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

**Honey Lake Valley Recreation Authority
HLVRA Regular Meeting • City Council Chambers
Tuesday, January 20, 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 approval of minutes from November 18, 2025 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. Elect President and Vice President of the HLVRA Board for 2026 calendar year
 - 7.B. Appointment of Executive Officer
 - 7.C. Consider reimbursement for Administrative, Management, and Operational Services costs to the City of Susanville
 - 7.D. Consider Pool Financial Reports
 - 7.E. Executive Officer Report
 - 7.F. Budget Discussion
 - 7.G. Board Member Requests

8. Board Member Items/Reports:

9. Adjournment:

- The next regular meeting of the Susanville Honey Lake Valley Recreation Authority will be held on February 17, 2026 at 3:00 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 January 20, 2026 in the areas designated on January 16, 2026.

Susanville Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: January 20, 2026

Subject: Consider approval of minutes from November 18, 2025 meeting

Presented By: Jolene Arredondo, Deputy City Manager

Summary: For board consideration, the November 18, 2025 regular meeting minutes are attached.

Fiscal Impact: None

Action Requested: Motion to waive oral reading and approve minutes from the November 18, 2025 Regular Meeting.

Attachments:

- 1. November 18, 2025 Minutes

**HLVRA Regular Meeting Minutes
Tuesday, November 18, 2025 – 3:00 PM**

**Call to Order
Roll Call**

Meeting was called to order at 3:00 P.M. by President Tom Neely.

Boardmember Bortle arrived at 3:02 P.M.

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

2. Approval of Minutes:

No meeting minutes presented for board approval.

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. Executive Officer Report

- Executive Officer Dan Newton presented the board with an update on the Executive Officer appointment, making the City Manager an official appointment as City Manager versus the appointment to be under the Public Works Director as it was in previous years. This matter will go to City Council for review of city staffing resources, and an update will be provided to the Pool Board at an upcoming meeting.
- Mr. Newton presented an update to the board that he has met with Reesa Rice to discuss presenting a preliminary budget for the 26/27 FY in January for board consideration. Staff will be working with the auditors for a better understanding of what we can do moving forward in preparation for the upcoming pool season. There is an understanding of the carryover which has been used to balance budget projections. However, the pool will not be able to continue with this practice due to being behind on audits and having difficulties completing

previous year's audits. Moving forward, staff will present a balanced budget approach.

- President Neely inquired if staff was not getting financials from the County. Mrs. Rice responded that due to the County changing financial systems and changing auditors, they are unable to provide the pool's auditors with their requests for information requested to complete prior years' pool audits.
- Discussion occurred about consideration of changing auditors after the pool is caught up with completing previous fiscal year audits.
- Mr. Newton notified the board that we will be using new agenda creation software, and staff is working on rolling that out and will be used moving forward.
- Staff prepared binders which included agreements (and amendments) between Lassen County and the City of Susanville in regard to the pool creation, funding, staffing, and operations which were presented at the meeting. Mr. Newton reviewed the in-place agreements to the board highlighting each entity's roles.
- Mr. Newton notified the board that he made contact with the pool's attorney about them initiating and beginning the process of creating a Special District for the pool, which includes an in-depth process and notified the board that staff will have an agenda item with more information on the process at the January board meeting.
- Discussion occurred about skipping the December meeting to allow staff to prepare for a robust and meaningful January discussion. The board agreed to skip the December 16, 2025, meeting. Discussion occurred about future meeting scheduling versus every month.

8. Board Member Items/Reports:

Boardmember Burton provided an update on the Volcanoes Swim Team and the Lassen High School Swim Team. Providing highlights of achievements from the team.

9. Adjournment:

President Neely adjourned the meeting at 3:43 P.M., next meeting will occur January 20, 2026.

- **The next regular meeting of the Honey Lake Valley Recreation Authority will be held on January 20th, 2026 at 3:00 PM.**

Susanville Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: January 20, 2026

Subject: Elect President and Vice President of the HLVRA Board for 2026 calendar year

Presented By: Dan Newton, City Manager

Summary: It is past practice for the HLVRA Board to elect a President and Vice President in January of each year to the HLVRA Board. Per the JPA Agreement Section 7.2 Board, 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.

Fiscal Impact: None

Action Requested: Elect President and Vice President to HLVRA Board for 2026 calendar year.

Attachments:
None

Susanville Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: January 20, 2026

Subject: Appointment of Executive Officer

Presented By: Dan Newton, City Manager

Summary: At the August 19, 2025 meeting the HLVRA Board by majority vote, appointed Dan Newton to be the Interim Executive Officer. The City Council has met and approved a City Organization Structure moving the responsibilities of the of HLVRA Executive Officer from the Public Works Director to the City Manager. Per the JPA Agreement Section 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.

Fiscal Impact: None for appointment of Executive Officer

Action Requested: Appoint Executive Officer by majority vote

Attachments:
None

Susanville Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: January 20, 2026

Subject: Consider reimbursement for Administrative, Management, and Operational Services costs to the City of Susanville

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. Executive Officer time was tracked but not directly billed during this period, A future billing reimbursement will include the executive officer time for this period.

Fiscal Impact: 3002300 - Professional Services: \$394.73
3002359 - Staffing (Pool Employees): \$29,550.32

Action Requested: Approve reimbursement in the amount of \$29,945.05

Attachments:

- 1. City Reimbursement Request - Invoice #35



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

INVOICE #35

ACCT: 9003

Invoice Date: 1/20/2026

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

TOTAL DUE: \$ 29,945.05
PAYMENT Due: Upon Receipt

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

DESCRIPTION:

Reimbursement for Administrative Services	August 30, 2025 - January 2, 2026	\$ 394.73
Reimbursement for Pool Employees	August 30, 2025 - January 2, 2026	\$ 29,550.32

TOTAL DUE: \$ 29,945.05

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: \$ 29,945.05

Date of Invoice: 1/20/2026

Amount Paid:

