

# 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

**August 15, 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:** None.

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.)

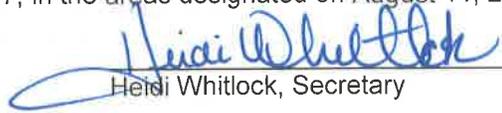
5 **MATTERS FOR BOARD CONSIDERATION:**

- A. Financial Reports through August 7, 2017
- B. Approve City Reimbursement Request
- C. Review / Adoption of Revised 2017/2018 Operating Budget
- D. Consider Approval of Resolution No. 17-18, Adopting Cash Handling Procedures
- E. Consider Approval of Resolution No. 17-19, Adopting Petty Cash Guidelines
- F. Consider Approval of Resolution No. 17-20, Approving Banking Services with US Bank
- G. HLVRA Credit Card Option
- H. Shoulder Season Update and Proposed Schedule
- I. Update on Landscaping Options
- J. Update on Concession Options
- K. Wayfinding Update
- L. Review Credit Card Options for Upcoming Season
- M. Consider Additional Training Option
- N. Diving Board Funding Proposal

6 **BOARD MEMBER ISSUES/REPORTS:**

***The next regular meeting to be held on September 12, 2017 at 3:00 p.m.***

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for August 15, 2017, in the areas designated on August 11, 2017.

  
Heidi Whitlock, Secretary

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** August 15, 2017

**HLVRA AGENDA ITEM**

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

**SUBJECT:** Receive and File Financial Reports through August 7, 2017.

**SUMMARY:** Diana Wemple has provided the financial reports for revenue and expenses through August 7, 2017.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Information Only.

**ATTACHMENTS:** Appropriation Ledger as of August 7, 2017  
General Ledger as of August 7, 2017  
Revenue Ledger as of August 7, 2017

GLD - 853

FD: 536 HONEY LAKE VALLEY RECREATION  
 B/U: 0950 COMMUNITY POOL CONSTRUCTION  
 C/C: NONE

**County of Lassen  
 Auditor Controller  
 Appropriation Ledger**

From 7/1/2017 to 7/31/2017

| Date       | Program | Description  | Warrant  | Document | Appropriations | Encumbrances | Expenditures | Unencumbered  |
|------------|---------|--|----------|----------|----------------|--------------|--------------|---------------|
| 07/01/2017 | *****   | ACCOUNT : 30-01200<br>COMMUNICATIONS   |          |          | \$0.00         | \$0.00       | \$0.00       | \$0.00        |
| 07/20/2017 |         | FRONTIER/CITIZENS COMM COMPANY<br>7/1-7/31/17 2510235 HLVR   | 01115406 | CL711330 | \$0.00         | \$0.00       | \$306.20     | (\$306.20)    |
| 07/01/2017 | *****   | Ending Balance   |          |          | \$0.00         | \$0.00       | \$306.20     | (\$306.20)    |
| 07/27/2017 |         | ACCOUNT : 30-01500<br>INSURANCE<br>CA ASSOC FOR PARK&REC INSURANC<br>7/1/17-6/30/18 MEMBERSHIP DUES            | 01115610 | CO180095 | \$0.00         | \$0.00       | \$400.00     | (\$400.00)    |
| 07/01/2017 | *****   | Ending Balance   |          |          | \$0.00         | \$0.00       | \$400.00     | (\$400.00)    |
| 07/20/2017 |         | ACCOUNT : 30-02200<br>OFFICE EXPENSE<br>RONALD D REBELL<br>6/6/27/17 COPIES HLVRA                              | 01115405 | CL711326 | \$0.00         | \$0.00       | \$116.59     | (\$116.59)    |
| 07/20/2017 |         | SHARON MCBRIDE<br>6/26/17 FLAGUES HLVRA  | 01115409 | CL711328 | \$0.00         | \$0.00       | \$1,057.49   | (\$1,174.08)  |
| 07/01/2017 | *****   | Ending Balance   |          |          | \$0.00         | \$0.00       | \$1,174.08   | (\$1,174.08)  |
| 07/01/2017 |         | ACCOUNT : 30-02300<br>PROFESSIONAL & SPECIALIZED SV<br>KRONICK,MOSOVITS,TIEDEMANN &<br>LEGAL SERVICES TO HLVRA |          | CO180038 | \$0.00         | \$562.20     | \$0.00       | (\$562.20)    |
| 07/20/2017 |         | KRONICK,MOSOVITS,TIEDEMANN &<br>5/31-6/22/17 LEGAL SERVICES H  | 01115366 | CO180038 | \$0.00         | \$9,037.80   | \$562.20     | (\$9,600.00)  |
| 07/01/2017 | *****   | Ending Balance   |          |          | \$0.00         | (\$562.20)   | \$0.00       | (\$9,600.00)  |
| 07/01/2017 |         | ACCOUNT : 30-02701<br>NON-CAPITALIZED EQUIPMENT<br>KNORR SYSTEMS, INC.<br>6/30/17 LANE REEL/COVER              | 01115407 | CL711321 | \$0.00         | \$0.00       | \$562.20     | (\$9,600.00)  |
| 07/20/2017 |         | KNORR SYSTEMS, INC.<br>6/30/17 25M LANE W/DISC<br>GAMUT SUPPLY LLC.<br>6/7/17 AED SIGN FOR POOL                | 01115408 | CL711324 | \$0.00         | \$0.00       | \$4,586.38   | (\$4,586.38)  |
| 07/27/2017 |         | SCP DISTRIBUTORS, LLC<br>S1320026 7/11/17 SPINE BOARD  | 01115662 | CL711403 | \$0.00         | \$0.00       | \$17.45      | (\$11,148.77) |
| 07/27/2017 |         |  | 01115653 | CL711438 | \$0.00         | \$0.00       | \$559.93     | (\$11,708.70) |
|            |         | Ending Balance   |          |          | \$0.00         | \$0.00       | \$11,708.70  | (\$11,708.70) |

GLD - 853

FD: 536 HONEY LAKE VALLEY RECREATION

B/U: 0950 COMMUNITY POOL CONSTRUCTION

C/C: NONE

**County of Lassen  
Auditor Controller  
Appropriation Ledger  
From 7/1/2017 to 7/31/2017**

| Date       | Program | Description  | Warrant  | Document | Appropriations | Encumbrances | Expenditures | Unencumbered |
|------------|---------|--|----------|----------|----------------|--------------|--------------|--------------|
| 07/01/2017 | *****   | ACCOUNT : 30-02800                                 |          |          | \$0.00         | \$0.00       | \$0.00       | \$0.00       |
| 07/03/2017 |         | SPECIAL DEPARTMENTAL EXPENSE<br>TILL AND SAFE      |          | DP119092 | \$0.00         | \$0.00       | \$200.00     | (\$200.00)   |
| 07/01/2017 | *****   | ACCOUNT : 30-02901                                 |          |          | \$0.00         | \$0.00       | \$200.00     | (\$200.00)   |
| 07/20/2017 |         | CONFERENCES AND TRAINING<br>JON CELLUM             | 01115386 | CL711341 | \$0.00         | \$0.00       | \$100.00     | (\$100.00)   |
| 07/20/2017 |         | RMB 6/7-8/17 RED CROSS TRAININ<br>JESSICA DIERMIER | 01115387 | CL711342 | \$0.00         | \$0.00       | \$100.00     | (\$200.00)   |
| 07/20/2017 |         | RMB 6/7-8/17 RED CROSS TRAININ<br>JAUELLE DODGE    | 01115388 | CL711343 | \$0.00         | \$0.00       | \$100.00     | (\$300.00)   |
| 07/20/2017 |         | RMB 6/7-8/17 RED CROSS TRAININ<br>SEANN FRANCOIS   | 01115389 | CL711344 | \$0.00         | \$0.00       | \$100.00     | (\$400.00)   |
| 07/20/2017 |         | RMB 6/7-8/17 RED CROSS TRAININ<br>ETHAN HEFFNER    | 01115390 | CL711345 | \$0.00         | \$0.00       | \$100.00     | (\$500.00)   |
| 07/20/2017 |         | RMB 6/7-8/17 RED CROSS TRAININ<br>NANCY HEFFNER    | 01115391 | CL711346 | \$0.00         | \$0.00       | \$100.00     | (\$600.00)   |
| 07/20/2017 |         | RMB 6/7-8/17 RED CROSS TRAININ<br>LOUIS MEDVIN     | 01115392 | CL711347 | \$0.00         | \$0.00       | \$100.00     | (\$700.00)   |
| 07/20/2017 |         | RMB 6/7-8/17 RED CROSS TRAININ<br>JENNA MONAHAN    | 01115393 | CL711348 | \$0.00         | \$0.00       | \$100.00     | (\$800.00)   |
| 07/20/2017 |         | RMB 6/7-8/17 RED CROSS TRAININ<br>MICHAEL PELFREY  | 01115394 | CL711349 | \$0.00         | \$0.00       | \$100.00     | (\$900.00)   |
| 07/20/2017 |         | RMB 6/7-8/17 RED CROSS TRAININ<br>REESA RICE       | 01115395 | CL711350 | \$0.00         | \$0.00       | \$100.00     | (\$1,000.00) |
| 07/20/2017 |         | RMB 6/7-8/17 RED CROSS TRAININ<br>ISABELLE SILVA   | 01115396 | CL711351 | \$0.00         | \$0.00       | \$100.00     | (\$1,100.00) |
| 07/20/2017 |         | RMB 6/7-8/17 RED CROSS TRAININ<br>ALDEN SINGLETON  | 01115397 | CL711352 | \$0.00         | \$0.00       | \$100.00     | (\$1,200.00) |
| 07/20/2017 |         | RMB 6/7-8/17 RED CROSS TRAININ<br>GWYNETH STUBBS   | 01115398 | CL711353 | \$0.00         | \$0.00       | \$100.00     | (\$1,300.00) |
| 07/20/2017 |         | RMB 6/7-8/17 RED CROSS TRAININ<br>TATUM THOMAS     | 01115399 | CL711354 | \$0.00         | \$0.00       | \$100.00     | (\$1,400.00) |
| 07/20/2017 |         | RMB 6/7-8/17 RED CROSS TRAININ                     |          |          |                |              |              |              |

GLD - 853

FD: 536 HONEY LAKE VALLEY RECREATION

B/U: 0950 COMMUNITY POOL CONSTRUCTION

C/C: NONE

**County of Lassen  
Auditor Controller  
Appropriation Ledger**

From 7/1/2017 to 7/31/2017

| Date       | Program | Description  | Warrant  | Document | Appropriations | Encumbrances | Expenditures | Unencumbered   |
|------------|---------|--|----------|----------|----------------|--------------|--------------|----------------|
| 07/20/2017 |         | ERIKA ZIMMERMANN<br>RMB 6/7-8/17 RED CROSS TRAININ | 01115400 | CL711355 | \$0.00         | \$0.00       | \$100.00     | (\$1,500.00)   |
|            |         | Ending Balance                                     |          |          | \$0.00         | \$0.00       | \$1,500.00   | (\$1,500.00)   |
|            |         | SERVICES AND SUP Totals As of 7/1/2017             |          |          | \$0.00         | \$562.20     | \$0.00       | (\$562.20)     |
|            |         | Current Period                                     |          |          | \$0.00         | \$8,475.60   | \$15,851.18  | (\$24,326.78)  |
|            |         | Ending Balance                                     |          |          | \$0.00         | \$9,037.80   | \$15,851.18  | (\$24,888.98)  |
| 07/01/2017 | *****   | ACCOUNT : 30-06100<br>BUILDING & IMPROVEMENTS      |          |          | \$0.00         | \$0.00       | \$0.00       | \$0.00         |
| 07/27/2017 |         | MODERN BUILDING INC.<br>6/26/17 BUILD POOL         | 01115622 | CL711371 | \$0.00         | \$0.00       | \$110,265.41 | (\$110,265.41) |
|            |         | Ending Balance                                     |          |          | \$0.00         | \$0.00       | \$110,265.41 | (\$110,265.41) |
|            |         | FIXED ASSETS Totals As of 7/1/2017                 |          |          | \$0.00         | \$0.00       | \$0.00       | \$0.00         |
|            |         | Current Period                                     |          |          | \$0.00         | \$0.00       | \$110,265.41 | (\$110,265.41) |
|            |         | Ending Balance                                     |          |          | \$0.00         | \$0.00       | \$110,265.41 | (\$110,265.41) |
|            |         | Cost Center Totals As of 7/1/2017                  |          |          | \$0.00         | \$562.20     | \$0.00       | (\$562.20)     |
|            |         | Current Period                                     |          |          | \$0.00         | \$8,475.60   | \$126,116.59 | (\$134,592.19) |
|            |         | Ending Balance                                     |          |          | \$0.00         | \$9,037.80   | \$126,116.59 | (\$135,154.39) |
|            |         | Budget Unit Totals As of 7/1/2017                  |          |          | \$0.00         | \$562.20     | \$0.00       | (\$562.20)     |
|            |         | Current Period                                     |          |          | \$0.00         | \$8,475.60   | \$126,116.59 | (\$134,592.19) |
|            |         | Ending Balance                                     |          |          | \$0.00         | \$9,037.80   | \$126,116.59 | (\$135,154.39) |
|            |         | Fund Totals As of 7/1/2017                         |          |          | \$0.00         | \$562.20     | \$0.00       | (\$562.20)     |
|            |         | Current Period                                     |          |          | \$0.00         | \$8,475.60   | \$126,116.59 | (\$134,592.19) |
|            |         | Ending Balance                                     |          |          | \$0.00         | \$9,037.80   | \$126,116.59 | (\$135,154.39) |
|            |         | Overall Totals As of 7/1/2017                      |          |          | \$0.00         | \$562.20     | \$0.00       | (\$562.20)     |
|            |         | Current Period                                     |          |          | \$0.00         | \$8,475.60   | \$126,116.59 | (\$134,592.19) |
|            |         | Ending Balance                                     |          |          | \$0.00         | \$9,037.80   | \$126,116.59 | (\$135,154.39) |
|            |         | Current Period                                     |          |          | \$0.00         | \$562.20     | \$0.00       | (\$562.20)     |
|            |         | Ending Balance                                     |          |          | \$0.00         | \$8,475.60   | \$126,116.59 | (\$134,592.19) |
|            |         | Current Period                                     |          |          | \$0.00         | \$9,037.80   | \$126,116.59 | (\$135,154.39) |
|            |         | Ending Balance                                     |          |          | \$0.00         | \$9,037.80   | \$126,116.59 | (\$135,154.39) |

HONEY LAKE VALLEY RECREATION  
GENERAL LEDGER SUMMARY AS OF AUGUST 7, 2017

| Fund | B/U  | Account | Account Name                      | June 30, 2017<br>Balance prior to<br>year end accruals | YTD Activity  | Balance               |
|------|------|---------|-----------------------------------|--|---------------|-----------------------|
| 536  |      | 0100000 | CASH IN TREASURY                  | \$277,390.50   | (\$6,923.97)  | \$270,466.53          |
| 536  |      | 0166000 | CONSTRUCTION IN PROCESS           | \$524,079.55   |               | \$524,079.55          |
| 536  |      | 0203000 | ACCOUNTS PAYABLE                  | \$0.00   |               | \$0.00                |
| 536  |      | 0203010 | CONTRACT RETENTION PAYABLE        | (\$13,339.60)  |               | (\$13,339.60)         |
| 536  |      | 7244000 | INVESTMENTS IN NET ASSETS         | (\$510,739.95)   |               | (\$510,739.95)        |
| 536  |      | 7500000 | FUND BALANCE AVAILABLE            | (\$277,390.50)   |               | (\$277,390.50)        |
| 536  | 0950 | 2003000 | INTEREST                          |  | (\$14.00)     |                       |
| 536  | 0950 | 2003203 | DAILY PASSES                      |  | (\$15,674.77) |                       |
| 536  | 0950 | 2003204 | MONTHLY PASSES                    |  | (\$17,125.60) |                       |
| 536  | 0950 | 2003212 | RENTALS                           |  | (\$2.00)      |                       |
| 536  | 0950 | 2007400 | OTHER-GOVERNMENTAL AGENCIES       |  | (\$80,000.00) |                       |
| 536  | 0950 | 2010611 | SWIM LESSONS                      |  | (\$13,943.94) |                       |
| 536  | 0950 | 2010660 | POOL PROGRAMS                     |  | (\$1,288.61)  |                       |
| 536  | 0950 | 2010661 | PARTYS AND SPECIAL EVENTS         |  | (\$739.13)    |                       |
| 536  | 0950 | 2011200 | MISCELLANEOUS                     |  | (\$167.00)    |                       |
|      |      |         | <b>TOTAL REVENUES</b>             |  |               | <b>(\$128,955.05)</b> |
| 536  | 0950 | 3001200 | COMMUNICATIONS                    |  | \$306.20      |                       |
| 536  | 0950 | 3001500 | INSURANCE                         |  | \$400.00      |                       |
| 536  | 0950 | 3001705 | MAINTENANCE - POOL                |  | \$3,613.35    |                       |
| 536  | 0950 | 3002200 | OFFICE EXPENSE                    |  | \$1,937.43    |                       |
| 536  | 0950 | 3002300 | PROFESSIONAL & SPECIALIZED SV     |  | \$562.20      |                       |
| 536  | 0950 | 3002301 | OPERATIONAL SALARIES AND BENEFITS |  | \$0.00        |                       |
| 536  | 0950 | 3002701 | NON-CAPITALIZED EQUIPMENT         |  | \$14,543.15   |                       |
| 536  | 0950 | 3002800 | SPECIAL DEPARTMENTAL EXPENSE      |  | \$200.00      |                       |
| 536  | 0950 | 3002901 | CONFERENCES AND TRAINING          |  | \$1,500.00    |                       |
| 536  | 0950 | 3003000 | UTILITIES                         |  | \$458.83      |                       |
| 536  | 0950 | 3006050 | LANDSCAPING AND IMPROVEMENTS      |  | \$2,092.45    |                       |
| 536  | 0950 | 3006100 | BUILDING & IMPROVEMENTS           |  | \$110,265.41  |                       |
|      |      |         | <b>TOTAL EXPENDITURES</b>         |  |               | <b>\$135,879.02</b>   |
|      |      |         | <b>FUND TOTAL</b>                 | <b>\$0.00</b>  | <b>\$0.00</b> | <b>\$0.00</b>         |

GLD - 855

FD: 536 HONEY LAKE VALLEY RECREATION

B/U: 0950 COMMUNITY POOL CONSTRUCTION

C/C: NONE

**County of Lassen  
Auditor Controller  
Revenue Ledger**

From 7/1/2017 to 7/31/2017

| Account  | Date       | Program | Description                 | Warrant | Document | Estimated | Revenue    | Unrealized   |
|----------|------------|---------|-----------------------------|---------|----------|-----------|------------|--------------|
| 20-03000 | 07/01/2017 | *****   | INTEREST                    |         |          | \$0.00    | \$0.00     | \$0.00       |
| 20-03000 | 07/03/2017 |         | Programs - Deposit 7/3/2017 |         | DP119104 | \$0.00    | \$14.00    | (\$14.00)    |
|          |            |         | <b>Ending Balance:</b>      |         |          | \$0.00    | \$14.00    | (\$14.00)    |
| 20-03203 | 07/01/2017 | *****   | DAILY PASSES                |         |          | \$0.00    | \$0.00     | \$0.00       |
| 20-03203 | 07/03/2017 |         | DAILY PASS                  |         | DP119092 | \$0.00    | \$316.00   | (\$316.00)   |
| 20-03203 | 07/03/2017 |         | MONTHLY PASS                |         | DP119092 | \$0.00    | \$545.00   | (\$861.00)   |
| 20-03203 | 07/03/2017 |         | Pool Deposit 7/3/2017       |         | DP119104 | \$0.00    | \$1,421.00 | (\$2,282.00) |
| 20-03203 | 07/14/2017 |         | 6/29/17                     |         | DP119286 | \$0.00    | \$166.00   | (\$2,448.00) |
| 20-03203 | 07/14/2017 |         | 6/30/17                     |         | DP119287 | \$0.00    | \$100.00   | (\$2,548.00) |
| 20-03203 | 07/14/2017 |         | 7/1/17                      |         | DP119288 | \$0.00    | \$250.00   | (\$2,798.00) |
| 20-03203 | 07/14/2017 |         | 7/2/17                      |         | DP119289 | \$0.00    | \$185.00   | (\$2,983.00) |
| 20-03203 | 07/14/2017 |         | 7/8/17                      |         | DP119290 | \$0.00    | \$538.00   | (\$3,521.00) |
| 20-03203 | 07/14/2017 |         | 7/3/17                      |         | DP119291 | \$0.00    | \$359.00   | (\$3,880.00) |
| 20-03203 | 07/14/2017 |         | 7/4/17                      |         | DP119292 | \$0.00    | \$90.00    | (\$3,970.00) |
| 20-03203 | 07/14/2017 |         | 7/5/17                      |         | DP119293 | \$0.00    | \$262.00   | (\$4,232.00) |
| 20-03203 | 07/14/2017 |         | 7/6/17                      |         | DP119294 | \$0.00    | \$519.00   | (\$4,751.00) |
| 20-03203 | 07/14/2017 |         | 7/7/17                      |         | DP119295 | \$0.00    | \$716.00   | (\$5,467.00) |
| 20-03203 | 07/14/2017 |         | 7/9/17                      |         | DP119296 | \$0.00    | \$356.00   | (\$5,823.00) |
| 20-03203 | 07/14/2017 |         | 7/10/17                     |         | DP119297 | \$0.00    | \$336.00   | (\$6,159.00) |
| 20-03203 | 07/14/2017 |         | 7/11/17                     |         | DP119298 | \$0.00    | \$312.00   | (\$6,471.00) |
| 20-03203 | 07/14/2017 |         | 7/12/17                     |         | DP119299 | \$0.00    | \$563.00   | (\$7,034.00) |
| 20-03203 | 07/14/2017 |         | 7/13/17                     |         | DP119300 | \$0.00    | \$408.00   | (\$7,442.00) |
| 20-03203 | 07/19/2017 |         | Pool Rec 7/14/17            |         | DP119370 | \$0.00    | \$507.00   | (\$7,949.00) |
| 20-03203 | 07/19/2017 |         | Pool Rec 7/15/17            |         | DP119371 | \$0.00    | \$728.00   | (\$8,677.00) |

