

HONEY LAKE VALLEY RECREATION AUTHORITY

GOVERNING BOARD

MENDY SCHUSTER, PRESIDENT
DAVID TEETER, VICE PRESIDENT
JEFF HEMPHILL, BOARD MEMBER
BRIAN MOORE, BOARD MEMBER
NOELLE HALLER-RIGGS, BOARD MEMBER

STAFF

KEVIN JONES, EXECUTIVE OFFICER
JOLENE ARREDONDO, SECRETARY
REESA RICE, POOL DIRECTOR
JULIE MORGAN, AUDITOR
NANCY CARDENAS, TREASURER

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING**

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

August 18, 2020 - 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

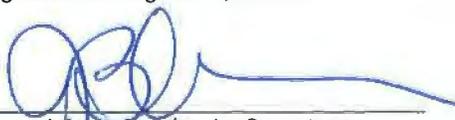
Call meeting to Order

Roll Call of Board of Directors present

- 1 **AGENDA APPROVAL:** (Additions and/or Deletions)
- 2 **APPROVAL OF MINUTES:** Approval of the minutes from the July 28 and August 4, 2020 meetings.
- 3 **PUBLIC COMMENT CLOSED SESSION ITEMS (if any):** Any person may address the Board at this time upon any discussion during Closed Session.
- 4 **CLOSED SESSION:**
 - A PUBLIC EMPLOYMENT – pursuant to Government Code §54957(b)
 - 1 Public Employment: Executive Officer Evaluation
- 5 **CORRESPONDENCE:**
- 6 **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 item not on the agenda other than to direct staff to agendize the matter at a future meeting.
- 7 **MATTERS FOR BOARD CONSIDERATION:**
 - A. Financial Reports through August 10, 2020
 - B. Consider Approval of City Reimbursement Request through July 24, 2020
 - C. General update on Pool Operations
- 8 **BOARD MEMBER ISSUES/REPORTS:**

The next regular meeting to be held on September 15, 2020 at 3:00 p.m.

I, Jolene Arredondo, certify that I caused to be posted notice of the regular meeting scheduled for August 18, 2020 in the areas designated on August 13, 2020.



Jolene Arredondo, Secretary

FUTURE MEETINGS & ITEMS

Upcoming Meetings:

September 15, 2020
October 20, 2020
November 17, 2020
December 15, 2020
January 19, 2021

Upcoming Items to be Considered/Approved:

Continuation of Long-Term Plan
Discussion on Future Recreation Elements/Improvements
Discussion on new Chlorination System
Discussion on Future Landscaping Options

Submitted By: Jolene Arredondo, Secretary

Action Date: August 18, 2020

HLVRA AGENDA ITEM

SUBJECT: Minutes of the HLVRA July 28 and August 4, 2020 meetings.

SUMMARY: Attached for the Board's review are the minutes of the HLVRA July 28 and August 4, 2020 meetings.

FISCAL IMPACT: None.

ACTION

REQUESTED: Motion to waive oral reading and approve minutes of HLVRA July 28 and August 4, 2020 meetings.

ATTACHMENTS: Minutes: July 28, 2020
August 4, 2020

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
August 4, 2020 – 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 Schuster.

Roll Call of Board members present: Riggs, Moore, Schuster and Teeter. Absent: Hemphill.

Staff Present: Kevin Jones, Executive Officer; Jolene Arredondo, Secretary and Reesa Rice, Pool Director.

1 APPROVAL OF AGENDA: Motion by Board Member Moore, second by Vice President Teeter, to approve the agenda. Motion carried. Ayes: Moore, Teeter, Schuster, and Riggs. Absent: Hemphill.

2 APPROVAL OF MINUTES: None.

3 PUBLIC COMMENT CLOSED SESSION ITEMS: None.

4 CLOSED SESSION: None.

5 PUBLIC COMMENT: None.

6 MATTERS FOR BOARD CONSIDERATION:

6A Community Pool Opening/Guidelines

Mr. Jones, Executive Officer invited Morgan Nugent, Superintendent and Joshua Blackburn, Athletic Director, from Lassen High School (LHS) to present the current guidelines and directives from the California Department of Public Health and the current recommendations from the California Interscholastic Federation (CIF) for fall of 2020 sports.

Mr. Nugent stated that it is his and his staff's desire to offer sports options for the students at Lassen High School. His main goal is to give the students hope in participation in sports and to do so in the safest manner.

Mr. Blackburn stated that at this time he was working with the LHS Board Members and they were exploring all options of how to offer a fall season to the students for the LHS Swim Team, even though there might be a chance they will have no competitors as most counties in the CIF league were on the COVID watch list.

Ms. Rice presented the financial findings from Fall of 2019 and expressed her concern of the financial strain on the facility to offer LHS Swim Team in the fall months. She presented to the Board and public that without a larger financial contribution from LHS or a Booster club, continuing with hosting the swim team in the fall would cause financial stress on the facility in the long run.

Mr. Nugent commented that at this time it would not be possible due to the lack of funds in the budget for LHS to contribute additional funds to the LHS Swim Team.

