

**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 **October 25, 2016 at 5:00 p.m.** to transact the following business:

Call Meeting to Order
Roll Call

1 APPROVAL OF THE AGENDA:

2 APPROVAL OF MINUTES: Approval of minutes from the August 30, 2016, September 13, 2016, and October 4, 2016 meetings.

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. Financial Reports to October 18, 2016
- B. Consider **Resolution No. 16-05** Approving Change Orders #1-#3
- C. Pool Director Classification
- D. Pool Edge Modification
- E. Update on Storage Room Conversion
- F. Update on Pool Vacuum and Diving Board

5 BOARD MEMBER ISSUES/REPORTS:

6 PUBLIC COMMENT CLOSED SESSION ITEMS (if any): Any person may address the Board at this time upon any discussion during Closed Session.

7 CLOSED SESSION:

A. Conference with Real Property Negotiator:

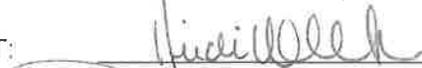
1a) Location – City Property, a portion of APN # 107-125-12 South Street, Susanville, CA b) Negotiator – Jared G. Hancock; c) Subject – provide direction to Property Negotiator regarding price and terms of potential site; d) Negotiate with City of Susanville.

8 ADJOURNMENT:



Brian R. Wilson, President

ATTEST:



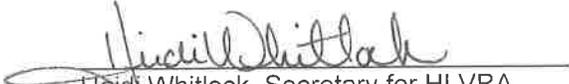
Heidi Whitlock, Secretary for HLVRA

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, October 25, 2016 at 5:00 p.m.** was delivered to each and every person set forth on the list contained herein on the 24th day of October, 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 24th day of October, 2016.


Heidi Whitlock, Secretary for HLVRA

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

Submitted By: Heidi Whitlock, Secretary

Action Date: October 25, 2016

AGENDA ITEM

SUBJECT: Minutes of the HLVRA August 30, 2016, September 13, 2016 and October 4, 2016 meetings.

SUMMARY: Attached for the Board's review are the minutes of the HLVRA meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of HLVRA August 30, 2016, September 13, 2016 and October 4, 2016 meetings.

ATTACHMENTS: Minutes: August 30, 2016
September 13, 2016
October 4, 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, 016. 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

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
October 4, 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: Kathie Garnier, Tom Hammond, Jim Chapman and Brian Wilson. Absent: Meserve.

Staff Present: Jared G. Hancock, Executive Officer, Heidi Whitlock, Secretary.

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

2 APPROVAL OF MINUTES: None.

3 PUBLIC COMMENT: None.

4 MATTERS FOR BOARD CONSIDERATION:

President Wilson requested clarification on the bullet points listed and if additional conversation was permitted past those points. Mr. Hancock responded that additional conversation could take place but the topic should be tied to a listed bullet point.

4A Proposed Pool Design Revisions and Estimated Costs

1. Exterior Shower Proposal

Mr. Hancock opened the item by stating that staff provided information on specific items and that cost estimates for the shower proposal have now been refined. He continued that the basic shower work will cost close to \$25,000 so it is recommended to stub out the utilities and work on the fencing while working on alternatives.

Board member Garnier requested clarification on the location of the pipes and if they will be in concrete that will require removal later. Mr. Hancock responded no, an additional drain will be added but no concrete will be poured that will need removed later.

Motion by Board member Hammond, second by Board member Garnier, to stub out hot and cold water and extend fencing. Motion carries. Absent: Meserve.

2. Bathhouse Storage Room Proposals

Mr. Hancock stated that staff had a request to revisit the storage area for chemicals, supplies, etc..., because of the cost per square foot, it was suggested that an exterior storage shed be utilized, thus creating an increased lobby area. Two proposals were drafted. Option one keeps the office as a separate room, which creates office space for the Director and private space for debriefing, in the event it is required, or for employee evaluations/meetings. The second option includes a pony wall. The prices are different, \$4,500 to \$8,600. In the \$8,600 option, the largest portion is for casing and countertop. Staff recommends option one but working to get the cost down.

Board member Garnier reviewed plans provided on center table and requested clarification as to what would be stored in the storage area.

Mr. Hancock responded that the original concept included storing items such as rescue equipment, back boards and chemicals. This proposals all necessitate a tuff shed or two for storing those items.

Board member Garnier proposed an open lobby area with storage under the counter to store office items discussed and also ample space for record keeping, an option 3, and inquired about the cost.

Mr. Hancock responded that it would probably be just over the \$4,600 amount.

Board member Garnier suggested purchasing the cabinets ourselves, instead of Modern furnishing them.

Mr. Hancock requested confirmation that she was wanting staff to eliminate the desk, gaining a credit, and creating a pony wall.

Board member Garnier confirmed and stated that the cost savings should cover the cost of the cabinets and Formica top.

Tony Jonas (public) inquired about the savings and the doors to be used and how they swing, as he sees an egress issue.

Mr. Hancock responded that the doors will swing outward if it is a designated exit. However, work will need to be done with the engineer to determine which will be designated exits.

President Wilson stated that he met with Phil recently and he stated a door with a viewing window would not cost extra.

Vice President Chapman inquired as to where the copy machine will go and also about the need for additional electrical outlets, at least two circuits to the space.

Mr. Hancock, stated, to review, the Board is requesting a modified proposal 2, take out the existing wall, add wall with staff access and the JPA will assume responsibility for the check in area – wall to divider. Also, changing the exterior door to include a viewing window, add additional electrical and get the \$500 door with viewing window for free.

Additional conversation occurred on office square footage and cabinet location.

Motion by Board member Garnier, second by Board member Hammond, to do away with the original desk, counter to go the entire width of the office with the JPA providing the casework and seek a credit to cover the cost, a pony wall to extend to the counter with a swing door, and storage to be moved to an outside storage shed. Motion carries unanimously. Absent: Meserve.

3. Monument Sign Electrical Conduit Stub Proposal

Mr. Hancock stated that there has been discussion on providing an electrical box on the side of the building to go to the monument sign area and conduit to provide lighting at a future date.

Motion by Board member Hammond, second by Vice President Chapman, to approve the addition of the electrical conduit stub proposal. Motion carries unanimously. Absent: Meserve.

Eileen Spencer (public) inquired about the whereabouts of the monument sign, Mr. Hancock pointed out the general location to Ms. Spencer on the map.

5 BOARD MEMBER ISSUES/REPORTS:

Vice President Chapman wanted it on record that at the Lassen Transit Service Agency (LTSA) yesterday, discussion occurred and it was requested that the LTSA approve the funding of a shelter and not just a bench. They are bringing the item back on their next meeting agenda. He requested that the JPA ensure that the pad being poured will accommodate the shelter.

Mr. Hancock responded that staff has already been working with Phil but a letter can be sent to the LTSA if needed.

President Wilson requested bringing back information on the Tuff Sheds sooner than later and before fencing is complete.

Mr. Hancock responded that we can place those items on the next agenda once we talk about materials for the foundation.

President Wilson also requested the punch list of JPA responsibilities with pricing be presented, now including cabinets.

ADJOURNMENT:

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

Meeting adjourned at 3:59 p.m.

