

**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 **July 12, 2016 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 minutes from the May 31, 2016 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 to June 30, 2016
- B. Tax Exempt Contribution Discussion
- C. 2016/2017 Draft Budget
- D. Annual Operating Budget Proposal
- E. Updated Reimbursement and Authorized Signer Designation Resolution No. 16-04
- F. Reimbursement Request for Administrative Services
- G. Pool Construction Update

5 BOARD MEMBER ISSUES/REPORTS:

6 PUBLIC COMMENT CLOSED SESSION ITEMS (if any): Any person may address the Board at this time upon any discussion during Closed Session.

7 CLOSED SESSION:

A. Conference with Real Property Negotiator:

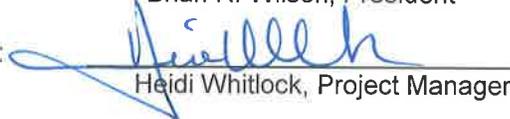
1a) Location – City Property, a portion of APN # 107-125-12 South Street, Susanville, CA b) Negotiator – Jared G. Hancock; c) Subject – provide direction to Property Negotiator regarding price and terms of potential site; d) Negotiate with City of Susanville.

ADJOURNMENT:



Brian R. Wilson, President

ATTEST:


Heidi Whitlock, Project Manager

AFFIDAVIT OF MAILING NOTICE

I, the undersigned Project Manager for the Honey Lake Valley Recreation Authority, do hereby certify that an original of the **NOTICE OF CALL OF SPECIAL MEETING, July 12, 2016 at 3:00 p.m.** was delivered to each and every person set forth on the list contained herein on the 8th day of July, 2016. 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 8th day of July, 2016.



Heidi Whitlock, Project Manager

Brian Wilson	emailed
Jim Chapman	emailed
Kathie Garnier	emailed
Tom Hammond	emailed
David Meserve	emailed

Submitted By: Jared G. Hancock, Executive Officer

Action Date: July 12, 2016

AGENDA ITEM

SUBJECT: Minutes of the HLVRA May 31, 2016 meeting.

SUMMARY: Attached for the Board's review are the minutes of the HLVRA May 31, 2016 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of HLVRA May 31, 2016 meeting.

ATTACHMENTS: Minutes: May 31, 2016

HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Special Meeting Minutes
May 31, 2016 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 3:08 p.m. by President Wilson.

Roll Call of Board of Directors present: Dave Meserve, Tom Hammond, Nicholas McBride, and Brian Wilson. Absent: Jim Chapman. (Alternate Jeff Hemphill in audience)

Staff Present: Jared Hancock, Executive Officer and Heidi Whitlock, Project Manager.

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

APPROVAL OF MINUTES: Board decided to wait on the approval of the minutes until Vice President Chapman's arrival.

President Wilson requested Board member Hemphill take Vice President Chapman's place until his arrival.

3 PUBLIC COMMENT:

Bill Fierabend inquired about the materials to be used in the bathhouse structure and President Wilson stated that, as the item will already on the agenda, we will revisit his question at the time.

Vice President Chapman arrived at 3:11 p.m.

4 MATTERS FOR BOARD CONSIDERATION:

4A Acceptance of Annual Audit for Fiscal Year ending 2014 and 2015

Mr. Hancock opened the item is regarding the financial audit for the JPA. Due to the limited amount of transactions in the first year, the Board decided to go with the two-year audit option. The firm they chose to utilize was Price Paige and Company, who is also utilized by the County and being that Price Paige and Company is familiar with the checks and balances system used by the County, they agreed to contract at a reduced rate.

Vice President Chapman inquired as to why the Treasurer and Auditor were not in attendance and asked if they were notified. Mr. Hancock confirmed they were notified.

Motion by Vice President Chapman, second by Board member Meserve to approve and accept the annual audit for fiscal year ending 2014 and 2015.

4B IRS Private Letter Ruling Update

Mr. Hancock stated that he wanted to provide an update on the private letter ruling. We originally thought that the private letter ruling would cost the JPA \$2,200. However, we have since been informed by the IRS that the actual amount is \$28,300. The suggestion has been made to go through the County or City to take contributions on behalf of the JPA. Mr. Hancock continued that the IRS code does not specifically notice that the JPA can be listed as a "wholly owned instrumentality".

Vice President reiterated as a question that the IRS wanted \$28,300. Mr. Hancock confirmed. Vice President Chapman stated that the amount was ridiculous. Mr. Hancock stated that we are looking into other options. He continued that the IRS also refused to give an estimated time frame for the determination.

Board member McBride inquired as to which agency should be utilized.

Mr. Hancock stated that the City is already looking into options but wanted to keep it open to the County as well.

Board member McBride stated that the County may be a good option as they already maintain the Pennies-for-the-Pool account.

Vice President Chapman suggested that the item be continued until such time that County staff are there to comment. Mr. Hancock added that it is for informational purposes only so no action was required.

President Wilson requested the item be tabled until the next meeting.

Bill Fierabend inquired if a 501(c) was being considered. Mr. Hancock offered an explanation on how the suggested option could be used and how it would potentially be different from a 501(c) as some funds would not be permitted for anything other than construction.

President Wilson directs Mr. Hancock to work with Nancy Cardenas to see if utilizing the County is preferred.

4C Review Final Pool Design Plans

Mr. Hancock stated that, based on the information from the last meeting, and bringing the budget up to \$2.75 million, staff have been working with Modern Building Inc. (MBC). Plans have been distributed to the permitting agencies and the main design elements are included in the packet. Mr. Hancock then requested Phil Strawn with MBC to discuss with the Board.

Mr. Strawn opened that his firm took the comments from the last meeting and modified the plan. They incorporated geothermal to heat the pool, HVAC and building. The building was decreased in size, parking remained the same and that the pool decking was modified slightly. He continued that the fencing ended up being the fancier iron fencing as it was only slightly higher than vinyl coated chain link (\$2,000 more). Landscaping, lockers and irrigation are not included as it was not permitted with the given budget. Additional geothermal equipment was added in the equipment room and the geothermal well casing will be extended and capped.

President Wilson inquired about locker pricing. Mr. Strawn responded that it would be approximately \$14,000 including the install. He also explained that there is a modern locking system included within the \$14,000 estimate that could be reduced if a different locking system was chosen.

President Wilson also inquired about the timing equipment. Mr. Strawn replied that all infrastructure will be in place including sleeves and conduit for the timing equipment and a j-box in the wall for the scoreboard. All infrastructure will be there, the JPA will just need the wiring and the starter blocks. Everything required for sign off will be included so the pool can open.

Board member Hammond inquired as to whether or not the utility connection fees would be included. Mr. Strawn responded that those types of fees are typically not included in a contractor's proposal. Board member Hammond inquired as to how much those fees would be. Mr. Hancock responded that there will be no fee for natural gas, that staff is still awaiting final approval from the Sanitary District but they are considering looking at the number of fixtures that were located in the old Roosevelt Pool versus the amount fixtures which will be associated with the new build and there may or may not be a fee. The electric company (LMUD) also waived their review fee and may also give us credits on installation costs.

