

# HONEY LAKE VALLEY RECREATION AUTHORITY

## GOVERNING BOARD

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

## STAFF

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

# HONEY LAKE VALLEY RECREATION AUTHORITY GOVERNING BOARD MEETING

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

**May 16, 2017 - 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

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### Call meeting to Order

### Roll Call of Board of Directors present

- 1 **AGENDA APPROVAL:** (Additions and/or Deletions)
- 2 **APPROVAL OF MINUTES:** Approval of minutes from the April 18, 2017 meetings.
- 3 **CORRESPONDENCE:**
- 4 **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.)
- 5 **MATTERS FOR BOARD CONSIDERATION:**
  - A. Financial Reports through May 5, 2017
  - B. Review Proposed Landscaping Plan
  - C. Resolution 17-13 Amending Purchasing Agent and Adoption of Credit Card Policy
  - D. Approve Purchase(s) of Pool Equipment
  - E. Executive Officer Update
- 6 **BOARD MEMBER ISSUES/REPORTS:**
- 7 **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.
- 8 **CLOSED SESSION:** None.

***The next regular meeting to be held on June 20, 2017 at 3:00 p.m.***

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for May 16, 2017, in the areas designated on May 12, 2017.

  
Heidi Whitlock, Secretary

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** May 16, 2017

**HLVRA AGENDA ITEM**

**SUBJECT:** Minutes of the HLVRA April 18, 2017 meeting.

**SUMMARY:** Attached for the Board's review are the minutes of the HLVRA meeting.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Motion to waive oral reading and approve minutes of HLVRA April 18, 2017 meeting.

**ATTACHMENTS:** Minutes: April 18, 2017

**HONEY LAKE VALLEY RECREATION AUTHORITY  
GOVERNING BOARD MEETING  
Regular Meeting Minutes  
April 18, 2017 – 3:00 p.m.  
City Council Chambers 66 North Lassen Street Susanville CA 96130**

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

Roll Call of Board of Board members present: Dave Meserve, Tom Hammond, David Teeter, Kathie Garnier and Brian Wilson.

Staff Present: Jared G. Hancock, Executive Officer and Ruth Ellis, Administrative Staff Assistant.

**APPROVAL OF AGENDA:** Motion by Vice President Garnier, second by Board member Hammond. Motion carried unanimously.

**2      APPROVAL OF MINUTES:**

Approval of Minutes from the February 21, 2017 meeting, Motion by Garnier, second by Meserve, motion carried unanimously.

Approval of Minutes from the March 21 meeting, Motion by Garnier, second by Meserve, motion carried unanimously.

Approval of April 4, 2017 meeting, Motion by Garnier, second by Teeter, motion carried unanimously, Hammond abstained.

**3      CORRESPONDENCE:** None.

**4      PUBLIC COMMENT:** None.

**5      MATTERS FOR BOARD CONSIDERATION:**

**5A Consider Resolution No. 17-13, Approving the Amended Agreement for Administrative Services with the City of Susanville to include Operational Services**

Mr. Hancock explained that the item before the board was a proposed agreement amendment, adding operational services to the current agreement with the City of Susanville who provides administrative and management services to the authority.

He noted four references were added for operational services including Item 2g which gives the City responsibility in hiring the pool facility staff, payroll, human resources, training and operations. Under Item 6D, the City will not be liable for any worker's compensation, unemployment insurance or disability claims, made by person employed directly by the HLVRA.

Mr. Hancock added that to ensure the JPA is happy with not just the services provided, but also the individuals providing the key services, the JPA can request the City replace an individual from any of the listed positions if they are unsatisfied with the key services being provided. The City would then provide a replacement.

Due to the extra staffing commitments, the contract termination was changed from 60 days to 90 and Mr. Hancock also noted the attachment of Appendix A, which shows the actual rate and hourly rate for each of the positions at the facility, keeping in mind the minimum wage will increase to \$11.00.

Mr. Hancock said the City Council had a special meeting on Monday, April 17 and as part of that agenda, the Council reviewed and approved the agreement, which was also reviewed by the City's and JPA's legal counsel.

If the JPA approved the item, the agreement will be executed and go into effect immediately. If the JPA requested any changes, there is a place holder on the City Council's Wednesday, April 19 meeting to discuss any of those proposed changes as to not create any unnecessary delays.

Vice President Garnier added that during the Council's special meeting it was also discussed whether to have the Honey Lake Valley Recreation Authority become a separate entity and have its own employees or go with a different entity to handle human resources, hiring and other matters.

Mr. Hancock said that was a good point and explained any documentation the City has prepared such as job descriptions, personnel records or training management for the pool will become the property of the JPA. If it was decided the JPA does want to go out on its own and do the direct hiring and have its own employees, it will have all of those documents at its disposal.

**Sam Williams (Lassen County Times)**, asked if all of the positions were going to be employees of the City.

Board member Wilson responded that the Executive Officer and the Secretary were already City employees filling the roles as part time positions.

Mr. Hancock said all of the operational positions will be hired by the City and providing services to the JPA.

President Wilson asked if the Pool Director /Manager position is a non-benefitted position.

Mr. Hancock responded that from the City's stand point, yes, because there are full-time temporary positions and full-time regular positions.

President Wilson also asked if the position is eligible for PERS.

Mr. Hancock answered no. He further explained that under the Affordable Care Act (ACA) rules, the individual does have to be offered health insurance. Due to the City having more than 50 employees, it has to offer an insurance plan, but it doesn't have to be the City's plan or one the City has to pay for. An ACA eligible plan was created and when individuals are hired they have the opportunity to opt out or sign up for it.

**Tony Jonas** (community) referred to the management and administrative section of Appendix A and said there was no line item or cost value for the Finance Manager and asked wouldn't that person be a big part of personnel and payroll.

Mr. Hancock referred to the Actual Rate and Newly Created Position wages under the Operational Positions on Appendix A. He explained the Newly Created Position Wage is the actual wage the employee will earn per hour. The Actual Rate includes payroll taxes, processing payroll and finance costs.

There was general discussion to clarify what information Mr. Jonas was seeking.

Mr. Jonas stated he wanted to know what the reimbursement rate would be for the City Finance department to do the payroll.

Mr. Hancock re-stated the purpose of the Actual Rate and the Newly Created Position Wage. The Finance Manager is not listed as she will not provide any direct services to the JPA, nor is she directly charging time to it. Those costs for preparing payroll and issuing checks are rolled into the Actual Rate so there is not a separate charge for the Finance Department included in the actual rate.

Mr. Jonas said if the cost was included in that rate it was fine, but he wanted to know what the amount was because it's going to come out of the JPA budget somewhere.

Mr. Hancock explained all of the positions listed on Appendix A are providing a direct service to the JPA and can designate hours on their time card that they spent a specified amount of hours working on JPA items. The hourly rate is included for that position because it will be a direct charge to the JPA. When the Finance Department runs payroll for

120 employees staff can't say they did payroll for two hours and 16 minutes of that was for the JPA because it is all processed together.

He continued that when staff calculated the Actual Rate they took the hourly rate, benefits, payroll taxes and put the costs of processing payroll and rolled it in based on the City formula and that is why the Actual Rate is what will be charged per hour for these individuals providing services.

**Diana Wemple** (county auditor) asked if there was a written breakdown of what the full cost of the position is because there is a flat rate, Social Security, SDI.

Mr. Hancock responded it was calculated as a percentage based on the hourly rate.

Ms. Wemple asked if that included Social Security, Medicare and Unemployment.

Mr. Hancock confirmed that it included Social Security and Medicare.

Ms. Wemple continued that the agreement states the Authority is liable for unemployment insurance claims, but they will be City employees.

Mr. Hancock responded that was correct and unemployment was not part of the rate.

Ms. Wemple asked if the City was self-insured as far as unemployment goes, or does it pay a flat rate.

Mr. Hancock asked for clarification.

Ms. Wemple explained the County is basically self-insured and pays an unemployment claim through the State. The State bills the County for whatever the employee claimed and the County reimburses the State. She asked if the City pays a certain percentage.

Mr. Hancock responded no and explained that the City pays the actual claim. The City verifies it is a legitimate claim, then the State provides the dollar amounts.

Ms. Wemple asked if the JPA would then be responsible for any unemployment claim at the end of the season.

Mr. Hancock confirmed and explained it wasn't rolled into the Actual Rate. It could be done but the costs would have to be a guess as they are dependent on who applies for it and which position it is for.

Vice President Garnier stated a lot of the positions on Appendix A were temporary part-time positions and asked if unemployment should be calculated or estimated because there will be winter layoffs with most of the positions.

Mr. Hancock responded staff can look at that, but any number is going to be pulled out of a hat and that hasn't been the City's experience with other seasonal operations.

Board member Hammond asked what the lifeguard rate is for Workmen's Compensation.

Mr. Hancock said the JPA is self-insured for liability and for Workmen's Comp and staff knows what the premiums are.

Board member Hammond questioned if it was a lump sum and Mr. Hancock confirmed it is.

**Nancy Cardenas** (Treasurer/Tax Collector) asked if there was a budget line item for unemployment. She continued that she read the meeting minutes where it was stated there was a very tight budget with a small contingency. If there is one or two unemployment claims, who is going to pay the difference if the JPA doesn't have the money?

Mr. Hancock responded the line item will be included after the Agreement is put in place. The tight budget is only through June 30<sup>th</sup> of this year and the operating budget for the next fiscal year is not as tight.

There was general discussion about language stating the City would not be liable for worker's compensation, unemployment insurance or disability claims made by those employed directly by the Authority. As City employees, the City would get the claim, be liable for it, pay it and then submit it to the JPA for reimbursement.

Using the Golf Course as an example, Mr. Hancock said it is a seasonal operation and there are very few unemployment claims when it closes down for the winter.

President Wilson stated you could get wrapped up in unemployment even if an individual left for another job and if that didn't work out, they can go back and look at previous quarters and where that individual was working.

**Richard Egan** (County Administrative Officer) said the point is the Agreement says the Honey Lake Valley Recreation Authority shall be liable for unemployment insurance claims when indeed there may be a side agreement between the Authority and the City. It's the City who is liable for the unemployment claims of its employees. He said he thought that was a misstatement in the draft.

Board member Meserve asked if the JPA was covered for liability through the California Association for Park and Recreation Indemnity.

Mr. Hancock responded yes.

Board member Meserve asked if that encompassed unemployment.

Mr. Hancock responded no.

Vice President Garnier stated that with the nature of this being a swimming pool and the fact there could very well be two to three months of non-operation would it be a good idea to have a line item of at least two employees filing for unemployment based on the \$12.10 an hour.

Mr. Hancock read the language in Paragraph 6D to ensure everyone was understanding it the same way. He stated if the JPA decided to hire anyone on its own then the City is not liable. If it entered into a direct contract for anything then the City is not going to be liable for that claim. If the JPA has its own employee, it will be the City's obligation to not sit on it, but give it to the JPA who shall reimburse the City within 30 days.

Ms. Cardenas asked if it's not budgeted, how will the HLVRA reimburse the City in 30 days.

President Wilson said there are two separate topics, a budget line item and the agreement. It's easy to do a budget line item and to put in an adjustment, but he said the wording doesn't get them where they want to be.

Mr. Hancock asked where does the JPA want to be.

Mr. Jonas asked if the language is needed and can it be omitted.

Mr. Hancock responded yes and explained that they are City employees and if the language is not there, the City will be responsible for the costs and the JPA could say it has no legal authority to pay it.

Mr. Egan said a statement saying the Authority shall reimburse the City for the direct costs of unemployment claims associated with pool employees would be more appropriate.

Mr. Hancock responded he believed that is what it says.

President Wilson expressed his concern about the phrase stating the "HLVRA shall be liable for unemployment insurance claims" and suggested removing the word liable.

Mr. Egan added that statement is not true because the Authority will be responsible for reimbursing the City.

Mr. Hancock suggested changing the wording to "shall be financially responsible" instead of liable.

President Wilson responded it should say the HLVRA shall reimburse the City for unemployment insurance claims. He also added that the board could discuss adding a line item in the budget at a future board meeting.

Mr. Hancock said the intent is that it would only be for operational positions including the pool manager/Board member. There is no intent that if the City Administrator has an unemployment claim and 6 percent of his time was spent on JPA matters that the JPA would be sending a bill for 6 percent of the unemployment fee.

There was general discussion that the language in Paragraph 6D should only pertain to operational employees.

Mr. Hancock suggested moving the pool manager into the operational category.

Vice President Garnier said that would make it a lot cleaner.

President Wilson questioned why the Pool Director/Manager position increased from \$18.42/hr. to an actual rate of \$27.48/hr. and asked what else was included.

Mr. Hancock stated he would have to get a breakdown for it, but he believed it was the only full time temporary position that would trigger the Affordable Care Act.

