

HONEY LAKE VALLEY RECREATION AUTHORITY

GOVERNING BOARD

BRIAN WILSON, PRESIDENT
JIM CHAPMAN, VICE PRESIDENT
KATHIE GARNIER, BOARD MEMBER
DAVID MESERVE, BOARD MEMBER
TOM HAMMOND, BOARD MEMBER

STAFF

JARED G. HANCOCK, EXECUTIVE OFFICER
HEIDI WHITLOCK, PROJECT MANAGER
NANCY CARDENAS, TREASURER
DIANA WEMPLE, AUDITOR

HONEY LAKE VALLEY RECREATION AUTHORITY GOVERNING BOARD MEETING

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

August 16, 2016 - 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:** Approval of minutes from the July 12, 2016 meeting.

5 **CORRESPONDENCE:**

A. Annual Contributions Letter from R. Egan, Lassen County, CAO

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. Consider Price Paige and Company for Auditing Services
- B. Annual Operating Budget Proposal
- C. Update on Project Timeline
- D. Update on Pump and Well
- E. Discuss Naming of Pool
- F. Discuss Employee Position List
- G. Discuss Meeting Schedule

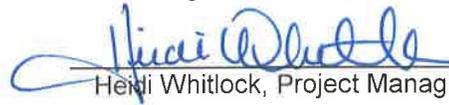
8 **BOARD MEMBER ISSUES/REPORTS:**

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 to be determined on August 16, 2016.*

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for August 16, 2016, in the areas designated on August 12, 2016.


Heidi Whitlock, Project Manager

Submitted By: Jared G. Hancock, Executive Officer

Action Date: August 16, 2016

AGENDA ITEM

SUBJECT: Minutes of the HLVRA July 12, 2016 meeting.

SUMMARY: Attached for the Board's review are the minutes of the HLVRA July 12, 2016 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of HLVRA July 12, 2016 meeting.

ATTACHMENTS: Minutes: July 12, 2016

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
July 12, 2016 – 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 Vice President Chapman.

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

Staff Present: Jared G. Hancock, Executive Officer and 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 Meserve, second by Board member Hammond, to approve the minutes for May 31, 2016. Motion carried unanimously. Abstain: Garnier. Absent: Wilson.

3 PUBLIC COMMENT: None.

4 MATTERS FOR BOARD CONSIDERATION:

4A Financial reports to June 30, 2016

Mr. Hancock opened that Ms. Wemple was in attendance and, as we have received recent financial documents, she would be presenting the information.

Ms. Wemple discussed the documents provided and stated that the current cash balance is \$2,818,549.28. She added that there are a few accounts payables still in progress for the previous year and they are attached on the accounts payable log.

Motion by Board member Garnier, second by Board member Hammond to receive and file the current HLVR financial documents. Motion carried unanimously. Absent: Wilson.

4B Tax Exempt Contribution Discussion

Mr. Hancock stated that this item is for those who wish to contribute money to the JPA and it be tax exempt. While they may not qualify, the cost to obtain a private letter ruling is \$28,300 so the Board chose not to continue on that path. Discussions have started with the County to accept funds on a tax exempt basis and later transfer to the JPA.

Richard Egan (County CAO) stated that individuals can donate as they previously have done but fears that there is a glitch somewhere. They can make the donation but they cannot make it with the condition that it is to go strictly to the JPA. Mr. Hancock responded that those donating will have to know they are donating to the County. Mr. Egan responded that they are looking into being able to accept without conditions.

Vice President Chapman stated that there needs to be a way for contributions to be made and be able to funnel back down into the pool project. Mr. Egan responded that the mechanism chosen to do so may want to be approved by the JPA's attorney, not the IRS. Vice President Chapman agreed.

4C 2016/2017 Draft Budget

Mr. Hancock opened that item 4C and 4D go together and will be discussed together. The 2016/2017 budget covers administration time and construction costs but, other items needed to be discussed such as anticipated income and place holders for other items.

Item 4D shows a calendar year swim season and how those numbers were generated. We have looked at the old Roosevelt pool numbers as well as those from East Quincy and the Idlewild Pool.

Mr. Hancock continued with item 4C by stating that staff was looking for direction from the Board and, once approved, the items would be dissolved into the County's line items.

