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, May 20, 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 HLVRAÂ April 15, 2025 regular scheduled 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 March 29, 2025 through May 09, 2025.

   7.B Consider Pool Financials through May 9th, 2025.

   7.C 2025/2026 Proposed Budget Discussion

   7.D Snack Shack Budget

   7.E Lassen Volcanoes Swim Team Agreement

   7.F General Update

8. BOARD MEMBER ISSUES/REPORTS:

9. ADJOURNMENT

- ***The next regular meeting of the Honey Lake Valley Recreation Authority will be held on June 17, 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 05/20/2025 in the areas designated on 05/17/2025.

AGENDA ITEM NO. 2.A
Action Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	May 20, 2025
SUBJECT:	Consider Minutes from the HLVRA April 15, 2025 regular scheduled meeting.
PRESENTED BY:	Bob Godman, Executive Officer
SUMMARY:	Attached for the Board's review are the minutes of the HLVRA April 15, 2025 regular scheduled meeting.
FISCAL IMPACT:	None
ACTION REQUESTED:	Motion to waive oral reading and approve minutes of HLVRA April 15, 2025 regular scheduled meeting.

ATTACHMENTS:
04152025_HLVRA Meeting Minutes.docx

HONEY LAKE VALLEY RECREATION AUTHORITY HLVRA
Regular Meeting Minutes TUESDAY, APRIL 15, 2025 – 3:00 PM

Addressing the Board

Call meeting to Order

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

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

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

2. **APPROVAL OF MINUTES:**

   2.A Consider Minutes from the HLVRA March 18, 2025 regular scheduled meeting.
   Motion to waive oral reading and approve minutes of HLVRA December 17 , 2024 regular scheduled meeting.
   03152025_HLVRA Meeting Minutes.docx

   Moved by Mike Scanlan; seconded by Russ Brown to Approve .
   Motion Carried: 5- 0
   Voting For: Curtis Bortle, Russ Brown, 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.**

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 Pool Financials through April 11th, 2025.
Motion to receive and file
20250415.pdf

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

7.B Consider approval of City Reimbursement request for Administrative Staff cost from January 4, 2025 through March 28, 2025 and Operational Staff cost from March 1, 2025 through March 28, 2025.
Motion to approve City reimbursement request.
Invoice 29_City Reimbursement 04152025.pdf
4152025_reimbursement hours.pdf

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

7.C Analysis of Program costs and revenues
Discussion Item

Executive Officer Bob Godman presented to the board an estimated program cost and revenues report as requested from the board from the March 18, 2025 meeting. The report showed the cost to operate the pool for a 13-week season vs a 26-week season. Mr. Godman also factored in projected revenues and program hours in the report. Discussion occurred. Board member Curtis Bortle stated it would be nice to have the high school swim team, but if they can't contribute to offset the cost for the shoulder season then it would be in the best interest of the pool to only have a 13-week season. Board member Tony Jonas asked what is the status of taking the request to the City an County for the request to amend the JPA agreement. Public comment from Dan Newton, City Manager with the City of Susanville, stated the city council directed him to do a financial analysis on where the city is as a whole. Mr. Newton stated based on his analysis he will be recommending to the City Council that the City is not in the position to increase their contribution to the pool. He also stated ultimately it is not his decision but that would be his recommendation. The board continued discussion. Public Comment from Shelby Burton, Mrs. Burton asked what grants have been researched or applied for. Public comment from Elizabeth, a representative from the Volcanos Swim Team asked that board consider pausing their decision on the shoulder season and create a committee to form a sold business plan to help the pool. Public comment from Melanie Forte, Ms. Forte would like to get the community involved and she believes the community would help support the pool.

7.D Fiscal Year 2024/2025 Budget Review

Information Only

Pool Manager Reesa Rice presented the FY 24/25 review. President Neely asked if we received the increase contributions from the City and County would that help the budget. Mr. Godman answered it would allow for a 26-week season and extra funds. Board member Bortle stated based on the information and budget in front of the board the 13-week season is what is best right now. Board member Jonas then provided information on what grants the pool can and can not apply for, he also stated there are no grants that will support the operations of the pool. Public Comment from Shelby Burton addressed the board, one of the grants available is a grant that pays for swim lessons. Ms. Burton then stated the swim team does not accrue any extra cost to the pool, the swim team pays for the extra lifeguard. Ms. Burton also encouraged the board to reach out to other pools for information on how they can afford to operate and what they do to raise funds for their pools. President Neely asked Pool Director Rice if she will bring the FY 25/26 budget review to the next meeting in May, Ms. Rice stated she will add it to the May 20, 2025 meetings agenda. Further discussion occurred.

