

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)  
Leavenworth City Hall Conference Room  
November 16, 2016**

# **MINUTES**

## **I. CALL TO ORDER**

PRSA Chair Carolyn Wilson, called the November 16, 2016 meeting of the PRSA to order at 3:00 PM.

Board Present: Carolyn Wilson, Elizabeth Thomson, Mia Bretz, Doug Clarke and Aaron Simon.

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

Board Chair Wilson introduced new Boardmember Aaron Simon representing the Cascade School District position replacing former member Cindy Puckett.

## **II. APPROVAL OF CONSENT AGENDA**

- A. Approval of Agenda
- B. August 17, 2016 Minutes
- C. PRSA Claims Items from January 1, 2016 – October 31, 2016 = \$85,006.25

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

## **III. INFORMATION ITEMS**

- A. Pool Facility Update – Herb Amick

Public Works Director Herb Amick reported on the estimate of \$125,000 to resurface the pool basin. He then discussed the need for the 2017 capital request of \$17,000 to rebuild the failing sand filter that will help to eliminate further damage to other pool operating parts. The Board briefly discussed funding opportunities for the resurfacing project that may include borrowing funds from the City, a conventional bank, voter approved levy bonds and fundraising; it was determined that this project will need to be on hold for further discussion in early 2017 for replacement by 2018. Boardmember Bretz reviewed a recent discussion with the City Parks Committee regarding new options being explored for a future ice rink. She explained the discussion that included looking at whether the pool could be modified during the winter months to be covered for use as a temporary rink. She said this could be another option for the Board to discuss as they explore the funding for the resurfacing project and any other major capital improvements needed for the pool. She noted that this would be a great second use of the facility. The Board discussed levy related options and the need to look at the election cycles in early 2017. Some other items to consider for remodeling may include sunshades and a storage area for ice rink related equipment.

- B. 2016 City Pool 5-Year Budget Comparison through October 31, 2016 Review

Finance Director Chantell Steiner explained to the Board the separation that is occurring from past practice with regards to budgeting and reporting for the PRSA versus the City's pool budget. She

stated that action items today are replacing previous items for the 2016 year to conform to the new reporting that clearly separates the two entities and removes duplication of reporting to the State. She then reviewed the City's 5-year budget comparisons noting remaining property tax revenues, lower than normal daily entrance fees this year and increased personnel expenses due to new pool staff training that occurred at the beginning of the season. It was noted that weather has a constant affect on pool revenues and cooler temperatures increase utility costs while it can also decrease daily entrance fees. Director Steiner stated that although the revenues are down and expenses were slightly up, overall the pool will be coming in with a healthy fund balance to begin the 2017 year. She identified the 3-Year loan that the pool took out in 2013 from the City and stated that the final payment is being made in 2016.

#### C. 2017-2018 City Pool Proposed Budget Review

Director Steiner reviewed the City's proposed pool budgets for the next biennium noting that revenues are being lowered slightly due to how they occurred in 2016 and that expenditures are being held similar to past years. She stated that it will be a very tight budget and anticipates some minor growth in fund balance for 2017 due to the capital costs for the sand filter and approximately \$20,000 in growth for 2018 if no other capital related repairs occur. This new growth in fund balance can be utilized to help offset the resurfacing project. Pool Manager Kelley Lemons discussed the pool lane ropes stating that the Swim Team is looking at restringing at least one of the ropes next spring and she will look at the costs to restring the remaining ropes. City Administrator Joel Walinski described the process involved with rebuilding the sand filter; Director Amick addressed questions regarding the use of chlorine and the salt cells for other capital related dollars identified in the budget.

#### D. Upper Valley Park & Rec – Regular Levy Preliminary Values for 2017 Tax Year

Director Steiner stated that this document comes from the Chelan County Assessor's Office and includes the annual estimates for the 2017 tax year. She identified the amount of \$120,679.91 for 2016 plus 1% of \$1,206.80, new construction of \$1,467.41, and \$408.51 for a bond refund amount. She noted the total estimated allowable tax for 2017 to be \$122,899.62.

#### E. Bond Debt Schedule

Director Steiner reviewed the PRSA's bond debt schedule for the construction of the pool and explained how the Board has continued to grow that fund balance by not reducing the annual request as the annual bond payments have gone down, which will allow for the board to stop requesting property tax collections in 2019 with a significantly reduced amount instead of the original plan for 2020. The Board discussed options for expansion of services with a future levy request and timing the new capital project to request a new levy as the old levy comes off the property tax rolls. The Board noted challenges with levy requests in the next few years due to increased requests from the School District and the Fire District. Boardmember Clarke cautioned the Board on considering increasing taxes and stated that he would talk with the Peshastin Community Council to see if there is interest in expansion of services that could increase property tax requests in future years.

#### F. 2017-2018 PRSA Budget Document

Director Steiner stated that the Board is being presented with the first formal budget document for the PRSA, partly due to the new transition of separating the PRSA from the City as two different entities. She noted that since this is the first real budget document, that any comments or suggestions for improvements would be greatly appreciated for the next budget cycle. She added that the budget document is for a two year period; however, the PRSA only has authority to adopt one year at a time; this document will be utilized and updated as each year progresses to reflect that

authority.

#### G. 2017 Meeting Dates

The Board discussed the past year and concerns with the meeting time in the afternoon that has created issues for members to attend. The Board members suggested going back to morning hours in 2017 to see if that will resolve the concerns. The new meeting time for 2017 will be 9:00 AM on the same 3<sup>rd</sup> Wednesday of February, May, August and November.

#### IV. ACTION ITEMS

##### A. Resolution 1-2016 Amending 2016 Budget

Director Steiner reminded the Board that it is amending the 2016 budget to reflect the property tax revenues collected, transfers of funds to the City and bond expenditures that are administered by the PRSA and no longer includes the City's pool operating budget items.

Boardmember Bretz motioned to approve Resolution 1-2016 amending the 2016 budget. The motion was seconded by Boardmember Simon and passed unanimously.

##### B. Resolution 2-2016 Levy for Annual Regular Property Tax Levy / DOR Form

Boardmember Bretz motioned to approve Resolution 2-2016 approving the levy for annual regular property tax levy / DOR form. The motion was seconded by Boardmember Clarke and passed unanimously.

##### C. Resolution 3-2016 Excess Levy for Bonded Debt

Boardmember Bretz motioned to approve Resolution 3-2016 approving the excess levy for bonded debt. The motion was seconded by Boardmember Thomson and passed unanimously.

##### D. Resolution 4-2016 Adopting a Budget for 2017

Boardmember Bretz motioned to approve Resolution 4-2016 approving the adoption of a budget for 2017. The motion was seconded by Boardmember Thomson and passed unanimously.

##### E. Motion to Authorize the Chair to Sign the Levy Certification

Boardmember Bretz motioned to authorize the Chair to sign the levy certification. The motion was seconded by Boardmember Thomson and passed unanimously.

#### V. ADJOURNMENT

Seeing no other business, Boardmember Clarke motioned to adjourn the November 16, 2016 regular meeting of the PRSA. The motion was seconded by Boardmember Thomson and passed unanimously. The meeting adjourned at 4:20 PM.

Respectfully submitted by Chantell Steiner.