GLD - 855

FD: 536 HONEY LAKE VALLEY RECREATION

B/U: 0950 COMMUNITY POOL CONSTRUCTION

C/C: NONE

**County of Lassen  
Auditor Controller  
Revenue Ledger**

From 7/1/2017 to 7/31/2017

| Account  | Date       | Program | Description              | Warrant | Document | Estimated | Revenue    | Unrealized    |
|----------|------------|---------|--------------------------|---------|----------|-----------|------------|---------------|
| 20-03203 | 07/19/2017 |         | Pool Rec 7/16/17         |         | DP119372 | \$0.00    | \$473.75   | (\$9,150.75)  |
| 20-03203 | 07/19/2017 |         | Pool Receipts 7/17/17    |         | DP119373 | \$0.00    | \$493.20   | (\$9,643.95)  |
| 20-03203 | 07/21/2017 |         | POOL 7/18/17             |         | DP119420 | \$0.00    | \$568.00   | (\$10,211.95) |
| 20-03203 | 07/21/2017 |         | POOL 7/19/17             |         | DP119421 | \$0.00    | \$306.00   | (\$10,517.95) |
| 20-03203 | 07/28/2017 |         | FOR BUSINESS 6/28 - 7/21 |         | DP119550 | \$0.00    | \$1,568.27 | (\$12,086.22) |
| 20-03203 | 07/28/2017 |         | POOL 7/20/17             |         | DP119551 | \$0.00    | \$342.00   | (\$12,428.22) |
| 20-03203 | 07/28/2017 |         | POOL 7/21/2017           |         | DP119552 | \$0.00    | \$172.00   | (\$12,600.22) |
| 20-03203 | 07/28/2017 |         | POOL 7/22/207            |         | DP119553 | \$0.00    | \$312.00   | (\$12,912.22) |
| 20-03203 | 07/28/2017 |         | POOL 7/23/2017           |         | DP119554 | \$0.00    | \$322.00   | (\$13,234.22) |
| 20-03203 | 07/28/2017 |         | POOL 7/24/2017           |         | DP119555 | \$0.00    | \$242.10   | (\$13,476.32) |
| 20-03203 | 07/28/2017 |         | POOL 7/25/2017           |         | DP119556 | \$0.00    | \$312.00   | (\$13,788.32) |
| 20-03203 | 07/28/2017 |         | POOL 7/26/2016           |         | DP119557 | \$0.00    | \$275.00   | (\$14,063.32) |
| 20-03203 | 07/28/2017 |         | POOL 7/27/2017           |         | DP119558 | \$0.00    | \$433.20   | (\$14,496.52) |
| 20-03204 | 07/01/2017 | *****   | MONTHLY PASSES           |         |          | \$0.00    | \$0.00     | \$0.00        |
| 20-03204 | 07/03/2017 |         | Pool Deposit 7/3/2017    |         | DP119104 | \$0.00    | \$960.00   | (\$960.00)    |
| 20-03204 | 07/14/2017 |         | 6/29/17                  |         | DP119286 | \$0.00    | \$210.00   | (\$1,170.00)  |
| 20-03204 | 07/14/2017 |         | 6/30/17                  |         | DP119287 | \$0.00    | \$20.00    | (\$1,190.00)  |
| 20-03204 | 07/14/2017 |         | 7/1/17                   |         | DP119288 | \$0.00    | \$80.00    | (\$1,270.00)  |
| 20-03204 | 07/14/2017 |         | 7/2/17                   |         | DP119289 | \$0.00    | \$40.00    | (\$1,310.00)  |
| 20-03204 | 07/14/2017 |         | 7/8/17                   |         | DP119290 | \$0.00    | \$215.00   | (\$1,525.00)  |
| 20-03204 | 07/14/2017 |         | 7/3/17                   |         | DP119291 | \$0.00    | \$140.00   | (\$1,665.00)  |
| 20-03204 | 07/14/2017 |         | 7/4/17                   |         | DP119292 | \$0.00    | \$310.00   | (\$1,975.00)  |
| 20-03204 | 07/14/2017 |         | 7/5/17                   |         | DP119293 | \$0.00    | \$200.00   | (\$2,175.00)  |

**Ending Balance:**

GLD - 855

FD: 536 HONEY LAKE VALLEY RECREATION  
 B/U: 0950 COMMUNITY POOL CONSTRUCTION  
 C/C: NONE

**County of Lassen  
 Auditor Controller  
 Revenue Ledger**  
 From 7/1/2017 to 7/31/2017

| Account  | Date       | Program | Description                 | Warrant | Document | Estimated     | Revenue            | Unrealized           |
|----------|------------|---------|-----------------------------|---------|----------|---------------|--------------------|----------------------|
| 20-03204 | 07/14/2017 |         | 7/6/17                      |         | DP119294 | \$0.00        | \$457.00           | (\$2,632.00)         |
| 20-03204 | 07/14/2017 |         | 7/7/17                      |         | DP119295 | \$0.00        | \$192.00           | (\$2,824.00)         |
| 20-03204 | 07/14/2017 |         | 7/9/17                      |         | DP119296 | \$0.00        | \$115.00           | (\$2,939.00)         |
| 20-03204 | 07/14/2017 |         | 7/10/17                     |         | DP119297 | \$0.00        | \$254.00           | (\$3,193.00)         |
| 20-03204 | 07/14/2017 |         | 7/11/17                     |         | DP119298 | \$0.00        | \$109.00           | (\$3,302.00)         |
| 20-03204 | 07/14/2017 |         | 7/12/17                     |         | DP119299 | \$0.00        | \$156.00           | (\$3,458.00)         |
| 20-03204 | 07/14/2017 |         | 7/13/17                     |         | DP119300 | \$0.00        | \$490.00           | (\$3,948.00)         |
| 20-03204 | 07/19/2017 |         | Pool Rec 7/14/17            |         | DP119370 | \$0.00        | \$185.00           | (\$4,133.00)         |
| 20-03204 | 07/19/2017 |         | Pool Rec 7/15/17            |         | DP119371 | \$0.00        | \$40.00            | (\$4,173.00)         |
| 20-03204 | 07/19/2017 |         | Pool Rec 7/16/17            |         | DP119372 | \$0.00        | \$10.00            | (\$4,183.00)         |
| 20-03204 | 07/19/2017 |         | Pool Receipts 7/17/17       |         | DP119373 | \$0.00        | \$782.00           | (\$4,965.00)         |
| 20-03204 | 07/21/2017 |         | POOL 7/18/17                |         | DP119420 | \$0.00        | \$70.00            | (\$5,035.00)         |
| 20-03204 | 07/28/2017 |         | FOR BUSINESS 6/28 - 7/21    |         | DP119550 | \$0.00        | \$11,502.60        | (\$16,537.60)        |
| 20-03204 | 07/28/2017 |         | POOL 7/20/17                |         | DP119551 | \$0.00        | \$130.00           | (\$16,667.60)        |
| 20-03204 | 07/28/2017 |         | POOL 7/22/207               |         | DP119553 | \$0.00        | \$57.00            | (\$16,724.60)        |
| 20-03204 | 07/28/2017 |         | POOL 7/23/2017              |         | DP119554 | \$0.00        | \$60.00            | (\$16,784.60)        |
| 20-03204 | 07/28/2017 |         | POOL 7/25/2017              |         | DP119556 | \$0.00        | \$24.00            | (\$16,808.60)        |
| 20-03204 | 07/28/2017 |         | POOL 7/26/2016              |         | DP119557 | \$0.00        | \$35.00            | (\$16,843.60)        |
| 20-03204 | 07/28/2017 |         | POOL 7/27/2017              |         | DP119558 | \$0.00        | \$72.00            | (\$16,915.60)        |
|          |            |         | <b>Ending Balance:</b>      |         |          | <b>\$0.00</b> | <b>\$16,915.60</b> | <b>(\$16,915.60)</b> |
| 20-03212 | 07/01/2017 | *****   | RENTALS                     |         |          | \$0.00        | \$0.00             | \$0.00               |
| 20-03212 | 07/03/2017 |         | Pool deposit 7-3-2017       |         | DP119104 | \$0.00        | \$2.00             | (\$2.00)             |
|          |            |         | <b>Ending Balance:</b>      |         |          | <b>\$0.00</b> | <b>\$2.00</b>      | <b>(\$2.00)</b>      |
| 20-07400 | 07/01/2017 | *****   | OTHER-GOVERNMENTAL AGENCIES |         |          | \$0.00        | \$0.00             | \$0.00               |

GLD - 855

FD: 536 HONEY LAKE VALLEY RECREATION

B/U: 0950 COMMUNITY POOL CONSTRUCTION

C/C: NONE

**County of Lassen  
Auditor Controller  
Revenue Ledger**

From 7/1/2017 to 7/31/2017

| Account  | Date             | Program | Description              | Warrant | Document | Estimated | Revenue     | Unrealized    |
|----------|------------------|---------|--------------------------|---------|----------|-----------|-------------|---------------|
| 20-07400 | 07/17/2017       |         | CITY OF SUSANVILLE       |         | DP119313 | \$0.00    | \$80,000.00 | (\$80,000.00) |
|          |                  |         | Ending Balance:          |         |          | \$0.00    | \$80,000.00 | (\$80,000.00) |
| 20-10611 | 07/01/2017 ***** |         | SWIM LESSONS             |         |          | \$0.00    | \$0.00      | \$0.00        |
| 20-10611 | 07/03/2017       |         | SWIM LESSON              |         | DP119092 | \$0.00    | \$80.00     | (\$80.00)     |
| 20-10611 | 07/03/2017       |         | Pool Deposit 7/3/2017    |         | DP119104 | \$0.00    | \$90.00     | (\$170.00)    |
| 20-10611 | 07/14/2017       |         | 7/3/17                   |         | DP119291 | \$0.00    | \$800.00    | (\$970.00)    |
| 20-10611 | 07/14/2017       |         | 7/10/17                  |         | DP119297 | \$0.00    | \$290.00    | (\$1,260.00)  |
| 20-10611 | 07/14/2017       |         | 7/11/17                  |         | DP119298 | \$0.00    | \$35.00     | (\$1,295.00)  |
| 20-10611 | 07/19/2017       |         | Pool Rec 7/14/17         |         | DP119370 | \$0.00    | \$170.00    | (\$1,465.00)  |
| 20-10611 | 07/19/2017       |         | Pool Rec 7/15/17         |         | DP119371 | \$0.00    | \$90.00     | (\$1,555.00)  |
| 20-10611 | 07/19/2017       |         | Pool Rec 7/16/17         |         | DP119372 | \$0.00    | \$160.00    | (\$1,715.00)  |
| 20-10611 | 07/19/2017       |         | Pool Receipts 7/17/17    |         | DP119373 | \$0.00    | \$730.00    | (\$2,445.00)  |
| 20-10611 | 07/21/2017       |         | POOL 7/19/17             |         | DP119421 | \$0.00    | \$630.00    | (\$3,075.00)  |
| 20-10611 | 07/28/2017       |         | FOR BUSINESS 6/28 - 7/21 |         | DP119550 | \$0.00    | \$9,848.94  | (\$12,923.94) |
| 20-10611 | 07/28/2017       |         | POOL 7/20/17             |         | DP119551 | \$0.00    | \$40.00     | (\$12,963.94) |
| 20-10611 | 07/28/2017       |         | POOL 7/22/207            |         | DP119553 | \$0.00    | \$40.00     | (\$13,003.94) |
| 20-10611 | 07/28/2017       |         | POOL 7/24/2017           |         | DP119555 | \$0.00    | \$200.00    | (\$13,203.94) |
| 20-10611 | 07/28/2017       |         | POOL 7/27/2017           |         | DP119558 | \$0.00    | \$260.00    | (\$13,463.94) |
|          |                  |         | Ending Balance:          |         |          | \$0.00    | \$13,463.94 | (\$13,463.94) |
| 20-10660 | 07/01/2017 ***** |         | POOL PROGRAMS            |         |          | \$0.00    | \$0.00      | \$0.00        |
| 20-10660 | 07/14/2017       |         | PROGRAMMING              |         | DP119288 | \$0.00    | \$6.00      | (\$6.00)      |
| 20-10660 | 07/14/2017       |         | PROGRAMMING              |         | DP119291 | \$0.00    | \$14.00     | (\$20.00)     |
| 20-10660 | 07/14/2017       |         | PROGRAMMING              |         | DP119292 | \$0.00    | \$6.00      | (\$26.00)     |

GLD - 855

FD: 536 HONEY LAKE VALLEY RECREATION

B/U: 0950 COMMUNITY POOL CONSTRUCTION

C/C: NONE

**County of Lassen  
Auditor Controller  
Revenue Ledger**

From 7/1/2017 to 7/31/2017

| Account  | Date       | Program | Description               | Warrant | Document | Estimated     | Revenue           | Unrealized          |
|----------|------------|---------|---------------------------|---------|----------|---------------|-------------------|---------------------|
| 20-10660 | 07/14/2017 |         | 7/5/17                    |         | DP119293 | \$0.00        | \$13.00           | (\$39.00)           |
| 20-10660 | 07/14/2017 |         | PROGRAMMING               |         | DP119297 | \$0.00        | \$53.00           | (\$92.00)           |
| 20-10660 | 07/14/2017 |         | PROGRAMMING               |         | DP119298 | \$0.00        | \$34.00           | (\$126.00)          |
| 20-10660 | 07/14/2017 |         | PROGRAMMING               |         | DP119299 | \$0.00        | \$56.00           | (\$182.00)          |
| 20-10660 | 07/14/2017 |         | PROGRAMMING               |         | DP119300 | \$0.00        | \$26.00           | (\$208.00)          |
| 20-10660 | 07/19/2017 |         | Pool Rec 7/14/17          |         | DP119370 | \$0.00        | \$54.00           | (\$262.00)          |
| 20-10660 | 07/19/2017 |         | Pool Receipts 7/17/17     |         | DP119373 | \$0.00        | \$62.00           | (\$324.00)          |
| 20-10660 | 07/21/2017 |         | POOL 7/18/17              |         | DP119420 | \$0.00        | \$96.00           | (\$420.00)          |
| 20-10660 | 07/21/2017 |         | POOL 7/19/17              |         | DP119421 | \$0.00        | \$32.00           | (\$452.00)          |
| 20-10660 | 07/28/2017 |         | FOR BUSINESS 6/28 - 7/21  |         | DP119550 | \$0.00        | \$94.61           | (\$546.61)          |
| 20-10660 | 07/28/2017 |         | POOL 7/20/17              |         | DP119551 | \$0.00        | \$122.00          | (\$668.61)          |
| 20-10660 | 07/28/2017 |         | POOL 7/21/2017            |         | DP119552 | \$0.00        | \$34.00           | (\$702.61)          |
| 20-10660 | 07/28/2017 |         | POOL 7/22/207             |         | DP119553 | \$0.00        | \$32.00           | (\$734.61)          |
| 20-10660 | 07/28/2017 |         | POOL 7/24/2017            |         | DP119555 | \$0.00        | \$82.00           | (\$816.61)          |
| 20-10660 | 07/28/2017 |         | POOL 7/25/2017            |         | DP119556 | \$0.00        | \$120.00          | (\$936.61)          |
| 20-10660 | 07/28/2017 |         | 7/26/2017                 |         | DP119557 | \$0.00        | \$62.00           | (\$998.61)          |
| 20-10660 | 07/28/2017 |         | POOL 7/27/2017            |         | DP119558 | \$0.00        | \$134.00          | (\$1,132.61)        |
|          |            |         | <b>Ending Balance:</b>    |         |          | <b>\$0.00</b> | <b>\$1,132.61</b> | <b>(\$1,132.61)</b> |
| 20-10661 | 07/01/2017 | *****   | PARTYS AND SPECIAL EVENTS |         |          | \$0.00        | \$0.00            | \$0.00              |
| 20-10661 | 07/14/2017 |         | 7/6/17                    |         | DP119294 | \$0.00        | \$200.00          | (\$200.00)          |
| 20-10661 | 07/19/2017 |         | Pool Rec 7/15/17          |         | DP119371 | \$0.00        | \$50.00           | (\$250.00)          |
| 20-10661 | 07/28/2017 |         | FOR BUSINESS 6/28 - 7/21  |         | DP119550 | \$0.00        | \$489.13          | (\$739.13)          |
|          |            |         | <b>Ending Balance:</b>    |         |          | <b>\$0.00</b> | <b>\$739.13</b>   | <b>(\$739.13)</b>   |
| 20-11200 | 07/01/2017 | *****   | MISCELLANEOUS             |         |          | \$0.00        | \$0.00            | \$0.00              |

GLD - 855

FD: 536 HONEY LAKE VALLEY RECREATION

B/U: 0950 COMMUNITY POOL CONSTRUCTION

C/C: NONE

**County of Lassen  
Auditor Controller  
Revenue Ledger**  
From 7/1/2017 to 7/31/2017

| Account                                  | Date       | Program | Description           | Warrant | Document | Estimated | Revenue      | Unrealized     |
|--|------------|---------|-----------------------|---------|----------|-----------|--------------|----------------|
| 20-11200                                 | 07/14/2017 |         | PROGRAMMING           |         | DP119290 | \$0.00    | \$65.00      | (\$65.00)      |
| 20-11200                                 | 07/14/2017 |         | 7/6/17                |         | DP119294 | \$0.00    | \$36.00      | (\$101.00)     |
| 20-11200                                 | 07/14/2017 |         | 7/7/17                |         | DP119295 | \$0.00    | \$56.00      | (\$157.00)     |
| 20-11200                                 | 07/14/2017 |         | 7/9/17                |         | DP119296 | \$0.00    | \$2.00       | (\$159.00)     |
| 20-11200                                 | 07/19/2017 |         | Pool Rec 7/15/17      |         | DP119371 | \$0.00    | \$1.00       | (\$160.00)     |
| 20-11200                                 | 07/19/2017 |         | Pool Receipts 7/17/17 |         | DP119373 | \$0.00    | \$1.00       | (\$161.00)     |
| 20-11200                                 | 07/28/2017 |         | LOCK RENTAL           |         | DP119553 | \$0.00    | \$1.00       | (\$162.00)     |
| 20-11200                                 | 07/28/2017 |         | LOCK                  |         | DP119555 | \$0.00    | \$1.00       | (\$163.00)     |
| 20-11200                                 | 07/28/2017 |         | LOCK                  |         | DP119558 | \$0.00    | \$2.00       | (\$165.00)     |
| <b>Ending Balance:</b>                   |            |         |                       |         |          |           |              |                |
| <b>Cost Center Totals As of 7/1/2017</b> |            |         |                       |         |          | \$0.00    | \$0.00       | \$0.00         |
| <b>Current Period</b>                    |            |         |                       |         |          | \$0.00    | \$126,928.80 | (\$126,928.80) |
| <b>Ending Balance</b>                    |            |         |                       |         |          | \$0.00    | \$126,928.80 | (\$126,928.80) |
| <b>Budget Unit Totals As of 7/1/2017</b> |            |         |                       |         |          | \$0.00    | \$0.00       | \$0.00         |
| <b>Current Period</b>                    |            |         |                       |         |          | \$0.00    | \$126,928.80 | (\$126,928.80) |
| <b>Ending Balance</b>                    |            |         |                       |         |          | \$0.00    | \$126,928.80 | (\$126,928.80) |
| <b>Fund Totals As of 7/1/2017</b>        |            |         |                       |         |          | \$0.00    | \$0.00       | \$0.00         |
| <b>Current Period</b>                    |            |         |                       |         |          | \$0.00    | \$126,928.80 | (\$126,928.80) |
| <b>Ending Balance</b>                    |            |         |                       |         |          | \$0.00    | \$126,928.80 | (\$126,928.80) |
| <b>Overall Totals As of 7/1/2017</b>     |            |         |                       |         |          | \$0.00    | \$0.00       | \$0.00         |
| <b>Current Period</b>                    |            |         |                       |         |          | \$0.00    | \$126,928.80 | (\$126,928.80) |
| <b>Ending Balance</b>                    |            |         |                       |         |          | \$0.00    | \$126,928.80 | (\$126,928.80) |

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** August 15, 2017

**HLVRA AGENDA ITEM**

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

**SUBJECT:** Approval of City Reimbursement Request for Staff Services, Landscaping costs and additional pool related costs.