Brian R. Wilson, President

Respectfully Submitted by

Heidi Whitlock, Secretary

Submitted By: Heidi Whitlock, Secretary

Action Date: October 25, 2016

HLVRA AGENDA ITEM

PRESENTED BY: Jared G. Hancock, Executive Officer

SUBJECT: Receive and File Financial Reports through October 18, 2016.

SUMMARY: Diana Wemple, Auditor, has provided the financial reports for revenue and expenses through October 18, 2016.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Information Only.

ATTACHMENTS: Budget Status as of October 18, 2016
Budget and Revenue Status as of October 18, 2016
Expenditure Detail as of October 18, 2016
General Ledger as of October 18, 2016
Revenue Status as of October 18, 2016

Fiscal Year 2017 As of 10/18/2016

User: dwemple

County of Lassen Budget Status

Fund 536 HONEY LAKE VALLEY RECREATION

Budget Unit 0950 COMMUNITY POOL CONSTRUCTION

Cost Center NONE

Percent of Year Elapsed 30 %

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp Used
3010	SALARIES AND EMPLOYEE BENEFITS						
3000100	SALARIES AND WAGES	\$21,000.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00	0%
	Major Object Total	\$21,000.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00	0%
3020	SERVICES AND SUPPLIES						
3001200	COMMUNICATIONS	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0%
3001500	INSURANCE	\$5,000.00	\$5,000.00	\$985.50	\$0.00	\$4,014.50	20%
3002200	OFFICE EXPENSE	\$1,000.00	\$1,000.00	\$130.66	\$0.00	\$869.34	13%
3002300	PROFESSIONAL & SPECIALIZED SV	\$50,000.00	\$50,000.00	\$34,008.26	\$23,058.50	(\$7,066.76)	114%
3002400	PUBLICATIONS AND LEGAL NOTICES	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0%
3002701	NON-CAPITALIZED EQUIPMENT	\$48,000.00	\$48,000.00	\$0.00	\$0.00	\$48,000.00	0%
3002801	COUNTY WIDE COST ALLOCATION PL	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
3002901	CONFERENCES AND TRAINING	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0%
3003000	UTILITIES	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0%
	Major Object Total	\$136,500.00	\$136,500.00	\$35,124.42	\$23,058.50	\$78,317.08	43%
3040	FIXED ASSETS						
3006000	LAND	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0%
3006100	BUILDING & IMPROVEMENTS	\$2,642,950.00	\$2,642,950.00	\$1,674,386.73	\$1,342,652.10	(\$374,088.83)	114%
3006200	EQUIPMENT	\$52,000.00	\$52,000.00	\$0.00	\$0.00	\$52,000.00	0%
	Major Object Total	\$2,696,950.00	\$2,696,950.00	\$1,674,386.73	\$1,342,652.10	(\$320,088.83)	112%
	Cost Center Total	\$2,854,450.00	\$2,854,450.00	\$1,709,511.15	\$1,365,710.60	(\$220,771.75)	108%
	Budget Unit Total	\$2,854,450.00	\$2,854,450.00	\$1,709,511.15	\$1,365,710.60	(\$220,771.75)	108%
	Fund Total	\$2,854,450.00	\$2,854,450.00	\$1,709,511.15	\$1,365,710.60	(\$220,771.75)	108%

*163510.00 FY Actual

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

Fund 536

Budget Unit

Function

Department

Percent of Year Elapsed 30 %

**Expenditures by Major Object for Fund 536
(HONEY LAKE VALLEY RECREATION)**

	Initial Budget	Current Budget	Expended YTD	% Expended
FIXED ASSETS	\$2,696,950.00	\$2,696,950.00	\$1,674,386.73	62 %
SALARIES AND EMPLOYEE BENEFITS	\$21,000.00	\$21,000.00	\$0.00	0 %
SERVICES AND SUPPLIES	\$136,500.00	\$136,500.00	\$35,124.42	26 %
Expenditures All Major Objects	\$2,854,450.00	\$2,854,450.00	\$1,709,511.15	60 %

**Revenue by Major Object for Fund 536
(HONEY LAKE VALLEY RECREATION)**

	Initial Budget	Current Budget	Collected YTD	% Collected
CHARGES FOR SERVICES	\$40,000.00	\$40,000.00	\$0.00	0 %
INTERGOVT REVENUE-OTHER	\$160,000.00	\$160,000.00	\$80,000.00	50 %
REVENUE FR USE OF MONEY & PROP	\$47,000.00	\$47,000.00	\$5,712.79	12 %
Revenue All Major Objects	\$247,000.00	\$247,000.00	\$85,712.79	35 %
Expenditures Under(Over) Revenue	(\$2,607,450.00)	(\$2,607,450.00)	(\$1,623,798.36)	
Expenditures Under(Over) Revenue - Grand Total	(\$2,607,450.00)	(\$2,607,450.00)	(\$1,623,798.36)	

2,665,274.68 * Carryover
 247,000.00 * 2016-17 Rev Projected
 2,854,450.00 - 2016-17 Budget
 57,824.68 * Current Project Balance.

For Fiscal Year 2017
 From 7/1/2016 To 6/30/2017

County of Lassen Expenditure Detail with Account Totals
--

User: dwemple
 Addendum = *

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount	#
08/11/16	536	0950		3001500		14113	CA ASSOC FOR PARK&REC INSURANC	7/1/16-6/30/17 INSURANCE HALF	01100274	CO170198	\$985.50	
								Account 5360950 3001500			Total:	\$985.50
08/04/16	536	0950		3002200		315	RONALD D REBELL	6/17/16 PRINT INVITE POOL	01099929	CL686063	\$19.78	
08/11/16	536	0950		3002200		186	CITY OF SUSANVILLE	PROFESSIONAL SERV THRU 6/17/16	01100299	CL686326	\$110.88	
								Account 5360950 3002200			Total:	\$130.66
08/04/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	6/2-6/10/16 LEGAL SERVICES	01099866	CO170057	\$292.50	
08/11/16	536	0950		3002300		186	CITY OF SUSANVILLE	PROFESSIONAL SERV THRU 6/17/16	01100299	CL686326	\$31,115.76	
08/18/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	7/11/16 LEGAL SERVICES HLVR	01100573	CO170057	\$90.00	
08/25/16	536	0950		3002300		680	FREDRIC NAGEL	6/28/16 PROPERTY TRANSFER	01100804	CL686910	\$500.00	
08/25/16	536	0950		3002300		680	FREDRIC NAGEL	8/1/16 PROPERTY TRANSFER	01100804	CL686911	\$450.00	
09/29/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	8/8-8/31 LEGAL SERVICES HLVRA	01102308	CO170057	\$1,560.00	
								Account 5360950 3002300			Total:	\$34,008.26
08/04/16	536	0950		3006100		12182	GUY RENTS INC	5/13-6/13/16 SEC FENCE POOL	01099935	CL686059	\$125.96	
08/04/16	536	0950		3006100		12182	GUY RENTS INC	6/13-6/20/16 SEC FENCE POOL	01099935	CL686059	\$87.62	
08/04/16	536	0950		3006100		13897	MODERN BUILDING INC.	6/30/16 BUILD POOL PHASE2	01099870	CO170100	\$132,050.00	
08/04/16	536	0950		3006100		13897	MODERN BUILDING INC.	7/31/16 BUILD POOL PHASE2	01099871	CO170100	\$199,025.00	
09/15/16	536	0950		3006100		13897	MODERN BUILDING INC.	8/31/16 BUILD POOL PHASE 2	01101643	CO170100	\$467,875.00	
09/29/16	536	0950		3006100		13897	MODERN BUILDING INC.	9/30/16 BUILD POOL PHASE II	01102310	CO170100	\$875,187.50	
10/06/16	536	0950		3006100		99998	IAN SIMS	9/21/16 PAINT FOR POOL HLVR	01102612	CL688687	\$35.65	
								Account 5360950 3006100			Total:	\$1,674,386.73
Total Budget Year Expenditures:											\$1,709,511.15	
Grand Total:											\$1,709,511.15	