Mr. Blackburn stated that he understood the financial concerns and was researching the possibilities of the LHS Swim Team to compete in the spring and was actively researching the possibilities for competing in different divisions and leagues in order for that to happen.

Discussion occurred about the possibility of moving LHS swim to a permanent spring swim season.

Mr. Teeter, Vice President, encouraged the parents of swim team students and LHS to create a Booster's club to increase LHS Swim Team opportunities to help alleviate the financial stress on the pool in regard to hosting the LHS swim team.

Schuster, President, stated that she would like for the Athletic Department at LHS to get budget approval from their board for a Swim Team and bring results to the Board for a vote on utilizing the pool for Fall 2020 LHS Swim Team.

No formal action vote was taken by the Board.

7 ADJOURNMENT:

Meeting adjourned at 4:19 p.m. by President Schuster.

Respectfully Submitted by:

Jolene Arredondo, Secretary

Mendy Schuster, President

Approved on:

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
July 28, 2020 – 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 Schuster.

Roll Call of Board members present: Riggs, Moore, Schuster and Teeter. Absent: Hemphill.

Staff Present: Kevin Jones, Executive Officer; Jolene Arredondo, Secretary and Reesa Rice, Pool Director.

1 APPROVAL OF AGENDA: Motion by Board Member Moore, second by Vice President Teeter, to approve the agenda. Motion carried. Ayes: Moore, Teeter, Schuster and Riggs. Absent: Hemphill

2 APPROVAL OF MINUTES: Approval of minutes from the June 22 and June 29, 2020 meetings.

Motion by Board member Moore, second by Vice President Teeter, to approve the minutes of the June 22 and June 29, 2020 meetings. Motion carried. Aye: Riggs, Teeter, Moore and Schuster. Absent: Hemphill.

3/4 To be heard after open session due to limited availability of Pool Director.

5 PUBLIC COMMENT: None.

6 MATTERS FOR BOARD CONSIDERATION:

6A Financial Reports through July 13, 2020.

Ms. Whitlock presented the financial reports of revenue and expenses through July 13, 2020.

Motion by Board Member Moore, second by Vice President Teeter, to approve the receipt and filing of the financial reports through July 13, 2020. Motion carried. Ayes: Moore, Teeter, Schuster and Riggs. Absent: Hemphill.

6B Approval of City Reimbursement Request through June 6, 2020.

Ms. Whitlock presented the reimbursement request for both City administrative staff and services and the Pool staff services from May 30, 2020 to June 26, 2020 for a total of \$8,167.21, including \$951.41 towards the installation of the diving board.

Motion by Vice President Teeter, second by Board Member Moore to approve the reimbursement request. Motion carried. Ayes: Moore, Teeter, Schuster and Riggs. Absent: Hemphill.

6C General Update on Pool Operations

Ms. Rice stated that swim lessons have sold out, water aerobics has had good attendance and lap swim attendance has been increasing. She stated the public swim was full and there were no issues with the waitlist for success to public swim and has seen the waitlist reach a two hour wait but did not have any trouble enforcing that; as of yet.

Schuster, President complimented the staff on hand at the facility and noted her pleasant experience.

Ms. Rice stated that the pool was closed for five days due to the poor air quality and fire conditions and noted there will be a revenue loss due to the closure. Ms. Rice is working on rescheduling the missed swim lessons from those days.

Ms. Rice noted that due to the unknown plans of Lassen High School swim team, additional scheduling for future months and additional offerings of swim lessons would remain unknown until further notice. She added that additional programs would likely not be added immediately due to staffing schedules and conflicts.

Lily (public) inquired about the status of high school swim team and the club team if there is/was any information for the season and if either will continue as planned or if modifications of the season(s) will be implemented due to COVID-19 and CIF regulations.

Ms. Rice responded that it is still unknown what the school has planned, and no known information has been released as of this time.

3 **PUBLIC COMMENT CLOSED SESSION ITEMS:** None.

4 **CLOSED SESSION:** At 3:25 p.m. the Board entered into Closed Session to discuss the following:

- A PUBLIC EMPLOYMENT – pursuant to Government Code §54957(b)
- 1 Public Employment: Executive Officer

At 3:37 p.m. the Board reconvened in Open Session.

7 **ADJOURNMENT:**

Meeting adjourned at 3:37 p.m.

Respectfully Submitted by:

Jolene Arredondo, Secretary HLVRA

Mendy Schuster, President

Approved on:

Submitted By: Jolene Arredondo, Secretary

Action Date: August 18, 2020

HLVRA AGENDA ITEM

SUBJECT: Receive and File Financial Reports through August 10, 2020

PRESENTED BY: Kevin Jones, Executive Officer

SUMMARY: The financial reports for revenue and expenses through August 10, 2020 have been provided for the Board's review.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Information Only.

