

UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)

May 21, 2014

MINUTES

I. CALL TO ORDER

PRSA Chair Steve Keene, called the May 21, 2014 meeting of the PRSA to order at 10:35 AM.

Board Present: Steve Keene, Keith Goehner, Elizabeth Thomson, and Cheri Farivar.

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

II. APPROVAL OF MINUTES

Boardmember Goehner moved to approve the February 19, 2014 meeting minutes. The motion was seconded by Boardmember Farivar and passed unanimously.

Boardmember Goehner questioned the status of the plaque for the Pool. City Administrator Joel Walinski updated the Board on the new signage that would be placed along the Highway identifying whether the pool is open or closed. He informed the Board that Boardmember Wilson, who is not present today, is working with the Leavenworth Museum to put together a plaque identifying some short history on Dr. Hopkins. He asked members to consider a location for putting the plaque for best visitor viewing. He stated that the original plan was to present a dedication ceremony during the 4th of July Ice Cream Social put on each year by the Museum. Pool Manager Kelley Lemons suggested looking into putting together a free Community Night at the Pool event to attract more residents to the dedication; it was suggested that she look into this further.

III. ACTION ITEMS

A. Motion to Approve Goal of 25% Reserves by 2020

Finance Director Chantell Steiner reviewed for the Board the City of Leavenworth Policy regarding the City's Financial Policies that contains a reserve fund section for the Leavenworth Pool. Administrator Walinski and Chair Keene reminded the Board of the discussions from 2012 when the Board was preparing the new 6-year maintenance & operation levy for voter approval noting that part of the increase in property tax revenue was to create and maintain a reserve fund balance. The Board asked Director Steiner to proceed with the creation of a formal resolution to approve the reserve fund goals already approved by the City of Leavenworth to be voted upon at the August 20, 2014 PRSA Board meeting. The Board questioned whether there should be a second fund for the reserves and Director Steiner explained that she can create two separate ending fund balance lines that will identify a reserve vs. non-reserve for the Board's use; although this "reserve" would be rolled into a non-reserved fund balance status for annual reporting purposes unless approved separately by board action. Administrator Walinski stated that the next step would be to prepare a 6-year capital facilities plan for the pool facilities and equipment replacement program.

Boardmember Goehner questioned the need to include documented steps within the policy to achieve the goal. Administrator Walinski and Director Steiner stated that this had not been brought up during the recent City Audit; however, if this is necessary the policy could be amended as needed. Boardmember Goehner asked what the current financial commitment level of the City of

Leavenworth is to the PRSA regarding the operations of the Pool and whether the City anticipates any changes in that commitment. Boardmember Farivar stated that the City, although it no longer provides direct financial support as has been done in the past, intends to continue to provide staffing support for administration and some pool maintenance needed for the pool throughout the year.

Boardmember Thomson questioned how the PRSA and City could work together on future plans for the PRSA such as enclosing the Pool. Administrator Walinski and Boardmember Farivar explained how the City has 6-year and 20-year plan in place for the City Parks and Trails systems and suggested she review the plans. They identified some of the steps involved in the creation of these plans that includes citizen involvement and a high level of commitment by staff as well as researching and acquiring grant funding opportunities for projects without funding. Administrator Walinski updated the Board on the recent discussions with the Ski Hill Heritage Foundation regarding and Ice Rink Facility and stated that the PRSA may be approached for support of this by the Heritage Foundation. Discussion ensued on how funding is provided for the Pool and how a similar bond and maintenance levy could be considered by the voters for future projects. Chair Keene gave a brief review of the current planning between the Peshastin Community Council, Chelan County Port and the Cascade School District regarding the Peshastin Mill Site Property and whether or not there could be some opportunities of property exchanges for school related facilities. Some costly challenges on this project would include addressing the bridge access to Peshastin. Boardmember Goehner stated that there is a delicate balance between the City and the PRSA regarding the commitment of resources.

