

HONEY LAKE VALLEY RECREATION AUTHORITY

GOVERNING BOARD

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

STAFF

JARED G. HANCOCK, EXECUTIVE OFFICER
HEIDI WHITLOCK, PROJECT MANAGER
NANCY CARDENAS, TREASURER
DIANA WEMPLE, AUDITOR

HONEY LAKE VALLEY RECREATION AUTHORITY GOVERNING BOARD MEETING

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

September 13, 2016 - 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

1 CALL TO ORDER

2 ROLL CALL BOARD OF DIRECTORS

3 AGENDA APPROVAL

4 APPROVAL OF MINUTES: Approval of minutes from the August 16, 2016 meeting.

5 CORRESPONDENCE: None.

6 PUBLIC COMMENT

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

7 MATTERS FOR BOARD CONSIDERATION:

- A. CAPRI Board of Directors Nomination Requests
- B. Financial Reports to August 31, 2016
- C. Honey Lake Valley Operating Budget Update
- D. Draft Pool Director Job Description
- E. Construction Schedule Update
- F. Pool Well Update
- G. Pool Perimeter Design Alteration

8 BOARD MEMBER ISSUES/REPORTS:

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

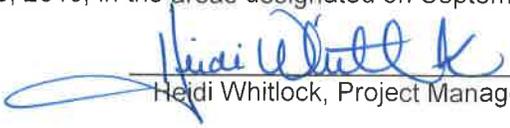
10 CLOSED SESSION:

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.

- *The next meeting to be determined on October 11, 2016.*

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for September 13, 2016, in the areas designated on September 9, 2016.


Heidi Whitlock, Project Manager

Submitted By: Jared G. Hancock, Executive Officer

Action Date: September 13, 2016

AGENDA ITEM

SUBJECT: Minutes of the HLVRA August 16, 2016 meeting.

SUMMARY: Attached for the Board's review are the minutes of the HLVRA August 16, 2016 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of HLVRA August 16, 2016 meeting.

ATTACHMENTS: Minutes: August 16, 2016

**HONEY LAKE VALLEY RECREATION AUTHORITY
GOVERNING BOARD MEETING
Regular Meeting Minutes
August 16, 2016 – 3:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:01 p.m. by President Wilson.

Roll Call of Board of Directors present: Dave Meserve, Tom Hammond, Kathie Garnier, Jim Chapman and Brian Wilson.

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

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

APPROVAL OF MINUTES: Motion by Board member Hammond, second by Board member Garnier, to approve the minutes for July 12, 2016. Motion carried unanimously. Abstain: Wilson.

5 CORRESPONDENCE:

5A Annual Contributions Letter form R. Egan, Lassen County, CAO

Mr. Hancock discussed the request letter sent to the County regarding the timeframe to receive their annual contribution. Included in the packet is the letter sent along with the response received from Mr. Egan.

Vice President Chapman stated that Mr. Egan's response clearly spelled out the issues with requesting a specific date as the County budget can be finalized as late as September. It was suggested that the HLVRA request the County's payment when the HLVRA's funds are limited.

President Wilson inquired as to whether or not that would mean the Board would have to request payment every year.

Vice President Chapman responded that it would be dependent upon having the budget. If the funds are there once the budget is adopted (late September early October) the check could be cut but, to ask for payment prior to the adoption of the budget, it would be premature.

President Wilson requested verification that the JPA would or would not be paid prior to the season ending every year.

Mr. Hancock responded that he believed the letter stated that the check would be cut after the budget adoption but, if the funding is needed sooner than later, a special request would have to be made. However, if the JPA is looking for a concrete payment date, it would have to be revisited.

6 PUBLIC COMMENT:

Tony Jonas (Public) requested an update on the triangular piece of property previously discussed. Mr. Hancock responded that the City has made the property available to use. The JPA has been in negotiations with the City and they are ongoing. Once the negotiations are complete, a report will be given.

Mr. Jonas then asked about the extension of the water line. Again, Mr. Hancock responded stating that the water line extension is a city extension and not a JPA connection and that the utility connections are planned on the property already acquired by the HLVRA or in the right of way

7 MATTERS FOR BOARD CONSIDERATION:

7A Consider Price Paige and Company for Auditing Services

Mr. Hancock opened the item by stating that the County has contracted with Price Paige and Company and, as part of that, the County requested a quote for the JPA as well. Price Paige and Company responded with a cost of \$3,500 for fiscal year 15/16, \$4,500 for 16/17 and \$4,500 for 17/18. Mr. Hancock continued that there are cost saving benefits of staying with the same auditing firm that the County is using for their audit.

Motion by Board member Meserve, second by Board member Hammond, to contract with Price Paige and Company for auditing services.

7B Annual Operating Budget Proposal

Mr. Hancock opened that this item is a continuation from the discussion at the last meeting. Staff put together both a fiscal year annual and swim season budget where revenue and expense information from the Idlewild Pioneer Pool and old Roosevelt Pool were used to create a preliminary operating budget but no specific programming had been developed and would need to be discussed.

Vice President Chapman requested to know the peak operating time for the pool, mid-May to mid-October? Mr. Hancock stated that staff could make projections but it is not known at this time. Vice President Chapman continued that it would be a benchmark and he would like to know how long the season will be, especially since geothermal will be used.

President Wilson inquired as to how memberships were being broken down and suggested further discussion.

Board member Hammond requested information on the estimated hours of operation.

Mr. Hancock responded that swim practice is typically from 5:30 a.m. until 8:00 a.m. and would not require much in terms of staffing hours. From 3:30 p.m. to 5:30 p.m., during the school year, there would be more programming but also a balance of free swim time.

Board member Hammond inquired about closing time. Mr. Hancock responded peak hours would typically be from 10:00 a.m. to 8:00 p.m.

Further information was requested, Board recessed at 3:20 p.m. so staff could gather information.

Board reconvened at 3:26 p.m.

Mr. Hancock reviewed the revenue side of the budget discussing member contributions and that \$5,000 had been projected for donations.

Board member Garnier asked if the JPA had the contributions already or if they were anticipated.

Mr. Hancock responded that it would depend on how aggressive the fundraising would be as it could generate more revenue or less if no effort was made.

Vice President Chapman expressed his concern with budgeting the contributions prior to receiving them. He suggested the amount raised this year be placed in next year's budget as the JPA should budget only what they know they have.

Further conversation occurs and final decision was made to remove the amount from this year's budget, leave at \$0 and add the amount collected this year to next year's budget.

Mr. Jonas inquired as to how many more payments would be received from the City and County. President Wilson responded 11 years after opening.

Nancy Cardenas (Treasurer) inquired about the addition of a sponsorship line, for example, State Farm, AP Mortgage, etc.... for sponsorships of the pool.

President Wilson expressed that he liked the idea but we needed to know where to list those funds first. Mr. Hancock suggested we leave the line item at \$0 and then place donations, sponsorships, advertising etc... in that category later.

Diana Wemple (Auditor) reminded the Board that the presented budget will end on June 30, 2017.

Mr. Hancock responded that yes, the fiscal year versus calendar year does get confusing for some. The Board needs to look at the operating season but be able to break it down by fiscal year.

President Wilson inquired as to how staff came up with \$42,000 in memberships. Mr. Hancock responded that staff looked at Quincy's budget but added that the JPA budget is more aggressive. To be more specific, family passes were estimated at approximately \$300-\$400 per family but specifics were not decided yet.

