

**NOTICE OF CALL OF SPECIAL MEETING
TO THE MEMBERS OF THE HONEY LAKE VALLEY RECREATION AUTHORITY:**

You are hereby notified that a SPECIAL MEETING of the HLVRA will be held in the Council Chambers of City Hall in the City of Susanville at 66 North Lassen Street, Susanville, California on **November 13, 2018 at 3:00 p.m.** to transact the following business:

Call Meeting to Order
Roll Call

- 1 **APPROVAL OF THE AGENDA**
- 2 **APPROVAL OF MINUTES:** Approval of the minutes from the October 16, 2018 meeting.
- 3 **PUBLIC COMMENT:** Members of the public may address the JPA concerning any item on the agenda prior to or during consideration of that item.
- 4 **MATTERS FOR BOARD CONSIDERATION:**
 - A. Financial Reports through November 6, 2018
 - B. Consider Approval of City Reimbursement Request through November 2, 2018
 - C. Consider Amendment No. 1 of the Utility Service Agreement with the City of Susanville
 - D. General Operations Update
- 5 **BOARD MEMBER ISSUES/REPORTS**
- 6 **ADJOURNMENT**



Brian Wilson, President

ATTEST: 

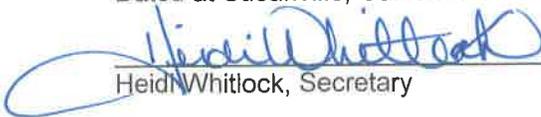
Heidi Whitlock, Secretary

AFFIDAVIT OF MAILING NOTICE

I, the undersigned Secretary for the Honey Lake Valley Recreation Authority, do hereby certify that an original of the **NOTICE OF CALL OF SPECIAL MEETING, November 13, 2018 at 3:00 p.m.** was delivered to each and every person set forth on the list contained herein on the 8th day of November, 2018. A copy of said Notice is attached hereto.

I declare under penalty of perjury that the foregoing is true and correct.

Dated at Susanville, California this the 8th day of November, 2018.



Heidi Whitlock, Secretary

Brian Wilson	emailed
David Teeter	emailed
Brian Moore	emailed
Jeff Hemphill	emailed
Dave Meserve	emailed

Submitted By: Heidi Whitlock, Secretary

Action Date: November 13, 2018

HLVRA AGENDA ITEM

SUBJECT: Minutes of the HLVRA October 16, 2018 meeting.

SUMMARY: Attached for the Board's review are the minutes of the HLVRA October 16, 2018 meeting.

FISCAL IMPACT: None.

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

ATTACHMENTS: Minutes: October 16, 2018

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

Staff Present: Dan Newton, Executive Officer, Gwenna MacDonald, Secretary, and Reesa Rice, Pool Director.

1 APPROVAL OF AGENDA: Motion by Board member Meserve, second by Board member Moore, to approve the agenda. Motion carried. Ayes: Meserve, Moore, Teeter and Wilson. Absent: Hemphill.

2 APPROVAL OF MINUTES: Motion by Board member Moore, second by Board member Teeter, to approve the minutes of the September 18, 2018 meeting. Motion carried. Ayes: Moore, Teeter, Meserve and Wilson. Absent: Hemphill.

At 3:02 p.m., Board member Hemphill arrived and assumed his seat on the dais.

3 CORRESPONDENCE: None.

4 PUBLIC COMMENT: No comments.

5 MATTERS FOR BOARD CONSIDERATION:

5A Financial Reports through October 9, 2018

Mr. Newton presented the financial reports through October 9, 2018. He directed the Board's attention to the 2018/2019 projected budget with revenue and expenses. The shaded area represents project expenses based upon prior year actuals, adjusted for the remainder of the year according to the prior year actual expenses. It is expected that the expense related to professional services would be less than the same expense for 2017. He and Ms. Rice were getting up to speed during that period of time which resulted in higher than normal professional expense costs. Mr. Newton noted the addition of line item 35, budgeted expenses, explaining that the expense overall is apportioned to the various months, based upon the actual numbers from the prior year. The anticipated revenues have been projected in a similar manner, with the budgeted revenues allocated to the months that they are expected to be received. The report does not include September or October numbers, as the September revenue and expenses have not been reconciled, and the month of October has not concluded. The grand total figures show an expense amount slightly less than revenue, which was anticipated when the Board adopted a balanced budget. Mr. Newton invited questions or comments from the Board.

President Wilson asked if the trend for September was similar to the prior year, based upon the expenses received to date.

Mr. Newton responded that while the expenses are tracked, the invoices received in October are generally for expenses generated in September, so the September figures are tracked in an ongoing manner, but will not be reconciled until all of the invoices for services are received.

There was a general discussion regarding the formatting of the report and the meaning of the shaded versus unshaded area.

President Wilson commented that it is important to set aside money for long and short term capital improvements.

Mr. Newton noted that staffing is a major expense, however based on projections the facility is performing better than originally anticipated.

Tony Jonas asked about a line item for chemicals that has been carried forward for several months as a pending payment.

Reesa Rice explained that it was her understanding that the contractor originally provided the chemicals needed for the facility start up, and then subsequently sent a billing.

Mr. Newton commented that staff would follow up with the County and that Ms. Whitlock will likely be able to provide an explanation.

There were no more questions or comments.

5B Approve City Reimbursement Request through October 5, 2018

Mr. Newton stated that the City reimbursement request for providing both administrative and operational staffing is \$1,971.85 in administrative costs and \$13,412.06 for operations for a total of \$15,383.91 for the period of August 25 through October 5, 2018. Mr. Newton explained that the Grand Jury has requested that the report include a description of tasks performed by the Executive Officer and Secretary, which have been included with the reimbursement request.

Motion by Board member Teeter, second by Board member Meserve to approve the reimbursement request as submitted; Motion carried unanimously. Ayes: Teeter, Meserve, Moore, Hemphill and Wilson.

5C Review Grand Jury Response

Mr. Newton explained that he has worked with the Lassen County Auditor and Treasurer to develop a response to the Grand Jury. The format of the response must be in accordance with Penal Code 933, and requires that the Board either agree, disagree in part or disagree entirely with the Grand Jury's recommendations. The partial disagreement or total disagreement must include an explanation of the disagreement. The response is required to explain if the recommendations as outlined in the report have been implemented, will be implemented, or will not be implemented. The response to the Grand Jury must have the approval of the Board.

Board member thanked Mr. Newton for his work to develop what he characterized as a measured response to the Grand Jury report.

There were no other comments from the Board or public.

Motion by Board member Hemphill, second by Board member Teeter, to approve the Grand Jury response and authorize the President to submit the report; Motion carried unanimously. Ayes: Hemphill, Teeter, Moore, Meserve and Wilson.

5D Utility Services Agreement with the City of Susanville

Mr. Newton explained that this item pertains to the agreement entered into with the City of Susanville to provide utilities to the community pool facility. It was his understanding that the intent of the agreement as to charge an amount that would cover geothermal pumping costs. A month was selected during which the pumping cost was \$1,900, so an amount of \$2,100 was established to be charged during the summer months when there were no other users on the system. The actual pumping costs has been identified as ranging from \$1,200 to \$1,600 per month so given that, the intent is to request that the City consider amending the agreement to reflect an updated cost for geothermal usage. It is also worth pursuing whether or not natural gas would be cheaper to utilize for heating costs. There is only one geothermal well, so there is some benefit of utilizing natural gas as the summer is normally the time that maintenance and any needed repairs are performed on the well. It is the recommendation of staff that the Board request a modification of the charges retroactive to the beginning of the fiscal year.

President Wilson thanked Mr. Jonas for staying on top of the issue, because it does not make sense for the City to over-charge itself for utilities.

Mr. Jonas asked how the City defines summer months as related to the geothermal well.

Mr. Newton responded that normally the system is operational from November 1st through May, so the summer months would be defined as June through October. The geothermal system has historically been off during that period of time, and users advised to use back up heat sources until November 1st when it is turned back on. The language in the agreement states that if it is used during the period of June to October, then the JPA pays for the actual usage, and amending that language would be included in the proposed change. He noted that Item 3 on the first page of the agreement should say May and not April.

President Wilson commented that locking the agreement in to specific dates or months does not allow for a lot of flexibility, leaving the facility pigeonholed into perhaps paying for system usage for other people.

There was a general discussion regarding the operation of the geothermal system, and the ability for anyone on the system to access it when it is running year-round.

Mr. Jonas stated that he has discussed the geothermal system and billing cycle with other agencies, and it varies from agency to agency.

Mr. Newton proposed that the Board request that the City Council consider re-evaluating the agreement and adjusting the billing to reflect the actual pumping costs, which have been established to be less than the \$2,100 currently charged. There is no way to restrict other users from accessing the system during the transition months, and it might be worthwhile to consider a flat rate charge for the JPA. He added that as one person wearing two hats, it would be more appropriate for that request to consider the agreement come from the Board rather than a staff member.

Sam Williams, Lassen County Times, stated that he remembered a meeting when it was discussed that the facility would be heated primarily with geothermal, and now it sounds as if the Board may be considering using natural gas instead. He wanted to clarify that the geothermal system was operational and would still be the primary heat source.

