

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, SECRETARY
NANCY CARDENAS, TREASURER
DIANA WEMPLE, AUDITOR

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING**

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

October 11, 2016

4:00 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 August 30, 2016 and September 13, 2016 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.)

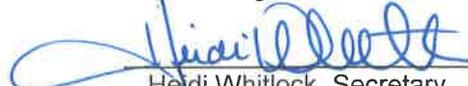
7 MATTERS FOR BOARD CONSIDERATION:

- A. Bus Shelter Request Letter to LSTA
- B. Deliverables – HLVRA responsibilities
- C. Discuss Meeting Schedule

8 BOARD MEMBER ISSUES/REPORTS:

- ***The next regular meeting to be determined.***

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for October 11, 2016, in the areas designated on October 7, 2016.



Heidi Whitlock, Secretary

Submitted By: Heidi Whitlock, Secretary

Action Date: October 11, 2016

AGENDA ITEM

PRESENTED BY: Jared G. Hancock, Executive Officer

SUBJECT: Minutes of the HLVRA August 16, 2016 meeting.

SUMMARY: Attached for the Board's review are the minutes of the HLVRA August 30, 2016 and September 13, 2016 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of HLVRA August 30, 2016 and September 13, 2016 meetings.

ATTACHMENTS: Minutes: August 30, 2016
September 13, 2016

HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
August 30, 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 President Wilson.

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

Staff Present: Jared G. Hancock, Executive Officer, Heidi Whitlock, Secretary and Ian Sims, Project Manager.

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

APPROVAL OF MINUTES: None.

3 PUBLIC COMMENT: None.

4 MATTERS FOR BOARD CONSIDERATION:

4A Operating Budget Workshop

President Wilson opened the workshop and introduced Ian Sims.

Ian Sims opened by stating that it was determined at that the last meeting that aquatic programming would be a driving factor in the budgeting process and invited comments from the public. Staff contacted local schools, fitness centers and other organizations to solicit input.

Josh (public) stated that he worked for the Lassen High School but he was speaking for his personal interests, stating that he would like to see morning swimming as he trains for triathlons and would like to see something besides 12-1pm for open swimming. Also, he requested we consider the pricing as he would end up spending at least \$15 a week which can get expensive.

President Wilson inquired as to whether or not the prices were retrieved from other local pools. Mr. Sims responded yes, and that staff was looking for input on admission fees as the numbers provided are intended as a starting point to promote discussion and input.

Bill McCabe (Representative from Lassen High School) inquired as to what the season dates would be as he would like to have a swim team. He would need dates to determine whether or not they were compatible with the school swim season. He also stated that the schedule would also be weather dependent.

Mr. Hancock inquired as to whether or not the high school schedules were already established for swimming. Mr. McCabe responded yes, winter is from December through March and spring is March through May. Mr. Hancock inquired as to who the school would compete against and if we could get a schedule. Mr. McCabe stated he could provide one.

Vice President Chapman arrived at 3:10.

Jason Waddell (Representing the Susanville School District) continued with the winter sports discussion. Mr. McCabe stated that he closed the pool at his previous school on December 1st each year. They had an uncovered pool and had

the same issue. Swim teams went from 5-6am practices and after school water polo sessions. He stated, to be competitive, they need pool time.

Ian Sims requested confirmation that the schools are looking for practice time outside of the shoulder times, before and after swim season.

Mr. McCabe responded yes, it would be those shoulder seasons. They would like to bring kids down prior to the season starting and after peak season ends. He felt that would be important to create a swim team with lessons etc...

Jason Waddell stated that the Susanville School District is wide open and typically, programming from the high school will set the stage and everyone else goes around their schedule. He added that large scale programming may not be feasible but scheduling pool parties and sporadic events with the elementary age children would help get them to the pool. He concluded that scheduling everything around the high school however, will not allow time for the K-8 age children.

Board member Garnier inquired as to whether or not the college had provided any feedback. Mr. Hancock responded that he has not heard yet but ample time exists for all agencies notified to offer input.

Vice President Chapman reiterated that staffing cannot be determined until programming is determined and the Board cannot create a budget until the all of those items are completed. He reminded the Board that free swim is a must for the public and we cannot over schedule. He continued that this was the reason an "L" shaped pool was chosen as it allows for dual programming.

Mr. Hancock responded that we are discussing blocking out free swim time and also stated that yes, with the "L" shaped pool, free swim could be on one side and the programming on the other side of the pool. He continued that issues can arise if there is free swim during swim lessons.