August 30 - January 2, 2026

Administrative	Hours	Wage	Benefits	Total
Executive Officer		\$ 108.88	\$ 45.51	\$ -
Secretary	2.00	\$ 51.17	\$ 22.82	\$ 147.98
Secretary	5.00	\$ 31.25	\$ 18.10	\$ 246.75
Clerk		\$ 87.60		\$ -
Parks & Facilities Superintendent		\$ 60.16		\$ -
Total	7.00			\$ 394.73

Pool Employees	Hours	Wage	Benefits	Total
Pool Manager	382.00	\$ 36.17	\$ 19.93	\$ 21,430.20
Assistant Pool Manager	83.75	\$ 23.68		\$ 1,983.20
Overtime - Asst. Manager		\$ 31.26		\$ -
Pool Maintenance Worker				\$ -
Head Swim Instructor	8.50	\$ 19.92		\$ 169.32
Head Program Instructor	75.50	\$ 19.92		\$ 1,503.96
Head Lifeguard		\$ -		\$ -
Head Lifeguard		\$ 19.06		\$ -
Lifeguards/Swim Instructors	243.25	(varies)		\$ 4,463.64
Total	793.00			\$ 29,550.32

Training (Lifeguard Trainer) - travel expenses \$ -

\$ 29,945.05

Susanville Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Reesa Rice, Pool Director

Action Date: January 20, 2026

Subject: Consider Pool Financial Reports

Presented By: Dan Newton, City Manager

Summary: Attached for the board's review is the Account Trial Balance Report for the pool provided by the County. Also included for the board's review is the City's expenditure and revenue spreadsheet.

Fiscal Impact: None

Action Requested: Motion to receive and file

Attachments:

- 1. 536.HLPOOL.25.26.YTD ACC TRIAL BAL
- 2. 20252026 Expenses and Revenues

Account Trial Balance



2026 Period 1 to 7
All Accounts

Accounts	Description	Organization	Beginning Bal	Debits	Credits	Net Change	Ending Balance
5360 HONEY LAKE VALLEY RECREATION			0.00	165,115.47	262,631.14	-97,515.67	-97,515.67
5360950 203000	INTEREST	5360950	0.00	0.00	1,118.23	-1,118.23	-1,118.23
	Pe Journal Src Eff Date Reference			Debits	Credits	Net Change	
	1 2954 GE N 7/31/2025 JULINT Interest Allocation Entry				291.62	-291.62	
	2 2983 GE N 8/31/2025 AUGINT Interest Allocation Entry				97.44	-389.06	
	3 2992 GE N 9/30/2025 SEPINT Interest Allocation Entry				237.09	-626.15	
	4 3107 GE N 10/31/2025 OCTINT Interest Allocation Entry				492.08	-1,118.23	
					1,118.23		
5360950 203203	POOL DAILY PASSES	5360950	0.00	0.00	25,529.40	-25,529.40	-25,529.40
	Pe Journal Src Eff Date Reference			Debits	Credits	Net Change	
	3 50 CRP 9/3/2025 0071 Cash Receipts Journal				12,288.50	-12,288.50	
	3 50 CRP 9/3/2025 0071 Cash Receipts Journal				78.00	-12,366.50	
	3 50 CRP 9/3/2025 0071 Cash Receipts Journal				9,039.40	-21,405.90	
	3 1686 CRP 9/22/2025 0071 Cash Receipts Journal				4,123.50	-25,529.40	
					25,529.40		
5360950 203206	SPECIAL PROGRAM REVENUE	5360950	0.00	0.00	9,500.00	-9,500.00	-9,500.00
	Pe Journal Src Eff Date Reference			Debits	Credits	Net Change	
	3 50 CRP 9/3/2025 0071 Cash Receipts Journal				1,500.00	-1,500.00	
	3 50 CRP 9/3/2025 0071 Cash Receipts Journal				5,000.00	-6,500.00	
	3 1686 CRP 9/22/2025 0071 Cash Receipts Journal				3,000.00	-9,500.00	
					9,500.00		
5360950 203214	SUMMER PASSES	5360950	0.00	0.00	6,960.00	-6,960.00	-6,960.00

Account Trial Balance

2026 Period 1 to 7
All Accounts

Pe	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
3	50	CRP	9/3/2025	0071 Cash Receipts Journal		6,535.00	-6,535.00
3	50	CRP	9/3/2025	0071 Cash Receipts Journal		425.00	-6,960.00
						6,960.00	

[5360950 207400](#)

OTHER-GOVERNMENTAL AGENCIES	5360950	0.00	0.00	160,000.00	-160,000.00	-160,000.00
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Pe	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
3	1641	CRP	9/19/2025	0061 Cash Receipts Journal		80,000.00	-80,000.00
6	1191	GE N	12/15/202 5	ANNUAL COUNTY CONTRIB. 25/26		80,000.00	-160,000.00
						160,000.00	

[5360950 210611](#)

SWIM LESSONS	5360950	0.00	0.00	8,758.50	-8,758.50	-8,758.50
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Pe	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
3	50	CRP	9/3/2025	0071 Cash Receipts Journal		5,310.00	-5,310.00
3	50	CRP	9/3/2025	0071 Cash Receipts Journal		2,738.50	-8,048.50
3	1686	CRP	9/22/2025	0071 Cash Receipts Journal		710.00	-8,758.50
						8,758.50	

[5360950 210660](#)

DAILY PROGRAMS	5360950	0.00	0.00	1,959.00	-1,959.00	-1,959.00
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Pe	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
3	50	CRP	9/3/2025	0071 Cash Receipts Journal		731.00	-731.00
3	50	CRP	9/3/2025	0071 Cash Receipts Journal		661.00	-1,392.00
3	1686	CRP	9/22/2025	0071 Cash Receipts Journal		567.00	-1,959.00
						1,959.00	

[5360950 210661](#)

PARTYS AND SPECIAL EVENTS	5360950	0.00	0.00	8,340.00	-8,340.00	-8,340.00
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Pe	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
3	50	CRP	9/3/2025	0071 Cash Receipts Journal		4,675.00	-4,675.00
3	50	CRP	9/3/2025	0071 Cash Receipts Journal		2,275.00	-6,950.00

