

HONEY LAKE VALLEY RECREATION AUTHORITY

GOVERNING BOARD

BRIAN WILSON, PRESIDENT
DAVID TEETER, VICE PRESIDENT
JEFF HEMPHILL, BOARD MEMBER
BRIAN MOORE, 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

September 18, 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

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 the August 21, 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.

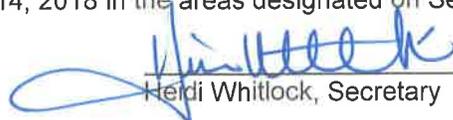
6 **MATTERS FOR BOARD CONSIDERATION:**

- A. Financial Reports through September 12, 2018
- B. Consider Approval of City Reimbursement Request through August 24, 2018
- C. Consider Resolution No. 18-29 approving \$1,000 Annual Credit to the Susanville School District
- D. Approval of Updated Agreement with Lassen Union High School District
- E. Update on Pool Operations

7 **BOARD MEMBER ISSUES/REPORTS:**

The next regular meeting to be held on October 16, 2018 at 3:00 p.m.

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for September 14, 2018 in the areas designated on September 18, 2018.


Heidi Whitlock, Secretary

FUTURE MEETINGS & ITEMS

Upcoming Meetings:

October 16, 2018
November 20, 2018
December 18, 2018
January 15, 2019
February 19, 2019

Upcoming Items to be Considered:

Monthly Financials
Susanville School District
City Reimbursement Request
Update on Pool Operations
Capital Improvement Plan
Update on Landscaping Options

Submitted By: Heidi Whitlock, Secretary

Action Date: September 18, 2018

HLVRA AGENDA ITEM

SUBJECT: Minutes of the HLVRA August 21, 2018 meeting.

SUMMARY: Attached for the Board's review are the minutes of the HLVRA August 21, 2018 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of HLVRA and August 21, 2018 meeting.

ATTACHMENTS: Minutes: August 21, 2018

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
August 21, 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: Wilson, Meserve, Hemphill, Teeter and Moore.

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

APPROVAL OF AGENDA: Motion by Board member Meserve, second by Board member Hemphill, to approve the agenda. Motion carried unanimously.

3 APPROVAL OF MINUTES: Motion by Board member Hemphill, second by Vice President Teeter, to approve the minutes of the May 15, 2018 meeting. Motion carried unanimously. Abstain: Moore.

Motion by Vice President Teeter, second by Board member Hemphill, to approve the minutes of the June 19, 2018 meeting. Motion carried unanimously. Abstain: Wilson and Meserve.

Eileen Spencer (public) offers that the meeting minutes can only be approved by those members who were in attendance; therefore, the previous minutes could not be approved.

President Wilson responded that they could be approved.

Motion by Board member Meserve, second by Vice President Teeter, to approve the minutes of the July 17, 2018 meeting. Motion carried unanimously. Abstain: Moore.

4 CORRESPONDENCE: None.

5 PUBLIC COMMENT: None.

6 MATTERS FOR BOARD CONSIDERATION:

6A Financial Reports through August 17, 2018

Mr. Newton presented the reports as provided and stated that the 11"x17" handout represented the projected revenues and expenses. He continued that the grey blocked areas are the projections based on last year's actual numbers and stated that the July numbers were actuals. He added that, as previously discussed, most months are for the previous month's usage.

Mr. Newton stated that we are still not sure of the total previous year's revenues as the fiscal year still needs to be reconciled; however, it looks like we had \$24,878 in expenses and approximately \$27,000 in revenues. He added that that amount does not include the previous fiscal year's revenues taken in that will be allocated to the current fiscal year.

Mr. Newton then presented the chronological detail report and stated that they have approximately \$75,000 cash.

President Wilson asked where the Board was financially compared to last year.

Mr. Newton responded that they are about the same. He added that the starting balance last year was about \$125,000 and this year it was approximately \$107,000. However, last year there were capital improvement projects still being completed.

6B Approve City Reimbursement Request through July 27, 2018

Mr. Newton stated that the request is for the City to be reimbursed for the operational, management and staffing costs for the pool. He continued that there were \$1,044 in administrative costs and \$28,686.27 in operational costs for a total of \$29,730.27.

Motion by Vice President Teeter, second by Board member Hemphill, to approve the City reimbursement request. Motion carried unanimously.

6C Consider Approval of Agreement with Lassen Union High School District

Ms. Rice stated that the attached agreement is the agreement approved by the Lassen Union High School District. She continued that \$300 will be collected each week from LHS for the use the pool.

Vice President Teeter inquired as to whether or not it would affect the other programs going on at the pool.

Ms. Rice responded that it would not.

Motion by Board member Meserve, second by Board member Moore, to approve the agreement with the Lassen Union High School District. Motion carried unanimously.

6C Update on Pool Operations

Ms. Rice stated that the pool has provided service for a lot of people in the community and, to date, over 400 swim lessons have been provided. She continued that the new fall schedule is out as they are trying to bring in more revenue since they are already looking at ways to save on pool operations as fall numbers are typically low.

She continued that everyone is now back in school but private lessons are still available. She added that the Lassen Community College Adaptive PE class is in the water and had a "Kick Off". The LHS is "Kicking Off" this week as well.

Ms. Rice added that there is also an Eagle Scout looking to have a flag pole installed at the pool site.

Vice President Teeter stated that the only complaint he is hearing is regarding public swim hours in the evening. He added that he is aware of the struggle but, staff will need to review it before next season.

Ms. Rice responded that her and her Assistant Manager have discussed it and they may offer an evening swim. She continued that they want to provide service to the majority of the community but, that means some will be disgruntled and she cannot justify the cost of lifeguards with little attendance. She stated that it will be a balancing act.

Vice President Teeter responded that he wanted to bring it to her attention as it is what he is hearing.

Ms. Rice responded that realistically, the pool is open 7 days a week. She added that she believed much of the public thought the summer schedule was the same as the shoulder spring and fall schedules and that they will do a better job next year getting the information out to the public faster.

Vice President Teeter approved of her response.

