CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA

Chris Gallagher • Curtis Bortle • Antone Jonas • Tom Neely • Russ Brown

Honey Lake Valley Recreation Authority
HLVRA Regular Meeting • City Council Chambers
Tuesday, December 17, 2024 – 3:00 PM

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 Governing Board will not take action on any subject that is not on the Agenda.*

Call meeting to Order
Roll Call of Board of Directors present

1. **AGENDA APPROVAL:(Additions and/or Deletions)**

2. **APPROVAL OF MINUTES:**

   2.A Consider Minutes from the HLVRA November 12 , 2024 special meeting.

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

4. **CLOSED SESSION:**

5. **CORRESPONDENCE:**

6. **PUBLIC COMMENT: Any person may address the Board at this time to comment on any subject on or not on the agenda. However, the Board may not take action on an item not on the agenda other than to direct staff to agendize the matter at a future meeting.**

7. **MATTERS FOR BOARD CONSIDERATION:**

   7.A Consider City Reimbursement request for the period of October 26, 2024 to December 6, 2024 in the amount of $4,898.32.

   7.B Consider Pool Financials through December 13, 2024

   7.C Resolution Number 24-59 approving amendment II to the HLVRA contract between Lassen County and the City of Susanville.

8. **BOARD MEMBER ISSUES/REPORTS:**

9. **ADJOURNMENT**
   - ***The next regular meeting of the Honey Lake Valley Recreation Authority will be held on January 21, 2024 at 3:00PM.***

Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website www.cityofsusanville.net, unless there were systems problems posting to the website.

Accessibility: An interpreter for the hearing-impaired may be made available upon request to the City Clerk seventy-two hours prior to a meeting. A reader for the vision-impaired for purposes of reviewing the agenda may be made available upon request to the City Clerk. The location of this meeting is wheelchair-accessible.

I, Marci Rojas, certify that I caused to be posted notice of the regular meeting scheduled for 12/17/2024 in the areas designated on 12/13/2024.

AGENDA ITEM NO. 2.A
Action Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	December 17, 2024
SUBJECT:	Consider Minutes from the HLVRA November 12 , 2024 special meeting.
PRESENTED BY:	Bob Godman, Executive Officer
SUMMARY:	Attached for the Board's review are the minutes of the HLVRA November 12,2024 special meeting.
FISCAL IMPACT:	None
ACTION REQUESTED:	Motion to waive oral reading and approve minutes of HLVRA November 12 , 2024 special meeting.

ATTACHMENTS:
20241112_hlvra special meeting minutes.docx

HONEY LAKE VALLEY RECREATION AUTHORITY SPECIAL MEETING
Honey Lake Valley Recreation Authority Special Meeting Minutes
TUESDAY, NOVEMBER 12, 2024 – 1:00 PM

This meeting was recorded and live streamed for public consumption. The below minutes are action minutes. To view the meeting recording, please visit the city's website: https://www.cityofsusanville.net/rooptown/city-council/agendas-and-minutes/

The direct link to this recording is: https://cityofsusanville.granicus.com/player/clip/292?view_id=1&redirect=true&h=14e3f655f14bafcb845752f39550daa9

You are hereby notified that a SPECIAL MEETING of the HLVRA will be held in the City Council Chambers of City Hall in the City of Susanville at 66 North Lassen Street, Susanville, California on November 12th, 2024 at 1:00 p.m. to transact the following business:

Call Meeting to Order

Roll Call of Board members Present: Curtis Bortle, Russ Brown, Chris Gallagher, Antone Jonas, Tom Neely

1. **APPROVAL OF THE AGENDA (Additions/Deletions)**

   Moved by Russ Brown; seconded by Tom Neely to
   Approve . Motion Carried: 5 - 0
   Voting For: Curtis Bortle, Russ Brown, Chris Gallagher, Antone Jonas, Tom Neely
   Voting Against: None

2. **APPROVAL OF MINUTES:**

   2.a Consider Minutes from the HLVRA September 17 , 2024 regular scheduled meeting.
   Motion to waive oral reading and approve minutes of HLVRA September 17 , 2024 regular scheduled meeting.
   20240917_HLVRA Minutes.docx

   Moved by Russ Brown; seconded by Antone Jonas to Approve .
   Motion Carried: 2- 0
   Voting For: Chris Gallagher, Tom Neely
   Voting Against: None

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

4. **CLOSED SESSION:**

5. **PUBLIC COMMENT: Members of the public may address the Board concerning any item on the agenda prior to our during consideration of that item.**

6. MATTERS FOR BOARD CONSIDERATION:

6.a Consider City Reimbursement request for the period of August 31, 2024 to October 25, 2024 in the amount of $25,965.36.

