
Honey Lake Valley Recreation Authority
66 N. Lassen Street • Susanville CA
Russ Brown, President • Mike Scanlan, Vice President
Curtis Bortle • Tom Neely • Shelby Burton

Honey Lake Valley Recreation Authority
HLVRA Regular Meeting • City Council Chambers
Tuesday, March 17, 2026 – 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 to Order
Roll Call

- 1. Approval of Agenda:** (Additions and/or Deletions)
- 2. Approval of Minutes:**
 - 2.A. Consider meeting minutes from the February 17, 2026 Honey Lake Valley Recreation Authority regular meeting
- 3. Public Comment Regarding Closed Session Items (if any):** Any person may address the Honey Lake Valley Recreation Authority at this time upon any subject for 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 appointment of Treasurer
 - 7.B. HLVRA Audit Update
 - 7.C. Consider Resolution No. 26-64 changing the meeting time of the Honey Lake Valley Recreation Authority meeting time from 3:00 P.M. to 4:00 P.M. beginning April 21, 2026
 - 7.D. Executive Officer Update
 - 7.E. Consider Resolution No. 26-63 authorizing the Honey Lake Valley Recreation Authority to execute an Amendment No. 3 to the Agreement for Administrative and Operational Services with the City of Susanville
 - 7.F. 2026 Season Schedule

8. Board Member Items/Reports:

9. Adjournment:

- The next regular meeting of the Honey Lake Valley Recreation Authority will be held on April 21, 2026.

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.gov, 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, Jolene Arredondo, certify that I caused to be posted notice of the regular meeting scheduled for March 17, 2026 in the areas designated on March 13, 2026.

Honey Lake Valley Recreation Authority

HLVRA Regular Meeting Minutes Tuesday, February 17, 2026 – 3:00 PM

Call to Order

Roll Call

Meeting called to order at 3:02 P.M.

Board Members Present: President Brown, Vice President Scanlan, Board Member Bortle, Board Member Neely, Board Member Burton

1. Approval of Agenda: (Additions and/or Deletions)

MOVER:	Board Member Mike Scanlan
SECONDER:	Council Member Curtis Bortle
AYES:	Council Member Curtis Bortle, Mayor Pro Tem Russ Brown, Board Member Tom Neely, Board Member Mike Scanlan, Board Member Shelby Burton
NAYS:	None
RESULT:	Passed

2. Approval of Minutes:

2.A. Consider Minutes from the January 20, 2026 HLVRA Meeting

MOVER:	Board Member Shelby Burton
SECONDER:	Board Member Tom Neely
AYES:	Mayor Pro Tem Russ Brown, Board Member Tom Neely, Board Member Mike Scanlan, Board Member Shelby Burton
NAYS:	None
RESULT:	Passed

3. Public Comment Regarding Closed Session Items (if any): Any person may address the Honey Lake Valley Recreation Authority at this time upon any subject for 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.

Public member (Beverly Banghart) spoke in support of keeping the pool open and in support of usage in the fall shoulder season.

Public member (April Wheeler) expressed concern about the potential loss of swim team and spoke in support of keeping the pool open in the shoulder season.

7. Matters for Board Consideration:

7.A. Consider Pool Financial Reports

MOVER:	Council Member Curtis Bortle
SECONDER:	Board Member Mike Scanlan
AYES:	Council Member Curtis Bortle, Mayor Pro Tem Russ Brown, Board Member Tom Neely, Board Member Mike Scanlan, Board Member Shelby Burton
NAYS:	None
RESULT:	Passed

Executive Officer, Dan Newton presented the HLVRA Financials to the board reviewing the 534, 535, and 536 funds included in the agenda packet.

Discussion occurred about the financials as presented, Mr. Newton noting that staff is working on getting previous years' audits completed and staff is working on cleaning up the 25/26 in preparation for bringing back for the board's consideration an amendment for the 25/26 FY to include the 2025 shoulder season as well as modification of budget line items that are included in the packet but will be booked in the 24/25 FY budget and financials.

Burton inquired if we have a breakdown of actual costs of operation for the high school swim team to utilize the pool in the shoulder season. Mr. Newton responded that the analysis had been completed for fixed and variable costs and Pool Director, Reesa Rice provided a detailed operation cost summary for the board.

Mr. Newton provided historical information on the Pool Director position and how it became a necessary full-time exempt status position and provided information on how that impacts the budget. Mr. Newton provided information on the Pool Director position working for Lassen County Air Pollution District in the off season, which has been alleviating the wage obligation to the pool in the off season. Mr. Newton announced to the board that Reesa Rice has accepted another position within the City and, therefore additional discussions will need to occur to discuss how to move forward.

Board member Neely provided thanks to the City of Susanville for supporting pool operations over the last few years.

7.B. HLVRA meeting times

Board member Burton suggested 4:00 P.M. as an alternative to 3:00 P.M.

Board member Scanlan suggested that once a quarter the meeting time be later, such as 7:00 P.M. which other agencies have done.

Board member Neely notated that with the financial status of the pool operations, additional costs for meeting time changes should be considered.

Discussions occurred about the best methods for how to communicate with the public and the potential of live-streaming meetings and where the live streams should be posted as the pool has its own website separate from the City's website.

Discussions occurred about meeting times, how to notify the public of the changes, and methods for that communication.

Direction provided to bring back an agenda item formalizing the meeting schedule to 4:00 P.M. and staff will live stream the meeting.

7.C. Age Requirement for Program Access

Reesa Rice, Pool Director, presented the agenda item on age requirements for program access and presented information on the safe sport guidelines and regulations.

Board member Bortle inquired if conflict had occurred.

Board member Burton provided concerns and notated that we are limiting youth program availability and provided survey results in support of lowering the age.

Discussion occurred about previous years' complaints/conflicts and if currently the pool lanes were being fully utilized during lap swim time, as well as various schedule approaches that have been taken to eliminate the issues.

Board members shared their feedback received from the public about lap swim times, usage, age restrictions and potential alternatives.

President Brown inquired if there was time on the weekends for a youth lap swim to be added to the schedule. Mrs. Rice offered the weekend is typically scheduled to focus on public swim, family time, and pool rentals.

Direction was provided to staff to agendize a discussion at the next board meeting to discuss schedule change and staff will provide a recommendation to include youth lap swim time and budgetary effects of an additional program.

7.D. Online Registration and Payments Discussion

Pool Director, Reesa Rice, presented the staff report on online registration and payment and how the pool is currently operating.

Board member Burton notated that we are not serving our community by not offering an online registration system and online payments.

Discussion occurred about online enrollment, how swim lessons are scheduled, the benefits of in-person swim sign-ups to verify that enrolled swimmers are in the correct swim class based on ability and allows for scheduling flexibility by completing in person. Mrs. Rice provided to the board that swim lessons have never sold out completely and staff prefers the current method.

Executive Officer, Dan Newton provided that if the board would like to explore this that staff

would likely not be able to dedicate the resources to get a new software service in place prior to this upcoming pool season and the time/staffing cost to get such a system in place effectively as well as train staff on those items.

Direction was provided to staff to bring this item back for discussion and consideration for the 2027 season.

7.E. Algae Concerns and Treatment

Pool Director, Reesa Rice presented the algae concerns and treatment staff report to the board. Board member Burton notated that we should provide this information on the website for transparency.

Discussion occurred about the original complaint and the response to the claim and how disseminate information.

Direction provided to staff to include information on algae on the Pool's website for public access.

7.F. Executive Officer Update

Executive Officer, Dan Newton provided an update to the board that Pool Director, Reesa Rice has accepted another position within the City of Susanville and shared with the board that she has offered to continue to provide support to the pool operations as needed moving forward.

Board member Bortle, President Brown, and Board member Neely thanked Reesa for all her efforts over the years.

Board member Neely inquired about the process to fill the Pool Director position. Mr. Newton responded that staff will need to explore returning to a part-time Pool Director position and exploration of additional pool maintenance or additional assistant manager so that the pool is efficiently staffed and operational.

