

HONEY LAKE VALLEY RECREATION AUTHORITY

**GOVERNING BOARD**

BRIAN WILSON, PRESIDENT  
TOM HAMMOND, BOARD MEMBER  
KATHIE GARNIER, BOARD MEMBER  
DAVID TEETER, BOARD MEMBER  
DAVID MERSERVE, 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

**January 17, 2017 - 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 December 20, 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.)

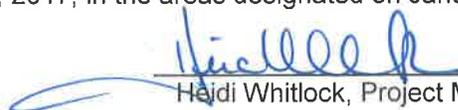
**7 MATTERS FOR BOARD CONSIDERATION:**

- A. Recognition of New Board Members
- B. Appointment of President and Vice President for 2017
- C. Update on Pool Director Recruitment
- D. Consider Adoption of Resolution No. 16-09 – Change Order #6 & #7 with Modern Building Inc.
- E. Discuss Creation of Landscape Installation Plan
- F. Mid-year Budget Discussion

**8 BOARD MEMBER ISSUES/REPORTS:**

- ***The next regular meeting to be held on February 21, 2017 at 3:00 p.m.***

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for January 17, 2017, in the areas designated on January 13, 2017.

  
Heidi Whitlock, Project Manager/Secretary

**Submitted By:** Heidi Whitlock, Project Manager/Secretary

**Action Date:** January 17, 2017

**AGENDA ITEM**

**SUBJECT:** Minutes of the HLVRA December 20, 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 December 20, 2016 meeting.

**ATTACHMENTS:** Minutes: December 20, 2016

**HONEY LAKE VALLEY RECREATION AUTHORITY  
GOVERNING BOARD MEETING  
Regular Meeting Minutes  
December 20, 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, 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 Vice President Chapman, second by Board member Hammond, to approve the agenda. Motion carried unanimously. Absent: Garnier.

**4      APPROVAL OF MINUTES:**

Motion by Vice President Chapman, second by Board member Meserve, to approve minutes from November 15, 2016 meeting. Motion carried unanimously. Absent: Garnier.

**5      CORRESPONDENCE: None.**

**6      PUBLIC COMMENT: None.**

**7      MATTERS FOR BOARD CONSIDERATION:**

**7A      Financial Reports to December 12, 2016**

Mr. Hancock opened by thanking County staff for providing the updated financial documents through December 12, 2016 and asked if there were any questions.

Vice President Chapman inquired as to whether or not Modern Building Inc. has been paid in full.

Mr. Hancock responded that Modern is still to be paid approximately \$250,000 per their contract. He added that the County's numbers will also be altered as the contracted amount has changed due to change orders and that a budget amendment must be brought to the Board in the near future.

Motion by Board member Hammond, second by Board member Meserve to receive the financial reports through December 12, 2016. Motion carried unanimously. Absent: Garnier.

President Wilson requested that the Board move item 7C ahead of 7B.

**7C      Review of Remaining Items to be purchased by HLVRA**

Mr. Hancock stated that the budget has been a current topic of discussion and how much the Board has to work with. He continued that, thanks to staff, a list has been put together for the Boards review, if desired, and that staff is still compiling necessary items and associated costs.

Mr. Hancock continued that Modern is approximately 1.5 weeks away from completion with the exception of plastering the pool etc... He stated that Holiday Pools will be watching the weather and complete the plaster when they can. He added that the site is secure but staff will check periodically to ensure the security. The fencing is still pending as they are delayed due to weather and will continue once the ground dries out.

President Wilson inquired about the maintenance room being completed.

Mr. Hancock responded that it is almost complete and only finishing touches were needed based on his visit last week.

Board member Meserve asked if anything was going to be placed on top of the fence to deter trespassers.

Mr. Hancock responded that a conversation with the fence contractor recently occurred about security spikes. It was reported that in another community, a homeless man scaled a fence which had security spikes and accidentally impaled himself on one of them. The fence owner was found liable and the homeless man was no longer homeless due to the payment he received. The fence contractor strongly recommended that security spikes not be installed.

Board member Meserve voiced his concern but understood why security spikes were not installed.

Vice President Chapman added that he was also at the site and noticed a few panels still missing but added that yes, if someone was wanting to scale the fence, they would with or without spikes.

Mr. Hancock stated that this was a valid discussion but added that it is sad that agencies have to worry about getting sued when trying to protect their property.