Bill Fierabend (Public) asked if staff has historical data for the old Roosevelt Pool. Mr. Hancock responded yes and no. The pool was open more than a decade ago and there were not a lot of memberships. But, free swim brought in about \$9,000. Idlewild brings in about \$8,000-\$9,000 in daily swim but does not offer family memberships.

President Wilson stated that there will be a lot of questions about the numbers and the need for deeper discussion on this item. He requested the item be tabled and brought back. Further discussion occurred and it was determined that 84-140 families would have to purchase a membership to reach the \$42,000 mark.

Mr. Hancock stated that he would appreciate the Board's direction on fees. He continued that when he looked at Idlewild and the facility not having family passes, he does not believe the pool can be sustained with the \$8,000-\$9,000 amount.

President Wilson inquired as to how much public support Idlewild receives. Mr. Hancock responded that he did not see a concrete answer but he believed annual revenue was approximately \$40,000-50,000 annually.

Board member Garnier asked how many families in Susanville would be able to afford a \$500 family pass?

Vice President Chapman suggested a monthly pass over a seasonal membership.

Eileen Spencer (Public) suggested that the budget should be discussed at a meeting on its own. She suggested Mr. Hancock have adequate time to get everything together and talk about it later. She agreed that the item should be tabled and brought back at a later time.

Board member Meserve suggested a workshop be scheduled.

President Wilson stated that Mr. Hancock was requested specific information from the Board. Mr. Hancock responded yes, we need more information. Staff needs to consider all of these factors but the more information discussed now, the more accurate staff can be in gathering the information to make the most accurate estimates. Staff must consider low income folks, drive time to the pool, grant funding opportunities for low income memberships etc... He continued that the information should be given in a public meeting and that the Board can choose to keep entry rates lower and rent cabana space instead or concessions. There are many options to consider.

Vice President Chapman agreed with the workshop suggestion.

Mr. Jonas responded that revenue generators needed to be discussed. There will almost always be a 25% loss per year, even if you are doing well. He suggested establishing the programming and then the scope of operations as well as an opening date, lifeguard classes etc... Once these items are identified, the Board can put the fee schedule together.

Mr. Hancock responded that, when the Board contracted with Aquatic design Group, they stated that if you strictly do aquatic programming, you will only recover 50% where recreational activities could bring in up to a 90% recovery of costs. We do believe what we are proposing is an aggressive plan but, brings you to only a 25% loss. Even because the \$160,000 payments are not indefinite.

Ms. Cardenas stated that, in her opinion, the Board should only budget for expenses. Use the first year to determine what the Board should include in the top half of the worksheet. She continued that the public will show what they are willing to pay in the first year.

Mr. Hancock responded that the Board needed to come in with a plan. This is not the first time a pool has been in Susanville and we do not want to set up the expectation of low entry fees and then raise them the next year. He added, however, that it is a valid point.

Ms. Cardenas clarified that she is not suggesting bottom of the barrel fees but stated that the budgeted amount is quite high.

Mr. Hancock responded that we will have a higher user base and the median income is higher with higher base salaries than at Quincy.

Mr. Jonas inquired as to what would be included in an annual membership for \$300-\$500.

Mr. Hancock responded that a seasonal pass would be for the entire family. They can also be individual passes, monthly or seasonal. However, it will be tied to programming along with how long the swim season is.

Board member Meserve stated that he does not think a budget can be completed without programming.

Vice President Chapman stated that he does not want to think of this pool as a golf course etc... He added that the first month will be extremely busy. He does not want anyone to have a negative experience and not return. He inquired as to how the memberships would be broken down and agreed that the programming and preferred season should be focused on. He added that he did not see scholarship funding for Susanville School District for donating the land. He also added that concessions are not mentioned as expenses and that they cannot be counted as revenue unless you count them first as an expense. He ended by stating that he wanted a breakdown on how all numbers were calculated.

Mr. Hancock stated that the Board needed to have a plan for operations and programming including schools and the college. He brought up that Vice President Chapman stated that everyone would be there on day one. He added that the first three years may be busy for swimming lessons and then he predicts it will slow down. He suggested that we focus on what we need right now and go from there based on the numbers.

Vice President Chapman added that there needed to be guaranteed free swim times as complaints have been heard about the previous pool being inaccessible.

Mr. Jonas reminded Vice President Chapman of the "L" shaped pool being chosen for that very reason.

Ms. Spencer inquired as to what the optimum free time would be? Mr. Jonas responded around noon and then again in the evening.

President Wilson suggested the item be brought back at a later meeting.

7C Update on Project Timeline

Mr. Hancock stated that we are looking at the timeline and it may be more specific than the Board requested but we wanted to include what Modern provided the JPA with the caveat that it does not currently include time for weather delays.

President Wilson added that it looks like the timeline also allows for some wiggle room with a December time.

Mr. Hancock also added that a 30 day training period with staff is also included.

Vice President Chapman stated that we haven't even discussed staffing yet. Mr. Hancock responded that it was interesting that he stated that as it is coming up later in the agenda.

7D Update on Pump and Well

Mr. Hancock opened this item by stating that an update was provided including photos of the well and casing. The pump was around 220' below the surface and also provided information on the casing and motor. He continued that testing is scheduled to occur for the motor, the actual pump (the bowls) noted corrosion on both the exterior and interior on the bowls and the drive shaft was broken off. We are still working with the County Environmental Health Department and we requested a complete copy of the file. We are also requesting a punch list of everything needed to get this well back online or to get another drilled. We know they are busy but we appreciate their assistance. The tests we are looking to have performed are the yield/quality test the pump test and a complete water screen and more options will be available once power is on site. Mr. Hancock concluded his update asking for Board feedback and if they had questions or desired more information.

Vice President Chapman responded that this is something the Board must stay on top of. He added that the Board needed to reestablish or re-drill this well so as to not be dependent on City resources, especially since it was one of the primary reasons for choosing this site.

Mr. Hancock responded that he had questions on wooden forms being put up on the site. He wanted to clarify that the forms are ready to put in and then the concrete would be poured. The top of the forms is finish grade of the pool and then the contractor will backfill around it.

Vice President Chapman stated that you can see it from the road and it is rather impressive to watch the process.

Mr. Hancock responded that the Sanitary District is offering a new sewer connection solution. Staff is currently in discussions with them and it looks like the cost may be fairly minimal and below what was budgeted.

7E Discuss Naming of the Pool

Mr. Hancock stated that, sooner than later, we need to discuss the name of the pool and the community may be ahead of them on this one.

Vice President Chapman proposed that the pool be called the *"Honey Lake Valley Community Pool"* as it is not limited to only those in Susanville but open to the entire valley. He added that he preferred the name stay away from something personal and make it regionally named.

Mr. Fierabend agreed with Vice President Chapman as did President Wilson and Board member Garnier.

Vice President Chapman requested that we bring it back at the next meeting to take action.

Motion by Vice President Chapman, second by Board member Garnier, to bring back at the next meeting.

Ms. Spencer requested the Board take action now and not wait, as it is already on the agenda.

Motion to modify the existing motion by Vice President Chapman, second by Board member Garnier, to adopt "Honey Lake Valley Community Pool" as the name of the new community pool. Motion carried unanimously.

Ms. Spencer reminded the Board that her and her husband agreed to pay for the sign for the pool.