President Wilson responded that the City would be charging the facility a natural gas rate that is at cost, and his concern is to heat the pool by the most economical method, whether that be geothermal or natural gas. The proposal to amend the agreement is to correct the original intent of charging only pumping costs. The \$2,100 price is not actual cost, it's between \$1,200 and \$1,600 during the summer months.

Board member Meserve agreed, adding that the pool is built to utilize a dual system for heating, and both are fully functional.

Board member Teeter concurred, stating that the Board wants to use whichever system is available to run the facility at the best price possible.

It was the consensus of the Board to move forward with requesting the Susanville City Council consider amending the Utility Services Agreement.

5E Update on Pool Operations

Ms. Rice reported that the pool is scaling back operations each week, with fewer classes, and the 6:00 a.m. lap swim time has concluded for the season. The High School team is using the facility for another week, but as the year progresses the usage and scheduling is diminishing. The anticipated closing date of the pool is October 26th, with a work day scheduled for October 27th to clean up, put away equipment and winterize the pool.

President Wilson observed that it sounds as if the season was very successful, and overall he is getting positive feedback from people. He asked what activities and work were planned for the winter months.

Ms. Rice explained that there are some adjustments and revisions that will be implemented for scheduling next season, but use diminishes in September as people have other activities associated with school and fall sports. The usage diminishes and it is very comparable to what occurred last year. Winter plans include work on landscaping, working with community groups for the addition of benches or shade structures, and working to update the 2019 schedule.

The Board thanked Ms. Rice and Mr. Jonas for their hard work during the season.

6 BOARD MEMBER ISSUES/REPORTS:

There was a discussion regarding attendance at the November 20, 2018 meeting due to the Thanksgiving holiday week. It was the consensus of the Board to schedule a special meeting for November 13, 2018.

Meeting adjourned at 3:54 p.m.

Brian Wilson, President

Respectfully Submitted by

Gwenna MacDonald, Acting Secretary HLVRA

Submitted By: Heidi Whitlock, Secretary

Action Date: November 13, 2018

HLVRA AGENDA ITEM

PRESENTED BY: Dan Newton, Executive Officer

SUBJECT: Receive and File Financial Reports through November 6, 2018

SUMMARY: The financial reports for revenue and expenses through November 6, 2018 have been provided for the Board's review.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Information Only.

ATTACHMENTS: General Ledger Summary through November 6, 2018
Budget Status Report through November 6, 2018
Expenditure Detail through November 6, 2018
Revenue Account Detail through November 6, 2018
Revenue Status Report through November 6, 2018
Chronological Expense Detail through November 6, 2018
Expense Detail by Line Item through November 6, 2018

HLVRA General Ledger Summary with Revenues and Expenditures
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Fund	B/U	Account	Account Name	Opening Balance	YTD	Balance
536		0100000	HONEY LAKE VALLEY RECREATION	\$75,666.47	\$46,278.04	\$121,944.51
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		0221000	DEFERRED REVENUE	\$0.00	(\$20,031.66)	(\$20,031.66)
536		7100000	RESERVE FOR ENCUMBRANCES	\$0.00	(\$7,866.74)	(\$7,866.74)
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		9100000	ESTIMATED REVENUES	\$0.00	\$277,700.00	\$277,700.00
536		9300000	APPROPRIATIONS	\$0.00	(\$277,700.00)	(\$277,700.00)
536		9500000	ENCUMBRANCES	\$0.00	\$7,866.74	\$7,866.74
536	0950	2003000	INTEREST		(\$324.10)	
536	0950	2003203	DAILY PASSES		(\$20,943.00)	
536	0950	2003206	SWIM TEAM ACADEMY		(\$1,200.00)	
536	0950	2003214	SUMMER PASSES		(\$5,053.34)	
536	0950	2007400	OTHER-GOVERNMENTAL AGENCIES		(\$80,000.00)	
536	0950	2010611	SWIM LESSONS		(\$3,420.00)	
536	0950	2010660	DAILY PROGRAMS		(\$2,154.00)	
536	0950	2010661	PARTYS AND SPECIAL EVENTS		(\$1,430.00)	
536	0950	2010662	CONSESSIONS		(\$2,461.00)	
536	0950	2010663	SCHOOL RENTALS		(\$2,650.00)	
536	0950	2010664	LHS SWIM TEAM		(\$1,200.00)	
536	0950	2010665	10 PUNCH CARDS		(\$4,528.00)	
536	0950	2010667	MONTHLY PROGRAMS		(\$8,925.00)	
536	0950	2011300	CONTRIBUTIONS AND DONATIONS		(\$5,000.00)	
TOTAL REVENUES						(\$139,288.44)
536	0950	3001150	SAFETY EQUIPMENT AND CLOTHING		\$38.50	
536	0950	3001200	COMMUNICATIONS		\$837.37	
536	0950	3001400	JANITORIAL SUPPLIES		\$315.21	
536	0950	3001500	INSURANCE		\$4,380.50	
536	0950	3001705	MAINTENANCE - POOL		\$2,509.33	
536	0950	3002200	OFFICE EXPENSE		\$376.56	
536	0950	3002250	BANK AND CREDIT CARD FEES		\$14.80	
536	0950	3002251	CASH SHORT/OVER		(\$25.00)	
536	0950	3002300	PROFESSIONAL & SPECIALIZED SV		\$6,878.90	
536	0950	3002359	CONTRACT FOR POOL STAFF		\$80,419.76	
536	0950	3002701	NON-CAPITALIZED EQUIPMENT		\$784.78	
536	0950	3002801	COUNTY WIDE COST ALLOCATION PL		\$1,228.00	
536	0950	3002807	ELECTRONIC SURVEILANCE		\$100.00	
536	0950	3003010	ELECTRICITY		\$6,449.51	
536	0950	3003030	SEWER		\$312.00	
536	0950	3003040	GARBAGE		\$471.13	
536	0950	3003050	NATURAL GAS		\$798.89	
536	0950	3003060	GEOTHERMAL		\$6,300.00	
536	0950	3005500	STORE/CONSESSION PURCHASES		\$743.50	
536	0950	3005501	RECREATION ACTIVITY SUPPLIES		\$108.32	
TOTAL EXPENDITURES						\$113,042.06
FUND TOTAL				\$0.00	\$0.00	\$0.00

Fund 536 HONEY LAKE VALLEY
 Budget Unit 0950 COMMUNITY POOL

Cost Center NONE

Percent of Year Elapsed 35 %

**HLVRA
 Budget Status**

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp
3020	SERVICES AND SUPPLIES						
3001150	SAFETY EQUIPMENT AND CLOTHING	\$1,000.00	\$1,000.00	\$38.50	\$0.00	\$961.50	4%
3001200	COMMUNICATIONS	\$2,400.00	\$2,400.00	\$837.37	\$0.00	\$1,562.63	35%
3001400	HOUSEHOLD EXPENSES	\$2,000.00	\$2,000.00	\$315.21	\$0.00	\$1,684.79	16%
3001500	INSURANCE	\$8,200.00	\$8,200.00	\$4,380.50	\$0.00	\$3,819.50	53%
3001705	MAINTENANCE - POOL	\$30,000.00	\$30,000.00	\$2,509.33	\$3,383.74	\$24,106.93	20%
3002200	OFFICE EXPENSE	\$2,500.00	\$2,500.00	\$376.56	\$0.00	\$2,123.44	15%
3002250	BANK AND CREDIT CARD FEES	\$0.00	\$0.00	\$14.80	\$0.00	(\$14.80)	0%
3002251	CASH SHORT/OVER	\$0.00	\$0.00	(\$25.00)	\$0.00	\$25.00	0%
3002300	PROFESSIONAL & SPECIALIZED SV	\$30,000.00	\$30,000.00	\$6,878.90	\$4,483.00	\$18,638.10	38%
3002359	CONTRACT FOR STAFF SERVICES	\$157,000.00	\$157,000.00	\$80,419.76	\$0.00	\$76,580.24	51%
3002400	PUBLICATIONS AND LEGAL NOTICES	\$1,600.00	\$1,600.00	\$0.00	\$0.00	\$1,600.00	0%
3002701	NON-CAPITALIZED EQUIPMENT	\$8,000.00	\$8,000.00	\$784.78	\$0.00	\$7,215.22	10%
3002801	COUNTY WIDE COST ALLOCATION PL	\$2,000.00	\$2,000.00	\$1,228.00	\$0.00	\$772.00	61%
3002807	ELECTRONIC SURVEILANCE	\$1,000.00	\$1,000.00	\$100.00	\$0.00	\$900.00	10%
3002901	CONFERENCES AND TRAINING	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0%
3003010	UTILITIES-LIGHTS	\$12,000.00	\$12,000.00	\$6,449.51	\$0.00	\$5,550.49	54%
3003030	UTILITIES-SEWER	\$1,400.00	\$1,400.00	\$312.00	\$0.00	\$1,088.00	22%
3003040	UTILITIES-GARBAGE	\$1,600.00	\$1,600.00	\$471.13	\$0.00	\$1,128.87	29%
3003050	UTILITIES-NATURAL GAS	\$5,000.00	\$5,000.00	\$798.89	\$0.00	\$4,201.11	16%
3003060	GEOTHERMAL	\$2,700.00	\$2,700.00	\$6,300.00	\$0.00	(\$3,600.00)	233%
	Major Object Total	\$270,200.00	\$270,200.00	\$112,190.24	\$7,866.74	\$150,143.02	44%
3030	OTHER CHARGES						
3004900	DEPRECIATION	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
3005500	STORE/CONSESSION PURCHASES	\$2,000.00	\$2,000.00	\$743.50	\$0.00	\$1,256.50	37%
3005501	RECREATION ACTIVITY SUPPLIES	\$500.00	\$500.00	\$108.32	\$0.00	\$391.68	22%
	Major Object Total	\$7,500.00	\$7,500.00	\$851.82	\$0.00	\$6,648.18	11%
	Cost Center Total	\$277,700.00	\$277,700.00	\$113,042.06	\$7,866.74	\$156,791.20	44%
	Budget Unit Total	\$277,700.00	\$277,700.00	\$113,042.06	\$7,866.74	\$156,791.20	44%
	Fund Total	\$277,700.00	\$277,700.00	\$113,042.06	\$7,866.74	\$156,791.20	44%

