

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
October 25, 2016 – 5:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 5:01 p.m. by President Wilson.

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

Staff Present: Jared G. Hancock, Executive Officer and Heidi Whitlock, Secretary.

APPROVAL OF AGENDA: Motion by Vice President Chapman, second by Board member Meserve, to approve the agenda with changes to item 4B (Resolution 16-05) and item 4F; motion carried unanimously. Absent: Hammond.

2 APPROVAL OF MINUTES:

Motion by Board member Garnier, second by Vice President Chapman, to approve minutes from August 30, 2016 meeting. Motion carried unanimously. Absent: Hammond.

Motion by Vice President Chapman, second by Board member Meserve, to approve minutes from September 13, 2016 meeting. Motion carried unanimously. Absent: Hammond.

Motion by Board member Garnier, second by Vice President Chapman, to approve minutes from October 4, 2016 meeting. Motion carried unanimously. Abstain: Meserve. Absent: Hammond.

3 PUBLIC COMMENT:

4 MATTERS FOR BOARD CONSIDERATION:

4A Financial Reports to October 18, 2016

Mr. Hancock offered thanks to the County for providing the financial documents for the agenda and asked the Board if they had any questions to ask of Diana Wemple.

Vice President Chapman asked Ms. Wemple if \$57,000 was what was available to be carried over prior to the change orders. Ms. Wemple confirmed.

Vice President Chapman asked Ms. Wemple if the amount listed included projected revenues. Ms. Wemple again confirmed.

Motion by Vice Chapman, second by Board member Meserve to accept and file the financial reports. Motion carried unanimously.

4B Consider Resolution 16-05 Approving Change Orders #1-#3

Mr. Hancock stated that there were proposed changes to the Resolution provided in the original packet and the changed resolution adds "in furtherance thereof" in the body of the resolution and the new GMP amount listed in the title. He continued that the Board has already approved the changes to be made but staff wanted to keep a clean paper trail and to do so, included Resolution 16-05. To ratify the approved changes, Change Order #1 reflects the \$110,400 reduction of the original GMP. The second Change Order relates to the additional water lines for future outdoor showers in the amount of \$698.75 and the third Change Order was for the addition of conduit to the monument sign for \$537.50. The work has already been approved and the work has been completed.

Motion by Board member Meserve, second by Board member Garnier, to approve Resolution No. 16-05, accepting change orders #1-#3. Motion carried unanimously.

4C Pool Director Classification

Mr. Hancock stated that, at the last few meetings, the Pool Director position had been discussed. Under California labor laws, those who work over 8 hours in a day are to be paid overtime. However, if you do particular administrative tasks, one can be categorized as exempt. Staff has been working with the JPA's attorney and staff recommends having the position categorized as hourly and wait 6-12 months to assess job functions. After that time, the position can be evaluated and the determination can be made at that time if it would fall into the exempt category. Drawbacks of someone being salary is if someone challenges the position classification and it is not found to qualify the JPA could be required to back-pay for overtime. Currently, based on the salary range in the flyer, the hourly rate would be \$22-\$25 per hour. Or, we can keep the position salary but we will need to work on the job description to limit the risk.

Board member Garnier asked how much overtime there would be. Mr. Hancock responded that it depends on the Board. It could be set up in their contract or maybe the individual chosen can come up with a work schedule and overtime plan. He continued that discussion should take place on the hourly rate as it was raised based on minimum salary requirements to be categorized as exempt from overtime.

Board member Garnier suggested it stay on the low end. President Wilson agreed.

Mr. Hancock responded maybe \$18-\$22 per hour.

Board member Meserve responded that if they are getting overtime, he agrees with the \$18 per hour rate.

President Wilson asked if the position was still a fulltime position.

Vice President Chapman stated that he would recommend they start out as year round. He added that the individual would need both operating and administrative experience as they will have to work on contracts etc... He added that he thought the position would remain full time and year round but it could be modified after it is established.

Mr. Hancock responded that we could have them create a plan and work with an attorney to make it an exempt position if that was desired.

Vice President Chapman stated that the position should maintain a 40 hour work week, not more just because it could be an exempt position.

Board member Meserve stated that the first year of the position can be used as a comparative base for upcoming years.

Motion by Board member Garnier, second by Board member Meserve, to change the classification of the Pool Director position to hourly at \$18-\$22 per hour. Motion carried unanimously.