Vice President Chapman and Mr. Hancock discussed the revenue potential, programming, passes etc... and the need to get going on those items.

Motion by Board member Garnier, second by Board member Hammond to adopt the budget for the 2016/2017 fiscal year. Vote polled: Meserve, aye, Hammond, aye, Garnier, aye, and Chapman, aye. Absent: Wilson.

4D Annual Operating Budget Proposal

Discussed during previous item.

4E Updated Reimbursement and Authorized Signer Designation Resolution No, 16-04

Mr. Hancock stated that the resolution brought to the Board last year took care of the Authorized Signers for the JPA however, the forms have been updated along with a resolution updating the process of City staff reimbursement requests.

Motion by Board member Hammond, second by Board member Meserve, to approve Resolution No. 16-04 designating the authorized signers for fiscal year 2016/2017. Motion carried unanimously.

4F Reimbursement request for Administrative Services

Mr. Hancock opened that the item was for City staff reimbursements from July 2015 to June 16, 2016.

Board member Meserve inquired about the difference in Project Manager and Project Manager/Admin. Mr. Hancock responded that Project Manager/Admin was Heidi Whitlock and Project Manager was Ian Sims.

Motion by Board member Hammond, second by Board member Garnier, approving the City reimbursement request for \$31,226.64. Absent: Wilson.

4G Pool Construction Update

Mr. Hancock stated that the project is well underway and projects are starting to be completed. The geothermal well has been raised and the excavation has begun and additional site work is being completed.

Board member Hammond inquired as to the condition of the well. Mr. Hancock responded that there had been a lot of corrosion but we are ensuring that the casing brought to grade.

Board member Hammond requested an update on the well condition be provided via email and given at the next meeting.

Mr. Hancock agreed and added that the quality of the casing is the main concern.

Vice President Chapman stated that the Board will have to determine whether or not to refurbish or re-drill the well to make the resource available in the future and seconded Board member Hammond's request for an update.

5 BOARD MEMBER ISSUES/REPORTS:

Board member Meserve stated that he has enjoyed seeing the activity on the site. Vice President Chapman requested people watch them work and offered gratitude towards Mr. Hancock and City staff with the ground breaking ceremony. Board member Garnier shared comments that she has heard about the project.

Vice President Chapman continued that he also wanted staff to start coming up with a solution for staffing, a stand-alone entity not tied to the City or County. Staff was asked to start the process of creating positions and starting the recruitment process so that we can start interacting with the new staff and time to get them adequately trained. He reiterated that this needed to be completed as soon as possible.

Conversations regarding meeting schedule occurred. The Board agreed to cancel the August 2, 2016 meeting and to discuss a revised meeting schedule at the August 16, 2016 meeting.

Mr. Hancock and Vice President Chapman discussed item 4D and it was requested that the item be brought back at the August 16th meeting when additional information is available.

6 **PUBLIC COMMENT CLOSED SESSION ITEMS:** None.

7 **CLOSED SESSION:** At 3:52 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 §54956.8.

8 **RETURN TO OPEN SESSION:** At 4:15 p.m. the Honey Lake Valley Recreation Authority reconvened in open session.

Mr. Hancock stated that in closed session the Board gave direction to staff but there was no reportable action.

ADJOURNMENT:

Motion by Board member Hammond, second by Board member Garnier, to adjourn; motion carried unanimously.
Absent: Wilson.

Meeting adjourned at 4:18 p.m.

Jim Chapman, Vice President

Respectfully Submitted by

Heidi Whitlock, Project Manager

Submitted By: Jared G. Hancock, Executive Officer

Action Date: August 16, 2016

AGENDA ITEM

SUBJECT: Annual Contributions Letter from R. Egan, Lassen County, CAO

SUMMARY: The Honey Lake Valley Recreation Authority Board requested that staff contact the County to request payment of annual contributions in the early part of the fiscal year to assist with JPA budgeting.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: Letter from HLVRA dated July 8, 2016
Letter from Lassen County CAO dated July 12, 2016



Honey Lake Valley Recreation Authority

(530) 252-5100 · 66 North Lassen Street · Susanville, CA 96130

July 8, 2016

Richard Egan
Lassen County, CAO
221 South Roop Street, Suite 4
Susanville, CA 96130

