

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

**Wednesday, August 16, 2017 9:00 a.m.
Leavenworth City Hall Conference Room**

I. Roll Call

II. Approval of Consent Agenda

- A. Approval of Agenda
- B. May 17, 2017 Minutes
- C. June 21, 2017 Special Meeting Minutes
- D. Claims Items from May 1, 2017 – July 31, 2017 = \$57,143.75

III. Information Items

- A. Pool Manager & Facility Update – Kelley Lemons & Herb Amick
- B. 2017 Pool Budget Position through 7/31/2017 – Chantell Steiner
- C. Strategic Planning Continued Discussion
 - a. Public Outreach Progress to Date and Next Steps

IV. Action Items

V. Adjournment

UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
May 17, 2017

MINUTES

I. CALL TO ORDER

PRSA Chair Mia Bretz, called the May 17, 2017 meeting of the PRSA to order at 9:00 AM.

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

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

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

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

III. INFORMATION ITEMS

- A. Pool Manager & Facility Update – Kelley Lemons & Herb Amick

Public Works Director Herb Amick reviewed the repairs to the facility that included replacing the sand filter, some flooding issues and repainting of the bath house floors. He stated that the pool is now up and running and has been utilized for the past two days by the pool staff.

Pool Manager Kelley Lemons updated the Board on the progress towards opening that includes hiring and training the lifeguards for the season. She then provided the Pre-Season and Regular Season schedules and identified some minor changes to the times on the Pre-Season schedule. She noted a new time slot for parent/child aquatics that will be monitored for efficiency with use by the residents. Manager Lemons said that the Osborn Elementary swim classes would be done this year and is planned for the first two weeks of the season after Memorial Day; she added that she believes this is paid for from grant dollars that the school acquires. She then updated the Board on equipment needs stating that she would like to spend a few hundred dollars to replace the water aerobics equipment that is severally rusted and that she has purchased the new cables for restringing the swim lane ropes but needs further assistance from the swim team; Boardmember Simon stated that he would reach out to the swim team coach to get that underway. In closing, Manager Lemons stated that she is still working on getting a drink vending machine from either Coke or Pepsi and we will only be offering ice cream this year.

- B. 2017 City Pool Budget Position through 4/30/20178 – Chantell Steiner

Director Steiner reviewed the year to date totals noting that at this time there is little to report as the pool operations have just started this month. She noted the revenues received from the County

Treasurer and that she is currently in process of requesting the first half of annual property taxes. She noted that pool passes are on sale and are now being purchased at City Hall. She then reviewed the expenditures to date noting that most of the repairs have been paid and is included within the report; insurance costs are nearly paid with board coverage costs remaining. She stated that the pool sand filter was finalized in May and will be slightly exceeding the \$17,000 budget. Director Amick added that the maintenance has increased since the City transitioned to the salt water cells as the chemicals are much more corrosive on the pool parts compared to chlorine.

C. 2016 Annual Report Update – Chantell Steiner

Director Steiner stated that the 2016 Annual Report review was completed by Boardmember Bretz and that the report was submitted to the State Auditor's online system in March, prior to the deadline of May 30, 2017.

D. Board Formation and Strategic Planning Discussion Continued

Boardmember Simon provided the Board with an update on information he gathered from the Manson Parks and Recreation District. He stated that Manson chose the District option as it was easier and did not include the interlocal agreement arrangement with a City entity allowing for County support of financial related transactions. The Manson District includes seven parks that includes a campground, boat launch and marina; 2 employees year round and 12 employees during the summer; a variety of programs including athletics for baseball, softball, soccer, aquatics, an Easter egg hunt, geocaching, and various other coordinated activities that engage patrons in recreation and encourages healthy lifestyles. The tax base is currently at \$0.23 per thousand, down from \$0.25 from first passage that passed with a vote of 62.3% of the 60% requirement, and currently generates \$172,000 annually of their \$382,000 budget. He noted the votes that passed were 385 in favor with 233 opposed and encompasses a large taxing area with an annual levy renewal needed every four years. He said that Manson does not have a community center as that was not something that was of interest to their community; although, there is one in Chelan.

