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

Susanville Honey Lake Valley Recreation Authority
HLVRA Regular Meeting • City Council Chambers
Tuesday, June 16, 2026 – 4:00 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 March 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. Executive Officer Update
 - 7.B. Consider letters of interest and the appointment of the Public Board Member
 - 7.C. Consider Resolution No. 26-66 Adopting the 2026/2027 Fiscal Year Budget
 - 7.D. Review financial statements through May 30, 2026
 - 7.E. Consider Pool Staff Reimbursement for the period of April 1, 2026 through June 5, 2026
- 8. Board Member Items/Reports:**
- 9. Adjournment:**

- **The next regular meeting of the Susanville Honey Lake Valley Recreation Authority will be held on July 21, 2026 at 4:00 PM.**

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 June 16, 2026 in the areas designated on June 9, 2026.

Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: June 16, 2026

Subject: Consider meeting minutes from the March 17, 2026 Honey Lake Valley Recreation Authority regular meeting

Presented By: Dan Newton, City Manager

Summary: For the board's review are the meeting minutes from the March 17, 2026, Regular HLVRA meeting. This meeting was also live-streamed and is available on the city's website.

Fiscal Impact: None

Action Requested: Motion to waive oral reading and approve the March 17, 2026 minutes

Attachments:

- 1. 20260421 HLVRA Meeting Minutes

Honey Lake Valley Recreation Authority

HLVRA Regular Meeting Minutes

Tuesday, April 21, 2026 – 4:00 PM

Call to Order

Roll Call:

Present: Vice President Mike Scanlan, Board Member Shelby Burton, Board Member Tom Neely

Absent: President Russ Brown, Board Member Curtis Bortle

Meeting was called to order at 4:03 P.M. by Vice President Scanlan

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

MOVER:	Board Member Tom Neely
SECONDER:	Board Member Shelby Burton
AYES:	Board Member Mike Scanlan, Board Member Shelby Burton, Board Member Tom Neely
NAYS:	None
RESULT:	Passed

2. Approval of Minutes:

- 2.A. Consider meeting minutes from the March 17, 2026 Honey Lake Valley Recreation Authority regular meeting

MOVER:	Board Member Shelby Burton
SECONDER:	Board Member Tom Neely
AYES:	Board Member Mike Scanlan, Board Member Shelby Burton, Board Member Tom Neely
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.

4. **Closed Session: None**

5. **Correspondence: None**

6. **Public Comment:** Any person may address the Board at this time to comment on any subject on or not on the agenda. However, the Board may not take action on an item not

on the agenda other than to direct staff to agendize the matter at a future meeting.

None

7. Matters for Board Consideration:

7.A. Consider City Reimbursement Request for Administrative and Operational Services

Dan Newton, Executive Officer, presented the administrative and operational services reimbursement for board consideration, noting the new cost allocation method for city administration, management and operational services.

MOVER:	Board Member Tom Neely
SECONDER:	Board Member Shelby Burton
AYES:	Board Member Mike Scanlan, Board Member Shelby Burton, Board Member Tom Neely
NAYS:	None
RESULT:	Passed

7.B. Review financial statements through March 31, 2026

Dan Newton, Executive Officer, presented the financial statements as attached to the agenda for board review and discussion.

MOVER:	Board Member Shelby Burton
SECONDER:	Board Member Tom Neely
AYES:	Board Member Mike Scanlan, Board Member Shelby Burton, Board Member Tom Neely
NAYS:	None
RESULT:	Passed

7.C. Executive Officer Update

Dan Newton, Executive Officer, provided an update on current active recruitments for the Pool Maintenance Worker and Pool Manager positions.

Dan Newton, Executive Officer, presented the website to the board highlighting the pool's 2026 Swim Lesson sign-up informational page.

7.D. Consider 2026/2027 Draft Budget

Dan Newton, Executive Officer, presented the 2026/2027 fiscal year draft budget to the board. Discussion occurred about further research needing to be conducted about geothermal and electricity costs for September pool closure

8. Board Member Items/Reports:

None

9. Adjournment:

Adjourned at 4:53 PM

- **The next regular meeting of the Susanville Honey Lake Valley Recreation Authority will be held on May 19, 2026 at 4:00 PM.**

Jolene Arrendondo, Secretary

Russ Brown, President

Approved on: _____

Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: June 16, 2026

Subject: Executive Officer Update

Presented By: Dan Newton, City Manager

Summary: Executive Officer, Dan Newton will provide an administrative and operational update to the board.