Re: HLVRA Annual contributions

Dear Mr. Egan:

The Honey Lake Valley Recreation Authority, consisting of both the County of Lassen and the City of Susanville, was created for the purpose of building a community swimming pool. The original agreement included an annual contribution from both parties, annually, of \$200,000. In October 2015, the HLVRA amended that language as both parties contributed a lump sum of \$1.1 million dollars, thus reducing the annual contribution amount to \$80,000 annually. The HLVRA is entering into the construction phase of the contract and funds are on hand for this phase. However, as we are planning ahead for the operating phase, we are looking closely at the amounts we will have available at the time of opening. Although no specific time is set in the agreement, the HLVRA is requesting that both parties agree to submit their \$80,000 contribution by August 1st of each fiscal year to ensure adequate funds are available during this years' and subsequent years' operating seasons. Please let me know if this payment schedule is acceptable to the County and if the contribution date would need to be included in the Joint Powers Agreement.

If you have any questions I can be reached at (530) 252-5101 or jhancock@cityofsusanville.org and we thank you for considering our request.

Sincerely,

A handwritten signature in black ink, appearing to read "JGH", written over a horizontal line.

Jared G. Hancock
Executive Officer, HLVRA

County of Lassen
ADMINISTRATIVE SERVICES



ROBERT F. PYLE

District 1

JIM CHAPMAN

District 2

JEFF HEMPHILL

District 3

AARON ALBAUGH

District 4

TOM HAMMOND

District 5

Richard Egan
County Administrative Officer
email: coadmin@co.lassen.ca.us

Julie Morgan
Assistant to the CAO
email: jmorgan@co.lassen.ca.us

Regina Schaap
Executive Assistant to the CAO
email: rschaap@co.lassen.ca.us

County Administration Office
221 S. Roop Street, Suite 4
Susanville, CA 96130
Phone: 530-251-8333
Fax: 530-251-2663

July 12, 2016

Mr. Jared G. Hancock, Executive Officer
Honey Lake Valley Recreation Authority
C/O City of Susanville
66 North Lassen Street
Susanville, CA 96130

Dear Mr. Hancock:

I am responding to your July 8, 2016 letter requesting the County to consider making its annual contribution of \$80,000 by August 1, 2016 to the Honey Lake Valley Recreation Authority (Authority). In addition, you asked if your proposal of a new contribution date of August 1 would need to be included in the Joint Powers Agreement (agreement) creating the Authority.

I prefer that the agreement remain as it is and recommend that the Authority request as a case-by-case basis early funding if cash flow issues arise.

The existing agreement with the City Council is that annual contributions to the Authority would be subject to the approval of those contributions in each member's annual budget. The County's final budget in a typical year will be adopted in late September or early October, in compliance with State law. The extended duration of the County's budgetary process is typical and necessary for the County's Budget Committee, staff, and Board of Supervisors to resolve the incorporation of significant changes to programs or revenues that are required to be modified based upon the State budget and/or closing activities.

Feel free to contact me if you have questions or require additional information.

Sincerely,

A handwritten signature in dark ink, appearing to read "RE", written over a light blue horizontal line.

Richard Egan
County Administrative Officer

RE:ts

cc: Board of Supervisors
Diana Wemple, Auditor
Nancy Cardenas, Treasurer/Tax Collector

Submitted By: Jared G. Hancock, Executive Officer

Action Date: August 16, 2016

HLVRA AGENDA ITEM

SUBJECT: Consider Auditing Services of Price Paige and Company

SUMMARY: The Honey Lake Valley Recreation Authority contracted with Price Paige and Company to perform the 2013/2014, 2014/2015 2-year audit last fiscal year. The County currently utilizes PP&C for their annual audits and, as the County acts as the Treasurer for the HLVRA, it is suggested that they continue to utilize PP&C this fiscal year as well. A three year contract will be charged as follows:

- FY 2016: \$3,500
- FY 2017: \$4,500
- FY 2018: \$4,500

FISCAL IMPACT: None

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: None.

