HONEY LAKE VALLEY RECREATION AUTHORITY

GOVERNING BOARD
BRIAN WILSON, PRESIDENT
JIM CHAPMAN, VICE PRESIDENT
NICK MCBRIDE, BOARD MEMBER
DAVID MESERVE, BOARD MEMBER
TOM HAMMOND, BOARD MEMBER

STAFF
JARED G. HANCOCK, EXECUTIVE OFFICER
HEIDI WHITLOCK, PROJECT MANAGER
NANCY CARDENAS, TREASURER

HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING

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

March 18, 2015 - 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 January 27, 2015 meeting.

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. Financial Report Discussion
B. General Project Update
C. Approve and adopt Resolution No. 15-03 acceptance of County property located at 720 Richmond Road

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 – County Property, a portion of APN # 107-160-03 720 Richmond Road, 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 April 7, 2015 at 3:00 p.m***.

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for March 17, 2015, in the areas designated on March 13, 2015.

Heidi Whitlock, Project Manager

AGENDA ITEM NO. 4A

Submitted By: Jared G. Hancock, Executive Officer

Action Date: March 17, 2015

AGENDA ITEM

SUBJECT: Minutes of the HLVRA January 27, 2015 meeting.

SUMMARY: Attached for the Board's review are the minutes of the HLVRA January 27, 2015, meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: None.

ATTACHMENTS: Minutes: January 27, 2015.

HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
January 27, 2015 – 4:30 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 4:30 p.m. by President Wilson.

Roll Call of Board of Directors present: Nick McBride, Tom Hammond, Jim Chapman & Brian Wilson.
Absent: Dave Meserve.

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

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

APPROVAL OF MINUTES: None.

5 CORRESPONDANCE: None.

6 PUBLIC COMMENT: None.

7 MATTERS FOR BOARD CONSIDERATION:

7A Election of Officials

Motion by Board member Hammond, second by Board member McBride to keep the officers as they are. Motion carried unanimously. Chapman, Wilson, McBride, Hammond – Aye. Absent: Meserve.

7B Review OGALS Grant Application and Adoption of Succession Plan

Mr. Hancock opens by welcoming the Board and states that we will be going over the suggested revisions to the grant application. After the last discussion and direction, we would be requesting a minimum of $1.3 million and a maximum of $2 million for the OGALS grant. If fully funded, we would ask for the requested modifications. Mr. Hancock explained that the recommendations were difficult to incorporate as it made the project seem like two projects rather than a single project. We have done our best to incorporate the Board recommendations with the total project cost being $5.3 million and this includes costs already incurred, such as site preparation etc... The second page is the Board approving the grant application process. Today, we are requesting the go ahead to submit the final document. Included in this work is the cost breakdowns of the pre-awarded costs in the amount of $225,000 including estimated costs for the upcoming year. We also included the $200,000 a year for 15 years from each entity and, if fully funded, the grant of $2 million will bring us to $8 million in committed funds. We are now looking at map quest page showing the distance to the closest main highway, which is Highway 36. The concept plan is also included because we are looking at this as a way to get rid of blight in the City. The next part is the LWCF Service Area Report looking at community, regional and neighborhood parks and, because of the regional nature of the facility, we are using the 25 mile radius. We also included the 2 mile radius because of the benefit to the immediate areas. We do not have the ability to change the population as it is generated automatically but, we have included that the prison population would revise the levels. The project summary lists the covered option, no cover and other features.

Board member Hammond inquires about the cover on the pool. If it is covered, a straight design instead of an "L" shaped pool seems like it would be cheaper. Mr. Hancock responds that this is simply one of about five steps. The plan by the Board would be to integrate the pool and building, one building. It's not locked in, it's still going to be

engineered. The components still show the bathhouses, gathering area, family restrooms and maintenance areas. He then goes over other portions of the grant.

Vice President Chapman brings up the distance of 73.6 miles to the nearest public pool. Mr. Hancock responds that we looked on a state report and with wording used about a pool of this type, 73.6 miles was the closest. Mr. Tony Jonas (public) states the Stead Airport base pool is the closest. Staff to look into closer pool options or double check that distance.

President Wilson asks if there was anything else to go over. Mr. Hancock responds, no, not really. It's just the history of the Roosevelt Pool. With federal funds, they're wanting to fund quickly with a project that's well under way. We feel like it's a competitive application. There are a lot of people submitting who may be at a disadvantage. But, with some discussions and because the JPA is new, they want a succession plan. Unfortunately, this is not the correct one, the one that should have been in your packet included different language.

