

# 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  
NORMA SCHEETZ, TREASURER

# HONEY LAKE VALLEY RECREATION AUTHORITY GOVERNING BOARD MEETING

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

**November 18, 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: Approval of minutes from the September 16, 2014 and October 21, 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. Review of financial reports
- B. Updated timeline
- C. Update on Phase I Analysis, soil testing & design options

### 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.

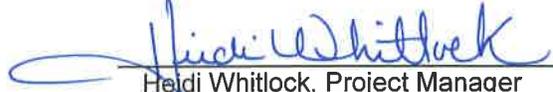
### 10 CLOSED SESSION:

- A. PUBLIC EMPLOYMENT – pursuant to Government Code §54957:  
Legal Counsel Services
- B. Conference with Real Property Negotiator:  
1a) Location – APN# 107-160-03, South Street, Susanville, CA; b) Negotiator – Jared G. 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 December 2, 2014 at 3:00 p.m.**

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for November 18, 2014, in the areas designated on November 14, 2014.

  
Heidi Whitlock, Project Manager

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

**Action Date:** November 18, 2014

**AGENDA ITEM**

**SUBJECT:** Minutes of the HLVRA September 16, 2014, and October 21, 2014, meetings.

**SUMMARY:** Attached for the Board's review are the minutes of the HLVRA September 16, 2014, and October 21, 2014 meetings.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** None.

**ATTACHMENTS:** Minutes: September 16, 2014.  
October 21, 2014.

**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, the JPA is in the process of acquiring 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 have opened escrow with the Elementary School District for the Roosevelt Pool site. We are moving forward with the site design and we have contacted 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 months 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 know that we can hold up the process in hopes that we 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 the pool and inquired as to how much was 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 he 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 that there is no financing plan. 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 January 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

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Heidi Whitlock, Project Manager

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Brian Wilson, President

**HONEY LAKE VALLEY RECREATION AUTHORITY  
GOVERNING BOARD MEETING  
Regular Meeting Minutes  
October 21, 2014 – 3:00 p.m.  
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:11 p.m. by President Wilson.

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

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

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

**APPROVAL OF MINUTES:** Motion by Board member Wosick, second by Board member McBride to approve the minutes from the October 7, 2014, meeting; motion carried unanimously. Absent: Meserve. Abstain: Chapman.  
Motion by President Wilson to table the September 16, 2014 minutes pending the determination of quorum requirements per public discussion.

**5        CORRESPONDANCE:**

**5A        Historical Analysis**

Mr. Hancock opens that Tim Purdy, our local historian, was asked to provide the JPA with a historical analysis on the property known as the Old Roosevelt Pool. The analysis is now complete and we found some things of interest. The site was originally envisioned for a hospital and cemetery. However, because of population growth it was instead used for an elementary school and pool. In modern history, a pool is the only real development that has existed on the site.

Tony Jonas (public) offered a short story about how the pool came to fruition.

**5B        Legal Opinion: Provided by County Counsel – Robert M. Burns**

Mr. Hancock states that the question had been raised regarding the ability to expend funds for the Roosevelt Pool analysis. We have now received a legal opinion from Robert Burns, County Counsel, including government code references and he outlines that wording in those codes gives the JPA permission to perform and expend funds for the analysis.

**6        PUBLIC COMMENT:**

Eileen Spencer (public) gives handouts to the Board and encourages adjustments and housekeeping of the documents available online such as one mislabeled agenda and missing minutes.

**7        MATTERS FOR BOARD CONSIDERATION:**

**7A        Update on Creation of a Non-profit**

Mr. Hancock states that we have been discussing the non-profit and Tony Jonas was the one person willing to step up for this item.

Mr. Jonas states that it will take approximately 60 days for the 501C3, there is interest to form a Board for the non-profit. However, they want to have the site acquired, the design and an outline of what we want to fundraise for. Not just the basic pool but other elements. He then shares that he has a projector and would like to share his ideas on what he feels is a "basic pool". President Wilson indicated that he felt that would be more appropriate for a future meeting.

President Wilson asks if, once the 501C3 application is turned in, can we start to operate it before it comes back. Mr. Jonas replies that they have one calendar year. President Wilson inquires as to what would happen to donations accepted etc... if it is not accepted. Eileen Spencer (public) states that she was able to get a 501C3 in thirty (30) days but also knows that you have to wait to get your determination letter prior to collecting any money or pledges.

