

**NOTICE OF CALL OF SPECIAL MEETING  
TO THE MEMBERS OF THE HONEY LAKE VALLEY RECREATION AUTHORITY:**

You are hereby notified that a SPECIAL MEETING of the HLVRA will be held in the Council Chambers of City Hall in the City of Susanville at 66 North Lassen Street, Susanville, California on **September 20, 2016 at 3:00 p.m.** to transact the following business:

Call Meeting to Order  
Roll Call

**1     APPROVAL OF THE AGENDA:**

**2     APPROVAL OF MINUTES:** None.

**3     PUBLIC COMMENT:** Members of the public may address the JPA concerning any item on the agenda prior to or during consideration of that item.

**4     MATTERS FOR BOARD CONSIDERATION:**

- A. Pool Budget Projection
- B. Necessary Pool Operation Items
- C. Proposed Pool Design Revisions and Estimated Costs
- D. Discussion on Pool Director Job Description

**5     BOARD MEMBER ISSUES/REPORTS:**

**6     ADJOURNMENT:**

  
\_\_\_\_\_  
Brian R. Wilson, President

ATTEST:   
\_\_\_\_\_  
Heidi Whitlock, Secretary for HLVRA

**AFFIDAVIT OF MAILING NOTICE**

I, the undersigned Secretary for the Honey Lake Valley Recreation Authority, do hereby certify that an original of the **NOTICE OF CALL OF SPECIAL MEETING, September 20, 2016 at 3:00 p.m.** was delivered to each and every person set forth on the list contained herein on the 19th day of September, 2016. A copy of said Notice is attached hereto.

I declare under penalty of perjury that the foregoing is true and correct.

Dated at Susanville, California this 19<sup>th</sup> day of September, 2016.

  
\_\_\_\_\_  
Heidi Whitlock, Secretary for HLVRA

Brian Wilson	emailed
Jim Chapman	emailed
Kathie Garnier	emailed
Tom Hammond	emailed
David Meserve	emailed

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

**Action Date:** September 20, 2016

**HLVRA AGENDA ITEM**

**SUBJECT:** Pool Budget Projection

**SUMMARY:** Financial reports as of August 31, 2016 show a remaining balance of \$2,543,932 with an additional \$80,000 to be paid for the County's 16/17 contribution for a total of \$2,623,932. Staff are anticipating the following expenses for the remainder of the fiscal year:

- \$2,431,704 – Modern Building contract
- \$42,500 – Staff time, administrative expenses, attorney fees, insurance payments etc...

The projected remaining balance after the above mentioned expenses is \$149,727 for furniture, fixtures and equipment, startup costs and operations through June 30, 2017 and does not include anticipated operational revenue between pool opening and June 30, 2017.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** None.

**ATTACHMENTS:** Balance calculation

As of August 31,2016

Revenues

\$ 2,543,931.68

\$ 80,000.00

County 16/17 contribution

\$ 2,623,931.68

Expenditures

\$ 2,431,704.20

Remaining on Modern Contract  
(\$331,075 paid to date)

\$ 42,500.00

Anticipated Staff time, attorney  
fees, administrative costs

\$ 2,474,204.20

Total Anticipated Expenditures

Remaining Balance for furniture,  
fixtures and equipment, start up  
costs and operations through June  
30, 2017.

\$ 149,727.48

**Submitted By:** Ian Sims, Project Manager

**Action Date:** September 20, 2016

**HLVRA AGENDA ITEM**

**SUBJECT:** Necessary Pool Operation Items

**SUMMARY:** During the pool design phase, the project budget was reduced to the JPA approved amount not to exceed \$2.75M. To satisfy these budgetary constraints design elements needed for pool operation were removed from the budget in order to reduce the pool construction cost. Attached to this staff report is the list of necessary items needed for pool operation and projected costs to complete these items.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** None.