7.G. Annual update of Reimbursement Rates for City Personnel

MOVER:	Board Member Tom Neely
SECONDER:	Board Member Shelby Burton
AYES:	Council Member Curtis Bortle, Mayor Pro Tem Russ Brown, Board Member Tom Neely, Board Member Mike Scanlan, Board Member Shelby Burton
NAYS:	None
RESULT:	Passed

Executive Officer, Dan Newton presented the annual update of reimbursement rates for City Personnel and reviewed Appendix A.

Discussion occurred about a part-time pool director position and alternative routes to filling the need of pool maintenance an potential for utiliizing the City's Public Work employees to assist with maintenance of the pool in the off season.

7.H. Consider reimbursement for Administrative, Management, and Operational Services costs to the City of Susanville

MOVER:	Board Member Shelby Burton
SECONDER:	Council Member Curtis Bortle
AYES:	Council Member Curtis Bortle, Mayor Pro Tem Russ Brown, Board Member Tom Neely, Board Member Mike Scanlan, Board Member Shelby Burton
NAYS:	None
RESULT:	Passed

Executive Officer, Dan Newton presented the reimbursement for Administrative, Management, and Operational Services costs for board consideration.

8. Board Member Items/Reports:

None.

9. Adjournment:

Meeting adjourned 4:50 P.M.

- **The next regular meeting of the Honey Lake Valley Recreation Authority will be held on March 17, 2026 at 3:00 P.M.**

Jolene Arredondo, HLVRA Secretary

Russ Brown, HLVRA President

approved on: _____

Honey Lake Valley Recreation Authority Agenda Item

Submitted By:	Jolene Arredondo, Deputy City Manager
Action Date:	March 17, 2026
Subject:	Consider appointment of Treasurer
Presented By:	Dan Newton, City Manager
Summary:	The Honey Lake Valley Recreation Authority (HLVRA) has not appointed a Treasurer since the retirement of Nancy Cardenas and per the JPA Agreement, the Board shall appoint a Treasurer from among the senior management staff of the Member Agencies. The Treasurer shall either be the County Auditor/Controller, the Treasurer Tax Collector or the Chief Financial Officer of one of the Members. This person shall also function as Controller of the Authority. Staff has been working with Stephanie Hranac, Lassen County's Auditor/Controller to conduct previous years' HLVRA audits and Stephanie has met with staff and dedicated time to work through various audit pending items. It is recommended by staff to make an appointment as one of the roles of the Treasurer as identified in the JPA Agreement is to cause an independent annual audit of the accounts and records to be conducted by a certified public accountant in compliance with the requirements of Section 6505 of the Government Code and generally accepting accounting standards.
Fiscal Impact:	None
Action Requested:	Appoint Stephanie Hranac, Lassen County's Auditor/Controller as HLVRA Treasurer by majority vote of Board
Attachments:	1. JPA Agreement with Amendment combined file

A JOINT POWERS AGREEMENT
CREATING
THE HONEY LAKE VALLEY RECREATION AUTHORITY

This Agreement is entered into this 18th day of November, 2013, by and between the County of Lassen and the City of Susanville, pursuant to Sections 6500, et seq., of the California Government Code.

RECITALS

The County of Lassen and the City of Susanville have determined it is in the public interest to create the Honey Lake Valley Recreation Authority, an entity separate from its member agencies, which will own and operate public recreation facilities including a swimming pool

NOW, THEREFORE, these Agencies agree as follows:

ARTICLE 1: DEFINITIONS

Certain words as used in this Agreement shall be defined as follows:

A. "Agencies" shall mean the County of Lassen, Special Districts and the City of Susanville within Lassen County.

B. "Agreement" shall mean this Agreement that establishes the Honey Lake Valley Recreation Authority.

C. "Authority" shall mean the Honey Lake Valley Recreation Authority.

D. "Board" shall mean the Board of Directors which is the governing body of the Honey Lake Valley Recreation Authority.

E. "County" shall mean County of Lassen.

F. "City" shall mean the City of Susanville.

G. "Special Districts" shall mean governmental agencies created for single or limited purposes within the County of Lassen including schools.

H. "Members" shall mean the County of Lassen, Special Districts, City of Susanville which are signatories to this Agreement.

I. "Quorum" shall mean a majority of the Board members.

ARTICLE 2: PURPOSE

2.1 The purpose of this Agreement is to establish a public entity separate from the County, Special Districts and City. This public entity is to be known as the Honey Lake Valley Recreation Authority.

The Authority will plan, finance, implement, manage, own and operate a multi-jurisdictional recreation system and swimming pool.

ARTICLE 3: TERM OF AGREEMENT

3.1 This Agreement becomes effective on execution of this Agreement by the County of Lassen and the City of Susanville. It shall remain in effect for 15 years from the date of adoption thereafter terminated pursuant to Article 11.

ARTICLE 4: BOARD OF DIRECTORS

4.1 The Board shall be comprised of two representatives from each Member. A

Member may designate one alternative representative to act for that Agency in the absence of the appointed representatives. The representative from the County and the City shall appoint a fifth member who is independent of both the City and the County, who will serve a four-(4) year term, appointed by differing election cycles.

4.2 Minutes of the adjourned, regular and special meetings of the Board shall be kept by the Executive Officer and said minutes shall be forwarded to each member of the Board within thirty days after each meeting. Each member of the Board shall have one vote. A majority of the members of the Board will constitute a quorum. For purposes of conducting business, a majority of the quorum will be authorized to act on behalf of the Authority.

ARTICLE 5: POWERS OF THE AUTHORITY EXERCISED BY THE BOARD OF DIRECTORS

5.1 The Authority shall have all of the necessary powers and authorities granted by law to operate recreation programs and a swimming pool.

5.2 The Authority may contract with private companies and public agencies to create, implement and operate the agency.

5.3 The Authority may adopt budgets, determine fees and dues of Members, retain personnel, retain legal counsel, retain consultants and engineers, acquire grants, acquire, hold, lease and dispose of real and personal property, accept donations, sue and be sued, and possesses all other powers associated with the operation of a joint powers authority on behalf of the citizens, property owners, and public agencies within Lassen County.

5.4 The Authority shall have the responsibility to keep Members informed of and advocate for or against pending legislation that would affect the operations of the Authority.

5.5 The Authority may incur debt and issue bonds or any like instruments in order to efficiently provide the services enumerated herein in compliance with the pertinent sections of the Government Code of the State of California. Specifically, the Authority can incur debt on its own under any law authorizing a joint powers authority to do so, including Government Code Section 6540, et seq., and the Marks-Roos Local Bond Pooling Act of 1985, Government Code Section 6584, et seq. The Authority can use lease financing, certificates of participation, installment purchase certificates, short-term notes and any other suitable form of borrowing. The Authority may enter into an agreement with a Member regarding that Member incurring debt on behalf of the Agency.

5.6 The Authority shall defend, hold harmless and indemnify the Members of the Authority.

5.7 The Authority may contract with a Member for services from a Member's employees.

5.8 The Authority may exercise the powers permitted under Government Code §6504 or any successor statute. Specifically, (a) contributions from the treasuries may be made for the purpose set forth in the Agreement, (b) payments of public funds may be made to defray the cost of such purpose, (c) advances of public funds may be made for the purpose set forth in the Agreement, such advances to be repaid as provided in the Agreement, or (d) personnel, equipment or property of one or more of the Members to the Agreement may be used in lieu of other contributions or advances.

5.9 The Authority shall determine how any Agency will become a Member

subsequent to the initial formation of the agency. Specifically, the Board shall establish fees and any other conditions necessary for an Agency to become a Member. Such fees shall be calculated based upon all prior project expenditures in a manner consistent with the cost allocation of existing Members and any additional costs necessary to serve that new Member. The determination of the Board regarding fees and any other required conditions for new Members shall be within its sole discretion.

5.10 The Authority shall determine the amounts each Member shall contribute to the funding of the Authority. The initial contribution is set forth in Section 9.2 of Article 9 of the Agreement.

5.11 The Authority may do all things necessary and lawful to carry out the purpose of the Agreement.

5.12 As is required by Government Code Section 6509, one Member must be designated such that the power of the Authority is subject to the restrictions upon the manner of exercising power possessed by that Member. The City of Susanville is designated the Government Code§ 6509 agency.

