

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA
BOARD MEETING**

**Wednesday, May 17, 2017 9:00 a.m.
Leavenworth City Hall Conference Room**

I. Roll Call

II. Approval of Consent Agenda

- A. Approval of Agenda
- B. February 15, 2017 Minutes
- C. April 26, 2017 Special Meeting Minutes
- D. Claims Items from January 1, 2017 – April 30, 2017 = \$15,000.00

III. Information Items

- A. Pool Manager & Facility Update – Kelley Lemons & Herb Amick
- B. 2017 City Pool Budget Position through 4/30/2017 – Chantell Steiner
- C. 2016 Annual Report Update – Chantell Steiner
- D. Board Formation and Strategic Planning Discussion Continued

IV. Action Items

V. Adjournment

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
February 15, 2017**

MINUTES

I. CALL TO ORDER

PRSA Chair Carolyn Wilson, called the February 15, 2017 meeting of the PRSA to order at 9:00 AM.

Board Present: Carolyn Wilson, Aaron Simon, Keith Goehner and Mia Bretz (arrived for action items at 10:35 AM).

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

II. APPROVAL OF CONSENT AGENDA

- A. Approval of Agenda
- B. November 16, 2016 Minutes
- C. PRSA Claims Items from November 1, 2016 – December 31, 2016 = \$118,706.25
- D. Annual Certification of Authorized Voucher/Payroll Signatures

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

III. INFORMATION ITEMS

A. Staffing – Training – New Minimum Wage

Pool Manager Kelley Lemons updated the Board on new changes from the Red Cross regarding certification training for lifeguarding that is going to have a slight increase on additional training needed this year; some areas affected include CPR, rescue procedures and backboard use procedures. She noted that she is looking into utilizing another agency pool to get training underway earlier than usual this year. Finance Director Chantell Steiner stated the increase in the new minimum wage will be adding approximately \$10,000 more to annual personnel costs and will be discussed further when the Board reviews the Rate & Fee Schedule under action items. Manager Lemons questioned the Board on whether they would like to support closure of the concession stand and trying vending machines only this year; this transition could help alleviate some of the personnel cost increases. The Board was very supportive of this idea and suggested looking into some healthy vending machine options. Manager Lemons added that this would free up some space to create an area for administering first aid when needed. The Board asked if it is feasible to keep records on daily headcounts into the pool; Manager Lemons stated that she would see what she could do.

B. Capital Maintenance Review – Herb Amick

Public Works Director Herb Amick updated the Board on the status of the capital improvements planned for this year that includes the replacement of the sand filter that will be approximately \$17,000. He stated that the staff has recently found water collecting in the basement area that is being explored for a possible leak in the system pipes and that there are some issues being addressed with the new solar panels on the roof. He then addressed the usual start-up procedures necessary for preparing to open the pool and said that they will be applying a new coat of paint again this year to the changing room floors to reduce slipping hazards. There was a brief discussion regarding funding for minor repairs that are included in the 2017 Budget.

C. Strategic Planning

- a) Current Levy / Debt Schedule / Options Review
 - i. Pool Resurfacing (\$125,000 estimate)
 - ii. Sunshades
 - iii. Ice Rink Conversion Option and Storage Area
 - iv. Funding Options (Donations, City/Bank Bonds, Voter Approved Bonds)
- b) M&O levy – Next Deadline – 2018 for 2019 Year

Due to time constraints and the need to have more members present, the Board suggested scheduling additional special meetings to discuss the strategic planning topic in detail. Members discussed possible dates in March and April that will be sent out as options for members to consider; Boardmember Simon will send out a calendar poll using Doodle.

D. Entity Liability Exposure Questionnaire Policy Year 2017 – To be Completed Online

Director 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.

E. 2016 Final Pool Budget Position through December 31, 2016

There was a brief discussion as to the status of the 2016 ending Pool Fund balance that came in a little higher than anticipated 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 revenues were down slightly while expenditures remained fairly stable. Director Steiner stated that since the 2017 year has just started there is little to discuss regarding the budget.

F. Enduris 2016 Annual Report

Director Steiner noted that the 2016 Annual Report for Enduris was received and is provided for review if anyone wants to review it.

G. 2016 Annual Report – Due by May 30, 2017

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 30th of May. She stated that she has just completed the report and will be meeting with Boardmember Bretz soon to do a final review.

IV. ACTION ITEMS

A. Elect Chair, Vice-Chair, Secretary

Boardmember Goehner moved to appoint Mia Bretz for position of Chair, Elizabeth Thomson for position of Vice-Chair and Aaron Simon for position of Secretary. The motion was seconded by Boardmember Wilson and passed unanimously.

B. Fee Schedule – Rate Recommendations for 2017 Season – Rate History Sheet Included

Director Steiner provided a handout with the pool's rate history from 2011 to 2015 and the current pool rates from 2016. She identified the estimated increase of nearly \$10,000 in personnel costs from the increase this year in the minimum wage rate. She added that in reviewing last year's pay rates that a majority of the pool staff was at the low end; therefore, this will have a significant impact with the minimum wage increasing nearly \$1.50 per hour. Director Steiner reviewed the funding

sources for the Board noting that the property taxes are limited to a 1% annual increase through 2019 when a new maintenance and operation levy can be presented to the voters for approval in 2018. Due to this factor, the annual pool fees are the other revenue source at this time for increasing the revenues to offset the increased expenditures. There was a brief discussion of how the pool's daily revenues are affected by participation, and in particular, can be driven by the weather. Manager Lemons stated that she does anticipate rate increases for the Cashmere pool that will also be affected by the minimum wage increase.

