CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA

Antone Jonas • Russ Brown • Tom Neely • Chris Gallagher • Thomas Herrera

Honey Lake Valley Recreation Authority

HLVRA Regular Meeting • City Council Chambers

Tuesday, August 15, 2023 - 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 approval of minutes from the July 11, 2023 Special HLVRAÂ 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 June 24,2023 through and including August 4, 2023.

   7.B Review of the Fall Schedule

   7.C Review of Projects to be completed at the pool

   7.D General Pool Update

   7.E Executive Officer Update

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

9. ADJOURNMENT

- ***The next regular meeting of the Honey Lake Valley Recreation Authority will be held on September 21, 2023 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 08/15/2023 in the areas designated on 08/11/2023.

AGENDA ITEM NO. 2.A
Action Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	August 15, 2023
SUBJECT:	Consider approval of minutes from the July 11, 2023 Special HLVRA meeting
PRESENTED BY:	Bob Godman, Executive Officer
SUMMARY:	Attached for the HLVRA Board's review are the minutes from the July 11th, 2023 special meeting
FISCAL IMPACT:	None
ACTION REQUESTED:	Motion to waive oral reading and approve minutes from the July 11th, 2023 Special HLVRA meeting

ATTACHMENTS:
20230711_HLVRA Special Meeting Minutes.docx

HONEY LAKE VALLEY RECREATION AUTHORITY SPECIAL MEETING
Honey Lake Valley Recreation Authority Special Meeting Minutes
TUESDAY, JULY 11, 2023 – 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 July 11, 2023 at 3:00 p.m. to transact the following business:

Call Meeting to Order
Call meeting to order at 3:00pm

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

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

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

2. **APPROVAL OF MINUTES:**

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

   2.a Consider Approval of minutes from the March 21, 2023 HLVRA meeting
   Motion to waive the oral reading and approve minutes of the HLVRA March 21, 2023 meeting 20230620_HLVRA Minutes.docx

   Moved by Russ Brown; seconded by Chris Gallagher to Approve .
   Motion Carried: 5- 0
   Voting For: Thomas Herrera, Russ Brown, Chris Gallagher, Tom Neely, Antone Jonas
   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.**

Shelby Burton spoke. Shelby stated the non- profit is now up and going. The name of the Non-Profit is called Community Funding Source. The first fundraising idea is Food Truck Friday and family fun night, she would like to know if they can move forward with the fundraiser. Mrs. Burton also stated a volunteered would like to set up a table to sell snacks for the pool to help bring in revenue.

6. MATTERS FOR BOARD CONSIDERATION:

6.a Consider Pool Financial Reports through June 30, 2023 Receive and File

Executive Director Bob Godman presented the pool financials. Discussion occurred regarding the total roll over balance for the year.
Budget Status ALL FUNDS AS OF 6-30-23.pdf
HLVRA Expenditure Account Detail ALL FUNDS AS OF 6-30-23.pdf
HLVRA General Ledger Summary ALL FUNDS AS OF 6-30-23.pdf
HLVRA General Ledger Summary with Rev and Exp ALL FUNDS AS OF 6-30-23.pdf HLVRA Revenue Account Detail ALL FUNDS AS OF 6-30-23.pdf 071023
HLVRA Budget expense tracking.pdf

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

6.b Consider City Reimbursement request for the period of May 27th, 2023 through June 23, 2023 Motion to Approve City Reimbursement Request

Executive Director Bob Godman presented the City Reimbursement request, total reimbursement requested is $35,286.15.
20230710 Reimbursement Invoice.pdf
20230710 Invoice Staff Hours.pdf

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

6.c 2020/2021 Price Paige & Company Audit Report
Recieve and File the 2020/2021 Audit Report

Mr. Godman presented the audit report from Price Paige & Company. Board member Gallagher stated it looks good.
HONEYLAK 2021 ACL.pdf
HONEYLAK 2021 FS.pdf

Moved by Chris Gallagher; seconded by Antone Jonas to Receive and File .
Motion Carried: 5- 0
Voting For: Thomas Herrera, Russ Brown, Chris Gallagher, Tom Neely, Antone Jonas

Voting Against: None

6.d Resolution Number 23-55 approving swim team contract between HLVRA and Lassen Union High School.
Approve Resolution Number 23-55 approving swim team contract between HLVRA and Lassen Union High School.

