

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

**Wednesday, February 14, 2018 9:00 a.m.
Leavenworth City Hall Conference Room**

I. Roll Call

II. Approval of Consent Agenda

- A. Approval of Agenda
- B. November 15, 2017 Minutes
- C. PRSA Claims Items from November 1, 2017 – December 31, 2017 = \$111,243.75
- D. Annual Certification of Authorized Voucher/Payroll Signatures

III. Information Items

- A. Pool Manager & Facility Update
- B. Entity Liability Exposure Questionnaire Policy Year 2018 – To be Completed Online
- C. 2017 Final City Pool Budget Position through December 31, 2017
- D. Enduris 2017 Annual Report
- E. 2017 Annual Report– Due by May 30, 2018
- F. Strategic Planning Update
 - a. M&O Levy – August 2018

IV. Action Items

- A. Elect Chair, Vice-Chair, and Secretary
- B. Fee Schedule - Rate Recommendations for 2018 Season – Rate History Sheet Included

V. Adjournment

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

MINUTES

I. CALL TO ORDER

PRSA Chair Mia Bretz, called the November 15, 2017 meeting of the PRSA to order at 9:00 AM.

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

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

Visitors Present: Sharon Waters and Gary Planagan.

II. APPROVAL OF CONSENT AGENDA

- A. Approval of Agenda
- B. August 16, 2017 Minutes
- C. PRSA Claims Items from August 1, 2017 – October 31, 2017 = \$13,300.00

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

III. INFORMATION ITEMS

A. Pool Manager & Facility Update

City Administrator Joel Walinski updated the Board on a recent situation that Manager Kelley Lemons was involved in on an airplane where she performed CPR on an infant and saved the child's life; he noted that the City is working on putting a plaque together in her honor.

Public Works Director Herb Amick updated the Board on the status of the pool noting that it is all closed up and winterized. He identified some ongoing concerns with the solar heat panels and discussed the issues with damage from snow sliding off the devices. There was a brief discussion on the type of panels and poly hoses that are used and potential ways to correct the issues.

B. 2017 City Pool Budget Position through 10/31/2017

Finance Director Chantell Steiner reviewed the City's year to date totals stating that the pool received record revenues this year that were offset well by minimal increases in expenses. She noted that even with the minimum wage increase, the pool fund balance is anticipated to grow slightly from the original planned budget. She reviewed some specific line items and identified the additional increase in the capital project to complete the sand filter rebuild.

C. 2018 City Pool Proposed Budget Review

Director Steiner discussed the proposed changes to the 2018 budget that the City will incorporate in early 2018. She identified the increased beginning fund balance estimate of about \$9,000, salary increases due to additional minimum wage increases, and minor other amendments to align

operating costs with the 2017 year. Director Amick reminded the Board that there are still some issues with the sand filter project and that those additional costs are yet to come in. He added that the 2018 Budget includes some funding to work on repainting the interior changing rooms and other minor repairs.

D. Upper Valley Park & Rec – Regular Levy Preliminary Values for 2018 Tax Year

Director Steiner reviewed the District's total levy value of \$1,321,556,501 and the 1% increase allowed in addition to increases from construction, annexations and refunds. The total allowable estimated increase will go from \$123,003.76 to \$129,958.62; an increase of \$6,954.86 for the District. The Board asked if the City could get a current map of the district area to identify the annexation locations; Director Steiner stated that she would contact the County.

E. 2018 PRSA Budget Document Review

Director Steiner noted that last year the Board adopted a 2-Year Budget document for 2017-2018; however, this is not allowable for this type of District by State law. Due to this factor, the staff has prepared a single document for 2018. She noted that some minor changes were included to the language on page 4 regarding the current discussions underway for capital improvements and strategic planning. She then reviewed the District's budget figures that are included on pages 8 and 9 noting that no changes were necessary to these figures as they were already incorporated with enough flexibility from the previous document.

F. 2018 Meeting Dates

The Board reviewed the normal dates of the 3rd week for the quarterly meetings and discussed the need to readjust the dates due to holidays and election deadlines. The Board confirmed the final dates for 2018 to be February 14, May 9, August 29, and November 14.

IV. ACTION ITEMS

Public Hearing: 2018 PRSA Budget – Chair Bretz opened the public hearing at 9:44 AM. Hearing no comments from the public she closed the hearing at 10:00 AM after approval of the resolutions.