President Wilson stated he believed the Authority would be indirectly paying for some of the health care costs and he asked what is being offered and how much the Authority would be paying for it.

Mr. Hancock stated he was not aware of anything that was an added benefit included in that position, but he could check with the Finance Department.

There was general discussion about what triggers the Affordable Care Act.

Ms. Wemple stated she felt it would be helpful for everyone to see how the fully loaded rate was arrived at for each employee.

Mr. Hancock stated that the number of employees, actual hours worked and for how long are all factored in and there are very involved formulas for that, but he could get the breakdown for those actual rates.

President Wilson noted that the Assistant Pool Manager is \$17.10/hr. and is only \$1.32 less than the Pool Director/Manager position. The weighted costs of \$21.13 to the Pool Director/Manager is \$27.48. We are losing \$3 to \$4 an hour there. He stated he wasn't saying they shouldn't pay part of the health care costs, he just wanted to know what it is.

Mr. Hancock suggested taking a recess so he could gather the information the Board was requesting.

Mr. Jonas asked if there was a cap for the Administrative costs.

Mr. Hancock responded the Board will set the cap for staffing through the budget process.

Mr. Egan asked if there was language in the agreement that the contract wouldn't exceed the budget by the board.

Mr. Hancock said the best place would be adding a sentence in Item 3 stating that the reimbursement request shall not exceed the budgeted appropriation for employee costs.

Vice President Garnier asked if it would be for at that time or any specific fiscal year because it was going to change from year to year.

Mr. Hancock agreed and added if the JPA wanted to offer three more programs and ask the City what the additional costs are for additional staff or additional hours, the City could do the calculation, bring it back and the Authority can adjust the budget to increase it. If it's decided to cut a program, there can be a reduction in hours.

The board recessed at 3:40 p.m.

The board came back into open session at 3:52 p.m.

Mr. Hancock explained the Actual Rate calculation for the Pool Director/Manager position includes some assumptions. While all of the other positions were factored in at working less than 29 hours a week, the director/manager position is considered a full-time temporary position which will trigger the Affordable Care Act.

The City has set up a plan through Blue Shield to meet the minimum requirements for the Affordable Care Act. If a new employee already has coverage, such as through a spouse, they don't have to sign up and there will be no cost involved and the rate would decrease to \$22.76. If an employee accepts the insurance, the City has to provide them with a minimum plan and it has to be affordable.

The affordability requirement is the costs an employee contributes to the plan cannot exceed 9.5 percent of their hourly rate. If an employee did sign up for a plan, the most that can be taken out of their paycheck is \$139 per pay period and the employer is on the hook for the rest of it.

Mr. Hancock explained the costs of the plan is directly tied to their age. The calculation was based on if a person is of a mature age and signed up for the plan, the difference was going to be about \$6,000 to \$7,000 that would be contributed to health care costs a year resulting in the increase to \$27.48.

Mr. Hancock continued that if the person were younger, the costs would be about \$3,000 to \$4,000 making the rate \$24.68. The additional costs for the Pool Director/Manager position versus all the others is the health care and staff didn't want to under budget and staff can't discriminate who is hired based on age and what their health care costs may or may not be.

Mr. Hancock added staff could re-do the calculation as soon as someone was hired, but the best information he could provide is that if the individual didn't sign up the cost would be about \$22.76.

He continued that there were no roll up costs for the Finance Department running payroll in the Actual Rate because it was such a small percentage of the total workforce and because the City is already contributing to the JPA. There will be some time charged out to either himself or the secretary who are going through the time cards and signing them off, but Finance staff didn't feel a need to include an additional cost for the additional direct deposits.

He offered that if the JPA wanted the information he could get a cost estimate.

President Wilson stated to make sure there were line items added to the budget and to take some of these things into account.

Mr. Egan commented he appreciated what Mr. Hancock said about the actual cost being different from what the actual rate is, but how he understands the agreement to be, Appendix A would govern reimbursement to the City, not the actual costs and it seems the rates were arrived at a worst case scenario.

Mr. Hancock responded he wouldn't say it was a worst case scenario, but for the Pool Director/Manager position, staff used a conservative estimate based on the applications received. He thinks the higher amount is quite possible unless the individual does not sign up. The City is not looking to charge extra if it actually comes in lower and there are already a couple of minor changes being made but the Pool Director/Manager could be set at the \$22.76 amount with no health insurance and then it could be addressed separately somewhere else that it could be factored in. Or once someone hired, staff can come back to the JPA with Appendix A and share what the cost is with the Board.

President Wilson asked if any time any of the positions change will it have to be brought back to the Board.

Mr. Hancock responded the only one where there could be a foreseeable change is the position that's more than 29 hours a week.

President Wilson commented that all of the managerial and administration positions will get raises.

Mr. Egan asked that wouldn't all of the positions have to annually elect whether they take the benefits.

Mr. Hancock responded the positions were going to be managed to not exceed 29 hours.

Mr. Egan clarified that he was referring to the positions such as the assistant, project manager and City engineer. He asked if their rate was actually calculated with the same methodology as the Board member manager, with the assumptions made that those employees will take the health insurance.

Mr. Hancock responded that it is actual costs and they are recalculated annually.

Board member Wilson asked that if the City Engineer were to get a raise next month would Appendix A have to come back every single time because it is attached to the contract.

Mr. Hancock responded no and the rates charged will be updated next year.

Mr. Egan stated that was his point, even though pool manager may only cost \$22 an hour, this contract says the JPA owes the City \$27.00.

President Wilson stated the board could pass the agreement as is, and once someone is hired, Appendix A could be brought back and amended, but the rest of the positions should be locked in for a year.

Board member Hammond stated if the agreement was approved and the JPA is no longer an independent organization, it seems like it's going to be another function of the City.

Board member Meserve responded that there is an opportunity to change that.

Mr. Hancock also said he believed the agreement gives a lot of power to the JPA and with a 90 day notice it could be completely on its own. He reiterated that if the board ever felt the pool manager, executive officer or secretary were not serving the board's purpose the City can assign someone else.

From his perspective, the real benefit to the JPA is that this allows a mechanism with a structure in place to get the pool open and moving forward. He stated there is nothing in the agreement that makes it profitable for the City.

Board member Teeter stated that was the crux of the matter, if it didn't pass the agreement the board would be looking at three months of meetings creating policy and hiring and then it would be into next year.

President Wilson said he felt like the Board had made its decision in the last couple of months and that is how it ended up where it is right now.

Vice President Garnier made a motion to approve Resolution 17-12 based on the changes to Item 6D and the change to Item 3. Meserve second.

Mr. Jonas requested the changes be read back.

Mr. Hancock said a sentence was added under Item 3 stating, "The reimbursement request shall not exceed HLVRA's budgeted appropriation for staff services."

In Paragraph 6D in the third sentence, the word liable would be removed and replaced with the "HLVRA shall reimburse unemployment insurance claims" and the word "operational" to be added in front of employees as it would be necessary to move the Pool Director/Manager to the top of the operational position list.

President Wilson also directed staff to bring back Appendix A to be updated once a Pool Director/Manager was hired.

Mr. Egan said he would like the Agreement to say the cost would be the lesser of those rates or the actual costs and it may apply to those other positions as well. There may be a vacancy with the City engineer position and a new one is hired at a lower step on the pay scale and the costs may be less for part of a year.

Mr. Hancock responded that there may be an inverse situation where there is a vacancy and someone is hired at a higher rate.

Board member Teeter commented that during discussions it was mentioned it doesn't even have to be a replacement, if the City gives a raise to the engineer that doesn't take effect on the JPA's schedule until it comes to the board on Appendix A the following year.

Mr. Egan said he was hoping any numbers calculated at any known bargaining unit rate would be incorporated into the costs, most of the time that would be known in advance.

President Wilson asked about the motion.

Vice President Garnier made a motion to approve Resolution 17-12 based on the changes to Item 6D and the change to Item 3, second by Meserve. Motion carried unanimously.

**6      Board Reports**

Board member Meserve said he thought it was important to consider having the Authority become autonomous at some point in the future, and from an operational stand point, he thinks that is the way the JPA should go.

Mr. Jonas asked if an opening date for the swimming pool has been set.

President Wilson answered no.

Mr. Jonas asked if a date was going to be set soon.

President Wilson responded a Pool Director /Manager might have to be hired first and it will have to stop raining so the pool can be finished.

Mr. Hancock added that weather permitting, the plastering of the pool is scheduled for the beginning of next week and staff was hoping the Authority could take possession of the bath house by the end of next week. Staff went through a punch list with some touch up items they wanted taken care of.

**7      PUBLIC COMMENT ON CLOSED SESSION ITEMS: None.**

**8      CLOSED SESSION: None.**

Meeting adjourned at 4:14 p.m.

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Brian Wilson, President

Respectfully Submitted by

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Ruth Ellis, City of Susanville, Administrative Staff Assistant

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** May 16, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Jared G. Hancock, Executive Officer

**SUBJECT:** Receive and File Financial Reports through May 5, 2017

**SUMMARY:** Diana Wemple has provided the financial reports for revenue and expenses through May 5, 2017.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Information Only.

**ATTACHMENTS:** Budget Status as of May 5, 2017  
Expenditure Detail as of May 5, 2017  
General Ledger as of May 5, 2017  
Revenue Status as of May 5, 2017

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

# Budget Status

Percent of Year Elapsed 84 %

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp
3010	SALARIES AND EMPLOYEE BENEFITS						
3000100	SALARIES AND WAGES	\$21,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	Major Object Total	\$21,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
3020	SERVICES AND SUPPLIES						
3001200	COMMUNICATIONS	\$7,000.00	\$0.00	\$656.45	\$0.00	(\$656.45)	0%
3001500	INSURANCE	\$5,000.00	\$1,971.00	\$1,971.00	\$0.00	\$0.00	100%
3002200	OFFICE EXPENSE	\$1,000.00	\$1,500.00	(\$106.86)	\$0.00	\$1,606.86	-7%
3002300	PROFESSIONAL & SPECIALIZED SV	\$50,000.00	\$34,000.00	(\$9,106.82)	\$17,847.06	\$25,259.76	26%
3002359	CONTRACT FOR STAFF SERVICES	\$0.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0%
3002400	PUBLICATIONS AND LEGAL NOTICES	\$2,000.00	\$1,500.00	\$617.00	\$0.00	\$883.00	41%
3002701	NON-CAPITALIZED EQUIPMENT	\$48,000.00	\$26,500.00	\$0.00	\$0.00	\$26,500.00	0%
3002801	COUNTY WIDE COST ALLOCATION PL	\$5,000.00	\$2,204.00	\$2,203.67	\$0.00	\$0.33	100%
3002901	CONFERENCES AND TRAINING	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	0%
3003000	UTILITIES	\$15,000.00	\$16,000.00	\$5,041.97	\$0.00	\$10,958.03	32%
	Major Object Total	\$136,500.00	\$122,175.00	\$1,276.41	\$17,847.06	\$103,051.53	16%
3040	FIXED ASSETS						
3006000	LAND	\$2,000.00	\$2,750.00	\$1,771.50	\$0.00	\$978.50	64%
3006050	LANDSCAPING AND IMPROVEMENTS	\$0.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00	0%
3006100	BUILDING & IMPROVEMENTS	\$2,642,950.00	\$2,640,000.00	\$2,354,011.07	\$149,602.78	\$136,386.15	95%
3006200	EQUIPMENT	\$2,000.00	\$58,300.00	\$0.00	\$0.00	\$58,300.00	0%
	Major Object Total	\$2,696,950.00	\$2,722,050.00	\$2,355,782.57	\$149,602.78	\$216,664.65	92%
3090	PROVISIONS FOR CONTINGENCIES						
3010000	APPROPRIATION FOR CONTINGENCIE	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0%
	Major Object Total	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0%
	Cost Center Total	\$2,854,450.00	\$2,852,225.00	\$2,357,058.98	\$167,449.84	\$327,716.18	89%
	Budget Unit Total	\$2,854,450.00	\$2,852,225.00	\$2,357,058.98	\$167,449.84	\$327,716.18	89%
	Fund Total	\$2,854,450.00	\$2,852,225.00	\$2,357,058.98	\$167,449.84	\$327,716.18	89%