ATTACHMENTS: General Ledger (Fund 534, 535 and 536) through August 10, 2020
Budget Status Report (Fund 535 and 536) through August 10, 2020
Expenditure Detail through August 10, 2020
Chronological Expense Detail through August 12, 2020
Expense Detail by Line Item through August 12, 2020

**County of Lassen
General Ledger Summary**

Fund	Account	Account Name	Opening Balance	YTD Activity	Balance	Status
534	0100000	HLVRA POOL SUSTAINABILITY-CASH	\$0.00	\$0.00	\$0.00	
534	0100900	FAIR MARKET VALUE & INTEREST	\$0.00	\$0.00	\$0.00	
534	2000000	REVENUE & OTH FINANCE SOURCES	\$0.00	\$0.00	\$0.00	
534	3000000	EXPENDITURES & OTHER FINC USES	\$0.00	\$0.00	\$0.00	
534	7100000	RESERVE FOR ENCUMBRANCES	\$0.00	\$0.00	\$0.00	
534	7500000	FUND BALANCE AVAILABLE	\$0.00	\$0.00	\$0.00	
534	9100000	ESTIMATED REVENUES	\$0.00	\$0.00	\$0.00	
534	9300000	APPROPRIATIONS	\$0.00	\$0.00	\$0.00	
534	9500000	ENCUMBRANCES-CURRENT YEAR	\$0.00	\$0.00	\$0.00	
534	9600000	BUDGETARY FUND BALANCE	\$0.00	\$0.00	\$0.00	
535	0100000	HLVRA POOL IMPROVEMENT - CASH	\$0.00	(\$692.57)	(\$692.57)	
535	0100900	FAIR MARKET VALUE & INTEREST	\$0.00	\$0.00	\$0.00	
535	2000000	REVENUE & OTH FINANCE SOURCES	\$0.00	\$0.00	\$0.00	
535	3000000	EXPENDITURES & OTHER FINC USES	\$0.00	\$0.00	\$0.00	
535	7100000	RESERVE FOR ENCUMBRANCES	\$0.00	\$0.00	\$0.00	
535	7500000	FUND BALANCE AVAILABLE	\$0.00	\$0.00	\$0.00	
535	9100000	ESTIMATED REVENUES	\$0.00	\$0.00	\$0.00	
535	9300000	APPROPRIATIONS	\$0.00	\$0.00	\$0.00	
535	9500000	ENCUMBRANCES-CURRENT YEAR	\$0.00	\$0.00	\$0.00	
535	9600000	BUDGETARY FUND BALANCE	\$0.00	\$0.00	\$0.00	
536	0100000	HONEY LAKE VALLEY RECREATION	\$0.00	(\$25,672.55)	(\$25,672.55)	
536	0100900	FAIR MARKET VALUE & INTEREST	\$0.00	\$0.00	\$0.00	
536	0104000	POOL US BANK DEPOSITORY	\$0.00	\$0.00	\$0.00	
536	0107000	ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	
536	0132000	DUE FROM OTHER GOVERNMENT	\$0.00	\$0.00	\$0.00	

<h2 style="margin: 0;">County of Lassen</h2> <h3 style="margin: 0;">General Ledger Summary</h3>

Fund	Account	Account Name	Opening Balance	YTD Activity	Balance	Status
536	0161000	LAND	\$0.00	\$0.00	\$0.00	
536	0162000	BUILDINGS AND IMPROVEMENTS	\$0.00	\$0.00	\$0.00	
536	0163000	ACCUMULATED DEPRE-BLDGS & IMPR	\$0.00	\$0.00	\$0.00	
536	0164000	EQUIPMENT	\$0.00	\$0.00	\$0.00	
536	0165000	ACCUMULATED DEPRE - EQUIPMENT	\$0.00	\$0.00	\$0.00	
536	0166000	CONSTRUCTION IN PROCESS	\$0.00	\$0.00	\$0.00	
536	0203000	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00	
536	0203010	CONTRACT RETENTION PAYABLE	\$0.00	\$0.00	\$0.00	
536	0205000	DUE TO OTHER GOVERNMENTS	\$0.00	\$0.00	\$0.00	
536	0221000	DEFERRED REVENUE	\$0.00	\$0.00	\$0.00	
536	2000000	REVENUE	\$0.00	\$0.00	\$0.00	
536	3000000	EXPENDITURES	\$0.00	\$0.00	\$0.00	
536	7100000	RESERVE FOR ENCUMBRANCES	\$0.00	\$0.00	\$0.00	
536	7244000	INVESTMENTS IN NET ASSETS	\$0.00	\$0.00	\$0.00	
536	7500000	FUND BALANCE AVAILABLE	\$0.00	\$0.00	\$0.00	
536	9100000	ESTIMATED REVENUES	\$0.00	\$0.00	\$0.00	
536	9300000	APPROPRIATIONS	\$0.00	\$0.00	\$0.00	
536	9500000	ENCUMBRANCES	\$0.00	\$0.00	\$0.00	
536	9600000	BUDGETARY FUND BALANCE	\$0.00	\$0.00	\$0.00	
			\$0.00	(\$26,365.12)	(\$26,365.12)	

Fiscal Year 2021 As of 8/10/2020
 Fund 535 HLVRA FACILITY IMPROVEMENT
 Budget Unit 0950 COMMUNITY POOL
 Cost Center NONE

