

## HONEY LAKE VALLEY RECREATION AUTHORITY

### GOVERNING BOARD

BRIAN WILSON, PRESIDENT  
DAVID TEETER, VICE PRESIDENT  
TOM HAMMOND, BOARD MEMBER  
KATHIE GARNIER, BOARD MEMBER  
DAVID MESERVE, BOARD MEMBER

### STAFF

DAN NEWTON, EXECUTIVE OFFICER  
HEIDI WHITLOCK, SECRETARY  
REESA RICE, POOL MANAGER  
DIANA WEMPLE, AUDITOR  
NANCY CARDENAS, TREASURER

## HONEY LAKE VALLEY RECREATION AUTHORITY GOVERNING BOARD MEETING

City Council Chambers  
66 North Lassen Street, Susanville, CA 96130

**February 20, 2018 - 3:00 p.m.**

#### Addressing the Board

- Any person desiring to address the Board shall first secure permission of the presiding officer.
- Matters under the jurisdiction of the Board, and not on the Agenda, may be addressed by the public at a time provided in the Agenda under Public Comment
- The Board of Directors will not take action on any subject that is not on the Agenda

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#### Call meeting to Order

Roll Call of Board of Directors present

1 **AGENDA APPROVAL:** (Additions and/or Deletions)

2 **PROCLAMATIONS, AWARDS OR PRESENTATIONS BY THE BOARD:** None.

3 **APPROVAL OF MINUTES:** Approval of minutes from January 16, 2018 meeting.

4 **CORRESPONDENCE:**

5 **PUBLIC COMMENT**

Any person may address the Board at this time to comment on any subject on or not on the agenda. However, the Board may not take action on an items not on the agenda other than to direct staff to agendize the matter at a future meeting.

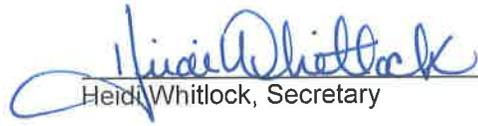
6 **MATTERS FOR BOARD CONSIDERATION:**

- A. Financial Reports through February 14, 2018
- B. Discussion Regarding Remaining 2017/2018 Budget
- C. Approve City Reimbursement Request through December 18, 2017
- D. Discussion Regarding Susanville School District Inquiry
- E. Consider Lassen Family Services Donation Request for CHAT Program
- F. Consider Resolution No. 18-24, Approving Amendment No. 2 to the Agreement between City and HLVRA
- G. Consider Resolution No. 18-25, Approving Contract with PayGov
- H. Discussion Regarding Summer Schedule and Season Pass Rates
- I. Discussion Regarding Swim Lessons and Associated Fee Schedule
- J. Update on Point of Sale System
- K. Discussion Regarding March 20<sup>th</sup> meeting

7 **BOARD MEMBER ISSUES/REPORTS:**

***The next regular meeting to be held on March 20, 2018 at 3:00 p.m.***

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for February 20, 2018 in the areas designated on February 16, 2018.



Heidi Whitlock, Secretary

**ITEMS TO BE CONSIDERED FOR FUTURE MEETINGS**

**March 20, 2018**

Scheduling of Training  
Credit Card Policy Update  
Capital Improvement Plan  
Update on Card Reader Equipment  
Drop Safe Options  
Security Cameras  
Pool Heating (Summer Cost Estimate) – Natural Gas

**April 17, 2018**

City Reimbursement Request  
Update regarding business to date

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** February 20, 2018

**HLVRA AGENDA ITEM**

**SUBJECT:** Minutes of the HLVRA January 16, 2018 meeting.

**SUMMARY:** Attached for the Board's review are the minutes of the HLVRA meeting.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of HLVRA and January 16, 2018 meeting.

**ATTACHMENTS:** Minutes: January 16, 2018

**HONEY LAKE VALLEY RECREATION AUTHORITY  
GOVERNING BOARD MEETING  
Regular Meeting Minutes  
January 16, 2018 – 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 members present: Dave Meserve, Tom Hammond, David Teeter and Brian Wilson. Absent: Kathie Garnier.

Staff Present: Dan Newton, Executive Officer, Heidi Whitlock, Secretary, Reesa Rice, Pool Director and Nancy Cardenas, Treasurer.

Vice President Garnier arrived at 3:02 p.m.

**APPROVAL OF AGENDA:** Mr. Newton requested that item 6F be moved to after 6B as the items are related. Motion by Board member Garnier, second by Board member Meserve, to approve the agenda. Motion carried unanimously.

**3 APPROVAL OF MINUTES:** Motion by Board member Garnier, second by Board member Hammond, to approve minutes for the December 19, 2017 meeting. Motion carried unanimously.

**4 CORRESPONDENCE:** None.

**5 PUBLIC COMMENT:** None.

**6 MATTERS FOR BOARD CONSIDERATION:**

**6A Appointment of President and Vice President for 2018**

Motion by Board member Garnier, second by Board member Teeter, to nominate Brian Wilson as President for the 2018 year. Motion carried unanimously.

Motion by Board member Garnier, second by Board member Hammond, to nominate David Teeter as Vice President for the 2018 year. Motion carried unanimously.

**6B Financial Reports through January 9, 2018**

Mr. Newton stated that the reports presented are for the Boards review.

President Wilson inquired as to, bottom line, how much money did the Board have?

Mr. Newton stated that Ms. Whitlock would probably know that answer.

Ms. Whitlock responded, approximately \$130,000.

**6F Discussion Regarding Remaining 2017/2018 Budget**

Mr. Newton stated that this item is basically a mid-year budget report. He continued that staff have been making projections for the remainder of the year. He continued the Ms. Rice has been working on staffing options and is still completing that project. He stated that staff is looking at how much they have to get through the year. Mr. Newton added that in front of the Board, is basically a month by month breakdown of projected costs with July through

December being actuals and January through June being projections, broken down by line item and by year it was in. He continued that staff budgeted out those amounts and determined the percentage expended. At the bottom of the report were the expected revenues with April represented like October, May like September, and June like July from the last season. Mr. Newton stated that the report is simplified but it is all the information staff has to go off right now.

Mr. Newton then stated that professional services was projected out to what would be needed for the remainder of the year. He added that the project manager position has been taken out of that projection. He added that the attorney and auditors also came out of that line item. He clarified that March had higher hours for staff time as the Pool Director would be training to take over some of the cash handling; however, staff is projecting a savings of approximately \$5,000.

For pool staffing expenses, the operating expenses at the pool itself, used \$82,000 for the first 6 months of operations. Staff is projecting approximately \$71,000 for the remainder of the fiscal year based on the proposed staffing plan although some fine tuning still has to occur.

Mr. Newton continued that, at the bottom of the first spreadsheet, the capital expenses and one-time expenses are also shown however, those categories are not listed on the second sheet as he wanted to show a typical year that would not require all the extra items to be purchased.

President Wilson inquired as to what the \$27,500 was for and Mr. Newton responded that remainder of the Modern contract.

Mr. Newton continued that the \$5,000 in that line was for the security system and additional money was budgeted for the landscaping and diving board.

Board member Garnier stated that \$5,000 was already set aside by Rotary for a diving board and asked if it had to be funded this fiscal year.

Mr. Newton responded no, it did not. The money would stay in that line until the board was purchased.

Mr. Newton continued that an important number to look at now is the revenue which as projected to be at \$245,000 with all of the activities. This would be through selling passes, swim lessons and other programs. However, staff are only projecting \$155,000 now based on last year's numbers. This is a \$90,000 difference. However, our expenses were also under.

He continued that if we expended the limit shown and only generate revenue of \$155,000 we would be looking at a deficit of approximately \$68,000. If this occurred, it would absolutely hit the carryover amount from last season of \$119,000.

Mr. Newton stated that the one-time expenses totaled \$97,000 so, looking at the spreadsheet, excluding the one-time expenses, he believed we are a little ahead.

President Wilson replied that we may be ahead but, we need to review the budget again.

Mr. Newton responded that, after discussions with Ms. Rice, staffing should be more efficient. He added that staff still needed to get into all of the details but the process has been started. He continued that staff will start next year's budget once those numbers are determined.

President Wilson stated that he was looking at the 55 percent recovery and it is a concern of his. We continued that the Board was told by Aquatic Design Group that a 60-70 percent return would be feasible. He suggested that the Board pick a percentage they would be comfortable with and then set aside the additional funding for future projects, such as recreational elements, and depreciation. He continued that, the subsidy will go away and, at that time, we need to ensure the other elements are already here to make up that other revenue. He added that keeping the pool open for seven days may no longer be a good idea or, we should look at more limited hours of operation.

President Wilson continued that it was nice to see what an entire year looks like as we know that the pool will have to be supplemented some. However, depreciation and projects need to be accounted for so a higher return at the gate is needed. He continued that we are setting ourselves up for a bigger problem down the road if it was not addressed.

Mr. Newton stated that the second spreadsheet reflected projections minus the one-time expenses. He pointed out the newly projected revenue of \$155,000 and discussed the budgetary expenses less the one-time expenses that have already occurred, taking the amount to \$280,000, which is projected to the end of the year as compared to the \$383,000, from the other spreadsheet. He concluded that it appeared as though we were operating at approximately 55 percent. However, this does not include depreciation but it does include one-time expenses however, one-time expenses will occur periodically.

Mr. Newton continued that since it is a new facility it should not need a lot of repairs. However, it will need to be budgeted in for the future.

Board member Garnier reminded the Board and staff to not forget fundraisers for items like benches or tables. She added that we could add a plaque for their business or memorials if someone would donate.

Mr. Newton stated that discussions have already been made regarding using volunteers for the landscaping.

President Wilson asked Mr. Newton if the \$280,000 had adjustments for City staff.

Mr. Newton responded that there was \$20,955 expended the first half of the year and it is being projected at approximately \$15,000 for the second half. He clarified that he took his time down to about 5% of his workday and 10% of Ms. Whitlock's workday weekly.

President Wilson repeated that the Board should determine an appropriate recovery percentage and stick to it.

Mr. Newton stated that, from his reading, the Board adopted a program intensive budget. We have the option of not scheduling as much as last year and even closing some days.

Board member Hammond stated that this is the first year, we need to get it under our belt to see what we really have to do.

Board member Meserve inquired as to why the \$119,000 in revenues was not carried over into the total revenues on the spreadsheet.

Mr. Newton stated that he did not want the fund balance to be thought of as revenue.

President Wilson stated that it was fund balance, not revenues.

Board member Meserve stated it was however, still cash and should be represented.

Board member Meserve requested that staff represent it somewhere as it does count.

Mr. Newton responded that he did not add it in the percentage but, it would affect the grand total. He also stated that if you were to include it, the negative \$68,000 now becomes a positive \$40,000 approximately. He continued and that the \$119,000 could be available for the capital improvements.

Board member Meserve responded that it should be reflected on the spreadsheet as it does help reflect the overall picture even if it was not going to be carried over into the next year.

President Wilson inquired as to whether or not anyone had comments or questions.

Ms. Cardenas stated her concern with potentially raising rates. She continued that that pool required public support and, based on how it did when it was on the ballot, there is not enough support. She then inquired as to whether or not swim lessons were going to occur this season and stated there may not be a lot that can be done as our hands may be tied being a governmental establishment.

Board member Hammond stated that we have to get the information out there, advertise.

**Camille Buehler** (Public) stated that word of mouth has helped and, with the changes that Ms. Rice is proposing, she believes that it will help but then, we will need to build on that.

Board member Hammond inquired as to whether or not any groups have been contacted.

Ms. Rice stated that this would be a good segway into discussing 6C as some of the information is under that item if Mr. Newton and the Board were finished discussing the budget.

### **6C Discussion Regarding Proposed Pool Schedule and Hours of Operation**

Ms. Rice stated that her proposed opening date is April 2, 2018. She continued that they were originally planning for mid-March but the revenues will not be there to support it. She added that another change would be the implementation of the spring season block schedule. Programming such as adult lap swim, adult water walking, aqua aerobics, swim team and school related usage will be offered Monday through Friday with Saturdays accommodating open swim, water yoga and party rentals, and closed on Sundays. She clarified that all open time in the spring season will be program specific to prevent the pool being open with no swimmers.

She continued that she is already reaching out to the schools to see if they would like to utilize the times available and even included Westwood and Herlong.

Board member Hammond inquired as to how much it would cost to be open in April.

President Wilson stated \$50,000 if he was looking at the spreadsheet.

President Wilson stated he had further questions if income is \$3,000 and our expenses are \$25,000 as that would be an issue.

Ms. Rice continued that staff does not yet have the history but, she would love to bring in more than the projected \$3,000. She continued that contracting with the schools and having parties on Saturdays or Sundays could be another potential revenue source. However, when we contract with the school, it will bring in more revenue as well as with parties.

President Wilson stated \$13,963 for pool employees and asked Ms. Rice if she truly thought it would cost that much with the limited schedule as it seems expensive unless you are already expecting, and budgeting for school usage and private parties.

Ms. Rice confirmed.

Mr. Newton responded that we need to spend more time on this particular item. He added that we could open more but, staff had not had enough time to finish this item completely. He continued that staff was also looking at which direction the Board would want to go.

President Wilson inquired as to how much it would cost to run the programming. Nothing extra including parties and schools because if those two things were taken out, they will be offset with income that you are not showing in the \$3,000 anyway. Doing this would give the Board a more accurate base cost. We are projecting staff costs for something that we are not projecting revenue for.

Board member Garnier inquired as to how long a time block was for a party rental.

Ms. Rice responded 2 hours at \$125 per hour. In addition to this, \$25 per hour will be charged for each additional lifeguard needed per ratio requirements.

Board member Hammond inquired as to whether or not staff would be advertising the party options.

Ms. Rice responded that the parties do have to be marketed and, she used to assist with Roosevelt Pool and the parties should become more popular.

Board member Hammond asked how a parent would schedule a party.

Board member Garnier asked if the pool had a Facebook account.

Ms. Rice responded that she was recommending it but someone said there already was one, but it is not ours. We should contact the person running that page and request the page be shut down.

Ms. Buehler stated that now would also be the time to flood the schools with fliers. She added that she is on the school board and they have every intention of getting the kids into the pool, it is a priority.

Board member Hammond inquired as to what would happen if the kids cannot swim.

Ms. Rice responded, we offer them swimming lessons.

Ms. Buehler stated that, if we can get the kids started in the pool, it may provide more information to the parents to have them continue.

Ms. Rice stated that there are no programs scheduled during the school times and they can use the pool however they wish.

Board member Hammond asked if the pool had all the equipment such as water wings etc...

Ms. Rice stated, not yet.

Board member Meserve stated that it may not be legal.

Tony Jonas stated that there is a shallow end to the pool.

Ms. Buehler stated that the school kids go to the water park every year for a school trip anyway. If they are not comfortable swimming, they sit in the shallow end.

Board member Garnier suggested that Ms. Rice also target physical therapy centers.

Ms. Cardenas inquired if there was any way, before April, to contact the schools to get a schedule, to see who would be interested in booking times.

Ms. Rice stated that she planned to call them next week to start scheduling times.

Ms. Cardenas suggested advertising on Susanville Needs also and added that anything that we pre-collect is all revenue.

Board member Hammond added that it should be non-refundable as we are blocking out their time.

President Wilson asked what time we opened last fall.

Ms. Rice responded 6:30 a.m.

President Wilson stated his concern with having staff working a 1.5 hour shift and not finding the type of people that would want to work, leave and then come back. He suggested putting the 6:30 to 8:00 lap swim and 9:00 to 10:00 aerobics closer together.

Ms. Rice responded that, with the employees she currently has, who are young and mostly in school, can come in before classes start up at the college and then a different employee would be scheduled for the 10:00 shift.

President Wilson shared his concern that she may be limiting herself with her staffing.

Board member Meserve asked Ms. Rice if she felt she would have difficulty retaining employees.

Ms. Rice responded no, the same was done during her years at Roosevelt Pool.

President Wilson inquired as to why they were closed from 7:30 to 10:00 a.m. as that is a large void.

Ms. Rice explained that she had a lot of people wanting the 6:30 a.m. lap swim that would not otherwise be able to participate if it was later due to work.

President Wilson asked Ms. Rice to consider that, if it is only a few people, it may not be worth it.

Ms. Rice responded that, although there are not big numbers of people coming in for lap swim, the idea is to get it scheduled and more people may attend. Lap swimming may be more successful simply by offering the half hour earlier opening time, based on many conversations, so people can come in prior to going to work.

Board member Garnier agreed with Ms. Rice.

Board member Hammond suggested that Ms. Rice attend a school board meeting.

Ms. Rice responded that she is absolutely willing to do so. She added that she was planning on calling them but, she is still willing to provide a presentation to the boards.

Mr. Newton stated that he would like the Board to provide direction on the schedule prior to her meeting with people.

Ms. Rice requested that the Board also review the language on the bottom which states that they are closed on Sundays as well as additional language to be included that should be on every pool document such as the pool can be closed due to emergencies, weather etc... and stated that it may be a good time to discuss the fee schedule.

Item 6D was discussed after 6E

## **6E Discussion Regarding Proposed Fee Schedule**

Ms. Rice stated that this item is in regards to our current fee schedule. She continued that the proposed fee schedule has changed to reflect the new block schedule. Customers will essentially be buying a monthly pass for a designated program in lieu of buying a pass for "public" pool usage. A monthly pass will be offered for Lap Swim and Aqua Aerobics classes and this will eliminate the daily program fees that were previously collected. A "walk in fee" will also be available to customers who may not want to buy a monthly pass for the programs. Customers can still purchase a daily swim pass or a 10 punch card for open public swim and will be able to purchase a true "season pass" for the summer months of June, July and a part of August once there is more open public swim times available. She concluded that those rates will be provided at the next meeting in February.