2024 2025 Approved Budget.pdf
2024 2025 Fiscal Ending Prediction.pdf

7.E Consider 2025 Pool Season Schedules
Approval of 2025 Pool Season Schedule

Pool Director Reesa Rice presented the 2025 Pool Season Schedule options based on the pools budget to the board. Ms. Rice recommended May 19, 2025 through the end of August 2025. President Neely asked if the High School is still contributing. Ms. Rice said yes over a 2 month period the High School contributes approximately $5,500.00. Further discussion occurred. Ms. Rice let the board know by eliminating the fall shoulder season the high school swim team will not be able to be in the water and Lassen Community College will have to cancel their fall class at the pool. President Neely asked about eliminating the spring shoulder season, Ms. Rice said the board can do that but it wouldn't solve the problem with the fall shoulder season. The board discussed having a 15-week season, May 19,2025 through August 30, 2025 season. Mr. Godman asked if the board is okay with moving forward with the Spring season and open on May 19, 2025. President Neely asked if Ms. Rice work schedule will be Full-time during the pool season, Ms. Rice answered yes. Mr. Neely proposed a 13-week shcedule, Mr. Jonas proposed a 15-week schedule. Board member Bortle and brown support the 15-week schedule. Public Comment from Melanie Forte, she stated that maybe the pool is only open to the high school during the fall season it would lower the cost as only one lifeguard would be required. Ms. Forte would like to get the community involved to help keep the fall season open for the high school swim team. Public Comment from Shawn Butterbach, he asked the board what is the cost to have the pool open for a compressed schedule during the fall shoulder season. Mr. Butterbach then stated based on the budget the board needs to cut the higher cost, he is recommending cutting the full-time salary employee the Pool Director. The board gave direction to staff to move forward with a 15-week season.

Spring Shoulder 2025.pdf
Summer 2025.pdf
Fall Shoulder 2025.pdf

7.F General Pool Update

Information Only

Pool Director Reesa Rice provided an update on the Snack Shack and the pool audit.

8. BOARD MEMBER ISSUES/REPORTS: None.

9. ADJOURNMENT

Meeting adjourned at 5:01pm

AGENDA ITEM NO. 7.A
Action Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	May 20, 2025
SUBJECT:	Consider approval of City Reimbursement request from March 29, 2025 through May 09, 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 $9,597.75 in Operational staffing cost and $2446.20 in administrative staff services related to the pool for totaling a reimbursement of $12,043.95 for the period of March 29, 2025 through May 9, 2025.
FISCAL IMPACT:	$9,597.75 in Operational staffing and $2,446.20 in Administrative costs
ACTION REQUESTED:	Motion to approve City reimbursement request.

ATTACHMENTS:
052025_reimbursement hours.pdf
Invoice 31_City Reimbursement05202025.pdf

March 29, 2025 - May 9, 2025

Administrative (3/28/25 - 05/09/25)	Hours	Wage	
Executive Officer	19.50	$ 79.94	$ 1,558.83
Secretary		$ 56.43	$ -
Secretary	6.00	$ 40.27	$ 241.62
Clerk	10.25	$ 63.00	$ 645.75
Parks & Facilities Superintendent	0.00	$ 51.99	$ -
Total	35.75		$ 2,446.20

Pool Employees (03/28/25 - 05/09/25)	Hours	Wage	
Pool Manager	147.00	$ 52.38	$ 7,699.86
Assistant Pool Manager	40.00	$ 23.68	$ 947.20
Overtime - Asst. Manager	0.00	$ 31.26	$ -
Pool Maintenance Worker	0.00		$ -
Head Swim Instructor	35.75	$ 19.92	$ 712.14
Head Program Instructor	0.00	$ 19.92	$ -
Head Lifeguard	0.00	$ -	$ -
Head Lifeguard	0.00	$ 19.06	$ -
Lifeguards/Swim Instructors	13.00	(varies)	$ 238.55
Total	235.75		$ 9,597.75

Training (Lifeguard Trainer) - travel expenses	$ -	
		$12,043.95

CITY OF SUSANVILLE

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

INVOICE #31

ACCT: 9003

Invoice Date: 5/20/2025

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	March 29, 2025 - May 09, 2025	$ 2,446.20
Reimbursement for Pool Employees	March 29, 2025 - May 09, 2025	$ 9,597.75
	TOTAL DUE:	$ 12,043.95

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: $ 12,043.95

Date of Invoice: 5/20/2025

Amount Paid:

AGENDA ITEM NO. 7.B
Action Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By: Reesa Rice, Public Works

Action Date: May 20, 2025

SUBJECT: Consider Pool Financials through May 9th, 2025.

