

**HONEY LAKE VALLEY RECREATION AUTHORITY  
GOVERNING BOARD MEETING  
Special Meeting Minutes  
January 31, 2017 – 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, Tom Hammond, David Teeter and Brian Wilson, Absent: Garnier.

Staff Present: Jared G. Hancock, Executive Officer, Heidi Whitlock, Project Manager/Secretary.

Board member Garnier arrived at 3:02.

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

**2 APPROVAL OF MINUTES:** Motion by Board member Hammond, second by Board member Meserve, to approve minutes from December 20, 2016 meeting. Abstained: Teeter & Garnier. Motion carried 3-0.

**3 PUBLIC COMMENT:** None.

**4 MATTERS FOR BOARD CONSIDERATION:**

**4A Recognition of New Board Members**

Mr. Hancock recognized David Teeter, the new member to the Board and stated that the alternate will continue to be Jeff Hemphill.

**4B Appointment of President and Vice President for 2017**

Mr. Hancock stated that the appointment of the President and Vice President occurs every calendar year and, being that this is the first meeting of the year, it is that time.

**Eileen Spencer (public)** expressed her desire for Board member Garnier to be President this year.

Board member Garnier stated her experience with the project compared to others on the Board is rather limited.

Ms. Spencer continued that she will learn by doing the job and that she is a strong woman who could do so. She again stated her desire for Board member Garnier to be President, as she would like to see a female hold that position. She continued that not all Boards locally support women in those positions.

Board member Garnier responded that it was quite the compliment and added that, on all the Boards she has been a part of, the men have all been respectful of women's rights including the gentlemen on this Board.

Board members all offer appreciation to Board member Garnier and her service on other Boards.

President Wilson added that, in many of the Boards and Committees that Board member Garnier is a part of, she is Chair.

Mr. Hancock added that it should also be mentioned that she is the Mayor of Susanville.

Board member Hammond stated he would like to see President Wilson continue with the Presidency with Board member Garnier as Vice President.

Board member Meserve agreed.

Board member Hammond stated that President Wilson had been there from the beginning and he would like to see him continue.

Motion by Board member Hammond, Second by Board member Meserve, to appoint Brian Wilson as President and Kathie Garnier as Vice President. Motion carried unanimously.

#### **4C Update on Pool Director**

Mr. Hancock stated that staff has received interest from an applicant from San Jose for the position. He added that the applicant will be in town next week to do a walkthrough of the area and that staff may place the application in closed session for the next meeting.

Board member Hammond stated that the time is getting very close and that the Board should consider an interim director and someone in the audience may be willing.

President Wilson responded that yes, closed session with a potential interview would work.

Vice President Garnier agreed that it had to occur at the next meeting.

Mr. Hancock responded yes, or at a special meeting prior to that as the next meeting isn't until the 21<sup>st</sup> of the month. He suggested the 14<sup>th</sup>.

President Wilson inquired as to how much interest the applicant had since he is out of the area.

Mr. Hancock responded that it appeared that the applicant had a high level of interest as he wanted to come up and look around. He added that the applicant is originally from a more rural area and relocated to San Jose. However, that environment and the cost of living is so high there that he is looking to move to a more rural area once again.

President Wilson agreed to the February 14<sup>th</sup> meeting and asked that we discuss the applicant's letter of interest, expertise and other options.

#### **4D Consider Adoption of Resolution 16-10 – Change Order #6 & #7 with Modern Building Inc.**

Mr. Hancock stated that this item is related to a couple of small change orders including the removal of hydroseeding for a cost savings of \$5,888.00 and the addition of extra fence panels and grading for an additional \$3,112.13 for a total decreased GMP of \$2,754,555.63.

President Wilson inquired as whether or not hydroseeding would still be completed or if it out completely.

Mr. Hancock responded that it should still be done but, not by Modern Building.

President Wilson inquired about the drainage around the property. He asked what Modern was going to do there.

Mr. Hancock suggested that they not do anything and that it be included in the landscaping plan.

Vice President Garnier inquired as to what kind of drainage.

President Wilson responded drainage for rain and run off only, not drains for showers etc...

Mr. Hancock added that roof drains drainage from that part of the deck go to that area creating some erosion because it is channeling those flows. This is not a set up that we would keep in that condition. He added that they could put grass there but, it could create more ponding or flooding. He planned on two underground in that area and it would be taken to the back, outside of the fenced area and then landscaping that could accommodate the runoff from the deck and any rainfall to prevent any soggy areas.

President Wilson stated that it obviously needed to be addressed by Modern as there were issues with the extensive rain that was recently received. He asked who would be paying for this.

Mr. Hancock responded that the discussion had not happened. He is unaware if Modern had a different plan and it is unknown if they thought about it since we added the additional area.

