGOTIATIONS – Roosevelt Pool Site, APN # 107-260-29. Negotiator – Jared Hancock. Negotiations with the Susanville Elementary School District.

B. CONFERENCE WITH LEGAL COUNSEL

10 **RETURN TO OPEN SESSION:** At 4:35 p.m. the Honey Lake Valley Recreation Authority reconvened in open session.

A. 1a) Direction given to staff, no reportable action for the property negotiations with Lassen County.

1b) Motion by Board member Wosick, second by Vice President Chapman to authorize the Executive Officer and President to execute and sign the purchase agreement and make any necessary modifications to section 9A (Reversionary clause) of the agreement; motion carried unanimously.

B. No direction given, no reportable action.

ADJOURNMENT: Meeting adjourned at 4:43 p.m.

Brian Wilson, President

Respectfully Submitted by

Heidi Whitlock, Project Manager

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
September 16, 2014 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:05 p.m. by President Brian Wilson.

Roll Call of Board of Directors present: David Meserve, Jim Chapman and Brian Wilson. Absent: Nick McBride and Larry Wosick.

Staff Present: Jared Hancock, Executive Officer, Heidi Whitlock, Project Manager.

APPROVAL OF AGENDA: Motion by Board member Meserve, second by Vice President Chapman to approve the agenda as posted; motion carried. Absent: McBride and Wosick.

APPROVAL OF MINUTES: Motion by Vice President Chapman, second by Board member Meserve to approve the minutes from the August 5, 2014, meeting; motion carried unanimously. Absent: Wosick and McBride.

5 CORRESPONDANCE: None.

6 PUBLIC COMMENT: None.

7 MATTERS FOR BOARD CONSIDERATION:

7A Update on Roosevelt Pool

Mr. Hancock opens by stating that he would like to direct people to the City website to view the timeline for the JPA. He then proceeds to go through the timeline with the Board and members of the public. In regards to property acquisition, there are two properties, the old Roosevelt Pool site and a portion of the South Street parking lot behind the old Roosevelt School. We received comments back from the County and we already opened escrow with the Elementary School District for the Roosevelt Pool site. We are moving forward with the site analyses, we are trying to contact Tim Purdy for the historic use analysis and are looking for a qualified firm for the Phase 1 analysis and soil analysis.

We have a special meeting scheduled for September 30, 2014 for the preliminary design workshop with Aquatic Design Group. We wanted to make sure the date worked and wanted to inquire about the best time for the workshop. We are starting to put RFP's together for the abatement and demolition of the Roosevelt Pool and we have already started the CEQA review. We intend on conducting the workshop this month, at 6p.m. President Wilson responds that he will not be present, the Board decides to move the meeting to October 7, 2014, after the regular meeting at 6p.m. Mr. Hancock shared that he has already been in discussions with the Aquatic Design Group and is excited to have them walk us through the design process.

Charles "Moose" Mueller (public) inquires as to whether or not it will be held in the City Council chambers because he's hoping that a lot of people will want to attend to discuss the options. Mr. Hancock responds that it will still be held in the Council chambers.

Mr. Hancock continues that these are the primary items we are currently working on to keep on task. In the next few weeks we will be seeing quotes coming in, RFP's etc...

Noelle Riggs (public) inquires as to when the ground breaking will be. Vice President Chapman responds that it looks like February 2015 at this point.

Tony Jonas (public) stated that there was mention on generating funds to raise money for the demolition of the old pool. He then states that it was his understanding that the JPA was fully funding the demolition. Can there be or has there been any collaboration efforts made? Vice President Chapman stated that we can't really do anything until we have legal title on October 3, 2014. We cannot do anything until then. President Wilson adds that, due to our timeline, whether they help with the demolition or the construction portion, we just need help. I don't want to wait just to find partners. Bill Feierabend inquires as to whether or not we can have volunteers assist in raising the pool.

Noelle Riggs then adds that we also want to start advertising while inquiring as to how much is in the Pennies for the Pool account. Vice President Chapman responded that Susanville Supermarket has been continuously collecting for the pool and are probably ready to cut another check for monies collected. He then suggests making the check presentation a public session, a special event for recognizing both the Pennies for the Pool and IGA for collecting funds. He then adds that Noelle's idea to relight the Pennies for the Pool spark could be launched from that meeting.

