

HONEY LAKE VALLEY RECREATION AUTHORITY

GOVERNING BOARD

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

STAFF

JARED G. HANCOCK, EXECUTIVE OFFICER
HEIDI WHITLOCK, PROJECT MANAGER/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

December 20, 2016 - 3:00 p.m.

Addressing the Board

- Any person desiring to address the Board shall first secure permission of the presiding officer.
- Matters under the jurisdiction of the Board, and not on the Agenda, may be addressed by the public at a time provided in the Agenda under Public Comment
- The Board of Directors will not take action on any subject that is not on the Agenda

1 **CALL TO ORDER**

2 **ROLL CALL BOARD OF DIRECTORS**

3 **AGENDA APPROVAL**

4 **APPROVAL OF MINUTES:** Approval of minutes from the November 15, 2016 meeting.

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.)

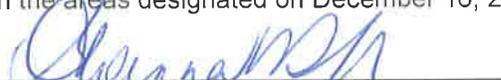
7 **MATTERS FOR BOARD CONSIDERATION:**

- A. Financial Reports to December 12, 2016
- B. Consider Adoption of Resolution No. 16-08 – Change Order #5 with Modern Building Inc.
- C. Review of Remaining Items to be Purchased by HLVRA
- D. Pool Director Recruitment Update

8 **BOARD MEMBER ISSUES/REPORTS:**

- ***The next regular meeting to be held on January 17, 2017 at 3:00 p.m.***

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for December 20, 2016, in the areas designated on December 16, 2016.


Gwenna MacDonald, City Clerk

Submitted By: Heidi Whitlock, Secretary

Action Date: December 20, 2016

AGENDA ITEM

SUBJECT: Minutes of the HLVRA November 15, 2016 meeting.

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

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of HLVRA November 15, 2016 meeting.

ATTACHMENTS: Minutes: November 15, 2016

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
November 15, 2016 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:00 p.m. by President Wilson.

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

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

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

4 APPROVAL OF MINUTES:

Motion by Board member Hammond, second by Board member Meserve, to approve minutes from September 20, 2016 meeting. Motion carried unanimously. Absent: Garnier.

Board member Garnier arrived at 3:03.

Motion by Board member Hammond, second by Vice President Chapman, to approve minutes from October 11, 2016 meeting. Motion carried unanimously. Abstain: Meserve.

Motion by Board member Meserve second by Vice President Chapman, to approve minutes from October 25, 2016 meeting with the correction of Board member Hammond not being in attendance. Motion carried unanimously. Abstain: Hammond.

5 CORRESPONDENCE: None.

6 PUBLIC COMMENT: None.

7 MATTERS FOR BOARD CONSIDERATION:

7A Reimbursement to City for Administrative Services

Mr. Hancock opened by stating the item is in reference to City staff reimbursements from June 2016 to the beginning of November and, as part of the agreement, the reimbursement requests must be approved by the Board.

Motion by Board member Garnier, second by Board member Meserve to approve the City staff time reimbursement request. Motion carried unanimously.

7B Consider Adoption of Resolution No. 16-06 – Lease Agreement with City

Mr. Hancock stated that the resolution being presented is regarding the triangular piece of property adjacent to the pool property. He continued that the City Council and the Honey Lake Valley Recreation Authority have concluded negotiations and the attached agreement has already been approved at the City level during both closed and open session.

Vice President Chapman inquires as to why it is called a "Ground Lease".

Mr. Hancock responded that the attorney has reviewed the lease options available and typically only a 55 year lease is permitted. However, we could enter into a 99 year ground lease as long as it is used strictly for recreational purposes.

Eileen Spencer (public) stated she had two questions. 1) What if the lease is not approved by the HLVRA and 2) Why isn't the City just giving the land to the HLVRA?

Mr. Hancock responded that the HLVRA has already started using the land and that he was not at liberty to discuss legal details but, a quick claim was not an option as originally desired. However, they ensured the lease was for the longest duration possible.

Ms. Spencer expressed her opinion that the explanation given was unsatisfactory.

Motion by Board member Garnier, second by Board member Meserve, to approve Resolution No. 16-06, approving and authorizing the executive officer to execute a recreation ground lease with the City of Susanville. Motion carried unanimously.

7C Consider Adoption of Resolution No. 16-07 – Change Order #4 with Modern Building Inc.

Mr. Hancock stated that this item is related to the changes being requested for the remodel of the storage and lobby areas of the bathhouse. He presented Change Order #4 and stated, for those not in attendance at the last meeting, that Change Order #1 was for the total Phase II contract cost to be reduced to \$2.75 million, Change Order #2 was for the necessary extensions required for the future outdoor showers and Change Order #3 was for the conduit to be carried under the sidewalk for the monument sign location.