Board member Hammond inquires about the acquisition of the property. Mr. Hancock states, yes, the Susanville Elementary School District has transferred the property and the deed recorded on Monday. Board member Hammond then asks if the process can be expedited and Mr. Hancock responds that it already is being completed at an expedited rate. The lot line adjustment on the second property could not be completed until the first property was acquired. It's easier to do it in this fashion than going through a parcel map.

Board member McBride inquires as to whether or not the cinders have been removed from the property. Mr. Hancock states that he is unaware but, they could be. Tony Jonas states he saw them moved.

Board member McBride states that he is looking for the agreement to move the triangular portion of the City's property to the JPA. Mr. Hancock responds that that is up to the City Council. It may have to go to them but no action has been taken to do so. President Wilson asks when the City Council would anticipate seeing that topic on a Council agenda. Mr. Hancock responds that it would require a long-term agreement with the County to house the materials.. Vice President Chapman asks who is working on this agreement. Mr. Hancock responds that both City and County Public Work's departments are working on it.

Vice President Chapman points out spelling errors in the grant and requests that the County be listed as a link as well when the City's site is listed. He also states that he would like clarification on what happens if the JPA dissolves. Because it is federally funded, he wants to ensure that they are protected.

Motion by Board member Hammond, second by Board member McBride to submit the OGALS grant application and to adopt the succession plan. Motion carries unanimously.

7C Approve and adopt Resolution No. 15-02, Acceptance of County property located at 720 Richmond Road

Mr. Hancock states that this item is brought before you in regard to the County property acquisition. It will be required for the deed so we wanted approval so it's ready to go when needed.

President Wilson asks where the line is for the lot line adjustment. Mr. Hancock responds that the lot line adjustment and legal description will be included on the grant deed and attached to the back of the resolution. Richard Egan responds that more is needed. Mr. Hancock responds that legal descriptions are based on current points and monuments but those new ones cannot be set until the lot line adjustment happens, the record of survey must be completed after the lot line adjustment. Mr. Egan states that they need points on the ground and Mr. Hancock states that they are at that point. Mr. Egan also states that the easement issue is still unresolved. We need a more defined description. Vice President Chapman suggests we have the conversation now. Mr. Egan states that it needs to be granted to the sheriff's parcel, not the pool parcel. Mr. Hancock states that we also need to address the encroachment. President Wilson asks what the Resolution is for. Vice President Chapman states that it is for the Recorder's office. Mr. Hancock states that, for us, it's so we are on task and is doesn't have to be brought back. President Wilson requests confirmation

that it won't come back. Mr. Hancock states, correct, it's generic enough so we can simply attach the paperwork to the back of it. But, we can wait if you'd like to.

Motion by Vice President Chapman, second by Board member Hammond to approve and adopt Resolution No. 15-02. Motion carries unanimously.

8 BOARD MEMBER ISSUES/REPORTS:

Question was asked about the results of the tank analyses. Mr. Hancock responds that the item will be on the next agenda. The Phase I and focused Phase II came out and there is nothing to be remediated. Vice President Chapman asks, on all tanks? Mr. Hancock responds, yes, the "new" tank is to be drained, triple washed and pulled out.

CLOSED SESSION: None.

ADJOURNMENT: Meeting adjourned at 5:26 p.m.

_____
Brian Wilson, President

Respectfully Submitted by

_____
Heidi Whitlock, Project Manager

AGENDA ITEM NO. 7A

Submitted By: Jared G. Hancock, Executive Officer

Action Date: March 17, 2015

AGENDA ITEM

SUBJECT: Financial Report Discussion

SUMMARY: The Honey Lake Valley Recreation Authority will be providing monthly updates when available. Attached are the most current financial statements.

FISCAL IMPACT: None.

ACTION REQUESTED: None.

ATTACHMENTS: Financial documents.