**ATTACHMENTS:** Pool items needed for pool operation.

<b>Items Removed from Pool Budget</b>	<b>Cost</b>	<b>Notes</b>
Irrigation and Landscape	\$ 65,000.00	2
Lockers in both Men and Women's locker rooms	\$ 15,500.00	3
Pool Timing Equipment	\$ 45,000.00	
<b>TOTAL</b>	<b>\$ 125,500.00</b>	

<b>Items Required for Pool Operation</b>	<b>Cost</b>	<b>Notes</b>
Building Permit Fees - (SB & SMIP)	\$ 190.60	
Telephone/Data cabling and devices	\$ 6,000.00	1
Computers, furniture, trash cans, benches, bike racks and other furnishings	-	
Pool Starter Stands, backstroke stanchions, & pennants	\$ 16,000.00	
Pool Cover and Cover Reel	\$ 16,000.00	
Pool Lane Lines	\$ 2,500.00	
Benches and signage associated with bus drop off area	\$ 2,500.00	4
<b>TOTAL</b>	<b>\$ 43,190.60</b>	

<b>Cost Saving Opportunities</b>
1. This budget is for construction only, to include phone board, jacks, and wireless receiver. Frontier has stated they will place the drop and NID at no cost.
2. Landscaping & irrigation based on the one quote MBC received for \$65K.
3. Based on bid from contractor. Possible cost savings if we install pre-fab Salsbury Industries powder coated locker units from a home building supplier.
4. The County has informed MBC they would provide the signs for free. The JPA buys a bench for \$1,500.00 and Modern's crew will install the bench, pole, and signs for the remaining.

**Submitted By:** Ian Sims, Project Manager

**Action Date:** September 20, 2016

**AGENDA ITEM**

**SUBJECT:** Proposed Pool Design Revisions and Estimated Costs

**SUMMARY:** On September 13<sup>th</sup>, 2016 Honey Lake Valley Recreation Authority Board directed staff to secure cost estimates to complete the following work:

- Additional shower area on north side of bath house. Two column showers with 4-6 stations each with concrete base.
- Fencing expansion cost estimate to enclose "new" shower area and expand upon deck area with DG base.
- Radiant heating system (glycol-closed loop) to be utilized under deck, around pool perimeter.
- Additional lightning around pool decking, mostly on west end.

Unfortunately, 4 business days was insufficient time to prepare complete cost estimates with formal bids. Estimates highlighted in yellow are estimates by Modern Building Company (MBC) and have not been substantiated by their subcontractors.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Direction to staff.

**ATTACHMENTS:** Proposed Pool Design Items and Estimated Costs

## HLV Community Swimming Pool Proposals for JPA

<b>Proposal 1 - Add two exterior showers stands, 4 to 6 stations each, to the South end of the bath house. Shower area to be capable of being covered or enclosed in the future.</b>		
<b>Scopes Affected:</b>		<b>Cost</b>
<b>Sitework:</b>	Extend earthwork to (N) concrete flatwork area. Earthwork is to be per the soils report - over excavation, recompaction, and backfill with sound material (Decomposed Granite typical of balance of project).	\$ 2,000.00
<b>Plumbing:</b>	Extend Waste Line & add exterior drain. Install two Ground Mounted Shower with multiple shower heads (including 1 ADA Complaint shower head). Install isolation valve for shut off and draining during the winter months.	\$ 8,000.00
<b>Concrete:</b>	Expand Pool Deck Concrete Flatwork from (E) edge to the center line of the bath house to accommodate (N) showers. Expanded concrete section shall extend South approximately 35'.	\$ 13,780.00
<b>Fencing:</b>	Expand Pool Deck Fencing to encompass the newly added concrete/shower area.	\$ 2,000.00
<b>Subtotal</b>		<b>\$ 25,780.00</b>
<i>Contractually Allowed 7.5% Fee</i>		<i>\$ 1,933.50</i>
<b>Proposal 1 - Add two Exterior Showers</b>		<b>Total \$ 27,713.50</b>

