

UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)

August 20, 2014

MINUTES

I. CALL TO ORDER

PRSA Chair Steve Keene, called the August 20, 2014 meeting of the PRSA to order at 10:35 AM.

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

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

Visitors Present: Vicki White and Marina Haley.

II. APPROVAL OF MINUTES

Boardmember Farivar moved to approve the May 21, 2014 meeting minutes. The motion was seconded by Boardmember Goehner and passed unanimously.

III. ACTION ITEMS

A. Resolution 1-2014 Reserve Fund Goal

Boardmember Goehner questioned the goal of 25% reserves by 2020. City Administrator Joel Walinski and Finance Director Chantell Steiner explained the process that the City Council went through to determine fund goals for the various funds that are administered by the City noting that the 25% reserve for the Pool would include 10% for operating reserves and 15% for capital related reserves. Director Steiner further explained that the goal will equate to approximately \$45,000 and that the City believes that the goal can be achieved by 2020 due to the increased levy allocations passed by the voters last year.

Boardmember Wilson motioned to approve Resolution 1-2014 Reserve Fund Goal. The motion was seconded by Boardmember Farivar and passed unanimously.

B. Setting of Temperature Goal

Pool Manager Kelley Lemons presented the Board with several handouts depicting the temperatures of the pool in 3 different locations with varying depths for the morning, afternoon and evenings of each day as well as the temperatures outside of the pool. She identified the average temperatures that ranged from about 80 degrees in the morning to nearly 83 degrees in the afternoon with an average temperature of 82 degrees in the evenings. She stated that no covers have been used all year. Director Steiner added that the information on the utility bills will be available for review by the next meeting. Due to the lack of data on utilities and the unknown efficiency of the new pool covers yet to be installed, the Board did not take any action to set a temperature goal at this time.

IV. INFORMATION ITEMS

A. Pool Manager Update

Manager Lemons stated that she would like to look into purchasing a new pool vacuum cleaner to help with cleaning more efficiently and effectively. She estimated a cost of \$4,000 to \$5,000 for a high end version that is self cleaning and can be utilized overnight without staff assistance; this purchase would reduce staffing costs. The Board discussed the recent issues with the amount of ash from the fires occurring and that the current vacuum is no longer working to keep the pool clean. Manager Lemons noted that there is a smaller spot cleaner but that is not feasible for cleaning the entire pool on a daily basis. The Board analyzed the capital items in the budget and suggested waiting until early spring to determine the cash on hand before making a purchase.

The Board discussed challenges this year with reduced daily sales noting that closure of the highway during the fires may have contributed. Administrator Walinski stated that the pool was closed more than normal this year due to increased stool accidents this year. He explained the process involved when a stool incident occurs and depending on the type of incident the pool can be shut down for just a few hours up or in worse case scenarios up to 2 days. It was noted that this year's incidents were unusual in that most of them occurred with adults rather than children. Boardmember Farivar added that the staff has been researching other cities similar incidents and what practices they follow. Manager Lemons stated that she has been looking into better designed swimming diapers for children and will also look into adult diapers. She added that the pool was shut down for two 30-hour closures, two full day closures and approximately four 1-2 hour closures. Director Steiner questioned the amount of closures due to thunder/lightening this year; Manager Lemons stated that this was minimal with only one or two times this year. Discussion ensued on the process the City took to put up signage regarding no use of the pool when someone has been sick or had bowel issues within a two week period. Resident Vicki White suggested that the pool staff consider additional signage and/or moving the signage to various locations within the pool area to increase awareness. She added that she would like to see the signage, at the entrance preferably, list ramifications for closures and suggested including a handout for pass purchasers at time of purchase on this topic.

Residents Vicki White and Marina Haley stated that they are here today to present the board with a petition signed by 67 pool users requesting an extension this year to the pool season. Ms. White stated that she is aware of approximately twenty of the petitioners that would be willing to pay another \$15-\$20 to extend the season. The Board discussed with Manager Lemons the options and suggested that the City Administrator review the financial situation at the end of the month and if feasible to proceed with the extension through September 14th. Due to staffing concerns it would need to have limited hours during the week for additional lap and exercise classes.

B. 2014 Pool Budget Position through 7/31/2014

Director Steiner reviewed the July financial figures with the Board identifying that this year has had record sales on passes; however, the daily revenues have dropped. Overall the combined revenues remain consistent with recent years. She updated the Board on the interfund loans noting that the City has been paid on the first year installment of the 3-year \$30,000 loan and the temporary \$3,500 loan issued in December 2013 that was paid back in January 2014. She added that the PRSA has currently borrowed \$20,000 from the City for cash flow purposes until property taxes come in October/November. She then reviewed the expenditures noting that the operating expenditures are higher for this time of year compared to recent years; however, this is partly due to increased costs for new staff training that occurred this year. She commented that extension of the pool season for utilities and supplies are unknown at this time on what affect it will have.

Shawn Seaman with the Leavenworth Winter Sports Club thanked the Board for meeting with him today. He explained that the Club's Board is currently working through a visionary process at this time and as part of that process they are exploring what the Club provides to the community and

ways to educate and inform the community and stakeholders of their efforts. Mr. Seaman explained the challenges with last year to maintain the outdoor activities due to the lack of snow for the ski trails, ski hill and tubing. He stated that winter activities are good for the entire community at large including other local cities near Leavenworth as well as the visitors. Two of the questions that the Board wants to ask the community are, "What would it mean to people if the club went away?" and "What value does the club mean to stakeholders?". The Club is looking into having a community meeting sometime by November this year and would like to invite the PRSA Board Members to attend. He noted some other groups that would be involved/invited to attend/discuss options for keeping the program up and running. He added that having professional staff is beneficial for the maintenance and upkeep of the programs they offer but the costs have exceeded revenues so they must consider reducing the staffing if needed. He briefly updated the Board on some ideas for changes, the need for equipment replacements and other ways to generate revenue such as adding a zip line at Ski Hill if supported by the community.

V. ADJOURNMENT

Seeing no other business, Boardmember Farivar moved to adjourn the August 20th meeting of the Upper Valley PRSA. The motion was seconded by Boardmember Goehner and passed unanimously. The meeting adjourned at 12:04 PM.

Respectfully submitted by Chantell Steiner.