Fiscal Year 2015 As of 2/26/2015

Fund 536 HONEY LAKE VALLEY RECREATION

Budget Unit 0950 COMMUNITY POOL CONSTRUCTION

Cost Center NONE

County of Lassen Budget Status

User: ncardenas

Percent of Year Elapsed 66 %

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp Used
3020	**SERVICES AND SUPPLIES**						
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	$100,654.97	$23,352.39	$25,992.64	83%
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%
	Major Object Total	**$210,000.00**	**$210,000.00**	**$100,654.97**	**$23,352.39**	**$85,992.64**	**59 %**
3040	**FIXED ASSETS**						
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	$1,553.55	$0.00	$298,446.45	1%
	Major Object Total	**$350,000.00**	**$350,000.00**	**$1,553.55**	**$0.00**	**$348,446.45**	**0 %**
	Cost Center Total	**$560,000.00**	**$560,000.00**	**$102,208.52**	**$23,352.39**	**$434,439.09**	**22 %**
	Budget Unit Total	**$560,000.00**	**$560,000.00**	**$102,208.52**	**$23,352.39**	**$434,439.09**	**22 %**
	Fund Total	**$560,000.00**	**$560,000.00**	**$102,208.52**	**$23,352.39**	**$434,439.09**	**22 %**

Fiscal Year 2015 As of 2/26/2015

User: ncardenas

Fund 536

Budget Unit

Function

Department

County of Lassen
Budget and Revenue Status by Fund and Major Object

Percent of Year Elapsed 66 %

Expenditures by Major Object for Fund 536 (HONEY LAKE VALLEY RECREATION)	Initial Budget	Current Budget	Expended YTD	% Expended
FIXED ASSETS	$350,000.00	$350,000.00	$1,553.55	0 %
SERVICES AND SUPPLIES	$210,000.00	$210,000.00	$100,654.97	48 %
Expenditures All Major Objects	**$560,000.00**	**$560,000.00**	**$102,208.52**	**18 %**

Revenue by Major Object for Fund 536 (HONEY LAKE VALLEY RECREATION)	Initial Budget	Current Budget	Collected YTD	% Collected
INTERGOVT REVENUE-OTHER	$400,000.00	$400,000.00	$400,000.00	100 %
MISCELLANEOUS	$150,000.00	$150,000.00	$0.00	0 %
REVENUE FR USE OF MONEY & PROP	$0.00	$0.00	$399.95	0%
Revenue All Major Objects	**$550,000.00**	**$550,000.00**	**$400,399.95**	**73 %**
Expenditures Under(Over) Revenue	**($10,000.00)**	**($10,000.00)**	**$298,191.43**	
Expenditures Under(Over) Revenue - Grand Total	**($10,000.00)**	**($10,000.00)**	**$298,191.43**	

GLD - 851

FD: 306 AUDITOR TRUSTS

County of Lassen
Auditor Controller
General Ledger

From 1/1/2015 to 1/31/2015

Account	Date	Program	Description	Document	Debit	Credit	Balance
76-03379	01/01/2015	**********	PENNIES FOR THE POOL		$0.00	$0.00	($26,530.62)
76-03379	01/01/2015		OCT-DEC INTEREST APPORTIONMENT	JE000879	$0.00	$14.46	($26,545.08)
			Ending Balance:		**$0.00**	**$14.46**	**($26,545.08)**

AGENDA ITEM NO. 7B

Submitted By: Jared G. Hancock, Executive Officer

Action Date: March 17, 2015

AGENDA ITEM

SUBJECT: General Project Update

SUMMARY: The Honey Lake Valley Recreation Authority will be providing an update to the Board on the status on the Community Pool Project.

FISCAL IMPACT: None.

ACTION REQUESTED: None.

ATTACHMENTS: None.

AGENDA ITEM NO. 7C

Submitted By: Jared G. Hancock, Executive Officer

Action Date: March 17, 2015

AGENDA ITEM

SUBJECT: Approve and adopt **Resolution No. 15-03** acceptance of County property located at 720 Richmond Road

SUMMARY: The Honey Lake Valley Recreation Authority, for the purposes of building a new community swimming pool, has been in negotiations with the County of Lassen to acquire a portion of the parcel located at 720 Richmond Road. Staff is requesting the rescission of Resolution 15-02 and the adoption of Resolution 15-03 approving acceptance of the property.

FISCAL IMPACT: None.

