

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)  
Leavenworth City Hall Conference Room  
November 18, 2015**

# **MINUTES**

## **I. CALL TO ORDER**

PRSA Chair Cheri Farivar, called the November 18, 2015 meeting of the PRSA to order at 10:34 AM.

Board Present: Cheri Farivar, Carolyn Wilson, Elizabeth Thomson, and Cindy Puckett.

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

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

- A. Approval of Agenda
- B. May 20, 2015 Minutes and August 19, 2015 Notes
- C. Claims and Payroll May 14, 2015 – November 11, 2015 = \$149,044.00

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

## **III. INFORMATION ITEMS**

- A. 2015-2016 Proposed Budget Combined (Adoption of 2016 only by PRSA)

Finance Director Chantell Steiner identified the proposed 2016 budget noting the only change is the anticipated increase in the beginning fund balance of about \$30,000 instead of the original estimate of \$10,740.

- B. 2015 Pool Budget Position through October 31, 2015

Director Steiner stated that there are no concerns with the 2015 budget as it appears that the Pool Fund will have the increased fund balance. The Board reviewed in detail the changes in pool revenues that were slightly lower than 2014; however, expenditures were also lower creating a net positive increase. In addition to the lower operating expenses there was about \$10,000 in unexpended capital related improvements that will be carried as part of the fund balance increase going into 2016. The Board discussed making slight amendments to the revenue and expenditure line items for the 2017-2018 budgets that will be incorporated based on actuals that have occurred in 2015 and will occur in 2016.

- C. DES Energy Grant Savings Spreadsheets for Pool Facility Upgrades

Director Steiner and City Administrator Joel Walinski reviewed the Pool Facility Energy and Solar upgrades that have been ongoing throughout 2015. Administrator Walinski reminded the Board of the \$1 Million dollar grant that the City was awarded to do a multitude of upgrades throughout the City with the Pool receiving about \$89,000 in project costs to date of which the Pool Fund will only be charged about \$2,800. Director Steiner noted that a year-end adjustment will be made to transfer the Pool's portion of the grant match requirement. Administrator Walinski reminded the Board that

the upgrades included energy efficiency and solar equipment as well as new pool covers. Director Steiner stated the savings to date on electrical costs from 2014 to 2015 is showing a 26% reduction in electric costs for the Pool.

#### D. 2015 Pool Tally

Director Steiner reviewed the 2015 pool tally noting that at the end of the season the two tills had a positive carryover of cash of \$442.68. She explained that issues with over/short items are typically related to training of new staff on the cash registers and when pool employees occasionally forget to zero out the till from the previous day. She clarified a large reduction of \$11,970 that was for pool passes purchased at the pool facility that were adjusted from the daily revenues to the pool pass line item in the budget.

The Board had a brief discussion on the concession stand operations, the employees' duties, food handler requirements and ideas for considering cost saving measures such as looking into vending machines instead of the current practice. This would eliminate staff time needed and would assist in reducing the operational costs of the facility. Pool Manager Kelley Lemons stated that she would look into this further.

#### E. 2016 Meeting Dates

Director Steiner stated the annual meeting dates; no changes were recommended for the dates. The Board reviewed the time of the meeting and requested a 3:00 PM meeting time for 2016.

#### F. Upper Valley Park & Rec – Regular Levy Preliminary Values for 2016 Tax Year

Director Steiner reviewed the preliminary tax values noting an increase with a total estimated tax value for the District of \$1,179,281,588. She reviewed the 1% increase of \$1,173.20, the new construction value of \$1,516.48, a refund amount of \$288.74 and a separate bond levy refund amount of \$424.41. The total maximum regular levy request could not exceed \$120,298.07.

Prior to moving to action items, Administrator Walinski and Manager Lemons reviewed the need to look at new options for providing ice at the Pool as the Festhalle will need to retain the machine on site in 2016; this will be discussed further at the February 2016 meeting. The Board then discussed options for shade coverings in 2016 that could include cloth shades or possibly a solar panel style. Administrator Walinski stated that the Leavenworth Rotary is willing to volunteer to raise funding for the cloth shade option. There are some concerns at the cost of installation of the solar style that may be cost prohibitive to start with but staff will be watching for grant opportunities that may arise. The Board discussed the option of reaching out to the community as well for donations if the solar panel option is feasible. On a final note, Public Works Director Herb Amick stated that in the spring of 2016 the public works crew would be working on some touch-up painting and tile replacements.

### **IV. ACTION ITEMS**

Public Hearing: 2016 Community Swimming Pool Budget

Chair Farivar opened the public hearing at 11:14 AM. Director Steiner briefly reviewed the taxable values and stated that the District is requesting the 1% increase allowed by state initiative. Hearing no further comments, Chair Farivar closed the public hearing at 11:15 AM.

#### A. Resolution 1-2015 Levy for Annual Regular Property Tax Levy / DOR Form

Director Steiner stated that this resolution incorporates the 1% increase from last year's collection.

Boardmember Wilson motioned to approve Resolution 1-2015 Levy for Annual Regular Property Tax Levy / DOR Form. The motion was seconded by Boardmember Puckett and passed unanimously.

**B. Resolution 2-2015 Excess Levy for Bonded Debt**

Director Steiner stated that this resolution is for the bond debt for the construction of the pool and remains at the past level of \$89,000. She reminded the Board that this collection rate will continue to build the reserve creating the option to pay off the loan at least one year early. The Board requested a review of the bond debt schedule at the February 2016 meeting.

Boardmember Puckett motioned to approve Resolution 2-2015 Excess Levy for Bonded Debt. The motion was seconded by Boardmember Wilson and passed unanimously.

**C. Resolution 3-2015 Adopting a Budget for 2016**

Director Steiner stated that this resolution formally adopts the operating budget of the Pool for the City to administer.

Boardmember Wilson motioned to approve Resolution 3-2015 Adopting a Budget for 2016. The motion was seconded by Boardmember Thomson and passed unanimously.

**D. Motion to Authorize the Chair to Sign the Levy Certification**

Director Steiner stated that this authorization is required by the Assessor's office and includes a slightly higher regular levy request than the 1% authorization to allow for potential increases in the preliminary estimated values provided by the Assessor.

Boardmember Puckett 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 Thomson moved to adjourn the November 18th meeting of the Upper Valley PRSA. The motion was seconded by Boardmember Puckett and passed unanimously. The meeting adjourned at 11:40 AM.

Respectfully submitted by Chantell Steiner.