PRESENTED BY: Bob Godman, Executive Officer

SUMMARY: Attached is the financial report for revenues and expenses through May 9th, 2025. Included in the report is a summary of cash available across all accounts. Also reflected are the pending expenditures sent to the County and a small amount in the Pool's US Bank account. Also included for the boards review is an updated cost analysis spreadsheet that tracks current inflation costs at the pool

FISCAL IMPACT: None

ACTION REQUESTED: Motion to receive and file

ATTACHMENTS:
20250516 Packet Financials.pdf
20250516 cost analysis.pdf

FY 24/25 Report

Expenditures-Accounts	Budget	Expended	Unexpended
Safety Equipment & Clothing	$ 1,500.00	$ -	$ 1,500.00
Communications	$ 2,700.00	$ 2,749.56	$ (49.56)
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	$ 17,885.49	$ 17,114.51
Office Expense	$ 2,000.00	$ 22.08	$ 1,977.92
Cash short/over	$ -	$ -	$ -
Profess. & Specialize SVCS	$ 23,000.00	$ 13,594.87	$ 9,405.13
Contract for Staff SVCS	$ 213,000.00	$ 96,234.25	$ 116,765.75
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	$ 19,680.14	$ 5,819.86
Utlities- Sewer	$ 1,000.00	$ 953.16	$ 46.84
Utilities- Garbage	$ 1,600.00	$ 774.82	$ 825.18
Utilities- Gas	$ 200.00	$ 111.91	$ 88.09
Geothermal	$ 12,500.00	$ 13,435.21	$ (935.21)
Concession Items	$ 5,000.00	$ 655.60	$ 4,344.40
Recreational Activities	$ 500.00	$ -	$ 500.00
Building & Equipment	$ 4,000.00	$ 11.32	$ 3,988.68
Total Budget	$ 368,415.00	$ 192,528.10	$ 175,886.90

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	$ 65,264.09
AP Pending	$ (19,952.52)
536 Actual	$ 45,311.57
Fund 535	$ 25,195.39
Fund 534	$ 75,634.51
US Bank	$ 3,238.00
Actual Cash Available	$ 149,379.47

Cost Analysis for the HLVRA				
Fund	F/Y 2018	F/Y 2025	$ Increase	% Increase
Maintenance	$ 25,400.00	$ 37,290.00	**$ 11,890.00**	**46.81%**
LRSWMA	$ 1,130.09	$ 1,809.69	**$ 679.60**	**60.14%**
LMUD	$ 11,563.00	$ 23,280.00	**$ 11,717.00**	**101.33%**
Sewer	$ 936.00	$ 1,235.00	**$ 299.00**	**31.94%**
Geo	$ 9,849.00	$ 13,814.39	**$ 3,965.39**	**40.26%**
CAPRI	$ 8,140.00	$ 25,846.00	**$ 17,706.00**	**217.52%**
Pool Staffing	$ 115,264.00	$ 176,719.00	**$ 61,455.00**	**53.32%**
Overall Increase	$ 172,282.09	$ 279,994.08	**$ 107,711.99**	**62.52%**
Door Revenues (May - Dec)	$ 114,155.90	$ 143,780.00	**$ 29,624.10**	**25.95%**

Numbers highlighted in yellow are predictive as we have not concluded May and June

AGENDA ITEM NO. 7.C
Discussion Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By: Reesa Rice, Public Works

Action Date: May 20, 2025

SUBJECT: 2025/2026 Proposed Budget Discussion

PRESENTED BY: Reesa Rice, Pool Director

SUMMARY: Presented for the boards review is a proposed budget for the upcoming 2025/2026 pool season. The budget has been updated to reflect a condensed pool season ending August 31st. There has been an overall reduction in both revenues and expenses as outlined on the attached budget.

