

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
September 20, 2016 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:00 p.m. by President Wilson.

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

Staff Present: Jared G. Hancock, Executive Officer, Gwenna MacDonald, Secretary and Ian Sims, Project Manager.

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

2 APPROVAL OF MINUTES: None.

3 PUBLIC COMMENT:

Tony Jonas asked for clarification regarding the maximum capacity numbers for the bath house and swimming pool.

Mr. Hancock expressed concern that because it was a special meeting, comments were limited to items on the agenda. It would be appropriate to consider Mr. Jonas's question under Item 4C – Proposed Pool Design Revisions and Estimated Costs.

Board member Chapman distributed old swimming pool flotation devices that had been in his possession.

4 MATTERS FOR BOARD CONSIDERATION:

4A Pool Budget Projection

Mr. Hancock reviewed information related to the current revenue and expenses for the JPA. The current balance is \$2,543,000 with anticipated revenue of \$80,000 to be received from the County, which brings the total to \$2,623,000. There is \$2.4 million remaining in the building contract and that is including the estimated administration costs through June 30, 2017. He clarified that the Pennies for Pool funds are not included in the revenue estimate.

Board member Hammond requested confirmation that there was approximately \$25,000 in that fund.

Mr. Hancock responded that it was approximately that amount.

Eileen Spencer asked what the estimated cost for signage would be, as she and her husband are prepared to make a personal donation for the costs of signage for the facility.

Phil Strawn, Project Manager, Modern Building Company stated that if the sign is purchased, they would be able to hang it before they leave.

President Wilson stated that \$149,000 does not include furniture, fixtures or start-up costs and he is concerned that the JPA does not get ahead of itself in budgeting.

4B Necessary Pool Operation Items

Mr. Hancock explained that the primary reason for scheduling the special meeting was to consider items for the facility that may not be included in the plan. It is easier to add or include additional items or features at this stage than to include them after the construction is underway. There were items pulled from the project in order to achieve cost saving, however some items are required for operation. With consideration to the opportunities to utilize inmate labor, obtain grant funding for fixed cost items such as pool timing equipment, the JPA can review those items that they

would like to include. Mr. Hancock added that the conduit for the pool timing equipment has been included in the design so it would be something that could easily be added later.

Mr. Sims reviewed some of the costs that cannot be waived, such seismic permit fees, which are mandated by the State, phone data cabling costs. He referred to items in the second table that are opportunities for cost savings, such as Frontier willing to waive fees for installation of phone lines, or the benches and signs at the bus stop. The county will provide signage, purchase the bench, and Modern Building Co. will design the pad around the bus stop.

Board member Garnier asked if there was going to be a cover over the bench or if it would be uncovered.

Eileen Spencer advised the JPA of the difficulty in dealing with Transportation, and discussed how she continually lobbied to have the bus stop installed at Walmart as a covered kiosk. They will comply, but you have to keep asking. It seems reasonable to request that they make the improvement for their own bus stop, and she offered to donate the bench.

President Wilson stated they are talking about a bench in a parking lot, and that would be on private property. He questioned the estimated cost for the bench.

Board member Chapman stated that three of the Transportation Commissioners are seated on the JPA, so it is not unreasonable to expect that cooperation could be achieved in installing the bench on property that is a public facility.

Ms. Spencer responded that she wished it were that simple, as the kiosk at Walmart took over a year to make happen.

Board member Chapman stated that there were a number of contributing factors to the delay regarding putting the additional stop at Walmart, and the installation was not necessarily based on the effort put forth by Ms. Spencer.

President Wilson requested that Board member Garnier facilitate having the item scheduled for consideration on the next Transportation agenda.

Board member Chapman stated that if it were possible that the bus stop was something that another agency could purchase, he would prefer that to a private donation that could be utilized on other items.

Mr. Hancock stated that the design process will include JPA staff and Modern Building conducting an outreach to the Transportation Commission to determine the type of facility that they will require, and whether the bench could be covered or uncovered. It was considered that having an uncovered bench would be acceptable if there was available room in the waiting area of the facility that passengers could use in the event of inclement weather. It is important to determine the requirements at this stage because the design has changed and it might be more beneficial to have a stand-alone covered area, which would require a larger concrete pad and how does that affect the budget.

Mr. Strawn stated that it may be a bit more for the concrete costs to install a covered parking kiosk in lieu of a bench.

Board member Chapman stated that he was in favor of a larger pad to allow for the installation of a covered bus stop, and the JPA might as well plan for that up front.

