

Honey Lake Valley Recreation Authority
HLVRA Special Meeting • City Council Chambers
Thursday, August 27, 2026 – 3:30 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:** None
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.
7. **Matters for Board Consideration:**
 - 7.A. Financial Workshop
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 P.M.

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 27, 2026 in the areas designated on August 25, 2026.

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

Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: August 27, 2026

Subject: Financial Workshop

Presented By: Jolene Arredondo, Deputy City Manager

Summary: At the Regular Honey Lake Valley Recreation Authority (HLVRA) Meeting held on August 18, 2026, the board directed staff to organize a public workshop to discuss the HLVRA's financial status and invite pool staff and the public to attend the workshop. Attached to the agenda are the Pool Manager and Assistant Pool Manager's submission of operational changes and opportunities for the board's review and reference during the workshop. A presentation will be provided at the meeting to guide workshop discussions and will include a financial presentation.

Fiscal Impact: None

Action Requested: Direction to staff

Attachments:

1. Pool Manager Items
2. Assistant Pool Manager Items
3. Fee Schedules
4. Operations Cost Analysis

Pool Needs

Swim lesson stands-

We have had the current swim lesson stand since 2018. They have broken and had to be fixed multiple times over the years and at this point we could go on as we have and attempt to keep fixing them but realistically, we just need new stands. There are currently 4 stands and replacing at least 2 would be great and all of them would be even better.

Umbrellas and stands for them-

As an outdoor facility our umbrellas take on quite a bit of wear and they have definitely seen better days.

Lanes lines-

Our lane lines are almost a decade old and whether it be from people sneaking in at night or just every day wear they've broken numerous times. Many of the components on them are worn down. The reels are stiff, the plastic around the wire that holds the lanes together has broken open, and the wire inside has frayed. This makes it harder to tighten and loosen the lanes which we have to do multiple times a day.

Starting block anchors-

The blocks are a pain to get in and the old anchors only make it harder to get them properly tightened.

Chemtrol pH sensor-

The pH sensor in the pump room hasn't been giving a completely accurate reading and while we always pull chem tests multiple times a day the reading from that sensor communicates with the CO2 and signals when it needs to kick on and turn off.

In addition to these needs I have also had inquiries regarding the aerobics instructor position and whether we are going to fly that position next season. While it isn't something an existing staff member isn't/couldn't do it could be worthwhile to have someone that can focus their time on aerobics.

Swim Lessons quantity and higher-level additions

Our pool allocates a 3-hour block in the morning for swimming lessons and another hour in the evening. We offer from level 1B to 4 and all those levels are in the pool at the same time.

In the morning, we usually have 3 level 1's either beginner or advanced, level 2, 3, and 4. The 1's run for 30 minutes and the other levels 45 minutes. That means there are 4 timeslots for level 1's and 3 for higher levels. With the layout of our pool, we have given as many swimming lessons as possible with the time **and** space we have. After lessons this year it looks like next season, we are going to need to decrease our amount of 1's and add another level according to the needs of our swimmers.

In the evening, we have 4 level 1's evenly split between 1B and 1A, level 2, and 3. Due to evening lap swim we do not offer a level 4 in the evening.

I have personally been in swimming lessons and on swim teams at various pools and you are going to be hard pressed to find another pool that offers as many lessons as we do and as many time slots as well.

Regarding level 5, I looked through past enrollments and the high was 7, which only happened twice, and the low was 1. The average was 4 students but attendance for this level wasn't as consistent as with our other level many times resulting in one child getting a private lesson for a one-time payment of \$65. We used to offer one level 5 a season and from the paperwork available to me it never reached full class size. Even though we may only offer up to level 4 if the swimmers are all competent and their swimming ability is on par with a 5 the instructor can teach them to that level. The content of a level 5 swim lesson is more akin to a swim team and while I understand not everyone wants to commit or pay to swim on a team the turnout/interest we get for them is not there. We also attempted a swim camp 3 seasons ago in the fall when the Lassen Volcanoes team elected not to swim and the enrollment was 6 swimmers with varying attendance due to other activities and commitments they had.

I have personally taught 4's and 5's *and* I was the instructor for that swim camp, the enrollment and attendance for level 5's is not as steady as it needs to be for it to be feasible for an instructor and space in the pool to be allocated towards it. Even this summer we had two level 4 classes that had 1 student. Unless we are willing to take on the cost, staffing, and time a level 5 would incur then I believe the highest level being 4 is sufficient for the majority of swimmers we teach.