7F Discuss Employee Position List

Mr. Hancock stated that the employee list presented on the staff report are the five basic positions staff believed are warranted to start developing job description and recruitments. The first two positions are the primary and most important. He added that he is looking for actual titles so staff can create the job description. He added that the first can be split or combined but Pool Manager would typically handle hiring, training etc... where the Director would handle Board interactions and be familiar with Brown Act and agenda preparation requirements.

Board member Hammond, Meserve and Garnier both agree with keeping it as one position. Vice President Chapman stated that it will be a small organization and, in the beginning, most employees will have to wear multiple hats.

Mr. Hancock stated that the second positions listed would be trained to fill in for the first position but also to fill the mechanical role. He then added that obviously, lifeguards, swim instructors and the admission/concession clerk would be needed. He requested input on any overlooked positions or thoughts.

Board member Garnier inquired as to whether or not the maintenance person would also handle janitorial duties. Mr. Hancock responded that repairs of a significant type would be performed by the person however, everyday janitorial duties would be the responsibility of the lifeguards or concession person. Board member Garnier then discussed the Assistant and if that person would be responsible for money handling and timecards. Mr. Hancock responded yes, and job descriptions would need to be created for each position.

Ms. Wemple inquired as to whether or not City or County staff would be used as JPA employees. Vice President Chapman responded that the discussion has already occurred and that staff for the JPA would be employed outside of the two agencies. Ms. Wemple added that the JPA would then be required to obtain an Employee ID number from the state. Vice President Chapman stated that he would like to the County still filling the treasurer role in the beginning.

Ms. Spencer inquired as to who these employees would report to? Would it be Mr. Hancock?

President Wilson responded no, they would respond to the Director who reports to the Board.

Mr. Hancock stated that Ms. Wemple brought up something that he wanted confirmation on. The Director is to have Human Resources responsibilities or does the Board want to contract with an HR firm?

Vice President Chapman responded that the person who is filling the position of Director should be able to perform these duties.

Board member Garnier inquired about the salary of \$15,000 annually if they would be filling that role as well. Mr. Hancock responded that that dollar amount was just for the peak season and would have to be revisited based on job duties and operating schedule. He added that he would start putting the information together. President Wilson requested that both options be looked into as it may be cheaper to contract with a firm for HR services.

Vice President Chapman added that whoever is hired for the Director position may not have to do it but should be have enough knowledge to be able to assist in choosing the firm.

7G Discuss Meeting Schedule

Mr. Hancock opened the item by stating that the Board is in need of, agreeing on an updated meeting schedule. Board member Meserve and Vice President Chapman suggested the previous schedule of every first and third Tuesday, to be reestablished.

Mr. Hancock suggested once a month and add special meetings as necessary. He added that the turnaround time from one meeting to another is only two weeks and is shortened to 5-7 working days when including agenda noticing requirements and does not provide enough time to get information together and included on the upcoming agenda.

Vice President Chapman suggested the first Tuesday of the month and then a determination can be made on whether or not we have one on the third.

President Wilson requested a special meeting on the 30th to go over the budget.

Vice President Chapman suggested the second Tuesday of the month for regular meetings (next to be held on the 13th of September) with a special meeting on the 30th for the budget.

Board agreed to dates provided.

8 BOARD MEMBER ISSUES/REPORTS:

Vice President Chapman expressed his concern with how tightly packed everything will be in the utility space. He continued that his concern is based on if an emergency occurs.

President Wilson suggested that Jim Dougherty of Holiday Pools come back up to discuss gutter system, the tile and natural gas back up further.

Mr. Hancock responded that we may already have the information that you are looking for in the file in regards to the tile, it should be fine if taken care of correctly.

Vice President Chapman provided pictures of another pool with tile and the issues they are having with it. Mr. Hancock responded that Mr. Dougherty has already provided an alternative and he is putting together those options. Vice President Chapman requested further dialogue on this item as he wants to be proactive.

President Wilson added that he also did not want the pool cover to be forgotten. What are we going to do to provide coverage? Mr. Hancock responded that they have covers that extend past the gutter.

9 PUBLIC COMMENT CLOSED SESSION ITEMS: None.

10 CLOSED SESSION: None.

ADJOURNMENT:

Motion by Board member Hammond, second by Board member Garnier, to adjourn; motion carried unanimously.

Meeting adjourned at 5:05 p.m.

Brian R. Wilson, President

Respectfully Submitted by

Heidi Whitlock, Project Manager

Submitted By: Jared G. Hancock, Executive Officer

Action Date: September 13, 2016

HLVRA AGENDA ITEM

SUBJECT: CAPRI Board of Directors Nomination Request

SUMMARY: Staff received notification from CAPRI that they are soliciting interest from individuals willing to serve on CAPRI's Board of Directors to be placed on the ballot for the "Member At Large" category on the Board. To be considered, interested individuals should send a letter of interest to CAPRI prior to September 26, 2016. Election to take place on October 21, 2016.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** None.

ATTACHMENTS: CAPRI GM Broadcast Election Update

Good Morning,

GM Broadcast Update Below: You will also receive via USPS.

This year (2016) is an election year. Elections are held in each even-numbered year. In accordance with established policies and procedures, the CAPRI Board of Directors is calling for nominations from our members for the one seat that will become available at the end of this year. The current seat up for election is as follows:

Member at Large

Article II of the CAPRI Bylaws state, (2) Election and/or Appointment of Directors of the CAPRI Bylaws states, "The Board of Directors shall consist of two directors appointed by the Board of Directors of the California Association of Recreation and Park Districts (CARPD) and five directors selected by the participating member districts. The CARPD-appointed Directors will serve indefinite terms at the pleasure of CARPD. The remaining five directors shall be elected to office for four-year terms; two as "at large" Directors elected by the entire CAPRI membership, and three by category from the upper, middle and lower thirds of CAPRI membership, as measured in tiers by total contributions paid in the year before the election. Each participating member district shall have one vote for each at large director position to be elected, and one vote for the director position representing that District's membership tier. The candidates receiving the highest number of votes for available positions on the Board shall be elected in each category. All Directors (other than the CARPD-appointed directors) must be either a member of the Board of Directors or a management employee of a participating member district. Only one representative from any district may serve on the Board of Directors at the same time." "The Board shall set the time and manner of elections, to be conducted in even-numbered years.

CAPRI is soliciting interested individuals willing to serve on CAPRI's Board of Directors to be placed on the ballot for the "Member At Large" category on the Board. Only one representative from any district may serve on the Board of Directors at the same time." Each interested individual will be placed on the ballot for this year's election to be voted on by the membership.

All qualified and interested individuals willing to serve on the CAPRI Board of Directors should send a letter of interest to CAPRI outlining their interest and qualifications for the CAPRI Board of

Directors by September 26, 2016 to be considered. Please send your letter of interest to:

CAPRI
6341 Auburn Boulevard, Suite A
Citrus Heights, CA 95621

The CAPRI Board of Directors meets a minimum of 4 times a year. Three of the meetings are at the CAPRI office in Citrus Heights, CA and one of the meeting locations is determined by the Board of Directors. The Board may have additional teleconference meetings. Travel expenses for the CAPRI Board of Directors meetings are reimbursed. Also, Board of Directors is encouraged to attend insurance/risk management/insurance pooling conferences each year paid for by CAPRI.