President Wilson responded that he thought LMUD would be charging the HLVRA and then we would receive a credit and Board member Hammond requested confirmation that there are no fees with LMUD. Mr. Hancock stated there are currently no fees from LMUD and, if there are, it would be minimal.

President Wilson inquired about the gas connection listed as #9 on the letter. Mr. Hancock responded that the City's natural gas company will work with MBC to cover installation costs as far as coming back, covering up the new lines and paving over it. Mr. Strawn stated that, typically, the natural gas company would handle this, they connect the line

and the meter and turn on the gas once completed. MBC would be responsible for back fill etc... Mr. Hancock responded that the site is not developed so there would be no interruptions.

President Wilson asked if natural gas was already there and Mr. Strawn responded that if he looked at drawing C2, it would show where the natural gas line is, which would be the northwest side of the property.

Vice President Chapman asked why we were worried about natural gas when we have geothermal available? Mr. Strawn responded that it would be used for backup for the geothermal and also for the showers and domestic heating only and that the natural gas cost should be rather low, maybe a few hundred dollars a month.

Bill Fierabend inquired as to why the bath house was being constructed out of wood and not concrete blocks. Mr. Strawn responded that, while concrete would be more sustainable, the cost is not feasible with this budget.

Mr. Fierabend also inquired as to whether or not the project was being designed to be enclosed at a later date. Mr. Strawn confirmed that it was. He stated that the 20ft offset was there just in case we had to add a cover over the pool as a firewall area. Whether an actual enclosed structure or simply an awning, it would work.

Board member Hammond requested confirmation that once this is completed as listed, the pool can open. Mr. Hancock stated that we will still have to purchase deck furniture, life preservers etc... as that is not included. Board member Hammond asked how much it would cost (ballpark) to acquire the necessary items. Mr. Hancock stated it would be up to the Board on what they want. Board member Hammond inquired as to how much would be left after the pool is built and Mr. Hancock responded approximately \$200,000.

Contingency amounts and the GMP were then discussed and it was stated that if they go over the GMP amount, MBC would end up making less as they have to stick to the GMP amount. Mr. Strawn then stated that if they end up not managing the project correctly, and have issues with subcontractors, they lose, not the JPA. But, he stated he has confidence in his staff and they do not anticipate issues.

President Wilson inquired as to whether or not the Fire Department was okay with the plans. Mr. Strawn stated that he needed to work with Mr. Hancock of Mrs. Whitlock on how the chemicals will be stored. Mr. Hancock added that MBC has been working with architects to make sure code requirements are met and that the building does not require fire suppression at this facility. However, like the Golf Course, a plan will have to be established and accepted by Public Health. Mr. Strawn responded that yes, the plan should be able to direct the Fire Department where to respond to given the event of an emergency.

Board member Meserve asked **Jim Dougherty** of Holiday Pools (subcontractor for MBC) if chlorine gas was to be used. Mr. Dougherty stated no.

Vice President Chapman stated that the original cost of landscaping was projected at \$30,000 and confirmed that nothing was to be included under this plan. Mr. Strawn replied that the sleeves would be placed underground so pipes can be run through at a later date. He added that they would be planting a hydro seed, which is drought tolerant, around the pool as well to assist with the dirt issues. He then stated that they drafted an entire set of plans that are the JPA's property. If they wish to go out to bid on the landscaping they will have the plans to do so already in hand.

Vice President Chapman revisited the radiant heat option for the decking. He then stated that he also, eventually, wanted to see the pool enclosed, which would make the radiant heat a moot point so he is okay with that. He requested the minutes reflect that he simply wants to see the pool covered as soon as possible.

Vice President Chapman continued that he is not aware of what happened with the geothermal well, as it was a huge part of the consideration of this site. He is aware of the corrosive nature of geothermal but, it deserved a fair discussion and staff decided on their own instead of having Board discussion. He stated he is not on board with a new well while disregarding the existing well and that if a well is available, it should be used as its own independent water source.

Vice President Chapman asked what was included in the utility costs. Mr. Strawn responded that the sewer lines, trenches etc... would be included. Also, wiring and timing equipment would not be included although the conduit would be. Mr. Hancock stated that staff would work with MBC to get the costs together of everything needed to open that is not included. Mr. Strawn added that he could also provide vendors, budgets etc... to assist staff.

Mr. Strawn stated that the GMP would include items such as sealed concrete floors, tile and drywall as well as iron fence panels, paint and rubber paint.

Vice President Chapman then asked about City sidewalk and how much would be included. Mr. Strawn responded that all sidewalk would be included, being ADA compliant as well as adding sidewalk to the triangular piece of property to ensure adequate pedestrian flow.

Vice President Chapman inquired about pool covers and if they were part of the GMP. Mr. Strawn replied no, they would be the responsibility of the JPA.

Conversation between the Board and Mr. Dougherty regarding pool cover options occurred. Mr. Strawn responded that Modern could supply the Board with numbers for the suggested cover and reel and requested that Mr. Dougherty go over what staff should do during the winter months. Mr. Dougherty stated that water should stay in the pool to prevent damage to the plaster. A cover would be needed in the summer months to prevent evaporation and heat loss.

Vice President Chapman inquired about the lane lines from the old pool and it was mentioned that they are gone, too old and brittle.

Vice President Chapman inquired about the fencing and it was stated that it would be paneled iron fencing instead of the vinyl coated chain link as the cost was too close not to choose the higher end option. However, vinyl coated chain link will be used around the trash enclosure.

Vice President Chapman inquired about the possible root damage. Mr. Strawn stated that the sewer manhole to provide access is covered by a tree root. Sanitary District stated that any improvements have to be made by the client and it is the only path that they will allow. Mr. Hancock also added that discussion has occurred on the connections to be used.

Vice President Chapman inquired as to how many fixture units were in the old facility and if we were grandfathered in for that many fixtures for the future, just in case others are required at a later date.

Mr. Strawn continued that backwash is also now added to the sewer. Previously it was dumped into the ditch. Vice President Chapman responded that it has been dumped there all along. Mr. Hancock responded that yes, there was a rumor that it was all dumped there. Vice President Chapman stated that he would be okay with dechlorinating it and releasing it to the ditch for irrigation purposes. Mr. Strawn clarified that backwash is simply the pool cleaning water or, the top foot of water in the pool needing to go the sewer. He confirmed that it can be dechlorinated and released to the ditch. Mr. Hancock confirmed that there is a permit in place allowing for the release of the water into the ditch that we want to keep up.

Discussion on DBE occurred.

Vice President Chapman expressed his frustration with having few meetings lately. He continued that he knows that he has been trying to get a pool back for the past ten years and has received a lot of comments about the pool and it being a priority. He continued that he felt that staff has not been reaching out to County staff as they could have been and adds that County staff could have been reaching out as well. He stated he is happy the pool is getting in the ground but wants more collaboration in the future.