Suggestions on having adult swimming early in the morning were discussed.

Mr. Sims interjected that the spreadsheet provided was simply created to get everyone thinking about potential options, not to schedule every minute of the day. He continued that an "L" shaped pool is being built so the spreadsheet is not a direct representation of what we will be doing.

Mr. Jonas stated that he had been conducting research being that he was the old pool manager and working for Lassen Aquatics. He stated that the old pool had everything scheduled as they were trying to generate revenue. Peak season was from May 1st through the second week in August. He continued that lap swimmers are typically the first in the pool, that the pool should have a goal of approximately 1000 visitors a day but more realistically speaking 650 visitors. He added that Monday thru Fridays are busy and some pools are closed on the weekends as people are busy going out of town etc... he suggested a block swim period for the weekends and booking 3 parties around that public swim time.

Vice President Chapman suggested letting the schools chose to come to the HLVRA to request time. In addition, provide limited schooling needs and toddler classes and letting the public at large have free swim time. He continued that he is aware that there will be school swim passes that were negotiated as part of the property transfer but stated that the schedule should be less structured the first year and let the budgeting be for the difference of \$30,000 not the entire \$180,000 from the agencies.

President Wilson stated that he agreed with most of what Vice President Chapman suggested except for recouping the money. He stated that they need to work towards a target but yes, the City and County contributions will come to an end and we will need to make up the difference.

Mr. McCabe added that those children involved in other sports will gravitate towards swimming as well. He suggested a survey be distributed to the students to determine the next full season. He added that he believed that the Lassen High School would be actively engaged in the pool but the prices would have to be revised.

Mr. Hancock stated that swim teams have not yet been included in the pricing considerations but during their peak season, they would probably be there before 9 a.m. and after 4 p.m.

Mr. Jonas responded that, at this time, there is no team, so no one knows what is here yet. Although he added that this is peak season to request interest as the Olympics just finished. He responded to the starting date of May 29 or a couple weeks in April for the first work out for the team. He also suggested all evening parties for elementary school aged children and soft opening dates to get school aged children interested early.

Mr. Hancock requested the designation of a summer schedule then identify the shoulder seasons on either side. He added that no one is set on the May 29th opening date, it is just a starting off point for conversation.

Vice President Chapman stated that he liked the idea of a soft opening. However, he wanted to ensure there was ample adult free swim time. He added that, being that this is an open-air pool, consideration must be made for possible weather events and the effect they will have on the schedule. A contingency plan should be in place.

President Wilson stated that May 15 through mid-June will have heavy usage and inquired if there were any specials that could entice the community to use the pool.

Vice President Chapman requested of Mr. McCabe to supply Mr. Sims with all school schedules. Mr. McCabe agreed.

Board member Meserve stated that certification of lifeguards also needed to take place. Mr. Hancock responded that there is enough time to obtain certifications between the ready time and the soft opening to train lifeguards at our pool. Or, we can solicit them earlier and have them sign up for classes in Reno, whichever the Board prefers.

President Wilson asked Mr. Jonas if anywhere local provided such certification. Discussion occurred on possible training options and Mr. McCabe stated that they may be able to provide transportation to Reno if necessary.

President Wilson asked Mr. Sims if further information was required. Mr. Sims responded that this is a good start but more information will be required on fee structure and possibly the amount per person and swim lesson ranges.

Vice President Chapman stated that base fees should be established first, then we can see how to package the rest. He stated that consideration of the City and County contributions also needed to be looked at.

Board member Garnier stated that the \$60 amount listed for swim lessons should be lower as the numbers are higher than all other areas, although she is aware that we need minimums and maximums.

Vice President Chapman stated that they needed to see what price the public is willing to bear in terms of pricing. He added that we will need to see what percentage will be recovered from customers to see how much would be subsidized by the City and County contributions.

Additional discussion occurred on whether or not the pricing should be lower in the first year to promote the pool and assess customer interest. Both positive and negative responses were given as it would be a way to promote the pool however, offering a low price the first year and drastically increasing the following year was not suggested.

Board member Meserve suggested gathering job descriptions. It was stated that the job description for Pool Manager/Director was on this agenda.

Vice President Chapman requested that we budget for maintenance and repairs as it has already been discussed on social media. Additional discussion occurred on depreciation expenses and budgeting for future improvements.

Board member Garnier left the meeting at 4:32 p.m.