FISCAL IMPACT: $71,300 Reduction to Revenues
$72,934 Reduction to Expenditures

ACTION REQUESTED: Information Only

ATTACHMENTS:
2025 2026 Proposed Budget.pdf

Attachment 1

Approved 2024/2025 Budget -Honey Lake Valley Community Pool

Resolution No. 25-59

Acct #	Revenues:			
2003203	Daily Passes (Public Swim)		$30,000.00	Reduced by $6,700
2003206	Lassen Aquatics (Swim Team)		$9,500.00	
2003214	Summer Passes		$10,300.00	Reduced by $9,000
2007400	City/County- Annual Contribution		$160,000.00	
2010611	Swim Lessons		$35,000.00	Increase of $10,000
2010660	Programming Daily		$2,100.00	Reduced by $2,400
2010661	Parties/Events Rentals		$8,200.00	Increase of $1,900
2010662	Concession Revenues		$10,900.00	Increase of $4,900 contingent on snack shack
2010663	School Rentals		$1,600.00	Reduced by $10,400
2010664	LHS Swim Team		$0.00	Reflecting Season End Date of August 31st
2010665	Punch Cards		$8,100.00	Reduced by $2,900
2010667	Programming Monthly		$14,800.00	Increased by 2,300
2010688	LCC Adaptive PE Class		$1,200.00	Reduced by $1,200 reflecting End Date of August 31st
2011200	Miscellaneous (lock rentals etc)		$0.00	
2011300	Donations/Contributions (sponsorship banners)		$5,700.00	Reduced by $2,300
	Transfer from Fund Balance		$0.00	
	Total Revenues		$297,400.00	Overall Reduction of revenue by $71,300

	Expenses: (for fiscal year)						
	SERVICES						
3002300	Professional & Specialized Services (City staff time/Auditors/Attorney/CAPRI Dues)		$18,000.00	Resolution 20-39	decreased by $5000		
3002400	Publications/Marketing/Legal Notices		$100.00				
3002801	County Wide Allocation		$8,000.00				
	SUPPLIES						
3001150	Safety Equipment & supplies		$1,500.00				
3001400	Janitorial Supplies		$1,000.00	decreased $1000			
3001705	Maintenance (Chemicals, etc...)		$30,000.00	decreased $5,000			
3002200	Office Supplies		$500.00	decreased $1,500			
3005500	Concession Items		$9,000.00	Increased $4,000 based off proposed finished snack shack			
3005501	Recreational Activity Supplies		$500.00				
	UTILITIES						
3001200	Communications (Phone & Internet)		$2,700.00				
3002807	Surveilence		$2,000.00				
3003010	Electric		$22,000.00	decreased by $3500			
3003030	Sewer		$1,235.00	Increased by $235			
3003040	Trash Service		$1,100.00	decreased by $500			
3003050	Natural Gas		$200.00				
3003060	Geothermal		$9,000.00	decreased by $3500			
	FIXED ASSETS						
	Building and Improvement						
3002701	Non- Capitalized Equipment		$0.00				
3004900	Depreciation Costs		$0.00				
3006050	**Landscaping and Improvements including:**		$0.00				
3006100	Building and Equipment			Resolution 21-42			
	STAFFING					$ 38,080.00	Pool Director
3002359	Staffing (Pool Employees)		$157,000.00	Resolution 20-39	decreased $58,000	$ 11,342.72	Asst. Manager
3002901	Training - Certifications		$800.00			$ 6,895.91	Head Swim Instructor
						$ 2,107.72	Head Program Instructor
	ANNUAL LAND EXPENSES					$ 16,357.74	Head Life Guard x2
3001500	Insurance Costs		$25,846.00			$ 82,090.20	Life Guards
	Total Expenses (Line Items)		$290,481.00			$156,874.29	Total
3010000	**Provisions for Contingencies**		$5,000.00	Anticipated Insurance Increase			
3007000	Transfer Out to Facility Sustainability Fund (534)		$0.00	Resolution 19-34			
3007000	Transfer Out to Facility Improvement Fund (535)		$0.00	Resolution 19-33			
	Expense Total		$295,481.00	Overall Expense Reduction of $72,934			
	Revenue Over (Under) Expenses		$1,919.00				

