

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
August 19, 2015**

NOTES

I. CALL TO ORDER

PRSA Vice-Chair Carolyn Wilson, called the August 19, 2015 meeting of the PRSA to order at 10:30 AM. Having no quorum present to take action, only notes would be provided on any discussion today.

Board Present: Carolyn Wilson and Elizabeth Thomson.

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
- C. Claims and Payroll May 14, 2015 – August 12, 2015 = \$100,509.29

Due to no quorum no motion was made to approve the consent agenda items.

III. INFORMATION ITEMS

A. Pool Manager Update

Pool Manager Kelley Lemons provided the Board with an update on the closures this year noting a couple of fecal related incidents of which only one required a full day closure. She noted some issues with the interior painting not setting properly before the pool opened that will need to be repainted this winter; city staff will assist in completing this task. Manager Lemons stated that the new pool vacuum runs nicely; however, there are concerns with how efficient it actually cleans due to the stirring of particles rather than sucking them up like the old vacuum did. Public Works Director Herb Amick added that this process will put additional strain on the filtering system and will be looking at other electric vacuum options in the future. He added that the old vacuum has been repaired by city staff and is available as a back-up device. In closing Manager Lemons stated that the swim lessons are wrapping up as well as the staff are beginning to head back to school. Regarding the staffing she stated that the hiring processes this year brought in a lot of new young guards that will hopefully continue for the next couple of years eliminating the need to hire and train as many staff as was the case this year.

B. 2015 Pool Budget Position through 7/31/2015

Finance Director Chantell Steiner reviewed the year to date totals noting that at this time revenues and expenditures are trending positively towards the budgeted totals. She clarified the reduction at this time in the salary items due to the City changing a pay date from the last day of the month to the fifth day of the following month; this change will move those expenditures out one month more than usual. She briefly talked about the daily reconciliations explaining that the staff did have a new till again this year that was set on refund instead of charge on a few different days but other than that, overall the till count is coming out over rather than under at this time.

Boardmember Elizabeth Thomson questioned some recent news media regarding the Ice Skating Rink and how that topic may affect the PRSA. City Administrator Joel Walinski explained the recent feasibility study and the findings from that study. He stated that due to the magnitude of the project costs the City Council has chosen not to move forward and that may be where the PRSA could step in if approached. He further explained the need to find capital funding through a variety of options and partnerships and if the funding could be raised then this project could become supported by the PRSA. It was noted that if the PRSA's services were to expand much more over the current pool administration that the PRSA would likely have to look at hiring an administrative person to perform the current tasks completed by the City's office staff.

Manager Lemons stated concerns this year with data collection of pool and outside temperatures being accidentally destroyed. She believes that the average temperature over the pool was about 84 degrees and although the pool covers were not used, it is anticipated that the pool temperatures were higher due to the ongoing high temperatures outside. The solar energy equipment has been installed and appears to be assisting in a near 30% reduction in utility costs; Director Steiner will bring data information to the next meeting on the electric bills to compare to prior years.

In closing Director Amick noted some items to consider in 2016 for capital repairs including upgrading the sand filters, the indoor painting, rust removal, and tile replacements. Boardmember Thomson commented that the tiles in the shallow end should be considered for removal as they can become sharp and create foot hazards. Director Amick noted that they are also looking at the turf area to consider an Astroturf for lower ongoing maintenance costs; Administrator Walinski stated that the City has to ensure whatever is replaced will be okay in high temperatures as well. He added that the staff is also looking at some additional chairs and a shade cloth due to the removal of the tree in the park this past year from the ice storm damage.

IV. ACTION ITEMS

None.

V. ADJOURNMENT

Seeing no other business, the meeting adjourned at 11:02 AM.

Respectfully submitted by Chantell Steiner.