Board member Garnier inquired as to whether or not actual "Tuff Sheds" had to be purchased or if we could use the equivalent brand that is sold locally as she would prefer to shop local. She was informed by Mr. Hancock that the local option was allowed and preferred.

Motion by Board member Hammond, second by Board member Meserve, to approve Resolution No. 16-07, approving contract change order #4. Motion carried unanimously.

8 BOARD MEMBER ISSUES/REPORTS:

Board member Meserve stated he visited the site a few days ago and saw the deck taking shape.

Vice President Chapman shared his approval and appreciation of the work being done, he was impressed and the amount of work and quality of work completed. He added, in response to Ms. Spencer's comments, that the triangular piece of property was storing raw material and they did not want it to be seen from the pool or stored in front of the facility. He added that the piece of property also allows for augmentation at a later date for the pool. He offered thanks to the City for their willingness to lease the property.

President Wilson stated that the next scheduled meeting is on December 20th. He wanted to know if that date would or would not work?

Mr. Hancock suggested the 13th for a meeting instead. He added that we have information that we are putting together and could have a special meeting once it is ready.

Ms. Spencer requested if there was anything in the lease stating that the City or HLVRA can end the lease?

Mr. Hancock responded that it was drafted for the purpose of letting the HLVRA use the property and that the lease is as tight as it could get. He then added that one instance were the property could revert back to the City is in the event the HLVRA gets financing and then gets a mechanics lien placed on the property. At that time, the City would pull back to get out of the mechanics lien. But, the lease is designed to stay in place for the JPA. There is also wording included to permit the JPA to make any improvements related to recreation on the property.

9 **ADJOURNMENT:** Meeting adjourned at 3:20 p.m.

Brian R. Wilson, President

Respectfully Submitted by

Heidi Whitlock, Secretary

Submitted By: Heidi Whitlock, Secretary

Action Date: December 20, 2016

HLVRA AGENDA ITEM

PRESENTED BY: Jared G. Hancock, Executive Officer

SUBJECT: Receive and File Financial Reports through December 12, 2016.

SUMMARY: Diana Wemple, Auditor, has provided the financial reports for revenue and expenses through December 12, 2016.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Information Only.

ATTACHMENTS: Budget Status as of December 12, 2016
Expenditure Detail as of December 12, 2016
General Ledger as of December 12, 2016
Revenue Status as of December 12, 2016

**County of Lassen
Budget Status**

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Appropriated 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	\$47,392.76	\$21,850.50	(\$19,243.26)	138%
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	\$1,101.83	\$0.00	\$3,898.17	22%
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	\$49,610.75	\$21,850.50	\$65,038.75	52%
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	\$2,498,719.78	\$518,319.05	(\$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	\$2,498,719.78	\$518,319.05	(\$320,088.83)	112%
	Cost Center Total	\$2,854,450.00	\$2,854,450.00	\$2,548,330.53	\$540,169.55	(\$234,050.08)	108%
	Budget Unit Total	\$2,854,450.00	\$2,854,450.00	\$2,548,330.53	\$540,169.55	(\$234,050.08)	108%
	Fund Total	\$2,854,450.00	\$2,854,450.00	\$2,548,330.53	\$540,169.55	(\$234,050.08)	108%

For Fiscal Year 2017

From 10/1/2016 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
11/22/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	9/15/16 LEGAL SERV HL VRA	01104960	CO170057	\$414.00
12/01/16	536	0950		3002300		186	CITY OF SUSANVILLE	ADMIN SERV THRU 11/4/16	01105232	CL691447	\$12,176.50
12/08/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	9/26-10/25/16 LEGAL SERVICES	01105600	CO170057	\$794.00
							Account 5360950	3002300		Total:	\$13,384.50
10/20/16	536	0950		3002801		0	UNASSIGNED VENDOR	16/17 50% COST PLAN CHARGES	00000001	JE000442	\$1,101.83
							Account 5360950	3002801		Total:	\$1,101.83
10/06/16	536	0950		3006100		99998	IAN SIMS	9/21/16 PAINT FOR POOL HILVR	01102612	CL688687	\$35.65
11/22/16	536	0950		3006100		13897	MODERN BUILDING INC.	10/31/16 BUILD POOL PHASE II	01104971	CO170100	\$373,587.50
12/08/16	536	0950		3006100		13897	MODERN BUILDING INC.	11/30/16 BUILD POOL PHASE II I	01105607	CO170100	\$450,745.55
							Account 5360950	3006100		Total:	\$824,368.70
Total Budget Year Expenditures:											
\$838,855.03											
Grand Total:											
\$838,855.03											