6D Discuss Regarding Grand Jury Findings

Mr. Newton stated that the Grand Jury's findings were provided for the Board's review. He continued that he assumed the Board has reviewed the report and was ready to discuss the item during this meeting. Mr. Newton stated that he has been in discussions with the Auditor and Treasurer in hopes they would respond to the accounting portions. He stated that staff was looking for direction as to who should prepare the response.

President Wilson requested comments from the Board.

Board member Hemphill requested the response be brought before the Board prior to submitting to the Grand Jury.

President Wilson agreed and stated that Mr. Newton, Ms. Wemple and Ms. Cardenas could complete the response.

Ms. Cardenas responded that staff have already worked together to fix many of the items mentioned in the report and that it has gone very well this past year.

Ms. Spencer stated that the Board has made some mistakes including the hiring of the first manager. She continued that the changes brought about with three different Board members should have happened a while ago. She offered thanks to Ms. Rice for a job well done as she is only hearing good things from the public. She concluded by stating the Board needed to listen to the public and to not disrespect their opinions.

Direction was given to draft the Grand Jury response and bring it back to the Board for review.

7 BOARD MEMBER ISSUES/REPORTS:

Board member Meserve stated that he has only heard positive comments regarding the pool.

Meeting adjourned at 3:41 p.m.

Brian Wilson, President

Respectfully Submitted by

Heidi Whitlock, Secretary HLVRA

Submitted By: Heidi Whitlock, Secretary

Action Date: September 18, 2018

HLVRA AGENDA ITEM

PRESENTED BY: Dan Newton, Executive Officer

SUBJECT: Receive and File Financial Reports through September 12, 2018
and 2018/2019 Budget Discussion

SUMMARY: The financial reports for revenue and expenses through September
12, 2018 have been provided for the Board's review.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Information Only.

ATTACHMENTS: General Ledger through September 12 , 2018
Expenditure Detail through September 12, 2018
Revenue Account Detail through September 12, 2018
Chronological Expense Detail through September 12, 2018
Expense Detail by Line Item through September 12, 2018

HLVRA General Ledger Summary with Revenues and Expenditures

Fund	B/U	C/C	Account	Account Name	Opening Balance	YTD Activity	Balance	Status
536			0100000	HONEY LAKE VALLEY RECREATION	\$75,666.47	(\$26,669.45)	\$48,997.02	
536			0161000	LAND	\$2,721.50	\$0.00	\$2,721.50	
536			0162000	BUILDINGS AND IMPROVEMENTS	\$3,168,736.64	\$0.00	\$3,168,736.64	
536			0163000	ACCUMULATED DEPRE-BLDGS & IMPR	(\$79,616.00)	\$0.00	(\$79,616.00)	
536			0164000	EQUIPMENT	\$14,412.92	\$0.00	\$14,412.92	
536			0165000	ACCUMULATED DEPRE - EQUIPMENT	(\$2,883.00)	\$0.00	(\$2,883.00)	
536			0205000	DUE TO OTHER GOVERNMENTS	(\$19,777.56)	\$0.00	(\$19,777.56)	
536			7100000	RESERVE FOR ENCUMBRANCES	\$0.00	(\$4,906.00)	(\$4,906.00)	
536			7244000	INVESTMENTS IN NET ASSETS	(\$3,090,032.46)	\$0.00	(\$3,090,032.46)	
536			7500000	FUND BALANCE AVAILABLE	(\$69,228.51)	\$0.00	(\$69,228.51)	
536			9500000	ENCUMBRANCES	\$0.00	\$4,906.00	\$4,906.00	
536	0950		2003203	DAILY PASSES		(\$8,524.00)	(\$8,524.00)	
536	0950		2003206	SWIM TEAM ACADEMY		(\$1,200.00)	(\$1,200.00)	
536	0950		2003214	SUMMER PASSES		(\$10,210.00)	(\$10,210.00)	
536	0950		2010611	SWIM LESSONS		(\$6,720.00)	(\$6,720.00)	
536	0950		2010660	DAILY PROGRAMS		(\$784.00)	(\$784.00)	
536	0950		2010661	PARTYS AND SPECIAL EVENTS		(\$675.00)	(\$675.00)	
536	0950		2010662	CONSESSIONS		(\$803.00)	(\$803.00)	
536	0950		2010663	SCHOOL RENTALS		(\$1,550.00)	(\$1,550.00)	
536	0950		2010665	10 PUNCH CARDS		(\$2,176.00)	(\$2,176.00)	
536	0950		2010667	MONTHLY PROGRAMS		(\$3,500.00)	(\$3,500.00)	
				TOTAL REVENUES			(\$36,142.00)	
536	0950		3001150	SAFETY EQUIPMENT AND CLOTHING		\$38.50	\$38.50	
536	0950		3001200	COMMUNICATIONS		\$422.05	\$422.05	
536	0950		3001400	JANITORIAL SUPPLIES		\$254.84	\$254.84	
536	0950		3001500	INSURANCE		\$4,380.50	\$4,380.50	
536	0950		3001705	MAINTENANCE - POOL		\$1,308.73	\$1,308.73	
536	0950		3002200	OFFICE EXPENSE		\$357.27	\$357.27	
536	0950		3002251	CASH SHORT/OVER		(\$25.00)	(\$25.00)	
536	0950		3002300	PROFESSIONAL & SPECIALIZED SV		\$3,313.36	\$3,313.36	
536	0950		3002359	CONTRACT FOR POOL STAFF		\$46,688.47	\$46,688.47	
536	0950		3002701	NON-CAPITALIZED EQUIPMENT		\$697.92	\$697.92	
536	0950		3002807	ELECTRONIC SURVEILANCE		\$50.00	\$50.00	
536	0950		3003010	ELECTRICITY		\$3,248.00	\$3,248.00	
536	0950		3003030	SEWER		\$156.00	\$156.00	
536	0950		3003040	GARBAGE		\$108.30	\$108.30	
536	0950		3003050	NATURAL GAS		\$270.31	\$270.31	

HLVRA General Ledger Summary with Revenues and Expenditures

536	0950			
536	0950	3003060	GEOTHERMAL	\$758.18
536	0950	3005500	STORE/CONSESSION PURCHASES	\$675.70
		3005501	RECREATION ACTIVITY SUPPLIES	\$108.32
			TOTAL EXPENDITURES	\$62,811.45
			FUND TOTAL	\$0.00