**County of Lassen
General Ledger Summary
with Revenues and Expenditures**

Fund	B/U	C/C	Account	Account Name	Opening Balance	YTD Activity	Balance	Status
536			0100000	HONEY LAKE VALLEY RECREATION	\$394,075.20	\$2,434,709.48	\$2,828,784.68	*
536			0166000	CONSTRUCTION IN PROCESS	\$0.00	\$236,758.18	\$236,758.18	
536			0203000	ACCOUNTS PAYABLE	\$0.00	(\$163,510.00)	(\$163,510.00)	*
536			7244000	INVESTMENTS IN NET ASSETS	\$0.00	(\$236,758.18)	(\$236,758.18)	
536			7500000	FUND BALANCE AVAILABLE	(\$394,075.20)	\$0.00	(\$394,075.20)	
536			9100000	ESTIMATED REVENUES	\$0.00	\$2,600,000.00	\$2,600,000.00	
536			9300000	APPROPRIATIONS	\$0.00	(\$3,000,000.00)	(\$3,000,000.00)	
536			9600000	BUDGETARY FUND BALANCE	\$0.00	\$400,000.00	\$400,000.00	
536	0950		2003000	INTEREST		(\$16,160.20)		
536	0950		2007400	OTHER-GOVERNMENTAL AGENCIES		(\$2,600,000.00)		
			TOTAL REVENUES				(\$2,616,160.20)	
536	0950		3002200	OFFICE EXPENSE		\$130.66		
536	0950		3002300	PROFESSIONAL & SPECIALIZED SV		\$70,848.29		
536	0950		3006100	BUILDING & IMPROVEMENTS		\$273,981.77		
			TOTAL EXPENDITURES				\$344,960.72	
			FUND TOTAL		\$0.00	\$0.00	\$0.00	

2,828,784.68 *
163,510.00 -
2,665,274.68 *

Carry Over

Fiscal Year 2017 As of 10/18/2016

User: dwemple

**County of Lassen
Revenue Status**

Fund 536 HONEY LAKE VALLEY RECREATION
 Budget Unit 0950 COMMUNITY POOL CONSTRUCTION
 Cost Center: NONE

Account	Account Name	Adopted Estimated Revenue	Adjusted Estimated Revenue	Revenue Realized	Unrealized	Percent Revenue Realized
2040	REVENUE FR USE OF MONEY & PROP					30 %
2003000	INTEREST	\$0.00	\$0.00	(\$5,712.79)	(\$5,712.79)	0%
2003203	ADMISSIONS TO GROUNDS	\$8,000.00	\$8,000.00	\$0.00	\$8,000.00	0%
2003204	COMMERICAL SPACE	\$35,000.00	\$35,000.00	\$0.00	\$35,000.00	0%
2003205	EXHIBITS	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0%
2003212	RENTS & LEASES	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	0%
	Major Object Total	\$47,000.00	\$47,000.00	(\$5,712.79)	\$41,287.21	12 %
2052	INTERGOVT REVENUE-OTHER					
2007400	OTHER-GOVERNMENTAL AGENCIES	\$160,000.00	\$160,000.00	(\$160,000.00)	\$0.00	100%
	Major Object Total	\$160,000.00	\$160,000.00	(\$160,000.00)	\$0.00	100 %
2060	CHARGES FOR SERVICES					
2010611	OTHER FEES	\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	0%
	Major Object Total	\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	0 %
	Cost Center Total	\$247,000.00	\$247,000.00	(\$165,712.79)	\$81,287.21	67 %
	Budget Unit Total	\$247,000.00	\$247,000.00	(\$165,712.79)	\$81,287.21	67 %
	Fund Total	\$247,000.00	\$247,000.00	(\$165,712.79)	\$81,287.21	67 %

Submitted By: Heidi Whitlock, Secretary

Action Date: October 25, 2016

HLVRA AGENDA ITEM

PRESENTED BY: Jared G. Hancock, Executive Officer

SUBJECT: Approve **Resolution No. 16-05**, approving Contract Change Orders #1-#3 as part of the HLVRA Community Swimming Pool Project.

SUMMARY: Staff has been working with Modern Building Inc. to complete the Honey Lake Valley Community Pool Project. To date, the JPA has approved 3 change orders and staff is seeking approval to complete the process to execute the changes. The initial Guaranteed Maximum Price issued by Modern was \$2,860,400.00 and was subsequently reduced to \$2,750,000.00 with the HLVRA assuming additional project components.

Change Order #2 is for plumbing lines for future outdoor shower areas. Change Order #3 is for the addition of electrical conduit to the north edge of the northern sidewalk to allow for lighting of the monument sign.

FISCAL IMPACT: Change Order #1 - \$110,400.00
Change Order #2 - \$698.75
Change Order #3 - \$537.50

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Resolution No. 16-05
Contract Change Order #1
Contract Change Order #2
Contract Change Order #3

RESOLUTION NUMBER 16-05
A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY APPROVING
CONTRACT CHANGE ORDERS #1-#3 AS PART OF THE HONEY LAKE VALLEY RECREATION
AUTHORITY COMMUNITY SWIMMING POOL PROJCT

WHEREAS, the Honey Lake Valley Recreation Authority (HLVRA) has determined that the design-build option, authorized by California Public Contract Code section 22160 et seq, is the most economical, practical and flexible for the design and construction of the community swimming pool; and

WHEREAS, the HLVRA awarded the project to Modern Building Inc, in the amount of \$127,792.00 for Phase I and \$2,860,400.00 for Phase II; and

WHEREAS, staff negotiated with Modern Building to reduce the Guaranteed Maximum Price (GMP) amount of Phase II to \$2,750,000.00; and

WHEREAS, it was determined by HLVRA staff that additional work requiring additional funds is required to effectively complete the project; and

WHEREAS, Contract Change Order #1 is submitted reducing the GMP amount by \$110,400.00; and

WHEREAS, Contract Change Orders #2 and #3 are submitted adding additional work to the project for an increase in the amount of \$1,236.25.

NOW, THEREFORE, BE IT RESOLVED by the HONEY LAKE VALLEY RECREATION AUTHORITY that execution of Contract Change Orders #1-#3, reducing the Phase II GMP by \$110,400.00 and identifying additional work to be completed for the Community Pool Project in the amount of \$1,236.25, is approved reducing the Phase II total project cost by \$109,163.75 for a total Phase II project cost of \$2,751,236.25.