## County of Lassen Expenditure Detail with Account Totals

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount
01/26/17	536	0950		3001200		6670	FRONTIER/CITIZENS COMM COMPANY	1/1-1/31/17 2510235 HLVR	01107760	CL693943	\$134.96
02/16/17	536	0950		3001200		6670	FRONTIER/CITIZENS COMM COMPANY	2/1-2/28/17 HLVR AC2510235	01108625	CL694769	\$321.77
03/09/17	536	0950		3001200		6670	FRONTIER/CITIZENS COMM COMPANY	3/1-3/31/17 251-0235 HLVR	01109465	CL695396	\$103.62
04/27/17	536	0950		3001200		6670	FRONTIER/CITIZENS COMM COMPANY	4/1-4/30/17 251-0235 HLVR	01111577	CL697694	\$96.10
								<b>Account 5360950 3001200</b>		<b>Total:</b>	<b>\$656.45</b>
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
01/12/17	536	0950		3001500		14113	CA ASSOC FOR PARK&REC INSURANC	7/1/16-6/30/17 2ND HALF INSURA	01107043	CO170198	\$985.50
								<b>Account 5360950 3001500</b>		<b>Total:</b>	<b>\$1,971.00</b>
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
01/06/17	536	0950		3002200		186	CITY OF SUSANVILLE	REV STAFFTIME RMB JUNE 2016	00000001	JE000834	(\$110.88)
01/06/17	536	0950		3002200		315	RONALD D REBELL	REV INVITE PRINTS JUNE2016	00000001	JE000834	(\$19.78)
02/02/17	536	0950		3002200		186	CITY OF SUSANVILLE	11/15/16 POOL DIRECTOR FLYER	01108034	CL694207	\$12.65
02/09/17	536	0950		3002200		315	RONALD D REBELL	1/13/17 RECRUITMENT FLYERS HLVR	01108333	CL694563	\$11.15
04/30/17	536	0950		3002200		186	CITY OF SUSANVILLE	Rev POOL CONSTRUCTION JUNE16	00000001	JE001531	(\$110.88)
04/30/17	536	0950		3002200		315	RONALD D REBELL	Rev POOL CONSTRUCTION JUNE16	00000001	JE001531	(\$19.78)
								<b>Account 5360950 3002200</b>		<b>Total:</b>	<b>(\$106.86)</b>
08/04/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN & CITY OF SUSANVILLE	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 & FREDRIC NAGEL	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
09/29/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN & KRONICK,MOSOVITS,TIEDEMANN &	8/8-8/31 LEGAL SERVICES HLVRA	01102308	CO170057	\$1,560.00
11/22/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN & CITY OF SUSANVILLE	9/15/16 LEGAL SERV HLVRA	01104960	CO170057	\$414.00
12/01/16	536	0950		3002300		186	CITY OF SUSANVILLE	ADMIN SERV THRU 11/4/16	01105232	CL691447	\$12,176.50
12/08/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN & KRONICK,MOSOVITS,TIEDEMANN &	9/26-10/25/16 LEGAL SERVICES	01105600	CO170057	\$794.00
12/21/16	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN & CITY OF SUSANVILLE	10/27-11/21/16 LEGAL SERVICES	01106374	CO170057	\$386.44
01/06/17	536	0950		3002300		186	CITY OF SUSANVILLE	REV STAFFTIME RMB JUNE 2016	00000001	JE000834	(\$31,115.76)
01/24/17	536	0950		3002300		12933	PRICE PAIGE & CO ACCOUNTANCY	TRANS. FROM:5360950 3002801	00000000	CO170344	\$0.00
01/25/17	536	0950		3002300		12933	PRICE PAIGE & CO ACCOUNTANCY	COR#1106468 11/30/16 HLVR AUDI	00000001	JE000980	\$1,140.00
02/15/17	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN & KRONICK,MOSOVITS,TIEDEMANN &	COR1102308 8/8-8/31 LEGALSERV	00000001	JE001114	(\$1,560.00)

## County of Lassen Expenditure Detail with Account Totals

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount
02/15/17	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	COR I104960 9/15/16LEGALSERV	00000001	JE001114	(\$211.50)
02/16/17	536	0950		3002300		12933	PRICE PAIGE & CO ACCOUNTANCY	1/31/17 HLVR AUDIT FOR 6/30/16	01108609	CO170344	\$1,995.00
03/02/17	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	1/11/17 LEGAL SERVICE	01109106	CO170057	\$112.50
03/30/17	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	1/26/17 LEGAL SERVICES HL VRA	011110410	CO170057	\$188.00
04/13/17	536	0950		3002300		12933	PRICE PAIGE & CO ACCOUNTANCY	3/31/17 HLVR AUDIT FOR 6/30/16	011110983	CO170344	\$365.00
04/27/17	536	0950		3002300		3297	KRONICK,MOSOVITS,TIEDEMANN &	3/28/17 LEGAL SERVICE	011111527	CO170057	\$3,316.50
04/30/17	536	0950		3002300		186	CITY OF SUSANVILLE	Rev POOL CONSTRUCTION JUNE16	00000001	JE001531	(\$31,115.76)
							<b>Account 5360950 3002300</b>			<b>Total:</b>	<b>(\$9,106.82)</b>
02/02/17	536	0950		3002400		186	CITY OF SUSANVILLE	01266715 11/9/16 POOL DIRECTOR	011108034	CL694207	\$158.00
02/02/17	536	0950		3002400		186	CITY OF SUSANVILLE	01278446 12/21/16 POOL DIRECTR	011108034	CL694207	\$231.00
02/02/17	536	0950		3002400		186	CITY OF SUSANVILLE	1/13/17 POOL DIRECTOR	011108034	CL694207	\$29.00
02/02/17	536	0950		3002400		186	CITY OF SUSANVILLE	1/13/17 POOL DIRECTOR	011108034	CL694207	\$50.00
02/02/17	536	0950		3002400		186	CITY OF SUSANVILLE	1/13/17 UNLIMITED JOB POST	011108034	CL694207	\$149.00
							<b>Account 5360950 3002400</b>			<b>Total:</b>	<b>\$617.00</b>
10/20/16	536	0950		3002801		0	UNASSIGNED VENDOR	16/17 50% COST PLAN CHARGES	00000001	JE000442	\$1,101.83
12/21/16	536	0950		3002801		12933	PRICE PAIGE & CO ACCOUNTANCY	11/30/16 HLVR AUDIT 6/30/16 I	01106468	CO170344	\$1,140.00
01/24/17	536	0950		3002801		12933	PRICE PAIGE & CO ACCOUNTANCY	TRANSFER TO:5360950 3002300	00000000	CO170344	\$0.00
01/25/17	536	0950		3002801		12933	PRICE PAIGE & CO ACCOUNTANCY	COR#1106468 11/30/16 HLVR AUDI	00000001	JE000980	(\$1,140.00)
02/27/17	536	0950		3002801		0	UNASSIGNED VENDOR	16/17 COST PLAN 50%	00000001	JE001177	\$1,101.84
							<b>Account 5360950 3002801</b>			<b>Total:</b>	<b>\$2,203.67</b>
01/26/17	536	0950		3003000		515	LMUD	9/20/16 800SOUTH HLVR	01107761	CL693942	\$3,160.00
02/09/17	536	0950		3003000		515	LMUD	11/7-1/24/17 800S.POOL HLVR	01108336	CL694567	\$958.61
03/09/17	536	0950		3003000		515	LMUD	1/24-2/22/17 AC390772 HLVR	01109466	CL695395	\$322.20
04/13/17	536	0950		3003000		515	LMUD	2/22-3/24/17 390772 HL VRA	01111004	CL696991	\$601.16
							<b>Account 5360950 3003000</b>			<b>Total:</b>	<b>\$5,041.97</b>
02/15/17	536	0950		3006000		3297	KRONICK,MOSOVITS,TIEDEMANN &	COR I102308 8/8-8/3 ILEGALSERV	00000001	JE001114	\$1,560.00
02/15/17	536	0950		3006000		3297	KRONICK,MOSOVITS,TIEDEMANN &	COR I104960 9/15/16LEGALSERV	00000001	JE001114	\$211.50
							<b>Account 5360950 3006000</b>			<b>Total:</b>	<b>\$1,771.50</b>
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
09/15/16	536	0950		3006100		13897	MODERN BUILDING INC.	8/31/16 BUILD POOL PHASE 2	01101643	CO170100	\$467,875.00
09/29/16	536	0950		3006100		13897	MODERN BUILDING INC.	9/30/16 BUILD POOL PHASE II	01102310	CO170100	\$875,187.50

## County of Lassen Expenditure Detail with Account Totals

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount	*
10/06/16	536	0950		3006100		99998	IAN SIMS	9/21/16 PAINT FOR POOL HLVR	01102612	CL688687	\$35.65	
11/22/16	536	0950		3006100		13897	MODERN BUILDING INC.	10/31/16 BUILD POOL PHASE II	01104971	CO170100	\$373,587.50	
12/08/16	536	0950		3006100		13897	MODERN BUILDING INC.	11/30/16 BUILD POOL PHASE II I	01105607	CO170100	\$450,745.55	
01/06/17	536	0950		3006100		12182	GUY RENTS INC	REV FENCING FOR POOL JUNE2016	00000001	JE000834	(\$213.58)	
01/06/17	536	0950		3006100		13897	MODERN BUILDING INC.	REV POOL CONSTRUCTION JUNE2016	00000001	JE000834	(\$132,050.00)	
01/12/17	536	0950		3006100		13897	MODERN BUILDING INC.	LIQ AMT 150000CONTINGENCY	00000000	CO170100	\$0.00	
01/19/17	536	0950		3006100		13897	MODERN BUILDING INC.	LIQ ENC AMT 104,681	00000000	CO170100	\$0.00	
01/19/17	536	0950		3006100		13897	MODERN BUILDING INC.	12/31/16 BUILD POOL PHASE II IN	01107417	CO170100	\$71,463.28	
01/19/17	536	0950		3006100		13897	MODERN BUILDING INC.	12/31/16 PHASE I RETENTION PMT	01107416	CO170100	\$6,389.60	
02/16/17	536	0950		3006100		13897	MODERN BUILDING INC.	LIQ ENC AMT 1163.37	00000000	CO170100	\$0.00	
03/02/17	536	0950		3006100		186	CITY OF SUSANVILLE	ADMIN SERV THRU 12/31/16	01109143	CL695206	\$2,394.80	
03/02/17	536	0950		3006100		186	CITY OF SUSANVILLE	ENGINEER SERV THRU 12/31/16	01109143	CL695206	\$4,551.75	
03/30/17	536	0950		3006100		13897	MODERN BUILDING INC.	3/27/17 PHASE II INV8	01110414	CO170100	\$35,019.02	
04/30/17	536	0950		3006100		12182	GUY RENTS INC	Rev POOL CONSTRUCTION JUNE16	00000001	JE001531	(\$213.58)	
04/30/17	536	0950		3006100		13897	MODERN BUILDING INC.	Rev POOL CONSTRUCTION JUNE16	00000001	JE001531	(\$132,050.00)	
<b>Account 5360950 3006100</b>											<b>Total:</b>	<b>\$2,354,011.07</b>
											<b>Total Budget Year Expenditures:</b>	<b>\$2,357,058.98</b>
											<b>Grand Total:</b>	<b>\$2,357,058.98</b>

## County of Lassen General Ledger Detail

Fund	Account	Program	Date	Document	Deposit Entry	Description	Amount
536	0100000		4/1/2016	JE001494		JAN-MAR INTEREST APPORTIONMENT	\$5,580.11
536	0100000		4/7/2016	WA040716		WARRANTS	(\$48,490.85)
536	0100000		4/25/2016	JE001668		HLVRA-REVENUE FROM GOVT AGENC	\$200,000.00
536	0100000		4/28/2016	WA042816		WARRANTS	(\$446.58)
536	0100000		5/5/2016	WA050516		WARRANTS	(\$7,822.45)
536	0100000		5/19/2016	WA051916		WARRANTS	(\$594.00)
536	0100000		6/9/2016	WA060916		WARRANTS	(\$1,243.57)
536	0100000		6/29/2016	WA062916		WARRANTS	(\$8,111.00)
536	0100000		6/30/2016	JE002196		APR-JUN INTEREST APPORTIONMENT	\$7,088.79
536	0100000		6/30/2016	WA063016		WARRANTS	(\$67.50)
536	0100000		8/4/2016	WA080416		WARRANTS	(\$331,600.86)
536	0100000		8/11/2016	WA081116		WARRANTS	(\$32,212.14)
536	0100000		8/18/2016	WA081816		WARRANTS	(\$90.00)
536	0100000		8/23/2016	DE100700		16/17 CITYSUS HLVRA CONTRIBUT	\$80,000.00
536	0100000		8/25/2016	WA082516		WARRANTS	(\$950.00)
536	0100000		9/15/2016	WA091516		WARRANTS	(\$467,875.00)
536	0100000		9/29/2016	WA092916		WARRANTS	(\$876,747.50)
536	0100000		10/1/2016	JE000334		JUL-SEP INTEREST APPORTIONMENT	\$5,712.79
536	0100000		10/6/2016	WA100616		WARRANTS	(\$35.65)
536	0100000		10/18/2016	JE000416		COUNTY CONTRIB FOR POOL PROJ	\$80,000.00
536	0100000		10/20/2016	JE000442		16/17 50% COST PLAN CHARGES	(\$1,101.83)
536	0100000		11/22/2016	WA112216		WARRANTS	(\$374,001.50)
536	0100000		12/1/2016	WA120116		WARRANTS	(\$12,176.50)
536	0100000		12/8/2016	WA120816		WARRANTS	(\$451,539.55)
536	0100000		12/21/2016	WA122116		WARRANTS	(\$1,526.44)
536	0100000		1/1/2017	JE000821		OCT-DEC INTEREST APPORTIONMENT	\$2,521.24
536	0100000		1/12/2017	WA011217		WARRANTS	(\$985.50)
536	0100000		1/19/2017	WA011917		WARRANTS	(\$77,852.88)
536	0100000		1/26/2017	WA012617		WARRANTS	(\$3,294.96)
536	0100000		2/2/2017	WA020217		WARRANTS	(\$629.65)