**SUMMARY:** The HLVRA has contracted with the City of Susanville to perform Administrative, Management and Operational services. The City has submitted a reimbursement request for staff services, including both pool staff and City Administration staff, landscaping costs and additional direct costs related to the pool as follows:

|                           |                    |
|---------------------------|--------------------|
| City Administrative Staff | - \$21,458.89      |
| Pool Staff                | - \$14,414.84      |
| Landscaping               | - \$14,014.64      |
| Training                  | - \$ 270.72        |
| Equipment                 | - \$ 2,099.48      |
| Publications              | - \$ 180.60        |
|                           | <u>\$52,439.17</u> |

**FISCAL IMPACT:** \$52,439.17

**ACTION REQUESTED:** Motion to approve City Reimbursement Request of \$52,439.17

**ATTACHMENTS:** City Invoice and spreadsheet



**City of Susanville  
Administrative Services Department**

66 North Lassen Street  
Susanville, CA 96130  
(530) 252-5115

**INVOICE**

**Invoice Date: August 15, 2017**

**Account #: 4493**

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

**TOTAL DUE: \$52,439.17**  
**Payment Due: UPON RECEIPT**

**SUBJECT: Reimbursement for Administrative, Management & Operational Services and Associated Direct Costs as well as Landscaping Costs through June 30, 2017.**

**Description:**

|   |              |
|---|--------------|
| Reimbursement for Administrative Services (through 6/30/17) | \$ 21,458.89 |
| Reimbursement for Pool Employees                            | \$ 14,414.84 |
| Reimbursement for Equipment                                 | \$ 2,099.48  |
| Reimbursement for Publications                              | \$ 180.60    |
| Reimbursement for Training                                  | \$ 270.72    |
| Reimbursement for Landscaping Costs                         | \$ 14,014.64 |

**TOTAL DUE \$ 52,439.17**

**PLEASE REMIT THE BOTTOM PORTION OF THIS INVOICE WITH YOUR  
PAYMENT TO THE ABOVE ADDRESS.**



Please Detach and Mail With Your Payment

PLEASE REMIT PAYMENT TO THE ADDRESS BELOW... THANK YOU

**City of Susanville Administrative Services Department**  
66 North Lassen Street Susanville, CA 96130  
(530) 252-5115 Fax (530) 257-4725

**Account #4493**

**HLVRA  
c/o Lassen County  
221 S. Roop St., Suite 1  
Susanville, CA 96130**

**Amount Due: \$52,439.17**  
**Payment Due: UPON RECEIPT**

**Amount Paid: \$**

Date of Invoice: August 15, 2017

City Account Code # (see Debi)

| Administrative    | Hours  | Wage     |    |              |
|-------------------|--------|----------|----|--------------|
| Executive Officer | 56.75  | \$ 93.39 | \$ | 5,299.88     |
| Administrative    | 58.50  | \$ 47.93 | \$ | 2,803.91     |
| Project Manager   | 285.00 | \$ 46.86 | \$ | 13,355.10    |
|                   |        |          |    | \$ 21,458.89 |

| Pool Employees       | Hours  | Wage     |    |              |
|----------------------|--------|----------|----|--------------|
| Pool Manager         | 294.50 | \$ 27.48 | \$ | 8,092.86     |
| Asst. Pool Manager   | 80.00  | \$ 21.13 | \$ | 1,690.40     |
| Head Swim Instructor | 26.00  | \$ 19.14 | \$ | 497.64       |
| Head Lifeguard       | 0.00   | \$ 18.68 | \$ | -            |
| Swim Instructor II   | 5.00   | \$ 16.51 | \$ | 82.55        |
| Swim Instructors     | 109.50 | \$ 14.23 | \$ | 1,558.19     |
| Lifeguards           | 184.00 | \$ 13.55 | \$ | 2,493.20     |
|                      |        |          |    | \$ 14,414.84 |

| Equipment (NC)            |  |  |    |             |
|---------------------------|--|--|----|-------------|
| Apple (Ipad)              |  |  | \$ | 951.65      |
| Apple (keyboard)          |  |  | \$ | 182.97      |
| Hayneedle (Lawnchairsx18) |  |  | \$ | 964.86      |
|                           |  |  |    | \$ 2,099.48 |

| Publications          |  |  |    |           |
|-----------------------|--|--|----|-----------|
| Employment Ad 5/3/17  |  |  | \$ | 90.30     |
| Employment Ad 5/10/17 |  |  | \$ | 90.30     |
|                       |  |  |    | \$ 180.60 |

| Training               |  |  |    |        |
|------------------------|--|--|----|--------|
| Room Charge - Training |  |  | \$ | 270.72 |

| Landscaping          |        |          |    |             |
|----------------------|--------|----------|----|-------------|
| Labor                |        |          |    |             |
| Parks Superintendent | 189.00 | \$ 40.95 | \$ | 7,739.55    |
| Parks Worker         | 5.00   | \$ 12.97 | \$ | 64.85       |
|                      |        |          |    | \$ 7,804.40 |

|                         |  |       |    |              |
|-------------------------|--|-------|----|--------------|
| Supplies/irrigation Etc |  | total | \$ | 6,210.24     |
|                         |  |       |    | \$ 14,014.64 |

|       |  |  |    |           |
|-------|--|--|----|-----------|
| TOTAL |  |  | \$ | 52,439.17 |
|-------|--|--|----|-----------|

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** August 15, 2017

**HLVRA AGENDA ITEM**

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

**SUBJECT:** Review / Adoption of Revised 2017/2018 Operating Budget

**SUMMARY:** Staff, at its June 20, 2017 meeting, presented a proposed operating budget to the Board. The Board decided on the Program Intensive Budget and requested the changes as reflected in the adopted operating budget. The Board requested the review of the budget monthly and for additional items to be brought to the Board for review including items in the capital improvements line. Staff has also identified additional changes required in the budget.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** Proposed Operating Budget  
Proposed Revised Operating Budget

## PROPOSED 17/18 Budget - Community Pool Project

HLVRA - Community Pool Project

| <b>Revenues:</b>             |                    | <b>Base Operations</b> | <b>Program Intensive</b> |
|------------------------------|--------------------|------------------------|--------------------------|
| County- Annual Contribution  |                    | \$80,000.00            | \$80,000.00              |
| City- Annual Contribution    |                    | \$80,000.00            | \$80,000.00              |
| Seasonal Memberships         |                    | \$42,000.00            | \$58,000.00              |
| Daily Passes                 |                    | \$38,000.00            | \$50,000.00              |
| Swim Lessons                 |                    | \$32,000.00            | \$56,000.00              |
| Programming                  |                    | \$20,000.00            | \$46,000.00              |
| Parties & Special Programs   |                    | \$4,000.00             | \$9,000.00               |
| Grant Opportunities          |                    | \$0.00                 | \$0.00                   |
| Transfer from Fund Balance   | not yet available  | \$0.00                 | \$0.00                   |
| Pennies For the Pool Account | Left from 16/17 FY | \$412.00               | \$412.00                 |
| <b>Total Revenues</b>        |                    | <b>\$296,412.00</b>    | <b>\$379,412.00</b>      |

\$0.00

\$0.00

| <b>Expenses: (for fiscal year)</b>                                      |  |                     |                     |
|---|--|---------------------|---------------------|
|   |  |                     | \$0.00              |
|   |  |                     | \$0.00              |
| <b>Services</b>   |  |                     | \$0.00              |
| Professional & Specialized Services (City staff time/Auditors/Attorney) |  | \$18,000.00         | \$21,000.00         |
| Publications/Marketing/Legal Notices                                    |  | \$3,200.00          | \$5,100.00          |
| Special Departmental Expense (County- allocation)                       |  | \$2,300.00          | \$2,300.00          |
|   |  |                     | \$0.00              |
| <b>Supplies</b>   |  |                     | \$0.00              |
| Chemicals   |  | \$42,000.00         | \$42,000.00         |
| Office Supplies   |  | \$4,000.00          | \$5,000.00          |
| Bathroom Supplies   |  | \$3,000.00          | \$4,000.00          |
| Store   |  | \$16,700.00         | \$19,200.00         |
| Recreation Activity Supplies  |  | \$11,700.00         | \$13,700.00         |
|   |  |                     | \$0.00              |
| <b>Utilities</b>  |  |                     | \$0.00              |
| Water/Natural Gas/Geothermal/Sewer/Electric                             |  | \$38,000.00         | \$41,000.00         |
| Phone/Internet  |  | \$2,400.00          | \$2,400.00          |
|   |  |                     | \$0.00              |
| <b>Fixed Assets</b>   |  |                     | \$0.00              |
| Pool Equipment  |  |                     | \$0.00              |
| Safety Equipment  |  |                     | \$0.00              |
| Future Investments/Depreciation costs                                   |  |                     | \$0.00              |
|   |  |                     | \$0.00              |
| <b>Staffing</b>   |  |                     | \$0.00              |
| Staffing  |  | \$92,000.00         | \$129,000.00        |
| Training - Certifications   |  | \$1,200.00          | \$1,200.00          |
| Programs Registrations  |  | \$200.00            | \$200.00            |
|   |  |                     |                     |
| <b>Annual Land Expenses</b>   |  |                     |                     |
| Landscaping (Phase II)  |  | \$11,000.00         | \$11,000.00         |
| Insurance Costs   |  | \$5,000.00          | \$5,000.00          |
|   |  |                     |                     |
| <b>Total Expenses (Line Items)</b>                                      |  | <b>\$250,700.00</b> | <b>\$302,100.00</b> |
| <b>Provisions for Contingencies</b>                                     |  | <b>\$10,000.00</b>  | <b>\$10,000.00</b>  |
|   |  |                     |                     |
| <b>Expense Total</b>  |  | <b>\$260,700.00</b> | <b>\$312,100.00</b> |
|   |  |                     |                     |
| <b>Revenue Over (Under) Expenses</b>                                    |  | <b>\$35,712.00</b>  | <b>\$67,312.00</b>  |

## PROPOSED (Revised) 17/18 Budget - Community Pool Project

HLVRA - Community Pool Project

| Revenues:                    |                             | Program Intensive   |
|------------------------------|-----------------------------|---------------------|
| County- Annual Contribution  |                             | \$80,000.00         |
| City- Annual Contribution    |                             | \$80,000.00         |
| Seasonal Memberships         |                             | \$60,000.00         |
| Daily Passes                 |                             | \$50,000.00         |
| Swim Lessons                 |                             | \$56,000.00         |
| Programming                  |                             | \$46,000.00         |
| Concession Revenues          |                             | \$24,000.00         |
| Parties & Special Programs   |                             | \$9,000.00          |
| Grant Opportunities          |                             | \$0.00              |
| Transfer from Fund Balance   | not yet available           | \$0.00              |
| Pennies For the Pool Account | \$412.00 Left from 16/17 FY | \$10,412.00         |
| <b>Total Revenues</b>        |                             | <b>\$415,412.00</b> |

| <b>Expenses: (for fiscal year)</b>                                      |  |                     |
|---|--|---------------------|
| <b>SERVICES</b>   |  |                     |
| Professional & Specialized Services (City staff time/Auditors/Attorney) |  | \$21,000.00         |
| Publications/Marketing/Legal Notices                                    |  | \$5,100.00          |
| Special Departmental Expense (County- allocation)                       |  | \$2,300.00          |
| <b>SUPPLIES</b>   |  |                     |
| Chemicals   |  | \$42,000.00         |
| Office Supplies   |  | \$5,000.00          |
| Bathroom Supplies   |  | \$4,000.00          |
| Store   |  | \$19,200.00         |
| Recreation Activity Supplies  |  | \$13,700.00         |
| <b>UTILITIES</b>  |  |                     |
| Water/Natural Gas/Geothermal/Sewer/Electric                             |  | \$41,000.00         |
| Phone/Internet  |  | \$2,400.00          |
| <b>FIXED ASSETS</b>   |  |                     |
| <b>Building and Improvement (retention)</b>                             |  | <b>\$27,500.00</b>  |
| Pool Equipment  |  | \$8,000.00          |
| Safety Equipment  |  | \$5,000.00          |
| <b>Capital Projects</b>   |  |                     |
| Landscaping Phase II  |  | \$11,000.00         |
| Showers   |  | \$18,000.00         |
| Turf Area   |  | \$25,000.00         |
| Future Investments  |  | \$5,000.00          |
| Depreciation Costs  |  | \$5,000.00          |
| <b>STAFFING</b>   |  |                     |
| Staffing  |  | \$134,000.00        |
| Training - Certifications   |  | \$1,200.00          |
| Programs Registrations  |  | \$200.00            |
| <b>ANNUAL LAND EXPENSES</b>   |  |                     |
| Insurance Costs   |  | \$8,140.00          |
| <b>Total Expenses (Line Items)</b>                                      |  | <b>\$403,740.00</b> |
| <b>Provisions for Contingencies</b>                                     |  | <b>\$10,000.00</b>  |
| <b>Expense Total</b>  |  | <b>\$413,740.00</b> |
| <b>Revenue Over (Under) Expenses</b>                                    |  | <b>\$1,672.00</b>   |

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** August 15, 2017

**HLVRA AGENDA ITEM**

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

**SUBJECT:** Consider Approval of **Resolution No. 17-18** Adopting Cash Handling Procedures

**SUMMARY:** The Honey Lake Valley Community Pool is now open for business and Cash Handling Procedures are necessary to adopt formal internal controls. Staff have revised the County's current Cash Handling Procedures to best fit the Honey Lake Valley Community Pool and are presenting the procedures to the Board for review.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to approve Resolution No. 17-18, Adopting Cash Handling Procedures

**ATTACHMENTS:** Resolution No. 17-18  
Cash Handling Procedures

**RESOLUTION NUMBER 17-18**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HONEY LAKE VALLEY**  
**RECREATION AUTHORITY ADOPTING CASH HANDLING PROCEDURES**

**WHEREAS**, the Honey Lake Valley Recreation Authority desires to adopt cash handling procedures to ensure the proper handling of cash payments accepted at the newly constructed Honey Lake Valley Community Pool, and cash payments as may be accepted in the course of other HLVRA business ; and

**WHEREAS**, the HLVRA Board hereby approves the Cash Handling Procedures which are attached hereto as Exhibit "A" and are incorporated herein by reference; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Honey Lake Valley Recreation Authority hereby adopts the Cash Handling Procedures attached hereto as Exhibit A.

Approved:

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

The foregoing **Resolution Number 17-18** was approved and adopted at a regular meeting of the Honey Lake Valley Recreation Authority held on the 15<sup>th</sup> day of August, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Attest:

\_\_\_\_\_  
Heidi Whitlock, Secretary

APPROVED AS TO FORM:

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

# HONEY LAKE VALLEY RECREATION AUTHORITY

## CASH HANDLING PROCEDURES

### I. Introduction

This document is provided to establish a better understanding of internal controls and present a set of procedures and preferred practices designed to safeguard the receipt and disbursement of cash. It is the responsibility of each department head to provide for the proper control of cash within the guidelines set forth in this document.

Cash is defined as coin, paper currency and all forms of negotiable instruments. Examples include personal checks, cashier's checks, bank drafts, traveler's checks, debit/credit cards, money orders and all other instruments that may be transferred by endorsement and delivery within the ordinary course of business activity.

Some broad principles of internal control are as follows:

1. Responsibilities should be clearly established for a given situation or task.  
One person should be assigned responsibility for each task.
2. Responsibility for related transactions should be divided.  
Responsibility for a divisible transaction or a series of related transactions should be divided between individuals in such a manner that the work of one acts as a check on that of another.
3. Adequate records should be maintained.  
Good records provide a means of control by placing responsibility for the care and protection of assets.
4. Record keeping and custody should be separated.  
The person who has access to or is responsible for an asset should not maintain the accounting records for that asset.
5. Personnel should be rotated.  
Whenever possible, employees should be rotated in their job assignments. An employee is less apt to be careless or to intentionally commit a wrong when he/she knows his/her action will likely be brought to light when job assignments are changed.
6. The system should be under constant review.  
A good system of internal control for cash should provide adequate procedures for protecting both cash receipts and cash disbursements.

## **II. Cash Receipts**

### **A. Official Receipt Systems**

An official HLVRA receipt MUST be issued (whether it be a paper receipt or emailed to the customer) for each transaction. Cashier system generated receipts must be numbered by the computer and issued in numeric sequence. There should be a manual backup receipt book with a preprinted numeric sequence in case the cashier system goes down.

### **B. Official Receipt Control**

Cash transactions should be reconciled at the end of each shift to the receipts.

Cash receipts shall be deposited weekly unless the county auditor authorized an exception in writing.

When possible, deposits should not be prepared by the same person who collected the receipts. The total of the deposits must agree to the total dollar amount of the receipts issued, a cashier report should be generated to reconcile to the deposit. These reports should be submitted to the Auditor's office at the end of each month and reconciled to the total deposits for the month, including debit and credit card receipts.

If the cashier system goes down and manual receipts are issued, they should be deposited separately, not mixed with the cashier report and deposit. The manual receipt book should be monitored weekly.

At no time shall purchases or expenditures of any kind be made from cash receipts.

### **C. Voided/Refunded Receipts**

Voided/Refunded cashier receipts need to be initialed and be kept in the draw and turned in with daily deposits.

## **III. Checks**

No employee is permitted to commingle his own or any other person's private monies with HLVRA funds. Checks payable to the HLVRA shall be for the exact amount due, with no cash change given to the payer. At no time shall cash receipts or change funds be used to cash HLVRA employees' or other checks. Therefore, HLVRA funds shall not be used to cash payroll checks or any other personal checks.

The acceptance of personal checks for payments is discretionary. HLVRA may accept payments for services in the form of personal checks, bank checks and drafts, money orders, or cashier checks for the exact amount due. In some cases the HLVRA may be subject to financial loss if a bank refuses to honor payment of a customer's check.

It is recommended that when accepting checks, the following safeguards be followed:

- a. Accept checks only for the exact amount of the payment.
- b. Ask for a driver's license or other form of identification.
- c. Compare the person with the description on the identification as to age, height, etc., and take notice of a photograph, if one is provided.
- d. Have personal checks made out in your presence and made payable to the county department that is receiving the money.
- e. Note the physical address, phone number, and other pertinent data about the maker on the back of check, as well as the identification number and expiration of the ID provided.
- f. Make note of the official receipt number on the face of the check.
- g. Do not accept a check that is post-dated.
- h. Do not accept third party or out of area checks.

#### **IV. Returned Checks**

##### **A. General**

1. The most common reason a check is returned unpaid from the bank is due to insufficient funds (NSF, non-sufficient funds) on deposit. For purposes of this section, all unpaid checks shall be referred to as NSF items.
2. When an NSF item is received from the bank, the customer may have already received the benefits of the services or goods purchased from the HLVRA.

The county/HLVRA treasurer in receipt of a NSF item shall make a determination whether or not the maker of the check has received the benefit of the services/goods provided.

The county/HLVRA treasurer will handle all NSF checks.

#### **V. Bank Accounts Outside the County Treasury**

##### **A. Authorization Procedures**

HLVRA may be authorized to use a separate bank account, rather than the county treasury if circumstances warrant. The following procedures shall be followed to establish a bank account outside the county treasury:

1. The HLVRA shall submit a letter to the county auditor and treasurer stating the reason for such an account.
2. The county/HLVRA auditor and treasurer shall review the request and determine if a separate bank account is justified. If the request is not

justified, the county auditor shall return the letter with an explanation of the reason(s) for disapproval. If the request is justified, HLVRA shall draft an implementing resolution and submit it to the HLVRA board for approval.