Approved: _____
Brian R. Wilson, President

Attest: _____
Heidi Whitlock, Secretary

The foregoing **Resolution Number 16-05** was approved and adopted at a special meeting of the Honey Lake Valley Recreation Authority held on the 25th day of October, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Heidi Whitlock, Secretary

APPROVED AS TO FORM:

Kronick Moskovitz Tiedemann & Girard

Project Name: Community Pool Project

EXHIBIT 10
Project No.: 16-01

Honey Lake Valley Recreation Authority

CHANGE ORDER NO.: 01

Reference Field Order No.: 01

Project Name: Susanville Community Pool Project

Contract Date: 12/16/2015

Project Number: 16-01 (MBC Project #15056)

To Design Builder: Modern Building, Inc.

Address: PO Box 772, Chico, CA 95927

DESCRIPTION OF CHANGE:

Change order is to be a deductive change order to true up the contract phase 2 to the revised Phase 2 GMP budget as approved by the JPA in the Phase 2 NTP.

Adjustments of Contract Sum:

Adjustments of Contract Time: (Days)

Original Contract: \$ 2,860,400.00

Original Contract Time: 180

Prior Adjustments: \$ -

Prior Adjustments: 0

Contract Sum Prior to this Change: \$ 2,860,400.00

Contract Time Prior to this Change: 180

Adjustment for this Change: \$ (110,400.00)

Adjustment for this Change: 0

Revised Contract Sum: \$ 2,750,000.00

Revised Contract Time: 180

Design Builder waives any claim for further adjustments of the Contract Sum and th Contract Time related to the above described change in the work.

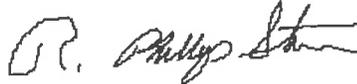
Recommended:

By: _____
(Signature of Authority's Representative)

(Printed Name)

Date: _____

Accepted:

By:  _____
(Design Builder Signature)

Phil Strawn - Modern Building, Inc.

(Printed Design Builder Name)

Date: **06/27/2016**

Reviewed and Recommended:

By: _____
(Signature of Authority's Designated Administrator)

(Printed Name)

Date: _____

Funds Sufficient:

By: _____
(Signature of Authority's Finance Office)

(Printed Name)

Date: _____

Approved:

(Printed Name)

By: _____
(Signature)

Date: _____

Project Name: Community Pool Project

EXHIBIT 10
Project No.: 16-01

Honey Lake Valley Recreation Authority

CHANGE ORDER NO.: 02

Reference Field Order No.: 02

Project Name: Susanville Community Pool Project

Contract Date: 12/16/2015

Project Number: 16-01 (MBC Project #15056)

To Design Builder: Modern Building, Inc.

Address: PO Box 772, Chico, CA 95927

DESCRIPTION OF CHANGE:

Make arrangements to Plumbing to allow for easy access and connection of future outdoor shower area. Plumbing lines to be set in South Wall with access door. Water connections to be both hot and cold circulating tie-in (Note: electrical outlets for potential future heat tape not included in this pricing).

Adjustments of Contract Sum:

Adjustments of Contract Time: (Days)

Original Contract: \$ 2,860,400.00

Original Contract Time: 180

Prior Adjustments: \$ (110,400.00)

Prior Adjustments: 0

Contract Sum Prior to this Change: \$ 2,750,000.00

Contract Time Prior to this Change: 180

Adjustment for this Change: \$ 698.75

Adjustment for this Change: 0

Revised Contract Sum: \$ 2,750,698.75

Revised Contract Time: 180

Design Builder waives any claim for further adjustments of the Contract Sum and th Contract Time related to the above described change in the work.

Recommended:

By: _____
(Signature of Authority's Representative)

(Printed Name)

Date: _____

Accepted:

By:  _____
(Design Builder Signature)

Phil Strawn - Modern Building, Inc.
(Printed Design Builder Name)

Date: **10/10/2016**

Reviewed and Recommended:

By: _____
(Signature of Authority's Designated Administrator)

(Printed Name)

Date: _____

Funds Sufficient:

By: _____
(Signature of Authority's Finance Office)

(Printed Name)

Date: _____

Approved:

(Printed Name)

By: _____
(Signature)

Date: _____

Project Name: Community Pool Project

EXHIBIT 10
Project No.: 16-01

Honey Lake Valley Recreation Authority

CHANGE ORDER NO.: 03

Reference Field Order No.: 03

Project Name: Susanville Community Pool Project

Contract Date: 12/16/2015

Project Number: 16-01 (MBC Project #15056)

To Design Builder: Modern Building, Inc.

Address: PO Box 772, Chico, CA 95927

DESCRIPTION OF CHANGE:

Install Electrical Conduit path from North Wall of Bath House under future sidewalk, left below grade approximately 2' beyond the North edge of the Norther Sidewalk. Conduit to be used for power pull to future lighted monument sign installed by others. This price does not include wiring, connections to panels, and/or lighting for monument sign.

Adjustments of Contract Sum:

Adjustments of Contract Time: (Days)

Original Contract: \$ 2,860,400.00

Original Contract Time: 180

Prior Adjustments: \$ (109,701.25)

Prior Adjustments: 0

Contract Sum Prior to this Change: \$ 2,750,698.75

Contract Time Prior to this Change: 180

Adjustment for this Change: \$ 537.50

Adjustment for this Change: 0

Revised Contract Sum: \$ 2,751,236.25

Revised Contract Time: 180

Design Builder waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the work.

Recommended:

By: _____
(Signature of Authority's Representative)

(Printed Name)

Date: _____

Accepted:

By:  _____
(Design Builder Signature)

Phil Strawn - Modern Building, Inc.
(Printed Design Builder Name)

Date: **10/10/2016**

Reviewed and Recommended:

By: _____
(Signature of Authority's Designated Administrator)

(Printed Name)

Date: _____

Funds Sufficient:

By: _____
(Signature of Authority's Finance Office)

(Printed Name)

Date: _____

Approved:

(Printed Name)

By: _____
(Signature)

Date: _____

Submitted By: Heidi Whitlock, Secretary

Action Date: October 25, 2016

HLVRA AGENDA ITEM

PRESENTED BY: Jared G. Hancock, Executive Officer

SUBJECT: Pool Director Classification

SUMMARY: Staff is proceeding with the Pool Director Job announcement to start the hiring process. The job description has been reviewed by legal counsel and, with the tasks listed, it has been suggested that the position be a non-exempt (hourly) position as there are many functions that do not fall within the exempt category. Staff is recommending the Board discuss the benefits and drawbacks of each option and determine under which category to place the position.

Exempt positions would not be subject to overtime. However, the HLVRA would be required to prove the position qualifies for exempt status if an employee challenges the classification, which would incur legal costs.

Non-exempt positions would be subject to overtime and the position would have to be monitored to remain within the JPA's limited budget.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: None.