HLVRA

Expenditure Detail with Account Totals

User: dwemple
Addendum = *

Date	FD	BU	Acct	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	
09/20/18	536	0950	3001200	6670	FRONTIER/CITIZENS COMM CO	8/1-8/31/18 2510235	01130285	CL736347	\$207.40	
10/18/18	536	0950	3001200	6670	FRONTIER/CITIZENS COMM CO	9/1-9/30/18 2510235 HLVR	01131719	CL737715	\$207.10	
07/19/18	536	0950	3001400	4104	OFFICE DEPOT	10/1-10/31/18 2510235 HLVR	01132728	CL738751	\$208.22	
08/02/18	536	0950	3001400	4104	OFFICE DEPOT	Account 5360950 3001200		Total:	\$837.37	
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	
09/20/18	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	185400731001 8/15/18 HLVR	01131685	CL737769	\$60.37	
08/09/18	536	0950	3001705	14445	SCP DISTRIBUTORS, LLC	Account 5360950 3001400		Total:	\$315.21	
08/09/18	536	0950	3001705	193	ARLIN BILLINGTON	7/1/18-6/30/19 LIABILITY COVER	01130316	CO190063	\$4,380.50	
08/09/18	536	0950	3001705	193	ARLIN BILLINGTON	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	
08/30/18	536	0950	3001705	14515	LEE JOSEPH INC.	K17720 7/11/18 KEY	01130283	CL736344	\$48.84	
09/20/18	536	0950	3001705	193	ARLIN BILLINGTON	8/14/18 SODIUM BICRAB HLVR	01131051	CL737013	\$1,035.51	
09/20/18	536	0950	3001705	193	ARLIN BILLINGTON	419504 8/1/18 BITS	01131717	CL737718	\$34.04	
09/20/18	536	0950	3001705	193	ARLIN BILLINGTON	420678 8/14/18 CONE	01131717	CL737718	\$47.25	
10/04/18	536	0950	3001705	193	ARLIN BILLINGTON	421388 8/22/18 ACID	01131717	CL737718	\$1,110.60	
08/02/18	536	0950	3002200	4104	OFFICE DEPOT	423573 9/18/18 LINK	01132181	CL738431	\$8.71	
08/30/18	536	0950	3002200	9407	US BANK	Account 5360950 3001705		Total:	\$2,509.33	
09/20/18	536	0950	3002200	193	ARLIN BILLINGTON	162275946001 7/1/18 HLVR	01130116	CL736143	\$174.38	
09/18/18	536	0950	3002250	0	UNASSIGNED VENDOR	7/13-8/3/18 HLVR MISC SUPPLIES	01131053	CL737014	\$182.89	
08/27/18	536	0950	3002251	0	UNASSIGNED VENDOR	419754 8/3/18 CLOCK	01131717	CL737718	\$19.29	
07/19/18	536	0950	3002300	3297	KRONICK, MOSOVITS, TIEDEMANN &	Account 5360950 3002200		Total:	\$376.56	
						HLVRA / JULY DEPOSIT	00000002	DPI26833	\$14.80	
						Account 5360950 3002250		Total:	\$14.80	
						HLVRA / AUGUST DEPOSIT	00000002	DPI26497	(\$25.00)	
						Account 5360950 3002251		Total:	(\$25.00)	
						6/5/18 LEGAL SERVICES	01129537	CO190027	\$94.00	

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

HLVRA

Expenditure Detail with Account Totals

User: dwemple
Addendum = *

Date	FD	BU	Acct	Vendor	Vendor Name	Description	WT #	DOC #	Amount	*
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	
10/04/18	536	0950	3002300	186	CITY OF SUSANVILLE	RMB CITY STAFF THRU 8/24/18	01132247	CL738430	\$1,170.69	
10/04/18	536	0950	3002300	3297	KRONICK,MOSOVITS,TIEDEMANN &	291718 8/8-8/16/18 LEGAL SERVI	01132239	CO190027	\$305.50	
10/25/18	536	0950	3002300	186	CITY OF SUSANVILLE	RMB CITY STAFF THRU 10/5/18	01133021	CL739088	\$1,971.85	
10/25/18	536	0950	3002300	3297	KRONICK,MOSOVITS,TIEDEMANN &	291968 9/13/18 LEGAL SERVICES	01132991	CO190027	\$117.50	
						Account 5360950 3002300		Total:	\$6,878.90	
07/26/18	536	0950	3002359	186	CITY OF SUSANVILLE	RMB POOL EMPLOY THRU 6/29/18	01129882	CL735774	\$18,002.20	
08/30/18	536	0950	3002359	186	CITY OF SUSANVILLE	RMB POOL EMPLOY THRU 7/27/18	01131052	CL737015	\$28,686.27	
10/04/18	536	0950	3002359	186	CITY OF SUSANVILLE	RMB POOL EMPLOY THRU 8/24/18	01132247	CL738430	\$20,319.23	
10/25/18	536	0950	3002359	186	CITY OF SUSANVILLE	RMB POOL EMPLOY THRU 10/5/18	01133021	CL739088	\$13,412.06	
						Account 5360950 3002359		Total:	\$80,419.76	
07/19/18	536	0950	3002701	1255	SHARON MCBRIDE	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	
09/20/18	536	0950	3002701	193	ARLIN BILLINGTON	421314 8/21/18 STRIP	01131717	CL737718	\$86.86	
						Account 5360950 3002701		Total:	\$784.78	
10/17/18	536	0950	3002801	0	UNASSIGNED VENDOR	18/19 COST PLAN 1ST HALF	00000001	JE000440	\$1,228.00	
						Account 5360950 3002801		Total:	\$1,228.00	
07/19/18	536	0950	3002807	10037	MARTIN SECURITY SYSTEMS, INC	6/30/18 HLVR 800 SOUTH	01129569	CL735271	\$25.00	
08/09/18	536	0950	3002807	10037	MARTIN SECURITY SYSTEMS, INC	7/31/18 HLVR 800 SOUTH	01130288	CL736353	\$25.00	
09/20/18	536	0950	3002807	10037	MARTIN SECURITY SYSTEMS, INC	9/26/18 HLVR 800 SOUTH	01131721	CL737719	\$25.00	
10/04/18	536	0950	3002807	10037	MARTIN SECURITY SYSTEMS, INC	10/26/18 HLVR 800 SOUTH	01132246	CL738432	\$25.00	
						Account 5360950 3002807		Total:	\$100.00	
07/19/18	536	0950	3003010	515	LMUD	5/22-6/26/18 390772 HLVR	01129568	CL735270	\$1,763.48	
08/09/18	536	0950	3003010	515	LMUD	6/26-7/25/18 390772 HLVR	01130287	CL736352	\$1,484.52	
09/20/18	536	0950	3003010	515	LMUD	7/25-8/27/18 390772 HLVR	01131720	CL737720	\$1,693.74	
10/04/18	536	0950	3003010	515	LMUD	8/27-9/25/18 390772 HLVR	01132245	CL738433	\$1,507.77	
						Account 5360950 3003010		Total:	\$6,449.51	
07/19/18	536	0950	3003030	841	SUSANVILLE SANITARY DISTRICT	7/1-8/31/18 3204 HLVR	01129572	CL735273	\$156.00	
09/20/18	536	0950	3003030	841	SUSANVILLE SANITARY DISTRICT	9/1-10/31/18 3204 HLVR	01131723	CL737721	\$156.00	
						Account 5360950 3003030		Total:	\$312.00	
08/09/18	536	0950	3003040	12356	C&S WASTE SOLUTIONS	8/1/18 30-118569 HLVR	01130284	CL736345	\$108.30	
09/20/18	536	0950	3003040	12356	C&S WASTE SOLUTIONS	9/1/18 30-11856-9 HLVR	01131718	CL737717	\$180.29	
10/18/18	536	0950	3003040	12356	C&S WASTE SOLUTIONS	10/1/18 30-11856-9 HLVR	01132727	CL738730	\$182.54	