## County of Lassen General Ledger Detail

Fund	Account	Program	Date	Document	Deposit Entry	Description	Amount
536	0100000		2/9/2017	WA020917		WARRANTS	(\$969.76)
536	0100000		2/16/2017	WA021617		WARRANTS	(\$2,316.77)
536	0100000		2/27/2017	JE001177		16/17 COST PLAN 50%	(\$1,101.84)
536	0100000		3/2/2017	WA030217		WARRANTS	(\$7,059.05)
536	0100000		3/9/2017	WA030917		WARRANTS	(\$425.82)
536	0100000		3/30/2017	WA033017		WARRANTS	(\$35,207.02)
536	0100000		4/1/2017	JE001386		JAN-MAR INTEREST APPORTIONMENT	\$1,041.90
536	0100000		4/13/2017	WA041317		WARRANTS	(\$966.16)
536	0100000		4/27/2017	WA042717		WARRANTS	(\$3,412.60)
536	0166000		4/6/2016	JE001515		TRANSFER DEMOLITION AND COSTS	\$236,758.18
536	0166000		6/30/2016	JE002523		PHASE 1 RETENTION	\$6,389.60
536	0166000		6/30/2016	JE002520		phase 1, fencing, phase 2	\$273,981.77
536	0166000		6/30/2016	JE002523		PHASE 2 RETENTION AS OF 6/30	\$6,950.00
536	0166000		1/11/2017	JE000886		PY JE 2583 PHASE 1 RETENTION	\$6,389.60
536	0166000		1/11/2017	JE000886		PY JE 2583 PHASE 2 RETENTION	\$6,950.00
536	0166000		1/12/2017	JE000903		PY JE2520 CONSTRUCTION	\$273,981.77
536	0203000		6/30/2016	JE002399		POOL CONSTRUCTION JUNE 2016	(\$163,510.00)
536	0203000		1/6/2017	JE000834		REV JUNE 2016 ACCOUNTS PAYABLE	\$163,510.00
536	0203000		4/30/2017	JE001531		Rev POOL CONSTRUCTION JUNE16	\$163,510.00
536	0203010		6/30/2016	JE002523		PHASE 1 RETENTION	(\$6,389.60)
536	0203010		6/30/2016	JE002523		PHASE 2 RETENTION AS OF 6/30	(\$6,950.00)
536	0203010		1/11/2017	JE000886		PY JE 2583 PHASE 1 RETENTION	(\$6,389.60)
536	0203010		1/11/2017	JE000886		PY JE 2583 PHASE 2 RETENTION	(\$6,950.00)
536	7244000		4/6/2016	JE001515		TRANSFER DEMOLITION AND COSTS	(\$236,758.18)
536	7244000		6/30/2016	JE002521		2015-16 construction in proce	(\$273,981.77)
536	7244000		1/12/2017	JE000903		PY JE2521 CONSTRUCTION	(\$273,981.77)
536	7500000		4/6/2016	JE001515		TRANSFER DEMOLITION AND COSTS	(\$236,758.18)
536	7500000		4/6/2016	JE001515		TRANSFER DEMOLITION AND COSTS	\$236,758.18
536	7500000		6/30/2016	JE002521		2015-16 construction in proce	\$273,981.77
536	7500000		1/12/2017	JE000903		PY JE2520 CONSTRUCTION	(\$273,981.77)

## County of Lassen General Ledger Detail

Fund	Account	Program	Date	Document	Deposit Entry	Description	Amount
536	7500000		1/12/2017	JE000903		PY JE2521 CONSTRUCTION	\$273,981.77
536	9600000		7/1/2016	JE000003		APPROPRIATION	\$2,854,450.00
536	9600000		7/1/2016	JE000004		ESTIMATED REVENUE	(\$247,000.00)
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	(\$48,000.00)
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	(\$27,851.96)
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	(\$21,000.00)
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	(\$16,000.00)
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	(\$7,000.00)
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	(\$3,029.00)
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	(\$2,950.00)
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	(\$2,796.00)
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	(\$500.00)
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	\$500.00
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	\$750.00
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	\$1,000.00
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	\$1,000.00
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	\$3,000.00
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	\$6,300.00
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	\$8,000.00
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	\$8,000.00
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	\$21,000.00
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	\$26,500.00
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	\$35,000.00
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	\$35,000.00
536	9600000		5/5/2017	AT000053		BUDGET CHANGE PER 3/21/17	\$40,000.00
							<b>\$732,954.71</b>

Fiscal Year 2017 As of 5/5/2017

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

User: dwemple

Percent of Year Elapsed 84 %

### Revenue Status

Account	Account Name	Adopted Estimated Revenue	Adjusted Estimated Revenue	Revenue Realized	Unrealized	Percent Revenue
2040	REVENUE FR USE OF MONEY & PROP					
2003000	INTEREST	\$0.00	\$0.00	(\$9,275.93)	(\$9,275.93)	0%
2003203	ADMISSIONS TO GROUNDS	\$8,000.00	\$0.00	\$0.00	\$0.00	0%
2003204	COMMERCIAL SPACE	\$35,000.00	\$0.00	\$0.00	\$0.00	0%
2003205	EXHIBITS	\$1,000.00	\$0.00	\$0.00	\$0.00	0%
2003212	RENTS & LEASES	\$3,000.00	\$0.00	\$0.00	\$0.00	0%
	Major Object Total	\$47,000.00	\$0.00	(\$9,275.93)	(\$9,275.93)	0%
2052	INTERGOVT REVENUE-OTHER					
2007400	OTHER-GOVERNMENTAL AGENCIES	\$160,000.00	\$160,000.00	(\$160,000.00)	\$0.00	100%
	Major Object Total	\$160,000.00	\$160,000.00	(\$160,000.00)	\$0.00	100%
2060	CHARGES FOR SERVICES					
2010611	OTHER FEES	\$40,000.00	\$0.00	\$0.00	\$0.00	0%
	Major Object Total	\$40,000.00	\$0.00	\$0.00	\$0.00	0%
2080	OTHER FINANCING SOURCES					
2012400	OTHER - TRUST TRANSFERS	\$0.00	\$27,851.96	\$0.00	\$27,851.96	0%
	Major Object Total	\$0.00	\$27,851.96	\$0.00	\$27,851.96	0%
	Cost Center Total	\$247,000.00	\$187,851.96	(\$169,275.93)	\$18,576.03	90%
	Budget Unit Total	\$247,000.00	\$187,851.96	(\$169,275.93)	\$18,576.03	90%
	Fund Total	\$247,000.00	\$187,851.96	(\$169,275.93)	\$18,576.03	90%

**Submitted By:** Quincy McCourt, Project Manager

**Action Date:** May 16, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Jared G. Hancock, Executive Officer

**SUBJECT:** Review Proposed Landscaping Plan

**SUMMARY:** As one of the initial cost saving measures for the construction of the Honey Lake Valley Community Pool, the Board elected to remove the landscaping from the original cost proposal and for the work to be completed by the Honey Lake Valley Recreation Authority (HLVRA) resulting in a savings to the JPA. On January 31, 2017, the Board approved City staff to create the plan. To reduce the impact on the current fiscal year budget, the landscaping has been divided into two phases with Phase 1 as shown on the attached drawing and cost breakdown including:

- Majority of supply irrigation and stub for future planters
- Downspout drainage
- Vegetation and ground cover
- Loading zone and shed pads
- Hydro-seed
- Enhance perimeter swale (if under budget)

**FISCAL IMPACT:** Estimated cost \$21,000

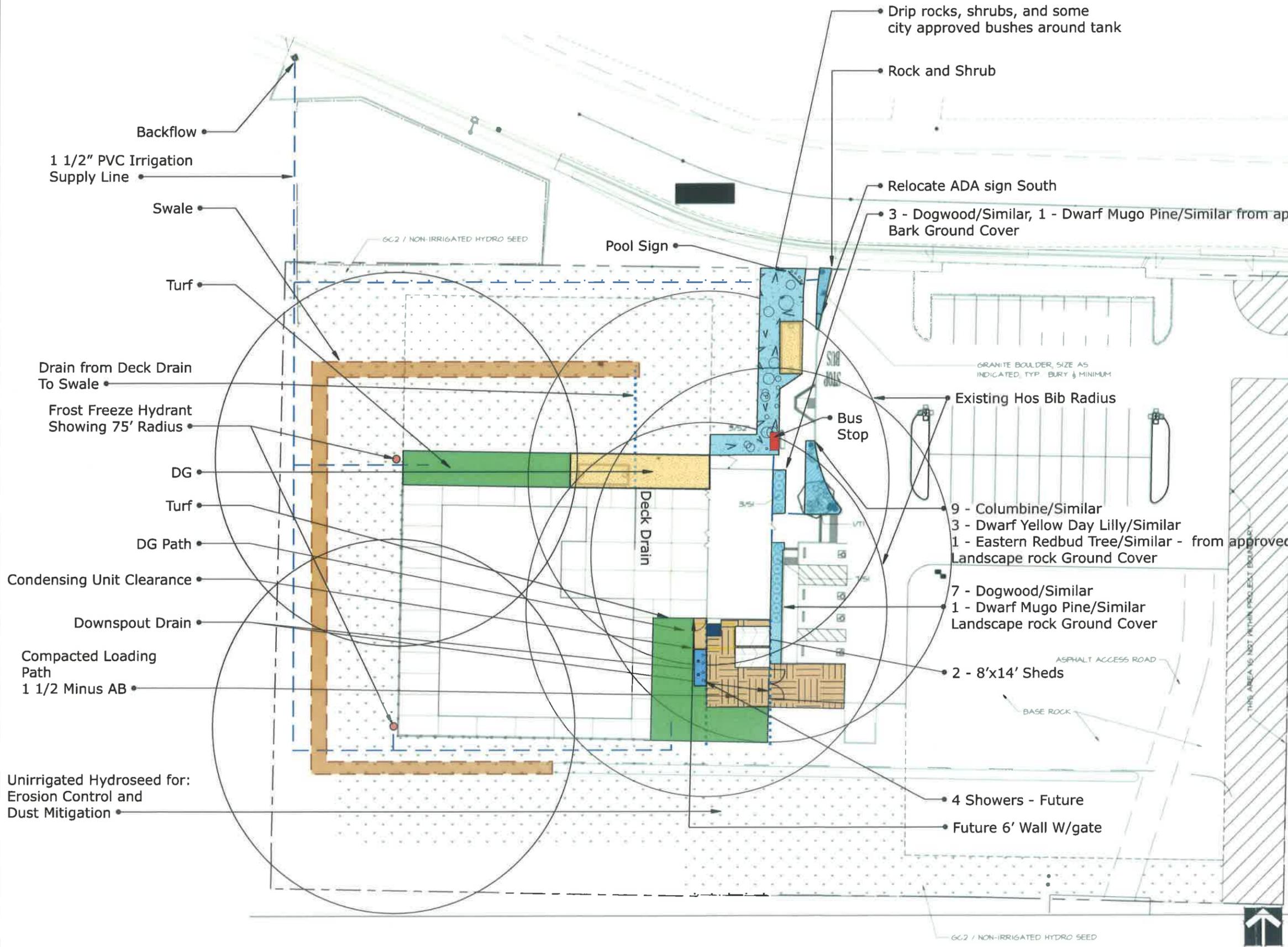
**ACTION**

**REQUESTED:** Direction to Staff.

**ATTACHMENTS:** Proposed Landscaping Phase 1  
Phase 1 Cost Estimate

Honey Lake Valley Recreation Authority  
 City of Susanville - Pool Landscaping Phase 1  
 4/28/2017

General Notes:  
 1. Turf sprinkled  
 2. All planters to be drip irrigated



PLANTING PLAN



## Pool Landscaping

Item	Quantity	\$		Total
Trees	1	\$100.00		\$100.00
Shrubs	10	\$25.00		\$250.00
Perennials	24	\$10.00		\$240.00
Tree Stakes	4	\$5.00		\$20.00
Planting Mulch	20	\$7.00		\$140.00
Fertilizer Tablets	1	\$60.00		\$60.00
Sod	1200	\$1.50		\$1,800.00
Planter Cover	1	\$1,600.00		\$1,600.00
Native Grass Seed	1	\$500.00		\$500.00
Irrigation Supplies	1	\$2,800.00		\$2,800.00
Equipment Rental	1	\$2,410.00		\$2,410.00
AB	1	\$2,200.00		\$2,200.00
DG	1	\$1,200.00		\$1,200.00
Labor	1	\$7,680.00		\$7,680.00
				\$0.00
<b>Total</b>				<b>\$21,000.00</b>

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** May 16, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Jared G. Hancock, Executive Officer

**SUBJECT:** **Resolution No. 17-13** Amending the Authority's Purchasing Policy Adopting the Credit Card Policy.

**SUMMARY:** During the April 15, 2014 meeting, the Honey Lake Valley Recreation Authority adopted an amended version of the County's purchasing policy as their own as the County performs the treasurer functions for the HLVRA. As part of this policy, a Purchasing Agent is required for various items. However, a purchasing agent was not identified and additional items in the policy were not applicable to the HLVRA and have been removed.

