

Honey Lake Valley Recreation Authority
HLVRA Regular Meeting • City Council Chambers
Tuesday, August 18, 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 July 21, 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:** None
- 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. Seat and appoint HLVRA Board Members
 - 7.B. Consider Financial Reports
 - 7.C. Consider Reimbursement from July 4 through July 31, 2026
 - 7.D. Executive Officer Update
- 8. Board Member Items/Reports:**
- 9. Adjournment:**
 - **The next regular meeting of the Susanville Honey Lake Valley Recreation Authority will be held on September 15, 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 August 18, 2026 in the areas designated on August 14, 2026.

**Agenda Item No. 2.A.
HLVRA Workflow**

Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: August 18, 2026

Subject: Consider meeting minutes from the July 21, 2026 Honey Lake Valley Recreation Authority Regular Meeting

Presented By: Jolene Arredondo, Deputy City Manager

Summary: Attached for the board's review are the meeting minutes from July 21, 2026, Regular HLVRA meeting. This meeting was live-streamed and are available on the city's website.

Fiscal Impact: None

Action Requested: Motion to waive oral reading and approve the July 21, 2026 minutes

Attachments:

1. July 21, 2026 HLVRA Minutes

Honey Lake Valley Recreation Authority

HLVRA Regular Meeting Minutes

Tuesday, July 21, 2026 – 4:00 PM

Call to Order

Roll Call

Vice President Vice Scanlan called the meeting to order at 4:00 P.M.

Roll Call:

Present: Vice President Mike Scanlan, Board Member Tom Neely, Board Member Curtis Bortle, Board Member Dawn Miller (alternate)

Absent: None

This meeting was live-streamed and is available to view at:

<https://www.cityofsusanville.gov/129/Agendas-Minutes>

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

MOVER:	Board Member Tom Neely
SECONDER:	Board Member Curtis Bortle
AYES:	Board Member Mike Scanlan, Board Member Curtis Bortle, Board Member Tom Neely, Board Member Dawn Miller
NAYS:	None
RESULT:	Passed

2. Approval of Minutes:

2.A. Consider meeting minutes from the April 21, 2026 and June 16, 2026 Honey Lake Valley Recreation Authority Regular Meetings

MOVER:	Board Member Tom Neely
SECONDER:	Board Member Curtis Bortle
AYES:	Board Member Mike Scanlan, Board Member Curtis Bortle, Board Member Tom Neely, Board Member Dawn Miller
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 agendaize the matter at a future meeting.

None

7. Matters for Board Consideration:

7.A. Consider Resolution No. 26-67 Appointment of Jolene Arredondo as the Executive Officer as presented by the City of Susanville

MOVER:	Board Member Dawn Miller
SECONDER:	Board Member Tom Neely
AYES:	Board Member Mike Scanlan, Board Member Curtis Bortle, Board Member Tom Neely, Board Member Dawn Miller
NAYS:	None
RESULT:	Passed

7.B. Consider City Reimbursement for the period of June 6, 2026 through and including July 3, 2026

MOVER:	Board Member Curtis Bortle
SECONDER:	Board Member Tom Neely
AYES:	Board Member Mike Scanlan, Board Member Curtis Bortle, Board Member Tom Neely, Board Member Dawn Miller
NAYS:	None
RESULT:	Passed

7.C. Review Financial Reports through June 30, 2026

MOVER:	Board Member Curtis Bortle
SECONDER:	Board Member Tom Neely
AYES:	Board Member Mike Scanlan, Board Member Curtis Bortle, Board Member Tom Neely, Board Member Dawn Miller

NAYS:	None
RESULT:	Passed

7.D. Appointment of Public Board Member

MOVER:	Board Member Curtis Bortle to appoint Nicholas McBride as Public Board Member
SECONDER:	Board Member Tom Neely to appoint Nicholas McBride as Public Board Member
AYES:	Board Member Mike Scanlan, Board Member Curtis Bortle, Board Member Tom Neely, Board Member Dawn Miller
NAYS:	None
RESULT:	Passed to appoint Nicholas McBride as Public Board Member

8. Board Member Items/Reports:

None

9. Adjournment:

Vice President Scanlan adjourned the meeting at 4:30 P.M.

Jolene Arredondo, Executive Officer

Mike Scanlan, Vice President

Approved on: _____

Honey Lake Valley Recreation Authority Agenda Item

Submitted By:	Jolene Arredondo, Deputy City Manager
Action Date:	August 18, 2026
Subject:	Seat and appoint HLVRA Board Members
Presented By:	Jolene Arredondo, Deputy City Manager
Summary:	The Susanville City Council adopted their Committee List at the August 5, 2026, City Council meeting appointing Mendy Schuster, Dawn Miller, and Patrick Parrish (alternate) to the HLVRA Board. At the July 21, 2026, HLVRA meeting, the Public Board Member vacant position was appointed to Nicholas McBride. Now that the Board Member positions have been filled, and per the JPA Agreement Article 7.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 or Procedure and/or Bylaws. The Vice President shall serve in the absence of the President." Currently, the President Board position is vacant and Mr. Scanlan holds the Vice President position on the Board.
Fiscal Impact:	None
Action Requested:	Elect by majority vote a President to the Honey Lake Valley Recreation Authority Board
Attachments:	None

Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: August 18, 2026

Subject: Consider Financial Reports

Presented By: Jolene Arredondo, Deputy City Manager

Summary: A financial report will be presented to the board at the meeting.

