

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

April 21, 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 February 3, 2015, March 3, 2015, March 17, 2015 and March 31, 2015 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. Budget Discussion
- B. Discuss Scope of Work and Bidding Requirements

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: None.

- ***The next meeting will be held on May 5, 2015 at 3:00 p.m.***

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for April 21, 2015, in the areas designated on April 17, 2015.


Heidi Whitlock, Project Manager

Submitted By: Jared G. Hancock, Executive Officer

Action Date: March 3, 2015

AGENDA ITEM

SUBJECT: Minutes of the HLVRA February 3, 2015, March 3, 2015, March 17, 2015 and March 31, 2015 meetings.

SUMMARY: Attached for the Board's review are the minutes of the HLVRA February 3, 2015, March 3, 2015, March 17, 2015 and March 31, 2015 meetings.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** None.

ATTACHMENTS: Minutes: February 3, 2015 meeting
March 3, 2015 meeting
March 17, 2015 meeting
March 31, 2015 special meeting

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
February 3, 2015 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:02 p.m. by Vice President Chapman.

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

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

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

APPROVAL OF MINUTES: Motion by Board member McBride, second by Board member Meserve to approve minutes from January 6, 2015. Motion carried unanimously. Absent: Wilson. Abstention: Hammond.

5 **CORRESPONDANCE:** None.

6 **PUBLIC COMMENT:** None.

7 **MATTERS FOR BOARD CONSIDERATION:**

7A **Review Final Phase I and Phase II Reports – H&K and Dyer**

Mr. Hancock opens by stating that, due to the size of the documents to be discussed, we sent them electronically. H&K performed the Phase I analysis for the entire site and provided a focused Phase II on the soil underneath the County side tanks. There was an additional heating oil tank located and Dyer performed the focused Phase II on that tank. No need to approve the reports but, we would like you to accept them.

Vice President Chapman, looking at the photos, inquires as to how they test the tanks, to what extent? Mr. Hancock states that there are two types of contamination. There are surface contaminations and also contamination caused from leaking tanks. They look for lines in the soil. The tanks sit next to each other and they trenched between them and sampled from between and under each tank along with above the tank. What they found was minor residue indicative of small spills only.

Board member Hammond inquires as to when the tanks stopped being used. Mr. Hancock responds that we have the County closure reports but that information is not in front of him. But, they are detecting small leakages only, nothing prolonged. Trenches were at the ends of the tanks.

Motion by Board member Hammond, second by Board member Meserve to accept the reports given by both H&K and Dyer Engineering. Motion carries unanimously. Absent: Wilson.

7B **Update on the Demolition of the Roosevelt Pool**

Mr. Hancock starts by stating that the demolition of the Roosevelt Pool is scheduled to start on February 9, 2015. It's a sixty (60) day project to be completed by May 6, 2015.

Vice President Chapman asks if it also included the removal of the tank. Mr. Hancock responds that we are getting a price for the removal of the tank at Roosevelt but we already have a price on the County tanks. Vice President Chapman inquires as to how much, Mr. Hancock does not have the information in front of him. Vice President Chapman asks if they are empty. Mr. Hancock replies that they have fuel in them and possibly water. Tony Jonas asks how much fuel is left. Mr. Hancock responds that it could be as much as 1,000 gallons. It's a 3,000 gallon tank and it's about 1/3 full. Vice President Chapman states it's been there for 30+ years and hasn't leaked. Vice President Chapman inquires as to what they will do with the fuel once removed? Mr. Hancock states that they can't use it, it has to go to an approved facility.

Vice President asks if the agreement has been signed for the property. Mr. Hancock responds yes, and the deed is recorded. The County may have it on their agenda for the meeting on the 17th. Looks like that was ironed out today so the lot line adjustment is also being started. Vice President Chapman asks if the easement has now been defined. Mr. Hancock responded that is no longer an issue for Mr. Egan.

8 BOARD MEMBER ISSUES/REPORTS:

Vice President Chapman states that he has written something in the paper about the pool for information etc... He wanted to clarify some points that were not or has not been very clear. Example would be voting on the pool. He discussed the pool being on the ballot and it not passing. The public wants the pool but, not the funding portion. If put on the ballot as using existing funds, while not asking for new funds, I believe it would have passed on the ballot.