In addition, Section 15 of the Credit Card Policy states that the Purchasing Agent can set up a VISA charge card account. Staff has amended the County's Credit Card Policy to fit the HLVRA, is requesting the adoption of the Credit Card Program and approval to request a credit card for pool-related purchases.

**FISCAL IMPACT:** None.

**ACTION**

**REQUESTED:** Approve Resolution No. 17-13, amending the Authority's Purchasing Policy Adopting the Credit Card Policy.

**ATTACHMENTS:** Resolution No. 17-13  
Proposed Credit Card Policy  
Amended Purchasing Policy with track changes

**RESOLUTION NUMBER 17-13**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HONEY LAKE VALLEY**  
**RECREATION AUTHORITY AMENDING THE AUTHORITY'S PURCHASING POLICY, AND**  
**ADOPTING THE CREDIT CARD POLICY**

**WHEREAS**, the Honey Lake Valley Recreation Authority ("HLVRA") adopted a Purchasing Policy as of April 2014; and

**WHEREAS**, HLVRA seeks to amend the Purchasing Policy to remove references to the County purchasing systems which are not used by HLVRA, to permit HLVRA's Executive Officer to act as the Purchasing Agent for HLVRA, and to provide staff with additional guidance in making purchases on behalf of HLVRA; and

**WHEREAS**, the HLVRA Board hereby approves the amended Purchasing Policy which is attached hereto as Exhibit "A" and is incorporated herein by reference; and

**WHEREAS**, the amended Purchasing Policy references the creation of a Credit Card Policy and HLVRA now seeks to adopt such policy; and

**WHEREAS**, the HLVRA Board hereby approves the Credit Card Policy which is attached hereto as Exhibit "B", and is incorporated herein by reference.

**NOW, THEREFORE, BE IT RESOLVED**, that the Honey Lake Valley Recreation Authority hereby adopts the amended Purchasing Policy attached hereto as Exhibit A, and adopts the Credit Card Policy attached hereto as Exhibit B.

Approved: \_\_\_\_\_  
Brian R. Wilson, President

The foregoing **Resolution Number 17-13** was approved and adopted at a regular meeting of the Honey Lake Valley Recreation Authority held on the 16<sup>th</sup> day of May, 2017 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAINING:

Attest: \_\_\_\_\_  
Heidi Whitlock, Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Kronick Moskovitz Tiedemann & Girard

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**POLICY NAME:**

**Credit Card Program Policies and Procedures**

**BOARD APPROVAL DATE:**

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## **1. GENERAL INFORMATION**

The Honey Lake Valley Recreation Authority (HLVRA) has established a credit card program as a more efficient method of purchasing goods and supplies. This program will eliminate some requisitions associated with small dollar purchases, will facilitate one payment to a bank on a monthly basis, instead of individual payments to a large number of vendors and will reduce the overall cost of claims processing.

The cards bear the Honey Lake Valley Recreation Authority name. A credit card is issued in the name of the HLVRA and authorization to use the card is restricted to authorized cardholders only and should not be delegated. Each card will be assigned specific purchase limits and restrictions, which cardholders shall adhere to. The card shall be used for official HLVRA business only and may never be used for personal purchases, or for any purpose that violates any HLVRA policy or law.

## **2. CONTROLS**

An HLVRA credit card can be used only within the limit determined by the HLVRA Executive Officer. These limits are established for each Cardholder and can be modified when necessary. Unless otherwise authorized, the limit shall not exceed \$2,000 per credit card. Purchases that would cause the credit card limit to be exceeded will be denied.

Cardholders are required to provide detailed and itemized proof of all purchases. The Executive Officer may establish rules requiring additional verification from a Cardholder. All HLVRA Credit Card purchases are subject to the terms and conditions of HLVRA policies including, but not limited to the HLVRA's purchasing policy. Any department requesting and utilizing HLVRA credit cards may establish internal policies supplementing these policies, tailored to the individual needs and controls of the department.

The Cardholder shall be personally liable to the HLVRA for prohibited use or purchases. Use of a HLVRA Credit Card in violation of HLVRA policies may result in immediate termination of the credit card and appropriate disciplinary action shall be taken in accordance with appropriate California Code and HLVRA Policies and Procedures.

## **3. DEFINITIONS**

The following terms are commonly referred to in this document and their definitions are provided for clarification:

**Executive Officer**

The Executive Officer shall be the critical checkpoint for internal control purposes and as such shall not purchase items on an HLVRA credit card. The Executive Officer must authorize any necessary forms or approval levels required by the bank issuing the card to the Cardholder.

**Billing Contact**

The person(s) identified by the Executive Officer as being the person responsible for reconciling the department's cardholder and summary statements, for attaching all supporting documentation, and for providing them to the Auditor in a timely manner. The Billing Contact must have a working knowledge of HLVRA purchasing policies; account coding requirements; and the Auditor's audit requirements.

**Capital Asset**

As of the date of this policy the dollar amount for designating goods as a capital asset is \$5,000. As used in this policy the applicable capital asset amount is the current capital asset amount as established by the Board of Directors.

**Cardholder**

The employee designated by the Executive Officer to obtain and use a HLVRA Credit Card for official HLVRA business only.

**Prohibited**

If the supplies/goods are "prohibited," the use of the HLVRA credit card is not authorized and shall not be used.

**Proof of Purchase**

A detailed, itemized sales receipt or invoice that is presented as evidence that an actual purchase took place and that contains the vendor name, vendor address, the purchase date, a description of goods, supplies, or commodities purchased, quantity purchased, the total amount including sales tax and shipping charges, if applicable, and the method of payment.

**4. PROCUREMENT PROCESS**

The HLVRA Credit Card is not intended to replace effective procurement planning, nor does use of the credit card relieve the Cardholder from adherence to all Federal, State, and Local acquisition laws, regulations, policies and procedures. The following conditions must be met when using the HLVRA Credit Card:

- a. Each single purchase may be comprised of multiple items, but the total including freight, shipping, and tax shall not exceed the card credit limit or any other limit set by the Cardholder's department or HLVRA purchasing policy.
- b. If a purchase will exceed any limit established by the HLVRA purchasing policy, the normal purchasing procedures must be followed.
- c. The credit card may be used for emergency purchases so long as they comply with the Emergency Purchases section of the HLVRA Purchasing Policy.
- d. The credit card may be used to pay for items associated with a purchase order, provided the applicable credit limit allows and sufficient balance is available.

- e. The most economical item that meets basic needs must be sought.
- f. Cardholders shall ensure that sufficient funds have been budgeted and are available prior to making any purchases. The Treasurer of the HLVRA can assist in verifying that funds are available.
- g. Purchases shall not be split in any manner to circumvent procurement regulations.
- h. The card shall not be used to make purchases from a vendor when the cardholder has a personal interest or knowledge that may create an appearance of a conflict of interest (e.g., buying from a relative or close friend).

## 5. CARD RESTRICTIONS

The HLVRA credit card is intended for the purchase of goods, supplies and equipment only. Due to HLVRA policy and the complexity of Internal Revenue Service (IRS) 1099 reporting requirements, the card is not to be used for any type of service, unless the service is approved by the Executive Officer. Any item not expressly authorized by this policy, may not be purchased using the HLVRA Credit Card. In addition, the HLVRA Credit Card shall not be used for any of the following:

- a. Capital assets, unless covered by a valid purchase order and approved in advance by the Executive Officer when the HLVRA Purchasing Policy requires.
- b. Cash advances.
- c. Personal services or purchases of any kind, used for the benefit of the employee.
- d. Alcohol or tobacco.
- e. Any purchases where required advance approval is required and has not been obtained.

The Executive Officer and Auditor may, in their discretion, impose additional restrictions on the use of HLVRA Credit Cards. Questions regarding the appropriate use of a HLVRA credit card should be referred to the Executive Officer. All purchases are subject to a full audit. The Executive Officer or the Auditor may decline to approve a transaction when a purchase does not comply with these policies and procedures. In this event, the Cardholder will be responsible for returning the item(s) to the vendor for credit. If a Cardholder makes a purchase, the vendor will be paid and the department budget charged unless the Cardholder returns the merchandise and the vendor agrees to take it back and issues a credit. Cash refunds are not allowed.

## 6. TELEPHONE/MAIL ORDER/ONLINE

When placing a telephone, mail or online order, ask for and verify that discounts have been applied, if applicable. Cardholders should advise their vendors that full billing should not occur until full shipment is made. This may prevent subsequent billing problems and disputes. Of course, if a partial shipment is made, billing for the portion of the shipment may be processed.

If an order is placed through the mail, retain a copy of the order form. Attach the order form and original sales receipt (if applicable) to the statement on which the charge appears. When paying for goods, supplies, or equipment, the department shall ensure that the receiving

function has been completed prior to authorizing payments to vendors; unless the purchase otherwise complies with HLVRA purchasing policies.

## **7. UNAUTHORIZED USE OF HLVRA CREDIT CARD**

Employees of the HLVRA are employed by the City of Susanville and hold a public trust. Employees' conduct must meet the highest ethical standards. Disciplinary procedures may be initiated for unauthorized or inappropriate use of a HLVRA Credit Card. "Unauthorized use" means use of the HLVRA Credit Card by any person, including the cardholder, which does not comply with this policy. Use of the HLVRA Credit Card for personal purchases, cash advances, or loans may also constitute a crime. Any employee who engages in the unauthorized use of the HLVRA Credit Card may be subject to disciplinary action, up to and including, termination, and any unlawful use of a HLVRA Credit Card may be referred to the District Attorney.

## **8. OBTAINING A CREDIT CARD**

The Executive Officer is the only official authorized to approve issuance of a HLVRA Credit Card to an employee. Any form or approval required by the bank shall be approved by the Executive Officer, and forwarded to the Auditor. A form must be filled out for each employee designated to have a HLVRA credit card. The written request shall include a recommendation for the employee's monthly transaction limit and types of transactions that may be charged using the card.

## **9. CREDIT CARD ACTIVATION OR MODIFICATION**

Upon verification and approval by the Auditor, the bank will mail the requested HLVRA credit card directly to the Auditor's Office for distribution. Upon delivery of a credit card, the new Cardholder will be notified and will be required to appear in the Auditor's office, show proof of identity, and shall sign a form acknowledging receipt of the credit card and an agreement to comply with these policies and procedures. Prior to the release of a HLVRA credit card to an employee, the employee shall receive training related to the requirements and usage of the HLVRA Credit Card as well as a acknowledge that they have received and read the HLVRA's Credit Card Program Policies and Procedures. This training will be prepared and provided by Auditor staff.

The reverse side of the credit card includes a space for the Cardholder to sign. Upon pickup, Auditor Staff will verify that the credit card is signed by the Cardholder to prevent unauthorized use. The toll-free number to contact a bankcard customer service representative is on the back of the credit card.

To modify a HLVRA credit card account, or to change the credit limit, or the Cardholder name and address, a written request using a bank provided form or online approval shall be submitted to the Auditor by the Executive Officer.

## **10. CREDIT CARD CANCELLATION**

The Auditor and/or the Executive Officer have the authority to cancel credit cards issued to a Cardholder if the credit card is used in violation of this policy or for prohibited purchases.

## **11. REQUESTS FOR REPLACEMENT CARDS**

Cardholders shall apply to the Auditor to replace worn out or defective credit cards. All worn out or defective cards shall be returned to the Auditor to be properly disposed of.

