

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
May 20, 2015**

MINUTES

I. CALL TO ORDER

PRSA Vice-Chair Carolyn Wilson, called the May 20, 2015 meeting of the PRSA to order at 10:32 AM. Chair Cheryl Farivar arrived at 10:36 AM to lead the remainder of the meeting.

Board Present: Cheryl Farivar, Carolyn Wilson, Elizabeth Thomson and Doug Clarke.

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

Finance Director Chantell Steiner noted to the Board that the Peshastin Community Council has made the official appointment of new member Doug Clarke and that the PRSA Board will make a formal motion to confirm the appointment during action items. She then noted a change in the agenda to include approval of a consent agenda that now includes claims information as required by a recent audit review. She stated that a single motion to approve the agenda, minutes and claims as one item is acceptable as long as no changes are needed on an individual item.

II. APPROVAL OF CONSENT AGENDA

- A. Approval of Agenda
- B. February 18, 2015 Minutes
- C. Claims and Payroll January 1, 2015 – May 13, 2015 = \$19,685.59

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

III. INFORMATION ITEMS

- A. Pool Manager Update
 - a. Update on Deck Stabilization and Other Repairs

Pool Manager Kelley Lemons provided the Board with the 2015 Pre-Season and Regular Season schedules and reviewed some minor changes from last year. She reported that the City has completed the necessary deck repairs, pool employees have completed painting the interior of the building and that the City has received half of the new solar covers, although some minor adjustments are needed for those that have arrived. She stated that the program with the School District for testing will begin next week and noted that swimmers with weaker skills will be advanced into swim lessons. She added that swim lesson dates for the general public have not yet been finalized but will be posted on the City's website once they are available. Chair Farivar questioned the amount of lessons available to ensure that all residents wanting to participate in lessons have the opportunity; Manager Lemons confirmed that although the actual schedules may conflict for some residents that there is always space available in other lesson time slots. She briefly reviewed the status of the number of guards noting that she is comfortable with the amount although there will be some significant training due to several of them being new this year. She added that Sharon Waters is certified to do the training of the staff and that she is working this year to also be certified.

City Administrator Joel Walinski updated the Board on the deck stabilization utilizing the Slabjack Company and stated that the repair work went well and is now complete. He added that the City staff replaced the broken ladder and has completed the tile and drain repairs within the interior of the pool noting that the drain replacement was a federal level requirement.

B. 2015 Pool Budget Position through 4/30/2015

Director Steiner reviewed the year to date totals noting that at this time there is little to report as the pool operations have yet to begin. Administrator Walinski gave a brief history of the increase to the property tax rates which helped to eliminate past practice of the City's General Fund supporting the day to day operations of the pool. Chair Farivar reminded the Board of the Energy/Solar Grant dollars that the City applied for and received to install new solar heating that will reduce some of the electric costs and the new efficient pool covers. Director Steiner noted the need to have temporary interfund loans for cash purposes due to the timing of property tax distributions and reminded the Board of the 3-year loan that is currently in the second year of payback to the City for the major capital repairs completed in 2013. The Board had a brief discussion on the use of the pool covers and the desire to only use them during cooler temperatures to reduce staffing costs; Manager Lemons noted that she intends to continue monitoring pool and air temperatures this year to compare to those recorded last year.

The Board questioned any remaining capital related dollars to be spent this year. Manager Lemons stated that she is looking at the new vacuum discussed last year that is estimated at \$3,500 and that she also has the spot vacuum that does not need replacement. She reviewed the need to replace the adult safety backboard and stated that she would also like to purchase a youth size backboard for a combined cost of about \$1,000. Discussion on sanding and refurbishing the older backboard for a backup was discussed and noted for City staff to look into further. Manager Lemons said she would talk with Cascade Medical Center to see if they have a grant program to assist in the purchase of the backboards. She then noted that she has purchased the replacement chairs for the deck area and that she will decide if additional chairs are needed once the pool gets operational; she added that the lounge style chairs are still in good repair and do not need replacement. One idea for possibly adding benches was discussed and that maybe some local senior residents would be sponsors for funding needs. It was noted that the Swim Team is aware of the need to replace the pool lane ropes and that they will be seeking grant funding soon. Manager Lemons added that the kickboards are doing well, that the use of fins has phased out and that there is likely some need to replace some of the water aerobics weight belts. She then updated the Board on the concessions noting that smoothies will be sold again this year due to stock on hand and anticipates no other major changes.

C. Annual Report Update

a. 2012 – 2013 Audit Report and Recommendation

Director Steiner stated that successful completion of the 2012 – 2013 audit has occurred and a report is provided in the packet. She identified a specific recommendation to include an approval process by the PRSA Board for the vouchers which has been included with this meeting agenda. She said that the Leavenworth City Council also approves the vouchers, which is part of the City's normal procedures for operating the Pool Fund and is administered based on an Interlocal Agreement between the City and the PRSA. She explained some other audit related items for the City regarding a Cost Allocation Plan and how that plan will affect the PRSA and Pool budget in future years. She further clarified the need to track City staff hours that have been provided by the City's General Fund for pool related support functions to ensure that other City utility funds are not being charged for any hours provided to support the pool. She noted the importance of this

information to the PRSA for future personnel costs if needed.

b. 2014 Annual Report Submitted 4/16/2015

Director Steiner stated that the 2014 Annual Report review was completed by Boardmember Thomson and that the report was submitted to the State Auditor's online system on April 16, 2015. She noted that this report is due 150 days after the reporting year which would be May 30, 2015.

IV. ACTION ITEMS

A. Confirmation of Appointment of Doug Clarke – Peshastin Representative

Boardmember Wilson moved to confirm the appointment of Doug Clarke as representative for the Peshastin Community Council on the Upper Valley Park and Recreation Service Area Board. The motion was seconded by Boardmember Thomson and passed unanimously.

Boardmember Wilson questioned doing a formal dedication for the John Hopkins Memorial Pool that was discussed last year. Administrator Walinski reviewed some concerns regarding the language on the temporary plaque last year that has now been resolved and stated that a formal dedication could be coordinated at the same time as the ribbon cutting ceremony, which will be occurring soon, for the new restrooms added at the Lions Club Park Building.

V. ADJOURNMENT

Seeing no other business, Boardmember Wilson moved to adjourn the May 20th meeting of the Upper Valley PRSA. The motion was seconded by Boardmember Clarke and passed unanimously. The meeting adjourned at 11:47 AM.

Respectfully submitted by Chantell Steiner.