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

HLVRA

Expenditure Detail with Account Totals

User: dwemple
Addendum = *

Date	FD	BU	Acct	Vendor	Vendor Name	Description	WT #	DOC #	Amount
07/19/18	536	0950	3003050	186	CITY OF SUSANVILLE	Account 5360950 3003040	01129571	Total:	\$471.13
08/09/18	536	0950	3003050	186	CITY OF SUSANVILLE	5/7-6/7/18 105-0022 HLVR	CL735272		\$118.17
10/18/18	536	0950	3003050	186	CITY OF SUSANVILLE	6/7-7/10/18 105-0022 HLVR	CL736354		\$152.14
						10/1-10/31/18 105-0022 HLVR	CL738749		\$528.58
07/19/18	536	0950	3003060	186	CITY OF SUSANVILLE	Account 5360950 3003050	Total:		\$798.89
08/09/18	536	0950	3003060	186	CITY OF SUSANVILLE	5/7-6/7/18 105-0022 HLVR	CL735272		\$379.09
10/18/18	536	0950	3003060	186	CITY OF SUSANVILLE	6/7-7/10/18 105-0022 HLVR	CL736354		\$379.09
						10/1-10/31/18 105-0022 HLVR	CL738749		\$5,541.82
07/19/18	536	0950	3003500	14102	ALPINE BEVERAGE, LLC	Account 5360950 3003060	Total:		\$6,300.00
08/02/18	536	0950	3003500	14102	ALPINE BEVERAGE, LLC	47856 6/29/18 CONCESSION	CL735266		\$310.60
08/09/18	536	0950	3003500	14102	ALPINE BEVERAGE, LLC	48637 7/13/18 CONCESSION	CL735994		\$231.40
09/20/18	536	0950	3003500	14102	ALPINE BEVERAGE, LLC	49606 8/1/18 CONCESSION	CL736343		\$133.70
						51634 9/10/18 CONCESSION	CL737716		\$67.80
08/30/18	536	0950	3005501	9407	US BANK	Account 5360950 3005500	Total:		\$743.50
						7/13-8/3/18 HLVR MISC SUPPLIES	CL737014		\$108.32
07/01/18	536	0950	3006050	11742	RICHARD L. WILLIAMS	Account 5360950 3005501	Total:		\$108.32
07/01/18	536	0950	3006050	11742	RICHARD L. WILLIAMS	AP 16/17 LANDSCAPING	JE000104		\$831.19
07/01/18	536	0950	3006050	5231	MELISSA L MCCOY	AP 16/17 LANDSCAPING	JE000104		\$1,261.26
08/17/18	536	0950	3006050	0	UNASSIGNED VENDOR	REVERSE JE 104- ENTRY ERROR	JE000104		\$1,467.70
08/17/18	536	0950	3006050	0	UNASSIGNED VENDOR	REVERSE JE 104- ENTRY ERROR	JE000129		(\$1,467.70)
08/17/18	536	0950	3006050	0	UNASSIGNED VENDOR	REVERSE JE 104- ENTRY ERROR	JE000129		(\$1,261.26)
						Account 5360950 3006050	Total:		\$0.00
Total Budget Year Expenditures:									\$113,042.06
Grand Total:									\$113,042.06

HLVRA Revenue Account Detail

Date	FD	B/U	Account	Vendor	Vendor Name	Description	Warrant Number	DOC #	Amount
10/01/2018	536	0950	2003000	0	UNASSIGNED VENDOR	JUL-SEP INTEREST APPORTIONMENT		JE000331	(\$324.10)
08/27/2018	536	0950	2003203	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126497	(\$8,524.00)
09/18/2018	536	0950	2003203	0	UNASSIGNED VENDOR	HLVRA / JULY DEPOSIT		DP126833	(\$8,857.00)
10/05/2018	536	0950	2003203	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP127159	(\$3,562.00)
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)
09/18/2018	536	0950	2003214	0	UNASSIGNED VENDOR	HLVRA / JULY DEPOSIT		DP126833	(\$2,250.00)
10/29/2018	536	0950	2003214	0	UNASSIGNED VENDOR	17/18 DEFERRED REVENUE		JE000518	\$7,406.66
09/17/2018	536	0950	2007400	0	UNASSIGNED VENDOR	POOL/CITY CONTRACTUAL CONTRIB		DP126828	(\$80,000.00)
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 GOLBRAENSEN	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
09/18/2018	536	0950	2010611	0	UNASSIGNED VENDOR	HLVRA / JULY DEPOSIT		DP126833	(\$6,540.00)
09/20/2018	536	0950	2010611	99998	JENN STONE	6/27/18 RMB SWIM LESSONS	01131722	CL737714	\$60.00
10/05/2018	536	0950	2010611	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP127159	(\$2,220.00)
10/29/2018	536	0950	2010611	0	UNASSIGNED VENDOR	17/18 DEFERRED REVENUE		JE000518	\$12,000.00
08/27/2018	536	0950	2010660	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126497	(\$784.00)
09/18/2018	536	0950	2010660	0	UNASSIGNED VENDOR	HLVRA / JULY DEPOSIT		DP126833	(\$904.00)
10/05/2018	536	0950	2010660	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP127159	(\$466.00)
08/27/2018	536	0950	2010661	0	UNASSIGNED VENDOR	HLVRA / JULY DEPOSIT		DP126497	(\$675.00)
09/18/2018	536	0950	2010661	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126833	(\$750.00)
10/05/2018	536	0950	2010661	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP127159	(\$1,000.00)
10/25/2018	536	0950	2010661	99998	AMBER HEDGES	9/13/18 RMB PARTY RENTAL	01133020	CL739087	\$125.00
10/25/2018	536	0950	2010661	99998	PRAIRIE BURT	8/2/18 RMB SWIM LESSONS	01133019	CL739086	\$120.00
10/25/2018	536	0950	2010661	99998	RUDY ALKIRE	7/17/18 RMB PARTY RENTAL	01133018	CL739085	\$125.00
08/27/2018	536	0950	2010662	0	UNASSIGNED VENDOR	17/18 DEFERRED REVENUE		JE000518	\$625.00
09/18/2018	536	0950	2010662	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126497	(\$803.00)
10/05/2018	536	0950	2010662	0	UNASSIGNED VENDOR	HLVRA / JULY DEPOSIT		DP126833	(\$1,001.00)
08/27/2018	536	0950	2010663	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP127159	(\$657.00)
10/05/2018	536	0950	2010663	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126497	(\$1,550.00)
09/18/2018	536	0950	2010664	0	UNASSIGNED VENDOR	HLVRA / JULY DEPOSIT		DP127159	(\$1,100.00)
08/27/2018	536	0950	2010665	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP126833	(\$1,200.00)
09/18/2018	536	0950	2010665	0	UNASSIGNED VENDOR	HLVRA / JULY DEPOSIT		DP126497	(\$2,176.00)
10/05/2018	536	0950	2010665	0	UNASSIGNED VENDOR	HLVRA / JULY DEPOSIT		DP126833	(\$1,808.00)
10/05/2018	536	0950	2010665	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT		DP127159	(\$544.00)

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

User: dwemple

HLVRA
Revenue Account Detail

Date	Account	Amount	Description	Account	Amount
08/27/2018	536	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT	DPI26497 (\$3,500.00)
09/18/2018	536	0	UNASSIGNED VENDOR	HLVRA / JULY DEPOSIT	DPI26833 (\$2,950.00)
10/05/2018	536	0	UNASSIGNED VENDOR	HLVRA / AUGUST DEPOSIT	DPI27159 (\$2,475.00)
09/14/2018	536	0	UNASSIGNED VENDOR	DIVING BOARD DONATION - ROTARY	DPI26811 (\$5,000.00)
					(\$139,288.44)

County of Lassen Revenue Status

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

Percent of Year Elapsed 35 %

Account	Account Name	Adopted Estimated Revenue	Adjusted Estimated Revenue	Revenue Realized	Unrealized	Percent Revenue
2040	REVENUE FR USE OF MONEY & PROP					
2003000	INTEREST	\$0.00	\$0.00	(\$324.10)	(\$324.10)	0%
2003203	DAILY PASSES	\$27,000.00	\$27,000.00	(\$20,943.00)	\$6,057.00	78%
2003206	SWIM TEAM ACADEMY	\$5,200.00	\$5,200.00	(\$1,200.00)	\$4,000.00	23%
2003214	SUMMER PASSES	\$10,000.00	\$10,000.00	(\$5,053.34)	\$4,946.66	51%
	Major Object Total	\$42,200.00	\$42,200.00	(\$7,520.44)	\$14,679.56	65%
2052	INTERGOVT REVENUE-OTHER					
2007400	OTHER-GOVERNMENTAL AGENCIES	\$160,000.00	\$160,000.00	(\$80,000.00)	\$80,000.00	50%
	Major Object Total	\$160,000.00	\$160,000.00	(\$80,000.00)	\$80,000.00	50%
2060	CHARGES FOR SERVICES					
2010611	SWIM LESSONS	\$33,000.00	\$33,000.00	(\$3,420.00)	\$29,580.00	10%
2010660	DAILY PROGRAMS	\$2,000.00	\$2,000.00	(\$2,154.00)	(\$154.00)	108%
2010661	PARTYS AND SPECIAL EVENTS	\$3,400.00	\$3,400.00	(\$1,430.00)	\$1,970.00	42%
2010662	CONSESSIONS	\$3,000.00	\$3,000.00	(\$2,461.00)	\$539.00	82%
2010663	SCHOOL RENTALS	\$3,000.00	\$3,000.00	(\$2,650.00)	\$350.00	88%
2010664	LHS SWIM TEAM	\$3,000.00	\$3,000.00	(\$1,200.00)	\$1,800.00	40%
2010665	10 PUNCH CARDS	\$8,000.00	\$8,000.00	(\$4,528.00)	\$3,472.00	57%
2010667	MONTHLY PROGRAMS	\$20,000.00	\$20,000.00	(\$8,925.00)	\$11,075.00	45%
	Major Object Total	\$75,400.00	\$75,400.00	(\$26,768.00)	\$48,632.00	36%
2070	MISCELLANEOUS					
2011200	MISCELLANEOUS	\$100.00	\$100.00	\$0.00	\$100.00	0%
2011300	CONTRIBUTIONS AND DONATIONS	\$0.00	\$0.00	(\$5,000.00)	(\$5,000.00)	0%
	Major Object Total	\$100.00	\$100.00	(\$5,000.00)	(\$4,900.00)	5,000%
	Cost Center Total	\$277,700.00	\$277,700.00	(\$139,288.44)	\$138,411.56	50%
	Budget Unit Total	\$277,700.00	\$277,700.00	(\$139,288.44)	\$138,411.56	50%
	Fund Total	\$277,700.00	\$277,700.00	(\$139,288.44)	\$138,411.56	50%