4D Pool Edge Modification

Mr. Hancock stated that, as Modern was preparing the area around the pool, there were discussions regarding the pool edge. Modern was asked to look into other items and grout and concrete were both reviewed. Now it appears that concrete going all the way to the back edge of the gutter would be cleaner option and have a more water tight seam. Also, the high pressure grout sealant would have to be reapplied each year if it were used. Modern recommends this option as a cleaner design with no additional cost to the HLVA.

Vice President Chapman stated that he made a quick visit to the site and talked with Cliff way before it became an option. He stated that he knows that concern was mentioned and he was pleased that Modern was proactive in stating their concerns. He continued that he thought this was a realistic request and he respects the conditions that we have here. He also liked the idea of less maintenance, long-term. He stated his appreciation for Modern and Holiday pools.

Jim Dougherty (Holiday Pools) stated that the maintenance will be 15-20 years with this method and can be completed with a caulking gun.

Motion by Board member Garnier, second by Vice President Chapman, approving the recommended pool edge design. Motion carried unanimously.

4E Update on Storage Room Conversion

Mr. Hancock stated that this discussion is related to conversations that occurred at the previous meeting. This is an update for the cabinet contract and the storage room conversion. What we did not know at the last meeting was that some of the work had already been completed so there was not the casework credit we thought there was. However, we now have the final mock up. He continued discussion on the changes to be completed and stated that after all changes had been completed, it will result in an additional change order of \$4,482.75.

Vice President Chapman asked if this was coming out of the remaining amount we saw earlier.

Mr. Hancock confirmed.

Motion by Board member Garnier, second by Vice President Chapman, to approve the storage room conversion. Motion carried unanimously.

4F Update on Pool Vacuum and Diving Board

Mr. Hancock stated that, after following up with Modern, a pool vacuum is included in Modern's GMP and the type of vacuum is included in the attachments.

Vice President Chapman inquired as to whether or not this type of vacuum is normal.

Mr. Dougherty responded that yes, this vacuum will completely clean the pool, just manually. There are robotic ones but then the cost will go up significantly. However, it is a very effective system.

Mr. Hancock responded that he also contacted manufacturers for diving boards. He added that once a location is chosen, we can obtain options. Based on where the Board wants it. They will drill down, and use quick set for the anchors.

Mr. Strawn requested the specs provided to Mr. Hancock because the deck they were pouring was only 4 inches.

Mr. Dougherty added that the deck would have to be thicker for that option to work.

Mr. Strawn added that he is requesting the specs so he can let the Board know if it will work and he is looking out for the Board.

Mr. Hancock provided the name of the firm to Modern and they stated they knew who they were.

Mr. Dougherty stated that they would need to pour at least 6-8 inches.

Vice President Chapman asked if they could pour more concrete in the areas they believe would support the diving board.

Mr. Hancock recommended that two locations on east wall and one location on the north wall be reviewed. Tony Jonas (public) stated that the north side may not work because of the lift.

Discussion on pool needs, one or two diving boards, occurred.

Mr. Jonas recommended lining up the board with lane 2 to allow for lap swimming, 2 lanes open plus diving and public swimming.

Vice President Chapman added that that location would also allow for the lifeguards to watch the diving area more closely, preventing bad occurrences.

President Wilson responded that he liked the idea of lane 2. He requested however, that someone measure it out to ensure it will all fit as stated.

Mr. Hancock requested confirmation that President Wilson was wanting to confirm lap swimming would still be available to which he responded yes. President Wilson continued that the board was to go in that location and Mr. Hancock was to work with Modern.

5 BOARD MEMBER ISSUES/REPORTS:

Vice President Chapman wanted to state his appreciation to Modern Building Inc and the approach they have taken. He believes this is project he is going to be proud of.

6 PUBLIC COMMENT TO CLOSED SESSION ITEMS: None.

President Wilson recessed at 6:15 and requested staff reconvene in five minutes for closed session.

7 CLOSED SESSION: At 6:15 p.m. the Honey Lake Valley Recreation Authority recessed to closed session to discuss the following:

A. PROPERTY NEGOTIATIONS

RETURN TO OPEN SESSION: At 6:26 p.m. the Honey Lake Valley Recreation Authority reconvened in open session.

No reportable action taken.

8 ADJOURNMENT: Meeting adjourned at 6:27 p.m.


Brian R. Wilson, President

Respectfully Submitted by


Heidi Whitlock, Secretary

Approved November 15, 2016