ACTION REQUESTED: Rescind Resolution 15-02 and adopt Resolution No. 15-03

ATTACHMENTS: Resolution 15-03
Legal Description

RESOLUTION NUMBER 15-03
A RESOLUTION OF THE HONEY LAKE RECREATION AUTHORITY AUTHORIZING THE ACCEPTANCE OF REAL PROPERTY KNOWN AS A PORTION OF 720 RICHMOND ROAD FROM THE COUNTY OF LASSEN TO THE HONEY LAKE VALLEY RECREATION AUTHORITY

WHEREAS, the Honey Lake Valley Recreation Authority has approached the County of Lassen to transfer a portion (the westerly 148 feet) of parcel APN 107-160-03 for the purpose of providing a parking area and other facilities for a community swimming pool; and

WHEREAS, the Honey Lake Valley Recreation Authority and the County of Lassen have concluded formal negotiations with the intent to execute the transfer of title for a portion of the property located at 720 Richmond Road as outlined in the Purchase and Sale Agreement dated _____.

NOW, THEREFORE, BE IT RESOLVED that the HONEY LAKE VALLEY RECREATION AUTHORITY certifies that the interest in real property conveyed by the deed dated on _____ from the County of Lassen to the Honey Lake Valley Recreation Authority, a joint powers authority, is hereby accepted by order of the Honey Lake Valley Recreation Authority on _____.

Approved: _____
Brian Wilson, President

Attest: _____
Heidi Whitlock, Project Manager

The foregoing **Resolution Number 15-02** was approved and adopted at a regular meeting of the Honey Lake Valley Recreation Authority held on the _____day of_____, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Heidi Whitlock, Project Manager

APPROVED AS TO FORM:

_____
Kronick Moskovitz Tiedemann & Girard

EXHIBIT A

PROPOSED CONVEYANCE FROM COUNTY OF LASSEN
TO
HONEY LAKE VALLEY RECREATION AUTHORITY

COMMENCING AT THE NORTHWEST CORNER OF SECTION 5, T29N R12E, MDM, AND RUNNING THENCE ALONG THE NORTH LINE OF SAID SECTION 5, BEING ALSO THE SOUTH LINE OF SOUTH STREET, S 88°55'30"E 116.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE CONTINUING S 88°55'30"E 148.00 FEET; THENCE PARALLEL WITH THE WEST LINE OF SAID SECTION 5, SOUTH 256.20 FEET MORE OR LESS TO THE SOUTH LINE OF THOSE LANDS DESCRIBED IN THAT DEED TO THE COUNTY OF LASSEN RECORDED AUGUST 28, 1963 IN VOLUME 182 OF OFFICIAL RECORDS, PAGE 251; THENCE ALONG SAID SOUTH LINE, N 89°20'W 148.00 FEET TO THE SOUTHEAST CORNER OF THAT PARCEL DESCRIBED IN THAT DEED TO THE SUSANVILLE ELEMENTARY SCHOOL DISTRICT RECORDED AUGUST 8, 1973 IN VOLUME 268 OF OFFICIAL RECORDS, PAGE 494; THENCE NORTH 256.20 FEET MORE OR LESS TO THE TRUE POINT OF BEGINNING.

CONTAINING 37,950 SQUARE FEET (0.87 ACRE) MORE OR LESS.