ARTICLE 6: BYLAWS

The Board may adopt from time to time such policies, procedures, bylaws, rules or regulations for the conduct of its affairs as deemed necessary by the Board.

ARTICLE 7: ORGANIZATION

7.1 Members.

a. The County, Special Districts, City who enter into this Agreement by January 1, 2014.

b. Any Special District may be considered for Membership in the Authority after January 1, 2014, by presenting an adopted resolution to the Board which includes a request to become a Member of the Authority.

c. The Board shall accept proposed Members upon a majority affirmative vote of the quorum, upon payment of any Board determined fee and interest, and upon satisfaction of any conditions established by the Board as a prerequisite for Membership.

7.2 Board.

a. The Authority shall be governed by the Board which shall exercise all powers and authority on behalf of Authority.

b. The Board shall consist of two members from each member entity, which are party to this Agreement, selected from the governing body or the chief administrative officer or a designee of the County. Upon execution of this Agreement, the governing body of the County, any Special District and City shall appoint its members of the Board and another member or members to serve as an alternate to the Board, to serve in the absence of the regular member. Each member and alternate shall serve at the pleasure of the governing body of the appointing Agency. Any change in appointment of a member or alternate shall be by action of the governing body of the appointing Agency.

c. A majority of the members of the Board shall constitute a quorum for the transaction of business. The Authority shall act upon majority vote of those in attendance, each member having one vote, of the members of the Board.

d. The Board shall elect, by majority vote from its Members, a President and Vice President. The President shall represent the Authority and execute any contracts and other documents when required by the Rules of Procedure and/or Bylaws. The Vice President shall serve in the absence of the President.

7.3 Executive Officer.

There will be an Executive Officer of the Authority who shall be responsible for the administration of the Authority. The Executive Officer shall be appointed by and may be removed for any reason by a majority vote of the Board. The Executive Officer shall be designated the Government Code Section 6505.1 officer who shall file an official bond. The Executive Officer shall have the authority to execute a change order to any existing HLVR agreement with any person, entity or agency in an amount up to and including \$5,000.00.

7.4 Additional Committees.

Ad hoc or standing committees may be formed by a majority vote of the Board of Directors.

ARTICLE 8: MEETINGS AND REPORTS

8.1 Board Meetings.

a. The Board shall hold at least one (1) regular meeting each year as determined by the bylaws.

b. Special meeting of the Board may be called in accordance with the provisions of Section 54956 of the California Government Code.

c. All meetings of the Board shall be held subject to the provisions of the Ralph M. Brown Act (Sections 54950, et seq., of the California Government Code) and other applicable laws of the State of California requiring notice be given of meetings of public bodies.

d. Minutes of all Board meetings shall be kept and shall, as soon as possible, after each meeting, be forwarded to each member and alternate member of the Board within 30 days.

e. The President of the Board shall cause correspondence to be prepared and delivered as directed by the Board.

f. The public agency with whom the Authority contracts to provide services shall be the custodian of the official records of the Authority.

8.2 Other Committee Meetings.

a. Other committees shall hold meetings as may be called by the Committee Chair or a majority of the members.

b. Minutes of all meetings shall be kept and forwarded to members of the Committee and to each member and alternate member of the Board.

8.3 Progress Reports.

At least annually, a report on the activities and operations of the Joint Powers Authority shall be provided to each of its Members. The report shall be completed prior to January 1 of each year.

ARTICLE 9: FUNDING

9.1 Authority Budget.

The Board shall adopt an annual budget for the Authority's activities within ninety (90) days of the effective date of this Agreement and by June 1 of each succeeding year.

Public funds may not be disbursed by the Authority without adoption of the approved budget and all receipts and disbursements shall be in strict accordance with the approved budget. The budget shall identify the programs of the Authority and allocate funds by the program. The budget and accounting system shall account for direct and overhead costs by program. The Board shall allocate these costs for each program with the adoption of the annual budget.

9.2 Funding of the Authority.

The monetary contribution of Members for the system backbone costs and annual operating costs shall be determined as follows:

- a. County of Lassen - \$200,000 per year for 15 years, ending on June 30, 2028.
- b. City of Susanville - \$200,000 per year for 15 years, ending on June 30, 2028.
- c. Annual contribution to the Authority shall be made by member agencies, subject to approval in each member's annual budget.
- d. If a member agency fails to make the annual payment, the Auditor shall be authorized to withhold the annual payment from the member's property tax allocation.
- e. Any debt financing for construction of the pool facility must be ratified by each member of the Authority before being approved by the Authority's Board.

9.3 Duties of Treasurer/Controller.

a. The Board shall appoint a Treasurer from among the senior management staff of the Member Agencies. The Treasurer shall either be the County Auditor/Controller, the Treasurer Tax Collector or the Chief Financial Officer of one of the Members. This person shall also function as Controller of the Authority.

b. The Treasurer shall serve as the depository and have custody of all Authority funds and establish and maintain such books, records, funds, and accounts as may be required by reasonable accounting practice. (Government Code Section 6505) The books and records of the Authority shall be open to inspection at all reasonable times to the Members.

f. The Treasurer, within ninety (90) days after the close of each fiscal year (which shall be from July 1 to June 30), shall give a complete written report of all financial activities for such fiscal year to the Members.

g. The Treasurer shall prepare such financial reports as may be directed by the Board or Executive Committee.

h. The Treasurer shall cause an independent annual audit of the accounts and records to be conducted by a certified public accountant in compliance with the requirements of Section 6505 of the Government Code and generally accepted accounting standards.

9.4 Debts and Liabilities.

As permitted under Government Code Section 6508.1, no debt, liability, or obligation of the Authority shall constitute a debt, liability, or obligation of any Agency and each Member's obligation hereunder is expressly limited only to the appropriation and contribution of such funds as may be levied pursuant to this Agreement or as the parties hereto may agree.

9.5 Disposition of Authority Funds Upon Termination.

a. In the event the Authority is terminated Authority funds, including any interest earned on deposits, remaining upon termination of the Authority and after payment of all obligations, shall be divided in proportion to the contribution of each agency shall be final.

ARTICLE 10: INDEMNIFICATION

The Authority shall acquire such insurance protection as is necessary to protect the interest of the Authority, the County, Special Districts, and City. The Authority created by this Agreement shall assume the defense of and indemnify and save harmless the County, Special Districts, City and each of their respective officers, agents and employees, from all claims, losses, damages, costs, injury and liability of every kind, nature and description directly or indirectly arising from the performance of any of the activities of the Authority or the activities undertaken pursuant to this Agreement.

ARTICLE 11: TERMINATION

This Agreement may be terminated by the Board upon notice of withdrawal being received from a majority of the Member Agencies. Upon termination, payment of the obligations and division of the property of the Authority shall be conducted pursuant to Section of Article 9 of this Agreement.

ARTICLE 12: AMENDMENTS

This Agreement may be amended only upon the two-thirds (2/3) affirmative vote of all the Members of the Board with such proposed amendment having been noticed to Members thirty (30) days prior to the date of the meeting. Such amendments shall be subject to ratification by each member agency.

ARTICLE 13: WITHDRAWAL

The County of Lassen and the City of Susanville shall not withdraw from this agreement for 15 years from its effective date. Subsequently, any member may withdraw from this Agreement effective July 1 of any year, ninety (90) days prior to the end of the fiscal year, upon written notice to the Authority. Upon withdrawal, a City, Special District or the County retains its financial obligations for current contracts executed to fulfill this Agreement, and assumes that responsibility at its own expense.

ARTICLE 14: SEVERABILITY

If any provision of this Agreement or its application to any person or circumstances is held invalid, the remainder of this Agreement and the application of the provision to other persons or circumstances shall not be affected.

ARTICLE 15: NOTICES

All notices to Agencies shall be deemed to have been given when mailed to the governing body of each Agency. The Board may provide for notice by e-mail or facsimile or some other reliable method by resolution. All notices to the Authority shall be delivered to its Executive Officer.