The Board reviewed and discussed the differences in the three types of recreation entities noting that there are very little differences in a District versus a Service Area. The two major areas of difference identified includes how the Board is appointed versus elected and the amount of debt capacity that the entities are allowed to have. Boardmember Simon stated that it appears to him that the Service Area is a good fit as it does meet the needs of the residents and has the flexibility to contract with others; he suggested continuing with this type of entity and looking at renewal of the Interlocal Agreement with the County when it comes time. He questioned others on the information and whether anyone sees a downside to continuing as a Service Area; members briefly discussed details of the differences and concurred that the Service Area entity appears to be a good fit. Boardmember Goehner commented on the success of Manson noting that their community is very centralized in the lake recreation while the PRSA members are very widespread and not just Leavenworth centric. Boardmember Simon stated that he would like to see the PRSA consider expansion of programs if affordable and to look at what type of levy increase would be needed to plan for that.

Board Chair Bretz reminded the Board that she would like to do some community outreach to get input on what the area residents would like to see the PRSA do in the future. The Board brainstormed ideas on how best to approach public open houses and survey options that could be administered either online or through direct mailing. Administrator Walinski suggested that if the Board does do mailers they might consider doing a separate mailer to the Peshastin residents that are currently outside of the PRSA to see if there is any interest in being included in the Service Area for renewal in 2020. Boardmember Simon volunteered to reach out to the Leavenworth Echo to see if the PRSA could get a free article explaining what the Board is doing and when the public meetings

would be available for input. The Board considered future dates for having community outreach meetings and suggested doing some preliminary board meetings now through election season to discuss and plan on what the message needs to be and how the Board will collect the data gathered. Ms. Sharon Waters stated that the Board might also consider having fliers at the Pool near the end of the season so that would help generate interest from current pool users to attend and provide input. A preliminary suggested time for the public open house was made to occur the week after the General Election on November 7. The Board requested setting another special meeting for June 21 at 9:00 AM to continue the discussion on preparing for an open public house. Boardmember Clarke added that the Board should also contact the Peshastin Community Council; he noted that they meet on the 2nd Thursday of each month at 7:00 PM in the Legion Hall.

Director Steiner provided some additional information that she had reviewed. She stated that she has done an estimate on city staff support and has calculated a rough estimate of about \$20,000 annually; this does not include the cost of an audit. She noted the statistics that were included in the packet from 2011 that shows where daily walk-in visitors came from that year and stated that the residents living within the city limits of Leavenworth currently comprise 33% of the property values assessed for the annual property tax collections.

Boardmember Goehner updated the Board on his research regarding the question on how the levy rate can change, and in most cases goes down annually due to increased property values. He stated that although it seems that if an entity passes a ballot to request a set amount of cents per thousand that it would appear that this would not change during the years that the levy is in effect; however, due to the 1% limit on annual property tax increases the original ballot is only effective on a cents per thousand in the first year of the request and then limited to 1% for each year thereafter.

IV. ACTION ITEMS

None.

V. ADJOURNMENT

Seeing no other business, Boardmember Thomson moved to adjourn the May 17th meeting of the Upper Valley Park and Recreation Service Area. The motion was seconded by Boardmember Simon and passed unanimously. The meeting adjourned at 10:30 AM.

Respectfully submitted by Chantell Steiner.

UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
June 21, 2017

MINUTES

I. CALL TO ORDER

PRSA Chair Mia Bretz, called the June 21, 2017 special meeting of the PRSA to order at 9:00 AM.

Board Present: Mia Bretz, Elizabeth Thomson, Aaron Simon, and Keith Goehner.

City Staff Present: Joel Walinski and Chantell Steiner.

Visitors Present: Alison Mclellan and Marco Aurilio

II. APPROVAL OF CONSENT AGENDA

A. Approval of Agenda

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

III. INFORMATION ITEMS

A. Discussion / Ideas on Public Outreach

Board Chair Bretz thanked everyone for coming and stated that today's topics will be about brainstorming ideas for two questions; How to do the public outreach, and What does the PRSA Board need to present to the public.

WHAT TO PRESENT – General comments from members included the need to keep green space for youth sports, to maintain the current Leavenworth City Pool operations and consider expansion of current pool services, other recreational opportunities, fundraising, taxes, marketing, education and infrastructure/facility impacts.

PRSA Education

- What is the PRSA & Why – who are the benefactors, 2/3 of current PRSA tax payers reside outside of Leavenworth city limits
- What does the PRSA currently do
- Why are we asking these questions – levy expiration 2018, Interlocal Agreement expiration 2020
- Continue Pool operations – current capital need of \$125,000 to resurface
 - Expansion – need marketing, education, consider covered facility
- Other Recreation
- Parks – more fields, ownership of capital to consider
- Fundraising
- Trails
- Community Center
- PRSA's financial progressive change to self support
- Childcare (0-5) and Afterschool

HOW TO PRESENT – General comments included ideas for bringing all types of recreational groups/users together under one recreational umbrella to help streamline services and offer better use of recreation activities, possibly through pass type purchases that could be profit bearing and to define a

single vision/mission. This will require outreach to all of the current user groups/programs/volunteers within the community to explore feasibility. Some financial benefits could include cost savings on busses for teams, grants and grant writing, and other support type services.

