

HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
July 21, 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, Brian Wilson and Tom Hammond, Nick McBride. Absent: Vice President Chapman.

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: Chapman.

APPROVAL OF MINUTES:

Motion by Board member Meserve, second Board member Hammond to approve minutes from June 16, 2015. Motion carried unanimously.

5 **CORRESPONDANCE:** None.

6 **PUBLIC COMMENT:** None.

7 **MATTERS FOR BOARD CONSIDERATION:**

7A **Update on Financing Options**

Mr. Hancock stated that he wanted to provide an update for all in attendance. He explained how both the City and County agreed to contribute \$200,000 annually for 15 years for a total of \$6 million in total contributions. He continued that the goal was to keep construction at \$3 million with the other \$3 million going towards operating costs. Staff had been looking into multiple options to secure funding for the construction until it was decided that each entity would provide an upfront \$1.1 million for construction costs. The County has determined where their funding would come from and the City will be deciding, tomorrow during the City Council meeting, which loan option received would best fit their needs. With \$1.1 million from each entity and the amount left in fund balance, we expect to have enough to fund the construction of the pool.

Tony Jonas (public) – Inquired as to whether or not each entity had already made their 15/16 contribution. Mr. Hancock responded that he does not think the payments have been made for the current year but the fund balance that he is referring to is the balance at the time of construction.

Mr. Jonas then inquired as to whether or not the JPA agreement has been amended to reflect the changes in the contribution amounts. Mr. Hancock responded that the City and County have been discussing amendments and once an agreement is made, the amended contract will be presented to the Board for review prior to it being ratified. Mr. Jonas asked if staff have determined how much the amount will be reduced. Mr. Hancock stated that they had an idea but he was not comfortable stating an amount as they are still looking into multiple factors that could change. Richard Egan, Lassen CAO, shared that the number could be \$70,000 to \$80,000 but as Mr. Hancock stated, there are multiple factors and a process to determine those amounts.

7B Update on Insurance Options

Mr. Hancock stated that staff have had a chance to work through the City and County insurance options. At this time, it appears that the best option will be to use CAPRI. They have already pre-approved us to submit an application and they will be sending us an application to apply for worker's compensation and liability insurance. Once we receive numbers from CAPRI we will bring them back to the Board.

Board member Hammond inquired as to what the numbers are on liability? Mr. Hancock responded that it is typically \$5 million for the first occurrence and then the premiums could change. We are on track to get those numbers in place.

Mr. Jonas asked if the JPA is currently insured and by who. Mr. Hancock responded that the JPA is currently covered under each entity's insurance.

7C Update on RFP

Mr. Hancock stated that staff have released the RFP for the pool. A mandatory pre-bid meeting was held on July 9, 2015 and anyone who wanted to place a bid had to attend. On July 16, 2015 all questions were to be received. An amended RFP was released on July 20, 2015. The new bid deadline was extended by two weeks, to August 6, 2015. He continued that approximately ten groups attended the meeting and we had multiple groups looking to work together to complete the project. He added that as long as the submitting party was in attendance they would meet the requirements and that staff was looking forward to receiving the bids.

President Wilson asked how the construction phase will affect the JPA meeting schedule. Mr. Hancock responded that all dates on the RFP were pushed out by two weeks but it would not affect the meetings. He then suggested that we could cancel the next meeting, to be held on August 4th and schedule a special meeting if needed.

Richard Egan added that when we have an amendment to the agreement, it will need to be posted for 30 days. Mr. Hancock inquired as to whether it needed to be noticed publically or just the entities. Mr. Hancock read the amendment section of the agreement and stated that the City and County are to be noticed for 30 days then the amended agreement could be ratified.

President Wilson stated that the Board would be okay with rescheduling the meeting on the 4th, as long as they had the meeting on the 15th. Mr. Hancock responded that he would look at the dates and send them to the Board. President Wilson also stated that we are getting to that point where a meeting every two weeks may not be needed. We may be looking into longer time frames during this phase.

8 BOARD MEMBER ISSUES/REPORTS: None.

ADJOURNMENT: Meeting adjourned at 3:25 p.m.


Brian Wilson, President

Respectfully Submitted by


Heidi Whitlock, Project Manager

Approved on September 1, 2015