Account Trial Balance



2026 Period 1 to 7
All Accounts

	Pe	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change	
	3	1686	CRP	9/22/2025	0071 Cash Receipts Journal		1,390.00	-8,340.00	
							8,340.00		
5360950 210662					CONSESSIONS	5360950	0.00	0.00	11,811.21 -11,811.21
	3	50	CRP	9/3/2025	0071 Cash Receipts Journal		5,483.00	-5,483.00	
	3	50	CRP	9/3/2025	0071 Cash Receipts Journal		4,517.21	-10,000.21	
	3	1686	CRP	9/22/2025	0071 Cash Receipts Journal		1,811.00	-11,811.21	
							11,811.21		
5360950 210663					SCHOOL RENTALS	5360950	0.00	0.00	1,839.80 -1,839.80
	3	50	CRP	9/3/2025	0071 Cash Receipts Journal		1,500.00	-1,500.00	
	3	1686	CRP	9/22/2025	0071 Cash Receipts Journal		339.80	-1,839.80	
							1,839.80		
5360950 210665					10 PUNCH CARDS	5360950	0.00	0.00	9,128.00 -9,128.00
	3	50	CRP	9/3/2025	0071 Cash Receipts Journal		6,472.00	-6,472.00	
	3	50	CRP	9/3/2025	0071 Cash Receipts Journal		1,605.00	-8,077.00	
	3	1686	CRP	9/22/2025	0071 Cash Receipts Journal		1,051.00	-9,128.00	
							9,128.00		
5360950 210667					MONTHLY PROGRAMS	5360950	0.00	0.00	2,669.00 -2,669.00
	3	50	CRP	9/3/2025	0071 Cash Receipts Journal		1,510.00	-1,510.00	
	3	50	CRP	9/3/2025	0071 Cash Receipts Journal		330.00	-1,840.00	
	3	1686	CRP	9/22/2025	0071 Cash Receipts Journal		829.00	-2,669.00	
							2,669.00		
					MISCELLANEOUS	5360950	0.00	0.00	1,668.00 -1,668.00

Account Trial Balance



2026 Period 1 to 7
All Accounts

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Account Trial Balance



2026 Period 1 to 7
All Accounts

[5360950 211200](#)

Pe r	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
3	50	CRP	9/3/2025	0071 Cash Receipts Journal		1,068.00	-1,068.00
3	50	CRP	9/3/2025	0071 Cash Receipts Journal		600.00	-1,668.00
						1,668.00	

[5360950 211300](#)

CONTRIBUTIONS AND DONATIONS	5360950	0.00	0.00	13,350.00	-13,350.00	-13,350.00
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Pe r	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
3	1641	CRP	9/19/2025	0061 Cash Receipts Journal		13,350.00	-13,350.00
						13,350.00	

[5360950 301200](#)

HLVR POOL COMMUNICATIONS	5360950	0.00	1,646.78	0.00	1,646.78	1,646.78
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Pe r	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
2	1573	API	8/21/2025	006670 49462 FRONTIER/CITIZENS CO	380.26		380.26
3	1663	API	9/12/2025	006670 51590 FRONTIER/CITIZENS CO	315.10		695.36
4	2273	API	10/27/2025	006670 56655 FRONTIER/CITIZENS CO	317.14		1,012.50
6	1860	API	12/10/2025	006670 61835 FRONTIER/CITIZENS CO	317.14		1,329.64
6	2158	API	12/22/2025	006670 63769 FRONTIER/CITIZENS CO	317.14		1,646.78
					1,646.78		

[5360950 301500](#)

HLVR POOL LIAB & PROPERTY INS	5360950	0.00	25,636.00	0.00	25,636.00	25,636.00
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Pe r	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
1	1247	API	7/11/2025	014113 45192 CAPRI	12,818.00		12,818.00
6	1859	API	12/10/2025	014113 61822 CAPRI	12,818.00		25,636.00
					25,636.00		

[5360950 301705](#)

HLVR POOL MAINTENANCE-POOL	5360950	0.00	18,468.50	0.00	18,468.50	18,468.50
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Account Trial Balance



2026 Period 1 to 7
All Accounts

Pe r	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
1	2065	API	7/23/2025	014445 46248 LINCOLN AQUATICS	6,710.19		6,710.19
1	2065	API	7/23/2025	015559 46245 AIRGAS NATIONAL CARB	824.46		7,534.65
1	2065	API	7/23/2025	015609 46243 LIFESTYLE SUSANVILLE	74.95		7,609.60
1	2673	API	7/31/2025	014445 46906 LINCOLN AQUATICS	645.10		8,254.70
1	2673	API	7/31/2025	014445 46907 LINCOLN AQUATICS	148.03		8,402.73
1	2673	API	7/31/2025	015559 46881 AIRGAS NATIONAL CARB	716.25		9,118.98
1	2673	API	7/31/2025	015559 46892 AIRGAS NATIONAL CARB	967.61		10,086.59
1	2673	API	7/31/2025	015559 46900 AIRGAS NATIONAL CARB	266.62		10,353.21
1	2673	API	7/31/2025	015609 46882 LIFESTYLE SUSANVILLE	156.72		10,509.93
1	2673	API	7/31/2025	015609 46883 LIFESTYLE SUSANVILLE	85.72		10,595.65
1	2673	API	7/31/2025	017014 46903 RESURRECTION LAWN	260.00		10,855.65
2	1573	API	8/21/2025	015559 49416 AIRGAS NATIONAL CARB	266.62		11,122.27
2	1573	API	8/21/2025	015559 49457 AIRGAS NATIONAL CARB	940.90		12,063.17
2	1573	API	8/21/2025	015609 49463 LIFESTYLE SUSANVILLE	86.51		12,149.68
2	1573	API	8/21/2025	015609 49465 LIFESTYLE SUSANVILLE	150.89		12,300.57
2	1573	API	8/21/2025	015609 49467 LIFESTYLE SUSANVILLE	113.90		12,414.47
3	1663	API	9/12/2025	015559 51588 AIRGAS NATIONAL CARB	567.05		12,981.52
3	1663	API	9/12/2025	015609 51584 LIFESTYLE SUSANVILLE	136.20		13,117.72
3	1663	API	9/12/2025	015609 51585 LIFESTYLE SUSANVILLE	130.44		13,248.16
3	1663	API	9/12/2025	015609 51586 LIFESTYLE SUSANVILLE	136.20		13,384.36
4	493	API	10/6/2025	015559 54210 AIRGAS NATIONAL CARB	822.58		14,206.94
4	493	API	10/6/2025	015559 54215 AIRGAS NATIONAL CARB	266.62		14,473.56
4	2273	API	10/27/2025	015559 56648 AIRGAS NATIONAL CARB	476.01		14,949.57
4	2273	API	10/27/2025	015559 56649 AIRGAS NATIONAL CARB	266.62		15,216.19
4	2273	API	10/27/2025	015559 56650 AIRGAS NATIONAL CARB	786.79		16,002.98