Conversation on remaining budget versus furniture and landscaping needs was discussed between Board member Hammond and Mr. Hancock.

President Wilson inquired about the cover and conversation occurred on the benefits of keeping water in the pool, geothermal heating will assist in the water not freezing. Protecting the edge of the pool was discussed as it would also require a gutter cover.

Vice President Chapman inquired about Mr. Dougherty's experience with pools in cold climates and Mr. Dougherty responded that he has designed pools in Etna, which is colder than here, and Weaverville. Discussion occurred on covers, snow loads and plaster protections. Mr. Strawn added that they will work with staff to ensure that an appropriate maintenance plan is created.

Bill Fierabend expressed his concerns with the "pretty tile" and the feasibility of it over concrete. Discussion between Mr. Fierabend and Mr. Dougherty occurred.

Board member McBride inquired about a backup power supply as the power does go out on occasion if the filtration cannot occur, how long is the pool okay to go without it. Mr. Hancock stated that we would be obtaining all of that information. Vice President Chapman requested that County staff be included in those conversations.

Discussion occurred on the pool depths, the requirements for racing and the diving board. Discussion resulted in leaving the design as is.

Vice President Chapman inquired with Mr. Dougherty about the warranty and the use of geothermal for the pool. If the geothermal water is found to be potable, it will be okay and will not affect the warranty. Mr. Dougherty believed that he was told that the water was not potable. Vice President Chapman expressed his concern that someone would state that the water was not potable to discount the existing well.

4D Approve Pool Construction Contract (Phase 2)

Mr. Hancock stated that this item was in regard to signing the contract with Modern Building for Phase 2.

President Wilson wanted to ensure that Mr. Hancock was confident that there will be enough money for the Phase 2 contract between training, staff time etc.... Mr. Hancock responded, yes, he thinks we are in a good place but we should reach out to both the City and County for a timeline.

Board addressed the approval of minutes as all members were present.

Motion by Board member Meserve, second by Vice President Chapman, to approve the minutes for December 3, 2015. Motion carried unanimously. Vice President Chapman requested it be noted that Jeff Hemphill (alternate) was in the audience and he was in attendance at the December 3rd meeting and agrees that the minutes accurately reflect the meeting.

Motion by Board member Meserve, second by Board member McBride, to approve the minutes for February 6, 2016. Motion carried unanimously.

Motion by Board member Meserve, second by Board member Hammond, to approve the minutes for March 29, 2016. Motion carried unanimously.

Conversation continues for item 4D.

Mr. Hancock responded that \$2.9 million is on hand and after July 1, 2016, an additional \$160,000 should be received with an additional \$160,000 half way through the year.

Motion by Board member McBride, second by Board member Meserve, to approve Resolution No. 16-03 authorizing the execution of the Notice to Proceed for Pool construction services, Phase 2 not to exceed the Guaranteed Maximum Price (GMP) of \$2.75 million, with Modern Building Inc. Motion carried unanimously.

Mr. Strawn requested the 120 days start from the date of the permit issuance being that there were 57 questions received that he has to respond to.

Motion to rescind the previous motion and approve Resolution No. 16-03 authorizing the execution of the Notice to Proceed for Pool construction services, Phase 2 not to exceed the Guaranteed Maximum Price (GMP) of \$2.75 million, with Modern-Building Inc. Vote polled: Meserve, aye, Hammond, aye, McBride, aye, Chapman, aye and Wilson, aye.

5 BOARD MEMBER ISSUES/REPORTS:

Vice President Chapman motioned to direct HLVRA staff and consultants to work with County staff and then withdrew the motion, as it was not an agenda item, stating that he wanted his request to be reflected in the minutes.

Board member Meserve stated that he was glad to see the construction being started.

Board member McBride also stated that he was happy to see it getting done.

ADJOURNMENT:

Motion by Board member Hammond, second by Board member McBride, to adjourn; motion carried. Ayes: McBride, Hammond, Meserve and Wilson.

Meeting adjourned at 5:44 p.m.

Respectfully Submitted by

Brian R. Wilson, President

Heidi Whitlock, Project Manager

Submitted By: Jared G. Hancock, Executive Officer

Action Date: July 12, 2016

HLVRA AGENDA ITEM

SUBJECT: Receive and File Financial Reports for fiscal year 2015/2016.

SUMMARY: Diana Wemple, Auditor, has provided the financial reports for revenue, appropriations and cash activity ending June 30, 2016. An accounts payable log is also included to reflect those payments still pending for the 2015/2016 fiscal year.

FISCAL IMPACT: None

**ACTION
REQUESTED:** Receive and File.

ATTACHMENTS: Revenue Ledger for July 1, 2015 to June 30, 2016
Expenditure Ledger for July 1, 2015 to June 30, 2016
Appropriations Ledger as of June 30, 2016
General Ledger Summary as of June 30, 2016
Pending Accounts Payable Log

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

Percent of Year Elapsed 100 %

County of Lassen Revenue Status

Account	Account Name	Adopted Estimated Revenue	Adjusted Estimated Revenue	Revenue Realized	Unrealized	Percent Revenue Realized
2040	REVENUE FR USE OF MONEY & PROP					
2003000	INTEREST	\$0.00	\$0.00	(\$16,160.20)	(\$16,160.20)	0%
	Major Object Total	\$0.00	\$0.00	(\$16,160.20)	(\$16,160.20)	0 %
2052	INTERGOVT REVENUE-OTHER					
2007400	OTHER-GOVERNMENTAL AGENCIES	\$2,600,000.00	\$2,600,000.00	(\$2,600,000.00)	\$0.00	100%
	Major Object Total	\$2,600,000.00	\$2,600,000.00	(\$2,600,000.00)	\$0.00	100 %
	Cost Center Total	\$2,600,000.00	\$2,600,000.00	(\$2,616,160.20)	(\$16,160.20)	101 %
	Budget Unit Total	\$2,600,000.00	\$2,600,000.00	(\$2,616,160.20)	(\$16,160.20)	101 %
	Fund Total	\$2,600,000.00	\$2,600,000.00	(\$2,616,160.20)	(\$16,160.20)	101 %