ARTICLE 16: NO RIGHTS IN THIRD PARTIES

All of the terms, conditions, rights and duties provided for in this Agreement are, and shall always be, solely for the benefit of the Members. It is the intent of the Members that no

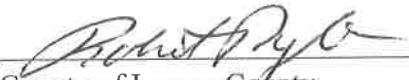
third party shall ever be the intended beneficiary of any performance, duty or right created or required pursuant to the terms and conditions of this Agreement.

ARTICLE 17: AGREEMENT COMPLETE

The foregoing constitutes the full and complete Agreement of the parties. There are no oral understandings or agreements not set forth in writing herein. Any such agreements merge into this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper officers hereunder duly authorized and effective as of the date of execution of all parties hereto. This Agreement may be executed in counterparts.

Dated: Nov 26 2013


County of Lassen County

Dated: Dec 5, 2013


City of Susanville

AMENDMENT TO
THE JOINT POWERS AGREEMENT
CREATING
THE HONEY LAKE VALLEY RECREATION AUTHORITY

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

2. The Agreement is amended as follows: (insertions are indicated with double underline, and deletions are noted with ~~striketrough~~.)

a. Section 5.2 is amended to read as follows:

The Authority may contract with private individuals, companies and public agencies to create, implement and operate the agency.

b. Section 5.3 is amended to read as follows:

The Authority may adopt budgets, ~~determine~~ operational fees and dues, retain personnel, retain legal counsel, retain consultants and engineers, acquire grants, acquire, hold, lease and dispose of real and personal property, accept donations, sue and be sued, and possesses all other powers associated with the operation of a joint powers authority on behalf of the citizens, property owners, and public agencies within Lassen County.

c. Section 5.6 is amended to read as follows:

~~The Authority shall defend, hold harmless and indemnify the Members of the Authority. acquire such insurance protection as is necessary to protect the interest of the Authority, the County, Special Districts, and City. The Authority created by this Agreement shall assume the defense of and indemnify and save harmless the County, Special Districts, City and each of their respective officers, agents and employees, from all claims, losses, damages, costs, injury and liability of every kind, nature and description directly or indirectly arising from the performance of any of the activities of the Authority or the activities undertaken pursuant to this Agreement.~~

d. Section 8.1.f is amended to read as follows:

~~The public agency with whom the Authority contracts to provide services~~ Authority's Executive Officer shall be the custodian of the official records of the Authority.

e. Section 9.2.a is amended to read as follows:

~~\$200,000 per year for 15 years, ending on June 30, 2028.~~

County of Lassen:

<u>13/14 - 15/16 Fiscal Years</u>	<u>\$200,000</u>
<u>15/16 Fiscal Year</u>	<u>\$1,100,000</u>
<u>16/17 - 28/29 Fiscal Years</u>	<u>\$ 80,000</u>

- f. Section 9.2.b is amended to read as follows:

~~City of Susanville \$200,000 per year for 15 years, ending on June 30, 2028.~~

City of Susanville:

13/14 - 15/16 Fiscal Years	\$200,000
15/16 Fiscal Year	\$1,100,000
16/17 - 28/29 Fiscal Years	\$ 80,000

- g. Section 9.2.d is hereby deleted:

~~If a member agency fails to make the annual payment, the Auditor shall be authorized to withhold the annual payment from the member's property tax allocation.~~

- h. Section 9.3.a is amended to read as follows:

- i. The Board shall appoint a Treasurer ~~from among the senior management staff of the Member Agencies. The Treasurer shall either be the County Auditor/Controller, the Treasurer Tax Collector or the Chief Financial Officer of one of the Members. This person shall also function as Controller of the Authority pursuant to Government Code Section 6505.~~

3. 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 this amendment will prevail.

Dated: 10-20-15

Bob Pyle
Bob Pyle, County of Lassen

Dated: 10-20-15

Brian R. Wilson
Brian R. Wilson, City of Susanville

APPROVED TO FORM:

Maggie Stern
Maggie Stern, FLYRA Attorney

Honey Lake Valley Recreation Authority Agenda Item

Submitted By:	Jolene Arredondo, Deputy City Manager
Action Date:	March 17, 2026
Subject:	HLVRA Audit Update
Presented By:	Dan Newton, City Manager
Summary:	The HLVRA has received professional audit services from Price Paige & Company since 2015. An update will be provided to the board on the pending audit for the 2022 and 2023 years end from the Lassen County Auditor/Controller.
Fiscal Impact:	None
Action Requested:	Direction to Staff
Attachments:	None

Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: March 17, 2026

Subject: Consider Resolution No. 26-64 changing the meeting time of the Honey Lake Valley Recreation Authority meeting time from 3:00 P.M. to 4:00 P.M. beginning April 21, 2026

Presented By: Dan Newton, City Manager

Summary: At the February 17, 2026 Honey Lake Valley Recreation Authority meeting, the board directed staff to bring back an agenda item to modify the regular scheduled board meeting time from 3:00 P.M. to 4:00 P.M. in consideration for additional public attendance. Attached for the board's consideration is a resolution to memorialize this change effective at the next regular meeting scheduled for April 21, 2026.

Fiscal Impact: None

Action Requested: Approve Resolution No. 26-64 changing the meeting time of the Honey Lake Valley Recreation Authority meeting time from 3:00 P.M. to 4:00 P.M. beginning April 21, 2026

Attachments:

- 1. Reso. No. 26-64

RESOLUTION NUMBER 26-64

A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY CHANGING THE MEETING TIME OF THE MONTHLY REGULAR MEETINGS FROM 3:00 P.M. TO 4:00 P.M. BEGINNING APRIL 21, 2026 AND CONTINUING THEREFORTH

WHEREAS, the Honey Lake Valley Recreation Authority (HLVRA) conducts regular meetings on the third Tuesday of each month; and

WHEREAS, the Authority has historically held its regular meetings at 3:00 P.M.; and

WHEREAS, the Authority desires to modify the regular meeting time in order to better accommodate the schedules of Authority members, staff, and the public; and

WHEREAS, the Authority finds that adjusting the meeting time will not alter the regular meeting day or frequency but will only change the hour at which the meeting is convened.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Honey Lake Valley Recreation Authority as follows:

1. The regular meeting time of the Honey Lake Valley Recreation Authority shall be changed from 3:00 P.M. to 4:00 P.M. while continuing to occur on the third Tuesday of each month.
2. The revised meeting time shall take effect beginning with the meeting scheduled for April 21, 2026, at 4:00 P.M.
3. All regular meetings shall continue to be conducted in compliance with the requirements of the Ralph M. Brown Act.

Approved: _____

Russ Brown, HLVRA President

Attest: _____

Jolene Arredondo, HLVRA Secretary

The foregoing Resolution Number 26-64 was approved and adopted at a regular meeting of the Honey Lake Valley Recreation Authority held on the 17th day of March 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Jolene Arredondo, HLVRA Secretary

Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: March 17, 2026

Subject: Executive Officer Update

Presented By: Dan Newton, City Manager

Summary: The Honey Lake Valley Recreation Authority (HLVRA) Executive Officer will provide an administrative and operations update to the board at the meeting.

Fiscal Impact: None

Action Requested: Possible direction to staff

Attachments:
None

Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: March 17, 2026

Subject: Consider Resolution No. 26-63 authorizing the Honey Lake Valley Recreation Authority to execute an Amendment No. 3 to the Agreement for Administrative and Operational Services with the City of Susanville

Presented By: Dan Newton, City Manager

Summary: The City of Susanville currently provides administrative and operational services to the Honey Lake Valley Recreation Authority (HLVRA) under an executed Administrative and Operational Services Agreement. These services include, but are not limited to:

- project planning and administration;
- administration of operational and governmental compliance functions of the Authority;
- administration and oversight of the HLVRA Board it's correspondence and reports;
- preparation of HLVRA agendas the boards minutes and official records;
- contract management;
- procurement assistance;
- record keeping;
- hiring pool facility staff;
- payroll;
- human resources;
- training and coordination of HLVRA staff;
- and other operational support necessary for the Authority to conduct its business.