For Fiscal Year 2019
From 7/1/2018 To 6/30/2019

User: dwemple
Addendum = *

HLVRA Expenditure Detail with Account Totals

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount
07/19/18	536	0950		3001150		14816	ADOLPH KIEFER & ASSOCIATES,LLC	748473 6/25/18 GUARD TEE	01129566	CL735268	\$7.70
08/02/18	536	0950		3001150		14816	ADOLPH KIEFER & ASSOCIATES,LLC	752780 7/16/18 WHT-L	01130122	CL735997	\$30.80
07/19/18	536	0950		3001200		6670	FRONTIER/CITIZENS COMM CO	Account 5360950 3001150		Total:	\$38.50
08/09/18	536	0950		3001200		6670	FRONTIER/CITIZENS COMM CO	7/1-7/31/18 2510235 HLVR	01129565	CL735267	\$214.65
								8/1-8/31/18 2510235	01130285	CL736347	\$207.40
07/19/18	536	0950		3001400		4104	OFFICE DEPOT	Account 5360950 3001200		Total:	\$422.05
08/02/18	536	0950		3001400		4104	OFFICE DEPOT	155288193001 6/22/18 HLVR	01129497	CL735756	\$148.65
08/02/18	536	0950		3001400		4104	OFFICE DEPOT	159735747001 7/6/18 HLVR	01130116	CL736142	\$52.83
08/02/18	536	0950		3001400		4104	OFFICE DEPOT	161646867001 7/10/18 HLVR	01130116	CL736141	\$53.36
08/09/18	536	0950		3001500		14113	CA ASSOC FOR PARKS & REC INS	Account 5360950 3001400		Total:	\$254.84
								7/1/18-6/30/19 LIABILITY COVER	01130316	CO190063	\$4,380.50
08/09/18	536	0950		3001705		14445	SCP DISTRIBUTORS, LLC	Account 5360950 3001500		Total:	\$4,380.50
08/09/18	536	0950		3001705		193	ARLIN BILLINGTON	SN009678 7/27/18 SOLUTION	01130286	CL736349	\$30.42
08/09/18	536	0950		3001705		193	ARLIN BILLINGTON	416756 6/28/18 CLARIFIER	01130283	CL736344	\$40.51
08/09/18	536	0950		3001705		193	ARLIN BILLINGTON	417141 7/3/18 CLARIFIER	01130283	CL736344	\$120.72
08/09/18	536	0950		3001705		193	ARLIN BILLINGTON	417581 7/9/18 PIPE	01130283	CL736344	\$5.78
08/09/18	536	0950		3001705		193	ARLIN BILLINGTON	417930 7/13/18 FASTNERS	01130283	CL736344	\$10.51
08/09/18	536	0950		3001705		193	ARLIN BILLINGTON	418694 7/23/18 FASTNERS	01130283	CL736344	\$16.44
08/09/18	536	0950		3001705		193	ARLIN BILLINGTON	K17720 7/11/18 KEY	01130283	CL736344	\$48.84
08/30/18	536	0950		3001705		14515	LEE JOSEPH INC.	8/14/18 SODIUM BICRAB HLVR	01131051	CL737013	\$1,035.51
								Account 5360950 3001705		Total:	\$1,308.73
08/02/18	536	0950		3002200		4104	OFFICE DEPOT	162275946001 7/11/18 HLVR	01130116	CL736143	\$174.38
08/30/18	536	0950		3002200		9407	US BANK	7/13-8/3/18 HLVR MISC SUPPLIES	01131053	CL737014	\$182.89
08/27/18	536	0950		3002251		0	UNASSIGNED VENDOR	Account 5360950 3002200		Total:	\$357.27
								HLVRA / AUGUST DEPOSIT	00000002	DPI26497	(\$25.00)
								Account 5360950 3002251		Total:	(\$25.00)
07/19/18	536	0950		3002300		3297	KRONICK, MOSOVITS, TIEDEMANN &	6/5/18 LEGAL-SERVICES	01129537	CO190027	\$94.00
07/26/18	536	0950		3002300		186	CITY OF SUSANVILLE	RMB CITY STAFF THRU 6/29/18	01129882	CL735774	\$1,775.36
08/02/18	536	0950		3002300		99998	CA ASSOC OF REC&PARK DISTRICTS	7/1/18-6/30/19 MEMBERSHIP DUES	01130120	CL735995	\$400.00
08/30/18	536	0950		3002300		186	CITY OF SUSANVILLE	RMB CITY STAFF THRU 7/27/18	01131052	CL737015	\$1,044.00
07/26/18	536	0950		3002359		186	CITY OF SUSANVILLE	Account 5360950 3002300		Total:	\$3,313.36
08/30/18	536	0950		3002359		186	CITY OF SUSANVILLE	RMB POOL EMPLOY THRU 6/29/18	01129882	CL735774	\$18,002.20
								RMB POOL EMPLOY THRU 7/27/18	01131052	CL737015	\$28,686.27
07/19/18	536	0950		3002701		1255	SHARON MCBRIDE	Account 5360950 3002359		Total:	\$46,688.47
								2851 5/24/18 POOL SIGN	01129567	CL735269	\$216.65
07/19/18	536	0950		3002701		14816	ADOLPH KIEFER & ASSOCIATES,LLC	750017 7/2/18 SOLAR UMBRELLA	01129566	CL735268	\$244.80
07/26/18	536	0950		3002701		9407	US BANK	6/15/18 ULINE PMT SQUEEGEE	01129884	CL735775	\$236.47