AGENDA ITEM NO. 7.D
Action Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Reesa Rice, Public Works
Action Date:	May 20, 2025
SUBJECT:	Snack Shack Budget
PRESENTED BY:	Reesa Rice, Pool Director
SUMMARY:	The board has previously approved the construction of the snack shack, staff anticipating a budget deficit in the 536 general fund at the end of fiscal year 2024/2025 is requesting board approval to adopt a budget from the 535 Facility Improvement Fund to finalize construction of the project.
FISCAL IMPACT:	$10,000 from the 535 Facility Improvement Fund
ACTION REQUESTED:	Approve Budget Adoption From the 535 fund to finalize snack shack project

ATTACHMENTS:
2024 2025 Facility Improvement Budget.pdf
Res. No. 25-61 Adopting 2024 2025 Budget.pdf

ATTACHMENT 1

2024/2025 Budget - HLVRA 535 Pool Facility Improvement Fund Budget

Acct #	Revenues:		
	Previous contributions made to the 535 fund totaling		$25,778.94
	Total Revenues		$25,778.94

	Expenses: (for fiscal year)		
	SERVICES		
3002300	Professional & Specialized Services (City staff time/Auditors/Attorney.CAPRI Dues)		$10,000.00
	Maintenance		
3002359	Staffing (Pool Employees)		
	CAPITAL EQUIPMENT		
3006200	Capital Equipment		
	Expense Total		$10,000.00
	Revenue Over (Under) Expenses		$15,778.94

RESOLUTION NUMBER 25-61
A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY ADOPTING THE HONEY LAKE VALLEY RECREATION AUTHORITY FISCAL YEAR 2024/2025 535 FACILITY IMPROVEMENT FUND BUDGET

WHEREAS, the Board of the Honey Lake Valley Recreation Authority (HLVRA) has received and reviewed the proposed 535 Facility Improvement Fund Fiscal Year 2024/2025 Budget as set forth in Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Honey Lake Valley Recreation Authority that the fiscal year 2024/2025 budget for the 535 Facility Improvement Fund, as set forth in Exhibit A, is hereby adopted.

Approved: _____
Tom Neely, President

Attest: _____
Marci Rojas, Secretary

The foregoing **Resolution Number 25-61** was approved and adopted at a meeting of the Honey Lake Valley Recreation Authority held on the 20th day of May, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Marci Rojas, Secretary

AGENDA ITEM NO. 7.E
Action Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Reesa Rice, Public Works
Action Date:	May 20, 2025
SUBJECT:	Lassen Volcanoes Swim Team Agreement
PRESENTED BY:	Reesa Rice, Pool Director
SUMMARY:	Presented for the boards review and adoption is the Lassen Volcanoes Swim Team Agreement. Changes in the agreement include updated language regarding the pool's seasons. A slight reduction in fees during June and July to reflect the elimination of evening practice hours and Friday morning practice times (due to swim meets). Language was added to accommodate a reduction in fees if the pool experiences a long term closure. An Invoice and Payments section was added along with dispute resolution language.
FISCAL IMPACT:	$9,500 in revenues
ACTION REQUESTED:	Approve the Agreement between the Lassen Volcanoes Swim Team and the HLVRA

ATTACHMENTS:
Swim Team Agreement Final.pdf
Res. No. 25-60 Lassen Volcanoes Agreement.pdf

AGREEMENT BETWEEN
THE HONEY LAKE VALLEY RECREATION AUTHORITY
AND
LASSEN VOLCANOES

This Agreement ("Agreement") is made and entered into by and between the Honey Lake Valley Recreation Authority ("JPA"), a California joint powers authority, and Lassen Volcanoes ("Swim Team"), a California non-profit corporation, collectively the "Parties."

RECITALS

A. The JPA owns and operates the Honey Lake Valley Community Pool ("Pool") located at 800 South Street, Susanville, CA 96130; and

B. The Swim Team, including its coaches, swimmers, and visitors seeks to use the Pool for various purposes, including swim instruction and swim meets; and

C. The JPA wishes to accommodate the use of the Pool by the Swim Team by providing the Swim Team access to the Pool.

The Parties now wish to formalize this Agreement according to the following terms:

MUTUAL UNDERSTANDING

1. Access: The JPA agrees to provide the Pool, including restroom and shower facilities, for use by the Swim Team before, during, and after scheduled swim practice. The Swim Team acknowledges the pool is a public facility and that there will be non-team members utilizing the pool and its facilities before, during and after practice. The Swim Team's access to the Pool is limited to the following dates, times, and portions of the Pool:

A. ***Spring Access (Pool Opening Date– Start of the Summer Season)***.
Swim team shall be granted access to the pool Monday – Friday from 3:30 pm to 5:30 pm

B. ***Summer Access (The Monday after Lassen High School graduation – Lassen Volacanoes NVALS)***
Swim team shall be granted access to the pool Monday through Thursday from 7:30 am to 9:30 am

C. ***August Access (Conclusion of NVALS – Pool Close Date)***
If the swim team desires, it may extend its season through the pool's August shoulder season. A contract amendment in accordance with Section 5 of this Agreement will have to be negotiated at least 30 days prior to the season taking place.