<b>Proposal 2 - Expand Fencing at South end of Pool Area by 20'</b>		
<b>Scopes Affected:</b>		<b>Cost</b>
<b>Sitework:</b>	Build up site and provide for level area set to finish elevation with (N) concrete flatwork around Pool Area. Compact and finish smooth Decomposed Granite at this area typical with the balance of the site.	\$ 10,000.00
<b>Fencing:</b>	Expand Pool Deck Fencing along Southern Boundary of pool by 20'. Maintain level elevation with fencing.	\$ 1,500.00
<b>Subtotal</b>		<b>\$ 11,500.00</b>
<i>Contractually Allowed 7.5% Fee</i>		<i>\$ 862.50</i>
<b>Proposal 2 - Expanded Fencing at South Pool Area</b>		<b>Total \$ 12,362.50</b>

<b>Proposal 3 - Install Infrastructure for Site Lighting around Pool</b>		
<b>Scopes Affected:</b>		<b>Cost</b>
<b>Electrical:</b>	Install the underground infrastructure around the pool area to allow for future	\$ 3,694.00

install of out door lighting that will be in compliance with code to allow the pool facility to operate during the evenings. No trenching required as this area has not yet been backfilled. This line item includes conduits only.			
<b>Add Alternate:</b>	Add the required amount of poll mounted light fixtures around the pool decking to allow for night time activities at the pool facility - including swimming. This line item includes Light bases, wiring, poll fixtures and lamps.	\$	17,338.00
		<b>Subtotal</b>	<b>\$ 21,032.00</b>
		<i>Contractually Allowed 7.5% Fee</i>	<i>\$ 1,577.40</i>
<b>Proposal 3 - Pool Deck Infrastructure &amp; Lighting</b>		<b>Total</b>	<b>\$ 22,609.40</b>

<b>Proposal 4 - Radiant Heat Loop around Pool Perimeter utilizing onsite Well</b>			
<b>Scopes Affected:</b>			<b>Cost</b>
<b>Design:</b>	Additional Design Costs to research how this will work and if code allows us to use the well in this manner.	\$	1,500.00
<b>Well Work:</b>	Remove damaged shaft lodged in well casing. Pull any required well permits that this work would require.	\$	2,500.00
<b>Electrical:</b>	Provide a power circuit and wiring to supply a small circulation pump that is to be connected to the closed loop radiant deck system.	\$	3,500.00
<b>Plumbing:</b>	Install a closed loop system with a small circulating pump that will run into the geothermal well on site, circle the swimming pool perimeter. System to be within 12" of pool gutter system ran in and amongst the concrete reinforcing.	\$	20,000.00
		<b>Subtotal</b>	<b>\$ 27,500.00</b>
		<i>Contractually Allowed 7.5% Fee</i>	<i>\$ 2,062.50</i>
<b>Proposal 4 - Pool Deck Heat Loop</b>		<b>Total</b>	<b>\$ 29,562.50</b>
<i>Note: Proposal 4 does not appear to be achievable due to time constraints. Modern recommends that the zero dollar approach of replacing perimeter pool deck tile with high strength color grout be pursued.</i>			

**Submitted By:** Ian Sims, Project Manager

**Action Date:** September 20, 2016

**HLVRA AGENDA ITEM**

**SUBJECT:** Discuss Proposed Pool Director Job Description

**SUMMARY:** Honey Lake Valley Recreation Authority staff has revised the draft position description for the HLVRA Director/Pool Manager. Direction received at the September 13<sup>th</sup> meeting was to add grant funding experience as well as stated salary and benefit package. Staff has contacted a few similar facilities with regards to user size, climate, and facility layout to obtain salary and benefit package information for current employees. Staff has yet to receive correspondence from these facilities. Staff was also unable to locate a similar public pool facility with a governance structure similar to the HLVRA.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** HLVRA Pool Director – Job Description

## Honey Lake Valley Community Swimming Pool Director Job Description

JOB TITLE: POOL DIRECTOR

REPORTS TO: HONEY LAKE VALLEY RECREATION AUTHORITY BOARD

### POSITION SUMMARY:

Under the administrative direction of the Honey Lake Valley Recreation Authority Board (JPA), the Pool Director shall be responsible for the efficient administration of all matters related to the Honey Lake Valley Community Pool and Recreation Authority. The Pool Director performs professional duties in supervision of the operations of the community pool through planning, coordination, scheduling, and evaluating a variety of programs specific to aquatics and facility operation. Hires and supervises staff, including but not limited to lifeguards and water safety instructors and is the purchasing agent for the Authority.