Chronological Expense Detail

July 1, 2018 through June 30, 2019

Honey Lake Valley Recreation Authority

Date	Fund	Description	Revenue	Expenses	Total
		Fund Balance Transfer			\$ 107,441.50
7/3/2018	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
7/3/2018	3005500	Alpine		\$ 310.60	\$ 106,795.59
7/5/2018	3003030	SSD		\$ 156.00	\$ 106,484.99
7/5/2018	3003010	LMUD		\$ 1,763.48	\$ 106,328.99
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	3001400	Office Depot		\$ 52.83	\$ 83,932.32
7/16/2018	2010611	Refund for Swimming Lessons	\$ (240.00)	\$	\$ 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	CARP - Dues		\$ 400.00	\$ 82,797.31
7/25/2018	2010611	Refund for Swimming Lessons	\$ (60.00)	\$	\$ 82,737.31
7/25/2018	3005500	Alpine		\$ 231.40	\$ 82,505.91
6/28/2018	3001705	Ace Hardware		\$ 40.51	\$ 82,465.40
7/3/2018	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
8/3/2018	3001705	Lincoln		\$ 30.42	\$ 80,748.17
8/3/2018	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

PENDING 2018/2019 ITEMS	
Auditors	\$ 4,500.00
Staff Time (County)	\$ 1,228.00
CAPRI - dues	\$ -
CAPRI - Insurance	\$ 4,380.50
Pool Chemicals	\$ 3,900.00 holiday in progress
Total Pending	\$ 14,008.50

\$ 104,331.33	Balance forward
\$ 80,000.00	County (pending)
\$ -	
\$ 14,008.50	Pending (above)
\$ 170,322.83	Cash Available
\$ 6,225.00	Diving Board Fund (deposited)
\$ 6,225.00	

8/13/2018	2010611 Refund for Swimming Lessons	\$	(60.00)	\$	75,302.04
8/13/2018	3001705 Lincoln Aquatics	\$		\$	75,268.48
	July revenue - pending	\$	26,245.20	\$	101,513.68
8/21/2018	3002300 City Staff	\$	1,044.00	\$	100,469.68
8/21/2018	3002359 City - Pool employees	\$	28,686.27	\$	71,783.41
8/23/2018	3001705 Lee Joseph	\$	1,035.51	\$	70,747.90
8/23/2018	3002200 US Bank	\$	182.89	\$	70,565.01
8/23/2018	3005501 US Bank	\$	108.32	\$	70,456.69
8/27/2018	3001400 Office Depot	\$	60.37	\$	70,396.32
9/5/2018	3003030 SSD	\$	156.00	\$	70,240.32
9/5/2018	3003010 LMUD	\$	1,693.74	\$	68,546.58
9/5/2018	3002807 Martin Security	\$	25.00	\$	68,521.58
9/5/2018	2007400 City Contribution	\$	80,000.00	\$	148,521.58
9/5/2018	3001705 Ace Hardware	\$	34.04	\$	148,487.54
9/5/2018	3002200 Ace Hardware	\$	19.29	\$	148,468.25
9/5/2018	3001705 Ace Hardware	\$	47.25	\$	148,421.00
9/5/2018	3002701 Ace Hardware	\$	86.86	\$	148,334.14
9/5/2018	3001705 Ace Hardware	\$	1,110.60	\$	147,223.54
9/10/2018	3003040 C&S Waste	\$	180.29	\$	147,043.25
9/12/2018	2010611 Refund for Swimming Lessons	\$	(60.00)	\$	146,983.25
9/12/2018	3001200 Frontier	\$	207.10	\$	146,776.15
9/12/2018	3005500 Alpine	\$	67.80	\$	146,708.35
9/18/2018	3002300 City Staff	\$	1,170.69	\$	145,537.66
9/18/2018	3002359 City - Pool employees	\$	20,319.23	\$	125,218.43
	August Revenue	\$	12,024.00	\$	137,242.43
9/26/2018	3002300 KMTG	\$	305.50	\$	136,936.93
10/2/2018	3001705 Ace Hardware	\$	8.71	\$	136,928.22
10/2/2018	3002807 Martin Security	\$	25.00	\$	136,903.22
10/2/2018	3003010 LMUD	\$	1,507.77	\$	135,395.45
10/8/2018	3003050 City Natural Gas (July)	\$	12.79	\$	135,382.66
10/8/2018	3003060 City Geo (July)	\$	379.09	\$	135,003.57
10/8/2018	3003050 City Natural Gas (August)	\$	136.70	\$	134,866.87
10/8/2018	3003060 City Geo Adjustment (June)	\$	1,720.91	\$	133,145.96
10/8/2018	3003060 City Geo Adjustment (July)	\$	1,720.91	\$	131,425.05
10/8/2018	3003060 City Geo (August)	\$	2,100.00	\$	129,325.05
10/9/2018	3003040 C&S Waste	\$	182.54	\$	129,142.51
10/9/2018	3001200 Frontier	\$	208.22	\$	128,934.29
10/29/2018	3001705 Lincoln Aquatics	\$	3,383.74	\$	125,550.55
10/16/2018	3002300 City Staff	\$	1,971.85	\$	123,578.70
10/16/2018	3002359 City - Pool employees	\$	13,412.06	\$	110,166.64
10/17/2018	3002801 County Cost Allocation	\$	1,228.00	\$	108,938.64
10/17/2018	2010611 Refund for Swimming Lessons	\$	(120.00)	\$	108,818.64
10/17/2018	2010611 Refund for Party Rental x2	\$	(250.00)	\$	108,568.64
10/17/2018	3002300 KMTG	\$	117.50	\$	108,451.14
	September Revenue	\$	5,381.00	\$	113,832.14
11/1/2018	2010611 Refund for Swimming Lessons	\$	(120.00)	\$	113,712.14

11/1/2018	3003010	LMUD	\$	1,414.78	\$	112,297.36
11/5/2018	3003050	City Natural Gas (Sept)	\$	8.93	\$	112,288.43
11/5/2018	3003060	City Geo (September)	\$	2,100.00	\$	110,188.43
11/5/2018	3002807	Martin Security	\$	25.00	\$	110,163.43
11/5/2018	3003030	Susanville Sanitary District	\$	156.00	\$	110,007.43
11/6/2018	3002200	US Bank - Deposit slips	\$	53.22	\$	109,954.21
11/13/2018	3002300	City Staff (Pending)	\$	1,122.99	\$	108,831.22
11/13/2018	3002359	City - Pool Employees (Pending)	\$	4,499.89	\$	104,331.33
			\$	<u>122,740.20</u>	\$	<u>125,850.37</u>

	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		
	10/9/2018	Frontier	\$ 208.22		
				\$ 837.37	\$ 837.37
				\$ 1,562.63	
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		
	10/2/2018	Ace Hardware	\$ 8.71		
	10/29/2018	Lincoln	\$ 3,383.74		
				\$ 5,926.63	\$ 5,926.63
				\$ 24,073.37	
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		
	11/6/2018	US Bank - deposit slips (direct withdrawl)	\$ 53.22		
				\$ 429.78	\$ 429.78
				\$ 2,070.22	
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	\$ 1,170.69		
	9/26/2018 KMTG	\$ 305.50		
	10/16/2018 City - staffing	\$ 1,971.85		
	10/17/2018 KMTG	\$ 117.50		
	11/13/2018 City - Staffing (pending)	\$ 1,122.99		
			\$ 8,001.89	\$ 8,001.89
			\$ 21,998.11	
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	\$ 20,319.23		
	10/18/2018 City Reimbursement	\$ 13,412.06		
	11/13/2018 City Reimbursement (pending)	\$ 4,499.89		
			\$ 84,919.65	\$ 84,919.65
			\$ 72,080.35	
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	\$ 784.78
			\$ 7,215.22	
3002800	Till and Safe Money		\$ -	
			\$ -	\$ -
			\$ -	\$ -
3002801	County Wide Allocations (Quarterly)		\$ 2,000.00	
	10/17/2018 County 1st Half allocation	\$ 1,228.00		
			\$ 1,228.00	\$ 1,228.00
			\$ 772.00	
3002807	Electronic Surveillance		\$ 1,000.00	
	7/5/2018 Martin	\$ 25.00		
	8/2/2018 Martin	\$ 25.00		

