CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA

Russ Brown • Curtis Bortle • Tom Neely • Mike Scanlan • Antone Jonas

Honey Lake Valley Recreation Authority
HLVRA Regular Meeting • City Council Chambers
Tuesday, March 18, 2025 – 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 January 21, 2025 regular scheduled meeting and the January 28, 2025 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 approval of City Reimbursement request from January 4, 2025 through February 28, 2025.

   7.B Consider Projected Budget shortfall for Summer 2025

   7.C Consider Pool Financials through March 14, 2025.

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

9. **ADJOURNMENT**
   - ***The next regular meeting of the Honey Lake Valley Recreation Authority will be held on April 15, 2025 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 3/18/2025 in the areas designated on 3/15/2025.

AGENDA ITEM NO. 2.A
Action Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	March 18, 2025
SUBJECT:	Consider Minutes from the HLVRA January 21, 2025 regular scheduled meeting and the January 28, 2025 special meeting.
PRESENTED BY:	Bob Godman, Executive Officer
SUMMARY:	Attached for the Board's review are the minutes of the HLVRA January 21, 2025 regular scheduled meeting and the January 28, 2025 special meeting.
FISCAL IMPACT:	None
ACTION REQUESTED:	Motion to waive oral reading and approve minutes of HLVRA January 21, 2025 regular scheduled meeting and the January 28, 2025 special meeting.

ATTACHMENTS:
01212025_HLVRA Meeting Minutes.docx
01282025_HLVRA Special Meeting Minutes.docx

HONEY LAKE VALLEY RECREATION AUTHORITY HLVRA
Regular Meeting Minutes TUESDAY, JANUARY 21, 2025 – 3:00 PM

Addressing the Board

Call meeting to Order

Roll Call of Board of Directors present: Antone Jonas, Tom Neely, Mike Scanlan
Absent: Curtis Bortle, Russ Brown

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

   Moved by Antone Jonas; seconded by Mike Scanlan to Approve
   . Motion Carried: 3 - 0
   Voting For: Antone Jonas, Tom Neely, Mike Scanlan
   Voting Against: None

2. **APPROVAL OF MINUTES:**

   2.A Consider Minutes from the HLVRA December 17 , 2024 regular scheduled meeting.
   Motion to waive oral reading and approve minutes of HLVRA December 17 , 2024 regular scheduled meeting.
   20241217_HLVRA Minutes.docx

   Moved by Antone Jonas; seconded by Mike Scanlan to Approve .
   Motion Carried: 3- 0
   Voting For: Antone Jonas, Tom Neely, Mike Scanlan
   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.**
   None

4. **CLOSED SESSION:** None

5. **CORRESPONDENCE:**
   None

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.**
   None

7. MATTERS FOR BOARD CONSIDERATION:

7.A Appointment of the HLVRA President and Vice President for the 2025 Calendar Year
Motion to Appoint the HLVRA Board President and Vice President for the 2025 Calendar Year

Board member Tony Jonas nominated Tom Neely for president, Board member Mike Scanlan second the nomination, all voted in favor of Tom Neely for president. Mr. Jonas nominated Russ Brown for Vice President, Mike Scanlan second, all voted in favor of Russ Brown for vice president.

Moved by Antone Jonas; seconded by Mike Scanlan to Approve .
Motion Carried: 3- 0
Voting For: Antone Jonas, Tom Neely, Mike Scanlan
Voting Against: None

7.B Consider Pool Financials through January 17, 2025.
Motion to receive and file

Pool Director Reesa Rice presented the Pool Financials, and further explained the funds in the financials to the new board member.
FY 24_25 20250117financials.pdf

Moved by Mike Scanlan; seconded by Antone Jonas to Receive and File .
Motion Carried: 3- 0
Voting For: Antone Jonas, Tom Neely, Mike Scanlan
Voting Against: None

7.C Consider approval of City Reimbursement request from December 7, 2024 through January 3, 2025
Motion to approve City reimbursement request.
01212025_reimbursement hours.pdf
Invoice 27_City reimbursement 01212025.pdf

Moved by Mike Scanlan; seconded by Antone Jonas to Approve .
Motion Carried: 3- 0
Voting For: Antone Jonas, Tom Neely, Mike Scanlan
Voting Against: None

7.D Resolution Number 24-60 approving to execute amendment II to the HLVRA contract between Lassen County and the City of Susanville.
Approve Resolution Number 24-60 to execute amendment II to the HLVRA contract between Lassen County and the City of Susanville by a four fifths (4/5) vote.