Account Trial Balance



2026 Period 1 to 7
All Accounts

Pe r	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
6	1859	API	12/10/2025	015559 61817 AIRGAS NATIONAL CARB	266.62		16,269.60
6	1859	API	12/10/2025	015559 61821 AIRGAS NATIONAL CARB	392.16		16,661.76
6	1859	API	12/10/2025	015559 61825 AIRGAS NATIONAL CARB	670.64		17,332.40
6	1859	API	12/10/2025	015559 61827 AIRGAS NATIONAL CARB	266.62		17,599.02
6	1859	API	12/10/2025	015559 61839 AIRGAS NATIONAL CARB	655.91		18,254.93
6	2158	API	12/22/2025	015559 63768 AIRGAS NATIONAL CARB	213.57		18,468.50

18,468.50

[5360950 301800](#)

HLVR POOL MAINTENANCE-BLDG	5360950	0.00	5,001.46	0.00	5,001.46	5,001.46
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Pe r	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
1	2673	API	7/31/2025	014641 46905 CRAZY J'S CONCRETE I	5,000.00		5,000.00
2	1573	API	8/21/2025	001598 49472 WESTERN NEVADA SUPPL	1.46		5,001.46

5,001.46

[5360950 302300](#)

HLVR POOL PROFESSIONAL SERV	5360950	0.00	3,602.81	0.00	3,602.81	3,602.81
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Pe r	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
1	1247	API	7/11/2025	016155 45193 CARPD	500.00		500.00
1	2673	API	7/31/2025	000186 46896 SUSANVILLE CITY OF	540.00		1,040.00
2	1573	API	8/21/2025	000186 49469 SUSANVILLE CITY OF	1,401.60		2,441.60
2	1573	API	8/21/2025	000186 49470 SUSANVILLE CITY OF	240.00		2,681.60
3	1664	API	9/12/2025	000186 52628 SUSANVILLE CITY OF	511.86		3,193.46
3	1664	API	9/12/2025	000186 52629 SUSANVILLE CITY OF	201.35		3,394.81
4	493	API	10/6/2025	015719 54219 COLE, HUBER ATTORNEY	130.00		3,524.81
4	2273	API	10/27/2025	015719 56654 COLE, HUBER ATTORNEY	78.00		3,602.81

Account Trial Balance



2026 Period 1 to 7
All Accounts

[5360950 302359](#)

						3,602.81		
HLVR POOL CONT FOR STAFF SER	5360950	0.00	89,967.20	0.00	89,967.20		89,967.20	
Pe	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change	
2	1573	API	8/21/2025	000186 49469 SUSANVILLE CITY OF	19,227.62		19,227.62	
3	1664	API	9/12/2025	000186 52628 SUSANVILLE CITY OF	28,665.22		47,892.84	
3	1664	API	9/12/2025	000186 52629 SUSANVILLE CITY OF	42,074.36		89,967.20	

[5360950 302400](#)

						89,967.20		
HLVR POOL PUB & LEGAL NOTICES	5360950	0.00	34.00	0.00	34.00		34.00	
Pe	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change	
3	1663	API	9/12/2025	016723 52154 MODOC RECORD	34.00		34.00	

[5360950 302700](#)

						34.00		
SMALL TOOLS & INSTRUMENTS	5360950	0.00	55.26	0.00	55.26		55.26	
Pe	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change	
2	1573	API	8/21/2025	001598 49471 WESTERN NEVADA SUPPL	55.26		55.26	

[5360950 302800](#)

						55.26		
HLVR POOL SPEC DEPT EXP	5360950	0.00	875.00	0.00	875.00		875.00	
Pe	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change	
1	2673	API	7/31/2025	099998 46874 ONE TIME GENERAL	125.00		125.00	
1	2673	API	7/31/2025	099998 46875 ONE TIME GENERAL	65.00		190.00	
1	2673	API	7/31/2025	099998 46877 ONE TIME GENERAL	65.00		255.00	
1	2673	API	7/31/2025	099998 46878 ONE TIME GENERAL	55.00		310.00	
1	2673	API	7/31/2025	099998 46879 ONE TIME GENERAL	65.00		375.00	
1	2673	API	7/31/2025	099998 46880 ONE TIME GENERAL	125.00		500.00	
1	2673	API	7/31/2025	099998 46890 ONE TIME GENERAL	130.00		630.00	
1	2673	API	7/31/2025	099998 46891 ONE TIME GENERAL	65.00		695.00	

Account Trial Balance



2026 Period 1 to 7
All Accounts

Pe r	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
1	2674	API	7/31/2025	099998 46909 ONE TIME GENERAL	55.00		750.00
3	56	API	9/4/2025	099998 50580 ONE TIME GENERAL	125.00		875.00
					875.00		

[5360950 302801](#)

HLVR POOL COWIDE COST ALLOCA	5360950	0.00	914.00	0.00	914.00	914.00
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Pe r	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
3	2711	GNI	9/30/2025	25/26 Cost plan	457.00		457.00
6	1619	GNI	12/17/2025	25/26 Cost plan	457.00		914.00
					914.00		

[5360950 302807](#)