Mr. Godman presented the Swim team contract between HLVRA and Lassen Union High School. Board member Jonas had questions regarding the times being requested. Discussion occurred. Board member Gallagher would like to see the swim meets be better defined in the contract as well. The Board approved the agreement with the modifications made to Section 1 line A and line B in the contract and Section 7 adding the JPA as additionally insured. HLVRA _LHS 23_24 agreement.pdf
Res. No 23-55 Lassen High School Contract.pdf

Moved by Antone Jonas; seconded by Russ Brown to Approve Approved with modification to the contract.
Motion Carried: 5- 0
Voting For: Thomas Herrera, Russ Brown, Chris Gallagher, Tom Neely, Antone Jonas
Voting Against: None

6.e Genera Pool Update
Information Only

Reesa Rice presented upcoming pool events. Board member Gallagher added he attended the swim meet and was surprised at how many people attended. President Herrera asked Mr. Godman for an update on Well 3 notice that went out for the City of Susanville Water usage. Mr. Godman updated the board on Well 3 status. Board member Brown asked who is the contact if a business wants to sponsor a night. Mrs. Rice answered. Board member Neely asked how would Shelby donate the money to the pool from the fundraisers. Mrs. Rice explained that is typically presented to the Board in order to accept the funds. Mrs. Rice gave an update on the Snack Shack, plans to work on it during the off season.

7. ADJOURNMENT:

Meeting adjourned at 3:47pm

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

AGENDA ITEM NO. 7.A
Action Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Jolene Arredondo, Administrative Services
Action Date:	August 15, 2023
SUBJECT:	Consider City Reimbursement request for the period of June 24,2023 through and including August 4, 2023.
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 of June 24,2023 through and including June 30, 2023 in the amount of $8,453.71 which needs to be booked to the 2022/2023 fiscal year and an additional amount of $42,596.39 for the period of July 1, 2023 through and including August 4, 2023.
FISCAL IMPACT:	2022/2023 Fiscal Year $14.72 in Administrative Services and $8,439.00 in Pool Operations/Employee Staff time for a total of $8,453.71 2023/2024 Fiscal Year $608.11 in Administrative Services and $41,988.28 in Pool Operations/Employee Staff time for a total of $42,596.39
ACTION REQUESTED:	Motion to Approve City Reimbursement Request

ATTACHMENTS:
20230811125339.pdf

CITY OF SUSANVILLE

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

INVOICE

ACCT: 9003

Invoice Date: 8/15/2023

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

TOTAL DUE: $ 51,050.10
PAYMENT Due: Upon Receipt

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

DESCRIPTION:		
2022/2023 Fiscal Year		
Reimbursement for Administrative Services	June 24-June 30	$ 14.72
Reimbursement for Pool Employees	June 24-June 30	$ 8,439.00
		$ 8,453.71
2023/2024 Fiscal Year		
Reimbursement for Administrative Services	July 1 -Aug 4	$ 608.11
Reimbursement for Pool Employees	July 1 -Aug 4	$ 41,988.28
		$ 42,596.39
	TOTAL DUE:	$ 51,050.10

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: $ 51,050.10

Date of Invoice: 8/15/2023

Amount Paid: _____

June 24-June 30

Administrative	Hours		Wage		
Executive Officer	0.00	$	76.87	$	-
Secretary	0.00	$	53.02	$	-
Secretary		$	36.90	$	-
Clerk	0.25	$	58.86	$	14.72
Parks & Facilities Superintendent		$	49.73	$	-
Total	0.25			$	14.72

Pool Employees	Hours		Wage		
Pool Manager	40.00	$	49.48	$	1,979.20
Assistant Pool Manager	37.75	$	23.66	$	893.17
Overtime - Asst. Manager				$	-
Pool Maintenance Worker				$	-
Head Swim Instructor	11.75	$	19.45	$	228.54
Head Program Instructor	26.25	$	19.45	$	510.56
Head Lifeguard	0.00	$	19.45	$	-
Lifeguards/Swim Instructors	267.75	$	18.03	$	4,827.53
Total	383.50			$	8,439.00

Training (Lifeguard Trainer) - travel expenses	$ -	
		$ 8,453.71

July 1 -Aug 4

Administrative	Hours	Wage	
Executive Officer	5.00	$ 76.87	$ 384.35
Secretary	2.00	$ 53.02	$ 106.04
Secretary		$ 36.90	$ -
Clerk	2.00	$ 58.86	$ 117.72
Parks & Facilities Superintendent		$ 49.73	$ -
Total	9.00		$ 608.11

Pool Employees	Hours	Wage	
Pool Manager	200.00	$ 49.48	$ 9,896.00
Assistant Pool Manager	144.25	$ 23.66	$ 3,412.96
Overtime - Asst. Manager			$ -
Pool Maintenance Worker			$ -
Head Swim Instructor	22.50	$ 19.45	$ 437.63
Head Program Instructor	147.75	$ 19.45	$ 2,873.74
Head Lifeguard	3.00	$ 19.45	$ 58.35
Lifeguards/Swim Instructors	1403.75	$ 18.03	$ 25,309.61
Total	1921.25		$ 41,988.28