The Board discussed the difference between what people can afford versus the affordability of the current rates and how an increase to a whole dollar amount would likely not have any effect on daily patrons. By increasing the 50 cent portion up to the nearest dollar on the day use fees it would also help to reduce time and costs for staffing, counting and reconciling as well as making it easier for staff to move patrons quicker at the entrance into the facility. The Board then discussed in detail each of the fees for daily rates, season passes, swim lessons, kayaks, pool rentals and swim team fees. In reviewing the fees the Board recognized the citywide benefit of having the swim teams utilizing the pool for practice and swimmer safety and noted that the current fee will remain unchanged and that two year of age and under will remain with no charge. In reviewing the remaining fees the board proposed the following new rates:

Day-Use Fees

	PRSA resident	Non-PRSA resident
General Admission (Two (2) years and up	\$4.00	\$6.00
Senior Citizen (all swims)*	\$3.00	\$5.00
Lap Swim/Water Exercise (non-senior)	\$4.00	\$6.00

Season Passes

Family Pass	\$150.00	\$190.00
Individual Pass	\$90.00	\$120.00
Senior Pass	\$60.00	\$75.00

Swim Lessons

Class lessons	\$ 35.00/per student	\$40.00/per student
Private Lessons.....	\$40.00 per hour, per student	

Kayaks

Individual Kayak Session.....\$10.00/per person

Pool Rental (Must be outside regular pool hours)

Rental charge of \$100.00 plus \$16.00 per lifeguard, per hour. The number of lifeguards shall be determined by the pool manager or assistant pool manager.

Boardmember Bretz motioned to increase the pool rates for PRSA Resident and Non-PRSA Resident Day Use Fees, Season Passes, Swim Lessons, Kayaks and Pool Rentals as discussed and finalized and to forward this recommendation to the Leavenworth City Council for approval. The motion was seconded by Boardmember Simon and passed unanimously.

The Board asked that if the wage increases are approved by the City Council that there be a notice posted informing the public that there is a direct correlation to the pool rate increases from the minimum wage increase.

V. ADJOURNMENT

Seeing no other business, Boardmember Bretz moved to adjourn the February 15th meeting of the Upper Valley PRSA. The motion was seconded by Boardmember Simon and passed unanimously. The meeting adjourned at 10:55 AM.

Respectfully submitted by Chantell Steiner.

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
April 26, 2017**

MINUTES

I. CALL TO ORDER

PRSA Chair Mia Bretz, called the April 26, 2017 special meeting of the PRSA to order at 9:00 AM.

Board Present: Mia Bretz, Carolyn Wilson, Aaron Simon, Keith Goehner and Doug Clarke.

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

II. APPROVAL OF CONSENT AGENDA

A. Approval of Agenda

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

III. INFORMATION ITEMS

A. Strategic Planning

- a. ~~Current Levy~~ / Debt Schedule / Options Review
 - i. Pool Resurfacing (\$1250,000 estimate)
 - ii. Sunshades
 - iii. Ice Rink Conversion Option and Storage Area
 - iv. Funding Options (Donations, City/Bank Bonds, Voter Approved Bonds)
- b. M&O Levy – Next Deadline – 2018 for 2019 Year
- c. Service Area Dissolution – Deadline December 2020

The Board began the discussion of the agenda items noted above with exception to Funding Options which was determined to be needed at a later date once the Board determines the direction needed for capital replacements and options for combining the capital with the 6-Year M&O (Maintenance & Operation) Levy that will need to occur in 2018.

Chair Bretz stated that she would like to see a public outreach process begin to find out more information from the Community on desired expectations of the current Service Area as well as other park and recreation related services that could be funded through the PRSA. She questioned the Board to consider the future dissolution deadline of the PRSA and whether the Board should look at other options such as a Park & Recreation District or a Metropolitan Park District. Finance Director Chantell Steiner will bring a side-by-side comparison document of the three types of entities to the next meeting in May for further discussion of this topic.

Chair Bretz asked the Board to share their ideas, or what they have heard from constituents, on what vision for services they might have as the Board moves forward and whether to consider a reduction or expansion of the service area. Boardmember Wilson stated that she could see a reduction in the current service area that was more focused on Leavenworth residents within the city limits and urban growth area. Boardmember Clarke concurred that the area may need to be smaller to achieve better voting results, and in the case of Peshastin, to consider removing some areas that are heavily populated by orchardists but not necessarily the residents that live in the core area of Peshastin. Director Steiner cautioned the Board noting that the Service Area does include a high value of taxable property within the Plain, Lake Wenatchee, Peshastin, Chumstick Highway and Icicle Road areas; therefore, a large reduction of this portion could significantly impact the remaining residents within the service area to support the annual property tax collections of approximately \$120,000. (Upon review of taxable area,