For Fiscal Year 2019
From 7/1/2018 to 6/30/2019

User: dwemple

HLVRA Revenue Account Detail

Date	FD	B/U	Account	Vendor	Vendor Name	Description	Warrant Number	DOC #	Amount
08/27/2018	536	0950	2003203	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126497	(\$8,524.00)
08/27/2018	536	0950	2003206	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126497	(\$1,200.00)
08/27/2018	536	0950	2003214	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126497	(\$10,210.00)
07/26/2018	536	0950	2010611	99998	HEIDI VAN GIESEN	6/29/18 RMB SWIM LESSONS	01129885	CL735771	\$120.00
07/26/2018	536	0950	2010611	99998	HILARY TREVIZU	5/29/18 RMB SWIM LESSONS	01129883	CL735773	\$60.00
07/26/2018	536	0950	2010611	99998	ROBIN HERNDON	4/20/18 RMB SWIM LESSONS	01129881	CL735772	\$60.00
08/02/2018	536	0950	2010611	99998	ASHLEY GOLBRANSEN	4/16/18 RMB SWIM LESSONS	01130121	CL735996	\$60.00
08/27/2018	536	0950	2010611	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126497	(\$7,080.00)
08/30/2018	536	0950	2010611	99998	KAYLA HANNER	4/18/18 RMB SWIM LESSONS	01131050	CL737012	\$60.00
08/27/2018	536	0950	2010660	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126497	(\$784.00)
08/27/2018	536	0950	2010661	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126497	(\$675.00)
08/27/2018	536	0950	2010662	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126497	(\$803.00)
08/27/2018	536	0950	2010663	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126497	(\$1,550.00)
08/27/2018	536	0950	2010665	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126497	(\$2,176.00)
08/27/2018	536	0950	2010667	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126497	(\$3,500.00)
									(\$36,142.00)

Chronological Expense Detail

July 1, 2018 through June 30, 2019

Honey Lake Valley Recreation Authority

Date	Fund	Description	Revenue	Expenses	Total
		Fund Balance Transfer			
7/1/2018	3003050	City gas		\$ 118.17	\$ 107,441.50
7/3/2018	3003060	City geo		\$ 379.09	\$ 107,323.33
7/3/2018	3001400	Office Depot		\$ 148.65	\$ 106,944.24
7/8/2018	3005500	Alpine		\$ 310.60	\$ 106,484.99
7/8/2018	3003030	SSD		\$ 156.00	\$ 106,328.99
7/5/2018	3003010	LMUD		\$ 1,763.48	\$ 104,565.51
7/5/2018	3002807	Martin Security		\$ 25.00	\$ 104,540.51
7/5/2018	3001150	Kiefer		\$ 7.70	\$ 104,532.81
7/9/2018	3001200	Frontier		\$ 214.65	\$ 104,318.16
7/17/2018	3002300	City Staff		\$ 1,775.36	\$ 102,542.80
7/17/2018	3002359	City - Pool employees		\$ 18,002.20	\$ 84,540.60
7/12/2018	3002701	Keifer (umbrellas)		\$ 244.80	\$ 84,295.80
7/12/2018	3002300	KMTG		\$ 94.00	\$ 84,201.80
7/12/2018	3002701	Lasco		\$ 216.65	\$ 83,985.15
7/16/2018	3002400	Office Depot		\$ 52.83	\$ 83,932.32
7/16/2018	2010611	Refund for Swimming Lessons	\$ (240.00)	\$ 83,692.32	\$ 83,692.32
7/17/2018	3002701	Uline		\$ 236.47	\$ 83,455.85
7/23/2018	3002200	Office Depot		\$ 174.38	\$ 83,281.47
7/23/2018	3001400	Office Depot		\$ 53.36	\$ 83,228.11
7/23/2018	3001150	Kiefer - uniforms		\$ 30.80	\$ 83,197.31
7/23/2018	3002300	CARPD - Dues		\$ 400.00	\$ 82,797.31
7/25/2018	2010611	Refund for Swimming Lessons	\$ (60.00)	\$ 82,737.31	\$ 82,737.31
7/25/2018	3005500	Alpine		\$ 231.40	\$ 82,505.91
6/28/2018	3001705	Ace Hardware		\$ 40.51	\$ 82,465.40
7/8/2018	3001705	Ace Hardware		\$ 120.72	\$ 82,344.68
7/9/2018	3001705	Ace Hardware		\$ 5.78	\$ 82,338.90
7/11/2018	3001705	Ace Hardware		\$ 48.84	\$ 82,290.06
7/13/2018	3001705	Ace Hardware		\$ 10.51	\$ 82,279.55
7/23/2018	3001705	Ace Hardware		\$ 16.44	\$ 82,263.11
8/2/2018	3003010	LMUD		\$ 1,484.52	\$ 80,778.59
8/5/2018	3001705	Lincoln		\$ 30.42	\$ 80,748.17
8/5/2018	3002807	Martin Security		\$ 25.00	\$ 80,723.17
8/3/2018	3005500	Alpine		\$ 133.70	\$ 80,589.47
8/3/2018	3003050	City Natural Gas		\$ 152.14	\$ 80,437.33
8/3/2018	3003060	City Geo		\$ 379.09	\$ 80,058.24
8/6/2018	3001500	CAPRI - Insurance		\$ 4,380.50	\$ 75,677.74
8/6/2018	3001200	Frontier		\$ 207.40	\$ 75,470.34
8/6/2018	3003040	C&S Waste		\$ 108.30	\$ 75,362.04
8/13/2018	2010611	Refund for Swimming Lessons	\$ (60.00)	\$ 75,302.04	\$ 75,302.04
8/13/2018	3001705	Lincoln Aquatics		\$ 33.56	\$ 75,268.48
8/21/2018	3001300	City Staff		\$ 1,044.00	\$ 74,224.48
8/21/2018	3002359	City - Pool employees		\$ 28,686.27	\$ 45,538.21
8/23/2018	3001705	Lee Joseph		\$ 1,055.51	\$ 44,502.70
8/23/2018	3002200	US Bank		\$ 182.89	\$ 44,319.81
8/23/2018	3005501	US Bank		\$ 108.32	\$ 44,211.49
8/27/2018	3001400	Office Depot		\$ 60.37	\$ 44,151.12
9/5/2018	3003030	SSD		\$ 156.00	\$ 43,995.12
9/5/2018	3003010	LMUD		\$ 1,693.74	\$ 42,301.38
9/5/2018	3002807	Martin Security		\$ 25.00	\$ 42,276.38
9/5/2018	2007400	City Contribution	\$ 80,000.00	\$ 122,276.38	\$ 122,276.38
9/5/2018	3001705	Ace Hardware		\$ 34.04	\$ 122,242.34
9/5/2018	3002200	Ace Hardware		\$ 19.29	\$ 122,223.05
9/5/2018	3001705	Ace Hardware		\$ 47.25	\$ 122,175.80
9/5/2018	3002701	Ace Hardware		\$ 86.86	\$ 122,088.94
9/5/2018	3001705	Ace Hardware		\$ 1,110.60	\$ 120,978.34
9/10/2018	3003040	C&S Waste		\$ 180.29	\$ 120,798.05
9/12/2018	2010611	Refund for Swimming Lessons	\$ (60.00)	\$ 120,738.05	\$ 120,738.05
9/12/2018	3001200	Frontier		\$ 207.10	\$ 120,530.95
9/12/2018	3005500	Alpine		\$ 67.80	\$ 120,463.15
9/18/2018	3002300	City Staff (pending)		\$ 1,170.00	\$ 119,292.46
9/18/2018	3002359	City - Pool employees (pending)		\$ 10,310.23	\$ 98,973.23
			\$ 79,640.00	\$ 88,048.27	\$