Motion to Approve City Reimbursement Request for the period of August 31, 2024 to October 25, 2024 in the amount of $25,965.36.
City reimbursement Invoice 25.pdf
11122024_ City Reimbursement Hours.pdf

Moved by Curtis Bortle; seconded by Russ Brown to Approve .
Motion Carried: 5- 0
Voting For: Curtis Bortle, Russ Brown, Chris Gallagher, Antone Jonas, Tom Neely
Voting Against: None

6.b Consider Pool Financials through June 30, 2024 Motion to receive and file
FY23_24 financials.pdf

Moved by Russ Brown; seconded by Tom Neely to Receive and File .
Motion Carried: 5- 0
Voting For: Curtis Bortle, Russ Brown, Chris Gallagher, Antone Jonas, Tom Neely
Voting Against: None

6.c Resolution Number 24-59 to notify the City of Susanville and County of Lassen of proposed changes to the Honey Lake Valley Recreation Authority Joint Powers agreement.
Approve Resolution Number 24-59 to notify the City of Susanville and County of Lassen of proposed changes to the Honey Lake Valley Recreation Authority Joint Powers agreement.
Joint Powers Agreement - HLVRA.pdf
AMENDMENT II.docx
Reso. No 24-59_JPA Amendment.docx

Moved by Curtis Bortle; seconded by Tom Neely to Approve .
Motion Carried: 5- 0
Voting For: Curtis Bortle, Russ Brown, Chris Gallagher, Antone Jonas, Tom Neely
Voting Against: None

7. ADJOURNMENT:

AGENDA ITEM NO. 7.A
Action Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	December 17, 2024
SUBJECT:	Consider City Reimbursement request for the period of October 26, 2024 to December 6, 2024 in the amount of $4,898.32.
PRESENTED BY:	Bob Godman, Executive Officer
SUMMARY:	The HLVRA has contracted with the City of Susanville to perform administrative, management, and operational services. The city has submitted a reimbursement request for both administrative and pool staff services related to the pool for the period October 26, 2024 to December 6, 2024 in the amount of $4,898.32.
FISCAL IMPACT:	$616.61 in Administrative Services and $4,281.71 in Pool staff services for a total of $4,898.32
ACTION REQUESTED:	Motion to Approve City Reimbursement Request for the period of October 26, 2024 to December 6, 2024 in the amount of $4,898.32.

ATTACHMENTS:
12172024_city reimbursement hours.pdf
12172024_ City reimbursement Invoice 26.pdf

October 26, 2024 - December 6, 2024

Administrative	Hours	Wage		
Executive Officer	6.00	$ 79.94	$	479.64
Secretary	1.00	$ 56.43	$	56.43
Secretary	2.00	$ 40.27	$	80.54
Clerk		$ 63.00	$	-
Parks & Facilities Superintendent		$ 51.99	$	-
Total	9.00		$	616.61

Pool Employees	Hours	Wage		
Pool Manager	80.00	$ 52.38	$	4,190.40
Assistant Pool Manager	2.50	$ 23.68	$	59.20
Overtime - Asst. Manager		$ 31.26	$	-
Pool Maintenance Worker			$	-
Head Swim Instructor		$ 19.92	$	-
Head Program Instructor		$ 19.92	$	-
Head Lifeguard		$ -	$	-
Head Lifeguard		$ 19.06	$	-
Lifeguards/Swim Instructors	1.75	(varies)	$	32.11
Total	84.25		$	4,281.71

Training (Lifeguard Trainer) - travel expenses	$	-
		$4,898.32

CITY OF SUSANVILLE

ADMINISTRATIVE SERVICES DEPARTMENT
66 NORTH LASSEN STREET
SUSANVILLE, CA 96130
(530) 252-5115

INVOICE #26

ACCT: 9003

Invoice Date: 12/17/2024

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

TOTAL DUE:
PAYMENT Due: Upon Receipt

SUBJECT: Reimbursement for Administrative, Management & Management & Operational Services and Associated Direct Costs