D. ***Pool Access.***
During the times and dates mentioned in Section 1. A through 1. B the team shall be granted full and sole access to the 25-yard section of the pool (lanes 1-6 as they are marked on the starting blocks.) Access to the rest of the pool (the non-designated team area) shall be granted to the swim team when the pool is not being utilized for any other pool programming. The team shall notify staff of its intent to use the non-designated area to ensure that there is no conflict of scheduling. If the team is utilizing the non-designated team area for practice purposes,it shall conclude its usage 15 minutes prior to the start of any other pool programming. Pool patrons will be allowed to use

the "deep end" ladder closest to the building to access the non 25-yd section of the pool. Patrons shall not linger in this area, but only utilize it as an access point to the non team area.

E. ***Deck Usage.***

During practice times the 25-yard section of the pool deck shall be restricted to members of the swim team, the coaching staff and city employees. The designated team area will include the pool deck directly behind the starting blocks, the pool deck as it wraps the corner and runs parallel to the fence, wrapping around the far corner and concluding at the life guarding stand. Members of the team shall store their personal belongings in the designated area, allowing picnic tables and other benches to remain open for pool patrons. Both the team and other patrons of the pool may utilize the outdoor showers.

F. ***Locker Room/ Bathroom Usage***.

The Swim Team will adopt a locker room policy that is in accordance with the Safe Sport USA guidelines. A model locker room policy can be found on the Safe Sport USA website. The team's locker room policy should include language that mentions that the facility is shared with members of the public and mention that there are likely to be people not associated with the team in the changing area around and during the time of practice. The team will provide the pool manager with a copy of their adopted locker room policy.

G. ***Notice of Non-Use***.

If the Swim Team intends not to use the Pool during any of the above-described times, the Swim Team shall provide the Pool Manager with Forty-eight (48) hours' advance notice via telephone, 530-310-1696, or email rrice@cityofsusanville.org.

H. ***Requests for Additional Access***.

Requests for access to the Pool at times outside of those specified above shall be made in writing to Pool Manager at least fourteen (14) calendar days in advance of the desired date. The Pool Manager may but is in no way obligated to grant such access.

I. ***Swim Meets.***

Dates and times for swim meets will be negotiated with the pool director 60 days in advance of the meet taking place. The team will have two hours (5:00 pm to 7:00 pm) of meet set up time on Friday. The team will be allowed entrance to the pool at 7:00 am on Saturday and 7:00 am Sunday. The team will be granted facility usage until the conclusion of the meet on Saturday and the conclusion of the meet on Sunday. . During the swim meet the pool will provide two lifeguards and utilize the Total Coverage standard as described in section 1. J. The swim team will be responsible for all teardown, set up and clean up before, during and after the swim meet. Any pool items moved during the swim meet will be put back in their original spots at the conclusion of the meet. The team will rent an additional dumpster or will provide a private dump trailer for all trash created while hosting and setting up the swim meet. The team shall expedite the removal of all porta potties rented during the meet.

J. ***Lifeguards***.

The Pool Manager will provide lifeguards during all times described in paragraphs A and B of this section unless the Swim Team has given notice that it intends not to use the Pool on a given date pursuant to Section 1.G., above. During organized scheduled programming, the pool will maintain 2 lifeguards at the premises and utilize the Red Cross Total Coverage standard. One lifeguard will be guarding, and the other lifeguard will be in rotation. If the swim team deems it necessary or wishes to have an additional lifeguard on duty an additional rate as described in section 1.K.ii will

be charged. Lifeguards for any swim meet shall be negotiated with the Pool Manager at least thirty (7) calendar days prior to swim meet date(s). Additional fees may apply as outlined in Section 1.K.ii. Note- lifeguards are utilized in a variety of functions at the pool; the need for an additional lifeguard/staff may arise due to the size of an event being hosted.