Submitted By: Heidi Whitlock, Secretary

Action Date: October 25, 2016

HLVRA AGENDA ITEM

PRESENTED BY: Jared G. Hancock, Executive Officer

SUBJECT: Proposed Pool Edge Modification

SUMMARY: Staff have been working with Modern Building Inc. for the construction of the Honey Lake Valley Community Swimming Pool. Modern is proposing an alternative detail for the pool deck edge that was recently approved to go from a tile backsplash to a grout backsplash, both Modern and Holiday Pools believe this alternative is the best option due to freeze the conditions during the winter and cold weather. The following are justifications were provided for the change:

1. Transition from concrete decking to grout strip to gutter grating is replaced by one smooth transition from concrete deck to gutter grate. This eliminates the layer of grout and provides for a more stable deck detail.
2. The design team felt that the grout would look more like a repair than a finish product and felt it may look as though it was an afterthought. The new detail will have a more finished look and feel.
3. By going with the concrete deck detail proposed the JPA will have little to no maintenance of the deck edge. If the grout detail were used, the JPA would have annual maintenance items: Re-coating of the grout surface and the resealing of the grout and the concrete deck with Deco-seal.
4. The epoxy coating and its future maintenance coats would require a sand embedment in order to avoid creating a slip hazard at the edge of the pool. The new detail will carry the same concrete light broom finish from the deck through to the grate, thus eliminating all slip concerns due to years of coating over the grout.

FISCAL IMPACT: No additional cost to HLVRA.

ACTION

REQUESTED: Direction to staff.

ATTACHMENTS: Email
Original Gutter Detail
Proposed Gutter Detail

Heidi Whitlock

From: Phil Strawn <Phil@Modernbuildinginc.com>
Sent: Friday, October 14, 2016 1:15 PM
To: Jared Hancock
Cc: Heidi Whitlock; Jim Dougherty (jdhistoric@att.net); Cliff Kegley
Subject: Proposed Change to Edge of Pool & Decking
Attachments: Proposal for Edge of Drain at Pool.pdf; Contract Detail we are looking to change.pdf

Importance: High

Jared,

Please see the attached detail for the edge of pool drainage. This detail is new to any details that have been discussed in the past. Holiday and Modern both feel that this detail is the best detail for handling the cold weather and freezing conditions in Susanville. You will notice that the attached detail differs from the contract detail with the tile and the discussed detail with the solid grout band in lieu of tile. The attached detail carries over the pool decking right to the edge of the gutter system grate, thus providing a solid back side of gutter that will hold up to time and freezing temperatures. We would like to get your approval on the install of this detail in lieu of the previously discussed / approved drawings details.

We would like to have the go ahead on this detail by early next week so that we can maintain schedule for installing the pool decking and concrete flatwork. Please let me know if you have any questions on this detail.

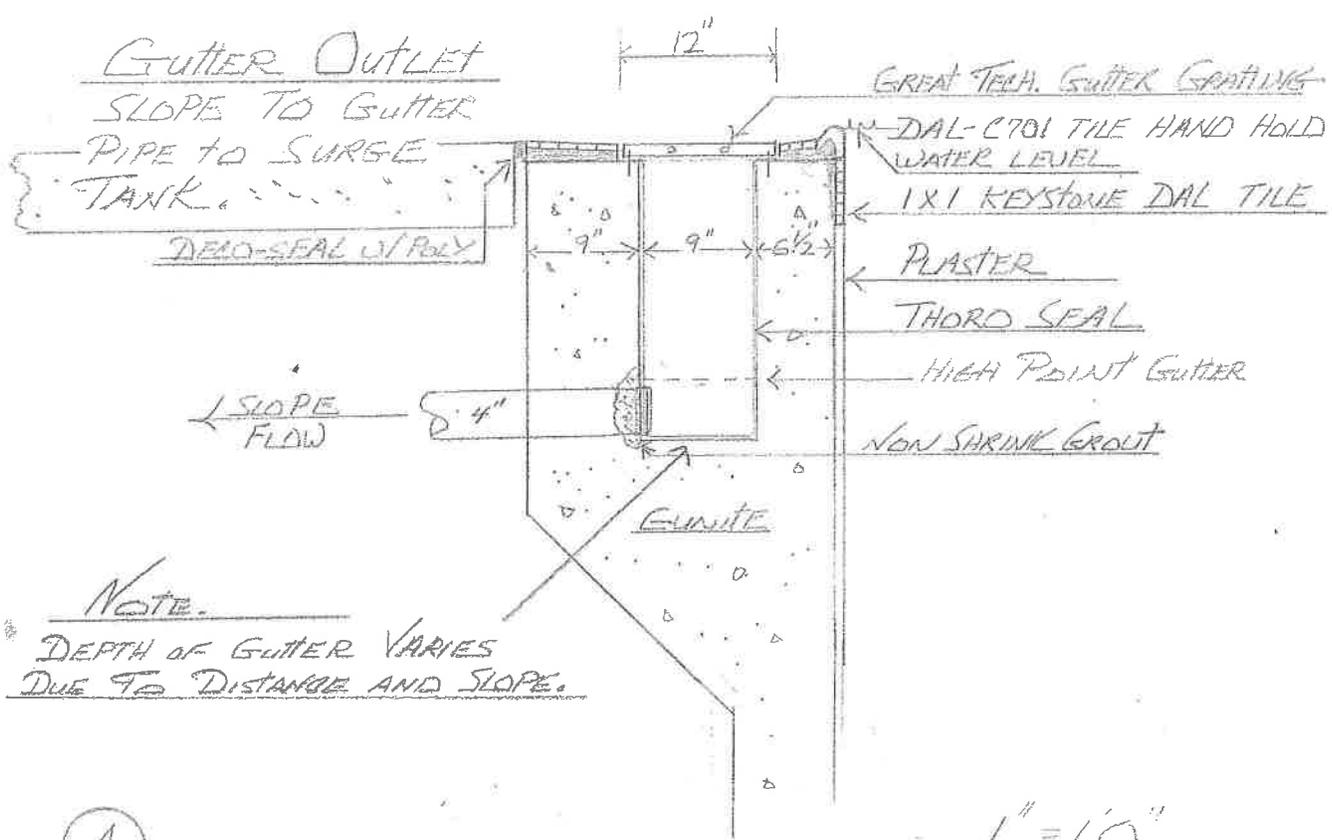
Thanks for your time,

Phil Strawn
Project Manager
Modern Building, Inc.
PO Box 772 | Chico, CA 95927
(530) 891-4533 Office
(530) 891-6834 Fax
(530) 518-7203 Cell