Ms. Rice went over the spring fees including \$25/month for Adult Lap Swim and Water Walking, \$50/month for Aquatic Aerobics which are instructor led, which results in a higher charge. Daily rates will remain the same for now however,

they are only for a one hour block, unless the Board would like to consider lowering them due to the more limited daily swim hours.

President Wilson asked for confirmation that if someone were to show up on a Saturday for recreation swimming, even if you paid the \$25.00, that would not get you in on Saturday.

Ms. Rice confirmed and stated that we needed to start looking at the pool as a program swim not a public swim while trying to keep it as simple as possible. We still want to offer a 10 daily punch card and a true season pass and we are still developing that option so the fees are not quite ready.

Board member Garnier responded that we cannot forget that this is a public pool. She expressed her concern with taking out the public use and cutting back during the summer months.

Ms. Rice agreed and responded that the summer hours will be increased. She added that people who utilized the pool in the shoulder seasons were lap swimmers and the proposed rate takes the middle ground, close to the senior rate. However, the summer season is a different story and, although a block schedule will be in place, public swim will see more hours than what you see in the shoulder season.

Board member Garnier inquired about the 10 punch card pricing.

Ms. Rice responded that the 10 punch card would cost the rate of 8 daily swims so there is a discount. She added that we will need to make it known that it is only good for this swim season as well.

Ms. Cardenas inquired as to whether the pool passes were going to stay in the budget year or in the calendar year.

Ms. Rice responded that she thought the passes would stick with the calendar year such as 2018 swim season.

Ms. Cardenas requested confirmation that if someone purchased a card in the end of the 2017/2018 fiscal year it could potentially be used in the 2018/2019 season. She requested that staff be very careful about it since it is not how the budget runs.

President Wilson stated that school fees, swim team fees, summer season passes and physical therapy rates should all be shown. We should already know what those other numbers are whether or not they show up on the Spring schedule or if it isn't until summer.

Ms. Rice responded yes, she had all of that information and she has been talking with Ms. Buehler but she wanted to present the idea to her board. She added that she was not able to meet with her prior to the agenda going out so it did not make it into the packet and she did not want to present it until it was ready.

President Wilson stated that both sides needed to know the rates.

Ms. Rice responded that the projection for the swim team, using the pool strictly for that reason when the pool should be closed, would be \$25 per student per month. However, there would be a minimum collection of \$1,200 per month. Meaning, we could potentially make more but, if they are not successful in recruiting swimmers, we will make at least \$1,200 a month as they would make up the difference. They start April 9<sup>th</sup> and are from 3:30 p.m. through 5:15 p.m.

President Wilson asked Ms. Buehler how many swimmers she had.

Mr. Buehler responded that she was not yet sure. She stated that there were 60 in the swim academy but that did not mean that all of them would participate on the swim team. She continued that a 2 hour time block with 6 lanes should fit the kids they need to get in and that this agreement should work for them based on what they would also be charging.

President Wilson inquired as to how many lifeguards would be needed.

Ms. Rice responded two.

Ms. Buehler stated that there has been discussion that they would also want to get their certifications so that may save on the pool providing lifeguards and them money.

Ms. Rice suggested an hourly rate for school usage such as \$100 per hour, \$25 cheaper than the normal hourly rate.

#### **6D Discussion Regarding Proposed Staffing Plan for Remainder of 2017/2018 Fiscal Year**

Ms. Rice stated that this item is the proposed staffing plan and that staff has reviewed the current positions and job descriptions for the upcoming year. She continued that, based on last years' experience, and the needs of the facility, staff is proposing modifications to the existing staffing structure. She added that it is also recommended to modify some position wage rates due to the change in some job duties and the minimum wage rate increase that took effect on January 1, 2018.

Ms. Rice continued that last year, the pool had both lifeguards and swim instructors and those two positions made a different hourly wage which could cause some issues such as when some people were utilized to assist in some other duties were making less than those they were supervising.

Ms. Rice added that there were no program instructors as there were only lifeguards and swim instructors. She continued that the current and newly proposed wages were attached for review a well.

Mr. Newton added that, regardless of everything else, the minimum wage went up this year and the current rates for the City and the proposed rates are attached for review.

President Wilson inquired as to how long an individual has to be at a step prior to meriting an increase.

Mr. Newton responded that the City typically provides an increase, if they merit one, annually, but, it would be about what is fair and employee retention.

Ms. Rice stated that there were no program instructors last season. She continued that those who typically fill those positions would be educated people with experience. She added that some staff felt as though their experience or education was not recognized and it may have rubbed them the wrong way if they were held at a lower salary and not used to the best of their abilities.

Board member Garnier inquired about the "no fiscal impact" as listed on the staff report.

Ms. Rice responded that a lot of the cost was associated with the assistant manager however, with the new schedule it looks as though it would be a wash.

Ms. Rice continued that the program instructors would be limited to the hours of programs as well as the two lead lifeguards as there would be no reason to have both scheduled at the same time or past the hours of programming. In addition, the assistant manager would be assuming some of the responsibilities of current city staff so the increase in salary would be reflected in the professional services line item. She concluded that her decision to raise the assistant manager to the suggested range was to continue with the three range separation from the previous year.

President Wilson responded that he liked where Ms. Rice was going with things however, it will all come down to the budget as there will be a fiscal impact. He stated that he understood that she was trying to transfer responsibilities from City hall to the pool, which he agreed with but, there will still be an impact. He added that he is still looking at the \$3,000 projected revenue for April and October since we are really subsidizing these months. He also expressed his concern with the anticipated \$4,700 cost of maintenance for the pool and stated that we needed to sharpen our pencils as much as we can right now. He requested that she revisit the numbers and determine the actual impact. President Wilson concluded with asking whether or not the \$13,000 number provided included all of the proposed wage changes.

Mr. Newton responded that there are still a lot of items to fine tune however, that number included everyone but the assistant manager's increase. He added that its' a moving target as they are not all working 40 hours and you do not know if it is a manager or a lifeguard working etc...

President Wilson inquired as to how much it costs to operate the facility and added that everything else can be looked at afterwards.

Mr. Newton responded that yes, if we look at the spreadsheet we have a lot of that information however, some items still need to be dialed in. He reviewed the positions proposed and added that some positions will not even start until February or March. Mainly because we need to fly the positions still but also due to not being open yet. But, for instance, the assistant manager will be part time once hired until peak season where it may change to a full time commitment that would then taper off in the shoulder season. He reviewed the sheet provided that showed rates and stated that the assistant manager would be roughly \$29 per hour. So, if added to the spreadsheet and refreshed, there appears to be a \$4,000 increase.

Ms. Rice stated that she would rather provide a higher estimate to the Board and then come in under than to under estimate the costs. She continued that she does not work 30 hours currently, it would be closer to 20 or 25. However, there are some weeks that it is more than that.

Board member Garnier inquired about the \$29 per hour for the assistant manager.

Mr. Newton stated that it would depend on whether or not healthcare had to be provided, it is the weighted amount. Mr. Newton continued by pointing out that the manager and assistant manager positions are the two most likely to be eligible for healthcare coverage as they would be working more than 29 hours per week.

Ms. Cardenas added that the City's Project Manager was taken out of the calculations and, with that position having a higher weighted average of around \$50 per hour, she can see where this should ultimately save money and create a budget savings.

Vice President Teeter requested confirmation that the savings that was being projected was the \$5,000 previously discussed.

Board member Garnier stated that she thought that amount should be higher.

Mr. Newton responded by stating that he worked with staff to project how many hours City staff would be utilized. There may be times that we work over that amount as it was cut down quite a bit. He added that he would like to see us down to only that many hours, or none at all, but there may be times that it goes over due to minutes or agendas and meetings, not to mention trainings that will have to occur.

President Wilson also inquired about a few extra expenses that occurred in certain months and Mr. Newton offered explanations such as when auditor payments or the county allocation is paid. Total auditor charges were discussed and Ms. Whitlock offered that the total contracted amount for them was \$4,500.

Direction was given to staff to keep moving forward and to present the changes to the City Council for approval.

President Wilson asked if the Board wanted to change the fee schedule.

Board member Garnier stated if it is not broke do not fix it.

Vice President Teeter stated that this would just be for the shoulder season.

Ms. Rice responded that it would also be for the summer. However, public swim would be Monday through Friday

and it would be based on last year's usage meaning, the busiest time for public swim last year would be when it is scheduled for this year, while also keeping it away from the swim lesson times. The first week that the schools are closed and the pool is open will be the first really busy week at the pool. That is when we will be rotating from the spring to the summer schedule. That is when we will also need to ensure the lap swims and other classes are in the mornings to ensure those bigger blocks of public swim are available in the afternoon. She added that it may not be as much as last year however, it will still be a good chunk of time.

Direction was given to go with the proposed fee and block schedule.

## **6G Discussion Regarding Point of Sale System**

Ms. Rice stated that again, looking at last season, and after having conversations with Ms. Cardenas, some people would like us to move away from the Square system and possibly look at options provided through US Bank of with PayGov. With the US Bank option, they would assist in setting up the system and charge a percentage per transaction, like square currently does. However, square also had other charges, such as a \$5 charge per person to individually track their transactions. PayGov also charges a percentage but it is added to the charge instead of taken off the charge. So, it does get charged to the customer. It could be that anything under \$40 would be assessed a \$1 fee. She added that she is looking for suggestions as she knows that Board has not wanted to pass on the fees. However, this option would not be as much.

Ms. Cardenas also spoke on the matter and asked Ms. Whitlock if she was aware of the total fees paid to the credit card company from the using the square, what amount did the pool lose due to us not passing the fee on to the customer.

Ms. Whitlock responded, from the very beginning, it was just under \$1,500.

Ms. Rice commented that amount is what the pool lost which could have been still in the budget and, when we have such a tight budget, only making a 55 percent recovery, is a lot.

Ms. Rice continued that US Bank charges approximately 1.75 percent, still less than square. She added that she liked the option of PayGov so far but, it is ultimately up to the Board.

Board member Garnier asked if the PayGov system kept any information as Square did.

Ms. Cardenas responded no, they retain no information. She continued that it is actually a system that she would love to see the County start utilizing. She added that the pool would see 100 percent of the credit card purchase.

Ms. Rice stated that she would like it to be easy. She will learn whatever system we utilize but she would like to see the pool receive the amount they should.

**Tony Jonas (public)** inquired as to what the set up costs would be for the new system.

Ms. Rice responded that there would be a set up cost for PayGov but then they provide the terminals.

Vice President Teeter responded that he was comfortable and would rather not pass the fee on to the customer however, if the Board desires to now, he will support it.

Board member Hammond stated that, it will discourage people from paying with a card. In his place of business, he would also have multiple people charging a small amount but he then started charging them. Now people come in with the money instead of using a card.

Ms. Cardenas stated that there is also an e-check option. There may also be a way that people can log in and buy their passes prior online, prior to showing up at the pool, which offers the customers more options.

Board member Hammond stated that we would just need a big sign stating that there will be an extra fee, no surprises for those using their cards.

Ms. Cardenas stated that it would be listed on the receipt, how much for the purchase and how much for the convenience fee.

Board member Garnier inquired about how staff handled personal checks.

Ms. Rice stated that they used their discretion on whether or not to except them based on what it was for.

Ms. Cardenas responded that, to date, we have only had one bounced check and we were able to recover that with a credit card payment.

Ms. Rice responded that we would probably still allow people to use checks in the event they are purchasing a monthly or season pass but, not daily.

Ms. Rice stated that staff would get the meeting with PayGov scheduled to start reviewing options and an update, hopefully, could be provided at the next meeting.

**7      BOARD MEMBER ISSUES/REPORTS:**

President Wilson stated that he would like to see the budget at every meeting. He continued that the Board needed to decide what recovery percentage they required and then see if there is a way to get one of the supplemental funding payments to be set aside for future improvements.

Meeting adjourned at 5:05 p.m.

\_\_\_\_\_  
Brian Wilson, President

Respectfully Submitted by

\_\_\_\_\_  
Heidi Whitlock, Secretary HLVRA

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** February 20, 2018

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Executive Officer

**SUBJECT:** Receive and File Financial Reports through February 14, 2018.

**SUMMARY:** The financial reports for revenue and expenses through February 14, 2018 have been provided for the Board's review.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Information Only.

**ATTACHMENTS:** General Ledger through February 14, 2018  
Budget Status Report through February 14, 2018  
Expenditure Detail through February 14, 2018  
Department Revenue Rollup through February 14, 2018  
Revenue Account Detail through February 14, 2018

# HLVRA General Ledger Summary

Fund	B/U	C/C	Account	Account Name	Opening Balance	YTD Activity	Balance	Status
536			0100000	HONEY LAKE VALLEY RECREATION	\$277,390.50	(\$150,591.22)	\$126,799.28	
536			0100900	FAIR MARKET VALUE & INTEREST	\$0.00	\$0.00	\$0.00	
536			0107000	ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	
536			0132000	DUE FROM OTHER GOVERNMENT	\$0.00	\$0.00	\$0.00	
536			0161000	LAND	\$0.00	\$2,721.50	\$2,721.50	
536			0162000	BUILDINGS AND IMPROVEMENTS	\$0.00	\$3,168,736.64	\$3,168,736.64	
536			0163000	ACCUMULATED DEPRE-BLDGS & IMPR	\$0.00	\$0.00	\$0.00	
536			0164000	EQUIPMENT	\$0.00	\$0.00	\$0.00	
536			0165000	ACCUMULATED DEPRE - EQUIPMENT	\$0.00	\$0.00	\$0.00	
536			0166000	CONSTRUCTION IN PROCESS	\$524,079.55	(\$524,079.55)	\$0.00	
536			0203000	ACCOUNTS PAYABLE	(\$124,956.88)	\$0.00	(\$124,956.88)	
536			0203010	CONTRACT RETENTION PAYABLE	(\$27,500.00)	\$20,250.00	(\$7,250.00)	
536			0205000	DUE TO OTHER GOVERNMENTS	(\$52,439.17)	\$0.00	(\$52,439.17)	
536			2000000	REVENUE	\$0.00	\$0.00	\$0.00	
536			3000000	EXPENDITURES	\$0.00	\$0.00	\$0.00	
536			7100000	RESERVE FOR ENCUMBRANCES	\$0.00	\$0.00	\$0.00	
536			7244000	INVESTMENTS IN NET ASSETS	(\$510,739.95)	(\$6,647,378.59)	(\$3,158,118.54)	
536			7500000	FUND BALANCE AVAILABLE	(\$85,834.05)	\$0.00	(\$85,834.05)	
536			9100000	ESTIMATED REVENUES	\$0.00	\$0.00	\$0.00	
536			9300000	APPROPRIATIONS	\$0.00	\$0.00	\$0.00	
536			9500000	ENCUMBRANCES	\$0.00	\$0.00	\$0.00	
536			9600000	BUDGETARY FUND BALANCE	\$0.00	(\$6,672.00)	(\$6,672.00)	
536	0950		2003000	INTEREST		(1,396.64)		
536	0950		2003203	ADMISSIONS/PASSES		(25,913.89)		
536	0950		2003204	COMMERICAL SPACE		(38,404.70)		
536	0950		2003206	HORSE SHOW		(5,560.00)		
536	0950		2003212	RENTS & LEASES		(252.00)		
536	0950		2007400	OTHER-GOVERNMENTAL AGENCIES		(160,000.00)		
536	0950		2010611	OTHER FEES		(23,183.04)		
536	0950		2010660	POOL PROGRAMS		(4,670.53)		
536	0950		2010661	PARTYS AND SPECIAL EVENTS		(739.13)		
536	0950		2011200	MISCELLANEOUS		(311.88)		
536	0950		3001200	TOTAL REVENUES		\$1,348.47		
536	0950		3001400	COMMUNICATIONS		\$371.17		
536	0950		3001500	HOUSEHOLD EXPENSES		\$8,140.00		
536	0950		3001705	INSURANCE		\$28,341.09		
536	0950		3002200	MAINTENANCE - POOL		\$3,649.88		
536	0950		3002250	OFFICE EXPENSE		\$492.38		
536	0950		3002251	BANK AND CREDIT CARD FEES		(\$260.00)		
536	0950		3002252	CASH SHORT/OVER		\$0.00		
536	0950		3002300	NSF RETURNS		\$45,146.50		
536	0950		3002359	PROFESSIONAL & SPECIALIZED SV		\$96,551.91		
536	0950		3002400	CONTRACT FOR STAFF SERVICES		\$967.50		
536	0950		3002701	PUBLICATIONS AND LEGAL NOTICES		\$25,998.30		
536	0950		3002800	NON-CAPITALIZED EQUIPMENT		\$200.00		
536	0950		3002801	SPECIAL DEPARTMENTAL EXPENSE		\$905.68		
536	0950		3002807	COUNTY WIDE COST ALLOCATION PL		\$852.00		
536	0950		3002901	ELECTRONIC SURVEILLANCE		\$1,770.72		
536	0950			CONFERENCES AND TRAINING				
							(260,431.81)	

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**HLVRA**  
**General Ledger Summary**