President Wilson requested that Mr. Hancock have that conversation with Modern as, only after one rainstorm, there was that much erosion. He also inquired about the cost of doing it themselves to which Mr. Hancock responded a couple hundred dollars for piping and rocks.

Ms. Spencer inquired as to whether or not there were French drains in this area.

Mr. Hancock responded that, as part of the contract, we had a landscape plan. There are two areas on that plan that would have be considered for French drains.

Ms. Spencer responded that they are good drains, very efficient and can be directed anywhere.

Motion by Vice President Garnier, second by Board member Meserve, to approve Resolution 16-10 approving contract change orders 6 and 7 as part of the HLVRA Swimming Pool Project. Motion carried unanimously.

#### **4E Discuss Creation of Landscaping Installation Plan**

Mr. Hancock stated that, as they have been looking into ways to make the landscaping cheaper, we have expertise in landscaping and irrigation through City staff. However, prior to directing anyone to work on a landscaping plan, he wanted to obtain approval from the Board to consider City staff, specifically the Parks Department. Mr. Hancock continued by discussing multiple proposed changes such as the relocation of the handicap parking sign, landscaping where the sanitary vents are located, in front and around the bus shelter, planter areas in the parking lot and around the bathhouse itself. In the back, he discussed the use of large decorative rocks to cover the manholes and some type of hardscape on the right side of the pool. The corner would have base rock and ornamental rock for a solid foundation for the gate access. He discussed the location of the sheds along the building on the left side as well as turf areas and the location of the additional showers to be added later. He continued by discussing the completion of the drainage from the gutter system, the French drains on the east and west sides, grading on the north side and some sand brought in as well. He added that piping, irrigation and controls would all be included as well as the main sand material, that could be donated by the City, which could also be used below sod.

Vice President Garnier stated that it would behoove us to use local landscaping firms and asked if it were an option. She would like to shop local but inquired about what types of trees would be used as well as if we would be utilizing deer resistant and drought tolerant plants.

Mr. Hancock responded that they would be choosing trees from the approved tree list so no locust, elm or poplar trees. He continued that he did not have concerns with going out to bid if we had to however, we would need to have plans first so that all who bid would be bidding on the same project.

Board member Hammond inquired as to whether or not we had the entire plan.

Mr. Hancock responded the irrigation plan yes, but not the plant and tree species etc...

Vice President Garnier expressed her concern with grass getting into the pool.

Mr. Hancock responded that the sod in the back corner would be around 8-10 feet away from the pool edge but it was not a large area, just large enough for a few lounge chairs, not a walking area. He added however, that once cut, there is always a chance that it could get into the pool.

Board member Teeter inquired about the maintenance budget for landscaping and if anything had been discussed prior to today.

Mr. Hancock responded that it had not been specifically mentioned but yes, it would apply. However, with the use of high quality weed barriers and drip irrigation etc... we will try to eliminate most of those issues on the front end.

President Wilson asked if native grasses would be mowed or left to grow like a meadow.

Mr. Hancock responded that if we add sand to the DG that is there now, it would create a good base but, it would still need to be mowed. He added that it would look like the rough areas at the golf course and that it would probably be mowed 2 times a year with a brush hog.

Vice President Garnier inquired about the possibility of adding a miniature golf course or a horseshoe pit.

Mr. Hancock responded that there was already an area for those types of activities now but, it would be outside of the fenced in area.

President Wilson requested that staff take into account where future expansion will occur so no relocating would have to happen. He added that he sees the benefits of hiring out but, asked about the possibility of using volunteers or even prison crews.

Mr. Hancock responded that there are two or three items where prison crews could be utilized but, running the trencher for irrigation lines and items such as that would not work.

President Wilson inquired about Davis-bacon and stated that he had discussed with both Mr. Hancock, and now Mr. Jonas recently, and wanted to know at what dollar amount does that kick in, is it \$21,000. He continued that if he were approached by someone in the community and they wished to contribute, how would it work with Davis-bacon and also in regard to the City.

Mr. Hancock stated that there could potentially be an issue if you go out to bid and then decided to do it with our own labor.

President Wilson inquired as to what the maximum labor dollar amount would be if City labor was used.

Mr. Hancock responded that the City has a two separate thresholds for projects, it is typically \$10,000 but, the City can go up to \$45,000 if they follow a certain set of rules and up to \$150,000 with a different set of rules. The City has that flexibility because of the departments that they have and the policies they have in place.

President Wilson inquired if the County could also.

Mr. Hancock responded that he could not speak for the County as he did not know if they followed the unified cost accounting plan as well. That would be something we would have to look into.