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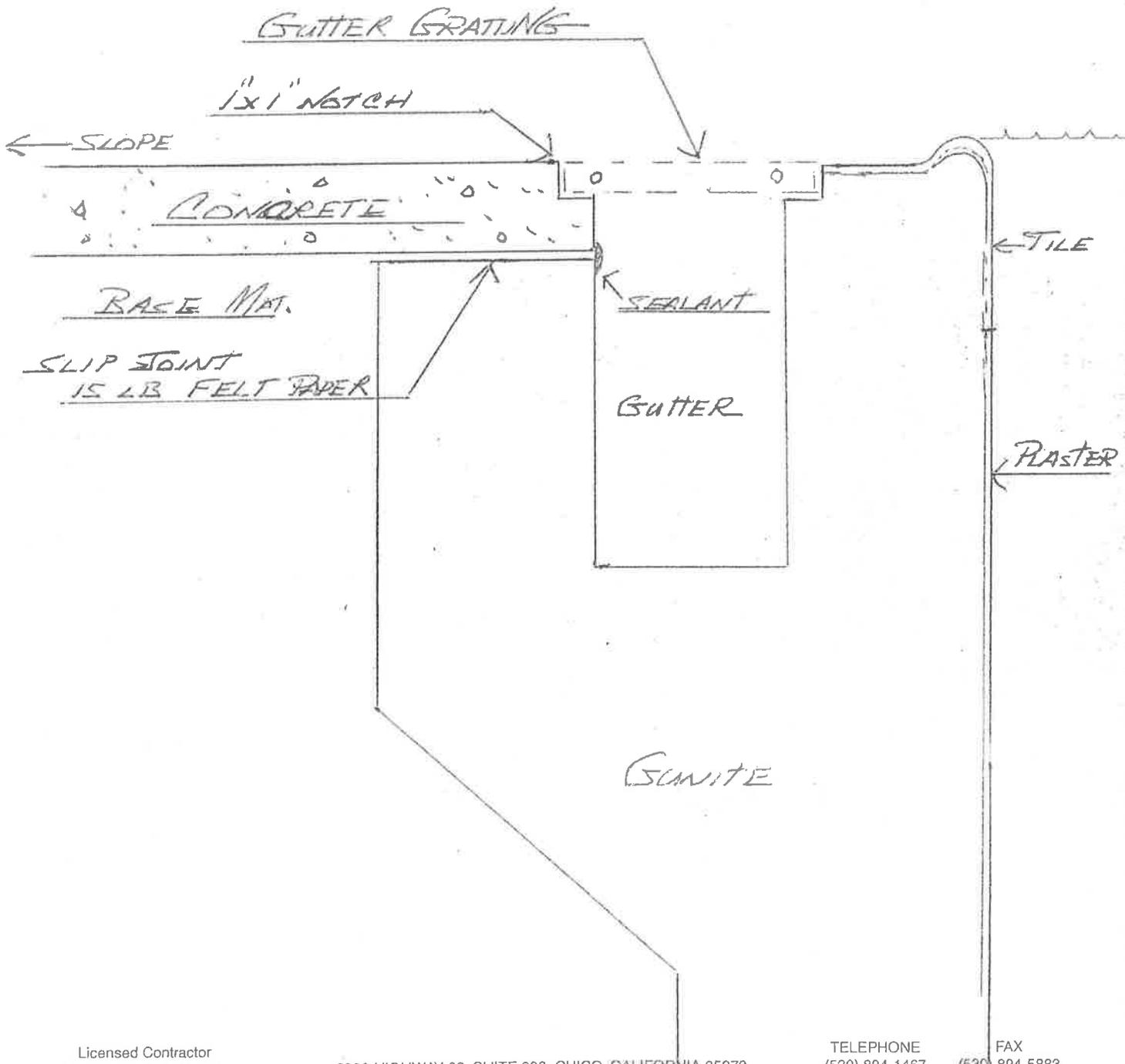


PLAS

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Licensed Contractor
License No. 532127-C53

2990 HIGHWAY 32, SUITE 300, CHICO, CALIFORNIA 95973

TELEPHONE
(530) 894-1467

FAX
(530) 894-5883

Submitted By: Heidi Whitlock, Secretary

Action Date: October 25, 2016

HLVRA AGENDA ITEM

PRESENTED BY: Jared G. Hancock, Executive Officer

SUBJECT: Update on Storage Room Conversion

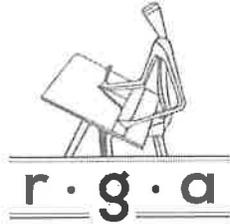
SUMMARY: The Honey Lake Valley Recreation Authority had given direction to staff to have Modern Building convert the interior storage room to a lobby and office area in the bathhouse. Upon direction given, the design was changed to include a pony wall on the back side of the office space including a swing door on the front side on the wall and a desk/counter space on the front side. Cabinets were to be added at the expense of the Authority as well as counter tops with the savings from the contracted case work to be used to cover the additional cost.

After discussing the proposed changes, it was determined that the casework contract had been executed, materials purchases and the work had begun. The credit was for reusing some of the existing materials. Staff is proposing to have the cabinets made and installed as planned (\$1,825 credit for materials) with a total conversion cost of \$4,482.75.

FISCAL IMPACT: \$4,482.75

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: RGA Clarification Drawing
Progressive Woodworks Proposal
Modern Proposal #2



architecture + engineering

115 Meyers Street Suite 110
Chico, California 95928
PH 530 342 0302
FAX 530 342 1882
www.rgachico.com

CLARIFICATION 05 Owner Change to Lobby

Project: Susanville Aquatics
RGA No.: 15-461
Date: Oct 10, 2016

The following:



Clarification Drawing
Verbal Clarification

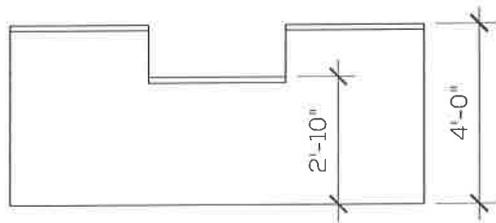
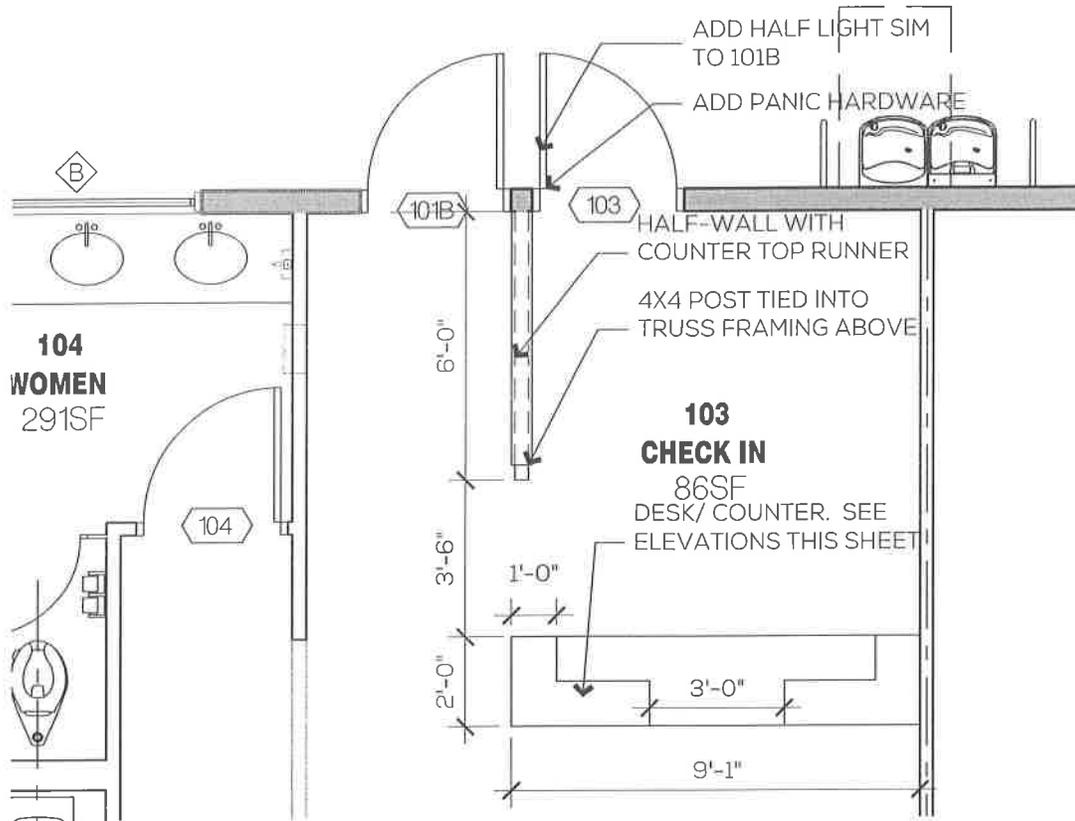
has been issued as a supplement to the Construction Document Set. It has been issued in response to:

Owner Requested Change

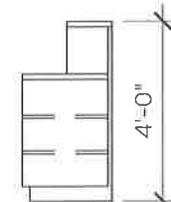
Response: See attached CL-5.1 for owner requested change to Lobby area and casework dimensions.