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536	0950	3003000	UTILITIES	\$902.69
536	0950	3003010	UTILITIES-LIGHTS	\$5,929.86
536	0950	3003030	UTILITIES-SEWER	\$951.60
536	0950	3003050	UTILITIES-NATURAL GAS	\$11,081.68
536	0950	3006050	LANDSCAPING AND IMPROVEMENTS	\$18,787.08
536	0950	3006100	BUILDING & IMPROVEMENTS	\$138,644.52
			<b>TOTAL EXPENDITURES</b>	<b>\$390,773.03</b>

**HLVRA**  
**Budget Status**

Fund 536 HONEY LAKE VALLEY RECREATION  
Budget Unit 0950 COMMUNITY POOL CONSTRUCTION  
Cost Center NONE

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Percent of Year Elapsed	
						Unencumbered Balance	Percent Approp
<b>3020</b>	<b>SERVICES AND SUPPLIES</b>						
3001150	SAFETY EQUIPMENT AND CLOTHING	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
3001200	COMMUNICATIONS	\$2,400.00	\$2,400.00	\$1,348.47	\$0.00	\$1,051.53	56%
3001400	HOUSEHOLD EXPENSES	\$4,000.00	\$4,000.00	\$371.17	\$0.00	\$3,628.83	9%
3001500	INSURANCE	\$8,140.00	\$8,140.00	\$8,140.00	\$0.00	\$0.00	100%
3001705	MAINTENANCE - POOL	\$42,000.00	\$42,000.00	\$28,341.09	\$0.00	\$13,658.91	67%
3002200	OFFICE EXPENSE	\$4,800.00	\$4,800.00	\$3,649.88	\$0.00	\$1,150.12	76%
3002250	BANK AND CREDIT CARD FEES	\$100.00	\$100.00	\$492.38	\$0.00	(\$392.38)	492%
3002251	CASH SHORT/OVER	\$100.00	\$100.00	(\$260.00)	\$0.00	\$360.00	-260%
3002300	PROFESSIONAL & SPECIALIZED SV	\$21,000.00	\$21,000.00	\$45,146.50	\$6,945.30	(\$31,091.80)	248%
3002359	CONTRACT FOR STAFF SERVICES	\$134,000.00	\$134,000.00	\$96,551.91	\$0.00	\$37,448.09	72%
3002400	PUBLICATIONS AND LEGAL NOTICES	\$5,100.00	\$5,100.00	\$967.50	\$0.00	\$4,132.50	19%
3002701	NON-CAPITALIZED EQUIPMENT	\$8,000.00	\$8,000.00	\$25,998.30	\$0.00	(\$17,998.30)	325%
3002800	SPECIAL DEPARTMENTAL EXPENSE	\$0.00	\$0.00	\$200.00	\$0.00	(\$200.00)	0%
3002801	COUNTY WIDE COST ALLOCATION PL	\$2,300.00	\$2,300.00	\$905.68	\$0.00	\$1,394.32	39%
3002807	ELECTRONIC SURVEILLANCE	\$1,200.00	\$1,200.00	\$852.00	\$0.00	\$348.00	71%
3002901	CONFERENCES AND TRAINING	\$1,400.00	\$1,400.00	\$1,770.72	\$0.00	(\$370.72)	126%
3003000	UTILITIES	\$0.00	\$0.00	\$902.69	\$0.00	(\$902.69)	0%
3003010	UTILITIES-LIGHTS	\$10,000.00	\$10,000.00	\$5,929.86	\$0.00	\$4,070.14	59%
3003020	UTILITIES-WATER	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0%
3003030	UTILITIES-SEWER	\$5,000.00	\$5,000.00	\$951.60	\$0.00	\$4,048.40	19%
3003040	UTILITIES-GEOTHERMAL	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0%
3003050	UTILITIES-NATURAL GAS	\$6,000.00	\$6,000.00	\$11,081.68	\$0.00	(\$5,081.68)	185%
	Major Object Total	\$280,540.00	\$280,540.00	\$233,341.43	\$6,945.30	\$40,253.27	86%
<b>3030</b>	<b>OTHER CHARGES</b>						
3004900	DEPRECIATION	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
3005500	STORE/CONSESSION PURCHASES	\$19,200.00	\$19,200.00	\$0.00	\$0.00	\$19,200.00	0%
3005501	RECREATION ACTIVITY SUPPLIES	\$13,700.00	\$13,700.00	\$0.00	\$0.00	\$13,700.00	0%
	Major Object Total	\$37,900.00	\$37,900.00	\$0.00	\$0.00	\$37,900.00	0%
<b>3040</b>	<b>FIXED ASSETS</b>						
3006050	LANDSCAPING AND IMPROVEMENTS	\$36,000.00	\$36,000.00	\$18,787.08	\$0.00	\$17,212.92	52%
3006100	BUILDING & IMPROVEMENTS	\$44,300.00	\$44,300.00	\$138,644.52	\$0.00	(\$94,344.52)	313%
	Major Object Total	\$80,300.00	\$80,300.00	\$157,431.60	\$0.00	(\$77,131.60)	196%
<b>3090</b>	<b>PROVISIONS FOR CONTINGENCIES</b>						
3010000	APPROPRIATION FOR CONTINGENCIE	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0%
	Major Object Total	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0%
	Fund Total	\$408,740.00	\$408,740.00	\$390,773.03	\$6,945.30	\$11,021.67	97%

For Fiscal Year 2018  
From 7/1/2017 To 6/30/2018

User: tmorrison  
Addendum = \*

## HLVRA Expenditure Detail with Account Totals

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount
07/20/17	536	0950		3001200		6670	FRONTIER/CITIZENS COMM COMPANY	7/1-7/31/17 2510235 HLVR	01115406	CL711330	\$306.20
08/17/17	536	0950		3001200		6670	FRONTIER/CITIZENS COMM COMPANY	8/1-8/31/17 HLVR	01116447	CL712168	\$213.35
09/14/17	536	0950		3001200		6670	FRONTIER/CITIZENS COMM COMPANY	9/1-9/30/17 HLVR 2510235	01117504	CL713297	\$204.32
10/19/17	536	0950		3001200		6670	FRONTIER/CITIZENS COMM COMPANY	10/1-10/31/17 2510235 HLVR	01119049	CL714739	\$205.19
11/09/17	536	0950		3001200		6670	FRONTIER/CITIZENS COMM COMPANY	11/1-11/30/17 2510235 HLVR	01119960	CL715681	\$214.22
12/21/17	536	0950		3001200		6670	FRONTIER/CITIZENS COMM COMPANY	12/1-12/31/17 2510235 HLVR	01121550	CL717254	\$205.19
							Account 5360950	3001200	Total:		\$1,348.47
08/31/17	536	0950		3001400		4104	OFFICE DEPOT	951564641001 8/9/17 HLVR	01117022	CL712891	\$12.03
08/31/17	536	0950		3001400		4104	OFFICE DEPOT	951565117001 8/9/17 HLVR	01117022	CL712892	\$73.22
08/31/17	536	0950		3001400		9616	ULINE, INC	89747494 8/21/17 SQUEEGEE	01117072	CL712932	\$74.71
09/07/17	536	0950		3001400		4104	OFFICE DEPOT	956194692001 8/22/17 HLVR	01117292	CL713157	\$76.37
10/19/17	536	0950		3001400		4104	OFFICE DEPOT	966016932001 9/26/17 HLVR	01119023	CL714913	\$134.84
							Account 5360950	3001400	Total:		\$371.17
07/27/17	536	0950		3001500		14113	CA ASSOC FOR PARK&REC INSURANC	7/1/17-6/30/18 MEMBERSHIP DUES	01115610	CO180095	\$400.00
08/10/17	536	0950		3001500		14113	CA ASSOC FOR PARK&REC INSURANC	7/1-6/30/18 INSURANCE HALF	01116136	CO180095	\$4,070.00
09/14/17	536	0950		3001500		14113	CA ASSOC FOR PARK&REC INSURANC	CANCEL CK#1115610	00000001	JE000278	(\$400.00)
01/18/18	536	0950		3001500		14113	CA ASSOC FOR PARK&REC INSURANC	7/1/17-6/30/18 INSURANCE HALF	01122582	CO180095	\$4,070.00
							Account 5360950	3001500	Total:		\$8,140.00
08/03/17	536	0950		3001705		14515	LEE JOSEPH INC.	90261 7/1/17 HLVR	01115862	CL711800	\$1,451.25
08/03/17	536	0950		3001705		14515	LEE JOSEPH INC.	90265 7/1/17 HLVR	01115863	CL711801	\$2,073.77
08/03/17	536	0950		3001705		14515	LEE JOSEPH INC.	90313 7/21/17 HLVR	01115864	CL711802	\$88.33
08/10/17	536	0950		3001705		14445	SCP DISTRIBUTORS, LLC	S1321478 7/5/17 PULSAR PLUS	01116193	CL712019	\$6,676.11
08/10/17	536	0950		3001705		14515	LEE JOSEPH INC.	89364 6/6/17 CHLORINE	01116191	CL712015	\$251.22
08/10/17	536	0950		3001705		14515	LEE JOSEPH INC.	89648 6/19/17 SODIUM BICARB	01116191	CL712015	\$1,166.51
08/10/17	536	0950		3001705		14515	LEE JOSEPH INC.	89784 6/26/17 SODIUM BICARB	01116191	CL712015	\$251.17
08/10/17	536	0950		3001705		14515	LEE JOSEPH INC.	90137 7/11/17 SODIUM/CALCIUM	01116191	CL712015	\$1,151.35
08/10/17	536	0950		3001705		14515	LEE JOSEPH INC.	90476 8/2/17 FINANCE CHARGE	01116191	CL712015	\$25.03
08/10/17	536	0950		3001705		14515	LEE JOSEPH INC.	90572 8/2/17 FINANCE CHARGE	01116191	CL712015	\$25.00
08/17/17	536	0950		3001705		14445	SCP DISTRIBUTORS, LLC	S1318919 6/27/17 CPR MASK	01116449	CL712170	\$254.92
08/17/17	536	0950		3001705		14515	LEE JOSEPH INC.	8/4/17 SODIUM BICARB HLVR	01116448	CL712169	\$733.99
08/31/17	536	0950		3001705		14515	LEE JOSEPH INC.	8/18/17 REAGENT HLVR	01117042	CL712783	\$50.31
08/31/17	536	0950		3001705		193	ARLIN BILLINGTON	391967 8/10/17 ACID MURIATIC	01117071	CL712931	\$744.32
08/31/17	536	0950		3001705		193	ARLIN BILLINGTON	393165 8/25/17 KEY FASTNERS	01117071	CL712931	\$7.36
09/07/17	536	0950		3001705		14515	LEE JOSEPH INC.	91022 8/30/17 BICARBONATE	01117299	CL713141	\$1,793.36
09/07/17	536	0950		3001705		193	ARLIN BILLINGTON	393464 8/29/17 ACID MURIATIC	01117298	CL713138	\$1,012.27
10/05/17	536	0950		3001705		193	ARLIN BILLINGTON	395138 9/20/17 ACID MURIATIC	01118488	CL714320	\$1,019.56

## HLVRA Expenditure Detail with Account Totals

10/05/17	536	0950	3001705	193	ARLIN BILLINGTON	395350 9/23/17 MOP BRUSH	01118488	CL714320	\$23.52
10/05/17	536	0950	3001705	193	ARLIN BILLINGTON	395351 9/23/17 DUCT TAPE	01118488	CL714320	\$14.65
10/19/17	536	0950	3001705	14445	SCP DISTRIBUTORS, LLC	100# PULSAR PLUS BRIQUETTE 1#	01119037	PO185015	\$5,575.50
10/19/17	536	0950	3001705	14445	SCP DISTRIBUTORS, LLC	FREIGHT	01119037	PO185015	\$396.18
10/19/17	536	0950	3001705	14445	SCP DISTRIBUTORS, LLC	HANDLING	01119037	PO185015	\$3.95
10/19/17	536	0950	3001705	14445	SCP DISTRIBUTORS, LLC	SALES TAX	01119054	CL714745	\$404.51
10/19/17	536	0950	3001705	99998	REESE RICE	9/19/17 ACID MURIATIC HLVR	01119431	CL715149	\$20.27
10/26/17	536	0950	3001705	186	CITY OF SUSANVILLE	RMB POOL MAINT THRU 9/22/17	01119430	CL715153	\$1,006.61
10/26/17	536	0950	3001705	193	ARLIN BILLINGTON	396837 10/11/17 ACID MURIAT	01119430	CL715153	\$28.42
10/26/17	536	0950	3001705	193	ARLIN BILLINGTON	397065 10/14/17 TAPE	01119724	CL715473	\$209.45
11/02/17	536	0950	3001705	14515	LEE JOSEPH INC.	91694 10/11/17 HLVR	01119724	CL715473	\$219.78
11/02/17	536	0950	3001705	14515	LEE JOSEPH INC.	91787 10/20/17 HLVR	01119722	CL715472	\$54.01
11/02/17	536	0950	3001705	193	ARLIN BILLINGTON	397689 10/23/17 SHER	01119922	CL715567	\$13.74
11/09/17	536	0950	3001705	193	ARLIN BILLINGTON	398353 11/11/17 FASTENERS HLVR	01120733	CL716465	\$833.05
11/30/17	536	0950	3001705	193	ARLIN BILLINGTON	400013 11/21/17 ACID HLVR	01120985	CL716533	\$752.94
12/07/17	536	0950	3001705	14515	LEE JOSEPH INC.	11/22/17 SODIUM BICRAB HLVRA	Total:		\$28,341.09
07/20/17	536	0950	3002200	1255	SHARON MCBRIDE	Account 5360950 3001705	01115409	CL711328	\$1,057.49
07/20/17	536	0950	3002200	315	RONALD D REBELL	6/26/17 FLAGUES HLVRA	01115405	CL711326	\$116.59
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	6/-6/27/17 COPIES HLVRA	01115869	CL711689	\$9.18
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	936357876001 6/26/17 HLVR	01115869	CL711689	\$75.86
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	936357884001 6/27/17 HLVR	01115869	CL711689	\$75.86
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	936357885001 6/30/17 HLVR	01115869	CL711689	\$75.86
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	936357886001 6/27/17 HLVR	01115869	CL711689	\$75.86
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	936357887001 6/21/17 HLVR	01115869	CL711689	\$75.86
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	937866878001 6/27/17 HLVR	01115869	CL711689	\$12.85
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	937904728001 6/26/17 HLVR	01115869	CL711689	\$12.06
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	937904803001 6/26/17 HLVR	01115869	CL711689	\$165.15
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	945260962001 7/21/17 HLVR	01115869	CL711682	\$20.11
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	945261881001 7/21/17 HLVR	01115869	CL711682	\$240.56
08/10/17	536	0950	3002200	4104	OFFICE DEPOT	937866756001 6/23/17 HLVR	01116118	CL712096	\$279.48
08/10/17	536	0950	3002200	4104	OFFICE DEPOT	937866876001 6/23/17 HLVR	01116118	CL712098	\$100.88
08/10/17	536	0950	3002200	4104	OFFICE DEPOT	93826752001 6/20/17 HLVR	01116118	CL712096	\$6.34
08/10/17	536	0950	3002200	4104	OFFICE DEPOT	945260962002 7/22/17 HLVR	01116118	CL712095	\$12.86
08/24/17	536	0950	3002200	4104	OFFICE DEPOT	936357449001 6/16/17 HLVR	01116687	CL712709	\$439.55
08/24/17	536	0950	3002200	4104	OFFICE DEPOT	936357877002 6/17/17 HLVR	01116687	CL712709	\$193.79
08/24/17	536	0950	3002200	4104	OFFICE DEPOT	936357878001 6/19/17 HLVR	01116687	CL712709	\$14.90
08/24/17	536	0950	3002200	4104	OFFICE DEPOT	936357879001 6/16/17 HLVR	01116687	CL712709	\$2.89
08/24/17	536	0950	3002200	4104	OFFICE DEPOT	936995477001 6/20/17 HLVR	01116687	CL712709	\$7.71
08/24/17	536	0950	3002200	4104	OFFICE DEPOT	937866875001 6/23/17 HLVR	01116687	CL712715	\$44.36
08/31/17	536	0950	3002200	4104	OFFICE DEPOT	93826751001 6/21/17 HLVR	01116687	CL712709	\$12.28
08/31/17	536	0950	3002200	4104	OFFICE DEPOT	951564641001 8/9/17 HLVR	01117022	CL712891	\$24.31
08/31/17	536	0950	3002200	4104	OFFICE DEPOT	951565117001 8/9/17 HLVR	01117022	CL712892	\$56.41
09/28/17	536	0950	3002200	9407	US BANK	8/10-9/11/17 HLVR SUPPLIES	01118225	CL713928	\$42.89
10/26/17	536	0950	3002200	186	CITY OF SUSANVILLE	RMB OFFICE SUPP THRU 9/22/17	01119431	CL715149	\$448.00