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: June 16, 2026

Subject: Consider letters of interest and the appointment of the Public Board Member

Presented By: Dan Newton, City Manager

Summary: Per the Joint Powers Agreement article 4.1, the representatives from the County and the City shall appoint a fifth (5th) member who is independent of the City and County, who will serve a four-year (4-year) term. The Board will consider letters of interest and the appointment of the Public Board Member to the board to fill the remaining vacancy of the Public Member Burton's term. The appointment for the term beginning upon appointment and ending December 31, 2029. The Notice of Board Vacancy was posted in the InterMountain News June 3, 2026 print, on the Honey Lake Community Pool's Facebook page, and on the City's website.

Appointing the Fifth Board Member HLVRA

Candidate Selection Process

1. Letter of Interest Review

The Board will begin by reviewing each candidate's Letter of Interest.

2. Candidate Presentations

Each candidate will be given the opportunity to speak before the Board and respond to any clarifying questions.

- **Time Allotted:** 3 minutes per candidate.

3. Ranking and Balloting

After all presentations, Board members will rank their top three candidates using a numerical scoring system:

- **3 points** for their top choice
- **2 points** for their second choice
- **1 point** for their third choice

Rankings will be submitted in writing via ballot. Ballots will be collected, tallied, and the results announced by the Executive Officer.

4. Tie-Breaking Procedure

In the event of a tie, a second vote will be conducted between the top two candidates.

5. Appointment Motion

Once the top candidate is determined, the Board will make a formal motion to appoint the selected candidate as the newly seated Board Member.

Fiscal Impact:

None

Action Requested:

Consider letters of interest and the appointment of the Public Board Member

Attachments:

None

**Agenda Item No. 7.C.
HLVRA Workflow**

Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: June 16, 2026

Subject: Consider Resolution No. 26-66 Adopting the 2026/2027 Fiscal Year Budget

Presented By: Dan Newton, City Manager

Summary: Attached for the board's consideration is the 2026/2027 Fiscal Year HLVRA budget. This budget is presented with an anticipated 2026 pool operating season to be from July 1, 2026 through and including August 31, 2026 in which the pool anticipates being open to the public, fully staffed and operational.

Fiscal Impact: Projected \$290,500 in operating revenue and \$295,031 in operating expenses

Action Requested: Approve Resolution No. 26-66 Adopting the 2026/2027 Fiscal Year Budget

Attachments:

1. Res. No. 25-66 Adopting 2026.2027 Budget
2. 2026.2027 Budget Proposal

RESOLUTION NUMBER 26-66
A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY
ADOPTING THE HONEY LAKE VALLEY RECREATION AUTHORITY
FISCAL YEAR 2026/2027 BUDGET

WHEREAS, the Board of the Honey Lake Valley Recreation Authority (HLVRA) has received and reviewed the proposed Fiscal Year 2026/2027 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 2026/2027 HLVRA Budget, as set forth in Exhibit A, is hereby adopted.

Approved: _____
Russ Brown, HLVRA President

Attest: _____
Jolene Arredondo, HLVRA Secretary

The foregoing **Resolution Number 25-66** was approved and adopted at a meeting of the Honey Lake Valley Recreation Authority held on the 16th day of June 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Jolene Arredondo, HLVRA Secretary

2026/2027 Budget - Honey Lake Valley Community Pool

Acct #	Revenues:		
2003203	Daily Passes (Public Swim)		\$28,000.00
2003206	Lassen Aquatics (Swim Team)		\$9,500.00
2003214	Summer Passes		\$16,000.00
2007400	City/County- Annual Contribution		\$160,000.00
2010611	Swim Lessons		\$40,000.00
2010660	Programming Daily		\$2,300.00
2010661	Parties/Events Rentals		\$8,500.00
2010662	Concession Revenues		\$12,000.00
2010663	School Rentals		\$2,000.00
2010664	LHS Swim Team		\$0.00
2010665	Punch Cards		\$8,000.00
2010667	Programming Monthly		\$3,000.00
2010688	LCC Adaptive PE Class		\$1,200.00
2011200	Miscellaneous		\$0.00
2011300	Donations/Contributions		\$0.00
	Transfer from Fund Balance		\$0.00
	Total Revenues		\$290,500.00