County of Lassen Budget Status

User: jmorgan

Percent of Year Elapsed 11 %

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp Used
3040	FIXED ASSETS						
3006200	EQUIPMENT	\$0.00	\$0.00	\$692.57	\$0.00	(\$692.57)	0%
	Major Object Total	\$0.00	\$0.00	\$692.57	\$0.00	(\$692.57)	0%
	Cost Center Total	\$0.00	\$0.00	\$692.57	\$0.00	(\$692.57)	0%
	Budget Unit Total	\$0.00	\$0.00	\$692.57	\$0.00	(\$692.57)	0%
	Fund Total	\$0.00	\$0.00	\$692.57	\$0.00	(\$692.57)	0%

Fiscal Year 2021 As of 8/10/2020
Fund 536 HONEY LAKE VALLEY RECREATION
Budget Unit 0950 COMMUNITY POOL
Cost Center NONE

**County of Lassen
Budget Status**

User: jmorgan

Percent of Year Elapsed 11 %

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp Used
3020	SERVICES AND SUPPLIES						
3001200	COMMUNICATIONS	\$0.00	\$0.00	\$223.12	\$0.00	(\$223.12)	0%
3001400	HOUSEHOLD EXPENSES	\$0.00	\$0.00	\$159.88	\$0.00	(\$159.88)	0%
3001500	INSURANCE	\$0.00	\$0.00	\$6,795.50	\$0.00	(\$6,795.50)	0%
3001705	MAINTENANCE - POOL	\$0.00	\$0.00	\$5,074.42	\$0.00	(\$5,074.42)	0%
3002200	OFFICE EXPENSE	\$0.00	\$0.00	\$492.11	\$0.00	(\$492.11)	0%
3002300	PROFESSIONAL & SPECIALIZED SV	\$0.00	\$0.00	\$5,131.00	\$1,000.00	(\$6,131.00)	0%
3002359	CONTRACT FOR STAFF SERVICES	\$0.00	\$0.00	\$2,484.80	\$0.00	(\$2,484.80)	0%
3002807	ELECTRONIC SURVEILANCE	\$0.00	\$0.00	\$25.00	\$0.00	(\$25.00)	0%
3003010	UTILITIES-LIGHTS	\$0.00	\$0.00	\$2,382.66	\$0.00	(\$2,382.66)	0%
3003030	UTILITIES-SEWER	\$0.00	\$0.00	\$156.00	\$0.00	(\$156.00)	0%
3003040	UTILITIES-GARBAGE	\$0.00	\$0.00	\$122.98	\$0.00	(\$122.98)	0%
3003050	UTILITIES-NATURAL GAS	\$0.00	\$0.00	\$8.16	\$0.00	(\$8.16)	0%
3003060	GEOTHERMAL	\$0.00	\$0.00	\$379.09	\$0.00	(\$379.09)	0%
	Major Object Total	\$0.00	\$0.00	\$23,434.72	\$1,000.00	(\$24,434.72)	0%
3030	OTHER CHARGES						
3005500	STORE/CONSESSION PURCHASES	\$0.00	\$0.00	\$510.20	\$0.00	(\$510.20)	0%
	Major Object Total	\$0.00	\$0.00	\$510.20	\$0.00	(\$510.20)	0%
3040	FIXED ASSETS						
3006100	BUILDING & IMPROVEMENTS	\$0.00	\$0.00	\$776.22	\$0.00	(\$776.22)	0%

Fiscal Year 2021 As of 8/10/2020
 Fund 536 HONEY LAKE VALLEY RECREATION
 Budget Unit 0950 COMMUNITY POOL
 Cost Center NONE

County of Lassen Budget Status

User: jmorgan

		Percent of Year Elapsed						%
Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp Used	
3006200	EQUIPMENT	\$0.00	\$0.00	\$951.41	\$0.00	(\$951.41)	0%	
	Major Object Total	\$0.00	\$0.00	\$1,727.63	\$0.00	(\$1,727.63)	0%	
	Cost Center Total	\$0.00	\$0.00	\$25,672.55	\$1,000.00	(\$26,672.55)	0%	
	Budget Unit Total	\$0.00	\$0.00	\$25,672.55	\$1,000.00	(\$26,672.55)	0%	
	Fund Total	\$0.00	\$0.00	\$25,672.55	\$1,000.00	(\$26,672.55)	0%	