**HLVRA**

**Expenditure Detail with Account Totals**

01/25/18	536	0950	3002200	14113	CA ASSOC FOR PARK&REC INSURANC	1/18/18 MANNEQUINES HLVR	01122954	CL718643	\$25.80
						Account 5360950 3002200		<b>Total:</b>	<b>\$3,649.88</b>
38/25/17	536	0950	3002250	0	UNASSIGNED VENDOR	8/24/2017	00000002	DP120012	\$61.63
29/14/17	536	0950	3002250	0	UNASSIGNED VENDOR	HLVRA TRANSFER	00000002	DP120311	\$157.98
10/24/17	536	0950	3002250	0	UNASSIGNED VENDOR	SEPT 2017 CREDIT CARD TRANS	00000002	DP120926	\$126.13
11/09/17	536	0950	3002250	0	UNASSIGNED VENDOR	HLVRA TRANSFER TO COUNTY	00000002	DP121275	\$146.64
						Account 5360950 3002250		<b>Total:</b>	<b>\$492.38</b>
08/21/17	536	0950	3002251	0	UNASSIGNED VENDOR	8/16/2017	00000002	DP119931	(\$46.00)
09/14/17	536	0950	3002251	0	UNASSIGNED VENDOR	HLVRA TRANSFER	00000002	DP120311	\$1.00
10/24/17	536	0950	3002251	0	UNASSIGNED VENDOR	SEPT 2017 CREDIT CARD TRANS	00000002	DP120926	(\$15.00)
11/09/17	536	0950	3002251	0	UNASSIGNED VENDOR	START UP TILL CASH	00000002	DP121275	(\$200.00)
						Account 5360950 3002251		<b>Total:</b>	<b>(\$260.00)</b>
11/09/17	536	0950	3002252	0	UNASSIGNED VENDOR	HLVRA TRANSFER TO COUNTY	00000002	DP121275	\$130.00
11/13/17	536	0950	3002252	0	UNASSIGNED VENDOR	NSF- REPLACEMENT CC PMT	00000002	DP121302	(\$130.00)
						Account 5360950 3002252		<b>Total:</b>	<b>\$0.00</b>
07/20/17	536	0950	3002300	3297	KRONICK,MOSOVITS,TIEDEMANN &	5/31-6/22/17 LEGAL SERVICES H	01115366	CO180038	\$562.20
08/24/17	536	0950	3002300	186	CITY OF SUSANVILLE	RMB ADMIN SERV THRU 6/30/17	01116754	CL712565	\$21,458.89
09/07/17	536	0950	3002300	99998	CA ASSOC OF REC&PARK DISTRICTS	7/1/17-6/30/18 MEMBERSHIP DUES	01117325	CL713155	\$400.00
09/28/17	536	0950	3002300	3297	KRONICK,MOSOVITS,TIEDEMANN &	8/9-8/16/17 LEGAL SERVICES HL	01118165	CO180038	\$405.00
10/26/17	536	0950	3002300	186	CITY OF SUSANVILLE	RMB ADMIN SERV THRU 9/22/17	01119431	CL715149	\$14,151.43
10/26/17	536	0950	3002300	3297	KRONICK,MOSOVITS,TIEDEMANN &	9/12-9/21/17 LEGAL SERVICES HL	01119408	CO180038	\$135.00
11/09/17	536	0950	3002300	3297	KRONICK,MOSOVITS,TIEDEMANN &	10/4-10/12/17 LEGAL SERVICES H	01119943	CO180038	\$607.50
11/30/17	536	0950	3002300	186	CITY OF SUSANVILLE	THRU 11/3/17 ADMIN FEES	01120736	CL716466	\$3,576.89
12/14/17	536	0950	3002300	12933	PRICE PAIGE & CO ACCOUNTANCY	12762 11/30/17-AUDIT 6/30/17	01121227	CL716882	\$1,680.00
12/21/17	536	0950	3002300	3297	KRONICK,MOSOVITS,TIEDEMANN &	10/26-11/1/17 LEGAL SERVICES H	01121529	CO180038	\$607.50
01/11/18	536	0950	3002300	12933	PRICE PAIGE & CO ACCOUNTANCY	12/31/17 HLVR AUDIT 6/30/17	01122330	CL718092	\$1,010.00
01/11/18	536	0950	3002300	6670	FRONTIER/CITIZENS COMM COMPANY	1/1-1/31/18 HLVR 2510235	01122327	CL718093	\$214.59
01/18/18	536	0950	3002300	3297	KRONICK,MOSOVITS,TIEDEMANN &	12/6-12/12/17 LEGAL SERVICES	01122588	CO180038	\$337.50
						Account 5360950 3002300		<b>Total:</b>	<b>\$45,146.50</b>
08/24/17	536	0950	3002359	186	CITY OF SUSANVILLE	RMB POOL EMPLOY THRU 6/30/17	01116754	CL712565	\$14,414.84
10/26/17	536	0950	3002359	186	CITY OF SUSANVILLE	RMB POOL EMPLOY THRU 9/22/17	01119431	CL715149	\$66,494.54
11/30/17	536	0950	3002359	186	CITY OF SUSANVILLE	THRU 11/3/17 POOL EMPLOYEE	01120736	CL716466	\$15,642.53
						Account 5360950 3002359		<b>Total:</b>	<b>\$96,551.91</b>
08/24/17	536	0950	3002400	186	CITY OF SUSANVILLE	RMB PUBLICATION THRU 6/30/17	01116754	CL712565	\$180.60
10/26/17	536	0950	3002400	186	CITY OF SUSANVILLE	RMB PUBLICATION THRU 9/22/17	01119431	CL715149	\$786.90
						Account 5360950 3002400		<b>Total:</b>	<b>\$967.50</b>

**HLVRA**  
**Expenditure Detail with Account Totals**

07/20/17	536	0950	3002701	14444	KNORR SYSTEMS, INC.	6/30/17 25M LANE W/DISC	01115408	CL711324	\$6,544.94
07/20/17	536	0950	3002701	14444	KNORR SYSTEMS, INC.	6/30/17 LANE REEL/COVER	01115407	CL711321	\$4,586.38
07/27/17	536	0950	3002701	14445	SCP DISTRIBUTORS, LLC	SIE20026 7/1/17 SPINE BOARD	01115653	CL711438	\$559.93
07/27/17	536	0950	3002701	14500	GAMUT SUPPLY LLC.	6/7/17 AED SIGN FOR POOL	01115662	CL711403	\$17.45
08/03/17	536	0950	3002701	10037	MARTIN SECURITY SYSTEMS, INC	34195 6/30/17 HLVR	01115865	CL711651	\$25.00
08/03/17	536	0950	3002701	11260	GLOBAL EQUIPMENT COMPANY, INC.	111137359 6/5/17 HLVR	01115861	CL711698	\$2,809.45
08/10/17	536	0950	3002701	11260	GLOBAL EQUIPMENT COMPANY, INC.	6/7/17 WASTE BASKET	01116190	CL712011	\$247.70
08/10/17	536	0950	3002701	14445	SCP DISTRIBUTORS, LLC	6/29/17 BUOY/RING	01116192	CL712014	\$359.75
08/10/17	536	0950	3002701	4104	OFFICE DEPOT	93635787003 6/20/17 HLVR	01116118	CL712099	\$28.95
08/10/17	536	0950	3002701	4104	OFFICE DEPOT	93635788001 6/16/17 HLVR	01116118	CL712099	\$45.45
08/10/17	536	0950	3002701	4104	OFFICE DEPOT	936357883001 6/16/17 HLVR	01116118	CL712099	\$53.61
08/10/17	536	0950	3002701	4104	OFFICE DEPOT	938267588001 6/21/17 HLVR	01116118	CL712099	\$9.86
08/24/17	536	0950	3002701	186	CITY OF SUSANVILLE	RMB EQUIPMENT THRU 6/30/17	01116754	CL712565	\$2,099.48
08/24/17	536	0950	3002701	4104	OFFICE DEPOT	936357449001 6/16/17 HLVR	01116687	CL712709	\$623.02
08/24/17	536	0950	3002701	4104	OFFICE DEPOT	93826753001 6/20/17 HLVR	01116687	CL712714	\$592.01
08/24/17	536	0950	3002701	4104	OFFICE DEPOT	945261882001 7/28/17 HLVR	01116687	CL712714	\$360.34
09/07/17	536	0950	3002701	14445	SCP DISTRIBUTORS, LLC	SIE24099 8/24/17 BACKSTROKE	01117300	CL713134	\$1,011.90
09/14/17	536	0950	3002701	14445	SCP DISTRIBUTORS, LLC	SIE24910 8/31/17 ROPE	01117505	CL713300	\$678.24
09/28/17	536	0950	3002701	14445	SCP DISTRIBUTORS, LLC	SIE25438 9/11/17 CLOCK,FLOAT	01118217	CL713925	\$461.16
09/28/17	536	0950	3002701	9407	US BANK	8/10-9/11/17 HLVR SUPPLIES	01118225	CL713928	\$383.74
10/19/17	536	0950	3002701	11260	GLOBAL EQUIPMENT COMPANY, INC.	111192387 6/21/17 UMBRELLA	01119050	CL714741	\$187.20
10/19/17	536	0950	3002701	11260	GLOBAL EQUIPMENT COMPANY, INC.	111206110 6/23/17 PADLOCKS	01119050	CL714740	\$176.76
10/19/17	536	0950	3002701	11260	GLOBAL EQUIPMENT COMPANY, INC.	111211346 6/26/17 KICKBOARD	01119050	CL714740	\$174.91
10/19/17	536	0950	3002701	14615	NOBLES CONSTRUCTION COMPONENTS	6/16/17 GLJLAMS BENCHES HLVR	01119053	CL714744	\$380.00
10/26/17	536	0950	3002701	186	CITY OF SUSANVILLE	RMB EQUIPMENT THRU 9/22/17	01119431	CL715149	\$2,032.93
10/26/17	536	0950	3002701	9407	US BANK	9/22/17 MATS	01119432	CL715155	\$990.63
11/06/17	536	0950	3002701	10037	MARTIN SECURITY SYSTEMS, INC	COR#1115865 6/30/17 34195	00000001	JE000660	(\$25.00)
12/21/17	536	0950	3002701	193	ARLIN BILLINGTON	400893 12/4/17 HEATER	01121548	CL717252	\$139.93
12/28/17	536	0950	3002701	193	ARLIN BILLINGTON	401963 12/18/17 BUNGEE CORD	01121910	CL717522	\$8.46
12/28/17	536	0950	3002701	193	ARLIN BILLINGTON	402059 12/19/17 BUNGEE CORD	01121910	CL717522	\$75.03
01/11/18	536	0950	3002701	9407	US BANK	12/4/17 POOL CHEMICALS	01122332	CL718089	\$215.40
01/25/18	536	0950	3002701	9407	US BANK	12/18/17 POOL CHEMICAL HLVR	01122964	CL718642	\$129.24
02/08/18	536	0950	3002701	193	ARLIN BILLINGTON	404000 1/16/18 BUNGEE	01123374	CL718868	\$17.35
02/08/18	536	0950	3002701	193	ARLIN BILLINGTON	404542 1/24/18 BUNGEE	01123374	CL718868	\$14.45
02/08/18	536	0950	3002701	193	ARLIN BILLINGTON	404668 1/25/18 BUNGEE	01123374	CL718868	(\$17.35)
07/03/17	536	0950	3002800	0	UNASSIGNED VENDOR	Account 5360950 3002701	Total:		\$25,998.30
07/03/17	536	0950	3002800	0	UNASSIGNED VENDOR	TILL AND SAFE	00000002	DP119092	\$200.00
09/22/17	536	0950	3002801	0	UNASSIGNED VENDOR	Account 5360950 3002800	Total:		\$200.00
12/07/17	536	0950	3002801	0	UNASSIGNED VENDOR	17/18 COST PLAN 1ST QTR	00000001	JE000334	\$452.84
					UNASSIGNED VENDOR	17/18 COST PLAN CHARGES	00000001	JE000812	\$452.84

## HLVRA Expenditure Detail with Account Totals

Date	Account	Vendor	Quantity	Unit	Rate	Amount	Account	Vendor	Quantity	Unit	Rate	Amount
08/31/17	3002807	MARTIN SECURITY SYSTEMS, INC	536	0950			Account 5360950	3002801				\$905.68
10/19/17	3002807	MARTIN SECURITY SYSTEMS, INC	536	0950			8/18/17 66 N.LASSEN SETUP					\$169.00
11/06/17	3002807	MARTIN SECURITY SYSTEMS, INC	536	0950			10/26/17 HLVR 66 N.LASSEN					\$25.00
11/06/17	3002807	MARTIN SECURITY SYSTEMS, INC	536	0950			COR#1115865 6/30/17 34195					\$25.00
11/09/17	3002807	MARTIN SECURITY SYSTEMS, INC	536	0950			COR#1116194 AUG17					\$230.00
12/07/17	3002807	MARTIN SECURITY SYSTEMS, INC	536	0950			10/31/17 HLVR 66 N.LASSEN					\$25.00
12/07/17	3002807	MARTIN SECURITY SYSTEMS, INC	536	0950			DEC17 HLVRA 66 N.LASSEN					\$25.00
01/11/18	3002807	MARTIN SECURITY SYSTEMS, INC	536	0950			12/22/17-12/21/18 MONITOR FEE					\$328.00
							JAN18 HLVR 66 N.LASSEN					\$25.00
							Account 5360950	3002807				\$852.00
07/20/17	3002901	ALDEN SINGLETON	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
07/20/17	3002901	ERIKA ZIMMERMANN	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
07/20/17	3002901	ETHAN HEFFNER	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
07/20/17	3002901	GWYNETH STUBBS	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
07/20/17	3002901	ISABELLE SILVA	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
07/20/17	3002901	JAQUELLE DODGE	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
07/20/17	3002901	JENNA MONAHAN	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
07/20/17	3002901	JESSICA DIERMIER	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
07/20/17	3002901	JON CELUM	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
07/20/17	3002901	LOUIS MEDVIN	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
07/20/17	3002901	MICHAEL PELFREY	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
07/20/17	3002901	NANCY HEFFNER	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
07/20/17	3002901	REESA RICE	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
07/20/17	3002901	SEANN FRANCOIS	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
07/20/17	3002901	TATUM THOMAS	536	0950			RMB 6/7-8/17 RED CROSS TRAININ					\$100.00
08/24/17	3002901	CITY OF SUSANVILLE	536	0950			RMB TRAINING THRU 6/30/17					\$270.72
							Account 5360950	3002901				\$1,770.72
08/03/17	3003000	C&S WASTE SOLUTIONS	536	0950			6/14-7/1/17 AC30118569 HLVR					\$302.83
08/03/17	3003000	SUSANVILLE SANITARY DISTRICT	536	0950			7/1-8/31/17 800 SOUTH ST					\$156.00
08/10/17	3003000	MARTIN SECURITY SYSTEMS, INC	536	0950			AUG17 HLVRA 66 N.LASSEN					\$230.00
08/10/17	3003000	CITY OF SUSANVILLE	536	0950			7/11-7/31/17 HLVRA					\$191.80
08/17/17	3003000	C&S WASTE SOLUTIONS	536	0950			8/1/17 30-118569 HLVR					\$202.98
09/07/17	3003000	CITY OF SUSANVILLE	536	0950			7/14-8/7/17 HLVR 800 SOUTH ST					\$9.14
09/14/17	3003000	C&S WASTE SOLUTIONS	536	0950			9/1/17 HLVR 30-11856-9					\$198.44
10/19/17	3003000	C&S WASTE SOLUTIONS	536	0950			10/2/17 30-118569 HLVR					\$198.44
11/06/17	3003000	MARTIN SECURITY SYSTEMS, INC	536	0950			COR#1116194 AUG17					\$230.00
11/06/17	3003000	CITY OF SUSANVILLE	536	0950			COR#1116195 7/11-7/31/17					\$191.80
11/06/17	3003000	CITY OF SUSANVILLE	536	0950			COR#1117302 7/14-8/7/17					\$9.14
11/07/17	3003000	SUSANVILLE SANITARY DISTRICT	536	0950			COR#1115866 7/1-8/31/17 800SOU					\$156.00
							Account 5360950	3003000				\$902.69
09/07/17	3003010	LMUD	536	0950			7/26-8/22/17 800 SOUTH ST HLVR					\$921.63
10/19/17	3003010	LMUD	536	0950			8/22-9/22/17 800 SOUTH HLVR					\$1,391.54
11/09/17	3003010	LMUD	536	0950			9/22-10/24/17 800 SOUTH 390772					\$1,414.78
12/14/17	3003010	LMUD	536	0950			10/24-11/21/17 AC-390772 HLVR					\$1,228.81
01/11/18	3003010	LMUD	536	0950			11/21-12/20/17 800SOUTH					\$973.10