Submitted By: Jared G. Hancock, Executive Officer

Action Date: August 16, 2016

HLVRA AGENDA ITEM

SUBJECT: Annual Operating Budget Discussion

SUMMARY: On July 12, 2016 staff presented the operating budgets for two similar community swimming pools (East Quincy and City of Reno Idelwild Pool Facility, along with past budgets for the old Roosevelt Pool) to generate a preliminary operating budget to start the discussion of programming and staffing. Preliminary analysis projects an operating budget of \$289,000 in revenue and \$175,500 in projected expenses. The preliminary draft includes revenues for peak and off-peak season use. The Board requested the item be brought back for further discussion.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: Draft Operating Budget.

County of Lassen Revenue Budget Worksheet

DRAFT Projected Annual Operating Budget Worksheet

Fund	Budget Unit	Cost Center	Account	Account Name	Adjusted Estimated Revenue	Revenue Realized
Revenues						
Member Contributions						
				Lassen County	\$80,000.00	
				City of Susanville	\$80,000.00	
				Donations	\$5,000.00	
Peak Operations						
				Seasonal Memberships	\$42,000.00	
				Daily Passes	\$14,000.00	
				Swim Lessons	\$40,000.00	
				Program Rentals	\$6,500.00	
				Parties and Special Programs	\$2,500.00	
				Concessions	\$11,000.00	
				Sub Total	\$116,000.00	
Off-Peak Operations						
				Seasonal Memberships	\$0.00	
				Daily Passes	\$4,000.00	
				Swim Lessons	\$0.00	
				Program Rentals	\$1,500.00	
				Parties and Special Programs	\$500.00	
				Concessions	\$2,000.00	
				Sub Total	\$8,000.00	
Total					\$289,000.00	
Expenses						
Peak Operation Expenses						
				Full-Time Salaries	\$15,000.00	
				Part-Time Salaries	\$24,000.00	
				Swim Instructions	\$18,000.00	
				Utilities	\$35,000.00	
				Training	\$3,500.00	
				Insurance	\$8,000.00	
				Sub Total	\$103,500.00	

**County of Lassen
Revenue Budget Worksheet**

DRAFT Projected Annual Operating Budget Worksheet

<i>Off-Peak Operation Expenses</i>	
Full-Time Salaries	\$12,000.00
Part-Time Salaries	\$12,000.00
Swim Instructions	\$0.00
Utilities	\$2,000.00
Training	\$500.00
Insurance	\$0.00
Sub Total	<u>\$26,500.00</u>
 <i>Services and Supplies Expenses</i>	
Office Expenses	\$2,500.00
Professional and Specialized Services	\$35,000.00
Publications and Legal Notices	\$3,000.00
Special Department Expenses	\$5,000.00
Sub Total	<u>\$45,500.00</u>
 Total	 \$175,500.00

Submitted By: Jared G. Hancock, Executive Officer

Action Date: August 16, 2016

HLVRA AGENDA ITEM

SUBJECT: Update on Project Timeline

SUMMARY: The Honey Lake Valley Recreation Authority, at its July 12, 2016 meeting, requested a project timeline for the Boards review. Attached is the master schedule provided on July 28, 2016 from Modern Building Inc.

FISCAL IMPACT: None

**ACTION
REQUESTED:** None.

ATTACHMENTS: Project timeline.