DESCRIPTION:			
Reimbursement for Administrative Services	October 26, 2024 - December 6, 2024	$	616.61
Reimbursement for Pool Employees	October 26, 2024 - December 6, 2024	$	4,281.71
	TOTAL DUE:	$	4,898.32

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

City of Susanville Administrative Services Department
66 N. Lassen St., Susanville, CA 96130
(530) 252-5115 Fax (530) 257-4725

ACCT: 9003

HLVRA
C/O LASSEN COUNTY
221 S. ROOP ST., STE 1
SUSANVILLE, CA 96130

Amount Due: $ 4,898.32

Date of Invoice: 12/17/2024

Amount Paid:

AGENDA ITEM NO. 7.B
Action Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	December 17, 2024
SUBJECT:	Consider Pool Financials through December 13, 2024
PRESENTED BY:	Bob Godman, Executive Officer
SUMMARY:	The financial reports for revenue and expenses through December 13, 2024, have been provided to the Boards review and to receive and file.
FISCAL IMPACT:	None
ACTION REQUESTED:	Motion to receive and file

ATTACHMENTS:
FY 24_25 _20241217 financials.pdf

FY 24/25 Report

Account Title	Budget	Expended	Unexpended
Safety Equipment & Clothing	$ 1,500.00	$ -	$ 1,500.00
Communications	$ 2,700.00	$ 1,245.57	$ 1,454.43
Janitorial Supplies	$ 2,000.00	$ 163.69	$ 1,836.31
Insurance	$ 22,660.00	$ 25,846.00	$ (3,186.00)
Maintenance- Pool	$ 35,000.00	$ 13,727.28	$ 21,272.72
Office Expense	$ 2,000.00	$ 22.08	$ 1,977.92
Cash short/over	$ -	$ -	$ -
Profess. & Specialize SVCS	$ 23,000.00	$ 5,627.70	$ 17,372.30
Contract for Staff SVCS	$ 213,000.00	$ -	$ 213,000.00
Publications & Legal Notices	$ 100.00	$ -	$ 100.00
Non Capitalizes Equip.			$ -
Special Dept. Expense	$ -	$ 130.00	$ (130.00)
County Wide Cost Allocation	$ 13,355.00	$ -	$ 13,355.00
Electronic Surveillance	$ 2,000.00	$ 200.00	$ 1,800.00
Travel & Training	$ 800.00	$ -	$ 800.00
Utlities- Lights	$ 25,500.00	$ 10,681.81	$ 14,818.19
Utlities- Sewer	$ 1,000.00	$ 468.00	$ 532.00
Utilities- Garbage	$ 1,600.00	$ 774.82	$ 825.18
Utilities- Gas	$ 200.00	$ -	$ 200.00
Geothermal	$ 12,500.00	$ -	$ 12,500.00
Concession Items	$ 5,000.00	$ 655.60	$ 4,344.40
Recreational Activities	$ 500.00	$ -	$ 500.00
Building & Equipment	$ 4,000.00	$ -	$ 4,000.00
Total Budget	$ 368,415.00		$ 308,872.45

REVENUES	Budgeted	Actuals	July	August	September	October	November	December
Daily Pass (Public)	$ 36,700.00	$ 14,672.50	$ 10,832.50	$ 3,392.00	$ 448.00			
Lassen Volcanoes	$ 9,500.00	$ 9,271.90		$ 8,248.00	$ 1,023.90			
Summer Pass	$ 19,300.00	$ 250.00	$ 250.00					
City/County Contribution	$ 160,000.00	$ -						
Swim Lessons	$ 45,000.00	$ 4,140.00	$ 2,125.00	$ 520.00				$ 1,495.00
Exercise Daily	$ 4,500.00	$ 1,271.00	$ 603.00	$ 372.00	$ 191.00	$ 105.00		
Concessions	$ 6,000.00	$ 5,959.50	$ 4,498.50	$ 1,298.00	$ 156.00	$ 7.00		
Rentals	$ 6,300.00	$ 3,275.00	$ 2,075.00	$ 825.00	$ 375.00			
School Rentals	$ 12,000.00	$ -						
LHS Team	$ 5,500.00	$ 5,500.00						$ 5,500.00
Punch Cards	$ 11,000.00	$ 3,192.00	$ 2,480.00	$ 512.00	$ 168.00	$ 32.00		
Programming Monthly	$ 12,500.00	$ 1,545.00	$ 920.00	$ 390.00	$ 140.00	$ 95.00		
LCC Adaptive	$ 2,400.00	$ -						
Miscellaneous		$ -						
Donations/Sponsorships	$ 8,000.00	$ -						
Fund Balance	$ 30,000.00	$ 35,211.69						