**HLVRA**

**Expenditure Detail with Account Totals**

Date	Account	Description	Account	Account	Total
11/07/17	3003030	SUSANVILLE SANITARY DISTRICT	Account 5360950	3003010	\$5,929.86
11/09/17	3003030	SUSANVILLE SANITARY DISTRICT	COR#1115866 7/1-8/31/17	800SOU	\$156.00
12/28/17	3003030	SUSANVILLE SANITARY DISTRICT	1/1-12/31/17	3204 800SOUTH	\$327.60
31/11/18	3003030	SUSANVILLE SANITARY DISTRICT	JUNE, JULY, AUG 17	BACKWASH	\$312.00
			1/1-2/28/18	3204 800SOUTH	\$156.00
			Account 5360950	3003030	\$951.60
10/19/17	3003050	CITY OF SUSANVILLE	8/7-9/7/17	105-0022 HLVR	\$296.75
11/06/17	3003050	CITY OF SUSANVILLE	COR#1116195 7/11-7/51/17		\$191.80
11/06/17	3003050	CITY OF SUSANVILLE	COR#1117302 7/14-8/7/17		\$9.14
11/09/17	3003050	CITY OF SUSANVILLE	9/7-10/10/17	105.0022 HLVR	\$9,404.49
12/07/17	3003050	CITY OF SUSANVILLE	11/10-11/8/17	800SOUTH	\$120.987
01/18/18	3003050	CITY OF SUSANVILLE	11/8-12/8/17	105.0022.0000	\$389.95
02/08/18	3003050	CITY OF SUSANVILLE	12/8-1/10/18	800SOUTH HLVR	\$401.53
			Account 5360950	3003050	\$388.02
08/03/17	3006050	RICHARD L. WILLIAMS	1503 5/31/17	HLVR	\$11,081.68
08/03/17	3006050	RICHARD L. WILLIAMS	1509 6/14/17	HLVR	\$831.19
08/17/17	3006050	MELISSA L MCCOY	6/1/17	LANDSCAPING POOL	\$1,261.26
08/24/17	3006050	CITY OF SUSANVILLE	RMB LANDSCAP THRU 6/30/17		\$1,467.70
10/26/17	3006050	CITY OF SUSANVILLE	RMB LANDSCAPING THRU 9/22/17		\$14,014.64
11/30/17	3006050	CITY OF SUSANVILLE	THRU 11/3/17	LANDSCAPING COSTS	\$307.03
12/28/17	3006050	HAT CREEK CONSTRUCTION &	5/22/17	HAUL TOPSOIL HLVR	\$492.35
			Account 5360950	3006050	\$412.91
07/27/17	3006100	MODERN BUILDING INC.	6/26/17	BUILD POOL	\$18,787.08
09/14/17	3006100	KNORR SYSTEMS, INC.	S1194251 8/24/17	PO175143 HLVR	\$110,265.41
09/14/17	3006100	KNORR SYSTEMS, INC.	S1194258 8/24/17	PO175144 HLVR	\$8,675.04
12/07/17	3006100	RECREONICS, INC.	PO#175139 INV#66052	11/7/17	\$5,737.88
01/11/18	3006100	UNASSIGNED VENDOR	4TH QTR SALES TAX TO BOE		\$13,022.19
			Account 5360950	3006100	\$944.00
<b>Total Budget Year Expenditures:</b>					<b>\$138,644.52</b>
<b>Grand Total:</b>					<b>\$390,773.03</b>

Dept: 536  
 Fund: 536  
 BU:  
 CC:

**HLVRA**  
**Department Revenue Rollup**

User: tmorrison  
 Fiscal Year: 2018  
 End Date: 2/14/2018  
 FY Percent: 62%

Account	Account Name	Current Budget	Revenue Realized	Unrealized	Percent Realized
2003000	INTEREST	\$0.00	(\$1,396.64)	(\$1,396.64)	0%
2003203	ADMISSIONS/PASSES	\$50,000.00	(\$25,913.89)	\$24,086.11	52%
2003204	COMMERICAL SPACE	\$60,000.00	(\$38,404.70)	\$21,595.30	64%
2003206	HORSE SHOW	\$0.00	(\$5,560.00)	(\$5,560.00)	0%
2003212	RENTS & LEASES	\$24,000.00	(\$252.00)	\$23,748.00	1%
	<b>Total REVENUE FR USE OF MONEY &amp; PROP</b>	<b>\$134,000.00</b>	<b>(\$71,527.23)</b>	<b>\$62,472.77</b>	<b>53%</b>
2010611	OTHER FEES	\$56,000.00	(\$23,183.04)	\$32,816.96	41%
2010660	POOL PROGRAMS	\$46,000.00	(\$4,670.53)	\$41,329.47	10%
2010661	PARTYS AND SPECIAL EVENTS	\$9,000.00	(\$739.13)	\$8,260.87	8%
	<b>Total CHARGES FOR SERVICES</b>	<b>\$111,000.00</b>	<b>(\$28,592.70)</b>	<b>\$82,407.30</b>	<b>26%</b>
2011200	MISCELLANEOUS	\$0.00	(\$311.88)	(\$311.88)	0%
	<b>Total MISCELLANEOUS</b>	<b>\$0.00</b>	<b>(\$311.88)</b>	<b>(\$311.88)</b>	<b>0%</b>
2012400	OTHER - TRUST TRANSFERS	\$10,412.00	\$0.00	\$10,412.00	0%
	<b>Total OTHER FINANCING SOURCES</b>	<b>\$10,412.00</b>	<b>\$0.00</b>	<b>\$10,412.00</b>	<b>0%</b>
	<b>Grand Total</b>	<b>\$415,412.00</b>	<b>(\$260,431.81)</b>	<b>\$154,980.19</b>	<b>63%</b>

**HLVRA**  
**Revenue Account Detail**

Date	FD	B/U	C/C	Account	Program	Vendor	Vendor Name	Description	Warrant Number	DOC #	Amount
07/03/2017	536			2003000	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	Programs - Deposit 7/3/2017		DP119104	(\$14.00)
10/01/2017	536			2003000	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	JUL-SEP INTEREST APPORTIONMENT		JE000376	(\$916.16)
11/01/2018	536			2003000	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	OCT-DEC INTEREST APPORTIONMENT		JE000967	(\$466.48)
07/03/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	DAILY PASS		DP119092	(\$316.00)
07/03/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	MONTHLY PASS		DP119092	(\$545.00)
07/03/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	Pool Deposit 7/3/2017		DP119104	(\$1,421.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	6/29/17		DP119286	(\$166.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	6/30/17		DP119287	(\$100.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/1/17		DP119288	(\$250.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/10/17		DP119297	(\$336.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/11/17		DP119298	(\$312.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/12/17		DP119299	(\$563.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/13/17		DP119300	(\$408.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/21/17		DP119289	(\$185.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/3/17		DP119291	(\$359.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/4/17		DP119292	(\$90.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/5/17		DP119293	(\$262.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/6/17		DP119294	(\$519.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/7/17		DP119295	(\$716.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/8/17		DP119290	(\$538.00)
07/14/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/9/17		DP119296	(\$356.00)
07/19/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	Pool Rec 7/14/17		DP119370	(\$507.00)
07/19/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	Pool Rec 7/15/17		DP119371	(\$728.00)
07/19/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	Pool Rec 7/16/17		DP119372	(\$473.75)
07/21/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	Pool Receipts 7/17/17		DP119373	(\$493.20)
07/21/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	POOL 7/18/17		DP119420	(\$568.00)
07/28/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	POOL 7/19/17		DP119421	(\$306.00)
07/28/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	FOR BUSINESS 6/28 - 7/21		DP119550	(\$1,568.27)
07/28/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	POOL 7/20/17		DP119551	(\$342.00)
07/28/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	POOL 7/21/2017		DP119552	(\$172.00)
07/28/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	POOL 7/22/207		DP119553	(\$312.00)
07/28/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	POOL 7/23/2017		DP119554	(\$322.00)
07/28/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	POOL 7/24/2017		DP119555	(\$242.10)
07/28/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	POOL 7/25/2017		DP119556	(\$312.00)
07/28/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	POOL 7/26/2016		DP119557	(\$275.00)
08/02/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	POOL 7/27/2017		DP119558	(\$433.20)
08/02/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/28/2017		DP119650	(\$454.25)
08/02/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/29/2017		DP119651	(\$374.00)
08/02/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/30/2017		DP119649	(\$350.00)
08/04/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	7/31/2017		DP119682	(\$314.00)
08/04/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	8/1/2017		DP119683	(\$364.00)
08/07/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	8/2/2017		DP119703	(\$220.00)
08/07/2017	536			2003203	0	UNASSIGNED VENDOR	UNASSIGNED VENDOR	8/3/2017		DP119704	(\$250.00)

**HLVRA**  
**Revenue Account Detail**

18/07/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/4/2017	DP119705	(\$288.00)
18/07/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/5/2017	DP119706	(\$90.00)
18/07/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/6/2017	DP119707	(\$118.00)
18/11/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/11/17	DP119785	(\$613.31)
18/11/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/7/17	DP119781	(\$176.00)
18/11/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/8/17	DP119782	(\$160.00)
18/11/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/9/17	DP119783	(\$323.00)
18/14/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/10/2017	DP119820	(\$268.90)
18/14/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/11/2017	DP119821	(\$230.00)
18/14/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/12/2017	DP119822	(\$362.00)
18/14/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/13/2017	DP119823	(\$524.00)
18/17/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/15/2017	DP119892	(\$212.00)
18/17/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/17/17	DP119891	(\$164.00)
18/21/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/16/2017	DP119931	(\$312.00)
18/21/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/17/2017	DP119932	(\$128.00)
18/21/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/20/2017	DP119934	(\$106.00)
18/21/2017	536	0950	2003203	0	UNASSIGNED VENDOR	DAILY PASSES	DP119929	(\$204.00)
18/21/2017	536	0950	2003203	0	UNASSIGNED VENDOR	DAILY PASSES	DP119933	(\$294.00)
18/25/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/21/2017	DP120008	(\$98.00)
18/25/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/22/2017	DP120009	(\$76.00)
18/25/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/23/2017	DP120010	(\$98.00)
18/25/2017	536	0950	2003203	0	UNASSIGNED VENDOR	8/24/2017	DP120012	(\$462.91)
09/14/2017	536	0950	2003203	0	UNASSIGNED VENDOR	HLVRA TRANSFER	DP120311	(\$1,324.00)
10/24/2017	536	0950	2003203	0	UNASSIGNED VENDOR	SEPT 2017 CREDIT CARD TRANS	DP120926	(\$3,357.00)
11/09/2017	536	0950	2003203	0	UNASSIGNED VENDOR	HLVRA TRANSFER TO COUNTY	DP121275	(\$302.00)
07/03/2017	536	0950	2003204	0	UNASSIGNED VENDOR	Pool Deposit 7/3/2017	DP119104	(\$960.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	6/29/17	DP119286	(\$210.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	6/30/17	DP119287	(\$20.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	7/1/17	DP119288	(\$80.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	7/10/17	DP119297	(\$254.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	7/11/17	DP119298	(\$109.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	7/12/17	DP119299	(\$156.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	7/13/17	DP119300	(\$490.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	7/2/17	DP119289	(\$40.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	7/3/17	DP119291	(\$140.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	7/4/17	DP119292	(\$310.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	7/5/17	DP119293	(\$200.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	7/6/17	DP119294	(\$457.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	7/7/17	DP119295	(\$192.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	7/8/17	DP119290	(\$215.00)
07/14/2017	536	0950	2003204	0	UNASSIGNED VENDOR	7/9/17	DP119296	(\$115.00)
07/19/2017	536	0950	2003204	0	UNASSIGNED VENDOR	Pool Rec 7/14/17	DP119370	(\$185.00)
07/19/2017	536	0950	2003204	0	UNASSIGNED VENDOR	Pool Rec 7/15/17	DP119371	(\$40.00)
07/19/2017	536	0950	2003204	0	UNASSIGNED VENDOR	Pool Rec 7/16/17	DP119372	(\$10.00)

**HLVRA**  
**Revenue Account Detail**

Date	Account	Amount	Description	Account	Amount
07/19/2017	2003204	536	UNASSIGNED VENDOR	DP119373	(\$782.00)
07/21/2017	2003204	536	UNASSIGNED VENDOR	DP119420	(\$70.00)
07/28/2017	2003204	536	UNASSIGNED VENDOR	DP119550	(\$11,502.60)
07/28/2017	2003204	536	UNASSIGNED VENDOR	DP119551	(\$130.00)
07/28/2017	2003204	536	UNASSIGNED VENDOR	DP119553	(\$57.00)
07/28/2017	2003204	536	UNASSIGNED VENDOR	DP119554	(\$60.00)
07/28/2017	2003204	536	UNASSIGNED VENDOR	DP119556	(\$24.00)
07/28/2017	2003204	536	UNASSIGNED VENDOR	DP119557	(\$35.00)
08/02/2017	2003204	536	UNASSIGNED VENDOR	DP119558	(\$72.00)
08/02/2017	2003204	536	UNASSIGNED VENDOR	DP119650	(\$60.00)
08/02/2017	2003204	536	UNASSIGNED VENDOR	DP119651	(\$130.00)
08/04/2017	2003204	536	UNASSIGNED VENDOR	DP119649	(\$20.00)
08/04/2017	2003204	536	UNASSIGNED VENDOR	DP119682	(\$322.00)
08/07/2017	2003204	536	UNASSIGNED VENDOR	DP119683	(\$1,134.00)
08/07/2017	2003204	536	UNASSIGNED VENDOR	DP119703	(\$711.00)
08/07/2017	2003204	536	UNASSIGNED VENDOR	DP119704	(\$423.00)
08/07/2017	2003204	536	UNASSIGNED VENDOR	DP119705	(\$399.00)
08/11/2017	2003204	536	UNASSIGNED VENDOR	DP119706	(\$112.00)
08/11/2017	2003204	536	UNASSIGNED VENDOR	DP119785	(\$5,804.25)
08/11/2017	2003204	536	UNASSIGNED VENDOR	DP119781	(\$239.00)
08/11/2017	2003204	536	UNASSIGNED VENDOR	DP119782	(\$20.00)
08/11/2017	2003204	536	UNASSIGNED VENDOR	DP119783	(\$121.00)
08/14/2017	2003204	536	UNASSIGNED VENDOR	DP119820	(\$105.00)
08/14/2017	2003204	536	UNASSIGNED VENDOR	DP119821	(\$115.00)
08/17/2017	2003204	536	UNASSIGNED VENDOR	DP119822	(\$135.00)
08/21/2017	2003204	536	UNASSIGNED VENDOR	DP119891	(\$60.00)
08/25/2017	2003204	536	UNASSIGNED VENDOR	DP119932	(\$150.00)
08/25/2017	2003204	536	UNASSIGNED VENDOR	DP120009	(\$90.00)
08/25/2017	2003204	536	UNASSIGNED VENDOR	DP120010	(\$20.00)
09/14/2017	2003204	536	UNASSIGNED VENDOR	DP120012	(\$2,273.64)
10/24/2017	2003204	536	UNASSIGNED VENDOR	DP120311	(\$1,937.50)
11/09/2017	2003204	536	UNASSIGNED VENDOR	DP120926	(\$4,780.71)
08/25/2017	2003206	536	UNASSIGNED VENDOR	DP121275	(\$2,327.00)
09/14/2017	2003206	536	UNASSIGNED VENDOR	DP120009	(\$110.00)
09/29/2017	2003206	536	UNASSIGNED VENDOR	DP120311	(\$5,220.00)
09/30/2017	2003206	536	UNASSIGNED VENDOR	CM000235	\$130.00
10/24/2017	2003206	536	UNASSIGNED VENDOR	CM000245	(\$130.00)
07/03/2017	2003212	536	UNASSIGNED VENDOR	DP120926	(\$230.00)
09/14/2017	2003212	536	UNASSIGNED VENDOR	DP119104	(\$2.00)
07/17/2017	2007400	536	CITY OF SUSANVILLE	DP120311	(\$250.00)
12/13/2017	2007400	536	UNASSIGNED VENDOR	DP119313	(\$80,000.00)
07/03/2017	2010611	536	UNASSIGNED VENDOR	JE000846	(\$80,000.00)
07/03/2017	2010611	536	UNASSIGNED VENDOR	DP119104	(\$90.00)
			UNASSIGNED VENDOR	DP119092	(\$80.00)

**HLVRA**  
**Revenue Account Detail**

0	UNASSIGNED VENDOR	7/10/17	DP119297	(\$296.00)
0	UNASSIGNED VENDOR	7/11/17	DP119298	(\$35.00)
0	UNASSIGNED VENDOR	7/3/17	DP119291	(\$800.00)
0	UNASSIGNED VENDOR	Pool Rec 7/14/17	DP119370	(\$170.00)
0	UNASSIGNED VENDOR	Pool Rec 7/15/17	DP119371	(\$90.00)
0	UNASSIGNED VENDOR	Pool Rec 7/16/17	DP119372	(\$160.00)
0	UNASSIGNED VENDOR	Pool Receipts 7/17/17	DP119373	(\$730.00)
0	UNASSIGNED VENDOR	POOL 7/19/17	DP119421	(\$630.00)
0	UNASSIGNED VENDOR	FOR BUSINESS 6/28 - 7/21	DP119550	(\$9,848.94)
0	UNASSIGNED VENDOR	POOL 7/20/17	DP119551	(\$40.00)
0	UNASSIGNED VENDOR	POOL 7/22/207	DP119553	(\$40.00)
0	UNASSIGNED VENDOR	POOL 7/24/2017	DP119555	(\$200.00)
0	UNASSIGNED VENDOR	POOL 7/27/2017	DP119558	(\$260.00)
0	UNASSIGNED VENDOR	POOL 7/28/2017	DP119650	(\$480.00)
0	UNASSIGNED VENDOR	7/31/2017	DP119682	(\$320.00)
0	UNASSIGNED VENDOR	8/2/2017	DP119703	(\$170.00)
0	UNASSIGNED VENDOR	8/11/17	DP119785	(\$5,355.02)
0	UNASSIGNED VENDOR	8/7/17	DP119781	(\$35.00)
0	UNASSIGNED VENDOR	8/9/17	DP119783	(\$150.00)
0	UNASSIGNED VENDOR	8/10/2017	DP119820	(\$35.00)
0	UNASSIGNED VENDOR	8/11/2017	DP119821	(\$210.00)
0	UNASSIGNED VENDOR	8/13/2017	DP119823	(\$25.00)
0	UNASSIGNED VENDOR	8/17/2017	DP119891	(\$35.00)
0	UNASSIGNED VENDOR	8/22/2017	DP119932	(\$305.00)
0	UNASSIGNED VENDOR	8/24/2017	DP120009	(\$185.00)
0	UNASSIGNED VENDOR	HLVRA TRANSFER	DP120012	(\$1,232.08)
0	UNASSIGNED VENDOR	SEPT 2017 CREDIT CARD TRANS	DP120311	(\$740.00)
0	UNASSIGNED VENDOR	7/5/17	DP120926	(\$442.00)
0	UNASSIGNED VENDOR	PROGRAMMING	DP119293	(\$13.00)
0	UNASSIGNED VENDOR	PROGRAMMING	DP119288	(\$6.00)
0	UNASSIGNED VENDOR	PROGRAMMING	DP119291	(\$14.00)
0	UNASSIGNED VENDOR	PROGRAMMING	DP119292	(\$6.00)
0	UNASSIGNED VENDOR	PROGRAMMING	DP119297	(\$53.00)
0	UNASSIGNED VENDOR	PROGRAMMING	DP119298	(\$34.00)
0	UNASSIGNED VENDOR	PROGRAMMING	DP119299	(\$56.00)
0	UNASSIGNED VENDOR	PROGRAMMING	DP119300	(\$26.00)
0	UNASSIGNED VENDOR	Pool Rec 7/14/17	DP119370	(\$54.00)
0	UNASSIGNED VENDOR	Pool Receipts 7/17/17	DP119373	(\$62.00)
0	UNASSIGNED VENDOR	POOL 7/18/17	DP119420	(\$96.00)
0	UNASSIGNED VENDOR	POOL 7/19/17	DP119421	(\$32.00)
0	UNASSIGNED VENDOR	7/26/2017	DP119557	(\$62.00)
0	UNASSIGNED VENDOR	FOR BUSINESS 6/28 - 7/21	DP119550	(\$94.61)
0	UNASSIGNED VENDOR	POOL 7/20/17	DP119551	(\$122.00)
0	UNASSIGNED VENDOR	POOL 7/21/2017	DP119552	(\$34.00)

