

UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)

February 19, 2014

MINUTES

I. CALL TO ORDER

PRSA Chair Steve Keene, called the February 19, 2014 meeting of the PRSA to order at 10:30 AM.

Board Present: Steve Keene, Keith Goehner, Elizabeth Thomson, Cindy Puckett, and Carolyn Wilson.

City Staff Present: Joel Walinski, Terry Gildersleeve, Kelley Lemons and Chantell Steiner.

New Boardmember Cindy Puckett representing the Cascade School District introduced herself and gave the Board a brief history of her tenure in the Leavenworth community.

II. APPROVAL OF MINUTES

Boardmember Wilson moved to approve the November 20, 2013 meeting minutes. The motion was seconded by Boardmember Keene and passed unanimously.

III. ACTION ITEMS

A. Elect Chair, Vice-Chair, and Secretary

Boardmember Wilson moved to reappoint Steve Keene for position of Chair. The motion was seconded by Boardmember Thomson and passed unanimously.

Boardmember Goehner moved to reappoint Cheri Farivar for position of Vice-Chair. The motion was seconded by Boardmember Wilson and passed unanimously.

Boardmember Keene moved to reappoint Keith Goehner for position of Secretary. The motion was seconded by Boardmember Wilson and passed unanimously.

B. Annual Certification of Authorized Voucher/Payroll Signatures

Finance Director/City Clerk Chantell Steiner requested all members to sign the annual certification.

C. Fee Schedule – Rate Recommendations for 2014 Season

Boardmember Wilson moved to increase the daily Non-PRSA rates by 25 cents each. The motion was seconded by Boardmember Puckett.

Discussion continued on the motion on the floor including other options for rate adjustments. The Board discussed a potential new youth pass option, increasing outside PRSA member rates and reductions to inside PRSA member rates. Consensus was to try the rates as they were in 2013 due to the many variables that affected revenues and expenditures in 2013. See additional comments pertaining to the budget below in informational items.

Boardmember Wilson moved to rescind the original motion and was seconded by Boardmember Puckett.

Boardmember Goehner moved to keep the 2013 rates for all pool fees the same for 2014. The motion was seconded by Boardmember Wilson and passed unanimously.

IV. INFORMATION ITEMS

A. Entity Liability Exposure Questionnaire Policy Year 2014 – To be Completed Online

Director Steiner noted that this is informational only and would be completed online.

B. 2013 Final Pool Budget Position through December 31, 2013

Director Steiner reviewed the 2013 revenues and expenditures detailing each line item and specified various areas that exceeded the original budget. She specifically discussed the low pool pass sales, property tax collections, the 3-year interfund loan due to the capital improvements to the Salt Cell System and heater replacement, the annual temporary interfund loan processes, the increased costs for salt and electrician costs for installation and repairs to the facility. She identified that the City did perform a budget amendment to remove the estimated 2014 beginning fund balance which in turn reduces the estimated ending fund balance and included the \$30,000 3-year loan with the payback of the loan at \$10,000 per year beginning in 2014 and ending in 2016. She added that the Pool did need an additional \$3,500 temporary loan at year-end which was paid back to the City in January 2014. The Board briefly reviewed the 2014 budget noting that clarification is needed on the property tax collection to ensure that it will not be lower than estimated. Director Steiner stated that she may need to do a budget amendment for this; however, at this time the budget has some flexibility. She clarified that the current estimated ending fund balance for 2014 would be about \$11,200 after the payback of the \$3,500 2013 year end temporary loan.

City Administrator Joel Walinski reviewed the 2014 capital budget items noting that there may be another option for replacement of the pool covers. He stated that the City has applied for an Energy Improvement Grant through the Department of Commerce that included solar heating panels which could reduce utility costs and new efficient pool covers. Should the City get the grant, then the Pool may only have some match fund requirements. Pool Manger Kelley Lemons confirmed that she did speak with the Swim Team last year and that they are planning to apply for a grant to replace the pool lane ropes. Terry Gildersleeve reviewed the need to look at a full tile replacement project in the next couple years. He stated that the City staff has been doing a good job each year to perform repairs to the tiles but it is going to need to be budgeted and it will likely be quite expensive. Chair Keene questioned how the City has been doing in revenues such as retail sales. Administrator Walinski and Director Steiner noted that revenues were up for the City in 2013 by about 10% over 2012.

C. Enduris 2013 Annual Report

Director Steiner noted that the Enduris annual report is provided if anyone is interested in a copy.

D. 2013 Annual Report – due by May 30, 2014

Director Steiner stated that she will be working on the 2013 annual report soon and noted that members could always review the past audit reports if they were interested.

E. Follow-up Discussion on Memorial Plaque at Pool and Temperature Reminders for Discussing a Goal at the August 2014 Meeting

Boardmember Wilson and Administrator Walinski updated the Board regarding the memorial pool plaque that has been determined to be in the name of Dr. Howard Hopkins. Carolyn gave a brief background on Dr. Hopkins community involvement as Leavenworth's first doctor and stated that she would be working with the Museum Board to come up with a historical reference plaque to go on the outside of the pool building. Administrator Walinski stated that the City would also be looking into the design of a sign structure off the highway. Boardmember Wilson stated that the Museum Board would like to do a formal dedication of the pool plaque/sign in memory of Dr. Hopkins on July 4, 2014.

Director Steiner reminded the Board of previous discussions last year in August and November regarding the temperature goal setting. She stated that the Board decided at the November 2013 meeting to proceed with testing different temperatures during the 2014 season and to then review the recommendation from Pool Manager Lemons before officially setting a goal temperature.

V. ADJOURNMENT

Seeing no other business, Boardmember Wilson moved to adjourn the February 19, 2014 meeting of the Upper Valley PRSA. The motion was seconded by Boardmember Keene and passed unanimously. The meeting adjourned at 12:15 PM.

Respectfully submitted by Chantell Steiner.