Discussion occurs on the soft opening dates.

Vice President Chapman stated that schools are primary in the community but also boy and girl scouts as well as youth groups and seniors however, limited the site and customers is not suggested.

President Wilson requested information on the number of people permitted in the pool at one time. It was stated that the number would be provided at the next meeting.

Mr. Sims discussed the preliminary breakdown for positions and the rates associated with them but also discussed Obamacare and minimum wage costs.

Mr. Hancock discussed the spreadsheet and the manager position as \$25,000 to \$40,000 and non-benefitted. He continued to cover other considerations such as whether or not that person will also be a certified lifeguard, programming and other needs. He added that the current numbers are only rough estimates.

President Wilson inquired as to how many lifeguards would be required as the lifeguard hours did not seem accurate.

Mr. Hancock responded that the head life guard plus an additional 120 hours of pool time. Mr. Jonas responded that two lifeguards are required to be there at all times. If there are 100 people there, you are looking at 4 lifeguards.

Mr. Hancock stated that staff will also inquire with the insurance company as well on coverage requirements. Board member Meserve and Mr. Jonas stated that the Health Department would have the information.

5 BOARD MEMBER ISSUES/REPORTS:

ADJOURNMENT:

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

Meeting adjourned at 4:50 p.m.

Brian R. Wilson, President

Respectfully Submitted by

Heidi Whitlock, Secretary

HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
September 13, 2016 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 3:07 p.m. by President Wilson.

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

Staff Present: Jared G. Hancock, Executive Officer, Heidi Whitlock, Secretary and Ian Sims, Project Manager.

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

4 APPROVAL OF MINUTES: Motion by Board member Garnier, second by Board member Meserve, to approve minutes from August 16, 2016 meeting. Motion carried unanimously.

5 CORRESPONDENCE: None.

6 PUBLIC COMMENT: None.

7 MATTERS FOR BOARD CONSIDERATION:

7A CAPRI Board of Directors Nomination Requests

Mr. Hancock stated that staff received a general notification for nominations for the CAPRI Board. Vice President Chapman responded that the Board should focus on what they have in front of them currently. President Wilson agreed that they do not want to take on more meetings.

7B Financial Reports to August 31, 2016

The Board reviewed the given documents and Vice President Chapman inquired as to how much has currently been spent on construction. Mr. Hancock responded \$331,228.58.

President Wilson inquired as to how much the Board will have to work with once the construction expenses are paid. Mr. Hancock responded that an update can be given at the next meeting as the information is not in front of him.

Board member Garnier requested that an update on financials be given at every regular meeting.

Motion by Board member Garnier, second by Vice President Chapman, to receive and file the financial documents ending on August 31, 2016. Motion carried unanimously.

7C Honey Lake Valley Operating Budget Update

Mr. Hancock offered his appreciation for those who attended the budgeting workshop and offered their input shared that the requested changes had been made and requested additional feedback.

Vice president Chapman stated that he was pleased to see the breakdown that was provided in the packet with showing both the peak and off peak season revenues and expressed his appreciation to staff for the numbers given.

President Wilson inquired about the number given for memberships as he felt the amount was high, he would rather be low and be surprised that it is higher. He also requested a breakdown on the utility expenses. Vice President Chapman suggested staff consult with the Lassen High School because of their geothermal and the ability to cost share during the summer months.

President Wilson asked Jim Dougherty, pool contractor, about the required equipment replacement and maintenance expenses for the pool and what they should budget for.

Mr. Dougherty responded that the boiler system would be the first requiring maintenance but that could be as much as 20 years away as well as plaster and tile. However, there would be daily maintenance costs including filters, etc.... The boiler cost would be dependent on the amount charged by the company supplying the service based on their daily rate.

7D Draft Pool Director Job Description

Mr. Hancock stated that staff has been working on this item and is requesting feedback on what the Board would like to see. Once we finalize the job description, we can get a salary range and continue with the recruitment.

Discussion occurred on whether or not the position should be full time year round or if it should be full time for 9 months and part time for the remaining 3 months or not at all after the 9 months.

Mr. Hancock stated the Pool Manager/Director would be responsible for meetings, agendas, etc... and that person would need to be available during the off season so a full time seasonal position would probably be preferred.

Mr. Dougherty responded that there are maintenance tasks that need to be completed daily even during the off season.

Vice President Chapman stated that maybe a third of the day this person would be doing maintenance work and the other two thirds would be for office duties so a year round position should be approved.