CL-5.1 Partial Lobby Plan and Casework

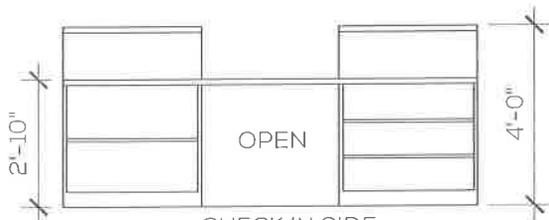
Issued by: Tyree Vantrease



LOBBY SIDE



SIDE PROFILE



CHECK IN SIDE



r · g · a
architecture + engineering

HVLRA COMMUNITY POOL PROJECT

DESIGN BUILD
PROJECT #16-01
801 SOUTH STREET
SUSANVILLE, CA
96130

DRAWING SCALE	1/4" = 1'-0"
RGA PROJECT #	15-461
DRAWN	TV
CHECKED	RGA
STATUS DATE	2016.10.10

**PARTIAL
LOBBY PLAN
& CASEWORK**

CL-5.1

PROGRESSIVE
WOODWORKS
C H I C O • C A

PROPOSAL

Date: 05/18/2016

Modern Building
P.O. Box 772
Chico, Ca. 95927
Attn: Phil Strawn

Job: Bath House
801 South Street, Susanville

Progressive Woodworks proposes to furnish, deliver, and install plastic laminate cabinets and plastic laminate counter tops on above project as follows.

Check in cabinet and men and women's baths including tops	\$ 6,255.00
Lockers both baths	
Installed with the rest of the job (standard key locks)	\$11,032.00
Digital Locks (could be weird due to changing access)	\$ 3,885.00
Separate install	\$ 1,755.00

Update 10/11/2016

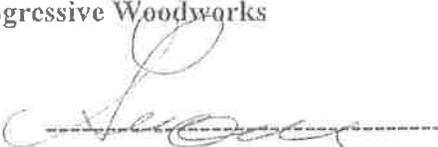
Credit for Check in cabinet on print	-\$1,825.00
New check in cab per update drawing	\$4,285.00
Wall cap for Check in	\$ 380.00

Submitted By: Progressive Woodworks

Authorized

Signature:

Note:


This proposal may be withdrawn by us if not accepted within 30 days.

CUSTOM CABINETS • COMMERCIAL/RESIDENTIAL

2255 CEANOTHUS AVENUE
CHICO, CA 95926
(530) 343-2211 • FAX (530) 342-7628

Susanville Community Swimming Pool - Storage to Lobby Conversion Fir

Remove Storage Area Framing w/ added Half Wall Divider, Expanded Casework, Electrical & I		Cost
Scopes Affected:		
HVAC:	Relocate Register(s) in ceiling to account for adjusted space. No cost charge per Jesse Heating & Air.	\$ -
Electrical:	Relocate electrical in wall. Revise Lighting layout in ceiling. No new added lights in ceiling.	\$ 440.00
Drywall:	Limited amount of drywall removed from scope. No cost savings available.	\$ -
Carpentry:	Demo out section of framed wall. Reframe wall section with half wall.	\$ 640.00
Doors & Hardware:	Install vision light at Pool Door.	\$ 250.00
Casework & Counter Tops:	Relocate original casework and counter to new location in room. Add thin "runner" style counter on top of half wall.	\$ 2,840.00
Subtotal		\$ 4,170.00
<i>Contractually Allowed 7.5% Fee</i>		<i>\$ 312.75</i>
Proposal 2 - Remove Storage Area and add Half Wall Divider Wall		\$ 4,482.75

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FISCAL IMPACT: \$4,482.75

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: RGA Clarification Drawing
Progressive Woodworks Proposal
Modern Proposal #2

3/9/2016

Susanville

SUBMITTAL FOR:

SUBMITTAL TO:

GENERAL CONTRACTOR:

Holiday Pools
2990 Hwy 32 Suite 300
Chico, CA 95973

ARCHITECT/ENGINEER:

Section: **Section 13156 2.02 Maintenance Equipment**

Reference:

Item: Lincoln portable vacuum, 1 1/2 HP



Supplier: Lincoln
Manufacturer Part #: 27-010
Lincoln Part #: 27-010
Quantity: 1

LINCOLN ELECTRIC PORTABLE VACUUM, 1 \bar{A} , \hat{A} 1/2 HP, 155 SQ. FT. FILTER, 110 VOLTS, 18.6 MAX AMPS —

Stainless steel cartridge filter mounted on a easy-to-maneuver powder-coated steel cart. 100' #10-3 wire electric cable with in-line GFCI. Includes (2) 1 \bar{A} , \hat{A} 1/2 " and (2) 2" hose connection fittings. Vacuum accessories ordered separately.

IMPORTANT: Due to possible electrical danger, portable vacuums must be wired to proper receptacles utilizing G.F.I.'s. It is recommended that a 20 amp service outlet be used on all portable pool vacuums and pumps.

Contractor Certification:

General Contractor's Submittal Stamp:

It is hereby certified that the equipment or material designated in this submittal is proposed to be incorporated in the above named project and is in compliance with the contract drawings and / or specifications and is submitted for approval.

Certified By:
Date:
Job Superintendent:
Revisions Prepared By:

Architect's Review Stamp and Comments:

Accepted By _____ Date: _____



3/9/2016

Susanville

SUBMITTAL FOR:

SUBMITTAL TO:

GENERAL CONTRACTOR:

Holiday Pools
2990 Hwy 32 Suite 300
Chico, CA 95973

ARCHITECT/ENGINEER:

Section: **Section 13156 2.02 Maintenance Equipment**

Reference:

Item: Pool King vac hose, 1 1/2" x 100'



Supplier: Lincoln
Manufacturer Part #: SR549112100S1
Lincoln Part #: 29-110
Quantity: 1

LINCOLN POOL KING VACUUM HOSE — Dependable, professional quality vacuum hose at an economical price. Abrasion resistant with UV inhibitors. Hose length is 100' and diameter is 1 1/2". Custom lengths available - inquire.