3. The resolution authorizing such an account shall include:
  - a. The specific purpose and justification.
  - b. The identification of the responsible signers on the account.
  - c. The location where depository records will be maintained.
  - d. The name and location of the bank depository.
  - e. The period of time the account is authorized.

## **B. Control Procedures**

1. All outside accounts shall be established to conform to the following procedures.
  - a. Accounts shall be used only for official HLVRA business.
  - b. This account shall be balanced monthly, all sales reports will be provided to the Auditor, and all funds will be electronically transferred to the Lassen County Treasury once the Auditor has verified the balances, for deposit into the HLVRA funds in the County Treasury Pool.
  - c. The person who maintains the checking account should not also be the person who reconciles the bank statements.
  - d. Copies of the bank statements and reconciliations must be submitted to the auditor's office monthly.
  - e. The auditor shall maintain a list of all current outside accounts.

## **VI. Register – Procedures**

- a. Register till is to start with a change fund of \$100.00 at every shift and is to be counted/verified prior to use by the individual taking over the till for each shift.
- b. Due to the nature of the business, there may be more than one individual in the till during a shift due to coverage needs. Although there is one primary user, all individuals are assigned his/her own number and must sign in to the system when they are using the till to track transactions performed.
- c. For additional security purposes, security cameras are present and at least one camera is positioned directly above the till to monitor transactions.
- d. A receipt for every transaction is to be placed in the till and all receipts are to be placed in the deposit bag when deposit is made.
- e. At the end of every shift, the till is counted back down to \$100.00 and the additional monies are placed in a deposit bag with documentation including the

date, individuals who signed in, end of shift time, all register receipts and dollar/check amounts in the deposit bag.

- f. At such time that there is an excessive amount of cash in the till, an additional deposit can be made with supervisor approval.

## **VII. Routine Errors in Cash Handling**

### **A. General**

Errors may occur in making change and other cash transactions that result in cash shortage.

### **B. Procedures – Shortages/Overages**

1. Cash and checks should be counted daily by two separate individuals and the amount logged (date, time and amount), and initialed by both individuals.
2. Any employee experiencing an unresolved cash shortage must report the exact sum of the shortage to his/her supervisor at the close of each business day.
3. Whenever warranted by the size of the shortage, the supervisor should make a thorough attempt to determine the reason for this shortage. The review might include recounting the cash, reviewing all transactions for the period, and checking the amounts of all checks and money orders to ensure that the receipts are for the correct amounts.
4. The shortage should be documented as an overage/shortage on the deposit slip and documented on the daily deposit log.
5. In the event the overage/shortage is in excess of \$5.00, the party responsible for the overage/shortage will be notified verbally and with a written statement requiring their signature stating they were notified. Three occurrences within a one month time can lead to disciplinary action, including dismissal.

### **C. Shortages when Negligence or Fraud is Suspected**

1. Any person suspecting theft or negligence shall report such irregularities to the supervisor immediately, if the supervisor is unavailable they should report directly to the executive director or the county/ HLVRA auditor.
2. The supervisor shall contact the county/HLVRA auditor and discuss the circumstances of the suspected theft or negligence. The county/HLVRA auditor may request assistance from the district attorney's office.
3. The county/HLVRA auditor shall establish the amount of the loss and the circumstances surrounding the shortage. The county/HLVRA auditor shall issue a report, with recommendations, based on the findings in the case.

## **IX. Deposits**

### **A. General**

1. Deposits into the county treasury shall be accompanied by an official receipt indicating how funds are to be distributed and brought to the treasurer's office.
2. Deposits into a separate bank account shall be made at least weekly and shall be reconciled to the cashier system report.

### **B. Procedures**

1. Receipts should be deposited daily if they exceed \$200, but must be made at least weekly. The supervisor is responsible for ensuring all funds are properly secured until deposited.
2. The deposit must indicate, for audit purposes, official receipt numbers of the transactions for which the deposit was prepared.
3. One copy of each official receipt must accompany the deposit, and another copy is retained in the department for audit purposes.
4. The deposit must include a report, tape or other listing, showing the breakdown between cash, checks or other.
5. Deposits must list the numerical sequence of the official receipts that account for the deposit being turned into the treasury. Also, indicate on the deposit the amount of the deposit that is cash, the amount that is checks, and other negotiable instruments.
6. The department must retain a copy of each deposit.

## **SUMMARY OF CASH RECEIVING AND CASH HANDLING PROCEDURES**

- An official receipt shall be issued for all money received, manually or thru the cashier system.
- Cash and checks should be counted daily by two separate individuals and daily cash county logged and initialed.
- Deposits should be made to the county treasury or authorized separate account at least weekly, preferably daily.
- HLVRA funds are not to be commingled with any person's private funds.

- Checks payable to the HLVRA shall be issued for the exact amount due.
- Do not accept a stale-dated or post-dated check. Do not accept third party checks.
- Contact the treasurer's office prior to accepting foreign checks, currency, or coin.
- Only the HLVRA Board is authorized to establish a cash fund. The HLVRA executive director is liable for any losses. (See Petty Cash Guidelines)
- Cash and checks on hand shall be kept in a cash register or locked safe or other secure place at all times.
- Deposits made in the treasurer's office must include official receipts and indicate account numbers. Department must retain a copy of each deposit with appropriate backup.

Approved:

\_\_\_\_\_  
HLVRA Executive Director      Date

\_\_\_\_\_  
HLVRA Board Chair              Date

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** August 15, 2017

**HLVRA AGENDA ITEM**

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

**SUBJECT:** Consider Approval of **Resolution No. 17-19** Adopting Petty Cash Guidelines

**SUMMARY:** Staff have identified a need to have a small petty cash fund available at the pool in case an occasion presents itself outside of normal business hours where items need to be purchased. Staff have reviewed the County's petty cash guidelines and are presenting the guidelines to the Board for review.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to approve Resolution No. 17-19, Adopting Petty Cash Guidelines

**ATTACHMENTS:** Resolution No. 17-19  
Petty Cash Guidelines

**RESOLUTION NUMBER 17-19**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HONEY LAKE VALLEY**  
**RECREATION AUTHORITY ADOPTING PETTY CASH GUIDELINES**

**WHEREAS,** the Honey Lake Valley Community Pool is now open and operating daily and occasions may arise where an item must be purchased outside of the Honey Lake Valley Recreation Authority's ("HLVRA") normal business hours and normal purchasing options are not available; and

**WHEREAS,** the Honey Lake Valley Recreation Authority ("HLVRA") desires to adopt petty cash guidelines to allow for purchases in instances where an item must be purchased for HLVRA outside of the Honey Lake Valley Recreation Authority's ("HLVRA") normal business hours and normal purchasing options are not available; and

**WHEREAS,** the HLVRA Board hereby approves the Petty Cash Guidelines which are attached hereto as Exhibit "A" and are incorporated herein by reference; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Honey Lake Valley Recreation Authority hereby adopts the Petty Cash Guidelines attached hereto as Exhibit A.

Approved: \_\_\_\_\_

Brian R. Wilson, President

The foregoing **Resolution Number 17-19** was approved and adopted at a regular meeting of the Honey Lake Valley Recreation Authority held on the 15<sup>th</sup> day of August, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Attest: \_\_\_\_\_

Heidi Whitlock, Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Kronick Moskowitz Tiedemann & Girard

## **Honey Lake Valley Recreation Authority Auditor's Office Petty Cash Guidelines**

### **Guidelines Statement**

The HLVRA permits departments to maintain a petty cash fund, as described in these guidelines.

The department is responsible for adequate security and control of their petty cash funds. The funds should be secured at all times in a locked place. Because no insurance is available to cover losses from the fund, theft and any other losses of petty cash are the responsibility of the department.

### **Purpose and Use**

Petty cash can be used to reimburse individuals for non-travel, out-of-pocket expenditures or if an occasion presents itself outside of normal business hours where a "small" supply is required, and does not exceed \$20. Examples of allowable uses include reimbursement for small incidental department expenses when it is infeasible or impractical to use normal purchasing means.

### **Prohibitions**

Petty cash should not be used for the following:

- Travel expense reimbursements. Continue to use the travel expense report.
- Travel advances. All travel activities need to be reported through the travel reimbursement process. (inmate meals during transports are not considered travel advances)
- Payment of item that are to be purchased through the normal accounts payable process (unless an situation arises that is outside normal business hours).
- Payments to vendors/contractors for invoices submitted directly to the department.
- Payments to employees for services.
- Personal borrowing (IOUs).

### **Initiating a Petty Cash Fund**

A department in need of a petty cash fund should send a memo to the Auditor's Office. The memo must detail the purpose and use of the fund, identify the custodian and their supervisor, and request an amount for which the fund will be established. As a general rule, the total fund balance is usually somewhere between \$25 - \$300 though individual circumstances may dictate a need for a higher limit. In all cases the Auditor's Office will review each request for appropriateness based on documentation provided at the time of the request. The Auditor's Office, in coordination with the Executive Officer, will prepare a Petty Cash Fund Resolution for approval by the HLVRA Board.

### **Appointment of Petty Cash Custodian**

The petty cash fund should be secured at all times. The department is responsible to appoint a custodian, who is a member of the staff, to monitor its use and replenishment. Appointment and approval should be made by the Executive Officer. In addition, there should be limited access to the fund.

### **Responsibilities of Petty Cash Custodian**

It will be the responsibility of the custodian to ensure that the fund is used to cover only those expense reimbursements for which it is not possible, or is infeasible, to use normal purchasing methods. In addition, the custodian will ensure that fund use is consistent with the manner described in the documentation that initially established the fund.

The custodian is responsible to perform a full reconciliation of the fund at least quarterly. The custodian also handles fund replenishment (see section on Reimbursement Process).

The custodian is responsible for reporting all instances of loss of funds, including filing a report with law enforcement, as soon as the loss is discovered.

### **Documentation**

Properly document each transaction in the following manner:

- Maintain a detailed journal of all transactions, identifying all pertinent information (who, purpose, transaction detail, and date of expense). Identify each cost and that account to be charged.
- Keep all original receipts and reference each receipt with the corresponding transaction on the detailed journal.

### **Reimbursement Process**

When the fund is reduced to a balance that can support approximately 5 -7 business days of activity, the custodian should reconcile the fund, prepare an accounts payable claim, and send it along with original receipts to the Auditor's Office. Once the claim is reviewed, and approved a check will be prepared for fund replenishment. The check will be made payable to the department and can be cashed at the Treasurer's Office.

### **Changing the Fund Amount**

Should a situation arise where it is determined that the size of the petty cash fund should be increased or decreased, a memo should be sent to the Auditor's Office stating the change requested and reason. A decrease can be processed upon the department's request. Decreases should be requested prior to requesting a replenishment of funds so the change can be properly documented. The HLVRA Board must approve all increases with the adoption of a resolution.

### **Audit**

Each department is required to provide the Auditor's Office with a full reconciliation of the fund on a quarterly basis. This can be done as part of the request for reimbursement process (see above) but must be done at least quarterly.

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** August 15, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Nancy Cardenas, Treasurer

**SUBJECT:** Consider **Resolution No. 17-20**, Approving the Creation of a Bank Account for the Honey Lake Valley Recreation Authority with US Bank and Authorizing the Treasurer to Execute the Contract.

**SUMMARY:** Staff has been meeting regarding the current deposits for the Honey Lake Valley Recreation Authority (HLVRA). Currently, once a deposit is ready to be deposited, staff must first go to the County to enter the deposit into the system to retrieve a DE number. Staff must then go to the Treasurer's office to deposit the funds. In addition, credit cards are currently being deposited into a City account and checks are cut to the HLVRA for the amounts collected. In order to make the process as efficient as possible and to have all monies deposited into the same account directly, staff is requesting approval to open a bank account with US Bank where both credit card and cash deposits can be made directly. Monthly, the amounts deposited will be transferred into the HLVRA account at the County.

**FISCAL IMPACT:** Approximately \$25.00-\$35.00 per month

**ACTION REQUESTED:** Motion to approve Resolution No. 17-20, Approving the creation of a bank account for the HLVRA and authorizing the Treasurer to execute the contract.

**ATTACHMENTS:** Resolution No. 17-20  
Letter of Request from Treasurer  
US Bank Master Services Agreement

**RESOLUTION NUMBER 17-20**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HONEY LAKE VALLEY**  
**RECREATION AUTHORITY APPROVING THE CREATION OF A BANK ACCOUNT FOR THE**  
**HONEY LAKE VALLEY RECREATION AUTHORITY WITH US BANK AND AUTHORIZING THE**  
**TREASURER TO EXECUTE THE CONTRACT**

**WHEREAS**, pursuant Section 9.3(b) of the Joint Powers Agreement Creating the Honey Lake Valley Recreational Authority, which was entered into on November 18, 2013 and as amended on October 20, 2015, the Honey Lake Valley Recreation Authority (HLVRA) Treasurer has the authority to establish and maintain accounts on behalf of HLVRA, and is further required maintain HLVRA's funds in accordance with Government Code section 6505.5; and

**WHEREAS**, the Honey Lake Valley Community Pool is now open and operating daily and the deposits therefrom are currently accepted by the Treasurer and Auditor's offices for the Authority as required by Government Code section 6505(a); and

**WHEREAS**, the Treasurer requests the HLVRA Board of Directors authorize a contract for banking services with US Bank which is attached hereto as Exhibit "A"; and

**WHEREAS**, the account will be for deposits purposes only and the Treasurer shall be the authorized signer of the Master Service Agreement; and

**WHEREAS**, the authorized signers for the account will be the Treasurer and Auditor.

**NOW, THEREFORE, BE IT RESOLVED**, that the Honey Lake Valley Recreation Authority hereby authorizes the execution of the contract with US Bank and authorizes the Treasurer to sign said contract.

Approved: \_\_\_\_\_

Brian R. Wilson, President

The foregoing **Resolution Number 17-20** was approved and adopted at a regular meeting of the Honey Lake Valley Recreation Authority held on the 15<sup>th</sup> day of August, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Attest: \_\_\_\_\_

Heidi Whitlock, Secretary

APPROVED AS TO FORM:

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

# Treasurer/Tax Collector

County of Lassen



Nancy Cardenas, Treasurer/Tax Collector  
Lassen County Courthouse, Suite 3  
220 South Lassen Street  
Susanville, CA 96130-4324

☎ 530/251-8221  
FAX: 530/251-2677

August 15, 2017

TO: Honey Lake Valley Recreational Authority Board

FROM: Nancy Cardenas, Treasurer/Tax Collector 

SUBJECT: Approval of Banking Services

RECOMMENDATION: 1) That the Honey Lake Valley Recreational Authority Board authorize the contract for banking services with U.S. Bank and direct the Treasurer Nancy Cardenas to sign.

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It is my recommendation that the HLVRA board authorize the contract for banking services with US Bank and direct me to sign the Master Service Agreement. It has become apparent in the opening and running of the pool that a Bank Account held outside the Treasury and opened under the HLVRA is needed. This bank account will be able to receive all credit card transactions as well as daily deposits from the Community Pool. Once a month when the statements are created the HLVRA staff will balance the account, the Auditor Diana Wemple will verify the funds and approve the electronic transfer out of the HLVRA account. I will transfer those funds electronically to the Lassen County Treasury for deposit in the HLVRA funds that are held within the treasury. This account will be for deposit purposes only, and will have a check fraud alert, as no checks will be issued for this account. The signers on this account will be myself and Diana Wemple.

The pricing for this account is as follows: Premium Account \$5.00, online access to previous day transactions \$20.00, previous day detail report \$.03 per item, previous day summary report .01 per item, and electronic transfer of funds \$.05 per transfer. Averaging out the amount of items deposited since the pool has been open, the average cost of this account will be approximately \$35.00 per month during the pools operating season, and then drop to \$25.00 per month for the remainder of the year.

The HLVRA staff will have online access to this account to view the daily deposit of credit card transactions, and the statements will be delivered and accessed on line through US Bank Single Point portal.



## Master Services Agreement (Governmental Entities)

Customer Tax Identification Number: 475326975

I, \_\_\_\_\_, HEREBY CERTIFY that I am \_\_\_\_\_ of Honey Lake Valley Recreational Authority ("Customer"). I further certify that I have full power and lawful authority to execute this Master Services Agreement ("MSA") on behalf of Customer. I further certify that Customer has taken all action required by its resolutions and other organizational documents, records or agreements to authorize the individuals listed below to act on behalf of Customer in all transactions contemplated under this MSA. Customer shall not be bound by the terms and conditions for those specific services described, to the extent Customer elects not to use such service(s). Customer hereby agrees as follows:

### DEPOSIT ACCOUNTS:

1. U.S. Bank National Association ("Bank") is hereby designated as Customer's banking depository. Customer has received a copy of the deposit account terms and conditions and agrees that such terms shall govern the deposit account services provided by Bank. All transactions between Customer and Bank involving any of Customer's accounts at Bank will be governed by the deposit account terms and conditions, this MSA and other disclosures provided to Customer. Customer agrees to provide Bank with a copy of documents requested by Bank.
2. Any one (1) of the persons whose names and signatures appear in Appendix A (individually, an "Account Signer") are hereby authorized to open, add, modify, or close accounts in the name of Customer or its subsidiaries or affiliates, or if applicable, as an agent for another entity, and to sign, on behalf of Customer, its subsidiaries or affiliates or as an agent for another entity, checks, drafts or other orders for the payment, transfer or withdrawal of any of the funds or other property of Customer, whether signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, including those payable to the individual order of the person or persons signing or otherwise authorizing the same and including also those payable to the Bank or to any other person for application, or which are actually applied to the payment of any indebtedness owing to the Bank from the person or persons who signed such checks, drafts or other withdrawal orders or otherwise authorized such withdrawals; and are also authorized to endorse for deposit, payment or collection any check, bill, draft or other instrument made, drawn or endorsed to the accounts governed by this MSA for deposit into these accounts. The authorization contained in the preceding sentence includes transfers of funds or other property of Customer to accounts outside of those accounts Customer maintains at Bank. Any one of the Contract Signers (as defined below) is also authorized to execute any documentation that Bank may require to add or delete Account Signers.
3. Unless Customer otherwise advises Bank in writing and Bank has a reasonable opportunity to act on such writing, the Account Signers listed in Appendix A will be Account Signers on any future deposit accounts that Customer maintains with Bank.
4. Customer acknowledges and agrees that Bank is not required to obtain the consent of or otherwise contact an Account Signer for transactions other than those listed in paragraph 2 above, including, but not limited to, transfers between accounts Customer maintains at Bank, advances on loans Customer has with Bank and transfers to pay down loans Customer has with Bank.

### TREASURY MANAGEMENT SERVICES:

5. Bank's treasury management services ("Treasury Management Service(s)") are described in the U.S. Bank Services Terms and Conditions, any supplements thereto, any implementation documents, user manuals, operating guides and other related documentation and disclosures provided by Bank, and any addendum to any of the foregoing (collectively the "Services Agreement"). Customer has received and reviewed the Services Agreement and desires to use one or more of the Treasury Management Services.
6. Any one (1) of the persons whose names and signatures appear in Appendix B (individually, a "Treasury Management Signer") are empowered in the name of and on behalf of the Customer to enter into all transactions contemplated in the Services Agreement including, but not limited to, selecting Treasury Management Services, appointing agents to act on behalf of Customer in the delivery of Treasury Management Services, signing additional documentation necessary to implement the Treasury Management Services and giving Bank instructions with regard to any Treasury Management Service, including without limitation, wire transfers, ACH transfers, and any other electronic or paper transfers from or to any account Customer may maintain with Bank. Bank may, at its discretion, require Customer to execute additional documentation to implement or amend certain Treasury Management Services. In such cases, documentation necessary to implement or amend such Services shall be signed by a Treasury Management Signer. Customer further acknowledges and agrees that Bank may implement or amend Services based on the verbal, written, facsimile, voice mail, email or other electronically communicated instructions that it believes in good faith to have been received from a Treasury Management Signer. Any one of the Contract Signers (as defined below) is also authorized to execute any documentation that Bank may require to add or delete Treasury Management Signers.