PENDING 2018/2019 ITEMS	
Auditors	\$ 2,300.00
City Reimburse.	\$ -
Staff Time (County)	\$ 2,000.00
CAPRI - dues	\$ -
CAPRI - Insurance	\$ 4,380.50
Pool Chemicals	\$ 3,500.00
Holiday pools	
Total Pending	\$ 12,180.50

\$	98,973.23	Balance forward
\$	80,000.00	County (pending)
\$	-	
\$	12,180.50	Pending (above)
\$	166,792.73	Cash Available

\$	1,225.00	Diving Board Fund (deposited)
\$	5,000.00	Diving Board Fund (pending receipt)
\$	6,225.00	

	Date	2018/2019 Budget	spent	Budgeted Amounts	
3001150		Safety Equipment and Supplies		\$ 1,000.00	
	7/5/2018	Kiefer - uniforms	\$ 7.70		
	7/23/2018	Kiefer - uniforms	\$ 30.80		
				\$ 38.50	\$ 38.50
				\$ 961.50	
3001200		Communications		\$ 2,400.00	
	7/9/2018	Frontier	\$ 214.65		
	8/6/2018	Frontier	\$ 207.40		
	9/12/2018	Frontier	\$ 207.10		
				\$ 629.15	\$ 629.15
				\$ 1,770.85	
3001400		Janitorial Supplies		\$ 2,000.00	
	7/3/2018	Office Depot	\$ 148.65		
	7/16/2018	Office Depot	\$ 52.83		
	7/23/2018	Office Depot	\$ 53.36		
	8/27/2018	Office Depot	\$ 60.37		
				\$ 315.21	\$ 315.21
				\$ 1,684.79	
3001500		Insurance		\$ 8,200.00	
	8/6/2018	CAPRI	\$ 4,380.50		
				\$ 4,380.50	\$ 4,380.50
				\$ 3,819.50	
3001705		Maintenance - Pool		\$ 30,000.00	
	6/28/2018	Ace Hardware	\$ 40.51		
	7/3/2018	Ace Hardware	\$ 120.72		
	7/9/2018	Ace Hardware	\$ 5.78		
	7/11/2018	Ace Hardware	\$ 48.84		
	7/13/2018	Ace Hardware	\$ 10.51		
	7/23/2018	Ace Hardware	\$ 16.44		
	8/2/2018	Lincoln	\$ 30.42		
	8/13/2018	Lincoln	\$ 33.56		
	8/23/2018	Lee Joseph	\$ 1,035.51		
	9/5/2018	Ace Hardware	\$ 34.04		
	9/5/2018	Ace Hardware	\$ 47.25		
	9/5/2018	Ace Hardware	\$ 1,110.60		
				\$ 2,534.18	\$ 2,534.18
				\$ 27,465.82	

3002200	Office Expenses		\$	2,500.00	
	7/23/2018 office Depot	\$	174.38		
	8/23/2018 US Bank	\$	182.89		
	9/5/2018 Ace Hardware	\$	19.29		
				\$	376.56
				\$	2,123.44
3002250	Bank & Credit Card Fees				
				\$	-
				\$	-
3002251	Cash Over/Short				
				\$	-
				\$	-
3002300	Prof. & Spec. Services (City Staff, Auditors, Legal)		\$	30,000.00	
	7/17/2018 City - Staffing	\$	1,775.36		
	7/12/2018 KMTG	\$	94.00		
	7/23/2018 CARPD - dues	\$	400.00		
	8/21/2018 City - Staffing	\$	1,044.00		
	9/18/2018 City - Staffing (pending)	\$	1,170.69		
				\$	4,484.05
				\$	25,515.95
3002359	Contract Staff Services (Pool Employees)		\$	157,000.00	
	7/17/2018 City Reimbursement	\$	18,002.20		
	8/21/2018 City Reimbursement	\$	28,686.27		
	9/18/2018 City Reimbursement (pending)	\$	20,319.23		
				\$	67,007.70
				\$	89,992.30
3002400	Publications/Legal Notices		\$	1,600.00	
				\$	-
				\$	1,600.00
3002701	Non-Capitalized Equipment (under \$5,000)		\$	8,000.00	
	7/12/2018 Kiefer	\$	244.80		
	7/12/2018 Lasco - signage	\$	216.65		
	7/17/2018 Uline	\$	236.47		
	9/5/2018 Ace Hardware	\$	86.86		
				\$	784.78
				\$	7,215.22
3002800	Till and Safe Money				
				\$	-
				\$	-
3002801	County Wide Allocations (Quarterly)		\$	2,000.00	

