

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)**  
**Leavenworth City Hall Conference Room**  
**February 14, 2018**

# **MINUTES**

## **I. CALL TO ORDER**

PRSA Chair Mia Bretz, called the February 14, 2018 meeting of the PRSA to order at 9:00 AM.

Board Present: Mia Bretz, Aaron Simon, Elizabeth Thomson, and Jason Lundgren.

City Staff Present: Joel Walinski and Chantell Steiner.

Visitors Present: Sharon Waters.

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

- A. Approval of Agenda
- B. November 16, 2017 Minutes
- C. PRSA Claims Items from November 1, 2017 – December 31, 2017 = \$111,243.75
- D. Annual Certification of Authorized Voucher/Payroll Signatures

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

## **III. INFORMATION ITEMS**

### **A. Pool Manager & Facility Update**

City Administrator Joel Walinski updated the Board on the annual hiring process for the pool staff and noted that Pool Manager Kelley Lemons will be looking at replacing two of the three assistant managers this year. He explained that pool staff typically turns over every few years as many of the staff are younger adults that move on to other employment or college opportunities. He stated that Ms. Lemons actively looks at other local pool facilities to ensure that our wages and rates charged are similar to others. He discussed some research that Ms. Lemons has done in regard to an online registration system for swim lessons noting that other local pools do not have this option at this time with exception to the Manson Parks & Recreation District. He added that the Manson District uses the online registration process for multiple purposes with an emphasis for reserving camp ground sites. Chair Bretz stated that she would like to see the lessons sign-up be an online option to assist working families in participating. The Board discussed challenges with computer access for residents and pool staff, long wait times for sign-up and a lack of shaded area when signing up. It was noted that the online process should be simple and include specific direct questions that pool staff will need when receiving the age and swim levels of the applicants. In closing, Administrator Walinski stated that the new public works position includes weekend work that will include assistance to the pool staff for chemicals and responding to incidents.

### **B. Entity Liability Exposure Questionnaire Policy Year 2018 – To be Completed Online**

Finance Director Chantell Steiner stated that this is an annual questionnaire for insurance purposes that she will complete online when prompted by the Board's insurance company Enduris.

### **C. 2017 Final Pool Budget Position through December 31, 2017**

Director Steiner reviewed the status of the 2017 ending Pool Fund balance that came in a little higher than budgeted which will help to alleviate cash flow concerns prior to the pool opening in May. The Board reviewed the revenues and expenditures compared to prior years noting that the Pool received record revenues while expenditures increased slightly due to the increased minimum wage and operational costs for chemicals that typically increases as attendance increases. Director Steiner stated that since the last report in November, final costs have come in for some electrical repairs that added about \$7,000 in repair costs.

#### D. Enduris 2017 Annual Report

Director Steiner noted that the 2017 Annual Report for Enduris has not yet been received and will bring that document to a future meeting for members to review. She explained to the Board the two types of insurance coverage noting that the Enduris coverage is specific to board related actions.

#### E. 2017 Annual Report – Due by May 30, 2018

Director Steiner stated that the City completes the annual report for the PRSA Board to the Washington State Auditor's Office each year and that this year it will be due by the 30<sup>th</sup> of May. She said she will need to schedule a board member to review the document when completed; Boardmember Lundgren volunteered to assist in the review process when ready.

#### F. Strategic Planning Update

##### a) M&O Levy – August 2018

Chair Bretz provided the Board with a brief background of the discussions over the past year regarding the strategic planning efforts. She explained the work of the subcommittee and discussions with area residents on how best to present information to the public through a community open house forum. She has heard that it might be more beneficial to be very specific on options to present and would like to suggest a different approach than previously discussed. She suggested that the Board start with a general survey to the PRSA residents that could be distributed through a paper survey with an online response option and include a series of small community roundtable style meetings to answer questions. Once the data is collected, the Board could then focus efforts on the top suggestions for a more formal open house with the community. Boardmember Simon concurred noting that what they heard was that too many options could be deterring, especially if costs are included with large funding requirements. The Board discussed some of the previous suggestions to consider a community center and having funding for a coordinator position that could consolidate the many local recreational groups into a single registration/administration program. Administrator Walinski briefly discussed how a County, due to a larger population and budget, typically handles these types of programs well.

Director Steiner reviewed the upcoming election dates noting the August Primary as the past preference due to the pool being open at that time and election costs are manageable. The Board discussed the need to have a resolution for the primary and a secondary resolution for the general election should the voters reject the first request. The Board reviewed the capital costs for resurfacing the pool interior that is estimated at about \$125,000 and the need to consider approximately \$0.03 per year on top of the annual operation & maintenance collection of \$0.11 per year to have enough funding to cover a 3-year loan from the City. The Board requested that staff look into having both ballot measures running concurrently with the August Primary ballot at \$0.14 and the November General ballot at \$0.11; the second ballot measure would be removed if the first one is successful. It was noted that any additional funds above and beyond annual maintenance and capital needs could possibly be used to purchase sunshades.

## IV. ACTION ITEMS

A. Elect Chair, Vice-Chair, Secretary

Boardmember Lundgren moved to appoint Mia Bretz for position of Chair. The motion was seconded by Boardmember Thomson and passed unanimously.

Boardmember Lundgren moved to appoint Aaron Simon for position of Vice Chair. The motion was seconded by Boardmember Bretz and passed unanimously.

Boardmember Simon moved to appoint Jason Lundgren for position of Secretary. The motion was seconded by Boardmember Thomson and passed unanimously.

B. Fee Schedule – Rate Recommendations for 2018 Season – Rate History Sheet Included

The Board reviewed the rate history handout from 2011 to 2017 and discussed the need to consider a limitation on the number of people that can be included for a Family Pass. Due to the need to reauthorize the 6-year maintenance and operations levy with the voters this year, the Board agreed that no changes would be necessary to the rates and fees. The Board discussed putting a limit on the number of people with varied suggestions of the total number versus a specific limit on the number of adults allowed. The Board considered a requirement of no more than two adults per family pass and to consider an additional small fee for children that exceed a set limit. Members discussed how this could affect families that use grandparents or baby sitters as well as having a family include adult children and grandchildren. Ms. Sharon Waters explained various scenarios that have occurred noting that a majority of family pass holders are not an issue. The Board suggested that Pool Manager Kelley Lemons review how this could affect the users of the pool and to report back later this year with a recommendation.

**V. ADJOURNMENT**

Seeing no other business, Boardmember Simon moved to adjourn the February 14th meeting of the Upper Valley PRSA. The motion was seconded by Boardmember Thomson and passed unanimously. The meeting adjourned at 11:00 AM.

Respectfully submitted by Chantell Steiner.