AGENDA ITEM NO. 7.C
Action Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: December 17, 2024

SUBJECT: Resolution Number 24-59 approving amendment II to the HLVRA contract between Lassen County and the City of Susanville.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: At the last HLVRA meeting the Board approved Resolution number 24-59 to officially notice Lassen County Board of Supervisors and the City Council of the City of Susanville of their intent to amend the HLVRA agreement. On December fourth 2024, the HLVRA Executive Director took a discussion item before the City Council to get their opinion about the amendment. Council was very hesitant to endorse any budgetary changes that would effect the General Fund. They eventually asked for the last five years of HLVRA accounting records and asked the City Manager to look at the budget for next fiscal year to see if an increase to the HLVRA would be viable. They City Manager accepted the task with the stipulation that it would be several months before he could return with the assessment. In light of this staff is recommending that the Board table the amendment item until March of 2025.

FISCAL IMPACT: Currently none.

ACTION REQUESTED: Table Resolution Number 24-59 approving amendment II to the HLVRA contract between Lassen County and the City of Susanville.

ATTACHMENTS:
Reso No. 24-59_Authorizing_execution_of_amendment_II.docx

RESOLUTION NUMBER 24-59
A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY AUTHORIZING THE PRESIDENT TO EXECUTE AMENDMENT II TO THE JOINT POWERS AGREEMENT BETWEEN THE CITY OF SUSANVILLE AND COUNTY OF LASSEN AND FORWARD THE EXECUTED AMENDMENT TO THE LASSEN COUNTY BOARD OF SUPERVISORS AND THE SUSANVILLE CITY COUNCIL FOR RATIFICATION

WHEREAS, the City of Susanville and the County of Lassen have entered into a Joint Powers Agreement to operate the Honey Lake Valley Recreation Authority, and;

WHEREAS, in the Joint Powers Contract, Article 12 outlines how to amend the Joint Powers Agreement, and;

WHEREAS, proper notification has been given to the County of Lassen and the City of Susanville,

NOW THEREFORE LET IT BE RESOLVED by the Board of Directors of the Honey Lake Valley Recreation authorize the President of the Board to execute Amendment II to the Honey Lake Valley Recreation Authority joint powers agreement with between the County of Lassen and the City of Susanville, a forward the executed amendment II to the Lassen County Board of Supervisors and the Susanville City Council for ratification.

Approved: _____

Chris Gallagher, President

Attest: _____

Marci Rojas, Secretary

The foregoing Resolution Number 24-XX was approved and adopted at a Regular Meeting of the Honey Lake Valley Recreation Authority held on the 17th day of December 2024, by the following vote:

AYES

NOES:

ABSENT:

ABSTAINING:

AMENDMENT II

TO THE JOINT POWERS AGREEMENT

CREATING

THE HONEY LAKE VALLEY RECREATION AUTHORITY

1. This amendment (Amendment II) is made on _____,2024 by the County of Lassen and the City of Susanville, parties to the agreement (the "Agreement") dated November 18, 2013 and amended October 20, 2015.

2. The Agreement is amended as follows: (insertions are indicated with <u>double underline</u>, and deletions are noted with ~~strikethrough~~.)

    a. From Amendment I, second amendment to section 9.2.a to read as follows:
        1. County of Lassen
            a. 13/14 - 15/16 Fiscal Years $200,000
            b. 15/16 Fiscal Year $1,100,000
            c. ~~16/17 - 28/29 Fiscal Years $80,000~~
            d. <u>25/26 – 31/32 Fiscal years $120,000</u>

    b. From Amendment I, second amendment to section 9.2.b to read as follows:
        1. City of Susanville
            a. 13/14 - 15/16 Fiscal Years $200,000
            b. 15/16 Fiscal Year $1,100,000
            c. ~~16/17 - 28/29 Fiscal Years $80,000~~
            d. <u>25/26 – 31/32 Fiscal years $120,000</u>

    c. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement, the terms of the amendment will prevail.

Dated:_____ _____

Aaron Albaugh, Lassen County

Dated:_____ _____

Mendy Schuster, City of Susanville