Mr. Sims asked if the Board wanted to deviate from the list or look or alternatives.

President Wilson responded that he would like to see numbers on computers, and a list of things that the facility absolutely has to have in order to be able to operate. He suggested that Tony Jonas may have prices available for items such as starter stands, etc.

Mr. Jonas responded that the cost for starter stands is \$3,000 each installed, so the estimate is very close.

Mr. Strawn added that the anchors for the stands are being installed, so that expense is included in the base project bid.

Mr. Hancock stated that staff would be continuing to look for cost saving opportunities and pricing, and would like direction regarding any of the items presented.

President Wilson requested that wish list items, such as a diving board, would be included.

Mr. Strawn stated that the footing for a diving board was not included in the construction cost, and it would require cutting out the decking and installing the footing. It is not currently included in the contract.

President Wilson asked about the configuration of the landscaping irrigation system and if it was something that could be completed with in-house work crews.

Mr. Sims explained that Modern has provided a "T" water hookup for irrigation on South Street at no additional cost, so they did the JPA a favor by including that in the construction work.

Mr. Strawn said that the JPA would be provided with a full set of shovel-ready irrigation plans, and they have installed points for irrigation controls to be added, so it will be a complete as-built plan.

President Wilson asked if there was anywhere in the parking lot that additional irrigation pipelines will need to be added.

Mr. Hancock said that the irrigation and grassy areas will go around the pool decking.

President Wilson stated that they should lobby for the Pennies for the Pool fund to be utilized for those items too.

4C Proposed Pool Design Revisions and Estimated Costs

Mr. Sims reported that at the September 13th Board meeting, the Board requested that staff obtain estimates for the design revisions that were requested, including:

- Additional shower area on north side of bath house. Two column showers with 4 to 6 stations each with concrete base.
- Fencing expansion cost estimate to enclose "new" shower area and expand upon deck area with DG base
- Radiant heating system (glycol-closed loop) to be utilized under deck, around pool perimeter
- Additional lighting around pool decking, mostly on west end.

Mr. Sims stated that due to the short turn around time frame, staff was unable to complete cost estimates with formal bids. The figures highlighted in yellow were provided by Modern, and have not been substantiated by their subcontractors.

At 3:38 p.m., President Wilson called for a five minute recess to obtain the plans and specifications for review.

At 3:41 p.m., Mr. Sims reported that according to the engineering plans, the capacity for the swimming pool is 116 users, and 16 people for the shower building facility.

Board member Hammond asked Mr. Jonas about scheduling swim lessons, given the time and usage constraints.

Mr. Jonas responded that with staggering times, he is worried about the 116 number. With swim meet numbers, and it is possible that they could exceed those numbers during warm up.

There was a general discussion regarding the calculations used to estimate usage capacity.

Mr. Sims stated that concerns regarding insufficient shower facilities were what prompted the JPA to consider the installation of outside showers that would be located on the north side of the bathhouse.

Board member Garnier stated that the additional showers should be located on the south side of the building and not the north side.

President Wilson stated that the budget was a concern, and there was no budget to spend \$27,000 just to add more showers.

Mr. Strawn said that the decking and concrete area could be reduced to bring costs down and that the location was selected with the idea of keeping the showers away from the air condensing unit. He indicated on the plans where he tentatively planned to locate the additional showers.

President Wilson stated that they had to find a way to keep cost down

Board member Garnier asked how much cost reduction would result from reducing the concrete area.

Mr. Strawn said with reduced paved area and fencing, it would save approximately \$3,000.

There was a general discussion regarding the placement of the outdoor showers, the required grading and paving, and ways that cost-savings could be realized. Considerations for the direction of expansion included provided a viewing area for parents as their children play in the shallow end of the pool. Mr. Strawn demonstrated the location on the plans, providing the same explanation to the members of the public.

President Wilson asked how difficult it would be to install these improvements at a future date.

Mr. Strawn stated that it would not be difficult and would largely be a matter of moving and adding more fencing panels.

Board member Garnier stated that they should hold off for now.

Board member Meserve agreed with Board member Garnier.

Board member Hammond stated that he believed the additional showers were the most important additional feature of the four listed.

Board member Chapman stated that the proposals as listed add up to \$90,000 that the JPA. The shower issue is a necessity that has to be addressed. A lot of the improvements could be donated at a later date. At this point, they should create external showers and have the plumbing stubbed in and expand it out later.