### EXAMPLE OF DUTIES:

Oversees the day-to-day operations of the JPA. Identifies areas of improvement for the JPA with regard to current services, additional services, and consultation with other service providers. Designs, administers, monitors, and provides ongoing support to all team members. Formulates, analyzes, and presents reports to the JPA. Presents and explains material to various parties, including, but not limited to, Boards of Directors, members, consultants, and other interested parties.

Responsible for carrying out the policy directives and strategic plan of the JPA. Delegates tasks to team members as necessary. Conducts regular meetings with team members. Establishes administrative policies and general guidelines for the JPA. Monitors contracts between the JPA and service providers. Oversees member relations and dispute resolution. Responsible for contract negotiations with the JPA.

Schedules all pool activities to ensure optimum pool usage; coordinates programming with Assistant Pool Manager and in keeping with facility needs.

Develops and schedules aquatic programming for the facility to include, classes, swim meets, team sports and training, tournaments, swim lessons, lap swimming, youth swim club and other aquatic programs as developed and assigned.

Drafts and revises as directed by the HLVRA Board a proposed annual budget and salary plan for the Pool, including a review of the previous year's revenues and expenses and a projection of the next year's revenues and expense; prepare and present to the HLVRA Board.

Assists in hiring, training and scheduling qualified lifeguards, instructors and all other pool staff; assists in the supervision of lifeguards, instructors, and other aquatic staff.

Develops emergency response plans.

Conducts training of staff in water safety, first aid, and CPR; ensures that all certifications of staff is maintained. Ensures high program standards are followed; provides regular in-service training to staff as needed.

Development of lifeguard deck rotational system for monitoring the pools and all other pool deck operations.

Handles the filtration system and other aquatic operating systems with the assistance of the Assistant Pool Manager. Maintains proper pool chemical balance.

Performs regular safety inspections of pool and equipment to reduce hazards and to provide maximum safety to the patrons.

Assists with coaching the youth swim program and high school program as needed; assists with swim meets, tournaments, and other special events.

Surveys patrons and evaluates programs to determine public needs and how to increase program efficiency and effectiveness; receives patron complaints and suggestions and responds appropriately.

Performs related duties as required.

MATERIALS, EQUIPMENT AND TOOLS:

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in fitness programs and swimming pools.

SPECIAL REQUIREMENTS:

Certified as an Aquatic Facility Operator (AFO) or Certified Pool Operation (CPO). Certification in first aid, CPR for the Professional Rescuer and WSI lifeguard training or equivalent.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from a four year college or university with a Bachelor's Degree in Recreation, P.E. or a closely related field plus three (3) years directly related aquatics experience, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities: Considerable knowledge in planning, organizing, and implementing aquatics programs. Working knowledge of swimming pool filters, mechanical systems and the use of chemicals for swimming pool and water chemistry. Must be knowledgeable of California Public Policies and Brown Act conformance, public employment rules and policies. Ability to work with the public and possess excellent public relation skills. Ability to communicate both verbally and in writing, familiar with obtaining and managing grant funding, ability to create effective working relationships with employees and the public.

PHYSICAL REQUIREMENTS:

Use of hands, arms and legs and other motor skills used for swimming skills. Ability to rescue swimmers in distress. Ability to sit and work long periods of time in varying degrees of weather. Exposure to loud noise, bending, kneeling, walking on slippery surfaces, squatting; uses senses of vision, hearing and smell to diagnose problems.