## **12. LOST OR STOLEN CREDIT CARDS**

The Cardholder is responsible for the security of the HLVRA Credit Card. If an employee's HLVRA Credit Card is lost or stolen, the employee shall contact the bank within two hours of discovering the loss. The employee shall also notify the Executive Officer as soon as practical, but in no event later than the next regular business day. The Executive Officer shall immediately notify the Auditor by telephone and follow-up with a written notification within two business days of loss. The notification should include: 1) account number; 2) date, time, and location the credit card was lost or stolen; and 3) a list of any purchases made on the day the credit card was lost or stolen. The Auditor will contact the bank to obtain a replacement credit card. Replacement credit cards will be delivered to the Auditor. A new account number will be assigned to the replacement credit card.

A Cardholder may be personally financially liable if the reporting requirements for a lost or stolen credit card are not met and the HLVRA incurs a financial loss as a result of the Cardholder's inaction.

## **13. EMPLOYEE DEPARTURES**

If an employee leaves a department for any reason the Executive Officer shall notify the Auditor immediately, and should promptly return the employee's HLVRA Credit Card with a memorandum of explanation from the Executive Officer

## **14. SALES TRANSACTIONS**

Cardholders are required to receive and retain Proof of Purchase for each transaction that is completed with the HLVRA Credit Card. The Cardholder must ask in advance, whether the vendor will supply an itemized receipt or invoice. If the vendor cannot provide an itemized receipt, the Cardholder shall not make the purchase. A description of goods, supplies, or equipment purchased, quantity purchased, price per item, and the total amount including sales tax and shipping charges, if applicable, must be included on the itemized receipt. If an itemized receipt or invoice is not available for any transaction, the Cardholder must complete the Missing Receipt form.

## **15. STATEMENT PROCEDURES**

## 15.1 Cardholder Procedures

At the close of each billing cycle, each Cardholder will receive an individual statement referred to as "Statement of Account.", either online or via mail.

The statement will show all transactions the Cardholder made during the billing cycle. If the Cardholder has questions regarding the information on the statement, the Cardholder shall contact the bank. If no activity occurred for a Cardholder during a particular cycle, no statement will be generated.

Upon receipt of the Statement of Account, the Cardholder shall complete the following steps within five working days:

- a. Review the Statement of Account for accuracy.
- b. Reconcile the Statement of Account with the original itemized receipts.
- c. If an item is billed incorrectly, provide a complete explanation with the Statement of Account.
- d. Attach all corresponding receipts and invoices listed in the same order as they appear on the statement. Individual receipts and invoices smaller than 4 1/2" x 5 1/2" must be taped on an 8 1/2" x 11" sheet of paper to ensure they are not lost in transit. If receipts or invoices are lost, a duplicate copy must be obtained from the vendor. If a duplicate copy cannot be obtained from the vendor, the Cardholder must complete the Missing Receipt form (Appendix 2) and attach it to the Statement of Account.
- e. Attach all credit vouchers for returned merchandise.
- f. Submit the above documents to the Cardholder's Billing Contact within five working days of receipt. If the Cardholder is out of office, or otherwise unable to review the statement within the required five-day period, the Billing Contact shall notify the Auditor's Office of the delay and work with the cardholder to complete the reconciliation process immediately upon the cardholders return. For planned leaves the cardholder shall work with the Billing Contact to ensure reconciliation is completed in the cardholder's absence.

## 15.2 Billing Contact Procedures

Billing Contact(s) shall be identified. The Billing Contact(s) shall be responsible for reconciling all of the department's Cardholder Statements of Account and documentation with the Auditor's Office.

Within five working days of receipt of all Cardholders' Statements of Account and supporting documentation, the Billing Contact shall:

- a. Review each Cardholder's Statement of Account and supporting documentation,
- b. Review each Cardholder's purchases and determine if the items are allowed in accordance with HLVRA policies and procedures. Discuss any questionable purchase(s) with the Cardholder. If the Cardholder cannot justify that the purchase was made in accordance with this Policy then the Cardholder must return the item

and provide a credit voucher substantiating such return. Resolution of improper use of the HLVRA Credit Card shall be the responsibility of each Executive Officer.

- c. Be sure there is a written explanation for items where any amount on the invoice differs from the amount on the statement.
- d. Fill out a claim and complete any necessary coding, including cost center, account number, vendor identification (ID), and Purchase Order (PO) number if applicable, attach all credit card receipts, and submit to the Auditor for payment.

### **15.3 Executive Officer Procedures**

The Executive Officer is ultimately responsible for ensuring that all Cardholders' Statements of Account are processed by the department's Billing Contact and approved in the required time frame (maximum of 10 working days from cardholder receipt of statement). The Executive Officer is responsible for any Cardholder on leave or travel and shall ensure that their statement is reviewed and all appropriate reports and receipts are attached.

### **15.4 Auditor Procedures**

Within five working days of receipt of all Cardholders' Statements of Account and supporting documentation, the Auditor shall:

- 1) Obtain via mail or print a master statement that shows all charges for all HLVRA Credit Cards issued to departments.
- 2) Match and review each Cardholder's Statement of Account and supporting documentation,
- 3) Review each department's purchases and determine if the items are allowed in accordance with HLVRA policies and procedures.
- 4) Review each department's statements for receipts, accounting and appropriate documentation.
- 5) Process master statement for payment.

### **16. STATEMENT RECEIVED LATE**

If statements are received late from the bank or if there is a delay in printing, Cardholders shall include in their month-end statement package, a written memorandum to the Auditor indicating the date statement was received or printed, and attach verification of the bank delay or explanation of the printing delay along with the submittal to the Executive Officer.

### **17. LATE FEES**

Each department will be charged back for any late fees incurred.

Timely payment to the bank is a condition of participation in the credit card program. Failure to submit reconciled statements and documentation to the Auditor's Office in a timely manner may result in cancellation of the credit cards issued.

## **18. DISPUTES**

The Cardholder must attempt to resolve problems directly with the vendor. The vendor must issue a credit for billing errors, defective supplies or unacceptable services, returned supplies or canceled orders. This credit should appear on the Cardholder's statement within 60 days. Do not permit the vendor to issue cash to settle a disputed amount. Under no circumstances can an employee accept cash.

If the Cardholder is unable to resolve the issue with the vendor, or Cardholder's credit does not appear on the monthly statement within 60 days, the Cardholder (with assistance from the Executive Officer) should utilize the bank's dispute resolution procedures to resolve the matter.

When an account is in a dispute status, the disputed amount may limit the available purchasing limit. After an item has been entered as a dispute, the Bank will determine who is responsible by researching the transaction including requesting a copy of the sales receipt when necessary. If the problem is resolved between the vendor and the Cardholder while the item is in dispute, the Cardholder should write the solution agreed upon and provide to the Bank in accordance with any applicable bank dispute resolution policies as soon as possible.

If it is ultimately determined that the Cardholder is responsible for the transaction, then the questioned amount will be added to the next monthly statement. If the Cardholder is not responsible for the transaction, the dispute is settled for the Cardholder, and the Bank will initiate the charge-back process against the vendor.

## **19. COMMON DISPUTE REASONS**

The most common reasons for dispute are described below.

### **19.1 Unauthorized Mail/Telephone/Online Order**

This reason should be used for telephone, mail, or online order transactions.

### **19.2 Duplicate Processing**

This reason is used when a transaction has been billed more than once to an account. The amounts must be the same. The Cardholder shall provide the transaction details on the original billing, such as dollar amounts, transaction date, etc.

### **19.3 Merchandise Not Received**

The Cardholder shall attempt to resolve the dispute with the vendor. The Cardholder shall detail this attempt and provide the date of expected delivery of goods, supplies, or commodities. If the goods, supplies, or commodities were paid by another means, a copy of the payment (copy of front and back of a check or other payment document) shall be provided and forwarded with the Cardholder's statement. In the event the purchase transaction was canceled,

full details shall be provided, such as why the transaction was canceled and date of cancellation.

#### 19.4. Goods, Supplies or Equipment Returned

In the event the goods, supplies, or equipment were returned and a credit has not yet been posted, the Cardholder shall describe the reason for returning the items and the date the item(s) were returned. A copy of the reference number on the monthly statement, postal, UPS, FedEx, or other official receipt proving the item(s) were returned shall be forwarded with the Cardholder's statement.

#### 19.5 Credit Not Received

This reason may be used when the Cardholder has received a credit voucher or written refund acknowledgment from the vendor, but the credit has not been posted to the Cardholder's account within 30 days from the date on the voucher or acknowledgment. The Cardholder acknowledges participation in the transaction but the goods, supplies, or commodities were returned or the transaction was canceled.

The Cardholder shall state the amount of credit they are expecting and provide a copy of a credit voucher or acknowledgment letter and forward these with the Cardholder's statement.

#### 19.6 Alteration of Amount

This reason is used when the Cardholder participated in the purchase transaction and indicates that the amount purchased/charged was altered without the Cardholder's permission. The Cardholder shall acknowledge the amount before alteration and a copy of the Cardholder's copy of the sales receipt must be provided to support this reason. The amount of the credit would be the difference between the amount purchased/charged before and after alteration.

#### 19.7 Inadequate Description or Unrecognized Charge

In the event the Cardholder does not recognize the transaction description, they should request that the bank supply a copy of the sales receipt due to inadequate description or unrecognized charge.

In the event the vendor's processing bank cannot provide a copy within the bank's allotted time frames, the Cardholder's account will be credited, until such time as a valid sales receipt is received. If the bank provides the copy and the Cardholder determines that a valid dispute still exists, the Cardholder or Billing Contact shall notify the Auditor immediately.

#### 19.8 Copy Request

This reason should be used when the Cardholder recognizes the charge, but has requested a copy of the sales receipt from the vendor for their records. The Cardholder shall keep all other

supporting documentation, such as catalog information, magazine advertisement, shipping documents, etc., as evidence of their purchase.

#### 19.9 Not as Described

This reason is used when the Cardholder claims the goods, supplies, or commodities were not received as described. The written document of what was to be delivered must be different than what was actually received by the Cardholder. It is important that the sales receipt specifically describe what was purchased by the Cardholder.

In a telephone order situation, the verbal description is considered the "document characterization." The Cardholder shall explain in his or her memorandum to the Auditor how the verbal description was different from what was actually received.

An attempt must be made to return the goods, supplies, or commodities and it must be stated in the Cardholder's written complaint. If the goods, supplies, or commodities were returned, proof of such return should be forwarded with the Cardholder's statement.

#### 19.10 Cardholder Dispute

This reason should be considered only after reviewing other specific dispute reasons. This reason requires that the Cardholder attempt a resolution with the vendor. A complete description of the problem and the attempted resolution should be provided with the Cardholder's statement. In addition, a copy of the sales receipt and a copy of the Cardholder's Statement of Account on which the transaction appears should be forwarded.

## 20. FORMS

Included in the Appendixes are sample forms that will be used in the administration of this policy. The Auditor may revise, replace, add, delete or otherwise modify these forms as is necessary to administer this policy and/or as is required by the bank.

**RECEIPT OF HLVRA CREDIT CARD  
AND AGREEMENT FORM**

I certify that I have received and read a copy of the Honey Lake Valley Recreation Authority, Credit Card Program Policies and Procedures and completed the required training on the usage and requirements of the HLVRA Credit Card.

I have received and am now the Cardholder for HLVRA Credit Card  
Number: \_\_\_\_\_

I understand that I am limited to the dollar amounts listed below when using this credit card for Official HLVRA business purchases:

Credit Limit: \$ \_\_\_\_\_

I understand that this HLVRA Credit Card may only be used for official HLVRA business. I will not use this HLVRA Credit Card to make unauthorized or prohibited purchases. Any purchase that is in excess of the HLVRA Credit Card dollar limits is unauthorized. Use of the HLVRA Credit Card by anyone other than the Cardholder is unauthorized. I understand that unauthorized use of the HLVRA Credit Card may result in disciplinary action up to and including termination and repayment for unauthorized purchases/charges. I also understand that any use of the HLVRA Credit Card for personal purchases, advances, or loans may constitute a crime and may be referred to the District Attorney. I understand that HLVRA Credit Card purchases must be consistent with the HLVRA purchasing policies.

I am responsible for the HLVRA Credit Card's safekeeping at all times. In accordance the HLVRA policies and procedures I will immediately notify the bank issuing the card, and the Auditor and the Executive Officer in the event that my HLVRA Credit Card is lost or stolen, or if I believe the HLVRA Credit Card has been used in an unauthorized or prohibited manner. I understand that failure to promptly notify the issuing Bank of the theft, loss, or misplacement of the HLVRA Credit Card could result in me being responsible for any prohibited use of the HLVRA Credit Card.