A. Resolution 1-2017 Levy for Annual Regular Property Tax Levy / DOR Form

Boardmember Clarke motioned to approve Resolution 1-2017 approving the levy for annual regular property tax levy / DOR form. The motion was seconded by Boardmember Simon and passed unanimously.

B. Resolution 2-2017 Excess Levy for Bonded Debt

Boardmember Simon motioned to approve Resolution 2-2017 approving the excess levy for bonded debt. The motion was seconded by Boardmember Thomson and passed unanimously.

C. Resolution 3-2017 Adopting a Budget for 2018

Boardmember Thomson motioned to approve Resolution 3-2017 approving the adoption of a budget for 2018. The motion was seconded by Boardmember Simon and passed unanimously.

D. Motion to Authorize the Chair to Sign the Levy Certification

Boardmember Simon motioned to authorize the Chair to sign the levy certification. The motion was seconded by Boardmember Clarke and passed unanimously.

The Board had a brief discussion with Gary Planagan regarding how the State administers the 1% tax limitation that was passed by voters in 2001 via Initiative 747.

V. NEW BUSINESS – ADDED BY CHAIR

Chair Bretz provided the Board with a handout outlining the 2018 PRSA Community Outreach Plan (Proposal) that summarized past discussions for strategic planning and outlined suggested next steps for continuing the process with the public. Boardmember Simon stated that he was encouraged at the recent voter turnout of Proposition 1 by the City for the Park improvements and concurred that having a public meeting on the PRSA's strategic planning would be a good first step. Chair Bretz noted that there will need to be a lot of work completed by a subcommittee and staff assistance to gather all the necessary materials to present to the public. She discussed her vision of having several models and visuals that depict ideas at a high level and possibly including some rough estimates of costs to implement them. Boardmember Clarke suggested that the Board consider having public meetings in a few of the District's areas, including Peshastin, and to consider reaching out to the School District. The Board discussed the need to consider costs to buy land and build if a Community Center is one of the models as well as incorporating annual maintenance and operational costs. Administrator Walinski added that having a coordinator as part of the operational costs could be included. Some ideas for models were discussed and include the following: Ice Rink, covered Pool, athletic field improvements, Park & Recreation Coordinator Position, Trails enhancements, white water/river/rafting programs, and Community Centers (2 possible versions).

VI. ADJOURNMENT

Seeing no other business, Boardmember Simon moved to adjourn the November 15, 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 10:44 AM.

Respectfully submitted by Chantell Steiner.

Upper Valley Park & Recreation Service Area

Check Register

November 1, 2017 – December 31, 2017

Total Expenditures for the Period: \$111,243.75

Signed	Date
Staff Volunteer	Date

Expenditure Detail Report

expdftl.rpt
 01/23/2018 3:44PM
 Periods: 11 through 12

Chelan County of Washington
 11/01/2017 through 12/31/2017

Account Number	Adjusted Appropriation	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	80,400.00	0.00	-80,400.00	0.00
57600.60.000 Capital Outlay					
11/20/2017 apinvoice IN 2017-04		41,500.00			
Vendor: 100383 CITY OF LEAVENWORTH Check # 812777					
57600.60.000 Capital Outlay	0.00	121,900.00	0.00	-121,900.00	0.00
Total Upper Valley Park & Rec	0.00	121,900.00	0.00	-121,900.00	0.00