9/5/2018	Martin	\$	25.00	
10/2/2018	Martin	\$	25.00	
11/5/2018	Mat	\$	25.00	

\$	125.00	\$	125.00
\$	875.00		

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
10/2/2018	LMUD	\$	1,507.77
11/1/2018	LMUD	\$	1,414.78

\$	7,864.29	\$	7,864.29
\$	4,135.71		

3003020 Water \$ -

\$	-	\$	-
\$	-		

3003030 Utilities - Sewer \$ 1,400.00

7/5/2018	SSD	\$	156.00
9/5/2018	SSD	\$	156.00
11/5/2018	SSD	\$	156.00

\$	468.00	\$	468.00
\$	932.00		

3003040 Utilities - Trash Service \$ 1,600.00

8/6/2018	C&S	\$	108.30
9/10/2018	C&S	\$	180.29
10/9/2018	C&S	\$	182.54

\$	471.13	\$	471.13
\$	1,128.87		

3003050 Utilities - Natural Gas \$ 5,000.00

7/3/2018	City (June)	\$	118.17
8/2/2018	City (July)	\$	152.14
10/8/2018	City (for August)	\$	12.79
10/8/2018	City (for Sept)	same bill	\$ 136.70
11/5/2018	City (for Sept 10-Oct 5)	\$	8.93

\$	428.73	\$	428.73
\$	4,571.27		

3003060 Utilities - Geothermal \$ 2,700.00

7/3/2018	City (May)	\$	379.09
8/2/2018	City (June)	\$	379.09
	adjustment 10/8/18	\$	1,720.91
10/8/2018	City (July)	\$	379.09
	adjustment 10/8/18	\$	1,720.91
10/8/2018	City (August)	\$	2,100.00
11/5/2018	City (Sept)	\$	2,100.00

\$	8,779.09	\$	8,779.09
\$	(6,079.09)		

3004900 Depreciation \$ 5,000.00

\$	5,000.00	\$	-
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3005500 Store Concessions \$ 2,000.00

7/3/2018	Alpine	\$	310.60
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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
 8/23/2018 US Bank \$ 108.32

\$	500.00		
\$	108.32	\$	108.32
\$	391.68		

3006050 Landscaping & Improvements

\$	36,000.00		
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\$	-	\$	-
\$	36,000.00		

3006100 Building & Equipment

\$	-		
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\$	-	\$	-
\$	-		

3010000 Appropriation For Contingencies

\$	-		
\$	-		

\$ 125,850.37

2018/2019 HLVRA PROJECTED BUDGET REVENUES AND EXPENSES

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
EXPENSES																			
1	Sum of Expense	Column Labels													Budget	Projected % to be			
2		2018													Grand Total	% EXPENDED by			
3	Row Labels	Jul	Aug	Sep	Oct	Nov	Dec	2018 Total	2019				2019 Total	Grand Total		June 30th			
4	3001150 - Safety Equipment and Clothing	\$ 38.50		\$ -				\$ 38.50					\$ 542.23	\$ 859.48	\$ 1,401.71	\$ 1,440.21	\$ 1,000.00	144.0%	
5	3001200 - Communications	\$ 214.65	\$ 207.40	\$ 207.10	\$ 208.22	\$ 214.22	\$ 205.19	\$ 1,256.78	\$ 214.59	\$ 205.60	\$ 206.20	\$ 205.62	\$ 205.62	\$ 205.62	\$ 1,243.25	\$ 2,500.03	\$ 2,400.00	104.2%	
6	3001400 - Household Expenses	\$ 254.84	\$ 60.37	\$ -				\$ 315.21					\$ 313.73	\$ 103.98	\$ 417.71	\$ 732.92	\$ 2,000.00	36.6%	
7	3001500 - Insurance	\$ -	\$ 4,380.50					\$ 4,380.50	\$ 4,380.50						\$ 4,380.50	\$ 8,761.00	\$ 8,200.00	106.8%	
8	3001705 - Maintenance - Pool	\$ 242.80	\$ 1,099.49	\$ 1,191.89	\$ 3,392.45	\$ 846.79	\$ 752.94	\$ 7,526.36	\$ 48.31			\$ 2,162.42	\$ 1,183.82	\$ 8,307.76	\$ 11,702.31	\$ 19,228.67	\$ 30,000.00	64.1%	
9	3002200 - Office Expenses	\$ 174.38	\$ 182.89	\$ 19.29	\$ 53.22			\$ 429.78	\$ 25.80			\$ 656.74	\$ 87.82	\$ 122.21	\$ 892.57	\$ 1,322.35	\$ 2,500.00	52.9%	
10	3002250 - Bank & Credit Card Fees	\$ -	\$ -	\$ -	\$ -			\$ -							\$ -	\$ -	\$ -	N/A	
11	3002251 - Cash Over/Short	\$ -	\$ -	\$ -	\$ -			\$ -							\$ -	\$ -	\$ -	N/A	
12	3002300 - Prof. & Spec. Services (City Staff, Auditors, Legal)	\$ 2,269.36	\$ 1,044.00	\$ 1,476.19	\$ 2,089.35	\$ 1,122.99	\$ 1,500.00	\$ 9,501.89	\$ 1,347.50	\$ 3,930.67	\$ 668.13	\$ 4,198.02	\$ 1,168.02	\$ 1,095.52	\$ 12,407.86	\$ 21,909.75	\$ 30,000.00	73.0%	
13	3002359 - Contract Staff Services (Pool Employees)	\$ 18,002.20	\$ 28,686.27	\$ 20,319.23	\$ 13,412.06	\$ 4,499.89		\$ 84,919.65		\$ 4,464.99		\$ 13,285.40	\$ 13,351.74	\$ 14,529.58	\$ 45,631.71	\$ 130,551.36	\$ 157,000.00	83.2%	
14	3002400 - Publications/Legal Notices	\$ -						\$ -		\$ 336.40		\$ 258.50	\$ 150.15	\$ 53.63	\$ 798.68	\$ 798.68	\$ 1,600.00	49.9%	
15	3002701 - Non-Capitalized Equipment (under \$5,000)	\$ 697.92	\$ -	\$ 86.86				\$ 1,008.20	\$ 359.09			\$ 2,869.80	\$ 2,258.93	\$ 2,237.50	\$ 7,725.32	\$ 8,733.52	\$ 8,000.00	109.2%	
16	3002800 - Special Departmental Expense	\$ -						\$ -							\$ -	\$ -	\$ -	N/A	
17	3002801 - County Wide Allocations (Quarterly)				\$ 1,228.00			\$ 1,680.84	\$ 452.84		\$ 452.84		\$ 452.84		\$ 905.68	\$ 2,586.52	\$ 2,000.00	129.3%	
18	3002807 - Electronic Surveillance	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 353.00	\$ 478.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 150.00	\$ 628.00	\$ 1,000.00	62.8%	
19	3002901 - Conferences/Training	\$ -						\$ -							\$ -	\$ -	\$ 1,800.00	0.0%	
20	3003010 - Utilities - Electric	\$ 1,763.48	\$ 1,484.52	\$ 1,693.74	\$ 1,507.77	\$ 1,414.78	\$ 1,228.81	\$ 9,093.10	\$ 973.10	\$ 880.12	\$ 973.00	\$ 694.15	\$ 1,693.74	\$ 1,391.54	\$ 6,605.65	\$ 15,698.75	\$ 12,000.00	130.8%	
21	3003020 - Utilities - Water	\$ -	\$ -	\$ -	\$ -			\$ -							\$ -	\$ -	\$ -	N/A	
22	3003030 - Utilities - Sewer	\$ 156.00	\$ -	\$ 156.00		\$ 156.00	\$ 312.00	\$ 780.00	\$ 156.00		\$ 156.00		\$ 156.00		\$ 468.00	\$ 1,248.00	\$ 1,400.00	89.1%	
23	3003040 - Utilities- Trash		\$ 108.30	\$ 180.29	\$ 182.54			\$ 471.13				\$ 263.21	\$ 172.48	\$ 172.48	\$ 608.17	\$ 1,079.30	\$ 1,600.00	67.5%	
24	3003050 - Utilities - Natural Gas	\$ 118.17	\$ 152.14	\$ 12.79	\$ 136.70	\$ 8.93	\$ 10.86	\$ 439.59	\$ 22.44	\$ 8.93	\$ 8.54	\$ 8.93	\$ 501.47	\$ 861.99	\$ 1,412.30	\$ 1,851.89	\$ 5,000.00	37.0%	
25	3003060 - Utilities - Geothermal	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 379.09	\$ 10,879.09	\$ 379.09	\$ 379.09	\$ 379.09	\$ 379.09	\$ 379.09	\$ 379.09	\$ 2,274.54	\$ 13,153.63	\$ 2,700.00	487.2%	
26	3003206 - Swim Team														\$ -	\$ -	\$ -	N/A	
27	3004900 - Depreciation																\$ 5,000.00	0.0%	
28	3005500 - Store Concessions	\$ 542.00	\$ 133.70	\$ 67.80				\$ 743.50					\$ 348.30	\$ 265.50	\$ 613.80	\$ 1,357.30	\$ 2,000.00	67.9%	
29	3005501 - Recreation Activity Supplies		\$ 108.32					\$ 108.32					\$ 263.57	\$ 1,368.85	\$ 1,632.43	\$ 1,740.75	\$ 500.00	348.2%	
30	3006050 - Landscaping & Improvements					\$ 492.35		\$ 492.35			\$ 2.40		\$ -	\$ 2.40	\$ 494.75	\$ -	\$ -	N/A	
31	3006100 - Building & Equipment	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	N/A	
32	3010000 - Appropriation For Contingencies														\$ -	\$ -	\$ -	N/A	
33	Grand Total	\$ 26,599.30	\$ 39,772.90	\$ 27,536.18	\$ 24,335.31	\$ 10,880.95	\$ 5,418.15	\$ 134,542.79	\$ 7,883.11	\$ 10,731.95	\$ 2,415.96	\$ 25,462.12	\$ 22,801.71	\$ 31,979.74	\$ 101,274.59	\$ 235,817.38	\$ 277,700.00		
35	Budgeted Expenses*	\$ 30,490.06	\$ 45,590.60	\$ 31,563.98	\$ 26,052.92	\$ 21,703.44	\$ 6,210.68	\$ 161,611.67	\$ 9,036.20	\$ 12,301.74	\$ 2,769.35	\$ 29,186.54	\$ 26,136.98	\$ 36,657.51	\$ 116,088.33	\$ 277,700.00			
36																			
37	REVENUES																		
38	Budgeted Operational Revenue	\$ 35,700.00	\$ 25,000.00	\$ 8,000.00	\$ 2,000.00	\$ -	\$ -	\$ 70,700.00	\$ -	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00	\$ 29,000.00	\$ 47,000.00	\$ 117,700.00			
39	Actual Operational Revenue **	\$ 36,744.37	\$ 23,723.17	\$ 6,581.00	\$ 1,958.00	\$ -	\$ -	\$ 69,006.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,006.54			
40																			
41	Projected Operational Revenue	\$ 36,744.37	\$ 23,723.17	\$ 6,581.00	\$ 1,958.00	\$ -	\$ -	\$ 69,006.54	\$ -	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00	\$ 29,000.00	\$ 47,000.00	\$ 116,006.54			
42	City / County			\$ 80,000.00				\$ 80,000.00							\$ -	\$ 160,000.00			
43	Grand Total (Projected revenue & Agency contributions)														\$ 276,006.54				
44																			
45	Fund Balance Carry Over ***															\$ 86,002.00			
46																			
47																			
48																			
49																			
50	DATE PREPARED: 11/6/18																		
51																			
52	* Budgeted Expenses monthly values are calculated based on the Grand Total month to year ratio each month, multiplied by the total expense budget (\$277,700); Calculation completed 10/12/18																		
53	**Actual Operational Revenue includes revenue received last fiscal year to be allocated to this fiscal year																		
54	***Fund Balance has been reduced from previous reports to reflect the reallocation of revenue from fiscal year 17/18 to fiscal year 18/19																		