This year's election will be held by an All-Mail Ballot. The timeline for the 2016 election is as follows:

<u>Action</u>	<u>Date</u>
Notice/Call for Nominations	08/25/16
Nominations must be received	09/26/16
Ballots mailed to Districts	09/30/16
ELECTION (ballot must be in)	10/21/16
Run-off Election Ballots (if needed)	10/28/16
RUN-OFF ELECTION (if needed)	11/18/16

If you have any questions or the CAPRI staff can assist you, please give us a call.

Thank you,

Pat Cabulagan

Submitted By: Jared G. Hancock, Executive Officer

Action Date: September 13, 2016

HLVRA AGENDA ITEM

SUBJECT: Receive and File Financial Reports through August 31, 2016.

SUMMARY: Diana Wemple, Auditor, has provided the financial reports for revenue and expenses through August 31, 2016.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Information Only.

ATTACHMENTS: General Ledger for August 1, 2016 to August 31, 2016
Expenditure Detail Ledger for July 1, 2016 to August 31, 2016

GLD - 851

FD: 536 HONEY LAKE VALLEY RECREATION

**County of Lassen
Auditor Controller
General Ledger**

From 8/1/2016 to 8/31/2016

Account	Date	Program	Description	Document	Debit	Credit	Balance
01-00000	08/01/2016	*****	HONEY LAKE VALLEY RECREATION		\$0.00	\$0.00	\$2,828,784.68
01-00000	08/04/2016		WARRANTS	WA080416	\$0.00	\$331,600.86	\$2,497,183.82
01-00000	08/11/2016		WARRANTS	WA081116	\$0.00	\$32,212.14	\$2,464,971.68
01-00000	08/18/2016		WARRANTS	WA081816	\$0.00	\$90.00	\$2,464,881.68
01-00000	08/23/2016		16/17 CITYSUS HLVRA CONTRIBUT	DP113596	\$80,000.00	\$0.00	\$2,544,881.68
01-00000	08/25/2016		WARRANTS	WA082516	\$0.00	\$950.00	\$2,543,931.68
Ending Balance:					\$80,000.00	\$364,853.00	\$2,543,931.68

County of Lassen Expenditure Detail with Account Totals

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount	*
08/11/16	536	0950		3001500		14113	CA ASSOC FOR PARK&REC INSURANC	7/1/16-6/30/17 INSURANCE HALF	01100274	CO170198	\$985.50	
								Account 5360950 3001500		Total:	\$985.50	
08/04/16	536	0950		3002200		315	RONALD D REBELL	6/17/16 PRINT INVITE POOL	01099929	CL686063	\$19.78	
08/11/16	536	0950		3002200		186	CITY OF SUSANVILLE	PROFESSIONAL SERV THRU 6/17/16	01100299	CL686326	\$110.88	
								Account 5360950 3002200		Total:	\$130.66	
08/04/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	6/2-6/10/16 LEGAL SERVICES	01099866	CO170057	\$292.50	
08/11/16	536	0950		3002300		186	CITY OF SUSANVILLE	PROFESSIONAL SERV THRU 6/17/16	01100299	CL686326	\$31,115.76	
08/18/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	7/11/16 LEGAL SERVICES HLVR	01100573	CO170057	\$90.00	
08/25/16	536	0950		3002300		680	FREDRIC NAGEL	6/28/16 PROPERTY TRANSFER	01100804	CL686910	\$500.00	
08/25/16	536	0950		3002300		680	FREDRIC NAGEL	8/11/16 PROPERTY TRANSFER	01100804	CL686911	\$450.00	
								Account 5360950 3002300		Total:	\$32,448.26	
08/04/16	536	0950		3006100		12182	GUY RENTS INC	5/13-6/13/16 SEC FENCE POOL	01099935	CL686059	\$125.96	
08/04/16	536	0950		3006100		12182	GUY RENTS INC	6/13-6/20/16 SEC FENCE POOL	01099935	CL686059	\$87.62	
08/04/16	536	0950		3006100		13897	MODERN BUILDING INC.	6/30/16 BUILD POOL PHASE2	01099870	CO170100	\$132,050.00	
08/04/16	536	0950		3006100		13897	MODERN BUILDING INC.	7/31/16 BUILD POOL PHASE2	01099871	CO170100	\$199,025.00	
								Account 5360950 3006100		Total:	\$331,288.58	
Total Budget Year Expenditures:											\$364,853.00	
Grand Total:											\$364,853.00	

Submitted By: Ian Sims, Project Manager

Action Date: September 13, 2016

AGENDA ITEM

SUBJECT: Honey Lake Valley Operating Budget Update

SUMMARY: On August 17, 2016 Honey Lake Valley Recreation Authority Board directed staff to schedule a public workshop for August 30, 2016 to discuss Pool programming and subsequent operating budget. JPA Staff solicited input from local agencies and entities regarding their possible programming and scheduling needs. Ongoing input is still being considered.

Community pool needs and fee comments have been incorporated and an updated Pool Operating Budget and Fee Schedule have been drafted.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: Updated Pool Operating Budget
Updated Pool Fee Schedule

County of Lassen Revenue Budget Worksheet

DRAFT Projected Annual Operating Budget Worksheet

Account Name	Adjusted Estimated Revenue	Detail	Notes
Revenues			
Member Contributions			
Lassen County	\$80,000.00	annually	annually
City of Susanville	\$80,000.00	annually	annually
Donations, Advertising & Sponsorships	\$0.00		
<i>Peak Operations</i>			
Daily Passes	\$40,000.00	100 days x 100 users	avg. \$4 per swimmer
Seasonal Memberships (Single)	\$15,000.00	150 x \$100	avg. \$100 per membership
Family Swim Pass (Family of Four)	\$20,000.00	100 x \$200	\$20 each additional family member
Punch Passes (20 free-swim sessions)	\$4,500.00	50 x \$90	20 adult \$5 sessions at 10% discount
Swim Lessons	\$7,500.00	150 x \$50	
Program Rentals	\$6,500.00		
Parties and Concessions	\$10,000.00		
Sub Total	\$103,500.00		
<i>Off-Peak Operations</i>			
Daily Passes	\$12,000.00	60 days x 50 users	avg. \$4 per swimmer
Seasonal Memberships (Single)	\$5,000.00	50 x \$100	avg. \$100 per membership
Family Swim Pass (Family of Four)	\$5,000.00	25 x \$200	\$20 each additional family member
Punch Passes (20 free-swim sessions)	\$2,250.00	25 x \$90	20 adult \$5 sessions at 10% discount
Swim Lessons	\$1,250.00	25 x \$50	
Program Rentals	\$1,500.00		
Parties and Concessions	\$500.00		
Sub Total	\$27,500.00		
Total (excluding member contributions)	\$131,000.00		
Total	\$291,000.00		
Expenses			
<i>Peak Operation Expenses</i>			
Full-Time Salaries	\$40,000.00		
Part-Time Salaries	\$24,000.00		
Swim Instructions	\$18,000.00		
Utilities	\$35,000.00		
Training	\$3,500.00		
Insurance	\$7,800.00		
Sub Total	\$128,300.00		
<i>Off-Peak Operation Expenses</i>			
Full-Time Salaries	\$20,000.00		
Part-Time Salaries	\$12,000.00		
Swim Instructions	\$5,000.00		
Utilities	\$2,000.00		
Training	\$500.00		
Insurance	\$0.00		
Sub Total	\$39,500.00		
<i>Services and Supplies Expenses</i>			
Concessions	\$5,000.00		
Office Expenses	\$2,500.00		
Professional and Specialized Services	\$15,000.00		
Facility Maintenance and Future Development Set-Aside	\$35,000.00		
Publications and Legal Notices	\$3,000.00		
Special Department Expenses	\$5,000.00		
Sub Total	\$65,500.00		
Total	\$233,300.00		