For Fiscal Year 2021
 From 7/1/2020 To 6/30/2021

**County of Lassen
 Expenditure Account Detail**

User: jmorgan
 Addendum = *

Date	FD	BU	GC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount	*
07/17/20	536	0950		3001200		6670	FRONTIER/CITIZENS COMM CO	5302510235 7/1/20 MONTHLY INV	01154502	CL782591	\$223.12	
07/17/20	536	0950		3001400		4104	OFFICE DEPOT	1015474830014 6/26/20 SUPPLIES	01154504	CL782586	\$117.01	
07/22/20	536	0950		3001400		4104	OFFICE DEPOT	1015898001 6/26/20 GLOVES	01154842	CL782953	\$42.87	
07/17/20	536	0950		3001500		14113	CA ASSOC FOR PARKS & REC INS	INV4859 7/1/20 FY20/21 IST HAL	01154439	CO210157	\$6,795.50	
07/09/20	536	0950		3001705		193	ARLIN BILLINGTON	469358 6/24/20 POOL 71.58	01154342	CL782240	\$71.58	
07/09/20	536	0950		3001705		193	ARLIN BILLINGTON	469436 6/25/20 POOL 139.86	01154342	CL782240	\$139.86	
07/09/20	536	0950		3001705		193	ARLIN BILLINGTON	469438 6/25/20 POOL 81.03	01154342	CL782240	\$81.03	
07/22/20	536	0950		3001705		14445	SCP DISTRIBUTORS, LLC	SN044037 7/30/20 PULSAR PLUS	01154841	CL782950	\$1,904.73	
07/22/20	536	0950		3001705		589	AIRGAS USA, LLC	9102774261 7/2/20 MICROBULK	01154839	CL782939	\$377.44	
07/22/20	536	0950		3001705		589	AIRGAS USA, LLC	9972252419 6/30/20 HAZMAT CHR	01154839	CL782938	\$98.60	
08/06/20	536	0950		3001705		14445	SCP DISTRIBUTORS, LLC	SN044331 7/8/20 POOL CHEMICALS	01155473	CL783393	\$1,453.53	
08/06/20	536	0950		3001705		193	ARLIN BILLINGTON	471220 7/20/20 POOL CHEMICALS	01155472	CL783397	\$348.18	
08/06/20	536	0950		3001705		589	AIRGAS USA, LLC	9103172462 7/10/20 HONEY LAKE	01155470	CL783395	\$426.45	
08/06/20	536	0950		3001705		9407	US BANK	#6709 6/9-7/9/20 FY20/21 TRACSP	01155477	CL783402	\$173.02	
07/17/20	536	0950		3002200		4104	OFFICE DEPOT	10154783001 6/26/20 SUPPLIES	01154504	CL782586	\$96.34	
08/06/20	536	0950		3002200		4104	OFFICE DEPOT	104240298001 7/7/20 INK STRBX	01155475	CL783392	\$89.41	
08/06/20	536	0950		3002200		9407	US BANK	#6709 6/9-7/9/20 FY19/20GOLDRN	01155477	CL783402	\$300.00	
08/06/20	536	0950		3002200		9407	US BANK	#6709 6/9-7/9/20 FY20/21 OFFSUP	01155477	CL783402	\$6.36	
07/17/20	536	0950		3002300		99998	CARP	1376 7/1/20 MEMBERSHIP	01154501	CL782594	\$400.00	
08/06/20	536	0950		3002300		186	CITY OF SUSANVILLE	4493 7/21/20 CITY STAFF TIME	01155476	CL783399	\$4,731.00	
08/06/20	536	0950		3002359		186	CITY OF SUSANVILLE	4493 7/21/20 CITY POOL STAFF	01155476	CL783399	\$2,484.80	
07/17/20	536	0950		3002807		10037	MARTIN SECURITY SYSTEMS, INC	037137 6/30/20 MONTHLY MONITOR	01154503	CL782583	\$25.00	
07/09/20	536	0950		3003010		515	LMUD	390772 6/25/20 HLVRA	01154347	CL782249	\$986.92	
08/06/20	536	0950		3003010		515	LMUD	390772 6/20-7/20/20 HONEY LAKE	01155474	CL783398	\$1,395.74	
07/17/20	536	0950		3003030		841	SUSANVILLE SANITARY DISTRICT	7/1/20-8/31/20 SEWER SERVICE	01154505	CL782585	\$156.00	
07/17/20	536	0950		3003040		12356	C&S WASTE SOLUTIONS	30118569 7/1/20 GARBAGE	01154500	CL782593	\$122.98	
08/06/20	536	0950		3003050		186	CITY OF SUSANVILLE	105002200 6/30/20 HNYLK GAS	01155476	CL783399	\$8.16	
08/06/20	536	0950		3003060		186	CITY OF SUSANVILLE	105002200 6/30/20 HNYLK GEOTH	01155476	CL783399	\$379.09	
07/17/20	536	0950		3005500		14102	ALPINE BEVERAGE, LLC	81829 7/2/20 BEVERAGES	01154499	CL782590	\$233.20	
07/22/20	536	0950		3005500		14102	ALPINE BEVERAGE, LLC	82363 7/9/20 BEVERAGES	01154840	CL782940	\$117.20	
08/06/20	536	0950		3005500		14102	ALPINE BEVERAGE, LLC	82730 7/16/20 HONEY LAKE SODA	01155471	CL783396	\$87.20	
08/06/20	536	0950		3005500		14102	ALPINE BEVERAGE, LLC	82802 7/17/20 HONEY LAKE SODA	01155471	CL783396	\$72.60	
08/06/20	536	0950		3006100		14445	SCP DISTRIBUTORS, LLC	29588079 7/13/20 LIFEGRD UMBRL	01155473	CL783393	\$776.22	

For Fiscal Year 2021
 From 7/1/2020 To 6/30/2021

County of Lassen Expenditure Account Detail
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User: jmorgan
 Addendum = *

Date	FD	BU	CG	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount	*
08/06/20	536	0950		3006200		186	CITY OF SUSANVILLE	4493 7/21/20 DIVING BD INSTALL	01155476	CL783399	\$951.41	
Total Budget Year Expenditures:											\$25,672.55	
Grand Total:											\$25,672.55	