Chalise's Pool Improvement List

Pricing

I think our pool prices should be increased to help generate more revenue while still keeping the pool affordable.

- Adult daily admission: **\$7**
- Child daily admission: **\$5–6**
- Senior daily admission: **\$5**
- Individual summer pass: **\$150**
- Senior summer pass: **\$100**
- Family summer pass: **\$350–400** (currently \$250)
- 8 group swim lessons: **\$85–100** (currently \$65)
- Private lesson, 30 minutes: **\$55–60** (currently \$50)
- Pool rental, 2 hours: **\$350–400** (currently \$250)
- Additional rental hour: **\$150**

An early-bird family pass could also be offered for around **\$300–325** before the season starts.

Staff & Swim Lessons

- Swim instructors should be paid more. They currently make about **\$12.75 per lesson**, while other pools are paying **\$20+**.
- Private-lesson instructors should also receive higher compensation. Currently, they make about **\$17 for a 30-minute private lesson**, which is very little considering the time involved and the cost of coming to work.
- I think swim instructors should be required to have **lifeguard certification**. Having someone teach children swimming and water-safety skills when they cannot swim themselves seems counterproductive.
- If we increase pool and lesson prices, some of that additional revenue should go toward **better staff wages**.

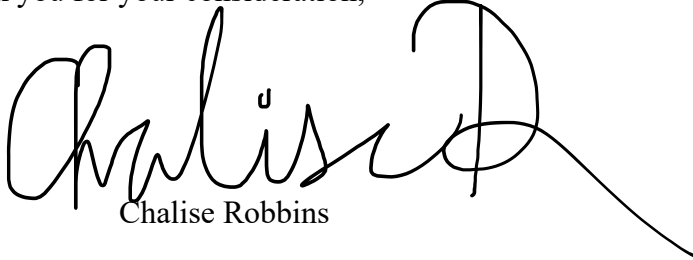
Pool Improvements

Things I think need to be replaced, repaired, or addressed:

- Umbrellas
- Swim lanes
- Swim lesson stands
- Pool laptop
- Maintenance closet access — having the only entrance through the men's restroom is inconvenient, especially since most of our staff is female.

Overall, I really like the pool and think the staff does a great job. I think we have opportunities to increase revenue while still keeping the pool affordable for the community, and some of that additional revenue could go directly toward improving the facility and compensating staff fairly.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Chalise Robbins', with a long, sweeping horizontal line extending to the right.

Chalise Robbins

Fee Schedule 2019

Daily Fees

Adults.....	\$6
Children	\$4
Senior	\$4

*** swimmers must be 15 y/o to attend exercise classes*

Lap Swim	\$4
Aqua Aerobics.....	\$6
Family Swim	\$4

An evening time designated for families to come enjoy the pool after getting off work! The cost is just \$4/ person.

Monthly Fees

Lap Swim/Walking	\$30
Aqua Aerobics.....	\$50

10 Punch Cards

Pre-Pay for 8 swims and get 2 Free! Passes do not carry over to the following year.

Public Swim Season Passes

Family	\$200
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***a Family consists of 2 Adults & 2 Children. Each additional child \$10*

Adult.....	\$100
Child.....	\$60

Pool Rental

Base Cost	\$150 (30 swimmers)
Extra Guard	\$25

Private Pool Rentals are offered on designated Saturday's and Sundays for a 2-hour block of time. The first 1.5 hours of the rental are designated as swimming time and the last ½ hour is designated deck time with zero access to the Pool. The order of the times shall not be reversed.

Fee Schedule 2021

Daily Fees

Adults	\$6
Children	\$4
Senior	\$4
Lap Swim *	\$4
Aqua Aerobics *	\$6

** swimmers must be 15 y/o to attend exercise classes*

Family Swim	\$4
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An evening time designated for families to come enjoy the pool after getting off work! The cost is just \$4/ person.

Monthly Fees

Lap Swim/Walking	\$30
Aqua Aerobics.....	\$50

10 Punch Cards

Pre-Pay for 8 swims and get 2 Free! Passes do not carry over to the following year.

Public Swim Summer Passes

Family **	\$200
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***a Family consists of 2 Adults & 2 Children. Each additional child \$10*

Adult.....	\$100
Child.....	\$60

Pool Rental

Base Cost	\$150 (30 swimmers)
Extra Guard	\$25

Private Pool Rentals are offered on designated Saturday's and Sundays for a 2-hour block of time. The first 1.5 hours of the rental are designated as swimming time and the last ½ hour is designated deck time with zero access to the Pool. The order of the times shall not be reversed.

