

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
February 17, 2016**

MINUTES

I. CALL TO ORDER

PRSA Vice-Chair Carolyn Wilson, called the February 17, 2016 meeting of the PRSA to order at 3:05 PM.

Board Present: Carolyn Wilson, Elizabeth Thomson, Mia Bretz and Keith Goehner (via conference call).

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

Visitors Present: John Bangsund.

II. APPROVAL OF CONSENT AGENDA

- A. Approval of Agenda
- B. November 18, 2015 Minutes
- C. Claims and Payroll November 12, 2015 – February 5, 2016 = \$10,772.60
- D. Annual Certification of Authorized Voucher/Payroll Signatures

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

III. INFORMATION ITEMS

- A. John Bangsund Letter to the PRSA Board

Community member John Bangsund thanked the Board for including him on this agenda and proceeded to give the Board some background information on a letter that he authored regarding assistance needed for the Leavenworth Ski Hill. He stated that as a former City Councilmember it was one of his main objectives to support and expand the services currently offered at the facility to be a year-round recreational opportunity. He identified some of the challenges regarding the lack of water accessibility, the failing infrastructure of the lodge on the land and the lengthy process involved regarding changes in use to federally owned land. He gave the Board some visionary ideas for expansion of the services that could include such things as the latest movement to put together a Hall of Fame / History of Skiing in Leavenworth, expansion of skiing and tubing, snowmaking, mountain biking, hiking/walking/jogging, gondolas, zip lines and other private uses such as the outdoor Leavenworth Summer Theatre events. He encouraged the Board to consider a deeper involvement in the Leavenworth Ski Hill noting that it will take many agencies to come together to achieve further expansion of these types of goals. City Administrator Joel Walinski added that the Ski Hill Heritage Foundation is currently underway with a strategic planning phase for the facility and that there are many ideas being explored by the Foundation.

Administrator Walinski provided the Board and Mr. Bangsund with a brief history of the creation of the Upper Valley Park & Recreation Service Area (PRSA) that began in the late 1990's with the sole purpose at that time to be the construction and maintenance of the Leavenworth Area Pool. He explained the boundaries of the PRSA to include Leavenworth, the Icicle and Chumstick areas to the south and north and a portion of Peshastin to the east. It was noted that the boundaries are a little

less than the Cascade School District boundaries. Administrator Walinski spoke to the Board about the process involved with the operation and maintenance levy that is brought back to the voters every six years by State law for approval; the next election year for renewal will be in 2018 for the 2019 calendar year. He discussed the construction bond process and reviewed the concept of renewing long term bonds, such as the pool construction bond that will have final property tax collections in 2019, whenever a long-term debt is nearing maturity. He explained how it can be easier to ask the voters for a new bond at the time of retirement of an old bond as the citizens are already comfortable with the tax levy that they have been paying. Finance Director Chantell Steiner noted that the final construction bond payment will occur in 2020; however, previous collections have built a fund balance that will likely end the need for collections in the 2019 calendar year. Administrator Walinski encouraged the Board to consider this in their strategic planning; especially if there will be consideration to expand the PRSA's operations to other areas outside of the operations of the pool.

Board member Thomson questioned if the current construction bond has to be presented to the voters periodically; Director Steiner confirmed that the original construction bond does not require additional voting by the citizens as that type of bond is approved with the original voter action for the life of the bond. She reminded the Board about the previous timing of the last maintenance & operation (M&O) levy that was occurring at the time of the potential to acquire some of the Peshastin Mill Site property in 2012; she stated that the Board discussed options for running separate levies in order to avoid a potential rejection of the O&M Levy for the pool; however, the Board did not take any action related to the Peshastin Mill Site property. Director Steiner gave the Board a brief history of the past challenges of the budget with expenditures exceeding revenues and how the City of Leavenworth assisted in financial difficulties with direct support. She identified how the six-year operations and maintenance levy is passed and the recent expansion by the voters in 2012 to double the property tax collections which has allowed the PRSA to successfully meet all expenditures from generated taxes and facility use charges.

B. Entity Liability Exposure Questionnaire Policy Year 2016 – To be Completed Online

Finance Director Chantell Steiner noted that this is a review that will be completed online if requested by Enduris that helps the insurance company to contain yearly premium costs.