- Gather feedback (repeat as needed and connect back to user groups)
- Present results of feedback (repeat as needed and connect back to user groups)
- Levy Outreach

STEPS NEEDED TO PRESENT

- Develop a fact sheet (Mia outline – Joel/Chantell review & assist)
 - Potential models for PRSA with cost estimates
 - Define ourselves – mission
 - Develop interest group questions for consistency (Mia)
- Meet with interest groups – need to know where their users come from and what are their budgets
 - Team sports (Aaron)
 - Winter Sports Club (Aaron)
 - Ski Hill Heritage (Marco)
 - Trails – horses, biking, hiking (Alison)
 - Rivers – kayaks, tuber, rafter, fishing (Alison)
 - Facility related groups – Swimming Pool, rock climbing, golf, Wenatchee River Institute (Mia)
 - Need to determine who wants what to assist in developing district size/shape
 - Peshastin / Plain / Lake Wenatchee
- Other models
 - Manson, Blaine, Canada, County Plan data
- Timelines Target years for voter approval – M&O Levy 2018 for 2019 / Interlocal & Construction Bond 2019 for 2020
- Need to develop a tracking system for what activities, who are the users and what area are they located/need

Next review will be an update at the regularly scheduled PRSA meeting on August 16, 2017 to review interest group responses.

IV. ADJOURNMENT

Seeing no other business, Boardmember Simon moved to adjourn the June 21st special 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.

Expenditure Detail Report
 Chelan County of Washington
 05/01/2017 through 07/31/2017

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	15,000.00	0.00	-15,000.00	0.00
57600.60.000 Capital Outlay		52,400.00				
5/30/2017 apinvoice IN 2017-02						
Vendor: 100383 CITY OF LEAVENWORTH Check # 802985						
57600.60.000 Capital Outlay	0.00	52,400.00	67,400.00	0.00	-67,400.00	0.00
Total Upper Valley Park & Rec	0.00	52,400.00	67,400.00	0.00	-67,400.00	0.00

Item II.D.

Expenditure Detail Report

expdetl.rpt

08/04/2017 4:53PM

Periods: 5 through 7

Chelan County of Washington

05/01/2017 through 07/31/2017

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
59276.80.000 Bond Payment Interest						
6/7/2017 bjp GJ 633		4,743.75				
59276.80.000 Bond Payment Interest	0.00	4,743.75	4,743.75	0.00	-4,743.75	0.00
Total Upper Valley Park & Rec Bond	0.00	4,743.75	4,743.75	0.00	-4,743.75	0.00
Total Upper Valley Park & Rec	0.00	57,143.75	72,143.75	0.00	-72,143.75	0.00
Grand Total	0.00	57,143.75	72,143.75	0.00	-72,143.75	0.00

Upper Valley Park & Recreation Service Area

Check Register

May 1, 2017 – July 31, 2017

Total Expenditures for the Period: \$57,143.75

Signed	Date
Staff Volunteer	Date

5 YEAR BUDGET COMPARISON

Time: 16:49:28 Date: 08/04/2017
Page: 1

I km III.B.

MCAG #:

176 Community Swimming Pool

Account	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2017 Appropriated	2018 Appropriated	Comment
308 10 01 076 Reserved Beginning Net Cash & Invest	0.00	0.00	30,335.68	31,941.75	31,942.00	0.00	
308 80 01 076 Beginning Net Cash & Invest	301.18	12,402.04	0.00	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 00 001 Real & Personal Property Taxes	62,000.00	65,200.00	0.00	0.00	0.00	0.00	
310 Taxes	62,000.00	65,200.00	0.00	0.00	0.00	0.00	
347 30 00 000 Pool Pass Ent. Fees	29,704.50	28,420.00	30,280.00	34,561.00	28,000.00	0.00	
347 30 00 001 Pool Concession Fees	4,874.40	3,450.88	2,518.89	1,497.10	5,000.00	0.00	
347 30 00 002 Pool Daily Ent. Fees	34,655.17	34,666.44	23,765.20	25,745.70	45,000.00	0.00	
347 30 00 003 Pool Rental Fees	520.00	2,346.25	330.00	3,625.00	3,000.00	0.00	
347 30 00 004 Pool Swim Lessons	90.00	0.00	20.00	9,120.00	0.00	0.00	
347 30 00 005 Pool Swim Team Prep	0.00	0.00	1,440.00	300.00	1,500.00	0.00	
340 Charges For Goods & Services	69,844.07	68,883.57	58,354.09	74,848.80	82,500.00	0.00	
361 11 17 060 Investment Interest	0.00	0.00	7.50	112.30	50.00	0.00	
367 11 01 076 Pool Donations	0.00	0.00	160.00	125.00	0.00	0.00	
369 91 00 002 Misc Revenue - Refunds Pool	1,521.00	0.00	0.00	0.00	0.00	0.00	
369 91 01 076 Miscellaneous Revenue	72.00	0.00	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	1,593.00	0.00	167.50	237.30	50.00	0.00	
381 10 99 001 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 00 010 Trans In-Fm 635 PRSA	0.00	0.00	67,000.00	67,400.00	120,000.00	0.00	
397 Interfund Transfers	0.00	0.00	67,000.00	67,400.00	120,000.00	0.00	
TOTAL REVENUES:	153,738.25	146,485.61	155,857.27	174,427.85	259,492.00	0.00	
576 20 10 000 Salaries & Wages	53,178.05	28,960.76	33,878.05	33,852.65	90,000.00	0.00	
576 20 20 000 Benefits	6,580.58	2,747.55	3,399.55	3,237.50	15,000.00	0.00	
576 20 31 000 Office & Operating Supplies	17,303.48	16,277.43	16,122.43	20,600.74	22,000.00	0.00	
576 20 31 001 Operating Supplies-Concessions	4,947.11	2,831.88	1,960.75	975.76	5,000.00	0.00	
576 20 35 000 Small Tool & Minor Equipment	25.32	194.03	0.00	129.86	500.00	0.00	
576 20 40 001 Other Interfund Svs & Chgs	2,111.86	2,334.00	1,843.50	1,968.00	2,624.00	0.00	

5 YEAR BUDGET COMPARISON

MCAG #:

176 Community Swimming Pool

Account	2014	2015	2016	2017	2017	2018
	Actual	Actual	Actual	Actual	Appropriated	Appropriated
576 20 41 000 Professional Services	0.00	0.00	135.51	0.00	0.00	0.00
576 20 42 000 Comm-Phone/Postage/Fx	406.00	391.93	416.06	358.52	700.00	0.00
576 20 44 000 Advertising	222.91	141.98	373.24	173.67	500.00	0.00
576 20 46 000 Insurance	13,374.00	8,614.00	9,251.35	6,751.41	10,130.00	0.00
576 20 47 000 Utilities	9,108.17	6,902.87	9,110.51	9,343.84	18,000.00	0.00
576 20 48 000 Repairs & Maintenance	318.98	366.71	660.44	5,028.85	5,000.00	0.00
576 20 49 000 Misc-Reg/Dues/Subscriptions	570.00	415.00	245.00	356.21	600.00	0.00
576 20 53 000 External Taxes-Sales-B&O Taxes	3,185.68	4,176.32	3,364.11	3,694.13	6,500.00	0.00
576 Park Facilities	111,332.14	74,354.46	80,760.50	86,471.14	176,554.00	0.00
581 20 00 099 Interfund Loan Repay - To CE	13,500.00	0.00	0.00	0.00	25,000.00	0.00
580 Non Expenditures	13,500.00	0.00	0.00	0.00	25,000.00	0.00
592 76 82 000 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 62 000 Pool Sign Structure	325.19	0.00	0.00	0.00	0.00	0.00
594 76 63 001 Pool Lane Ropes	0.00	0.00	0.00	0.00	1,500.00	0.00
594 76 63 002 Pool Equipment Replacement	0.00	9,141.04	6,888.86	0.00	0.00	0.00
594 76 63 003 Pool Sand Filter Rebuild	0.00	0.00	0.00	25,838.12	17,000.00	0.00
594 76 63 008 Pool Heater Elements/Salt Cells	0.00	0.00	0.00	0.00	2,500.00	0.00
594 Capital Expenditures	325.19	9,141.04	6,888.86	25,838.12	21,000.00	0.00
508 80 01 076 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:	125,157.34	83,495.50	87,649.36	112,309.26	259,492.00	0.00
FUND GAIN/LOSS:	28,580.91	62,990.11	68,207.91	62,118.59	0.00	0.00