HLVR POOL ELECTRONIC SURVEILAN	5360950	0.00	200.00	0.00	200.00	200.00
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Pe r	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
1	2673	API	7/31/2025	015504 46898 CURRENT ELECTRIC & A	40.00		40.00
1	2673	API	7/31/2025	015504 46899 CURRENT ELECTRIC & A	40.00		80.00
3	56	API	9/4/2025	015504 50581 CURRENT ELECTRIC & A	40.00		120.00
4	493	API	10/6/2025	015504 54206 CURRENT ELECTRIC & A	40.00		160.00
6	1859	API	12/10/2025	015504 61838 CURRENT ELECTRIC & A	40.00		200.00
					200.00		

[5360950 303010](#)

HLVR POOL UTILITIES-LIGHTS	5360950	0.00	12,031.01	0.00	12,031.01	12,031.01
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Pe r	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
1	2065	API	7/23/2025	000515 46240 LMUD	2,358.08		2,358.08
3	56	API	9/4/2025	000515 50579 LMUD	1,981.58		4,339.66
3	1663	API	9/12/2025	000515 51582 LMUD	2,112.45		6,452.11
4	2273	API	10/27/2025	000515 56656 LMUD	1,846.99		8,299.10
6	2158	API	12/22/2025	000515 63752 LMUD	2,086.81		10,385.91

Account Trial Balance



2026 Period 1 to 7
All Accounts

Pe	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
6	2158	API	12/22/2025	000515 63756 LMUD	1,645.10		12,031.01
			5				
					12,031.01		

[5360950 303030](#)

HLVR POOL UTILITIES-SEWER	5360950	0.00	615.96	0.00	615.96	615.96
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Pe	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
1	2673	API	7/31/2025	000841 46908 SUSANVILLE SANITARY	205.32		205.32
3	1663	API	9/12/2025	000841 51589 SUSANVILLE SANITARY	205.32		410.64
6	1860	API	12/10/2025	000841 61824 SUSANVILLE SANITARY	205.32		615.96
			5				
					615.96		

[5360950 303040](#)

HLVR POOL UTILITIES-GARBAGE	5360950	0.00	1,458.11	0.00	1,458.11	1,458.11
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Pe	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
1	2065	API	7/23/2025	016860 46238 C&S WASTE SOLUTIONS	246.80		246.80
2	1573	API	8/21/2025	016860 49460 C&S WASTE SOLUTIONS	243.72		490.52
3	1663	API	9/12/2025	016860 51587 C&S WASTE SOLUTIONS	243.72		734.24
4	2273	API	10/27/2025	016860 56653 C&S WASTE SOLUTIONS	243.72		977.96
			5				
6	1859	API	12/10/2025	016860 61823 C&S WASTE SOLUTIONS	236.43		1,214.39
			5				
6	1859	API	12/10/2025	016860 61837 C&S WASTE SOLUTIONS	243.72		1,458.11
			5				
					1,458.11		

[5360950 305500](#)

HLVR POOL STORE CONSESSION PUR	5360950	0.00	3,849.38	0.00	3,849.38	3,849.38
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Pe	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
1	1247	API	7/11/2025	000657 45194 MORNING GLORY DAIRY	392.01		392.01
1	1247	API	7/11/2025	000657 45195 MORNING GLORY DAIRY	505.35		897.36
1	1247	API	7/11/2025	014102 45196 ALPINE BEVERAGE, LLC	82.60		979.96
1	2673	API	7/31/2025	000657 46885 MORNING GLORY DAIRY	649.65		1,629.61

Account Trial Balance



2026 Period 1 to 7
All Accounts

Pe r	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
1	2673	API	7/31/2025	000657 46889 MORNING GLORY DAIRY	390.03		2,019.64
1	2673	API	7/31/2025	000657 46894 MORNING GLORY DAIRY	390.03		2,409.67
1	2673	API	7/31/2025	000657 46895 MORNING GLORY DAIRY	390.03		2,799.70
1	2673	API	7/31/2025	014102 46884 ALPINE BEVERAGE, LLC	60.40		2,860.10
1	2673	API	7/31/2025	014102 46886 ALPINE BEVERAGE, LLC	151.00		3,011.10
1	2673	API	7/31/2025	014102 46887 ALPINE BEVERAGE, LLC	44.40		3,055.50
1	2673	API	7/31/2025	014102 46888 ALPINE BEVERAGE, LLC	342.80		3,398.30
1	2673	API	7/31/2025	014102 46901 ALPINE BEVERAGE, LLC	112.80		3,511.10
1	2673	API	7/31/2025	014102 46902 ALPINE BEVERAGE, LLC	169.20		3,680.30
3	56	API	9/4/2025	000657 50578 MORNING GLORY DAIRY	169.08		3,849.38

3,849.38

[5360950 306100](#)

HLVR POOL CAPITAL IMPRV	5360950	0.00	760.00	0.00	760.00	760.00
BLDG						

Pe r	Journal	Src	Eff Date	Reference	Debits	Credits	Net Change
1	2673	API	7/31/2025	015836 46904 GUESS PLUMBING	760.00		760.00

760.00

Total		0.00	165,115.47	262,631.14	-97,515.67	-97,515.67
Grand Total		0.00	165,115.47	262,631.14	-97,515.67	-97,515.67