HLV Community Swimming Pool: Memorial Day (April 28th, 2017) to Labor Day (Sept. 4th, 2017) 6am - 8pm

Program	Fee	Staffing	Notes
Public Swim		Up to 4 Lifeguards	
Lap Swim	Adult \$5 / Senior 55+ \$3 / Child 1-17 \$2.50	Up to 4 Lifeguards	Punch Passes Available (20 punches @ 10% Discount)
Swim Lessons (Two Week Course)		50 students projected per 2 week Course	
6 months to 3 y/o (Parent Assisted)	\$50	1 Instructor	Parent-Assisted program helps small children become accustomed to the water while in the familiar hands of mom and dad
3-5 y/o	\$50	5 Students per Instructor	Instruction begins with basic physical and mental adjustment to the water. Participants are taught basic safety and swim readiness skills using play as the primary form of teaching. This class does not teach children to be accomplished swimmers, but helps to develop a comfort level in the water and establish the basic building blocks for future instruction.
6-15 y/o	\$60	8 Students per Instructor	Students will be introduced to the fundamentals and techniques of the front and back crawl, unsupported movement, under water exploration, compact diving and stroke development. Advance students will refine the strokes and skills presented in previous lessons. This course is broken out into six levels of progressive instruction.
15 y/o and up	\$60	1 Instructor	This program is designed to help those 15 years and older refine their skills. Instructors work with participants to identify goals for success and design the aims of the course to goal completion.
Swim Team	?	1 Lifeguard	I have contacted a few Swim Team programs and pools regarding their program use fees with their swim team programs
Special Programs			
Private/Semi-Private Lessons	\$30 for 1 child	2 Instructors	
	\$55 for 2-5 Children	2-3 Instructors	
Private Pool Rental	\$150/hr.	2-3 Lifeguards	Must be scheduled two weeks in advance.
Season Passes (Public Swim for all Family Members and Lap Swim for the Adults)	Family Pass \$200 Adult Pass \$125 Senior \$100 Child \$80		The Season Pass is good May 29th through September 4th. Pass can only be used for Public Swim by immediate family members. The swim pass cannot be used for swim lessons. If there are more than 4 members in the family, the price is \$200, plus \$20 for each additional person. Family Pass holders receive 10% discount on Pool Parties and Facility Rentals

Submitted By: Ian Sims, Project Manager

Action Date: September 13, 2016

HLVRA AGENDA ITEM

SUBJECT: Discuss Proposed Pool Director Job Description

SUMMARY: Honey Lake Valley Recreation Authority staff has prepared a draft position description for the HLVRA Director/Pool Manager.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Direction to staff.

ATTACHMENTS: HLVRA Pool Director – Job Description

Honey Lake Valley Community Swimming Pool Director Job Description

JOB TITLE: POOL DIRECTOR

REPORTS TO: HONEY LAKE VALLEY RECREATION AUTHORITY BOARD

POSITION SUMMARY:

Under the administrative direction of the Honey Lake Valley Recreation Authority Board (JPA), the Pool Director shall be responsible for the efficient administration of all matters related to the Honey Lake Valley Community Pool and Recreation Authority. The Pool Director performs professional duties in supervision of the operations of the community pool through planning, coordination, scheduling, and evaluating a variety of programs specific to aquatics and facility operation. Hires and supervises staff, including but not limited to lifeguards and water safety instructors and is the purchasing agent for the Authority.

EXAMPLE OF DUTIES:

Oversees the day-to-day operations of the JPA. Identifies areas of improvement for the JPA with regard to current services, additional services, and consultation with other service providers. Designs, administers, monitors, and provides ongoing support to all team members. Formulates, analyzes, and presents reports to the JPA. Presents and explains material to various parties, including, but not limited to, Boards of Directors, members, consultants, and other interested parties.

Responsible for carrying out the policy directives and strategic plan of the JPA. Delegates tasks to team members as necessary. Conducts regular meetings with team members. Establishes administrative policies and general guidelines for the JPA. Monitors contracts between the JPA and service providers. Oversees member relations and dispute resolution. Responsible for contract negotiations with the JPA.

Schedules all pool activities to ensure optimum pool usage; coordinates programming with Assistant Pool Manager and in keeping with facility needs.

Develops and schedules aquatic programming for the facility to include, classes, swim meets, team sports and training, tournaments, swim lessons, lap swimming, youth swim club and other aquatic programs as developed and assigned.

Drafts and revises as directed by the HLVRA Board a proposed annual budget and salary plan for the Pool, including a review of the previous year's revenues and expenses and a projection of the next year's revenues and expense; prepare and present to the HLVRA Board.

Assists in hiring, training and scheduling qualified lifeguards, instructors and all other pool staff; assists in the supervision of lifeguards, instructors, and other aquatic staff.

Develops emergency response plans.

Conducts training of staff in water safety, first aid, and CPR; ensures that all certifications of staff is maintained. Ensures high program standards are followed; provides regular in-service training to staff as needed.

Development of lifeguard deck rotational system for monitoring the pools and all other pool deck operations.

Handles the filtration system and other aquatic operating systems with the assistance of the Assistant Pool Manager. Maintains proper pool chemical balance.

Performs regular safety inspections of pool and equipment to reduce hazards and to provide maximum safety to the patrons.

Assists with coaching the youth swim program and high school program as needed; assists with swim meets, tournaments, and other special events.

Surveys patrons and evaluates programs to determine public needs and how to increase program efficiency and effectiveness; receives patron complaints and suggestions and responds appropriately.

Performs related duties as required.

MATERIALS, EQUIPMENT AND TOOLS:

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in fitness programs and swimming pools.

SPECIAL REQUIREMENTS:

Certified as an Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO). Certification in first aid, CPR for the Professional Rescuer and WSI lifeguard training or equivalent.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from a four year college or university with a Bachelor's Degree in Recreation, P.E. or a closely related field plus three (3) years directly related aquatics experience, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities: Considerable knowledge in planning, organizing, and implementing aquatics programs. Working knowledge of swimming pool filters, mechanical systems and the use of chemicals for swimming pool and water chemistry. Must be knowledgeable of California Public Policies and Brown Act conformance, public employment rules and policies. Ability to work with the public and possess excellent public relation skills. Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.

PHYSICAL REQUIREMENTS:

Use of hands, arms and legs and other motor skills used for swimming skills. Ability to rescue swimmers in distress. Ability to sit and work long periods of time in varying degrees of weather. Exposure to loud noise, bending, kneeling, walking on slippery surfaces, squatting; uses senses of vision, hearing and smell to diagnose problems.

Submitted By: Ian Sims, Project Manager

Action Date: September 13, 2016

HLVRA AGENDA ITEM

SUBJECT: Construction Schedule Update

SUMMARY: Pool construction update for the month of August and six week construction outlook.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** None.

ATTACHMENTS: Pool - Monthly Construction Update Report (August 2016)
Pool - 6 Week Construction Outlook (September 12, 2016)
Pool - Master Schedule Update

August 2016 – Monthly Update Report

Project: Susanville Community Swimming Pool

Report Author: Phil Strawn – Project Manager – Modern Building, Inc.