				\$	-	\$	-
				\$	2,000.00		
3002807	Electronic Surveillance			\$	1,000.00		
	7/5/2018	Martin	\$	25.00			
	8/2/2018	Martin	\$	25.00			
	9/5/2018	Martin	\$	25.00			
				\$	75.00	\$	75.00
				\$	925.00		
3002901	Conferences/Training			\$	1,800.00		
				\$	-	\$	-
				\$	1,800.00		
3003000	General Utilities			\$	-		
3003010	Utilities - Electric			\$	12,000.00		
	7/5/2018	LMUD	\$	1,763.48			
	8/2/2018	LMUD	\$	1,484.52			
	9/5/2018	LMUD	\$	1,693.74			
				\$	4,941.74	\$	4,941.74
				\$	7,058.26		
3003020	Water			\$	-	\$	-
				\$	-		
3003030	Utilities - Sewer			\$	1,400.00		
	7/5/2018	SSD	\$	156.00			
	9/5/2018	SSD	\$	156.00			
				\$	312.00	\$	312.00
				\$	1,088.00		
3003040	Utilities - Trash Service			\$	1,600.00		
	8/6/2018	C&S	\$	108.30			
	9/10/2018	C&S	\$	180.29			
				\$	288.59	\$	288.59
				\$	1,311.41		
3003050	Utilities - Natural Gas			\$	5,000.00		
	7/3/2018	City	\$	118.17			
	8/2/2018	City	\$	152.14			

				\$	270.31	\$	270.31
				\$	4,729.69		
3003060	Utilities - Geothermal			\$	2,700.00		
	7/3/2018 City	\$	379.09				
	8/2/2018 City	\$	379.09				
				\$	758.18	\$	758.18
				\$	1,941.82		
3004900	Depreciation			\$	5,000.00		
				\$	5,000.00	\$	-
3005500	Store Concessions			\$	2,000.00		
	7/3/2018 Alpine	\$	310.60				
	7/25/2018 Alpine	\$	231.40				
	8/2/2018 Alpine	\$	133.70				
	9/12/2018 Alpine	\$	67.80				
				\$	743.50	\$	743.50
				\$	1,256.50		
3005501	Recreation Activity Supplies			\$	500.00		
	8/23/2018 US Bank	\$	108.32				
				\$	108.32	\$	108.32
				\$	391.68		
3006050	Landscaping & Improvements			\$	36,000.00		
				\$	-	\$	-
				\$	36,000.00		
3006100	Building & Equipment			\$	-		
				\$	-	\$	-
				\$	-		
3010000	Appropriation For Contingencies			\$	-		
				\$	-		
				\$	-		
						\$	88,048.27

Sum of Expense	Column	2019 Total	Grand Total	Budget	% EXPENDED
Row Labels	Jul				
3001150 - Safety Equipment and Clothing	\$ 48	\$ 1,401.71	\$ 1,809.59	\$ 5,000.00	36.2%
3001200 - Communications	\$ 52	\$ 1,243.25	\$ 2,291.81	\$ 2,400.00	95.5%
3001400 - Household Expenses	\$ 98	\$ 417.71	\$ 833.49	\$ 4,000.00	20.8%
3001500 - Insurance	\$	\$ 4,380.50	\$ 8,761.00	\$ 8,140.00	107.6%
3001705 - Maintenance - Pool	\$ 76	\$ 11,702.31	\$ 23,763.58	\$ 42,000.00	56.6%
3002200 - Office Expenses	\$ 21	\$ 892.57	\$ 1,717.13	\$ 4,800.00	35.8%
3002250 - Bank & Credit Card Fees	\$		\$ -	\$ 100.00	0.0%
3002251 - Cash Over/Short	\$		\$ -	\$ 100.00	0.0%
3002300 - Prof. & Spec. Services (City Staff, Auditors, Legal)	\$ 52	\$ 12,407.86	\$ 37,650.23	\$ 21,000.00	179.3%
3002359 - Contract Staff Services (Pool Employees)	\$ 58	\$ 45,631.71	\$ 194,776.48	\$ 134,000.00	145.4%
3002400 - Publications/Legal Notices	\$ 53	\$ 798.68	\$ 1,585.58	\$ 5,100.00	31.1%
3002701 - Non-Capitalized Equipment (under \$5,000)	\$ 50	\$ 7,725.32	\$ 12,206.00	\$ 8,000.00	152.6%
3002800 - Special Departmental Expense	\$		\$ -	\$ -	N/A
3002801 - County Wide Allocations (Quarterly)		\$ 905.68	\$ 1,358.52	\$ 2,300.00	59.1%
3002807 - Electronic Surveillance	\$ 90	\$ 150.00	\$ 628.00	\$ 1,200.00	52.3%
3002901 - Conferences/Training	\$		\$ -	\$ 1,400.00	0.0%
3003010 - Utilities - Electric	\$ 54	\$ 6,605.65	\$ 15,582.52	\$ 10,000.00	155.8%
3003020 - Utilities - Water	\$		\$ -	\$ -	N/A
3003030 - Utilities - Sewer	\$	\$ 468.00	\$ 1,419.60	\$ 10,000.00	14.2%
3003040 - Utilities- Trash	18	\$ 608.17	\$ 1,095.20	\$ 5,000.00	21.9%
3003050 - Utilities - Natural Gas	\$ 99	\$ 1,412.30	\$ 1,673.81	\$ 10,000.00	16.7%
3003060 - Utilities - Geothermal	\$ 99	\$ 2,274.54	\$ 13,132.71	\$ 6,000.00	218.9%
3003206 - Swim Team	\$		\$ -	\$ -	N/A
3004900 - Depreciation				\$ 5,000.00	0.0%
3005500 - Store Concessions	\$ 50	\$ 613.80	\$ 1,491.00	\$ 19,200.00	7.8%
3005501 - Recreation Activity Supplies	36	\$ 1,632.43	\$ 1,740.75	\$ 13,700.00	12.7%
3006050 - Landscaping & Improvements		\$ 2.40	\$ 801.78	\$ 36,000.00	2.2%
3006100 - Building & Equipment	\$		\$ -	\$ 44,300.00	0.0%
3010000 - Appropriation For Contingencies				\$ 10,000.00	0.0%
Grand Total	\$ 74	\$ 101,274.59	\$ 324,318.78	\$ 408,740.00	
Revenue Projections					% REVENUE
Pool Operations	\$ 7	\$ 65,353	\$ 131,298	\$ 245,000.00	54%
City / County			\$ 160,000	\$ 160,000.00	100%
Carry Over	\$		\$ 107,000		
Grand Total	\$ 7		\$ 398,298	\$ 405,000.00	

DATE PREPARED: 8/21/18

APITAL PROJECTS) \$ 73,979.42

Submitted By: Heidi Whitlock, Secretary

Action Date: September 18, 2018

HLVRA AGENDA ITEM

PRESENTED BY: Dan Newton, Executive Officer

SUBJECT: Approve City Reimbursement Request through August 24, 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 related to the pool.