A suggestion was made about requiring the person selected to have experience with grants. Discussion continued and included conversation on the preferred salary and benefit options and inclusion of health insurance and vacation time, but retirement pension would be difficult at this level and 457 plan could be considered.

President Wilson responded that the salary of this individual has to stay within budget and it is looking like this one person will eat up half the remaining budget already.

The option of having this person be an independent contractor was discussed briefly but was it was determined to not be an option as they would be considered employees if an IRS audit was conducted.

The Board discussed those who worked for the pool in Bieber and it was stated that those who maintain the Bieber pool are all volunteers.

Mr. Hancock requested clarification on what, exactly, the Board was asking staff to bring back, a full time salary of \$50,000-\$60,000 with a moderate benefit package with a value of approximately \$20,000 and the inclusion of language in the job description that the person be familiar with grant management.

Discussion on minimum wage laws, base salary range for exempt positions, resulted in a proposed salary range of \$47,500-\$54,625 annually.

Phil Strawn (Modern Building) suggested that the person be hired and ready to start the process by November due to the training components.

Motion by Vice President Chapman, second by Board member Meserve, to update the job description to include the grant language, updated salary range and moderate benefit package (\$20,000). Vote polled: Meserve, aye, Hammond, no, Garnier, aye, Chapman, aye, and Wilson, no.

7E Construction Schedule Update

Mr. Sims started the items by going through the attachments in the packet. He added that Phil (contractor), Jim (pool contractor) and Cliff (site supervisor) were all present in the audience to answer questions and can comment.

Mr. Phil Strawn stated that the walls of the bathhouse are being placed currently and that paving was going to be completed shortly before the season ends.

Cliff discussed the parking lot and delivery of the base rock he added that the curb, gutter and sidewalk would be added in about two weeks as well as the final touches on the paving. He stated that it will be down to hand setting on the concrete.

Mr. Strawn added that the tile would be added next weekend and the last week of September or October would be for tiling the sides of the pool. September and October mark milestones for the project.

Additional discussion occurred on the equipment room and available space with the chemicals. Everything would be stored in closed containers and there will also be an additional storage room available. It was explained that the type of chemicals and the updated system being used, have had no issues. It was added that the ventilation system also provided a 100% air turnover in a short amount of time. The need for hazard mitigation plan with the County was also addressed.

Discussion occurred on the size of the bathhouse. Board member Garnier expressed her concern with how small the bathhouse was. The current size of the bathhouse allows for one staff person and 20 additional people at one time. President Wilson inquired as to whether or not we could add additional showers outside, for rinsing off.

Mr. Strawn responded that it would require additional plumbing, concrete work, shower trees, plumbing, draining etc... Cliff (Modern Building) added that another possibility is to extend the roof line and add concrete but leaving the showers outdoors. Mr. Strawn added that it would require trusses, concrete, showers, plumbing, etc... and that he would not be able to come up with that cost at this moment.

Vice President Chapman stated that we need to have this discussion while the builders are in front of them as the people will be cramped in the bathhouse as is.

Mr. Hancock stated that discussion has occurred on multiple options. He inquired as to whether or not all members were in agreement as they needed to determine whether or not they would request Modern to prepare cost estimates for 1) standalone shower option and 2) the covered shower option for cost estimates.

Further discussion occurred on the ability to add on to the covered showers later. Mr. Strawn responded yes, you can fill in the walls when needed.

Motion by Vice President Chapman, second by Board member Garnier, for staff to come back with cost estimates for both covered and uncovered shower areas.

Mr. Strawn presented the time restrictions as it will be hard for the other people and contractors to be notified of these possible changes that would be required to happen now.

Motion by Vice President Chapman, second by Board member Garnier, to rescind the previous motion on the floor and to get cost estimate on the addition of two shower trees on concrete. Motion carried unanimously.

Discussion occurred on the 116 number being the maximum amount of people in the pool at any point in time.

President Wilson inquired about fencing and the probability of getting two additional 8' panels, one for each end, to extend the fencing.

Mr. Strawn stated that yes, two additional panels could be purchased but inquired as to what surface they would like if the fencing was extended, decomposed granite, turf, so he could obtain a price.

Board member Garnier suggested DG now and concrete later.

Vice President Chapman requested prices for both now and later.

Mr. Hancock stated that staff would work with Modern to obtain these numbers.