Training (Lifeguard Trainer) - travel expenses	$ -	
		$ 42,596.39

AGENDA ITEM NO. 7.B
Discussion Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By: Reesa Rice, Public Works

Action Date: August 15, 2023

SUBJECT: Review of the Fall Schedule

PRESENTED BY: Reesa Rice, Pool Director

SUMMARY: Attached for review are the Fall Schedule(s). The first schedule begins August 21st and extends until the end of September. This schedule was condensed to ensure that the pool operations did not extend past an 8-hour workday. Recreation swim will be offered Saturday and Sunday from 2pm to 4pm. Pool Rentals will be available when scheduled program is not in the water and also on the weekends before and after recreational swim. The second schedule is for the month of October. During the month of October, the pools operational hours will be reduced. The only time the pool will be in operation is from 3:30 to 5:30pm. There will be no Recreation Swim offered. The pool will be available for rental if private parties are interested.

FISCAL IMPACT: None

ACTION REQUESTED: Information Only

ATTACHMENTS:
Fall 2023 Schedule.pdf

August 21st - September 29th

	9:00 - 10:00 am	12:30 - 1:30 pm	3:00 - 5:00 pm	3:30 - 5:30 pm	5:00 - 6:00p
Monday	Aerobics/lap	LCC AD / Lap	Youth Swim Camp	LHS Swim Team	Adult Lap/Walking
Tuesday	Pool Rental	Pool Rental	Youth Swim Camp	LHS Swim Team	Adult Lap/Walking
Wednesday	Aerobics/lap	LCC AD / Lap	Closed	Closed	Closed
Thursday	Pool Rental	Pool Rental	Youth Swim Camp	LHS Swim Team	Adult Lap/Walking
Friday	Aerobics/lap	Pool Rental	Youth Swim Camp	LHS Swim Team	Adult Lap/Walking

	11:30 - 1:30 pm	2:00 - 4:00 pm	4:30 - 6:30 pm
Saturday	Pool Rental	Public Swim	Pool Rental
Sunday	Pool Rental	Public Swim	Pool Rental

October 2nd - October 27

	3:30 - 5:30 Pm	4:30 - 5:30pm
Monday	LHS Swim Team	Adult Lap/Walking
Tuesday	LHS Swim Team	Adult Lap/Walking
Wednesday	Closed	Closed
Thursday	LHS Swim Team	Adult Lap/Walking
Friday	LHS Swim Team	Adult Lap/Walking