It was requested that we find out this information and bring it back to a future meeting.

**8      BOARD MEMBER ISSUES/REPORTS:**

It was requested that Mr. Hancock update the Board on multiple items

Mr. Hancock continued that we have contracted with the Aquatic Design Group for the design of the community pool. We conducted a public workshop on September 30<sup>th</sup> and the purpose was to allow the public to share what their primary needs were. Over the last two weeks, the ADG has been putting schematics together as well as construction and operational cost estimates. Another workshop will be held on November 4<sup>th</sup> for the Board to review the ideas when ADG returns to present what they came up with for the Board.

Mr. Hancock then discusses property acquisition. The two we are currently entered into are with the Elementary School District and Lassen County. The Board of Supervisors took action on their side before entering escrow. He stated that on October 27<sup>th</sup>, there would be a meeting between the Director Health & Human Services, Sheriff Dean Growden, Lassen County CAO, Richard Egan and himself about access needs, the sheriff's shed and to determining the lot lines. Once we have a final determination, then we will complete 1-2 hours of actual surveying to complete. Fencing is also needed, which we have looked into, and the County may want to review. We are also conducting a Phase 1 and possibly a focused Phase 2. For those who don't know what a Phase 1 assessment determines, they look for the possibility of contamination. Usually places like orchards, fuel storage facilities etc... could be residual contamination. We are pretty confident that this site will be rather clean. We are confident the tanks on the County lot were abandoned correctly. Phase 1 typically consists of a records search, looking for spills. Based on those findings, we will determine whether or not a Phase 2 is recommended. Once a Phase 1 is performed. If during construction or at a later date overflows or other potential contamination is found, we can be eligible for Brown Fields funding to with clean-up costs. We have also requested a focused Phase 2 soil analysis. As part of this, I will be working with the County to perform the trenching and sampling around the tanks. Once these tasks are completed, we can continue with the escrow process.

Board member Wosick inquires as to who is paying for the Phase 2 portion. Mr. Hancock responded that, as it is focused, and we know exactly the underground storage tanks are located, it is cheaper than a traditional Phase II. Both portions are projected to be less than \$10,000.

**CLOSED SESSION:** None.

**ADJOURNMENT:** Meeting adjourned at 3:44 p.m.

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Brian Wilson, President

Respectfully Submitted by

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Heidi Whitlock, Project Manager

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

**Action Date:** November 18, 2014

**AGENDA ITEM**

**SUBJECT:** Review HLVRA financial reports

**SUMMARY:** The Honey Lake Valley Recreation Authority wishes to show the Board and the members of the community the current financial standing of the JPA and will do so monthly. With only few transactions since the creation of the JPA, the revenues and expenditures are limited but worth reviewing.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** Financials to date.

Fund 536 HONEY LAKE VALLEY RECREATION  
 Budget Unit 0950 COMMUNITY POOL CONSTRUCTION  
 Cost Center NONE

## County of Lassen Budget Status

Percent of Year Elapsed 37 %

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp
<b>3020</b>	<b>SERVICES AND SUPPLIES</b>						
3002200	OFFICE EXPENSE	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0%
3002300	PROFESSIONAL & SPECIALIZED SV	\$150,000.00	\$150,000.00	\$58,167.35	\$27,079.00	\$64,753.65	57%
3002400	PUBLICATIONS AND LEGAL NOTICES	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0%
3002800	SPECIAL DEPARTMENTAL EXPENSE	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0%
	<b>Major Object Total</b>	<b>\$210,000.00</b>	<b>\$210,000.00</b>	<b>\$58,167.35</b>	<b>\$27,079.00</b>	<b>\$124,753.65</b>	<b>40.6%</b>
<b>3040</b>	<b>FIXED ASSETS</b>						
3006000	LAND	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0%
3006100	BUILDING & IMPROVEMENTS	\$300,000.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00	0%
	<b>Major Object Total</b>	<b>\$350,000.00</b>	<b>\$350,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$350,000.00</b>	<b>0%</b>
	<b>Cost Center Total</b>	<b>\$560,000.00</b>	<b>\$560,000.00</b>	<b>\$58,167.35</b>	<b>\$27,079.00</b>	<b>\$474,753.65</b>	<b>15.2%</b>
	<b>Budget Unit Total</b>	<b>\$560,000.00</b>	<b>\$560,000.00</b>	<b>\$58,167.35</b>	<b>\$27,079.00</b>	<b>\$474,753.65</b>	<b>15.2%</b>
	<b>Fund Total</b>	<b>\$560,000.00</b>	<b>\$560,000.00</b>	<b>\$58,167.35</b>	<b>\$27,079.00</b>	<b>\$474,753.65</b>	<b>15.2%</b>