Board member Garnier requested a special meeting the following week to review the numbers. President Wilson also requested that the additional JPA responsibilities and amounts be brought back for Board review as well as the costs for the shower head addition

Discussion occurred on lighting around the pool. Mr. Strawn responded that there are only lights around the building, not the pool. President Wilson requested the cost of conduit and lighting be included in the amounts to be provided.

Item 7G to be discussed prior to 7F.

7F Pool Well Update

Mr. Sims opened this item by stating that a well assessment was requested and a scope of work was created. He continued that he completed his research and the Board would have to perform a well video survey as well as capacity step test and water sampling. Then, depending on the results, they would need to decide if they wanted the water to be potable or not. He added that they may have to go out to bid as the amounts would probably be in the \$20,000-\$30,000 range.

Vice President Chapman inquired as to how those numbers were determined and stated that he would like to proceed.

Board member Garnier stated that, with all the other items being discussed, it may be wise to push this item off until the JPA receives more revenue. She inquired as to whether or not it could be packaged up and reviewed later.

Mr. Sims responded that yes, it is something that could be packaged up or it could be completed task by task.

Mr. Hancock stated that it would be beneficial to know exactly what the desired uses would be to determine if the water would be suitable for that use.

President Wilson stated that he is appreciative of Vice President Chapman's passion but asked why we are doing this? Vice President Chapman responded, so the JPA was not dependent on the City.

President Wilson stated that he did not have an issue with the City and even if the casing was perfect there would be a significant cost. He added that, at some point, we need to look at the cost to get the well going versus using the City water. And, by using City water, we would not be subject to code restrictions, maintenance on the lines, well etc...

Vice President Chapman responded that he is not against the City. However, he does not want to be subject to state regulations, charges etc...

Discussion on the well, the last time it was used, and why is stopped being used occurred. Mr. Jonas stated that, while getting filled in 2001, it lost pressure and hadn't worked since.

Mr. Hancock discussed the idea of topping off the pool with warm water and that the pools are now equipped with a surge tank that refills automatically and balances the pool water level once people leave the pool and that topping off was unnecessary. Mr. Dougherty added that the entire pool will only require being filled initially then every 5-10 years in addition to the backwash (1000 gallons). Vice President Chapman agreed that, if they are only filling the pool entirely once every 5-10 years, it would not be worth it.

Discussion continued and it was agreed that the cost proposal could be shelved and to preserve the well intact and a future Board can review the feasibility of utilizing it.

A request was made to bring back the pool cover discussion at the next meeting and a brief discussion occurred.

7G Pool Perimeter Design Alteration

It was proposed that the geothermal supply and return line could be routed beneath the pool deck to provide heat. Mr. Hancock stated that, if the Board wanted to reroute geothermal lines, an alternative should be considered as the lines are a larger diameter and are more expensive. He was also concerned about the piping supply and return lines because there is no way to turn it off and would make the deck extremely hot in the summer months. Impact Construction, in their design at Diamond View School, created a loop off the return line so they could open a valve and melt ice and snow in the winter if needed.

Vice President Chapman replied that it was a valid point and inquired as to whether or not it was possible to feed a small line of water along the edge of the pool to protect the pool wall.

Mr. Hancock responded that they may be able to hook something up to the discharge line but it wouldn't be heat they could feel.

Vice President Chapman responded that it would not be done to feel it, just to protect the wall.

Additional discussion occurred between the Board, Mr. Hancock and Jim Dougherty regarding the tile used, the damage that could occur and the ability to create and use a snake line with geothermal water to protect the edge of the pool. Cost to add this option was also discussed and it was determined that grout would not cost extra however, to include a snake line would be difficult because of timing. The use of glycol was discussed and it was requested that staff obtain the cost of the additional option and bring back at the special meeting.

8 BOARD MEMBER ISSUES/REPORTS:

At 5:45 p.m. President Wilson called for a five minute break prior to the recessing to closed session.

PUBLIC COMMENT ON CLOSED SESSION ITEMS: None.

CLOSED SESSION: At 5:50 p.m. the Honey Lake Valley Recreation Authority recessed to closed session to discuss the following:

- A. PROPERTY NEGOTIATIONS

RETURN TO OPEN SESSION: At 6:00 p.m. the Honey Lake Valley Recreation Authority reconvened in open session.

Direction given to staff; no reportable action taken.

ADJOURNMENT:

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

Meeting adjourned at 6:01 p.m.