Contractor Certification:

General Contractor's Submittal Stamp:

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Certified By:
Date:
Job Superintendent:
Revisions Prepared By:

Architect's Review Stamp and Comments:

Accepted By _____ Date: _____



Lincoln Aquatics
2051 Commerce Ave. • Concord, CA 94520 USA
Ph. (800) 223-5450 / Fax (888) 680-2825 • Int'l. (925) 687-9500 / Fax (925) 680-2825

3/9/2016

Susanville

SUBMITTAL FOR:

SUBMITTAL TO:

GENERAL CONTRACTOR:

Holiday Pools
2990 Hwy 32 Suite 300
Chico, CA 95973

ARCHITECT/ENGINEER:

Section: **Section 13156 2.02 Maintenance Equipment**
Reference:
Item: 12'-24' Fiberglass telescopic pole

Supplier: Lincoln
Manufacturer Part #: R191101
Lincoln Part #: 30-041
Quantity: 2

TELESCOPIC POLES — Features twist-lock connector for easy adjustment.

Attention: Due to size restrictions from UPS, this item must be shipped via common carrier. Freight charges can be extremely costly! Please request a freight estimate.

Contractor Certification:

General Contractor's Submittal Stamp:

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Certified By:
Date:
Job Superintendent:
Revisions Prepared By:

Architect's Review Stamp and Comments:

Accepted By _____ Date: _____



3/9/2016

Susanville

SUBMITTAL FOR:

SUBMITTAL TO:

GENERAL CONTRACTOR:

Holiday Pools
2990 Hwy 32 Suite 300
Chico, CA 95973

ARCHITECT/ENGINEER:

Section: **Section 13156 2.02 Maintenance Equipment**
Reference:
Item: 24" Commercial vacuum



Supplier: Lincoln
Manufacturer Part #: R201186
Lincoln Part #: 28-186
Quantity: 1

COMMERCIAL VACUUM HEADS — Flexible dual manifold vacuum head provides maximum cleaning performance. 24" wide vacuum head features enclosed lead weights. Adjustable ball bearing polyurethane wheels . Fits both 2" or 1.5" vacuum hose.

Contractor Certification:

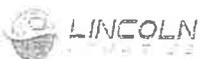
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Job Superintendent:
Revisions Prepared By:

Architect's Review Stamp and Comments:

Accepted By _____ Date: _____



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3/9/2016

Susanville

SUBMITTAL FOR:

SUBMITTAL TO:

GENERAL CONTRACTOR:

Holiday Pools
2990 Hwy 32 Suite 300
Chico, CA 95973

ARCHITECT/ENGINEER:

Section: **Section 13156 2.02 Maintenance Equipment**
Reference:
Item: Curved end wall brush, 36"



Supplier: Lincoln
Manufacturer Part #: 3030/936C S/N
Lincoln Part #: 31-030
Quantity: 2

CURVED END WALL BRUSH, 36" — Deluxe nylon bristles,
plastic back with kwik-fit metal handle.

Contractor Certification:

General Contractor's Submittal Stamp:

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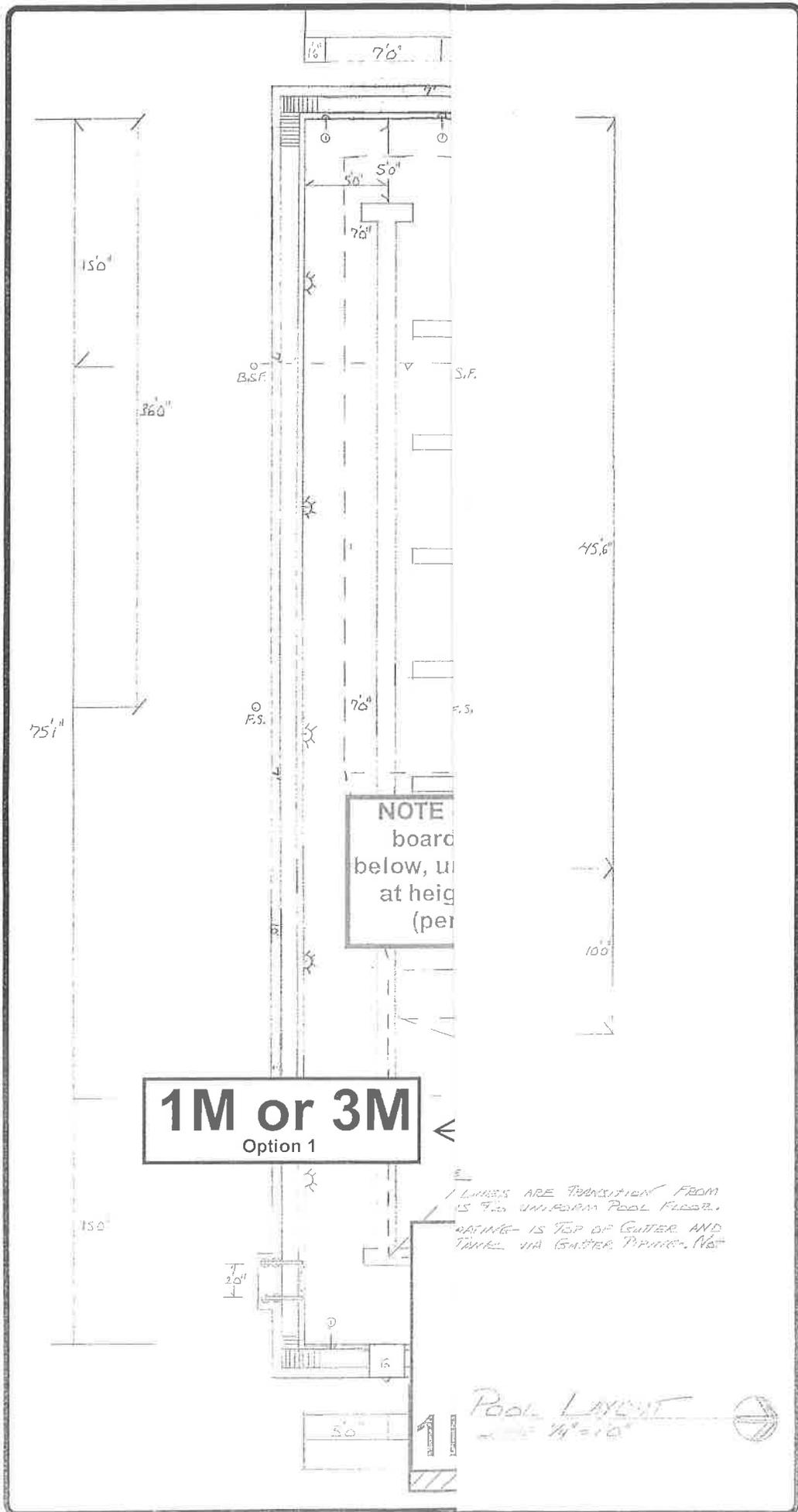
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Ph. (800) 223-5450 / Fax (888) 680-2825 • Int'l. (925) 687-9500 / Fax (925) 680-2825



REVISIONS	BY

MODERN
MODERN BUILDING, INC.
PO BOX 712, CHICO, CA 95927
(530) 891-4599

Project Name:
HLYRA COMMUNITY POOL PROJECT DESIGN-BUILD
PROJECT #16-01
SUSANVILLE AQUATIC CENTER
800 SOUTH STREET, SUSANVILLE, CALIFORNIA

2990 HWY 32 #900
CHICO, CA 95973
530-899-1467
jdhistoric@aol.net
LICENSE # CS3 532127

Since 1958
HP Aquatics
Holiday Pools Const.

DRAWN
CHECKED
DATE
SCALE
JOB NO.
SHEET
SP1
OF SHEETS