Task Mode	Task Name	Duration	Start	Finish	Resource Names	Predicted	Actual Finish	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017
22	Site Utilities - Geothermal Water	15 days	Wed 9/14/16	Tue 10/4/16	Impact	21	NA							
23	Site Utilities - Electrical Underground	10 days	Wed 9/14/16	Tue 9/27/16	CWE	21	NA							
24	Site Utilities - Telephone & Data	2 days	Wed 9/14/16	Thu 9/15/16	Frontier	23SS	NA							
36	Infiltration Trench Install	5 days	Wed 9/14/16	Tue 9/20/16	Wilburn	17,20,19,21	NA							
29	Pool Reinforcing	5 days	Mon 9/19/16	Fri 9/23/16	Holiday	26,27,28	NA							
60	Wall Framing	6 days	Mon 9/19/16	Mon 9/26/16	Jolly	59	NA							
37	Irrigation Slewing under hardscapes	1 day	Wed 9/21/16	Wed 9/21/16	MBC	23SS+5 days	NA							
39	Site Concrete Pad Prep	2 days	Thu 9/22/16	Fri 9/23/16	Wilburn	37	NA							
40	Site Concrete Form/Rebar/Place/Strip	15 days	Mon 9/26/16	Fri 10/4/16	Wards	39	NA							
61	Set Trusses	2 days	Tue 9/27/16	Wed 9/28/16	Jolly	60	NA							
62	Set Mechanical Unit in Trusses	1 day	Tue 9/27/16	Tue 9/27/16	Jessee	61SS	NA							
30	Pool Gunite	5 days	Wed 9/28/16	Tue 10/4/16	Holiday	29FS+2 days	NA							
42	Site Electrical - Light Pole Bases	2 days	Wed 9/28/16	Thu 9/29/16	CWE	23	NA							
69	Roof Sheathing & Fascia	2 days	Thu 9/29/16	Fri 9/30/16	Jolly	61,62	NA							
45	Site Electrical - Pull Wire	3 days	Fri 9/30/16	Tue 10/4/16	CWE	42,23	NA							
64	Wall Sheathing	2 days	Mon 10/3/16	Tue 10/4/16	Jolly	60,63	NA							
66	Roofing Utility Rough In	2 days	Mon 10/3/16	Tue 10/4/16	All	63	NA							
76	Gutters & Downspouts	2 days	Mon 10/3/16	Tue 10/4/16	Powell	63	NA							
81	MGP Rough In	10 days	Mon 10/3/16	Fri 10/4/16	All	60,64SS	NA							
82	Set Electrical Panels	2 days	Mon 10/3/16	Tue 10/4/16	CWE	81SS	NA							
33	Pool Deck Pad Prep	3 days	Wed 10/5/16	Fri 10/7/16	Wilburn	30,39	NA							
46	Site Electrical - Set Light Poles	1 day	Wed 10/5/16	Wed 10/5/16	CWE	45,42	NA							
65	Building Paper	2 days	Wed 10/5/16	Thu 10/6/16	Jolly	64	NA							
67	Roofing	5 days	Wed 10/5/16	Tue 10/11/16	Powell	66	NA							
68	Exterior Louvers	1 day	Fri 10/7/16	Fri 10/7/16	Jessee	65	NA							
68	Set Windows & Store Front	2 days	Fri 10/7/16	Mon 10/10/16	Miller Glass	65,64	NA							
70	Set Exterior Door Frames	1 day	Fri 10/7/16	Fri 10/7/16	Western Door	65,60	NA							
34	Pool Trench & Area Drains	2 days	Mon 10/10/16	Tue 10/11/16	Crazy J's	33	NA							
71	Hardy Siding	5 days	Tue 10/11/16	Mon 10/17/16	Jolly	68,69,65	NA							
73	Building Dried In	0 days	Tue 10/11/16	Tue 10/11/16	All	65,68,69,70,67	NA							
31	Pool Tile Work	5 days	Wed 10/12/16	Tue 10/18/16	Holiday	30FS+5 days	NA							

Task Summary
 Project Summary
 External Tasks
 Summary
 Project Summary
 External Tasks
 Inactive Summary
 Manual Task
 Duration-only
 Inactive Milestone
 Inactive Task
 Inactive Milestone
 External Milestone
 Inactive Task
 Inactive Milestone
 Manual Summary Rollup
 Manual Summary
 Start-only
 Finish-only
 Deadline
 Critical
 Critical Split
 Progress