FISCAL IMPACT: \$21,489.92

**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: September 18, 2018

Account #: 4493

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

TOTAL DUE: \$21,489.92
Payment Due: UPON RECEIPT

SUBJECT: Reimbursement for Administrative, Management & Operational Services and Associated Direct Costs through August 24, 2018.

Description:

Reimbursement for Administrative Services (through 8/24/18)	\$ 1,170.69
Reimbursement for Pool Employees (through 8/24/18)	\$ 20,319.23

TOTAL DUE

\$21,489.92

**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**

Date of Invoice: September 18, 2018

Amount Due: \$21,489.92
Payment Due: UPON RECEIPT

Amount Paid: \$

City Account Code # (see Debi)

July 28, 2018 through August 24, 2018

	Hours	Wage	
Administrative			
Executive Officer	2.00	\$ 86.36	\$ 172.72
Administrative	16.75	\$ 59.58	\$ 997.97
			\$ 1,170.69
Professional Services			
			\$ -
Pool Employees		Wage	
Pool Manager	146.00	\$ 31.06	\$ 4,534.76
Overtime - Manager		\$ 38.89	\$ -
			\$ -
Assistant Pool Manager	112.00	\$ 25.33	\$ 2,836.96
Overtime - Asst. Manager		\$ 31.93	\$ -
			\$ -
Head Swim Instructor	0.00	18.83	\$ -
			\$ -
Head Program Instructor	4.50	18.38	\$ 82.71
			\$ -
Head Lifeguard	110.00	18.38	\$ 2,021.80
			\$ -
Lifeguards/Swim Instructors	774.50	14.00	\$ 10,843.00
			\$ -
			\$ 20,319.23
Landscaping			
			\$ -
Publishing			
			\$ -
			\$ 21,489.92

Submitted By: Dan Newton, Executive Officer

Action Date: September 18, 2018

HLVRA AGENDA ITEM

PRESENTED BY: Dan newton, Executive Officer

SUBJECT: Consider Resolution No. 18-29 approving \$1,000 annual credit to the Susanville School District

SUMMARY: The HLVRA board previously provided direction to staff to research the request from the Susanville School District to provide a \$1,000 annual credit for pool use by the District. During the discussions associated with the pool site property transfer between the School District and HLVRA staff, there was a mutual understanding that some level of credit would be provided to the School District.

Staff has prepared a resolution approving the annual credit. The credit will be provided annually through the term of the JPA Agreement.

FISCAL IMPACT: \$1,000 annually

ACTION REQUESTED: Motion to approve Resolution No. 18-29, approving \$1,000 annual credit to the Susanville School District

ATTACHMENTS: Resolution No. 18-29

RESOLUTION NUMBER 18-29
A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY
APPROVING \$1,000 ANNUAL CREDIT
TO THE SUSANVILLE SCHOOL DISTRICT

WHEREAS, the Susanville School District ("District") donated land to the Honey Lake Valley Recreation Authority ("HLVRA") for the purpose of constructing a community swimming pool; and

WHEREAS, in consideration for the donated land, the HLVRA desires to provide the District with an annual credit of one thousand dollars (\$1,000.00) to be utilized toward the cost of pool related activities, including but not limited to pool passes and pool parties; and

WHEREAS, the District has requested that the HLVRA consider providing the annual credit for the District; and

WHEREAS, The District serves the City of Susanville, a significant portion of which is a disadvantaged community; and

WHEREAS, the District has expressed its desire to use its annual access credit to provide rewards and incentives for students for a variety of reasons; and

NOW THEREFORE BE IT RESOLVED that the HLVRA hereby approves an annual value of one thousand dollars (\$1,000.00) to be provided to the District to access the Community Pool.

BE IT FURTHER RESOLVED THAT the HLVRA Pool Director is authorized to meet with District staff annually, prior to March 1st of each year, to determine how the credit will be applied to the upcoming season.

BE IT FURTHER RESOLVED THAT the credit will renew annually through the 2028 pool operating season.

Approved:

Brian R. Wilson, President

The foregoing **Resolution Number 18-29** was approved and adopted at a special meeting of the Honey Lake Valley Recreation Authority held on the 18th day of September, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Attest:

Heidi Whitlock, Secretary for HLVRA

APPROVED AS TO FORM:

Maggie Stern, HLVRA Legal Counsel

Submitted By: Reesa Rice, Pool Manager/Director

Action Date: September 18, 2018

HLVRA AGENDA ITEM

PRESENTED BY: Reesa Rice, Pool Manager/Director

SUBJECT: Consider Approval of Agreement with Lassen Union High School District (LUHSD)

SUMMARY: The HLVRA adopted a different version of the Agreement than LUHSD this will align both Agreements keeping them consistent with one another.

FISCAL IMPACT: \$3,000

ACTION REQUESTED: Motion to approve Agreement between the HLVRA and LUHSD

ATTACHMENTS: Agreement with LUHSD

**AGREEMENT BETWEEN
THE HONEY LAKE VALLEY RECREATION AUTHORITY
AND
LASSEN UNION HIGH SCHOOL DISTRICT**

This Agreement (“Agreement”) is made and entered into by and between the Honey Lake Valley Recreation Authority (“JPA”), a California joint powers authority, and Lassen Union High School District (“LUHSD”) collectively the “Parties.”

RECITALS

- A. The JPA owns and operates the Honey Lake Valley Community Pool (“Pool”) located at 800 South Street, Susanville, CA 96130
- B. The Lassen Union High School District seeks to use the Pool for their swim team.
- C. The JPA wishes to accommodate the use of the Pool by the Lassen Union High School District by allowing their swim team access to the Pool for practices and swim meets.