Bill Feierabend adds that he wanted to express that Vice President Chapman's article was well written and Sam Williams with the Lassen County Times also did a good job.

CLOSED SESSION: None.

ADJOURNMENT: Meeting adjourned at 3:27 p.m.

Brian Wilson, President

Respectfully Submitted by

Heidi Whitlock, Project Manager

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
March 3, 2015 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:01 p.m. by President Wilson.

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

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 unanimously.

APPROVAL OF MINUTES: Motion by Board member Meserve, second by Vice President Chapman to approve minutes from January 20, 2015. Motion carried unanimously. Absent: Hammond, McBride. Abstain: Hemphill

5 CORRESPONDANCE: None.

6 PUBLIC COMMENT:

Eileen Spencer announces that she is filing a Brown Act violation against the Authority. She states that the agenda was not posted by 5 p.m. on Friday February 27th as required. Tony Jonas (public) announces that it was posted, as he received his copy via email which constitutes posting and it is posted on time outside of the building on that date. Ms. Spencer states that those who cannot drive to the building would be unaware of the meeting. Vice President Chapman states that the agenda is posted in multiple areas including Facebook, SusanvilleStuff.com, sent by email to everyone requesting to be on the list as well as being available on the website.

Tony Jonas also requests an update on the property acquisitions between the JPA and the County, information on the lot line adjustment, where we are with CEQA, and have we applied for the exemption from CEQA. Mr. Jonas was told we will discuss during item 7A.

7 MATTERS FOR BOARD CONSIDERATION:

7A Update on Roosevelt Pool Abatement

Mr. Hancock opens that the JPA had entered into a contract with Leckey Land Clearing and the JPA has been utilizing City staff to oversee that contract. We have been very happy with the progress and no additional issues have been uncovered. There has been a lot of positive information received with this abatement. The material has been taken to the landfill and the contractor has done well with separating out those items which cannot go to the landfill. They are currently ahead of schedule and on budget. There was a change order for the removal of the additional tank found and it has since been removed. Soil testing has been completed and we are optimistic about those results. The contractor has a deadline of May 6, 2015, but we are expecting them to finish ahead of schedule.

Vice President Chapman inquires about the fuel that was located in the tank prior to removal. Mr. Hancock stated that it had been pumped out into approved containers and disposed of at an approved location in either Nevada or California.

Charles "Moose" Mueller (public) shares with the Board that when the demolition started he went down to the site and watched while eating lunch. He thinks the Board is doing a great job.

Tony Jonas asks what will happen once the shell is removed and to what extent the grade will be reestablished. Mr. Hancock responds that we've had a few options. We could bring fill in and level it off but, we requested only some fill and sloping to gain a safe grade. We are not filling it in completely because of the new building and compaction. It will not be a safety hazard. Mr. Jonas asks if an engineer was okay with doing it that way. Mr. Hancock confirms.

Tony Jonas then requests information on CEQA and the properties. Mr. Hancock states the CEQA has been completed but then discusses the procedure. Staff has requested a new Purchase and Sale Agreement and it still needs to be approved. The lot line paperwork is completed and will be filed with the grant deed. The record of survey will be completed once the lot line adjustment and grant deed are completed and filed. Vice President Chapman asks when that will happen and Mr. Hancock responds once the Board of Supervisors approves it. We are hoping it's on their next agenda. Vice President Chapman asks how long it will take the City once completed and Mr. Hancock states that it's already completed, we are simply waiting for the Agreement so we can file the lot line adjustment with the Recorder's office and the Grant Deed. Vice President Chapman also suggests setting monuments to prevent any future questions about the property.

It was asked when the CEQA was filed. Mr. Hancock responded January 14, 2015 and it was recorded at the Clearing House on January 26, 2015.

7B Update on Financials

Mr. Hancock states that it is his preference to simply enter these in the file because Nancy is not here today to discuss with the Board. He requests that we put this item off until the next meeting date. Vice President Chapman asks if the unencumbered amount is \$400,000 as stated. Mr. Hancock responds, yes.

Board agrees to carry forward to the next agenda date of March 17, 2015.