Vice President Chapman added that, while at the site, he talked with Jim Dougherty (Holiday Pools) and confirmed that they are waiting on the weather. He continued that, although he was not fully onboard with going the route that the Board had gone, he is impressed by the quality of work that Modern and Holiday Pools has done to date. The design may not have been what he originally wanted but, he is very happy with the compromise.

**Tony Jonas (Public)** inquired as to how long it would be for the plaster.

Mr. Hancock responded that they require 3-4 days at 45°F while not freezing at night. He also added that if the pool was done and filled, it would require daily maintenance so, it being empty is a positive right now. He is confident that everything is on track.

Mr. Hancock added that, as we are talking about vandalism, the City itself dealt with two acts of vandalism this morning when a flag was burned not once, but twice, in the same location. Someone was on their way to change the flag and upon his arriving, he saw it had been burned. He replaced the flag and within 45 minutes the new one was also burned. So, the possibility of this type of vandalism happening locally is disappointing.

**7B Consider Adoption of Resolution No. 16-08 – Change Order #5 with Modern Building Inc.**

Mr. Hancock discussed the item and the addition of a 12 foot gate with two six foot panels that come together.

Vice President Chapman inquired as to why it is being brought up now and not back in October or November when the fence was previously discussed.

Mr. Hancock stated that the original proposal was a larger fence with gates and the Board voted to shrink the fence down and only enclose the smaller area and part of that cost savings was the removal of the gate.

Vice President Chapman asked if anyone noticed the removal of the gates.

Mr. Hancock confirmed that it was noticed and added that with the panels and the spacing, the solution offered, to unscrew the bolts on the fence section to remove it during deliveries, would work. However, it would be time consuming for whoever is managing it and each time the bolts are removed, the thread on the bolts would be compromised.

Mr. Hancock offered his apologies to the Board if they were not aware of this detail.

Vice President Chapman responded that, when the Board decided to shrink down the fence, it should have been determined at that time, to keep the gates as is. He added that maybe it was not suggested by the contractor as they were sensitive to our concern about the cost.

Mr. Hancock stated that that could have been part of it. However, we also recently did a realignment and added two more panels. He continued that originally the gates would have cost around \$3,000 and now they are \$1,600. The contractor was on site, it was a little change and it could've been the reason for the cost savings.

Discussion occurred on the ability to use the gate to assist with the egress during events or emergencies.

Mr. Hancock responded, yes, it would assist but someone would have to unlock the gate. Base rock would also be required as the area right now cannot accommodate foot or vehicle traffic.

Motion by Vice President Chapman, second by Board member Hammond, to approve Resolution No. 16-08 – change order #5 with Modern Building Inc. Motion carried unanimously. Absent: Garnier.

#### **7D Pool Director Recruitment Update**

Mr. Hancock discussed the Pool Director recruitment and stated that the most recent recruitment closes on January 6, 2017. He added that a list was also created for direct mailers and after closing, an update will be provided to the Board.

President Wilson inquired as to when the drop dead date is for hiring the Pool Director due to scheduling of programming, hiring and lifeguard certifications.

Mr. Hancock responded 60 days so, the end of February at the latest.

#### **8 BOARD MEMBER ISSUES/REPORTS:**

Vice President Chapman stated that this was his last meeting as well as it being a pleasure working with everyone on this project. He specifically thanked the Board members and staff for overcoming huge obstacles and he hopes to see the reality of the pool come to pass.

President Wilson thanked Vice President Chapman for supporting him and the idea of the pool ever since he approached him about years ago and appreciates his partnering with him to achieve it. He added that this Board is, by far, the most passionate Board he has been a part of and offers thanks to Vice President Chapman for his passion.

#### **9 ADJOURNMENT: Meeting adjourned at 3:36 p.m.**

Respectfully Submitted by:

---

Brian R. Wilson, President

---

Heidi Whitlock, Project Manager/Secretary

**Submitted By:** Heidi Whitlock, Project Manager/Secretary

**Action Date:** January 17, 2017

**HLVRA AGENDA ITEM**

**SUBJECT:** Recognition of New Board Members

**PRESENTED BY:** Jared G. Hancock, Executive Officer

**SUMMARY:** The existing Honey Lake Valley Recreation Authority members and staff will welcome the newest members to the Board.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** None.