Fiscal Year 2015

As of 11/13/2014

Fund 536 HONEY LAKE VALLEY RECREATION  
 Budget Unit 0950 COMMUNITY POOL CONSTRUCTION  
 Cost Center NONE

**County of Lassen  
 Revenue Status**

Account	Account Name	Adopted Estimated Revenue	Adjusted Estimated Revenue	Revenue Realized	Unrealized	Percent Revenue
2040	REVENUE FR USE OF MONEY & PROP					37 %
2003000	INTEREST	\$0.00	\$0.00	(\$213.47)	(\$213.47)	0%
	Major Object Total	\$0.00	\$0.00	(\$213.47)	(\$213.47)	0 %
2052	INTERGOVT REVENUE-OTHER					
2007400	OTHER-GOVERNMENTAL AGENCIES	\$400,000.00	\$400,000.00	\$0.00	\$400,000.00	0%
	Major Object Total	\$400,000.00	\$400,000.00	\$0.00	\$400,000.00	0 %
2070	MISCELLANEOUS					
2011200	MISCELLANEOUS	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	0%
	Major Object Total	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	0 %
	Cost Center Total	\$550,000.00	\$550,000.00	(\$213.47)	\$549,786.53	0.0%
	Budget Unit Total	\$550,000.00	\$550,000.00	(\$213.47)	\$549,786.53	0.0%
	Fund Total	\$550,000.00	\$550,000.00	(\$213.47)	\$549,786.53	0.0%

For Fiscal Year 2015

From 7/1/2014 To 6/30/2015

## County of Lassen Expenditure Account Detail

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount	*
07/17/14	536	0950		3002300		186	CITY OF SUSANVILLE	RMB DEC13-MAR14 ACC:4493	01066309	CL630612	\$14,933.88	
07/17/14	536	0950		3002300		186	CITY OF SUSANVILLE	RMB MAR5-JUNE4,SIEGFRIED,ATTOR	01066308	CL630612	\$24,480.57	
07/17/14	536	0950		3002300		186	CITY OF SUSANVILLE	RMB SIEGFRIED ENG ACC:4493	01066307	CL630612	\$11,531.40	
09/18/14	536	0950		3002300		13388	WELLS, SMALL, FLEHARTY & WEIL	8/12-31/14 ATTORNEY SERVICES	01069253	CL633233	\$855.84	
10/16/14	536	0950		3002300		186	CITY OF SUSANVILLE	6/17-8/31/14 AC#4493	01070502	CL634732	\$6,365.66	
<b>Total Budget Year Expenditures:</b>											<b>\$58,167.35</b>	
<b>Grand Total:</b>											<b>\$58,167.35</b>	



**City of Susanville  
Administrative Services Department**

66 North Lassen Street  
Susanville, CA 96130  
(530) 252-5115

**INVOICE**

**Invoice Date: June 26, 2014**

**Account #: 4493**

**Service Date: December 4, 2013 through March 4, 2014**

Honey Lake Valley Recreation Authority  
c/o: Lassen County  
221 S. Roop St., Suite 1  
Susanville, CA 96130

**TOTAL DUE: \$14,933.88**  
**Payment Due: UPON RECEIPT**

**SUBJECT: Reimbursement for Professional Services**

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Description:

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Site Analysis	<u>\$6,752.03</u>
Agenda preparation and Meetings	<u>\$3,286.15</u>
General Services	<u>\$4,895.70</u>

**TOTAL DUE \$14,933.88**

**PLEASE REMIT THE BOTTOM PORTION OF THIS INVOICE WITH YOUR  
PAYMENT TO THE ABOVE ADDRESS.**



Please Detach and Mail With Your Payment

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PLEASE REMIT PAYMENT TO THE ADDRESS BELOW...THANK YOU

**City of Susanville Administrative Services Department**

66 North Lassen Street Susanville, CA 96130  
(530) 252-5115 Fax (530) 257-4725

**Account #4493**

**HLVRA**  
c/o: Lassen County  
221 S. Roop St., Suite 1  
Susanville, CA 96130

Date of Invoice: June 26, 2014

**Amount Due: \$14,933.88**  
Payment Due: UPON RECEIPT

Amount Paid: \$

City Account Code #1000.417.10.3432



**City of Susanville  
Administrative Services Department**

66 North Lassen Street  
Susanville, CA 96130  
(530) 252-5115

**INVOICE**

**Invoice Date: July 8, 2014**

**Account #: 4493**

**Service Date: March 5, 2014 through June 4, 2014**

Honey Lake Valley Recreation Authority  
c/o Lassen County  
221 S. Roop St., Suite 1  
Susanville, CA 96130