Expenses: (for fiscal year)			
SERVICES			
3002300	Professional & Specialized Services		\$26,000.00
3002400	Publications/Marketing/Legal Notices		\$1,000.00
3002801	County Wide Allocation		\$6,581.00
SUPPLIES			
3001150	Safety Equipment & Supplies		\$2,500.00
3001400	Janitorial Supplies		\$1,500.00
3001705	Maintenance (Chemicals, etc...)		\$38,000.00
3002200	Office Supplies		\$1,500.00
3005500	Concession Items		\$8,000.00
3005501	Recreational Activity Supplies		\$2,500.00
UTILITIES			
3001200	Communications (Phone & Internet)		\$3,800.00
3002807	Surveillance		\$1,500.00
3003010	Electric		\$24,000.00
3003030	Sewer		\$1,500.00
3003040	Trash Service		\$2,000.00
3003050	Natural Gas		\$150.00
3003060	Geothermal		\$11,000.00
FIXED ASSETS			
Building and Improvement			
3002701	Non- Capitalized Equipment		\$0.00
3004900	Depreciation Costs		\$0.00
3006050	Landscaping and Improvements		\$0.00
3006100	Building and Equipment		\$1,500.00
STAFFING			
3002359	Staffing (Pool Employees)		\$130,000.00
3002901	Training - Certifications		\$4,000.00
ANNUAL LAND EXPENSES			
3001500	Insurance Costs		\$28,000.00
	Total Expenses (Line Items)		\$295,031.00
3010000	Provisions for Contingencies		
3007000	Transfer Out to Facility Sustainability Fund (534)		\$0.00
3007000	Transfer Out to Facility Improvement Fund (535)		\$0.00
	Expense Total		\$295,031.00
	Revenue Over (Under) Expenses		-\$4,531.00

**Agenda Item No. 7.D.
HLVRA Workflow**

Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: June 16, 2026

Subject: Review financial statements through May 30, 2026

Presented By: Dan Newton, City Manager

Summary: Financial Reports for the Honey Lake Valley Recreation Authority through May 30, 2026 will be presented at the meeting for the Board's review.

Fiscal Impact:

Action Requested: Receive and file financial reports through May 30, 2026

Attachments:
None

Honey Lake Valley Recreation Authority Agenda Item

Submitted By:	Jolene Arredondo, Deputy City Manager
Action Date:	June 16, 2026
Subject:	Consider Pool Staff Reimbursement for the period of April 1, 2026 through June 5, 2026
Presented By:	Dan Newton, City Manager
Summary:	Per the Agreement for Administrative and Operational Services for the Honey Lake Valley Recreation Authority (HLVRA), the City of Susanville provides Management, Administrative, and Operational Services to the HLVRA. Per said agreement, the method for reimbursement requests for services and direct costs incurred by the City shall be presented to the HLVRA Board for approval. The reimbursement is for Pool Employees from March 28, 2026, through and including June 5, 2026. This reimbursement includes onboarding and working hours of seasonal pool employees, Assistant Pool Manager and the Pool Manager. Management and Administration cost allocation reimbursement for the period of April 1, 2026, through June 30, 2026, will be brought back to the board for approval at the July board meeting.
Fiscal Impact:	\$13,370.76 Pool Employee Costs
Action Requested:	Approve reimbursement request for \$13,370.76
Attachments:	1. Invoice #38



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

INVOICE #38

ACCT: 9003

Invoice Date: 6/16/2026

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

TOTAL DUE: \$ 13,370.76
PAYMENT Due: Upon Receipt

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

DESCRIPTION:	
Reimbursement for Administrative & Operational Services (Cost Allocation)	\$ -
Reimbursement for Pool Employees April 1 - June 5, 2026	\$ 13,370.76
TOTAL DUE:	\$ 13,370.76

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: \$ 13,370.76

Date of Invoice: 6/16/2026

Amount Paid:

April 1 - June 5, 2026

Admin & Operations		Total
Amendment No. 3 to Agreement		\$ -
Cost Allocation - Admin & Operations		\$ -
Appendix A Personnel		\$ -
		\$ -
Total	0.00	\$ -

Pool Employees	Hours	Wage	Benefits	Total
Pool Manager	126.00	\$ 29.57		\$ 3,726.04
Assistant Pool Manager	107.75	\$ 26.14		\$ 2,816.53
Overtime - Asst. Manager		\$ 39.21		\$ -
Pool Maintenance Worker		\$ 19.43		\$ -
Head Swim Instructor		\$ 20.97		\$ -
Head Program Instructor		\$ 20.97		\$ -
Head Lifeguard		\$ 20.97		\$ -
Lifeguards/Swim Instructors	351.35	\$ 19.43		\$ 6,828.19
Total	585.10			\$ 13,370.76

Training (Lifeguard Trainer) - travel expenses \$ -

\$ 13,370.76

	<u>Hours</u>	<u>Wage</u>	
Head Swim Instructor		\$ 20.97	\$ -
Head Program Instructor		\$ 20.97	\$ -
Head Lifeguard		\$ 20.97	\$ -