8 BOARD MEMBER ISSUES/REPORTS:

Both Vice President Chapman and Board member Meserve express that they have been watching the demolition of the pool and it is both rewarding and sad. Vice President Chapman states that it is encouraging to see where it will bring in a new facility and he has been hearing comments about rehabilitating the old pool. But, he believes that once the community sees the new pool their sadness will disappear. He is glad to see the progress being made.

Tony Jonas asks if the two tanks were included in this demo. He was told that it was not part of the initial construction with Leckey but, they have cost estimates to do so.

CLOSED SESSION: None.

ADJOURNMENT: Meeting adjourned at 3:29 p.m.

Brian Wilson, President

Respectfully Submitted by

Heidi Whitlock, Project Manager

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
March 17, 2015 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:02 p.m. by President Wilson.

Roll Call of Board of Directors present: Dave Meserve, Jim Chapman, Brian Wilson and alternate Jeff Hemphill.
Absent: Nick McBride.

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

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

APPROVAL OF MINUTES: Motion by Vice President Chapman, second Board member Hammond to approve minutes from January 27, 2015. Motion carried unanimously. Absent: McBride. Abstain: Meserve.

5 **CORRESPONDANCE:** None.

6 **PUBLIC COMMENT:** None.

7 **MATTERS FOR BOARD CONSIDERATION:**

7A Financial Report Discussion

Mr. Hancock opens by stating that we were expecting Nancy Cardenas to be in attendance to go over the financials with the Board. However, she had an emergency come up and will not be here. We still have the January 26, 2015 financials in front of us and we will have the most current at the next meeting. We accepted these documents at the last meeting so all we will have to do is review them.

7B General Project Update

Mr. Hancock stated that he just returned from visiting the spot only fifteen minutes earlier. He wanted a good look at the progress being made at the site. We are very happy with their work and we have had positive feedback on how they are recycling what they can such as the concrete etc... The only bad news is, we are still looking for the tunnel. Tony Jonas (public) stated that the tunnel collapsed and was compacted a few years ago. Mr. Hancock stated there was a hole and a tunnel to do a sewer repair and we thought it could possibly be in the front corner but, it wasn't there. However, on a different topic, the tank was removed and the test came back clean.

Vice President Chapman inquires about the County tanks Mr. Hancock responds no, the property has to be acquired first. Vice President Chapman states that it should be approved because it went to the BOS earlier that day.

Mr. Hancock states that we also had a little bit of vandalism to the site. Someone threw a carcass in the fence with a blanket wrapped around it and set it on fire. But, it's now gone.

Charles "Moose" Mueller (public) expresses again how he thinks that Leckey Land Clearing is doing a good job.

Tony Jonas inquires if he can have the old "Roosevelt Pool" sign for the museum. Mr. Hancock responds that we will see what we can do. Board member Hammond suggests putting it in the new building. It was requested to put the item on the next agenda.

7C Approve and adopt Resolution No. 15-03, acceptance of County property located at 720 Richmond Road.

Mr. Hancock states that this item is related to the 140 foot portion of the lot to be acquired from the County. The Board of Supervisors took action on a new agreement with revised legal descriptions as requested and other minor details.

Vice President Chapman states that the actual agreement only had a change, the referee clause. It's a process to resolve disputes that may result. We asked for it to be included and the Board approved it with that one change.

Board member McBride arrives at 3:18 p.m.

Richard Egan stated that he will read the referee clause so they know what it entails. He stated that it requires each party to choose a representative if dispute occurs. Mr. Hancock requested that he send the language and we can have a special meeting to adopt it. Discussion occurs on whether or not a new agreement has to be adopted and signed or if an amendment can be made only. Mr. Hancock confirmed that we only need to add that clause and the dates. Mr. Egan stated that we had an agreement adopted in October but, with the details etc... we adopted it today with those changes. I think this Board needs to approve this new agreement. Mr. Hancock requested that Mr. Egan send the information to him and then we can schedule a special meeting. Board member McBride inquired as to how long it will take to complete. Mr. Hancock requested a fifteen (15) minute recess to make the changes and present to the Board, let's get it completed now. We can get the revised agreement and can accept it in closed session and provide it to the public.

Board agrees to recess at 3:27 p.m. for fifteen minutes to make the necessary changes to the agreement for the Board.