I understand that the HLVRA has the unconditional right to cancel the HLVRA credit card issued to me at any time. In the event that the HLVRA cancels the HLVRA credit card issued to me, or upon my termination of employment with the City, I will immediately cut the HLVRA credit card in half and return it to the Auditor.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

Signature : \_\_\_\_\_ Department: \_\_\_\_\_

**MISSING RECEIPT FORM**

*Cardholder must complete the form below in its entirety and have it signed by the Executive Officer:*

*Date of Purchase:* \_\_\_\_\_

*Vendor Name:* \_\_\_\_\_

*Description of Purchase:*  
\_\_\_\_\_  
\_\_\_\_\_

*Quantity Purchased:* \_\_\_\_\_

*Dollar Amount:*     \$ \_\_\_\_\_

*Steps taken to obtain a duplicate sales receipt/invoice copy from the vendor:*  
\_\_\_\_\_  
\_\_\_\_\_

*Reason you were unable to obtain a sales receipt/invoice copy from the vendor:*  
\_\_\_\_\_  
\_\_\_\_\_

***This certification is submitted in lieu of an original receipt and attests that the above items and statements as therein set out are true and correct; that no part has previously been paid in any other manner; and the expense was incurred by me while I was conducting HLVRA business. I understand that repeated lost receipts will result in loss of my HLVRA Credit Card privileges.***

*Cardholder Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

***To the best of my knowledge, I certify that the above departmental charges were incurred and that such charges should be recorded as expenses in the department.***

*Executive Officer Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**BANK CARDHOLDER ACCOUNT SET-UP INFORMATION FORM**

Complete this form to request a new Credit Card account for an employee. Send the form with original signature to the Auditor. The new account will be set up, and the Cardholder will be required to receive training prior to receiving the Credit Card.

Department: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Full Cardholder Name: \_\_\_\_\_

(As it appears on identification to be presented at the point of purchase)

Job Classification: \_\_\_\_\_

Maximum \$\$ limits: Single Transaction \$ \_\_\_\_\_ Total Monthly Transaction: \$ \_\_\_\_\_

As the Executive Officer or Designee, I understand that I am responsible to:

1. Ensure that Credit Cards issued under my authority are properly used;
2. Ensure that Cardholders' reconciled monthly statements include original, itemized receipts;
3. Review and approve by signature each Cardholder's monthly statement; and
4. Ensure reconciled Cardholder statements, and the receipts, are sent to the Auditor's Office by the first of each month.

Executive Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BANK CARDHOLDER ACCOUNT UPDATE FORM**

Complete this form to request changes or maintenance to an existing Credit Card account. Send the form with original signature to the Auditor.

Department: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

**Requested Account Maintenance:**

Name Change:

From: \_\_\_\_\_ To: \_\_\_\_\_

Account Cancellation

Other, please describe: \_\_\_\_\_  
\_\_\_\_\_

Executive Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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POLICY NAME: Purchasing  
BOARD APPROVAL DATE: April 15, 2014, rev. May , 2017

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## **PURCHASING POLICY**

### **1. PURCHASING AGENT**

The Honey Lake Valley Authority's ("HLVRA") Executive Officer or his or her designee shall serve as the purchasing agent ("Purchasing Agent") for HLVRA.

### **2. PURCHASES OF SUPPLIES AND GOODS**

It shall be HLVRA's policy to pay the least amount possible for what is deemed necessary with consideration given, among other things, to the quality of the supplies and equipment, including, but not limited to, whether or not they are durable, long-lasting, reusable, resource-efficient, compatible with existing equipment, the quality and nature of warranties provided, or meet other standards specified by HLVRA in the procurement solicitation.

#### **2.1. ITEMS COSTING LESS THAN \$20:**

Departments are encouraged to establish petty cash funds for immediate Rreimbursement of small purchases may be made through the use of a petty cash fund. The auditor can assist the department in establishing a petty cash fund. Claim forms should not be submitted to the Auditor's Office for reimbursements which are less than \$20. Either receipts should be held until the total expenditures add up to more than \$20, or HLVRA should establish a petty cash fund for such purchases.

#### **2.2. ITEMS COSTING BETWEEN \$21 AND \$750:**

Inexpensive materials, supplies, and equipment can be purchased directly by HLVRAdepartment, no purchase order is required. Claim forms should not be submitted to the Auditor's Office for reimbursements which are less than \$20. Either receipts should be held until the total expenditures add up to more than \$20 or the department should establish a petty cash fund for small purchases. HLVRADepartments are is encouraged to purchase their its office supplies from the a State contract, CMAS contract, CSAC contract, and or Office Depot bulk purchasing contracts.

#### **2.3. ITEMS COSTING BETWEEN \$751 AND \$2,000:**

These items require a purchase order and a requisition form. The requisition must be approved by the Department headHLVRA's Executive Officer. The related purchase order must be submitted to Administrative Services and to the Auditor-Controller's's Office for review and approvalpayment. HLVRA's Executive Officer or his or her designee shall serve as the Purchasing Agent for HLVRA. Purchase orders for computer hardware and software, printers, and photocopiers must be sent to the county purchasing agent before making a purchase, so the purchasing agent can acquire the items from the vendors offering the best prices and to insure that the equipment being purchased is compatible with the county wide computer standards.

#### **2.4. ITEMS COSTING BETWEEN \$2,001 AND \$10,000:**

Purchase of these items requires a purchase order and informal quotes from at least three vendors. The names of the vendors, their business address and telephone numbers, and their price quotes must be written on the requisition form. If the type of equipment being purchased is so specialized that less than three vendors are available, please document this on your requisition. If you are purchasing through the CMAS contract or one of the other mass purchasing contracts, you are not obligated to obtain quotes from three vendors because these prices have already been negotiated. Again, purchase orders for computer hardware and software, printers, and photocopiers must be sent to the

***Honey Lake Valley Recreation Authority***

~~county purchasing agent~~ Purchasing Agent before making a purchase, so the ~~purchasing agent~~ Purchasing Agent can acquire the items from the vendors offering the best prices for the quality of the item(s) required by HLVRA, and to insure that the equipment being purchased is compatible with the county-wide computer standards HLVRA's existing equipment.

**2.5. ITEMS COSTING OVER \$10,000:**

Purchases of more than \$10,000 must be pre-approved by the ~~JPA~~ HLVRA's Board (either through the annual budget process or through a separate Board Agenda Item) and must be acquired through a formal advertised bidding process with written responses from potential vendors. The ~~purchasing agent~~ Purchasing Agent will assist the department in setting up coordinate the bidding process. Thereafter, the Purchasing Agent will make a recommendation to the Board. — The recommendation will be based on of the vendors offering the best prices for the quality of the item(s) required by HLVRA, and to insure that the equipment being purchased is compatible with HLVRA's existing equipment.

This paragraph refers to the acquisition of both equipment and contractual services.

### **2.5.1 LOCAL PREFERENCE**

Where bids are for items totaling \$10,000 (ten thousand) or more, local businesses will receive a 5% (5 percent) preference. Local preference will not apply to bids which combine professional services with hardware purchases. (~~Amended per Resolution 99-032~~)

#### **2.5.1.1- LOCAL BUSINESS DEFINED**

A local business will have a physical presence in Lassen County where business is conducted during defined hours. Businesses wishing to receive a local preference must include a telephone number and address within Lassen County in their bid documents. These will be the only points of contact with businesses claiming local preferences. (~~Amended per Resolution 99-032~~)

### **2.5.2 BID EXCEPTION**

Purchases of items and equipment from another governmental agency shall not be subject to the formal bid requirements contained in Section 43052.5. All such purchases shall have prior approval in writing by the ~~Project Manager requesting the purchase, by the Executive Officer,~~ and the President of the JPA-HLVRA's Board. (~~Amended per Resolution 00-019~~)

### **63. PUBLIC WORKS CONTRACTS OVER \$50,000:**<sup>[MWS1]</sup>

All public works contracts shall be let in accordance with the California Public Contract Code. Requires Issuance of a notice inviting bids requires pre-approval by the JPA-HLVRA's Board; a formal bidding process; and acceptance of the winning bid by the HLVRA's JPA-Board. The purchasing agent Purchasing Agent will assist the department in setting up the bidding process. Staff are cautioned that prevailing wages may be required for projects valued at less than \$50,000. The purchasing agent Purchasing Agent and legal counsel will both assist the department in determining whether the project being envisioned requires prevailing wages or not.

### **74. CONTRACTUAL SERVICES:**

All contractual services contracts in excess of \$1,000 per year must be approved by legal counsel and the Executive Officer. Standard state contracts need not be submitted to legal counsel. ~~The purchasing agent Purchasing Agent, HLVRA's legal counsel, and county Lassen County Ceounsel's Office have standard contracts for personal services, leases, public works projects, and for a variety of other purposes. The department Authority must use the standard county Authority contract forms whenever possible. The Executive Officer is authorized to execute contracts and invoices in the amount not to which do not exceed an expenditure of Ten Thousand Dollars (\$10,000) per year.~~ <sup>[MWS2]</sup> (~~Amended per Resolution 07-031~~)

### **85. CONSULTANT SERVICES:**

On some occasions, a Request for Proposal (RFP) is more appropriate than a ~~lowest responsible bid~~<sup>[MWS3]</sup> low bid procurement process. The Executive Officer must authorize the ~~department to any issuance of an issue an RFP, and the JPA-HLVRA's Board must then approve the final contract. The purchasing agent can assist the department in preparing the RFP.~~

### **96. FIXED ASSETS:**

Equipment which costs more than \$5000 and which has a useful life of one year or more shall be defined as "fixed assets" and shall be listed on ~~the department's~~ HLVRA's fixed assets inventory. The fixed assets inventory shall be updated annually by the ~~department Authority;~~ copies of each year's inventory should be submitted to ~~the auditor~~ HLVRA's Board and to the Auditor's Office.

and to the purchasing agent/budget analyst.

**107. \_\_\_\_\_ OFFICE SPACE LEASES:**

## *Honey Lake Valley Recreation Authority*

Building leases for periods in excess of two years and having a rental rate of over \$1,000 per month must be approved by the Executive Officer and by ~~the JPA-HLVRA's Board~~. The county's standard lease form, or other form approved by HLVRA's legal counsel, should be used unless extraordinary circumstances apply. The ~~purchasing agent~~Purchasing Agent may assist the department in negotiating the lease. Shorter leases require approval of the Executive Officer.

### **418. EQUIPMENT MAINTENANCE CONTRACTS:**

Regardless of amount, equipment maintenance contracts should be approved by the ~~p~~Purchasing Agent. The ~~County Authority~~ may already have a maintenance contract in place to which another department can be added for a nominal price.

### **12. VEHICLES:**

~~Departments which [MWS4] have their own vehicles should submit an annual vehicle request to the Sheriff. Funds for vehicle purchases will be budgeted in the Fleet Management division of the Sheriff's office. County intent is to replace vehicles prior to accumulating 100,000 miles on the odometer.~~

### **439. EMERGENCY PURCHASES:**

In the event that a department needs to make an immediate purchase (exceeding \$750) at a time other than during normal business hours, the equipment or materials may be purchased without prior approval. However, the purchase must later be approved by the Executive Officer (for purchases up to and including \$10,000), or ratified by HLVRA's Board (for purchases over \$10,000) ratified by the JPA Board before payment will be made. Emergency purchases should be confined to situations where health or safety is affected, or when critical ~~departmental~~Authority functions would be totally halted (e.g., snowplow repairs, medical equipment, or boat patrol) if the emergency purchase is not made.

### **4410. SURPLUS PROPERTY:**

Fixed assets which are no longer needed should be turned over to the Purchasing Agent to be sold at the next County surplus property auction. The ~~Department's~~HLVRA's Fixed Assets inventory should be immediately amended. The ~~Department Authority~~ should also notify the ~~auditor~~Auditor's Office and the ~~purchasing agent~~ of the items which are being removed from the ~~department's~~HLVRA's fixed assets inventory. ~~Non-General Fund departments~~The County will credit HLVRA will be credited for with the revenue generated by the sale of its surplus property, less an administrative fee for auction expenses.

### **4512. CREDIT CARD POLICY:**

~~Currently, the county issues American Express cards to some employees for travel expenses only. The purchasing agent~~Purchasing Agent may establish will attempt to set up a Procurement Card program or county VISA charge card account with one of the local banks to be used for small purchases of materials and supplies. Personal expenses MAY NOT be charged to county Authority credit cards; doing so may be grounds for disciplinary action, up to and including dismissal. Prior to the implementation of a Procurement Card program, the HLVRA Board shall adopt a Credit Card Policy to govern the use of procurement cards.