**TOTAL DUE: \$24,480.57**  
**Payment Due: UPON RECEIPT**

**SUBJECT: Reimbursement for Professional Services**

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Description:

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Agenda Preparation and Meetings	<u>\$3,984.52</u>
General Services	<u>\$9,955.76</u>
Siegfried Engineering, Inc.	<u>\$10,011.79</u>
Attorney Services	<u>\$528.50</u>
<b>TOTAL DUE</b>	<b>\$24,480.57</b>

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66 North Lassen Street Susanville, CA 96130  
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**Account #4493**

HLVRA  
c/o Lassen County  
221 S. Roop St., Suite 1  
Susanville, CA 96130

Date of Invoice: July 8, 2014

**Amount Due: \$24,480.57**  
**Payment Due: UPON RECEIPT**

Amount Paid: \$

City Account Code #1000.417.10.3432



**City of Susanville  
Administrative Services Department**

66 North Lassen Street  
Susanville, CA 96130  
(530) 252-5115

**INVOICE**

**Invoice Date: July 10, 2014**

**Account #: 4493**

**Service Date: June 2014**

Honey Lake Valley Recreation Authority  
c/o Lassen County  
221 S. Roop St., Suite 1  
Susanville, CA 96130

**TOTAL DUE: \$11,531.40**  
**Payment Due: UPON RECEIPT**

**SUBJECT: Reimbursement for Professional Services**

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Description:

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Professional Services – Siegfried Engineering \$11,531.40

**TOTAL DUE            \$11,531.40**

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66 North Lassen Street Susanville, CA 96130  
(530) 252-5115 Fax (530) 257-4725

**Account #4493**

**HLVRA  
c/o Lassen County  
221 S. Roop St., Suite 1  
Susanville, CA 96130**

Date of Invoice: July 10, 2014

**Amount Due: \$11,531.40**  
**Payment Due: UPON RECEIPT**

Amount Paid: \$

City Account Code #1000.417.10.3432



**City of Susanville  
Administrative Services Department**

66 North Lassen Street  
Susanville, CA 96130  
(530) 252-5115

**INVOICE**

**Invoice Date: September 17, 2014**

**Account #: 4493**

**Service Date: June 17, 2014 through August 31, 2014.**

Honey Lake Valley Recreation Authority  
c/o: Lassen County  
221 S. Roop St., Suite 1  
Susanville, CA 96130

**TOTAL DUE: \$6,365.66**  
**Payment Due: UPON RECEIPT**

**SUBJECT: Reimbursement for Professional Services**

	Description:
Agenda preparation and Meetings	<u>\$1,315.15</u>
General Services	<u>\$5,050.51</u>

**TOTAL DUE      \$6,365.66**

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**Account #4493**

**HLVRA  
c/o: Lassen County  
221 S. Roop St., Suite 1  
Susanville, CA 96130**

Date of Invoice: September 17, 2014

**Amount Due: \$6,365.66**  
Payment Due: UPON RECEIPT

Amount Paid: \$

City Account Code #1000.417.10.3432

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

**Action Date:** November 18, 2014

**AGENDA ITEM**

**SUBJECT:** Updated timeline

**SUMMARY:** The Honey Lake Valley Recreation Authority, at its November 4, 2014, meeting requested that an updated timeline be presented at the next meeting.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Adopt updated timeline.