**HLVRA**  
**Revenue Account Detail**

07/28/2017	536	0950	2010660	0	UNASSIGNED VENDOR	POOL 7/22/2017	DP119553	(\$32.00)
07/28/2017	536	0950	2010660	0	UNASSIGNED VENDOR	POOL 7/24/2017	DP119555	(\$82.00)
07/28/2017	536	0950	2010660	0	UNASSIGNED VENDOR	POOL 7/25/2017	DP119556	(\$120.00)
07/28/2017	536	0950	2010660	0	UNASSIGNED VENDOR	POOL 7/27/2017	DP119558	(\$134.00)
08/02/2017	536	0950	2010660	0	UNASSIGNED VENDOR	7/29/2017	DP119651	(\$82.00)
08/02/2017	536	0950	2010660	0	UNASSIGNED VENDOR	POOL 7/28/2017	DP119650	(\$74.00)
08/04/2017	536	0950	2010660	0	UNASSIGNED VENDOR	7/31/2017	DP119682	(\$98.00)
08/04/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/1/2017	DP119683	(\$38.00)
08/07/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/2/2017	DP119703	(\$36.00)
08/07/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/3/2017	DP119704	(\$38.00)
08/07/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/4/2017	DP119705	(\$42.00)
08/07/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/5/2017	DP119706	(\$32.00)
08/11/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/11/17	DP119785	(\$77.26)
08/11/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/7/17	DP119781	(\$50.00)
08/11/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/8/17	DP119782	(\$70.00)
08/11/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/9/17	DP119783	(\$70.00)
08/11/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/10/2017	DP119820	(\$38.00)
08/14/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/11/2017	DP119821	(\$86.00)
08/14/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/12/2017	DP119822	(\$40.00)
08/17/2017	536	0950	2010660	0	UNASSIGNED VENDOR		DP119891	(\$48.00)
08/17/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/15/2017	DP119892	(\$28.00)
08/21/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/16/2017	DP119931	(\$36.00)
08/21/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/17/2017	DP119932	(\$46.00)
08/21/2017	536	0950	2010660	0	UNASSIGNED VENDOR	POOL PROGRAMS	DP119929	(\$46.00)
08/25/2017	536	0950	2010660	0	UNASSIGNED VENDOR	POOL PROGRAMS	DP119933	(\$16.00)
08/25/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/21/2017	DP120008	(\$48.00)
08/25/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/22/2017	DP120009	(\$32.00)
08/25/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/23/2017	DP120010	(\$60.00)
09/14/2017	536	0950	2010660	0	UNASSIGNED VENDOR	8/24/2017	DP120012	(\$815.66)
10/24/2017	536	0950	2010660	0	UNASSIGNED VENDOR	HLVRA TRANSFER	DP120311	(\$368.00)
11/09/2017	536	0950	2010660	0	UNASSIGNED VENDOR	SEPT 2017 CREDIT CARD TRANS	DP120926	(\$804.00)
07/14/2017	536	0950	2010661	0	UNASSIGNED VENDOR	HLVRA TRANSFER TO COUNTY	DP121275	(\$319.00)
07/19/2017	536	0950	2010661	0	UNASSIGNED VENDOR	7/6/17	DP119294	(\$200.00)
07/28/2017	536	0950	2010661	0	UNASSIGNED VENDOR	Pool Rec 7/15/17	DP119371	(\$50.00)
07/14/2017	536	0950	2011200	0	UNASSIGNED VENDOR	FOR BUSINESS 6/28 - 7/21	DP119550	(\$489.13)
07/14/2017	536	0950	2011200	0	UNASSIGNED VENDOR	7/6/17	DP119294	(\$36.00)
07/14/2017	536	0950	2011200	0	UNASSIGNED VENDOR	7/7/17	DP119295	(\$56.00)
07/14/2017	536	0950	2011200	0	UNASSIGNED VENDOR	7/9/17	DP119296	(\$2.00)
07/19/2017	536	0950	2011200	0	UNASSIGNED VENDOR	PROGRAMMING	DP119290	(\$65.00)
07/19/2017	536	0950	2011200	0	UNASSIGNED VENDOR	Pool Rec 7/15/17	DP119371	(\$1.00)
07/19/2017	536	0950	2011200	0	UNASSIGNED VENDOR	Pool Receipts 7/17/17	DP119373	(\$1.00)
07/28/2017	536	0950	2011200	0	UNASSIGNED VENDOR	LOCK	DP119555	(\$1.00)
07/28/2017	536	0950	2011200	0	UNASSIGNED VENDOR	LOCK	DP119558	(\$2.00)
07/28/2017	536	0950	2011200	0	UNASSIGNED VENDOR	LOCK RENTAL	DP119553	(\$1.00)

**HLVRA**  
**Revenue Account Detail**

08/02/2017	536	0950	2011200	0	UNASSIGNED VENDOR	LOCK 7/28/2017	DP119650	(\$1.00)
08/02/2017	536	0950	2011200	0	UNASSIGNED VENDOR	LOCKS 7/29/2017	DP119651	(\$1.00)
08/07/2017	536	0950	2011200	0	UNASSIGNED VENDOR	8/3/2017	DP119704	(\$1.00)
08/07/2017	536	0950	2011200	0	UNASSIGNED VENDOR	LOCK	DP119703	(\$1.00)
08/07/2017	536	0950	2011200	0	UNASSIGNED VENDOR	LOCKS	DP119705	(\$1.00)
08/11/2017	536	0950	2011200	0	UNASSIGNED VENDOR	LOCK RENTAL	DP119782	(\$23.00)
08/14/2017	536	0950	2011200	0	UNASSIGNED VENDOR	LOCKS	DP119821	(\$2.00)
08/21/2017	536	0950	2011200	0	UNASSIGNED VENDOR	MISC	DP119933	(\$2.00)
08/21/2017	536	0950	2011200	0	UNASSIGNED VENDOR	MISC	DP119929	(\$2.00)
08/25/2017	536	0950	2011200	0	UNASSIGNED VENDOR	8/24/2017	DP120012	(\$7.88)
08/25/2017	536	0950	2011200	0	UNASSIGNED VENDOR	LOCKS	DP120010	(\$1.00)
10/24/2017	536	0950	2011200	0	UNASSIGNED VENDOR	SEPT 2017 CREDIT CARD TRANS	DP120926	(\$48.00)
11/09/2017	536	0950	2011200	0	UNASSIGNED VENDOR	DONATIONS	DP121275	(\$56.00)
								<b>(\$260,431.81)</b>

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** February 20, 2018

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Executive Officer

**SUBJECT:** 2017/2018 Budget Information

**SUMMARY:** An update will be provided regarding the current status of the budget as of February 14, 2018.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** Current Budget Worksheet

Chronological Expense Detail

July 1, 2017 through June 30, 2018

Honey Lake Valley Recreation Authority

Date	Fund	Description	Revenue	Expenses	Total
7/17/2017	2007400	Fund Balance Transfer			\$ 119,753.20
7/19/2017	3001500	City Contribution	\$ 80,000.00		\$ 199,753.20
7/19/2017	3001500	Capri (member dues) (400.00 )			\$ 199,753.20
7/19/2017	3006100	Lincoln Aquatics		\$ 559.93	\$ 199,193.27
7/19/2017	3006100	Garnut Supply		\$ 17.45	\$ 199,175.82
7/19/2017	3002200	Office Depot		\$ 502.68	\$ 198,673.14
7/25/2017	3001705	Lee Joseph		\$ 2,073.77	\$ 196,599.37
7/25/2017	3001705	Lee Joseph		\$ 1,451.25	\$ 195,148.12
7/25/2017	3001705	Lee Joseph		\$ 88.33	\$ 195,059.79
7/25/2017	3002807	Martin Security		\$ 25.00	\$ 195,034.79
7/25/2017	3003030	SSD		\$ 156.00	\$ 194,878.79
7/25/2017	3002200	Office Depot		\$ 260.67	\$ 194,618.12
7/25/2017	3003000	C&S Waste		\$ 302.83	\$ 194,315.29
7/25/2017	3001500	CAPRI - Insurance Premium		\$ 4,070.00	\$ 190,245.29
8/2/2017	3006100	Lincoln Aquatics		\$ 6,676.11	\$ 183,569.18
8/2/2017	3002807	Martin Security		\$ 230.00	\$ 183,339.18
8/2/2017	3001705	Lee Joseph		\$ 1,201.38	\$ 182,137.80
8/2/2017	3003000	City - Natural Gas		\$ 191.80	\$ 181,946.00
8/2/2017	3002200	Office Depot		\$ 12.86	\$ 181,933.14
8/9/2017	3003000	C&S Waste		\$ 202.98	\$ 181,730.16
8/9/2017	3001200	Frontier Communications (Fire alarm)		\$ 213.35	\$ 181,516.81
8/9/2017	3006050	Every Bloomin Thing - landscaping		\$ 1,467.70	\$ 180,049.11
8/9/2017	3001705	Lee Joseph		\$ 733.99	\$ 179,315.12
8/9/2017	3006100	Lincoln Aquatics		\$ 254.92	\$ 179,060.20
8/9/2017	3002701	Office Depot		\$ 623.02	\$ 178,437.18
8/9/2017	3002200	Office Depot		\$ 671.12	\$ 177,766.06
8/11/2017	3002200	Office Depot		\$ 100.88	\$ 177,665.18
8/11/2017	3002701	Global		\$ 247.70	\$ 177,417.48
8/18/2017	3002200	Office Depot		\$ 44.36	\$ 177,373.12
8/18/2017	3002701	Office Depot		\$ 952.35	\$ 176,420.77
8/23/2017	3001400	Office Depot		\$ 73.22	\$ 176,347.55
8/24/2017	3002250	bank fees		\$ 61.63	\$ 176,285.92
8/23/2017	3002200	Office Depot		\$ 56.41	\$ 176,229.51
8/23/2017	3001400	Office Depot		\$ 12.03	\$ 176,217.48
8/23/2017	3002200	Office Depot		\$ 24.31	\$ 176,193.17
8/23/2017	3001705	Lee Joseph		\$ 50.31	\$ 176,142.86
8/23/2017	3002807	Martin Security		\$ 169.00	\$ 175,973.86
8/29/2017	3001400	ULINE - cleaning		\$ 74.71	\$ 175,899.15
9/1/2017	3002251	cash over		\$ (46.00)	\$ 175,945.15
9/1/2017	3001705	acc		\$ 751.68	\$ 175,193.47
9/1/2017	3002300	CARPD- dues		\$ 400.00	\$ 174,793.47

Notes:	
Still Pending 17/18 FY	\$ 7,250.00
Modern Phase II	\$ 1,810.00
Pending Auditors	\$ 1,397.16
Staff Time (City)	\$ 2,780.00
Staff Time (County)	\$ -
Swim Team Payout	\$ 3,500.00 holiday
CAPRI - Insurance	\$ -
Pool Chemicals	\$ 3,500.00 holiday
<b>Total Pending</b>	<b>\$ 16,737.16</b>

\$	46,212.70	Balance forward
\$	-	County (pending)
\$	92,700.00	Revenues 2016/2017 Season
\$	16,737.16	Pending (above)
<b>\$</b>	<b>122,175.54</b>	<b>Cash Available</b>

Diving Board Fund

9/1/2017	3003010	LMUD		\$	921.63	\$	173,871.84
9/1/2017	3001400	Office Depot - janitorial		\$	76.37	\$	173,795.47
9/1/2017	3001705	Ace		\$	1,012.27	\$	172,783.20
9/1/2017	3001705	Lee Joseph		\$	1,793.36	\$	170,989.84
9/1/2017	3003050	City - Natural Gas		\$	9.14	\$	170,980.70
9/1/2017	3006100	Lincoln Aquatics		\$	1,011.90	\$	169,968.80
9/6/2017	3006100	Lincoln Aquatics		\$	678.24	\$	169,290.56
9/6/2017	3006100	Knorr Systems		\$	14,412.92	\$	154,877.64
9/7/2017	3002251	cash short		\$	1.00	\$	154,876.64
9/7/2017	3002250	cc fees		\$	157.98	\$	154,718.66
9/7/2017	3003000	C&S Waste		\$	198.44	\$	154,520.22
9/12/2017	3001200	Frontier Communications (Fire alarm)		\$	204.32	\$	154,315.90
9/19/2017	3002701	US Bank Card		\$	426.63	\$	153,889.27
9/19/2017	3002300	KMTG		\$	405.00	\$	153,484.27
9/19/2017	3006100	Lincoln Aquatics		\$	461.16	\$	153,023.11
9/22/2017	3002801	County Allocation		\$	452.84	\$	152,570.27
9/25/2017	3002250	CC fees		\$	22.28	\$	152,547.99
9/26/2017	3001705	Ace Hardware		\$	1,057.73	\$	151,490.26
10/1/2017	2003000	INTEREST	\$ 916.16	\$		\$	152,406.42
10/3/2017	3002807	Martin Security		\$	25.00	\$	152,381.42
10/3/2017	3003050	City - Natural Gas		\$	296.75	\$	152,084.67
10/3/2017	3001705	reimbursement Reesa pool chemicals		\$	20.27	\$	152,064.40
10/4/2014	3003010	LMUD		\$	1,391.54	\$	150,672.86
10/23/2017	3002300	City Reimbursement		\$	14,151.43	\$	136,521.43
10/23/2017	3002359	City Reimbursement		\$	66,494.54	\$	70,026.89
10/23/2017	3002701	City Reimbursement		\$	2,032.93	\$	67,993.96
10/23/2017	3002400	City Reimbursement		\$	786.90	\$	67,207.06
10/23/2017	3001705	City Reimbursement		\$	8.68	\$	67,198.38
10/23/2017	3002200	City Reimbursement		\$	448.00	\$	66,750.38
10/23/2017	3006050	City Reimbursement		\$	307.03	\$	66,443.35
12/1/2017	3006100	Pending - Recreomics starter blocks		\$	13,022.19	\$	53,421.16
10/9/2017	3002701	Global		\$	351.67	\$	53,069.49
10/11/2017	3001705	Lincoln Aquatics		\$	6,380.14	\$	46,689.35
10/11/2017	3001400	Office Depot		\$	134.84	\$	46,554.51
10/11/2017	3003000	C&S Waste		\$	198.44	\$	46,356.07
10/11/2017	3001200	Frontier Communications (Fire alarm)		\$	205.19	\$	46,150.88
10/11/2017	3002701	Global		\$	187.20	\$	45,963.68
10/11/2017	3002701	Nobles - Benches in Bathroom		\$	380.00	\$	45,583.68
10/19/2017	3002251	Cash over		\$	(15.00)	\$	45,598.68
10/19/2017	3002250	cc fees		\$	126.13	\$	45,472.55
10/23/2017	3001705	Ace		\$	1,035.03	\$	44,437.52
10/23/2017	3002300	KMTG		\$	135.00	\$	44,302.52
10/23/2017	3002701	US Bank Card		\$	990.63	\$	43,311.89
10/27/2017	3001705	Lee Joseph		\$	429.23	\$	42,882.66
10/27/2017	3001705	Ace Hardware		\$	54.01	\$	42,828.65
11/2/2017	3003050	City - Natural Gas & geo		\$	9,404.49	\$	33,424.16