## Master Services Agreement (Governmental Entities)

### MONEY CENTER AND SAFEKEEPING SERVICES:

7. Any one (1) of the persons referenced in Appendix M (individually, a "Money Center Signer") are each authorized and empowered in the name of and on behalf of the Customer to transact any and all depository and investment business through the Bank's Money Center division (the "Money Center") and any securities custodial business through the Bank's Safekeeping Department (the "Safekeeping Department"), which such person may at any time deem to be advisable, including, without limiting the generality of the foregoing, selecting any services that may from time to time be offered by the Money Center or the Safekeeping Department (collectively referred to herein as "Money Center Services" and "Safekeeping Services", respectively), appointing additional Money Center Signers or agents to act on behalf of Customer with respect to Money Center Services and Safekeeping Services, signing additional documentation necessary to implement the Money Center Services and Safekeeping Services and giving Bank instructions with regard to any Money Center Service and Safekeeping Service. Customer has received and reviewed the Services Agreement and may use one or more of the Money Center Services or Safekeeping Services from time to time. Bank may, at its discretion, require Customer to execute additional documentation to implement or amend certain Money Center Services or Safekeeping Services. In those cases, the required documentation shall be signed by a Money Center Signer. Customer further acknowledges and agrees that Bank may take any action with respect to any Money Center Services or Safekeeping Services requested by a Money Center Signer based on the verbal, written, facsimile, voice mail, email or other electronically communicated instructions that Bank believes in good faith to have been received from a Money Center Signer. Any one of the Money Center Signers is also authorized to execute any documentation that Bank may require to add or delete Money Center Signers.

### FOREIGN EXCHANGE:

8. Bank is authorized by Customer to enter into foreign exchange transactions. Customer has received a copy of the Services Agreement and agrees that the terms contained in the Services Agreement, this MSA and other disclosures provided to Customer shall govern the foreign exchange services provided by Bank. Customer agrees to provide Bank with a copy of documents requested by Bank.

### FOREIGN CURRENCY ACCOUNTS:

9. Bank is hereby designated as Customer's banking depository for one or more Foreign Currency Account(s) (the "Foreign Account(s)"). Any one (1) of the persons whose names and signatures appear in Appendix C (individually, a "Foreign Currency Account Signer") are hereby authorized to open, add, modify, or close any Foreign Account(s) in the name of Customer or its subsidiaries or affiliates and to make, on behalf of Customer, orders for payment or transfer of any of the funds or other property of Customer, whether signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, including those payable to the individual order of the person or persons signing or otherwise authorizing the same. Customer hereby expressly authorizes and directs Bank to accept written and oral instructions any payment orders, by telephone or otherwise, consistent with the Services Agreement. Customer has received a copy of the Services Agreement and agrees that the terms contained in the Services Agreement, this MSA and other disclosures provided to Customer shall govern the Foreign Accounts. Any one of the Contract Signers (as defined below) is also authorized to execute any documentation that Bank may require to add or delete Foreign Currency Account Signers.

### OTHER SERVICES:

10. A Contract Signer is authorized and empowered on behalf of Customer to transact any and all other depository and investment business with and through Bank, and, in reference to any such business, to make any and all agreements and to execute and deliver to Bank any and all contracts and other writings which such person may deem to be necessary or desirable.

### GENERAL:

11. All Account Signers, Treasury Management Signers, Foreign Currency Account Signers and/or Money Center Signers (whether designated in this MSA or in a prior document [for example, a Certificate of Authority or a Treasury Management Services Agreement] executed by Customer) will remain in place until Bank receives written notice of any change and has a reasonable time to act upon Customer's written notice.

12. Any and all transactions by or in behalf of Customer with the Bank prior to the adoption of this MSA (whether involving deposits, withdrawals, Treasury Management Services, or otherwise) are in all respects ratified, approved and confirmed.

13. Customer agrees to furnish Bank with the names and signatures (either actual or any form or forms of facsimile or mechanical signatures adopted by the person authorized to sign) of the persons who presently are Account Signers, Treasury Management Signers, Foreign Currency Account Signers and/or Money Center Signers. Bank shall be indemnified and saved harmless by Customer from any claims, demands, expenses, loss or damage resulting from or growing out of honoring or relying on the signature or other authority (whether or not properly used and, in the case of any facsimile signature, regardless of when or by whom or by what means such signature may have been made or affixed) of any officer or person whose name and signature was so certified, or refusing to honor any signature or authority not so certified.



# Master Services Agreement (Governmental Entities)

Each of the undersigned (individually and collectively, the "Contract Signers") certifies that, based on his or her review of Customer's books and records, Customer has, and at the time of adoption of this MSA had, full power and lawful authority to adopt the MSA and to confer the powers herein granted to the persons named, and that such persons have full power and authority to exercise the same.

Each of the Contract Signers further certifies that he or she has the full power and lawful authority to execute this MSA on behalf of Customer, its subsidiaries and affiliates, or if applicable, as an agent for another entity who has entered into an agreement with Customer authorizing Customer to act on such entity's behalf.

Each of the Contract Signers further certifies that the Account Signers, Treasury Management Signers, Foreign Currency Account Signers and/or Money Center Signers have been duly elected to and now hold the offices of Customer set opposite their respective names, and the signatures appearing opposite their names are the authentic, official signatures of the said signer.

The undersigned Contract Signers have executed this MSA as of the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Contract Signer  
Signature: \_\_\_\_\_  
Print Name: Nancy Cardenas  
Print Title: Lassen County Treasurer/Tax Collector

Contract Signer  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

Contract Signer  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

Contract Signer  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

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Contract Signer  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

Contract Signer  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

For Internal Use Only:  
Review \_\_\_\_\_ Validation Method \_\_\_\_\_ TL Review \_\_\_\_\_ Imaged \_\_\_\_\_





# Appendix A

## Account Signers

CTN CIH-  
030312

For Internal Use Only:

Authorized Signers are related to the Master Services Agreement dated: \_\_\_\_\_

Review \_\_\_\_\_ Validation Method \_\_\_\_\_ TL Review \_\_\_\_\_ Imaged \_\_\_\_\_



Appendix B
Treasury Management Signers

Customer Information

Customer Name: Honey Lake Valley Recreational Authority Tax Identification Number: 475326975

Authorized Treasury Management Signers

Table with 3 columns: Name, Title, Specimen Signature. Multiple rows for listing signers.

The Contract Signer listed below further represents and warrants to the Bank that the signatures listed above are the true and authentic signatures of the Authorized Treasury Management Signer(s) and that Customer has taken all action required by its organizational documents to appoint the Authorized Treasury Management Signer(s).

Contract Signer Signature: Print Title:
Print Name: Date:

For Internal Use Only:
Authorized Signers are related to the Master Services Agreement dated:
Review Validation Method TL Review Imaged

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** August 15, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Nancy Cardenas, Treasurer

**SUBJECT:** HLVRA Credit Card Option

**SUMMARY:** Staff have researched multiple credit card options and have found that, if the Board approves the opening of the US Bank account, the best option for credit cards is through US Bank. The Honey Lake Valley Recreation Authority's Treasurer and Auditor have submitted a request to approve the Community Credit Card for the purchasing of pool supplies for the HLVRA staff to use within the guidelines of the Purchasing and Credit Card Policies.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** Letter of Request for the HLVRA Treasurer and Auditor  
Community Credit Card Application  
HLVRA Purchasing Policy  
HLVRA Credit Card Policy

# Treasurer/Tax Collector

County of Lassen



Nancy Cardenas, Treasurer/Tax Collector  
Lassen County Courthouse, Suite 3  
220 South Lassen Street  
Susanville, CA 96130-4324

☎ 530/251-8221  
FAX: 530/251-2677

August 15, 2017

TO: Honey Lake Valley Recreational Authority Board

FROM: Nancy Cardenas, Lassen County Treasurer/Tax Collector/HLVRA Treasurer  
Diana Wemple Lassen County Auditor/HLVRA Auditor

SUBJECT: HLVRA Accepting Credit Card ✓

RECOMMENDATION: 1) That the Board Approve a Community Credit Card through US Bank for the purchasing of pool supplies for the HLVRA staff to use within the guidelines of the HLVRA purchasing policy and the HLVRA Credit Card program policy.

---

It is the recommendation of the Auditor and the Treasurer that the HLVRA Board approve a community credit card through US Bank for the purchase of pools supplies as allowed in the HLVRA purchasing policy, in accordance with the HLVRA's credit card policy to govern the use of procurement cards.

Attached is a copy of the approved HLVRA credit card policy and procedures, as well as the HLVRA approved purchasing policy.

# U.S. Bank Mastercard® Community Card Fax Cover Sheet

**THIS PAGE MUST BE COMPLETE FOR THE APPLICATION TO BE PROCESSED.**  
**Fax to: 866.509.6772**

**PAGE 1 of:** \_\_\_\_\_

Fax or mail completed application (both sides), this completed checklist and all requested documentation.

**Mailing address:** Cardmember Service,  
P.O. Box 6369, Fargo, ND 58125-6369

**FROM:**

Banker's Preferred ID: dapaque

Branch Number: 3823

Branch (ICS)  
Location Code: 05121

(This is found under "Help topics and resources" on the Company and Community page of Card Central.)

## My Organization is...

Non-Profit

Municipality

### Here are examples of classification:

**Non-profit:** Not-for-profit organizations with proven financial stability, including:

- Religious organizations
- Cultural groups
- Foundations
- Education institutions
- Social services
- Other tax-exempt organizations

**Municipalities:** Local, State or Federal government entities, including:

- School districts
- City or county offices
- Public housing administrations
- Small municipalities
- Fire, Police, Sheriff depts.

## I have included:

### Application:

- Application is signed by an officer of the Organization (President, SVP, VP, CEO, CFO, etc.)
- Application is complete and contains all required information
- Organizational legal name on the Application matches the organization legal name on the financial statements provided

### Proof of Legal Identity (one of the following is required):

- Articles of Incorporation/Organization
- Trust Instrument
- Government Issued Business License
- Certificate in Good Standing
- Secretary of State Filing

### Two Years Financials (audited recommended):

If older than four months, current year interim financials needed.

- Balance Sheets (**required**)
- Income Statements (**required**)
- Audited, Reviewed, or Compiled financial statements are preferred for limits > \$50k.
- Cash Flow Statements (**recommended**)

Banker has completed Section 9 – Relationship Information

Upon receiving a properly completed application with all required financial statements, approval will take U.S. Bank approximately 15 business days.

**THIS PAGE IS FOR THE APPLICANT TO RETAIN FOR THEIR RECORDS.**

U.S. Bank and its affiliates

**Summary Of Mastercard Account Terms**

| <b>Payment Information</b>  |  |
|---|--|
| All charges made on this Community card are due and payable by the Payment Due Date shown on your periodic statement. |  |
| <b>Fees</b>   | <b>U.S. Bank Mastercard® Community Card</b>  |
| <b>Annual Fees</b>  | <b>\$99</b> with rewards. <b>\$0</b> without rewards.  |
| <b>Transaction Fees</b>   |  |
| • Balance Transfer  | Either <b>4%</b> of the amount of each transfer or <b>\$10</b> minimum, whichever is greater.  |
| • Convenience Check Cash Advance  | Either <b>4%</b> of the amount of each advance or <b>\$10</b> minimum, whichever is greater.   |
| • Cash Advance  | Either <b>4%</b> of the amount of each advance or <b>\$10</b> minimum, whichever is greater.   |
| • Cash Equivalent Advance   | Either <b>4%</b> of the amount of each advance or <b>\$20</b> minimum, whichever is greater.   |
| • Overdraft Protection <sup>1</sup>   | Either <b>4%</b> of the amount of each advance or <b>\$10</b> minimum, whichever is greater.   |
| • Foreign Transaction   | <b>0%</b> of each foreign purchase transaction or foreign ATM advance transaction in U.S. Dollars.<br><b>0%</b> of each foreign purchase transaction or foreign ATM advance transaction in a Foreign Currency. |
| <b>Penalty Fees</b>   |  |
| • Late Payment  | Either <b>\$39</b> or <b>3%</b> of the amount past due, whichever is greater.  |
| • Returned Payment  | <b>\$35</b>  |
| • Overlimit   | <b>\$0</b>   |

**IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT:** To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may ask to see your driver's license or other identifying documents.

**Contact For Updates:** The information is accurate as of 5/1/17. This information may have changed after that date. To find out what may have changed, call us at 866.485.4545 (we accept relay calls) or write us at P.O. Box 6353 Fargo, ND 58125-6353.

**Right to Change Terms:** We may change fees and and other Account terms in the future based on your experience with U.S. Bank National Association and its affiliates as provided under the Cardmember Agreement and applicable law.

<sup>1</sup> Not all products offer Overdraft Protection.

**Notice to Ohio Residents:** The Ohio laws against discrimination require that all creditors make credit equally available to all credit worthy customers and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio Civil Rights Commission administers compliance with the law.

**Rewards Program Rules:** Account must be open and in good standing to earn and redeem rewards and benefits. Upon approval, refer to your Cardmember Agreement for additional information. We will Award 1% Cash Back on all net purchases (purchases minus credits or returns) charged to the U.S. Bank Mastercard Community Rewards Credit Card Account during each statement period. Rewards will not be awarded to a cardmember for net purchases during a statement period if the cardmember's Account is not open and current on the statement closing date. Rewards will not be awarded for Cash Advances or other Account Advances as defined in the Cardmember Agreement. Rewards will be earned and redeemed at the organization level. Rewards may be redeemed for statement credit, U.S. Bank Mastercard Rewards Card, or deposit to a U.S. Bank account. Complete terms and conditions will be provided to cardmember in the Cardmember Agreement.

The creditor and issuer of this card is U.S. Bank National Association, pursuant to a license from Mastercard International Incorporated. Mastercard is a registered trademark of Mastercard International Incorporated. © 2017 U.S. Bank.

## U.S. BANK MASTERCARD® COMMUNITY CARD

| Reward Details                   | U.S. Bank Mastercard® Community Card  |
|----------------------------------|---|
| <b>Reward Currency</b>           | Cash Back <sup>1</sup>  |
| <b>Earn Rate</b>                 | 1% cash back on all other eligible net purchases <sup>1</sup>   |
| <b>Additional Reward Details</b> | No limit on cash back earned. Cash redemption is a minimum of \$25 at \$25 increments- ACH deposit, statement credit, or U.S. Bank Mastercard Rewards Card <sup>2</sup> |

<sup>1</sup> Cash back can be redeemed as a deposit into your U.S. Bank deposit account (checking, savings or money market) or as a statement credit (no minimum redemption), or as a U.S. Bank Rewards Mastercard® Card (\$25 minimum redemption required).

<sup>2</sup> The U.S. Bank Mastercard Rewards Card cannot be reloaded with additional funds, nor can it be used at an ATM (Automated Teller Machine). Terms and conditions apply and other fees may apply to Rewards Cards. For complete terms and conditions, see the "U.S. Bank Rewards Card Cardholder Agreement" available at [www.myusbankcorporaterewards.com](http://www.myusbankcorporaterewards.com). Rewards Cards are issued by U.S. Bank National Association, pursuant to a license from Mastercard International Incorporated. Mastercard is a registered trademark of Mastercard International Incorporated.

Deposit products are offered by U.S. Bank National Association. Member FDIC.

©2017 U.S. Bank  
P.O. Box 6353 Fargo, ND 58125-6353



USB MC CC App Revision Date 5/1/17

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|                             |   |
|-----------------------------|---|
| <b>POLICY NAME:</b>         | <b>Purchasing</b>                           |
| <b>BOARD APPROVAL DATE:</b> | <b>April 15, 2014, Revised May 16, 2017</b> |

---

## **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:**

Reimbursement of small purchases may be made through the use of 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 \$2,000:**

Inexpensive materials, supplies, and equipment can be purchased directly by HLVRA, no purchase order is required. The related purchase order must be submitted to Auditor's Office for payment. HLVRA's Executive Officer or his or her designee shall serve as the Purchasing Agent for HLVRA.

#### **2.3. 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 Purchasing Agent before making a purchase, so the 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 HLVRA's existing equipment.

#### **2.4. ITEMS COSTING OVER \$10,000:**

Purchases of more than \$10,000 must be pre-approved by the 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 will 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.

##### **2.4.1 LOCAL PREFERENCE**

### *Honey Lake Valley Recreation Authority*

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.

#### **2.4.1.1 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.

#### **2.4.2 BID EXCEPTION**

Purchases of items and equipment from another governmental agency shall not be subject to the formal bid requirements contained in Section 2.5. All such purchases shall have prior approval in writing by the Executive Officer and the President of the HLVRA's Board.

### **3. PUBLIC WORKS CONTRACTS OVER \$50,000:**

All public works contracts shall be let in accordance with the California Public Contract Code. Issuance of a notice inviting bids requires pre-approval by HLVRA's Board; a formal bidding process; and acceptance of the winning bid by HLVRA's Board. The Purchasing Agent will assist 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 and legal counsel will both assist the department in determining whether the project being envisioned requires prevailing wages.

### **4. 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, HLVRA's legal counsel, and Lassen County Counsel's Office have standard contracts for personal services, leases, public works projects, and for a variety of other purposes. The Authority must use the standard Authority contract forms whenever possible. The Executive Officer is authorized to execute contracts and invoices which do not exceed an expenditure of Ten Thousand Dollars (\$10,000).

### **5. CONSULTANT SERVICES:**

On some occasions, a Request for Proposal (RFP) is more appropriate than a low bid procurement process. The Executive Officer must authorize any issuance of an RFP, and HLVRA's Board must then approve the final contract.

### **6. 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 HLVRA's fixed assets inventory. The fixed assets inventory shall be updated annually by the Authority; copies of each year's inventory should be submitted to HLVRA's Board and to the Auditor's Office.

### **7. OFFICE SPACE LEASES:**

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 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 may assist the department in negotiating the lease. Shorter leases require approval of the Executive Officer.

### **8. EQUIPMENT MAINTENANCE CONTRACTS:**

Regardless of amount, equipment maintenance contracts should be approved by the purchasing agent.

*Honey Lake Valley Recreation Authority*

The Authority may already have a maintenance contract in place to which another department can be added for a nominal price.

**9. 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) before payment will be made. Emergency purchases should be confined to situations where health or safety is affected, or when critical Authority functions would be totally halted (e.g., snowplow repairs, medical equipment, or boat patrol) if the emergency purchase is not made.

**10. 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 HLVRA's Fixed Assets inventory should be immediately amended. The Authority should also notify the Auditor's Office of the items which are being removed from HLVRA's fixed assets inventory. The County will credit HLVRA for with the revenue generated by the sale of its surplus property, less an administrative fee for auction expenses.

**12. CREDIT CARD POLICY:**

The Purchasing Agent may establish a Procurement Card program to be used for small purchases of materials and supplies. Personal expenses MAY NOT be charged to 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.

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|-----------------------------|--|
| <b>POLICY NAME:</b>         | <b>Credit Card Program Policies and Procedures</b> |
| <b>BOARD APPROVAL DATE:</b> | <b>Approved May 16, 2017</b>                       |

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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 or agency.

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**

The dollar amount for designating goods as a capital asset in LASSEN County is established by the Board of Supervisors and may be modified from time to time. 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 Supervisors.

**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 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 their 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 HLBRA 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: \_\_\_\_\_

**Submitted By:** Eric Heumann, Pool Director

**Action Date:** August 15, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Eric Heumann, Pool Director

**SUBJECT:** Shoulder Season Update and Proposed Schedule

**SUMMARY:** In order to adjust to the changing demand for pool time, we are proposing a fall schedule with shortened hours. After considering various options, staff is proposing a schedule with a closure gap in the middle of the day (from 11:00 a.m. to 3:30 p.m.) Monday through Friday. Pool opening times in the morning (6:30 a.m.) and pool closure times in the evening (7:00 p.m.). Such a schedule would maximize pool usage and availability, keeping the pool open when it will be used most (during the morning and in the evening) while minimizing expenses. This fall contraction of pool hours is consistent with the manner in which other municipal pools' in the region operate during their shoulder season. Other changes include opening 30 minutes later in the morning and closing 30 minutes earlier in the evening in October to reflect the shrinking of daylight hours, and modifying swim lesson frequency in the fall to twice per week to reflect parents' desires for their children to be able to also participate in other extracurricular activities as well as to be able to stay on top of their schoolwork.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Information Only.

**ATTACHMENTS:** Proposed Fee and Program Descriptions  
Proposed Shoulder Season Schedule  
Northwest & Idlewild shoulder season schedules

# Honey Lake Valley Community Pool

## Fee and Program Descriptions - Fall 2017

### Important Fall Dates

*Fall Season Starts:* August 21st

*Labor Day (Pool Closed):* September 4th

*Columbus Day (Pool Closed):* October 9th

*Last Day of the Season:* October 31st (Tentative Date)

### Fall Hours of Operation

Monday through Friday: 6:30am-11am, 3:30pm-7pm

Saturday: 7:30am-7:00pm

Sunday: 10am-5pm

### Month of October Hours

*Monday-Friday:* 7am-11am, 3pm-6:30pm

*Saturday:* 7:30am-6:30pm

*Sunday:* 10am-5pm

### Daily Entrance Fees

Adult: \$6

Youth (2-17): \$4

Senior (60+): \$4

### Monthly Pass Fees

Family Pass: \$60/month +\$10 per additional child

Adult: \$35/month

Youth: \$25/month

Senior (60+): \$20/month

# Swim Lessons

## Private Swim Lessons (30 minute session)

***\$30/session (\$25 for Monthly Pass Holders) + \$10/per extra child***

Private swim lessons allow the participant to work at a personalized level to achieve swim goals. They are a good way to help swimmers focus on a particular skill, or to help them overcome a fear of the water. Our Private Swim Instructors are our top instructors and are very good at working one-on-one with swimmers to help them achieve their goals. Private swim lessons are available by appointment only, see aquatics schedule for more information.