C. 2015 Pool Budget Position through December 31, 2015

Director Steiner reviewed the revenues and expenditures with the Board noting that the beginning fund balance has come in higher than anticipated at just over \$30,000.00. She stated that this increase is partially due to a savings in the capital related expenditures, a decrease in the insurance that is reviewed each year by the City and the reduction in utilities due to the solar/energy grant improvements. In reviewing the revenues it was identified that they did come up lower than recent years; however, expenditures were comparably down as well. The Board questioned whether closures this past season were a potential cause for the downturn; Pool Manager Kelley Lemons stated that there were only a few times that the staff had to shut down due to fecal and storm related matters. It was noted that it was a significantly warm year and that may have driven more people to recreate in the local rivers instead.

D. Enduris 2015 Annual Report

Director Steiner noted that the 2015 Annual Report for Enduris was received and is provided for review if anyone wants to review it.

E. 2015 Annual Report – Due by May 29, 2016

Director Steiner stated that the City completes the annual report for the PRSA Board and that this year it will be due by the 29th of May.

F. Bond Debt and Reserve Policy Review

The Board reviewed the long-term construction bond debt as part of the discussions related to the budget as identified in the notes in item C above. Director Steiner reviewed the reserve fund policy previously set by the City of Leavenworth that was also reviewed by the PRSA Board and approved by the Board via Resolution 1-2014. She identified the total reserve goal amount of 25% by the year 2020 to equate to approximately \$45,000, which may be achievable by the end of the 2016 calendar year. She added that this should be reviewed once the goal is achieved because the 15% capital portion of the 25% reserve will be about \$30,000 which likely will not meet a major capital replacement if and when needed.

G. Capital Improvement and Pool Manager Update

a. Ice Machine Discussion

Administrator Walinski and Pool Manager Lemons stated that this has been resolved as the Pool staff will work with the Festhalle Manager to acquire ice from the Festhalle when needed. There was a discussion regarding last season's follow-up for looking into other vending options that may replace concession stand operations to ensure cost recovery of the service. Manager Lemons stated that she continues to look into this but has not made any final decisions on closing or reducing the concession stand operations at this time.

b. Pool Shades, Painting & Tile Repairs

Public Works Director Herb Amick updated the Board on the upcoming spring repairs for painting and tile replacements within the building and pool areas. He stated that discussions are ongoing regarding the need for shaded areas on the pool deck and that no final decisions have yet been determined. It was noted that installing pool shades, depending on the type of shade, will be very costly.

IV. ACTION ITEMS

A. Elect Chair, Vice-Chair, Secretary

Boardmember Goehner moved to appoint Carolyn Wilson for position of Chair. The motion was seconded by Boardmember Thomson and passed unanimously.

Boardmember Wilson moved to appoint Keith Goehner for position of Vice-Chair. The motion was seconded by Boardmember Thomson and passed unanimously.

Boardmember Thomson moved to appoint herself, Elizabeth Thomson, for position of Secretary. The motion was seconded by Boardmember Bretz and passed unanimously.

B. Annual Certification of Authorized Voucher/Payroll Signatures

This item will be signed at a full present quorum of the Board.

C. Fee Schedule – Rate Recommendations for 2016 Season – Rate History Sheet Included

Administration Walinski reviewed the handout showing the historical pool rates from 2011 through

2015. The Board discussed the various rates including daily and season passes inside and outside of the PRSA. It was noted that there has not been any changes since 2012 for the PRSA Resident rates due to the increase in property taxes approved by the voters. The Board discussed the need to consider future incremental increases to ensure that revenues continue to meet expenditure needs as well as building a reserve for future capital replacements. Boardmember Bretz stated that a small increase would also help to mitigate annual cost of living adjustments for personnel and operational needs.

Boardmember Wilson motioned to increase the pool rates for PRSA Resident and Non-PRSA Resident Day Use Fees for "General Admission Two & up", "Senior Citizen", and "Lap Swims" by \$0.25 each and to forward this increase to the Leavenworth City Council for approval. The motion was seconded by Boardmember Bretz and passed unanimously.

V. ADJOURNMENT

Seeing no other business, Boardmember Bretz moved to adjourn the February 17th meeting of the Upper Valley PRSA. The motion was seconded by Boardmember Thomson and passed unanimously. The meeting adjourned at 4:42 PM.

Respectfully submitted by Chantell Steiner.