

**HONEY LAKE VALLEY RECREATION AUTHORITY**  
**GOVERNING BOARD MEETING**  
**Special Meeting Minutes**  
**December 3, 2015 – 10:00 a.m.**  
City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 10:15 p.m. by Board member Meserve.

Roll Call of Board of Directors present: Dave Meserve, Tom Hammond, Kathie Garnier and Jeff Hemphill.

Absent: Nick McBride

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

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

**APPROVAL OF MINUTES:** None.

**2** **PUBLIC COMMENT:** None.

**3** **MATTERS FOR BOARD CONSIDERATION:**

**3A** **Resolution 15-07 Approving Design-Build Contract with Modern Building Inc.**

Mr. Hancock stated that at the November 3, 2015 meeting, staff presented the contract to the Board to approve entering into negotiations with Modern Building Inc. He continued that staff had been working with both Modern and the attorney to make requested changes and, although those changes were not substantial, we wanted to bring back the final wording for approval. He added that we would also want this contract to be adopted by resolution, not just by minute order.

Mr. Hancock stated that County members have also requested that we supply attorney confirmation that she has reviewed and approved the contract as to form and that documentation has also been provided to the Board.

Mr. Hancock then gave background on the design-build project and the procedures required.

Mr. Hancock stated that he has received questions regarding the various phases of the contract. He continued that the resolution presented is for Phase 1 only and the range for this phase is approximately \$75,000 to \$93,725 GMP. The second phase is \$2,381,400 but we can lower that amount during phase 1 and establish a new GMP for Phase 2.

Board member Hammond inquired as to what was being approved, just Phase 1? Mr. Hancock responded that the resolution specifies the Notice to proceed will be for Phase 1 only.

Board member Hammond expressed concern as the document sent to him was missing numbers. Mr. Hancock responded that we could take the item off until next Tuesday stating that he would not be available but someone could run the meeting in his place. Board member Hammond inquired as to how this would affect the timeline. Mr. Hancock responded that we can request that Modern put their contractors on hold.

Board member Hemphill made a motion to table the item until December 15<sup>th</sup>, Board member Hammond offered a second but prior to passing the motion Tony Shaw (County deputy CAO) suggested having the signatures on the documents from the contractors. Mr. Hancock responded that the request would alter the motion as it would be authorizing getting signatures. Mr. Shaw stated that it was only in the interest of time saving but if changes are

requested, it could cause difficulties. Mr. Hancock responded that the documents themselves have already been reviewed so we would not be against it.

Motion by Board member Hemphill, second by Board member Hammond to have the contract on the December 15, 2015 meeting with contract signed and ready for Board signature. Motion carried unanimously. Absent: McBride.

### **3B Resolution 15-06 Authorizing Signatures**

Mr. Hancock stated that this item is for the authorizing of signers on the claims and transfer forms and we are requesting that the current form be extended to December 2016.

Board member Hammond requested background on the item.

Ms. Cardenas expressed concern that the Resolution does not specify that City staff reimbursements would be approved by the Board and not the authorized signers listed on the sheet. She added that the claim form itself did not appear to be completed.

Ms. Wemple stated that she does not want to approve City staff signing for their own reimbursements but suggested that we adjust the form to make it possible for other pending claims to be paid. The claims box was checked on the authorized signer form, the form was signed and distributed.

Mr. Hancock responded that an MOU between the JPA and City is also being drafted to address reimbursements for staff time but, it is not yet complete.

Eileen Spencer (public) expressed her concern with City staff being reimbursed in general as County employees are not getting reimbursed for their time. Ms. Wemple responded that the County has an MOU with the JPA stating that they would not be submitting reimbursements until April of 2016.

Motion by Board member Garnier, second by Board member Hammond to approve Resolution No. 15-06. For all reimbursements except for City staff it was requested that the item be brought back at a later date to address approval of payment of City reimbursements. Motion carries unanimously. Absent: McBride.

**4 BOARD MEMBER ISSUES/REPORTS:** None.

**ADJOURNMENT:** Meeting adjourned at 10:49 a.m.



Brian Wilson, President

Respectfully Submitted by



Heidi Whitlock, Project Manager