**Tony Shaw**, County Deputy CAO, stated that he was unaware if they did or not.

Mr. Hancock added that, although it is stated as \$21,000, it does not mean that is the final price and preparing the plans would not be an added expense and will not trigger prevailing wage.

President Wilson asked if the Board were to give direction to get plans could Mr. Hancock approve the cost.

Mr. Hancock responded that the reimbursement request, per the agreement the Board has with the City, only includes some City positions, not including the parks employee. That would have to be addressed.

Ms. Spencer requested to see the spreadsheet created to come up with the \$21,000 estimate.

Mr. Hancock responded that there is no spreadsheet. He added that the number is a rough estimate of materials, cost of labor etc...

Ms. Spencer inquired as to how much Modern wanted to do the job.

Mr. Hancock responded that, although it is not the exact scope, approximately \$60,000.0

Ms. Spencer expressed concern that his estimate was so low in comparison.

Mr. Hancock added that Modern's price would be quite a bit higher due to them having to pay prevailing wage.

Vice President Garnier inquired about the type of trees that would be used, those with deep roots?

Mr. Hancock responded yes, slow growing trees, no fruit trees. Those which are already more substantial but looking for those which have tap roots.

Vice President Garnier stated that she was aware of a local place that will guarantee the purchase if they install the tree.

Direction was given to staff to create a scope of work for the landscaping plan.

#### **4F Mid-year Budget Discussion**

Mr. Hancock stated that there are quite a few things on the spreadsheet in front of everyone but he wants to provide detail for the members and for the public. He continued that once the Board adopts a budget, the County places it in their structure. He added that the attachment looks rather simple but, there was quite a lot of time spent on it. The first column shows the adopted budget. The second column is where we are currently and the third column is where we are projecting we will be. He continued that this will take us through June 30<sup>th</sup> and we know that we did not want to rely on the revenues or usage fees but we were not able to keep them out completely.

Mr. Hancock reviewed the City and County's annual \$80,000 contributions as well as the project revenues of \$87,000.

President Wilson inquired about the revenues being for the calendar year or just for the remaining part of the fiscal year.

Mr. Hancock responded that yes, they are projected for the calendar year. He added that the annual contributions should also come in some time around July 1<sup>st</sup> of this year so we will have that to work with as well to assist in the next fiscal year. We may see tighter operating expenses because of all the purchases that need to be made the first part of this year, we are not anticipating the same dollar crunch in the subsequent operating years.

President Wilson stated that, a few meeting ago, a discussion occurred on how much money they had in the fund itself as well as how much will be left after all the expenses, Before we add in the memberships etc... how much do we have?

Mr. Hancock responded, \$150,000.

President Wilson asked how much of that \$150,000, plus the pennies for the pool money, has now been spent.

Mr. Hancock responded, we have not been spending that money.

President Wilson asked if any of those funds were expected to be spent and asked if they would show up anywhere.

Mr. Hancock responded that it is reflected in the projected budget.

President Wilson stated that come June 30<sup>th</sup>, we should have \$150,000 left plus whatever comes in at the gate.

Mr. Hancock responded, no, the \$150,000 is allocated out in the projected line items.

President Wilson asked how much money they actually have after all of these projected expenses, on June 30<sup>th</sup>, give or take.

Mr. Hancock stated that they are looking at almost breaking even on June 30<sup>th</sup>.

President Wilson asked for a breakdown of how much cash they have compared to the projected budget because he does not want to run out of cash on June 15<sup>th</sup>.

Mr. Hancock responded that all of that information should be available on the sheet in front of them.

President Wilson inquired as to whether or not the fund balance carried over was accurate. Mr. Hancock confirmed. President Wilson stated that he was concerned as he thought they would be going into this with \$150,000 but it appears now, that there is only \$61,000. So, we will be upside down unless we count the revenues.

Mr. Hancock responded that if you take the \$473,000 at the bottom of the "current" column, and take out the obligated costs, we are at \$150,000 plus the pennies for the pool to buy the remaining equipment, staffing, landscaping and the other projects we are talking about.

President Wilson asked if the staffing number was for the calendar year or the fiscal year. Mr. Hancock responded the fiscal year.

Ms. Spencer inquired as to how much has been paid to Modern. She added that she has received documents from the County about how much has been paid to date to Modern but she is not seeing it on the spreadsheet or how much is left to pay them entirely. She is not aware if there is enough money although she is sure that there is. She is concerned that she is not seeing the money that needs to be set aside to pay Modern.

President Wilson responded that to date, \$2,437,649 has been paid to Modern so far and projected to pay \$2,622,505.63 total. He asked Mr. Hancock how much of the total \$2.75 million contract has been paid.

Mr. Hancock responded that there was an additional \$132,000 paid to Modern last fiscal year.

Ms. Spencer asked if President Wilson was aware of how much has been paid to date to Modern, did he have those numbers now.