**Honey Lake Valley
Recreation
General Ledger Detail
Cash Balance**

Fund	Account	Date	Document	Deposit Entry	Description	Amount
		9/30/2016			Balance 9/30/16	1,199,309.18
536	0100000	10/1/2016	JE000334		JUL-SEP INTEREST APPORTIONMENT	5,712.79
536	0100000	10/6/2016	WA100616		WARRANTS	(35.65)
536	0100000	10/18/2016	JE000416		COUNTY CONTRIB FOR POOL PROJ	80,000.00
536	0100000	10/20/2016	JE000442		16/17 50% COST PLAN CHARGES	(1,101.83)
536	0100000	11/22/2016	WA112216		WARRANTS	(374,001.50)
536	0100000	12/1/2016	WA120116		WARRANTS	(12,176.50)
536	0100000	12/8/2016	WA120816		WARRANTS	(451,539.55)
					Balance 12/8/16	446,166.94

**County of Lassen
Revenue Status**

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

Percent of Year Elapsed 45 %

Account	Account Name	Adopted Estimated Revenue	Adjusted Estimated Revenue	Revenue Realized	Unrealized	Percent Revenue Realized
2040	REVENUE FR USE OF MONEY & PROP					
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: December 20, 2016

HLVRA AGENDA ITEM

PRESENTED BY: Jared G. Hancock, Executive Officer

SUBJECT: Approve **Resolution No. 16-08**, approving Contract Change Orders #5 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 4 change orders as follows and has a current contract value of \$2,755,719.00.

Change Order #1: Reduction of GMP	\$110,400.00
Change Order #2: Plumbing for Future Shower Area	\$ 698.75
Change Order #3: Install Electrical Conduit for Sign	\$ 537.50
Change Order #4: Lobby Reconfiguration	\$ 4,482.75

Change Order #5 is being requested for the addition of a 12 foot wide gate at the Southeast corner of the pool area to facilitate access, bulk deliveries and overall site functionality.

FISCAL IMPACT: Change Order #5 - \$1,612.50

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Resolution No. 16-08
Contract Change Order #5

RESOLUTION NUMBER 16-08
A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY APPROVING
CONTRACT CHANGE ORDER #5 AS PART OF THE HONEY LAKE VALLEY RECREATION
AUTHORITY COMMUNITY SWIMMING POOL PROJECT TO INCREASE THE PHASE II CONTRACT
AMOUNT TO \$2,757,331.50

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; and

WHEREAS, the HLVRA, at its November 15, 2016 meeting, adjusted the total Project cost to \$2,755,719.00, as contract negotiations and change orders required; and

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

WHEREAS, in furtherance thereof, Contract Change Orders #5 is hereby submitted adding additional work to the project for an increase in the amount of \$1,612.50.

NOW, THEREFORE, BE IT RESOLVED by the HONEY LAKE VALLEY RECREATION AUTHORITY that execution of Contract Change Order #5, identifying additional work to be completed for the Community Pool Project in the amount of \$1,612.50, is approved increasing the Phase II total project cost by \$1,612.50 for a total Phase II project cost of \$2,757,331.50.

Approved:

Brian R. Wilson, President

Attest:

Heidi Whitlock, Secretary

The foregoing **Resolution Number 16-08** was approved and adopted at a regular meeting of the Honey Lake Valley Recreation Authority held on the 20th day of December, 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.: 5

Reference Field Order No.: 5

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 of larger fence posts set at 12' apart. Install of double gate 12' wide with 2 equal 6' wide panels. Gate to have drop pin and simple latch that can be locked with a pad lock. Gate material to match currently installed fencing.

Adjustments of Contract Sum:

Adjustments of Contract Time: (Days)

Original Contract: \$ 2,860,400.00

Original Contract Time: 180

Prior Adjustments: \$ (104,681.00)

Prior Adjustments: 0

Contract Sum Prior to this Change: \$ 2,755,719.00

Contract Time Prior to this Change: 180

Adjustment for this Change: \$ 1,612.50

Adjustment for this Change: 0

Revised Contract Sum: \$ 2,757,331.50

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: 12/6/2016

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: December 20, 2016

HLVRA AGENDA ITEM

PRESENTED BY: Jared G. Hancock, Executive Officer

SUBJECT: Review of Remaining Items to be purchased by the HLVRA

SUMMARY: Staff have been working on compiling a list of all items still required to be purchased, and the associated costs, prior to the pool opening. In addition to available funds for start-up costs, operations through June 30, 2017 and equipment, estimated available funds after construction is completed is:

General Project Funds -	\$150,000
Pennies for the Pool -	\$27,852

Staff has also prepared a furniture and equipment portfolio to assist in quantifying remaining needs.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: To be provided at meeting.

Submitted By: Heidi Whitlock, Secretary

Action Date: December 20, 2016

HLVRA AGENDA ITEM

PRESENTED BY: Jared G. Hancock, Executive Officer

SUBJECT: Pool Director Recruitment

SUMMARY: An update will be provided regarding the status of the Pool Director recruitment.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Information only.

ATTACHMENTS: None.