## Preschool Group Lessons

### Level 1: Introduction to Water Skills (3-5 Years Old)

Preschoolers will learn how to feel comfortable in the water and safely enjoy it. Swim Diapers are required for all children who are not potty trained.

5 Week Classes (Tu/Th), 10 Total Sessions

Dates: 8/29-9/28

Times: 10-10:30am, 3:30-4pm

\$90 (\$9/session), \$70 (\$7/session) for Monthly Pass Holders

### Level 2: Fundamentals of Aquatic Skills

#### (3-5 Years Old, Passed Level 1)

Preschoolers will learn basic swimming skills and will be able to demonstrate them independently. Swim Diapers are required for all children who are not potty trained.

5 Week Classes (Tu/Th), 10 Total Sessions

Dates: 8/29-9/28

Times: 10:30-11am, 4:30-5pm

\$90 (\$9/session), \$70 (\$7/session) for Monthly Pass Holders

### Level 3: Stroke Development

#### (3-5 Years Old, Passed Level 2)

Preschoolers will refine their Freestyle and Backstroke skills, as well as rudimentary survival skills. Swim Diapers are required for all children who are not potty trained.

5 Week Classes (M/W), 9 Total Sessions (No Class on 9/4)

Dates: 8/28-9/27

Times: 5-5:30pm

\$81 (\$9/session), \$63 (\$7/session) for Monthly Pass Holders

# Child Group Lessons

## **Level 1: Introduction to Water Skills (6-11 Years Old)**

Students will learn how to feel comfortable in the water and safely enjoy it.

5 Week Classes (M/W, 9 Total Sessions - No Class on 9/4), (Tu/Th, 10 Total Sessions)

Dates: 8/28-9/27 (M/W), 8/29-9/28 (Tu/Th)

Times: 4:30-5pm (M/W), 3:30-4pm (Tu/Th)

\$81/90 (\$9/session), \$63/70 (\$7/session) for Monthly Pass Holders

## **Level 2: Fundamentals of Aquatic Skills**

### **(6-11 Years Old, Passed Preschool L2 or Child L1)**

Children will learn basic swimming skills and will be able to demonstrate them independently.

5 Week Classes (M/W, 9 Total Sessions - No Class on 9/4), (W/F, 10 Total Sessions)

Dates: 8/28-9/27 (M/W), 8/30- 9/29 (W/F)

Times: 10:30-11am (W/F), 3:30-4pm (M/W), 4:30-5pm (M/W)

\$81/90 (\$9/session), \$63/70 (\$7/session) for Monthly Pass Holders

## **Level 3: Stroke Development**

### **(5-11 Years Old, Passed Preschool Level 3 or Child Level 2)**

Children will refine their Freestyle and Backstroke skills, as well as rudimentary survival skills.

5 Week Classes (M/W), 9 Total Sessions (No Class on 9/4)

Dates: 8/28-9/27

Times: 4-4:30pm

\$81 (\$9/session), \$63 (\$7/session) for Monthly Pass Holders

## **Level 4: Stroke Improvement**

### **(5-11 Years Old, Passed Level 3)**

Children will be introduced to Breaststroke and Butterfly, and will swim for longer distances. (Deep End)

5 Week Classes (Tu/Th), 10 Total Sessions

Dates: 8/29-9/28

Times: 4:30-5pm

\$90 (\$9/session), \$70 (\$7/session) for Monthly Pass Holders

## **Special Needs**

Children and young adults will be introduced to swimming skills in a safe environment with experienced swim instructors who understand the challenges of working with special needs people.

5 Week Classes (Tu/Th), 10 Total Sessions

Dates: 8/29-9/28

Times: 8:30-9am

\$90 (\$9/session), \$70 (\$7/session) for Monthly Pass Holders

## Teen Swim Lessons

*Teen Level 1 and Level 2 will be taught together if total enrollment numbers are 3 or lower.*

### **Level 1: Learning the Basics**

**(12-17)**

Learn basic swimming strokes and skills needed to stay safe, and help keep others safe in and around the water.

5 Week Classes (Tu/Th), 10 Total Sessions

Dates: 8/29-9/28

Time: 4-4:30pm

\$90 (\$9/session), \$70 (\$7/session) for Monthly Pass Holders

### **Level 2: Improving Skills and Swimming Strokes**

**(12-17, Passed Level 1)**

Participants will gain proficiency in basic aquatic skills and the six basic swimming strokes.

5 Week Classes (Tu/Th), 10 Total Sessions

Dates: 8/29-9/28

Time: 4-4:30pm

\$90 (\$9/session), \$70 (\$7/session) for Monthly Pass Holders

## Adult/Senior Swim Lessons

### **Level 1: Learning the Basics**

**(18+)**

Learn basic swimming strokes and skills needed to stay safe, and help keep others safe in and around the water.

10 Week Classes (Sat), 10 Total Sessions

Dates: 8/26 to 10/28

Time: 10-10:30am

\$90 (\$9/session), \$70 (\$7/session) for Monthly Pass Holders

## Parent and Tot Group Lessons

**(1-3 years old)**

An orientation to the aquatic environment, the class is designed with both the child and parent in mind. Songs, water safety and water acclimation are some of the activities covered in this class. Infants and toddlers are accompanied in the pool by their parent/guardian. Swim diapers are required for all children.

5 Week Classes (W/F), 10 Total Sessions

Dates: 8/30- 9/29 (W/F)

Times: 10-10:30am

\$80 (\$8/session), \$60 (\$6/session) for Monthly Pass Holders

# Swim Team Academy

## **Age Group Development (8-12 years old, Passed Child Level 4)**

An introduction to Swim Team, this course is designed to prepare swimmers for swim team. Topics covered include Dives, Starts, Turns, Relays, Streamlines, Pace Clock Management, and Stroke Development. Swimmers will build on swim lesson skills in a social, team-oriented environment. **Last day for signups is 8/25 - students must attend Skill Check on 8/25 in order to participate in the course).**

2 Month Season, Monday-Friday

Dates: 8/25-10/28 (Must Attend Skill Check on Friday, 8/25)

Times: 4-4:30pm

\$130 (\$65/month), \$110 (\$55/month) for Monthly Pass Holders, \$20 Discount For Each Child After the First

## **Teen Development (13-18 years old, Passed Child Level 4 or Teen Level 2)**

An introduction to Swim Team, this course is designed to prepare swimmers for swim team. Topics covered include Dives, Starts, Turns, Relays, Streamlines, Pace Clock Management, and Stroke Development. Swimmers will build on swim lesson skills in a social, team-oriented environment. **Last day for signups is 8/25 - students must attend Skill Check on 8/25 in order to participate in the course).**

2 Month Season, Monday-Friday

Dates: 8/25-10/28 (Must Attend Skill Check on Friday, 8/25)

Times: 4-4:30pm

\$130 (\$65/month), \$110 (\$55/month) for Monthly Pass Holders, \$20 Discount For Each Child After the First

## **Pool Rentals**

- The pool is available on Sundays for rental
- Pool must be booked at least one week in advance
- \$125/hour (1-20 people in your party) + \$50 per additional 20 people

## **Aquatic Programs**

### **Shallow Water Aerobics (M/W/F, Sat)**

*8:30-9:30 am Monday, Wednesday, Friday, 8-9am Saturday*

Shallow Water Aerobics is a group fitness class that uses the buoyancy and resistance of water to raise participants' heart rates, while protecting your joints from the impact produced when exercising on land. A great class for people of all fitness levels!

\$8 per session, \$2 per session for Monthly Pass Holders

### **Water Walking (Tu/Th)**

*8:30-9:30am Tuesday and Thursday*

This is a very basic low-impact, light-intensity workout using the natural resistance of the water to strengthen core musculature, increase balance, coordination and flexibility. Water Walking is appropriate for those just starting an exercise program or those interested in water exercise. Bring water shoes!

\$8 per session, \$2 per session for Monthly Pass Holders

### **Deep Water Aerobics (Tu/Th/Sat)**

*5:30-6:30pm Tuesday, Thursday and Saturday*

Deep Water Aerobics is a challenging cardiovascular exercise performed in deep water, so that participants do not come in contact with the bottom of the pool. Buoyancy belts and pool noodles are used for flotation to free your hands and legs to perform large movements against the resistance of the water.

\$8 per session, \$2 per session for Monthly Pass Holders

### **Water Yoga (M/W/F, Sat)**

*5:30-6:30pm Monday, Wednesday, Friday, 9-10am Saturday*

Aqua Yoga incorporates deep breathing, gentle stretching and balance exercises, assisted by the support of the water. This low-intensity shallow end class can be adapted for students at all levels, and beginners to yoga or water fitness are welcome. It leaves you feeling relaxed and renewed.

\$8 per session, \$2 per session for Monthly Pass Holders

# Aquatics Schedule Fall 2017

Monday-Friday

| Time       | Lanes (25 Yards)        | Shallow End (M/W/F)  | Shallow End (Tu/Th)   |
|------------|-------------------------|----------------------|-----------------------|
| 6:30-7am   | Open/Lap Swim (6 Lanes) | Open Swim            | Open Swim             |
| 7-7:30am   | Open/Lap Swim (6 Lanes) | Open Swim            | Open Swim             |
| 7:30-8am   | Open/Lap Swim (6 Lanes) | Open Swim            | Open Swim             |
| 8-8:30am   | Open/Lap Swim (6 Lanes) | Open Swim            | Open Swim             |
| 8:30-9am   | Open/Lap Swim (5 Lanes) | Open Swim            | Special Needs (Tu/Th) |
| 9-9:30am   | Open/Lap Swim (5 Lanes) | Open Swim            | Water Walking (Tu/Th) |
| 9:30-10am  | Open/Lap Swim (5 Lanes) | Open Swim            | Water Walking (Tu/Th) |
| 10-10:30am | Open/Lap Swim (5 Lanes) | Parent and Tot (W/F) | Preschool L1 (Tu/Th)  |
| 10:30-11am | Open/Lap Swim (5 Lanes) | Child Level 2 (W/F)  | Preschool L2 (Tu/Th)  |

11-11:30am  
 11:30am-12pm  
 12-12:30pm  
 12:30-1pm  
 1-1:30pm  
 1:30-2pm  
 2-2:30pm  
 2:30-3pm  
 3-3:30pm

# Pool Closed

|          |                          |                                    |                               |
|----------|--------------------------|------------------------------------|-------------------------------|
| 3:30-4pm | Swim Team Academy (8-12) | Child L2/Child L3 (M/W)            | Child L1/Preschool L1 (Tu/Th) |
| 4-4:30pm | Swim Team Academy (Teen) | Child Level 3 (M/W)                | Teen L1&L2 (Tu/Th)            |
| 4:30-5pm | Open/Lap Swim (2 Lanes)  | Child L2/Child L1 (M/W)            | Child L4/Preschool L2 (Tu/Th) |
| 5-5:30pm | Open/Lap Swim (2 Lanes)  | Preschool L3/Private Lessons (M/W) | Private Lessons (Tu/Th)       |
| 5:30-6pm | Open/Lap Swim (2 Lanes)  | Open Swim (M/W/F)                  | Open Swim (Tu/Th)             |
| 6-6:30pm | Open/Lap Swim (2 Lanes)  | Deep Water Aerobics (Tu/Th)        | Open Swim (Tu/Th)             |
| 6:30-7pm | Open/Lap Swim (4 Lanes)  | Open Swim                          | Open Swim                     |

**Notes:**

"Lanes (25 Yards)" refers to the 25y section of the pool, from the deep end to the opposite side of the pool.

"Shallow End" refers to the shallow section of the pool.

The number of lanes that are used for Lap Swim or Aquatic Programming is adjustable as needed.

For the month of October, we will be opening at 7am and closing at 6:30pm (because the sun rises later in the morning, and sets earlier in the evening)

# Aquatics Schedule Fall 2017

## Saturday

| Time       | Lanes (25 Yards)          | Shallow End                   |
|------------|---------------------------|-------------------------------|
| 7:30-8am   | Open/Lap Swim (6 Lanes)   | Open Swim                     |
| 8-8:30am   | Open/Lap Swim (6 Lanes)   | Shallow Water Aerobics        |
| 8:30-9am   | Open/Lap Swim (6 Lanes)   |                               |
| 9-9:30am   | Open/Lap Swim (6 Lanes)   | Water Yoga                    |
| 9:30-10am  | Open/Lap Swim (6 Lanes)   |                               |
| 10-10:30am | Open/Lap Swim (4 Lanes)   | Adult/Senior Group Lessons L1 |
| 10:30-11am | Open/Lap Swim (4 Lanes)   |                               |
| 11-11:30am | Private Lessons/Open Swim |                               |
| 11:30-12pm | Closed                    |                               |
| 12-12:30pm | Open/Lap Swim (4 Lanes)   | Private Lessons/Open Swim     |
| 12:30-1pm  | Open/Lap Swim (3 Lanes)   | Private Lessons/Open Swim     |
| 1-1:30pm   | Open/Lap Swim (3 Lanes)   | Open Swim                     |
| 1:30-2pm   | Open/Lap Swim (3 Lanes)   | Open Swim                     |
| 2-2:30pm   | Closed                    |                               |
| 2:30-3pm   | Open/Lap Swim (2 Lanes)   | Open Swim                     |
| 3-3:30pm   | Open/Lap Swim (2 Lanes)   | Open Swim                     |
| 3:30-4pm   | Open/Lap Swim (2 Lanes)   | Open Swim                     |
| 4-4:30pm   | Closed                    |                               |
| 4:30-5pm   | Open/Lap Swim (3 Lanes)   | Open Swim                     |
| 5-5:30pm   | Open/Lap Swim (3 Lanes)   | Open Swim                     |
| 5:30-6pm   | Open/Lap Swim (2 Lanes)   | Deep Water Aerobics           |
| 6-6:30pm   | Open/Lap Swim (2 Lanes)   |                               |
| 6:30-7pm   | Open/Lap Swim (4 Lanes)   | Open Swim                     |

**Notes:**

"Lanes (25 Yards)" refers to the 25y section of the pool, from the deep end to the opposite side of the pool.

"Shallow End" refers to the shallow section of the pool.

The number of lanes that are used for Lap Swim or Aquatic Programming is adjustable as needed.

For the month of October, we will be closing at 6:30pm (because it gets dark earlier)

# Aquatics Schedule Fall 2017

Sunday

| Time       | Lanes (25 Yards)                 | Shallow End |
|------------|----------------------------------|-------------|
| 10-10:30am | Open/Lap Swim (3 Lanes)          | Open Swim   |
| 10:30-11am | Open/Lap Swim (3 Lanes)          | Open Swim   |
| 11-11:30am | Open/Lap Swim (3 Lanes)          | Open Swim   |
| 11:30-12pm | Open/Lap Swim (3 Lanes)          | Open Swim   |
| 12-12:30pm | Open/Lap Swim (3 Lanes)          | Open Swim   |
| 12:30-1pm  | Open/Lap Swim (3 Lanes)          | Open Swim   |
| 1-1:30pm   | Open/Lap Swim (3 Lanes)          | Open Swim   |
| 1:30-2pm   | <b>Closed</b>                    |             |
| 2-2:30pm   | Open/Lap Swim (2 Lanes)          | Open Swim   |
| 2:30-3pm   | Open/Lap Swim (2 Lanes)          | Open Swim   |
| 3-3:30pm   | Open/Lap Swim (2 Lanes)          | Open Swim   |
| 3:30-4pm   | Open/Lap Swim (2 Lanes)          | Open Swim   |
| 4-4:30pm   | Open/Lap Swim (2 Lanes)          | Open Swim   |
| 4:30-5pm   | Open/Lap Swim (2 Lanes)          | Open Swim   |
| 5-5:30pm   | <b>Open to Pool Rentals Only</b> |             |
| 5:30-6pm   |                                  |             |
| 6-6:30pm   |                                  |             |
| 6:30-7pm   |                                  |             |

**Notes:**

"Lanes (25 Yards)" refers to the 25y section of the pool, from the deep end to the opposite side of the pool.

"Shallow End" refers to the shallow section of the pool.

The number of lanes that are used for Lap Swim or Aquatic Programming is adjustable as needed.

## Northwest Pool - City of Reno

### Hours of Operation

Fall Hours Begin August 7th

#### Lap Swim:

|                      |
|----------------------|
| ● Monday - Friday:   |
| ○ 7:00 am - 8:45 am  |
| ○ 11:30 am - 3:45 pm |
| ○ 6:15 pm - 9:00 pm  |
| ● Saturday           |
| ○ 9:00 am - 12 pm    |
| ● Sunday             |
| ○ 10:00 am- 12:00 pm |
| ○ 4:00 pm - 6:00 pm  |

#### Public Swim:

|                      |
|----------------------|
| ● Sunday             |
| ○ 12:00 pm - 4:00 pm |

#### Water Fitness:

|                             |
|-----------------------------|
| ● Monday, Wednesday, Friday |
| ○ 9:00 am - 10:00 am        |
| ○ 11:30 am - 12:30 pm       |
| ● Tuesday, Thursday         |
| ○ 9:00 - 10:00 am           |
| ○ 11:30 am - 12:30 pm       |

## Idlewild Pool - City of Reno

### Hours of Operation

Fall Hours Begin August 7

#### Lap Swim:

|                           |
|---------------------------|
| ● Monday - Friday:        |
| ○ 11:30 - 1:30pm          |
| ○ 6:00 - 7:15pm (4 Lanes) |
| ● Saturday/Sunday:        |
| ○ 12:00-1:00pm            |

#### Public Swim:

|                    |
|--------------------|
| ● Saturday/Sunday: |
| ○ 1:15 - 5:15pm    |

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

**Action Date:** August 15, 2017

**HLVRA AGENDA ITEM**

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

**SUBJECT:** Update on Landscaping Options

**SUMMARY:** Staff, at its June 20, 2017, meeting continued to discuss landscaping options for the site and was directed by the Board to continue researching options and pricing for their review. Staff solicited price quotes from contractors based on their recommendation for a suitable lawn like setting as well as pricing. We received two price quotes thus far, both from Landscape Design/Construction Inc. out of Redding CA. The first quote includes a complete install with sod and the second quote included hydro seeding. Both quotes include irrigation and new topsoil to cover the approximately 16,000 Sq Ft area. The first quote, including sod, is \$48,000.00 and the second quote, including hydro seed, is \$32,600.00. The prices reflect \$2.04/SqFt for the hydro seed and \$3.00/SqFt for the sod.

Staff is suggesting the following:

1. Determine if there is budget for the lawn improvements.
2. Draft a drawing showing clear boundaries, area, specifications, and scope of work.
3. Prepare a formal RFP and re-submit for price quotes.
4. Plan for irrigation and planting to begin in October for optimal conditions.