8 BOARD MEMBER ISSUES/REPORTS: None.

CLOSED SESSION: At 3:48 p.m. the Honey Lake Valley Recreation Authority recessed to closed session to discuss the following:

- A. Conference with Real Property Negotiator: pursuant to Government Code 554956.8.

9 RETURN TO OPEN SESSION: At 4:07 p.m. the Honey Lake Valley Recreation Authority reconvened in open session.

Motion by Board member Hammond, second by Board member McBride to adopt Resolution No. 15-03, the acceptance of a portion of County property located at 720 Richmond Road. Motion carries unanimously.

ADJOURNMENT: Meeting adjourned at 4:12 p.m.

Brian Wilson, President

Respectfully Submitted by

Heidi Whitlock, Project Manager

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
March 31, 2015 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:02 p.m. by Vice President Chapman.

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

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

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

APPROVAL OF MINUTES: None.

2 PUBLIC COMMENT: Todd Eid and Rick and Anna Stewart presented the Board with \$1,000.00 collected through Pennies-for-the-Pool at Susanville Supermarket, IGA. Board member Hammond inquired as to how long it took to collect the funds. It was stated that the last contribution was made last summer but, it's a collection of pennies and nickels so it takes a bit longer.

3 MATTERS FOR BOARD CONSIDERATION:

3A Financial Report Discussion

Nancy Cardenas stated that both the February and March financials are included but asks that the Board look at the March numbers as they are the most current. She discussed assets and revenues etc... with the suggestion that the Board start working a budget for the upcoming year.

Vice President Chapman stated that the original budget was put together quickly but we will have to look at it and complete a budget for this year. We are coming into our third year and we will need to see what we really have in construction dollars.

3:08 – President Wilson arrived

Mr. Hancock responded to both Ms. Cardenas and Vice President Chapman that he thought that the projections for the current budget were rather accurate. The focus was on the front end and getting the pool constructed. The budget for next year will need to be reviewed but we've been rather accurate. We will have to use the extra funds, around \$700k-\$800k for construction, we are right on target.

Vice President Chapman requested that the cash balance for the other side, not just the "Pennies-for-the-Pool" account, be made available. Ms. Cardenas stated that she will make that number available from here on out. Vice President Chapman then stated that he always looks at the "Pennies" account but he would like to see everything that we have. He knows bills must be paid but he'd like to see them.

3B Property Acquisition Report

Mr. Hancock stated that both parcels were acquired and the lot line adjustment has been completed. There is now one new parcel, the points are being set and the record of survey can be completed. He stated that the final property

recorded last Friday and he thanked County staff since there were such tight timelines and last minute items to take care of.

Vice President Chapman stated that he went to look at the site Friday, after the papers were signed, and the tanks and cars were being removed. It was nice to see it all coming together.

President Wilson inquired about the fence being moved. Mr. Hancock stated that we will be discussing that item during the change order item.

Vice President Chapman also wanted to take a moment to thank City and County staff.

3C Roosevelt Pool Sign Discussion

Mr. Hancock stated that the Roosevelt Pool sign was removed from the site and it is now safe from potential damage. He then stated that Mr. Jonas had previously requested that we move it and possibly put it in the museum. It was requested that we bring it before the Board to determine what will happen with the sign now. So, it is on the agenda so we can discuss. Vice President Chapman stated that for now, let's keep it and see if there will be a place for it once the new pool is completed. It's a way to preserve the history of it.

Mr. Jonas stated that he just wants to ensure that the sign is preserved. It's a way to preserve history. Vice President Chapman stated that this is not the original sign, it's from the 70's but, he knew what he meant. President Wilson stated that we will hold onto it and if it is not going to be used for the new pool, we will get it to the museum.

Eileen Spencer (Public) - asked if we knew what the name of the pool would be. If it was Roosevelt still, as she would like to see, she stated she would pay to have the sign restored and reset. President Wilson thanked her for her willingness to restore the sign if needed.

3D Approve Change Order – Tank Removal

Mr. Hancock stated that this is an information item but, we contracted with Leckey Land Clearing to demo the pool property. We knew about a tank that would require removal. We had Leckey come up with a change order to completely abate the tank on the property and we would have enough left in the budget to stay under the 10%. He then stated that he would like to have Leckey perform this function and it would leave approximately \$2,000 to take care of a few buckets left over that need disposed of.

