HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
June 16, 2015 – 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, Jim Chapman, Brian Wilson and Tom Hammond. Absent: Board member McBride.

Staff Present: Jared Hancock, Executive Officer, Heidi Whitlock, Project Manager, Nancy Cardenas, Treasurer.

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

Board member McBride arrives at 3:03 p.m.

APPROVAL OF MINUTES:
Motion by Board member Meserve, second Board member Hammond to approve minutes from May 5, 2015. Motion carried unanimously.

5 **CORRESPONDANCE:** None.

6 **PUBLIC COMMENT:** None.

7 **MATTERS FOR BOARD CONSIDERATION:**

7A Proposed Plaque Design

Mr. Hancock stated that discussion has occurred regarding the acknowledgment to those entities who donated property to the JPA for the purpose of the new community swimming pool. He continued that the attachment is a proposed plaque design for the acknowledgment.

The Board liked the design with Vice President Chapman adding that he would also like to see a date on the top of the plaque. Discussion also occurred on the before and after photographs.

7B Discuss Audit Proposal

Mr. Hancock stated that the JPA is required to perform its audit as they selected the 2-year audit last year due to the limited amount of transactions. It is being requested that the Board choose to use Price Paige and Company as they are also the auditors for the County.

Diana Wemple, Lassen County Auditor, stated that after this particular audit, an audit must be performed annually. Mr. Hancock inquired as to whether or not it was to be completed annually because of the dollar amount or if it was because of the amount of activity. Ms. Wemple responded that it was because of the amount of activity. Mr. Hancock responded that he was sure legislature was drafted stating 1, 2, or 3 year audits were acceptable but we will look into it. Vice President Chapman stated that there will be limited activity during the construction phase so it may only have to be completed annually after the pool opens. President Wilson stated that the Board has a year to discuss the 1, 2, or 3 year after this years is completed.

7C Update on Financial Statements

Nancy Cardenas, Lassen County Treasurer, opened stating that the packet included the most current financial documents. She reported that the JPA is approaching the end of the fiscal year, which is evident in the remaining funds.

Vice President Chapman inquired for some clarity from Ms. Cardenas and it was stated that there are still some outstanding costs but less than $20,000.

Vice President Chapman then asked if we were right around $800,000. Mr. Hancock responded that we are right on target and that he agreed that we are right where we want to be in terms of administration, construction costs etc...

7D Discuss/Approve Revised Budget

Ms. Cardenas stated that, although the Board has already approved the budget for the next fiscal year, there have been discussions with Ms. Wemple that have prompted some recommended changes to certain line items. Making these changes will allow for a better tracking system on where funds are spent. After discussions with Ms. Wemple, the dollar amount and budget is the same, the line items are simply being altered. For instance, special departmental expense was going to be staff time and now it will be going to professional services.

Motion by Vice President Chapman, second by Board member Meserve, to approve and adopt the amended budget. Motion carried unanimously.

7E Update on OGALS Grant

Mr. Hancock discussed the letter received by OGALS which stated that we were not chosen to be funded but that the application would be kept on file.

President Wilson inquired as to whether or not the grant would be available again next year. Mr. Hancock responded that maybe he didn't explain it well. OGALS will receive funding, with restrictions, that they must then put criteria on to state what would fall into the allowable category. Board member McBride asked if there is something that we could have done better. Mr. Hancock responded that we had received all the allowable points and that it was kicked back at the management level. We are competitive and have been in communication with them.

Vice President Chapman stated that funding a pool at this time, being that we are in a drought (or California in general is), may be difficult. Maybe we had a really good application but, dealing with the press and media may have put a damper on it for us. There are people that will argue with us over filling the pool. Board member McBride stated that if we provide it, people will save on water since they will no longer have to fill their dough boys etc... Vice President Chapman agreed but stated that there are still going to be those people who will try to exploit it. Board member McBride requested that staff bring back any information received.

7F Consider Design-Build RFP

Mr. Hancock stated that he was able to send a draft of the attached RFP to the Board, County staff, engineering staff etc... Right now, contractors will have be able to bid on three different options. We are awaiting the final approval from the attorneys and looking for comments from the Board. Mr. Hancock asked if any clarification was needed or if the Board had suggestions on timing or award dates or if there was anything they felt was missed in the document.

Board member McBride inquired if a schematic would be included and, if so, which one staff is including. President Wilson inquired as to whether or not the Board was ever presented with a new schematic. Mr. Hancock responded that we are including the schematic provided by Board member McBride as directed. Board member McBride stated that the one that he altered still required adjustments as the sizing was not accurate.

Mr. Hancock then stated that he would like to put a committee together including Tony Shaw and Richard Egan from the County along with JPA staff. He continued that we could elect to have a subcommittee but he thought the entire

Board should be involved. He then asked how many people the Board would like in the process of reviewing the returned bids.

Discussion occurred on the dates listed in the RFP and the turnaround time. It was decided that the Board approval would be August 5, 2015. President Wilson asked Mr. Hancock if there were still things to do. Mr. Hancock responded, no, we are only awaiting approval from the attorneys and the dates. Dates are an issue only because of weather uncertainty. Tony Shaw (Lassen County) stated that listed "workdays" may be more feasible than a completion date.

President Wilson stated that discussion on operating schedules should also begin. Vice President Chapman stated that it would depend on what budget we have once construction is completed. Mr. Hancock agreed then stated that we are a couple months away from having everything needed such as facility and staffing costs. We will be making projections about the operating expenses at that time.

Vice President Chapman also suggested that staff bring back an amendment for the JPA Agreement stating the new terms, as both entities are fronting a portion of their total contribution, including the new annual contribution amount.

Discussion continued on how the original agreement for $200,000 annually per entity was originally suggested and how they decided to front the construction costs and reduce the remaining annually contributions. Vice President Chapman requests a letter or Resolution to consider that portion of the agreement be changed to reflect the changes in the amount due.

President Wilson asked Mr. Hancock if he had all the information required. Mr. Hancock responded that he did. He then added that he hopes the Board likes the proposed RFP. As we were completing it, we were reaching out to multiple agencies to obtain templates and they were highly incomplete. We had to draft almost the entire document from scratch.

Discussion occurred on the Phase areas of the RFP. Clarification was given on how those bidding could bid and for what. Discussion also occurred on the GMP (guaranteed maximum price).

Motion by President Chapman, second by Board member McBride to direct the Executive Officer to proceed with the release of the RFP with a timeframe for Board approval ending August 5th, to have contract negotiations completed and a pool completion date of May 2016. However, the May 2016 date can be modified by using the CalTrans "working day" definition for construction while being weather dependent. Motion carried unanimously.

Addition comment that the map included should be the one Board member McBride presented.

8 BOARD MEMBER ISSUES/REPORTS:

ADJOURNMENT: Meeting adjourned at 4:18 p.m.

Brian Wilson, President

Respectfully Submitted by

Heidi Whitlock, Project Manager

Approved on July 21, 2015