Chronological Expense Detail
July 1, 2020 through June 30, 2021

Honey Lake Valley Recreation Authority

Date	Fund	Line Item	Description	Revenue	Expenses	Total
			Fund Balance Transfer			\$ 181,301.18
7/8/2020	536	3001400	Office Depot (partial)		\$ 117.01	\$ 181,184.17
7/8/2020	536	3002200	Office Depot (partial)		\$ 96.34	\$ 181,087.83
7/8/2020	536	3005500	Alpine Beverage		\$ 233.20	\$ 180,854.63
7/8/2020	536	3003040	C&S Waste		\$ 122.98	\$ 180,731.65
7/8/2020	536	3002807	Martin Security		\$ 25.00	\$ 180,706.65
7/8/2020	536	3003030	SSD		\$ 156.00	\$ 180,550.65
7/8/2020	536	3001500	CAPRI		\$ 6,795.50	\$ 173,755.15
7/8/2020	536	3002300	CARPD		\$ 400.00	\$ 173,355.15
7/8/2020	536	3001200	Frontier		\$ 223.12	\$ 173,132.03
7/15/2020	536	3001400	Office Depot		\$ 42.87	\$ 173,089.16
7/15/2020	536	3001705	Airgas		\$ 377.44	\$ 172,711.72
7/15/2020	536	3001705	Airgas		\$ 98.60	\$ 172,613.12
7/15/2020	536	3001705	Lincoln		\$ 1,904.73	\$ 170,708.39
7/15/2020	536	3005500	Alpine Beverage		\$ 117.20	\$ 170,591.19
7/21/2020	536	3001705	Us Bank (partial)		\$ 173.02	\$ 170,418.17
7/21/2020	536	3002200	US Bank (partial)		\$ 6.36	\$ 170,411.81
7/21/2020	536	3006100	Lincoln		\$ 776.22	\$ 169,635.59
7/21/2020	536	3002200	Office Depot		\$ 89.41	\$ 169,546.18
7/21/2020	536	3001705	Lincoln		\$ 1,453.53	\$ 168,092.65
7/21/2020	536	3005500	Alpine Beverage		\$ 72.60	\$ 168,020.05
7/21/2020	536	3005500	Alpine Beverage		\$ 87.20	\$ 167,932.85
7/29/2020	536	3002300	City Staff		\$ 4,731.00	\$ 163,201.85
7/29/2020	536	3002359	Pool Staff		\$ 2,484.80	\$ 160,717.05
7/29/2020	536	3001705	Airgas		\$ 426.45	\$ 160,290.60
7/29/2020	536	3003010	LMUD		\$ 1,395.74	\$ 158,894.86
7/29/2020	536	3001705	Ace Hardware		\$ 348.18	\$ 158,546.68
7/29/2020	536	3003050	Natural Gas		\$ 8.16	\$ 158,538.52
7/29/2020	536	3003060	Geothermal Heat		\$ 379.09	\$ 158,159.43
8/5/2020	536	3001705	Airgas		\$ 300.39	\$ 157,859.04
8/5/2020	536	3002807	Martin Security		\$ 25.00	\$ 157,834.04
8/5/2020	536	3003050	Natural Gas		\$ 8.16	\$ 157,825.88
8/5/2020	536	3003060	Geothermal Heat		\$ 522.39	\$ 157,303.49
8/11/2020	536	3005500	Alpine Beverage		\$ 112.40	\$ 157,191.09
8/11/2020	536	3005500	Alpine Beverage		\$ 85.20	\$ 157,105.89
8/11/2020	536	3005500	Alpine Beverage		\$ 65.20	\$ 157,040.69
8/11/2020	536	3001200	Frontier		\$ 214.09	\$ 156,826.60
8/11/2020	536	3001705	Lincoln		\$ 511.44	\$ 156,315.16
8/11/2020	536	3001705	Airgas		\$ 98.60	\$ 156,216.56
8/11/2020	536	3002400	Lassen Addressing Service		\$ 160.88	\$ 156,055.68
8/11/2020	536	3002300	City Staff		\$ 831.72	\$ 155,223.96
8/11/2020	536	3002359	Pool Staff		\$ 14,003.08	\$ 142,052.60
				\$	\$	40,080.30

PENDING 2020/2021 ITEMS	
	Due:
Auditors 19/20	\$ 750.00
Auditors 20/21	\$ -
Staff Time (County)	\$ 5,230.00
CAPRI - Insurance	\$ 6,795.50
CAPRI - dues	\$ -
<hr/>	
Total Pending	<u>\$ 12,775.50</u>

\$	142,052.60	Balance forward
\$		
\$		
\$	12,775.50	Pending (above)
\$	<u>129,277.10</u>	Cash Available

Date	Fund	2019/2020 Budget	Spent	Budgeted Amounts
3001150		Safety Equipment and Supplies		\$ 1,000.00
				\$ -
				\$ 1,000.00
3001200		Communications		\$ 2,600.00
7/8/2020	536	Frontier	\$ 223.12	
8/11/2020	536	Frontier	\$ 214.09	