2023 Fee Schedule

Public Swim		Daily	12-punch	Summer	Annual
Adult		\$ 6.00	\$ 60.00	\$ 90.00	
Youth (10-17)		\$ 5.00	\$ 50.00	\$ 75.00	
Child (9 & under)		\$ 4.00	\$ 40.00	\$ 60.00	
Senior 65+/Disabled		\$ 4.00	\$ 40.00	\$ 60.00	
Non Swimming		\$ 1.00	\$ 10.00	\$ 30.00	
Family				\$ 300.00	\$ 350.00

Lap		Drop In	10-Punch	Monthly	Summer
Adult		\$ 5.00	\$ 40.00	\$ 45.00	\$ 120.00
Senior 65+/Disabled		\$ 4.00	\$ 32.00	\$ 35.00	\$ 90.00

Aqua Aerobics		Drop In	10-Punch	Monthly	Summer
Adult		\$ 7.00	\$ 56.00	\$ 60.00	\$ 165.00
Senior/Disabled		\$ 6.00	\$ 48.00	\$ 50.00	\$ 135.00

2024 Fee Schedule

Public Swim		Daily	10-punch	Summer
Ages 4 & Up		\$5.00	\$40.00	\$75.00
Child (3 & under)		Free		
Family of 4 (2adults & 2 children)				\$ 250.00

Exercise Programs 18+		Drop In	10-Punch	Monthly
Adult		\$5.00	\$40.00	\$60.00

Seniors 65+, Persons w/ disability, Active Military & Veterans				
Any Program		Daily	10-Punch	Monthly
		\$4	\$32	\$45

Pool Rental		Hourly	2 hr Block Sat. & Sun O	
Entire Pool Rental		\$125.00		\$250.00

Season
\$100.00
\$ 300.00

Season
\$200.00

Season
\$160

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2026 Fee Schedule

Public Swim		Daily	10-punch	Summer	Season
Ages 4 & Up		\$5.00	\$40.00	\$75.00	\$100.00
Child (3 & under)		Free			
Family of 4 (2adults & 2 children)				\$ 250.00	\$ 300.00

Exercise Programs 18+		Daily	10-Punch	Monthly	Season
Adult		\$5.00	\$40.00	\$60.00	\$200.00

Seniors 65+, Persons w/ disability, Active Military & Veterans					
Any Program		Daily	10-Punch	Monthly	Season
		\$4	\$32	\$45	\$160

Pool Rental		Hourly	2 hr Block Sat. & Sun Only		Extra Guard
Entire Pool Rental		\$125.00		\$250.00	\$25 per guard/hr

Extra 1/2 hr
\$50.00

Operations Cost Analysis					
	FY 18/19	FY 23/24	FY 24/25	FY 25/26	FY 26/27 (Budget)
FY Schedule		July 1 - Oct 27, 2023	July 1 - Oct 25, 2024	July 1 - Oct 24, 2025	July 1 - Aug 30, 2026
		May 13 - June 30, 2024	May 19 - June 30, 2025	May 18 - June 30, 2026	TBD
<u>Operations</u>					
Maintenance	\$ 25,400.00	\$ 37,290.00	\$ 29,340.00	\$ 48,622.00	\$ 38,000.00
Electricity	\$ 11,563.00	\$ 21,262.00	\$ 23,800.00	\$ 20,528.00	\$ 24,000.00
Geo/Nat. Gas	\$ 10,305.00	\$ 13,713.00	\$ 13,934.00	\$ 14,751.00	\$ 11,150.00
Insurance	\$ 8,140.00	\$ 22,300.00	\$ 25,846.00	\$ 25,636.00	\$ 28,000.00
<u>Admin & Staffing</u>					
Prof. Services & Admin	\$ 20,070.00	\$ 42,809.00	\$ 31,849.00	\$ 23,089.00	\$ 32,581.00
Pool Staffing	\$ 115,264.00	\$ 198,500.00	\$ 155,980.00	\$ 138,819.00	\$ 130,000.00
Jan 1 Min. Wage	\$ 12.00	\$ 16.00	\$ 16.50	\$ 16.90	\$ 17.40
Adopted Revenues	\$ 277,700.00	\$ 333,460.00	\$ 338,700.00	\$ 297,400.00	\$ 290,500.00
Revenues Received	\$ 270,647.00	\$ 308,187.00	\$ 308,789.00	\$ 311,756.00	