Task Name	Task Mode	Duration	Start	Finish	Resource Name	Predefined Rate	Actual Finish	NA
Restroom Lockers (if applicable)		3 days	Thu 11/10/16	Mon 11/14/16	Progressive	90SS		NA
Lobby Casework & Counters		2 days	Thu 11/10/16	Fri 11/11/16	Progressive	90SS		NA
MEP Trim Out		3 days	Thu 11/10/16	Mon 11/14/16	All	87,90FF+1 day		NA
Restroom Accessories		1 day	Fri 11/11/16	Fri 11/11/16	GW Accessories	91		NA
Rubber Cove Base		2 days	Mon 11/14/16	Tue 11/15/16	Towne Carpet	94		NA
MEP Commissioning		5 days	Tue 11/15/16	Mon 11/21/16	All	98,99		NA
Trash Enclosure Fencing & Gates		3 days	Wed 11/23/16	Fri 11/25/16	A1 Fence	40,36		NA
Site Hydroseeding		1 day	Wed 11/23/16	Wed 11/23/16	TBD	24,21,20,22,23,19,40,51,53,55		NA
Pool Plaster		5 days	Wed 11/23/16	Tue 11/29/16	Holiday	36,31,35,32,74,79		NA
Pool Equipment Commissioning		30 days	Wed 11/23/16	Tue 1/20/17	Holiday	79PS+5 days,109		NA
Owner Systems Training		10 days	Wed 1/11/17	Tue 1/24/17	All	102SS+15 days,101		NA
Generate Punch List		2 days	Wed 1/11/17	Thu 1/12/17	JPA & MBC	102,87FS+5 days,101,95,94,93,		NA
Substantial Completion		0 days	Thu 1/12/17	Thu 1/12/17	All	104		NA
Complete Punch List		5 days	Fri 1/13/17	Thu 1/19/17	All	105		NA
Warranties, Added Stock, O&M's Due		1 day	Fri 1/13/17	Fri 1/13/17	All	105		NA
Final Completion		0 days	Tue 1/24/17	Tue 1/24/17	JPA	105,106,107,103,104		NA

Task Summary
 Project Summary
 External Tasks
 External Milestone
 Inactive Task
 Inactive Milestone
 Manual Task
 Duration-only
 Manual Summary Rollup
 Manual Summary
 Start-only
 Fish-only
 Detailing
 Critical
 Critical Split
 Progress

Submitted By: Jared G. Hancock, Executive Officer

Action Date: August 16, 2016

HLVRA AGENDA ITEM

SUBJECT: Pool Well Update

SUMMARY: A visual inspection was performed on July 18, 2016 of the first 20 feet of the well casing, motor and pumping equipment. The well motor is in fair condition and is scheduled for a continuity test to determine its operational status before it is stored. The well casing is in poor condition with 1/8" to 3/8" of surface scale and up to 1/4" deep pitting. Casing movement also indicate deterioration of welded/threaded joints and significant pipe corrosion. The well equipment was removed (see photos) prior to extending the casing to grade. The pump (bowls) are also in poor condition with restricted movements and 1/8" to 1/4" of interior and exterior scaling and corrosion. The drive shaft did shear off from the pump when the pump was removed from the well casing. The pump was set at approximately 220' below the current grade and the current well depth will be measured in the coming week.

Given the current poor state of the well casing and existing equipment, excluding the well motor, drilling a new well with new casing and equipment to service the new pool and bath house is the preferred alternative. A request has been made to the County Environmental Health Department to determine the work and permits required to bring the current well into compliance for use and once that information is received, a cost estimate will be prepared to rehabilitate the existing well and for a new well of like kind. Once power is available on site, a yield and quality test can be performed on the well to determine future usability.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Well Photos