**ATTACHMENTS:** None.

**Submitted By:** Heidi Whitlock, Project Manager/Secretary

**Action Date:** January 17, 2017

**HLVRA AGENDA ITEM**

**SUBJECT:** Appointment of President and Vice President for the 2017 Calendar Year.

**PRESENTED BY:** Jared G. Hancock, Executive Officer

**SUMMARY:** The Honey Lake Valley Recreation Authority will consider the appointment of a President and Vice President to serve during the 2017 calendar year.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Appointment of President and Vice President for the 2017 calendar year.

**ATTACHMENTS:** None.

**Submitted By:** Heidi Whitlock, Project Manager/Secretary

**Action Date:** January 17, 2017

**HLVRA AGENDA ITEM**

**SUBJECT:** Update on Pool Director Recruitment

**PRESENTED BY:** Jared G. Hancock, Executive Officer

**SUMMARY:** Honey Lake Recreation Authority staff has completed a second recruitment for the position of Pool Director in the Lassen County Times for a total of five weeks. In addition, staff directly mailed flyers to multiple cities and districts which have pools or aquatic facilities including Redding, Reno, Chico and Sacramento. A cover letter was also included which requested that it be posted or forwarded to anyone they knew who could be interested. The flyer is also listed on various websites. To date, no applications or letters of interest have been received. Staff is seeking input for further recruitment efforts.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** None.

**Submitted By:** Heidi Whitlock, Project Manager/Secretary

**Action Date:** January 17, 2017

**HLVRA AGENDA ITEM**

**SUBJECT:** Approve **Resolution No. 16-09**, approving Contract Change Orders #6 & #7 as part of the HLVRA Community Swimming Pool Project.

**PRESENTED BY:** Jared G. Hancock, Executive Officer

**SUMMARY:** Staff has been working with Modern Building Inc. to complete the Honey Lake Valley Community Pool Project. To date, the JPA has approved 5 change orders as follows and has a current contract value of \$2,757,331.50.

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: 12 Foot Gate at Southeast Corner	\$ 1,612.50

Change Order #6 is being requested for the removal of all hydroseeding ground cover from Modern's Scope of Work for a cost savings of \$5,888.00.

Change Order #7 is being requested for the extension of the swimming pool fencing, import and compaction of additional soil for site uniformity and appropriate drainage at the South end of the bath house for a cost of \$3,112.13.

The additional change orders will result in a new GMP of \$2,754,555.63.

**FISCAL IMPACT:** Change Order #6: \$5,888.00 (savings)  
Change Order #7: \$3,112.13

**ACTION REQUESTED:** Direction to staff.

**ATTACHMENTS:** Resolution No. 16-09  
Contract Change Order #6  
Contract Change Order #7

**RESOLUTION NUMBER 16-09**  
**A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY APPROVING**  
**CONTRACT CHANGE ORDERS #6 & #7 AS PART OF THE HONEY LAKE VALLEY RECREATION**  
**AUTHORITY COMMUNITY SWIMMING POOL PROJECT RESULTING IN A NET DECREASE AND A**  
**TOTAL PHASE II CONTRACT AMOUNT TO \$2,754,555.63**

**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 December 20, 2016 meeting, adjusted the total Project cost to \$2,757,331.50, as contract negotiations and change orders required; and

**WHEREAS**, it was determined by HLVRA staff that the removal of an item in the scope of work resulted in a reduction of the GMP; 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 Order #6 is hereby submitted for a reduction of \$5,888.00 and Contract Change Order #7 is hereby submitted for an increase in the amount of \$3,112.13.

**NOW, THEREFORE, BE IT RESOLVED** by the HONEY LAKE VALLEY RECREATION AUTHORITY that execution of Contract Change Order #6, the removal of work to be completed in the amount of \$5,888.00, and that execution of Contract Change Order #7, the addition of work to be completed in the amount of \$3,112.13 for the Community Pool Project, is approved, decreasing the Phase II total project cost by \$2,775.87 for a total Phase II project cost of \$2,754,555.63.

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

Attest: \_\_\_\_\_  
Heidi Whitlock, Project Manager/ Secretary

The foregoing **Resolution Number 16-09** was approved and adopted at a regular meeting of the Honey Lake Valley Recreation Authority held on the 17th day of January, 2017, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

---

Heidi Whitlock, Project Manager/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.:** 6

Reference Field Order No.: 6

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:**

Removal of all hydroseeding ground cover from Modern Building's scope of work. Owner acknowledges that conditions of run off and erosion may occur without hydroseeding as a means of soil stabilization.