Board member Hammond inquired as to what the original contract was for. Mr. Hancock responded that it was for the demolition of the old pool. But, because they were on time and on budget, we could do more under the same contract with the change orders. Board member Hammond asked if the tanks were pulled and Mr. Hancock responded the one on the pool site, yes. The County tanks, no. The County tanks were filled in place and once pulled, we will have to test for contaminants.

Mr. Hancock then addressed the question asked by President Wilson about the fencing. He stated that staff are looking into using federal inmates to relocate the fencing. Vice President Chapman stated that once the points are set, everyone will know where the fence will be located.

Mr. Jonas then asked, when the fence is moved, will any of the poplar trees be removed. Mr. Hancock stated that they cannot take out the trees without hurting the fence. The fencing will be completed as a separate project and once moved, it will be easier to take the trees out. Vice President Chapman asked if we are planning on keeping any of the trees. Mr. Hancock responded that they would but, to do so would probably damage the fence in the process.

Mr. Jonas inquired about the asphalt and if any would be retained. Mr. Hancock stated that, because there would be a cost savings, we would see if any of the asphalt can be used. However, the asphalt where the cinders were located is already included in the demolition contract and would be removed.

Vice President Chapman asked about the status of the triangle piece of property. Mr. Hancock responded that he didn't have an update on that item at this time.

4 BOARD MEMBER ISSUES/REPORTS:

The Board inquired about the status of the OGALS Grant. Mr. Hancock stated that we had to perform a historical study and discussed the findings. Ms. Spencer asked if the grant was for the entire construction cost of the pool. Mr. Hancock discussed the grant and the funds staff had applied for and why. She then inquired about the County and City securing funds to finance the construction. Mr. Hancock responded that both agencies are trying to find approximately \$1.7 million up front. Discussion on how the County and City are trying to come up with the funding occurs.

Board member McBride requested that discussion on the design be placed on the next agenda. President Wilson agrees that we have a short amount of time to figure this out. Vice President Chapman reminded staff that the Board and staff were supposed to walk the site and possibly paint the locations to see what the configuration would look like.

ADJOURNMENT: Meeting adjourned at 3:50 p.m.

Brian Wilson, President

Respectfully Submitted by

Heidi Whitlock, Project Manager

Submitted By: Jared G. Hancock, Executive Officer

Action Date: April 21, 2015

AGENDA ITEM

SUBJECT: 2015/2016 Budget Discussion

SUMMARY: At the March 31, 2015 meeting, it was requested that the Honey Lake Valley Recreation Authority prepare a draft budget for the 15/16 fiscal year. Discussions between the Treasurer and staff have resulted in a proposed budget to be reviewed and discussed.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Discuss draft 2015/2016 budget.

ATTACHMENTS: Proposed Budget sheet.

Community Pool Project

2015/2016

Revenues:

County	\$1,300,000.00
City	\$1,300,000.00
Transfer from Fund Balance	\$400,000.00
Total Revenues	<u>\$3,000,000.00</u>

Expenses: (for fiscal year)

Services and Supplies

Office Expenses	\$6,000.00
Professional & Specialized Services	\$160,000.00
Publications & Legal Notices	\$2,000.00
Special Departmental Expense	\$80,000.00
Major Object Total	<u>\$248,000.00</u>

Fixed Assets

Land	\$2,000.00
Building & Improvements	\$2,400,000.00
Equipment	\$300,000.00
Major Object Total	<u>\$2,702,000.00</u>

Provisions for Contingencies \$50,000.00

Center Total	\$3,000,000.00
Budget Unit Total	<u>\$3,000,000.00</u>
Fund Total	<u>\$3,000,000.00</u>

Submitted By: Jared G. Hancock, Executive Officer

Action Date: April 21, 2015

AGENDA ITEM

SUBJECT: Discuss Scope of Work and Bidding Requirements

SUMMARY: The Honey Lake Valley Recreation Authority has been discussing options to create a scope of work for the construction of the pool facility. Staff have been identifying all trades required to perform tasks associated with the construction. Once the scope of work is completed, staff will separate out those jobs which can be completed through the use of volunteers and/or prison crews to assist in keeping labor costs down. The remaining items will be bundled together into individual bid requests. Staff is currently looking available bidding options and will discuss alternatives with the Board.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: None.