**FISCAL IMPACT:** None.

**ACTION**

**REQUESTED:** Direction to staff.

**ATTACHMENTS:** Proposals for Landscaping Options

**PROPOSAL AND CONTRACT  
LANDSCAPES DESIGN/CONSTRUCTION INC.  
328 WOODCLIFF DRIVE  
REDDING, CA 96003**

**LIC # 582875**

**ldci@sbcglobal.net**

**Office (530)246-3227**

**PROJECT: City of Susanville Pool Area**

**SPECIFICATIONS: Landscaping**

**We propose to furnish all materials and labor to complete the following**

- 1-Installation of the automatic irrigation system
- 2-Installation of new amended top soil for the installation of the new sod lawn
- 3-Installation of approx. 16,000 sq.ft. Of new sod lawn (Drought tolerant fescue)

**It is understood and agreed that we shall not be held liable for any loss, damage or delays occasioned by fire, strikes, material stolen after delivery upon premises, lockout, acts of God, the public enemy, accidents, boycotts, material shortages, disturbed labor conditions, delayed delivery of materials from Sellers suppliers, forced majeure, inclement weather, floods, freight embargoes, causes incident to national emergencies, war, or other causes beyond the reasonable control of seller, whether of like or dislike of character, or other causes beyond his control. Prices quoted in the contract are on present prices and upon condition that the proposal will be accepted within thirty days. Also general conditions which are standard for specialty contractors in the construction industry.**

**You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the registrar of the board who's address is Contractors State License Board, 1020 N. Street, Sacramento, CA 95814.**

**Under the Mechanic's Lien Law, any Contractor, Subcontractor, laborer, material man, or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce a claim against your property. Under the law, you may protect yourself against such claims by filing before commencing such work of improvement, as original contact for the work of improvement or modification thereof, in the office of the county recorder where the property is situated, requiring that a contractor's payment bond be recorded in said office, said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any condition for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor services, equipment or materials for the work described in said contract.**

**Terms: Material and completion draws.**

**Price: Forty Eight Thousand and No/100.....\$48,000.00**

**THIS PROPOSAL IS SUBMITTED IN DUPLICATE. THE RETURN TO US OF ONE COPY WITH YOUR SIGNATURE SHALL CONSTITUTE A CONTRACT.**

**SUBMITTED: \_\_\_\_\_**

**ACCEPTED: \_\_\_\_\_**

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

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

**PROPOSAL AND CONTRACT  
LANDSCAPES DESIGN/CONSTRUCTION INC.  
328 WOODCLIFF DRIVE  
REDDING, CA 96003**

**LIC # 582875**

**ldci@sbcglobal.net**

**Office (530)246-3227**

**PROJECT: City of Susanville Pool Area**

**SPECIFICATIONS: Landscaping**

**We propose to furnish all materials and labor to complete the following**

- 1-Installation of the automatic irrigation system
- 2-Installation of new amended top soil for the installation of the new sod lawn
- 3-Installation of approx. 16,000 sq.ft. Hydro Seeding (Drought tolerant fescue)

NOTE: The Hydro Seeding of the lawn areas will be best installed in early fall. This time of the year is too hot and greatly reduces the chances of producing a good lawn

**It is understood and agreed that we shall not be held liable for any loss, damage or delays occasioned by fire, strikes, material stolen after delivery upon premises, lockout, acts of God, the public enemy, accidents, boycotts, material shortages, disturbed labor conditions, delayed delivery of materials from Sellers suppliers, forced majeure, inclement weather, floods, freight embargoes, causes incident to national emergencies, war, or other causes beyond the reasonable control of seller, whether of like or dislike of character, or other causes beyond his control. Prices quoted in the contract are on present prices and upon condition that the proposal will be accepted within thirty days. Also general conditions which are standard for specialty contractors in the construction industry.**

**You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the registrar of the board who's address is Contractors State License Board, 1020 N. Street, Sacramento, CA 95814.**

**Under the Mechanic's Lien Law, any Contractor, Subcontractor, laborer, material man, or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce a claim against your property.**

**Under the law, you may protect yourself against such claims by filing before commencing such work of improvement, as original contact for the work of improvement or modification thereof, in the office of the county recorder where the property is situated, requiring that a contractor's payment bond be recorded in said office, said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any condition for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor services, equipment or materials for the work described in said contract.**

**Terms: Material and completion draws.**

**Price: Thirty Two Thousand Six Hundred and No/100.....\$32,600.00**

**THIS PROPOSAL IS SUBMITTED IN DUPLICATE. THE RETURN TO US OF ONE COPY WITH YOUR SIGNATURE SHALL CONSTITUTE A CONTRACT.**

**SUBMITTED: \_\_\_\_\_**

**ACCEPTED: \_\_\_\_\_**

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

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

**Submitted By:** Eric Heumann, Pool Director

**Action Date:** August 15, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Eric Heumann, Pool Director

**SUBJECT:** Update on Concessions Options

**SUMMARY:** In order to serve our patrons while also being able to offer food and beverage options, staff is proposing the purchase of a combo vending machine (that dispenses both drinks and snacks). Such a machine would be insulated and would be placed outside, along the wall parallel to the swimming pool. Initially we looked at indoor vending machines; however, with current space constraints as well as the anticipated future expansion of food offerings, we decided that it would be best to locate the machine outside to maximize front room space. Estimates gathered so far put the cost of the vending machine at approximately \$6,000. We are still searching for lower quotes. Alternatives to buying a combo vending machine would be to purchase an insulated soda vending machine as well as an insulated snack vending machine (which is more expensive). Food and Beverages would be stored behind the counter in a locked cabinet. We also plan on catering food for special events periodically to generate excitement for the pool as well as to boost attendance.

**FISCAL IMPACT:** Unknown at this time.

**ACTION  
REQUESTED:** Information Only.

**ATTACHMENTS:** None.

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** August 15, 2017

**HLVRA AGENDA ITEM**

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

**SUBJECT:** Wayfinding Update

**SUMMARY:** Pending implementation of a Wayfinding Program, staff is working with Caltrans on sign placement options.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Information Only.

**ATTACHMENTS:** Wayfinding Report

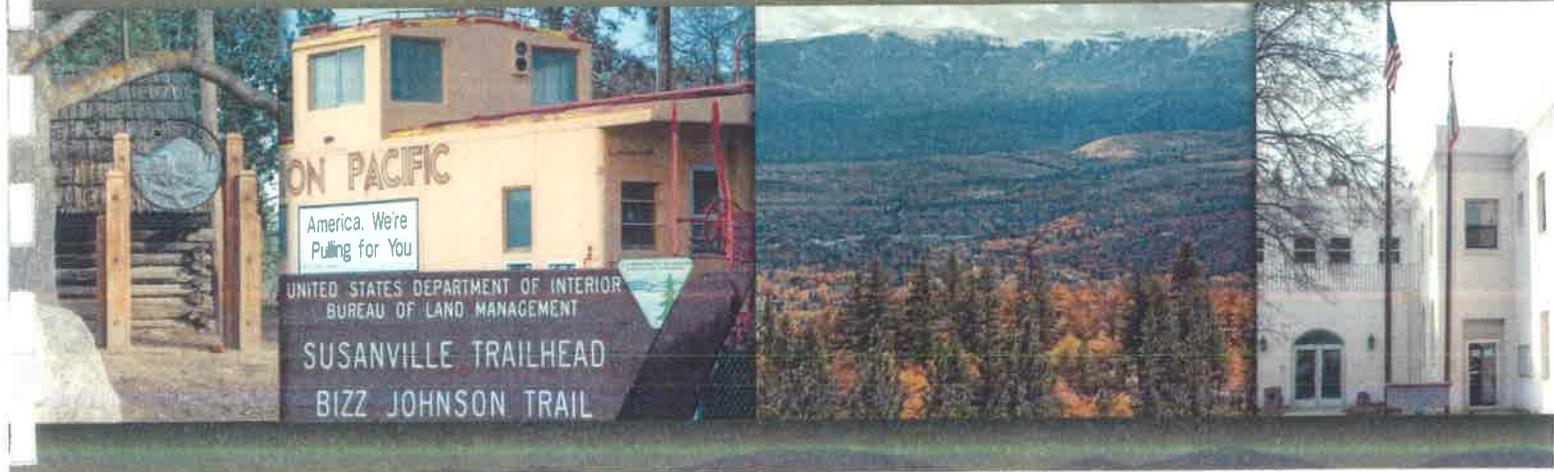


# CITY OF SUSANVILLE

## Vehicular Wayfinding Sign Plan

*Lassen County Transportation Commission*

March 2015



**Contents**

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This Plan was completed using Rural Planning Assistance Funds.



## **City of Susanville Vehicular Wayfinding Plan**

This planning document is the beginning of an effort to provide a cohesive and nice looking system of vehicular directional signs for the City of Susanville. It includes conceptual illustrations, photo simulations, a GIS database and map of preliminary sign locations, and probable costs of materials. This document sets the stage for the physical effort that will follow as Susanville welcomes travelers with warm, mountain town hospitality.

### **Objectives**

- Provide clear directional information to people traveling in the City of Susanville
- Create a sense of place with a cohesive design that invokes our unique cultural and physical geography
- Create a design that can be extrapolated to other initiatives such as brochures and digital media
- Consolidate existing signage into a more logical and aesthetically pleasing program

### **California's Geographic Crossroads**

Placemaking is a term often used to describe community efforts to better define and capture the uniqueness of a place. Design standards can be applied to things like buildings, signs, fencing, roads, and sidewalks in order to reduce a, "hodge podge," appearance situation and improve the physical appearance of a community. A vehicular wayfinding sign program can be a large part of placemaking efforts. The materials, forms, and coloration of the signs should, "connect," to Susanville. As you look through the different conceptual designs in this plan, you will see that we made an effort to capture how we and our neighbors see our community and its physical surroundings. This plan was prepared by a team that is a part of this community and its landscape.

Susanville lies in the heart of one of the most unique and diverse landscapes in America. The best way to experience the landscape is to climb up into the foothills of the Cascades north of Susanville. Looking out across Susanville to the south, the Diamond Mountains rise up to the sky, abruptly marking the northern edge of the great Sierra Nevada mountain range. To the east lies the Great Basin, the southern edge of the Modoc Plateau and the Honey Lake Valley. This place is often referred to as "California's geographic crossroads," where four distinct physiographic regions come together, blending into one dramatic view.

This message of geographic diversity should be delivered in design standards for wayfinding signs. It certainly sets us apart from other, less geographically exciting places. People who come to Susanville have amazing access to, "the great wide open." From sub-alpine forests to canyons and high desert; these are the textures and colors that come through. People who have chosen to live here are a reflection of a "western" spirit and self-determination. Any design standard should invoke these images.

### **Background**

There are six different conceptual drawings with corresponding color palettes in this plan. They were presented to the public and circulated through digital means. There was one design that seemed to always rise to the top in each discussion. There were also design features contained in other choices that people thought could be incorporated into their first choice. Overall, the most popular design choice would be concept #1. The Diamond Mountain symbol at the bottom seemed to speak to a lot of people as it is the most prominent physical feature in our lives. The idea of using the different

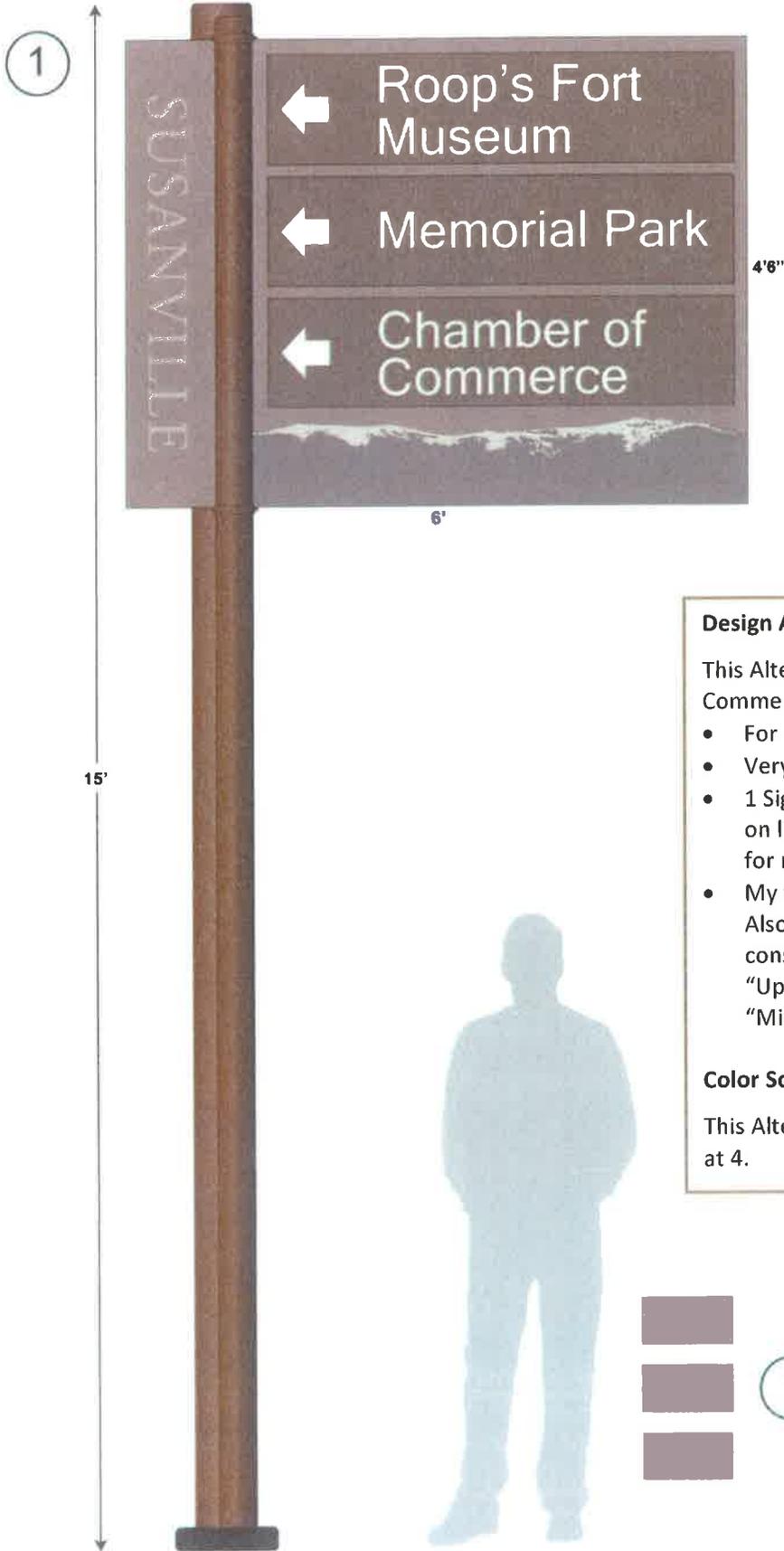
prominent mountain ranges for other Lassen County vehicular wayfinding sign projects was discussed at length during both public meetings, and among staff. It was suggested by many people that this design incorporate the lamp post and flower pot features from other choices. It quickly became clear that people liked the idea of lamp posts, flowers, and the Diamond Mountain design features together in the same design for all of Main Street. The secondary and tertiary signs off of Main Street could be done without the flowers and lamps, but would need to have the same sign design.

### **Using the Plan**

This vehicular wayfinding sign plan can be used by the City of Susanville as a guiding document for the design, fabrication and installation of signs. Public comments and feedback on this subject, combined with research, GIS maps and drawings, provide the City with a focus toward the desired outcome of nice looking vehicular wayfinding signs throughout the Community.

As the engineering and final design take shape, it is to be expected that the final design will look different from the six concepts in this plan. The six concepts should be used to provoke creative discussions and to narrow things down to a final design choice. This plan offers the City of Susanville good suggestions for design and in no way attempts to make the final choice. The City of Susanville will have a lot of fun making the final decision with the rest of our neighbors. This process offers us an opportunity to have fun together, working to complete a project and create a product that will complement our community. Beautiful places cast reflections of beautiful people.





**Design Alternative 1:**

This Alternative received the most votes at 8. Comments include:

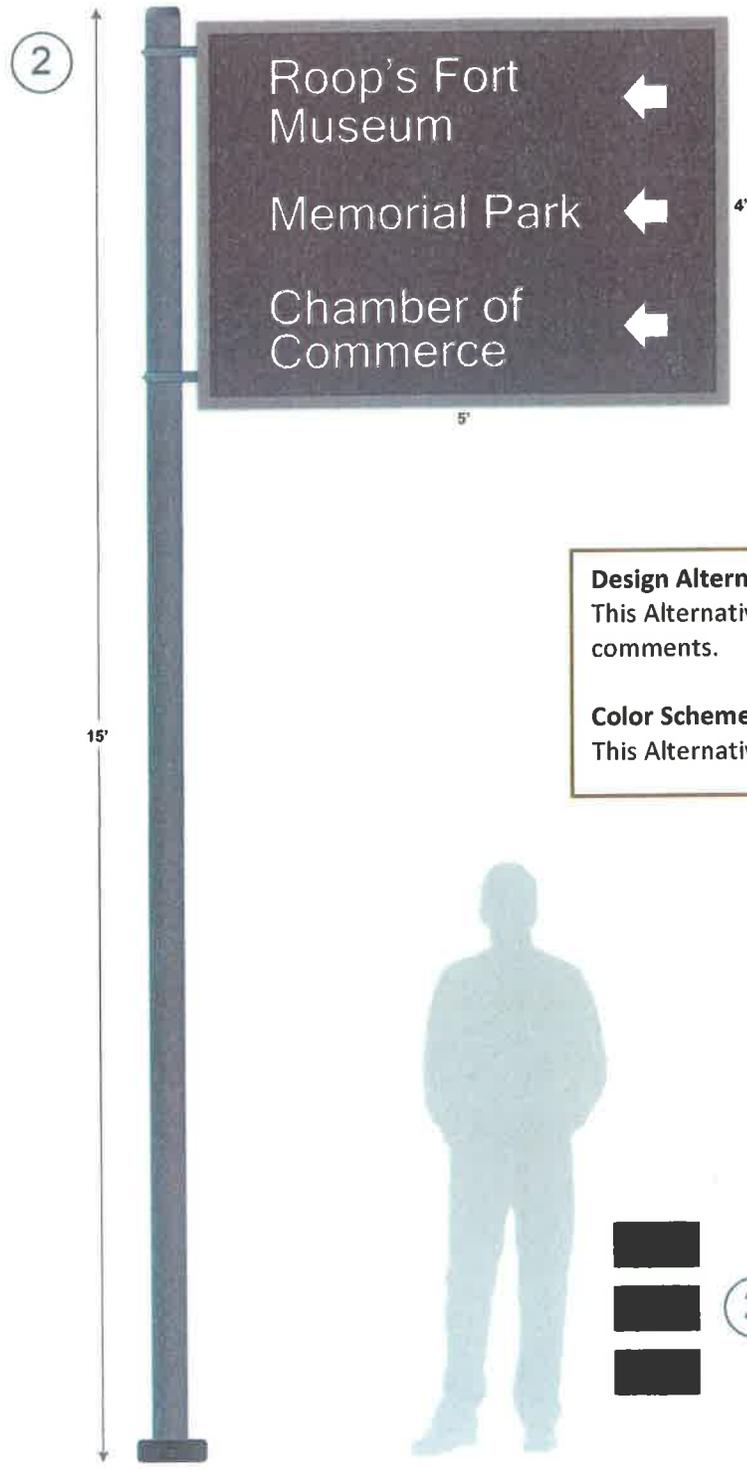
- For all of Susanville outside of Uptown
- Very nice - easiest to read
- 1 Sign & color design for design centered on light pole; 1 design, sign, color & pole for remaining signs in Susanville
- My favorite-love the Diamond Mt. brand. Also like the Susanville sign-maybe consider "district names" such as "Uptown", "Fairground District", "Millwood", "Veteran's District" etc.

**Color Scheme Alternative 1:**

This Alternative also received the most votes at 4.