Board member Wosick arrives at 3:26 p.m.

Mr. Hancock responds that we can continue to refer people who would like to make a contribution to the Pennies for the Pool fund. Vice President Chapman believes that we should take the check and make it a photo opportunity and use that to promote the pool. Noelle then suggests that the Board start a facebook page so people can stay up to date on the progress. Mr. Feierabend repeats that he would need both the site and a design prior to raising any money through a non-profit. Ms. Riggs suggests that the collection of monies be constant and "in their faces". Vice President Chapman suggests that the Board not miss any opportunities that can be present on October 7, 2014. Mr. Hancock responds that when we start the demolition of the Roosevelt Pool, it will be the first tangible thing people will see and that we can use that as the opportunity to get everyone involved. Vice President Chapman states that he wants to break ground on the anniversary of the closure of the old pool. When people see that it's really happening, they will be willing to help.

Tony Jonas states that the Board needs a financing plan before people donate higher amounts as there have been concerns. Vice President Chapman states that hopefully all those pieces will be put together before the end of the year. He then states that we need to decide whether outside or inside financing will be chosen and it had to be chosen prior to June 2015 as Board members may change. President Wilson asked when financing options were set to be discussed and was given the answer of October 7, 2014.

7B Expense Reimbursement Request

Motion by Vice President Chapman, second by Board member Wosick, to approve the reimbursement amount of \$6,365.66 as requested by the City of Susanville for professional services rendered; motion carried unanimously.

8 BOARD MEMBER ISSUES/REPORTS: None.

PUBLIC COMMENT TO CLOSED SESSION ITEMS: (if any): Any person may address the Board at this time upon any discussion during Closed Session.

CLOSED SESSION: At 3:38 p.m. the Honey Lake Valley Recreation Authority recessed to closed session to discuss the following:

- A. 1a) PROPERTY NEGOTIATIONS – Roosevelt School site, APN # 107-160-03, 720 Richmond Road. Negotiator – Jared Hancock. Negotiation with Lassen County.
- B. CONFERENCE WITH LEGAL COUNSEL

10 RETURN TO OPEN SESSION: At 4:00 p.m. the Honey Lake Valley Recreation Authority reconvened in open session. No reportable action taken.

ADJOURNMENT: Meeting adjourned at 4:02 p.m.

Respectfully Submitted by

Heidi Whitlock, Project Manager

Brian Wilson, President

Submitted By: Jared G. Hancock, Executive Officer

Action Date: October 7, 2014

AGENDA ITEM

SUBJECT: Discuss Audit Options

SUMMARY: The Honey Lake Valley Recreation Authority needs to perform their 13/14 fiscal year audit. The HLVRA has already decided to use County staff to fill the Treasurer position as well as adopt the County's purchasing policy. Given these circumstances, staff have contacted Price Paige & Company, the auditing firm for the County, to submit an estimate for conducting the 13/14 FY audit. Price Paige & Company provided a quote of \$3,250.00 to complete the 13/14 FY audit and has received and reviewed the financial documents from the County. Staff is also looking into the option of selecting a two year audit cycle. If a two year audit cycle is available and selected, it could be performed next year for a similar cost.

FISCAL IMPACT: Approximately \$3,250.00.

ACTION

REQUESTED: Direction to staff to pursue a two-year audit option or continue with a single year audit.

ATTACHMENTS: None.

Submitted By: Jared G. Hancock, Executive Officer

Action Date: October 7, 2014

AGENDA ITEM

SUBJECT: Construction Financing Options

SUMMARY: Staff will provide a review of potential current and future financing options and seek direction from the Board on requesting that the funding agencies consider self-funding Phase 1 construction.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: None.

Submitted By: Jared G. Hancock, Executive Officer

Action Date: October 7, 2014

AGENDA ITEM

SUBJECT: Finalize Fundraising Option

SUMMARY: Consider fundraising options including the creation of a third party non-profit or JPA initiated fundraising activities.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** None.

ATTACHMENTS: None.

Submitted By: Jared G. Hancock, Executive Officer

Action Date: October 7, 2014

AGENDA ITEM

SUBJECT: General Update on Current Activities

SUMMARY: Staff will provide a general update on site acquisition and preparation activities.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** None.

ATTACHMENTS: None.