FY 25/26 Report																			
Account	Expenditures-Accounts	Budget	Expended	Unexpended	REVENUES	Budgeted		July	August	September	October	November	December	January	February	March	April	May	June
3001150	Safety Equipment & Clothing	\$ 1,500.00	\$ -	\$ 1,500.00	Daily Pass (Public)	\$ 30,000.00	\$ 28,104.40	\$ 9,039.40	\$ 4,123.50	\$ 356.00	\$ 188.00							\$ 2,031.00	\$ 12,366.50
3001200	Communications	\$ 2,700.00	\$ 1,897.14	\$ 802.86	Lassen Volcanoes	\$ 9,500.00	\$ 12,150.00	\$ 5,000.00	\$ 3,000.00	\$ 2,650.00									\$ 1,500.00
3001400	Janitorial Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	Summer Pass	\$ 10,300.00	\$ 16,363.35	\$ 425.00										\$ 9,403.35	\$ 6,535.00
3001500	Insurance	\$ 31,000.00	\$ 25,636.00	\$ 5,364.00	City/County Contribution	\$ 160,000.00	\$ 160,000.00			\$ 80,000.00			\$ 80,000.00						
3001705	Maintenance- Pool	\$ 30,000.00	\$ 15,354.09	\$ 14,645.91	Swim Lessons	\$ 35,000.00	\$ 39,717.50	\$ 2,738.50	\$ 710.00	\$ 120.00								\$ 30,839.00	\$ 5,310.00
3002200	Office Expense	\$ 500.00	\$ -	\$ 500.00	Exercise Daily	\$ 2,100.00	\$ 2,305.00	\$ 661.00	\$ 567.00									\$ 346.00	\$ 731.00
3002251	Cash short/over	\$ -	\$ -	\$ -	Concessions	\$ 10,900.00	\$ 13,076.71	\$ 4,517.21	\$ 1,811.00	\$ 94.00	\$ 6.00							\$ 1,165.50	\$ 5,483.00
3002300	Profess. & Specialize SVCS	\$ 18,000.00	\$ 1,776.47	\$ 16,223.53	Rentals	\$ 8,200.00	\$ 10,640.00	\$ 2,275.00	\$ 1,390.00	\$ 300.00				\$ 500.00				\$ 1,500.00	\$ 4,675.00
3002359	Contract for Staff SVCS	\$ 157,000.00	\$ 91,999.67	\$ 65,000.33	School Rentals	\$ 1,600.00	\$ 2,439.80		\$ 339.80		\$ 300.00							\$ 300.00	\$ 1,500.00
3002400	Publications & Legal Notices	\$ 100.00	\$ 34.00	\$ 66.00	LHS Team	\$ -	\$ 8,000.00							\$ 8,000.00					
3002701	Non Capitalizes Equip.		\$ -	\$ -	Punch Cards	\$ 8,100.00	\$ 10,736.00	\$ 1,605.00	\$ 1,051.00	\$ 232.00								\$ 1,376.00	\$ 6,472.00
3002800	Special Dept. Expense	\$ -	\$ 125.00	\$ (125.00)	Programming Monthly	\$ 14,800.00	\$ 3,284.00	\$ 330.00	\$ 829.00	\$ 240.00								\$ 375.00	\$ 1,510.00
3002801	County Wide Cost Allocation	\$ 8,000.00	\$ -	\$ 8,000.00	LCC Adaptive	\$ 1,200.00	\$ 2,450.00							\$ 1,165.00	\$ 1,285.00				
3002807	Electronic Surveillance	\$ 2,000.00	\$ 120.00	\$ 1,880.00	Fund Balance	\$ -	\$ -												
3002901	Travel & Training	\$ 800.00	\$ -	\$ 800.00	Donations/Sponsorships	\$ 5,700.00	\$ 17,349.03	\$ 600.00		\$ 13,350.00	\$ 31.03							\$ 2,300.00	\$ 1,068.00
3003010	Utilities- Lights	\$ 22,000.00	\$ 9,672.93	\$ 12,327.07	Totals	\$ 297,400.00	\$ 326,615.79	\$ 27,191.11	\$ 13,821.30	\$ 94,692.00	\$ 3,175.03	\$ -	\$ 80,000.00	\$ 9,665.00	\$ 1,285.00	\$ -	\$ -	\$ 49,635.85	\$ 47,150.50
3003030	Utilities- Sewer	\$ 1,235.00	\$ 615.96	\$ 619.04															
3003040	Utilities- Garbage	\$ 1,100.00	\$ 1,458.11	\$ (358.11)															
3003050	Utilities- Gas	\$ 200.00	\$ 73.68	\$ 126.32															
3003060	Geothermal	\$ 9,000.00	\$ 11,961.00	\$ (2,961.00)															
3005500	Concession Items	\$ 9,000.00	\$ 2,869.41	\$ 6,130.59															
3005501	Recreational Activities	\$ 500.00	\$ -	\$ 500.00															
3006100	Building & Equipment	\$ -	\$ -	\$ -															
	Total Budget	\$ 295,635.00	\$ 163,593.46	\$ 132,041.54															

May/June = revenues from 2025

\$ 326,615.79

\$ 326,615.79

May/June = revenues from 2025

Susanville Honey Lake Valley Recreation Authority Agenda Item

Submitted By:

Action Date: January 20, 2026

Subject: Executive Officer Report

Presented By:

Summary: HLVRA Executive Officer, Dan Newton will provide an update on various informational items for board consideration and discussion.

Fiscal Impact: None

Action Requested: Direction to staff

Attachments:
None

**Agenda Item No. 7.F.
Agenda Item**

Susanville Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Reesa Rice, Pool Director
Action Date: January 20, 2026
Subject: Budget Discussion
Presented By: Dan Newton, City Manager
Summary: Attached for the board's review and discussion is 2026/2027 Preliminary Budget.
Fiscal Impact: None
Action Requested: Direction to staff
Attachments:
1. 2025.2026 Approved Budget
2. Preliminary Budget 2026.2027

Approved 2025/2026 Budget -Honey Lake Valley Community Pool

Resolution No. 25-63

Acct #	Revenues:		
2003203	Daily Passes (Public Swim)		\$30,000.00
2003206	Lassen Aquatics (Swim Team)		\$9,500.00
2003214	Summer Passes		\$10,300.00
2007400	City/County- Annual Contribution		\$160,000.00
2010611	Swim Lessons		\$35,000.00
2010660	Programming Daily		\$2,100.00
2010661	Parties/Events Rentals		\$8,200.00
2010662	Concession Revenues		\$10,900.00
2010663	School Rentals		\$1,600.00
2010664	LHS Swim Team		\$0.00
2010665	Punch Cards		\$8,100.00
2010667	Programming Monthly		\$14,800.00
2010688	LCC Adaptive PE Class		\$1,200.00
2011200	Miscellaneous (lock rentals etc)		\$0.00
2011300	Donations/Contributions (sponsorship banners)		\$5,700.00
	Transfer from Fund Balance		\$0.00
	Total Revenues		\$297,400.00