				\$ 437.21	\$ 437.21
				\$ 2,162.79	
3001400		Janitorial Supplies		\$ 2,000.00	
7/8/2020	536	Office Depot (Partial)	\$ 117.01		
7/15/2020	536	Office Depot	\$ 42.87		
				\$ 159.88	\$ 159.88
				\$ 1,840.12	
3001500		Insurance		\$ 12,000.00	
7/8/2020	536	CAPRI	\$ 6,795.50		

				\$ 6,795.50	\$ 6,795.50
				\$ 5,204.50	
3001705		Maintenance - Pool		\$ 20,000.00	
7/15/2020	536	Airgas	\$ 377.44		
7/15/2020	536	Airgas	\$ 98.60		
7/15/2020	536	Lincoln	\$ 1,904.73		
7/21/2020	536	Lincoln	\$ 1,453.53		
7/21/2020	536	US Bank (partial)	\$ 173.02		
7/29/2020	536	Airgas	\$ 426.45		
7/29/2020	536	Ace Hardware	\$ 348.18		
8/5/2020	536	Airgas	\$ 300.39		
8/11/2020	536	Lincoln	\$ 511.44		
8/11/2020	536	Airgas	\$ 98.60		



\$	5,692.38	\$	5,692.38
\$	14,307.62		
\$	2,500.00		

3002200	Office Expenses		
7/8/2020	536 Office Depot (partial)	\$	96.34
7/21/2020	536 Office Depot	\$	89.41
7/21/2020	536 US Bank (Partial)	\$	6.36

\$	192.11	\$	192.11
\$	2,307.89		

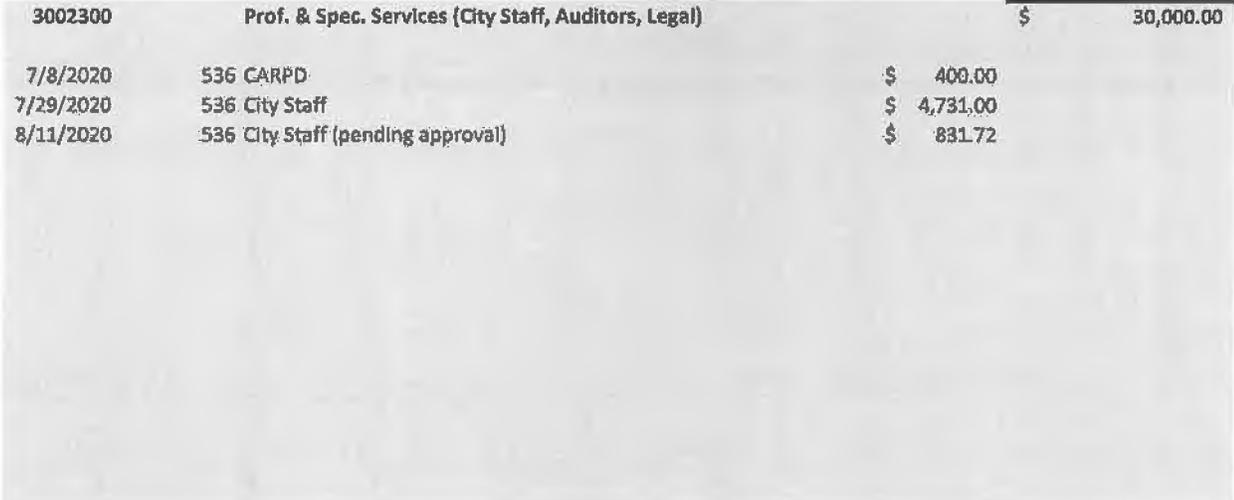


3002250 Bank & Credit Card Fees

\$	-	\$	-
\$	-		

3002251 Cash Over/Short

\$	-	\$	-
\$	-		



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

\$	30,000.00
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7/8/2020	536 CARPD	\$	400.00
7/29/2020	536 City Staff	\$	4,731.00
8/11/2020	536 City Staff (pending approval)	\$	831.72

				\$	5,962.72	\$	5,962.72
				\$	24,037.28		
3002359	Contract Staff Services (Pool Employees)			\$	158,000.00		
7/29/2020	536 Pool Employees		\$	2,484.80			
8/11/2020	536 Pool Employees (pending approval)		\$	14,003.08			
				\$	16,487.88	\$	16,487.88
				\$	141,512.12		
3002400	Publications/Legal Notices			\$	700.00		
8/11/2020	536 Lassen Addressing Service		\$	160.88			
				\$	160.88	\$	160.88
				\$	539.12		
3002701	Non-Capitalized Equipment (under \$5,000)			\$	3,000.00		
				\$	-	\$	-
				\$	3,000.00		
3002800	Till and Safe Money			\$	-		
				\$	-	\$	-
				\$	-		
3002801	County Wide Allocations (Quarterly)			\$	5,300.00		
				\$	-	\$	-
				\$	5,300.00		
3002807	Electronic Surveillance			\$	1,000.00		
7/8/2020	536 Martin Security		\$	25.00			
8/5/2020	536 Martin Security		\$	25.00			
				\$	50.00	\$	50.00
				\$	950.00		
3002901	Conferences/Training			\$	2,000.00		