The Parties now wish to formalize this Agreement according to the following terms:

MUTUAL UNDERSTANDING

1. Access: The JPA agrees to provide the Pool, including restroom and shower facilities, for use by the Lassen Union High School District’s swim team before, during, and after scheduled swim practices and meets. LUHSD swim team access to the Pool is limited to the following dates, times, and portions of the Pool:

A. **LUHSD Swim Season (August 20, 2018 – October 27, 2018).** LUHSD Swim team shall have access to the competitive 25 yd 6 lane section of the pool Monday through Friday from 3:30 pm to 5:15 pm. The swim team shall be granted access to the shallow end of the pool Monday – Friday for the first hour of practice from 3:30 pm – 4:30 pm. Access to the pool shall be granted one week prior to the start of swim season on a requested basis the time shall be from 7:45 am – 9:45 am. During practice and meet times the pool will provide the swim team with use of the lane lines, the starting blocks, backstroke flags and pace clock (s).

B. **Swim Meets.** The JPA will accommodate 1 swim meet per month at no additional charge for the 2018 season. The LUHSD swim team shall be responsible for the set up and clean-up of the meets. The LUHSD will provide all timing and starting equipment for the swim meets.

C. **Notice of Non-Use.** If the LUHSD’s swim team intends to not make use of the Pool during any of the above-described times, the Head swim coach shall provide the Pool Manager twenty-four (24) hours advance notice via telephone 530-310-1696 or email rrice@cityofsusanville.org.

D. **Requests for Additional Access.** Requests for access to the Pool at times outside of those specified above shall be made in writing to Pool Manager at least fourteen (14) calendar days in advance of the desired date. The Pool Manager may, but is in no way obligated to, grant such access.

E. *Lifeguards*. The Pool Manager will provide required lifeguards during all times described in paragraphs A and B of this section unless the LUHSD's swim team has given notice that it intends to not use the Pool on a given date pursuant to Section 1.C., above.

F. *Fee*. Lassen Union High School District shall pay a fee to the JPA of \$300 a week or \$1200 a month during the swim team season August 20th- October 27th.

G. *Preconditions*. Those entering the Pool under the terms of this Agreement must agree to abide by the Pool's operating rules and procedures as established by the JPA.

2. Term and Termination: This Agreement shall be effective upon execution by the Lassen Union High School District and the JPA, following approval by the JPA governing board. This Agreement shall automatically terminate at the end of the 2018 swim season. In the event the JPA contracts with a private operator to manage Pool operations, this Agreement shall immediately terminate without any further action by either Party.

Either Party may terminate this Agreement at any time on thirty (30) days' written notice. However, the Parties shall make good faith efforts to avoid terminating this Agreement during the 2018 swim season.

3. Non-Assignability: The rights and obligations conferred and imposed on the Parties by this Agreement shall not be assigned or delegated under any circumstances whatsoever.

4. Entire Agreement: This Agreement constitutes the sole and entire agreement between the Parties with respect to the subject matter dealt with in this Agreement, and all understandings, oral or written, with respect to the subject matter of this Agreement are hereby superseded.

5. Amendment of Agreement: No modification of, deletion from, or addition to this Agreement shall be effective unless made in writing and executed by the Parties.

6. Indemnification: The Lassen Union High School District agrees to indemnify, defend and hold harmless the JPA, its board, authorized agents, officers, representatives, and employees from and against any and all liability or loss resulting from claims or court actions whether civil or equity and arising directly out of negligent acts or omissions of the Lassen Union High School District, its agents, officers, representatives, employees, guests, or users of the Pool as part of the LUHSD's swim team activities under this Agreement.

7. General Liability Insurance: Lassen Union High School shall maintain in full force and effect throughout the term of this Agreement, at its own expense, a policy of comprehensive liability insurance, which will insure the JPA against liability for injury or death of persons and damage to the Pool, arising from Lassen Union High School District's use of the Pool under this Agreement. The policy shall be for not less than \$1,000,000 for any one person injured or killed, and not less than \$1,000,000 for property damage, and shall be maintained on an occurrence basis. Lassen Union High School District shall provide the JPA with a copy of the policy, including an endorsement that states that the policy shall not be reduced or cancelled without ten (10) business days' written notice to the JPA. The JPA shall be named as an additional insured, and a certificate of insurance shall be provided to the JPA.

8. Severability: It is expressly agreed and understood by the Parties hereto that if any provision of this Agreement is held to be invalid under any applicable statute or rule of law, it is deemed to that extent to be omitted. However, the balance of this Agreement shall remain in full force and effect.

9. Board Approval; Ratification: The effectiveness of this Agreement shall be contingent upon approval or ratification by the JPA governing board and the approval of Lassen Union High School .

10. Notices: Any notice or communication required or desired to be given pursuant to this Agreement shall be in writing, duly addressed to the Parties below. By written notice in conformance herewith, either Party may change the address to which notices to said Party must be delivered. Any notice deposited with the United States Postal Service shall be deemed to have been duly given when so deposited by certified or registered, postage prepaid, addressed as set forth below or as changed as set forth herein. Notice sent by any other manner shall be effective only upon actual receipt thereof.

JPA:

Honey Lake Valley Recreation Authority
66 North Lassen Street
Susanville, CA 96130

Attention: Reesa Rice
Telephone: 530-310-1696

Lassen Union High School District:

LUHSD
1000 Main St
Susanville, CA 96130

Attention: Bill McCabe
Telephone: 530-257-5134

[SIGNATURE PAGE FOLLOWS]

AGREED:

HONEY LAKE VALLEY RECREATION AUTHORITY

By: _____

_____ Date

APPROVED AS TO FORM:

Maggie W. Stem
Legal Counsel, Honey Lake Valley Recreation Authority

LASSEN Union High School District

By: *Paul Marshall*

8/22/18
Date

Submitted By: Reesa Rice, Pool Manager/Director

Action Date: September 18, 2018

HLVRA AGENDA ITEM

PRESENTED BY: Reesa Rice, Pool Manager/Director

SUBJECT: Update on Pool Operations

SUMMARY: A general update will be given regarding pool operations.

FISCAL IMPACT: None

**ACTION
REQUESTED:** Information Only

ATTACHMENTS: None