County of Lassen Expenditure Account Detail

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount
08/20/15	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	7/6-7/24/15 SERVICES REF14059	01084442	CO160093	\$292.50
09/10/15	536	0950		3002300		186	CITY OF SUSANVILLE	ACC:4493 PROFESSIONAL SRVS THR	01085475	CL660058	\$8,986.48
10/29/15	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	8/26-9/24/15 LEGAL SERVICES IN	01087462	CO160093	\$9,523.45
10/29/15	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	8/3-8/22/15 LEGAL SERVICES INV	01087462	CO160093	\$4,007.75
11/05/15	536	0950		3002300		1386	STATE OF CALIFORNIA	AMENDMENT FEE JPA HLVR A	01087996	CL662781	\$1.00
12/10/15	536	0950		3002300		12933	PRICE PAIGE & CO ACCOUNTANCY	11/7/15 HLVR AUDIT 6/30/15	01089186	CO160227	\$1,500.00
12/10/15	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	9/30-10/23/15 SERVICES	01089180	CO160093	\$1,114.75
12/10/15	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	9/30-10/23/15 SERVICES	01089180	CO160093	\$3,434.67
12/22/15	536	0950		3002300		12933	PRICE PAIGE & CO ACCOUNTANCY	12/7/15 HLVR AUDIT 6/30/15	01089826	CO160227	\$2,100.00
01/21/16	536	0950		3002300		12933	PRICE PAIGE & CO ACCOUNTANCY	1/7/16 HLVR AUDIT 6/30/15	01091088	CO160227	\$1,075.00
01/21/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	10/26/15-11/18/15 LEGAL-SERVIC	01091131	CO160093	\$4,383.25
01/21/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	11/30-12/11/15 LEGAL SERVICES	01091131	CO160093	\$947.00
03/03/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	12/29/15-1/5/16 LEGAL SERVICES	01092950	CO160093	\$765.00
03/24/16	536	0950		3002300		12933	PRICE PAIGE & CO ACCOUNTANCY	2/29/16 HLVR AUDIT 6/30/15	01093938	CO160227	\$575.00
03/24/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	1/29-2/23/16 LEGAL SERVICES IN	01093929	CO160093	\$296.48
04/28/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	3/18/16 SERVICES	01095567	CO160093	\$68.70
05/19/16	536	0950		3002300		12933	PRICE PAIGE & CO ACCOUNTANCY	4/30/16 HLVR AUDIT 6/30/15	01096511	CO160227	\$500.00
05/19/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	4/8-4/18/16 LEGAL SERVICES	01096493	CO160093	\$94.00
06/16/16	536	0950		3002300		12434	AQUATIC DESIGN GROUP, INC	LIQ AMT ENCL100	00000000	CO160071	\$0.00
06/23/16	536	0950		3002300		13388	WELLS, SMALL, FLEHARTY & WEIL	LIQ AMT CONTRACT ENCL	00000000	CO160100	\$0.00
06/30/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	4/29/16 LEGAL SERVICES	01098713	CL674524	\$67.50
09/10/15	536	0950		3006100		11882	DAVID G. HEARD	8/27/15 FENCING 800 SOUTH STRE	01085372	CO160182	\$2,190.00
09/10/15	536	0950		3006100		186	CITY OF SUSANVILLE	ACC:4493 PW TIME SRVS THRU 8/1	01085475	CL660058	\$652.43
12/10/15	536	0950		3006100		12182	GUY RENTS INC	ACC:87683 11/2/15 SECURITY FEN	01089380	CL664214	\$53.04
12/10/15	536	0950		3006100		13848	H2O ENVIRONMENTAL, INC.	10/30/15 REMOVE MATERIAL 800 S	01089175	CO160206	\$8,427.60
12/22/15	536	0950		3006100		12182	GUY RENTS INC	10/13-11/13/15 SECURITY FENCE	01089795	CL665037	\$179.00
01/21/16	536	0950		3006100		13897	MODERN BUILDING INC.	12/31/15 POOL PHASE 1 INV1	01091083	CO160238	\$39,096.87
02/18/16	536	0950		3006100		12182	GUY RENTS INC	11/13-12/13/15 SECURITY FENCE	01092225	CL667730	\$72.92
02/18/16	536	0950		3006100		13897	MODERN BUILDING INC.	POOL PHASE 1 SECOND PMT	01092186	CO160238	\$11,223.11
03/03/16	536	0950		3006100		13897	MODERN BUILDING INC.	2/29/16 DESIGN-POOL PHASE1 3RD	01092952	CO160238	\$13,777.47
04/07/16	536	0950		3006100		13897	MODERN BUILDING INC.	THROUGH3/31/16 DESIGN POOL INV	01094544	CO160238	\$48,490.85
04/28/16	536	0950		3006100		12182	GUY RENTS INC	1/13-2/13/16 SECURITY FENCE	01095590	CL671195	\$125.96
04/28/16	536	0950		3006100		12182	GUY RENTS INC	12/13-1/13/16 SECURITY FENCE	01095590	CL671195	\$125.96
04/28/16	536	0950		3006100		12182	GUY RENTS INC	2/13-3/13/16 SECURITY FENCE	01095590	CL671195	\$125.96
05/05/16	536	0950		3006100		13897	MODERN BUILDING INC.	THROUGH 4/29/16 DESIGN POOL	01095937	CO160238	\$7,822.45
06/09/16	536	0950		3006100		12182	GUY RENTS INC	3/14-4/13/16 SECURITY FENCE	01097432	CL673079	\$125.96

County of Lassen Expenditure Account Detail

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount	*
06/09/16	536	0950		3006100		12182	GUY RENTS INC	4/14-5/13/16 SECURITY FENCE	01097432	CL673079	\$125.96	
06/09/16	536	0950		3006100		13897	MODERN BUILDING INC.	5/31/16 DESIGN POOL	01097372	CO160238	\$991.65	
06/23/16	536	0950		3006100		13897	MODERN BUILDING INC.	LIQ AMT CONTRACT ENC	00000000	CO160238	\$0.00	
06/29/16	536	0950		3006100		841	SUSANVILLE SANITARY DISTRICT	COMMERCIAL CONNECTION FOR POOL	01098685	CL674251	\$8,111.00	
Total Budget Year Expenditures:											\$181,450.72	
Grand Total:											\$181,450.72	

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

County of Lassen Budget Status

Percent of Year Elapsed 100 %

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp Used
3020	SERVICES AND SUPPLIES						
3002200	OFFICE EXPENSE	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0%
3002300	PROFESSIONAL & SPECIALIZED SV	\$95,000.00	\$95,000.00	\$39,732.53	\$0.00	\$55,267.47	42%
3002400	PUBLICATIONS AND LEGAL NOTICES	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0%
3002800	SPECIAL DEPARTMENTAL EXPENSE	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
	Major Object Total	\$108,000.00	\$108,000.00	\$39,732.53	\$0.00	\$68,267.47	37 %
3040	FIXED ASSETS						
3006000	LAND	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0%
3006100	BUILDING & IMPROVEMENTS	\$2,540,000.00	\$2,540,000.00	\$141,718.19	\$0.00	\$2,398,281.81	6%
3006200	EQUIPMENT	\$300,000.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00	0%
	Major Object Total	\$2,842,000.00	\$2,842,000.00	\$141,718.19	\$0.00	\$2,700,281.81	5 %
3090	PROVISIONS FOR CONTINGENCIES						
3010000	APPROPRIATION FOR CONTINGENCIE	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0%
	Major Object Total	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0 %
	Cost Center Total	\$3,000,000.00	\$3,000,000.00	\$181,450.72	\$0.00	\$2,818,549.28	6 %
	Budget Unit Total	\$3,000,000.00	\$3,000,000.00	\$181,450.72	\$0.00	\$2,818,549.28	6 %
	Fund Total	\$3,000,000.00	\$3,000,000.00	\$181,450.72	\$0.00	\$2,818,549.28	6 %

**County of Lassen
General Ledger Summary**

Fund	Account	Account Name	Opening Balance	YTD Activity	Balance	Status
536	0100000	HONEY LAKE VALLEY RECREATION	\$394,075.20	\$2,434,709.48	\$2,828,784.68	
			\$394,075.20	\$2,434,709.48	\$2,828,784.68	

Submitted By: Jared G. Hancock, Executive Officer

Action Date: July 12, 2016

HLVRA AGENDA ITEM

SUBJECT: Tax Exempt Contribution Discussion

SUMMARY: The Honey Lake Valley Recreation Authority Board directed staff to discuss the possibilities of accepting tax exempt contributions with the Lassen County Auditor & Treasurer. An update will be provided at the meeting.