PROJECTED ENDING CASH BALANCE \$ 40,189.16
 PROJECTED ENDING CASH BALANCE INCLUDING PREVIOUS CARRY OVER \$ 126,191.16

Submitted By: Heidi Whitlock, Secretary

Action Date: November 13, 2018

HLVRA AGENDA ITEM

PRESENTED BY: Dan Newton, Executive Officer

SUBJECT: Approve City Reimbursement Request through November 2, 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: \$5,622.88

**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: November 13, 2018

Account #: 4493

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

TOTAL DUE: \$5,622.88
Payment Due: UPON RECEIPT

SUBJECT: Reimbursement for Administrative, Management & Operational Services and Associated Direct Costs through November 2, 2018.

Description:

Reimbursement for Administrative Services (through 11/2/18)	\$ 1,122.99
Reimbursement for Pool Employees (through 11/2/18)	\$ 4,499.89

TOTAL DUE \$ 5,622.88

**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: \$ 5,622.88
Payment Due: UPON RECEIPT

Amount Paid: \$

Date of Invoice: November 13, 2018

City Account Code # (see Debi)

October 6, 2018 through November 2, 2018

Administrative	Hours	Wage		
Executive Officer (meeting, agenda review, grand jury response)	3.00	\$ 86.36	\$	259.08
Administrative (meeting, drafting of minutes, agenda prep, processing invoices, balancing month end financials for transfer, etc.)	14.50	\$ 59.58	\$	863.91

\$ 1,122.99

Pool Employees	Hours	Wage		
Pool Manager	50.50	\$ 31.06	\$	1,568.53
Overtime - Manager		\$ 38.89	\$	-
			\$	-
Assistant Pool Manager	46.50	\$ 25.33	\$	1,177.85
Overtime - Asst. Manager		\$ 31.93	\$	-
			\$	-
Head Swim Instructor	7.50	18.83	\$	141.23
			\$	-
Head Program Instructor	1.50	18.38	\$	27.57
			\$	-
Head Lifeguard	19.00	18.38	\$	349.22
			\$	-
Lifeguards/Swim Instructors	88.25	14.00	\$	1,235.50
			\$	-

\$ 4,499.89

Publishing

\$ -

\$ 5,622.88

Submitted By: Heidi Whitlock, Secretary

Action Date: November 13, 2018

HLVRA AGENDA ITEM

PRESENTED BY: Dan Newton, Executive Officer

SUBJECT: Consider Amendment No. 1 of the Utility Service Agreement with the City of Susanville

SUMMARY: The HLVRA Board, at its October 16, 2018 meeting, provided direction to staff to request the City Council's consideration in approving Amendment No. 1 to the existing Utility Service Agreement. The current agreement states that the HLVRA is to pay the City \$2,100 a month for the use of geothermal from June through October. Amendment No. 1 states that the amount to be paid to the City from June through October will be the actual cost of electricity to power the geothermal pump.

FISCAL IMPACT: Reduction in expenditures for geothermal as determined by the difference between \$2,100 and the actual pumping costs.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Existing Utility Service Agreement
Amendment No. 1 of the Utility Service Agreement

AMENDMENT NO. 1 TO UTILITY SERVICE AGREEMENT BETWEEN CITY OF SUSANVILLE AND HONEY LAKE VALLEY RECREATION AUTHORITY FOR HONEY LAKE VALLEY COMMUNITY POOL

This Amendment No. 1 to the Utility Service Agreement, dated June, 20 ("Agreement"), between the Honey Lake Valley Recreation Authority ("HLVRA") and the City of Susanville ("City") is made and entered into this ___ day of November, 2018.

RECITALS

WHEREAS, under the Agreement, the City provides water service, natural gas service, and geothermal service to the Honey Lake Valley Community Pool; and

WHEREAS, Agreement as it pertains to Geothermal Service Rates currently states:

Item 3, Paragraph 1: "Between the months of November through April AUTHORITY will pay geothermal rates at the Roosevelt Pool rate listed in CITY resolution 05-3914 (\$0.058 per square foot). Upon adoption of a revised geothermal rate structure by City Council the revised rate for the POOL will be effective. The square footage of the pool and the bathhouse will be included in the area served. As new structures are added to the facility they will be included in the square footage calculation, if structures are served by geothermal."

Item 3, Paragraph 2: "If geothermal system is utilized between the months of June through October, AUTHORITY will pay CITY \$2,100.00 per month for geothermal service."; and

WHEREAS, the HLVRA has requested City consider modifying Agreement as it pertains to Geothermal Service Rates so HLVRA will pay for actual pumping costs between the months of June through October; and

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

1. Amendment to Item 3, Paragraph 1: "Between the months of November through **May** AUTHORITY will pay geothermal rates at the Roosevelt Pool rate listed in CITY resolution 05-3914 (\$0.058 per square foot). Upon adoption of a revised geothermal rate structure by City Council the revised rate for the POOL will be effective. The square footage of the pool and the bathhouse will be included in the area served. As new structures are added to the facility they will be included in the square footage calculation, if structures are served by geothermal."

2. Amendment to Item 3, Paragraph 2: "If geothermal system is utilized between the months of June through October, AUTHORITY will pay CITY **actual cost of electricity to power the geothermal pump, located on South Lassen Street in Susanville, California**, per month for geothermal service."

3. Effective Date

Effective date of Amendment No. 1 will be July 1, 2018.

4. Remaining Terms Unaffected

Except as expressly provided herein, nothing in this Amendment No. 1 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. 1 and the Agreement, or any previous amendments, the terms of this Amendment No. 1 shall prevail.

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:

Kevin Stafford, Mayor

Date: _____

Approved as to Form:

Maggie Stern, HLVRA Legal Counsel

Date: _____

Approved as to Form:

Jessica Ryan, Susanville City Attorney

Date: _____

**UTILITY SERVICE AGREEMENT BETWEEN CITY OF SUSANVILLE
AND HONEY LAKE VALLEY RECREATION AUTHORITY FOR
HONEY LAKE VALLEY COMMUNITY POOL**

THIS AGREEMENT is made this 20th day of June, by and between the City of Susanville, a California municipal corporation, hereinafter referred to as "CITY", and Honey Lake Valley Recreation Authority hereinafter referred to as "AUTHORITY".