Leavenworth City limits comprise 33.6% of the taxable value of the current service area). Boardmember Clarke continued to identify some of the Peshastin residents' goals to include/expand on ball fields that could be dual purposed in the winter as skiable areas. Boardmember Goehner noted that the Service Area currently includes portions of Peshastin and does not extend into Dryden at this time; he stated that he is not sure if Dryden residents would be interested in a future ballot measure to include them. Chair Bretz added her concern at further expansion of the service area and services provided as the City of Leavenworth currently provides staffing support by public works and finance staff that the City pays for directly from its General Fund and does not back charge those costs to the Pool Fund; expansion of the services could require the addition of PRSA staff which in turn increases the cost of operations. Boardmember Simon stated that the current interlocal agreement with the County allows for financing, acquiring, constructing, improving, maintaining or operating any park, Senior Citizen Activity Center, zoo, aquarium and recreational facility; therefore, he is not sure if there is a need to change the type of entity. He added that there is a strong need for more ball fields, a Community or Activity Center and continuation of the Pool facility. Chair Bretz reiterated that she would like to have community meetings to ask the public for input on the services before the Board can decide what would be best for future initiatives; she suggested considering having scenarios for discussion that might identify funding options. Boardmember Goehner stated that unfortunately there are no major financial benefactors that would be interested in coming in and building expensive projects such as a community center or covering the pool and cautioned the Board on considering too much too fast, particularly during the recent years where housing, affordability and livability have been major concerns for all residents in the County. He encouraged the Board to have a focused approach before including the public on ideas to avoid building false hopes. Boardmember Clarke added that he believes most service area residents are comfortable with the current taxation and will continue to support the service area for the operations of the pool; however, he is not sure if expansion of services would be as supported, particularly for a community center that would be based in Leavenworth. City Administrator Joel Walinski reminded the Board of the current changes occurring with the School District to build new and improved facilities and that there could be some opportunity there to work together to share the resources for a potential community/activity center. Chair Bretz stated that that is a good idea to consider and added that she has heard of other desires from constituents to consider a facility that could also include other social services and after school care. Boardmember Wilson added that her previous community had fun activities that also included arts & crafts and coordinated field trips. Administrator Walinski noted that there is a current need for enhancements at the Leavenworth Enchantment Park.

The Board had a general discussion on bond levy options for maintenance and operations versus construction and how levy rates are affected by increased property values over time. Chair Bretz stated that the Board will continue this discussion at the May meeting after city staff can get more information on the differences in Park and Recreation entities and to put together an estimate of capital needs that are needed in the immediate future such as the pool resurfacing, sun shades and bath house improvements and how those costs would affect a levy rate increase. Director Steiner added that she will also look back at the previous data collected on daily visitor attendance that may provide some insight into where and who visits the pool.

Sharon Waters was in attendance as a visitor and shared some of the requests she has heard in the past to include covering the pool for year-round use and community type services that could be partnered with the School; however, she believes the main objective should be to continue with the support and maintenance needed to keep the pool open regardless of other ideas. She added that as a pool employee and current assistant manager she sees increased attendance from Wenatchee area residents near the end of the season due to the early closure of their pool.

IV. ADJOURNMENT

Seeing no other business, Boardmember Bretz adjourned the April 26th special meeting of the Upper Valley PRSA. The meeting adjourned at 10:30 AM.

Respectfully submitted by Chantell Steiner.

Upper Valley Park & Recreation Service Area

Check Register

January 1, 2017 – April 30, 2017

Total Expenditures for the Period: \$15,000.00

Signed	Date
Staff Volunteer	Date

Expenditure Detail Report

Chelan County of Washington
01/01/2017 through 04/30/2017

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
677 Upper Valley Park & Rec						
001 Upper Valley Park & Rec						
57000 Culture and Recreation						
57600 Park Facilities						
57600.60 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
57600.60.000 Capital Outlay						
4/17/2017 apinvoice IN 2017-01		15,000.00				
Vendor: 100383 CITY OF LEAVENWORTH Check # 800629			15,000.00	0.00	-15,000.00	0.00
57600.60.000 Capital Outlay	0.00	15,000.00	15,000.00	0.00	-15,000.00	0.00
Total Upper Valley Park & Rec	0.00	15,000.00	15,000.00	0.00	-15,000.00	0.00

Expenditure Detail Report

Chelan County of Washington
 01/01/2017 through 04/30/2017

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
677 Upper Valley Park & Rec						
110 Upper Valley Park & Rec Bond						
58000 Non-Expenditures						
58600 Agency Type Disbursements						
58600.00 Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
Total Non-Expenditures						
59000 Miscellaneous Expenditures						
59100 Redemption of Long-Term Debt						
59100.70 Debt Service Principal	0.00	0.00	0.00	0.00	0.00	0.00
Total Redemption of Long-Term Debt						
59200 Interest & Other Debt Service Costs						
59200.80 Debt Service Interest	0.00	0.00	0.00	0.00	0.00	0.00
Total Upper Valley Park & Rec Bond	0.00	15,000.00	15,000.00	0.00	-15,000.00	0.00
Total Upper Valley Park & Rec	0.00	15,000.00	15,000.00	0.00	-15,000.00	0.00
Grand Total	0.00	15,000.00	15,000.00	0.00	-15,000.00	0.00