Brian R. Wilson, President

Respectfully Submitted by

Heidi Whitlock, Secretary

Submitted By: Heidi Whitlock, Secretary

Action Date: October 11, 2016

HLVRA AGENDA ITEM

PRESENTED BY: Jared G. Hancock, Executive Officer

SUBJECT: Bus Shelter Donation Request to Lassen Transit Service Authority

SUMMARY: The Honey Lake Valley Recreation Authority, at its September 13th and September 30th meetings, had discussed the option of a covered shelter, including seating, to replace the bench and allow for a larger waiting space at the bus drop off/pick up location due to the limited occupancy of the newly created bathhouse. Discussion occurred at the last Lassen Transit Service Agency meeting about the donation of such a shelter. Staff have drafted a letter to the LTSA requesting the donation of the shelter.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Informational Item.

ATTACHMENTS: Request Letter to LTSA



Honey Lake Valley Recreation Authority

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

October 11, 2016

Larry Millar, Executive Director
Lassen Transit Service Agency
707 Nevada St., Suite 4
Susanville, CA 96130

Re: Bus shelter at community pool site

Dear Mr. Millar:

Thank you for your assistance through the design and construction phases of the community swimming pool project and your willingness to include the pool on the "Susanville City" bus route. The Honey Lake Valley Recreation Authority (HLVRA) is formally requesting that the LTSA consider providing a bus shelter, including seating, to be installed at the facility to better serve the public.

The current design incorporates a bus pull out area, large aisles and turning radius to allow ease of navigation for busses through the parking lot, a small concrete pad behind the sidewalk at the bus pull out area, a passenger bench and a bus stop sign. As discussed at the September 13rd and 30th HLVRA meetings, and the last LTSA meeting, it is being proposed that the HLVRA include a larger concrete pad to accommodate the standard bus shelter in lieu of a smaller pad and bench.

We thank you for your consideration of this request,

Jared G. Hancock
Executive Officer, HLVRA

cc: Aaron Albaugh
Jeff Hemphill
Jim Chapman
Kathie Garnier
Rod De Boer
Brian Wilson

Submitted By: Ian Sims, Project Manager

Action Date: October 11, 2016

HLVRA AGENDA ITEM

PRESENTED BY: Jared G. Hancock, Executive Officer

SUBJECT: Necessary Pool Operation Items

SUMMARY: At its September 20th meeting, the HLVRA requested staff to refine the costs associated with the pool items that 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 revised projected costs to complete these items.

FISCAL IMPACT: None

**ACTION
REQUESTED:** None

ATTACHMENTS: Pool items needed for pool operation.

Items Removed from Pool Budget	Cost	Notes
Irrigation and Landscape	\$ 15,000.00	1
Lockers in both Men and Women's locker rooms	\$ 4,800.00	2
Pool Timing Equipment	\$ 45,000.00	
TOTAL	\$ 64,800.00	

Items Required for Pool Operation	Cost	Notes
Building Permit Fees - (SB & SMIP)	\$ 190.60	
Telephone/Data cabling and devices	\$ 6,000.00	
Computers, chairs, desk, trash cans, benches, bike racks and other furnishings	\$ 3,000.00	
Pool Starter Stands, backstroke stanchions, & pennants	\$ 16,000.00	
Pool Cover and Cover Reel	\$ 16,000.00	
Pool Lane Lines	\$ 2,500.00	
Casework and Countertop	\$ 2,000.00	3
Tuff Shed 10'x12'x8'	\$ 3,109.00	
TOTAL	\$ 48,799.60	
	\$ 113,599.60	

Cost Saving Opportunities
1. \$10K - \$20K Depending on what type of landscaping and subsequent irrigation is chosen utilizing prison labor.
2. Salsbury Industries powder coated locker units from a home building supplier.
3. Not to exceed \$2,000, working with contractor to cover cost.

Submitted By: Heidi Whitlock, Secretary

Action Date: October 11, 2016

HLVRA AGENDA ITEM

PRESENTED BY: Jared G. Hancock, Executive Officer

SUBJECT: Discuss Meeting Schedule

SUMMARY: The Honey Lake Valley Recreation Authority, at its August 16, 2016 meeting, adjusted the meeting schedule from every first and third Tuesday to every second Tuesday at 3 p.m. However, due to a scheduling conflict, the meeting schedule must be revisited.

FISCAL IMPACT: None

**ACTION
REQUESTED:** None

ATTACHMENTS: None.