

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
August 16, 2017**

MINUTES

I. CALL TO ORDER

PRSA Vice-Chair Elizabeth Thomson, called the August 16, 2017 meeting of the PRSA to order at 9:00 AM.

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

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

Visitors Present: Alison Miller and Sharon Waters.

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

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

III. INFORMATION ITEMS

A. Pool Manager & Facility Update

City Administrator Joel Walinski updated the Board on the pool season thus far and noted that a surprise inspection by the Health Department went well with no violations. He stated that Pool Manager Kelley Lemons is looking into some new swim lesson tracking software for registrations and that city staff is currently working on better communication tools to use in the case of last minute pool closures. He noted that the pool staff currently calls all scheduled lesson holders and attempts to contact pool pass holders by phone, which is very time consuming; staff is looking at social media announcements through Facebook and the City's website as alternate options. He had a brief discussion on some challenges with personnel related issues noting that behavior, maturity and accusations can be prominent with the pool staff. Manager Lemons reported that the season has been going very well with record revenues and identified a new kiddy pool open swim that was added this year. She is also looking at replacing a Sunday evening Kayak session with an additional open swim session as the Kayak session is rarely utilized. She updated the Board on the ease of the concessions this year to have only ice cream and the reduction in costs for personnel with this transition; she stated that visitors are allowed to bring their own food and that the only restriction is glass on the deck area.

B. 2017 City Pool Budget Position through 7/31/2017 – Chantell Steiner

Finance Director Chantell Steiner reviewed the City's year to date totals stating that it is a record

year for pool passes and is anticipated for daily revenues as well. She identified a change this year in booking revenues to separate the pool lessons and swim team prep fees from daily revenues that will assist in future tracking. In reviewing expenditures, Director Steiner stated that they are trending fairly well. She said that although the minimum wage went up, Manager Lemons has done a great job at scheduling the staff to contain costs that are currently the same as last year. She noted the unanticipated increase for the capital project for the Pool Sand Filter Rebuild and Administrator Walinski explained the issue that occurred which required significant additional time and servicing to resolve.

C. Strategic Planning Continued Discussion

a. Public Outreach Progress to Date and Next Steps

Chair Bretz briefly reviewed the last two meetings discussions and asked members to share any information they have gathered from the recreation user groups.

Boardmember Simon provided a handout showing each of the groups that he was able to connect with and identified each of their answers to the seven questions being asked of all groups. In total there were ten respondents that constitute approximately half of the user groups. The groups he was able to contact included Baseball/Tee-Ball, Swim Team, Youth Football, Ski Hill Heritage (Ice Rink), Plain Ski, Leavenworth Winter Sports Club, Spring/Fall Soccer, BAMS Adult Softball, Leavenworth Golf Course and Pickle Ball. He had many positive responses from the groups that were interested in learning more about a consolidation of services with exception to one group; the respondents were possibly open to a public taxing district. Boardmember Simon stated that generally there appears to be some benefit to pooling resources for better efficiency that would be particular to administration, insurance and registration processes.

Visitor Alison Miller reported that she spoke with Trout Unlimited and their main interest is in continuing the Youth Fishing Pond at Blackbird Island as the PUD may be looking at moving away from the current support being provided. She added that Trout Unlimited has been looking at other options for a youth pond and has been in discussion with the Fish Hatchery as an alternative site. She stated that she also spoke with Nathan Woodward regarding water related type of activities and that there is some interest being generated in exploring the option of having a whitewater play park possibly located near the Dryden Dam.

Chair Bretz stated that she has several groups that she will need to connect with as well and suggested that the Board continue this phase of outreach to get further information from user groups. After reviewing the steps involved for future levies and extension or re-adoption of the interlocal agreement for the PRSA, Chair Bretz confirmed continuing with the user group outreach and to reconnect on results at the next regular PRSA meeting in November. The Board discussed concerns at whether there would be positive support for a Community Center in Leavenworth due to the majority of the PRSA residents (approximately 2/3 of property values and students in the school district) living outside of the city limits. Administrator Walinski stated that this may become a non-issue with the new construction occurring for the schools and that there may be some opportunities to have space later once the construction phases are completed. The Board recognized the small size of Leavenworth and its number of residents noting that there may not be a need for a larger more robust organization once all of the information is gathered and considered.

The Board briefly discussed the first priorities that will have to be addressed in 2018 to include a new Maintenance and Operations 6-Year Levy replacement and resurfacing of the Pool at a cost of approximately \$125,000 that could be funded either by a local loan or through a new voter approved construction bond. Pool shades were noted as well for potential purchase and that the Leavenworth Rotary may still be interested in assisting in that purchase. Chair Bretz suggested doing a short-

term project to purchase table umbrellas for the pool deck area; this was identified as problematic due to wind and space factors. The Board discussed another option for capital funding that may include a Recreation Conservation Office (RCO) grant; although this was noted to require a significant match of dollars with a minimum of 50% and in most cases 100% due to the high demand for these grant dollars from other agencies. Boardmember Goehner cautioned the Board on pushing forward too quickly as there are many moving parts occurring with the different requirements that must be met in the short-term and the long-term planning that may or may not be contingent on the School District. Administrator Walinski added that the City of Leavenworth is also planning to have a ballot measure this November regarding park related items that may add to some confusion between the two entities different needs if they are all coming for discussion during the election season. The Board noted that there are several items that will be affecting property owners tax payments beginning in 2018 due to the School District's phased construction, the State Legislature's changes to the taxing for schools and the new levy that was approved by voters for the Fire District; these are unknown factors on property tax increases that will not be resolved until tax statements come out in early 2018.

IV. ACTION ITEMS

Boardmember Simon requested a letter of support from the City and the PRSA for the Cascade School District to apply for a grant application related to the schools ball fields. Administrator Walinski stated that he could send the request to him for representation from the City and that he would craft the letter. The PRSA Board discussed the levy and voted; Administrator Walinski would also assist in crafting a similar letter.

Boardmember Goehner moved to approve the PRSA providing a letter of support to the Cascade School District for their grant application for new ball fields. The motion was seconded by Boardmember Bretz and passed 4-1 with Boardmember Thomson opposed.

V. ADJOURNMENT

Seeing no other business, Boardmember Simon moved to adjourn the August 16, 2017 regular meeting of the Upper Valley Park and Recreation Service Area. The motion was seconded by Boardmember Thomson and passed unanimously. The meeting adjourned at 10:28 AM.

Respectfully submitted by Chantell Steiner.