

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
February 15, 2017**

MINUTES

I. CALL TO ORDER

PRSA Chair Carolyn Wilson, called the February 15, 2017 meeting of the PRSA to order at 9:00 AM.

Board Present: Carolyn Wilson, Aaron Simon, Keith Goehner and Mia Bretz (arrived for action items at 10:35 AM).

City Staff Present: Joel Walinski, Kelley Lemons, Herb Amick and Chantell Steiner.

II. APPROVAL OF CONSENT AGENDA

- A. Approval of Agenda
- B. November 16, 2016 Minutes
- C. PRSA Claims Items from November 1, 2016 – December 31, 2016 = \$118,706.25
- D. Annual Certification of Authorized Voucher/Payroll Signatures

Boardmember Goehner moved to approve the consent agenda as presented. The motion was seconded by Boardmember Simon and passed unanimously.

III. INFORMATION ITEMS

A. Staffing – Training – New Minimum Wage

Pool Manager Kelley Lemons updated the Board on new changes from the Red Cross regarding certification training for lifeguarding that is going to have a slight increase on additional training needed this year; some areas affected include CPR, rescue procedures and backboard use procedures. She noted that she is looking into utilizing another agency pool to get training underway earlier than usual this year. Finance Director Chantell Steiner stated the increase in the new minimum wage will be adding approximately \$10,000 more to annual personnel costs and will be discussed further when the Board reviews the Rate & Fee Schedule under action items. Manager Lemons questioned the Board on whether they would like to support closure of the concession stand and trying vending machines only this year; this transition could help alleviate some of the personnel cost increases. The Board was very supportive of this idea and suggested looking into some healthy vending machine options. Manager Lemons added that this would free up some space to create an area for administering first aid when needed. The Board asked if it is feasible to keep records on daily headcounts into the pool; Manager Lemons stated that she would see what she could do.

B. Capital Maintenance Review – Herb Amick

Public Works Director Herb Amick updated the Board on the status of the capital improvements planned for this year that includes the replacement of the sand filter that will be approximately \$17,000. He stated that the staff has recently found water collecting in the basement area that is being explored for a possible leak in the system pipes and that there are some issues being addressed with the new solar panels on the roof. He then addressed the usual start-up procedures necessary for preparing to open the pool and said that they will be applying a new coat of paint again this year to the changing room floors to reduce slipping hazards. There was a brief discussion regarding funding for minor repairs that are included in the 2017 Budget.

C. Strategic Planning

- a) Current Levy / Debt Schedule / Options Review
 - i. Pool Resurfacing (\$125,000 estimate)
 - ii. Sunshades
 - iii. Ice Rink Conversion Option and Storage Area
 - iv. Funding Options (Donations, City/Bank Bonds, Voter Approved Bonds)
- b) M&O levy – Next Deadline – 2018 for 2019 Year

Due to time constraints and the need to have more members present, the Board suggested scheduling additional special meetings to discuss the strategic planning topic in detail. Members discussed possible dates in March and April that will be sent out as options for members to consider; Boardmember Simon will send out a calendar poll using Doodle.

D. Entity Liability Exposure Questionnaire Policy Year 2017 – To be Completed Online

Director Steiner stated that this is an annual questionnaire for insurance purposes that she will complete online when prompted by the Board's insurance company Enduris.

E. 2016 Final Pool Budget Position through December 31, 2016

There was a brief discussion as to the status of the 2016 ending Pool Fund balance that came in a little higher than anticipated which will help to alleviate cash flow concerns prior to the pool opening in May. The Board reviewed the revenues and expenditures compared to prior years noting that revenues were down slightly while expenditures remained fairly stable. Director Steiner stated that since the 2017 year has just started there is little to discuss regarding the budget.

F. Enduris 2016 Annual Report

Director Steiner noted that the 2016 Annual Report for Enduris was received and is provided for review if anyone wants to review it.