Cliff Kegley, Superintendent, Modern Building Supply, stated that the water is already there at the location so adding showers later will not be difficult.

President Wilson stated that reducing the price by \$27,713 should be the focus and thinks that the Board is unanimous on waiting on the rest.

There was an extensive discussion regarding tile versus grout for the backsplash area of the pool, and the difficulty with water leakage getting behind the tiles and causing them to lift and pop off.

It was the consensus of the Board to grout the backsplash.

4D Pool Director Job Description

Mr. Hancock explained that the job description for the Pool Director position had been included for review, and it incorporated the amendments previously requested by the Board, with the primary change being the addition of language stating that previous experience obtaining grant funding and managing grants would be required. Mr. Hancock noted that a job flyer had been handed out but stated that the flyer is a draft version only to be utilized for discussion purposes only. The recruitment would be open until filled with a preliminary deadline of October 31st,

pending final sign off from legal counsel regarding the benefit package. Staff created a proposed benefit package based on direction from the Board, calculating vacation time and sick leave. Due to the small size of the JPA, the buying power for providing health insurance is going to be more difficult than it is for a large CalPers agency. The Board may want to consider that the employee could sign up for private health insurance, with the employer contribution of up to \$1,000 per month.

Board member Chapman stated that he liked the format, the content was good and there were a few formatting issues on the flyer, however there was no reference to the fact that the facility is a new community pool, and he would like that information inserted to generate a bit more excitement. He suggested using pictures of the facility and suggested minor changes to improve the formatting and flow.

Board member Hammond stated that he is opposed to creating the position and voted no on the item. The JPA is short on funding, and with an estimated annual revenue of \$150,000 to \$160,000, to pay someone this kind of money makes no sense. He pointed out that the community has someone who is qualified and wants to help, and the Board should be looking to utilize talent that we have in house.

President Wilson stated that he also voted no on the item, since the creation of a fixed cost this large, and he respected the opinion of the three Board members who supported the creation of the position, but he prefers to grow the position over time, and not set the cost in stone so early in the process.

Board member Garnier commented that the Board is looking at \$55,000 top end, and with vacation pay, sick leave and the insurance contribution it may be a little bit more. That seems like too much for an area as small as Susanville.

Mr. Hancock responded that the benefits are structure around the \$20,000 benefit package that the Board had chosen.

Board member Chapman stated that the Board is hiring more than a pool manager, and duties for administrative functions would continue to fall on the City and County unless someone with the administrative skill in addition to the ability to manage the facility is hired, and the Board will be lucky to find someone who will be able to do it all.

Board member Meserve added that he thinks the Board is trying to pay too much also.

The Board discussed issues related to the employee's schedule, salary versus overtime, and status as a full time or season employee.

Board member Garnier commented that the Board would no longer be paying city administration costs, and that should be factored in.

Board member Chapman emphasized the importance of hiring someone who could handle the administrative requirements as well as have the technical skill needed to run the facility.

Mr. Hancock explained that the Board has placed a lot of emphasis on timing, and the reality is that it is a competitive salary and benefit package, and hiring a person who could hit the ground running is a savings in that the person would not require a lot of on the job training or additional work by city staff. The description and job duties are good, the job title needs to be nailed down, and the salary and benefits package could be listed as negotiable.

Board member Hammond asked if establishing it as a fixed contract position would be preferable.

Mr. Hancock responded that the predictability of an independent contractor is a good thing, however as soon as the Board is involved in things such as setting hours, directing tasks, then you have created an employee.

President Wilson asked if the Board had someone step up who wanted to be involved and manage the pool operations if they could actually be paid less than what the position is set at.

Board member Chapman stated that they should keep the description as a template and set the benefits as negotiable to be determined when a candidate is selected.

It was the consensus to clean up the formatting issues on the flyer and include emphasis on it being a new facility. The job title would be kept as Pool Director.

Motion by Board member Chapman, second by Board member Garnier, to keep the job title as Pool Director, amend the benefits section to negotiable, and clean up the flyer formatting as suggested; motion carried by polled vote. Ayes: Chapman, Garnier and Meserve. Noes: Hammond and Wilson.

8 BOARD MEMBER ISSUES/REPORTS:

ADJOURNMENT:

Motion by Board member Meserve, second by Board Chapman, to adjourn; motion carried.

Meeting adjourned at 5:10 p.m.

Respectfully Submitted by


Gwenna MacDonald, Secretary


Brian R. Wilson, President

Approved November 15, 2016