**ATTACHMENTS:** Updated timeline.

ACTIVITY	START	END	NOTES
Creation of JPA	11/18/2013		completed
Public Member Recruitment	12/1/2013	12/31/2013	completed
1st Meeting	12/10/2013		completed
2nd Meeting	12/17/2013		completed
Pool Site Evaluation Top 20	12/17/2013	2/4/2014	completed
Collection of past Pool Studies	12/31/2013	1/15/2014	completed
Public Member Selection	1/7/2014		completed
3rd Meeting	1/7/2014		completed
4th Meeting	1/21/2014		completed
Pool Site Selection Top 5	1/21/2014		completed
Pool Site Evaluation Top 5	1/21/2014	2/4/2014	completed
Roosevelt Pool Condition Analysis	1/21/2014	2/4/2014	completed
Site Visits	01/28/2014		completed
5th Meeting	02/04/2014		completed
Site Selection	02/04/2014		completed
6th Meeting	02/18/2014		completed
Budget Adoption	02/18/2014		completed
RFP Posting	02/18/2014		completed
7th Meeting	03/04/2014		completed
RFP Submittal Deadline	03/11/2014		completed
8th Meeting	03/18/2014		completed
RFP Consultant Selection /begin date	03/18/2014		completed
Approve Purchase of Preliminary Title	03/18/2014		completed
Hire Attorney for Property Acquisition	03/18/2014	04/01/2014	completed
9th Meeting	04/15/2014		completed
Contract for Preliminary Design	04/15/2014		completed
Adopt Purchasing Policy	04/15/2014		completed
Adopt Agreement County and JPA	04/15/2014		completed
County to set up JPA Fund	05/06/2014		completed
10th Meeting	05/06/2014		completed
11th Meeting	05/20/2014		completed
12th Meeting	06/03/2014		completed
13th Meeting	06/17/2014		completed
Final report for Roosevelt Pool	06/17/2014		completed
14th Meeting	07/01/2014		completed
15th Meeting	07/15/2014		completed
General Property Title Acquisition	08/05/2014		
Prep Purchase Agreement	08/05/2014		completed
Execute Purchase Agreement /Open Escrow	08/26/2014		completed
Phase 1 Analysis	09/26/2014		pending
Historic Use Analysis	09/26/2014		completed
Bulk Tank Assessment	09/26/2014		pending
Chain of Title Verification	09/26/2014		completed
Close Title Action	10/03/2014		
Close Escrow / Purchasing	10/03/2014		
16th Meeting	08/05/2014		completed
17th Meeting	08/19/2014		completed
Preliminary Design Contract Execution	08/20/2014		completed
18th Meeting	09/02/2014		completed
19th Meeting	09/16/2014		completed
Site Design Public Workshop	09/30/2014		completed
Construction Financing Options	10/07/2014		ongoing
Finalize Fundraising (nonprofit or JPA)	10/07/2014		pending
20th Meeting	10/07/2014		completed
Finalize Website	10/14/2014		on hold
21st Meeting	10/21/2014		completed
Preliminary Site Design - Board Workshop	11/04/2014		completed
22nd Meeting	11/04/2014		completed
Finalize Site Design	11/18/2014		
23rd Meeting	11/18/2014		
Release RFP for Abatement and Demo	11/21/2014		
24th Meeting	12/02/2014		
Board to Adopt Preliminary Site design	12/02/2014		
Adopt Site Design	12/02/2014		
Begin CEQA review	12/03/2014		
Open bids for Abatement and Demo 2:00 p.m.	12/12/2014		
Award Abatement and Demo Contract	12/16/2014		
25th Meeting	12/16/2014		
Begin Abatement and Demo	12/17/2014		
Complete CEQA (pending Exemption Determination)	01/06/2015		
26th Meeting	01/06/2015		
Acquisition of Engineering Services	01/06/2015	01/20/2015	
Development of Plans & Specifications	01/06/2015	03/10/2015	
27th Meeting	01/20/2015		
Abatement completed	01/31/2015		
28th Meeting	02/03/2015		
29th Meeting	02/17/2015		
30th Meeting	03/03/2015		
Submit Final Building Plans for Approval	03/10/2015		
31st Meeting	03/17/2015		
Circulate Plans & Specs for Construction Proposals	03/24/2015	05/19/2015	
32nd Meeting	04/07/2015		
Award Construction Contract	06/02/2015		
Finalize Financing	Spring 2015		
Begin Construction (Weather permitting)	Spring 2015		

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

**Action Date:** November 18, 2014

**AGENDA ITEM**

**SUBJECT:** Update on Phase I analysis, soil testing and design options

**SUMMARY:** The Honey Lake Valley Recreation Authority, at the November 4, 2014 meeting, approved using Holdrege & Kull (H&K) to perform the Phase I analysis and soil testing for the property being considered for the use of the future community pool. On November 13, 2014, H&K performed their services and a update will be given.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** None.

**ATTACHMENTS:** None.