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** May 16, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Jared G. Hancock, Executive Officer

**SUBJECT:** Approve Purchase(s) of Pool Equipment

**SUMMARY:** The Honey Lake Valley Recreation Authority's Purchasing Policy requires that all purchases over \$10,000 receive bids from potential vendors as well as receiving Board approval. Staff has contacted numerous vendors for items to be purchased for the pool and is requesting approval to purchase six starter blocks the two triple shafted winders and as they were the only items which exceeded the \$10,000 limit. Prices for those items came is as listed below.

**FISCAL IMPACT:** Starter Blocks (6) - \$14,378.25  
Triple Shafted Winder (2) - \$13,116.90

**ACTION REQUESTED:** Approve the purchase of starter blocks from Recreonics for \$14,378.25 and triple shafted winders from Knorr for \$13,116.90.

**ATTACHMENTS:** Quotes for starter blocks and winders from:  
Recreonics  
Lincoln  
Knorr



**RECREONICS, INC.**  
 4200 SCHMITT AVENUE  
 LOUISVILLE, KY 40213  
 (800) 428-3254  
 FAX (800) 428-0133  
 INTERNATIONAL (502) 458-5731  
 FAX (502) 458-9777  
 FED. I.D. # 61-1228501  
 http://www.recreonics.com

110-1/CITIE

TBB

**Quote Reprint**

Quote #	652305
Customer #	NEW
Date	05/11/17
Page	1

<b>Quoted To:</b>	CITY OF SUSANVILLE 66 NORTH LASSEN ST SUSANVILLE CA 96130	<b>Ship To:</b>	CITY OF SUSANVILLE 800 SOUTH ST SUSANVILLE, CA 96130
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PO/REF #	EXPIRES	SLP	SHIP VIA	FREIGHT	QUOTED BY
	05/25/17	014	BEST	PPD&BILL	TOM BACON EXT 428

<b>QUOTED TO:</b>	QUINCY	CT=	X=	E-Mail:
		KT=530-252-5110	X=	E-Mail: qmccourt@cityofsusanville.org

LINE	ITEM DESCRIPTION	S/D	QUANTITY	UM	PRICE	UM	EXTENSION
001	60187.B RECREONICS INSULATING POOL BLANKET W/WTG, 3 YR, @ SQ FT	D	5400	EA	1.50	EA	8100.00
002	8002B FREIGHT & HDLG. TO BE PREPAID AND ADDED TO INVOICE	S	1	EA	1401.50	EA	1401.50
003							
008	60174.18.B RECREONICS 18' TRIPLE WINDER STORAGE REEL	D	1	EA	7277.15	EA	7277.15
009	8002B FREIGHT & HDLG. TO BE PREPAID AND ADDED TO INVOICE	S	1	EA	606.50	EA	606.50
010							
011	46102.QS LONG REACH SINGLE PED PLTFM WITH QS ANCHOR	D	6	EA	1980.96	EA	11885.76
012	8002B FREIGHT & HDLG. TO BE PREPAID AND ADDED TO INVOICE	S	1	EA	1136.43	EA	1136.43
013							
014	12500 6 FT. MOVABLE STAINLESS STEEL GUARD CHAIR W/26" STEPS	D	2	EA	3183.26	EA	6366.52
015	8002B FREIGHT & HDLG. TO BE PREPAID AND ADDED TO INVOICE	S	1	EA	1083.54	EA	1083.54

CONTINUED ON NEXT PAGE



**RECREONICS, INC.**  
 4200 SCHMITT AVENUE  
 LOUISVILLE, KY 40213  
 (800) 428-3254  
 FAX (800) 428-0133  
 INTERNATIONAL (502) 458-5731  
 FAX (502) 458-9777  
 FED. I.D. # 61-1228501  
<http://www.recreonics.com>

110-1/CITIE

TBB

**Quote Reprint**

Quote #	652305
Customer #	NEW
Date	05/11/17
Page	2

<b>Quoted To:</b>	CITY OF SUSANVILLE 66 NORTH LASSEN ST SUSANVILLE CA 96130	<b>Ship To:</b>	CITY OF SUSANVILLE 800 SOUTH ST SUSANVILLE, CA 96130
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<b>PO/REF #</b>	<b>EXPIRES</b>	<b>SLP</b>	<b>SHIP VIA</b>	<b>FREIGHT</b>	<b>QUOTED BY</b>
	05/25/17	014	BEST	PPD&BILL	TOM BACON EXT 428

<b>QUOTED TO:</b>	QUINCY	CT=	X=	E-Mail:
		KT=530-252-5110	X=	E-Mail: <a href="mailto:qmccourt@cityofsusanville.org">qmccourt@cityofsusanville.org</a>

LINE	ITEM DESCRIPTION	S/D	QUANTITY	UM	PRICE	UM	EXTENSION
016							
017							
018	- WE DO NOT COLLECT THE CA TAX						
019							
020	- QUOTING BEST PRICE REGARDLES						
021	OF QTY..						
022							
023	- FREIGHT QUOTE FOR INDIVIDUAL						
024	ITEM. THE REEL & BLANKET						
025	COULD SHIP TOGETHER IF						
026	ORDERED AT SAME TIME. SAME						
027	WITH THE BLOCKS & GUARD						
028	CHAIR. END RESULT WOULD SAVE						
029	HUNDREDS IN FREIGHT COST.						

<b>STATE</b>	<b>CERTIFICATE #</b>	<b>TAXABLE AMT</b>	<b>TAX</b>	<b>TOTAL</b>
		37857.40	(4 ) .00	37857.40

TO ACCEPT THIS QUOTE PLEASE SIGN AND DATE BELOW & FAX WITH COVER SHEET  
 ATTN: TOM BACON AT 1-800-428-0133 OR E-MAIL TO [tomb@recreonics.com](mailto:tomb@recreonics.com)

By: \_\_\_\_\_  
 Date: \_\_\_\_\_

F.O.B.-ORIGIN(TAILGATE)FRGT, HDLG, SALES TAX, ETC., (IF APPLICABLE) ARE ADD'L.  
 QUOTE SUBJECT TO CO. TERMS & CONDITIONS  
 DEPOSIT & MGT. APPROVAL MAY BE REQ'D.



**SALES QUOTE**

Sales Quote Number: SQ71216  
 Sales Quote Date: 05/11/17  
 Page: 2

Sell  
 To: Susanville, City of  
 Quincy McCourt  
 66 North Lassen Street  
 Susanville, CA 96130

Ship  
 To: Susanville, City of  
 Quincy McCourt  
 800 South Street  
 Susanville, CA 96130

Ship Via      FOB Origin  
 Terms        Net 30 Days  
 SalesPerson   Jim Settle

Customer ID    SCO191  
 Cust Phone     530/252-5110  
 Cust Fax

Item No.	Description	Unit	Quantity	Unit Price	Total Price
<i>Transferred from page 1.....</i>					<b>36,073.08</b>
53-010	Backstroke pennants, special order/ft.	FEET	200	1.88	376.00
53-030	Champion hardware package	EACH	2	96.00	192.00
ESTIMATED	Freight pennants and hardware	EACH	1	45.00	45.00
53-060	Backstroke stanchion, .109"	EACH	4	338.00	1,352.00
53-075	False start stanchion, .109"	EACH	2	215.00	430.00
ESTIMATED	Freight for Stanchions	EACH	1	130.00	130.00
85-125	Triple-shafted winder, 18'	EACH	1	7,265.00	7,265.00
ESTIMATED	Freight for triple shafted winder	EACH	1	690.00	690.00

Visit us on-line at: [www.lincolnaquatics.com](http://www.lincolnaquatics.com)  
 Phone us at: 800-223-5450

To expedite orders, please include Quote Number with purchase order.  
 Price quotes good for 30 Days. Orders placed after 30 days may be re-quoted. Freight is Estimated only and is subject to change.

Submitted by: \_\_\_\_\_ Accepted by: \_\_\_\_\_

Amount Subject to Sales Tax	41,838.08	Amount Exempt from Sales Tax	4,715.00	Subtotal:	46,553.08
				Invoice Discount:	0.00
				Total Sales Tax:	3,033.26
				<b>Total:</b>	<b>49,586.34</b>



**SALES QUOTE**

Sales Quote Number: SQ71216  
 Sales Quote Date: 05/11/17  
 Page: 1

Sell  
 To: Susanville, City of  
 Quincy McCourt  
 66 North Lassen Street  
 Susanville, CA 96130

Ship  
 To: Susanville, City of  
 Quincy McCourt  
 800 South Street  
 Susanville, CA 96130

Ship Via      FOB Origin  
 Terms        Net 30 Days  
 SalesPerson   Jim Settle

Customer ID    SCO191  
 Cust Phone    530/252-5110  
 Cust Fax

Item No.	Description	Unit	Quantity	Unit Price	Total Price
84-020	1010 STD Cover, weighted, 3,000 + sq ft	SQ FT	5,173	1.46	7,552.58
FRT	Freight for pool cover	EACH	1	1,375.00	1,375.00
38-510	Discovery movable guard chair, 8'	EACH	1	3,360.00	3,360.00
ESTIMATED	Freight for guard chair	EACH	1	350.00	350.00
52-035	Quickset Long Reach platform	EACH	6	2,200.00	13,200.00
ESTIMATED	Freight for Platforms	EACH	1	750.00	750.00
50-030	Competitor lane line, 75'	EACH	10	362.50	3,625.00
ESTIMATED	Freight for Lane Lines	EACH	1	825.00	825.00
51-037	Paragon lane reel w/s.s. casters	EACH	2	1,991.25	3,982.50
51-040	Paragon lane reel cover	EACH	2	251.50	503.00
ESTIMATED	Freight, Storage Reels and Reel Covers	EACH	1	550.00	550.00

Transferred to page 2..... 36,073.08

 <b>Knorr Systems, Inc.</b> 2221 Standard Ave. Santa Ana, CA 92707 Phone: 800-676-SWIM Fax: 714-754-1405	<b>SALES QUOTE</b> SQ41875
	SP: 24      05/05/17
<b>Sell To:</b> S11282N CITY OF SUSANVILLE QUINCY MC COURT ATTN ACCTS PAYABLE 66 NORTH LASSEN SUSANVILLE, CA 96130	<b>Ship To:</b> CITY OF SUSANVILLE ATTN: QUINCY MC COURT N 75 WEATHERLOW ST. SUSANVILLE, CA 96130

Item No.	Description	Unit	Quantity	Unit Price	Total Price
VS-073-00100	TITAN SERIES POOL COVER 3 YR WOVEN 10X10 COUNT HIGH DENSITY UV STABILIZED GRAY COVER MATERIAL WITH DOUBLE WRAPPED EDGING AND GROMMET AND 2-RAIL CUT OUTS 3 YR NON-PRORATED WARRANTY ESTIMATED FREIGHT FOR COVERS	SQ FT	5,400	1.29	6,966.00
VS-073-00200	18' TITAN TRIPLE TUBE STORAGE REEL 304SS WELDED CONSTRUCTION WITH ADVANCED COPOLYMER PILLOW BLOCK BEARINGS AND ACME SCREW TYPE BRAKES ESTIMATED FREIGHT FOR REEL	EA EA	1 1	828.88 5,350.00	828.88 5,350.00
DS-003-00083	LONG REACH QUICKSET STARTING PLATFORM; LESS ANCHOR **NON-RETURNABLE** ESTIMATED FREIGHT FOR PLATFORMS	EA EA	1 6	716.66 2,075.00	716.66 12,450.00
DS-003-00006	MOVEABLE LIFEGRD CHAIR 6' HIGH ESTIMATED FREIGHT FOR LIFEGUARD CHAIR	EA EA	1 1	895.00 3,337.00 361.46	895.00 3,337.00 361.46

**Visit us on the web at [www.knorrsystems.com](http://www.knorrsystems.com)!**

<b>Terms &amp; Conditions</b> Terms: NET 30 -- Subject to approval of credit Interest: 18% A.P.R. is charged on all past due invoices. Shipping: f.o.b. Ship Point. (Unless otherwise specified.) Expiration: Prices good for 30 days from the date of this quotation. Custom Items: 50% deposit required on all custom orders. Fees: Pricing excludes permits/fees.	Subtotal: 30,905.00 Sales Tax: 2,037.47 <b>Total: \$ 32,942.47</b>
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Please review the quote for accuracy. If acceptable, please sign and provide a purchase order number, if applicable, and return via fax, 714-754-1405, or email, [cindyb@knorrsystems.com](mailto:cindyb@knorrsystems.com). Thanks, Cindy Burke

_____	_____
PRINT NAME	DATE
_____	_____
APPROVED BY	PO #

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** May 16, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Jared G. Hancock, Executive Officer

**SUBJECT:** Executive Office Update

**SUMMARY:** An update will be provided by the Executive Officer.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** None.

**ATTACHMENTS:** None.