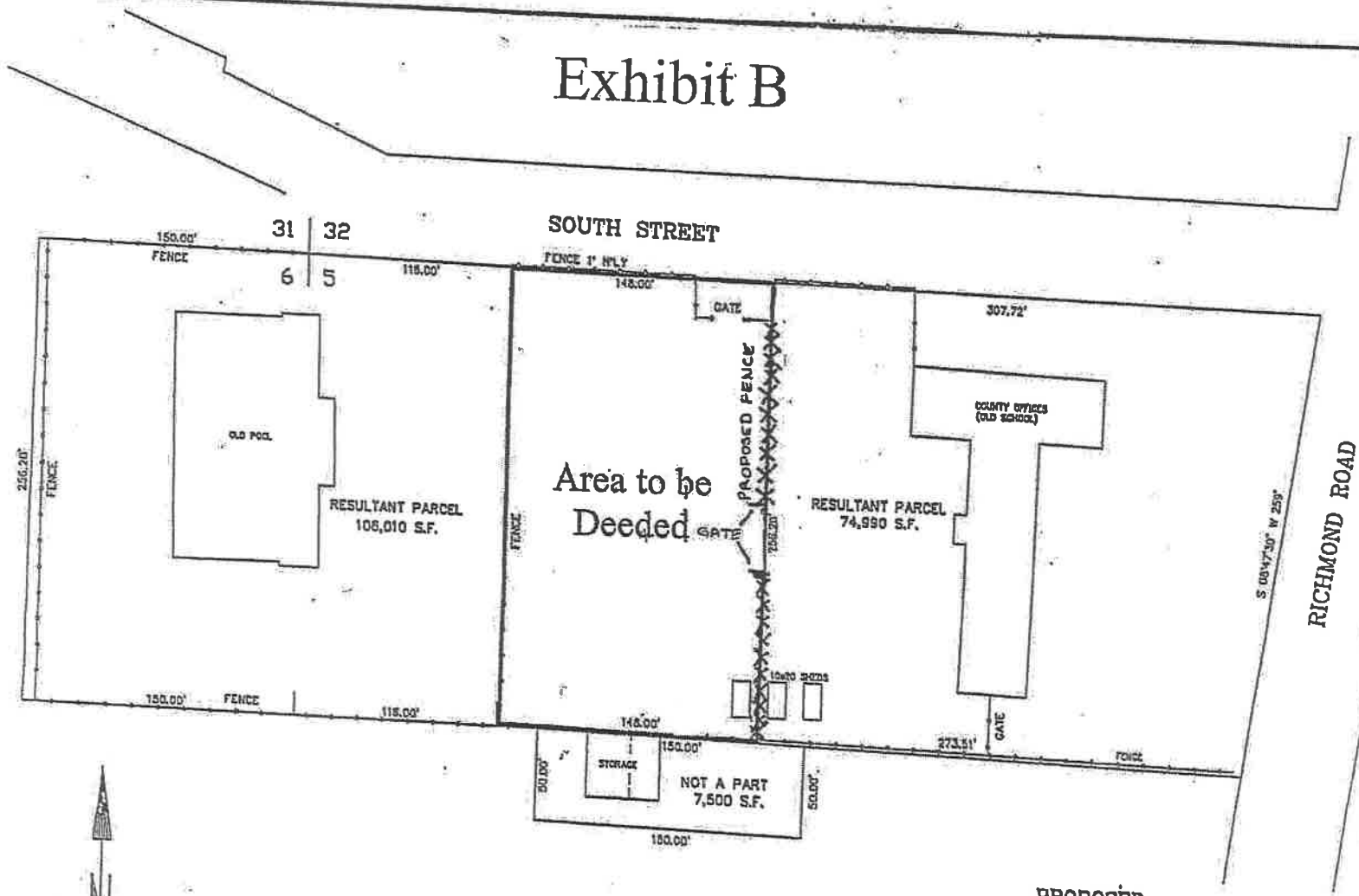
RESERVING THEREFROM AN EASEMENT FOR ACCESS AND UTILITIES PURPOSES ACROSS THE ABOVE DESCRIBED LANDS FOR THE BENEFIT OF THOSE PARCELS OF LAND DESCRIBED IN THAT DEED TO THE COUNTY OF LASSEN RECORDED AUGUST 28, 1963 IN VOLUME 182 OF OFFICIAL RECORDS AT PAGE 251, AND IN THAT DEED TO THE COUNTY OF LASSEN RECORDED AUGUST 8, 1973 IN VOLUME 268 OF OFFICIAL RECORDS AT PAGE 492.

GRANTOR AND GRANTEE RECOGNIZE THAT THE EXISTING STRUCTURE ON THAT PARCEL OF LAND DESCRIBED IN THAT DEED TO THE COUNTY OF LASSEN RECORDED AUGUST 8, 1973 IN VOLUME 268 OF OFFICIAL RECORDS AT PAGE 492 ENCROACHES APPROXIMATELY TWO FEET OVER THE NORTH LINE THEREOF, BUT ACCEPT THE EXISTENCE OF THIS ENCROACHMENT FOR THE LIFE OF THIS STRUCTURE.

Prepared By: _____ Date: _____
Fred R. Nagel, PLS 3989

March 2, 2015

Exhibit B



SCALE: 1" = 80'

PROPOSED
LOT LINE ADJUSTMENT FOR
COUNTY OF LASSEN &
HONEY LAKE VALLEY RECREATION AUTHORITY
IN THE NW 1/4 OF THE NW 1/4 OF SECTION 5, AND IN THE
NE 1/4 OF THE NE 1/4 OF SECTION 6, T.29 N.,R.12 E., MDM.
CITY OF SUSANVILLE
LASSEN COUNTY, CALIFORNIA

FRED R. NAGEL, L.S. 3989
697-100 GOLD RUN ROAD
SUSANVILLE, CA 96130

SHEET 2 OF 2