Under the current agreement structure, the City recovers the cost of these services through direct billing of staff time and associated expenses incurred while performing work on behalf of the HLVRA. While this structure was initially implemented to ensure accurate cost recovery, the City has not fully implemented recovery for all administrative and operational support provided. Modifying the cost recovery structure from a direct cost reimbursement model to a cost allocation method equal to five percent (5%) of the HLVRA's total annual operating budget allows for more consistency and budget accuracy for the Authority. This current fiscal year's adopted operations budget is \$295,635.00; 5% of the budget would equate to \$14,781.75 cost allocation. Through January 30, 2026 the HLVRA has reimbursed \$4,336.15. In addition to the amendment to the agreement, an updated Appendix A includes position in which are included in the cost allocation, operation positions listed on Appendix A would not be included in the cost allocation amount.

Fiscal Impact: \$14,781.75 of which \$4,336.15 of City staff time has been reimbursed through January 30, 2026

Action Requested: Approve Resolution No. 26-63 authorizing the Honey Lake Valley Recreation Authority to execute an Amendment No. 3 to the Agreement for Administrative and Operational Services with the City of Susanville

Attachments:

1. 202603 Amendment No. 3 - Administrative and Operational Services Agreement
2. Reso. No 26-63
3. HLVRA COS Staffing Agreement (Current)

**AMENDMENT NO. 3 TO AGREEMENT WITH CITY OF SUSANVILLE FOR
ADMINISTRATIVE AND OPERATIONAL SERVICES
FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY**

This Amendment No. 3 to the Agreement for Administrative and Operational Services for the Honey Lake Valley Recreation Authority, dated November 1, 2017 ("Agreement"), between the Honey Lake Valley Recreation Authority ("HLVRA") and the City of Susanville ("City") is made and entered into this ____ day of March 2026.

RECITALS

WHEREAS, the City of Susanville (City) and the Honey Lake Valley Recreation Authority (HLVRA) previously entered into an Administrative and Operational Services Agreement under which the City provides administrative and operational support services to the HLVRA

WHEREAS, the current agreement structure provides for reimbursement to the City through direct billing of staff time and related expenses incurred while performing services on behalf of the HLVRA; and

WHEREAS, staff has evaluated alternative cost recovery methods and determined that a cost allocation structure based on a percentage of the HLVRA's total operating budget would provide greater administrative efficiency and improved budget predictability for the HLVRA; and

WHEREAS, modifying the agreement by the proposed amendment to establish a cost allocation equal to five percent (5%) of the HLVRA's total annual operating budget to compensate the City for administrative and operational services provided under the agreement is beneficial to all parties; and

WHEREAS, the proposed amendment also includes updates to positions reflected in Appendix A, which identifies position changes necessary to support the continued provision of administrative and operational services to the HLVRA; and

NOW, THEREFORE, BE IT RESOLVED, in consideration of the foregoing and the mutual agreement hereinafter expressed, the parties mutually agree as follows:

- 1. Approval of Amendment.** The Honey Lake Valley Recreation Authority hereby approves an amendment to the Administrative and Operational Services Agreement between the City of Susanville and the Honey Lake Valley Recreation Authority modifying the cost recovery structure from direct billing of staff time and expenses to a cost allocation equal to five percent (5%) of the HLVRA's total annual operating budget; and
- 2. Authorization to Execute.** The HLVRA Executive Officer is hereby authorized and directed to execute the amendment to the Administrative and Operational Services Agreement with the City of Susanville City Council, and any related documents necessary to implement the amendment.

- 3. Effective Date.** The amendment shall take effect upon execution by the authorized representatives of both parties and shall remain in effect in accordance with the terms of the agreement. Any pending reimbursements from the City of Susanville to the Honey Lake Valley Recreation Authority will be recovered through the cost allocation method adopted in this amendment.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as the date herein set forth.

Approved by HLVRA:

Russ Brown, HLVRA President

Date: _____

Approved by City:

Mendy Schuster, Mayor

Date: _____

Approved as to Form:

Cole Huber, HLVRA Legal Counsel

Date: _____

Approved as to Form:

Margaret Long, Susanville City Attorney

Date: _____

Appendix A - Agreement Amendment #1 Appendix A 2026 Update #2

Management & Administrative Staff Services Covered under City of Susanville Cost Allocation 5%

City Manager (HLVRA Executive Officer)
 Deputy City Manager (HLVRA Secretary)
 City Clerk (Human Resources)
 Administrative Staff Assistant (Human Resources)
 Public Works Director (Administrative/Operations Support)
 Assistant Director - Finance (Payroll)
 Account Technician / I / II (AP/AR)
 Air Quality Specialist (Administrative/Operations Support)

Operational Staff Services: Part-Time Seasonal Hourly Positions

	Base Rate	Overtime Rate
Pool Manager	\$ 24.76 to \$ 28.01	\$ 37.14 to \$ 42.02
Assistant Pool Manager	\$ 20.83 to \$ 23.57	\$ 31.25 to \$ 35.36
Head Swim Instructor	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Head Program Instructor	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Head Lifeguard	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Lifeguard/Swim Instructor	\$ 17.10 to \$ 18.41	\$ 25.65 to \$ 27.62
Swim Instructor/Facility Attendant	\$ 17.10 to \$ 18.41	\$ 25.65 to \$ 27.62

Operational Staff Services (Staff services used on as-needed basis only)

	Base Rate	Benefitted Wage	Overtime Rate
Building Official	\$ 50.02 to \$ 54.02	\$ 75.46 to \$ 81.50	exempt
Parks and Facilities Maintenance Superintendent	\$ 39.10 to \$ 42.23	\$ 67.50 to \$ 72.90	\$ 73.22 to \$ 79.08
Parks Maintenance Worker	\$ 24.46 to \$ 26.42	\$ 46.04 to \$ 49.72	\$ 45.80 to \$ 49.46

RESOLUTION NUMBER 26-63

A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY SETTING FORTH A PROPOSED AMENDMENT NO. 3 TO THE ADMINISTRATIVE AND OPERATIONAL SERVICE AGREEMENT BETWEEN THE CITY OF SUSANVILLE AND THE HONEY LAKE VALLEY RECREATION AUTHORITY

WHEREAS, the City of Susanville (City) and the Honey Lake Valley Recreation Authority (HLVRA) entered into an Administrative and Operational Services Agreement in November 2017 under which the City provides administrative and operational support services to the HLVRA

WHEREAS, the current agreement structure provides for reimbursement to the City through direct billing of staff time and related expenses incurred while performing services on behalf of the HLVRA; and

WHEREAS, staff has evaluated alternative cost recovery methods and determined that a cost allocation structure based on a percentage of the HLVRA's total operating budget would provide greater administrative efficiency and improved budget predictability for the HLVRA; and

WHEREAS, modifying the agreement by the proposed amendment to establish a cost allocation equal to five percent (5%) of the HLVRA's total annual operating budget to compensate the City for administrative and operational services provided under the agreement is beneficial to all parties; and

WHEREAS, the proposed amendment also includes updates to positions reflected in Appendix A, which identifies position changes necessary to support the continued provision of administrative and operational services to the HLVRA; and

NOW, THEREFORE, BE IT RESOLVED, in consideration of the foregoing and the mutual agreement hereinafter expressed, the parties mutually agree as follows:

- 1. Approval of Amendment.** The Honey Lake Valley Recreation Authority hereby approves an amendment to the Administrative and Operational Services Agreement between the City of Susanville and the Honey Lake Valley Recreation Authority modifying the cost recovery structure from direct billing of staff time and expenses to a cost allocation equal to five percent (5%) of the HLVRA's total annual operating budget; and
- 2. Authorization to Execute.** The HLVRA Executive Officer is hereby authorized and directed to execute the amendment to the Administrative and Operational Services Agreement with the City of Susanville City Council, and any related documents necessary to implement the amendment.
- 3. Effective Date.** The amendment shall take effect upon execution by the authorized representatives of both parties and shall remain in effect in accordance with the terms of the agreement. Any pending reimbursements from the City of Susanville to the Honey Lake Valley Recreation Authority will be recovered through the cost allocation method adopted in this amendment.

