

HONEY LAKE VALLEY RECREATION AUTHORITY

GOVERNING BOARD

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JIM CHAPMAN, VICE PRESIDENT
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JARED G. HANCOCK, EXECUTIVE OFFICER
HEIDI WHITLOCK, PROJECT MANAGER
NORMA SCHEETZ, TREASURER

HONEY LAKE VALLEY RECREATION AUTHORITY GOVERNING BOARD MEETING

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

November 4, 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

1 **CALL TO ORDER**

2 **ROLL CALL BOARD OF DIRECTORS**

3 **AGENDA APPROVAL**

4 **APPROVAL OF MINUTES:** None.

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. Phase 1 contract
- B. Discuss 2 Year Audit Option
- C. Design Workshop

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.

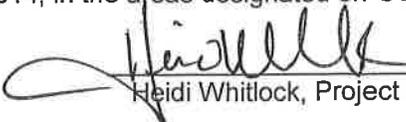
10 **CLOSED SESSION:**

A. Conference with Real Property Negotiator:

1a) Location – APN# 107-160-03, South Street, Susanville, CA; b) Negotiator – Jared Hancock; c) Subject – provide direction to Property Negotiator regarding price and terms of potential site; d) Negotiate with – Lassen County.

- **The next meeting will be held on November 18, 2014 at 3:00 p.m.**

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for November 4, 2014, in the areas designated on October 31, 2014.



Heidi Whitlock, Project Manager

Submitted By: Jared G. Hancock, Executive Officer

Action Date: November 4, 2014

AGENDA ITEM

SUBJECT: Phase 1 Analysis contract

SUMMARY: The Honey Lake Valley Recreation Authority, before acquiring the property owned by Lassen County and property owned by the Susanville Elementary School District located at 800 South Street, is performing a Phase 1 analysis and focused Phase II soil testing to ensure there are no contamination issues with the properties. The cost to perform the Phase 1 analysis and soil testing is \$9,580.00. However, the need to also secure a HAZHOPER certified backhoe operator to dig the trenches required for the testing is an additional \$1,000.00 bringing the total of \$10,580.00. The JPA's purchasing policy requires Board approval of any purchases over \$10,000.00. Due to the unknown nature of underground conditions, staff is also requesting authorization for change orders for a total amount of \$14,000, including contingencies.

FISCAL IMPACT: Up to \$14,000.

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: None.

Submitted By: Jared G. Hancock, Executive Officer

Action Date: November 4, 2014

AGENDA ITEM

SUBJECT: Discuss 2-year Audit Option

SUMMARY: The Honey Lake Valley Recreation Authority, at their October 7, 2014 meeting, discussed the need to perform their 13/14 fiscal year audit. The Board was informed that they had two options, either perform only the 13/14 FY audit or to wait until next year to perform a two-year audit for a similar cost of the one-year audit through Price Paige & Company. The Board requested staff to see if the JPA was eligible for the two-year option. Our Treasurer has confirmed that a single year audit is not warranted and the audit will be conducted at the end of this fiscal year.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: Letter from County Treasurer/Tax Collector

Treasurer/Tax Collector

County of Lassen



NORMA SCHEETZ, *Treasurer/Tax Collector*
Lassen County Courthouse, Suite 3
220 South Lassen Street
Susanville, CA 96130-4324

☎ 530/251-8221
FAX: 530/251-2677

October 30, 2014

Jared G. Hancock
66 North Lassen Street
Susanville, Ca. 96130

Dear Mr. Hancock,

I agree that an audit of the HLVRA is not warranted at this time since the transactions are so few. I did check with the Auditor's office and they confirmed that the transactions mainly consisted of deposits.

I do not have a problem with the two year audit, but you are aware that in January 2015 a new Treasurer Tax Collector will be in office so I suggest at that time you may want to contact them.

Sincerely,

A handwritten signature in cursive script that reads "Norma Scheetz".

Norma Scheetz
Treasurer/ Tax Collector

Submitted By: Jared G. Hancock, Executive Officer

Action Date: November 4, 2014

AGENDA ITEM

SUBJECT: Workshop – Aquatic Design Group

SUMMARY: The Honey Lake Valley Recreation Authority, on September 30, 2014, held a public workshop to give members of the community the opportunity to voice the preferences and concerns they had on the future community swimming pool. The Aquatic Design Group was in attendance to gather the information and has since been creating different design options that are within the JPA's construction and operational budgets. Today, the ADG is here to present those ideas to the public and the Board for consideration.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: None.