FISCAL IMPACT: None

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: None.

Submitted By: Jared G. Hancock, Executive Officer

Action Date: July 12, 2016

HLVRA AGENDA ITEM

SUBJECT: 2016/2017 Draft Budget Discussion

SUMMARY: Discussion of draft budget for the 2016/2017 fiscal year.

FISCAL IMPACT: None

**ACTION
REQUESTED:** Direction to staff and possible adoption of proposed budget

ATTACHMENTS: Proposed Budget

Proposed 16/17 Budget - Community Pool Project

HLVRA - Community Pool Project

2016/2017

Revenues:

County- Annual Contribution		\$80,000.00
City- Annual Contribution		\$80,000.00
Seasonal Memberships		\$35,000.00
Daily Passes		\$8,000.00
Swim Lessons		\$40,000.00
Program Rentals		\$3,000.00
Parties & Special Programs		\$1,000.00
Grant Opportunities		
Transfer from Fund Balance		\$2,665,488.26
Total Revenues		\$2,912,488.26

Expenses: (for fiscal year)

Services and Supplies

Office Expenses		\$1,000.00
Fixtures, Equipment & Furnishings		\$48,000.00
Professional & Specialized Services		\$50,000.00
Publications & Legal Notices		\$2,000.00
Special Departmental Expense (auditors)		\$5,000.00
Major Object Total		\$106,000.00

Fixed Assets

Land		\$2,000.00
Building & Improvements		\$2,617,950.00
Landscaping		\$25,000.00
Equipment		\$52,000.00
Major Object Total		\$2,696,950.00

Operating Expenses

Utilities (phone, electric, sewer, internet, POS system)		\$22,000.00
Staffing		\$21,000.00
Training/Certifications		\$3,500.00
Insurance Costs (before & after completion [prorated])		\$5,000.00
		\$51,500.00

Provisions for Contingencies

\$0.00

Expense Total

\$2,854,450.00

Submitted By: Jared G. Hancock, Executive Officer

Action Date: July 12, 2016

HLVRA AGENDA ITEM

SUBJECT: Operating Budget Proposal

SUMMARY: Staff has been reviewing the operating budgets for two similar community swimming pools (East Quincy & City of Reno Idlewild Pool Facility, along with past budgets for the old Roosevelt Pool) to generate a preliminary operating budget to start the discussion of programming and staffing.

Preliminary analysis projects an operating budget of \$289,000 in revenue with \$175,500 in projected expenses. The draft preliminary draft includes revenues for peak and off-peak season use.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Proposed Operating Budget

County of Lassen Revenue Budget Worksheet

DRAFT Projected Annual Operating Budget Worksheet

Fund	Budget Unit	Cost Center	Account	Account Name	Adjusted Estimated Revenue	Revenue Realized
Revenues						
Member Contributions						
				Lassen County	\$80,000.00	
				City of Susanville	\$80,000.00	
				Donations	\$5,000.00	
Peak Operations						
				Seasonal Memberships	\$42,000.00	
				Daily Passes	\$14,000.00	
				Swim Lessons	\$40,000.00	
				Program Rentals	\$6,500.00	
				Parties and Special Programs	\$2,500.00	
				Concessions	\$11,000.00	
				Sub Total	\$116,000.00	
Off-Peak Operations						
				Seasonal Memberships	\$0.00	
				Daily Passes	\$4,000.00	
				Swim Lessons	\$0.00	
				Program Rentals	\$1,500.00	
				Parties and Special Programs	\$500.00	
				Concessions	\$2,000.00	
				Sub Total	\$8,000.00	
				Total	\$289,000.00	
Expenses						
Peak Operation Expenses						
				Full-Time Salaries	\$15,000.00	
				Part-Time Salaries	\$24,000.00	
				Swim Instructions	\$18,000.00	
				Utilities	\$35,000.00	
				Training	\$3,500.00	
				Insurance	\$8,000.00	
				Sub Total	\$103,500.00	

**County of Lassen
Revenue Budget Worksheet**

DRAFT Projected Annual Operating Budget Worksheet

<i>Off-Peak Operation Expenses</i>	
Full-Time Salaries	\$12,000.00
Part-Time Salaries	\$12,000.00
Swim Instructions	\$0.00
Utilities	\$2,000.00
Training	\$500.00
Insurance	\$0.00
Sub Total	<u>\$26,500.00</u>
 <i>Services and Supplies Expenses</i>	
Office Expenses	\$2,500.00
Professional and Specialized Services	\$35,000.00
Publications and Legal Notices	\$3,000.00
Special Department Expenses	\$5,000.00
Sub Total	<u>\$45,500.00</u>
 Total	 \$175,500.00

Submitted By: Jared G. Hancock, Executive Officer

Action Date: July 12, 2016

HLVRA AGENDA ITEM

SUBJECT: Adopt Resolution No. 16-04 Designating Authorized Signers for the 2016/2017 fiscal year.

SUMMARY: The Honey Lake Valley Recreation Authority, at its December 3, 2015 meeting, adopted Resolution No. 15-06 authorizing signers for the JPA for reimbursements requests not to include those made by the City. The Board requested staff bring back the item to address those claims made by the City.

FISCAL IMPACT: None.

ACTION REQUESTED: Adopt Resolution No. 16-04 designating Authorized Signers for the 2016/2017 fiscal year.

ATTACHMENTS: Resolution No. 16-04
Authorized Signatures for Claims and Transfer Form

RESOLUTION NUMBER 16-04
A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY
TO DESIGNATE AUTHORIZED SIGNERS FOR FISCAL YEAR
2016/2017

WHEREAS, The Honey Lake Valley Recreation Authority adopted the Purchasing Policy on April 15, 2014; and

WHEREAS, the Authority wishes to designate authorized signers for the purpose of requesting disbursements; and

WHEREAS, the authorized signers shall be those shown on Exhibit "A"; and

WHEREAS, payment requests for the City of Susanville and or any of the authorized signers shall also require JPA Board approval prior to payment.

