

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
September 21, 2015 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:03 p.m. by President Wilson

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

APPROVAL OF MINUTES: None.

2 PUBLIC COMMENT: None.

3 MATTERS FOR BOARD CONSIDERATION:

3A Report on Project Funding

Mr. Hancock opened the meeting stating that both agencies have acquired funding for the construction of the Community Swimming Pool. The funding from the City has been deposited and the County funding is to be received shortly. We are at that point where the money is secured and available.

Tony Jonas (public) asked since the \$1.1 million has been received, has the \$200,000 contribution also been transferred. Mr. Hancock stated that he will confirm that it has been. President Wilson inquired if the bill had been sent to both agencies. Vice President Chapman stated that he thought the County had already paid the \$200,000 portion but asked Tony Shaw to follow up.

3B Selection of Design-Build Proposal Review Committee

Mr. Hancock stated that Vice President Chapman requested a formal action to select the committee to review the Prequalifications. At this time I am suggesting the Executive Officer, Project Manager, City Engineer, Deputy County CAO, County Engineer and the HLVRA attorney. He requested confirmation that the proposed members would be sufficient. Those suggested have already been contacted and are willing to participate in the review. President Wilson requested that the committee meet within the next week to review.

Board member Meserve requested the names of those who are in those names positions. Mr. Hancock responded that he is the Executive Officer, Heidi Whitlock, Project Manager, Dan Gibbs, City Engineer, Tony Shaw, County Deputy CAO, Pete Heimbigner, County Engineer and Kristianne Seargeant, Attorney.

Motion by Vice President Chapman, second by Board member Meserve, to support the six people selected to fill the rolls of review committee members for the prequalifications.

3C Proposed Design-Build request for Proposals

Mr. Hancock stated that the revised RFP is due to be released on September 28, 2015. This Wednesday, September 23rd, we will receive the prequalifications and review with the committee within the next week. We will then release this document for those who are prequalified.

Eileen Spencer (public) inquired about the appeal process for those who have not been selected as prequalified. Mr. Hancock responded that it is covered in the prequalification and, although it is not in front of us, we can obtain a copy to review if we recess.

Recess at 3:17

Reconvene at 3:22

Mr. Hancock began that a few items to mention are the Design-Build RFP is to be issued on September 28, 2015. Also, all questions are to be received by October 7, 2015, and proposals are due on October 22, 2015. He added that, in the event that someone submits an application to be prequalified and it is determined that they are not qualified, there is an appeal process. During the recess, we pulled the prequalification to state the procedures to be followed. President Wilson asked who was on the appeal panel, would it be the same who review? Mr. Hancock responded that the panel has not yet been established but can be if we have an appeal.

Eileen Spencer inquired about the language stating if a negotiated agreement cannot be determined the next best proposal could be selected. She inquired as to what would make them not successful. Mr. Hancock responded that it may not be wise for the Board to speculate but it could be as simply as verbiage, or that the questionnaire was not completed in its entirety or that firms may leave out details on an element. It could be a wide variety of issues. President Wilson stated that staff are not anticipating problems, it is being covered in case it occurs.

Eileen Spencer voiced her concerns with Mr. Hancock having the ability to add or subtract items. She asked, if extra funds were available, Mr. Hancock would be able to decide what would happen with those funds or would the Board have that say. Mr. Hancock responded that it is the Board's decision, it's their discretion. President Wilson used the RFP as an example stating that, Mr. Hancock didn't simply start over, he presented the information to the Board and the Board opted to start with the prequalification. Ms. Spencer asked what the "more or less" was referring to then. Mr. Hancock responded that it will come up more during the design phase. He also added, in response to her first inquiry, that an additional reason that a firm may not qualify would be if they opted to use a subcontractor that the HLVR did not approve of etc... we could move to the next responsible bidder.

Vice President Chapman expressed his concern that the RFP did not specifically state 6 lanes each direction for the pool. Discussion occurred and it was requested that the language be added to the RFP.

Vice President Chapman commented that he is still hearing people inquiring as to why the original pool was only supposed to be \$1 million yet it is now up to \$3 million. He wanted to clarify that the pool, when looking at the RFP, is still approximately \$850,000 and what takes the price to \$3 million is the required supporting structures, parking etc...

Mr. Jonas stated his concerns with the RFP requirements for USA swimming and not Title 24 standards. He explained the differences between a certificate to operate and a certificate to compete. He added that the person to be talking to is the local health department. President Wilson stated that the builder should be talking with the health department, not the Board.

Discussion occurred on when the public should know who is to be awarded the contract. It was determined that the public will be notified after the award has been made.

Motion by Board Hammond, second by Board member Meserve, to accept the document with the requested additional wording. Motion carried unanimously. Absent: McBride.

4 **BOARD MEMBER ISSUES/REPORTS:**

Board member Meserve wanted to take the opportunity to thank staff, Board member Hammond and Vice President Chapman agreed.

5 **PUBLIC COMMENT ON CLOSED SESSION ITEMS:** None.

6 **CLOSED SESSION:**

ADJOURNMENT: Meeting adjourned at 4:01 p.m.



Brian R. Wilson, President

Respectfully Submitted by



Heidi Whitlock, Project Manager

Approved on October 6, 2015