5 YEAR BUDGET COMPARISON

City Of Leavenworth
MCAG #: 0222

Time: 10:27:20 Date: 05/10/2017
Page: 1

All Years Thru 4/30

176 Community Swimming Pool

Account	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2017 Appropriated	2018 Appropriated	Comment
308 10 01 76 Reserved Beginning Net Cash & Invest	0.00	0.00	0.00	31,941.75	31,942.00	0.00	
308 80 01 76 Beginning Net Cash & Invest	301.18	12,402.04	30,335.68	0.00	0.00	0.00	
308 Beginning Balances	301.18	12,402.04	30,335.68	31,941.75	31,942.00	0.00	
311 10 00 01 Real & Personal Property Taxes	12,000.00	11,650.00	0.00	0.00	0.00	0.00	
310 Taxes	12,000.00	11,650.00	0.00	0.00	0.00	0.00	
347 30 00 00 Pool Pass Ent. Fees	1,170.00	0.00	0.00	0.00	28,000.00	0.00	
347 30 00 01 Pool Concession Fees	0.00	0.00	0.00	0.00	5,000.00	0.00	
347 30 00 02 Pool Daily Ent. Fees	0.00	0.00	0.00	0.00	45,000.00	0.00	
347 30 00 03 Pool Rental Fees	0.00	0.00	0.00	0.00	3,000.00	0.00	
347 30 00 05 Pool Swim Team Prep	0.00	0.00	0.00	0.00	1,500.00	0.00	
340 Charges For Goods & Services	1,170.00	0.00	0.00	0.00	82,500.00	0.00	
361 11 17 60 Investment Interest	0.00	0.00	0.00	39.82	50.00	0.00	
369 91 01 76 Miscellaneous Revenue	12.00	0.00	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	12.00	0.00	0.00	39.82	50.00	0.00	
381 10 99 01 Temp Int. Loan-Fm#001 Curr Exp.	20,000.00	0.00	0.00	0.00	25,000.00	0.00	
380 Non Revenues	20,000.00	0.00	0.00	0.00	25,000.00	0.00	
397 00 00 10 Trans In-Fm 635 PRSA	0.00	0.00	15,000.00	15,000.00	120,000.00	0.00	
397 Interfund Transfers	0.00	0.00	15,000.00	15,000.00	120,000.00	0.00	
TOTAL REVENUES:	33,483.18	24,052.04	45,335.68	46,981.57	259,492.00	0.00	
576 20 10 00 Salaries & Wages	1,414.38	1,538.25	0.00	0.00	90,000.00	0.00	
576 20 20 00 Benefits	189.47	180.77	373.83	264.45	15,000.00	0.00	
576 20 31 00 Office & Operating Supplies	1,406.62	275.00	564.34	324.15	22,000.00	0.00	
576 20 31 01 Operating Supplies-Concessions	0.00	0.00	22.90	0.00	5,000.00	0.00	
576 20 35 00 Small Tool & Minor Equipment	0.00	0.00	0.00	0.00	500.00	0.00	
576 20 40 01 Other Interfund Sys & Chgs	1,583.90	1,556.00	1,229.00	1,312.00	2,624.00	0.00	
576 20 42 00 Comm-Phone/Postage/Fx	218.19	202.75	226.27	197.66	700.00	0.00	
576 20 44 00 Advertising	65.52	141.98	39.30	173.67	500.00	0.00	
576 20 46 00 Insurance	13,374.00	8,614.00	9,251.35	6,751.41	10,130.00	0.00	

Item III, B.

5 YEAR BUDGET COMPARISON

City Of Leavenworth
MCAG #: 0222

Time: 10:27:20 Date: 05/10/2017
Page: 2

176 Community Swimming Pool

Account	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2017 Appropriated	2018 Appropriated	2018 Comment
576 20 47 00 Utilities	1,311.77	905.47	1,414.10	1,907.01	18,000.00	0.00	
576 20 48 00 Repairs & Maintenance	75.33	19.52	0.00	3,184.48	5,000.00	0.00	
576 20 49 00 Misc-Reg/Dues/Subscriptions	570.00	0.00	0.00	181.21	600.00	0.00	
576 20 53 00 External Taxes-Sales-B&O Taxes	0.00	0.00	0.00	0.00	6,500.00	0.00	
576 Park Facilities	20,209.18	13,433.74	13,121.09	14,296.04	176,554.00	0.00	
581 20 00 99 Interfund Loan Repay - To CE	3,500.00	0.00	0.00	0.00	25,000.00	0.00	
580 Non Expenditures	3,500.00	0.00	0.00	0.00	25,000.00	0.00	
592 76 82 00 Interest On Interfund Loan	0.01	0.00	0.00	0.00	40.00	0.00	
592 Debt Service - Interest Costs	0.01	0.00	0.00	0.00	40.00	0.00	
594 76 63 01 Pool Lane Ropes	0.00	0.00	0.00	0.00	1,500.00	0.00	
594 76 63 02 Pool Equipment Replacement	0.00	2,451.47	0.00	0.00	0.00	0.00	
594 76 63 03 Pool Sand Filter Rebuild	0.00	0.00	0.00	9,336.43	17,000.00	0.00	
594 76 63 08 Pool Heater Elements/Salt Cells	0.00	0.00	0.00	0.00	2,500.00	0.00	
594 Capital Expenditures	0.00	2,451.47	0.00	9,336.43	21,000.00	0.00	
508 80 01 76 Ending Fund Balance	0.00	0.00	0.00	0.00	36,898.00	0.00	
999 Ending Balance	0.00	0.00	0.00	0.00	36,898.00	0.00	
TOTAL EXPENDITURES:	23,709.19	15,885.21	13,121.09	23,632.47	259,492.00	0.00	
FUND GAIN/LOSS:	9,773.99	8,166.83	32,214.59	23,349.10	0.00	0.00	

Item III, D.



Comparison of Recreation Districts

This page compares the purpose, functions, and powers of the three types of park districts in Washington State:

- Park and recreation districts ([Ch. 36.69 RCW](#))
- Park and recreation service areas ([RCW 36.68.400 - .620](#))
- Metropolitan park districts ([Ch. 35.61 RCW](#))

MRSC also maintains a list of park and recreation special districts.

District Purpose

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
<ul style="list-style-type: none"> • To provide leisure time activities and facilities and recreational facilities, of a nonprofit nature as a public service to the residents of the geographical areas included within their boundaries (RCW 36.69.010). 	<ul style="list-style-type: none"> • To finance, acquire construct, improve, maintain, or operate any park, senior citizen activities center, zoo, aquarium, and, or recreational facilities as defined in RCW 36.69.010 which shall be owned or leased, and administered by a city or town, or park and recreation service area (RCW 36.68.400); • To provide a higher level of park service (RCW 36.68.590). 	<ul style="list-style-type: none"> • To provide for the management, control, improvement, maintenance, and acquisition of parks, parkways, boulevards, and recreational facilities (RCW 35.61.010).