Expenses: (for fiscal year)			
SERVICES			
3002300	Professional & Specialized Services (City staff time/Auditors/Attorney/CAPRI Dues)	\$18,000.00	Resolution 20-39
3002400	Publications/Marketing/Legal Notices	\$100.00	
3002801	County Wide Allocation	\$8,000.00	
SUPPLIES			
3001150	Safety Equipment & supplies	\$1,500.00	
3001400	Janitorial Supplies	\$1,000.00	
3001705	Maintenance (Chemicals, etc...)	\$30,000.00	
3002200	Office Supplies	\$500.00	
3005500	Concession Items	\$9,000.00	
3005501	Recreational Activity Supplies	\$500.00	
UTILITIES			
3001200	Communications (Phone & Internet)	\$2,700.00	
3002807	Surveillance	\$2,000.00	
3003010	Electric	\$22,000.00	
3003030	Sewer	\$1,235.00	
3003040	Trash Service	\$1,100.00	
3003050	Natural Gas	\$200.00	
3003060	Geothermal	\$9,000.00	
FIXED ASSETS			
Building and Improvement			
3002701	Non- Capitalized Equipment	\$0.00	
3004900	Depreciation Costs	\$0.00	
3006050	Landscaping and Improvements including:	\$0.00	
3006100	Building and Equipment		Resolution 21-42
STAFFING			
3002359	Staffing (Pool Employees)	\$157,000.00	Resolution 20-39
3002901	Training - Certifications	\$800.00	
ANNUAL LAND EXPENSES			
3001500	Insurance Costs	\$31,000.00	
	Total Expenses (Line Items)	\$295,635.00	
3010000	Provisions for Contingencies		
3007000	Transfer Out to Facility Sustainability Fund (534)	\$0.00	Resolution 19-34
3007000	Transfer Out to Facility Improvement Fund (535)	\$0.00	Resolution 19-33
	Expense Total	\$295,635.00	
	Revenue Over (Under) Expenses	\$1,765.00	

Preliminary 2026/2027 Budget - Honey Lake Valley Community Pool

Preliminary budget for pool operations of July - August 2026 & May-June 30, 2027

Resolution No. 26-XX

Acct #	Revenues:		
2003203	Daily Passes (Public Swim)		\$29,000.00
2003206	Lassen Aquatics (Swim Team)		\$9,500.00
2003214	Summer Passes		\$16,500.00
2007400	City/County- Annual Contribution		\$160,000.00
2010611	Swim Lessons		\$40,000.00
2010660	Programming Daily		\$2,300.00
2010661	Parties/Events Rentals		\$8,600.00
2010662	Concession Revenues		\$25,000.00
2010663	School Rentals		\$1,800.00
2010664	LHS Swim Team		\$0.00
2010665	Punch Cards		\$10,800.00
2010667	Programming Monthly		\$3,200.00
2010688	LCC Adaptive PE Class		\$1,200.00
2011200	Miscellaneous		\$0.00
2011300	Donations/Contributions (sponsorship banners)		\$3,600.00
	Transfer from Fund Balance		\$0.00
	Total Revenues		\$311,500.00

Removed Fall Season

Removed one time funds

Removed Fall Season

No current agreement

Removed Fall Season

Removed Fall Season

Expenses: (for fiscal year)

SERVICES			
3002300	Professional & Specialized Services (City staff time/Auditors/Attorney/CAPRI Dues)		\$20,000.00
3002400	Publications/Marketing/Legal Notices		\$100.00
3002801	County Wide Allocation		\$8,000.00
SUPPLIES			
3001150	Safety Equipment & supplies		\$1,500.00
3001400	Janitorial Supplies		\$1,000.00
3001705	Maintenance (Chemicals, etc...)		\$30,000.00
3002200	Office Supplies		\$2,000.00
3005500	Concession Items		\$15,000.00
3005501	Recreational Activity Supplies		\$500.00
UTILITIES			
3001200	Communications (Phone & Internet)		\$2,900.00
3002807	Surveillance		\$2,000.00
3003010	Electric		\$25,000.00
3003030	Sewer		\$1,235.00
3003040	Trash Service		\$1,900.00
3003050	Natural Gas		\$200.00
3003060	Geothermal		\$10,000.00
FIXED ASSETS			
Building and Improvement			
3002701	Non- Capitalized Equipment		\$0.00
3004900	Depreciation Costs		\$0.00
3006050	Landscaping and Improvements including:		\$0.00
3006100	Building and Equipment		
STAFFING			
3002359	Staffing (Pool Employees)		\$160,000.00
3002901	Training - Certifications		\$2,500.00
ANNUAL LAND EXPENSES			
3001500	Insurance Costs		\$25,636.00
	Total Expenses (Line Items)		\$309,471.00
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		\$309,471.00
	Revenue Over (Under) Expenses		\$2,029.00

[Resolution 20-39](#)

Hard Shutdown

[Resolution 21-42](#)

lowered to exclude fall

[Resolution 20-39](#)

Not being funded

[Resolution 19-34](#)

Not being funded

[Resolution 19-33](#)

Susanville Honey Lake Valley Recreation Authority Agenda Item

Submitted By: Reesa Rice, Pool Director

Action Date: January 20, 2026

Subject: Board Member Requests

Presented By: Dan Newton, City Manager

Summary: Board member requests may be presented under HLVRA Agenda Section 8, **Board Member Issues/Reports**, in order for items to be brought back at a future agenda, the HLVRA Board needs to determine whether there is sufficient support for inclusion on a future agenda. At a previous meeting, Board Member Burton requested that specific items be placed on the agenda for discussion. These items are attached to the agenda for the Board's review and consideration. If there is board support for items, direction must be provided to staff to bring those forth at on a future agenda.

Fiscal Impact: None

Action Requested: Direction to staff

Attachments:

- 1. Shelby Burton Memoranda 2025.11.18

HLVRA BOARD MEMORANDA

Submitted by Shelby Burton

MEMORANDUM 1 — Annual Planning Deadlines

To: Executive Officer, HLVRA Board

From: Shelby Burton, Board Member

Date: November 18, 2025

Subject: Request to Add Annual Program Planning Deadlines to the January 20, 2026 Agenda

Introduction:

This memo is to formally request the addition of Annual Planning & Program Deadlines to the agenda for the upcoming board meeting on January 20, 2026.