K. ***Fees***.

i. Monthly Fees for Practice- the team shall pay the JPA a fee of three thousand dollars ($3000.00) for the Month of June and three thousand dollars ($3000.00) for the month of July. Anytime spent in the water prior to the month of June will be charged at an hourly rate of one hundred dollars ($100.00) an hour with the price not to exceed seven hundred and fifty dollars ($750) per week or three thousand dollars ($3000) in any given month. If the pool experiences a long-term closure (lasting 4 or more consecutive days) the team will not be billed during the closure time. The team's usage dues will be discounted a prorated daily amount of $187.50 not to exceed $750 per week.

ii. Lifeguard rates- Any additional lifeguards needed or requested will be billed out at a rate of twenty-five dollars ($25.00) per hour per additional lifeguard. This rate will only be billed for prearranged and pre agreed upon days and times as noted above in Section 1. K.

iii. Additional Access- Any agreed upon additional access to the pool as set forth in Section 1.E shall be billed out at a price of $100 per hour. Time billed will need to include set up, tear down and any swim time.

iiii. Swim Meet- Swim Meets will be billed a flat rate of two thousand dollars ($2000.00) for access as described in section 1. I. No Swim Meet Fees will be charged if the team gives 7 business days advanced notice that they are unable to host the meet.

L. Invoice & Payments.

i. Invoicing- The JPA will issue invoices to the Swim Team at the conclusion of each month of usage. The invoice shall include weekly/monthly practice fees. A separate invoice shall be issued within 7 business days from the conclusion of the swim meet. Any additional charges shall detail be detailed in the invoice.

ii. Payment Terms- Payment is due within thirty (30) days of receipt of the invoice. If payment is not received by the due date the Team may be subject to a late fee of 1.5% per month on the outstanding balance.

iii. Dispute Resolution- If the team disputes any charges, they must notify the Pool Manager in writing within ten days of receiving the invoice. The parties will make good faith efforts to resolve the dispute promptly.

M. ***Preconditions***.

i. Those entering the Pool under the terms of this Agreement must agree to abide by the Pool's operating rules and procedures as established by the JPA.

ii. The Swim Team shall be registered with USA Swimming and be a current member of the Sierra Nevada Local Swimming Committee prior to the start of the Spring season.

iii. All coaches for the Swim Team shall be registered with USA Swimming and be able to provide proof by the deck pass app or they will not be allowed to interact with the team.

iv. All members of the Swim Team shall be registered with USA Swimming prior to accessing the Pool.

v. All swimmers that have not previously been enrolled in the Lassen Volcanoes Swim Team must take and pass a swim test. The swim test will be administered by a member of the team's coaching staff but must also be witnessed by an employee of the Honey Lake Valley Community Pool. The test shall consist of 1 length (25yds) of freestyle; per the pools swim test safety standards but can be made more difficult at the coach's discretion. During the test the swimmer may not grab onto the lane lines, wall or take a break of any kind. If the swimmer is unable to pass the swim test, he/she won't be able to join the team until they can retake and successfully pass the swim test.

2. Term and Termination: This Agreement shall be effective upon execution by the Swim Team and the JPA, following approval by the JPA governing board. This agreement shall remain in effect unless formally terminated by either party. This agreement shall be reviewed annually by the pool manager and the Lassen Volcanoes President or President's designee. This will allow for the annual shift in dates, times, swim meet schedules and an evaluation of the fee schedule. In the event the JPA contracts with a private operator to manage Pool operations, this Agreement shall immediately terminate without any further action by either Party.

Either Party may terminate this Agreement at any time on thirty (30) days' written notice. However, the Parties shall make good faith efforts to avoid terminating this Agreement during the active swim season.

3. Non-Assignability: The rights and obligations conferred and imposed on the Parties by this Agreement shall not be assigned or delegated under any circumstances whatsoever.

4. Entire Agreement: This Agreement constitutes the sole and entire agreement between the Parties with respect to the subject matter dealt with in this Agreement, and all understandings, oral or written, with respect to the subject matter of this Agreement are hereby superseded.

5. Amendment of Agreement: No modification of, deletion from, or addition to this Agreement shall be effective unless made in writing and executed by the Parties.

6. Indemnification: The Swim Team agrees to indemnify, defend and hold harmless the JPA, its board, authorized agents, officers, representatives, and employees from and against any and all liability or loss resulting from claims or court actions whether civil or equitable and arising directly out of negligent acts or omissions of the Swim Team, its agents, officers, representatives, employees, guests, or users of the Pool as part of the Swim Team's activities under this Agreement.