G. 2016 Annual Report – Due by May 30, 2017

Director Steiner stated that the City completes the annual report for the PRSA Board to the Washington State Auditor's Office each year and that this year it will be due by the 30th of May. She stated that she has just completed the report and will be meeting with Boardmember Bretz soon to do a final review.

IV. ACTION ITEMS

A. Elect Chair, Vice-Chair, Secretary

Boardmember Goehner moved to appoint Mia Bretz for position of Chair, Elizabeth Thomson for position of Vice-Chair and Aaron Simon for position of Secretary. The motion was seconded by Boardmember Wilson and passed unanimously.

B. Fee Schedule – Rate Recommendations for 2017 Season – Rate History Sheet Included

Director Steiner provided a handout with the pool's rate history from 2011 to 2015 and the current pool rates from 2016. She identified the estimated increase of nearly \$10,000 in personnel costs from the increase this year in the minimum wage rate. She added that in reviewing last year's pay rates that a majority of the pool staff was at the low end; therefore, this will have a significant impact with the minimum wage increasing nearly \$1.50 per hour. Director Steiner reviewed the funding

sources for the Board noting that the property taxes are limited to a 1% annual increase through 2019 when a new maintenance and operation levy can be presented to the voters for approval in 2018. Due to this factor, the annual pool fees are the other revenue source at this time for increasing the revenues to offset the increased expenditures. There was a brief discussion of how the pool's daily revenues are affected by participation, and in particular, can be driven by the weather. Manager Lemons stated that she does anticipate rate increases for the Cashmere pool that will also be affected by the minimum wage increase.

The Board discussed the difference between what people can afford versus the affordability of the current rates and how an increase to a whole dollar amount would likely not have any effect on daily patrons. By increasing the 50 cent portion up to the nearest dollar on the day use fees it would also help to reduce time and costs for staffing, counting and reconciling as well as making it easier for staff to move patrons quicker at the entrance into the facility. The Board then discussed in detail each of the fees for daily rates, season passes, swim lessons, kayaks, pool rentals and swim team fees. In reviewing the fees the Board recognized the citywide benefit of having the swim teams utilizing the pool for practice and swimmer safety and noted that the current fee will remain unchanged and that two year of age and under will remain with no charge. In reviewing the remaining fees the board proposed the following new rates:

Day-Use Fees

	PRSA resident	Non-PRSA resident
General Admission (Two (2) years and up	\$4.00	\$6.00
Senior Citizen (all swims)*	\$3.00	\$5.00
Lap Swim/Water Exercise (non-senior)	\$4.00	\$6.00

Season Passes

Family Pass	\$150.00	\$190.00
Individual Pass	\$90.00	\$120.00
Senior Pass	\$60.00	\$75.00

Swim Lessons

Class lessons	\$ 35.00/per student	\$40.00/per student
Private Lessons.....		\$40.00 per hour, per student

Kayaks

Individual Kayak Session.....\$10.00/per person

Pool Rental (Must be outside regular pool hours)

Rental charge of \$100.00 plus \$16.00 per lifeguard, per hour. The number of lifeguards shall be determined by the pool manager or assistant pool manager.

Boardmember Bretz motioned to increase the pool rates for PRSA Resident and Non-PRSA Resident Day Use Fees, Season Passes, Swim Lessons, Kayaks and Pool Rentals as discussed and finalized and to forward this recommendation to the Leavenworth City Council for approval. The motion was seconded by Boardmember Simon and passed unanimously.

The Board asked that if the wage increases are approved by the City Council that there be a notice posted informing the public that there is a direct correlation to the pool rate increases from the minimum wage increase.

V. ADJOURNMENT

Seeing no other business, Boardmember Bretz moved to adjourn the February 15th meeting of the Upper Valley PRSA. The motion was seconded by Boardmember Simon and passed unanimously. The meeting adjourned at 10:55 AM.

Respectfully submitted by Chantell Steiner.