Functions and Powers

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
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<ul style="list-style-type: none"> • Acquire and hold real and personal property; • Dispose of real and personal property; • Make contracts; • Sue and be sued; • Borrow money; • Grant concessions; • Make or establish charges, fees, rates, rentals and the like for the use of facilities (including recreational facilities) or for participation; • Make and enforce rules and regulations governing the use of property, facilities or equipment and the conduct of persons thereon; • Contract with any municipal corporation, governmental, or private agencies for the conduct of park and recreation programs; • Operate jointly with other governmental units any facilities including participation in the acquisition; • Hold in trust or manage public property; • Establish cumulative reserve funds; • Acquire, construct, reconstruct, maintain, repair, add to, and operate recreational facilities; and, • Make improvements or to acquire property by the local 	<ul style="list-style-type: none"> • Acquire, construct, own or lease, operate parks, senior citizen activities centers, zoos, aquariums, and recreational facilities (<u>RCW 36.68.400</u>); • Make contracts (<u>RCW 36.68.400</u>); • Sue and be sued (<u>RCW 36.68.400</u>); • Impose and collect use fees or other direct charges on facilities financed by the park & recreation area (<u>RCW 36.68.550</u>); • Legislative authority may allow admission fees and charges on persons using facilities located within a park & recreation service area (<u>RCW 36.68.550</u>); • Exercise any of the powers enumerated in <u>Ch. 67.20 RCW</u> (Parks, Bathing Beaches, Public Camps) (<u>RCW 36.68.600</u>); • Contract with any organization referred to in <u>Ch. 67.20 RCW</u> to conduct recreational program (<u>RCW 67.20.020</u>); • Enact and enforce such police regulations not inconsistent with constitution and state laws as necessary for the government and control of the same (<u>RCW 67.20.010</u>); • Accumulate reserves for stated capital purpose (<u>RCW 36.68.530</u>); • Hire employees and may fund salaries and benefits of county, city, or town park employees who 	<ul style="list-style-type: none"> • Purchase, acquire and condemn lands within or without the boundaries of park district; • Issue and sell warrants, short-term obligations, or general obligation bonds; • Issue revenue bonds; • Petition for the creation of local improvement districts; • Employ counsel, provide for park police officers, secretary of the board, and all necessary employees; • Establish civil service for employees; • Regulate, manage and control, improve, acquire, extend and maintain, open and lay out, parks, parkways, boulevards, avenues, aviation landings and playgrounds, within or without the park district; • Authorize, conduct and manage: <ul style="list-style-type: none"> ◦ the letting of boats, or other amusement apparatus; ◦ the operation of bath houses, ◦ the purchase and sale of foodstuffs or other merchandise; ◦ the giving of vocal or instrumental concerts or other entertainments; ◦ the management and conduct of such forms of recreation or business as it shall judge desirable or beneficial for the public, or for the production of
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<p>improvement method. (<u>RCW 36.69.130</u>)</p>	<p>perform work within the service area (<u>RCW 36.68.541</u>);</p> <ul style="list-style-type: none"> • Exercise power of eminent domain (<u>RCW 36.68.555</u>). 	<p>revenue for expenditure for park purposes.</p> <ul style="list-style-type: none"> • Sell, exchange, or otherwise dispose of surplus property; • Annex territory.
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Governing Body

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
<ul style="list-style-type: none"> • Board of five commissioners elected from designated districts for staggered, four year terms; election held in conjunction with general election in odd numbered years. (<u>RCW 36.69.090</u>); • Duties are: <ul style="list-style-type: none"> ◦ Elect chairman, secretary, and such other officers as it may determine it requires; ◦ Hold regular public meetings at least monthly; ◦ Adopt policies governing transaction of board business, keeping of records, resolutions, transactions, findings and determinations, which shall be of public record; ◦ Initiate, direct and administer district park and recreation activities, and select and employ such properly qualified employees as it may deem necessary (<u>RCW 36.69.120</u>). • Vacancies filled in accordance with <u>Ch. 42.12 RCW</u>. 	<ul style="list-style-type: none"> • If within county: Members of county legislative authority, acting ex officio. • If a city or town is included, or the district is in a multi-county area: Governed by an interlocal cooperation agreement. (<u>RCW 36.68.400</u>). 	<p>Board may be composed of any of the following alternatives:</p> <ul style="list-style-type: none"> • Five commissioners may be elected at the same election creating the district; • For a district located entirely within one city or the unincorporated area of one county, the legislative authority of the city or county may act as the metropolitan park board; or • For a district located in multiple cities or counties, each legislative authority may appoint one or more members to serve as the board; • The governing structure of an MPD formed before June 13, 2002 may not be changed without the approval of the voters (<u>RCW 35.61.050</u>); • Vacancies filled in accordance with <u>Ch. 42.12 RCW</u> (<u>RCW 35.61.050 (2)</u>). If more than one city or county, may fill vacancy by terms of interlocal agreement (<u>RCW 35.61.050 (4)</u>).

Government Type

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
Municipal corporation (RCW 36.69.010).	Quasi-municipal corporation and independent taxing authority and taxing district possessing all the usual powers of a corporation for public purposes (RCW 36.68.400).	Municipal corporation (RCW 35.61.040).