Figure 1 - Preconstruction state of well



Figure 2 - Base of concrete pit



Figure 3 - Base of concrete pit chipped away



Figure 4 - Well extension complete and based secured



Figure 5 - Current state of well



Figure 6 - Well shaft



Figure 7 - Well shaft



Figure 8 - Well motor

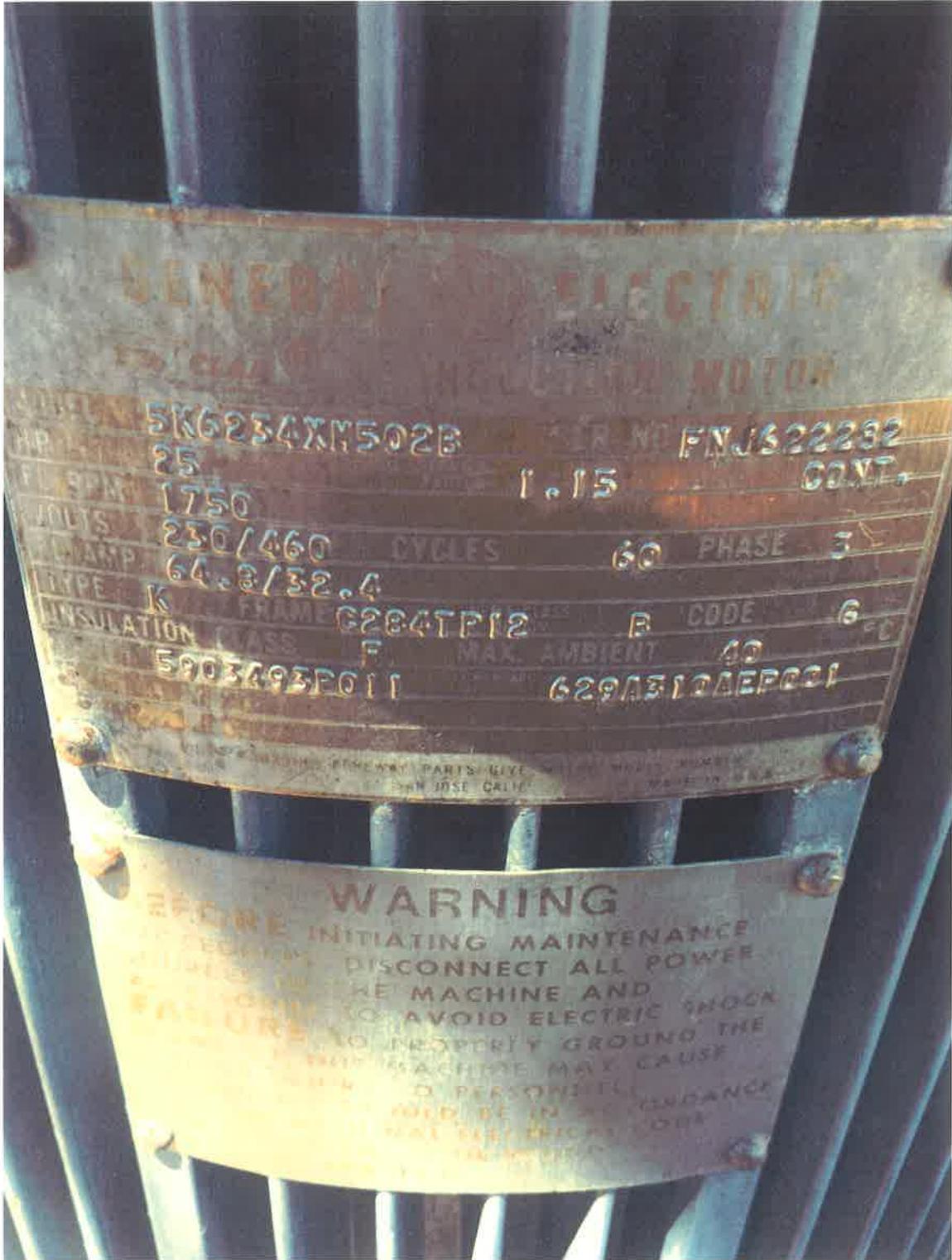


Figure 9 -Well motor identification

Submitted By: Jared G. Hancock, Executive Officer

Action Date: August 16, 2016

HLVRA AGENDA ITEM

SUBJECT: Discuss Naming of Pool

SUMMARY: The Honey Lake Valley Recreation has broken ground on the new community swimming pool and is preparing to be open for the next swim season. At this time, staff is requesting discussion on the possible names for the new pool.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: None.

Submitted By: Jared G. Hancock, Executive Officer

Action Date: August 16, 2016

HLVRA AGENDA ITEM

SUBJECT: Discuss Potential JPA Employee List and Recruitment

SUMMARY: Honey Lake Valley Recreation Authority at its July 12, 2016 meeting recommended that staff begin working on a staffing plan for the pool as it will be open next season and recruitments will need to begin shortly. The following positions are being considered:

- JPA Director/Pool Manager
- Assistant Pool Manager/Maintenance Worker
- Lifeguards
- Swim Instructor(s)
- Admissions/Concession Clerk

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: None.

Submitted By: Jared G. Hancock, Executive Officer

Action Date: August 16, 2016

HLVRA AGENDA ITEM

SUBJECT: Meeting Schedule Discussion

SUMMARY: The Honey Lake Valley Recreation Authority, at its July 12, 2016 meeting, requested conversations to take place regarding the schedule for the upcoming meetings.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: None.