Approved: _____

Russ Brown, HLVRA President

Attest: _____

Jolene Arredondo, HLVRA Secretary

The foregoing Resolution Number 26-63 was approved and adopted at a regular meeting of the Honey Lake Valley Recreation Authority held on the 17th day of March 2026, by the following vote:

AYES

NOES:

ABSENT:

ABSTAINING:

Jolene Arredondo, HLVRA Secretary

**AGREEMENT FOR ADMINISTRATIVE AND OPERATIONAL SERVICES
FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY**

THIS AGREEMENT is entered into as of this 1st day of November 2017, by and between the CITY OF SUSANVILLE (hereinafter "CITY"), and the HONEY LAKE VALLEY RECREATION AUTHORITY (hereinafter "HLVRA"), a joint powers agency formed pursuant to the Joint Powers Exercise of Powers Act, Government Code Section §6500 et seq., by the City of Susanville and the County of Lassen.

RECITALS

WHEREAS, pursuant to Government Code Section §6500 et seq. and the Joint Powers Agreement Between the City of Susanville and the County of Lassen for the creation and operation of a Joint Powers Authority for the purpose of constructing a Community Swimming Pool (hereinafter "JPA Agreement"), HLVRA is authorized to enter into an agreement with the CITY for Management, Administrative and Operational Services; and

WHEREAS, on December 10, 2013, the City of Susanville began providing Management and Administrative Services to the Honey Lake Valley Recreation Authority; and

WHEREAS, the Honey Lake Valley Recreation Authority requested that the City of Susanville also provide operational services; and

NOW THEREFORE, in consideration of the foregoing and the mutual promises hereinafter expressed, the parties mutually agree as follows:

TERMS

1. **TERM.** This Agreement shall become effective on the date it is approved by the respective agencies and shall continue until terminated by either party.
2. **MANAGEMENT, ADMINISTRATIVE AND OPERATIONAL SERVICES TO BE PROVIDED BY CITY.** CITY shall provide the following Management, Administrative and Operational Services to the HLVRA.
 - a) Overseeing all aspects of the project including: planning, financing, property acquisition, site preparation, design, permitting and construction.
 - b) Administer operational and governmental compliance Functions of the Authority
 - c) Administer and oversee Board correspondence and reports
 - d) Preparation of agendas and minute keeping
 - e) Contract management
 - f) Additional administrative duties as needed
 - g) Hiring pool facility staff, payroll, human resources, training and operations
3. **REIMBURSEMENT RATES.** In consideration of CITY's fulfillment of the promised services, HLVRA shall reimburse CITY for personnel and direct costs incurred by CITY in providing Management, Administrative and Operational Services to the HLVRA. The hourly rates are included in "Appendix A" and

will be updated annually and becomes effective upon Board approval. Requests for reimbursement request shall not exceed the HLVRA's budget appropriation for staff services.

4. **METHOD OF REIMBURSEMENT.** Reimbursement requests for services and direct costs incurred by CITY after the execution of this Agreement shall be presented to the HLVRA Board for approval and shall include a description of time and services provided. CITY shall submit such invoices to the Board for review and approval. Such invoices shall be paid to CITY within thirty (30) days of approval.

5. **SERVICE STANDARDS.**

CITY agrees that services shall be performed and completed in the manner and according to the professional standards observed by a competent practitioner of the profession in which CITY is engaged. CITY shall not, either during or after the term of this Contract, make public any reports or articles, or disclose to any third party any confidential information relative to the work of HLVRA or the operations or procedures of HLVRA without the prior written consent of HLVRA.

CITY shall make every reasonable effort to maintain the stability and continuity of CITY's staff assigned to perform the services required under this Agreement. CITY shall notify HLVRA of any changes in CITY's staff to be assigned to perform the services required under this Agreement. HLVRA reserves the right in its sole discretion to reject and request replacement of any staff assigned by the CITY to the following positions:

- a) Executive Officer
- b) Secretary
- c) Pool Director/Manager

6. **INDEPENDENT AGENCY.**

A. It is understood and agreed that CITY (including CITY's employees) is an independent agency and that no relationship of employer-employee exists between the Parties, or their employees, hereto.

B. CITY's assigned personnel shall not be entitled to any benefits payable to employees of HLVRA, and CITY shall be responsible to ensure necessary labor compliance for the provision of work under this Agreement. CITY shall provide all worker's compensation insurance coverage for all employees performing work under this Agreement. In the event an injury occurs to any employee of the CITY for which the employee or his dependents, in the event of his death, may be entitled to compensation from HLVRA under the provisions of California worker's compensation laws, for which compensation is claimed from HLVRA, such sums shall be paid directly through workers compensation coverage carried by the HLVRA.

C. HLVRA is not required to make any deductions or withholdings from the compensation payable to CITY under the provisions of the Agreement, and is not required to issue W-2 Forms for income and employment tax purposes for any of CITY's assigned personnel.

D. CITY shall not be liable for any worker's compensation, unemployment insurance, or disability claims, made by persons employed directly by HLVRA. CITY shall tender such claims to HLVRA promptly upon receipt. In the event any pool employees are employed by the CITY, and assigned to HLVRA

by this Agreement, HLVRA shall reimburse the City for unemployment insurance claims, if any, made by those operational employees and resulting from the pool season, and shall reimburse CITY within thirty (30) days of receipt of CITY's demand for such reimbursement.

E. CITY, in the performance of its obligations hereunder, is only subject to the control or direction of HLVRA as to the designation of tasks to be performed and the results to be accomplished.

F. Any third party person(s) employed by CITY shall be entirely and exclusively under the direction, supervision, and control of CITY.

G. CITY hereby indemnifies and holds HLVRA harmless from any and all claims that may be made against HLVRA based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

H. It is mutually agreed that all materials prepared by CITY or its employees under this Agreement shall become the property of HLVRA, and CITY shall have no property right therein whatsoever. Immediately upon termination, HLVRA shall be entitled to, and CITY shall deliver to HLVRA, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed and operational plans and documents to that date, whether completed or not, and other such materials as may have been prepared or accumulated to date by CITY in performing this Agreement which is not CITY's privileged information, as defined by law, or CITY's personnel information, along with all other property belonging exclusively to HLVRA which is in CITY's possession.

7. **ACCESS TO RECORDS/RETENTION.** All non-privileged books, documents, papers and records of HLVRA that are directly pertinent to the subject matter of this Agreement shall be available to either party for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, or duly adopted records retention schedule, CITY shall retain records until after HLVRA makes final reimbursement for any of the services provided hereunder and all pending matters are closed, whichever is later. HLVRA shall cooperate with CITY and CITY shall cooperate with HLVRA in providing all necessary data in a timely and responsive manner to comply with all reporting and record retention requirements.

8. **ASSETS.** The parties recognize that furniture, equipment, office supplies, vehicles and other personal property will be required by the CITY to carry out its duties under this Agreement. All such personal property which is purchased or otherwise acquired by the CITY shall be the sole property of the CITY and shall remain CITY property upon the termination of this Agreement. If HLVRA purchases or otherwise acquires any personal property for use by the CITY in carrying out the duties of the CITY under this Agreement, such property shall remain the sole property of HLVRA at all times and shall be promptly returned to HLVRA by the CITY upon termination of this Agreement.

9. **INDEMNIFICATION.**

HLVRA shall hold harmless, defend and indemnify CITY from and against any and all claims, suits, actions, costs, attorney's fees (including the reasonable costs of representation by the HLVRA Counsel), expenses, liabilities, damages, judgments, or decrees arising from the aforementioned employee's performance or non-performance of the duties or responsibilities of the HLVRA Administrative Services staff, including, but not limited to, any actions or conduct of the employee(s) arising in the course and scope of the employee(s) service.

CITY shall hold harmless, defend, and indemnify HLVRA from and against any and all claims, suits, actions, costs, attorney's fees (including the reasonable costs of representation by in-house counsel), expenses, liabilities, damages, judgments, or decrees arising from the aforementioned employee's performance or non-performance of any official City duties or responsibilities other than those of the HLVRA Administrative Services staff, including, but not limited to, any actions or conduct of the employee(s) arising outside the course and scope of the employee(s) service, but within the employee's course and scope of employment with CITY.

10. **NOTICES.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by mail. Such notices shall be addressed as noted below, in accordance with the mode of communication selected.