Regular Levies and Fees

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
<ul style="list-style-type: none"> 6-year regular property tax levy (maximum of \$0.60 per \$1,000 assessed valuation) authorized when 60% of the voters in an election vote "yes" with a voter turnout equal at least to 40% of those voting in the last general election. Alternatively, as long as the number of "yes" votes is equal to at least 60% times 40% of the number of people voting in the last general election, the measure will pass (RCW 36.69.145). Limit on regular levy: Levy capacity diminished if aggregate of junior and senior taxing district exceeds the \$5.90 limit. (RCW 84.52.043(2)(a)) Charges, fees, rates, rentals and the like for the use of facilities (including recreational facilities) or for participation (RCW 36.69.130). 	<ul style="list-style-type: none"> 6-year regular property tax levy (maximum of \$0.60 per \$1,000) authorized when 60% of the voters in an election vote "yes" with a voter turnout equal at least to 40% of those voting in the last general election. Alternatively, as long as the number of "yes" votes is equal to at least 60% times 40% of the number of people voting in the last general election, the measure will pass (RCW 36.68.525). Limit on regular levy: Levy capacity diminished if aggregate of junior and senior taxing district exceeds the \$5.90 limit (RCW 84.52.043(2)(a)). May charge fees or other direct charges on facilities (RCW 36.68.550). 	<ul style="list-style-type: none"> Two regular property tax levies available - one \$0.50 per \$1,000 assessed valuation and one of \$0.25. They are considered one levy for the purposes of the levy limits in Ch. 84.55 RCW, but they have different rankings in the prorationing statute. Levy is permanent. (See Tax Authority on Metropolitan Park District Finance page) Conduct forms of recreation or business beneficial for the public, or for the production of revenue for expenditure for park purposes (RCW 35.61.130).

Excess Levies and Bonds

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
<ul style="list-style-type: none"> • Annual excess tax levy proposition for operating funds, capital outlay funds, and cumulative reserve funds as authorized by RCW 84.52.052 (RCW 36.69.140); • May issue general obligation debt, equal to 1 1/4 percent of the assessed valuation within the district. Of this 1 1/4 percent, 3/8 percent may be nonvoted (also called councilmanic) debt. The rest must be voted. 60% of those voting must vote "yes" and the voter turnout must be at least 40% of that of the last general election (RCW 36.69.140); • May issue LID bonds. (RCW 36.69.200) • May issue revenue bonds (RCW 36.69.350). 	<ul style="list-style-type: none"> • Annual excess tax levy proposition for operating funds, capital outlay funds, and cumulative reserve funds as authorized by RCW 84.52.052 (RCW 36.68.520); • May issue voted general obligation debt equal to 2 1/2 percent of the assessed valuation within the service area. Of this 2 1/2 percent, 3/8 percent may be non-voted (also called councilmanic debt). The rest must be voted. 60% of those voting must vote "yes" and the voter turnout must be at least 40% of that of the last general election (RCW 36.68.520). 	<ul style="list-style-type: none"> • Authorized to levy general tax in excess of its regular property tax levy or levies when authorized to do so at a special election (RCW 35.61.210 and RCW 82.52.052); • May issue general obligation debt in an amount equal to 2 1/2 percent of their assessed valuations (RCW 35.61.110). Of this 2 1/2 percent, 1/4 percent may be nonvoted (also called councilmanic) debt (RCW 35.61.100); the rest must be voted. (See Debt on Metropolitan Park District Finance page); • Can petition city for LID improvements (RCW 35.61.220 - 240); • May issue revenue bonds (RCW 35.61.115).

Formation: Initial Steps

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District

<ul style="list-style-type: none"> • By petition signed by not less than 15% of the registered voters residing within the area. The petition shall designate the boundaries or describe the land to be included. It is to set forth the objective and state the benefit of the district (RCW 36.69.020); • Requires resolution of city or town approving inclusion of the area with the corporate limits of city or town (RCW 36.69.030). 	<ul style="list-style-type: none"> • In any unincorporated area by resolution adopted by county legislative body or by petition of 10% of registered voters in area. (RCW 36.68.410); • Contents of petition or resolution to contain: <ul style="list-style-type: none"> ◦ boundaries of the service area ◦ description of the purpose or purposes ◦ an estimate of the initial cost of any capital improvements or services to be authorized in the service area (RCW 36.68.420); • May include incorporated cities or towns. Requires resolution of city or town approving inclusion of the area within the corporate limits of city or town (RCW 36.68.610); • Provision for verification of signatures are found in RCW 36.68.430. 	<ul style="list-style-type: none"> • May include territory located in portions or all of one or more cities or counties, or one or more cities and counties, when created or enlarged; • Can be initiated by petition of at least 15% of the registered in the area and submitted to the county auditor of each county in which all or a portion of the proposed district would be located (RCW 35.61.020); • Can be initiated by a resolution of the governing body or bodies of each city and/or county which includes a portion or all of the area in the district; • Petition or resolution submitting the question to the voters, shall indicate the choice and describe the composition of the initial board of commissioners of the district that is proposed under RCW 35.61.050 and shall list a name for the district (RCW 35.61.030).
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Feasibility and Cost Studies

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
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No requirements noted.	Upon accepting petition or on passage of resolution the county legislative body orders an investigation of the feasibility of the proposed service area and determines initial costs. A report is to be available within 80 days of accepting the petition (<u>RCW 36.68.440</u>).	None required.
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State Environmental Policy Act (SEPA) Review

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
Categorically exempt (<u>WAC 197-11-800(16)</u>)	Categorically exempt (<u>WAC 197-11-800(16)</u>)	Categorically exempt (<u>WAC 197-11-800(16)</u>)

Public Hearings

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
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<ul style="list-style-type: none"> • The Board of County Commissioners holds a hearing on petition within 60 days of receipt (<u>RCW 36.69.040</u>); • Following the hearing, the Board designates a name or number of the district and fixes boundaries (<u>RCW 36.69.050</u>). 	<ul style="list-style-type: none"> • Within 20 days after the report is available, the county is to hold a hearing on the findings and determine whether the petition is accepted or dismissed (<u>RCW 36.68.460</u>); • At the conclusion of the hearing, the County legislative body makes its determination for acceptance or dismissal based on the following: <ul style="list-style-type: none"> ◦ Whether service areas objectives fit within framework of the county's park comprehensive plan and general park policies; ◦ Exact boundaries of the service area; ◦ Full definition or explanation of improvements to be financed; ◦ Whether or not objectives of the service area are feasible; ◦ Number or name of service area. • If satisfactory findings are made by the board of county commissioners, orders an election. If satisfactory findings cannot be made the petition is dismissed. 	<ul style="list-style-type: none"> • None required for formation; • Hearing is required for annexation.
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Resubmittal of Petition

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
No restrictions noted.	If rejected a new petition for the same area cannot be submitted for two years (<u>RCW 36.68.460</u>).	Not addressed.