Recitals

WHEREAS, AUTHORITY has constructed the Honey Lake Valley Community Pool, hereinafter referred to as "POOL"; and

WHEREAS, POOL will utilize water, natural gas, geothermal, electric, and sewer utilities in its operation; and

WHEREAS, CITY operates a water, natural gas, and geothermal utility; and

WHEREAS, CITY is party to a Joint Powers Agreement with Lassen County, forming AUTHORITY, which includes the operation of the Honey Lake Valley Community Pool; and

WHEREAS, CITY is desirous of providing utility service to the Community Pool; and

WHEREAS, CITY has established separate rates for water, natural gas, and geothermal; and

WHEREAS, CITY operates water and natural gas utilities year-round, but has historically shut the geothermal system off between the months of June through October; and

WHEREAS, AUTHORITY is desirous of utilizing geothermal heat year-round making AUTHORITY the only geothermal customer using geothermal heat between the months of June through October;

NOW THEREFORE, CITY and AUTHORITY agree as follows:

1. Water Service: CITY will provide water to AUTHORITY at no cost to AUTHORITY. AUTHORITY will use water responsibly, install efficient indoor and outdoor water fixtures, and monitor water use.
2. Natural Gas Service: CITY will provide natural gas Service to AUTHORITY at "Raw Cost" as defined in the CITY'S natural gas rate setting resolution. This action is subject to the approval of a modified natural gas rate structure by CITY. AUTHORITY will sign a standard natural gas service contract as provided by CITY.
3. Geothermal Service: CITY will provide geothermal service to AUTHORITY.

Geothermal rates: Between the months of November through April AUTHORITY will pay geothermal rates at the Roosevelt Pool rate listed in CITY resolution 05-3914 (\$0.058 per square foot). Upon adoption of a revised geothermal rate structure by City Council the revised rate for the POOL will be effective. The square footage of the pool and the

bathhouse will be included in the area served. As new structures are added to the facility they will be included in the square footage calculation, if structures are served by geothermal.

If geothermal system is utilized between the months of June through October, AUTHORITY will pay CITY \$2,100.00 per month for geothermal service.

Rules: AUTHORITY shall obey all rules and regulations of CITY as set forth in the attached Exhibit "A", RULES & REGULATIONS FOR GEOTHERMAL SERVICE, and any amendment(s) thereto, provided that said amendment(s) must be mailed to AUTHORITY by regular mail fifteen (15) days before AUTHORITY will be subject thereto.

Place of Delivery. The geothermal heat shall be delivered to AUTHORITY at a point terminating on the CITY side of the valve box at AUTHORITY's property located at 800 SOUTH STREET in the City of Susanville, California.

Backup System. AUTHORITY shall provide a backup heating system capable of providing service to its building in the event of any interruption in geothermal energy service. The AUTHORITY's backup system shall be capable of providing service in order to minimize potential damages in the event of a prolonged interruption in the supply of geothermal energy.

Billing and Payment. Bills will be rendered each month by CITY to AUTHORITY for geothermal heat delivered during the preceding month, and each such bill shall be payable to the CITY on or before the posted due date of each such billing.

Interruption of Service. CITY will endeavor to provide an uninterrupted supply of geothermal heat, but in case it shall be wholly or partially prevented from delivering geothermal heat to AUTHORITY, due to conditions beyond CITY's control, or to any force majeure, or in the event CITY deems it necessary to suspend delivery of geothermal heat for the purpose of inspecting or repairing its transmission and distribution system, its source of geothermal heat supply or other apparatus or to make repairs or alterations thereon or connections therewith, then CITY shall not be obligated to deliver geothermal heat to AUTHORITY during such period and shall not be liable for any damage or loss resulting from such interruption, prevention, suspension or failure. In the event the temperature of the geothermal heat delivered to AUTHORITY is less than 135°F, and/or sufficient quantity of heat is not available to meet peak demands, at AUTHORITY's option, AUTHORITY may terminate this Agreement, but shall not claim any loss or damage resulting from the termination of service. In the event service is interrupted for a period of twenty-four (24) hours or more, the monthly bill shall be reduced proportionately to reflect such interruption.

Injury to Persons or Property. CITY shall not be responsible for the distribution, transmission, control, use or application of geothermal heat beyond the point of its delivery to AUTHORITY, and shall not, in any event, be liable for damages or injury to persons or property arising, occurring or resulting in any manner from the receiving, use, application or distribution by AUTHORITY of geothermal heat.

Ingress and Egress. CITY shall, at all times during the continuance of this Agreement, have the right of ingress and egress at reasonable times and places to the premises of

AUTHORITY, for any purposes connected with the delivery, monitoring of, metering of, and/or distribution of geothermal heat hereunder, or the exercise of any rights secured to or the performance of any obligation imposed upon it by this Agreement.

Default. If default shall be made at any time by AUTHORITY in the payment of any sum of money due hereunder, or in the performance of any other term or condition of this Agreement, and if such default shall continue for a period of twenty (20) days, CITY shall have the right at its option, on fifteen (15) days written notice to AUTHORITY, to terminate this Agreement, or at its option, without terminating or in any way voiding this Agreement, to discontinue, suspend or withdraw the delivery, furnishing or supply of geothermal heat until such default has been completely remedied.

Modification of Agreement. No amendment, modification, alternation or enlargement of this Agreement shall be valid or binding unless reduced to writing and signed by both CITY and AUTHORITY.

General Provisions. Except to the extent specifically set forth in this Agreement, CITY does not warrant or guarantee heat delivered to AUTHORITY, nor assumes any liability, direct or implied, for corrosion, scaling or similar physical degradation of AUTHORITY's facilities or equipment utilized beyond place of delivery as set forth in Paragraph 2 hereof, by AUTHORITY.

Force Majeure. In the event either party is prevented from performing this Agreement by labor strikes, fires, floods, explosions, riots, severe weather conditions, acts of God, or other force majeure or extraordinary events beyond their control, the performance under this Agreement shall be suspended during the continuance of such acts which prevent performance.

Call Service. CITY shall exercise its best efforts to respond within twenty-four (24) hours to any call by AUTHORITY regarding any problem with service to AUTHORITY. The telephone number to which AUTHORITY shall report service problems is (530) 257-7236.

Term. This Agreement shall commence on upon execution by both parties and shall remain in effect until terminated by either party.

Termination. Either party may terminate this agreement for any reason on 90 days notice to the other party.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by its duly authorized officers on the day and year first above written.

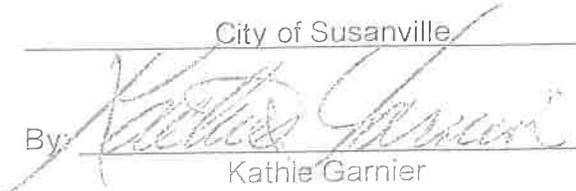
CITY

AUTHORITY

City of Susanville

Honey Lake Valley Recreation AUTHORITY

By:


Kathie Garnier

By:


Brian Wilson

Title: Mayor

Title: President

EXHIBIT "A"

RULES AND REGULATIONS AND GEOTHERMAL SERVICE

1. These rules and regulations become a part of each and every GEOTHERMAL ENERGY CONNECTION AND SERVICE AGREEMENT (AGREEMENT) between the City of Susanville, a California municipal corporation (CITY) and user of geothermal water (USER) and may be changed at any time by the CITY upon due notice.
2. The privilege of the use of geothermal heat shall be conditioned upon a written and signed AGREEMENT.
3. No relocation of geothermal mains or taps will be made for any USER except upon agreement satisfactory to the CITY.
4. Changes or alterations in the USER's piping or fixtures are not permitted during the period of any AGREEMENT, except upon written approval of the CITY. The USER's system must conform to the requirements of the CITY at all times. Diagrams illustrating acceptable types of connection systems are attached for reference purposes.
5. Upon request of CITY, CITY provided flow meters must be installed on USER's inlet piping, and meters shall be located as to provide access for convenient inspection by representatives of CITY at reasonable hours.
6. No more than one building may be connected to anyone service connection without written consent of the CITY.
7. The CITY is not responsible for the efficiency of any system supplied with heat from its mains, even though the CITY grants the approval of its installation.
8. The CITY is not responsible for damage of any kind caused by the geothermal heated water or resulting from shut-off of water without notice. The CITY shall not be liable for its inability to deliver water for any reason whatsoever.
9. The USER shall design and install its system so as to achieve a 40°F temperature drop throughout the load range between the supply water and return water temperatures.
10. Seals installed on geothermal supply or return valves by the CITY must not be broken, tampered with or interfered with by anyone other than the CITY's employees or agents.
11. The USER must permit access of CITY's employees or agents to its premises at all reasonable hours for purposes of inspection.
12. No person other than an employee of the CITY shall be permitted to turn on or off the water at CITY's valve installed on USER's service line.
13. The CITY reserves the right to install any type of equipment or devices that it determines are necessary in the future including metering and measuring equipment within the USER's premises.
14. The use of a booster pump or any device which will affect the pressure in the main

supply lines of the CITY shall be approved by CITY prior to installation.

15. To control resources and control operating costs for our USERS, the well(s) will be turned off from June through October, unless temperatures dictate otherwise.

Submitted By: Reesa Rice, Pool Director

Action Date: November 13, 2018

HLVRA AGENDA ITEM

PRESENTED BY: Reesa Rice, Pool 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