NOW, THEREFORE, BE IT RESOLVED, by the HONEY LAKE VALLEY RECREATION AUTHORITY that the authorized individuals are those listed on the Authorized Signatures for Claims and Transfers sheet provided by the County Auditor's office.

Approved:

Brian R. Wilson, President

Attest:

Heidi Whitlock, Project Manager

The foregoing **Resolution Number 16-04** was approved and adopted at a special meeting of the Honey Lake Valley Recreation Authority held on the 12th day of July, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Heidi Whitlock, Project Manager
APPROVED AS TO FORM:

Kronick Moskowitz Tiedemann & Girard

Exhibit "A"
LASSEN COUNTY AUDITOR'S OFFICE

AUTHORIZED SIGNATURES FOR CLAIMS AND TRANSFERS

Please list all the authorized signatures for signing accounts payable claims and/or revenue/expenditure transfers. Check the authorized areas and have each employee sign and date the form. Send the original to the Auditor's Office, and keep a copy for your records.

As changes occur, this form must be updated with the Auditor Office.

DEPARTMENT: HLVRA

FUND: ALL B/U: _____

TYPED NAME: JARED G. HANCOCK CLAIMS: YES TRANSFERS: YES

EMPLOYEE SIGNATURE: _____ DATE: 07/12/16

TYPED NAME: HEIDI WHITLOCK CLAIMS: YES TRANSFERS: NO

EMPLOYEE SIGNATURE: _____ DATE: 07/12/16

TYPED NAME: _____ CLAIMS: _____ TRANSFERS: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

TYPED NAME: _____ CLAIMS: _____ TRANSFERS: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

TYPED NAME: _____ CLAIMS: _____ TRANSFERS: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

***NOTE: Include all authorized signers – this form will replace all previously submitted forms.**

Submitted By: Jared G. Hancock, Executive Officer

Action Date: July 12, 2016

HLVRA AGENDA ITEM

SUBJECT: Reimbursement Request from City for Administrative Services

SUMMARY: The Honey Lake Valley Recreation Authority has contracted with the City for Administrative Services. It was requested that all City reimbursements be brought before the Board for approval, as an internal control, as the authorized signers for claims are the City employees.

FISCAL IMPACT: \$31,115.76 for staff time reimbursement and \$110.88 in reimbursable office expenses.

ACTION REQUESTED: Consider Approval of City Reimbursement Requests.

ATTACHMENTS: City Reimbursement Requests.

Executive Officer

8/18/15 through 9/26/15

\$ 5,243.93

9/28/15 through 10/23/15

\$ 4,283.21

10/26/15 through 3/11/16

\$ 3,802.85

3/12/16 through 6/21/16

\$ 2,641.98

\$ 15,971.97

Project Manager/Admin

8/18/15 through 9/26/15

\$ 1,749.45

9/28/15 through 10/23/15

\$ 1,102.39

10/24/15 through 3/11/16

\$ 3,235.29

3/12/16 through 6/17/16

\$ 838.78

\$ 6,925.91

Engineer

9/28/15 through 10/23/15

\$ 303.45

10/26/15 through 3/21/16

\$ 2,124.07

\$ 2,427.52

Project Manager

1/16/16 through 3/11/16

\$1,745.04

3/12/16 through 6/17/16

\$ 4,045.32

\$5,790.36

Total:

\$ 31,115.76

LABOR COSTS SUMMARY FORM

8/18/15 - 9/26/15

Employee Executive Officer Department Admin Services

Project Number	Date	Times worked	Total Hours	Tasks	Amount
	8-18-15		4	ADMIN OVERSITE	320.24
	8-19-15		7	ADMIN OVERSITE/REQUALIFICATIONS	560.42
	8-21-15		3.5	"	280.21
	8-26-15		5	"	400.30
	8-27-15		2.75	"	220.17
	8-28-15		4	CONFLICT OF INTEREST - ADMIN OVERSITE	320.24
	8-31-15		2.5	ADMIN OVERSITE / REVIEW	200.15
	9-1-15		5.5	" / MEETING	440.33
	9-2-15		3	"	240.18
	9-3-15		2	ADMIN OVERSITE	160.12
	9-10-15		3.5	ADMIN OVERSITE	280.21
	9-11-15		3	ADMIN OVERSITE	240.18
	9-15-15		1.25	"	100.08
	9-18-15		4	REGARD REVIEW/ADMIN OVERSITE	320.24
	9-21-15		3.75	ADMIN OVERSITE	300.22
	9-22-15		2	REVIEW - PROJECT	160.12
	9-23-15		1.75	REVIEW - PROJECT	140.10
	9-24-15		3	"	240.18
	9-25-15		4		320.24
Employee Signature: _____				Subtotal	165.5
Supervisor Signature: _____				Total	\$ 5243.93

LABOR COSTS SUMMARY FORM

9/28/15 - 10/23/15

Employee Executive Office Department Admin Services

Project Number	Date	Times worked	Total Hours	Tasks	Amount	
	9.28.15		3	"	240.18	
	9.29.15		1.5	Admin Overstie	120.09	
	9.30.15		2	"	160.12	
	10.1.15		1.75	Releasment	140.11	
	10.2.15		2	Revised Releasment T.	160.12	
	10.5.15		8.5	Admin Overstie	280.21	
	10.6.15		4	"	320.24	
	10.7.15		2.25	Insurance Review	180.14	
	10.8.15		2.5	"	200.15	
	10.9.15		1.75	Admin Overstie	140.10	
	10.12.15		4.5	Admin	360.27	
	10.13.15		3.5	Admin	280.21	
	10.15.15		4	Insurance (Admin)	320.24	
	10.16.15		3	"	240.18	
	10.19.15		2	Admin Overstie	160.12	
	10.21.15		4	Admin	320.24	
	10.22.15		4.25	Admin, Project	340.25	
	10.23.15		4	Admin, Project	320.24	
Employee Signature: _____					Subtotal	\$ 4283.21
Supervisor Signature: _____					Total	_____

LABOR COSTS SUMMARY FORM

10/26/15 - 3/11/16

Employee Executive Officer Department Admin Services

Project Number	Date	Times worked	Total Hours	Tasks	Amount
	10.26.15		1	Project	80.06
	10.28.15		4	Project	320.24
	10.30.15		2	MEETING PREP / AGENDA REVIEW	160.12
	11.3.15		2	MEETINGS	160.12
	11.17.15		1	Project	80.06
	11.20.15		1	Project	80.06
	11.25.15		2	Project	160.12
	12.2.15		1	Project	480.36
	12.15.15		3	MEETINGS	240.18
	12.16.15		1	Project	80.06
	12.17.15		1	Project	80.06
	12.28.15		2	Project	160.12
	1.21.16		2	Project	160.12
	1.25.16		1.5	Project	120.09
	2.8.16		2	Project / CAPS = ADMIN	160.12
	2.16.16		2	Project	160.12
	2.17.16		2	Project	160.12
	2.22.16		1	Project	80.06