HLVRA

Honey Lake Valley Recreation Authority
c/o City of Susanville
66 North Lassen Street
Susanville, CA 96130

CITY

City of Susanville
66 North Lassen Street
Susanville, CA 96130

11. **AMENDMENT/MODIFICATION.** Except as otherwise provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties.

12. **TERMINATION.** This Agreement may be terminated by either HLVRA or CITY upon ninety (90) days written notice.

13. **SEVERABILITY.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

14. **WAIVER.** The waiver at any time by any party of any of its rights with respect to a default or other matter arising in connection with this Agreement shall not be deemed a waiver with respect to any subsequent default or other matter.

15. **VENUE.** This Agreement shall be deemed to be made in, and the rights and liabilities of the Parties, and the interpretation and construction of the Agreement governed by and construed in accordance with the laws of the State of California. Any legal action arising out of this Agreement shall be filed in and adjudicated by a court of competent jurisdiction in the County of Lassen, State of California.

16. **ENTIRE AGREEMENT.** This instrument and any attachments hereto constitute the entire Agreement between City and HLVRA concerning the subject matter hereof and supersedes any and all prior oral and written communications between the Parties regarding the subject matter hereof.

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

"HLVRA"

Honey Lake Valley Recreation Authority

By Brian R. Wil

APPROVED AS TO FORM:

HLVRA Legal Counsel

APPROVED AS TO FORM:

Susanville City Attorney

Jessica Ryan
Jessica Ryan

"CITY"

City of Susanville

By Kathie Garnier
Kathie Garnier, Mayor

Appendix A - 2026 Update

Management & Administrative Staff Services

	Base Rate	Benefitted Wage	Overtime Rate
City Manager (HLVRA Executive Officer)	\$ 106.42 to \$ 114.93	\$ 163.27 to \$ 176.33	exempt
Deputy City Manager (HLVRA Secretary)	\$ 53.42 to \$ 57.69	\$ 80.50 to \$ 86.94	exempt
City Clerk (Human Resources)	\$ 63.97 to \$ 69.09	\$ 101.76 to \$ 109.90	exempt
Assistant Director - Finance (Payroll)	\$ 47.12 to \$ 50.89	\$ 72.94 to \$ 78.78	exempt
Account Technician / I / II (AP/AR)	\$ 19.84 to \$ 34.50	\$ 36.74 to \$ 57.28	\$ 33.58 to \$ 58.38

Operational Staff Services

	Base Rate	Benefitted Wage	Overtime Rate
Pool Director/Manager	\$ 36.17 to \$ 39.06	\$ 61.07 to \$ 65.96	exempt

Operational Staff Services: Part-Time Seasonal Hourly Positions

	Base Rate	Overtime Rate
Assistant Pool Manager	\$ 20.83 to \$ 23.57	\$ 31.25 to \$ 35.36
Head Swim Instructor	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Head Program Instructor	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Head Lifeguard	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Lifeguard/Swim Instructor	\$ 17.10 to \$ 18.41	\$ 25.65 to \$ 27.62
Swim Instructor/Facility Attendant	\$ 17.10 to \$ 18.41	\$ 25.65 to \$ 27.62

Operational Staff Services (Staff services used on as-needed basis only)

	Base Rate	Benefitted Wage	Overtime Rate
Building Official	\$ 50.02 to \$ 54.02	\$ 75.46 to \$ 81.50	exempt
Parks and Facilities Maintenance Superintendent	\$ 39.10 to \$ 42.23	\$ 67.50 to \$ 72.90	\$ 73.22 to \$ 79.08
Parks Maintenance Worker	\$ 24.46 to \$ 26.42	\$ 46.04 to \$ 49.72	\$ 45.80 to \$ 49.46

RESOLUTION NUMBER 18-24
A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY APPROVING
AMENDMENT NO. 2 TO AGREEMENT WITH CITY OF SUSANVILLE FOR ADMINISTRATIVE
AND OPERATIONAL SERVICES FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY

WHEREAS, the City of Susanville ("City") and Honey Lake Valley Recreation Authority ("HLVRA") entered into an Agreement for Administrative and Operational Services for the Honey Lake Valley Recreation Authority ("Agreement") on November 1, 2017; and

WHEREAS, the Agreement states that the HLVRA shall reimburse the City for personnel and direct costs incurred by the City in providing said services at the hourly rates included in Appendix "A" to the Agreement; and

WHEREAS, the parties desire to update Appendix "A" to the Agreement, as some positions and hourly rates have changed as reflected in Appendix A.

NOW, THEREFORE, BE IT RESOLVED, that Amendment No. 2 to the Agreement is approved and the President of the Honey Lake Valley Recreation Authority is hereby authorized to sign Amendment No. 2 to the Agreement on behalf of HLVRA.

Approved:


Brian R. Wilson, President

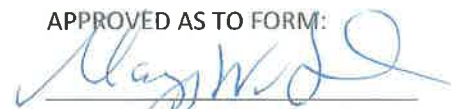
The foregoing **Resolution Number 18-24** was approved and adopted at a special meeting of the Honey Lake Valley Recreation Authority held on the 20th day of February, 2018 by the following vote:

AYES: Hemphill, Garnier and Teeter
NOES: None
ABSENT: Wilson and Meserve
ABSTAIN: None

Attest:


Heidi Whitlock, Secretary for HLVRA

APPROVED AS TO FORM:


Maggie Stern, HLVRA Legal Counsel

**AMENDMENT NO. 2 TO AGREEMENT WITH CITY OF SUSANVILLE FOR
ADMINISTRATIVE AND OPERATIONAL SERVICES
FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY**

This Amendment No. 2 to the Agreement for Administrative and Operational Services for the Honey Lake Valley Recreation Authority, dated November 1, 2017 ("Agreement"), between the Honey Lake Valley Recreation Authority ("HLVRA") and the City of Susanville ("City") is made and entered into this 21st day of February, 2018.

RECITALS

WHEREAS, under the Agreement, the City provides HLVRA with administrative, managerial and operational services; and

WHEREAS, the Agreement states that the HLVRA shall reimburse the City for personnel and direct costs incurred by the City in providing said services at the hourly rates as included in Appendix "A" to the Agreement; and

WHEREAS, the parties desire to update Appendix A, as the Program Instructor position was added, the Lifeguard and Swim Instructor positions were combined, and the Swim Instructor I and II and Lifeguard I and II positions were deleted; and

WHEREAS, the Assistant Pool Director/Manager hourly rate has been increased by the City as requested by the HLVRA as well as the Lifeguard/Swim Instructor hourly rate.

NOW THEREFORE, in consideration of the foregoing and the mutual promises hereinafter expressed, the parties mutually agree as follows:

1. Amendment to Appendix A

Both parties hereby agree that, Appendix A of the Agreement shall be replaced with the revised version which is attached hereto as Attachment 1.

2. Remaining Terms Unaffected

Except as expressly provided herein, nothing in this Amendment No. 2 shall be deemed to waive or modify any of the other provisions of the Agreement or prior amendments. In the event of any conflict between this Amendment No. 2 and the Contract, or any previous amendments, the terms of this Amendment No. 2 shall prevail.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF the parties hereto have executed this Agreement as the date herein set forth.

Approved by HLVRA:



Brian Wilson, HLVRA President

Date: 3/12/18

Approved by City:



Kathie Garnier, Mayor

Date: 2/22/18

Approved as to Form:



Maggie Stern, HLVRA Legal Counsel

Date: _____

Approved as to Form:



Jessica Ryan, Susanville City Attorney

Date: 02/22/18

IN WITNESS WHEREOF the parties hereto have executed this Agreement as the date herein set forth.