	Date	2017/2018 Budget	spent	Budgeted Amounts	
<b>3001150</b>		<b>Safety Equipment and ***</b>		<b>\$ 5,000.00</b>	
	10/23/2017	City - Zoll electrodes	\$ 361.77		
	10/23/2017	City - Gamut - Safety wall mounts	\$ 7.61		
				\$ 369.38	\$ 369.38
				\$ 4,630.62	
<b>3001200</b>		<b>Communications</b>		<b>\$ 2,400.00</b>	
	8/9/2017	Frontier	\$ 213.35		
	9/12/2017	Frontier	\$ 204.32		
	10/11/2017	Frontier	\$ 205.19		
	11/7/2017	Frontier	\$ 214.22		
	12/11/2017	Frontier	\$ 205.19		
	1/8/2017	Frontier	\$ 214.59		
	2/6/2018	Frontier	\$ 205.60		
				\$ 1,462.46	\$ 1,462.46
				\$ 937.54	
<b>3001400</b>		<b>Janitorial Supplies</b>		<b>\$ 4,000.00</b>	
	8/23/2017	Office Depot	\$ 73.22		
	8/23/2017	Office Depot	\$ 12.03		
	10/23/2017	City - Ace	\$ 100.57		
	8/29/2017	Uline	\$ 74.71		
	9/1/2017	Office Depot	\$ 76.37		
	10/11/2017	Office Depot	\$ 134.84		
				\$ 471.74	\$ 471.74
				\$ 3,528.26	
<b>3001500</b>		<b>Insurance</b>		<b>\$ 8,140.00</b>	
	8/1/2017	CAPRI	\$ 4,070.00		
	1/16/2018	CAPRI	\$ 4,070.00		
				\$ 8,140.00	\$ 8,140.00
				\$ -	
<b>3001705</b>		<b>Maintenance - Pool</b>		<b>\$ 42,000.00</b>	
	8/9/2017	Lee Joseph	\$ 733.99		
	8/2/2017	Lee Joseph	\$ 1,201.38		
	8/2/2017	Lincoln Aquatics	\$ 6,676.11		
	8/9/2017	Lincoln Aquatics	\$ 254.92		
	7/28/2017	Lee Joseph	\$ 2,073.77		
	7/25/2017	Lee Joseph	\$ 1,451.25		
	7/25/2017	Lee Joseph	\$ 88.33		
	8/23/2017	Lee Joseph	\$ 50.31		
	10/23/2017	City - Ace Hardware	\$ 8.68		
	8/25/2017	Ace Hardware	\$ 751.68		
	9/1/2017	Lee Joseph	\$ 1,793.36		
	9/1/2017	Ace Hardware	\$ 1,012.27		

9/26/2017	Ace Hardware	\$	1,057.73		
10/3/2017	Reesa - reimbursement	\$	20.27		
10/11/2017	Lincoln Aquatics	\$	6,380.14		
10/23/2017	Ace Hardware	\$	1,006.61		
10/23/2017	Ace Hardware	\$	28.42		
10/27/2017	Lee Joseph	\$	429.23		
10/27/2017	Ace Hardware	\$	54.01		
11/2/2017	Ace Hardware	\$	13.74		
11/28/2017	Ace Hardware	\$	833.05		
12/1/2017	Lee Joseph	\$	752.94		
2/13/2018	Lee Joseph	\$	58.31		

\$	26,730.50	\$	26,730.50
\$	15,269.50		

**3002200 Office Expenses**

\$ 4,800.00

8/18/2017	Office Depot	\$	44.36		
7/19/2017	Office Depot	\$	502.68		
	Office Depot	\$	260.67		
8/9/2017	Office Depot	\$	671.12		
8/3/2017	Office Depot	\$	100.88		
8/3/2017	Office Depot	\$	12.86		
8/23/2017	Office Depot	\$	56.41		
8/23/2017	Office Depot	\$	24.31		
10/23/2017	City - Pending Office supplies	\$	300.00		
10/23/2017	City- staples Office supplies	\$	148.00		
9/19/2017	US Bank - Printer Ink	\$	42.89		
1/24/2018	CAPRI - shipping free CPR Mannequin	\$	25.80		

\$	2,189.98	\$	2,189.98
\$	2,610.02		

**3002250 Bank & Credit Card Fees**

\$ 100.00

8/24/2017	cc fees	\$	61.63		
9/7/2017	cc fees	\$	157.98		
9/25/2017	cc fees	\$	22.28		
10/19/2017	cc fees	\$	126.13		

\$	368.02	\$	368.02
\$	(268.02)		

**3002251 Cash Over/Short**

\$ 100.00

	over	\$	(46.00)		
9/7/2017	short	\$	1.00		
10/19/2017	over	\$	(15.00)		
11/9/2017	HLVRA - till money deposited back to County	\$	(200.00)		

\$	(260.00)	\$	(260.00)
\$	(160.00)		

**3002300 Prof. & Spec. Services (City Staff, Auditors, Legal)**

\$ 21,000.00

10/23/2017	City - staffing (through 9/22/17)	\$	14,151.43		
9/1/2017	CARPD- dues	\$	400.00		
9/19/2017	Attorney	\$	405.00		
10/23/2017	Attorney	\$	135.00		
11/7/2017	Attorney	\$	607.50		
11/28/2017	City - staffing (through 11/3/17)	\$	3,576.89		
12/7/2017	Price Paige & Company (auditors)	\$	1,680.00		
12/13/2017	Attorney	\$	607.50		
1/8/2018	Price Paige & Company (auditors)	\$	1,010.00		

	1/16/2018 Attorney	\$	337.50		
	2/21/2018 City (pending)	\$	3,930.67		
				\$	26,841.49
				\$	(5,841.49)
<b>3002359</b>	<b>Contract Staff Services (Pool Employees)</b>			\$	134,000.00
	10/23/2017 City - staffing (through 9/22/17)	\$	66,494.54		
	11/28/2017 City - staffing (through 11/3/17)	\$	15,642.53		
	2/21/2018 City - staffing (through 12/18/17)	\$	4,464.99		
				\$	86,602.06
				\$	47,397.94
<b>3002400</b>	<b>Publications/Legal Notices</b>			\$	5,100.00
	10/23/2017 City - ad in paper - pool schedules	\$	786.90		
	2/21/2018 City - ad in paper - recruitments	\$	336.40		
				\$	1,123.30
				\$	3,976.70
<b>3002701</b>	<b>Non-Capitalized Equipment (under \$5,000)</b>			\$	8,000.00
	8/9/2017 Office Depot	\$	623.02		
	7/19/2017 Gamut Supply	\$	17.45		
	8/18/2017 Office Depot	\$	952.35		
	7/19/2017 Lincoln Aquatics	\$	559.93		
	8/11/2017 Global Equipment	\$	247.70		
	10/23/2017 City - uniforms - swim outlet	\$	462.96		
	10/23/2017 City - uniforms - kiefer	\$	209.45		
	10/23/2017 City - Square - receipt printer	\$	331.36		
	10/23/2017 City - Square - cash drawer	\$	150.30		
	10/23/2017 City - Programming Supplies	\$	408.91		
	9/19/2017 Lincoln Aquatics	\$	461.16		
	9/19/2017 US Bank Card (various pool items)	\$	383.74		
	10/6/2017 Global Equipment	\$	351.67		
	10/11/2017 Global Equipment	\$	187.20		
	10/11/2017 Nobles - benches	\$	380.00		
	10/23/2017 US Bank Card (Shower Mats)	\$	990.63		
	12/11/2017 Ace Hardware	\$	139.93		
	12/20/2017 Ace Hardware	\$	83.49		
	1/10/2018 US Bank - Spa-mart	\$	215.40		
	1/24/2018 US Bank - Spa-mart	\$	129.24		
	1/30/2018 Ace Hardware	\$	14.45		
				\$	7,300.34
				\$	699.66
<b>3002801</b>	<b>County Wide Allocations (Quarterly)</b>			\$	2,300.00
	9/22/2017 County of Lassen	\$	452.84		
	12/7/2017 County of Lassen	\$	452.84		
	County of Lassen (pending)	\$	452.84		
	County of Lassen (pending)	\$	452.84		
				\$	1,811.36
				\$	488.64
<b>3002807</b>	<b>Electronic Surveillance</b>			\$	1,200.00
	7/25/2017 Martin Security	\$	25.00		
	8/2/2017 Martin Security	\$	230.00		
	8/23/2017 Martin Security	\$	169.00		

	10/3/2017	Martin Security	\$	25.00		
	11/2/2017	Martin Security	\$	25.00		
	12/1/2017	Voltage Specialists	\$	328.00		
	12/1/2017	Martin Security	\$	25.00		
	12/8/2017	Martin Security	\$	25.00		
	2/6/2018	Martin Security	\$	25.00		
					\$	877.00
					\$	323.00
<b>3002901</b>		<b>Conferences/Training</b>			\$	1,400.00
					\$	-
					\$	1,400.00
<b>3003000</b>		<b>Utilities - Trash Service</b>			\$	-
		C&S Waste	\$	302.83		
	8/9/2017	C&S Waste	\$	202.98		
	9/7/2017	C&S Waste	\$	198.44		
	10/11/2017	C&S Waste	\$	198.44		
					\$	902.69
					\$	(902.69)
<b>3003010</b>		<b>Utilities - Electric</b>			\$	10,000.00
	9/1/2017	LMUD	\$	921.63		
	10/4/2017	LMUD	\$	1,391.54		
	11/7/2017	LMUD	\$	1,414.78		
	12/5/2017	LMUD	\$	1,228.81		
	1/8/2018	LMUD	\$	973.10		
	2/6/2018	LMUD	\$	880.12		
					\$	6,809.98
					\$	3,190.02
<b>3003020</b>		<b>Utilities - Water</b>			\$	10,000.00
					\$	-
					\$	10,000.00
<b>3003030</b>		<b>Utilities - Sewer</b>			\$	5,000.00
	7/17/2017	SSD (July and August)	\$	156.00		
	11/7/2017	SSD (Sept. Oct. Nov. Dec. & late fee)	\$	327.60		
	11/1/2017	SSD (extra billing - over EED)	\$	312.00		
	1/9/2018	SSD (january & february)	\$	156.00		
					\$	951.60
					\$	4,048.40
<b>3003050(3003040)</b>		<b>Utilities - Natural Gas/Geothermal</b>			\$	16,000.00
	8/2/2017	City of Susanville	\$	191.80		
	9/1/2017	City of Susanville	\$	9.14		
	10/3/2017	City of Susanville	\$	296.75		
	11/2/2017	City of Susanville Nat Gas	\$	13.18		
		Geo	\$	9,391.31		
	12/1/2017	City of Susanville Nat Gas	\$	10.86		

	Geo	\$	379.09			
	1/16/2018 City Natural Gas	\$	22.44			
	City Geo	\$	379.09			
	2/1/2018 City Natural Gas	\$	8.93			
	City Geo	\$	379.09			
				\$	11,081.68	\$ 11,081.68
				\$	4,918.32	
<b>3004900</b>	<b>Depreciation</b>			\$	<b>5,000.00</b>	
				\$	-	\$ -
				\$	5,000.00	
<b>3005500</b>	<b>Store Concessions</b>			\$	<b>19,200.00</b>	
				\$	-	\$ -
				\$	19,200.00	
<b>3005501</b>	<b>Recreation Activity Supplies</b>			\$	13,700.00	
				\$	-	\$ -
				\$	13,700.00	
<b>3006050</b>	<b>Landscaping &amp; Improvements</b>			\$	36,000.00	
	8/2/2017 Every Bloomin' Thing	\$	1,467.70			
	10/23/2017 City - JW Wood/Western -Irrigation	\$	307.03			
	11/28/2017 City - WNS - backflow maintenance	\$	492.35			
				\$	2,267.08	\$ 2,267.08
				\$	33,732.92	
<b>3006100</b>	<b>Building &amp; Equipment</b>			\$	44,300.00	
	9/1/2017 Lincoln Aquatics	\$	1,011.90			
	9/6/2017 Lincoln Aquatics	\$	678.24			
	9/6/2017 Knorr Systems	\$	14,412.92			
	12/1/2017 Recreonics - starter blocks (not City)	\$	13,022.19			
	12/18/2017 Hat Creek - top soil from June	\$	412.91			
	1/17/2018 Modern Building	\$	20,250.00			
	Modern - Pending - contract	\$	7,250.00			
				\$	57,038.16	\$ 57,038.16
				\$	(12,738.16)	
<b>3010000</b>	<b>Appropriation For Contingencies</b>			\$	10,000.00	
				\$	-	
				\$	10,000.00	\$ 243,078.82

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** February 20, 2018

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Executive Officer

**SUBJECT:** Approve City Reimbursement Request through December 29, 2018.

**SUMMARY:** The HLVRA has contracted with the City of Susanville to perform Administrative, Management and Operational services. The City has submitted a reimbursement request for both administrative and pool staff services and other direct costs related to the pool.

**FISCAL IMPACT:** \$8,932.06

**ACTION  
REQUESTED:** Motion to approve City reimbursement request.

**ATTACHMENTS:** Reimbursement Request with documentation



**City of Susanville  
Administrative Services Department**

66 North Lassen Street  
Susanville, CA 96130  
(530) 252-5115

**INVOICE**

**Invoice Date: February 20, 2018**

**Account #: 4493**

Honey Lake Valley Recreation Authority  
c/o Lassen County  
221 S. Roop St., Suite 1  
Susanville, CA 96130

**TOTAL DUE: \$8,932.06**  
**Payment Due: UPON RECEIPT**

**SUBJECT: Reimbursement for Administrative, Management & Operational Services and Associated Direct Costs through December 29, 2017.**

**Description:**

Reimbursement for Administrative Services (through 12/29/17)	\$ 3,930.67
Reimbursement for Pool Employees (through 12/29/17)	\$ 4,664.99
Reimbursement for Publishing Costs	\$ 336.40

**TOTAL DUE**

**\$ 8,932.06**

**PLEASE REMIT THE BOTTOM PORTION OF THIS INVOICE WITH YOUR  
PAYMENT TO THE ABOVE ADDRESS.**



Please Detach and Mail With Your Payment

PLEASE REMIT PAYMENT TO THE ADDRESS BELOW...THANK YOU

**City of Susanville Administrative Services Department**

66 North Lassen Street Susanville, CA 96130  
(530) 252-5115 Fax (530) 257-4725

**Account #4493**

**HLVRA  
c/o Lassen County  
221 S. Roop St., Suite 1  
Susanville, CA 96130**

**Amount Due: \$8,932.06**  
**Payment Due: UPON RECEIPT**

**Amount Paid: \$**

Date of Invoice: February 20, 2018

City Account Code # (see Debi)

**November 4 through December 18**

Administrative	Hours	Wage	
Executive Officer	14.00	\$ 93.39	\$ 1,307.46
Administrative	33.75	\$ 56.19	\$ 1,896.41
			<b>\$ 3,203.87</b>

Pool Employees	Hours	Wage	
Pool Manager	149.00	\$ 27.48	\$ 4,094.52
Overtime - Manager	8.00	\$ 27.63	\$ 221.04
			<b>\$ 4,315.56</b>

**December 19 through December 29 (New Wages adopted)**

Administrative	Hours	Wage	
Executive Officer	5.00	\$ 86.36	\$ 431.80
Administrative	5.25	\$ 56.19	\$ 295.00
			<b>\$ 726.80</b>

Pool Employees	Hours	Wage	
Pool Manager	11.25	\$ 31.06	\$ 349.43
Overtime - Manager	0.00	\$ 38.89	\$ -
			<b>\$ 349.43</b>

Publishing			
Employment Advertisements			\$ 336.40
			<b>\$ 336.40</b>
			<b>TOTAL \$ 8,932.06</b>

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** February 20, 2018

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Reesa Rice, Pool Director/Manager

**SUBJECT:** Discussion Regarding Susanville School District Inquiry

**SUMMARY:** Staff has been contacted by the Susanville School District (District) regarding passes for their students to use the pool facilities. Staff is requesting information and direction from the Board to determine how to proceed due to staffing changes and the need for more information regarding previous interactions with the District.

**FISCAL IMPACT:** Unknown at this time.

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** None.

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** February 20, 2018

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Executive Officer

**SUBJECT:** Consider Lassen Family Services Donation Request for CHAT Program.

**SUMMARY:** Lori Watson, Program Coordinator for the CHAT Program at Lassen Family Services, has contacted staff to request a donation of five (5) one-day passes for the Honey Lake Valley Community Swimming Pool.

For the past few years, CHAT has held an art contest for children who have been a victim of abuse. Four of the one-day passes would be awarded to children who win the art contest for their age group. All art submitted will be displayed during the Walk-a-Mile event.

The CHAT Program is also presenting an Empathy in Education Award at the same event. Any child going to a Lassen County school can write a letter to nominate someone they know whether a teacher, janitor, school staff member, or volunteer, who is caring, compassionate, sensitive and goes above and beyond their role to look out for the needs of students.

Announcement of the winners and presentation of the awards will take place during the Walk-a-Mile event to be held on April 7, 2018.

**FISCAL IMPACT:** Cost of 5 one-day passes

**ACTION  
REQUESTED:** Direction to Staff.

**ATTACHMENTS:** Letter of Request – LFS CHAT Program



Lassen Family Services  
P.H.A.S.E. Into Empowerment

# LASSEN FAMILY SERVICES

**P.H.A.S.E. into Empowerment**

P.O. Box 710 • 1306 Riverside Drive • Susanville, CA 96130

To: Honey Lake Valley Recreation Authority

My name is Lori Watson I am the CHAT coordinator with Lassen Family Services. CHAT stands for Child Abuse Treatment Therapy.

For the past 3 years CHAT has held an art contest for the local children in Lassen County that have been victims of some sort of child abuse. CASA, CFS, the foster agencies in town and CHAT all try and participate in the art contest. We place the art on display at the CHAT booth every year at the Walk-A-Mile event. We have 4 different age groups and a winner is picked from each age group. We like to give them a variety of prizes to congratulate them for their beautiful art work. For the past 10 years we have also held the Empathy in Education Award. This award is given to a teacher, school staff member, janitor or a volunteer who is caring, compassionate, sensitive, and looks out for the needs of students. This person goes above and beyond their role to look out for the needs of the children. Any child going to one of the Lassen County schools may write in and nominate this person for the Empathy in Education Award by telling us in 150 words or less why their nominee deserves this award! We usually receive between 500-1000 letters and we read every single one of them to find the most deserving person for this award.