IV. INFORMATION ITEMS

A. Pool Manager Update

a. Update on 2014 Capital Related Projects

Pool Manager Kelley Lemons updated the Board on the staffing levels this year noting that she will need to do additional training as they have many new employees coming on board. It was noted that pool passes are coming in slightly slower than last year. Manager Lemons informed the Board of the various advertising underway including the newspaper, City Newsletter, City website and on the City's utility bills. The Board suggested also talking with the School District to see if they could assist in any way. She then proceeded to review the pre-season and regular season schedules identifying a slight change in the program.

Manager Lemons proceeded to discuss ideas for purchasing a new or used ice machine that they would like to purchase to do smoothies and other ice drinks this year. She reviewed the current cost estimated at about \$2,000 for the machine noting that she currently goes through several hundred dollars a year in bagged ice already for the shaved ice and iced coffees. Based on the increased use of ice for the beverages she estimates a payback of the purchase within a five to six year period. She discussed the rental option of the Island Oasis Smoothie Machine that she believes could easily generate a profit. She then identified the plans to possibly have a staff painting party for the interior of the pool building if scheduling allows. The Board discussed staffing levels for the concession stand and options for offering a soda machine versus bottled soda.

Manager Lemons discussed the current status of the Pool covers that are in serious need of replacement and stated that at this time they are taking them off the pool to see how the utility rates will be affected by maintaining a pool temperature of 82 degrees. Administrator Walinski updated the Board on the status of the Solar Grant project for replacement of the covers and the Solar Heater Gizmo that will be a main power source in conjunction with electric power for heating the pool. He stated that the new heater appears to be more efficient than the old heater so it will be interesting to see the difference in the electric billing. He anticipates the solar project to be completed by about

late June. Discussion ensued on the new covers and how they will not only cover better but will also keep out debris for easier cleaning and maintenance.

Manager Lemons discussed the need to look at replacing some of the patron chairs in the pool deck area. She explained how the current metal ones are rusting badly so staff is looking into some hard plastic options. The Board cautioned getting cheap plastic and suggested avoiding white or black if possible. Boardmember Thomson suggested asking the High School about whether there were students interested in building wooden chairs as a senior project. Manager Lemons briefly updated the Board on the School's plans to not do a lesson program this year and stated that the City would not be participating this year in the "Largest Swim Lesson" as previously done.

B. 2014 Pool Budget Position through 4/30/2014

a. Update on 2014 Property Tax Assessment vs. Budget

Director Steiner reviewed the current status of the revenues and expenditures to date noting that there has not been much activity as the pool has yet to open. She then updated the Board on the status of the Property Tax revenue collection that the PRSA budgeted noting that the actual figures from the Assessor's Office are slightly higher than what the Board budgeted for; therefore, she does not anticipate any issues with that revenue stream. Director Steiner identified a new line item in the Pool budget that does capture some required costs for such items as paper, ink, checks, etc that is required to be part of the reconciliation of the City's Internal Service Fund; at this time the charges are being based on each fund's percentage of the total operating budget of the City therefore the Pool's portion is fairly insignificant.

C. 2013 Annual Report Submitted

Director Steiner stated that the PRSA annual report has been completed and submitted to the State Auditor's Office.

D. ESHB 5964 Public Records Act and Open Public Meetings Act Required Training

Director Steiner informed the Board of the new legislation requiring all board members of governmental type agencies to attend training on the Public Records Act (PRA) and Open Public Meetings Act (OPMA). She stated that she is working with the City's insurance provider WCIA, to possibly put together a single training on both topics. At this time it is estimated to be sometime in September and will likely be in Leavenworth or Wenatchee. She added that it would probably be a half day of training. She stated that the law goes into effect on July 1, 2014 and all board members will have 90 days to come into compliance and then the law requires retraining at least every three years.

V. ADJOURNMENT

Seeing no other business, Boardmember Farivar moved to adjourn the May 21, 2014 meeting of the Upper Valley PRSA. The motion was seconded by Boardmember Keene and passed unanimously. The meeting adjourned at 12:00 PM.

Respectfully submitted by Chantell Steiner.