Election to Form District

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
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<ul style="list-style-type: none"> • Ballot proposition authorizing the park and recreation district is submitted to voters at next general state election occurring 60 or more days after board fixes boundaries; • Initial park and recreation commissioners are elected at same election; • Ballot proposition shall be stated in such manner that the voters may indicate yes or no upon the proposition forming the proposed park and recreation district (<u>RCW 36.69.070</u>); • Proposition for initial capital or operational costs can be included at same general election (regular property text, excess levy or GO Bonds and bond retirement levy) to create district (<u>RCW 36.69.070</u>). • Requires approval by a simple majority (<u>RCW 36.69.080</u>). 	<ul style="list-style-type: none"> • If satisfactory findings are made as outlined in <u>RCW 36.68.460</u>, the county legislative authority orders an election of the voters in the proposed service area to take place at the next general election or at a special election held for such purpose (<u>RCW 36.68.470</u>); • Ballot proposition form is in <u>RCW 36.68.470</u>; • Proposition for initial capital or operational costs can be included at same general election (regular property text, excess levy or GO Bonds and bond retirement levy) to create district (<u>RCW 36.68.480</u>). • Requires approval by a simple majority (<u>RCW 36.68.500</u>). 	<ul style="list-style-type: none"> • Where No Boundary Review Board Exists <ul style="list-style-type: none"> ◦ Proposition authorizing creation of a MPD shall appear at the next general election, or at the next special election date specified under <u>RCW 29A.04.330</u> occurring 60 or more days after the last resolution proposing the district is adopted, or the date the county auditor certifies the petition; ◦ Where a petition is filed with two or more county auditors, the county auditors shall confer and issue a joint certification. • Where Boundary Review Board Exists <ul style="list-style-type: none"> ◦ Notice of the proposal shall be filed with the boundary review board; ◦ A special election is held on the date specified under <u>RCW 29A.04.330</u> that is 60 or more days after approved by boundary review board; ◦ No boundary review board review required if the proposed district only includes one or more cities. • Ballot proposition to contain words:
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		<p>"For the formation of a metropolitan park district to be governed by [insert board composition described in ballot proposition]."</p> <p>"Against the formation of a metropolitan park district."</p> <ul style="list-style-type: none"> • Requires approval by a simple majority (<u>RCW 35.61.040</u>). • Election of commissioners see <u>Election of Five Commissioners At Formation</u>.
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Fiscal Administration

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
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<ul style="list-style-type: none"> • County treasurer is treasurer of district. (RCW 36.69.150); • All expenditures are paid by warrants drawn by county auditor on county treasurer, pursuant to vouchers approved by the district board (RCW 36.69.150); • District commissioners must compile an annual budget including all available funds and anticipated income for the ensuing year. Budget may include cumulative reserve for capital purposes (RCW 36.69.160); • District commissioners must compile an annual budget including all available funds and anticipated income for the ensuing year. Budget may include cumulative reserve for capital purposes (RCW 36.69.160). 	<ul style="list-style-type: none"> • County treasurer is treasurer of service area; • Annual budget required in form prescribed by state auditor. May include cumulative reserve for capital purposes, all available funds and all anticipated income shall be included (RCW 36.68.530); • May contract with county to administer purchasing (RCW 36.68.570); • Legislative authority may transfer proceeds from concessions for food and other services accruing to the county from food and other services from park or park facility in park and recreation service area to service area budget (RCW 36.68.560); • May reimburse county for charges incurred by county current expense fund for expense of service area (RCW 36.68.570). 	<ul style="list-style-type: none"> • County treasurer of the county within which all, or the major portion, of the district lies is the ex officio treasurer the district. The district can designate someone else, if the board has received the approval of the county treasurer (RCW 35.61.180); • Contracts are to be by competitive bidding or small works roster (RCW 35.61.135).
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Annexation/Enlargement

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
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<ul style="list-style-type: none"> • Same procedure as creating district and all electors of district and proposed additional territory vote (<u>RCW 36.69.190</u>). 	<ul style="list-style-type: none"> • Same procedure as creating the parks and recreation service area, by resolution or petition with vote of all electors in existing area plus proposed addition (<u>RCW 36.68.620</u>). 	<ul style="list-style-type: none"> • Territory by virtue of its annexation to any city that lies entirely within a park district shall be deemed to be within the limits of the metropolitan park district; • Such an extension of a park district's boundaries shall not be subject to review by a boundary review board independent of the board's review of the city annexation of territory (<u>RCW 35.61.020</u>); • The territory adjoining a metropolitan park district may be annexed into the district upon petition and an election: <ul style="list-style-type: none"> ◦ The petition shall define the territory proposed to be annexed and must be signed by 25 registered voters, resident within the territory proposed to be annexed; unless ◦ The territory is within the limits of another city then it must be signed by 20% of the registered voters residing within the territory proposed to be annexed (<u>RCW 35.61.250</u>).
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Dissolution