Expenditure Detail Report

expdetl.rpt
01/23/2018 3:44PM
Periods: 11 through 12

Chelan County of Washington
11/01/2017 through 12/31/2017

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	300.00	0.00	-300.00	0.00
58600.00.000 Upper Valley Park & Rec Bond	0.00	0.00	300.00	0.00	-300.00	0.00
Total Non-Expenditures						
59000 Miscellaneous Expenditures						
59100 Redemption of Long-Term Debt						
59100.70 Debt Service Principal						
59176.70.000 Bond Payment Principal	0.00	0.00	0.00	0.00	0.00	0.00
12/5/2017 bip GJ 634		65,000.00				
59176.70.000 Bond Payment Principal	0.00	65,000.00	65,000.00	0.00	-65,000.00	0.00
Total Redemption of Long-Term Debt	0.00	65,000.00	65,000.00	0.00	-65,000.00	0.00
59200 Interest & Other Debt Service Costs						
59200.80 Debt Service Interest						
59276.80.000 Bond Payment Interest	0.00	0.00	4,743.75	0.00	-4,743.75	0.00
12/5/2017 bip GJ 634		4,743.75				
59276.80.000 Bond Payment Interest	0.00	4,743.75	9,487.50	0.00	-9,487.50	0.00
Total Interest & Other Debt Service Costs	0.00	4,743.75	9,487.50	0.00	-9,487.50	0.00
Total Miscellaneous Expenditures	0.00	69,743.75	74,487.50	0.00	-74,487.50	0.00
Total Upper Valley Park & Rec Bond	0.00	69,743.75	74,787.50	0.00	-74,787.50	0.00
Total Upper Valley Park & Rec	0.00	111,243.75	196,687.50	0.00	-196,687.50	0.00
Grand Total	0.00	111,243.75	196,687.50	0.00	-196,687.50	0.00

AUTHORIZED VOUCHER/PAYROLL SIGNATURES 2018

Only persons whose signatures are on this form are authorized to certify the payroll and accounts payable vouchers. Certification is necessary for the Auditor to process warrants.

To bring our authorized signature file up to date, please have the district officers sign this form and return it to the CHELAN COUNTY AUDITOR, ACCOUNTING OFFICE.

DISTRICT: _____

COMMISSIONERS/DIRECTORS OR ELECTED OFFICIALS

1.	TITLE	PRINTED NAME	SIGNATURE
	DATE TERM STARTS: _____	DATE TERM EXPIRES: _____	
2.	TITLE	PRINTED NAME	SIGNATURE
	DATE TERM STARTS: _____	DATE TERM EXPIRES: _____	
3.	TITLE	PRINTED NAME	SIGNATURE
	DATE TERM STARTS: _____	DATE TERM EXPIRES: _____	
4.	TITLE	PRINTED NAME	SIGNATURE
	DATE TERM STARTS: _____	DATE TERM EXPIRES: _____	
5.	TITLE	PRINTED NAME	SIGNATURE
	DATE TERM STARTS: _____	DATE TERM EXPIRES: _____	

APPOINTED OFFICIALS (if different from elected officials)

1.	TITLE	PRINTED NAME	SIGNATURE
2.	TITLE	PRINTED NAME	SIGNATURE
3.	TITLE	PRINTED NAME	SIGNATURE

5 YEAR BUDGET COMPARISON

Time: 13:18:03 Date: 02/05/2018
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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	12,402.04	30,335.68	31,941.75	31,942.00	31,881.00	
308 80 01 076 Beginning Net Cash & Invest	301.18	0.00	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	31,881.00	
311 10 00 001 Real & Personal Property Taxes	113,625.00	0.00	0.00	0.00	0.00	0.00	
310 Taxes	113,625.00	0.00	0.00	0.00	0.00	0.00	
347 30 00 000 Pool Pass Ent. Fees	29,924.50	28,420.00	30,280.00	34,621.00	28,000.00	28,000.00	
347 30 00 001 Pool Concession Fees	5,959.69	4,439.33	3,349.78	2,404.00	5,000.00	5,000.00	
347 30 00 002 Pool Daily Ent. Fees	47,736.89	46,172.18	38,669.64	41,688.05	45,000.00	45,000.00	
347 30 00 003 Pool Rental Fees	3,708.51	5,257.50	890.00	10,343.64	3,000.00	3,000.00	
347 30 00 004 Pool Swim Lessons	267.00	300.00	847.50	13,847.00	0.00	0.00	
347 30 00 005 Pool Swim Team Prep	0.00	0.00	4,740.00	300.00	1,500.00	1,500.00	
340 Charges For Goods & Services	87,596.59	84,589.01	78,776.92	103,203.69	82,500.00	82,500.00	
361 11 17 060 Investment Interest	0.00	0.00	31.70	208.82	50.00	50.00	
367 11 01 076 Pool Donations	0.00	0.00	180.00	35.00	0.00	0.00	
369 91 00 002 Misc Revenue - Refunds Pool	2,011.00	0.00	0.00	0.00	0.00	0.00	
369 91 01 076 Miscellaneous Revenue	144.00	0.00	111.00	25.50	0.00	0.00	
360 Interest & Other Earnings	2,155.00	0.00	322.70	269.32	50.00	50.00	
381 10 99 001 Temp Int. Loan-Fm#001 Curr Exp.	37,500.00	0.00	0.00	0.00	25,000.00	25,000.00	
380 Non Revenues	37,500.00	0.00	0.00	0.00	25,000.00	25,000.00	
397 00 00 010 Trans In-Fm 635 PRSA	0.00	118,450.00	122,000.00	121,900.00	121,900.00	119,300.00	
397 Interfund Transfers	0.00	118,450.00	122,000.00	121,900.00	121,900.00	119,300.00	
TOTAL REVENUES:	241,177.77	215,441.05	231,435.30	257,314.76	261,392.00	258,731.00	
576 20 10 000 Salaries & Wages	84,324.55	87,055.17	100,596.70	103,657.01	90,000.00	90,000.00	
576 20 20 000 Benefits	14,166.21	12,609.37	13,677.77	13,498.81	15,000.00	15,000.00	
576 20 31 000 Office & Operating Supplies	23,318.40	20,633.14	23,506.00	26,324.64	22,000.00	22,000.00	
576 20 31 001 Operating Supplies-Concessions	6,568.65	3,263.53	2,155.22	1,192.68	5,000.00	5,000.00	
576 20 35 000 Small Tool & Minor Equipment	25.32	194.03	0.00	487.98	500.00	500.00	
576 20 40 001 Other Interfund Svs & Chgs	1,936.13	2,899.69	2,356.76	3,251.76	2,624.00	1,918.00	