				\$ -	\$ -
				\$ 2,000.00	
3003000	General Utilities			\$ -	
3003010	Utilities - Electric			\$ 14,000.00	
7/29/2020	LMUD	\$ 1,395.74			
				\$ 1,395.74	\$ 1,395.74
				\$ 12,604.26	
3003020	Water			\$ -	\$ -
				\$ -	
3003030	Utilities - Sewer			\$ 1,400.00	
7/8/2020	536 SSD	\$ 156.00			
				\$ 156.00	\$ 156.00
				\$ 1,244.00	
3003040	Utilities - Trash Service			\$ 1,600.00	
7/8/2020	536 C&S Waste	\$ 122.98			
				\$ 122.98	\$ 122.98
				\$ 1,477.02	
3003050	Utilities - Natural Gas			\$ 500.00	
7/29/2020	City	\$ 8.16			
8/5/2020	City	\$ 8.16			
				\$ 16.32	\$ 16.32

				\$	483.68	
3003060	Utilities - Geothermal			\$	10,700.00	
7/29/2020	City	\$	379.09			
8/5/2020	City	\$	522.39			
				\$	901.48	\$ 901.48
				\$	9,798.52	
3004900	Depreciation			\$	5,000.00	
				\$	5,000.00	\$ -
3005500	Store Concessions			\$	1,800.00	
7/8/2020	536 Alpine Beverage	\$	233.20			
7/15/2020	536 Alpine Beverage	\$	117.20			
7/21/2020	536 Alpine Beverage	\$	72.60			
7/21/2020	536 Alpine Beverage	\$	87.20			
8/11/2020	536 Alpine Beverage	\$	85.20			
8/11/2020	536 Alpine Beverage	\$	65.20			
8/11/2020	536 Alpine Beverage	\$	112.40			
				\$	773.00	\$ 773.00
				\$	1,027.00	
3005501	Recreation Activity Supplies			\$	500.00	
				\$	-	\$ -
				\$	500.00	
3006050	Landscaping & Improvements			\$	-	
				\$	-	\$ -
				\$	-	\$ -
3006100	Building and Equipment			\$	1,500.00	
7/21/2020	536 Lincoln	\$	776.22			
				\$	776.22	\$ 776.22
				\$	723.78	
3010000	Appropriation For Contingencies			\$	-	\$ -
				\$	-	\$ -

		\$	-	
		\$	-	\$ -
		\$	-	
FUND 534	Pool Facility Sustainability Fund	\$	5,000.00	
		\$	-	\$ -
		\$	5,000.00	
				\$ 40,080.30

Submitted By: Jolene Arredondo, Secretary

Action Date: August 18, 2020

HLVRA AGENDA ITEM

SUBJECT: Approve City Reimbursement Request through July 24, 2020.

PRESENTED BY: Kevin Jones, Executive Officer

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 for the period of June 27, 2020 through July 24, 2020.

FISCAL IMPACT: \$14,834.80

**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: August 18, 2020

Account #: 4493

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

TOTAL DUE: \$14,834.80
Payment Due: UPON RECEIPT

SUBJECT: Reimbursement for Administrative, Management & Operational Services and Associated Direct Costs June 27 through July 24, 2020.

Description:

Reimbursement for Administrative Services (6/27/20 – 7/24/20)	\$ 831.72
Reimbursement for Pool Employees (06/27/20 – 07/24/20)	\$ <u>14,003.08</u>

TOTAL DUE

\$14,834.80

**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: \$14,834.80
Payment Due: UPON RECEIPT

Amount Paid: \$

Date of Invoice: August 18, 2020

City Account Code # (see Debi)

June 27th through July 24th

Administrative	Hours	Wage		
Executive Officer	8.00	\$ 73.14	\$	585.12
Executive Officer	0.00	\$ 128.87	\$	-
Secretary	7.50	\$ 32.88	\$	246.60
			\$	-
City Engineer	0.00	\$ 88.78	\$	-
Parks Superintendent (Diving Board Installation)	0.00	\$ 61.86	\$	-
Maintenance Worker (Diving Board installation)	0.00	\$ 39.48	\$	-
			\$	831.72

Pool Employees	Hours	Wage		
Pool Manager	160.00	\$ 31.06	\$	4,969.60
Overtime - Manager		\$ -	\$	-
			\$	-
Assistant Pool Manager	0.00	\$ 25.33	\$	-
Overtime - Asst. Manager		\$ -	\$	-
			\$	-
Head Swim Instructor	0.00	18.83	\$	-
			\$	-
Head Program Instructor	47.00	18.38	\$	863.86
			\$	-
Head Lifeguard	79.25	18.38	\$	1,456.62
			\$	-
Lifeguards/Swim Instructors	479.50	14.00	\$	6,713.00
			\$	-
	Total		\$	14,003.08

Diving Board Installation Materials Reimbursement \$ -

Training (Lifeguard Trainer) - travel expenses \$ -

\$ 14,834.80

Submitted By: Jolene Arredondo, Secretary

Action Date: August 18, 2020

HLVRA AGENDA ITEM

SUBJECT: General update on Pool Operations

PRESENTED BY: Reesa Rice, Pool Director

SUMMARY: An update on current pool operations will be provided.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Information Only.

ATTACHMENTS: None.