7. General Liability Insurance: The Swim Team shall maintain in full force and effect throughout the term of this Agreement, at its own expense, a policy of comprehensive liability insurance, which will insure the JPA against liability for injury or death of persons and damage to the Pool, arising from the Swim Team's use of the Pool under this Agreement. The policy shall be for not less than $1,000,000 for any one person injured or killed, and not less than $1,000,000 for property damage, and shall be maintained on an occurrence basis. The Swim Team shall provide the JPA with a copy of the policy, including an endorsement that states that the policy shall not be reduced or cancelled without ten (10) business days' written notice to the JPA. The JPA shall be named as an additional insured, and a certificate of insurance

shall be provided to the JPA. The Swim Team may satisfy the insurance requirements of this Agreement through either commercial insurance or through its membership in USA Swimming, provided that such coverage meets the minimum requirements set forth herein.

8. Severability: It is expressly agreed and understood by the Parties hereto that if any provision of this Agreement is held to be invalid under any applicable statute or rule of law, it is deemed to that extent to be omitted. However, the balance of this Agreement shall remain in full force and effect.

9. Board Approval; Ratification: The effectiveness of this Agreement shall be contingent upon approval or ratification by the JPA governing board and the Swim Team governing board.

10. Notices: Any notice or communication required or desired to be given pursuant to this Agreement shall be in writing, duly addressed to the Parties below. By written notice in conformance herewith, either Party may change the address to which notices to said Party must be delivered. Any notice deposited with the United States Postal Service shall be deemed to have been duly given when so deposited by certified or registered, postage prepaid, addressed as set forth below or as changed as set forth herein. Notice sent by any other manner shall be effective only upon actual receipt thereof.

JPA:

Honey Lake Valley Recreation Authority
66 North Lassen Street
Susanville, CA 96130

Attention: Reesa Rice
Telephone: (530) 310-1696
Email: rrice@cityofsusanville.org

Swim Team:

Lassen Volcanoes
P.O. Box 763
Susanville, CA 96130

Attention:
Telephone:
Email: lassenaquaticspres@gmail.com

[SIGNATURE PAGE FOLLOWS]

AGREED:

HONEY LAKE VALLEY RECREATION AUTHORITY

_____ Date_____
Tom Neely, President
Honey Lake Valley Recreation Authority

APPROVED AS TO FORM:

_____
Derek P. Cole
Legal Counsel, Honey Lake Valley Recreation Authority

LASSEN VOLCANOES

_____ Date_____
Jessica Solomon, President

Lassen Volcanoes

RESOLUTION NUMBER 25-60

A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY APPROVING AN AGREEMENT BETWEEN THE HONEY LAKE VALLEY RECREATION AUTHORITY AND THE LASSEN VOLCANOES AND AUTHORIZING THE PRESIDENT OF THE HONEY LAKE VALLEY RECREATION AUTHORITY TO EXECUTE THE AGREEMENT

WHEREAS, the JPA owns and operated the Honey Valley Community Pool located at 800 South Street, Susanville, CA 96130; and

WHEREAS, the Swim Team, including its coaches, swimmers, and visitors have the need for a pool for various purposes, including swim instruction and swim meets; and

WHEREAS, the Honey Lake Valley Community Pool wishes to accommodate the use of the pool by the Swim Team by providing the Swim Team access to the Pool.

NOW, THEREFORE, BE IT RESOLVED, that the agreement with the Lassen Volcanoes is approved and the President of the Honey Lake Valley Community Pool is hereby authorized to sign the agreement on behalf of the HLVRA.

Approved: _____
Tom Neely, HLVRA President

Attest: _____
Marci Rojas, HLVRA Secretary

The foregoing **Resolution Number 25-60** was approved and adopted at a regular meeting of the Honey Lake Valley Recreation Authority held on the 20th day of May 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Marci Rojas, HLVRA Secretary

AGENDA ITEM NO. 7.F
Discussion Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Reesa Rice, Public Works
Action Date:	May 20, 2025
SUBJECT:	General Update
PRESENTED BY:	Reesa Rice, Pool Director
SUMMARY:	A general pool update will be provided regarding present and past operations.
FISCAL IMPACT:	None
ACTION REQUESTED:	Information Only
ATTACHMENTS:	