Executive Director Bob Godman presented Resolution 24-60 approving to execute amendment II to the HLVRA contract with Lassen County and City of Susanville. Unable to vote on the resolution as there was not a 4/5ths majority to vote on the item. The board agreed to have a special meeting to bring the item back to vote on. Reso_No._24-60_Authorizing_execution_of_amendment_II.docx

8. BOARD MEMBER ISSUES/REPORTS:

9. ADJOURNMENT Meeting
adjourned at 3:39

Moved by Mike Scanlan; seconded by Antone Jonas to Adjourn
. Motion Carried: 3 - 0
Voting For: Antone Jonas, Tom Neely, Mike Scanlan
Voting Against: None

HONEY LAKE VALLEY RECREATION AUTHORITY SPECIAL MEETING Honey Lake Valley Recreation Authority Special Meeting Minutes TUESDAY, JANUARY 28, 2025 – 3:00 PM

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 January 28, 2025 at 3:00 p.m. to transact the following business:

Call Meeting to Order

Roll Call: Russ Brown, Antone Jonas, Tom Neely, Mike Scanlan
Absent: Curtis Bortle

1. **APPROVAL OF THE AGENDA (Additions/Deletions)**
   Mr. Godman stated there is an addition to the agenda of a revised resolution with the updated board members names and a revised amendment with the updated Chairman of the Board of Supervisors. Agenda is approved with the revised attachments.

   Moved by Russ Brown; seconded by Mike Scanlan to Approve
   . Motion Carried: 4 - 0
   Voting For: Russ Brown, Antone Jonas, Tom Neely, Mike Scanlan
   Voting Against: None

2. **APPROVAL OF MINUTES:**
   none at this time to approve

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 Resolution Number 24-60 approving to execute amendment II to the HLVRA contract between Lassen County and the City of Susanville.
   Approve Resolution Number 24-60 to execute amendment II to the HLVRA contract between Lassen County and the City of Susanville by a four fifths (4/5) vote.

   Pool Executive Director Bob Godman presented Resolution 24-60 approving the execution amendment II. Board member Tony Jonas asked if the pool has provided the city with the five year report as requested. Mr. Godman answered he will provide that information when it goes

to council. Board member Jonas asked what is the next process, Mr. Godman explained if approved today he will send it to the City Manager and the Lassen County Administrative Officer for them to bring forward to the City Council and Board of Supervisors.
Reso_No._24-60_Authorizing_execution_of_amendment_II.docx

Moved by Russ Brown; seconded by Mike Scanlan to Approve .
Motion Carried: 4- 0
Voting For: Russ Brown, Antone Jonas, Tom Neely, Mike Scanlan
Voting Against: None

7. **ADJOURNMENT:** Meeting adjourned at 3:24 P.M.

AGENDA ITEM NO. 7.A
Action Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	March 18, 2025
SUBJECT:	Consider approval of City Reimbursement request from January 4, 2025 through February 28, 2025.
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 request for both administrative and pool staff services related to the pool for the period of January 4, 2025 through February 28, 2025.
FISCAL IMPACT:	$1,152.36 in Operational staffing and no cost in Administrative costs
ACTION REQUESTED:	Motion to approve City reimbursement request.

ATTACHMENTS:
Invoice 28_City Reimbursement 03182025.pdf
03182025_Reimbursement hours.pdf

CITY OF SUSANVILLE

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

INVOICE #28

ACCT: 9003

Invoice Date: 3/18/2025

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

TOTAL DUE: $ 1,152.36
PAYMENT Due: Upon Receipt

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

DESCRIPTION:		
Reimbursement for Administrative Services	January 4, 2025 - February 28, 2025	
Reimbursement for Pool Employees	January 4, 2025 - February 28, 2025	$ 1,152.36
	TOTAL DUE:	$ 1,152.36

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: $ 1,152.36

Date of Invoice: 3/18/2025

Amount Paid: _____

January 4, 2025 - February 28, 2025

Administrative	Hours	Wage	
Executive Officer	0.00	$ 79.94	$ -
Secretary	0.00	$ 56.43	$ -
Secretary	0.00	$ 40.27	$ -
Clerk	0.00	$ 63.00	$ -
Parks & Facilities Superintendent	0.00	$ 51.99	$ -
Total	0.00		$ -

Pool Employees	Hours	Wage	
Pool Manager	22.00	$ 52.38	$ 1,152.36
Assistant Pool Manager	0.00	$ 23.68	$ -
Overtime - Asst. Manager	0.00	$ 31.26	$ -
Pool Maintenance Worker	0.00		$ -
Head Swim Instructor	0.00	$ 19.92	$ -
Head Program Instructor	0.00	$ 19.92	$ -
Head Lifeguard	0.00	$ -	$ -
Head Lifeguard	0.00	$ 19.06	$ -
Lifeguards/Swim Instructors	0.00	(varies)	
Total	22.00		$ 1,152.36

Training (Lifeguard Trainer) - travel expenses	$ -	
		$1,152.36

AGENDA ITEM NO. 7.B
Discussion Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: March 18, 2025

SUBJECT: Consider Projected Budget shortfall for Summer 2025

PRESENTED BY: Bob Godman

SUMMARY:

Staff has been closely monitoring the cash balance for the HLVRA. The HLVRA audits are behind which makes it difficult to forecast from a reconciled recent cash balance. Staff has discovered that the pool operations fund (536) has a high likelihood of exhausting its available cash during the upcoming pool season. Although the projected cash flow shortfall is forecasted to take place next fiscal year, the HLVRA board may wish to consider taking action to condense the pool operating season to mitigate the expenditures and stark financial losses experienced during the shoulder seasons.