Background & Context:

The pool currently faces challenges related to late scheduling, last-minute decision-making, and lack of lead time for staffing and program setup. Establishing clear annual deadlines would enable more predictable planning, improved staffing readiness, and earlier marketing.

Purpose:

To discuss and consider approving a standardized annual planning timeline.

Key Information:

- Set program and schedule approval deadlines for February–March each year.
- Ensure adequate lead time for staffing, training, marketing, and budgeting.
- Establish annual consistency to improve operations and community participation.

Desired Outcome:

Board approval to adopt formal annual deadlines for program and schedule development.

MEMORANDUM 2 — Seasonal Operations Timeline

To: Executive Officer, HLVRA Board

From: Shelby Burton, Board Member

Date: November 18, 2025

Subject: Request to Add Seasonal Operations Timeline to the January 20, 2026 Agenda

Introduction:

This memo is to formally request discussion of a Seasonal Operations Timeline at the January 20, 2026, board meeting.

Background & Context:

Consistent seasonal planning is essential for a smooth and fully staffed opening each year.

Purpose:

To review and consider adopting a standard operations schedule.

Key Information:

- Begin staff hiring and training in April.
- Establish a soft open around May 1st annually.
- Host a grand opening event.
- Ensure the budget supports full operations through the end of October.

Desired Outcome:

Approval of a standardized seasonal operations plan.

MEMORANDUM 3 — Program Access & Age Requirements

To: Executive Officer, HLVRA Board

From: Shelby Burton, Board Member

Date: November 18, 2025

Subject: Request to Add Program Age Requirement Update to the January 20, 2026 Agenda

Introduction:

This memo is to formally request discussion of program age requirements.

Background & Context:

Community members have expressed interest in broader access for younger swimmers.

Purpose:

To review and potentially update the minimum age requirement for programs.

Key Information:

- Consider setting minimum age as 13 & under at lifeguard/management discretion.
- Review safety considerations.
- Evaluate participation and revenue impact.

Desired Outcome

Board discussion and direction regarding standardized program parameters.

MEMORANDUM 4 — Swim Team & Volcanoes Agreements

To: Executive Officer, HLVRA Board

From: Shelby Burton, Board Member

Date: November 18, 2025

Subject: Request to Add Formal Use Agreements for Swim Teams to the January 20, 2026 Agenda

Background & Purpose

Clarifying program access and formalizing partnerships ensures access for youth swim teams, consistency, and predictable scheduling.

Introduction:

This memo requests the addition of a discussion item regarding formalized agreements with the Lassen Volcanoes Swim Club and Lassen High School Swim Team.

Key Information:

- Volcanoes: May through October.
- LHS Team: Mid-August through early November.
- Agreements would clarify scheduling, responsibilities, and financial commitments.

Desired Outcome

Board discussion and direction regarding standardized program parameters and partnership agreements.

MEMORANDUM 5 — Administrative Expenses

To: Executive Officer, HLVRA Board

From: Shelby Burton, Board Member

Date: November 18, 2025

Subject: Request to Add Administrative Expense & Budget Alignment Review to the January 20, 2026 Agenda

Introduction

This memo requests placing a review of administrative expenses and staffing costs on the January 20th meeting agenda.

Background & Purpose

Current administrative costs exceed what the pool's revenue can sustainably support. A better understanding of staffing expenses and administrative overhead is needed.

Key Information:

- Review administrative wage levels.
- Clarify potential dual compensation for city staff.
- Review manager's salary structure.

Desired Outcome

Discussion, clarification, and direction on aligning administrative costs with available revenue.

MEMORANDUM 6 — Expense Review & Cost Savings

To: Executive Officer, HLVRA Board

From: Shelby Burton, Board Member

Date: November 18, 2025

Subject: Request to Add Expense Review & Savings Opportunities to the January 20, 2026 Agenda

Introduction

This memo requests adding an expense review and cost-savings discussion to the upcoming January 20th agenda.

Background & Purpose

Identifying areas for financial savings can reduce pressure on the pool's annual budget and help sustain full-season operations.

Key Information

- Review potential utility savings, including energy-efficient equipment and solar options.
- Explore possible insurance cost reductions.
- Clarify the Professional & Specialized Services line item.
- Clarify Alpine Beverage concession purchases:
 - Are charges for product only?
 - Do they include equipment, fridge servicing, or other fees?

Key Information:

- Review utility and insurance savings options.
- Explore solar energy.
- Clarify Professional & Specialized Services.
- Clarify Alpine Beverage concession purchase details.

Desired Outcome

Board discussion and direction for staff to research and report back on cost-saving opportunities.

MEMORANDUM 7 — Online Registration & Payments

To: Executive Officer, HLVRA Board

From: Shelby Burton, Board Member

Date: November 18, 2025

Subject: Request to Add Online Registration & Payment System Review to the January 20, 2026 Agenda

Introduction:

This memo requests adding a review of online registration and payment systems to the January 20th agenda.

Background & Purpose

Automated systems reduce staff workload, increase accuracy, improve accessibility for the public, and generate consistent revenue with fewer labor hours.

Key Information

- Explore systems that allow online enrollment, payment processing, scheduling, and automated receipts.

Desired Outcome

Direction for staff to research and present system options for online registration.

MEMORANDUM 8 — Water Quality & Green Algae Concerns

To: Executive Officer, HLVRA Board

From: Shelby Burton, Board Member

Date: November 18, 2025

Subject: Request to Add Discussion of Water Quality & Algae Testing to the January 20, 2026 Agenda

Introduction

This memo requests adding a discussion of community concerns regarding algae and water quality to the January 20th agenda.

Background & Purpose

Several community members have expressed concerns about possible green algae in the pool. Improving transparency around water testing can build trust and address misinformation.

Key Information:

- What testing procedures are used and how often?
- Have recent tests been conducted?
- If water is confirmed safe, and no algae is present, can results be publicly shared?
- If algae is present, what is being done to remedy this?

Desired Outcome

Clear public information regarding testing, safety, and water quality reporting practices.