Employee Signature: _____

Subtotal

Supervisor Signature: _____

Total

LABOR COSTS SUMMARY FORM

3.23.16 -
6.21.16

Employee EXECUTIVE OFFICER

Department ADMIN SERVICES

Project Number	Date	Times worked	Total Hours	Tasks	Amount	
	3.23.16		.75	Admin Oversight	60.05	
	3.24.16		1	"	80.06	
	3.25.16		8.75	Project & Admin Oversight	700.52	
	3.28.16		.75	Admin Oversight	60.05	
	3.29.16		.5	"	40.03	
	3.30.16		1	"	80.06	
	4.8.16		.25	"	20.02	
	4.11.16		.5	"	40.03	
	4.13.16		1	"	80.06	
	4.14.16		5.5	Project & Admin Oversight	440.33	
	4.15.16		.5	Admin Oversight	40.03	
	4.16.16		2	"	160.12	
	4.26.16		2	"	160.12	
	4.27.16		1	"	80.06	
	5.31.16		3	Project & Admin Oversight	240.17	
	6.11.16		2	"	160.12	
	6.20.16		1	Admin Oversight	80.06	
	6.21.16		1.5	"	120.09	
Employee Signature: _____ (33)					Subtotal	\$ 2641.98
Supervisor Signature: _____					Total	

LABOR COSTS SUMMARY FORM

8-18-15 through 9-26-15

Employee

Project Manager/Admin

Department

Admin Services

Project Number

Date

Times worked

Total Hours

Tasks

Amount

Project Number	Date	Times worked	Total Hours	Tasks	Amount
	8-18-15		2	Admin	95.86
	8-19-15		7.5	Admin	359.48
	8-21-15		2	Admin	95.86
	8-27-15		1	Admin	47.93
	8-28-15		3	Admin	143.79
	8-31-15		1	Admin	47.93
	9-1-15		4	Admin	191.72
	9-2-15		2	Admin	95.86
	9-3-15		2	Admin	95.86
	9-10-15		1	Admin	47.93
	9-11-15		1	Admin	47.93
	9-15-15		1	Admin	47.93
	9-18-15		3	Admin	143.79
	9-24-15		2	Meeting	95.86
	9-22-15		1	Admin	47.93
	9-24-15		1	Admin	47.93
	9-25-15		2	Project	95.86

Employee Signature: _____

86.5hr

Subtotal

\$1,749.45

Supervisor Signature: _____

Total

LABOR COSTS SUMMARY FORM

10/24/15-3/11/16

1 of 2

Employee Project Manager Admin Department Admin. Services

Project Number	Date	Times worked	Total Hours	Tasks	Amount
	10-26-15		2	MODEL CONTRACT-PROJECT	95.86
	10-27-15		1	ADMIN SERVICES.	47.93
	10-28-15		6	CONTRACT-PROJECT	287.58
	10-29-15		2	CONTRACT, ADMIN SERVICES	95.86
	10-30-15		5	ADMIN SERVICES	239.65
	11-3-15		2	NETS-ADMIN.	95.86
	11-5-15		2	ADMIN SERVICES	95.86
	11-6-15		1	ADMIN SERVICES.	47.93
	11-17-15		1	ADMIN SERVICES	47.93
	11-18-15		3	CONTRACT-PROJECT	143.79
	11-19-15		2	PROJECT	95.86
	11-20-15		2	PROJECT.	95.86
	11-25-15		2	PROJECT	95.86
	12-2-15		7	ADMIN SERVICES, PROJECT	335.51
	12-3-15		2	PROJECT	95.86
	12-4-15		4	PROJECT, ADMIN SERVICES	191.72
	12-7-15		5	CONTRACT PROJECT, ADMIN SERVICES	239.65
	12-8-15		3	PROJECT, ADMIN SERVICES.	143.79

Employee Signature: _____ Subtotal _____
 Supervisor Signature: _____ Total _____

LABOR COSTS SUMMARY FORM

Employee

Engineer

Department

Public Works (Administrative Services)

10/26/15 - 3/21/16

Project Number	Date	Times worked	Total Hours	Tasks	Amount
	10.26.15		1		60.69
	10.27.15		1		60.69
	10.28.15		1		60.69
	10.29.15		2		121.38
	10.30.15		1		60.69
	11.3.15		.5		30.35
	12.1.15		1		60.69
	12.11.15		1		60.69
	12.14.15		2		121.38
	12.15.15		2		121.38
	12.16.15		.5		30.35
	12.21.15		2		121.38
	12.23.15		1		60.69
	12.28.15		2		121.38
	1.7.16		1		60.69
	1.11.16		1		60.69
	1.12.16		2		121.38
	1.13.16		1		60.69
Subtotal					
Total					

Employee Signature: _____

Supervisor Signature: _____

Subtotal

Total

LABOR COSTS SUMMARY FORM

1/10/16 - 3/11/16

Employee Project Managu Department Admin Services

Project Number	Date	Times worked	Total Hours	Tasks	Amount
	1-20-16		1	Design - Project	39.66
	1-21-16		1	Project	39.66
	1-26-16		1	Project	39.66
	2-2-16		4	Project	158.64
	2-10-16		2	Project	79.32
	2-11-16		2	Project	79.32
	2-12-16		3	Project	118.98
	2-15-16		2	Project	79.32
	2-16-16		2	Project	79.32
	2-17-16		2	Project	79.32
	2-22-16		2	Project	79.32
	2-23-16		2	Project	79.32
	2-24-16		2	Project	79.32
	2-29-16		2	Project	79.32
	3-1-16		3	Project	118.98
	3-2-16		3	Project	118.98
	3-7-16		2	Project	79.32
	3-8-16		2	Project	79.32

Employee Signature: _____ Subtotal _____

Supervisor Signature: _____ Total _____

LABOR COSTS SUMMARY FORM

8/20/10 - 6/17/11

1063

Employee

Project Manager

Department

Admin Services

Project Number

Date

Times worked

Total Hours

Project

Tasks

Amount

Project Number	Date	Times worked	Total Hours	Project	Tasks	Amount
	3.29.10		4	Project		158.64
	3.30.10		2		79.32	
	3.31.10		3		118.98	
	4.1.10		1		39.60	
	4.5.10		1		39.60	
	4.6.10		2		79.32	
	4.7.10		1		39.60	
	4.8.10		3		118.98	
	4.12.10		1		39.60	
	4.13.10		3		118.98	
	4.14.10		6	237.96		
	4.19.10		2	79.32		
	4.25.10		2	79.32		
	4.26.10		1	39.60		
	4.27.10		2	79.32		
	4.28.10		2	79.32		
	4.29.10		2	79.32		
	5.2.10		2	79.32		