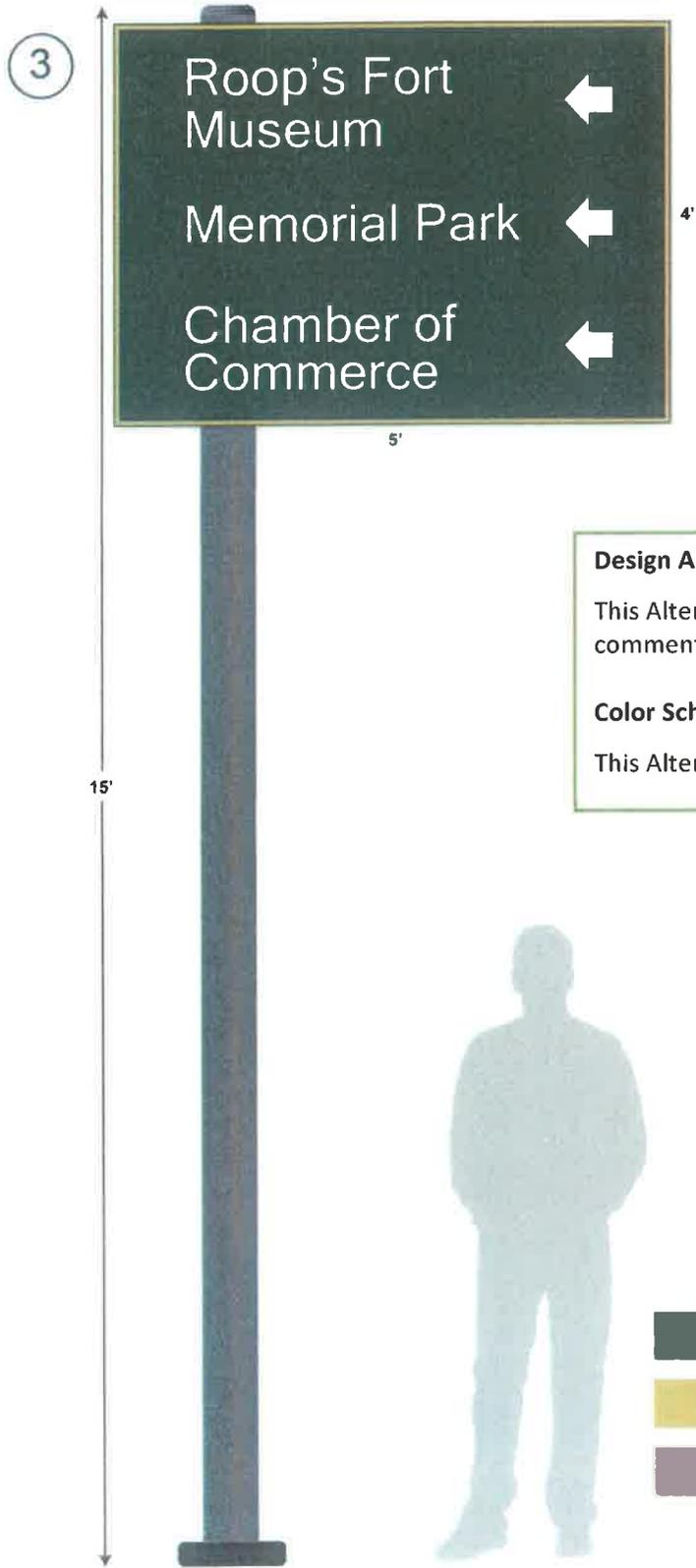




**Design Alternative 2:**  
This Alternative received no votes or comments.

**Color Scheme Alternative 2:**  
This Alternative received 1 vote.





**Design Alternative 3:**  
 This Alternative received no votes or comments.

**Color Scheme Alternative 3:**  
 This Alternative received one vote.





4

15'



**Design Alternative 4:**

This Alternative received the second most votes at 6. Comments include:

- Love the lamps. Please consider solar LED antique lamps too - easier installation & cheap. Like the concept of flower pots in certain districts.
- With desert colors for uptown - flowers OR Susanville vertically on opposite side.
- For uptown only, with colors from the top one (Color Scheme Alternative 1) possibly without flower pot
- For Main Street sans flowers
- For someone with dyslexia these colors are hard to view
- Those flowers won't be there for long (vandals)

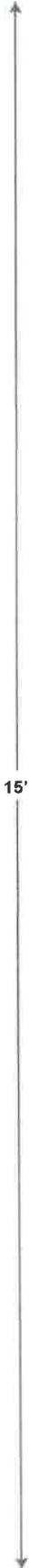
**Color Scheme Alternative 4:**

This Alternative received one vote.





5



4'

3.3'

**Design Alternative 5:**

This Alternative received 5 votes.

Comments include:

- Possible solar lights for full length of Main Street with the Diamond Skyline sign (Design Alternative 1 Sign on "gaslamp" pole)
- Uptown with flowers
- Glass would probably get broken by vandals

**Color Scheme Alternative 5:**

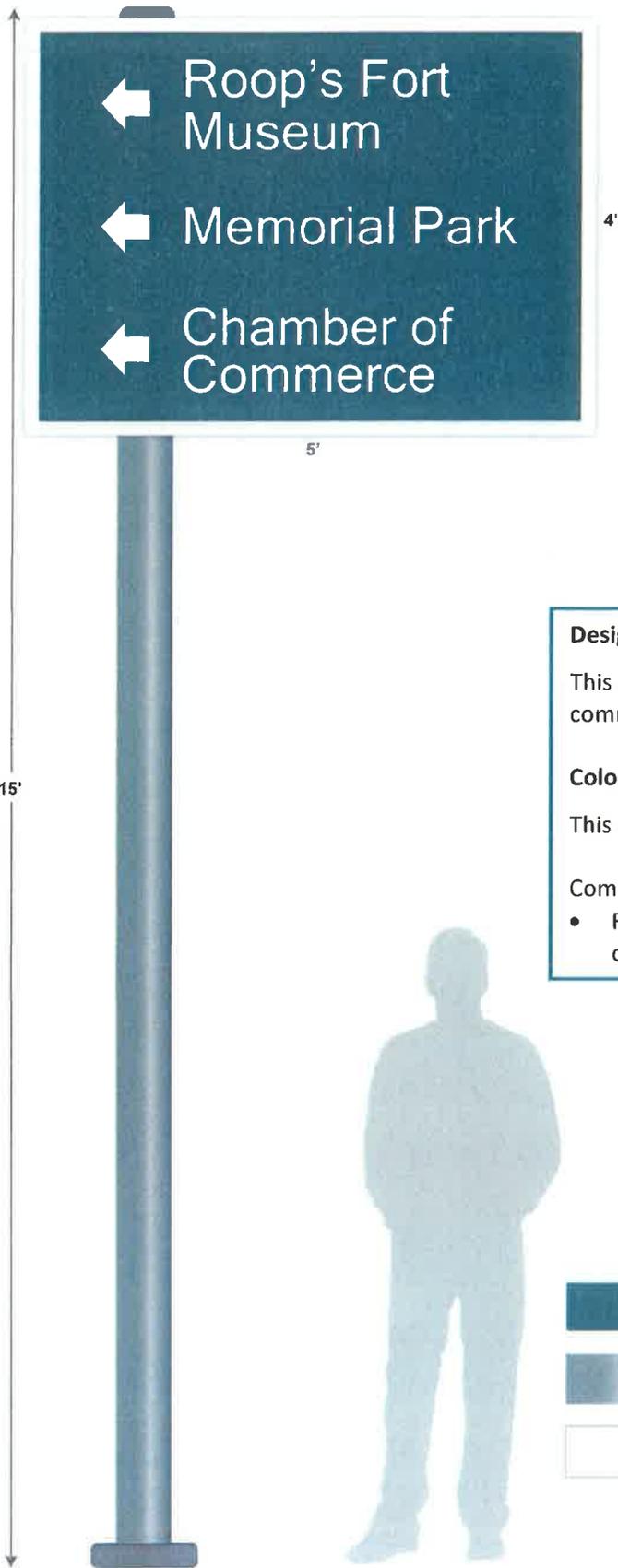
This Alternative received no votes.



5



6



**Design Alternative 6:**  
This Alternative received no votes or comments

**Color Scheme Alternative 6:**  
This Alternative received one vote.

Comments include:

- For someone with dyslexia these colors are easiest to read





## Destinations

This is a list of destinations to be included on the vehicular wayfinding signs. This plan can be easily updated to include new destinations or to edit existing ones.

1. BLM
2. Ball Field
3. Chamber of Commerce
4. City Hall
5. County Jail
6. County Offices
7. County Offices Old CH
8. Courthouse
9. Elks Lodge
10. Fairgrounds
11. Golf Course
12. Hobo Camp
13. Hospital
14. Hot Springs Pool
15. Inspiration Point Park
16. LLTT Depot Museum
17. Lassen College

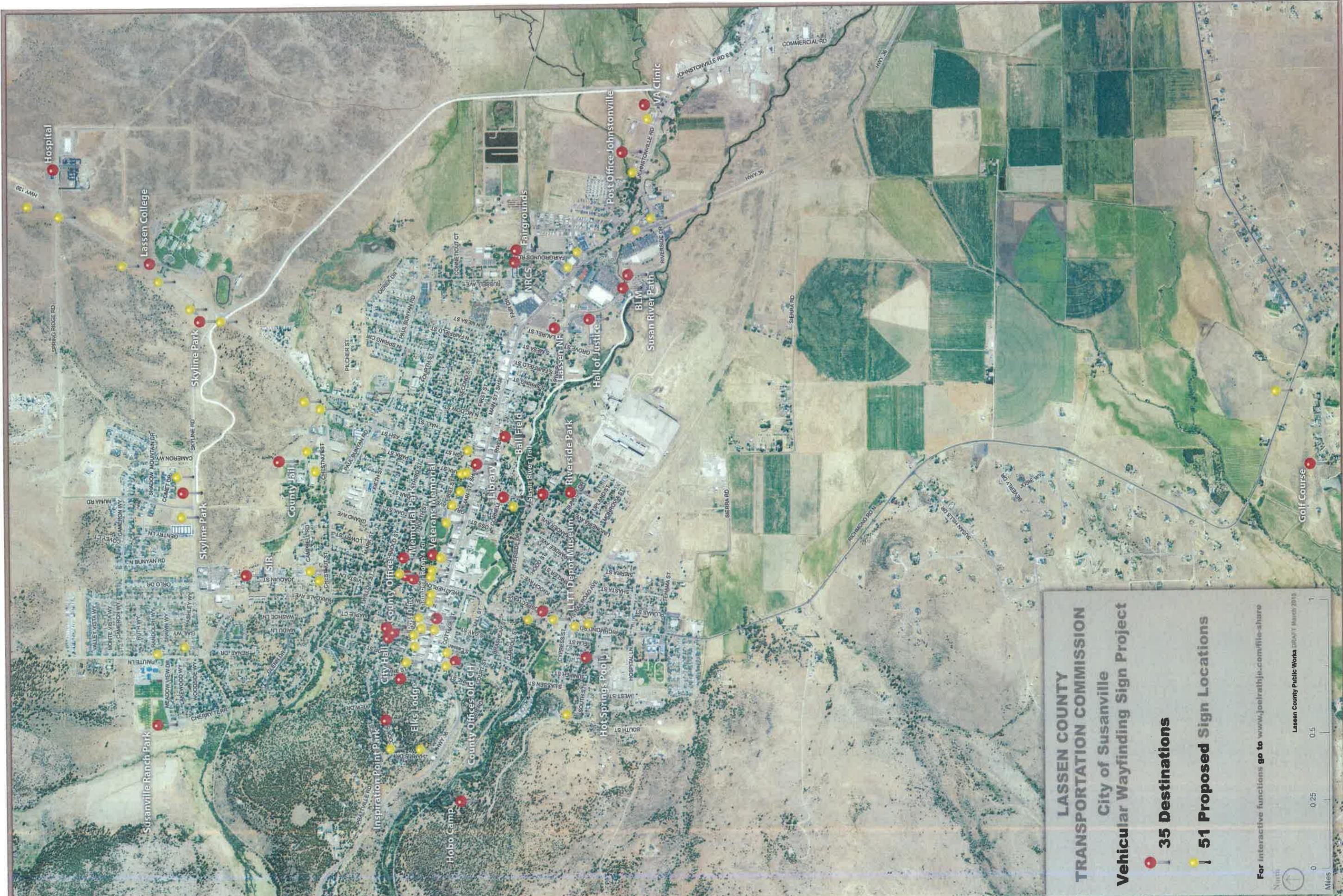


18. Lassen NF
19. Library
20. Memorial Park
21. NRCS
22. Post Office
23. Post Office Johnstonville
24. Riverside Park
25. Roop's Fort
26. Susanville Indian Rancheria
27. Skyline Park W
28. Skyline Park E
29. Susan River Path
30. Susan River Trail
31. Susanville Ranch Park
32. VA Clinic
33. Veterans Memorial
34. Lassen County Arts Council
35. Lassen Senior Services

This list of destinations above and the table that follows are an inventory of where signs will be needed throughout the City of Susanville. The data contained in the table is illustrated in the map of Wayfinding sign locations included in this plan. An interactive map is available at [www.joelrathje.com/file-share](http://www.joelrathje.com/file-share).

## Wayfinding Sign Table

| <u>Sign Location</u>                      | <u>Destinations Included</u>           | <u>Direction of Travel</u> | <u>Wayfinding Direction</u> | <u>Class</u> |
|---|--|----------------------------|-----------------------------|--------------|
| 1 Main and Weatherlow b                   | Depot, Golf, Pool, Trailhead Symbc     | W                          | S                           | Primary      |
| 2 Main and Veterans Hall                  | Veterans Hall, High School, Memor      | E                          | N, S                        | Primary      |
| 3 Main and Veterans Hall                  | Veterans Hall, High School             | W                          | N, S                        | Primary      |
| 4 Main and Riverside Dr                   | FS, BLM, Courthouse, Riverside P,      | S W                        | S                           | Primary      |
| 5 139 and College                         | Lassen College                         | S                          | E                           | Primary      |
| 6 Main and Grand Ave                      | Memorial Park, High School             | W                          | N, S                        | Primary      |
| 7 Main and Riverside Dr                   | FS, BLM, Courthouse, Riverside P,      | S E                        | S                           | Primary      |
| 8 Main and Fairgrounds Dr                 | Fairgrounds, NRCS                      | W                          | N                           | Primary      |
| 9 Main and Fairgrounds Dr                 | Fairgrounds, NRCS                      | E                          | N                           | Primary      |
| 10 139 and Skyline                        | SRP, Skyline Park                      | S                          | W                           | Primary      |
| 11 Main and Weatherlow a                  | Roop's Fort Mus, Memorial Park, C      | W                          | N                           | Primary      |
| 12 Main and Alexander                     | Susan River Parkway, Riverside Par     | E                          | S                           | Primary      |
| 13 Main and Park St                       | Susan River Parkway, Riverside Par     | W                          | S                           | Primary      |
| 14 Main and Ash                           | SRP, Coll, Hospital, Skyline P, Librar | E                          | N, S                        | Primary      |
| 15 139 and Hospital                       | Hospital, Medical Services             | S                          | E                           | Primary      |
| 16 Main and Ash                           | SRP, Coll, Hospital, Skyline P, Librar | W                          | N, S                        | Primary      |
| 17 Main and Weatherlow2                   | Depot, Golf, Pool, Trailhead Symbc     | E                          | S                           | Primary      |
| 18 Main and N Roop                        | Elks Lodge                             | W                          | NW                          | Primary      |
| 19 main and weatherlow1                   | Roop's Fort Mus, Memorial Park, C      | E                          | N                           | Primary      |
| 20 36 and Harris                          | Inspiration Park                       | W                          | N                           | Primary      |
| 21 Main and S. Lassen                     | Local Government Offices, Cemete       | E                          | S                           | Primary      |
| 22 Main and N. Lassen                     | City Hall, Post Office, Local Govern   | W                          | N                           | Primary      |
| 23 Susanville Ranch Park in place already | SRP                                    | N                          | W                           | Quaternar    |
| 24 139 and College                        | Lassen College                         | N                          | E                           | Secondary    |
| 25 Ash and Chestnut                       | SIR, County Jail, Services             | N                          | W                           | Secondary    |
| 26 Alexander and Riverside                | Riverside Park                         | S                          | E                           | Secondary    |
| 27 139 and Skyline                        | SRP, Skyline Park                      | N                          | W                           | Secondary    |
| 28 Weatherlow and North                   | Memorial Park, Sports Field            | N                          | E                           | Secondary    |
| 29 Johnstonville and VA                   | VA Clinic                              | E                          | N                           | Secondary    |
| 30 Johnstonville and Post Office          | Post Office                            | E                          | N                           | Secondary    |
| 31 Chestnut and Joaquin                   | SIR                                    | E                          | N                           | Secondary    |
| 32 Richmond and LLTT Depot Trailhead      | LLTT Depot, Bizz Trailhead             | N                          | E, W                        | Secondary    |
| 33 Richmond and Circle Dr                 | Golf Course                            | S, E                       | S, W                        | Secondary    |
| 34 Harris and Inspiration Rd              | Inspiration Point Park                 | N                          | E                           | Secondary    |
| 35 Skyline Park                           | Skyline Park                           | E                          | S                           | Secondary    |
| 36 Richmond and South                     | Pool, Hobo Camp, Trail Symbols         | N                          | W                           | Secondary    |
| 37 Richmond and South                     | Pool, Hobo Camp, Trail Symbols         | S                          | W                           | Secondary    |
| 38 Richmond and LLTT Depot Trailhead      | LLTT Depot, Bizz Trailhead             | S                          | E, W                        | Secondary    |
| 39 South Lassen and Mill                  | County Offices                         | S                          | W                           | Secondary    |
| 40 Ash and Chestnut                       | SIR, County Jail, Services             | S                          | W                           | Secondary    |
| 41 139 and Hospital                       | Hospital, Medical Services             | N                          | E                           | Secondary    |
| 42 Susanville Ranch Park in place already | SRP                                    | W                          | N                           | Tertiary     |
| 43 Chestnut and Sherrif Cady              | County Jail, Services                  | W                          | N, S                        | Tertiary     |
| 44 Chestnut and Joaquin                   | SIR                                    | W                          | N                           | Tertiary     |
| 45 Skyline Park                           | Skyline Park                           | W                          | S                           | Tertiary     |
| 46 Chestnut and Sherrif Cady              | County Jail, Services                  | E                          | N, S                        | Tertiary     |
| 47 South and Hobo Camp                    | Hobo Camp, Trail Symbols               | W                          | N                           | Tertiary     |
| 48 Mill and S Roop                        | County Offices                         | W                          | S                           | Tertiary     |
| 49 Main and S. Gay                        | Lassen County Arts Council             | W                          | S                           | Primary      |
| 50 Main and S. Gay                        | Lassen County Arts Council             | E                          | S                           | Primary      |
| 51 S. Gay and Cottage                     | Lassen County Arts Council             | S                          | E                           | Secondary    |



**LASSEN COUNTY  
TRANSPORTATION COMMISSION**  
City of Susanville  
**Vehicular Wayfinding Sign Project**

● | **35 Destinations**  
● | **51 Proposed Sign Locations**

For interactive functions go to [www.joelrathje.com/file-share](http://www.joelrathje.com/file-share)

Lassen County Public Works Draft March 2016

North  
0 0.25 0.5 1  
Miles

### Vehicular Wayfinding Sign Design Requirements

- Maximum of 3 listings per sign, with a maximum of 2 lines per destination listing.
- Color contrast should be at least 70 percent between typeface and background.
- Type size shall be 4 inches for signs with speeds of 25 mph or less and 5-6 inches for signs on roadways with speeds over 30 mph.
- Clearview HWY typeface as approved by DOT.
- Background and graphics to be CUSTOM Color – Printed High Intensity Prismatic Vinyl, and comply with MUTCD Section Table 2A-3 (DOT).
- Signs must have a clearance of at least 7 feet off the ground and 36 inches lateral clearance to satisfy the Americans with Disabilities Act requirement.
- Minimum of 100 feet between wayfinding and existing state road and regulatory signs.

### Preliminary Cost estimate

|                  |              |               |           |
|------------------|--------------|---------------|-----------|
| Primary sign     | \$2,100 each | X 23          | \$48,300  |
| Secondary sign   | \$1,200 each | X 19          | \$22,800  |
| Tertiary sign    | \$1,000 each | X 7           | \$7,000   |
| Quaternary sign  | \$1,000 each | X 1           | \$1,000   |
| Destination sign | \$3,000 each | X 35          | \$105,000 |
| Design package   |              |               | \$50,000  |
|                  |              | <b>Total:</b> | \$234,100 |

The costs associated with installation, upkeep, and staff time are Not included



## **Implementation and Next Steps**

### **Phase 1**

- Public workshop
- City Council
- Board of Supervisors
- LEDC

### **Phase 2**

- Complete City of Susanville Vehicular Wayfinding Sign Plan

### **Phase 3**

#### Vehicular Wayfinding Sign System Design

#### Funding for design and engineering

- Research and contact funding sources
- Complete grant applications
- Prioritize sign installation

#### Design and Engineering

- Develop sign system form, materials, finishes/colors, typography and symbols
- Prepare sign location plans
- Prepare sign message schedules
- Design footings and foundations
- Prepare detailed cost estimates for fabrication and installation

### **Phase 4**

#### Phased Implementation

#### Bidding and Construction

#### Target completion dates:

#### Project management costs



**Submitted By:** Nancy Cardenas, Treasurer

**Action Date:** August 15, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Nancy Cardenas, Treasurer

**SUBJECT:** Review Credit Card Options for Upcoming Season

**SUMMARY:** An update will be provided to the Board on additional credit card options that can be considered for the 2017/2018 swim season.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Information Only.

**ATTACHMENTS:** None.

**Submitted By:** Eric Heumann, Pool Director

**Action Date:** August 15, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Eric Heumann, Pool Director

**SUBJECT:** Consider Additional Training Option

**SUMMARY:** Staff was able to offer a subsidized training for individuals who desired to work for the Community Pool. In doing so, employees were available for opening day and during the peak operating season. Staff will become limited in the near future as most of them are students. Staff is recommending the Board discuss possible financial assistance with training for new hires who may be able to work into the shoulder seasons.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** None.

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** August 15, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Eric Heumann, Pool Director

**SUBJECT:** Diving Board Funding Proposal

**SUMMARY:** With fundraising commitments from both the Rotary of Susanville and that of Bill Feierabend, staff is proposing a Diving Board Funding Proposal to solicit remaining funds for the purchase and installation of a diving board for the Honey Lake Valley Community Pool.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Direction to staff.

**ATTACHMENTS:** None.