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
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<ul style="list-style-type: none"> • In the manner provided in Ch. 53.48 RCW relating to port districts; • For county with population of 210,000 or more and inactive for five years see Ch. 57.90 RCW; • See procedures outlined in Ch. 36.96 RCW - Dissolution of inactive special purpose districts. 	<ul style="list-style-type: none"> • In the manner provided in Ch. 53.48 RCW relating to port districts; • See procedures outlined in Ch. 36.96 RCW - Dissolution of inactive special purpose districts. 	<ul style="list-style-type: none"> • A district may be dissolved by majority vote of members; • Upon dissolution the district's liabilities are prorated, and turn over to the city and/or county to the extent the district was respectively located in each, when: <ul style="list-style-type: none"> ◦ (1) Such city and/or county, through its governing officials, agrees to, and petitions for, such dissolution and the assumption of such assets and liabilities, or; ◦ (2) Ten percent of the voters of such city and/or county who voted at the last general election petition the governing officials for such a vote. (RCW 35.61.310) • Disincorporation of district located in county with a population of 210,000 or more and inactive for five years, see Ch. 57.90 RCW.
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Legislative History

Park and Recreation District	Park and Recreation Service Area	Metropolitan Park District
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<p>Ch. 58 Laws of 1957 authorized class AA counties to establish Park and Recreation Districts. Second, eighth, and ninth-class counties were given similar authority in 1959. No districts were formed under the original Recreation District Act for Counties. According to a 1982 Interagency Committee for Outdoor Recreation (IAC) survey 25 districts were formed after 1970 and ten after 1980. Most were formed to provide general recreation services or were formed solely to finance a new swimming pool or finance an existing one.</p> <p><i>Recreation Resources: A Heritage for the Future, IAC 1986: Number: 54/56</i></p>	<p>Ch. 218 Laws of 1963 gave first class counties authority to establish park and recreation service areas in unincorporated areas within the county. In 1965 the authority to was extended to all counties. The ability to fund zoos and aquariums was added in 1985.</p>	<p>Chapter 98, Laws of 1907 authorized cities of the first class to create metropolitan park districts (MPD). The statutes were amended by Chapter 88, Laws of 2002.</p> <p>Prior to 2002, cities under 5,000 and counties could not create metropolitan park districts. Now all cities and counties may form metropolitan park districts (MPDs) that include territory in portions of one or more cities or counties.</p> <p>The first MPD was formed by Tacoma in 1907. A second district was formed in Yakima around 1945 and functioned until 1969. After the 2002 amendments, a <u>number of other MPDs</u> were formed or attempted.</p>
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Last Modified: January 10, 2017

2011 CASH SIGN-IN PATRONS:

China 14

U.S.A 3958

3,972

Break Down of U.S.A Patrons

Alaska 1

Arizona 2

California 22

District of Columbia 1

Florida 8

Idaho 19

Michigan 13

Minnesota 1

Maryland 5

New York 8

Oregon 41

Pennsylvania 4

Texas 3

Virginia 10

Washington 3820 — 96%

Asotin County total: 5

Clarkston- 5

Benton County total: 18

Benton City- 2

Kennewick- 6

Richland- 8

West Richland- 2

Chelan County total: 1817 — 46%

Cashmere- 23

Chelan- 7

Entiat- 5

Leavenworth- 1531 — 38.5 %
Malaga- 14 — 4.7 %
Peshastin- 185
Wenatchee- 52
Clallam County total: 9
Clallam Bay- 9
Clark County total: 20
Camas- 3
Vancouver- 17
Douglas County total: 31
East Wenatchee- 31
Franklin County total: 3
Connell- 3
Grant County total: 4
Beverly- 4
Grays Harbor County total: 4
Elma- 4
Island County total: 52
Camano Island- 16
Clinton- 8
Langley- 18
Oak Harbor- 8
Shaw Island- 2
Jefferson County total: 6
Port Ludlow- 3
Port Townsend- 3
King County total: 961 — 24 %
Auburn- 35
Bothell- 72
Bellevue- 54
Duvall- 17

Enumclaw- 9

Federal Way- 21

Issaquah- 32

Kenmore- 2

Kent- 57

Kirkland- 40

Maple Valley- 19

Mercer Island- 11

North Bend- 13

Redmond- 45

Renton- 24

Sammamish- 25

Seattle- 399

Skykomish- 7

Snoqualmie- 31

Woodinville- 48

Kitsap County total: 54

Bainbridge Island- 15

Bremerton- 12

Indianola- 2

Paulsbo- 6

Port Orchard- 14

Silverdale- 1

Suquamish- 4

Kittitas County total: 8

Cle Elum- 6

Thorp- 2

Lewis County total: 14

Chehalis- 14

Mason County total: 2

Shelton- 2

Okanogan County total: 14

Carlton- 1

Mazama- 2

Methow- 7

Twisp- 4

Pierce County total: 153

- 4%

Bonney Lake- 14

Dupont- 5

Gig Harbor- 6

Lakebay- 2

Puyallup- 38

Roy- 5

Spanaway- 11

Steilacoom- 2

Sumner- 8

Tacoma- 62

San Juan County total: 4

Friday Harbor- 4

Skagit County total: 56

Anacortes- 26

Burlington- 6

Concrete- 6

Mount Vernon- 12

Sedro Woolley- 6

Skamania County total: 1

North Bonneville- 1

Snohomish County total: 384

- 10%

Arlington- 33

Edmonds- 49

Everett- 47

Goldbar- 5

Granite Falls- 4

Index- 3

Lake Stevens- 41

Lynwood- 67

Marysville- 36

Monroe- 17

Mountlake Terrace- 5

Snohomish- 47

Sulton- 10

Stanwood- 20

Spokane County total: 48

Chatteroy- 3

Greenacres- 3

Liberty Lake- 3

Spokane- 39

Thurston County total: 50

Lacey- 9

Olympia- 41

Whatcom County total: 94

Bellingham- 49

Blaine- 3

Ferndale- 13

Lynden- 29

Whitman County total: 8

Pullman- 2

Saint John- 6