Approved by HLVRA:

Brian Wilson, HLVRA President

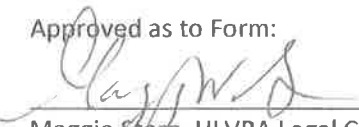
Date: _____

Approved by City:

Kathie Garnier, Mayor

Date: _____

Approved as to Form:



Maggie Stern, HLVRA Legal Counsel

Date: 2/28/18

Approved as to Form:

Jessica Ryan, Susanville City Attorney

Date: _____

Appendix A

Management & Administrative Positions

Actual Cost (weighted cost):

City Administrator	\$86.36 per hour
Assistant to the CA	\$59.58 per hour
Project Manager	\$47.74 per hour
City Engineer	\$74.31 per hour
City Planner	\$60.63 per hour
Parks Superintendent	\$42.27 per hour

Operational Positions

Actual Cost w/in Range Indicated: (weighted cost) Actual Wage w/in Range Indicated: (regular rate)

Pool Director/Manager	\$ 31.03-\$34.61/hour	\$22.44-\$25.39/hr (range 938)
Assistant Pool Manager	\$ 25.33-\$28.66/hour	\$20.84-\$23.58/hr (range 935)
Head Swim Instructor	\$ 18.83-\$21.31/hour	\$15.49-\$17.53/hr (range 923)
Head Program Instructor	\$ 18.38-\$20.79/hour	\$15.12-\$17.10/hr (range 922)
Head Lifeguard	\$ 18.38-\$20.79/hour	\$15.12-\$17.10/hr (range 922)
Life Guard/Swim Instructor	\$ 14.00-\$15.84/hour	\$11.52-\$13.03/hr (range 911)
Maintenance Worker Parks	\$ 13.66 per hour	

Overtime Rates (Daily/Weekly Overtime Premium)

Pool Director/Manager	\$ 34.39-\$38.91 per hour
Assistant Pool Manager	\$ 31.93-\$36.13 per hour
Head Swim Instructor	\$ 23.74-\$26.86 per hour
Head Program Instructor	\$ 23.17-\$26.30 per hour
Head Lifeguard	\$ 23.17-\$26.30 per hour
Lifeguard/Swim Instructor	\$ 17.22-\$19.97 per hour

Appendix A - 2026 Update

Management & Administrative Staff Services

	Base Rate	Benefitted Wage	Overtime Rate
City Manager (HLVRA Executive Officer)	\$ 106.42 to \$ 114.93	\$ 163.27 to \$ 176.33	exempt
Deputy City Manager (HLVRA Secretary)	\$ 53.42 to \$ 57.69	\$ 80.50 to \$ 86.94	exempt
City Clerk (Human Resources)	\$ 63.97 to \$ 69.09	\$ 101.76 to \$ 109.90	exempt
Assistant Director - Finance (Payroll)	\$ 47.12 to \$ 50.89	\$ 72.94 to \$ 78.78	exempt
Account Technician / I / II (AP/AR)	\$ 19.84 to \$ 34.50	\$ 36.74 to \$ 57.28	\$ 33.58 to \$ 58.38

Operational Staff Services

	Base Rate	Benefitted Wage	Overtime Rate
Pool Director/Manager	\$ 36.17 to \$ 39.06	\$ 61.07 to \$ 65.96	exempt

Operational Staff Services: Part-Time Seasonal Hourly Positions

	Base Rate	Overtime Rate
Assistant Pool Manager	\$ 20.83 to \$ 23.57	\$ 31.25 to \$ 35.36
Head Swim Instructor	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Head Program Instructor	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Head Lifeguard	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Lifeguard/Swim Instructor	\$ 17.10 to \$ 18.41	\$ 25.65 to \$ 27.62
Swim Instructor/Facility Attendant	\$ 17.10 to \$ 18.41	\$ 25.65 to \$ 27.62

Operational Staff Services (Staff services used on as-needed basis only)

	Base Rate	Benefitted Wage	Overtime Rate
Building Official	\$ 50.02 to \$ 54.02	\$ 75.46 to \$ 81.50	exempt
Parks and Facilities Maintenance Superintendent	\$ 39.10 to \$ 42.23	\$ 67.50 to \$ 72.90	\$ 73.22 to \$ 79.08
Parks Maintenance Worker	\$ 24.46 to \$ 26.42	\$ 46.04 to \$ 49.72	\$ 45.80 to \$ 49.46

Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: March 17, 2026

Subject: 2026 Season Schedule

Presented By: Dan Newton, City Manager

Summary:

The 2026 Season Schedule is attached for the board review. Notable changes from the 2025 Season schedule include the following:

1. Swim Lesson sign-ups will take place on May 4th, 5th, and 6th
2. Pool will open May 18 with the "Spring Schedule" occurring from May 18 - June 14, 2026
3. Pool "Summer Schedule" will occur from June 15 - August 6, 2026
4. The beginning of our summer scheduling has been pushed to June 15th to account for the difference in schools ending, allot for end of the year parties, and staff training.
5. At the February HLVRA Meeting, direction was given to staff to agendize a discussion on the feasibility of including youth lap swim to the 2026 Season Schedule. Staff has identified the only feasible time at which no negative impact to the budget (additional staff and resources) would be to include youth lap swim from June 15 through August 6, 2026 on Monday through Thursday from 11:00 A.M. to 12:00 P.M. in two (2) of the available lanes during the period in which swim lessons are taking place. Two (2) lanes would only be available as one (1) of the lanes is already reserved for swimming lessons. The remaining two (2) lanes will remain available for adult lap swim. This solution does not require additional staffing as staff is already scheduled for swim lessons.
6. The end of summer programming would follow the end of morning and evening swimming lessons on August 8th, and at this time the tentative end of the pool season is August 30th with the remaining month of August's schedule to be

determined based on pending agreements and 26/27 budget adoption.

Fiscal Impact:

Action Requested: Receive and File, Possible Direction to Staff

Attachments:

1. Summer 2026 Schedule
2. Spring 2026 Schedule

June 15th - August 6th

	6:15-7:15	7:30-9:30 TEAM 8:00-900 Aerobics	9:15-12:00 pm	11:00-12:00pm	12:30-3:30 pm	3:30 - 4:00 pm	4:00-5:00 pm	5:15 - 6:45 pm	7:00 - 9:00 pm
Monday	maintenance	Team/Aerobics	Lessons/Lap Lap 9:45 am start time	Lessons/Youth Lap 2 lanes available	Public	Cleaning	Lap/Walking	Waterbabies/ Lessons/Lap*	
Tuesday	lap/walking	Team/walking	Lessons/Lap Lap 9:45 am start time	Lessons/Youth Lap 2 lanes available	Public	Cleaning	Lap/Walking	Waterbabies/ Lessons/Lap*	Teen Night
Wednesday	maintenance	Team/Aerobics	Lessons/Lap Lap 9:45 am start time	Lessons/Youth Lap 2 lanes available	Public	Cleaning	Lap/Walking	Waterbabies/ Lessons/Lap*	
Thursday	lap/walking	Team/walking	Lessons/Lap Lap 9:45 am start time	Lessons/Youth Lap 2 lanes available	Public	Cleaning	Lap/Walking	Waterbabies/ Lessons/Lap*	
Friday	maintenance	Lap/Aerobics	LCC AD		Public	Cleaning	Lap/Walking*	Family Swim 5:30 - 7:30 pm	
			8:30 - 9:30 am		10:00- 12:00pm	12:30 - 3:30 pm	4:00 - 6:00 pm		
Saturday			lap/ Walking		Pool Rental	Public	Pool Rental		
Sunday						Public	Pool Rental		

Monday - Thursday lap swim is 4:00 pm - 6:30 pm on Fridays lap swim will be from 4:00 - 5:00 pm only

May 18th - June 14th

	6:15-7:15 am	8:00 - 9:00am	10:00 - 2:30 pm	3:30 - 5:30 pm	5:35 - 6:35 pm
Monday	Lap/Walking	Aerobics/lap	Pool Rental	Team/Lessons	Lap/Walking
Tuesday		Pool Rental	Pool Rental	Team/Lessons	Lap/Walking
Wednesday	Lap/Walking	Aerobics/lap	Pool Rental	Team/Lessons	Lap/Walking
Thursday		Pool Rental	Pool Rental	Team/Lessons	Lap/Walking
Friday	Lap/Walking	Aerobics/lap	Pool Rental	Team/Lessons	Lap/Walking

		10:00 - 12:00 pm	12:30 - 3:30 pm	4:00 - 6:00 pm	
Saturday		Pool Rental	Public Swim	Pool Rental	
Sunday			Public Swim	Pool Rental	