**Adjustments of Contract Sum:**

**Adjustments of Contract Time:** (Days)

Original Contract: \$ 2,860,400.00

Original Contract Time: 180

Prior Adjustments: \$ (103,068.50)

Prior Adjustments: 0

Contract Sum Prior to this Change: \$ 2,757,331.50

Contract Time Prior to this Change: 180

Adjustment for this Change: \$ (5,888.00)

Adjustment for this Change: 0

**Revised Contract Sum: \$ 2,751,443.50**

**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: 12/15/2016

**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: \_\_\_\_\_

Modern Building, Inc.  
 PO Box 772, Chico, CA 95927



CHANGE ORDER LOG

PROJECT  
 Susanville Community Swimming Pool

JOB NO.  
 15056

REVISED  
 12/15/16

ITEM	CHANGE DESCRIPTION	SUBMITTED DATE	CHANGE AMOUNT	CONTRACT AMOUNT	ADDED TIME	COMPLETION DATE	APPROVED BY OWNER
Orig. Contract		12/16/15		\$ 2,860,400.00		02/24/17	YES
C.O. 1	Deductive True up for GMP Approved Phase 2 Budget	06/27/16	\$ (110,400.00)	\$ 2,750,000.00	0	02/24/17	YES
C.O. 2	Water Stub out at South wall for (F) Outdoor Showers	10/10/16	\$ 698.75	\$ 2,750,698.75	0	02/24/17	YES
C.O. 3	Electrical Stub out Under Sidewalk for (F) Monument Sign	10/10/16	\$ 537.50	\$ 2,751,236.25	0	02/24/17	YES
C.O. 4	Storage Room Revisions: Half Wall, Window in Door, Casework	10/26/16	\$ 4,482.75	\$ 2,755,719.00	0	02/24/17	YES
C.O. 5	Added 12' Wide Gate at Southeast Corner of Pool Area	12/06/16	\$ 1,612.50	\$ 2,757,331.50	0	02/24/17	YES
C.O. 6	Removal of Hydroseeding from Scope of Work	12/15/16	\$ (5,888.00)	\$ 2,751,443.50	0	02/24/17	YES
C.O. 7	Fencing Extention and Grade Leveling	11/23/16	TBD	TBD	0	02/24/17	TBD

NOTES

CO 7 is being priced by fencing contractor and siteworks contractor. Estimated costs are not to exceed \$3,000.00.


Project Name: Community Pool Project

EXHIBIT 10  
Project No.: 16-01

Honey Lake Valley Recreation Authority

**CHANGE ORDER NO.:** 7

Reference Field Order No.: 7

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:**

Installation of ~30 LF of Steel Swimming Pool Fencing and Fence Posts to expand Swimming Pool Area at South end of Bath House. Change Order includes all fencing work and adjustments to grade so that area is level and in line with the rest of the swimming pool fencing.

**Adjustments of Contract Sum:**

**Adjustments of Contract Time:** (Days)

Original Contract: \$ 2,860,400.00

Original Contract Time: 180

Prior Adjustments: \$ (108,956.50)

Prior Adjustments: 0

Contract Sum Prior to this Change: \$ 2,751,443.50

Contract Time Prior to this Change: 180

Adjustment for this Change: \$ 3,112.13

Adjustment for this Change: 0

**Revised Contract Sum: \$ 2,754,555.63**

**Revised Contract Time: 180**





**Submitted By:** Heidi Whitlock, Project Manager/Secretary

**Action Date:** January 17, 2017

**HLVRA AGENDA ITEM**

**SUBJECT:** Discuss Creation of Landscape Installation Plan

**PRESENTED BY:** Jared G. Hancock, Executive Officer

**SUMMARY:** Staff is requesting the Board consider contracting with the City of Susanville for the creation and installation of an appropriate landscaping plan.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** None.

**Submitted By:** Heidi Whitlock, Project Manager/Secretary

**Action Date:** January 17, 2017

**HLVRA AGENDA ITEM**

**SUBJECT:** Mid-year Budget Discussion

**PRESENTED BY:** Jared G. Hancock, Executive Officer

**SUMMARY:** Staff is in the process of preparing the mid-year budget which will be provided at the meeting.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** None.