*** Adult Lap Swim will be for swimmers 18 years of age and older**

*** Youth Swim Camp will begin September 4th - September 29th**

AGENDA ITEM NO. 7.C
Discussion Item

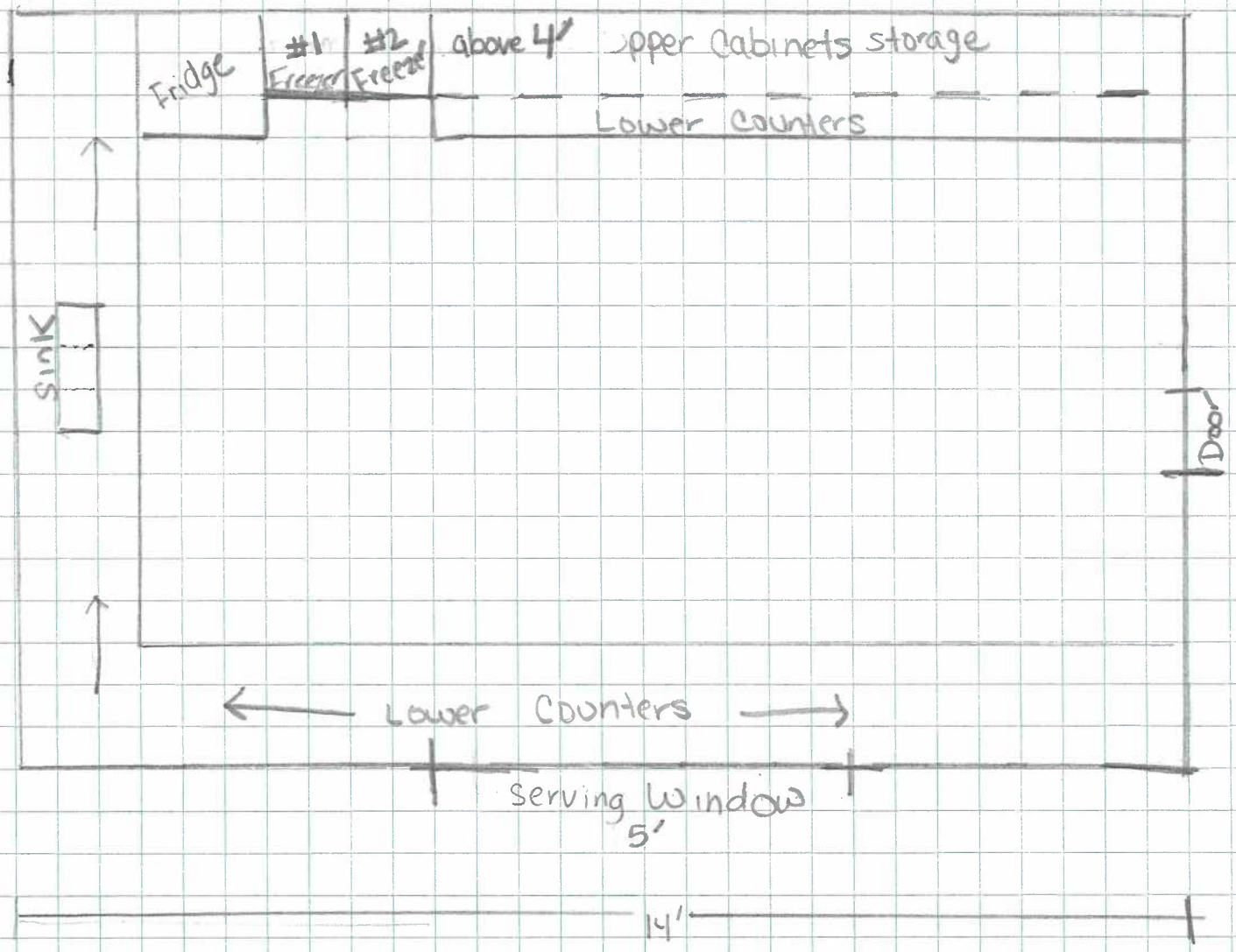
HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Reesa Rice, Public Works
Action Date:	August 15, 2023
SUBJECT:	Review of Projects to be completed at the pool
PRESENTED BY:	Reesa Rice, Pool Director
SUMMARY:	A project list and snack shack plan have been included for the board's review.
FISCAL IMPACT:	$5,000 from acct # 3002701 non-capitalized equipment, $11,000 from acct. # 3006100, $870 from acct. #3001150 safety equipment, $300 from acct. # 3005501 Recreational Activities Supplies, $200 from acct. 3002400 publications and $530 from acct. #300220 office supplies for a total of $17,900.
ACTION REQUESTED:	Information Only

ATTACHMENTS:
Project List.pdf
Snack Shack Plans.pdf

Projects List

- **Removal of Boiler**
    - Cap Exhaust
- **Remove/Relocate/Sell AC Unit**
- **Snack Shack Remodel - $10,000**
    - Relocate Recreation items from shed to mechanical room
    - Install Laminate Floors
    - Install Insulation
    - Install Sheetrock
    - Install Wipeable Wall Sheeting
    - Construct and Install Exterior window protection
    - Frame and Install Serving Window
    - Frame and Install Regular Man Door
    - Install Mini Electric Panel & Outlets (Sublet)
    - Install Counter Tops and Cabinets
    - Install Plumbing up to sink (Sublet)
    - Concrete Pad
    - Additional Tables & Umbrellas
    - Purchase Fridge
    - Purchase Second Freezer (for ice)
- **Liquid Chlorination System - $6,000**
    - Removal of old Pulsar System
    - Install Liquid Chlorine Tank
    - Install PPM Sensor
    - Install Liquid LMI Pump
- **Install an eye wash station - $1,900**



- Laminate Floor
- Insulation
- Sheetrock
- serving window
- regular door
- sink
- plumbing
- electric (mini panel)
- outlets
- Cabinets
  - uppers
  - lowers
- wipeable wall sheeting

Snack Shack Plans

AGENDA ITEM NO. 7.D
Discussion Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Reesa Rice, Public Works
Action Date:	August 15, 2023
SUBJECT:	General Pool Update
PRESENTED BY:	Reesa Rice, Pool Director
SUMMARY:	A general update on pool operations will be given
FISCAL IMPACT:	None
ACTION REQUESTED:	Information Only
ATTACHMENTS:	

AGENDA ITEM NO. 7.E
Discussion Item

HONEY LAKE VALLEY RECREATION AUTHORITY AGENDA ITEM

Submitted By:	Reesa Rice, Public Works
Action Date:	August 15, 2023
SUBJECT:	Executive Officer Update
PRESENTED BY:	Bob Godman, Executive Officer
SUMMARY:	An Executive Officer update will be given
FISCAL IMPACT:	None
ACTION REQUESTED:	Information Only
ATTACHMENTS:	