We would love to give each child (4) and the Empathy Award winner 1 free day pass to the pool once it is open, (this would total 5 free-1 day passes). We are asking for you to please contribute 5 free-1 day passes to the pool once it is open to the winners of the art contest and the winner of the Empathy in Education Award. We would greatly appreciate these contributions.

Thank you for your time and consideration.  
Our tax I.D.# 94-2691072

Lori Watson

CHAT Coordinator  
Lassen Family Services  
(530)257-4599 x1245

<b>Crisis Line</b> 24 Hours	<b>Domestic Violence Assistance</b>	<b>Sexual Assault Rape</b>	<b>Child Abuse Treatment</b>	<b>Court Appointed Specialist</b>	
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**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** February 20, 2018

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Executive Officer

**SUBJECT:** Consider Resolution No. 18-24, Approving Amendment No. 2 to the Agreement between City and HLVRA

**SUMMARY:** The Honey Lake Valley Recreation Authority, at its January 16, 2018 meeting, discussed the current positions and wages during an update regarding the staffing plan for the upcoming season. It was proposed that some positions be combined and another be created in order for the pool to operate in a more efficient manner. Salary ranges were also discussed and changed as some positions' duties would be modified. Those changes were approved at the meeting and then approved by the City Council on January 17, 2018 and staff is now requesting the approval of Amendment No. 2 to the existing Agreement between the City and the HLVRA to make the position changes as well as raise the reimbursement rates as listed in the amendment attachment.

**FISCAL IMPACT:** Increase reimbursed rates to City for employees as listed in the Amendment

**ACTION REQUESTED:** Motion to approve Resolution No. 18-24, Approving Amendment No. 2 to the Agreement between City and HLVRA

**ATTACHMENTS:** Resolution No. 18-24  
Contract Amendment No. 2

**RESOLUTION NUMBER 18-24**

**A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY APPROVING AMENDMENT NO. 2 TO AGREEMENT WITH CITY OF SUSANVILLE FOR ADMINISTRATIVE AND OPERATIONAL SERVICES FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY**

**WHEREAS**, the City of Susanville ("City") and Honey Lake Valley Recreation Authority ("HLVRA") entered into an Agreement for Administrative and Operational Services for the Honey Lake Valley Recreation Authority ("Agreement") on November 1, 2017; and

**WHEREAS**, the Agreement states that the HLVRA shall reimburse the City for personnel and direct costs incurred by the City in providing said services at the hourly rates included in Appendix "A" to the Agreement; and

**WHEREAS**, the parties desire to update Appendix "A" to the Agreement, as some positions and hourly rates have changed as reflected in Appendix A.

**NOW, THEREFORE, BE IT RESOLVED**, that Amendment No. 2 to the Agreement is approved and the President of the Honey Lake Valley Recreation Authority is hereby authorized to sign Amendment No. 2 to the Agreement on behalf of HLVRA.

Approved:

\_\_\_\_\_  
Brian R. Wilson, President

The foregoing **Resolution Number 18-24** was approved and adopted at a special meeting of the Honey Lake Valley Recreation Authority held on the 20th day of February, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Attest:

\_\_\_\_\_  
Heidi Whitlock, Secretary for HLVRA

APPROVED AS TO FORM:

\_\_\_\_\_  
Maggie Stern, HLVRA Legal Counsel

**AMENDMENT NO. 2 TO AGREEMENT WITH CITY OF SUSANVILLE FOR  
ADMINISTRATIVE AND OPERATIONAL SERVICES  
FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY**

This Amendment No. 2 to the Agreement for Administrative and Operational Services for the Honey Lake Valley Recreation Authority, dated November 1, 2017 ("Agreement"), between the Honey Lake Valley Recreation Authority ("HLVRA") and the City of Susanville ("City") is made and entered into this 21st day of February, 2018.

**RECITALS**

**WHEREAS**, under the Agreement, the City provides HLVRA with administrative, managerial and operational services; and

**WHEREAS**, the Agreement states that the HLVRA shall reimburse the City for personnel and direct costs incurred by the City in providing said services at the hourly rates as included in Appendix "A" to the Agreement; and

**WHEREAS**, the parties desire to update Appendix A, as the Program Instructor position was added, the Lifeguard and Swim Instructor positions were combined, and the Swim Instructor I and II and Lifeguard I and II positions were deleted; and

**WHEREAS**, the Assistant Pool Director/Manager hourly rate has been increased by the City as requested by the HLVRA as well as the Lifeguard/Swim Instructor hourly rate.

**NOW THEREFORE**, in consideration of the foregoing and the mutual promises hereinafter expressed, the parties mutually agree as follows:

**1. Amendment to Appendix A**

Both parties hereby agree that, Appendix A of the Agreement shall be replaced with the revised version which is attached hereto as Attachment 1.

**2. Remaining Terms Unaffected**

Except as expressly provided herein, nothing in this Amendment No. 2 shall be deemed to waive or modify any of the other provisions of the Agreement or prior amendments. In the event of any conflict between this Amendment No. 2 and the Contract, or any previous amendments, the terms of this Amendment No. 2 shall prevail.

[SIGNATURES ON FOLLOWING PAGE]

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement as the date herein set forth.

Approved by HLVRA:

\_\_\_\_\_  
Brian Wilson, HLVRA President

Date: \_\_\_\_\_

Approved by City:

\_\_\_\_\_  
Kathie Garnier, Mayor

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Maggie Stern, HLVRA Legal Counsel

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Jessica Ryan, Susanville City Attorney

Date: \_\_\_\_\_

Appendix AManagement & Administrative Positions

## Actual Cost (weighted cost):

City Administrator	\$86.36 per hour
Assistant to the CA	\$59.58 per hour
Project Manager	\$47.74 per hour
City Engineer	\$74.31 per hour
City Planner	\$60.63 per hour
Parks Superintendent	\$42.27 per hour

Operational Positions

Actual Cost w/in Range Indicated: (weighted cost)	Actual Wage w/in Range Indicated: (regular rate)
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Pool Director/Manager	\$ 31.03-\$34.61/hour	\$22.44-\$25.39/hr (range 938)
Assistant Pool Manager	\$ 25.33-\$28.66/hour	\$20.84-\$23.58/hr (range 935)
Head Swim Instructor	\$ 18.83-\$21.31/hour	\$15.49-\$17.53/hr (range 923)
Head Program Instructor	\$ 18.38-\$20.79/hour	\$15.12-\$17.10/hr (range 922)
Head Lifeguard	\$ 18.38-\$20.79/hour	\$15.12-\$17.10/hr (range 922)
Life Guard/Swim Instructor	\$ 14.00-\$15.84/hour	\$11.52-\$13.03/hr (range 911)
Maintenance Worker Parks	\$ 13.66 per hour	

Overtime Rates (Daily/Weekly Overtime Premium)

Pool Director/Manager	\$ 34.39-\$38.91 per hour
Assistant Pool Manager	\$ 31.93-\$36.13 per hour
Head Swim Instructor	\$ 23.74-\$26.86 per hour
Head Program Instructor	\$ 23.17-\$26.30 per hour
Head Lifeguard	\$ 23.17-\$26.30 per hour
Lifeguard/Swim Instructor	\$ 17.22-\$19.97 per hour

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** February 20, 2018

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Reesa Rice, Pool Director/Manager

**SUBJECT:** Consider Resolution No. 18-25, Approving Contract with PayGov

**SUMMARY:** The HLVRA Board, at its January 16, 2018 meeting, discussed the option of using PayGov for credit card purchases at the Honey Lake Valley Community Pool with staff. Staff was directed to look into the system and they believe it would be a good fit for credit card purchases as the vendor would be responsible for all customer information as it would not be held at a local level. There would also be no cost to the HLVRA as PayGov will charge the customer a fee based on the amount purchased. The system permits the sale of passes and other items on site and will also permit online pool purchases in the future. Staff requests the Board approve the contract with PayGov for credit card payment services.

**FISCAL IMPACT:** No cost to HLVRA

**ACTION**

**REQUESTED:** Motion to approve Resolution No. 18-25, Approving Contract with PayGov.

**ATTACHMENTS:** Resolution No. 18-25  
Contract with PayGov

**RESOLUTION NUMBER 18-25**  
**A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY APPROVING**  
**AGREEMENT WITH PAYGOV.US LLC FOR PROCESSING DEBIT AND CREDIT CARD**  
**PAYMENT SERVICES FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY**

**WHEREAS**, the Honey Lake Valley Recreation Authority ("HLVRA") accepts credit card payments for services provided at the Honey Lake Valley Community Pool; and

**WHEREAS**, the HLVRA desires to utilize the PayGOV.US LLC system to process said payments; and

**WHEREAS**, the parties desire to enter into the Agreement, as attached Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED**, that the Agreement with PayGOV.US LLC is approved and the President of the Honey Lake Valley Recreation Authority is hereby authorized to sign the Agreement on behalf of HLVRA.

Approved: \_\_\_\_\_  
Brian R. Wilson, President

The foregoing **Resolution Number 18-25** was approved and adopted at a special meeting of the Honey Lake Valley Recreation Authority held on the 20th day of February, 2018 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAINING:

Attest: \_\_\_\_\_  
Heidi Whitlock, Secretary for HLVRA

APPROVED AS TO FORM:

\_\_\_\_\_  
Maggie Stern, HLVRA Legal Counsel

PayGOV.US, LLC.  
5144 E. Stop 11 Road, Suite #17  
Indianapolis, IN 46237

AGENCY SERVICE AGREEMENT

THIS AGREEMENT effective \_\_\_\_\_ by and between PayGOV.US LLC (Hereinafter PGV), with its principal address at 5144 E. Stop 11 Road, Suite #17 and the \_\_\_\_\_ (Hereinafter The AGENCY), with its principal address at \_\_\_\_\_ for a month to month term cancelable by 30 days written notice by either party.

PGV has designed and developed a payment processing system for Government agencies, to include operator-assisted and Internet processing services to enhance the collection of Payments or other obligations on a 24/7 basis. The person wanting to pay an obligation to THE AGENCY by credit or debit card, or any of its departments, may do so by calling the PGV toll-free number, or logging on to the designated website link (where applicable), at no cost to THE AGENCY. PGV will charge the cardholder a 2.50% convenience fee for all POS, ONLINE, or OVER THE PHONE IN OFFICE transactions. A minimum fee of \$1.00 will apply for payments under \$40.00. PGV will charge the cardholder a 4.95% convenience fee for all OPERATOR ASSISTED transactions. A minimum fee of \$4.95 will apply. Service includes timely and accurate transaction processing, next business day reconciliation and funds transfer via ACH transfer, or check, from PGV to THE AGENCY.

PGV will be the provider of the agreed upon merchant services to the AGENCY for the awarded payment processing services during the period beginning on the date on which PGV and the AGENCY execute the Agreement. PGV agrees THE AGENCY is not responsible for any compensation for this service, nor shall THE AGENCY pay any associated operational costs, state or federal taxes on behalf of PGV. PGV accepts and agrees to perform all services associated with this agreement as an independent contractor and not as an employee of THE AGENCY. PGV and THE AGENCY each agree (i) to hold the other party's Confidential Information in strict confidence; (ii) not to disclose such information to any third parties without the prior written consent of the disclosing party or as required by law or regulation.

PGV will indemnify and save THE AGENCY harmless from any loss, cost damage, cardholder transaction disputes, charge-backs, and other expenses, including attorney's fees and litigation expenses, suffered or incurred due to PGV's negligence or failure to perform any of its obligations under this service agreement. THE AGENCY agrees to assist PGV with (i) any efforts necessary to facilitate collection of funds from any cardholder to include reinstatement of the obligation owed AGENCY; (ii) all cardholder information pertinent to any inquiry or dispute regarding payment made to the AGENCY via the services of PGV.

PGV represents it is qualified to perform the aforementioned services as outlined in this agreement, and that all work shall be accomplished in a workmanlike manner. PGV agrees to observe and comply with all federal, state, and local law in performing the services listed. This Agreement shall be governed by the law of the State of \_\_\_\_\_.

The initial term of this Agreement shall be month to month. This Agreement shall automatically be extended for an additional one month terms at the end of each month. IN WITNESS WHEREOF, AGENCY and PGV have caused this Agreement to be effective on the date executed by THE AGENCY.

Reviewed and Approved:

\_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Laura J. Hiatt  
PayGOV.US LLC.  
Date: \_\_\_\_\_

**Submitted By:** Reesa Rice, Pool Manager

**Action Date:** February 20, 2018

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Reesa Rice, Pool Director/Manager

**SUBJECT:** Discussion Regarding Summer Schedule and Season Pass Rates

**SUMMARY:** The Honey Lake Valley Recreation Authority Board has requested that a proposed summer pool schedule be presented for consideration. Staff has projected the needs for the upcoming summer season and is proposing a block schedule where lap swim, swim team, aqua aerobics and lessons will be offered in the mornings. The pool will take 1 hour off for lunch and maintenance then return for a 4-hour block of open swim and with evening lap swim and aerobics/yoga. Open Swim and Party rentals will be offered Saturdays and a block of open swim will also be offered on Sundays as represented in the attached proposed 2018 schedule.

It is being proposed that the season passes are for allotted open public swim times only. Monthly passes are available for lap swim and aqua aerobics programming. If programming is scheduled, the pool is not open for free public swim. Staff is recommending the following season pass rates:

Family Pass: \$ 150  
Adult: \$ 100  
Senior/youth: \$ 75

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Direction to staff.

**ATTACHMENTS:** Proposed 2018 Schedule

**Sunday      Monday      Tuesday      Wednesday      Thursday      Friday      Saturday**

6:00 AM	Lap Swim 7:15 am	Lap Swim 7:15 am	Lap Swim 7:15 am	Lap Swim 7:15 am	Lap Swim 7:15 am	Lap Swim 7:15 am
7:00 AM						
8:00 AM	Swim Team 9:45 am Aqua Aerobics	Swim Team 9:45 am Walking/Walking	Swim Team 9:45 am Aqua Aerobics	Swim Team 9:45 am Team/Walking		Aqua Aerobics
8:30 AM						
9:00 AM						
10:00 AM	Swim Lessons/Lap	Swim Lessons/Lap	Swim Lessons/Lap	Swim Lessons/Lap	Swim Lessons/Lap	Birthday Rental
11:00 AM						
12:00 PM						Open Swim
1:00 PM	Open Swim	Closed	Closed	Closed	Open Swim	Open Swim
2:00 PM	Open Swim	Open Swim	Open Swim	Open Swim		
3:00 PM						
4:00 PM						
5:00 PM						
6:00 PM	Lap/Aqua X	Lap/Yoga	Lap/Aqua X	Lap/Yoga	Lap/Aqua X	Birthday Rental
7:00 PM						
8:00 PM						

**Submitted By:** Reesa Rice, Pool Manager

**Action Date:** February 20, 2018

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Reesa Rice, Pool Director/Manager

**SUBJECT:** Discussion Regarding Swim Lessons and Associated Fees

**SUMMARY:** Staff have been working on developing a swim lesson schedule and associated fees. It is being proposed that Swim Lessons will be offered for a two-week session. They will be held 4 days a week, Monday through Thursday, allowing Fridays for a make-up day in case of cancellation due to weather or other possible pool closures. This will prevent discounts from being given for cancelled classes. Classes will be 45 minutes in length and begin at the top of the hour. This will allow instructors a 15 minute break between classes to take care of personal needs and reset the teaching stations without causing a disruption or delay to the next lesson. The Pool Manager requests that the Board consider lowering the costs of lessons from \$90 (\$70 with pass) a session down to \$60 a session. No discounts will be offered for pass holders versus non-pass holders.

**FISCAL IMPACT:** Possible reduction in fees

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** None.

**Submitted By:** Reesa Rice, Pool Manager

**Action Date:** February 20, 2018

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Reesa Rice, Pool Director/Manager

**SUBJECT:** Discussion Regarding Point of Sale System

**SUMMARY:** Staff has been researching multiple POS options to streamline the processes at the pool as well as addressing some issues presented last season due to the Square system. A few systems have been reviewed; however, it appears that the costs associated with them may be too high.

Staff understood that there could be security issues with the use of Square as credit card information was stored on site. Staff understands that using the PayGov system for credit cards will prevent this issue.

It is also understood that the Board would like to see staff issue cards for monthly or seasonal passes etc. and that those cards would go through a card reader to track actual pool usage. Staff have found the need to ensure a new POS system would be compatible with whatever card reader would be purchased. Staff is currently researching card readers and has found that Square may be able to offer suggestions on readers and provide this service.

In the interest of time, training, and compatibility, along with the security items being addressed by utilizing PayGov, staff recommends staying with Square if this function is available, for this season and purchasing the card reader if the Board still wishes to utilize a card reading system.

**FISCAL IMPACT:** Unknown at this time.

**ACTION REQUESTED:** Direction to staff.

**ATTACHMENTS:** None.

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** February 20, 2018

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Executive Officer

**SUBJECT:** Discuss Meeting Schedule for March

**SUMMARY:** The Honey Lake Valley Recreation Authority typically meets the third Tuesday of every month. However, the City Council chambers are not available for our next regularly scheduled meeting on March 20<sup>th</sup>. Staff is recommending moving the meeting up by one week and holding the meeting on Tuesday, March 13<sup>th</sup>.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** None.