Reporting Period: August 1, 2016 – August 31, 2016

Construction Summary Update:

The swimming pool has been excavated, formed up, with pool drainage, base rock, and reinforcing steel installed. Electrical for the pool lights has been started in preparation for gunite and plaster. The bath house sump pit has been placed, vapor barrier wrapping installed and backfilled. Below slab utilities have been installed in the bath house. The bath house footings have been formed with reinforcing installed in preparation for concrete placement early September. The underground tanks (four in total) were delivered and set in the ground on August 26th. The tanks have since had their utility lines tied in and backfilled. The Sanitary Sewer District removed the tree located across from South Street and replaced the sewer line so that there should be limited concern with root intrusion in the future. All utilities crossing and tying into the street have been installed, backfilled and asphalt patch back in the road way completed. The parking lot has been graded and is currently being prepared for future base rock and pavement. The electrical transformer work and electrical underground service to the building has been installed and signed off by LMUD.

Schedule Summary Update:

The bath house footings are scheduled to be placed September 1st and the slab on grade is scheduled to be placed September 9th. Framing is anticipated to take place the week of September 12th. The building should be completely dried in by September 30th. This is critical as we are looking to have a dried in building to protect interior finishes and equipment from the weather. The swimming pool is anticipated having gunite installed the week of September 19th. There is a big push to install pool tile prior to cold weather as the tile cannot be installed with freezing temperatures.

Weather Summary:

No Rain Events were reported. General weather conditions were warm, sunny and windy.

Other Items:

The access gate to the County property and building at the East end of the jobsite will need to be shut down so that Modern can install the driveway entrance and parking lot paving at this area. We anticipate this shut down to be about two week and are currently scheduling this work for September 6th – September 20th.

Construction Photo Updates:



Swimming Pool Excavation & Shaping



Swimming Pool Excavation & Shaping



Swimming Pool Layout & Bath House Pad
Construction



Pool Plumbing Lines Installed



Panorama of Pool – 08/24/2016



Infiltration Trench Installed



Electrical & Phone Trench Install



Pool Edge Forms



Bath House Sump Pit Walls & Slab Placed



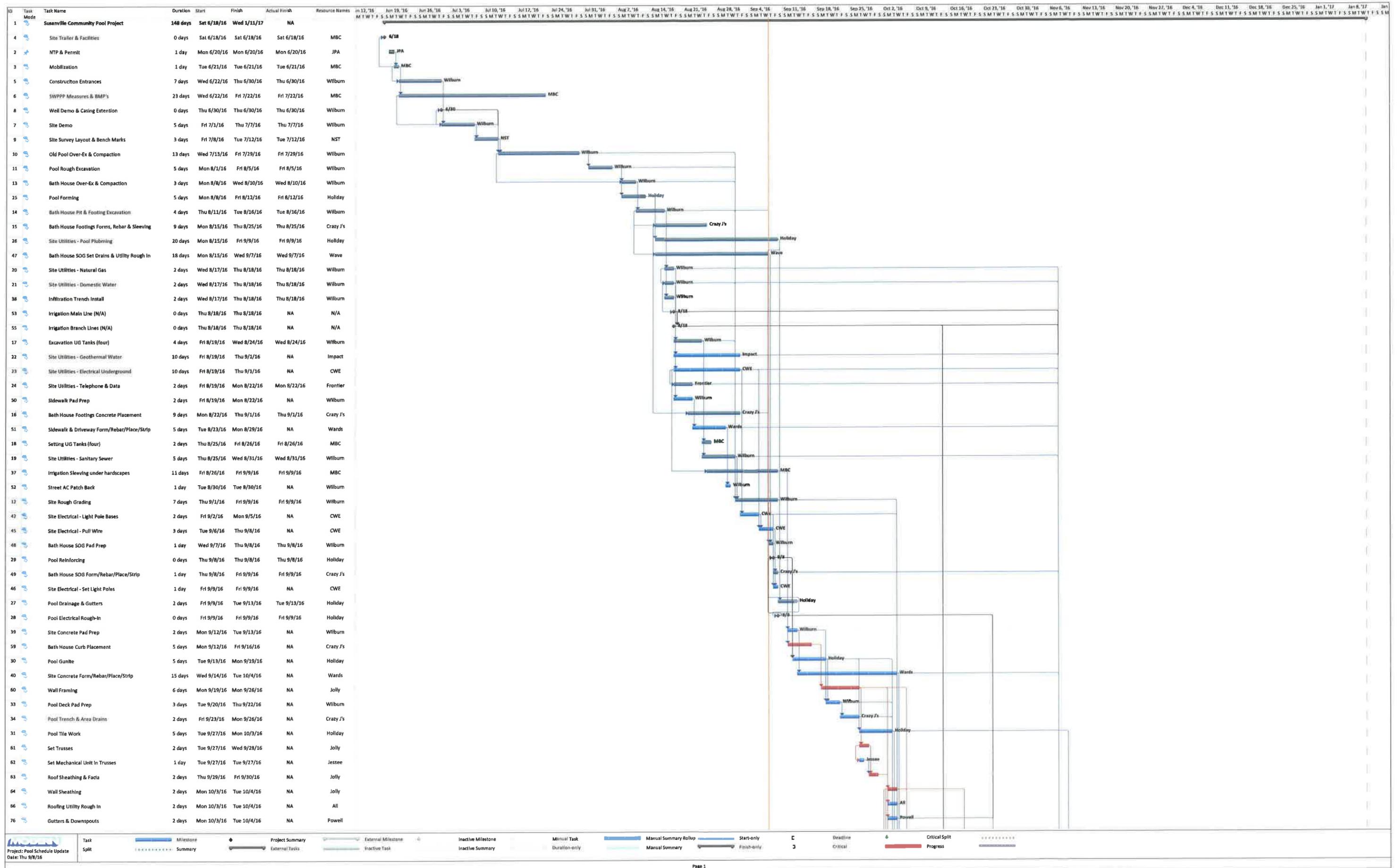
Bath House UG Utilities & Footing Forms

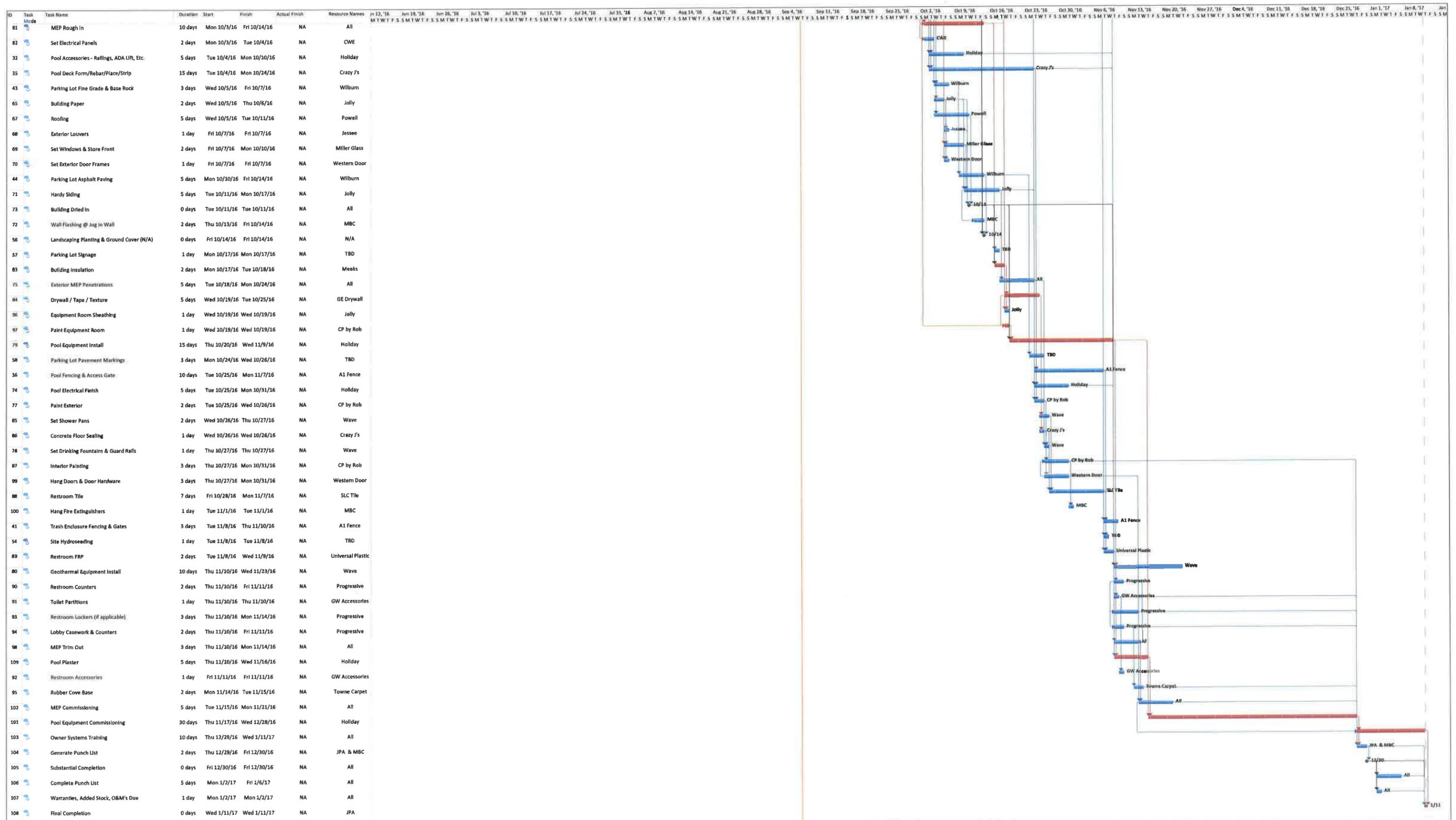


Swimming Pool Surge Tank Set



Swimming Pool Backwash Tanks Set





Task Split: Milestone, Project Summary, External Milestone, Inactive Milestone, Manual Task, Manual Summary Rollup, Start-only, Manual Summary, Finish-only, Deadline, Critical Split, Progress.

Project: Pool Schedule Update
 Date: Thu 9/9/16

Page 2

Submitted By: Ian Sims, Project Manager

Action Date: September 13, 2016

HLVRA AGENDA ITEM

SUBJECT: Pool Well Update

SUMMARY: Direction given at August 16th HVLRA meeting, staff sought to determine the scope of work required to bring the current well into compliance for use. All possible resources have been exhausted (Department of Water Resources, California Water Board, and Lassen County Environmental Health) in obtaining additional information regarding the installation and current condition of the on-site geothermal well. The well does not seem to have any formal documentation regarding the installation, depth, diameter or confirmed age from any of the three mentioned regulatory agencies.

Staff recommends the following scope of work to be drafted for a request for proposals from qualified consultants and/or contractors.

Task 1 – Well Video Survey

Contractor will assess the physical condition of the existing well by completing the following tasks:

- Coordinate with the JPA, City of Susanville and current onsite contractor
- Conduct downhole well video survey in color with side-scan capabilities.
- Conduct field visual inspections of the well video.
- Photograph and document field activities
- Perform conductivity test on existing well motor

Deliverables:

- Digital copy of well video – well video and all field documentation will be incorporated into a well assessment report (see deliverable from Task 3).

Task 2 – Capacity Step Test and Water Sampling

- Contractor will furnish the labor, material, and equipment necessary to install test pump equipment capable of pumping up to 200 GPM, and perform appropriate step testing.
- Contractor will sample water source after 1 hour of pumping and 3 hours of pumping following collection procedures for public water systems.

Deliverables:

- No Deliverable – All documentation and analysis will be reported into a well assessment report (see deliverable from Task 3)

Task 3 – Well Assessment Report

Contractor will prepare a well evaluation report summarizing all work conducted during the well video survey task, capacity step test, and water sampling. Report to include:

- All documentation collected during the well video survey, capacity step test, and water quality testing, including field notes, water quality analysis report and final video log.
- Based on the visual inspection results, capacity step test, and results from the water quality testing and analysis report, provide a scope of work and cost estimate for the rehabilitation of the well both physically and chemically to include:
 - Chemical treatment plan
 - Well maintenance and monitoring plan
 - Well retrofit (installation of well liner or potential options)
 - Decommission and/or replacement of the well
 - Connection of the well to the Pool Bath House and needed equipment for source use within the facility
 - Permitting Costs

Deliverables:

- Well Assessment Report
- Public Presentation of Report findings

FISCAL IMPACT: Cost to publish a Request for Proposals in local news sources.

ACTION

REQUESTED: Direction to staff

ATTACHMENTS: None

Submitted By: Ian Sims, Project Manager

Action Date: September 13, 2016

HLVRA AGENDA ITEM

SUBJECT: Pool Perimeter Design Alteration

SUMMARY: At the August 16th HLVRA Meeting the Board had concerns over how the pool tile border would hold up to Susanville's winter climate conditions. With regards to covering and protecting the tile from freezing and popping, Modern Building Company is looking into recommending a product that can be laid out over the tile to prevent moisture penetration into tile mortar joints, where it can freeze and expand. This product will also have to breathe, as to not allow water in via condensation.

A tile perimeter was originally designed to work in line with the heated decking system. The combination of the heated decks and heated pool would eliminate the risk of tile damage due to freezing and popping. The heated decking system was removed from the pool project to save on costs. At this time the pool would be best suited to take an alternate approach that would eliminate the tile boarder on the outside of the gutter system. In lieu of the tile MBC would install a high strength, color grout that would take the place of the tile. MBC would leave the tile at the inside of the gutter system as it will be protected by the pool water circulating over the edge into the gutter.

FISCAL IMPACT: None.

**ACTION
REQUESTED:** Direction to Staff.

ATTACHMENTS: Pool Cover Submittal.

Action Date: September 13, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code §54956.8:

SUMMARY: Discussion regarding acquisition of portion of the property APN # 107-125-12 owed by the City of Susanville.

3/9/2016

Susanville

SUBMITTAL FOR:

SUBMITTAL TO:

GENERAL CONTRACTOR:

Holiday Pools
2990 Hwy 32 Suite 300
Chico, CA 95973

ARCHITECT/ENGINEER:

Section: **Section 13152 Deck Equipment**

Reference:

Item: 1010 Material STD Cover, weighted,



Supplier: Lincoln
Manufacturer Part #: 000
Lincoln Part #: 84-020
Quantity: 5100

INSULATED FLOATING POOL COVERS — Save 60-70% of your heating costs by using an insulated floating pool cover. Reduces water evaporation, chemical loss, energy costs, and will help keep your pool cleaner. Payback on most covers is less than one year. Each pool cover is custom designed and fitted to your pool dimensions. The material varies by thread count in the polyethylene fabric. Each material gains bursting strength and abrasion resistance as the thread count increases. The weighted edge is used on outdoor pools to help prevent wind lift.