Employee Signature: _____

Subtotal

Supervisor Signature: _____

Total

LABOR COSTS SUMMARY FORM

(cont.)
2063

Employee

Project Manager

Department

Admin Services

Project

Number

Date

Times worked

Total Hours

Tasks

Amount

	5.4.16		3	Project	118.98
	5.5.16		2		79.32
	5.9.16		1		39.66
	5.11.16		2		79.32
	5.12.16		1		39.66
	5.16.16		1		39.66
	5.17.16		3		118.98
	5.18.16		4		158.64
	5.19.16		3		118.98
	5.23.16		5		198.30
	5.24.16		6		237.96
	5.31.16		4		158.64
	6.1.16		2		79.32
	6.2.16		3		118.98
	6.6.16		2		79.32
	6.7.16		2		79.32
	6.8.16		4		158.64
	6.9.16		2		79.32

Employee Signature: _____

Subtotal

Supervisor Signature: _____

Total

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SUSANVILLE
65 N LASSEN ST
SUSANVILLE
CA

96130-9998
0576560130
(800)275-8777 4:55 PM

Product Description	Sale Qty	Final Price
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Neon Celebrate! (Unit Price:\$0.47)	14	\$6.58
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Total		\$6.58
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Credit Card Remitd \$6.58
(Card Name:VISA)
(Account #:XXXXXXXXXX4028)
(Approval #:002169)
(Transaction #:174)

BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at

Status:

- Invoice to be Paid
- Charged to City VISA Credit Card
- Charged to City Wal-Mart Credit Card
- Charged to Safeway Credit Card
- Charged to Personal Credit Card
- Paid Cash

Description:

Postage to mail invitation
for Groundbreaking Ceremony
for Swimming pool.

For Travel Expense Reimbursement Only:

Name:

Date(s):

Location:

Reason:

GL #: 1000.452.21.4610

Approved by: *[Signature]*

Date: 6/23/16

For Petty Cash Reimbursement Only:

Processed by:

Received by:

See back of receipt for your chance to win \$1000

ID #: 7JVLG8KHJR4



(530) 251 - 2000
 MANAGER EVERTON LIRA
 2900 MAIN ST
 SUSANVILLE CA 96130

ST# 01616 OP# 005012 TE# 72 TR# 02815
 SPRAY PAINT 002006677108 3.68 X
 SPRAY PAINT 002006677108 3.68 X
 SPRAY PAINT 002006677108 3.68 X
 SUBTOTAL 11.04
 TAX 1 7.500 % 0.83
 TOTAL 11.87
 VISA TEND 11.87

ACCOUNT # **** * 4028 S
 APPROVAL # 003859
 REF # 1042000314
 TRANS ID - 006172695176344
 VALIDATION - SPFR
 PAYMENT SERVICE - E
 P.O. # 0
 TERMINAL # SC010095

06/20/16 12:20:40

CHANGE DUE 0.00

ITEMS SOLD 3

TC# 8535 3342 3546 6432 5336



Low Prices You Can Trust. Every Day.
06/20/16 12:20:41

CUSTOMER COPY

Savings Catcher! Scan with Walmart app



Status:

- Invoice to be Paid
- Charged to City VISA Credit Card
- Charged to City Wal-Mart Credit Card
- Charged to Safeway Credit Card
- Charged to Personal Credit Card
- Paid Cash

Description:

Gold spray paint for shovels
for ground breaking ceremony
for swimming pool

For Travel Expense Reimbursement Only:

Name:

Date(s):

Location:

Reason:

GL #: 1000.452.21.4610

Approved by: *[Signature]*

Date: 6/23/16

For Petty Cash Reimbursement Only:

Processed by:

Received by:

THANK YOU FOR SHOPPING AT
BILLINGTON ACE HARDWARE
2950 MAIN STREET
SUSANVILLE, CA 96130
(530) 257-4117

WE APPRECIATE YOUR BUSINESS!!!

THANKS FOR LETTING US BE YOUR HELPFUL
HARDWARE FOLKS IN SUSANVILLE
6/20/16 11:00AM KAT 554 SALE

70018 2 EA 9.99 EA S
ACE SHVL RNDPT LONG-HND 19.99
Regular Price: 19.99
SUB-TOTAL: 19.98 TAX: 1.50
TOTAL: 21.48
BC AMT: 21.48

BK CARD#: XXXXXXXXXXXX4028
ID: 191201117881
AUTH: 039207 AMT: 21.48
Host reference #: 371576 Bat#
SWIPED
CARD TYPE: VISA EXPR: XXXX

Trace # 081736

Bank card

21.48



==>> JRNL#D71576
CUST # *5 <<==

THANK YOU GRANT ADMIN.
FOR YOUR PATRONAGE

Acct: ACE CUSTOMER

YOU SAVED \$ 20.00 BY SHOPPING AT
BILLINGTON ACE HARDWARE

SAVE THIS RECEIPT FOR REFUNDS OR
ADJUSTMENTS - PLEASE COME AGAIN!

Customer Copy

Status:

- Invoice to be Paid
- Charged to City VISA Credit Card
- Charged to City Wal-Mart Credit Card
- Charged to Safeway Credit Card
- Charged to Personal Credit Card
- Paid Cash

Description:

Two shovels for ground breaking
ceremony for swimming pool

or Travel Expense Reimbursement Only:

ame:

ite(s):

ocation:

ason:

#: 1000.452.21.4610

oved by: *[Signature]*

Date: 6/23/16

For Petty Cash Reimbursement Only:

Processed by:

Received by:

1000.452.21.4610 #W

INVOICE

Date : 6/20/2016

One Stop Office 2589 Main Street Susanville 530-252-6500 Sales@youronestopoffice.com

Customer : City of Susanville

Address:

Phone: 252-5100 x 4—Ruth Ellis

Email:

Quantity	Product Description	Price	Total
2	24"x36" Posters—Photo Gloss	\$21.00	\$42.00
2	Coroplast backing for posters	\$12.00	\$24.00
		Subtotal	\$66.00
		Sales Tax	\$4.95
		Total	\$70.95

Submitted By: Jared G. Hancock, Executive Officer

Action Date: July 12, 2016

HLVRA AGENDA ITEM

SUBJECT: Update on Pool Construction

SUMMARY: Honey Lake Valley Recreation Authority staff are maintaining construction progress records. The following is a summary of construction activities to date:

Construction Update for the week of 6/27/16:

- Trailer set up.
- Site work contractor mobilization complete.
- Construction entrance installed.
- Site demo started.
- Site rough grading started.
- Well extension performed.
- Pre-Con Meeting with Public Works held.
- Drain line to irrigation ditch installed and extended to grade.

Construction Update for the week of 7/4/16:

- 7/4/11 – Holiday – No Work
- Completed site demo. Minor off haul of demo materials is still needed.
- Began geotechnical inspections for soil over excavation.
- Over Excavation at old pool site started.
- Temporary power pole set by LMUD.
- Temp electrical is scheduled for 7/12 – 7/13. This will provide temp power to the jobsite and trailer.
- Encroachment permit for street work has been obtained.
- Cleared access to the SS Man Hole and reviewed condition. Condition needs to be reviewed by JPA and SS District. Meeting to be set for 7/11.

FISCAL IMPACT: None.

ACTION REQUESTED: None.

ATTACHMENTS: None.