Additionally, staff will continue improve the financial forecasting model and also explore options to address the cash flow concern. Preliminarily, the cash flow issue for this upcoming season may be addressed by receiving the City and County contributions in July of 2025, and/or having the HLVRA board authorize borrowing from maintenance/facility improvement funds until the City and County reimbursements are received.

FISCAL IMPACT:

ACTION REQUESTED: Direction to Staff

ATTACHMENTS:
Quincy Pool Schedule.png

Central Plumas Recreation & Park District

PIONEER COMMUNITY POOL

OPENING DAY JUNE 17TH

DATES OF OPERATION FOR 2024 SWIM SEASON: JUNE 17TH - AUGUST 16TH

SEASON PASS	COST
INDIVIDUAL	$60
SENIOR	$50
FAMILY	$125

DAILY SWIM FEES	COST
INFANTS	FREE
CHILDREN (1-5)	$2
YOUTH (6-17)	$4
ADULTS (18 & UP)	$5
SENIORS (60 & OVER)	$2

PROGRAM	TIMES	DAYS
PUBLIC SWIM	3 TO 5 PM	MONDAY-FRIDAY
FAMILY SWIM	5 TO 7 PM	MONDAY-FRIDAY
PRIVATE POOL PARTY RENTALS	10 AM TO 7 PM	SATURDAY
GROUP & PRIVATE SWIM LESSONS	SEE SCHEDULE ON REVERSE	
PLUMAS RAPIDS SWIM TEAM	SEE REVERSE FOR MORE INFO	

ALL REGISTRATION TO BE COMPLETED AT THE CPRPD OFFICE, 34 FAIRGROUND RD., 9 AM TO 1 PM AND 2 TO 4 PM.
FOR MORE INFO, CONTACT US AT 283-3278 OR QUINCYRECDEPT@OUTLOOK.COM.

AGENDA ITEM NO. 7.C
Action Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	March 18, 2025
SUBJECT:	Consider Pool Financials through March 14, 2025.
PRESENTED BY:	Bob Godman, Executive Officer
SUMMARY:	Attached is the financial report for revenues and expenses through March 14, 2025. Included in the report is a summary of cash available across all accounts including the pending expenditures sent to the County and a small amount in the Pool's US Bank account.
FISCAL IMPACT:	None
ACTION REQUESTED:	Motion to receive and file

ATTACHMENTS:
FY 24_25_20250314.pdf

FY 24/25 Report

Expenditures-Accounts	Budget	Expended	Unexpended
Safety Equipment & Clothing	$ 1,500.00	$ -	$ 1,500.00
Communications	$ 2,700.00	$ 1,995.68	$ 704.32
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	$ 16,073.93	$ 18,926.07
Office Expense	$ 2,000.00	$ 22.08	$ 1,977.92
Cash short/over	$ -	$ -	$ -
Profess. & Specialize SVCS	$ 23,000.00	$ 6,805.69	$ 16,194.31
Contract for Staff SVCS	$ 213,000.00	$ 95,081.89	$ 117,918.11
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	$ 280.00	$ 1,720.00
Travel & Training	$ 800.00	$ -	$ 800.00
Utlities- Lights	$ 25,500.00	$ 16,558.17	$ 8,941.83
Utlities- Sewer	$ 1,000.00	$ 624.00	$ 376.00
Utilities- Garbage	$ 1,600.00	$ 774.82	$ 825.18
Utilities- Gas	$ 200.00	$ 93.62	$ 106.38
Geothermal	$ 12,500.00	$ 12,677.12	$ (177.12)
Concession Items	$ 5,000.00	$ 655.60	$ 4,344.40
Recreational Activities	$ 500.00	$ -	$ 500.00
Building & Equipment	$ 4,000.00	$ 17.84	$ 3,982.16
Total Budget	$ 368,415.00	$ 177,800.13	$ 190,614.87

REVENUES	Budgeted	Actuals	July	August	September	October	November	December	January	February	March	April	May	June
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	$ 160,000.00						$ 80,000.00	$ 80,000.00					
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	$ 2,635.00						$ 2,635.00						
Fund Balance	$ 30,000.00	$ -												
Donations/Sponsorships	$ 8,000.00	$ -												
Totals	$ 368,700.00	$ 211,711.90	$ 23,784.00	$ 15,557.00	$ 2,501.90	$ 239.00	$ -	$ 89,630.00	$ 80,000.00	$ -	$ -	$ -	$ -	$ -

Fund 536	$ 97,284.15
AP Pending	$ (21,268.59)
536 Actual	$ 76,015.56
Fund 535	$ 25,195.39
Fund 534	$ 73,922.41
US Bank	$ 3,238.00