5 YEAR BUDGET COMPARISON

Time: 13:18:03 Date: 02/05/2018
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MCAG #:

176 Community Swimming Pool

Account	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2017 Appropriated	2018 Appropriated	2018 Comment
576 20 41 000 Professional Services	0.00	0.00	135.51	6,955.83	0.00	0.00	
576 20 42 000 Comm-Phone/Postage/Fx	708.67	743.53	668.99	587.33	700.00	700.00	
576 20 44 000 Advertising	563.91	251.91	504.24	317.79	500.00	500.00	
576 20 46 000 Insurance	16,015.00	11,255.00	11,942.35	9,520.41	10,130.00	10,406.00	
576 20 47 000 Utilities	19,719.27	16,609.72	20,093.22	18,901.75	18,000.00	18,500.00	
576 20 48 000 Repairs & Maintenance	340.48	507.09	858.55	5,174.25	5,000.00	5,000.00	
576 20 49 000 Misc-Reg/Dues/Subscriptions	570.00	590.00	245.00	356.21	600.00	600.00	
576 20 53 000 External Taxes-Sales-B&O Taxes	6,162.07	6,475.58	5,828.97	7,552.52	6,500.00	6,500.00	
576 Park Facilities	174,418.66	163,087.76	182,569.28	197,778.97	176,554.00	176,624.00	
581 20 00 099 Interfund Loan Repay - To CE	51,000.00	10,000.00	10,000.00	0.00	25,000.00	25,000.00	
580 Non Expenditures	51,000.00	10,000.00	10,000.00	0.00	25,000.00	25,000.00	
592 76 82 000 Interest On Interfund Loan	44.91	31.32	38.62	0.00	40.00	40.00	
592 Debt Service - Interest Costs	44.91	31.32	38.62	0.00	40.00	40.00	
594 76 62 000 Pool Sign Structure	3,312.16	0.00	0.00	0.00	0.00	0.00	
594 76 63 001 Pool Lane Ropes	0.00	0.79	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	5,000.00	
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	2,500.00	
594 76 63 009 DOE Solar/Energy Grant Project	0.00	2,844.46	-3.21	0.00	0.00	0.00	
594 Capital Expenditures	3,312.16	11,986.29	6,885.65	25,838.12	21,000.00	7,500.00	
508 80 01 076 Ending Fund Balance	0.00	0.00	0.00	0.00	38,798.00	49,567.00	
999 Ending Balance	0.00	0.00	0.00	0.00	38,798.00	49,567.00	
TOTAL EXPENDITURES:	228,775.73	185,105.37	199,493.55	223,617.09	261,392.00	258,731.00	
FUND GAIN/LOSS:	12,402.04	30,335.68	31,941.75	33,697.67	0.00	0.00	

2018 PRSA BOARD

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