Contractor Certification:

General Contractor's Submittal Stamp:

It is hereby certified that the equipment or material designated in this submittal is proposed to be incorporated in the above named project and is in compliance with the contract drawings and / or specifications and is submitted for approval.

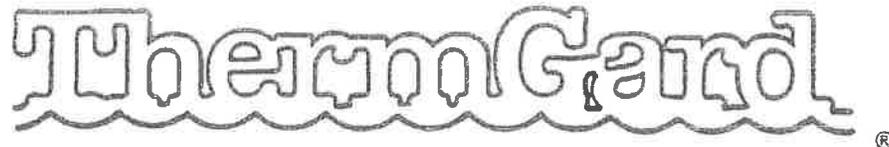
Certified By:
Date:
Job Superintendent:
Revisions Prepared By:

Architect's Review Stamp and Comments:

Accepted By _____ Date: _____



Lincoln Aquatics
2051 Commerce Ave. • Concord, CA 94520 USA
Ph. (800) 223-5450 / Fax (888) 680-2825 • Int'l. (925) 687-9500 / Fax (925) 680-2825



INSULATED SWIMMING POOL COVER SYSTEMS

Pool Blanket Specifications

1010 STD ThemGard®

Description: Floating, non-safety, insulated swimming pool cover used to provide water and chemical evaporation reduction and heat retention.

1.1 Blanket Material

- 1.1.1 Three (3) layer composite, laminated material consisting of foam middle layer protected on both sides by a woven outer layer. Finished material shall be blue in color on one side and black on the other.
- 1.1.2 Outer layers shall be a woven, high-density, ultra-violet stabilized polyethylene substrate coated on both sides with a 1.5 mil polyethylene film. Substrate density shall be measured per square inch.
- 1.1.3 Middle Layer shall be 0.140" thick (before laminating), cross-linked, 2 pound per cubic foot polyethylene foam.

2.1 Physical Properties – Laminated Blanket Material

	Specification	1010 STD	Units	ASTM Test Method
2.1.1	Weave Density	40	Strands/in. ²	N/A
2.1.2	Foam Density	2.0	lbs./cu.ft.	N/A
2.1.3	Foam Thickness	0.140	in.	N/A
2.1.4	Tensile Strength	376/367	lbs. (Warp/Fill)	D 5034
2.1.5	Bursting Strength	536	psi	D 751
2.1.6	Tear Strength	81.0/78.1	lbs. (Warp/Fill)	D 2261
2.1.7	Thermal Conductivity	0.25	Btu/(hr.)(ft. ²)(°F/in.)	N/A
2.1.8	Thickness (prior to lamination)	0.161	in. (±10%)	N/A
2.1.9	'R' Value	.566		N/A
2.1.12	Service Temperature	-40 to +160	°F	N/A
2.1.14	UV Protection	Maximum **		

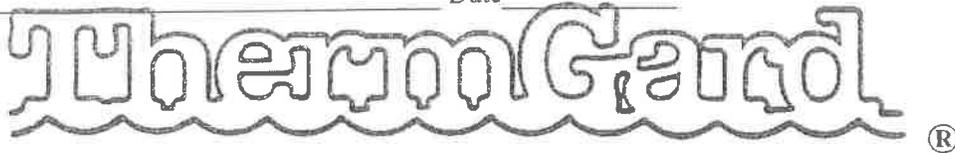
** Industry standard maximum UV Resistance of "More than 90% strength retained after 2,000 hours exposure".

3.1 Manufacturing Processes

- 3.1.1 Sewing - Two-needle, lock stitch shall be used on all seams.
- 3.1.2 Reinforced Ends - Two (2) layers of coated, 12x12 woven polyethylene shall be used across each blanket end.
- 3.1.3 Grommets - Solid brass, rolled rim, spur type, size #4 grommet shall be used at three (3) places along each blanket end.
- 3.1.4 Grommet Locations - Two (2) additional layers of coated, 12x12 woven polyethylene and one (1) 0.125" thick ABS plastic plate shall be used in conjunction with each grommet.
- 3.1.5 Thread - Polyester, 100% bonded, UV resistant, size 12 thread shall be used throughout blanket.
- 3.1.6 Weighted Edge (option) - Solid, extruded vinyl (non-metallic) wrapped in two (2) layers of coated, 12x12 woven polyethylene shall be used along the length of each blanket.
- 3.1.7 Hemmed Edge (option) - Two (2) layers of coated, 12x12 woven polyethylene shall be used along the length of each blanket.



914 Westminster Avenue • P.O. Box 3610
 Alhambra • California • 91803 • USA
 800-554-2459 • fax 626-308-9419
 www.thermgard.com



INSULATED SWIMMING POOL COVER SYSTEMS Pool Cover Limited Warranty

UNIVERSAL FILTRATION, INC. warrants ThermGard® insulated swimming pool covers to be free from defects in materials and workmanship for the specified period from the date of purchase by the original user. Warranty period schedule is found at the end of this document.

UNIVERSAL FILTRATION, INC. will:

1. Repair or replace the defective pool cover or defective portion thereof within 30 days of receipt at their plant. The cost of repair or replacement shall be borne by UNIVERSAL FILTRATION, INC. for the warranty period.
2. Be responsible for the repair or replacement of the defective cover and will not be liable for any direct, incidental or consequential damages, loss or injury arising out of the use or inability to use the product.
3. Honor no warranties, expressed or implied, other than those herein written; the term of the warranty may not be amended in any way unless by an agreement in writing signed by UNIVERSAL FILTRATION, INC.

PURCHASER will:

1. Bear the sole responsibility for receiving and inspecting all products according to the information provided in advance by UNIVERSAL FILTRATION, INC. and industry standard practices regarding freight shipments.
2. Complete and return to the manufacturer the "Warranty Registration Card" promptly after receipt of the product and be prepared to show in a reasonable manner the date the product was purchased.
3. Be responsible for all freight charges incurred transporting the defective product to and from manufacturer's facility for repairs.
4. Install the product and use it in accordance with the manufacturer's instructions specifically in regard to the following items:
 - a. Wash product with fresh water and store out of direct sunlight when not in use.
 - b. Maintain normal pool cleanliness and water chemistry balance. During super-chlorination remove product from water and leave off until chlorine level has returned to normal. Upon request, PURCHASER shall provide to UNIVERSAL FILTRATION, INC. reasonable proof (such as a daily chemical level chart) that product has not been in place during periods of super-chlorination.
 - c. Avoid subjecting the product to extreme chemical, heat and stress conditions that result in tears, cuts or other damage; avoid scraping the cover on abrasive surfaces such as decks or coping.

WARRANTY SCHEDULE:

Product	Warranty Period
1010 STD ThermGard®	3 years
1014 RS ThermGard®	4 years
1212 DLX ThermGard®	5 years Pro-Rated
1214 XL ThermGard®	5 years
<i>The Warranty period listed above is for competition, lap and activity pools whose normal operating temperature is 90°F or below.</i>	

To Obtain Service:

Notify your distributor explaining in detail the defect or problem immediately upon discovery. Include telephone number, contact name and address where product is located in all correspondence. Shipping instructions will be provided.

Authorized Representative

Brian D. Green
President

This warranty gives you specific legal rights. You may also have other rights, which vary from state to state. Any dispute pertaining to this warranty may be resolved by arbitration pursuant to the rules of the American Arbitration Association.