President Wilson responded that they were not in front of him,

Mr. Hancock confirmed that she is looking for a true to-date amount and not fiscal year. Ms. Spencer confirmed.

Mr. Hancock calculated the amount to date with \$129,000 for Phase I, all Phase I paid in prior fiscal year except \$6,389 due to the retention amount. We just paid that this fiscal year, which is listed on this sheet. Total Phase II was \$2.754 million which will all be paid in this fiscal year with the exception of \$132,050 which was paid last fiscal year. We still owe \$184,000 to Modern.

Ms. Spencer stated that she will get the total number from Ms. Wemple later this week.

Vice President Garnier asked for clarification stating that they have spent \$129,000 and \$132,000 so \$261,000 paid to date.

Mr. Hancock responded no, we have paid to date \$2,437,469 plus the \$129,000 and \$132,050 for a total of \$2.698 million. And, if we add the remaining amount of \$184,000 it takes us to \$2,882,649 for a combined Phase I and II. If we minus \$129,000 it takes us to \$2,753,600 or within \$1,000 of the total.

Mr. Hancock added that staff created a project worksheet that itemizes every single transaction and keeps a running total of where the project is and we have went through it for each fiscal year. There are a few items paid in one year that the Finance office put in the previous fiscal year.

President Wilson inquired again about how much money we will have. It states \$61,000 but it won't be there?

Mr. Hancock responded yes. If we expend everything as listed and take in no revenue then we will be negative \$20,000. Only positive \$61,000 if we realize all the revenue.

Board member Teeter inquired about how much revenue we should include for this fiscal year being that the numbers given should be for a total season. He suggested taking only a third of that amount.

Mr. Hancock stated that we are at that pivotal moment where we need to look at these numbers closely and we can change the picture completely. Even if we were to push back the opening date to July 1<sup>st</sup>, or pushed back buying some of the equipment, we could be looking at something completely different.

President Wilson inquired about the \$45,000 for staffing, was it for calendar year or remaining fiscal year? He also inquired about the equipment amount going from \$42,000 to \$32,000 in one line with an additional amount of \$26,000 from the pennies for the pool account.

Mr. Hancock responded that there may be some room in that \$32,000.

Board member Hammond suggested that specialized services be reduced.

Mr. Hancock responded that we brought this item today so the Board and the public could see where we are. We needed to give the Board some idea of where to focus their efforts. We can make changes but the main item we will have to address is the Building and Improvements line as a budget amendment will have to be completed to continue to pay Modern for their services. He reiterated that the item was brought forward for their review and he requested the Board review and ask questions so we can provide information as needed.

#### **4G Reimbursement Request from City for Office & Publication Expenses**

Mr. Hancock stated that the item was before the Board to approve the reimbursement for office and publication expenses incurred for the Pool Director recruitment.

Motion by Vice President Garnier, second by Board member Teeter, to approve the reimbursement to the City for a total of \$629.65. Motion carried unanimously.

#### **4H Authorize Underground Electric Easement Agreement with Lassen Municipal Utility District**

Mr. Hancock stated that the resolution attached relates to bringing electrical service to the site. Lassen Municipal Utility District has already done so but also requested the easement for the electric utility.

Motion by Board member Hammond, second by Board member Meserve, to approve Resolution No. 16-10 approving the easement and those listed to sign to easement. Motion carried unanimously.

Ms. Spencer inquired as to whether or not this was for the monument sign.

Mr. Hancock responded no, it is for the electrical service itself, not just the sign.

**5      BOARD MEMBER ISSUES/REPORTS:**

President Wilson inquired about the status of the monument sign.

Mr. Hancock responded that he will need to discuss with Ms. Spencer as the company they were working with has been unresponsive. He added that he was requesting costs but have yet to hear anything.

Ms. Spencer responded that she has orders signs multiple times from over thirty companies and asked Mr. Hancock if he would like her to contact them.

Mr. Hancock accepted her request to reach out to sign companies.

Mr. Hancock continued that we were awaiting a mock up form the company but never received them. Those presented to Ms. Spencer were not Board worthy as he drew them himself.

Ms. Spencer stated that he created three very good designs and that he should share them with the Board. She added that she will go to her companies with his designs.

A request was made to bring the designs, whether mock up or hand drawn originals, to the next meeting for review.

Board member Hammond requested an update on the bus structure.

President Wilson stated that the funding was approved but nothing else is currently known. He added that there is another meeting on Monday, the 6<sup>th</sup> and he would inquire at that time.

**ADJOURNMENT:**

Meeting adjourned at 5:02 p.m.



Brian R. Wilson, President

Respectfully Submitted by



Heidi Whitlock, Project Manager/Secretary

*Approved on February 21, 2017*