A summary of revenues received in the 2025/2026 Fiscal Year is attached to the agenda for review. Below is a summary of *unaudited* revenues' year over year.

- 2025/2026 Revenues total: \$311,756
- 2024/2025 Revenues total: \$308,789
- 2023/2024 Revenues total: \$308,187

Fiscal Impact: Information only.

Action Requested: Receive and File Financial Reports

Attachments:

1. 2025.2026 Revenue Summary Report

FY 25/26 Report

REVENUES	Budgeted	FY TOTAL	July	August	September	October	November	December	January	February	March	April	May	June
Daily Pass (Public)	\$ 30,000.00	\$ 23,255.76	\$ 9,039.40	\$ 4,123.50	\$ 356.00	\$ 188.00							\$ 1,477.21	\$ 8,071.65
Lassen Volcanoes	\$ 9,500.00	\$ 10,650.00	\$ 5,000.00	\$ 3,000.00		\$ 2,650.00								
Summer Pass	\$ 10,300.00	\$ 15,457.53	\$ 425.00										\$ 7,212.97	\$ 7,819.56
City/County Contribution	\$ 160,000.00	\$ 160,000.00			\$ 80,000.00			\$ 80,000.00						
Swim Lessons	\$ 35,000.00	\$ 37,202.81	\$ 2,738.50	\$ 710.00	\$ 120.00								\$ 28,891.14	\$ 4,743.17
Exercise Daily	\$ 2,100.00	\$ 1,851.81	\$ 661.00	\$ 567.00									\$ 46.00	\$ 577.81
Concessions	\$ 10,900.00	\$ 12,732.64	\$ 4,517.21	\$ 1,811.00	\$ 94.00	\$ 6.00							\$ 676.81	\$ 5,627.62
Rentals	\$ 8,200.00	\$ 9,158.75	\$ 2,275.00	\$ 1,390.00	\$ 300.00					\$ 500.00			\$ 1,841.63	\$ 2,852.12
School Rentals	\$ 1,600.00	\$ 3,104.24		\$ 339.80		\$ 300.00							\$ 350.00	\$ 2,114.44
LHS Team	\$ -	\$ 8,000.00							\$ 8,000.00					
Punch Cards	\$ 8,100.00	\$ 10,133.21	\$ 1,605.00	\$ 1,051.00	\$ 232.00								\$ 1,163.94	\$ 6,081.27
Programming Monthly	\$ 14,800.00	\$ 2,478.28	\$ 330.00	\$ 829.00	\$ 240.00								\$ 602.44	\$ 476.84
LCC Adaptive	\$ 1,200.00	\$ 2,450.00							\$ 1,165.00	\$ 1,285.00				
Fund Balance	\$ -	\$ -												
Donations/Sponsorships	\$ 5,700.00	\$ 15,281.03	\$ 600.00		\$ 13,350.00	\$ 31.03								\$ 1,300.00
Totals	\$ 297,400.00	\$ 311,756.06	\$ 27,191.11	\$ 13,821.30	\$ 94,692.00	\$ 3,175.03	\$ -	\$ 80,000.00	\$ 9,165.00	\$ 1,785.00	\$ -	\$ -	\$ 42,262.14	\$ 39,664.48

Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: August 18, 2026

Subject: Consider Reimbursement from July 4 through July 31, 2026

Presented By: Jolene Arredondo, Deputy 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 July 4, 2026, through and including July 31, 2026 for a total of \$32,458.46.

Fiscal Impact: \$32,458.46 for Pool Staff

Action Requested: Approve City Reimbursement Request for \$32,458.46 for Fiscal year 2026/2027

Attachments:

- 1. Invoice 41



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

INVOICE #41

ACCT: 9003

Invoice Date: 8/19/2026

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

TOTAL DUE: \$ 32,458.46
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 July 4- 31, 2026	\$ 32,458.46
TOTAL DUE:	\$ 32,458.46

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: \$ 32,458.46

Date of Invoice: 8/19/2026

Amount Paid:

July 4-31, 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	121.00	\$ 29.57		\$ 3,578.18
Overtime - Pool Manager		\$ 44.36		\$ -
Assistant Pool Manager	55.25	\$ 26.14		\$ 1,444.21
Overtime - Asst. Manager	1.00	\$ 39.21		\$ 39.21
Pool Maintenance Worker	2.25	\$ 21.46		\$ 48.29
				\$ -
Head Swim Instructor	57.25	\$ 20.97		\$ 1,200.44
				\$ -
Head Program Instructor		\$ 20.97		\$ -
				\$ -
Head Lifeguard	129.50	\$ 20.97		\$ 2,715.41
				\$ -
Lifeguards/Swim Instructors	1205.75	\$ 19.43		\$ 23,432.73
Total		1572.00		\$ 32,458.46

Training (Lifeguard Trainer) - travel expenses \$ -

\$ 32,458.46

Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: August 18, 2026

Subject: Executive Officer Update

Presented By: Jolene Arredondo, Deputy City Manager

Summary: Executive Officer to provide update on pool operations will be provided at the meeting.

Fiscal Impact: None

Action Requested: Information Only with possible direction to staff

Attachments:
None